



OFFICIAL NOTICE AND AGENDA

Pardeeville Public Works, Parks, Public Property Regular Meeting

Pardeeville Village Hall – Board Room

114 Lake Street, Pardeeville, WI 53954

Tuesday, March 05, 2024 – 7:00 PM

1. **Call meeting to order:**
 - 1.1. Roll Call
 - 1.2. Approval of Agenda
2. **Approval of Minutes – July 11, 2023**
3. **Comments from the Floor** - *(Please be advised per State Statute Section 19.84(2), information will be received from the public. The comments made must remain respectful. The Chief Presiding Officer has the right to end an individual's time should an individual become disrespectful. It is policy of the Village that each individual may receive up to two (2) minutes to speak. More time may be granted by the Chief Presiding Officer. There may be limited discussion on the information received, however, no action will be taken under Comments from the Floor).*
4. **Old Business:**
 - 4.1. Maple Trees on 3rd and Chestnut
5. **New Business:**
 - 5.1. Arbor Day Proclamation
 - 5.2. Arbor Day Tree Planting
 - 5.3. County Aid – Chip Sealing
 - 5.4. LRIP – Schneider & Herwig
 - 5.5. Yard Waste Site Opening Date
 - 5.6. Yard Waste Site Hours of Operation
 - 5.7. Brush Pickup
 - 5.8. Leaf Pickup
 - 5.9. Public Works Dress Code
 - 5.10. Pickleball Court
6. **Consideration of items for future agendas**
7. **Adjournment**

Denise Vater, Clerk/Treasurer

For more details on reports and agenda items, please see the packet on the website: villageofpardeeville.net

The Village Hall is fully accessible. If you require additional assistance, please contact the Village Office (Phone 608-429-3121) 48 hours prior to the meeting. This is a public meeting. As such, all members or a majority of the members of any given Village Committee, Commission, or Board may be in attendance. While a majority of any given group may be present, only the above Board will take official action based on the above agenda.

**VILLAGE OF PARDEEVILLE
PUBLIC WORKS, PARKS, & PROPERTY COMMITTEE
MEETING MINUTES**

**Village Hall – 114 Lake Street, Pardeeville
Tuesday, July 11, 2023, at 5:30 PM**

Call to Order – Chair Haynes called the meeting to order at 5:30 PM

Roll Call – All members present, with Trustee Engelmann joining by phone. Also present are Salmon, DPW/Administrator, Lindert, Clerk/Treasurer, Trustee Pufahl, Trustee Griepentrog, and Trustee Babcock

Verification of the Posting of the Agenda – Lindert stated posted in all 3 public places as well as Village website

Agenda Approval – Motion to approve agenda as posted Henslin/Engelmann. Motion carries unanimously.

Minutes Approval – Motion to approve minutes included in packet Henslin/Engelmann. Motion carries unanimously.

NEW Business

Green St. / Park St. – Garden on the Northeast Corner (VFW Donation)

-Haynes opened up on history with this agenda item and reason it is an agenda item

-Discussion on if VFW is opposed at all. Answer is no. Further discussion on arborvitaes

-Motion to we allow the Garden Club and VFW to work together on this area to approve it and recommend to full Village Board Engelmann/Henslin. Motion carries unanimously.

Hitching Post & Feed Bin for Horse Station - Chandler Park

- Haynes opened up reason for agenda item and stated incident that happened a month ago.

Mentioned discussion he personally had with the Amish and correction that will be coming

-Motion to approve donation for hitching post and feed bin near shelter #2 and recommend to full Village Board Henslin/Engelmann. Motion carries unanimously.

Relocation of Flag Pole, 2024 Budget Item – Smith’s Funeral Home to Senior Center

-Haynes stated reason for agenda item. Questioned Salmon on timeline and potentially selling a lot.

-Motion to postpone this item for more information and possibly see what happens to the Roosevelt lot Haynes/Henslin. Motion carries unanimously.

Roosevelt lot sale

- Haynes stated reason for agenda item: timeline with closing scheduled for this Friday.

-Henslin stated next logical steps would be to have the property appraisal and select an agent to represent property once we close on Senior Center property.

-Engelmann stated she agrees with Henslin and similar situation with CDA. Continued to state what is more cost effective: realtor or Village attorney.

-Further discussion on if this space could come into play at all with the Village and be of any use in the future

-Trustee Pufahl stated that one point in time the community wanted that to be the Admin location for the Village and Trustee Babcock questioned this committee to potentially contact Grothman and figure out the lot lines/utility easement with Village attorney.

-Salmon answered and said we would need a lot split or an easement for the gravel drive access for the well-house. Further discussion on church using parking lot

-Motion to move this forward to full Village Board for discussion Haynes/Henslin. Motion carries unanimously.

- Discussion on changing driveway and Salmon corrected herself stating we own both lots and pulled up map on County website.

Topsoil sale

-Haynes highlighted pages for this agenda item included in this committee's packet. Worked with Salmon to explain reason for agenda item.

-Haynes stated eventually we are going to have to move the dirt. He wants to get this agenda item to the Board and wants to save topsoil for the Village and also sell a portion off. Further discussion on loading, hauling, storing, etc. and process going forward

-Trustee Babcock thinks there should be a sense of urgency with this topic.

-Henslin questioned where and why the sale proceeds would go to the General Fund

-Motion to recommend to full Village Board that we expediate the sale of the 9000 cubic yards minus what the Village desires to keep Henslin/Engelmann. Motion carries unanimously.

Maple Trees on 3rd and Chestnut

- Salmon explained reason for agenda item and request that came from Village resident. All trees are soft Maple and Salmon explained this is going to be more of a safety concern as time goes on. Her recommendation is to remove all 4 trees in budget season 2024. Not immediate safety issues

-Engelmann questioned if this would be a Village expense. Salmon stated yes, all arborist fees would be on the Village to pay

-Direction from this committee to Salmon to get an estimate from an arborist and bring back.

Henslin states this is really a 3 step process

Frog Pond Fountain

-Salmon highlighted reason for agenda item.

-Direction for Salmon to keep it out of the pond until we can figure out what is causing the issues (aquatic native plants).

