

**PUBLIC WORKS
COMMITTEE**

Tuesday, February 12, 2019

6:00 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes of the meeting held on January 8, 2019.
4. BUSINESS.
 - a. Review and Possible Recommendation regarding sidewalks and bike lanes along streets to be paved in 2019.
 - b. Discussion and action to make a recommendation to the Village Board regarding the position description and approval to fill the vacancy for the Public Works Seasonal Crewperson position within the Public Works Department.
 - c. Directors Report
5. SCHEDULE NEXT MEETING DATE.
 - a. Tuesday, March 12, 2019 (Joint meeting with Public Utilities Committee).
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND
Public Works Committee Minutes

Tuesday, January 8, 2019 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Clow called the regular meeting of the Public Works Committee to order at 6:00 pm in Conference Room A of the McFarland Municipal Center.

Members present: Member Elizabeth Bohuski, Member Chris Fredrick, Member Marv Meyers, Member Richard Vela, Village Trustee Jerry Adrian, Village Trustee Carolyn Clow, Terry Lawrin

Members not present: None

Staff Present: Matt Schuenke (Village Administrator), Brian Berquist and Tim Stieve (Town & Country Engineering) and Jim Hessling (Acting Director Public Works / Utilities)

2. PUBLIC APPEARANCES.

Lindsey Charlesworth and Ellie Kyser were present to talk about item 4a. Clow suggested that they speak when the item came up. The committee agreed.

3. APPROVAL OF MINUTES.

a. Discussion and action regarding minutes of the regular meeting held November 13, 2018.

Motion by Meyers, second by Adrian, to Approve the November 13, 2018 Public Works Minutes. Motion carries 5 - 0 - 2 by acclamation with Vela and Lawrin abstaining.

4. BUSINESS.

a. Discussion and recommendation to the Village Board on a traffic safety concern review request received from Ellie Kyser, regarding 4604 Siggelkow Road.

Lindsey Charlesworth, owner of Little Spartans Daycare at 4604 Siggelkow Rd, appeared along with Ellie Kyser to comment about the heavy traffic and difficulty crossing the intersection in front of Little Spartans. They are concerned that people are speeding and not slowing down for pedestrians. During pick up and drop off times (7:30-8:15 and 4:15-5:30), it is difficult to cross the street due to heavy traffic. In addition, during the summer months, there is added traffic with ball games.

Fredrick provided information regarding a prior year's request for a mid-block crossing at this location. At that time, the committee determined that signage would most likely be ineffective and there was no physical room for additional sidewalk, so no further action was taken. Adrian concurred with the summary Fredrick provided.

Clow had researched the placement of a 15 mph school crossing sign, but found it would not be allowed. Adrian suggested police presence. Fredrick suggested incremental steps beginning with the police and then on to other steps as necessary. Schuenke suggested using portable speed boards and Berquest suggested using Dane County's tube counters in the spring.

For now, it was agreed to ask the police department to increase patrol of the area and to use portable speed signs. It was also suggested that the same topic be discussed at the April meeting with the Police Chief in attendance.

b. Discussion and action regarding the position description for the Office Manager position within the Public Works Department.

Schuneke reviewed the changes to the job description and the title since the last meeting. The position itself has already been approved in the 2019 budget as well as in an Org Chart to be used for the Director hiring process. This new office position provides financial and administrative assistance to the PW Director, however, a few committees did not like the title "Office Manager." Clow was concerned that very few people would be qualified for the position as it's written and suggested along with Richard Vela that the job description be scaled down a bit. The question was also asked as to whether or not the position could be contracted to an outside party.

Motion by Fredrick, second by Vela, to approve the position description for the Office Manager as presented and advance it to the Village Board. Motion carries 7 - 0 - 0 by acclamation.

c. Review and Possible Recommendation regarding sidewalks and bike lanes along streets to be paved in 2019.

At the last meeting, the committee requested Brian Berquist present possible sidewalk and bike lane options for the following two 2019 street projects:

- Main St from Marsh to Eighmy
- Eighmy, East part from Marsh to the end

In both instances, Berquist indicated it was possible to do on-street bike lanes and/or sidewalks, but added the following points:

- Sidewalks were not a part of the 2019 budget. The Village could use contingencies to help cover the cost. Also, sidewalks could be bid as an alternate item.
- Bike lanes are cheaper as they are just paint.
- Bike lanes would require parking only on one side of the street.
- Main Street goes from a width of 41' to 36' on the south end.
- Bidding will begin in February 2019 and the opening will take place in March 2019
- Construction will need to be completed before school starts in the fall
- Letters will need to be sent to residents impacted by the construction

Motion by Fredrick, second by Clow, to install sidewalks on the west side of Main Street and the north side of Eighmy Street. Motion carries 7 - 0 - 0 by acclamation.

d. Discussion and update regarding planning for the implementation of 2019 Capital projects.

Acting Director Hessling went over the Public Works Capital Equipment purchases for 2019. The plow/patrol truck and the tractor/mower unit have been purchased. Staff is working on evaluating the purchase of a pickup truck.

e. Presentation by Public Works Director regarding monthly department report.

Acting Director Hessling went over his report for the month of December 2018. Hessling also made reference to the newly published report from the Wisconsin Department of Agriculture, Trade and Consumer Protection about the Elongate Hemlock Scale that was recently found in store bought wreaths. As a precaution, the Christmas Tree drop off site will now remain open until January 28. Public Works will address the disposal of the trees and wreaths.

5. SCHEDULE NEXT MEETING DATE.

a. Tuesday, February 12, 2019 at 6:00 pm.

6. ADJOURNMENT.

Motion by Clow, second by Fredrick, to adjourn at 8:15 pm. Motion carries 7 - 0 - 0 by acclamation.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, February 12, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator, Jim Hessling, Assistant Director

AGENDA ITEM: Review and Possible Recommendation regarding sidewalks and bike lanes along streets to be paved in 2019.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Committee has been discussing planned road improvements for 2019 and included additional pedestrian enhancements with them to fill in gaps within the transportation network. At our last meeting a plan was reviewed to accomplish this for the current year on Main Street and Eighth Road. Since that meeting the Engineer has notified affected residents and further detailed the drawing within the construction plans, both of which are included within your packet for review. The intent of our next meeting is to listen to feedback from affected residents on the project as a means to further consider the project. The road project will go out to bid shortly with the results considered at the meeting in March where a final decision may be rendered as a recommendation to the Village Board.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. McFarland Handout
2. MC-148 CURRENT SET
3. Sidewalk



4. Sidewalk2
5. Map_8_-_Transportation_Community_Facilities_Plan
6. Ad Hoc Transportation Committee
7. Initial Sidewalk Letter
8. 20190207152549469

Village of McFarland

Public Works Committee Meeting

Main Street/Eighmy Road Sidewalk discussion

February 12, 2019

Background

The Village has drafted and maintains several planning documents to guide future project decisions, including pedestrian and bicycle accommodations.

The 2019 Capital Improvement Plan includes pavement pulverizing and resurfacing on sections of Main Street and Eighmy Road with water main replacement also occurring on Main Street. In this same (and adjacent) area, the Village's Comprehensive Plan and the Ad Hoc Transportation Committee's report call out a desire to extend the existing sidewalk (currently on the west side of Main Street from Marsh Road to Autumn Lane) further south down Main Street and then east on Eighmy Road.

Current Plans

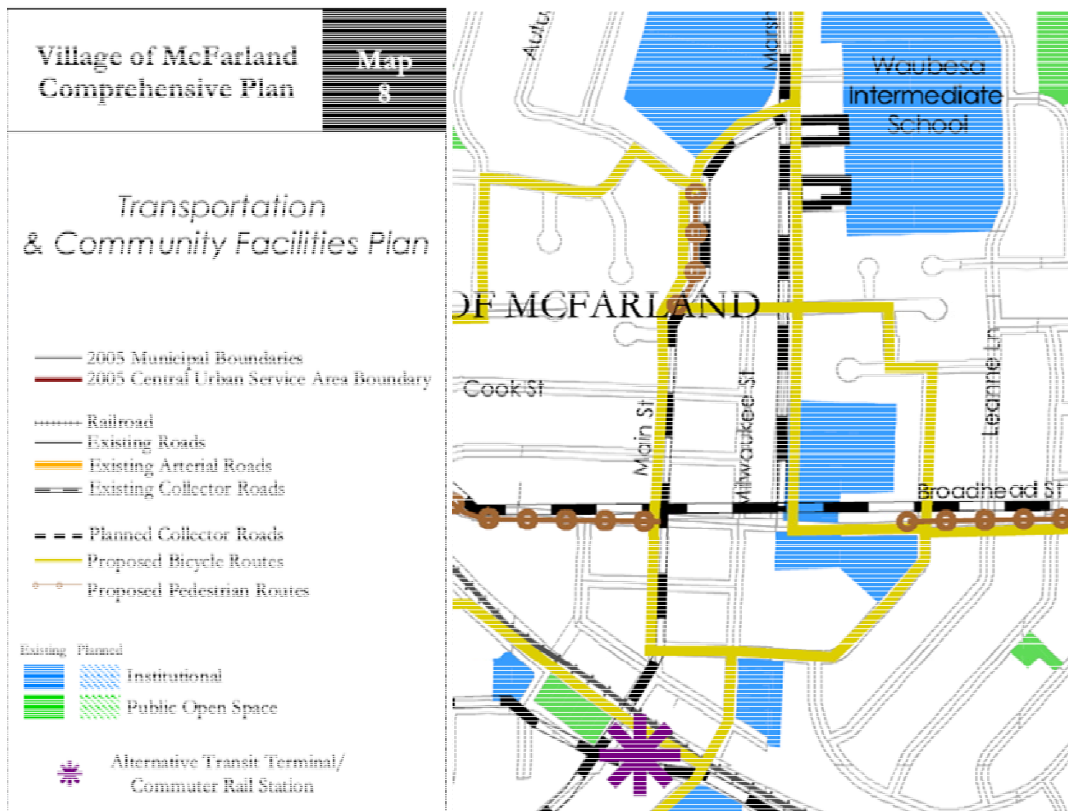
The Public Works Committee examined constructing sidewalks on each side (and both sides) of Main Street and Eighmy Road as part of the 2019 street and utility projects.

Given that both sidewalks south of Eighmy Road and north of Autumn Lane are only currently on one side, it was decided that single-side sidewalk would be sufficient. Sidewalk is shown on the north side of Eighmy Road to align with the existing sidewalk east of Marsh Road and due to right-of-way constraints on the south side. Sidewalk is shown on the west side of Main Street due to fewer driveway crossings needed, less proximity to mature trees, and eliminates a corner lot from getting sidewalk along both sides.

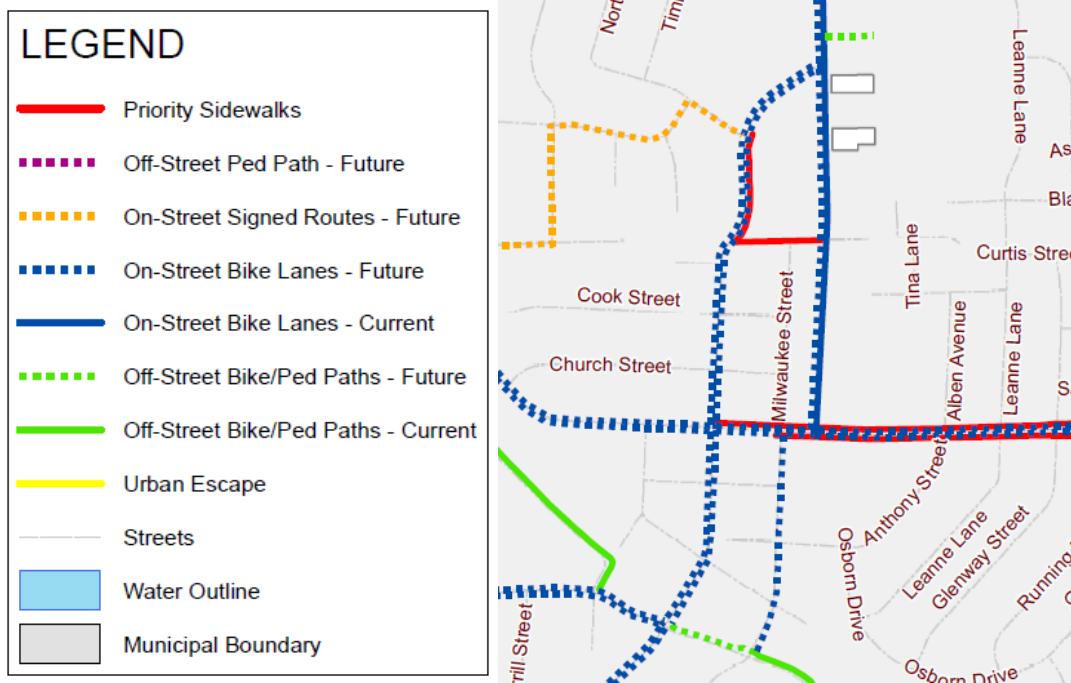
Next Steps

Plans are being finalized for releasing to bidders. Bid opening is anticipated in early March, with recommendation of contract award at the March 12 Public Works Committee meeting. Once bids are opened, costs will be compared to available budgets in the event sidewalk would need to be deferred to a future effort.

Construction is anticipated to be in Spring or Summer 2019, with final schedules communicated to residents once it is available.



