

Monday, March 25, 2024**6:00 PM****McFarland Municipal Center**
5915 Milwaukee St, McFarland
Community Room

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/87543994777>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 875 4399 4777

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.**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.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the February 26, 2024, Public Works & Utilities Committee meeting.

4. BUSINESS.

- a. Discussion regarding Well 5 design
- b. Discussion and action to make a recommendation to the Village Board regarding updates to ordinance 47-109 Sand and Grease Trap Installations.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, April 22, 2024, at 6:00 p.m.

6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND
Public Works & Utilities Committee Minutes

Monday, February 26, 2024 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Wreh called the regular meeting of the Public Works & Utilities Committee to order at 6:01 PM in the Community Room of the Municipal Center. This meeting was also held via Zoom webinar.

Members present: Edward Wreh, Hilary Brandt, Pauline Boness, Marc Nielsen, Eric Kindschi, Village President Carolyn Clow

Members not present: Chris Fredrick, Matthew Coan

Staff Present: Public Works Director Lee Igl, Assistant to the Public Works Director Aimee Irwin, Utility Clerk Phil McDade, Town & Country staff Tim Stieve

2. PUBLIC APPEARANCES.

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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 January 22, 2024 Public Works & Utilities Committee meeting.*

Motion by Trustee Wreh, seconded by Nielsen, to approve the minutes of the January 22, 2024 Public Works & Utilities Committee meeting with one amendment. Motion carries 3 - 0 - 2, with Boness & Brandt abstaining.

4. BUSINESS.

- a. *Public Information Meeting regarding the 2024 Exchange Street project*

Stieve provided an overview of the Exchange Street project. Stieve explained that the underground utility work would occur first and begin in April or May.

- Al Runde of 6201 Renee Ct asked if utility outages would impact connecting streets. Stieve explained that through valves, connecting streets should not be impacted, but issues do arise that could impact connecting streets.
- Al Runde of 6201 Renee Ct asked for clarification on why parking is included on the southside of the road. Stieve explained that a little more parking is available on one side of the roadway and was decided by the Committee and Village Board.
- An attendee asked for clarification about alternate side parking. Stieve explained that alternate side parking does not apply when parking is not available on the opposite side of the roadway.
- Shaun O'Hearn of 6131 Exchange St asked if there would be an email list to communicate notices and updates that residents could opt in to. Stieve responded that an email communication notice and update could be created.
- Eric Dahl of 6216 Exchange St inquired about disconnect and reconnect worst case scenarios. Stieve responded that the worst case scenario could be eight hours for utilities being disconnected, but on average disconnection should be four hours.
- Bill Burse of 6412 Exchange St asked if driveway access would be blocked when utilities are being replaced near properties. Stieve explained that driveway access needs to be available at the end of each day.
- Dawn DeFoer of 6409 Exchange St asked how snow removal will be handled with parking. Igl responded that crews will do their best to go around cars and explained his use of snow emergencies.
- Al Runde of 6201 Renee Ct inquired about no parking across the driveway to the high school. Stieve responded that this could be looked at.
- Debra Kloth of 6417 Exchange St asked if the powerlines would be buried. Stieve explained that multiple discussions did occur with utilities with above ground powerlines but they did not choose to go this route. Stieve added that burying lines would be a large undertaking and expensive for the utility company.
- Eric Dahl of 6216 Exchange St asked if survey markers would be reset if dug up during the project. Stieve stated markers would be reset. Dahl also asked if mailboxes would remain at their existing locations. Stieve explained that mailbox locations will not change. Stieve added that the post office has not finalized the plan for temporary mailbox locations during the project.

Stieve explained that Johnson St, which is currently a one-way street in front of the school, will be a two-way street during the project.

- Stacie Burse of 6412 Exchange St asked when parking was decided to only be on one side, if there will be bumpouts near the middle school, and why lights will be on the opposite side of parking. Stieve explained the parking decision occurred throughout the design phase with committee and staff including reviewing the terrace area. Stieve responded that bumpouts will be near Highland Drive. Stieve explained that lighting was determined to avoid the

above ground lines.