-Trustee Babcock stated special event application issue with parking on the grass and 4th of July complaints from this year

Adjourn – Haynes adjourned the meeting at 6:04 PM

Kayla Lindert, Clerk/Treasurer

Approved:



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Arbor Day Proclamation

This memo is in regards to the Arbor Day Proclamation.

Attached is a draft copy of the proposed proclamation.

Unfortunately, the Village was unable to make the submission to be recognized as a Tree City USA. Due to the change in staff, and required items not being accomplished, the Village had a lapse in designation for the 2023 year. If the Village would like to pursue that recognition again, a couple of items must be approved.

Part 1. The Village must approve a proclamation, specifically acknowledging Arbor Day in the Village for 2024. Attached is a draft proclamation, using some of the sample text provided by the Department of Natural Resources (DNR). The DNR is the main point of contact for the Tree City USA recognition as they are the final submission. Our representative for the Southwest region gave me a few checkpoints, with the proclamation being the first. He also supplied me with a sample proclamation, that has been reworked to fit the Village of Pardeeville.

Should you agree with the proclamation, a motion would be in order to recommend the Village Board make a proclamation for Arbor Day.

Respectfully,
Austen



Proclamation

Arbor Day

Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting and celebration of trees, and;

Whereas, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and;

Whereas, trees reduce the erosion of our topsoil by wind and water, moderate temperatures, clean the air, produce oxygen, and provide habitat for wildlife, and;

Whereas, trees in our Village increase property values, enhance economic vitality, and beautify our community, and;

Whereas, trees, wherever they are planted, are a source of joy, human well-being, and spiritual renewal;

Now, Therefore, I, Michael Haynes, Village President of the Village of Pardeeville, do hereby proclaim April 26th, 2024 as Arbor Day in the Village of Pardeeville, and I encourage all citizens to celebrate this day as such, and;

Be It Further Proclaimed, I encourage all citizens to plant and care for a tree to promote the well-being of future generations and support efforts to protect our local forests and natural environments.

Dated this _____ day of _____ in the year _____.

Michael Haynes, Village President



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Arbor Day Tree Planting

This memo is in regards to the Arbor Day Tree Planting.

Unfortunately, the Village was unable to make the submission to be recognized as a Tree City USA. Due to the change in staff, and required items not being accomplished, the Village had a lapse in designation for the 2023 year. If the Village would like to pursue that recognition again, a couple of items must be approved.

Part 2. The Village must approve and hold a special Arbor Day tree planting event. This is the second of the big tasks relating to the Tree City USA designation. A public event, typically on Arbor Day, but could be any day in the year (within reason), needs to be designated as a tree planting event. This event must include public notification and a planting of at least one tree. The specific tree and location can be determined through discussion.

Should the body agree, a motion would be in order to recommend the Village Board announce a tree planting event for Arbor Day.

Respectfully,
Austen



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: County Aid – Chip Sealing

This memo is in regards to the County Aid – Chip Sealing agenda item.

Last year, the Village supplied the County, essentially, a down payment of \$7,000 for a county aid project to chip seal Vince Street (from Gillette to Termini) and conduct paving work on Roosevelt Street (from Vince to Justice). It appears the Roosevelt Street project was completed; however, the chip sealing was not. According to the County Highway Department, if the Village decided not to do the chip sealing project, the Village would be refunded the \$7,000 that was advanced. In light of several budgetary discoveries, it may be beneficial to hold off on this project, and just refund the \$7,000. The caveat to that is, should the Village wait too long on street maintenance, it may cost more to rehab or even reconstruct. However, it appears that this project is only a paving project, and not a mill and overlay, which means the asphalt would be laid on top of existing unrehab-ed failing pavement. This means it would just be a very temporary band-aid which would “fall-off” or show through in a few years.

Should the body agree, a motion would be in order to recommend the Village Board cancel the County aid project for Vince Street and refund the advanced money.

Respectfully,
Austen

Petition for County Highway Aid

(Town, Village, City) of Pardeeville
(select one)

To the Honorable Board of Supervisors of Columbia County:

Whereas, the records in the office of the Clerk show that the amounts given below have been provided for County Aid Highway Construction for said municipality.

The sums available have been raised as shown below for the improvement of the roads or streets named therein and all action taken in providing the sums named have been in accordance with the provisions of Sections 83.14 of the Wisconsin Statutes, and the taxes produced by said levies are not in excess of the legal minimums.

Local Road Budget	\$	<u>49,230</u>
State Transportation Aids	\$	<u>116,377</u>
* Total Road Budget	\$	<u>165,607</u>

Name of Road or Street:

- Vince St. ; Gillette to Termini, W.
- Roosevelt ;

Charter of Improvement (grading or surfacing or both):

V = Chip Seal on Vince
R = Labor for HMA installation on Roosevelt

Point where construction is to commence and where to proceed toward:

V = Gillette to Termini on West End
R = Vince St. to Justice

The funds provided for the improvement are as follows:

By Vote of the Electors of the Municipality	\$	<u>49,230</u>
By Money Donated	\$	<u>0</u>
Total Available in the Municipality	\$	<u>49,230</u>

Therefore, we, the undersigned Officials of said municipality, do hereby petition your honorable body to appropriate an amount equal to the total above to cover the County's share of the cost of all the designated improvements, to be expended in the year 2023 for the above purposes, all in accordance with the provisions of Sections 83.14 of the Wisconsin Statutes.

Amount of money advanced:
\$ 7,000

E. M. Salmon
Village Administrator /
C.D.P.W.

Municipal Official(s)

Respectfully submitted this 05 day of JUNE 20 23

* Total Road Budget = Local Road Budget + State Transportation Aids

Received 07/05/2023 LMS
7/6/23 Hwy Committee approved



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: LRIP – Schneider & Herwig

This memo is in regards to the LRIP agenda item.

