



150 S. BRIDGE ST. • MARKESAN, WI 53946 • 920-398-3031

STREETS, BUILDINGS & UTILITIES COMMITTEE

Markesan City Hall

SEPTEMBER 12, 2016
6:30p.m.

AGENDA

Call to Order

Roll Call

Citizen's Comments

Public Information Session for 2017 Roads & Water/Sewer Projects – John Street

Public Works Report

- Part-time Snow plow driver & Snow plow driver wages

Water & Sewer Department Report

- Obtain Bids for Pump Replacement

New Business

- Sidewalk Maintenance Policies
- Road Right-of-Way Tree Maintenance Policies

Old Business

- 2017 Street/Utility Project Updates

Review Land Use Permits

Adjournment

A quorum of the Markesan Common Council may be in attendance at this meeting to gather information about a subject over which they have decision making responsibility. Under Wisconsin Open Meeting Law, this may constitute a meeting of the Common Council pursuant to the Badtke Decision, however, the Council will not take action at this meeting.

Any person requiring special assistance to participate in this meeting should contact the Clerk-Treasurer at 398-3031 at least 24 hours prior to the meeting so appropriate accommodations can be made.

Posted: Markesan State Bank City Hall
Farmers State Bank Post Office
www.markesanwi.gov

Dated September 9, 2016
Lavonne Athorp, Clerk-Treasurer

SIDEWALK MAINTENANCE HANDBOOK

Policy and Operating Guidelines
Adopted: ??, 2016
City of Markesan

Program Goal

The objectives of the Sidewalk Maintenance Program are to:

- Protect the general public from injury by identifying defects and ensuring their timely repair.
- Protect the general taxpayer from the expense of liability claims due to personal injury.
- Protect individual property owners by notifying them that a hazardous condition exists and assisting with correction of that hazard.
- Protect the general public's investment in the transportation system, which includes sidewalks, driveways, corners, and curbs.
- Manage the maintenance of sidewalks in a way that protects street trees and other desirable vegetation whenever possible.

Inspection Program

The goal of the Sidewalk Maintenance Program is to identify sidewalk defects and assist the property owner with the repair process. Public Works representatives are primarily looking for things that cause people to trip and fall, such as "stub toes" where the sidewalk is raised. Other defects may include holes, spalled or chipped areas, wide cracks, deterioration, and areas that are damaged by tree roots. The graphics shown on the following pages provide examples of these types of damage.

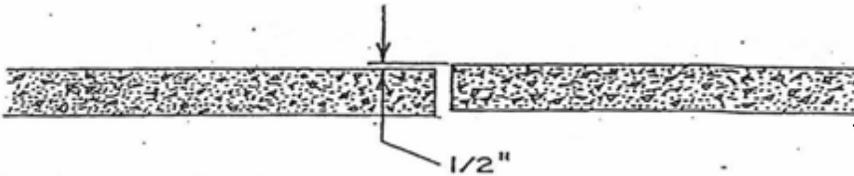
To assist the Public Works representatives in the identification of defects, guidelines have been established for consideration when inspecting sidewalks. The inspection guidelines apply to the City street right-of-way where there are sidewalks. The inspector will identify the hazard and the area needing to be replaced to ensure a good and substantial repair.

Sidewalk Inspection Criteria and Guidelines

The following criteria shall be used in determining if sidewalk sections (a section is defined as one square from joint to joint) or driveway approach conditions are hazardous and should be repaired. Sections adjacent to a section identified as hazardous will be held to a tighter standard; i.e. if a section meets the criteria for repair, and an adjacent section has some deterioration or issue, but may not completely meet the criteria, it may still be identified for repair. In addition, if 50% or more of the total footage on a property is identified as hazardous, then 100% of the footage of that property shall be required to be repaired/replaced.

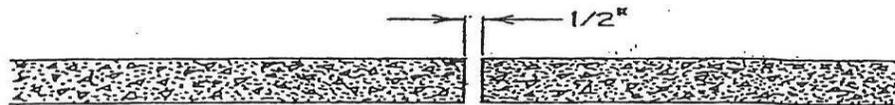
Stub Toes (Step Separation- Elevated Guide)

A guideline of 1/2 inch rise for “Stub Toes”, vertical and horizontal, in all sidewalk and driveway areas in the City right-of-way will be used in determining if a stub toe is hazardous.



Openings (Holes, Wide Cracks, Concrete Separations)

A guideline of 1/2 inch width and/or 1/2 inch depth for any “Openings” in the City right-of-way will be used in determining if an opening is hazardous.



