

Public Works Committee

Tuesday, June 9, 2020

6:00 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/84724631173>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 847 2463 1173

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding the minutes from the Joint Public Utilities and Public Works meeting held on May 12, 2020.
- b. Discussion and action regarding the minutes from the meeting of the Public Works Committee held on May 12, 2020.

4. BUSINESS.

- a. Discussion and action regarding a request to add stop signs to the intersection of County Highway MN (Broadhead Street) and Holscher Road.

- b. Discussion and action to make a recommendation to the Village Board regarding the State Municipal Agreement (SMA) for the Exchange Street project.
 - c. Discussion and action to make a recommendation to the Village Board regarding the 2020 fall tree RFP and planting plan.
 - d. Discussion and action to make a recommendation regarding the M&M Furniture proposal for the Public Works Center.
 - e. Presentation of the Public Works Monthly Report from the Director
5. SCHEDULE NEXT MEETING DATE.
- a. Tuesday July 14, 2020 at 6:00 p.m.
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 May 12, 2020 – 6:00 P.M.

1. CALL TO ORDER, ROLL CALL

The meeting was called to order by Village Trustee and Public Works Committee Chairperson Carolyn Clow at 6:00 p.m. The meeting was held via Zoom.

Members present: Carolyn Clow, Justin Rupert, Chris Fredrick, Marv Meyers, Eric Kryzenske, Marc Nielsen, Mary Pat Lytle, Pauline Boness, Jerry Adrian arrived at 6:20 p.m.

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), Andrew Bremer (Director of Community Development), Lee Igl (Streets & Utilities Superintendent)

2. PUBLIC APPEARANCES

None

3. BUSINESS

- a. Discussion and action to make a recommendation to the Village Board regarding the Preliminary Plat proposed as Rosewood Fields Subdivision by Veridian Homes located on Parcel #028/0610-024-8070-0 and #028/0610-024-9501-0 (Town of Dunn, County Highway AB).

- Andrew Bremer provided background regarding the preliminary plat proposed as Rosewood Fields. Dan Day, the engineer on the project for Veridian, Chris Ehlers and Brian Munson were present during the meeting to provide further information. They presented the plans, discussed how the timing of the Eastside Interceptor connects to the proposed plan and concluded that the plan calls for the work of the subdivision to be completed in four phases.
- Brian Berquist presented his review of the proposed plans as included on the document titled Rosewood Fields Development – Zoning Submittal Review.
- Committee members discussed the proposed plans included the storm water management plan located on the west side of the subdivision, timing of the Eastside Interceptor and cost, clarification on plans for County Highway AB, if sump pump concerns found around the Village were addressed to avoid future concerns in this subdivision, proposed alley maintenance and storm water flow.

- Motion by Pauline Boness recommending the approval of the preliminary plat as proposed with Town and Country's additional recommendations on the letter dated May 7, 2020 to the Village Board. Seconded by Marv Meyers. Motion passed 9-0-0

4. ADJOURNMENT

- a. Motion by Carolyn Clow to adjourn at 6:58 p.m. Seconded by Chris Fredrick. Motion passed 9-0-0.

Respectfully submitted by Aimee Irwin

VILLAGE OF MCFARLAND

Public Works Committee Minutes

Tuesday May 12, 2020 – 6:30 P.M.

1. CALL TO ORDER, ROLL CALL

The meeting was called to order by Village Trustee and Committee Chairperson Carolyn Clow at 6:59 p.m. This meeting was held via Zoom.

Members present: Village Trustee Justin Rupert, Chris Fredrick, Marv Meyers, Jerry Adrian

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), Andrew Bremer (Director of Community Development)

2. PUBLIC APPEARANCES

None

3. APPROVAL OF MINUTES

- a. Discussion and action regarding the minutes from the Joint Public Utilities and Public Works meeting held on March 10, 2020.
 - a. Motion by Marv Meyers to approve minutes as presented.
Seconded by Carolyn Clow. Motion passed 2-0-3 with Carolyn Clow, Justin Rupert and Chris Fredrick abstaining.
- b. Discussion and action regarding the minutes from the Public Works meeting held on March 10, 2020.
 - a. Motion by Marv Meyers to approve minutes as presented.
Seconded by Carolyn Clow. Motion passed 2-0-3 with Carolyn Clow, Justin Rupert and Chris Fredrick abstaining.

4. BUSINESS

- a. Discussion and action to make a recommendation to the Village Board regarding Ordinance #2020-13, an ordinance amending the McFarland Municipal Code regarding driveways.
 - Andrew Bremer provided background regarding Ordinance #2020-13 regarding driveways. The resident at 6115 South Ct proposed changing their two driveways into one. The current Municipal Code allows the Village Board to make a variance but not related to the width of the driveway. The proposed language would have requests related to this topic vet to the Planning Commission then to the Village Board for final approval.
 - Committee members discussed the proposed ordinance as presented.

- Motion by Carolyn Clow recommending approval of the proposed Ordinance #2020-13 as presented to the Village Board. Seconded by Justin Rupert. Motion passed 5-0-0
 - b. Discussion and action to make a recommendation to the Village Board regarding the award of contract for the 2020 Public Works Center Improvement project.
 - Matt Schuenke provided background related to the 2020 Public Works Center improvement project. BIDs for the project were due the previous week and the low bidder was determined. The project was estimated with a cost of \$1 million of that \$750,000 would be from borrowed funds and \$250,000 would be from funds in reserve.
 - Committee members discussed the BID provided by Newcomb Construction Company. Committee members clarified that all desired improvements were included in the Newcomb Construction proposal and the 10% Bid Bond was included in the Bid amounts.
 - Motion by Chris Fredrick recommending the award of Newcomb Construction Company in the amount of \$710,825 to the Village Board. Seconded by Marv Meyers. Motion amended by Chris Fredrick to be in the amount of \$646,205. Seconded by Marv Meyers Motion passed 5-0-0.
 - c. Discussion and action to make a recommendation to the Village Board regarding the award of a proposal for the addition of solar panels to the Public Works Center.
 - Matt Schuenke provided background related to the addition of solar panels at the Public Works Center. This proposal would result in the current solar panels being replaced due to the technology becoming outdated. Three proposals were requested and two were received. The installation of these solar panels would follow the completion of 2020 Public Works Center Improvement project.
 - Committee members discussed if grants or credits were available to assist in the cost of this project and the life span or rate of return of the newly installed solar panels.
 - Motion by Chris Fredrick recommending the award to Eagle Point in the amount of \$69,498 to the Village Board. Seconded by Jerry Adrian. Motion passed 5-0-0
 - d. 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 April 2020.
5. SCHEDULE NEXT MEETING DATE
- a. Tuesday June 9, 2020 at 6:00 pm
6. ADJOURNMENT
- a. Motion by Chris Fredrick to adjourn at 7:34 p.m. Seconded by Marv Meyers. Motion passed 5-0-0.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, June 9, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding a request to add stop signs to the intersection of County Highway MN (Broadhead Street) and Holscher Road.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Included in your packet is a traffic safety request from a resident to add stop signs or other signage at the intersection for Holscher and Broadhead. There was concern or confusion over how cars are operating on Holscher when they are stopped and cars on Broadhead are turning or going through the intersection. This took a long time to make it to Committee, longer than is customary. Two reasons for that 1) we engaged SRF to assist in these requests as they come up; and 2) our ability to respond became delayed due to the pandemic. SRF has completed its review and their memorandum is included in the packet. Additionally, Staff did add flags like it normally does to alert people to stop signs since that time period. Action as part of our review would decide next steps if any at all.

FINANCIAL/BUDGET IMPACT:

No major costs recommended and could be addressed within existing operational budgets.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended to consider the request and discuss the recommendations presented by the Consultant.

ATTACHMENTS:

1. Stop Sign Request - Holscher at Brodhead - Ron Allen
2. DRAFT McFarland WO1 memo_200604



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

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

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

Village of McFarland TRAFFIC SAFETY CONCERN - REVIEW REQUEST FORM		
REQUESTER CONTACT INFORMATION		
Name: Ron Allen		Phone: (608) 698-6105
Current address: 5704 Running Deer Trail		
City: McFarland	Email:	Best Contact Time:
INFORMATION ABOUT REQUEST		
Location of Problem: Holscher Road and Broadhead Street (County MN)		
Briefly Describe Problem: Cars on Holscher Road not yielding to cars on Broadhead Street.		
Action You Are Requesting: 4-way Stop Signs or some other signage		
OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE		
RECEIPT BY POLICE DEPARTMENT		
Received By:		Date:
Actions Taken:		
Police Department Recommendation:		
Recommendation Forwarded To:		Date:
COMMITTEE / BOARD ACTION		☐ NOT APPLICABLE
Discussed By:	Date:	Action Taken:
Discussed By:	Date:	Action Taken:
Discussed By:	Date:	Action Taken:
Discussed By:	Date:	Action Taken:
FINAL RESOLUTION		
Final Action Taken:		
Completed By:		Date:
REQUESTER NOTIFICATION		
Notified By:	Date:	Via:

Additional Notes:

This form was filled out by Lt. Redman in response to a TIP 411 that was received.



To: Matt Schuenke, Administrator
Village of McFarland

From: Lee Gibbs, PE, PTOE

Date: June 4, 2020

Subject: STOP-SIGN REVIEW
BROADHEAD STREET AND HOLSCHER ROAD INTERSECTION
MCFARLAND, WISCONSIN

The following memorandum summarizes the results of a stop-sign review at the intersection of Broadhead Street and Holscher Road in McFarland, Wisconsin. This review was based on public comments stating that motorists on Holscher Road – the minor road at the intersection and under stop-sign control – are not stopping before entering the intersection.

Site Review

A review of the intersection was performed to understand roadway characteristics, intersection geometrics, surrounding land uses, and motorist behaviors.

The intersection is a standard, four-leg intersection with movements from Holscher Road under stop-sign control. Holscher Road has double stop-signs on both approaches and supplemental coral flags on top of the median-side stop-sign. The Holscher Road approaches provide an exclusive left-turn lane, a shared through/right-turn lane, and a bicycle lane. The west leg of Broadhead Street provides a shared through/left-turn lane, a bicycle lane, and an exclusive right-turn lane. No exclusive turn lanes are provided on the east leg. Sidewalks and crosswalks are present on all approaches and quadrants of the intersection. An overhead light is provided in the southeast corner of the intersection. Broadhead Street and Holscher Road have a posted speed limit of 25 mph. Just east of the intersection, the speed limit on Broadhead Street increases to 45 mph.

Observing motorist behavior at the intersection was performed to understand how motorists travel through the intersection. Many observations were made of motorists on the Holscher Road approaches performing a “rolling” stop at the intersection. Vehicle speeds along Broadhead Street appeared to be near or slightly above posted speed limit; no vehicles were observed transitioning (or “coasting”) from 45 mph to 25 mph through the intersection. Motorists were observant of pedestrians and slowed down when alerted to their presence at the intersection.

Motorists on Holscher Road, particularly the north leg, would stop past the painted stop bar and closer to the median nose to judge whether to enter the intersection. This may be due to the inconsistent placement of the stop signs and stop bar; motorists feel they need extra time to complete their turning movement and are more comfortable to stop closer to the crosswalk as they can clear the median nose immediately. The below image was taken during the site review of the intersection that emphasizes this condition.



Historical Crash Review

A request of intersection-related crashes for the most recent five years (Years 2015 through 2019) was made to the University of Wisconsin TOPS Lab. This request resulted in three documented crashes in the past five years. Two crashes were single-vehicle crashes striking traffic signs and the other crash was an angle crash between a northbound and westbound vehicle.

Findings and Recommendations

A site review of the Broadhead Street and Holscher Road intersection and a crash review of intersection-related crashes was performed to identify concerns about motorists disregarding the stop-sign control along Holscher Road.

