

Public Works Committee

Tuesday, January 14, 2020

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 Public Utilities/Works joint meeting held on November 19, 2019.
 - b. Discussion and action regarding the minutes from the Public Works meeting held on November 19, 2019.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board on Ordinance 2020-06: an ordinance amending the provisions for excavation and street privilege permits.
 - b. Discussion and action to make a recommendation to the Village Board on Ordinance 2020-07: an ordinance adopting a fee and bond schedule for excavation permits.
 - c. Discussion and action to make a recommendation to the Village Board on Ordinance 2020-02: an ordinance to update the size of brush accepted at the Village drop side and curbside.
 - d. Discussion and action to make a recommendation to the Village Board regarding engineering services from Town and Country Engineering in order to design the reconstruction of County Highway MN from Holscher Road to County Highway AB.
 - e. Presentation of the Public Works Monthly Report from the Director.
5. SCHEDULE NEXT MEETING DATE.
 - a. Tuesday February 11, 2020 at 6:00 pm
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND

Public Utilities/Works Joint Committee Minutes

Tuesday November 19, 2019 – 6:00 P.M.

1. CALL TO ORDER, ROLL CALL

The meeting was called to order by Village Trustee and Public Utilities Committee Chairperson Mary Pat Lytle at 6:00 p.m.

Members present: Village Trustee Eric Kryzenske, Village Trustee Jerry Adrian, Village Trustee Dan Kolk, Pauline Boness, Marc Nielsen, Chris Fredrick, Richard Vela, Marv Meyers. *Absent:* Terry Lawrin, Elizabeth Bohuski

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

2. PUBLIC APPEARANCES

John Reed, Heleen Hayden, Janice Rothamer, Sally Hansen, Kathy Pease

3. BUSINESS

a. Presentation from Maddrell Contractors regarding 2019 Street Construction

- Josh Ula, owner of Maddrell Contractors, provided an explanation regarding changes to the construction plan. Josh stated that the construction was delayed due to weather but any unfinished work will be completed the in the spring of 2020.
- Committee members brought items to the contractor's attention regarding their observations. Marv Meyers spoke to the soft spots on Tina Lane. Richard Vela asked for clarification from Town & Country Engineering regarding the due date that was set with the project. Brian Berquist stated that the due date was October 31, 2019.

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

- Public Appearance by John Reed. John presented his concern regarding pumping concerns of this area related to his property at 6406 Hidden Farm Road.
- Brian Berquist provided background information regarding the pathway around Elvehjem Road after obtaining more survey information of the area. Brian stated that the drainage area near the Creamery Elvehjem transition point is not performing as it constructed. There are several approaches to improve this area such as having the ditching redone. Brian stated to improve the

area at the north edge of Creamery Elvehjem road the plans include curb and gutter. Brian also included that near the east end by Holscher Road improvements could include more robust storm sewer work and re-grading the area.

- Brian transitioned to background information regarding the sump pump line routing. He stated this would tie into existing stormwater inlets and place a “t” at each home to allow the property’s sump pump discharge to be connected. Brian stated the same idea would be applied to the Sighting and Marsh Woods Drive area. He also stated that this idea has known success in the Village.
- Marc Nielsen clarified that the sump pump would be a gravity fed system to which Brian stated is correct. Brian included that the resident would need to make the necessary changes to hook into this system from their property.
- Mary Pat Lytle clarified if the pathway would be raised for the current low portion that has had a pooling concern with water. Brian stated the plans would lower the ditch rather than raising the pathway.
- Chris Fredrick clarified if those residents to the west would be included in this project. Brian stated it was not included in the original plan but something to consider.
- Richard Vela asked what size piping is included with the plan. Brian stated the piping would likely be 8 inch PVC.
- Dan Kolk stated the pathway may need adjustment as well given that pictures appear to show the changes that have occurred on the pathway.
- Matt Schuenke clarified that the funds are available for this project in the 2020 budget.
- Pauline Boness asked to investigate if there were improvements escrowed for Elvehjem Road.
- Brian will re-present at the next Public Utilities meeting in December including design, bid and construction plan.

c. 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 October 2019.

4. ADJOURNMENT

- a. Motion by Mary Pat Lytle to adjourn at 6:50 p.m. Seconded by Dan Kolk. Motion passed 9-0-0.

VILLAGE OF MCFARLAND
Public Works Committee Minutes

Tuesday November 19, 2019

1. CALL TO ORDER, ROLL CALL

The meeting was called to order by Village Board Trustee and Chairperson Dan Kolk at 6:55 p.m.

