

Public Works Committee

Tuesday, August 13, 2019

6:00 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the June 11, 2019 meeting.
4. BUSINESS.
 - a. Discussion and consideration for a Traffic Safety Report Form in regards to issues on Broadhead/MN from Holscher Road to Peninsula Way.
 - b. Discussion and consideration for a Traffic Safety Report Form in regards to installing speed bumps on Lake Edge near South Court.
 - c. Discussion regarding the creation of a snow plowing policy.
 - d. Discussion regarding mowing operations on private property in response to grass cutting complaints.
 - e. Presentation of the Public Works Monthly Report from the Director
5. SCHEDULE NEXT MEETING DATE.
 - a. Tuesday, September 10, 2019 at 6:00 pm.
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.

**Public Works Committee
Meeting Minutes (DRAFT)
June 11, 2019**

1. **CALL TO ORDER, ROLL CALL.** Village Board Trustee Kolk, Committee members Jerry Adrian, Richard Vela, Chris Fredrick and Marv Meyers. Absent were Elizabeth Bohuski and Terry Lawrin. Staff present Jim Hessling, Director of Public Works.
2. **PUBLIC APPEARANCES.** None.
3. **APPROVAL OF MINUTES.**
 - a. **Discussion and action regarding the Public Works Committee minutes of April 9, 2019.** No corrections or comments on the minutes were noted. Minutes stand as presented by Chairman Kolk.
4. **BUSINESS.**
 - a. **Discussion and action on the placement of additional stop signs at the intersection of Wild Cherry Lane and Leanne Lane.** The committee reviewed supplied information; Police Chief Shervin presented his data and thoughts on the issue. A child was hit and the driver was cited for failure to yield to a pedestrian in a cross walk as he was not paying attention. A resident in the area submitted a traffic safety concern form petitioning for a three-way stop. The intersection has flashing cross walk lights that don't always get used. Some kids cross without looking or pushing the button to actuate the flashing lights. The sign is pretty vivid. Committee members think that this is more of an education process through the schools. Information should be included in various social media that the village uses. Public Works will trim trees and paint curb around no parking areas on Leanne Lane. Motion by Fredrick to not recommend placement of additional stop signs at the Wild Cherry and Leanne Lane intersection. Seconded by Vela. Approved 5-0.
 - b. **Discuss and recommend stenciling "Drains to Lake" on storm sewer inlets.** Trustee Utter, from the May 28, 2019 Village Board meeting asked that this item be addressed by Public Works at their next meeting. Drain stenciling has been done in other communities and the village should look into this practice. Committee members discussed the benefit this would provide and how would one measure the affect that drain stenciling provides: Is this is a good resource of village staff's time and resources? Motion by Fredrick to allow stenciling to be done by a civic group and not the village. Seconded by Meyers. Amendment by Adrian to move this on to the village stormwater utility. Amendment seconded by Fredrick. Amendment passed 5-0. Vote on the primary action to support a civic group to perform the stenciling passed on a vote of 5-0. .
 - c. **Presentation of the Public Works Monthly Report from the Director.** Report was presented to the committee.

5. **SCHEDULE NEXT MEETING DATE.** July 9, 2019
6. **ADJOURNMENT.** Motion by Adrian, second by Marv Meyers, to adjourn. Approved 5-0.
Meeting adjourned at 7:08 p.m.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, August 13, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and consideration for a Traffic Safety Report Form in regards to issues on Broadhead/MN from Holscher Road to Peninsula Way.

PREVIOUS ACTION:

ISSUE SUMMARY:

Resident requesting a reduction of speed from 45 mph to 25 mph on CTH MN/Brodhead St between Holscher and Peninsula Way and a little beyond to the east.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Broadhead Holscher to Peninsula July 2019
2. Traffic_Safety_Concern_Report_Form - Broadhead from Holdscher to N Penninsula Way_07222019

From: Craig Sherven <Craig.Sherven@mcfarland.wi.us>
Sent: Monday, July 22, 2019 2:58 PM
To: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Cc: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>; Cassandra Suettinger <Cassandra.Suettinger@mcfarland.wi.us>
Subject:

Jim – please see the attached Traffic Safety Concern Report Form. The submitter is requesting a reduction of speed from 45 mph to 25 mph on CTH MN/Brodhead St. between Holscher and Peninsula Way, and a little beyond to the east. They are also requesting a few other things, including elimination of the passing zone in that area. In general I think at least the speed reduction and elimination of the passing zone parts of the request make sense given the manner in which the area has changed due to new construction. That said, this may not be so easy to accomplish. My understanding is that we own just the inbound (westbound) lane, and there is also a section that appears to be completely outside of the Village just east of Peninsula. This of course is based upon the latest map that was available (from 2018), so that information may not be current. Let me know if you need anything further from me.

Thanks,

Craig J. Sherven
Chief of Police
McFarland Police Department
608-838-2352

The McFarland Village Government is committed to providing safe and efficient travel on its roadways. While we continuously review current traffic patterns and traffic violation trends to determine needed enforcement, signage or other enhancements, we also rely upon the eyes and ears of our residents and value their input.

