

Public Works Committee

Tuesday, September 10, 2019

6:00 PM

McFarland Public Works Office
5115 Terminal Drive

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes from the meeting held on August 13, 2019.
4. BUSINESS.
 - a. Discussion and action on street lighting adjacent to the Lower Yahara Trail generally located on Elvehjem Road near Hidden Farm Road.
 - b. Discussion and action on drainage improvements adjacent to the Lower Yahara Trail generally located on Elvehjem Road near Hidden Farm Road.
 - c. Discuss and consideration regarding the creation of a snow plowing policy
 - d. Discuss and consideration for a Traffic Safety Report Form in regards to installing speed bumps on Lake Edge near South Court
 - e. Discussion regarding planned Capital Projects within the 2020 Budget.
 - f. Presentation of the Public Works Monthly Report from the Director
5. SCHEDULE NEXT MEETING DATE.
 - a. October 8, 2019
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.

VILLAGE OF MCFARLAND

Public Works Committee Minutes

Tuesday August 13, 2019 – 6:00 P.M.

1. CALL TO ORDER, ROLL CALL

The meeting was called to order by Village Board Trustee Dan Kolk at 6:00 p.m.

Members present: Village Board Trustee Dan Kolk. Committee members: Jerry Adrian, Richard Vela, Terry Lawrin, Marv Meyers, Chris Frederick. Absent: Elizabeth Bohuski

Staff present: Jim Hessling (Director of Public Works/Utilities), Matt Schuenke (Administrator), Aimee Irwin (Assistant to the Director), Brian Berquist (Town & Country Engineering)

2. PUBLIC APPEARANCES

Jim Torgerson

3. APPROVAL OF MINUTES

Discussion and action regarding the minutes from the meeting held on June 11, 2019.

Motion by Marv Meyers to approve minutes. Seconded by Chris Frederick.
Motion passed 5-0-1 with Terry Lawrin abstaining.

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.

- Discussion of request to reduce speed limit to 25 mph due to increase in traffic entering/leaving the new Prairie Place neighborhood. Chris Frederick provided comments regarding the character of the road. Committee members discussed that this should be considered after the subdivision is developed along with repair of this portion of Broadhead/MN. Motion by Chris Frederick to keep speed limit as marked until construction completed. Seconded by Marv Meyers. Motion amended to include requesting the county to re-paint the double yellow lines on this section of roadway. Amended motion passed 6-0-0

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

- Discussion of request to install speed bumps on Lake Edge Rd/South Ct bridge. Jim Torgerson provided background regarding his request. Stated that previously placed speed bumps helped this

concern but the speed bumps have not been in place recently.
Motion by Chris Frederick to poll neighborhood by written letter with recommendation of committee to place temporary bumps and discuss results at September meeting. Seconded by Dan Kolk.
Motion passed 6-0-0

- c. Discussion regarding the creation of a snow plowing policy.
 - Jim Hessling presented draft policy regarding snow plowing. Discussion of current draft took place. Staff will edit this policy with suggested changes and bring to the next meeting.
 - d. Discussion regarding mowing operations on private property in response to grass cutting complaints.
 - Jim Hessling provided background regarding this item due to recent complaints and chargeable rate to complete this task to the property owners.
 - e. Presentation of the Public Works Monthly Report from the Director.
 - Jim Hessling provided an update on public works activities in the village for the month of June & July 2019.
5. SCHEDULE NEXT MEETING DATE
- a. Tuesday September 10, 2019
6. ADJOURNMENT
- a. Motion by Marv Meyers to adjourn at 7:45 p.m. Seconded by Chris Frederick. Motion passed 6-0-0.

Respectfully submitted by Aimee Irwin



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 10, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action on street lighting adjacent to the Lower Yahara Trail generally located on Elvehjem Road near Hidden Farm Road.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

We have received a request to address lighting along the Lower Yahara River Trail generally along Creamer and Elvehjem Roads. Enclosed is the initial request as well as two letters from other neighbors in response to that. Most of this area at least along the road is aerial and there is some lighting included already within the infrastructure. In some places also, mainly at intersections there are some street lights included as part of when those subdivisions were constructed. The discussion will center around to the extent necessary we desire to enhance this lighting through this corridor.

FINANCIAL/BUDGET IMPACT:

Street lighting is typically constructed as a result of new subdivision construction and done in conjunction with Alliant who supplies the energy. Through our rates Alliant maintains these lights once they are installed. So depending on what is desired, the cost implications working through Alliant will vary but likely be low since most of the main infrastructure is there, just would need to add the lights. That could likely be accomplished through existing operating budgets maybe with some inclusion of the capital projects fund.

If we are going to go beyond that and desire to install our own stand alone lighting system, that would likely be a larger discussion having a much larger cost and the need to engage an electrical designer to put the system together. We would also need to consider the capital costs and how that reflects our current 5 year plan.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:



None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion and direction on how to address the inquiry based on the options available.

ATTACHMENTS:

1. Request from Charles DiPiazza 07122019
2. Letter from Katharine Pease 09022019
3. Letter from Mark Pease 09052019
4. General Light Layout

Matt Schuenke

From: Chuck Dipiazza <cmdinstructor@yahoo.com>
Sent: Friday, July 12, 2019 2:45 PM
To: Matt Schuenke; Craig Sherven; Jim.hessling@mcfaland.wi.us
Subject: Safety and Security on Elvehjem Rd.

Good afternoon gentlemen,

I am addressing this concern as a concerned resident of the Village of McFarland.

Myself and neighbors of W. Open Meadow have been verbalizing safety and security concerns regarding the absence of lighting along the walkway / bike path that runs along our backyards on Elvehjem Rd. It shall be noted that there is an absence of street lights illuminating any of the village owned path from Country Walk to Holscher Rd. We further note several utility poles currently in place in which we are inquiring of street lights being affixed to them, thus illuminating the area. I am in hopes that Chief Sherven could assign an officer from the night shift to view and evaluate the area to report on his/her findings of darkness and no illuminated viability. This issue is being addressed as speaking with neighbors, they too are noting a definite increase in foot traffic in the late hours of night.