- Eric Dahl of 6216 Exchange St asked if any water or sewer lines from the main would be replaced and if the cost would be on the property owner or the village. Stieve responded that yes water and sewer lines will be replaced and the costs are not passed on to the property owner.
- Vince Wagner of 6335 Exchange St explained that the undercut near his property causes flooding. Stieve responded that this could be looked at during the project. Wagner also asked if watering would occur during the project. Stieve stated watering is required during the project.
- Eric Dahl of 6216 Exchange St asked if a lighting diagram is available. Stieve responded that lighting could be added to the exhibit and updated on the village's website.
- Joel Crye of 6428 Exchange St asked where the storm drains drain to and if the curb will go to the bridge. Stieve explained the curb will dead end at the current dead end location and demonstrated where the storm drains will flow to the outfall near the property.
- An online attendee asked if speed bumps will be installed. Stieve responded that speed bumps were not discussed as part of the project but traffic calming mechanisms should help.
- Al Runde of 6201 Renee Ct asked what the lighting requirements are. Stieve explained that a lighting analysis was completed as part of this project which provided guidance for the lighting plan.
- Trustee Wreh recommended that a communications plan is developed including a clear mechanism for feedback regarding the project.

Stieve explained driveway interruptions and how each property will end up with a new driveway apron as part of the project. The driveway apron replacement is typically a five to seven period.

- Bill Burse of 6412 Exchange St asked if his driveway could be aligned when replaced. Stieve stated that this could be looked into as part of the replacement as long as it adheres to village standards.
- Drew Mather of 6017 Exchange St asked if no parking is available due to the construction will there be temporary parking. Stieve stated that yes there will be temporary parking locations.

Nielsen explained his reasoning for voting against the Exchange Street project when the project was approved and authorized for bid.

- Joe DeFoer of 6409 Exchange St asked what the typical hours of construction will be. Stieve responded that weekend work is not anticipated but may occur if necessary. Stieve added that the start time for construction hours is 7 AM within the village and concludes by 7 PM.
- Deb Nygaard of 6220 Exchange St recommended using various communication platforms, not just electronically. Stieve explained that such items such as outages will be provided in written form.

- An attendee asked how much of the project is federally funded. Stieve explained that the state/federal funding dollars toward the project is \$1,177,000.

b. Discussion and action to make a recommendation to the Village Board regarding the 2024 Street & Utility Improvements project and authorize the project for bid.

Stieve reviewed the 2024 Street & Utility Improvements project.

- Boness asked when Ivywood Trail was last worked on. Stieve responded he believes the roadway was last worked on in the early 2000s. Igl stated that the asphalt is in poor condition.
- Trustee Wreh asked the total distance of the Ivywood Trail pulverizing. Stieve provided an estimate of 1,100 feet.

Motion by Trustee Wreh, seconded by Boness, to recommend approval to the Village Board regarding the 2024 Street & Utility Improvements project and authorize the project for bid. Motion carries 5 - 0 - 0.

c. Discussion and action to make a recommendation to the Village Board regarding the MS4 Annual Report for 2023.

Stieve reviewed the MS4 annual report for 2023.

- Nielsen noted a correction on page 99 of the packet.

Motion by Trustee Wreh, seconded by Trustee Brandt, to recommend approval to the Village Board regarding the MS4 Annual Report for 2023 as presented. Motion carries 5 - 0 - 0.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, March 25, 2024, at 6:00 p.m.

6. ADJOURNMENT.

Motion by Trustee Brandt, the Committee adjourned by unanimous consent at 8:05 p.m.

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

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, March 25, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Discussion regarding Well 5 design

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

When the Park View Estates neighborhood was created, the Village secured land to accommodate a future drinking water well. The Village-owned land is located at 6040 Prairie Wood Drive. Since that time, the area has become almost fully developed. This growth has led to a need to construct the well in the near future. Wisconsin Department of Natural Resources permitted a site for the new well in 2007, and the Village's capital plan calls for constructing a well and well house in 2025.

Prior to beginning design of the permanent well, a test well is needed to confirm the characteristics of the aquifer and area geology. The Village will be contracting with a well driller to construct the test well, confirm pump capacity, and water quality during Spring 2024.