The Village was awarded some grant reimbursement money with the County in 2022. The LRIP, or Local Roads Improvement Program, is offered through the County on a rotating basis. The original plan was to mill and overlay Schneider Street (from W. Chestnut to Herwig) and Herwig Drive (from Schneider to W. Lafollette). Unfortunately, this project was not included in the budget so the Village would be required to borrow for it. Likewise, due to budgetary discoveries, it may be beneficial to postpone this project, and take another look at it next year. Another important piece of information is, the way the grant was written and awarded, some pieces of the project the County cannot do, and thus the project would have to bid out to complete. This would be extremely cost prohibitive since MSA would have to produce design plans and bid out the project for the Village. The Village may petition to do an amendment to the grant and remove the items that the previous Director included which the County cannot do, which would open up the ability for the County to do the work. However, the Village would still have to provide the estimated cost of approximately \$170,000. Like stated above, it may be beneficial to postpone this project until the Village is in a better financial standing. Village staff is working with the County to determine a sunset date for the grant to ensure the Village does not miss out on the grant funds. The estimated reimbursement money is approximately \$18,000.

Should the body agree, a motion would be in order to recommend the Village Board postpone the LRIP project in 2024 and return for discussion in 2025.

Respectfully,
Austen

To submit this application/request online, visit the [LRIP Website](#) for more information on how to access the Web-based LRIPWeb Application.



LOCAL ROAD IMPROVEMENT PROGRAM APPLICATION

Wisconsin Department of Transportation
DT2350 09/2021

Check Only One Funding Year

State FY 2022 (Receive State/Municipal Agreement *by* 3/15/22– target date)

State FY 2023 (Receive State/Municipal Agreement *after* 7/1/22)

Program Type:

CHI TRI MSILT MSIGT CHID TRID MSID

Applications for TRID, MSID and CHID will automatically be considered for the LRIP-Supplement.

select box if only willing to accept LRIP-S funding at greater than 50% cost share

County of Columbia	<input type="checkbox"/> City <input checked="" type="checkbox"/> Village <input type="checkbox"/> Town Pardeeville
Head of Government Phillip Possehl	Clerk Jennifer Becker
	Treasurer Jennifer Becker

Project Improvement

CHECK ONE IMPROVEMENT TYPE

IN ADDITION, CHECK THE CORRESPONDING "PURCHASE HOT MIX ASPHALT ONLY" BOX IF THE LRIP REIMBURSEMENT WILL ONLY BE USED FOR HOT MIX ASPHALT MATERIALS PURCHASE.

<input type="checkbox"/> Pavement Replacement	Purchase Hot Mix Asphalt – ONLY <input type="checkbox"/>
<input checked="" type="checkbox"/> Reconditioning	Purchase Hot Mix Asphalt – ONLY <input type="checkbox"/>
<input type="checkbox"/> Resurfacing	Purchase Hot Mix Asphalt – ONLY <input type="checkbox"/>
<input type="checkbox"/> Reconstruction	Purchase Hot Mix Asphalt – ONLY <input type="checkbox"/>

Yes No Does this improvement include new bicycle and pedestrian facilities?

If Yes:

Yes No Has the local municipality involved in the project adopted a resolution for these facilities?

If bicycle and pedestrian facilities are included in an LRIP *reconstruction* improvement project, each municipality* involved in the reconstruction project must adopt an official resolution authorizing the establishment of those facilities as part of the improved project. This requires consensus amongst all the governing bodies in which a portion of the project will occur. A resolution is not required when bicycle and pedestrian facilities already exist and are to be replaced as part of the reconstruction or if bicycle and pedestrian facilities are not part of the improvement project. (pursuant to s.84.01(35), Wis. Stats.)

*According to the State Statute 990.01(22) a municipality is defined as a city, village, or town. A county is not a municipality and county resolutions are not required when bicycle and pedestrian facilities are included in an LRIP project.

Structure

Check Structure Type

Replacement
 Rehabilitation

Check Structure Size

Greater than 20 feet in length
 Less than or equal to 20 feet in length

Surface Type	Thickness	Travel Width (Per Lane)
70-Hot Mix Asphalt Pavement (HMAC)	4.0 (inches)	12 (feet) 0 (inches)
Left Shoulder 5 (feet) 0 (inches)	<input checked="" type="checkbox"/> Curb and Gutter	
Right Shoulder 5 (feet) 0 (inches)	<input checked="" type="checkbox"/> Curb and Gutter	

Yes No Is this project part of the *Improvement Plan* (minimum of 2 years for towns and 5 years for city, village or county)?

Yes No Does this project meet the appropriate standards? (Trans 204, Trans 205 and FDM Chapter 11-20-1)
Note: If project does not meet road standards, community understands an Exception to Standards will be required prior to any construction on this project.

2022-2023 LOCAL ROAD IMPROVEMENT PROGRAM APPLICATION (continued)

Wisconsin Department of Transportation DT2350

Yes No Will the existing pavement be removed/alterd?
If **Yes**, identify the method: **Milled**

Yes No Will the base, subbase, or substandard soils be removed?
If **Yes**, identify which base work will be added following removal:
 Breaker Run _____ in
 Base Course (gravel) _____ in
 Granular Subbase
Base work will include grading, shaping and compacting.

If applicable, check all other work that is needed to complete this project. Options marked with an asterisk (*) are not eligible for reimbursement. For additional eligibility requirements, please refer to the LRIP Program Guidelines.

- | | | |
|---|---|---|
| <input type="checkbox"/> Add or Lengthen Turn Lanes | <input type="checkbox"/> Geotextile Grid Fabric | <input type="checkbox"/> Right-of-Way |
| <input checked="" type="checkbox"/> Adjust Manholes | <input type="checkbox"/> Install Guardrail | <input type="checkbox"/> Sanitary Sewer* |
| <input checked="" type="checkbox"/> Binder Mat | <input type="checkbox"/> Lighting* | <input type="checkbox"/> Street Signs* |
| <input type="checkbox"/> Clearing and Grubbing | <input type="checkbox"/> Patching | <input type="checkbox"/> Storm Sewer |
| <input type="checkbox"/> Culverts | <input type="checkbox"/> Pavement Marking | <input type="checkbox"/> Undercutting |
| <input type="checkbox"/> Cut Hills | <input type="checkbox"/> Realign Roadway (vertically and/or horizontally) | <input type="checkbox"/> Water Main* |
| <input type="checkbox"/> Drain Tiles | <input type="checkbox"/> Reconstruct Intersection | <input type="checkbox"/> Wedge |
| <input type="checkbox"/> Driveway Joints | <input checked="" type="checkbox"/> Re-establish Crown | <input type="checkbox"/> Widening Roadway |
| <input type="checkbox"/> Establish Drainage | <input type="checkbox"/> Re-grade Ditches | |

Proposed Improvement Description – OPTIONAL

This is an optional field to list any additional work on the project other than what has already been selected in previous steps. Please note: Entries in this field will be included on the State/Municipal Project Agreement (SMA).

