

Public Works Committee

Tuesday, October 8, 2019

6:00 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes from the meeting held on September 10, 2019.
4. BUSINESS.
 - a. Discussion and action regarding time period placement for speed bumps on Lake Edge near South Court.
 - b. Discussion and action regarding the creation of a snow plowing policy.
 - c. Discussion and action to install street lighting at the Bashford Street Parking Lot.
 - d. Discussion and action regarding the installation of streets lights on Elvehjem Road at Grandview Marsh Conservancy Trail Crossing and Hidden Farm Road.
 - e. Presentation of the Public Works Monthly Report from the Director
5. SCHEDULE NEXT MEETING DATE.
 - a. November 12, 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 September 10, 2019

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, Marv Meyers, Chris Fredrick, Terry Lawrin (arrived at 6:03pm). *Absent:* Elizabeth Bohuski

Staff present: Matt Schuenke (Administrator), Aimee Irwin (Assistant to the Director), Brian Berquist (Town & Country Engineering), Tim Stieve (Town & Country Engineering). *Absent:* Jim Hessling (Director of Public Works)

2. PUBLIC APPEARANCES

Chuck M. Di Piazza, Mike Knieriem, Karen Roder, Sharon Joswiak, Jan Rothamer, Cathy Kirby, Nancy Skeffington, Sally Hansen, Scott Marrese-Wheeler, Heleen Hayden

3. APPROVAL OF MINUTES

Discussion and action regarding the minutes from the meeting held on August 13, 2019.

Chris Fredrick stated his last name was spelled incorrectly in all locations on the August 13, 2019 minutes. Motion by Marv Meyers to approve minutes with spelling edits. Seconded by Jerry Adrian. Motion passed 5-0.

4. BUSINESS

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

- Discussion presented by residents of this area:
 1. Chuck Di Piazza presented the reason for his recommendation for lighting in this area. Chuck's concern aligns with safety precautions of the pathways.
 2. Cathy Kirby stated she utilizes the pathway. She would encourage lighting at the crosswalk. She presented her concern regarding water that gathers and freezes on the pathway.
 3. Sally Hansen provided data on the area based on her observations. She stated she enjoys the remote features of the area including the wildlife in area.

4. Scott Marrese-Wheeler commented to the safety of the area including his suggestion of having lighting at the crosswalk or a flashing crosswalk sign as well as lighting at the bike path crossing
 5. Nancy Skeffington presented her concern regarding the safety on the bike pathway. She also expressed her concern regarding the Hidden Farm Road and Elvehjem intersection.
- Discussion with committee members occurred. Matt Schuenke presented that most lighting is maintained or leased by Alliant Energy. Matt Schuenke also stated that additional lighting would not require us to start from the beginning given current infrastructure. Brian provided a brief explanation about other community lighting schemes along with other possibilities to mitigate concerns. Chris Fredrick asked if any data had been gathered from police department regarding area concerns.
 - Main areas that were being discussed included a light at Hidden Farm Road as well as at the bike pathway crossing near the curve in the road
 - Motion by Chris Fredrick to pursue cost estimates at two locations along with data from police department regarding motor vehicle and criminal information and bring back to the committee for further discussion. Seconded by Marv Meyers. Motion passed 6-0
- b. Discussion and action on drainage improvements adjacent to the lower Yahara Trail generally located on Elvehjem Road near Hidden Farm Road.
- Dan Kolk presented information regarding this topic. Assessment provided in the packet regarding what could improve the drainage in this area. Brian Berquist provided background regarding the estimated costs, which does not include survey information. Included in his estimate is another area to the north side of Creamery Court. Brian Berquist suggested a survey of this area to gather better information of what is currently happening. Matt Schuenke would like to see the cost estimate broken out between the north Creamery Court project and the drainage improvements along Elvehjem Road near Hidden Farm Road.
 1. Mike Knieriem presented his observations of this area regarding the composition of the dirt in the area along with other sump pump concerns.
 2. Heleen Hayden stated her concern about the water on pathway along with her personal experience with her sump pumps.

3. Cathy Kirby presented her views on sump bump operation at her property which is located on the other side of W and E Open Meadow
4. Sally Hansen raised her concern of this winter's plan given pathway safety discussion
 - No action taken on this item. Brian Berquist to conduct survey data of this area and bring back information to next committee meeting.
- c. Discuss and consideration regarding the creation of a snow plowing policy
 - Discussion regarding changes to draft policy. Chris Fredrick would like to see the map of areas and their levels coded accordingly. Richard Vela discussed his concerns related to the time estimates with snow removal and their levels. Dan Kolk expressed his viewpoint on the mailbox portion of this policy as well as possible edits to the salting and sanding portion of the policy.
 - Committee would like to see additional edits as discussed and review the draft at the next meeting
- d. Discuss and consideration for a Traffic Safety Report Form in regards to installing speed bumps on Lake Edge near South Court.
 - Information was presented from the results of the survey along with discussion by the committee
 - Motion to install speeds bumps on a temporary pilot basis by Marv Meyers including any applicable signage. Seconded by Jerry Adrian. Motion passed 6-0.
- e. Discussion regarding planned Capital Projects within the 2020 Budget.
 - This item was discussed out of order. Matt Schuenke provided a tour of the public works department buildings and presented a brief overview of possible modifications. Matt Schuenke presented data provided in the 2020 Capital Project Fund Budget including facility improvement, contractual services, fixed charges, capital equipment, capital improvements along with additional information provided by Brian Berquist.
- f. Presentation of the Public Works Monthly Report from the Director.
 - Aimee Irwin provided an update on public works activities in the village for the month of August 2019.
5. SCHEDULE NEXT MEETING DATE
 - a. Tuesday October 8, 2019
6. ADJOURNMENT
 - a. Motion **by** Marv Meyers to adjourn at 8:33 p.m. Seconded by Richard Vela. Motion passed 6-0.

Comment [A11]:

Respectfully submitted by Aimee Irwin



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, October 8, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding time period placement for speed bumps on Lake Edge near South Court.

PREVIOUS ACTION:

This item was introduced to the committee at the August 2019 Public Works meeting. Action was taken at the September meeting to install temporary speed bumps, although no specific time frame was specified.

ISSUE SUMMARY:

At the meeting held on September 10, 2019 the committee made the motion to install speed bumps on a temporary pilot basis including any applicable signage. This item has been added to the current meeting for clarification on the time period the speed bumps should be in place.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, October 8, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

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

PREVIOUS ACTION:

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

At that meeting, 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 and again reviewed at the September meeting. Further changes were requested.

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 10.1.19



2. McFarland SNOW and ICE CONTROL PROGRAM 9.20.19 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 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

Obviously, certain areas of the Village have a greater intensity of use and a priority for maintenance to serve the users. The concern of safety, general welfare, and duration of travel necessitate that priority be given to certain areas over others. A map of the Village showing the various 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. In order to provide efficient operation, it may be necessary to partially complete a lower class of service requirement to reach an area of higher priority. It may be necessary to clear a route immediately for power outages, water main breaks, fires, police and ambulance calls, or other obvious emergencies.

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

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 Village Boardwalks or Dane County's Lower Yahara River Trail Boardwalk. Currently the Village does not maintain their boardwalks during the winter months

DETERMINATION OF NEED FOR MAINTENANCE

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

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

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

PERSONNEL AND EQUIPMENT

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

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

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

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

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

OVERTIME/SUBCONTRACTING POLICY

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

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

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

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).

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

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

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

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

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).

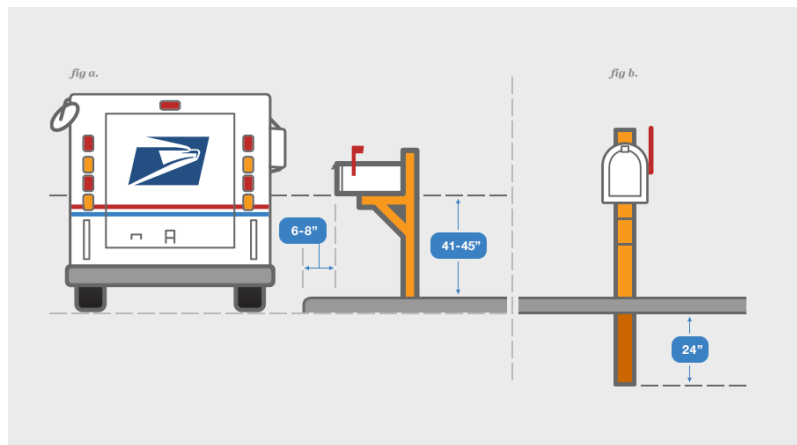
Various amounts of snow and ice will be deposited in private driveways, sidewalk ramps and onto sidewalks during snow and ice removal operations. The Village is not responsible for the removal of these deposits.

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 or mailboxes that are in physical deterioration.

