



City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- www.cityoflakegeneva.com

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE
MONDAY, OCTOBER 25, 2021 4:00 P.M.
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (LOWER LEVEL)

Members: Chairperson Cindy Flower, Mary Jo Fesenmaier, Rich Hedlund, Tim Dunn, and John Halverson

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AGENDA

1. Meeting called to order by Chairperson Flower
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes
4. Approval of the September 27, 2021 Public Works Committee meeting minutes as prepared and distributed
5. Director of Public Works Report
 - a. Update regarding Bloomfield Rd Signal
 - b. Update regarding Cemetery
 - c. Update regarding Brush Collection
 - d. Update regarding 2022 Street Improvement Project
6. Parking Manager Report
7. Discussion/Action regarding Utility Commission and Public Works Department joint project located on Lakeview Dr and Lake Shore Dr using the American Rescue Act Funds- **DPW Director Earle & Utilities Director Gajewski**
8. Discussion/Recommendation regarding Main Street and Highway 50 project
9. Discussion/Recommendation regarding the 2021 Street Improvement project
10. Discussion/Recommendation regarding ordinance identifying adjacent property owners to be responsible for bike path/multi-use path snow removal- **Park Board Chair/Representative**
11. Discussion/Recommendation regarding City snow plowing policy
12. Discussion/Recommendation regarding striping on Edwards Blvd and Main St – **Kapur Engineering**
13. Discussion/Recommendation regarding Disc Golf Bridge – **Park Board Chair/Representative**
14. Discussion/Recommendation regarding adopting a Sidewalk Maintenance Program in 2022 - **Ald. Flower**

15. Discussion/Recommendation regarding transferring of funds from the Capital Improvement Project Fund for the Library Park Sidewalk Project, to the Public Works General Operating Budget for Sidewalks located on Park Drive and Wells Street- ***Ald. Flower***
16. Discussion/Recommendation regarding gap, island, and boundary properties- ***Ald. Fesenmaier***
17. Discussion/Recommendation regarding Downtown Main St Signals timing for the pedestrian crossing - ***Ald. Flower***
18. Discussion/Recommendation regarding the Never Say Never Playground- ***Park Board Chair/Representative and Mayor Klein***
19. Discussion/Recommendation regarding PROWAG ordinance adoption- ***Ald. Flower***
20. Future Agenda Items
21. Adjourn

<i>This is a meeting of the Public Works Committee. No official Council action will be taken; however, a quorum of the Council may be present.</i>

CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, SEPTEMBER 27, 2021 4:00 P.M.
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (LOWER LEVEL)

Members: Chairperson Cindy Flower, Mary Jo Fesenmaier, Rich Hedlund, Tim Dunn, and John Halverson

Chairperson Flower called the meeting to order at 4:30 p.m.

Roll Call

Present: Flower, Fesenmaier, and Dunn

Absent: Hedlund and Halverson

Hedlund joined the meeting at 4:02 p.m.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes

Peggy Schneider; 245 Lookout Drive; Spoke in regards to the intersection between the Middle School and High School; more specifically the sidewalks in this area.

Approval of the August 23, 2021 Public Works Committee meeting minutes as prepared and distributed

Motion by Hedlund to approve, second by Dunn. No discussion. Motion carried 4-0.

Director of Public Works Report

Update regarding Clean sweep

DPW Director Earle stated that the clean sweep through Walworth County will be held on October 1 & 2. No action taken.

Update regarding Refuse/Recycling Quotes

Earle explained that they have been in contact with John's Disposal with no update as of yet. No action taken.

Update from Park Board

Earle noted that there has not been an update from the Park Board as of yet. No action taken.

Update regarding Disc Golf Bridge

This item will be discussed at the next Park Board meeting. There should be an update for this committee at the next meeting. No action taken.

Update regarding Bloomfield Rd Signal

Earle stated the minutes from this meeting have been included in the packet with Kapur Engineering and the State for the committee's review. Should they have any questions they can email or call him. No action taken.

Update regarding Cemetery

Finance Director Hall had included the budget versus actual reports for the Cemetery Fund. No changes at the Cemetery at this time. No action taken.

Update regarding Hwy 50 Road Patch in crosswalk at Edwards Blvd

Earle stated that the road work in this crosswalk had been corrected. No action taken.

Update regarding left turn lane into gas station on North leg of Edwards Blvd/Hwy 50

Earle added that he is working to find documentation including the developer's agreement to address this issue. The bollards will more than likely not be added until the Spring. No action taken.

Update regarding "Four Way" Signs to the intersection of Rush Street and Lake Geneva Blvd

Earle stated that these had been installed last week. No action taken.

Earle stated that the City will be spending \$150,000 on the Bloomfield Signal and that once that's exhausted, the school will pay to repair the remainder.

Parking Manager Report

Parking Manager Elder gave his report regarding the revenues for the Parking Department and noted that \$333,000 was collected in August. He added the Sunday morning parking placards for the downtown churches have been utilized at around 10-12 every Sunday. This will continue to be monitored through October. He noted there has been a request to reserve some stalls in the eastside of the Library for patrons, as the Library is under construction. Committee discussed that the reservation of stalls could go straight to the Finance, Licensing, and Regulation Committee for further discussion/action. Flower inquired about the usage of the shuttle program and how the City may recoup costs from the Tourism Commission. No action taken.

Discussion/Recommendation regarding the DPW 2022 Budgets- **DPW Director Earle**

Earle added that there was nothing to report. No action taken.

Discussion/Recommendation regarding winter maintenance of City bike paths; including possible ordinance creation - **DPW Director Earle**

Earle explained currently there is nothing in place giving ownership of the snow clearing of the various multi-use paths in the City. The first one identified was the path near the intersection of Highway 50 and Edwards Blvd. This would add that adjacent property owners be responsible for clearing of the path, whether is snow or grass, etc. He added that there are certain paths that get plowed in Veterans Park and on Townline Rd, but there is not enough staff available to clear all of the paths. Creating an ordinance would make that the responsibility of the adjacent property owners. Flower added that maybe paths with access to the right of way be included to be plowed by the City, but that the committee needs to provide guidance on its desires. Fesenmaier stated this should be consistent and is in favor of this being the responsibility of the adjacent property owners. Discussion included if this would also include maintenance and repair of these paths as well. Discussion included sending this to the Park Board for further discussion as well and then have that board make a recommendation.

Motion by Fesenmaier to recommend amending the ordinance to include winter maintenance of the City bike/multi-use paths be the responsibility of the adjacent property owners and refer to the Park Board for recommendation, second by Dunn. Earle added the path adjacent to Curtis Street would need to be exempt until such time it can be repaired.

Discussion included that the property owners be responsible for the paths in front and on the sides of the property, within reason. Dunn would like to see the motion amended to exempt the area from the YMCA to Host Tower, due to its failed state and the embankment. Earle stated that he could give recommendations to the Park Board of what paths may be the adjacent property owners responsibility. Motion carried 4-0.

Halverson joined the meeting at 4:31 p.m.

Discussion/Recommendation regarding City of Lake Geneva Snow/Ice Maintenance Policy- **DPW Director Earle**

Earle stated that he has been working on this policy with little input from other City Departments. He added the Downtown Business Improvement District had suggestions on how to handle the snow removal downtown and those were sent to the Attorney to review. He explained that somethings had been changed regarding classifying a snow event and added the use of brine to the policy. For the most part, this policy will remain unchanged, but clarified. Discussion included that a snow emergency be declared based on criteria versus by just a declaration. Or that the declaration be made as a collaboration of the Fire Chief, Police Chief and the Public Works Director, versus an elected official. Earle added that this could maybe be the decision of the Emergency Management Coordinator or designee and advised against the call being criteria based. Flower added that this should be a collaborative effort between the Police, Fire, and the Public Works Department with a recommendation to the City Administrator or designee. Currently a snow emergency can be called by the Mayor or the Council President. Discussion included that the employee handbook being updated to add the plow driver requirements that are being removed from the policy. Earle added the mailbox policy should be addressed too as most municipalities are doing away with them. More often than not, the snow is causing the damage to the mailboxes, not the plows themselves. Also many mailboxes are not compliant with the USPS standards and are not stable. No action taken.

Discussion/Recommendation regarding possibly vacating Logan Street- **DPW Director Earle**

Earle explained that the right of way had been given to the Luther Church and that a section of that right of way is not accessible by the City for maintenance. There may be utilities in that area that would require an easement but it would be ideal to deed it over. It would need to be explored which property may get that section.

Motion by Flower to explore vacating that section of Logan Street, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding the guardrail on George Street at Maxwell Street – **Kapur Engineering**

Naomi Rausch, Kapur Engineering, addressed the committee regarding the guardrail on George Street and Maxwell Street. They did complete an analysis and overview of this area. Several factors including traffic and embankment were considered for this area. She identified the different hazards of this location and crash history as well. She noted that the cost to remove and replace this guardrail would be \$12,500. Discussion also included possible removing trees and reducing the speed in this area. Fesenmaier inquired if reducing the size of the guardrail would help abate costs. Rausch stated that she wasn't sure if reducing the size would change the cost. Earle expressed concerns with removing trees without knowing for sure the ownership of the trees.

Motion by Flower to remove of the guardrail and the tree identified as number 2 along with hazards in the clear zone, second by Hedlund. Flower noted that the terminals are out of date and would like to see chevrons instead of a guardrail, perhaps. Fesenmaier agreed with the additional chevrons. Motion carried 5-0.

Discussion/Recommendation regarding 2021 Street Improvement Project; including project updates (alleys, Snake Rd, Park Dr Cross Walk, etc) - **Kapur Engineering**

Emma Connell, Kapur Engineering, addressed the committee and noted that the alleys have been paved. She added that Snake Road has been milled. She explained that there is a change order for the crosswalk on Edwards Blvd, but that it wasn't placed on the agenda properly so it couldn't be discussed. The committee discussion included sending the change order straight to the Finance Committee for consideration. Connell added that there will be a separate item for the flashing beacons from TAPCO. The change order and flashing beacons would cost approximately \$34,000. The curb and gutter on Edwards Blvd will be done soon as well. No action taken.