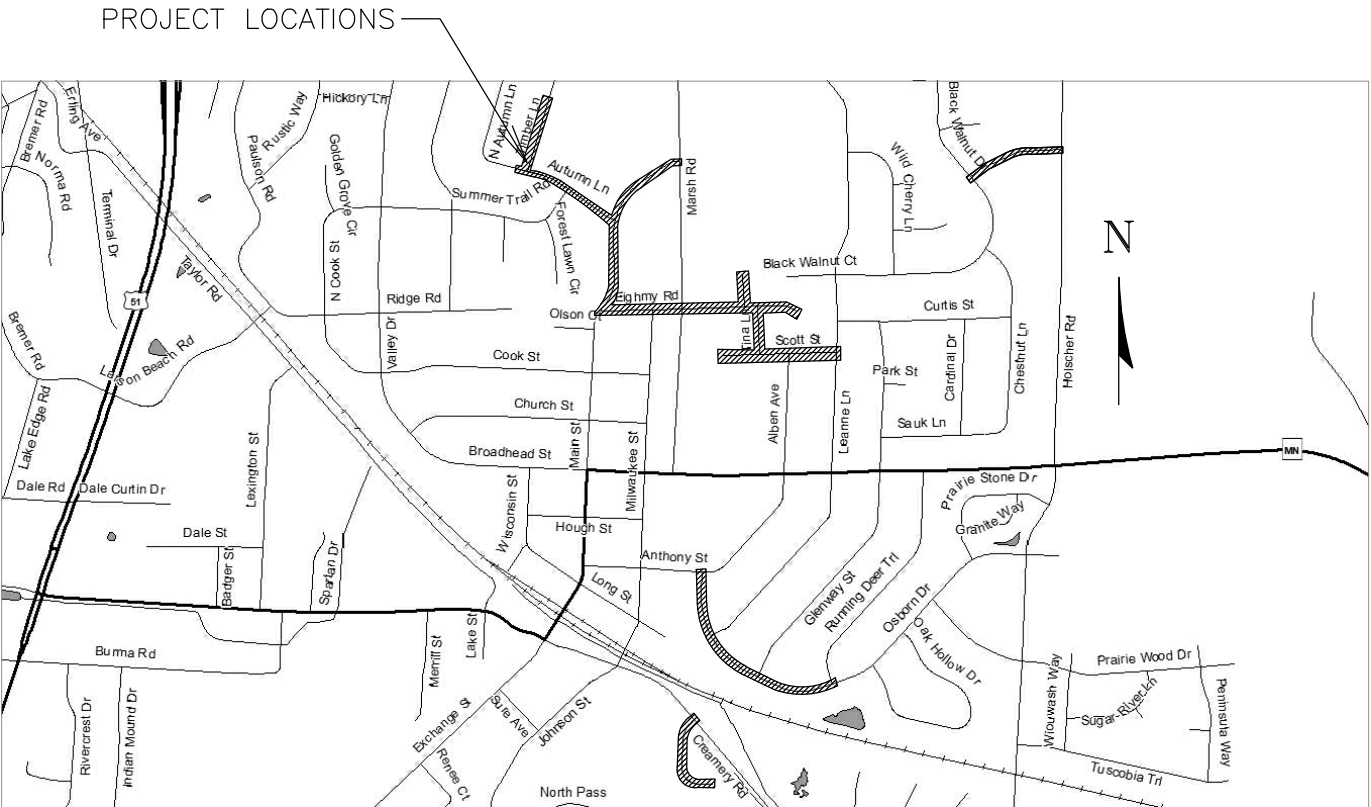
Ad Hoc Transportation Committee Map



2019 STREET AND UTILITY IMPROVEMENTS

Village of McFarland, Wisconsin

SHEET INDEX	
SHEET NO.	SHEET DESCRIPTION
1	EROSION CONTROL PLAN AND GENERAL NOTES
2	EROSION CONTROL PLAN
3	EROSION CONTROL - STANDARD CONSTRUCTION DETAILS
4	PLAN & PROFILE - MAIN STREET EIGHMY ROAD TO STATION 25+40
5	PLAN & PROFILE - MAIN STREET STATION 25+40 TO STATION 30+60
6	PLAN & PROFILE - MAIN STREET STATION 30+60 TO MARSH ROAD
7	PLAN & PROFILE - AUTUMN LANE MAIN STREET TO STATION 64+60
8	PLAN & PROFILE - AUTUMN LANE STATION 64+60 TO TIMBER LANE
9	PLAN & PROFILE - TIMBER LANE AUTUMN LANE TO STATION 45+80
10	PLAN & PROFILE - TIMBER LANE STATION 45+80 TO STATION 51+00
11	PLAN & PROFILE - EIGHMY ROAD MAIN STREET TO MARSH ROAD
12	CROSS SECTIONS - TIMBER LANE STATION 40+50 TO STATION 42+88
13	CROSS SECTIONS - TIMBER LANE STATION 43+33 TO STATION 44+71
14	PLAN VIEW - RESURFACING SMITH RIDGE ROAD
15	PLAN VIEW - RESURFACING EIGHMY RD., HANKINS CT., SCOTT ST. & TINA LN.
16	PLAN VIEW - RESURFACING OSBORN DRIVE & CREAMERY COURT
17	WATER MAIN - STANDARD CONSTRUCTION DETAILS
18	STREET IMPROVEMENTS - STANDARD CONSTRUCTION DETAILS



NO SCALE

MEMBER

TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN

CALL DIGGERS HOTLINE

1-800-242-8511

TOLL FREE

WIS. STATUTE 182.0175 (1974)

REQUIRES MIN. OF 3 WORK DAYS

NOTICE BEFORE YOU EXCAVATE.

LEGEND

UNDERGROUND TELE. — UT — UT — UT — UT —

UNDERGROUND CATV. — CBL — CBL — CBL — CBL —

UNDERGROUND ELEC. — UE — UE — UE — UE — UE —

OVERHEAD — OH — OH — OH — OH — OH —

EXISTING GAS — G — G — G — G — G —

PROPERTY LINE — — — — —

EXISTING WATER MAIN — — — — —

EXISTING SANITARY SEWER — — — — —

EXISTING STORM SEWER — — — — —

EXISTING FENCE LINE — — — — —

SAWCUT — — — — —

NEW STORM SEWER — — — — —

NEW WATER MAIN — — — — —

NEW SANITARY SEWER — — — — —

NEW ITEMS:

WATER VALVE

CURB STOP

HYDRANT

MANHOLE

CURB INLET

ENDWALL

GAS WARNING

EXISTING ITEMS:

FLAG POLE

MAILBOX

POWER POLE

LIGHT POLE

LAMP POST

PULL BOX

WATER VALVE

CURB STOP

HYDRANT

WELL

MONITORING WELL

TRACER WIRE

SANITARY MANHOLE

SANITARY VALVE

CLEANOUT

STORM MANHOLE

CURB INLET

CIRCULAR INLET

SQUARE INLET

ENDWALL

STUMP

DECID. TREE (RELATIVE SIZE SHOWN)

EVERGREEN

SHRUB OR HEDGE

SIGN

C

T

E

X

STREET SIGN

IRON PIPE

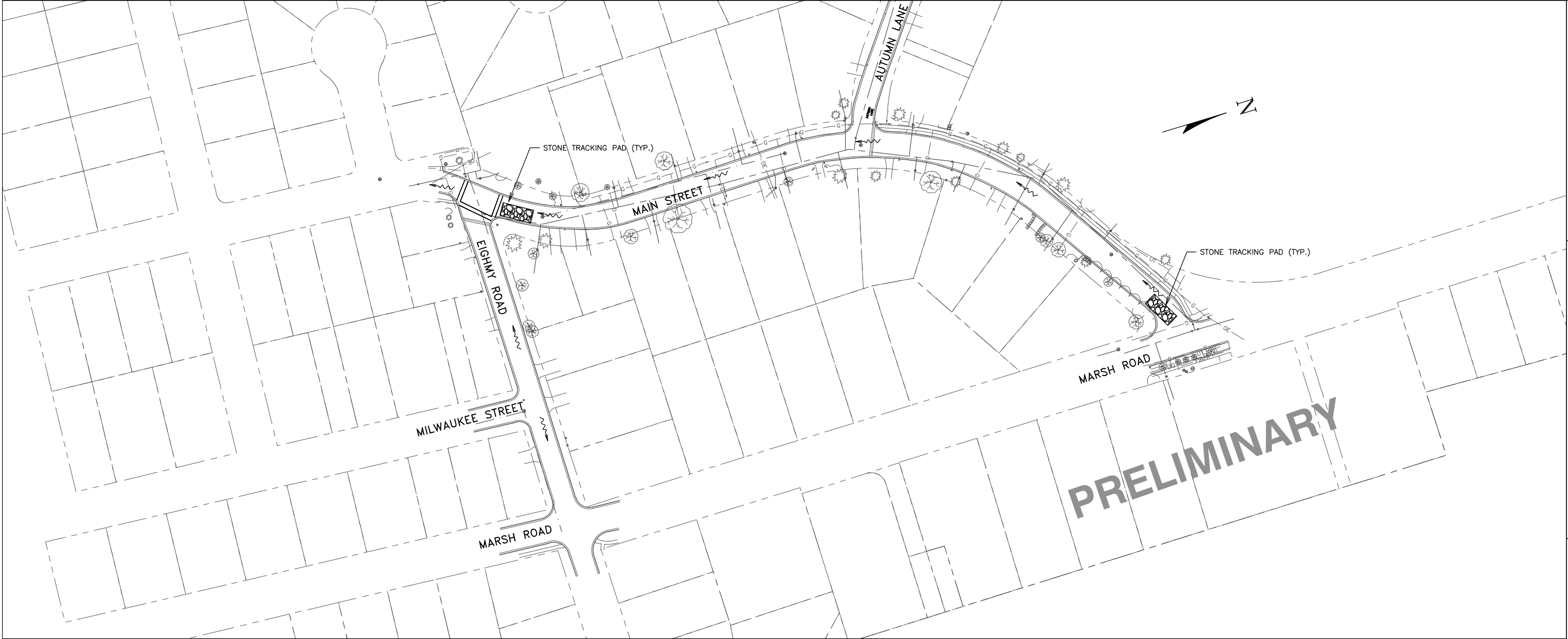
IRON ROD

NOTES:

1.) EXISTING FEATURES AND LABELS ARE SHOWN WITH SCREENED, LIGHTER LINES.

2.) NEW CONCRETE IS SHOWN SHADED IN PLAN VIEWS

3.) CONCRETE REMOVALS ARE SHOWN BY CROSS-HATCHING



EROSION CONTROL NOTES:

- LOCATIONS MARKED WITH "■" TO RECEIVE INLET FILTER PROTECTION DURING CONSTRUCTION. ALL NEW STREET INLETS MUST ALSO RECEIVE INLET FILTER PROTECTION. IF NO INLET IS AT THE MARKED LOCATION, CONSTRUCT A STONE CHECK DAM IN GUTTER LINE.
- SURFACE FLOW DIRECTION IS INDICATED WITH
- SILT FENCE INSTALLATION IS INDICATED WITH
- POST WDNR CERTIFICATE OF PERMIT COVERAGE ON SITE AND MAINTAIN UNTIL CONSTRUCTION ACTIVITIES HAVE CEASED, THE SITE IS STABILIZED, AND A NOTICE OF TERMINATION IS FILED WITH WDNR.
- KEEP A COPY OF THE CURRENT EROSION CONTROL PLAN ON SITE THROUGHOUT THE DURATION OF THE PROJECT.
- SUBMIT PLAN REVISIONS OR AMENDMENTS TO THE WDNR AT LEAST 5 DAYS PRIOR TO FIELD IMPLEMENTATION.
- THE CONTRACTOR IS RESPONSIBLE FOR ROUTINE SITE INSPECTIONS AT LEAST ONCE EVERY 7 DAYS AND WITHIN 24 HOURS AFTER A RAINFALL EVENT OF 0.5 INCHES OR GREATER. KEEP INSPECTION REPORTS ON-SITE AND MAKE THEM AVAILABLE UPON REQUEST.
- INSPECT AND MAINTAIN ALL INSTALLED EROSION CONTROL PRACTICES UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED.
- WHEN POSSIBLE: PRESERVE EXISTING VEGETATION (ESPECIALLY ADJACENT TO SURFACE WATERS), MINIMIZE LAND-DISTURBING CONSTRUCTION ACTIVITY ON SLOPES OF 20% OR MORE, MINIMIZE SOIL COMPACTION, AND PRESERVE TOPSOIL.
- REFER TO THE WDNR STORMWATER CONSTRUCTION TECHNICAL STANDARDS AT http://dnr.wi.gov/topic/stormwater/standards/const_standards.html.
- INSTALL PERIMETER EROSION CONTROLS AND ROCK TRACKING PAD CONSTRUCTION ENTRANCE(S) PRIOR TO ANY LAND-DISTURBING ACTIVITIES, INCLUDING CLEARING AND GRUBBING. USE WDNR TECHNICAL STANDARD STONE TRACKING PAD AND TIRE WASHING #1057 FOR ROCK CONSTRUCTION ENTRANCE(S).
- INSTALL INLET PROTECTION PRIOR TO LAND-DISTURBING ACTIVITIES IN THE CONTRIBUTING DRAINAGE AREA AND/OR IMMEDIATELY UPON INLET INSTALLATION. COMPLY WITH WDNR TECHNICAL STANDARD STORM DRAIN INLET PROTECTION FOR CONSTRUCTION SITES #1060.
- STAGE CONSTRUCTION GRADING ACTIVITIES TO MINIMIZE THE CUMULATIVE EXPOSED AREA. CONDUCT TEMPORARY GRADING FOR EROSION CONTROL PER WDNR TECHNICAL STANDARD TEMPORARY GRADING PRACTICES FOR EROSION CONTROL #1067.

- NOTIFY THE OWNER IF DEWATERING IS SCHEDULED TO OCCUR IN AREAS OF SOIL AND/OR GROUNDWATER CONTAMINATION, OR IF DEWATERING WILL OCCUR FROM A HIGH CAPACITY WELL (70 GPM OR MORE). DEWATER ONLY AFTER THE APPROPRIATE WDNR DEWATERING DISCHARGE PERMIT HAS BEEN OBTAINED.
- PROVIDE ANTI-SCOUR PROTECTION AND MAINTAIN NON-EROSIVE FLOW DURING DEWATERING. LIMIT PUMPING RATES TO EITHER (A) THE SEDIMENT BASIN/TRAP DESIGN DISCHARGE RATE, OR (B) THE BASIN DESIGN RELEASE RATE WITH THE CORRECTLY-FITTED HOSE AND GEOTEXTILE FILTER BAG. PERFORM DEWATERING OF ACCUMULATED SURFACE RUNOFF IN ACCORDANCE WITH WDNR TECHNICAL STANDARD DE-WATERING #1061.
- INSTALL AND MAINTAIN SILT FENCING PER WDNR TECHNICAL STANDARD SILT FENCE #1056. REMOVE SEDIMENT FROM BEHIND SILT FENCES AND SEDIMENT BARRIERS BEFORE SEDIMENT REACHES A DEPTH THAT IS EQUAL TO ONE-HALF OF THE FENCE AND/OR BARRIER HEIGHT.
- REPAIR BREAKS AND GAPS IN SILT FENCES AND BARRIERS IMMEDIATELY. REPLACE DECOMPOSING STRAW BALES (TYPICAL BALE LIFE IS 3 MONTHS). LOCATE, INSTALL, AND MAINTAIN STRAW BALES PER WDNR TECHNICAL STANDARD DITCH CHECKS #1062.
- INSTALL AND MAINTAIN FILTER SOCKS IN ACCORDANCE WITH WDNR TECHNICAL STANDARD INTERIM MANUFACTURED PERIMETER CONTROL AND SLOPE INTERRUPTION PRODUCTS #1071.
- IMMEDIATELY STABILIZE STOCKPILES AND SURROUND STOCKPILES AS NEEDED WITH SILT FENCE OR OTHER PERIMETER CONTROL IF STOCKPILES WILL REMAIN INACTIVE FOR 7 DAYS OR LONGER.
- IMMEDIATELY STABILIZE ALL DISTURBED AREAS THAT WILL REMAIN INACTIVE FOR 14 DAYS OR LONGER. BETWEEN SEPTEMBER 15 AND OCTOBER 15: STABILIZE WITH MULCH, TACKIFIER, AND A PERENNIAL SEED MIXED WITH WINTER WHEAT, ANNUAL OATS, OR ANNUAL RYE, AS APPROPRIATE FOR REGION AND SOIL TYPE. OCTOBER 15 THROUGH COLD WEATHER: STABILIZE WITH A POLYMER AND DORMANT SEED MIX, AS APPROPRIATE FOR REGION AND SOIL TYPE.
- STABILIZE AREAS OF FINAL GRADING WITHIN 7 DAYS OF REACHING FINAL GRADE.
- SWEEP/CLEAN UP ALL SEDIMENT/TRASH THAT MOVES OFF-SITE DUE TO CONSTRUCTION ACTIVITY OR STORM EVENTS BEFORE THE END OF THE SAME WORKDAY OR AS DIRECTED BY THE VILLAGE. SEPARATE SWEEPED MATERIALS (SOILS AND TRASH) AND DISPOSE OF APPROPRIATELY.
- THE CONTRACTOR IS RESPONSIBLE FOR CONTROLLING DUST PER WDNR TECHNICAL STANDARD DUST CONTROL ON CONSTRUCTION SITES #1068.
- PROPERLY DISPOSE OF ALL WASTE AND UNUSED BUILDING MATERIALS (INCLUDING GARBAGE, DEBRIS, CLEANING WASTES, OR OTHER CONSTRUCTION MATERIALS) AND DO NOT ALLOW THESE MATERIALS TO BE CARRIED BY RUNOFF INTO THE RECEIVING CHANNEL.
- COORDINATE WITH THE OWNER TO UPDATE THE LAND DISTURBANCE PERMIT TO INDICATE THE ANTICIPATED OR LIKELY DISPOSAL LOCATIONS FOR ANY EXCAVATED SOILS OR CONSTRUCTION DEBRIS THAT WILL BE HAULED OFF-SITE FOR

