CITY OF MARSHFIELD

MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, August 6, 2012 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of July 16, 2012 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Tom Turchi, City Engineer & Brian Panzer, Street Superintendent
5. Approval of revised Local Road Maintenance Agreement with the Town of Cameron for USH 10 related Jurisdictional Transfers – Presented by Dan Knoeck, Director of Public Works
6. Approval of Engineering Services Agreement with Strand Associates for 2012 Wastewater Rate Review – Presented by Dan Knoeck, Director of Public Works
7. Approval of 2013 Asphalt Paving List – Presented by Dan Knoeck, Director of Public Works
8. Discussion regarding turf restoration on mill-in-place projects – Presented by Dan Knoeck, Director of Public Works & Brian Panzer, Street Superintendent
9. Set time and date for annual Board of Public Works Bus Tour – Presented by Dan Knoeck, Director of Public Works
10. Recommended items for future agendas
11. Adjournment

Posted this 3rd day of August, 2012 at 4:00 PM by Daniel G. Knoeck, Director of Public Works

NOTE

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It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

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Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Mary Anderson, Public Works Department at 630 South Central Avenue or by calling (715) 387-8424)

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BOARD OF PUBLIC WORKS BACKGROUND
08/06/12

1. Call meeting to order – Chairman Feirer

2. Approval of minutes of July 16, 2012 Board of Public Works meeting

3. Citizen Comments

4. Construction Updates – Presented by Tom Turchi, City Engineer & Brian Panzer, Street Superintendent

5. Approval of revised Local Road Maintenance Agreement with the Town of Cameron for USH 10 related Jurisdictional Transfers – Presented by Dan Knoeck, Director of Public Works
   See attached memo and revised agreement. **Recommend approval and authorize execution.**

6. Approval of Engineering Services Agreement with Strand Associates for 2012 Wastewater Rate Review – Presented by Dan Knoeck, Director of Public Works
   See attached memo and draft agreement. **Recommend approval and authorize execution.**

7. Approval of 2013 Asphalt Paving List – Presented by Dan Knoeck, Director of Public Works
   See attached preliminary list for 2013 asphalt paving. **Recommend approval for inclusion in the 2013 budget.**

8. Discussion regarding turf restoration on mill-in-place projects – Presented by Dan Knoeck, Director of Public Works & Brian Panzer, Street Superintendent
   This is a discussion item only.

9. Set time and date for annual Board of Public Works Bus Tour – Presented by Dan Knoeck, Director of Public Works
   Recommend on Monday, September 10, 2012 leaving from City Hall at 5:30 PM.

10. Recommended items for future agendas

11. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF JULY 16, 2012

Meeting called to order by Chairman Feirer at 5:30 PM in the Council Chambers of City Hall Plaza.

PRESENT: Mike Feirer**,** Tom Buttke, Gary Cummings and Ed Wagner
ABSENT: Robert Workinger
ALSO PRESENT: Mayor Meyer; Alderman Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Panzer; Wastewater Superintendent Warp; Building Services Pokorny; the media; and others.

PW12-73 Motion by Cummings, second by Buttke to recommend approval of the minutes of the July 2, 2012 Board of Public Works meeting.
All 'Ayes' Motion Carried

Citizen Comments
Karen Goch, 805 South Cedar Avenue, has lived there 34 years and has a severely disabled daughter who can't walk or talk. She has had a problem with the neighbor parking in front of her house that would conflict with the bus stopping to pick up her daughter. She asked the neighbor not to park there but the neighbor did not cooperate and continued to park in front of her property. Cedar Avenue has plenty of on-street parking that this would not be a hardship. She is very pleased with the no parking signs that have been put in place. The truck owner had his girlfriend go around and get signatures on a petition. Ms. Goch has talked with some neighbors and not all realized what the situation was and what the petition was all about. She would like to see the parking signs stay as they are. They could possibly manage with a loading zone concept, but sometimes the bus comes early on snow days or even late on snow days. We are only talking about a 40' stretch on the road. Most people park in their driveways. She doesn't see that this is causing a parking problem.