Discussion/Recommendation regarding the 2026 Wis DOT Highway 50 Project

Earle stated that he has had meetings with Wis DOT about this project. He added that he was not looking for action on this, but wanted the committee to explore any issues that they can identify with stretch of road. He added that any issues identified could be addressed at the next WisDOT meeting. He added that the beautification committee would also be interested in giving some money to help upgrade the proposed monotubes. The WisDOT noted that they could not identify a need for an expansion of this stretch of road. No action taken.

Discussion/Recommendation regarding 2022 Street Improvement Project- **MSA Engineering**

Representative from MSA Engineering addressed the committee regarding the proposed plans for Marianne Terrace/ Pine Tree Ln and presented several options. Earle stated that Pine Tree Ln wouldn't need a full rehab but that Marianne Terrace should strongly be considered. Flower stated that she would be in favor of a hybrid plan for this area. No action taken.

Discussion/Recommendation regarding adopting a Sidewalk Maintenance Program in 2022 - **Ald. Flower**

Flower stated that this item and the next item go together. She added that the idea of a policy should go to the Finance Committee for approval and that the money set aside for the Library Park sidewalk.

Motion by Flower to adopt the sidewalk maintenance policy in 2022, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding to using the Library sidewalk maintenance line item from the capital borrowing for the 2022 phase of the Sidewalk Maintenance Program - **Ald. Flower**

Motion by Flower to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding City of Lake Geneva Brush Collection program- **Ald. Fesenmaier**

Fesenmaier stated that she would like to see the program expanded and to have the Public Works Director present solutions for this. Earle explained that he does not have enough staff in the summer time to expand this program.

Motion by Flower to continue, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding Downtown Main St Signals to call for the pedestrian crossing at all times Friday thru Sunday (May 25th to September 10th) - **Ald. Flower**

Flower recommended that Public Works Director Earle explore this with TAPCO for automated pedestrian crossing versus a call button. Committee discussion included directed Public Works Director Earle to research this and bring back to the committee for consideration. No action taken.

Discussion/Recommendation regarding Landscape Beautification Program- **Ald. Flower**

Motion by Flower to refer to the Park Board, second by Halverson. No discussion. Motion carried 5-0.

Discussion regarding Round-About mowing maintenance- *Ald. Flower*

Motion by Flower to continue, second by Halverson. No discussion. Motion carried 5-0.

Future Agenda Items

- Intersection between Middle School and High School

Adjourn

Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 6:00 p.m.

2022 CITY OF LAKE GENEVA PROGRAMS

Department of Public Works
1065 Carey St
(262) 248-6644

INFORMATION ALSO ON OUR WEBSITE:

www.cityoflakegeneva.com

SPRING & FALL WEEKLY PICKUP

(April-May; October- November)

Brush (up to 6" dia and 6' in length), leaves, garden waste and weeds may be placed separately on the terrace edge from **March 28th – until 6am May 27th and from Oct 3rd – until 6am Nov. 23rd**. Crews will start at 6am on the end date and go through each ward once. Anything placed curbside after the crews pass will not be picked up. **PUT YOUR DEBRIS CURBSIDE BEFORE 6am ON THE END DATE!!!!**

**Grass clippings will never
be picked up!**
See below.

There is **NO** curbside pickup of **ANY** kind during the summer. Any material placed curbside outside of the above dates shall be subject to removal fees and fines according to City ordinance.

There is a **monitored** area for **City of Lake Geneva residents only** to dispose of brush (up to 6" dia and 6' in length), leaves, garden waste, and grass clippings at the Street Department 1065 Carey Street, 24-hours/day, 7-days/week. Bags must be emptied and taken away or thrown in garbage cans provided. **NO CONSTRUCTION DEBRIS.** NOTE LOCATION CHANGE, See map on website. **SITE WILL BE CLOSED DURING VENETIAN FEST WEEK!!!!!!!!!!!!!!**

BRUSH COLLECTION RULES

In order to facilitate pickup by the crews, the following rules apply:

All brush shall be placed *separately* on terrace - trunk/butt-end toward the curb in a neat stack, unblocked by parked cars. It shall be no more than 6' in length and 6" in diameter. Leaves and garden waste may be placed together. Any piles contaminated with foreign objects, animal waste, grass, root balls, sod, rocks or dirt will not be picked up. **If you hire a contractor to clear your property, the contractor shall be responsible for removal of all/any material generated. This includes trees and leaves.**

There will be a charge for any brush piles that require longer than 5 minutes to collect or that require the use of special equipment.

City trees are **not** to be trimmed by the property owner - the City will trim as required. Call 248-6644 for assistance.

GRASS AND WEED MOWING

Per Municipal Code, grass and weed mowing is the responsibility of the property owner. Failure to comply shall result in the City, or their hire, mowing the property and property owner shall be responsible for any costs. Unpaid invoices shall be placed on the property tax bill as a special charge.

SIDEWALK/DRIVEWAY SNOW REMOVAL

Per Municipal Code, sidewalk snow removal is the responsibility of the property owner, and shall be done within 24 hours of a snowfall. (12 hours downtown) Failure to comply shall result in the City, or their hire, to complete sidewalk snow removal for the public safety and welfare. The property owner shall be billed twice the cost of labor & materials for this service (a minimum of \$80.00) and shall be subject to daily fines of \$30.00 to \$50.00. Persons who are physically disabled/restricted that cannot afford to clear their public walk may contact City Hall (248-3673) for possible volunteer assistance through Civic Organizations.

NOTE:

It is unlawful to plow or throw snow from private driveways and parking lots onto public streets and ways. This includes pushing snow across a street.

WINTER PARKING RESTRICTIONS

Effective from **11/15/21 to 3/31/22**, vehicles shall not park between the hours of 2:00 A.M. – 6:00 A.M. on any City street. However, during snow events, vehicles shall not park on the street until the snow has been plowed to the curb line. In addition, vehicles shall not park downtown from 3:00 A.M. – 6:00 A.M. at ANY time during the year. There is also no parking on snow removal routes during removal operations according to City ord. 74-210 (e) (a,b,c). These routes shall be temporarily posted **and include downtown areas**. Vehicles parked in violation of these regulations shall be ticketed and/or towed away at owner's expense.

HYDRANT FLUSHING

Hydrant flushing is done in the spring and fall or as operationally necessary. Watch for notices in the Regional News and on the City & Utility websites. For more information go to the Utility's website:

www.lgutilitycommission.com

GARBAGE COLLECTION RULES

The 2022 collection schedule is available at City Hall or on Johns Disposal's website:

www.johnsdisposal.com

Garbage and recyclables must be placed in the containers provided, and should be out by **5:00 A.M** on your collection day, and be taken back in by that evening. (Especially in winter) Bulky collection is the second pick-up of the month and items may be placed "loose" at the curbside. Contact Johns with questions. (262)473-4700

CITY OF LAKE GENEVA
PARKING SALES BY DAY - SEP

	CASH	CREDIT CARD	TOTAL
1-Sep	123.90	4,162.30	4,286.20
2-Sep	161.65	4,383.77	4,545.42
3-Sep	175.50	4,947.88	5,123.38
4-Sep	119.25	10,246.40	10,365.65
5-Sep	178.25	13,608.19	13,786.44
6-Sep	170.50	12,071.49	12,241.99
7-Sep	91.75	2,509.21	2,600.96
8-Sep	147.10	3,806.51	3,953.61
9-Sep	176.05	4,441.46	4,617.51
10-Sep	106.55	6,122.57	6,229.12
11-Sep	180.15	10,771.62	10,951.77
12-Sep	125.70	8,922.37	9,048.07
13-Sep	90.40	3,145.94	3,236.34
14-Sep	113.70	3,469.80	3,583.50
15-Sep	74.25	3,881.42	3,955.67
16-Sep	178.90	4,769.65	4,948.55
17-Sep	124.05	5,375.23	5,499.28
18-Sep	142.65	10,220.45	10,363.10
19-Sep	162.20	9,884.86	10,047.06
20-Sep	144.50	3,053.30	3,197.80
21-Sep	87.50	2,510.41	2,597.91
22-Sep	105.30	2,744.69	2,849.99
23-Sep	91.60	3,177.20	3,268.80
24-Sep	130.05	4,913.28	5,043.33
25-Sep	130.45	9,098.71	9,229.16
26-Sep	161.45	7,879.85	8,041.30
27-Sep	118.90	3,862.37	3,981.27
28-Sep	118.55	3,422.71	3,541.26
29-Sep	141.10	3,588.66	3,729.76
30-Sep	141.25	4,043.43	4,184.68

4,013.15	175,035.73	179,048.88
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Coin	4,013.15	1.7%
CC	175,035.73	74.3%
Parkmobile	56,419.00	24.0%
	235,467.88	100%

Net of Tax	169,714.58
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2020	171,080.76
2019	147,022.04
2018	163,909.48

AVG 2018-2020	160,670.76
OVER (UNDER)	(160,670.76)

PARKMOBILE		net of tax
2021	56,419.00	53,477.73
2020	19,011.85	18,020.71
2019	9,130.81	8,654.80
2018	6,054.98	5,739.32
2017	3,833.89	3,634.02

MEMORANDUM

TO: Finance, Licensing, and Regulation Committee
FROM: Josh Gajewski, Utility Director
Tom Earle, DPW Director
SUBJECT: American Recovery Plan Act Funding Request
Lakeview Drive Project
DATE: October 15, 2021

After presenting the subject project in concept to the Committee in August, Staff was requested to prepare additional information to present back to Committee for additional discussion.

Enclosed with this memo is a summary report and additional mapping exhibits that Staff has prepared to provide a conceptual scope of work and the general locations where the work would take place.

Staff will be present at the October 19th meeting to present additional details on the project and answer questions that the Committee may have.

Should the Committee remain interested in the project conceptually, Staff would recommend that an affirmative recommendation for the project to move forward be provide to Council, including the preparation of preliminary project plans and an Engineer's estimate of probable costs.