- DISPOSAL. THE DEPOSITED OR STOCKPILED MATERIAL NEEDS TO INCLUDE PERIMETER SEDIMENT CONTROL MEASURES (SUCH AS SILT FENCE, HAY BALES, FILTER SOCKS, OR COMPACTED EARTHEN BERMS).
- FOR NON-CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED SLOPES, PROVIDE CLASS I, II OR III TYPE A EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD NON-CHANNEL EROSION MAT #1052.
- FOR CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED AREAS, PROVIDE CLASS I, II, OR III TYPE B EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD CHANNEL EROSION MAT #1053.
- INSTALL ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES (SUCH AS TEMPORARY SEDIMENT BASINS, DITCH CHECKS, EROSION CONTROL MATTING, SILT FENCING, FILTER SOCKS, WATTLES, SWALES, ETC.), OR AS DIRECTED BY THE OWNER.
- THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE WDNR REMEDIATION AND WASTE MANAGEMENT REQUIREMENTS FOR HANDLING AND DISPOSING OF CONTAMINATED MATERIALS. SITE-SPECIFIC INFORMATION FOR AREAS WITH KNOWN OR SUSPECTED SOIL AND/OR GROUNDWATER CONTAMINATION CAN BE FOUND ON WDNR'S BUREAU OF REMEDIATION AND REDEVELOPMENT TRACKING SYSTEM (BRRTS) PUBLIC DATABASE AT: <http://dnr.wi.gov/botw/>

2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

tc

TOWN & COUNTRY
ENGINEERING, INC.

EROSION CONTROL PLAN
AND GENERAL NOTES

2019 STREET AND UTILITY IMPROVEMENTS
Village of McFarland, Wisconsin

PROJECT NO.:
MC 148

DRAWING FILE:
SHEETS.DWG

DRAWN BY:
M.J.M.

CHECKED BY:
B.R.B.

DATE:
2-6-19

REVISIONS:

SCALE:

SHEET:
1

Page 10 of 40



PROJECT NO.:

MC 148

DRAWING FILE:

SHEETS.DWG

DRAWN BY:

M.J.M.

CHECKED BY:

B.R.B.

DATE:

2-6-19

REVISIONS:

SCALE:

0 20 40 80

SHEET:

2

2019 STREET AND UTILITY IMPROVEMENTS

Village of McFarland, Wisconsin

EROSION CONTROL PLAN

tc

TOWN & COUNTRY

ENGINEERING, INC.

2912 Marketplace Drive

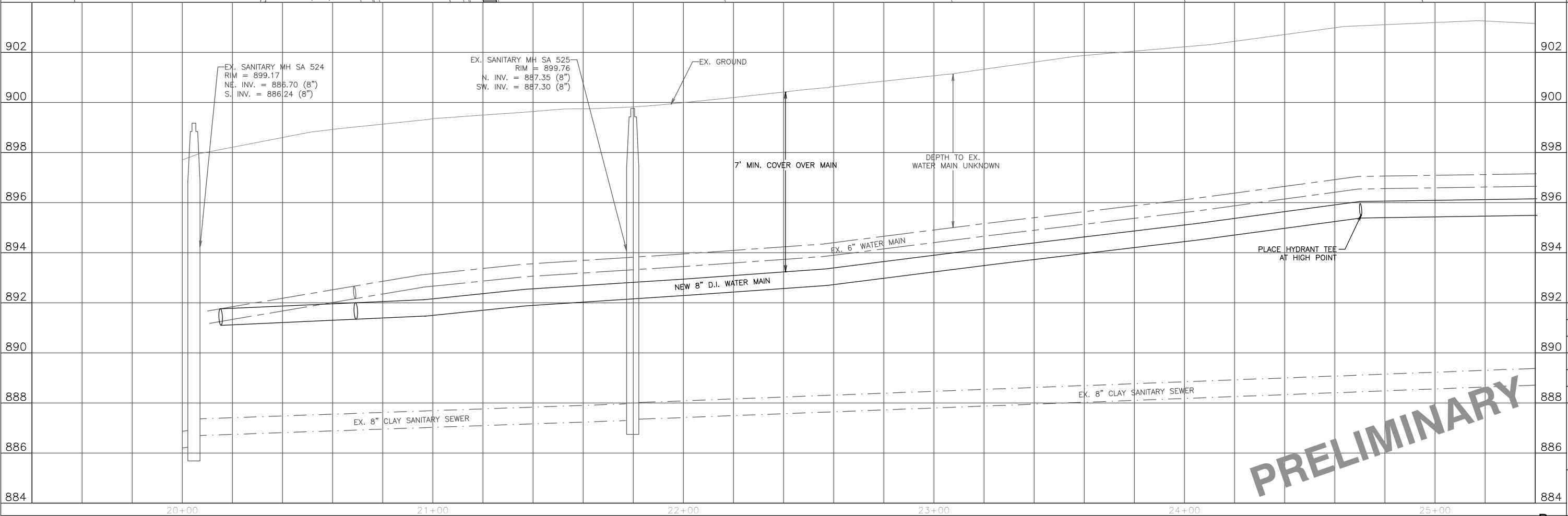
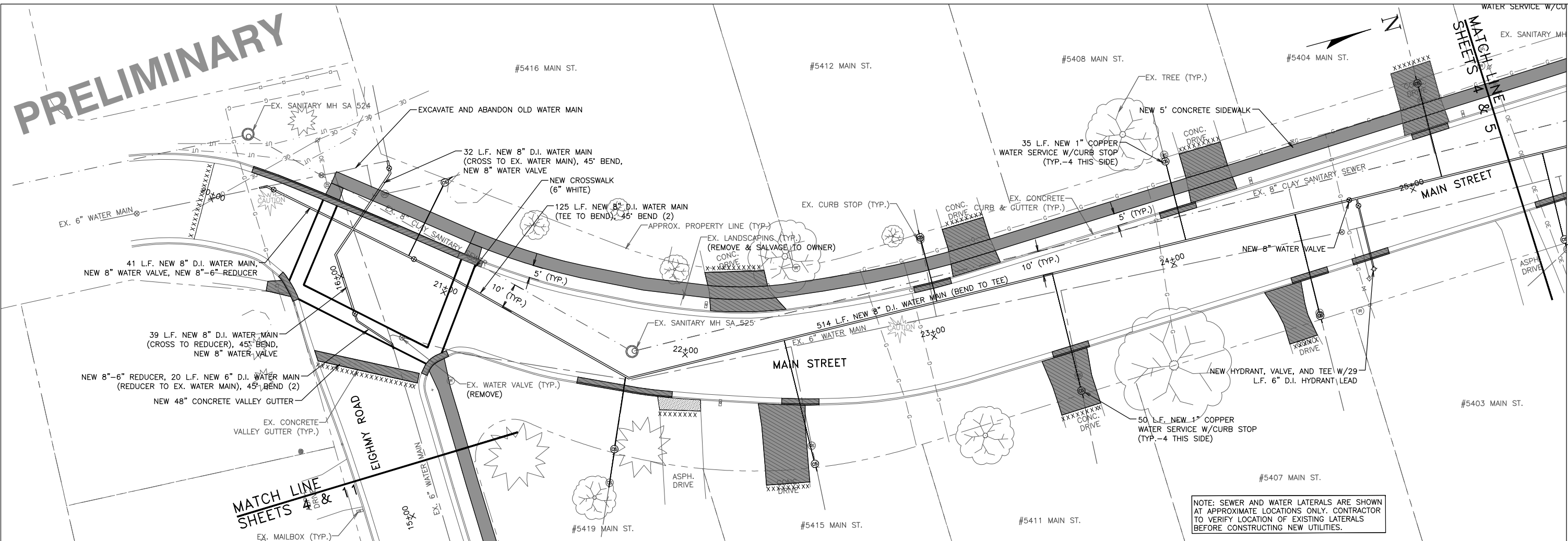
Suite 103

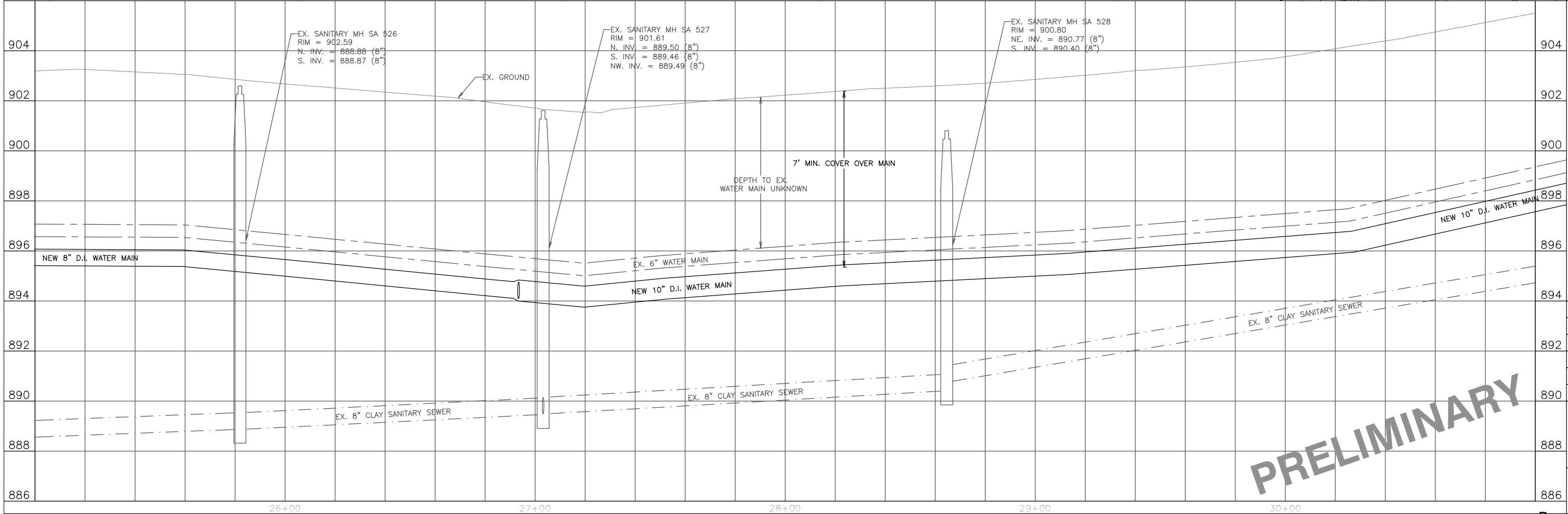
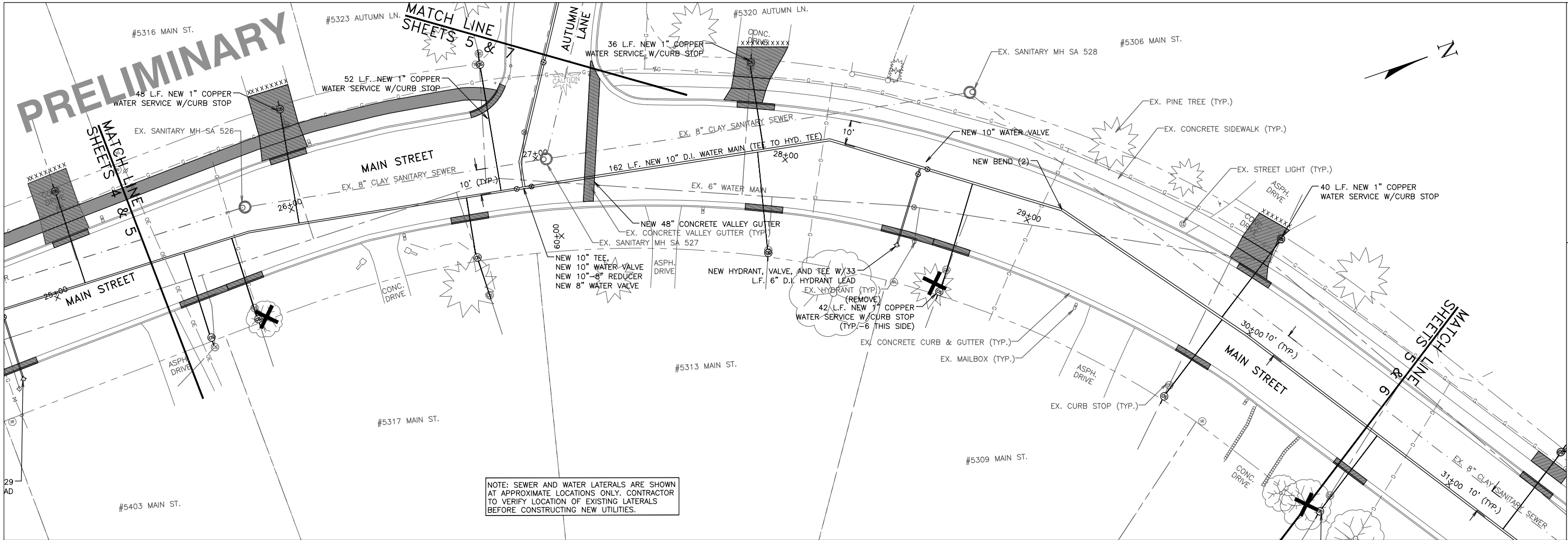
Madison, WI 53719

