

## VILLAGE OF MCFARLAND

### Public Works Committee Minutes

Tuesday January 12, 2021 – 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

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 November 10, 2020.
  - a. Motion by Jerry Adrian to approve minutes as presented. Seconded by Marv Meyers. Motion passed 7-0-0

#### 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.
  - Lee Igl provided background regarding the updated draft policy for Traffic Management requests. This policy was previously discussed at the October and November Public Works meetings.
  - Carolyn Clow asked what the current notification process is for stop sign requests. Lee Igl stated there is not currently a notification to nearby residents.
  - Carolyn Clow reviewed the history for a policy regarding Traffic Management requests in that the policy would provide direction for staff and not all requests would need to go through committee.
  - Committee members discussed their viewpoints regarding the petition portion of the policy. Carolyn Clow recommended that after a request is received that staff compile a list of identified locations for petition signature. Rich Whipple asked if data was gathered about other community processes regarding these requests. Jim Hessling stated that both Cottage Grove and Sun Prairie follow the provided policy in that a petition is required.

- Motion by Carolyn Clow recommending to the Village Board the Traffic Management Request Policy as Chapter 1 of the Public Works Policy Manual. Seconded by Justin Rupert. Motion passed 6-1 with Carolyn Clow opposed.
- 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.
- Lee Igl reviewed the updated draft policy document as recommended by the Village Board for further committee review.
  - Committee members discussed the updated policy. Peter Robinson, Jerry Adrian, and Carolyn Clow provided grammatical corrections to the policy. Committee members also reviewed the request form and recommended adding language as to the petition parameters and a hyperlink to the policy.
  - Motion by Carolyn Clow recommending to the Village Board the Street Light Policy with suggested edits. Seconded by Marv Meyers. Motion passed 6-1 with Carolyn Clow opposed.
- c. Discussion and action to schedule public information meetings regarding the Exchange Street project.
- Tim Stieve provided background regarding the upcoming Exchange Street Project. The project would involve full street reconstruction, sidewalk, sanitary sewer, water main and storm sewer improvements. Construction is set to begin in 2024. The Village was awarded project funding and therefore will need to follow the DOT design process. Included in this process is the scheduling of Public Information Meetings to gather public input.
  - Carolyn Clow asked what would be the topic for the first Public Information Meeting. Tim Stieve stated a presentation of an overview of the project would be provided followed by public input. Committee members asked what type of Environmental Study would need to be completed as well as if any study would need to be done regarding the Indian Mounds. Town and Country stated that the extent of an Environmental Study would be determined but an archeological study would need to be completed.
  - The committee suggested a joint meeting with the Public Utilities Committee to be held on February 16, 2021 beginning at 6:00 p.m. The first order of business would be the Public Information Meeting for the Exchange Street project.
- d. Presentation of the Public Works Monthly Report.
- Jim Hessling provided an update on public works activities in the Village for the month of November and December 2020 including the public works building renovations progress, public works staff

vacancy, compost drop off site, MMSD Salt Saver program, snow events, recent water main breaks, and staff trainings or meetings

5. SCHEDULE NEXT MEETING DATE

- a. Tuesday February 16, 2021 at 6:00 p.m.

6. ADJOURNMENT

- a. Motion by Marv Meyers to adjourn at 7:31 p.m. Seconded by Chris Fredrick. Motion passed 7-0-0.

Respectfully submitted by Aimee Irwin