This form is intended as a means to provide the Police Department with information related to need for additional signage, enforcement or other issues occurring in your neighborhood or elsewhere in the Village.

Simply fill out the form (will expand as you type), save and submit it to Chief Sherven at craig.sherven@mcfarland.wi.us, who will review it and determine the best course of action. Note that the Police Department does not have sole decision making authority in many cases, and your request may require approval from the Public Safety Committee and/or Village Board. With regard to requests for signage (especially stop signs) or street construction, there are many more issues at hand that may be obvious and may take longer than you may think to process.

Village of McFarland TRAFFIC SAFETY CONCERN - REVIEW REQUEST FORM		
REQUESTER CONTACT INFORMATION		
Name: Laurie Morris	Phone: 608-220-0006	
Current address: 6070 Shooting Star Ct		
City: McFarland	Email: lmorrishm1@gmail.com	Best Contact Time: M-F After 3pm
INFORMATION ABOUT REQUEST		
Location of Problem: Broadhead/County MN from Holscher Rd to N Penninsula Way.		
Briefly Describe Problem: Speeding/illegal passing on Broadhead/County MN from Holscher Rd to N. Penninsula Way. I have been tailgated and passed on the left several times, after putting on my left turn signal and slowing down to turn onto N. Penninsula.		
Action You Are Requesting: Reduce speed limit to 25mph and paint double yellow for no passing on Broadhead/County MN From Holscher Rd through/up to N Penninsula Way.		
OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE		
RECEIPT BY POLICE DEPARTMENT		
Received By:	Date:	
Actions Taken:		
Police Department Recommendation:		
Recommendation Forwarded To:	Date:	
COMMITTEE / BOARD ACTION		☐ NOT APPLICABLE
Discussed By:	Date:	Action Taken:
Discussed By:	Date:	Action Taken:
Discussed By:	Date:	Action Taken:
Discussed By:	Date:	Action Taken:
FINAL RESOLUTION		
Final Action Taken:		
Completed By:	Date:	
REQUESTER NOTIFICATION		
Notified By:	Date:	Via:

Additional Notes:

With the increase in traffic entering/leaving the new Prairie Place neighborhood, reducing the speed and eliminating a passing zone on Broadhead/County MN from Holscher Rd up to/through N Penninsula Way, would improve road safety. The posted speed limit for westbound traffic on Broadhead/County MN, entering the Village of McFarland should also be reduced to 25mph just before N. Penninsula Way. Additionally, upgrading Broadhead/County MN from Holscher to N. Penninsula Way by widening it with curb and gutter and adding a bike lane would improve the safety.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, August 13, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and consideration for a Traffic Safety Report Form in regards to installing speed bumps on Lake Edge near South Court.

PREVIOUS ACTION:

ISSUE SUMMARY:

Citizen is requesting speed bumps on Lake Edge/South Court

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Speed bumps Aug 2019
2. Traffic_Safety_Concern_Report_Form.pdf (Speed Bumps, Lake Edge Rd.)(August 2019)

From: Craig Sherven <Craig.Sherven@mcfarland.wi.us>
Sent: Monday, August 05, 2019 12:24 PM
To: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Cc: Dan Kolk <Dan.Kolk@mcfarland.wi.us>; Cassandra Suettinger
<Cassandra.Suettinger@mcfarland.wi.us>
Subject:

Jim...please see the attached Traffic Safety Report form. The submitter is requesting installation of speed bumps on Lake edge/South Court to address speeding concerns. You and Dan can decide how you want to proceed.

Thanks,

Craig J. Sherven
Chief of Police
McFarland Police Department
608-838-2352

The McFarland Village Government is committed to providing safe and efficient travel on its roadways. While we continuously review current traffic patterns and traffic violation trends to determine needed enforcement, signage or other enhancements, we also rely upon the eyes and ears of our residents and value their input.

This form is intended as a means to provide the Police Department with information related to need for additional signage, enforcement or other issues occurring in your neighborhood or elsewhere in the Village.

Simply fill out the form (will expand as you type), save and submit it to Chief Sherven at craig.sherven@mcfarland.wi.us, who will review it and determine the best course of action. Note that the Police Department does not have sole decision making authority in many cases, and your request may require approval from the Public Safety Committee and/or Village Board. With regard to requests for signage (especially stop signs) or street construction, there are many more issues at hand that may be obvious and may take longer than you may think to process.

Village of McFarland TRAFFIC SAFETY CONCERN - REVIEW REQUEST FORM		
REQUESTER CONTACT INFORMATION		
Name:		Phone:
Current address:		
City:	Email:	Best Contact Time:
INFORMATION ABOUT REQUEST		
Location of Problem:		
Briefly Describe Problem:		
Action You Are Requesting:		
OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE		
RECEIPT BY POLICE DEPARTMENT		
Received By:		Date:
Actions Taken:		
Police Department Recommendation:		
Recommendation Forwarded To:		Date:
COMMITTEE / BOARD ACTION		☐ NOT APPLICABLE
Discussed By:	Date:	Action Taken:
Discussed By:	Date:	Action Taken:
Discussed By:	Date:	Action Taken:
Discussed By:	Date:	Action Taken:
FINAL RESOLUTION		
Final Action Taken:		
Completed By:		Date:
REQUESTER NOTIFICATION		
Notified By:	Date:	Via:

Additional Notes:



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, August 13, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion regarding the creation of a snow plowing policy.