ARPA Funding Request

Lakeview Dr. Project
DPW & Utility Staff Estimate
rev. 10/15/2021

WATER MAIN

North side of Main St at Sky Ln, then to Lakeshore Dr	1,440 LF		
Lakeshore	165 LF		
Evergreen (E)	100 LF		
Evergreen (W)	30 LF		
Orchard (E)	100 LF		
Orchard (W)	30 LF		
Main valve	11 each		\$ 251,775
Hyd w/ aux valve & lead	5 each		\$ 22,000
Service taps and boxes	15 each		\$ 53,500
Service line	450 LF		\$ 12,750
			\$ 42,750

WATER SUBTOTAL	\$ 382,775
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SANITARY

Manhole Replacement	11 ea		\$ 38,500
Sanitary Main	250 LF		\$ 37,500

SEWER SUBTOTAL	\$ 76,000
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W/S UTILITY ROADWAY

Water Main	14,920 SF		\$ 35,137
Sewer Main	2,000 SF		\$ 4,710
Manholes	704 SF		\$ 1,658

W/S UTILITY ROADWAY SUBTOTAL	\$ 41,505
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W/S CONTINGENCY (10%)	\$ 50,028
W/S ENGINEERING (15%)	\$ 82,546

W/S TOTAL	\$ 632,854
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STORM

Inlets	10 EA		\$ 23,000
12" Pipe	230 LF		\$ 16,100
15" Pipe	440 LF		\$ 31,900
18" Pipe	135 LF		\$ 10,125
Bed & Back	163 T		\$ 5,216

STORM SUBTOTAL	\$ 86,341
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STORM ROADWAY

Storm Main	2680 SF		\$ 6,311
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STORM ROADWAY SUBTOTAL	\$ 6,311
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STORM CONTINGENCY (10%)	\$ 9,265
STORM ENGINEERING (15%)	\$ 15,288

STORM TOTAL	\$ 117,205
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CURB & GUTTER

East Side of Lakeview					
	Main to Orchard	685		\$	30,140
	Orchard to Evergreen	290	(Remove & Replace)	\$	12,760
	Evergreen to Lakeshore	320		\$	14,080
West Side of Lakeview					
	Main to Orchard	575		\$	25,300
	Orchard to Evergreen	370	(Remove & Replace)	\$	16,280
	Evergreen to Lakeshore	340		\$	14,960
	Lakeshore	95		\$	4,180
		2,675 LF of R/R C&G			

CURB & GUTTER SUBTOTAL	\$ 117,700
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C & G CONTINGENCY (10%)	\$ 11,770
C & G ENGINEERING (15%)	\$ 19,421

CURB & GUTTER TOTAL	\$ 148,891
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ARPA SUBTOTAL	\$ 898,949
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ROADWAY

To Orchard E	581	1,937 SY	\$	145,275
To Orchard W	158	527 SY	\$	39,525
To Evergreen	264	880 SY	\$	66,000
To Lakeshore	317	1,057 SY	\$	79,275
			\$	330,075

Deduct Utility Roadways	2,245 SY		\$	(168,375)
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ROADWAY SUBTOTAL	\$ 161,700
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ROADWAY CONTINGENCY (10%)	\$ 16,170
ROADWAY ENGINEERING (15%)	\$ 26,681

ROADWAY TOTAL	\$ 204,551
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SIDEWALK

East Side of Lakeview				(Assumes 5' walk)	
	Main to Orchard	635 LF		\$	22,860
	Orchard to Evergreen	260 LF	(Remove & Replace)	\$	9,360
	Evergreen to Lakeshore	270 LF		\$	9,720
West Side of Lakeview					
	Main to Orchard	425 LF		\$	15,300
	Orchard to Evergreen	340 LF	(Remove & Replace)	\$	12,240
	Evergreen to Lakeshore	105 LF		\$	3,780
	Lakeshore	95 LF		\$	3,420
		2,130 LF of R/R Walk			
	Main to Orchard	95 LF		\$	1,520
	Evergreen to Lakeshore	210 LF	(New Walk)	\$	3,360
		305 LF of New Walk			

SIDEWALK SUBTOTAL	\$ 81,560
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SIDEWALK CONTINGENCY (10%)	\$ 8,156
SIDEWALK ENGINEERING (15%)	\$ 13,457

SIDEWALK TOTAL	\$ 103,173
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Legend

- Street Names
- Private Roads
- Addresses @ 5000
- County Municipalities
- Tax Parcels (Air Photo)
- Parks
- Alley
- Hydrology
- ETZ
- City Limits

Data on this map may or may not be accurate, current, or otherwise reliable. For reference only.

Note

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Feet
© Kapur and Associates, Inc. 10/14/2021

Lakeview Dr. Project - Water Service Replacements



Legend

- Street Names
- Private Roads
- Addresses @ 5000
- County Municipalities
- Tax Parcels (Air Photo)
- Parks
- Alley
- Right-Of-Way
- Hydrology
- ETZ
- City Limits

Data on this map may or may not be accurate, current, or otherwise reliable. For reference only.

Note

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Feet

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Legend

- Street Names
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Note

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10/14/2021



Lakeview Dr. Project - Manhole Replacements



Legend

- Street Names
- Private Roads
- Addresses @ 5000
- County Municipalities
- Tax Parcels (Air Photo)
- Parks
- Alley
- Hydrology
- ETZ
- Building Footprints
- City Limits

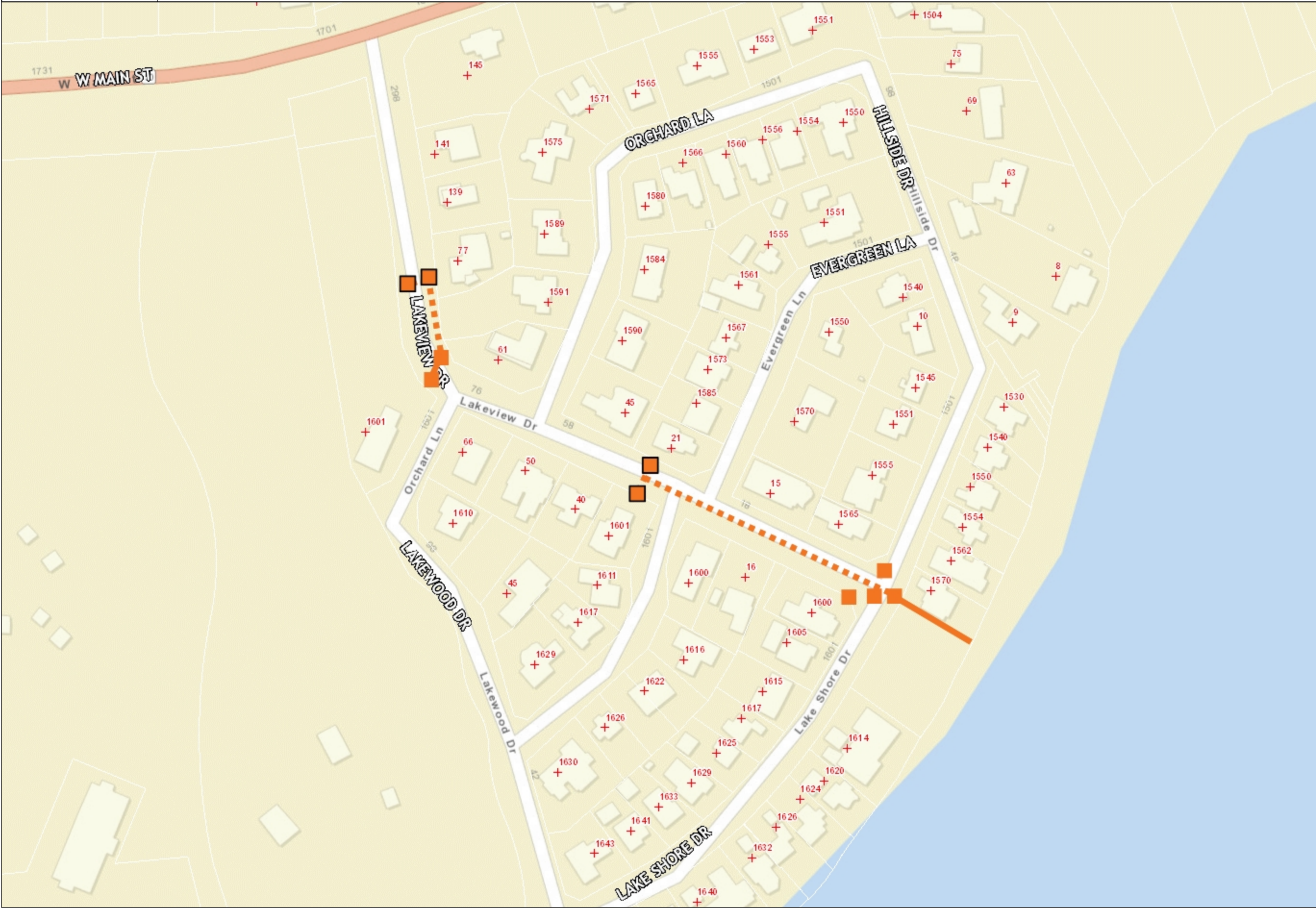
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Note