Members present: Village Board Trustee; Jerry Adrian, Richard Vela, Marv Meyers, Chris Fredrick. *Absent*: Elizabeth Bohuski, Terry Lawrin

Staff present: Jim Hessling (Director of Public Works), Matt Schuenke (Village Administrator).

2. PUBLIC APPEARANCES

None.

3. APPROVAL OF MINUTES

Discussion and action regarding the minutes from the meeting held on October 8, 2019.

- Chairperson Kolk asked for any changes or modifications. Hearing none, the minutes stand as presented.

4. BUSINESS

a. Discussion and action to make a recommendation to the Village Board regarding a proposal for architectural services related to the design and bidding of improvements to the Public Works Facility.

- Matt Schuenke presented the Public Works Building remodel and went over the costs of design and bidding services associated with the project. Total cost of the BID is \$66,500.
- Chris Fredrick asked if there was going to be an RFP put out for this work or if this is the source. Schuenke spoke on the topic and that this method for RFP's is covered under our purchasing policy.
- Motion by Chris Fredrick to accept the BID from Strand of \$66,500 for design services of the Public Works building. Seconded by Jerry Adrian. Motion passed 5-0-0.

b. Discussion and action regarding the project bidding plan for 2020 Capital Improvements.

- Jim Hessling provided explanation regarding project proposals/bidding for street maintenance work. Brian Berquist spoke that statutes require bids for public construction and do not address maintenance. There is a difference between construction

and maintenance. Committee members discussed the current process for project bidding. Jerry Adrian clarified that we need justification where proposals come from. Dan Kolk asked that proposals quantify any additional costs. This will aid in moving a proposal forward.

- Motion by Dan Kolk to recommend to the Village Board to approve Public Works ability to evaluate cost proposals for annual street maintenance based on cost and other performance considerations. Seconded by Marv Meyers. Passed 5-0-0

5. SCHEDULE NEXT MEETING DATE

- a. Tuesday December 10, 2019

6. ADJOURNMENT

- a. Motion by Richard Vela to adjourn at 7:33 p.m. Seconded by Marv Meyers. Motion passed 5-0-0.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, January 14, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board on Ordinance 2020-06: an ordinance amending the provisions for excavation and street privilege permits.

PREVIOUS ACTION:

ISSUE SUMMARY:

the Village has seen a large increase in the number of street excavation permits in recent years. In 2018 the Village approved 8 excavation permits, in 2019 the Village approved 28. Because of the large increase, and the increased scrutiny with excavation work in the right-of-way, Village staff worked with the attorney to update the current ordinance to improve the process, reduce redundancy, and make applicable changes recommended by the Village Attorney. Comments and notes are on the revised ordinance attached.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Section 53 of the Village Code of Ordinances.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Village staff and the Village Attorney recommend approval of Ordinance 2020-06 regarding excavation and street privilege permits.

ATTACHMENTS:

1. 2020-06 Street Permit 1-7-19 - redline with Comments
2. 2020-06 Street Permit - 01.07.20

ORDINANCE 2020-06

AN ORDINANCE AMENDING THE PROVISIONS FOR EXCAVATION AND STREET PRIVILEGE PERMITS

Purpose: To amend the process for granting certain street permits.

Sponsor: Village Clerk-Treasurer Cassandra Suettinger and Public Works Director Jim Hessling

Recommended Referral: Public Works Committee

Public Hearing: Not Required

WHEREAS, the Public Works Committee and Village staff have recommended changes to the issuance of permits to remove duplicate regulations concerning the moving of buildings on public streets, and update provisions concerning street excavations.

WHEREAS, the Village Board accepts the recommendations of the Public Works Committee and Village staff and finds that it is in the public interest to approve the requested changes to the McFarland Municipal Code.

NOW, THEREFORE, the Village Board of the Village of McFarland, does ordain as follows:

1. Section 53-125 of the McFarland Municipal Code is amended to read:

Sec. 53-125. – Validity. Permits shall be valid for a period of 30 days from the date of approval, except this period may be extended by the Director of Public Works for specific projects.

2. Section 53-127 of the McFarland Municipal Code is amended to read:

Excavation Permits

Sec. 53-127. - Village standards; fees.

(a) All ~~street~~-work performed under this Section and under Division 3 of this Article shall be performed in accordance with ~~the current Village Standard Specifications for street openings. Any damaged standards. At the conclusion of permittee's work, any street, curb and gutter, sidewalk or grass-covered area damaged or disturbed by the permittee shall be restored to the condition prior to damage the permittee's work, unless otherwise directed by the Director of Public Works.~~

(b) The fee for ~~a street opening~~ an excavation permit shall be the fee established by the Village Board from time to time and stated in Appendix A to this Code plus actual Village expenses. Permit fees shall be paid to the Village Clerk-Treasurer who shall issue a receipt therefor.

