

**Public Works Committee**

**Tuesday, January 12, 2021**

**6:00 PM**

**McFarland Municipal Center**  
*Community Room*

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/85474818664>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 854 7481 8664

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
  - a. Discussion and action regarding the minutes from the Public Works meeting held on November 10, 2020.
4. BUSINESS.
  - a. 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.
  - b. Discussion and action to make a recommendation to the Village Board regarding the creation of a Street Light Policy as Chapter 2 of the Public Works Policy Manual.
  - c. Discussion and action to schedule public information meetings regarding the Exchange Street project.
  - d. Presentation of the Public Works Monthly Report
5. SCHEDULE NEXT MEETING DATE.
  - a. Tuesday, February 9, 2021 at 6:00 p.m.
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](mailto:cassandra.suettinger@mcfarland.wi.us).

VILLAGE OF MCFARLAND

**Public Works Committee Minutes**

Tuesday November 10, 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, Chris Fredrick, Peter Robinson (joined at 6:05 pm)

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)

2. PUBLIC APPEARANCES

None

3. APPROVAL OF MINUTES

a. Discussion and action regarding the minutes from the Public Works meeting held on October 13, 2020.

a. Motion by Carolyn Clow to approve minutes as presented.  
Seconded by Justin Rupert. Motion passed 5-0-1 (Chris Fredrick abstained).

4. BUSINESS

a. Discussion and action to make a recommendation to the Village Board regarding the final design and authorize the County Highway MN project for bidding.

- Brian Berquist reviewed the final design plans for the County Highway MN project. The project has been scaled back to stop near Peninsula Way. Berquist stated there has been coordination with the Fire Chief and Village Administrator regarding preemption signs to alert drivers of the future Public Safety building.
- Committee members discussed the proposed final design. Chris Fredrick provided recommendations regarding the pedestrian walkway on the SE corner of Holscher and County Highway MN being adjusted slightly, inlet casting placement adjustment, and addition of a flume at N Peninsula Way. Brian Berquist agreed to make the applicable adjustments recommended by Fredrick.
- Brian Berquist stated that the entire cost of the project is being split evenly with Dane County. Berquist also stated that the Village would take ownership of this area from Dane County as of November 15, 2021. Carolyn Clow asked if this project was

included in the County's budget. Berquist responded that yes it is included.

- Motion by Carolyn Clow recommending to the Village Board the acceptance of the final design of the County Highway MN project along with authorization for bidding. Seconded by Chris Fredrick. Motion passed 7-0-0

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.

- Lee Igl reviewed the updated draft policy document with the included recommendations from October's meeting. Carolyn Clow reviewed additional updates to the policy that were compiled today. The additional updates would not require a petition initially for a request but only after the request was initially discussed with department staff.
- Committee members discussed the updated policy. Jerry Adrian is in favor of less petitions and only requiring these when necessary. Adrian recommended a possible adjustment to the percentage for approval of a petition as well as including a footage distance rather than the term block. Adrian asked if the approach for petitions would be one signature per household. Lee Igl responded that yes this would be the approach. Marv Meyers asked if the Village would be required to follow the policy approach for their installation of a sign. Igl stated the Village would follow the MUTCD manual for internal requests. Chris Fredrick recommended to edit the policy wording to state that the policy is for public or residential requests. The committee members recommended changing the use of block(s) to footage measurements along with adding an additional item for traffic calming devices.
- No action was taken on this item. The committee would like to review the policy with applicable changes and recommendations at the upcoming December meeting.

c. Discussion and action to make a recommendation regarding a Street Light Policy to the Village Board.

- Lee Igl reviewed the draft policy document.
- Committee members discussed the proposed policy including the percentage requirement for approval with the committee recommending 90%. Chris Fredrick asked if utilizing 300 feet is sufficient with the shine radius of a street light. Lee Igl responded that 150 feet is the typical shine radius.
- Motion by Carolyn Clow recommending to the Village Board the acceptance of the Street Light Policy with recommended changes. Seconded by Chris Fredrick. Motion passed 7-0-0

- d. Presentation of the Public Works Monthly Report.
  - Jim Hessling provided an update on public works activities in the Village for the month of October 2020 including the public works building renovations progress, construction updates, update regarding Lead & Copper sampling, department equipment and staff trainings.
5. SCHEDULE NEXT MEETING DATE
  - a. Tuesday December 15, 2020 at 6:00 p.m.
6. ADJOURNMENT
  - a. Motion by Marv Meyers to adjourn at 6:58 p.m. Seconded by Justin Rupert. Motion passed 7-0-0.