Speaking from my previous experience, I can state, that it only takes one time and one individual to deviate from the walking path and approach a residential yard to vandalize or even attempt entry into a home along the path. I believe that illumination of the path can actually serve as a deterrent to the wrong doer type individual. As I look around the neighborhood, I note that I am one of the few that actually illuminate my back yard and deck via motion lights, etc. I further note that most of the neighbors are senior citizens and actually live alone, with some of them continued health problems including hearing issues where they may not be alerted from sleep upon glass breakage or other forcible entry methods, thus confronted by an intruder prior to calling for help.

I wish to thank you for your understanding, and sincerely hope to hear from you in regards to this important matter.

Respectfully,

Chuck M. Di Piazza

From: Katharine Pease <kepease@gmail.com>
Sent: Monday, September 2, 2019 5:16 PM
To: Dan Kolk; Jim Hessling; Matt Schuenke; Brad Czebotar; Craig Sherven; Charles DiPiazza
Subject: Lighting along Elvehjem Road and bike path

My husband and I will be out of town and cannot attend the September Public Works Meeting, so am writing to voice my very strong objections to the addition of any type of lighting behind our house either along the bike path or along Elvehjem Road.

We have lived here since 2002, and have always felt safe here. We chose this house because of the rural setting and *the lack of light*. We like to sleep with the windows open as much as possible and I definitely do not want lights shining in my eyes at night. This is a health issue for me. All night lighting interferes with the circadian rhythms of plants, animals, birds, insects, and human beings. If needed, I can provide scientific references for you. I have enough trouble sleeping without additional, unnecessary lighting being in my face all night. I do not want to have to use the AC all summer long or blackout curtains year round. I already use CPAP so adding an eye mask is out of the question.

I would like to address Chuck's concerns. This applies to residents who live next to the path, specifically, the odd numbered residences on West Open Meadow.

1. Lighting reduces crime.

What crime? I would like Chief Sherven to show me how many break ins or attempted break ins there have been along our section of Elvehjem Road, from Creamery Road to Hidden Farm Road. Did these occur at night or during the day while people were at work? Lighting does NOT prevent burglaries. These are crimes of opportunity through unlocked doors and windows, open garage doors, empty houses. Chuck opines that no one else whose homes are along the bike path has lights shining on their yards at night. Maybe because we don't need them? There are plenty of articles online attesting to the fact that lighting is not proven to reduce crime. And if there is no crime, how do you reduce that?

2. Lighting will make the bike path safer.

Lighting will attract even more usage. Cyclists are required to have lights on their bikes at night. Maybe enforcement of this law would keep the path safer. Again, I would ask chief Sherven to show me how many accidents have taken place on that stretch of the bike path and what time of day they occurred. How many muggings, robberies, rapes, assaults have occurred in that stretch? Lighting is permanent, 365 days of the year and all night long. Who needs lighting on the bike path at 2 am in mid winter?

3. The elderly who live by the bike path need protection from burglars because they are elderly and hard of hearing.

We are both 70 so qualify as elderly. If I were worried about not hearing someone breaking into my house I would install an alarm system rather than make my neighbors suffer through all night lighting. There are other ways to increase personal safety and lighting has not been proven to deter someone who truly wants to get into your home.

4. The street is not safe because there are no lights.

Would like to see data from Chief Sherven about accidents along that stretch and what time of day they occurred. I would bet they were due to driving too fast for conditions, inattentive driving, or driving under the influence. You can't fix stupid with better lighting.

Our interstate, state, and county highways are not illuminated. It is assumed that drivers obey the speed limit, pay attention and drive with their lights on. I would think the same should apply here.

One of my neighbors is worried about deer in the road and not being able to see them. The county will be clearing brush from the land along Elvehjem Road sometime this fall or next spring which should cut down on the deer hanging out in the shrubbery next to the road. However, deer don't seem to shy away from lighting. I have seen plenty of deer cross the road by Spring Pond right under the street light.

There is however something dangerous that needs attention. There are 3 dead trees on the MaHunt property right at the fence. If they go down, they will block the road as well as the Grandview bike path, perhaps killing or injuring someone.

Another consideration is installing a blinking cross walk signal where the bike path crosses that curve. Not the kind that blink continuously as drivers become immune to that, but the kind that start up when you press the walk button. As the Urso property continues to be developed, there might be a need for one at Hidden Farm as well.

Installing lighting either on the path or on the road would irrevocably change the atmosphere of our neighborhood and would do so without any demonstrated need for it and would be based solely on fears of what might happen. It will also greatly and irrevocably decrease my quality of life.

Kathy Pease
5705 West Open Meadow
608-345-2026

Sent from my iPad

To Whom It May Concern:

I am traveling out of town at the time of this meeting and am unable to attend in person. I recently received a notice from our neighbor Mr. Chuck Di Piazza. I would like to make my thoughts and feeling known on the issues he brings up.

With regards to the safety of our neighborhood I want to say the following. We live in a time where the news around the world is filled with violence. People are being shot, bombed, burned, tortured and who knows what else in places around the world. The President of the United States tries to stir up fear over latinos who he says are coming here to harm us, even when the evidence shows that not to be true. Fortunately, this has nothing to do with the Village of McFarland. I look around me and see the peaceful village of McFarland and count my blessings that I live here. There is no violence or crime to speak of in our neighborhood. Putting in lighting along the bike path will not make us any safer since we are already safe. Feeling safe and being safe are not the same thing. There is a lot of anxiety provoking activity right now in the world and it makes us all concerned. I don't see it happening in McFarland and I don't see any need to put in lights along the bike path. The most effective change to make our neighborhood safer would be to enforce the speed limit along this stretch of the road.

The bike path and drainage is an another issue brought up by Mr. Di Piazza. I attended the hearing for the bike path. I fully supported it then and I fully support it now. There were a number of concerns brought up at the meeting: 1] nobody would use the path, 2] people would stop on the path to looking into our windows, and 3] who would be responsible for the maintenance of the path, the drainage and the grass between the path and the road.