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

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



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

PRIVATE PLOWING

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

SALTING AND SANDING

The use of sand, 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 when temperatures fall below freezing 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 appendices. 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 October 1, 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

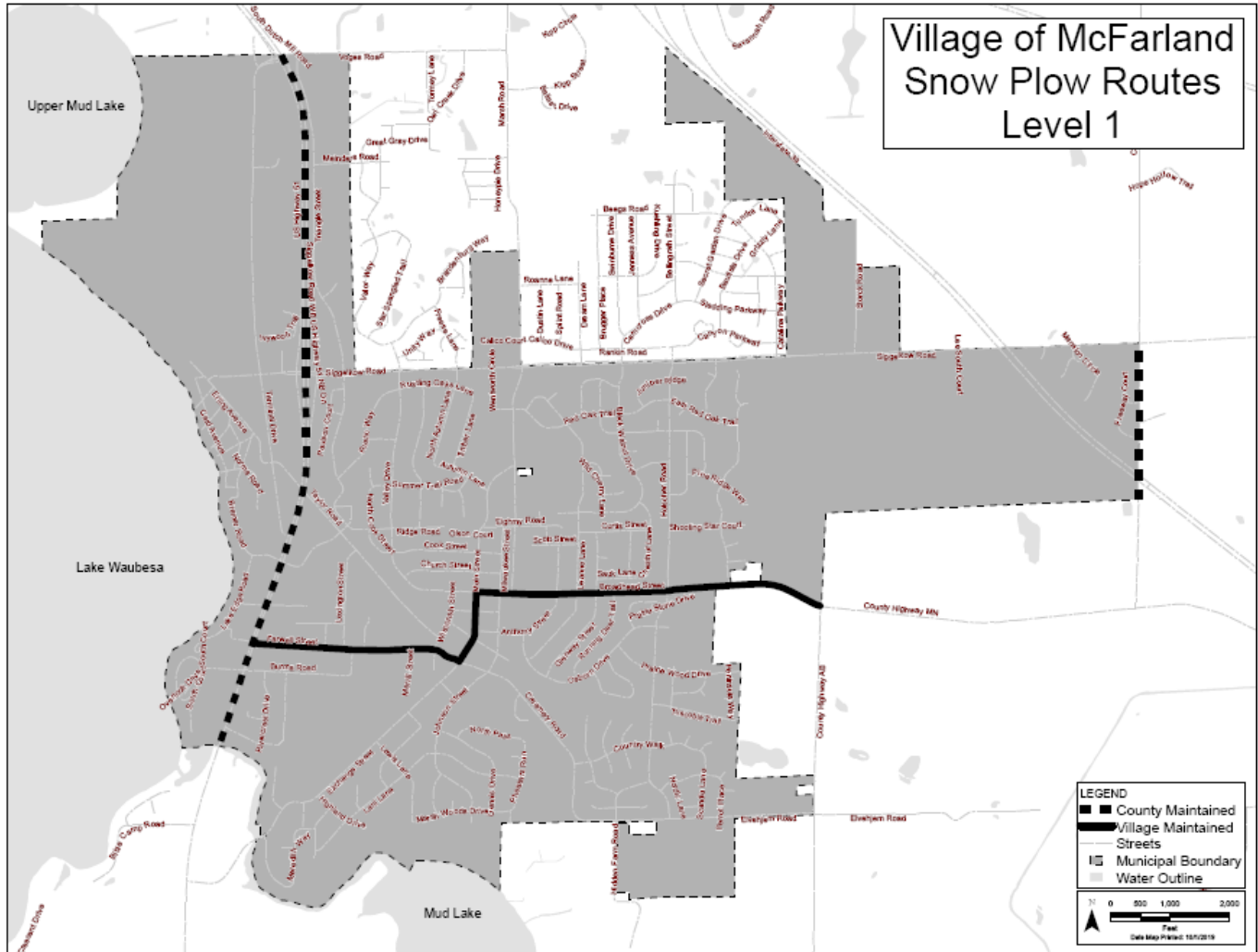
SUBCHAPTER VIII CLAIMS AGAINST GOVERNMENTAL BODIES, OFFICERS AND EMPLOYEES

[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.

