

VILLAGE OF MCFARLAND
Public Works & Utilities Committee Minutes

Monday, June 26, 2023 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Wreh called the regular meeting of the Public Works & Utilities Committee to order at 6:00 PM in the Community Room of the Municipal Center.

Members present: Edward Wreh, Hilary Brandt, Pauline Boness, Marc Nielsen, Chris Fredrick, Matthew Coan

Members not present: Eric Kindschi

Staff Present: Public Works Director Lee Igl, Village Administrator Matt Schuenke, Streets and Utilities Superintendent Bob Jacobs, Assistant to the Public Works Director Aimee Irwin, and Town & Country staff, Brian Berquist.

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Public Works and Utilities Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to public.works@mcfarland.wi.us to be included as part of the meeting.*

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

None.

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the May 22, 2023 Public Works & Utilities Committee meeting.*

Motion by Trustee Wreh, seconded by Fredrick, to approve the minutes with the amendment presented by Nielsen for the May 22, 2023 Public Works & Utilities Committee meeting. Motion carries 6 - 0 - 0.

4. BUSINESS.

- a. *Discussion regarding the pathway between Rustic Way and Paulson Road*

The following public comments were provided:

- Mark Winter, 5205 Rustic Way, expressed his concerns regarding the pathway

and requested a detailed landscape plan to be created for this area. Mr. Winter recommends a landscape architect be hired to create a plan for this area. Mr. Winter recommended traffic aids to prevent vehicles from utilizing the pathway.

- Tom Moore, 5107 Rustic Way, commented that he agreed with Mr. Winter's statements and concerns. Mr. Moore expressed his concern regarding the runoff and flooding that has occurred near this area.
- Sue Johnson, 5211 Paulson Road provided her concerns regarding the temporary mailbox location, contractor vehicles parking in driveways, and debris left on driveways from contractor vehicles. Ms. Johnson asked what would be done about her damaged mailbox and when the water damage at her condo would be fixed. Ms. Johnson expressed her concerns about only portions of driveway being replaced instead of the entire driveway.
- Dan Chin, 5001 Hickory Lane expressed his concerns about the views of the commercial properties. Mr. Chin agreed with Mr. Winter's recommendations for a landscape plan.

Igl provided an overview regarding the pathway between Rustic Way and Paulson Road. Igl explained that due to the wooded conditions it was difficult to locate the utility infrastructure in the area along with the removal of invasive species that are to be removed per village ordinance. Igl added that a drainage swale was installed to assist with water flow. Igl explained that due to the late addition of the pathway there was not funding included within the project for a landscape plan. However, our staff, Sayer Larson, is working on a landscape plan that would include fall planting and funding will be requested in 2024 for finalizing the landscape plan for this area.

- Fredrick asked if it would be possible to have the village engineer complete vertical area screening and landscaping. Berquist stated this is possible.
- Boness asked if the contingency funds could be utilized for landscaping. Berquist explained that they could be utilized. Schuenke commented that while funds could be utilized, a plan would need to be created.
- Trustee Wreh recommends this item return to committee as an actionable item at a future meeting.

Berquist provided the following responses to public comments:

- The temporary mailboxes are placed as recommended by the post office.
- Any damaged mailboxes will be replaced when they are reinstalled.
- The debris on the driveways will be cleaned or fixed prior to construction completion.
- The stormwater runoff will be from the same watershed and no additional water should be added.
- The water damage to the property will be repaired by the contractor.

b. Update regarding the 2024 Exchange Street Project

Berquist provided an overview regarding the Exchange Street project. Berquist explained that the final plan set is due August 1st and the 90 percent plan set was recently submitted.

- Fredrick asked if the project was over the federal cap and if the village had requested an increase in funds. Berquist and Schuenke answered yes to both questions.
- Fredrick asked if the southern limits of the project were reduced. Berquist commented that the sidewalk was removed, which caused the change.

c. Discussion and action to make a recommendation to the Village Board regarding Pellitteri's proposal for refuse collection services.

Igl provided an overview regarding the enclosed proposal from Pellitteri with additional proposed services. Igl explained that Pellitteri's proposal includes two options, which would be a ten-year or five-year plan. The staff are recommending the ten-year contract option.