[1] Mr. Piazza is absolute correct when he says that many people use the path. I regularly see walkers, joggers and bicyclists on the path. The sounds from the path are heart warming and happy. Children go by all day long with their happy chatter. The concern about the path being used and worth the investment should now be resolved. NO one has come off the path to my home, ever, to do mischief.

[2] Most of the residents in our section along the bike path are somewhere between 60's and 90's. We are not a very interesting group to stand on the bike path to look into our windows. My wife gardens and this draws the interest of some bike path users. I cannot remember anybody standing on the bike path staring at any of our homes.

[3] Most of us have taken the responsibility to keep the grass between the bike path and the road mowed. This year the company we use to mow stopped doing so because of concern over the safety of doing so due to the large number of rocks and stones. This matter is not resolved. At the public meeting some years ago the village said that it would be responsible for this. The grading of the path, something also promised at the meeting, is not set up to drain the path adequately. A good rain produces a puddle that covers the path and spills into our neighbors' yards. In the winter, this puddle freezes requiring the bike path to close to prevent falling. This is clearly a safety issue.

The bike path evolved into a wonderful asset for McFarland. It runs next to the undeveloped land along the southern border of the village. Part of the charm is its wildness. Putting lights along this road will not create a safer environment as we are already safe. The light would destroy the natural habitat across the road where deer, fox, hawks and countless other animals live. If the village is going to spend money on making us safe please do it in a manner that will actually make a difference. The lights won't help.

Thank you.

Mark O. Pease 5705 West Open Meadow



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 10, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action on drainage improvements adjacent to the Lower Yahara Trail generally located on Elvehjem Road near Hidden Farm Road.

PREVIOUS ACTION:

ISSUE SUMMARY:

Village Staff has been studying drainage along the trail and looking at possible improvements to convey water that is discharged via overland flow. The area itself is generally lower than other places in the Village and has a higher concentration of ground water which for nearby homes leads to a lot of discharge from sump pumps. The road also contributes to this as there is no curb and gutter to convey to a storm sewer. When the water contributes in higher volumes it creates a hazard on the trail in all seasons either through ice in the winter, or generally slippery conditions in the Summer. In the packet is a cost estimate on what would be a public improvement to address these issues. The Village Engineer will be present to evaluate these issues and talk about these solutions as it reflects on the cost.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Creamery-Elvehjem

STREET IMPROVEMENTS COST ESTIMATE

CLIENT NAME:
PROJECT NAME:

Village of McFarland
Creamery Road/Elvehjem
Creamer Court to Hidden Farm
September 6, 2019

DATE OF ESTIMATE:

PHYSICAL ASSUMPTIONS:

Length of Street, Feet:	3080
Radii @ Intersections	20
Number of Radii	4
Number of Side Streets	2
Existing Curb & Gutter Removal, Lineal Feet	924
Curb & Gutter Length, Feet:	924
Curb & Gutter Width (F-F), Feet:	30
Width of Curb & Gutter Inches:	30
Number of Valley Gutters:	0
Existing Conc. Flatwork Removal, Sq Feet	2040
Amount of New 4" Concrete Sidewalk, Sq. Ft.:	250
Base Course Depth Under 4" Sidewalk, Inches	6
Amount of New 6" Concrete Sidewalk, Sq. Ft.:	2040
Base Course Depth Under 6" Sidewalk, Inches	8
Average Bad Subbase Undercut Depth, Inches	3
Breaker Run Depth, Inches:	12
3/4" Crushed Aggregate Depth, Inches	6
Asphalt Binder Course Thickness, Inches	1.75
Asphalt Surface Course Thickness, Inches	1.5
2" Asphalt Driveway or Parking Area, Sq. Yds	30
Base Course Depth Under Parking Area, Inches	12
Width of Topsoiling, Each Side, Feet	7
Manholes to Be Adjusted:	3
Sawcutting Length, Feet	135
Base Course Safety Factor:	1.1
Asphalt Safety Factor:	1.1

COST ASSUMPTIONS:

Curb & Gutter Cost, Per Lineal Foot:	\$12.50
Existing Curb Removal Cost, Per Lin. Ft.	\$5.00
Valley Gutter Cost, Per Each	\$2,500.00
4" Sidewalk Cost, Per Sq. Ft.:	\$5.25
6" Sidewalk Cost, Per Sq. Ft.:	\$6.00
Excavation to Subbase Cost, Per Cu. Yd.	\$16.50
Existing Flatwork Removal Cost, Per Sq. Ft.	\$2.50
Bad Subbase Excavation Cost, Per Cu. Yd.	\$16.50
Bad Subbase Replac. Br. Run Cost, Per Ton:	\$13.50
Breaker Run Cost, Per Ton:	\$13.50
3/4" Crushed Aggregate Cost, Per Ton:	\$14.00
Asphalt Binder Course Cost, Per Ton	\$72.00
Clean & Tack Cost, Per Sq. Yd.:	\$0.50
Asphalt Surface Course Cost, Per Ton	\$75.00
Parking Lot Pavement Cost, Per Sq. Yd.	\$22.00
Topsoil Restoration Cost, Per Sq. Yd.:	\$3.00
Seeding, Fertilizing & Mulching Cost, Per Sq. Yd.:	\$3.00
Manhole Adjustment Cost, Each:	\$250.00
Sawcutting Cost, Per Lineal Foot	\$2.00
Erosion Control Allowance, Lump Sum	\$1,500.00
Traffic Control Allowance, Lump Sum	\$500.00

CALCULATIONS:

Pavement Width, Feet:	26
3/4 " Cr. Aggr. Depth Under Gutter, Inches	2.25
Effective Depth of Crown, Inches	1.56
Street Cr. Aggregate & Exc. Area, Sq. Ft.:	103485
Street Pavement Area, Square Feet:	81535
Street Pavement Area, Square Yards:	9059.4444

COST ESTIMATE:

Description:	Units	Unit Price	Estimated Cost
Mobilization, Bonds & Insurances	1 l.s.	\$13,200.00 l.s.	\$13,200
Removal & Disposal of Existing Curb & Gutter	924 l.f.	\$5.00 /l.f.	\$4,620
Removal & Disposal of Existing Conc. Flatwork	2040 s.f.	\$2.50 s.f.	\$5,100
Pulverizing/Grading/Compacting	9059.4444 s.y.	\$3.50 /s.y.	\$31,708
Excavation of Bad Materials Below Subbase	958 c.y.	\$16.50 c.y.	\$15,807
3" Breaker Run Replacement of Bad Subbase	1921 tons	\$13.50 /ton	\$25,934
Manhole Adjustments	3 ea.	\$250.00 /ea.	\$750
Sawcutting	135 l.f.	\$2.00 /l.f.	\$270
Concrete Curb & Gutter	924 l.f.	\$12.50 /l.f.	\$11,550
Valley Gutter at Intersections	0 ea.	\$2,500.00 /ea.	\$0
4" Thick Concrete Sidewalk	250 s.f.	\$5.25 /s.f.	\$1,313
6" Thick Concrete Sidewalk	2040 s.f.	\$6.00 /s.f.	\$12,240
Asphalt Lower Course	1046 tons	\$72.00 /ton	\$75,312
Clean & Tack	9059 s.y.	\$0.50 /s.y.	\$4,530
Asphalt Surface Course	897 tons	\$75.00 /ton	\$67,275
Asphalt Driveway Replacements	30 s.y.	\$22.00 /s.y.	\$660
Topsoil Restoration	719 s.y.	\$3.00 /s.y.	\$2,157
Seeding, Fertilizing & Mulching	719 s.y.	\$3.00 /s.y.	\$2,157
Erosion Control	1 l.s.	\$1,500.00 l.s.	\$1,500
Signing and Traffic Control	1 l.s.	\$500.00 l.s.	\$500

CONSTRUCTION SUBTOTAL

Subtract 50% to assign to Water Utility

Engineering	@	13 %	\$35,956
Construction Inspection	@	4 %	\$11,063
Contingency	@	10 %	\$27,658

STREET TOTAL

\$351,260



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 10, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discuss and consideration regarding the creation of a snow plowing policy

PREVIOUS ACTION:

This item was introduced and discussed at the Public Works Committee meeting in August.

The committee reviewed the policy and made recommendations. The committee also wanted to see the policy come back for another review at the September meeting with the changes made.

Those changes were made. Provided within, is a marked up copy showing the changes and clean copy for your convenience.

ISSUE SUMMARY:

Initiate a program regarding snow plowing issues. .

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

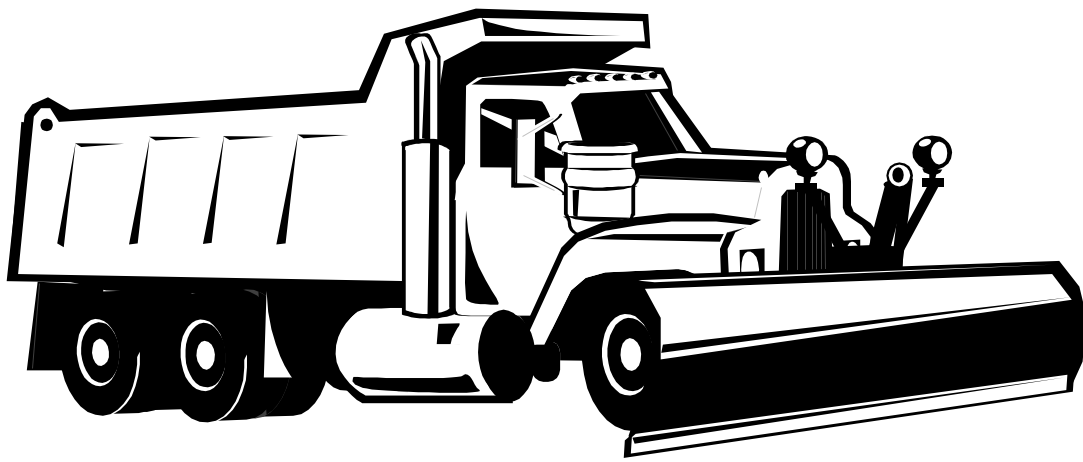
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. McFarland SNOW and ICE CONTROL PROGRAM 8.16.19 DRAFT 2
2. McFarland SNOW and ICE CONTROL PROGRAM 8.16.19 DRAFT 2

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 **C**ontrol 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.***

The Village of McFarland is aware of the environmental concerns around salt and the impact it has on our lakes, streams and drinking water. The Public Works Department strives to have all employees certified through the City of Madison's Winter Salt Certification program to learn proper application rates and techniques.

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, ~~e~~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~~-levels 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~~-level 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~~-applicable emergencies.

The following is a list of the ~~classes~~-levels of areas, and the order in which service will be directed beginning with ~~class~~-level one, priority one. It is the goal of the Public Works Department to keep the streets around the fire station open.

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

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

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

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

~~CLASS-LEVEL~~ 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.

LEVEL 8: Pathways that include Boardwalks or the Dane County Boardwalk

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(s) 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(s) 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~~ Levels 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 LEVEL 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 LEVEL 2: These streets shall have two lanes open to traffic.

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

CLASS LEVEL 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-LEVELS~~ of areas shall be adequately plowed edge to edge as reasonably as possible within 4 days.

All street and roadways in ~~CLASS-LEVEL~~ 1 through ~~CLASS-LEVEL~~ 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(s) or the Police Department until clear of snow or ice.

~~CLASS-LEVEL~~ 4 streets ~~will the goal will be to~~ have two lanes of traffic open within 48 hours after a storm if reasonably possible.

~~CLASS-LEVEL~~ 5 areas ~~the goal will be to will be~~ clear ~~ed~~ within 72 hours after a storm.

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~~CLASS-LEVEL~~ 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.