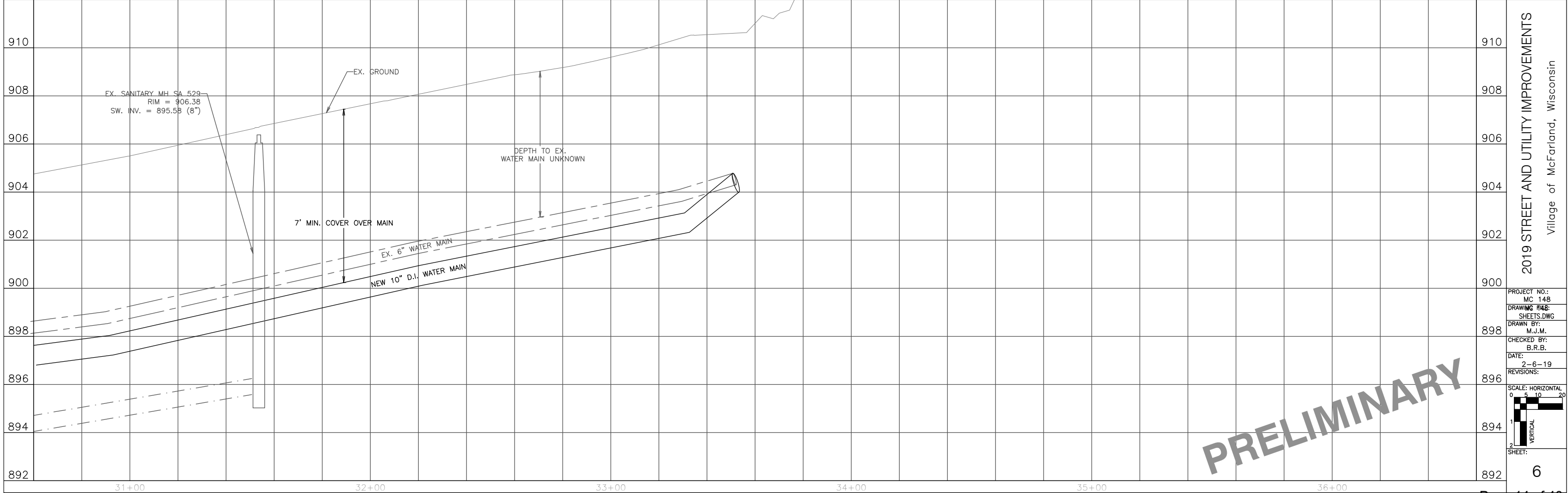
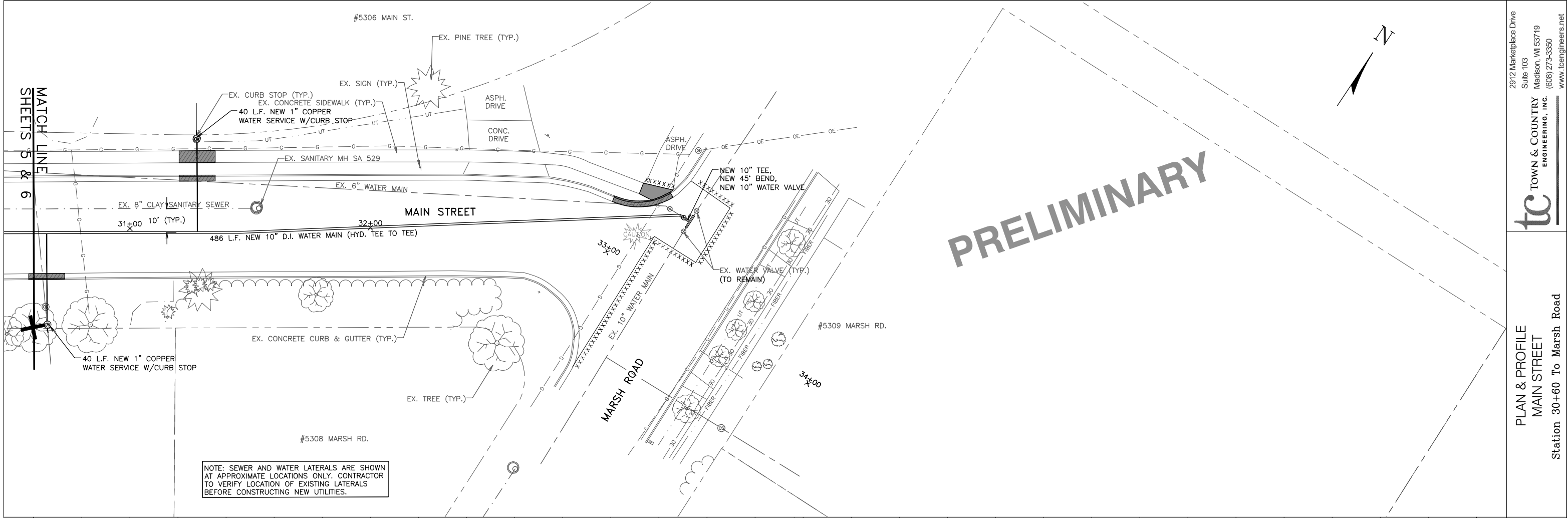
(608) 273-3350

www.tcengineers.net

Page 11 of 40







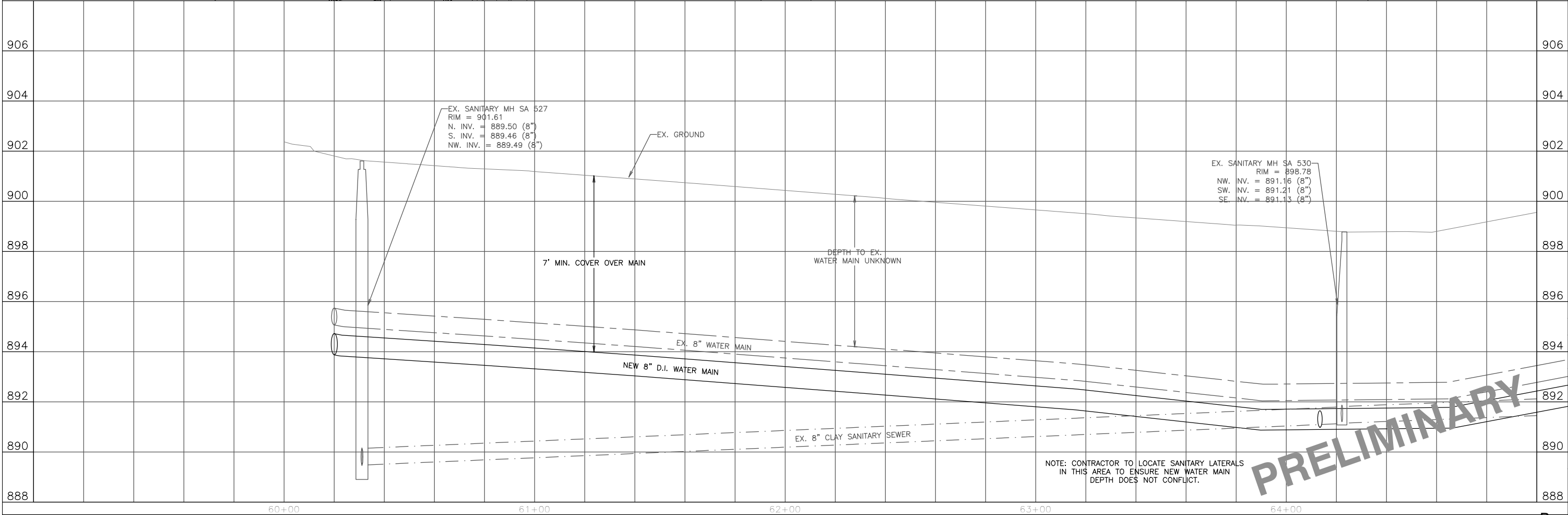
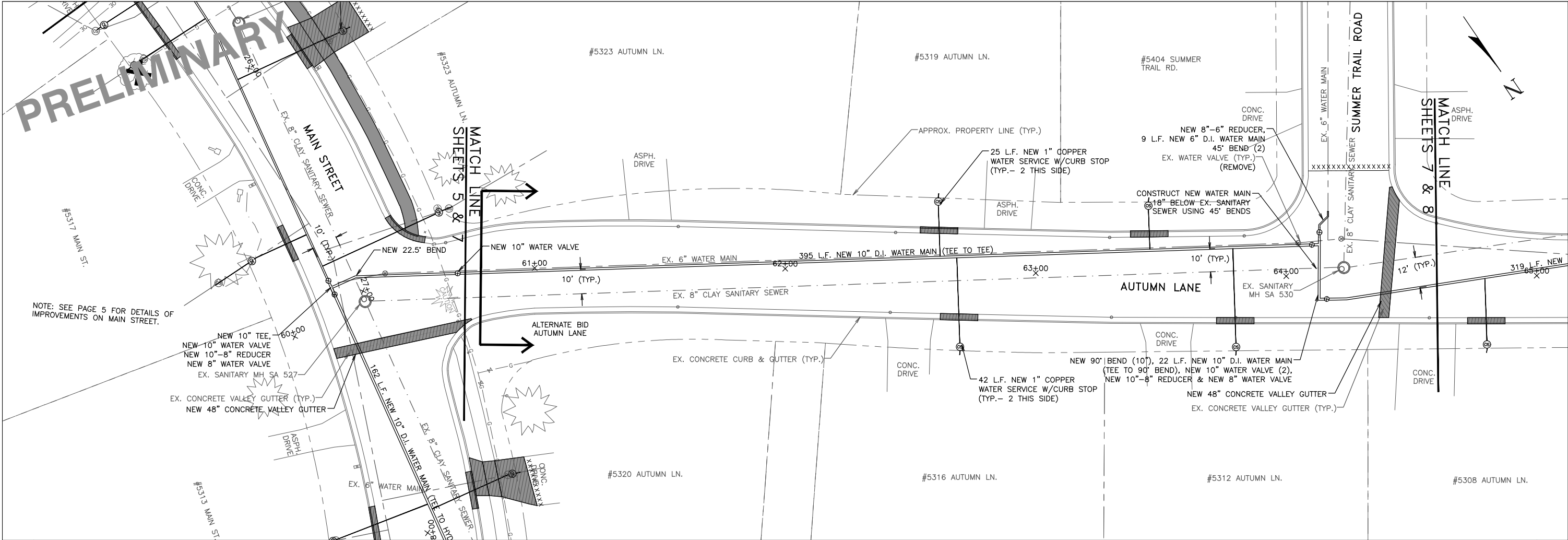
2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

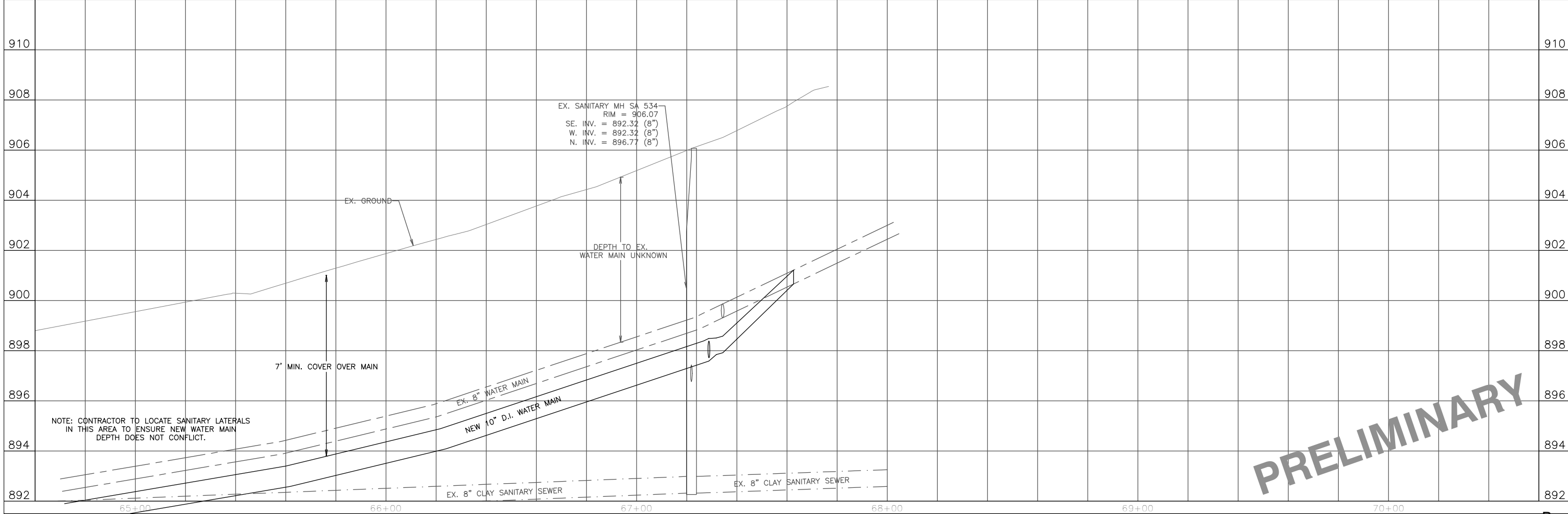
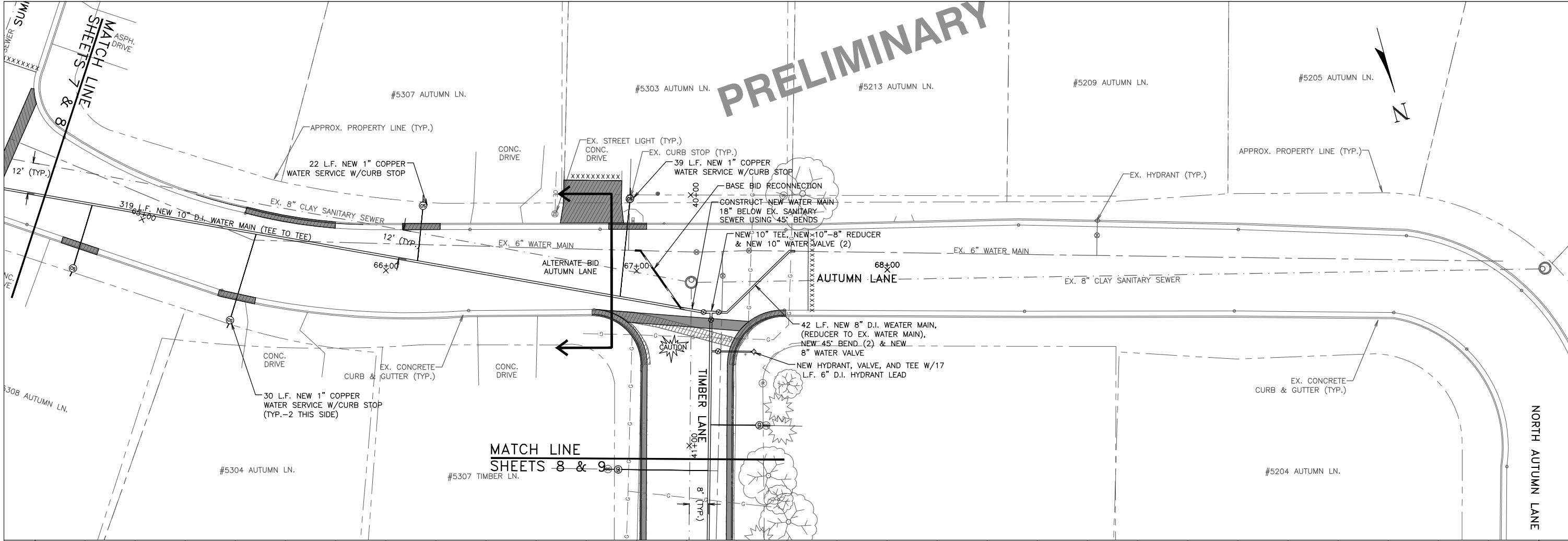
tc TOWN & COUNTRY
ENGINEERING, INC.

