

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.**

- 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](mailto: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 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