~~LEVEL 8 areas will not be cleared given the type of material these are constructed out of~~

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

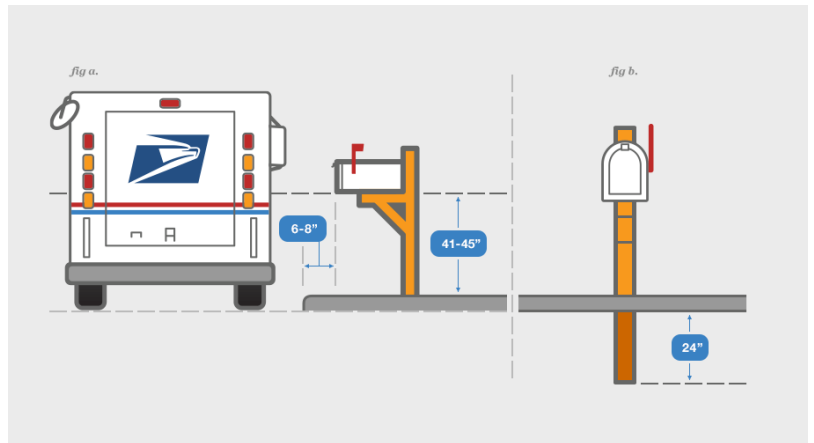
Various amounts of snow and ice will be deposited in private driveways, sidewalk ramps and onto sidewalks during snow and ice removal operations. The Village is not responsible for the removal of these deposits.

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. United States Postal Service (USPS) 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 and or salt-brine mixture for snow and ice control is widely recognized and an 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

As of August 16, 2019

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

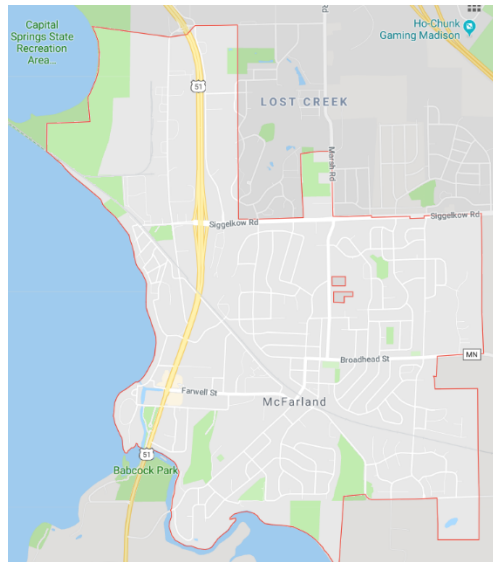
LIMITATIONS OF COMMENCEMENT OF ACTIONS AND PROCEEDINGS AND PROCEDURE FOR CLAIMS AGAINST GOVERNMENTAL UNITS

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 APPENDIX D

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 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.***

The Village of McFarland is aware of the environmental concerns around salt and the impact it has on our lakes, streams and drinking water. The Public Works Department strives to have all employees certified through the City of Madison's Winter Salt Certification program to learn proper application rates and techniques.

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

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 levels 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 level 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, fire, police and ambulance calls, or other applicable emergencies.

The following is a list of the levels of areas, and the order in which service will be directed beginning with level one, priority one. It is the goal of the Public Works Department to keep the streets around the fire station open.

LEVEL 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.

LEVEL 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.

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

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

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

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

LEVEL 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.

LEVEL 8: Pathways that include Boardwalks or the Dane County Boardwalk

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(s) 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(s) 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>
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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 Levels 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:

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

LEVEL 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 LEVELS of areas shall be adequately plowed edge to edge as reasonably as possible within 4 days.

All street and roadways in LEVEL 1 through LEVEL 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(s) or the Police Department until clear of snow or ice.

LEVEL 4 streets the goal will be to have two lanes of traffic open within 48 hours after a storm if reasonably possible.

LEVEL 5 areas the goal will be to clear within 72 hours after a storm.

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

LEVEL 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.

LEVEL 8 areas will not be cleared given the type of material these are constructed out of

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

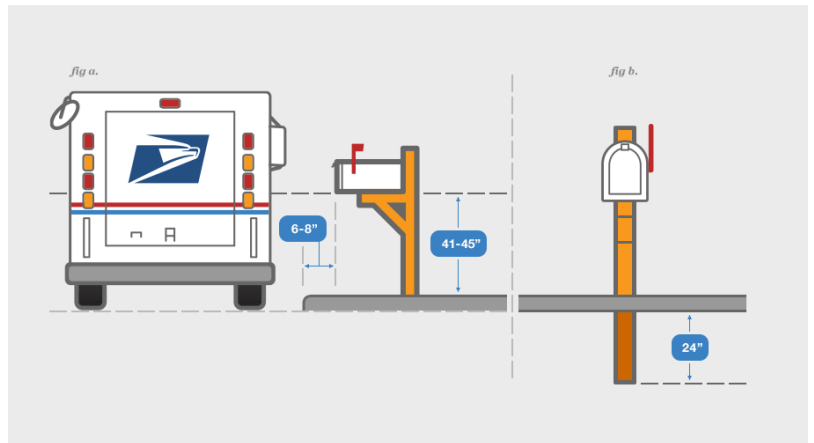
Various amounts of snow and ice will be deposited in private driveways, sidewalk ramps and onto sidewalks during snow and ice removal operations. The Village is not responsible for the removal of these deposits.