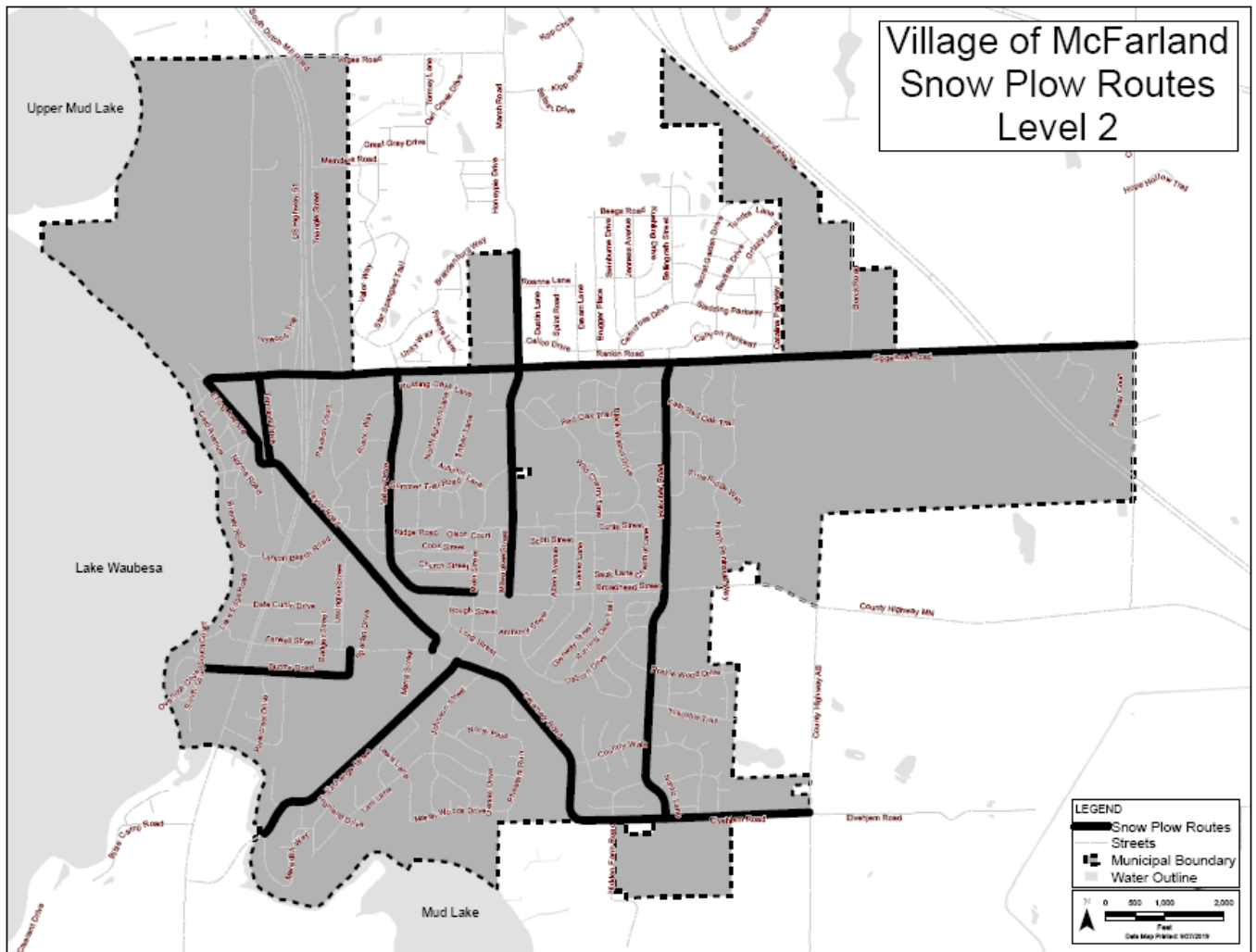
APPENDIX C

VILLAGE OF MCFARLAND MAP

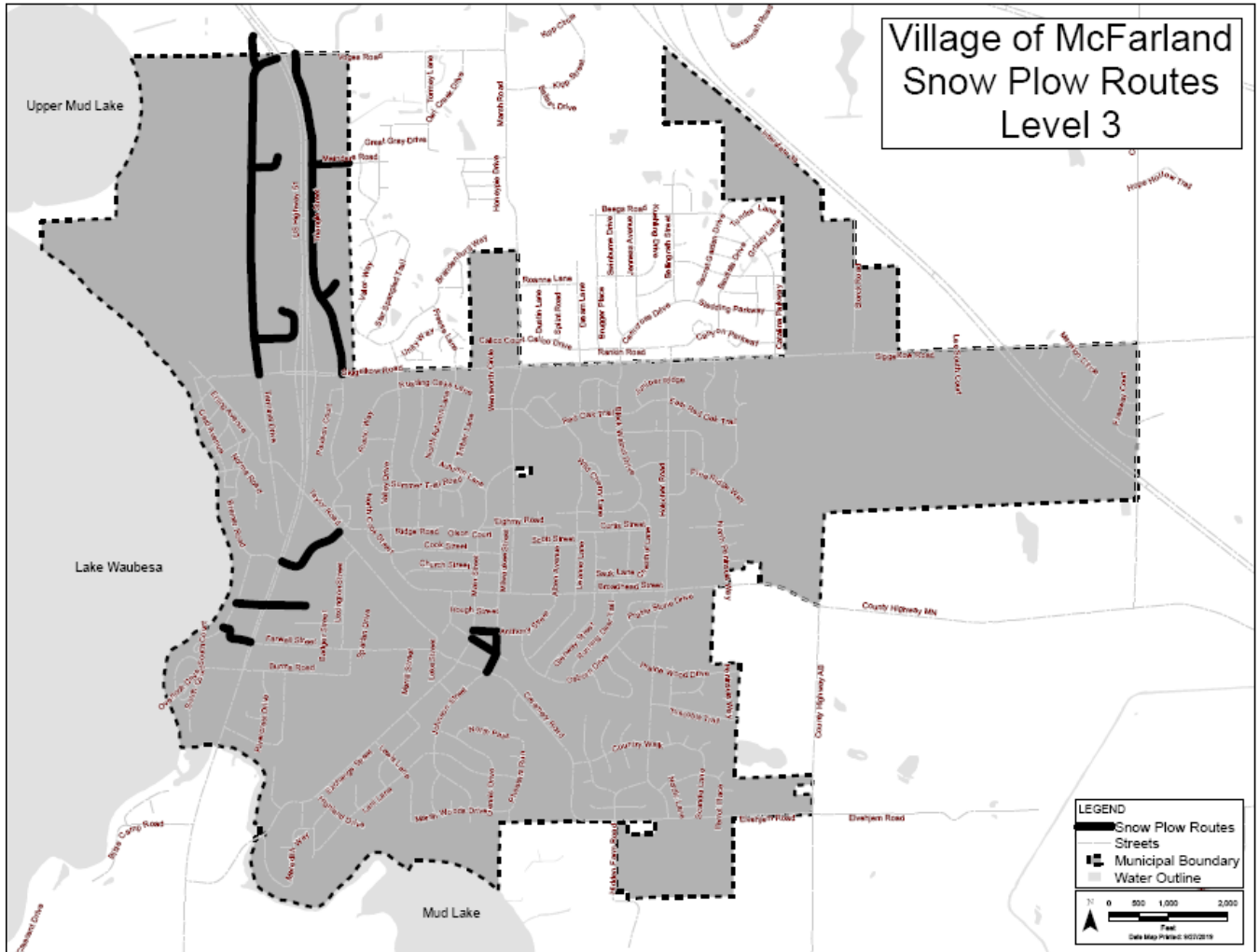
Level 1



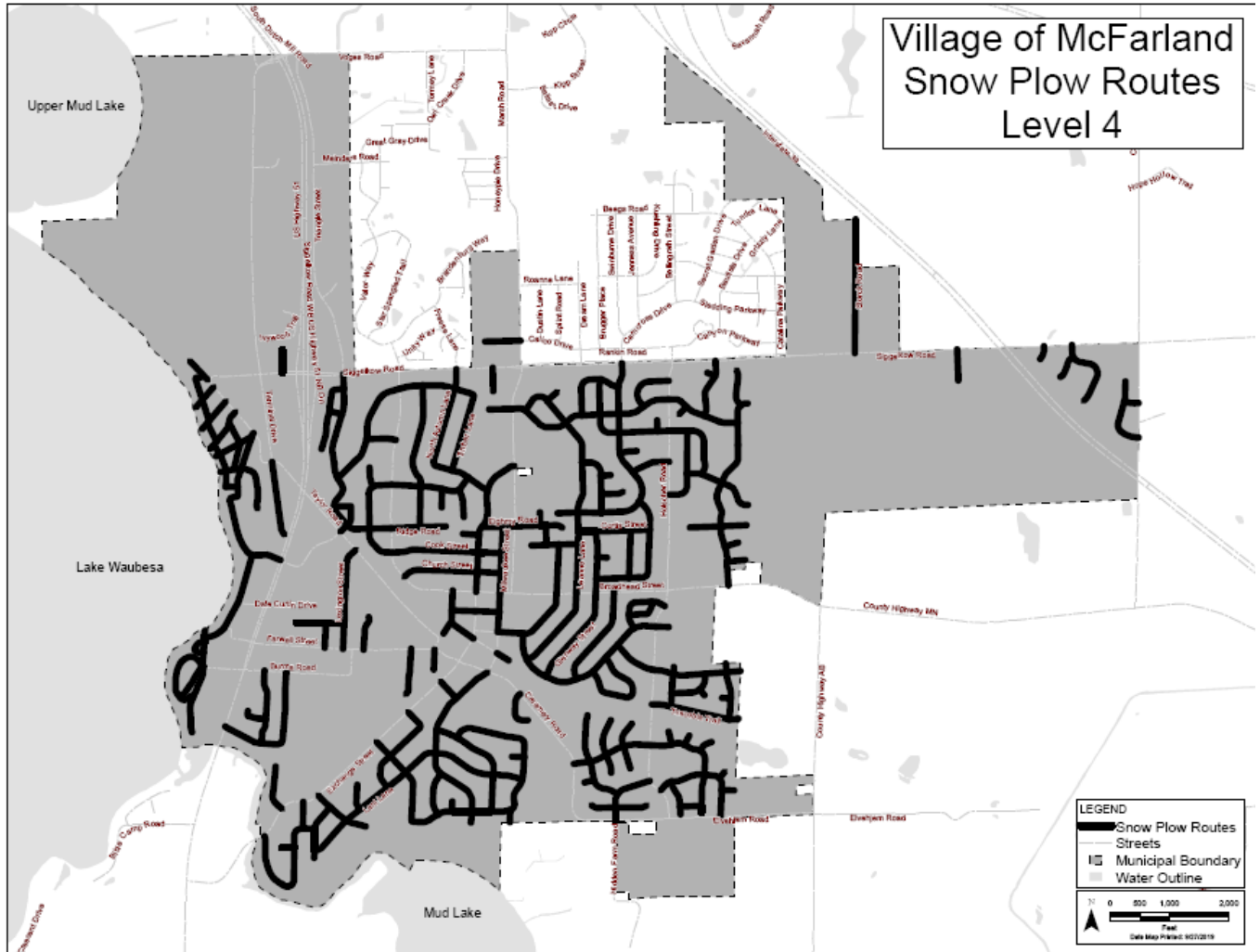
Level 2



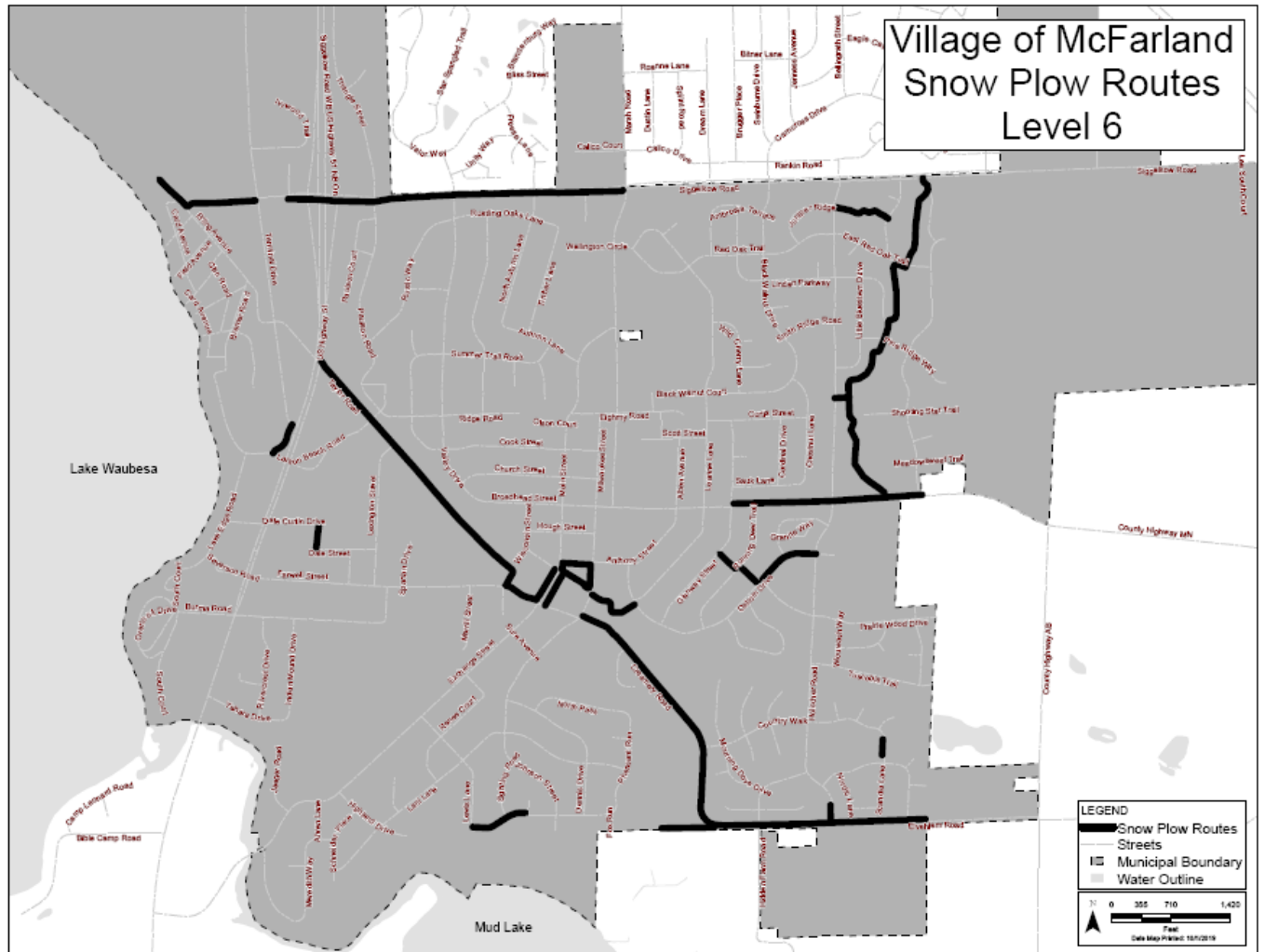
Level 3



Level 4



Level 6



APPENDIX D

SAMPLE APPENDEX D

AGENDA

VILLAGE OF MCFARLAND

NOTICE OF PUBLIC MEETING

January 1, 2020

Village Board
7:00 PM

McFarland Municipal Center
Community Room

1. CALL TO ORDER
2. ATTENDANCE/ROLL CALL
3. PUBLIC ANNOUNCEMENTS
4. CONSENT AGENDA
 - a. Motion to approve the Snow & Ice Control Program “Mobility & Safety”

MINUTES

VILLAGE OF MCFARLAND
Village Board Minutes
Monday, January 1, 2020 - 7:00 PM

1. CALL TO ORDER

Village President Czebotar called the regular meeting of the McFarland Municipal Board to order at 7:00pm in the Community Room of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL

Village Board members present: Johnson, Smith, Nelson, Williams, Miller, Wilson and Brown
Village Board members not present: Johnson, Smith, Nelson, Williams, Miller, Wilson and Brown
Staff present: Johnson, Smith, Nelson

3. PUBLIC ANNOUNCEMENTS

Ice cream social at Mary’s house on January 3, 2020

4. CONSENT AGENDA

- a. Motion to pay the bills.

