

VILLAGE OF MCFARLAND

Public Works Committee Minutes

Tuesday October 13, 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, Marv Meyers, Jerry Adrian, Rich Whipple, Peter Robinson. Absent: Chris Fredrick.

Staff present: Jim Hessling (Director of Public Works/Utilities), Lee Igl (Public Works Superintendent), Andrew Bremer (Community and Economic Development Director), Aimee Irwin (Assistant to the Director), Brian Berquist (Town & Country Engineering)

2. PUBLIC APPEARANCES

None

3. APPROVAL OF MINUTES

- a. Discussion and action regarding the minutes from the Public Works meeting held on September 8, 2020.
 - a. Motion by Marv Meyers to approve minutes as presented.
Seconded by Justin Rupert. Motion passed 6-0-0.

4. BUSINESS

- a. Discussion and action to make a recommendation to the Village Board regarding the final plat of Rosewood Fields Final Plat including public improvements.
 - Andrew Bremer provided an overview of the Veridian project for Rosewood Fields. The preliminary plat was presented in May 2020. The committee was provided with the final plat design with minor edits from the preliminary plat.
 - Dan Day with Vandewalle & Associates Inc. provided a brief presentation summarizing the Rosewood Fields Final Plat design. The presentation included information such as: 60 foot right-of-way, 7.5 foot terrace, paved trail approximately 2,360 feet in length, stormwater management plans, 150 year flood plan and cluster box units (CBU) for postal services. The phasing portion of this project has not been finalized as it will be dependent on other projects such as the Eastside Interceptor but phase one is planned for 2021.
 - Brian Berquist provided an update regarding the Eastside Interceptor with estimated completion of the project in early 2021. This project is currently under DNR review for approval. Berquist

then reviewed Town & Country Engineering's recommendations for Rosewood Fields and stated that the stormwater management plan including the 150 year flood plan provided by Veridian requires further review yet by Town & Country.

- Committee members discussed the proposed final plat. Marv Meyers asked if basements were planned with these homes and if drainage problems may occur similar to homes built prior on Elvehjem Road. Dan Day responded that yes basements are planned. Berquist provided that the land for Rosewood Fields is higher than homes built on Elvehjem Road. Jerry Adrian asked if ground water divert issues could occur with the current plan. Berquist stated he does not believe ground water diversion would be an issue. Andrew Bremer asked for clarification on what out lots would be responsibility of the Village and for a brief summary of landscaping plans thus far. Dan Day reviewed the three main areas that would become Village responsibility and provided a short review of landscaping plans including native plantings or grasses being utilized. Andrew Bremer provided to the committee the review recently completed by the Fire Chief regarding phasing. Dan Day responded that upon further review they would work recommendations into the phasing plan.
- Motion by Carolyn Clow recommending to the Village Board the acceptance of the final plat of Rosewood Fields with the recommendations provided in the letter from September 11, 2020 made by Town & Country, coordinating with staff regarding landscaping plans and coordinating with the Fire department for phasing recommendations. Seconded by Justin Rupert. Motion passed 6-0-0

b. Discussion and action to make a recommendation to the Village Board regarding the creation of a Traffic Management Request Policy as Chapter 1 of the Public Works Policy Manual.

- Carolyn Clow provided a brief summary related to past requests for traffic management that would come before the committee for review and her recommendation for a policy to assist staff with a process for managing these requests in the future.
- Lee Igl reviewed the provided draft policy document. Traffic management requests are filtered to the Police department for initial review. The draft policy includes that a request would include a petition of the neighborhood area impacted by the request. Once the request and petition are received the Police and Public Works departments would review the request. If a request may be vulnerable, it may be brought to the committee for approval. If a

request involves any ordinance changes these would require committee and Village Board approval.

- Committee members discussed the proposed policy. Rich Whipple asked how the policy defines neighborhood area as related to the petition. Lee Igl stated that this area depends on the type of request being filed and the resident would be guided on the area required. Jerry Adrian provided several grammatical recommendations for staff to incorporate. Committee members discussed the requirement of a petition included with the initial request. Jerry Adrian recommended the possible inclusion of the amount of space or feet the petition would need to cover. Carolyn Clow asked if the petition could be requested after the initial request was filed. Lee Igl stated that staff could work to develop a list of requests that would require a petition up front such as a stop sign. Carolyn Clow recommended that staff complete the grammatical edits including the review of the petition requirement and bring back the policy for further review in November.
- No action was taken on this item.

c. 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 September 2020 including the public works building renovations progress, road construction status, update regarding Lead & Copper sampling sites and staff trainings. Hessling also briefly summarized projects and equipment acquisitions for 2021.

5. SCHEDULE NEXT MEETING DATE

- a. Tuesday November 10, 2020 at 6:00 pm
- b. Discussion and proposal to adjusted scheduled date for Public Works December meeting
 - Staff proposed adjusting the December meeting from December 8, 2020 to December 15, 2020.

6. ADJOURNMENT

- a. Motion by Marv Meyers to adjourn at 7:17 p.m. Seconded by Justin Rupert. Motion passed 6-0-0.

Respectfully submitted by Aimee Irwin