Respectfully submitted by Aimee Irwin

  
VILLAGE OF  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, January 12, 2021

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:** Lee Igl, Streets/Utilities Superintendent

**AGENDA ITEM:** 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.

**PREVIOUS ACTION:**

The draft policy was reviewed and discussed at the October and November 2020 Public Works meetings.

**ISSUE SUMMARY:**

Enclosed is the third draft of a policy for Traffic Management Requests along with the draft request form.

The policy will address such requests as speed reduction, stop signs, no parking signs, etc. Internal requests have previously been reviewed by the Police and Public Works Departments with occasional recommendation from a Traffic Engineer. The policy will establish the procedure to make a request, need for an application and then determinations for Staff or Committee review.

We will review the policy in the meeting and discuss any questions or recommendations the Committee might have.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommendation to the Village Board to approve the presented Traffic Management Policy along with the request form.

**ATTACHMENTS:**

1. Chapter 1 - Traffic Management Request Policy 01042020 mgs



2. Traffic Management Request Form 1.4.2021

# **CHAPTER 1           Traffic Management Request Policy**

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## **SECTION 1.01       Purpose**

To establish guidelines to efficiently and effectively evaluate and respond to public requests for traffic management including but not limited to street signs, speed limit, and parking control within the Village.

## **SECTION 1.02       Procedure**

- (a) Staff will utilize the Manual on Uniform Traffic Control Devices (“MUTCD”) as a guide in making decisions relating to applicable traffic management requests (“Requests”).
- (b) Requests for conceptual or routine additions, maintenance, repair, relocation, etc. shall be addressed as follows:
  - (1) Requests for conceptual or routine additions, maintenance, repair, relocation, etc. may be received verbally, via email, letter or phone call, or via the Application. For example, if someone calls to report that a stop sign has fallen down, action will be taken based upon that Request, and the submission of an Application will not be required. Additionally, individuals may inquire as to conceptual traffic management requests with Staff before submitting an application to better understand the parameters of such a request.
  - (2) Requests for conceptual or routine additions, maintenance, repair, relocation, etc. will generally be evaluated and resolved by Staff, unless any of the preclusions of Section 1.02(b)(3)(ii) exist.
- (c) Requests shall be provided as follows:
  - (1) All Requests shall be submitted via an official Traffic Management Request Form (“Application”). The form will be submitted, as per instructions, to the Police Department (“Police”). The Application will be formatted by Staff and at a minimum contain the following information to be supplied by the Applicant:
    - (i) Name.
    - (ii) Address.
    - (iii) Contact information including telephone number and email address.
    - (iv) Information about the request including a description of the issue, location, and suggested resolution.

(v) **Petitions.** The following types of Requests will require a petition to be filed before a final decision will be made by Staff or Committee. The petition must have ~~60% 75%~~ approval from property owners (one signature per property owner) ~~Residents within the defined proximity neighborhood~~ as follows:

- a. **New or additional Stop Sign(s):** approval signatures from ~~60% 75%~~ of all property owners residences within a 500-foot radius ~~three (3) blocks in all directions~~ of the sign intersection.
- b. **No Parking:** approval signatures from ~~60% 75%~~ of all property owners residences in a 250-foot radius ~~one (1) block~~ in all directions of the sign location.
- c. **Speed limit sign:** approval signatures from ~~60% 75%~~ of all property owners residences in a 500-foot radius ~~three (3) block radius~~ of the sign location.
- d. **Traffic calming signs and devices:** approval signatures from 60% of all property owners in a 500-foot radius of sign location.

(2) Upon receipt of an Application, the Police Department shall forward a copy to the Public Works Department (“Public Works”).

(3) Police and Public Works will jointly evaluate the Request, and make one of the following determinations:

- (i) Under the following criteria, the Application will be considered administratively by Staff when:
  1. The Request is clearly in compliance with the MUTCD and does not contain any of the preclusions listed in Section 1.02(b)(3)(i).
  2. The Request is clearly not defined nor recommended in the MUTCD, but may have merit due to other circumstances and does not contain any of the preclusions listed in Section 1.02(b)(3)(i)(1)-(4). Example: the addition of a School Zone warning sign.
  3. The Request is, in the opinion of Staff, emergent in nature but may otherwise require Committee review. In these situations Staff will handle the situation with temporary solutions to the degree possible, and refer the Request to the Committee for review of possible permanent solutions.