PREVIOUS ACTION:

ISSUE SUMMARY:

Initiate a program regarding snow plowing issues. This is a first draft of this policy and is a work in progress.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

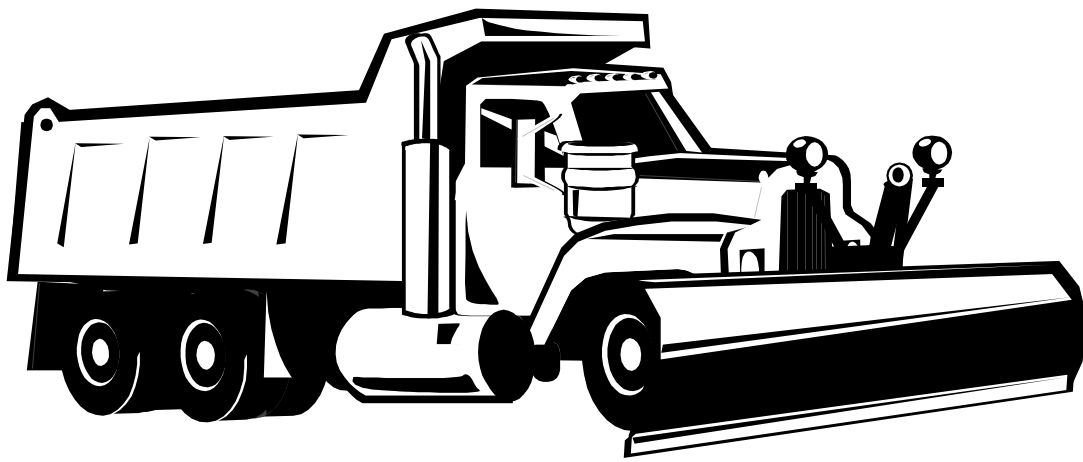
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. McFarland SNOW and ICE CONTROL PROGRAM 08082019 mgs

VILLAGE OF MCFARLAND DEPARTMENT OF PUBLIC WORKS

SNOW & ICE CONTROL PROGRAM *“MOBILITY & SAFETY”*



Prepared by:
James R. Hessling
Director of Public Works
Village of McFarland, Wisconsin
August 8, 2019

Revised:

**SNOW AND ICE CONTROL PROGRAM
FOR THE VILLAGE OF MCFARLAND**

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INTRODUCTION

Due to its geographical location, McFarland, Wisconsin is subject to freezing rain, ice and snow at any time during the fall, winter, and spring months. Normally, winter storms can be expected during the months of November through April. The responsibility for keeping vehicular and pedestrian traffic moving safely on over 26 miles of McFarland's Village streets during and following snow and ice storms lies with the Village's Public Works Department.

The purpose of this program is to set up acceptable procedures and policies for winter maintenance of public areas, as to snow and ice removal in the Village of McFarland. This program replaces all prior written or unwritten policies of any part of the governing or employed body of the Village of McFarland. The existing ordinance for sidewalk and parking control are not repealed.

The intent of establishing the Village of McFarland Snow and Ice control Program is to provide a uniform understanding of priorities and procedures used to combat snow and ice related conditions. Each winter storm has unique characteristics. Climatological factors such as storm intensity and duration, wind, temperature, and moisture content affect the total amount of snow and/or ice accumulation and influence the methodology used to combat the resulting snow and/or ice related conditions.

The timing of a storm will influence the removal of snow and ice. The Village of McFarland Public Works Department has regular work hours, and if a storm requires attention during weekends or holidays this would require overtime pay. It can be expected that service during off-hours will be minimal and only provided when extreme storm conditions arise or on intensely used area and routes.

The Village of McFarland Public Works Department endeavors to maintain adequate traction for pedestrians and vehicles properly equipped for winter driving conditions. ***This does not mean bare, dry pavement should be expected after each snowfall or ice storm. Furthermore, this does not mean the streets, paths or sidewalks will be free of ice and snow.***

Following is a brief discussion of the key elements of the Village's Snow and Ice Control Program. As may be expected, considerable time and effort is spent in preparation and planning prior to the actual snow and ice removal season.

STREETS AND PUBLIC AREAS

Obviously, certain areas of the Village have a greater intensity of use and a priority for maintenance to serve the users. The concern of safety, general welfare, and duration of travel necessitate that priority be given to certain areas over others. A map of the Village showing the various classes of maintenance is included with this Snow & Ice Control Program and is on file at the Public Works Department office and the Village Clerk's office. Need to develop this yet In order to provide efficient operation, it may be necessary to partially complete a lower class of service requirement to reach an area of higher priority. It may be necessary to clear a route immediately for power outages, water main breaks, fires, police and ambulance calls, or other obvious emergencies.

The following is a list of the classes of areas, and the order in which service will be directed beginning with class one, priority one.