PLAN & PROFILE
MAIN STREET
Station 30+60 To Marsh Road

2019 STREET AND UTILITY IMPROVEMENTS
Village of McFarland, Wisconsin

PROJECT NO.:
MC 148
DRAWING NO.:
SHEETS.DWG
DRAWN BY:
M.J.M.
CHECKED BY:
B.R.B.
DATE:
2-6-19
REVISIONS:
SCALE: HORIZONTAL
0 5 10 20
VERTICAL
1 2
SHEET:
6





2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

tc
TOWN & COUNTRY
ENGINEERING, INC.

PLAN & PROFILE
AUTUMN LANE
Station 64+60 To Timber Lane

2019 STREET AND UTILITY IMPROVEMENTS
Village of McFarland, Wisconsin

PROJECT NO.:
MC 148

DRAWING NO.:
SHEETS.DWG

DRAWN BY:
M.J.M.

CHECKED BY:
B.R.B.

DATE:
2-6-19

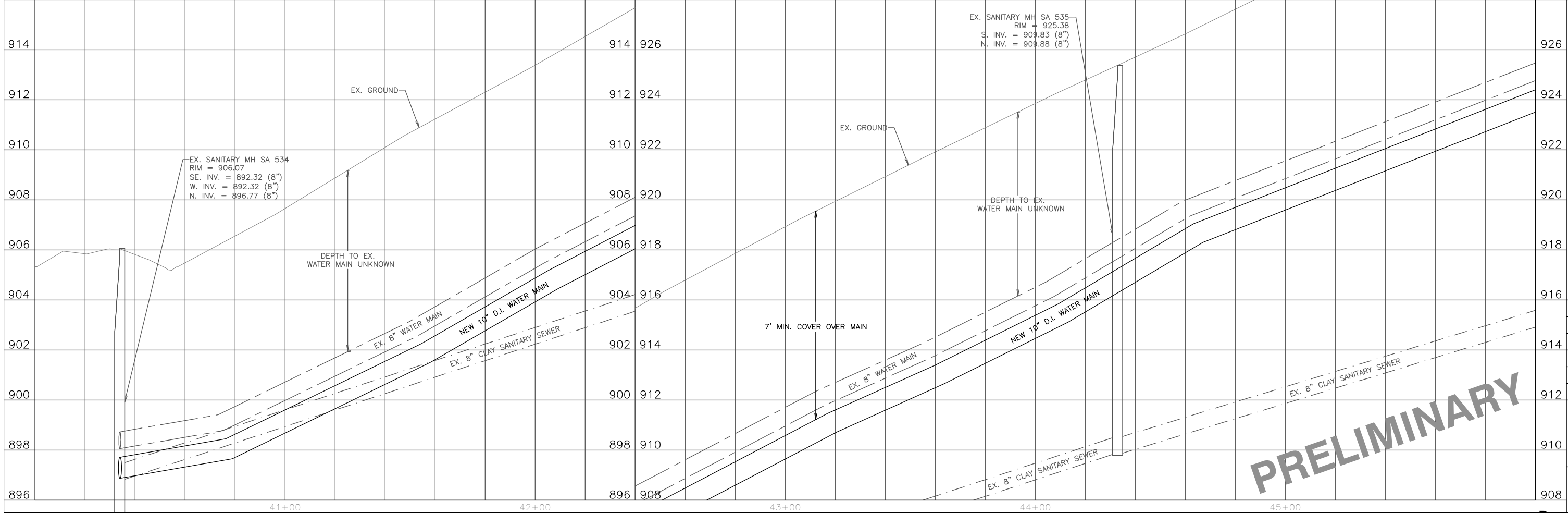
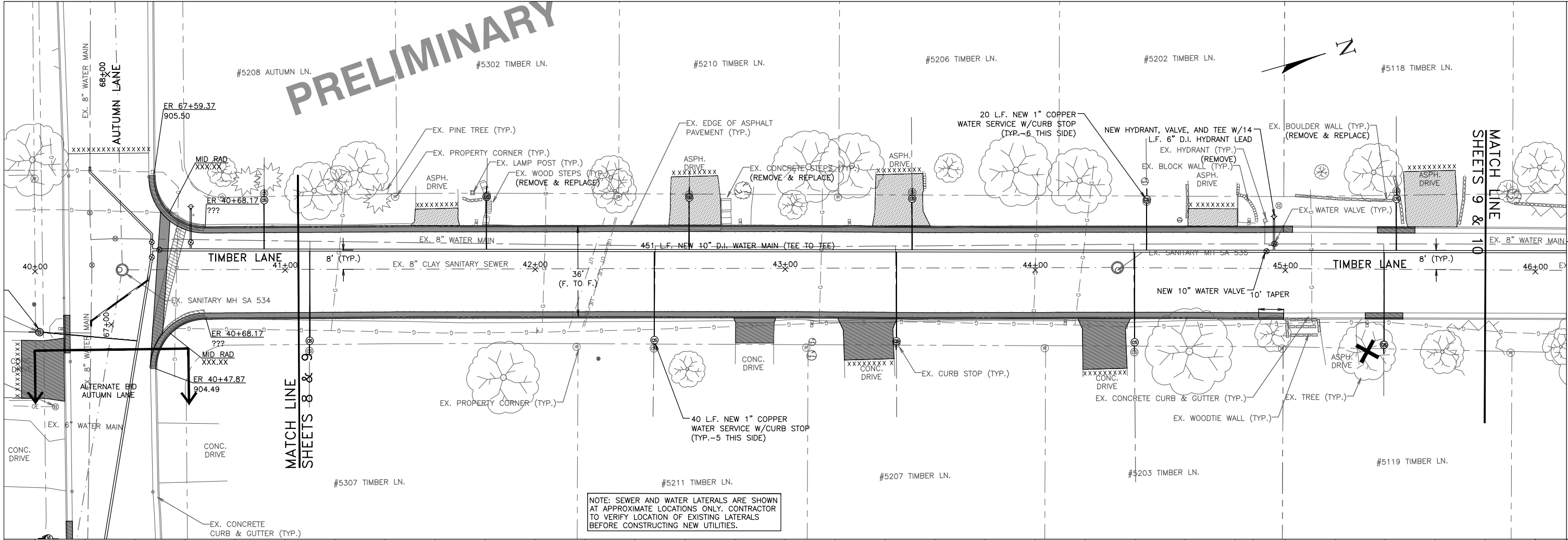
REVISIONS:

SCALE: HORIZONTAL
0 5 10 20

1
2
VERTICAL
SHEET:

8

Page 16 of 40



TIMBER LN.

#5114 TIMBER LN.

EX. STONE WALL (

MATCH LINE
SHEETS 9 &

XXXXXXXXXXXX
ASPH.
DRIVE

918

51+00

NEW 10" D.I. WATER MAIN

NOTE: SEWER AND WATER LATERALS ARE SHOWN AT APPROXIMATE LOCATIONS ONLY. CONTRACTOR TO VERIFY LOCATION OF EXISTING LATERALS BEFORE CONSTRUCTING NEW UTILITIES.

EX. 8" CLAY SANITARY SEWER

NEW 10" WATER VALVE

44 L.F. NEW 1" COPPER
WATER SERVICE W/CURB STOP
(TYP.-3 THIS SIDE)

EX. CURB STOP (TYP.)

tc TOWN & COUNTRY
ENGINEERING, INC.

Suite 103
2912 Marketplace Drive
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

PLAN & PROFILE TIMBER LANE Station 45+80 To Station 51+00

2019 STREET AND UTILITY IMPROVEMENTS

PROJECT NO.:	MC 148
DRAWING FILE:	SHEETS.DWG
DRAWN BY:	M.J.M.
CHECKED BY:	B.R.B.
DATE:	2-6-19
REVISIONS:	

SCALE: HORIZONTAL

0 5 10 20

1

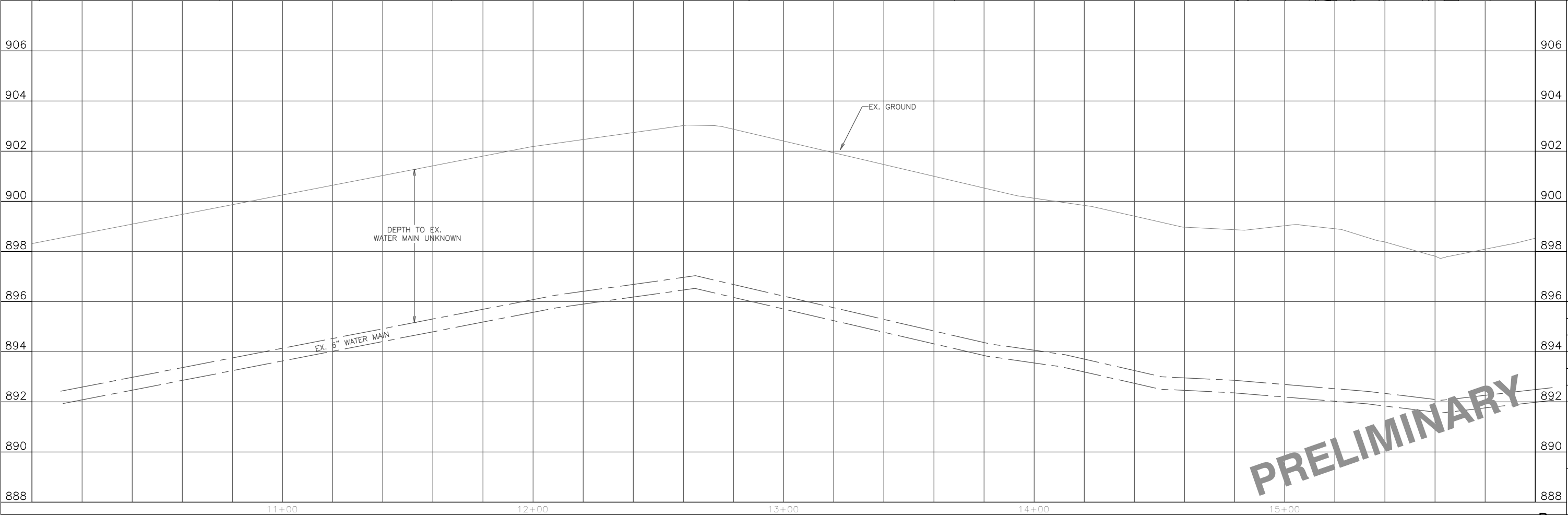
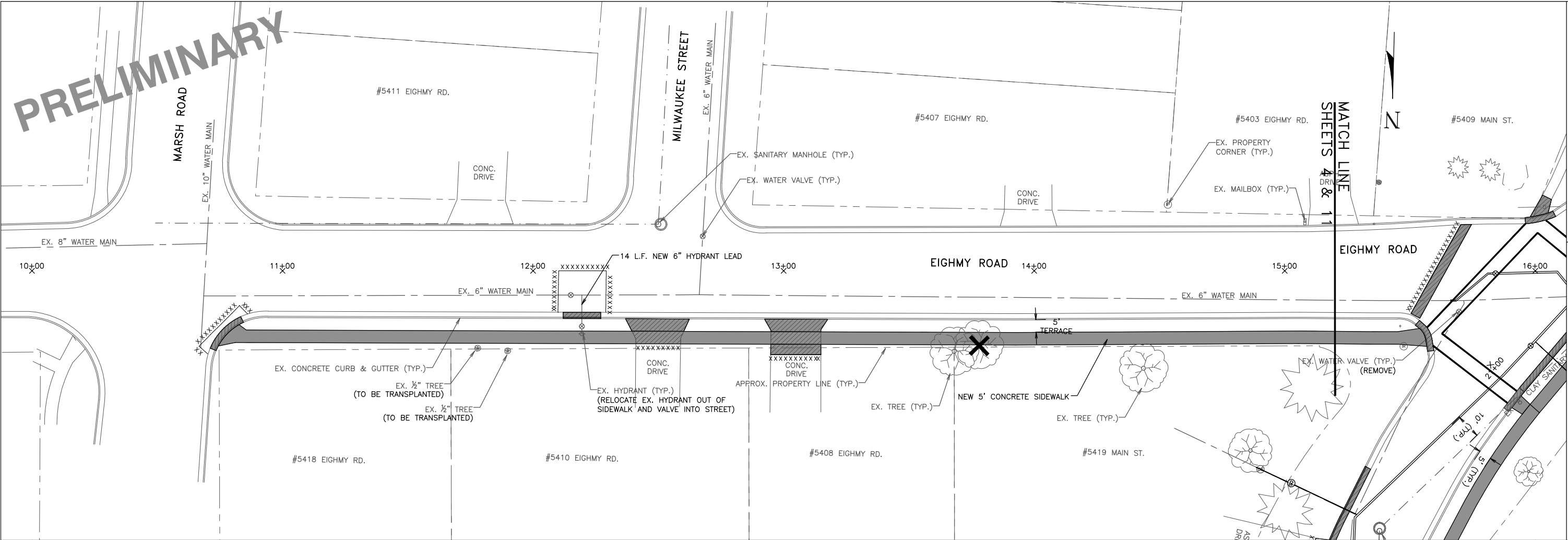
2

VERTICAL

SHEET:

10

PRELIMINARY



2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

tc
TOWN & COUNTRY
ENGINEERING, INC.

PLAN & PROFILE
EIGHMY ROAD
Main Street to Marsh Road

2019 STREET AND UTILITY IMPROVEMENTS
Village of McFarland, Wisconsin

PROJECT NO.:
MC 148

DRAWING NO.:
R148-SHEETS.DWG

DRAWN BY:
M.J.M.

CHECKED BY:
B.R.B.

