

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