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Feet

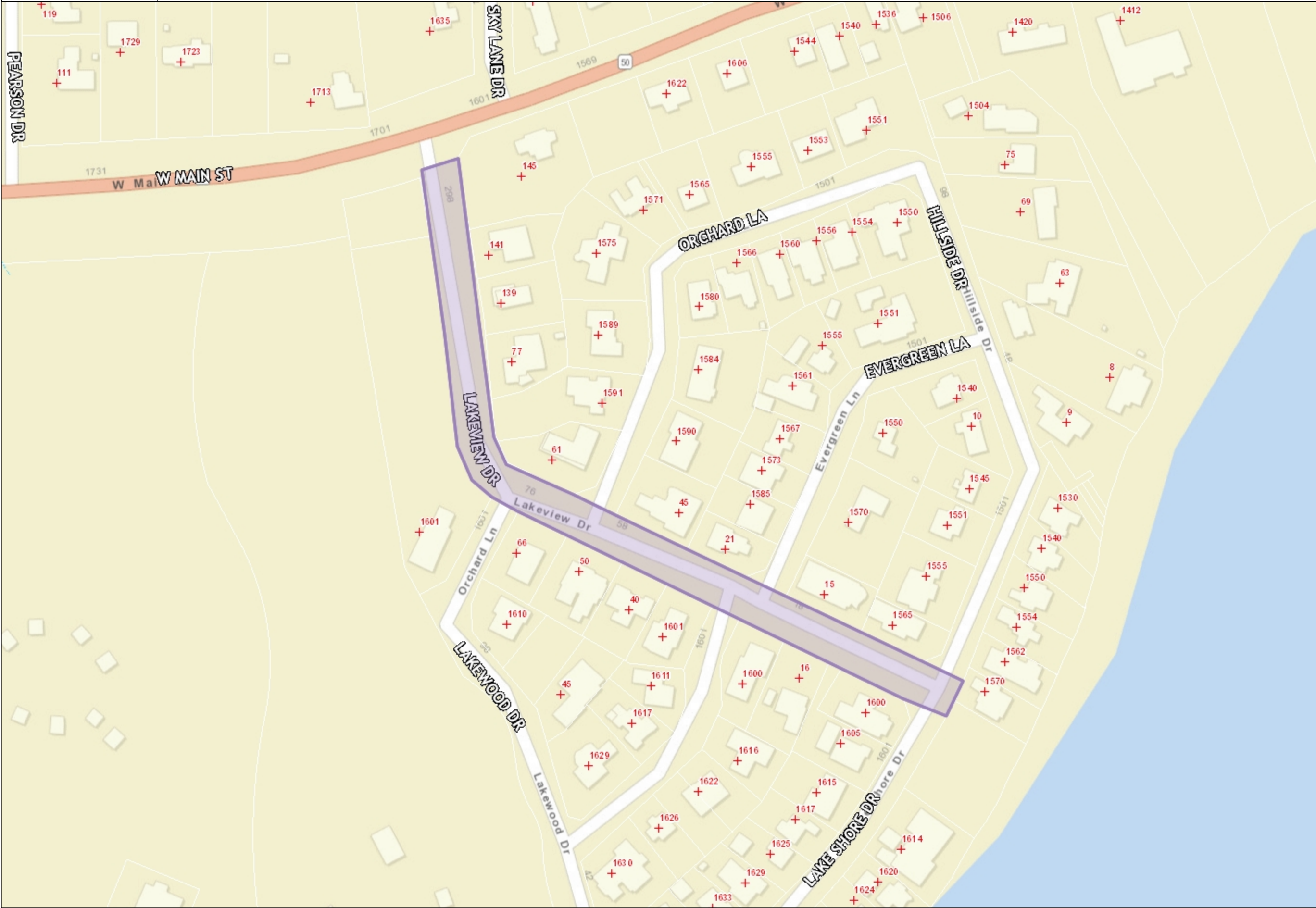
© Kapur and Associates, Inc.10/14/2021



- Legend
- Street Names
 - Private Roads
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 - City Limits

Data on this map may or may not be accurate, current, or otherwise reliable. For reference only.

Note



- Legend
- Street Names
 - Private Roads
 - Addresses @ 5000
 - County Municipalities
 - Tax Parcels (Air Photo)
 - Parks
 - Alley
 - Hydrology
 - ETZ
 - City Limits

Data on this map may or may not be accurate, current, or otherwise reliable. For reference only.

Note



3.4 SNOW & ICE CONTROL

1. Purpose
2. Ordinances
3. Responsibilities
4. Downtown snow removal
5. Storm classification
6. Priorities
7. Private streets
8. General
9. Property damage

Adopted by Common Council	01/??/1996
Amended by Common Council	??/??/2011
Amended by Common Council	x/x/2021

SECTION 1: INTRODUCTION, PURPOSE, AND GOAL

Introduction

Lake Geneva is a progressive and rapidly growing community of approximately 7900 people, located forty-five miles southwest of Milwaukee near the intersection of STH 120, STH 50 and US 12. The City is recognized as one of the premier vacation destinations in Wisconsin and the Mid West and attracts world-wide visitors. Many festivals can attract 10-50,000 visitors in any season. Area resorts capitalize on rolling acres of pristine landscape that meet the shores of Geneva Lake. Its proximity to Milwaukee, Madison, Chicago and Rockford also provide a very popular destination for one day visitors. It is essential that our community provides the best and most efficient snow and ice control possible. Although efforts have been made to be as specific as possible, *it should be noted that due to the unpredictable nature of snow and ice events in the State of Wisconsin, any plan needs to be flexible to accommodate a variety of circumstances. This document should be viewed as a general guide for snow and ice response with the understanding that responses differ with each event as each has unique characteristics.*

Background

Due to its geographic location, Lake Geneva is subject to freezing rain, ice, and snow anytime during the fall, winter, and spring months. Normally, winter storms can be expected during the months of November through April. The responsibility for keeping vehicular and pedestrian traffic moving safely on Lake Geneva's apx 45 miles of city streets following snow and ice storms lies with the Public Works Department.

Purpose

The purpose of a good snow and ice removal policy is to ensure the roadways are safe and passable* for the motoring public and for public service vehicles; however, there is a general awareness that chlorides have a negative environmental impact on Geneva Lake as well as nearby soils, vegetation, waterways, infrastructure and vehicles. There is also damage to the pavement itself. Every effort shall be made to minimize salt usage and still provide safe travel ways. The City does not maintain a 'bare/dry road' policy.

*According to Wisconsin Department of Transportation's Passable Roadways in a Winter Storm Event article, a passable roadway is defined as a roadway surface that is free from drifts, ridges and as much snow and ice as is practical and can be travelled at a reasonable speed. Reasonable speed is defined as a speed a vehicle can travel without losing traction. This means during and after a snow/ice storm, reasonable speed will be lower than the posted speed limit.

Goal

The City's overall goal is to plow all of its roadways curb to curb, from arterial and collector streets, to local residential streets and alleys of snow accumulation within twelve (12) hours after the snow has stopped. However storms with a long duration will take substantially longer to clear.

SECTION 2: CITY ORDINANCES FOR SNOW AND ICE CONTROL

Notice

An updated City snow and ice control policy may be available on the City website, DPW Offices and the Clerks Office about 01 Nov. of each year..

Snow Emergency Declaration

PER MUNICIPAL CODE:

SECTION 74-10(a). DECLARATION. "The Emergency Manager or his/her designee, Mayor or in the Mayor's absence the President of the City Council shall have the authority to declare a snow emergency whenever conditions arise which in their judgment necessitate the same. The person declaring the snow emergency shall first consult with the DPW and Fire/EMS services if appropriate.

SECTION 74-10(b). AUTHORIZED ACTIONS. Upon the declaration of a snow emergency, the Police and Fire Chiefs are authorized to hire tow trucks, require snowplows to accompany emergency vehicles both inside and outside the corporate limits of the City, establish a public information telephone reception center, advise radio station WLKG of declaration of snow emergency, and take any other action necessary.

SECTION 74-10(c). PLOWING. The Street Department "shall first clear and keep clean all primary routes and entrances and exits to the emergency facilities, then all secondary routes shall be cleared and maintained." A map of streets designating facilities is in the office of the City Clerk, Fire Dept. and Police communications center.

SECTION 74-10(d). PARKING. "During a snow emergency, there shall be no parking on all primary and secondary routes. Any vehicles parked on such routes shall be towed away at the owner's expense as provided in Section 74-37."

SECTION 74-10(e). TERMINATION. "The snow emergency may be terminated by the

Emergency Manager, Mayor or City Council. The snow emergency shall be limited to the time during which such snow emergency conditions exist.”

SECTION 74-60(a). NO PARKING SIGNAGE FOR SNOW REMOVAL. “For the purpose of removing snow from the streets and surrounding areas, the Street Department may erect signs prohibiting parking in the particular area where snow is intended to be removed.”

SECTION 74-60(b). PENALTY FOR VIOLATION. “The Police Department may tow away all vehicles parked in violation pursuant to this subsection.”

Sidewalks

Property owners are responsible for the sidewalks adjacent to their property on all sides. This includes ADA ramps to the travelled portion of the roadway. If sidewalks are not cleared within 24 hours, or 12 hours in the Central Business District, the following procedure will be employed in accordance with Section 62-223:

- a. The City may schedule removal of snow any time after the 12 or 24 hour time period has lapsed. The downtown has heavy pedestrian usage; therefore the risk of public health, safety, and welfare is an overriding consideration.
- b. upon expiration of the time limit a forfeiture shall be levied in accordance with the City Code. Each 24 hour period shall cause a separate offense.
- c. the sidewalk shall be cleared by a City hired contractor at the direction of the Code Enforcer.

Contractor shall provide before and after photographs to the City for documentation purposes.

- d. twice the City cost of removal shall normally be charged to the property owner in accordance with City Ordinance. *CE is checking on this. Is it allowed?*
- e. deposit of snow in streets prohibited in accordance with Section 62-221, “No person shall cause to be deposited snow from his premises onto the sidewalk abutting thereon or onto any street...”

this includes pushing, placing or throwing snow across a street, ROW and/or alleyway. Snow shall stay on the side of the street/alley/right-of-way from where it originated.

Bike Paths

As certain bike paths are multi-use paths used as sidewalks, it is acknowledged that these areas need to be cleared of snow and ice. A map of these areas will be made available from time to time by the Common Council outlining which areas will be the responsibility of the adjacent property owners to maintain all year including snow/ice removal. The responsibilities will mirror that of the sidewalk snow maintenance ordinances. These areas shall be reviewed by the City from time to time and maps adjusted accordingly. (I am assuming an Ordinance would be in order)

The City DPW will plow certain bike paths as time and resources allow. These areas include the paths in and around Vet's Park, sections of Edwards Blvd and Townline Rd. It shall be noted that when frost is neither present in the soil nor deep enough to withstand plowing equipment, the DPW shall at its discretion allow snow to remain on the bike paths until such time conditions allow removal. As a general rule, the City does not chemically treat bike paths.

SECTION 3: RESPONSIBILITIES OF CITY PERSONNEL

Public Works Department

The task of keeping vehicular traffic moving on the City of Lake Geneva's 40 plus miles of streets during and following snow storms is the duty of the Public Works Department. The Department is responsible for the coordination and supervision of the entire snow and ice control operation. Tracking of storm warnings, making decisions as to type and timing of a snow and ice control operation, alerting personnel, tracking costs (Ice and Snow Control Report) and the continual observation of ice and snow operations are all part of the responsibilities. Although the Public Works Department directs snow plowing and ice control under the direction of the Director of Public Works, it depends heavily upon the continual support and cooperation of all other municipal departments within the City.