2022-2023 LOCAL ROAD IMPROVEMENT PROGRAM APPLICATION (continued)

Wisconsin Department of Transportation DT2350

ADT values and pavement ratings should be corrected in WISLR prior to project submittal.

LOCATION

On Route – Road to be Improved Herwig Dr	
At Route – Beginning Point Schneider St (Termini)	Toward Route – Ending Point Herwig Ct
<i>Offset below only required if this project does not begin at the At Route intersection.</i> To identify a project location that ends before the Toward Route intersection, please adjust the section length accordingly.	
At Offset: 0 (ft)	Section Length: 898 (ft)
Need for Improvement	
Significant Aging	
Average Daily Traffic: 50	Pavement Condition Rating (number): 3

LOCATION

On Route – Road to be Improved Herwig Dr	
At Route – Beginning Point Herwig Ct	Toward Route – Ending Point* Lafollette St W
<i>Offset below only required if this project does not begin at the At Route intersection.</i> To identify a project location that ends before the Toward Route intersection, please adjust the section length accordingly.	
At Offset: 0 (ft)	Section Length: 264 (ft)
Need for Improvement	
Significant Aging	
Average Daily Traffic: 50	Pavement Condition Rating (number): 3

LOCATION

On Route – Road to be Improved Schneider St	
At Route – Beginning Point CTH P (Termini)	Toward Route – Ending Point Herwig Dr
<i>Offset below only required if this project does not begin at the At Route intersection.</i> To identify a project location that ends before the Toward Route intersection, please adjust the section length accordingly.	
At Offset: 0 (ft)	Section Length: 422 (ft)
Need for Improvement	
Significant Aging	
Average Daily Traffic: 50	Pavement Condition Rating (number): 5

Yes No Have the ADT values and Pavement Ratings shown above been updated in WISLR?

If No, please contact the WISLR Helpline at WISLRinfo@dot.wi.gov or call (608) 266-2865

2022-2023 LOCAL ROAD IMPROVEMENT PROGRAM APPLICATION (continued)

Wisconsin Department of Transportation DT2350

Other Funding

Yes No Has the county/municipality requested or been approved for other federal or state funding from the Wisconsin Department of Transportation (WisDOT) for the improvement?
If Yes, please CHECK ALL THAT APPLY below:

PROGRAM	REQUESTED	APPROVED	PROJECT ID (e.g. 8897-20-00)
<input type="checkbox"/> Congestion Mitigation and Air Quality Program (Eligible areas only)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Highway Safety Improvement Program	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Local Bridge Improvement Assistance Program	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Scenic Byways Program	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Surface Transportation Program—Rural	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Surface Transportation Program—Urban	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Transportation Alternatives Program	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Transportation Economic Assistance Program	<input type="checkbox"/>	<input type="checkbox"/>	

The LRIP program does not allow other federal or state funding to be used on an LRIP project. Make certain that the LRIP route termini does not overlap other federal or state project termini.

Estimated Project Cost:		Hot Mix Asphalt ONLY:	
Engineering:	\$ \$9,575.00	Hot Mix Asphalt Cost:	\$
Right-of-Way Acquisition:	\$ \$0.00	Total Eligible Costs:	\$
Construction:	\$ \$114,901.00		
Total Eligible Costs:	\$ \$124,476.00	Ineligible Improvement Costs:	\$
Ineligible Improvement Costs:	\$ \$44,394.00	Total Improvement Costs:	\$
Total Improvement Costs:	\$ \$168,870.00		

Attachments

Attach the following documents:

- Improvement Plan
- WISLR Map showing project location
- Discretionary Supporting Documentation (discretionary projects only)

2022-2023 LOCAL ROAD IMPROVEMENT PROGRAM APPLICATION (continued)

Wisconsin Department of Transportation DT2350

Terms and Conditions

1. The initiation and accomplishment of the improvement will be subject to the applicable federal, state and local laws, administrative policy and program rules, ordinances, standards, and contract bidding requirements. Please note that if any portion of an improvement is funded using federal funds (including design, real estate, or other related work activities), the entire improvement will be subject to federal requirements. All components of the improvement must be defined in the environmental document if any portion of the project is federally funded.
2. The construction of the improvement will be in accordance with the appropriate standards unless an exception to standards is granted by the state prior to construction. The entire cost of the improvement not constructed to standards will be the responsibility of the Municipality/County unless such exception is granted.
3. The Municipality/County will assume all responsibility for complying with all applicable environmental requirements for the improvement.
4. The work, which is eligible for state participation will be administered by the Municipality/County. The authority for the state to delegate this responsibility is described in *ch. Trans 206*.
5. All contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the provisions of *s.86.31 Wis. Stats.* and all other municipal/county bidding requirements.
6. State financing will be limited to up to 50 percent (%) participation in eligible items or to the limit approved for the improvement – whichever is less - except for LRIP-S projects, which can be funded to a maximum of 90 percent (%) participation in eligible items or to the limit approved for the improvement, whichever is less.
7. Payments to the Municipality/County will be made after the improvement is completed, and the contractor(s) fully reimbursed.
8. In order 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 setoff and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
9. The Municipality/County will keep records of the cost of the improvement together with letting documents and will have them available for inspection by representatives of the state and will furnish copies when requested.
10. The design and construction of the improvement must be certified by a registered professional engineer, if the cost of the improvement exceeds \$65,000.
11. Federal Single Audits of Local Government Units:
 - a) The Municipality/County shall have a single organization audit performed by a qualified independent auditor if required to do so under federal law and regulations. (See Federal Circular No. A-133)
 - b) This audit shall be performed in accordance with Federal Circular A-133 issued by the Federal Office of Management and Budget (OMB) and state single audit guidelines issued by the Wisconsin Department of Administration (DOA).
 - c) The Municipality/County will keep records of costs of construction, inspection tests and maintenance done by it to enable the State to review the amount and nature of the expenditure for those purposes. Such accounting records and any other related records shall be subject to a project review or audit as directed by the Department within ten (10) years of project closing.
12. The Municipality/County will maintain, at its own cost and expense, all portions of the project that lie within its jurisdiction and will make ample provision of such maintenance as long as the road remains open to traffic.
13. This agreement is subject to the availability of State funds appropriated for this program. The continuance of this agreement beyond the limits of funds already available to the Wisconsin Department of Transportation is contingent upon appropriation of the necessary funds by the Wisconsin Legislature and the Governor. (Reference 66 OAG 408; State ex rel. LaFollette v. Reuter, 36 Wis. 2d 96, 119 [1967])
14. In accordance with the State's sunset policy for LRIP projects, the subject improvement must be constructed and submitted for reimbursement within three biennium.

