

VILLAGE OF MCFARLAND

Public Works Committee Minutes

Tuesday January 14, 2020

1. CALL TO ORDER, ROLL CALL

The meeting was called to order by Village Board Trustee and Chairperson Dan Kolk at 6:00 pm.

Members present: Village Board Trustee; Jerry Adrian, Richard Vela, Marv Meyers, Chris Fredrick arrived at 6:09pm. *Absent:* Elizabeth Bohuski, Terry Lawrin

Staff present: Matt Schuenke (Village Administrator), Cassandra Suettinger (Village Clerk), Jim Hessling (Director of Public Works), Aimee Irwin (Assistant to the Public Works Director), Brian Berquist (Town & Country Engineering), Tim Stieve (Town & Country Engineering)

2. PUBLIC APPEARANCES

None.

3. APPROVAL OF MINUTES

- a. Discussion and action regarding the minutes from the Public Utilities/Works joint meeting held on November 19, 2019.
 - Chairperson Kolk asked for any changes or modifications. Hearing none, the minutes stand as presented.
- b. Discussion and action regarding the minutes from the Public Works meeting held on November 19, 2019.
 - Chairperson Kolk asked for any changes or modifications. Hearing none, the minutes stand as presented.

4. BUSINESS

- a. Discussion and action to make a recommendation to the Village Board on Ordinance 2020-06: an ordinance amending the provisions for excavation and street privilege permits.
 - Jim Hessling provided background regarding this topic and stated staff engaged in review and edits of this ordinance along with recommendations from the attorney. Suggested edits would provide clarification for staff regarding excavation and street privilege permits as well as clearer guidelines for permittees.
 - Committee members discussed and reviewed the presented edited ordinance. Dan Kolk asked for clarification regarding how the work area would be evaluated in that it had been returned to its original state or improved following the completed work. Jim Hessling stated the area would be reviewed prior to work beginning and after

the work had been concluded. Richard Vela recommended further edits to the ordinance to limit the confusion of work area versus street wording. Chris Fredrick asked if the insurance requirement amount was large enough to cover extreme situations that could occur. Jim Hessling stated that the attorney had clarified that the Village is covered beyond this portion of the ordinance.

- Motion by Jerry Adrian to the Village Board for approval of Ordinance 2020-06. Seconded by Richard Vela. Motion passed 5-0-0.

b. Discussion and action to make a recommendation to the Village Board on Ordinance 2020-07: an ordinance adopting a fee and bond schedule for excavation permits.

- Cassandra Suettinger explained the suggested edits to ordinance 2020-07. The recommended edits would include an increase cost for permit fees. These costs were reviewed in conjunction with actual or estimated costs of completing the permitting process including locates associated with the permit.
- Committee members discussed and reviewed Ordinance 2020-07. Dan Kolk clarified if the utility would be involved with locating their own services in relation to the permit. Jim Hessling stated yes the utility is responsible for completing locates as it applies to utility services. Chris Fredrick asked about penalties for contractors who do not abide by the guidelines. Jim Hessling stated that the permit would be revoked for the contractor.
- Motion by Dan Kolk to recommend to the Village Board to approve Ordinance 2020-07 as presented. Seconded by Jerry Adrian. Passed 5-0-0.

c. Discussion and action to make a recommendation to the Village Board on Ordinance 2020-02: an ordinance to update the size of brush accepted at the Village drop side and curbside.

- Jim Hessling provided explanation regarding the recommended changes to Ordinance 2020-02. The edits would match contractor specifications along with other signage.
- Committee members discussed and reviewed Ordinance 2020-02. Chris Fredrick asked if there has been concerns regarding the brush size left at the drop off site. Jim Hessling stated that it has occurred. Richard Vela presented the situation of storm damage and how this situation would be handled. Members discussed that that a situation similar to this likely would be handled under emergency management guidelines and evaluated as necessary. Members asked if the size specified (3 inches) had been discussed with the contractor or if there would be an increased fee for utilizing the current ordinance specification (6 inches).

- No action taken made by the committee at this time. Members would like to revisit this ordinance at its next meeting.
- d. Discussion and action to make a recommendation to the Village Board regarding engineering services from Town and Country Engineering in order to design the reconstruction of County Highway MN from Holscher Road to County Highway AB.
 - This item was presented out of order. Matt Schuenke provided explanation of design services for County Highway MN beginning at Holscher Road to County Highway AB. This project was previously included for 2019 but deferred. The designing of this project is included in the 2020 budget and the project could be set to complete in its entirety or phases.
 - Committee member discussed this topic. Richard Vela asked for clarification regarding the areas that are the Township as to who will be funding the improvements. Matt responded that the Township would not cost share for this project. Dan Kolk asked if the design costs would be shared with the county to which Brian Berquist responded that the county would reimburse up to 50% at the time of construction.
 - Motion by Dan Kolk to recommend to the Village Board to engage in the engineering services of Town & Country from Holscher to County Highway AB. Seconded by Marv Meyers. Passed 5-0-0
- e. Presentation of the Public Works Monthly Report from the Director.
 - Jim Hessling provided an update regarding Public Works activity for the month of December 2019.
 - Brian Berquist provided a brief review of the projects projected for 2020 and included in the 2020 budget.
- 5. SCHEDULE NEXT MEETING DATE
 - a. Tuesday February 11, 2020
- 6. ADJOURNMENT
 - a. Motion by Dan Kolk to adjourn at 7:01 p.m. Seconded by Marv Meyers. Motion passed 5-0-0.

Respectfully submitted by Aimee Irwin