Commented [CS1]: Revisions are provided to change the name of the permit to an excavation permit to be consistent with the title of the ordinance section in which the permit is found

3. A Section 53-128 of the McFarland Municipal Code is amended to read:
Sec. 53-128. - Insurance required.

(a) ~~A. Except as provided in this Section, a~~ permit shall be issued only upon condition that the applicant ~~submit~~ provide satisfactory written evidence to the Village Clerk-Treasurer ~~satisfactory written evidence~~ that ~~the~~ applicant has in force and will maintain during the time the permit is in effect public liability insurance of not less than \$1,000,000.00 per one person, \$2,000,000.00 for one accident and property damage coverage of not less than \$1,000,000.00. The policy shall name the Village as the third party insured. An applicant may keep ~~satisfactory proof of insurance on file with the Village for multiple projects on an annual basis.~~

Commented [CS2]: Due to the scrutiny of projects in the right of way, the current process for approving sufficient insurance involves consultation with the Village Attorney. Because this process is both time intensive and costly, the proposed revisions provide that once insurance is proved to be satisfactory, it may be kept on file for an annual basis as long as it is current. Similarly within the updated fees, staff has recommended imposing an insurance processing fee that covers the cost of the attorney review.

(b) In this Section, "Utility" means a public utility, as defined in Wis. Stats. § 196.01(5), and includes a telecommunications carrier, as defined in Wis. Stats. § 196.01(8m), but does not include any subcontractor of a Utility. A Utility is not required to comply with the insurance requirements of this Section, or provide a surety bond under Section 53-129, unless there are reasonable grounds to question the financial responsibility or compliance ability of the Utility, as may be determined by the Village Administrator.

Commented [CS3]: Inserts language that provides per PSC regulations, public utilities are exempt from the requirement to provide insurance or a bond, unless there are reasonable grounds to question the financial responsibility or compliance ability of the utility.

4. Section 53-129 of the McFarland Municipal Code is amended to read:

- (a) ~~Before a A permittee to any~~ permit ~~for excavating or opening any street or public way may be issued, the applicant must sign a statement that such applicant will:~~ under this Article shall:
- (1) Indemnify and save harmless the Village and its officers and employees from all liability for accidents and damage caused by any of the work covered by ~~such applicant's~~ the permit, ~~and that such applicant will fill up and place in good and safe condition;~~
 - (2) Fill in all excavations and openings made in any street pursuant to the ~~street;~~
 - (2) ~~Replace permit, and replace~~ and restore the pavement over any opening the ~~applicant may make~~ permittee makes as near as can be to the state and condition in which the ~~applicant~~ permittee found it;
 - (3) Keep and maintain ~~the same~~ any restored street area in such condition, normal wear and tear excepted, to the satisfaction of the Director of Public Works, ~~for a period of one year;~~
 - (4) Pay all fines ~~of and~~ forfeitures imposed upon such ~~applicant~~ permittee for any violation of any rule, regulation or ordinance governing street openings or drainlaying adopted by the Village Board; ~~and~~

- (5) Repair any damage done to existing improvements during the progress of the excavation in accordance with the ordinances, rules and regulations of the Village;

~~Such statement shall also guarantee that, if the Village shall elect to make the the Village its costs both in making any street repair, needed because of the permittee's work under the person opening the street will pay all costs of making such repair permit and of in maintaining the same for one year; and,~~

- (7) Provide a surety bond to the Village in a form acceptable to the Director of Public Works in an amount not exceeding \$10,000.00.

Before a permit under this Article may be issued, the applicant shall sign a statement that the applicant will comply with the requirements set forth above.

(b) ~~Faulty~~ A permittee shall immediately replace faulty work or materials shall be immediately replaced by the permittee upon notice by the Village. Failure to correct deficiencies shall result in a one year revocation of the right to obtain a street opening permit. The Village shall repair the deficiencies. If the permittee fails to complete the repairs in a timely manner satisfactory to the Village, then the Village may make the repairs and bill the permittee for all labor, materials and equipment used, plus 20 percent for administration costs, and the Village may demand payment of the same under the surety bond. No new permit shall be issued to any permittee who has not replaced faulty work or material until said work is complete, to the satisfaction of the Director of Public Works, or full payment is made to the Village if the Village completed this work.