The results of the site review indicated that many motorists on Holscher Road perform “rolling” stops at Broadhead Street. While the stop-signs are being disregarded by not coming to a complete stop, no vehicles were observed simply driving through the intersection, either. This is confirmed with the crash history which cited one intersection-related crash involving two vehicles in the past five years. For this intersection, alerting Holscher Road motorists to the stop signs can be done two ways: 1) providing supplemental alert/warning elements of the stop-signs, or 2) increasing enforcement of the stop-sign condition at the intersection. Providing supplemental alert/warning elements can be low-cost and include the following:

- Provide “Stop Ahead” advance warning signs on the north leg of the intersection (one is currently installed for the south leg)
- Install pavement markings that alerts the motorist to the approaching intersection (e.g. the word “STOP” at the stop bar)
- Install elements that makes the stop signs more prominent to the motorist, such as red reflective tape around the perimeter of the sign and/or post, flashing beacons on top of the sign, flashing lights surrounding the sign, or increase the size of the stop-sign

Many of these elements are low-cost / high-benefit improvements to alert motorists of the approaching intersection and improve safety. If these elements are not implemented, increasing enforcement at this intersection will increase driver awareness to come to a complete stop along Holscher Road. Frequent enforcement of this intersection can achieve a lasting effect for the traveling public as increased presence raises the particular importance of following traffic laws through this area.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, June 9, 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 the State Municipal Agreement (SMA) for the Exchange Street project.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Village has been studying the reconstruction of Exchange Street from Farwell Street to the Yahara River Bridge for a few years. This road is one of our main thoroughfares serving as a entry point into the Village from USH 51 as well as access to several schools and neighborhoods in the area. As a result of that, Staff has been working with the Madison Area Transportation Planning Board a Metropolitan Planning Organization to use regional transportation dollars to support the road construction aspect of the project. We received notification of preliminary award in January that the project will be funded within the next five years using money specifically allocated for smaller communities. Enclosed within your packet is a State Municipal Agreement which is required for such things and presented for our consideration. The project requires a significant amount of preparations as its treated like a standard highway project and several years are necessary to complete these tasks. This will represent a significant infusion of funding from the State and Federal Government to support the project allowing the Village to also improve its utilities through this area and add/repair sidewalks throughout the corridor. The project is a full reconstruction of this thoroughfare.

The Village Attorney and Engineer have reviewed the agreement, and have no further recommendations on its contents. It is consistent with the project as planned thus far.

FINANCIAL/BUDGET IMPACT:

The project is included within the 2020-2024 CIP for the Village. When the CIP was approved, the State was considering 2022 or 2024; however, the final award provides for construction in 2025. The next 5 year plan will be amended to follow this schedule as well as include appropriate consulting costs as needed.



The State will pickup the majority of the costs associated with the road, sidewalk, and stormwater. While the Village will have a small share of those same costs plus 100% of the costs for water and sewer. The intent is to conduct this as a full reconstruction and replace everything that is there. The total project cost is projected at \$4,123,000 with \$1,260,750 coming from the State and the remainder mainly coming from the Utilities for the project. The Village share as it affects the tax levy within the capital projects fund borrowing is very low at \$156,000.

VILLAGE PLAN REFERENCE:
2020-2024 Capital Improvement Plan

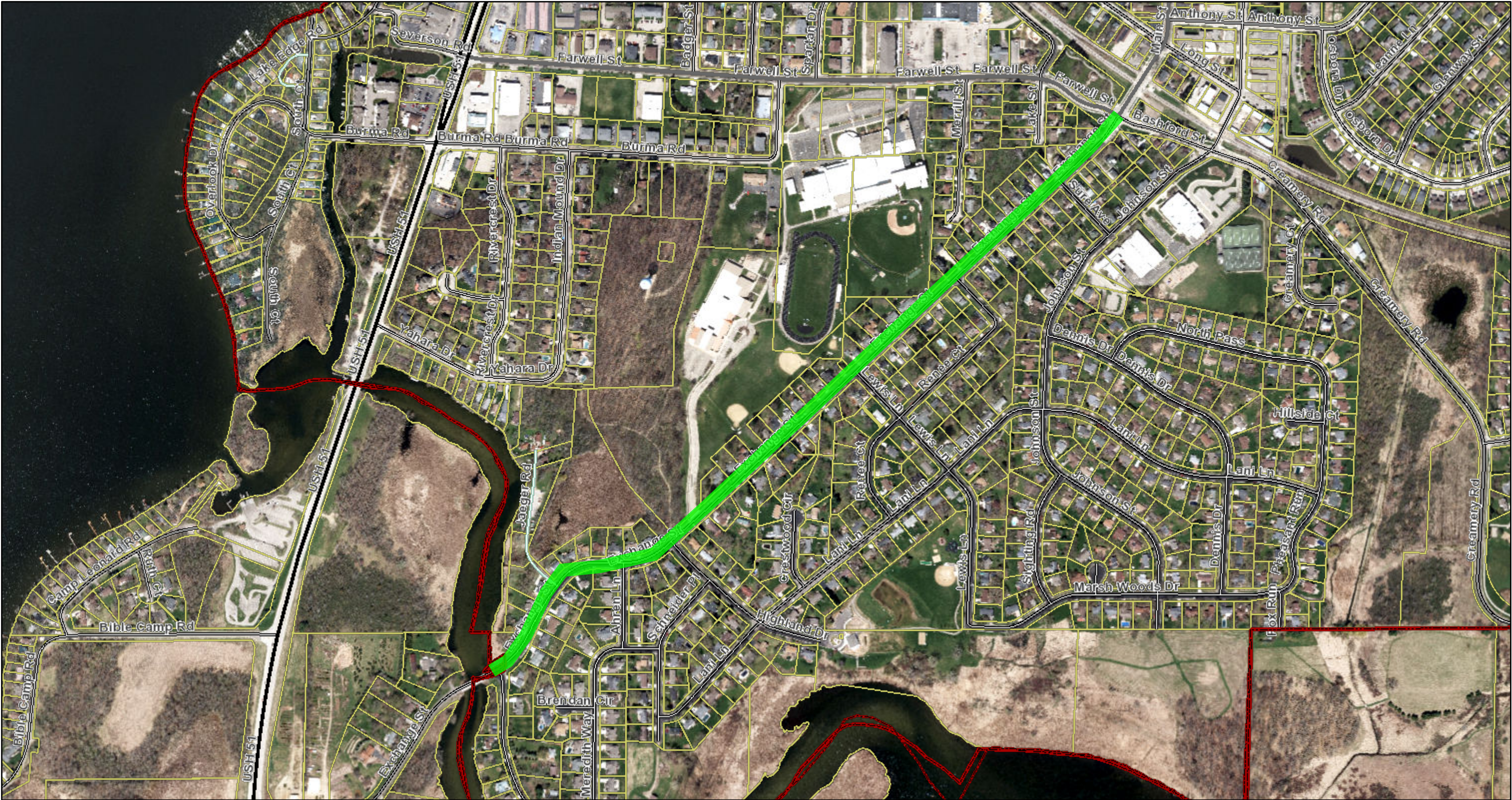
ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Presented for approval. The Village Engineer will also be present to go over next steps after approval of the agreement within a proposed project timeline.

ATTACHMENTS:

1. Exchange Street Project Boundaries
2. CL_Village of McFarland_Exchange Street
3. 5685-00-04,05_VofMcFarland_ExchangeSt_SMA
4. Pages from 2020-2024 McFarland CIP - FINAL - 03232020
5. Preliminary Schedule Exchange Street

Village of McFarland



6/4/2020, 6:35:32 PM

Municipalities

City

Village

Town

Road Centerlines

Interstate Highway

US Highway

State Highway

County Highway

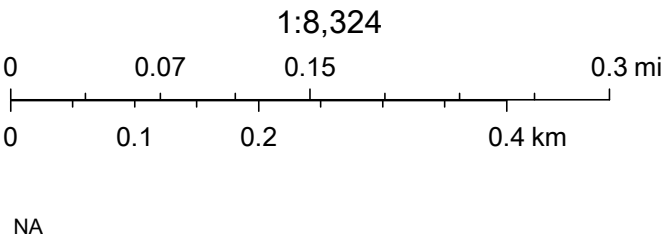
Local Road

Restricted Access

Ramp

Named Private Road

Parcels



WisDOT Division of Transportation System Development
Southwest Region – La Crosse Office
3550 Mormon Coulee Road
La Crosse, WI 54601

Governor Tony Evers
Secretary Craig Thompson
wisconsindot.gov
Telephone: (608) 789-7879
FAX: (608) 785-9969
Email: robert.winterton@dot.wi.gov



May 18, 2020

MATT SCHUENKE
VILLAGE ADMINISTRATOR
VILLAGE OF MCFARLAND
5915 MILWAUKEE STREET
P.O. BOX 110
MCFARLAND, WI 53558-0110

Mr. Schuenke:

Enclosed for signature is the project agreement for the following project that has approved funds in the 2020 - 2025 STP-Urban Program.

Project I.D.: 5685-00-04/05
Exchange Street

Please sign and return one (1) copy of the agreement. Electronic signatures are acceptable. Return the copy of the agreement by mail or e-mail to the Department with signatures prior to June 30, 2020 at this address:

Southwest Region- Madison
Attn: Michael Erickson
2101 Wright Street
Madison, WI 53704-2583

or michael.erickson@dot.wi.gov

Note the cost ratios for each project phase and any federal/state funding limits which may exist. The Municipality is responsible for the entire cost of non-participating items as well as any costs which exceed the funding limits, if applicable.

An agreement is not considered fully approved unless it has been approved by both the Municipality and the State, and it is not considered fully executed unless a fully approved copy has been returned to the Municipality.

The Municipality and its consultants (or any other parties hired by the Municipality) **MUST NOT** begin work on a federal/state-funded project phase until the State has provided notice of project authorization. Any such work would be ineligible for federal/state funding. Authorization will coincide with the currently scheduled year that is stated in the agreement.

If you have any questions regarding the agreement or need an extension to the submittal date, please call me at (608) 789-7879 or e-mail robert.winterton@dot.wi.gov.

Sincerely,

Robert Winterton

Robert Winterton, P.E.
Local Programs Engineer – SW Region



**STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET STP-URBAN
PROJECT**

Program Name: STP-Urban

Population Group: Over 200,000

Sub-program #: 206

Cycle: 2020-2025

Date: May 18, 2020

I.D.: 5685-00-04/05

Road Name: Exchange Street

Limits: Farwell Street to Sleepy Hollow Road

County: Dane County

Roadway Length: 0.8 miles

Functional Classification: Collector

Project Sponsor: Village of McFarland

The signatory, Village of McFarland, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Existing Facility - Describe and give reason for request: The existing roadway is a 2-lane Collector in the Village of McFarland. It is 38 feet wide with an urban cross section, on street parking on both sides of the roadway and sidewalk along the east side. The roadway was last improved in 2000 and has deteriorating and heaving joints. The pavement rating is 7. There are no bicycle accommodations. An at-grade railroad crossing is just outside the project limits. Requesting a reconstruction project to address poor pavement.

Proposed Improvement - Nature of work: A reconstruction project is proposed. The project will be 4,600 feet in length and 40 feet wide with asphalt pavement and concrete curb & gutter. Sidewalk will be added to the west side and replaced on the east side of the roadway. On street bicycle accommodations will be included. Storm sewer system will be replaced. Decorative street lighting will be installed. The Village of McFarland is proposing to replace their underground sanitary sewer and water main. Real estate acquisition is not anticipated.

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable federal requirements: Decorative street lighting, sanitary sewer, and water main.

The Municipality agrees to the following 2020-2025 Urbanized Area project funding conditions:

Project construction costs are funded with up to 60% federal/state funding up to a funding limit of \$1,177,000. The Municipality agrees to provide the remaining 40% and any funds in excess of the \$1,177,000 federal/state funding limit. Project design costs are funded 100% by the Municipality including state review costs. Non-participating costs are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year 2024. **In accordance with the State's sunset policy for STP-Urban projects, the subject 2020-2025 STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2021, or by June 30, 2026.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary of Costs Table below are estimates. The final Municipal share is dependent on the final federal participation, and actual costs will be used in the final division of cost for billing and reimbursement. In no event shall federal or State funding exceed the estimate of \$1,177,000 in the Summary of Costs Table, unless such increase is approved in writing by the State through the State's Change Management Policy prior to the Municipality incurring the increased costs.