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 United States Postal Service (USPS) 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 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, salt and or salt-brine mixture for snow and ice control is widely recognized and an 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

As of August 16, 2019

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

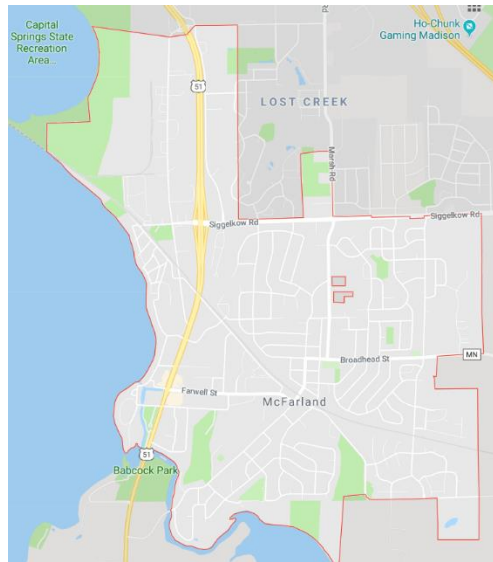
LIMITATIONS OF COMMENCEMENT OF ACTIONS AND PROCEEDINGS AND PROCEDURE FOR CLAIMS AGAINST GOVERNMENTAL UNITS

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

APPENDIX D

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, September 10, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director, Aimee Irwin, Assistant to the Public Works Director

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

PREVIOUS ACTION:

At the August Public Works Committee meeting a Traffic Safety Report Form in regards to installing speed bumps on Lake Edge near South Court was discussed. After discussion and concerns from the citizen requesting the speed bumps, public works was instructed to poll the residents on their desire for speed bumps.

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. Lake Edge Rd South Ct Speed Bumps Survey
2. Survey delivery area
3. Survey Responses

ATTENTION: Neighbors of the South Ct. & Lake Edge Area

At the Public Works Committee meeting held on August 13, 2019, a citizen brought a Traffic Safety Report concern to the committee's attention. This Traffic Safety Report is requesting speed bumps placed near the Lake Edge Rd/South Ct bridge to assist with slowing traffic in this area. The Committee would like your input on this concern. If you could please take a moment to provide your response to the question below your comments will be gathered and shared at the next committee meeting. If you wish, you are welcome to attend the next meeting, which will be held on September 10, 2019 at the McFarland Municipal Center starting at 6:00 p.m. The meeting will be held in Conference Room A.

- *Would you be in support of having speed bumps located on the Lake Edge Rd/South Ct Bridge?*
 - YES
 - NO

Feel free to email your response to public.works@mcfarland.wi.us
Please include Speed Bumps in the subject line.

If you have any questions, please feel free to contact the Public Works office between the hours of 8 a.m. to 2:30 p.m. Monday through Friday.

We appreciate your input on this matter.

Sincerely,

The Public Works Department & Public Works Committee

Survey delivery area

Lake Waubesa



Speed Bumps on Lake Edge Rd & South Court

- Yes-6
- No-8
- Additional Comments:
 - The road narrows and the hill promptly alert anyone driving to slow down naturally. The speed bumps seem redundant. I have lived in the area over 18 years and have seen years with speed bumps as well as without. I do not see a difference, this do not see need for them.
 - I am a long time resident of South Ct. I am NOT in favor of this for the following reasons: this is a one lane bridge so going fast over this bridge may happen once in a great while, but in all the years I walk my dog in that area 2x per day, I have never observed anyone “speeding” over this bridge. Also, many pedestrians and bicycles use this bridge and speed bumps are a hazard to them. There used to be a speed bump here that had to be removed each fall in order to plow. This is a major expense for the village.
 - I say YES to Speed bumps - IF you also add speed bumps to Lake Edge Road & Bremer Rd. I walk my dogs every day and people are driving to fast on those streets.
 - Unnecessary expense to Village and taxpayers.
 - Not for “1” citizen complain
 - They seemed to help slow down traffic
 - In 15+years there its not a big problem. I drive there every day and the narrowness of the road does enough to keep most vehicles in check. I bike a lot and speed bumps suck
 - They were a nuisance years ago when they were there and this adds an extra expense to the village because they have to be removed in the fall for winter (because the plows cannot go over them) and reinstalled in the spring



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 10, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding planned Capital Projects within the 2020 Budget.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed is a draft of the proposed 2020 Capital Project Fund Budget. This is generally based on the already approved 2020 Program year within the 2019-2023 Capital Improvement Plan. As we begin to prepare for projects that have been conceived for implementation in 2020, we wanted to go through and talk about a few of these items now as they is lead time involved to get them ready to be implemented. We will go through and discuss this list in the meeting as part of our review.

FINANCIAL/BUDGET IMPACT:

The cost implications are noted within the enclosed documents that we will discuss. Most of this effects mainly the amount of money to be borrowed next year while in some cases there are other sources of income.

VILLAGE PLAN REFERENCE:

2019-2023 Village of McFarland Capital Improvement Plan

ORDINANCE REFERENCE:

None

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion.

ATTACHMENTS:

1. 2020 Budget - Public Works Capital DRAFT 09062019 mgs
2. Pages from 2019-2023 McFarland CIP - FINAL - 0311019 mgs
3. 2019-08-15 DPW Preferred Alt
4. 2019-08-15 DPW OPPC

PUBLIC WORKS

CAPITAL PROJECTS FUND - FUND 400

MISSION STATEMENT:

The use of capital funds to support the large and long term public works projects including road construction, vehicle replacement, equipment upgrades, and other capital priorities identified by the Department.

PROGRAM DESCRIPTION:

Public Works oversees capital improvements concerning roads, utilities, and other general public improvements that have a long term useful life. They also maintain a fleet of vehicles and equipment used in the service delivery, operations, and maintenance of the Department.

PROGRAM OBJECTIVES:

- Significant commitment to road construction through large and small projects to improve road network.
- Plan and design future road and other improvement projects within the 5 year CIP.