(c) ~~The Any entity or person who does such completing repairs or restoration for a permittee pursuant to this Section~~ shall be responsible therefor for one year from the date of the completion of the work and shall file a written guarantee or surety bond to that effect with the Village in an amount determined by the Director of Public Works, not to exceed \$10,000.00.

(d) Whenever the Director of Public Works shall find that any such work has become defective within one year of the date of completion, the Director of Public Works shall give written notice thereof to the ~~contractor permittee~~ or to the ~~contractor's permittee's~~ surety stating the defect, the work to be done, the cost thereof and the period of time deemed by the Director of Public Works to be reasonably necessary to complete said work. After receipt of such notice, the ~~contractor permittee~~ or the surety must, within the time specified, repair the defect or indemnify the Village for the cost of doing the work as set forth in the notice.

(e) An annual bond may be given under this Section covering all excavation work done by the ~~principal for one year beginning January 1 permittee~~, which shall be conditioned as specified above and in the amount determined by the Village Board as necessary to adequately protect the public and the Village.

5. Section 53-239 of the McFarland Municipal Code is amended to read:

Commented [CS4]: Provides clear guidance on the bonding requirements of the excavation permit.

Commented [CS5]: Updates per the Village Attorney. Previous language was felt to be unrealistic.

Street Privilege Permit

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Sec. 53-239. - When required.

Street privilege permits for the use of the streets, alleys, sidewalks or other public ways or places of the Village may be granted to applicants by the Village Clerk-Treasurer for the purpose of ~~moving any building or structure or of encumbering the street, alley, sidewalk or way with materials necessary in, storage pods, and about the construction or demolition of any building or structure equipment, or other items,~~ provided such applicant has complied with the other requirements of this Section and has obtained a building permit if required by this Code. The Village Clerk-Treasurer shall request advisory recommendations from the Chief of Police, Director of Public Works and Building Inspector prior to issuance of any street privilege permit. Village officials may ~~attach conditions to the street privilege permit, including proof of liability insurance~~ also require the applicant submit proof of liability insurance with the application in an amount the Village determines necessary to protect the Village and the public. Regulations concerning the moving of buildings and structures upon public ways are contained in Article VI of Chapter 8 of this Code.

Commented [CS6]: Language is updated to be less restrictive, and move applicable to the sorts of usage that the Village sees with this permit. This revision also reduces redundancy as the permitting process for moving a house or structure is specifically contained within Article VI of Chapter 8 of the Village Code of Ordinances.

6. Section 53-240 of the McFarland Municipal Code is amended to read:

Commented [CS7]: Provides language to require sufficient insurance to protect the public and Village in case of damage.

Sec. 53-240. - Bond.

No street privilege permit shall be issued until the applicant shall execute and file with the Village Clerk-Treasurer a bond in an amount determined by the Director of Public Works not exceeding \$~~20~~¹⁰0,000.00, conditioned that the applicant will indemnify and save harmless the Village from all liability for accidents or damage caused by reason of operations under said permit and will remove such encumbrance upon termination of the operations and will leave the vacated premises in a clean and sanitary condition and repair any and all damage to the streets, alleys, sidewalks or public property of the Village resulting from such building or moving operations.

7. Section 53-242 of the McFarland Municipal Code is amended to read:

Sec. 53-242. - Conditions of occupancy.

The permission to occupy or obstruct the streets, alleys, sidewalks or public grounds is intended only for use in connection with the ~~actual erection, alteration, repair, removal or moving of buildings or structures~~ issued permit, and shall be given upon the following terms and conditions and subject to revocation without notice by the Director of Public Works, Chief of Police or Building Inspector for violation thereof:

Commented [CS8]: Similarly from above comments, remove specifics that actions in this section must be related to the moving of a building or structure.

- (a) Such temporary obstruction shall cover not more than one-third of any street or alley.
- (b) Obstructions shall be sufficiently lighted at night so as to be in full view of the public from all directions.
- (c) Sidewalk traffic shall not be interrupted, but temporary sidewalks of not less than four feet in width guarded by a closed fence at least four feet high on both sides may be maintained during the period of occupancy.