Submitting this application indicates that the Requestor is authorized to conduct official business for the Municipality/County identified below and upon acceptance by the State shall constitute agreement between the Municipality/County and the State, subject to the terms and conditions above.

<input type="checkbox"/> City <input checked="" type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> County Pardeeville	County of Columbia
x <u>Erin M. Salmon</u> Village Administrator / D.P.W. (Head of Government/Designee - Signature) Pardeeville	Columbia <u>11/08/2021</u> (Date -mm/dd/yyyy)
<u>Erin M. Salmon</u> Village Administrator / D.P.W. (Print Name) (Title)	



**2022 - 2023
Local Roads Improvement Program (LRIP)
Project Summary**

Document Created:	February 07, 2024	Program Type:	MSILT
Project Number:	17878	Project Status:	Approved
Request Number:	131720	PO Number:	21599
Request Status:	Complete		

Project Recipient

State Fiscal Year: **2023**
 County: **Columbia** Municipality/County: **Village of Pardeeville**

	Head of Government	Clerk/Treasurer
	PHILLIP POSSEHL	JENNIFER BECKER
Address:	511 WEST CHESTNUT ST	114 LAKE ST., PO BOX 217
	PARDEEVILLE, WI 53954	PARDEEVILLE, WI 53954-0217
Business Phone:	(608) 697-9626	(608) 429-3121
Fax:		(608) 429-3714
Alt Phone:		
Email:	No email on file	CLERK- TREASURER@VILLAGEOFPARDEEVILLE.NET

Project Improvement

Improvement Type: **Reconditioning**

Surface Type: **70 - Hot Mix Asphalt Pavement (HMAC)**

Is this project part of the improvement plan (minimum of 5 years)? **Yes**

Does this project meet the standards in WisDOT Facilities Development Manual, Chapter 11-20-1? **Yes**

Project Location

On Route 1: **Herwig Dr**

At Route: **Schneider St (Termini)**

Toward Route: **Herwig Ct**

At Offset:	Section Length:	ADT:	Pavement Rating:
0 ft	898 ft	50	3

Need for Improvement: **Significant Aging**

Other Work: **Adjust manholes, Binder Mat, Re-establish crown**

Are the WISLR ADT values and Pavement Ratings correct for all road sections? **Yes**

Thickness:	Travel Width (Per Lane):	Left Shoulder:	Curb & Gutter:	Right Shoulder:	Curb & Gutter:
4.00 in	12 ft 0 in	5 ft 0 in	Y	5 ft 0 in	Y

Will the existing pavement be removed/altered? **Yes**
 Identify Method: **Milled**

Will the base, subbase, or substandard soils be removed? **No**

Will the base, subbase be added? **No**

2022 - 2023
Local Roads Improvement Program (LRIP)
Project Summary

On Route 2: **Herwig Dr**
 At Route: **Herwig Ct**
 Toward Route: **Lafollette St W**

At Offset:	Section Length:	ADT:	Pavement Rating:
0 ft	264 ft	50	3

Need for Improvement: **Significant Aging**
 Other Work: **Adjust manholes, Binder Mat, Re-establish crown**

Are the WISLR ADT values and Pavement Ratings correct for all road sections? **Yes**

Thickness:	Travel Width (Per Lane):	Left Shoulder:	Curb & Gutter:	Right Shoulder:	Curb & Gutter:
4.00 in	12 ft 0 in	5 ft 0 in	Y	5 ft 0 in	Y

Will the existing pavement be removed/altered? **Yes**
 Identify Method: **Milled**

Will the base, subbase, or substandard soils be removed? **No**

Will the base, subbase be added? **No**

On Route 3: **Schneider St**
 At Route: **CTH P (Termini)**
 Toward Route: **Herwig Dr**

At Offset:	Section Length:	ADT:	Pavement Rating:
0 ft	422 ft	50	5

Need for Improvement: **Significant Aging**
 Other Work: **Adjust manholes, Binder Mat, Re-establish crown**

Are the WISLR ADT values and Pavement Ratings correct for all road sections? **Yes**

Thickness:	Travel Width (Per Lane):	Left Shoulder:	Curb & Gutter:	Right Shoulder:	Curb & Gutter:
4.00 in	12 ft 0 in	5 ft 0 in	Y	5 ft 0 in	Y

Will the existing pavement be removed/altered? **Yes**
 Identify Method: **Milled**

Will the base, subbase, or substandard soils be removed? **No**

Will the base, subbase be added? **No**

Project Funding

Has the Village requested or been approved for other federal or state funding for the improvement? **No**

Engineering:	\$9,575.00
Right-of-Way Acquisition:	\$0.00
Construction:	\$114,901.00
Total Eligible Costs:	\$124,476.00
Ineligible Improvement Costs:	\$44,394.00
Total Improvement Costs:	\$168,870.00
Approved LRIP Reimbursement Amount:	\$17,643.13

Engineer's Estimate

Herwig Dr: Schneider St - Herwig Ct
 Herwig Dr: Herwig Ct - LaFollette St
 Schneider St: CTH P - Herwig Dr
 Village of Pardeeville
 Columbia County, WI

11/3/2021

Prepared by: MSA Professional Services, Inc.