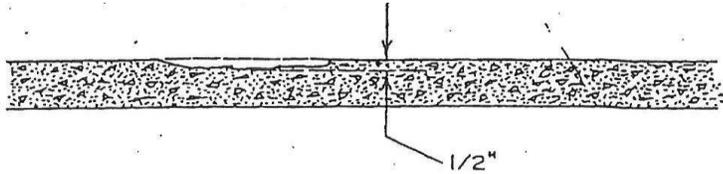
Spalled Concrete

Any surface deterioration of 50% or more of a section, or 1/2 inch or more depth in any one area (see Chipped Concrete), of spalled sidewalks and driveways will be used in determining if a spalled area is hazardous.



Chipped Concrete

A guideline of 1/2 inch width and 1/2 inch depth for any chipped sidewalks and driveways will be used in determining if a chipped area is hazardous.



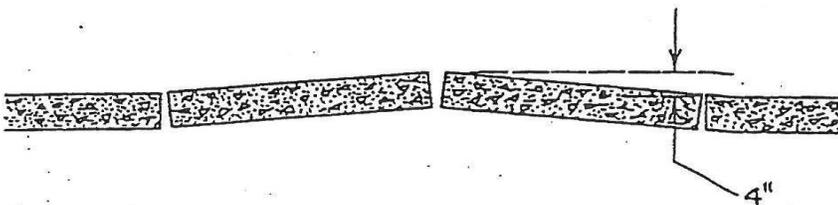
Chunks or Slabs that Move

Chunks of loose concrete or slabs that move or wobble are considered hazardous.



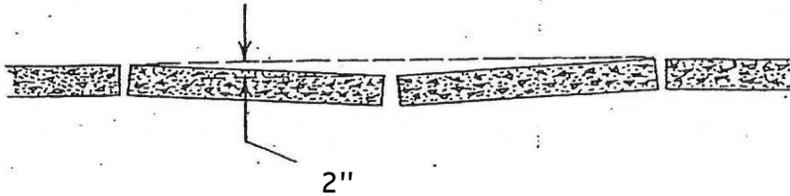
Raised Areas

Raised sidewalk and driveways shall be considered hazardous when the uppermost point of the raised area is more than 4 inches from grade.



Sunken Areas

Sunken sidewalk and driveways shall be considered hazardous when it has sunk 2 or more inches below grade. Sunken areas not only create a trip hazard, but also a puddling hazard where water could collect and freeze in cold temperatures.



Root Damage at Adjoining Properties

Where a tree root has created a "Raised" or "Sunken" area in the sidewalk or driveway at the property line, both properties will be notified to maintain grade. Both properties are notified because repairing only one property would create a stub toe at the property line. Each notice would include information about the condition of the adjoining property. The properties could be repaired separately, but the repair would have to have a seamless transition and both would have to meet city specifications.

Corners

Guidelines for replacement of corners shall be the same as the guidelines used for other sidewalks and driveways. Sidewalks in the corner curb radius are maintained by the City and corners installed by City crews will comply with ADA specifications.

Curbs

Curbs may be identified when they present a hazard, are generally in a deteriorated state, or no longer will facilitate or control drainage. *We currently do not inspect curbs during the sidewalk inspection, unless they are part of a crosswalk.*

Cost of curb repairs are split 50/50 between the City and property owner, except when they have been willfully or negligently damaged (driven on, etc.)

Sidewalk Construction Specifications

Old Concrete Removed

- Remove old concrete, black dirt, clay, and root debris
- Install complete gravel base – use compacted gravel base as bed for concrete work. 4 inch gravel base for 5 inch thick concrete.

Concrete to Use

- 4000 PSI, 6 bag mix, air-entrained, to be poured at a moderate slump (4-6 inch slump)

Pouring and Finishing

- Pour qualified mix design (see Concrete to Use above)
- 4' minimum width and 5 inches thick in general walks, 6 inches thick at driveways
- Joint should be 1/4 of the total thickness of the slab, i.e. a 4 inch slab would have a joint 1 inch deep. Control joints on a sidewalk 4 feet wide should be spaced every 4 feet. Felt joints to be 1/2 by depth of concrete
- Trowel finish, then brush to a non-slip surface
- Radius – edge all control joints and exterior edges
- ADA compliant, where practical

Curing

- Apply a cure/seal compound, contractor should notify City of type of compound and manufacturer's name

Restoration

- Remove all forms after concrete has cured
- Restore area so as not to create a hazardous situation
- Property owner is responsible for all lawn restoration.

Timeframe

- Work must begin May 1st or after, and be completed by September 1st.