- (d) ~~The process of moving any building or structure shall~~ No fire hydrant may be blocked from ready access, as continuous as practicable until completed and, if ordered determined by the Fire/EMS, Chief of Police and, Building Inspector or Director of Public Works, shall continue during all hours of the day and night.
- (e) ~~No building or structure shall be allowed to remain overnight on any street crossing or intersection or so near thereto as to prevent easy access to any fire hydrant.~~
- (f) ~~Buildings shall be moved only in accordance with the route prescribed by the Director of Public Works and Chief of Police.~~
- (g) ~~(c)~~ Upon termination of the work necessitating such obstruction, all parts of the streets, alleys, sidewalks or public grounds occupied under the street privilege permit shall be vacated, cleaned of all rubbish and obstructions and placed in a safe condition for public travel at the expense of the permittee.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the ____ day of ____, 2020.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-Treasurer

ORDINANCE 2020 – 06	
MOTION	SECOND
ACTION	
DATE	
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian -	Kryzenske -
Brassington -	Lytle -
Czebotar -	Utter -
Kolk -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

ORDINANCE 2020-XXXX

AN ORDINANCE AMENDING THE PROVISIONS FOR EXCAVATION AND STREET PRIVILEGE PERMITS

Purpose: To amend the process for granting certain street permits.

Sponsor: Village Clerk-Treasurer Cassandra Suettinger

Recommended Referral: Public Safety Committee

Public Hearing: Not Required

WHEREAS, the Public Safety Committee and Village staff have recommended changes to the issuance of permits to remove duplicate regulations concerning the moving of buildings on public streets, and update provisions concerning street excavations.

WHEREAS, the Village Board accepts the recommendations of the Public Safety Committee and Village staff and finds that it is in the public interest to approve the requested changes to the McFarland Municipal Code.

NOW, THEREFORE, the Village Board of the Village of McFarland, does ordain as follows:

1. Section 53-125 of the McFarland Municipal Code is amended to read:

Sec. 53-125. – Validity. Permits shall be valid for a period of 30 days from the date of approval, except this period may be extended by the Director of Public Works for specific projects.

2. Section 53-127 of the McFarland Municipal Code is amended to read:

Sec. 53-127. - Village standards; fees.

(a) All work performed under this Section and under Division 3 of this Article shall be performed in accordance with current Village standards. At the conclusion of permittee's work, any street, curb and gutter, sidewalk or grass-covered area damaged or disturbed by the permittee shall be restored to the condition prior the permittee's work, unless otherwise directed by the Director of Public Works.

(b) The fee for an excavation permit shall be the fee established by the Village Board from time to time and stated in Appendix A to this Code plus actual Village expenses. Permit fees shall be paid to the Village Clerk-Treasurer who shall issue a receipt therefor.

3. A Section 53-128 of the McFarland Municipal Code is amended to read:

Sec. 53-128. - Insurance required.

(a) Except as provided in this Section, a permit shall be issued only upon condition that the applicant provide satisfactory written evidence to the Village Clerk-Treasurer that the applicant has in force and will maintain during the time the permit is in effect public liability insurance of not less than \$1,000,000.00 per one person, \$2,000,000.00 for one accident and property damage coverage of not less than \$1,000,000.00. The policy shall name the Village as the third party insured. An applicant may keep satisfactory proof of insurance on file with the Village for multiple projects on an annual basis.

(b) In this Section, "Utility" means a public utility, as defined in Wis. Stats. § 196.01(5), and includes a telecommunications carrier, as defined in Wis. Stats. § 196.01(8m), but does not include any subcontractor of a Utility. A Utility is not required to comply with the insurance requirements of this Section, or provide a surety bond under Section 53-129, unless there are reasonable grounds to question the financial responsibility or compliance ability of the Utility, as may be determined by the Village Administrator.

4. Section 53-129 of the McFarland Municipal Code is amended to read:

(a) A permittee to any permit issued under this Article shall:

- (1) Indemnify and save harmless the Village and its officers and employees from all liability for accidents and damage caused by any of the work covered by the permit;
- (2) Fill in all excavations and openings made in any street pursuant to the permit, and replace and restore the pavement over any opening the permittee makes as near as can be to the state and condition in which the permittee found it;
- (3) Keep and maintain any restored street area in such condition, normal wear and tear excepted, to the satisfaction of the Director of Public Works, for a period of one year;
- (4) Pay all fines and forfeitures imposed upon such permittee for any violation of any rule, regulation or ordinance governing street openings or drainlaying adopted by the Village Board;
- (5) Repair any damage done to existing improvements during the progress of the excavation in accordance with the ordinances, rules and regulations of the Village;
- (6) Guarantee payment to the Village its costs both in making any street repair needed because of the permittee's work under the permit and in maintaining the same for one year; and,

- (7) Provide a surety bond to the Village in a form acceptable to the Director of Public Works in an amount not exceeding \$10,000.00.

Before a permit under this Article may be issued, the applicant shall sign a statement that the applicant will comply with the requirements set forth above.

