



CITY OF MARSHFIELD

MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, November 19, 2012 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

- 1. Call meeting to order – Chairman Feirer
2. Approval of minutes of November 5, 2012 Board of Public Works meeting
3. Citizen Comments
4. Review of street light installation policy – Presented by Dan Knoeck, Director of Public Works
5. Review of refuse and recycling collection services – Presented by Dan Knoeck, Director of Public Works
6. Closed Session: Pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
7. Reconvene in Open Session
8. Action on matter discussed in closed session, if appropriate
9. Recommended items for future agendas
10. Adjournment

Posted this 16th day of November, 2012 at 4:00 PM by Daniel G. Knoeck, Director of Public Works

NOTE

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.

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

**BOARD OF PUBLIC WORKS BACKGROUND**  
**11/19/12**

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of November 5, 2012 Board of Public Works meeting
3. Citizen Comments
4. Review of street light installation policy – Presented by Dan Knoeck, Director of Public Works  
See attached memo and current policy. This is a discussion item only.
5. Review of refuse and recycling collection services – Presented by Dan Knoeck, Director of Public Works  
See attached memo. This is a discussion item only.
6. Closed Session: Pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
  - Disposition of City owned property at 4<sup>th</sup> Street & Galvin Avenue.
7. Reconvene in Open Session
8. Action on matter discussed in closed session, if appropriate
9. Recommended items for future agendas
10. Adjournment

**BOARD OF PUBLIC WORKS MINUTES**  
**OF NOVEMBER 5, 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, Robert Workinger and Ed Wagner

**ABSENT:** None

**ALSO PRESENT:** Alderman Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Civil Engineer Mauritz; Street Superintendent Panzer; Parks & Recreation Director Englehart; Denise Sonnemann – Main Street Marshfield; Norm Stoiber; the media; and others.

**PW12-117** Motion by Cummings, second by Buttke to recommend approval of the minutes of the October 15, 2012 Public Works meeting.

**All ‘Ayes’, Motion Carried**

**Citizen Comments -None**

The Board of Public Works discussed a letter from Norm Stoiber, 2909 West Veterans Parkway, regarding garbage pickup for apartment buildings. Buttke would like staff to look into the situation to see if garbage collection is consistently applied. Wagner would like the City Attorney to look at this issue to see if there is any legal precedence.

City Administrator Barg referenced an e-mail from a resident on Laird Street requesting a mid-block street light. Cummings asked that the issue be reviewed at a future meeting.

City Engineer Turchi presented the layout for 2013 Chestnut Avenue Reconstruction Project, including side streets from Chestnut Avenue to Central Avenue. Comments were heard from the following:

- Scott Mayer, Marshfield Postmaster, regarding handicap parking on Second Street
- Lisa Schneider, State Farm Insurance, regarding duration of construction and use of TIF financing.
- Chuck McCauley, Traditions on Chestnut and Market on 6<sup>th</sup>, regarding the cost to property owners and the long term impact to businesses.

**PW12-118** Motion by Buttke, second by Cummings to recommend approval of the plans for 2013 Chestnut Avenue (Veterans Parkway to 7<sup>th</sup> Street) reconstruction, including side streets from Chestnut Avenue to Central Avenue, as presented.

**All ‘Ayes’, Motion Carried**

**PW12-119** Motion by Wagner, second by Buttke to recommend approval of a new lease agreement with American Legion Post #54 as presented, with a change in the term of the lease to be 25 years with three (3) additional terms of five (5) years each, upon mutual agreement of both parties, request the City Attorney draft the lease agreement and authorize execution.

**All ‘Ayes’, Motion Carried**

Director of Public Works Knoeck presented a revised Banner Policy. Buttke is concerned with what it will cost non profits to put up banners under this new approach. He doesn't want to see it become cost prohibitive.

**PW12-120** Motion by Wagner, second by Buttke to recommend that the revised banner policy be postponed until the next Board of Public Works meeting to get an idea of what banner installations fees will be under CVB's program.

**All ‘Ayes’ Motion Carried**

**PW12-121** Motion by Buttke, second by Wagner to recommend approval of Budget Resolution No. 17-2012 transferring funds between projects and Street Division budgets to balance 2012 projects and refer to the Common Council for consideration.

**All 'Ayes' Motion Carried**

**PW12-122** Motion by Cummings, second by Buttke to recommend approval of the 2013 yard waste and Christmas tree collection schedule as presented.