Alderman Buttke asked if parking could be allowed on the weekend. She stated there are sometimes pickups on the weekends.

PW12-74 Motion by Wagner, second by Cummings to move item 5 up on the agenda to discuss and vote on it now.
All 'Ayes' Motion Carried

Lisa Baasch, 800 South Cedar Avenue, spoke for all her neighbors who signed the petition. She felt everyone would agree to a loading zone with a few hours in the morning and a few hours in the afternoon to open up parking during the day and on weekends.

Alderman Feirer feels we need to favor the side of the disabled person. Able bodied folks can walk a few extra feet and someone who is in a wheelchair cannot.

Alderman Buttke does not want to get into the neighborhood feud and agrees that the handicapped individual takes priority.

PW12-75 Motion by Buttke, second by Cummings to recommend no changes to the parking restrictions in the 800 block of South Cedar Avenue.
All 'Ayes' Motion Carried

City Engineer Turchi presented an Engineering Division construction update. Street Superintendent Panzer presented a Street Division construction update.

PW12-76 Motion by Buttke, second by Cummings to recommend approval of the repairs to the bathrooms on Floor BR of City Hall Plaza at a cost of $7,000 and further recommend approval of Budget Resolution No. 08-2012, transferring monies from City Hall Electrical Panel Replacement to City Hall Bathroom Remodel – Floor BR, and refer to the Common Council for consideration.
All 'Ayes' Motion Carried

Alderman Feirer presented a concept for a military display to be located on an existing concrete platform at 307 East First Street. The display would be done by a local artist and funded through donations. Wagner agreed that the location was appropriate for a veterans display of some sort but he would like to see a much more elaborate monument as opposed to the murals that have been proposed. He suggested a design competition for the site that could possible tap into artists in the greater area. Feirer responded that cost is this issue. The proposal at hand is something that can be funded. A bigger monument will be difficult to raise adequate funding. The Mayor suggested that both approaches could be considered. The murals could be a starting point and the display could be expanded to included monuments as fund raising allows.

PW12-77 Motion by Cummings, second by Buttke to recommend approval of the Veterans Parkway Platform Proposal with the condition that maintenance requirements will be provided by local Veteran's groups.
All 'Ayes' Motion Carried

PW12-78 Motion by Wagner, second by Cummings to recommend approval of the Local Road Maintenance Agreement with the Town of Cameron for USH 10 related Jurisdictional Transfers and authorize execution of the agreement.
A**ll 'Ayes' Motion Carried**

PW12-79 Motion by Buttke, second by Wagner to recommend approval of widening Fig Avenue at McMillan Street to segregate left turn movements from right turn movements, to request a budget resolution be drafted transferring $15,000 from contingency to complete the project in 2012, and to refer the budget resolution to the Common Council for consideration. Further recommend that the intersections of Fig at Upham and McMillan be reviewed over the next year to verify that improvements made have achieved the desired effect,
All 'Ayes' Motion Carried

Recommended items for future agendas - None

Motion by Buttke, second by Cummings that the meeting be adjourned at 6:43 PM.
All 'Ayes' Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

City of Marshfield
Department of Public Works
Street Division
407 West 2nd Street
Marshfield, Wisconsin 54449

MARSHFIELD
The City in the Center

Brian G. Panzer
Street Superintendent
(715) 486-2081
FAX: (715) 387-8669
brian@ci.marshfield.wi.us

To: Michael Feirer, Chairman, Board of Public Works
Members, Board of Public Works

From: Brian Panzer, Street Superintendent *Brian Panzer*

R.E.: B.O.P.W.'s Street Division Construction Update for August 6th, 2012

Date: August 1st, 2012

Asphalt Mill-In-Place

-Apple Ave. – 17th St. to 19th St.: ditching, drain tile installation, culvert resets, shoulder widening and re-landscaping is complete; milling August 14th; paving to be scheduled

-18th St. - Apple Ave. to Palmetto Ave.: ditching, drain tile installation, culvert resets, shoulder widening and re-landscaping is complete; milling August 14th; paving to be scheduled

-19th St. - Apple Ave. to Palmetto Ave.: ditching, drain tile installation, culvert resets, shoulder widening and re-landscaping is complete; milling August 14th; paving to be scheduled

Complete:

-S. Ash Ave. – 9th St. to 14th St.
-E. 10th St. – Vine Ave. to Peach Ave.
-Juno Ave. – Blodgett St. to Doege St.
-Marathon St. – Ridge Road to State St.
-Blodgett St. – Schmidt Ave. to Marathon St.

