VILLAGE OF MCFARLAND

Public Works & Utilities Committee Minutes

Wednesday, May 29, 2024 - 6:00 PM

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

   President Clow called the regular meeting of the Public Works & Utilities Committee to order at 6:00 PM in the Community Room of the Municipal Center. This meeting was also held via Zoom webinar.

   Members present: Carolyn Clow, Lowell J. Prill, Pauline Boness, Zach Freeman, Marc Nielsen

   Members not present: Chris Fredrick, Eric Kindschi

   Staff Present: Public Works Director Lee Igl, Assistant to the Public Works Director Aimee Irwin, Town and 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 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 2, 2024, Public Works & Utilities Committee meeting.*

      Motion by President Clow, seconded by Boness, to approve the minutes of the May 2, 2024, Public Works & Utilities Committee meeting. Motion carries 4 - 0 - 1, with Trustee Prill abstaining.

4. **BUSINESS.**

   a. *Presentation and discussion regarding the 2023 Audit and Financial Statements to review rate and budgetary impacts for McFarland Utilities.*

      Sarah Slaughter of Baker Tilly provided an overview of the financial highlights from the 2023 audit and financial statements.

- Nielsen asked if an increase in water sales was seen due to the dry year. Slaughter stated that increased consumption was seen in the 2023 financials.

b. *Discussion and action to make a recommendation to the Village Board regarding the award of contract for the bulk fill station at the Public Works building.*

Igl and Stieve provided an overview of the bulk fill station for the Public Works building. Stieve explained that two bids were received for the project and Portzen Construction was the low-bidder.

- Nielsen asked if a discussion had occurred with the other bidder as the bids were close in total. Stieve explained that a discussion did not occur as it would be not ethical.
- Boness asked what the project was estimated to cost. Stieve explained that the original estimate was $35,000.
- Freeman asked about current revenues and users of bulk water. Igl stated that revenue is about $6,000 annually with having the bulk fill shut down for almost six months of each year. Igl explained that the new system would allow for year-round bulk water, improved safety, and an increase in revenue.

Motion by President Clow, seconded by Freeman, to recommend approval to the Village Board regarding the award of contract to Portzen for the bulk fill station at the Public Works building in the amount of $93,000. Motion carries 5 - 0 - 0.

c. *Discussion and action to make a recommendation to the Village Board regarding the annual CMAR submittal for 2023*

Igl reviewed the enclosed annual CMAR for 2023.

- Nielsen asked for details regarding the recorded overflow included in the report. Igl explained an overflow occurred due to a break in the forcemain at Brandt Park.
- President Clow asked why the form was not tallied. Igl explained that the report is in progress and will be completed once approved by the Village Board and includes the resolution number.

Motion by President Clow, seconded by Trustee Prill, to recommend approval to the Village Board regarding the 2023 Compliance Maintenance Annual Report (CMAR) for 2023 as presented. Motion carries 5 - 0 - 0.

d. *Discussion regarding Paulson Road traffic study.*

Stieve reviewed the results of the traffic studies for Paulson Road comparing data from 2023 to 2024.

- President Clow asked if this data had been shared with those on Paulson Road. Igl explained the data had not been shared. President Clow recommended a mailer be sent with the data.

e. *<u>Discussion and action to approve the installation of an additional stop sign at Ridge Road and Paulson Road at the Larson Beach Road intersection.</u>*

Igl provided an overview of an additional stop sign at Ridge Road in response to requests. Igl explained that a four-way stop is not being recommended due to the railroad tracks.

- Nielsen asked where the additional stop sign would be installed. Igl stated the new stop sign would be placed on Ridge Road with existing stop signs on Paulson Road and at Preston Place.
- Freeman asked if adding the stop sign would alleviate the issue. Igl explained that with the new stop sign, Larson Beach traffic would have the right of way instead of two roadways having the right of way.

Motion by President Clow, seconded by Nielsen, to approve the installation of an additional stop sign on Ridge Road at the Larson Beach Road intersection. Motion carries 4 - 1 - 0, with Freeman voting nay.

f. *<u>Discussion and action to approve the addition of stop signs on Broadhead Street at Holscher Road.</u>*

Igl provided an overview of additional stop signs on Broadhead Street at the intersection with Holscher Road creating a four-way stop. Igl noted that the RRFB signs could be repurposed for another location.

- Freeman asked why the four-way stop was not considered previously and if the intent was for speed reduction. Igl explained that traffic stops already as though the intersection is a four-way stop. Lee Gibbs of AECOM explained that previous studies were completed at the intersection. Due to increased development and the Public Safety building, the most recent study shows an increase in crashes at the intersection.
- Freeman asked if discussion occurred as to where to relocate the RRFB signs. Gibbs stated no discussion had occurred.

Motion by President Clow, seconded by Boness, to approve the addition of stop signs in both directions of Broadhead Street at the Holscher Road intersection. Motion carries 5 - 0 - 0.

g. *<u>Public Works Week Presentation</u>*

Igl explained that Public Works' week was celebrated from May 19th through 25th and provided a PowerPoint presentation regarding the Public Works Department.

5. SCHEDULE NEXT MEETING DATE.

a. *<u>Monday, June 24, 2024 at 6:00 p.m.</u>*

6. ADJOURNMENT.

Motion by Trustee Prill, seconded by Boness, to adjourn at 7:10 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