Motion by Village Trustee Johnson, seconded by Village Trustee Smith to pay the bills.
Motion carried 7-0-0

5. BUSINESS AGENDA

- a. Motion to approve the Snow & Ice Control Program “Mobility & Safety”

Motion by Village Trustee Johnson seconded by Village Trustee Smith to approve the Snow & Ice Control Program “Mobility & Safety” as presented.
Motion carried 7-0-0

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

Obviously, certain areas of the Village have a greater intensity of use and a priority for maintenance to serve the users. The concern of safety, general welfare, and duration of travel necessitate that priority be given to certain areas over others. A map of the Village showing the various classes-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 of service requirement to reach an area of higher priority. It may be necessary to clear a route immediately for power outages, water main breaks, fires, police and ambulance calls, or other obvious emergencies.

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

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 Village Boardwalks or the Dane County's Lower Yahara River Trail Boardwalk. Currently the Village does not maintain their boardwalks during the winter months

DETERMINATION OF NEED FOR MAINTENANCE

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

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

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

PERSONNEL AND EQUIPMENT

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

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

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

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

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

OVERTIME/SUBCONTRACTING POLICY

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

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

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

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

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

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

CLASS-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.

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

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).

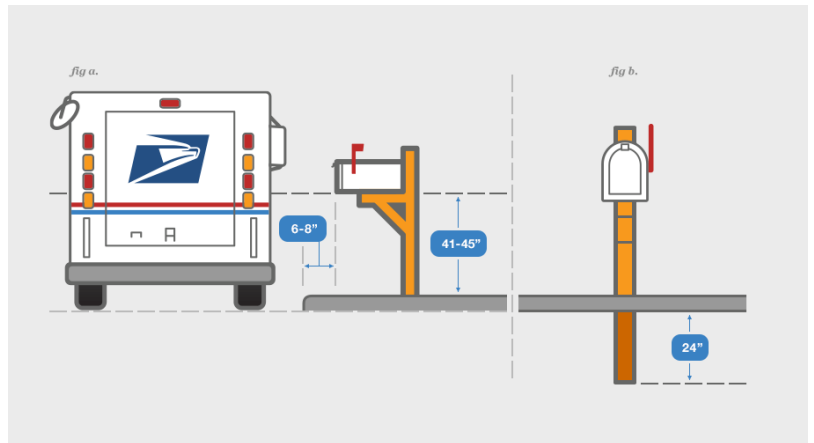
Various amounts of snow and ice will be deposited in private driveways, sidewalk ramps and onto sidewalks during snow and ice removal operations. The Village is not responsible for the removal of these deposits.

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 [or mailboxes that are in physical deterioration](#).

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

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



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

PRIVATE PLOWING

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

SALTING AND SANDING

The use of sand, ~~and or salt~~ 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~~ when temperatures fall below freezing 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 appendices. 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

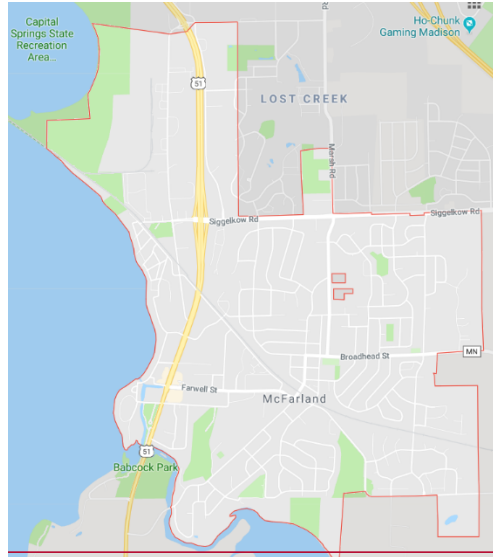
LIMITATIONS OF COMMENCEMENT OF ACTIONS AND PROCEEDINGS AND PROCEDURE FOR CLAIMS AGAINST GOVERNMENTAL UNITS

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.