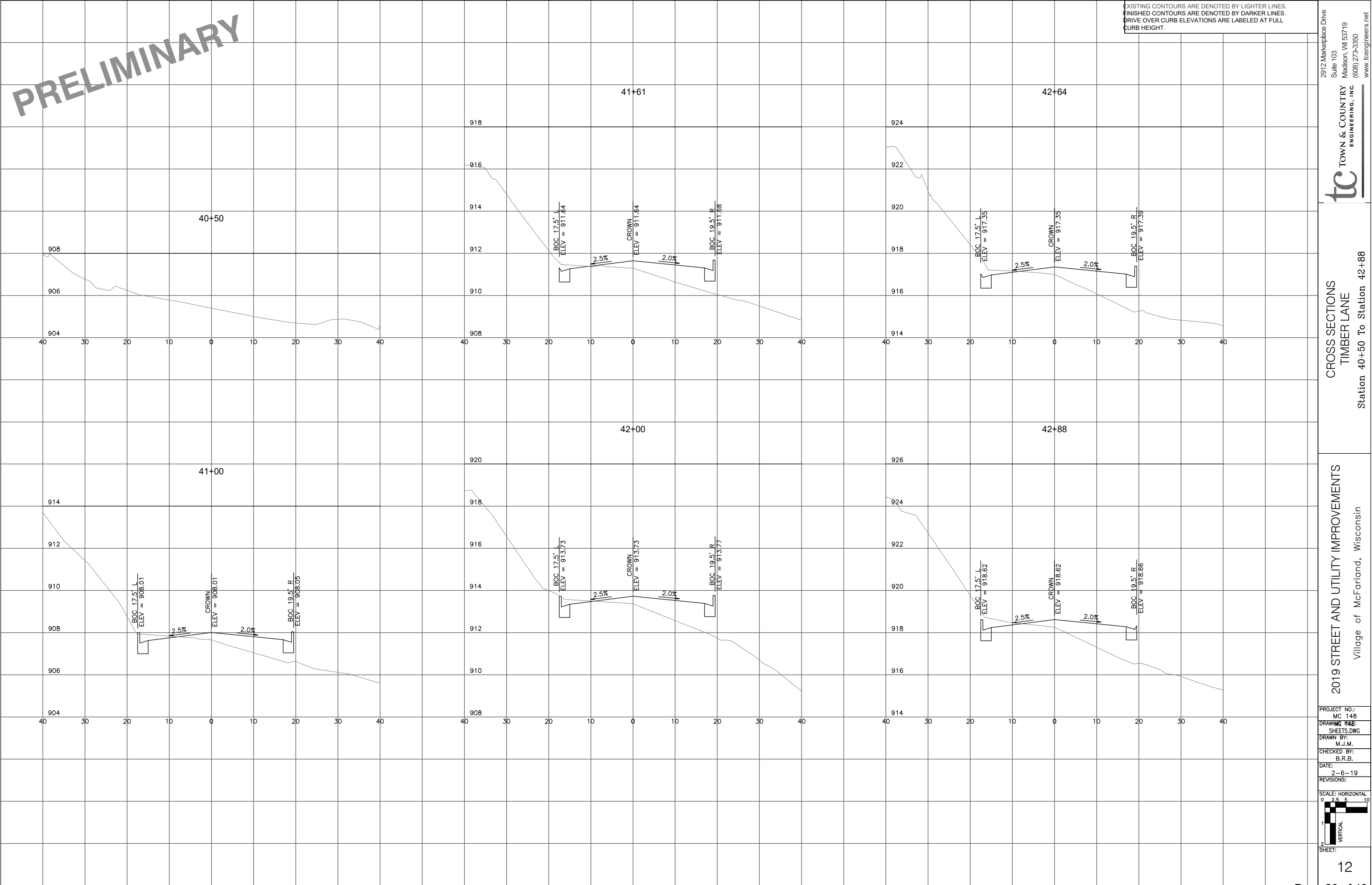
DATE:
2-6-19

REVISIONS:

SCALE: HORIZONTAL
0 5 10 20

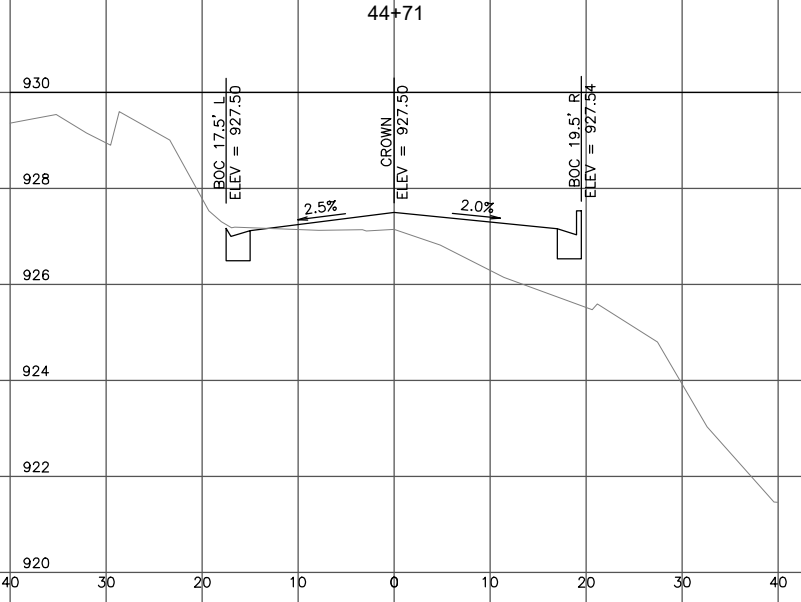
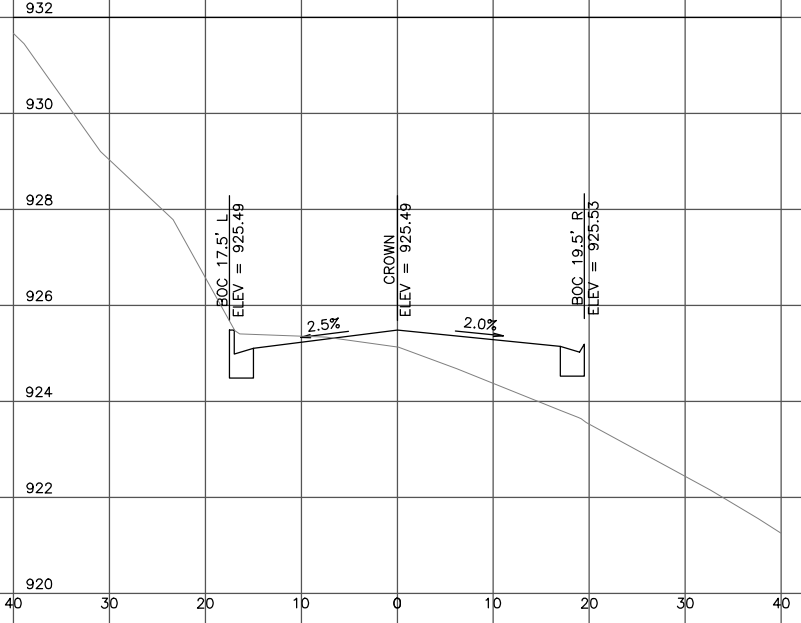
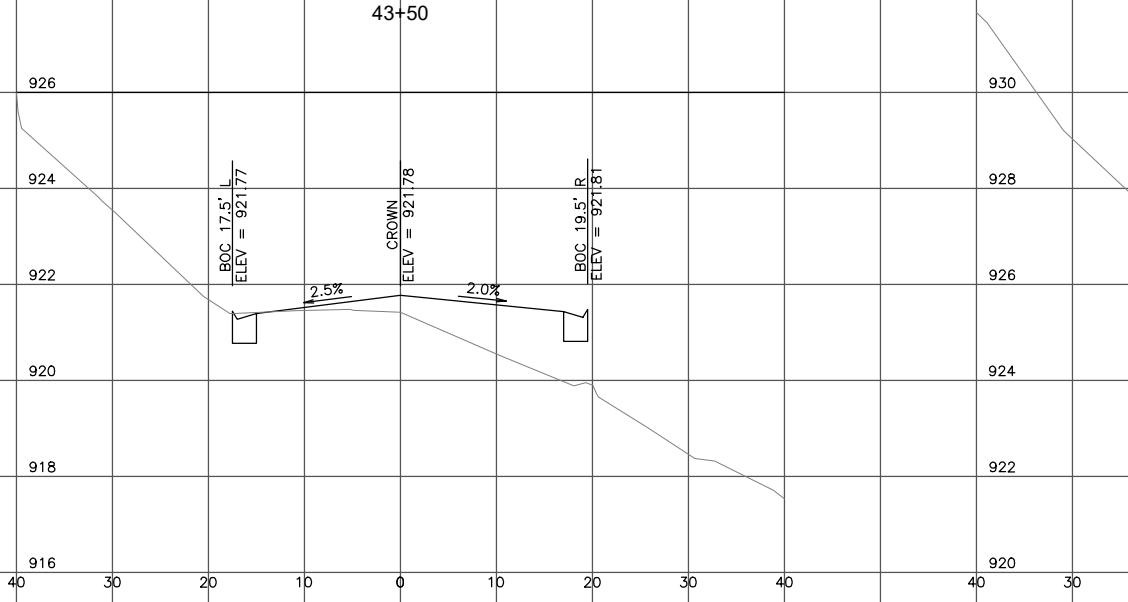
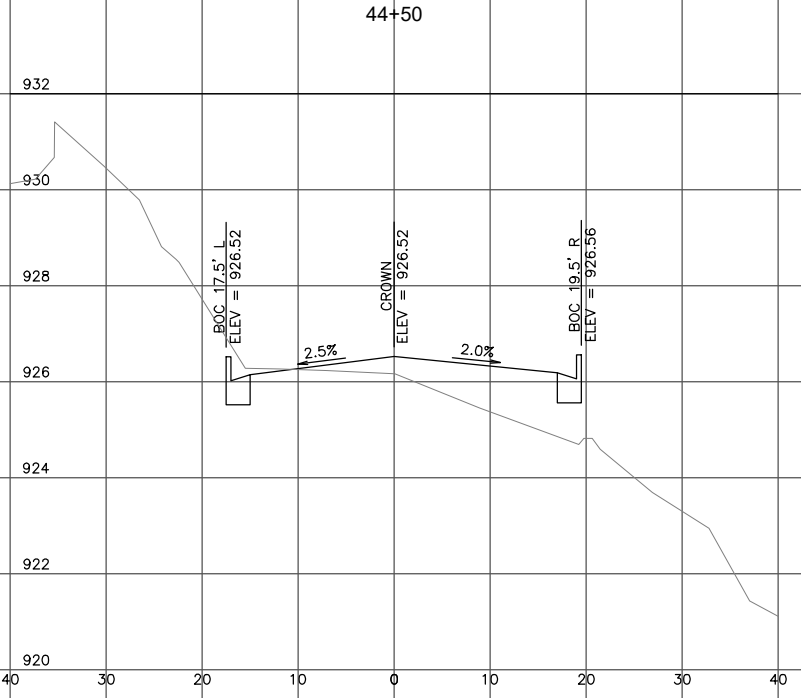
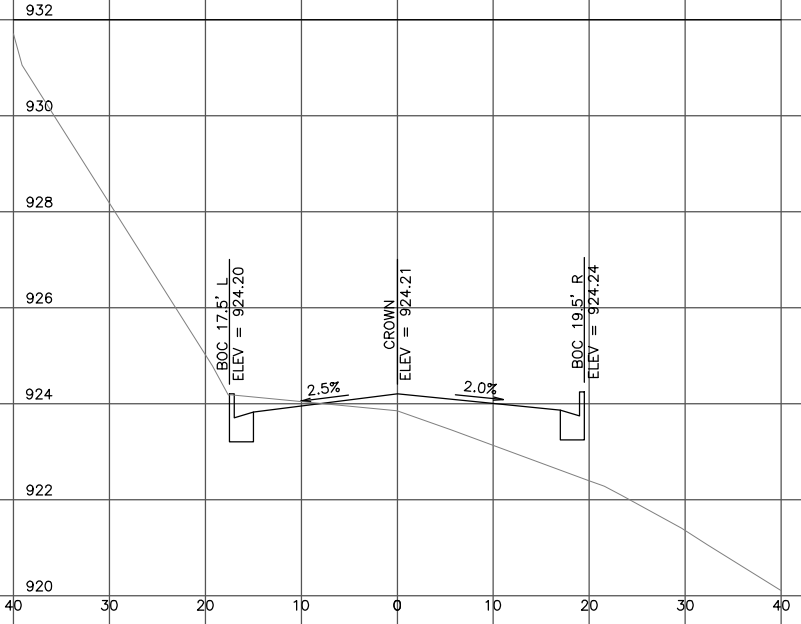
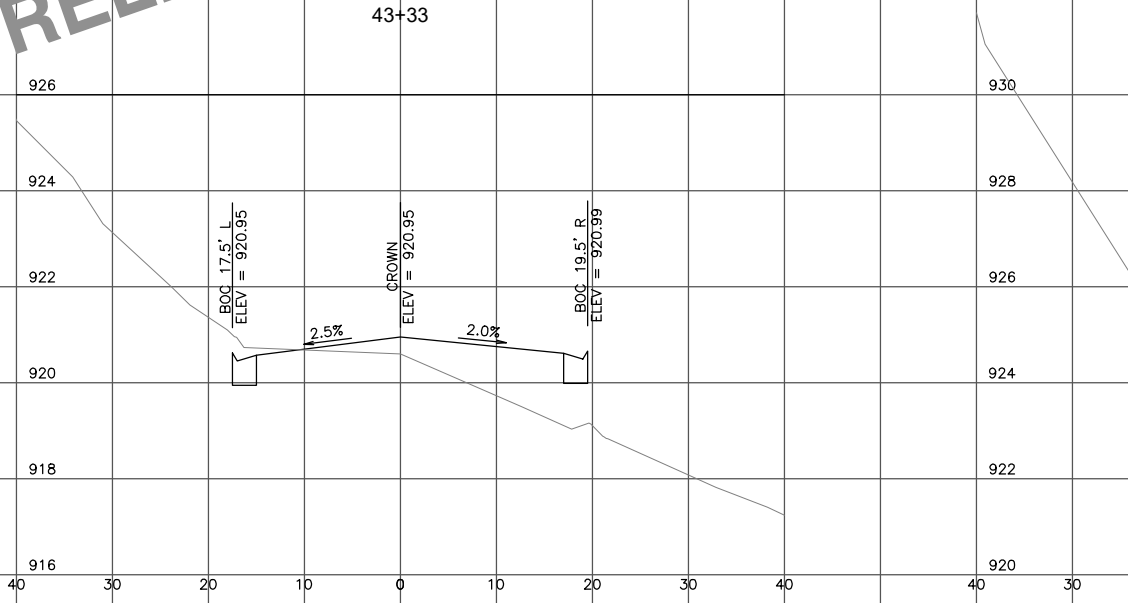
1
VERTICAL
2

SHEET:
11



PRELIMINARY

EXISTING CONTOURS ARE DENOTED BY LIGHTER LINES.
FINISHED CONTOURS ARE DENOTED BY DARKER LINES.
DRIVE OVER CURB ELEVATIONS ARE LABELED AT FULL
CURB HEIGHT.