Notes: *Parking lanes and utilities are NOT eligible costs

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE	Ineligible Costs	Eligible Costs
General Requirements - Project							
1.	Mobilization/Bonds/Insurance	1	LS	\$3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
2.	Traffic Control	1	LS	\$1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
Erosion Control - Project							
3.	Erosion Control	1	LS	\$1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
Removals A - Herwig St: Schneider to Herwig Ct							
4.A	Asphalt Pavment Milling	3,590	SY	\$2.00	\$ 7,180.00	\$ 2,111.11	\$ 5,068.89
5.A	Curb & Gutter Removal	100	LF	\$10.00	\$ 1,000.00	\$ -	\$ 1,000.00
Streets A - Herwig St: Schneider to Herwig Ct							
6.A	Excavation Below Subgrade (EBS)	60	CY	\$18.00	\$ 1,080.00	\$ 317.55	\$ 762.45
7.A	Breaker Run for EBS	60	CY	\$18.00	\$ 1,080.00	\$ 317.55	\$ 762.45
8.A	Concrete Curb and Gutter, 30-Inch	100	LF	\$20.00	\$ 2,000.00	\$ -	\$ 2,000.00
9.A	Asphaltic Pavement, Binder Course, 2-Inch	480	TON	\$58.00	\$ 27,840.00	\$ 8,081.33	\$ 19,758.67
10.A	Asphaltic Pavement, Surface Course, 2-Inch	480	TON	\$60.00	\$ 28,800.00	\$ 8,360.00	\$ 20,440.00
Removals B - Herwig St: Herwig Ct to LaFollette St							
4.B	Asphalt Pavment Milling	1,200	SY	\$2.00	\$ 2,400.00	\$ 704.44	\$ 1,695.56
5.B	Curb & Gutter Removal	40	LF	\$10.00	\$ 400.00	\$ -	\$ 400.00
Streets B - Herwig St: Herwig Ct to LaFollette St							
6.B	Excavation Below Subgrade (EBS)	20	CY	\$18.00	\$ 360.00	\$ 105.67	\$ 254.33
7.B	Breaker Run for EBS	20	CY	\$18.00	\$ 360.00	\$ 105.67	\$ 254.33
8.B	Concrete Curb and Gutter, 30-Inch	40	LF	\$20.00	\$ 800.00	\$ -	\$ 800.00
9.B	Asphaltic Pavement, Binder Course, 2-Inch	160	TON	\$58.00	\$ 9,280.00	\$ 2,696.61	\$ 6,583.39
10.B	Asphaltic Pavement, Surface Course, 2-Inch	160	TON	\$60.00	\$ 9,600.00	\$ 2,789.60	\$ 6,810.40
Removals C - Schneider St: CTH P to Herwig Dr							
4.C	Asphalt Pavment Milling	1,590	SY	\$2.00	\$ 3,180.00	\$ 937.78	\$ 2,242.22
5.C	Curb & Gutter Removal	50	LF	\$10.00	\$ 500.00	\$ -	\$ 500.00
Streets C - Schneider St: CTH P to Herwig Dr							
6.C	Excavation Below Subgrade (EBS)	30	CY	\$18.00	\$ 540.00	\$ 159.25	\$ 380.75
7.C	Breaker Run for EBS	30	CY	\$18.00	\$ 540.00	\$ 159.25	\$ 380.75
8.C	Concrete Curb and Gutter, 30-Inch	50	LF	\$20.00	\$ 1,000.00	\$ -	\$ 1,000.00
9.C	Asphaltic Pavement, Binder Course, 2-Inch	220	TON	\$58.00	\$ 12,760.00	\$ 3,589.81	\$ 9,170.19
10.C	Asphaltic Pavement, Surface Course, 2-Inch	220	TON	\$60.00	\$ 13,200.00	\$ 3,713.60	\$ 9,486.40
	SubTotal				\$ 129,900.00	\$ 34,149.21	\$ 95,750.79
	Contingencies (20%)				\$ 25,980.00	\$ 6,829.84	\$ 19,150.16
	Subtotal				\$ 155,880.00	\$ 40,979.06	\$ 114,900.94
	Engineering (10%)				\$ 12,990.00	\$ 3,414.92	\$ 9,575.08
	Total				\$ 168,870.00	\$ 44,393.98	\$ 124,476.02

Mill & Over
 1 1/2" asphalt

2022 - 2023
Local Roads Improvement Program (LRIP)
State Municipal Project Agreement

Additional Locations:

On Route 2: **Herwig Dr**
At Route: **Herwig Ct**
Toward Route: **Lafollette St W**

Need for Improvement: **Significant Aging**

Other Work: **Adjust manholes, Binder Mat, Re-establish crown**

Thickness	Travel Width (Per Lane)	Left Shoulder	Curb & Gutter	Right Shoulder	Curb & Gutter
4.00 in	12 ft 0 in	5 ft 0 in	Y	5 ft 0 in	Y

On Route 3: **Schneider St**
At Route: **CTH P (Termini)**
Toward Route: **Herwig Dr**

Need for Improvement: **Significant Aging**

Other Work: **Adjust manholes, Binder Mat, Re-establish crown**

Thickness	Travel Width (Per Lane)	Left Shoulder	Curb & Gutter	Right Shoulder	Curb & Gutter
4.00 in	12 ft 0 in	5 ft 0 in	Y	5 ft 0 in	Y

Project Funding						
Funding Type	From Project	Program Type	Biennium	Sunset Date	Approved Amount	Date
New Biennium Project	N/A	MSILT	2022 - 2023	June 30, 2027	\$17,643.13	July 01, 2022
Total					\$17,643.13	

2022 - 2023
Local Roads Improvement Program (LRIP)
State Municipal Project Agreement
Terms and Conditions