The Village will work with local residents and the Village Plan Commission while furthering well-house design and other architectural choices once the design process begins, anticipated to be Fall 2024.

Community Development and staff are discussing potential parcel line changes and setbacks for the well-house.

FINANCIAL/BUDGET IMPACT:

Well 5 design is included in the Capital Improvement Plan for 2024 with construction in 2025. Funds are included in the 2024 budget for the water utility.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

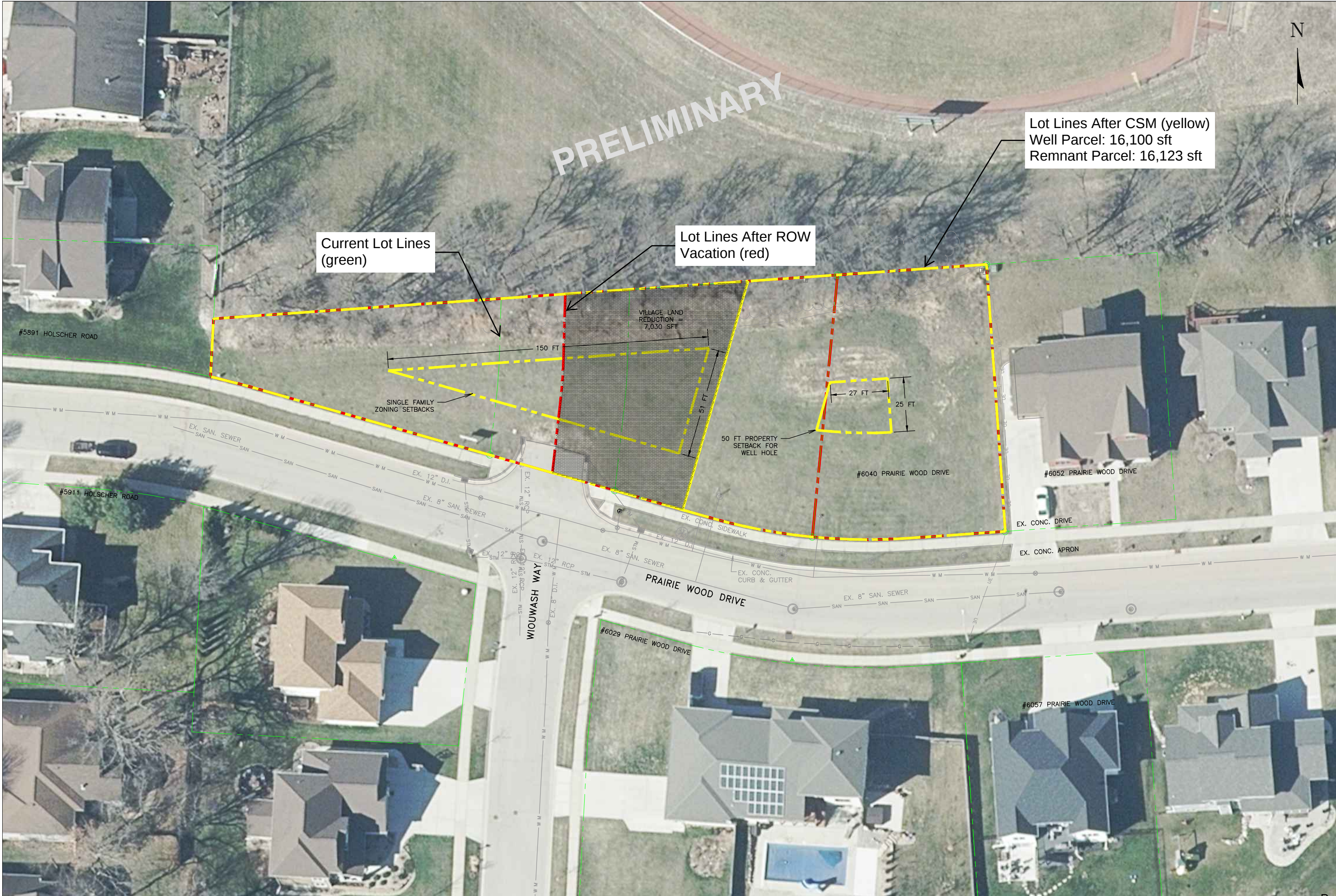
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is required on this item.