**All 'Ayes' Motion Carried**

**PW12-123** Motion by Cummings, second by Buttke to recommend approval of a revised State-Municipal Project Agreement with WisDOT to allow the City to purchase additional Random Rapid Flashing Beacons for Safe Routes to School as presented.

**All 'Ayes' Motion Carried**

**PW12-124** Motion by Cummings, second by Wagner to recommend approval of the easement request from AT&T for Grant Mini-Park, subject to review by the City Attorney.

**All 'Ayes' Motion Carried**

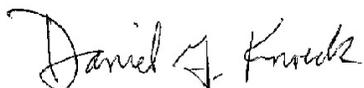
**PW12-125** Motion by Cummings, second by Buttke to recommend approval of the final assessments for the alley bounded by Central Avenue and Chestnut Avenue/2<sup>nd</sup> Street and 3<sup>rd</sup> Street, as presented.

**All 'Ayes' Motion Carried**

**Recommended items for future agendas - None**

Motion by Buttke, second by Cummings that the meeting be adjourned at 7:00 PM.

**All 'Ayes' Motion Carried**



Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS



City of  
Marshfield  
Memorandum

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November 16, 2012

TO: Board of Public Works  
FROM: Dan Knoeck, Director of Public Works  
SUBJECT: Review of Street Light Policy

**BACKGROUND**

At the November 5 Board of Public Works meeting, City Administrator Barg shared an e-mail that the Mayor received from Jim Bell, 1308 St Joseph Avenue requesting a mid-block street light on Laird Street between St Joseph Avenue and Shawano Drive. The street light policy allows for mid-block installations on blocks in excess of 500 feet. The Laird Street block measures approximately 460 feet and therefore does not qualify for a mid-block street light under the current policy. Mr. Bell is asking for an exception to the policy based on several considerations outlined in his e-mail, which is attached. A copy of the current street light policy is also attached.

**ANALYSIS**

The current policy language regarding mid-block street lights dates back to the late 1980's. The focus of the policy is to light intersections. Most residential neighborhoods have dark areas between the intersections. Large street trees and private trees often contribute to these dark areas. If the Board were to consider an exception to the policy in this case, you might consider the fact that there is a curve in Laird Street, making it nearly impossible to see from one intersection street light to the next.

We've also had a recent request for street lighting on STH 13, north of Mann Street. New street lighting was installed as part of the STH 13 improvements in 2005, however it does not go all the way to the city limits. There are 5 residential driveways and one commercial driveway in this area. Even though the properties are in the city limits, the roadway is no longer under city jurisdiction north of Mann Street. Similarly, South Central Avenue south of 29<sup>th</sup> Street does not have continuous street lighting, and there are multiple commercial and some residential driveways in this area.

Currently, we have just over 2,000 street lights in the City of Marshfield. The 2013 budget for street light operations is \$205,000. There is nothing in the 2013 budget for new street light installations.

**RECOMMENDATION**

None at this time. This is a discussion item only.

## Knoeck, Dan

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**From:** Jim Bell <bellj@charter.net>  
**Sent:** Thursday, November 01, 2012 10:19 AM  
**To:** Meyer, Chris  
**Cc:** Knoeck, Dan; Miller, Josh  
**Subject:** Dark Street

Hello Mr. Mayor,

Chris, I'm not for sure who our current alderperson is since the redistricting, and I was unable to find an email list on the city website, so I would please ask that you forward this to whichever elected city official would be responsible for handling this. If this is something that I need to appear and request in person during a council and/or meeting, please let me know. I'm confident that some of the surrounding neighbors this effects would be willing to appear also.

I need to bring something to our city's attention and ask for some help. I say that with reserve, because I dislike having to ask anybody for assistance - so I assure you that it has to be fairly drastic for me to ask.

Even though my address is listed as Saint Joseph Avenue, our driveway is on the short Laird street which runs between Saint Joseph Avenue and Shawano. The last time I needed to ask for city assistance was when a parking problem arose from the Clinic's new dental/FHC building that was built across the street. I asked for weekday 90 minute parking restrictions, which has been miraculous in solving the problem those of us living on and around this street were experiencing, and I can never thank the people who were instrumental in getting us those signs enough!

Recently, another problem has become apparent. It has been an issue which everyone living on and around this street has for the most part tried to ignore and work around the same as all of us did the parking issues when they first started, but recently it has gathered new attention.