SUMMARY OF COSTS					
PHASE	Total Est. Cost	Federal Funds	%	Municipal Funds	%
ID 5685-00-04					
Design	\$0	\$0	0%	\$0	100%
State Review	\$22,200	\$0	0%	\$22,200	100%
<i>Project totals</i>	\$22,200	\$0		\$22,200	
ID 5685-00-05*					
Participating Construction	\$1,962,360	\$1,055,175.41	60%	\$907,185	40% + BAL
Construction Engineering	\$206,163	\$110,855.36	60%	\$95,308	40% + BAL
Non-Participating Construction	\$303,274	\$0	0%	\$303,274	100%
State Review	\$20,400	\$10,969.23	60%	\$9,431	40% + BAL
<i>Project totals</i>	\$2,492,197	\$1,177,000		\$1,315,197	
Total Est. Cost Distribution	\$2,514,397	\$1,177,000		\$1,337,397	

*Construction ID# 5685-00-05 federal/state funding is limited to \$1,177,000.

This request is subject to the terms and conditions that follow (pages 3 – 7) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signatures certify the content has not been altered by the municipality.

Signed for and in behalf of: **Village of McFarland** (please sign in blue ink.)

Name

Title

Date

Signed for and in behalf of the State:

Name

Title

Date

GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding.
3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
 - a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)
 - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition the Municipality agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
 - c. Prevailing wage requirements, including but not limited to 23 U.S.C 113.
 - d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
 - e. Competitive bidding and confidentiality requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06. This includes the sharing of financial data prior to the conclusion of the competitive bid period.
 - f. All applicable Disadvantaged Business Enterprise (DBE) requirements that the State specifies.
 - g. Federal statutes that govern the Surface Transportation Program (STP), including but not limited to 23 U.S.C. 133.
 - h. General requirements for administering federal and state aid set forth in Wis. Stat. 84.03.

STATE RESPONSIBILITIES AND REQUIREMENTS:

4. Funding of each project phase is subject to inclusion in Wisconsin's approved 2020-2025 Urbanized Area STP-Urban program. Federal funding will be limited to participation in the costs of the following items, as applicable to the project:
 - a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
 - b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.
 - c. Storm sewer mains necessary for the surface water drainage.
 - d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.

- e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
 - f. Signing and pavement marking.
 - g. New installations or alteration of street lighting and traffic signals or devices.
 - h. Landscaping.
 - i. State review services.
5. The work will be administered by the State and may include items not eligible for federal participation.
6. As the work progresses, the State will bill the Municipality for work completed which is not chargeable to federal funds. Upon completion of the project, a final audit will be made to determine the final division of costs subject to project funding limits in the Summary of Costs Table. If reviews or audits show any of the work to be ineligible for federal funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:

7. Work necessary to complete the 2020-2025 Urbanized Area STP-Urban improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.
- a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
 - c. Detour routes and haul roads. The municipality is responsible for determining the detour route.
 - d. Conditioning, if required and maintenance of detour routes.
 - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - f. All work related to underground storage tanks and contaminated soils.
 - g. Street and bridge width in excess of standards, in accordance with the current *WisDOT Facilities Development Manual*.
 - h. Real estate for the improvement.
 - i. Preliminary engineering and design.
 - j. Other 100% Municipality funded items: Decorative street lighting.
8. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.
9. Work to be performed by the Municipality without federal funding participation necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.

10. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.
11. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. 51.01 (5), sexual orientation as defined in Wis. Stat. 111.32 (13m), or national origin.
12. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed federal financing commitments or are ineligible for federal financing. To guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
13. **In accordance with the State's sunset policy for Urbanized Area STP-Urban projects, the subject 2020-2025 Urbanized Area STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2021, or by June 30, 2026.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.
14. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
15. The Municipality will at its own cost and expense:
 - a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks and parking lanes [including snow and ice removal]) for such maintenance in a manner consistent with reasonable industry standards, and will make ample provision for such maintenance each year.
 - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during construction.
 - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 - e. Provide complete plans, specifications, and estimates to State upon request.
 - f. Provide relocation orders and real estate plats to State upon request.
 - g. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
 - h. Provide maintenance and energy for lighting.
 - i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.
16. It is further agreed by the Municipality that:
 - a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state

and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.

- b. The Municipality assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Municipality will reimburse State if State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
- c. The Municipality will be 100% responsible for all costs associated with utility issues involving the contractor, including costs related to utility delays.
- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Municipality or by others, will be in conformity with such *Manual of Uniform Traffic Control Devices* as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred with by the Federal Highway Administration.
- e. The right-of-way available or provided for the project will be held and maintained inviolate for public highway or street purposes. Those signs prohibited under federal aid highway regulations, posters, billboards, roadside stands, or other private installations prohibited by Federal or State highway regulations will not be permitted within the right-of-way limits of the project. The Municipality, within its jurisdictional limits, will remove or cause to be removed from the right-of-way of the project all private installations of whatever nature which may be or cause an obstruction or interfere with the free flow of traffic, or which may be or cause a hazard to traffic, or which impair the usefulness of the project and all other encroachments which may be required to be removed by the State at its own election or at the request of the Federal Highway Administration, and that no such installations will be permitted to be erected or maintained in the future.
- f. The Municipality is responsible for any damage caused by legally hauled loads, including permitted oversize and overweight loads. The contractor is responsible for any damage caused to haul roads if they do not obey size and weight laws, use properly equipped and maintained vehicles, and do not prevent spilling of materials onto the haul road (*WisDOT Standard Specifications* 618.1, 108.7, 107.8). The local maintaining authority can impose special or seasonal weight limitations as defined in Wis. Stat. 349.16, but this should not be used for the sole purpose of preventing hauling on the road.

The bid item 618.0100 Maintenance and Repair of Haul Roads (project) is ineligible for federal funding on local program projects as per the State/Municipal Agreement. The repair of damages as a result of hauling materials for the project is the responsibility of the Municipality as specified in the State/Municipal Agreement Terms and Conditions under Municipal Responsibilities and Requirements.

LEGAL RELATIONSHIPS:

- 17. The State shall not be liable to the Municipality for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Municipality for damages or delays resulting from injunctions or other restraining orders obtained by third parties.
- 18. The State will not be liable to any third party for injuries or damages resulting from work under or for the Project. The Municipality and the Municipality's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.

19. Contract modification: This State/Municipal Agreement can only be modified by written instruments duly executed by both parties. No term or provision of either this State/Municipal Agreement or any of its attachments may be changed, waived or terminated orally.
20. Binding effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third-party enforcement rights.
21. Choice of law and forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

PROJECT FUNDING CONDITIONS

22. Non-appropriation of funds: With respect to any payment required to be made by the State under this State/Municipal Agreement, the parties acknowledge the State's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Municipality or the State may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.
23. Maintenance of Records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Municipality, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the Department. The Department reserves the right to audit and inspect such records and accounts at any time. The Municipality shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

24. The Municipality agrees to the following 2020-2025 Urbanized Area STP-Urban project funding conditions:

- a. **ID 5685-00-04:** Design is funded 100% by the Municipality. This phase includes plan development, management consultant review, and state review. The work includes project review, approval of required reports and documents and processing the final Plan, Specification & Estimate (PS&E) document for award of the contract. Costs for this phase include an estimated amount for state review activities, to be funded 100% by the Municipality.
- b. **ID 5685-00-05:** Construction:
 - i. Costs for participating construction items are funded with 60% federal/state funding up to a funding limit of \$1,177,000, when the Municipality agrees to provide the remaining 40%, and any funds in excess of the \$1,177,000 federal/state funding limit.
 - ii. Non-participating costs for decorative street lighting, sanitary sewer, and water main are funded 100% by the Municipality. Costs include construction delivery.
 - iii. Costs for this phase include an estimated amount for state review activities, to be funded 60% with federal/state funding and 40% by the Municipality.

[End of Document]

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2018

2019

2020

2021

2022

2023

2024

Program Year: 2022

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400					Total	Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							Tax Levy	Grants	Intergov	Borrow	Reserve			Water	Sewer		
Digital Storage Project	Admin						25,000					25,000					25,000
Equipment/Furniture	Admin	2,500										-					2,500
Split Polling Place	Admin						25,000					25,000					25,000
Workstation Replace	Admin						11,500					11,500					11,500
Comm Center	Facilities									3,500,000		3,500,000					3,500,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						5,000					5,000		2,000	2,000	2,000	11,000
Sinking Fund	Facilities						100,000					100,000					100,000
Equipment Upgrade	C/T		15,000									-					-
												-					15,000
												-					-
Equipment	Police	8,000					7,000					7,000					15,000
Patrol Vehicle (Lease)	Police						50,000					50,000					50,000
Traffic Safety	Police									20,000		20,000					20,000
ATV Replace	Fire/EMS									30,000		30,000					30,000
Car 1 Replacement	Fire/EMS										60,000	60,000					60,000
Car 1 Sinking Fund	Fire/EMS						6,000					6,000					6,000
EMS Equipment	Fire/EMS						7,500					7,500					7,500
Fire Equipment	Fire/EMS						24,250					24,250					24,250
Patient Cots	Fire/EMS									42,000		42,000					42,000
Technology	Fire/EMS						9,500					9,500					9,500
	EM											-					-
Drone Replace	EM						5,000					5,000					5,000
	EM											-					-
Dredging	DPW					150,000			50,000		50,000	100,000				250,000	500,000
Exchange Street	DPW							1,260,750		156,000		1,416,750		1,176,250	1,265,500	264,500	4,123,000
Farwell Under Phase 2	DPW					200,000				500,000		500,000					700,000
Leased Equipment	DPW						12,250					12,250		4,250	4,250	4,250	25,000
Lift Station #2	DPW											-			800,000		800,000
Pedestrian Ways	DPW						1,000			9,000		10,000					10,000
Pickup Truck	DPW									10,000		10,000		10,000	10,000	10,000	40,000
Sinking Fund	DPW						1,000					1,000		1,000	1,000		3,000
Small Capital	DPW											-				2,500	2,500
Street Constr	DPW											-					-
Street Maintenance	DPW									300,000		300,000					300,000
Street Sweeper	DPW											-				20,000	20,000
Street Tree Planting	DPW	25,000										-					25,000
	Outreach											-					-
	Outreach											-					-
	Outreach											-					-
	Library											-					-
Comp - Workstation	Library						8,000					8,000					8,000
Sinking Fund	Library							50,000				50,000					50,000
	Library											-					-
Community Park	Parks									500,000		500,000	500,000				1,000,000
General Improve	Parks											-	50,000				50,000
Park Equipment	Parks											-	15,000				15,000
Property Acquisition	Parks									-		-					-
Urso/Schuetz	Parks									350,000		350,000					350,000
Brand Development	CD									25,000		25,000					25,000
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						2,000					2,000					2,000
Total Projects		37,500	15,000	-	-	350,000	340,000	1,310,750	50,000	5,442,000	110,000	7,252,750	565,000	1,193,500	2,082,750	553,250	12,049,750

Exchange Street Preliminary Schedule

2020	2021	2022	2023	2024
Finalize SMA	Enviornental Document	PS&E Document	Public Information Meeting	Construction
Operational Planning Meeting	Historic Survey	TLE Plat	March- 90% PS%E	
Project Scope Confirmation	Archeological Survey	Public Information Meeting	May- 100% PS&E	
Street cross Section	4F Report		9/12/23- Bid Letting	
Slope Intercept	Public Information Meeting			
Public Information Meeting				



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, June 9, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the 2020 fall tree RFP and planting plan.

PREVIOUS ACTION:

ISSUE SUMMARY:

Street trees are an important resource to the village. They provide many uses to the village and beyond including; producing oxygen, shade, wildlife refuge along with combating climate change, just to name a few.

As part of the villages forestry budget, annual tree plant is included. This covers such items as new stock for infill(s), replacements and park trees when needed. Supplies needed for planting and operations are also part of the budget.

Street trees in developments are paid for and installed by the developer.

