

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.