Lake Geneva Police Department

Two primary functions of the Police Department are assistance with deteriorating road conditions and the ticketing and towing of the vehicles in violation of Sections 74-10(d) and 74-60 of the Municipal Code of the City of Lake Geneva. The Police Department provides the first notice of hazardous conditions to Public Works particularly during the late evening and early morning hours. The Police Department also is responsible for communicating snow emergencies to the media.

City Code provides the Police Department may tow away all vehicles parked in violation of this subsection. During a snow emergency the vehicles in violation will be towed immediately or as soon as possible under existing conditions. In times of extreme emergency, the City may opt to tow all cars to a central location such as a public parking lot or the City Garage on Carey Street. (Illegally parked cars in violation SIGNIFICANTLY hinder safe plowing and removal operations)

Water, Wastewater & Cemetery Departments

Wastewater and Cemetery employees may be called upon during snow emergencies to supplement manpower shortages for reasons to include: illness of DPW personnel, inability to get to work, or extended storm fighting conditions. Water Department employees shall ensure that substations, wells, towers, and hydrants (UC would like hydrants to be responsibility of property owner adjacent to hydrant) are clear of snow and ice. In extreme circumstances, the City may call upon all employees with valid CDLs to plow during manpower shortages.

Code enforcement

DPW relies heavily on Code Enforcement to ensure sidewalk shoveling and ADA ramps are properly cleared by property owners, and private individuals or contractors are not causing unsafe conditions by plowing or placing snow in roadways or other areas. Per Ordinance, if downtown walks/ramps are not cleared by property owners prior to crews clearing the area, there will be snow left behind in the parking stalls. If the property owners place snow in the parking lane after crews clear the area, it will be the property owners responsibility to remove such snow and they may be ticketed. City plows cannot clear stall areas when parked cars are present. CE ensures these rules are obeyed.

Repair Shop

The function of the Street Department Repair Shop in Lake Geneva's Snow and Ice Control Plan is to prepare all the equipment needed well in advance of the winter season. Included are repairs to any equipment that breaks down during any class storm either in the shop or in the field.

Preventative maintenance is also done on the trucks and equipment. Whenever possible, an additional employee is assigned to the mechanic shop to assist with two-man repairs. As the Department does not have a full time mechanic, repairs and maintenance are performed by staff as time allows during their normal duties and also private repair shops.

SECTION 4, DOWNTOWN SNOW REMOVAL

Downtown Snow Removal

Downtown snow removal is a difficult task. Crews cannot safely perform this function when traffic and/or pedestrians are present. Typically, except in extreme cases this will be performed between midnight and 6am depending on but not limited to; timing of a storm, duration, type, future forecast, amount of snow and the implementation of a snow emergency. DOT/FMCSA regulations also play a factor in the schedule. Priority lies with the entire apx 45 miles of roadway being plowed and treated before stalls will be cleared.

There are no official rules that allow downtown properties to place their snow in the street. Historically the City has allowed this practice to alleviate the buildup of snow in the terrace section of the ROW downtown as a convenience to property owners even though it conflicts with City Ordinances. (the terrace section can be earth, lawn, pavement, brick, concrete, etc) Sidewalks must be cleared a minimum of 4' wide, if the property owners wish to clear a wider path, paths to the curb line or clear the terrace sections adjacent to their sidewalks they may do so but they must have this snow in the parking lanes before the crews clear the area or it will remain in the stalls at the responsibility of the property owner. (City and ADA rules mandate a 4' clear sidewalk only) If the snow event is significant or of a long duration, it is possible crews will not windrow and pick up the downtown area for a few days. Staffing, machine availability and many other factors come into play.

Crews clear all downtown City parking lots to allow late night guests, early morning workers and visitors an area to park while the removal is in progress. Parked cars can significantly hinder the removal process; every effort should be made by property owners on the snow removal route to make certain parked cars are not present. If too many vehicles or pedestrians are near, crews will abandon the effort until the removal can be done safely.

Many factors contribute to the decision on whether to windrow the snow downtown, push it into piles, or simply plow it to the curb line. Amounts, temperature, type of snow, future forecasts, time of day, day of week, road conditions in other parts of the City, availability of staff, etc., all play a part. The decision on how to address this issue lies with the Street Superintendent as he/she is most cognoscente of the circumstances involved.

Property owners must accept realistic expectations of how and when snow removal can occur. Crews cannot remove snow in the parking lane when traffic and/or parked vehicles are present, therefore snow may remain in the gutter line and/or parking lane for a few days before it is removed. City crews make an effort not to pile snow over the curb onto the terrace where it would in fact be the property owners responsibility, (same as snow piled at the end of a driveway) this is why snow is left in the parking lane. Furthermore, if the snow is pushed onto the terrace, crews would not be able to collect it for future removal. Another misconception regarding windrows on the curb line or terrace is that it is against ADA rules. This is false; ADA ramps are at the intersections, not mid-block. If a property owner prefers a mid-block walkway, generally referred to as a carriage walk, it is at their discretion and responsibility to clear it.

As stated at the beginning of this section, there are many factors that contribute to any decision. Safety must be considered at all times.

SECTION 5: STORM CLASSIFICATIONS

Class “A” Storm (Less than 2 inches total accumulation)

This is a snow storm with an accumulation of less than 2 inches in depth and may include plowing and material application. Crews are dispatched to City buildings, walks, lots and all routes, addressing the arterial and collector streets, including hills, curves, controlled intersections on local roadways that serve the Police Station, Fire Stations, DPW and schools. However, during a freezing rain when extremely dangerous conditions exist, the entire City may be treated at the Superintendents discretion.

The Street Superintendent shall determine the need to call in employees if he/she feels the conditions require it. In the absence of the Street Superintendent, the Foreman or the Director of Public Works may call in staff. It then will be the Superintendent, Foreman or DPW’s decision whether to upgrade to a Class “B” storm or continue the Class “A”.

Class “B” Storm (2” To 8” Inches total accumulation)

This storm is a snowfall of two (2) inches to eight (8) inches in depth and may involve a full plowing and material application operation.

Under a Class “B” Storm, the DPW begins by dispatching plow trucks to each of the routes including all City buildings and lots servicing first any EMS/Fire and Police Dept. areas, parking lots, arterial and collector streets. During normal business hours downtown, the plows may have to place snow to the backs of parked cars. In this event, stalls shall be cleared as soon as safely possible depending on time of day and availability of staff. Every effort is made to keep open as many parking places as possible. Snow amounts, time of day and many other factors shall dictate if the snow will be piled in the parking lane or windrowed to the street center. Parking stalls cannot be cleared safely when traffic is present

A snow emergency will be declared during a Class “B” Storm if conditions continue to deteriorate and accumulations significantly increase. The Street Superintendent or his/her designee will stay in close contact with the Police Dept., who in turn will notify the Chief or his/her designee who acts as the City Emergency Manager and has the authority to call a Snow Emergency based on actual conditions. Generally accumulations of 3” or more, blowing and drifting, severe temperatures and future forecasts can all affect the decision. The Emergency Manager will also be in close contact with Fire and EMS services as to their need. The City

Emergency Manager or His/Her designee, the Mayor or in his/her absence the President of the Common Council shall have the authority to call or cancel a snow emergency.

All downtown lots shall be plowed and treated as soon as possible so as to be available for downtown traffic while the stalls are being plowed to the extent possible. This snow is moved into piles or pushed into windrows for removal later as the Superintendent directs per Sec 4.

Residential streets will be cleared after all Arterial and Collector roads are clear. As drivers clear their zones they may be instructed to pull off the residential streets from time to time to check the arterial and collector streets for buildup and then return to residential streets.

Drivers are instructed to plow and treat their arterial and collector streets first before entering residential areas. Drivers are to return to the arterial and collector streets from time to time to check if they are still clear. The Street Superintendent may assign a plow to keep certain streets clear if staff is available. This action would allow zone drivers to continue plowing on residential streets.

The Street Superintendent will be on patrol as time permits to watch for hazardous conditions. He/She will call drivers off of residential streets when he/she feels that the arterial and collector streets need immediate attention. He/She will remain in contact with the Police Department to relay messages to drivers of trouble spots. The Director of Public Works may also reclassify a storm as appropriate. He/She will remain aware of the forecasted weather and work with the Street Superintendent to call in employees as needed.

Employees from other Departments may also be called in as needed.

If in a Class "B" Storm the need arises, the Street Superintendent or Director of Public Works can authorize outside contractors to assist. All streets, parking lots, alleys, and municipal building sidewalks should be cleared in about 10-12 hours for a Class "B" Storm. In this case certain drivers may be kept back after normal hours to keep arterial and collector streets open and treated. As all storms are unique and many factors contribute to any decision, this will be evaluated on a per-storm basis.

Class "C" Storm (8" or more total accumulation)

This storm is extremely heavy snowfall, eight (8) inches or more in depth, occurring in a period of twenty-four hours or less. In this storm, life threatening situations can arise as emergency vehicles can become bogged down and stranded, therefore it is recommended that a Snow Emergency be called. When existing conditions and weather forecasts indicate a Class "C" Storm event is imminent, the Street Superintendent and Director of Public Works will maintain close communication with Police, EMS and Fire. The Street Superintendent or Director of Public Works may also arrange for outside contractors to assist City Employees. Primary and secondary route lanes along with PD, FD, EMS and DPW locations shall be the focus during these types of events with all other areas being done when time and resources permit.

SECTION 6: SNOW REMOVAL PRIORITIES

Appropriate Level of Service

Matching the level of service to roadway classification and vehicular volume will effectively provide a high quality winter travel-way for our citizens and visitors. The priorities are as follows:

- 1) Arterial roadways
- 2) Major and minor collectors
- 3) Local residential streets
- 4) Cul-de-sacs and dead end streets
- 5) Sidewalks in front of City property
- 6) Bike paths, certain areas.