The issue I speak of is that this specific stretch of roadway has basically NO lighting. There is a light on Saint Joseph, but it is already facing the tree line which blocks the illumination from going down Laird street, plus, Laird curves to the right at the end of the street even further away into the trees. We noticed that when we moved in, but basically tried to work around that darkness in various ways. Our next door neighbor's to our immediate west reported finding people milling around in the darkness at various times - culminating in them reporting someone had entered their garage at one point. I put area lighting and sensors on the front and one side of our garage to combat some of these "visits" - which seems to have worked so far...the only time we experienced a theft was in the middle of the day, ironically, since then. Most of our neighbors have installed various forms of lighting on the fronts of their garages and homes - but those aren't always on and, quite frankly, provide very little effective illumination to the street area itself.

One of our newer neighbors was also concerned about the lighting. She asked the neighbors on this street, as well as many affected on Shawano about how they felt about this dark street. As far as I'm aware, almost all of Shawano's nearby residents (I'm only aware of one exception for sure) and all of Laird's, agreed that Laird's lighting is a problem and were in favor of additional lighting. Our neighbor took a noble gesture upon herself to have the utility install an area light on a city power pole which joins her property's back yard and intended to pay the rent herself. Well...there was a resulting complaint due to it's proximity to another's house and the utility was forced to take the light down off of the utilities' property. While this light did help with the Laird illumination problem, it really didn't go far enough to providing the illumination there should be right on Laird itself anyway. Even if she were to mount a light on the side of her house or utility shed, it really isn't in a good enough spot to solve the problem (the side of MY garage is probably the next best to an actual street light - but still wouldn't cover the entire roadway like a light directly over the street would do).

However, there are other pitfalls to such a dark street then just theft and vandalism. Our driveway is at an angle - doesn't seem like much until you start to back out - and since this section of street has a LOT of walkers (and that total seems to be increasing) both day and night, the danger zone is quite high that you might not see someone (pedestrian, bicyclist, and even an occasional parked car) while backing onto the street. And finally, last night provided me with an additional incident, which has prompted me to take this more drastic action of asking for your help. As you are aware, last night was Halloween. We took our daughter "Trick or Treating" in the neighborhood last night, accompanied by one of our next door neighbor's, along with their sons. When we were done, we walked home on Laird. It was so dark, that our

neighbor stumbled. Now I realize since it was Halloween that your immediate thought might be that it was caused by a costume, but I can assure you it was not (I've stumbled myself along that stretch while walking the dog) - plus we had just walked all the surrounding blocks without any issues. Laird is so dark that you can't see some of the roadway faults (small potholes and bumps/ruts) without using a flashlight - which I had along but we weren't using at the moment. Luckily in our incident, our neighbor didn't fall all the way down, but the danger of what could have occurred is obvious.

I have heard rumor that Laird apparently falls between some type of criteria or "measurement cracks" for being too short and/or whatever else to qualify for additional street lighting. While that might be true in most situations that those rules were designed for and I'm not going to pretend to know those specifics at this point, I find it hard to believe that this city would not provide an exception to a known need that falls outside that criteria once it's brought to their attention - there are countless people who walk this street not only during the day, but in the early morning darkness and night. Some are residents coming and going to work, some walking their dogs, and some are children on their way to or from school - and some are visitors who aren't familiar with this street. Luckily there hasn't been a resulting violent crime on walkers to this point also - although the numerous trees and darkness certainly provide an environment where it could take place. I'm sure that's more of a consideration in some more populous high crime areas - but that doesn't mean we are immune. There are also many surrounding CBRF type businesses who have residents who I have seen out in darkness - especially during these shorter daylight hours. Now you add in that there is a strong possibility of further development across the road where they might build a dental and or medical college, as well as an Alzheimer's unit on the corner across from Security Health Plan, and it becomes obvious that there is a need for that illumination in such close proximity.

I would invite anyone to travel this street after darkness sets in - especially if you walk it and in the later hours - to see for themselves that there is a problem that has gone on for far too long. Even if there is moonlight, any helpful "natural" illumination is usually obscured by nearby trees. My garage lights are always on but sometimes blocked by vehicles, and even if the neighbors are on (which they all tend to turn off after they go to bed), you will find out that there still is very little to light your way with anything less than bringing your own flashlight - which not everyone does.

