

VILLAGE OF MCFARLAND

Public Works Committee Minutes

Tuesday March 9, 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: Marv Meyers, Jerry Adrian, Rich Whipple, Chris Fredrick, Peter Robinson (Absent: Justin Rupert)

Staff present: Matt Schuenke (Village Administrator), 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 January 12, 2021.
 - a. Motion by Carolyn Clow to approve minutes as presented.
Seconded by Chris Fredrick. Motion passed 6-0-0.
- b. Discussion and action regarding the minutes from the joint Public Works and Public Utilities meeting held on February 16, 2021.
 - a. Motion by Carolyn Clow to approve minutes as presented.
Seconded by Jerry Adrian. Motion passed 5-0-1 with Marv Meyers abstaining.

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. Revisions to the policy include removal of the petition section, notice to property owners completed by the Public Works Department and appeals to the Village Board rather than committee.
 - Chris Fredrick asked how many types of these requests are received within a year. Lee Igl responded that in his time with department, he has received two requests.

- Jerry Adrian asked if the process would be that staff review the application then send the notice to property owners. Lee Igl responded yes that would be the process.
 - Carolyn Clow asked if it would be necessary to provide the actual application by the submitter with the notice. Staff responded that while it would not be necessary, it would be their recommendation to. Clow also asked if an online form submission would be created for requests. Aimee Irwin responded yes a form could be created.
 - Committee members discussed additional edits and movement of sections within the provided policy.
 - Motion by Jerry Adrian recommending to the Village Board the Traffic Management Request Policy as Chapter 1 of the Public Works Policy Manual as reviewed and revised during the meeting. Seconded by Marv Meyers. Motion passed 6-0-0.
- 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. Matt Schuenke made similar revisions to the presented policy as detailed in the previous business item.
 - Carolyn Clow asked if street lights have a minimal cost for install and monthly fee. Jim Hessling responded that there is a monthly lease fee and the installation of the first 150 feet of wire is free however after that additional costs would occur. Carolyn Clow recommended additional wording related to financial approval, if applicable, by committee.
 - Matt Schuenke provided that the differentiation of internal versus public requests has been removed. All requests will follow the same approach.
 - Motion by Chris Fredrick recommending to the Village Board the Street Light Policy as Chapter 2 of the Public Works Policy Manual as revised at this meeting. Seconded by Jerry Adrian. Motion passed 6-0-0.
- c. Discussion and action to make a recommendation to the Village Board regarding 2021 Street Paving and Stormwater Projects and authorize the projects for bidding.
- Tim Stieve reviewed the plan set provided with the packet regarding 2021 Street Paving and Stormwater Projects throughout the Village. Renee Court from Lewis Lane to Exchange Street would have pulverize and overlay completed.
 - Carolyn Clow asked why no curb and gutter are being included in the Renee Court repairs. Tim Stieve stated that concrete curb and

gutter were not included due to costs however asphalt “Carlson” curb and gutter will occur. Clow asked how long this repair would last. Brian Berquist responded that this repair would last approximately 20 years.

- Chris Fredrick recommended that Renee Court be updated at Exchange Street with an asphalt gutter instead of a valley gutter due to the upcoming project.
- Tim Steve reviewed stormwater repairs as part of this plan set. One repair is located on Lake Edge Road and the inlets located at Lani Lane and Pheasant Run.
- Committee members discussed catch basins in this area and if maintenance has occurred related to them. Jim Hessling stated that recent maintenance has not occurred but a maintenance rotation will hopefully occur in the future.
- Tim Stieve reviewed the next area for repair located on Taylor Road. This repair would include a pipe replacement that is failing beneath a walk bridge. Tim also reviewed the areas that are planned for mill and overlay. These areas were identified by Staff that may have had a water main break or general pavement failure.
- Carolyn Clow asked if Overlook Drive is only being repaired at identified areas not the entire roadway. Jim Hessling responded that only identified areas are planned. Clow expressed concerns related to completing minor repairs on Overlook Drive and Renee Court rather than overhaul repairs.
- Motion by Chris Fredrick recommending to the Village Board the 2021 Street Paving and Stormwater Projects and authorize the projects for bidding. Seconded by Marv Meyers. Motion passed 6-0-0.

d. Discussion regarding planning future street paving projects.

- Brian Berquist reviewed an example of how future street paving project plans could be created using the analysis tool through WISLR (Wisconsin Information System for Local Roads). WISLR uses PASER ratings regarding the condition of pavement so this analysis could be one portion in creating future paving plans. WISLR does not take into account curb and gutter, sidewalks, underground conditions of utilities or drainage conditions.
- Chris Fredrick asked if maintenance such as crack filing and chip seal was taken into consideration with the provided example. Berquist responded that maintenance was removed from the provided example.
- Committee members discussed the provided example analysis tool. Jerry Adrian referenced in prior years a list was created which included a 5 year plan for road paving projects. Adrian stated that

the plan was evaluated and updated each year. Carolyn Clow recommended creating a 10 year plan and connecting that plan to the 5 year Capital Improvement Plan.

- Chris Fredrick asked if additional funding opportunities had been reviewed for these types of projects. Brian Berquist stated that funding programs are continually reviewed for the possibility of applying for funds towards projects.
- No action was taken on this item.

e. Presentation of the Public Works Monthly Report.

- Jim Hessling provided an update on public works activities in the Village for the month of February including the public works building renovations progress, water lateral break, customer freeze up, snow events, sewer reline, and the Eastside Sanitary Sewer Interceptor project status.

5. SCHEDULE NEXT MEETING DATE

- a. Tuesday April 13, 2021 at 6:00 p.m.

6. ADJOURNMENT

- a. Motion by Jerry Adrian to adjourn at 7:48 p.m. Seconded by Marv Meyers. Motion passed 6-0-0.

Respectfully submitted by Aimee Irwin