CLASS 1: Regional collector and major streets are those streets that are designated as State Highways or County Trunk Highways. This includes US HWY 51, CTH AB and CTH MN, also known as Farwell Street. US HWY 51 is currently maintained by the Dane County Highway Department. Village crews maintain the portion of CTH MN that runs thru the village.

CLASS 2: School bus routes and local collector streets are those streets that generally carry traffic from one neighborhood to another portion of the village or routes serving a major public facility.

CLASS 3: Business District shall include the downtown area and public parking lots, if applicable.

CLASS 4: Minor streets and circles or courts, which serve individual premises.

CLASS 5: Clearing of intersections for better traffic movement and visibility.

CLASS 6: Public sidewalks and pedestrian/bike trails are the paths, which abut the public owned lands in the community.

CLASS 7: Sidewalks abutting private property may be maintained by the Village on a property owner default basis and the penalties and costs assessed and taxed to the abutting property.

DETERMINATION OF NEED FOR MAINTENANCE

The need for implementation of a maintenance policy shall be the actual occurrence of a snowfall of depth greater than 2 inches. Lesser amounts may be reviewed if combined with freezing and icing conditions. Also, the occurrence of an ice storm or freezing rain, which would make the public ways difficult to travel.

Weather reports issued by the National Weather Service shall be taken into account to prepare for anticipated maintenance service.

The responsibility for ordering personnel and equipment into service for a winter maintenance operation shall be primarily with the Director of Public Works, Public Works Superintendent or their designee. The Police Department, during patrol hours, shall keep watch and assist in notification to the Director of Public Works, Public Works Superintendent or their designee of needed service. The Village President or Village Administrator may also direct the Public Works Department to commence winter maintenance operations. The Village Clerk's office along with the Public Works office shall receive all complaints and forward to the Director of Public Works or their designee during normal work hours.

PERSONNEL AND EQUIPMENT

Because of the high priority attached to snow and ice control, almost all other Public Works operations become secondary in importance once snow removal operations are initiated. With the exception of some emergency personnel, all personnel normally assigned to street, or parks are assigned to snow removal operations.

All full time employees of the Public Works and Parks Departments are asked to be available at all times from November 15th to April 1st to assist in snow and ice removal, or arrangements shall be made by the Director of Public Works, Public Works Superintendent or their designee for other outside help. Outside contract help shall be authorized by the Director of Public Works, Public Works Superintendent or their designee, Village Administrator, Village President, or Village Board.

Outside sources of personnel shall be private contract personnel. It is very rare for any municipality to have sufficient equipment to adequately handle all snowstorms regardless of the amount of accumulation; to do so is not economically feasible. The Village of McFarland is no exception. The Public Works Department utilizes the following equipment for snow removal operations:

<u>Quantity</u>	<u>Equipment</u>
2	Pickups with Truck Mounted Snowplows
2	Small Dump Trucks with Snowplows and Spreaders
5	Large Truck Mounted Snowplows with Spreaders
1	End Loader with Plow Blade and Wing
1	Skid Loader with Bucket, Plow, and Snow Blower
1	Toolcat loader with various attachments
1	Tractor Backhoe
1	Tractor with Loader
1	Salt Brine Application

Outside private equipment may be contracted for, if authorized by the Director of Public Works, Public Works Superintendent(s), Village Administrator or their designee.

OVERTIME/SUBCONTRACTING POLICY

The determination of when to use overtime or to subcontract in the removal of snow or ice shall be made by one of the following:

1. Director of Public Works;
2. Public Works Superintendent(s);
3. Village Administrator; and/or
4. Their designee.

The need for overtime shall be established from the severity of the storm. Maintenance of roads and public areas in Classes 4, 5 & 6 that are passable by properly equipped vehicles and pedestrians (i.e. snow tires or 70% tread tires, and pedestrians with rubber boots) shall not require overtime. The following degree of maintenance may require overtime:

CLASS 1: Streets shall be kept passable at all times. (This is currently the responsibility of the Village of McFarland and the Dane County Highway Department).

CLASS 2: These streets shall have two lanes open to traffic.

CLASS 3: Areas shall be kept open to travel by plowing to the sides, salting, or sanding.

CLASS 4: These streets shall have one lane open to traffic.

SNOW REMOVAL

Snow removal shall consist of moving the snow or ice to either side of the specific area, or may include loading and trucking to a point of non-environmental concern. **The times allotted for snow loading and trucking shall not include Saturdays, Sundays, or Holidays unless absolutely necessary.**

The time periods stated in this section are anticipated for an average snowfall event of 4 inches of accumulation. In the event of a larger accumulation of snow or other unforeseen circumstances, these time periods may need to be extended.

Plowing shall commence as the Director of Public Works, Public Works Superintendent(s) or their designee shall direct. Service shall be in the order of the class of maintenance. ALL CLASSES of areas shall be adequately plowed edge to edge as reasonably as possible within 4 days.

All street and roadways in CLASS 1 through CLASS 3 will have two lanes of traffic open at all times if reasonably possible.

Within the Business District, parking may be restricted by signage as directed by the Director of Public Works, Public Works Superintendent or the Police Department until clear of snow or ice.

CLASS 4 streets will have two lanes of traffic open within 48 hours after a storm if reasonably possible.