This years tree planting trees will be in the fall. This practice is usually held in the spring but due to the pandemic and staffing issues, was moved to the fall. Like years past we have asked for RFP's in order to have comparisons.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020 Tree Specs & RFP form
2. 2020 Planting potential locations
3. Map of potential 2020 locations

**BID & SPECIFICATIONS FOR
Village of McFarland, Wisconsin**

PROJECT: 2020 Street Tree Planting

OWNER: Village of McFarland
5915 Milwaukee St. P.O. Box 110
McFarland, WI 53518-0110

CONTACT: Jim Hessling, Director of Public Works (608) 838-7287
Sayer Larson, Parks Superintendent (608) 838-7287

Bids will be accepted by **mail or electronically only** until 3:00 P.M. local time Thursday July 2, 2020.

Physical address: Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558-0110
Attn: 2020 Tree Bids

E-mail address: public.works@mcfarland.wi.us
5915 Milwaukee Street
McFarland, WI 53558-0110
Subject line: 2020 Tree Bids

The village is not responsible for any submitted bids that do arrive to us, whatever the reason may be.

Intent of Specifications

The attached specifications and instructions are intended for bid of plant materials and installation in quantities and species as listed. Quantities may vary subject to funding. Please note the following;

- The exact planting locations will be provided by the Village and/ or Village's representative.
- Furnishing plant materials and installation of material shall conform to the dates as detailed per the specifications.
- No substitutions in sizing, container type or species/cultivar are allowed without prior written approval from the Village and/or Village's representative.

Site Inspection

It is recommended that all bidders become familiar with existing field conditions and planting sites prior to preparing the bid.

Guarantee

All plant material and plantings shall be guaranteed for one (1) year after planting. This is a one-time replacement for each tree. Planting stock will be maintained and watered during this year by residents and Village staff. Contractor shall conduct a site walk through and review with the Village staff upon completion of planting, a minimum of one (1) additional walk-through during the first planting season and one final walk through prior to the end of the guarantee. All failed plant material shall be replaced as soon as possible as mutually agreed upon date.

Supervision

The Village of McFarland and representative shall inspect and approve all plant material and installation and may provide a full-time inspection of the work on site. Should any dispute arise with regard to quality of material and workmanship as detailed in the specifications, both parties will work jointly to resolve the issue(s), but the final decision shall rest entirely with the Village.

Any plant material not meeting quality and specifications shall be returned immediately.

Labor, Equipment, Permits, Etc.

Contractor shall furnish at their own cost and expense all transportation, labor, materials, and equipment needed to perform the work in the highest quality manner possible according to the specifications. The contractor shall have a competent foreman/ supervisor on-site the entire duration of the project. All project work shall be completed in accordance to the specifications, local and state codes. All permits and approval costs shall be borne by the contractor.

Pre-Planting Conference

The selected contractor shall arrange a meeting with the Village's representative prior to the start of the planting project. This meeting will provide a review of all aspects of the program and ensure that all requirements, specifications and the project schedule are understood. Planting locations will be determined by the Village prior to work.

Utilities Coordination

The contractor shall be responsible for contacting and notifying local utilities (digger's hotline) as to the area of work and timing of the work. Village shall mark all proposed tree locations prior to contacting digger's hotline. Contractor shall notify the Village's representative of any conflicting planting location. In the case of location conflicts, the Village's representative will work with the contractor to propose a mutually agreed upon location for the planting.

Observation of Applicable Laws

The awarded contractor shall observe and comply with all state and local laws and ordinances or regulations which in any manner affect the conduct of this work. Contractor shall indemnify and hold harmless the Village of McFarland, its representative and all of its officers, agents and employees against any and all claims for any material other liability arising from or based upon the conduct of work or violations of any law, ordinance, regulation, or order, whether by contractor or contractor's employees.

Prior Project Work

Contractor shall provide example of 1-3 prior projects (similar in scope and scale) along with references as part of the bid.

Insurance Requirements

Contractor is to carry their own Liability, Auto and Worker's Compensation Insurance. The Contractor is to furnish a copy of insurance of at least \$1,000,000.00 protection, to the Village, against any accident claims that may be made by the owners and or employees of said Contractor prior to starting. Contractor must show proof of insurance as part of the bid.

Scope of Work

The contract award includes plant material and installation of the specified number of trees as listed by species, cultivar and size. Installation includes digging and preparing the planting hole, setting the specified tree, back-filling with appropriate material, restoration of the planting area, mulching, staking (as required) and initial watering. In addition, the contractor shall place and fill irrigation bags as provided by the Village. All work must be performed in accordance the following specifications.

1. All plants shall be premium grade stock, regionally grown in planting zones 4 or 5A. Caliper size is determined at 6" above the root flare. Heights are determined by distance from top of root flare to top of branches.
2. All planting stock shall have well-formed, typical uniform branching, free of disease, insects and mechanical injury, with a well-developed root system, straight trunk and defined leader.
3. Trees shall be furnished as specified by size, root type, species and cultivar.
4. All trees shall conform to American Nursery Standard for Nursery Stock (ANSI Z60.1-2004).
5. All plants shall be tagged securely, identifying species, size and grower.
6. Plants shall be protected properly from weather and handling during transit.
7. All prices shall include deliver to the planting sites and installation as described in the scope of work.
8. All bare root plantings shall be staked.
9. Village staff or representative may reject any trees or work that does not meet specifications.
10. Village staff and representative must be notified at least three (3) days prior to arrival of materials by to arrange inspection of plant material at delivery.
11. The contractor shall provide as-built plans detailing location and plant species no more than 30 days after completion.
12. **All work shall be completed prior to November 1, 2020.**

Planting Specifications

1. Terrace planting locations will be marked with paint and stake by Village. Contractor will be provided an address and species list and will be responsible for planting the proper species at the listed address.
2. Sod shall be removed from the planting site and not used to refill the hole. Each hole shall be dug to match the root depth of the tree. Additional loose soil shall be then placed on the root system in a manner that will eliminate voids and air pockets. Any additional topsoil needed to fill the tree pits shall be furnished by the contractor.
3. All debris shall be removed from planting sites and disposed of properly.
4. All planting hole shall be dug a minimum of 6" wider than the farthest extending root. Trees shall be centered in each hole. If an auger is used, holes shall be cleaned out by hand to accommodate root structures. Prune damaged roots. The tree shall be planted so the soil is "dished" to facilitate watering. All bare root stock must stay moist from nursery to the time of planting and shall be wrapped in wet straw and plastic. Roots shall be dipped in or treated with a root stimulator one day prior to planting. Bare root plants shall be backfilled halfway and watered with approximately 5 gallons of water to compact the soil and remove air pockets. Continue backfilling until planted at proper depth and water again with 3-5 gallons of water.

5. All trees shall be planted where the root flare meets the soil grade of the site. If root flare is not found on balled and burlapped tree, contractor shall remove excess soil to expose the root flare at the proper depth. Trees not planted at the proper depth shall be rejected.
6. Any minor damage to branches or root system shall be pruned and clean as instructed by the Village.
7. All trees shall be mulched with 3-4" of double shredded hardwood mulch. "Mulch rings" shall be a 3-4' diameter or at least 6" past disturbed grade, whichever is greater. Mulch shall be "dish" shaped to help facilitate watering. No mulch shall be placed on the trunk.
8. Contractor shall be responsible for initial watering and placement and filling of irrigation bags as provided by the Village.
9. All bare root trees shall be staked with 2" square Oak posts, furnished by the contractor. Trees shall be firmly cross-tied to the stakes with nylon webbing. The Village may identify additional trees to be staked as needed. Contractor to provide written pricing for additional staking of trees at the time the bid is submitted.
10. All balled & burlapped trees shall be set properly in the planting pit and arranged to sit properly. Binding cord shall then be cut and removed. Wire cage shall be removed or pulled back from the top 1/3 of the ball and burlap in this area shall be removed.
11. Container grown trees shall have the pots removed and roots sliced vertically.
12. Contractor shall follow instructions for grow bags as provided by the grower.

Plant Schedule

McFarland 2020 Plant Schedule

Example					
Variety	Species	Size	Qty	Price each (installed)	Sub Total
American Redbud	Cercis canadensis	1 1/2" B&B	7	123.45	\$864.15
Patriot Elm	Ulmus 'Patriot'	1 1/2" B&B	9	678.9	\$6,110.10
Ginkgo	Ginkgo biloba 'Autumn Gold'	1 1/2" B&B	2	456.78	\$913.56
Total			18		
Grand Total					\$7,887.81

Variety	Species	Size	Qty	Price each (installed)	Sub Total
Bur Oak	Quercus macrocarpa	1½ inch B&B	30		
Autumn Blaze Maple	Acer x freemanii	1½ inch B&B	12		
Red Sunset Maple	Acer rubrum 'Franksred'	1½ inch	12		

		B&B			
American Redbud	Cercis canadensis	1½ inch B&B	15		
Winter King Hawthorne	Crataegus viridis 'Winter King'	1½ inch B&B	12		
Ginkgo	Ginkgo biloba 'Autumn Gold'	1½ inch B&B	12		
Ohio Buckeye	Aesculus glabra	1½ inch B&B	25		
Common Hackberry	Celtis occidentalis	1½ inch B&B	12		
Patriot Elm	Ulmus 'Patriot'	1½ inch B&B	15		
Redmond Linden	Tilia americana 'Redmond'	1½ inch B&B	12		
Skyline Honey Locust	Gleditsia triacanthos 'Skycole'	1½ inch B&B	12		
Norhtern Red Oak	Quercus rubra	1½ inch B&B	15		
Cherry - Chokecherry	Prunus virginiana 'Chokecherry'	1½ inch B&B	15		
				Grand Total	

**THE VILLAGE RESERVES THE RIGHT TO CHANGE
QUANTITIES AND OMIT SPECIES AS DESIRED
OR NEEDED.**

2020 Planting potential locations	Estimated trees
Ahren	5
Bremer Rd	3
Country Walk	3
Dale St	4
Hidden Farm Rd	1
Holscher Rd	2
Lake Edge Rd	5
Larson Beach Rd	6
Lexington st	20
Mourning Dove Dr	11
Osborn Dr	20
Perrot Pl	2
Running Deer	1
Waubesa School Terrace (Leanne & Red oak)	40
Urso Community Park	10
Holscher to Mn path and grassland area	30
Marsh Woods Park	25
William McFarland Park	6
Woodland estates park	5
Rough Total	199

