

VILLAGE OF MCFARLAND

Public Works Committee Minutes

Tuesday June 9, 2020 – 6:00 P.M.

1. CALL TO ORDER, ROLL CALL

The meeting was called to order by Village Trustee and Committee Chairperson Carolyn Clow at 6:00 p.m. This meeting was held via Zoom.

Members present: Village Trustee Justin Rupert, Chris Fredrick, Marv Meyers, Jerry Adrian

Staff present: Jim Hessling (Director of Public Works/Utilities), Lee Igl (Public Works Superintendent), Aimee Irwin (Assistant to the Director), Brian Berquist (Town & Country Engineering), Tim Stieve (Town & Country Engineering), Matt Schuenke (Village Administrator)

2. PUBLIC APPEARANCES

Ronald Allen

3. APPROVAL OF MINUTES

- a. Discussion and action regarding the minutes from the Joint Public Utilities and Public Works meeting held on May 12, 2020.
 - a. Motion by Marv Meyers to approve minutes as presented.
Seconded by Chris Fredrick. Motion passed 5-0-0.
- b. Discussion and action regarding the minutes from the Public Works meeting held on May 12, 2020.
 - a. Motion by Justin Rupert to approve minutes as presented.
Seconded by Chris Fredrick. Motion passed 5-0-0.

4. BUSINESS

- a. Discussion and action regarding a request to add stop signs to the intersection of County Highway MN (Broadhead Street) and Holscher Road.
 - Ronald Allen provided background regarding his stop sign request at the intersection of Holscher Road and Broadhead Street. He stated that his request is due to an observed accident and rolling stops occurring on Holscher Rd.
 - Matt Schuenke clarified that Broadhead Street does not currently have any traffic controls.
 - Lee Gibbs with SRF completed a site review of this area and reviewed his recommendations which were included in his enclosed memorandum. In reviewing his recommendations for this area, Lee Gibbs also added the additional recommendation of Cross Traffic Does Not Stop signs on Holscher Road.

- Brian Berquist stated that the east portion of this intersection will be included in the County Highway MN project of 2021.
 - Committee members discussed the request along with Lee Gibb's recommendations. Carolyn Clow clarified that actions taken will be a fix for approximately one year. Justin Rupert asked for background information related to current layout of this intersection and the spacing that occurs at the stop signs on the north side of the intersection. Brian Berquist stated this intersection's spacing was set for the use of a semi or truck with trailer.
 - Motion by Chris Fredrick recommending the installation of the Cross Traffic Does Not Stop signs and Stop Ahead signs on the north side of the intersection, additional traffic enforcement of this area and for Town & Country to look for improvements with the radius of the intersection during the reconstruction of County Highway MN. Seconded by Marv Meyers. Motion passed 5-0-0
- b. Discussion and action to make a recommendation to the Village Board regarding the State Municipal Agreement (SMA) for the Exchange Street project.
- Matt Schuenke provided background regarding the State Municipal Agreement (SMA) for Exchange Street. He stated that if we wish to continue forward and accept this award, we would need to complete the SMA.
 - Brian Berquist stated that the work to obtain this award has occurred over several years. If it is decided to continue with this project, construction would not begin until 2024.
 - Committee members discussed the project and State Municipal Agreement. Chris Fredrick clarified if any land would need to be purchased in order to conduct the construction or if there are any utility concerns. Brian Berquist stated this was evaluated however the work would be conducted in the right of way therefore no purchasing is planned along with utilities being located in the right of way. Trees being included in the agreement and construction estimates were also discussed with committee members.
 - Motion by Chris Fredrick recommending to enter into the State Municipal Agreement with WisDOT with a prior review of the inflation numbers utilized to calculate construction costs. Seconded by Justin Rupert. Motion passed 5-0-0.
- c. Discussion and action to make a recommendation to the Village Board regarding the 2020 fall tree RFP and planting plan.
- Jim Hessling provided background related the 2020 fall tree RFP and planning plan. The tree planting costs are included within the 2020 budget.

- Committee members discussed the RFP document including clarifications on wording and if the situation arises that a resident does not want a tree planted at the identified location. Carolyn Clow recommended that staff notify the resident approximately 30 days in advance of the tree planting regarding timeline of planting and any care or maintenance after planting.
 - Motion by Chris Fredrick recommending the approval of the proposed RFP for 2020 fall tree planting to the Village Board. Seconded by Jerry Adrian. Motion passed 5-0-0
- d. Discussion and action to make a recommendation regarding the M&M Furniture proposal for the Public Works Center.
- Aimee Irwin provided background related to the furniture plans for the Public Works Center renovations. Included in the packet is the proposed furniture layout, example furnishings and cost proposal from M&M Furniture.
 - Committee members discussed the proposed furniture plan including the warranty for the furniture and that it is recommended that the final cost proposal states that the prices are at the state contract rates.
 - Motion by Jerry Adrian recommending the acceptance of the proposal by M&M Furniture for the Public Works Center to the Village Board. Seconded by Chris Fredrick. Amendment suggested by Carolyn Clow that the final cost proposal will be based on contract pricing. Motion with amendment passed 5-0-0
- e. Presentation of the Public Works Monthly Report from the Director.
- Jim Hessling provided an update on public works activities in the Village for the month of May 2020 including the presentation of the May Impact Fee report. Committee members asked how current platooning of staff occurs along with plans for bringing back staff.
5. SCHEDULE NEXT MEETING DATE
- a. Tuesday July 14, 2020 at 6:00 pm
6. ADJOURNMENT
- a. Motion by Jerry Adrian to adjourn at 7:28 p.m. Seconded by Justin Rupert. Motion passed 5-0-0.