The extreme cost and negative environmental impacts of a “bare pavement” policy at all times for each and every roadway is not feasible. If a citizen drives carefully for 1-2 blocks on their local street to a collector or major roadway with a higher level of service, then travel throughout Lake Geneva is easy and safe. Balancing level of service with resources is the more efficient use of Lake Geneva tax dollars and minimizes damage to our environment and vehicles. Local streets will not generally be treated during the plowing operation (except maybe certain intersections) but will be treated appropriately during freezing rain and where the forecast is for continued low temperatures. However, hills curves, and intersections will be treated in each of the Class A, B, or C Storm.

Cul-de-sacs and Dead Ends

Cul-de-sacs and dead ends require special equipment and are difficult to clear; therefore they are last on the street cleaning list. Drivers shall plow past cul-de-sacs and dead ends if they intersect with a through street. When a driver has completed all arterial, collector, and through residential streets, he then returns and plows cul-de-sacs and dead ends. Other drivers who have completed their zones will assist in any other zone with cul-de-sacs and dead ends.

Parking Lots and Alleys

Alleys and parking lots shall be plowed soon after the snow stops to allow residents, visitors, and employees to park their vehicles off-street.

Sidewalks

The Street Department is responsible for snow removal on sidewalks adjacent to City owned buildings and property. These will be addressed as soon after the City streets, parking lots and alleys are plowed as time allows.

Private sidewalk snow removal issues are those sidewalks adjacent to private property which, under City ordinance, are the responsibility of the abutting property owner for snow removal. City ordinance authorizes the City to initiate sidewalk snow removal for public safety and welfare if the snow and/or ice have remained on the surface for a period in excess of 24 hours after the termination of the storm. (except in the downtown area, see Ordinances) The procedure is set forth under the Public Notice section of the policy and is administered by Code Enforcement.

NOTE: In any storm event, Sidewalks that are the responsibility to be maintained by City crews will not be done until all streets are passable.

SECTION 7, PRIVATE STREETS

Private Streets

Snow removal from private streets shall not be provided except in an emergency situation ordered by Police, Fire or EMS.

SECTION 8, GENERAL

General.

Per USDOT/FMCSA Hours of Service regulations, no CDL driver shall work more than sixteen (16)

consecutive hours without ten (10) hours off duty. This includes non-driving hours. If needed, employees from other Departments may be called in to supplement Street Department employees. The DPW operates with enough staff for one shift only, many of the DPW's functions, including downtown snow removal, require the entire departments involvement. Crews will be scheduled accordingly.

Salt/brine may be applied to roadways before the snow falls and/or packs to enable easier snow/ice removal. At times the Superintendent at his/her discretion may dispatch several salt/brine trucks to specific areas prior to precipitation to help keep the impending snow from getting packed onto the roadway.

The City of Lake Geneva does not have a 'bare/dry road' policy.

DPW is also cognoscente of the tourist nature of the City and may at times increase levels of service in certain areas for anticipated traffic volumes during winter holidays and festivals.

The items below shall be applied using Best Management Practices from the Wisconsin Transportation Center, WisDOT, WisDNR and the Salt Smart Collaborative. All City of Lake Geneva DPW employees attend several seminars on an annual basis regarding salt/brine application. The Superintendent shall be in charge of ordering the proper use of all materials. Application patterns shall be generally applied towards the center line of a crowned roadway, or the uphill side of a slope. Intersections shall be broadly treated as to allow safe travel. As per the BMP's above, application rates will generally be kept to <500lbs per mile with traffic volume, weather and temperature being factors in increasing or decreasing rates at the discretion of the Superintendent.

Use of Abrasives

Abrasives do not prevent nor do they remove buildup of snow pack, to the contrary they can compound the problem by allowing the temporary melting and then rapid refreezing of the snow/ice. Abrasives can damage vehicles with a "sand blasting" effect as the sand is thrown up off the tires onto the body of the vehicle. Studies have shown they can also be very detrimental to the environment. They can be an advantage when temperatures are extremely low, however, they must be mixed with rock salt in an apx 5:1 ratio to prevent stockpile caking and freezing. This material also needs to be swept/cleaned from the roadways and catch basins and disposed of in a licensed landfill which can be very expensive. It shall be at the discretion of the Street Superintendent to properly order the use of abrasives.

Calcium Chloride

Studies have shown that straight salt or salt treated with calcium chloride is more economical to use and has better results than abrasives. It has been proven that one ton of salt can give the same results as three tons of sand. Even better results have been accomplished by pre-treating the salt with calcium chloride. This starts the salt working as soon as it hits the pavement. Because it is wet, calcium chloride is not thrown to the side of the road by the spreader or traffic. City trucks shall use 100% salt and brine unless directed otherwise by the Superintendent.

Salt Brine

Salt brine may be applied at the discretion of the Superintendent when situations warrant. Brine will be applied in accordance with industry standards generally between 25-60 gallons per mile. Primary routes, secondary routes and the downtown snow removal route shall be the primary focus of brine application along with certain hills, curves and intersections throughout the City.

Winter Street Sweeping

The street sweeper may be sent out whenever above freezing temperature opportunities allow the safe removal of accumulated sand and salt on bare pavement streets.

SECTION 9, Property Damage

Mailboxes

If contacted by a property owner about damage to mailboxes, the City will by policy pay the property owner a maximum of \$50.00 to replace damaged mailboxes if the actual plow struck the box or post. If the damage occurred because the box was not installed in accordance with Post Office Requirements (see Exhibit below) or because it was damaged by snow from a plow or in a current state of disrepair then repairs will be the responsibility of the property owner. It shall be at the discretion of the DPW Superintendent's investigation as to

when or if restitution is warranted. Property owners must contact DPW within 24 hours of damage in order to request an investigation. If replacement is found to be in order, DPW may place a temporary box until weather permits installation of permanent box.

Exhibit;

A Guide to USPS Mailbox Regulations;

The United States Postal Service (USPS) requires residential mailboxes to conform to a number of rules and regulations. The standardization of mailboxes helps to ensure the safety of mail carriers and the items they deliver. While some rules apply to all mailboxes in general, there are separate, specific regulations for locking, package or wall mount mailboxes.

General USPS Requirements for Curbside Residential Mailboxes

USPS Mailbox Regulations

USPS mailbox regulations for in ground and surface mount post installation.

All manufactured mailboxes must meet the internal and external dimension requirements of the USPS.

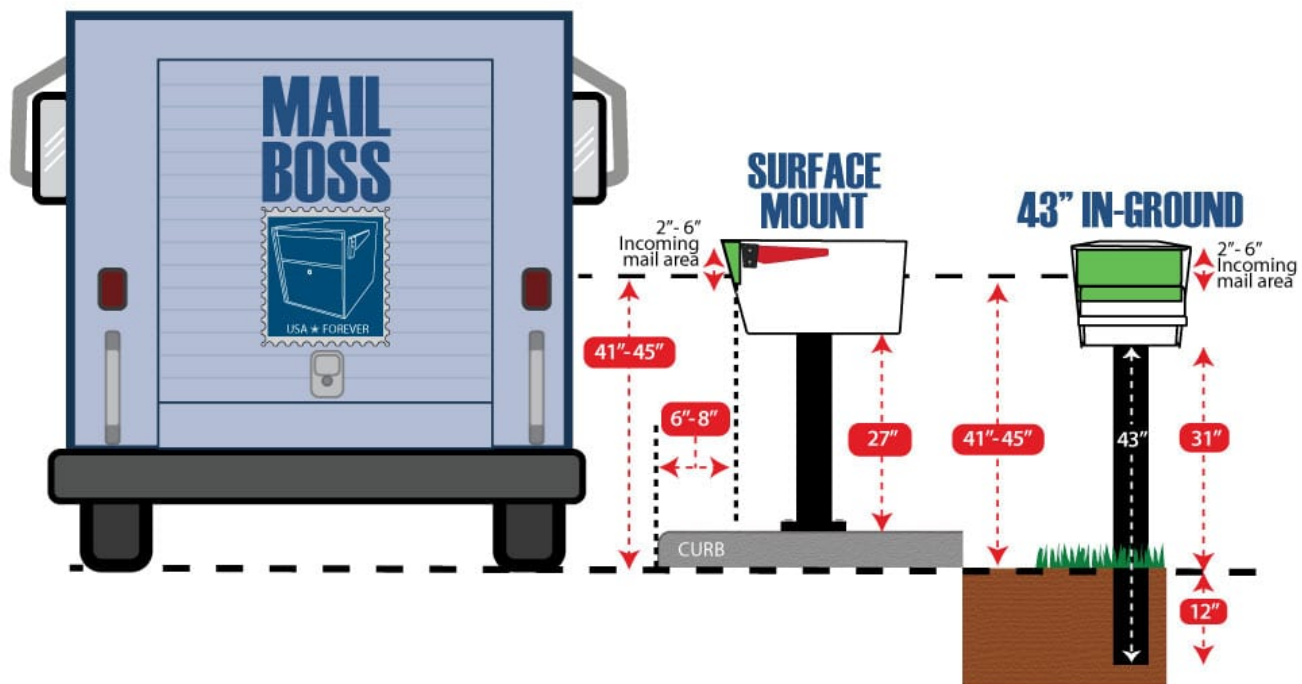
Curbside mailboxes must be placed on the right-hand side of the road and facing outward so that mail carriers can access it easily without leaving their vehicle.

The box or house number on a mailbox must be represented in numbers that are at least 1 inch tall. Numbers must be positioned visibly on the front or flag side of the box.

Mailboxes must be placed 6 to 8 inches away from the curb; the incoming mail slot or door must be 41 to 45 inches from the ground.

Curbside mailbox posts should be buried less than 24 inches deep and made from wood no larger than 4 inches high by 4 inches wide. Steel or aluminum pipes with a 2-inch diameter are also acceptable.

Newspaper receptacles may be mounted on the same post as the mailbox, but they must not contact it directly or be supported by it.