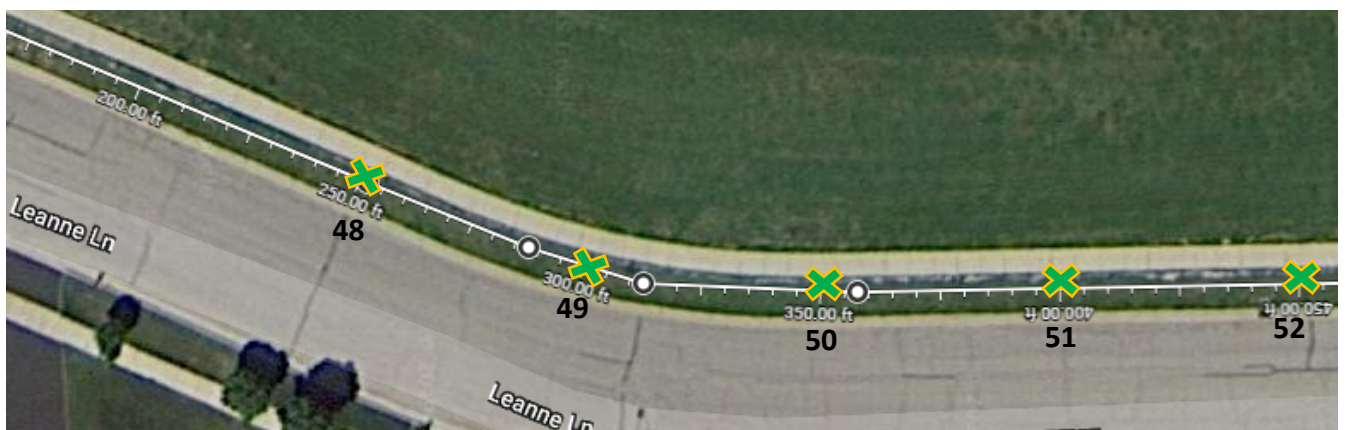
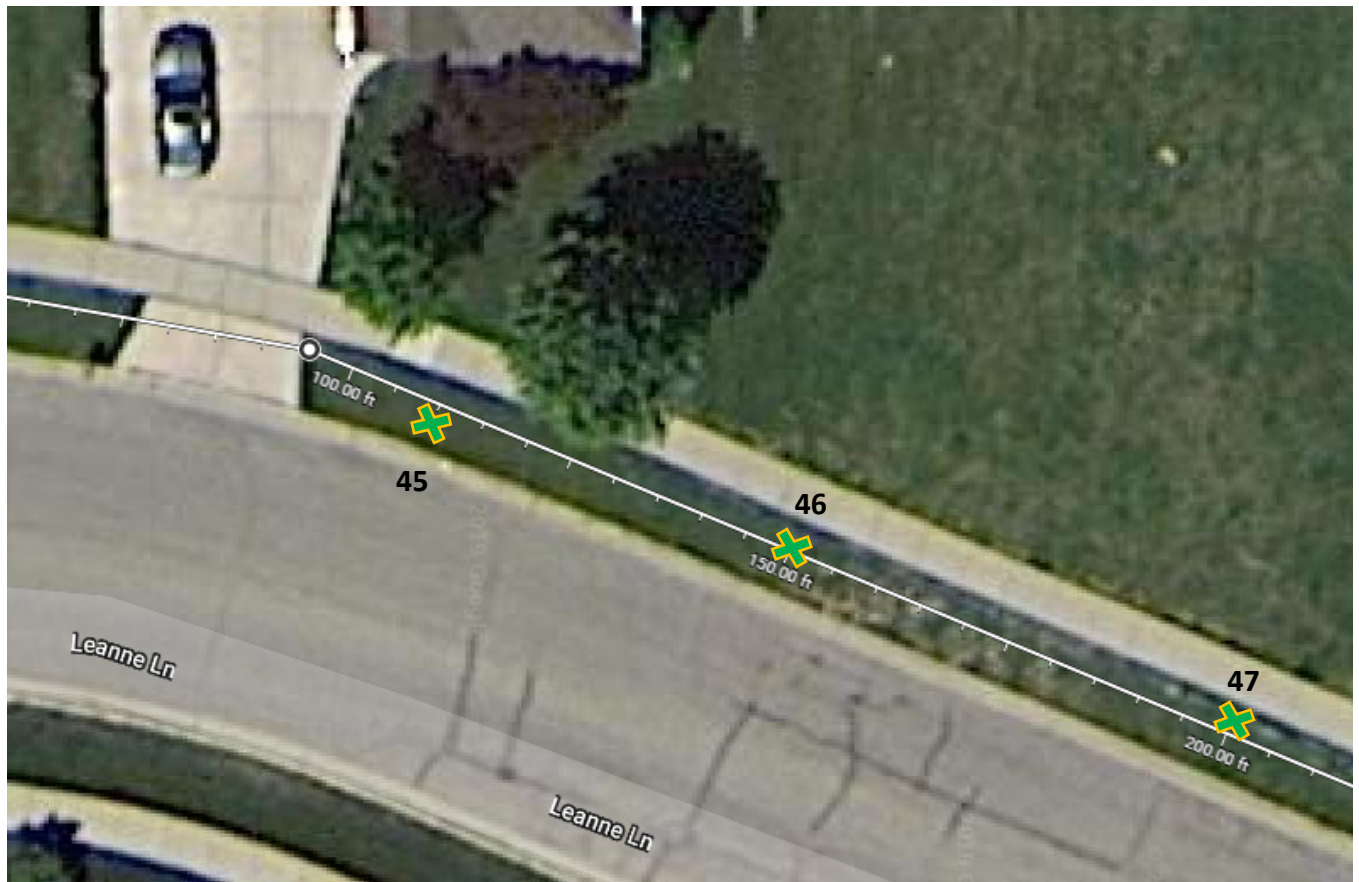
Location	Tree
Arnold Larson Park	Colorado Spruce
Arnold Larson Park	Colorado Spruce
Arnold Larson Park	Colorado Spruce
Autumn Grove Park	Little Leaf Linden
5920 Lake Edge	Green Ash
5409 Wellington Cir	Green Ash
5408 Wellington Cir	Green Ash
6413 Exchange St	Norway Maple

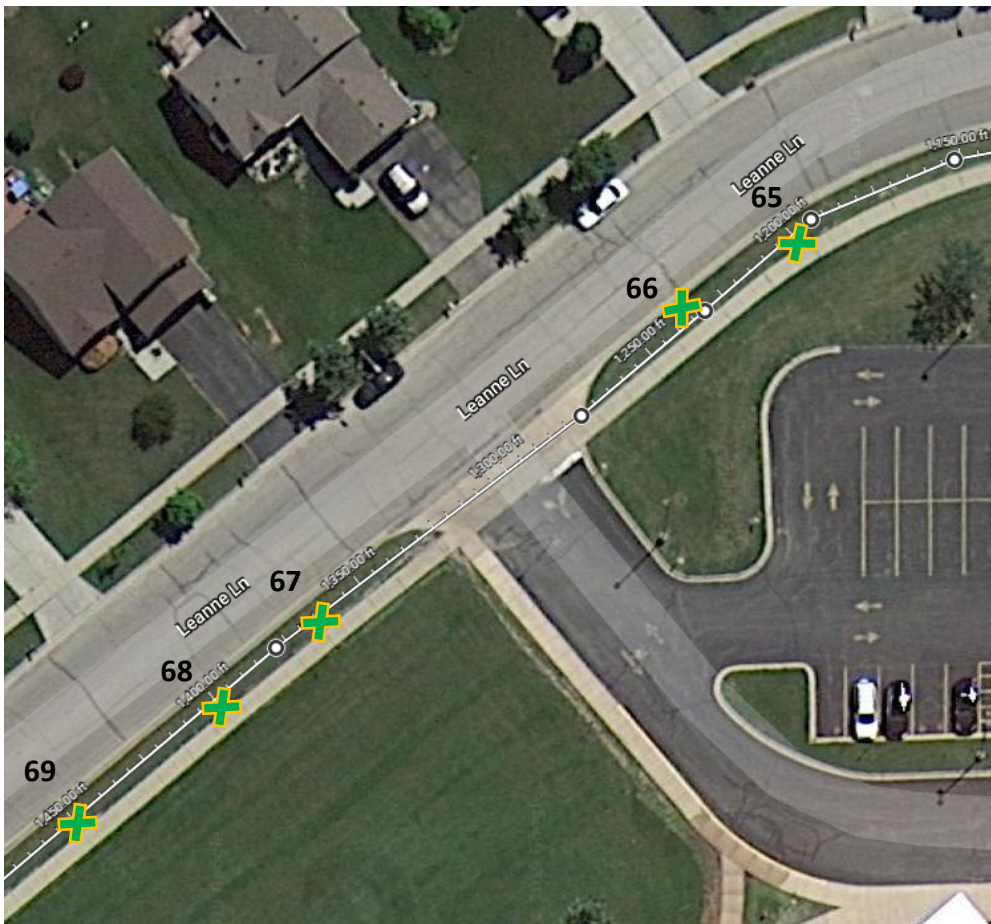
Notes
Declining mid sized little leaf linden tree due for removal.
Declining Ash within village right away due for future removal, another close ash isnt far from removal as well we need 1
Declining Ash within village right away due for future removal. Tree marked with a small x at base
Declining Ash within village right away due for future removal. Tree marked with a small x at base
Planted on top of two water lines. It is best to remove now before it becomes a public works water system issue as the