(b) A permittee shall immediately replace faulty work or materials upon notice by the Village. If the permittee fails to complete the repairs in a timely manner satisfactory to the Village, then the Village may make the repairs and bill the permittee for all labor, materials and equipment used, plus 20 percent for administration costs, and the Village may demand payment of the same under the surety bond. No new permit shall be issued to any permittee who has not replaced faulty work or material until said work is complete, to the satisfaction of the Director of Public Works, or full payment is made to the Village if the Village completed this work.

(c) Any entity or person completing repairs or restoration for a permittee pursuant to this Section shall be responsible therefor for one year from the date of the completion of the work and shall file a written guarantee or surety bond to that effect with the Village in an amount determined by the Director of Public Works, not to exceed \$10,000.00.

(d) Whenever the Director of Public Works shall find that any such work has become defective within one year of the date of completion, the Director of Public Works shall give written notice thereof to the permittee or to the permittee's surety stating the defect, the work to be done, the cost thereof and the period of time deemed by the Director of Public Works to be reasonably necessary to complete said work. After receipt of such notice, the permittee or the surety must, within the time specified, repair the defect or indemnify the Village for the cost of doing the work as set forth in the notice.

(e) An annual bond may be given under this Section covering all excavation work done by the permittee, which shall be conditioned as specified above and in the amount determined by the Village Board as necessary to adequately protect the public and the Village.

5. Section 53-239 of the McFarland Municipal Code is amended to read:

Sec. 53-239. - When required.

Street privilege permits for the use of the streets, alleys, sidewalks or other public ways or places of the Village may be granted to applicants by the Village Clerk-Treasurer for the purpose of encumbering the street, alley, sidewalk or way with materials, storage pods, and equipment, or other items, provided such applicant has complied with the other requirements of this Section and has obtained a building permit if required by this Code. The Village Clerk-Treasurer shall request advisory recommendations from the Chief of Police, Director of Public Works and Building Inspector prior to issuance of any street privilege permit. Village officials may also require the applicant submit proof of liability insurance with the application in an amount the Village determines necessary to protect the Village and the public. Regulations concerning the moving of buildings and structures upon public ways are contained in Article VI of Chapter 8 of this Code.

6. Section 53-240 of the McFarland Municipal Code is amended to read:

Sec. 53-240. - Bond.

No street privilege permit shall be issued until the applicant shall execute and file with the Village Clerk-Treasurer a bond in an amount determined by the Director of Public Works not exceeding \$10,000.00, conditioned that the applicant will indemnify and save harmless the Village from all liability for accidents or damage caused by reason of operations under said permit and will remove such encumbrance upon termination of the operations and will leave the vacated premises in a clean and sanitary condition and repair any and all damage to the streets, alleys, sidewalks or public property of the Village resulting from such building or moving operations.

7. Section 53-242 of the McFarland Municipal Code is amended to read:

Sec. 53-242. - Conditions of occupancy.

The permission to occupy or obstruct the streets, alleys, sidewalks or public grounds is intended only for use in connection with the issued permit, and shall be given upon the following terms and conditions and subject to revocation without notice by the Director of Public Works, Chief of Police or Building Inspector for violation thereof:

- (a) Such temporary obstruction shall cover not more than one-third of any street or alley.
- (b) Obstructions shall be sufficiently lighted at night so as to be in full view of the public from all directions.
- (c) Sidewalk traffic shall not be interrupted, but temporary sidewalks of not less than four feet in width guarded by a closed fence at least four feet high on both sides may be maintained during the period of occupancy.
- (d) No fire hydrant may be blocked from ready access, as determined by the Fire/EMS Chief, Building Inspector or Director of Public Works.
- (e) Upon termination of the work necessitating such obstruction, all parts of the streets, alleys, sidewalks or public grounds occupied under the street privilege permit shall be vacated, cleaned of all rubbish and obstructions and placed in a safe condition for public travel at the expense of the permittee.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the ____ day of _____, 2020.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE 2020 –	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian -	Kryzenske -
Brassington -	Lytle -
Czebotar -	Utter -
Kolk -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, January 14, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board on Ordinance 2020-07:an ordinance adopting a fee and bond schedule for excavation permits.

PREVIOUS ACTION:

ISSUE SUMMARY:

With the revisions to the excavation permit ordinance, the proposed ordinance updates the fees and bonding requirements in the ordinance. Staff will provide a copy of the proposed ordinance at the meeting on Tuesday.

FINANCIAL/BUDGET IMPACT:

Increase in fee revenue.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of Resolution 2020-06:updating the fees for excavation permits.

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, January 14, 2020

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board on Ordinance 2020-02: an ordinance to update the size of brush accepted at the Village drop side and curbside.