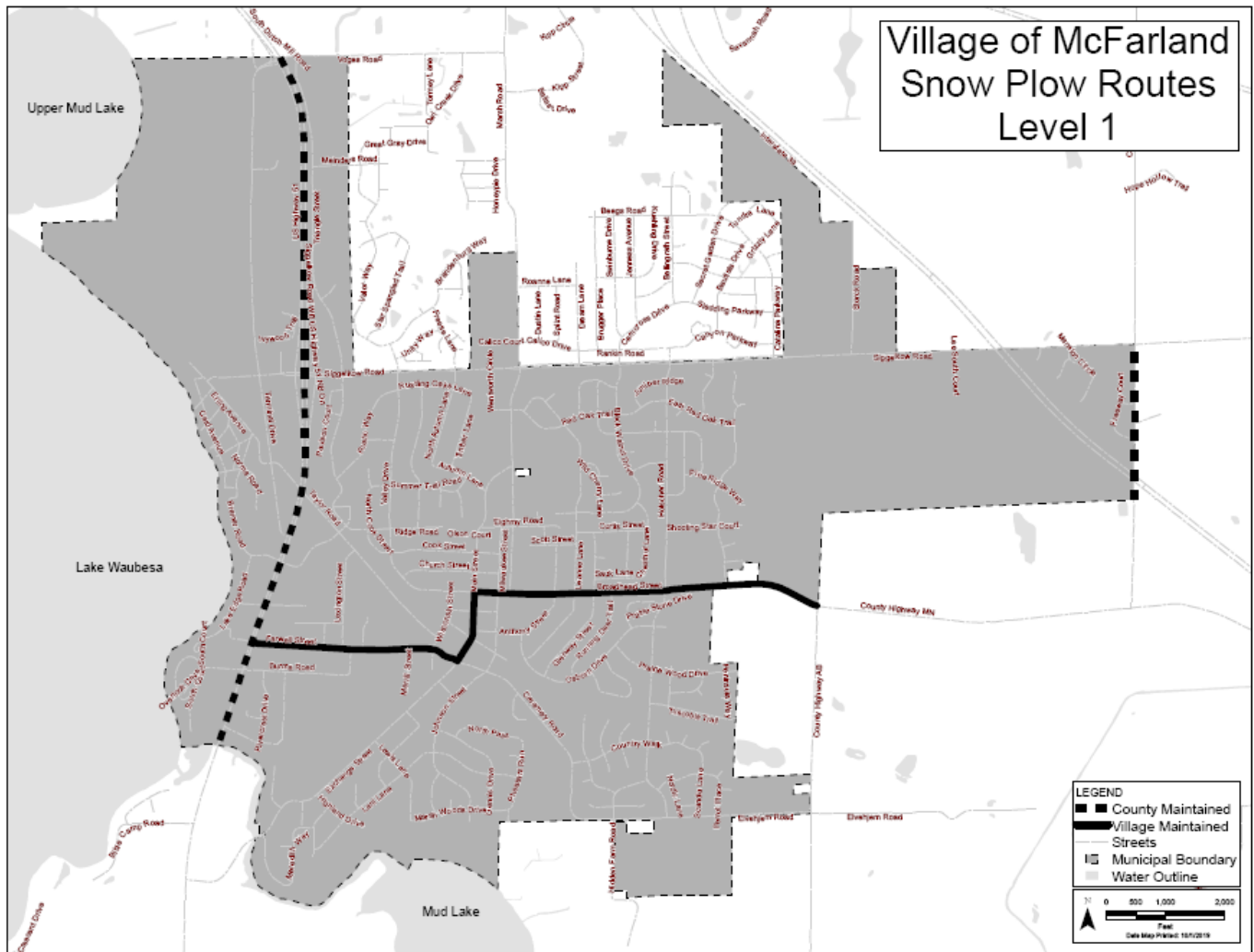
APPENDIX C

VILLAGE OF MCFARLAND MAP

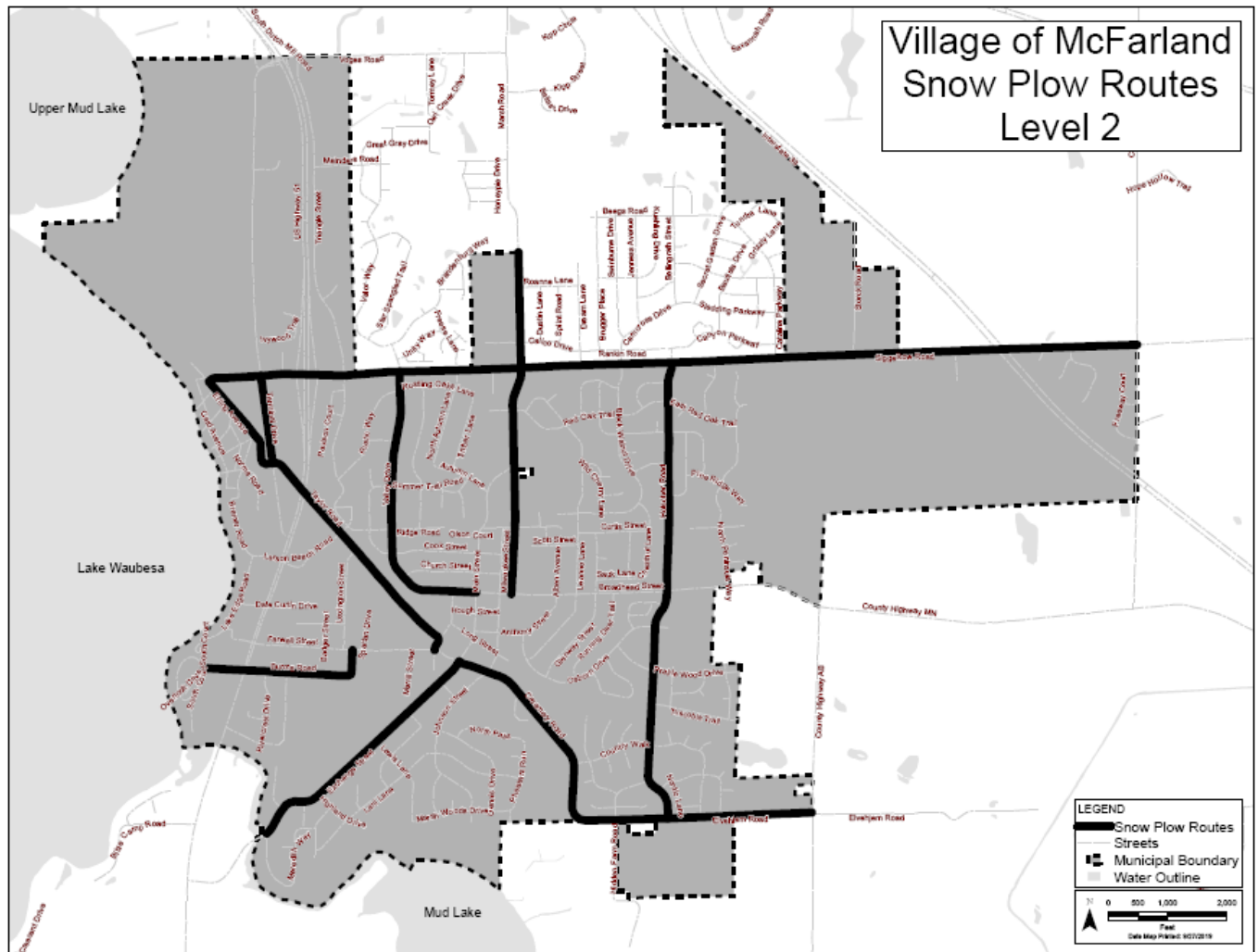


**MAP IS A PLACE HOLDER AND NEEDS TO BE
UPDATED/CORRECTED/SCALED**

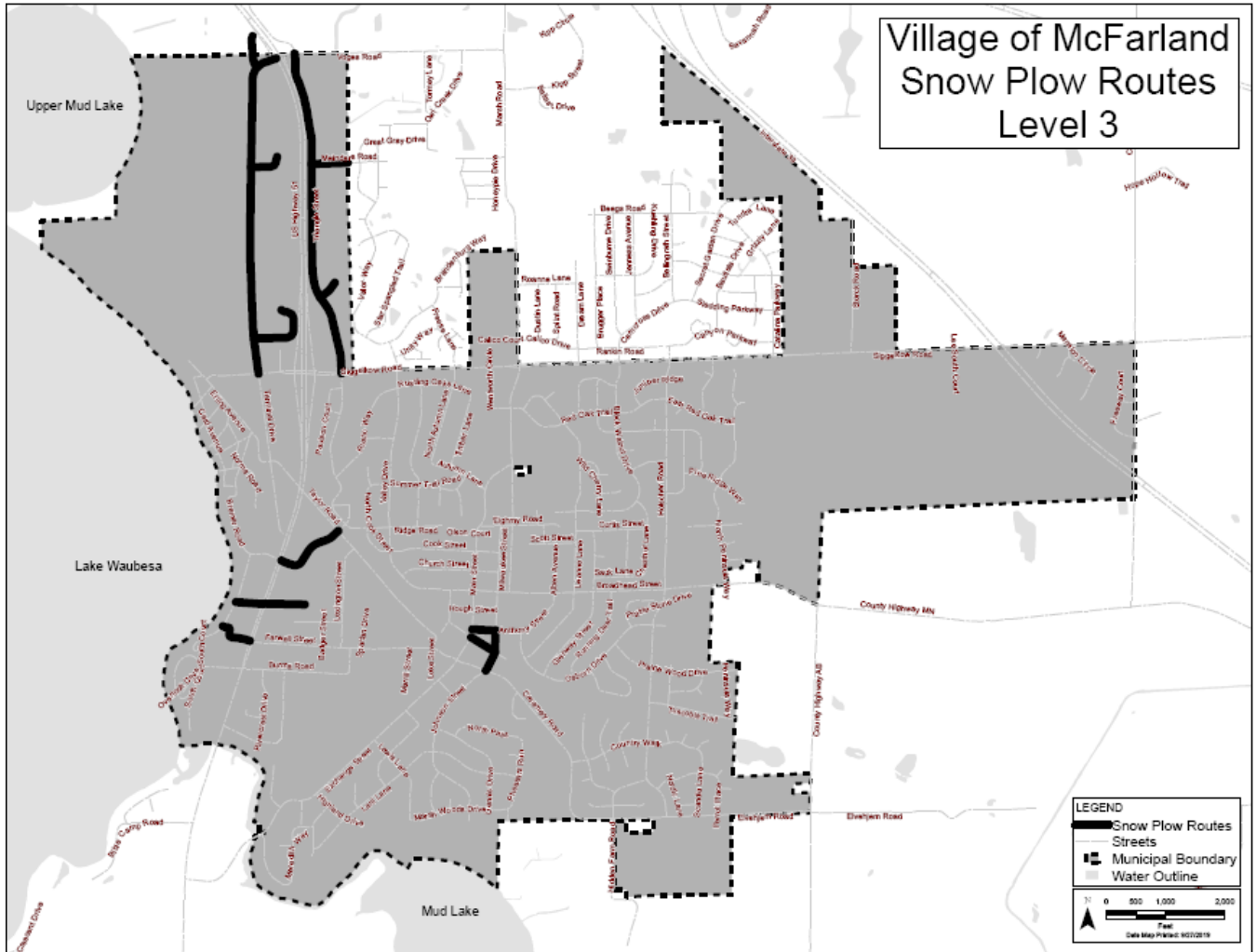
Level 1



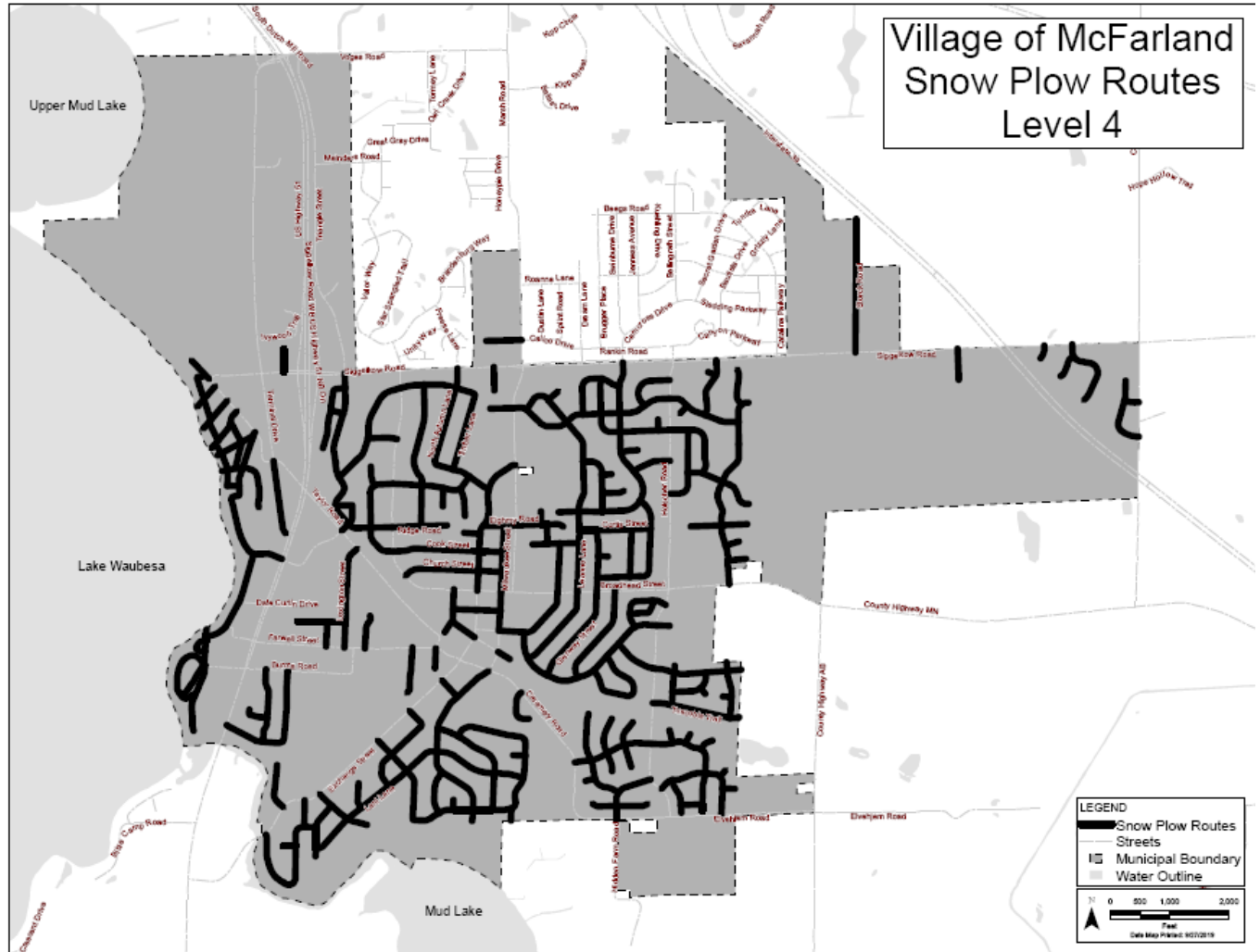
Level 2



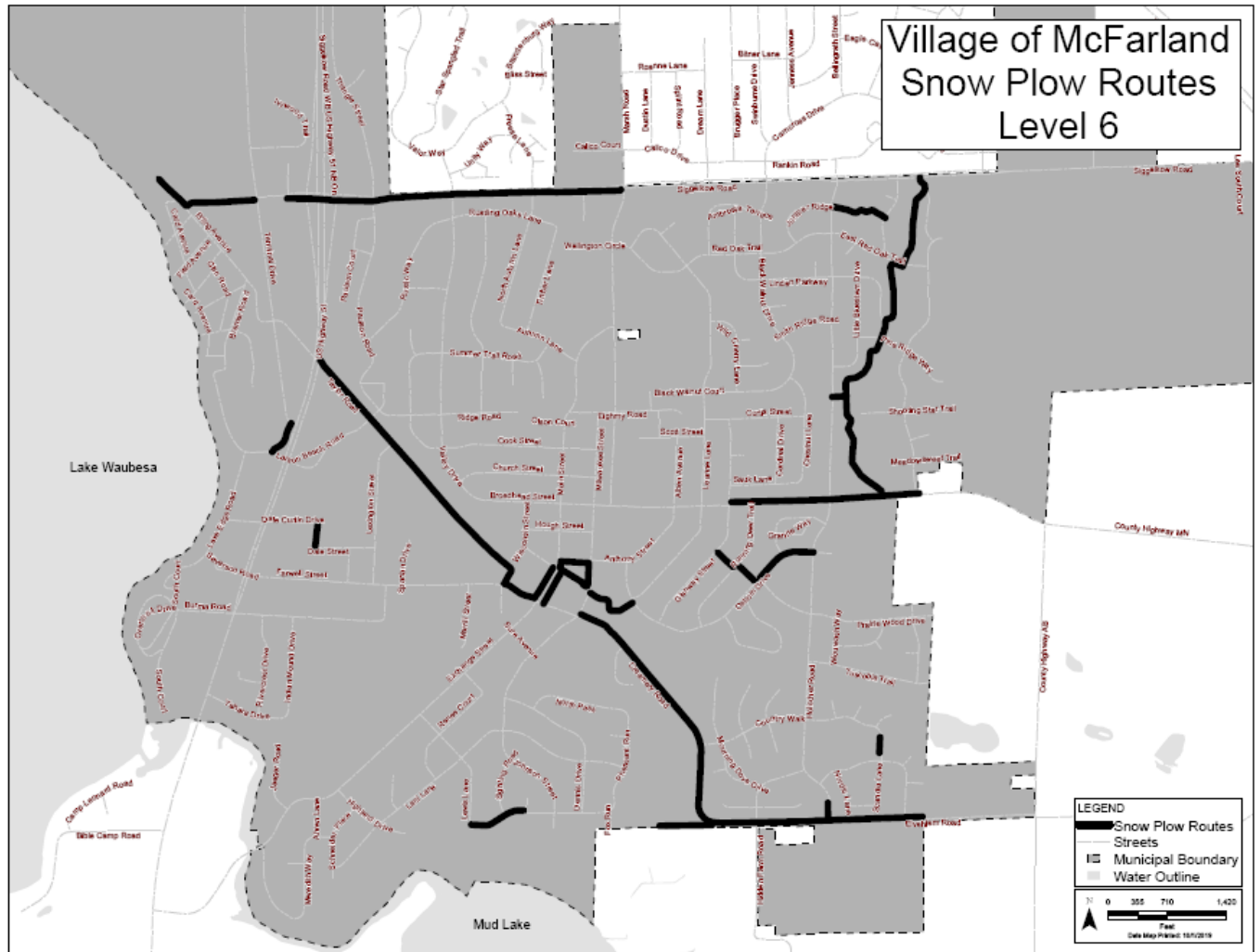
Level 3



Level 4



Level 6



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

SAMPLE APPENDEX D

AGENDA

VILLAGE OF MCFARLAND

NOTICE OF PUBLIC MEETING

Village Board

January 1, 2020

7:00 PM

McFarland Municipal Center

Community Room

1. CALL TO ORDER
2. ATTENDANCE/ROLL CALL
3. PUBLIC ANNOUNCEMENTS
4. CONSENT AGENDA
 - a. Motion to approve the Snow & Ice Control Program “Mobility & Safety”

MINUTES

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, January 1, 2020 - 7:00 PM

1. CALL TO ORDER

Village President Czebotar called the regular meeting of the McFarland Municipal Board to order at 7:00pm in the Community Room of the McFarland Municipal Center.
2. ATTENDANCE/ROLL CALL

Village Board members present: Johnson, Smith, Nelson, Williams, Miller, Wilson and Brown
Village Board members not present: Johnson, Smith, Nelson, Williams, Miller, Wilson and Brown
Staff present: Johnson, Smith, Nelson
3. PUBLIC ANNOUNCEMENTS

Ice cream social at Mary’s house on January 3, 2020
4. CONSENT AGENDA
 - a. Motion to pay the bills.

Motion by Village Trustee Johnson, seconded by Village Trustee Smith to pay the bills.
Motion carried 7-0-0
5. BUSINESS AGENDA
 - a. Motion to approve the Snow & Ice Control Program “Mobility & Safety”

Motion by Village Trustee Johnson seconded by Village Trustee Smith to approve the Snow & Ice Control Program “Mobility & Safety” as presented.