Asphalt Overlays/ New Asphalt Pavement

-Peach Ave. – 4th St. to 14th St.: prep work is ongoing; paving August 15th
-Maple Ave. – 14th St. to 16th St.: prep work is ongoing; paving to be scheduled

Complete:

-Adams Ave. – Fairview Drive to Adler Road
-7th St. – Walnut Ave. to Spruce Ave.
-17th St. – Adams Ave. to Lincoln Ave.
-Doege St. – Cherry Ave. to Peach Ave.
-Adams Ave. – 13th St. to Arlington St.
-S. Anton Ave. – 5th St. to Auburn Ave.

Asphalt Pavement Replacement

-Cherry Ave. – 2nd St. to 9th St.: Sanitary sewer M.H. and main repairs, storm sewer inlet replacements, curb replacement and base work is ongoing; paving to be scheduled

Storm Sewer Maintenance/Construction

-Storm water inlet and main repairs/replacements with associated street restoration throughout the city: ongoing
-Installation of driveway culverts with related ditching throughout the city: ongoing

Sanitary Sewer Maintenance/Reconstruction

-M.H. and main repairs/replacements as required on all mill-in-place and asphalt overlay projects: ongoing
-M.H. replacements or Mono-forming and main repairs from Clearwater Committee priority list as time and staff allows: ongoing

Street Maintenance/Construction

-Slurry sealing of asphalt streets week of August 13th.
-Crack sealing of concrete and asphalt streets: complete.
-Specialized joint sealing on concrete streets: complete.

Other Related Street Division Projects/Programs

-Salt storage facility expansion project: complete
-Turn lane painting on N. Peach Ave: complete

City of Marshfield

Memorandum

August 2, 2012

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Revised Local Road Maintenance Agreement with Town of Cameron

BACKGROUND

At the July 16 Board of Public Works meeting, the Board approved a Local Road Maintenance Agreement between the City of Marshfield and the Town of Cameron addressing roads that will be subject to jurisdictional transfer when new USH 10 fully opens to traffic. On Monday, July 30, the Town of Cameron/City of Marshfield Joint Plan Commission reviewed the Local Road Maintenance Agreement and proposed one change.

ANALYSIS

The Town would like to have authority to approve access to those parcels fronting on Old USH 10 until such time as those parcels annex to the City. The Joint Plan Commission was comfortable with this approach as the Towns access standards are more restrictive than the City's. A copy of the revised agreement is attached with the new language highlighted.

RECOMMENDATION

I recommend approval of the revised Local Road Maintenance Agreement with the Town of Cameron and authorize its execution.

Concurrence: Steve Barg

Steve Barg, City Administrator

LOCAL ROAD MAINTENANCE AGREEMENT **TOWN OF CAMERON**

CITY OF MARSHFIELD

WHEREAS, the Wisconsin Department of Transportation intends to reconstruct and relocate a portion of USH 10, projects #6351-00-00 and 6350-06-02, for the good and in the interest of the traveling public; and

WHEREAS, the construction includes changes in the local road system within the town of Cameron;

THEREFORE, BE IT RESOLVED THAT the city of Marshfield agrees to accept maintenance responsibility for the highways and under the conditions described within this agreement:

Current Highway Designation	**Old USH 10, New Heritage Drive**
From-To	Beginning at a point on the officially laid out, marked and traveled USH 10 at the intersection of existing USH 10 and S. Central Avenue (Bus 13); thence easterly 0.98 miles along existing USH 10 to the intersection of existing USH 10 and S. Washington Avenue, all located within the Town of Cameron, Wood County.
Distance	0.98 mile
Receiving Maintenance Jurisdiction	City of Marshfield