ATTACHMENTS:

1. Well 5 Exhibit



PRELIMINARY

Lot Lines After CSM (yellow)
Well Parcel: 16,100 sft
Remnant Parcel: 16,123 sft

Current Lot Lines
(green)

Lot Lines After ROW
Vacation (red)

VILLAGE LAND
REDUCTION -
7,030 SFT

SINGLE FAMILY
ZONING
SETBACKS

150 FT

50 FT PROPERTY
SETBACK FOR
WELL HOLE

27 FT

25 FT

#6040 PRAIRIE WOOD DRIVE

#6052 PRAIRIE WOOD DRIVE

EX. CONC. DRIVE

EX. CONC. APRON

#6057 PRAIRIE WOOD DRIVE

#6029 PRAIRIE WOOD DRIVE

PRAIRIE WOOD DRIVE

WIOUWASH WAY

#5891 HOLSCHER ROAD

#5911 HOLSCHER ROAD

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 25, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding updates to ordinance 47-109 Sand and Grease Trap Installations.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Public Works Utility staff is recommending updating Ordinance 47-109, Sand and Grease Installations, to allow us to enforce the compliance of having a working grease trap in properties that produce or dispose of fats, oils and grease (FOG). In the recent past, Public Works Utility found main sewer line back-ups that were caused by FOG in the system. Tracing the lines, we were able to locate the origine of the FOG and found that their grease traps were not operational or were not in place. The current ordinance does not allow us to enforce compliance. The new ordinance would allow the utility the ability to fine for non-compliance and to charge back for cleaning back-ups, traced back to particular properties. The new ordinance would not allow any "grandfathering" of existing systems, as they are the ones causing most of the system issues.

FINANCIAL/BUDGET IMPACT:

Daily fines for non-compliance or non-response would be \$200.00 per day.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

[Ordinance 47-109 Sand and Grease Trap Installations](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second to recommend approval to the Village Board regarding updates to ordinance 47-109 Sand and Grease Trap Installations as presented.

ATTACHMENTS:

1. FOG ordinance 2024 (ADR rev 3.2.24) Final draft

47-109 SAND AND GREASE TRAP INSTALLATIONS

- (1) **REQUIRED.** Sand and grease traps shall be installed and continuously operated on all building wastewater plumbing systems, other than those serving only residential dwelling units, for the proper handling of liquid wastes containing grease, oil, flammable liquids, sand and other deleterious substances. All sand and grease traps shall be constructed in accordance with the Wisconsin Plumbing Code and shall be so located as to be readily and easily accessible for cleaning and inspection. A description of the sand/grease trap system and the manufacturer, dimensions and location thereof shall be submitted to the Department of Public Works with the first maintenance report following installation and thereafter following any replacement.
- (2) **TREATMENT OF GREASE AND OIL.** All new and existing nonresidential establishments shall comply with the requirements of Wisconsin Administrative Code §SPS 382.34(5).
- (3) **MAINTENANCE.** All sand and grease traps shall be maintained by the owner at their expense in continuous and efficient operation at all times.
- (4) **MAINTENANCE REPORTS.** Maintenance reports detailing all maintenance performed during the previous calendar year shall be submitted to the Director of Public Works annually, on or before January 31 of each year.
- (5) **PENALTY FOR FAILING TO OPERATE A FUNCTIONING SAND AND GREASE TRAP.** Any customer failing to install, maintain and continuously operate a properly functioning sand and grease trap required under this section shall be subject to the following:
 - a. Forfeitures not exceeding \$200.00 per violation, with each day constituting a separate violation; and
 - b. Assessed of all costs incurred by the utility for materials, equipment, staff time and contracted labor associated with cleaning, repairing, and televising any affected public sanitary sewer line as necessitated by the violation.
- (6) **PENALTY FOR FAILING TO FILE REPORTS.** Any customer failing to file a required maintenance report more than 30 days after the due date shall be subject to a forfeiture not exceeding \$200.00 for each day the report remains overdue after March 1 following the due date.