4. The Request would be considered normal, obvious, everyday course of business situations. Example: a new roadway is opened up, requiring the addition of a stop sign or other traffic control sign.
- (ii) Under the following criteria, the Application will be forwarded to the Public Works Committee (“Committee”) for consideration when:
1. The Request requires approval due to the financial implications per the Fiscal Policy Manual.
  2. The Request is clearly not defined or recommended in the MUTCD, but may have merit due to other circumstances and contain one or more of the preclusions found in this section.
  3. The Request is clearly supported by the MUTCD, but may contain one or more of the preclusions found above in this section.

**SECTION 1.03      Committee Referral**

(a)      Committee Referral

- (1) Upon determination that the Application will require review by the Committee, Staff shall forward the Request to the Committee along with their recommendation(s).
- (2) In most situations, the recommendations of Public Works and Police should be in line with the MUTCD. As noted; however, situations may exist that would suggest a course of action not in compliance with these recommendations. In these situations, the reasons for this and any supporting data or information should be included with the Staff recommendation(s).
- (3) As part of its review, Staff may also consult a Traffic Engineer in order to study the Application and present their recommendations to the Committee as appropriate.

(b)      Committee Review

- (1) The Committee will review the Application, Staff report, Traffic Engineer recommendations, and public comment as applicable and available to make its decision on the Request. In doing so the Committee will adhere to the standards contained within the MUTCD as is practical and possible.
- (2) In the event that the action taken by the Committee on the Request necessitates a revision to Village Ordinance, the Committee shall recommend action to the Village Board for final decision.

(c) Final Disposition of the Request

- (1) Upon determination of a final disposition of an Application, Staff shall inform the Applicant of the disposition and what, if any, action will be taken.

**SECTION 1.04 Requests for Federal, State, and/or County Highways**

- (a) Applications pertaining to Federal and/or State roadways will be referred to the Wisconsin Department of Transportation (“WisDOT”) for review and recommendation. The Village will consider Applications within these roadways that fall within its jurisdiction based upon the findings of WisDOT.
- (b) Applications pertaining to County roadways will be referred to Dane County Highway and Transportation (“Dane County”) for review and recommendation. The Village will consider Applications within these roadways that fall within its jurisdiction based upon the findings of Dane County.

**SECTION 1.05 Appeal Process**

- (a) Upon receiving notification of the final disposition, the Applicant may appeal to the Committee if action was taken by Staff that the Applicant does not feel properly addresses their Application.
- (b) Upon receiving notification of the final disposition, the Applicant may appeal to the Village Board if action was taken by the Committee that the Applicant does not feel properly addresses their Application. Decision by the Village Board is final.
- (c) The Applicant is responsible for the preparation and presentation of any and all evidence, documentation, or testimony they feel supports their Application.

Committee Adopted:

Village Board Adopted:

Revised: None.



# Traffic Management Request

(Example: street signs, speed limit and parking control)

## Applicant Information

Name of Applicant:

Address:

City, State and Zip Code:

Phone Number:

E-mail address:

Describe the type of traffic management requested including location:

## Required attachments

- Petition (**see next page**) – Must be signed by not less than sixty percent (60%) of the residents over eighteen (18) years of age residing along that portion of the street designated for the purpose of the proposed use.

## Certification

I hereby agree to hold harmless the Village of McFarland for any and all claims connected with or arising out the installation of the requested traffic management.

Signature of Applicant:

Date:





**VILLAGE OF  
McFarland  
SUMMARY SHEET**

**MEETING DATE:** Tuesday, January 12, 2021

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:** Lee Igl, Streets/Utilities Superintendent

**AGENDA ITEM:** Discussion and action to make a recommendation to the Village Board regarding the creation of a Street Light Policy as Chapter 2 of the Public Works Policy Manual.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

Please find enclosed an updated draft policy for Additional Streetlight requests. Previously this policy was reviewed by the committee at its November 10, 2020 meeting and moved to the Village Board for its consideration. The Village Board requested some additional changes be considered and be further reviewed by Committee. Edits have been made following that review and this also includes the draft request form which had not previously been reviewed by the Committee.