Motion carried 7-0-0



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, October 8, 2019

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action to install street lighting at the Bashford Street Parking Lot.

PREVIOUS ACTION:

None

ISSUE SUMMARY:

There has been a request to add lighting to the parking lot at the intersection of Bashford and Exchange Streets. This is also known as Flower Corner. Two quotes were obtained for possible lighting options. One option has more decorative lighting similar to other areas in downtown. The second option is more basic in nature. Either option would be funded by TID4.

FINANCIAL/BUDGET IMPACT:

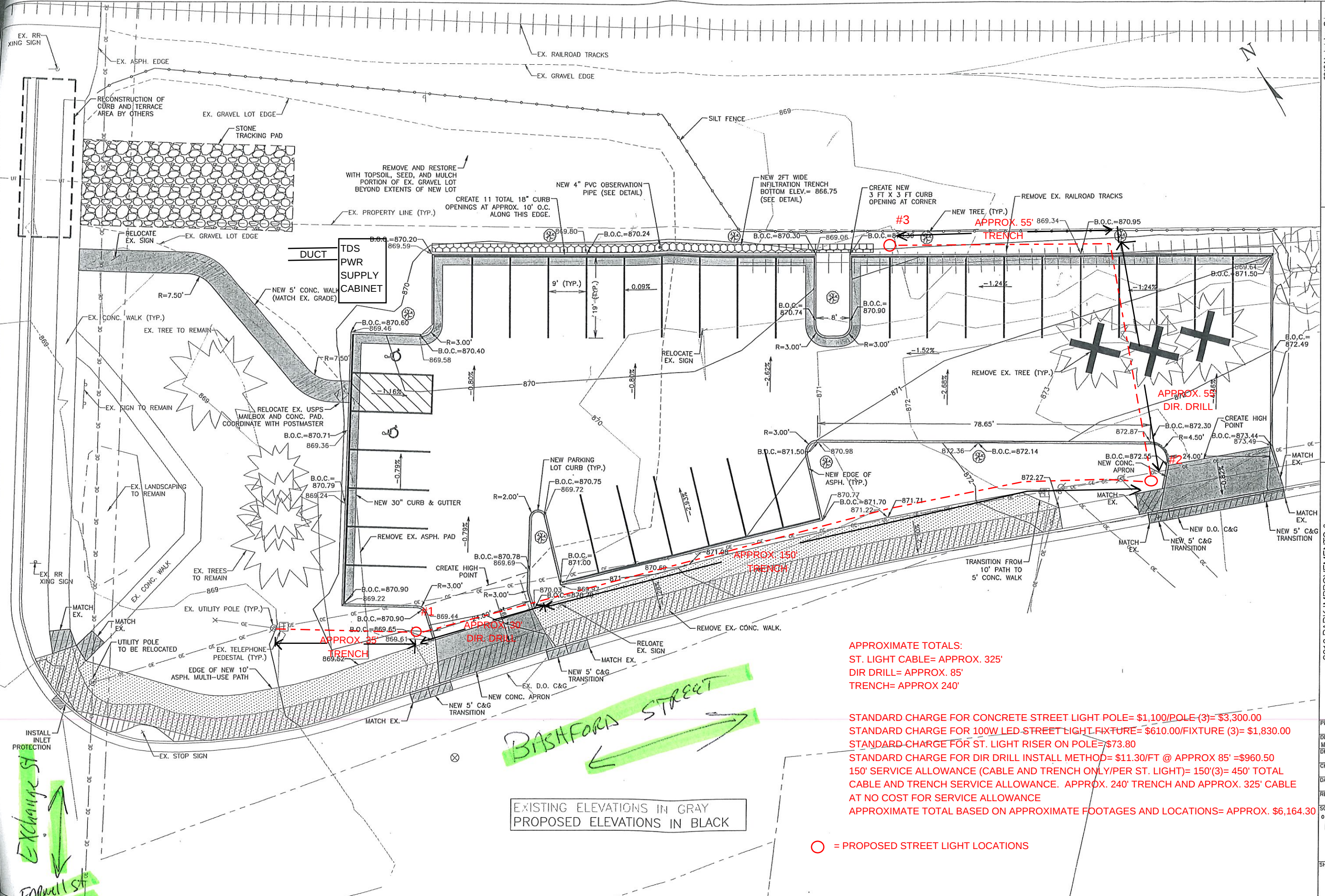
VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Flower Corner STREET LIGHTS
2. Red Arrow quote Flower Corner



APPROXIMATE TOTALS:
ST. LIGHT CABLE= APPROX. 325'
DIR DRILL= APPROX. 85'
TRENCH= APPROX 240'

STANDARD CHARGE FOR CONCRETE STREET LIGHT POLE= \$1,100/POLE (3)= \$3,300.00
STANDARD CHARGE FOR 100W LED STREET LIGHT FIXTURE= \$610.00/FIXTURE (3)= \$1,830.00
STANDARD CHARGE FOR ST. LIGHT RISER ON POLE= \$73.80
STANDARD CHARGE FOR DIR DRILL INSTALL METHOD= \$11.30/FT @ APPROX 85'= \$960.50
150' SERVICE ALLOWANCE (CABLE AND TRENCH ONLY/PER ST. LIGHT)= 150'(3)= 450' TOTAL
CABLE AND TRENCH SERVICE ALLOWANCE. APPROX. 240' TRENCH AND APPROX. 325' CABLE
AT NO COST FOR SERVICE ALLOWANCE
APPROXIMATE TOTAL BASED ON APPROXIMATE FOOTAGES AND LOCATIONS= APPROX. \$6,164.30

○ = PROPOSED STREET LIGHT LOCATIONS

EXISTING ELEVATIONS IN GRAY
PROPOSED ELEVATIONS IN BLACK

2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 275-3350
www.townandcountryinc.com

tc TOWN & COUNTRY
ENGINEERING, INC.