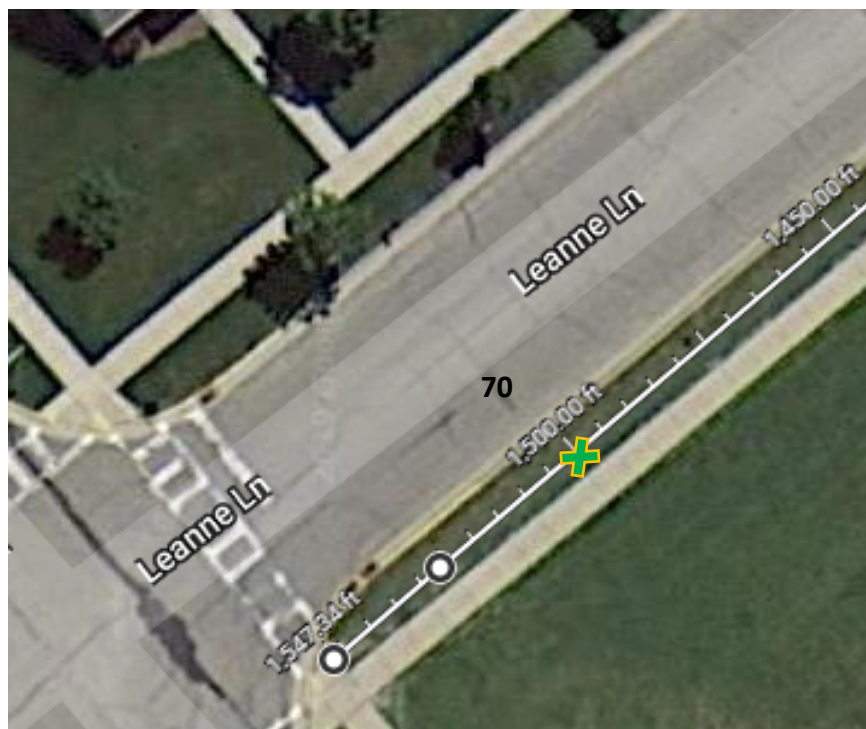
Leanne Lane



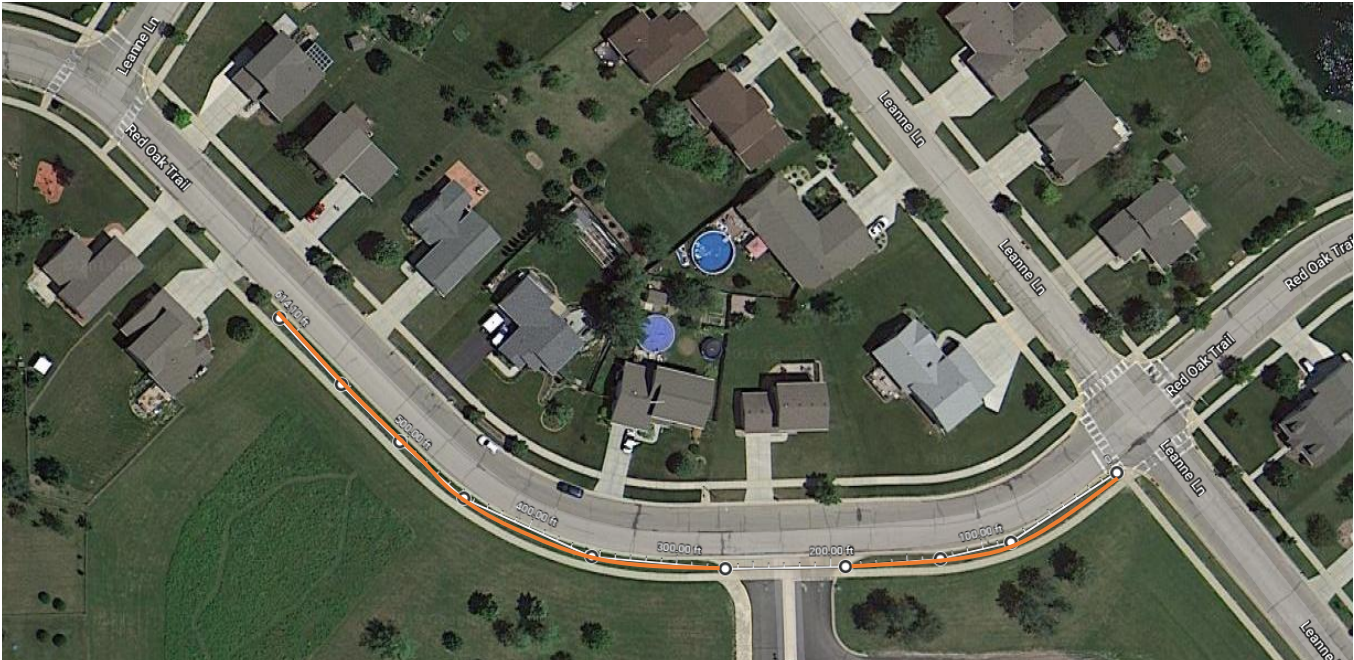


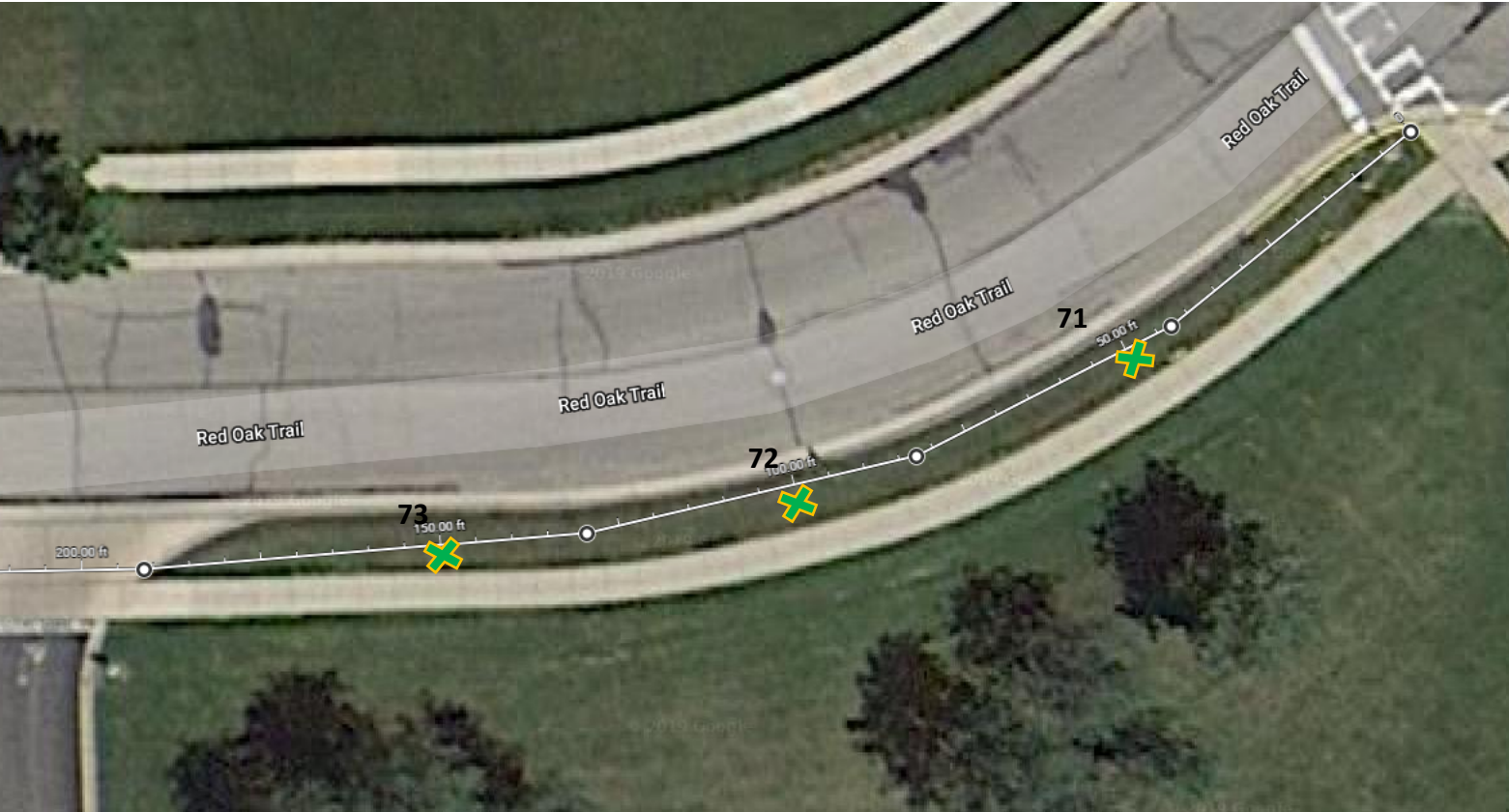


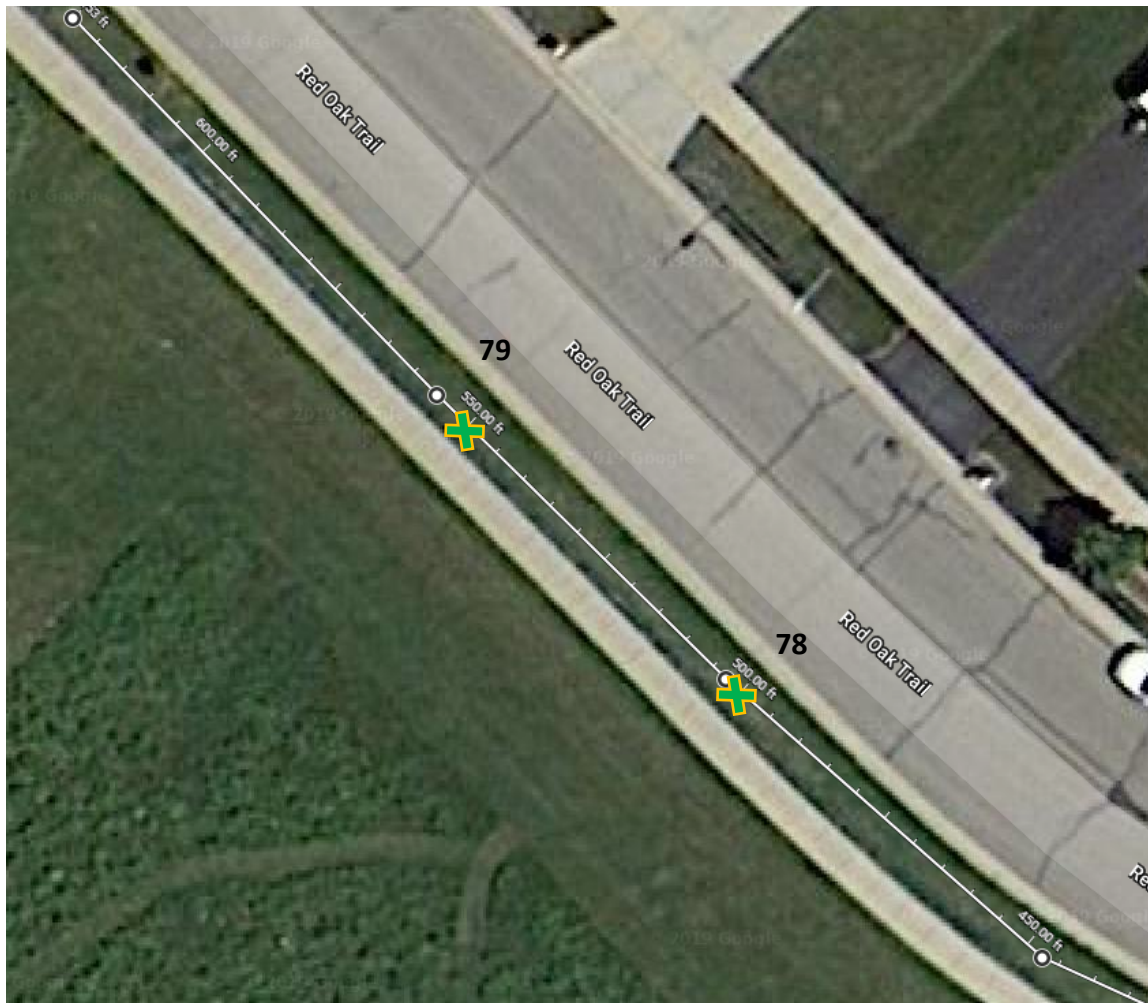




Red oak Trail









VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, June 9, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Aimee Irwin, Assistant to the Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation regarding the M&M Furniture proposal for the Public Works Center.

PREVIOUS ACTION:

ISSUE SUMMARY:

Included with the Public Work Center renovations proposal was the plan of purchasing new furnishings for the facility. Enclosed within your packet is a furniture plan, cost proposal and examples of the furnishings selected by M&M Furniture. In order to continue this process we are seeking approval from the Committee to move forward with the purchase of the furnishings.

FINANCIAL/BUDGET IMPACT:

The 2020 Budget includes the approved \$1,000,000 for the Public Works Center renovations of which \$30,000 was budgeted for furnishings.

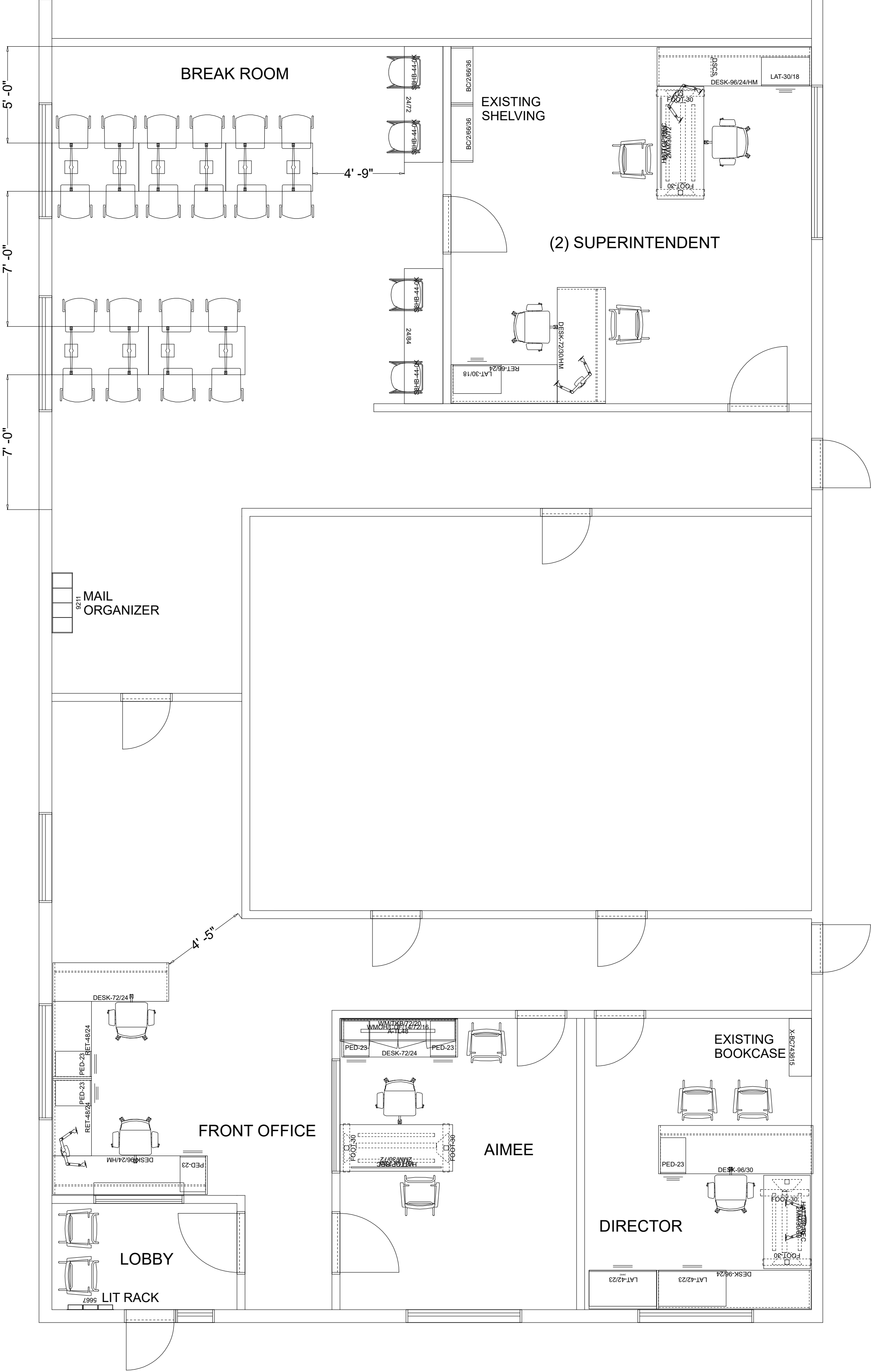
VILLAGE PLAN REFERENCE:

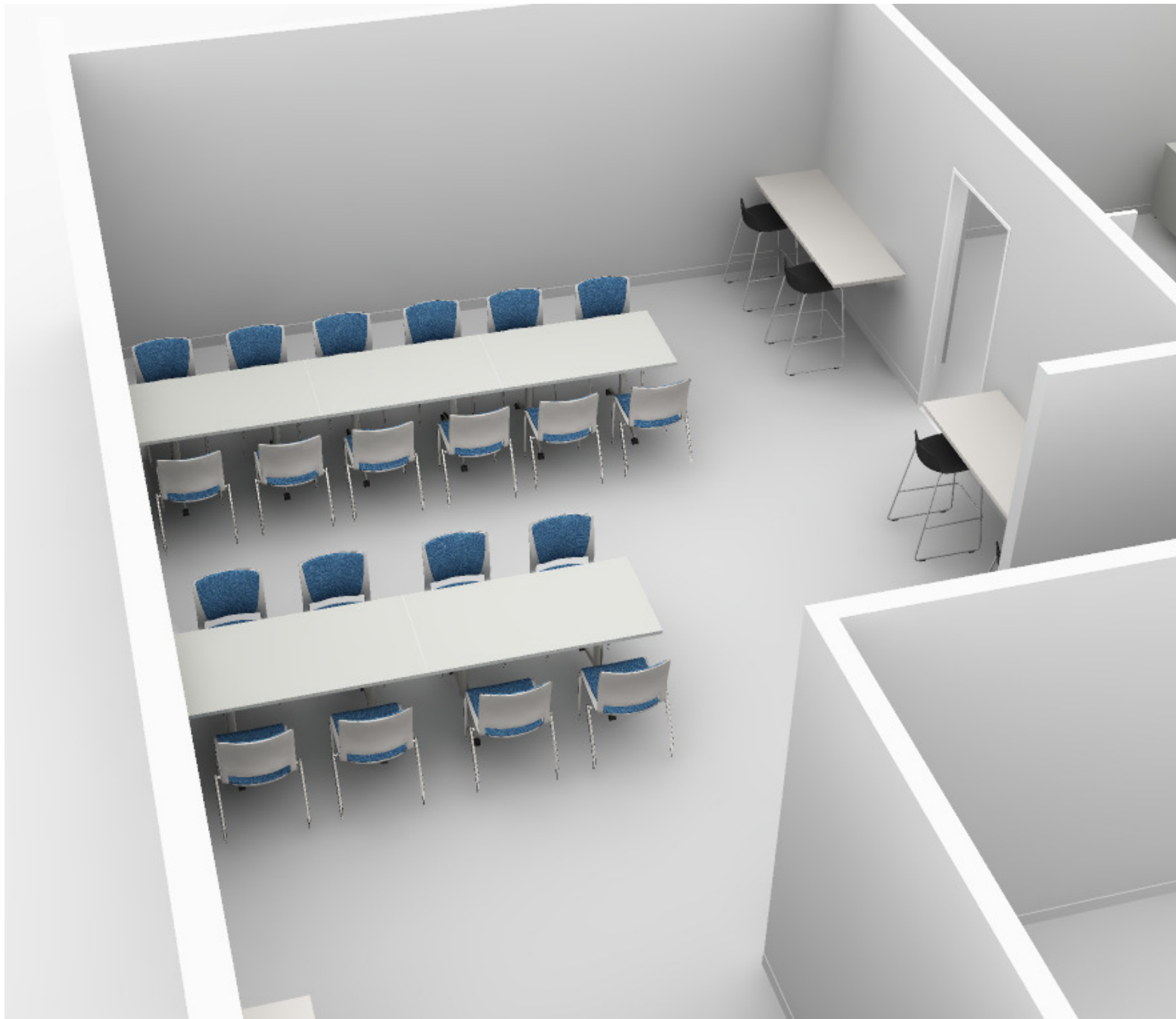
ORDINANCE REFERENCE:

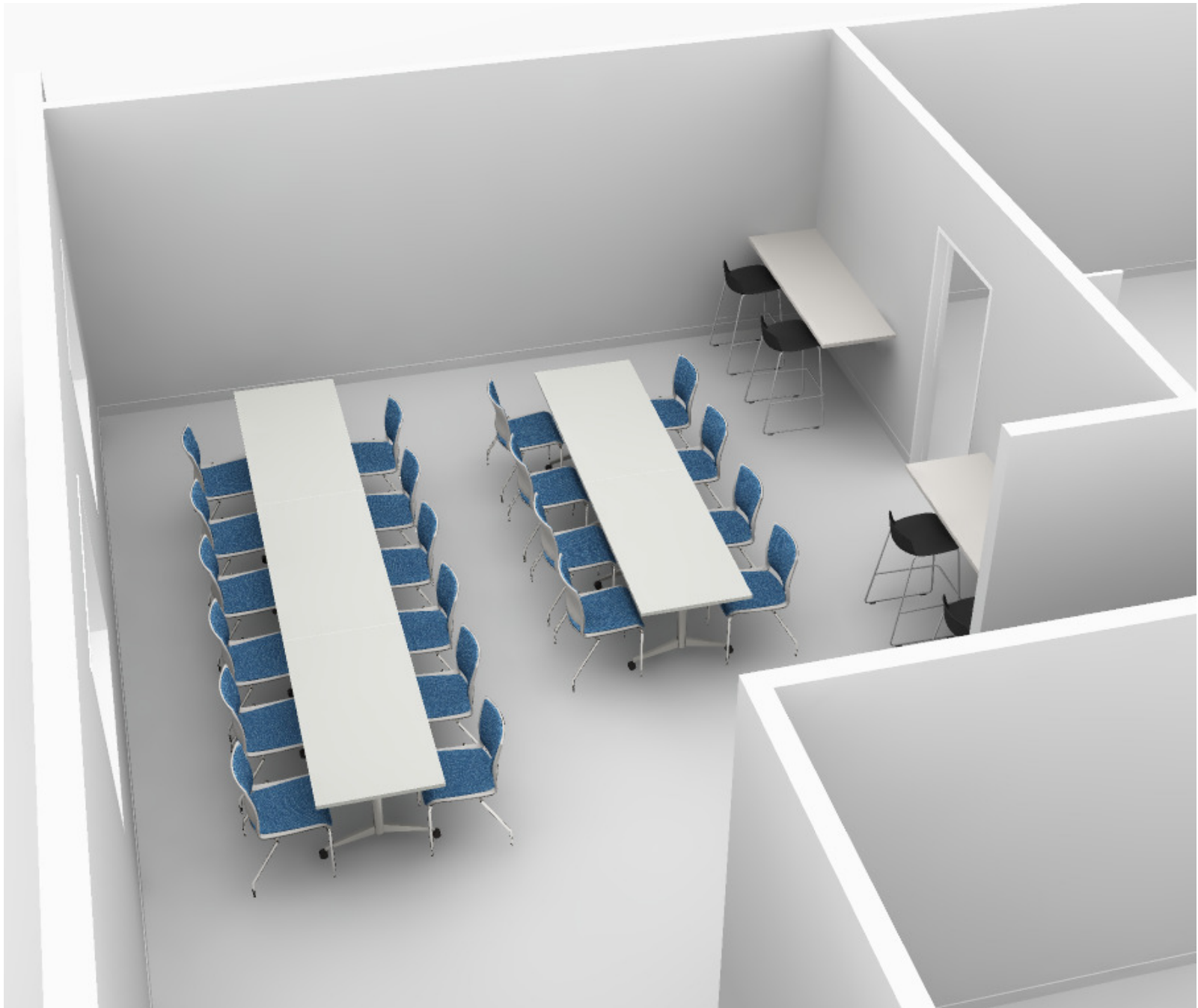
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. M&M 5.18.20 - Public Works Dept - Furniture Plan (002)
2. M&M 5.18.20 Renders (002)
3. M&M 6.3.20 Cost Proposal MCF002 (002)





















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PROPOSAL

DATE: 06/03/20
PROPOSAL: MCF002
PROJECT: 309-131
CUSTOMER #: 7803
QUOTE VALID: / /

PROPOSAL FOR:

AIMEE IRWIN
VILLAGE OF MCFARLAND
DEPT. OF PUBLIC WORKS
5115 TERMINAL DRIVE
MCFARLAND, WI 53558
SL - PUBLIC WORKS FACILITY rev. 6/3

INSTALL AT:

VILLAGE OF MCFARLAND
DEPT. OF PUBLIC WORKS
5115 TERMINAL DRIVE
MCFARLAND, WI 53558

QTY	DESCRIPTION	SELL	EXTENDED
3	TBL, REC, 2mm, 30Dx54Wx29H, ALT30, CSTR Table Laminate and Edge Choice Table Laminate Table Laminate Grade A Summer Drops Tables 2mm Edge Gray Value 1/Summer Drops Base/Leg Options Table Foot Options Foot Bright Metal/Polished Aluminum Foot w/Support Beams Painted Table Paint Foot Foot Paint A Grey Value 1 Table Leg Options Table Paint Legs Table Leg Grade A Paint Grey Value 1	289.58	868.74
2	TBL, REC, 2mm, 30Dx60Wx29H, ALT30, CSTR Table Laminate and Edge Choice Table Laminate Table Laminate Grade A Summer Drops Tables 2mm Edge Gray Value 1/Summer Drops Base/Leg Options Table Foot Options Foot Bright Metal/Polished Aluminum Foot w/Support Beams Painted Table Paint Foot Foot Paint A Grey Value 1 Table Leg Options Table Paint Legs Table Leg Grade A Paint Grey Value 1	295.83	591.66

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PROPOSAL

PROPOSAL: MCF002

QTY	DESCRIPTION	SELL	EXTENDED
20	Rio, Four Leg Chair, Upholstered Seat & Back, Armless Silver Frame Floor Saver Glide No Tablet Upgrade Sterling No Selection Fabric Grade 3 Eon EPU Standard Color Selection Eon EPU Freshwater Four per Carton	236.67	4,733.40
4	Maari, Low Back, Sled Base Bar Height, Poly Seat, Poly Back, No Arm, Felt Glide GRAY TONE GRD A BLACK GRD A	251.75	1,007.00
1	E-Z Stor Literature Org.-24 Compartment Gray	276.67	276.67
1	E-Z Stor Wall Mounting Bracket BLACK	47.78	47.78
	Subtotal for BREAK ROOM		7,525.25
1	CBX HA 2leg base with WS SQ Edge 30d x 72w 2mm Grade A EDGE DETAIL 2MM GV1/SUMMER DROPS RIGID SMOOT TABLE GRADE A LAMINATES AIS Grade A Laminates Laminate - Summer Drops - (A-T-S-W-L202) KIT JC 70mm 2Seg Column and HA Cantilever Bl	1,051.04	1,051.04
1	Cbx Suspended Hat Modesty 12h For 72w (56 Actual) Casegoods Summer Drops	157.56	157.56