We will review the updated policy including the request form and discuss any further questions or recommendations the Committee might have.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommendation to the Village Board to approve the provided Street Light Policy and Street Light request form.

**ATTACHMENTS:**

1. Chapter 2 - Streetlight Policy 01042021 mgs
2. Street Light Request Form 1.4.2021

## CHAPTER 2                      Streetlight Policy

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### SECTION 2.01            Purpose

This policy is to guide the Village Board, Departments, Staff, and the general public in the request and review process for the additional installation of street lighting, in the right of way, on public Village streets, or cul-de-sacs.

### SECTION 2.02            System Process

- (a)    **New Installation.** For new streets and developments, the street lighting plan will be provided through the energy provider with location and spacing to be approved by the Director of Public Works, Village Engineer, and/or designee.
  
- (b)    **Reconstruction.** Additional street lighting will be reviewed by the Director of Public Works, Village Engineer, and/or designee to determine if additional lighting is needed and will be reviewed on the following basis:
  - (1)    Maturity of trees restricting current lighting.
  - (2)    High crime area reported by Police.
  - (3)    Additions of sidewalks or multi-use paths.
  - (4)    Response from petition.
  
- (c)    **Spacing standards.** Standard spacing for streetlights are 300 to 400 feet pole to pole.

### SECTION 2.03            Request Process

- (a)    **Initial Consultation.** ~~Street lighting requests~~ Requests for conceptual or routine additions, maintenance, repair, relocation, etc. may be received by Village Staff verbally, via email, letter, or phone call. Individuals are encouraged to meet with Village ~~may inquire as to conceptual street lighting requests with~~ Staff before submitting the official requests to better understand the parameters that may be applicable to their ~~of such a~~ request.

(b) **Residential Request.** After the initial consultation (if applicable), an individual will be requested to complete a petition receiving approval from at least 75% of the property owners (one vote per property owner) Residential requests for additional street lighting must include a signed petition from 90% of residents within a 300-foot radius feet of the purposed streetlight. The following conditions shall apply as part of the review:

(1) A signed petition or request does not guarantee the addition of street lighting or immediate addition of street lighting (i.e. – budgeting or future construction projects may be reasons for delay or denial).

(2) The Director of Public Works, Village Engineer, and/or designee will review the request and petition in order to make the final decision on adding street lighting based on Section 2.02(b)-(c).∴

~~(i) Maturity of trees restricting current lighting.~~

~~(ii) High crime area reported by Police.~~

~~(iii) Additions of sidewalks or multi-use paths.~~

~~(iv) Response from petition.~~

(c) **Internal Request.**

(1) Internal requests from within the Village Organization ~~the Village Board, Departments, and/or Staff~~ will be reviewed by the Director of Public Works, Village Engineer, and/or designee.

(2) The Public Works Department will send out a notification to all residents within 300 feet of the purposed streetlight that has been requested internally.

(3) The Director of Public Works, Village Engineer, and/or designee will make a final decision based on Section 2.02(b)-(c).∴

~~(i) Maturity of trees restricting current lighting.~~

~~(ii) High crime area reported by Police.~~

~~(iii) Additions of sidewalks or multi-use paths.~~

~~(iv) Response from petition.~~





# Street Light Request

## Applicant Information

Name of Applicant:

Address:

City, State and Zip Code:

Phone Number:

E-mail address:

Describe the Location of the Street Light to be installed:

## Required attachments

- Petition (**see next page**) – Must be signed by not less than seventy-five percent (75%) of the residents over eighteen (18) years of age residing along that portion of the street designated for the purpose of the proposed use.

## Certification

I hereby agree to hold harmless the Village of McFarland for any and all claims connected with or arising out the installation of the requested street light.

Signature of Applicant:

Date:



  
**VILLAGE OF**  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, January 12, 2021

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:** Jim Hessling, Public Works Director

**AGENDA ITEM:** Discussion and action to schedule public information meetings regarding the Exchange Street project.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

The Public Works Department would like to move forward with the scheduling of several Public Informational Meetings (PIM) for the Exchange Street Reconstruction project, scheduled for reconstruction in the Spring of 2024.

The purpose of the PIM is to inform the public about the project along with resident input on issues that may be present. This is similar to what we have done before for PIMs but required over the years leading up to the project by WisDOT. Information that is gathered is then incorporated into the plans in order to have a better finished product if applicable.