CLASS 5 areas will be cleared within 72 hours after a storm.

CLASS 6 areas will be open to travel in 96 hours after a storm if reasonably possible.

CLASS 7 areas will be done because of failure to maintain by the property owner. The work performed will be done in accordance with Section 53-306, Abatement after Notice, of the Village of McFarland Municipal Code, This code states that all sidewalks be kept cleared of snow and ice. The cost of removal will be assessed against the property as a special assessment/ tax.

Plowing on all CLASSES shall be complete to remove an accumulation of snow or ice upon any highway within 3 weeks (Wisconsin Statute 893.83).

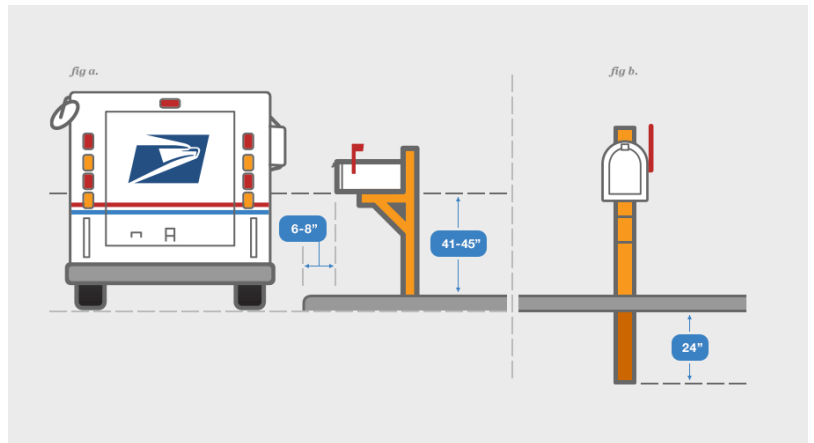
Various amounts of snow and ice will be deposited in private driveways, sidewalk ramps and onto sidewalks during snow and ice removal operations. The Village is not responsible for the removal of these deposits.

MAIL BOXES

It is understood that most mailboxes are located within the public Right of Way and therefore damage to a mailbox is very often unavoidable. It is assumed there is a shared responsibility between the Village and the homeowner when mailboxes are damaged during maintenance operations. There is a minimum speed, that needs to be maintained to adequately move the snow, and boxes can be damaged even at walking speeds. Various conditions dictate these speeds. Mailboxes and posts that have been damaged by an actual impact with Village equipment will be replaced by the Village of McFarland. The Village does not replace or repair mailboxes that are damaged by snow, slush, ice or any debris thrown/exiting by the plows.

When mailboxes are damaged (physically hit by a plow), the Village will attempt to repair the existing box or post. If it is beyond repair, then a simple silver, white or black mailbox and a treated 4"x4" wood post will be installed, at the discretion of the Public Works Department, when weather conditions allow installation. No decorative styles or types of mailboxes will be replaced, nor any landscaping or exterior feature(s). In cases where boxes are hit and maintenance repairs cannot be performed, a \$50 allowance will be made to the homeowner if the mailbox was installed per U.S. Postal Service regulations, regardless of the size, original cost or elaborateness of the damaged mailbox and post. Notification of an incident must be made within 48 hours to the Village for any type of repair or consideration.

In order for the village to reimburse for a mailbox that was physically hit, a gauge will be used to determine proper placement. The homeowner will need to dig the snow out in front of the mailbox to reveal the curb. We then use a measure guide and level up from the curb face. If your mailbox is still on the post and the guide touches the mailbox, it does not meet USPS regulations. If your mailbox is not on the post, we measure back to the base of the post and subtract the length of your mailbox to determine how far back the face of the mailbox was. If the measurement is less than 6", it does not meet USPS regulations. In cases where there is no curb, the edge of the pavement will be used.



The Village will not be held responsible for mailboxes that are rotted, vandalized, rusted or decrepitated or those that are not up to current United States Postal Service (USPS) standards. USPS standards indicate that the bottom of the mailbox should be 41 to 45 inches above the road surface and the front of the mailbox should be setback 6-8 inches from the face of the curb or edge of pavement if no curb is present. Facing the house the mailbox should be to the left of the driveway. The mailbox post should be buried in the ground 24 inches. Please contact the USPS for additional information.

PRIVATE PLOWING

No snow or ice removed from private property shall be deposited in the public ways or in areas expected to be cleared by personnel from the Village of McFarland per Section 53-303 of the Village of McFarland Municipal Code. Depositing snow on any Village property is dangerous and could cause injury or accident, and may not allow for safe passage by the public. Violation of any of the above may result in a forfeiture action against the property owner, punishable by a per diem fine until such nuisance shall be removed as provided in Section 1-19 of the Village of McFarland Municipal Code. Removal may also be made by the Village, without notification to the property owner. The actual removal cost would be assessed against the property owner as a special assessment on the tax roll.

SALTING AND SANDING

The use of sand and or salt for snow and ice control is widely recognized and accepted practice throughout the snow belt. With favorable temperatures, salt can be used to melt up to 2" of snow and will prevent the bonding of compacted snow to pavements, thus ensuring a cleaner plowing job. Less than optimum results occur during temperatures below 15 degrees F and when traffic volumes are too light to activate the chemicals. When the temperatures are extremely low and salt cannot melt the snow and ice, sand must be used to act as an abrasive to provide traction. The Village will not salt or sand on private property.