Contract & Payment Procedures

Sidewalk Inspection Program and Major Road/Utilities Projects Only

- Property owners with identified hazardous sidewalk sections may contract individually to complete the work, or may request the City include their repairs in a combined contract with other identified repairs.
- City will contract only for sidewalk repairs/replacement for each affected property owner. Property owners desiring additional work, such as driveways, driveway approaches, etc. must make arrangements directly with contractor, and no repayment plan of any kind will be extended by the City for such work.
- City will supply contractor with complete list of all work to be done.
- City will measure and bill property owners separately. An extended payment plan may be offered, depending on the extent and cost of the repairs. Failure to make payments as arranged will result in the remaining amount, plus interest and penalties being added to the property tax bill.

Individual Repairs (required repairs outside of the regular Inspection period)

- Property owners must contract for work to be done.
- Failure to complete work by deadline (no extensions will be granted past Sept. 1st) will result in the City completing the repairs, and an invoice being issued. The full amount will be due upon receipt, and if unpaid, will be added to the property tax bill, along with interest and penalties. No payment plan will be offered.

Trees

Maintenance of trees in the right-of-way is the responsibility of the property owner. The City will pay the cost of removal if the tree needs to be removed to do City utility work. All other maintenance and costs are the responsibility of the property owner. (Martin had originally noted that "Trees in Right of way are owed by the property owner." Do we really mean they own it, or that we make them responsible for it? If they own it that means people can plant trees in the right of way if they want to? Without getting permission from the City? They can also cut down a tree in the right of way if they don't like it? I'm thinking about all the trees along Margaret St???)

If a street tree needs to be removed and replaced prior to replacing the sidewalk it is important to be sure the replacement tree is the right size for the planter strip. All street trees must be at least 1 ½ inch diameter at breast height at the time of planting. You will also need to consider if there are overhead power or other utility lines.



There are a number of other issues you should consider. These issues include:

- Height
- Spread
- Form (see illustration)

Remember that tree roots usually spread about as far as their canopy.

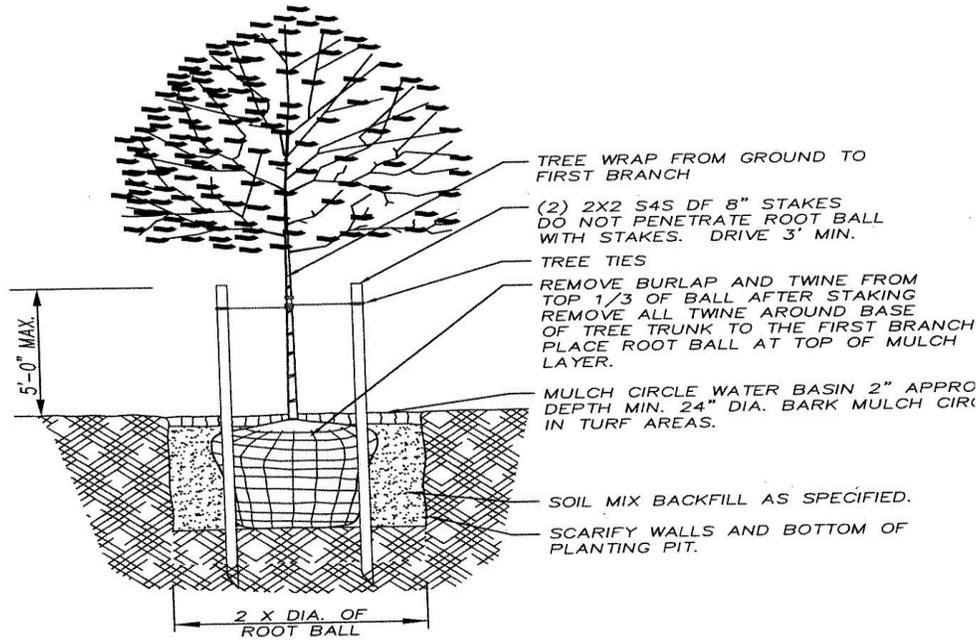
Call Before You Dig. Utility lines may be buried in the desired tree planting area. For your safety and the safety of others, be sure to check for underground utilities.

When locating the planting site for your tree, use the following guidelines. Measurements should be taken from the center of the trunk.

- 20 feet from the curb line of an intersection street.
- 15 feet from alleys and driveways
- 10 feet from fire hydrants
- 20 feet from directional traffic signs
- 30 feet from stop or yield signs
- 2 feet from adjoining property lines
- 25 feet from street lights
- 20 feet from adjacent tree

Planting Your tree

Planting in planter strips or behind the sidewalk



Planting in tree wells (we don't currently do tree wells?? Should we remove this section?)