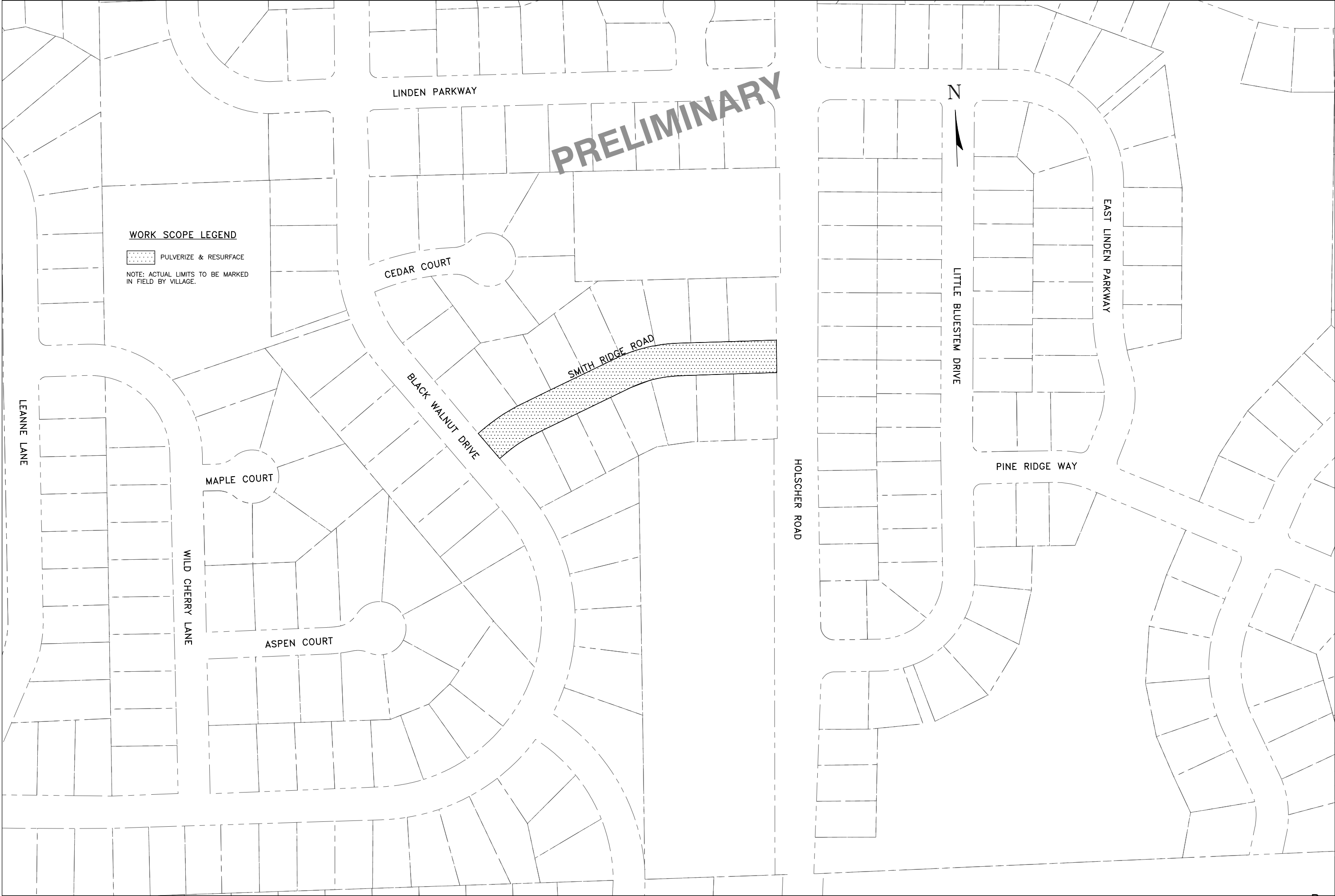
2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
www.tcengineers.net



CROSS SECTIONS
TIMBER LANE
Station 43+33 To Station 44+71

2019 STREET AND UTILITY IMPROVEMENTS
Village of McFarland, Wisconsin

PROJECT NO.:	MC 148
DRAWING NO.:	SHEETS.DWG
DRAWN BY:	M.J.M.
CHECKED BY:	B.R.B.
DATE:	2-6-19
REVISIONS:	
SCALE: HORIZONTAL	0 2.5 5 10
SCALE: VERTICAL	1 2
SHEET:	13



PROJECT NO.:

MC 148

DRAWING FILE:

SHEETS.DWG

DRAWN BY:

M.J.M.

CHECKED BY:

B.R.B.

DATE:

2-6-19

REVISIONS:

SCALE:

SHEET:

14

2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

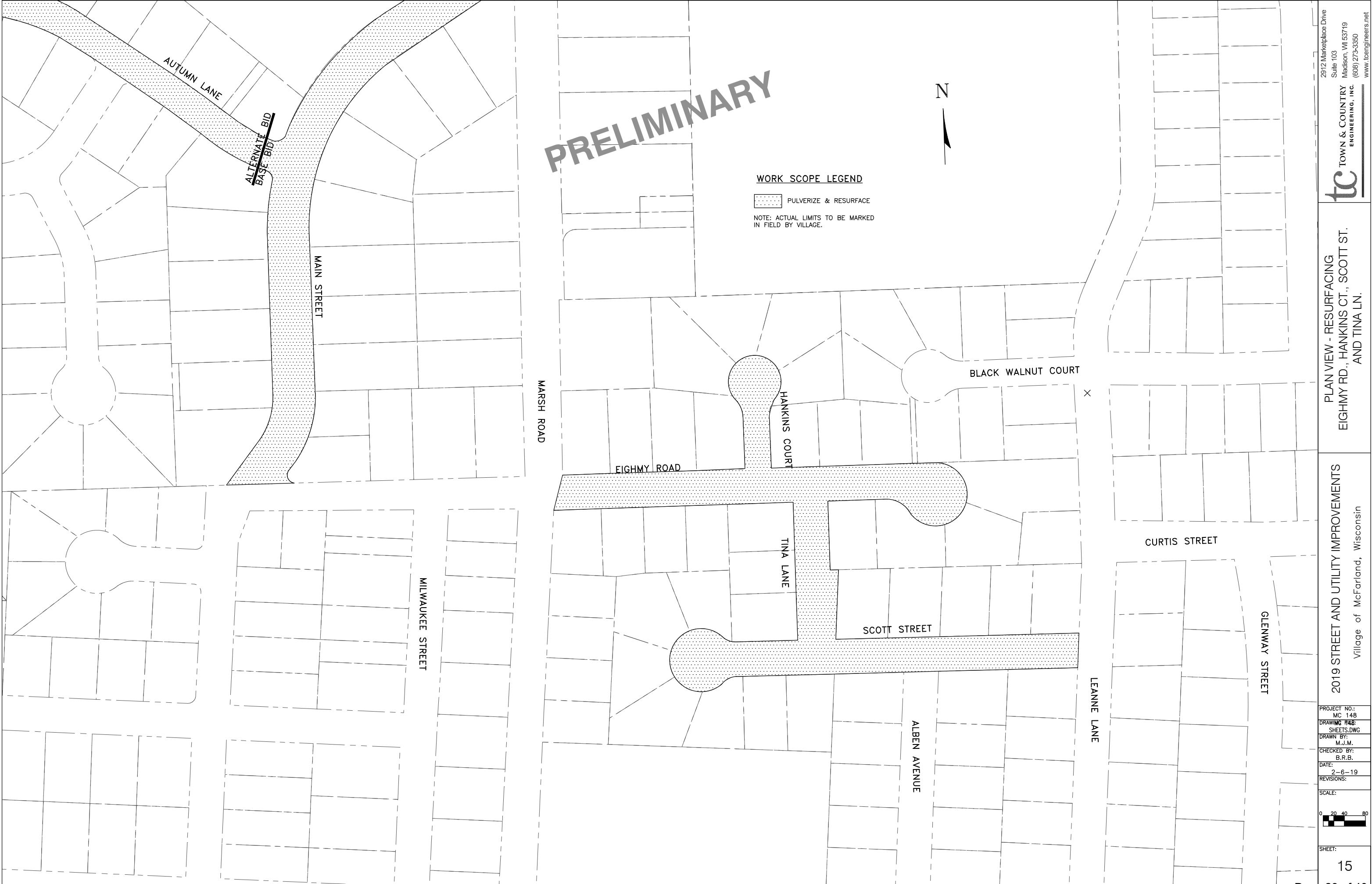
tc

TOWN & COUNTRY
ENGINEERING, INC.

PLAN VIEW - RESURFACING
SMITH RIDGE ROAD

2019 STREET AND UTILITY IMPROVEMENTS
Village of McFarland, Wisconsin

Page 22 of 40



PRELIMINARY

WORK SCOPE LEGEND

 PULVERIZE & RESURFACE

NOTE: ACTUAL LIMITS TO BE MARKED
IN FIELD BY VILLAGE.

 TOWN & COUNTRY ENGINEERING, INC. 2912 Marketplace Drive Suite 103 Madison, WI 53719 (608) 273-3350 www.tcengineers.net	PLAN VIEW - RESURFACING EIGHMY RD., HANKINS CT., SCOTT ST. AND TINA LN.	PROJECT NO.: MC 148 DRAWING NO.: SHEETS.DWG DRAWN BY: M.J.M. CHECKED BY: B.R.B. DATE: 2-6-19 REVISIONS: SCALE:  SHEET: 15
	2019 STREET AND UTILITY IMPROVEMENTS Village of McFarland, Wisconsin	



2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

tc TOWN & COUNTRY
ENGINEERING, INC.

PLAN VIEW - RESURFACING
OSBORN DRIVE & CREAMERY COURT

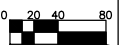
2019 STREET AND UTILITY IMPROVEMENTS

PROJECT NO.:	MC 148
DRAWING NO.:	SHEETS.DWG
DRAWN BY:	M.J.M.
CHECKED BY:	B.R.B.

DATE: 2-6-19

REVISIONS:

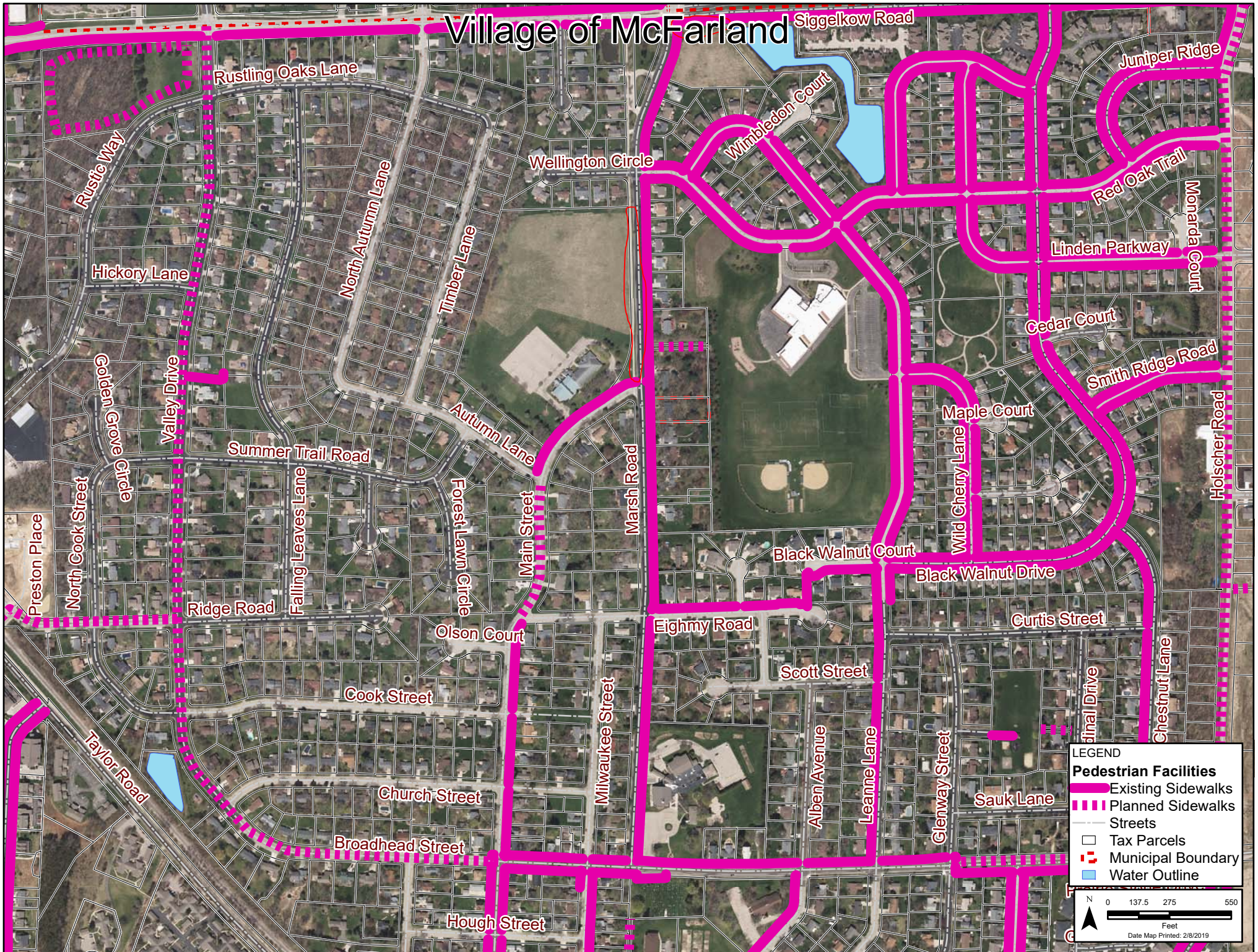
SCALE:



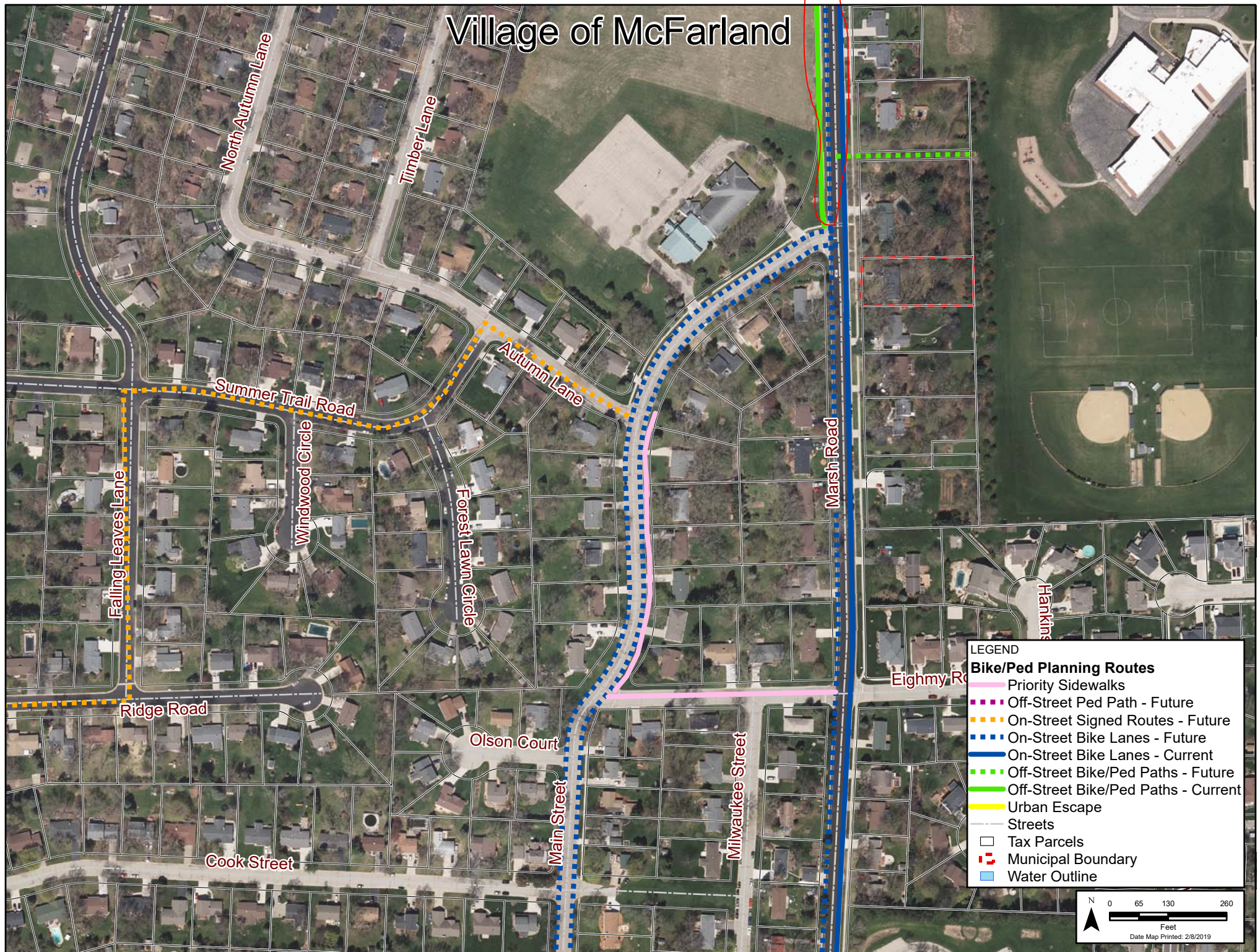
SHEET:

16

Village of McFarland



Village of McFarland



Transportation
& Community Facilities Plan

- 2005 Municipal Boundaries
- 2005 Central Urban Service Area Boundary
- Railroad
- Existing Roads
- Existing Arterial Roads
- Existing Collector Roads
- Planned Collector Roads
- Proposed Bicycle Routes
- Proposed Pedestrian Routes

- | | | |
|----------|---------|-------------------|
| Existing | Planned | |
| | | Institutional |
| | | Public Open Space |

- Alternative Transit Terminal/
Commuter Rail Station
- LS Lift Stations
- W Water Towers



AD HOC COMMITTEE TO ASSESS TRANSPORTATION NEEDS

Wednesday, January 20, 2016

6:30 P.M.

**McFarland Municipal Center
Conference Room "A"**

AGENDA

1. Call to Order.
2. Public Comments.
3. Review and possible approval of draft Minutes of the Transportation Needs Ad Hoc Committee meeting of November 18, 2015.
4. Discussion with consultant regarding changes to the Village Bike Path/GIS Map.
5. Summary of projects.
6. Discussion and possible recommendation to dissolve the Ad Hoc Transportation Committee.
7. Adjournment.

NOTES:

- 1) Persons needing special accommodations should call 838-7287 at least 24 hours prior to the meeting.
- 2) A quorum of The Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village trustees. No matter shall be considered nor shall any action be taken by said Village Board members at this meeting.
- 3) More specific information about agenda items may be obtained by calling 838-7287.

This agenda was posted, or caused to be posted, by my hand on the 15th day of January, 2016 at the following three (3) posting places in the Village of McFarland, to wit: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; and McFarland State Bank, 5990 Hwy. 51.

Tracey Berman, Clerk/Deputy Treasurer

**Village of McFarland
Transportation Committee
Bike/Ped Map**

LEGEND

- Priority Sidewalks
- Off-Street Ped Path - Future
- On-Street Signed Routes - Future
- On-Street Bike Lanes - Future
- On-Street Bike Lanes - Current
- Off-Street Bike/Ped Paths - Future
- Off-Street Bike/Ped Paths - Current
- Urban Escape
- Streets
- Water Outline
- Municipal Boundary

Town & Country Engineering, Inc.
2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
www.tceengineers.net

0 200 400 800 1,200
Feet

North Arrow

Path: J:\0385\McFarland\MC-00-00\Mapping\Custom MXD's\McFarland Bike-Ped Plan.mxd
Date: 3/17/2016

January 21, 2019

To: Residents Affected by 2019 Village Sidewalk Extensions

Subject: Project Information

Dear Residents:

As you may already be aware, the Village has started planning for street and utility improvements along a number of streets for the 2019 construction season. Main Street and Eighth Road are among the areas included in the project.

The intent of this letter is to notify you that the Village is planning for new sidewalks on the west side of Main Street (Marsh Road to Eighth Road) and the north side of Eighth Road (Main Street to Marsh Road). The Village Transportation Plan has included this area for future sidewalks because of the pedestrian connections to schools and other sidewalks/paths on Marsh Road. The planned location of the new sidewalks is approximately 5 feet behind the curb, similar to the area of Main Street north of Autumn Lane that already has sidewalk. Portions of driveways that are crossed by the new sidewalk will also be replaced by the project, if needed.

The Public Works Committee will review the drawings and discuss the project with residents at their normal meeting on February 12, 2019 at 6 PM at Village Hall.

The Village does not assess construction costs to adjacent residents, so there will not be any costs to you for the project. Construction is paid for by the Village General Fund.

The exact schedule will not be known until a bidder has been selected. A follow-up letter will be delivered to all residents prior to construction commencing covering schedule and other items that are important to know.

During construction, access for emergency vehicles will be maintained. However, garbage collection and mail delivery may be modified during construction. Details on these services will follow as more information is known.

The sidewalk work will require construction to a point approximately 15 feet from the curb line. Any residents with landscaping, sprinkler lines, invisible fence or other private items in or around this area are advised to have them relocated prior to construction beginning to avoid damage.

Please feel free to contact the Village or Town & Country Engineering, Inc. (608-273-3350) with any questions you have. Your patience and cooperation are greatly appreciated and will help ensure a successful project.

If you have any questions, please do not hesitate to contact me.

Thank you,
TOWN & COUNTRY ENGINEERING, INC.



Brian R. Berquist, P.E.
President

February 6, 2019

Allan Coville, Director of Public Works
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

Dear Mr. Coville:

My name is Brent Odell and I reside at 5408 Main Street. I am writing to you in response to the letter I received from Town and Country Engineering informing me that the Village of McFarland is planning on developing a sidewalk on the west side of Main Street from Eighthmy Road to Marsh Road. Since I will be unable to attend your February 12, 2019 meeting, during which this project will be discussed with residents, I am taking this opportunity to comment on your proposal.

The current sidewalk ending at Eighthmy Road is on the east side of Main Street. It seems to me that simply extending or continuing the sidewalk North on the east side of Main Street to Marsh or Autumn Lane would be more logical especially considering that a sidewalk is to be constructed on the North side of Eighthmy Road from Main Street to Marsh Road. According to Town and Country the sidewalk can just as easily be constructed on the east side of Main Street.

Also worth consideration, with regard to which side of Main Street the sidewalk should be constructed, is the slope or gradient of existing driveway aprons. Driveway aprons on the west side of Main Street are steeper (at a higher angle) than those on the east side. Thus, making the gradient more level to accommodate a sidewalk on the west side would result in the gradient or angle of the aprons from the sidewalk to the street to be even steeper or at a greater angle than they already are, since according to Town and Country Engineering the grade of Main Street will remain the same. Any steeper or greater angle of the apron to the street would result in our vehicles bottoming out, i.e. hitting the pavement each time we exited or entered our driveways with the potential to cause damage to our vehicles and costly repairs.

In addition I have come to learn based on discussion with my neighbors, who reside on the east side of Main Street and were living here when Main Street was extended from Eighthmy to Marsh and upgraded with gutter and curb, that more land was taken from the west side of Main Street for the project with the understanding that sidewalks, when developed, would go on the east side of Main Street. If this is indeed accurate it doesn't seem quite fair that those residing on the west side of Main Street should now have additional land used for a sidewalk, nor that the Village would not honor its previous commitment to developing the sidewalk on the east side of Main Street.

Before proceeding I would hope that the Public Works Committee and others, as appropriate would do a bit of background research with regard to people's understanding and what was communicated at the time. If the understanding of my neighbors is indeed correct from what was communicated to them, I would hope that Public Works Committee and Village Board would re-evaluate its plan to put the sidewalk on the west side of Main Street.

Thank you for your thoughtful consideration of my input.

I look forward to receiving your response and learning of the Public Works Committee's and Village Board's final decision.

Sincerely,

A handwritten signature in black ink, appearing to read "Brent Odell". The signature is fluid and cursive, with the first name "Brent" and last name "Odell" clearly distinguishable.

Brent Odell
5408 Main Street
McFarland, WI

CC: Brad Czebortar, Village President
Matt Schuenke, Village Administrator
Pauline Boness, Director of Community Development
Village Board Trustees
Members of the Public Works Committee



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, February 12, 2019

SECTION: Approval of Minutes

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Jim Hessling, Assistant Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the position description and approval to fill the vacancy for the Public Works Seasonal Crewperson position within the Public Works Department.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Village Board approved funding in 2019 for two additional seasonal employees to assist the Public Works Department with general service support. This position was informally referred to as "Summer Help" where it is expected to be filled from approximately June through August each year with two individuals. In general the duties would include assisting full-time staff, minor road maintenance, debris removal, storm drain cleanup, public right of way cleanup, sign maintenance, landscaping assistance, painting, facility cleaning, and other related functions. The main idea is to have these individuals focus on items of lower priority to help take some pressure off the full-time personnel with these tasks. This is different from the Parks Seasonal Crewperson positions which focus almost exclusively on mowing, general landscaping, and other park operations.

FINANCIAL/BUDGET IMPACT:

The positions were budgeted at Grade 2 for 500 hours each this year. This afforded a total budget for the positions of \$13,284. The final grading will be determined in the classification set by the Personnel Committee and final wage determined upon completion of a recruitment.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Recommended for review and recommendation to the Village Board.

ATTACHMENTS:

1. 02.08.2019 - PW Seasonal Crew Job Description mgs

Public Works Seasonal Crewperson

POSITION DESCRIPTION

Position Title:	Public Works Seasonal Crewperson	FLSA:	Non-Exempt
Department:	Public Works	Represented:	No
Reports to:	Streets/Utilities Superintendent	Employment Status:	Seasonal

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for performing a variety of unskilled and semi-skilled work associated with the public works, utilities, solid waste, facilities, and park services provided by the Department. The work associated with these services includes but is not limited to basic construction, landscaping, cleaning, repair, and other assigned tasks relate to general up within the Village. The position will require the operation and routine care of a variety of light duty vehicles, machinery, power tools, and equipment as assigned.

Supervision Received

Performs under the direction and general supervision of the Streets/Utilities Superintendent.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Assists Parks and Public Works Crewperson(s) as needed with fulfillment of services within the Department.
- Conducts road maintenance activities including pot hole filling and other repairs.
- Assists in debris removal following receipt of storm damage including the clearing of storm drains.
- Removal of weeds, trash, debris, and other nuisances from public right of way.
- Conducts sign maintenance including the replacement, restoration, painting, cleaning, and other work as needed.
- Plants, removes, and waters trees and shrubs within Village facilities, parks, and other public areas as needed.

- Maintains, paints, and cleans Municipal facilities.
- Insures proper maintenance of equipment and tools by cleaning and checking them before and after each use.
- Operates a variety of light duty power tools and related small engine equipment.
- Drives pickup trucks and/or light utility vehicles with or without trailers of various sizes in the loading, hauling, and unloading of various equipment and materials.
- Performs other related duties as assigned.

Equipment Used

A variety of smaller motorized vehicles and equipment, including utility vehicles, trailers, mowers and trimmers, common hand and power tools; telephone, mobile phone, and portable radio.

Work Environment and Working Conditions

Works under uncontrolled field conditions. While performing the duties of this job, the employee frequently works near moving mechanical parts and in a work environment where the noise level is moderately noisy. The employee regularly works in outside weather conditions and may be exposed to extreme heat and wet and/or humid conditions. The employee is occasionally exposed to fumes and toxic/caustic chemicals.

TECHNICAL REQUIREMENTS

Knowledge of

- Methods, materials, tools, and equipment used in the construction, operation, maintenance and service delivery of public works services.
- The operation of equipment and power tools used in the maintenance of grounds and buildings.
- Occupational hazards and standard safety precautions common to this field of work.

Ability to

- Operate and care for a variety of vehicles, equipment, hand and power tools.
- Perform heavy manual tasks for extended periods of time.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of crewperson type functions. The employee must use power and hand tools, frequently lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, and on rare occurrences lift and/or move up to 100 pounds with assistance. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information effectively in both written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

REQUIRED MINIMUM QUALIFICATIONS

Graduation from high school or equivalency, or enrollment within High School or equivalency. A minimum of one (1) year of either personal or professional experience related to public works services. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered. Must possess or be able to obtain a valid Wisconsin driver's license.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: XXXX XX, 2019

Amended: None.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, February 12, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Directors Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Jan 2019 Directors report

PUBLIC WORKS COMMITTEE

February 12, 2019

PUBLIC UTILITIES COMMITTEE

February 19, 2019

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

February 21, 2019

**Acting Public Works Directors Report
for
January 2019**

The following is information concerning events and activities of the Public Works Department along with the Water and Sewer Utilities for the previous month. This information is provided in brief to provide an overview of the highlights.

Plowing Operations

The department handled a few different storms. The most notable ones for the month included a nine-inch storm on January 23 and another seven-inch storm on January 28.

Storm Sewer Catch Basins

Various storm water drains in the streets were opened up due the recent warmer weather to avoid possible street flooding and to accommodate the predicted rains in late January.

Orchard Park

No work has taken place this month, due the weather and other jobs.

Meter Change Outs

Water meters continue to be changed out. This has slowed somewhat due to the snow along with citizen responses.

Meetings/Training/Seminars

The Village hosted the Southern Wisconsin Association of Publicworks Supervisors (SWAPS) meeting at Lewis Park.

Several PW employees attended the Diggers Hotline Safety Meeting. These meetings promote safe digging practices and the importance of utilizing Diggers Hotline services along with a safety focused program.

Hessling participated in the APWA WI Chapter Executive Committee meeting.