EMERGENCY REQUESTS

Emergency calls may be made when threatening conditions may lead to damages, injury, or loss of life. This may also include, but not limited to, power outage, downed power lines, water main breaks, accidents, medical or other emergency situations. Calls may be made to the Police Department for emergency maintenance service. The Police Department personnel will notify the proper persons depending on the type of need.

COMPLAINTS

Complaints for snow or ice removal shall be made to either the Village Clerk's office or the Public Works office during regular working hours. Office personnel will notify the proper person(s) for action if necessary.

ORDINANCES

A complete list of ordinances pertaining to snow removal can be found in the following appendences. Please note that these ordinances can change and the latest revision of the ordinance applies regardless if it listed here or not. Any questions about the snow removal ordinances can be directed to the Village Clerk's office at 608-838-3153.

APPENDIX A

McFarland Code of Ordinances

Section 1-19. - Form of citation

The form of the citation to be issued by Village police officers or other designated Village officials is incorporated herein by reference and shall provide for the following information:

- (a) The name, address, date of birth and physical description of the alleged violator;
- (b) The factual allegations describing the alleged violation;
- (c) The date, time and place of the offense;
- (d) The Section of the ordinance violated;
- (e) A designation of the offense in such manner as can be readily understood by a person making a reasonable effort to do so;
- (f) The time at which the alleged violator may appear in court;
- (g) A statement that in essence informs the alleged violator:
 - (1) That the alleged violator may make a cash deposit of a specified amount to be mailed to a specified official within a specified time;
 - (2) That if the alleged violator makes such a deposit, such alleged violator need not appear in court unless subsequently summoned;
 - (3) That if the alleged violator makes a cash deposit and does not appear in court, the alleged violator will be deemed to have tendered a plea of no contest and submitted to a forfeiture plus all applicable costs, assessments and surcharges, not to exceed the amount of the deposit, or will be summoned into court to answer the complaint if the court does not accept the plea of no contest;
 - (4) That if the alleged violator does not make a cash deposit and does not appear in court at the time specified, the court may issue a summons or a warrant for the defendant's arrest or consider the nonappearance to be a plea of no contest and enter judgment under Wis. Stats. § 66.0113(3)(d), or the Village may commence an action against the alleged violator to collect the forfeiture, plus all applicable costs, assessments and surcharges;
 - (5) That if the court finds that the violation involves an ordinance that prohibits conduct that is the same as or similar to conduct prohibited by Wisconsin Statutes punishable by fine or imprisonment or both, and that the violation resulted in damage to the property of or physical injury to a person other than the alleged violator, the court may summon the alleged violator into court to determine if restitution shall be ordered under Wis. Stats. § 800.093.
- (h) A direction that if the alleged violator elects to make a cash deposit, the alleged violator shall sign an appropriate statement which accompanies the citation to indicate that the alleged violator read the statement required under Subsection (g) of this Section and shall send the signed statement with the cash deposit;
- (i) Such other information as may be deemed necessary.

(Code 1998, § 1-2-3)

State Law reference— Similar provisions, Wis. Stats. §§ 66.0113(1)(b), 800.02(2)(a).

Section 53-301. - Removal from sidewalks.

The owner, occupant or person in charge of any parcel or lot that fronts upon or abuts any sidewalk shall keep said sidewalk clear of all snow and ice. In the event of snow accumulating on said sidewalk due to natural means and/or by any other means, said sidewalks shall be cleared of all accumulated snow and/or ice within 24 hours from the time the snow ceases to accumulate on said sidewalk. Sidewalks are to be kept clear of snow and ice to a minimum of four feet in width. In the event that ice has formed on any sidewalk in such a manner that it cannot be removed, the owner, occupant or person in charge of the parcel or lot which fronts upon or adjoins said sidewalk shall keep the sidewalk sprinkled with sand and/or salt to permit safe travel by pedestrians.

(Code 1998, § 6-2-7(a); Ord. No. 2003-05, § 21(a), 3-24-2003)

Section 53-302. - Notice and removal of snow from sidewalks.

If the owner, occupant or person in charge of any parcel or lot that fronts upon or adjoins any sidewalk shall fail to keep said sidewalk clear of snow and ice as set forth in Section 53-301, the Director of Public Works or Village police officers shall take the following action:

- (a) *Hazardous conditions.* If the Director of Public Works or any Village police officer determines that the failure to remove the snow and ice from the sidewalk creates an immediate danger to the public health and/or safety, the Director of Public Works or Village police officer shall cause the issuance of a written notice to the owner, occupant or person in charge of any parcel or lot directing that the snow and ice be immediately removed. In the event the property owner, occupant or person in charge of said parcel or lot is unavailable to receive a written notice, the Director of Public Works or a police officer shall immediately cause the removal of the snow and/or ice. The Director of Public Works or police officer shall send a written notice to the last-known address of the property owner notifying the property owner that a hazardous condition existed that required immediate abatement.
- (b) *Nonhazardous conditions.* If the owner, occupant or person in charge of the subject parcel or lot fails to remove the snow within the time period established in Section 53-301, the Director of Public Works or a police officer shall cause the issuance of a written notice to said owner, occupant or person in charge of the subject parcel or lot directing the responsible person (as defined) to remove said snow and ice no later than 12:00 noon of the day following the issuance of said notice. The written notice shall be hand delivered when possible or mailed to the last-known address of the owner of the subject property as identified on the records in the Village Clerk-Treasurer's office.