PREVIOUS ACTION:

ISSUE SUMMARY:

Currently there is varying information pertaining to the size of brush that is permissible at the yard waste site or for curbside pick-up. Our current contractor requires no greater than three inches in diameter. Included ordinance shows the changes we wish to make for consistency.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020-02 Updating Acceptable Brush Size

ORDINANCE 2020-02
AN ORDINANCE TO UPDATE THE SIZE OF BRUSH ACCEPTED AT THE
VILLAGE DROP SITE AND CURBSIDE

Purpose: The purpose of the ordinance is to update the diameter of brush accepted at the yard waste site and curbside for pick-up. The ordinance amendment updates the ordinance to be compliant with the standards of the Village's contractor who is responsible for the pickup of brush from the yard waste site and curbside.

Sponsor: Public Works Director Jim Hessling

Recommended Referral: Public Works Committee

Public Hearing: Not Required

The Village Board of the Village of McFarland does hereby ordain as follows:

1. Section 50-2 of the McFarland Municipal Code is hereby amended to read as follows:

Sec. 50-2. - Definitions.

(zz) *Yard waste.* Leaves, grass clippings, yard and garden debris and brush, including clean woody vegetative material no greater than ~~three~~ ~~six~~ inches in diameter. This term does not include stumps, roots or shrubs within intact root balls.

Sec. 50-89. - Yard waste.

The following standards shall apply to the collection of yard waste:

(a) Leaves, garden waste, thatch, evergreen clippings and twigs three-eighth-inch or less in diameter and six inches long or less can be collected. Woody vines, cornstalks and grapevines must be broken down into six inch pieces. These items shall be placed in open containers, without raking leaves to the curb. Such items shall be collected on a limited basis several times a year for processing at a composting site.

(b) Brush, including clean woody, vegetative material and holiday trees, excluding tree stumps, extensive root systems or shrubs with intact root balls and no greater than ~~threesix~~ inches in diameter shall be separated from other garbage and recyclable materials. Cut ends of branches should point toward the curb or street. Small items shall be placed in clear plastic bags, and bundling with twine is allowed. Such items shall be collected on a limited basis several times a year.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the ___ day of January, 2019.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE 2020 -02	
MOTION	SECOND
ACTION	
DATE	
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian	Kolk
Brassington	Lytle
Czebotar	Utter
Kryzenske	
VOTING RESULTS	
Motion Carried:	
Motion Defeated:	



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, January 14, 2020

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding engineering services from Town and Country Engineering in order to design the reconstruction of County Highway MN from Holscher Road to County Highway AB.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Included in your packet is a proposal from the Village Engineer in order to design County Highway MN from Holscher Road to County Highway AB. While all of this road section remains under the jurisdiction of the County and parts lie within the Township, a vast majority is currently within the Village and will be necessary for improvement as a partnership with the County at some point the future. The design will be all encompassing to at least complete the work to better layout the improvements and then if desired could be brought forward in phases if desired.

Additionally, the Village is working with the School District to acquire frontage on this road that will be developed as a Public Safety Center for Police and Fire. That design contract will be approved in February by the Village Board. Planning/designing both projects in concert with each other is important to ensure both improvements are compatible with each other and efficient in their development.

FINANCIAL/BUDGET IMPACT:

Staff is asking approval for funding the Design Engineering portion at this time which amounts to \$125,000. The 2020 Budget includes these funds at the same level as presented here.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval to the Village Board.

ATTACHMENTS:

1. Proposal

January 9, 2020

Mr. Matt Schuenke, Administrator
Village of McFarland
5915 Milwaukee Street
P.O. Box 110
McFarland, WI 53558

Subject: Engineering Proposal for Design Services; Broadhead Street/CTH MN Street and Utility Improvements – Phase IV

Dear Matt:

Thank you for the opportunity to provide a proposal for design services for the Broadhead Street/CTH MN Street and Utility Improvements project. We understand the Village desires to reconstruct Broadhead Street/CTH MN and convert it to a full urban cross-section from Holscher Road (the end of a previous phase) to, and including, CTH AB. We propose to provide the following services:

- Topographic Site Survey: We will call Digger's Hotline and record the all existing features along the project area needed for completion of design and construction. This will include but is not limited to curbs, sidewalks, driveways, utilities (as marked by utilities), property corners that are able to be found, inverts of existing sanitary and storm sewer structures along with existing pipe diameters, and identify any conflicts between the surveyed conditions and the Village's existing utility maps for resolution with Village. We anticipate that field survey will be via unmanned aircraft system (UAS) and supplemented by ground survey where tree cover and additional accuracy requires.
- Engineering Plans: As part of the engineering plan development we anticipate providing 35% complete plans for Village review and comment, and again at 95% for Village review and comment, prior to completing the final plans. The plans will contain plan/profile sheets of both underground and above ground improvements. Plans will be provided in both hard copy and digital format (PDF and/or AutoCAD DWG).