- Trustee Wreh asked for clarification regarding the two bulk item pick-ups per year. Igl explained that residents would be able to place certain bulky items at their curb for Pellitteri to collect. Trustee Wreh asked what communication plan had been developed for these events. Igl provided examples of various platforms that will be utilized to communicate these events to residents.
- Trustee Wreh asked if a collection site was discussed for drop-off. Igl responded that this was discussed. However, space is a limitation. Schuenke added that oversight of the drop-off site is of concern.
- Boness asked if the additional items were included within the fee schedule. Igl explained that the fee schedule does not include the additional proposed services as these would be open-ended costs to the Village.
- Fredrick asked how the additional items would be incorporated into the special charge on property taxes. Igl explained the additional items would need to be estimated and incorporated into the fee that is charged to customers.
- Fredrick inquired about properties such as village properties and churches being included within the contract. Igl explained that the properties previously included were reviewed. The churches and American Legion would be removed from the upcoming contract while the other properties would remain.

Todd Bollenbach of Pellitteri, explained that the twice-a-year bulk item events are optional.

- Barbara Ferro of 5307 Paulson Road asked how much the special charge would be increased for customers. Igl explained that the final amount to the customer has not been determined. However, for 2024, the cost would decrease.

Motion by Trustee Wreh, seconded by Trustee Brandt, to recommend approval to the Village Board regarding a proposal from Pellitteri for refuse collection services as presented for a ten-year term. Motion carries 6 - 0 - 0.

d. Discussion and action to make a recommendation to the Village Board regarding 2023 Crackfill and Chipseal proposal for street maintenance.

Igl provided an overview of the proposal from Fahrner Asphalt for street maintenance.

- Trustee Wreh asked how the streets were selected for street maintenance this year. Igl responded that the PASER rating, 10-year improvement plan, and overall condition review of the streets was how streets were selected.
- Fredrick commented that this practice is good for routine maintenance.
- Boness asked for clarification about the proposal amount versus the amount being requested of \$200,000. Igl explained that the additional funds would be utilized for patching.

Motion by Trustee Wreh, seconded by Trustee Brandt, to recommend approval to the Village Board regarding a proposal from Fahrner Asphalt for 2023 Chipseal and Crackfilling, with total street maintenance expenses not to exceed \$200,000. Motion carries 6 - 0 - 0.

e. Discussion and action to make a recommendation to the Village Board regarding a proposal for sidewalk maintenance.

Igl provided an overview of sidewalk maintenance related to raised sidewalk edges being cut and ground to help eliminate a trip hazard.

- Fredrick asked for an update regarding the three phases of sidewalk maintenance that was proposed previously. Igl explained that the first phase and a portion of the second phase was completed in 2022. The remaining portion of the second phase and the third phase will be completed this year.
- Trustee Wreh asked if a plan is in place for the sidewalks to the east of the new Public Safety building. Igl stated that the sidewalks would be incorporated into the replacement of the roadway in the area.

Motion by Trustee Brandt, seconded by Fredrick, to recommend approval to the Village Board regarding a proposal from Safe Step, LLC, not to exceed \$12,000. Motion carries 6 - 0 - 0.

f. Discussion regarding the draft 2024-2028 Capital Improvement Plan (CIP)

Igl provided an overview of the 2024-2028 CIP that was presented to the committee at their May meeting.

- Fredrick inquired if the pathways identified under Public Works that are within parks should be included under Parks. Igl explained that Public Works has typically maintained the pathways and maintenance of these pathways. Schuenke explained that last year was the first year that pedestrian ways were split. Schuenke commented that the item could move to parks.
- Trustee Wreh asked about the plan for replacement of the final portion of County Highway MN. Igl explained that the design of the project is planned in 2025 with construction in 2026. Trustee Wreh asked about the possibility of completing half of the roadway. Berquist responded that this would be possible

- but the county will contribute half the funds if the entire project is completed.
- Trustee Wreh asked if any project assists with improving bike traffic flow. Igl explained that the US Highway 51 project incorporates improved bike traffic flow along with a bike path along Siggelkow Road to Community Park. Berquist explained that when designing projects, the Transportation Ad Hoc committee plan is reviewed.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, July 24, 2023 at 6:00 p.m.

6. ADJOURNMENT.

Motion by Fredrick, the Committee adjourned by unanimous consent at 7:34 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Aimee Irwin
Assistant to the Public Works Director