(Code 1998, § 6-2-7(b); Ord. No. 2003-05, § 21(b), 3-24-2003; Ord. No. 2017-12, § 159, 6-26-2017)

Section 53-303. - Snow and ice not to encroach.

No person shall push, shove or in any way deposit any snow or ice onto any public streets or alley, public or private sidewalk or public lands dedicated to public use except for parcels or lots located where existing buildings are constructed within five feet of the street right-of-way and the sidewalks exist from the Village right-of-way to the curb line. In such instances, the owners, occupants and/or employees of parcels or lots shall be permitted to deposit snow and ice from their sidewalks onto the public streets.

(Code 1998, § 6-2-7(c); Ord. No. 2003-05, § 21(c), 3-24-2003)

Section 53-304. - Enforcement.

The Director of Public Works, designees and all sworn police officers are hereby authorized and directed to enforce the provisions of this Article.

(Code 1998, § 6-2-7(d); Ord. No. 2003-05, § 21(d), 3-24-2003)

Section. 53-305. - Continued violations.

Each 24-hour period where a violation occurs shall constitute a separate offense under this Article for enforcement purposes. Repeated violations or subsequent additional accumulations of snow and/or ice shall not nullify any pending notice issued under this Article.

(Code 1998, § 6-2-7(e); Ord. No. 2003-05, § 21(e), 3-24-2003)

Sec. 53-306. - Abatement after notice.

Failure of the owner, occupant or person in charge of any parcel or lot to cause the removal of snow and/or ice within the time established under Section 53-302 after receiving a written notice shall result in the Director of Public Works causing the removal of said snow and/or ice. The Director of Public Works shall charge each owner of residential property a fee as established by the Village Board from time to time and provided in Appendix A to this Code to clear said ice and snow. The fee charged under this Section shall be the actual costs incurred by the Village for providing said service. Such charge shall be submitted to the affected property owner within one week after the charges are incurred. In addition, the Director of Public Works shall keep an accurate account of all such charges and report all such charges unpaid within 30 days after submission to the property owner to the Village Clerk-Treasurer.

(Code 1998, § 6-2-7(f); Ord. No. 99-02, § 2, 1-11-1999; Ord. No. 2002-02, § 3, 1-14-2002; Ord. No. 2003-02, § 65, 1-27-2002; Ord. No. 2003-05, § 21(f), 3-24-2003; Ord. No. 2017-12, § 160, 6-26-2017)

Section 53-307. - Expense.

An account of the expenses incurred by the Village to abate the snow and/or ice hazard shall be kept and such expenses shall be charged to and paid by the parcel or lot owner. Notice of the bill for the removal of snow and/or ice shall be mailed to the last-known address of the owner of the parcel or lot and shall be payable within ten calendar days from the receipt thereof. Within 60 days after such costs and expenses are incurred and remain unpaid, the Village Clerk-Treasurer shall enter those charges onto the tax roll as a special charge as provided by Wis. Stats. § 66.0627.

(Code 1998, § 6-2-7(g); Ord. No. 2003-02, § 66, 1-27-2002; Ord. No. 2003-05, § 21(7), 3-24-2003; Ord. No. 2017-12, § 161, 6-26-2017)

Section 53-308. - Penalty.

In addition to the provisions set forth in this Article, any person, firm or corporation which violates the provisions of this Article shall be subject to a penalty as provided in Section 1-16. Prosecution under this Article shall not bar the Village from proceeding under Sections 53-

306 and 53-307. Each such charge submitted to the property owner shall notify the property owner of this provision.

(Code 1998, § 6-2-7(h); Ord. No. 2003-05, § 21(h), 3-24-2003)

State Law reference— Special charges for snow and ice removal, Wis. Stats. §§ 66.0627, 66.0907(3)(f)(5).

APPENDIX B

WISCONSIN STATE STATUTE

CHAPTER 893

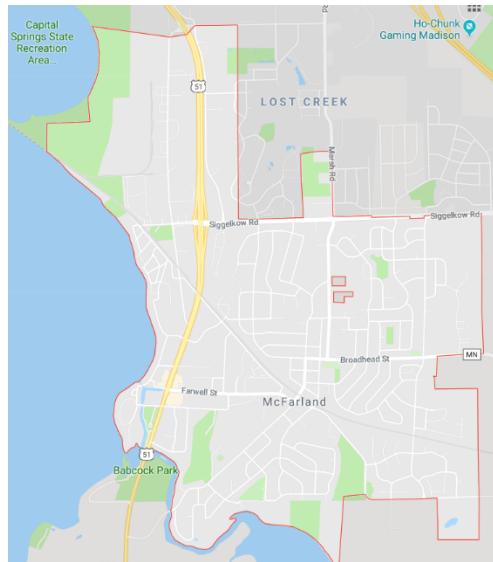
LIMITATIONS OF COMMENCEMENT OF ACTIONS AND PROCEEDINGS AND PROCEDURE FOR CLAIMS AGAINST GOVERNMENTAL UNITS