BASHFORD STREET PARKING LOT

2018 PARK IMPROVEMENTS &
PARKING LOT CONSTRUCTION
MC DANIEL PARK, DISCOVERY PARK, ORCHARD
HILL PARK, AND BASHFORD STREET PARKING LOT
Village of McFarland, Wisconsin

PROJECT NO.: MC 137
DRAWING FILE: MC 137 BASE.DWG
DRAWN BY: T.J.S.
CHECKED BY: B.R.B.
DATE: 2-23-18
REVISIONS:
SCALE: 0 5 10
SHEET: 7

From: Dan Evenson <redarrowelectric@hotmail.com>
Sent: Monday, June 17, 2019 2:44 PM
To: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Subject: Re: Street light quote

Hi Jim,
I finally got the light pole pricing. Here are some estimated quantities and prices. Let me know if you have any questions.

400'- 2" conduit- \$6.00/ft= \$2400
50'- Directional Boring- \$20/ft= \$1000
Meter Pedestal with controls- \$1600 (does not include costs from the power company)
1200'- Wire (3- #8s)- \$1/ft= \$1200
4-Light/Poles- \$2250/each= \$9000
Total- \$15,200

This does not include any landscaping. We will not leave any sort of mess. it should just need seed and mulch when we are done.

Let me know if you have any questions. The poles are 13-15 weeks out right now from the time of order.

Thanks,

Dan Evenson
Red Arrow Electric
W8938 Marsh Rd.
Fort Atkinson, WI 53538
608-516-3116-Cell

From: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Sent: Tuesday, June 4, 2019 7:48 AM
To: Dan Evenson
Subject: Street light quote

Hi Dan,
Could I get a price on some street lighting for the parking lot at the intersection of Farwell and Exchange Streets. I would like to install 3 or 4 decorative lights like the ones across the street. Let me know when you would like to meet to go over this.

Thanks,

Jim

Jim Hessling | Director of Public Works | Village of McFarland | 5115 Terminal Drive | McFarland, WI 53558 | 608-838-7287 | jim.hessling@mcfarland.wi.us | Proud member of the WI American Public Works Association



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, October 8, 2019

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action regarding the installation of streets lights on Elvehjem Road at Grandview Marsh Conservancy Trail Crossing and Hidden Farm Road.

PREVIOUS ACTION:

Last discussed at the meeting held on September 10, 2019.

ISSUE SUMMARY:

At our last meeting we discussed adding two street lights to Elvehjem Road. One at the trail crossing into Grandview Marsh Conservancy and a second at Hidden Farm Road. The rationale was that these were areas where traffic (bikes, pedestrians, and/or vehicles) intersected, and typically we try to place lighting at these points to call attention to the crossing. They currently have no lighting but power available in the area to be installed and served by Alliant Energy which is consistent with all of our street lighting. These are standard concrete poles with an LED fixture that will be situated on the map enclosed within the public right of way. Included also are some general photometrics for the fixture. They should be able to be situated in such a way that the light is focused on the roads and not a nuisance on the properties.

FINANCIAL/BUDGET IMPACT:

Included in the packet is a quote for this expense. The total one time install cost per pole is \$1,725 or \$3,350 for both poles. We will pay for one pole out of Public Works and the other out of Parks within existing operating budgets. The total annual expense for the electricity is projected at \$500 per light or \$1,000 total for the year.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval. A recommendation is not needed to the Village Board for this level of

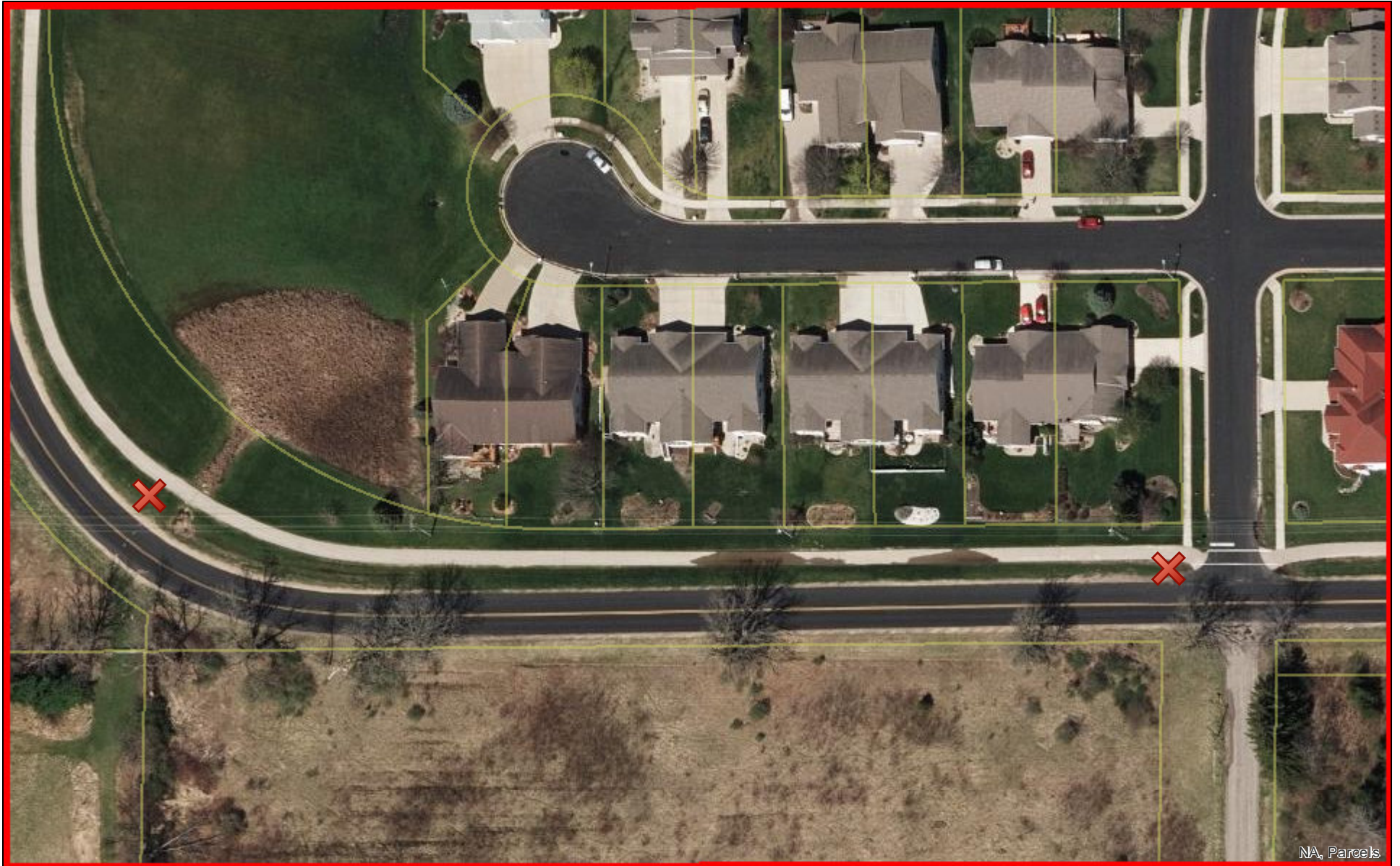


expense.

ATTACHMENTS:

1. Street Light Locations
2. RVS-80W48LED4K-G2-LE2
3. 2636_001

Dane County Map



October 2, 2019

 Parcels

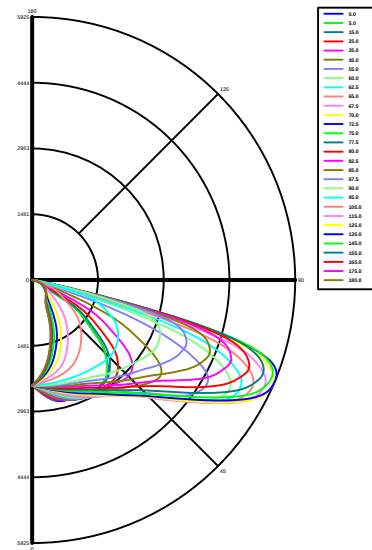
0 50 100 200 Feet



RoadView LED Cobra Head (RVS) 48 LED's 4000K CCT TYPE LE2 OPTIC Clear Glass Lens

Luminaire Properties

Number of Lamps: 1
 Lumens Per Lamp: -1
 Input Watts: 79
 Distribution: Direct
 Symmetry: Bilateral 0-180
 Photometric Type: Type C
 Luminous Shape: Point
 Units: Feet
 Luminous Dimensions:
 0-180 Axis: 1.00
 90-270 Axis: 1.00
 Height: 1.00
 Spacing Criteria (0): 1.68
 Spacing Criteria (90): 1.72
 Spacing Criteria (Four Luminaires): 1.54

Candela Plot**Zonal Lumen Summary**

Zone	Lumens	% Lamp	% Fixture
0-30	1873	-187274	22
0-40	3144	-314394	37
0-60	6375	-637534	74
0-90	8577	-857736	100
90-120	0	0	0
90-150	0	0	0
90-180	0	0	0
0-180	8577	-857736	100

