

VILLAGE OF MCFARLAND

Public Works & Utilities Committee Minutes

Monday, June 23, 2025 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Village President Brassington 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: Village President Brassington, Trustee Prill, Pauline Boness, Zach Freeman, Timothy Goers

Members not present: Chris Fredrick, Eric Kindschi

Staff Present: Village Administrator Matt Schuenke, Streets & Utilities Superintendent Bob Jacobs, and Assistant to the Public Works Director Aimee Irwin.

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 Public Works & Utilities Committee meeting held on May 28, 2025.*

Motion by Village President Brassington, seconded by Trustee Prill, to approve the minutes of the Public Works & Utilities Committee meeting held on May 28, 2025. Motion carries 5 - 0 - 0.

4. BUSINESS.

a. *Discussion and action to make a recommendation to the Village Board regarding the Holscher Road Water Tower task order for engineering services.*

Tim Stieve of Town & Country Engineering provided an overview regarding the Holscher Road Water Tower project planned for 2026.

- President Brassington asked what the painting frequency is for a water tower. Stieve stated that painting occurs about every 20 years, but it depends on conditions. Stieve added that the Holscher Road water tower is at a good point to re-coat instead of being required to blast off the current paint.
- President Brassington asked for clarification on the engineering services that Town & Country would provide. Stieve explained that the services are related to desk services for the design of and bidding for the project.
- Boness asked for clarification regarding the Safe Drinking Water Funding and what it would be used for. Stieve stated the funds would be utilized for the 2026 project.
- Freeman asked if the logo would match the Burma water tower. Irwin responded that the logo would match.

Motion by President Brassington, seconded by Trustee Prill, to recommend approval to the Village Board regarding the Holscher Road Water Tower task order for engineering services. Motion carries 5 - 0 - 0.

b. Discussion and action to make a recommendation to the Village Board regarding a Request for Proposal (RFP) for yard waste and drop-off site services.

Irwin provided an overview of the Request for Proposal including the scope of services for yard waste and drop-off site services. Irwin explained that staff would like to adjust the enclosed RFP to add the summer pick-up option that was added in 2024 as it was well-received and utilized.

- Boness asked if the RFP is similar to the current contact. Irwin responded that the RFP is similar.
- President Brassington asked how the summer pick-up was added. Irwin responded that the contractor was receptive to adding the summer pick-up option to the contract as requested.
- Freeman asked if the pick-ups are charged at an hourly rate. Irwin stated that curbside collection is charged on an hourly basis while the bin maintenance is charged as a lump-sum.
- Boness recommended updates to the RFP related to proper dates. Irwin responded that the dates would be reviewed and modified.

Motion by President Brassington, seconded by Trustee Prill, to recommend approval to the Village Board regarding a Request for Proposal (RFP) for yard waste and drop-off site services as presented with discussed adjustments for summer pick-up and date updates. Motion carries 5 - 0 - 0.

c. Discussion and action to make a recommendation to the Village Board regarding a Request for Proposal (RFP) for sidewalk maintenance.

Irwin provided an overview of the RFP for sidewalk maintenance related to annual sidewalk work.

- Freeman asked about sidewalk repairs identified within the newer Juniper Ridge

subdivision and if a warranty exists. Irwin stated warranty is likely unable to be utilized for this area.

- Freeman asked for clarification that the RFP is for grindings, not replacements. Irwin stated the RFP is for grindings as few replacements were found within the section reviewed.
- President Brassington asked if this project is for 2025 or 2026. Irwin stated this would be for 2025 sidewalk maintenance.

Motion by President Brassington, seconded by Boness, to recommend approval to the Village Board regarding the issuance of a Request for Proposal (RFP) for sidewalk maintenance. Motion carries 5 - 0 - 0.

d. Introduction to and discussion of the proposed McFarland 2026-2030 Capital Improvement Plan.

Schuenke provided an overview of the Capital Improvement Plan process. Tim Stieve of Town and Country Engineering reviewed the Paving and Utility Plan with focusing on the 2026 projects. Stieve also presented the plan for drilling the hole for Well 5 in 2025 in order to stay in line with the projected Well 5 timeline. Stieve inquired if the committee would be okay that the authorization to bid for the well drilling was presented to the Village Board and not to the committee.

- Boness inquired if the July committee meeting could be adjusted to review the Well 5 drilling authorization for bid. Schuenke responded that the meeting adjustment would need to be investigated.
- Boness asked where Well 5 would be located. Stieve responded that the well site is on Prairie Wood Drive.
- Freeman inquired if the test well would be utilized for the well hole. Stieve explained that the test site would be used.
- Trustee Prill asked if drilling the well hole could occur during the winter. Stieve responded that work could continue a bit into the winter, but it could increase costs.
- Committee members discussed and suggested that if the July meeting were unable to be adjusted, then the authorization to bid for well drilling could be presented directly to the Village Board.

Stieve presented the GIS map showing the Paving and Utility Plan over the next three years.

- Boness asked if the plan would widen the roadway on Siggelkow Road. Stieve explained that the project study and 30% design plans are still being completed. Schuenke spoke about the funding for the Siggelkow Road project.

Schuenke mentioned to the committee that phase 7 of the US Highway 51 project will begin in the Winter of 2026. This phase will encompass from Larson Beach Road to Exchange Street and the replacement of the Yahara River Bridge. Schuenke stated that

the Capital Improvement Plan would return to the committee at the next meeting.

- Freeman inquired about the property acquisition item on the CIP. Schuenke explained this placeholder item is for the possible opportunity to purchase the property to the north of the Public Works site.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, July 28, 2025, at 6:00 p.m.

6. ADJOURNMENT.

Motion by Trustee Prill, seconded by Boness, to adjourn at 6:56 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