The following tasks will eventually be needed in order to construct the project, but can be included later at Village direction or made part of a separate proposal:

- Specifications: Construction specifications will include a complete bidding package for anticipated 2021 construction that will be used to obtained bids and provide guidance during construction of the project. This will include the Advertisement for Bid, Instruction to Bidders, Bidders Proof of Responsibility, all bidding documents themselves (bid proposal form, affidavit of organization, bid bond, disclosure of ownership), and standard construction contract documents as published by the EJCDC. We will also provide technical specifications outlining the materials and performance that will be required of the contractor. It is anticipated that one bid will be needed with a single general contractor.

- **Bidding Services:** We will answer questions from bidders and suppliers regarding plans and specifications. We will attend the bid openings, analyze the bids received, and attend a meeting with Village officials to formally recommend award for each of the bids.
- **Construction Administration:** We will review and comment on shop drawings submitted by the contractor. We will work with Village staff to resolve any change order requests and to prepare and process pay requests throughout the project.
- **Construction Staking:** We will provide construction staking for the contractor generally as requested. This is anticipated to include: actual and offset stakes for water main at 50-foot intervals and all bends and fittings, actual and offset stakes for all storm sewer structures and piping at 50-foot intervals, and offset stakes for new curb & gutter at 25-foot intervals.
- **Construction Management:** We will administer a pre-construction meeting at Village offices, hold progress meetings on-site as necessary, answer questions during construction and visit the site approximately one to two times per week to verify the project conforms to the plans and specifications.
- **Resident Project Representative Services:** A resident project representative will observe all underground construction and communicate with Village and Town & Country staff during the project as questions and issues arise. We understand that this may also be provided by Village staff.
- **Project Close-Out:** We will prepare a punch list at substantial completion of the project. The project will be inspected along with staff prior to the end of the warranty period to ensure that any necessary repairs are completed by the contractor. Final payment requests will be prepared and presented to the Village.
- **Record Drawings:** Record drawings will be prepared in AutoCAD format from construction records showing actual locations of valves, fittings, bends, curb stops, sewer manholes, pipes, laterals, and appurtenances. The Village's GIS maps will be updated accordingly, along with the water system map. Once complete, these will be transmitted to the Village in both electronic (PDF and/or AutoCAD DWG) and paper format.

The estimated cost for these services is as follows:

Design Engineering:	\$125,000
Bidding and Construction Administration:	\$135,000
Resident Construction Observation:	<u>\$ 85,000</u>
Estimated Total:	\$345,000

The observation costs assume approximately 3 months of resident observation. This could be reduced if you elect to use your own staff. These figures are considered not-to-exceed without prior authorization from the Village.

It should be noted that the following services are anticipated to be carried out by a third party and invoiced directly to the Village separate from this agreement:

- Wetland determinations and delineations. There are portions of the project site containing wetland indicators, though given the current scope, all work would be within the existing developed footprint, so this is not likely needed.
- Soil borings and reports.
- Archeology services, if needed.
- Trench and soil compaction tests during construction.

Our work will be done on a time and materials basis using our current charge-out rates, attached for your reference.

Please indicate Village acceptance by signing below and returning a copy for our files.

Thank you again for the opportunity to work with the Village. We very much appreciate our relationship and look forward to a successful project.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.



Brian R. Berquist, P.E.
President

Matt Schuenke
Village Administrator

BRB:sai

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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, January 14, 2020

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. December 2019 directors report

PUBLIC WORKS COMMITTEE

January 14, 2020

PUBLIC UTILITIES COMMITTEE

January 21, 2020

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

January 23, 2020

Public Works Directors Report

for

December 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.

Snow Events

The department handled various snow events as listed below.

- December 12 spotted salting operations
- December 14 salting operations
- December 31 plowing and salting operations

Water Meter Testing

Residential and commercial water meter testing is underway. This practice is a PSC requirement.

Tree Trimming

Street terrace and park trees are starting to be trimmed up. This will continue through the winter months as time and weather conditions permit.

Parking Lot Lights

New outdoor lighting were installed in the Bashford Street parking lot and match those of the gazebo and sitting area.

Meetings/Training/Seminars

Hessling participated in the following:

APWA monthly board meeting