Coefficients of Utilization

pfc=	0.20																	
pcc->	0.80																	
pw->	0.70	0.50	0.30	0.10	0.70	0.50	0.30	0.10	0.50	0.30	0.10	0.50	0.30	0.10	0.00	0.00	0.00	0.00
RCR																		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

General Information

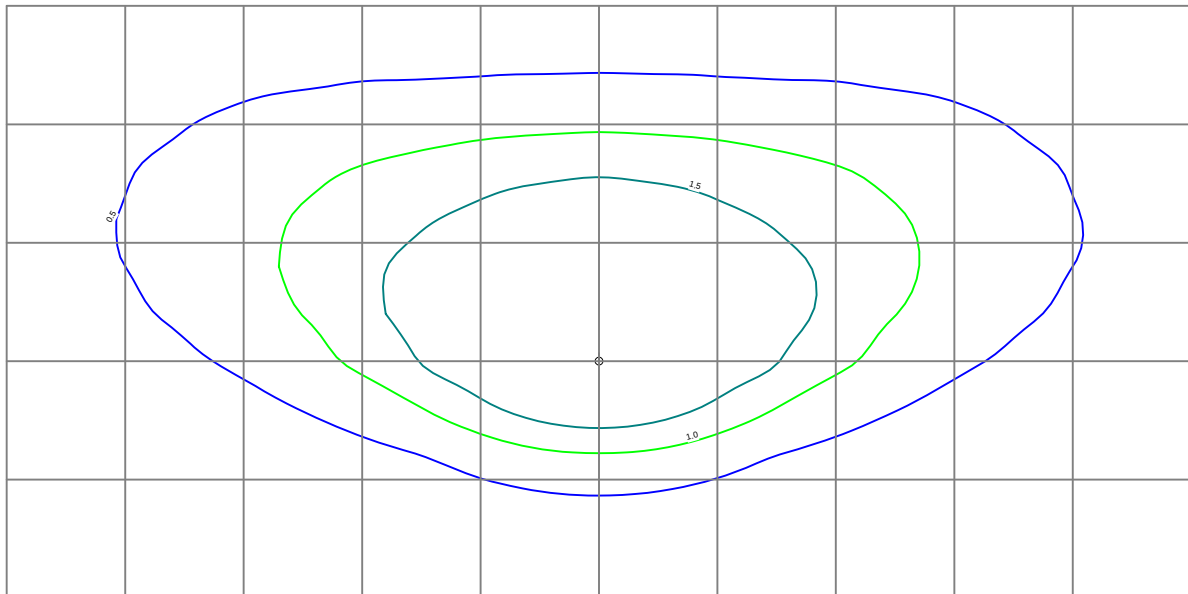
DATA SHOWN IS ABSOLUTE LUMENS
 TESTED PER LM-79

RoadView LED Cobra Head (RVS) 48 LED's 4000K CCT TYPE LE2 OPTIC Clear Glass Lens

Luminaire Properties

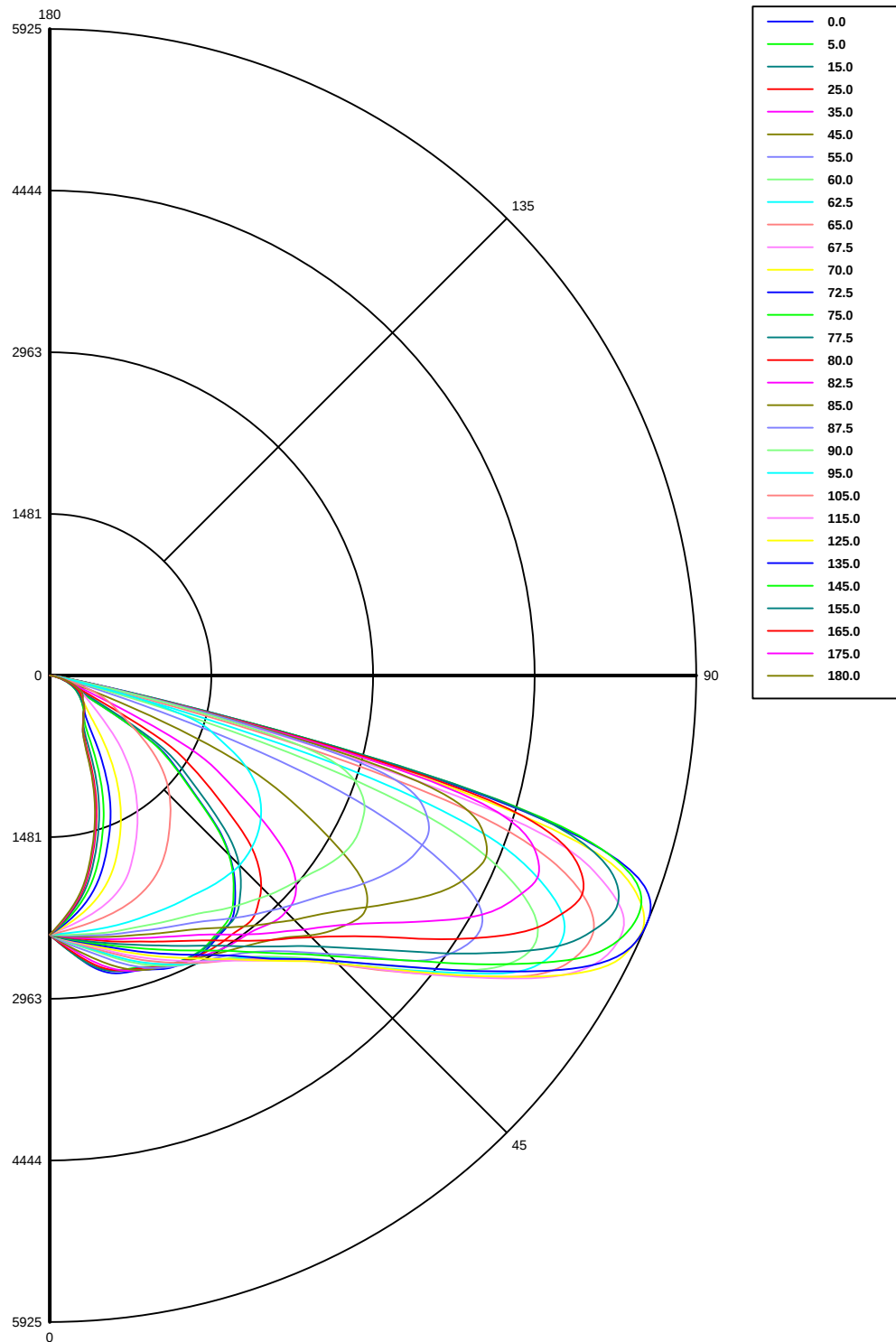
Mounting Height: 30.00 ft.
Number of Lamps: 1
Lumens Per Lamp: -1

Input Watts: 79
Distribution: Direct

Iso-Template

Grid Spacing: 0.5 Mounting Height:
Units: fc

Candela Plot





STREET LIGHT EXT BILLING

PLEASE CALL WITH YOUR QUESTIONS
REFERENCE WORK REQUEST 4189916

1-608-845-1108

1-800-862-6222

Ext: 845-1108

MATT SCHUENKE
VILLAGE OF MCFARLAND
ELVEHJEM RD
MCFARLAND WI 53558

Job Address: MATT SCHUENKE
VILLAGE OF MCFARLAND
ELVEHJEM RD
MCFARLAND WI 53558

QTY	DESCRIPTION	UNIT COST	COST	SALES TAX
2	ST LT CAT B (150W) LED 4-6' BRKT (NR)	\$625.00	\$1,250.00	0.0%
2	ST LT 17-35' CONCRETE POLE (N-RFND)	\$1,100.00	\$2,200.00	0.0%
		SUB TOTAL:	\$3,450.00	
		TAX:	\$0.00	

Comments: **TOTAL BILLABLE, AMOUNT DUE: \$3,450.00**

BILL FOR INSTALLING 2 STREET LIGHTS ALONG ELVEHJEM RD IN MCFARLAND.

PLEASE SEND YOUR PAYMENT AND A COPY OF THIS BILL TO THE ADDRESS BELOW.

ATTN: TREINEN, DAN
ALLIANT ENERGY
1521 PROGRESS LN
STOUGHTON WI 53589-5304

PAYMENT IS REQUIRED PRIOR TO CONSTRUCTION. ALL PRICES, COSTS, AND EQUIPMENT IN THIS BILL ARE ESTIMATES ONLY AND ARE SUBJECT TO CHANGE. ESTIMATES WILL BE MAINTAINED BY THE UTILITY FOR 90 DAYS. THE ESTIMATED AMOUNT MUST BE PAID PRIOR TO THE INITIATION OF CONSTRUCTION. CHARGES ARE SUBJECT TO CHANGE FOR THE WINTER CONSTRUCTION PERIOD (12/01 TO 03/31).



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, October 8, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

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. September 2019 directors report

PUBLIC WORKS COMMITTEE

October 8, 2019

PUBLIC UTILITIES COMMITTEE

October 15, 2019

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

October 17, 2019

**Public Works Directors Report
for
September 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.

Open Positions within the Department

The department is getting closer to filling the positions of Street Superintendent and Crew person. Interviews have been conducted and candidates are moving thru the process.

Crosswalk painting

A majority of the crosswalks in the village has been painted as weather and workloads allow.

Water Leak

Public Works repaired a leaky water service lateral on Holscher Road.

Valve Turning

Valve turning for the year is almost complete. We have found a couple of valves that are in need of repair. This work is being scheduled.

2019 Street Construction Project

Maddrell Excavating is working on several items of the 2019 project. Watermain installation has been completed. Services and various apparatuses still need to be installed. The work is progressing, although somewhat slower than anticipated.

Meetings/Training/Seminars

Irwin and McDade attended Civic Symposium seminar
Hessling attended the National American Public Works Expo