Rights-of-Way

It is understood that many property owners care for the ROW like private property. However, ROW's are designed among other things to provide storage for snow from the streets in the winter months. Many times during snow events crews must push snow in the ROW areas in order to open the roadways, especially in heavy amount events. This may cause damage to grass areas. The Superintendent will investigate these areas in the spring for repair. If it is found private companies or residents caused the damage it will be the property owners responsibility to repair. If it is found DPW is responsible, the areas will be repaired when weather and material availability allow in the spring in order of reporting. Mainly after 01 May of each year. At no time will private landscaped areas placed in the ROW be repaired by the City, this includes trees, flowers, bushes, artwork, etc. It is against City ordinances to place anything in the ROW without a permit except a USPS approved mailbox and post.

SECTION 10, RULES

If they can do so safely, City crews are instructed to plow around any stranded or disabled vehicle and inform the Police Dept Communications Center of the location of the stranded vehicle. Any driver finding a vehicle completely blocking a street will radio the Police Communications Center and Street Superintendent or Foreman for immediate removal. Crews are instructed to continue plowing their routes or zone until they are sure that all roads are passable*. Crews shall not stop to assist any motorist or pedestrian unless an emergency exists which threatens public safety. Crews shall not plow or treat any private property unless directed by the Superintendent, Director, Police or Fire Dept. while assisting police, ambulance or fire department emergency response personnel. Crews are instructed to continue to plow past any driveway even if the accumulated snow from their plow blocks the end of the driveway. It is the responsibility of the private property owner to clear any snow from their driveway. This includes sidewalks and ADA ramps that enter or connect to the travelled portion of the roadway. Crews shall not stop to clear any private drive or sidewalk connecting to the roadway unless they meet the emergency criteria above.

*See section 1.

Helping Maintain Our Local Sidewalks

Property owners are the maintaining authority of the sidewalk adjacent to their property. To assist property owners with correction of structural deficiencies in concrete, the City of Lake Geneva has an ongoing sidewalk maintenance program which covers about 1/8th of the city's limits each year. What this means is that about every eight years Director of Public Works will a program implemented that goes through each neighborhood to assess the overall condition of sidewalks, sidewalk ramps and driveway aprons to determine if they are in need of rehabilitation or replacement. The City will also correct significant structural deficiencies in concrete outside of the area scheduled for annual maintenance work, as requested by the property owners or concerned citizens.

Pertinent Statute, Ordinances, Policies & Standards

- **Federal**
 - [Americans with Disabilities Act \(ADA\)](#)
- **State**
 - [Statute 66.0907](#) – Requirements to maintain sidewalk and assessment of costs
- **City of Lake Geneva**
 - [Policy](#) – (See below) Assessment for maintenance of sidewalks / driveways
 - [Municipal Code](#)
 - [Section 62-2](#) – Street and sidewalk grades
 - [Section 62-96](#) – Sidewalks, Construction and repair
 - [Section 62-223](#) – Snow and ice Removal; sidewalks to be kept clear
 - [Section 82-63](#) - Trees in lawn parks and public rights-of-way

Related Resources

[Aldermanic District Map](#)

Policy

A. SIDEWALK REHABILITATION

Sidewalk will be rehabilitated via mud jacking or saw cutting as part of a concrete maintenance or street improvement project and 100% of the cost thereof assessed to the adjacent property owner if:

1. The sidewalk, at a crack or joint, is vertically displaced more than ½” and less than 1½” measured within approximately 1" of the adjacent surface.
2. Visual evidence indicates prolonged water ponding on the sidewalk surface.
3. The sidewalk surface does not conform to requirements of the PROWAG and ADA law.

B. SIDEWALK REPLACEMENT

Sidewalk will be removed and replaced as part of a concrete maintenance or street improvement project and 100% of the cost thereof assessed to the adjacent property owner per the following (except as a result of a parkway tree – parkway tree impacts will be covered 100% by the City of Lake Geneva):

1. The sidewalk contains a crack or gap which is more than 1" wide measured ½" below pavement surface. This criteria applies also to a gap between the sidewalk and adjacent driveway or driveway apron.
2. The sidewalk surface of any section is spalled or deteriorated more than 4 square inches measured ½" below pavement surface or more than 2 square inches measured 1" below pavement surface.
3. Sidewalk is heaved or subsided more than 4" beyond the average sidewalk grade line measured adjacent to the displaced sidewalk squares even though there may be no abrupt vertical displacement at a joint.
4. Two or more of the above defects are present on a given section and are each within 75% of the stated minimum measurements.
5. Visual evidence indicates water ponding on the sidewalk surface longer than 24 hours.
6. A Director of Public Works determines the sidewalk is a safety hazard for general pedestrian or disabled users.
7. The sidewalk surface does not conform to requirements of the ADA or PROWAG law.
8. Cracked sections of sidewalk adjacent to a section being rehabilitated or removed will also be marked for removal due to the probability of damaging the cracked section during work on the adjacent section. Such cracked sections will not be replaced unless one or more of the above described deficiencies exists.

C. ASSESSMENTS

1. A Director of Public Works will perform a survey or cause a survey to be performed prior to construction to determine the limits of concrete sidewalk or driveway apron meeting the criteria listed herein.
2. The amount assessed will include the applicable contract costs for concrete rehabilitation, removal, base course, new concrete, and grass restoration. An additional 15% of the contract costs will be assessed to cover engineering, testing and administrative expenses.
3. Additional sidewalk or driveway apron areas may be rehabilitated or replaced as part of a sidewalk maintenance or street improvement project if the adjacent property owner requests the additional work and agrees to pay the cost.
4. In the Downtown Overlay District the property owner will be responsible for maintenance of the concrete walkway in the right-of way, adjacent to their property a minimum of 4' or a max of the width of the slab whichever is greater. The City will pay for maintenance of any additional paved walkway or terrace within the right-of-way.

5. Marking of concrete rehabilitation or replacement shall be as follows:

White Dot: Rehabilitation – Mud Jacking

White Line: Rehabilitation - Saw Cutting

Orange Dot: Removal and Replacement

Orange Cross: City terrace tree caused damage City pays 100% of the cost.

6. Per a decision of the Public Works Committee on **October XX, 2021**, the City of Lake Geneva adopts an annual sidewalk maintenance program.

Sidewalk Deficiencies Examples

Descriptions & Images of Sidewalk Deficiencies

Property Owner Responsibility

Property owner will be responsible for maintenance of the walkway in the right-of-way, adjacent to their property a minimum of 4' or a max of the width of the slab whichever is greater. The City will pay for maintenance of any additional paved walkway or terrace within the right-of-way.





Vertical Displacement

If your sidewalk, at a crack or joint, has a vertical displacement greater than $\frac{1}{2}$ " in height but less than $1\frac{1}{2}$ ", the available repair options are; Saw Cut high edge, Mud Jack low edge, or Replacement. Section will be marked with **White Dot or Line**.

If the displacement is greater than $1\frac{1}{2}$ " but less than 2" the available repair options are; Mud Jack the low edge or Replacement. Section will be marked with **White Dot or Line**.

If the displacement is greater than 2": This section will be marked with a **Orange Dot** and is scheduled for replacement.

Vertical Displacement From Tree Roots



A sidewalk section may become vertically displaced due to a tree root growing under the section. This section will be marked with an **Orange Cross**. This is typically corrected by removing the sidewalk section and cutting the tree root. This is not a guarantee that tree roots will not displace the sidewalk in years to come. The City does not presently have a method to eliminate tree root displacements short of removing the trees, but the City has a high level of interest in preserving terrace trees. If you intend to cause the replacement of such sections with your own contractor, be sure to contact the Director of Public Works so they can facilitate your coordination with the City Forester.

Heaved or Subsided



Your sidewalk will be marked with an **Orange Dot** of paint, if it has **heaved or subsided more than 4"** beyond the average sidewalk grade based upon adjacent sidewalk squares.

If sections have heaved the sections will be marked for replacement even if there is no abrupt vertical displacement at any given sidewalk joint. If the sections have subsided the problem will be corrected by either Mud Jacking or Replacement. If you have a question about the determination of this, please contact the Director of Public Works.

Back Pitched Sidewalk

A sidewalk that has become back pitched means that the section or sections drain toward your property instead of toward the street. This can prevent the flow of water from the sidewalk to the curb and cause water to pond on the sidewalk. Correcting this problem can sometimes be accomplished by Mud Jacking. Before causing any repairs to be conducted, you should contact the Director of Public Works to take a look at your particular sections and see if they are able to be repaired or if the sections must be replaced.

Spalling or Chipping (Minor)



If minor spalling, chipping, pop-outs, small cracks, or other surface deterioration less than 4 square inches are noticed, the section will be marked with a White Dot of paint. Such minor defects **do not** meet the Standards for Replacement. These sections have been marked to bring to your attention to relatively minor defects that we encourage you to repair and maintain.

A simple and affordable repair for minor surface defects is to level them with a vinyl concrete patch. Do not also use a bonding agent or acrylic fortifier with the vinyl concrete patch. Your local hardware or home improvement store should be able to supply you with the correct product. In most cases by performing maintenance you may extend the life of your sidewalk, saving you money in the long run.

Spalling or Chipping (Major)



If major spalling, chipping, pop-out, cracks, or other surface deteriorations greater than 4 square inches are noticed, the section will be marked with an **Orange DOT**. Due to the size, amount, or combination of deficiencies the section was determined to have deteriorated past the point of repair and needs to be replaced.

Crack in Sidewalk (Narrow)



If your sidewalk section has a crack of 1" or less in width, measured a ½" below the surface, it will be marked with a **White Dot** of paint. These sections have been marked to bring to your attention to defects that we encourage you to repair and maintain.

A simple and affordable repair for narrow cracks is to fill them with a masonry crack filler (if less than ½" wide) or vinyl concrete patch (up to 1" wide). Your local hardware or home improvement store maybe able to supply you with the correct product.