PUBLIC WORKS CAPITAL BUDGET SUMMARY

REVENUES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	Allocated Revenue	2,444,868	1,026,500	233,525	992,978	676,000	-34.15%
47330	Joint Transportation Projects	925,540	0	0	0	0	-----
49230	Transfer - TID	0	66,250	0	0	0	-100.00%
49260	Transfer - Utilities	1,071,910	857,250	0	857,250	830,500	-3.12%
49300	Fund Balances Applied	0	1,000	0	1,000	0	-100.00%
	Total PUBLIC WORKS Rev	4,442,318	1,950,000	233,525	1,850,228	1,506,500	-22.74%

Notes:

- 4870** There are several planning capital expenses for 2019 where the Utilities (600) and Stormwater (605) Fund share in these expenses:

Project	Water Utility	Sanitary Sewer	Storm Sewer	TID	Total
Leased Equip	4,250	4,250	4,250	0	12,750
Mower	3,750	3,750	3,750	0	11,250
Pickup Truck	10,000	10,000	10,000	0	30,000
Utility Van	45,000	45,000	0	0	90,000
Vehicle Reserve	1,000	1,000	1,000	0	3,000
Street Const	412,500	0	0	0	412,500
Well Maintenance	265,000	0	0	0	265,000
	741,500	64,000	19,000	0	824,500

PUBLIC WORKS (continued)

CAPITAL PROJECTS FUND - FUND 400

EXPENDITURES

CONTRACTUAL SERVICES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	57310						
211	Consultant Services	0	125,000	270	10,000	200,000	60.00%
	Total CONTRACTUAL SERVICES Exp	0	125,000	270	10,000	200,000	60.00%

Notes:

- 211** There are essentially three areas where engineering assistance is needed in 2020 to design projects for implementation in later years. 1) There is \$125,000 provided here to contract with the Village Engineer to design Phase 4 of the County Highway MN Project which is programmed for reconstruction in 2021. 2) We have included \$50,000 for design, planning, and easement drafting in order to advance the second phase of utility undergrounding on Farwell Street. 3) Finally, \$25,000 is included to design a new Community wide wayfinding signage system that would include the new brand and be all encompassing of the Village.

FIXED CHARGES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	57310						
591	Vehicle Reserve	0	4,000	0	4,000	4,000	0.00%
	Total FIXED CHARGES Exp	0	4,000	0	4,000	4,000	0.00%

Notes:

- 591-000** Money contributed towards reserves to fund the future replacement of the Public Work Director's Vehicle.

CAPITAL EQUIPMENT

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	57310						
811-102	Equipment - Leased	8,593	25,000	4,779	25,000	25,000	0.00%
812-101	Vehicle - Light Duty	29,539	35,000	34,828	34,828	55,000	57.14%
812-102	Vehicle - Medium Duty	0	90,000	85,400	85,400	190,000	111.11%
812-103	Vehicle - Heavy Duty	0	161,000	64,493	161,000	155,000	-3.73%
	Total CAPITAL EQUIPMENT Exp	38,131	311,000	189,500	306,228	425,000	36.66%

Notes:

- 811-102** The skid steer is leased for approximately \$1,000 per year and the front end loader for approximately \$1,500 per month. Every year the skid steer is replaced and every year the Village is provided with a new loader, and is not responsible for major maintenance issues. Costs are shared with the utilities.
- 812-101** There are two items scheduled for replacement within this line item next year: 1) a small mower for \$15,000 and 2) a pickup truck for \$40,000.
- 812-102** There are two items scheduled for replacement within this line item next year: 1) a large mower for \$100,000 and 2) a utility van for \$90,000.
- 812-103** The bucket truck is recommended for replacement in 2020. The bucket truck is a 2000 model year that is starting to have electrical issues that are impacting the safe operation of the vehicle.

PUBLIC WORKS (continued)

CAPITAL PROJECTS FUND - FUND 400

EXPENDITURES (continued)

CAPITAL IMPROVEMENTS

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	57310						
820-101	Street Maintenance - Annual	0	300,000	3,174	300,000	325,000	8.33%
820-102	Street Maintenance - Resurface	1,113,039	150,000	8,198	150,000	0	-100.00%
821-000	Streets - Reconstruction	2,496,064	955,000	31,938	1,000,000	412,500	-56.81%
822-000	Utilities	261,850	0	0	0	0	-----
823-000	Stormwater Utility	106,424	0	0	0	0	-----
824-000	Pedestrian Ways	17,060	80,000	0	80,000	10,000	-87.50%
825-101	Facility	409,748	25,000	445	0	130,000	420.00%
	Total CAPITAL IMPROVEMENTS Exp	4,404,186	1,510,000	43,755	1,530,000	877,500	-41.89%

Notes:

820 Includes basic street repairs needed on annual basis that have a longer than one year useful life. Including the following streets... We will also partner with the Town of Dunn next year for shared improvements to the Exchange Street Bridge.

821-000 Includes the replacement of new water main and full pavement of streets for...

824-000 Funds provided to repair sidewalks, bike paths, and other pedestrian ways as necessary.

825-101 This project includes several repairs to Village wells that provide for our water supply. The work planned there includes pulling and inspecting of the well pump and their components. Electrical upgrades are recommended and stand by engine replacements along with minor building repairs are needed.

Total PUBLIC WORKS Exp	4,442,318	1,950,000	233,525	1,850,228	1,506,500	-22.74%
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Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year: 2016 2017 2018 2019 2020 2021 2022 2023