1. The initiation and accomplishment of the improvement will be subject to the applicable federal, state and local laws, administrative policy and program rules, ordinances, standards, and contract bidding requirements. Please note that if any portion of an improvement is funded using federal funds (including design, real estate, or other related work activities), the entire improvement will be subject to federal requirements. All components of the improvement must be defined in the environmental document if any portion of the project is federally funded.
2. The construction of the improvement will be in accordance with the appropriate standards unless an exception to standards is granted by the state prior to construction. The entire cost of the improvement not constructed to standards will be the responsibility of the Municipality/County unless such exception is granted.
3. The Municipality/County will assume all responsibility for complying with all applicable environmental requirements for the improvement.
4. The work, which is eligible for state participation will be administered by the Municipality/County. The authority for the state to delegate this responsibility is described in ch. Trans 206.
5. All contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the provisions of s.86.31 Wis. Stats. and all other municipal/county bidding requirements.
6. State financing will be limited to up to 50 percent (%) participation in eligible items or to the limit approved for the improvement - whichever is less
7. Payments to the Municipality/County will be made after the improvement is completed, and the contractor(s) fully reimbursed.
8. In order 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.
9. The Municipality/County will keep records of the cost of the improvement together with letting documents and will have them available for inspection by representatives of the state and will furnish copies when requested.
10. The design and construction of the improvement must be certified by a registered professional engineer, if the cost of the improvement exceeds \$65,000.
11. Federal Single Audits of Local Government Units:
 - a. The Municipality/County shall have a single organization audit performed by a qualified independent auditor if required to do so under federal law and regulations. (See Federal Circular No. A-133)
 - b. This audit shall be performed in accordance with Federal Circular A-133 issued by the Federal Office of Management and Budget (OMB) and state single audit guidelines issued by the Wisconsin Department of Administration (DOA).
 - c. The Municipality/County will keep records of costs of construction, inspection tests and maintenance done by it to enable the State to review the amount and nature of the expenditure for those purposes. Such accounting records and any other related records shall be subject to a project review or audit as directed by the Department within ten (10) years of project closing.
12. The Municipality/County will maintain, at its own cost and expense, all portions of the project that lie within its jurisdiction and will make ample provision of such maintenance as long as the road remains open to traffic.
13. This agreement is subject to the availability of State funds appropriated for this program. The continuance of this agreement beyond the limits of funds already available to the Wisconsin Department of Transportation is contingent upon appropriation of the necessary funds by the Wisconsin Legislature and the Governor. (Reference 66 OAG 408; State ex rel. LaFollette v. Reuter, 36 Wis. 2d 96, 119 [1967])
14. In accordance with the State's sunset policy for LRIP projects, the subject improvement must be constructed and submitted for reimbursement within three biennium.

Checking this box indicates that the Preparer is authorized to conduct official business for the Municipality/County identified below and upon acceptance by the State shall constitute agreement between the Municipality/County and the State, subject to the terms and conditions above.

Recipient:	Village of Pardeeville	County:	Columbia	
Head of Government:	PHILLIP POSSEHL	Title:	Head of Government	
Preparer:	Matthew Wathke	Title:	Consultant/Private Engineer acting as Municipal Engineer	Date: 11/05/2021
Reviewer:	Chris Hardy	Title:	County Highway Commissioner	Date: 01/08/2022

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Pardeeville (V)

Schneider St

East Main St

Lefferts St

Columbia County

Lefferts St W

Savannah Trl

Savannah Trl

Henry Ct

General Ct

Pardeville (W)

Columbia County

Lafayette St W

Wankke St

Parfeeville (V)

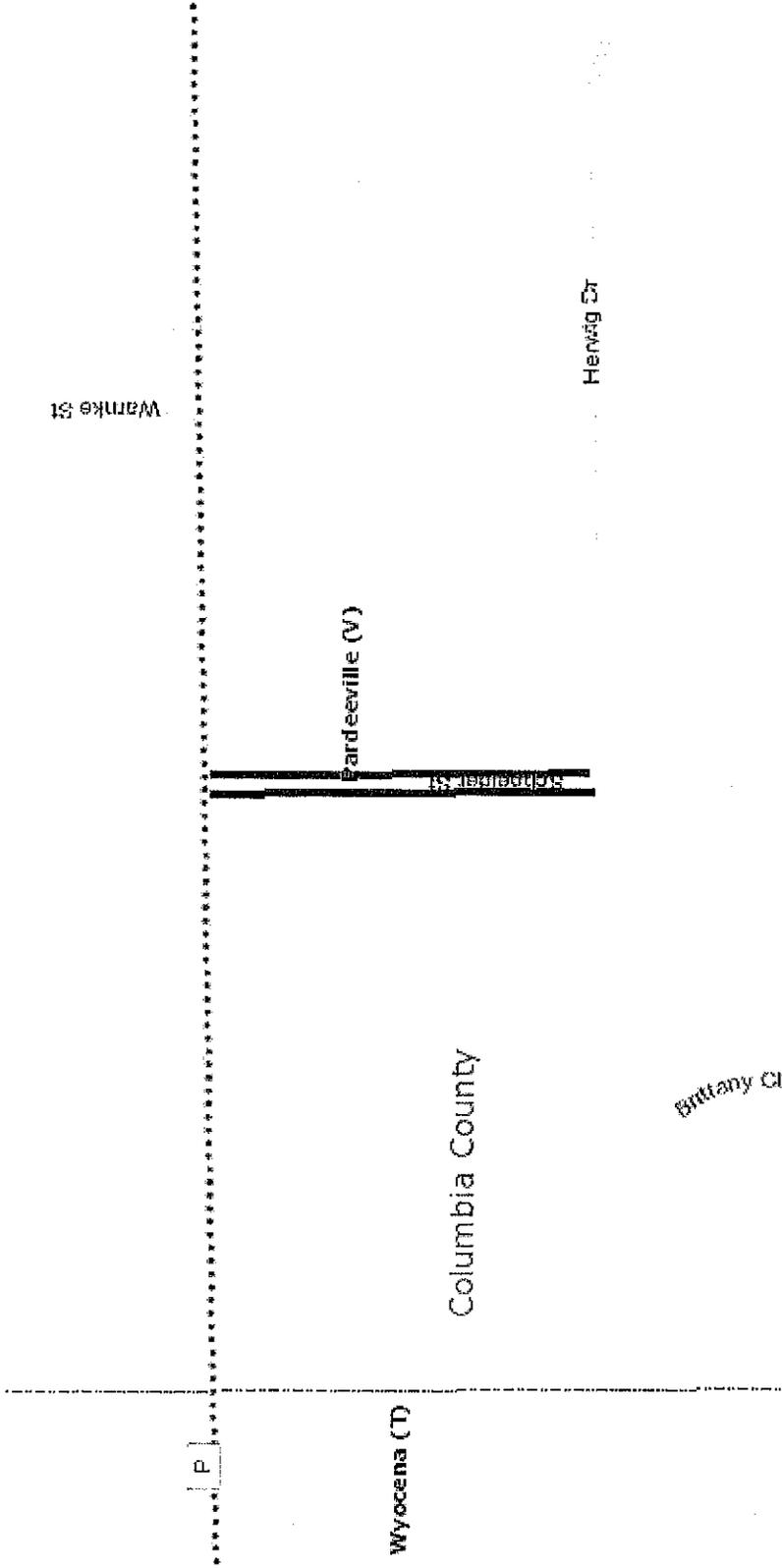
Columbia County

Brittany Cr

Hervig Dr

Wyocena (T)

P





Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Yard Waste Site Opening Date

This memo is in regards to the Yard Waste Site Opening Date agenda item.