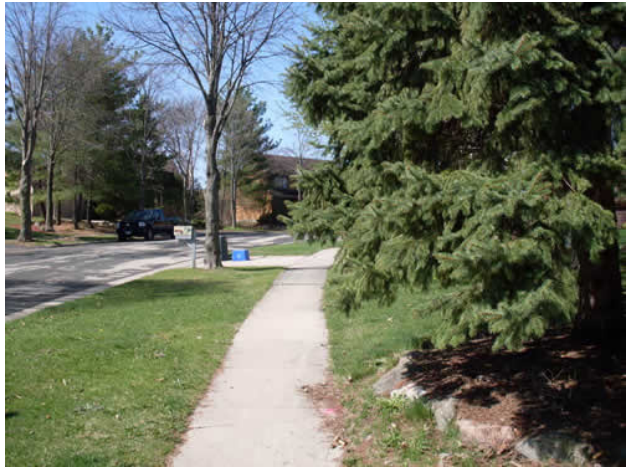
Before filling a crack with vinyl concrete patch mix, prepare the crack by using a chisel to undercut the edges of the crack making it wider at the base than at the surface, providing a mechanical method of "keying" the patch in place for a more secure and permanent repair. By performing maintenance it is possible to extend the life of your sidewalk, saving you money in the long run.

Crack in Sidewalk (Wide)



If your sidewalk section has a crack of more than 1" in width, measured ½" below the surface, it will be marked with a **Orange Dot** of paint. These sections have deteriorated beyond the point of repair and need to be replaced.

Obstruction of Sidewalk



Per [Section 82-63](#) - Trees in lawn parks and public rights-of-way, City of Lake Geneva Ordinances, Required pruning. Trees planted within any lawn park or public right-of-way shall be trimmed so that any branches or foliage projecting over any public right-of-way which is the subject of vehicular traffic provide a clearance of not less than 12 feet from the pavement and any branches or foliage projecting over any public right-of-way which is the subject of pedestrian traffic provide a clearance of not less than eight feet from the pavement or ground. Sidewalk shall be kept clear for the use of persons on foot, as provided in Wis. Stat. s. 66.0907(1).

Water On Sidewalk

In some instances the terrace grassy areas over time have filled in and are now higher than the sidewalks, thus causing water to pond. Instead of raising the sidewalk, the adjoining property owner may remove soil in the terrace area, so that it will allow for water to drain off the sidewalk. Please contact the Director of Public Works prior to commencing this work, since this work is in the Right Of Way a Street Opening Permit is required. (No Permit Cost involved)



City of Lake Geneva, Wisconsin
Capital Improvement Program
2021 thru 2025

PROJECTS BY DEPARTMENT - CAPITAL PROJECTS (FUND 43)
FUNDED BY CAPITAL BORROWING AND FUND BALANCE RESERVES

Department	2021	2022	2023	2024	2025	TOTAL
Cemetery						
Business licensing software - carryover from 2020	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Landscaping - Pioneer Cemetery		17,000				17,000
Chapel rehab - Oak Hill Cemetery		90,000				90,000
Subtotal	20,000	107,000	-	-	-	127,000
City Hall and Administration						
Roof - City Hall/PD		200,000				200,000
Carpeting - City Hall/PD				50,000	50,000	100,000
Subtotal	-	200,000	-	50,000	50,000	300,000
Department of Public Works						
Road paving/improvement	750,000	750,000	750,000	750,000	750,000	3,750,000
Crack sealing	35,000	35,000	35,000	35,000	35,000	175,000
Storm sewer repairs/replacement	25,000	25,000	25,000	25,000	25,000	125,000
Lighting/signals - Edwards and Bloomfield Rd* - carryover from 2020 +25,000	-	150,000				150,000
Roof - 1065 Carey - carryover from 2020	100,000					
Roof - 1070 Carey - carryover from 2020	80,000					
Roof - 1055 Carey	80,000					80,000
Roadway de-icing tank	10,000					10,000
Sidewalk improvements - 800 block Wrigley Drive	40,000					40,000
Sidewalk improvements - Library Park	40,000					40,000
Shelter repairs/maintenance - 4 Seasons	50,000					50,000
Restroom plumbing/rehab - Library Park	40,000					40,000
Fencing - Vets Park	20,000					20,000
Field renovator - Parks	10,000					10,000
Hwy 50 road improvement project (shared with State of WI)	15,000	15,000	15,000	15,000	58,000	118,000
Bike trail maintenance (use for TAP grant** (\$60,000 carryover from 2020))	60,000	54,145	54,145	200,000		368,290
Disc golf course bridge	60,000					60,000
Salt storage shed - enlarging		105,000				105,000
Walkway updates - Donian/Mill Creek		15,000				15,000
Beach house updates - mechanicals/plumbing		65,000				65,000
Pickup truck #1 (originally transferred from utility)			60,000			60,000
Pickup truck #2 (originally transferred from utility)			60,000			60,000
UTV for parks/lakefront			30,000			30,000
Shop rehab and asphalt - Vets Park				95,000		95,000
Hot paint all main roads				85,000		85,000
Lighting/signals - Edward and Hwy. 50				75,000		75,000
Boulders - Donian Outlet and Library Park				55,000		55,000
Skate park auto gate - 4 Seasons				14,000		14,000
DPW office rehab				10,000		10,000
Lions Den rehab					35,000	35,000
DPW campus asphalt/concrete repairs					80,000	80,000
Edwards Blvd/Main LED updates					45,000	45,000
Generator 1055 Carey St					10,000	10,000
Subtotal	1,415,000	1,214,145	1,029,145	1,359,000	1,038,000	5,875,290
Lakefront						
Riviera renovation - partial carryover of \$367,242 from 2020	4,367,242					4,367,242
Subtotal	4,367,242	-	-	-	-	4,367,242
Library						
Carpet replacement - carryover from 2020	100,000					100,000
Lobby doors reconstruction - carryover from 2020	15,000					15,000
Roof replacement				140,000		140,000
HVAC replacement	48,000					48,000
Subtotal	163,000	-	-	140,000	-	303,000
Fire Department						
Station 1 generator bollards	2,500					2,500
Vehicle 212-Mobile Command Unit - shared with police	129,418	129,418				258,836
Engine #2 replacement	775,000					775,000
Station security cameras	10,000					10,000
Station entry card system	7,000					7,000

Sec. 62-96**Construction and repair.**

[Code 1992, § 8.11; Ord. No. 95-18, § 8.11, 9-11-1995]

(a)

Regulated. No person, whether owner, builder or contractor, shall build any new sidewalk or rebuild, repair or renew or cause to be rebuilt, repaired or renewed any existing sidewalk contrary to the provisions of this section.

(b)

State law adopted. In addition to the provisions of this section, W.S.A., §§ 66.615 and 66.616, and Americans With Disabilities Act Accessibility Guidelines (ADAAG) 14.0, public rights-of-way, relating to the construction and repair of sidewalks and curb ramps, so far as applicable to the City, is adopted by reference.

esource: November 23, 2005 draft PROWAG at:
<http://www.access-board.gov/prowac/draft.htm>.

The DOJ and U.S. Department of Transportation (DOT) are authorized by law to adopt standards consistent with the Access Board's guidelines for use in enforcing the ADA. The DOT has a similar authority under its Rehabilitation Act/504 regulation. The DOJ reviews 504 regulations issued by Federal agencies. When standards consistent with the final PROWAG guidelines are adopted by the DOJ, they will become the new minimum design standards under the ADA for both new construction and alterations of pedestrian facilities in the public right-of-way. The DOT has already indicated its intent to adopt the PROWAG, when completed, into its 504 standard.

In the interim, jurisdictions must continue to design and construct new and altered pedestrian facilities that are accessible to and usable by people with disabilities. The 2005 draft PROWAG has been identified by DOT as the current best practice in accessible pedestrian design under the Federal Highway Administration's Federal-aid (504) regulation. Therefore at this time the City of Lake Geneva adopts the Nov 23, 2005 draft PROWAG document as our standards until such time as it is updated and adopted by the DOT/DOJ.

(c)

Sidewalk requirements. The City Council may, from time to time, require that sidewalks be laid, and this requirement may vary from street to street as conditions and circumstances require, and may order by resolution sidewalks

to be laid in the manner provided in this article. Unless otherwise ordered by the Council, the width of all sidewalks shall not be narrower than those now constructed or laid, except as otherwise provided in the construction manual as provided herein.

(d)

Permit required. No person shall build any sidewalk within the City without first obtaining a permit from the City. Application for such permit shall be to the Department of Public Works on a form provided by the City and shall contain a full statement of the materials to be used in construction and the width thereof and shall also request the line and grade for the construction of such walk be furnished by the City.

(e)

Sidewalk standards. All sidewalks shall be constructed to standard specifications established by the City and as stated in the State of Wisconsin Standard Specifications for Road and Bridge Construction, plus Supplemental Specifications, Section 602. Unless otherwise permitted, sidewalks shall be not less than four feet in width and constructed of concrete not less than four inches thick except where crossing a driveway, where a six-inch minimum thickness is required. Cross slopes on sidewalks shall, in general, be 2%, or as allowed by ADAAG.

(f)

Protection to the public. The public shall be afforded protection during construction or repair of sidewalks as follows:

1.

City may repair. Any sidewalk which is unsafe, defective or insufficient shall be repaired or removed and replaced with a sidewalk in accordance with the standard fixed by this section, and the City Council may by resolution, order such sidewalk so repaired or removed and replaced.

2.

Procedure where City makes repairs. The City shall make repairs as follows:

a.

Notice. A copy of the resolution or order directing such laying, removal, replacement or repair shall be served upon the owner of each lot or parcel of land in front of which such work shall have been ordered by the City after personally delivering the resolution or order to the owners or his agent or, if such owner or agent cannot be found, by publishing the resolution or order in the official newspaper.

b.

Failure to obey notice. Whenever any such owner shall neglect, for 20 days after such service, to lay, remove, replace or repair any such sidewalk, the City may cause such work to be done at the expense of such owner. All work for the construction of sidewalks shall be let by contract to the lowest responsible bidder unless otherwise provided by the Council pursuant to W.S.A., § 62.15(1).

c.

Costs assessed. The City shall keep an accurate account of the expenses of laying, removing and repairing sidewalks in front of each lot or parcel of land whether the work is done by contract or otherwise, and shall annually prepare a statement of the expense so incurred in front of each lot or parcel of land, the expense to be on file with the City Clerk. The amount therein charged to each lot or parcel of land shall be entered by the Clerk on the tax roll as a special tax against the lot or parcel of land, and the amount shall be collected in all respects as other taxes upon real estate.

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