SUBCHAPTER VIII CLAIMS AGAINST GOVERNMENTAL BODIES, OFFICERS AND EMPLOYEES

893.83 Damages caused by accumulation of snow or ice; liability of city, village, town, and county. No action may be maintained against a city, village, town, or county to recover damages for injuries sustained by reason of an accumulation of snow or ice upon any bridge or highway, unless the accumulation existed for 3 weeks. Any action to recover damages for injuries sustained by reason of an accumulation of snow or ice that has existed for 3 weeks or more upon any bridge or highway is subject to s. 893.80.

APPENDIX C

VILLAGE OF MCFARLAND MAP



MAP IS A PLACE HOLDER AND NEEDS TO BE
UPDATED/CORRECTED/SCALED

MISCELLANEOUS

In this area, we need to add the following-

- VB agenda listing the agenda item

- Supporting info for VB

- Minutes of the VB meeting showing item approval

List these in the TOC



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, August 13, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Discussion regarding mowing operations on private property in response to grass cutting complaints.

PREVIOUS ACTION:

ISSUE SUMMARY:

As we are currently on the tail end of Summer, we typically have a substantial amount of grass cutting complaints at this point. We added this item as a discussion item to better understand how this process is handled by Public Works and what the limitations are. This process works in partnership with the Community Development Department and we are evaluating possible changes to our codes and processes on how to be more efficient in this process going forward. This is mainly meant to be an introduction to the issue with possible items for decision coming forward at future meetings.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, August 13, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Presentation of the Public Works Monthly Report from the Director

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. June 2019 directors report
2. July 2019 directors report

PUBLIC WORKS COMMITTEE

July 9, 2019

PUBLIC UTILITIES COMMITTEE

July 16, 2019

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

July 18, 2019

**Public Works Directors Report
for
June 2019**

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.

Street Sealing and Crack Filling

Material used for the 2019 street maintenance work has been rejected. The stone used for street sealing was replaced with the correct size stone by the vendor. Work for this project will be completed in July.

Compliance Maintenance Annual Report (CMAR)

The annual Compliance Maintenance Annual Report has been filed with the WI DNR. This report informs the governing boards the status of the sanitary sewer system within the village. We are graded on maintenance and financial abilities to maintain our system. We are proud to report that we received an "A" in both categories.

Tree Planting and Trimming

Annual tree planting activities for the year have been completed. We continue to trim trees as time and conditions allow.

Water Leak

Staff replaced a leaking water valve at Sure and Johnson Streets. The valve appeared to be about 40-50 years old.

Storm sewer and water box repairs

Two crews of public works staff have been repairing various storm water inlets and water shut off valves around the village.

Meetings/Training/Seminars

PW staff participated in the annual refresher safety training

Hessling participated in the following meetings:

APWA monthly board meeting

PUBLIC WORKS COMMITTEE

August 13, 2019

PUBLIC UTILITIES COMMITTEE

August 20, 2019

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

August 15, 2019

**Public Works Directors Report
for
July 2019**

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.

New Hire

The Department of Public Works is pleased to announce Aimee Irwin as the new Assistant to the Director. Aimee comes to us from Lutheran Social Services. Welcome Aimee.

Departure

John Venturino has left the Department of Public Works for a position with the Madison Water utility. While we will miss John, we wish him well in his new position.

Municipal Center Air Conditioning

PW staff installed portable air conditioning in the police department as the large roof top unit failed. A contractor has since replaced the unit and everything is now back to normal.

Street Sealing and Crack Filling

Street maintenance work for 2019 did not start in July as expected. Material issues were on going and those issues now appear to have been resolved.

Public Service Commission Complaint

The water utility recently notice that a complaint was filed against the utility for back billing issues. Staff responded and supplied information to the PSC as requested. We received notice from the PSC that the utility billed the consumer accordingly and fairly and that the case has been closed.

Tree Planting

A tree honoring Allan Colville's service to the village was planted in McDaniel Park. A plaque was also installed as part of the planting.

Sanitary Survey

Staff from the WI DNR completed a Sanitary Survey of McFarland's wells and towers. This inspection report was good, although it was noted that some deficiencies need to be corrected and future maintenance concerns need to be addressed.

McDaniel Park

Improvements to McDaniel Park have started. Work includes new paths, drainage improvements, concrete work and a dumpster storage area.

2019 Street Construction Project Pre Con Meeting

PW and engineering met with the contractor, Maddrell Excavating on the upcoming street work project. Work will be starting in early to mid-August and is anticipated to last approximately 60 days.

Meetings/Training/Seminars

Summer staff of the PW department participated in the annual refresher safety training. CPR refresher training was completed by Brandt, Pospyhalla, Schulte and Warren. Hessling participated in the following meetings:

- Pavement rating training