The Village owns a Yard Waste Site, which is a great amenity to its residents. There is not opening date listed anywhere that is easily discovered. In my research, several communities in the area are opening their Yard Waste Sites at the very end of March or at the very beginning of April. It would be beneficial for the Village to follow suite, especially with the warmer weather.

Should the body agree, a motion would be in order to recommend the Village Board set an opening date for the Yard Waste Site to be March 28th.

Respectfully,
Austen



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Yard Waste Site Hours of Operation

This memo is in regards to the Yard Waste Site Hours of Operation agenda item.

The Village owns a Yard Waste Site, which is a great amenity to its residents. There are not many good reasons as to why the Village closes the Yard Waste Site in the winter. It would be a great benefit to residents to keep it open year-round, especially with years like this one. Likewise, the Village has cameras out at the Yard Waste Site, so any threat of misconduct is already being mitigated. So, it may also be beneficial to remove the hours of operation associated with the Yard Waste Site, as the hours of operation only dictate closing it for the officers and checking that there is no one around. This is generally a waste of the officer's time due to the threat of vandalism at a Yard Waste Site being extremely low, especially with our current cameras in place. The Village is better served with the contracted officers patrolling and monitoring the Parks more.

Should the body agree, a motion would be in order to recommend the Village Board set the regular Yard Waste Site hours to be open year round at all times of the day.

Respectfully,
Austen



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Yard Waste Site Application

This memo is in regards to the Yard Waste Site Application agenda item.

An item left by the previous Public Works Director, and the interim, was a burn site application to the DNR. This application entails a site review, site plan review, and annual license; all of which cost the Village money. The site review and plan review have already been paid for. However, if the Village were to consider not burning the brush pile, it would no longer have to pay an annual license fee. Likewise, the Yard Waste Site is currently unlicensed as a yard waste site. With that being said, the Village needs to submit an application for the yard waste site to become licensed, per Wisc. State Stats. NR 502.12. It is staff's opinion that burning the brush pile is not a wise decision. The Village also needs to receive signatures approving of the burn site since properties fall within ¼ mile of the site, which is the step that this was left at. It is staff's opinion that the brush could be chipped instead of burned, saving the Village the annual fee. Staff also is of the mind that the Village should use the money already paid to the Village to cover the cost of the yard waste site application (same cost).

Should the body agree, a motion would be in order to recommend the Village Board apply for the Yard Waste Site License only, using the already paid money.

Respectfully,
Austen



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Brush Pickup

This memo is in regards to the Brush Pickup agenda item.

The Village operates brush pickup annually. What was described was pickup occurring every other month. A good portion of residents are likely missing out on the amenity, given its scarcity. The Village may want to put in place a new frequency in place to better serve its residents. It would better serve its residents if it were, at minimum, monthly. Of course, it also occurs after large storm events.

Should the body agree, a motion would be in order to recommend the Village Board conduct brush pickup at least monthly, with dates and frequency to be determined by the Public Works Director.

Respectfully,
Austen



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Leaf Pickup

This memo is in regards to the Leaf Pickup agenda item.

This is meant to be a discussion topic primarily. In almost all communities, large and small, in the northeast region of the State, the municipality offers the resident another amenity known as leaf pickup. The municipality public works crew would go around and vacuum up, or scoop depending on equipment, leaves that its residents leave in piles either in the gutter or on the terrace by the curb. This is a highly utilized amenity in the northeast region. However, it does not appear that the Village, or the surrounding area, offers this to its residents. This item is meant to invoke discussion and determine if this may be something the Village would like to offer in the future. The Village currently has a smaller leaf vacuum system that is uses in the park, pulled behind the mower. In my discussion with the Public Works Lead, it could be pulled by the Public Works gator. Meaning it may be possible to implement a small-scale leaf pickup this year if it were discussed and interest was shown.

Respectfully,
Austen



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Public Works Dress Code

This memo is in regards to the Public Works Dress Code agenda item.

This is meant to be a discussion topic primarily. In every community, this topic is brought up at least once every few years. Given the temperatures of the summer, and the job duties of public works and utility crews basing in the outdoors, they typically would like to wear shorts to remain cool. The Villages dress code does not explicitly prohibit shorts, but it may be a topic worth discussing and updating the Dress Code Policy. Shorts can be another benefit for working in the Village. It can also be seen as unprofessional in the eyes of some. It is a topic worth discussing on the route the Village would like to take, whether allow, not allow, circumstantially allow, rewrite the policy, etc.

Respectfully,
Austen

Village of Pardeeville

Dress Code

Before an individual is hired and an offer of employment is extended, and before commencement of any employment duties, the considered applicant shall be notified by the immediate supervisor of any required hair style, facial hair requirements, dress, uniform or clothing requirements that apply to the job. These requirements shall relate to safety and public relations. In all departments where specific uniform requirements are not demanded, employees shall be neat and clean and conduct themselves in a dignified manner. This policy does not prohibit "Casual Friday" or other special occasions, as approved by the Administrator. A professional appearance is required of all employees as to manner and physical appearance.



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Pickleball Court

This memo is in regards to the Pickleball Court agenda item.

Pickleball is the fastest growing sport/hobby in the US. With a relatively small footprint (smaller than tennis) and cheaper equipment costs it is no surprise that the younger generation and older generation have picked it up so quickly. With its rapid growth, communities around the State have been quickly reworking some, if not most, tennis courts into pickleball courts. Given the remodel and opening of the senior center it may be a smart opportunity to rework something into a pickleball court to encourage increased use of the Village parks.

Respectfully,
Austen