Proposed PIM dates for the project are as follows:

- February 2021
- October 2021
- October 2022
- October 2023
- March 2024

These PIM's are planned to be held as part of the monthly Public Works Committee meetings.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None

**ORDINANCE REFERENCE:**

None

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommendation to schedule Public Information Meetings as part of the Public Works



Committee meetings for February 2021, October 2021, October 2022, October 2023 and March 2024.

**ATTACHMENTS:**

None

  
**VILLAGE OF**  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, January 12, 2021

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:**

**AGENDA ITEM:** Presentation of the Public Works Monthly Report

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. November 2020 Public Works Directors report
2. December 2020 Public Works Directors report

**PUBLIC WORKS COMMITTEE**

**December 15, 2020**

**PUBLIC UTILITIES COMMITTEE**

**December 8, 2020**

**Public Works Directors Report**

**for**

**November 2020**

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.

**PW Complex**

Staff moved back into the facility. Most work except the solar panels have been completed. Minor punch list items remain.

**Vacancy**

The department has an open position due to the departure of Mike Schulte. We thank Mike for his aid to the department.

**Compost Drop Off Site**

The site has been extremely busy due to the good fall weather we have been having. This time last year we had snow. The site is busy but manageable.

**Snow**

On Tuesday November 25, a partial crew was out plowing and salting the hills and corners of the village as needed.

**Trucks into Service**

The new van and pickup truck that arrived at the end of October have been placed into service.

**MMSD Salt Saver Program**

The partnership with MMSD regarding the Salt Saver pilot program began November 15, 2020. Our department received 20 emails regarding interest for the program prior to the start date. Currently paperwork is being reviewed and we hope to be able to issue rebates once review has been completed. Additional communications will be going out in The Lookout and a mailing to residential customers. MMSD sent a mailing to commercial customers for inspections by a trained service provider.

**Meetings/Training/Seminars**

All meetings were held by electronic means this month. Those meetings include:

- Parks and Rec PHMDC update - Larson
- WPRA eSports presentation - Larson
- APWA virtual conference - Igl, Irwin & Hessling
- APWA monthly board meeting - Igl & Hessling
- MAMSWaP meeting - Hessling
- Greater Madison Metropolitan Planning Organization - formerly MPO - Hessling

**PUBLIC WORKS COMMITTEE**

**January 12, 2021**

**PUBLIC UTILITIES COMMITTEE**

**January 19, 2021**

**Public Works Directors Report**

**for**

**December 2020**

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.

**PW Complex**

Staff moved back into the facility. Most work except for the solar panels have been completed. Minor punch list items that remain include such items as furnace adjustment and paint touch up.

**Watermain Break**

The department handled a watermain break on Exchange Street in the early morning of December 13 and another on December 17 on Bremer Road.

There was a private watermain break located on Farwell Street, Christmas afternoon (12/25/20). There was a private water lateral service leak located on Lake Edge

**Compost Drop Off Site**

The site is now closed for the regular season. It opened for Christmas tree drop off on December 26 and will close on January 17, 2021. The anticipated spring opening will be in April, depending upon the weather conditions.

**Snow**

Staff worked snowfall events on:

- December 12, received between 4-6 inches of snow.
- December 27, received between 1-2 inches of snow, fast moving storm.
- December 29/30, received between 4-6 inches of snow, fast moving storm.

**Tree City**

The annual Tree City application was submitted.

**Meetings/Training/Seminars**

All meetings were held by electronic means this month. Those meetings include:

- APWA monthly board meeting - Igl & Hessling
- Facilities Management: Mitigating COVID Measures (WI APWA presentation) Igl, Hessling
- APWA Webinar - Reopening After COVID 19 - Igl
- APWA Webinar - Workforce development: Challenges and Strategies - Igl
- YouTube - Reducing Salt Usage - Igl
- YouTube - Calibrating Salters - Igl
- Diggers Hotline Utility Damage Prevention - Igl
- VOM Webinar - Discipline Training - Igl, Larson
- WRWA/RM Regional Clerk Virtual Training - Warren
- New Hydrant Technology & Maintenance - Warren, B. Brandt, Kelln
- Badger Meter training - Irwin
- WPRA Parr 3 meeting - Larson