Program Year: 2020

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400					Total	Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							Tax Levy	Grants	Intergov	Borrow	Reserve			Water	Sewer		
	Admin											-					-
Equipment/Furniture	Admin	2,500										-					2,500
File Storage	Admin									25,000		25,000					25,000
Workstation Replace	Admin						9,500					9,500					9,500
DEVELOPMENT	Facilities											-					-
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						4,000					4,000		2,000	2,000	2,000	10,000
Public Works Roof	Facilities									250,000	250,000	500,000					500,000
Sinking Fund	Facilities						100,000					100,000					100,000
Sustainability	Facilities									25,000		25,000					25,000
Equipment Upgrade	C/T											-					-
	C/T		15,000									-					15,000
	C/T											-					-
Equipment	Police						13,000				2,000	15,000					15,000
Patrol Vehicle (Lease)	Police						35,000					35,000					35,000
Traffic Safety	Police						14,250			5,750		20,000					20,000
Car 1 Sinking Fund	Fire/EMS						5,750					5,750					5,750
EMS Equipment	Fire/EMS						5,500					5,500					5,500
Fire Equipment	Fire/EMS						22,000					22,000					22,000
Foam Trailer	Fire/EMS									40,000		40,000					40,000
Technology	Fire/EMS						8,500					8,500					8,500
Radios	Fire/EMS									260,500		260,500					260,500
Stair Chair	Fire/EMS						6,000					6,000					6,000
Thermal Image Cameras	Fire/EMS						14,000					14,000					14,000
Utility (Squad)	Fire/EMS									400,000		400,000					400,000
	EM											-					-
	EM											-					-
	EM											-					-
Bucket Truck	DPW									155,000		155,000					155,000
County MN - Phase 4	DPW							924,750		744,250	328,000	1,997,000					1,997,000
Dredging	DPW					100,000		50,000			50,000	100,000				190,000	390,000
Exchange Bridge	DPW										25,000	25,000					25,000
Facility Improvements	DPW									500,000		500,000					500,000
Farwell Under Phase 2	DPW									700,000		700,000					700,000
Leased Equipment	DPW						12,000					12,000		4,500	4,250	4,250	25,000
Mower - Small	DPW									3,750		3,750		3,750	3,750	3,750	15,000
Mower - Big	DPW									100,000		100,000					100,000
Pickup Truck	DPW									10,000		10,000		10,000	10,000	10,000	40,000
Sidewalk Replace	DPW						10,000					10,000					10,000
Sinking Fund	DPW						1,000					1,000		1,000	1,000		3,000
Small Capital	DPW											-				2,500	2,500
Street Constr	DPW									-		-		412,500			412,500
Street Maintenance	DPW									300,000		300,000					300,000
Street Sweeper	DPW											-				20,000	20,000
Street Tree Planting	DPW											-					25,000
Utility Van	DPW											-		45,000	45,000		90,000
Well Maintenance	DPW											-		130,000			130,000
	Outreach											-					-
	Outreach											-					-
	Outreach											-					-
	Library											-					-
Comp - Workstation	Library						13,500					13,500					13,500
Site Improvements	Library						4,000					4,000					4,000
	Library											-					-
Community Park	Parks									50,000		50,000					50,000
General Improve	Parks											-	50,000				50,000
Park Equipment	Parks											-	10,000				10,000
Park Signage	Parks											-	5,000				5,000
Property Acquisition	Parks											-					-
Urso/Schuetz Park	Parks									-		-					-
Brand Development	CD							50,000		450,000		500,000					500,000
Small Capital	CD	2,000								150,000		150,000					150,000
Sinking Fund	CD						2,000					-					2,000
												2,000					2,000
Total Projects		29,500	15,000	-	-	100,000	320,000	50,000	974,750	4,169,250	655,000	6,169,000	65,000	608,750	66,000	232,500	7,285,750

McFarland DPW Evaluation

Preliminary Project Budget - DPW

Date: 08/15/2019 - Rev. XX/XX/XXXX



Project Square Footage = 19,385

Square Foot Cost Estimate (hard costs)

Note: Cost primarily derived from RSMeans Cost Guides + recent project cost comparisons

System / Component	Qty	Unit	Unit \$	SD Budget	Notes
Site Repairs/Development					
Repave East Lot, Within Fence	1	LS		\$110,000	
		subtotal		\$110,000	
Exterior and Interior Improvements					
Roof Replacement - Roof Hugger System	19,385	sf	\$8	\$155,080	
Panel Replacement and Bollards (16)	1	LS	\$25,000	\$25,000	
Mezzanine	750	sf	\$100	\$75,000	
Level 1 Renovation	1,610	sf	\$40	\$64,400	1
Level 2 Renovation	945	sf	\$80	\$75,600	1
Level 3 Renovation and New Construction	400	sf	\$150	\$60,000	1
		subtotal		\$455,080	
		Sub-Total Component Costs		\$565,080	
General Requirements	10%			\$56,508	
Contractor Overhead and Profit	15%			\$84,762	
Estimating Contingency	10%			\$56,508	
		Estimated Construction Total		\$762,858	
Owner FF&E Costs (NIC by owner)					
FF&E Budget	2,955	sf	\$10.00	\$29,550	Office Area Only
		Total		\$29,550	
Project Soft Costs					
A/E Fee Budget				\$91,543	
Plan Review Fees				\$2,500	
Site Survey and Geotech				\$0	Not Req'd
Legal, Insurance, Testing				\$5,000	
Owner Contingency @ 5%				\$38,143	
		Total		\$137,186	
Total Project Cost Summary					
Construction Total				\$762,858	
FF&E Total				\$29,550	
Soft Cost Total				\$137,186	
				\$929,594	

Notes:

1 Costs per sf include demolition of existing and modifications to existing or new MEP systems



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 10, 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. August 2019 directors report

PUBLIC WORKS COMMITTEE

September 10, 2019

PUBLIC UTILITIES COMMITTEE

September 17, 2019

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

September 19, 2019

**Public Works Directors Report
for
August 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 Sayer Larson as the new Parks Superintendent. Sayer comes to us from the Dane County Parks system. Welcome Sayer.

Street Sealing and Crack Filling

Street maintenance work (street sealing) for 2019 finally happened in August, far behind the anticipated completion date that we had thought.

2019 Street Construction Project

Maddrell Excavating started their work on 8/19/19 and is progressing well. Work is anticipated to last approximately 60 days.

Water Rate Increase

The department is in the process of working on a simplified rate increase through the Public Service Commission. This procedure would increase rates by 3% without the complicated rate review process needed to raise the rate higher.

Water Meter Reading System Upgrade

The meter reading system used by Public Works to prepare the monthly water and sewer bills was upgraded. The last upgrade was approximately 10 years ago.

Summer Help

The additional summer staff that was brought on to assist the Public Works and Parks Departments have completed their service with us. One went back to their full time position (teacher) and the others went on to college.

Equipment Delivery

The department took delivery of the budgeted large snowplow truck and a pickup truck. Both vehicles have been put in service.

Donated Bench

Public Works received and installed a donated park bench at McDaniel Park. The bench was donated in memory Anna Mischnick, by her parents, Sara and Matt. This is a nice addition to the park.

Water Main Break

Public Works crew repaired a water main break off of South Court.