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PROPOSAL

PROPOSAL: MCF002

QTY	DESCRIPTION	SELL	EXTENDED
2	CALIBRATE HAT SINGLE FOOT KIT 30" Oxygen Grade A Paint Selection BK - Black	48.69	97.38
1	Cb Desk Shell Half Mod Recessed 24dx96wx29h Laminate - Summer Drops - (A-T-S-W-L202) NO GROMMET Laminate - Summer Drops - (A-T-S-W-L202)	282.03	282.03
1	CALIBRATE DESK SHELL CENTER SUPPORT Laminate - Summer Drops - (A-T-S-W-L202)	88.03	88.03
1	Cb Desk Shell Half Mod Recessed 30dx72wx29h Laminate - Summer Drops - (A-T-S-W-L202) GROMMET RIGHT SIDE Laminate - Summer Drops - (A-T-S-W-L202) GROMMET RIGHT SIDE Grommet Cover Color Selection Grommet Cover - Grey Laminate - Summer Drops - (A-T-S-W-L202)	299.74	299.74
1	CB Desk Return RH 24Dx66Wx29H Laminate - Summer Drops - (A-T-S-W-L202) NO GROMMET Laminate - Summer Drops - (A-T-S-W-L202)	235.68	235.68
2	Cbx Full Depth Lat Bbf 18dx28hx30w Casegoods Summer Drops BRIGHT SILVER 6" RECTANGLE PULL Casegoods Summer Drops	595.83	1,191.66

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PROPOSAL

PROPOSAL: MCF002

QTY	DESCRIPTION	SELL	EXTENDED
2	Focus 2.0, Highback Mesh With Adjustable Lumbar, Enhanced Synchro Control w/ Seat Depth, Height-Adjustable 5-STAR NYLON BLACK FRAME BLACK NYLON BASE FOG ONYX STANDARD CYLINDER IMPRESS SPORT STRIPE (SLATE/BLACK) FABRIC GRADE SELECTIONS FABRIC GRADE 1 DASH COLOR SELECTION DASH FOSSIL CARPET CASTERS KNOCKED DOWN	408.33	816.66
2	Focus, Side Chair, Mesh Back, Silver Frame, A130 Arm Impress Striped Mesh Fabric Grade Selections No Selection Fabric Grade 1 Huntington Standard Color Selection Huntington Clover Standard Multi-Surface Glide	237.22	474.44
	Subtotal for SUPERINTENDENT		4,694.22
1	Cb Desk Shell Half Mod Recessed 24dx96wx29h Laminate - Summer Drops - (A-T-S-W-L202) GROMMET RIGHT SIDE Grommet Cover Color Selection Grommet Cover - Grey Laminate - Summer Drops - (A-T-S-W-L202)	293.75	293.75
1	CB Desk Return LH 24Dx48Wx29H Laminate - Summer Drops - (A-T-S-W-L202) NO GROMMET Laminate - Summer Drops - (A-T-S-W-L202)	214.85	214.85

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PROPOSAL

PROPOSAL: MCF002

QTY	DESCRIPTION	SELL	EXTENDED
1	CB Desk Return RH 24Dx48Wx29H Laminate - Summer Drops - (A-T-S-W-L202) NO GROMMET Laminate - Summer Drops - (A-T-S-W-L202)	214.85	214.85
1	Cb Desk Shell Full Mod Recessed 24dx72wx29h Laminate - Summer Drops - (A-T-S-W-L202) GROMMET LEFT SIDE Grommet Cover Color Selection Grommet Cover - Grey Laminate - Summer Drops - (A-T-S-W-L202)	293.49	293.49
2	Cbx Partial Depth Ff Ped 23dx28hx16w Casegoods Summer Drops BRIGHT SILVER 6" RECTANGLE PULL Casegoods Summer Drops	357.03	714.06
1	Cbx Partial Depth Bbf Ped 23dx28hx16w Casegoods Summer Drops BRIGHT SILVER 6" RECTANGLE PULL Casegoods Summer Drops	367.97	367.97
2	Focus 2.0, Highback, Mesh Back, Enhanced Synchro Cntrl w/ Seat Depth, Height Adjustable Arms Impress Striped Mesh Fog Onyx Black Frame 5-Star Base Black Nylon Base Carpet Casters Standard Cylinder Fabric Grade Selections Fabric Grade 1 Dash Color Selection Dash Fossil Knocked Down	408.33	816.66

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PROPOSAL

PROPOSAL: MCF002

QTY	DESCRIPTION	SELL	EXTENDED
	Subtotal for FRONT OFFICE		2,915.63
1	CBX HA 2leg base with WS SQ Edge 30d x 72w 2mm Grade A EDGE DETAIL 2MM GV1/SUMMER DROPS RIGID SMOOT TABLE GRADE A LAMINATES AIS Grade A Laminates Laminate - Summer Drops - (A-T-S-W-L202) KIT JC 70mm 2Seg Column and HA Cantilever Bl	1,051.04	1,051.04
1	Cbx Suspended Hat Modesty 12h For 72w (56 Actual) Casegoods Summer Drops	157.56	157.56
2	CALIBRATE HAT SINGLE FOOT KIT 30" Oxygen Grade A Paint Selection BK - Black	48.69	97.38
1	Cb Desk Shell With Full Mod Flush 24dx72wx29h Laminate - Summer Drops - (A-T-S-W-L202) NO GROMMET Laminate - Summer Drops - (A-T-S-W-L202)	282.03	282.03
2	Cbx Partial Depth Ff Ped 23dx28hx16w Casegoods Summer Drops BRIGHT SILVER 6" RECTANGLE PULL Casegoods Summer Drops	357.03	714.06
1	Overhead - WM - 16H X 72W X 14D - Laminate Cabinet Doors Casegoods Summer Drops Casegoods Summer Drops BRIGHT SILVER 6" CONTINUED...	501.31	501.31

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PROPOSAL

PROPOSAL: MCF002

QTY	DESCRIPTION	SELL	EXTENDED
	RECTANGLE PULL		
1	Tasklight - Black - 48W	75.78	75.78
1	Cbx Tackboard Wall Mount 20hx72w FABRIC MODULAR CHOICE GRADE A (1:1) Directional Fabric - Grade A Engage Denim	179.43	179.43
1	Focus 2.0, Highback, Mesh Back, Enhanced Synchro Cntrl w/ Seat Depth, Height Adjustable Arms Impress Striped Mesh Fog Onyx Black Frame 5-Star Base Black Nylon Base Carpet Casters Standard Cylinder Fabric Grade Selections Fabric Grade 1 Dash Color Selection Dash Fossil Knocked Down	408.33	408.33
2	Focus, Side Chair, Mesh Back, Silver Frame, A130 Arm Impress Striped Mesh Fabric Grade Selections No Selection Fabric Grade 1 Huntington Standard Color Selection Huntington Clover Standard Multi-Surface Glide	237.22	474.44
	Subtotal for AIMEE		3,941.36

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PROPOSAL

PROPOSAL: MCF002

QTY	DESCRIPTION	SELL	EXTENDED
1	Cb Desk Shell Full Mod Recessed 30dx96wx29h Laminate - Summer Drops - (A-T-S-W-L202) NO GROMMET Laminate - Summer Drops - (A-T-S-W-L202)	346.88	346.88
1	Cbx Partial Depth Bbf Ped 23dx28hx16w Casegoods Cabinet Almond BRIGHT SILVER 6" RECTANGLE PULL Casegoods Cabinet Almond	367.97	367.97
1	CBX HA 2leg base with WS SQ Edge 30d x 60w 2mm Grade A EDGE DETAIL 2MM GV1/SUMMER DROPS RIGID SMOOT TABLE GRADE A LAMINATES AIS Grade A Laminates Laminate - Summer Drops - (A-T-S-W-L202) KIT JC 70mm 2Seg Column and HA Cantilever Bl	998.18	998.18
2	CALIBRATE HAT SINGLE FOOT KIT 30" Oxygen Grade A Paint Selection BK - Black	48.69	97.38
1	Cb Desk Shell With Full Mod Flush 24dx96wx29h Laminate - Summer Drops - (A-T-S-W-L202) NO GROMMET Laminate - Summer Drops - (A-T-S-W-L202)	320.06	320.06
1	Rectangular - 2mm Edge - 24D x 42W 2mm Grade A 2mm Edge - GV1/Summer Drops Option A - No additional grommets AIS Grade A Laminates Laminate - Summer Drops - CONTINUED...	99.74	99.74

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PROPOSAL

PROPOSAL: MCF002

QTY	DESCRIPTION	SELL	EXTENDED
	(A-T-S-W-L202)		
2	Cbx 2d Partial Depth Lat 23dx28hx42w Casegoods Summer Drops BRIGHT SILVER 6" RECTANGLE PULL Casegoods Summer Drops	673.96	1,347.92
1	Focus 2.0, Highback, Mesh Back, Enhanced Synchro Cntrl w/ Seat Depth, Height Adjustable Arms Impress Striped Mesh Fog Onyx Black Frame 5-Star Base Black Nylon Base Carpet Casters Standard Cylinder Fabric Grade Selections Fabric Grade 1 Dash Color Selection Dash Fossil Knocked Down	408.33	408.33
2	Focus, Side Chair, Mesh Back, Silver Frame, A130 Arm Impress Striped Mesh Fabric Grade Selections No Selection Fabric Grade 1 Huntington Standard Color Selection Huntington Clover Standard Multi-Surface Glide	237.22	474.44
	Subtotal for DIRECTOR		4,460.90
2	Focus, Side Chair, Mesh Back, Silver Frame, A130 Arm Impress Striped Mesh Fabric Grade Selections No Selection Fabric Grade 1 Huntington Standard Color CONTINUED...	237.22	474.44

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PROPOSAL

PROPOSAL: MCF002

QTY	DESCRIPTION	SELL	EXTENDED
	Selection Huntington Clover Standard Multi-Surface Glide		
1	Clear2c Display 6 Magazine, 6 Pamphlet, Clear	165.00	165.00
	Subtotal for LOBBY		639.44
2	Cbx 2 Door Cabinet 24dx82hx36w Casegoods Summer Drops Casegoods Summer Drops BRIGHT SILVER 6" RECTANGLE PULL	750.26	1,500.52
1	Key Alike Kit (2 Cores) - Wesko Type	6.25	6.25
	Subtotal - Storage Cabinets		1,506.77
1	FACTORY FREIGHT	120.00	120.00
50	DELIVERY & INSTALLATION	60.00	3,000.00

If it becomes necessary for M&M to hold product beyond the agreed
upon installation date, a storage fee may be assessed.

PRODUCT SUBTOTAL.....: 25,683.57

ACCEPTED BY: _____

FRT / FUEL.: 120.00

DATE ACCEPTED: _____ DEL/INSTALL SUBTOTAL.: 3,000.00

THANK YOU FOR THE OPPORTUNITY TO SUBMIT THE ABOVE PROPOSAL.

DEPOSIT REQ: 14,402.00

DEPOSIT PCT: 50.00 %

FINAL TOTAL.: 28,803.57

BY: _____

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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, June 9, 2020

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. May 2020 Public Works Directors report

PUBLIC WORKS COMMITTEE

June 9, 2020

PUBLIC UTILITIES COMMITTEE

June 16, 2020

Public Works Directors Report

for

May 2020

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.

Summer Help

The Department of Public Works is slowly bring back summer help to assist the department. Two members started around April 27th and another two started on May 11th. All four individuals are returning members. We anticipate another starting in June once school is out.

We currently have one additional position to fill.

Platooning of Staff

Staff continues to work in platoons. Only essential services are being provided. Daily water testing and sewer pump checks are being performed. We are also performing the required monthly sampling requirements for the water utility. This platooning is expected to go through at least June.

Hydrant Flushing

Staff started village wide hydrant flushing. This was expected to last approximately two weeks. We encountered some issues with daily tasks along with a limited staff and didn't not complete all the flushing. Flushing is now planned to be finished by June 19, barring no further issues.

Consumer Confidence Report - CCR

The annual CCR was submitted and received by the WI DNR. This annual report captures a snapshot of the waterworks system in regards to water quality and testing parameters.

Meetings/Training/Seminars

All meetings were held by electronic means this month.

- Igl, Larson, Irwin & Hessling participated in a CDC webinar "Helping communities plan for, respond to, and recover from the COVID-19 pandemic. Workplaces and Mass Transit"
- Igl & Hessling participated in the APWA monthly board meeting
- Igl & Hessling participated in preconstruction meetings for upcoming projects
- Hessling participated in the Risk Assessment and Emergency Response Plan Training sponsored by the US EPA