Current Highway Designation	**Old S.T.H. 13 – New South Central Avenue (Bus 13)**
From-To	Beginning at a point on the officially laid out, marked and traveled State Trunk Highway System designated as STH 13, 300 feet south of the existing intersection of USH 10 (STA 42+00 NB); thence northerly along the officially laid out, marked and traveled S. Central Avenue (Bus 13) to the intersection of Commerce Drive, all located within the Town of Cameron, Wood County.
Distance	0.56 miles
Receiving Maintenance Jurisdiction	City of Marshfield

1. THE TOWN WILL:

   A. Receive local road aids from the state for the roadway segments described above and forward payment to the City of Marshfield equivalent to the local road aid for these segments until such time as these segments are annexed to the City.

   B. Turn over maintenance control for the roadway segments described above to the city. Access control permitting will remain under the control of the Town for those properties that remain in the Town until such time as those properties are annexed to the City.

   C. Remit a one-time Lump Sum payment of $174,801 to the City upon roadway jurisdictional change estimated to take place in the fall of 2012.
      City of Marshfield
      P.O. Box 727, Marshfield City Hall
      Marshfield, WI 54449

DRAFT

D. Petition the City of Marshfield to annex the road right-of-way for these segments to the City and execute a Quit Claim Deed or another mutually acceptable instrument to the City, transferring all roadway right-of-way properties for these segments in a manner similar to the transfer from the State to the town.

E. Maintain the traffic control in the southeast corner of the intersection of Old USH 10 (Heritage Drive) and Washington Avenue.

2. THE CITY WILL:

A. Accept the maintenance responsibility for the roadway segments described within this agreement, effective the date new USH 10 is opened to traffic, estimated to be the fall of 2012, including but not limited to storm sewers, lighting, and sidewalks.

B. Cover the costs associated with annexation of the road rights-of-ways to the City of Marshfield.

C. Maintain the traffic control in the northwest corner of the intersection of Old USH 10 (Heritage Drive) and Washington Avenue.

TOWN OF CAMERON	CITY OF MARSHFIELD
_____	_____
John Damrau, Chairperson	Chris Meyer, Mayor
_____	_____
Nancy Tremelling, Clerk	Deb Hall, Clerk
Date:_____	Date:_____

DRAFT

City of Marshfield

Memorandum

August 2, 2012

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Engineering Services Agreement for 2012 Wastewater Utility rate Review

BACKGROUND

Each year during the budget process, wastewater rates are reviewed and updated as necessary. Strand Associates has been providing this service since the new plant went on line.

ANALYSIS

Attached is the proposed agreement for the 2012 rate review. The agreement is based on actual cost not to exceed $8,500 with some pricing for additional services should they be necessary.

RECOMMENDATION

I recommend approval of the Engineering Services Agreement with Strand Associates for the 2012 Wastewater Utility rate review and authorize execution of the agreement.

Concurrence: Steve Barg
Steve Barg, City Administrator

STRAND ASSOCIATES®

Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
(P) 608-251-4843
(F) 608-251-8655

Task Order No. 12-01
City of Marshfield, Wisconsin (OWNER)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Technical Services Agreement dated April 20, 2011

Project Information

Services Name: 2012 Wastewater Utility Rate Review

Services Description: OWNER completes an annual review of its user charge system. Services will provide a review of 2011 and 2012 year-to-day operating and capital costs as well as anticipated projected future costs and future capital expenditures. The services will provide recommended 2013 wastewater utility rates.

Scope of Services

ENGINEER will provide the following services to OWNER:

1. Review anticipated 2013 operating budgets for the wastewater utility, including operation and maintenance costs, proposed capital expenditures, and miscellaneous sources of revenue. Develop up to three preliminary rate increase estimates based on the projected total revenues required.

2. Review billings and revenues for 2011 and the first half of 2012 for billing quantities to be used for determining year 2013 rates. This includes a review of all Category B users as well as outside sources of revenue including hauled wastes, lab services, special assessments, and charges to other City departments.

3. Develop a 2013 revenue projection based on OWNER's recommended rate increase using both a cash basis method and a utility basis method. The components of the revenue projection on a cash basis will include operation and maintenance, replacement fund contributions, existing debt service, operating reserve contribution (if required), and a recommended projected cash flow for the utility. Outside revenue sources such as hauled wastes and special assessment will also be reviewed. Based on the 2013 revenue projections, rates for the wastewater utility will be developed including customer charges, volume charges, surcharges, and charges for special wastes such as holding tank wastes and effluent reuse.

4. Review Completion Industrial Minerals effluent use rate.

5. Prepare a summary report for review by OWNER staff that summarizes the key assumptions used in developing the proposed rates as well as the documented support for the proposed rates.

6. Prepare recommended rates for review and adoption by the City Council.

7. Attend one Public Works Committee meeting to present the recommended rates and connection fee options. Additional meetings may require additional fee.

Compensation

OWNER shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee of $8,500. An additional trip for a Common Council meeting shall be compensated at $800. Additional rate increase estimates shall be compensated at $600 each.

Schedule

Services will begin upon execution of this Task Order, which is anticipated on August 7, 2012. Services are scheduled for completion on October 31, 2012.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:		OWNER:	
STRAND ASSOCIATES, INC.®		CITY OF MARSHFIELD	
Matthew S. Richards Corporate Secretary	Date	Chris Meyer Mayor	Date
		Deb Hall City Clerk	Date
		Keith Strey Finance Director	Date

2013 PROPSED ASPHALT PAVING LIST - Project EN-D-2021							
PROJECT	PROJECT LENGTH (LF)	MILLING	OVERLAY	NEW SURFACE	ENGINEERING	STREET DIVISION	TOTAL
OVERLAY							
Oak Ave - Western to Upham	2,344	$0	$208,804	$0	$646	$129,213	$338,663
Palmetto Ave - 17th to 25th	2,624	$0	$165,570	$0	$723	$144,648	$310,941
Park St - 7th to Pine	1,394	$3,457	$93,133	$0	$384	$76,844	$173,818
Park St - Pine to Oak	544	$0	$36,345	$0	$150	$31,259	$67,754
Peach Ave - Arnold to Becker	1,684	$0	$112,508	$0	$464	$92,831	$205,803
Overlay Subtotal	8,590	$3,457	$616,360	$0	$2,368	$474,795	$1,096,980
MILL-in-PLACE							
25th St - Wittman to Oak	655	$993	$0	$21,096	$2,816	$20,458	$45,363
26th St - Wittman to Oak	655	$993	$0	$21,096	$2,816	$20,458	$45,363
28th St - Wittman to Oak	655	$993	$0	$21,096	$2,816	$20,458	$45,363
6th St - Peach to Palmetto	760	$1,152	$0	$24,477	$3,268	$23,738	$52,635
7th St - Peach to Palmetto	755	$1,144	$0	$24,316	$3,246	$23,582	$52,288
Apple Ave - 5th to 8th	1,110	$1,682	$0	$35,750	$4,773	$34,670	$76,874
Wittman Ave - 25th to 29th	1,300	$1,970	$0	$41,869	$5,590	$40,604	$90,033
Mill-in-Place Subtotal	5,890	$8,927	$0	$189,700	$25,326	$183,967	$407,920
2013 TOTAL	14,480	$12,384	$616,360	$189,700	$27,693	$658,762	$1,504,900

ADDITIONAL 2013 CIP STREET PROJECTS

EN-B-1841	Lincoln Ave - Adler to McMillan	5,037	$400,000
EN-D-2116	26th Street - Central to Wittman	660	$134,000
EN-C-2124	Chestnut Ave - 7th to 1st	2,154	$2,450,000
EN-C-2124	Side Streets - Chestnut to Central	2,150	
TOTAL 2013 PROJECTS		**24,481**	**$4,488,900**