I would find it hard to imagine that the city would open themselves up to obvious liability once this problem has become known to them. After our neighbor stumbled last night, I was realizing that in a worst case scenario, I suppose I could put another area light on the far side of my garage which would go a long way towards not only neighbors and our surrounding security, but also towards some additional lighting of that portion of street for everyone's safety...but I really have a hard time justifying why I (and other neighbors) should have to provide for everyone what the city lists in it's residential code as a basic necessity.

## Sec. 18-62. Residential district requirements.

(1) Residential districts purposes. The residential districts are established to accomplish the following purposes:

- a. To ensure future high quality amenity including, but not limited to, provision of adequate **light**, air, privacy, and convenience of access to the property of existing and new residential areas.

So I beg and implore you to take whatever steps (and exceptions) are necessary to provide this neighborhood the safety and security that is routinely provided for other residents throughout this city.

I Thank You for your time and attention to this matter!

Sincerely,

Jim Bell  
1308 Saint Joseph Avenue



**CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES**

- |                   |                         |
|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL            |
| 2. ADMINISTRATIVE | <b>5. PUBLIC WORKS</b>  |
| 3. PERSONNEL      | 6. PARKS AND RECREATION |

CHAPTER: Street/Sewer Construction and Maintenance

SUBJECT: Street Light Installation

POLICY NUMBER: 5.380

SUPERSEDES POLICY DATED: May 19, 1981 & December 6, 1994

PAGES: 2

EFFECTIVE DATE: October 21, 2002

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.**

There shall be a policy established regarding the installation of street lights:

**A. NEW STREET LIGHTS ON EXISTING STREETS**

1. A request shall be made in writing to the Director of Public Works.
2. A joint review shall be made by the Director of Public Works and an Electric Utility representative.
3. New street lights shall be installed at locations meeting the following requirements. Approval for requests, which are an exception to the following, may be granted by the Board of Public Works.
  - a. A street light shall be installed at each street intersection and end of each cul de sac.
  - b. Mid-block installations shall be made on blocks in excess of 500 feet. On extra long runs without crossing streets, lights shall be uniformly spaced at not more than 400-foot intervals.

## **B. NEW STREET LIGHTS ON STREET OPENINGS**

1. Street lights shall be installed at the time the street is opened and should be coordinated with the installation of electric service whenever possible.
2. Street light locations shall be in accordance with Article A.3 above.
3. In accordance with Section 18.05(1)(b) the subdivider or his successors in interest, shall cause street lights to be installed within all subdivisions platted after November 17, 1992. The subdivider shall be responsible for all costs associated with street light installation.
4. For those streets platted prior to November 17, 1992 and not yet opened to traffic, street light installation shall be the responsibility of the party(ies) requesting the street opening. For street openings petitioned by multiple property owners, or where the petitioning party(ies) own less than 50% of the benefited property, street light installation may be constructed as a special assessment project and assessed to benefited properties.
5. The Electric Utility will make recommendations on the location of lights in new areas to be developed.

## **C. STREET LIGHT STANDARDS**

1. All fixture replacements and new installations will be high pressure sodium fixtures as follows:
  - 100 watt fixtures on low traffic volume residential streets
  - 150 watt fixtures on high volume collector and arterial streets
  - 250 watt fixtures on Central Avenue and other areas where warranted
2. All existing mercury vapor fixtures will be replaced with high-pressure sodium fixtures at the time of failure.
3. Street light poles shall be the standard utility distribution poles.
4. Requests for non-standard street light poles and/or fixtures may be approved by the Board of Public Works. Costs in excess of the standard poles and fixtures shall be borne by the requesting party.



City of  
Marshfield  
Memorandum

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November 15, 2012

TO: Board of Public Works  
FROM: Dan Knoeck, Director of Public Works  
SUBJECT: Residential Garbage Collection

**BACKGROUND**

At the November 5 Board of Public Works meeting, City Administrator Barg shared a letter from Norm Stoiber, 2909 W Veterans Parkway, regarding garbage and recycling collection for his 5 unit apartment building. The City currently provides residential garbage and recycling collection services for single family, two family and multifamily buildings with 4 units or less. Mr. Stoiber contends that because he lives in one of the units, his building should be considered a 4 unit building and therefore eligible for city funded collection. The Board asked that this issue be reviewed and placed on the next agenda. A copy of the letter from Mr. Stoiber is attached.

**ANALYSIS**

The City of Marshfield has contracted for garbage collection services since the early 1980's. Those first contracts established the threshold for city funded garbage collection as residential properties with 4 or fewer residential units. Commercial collection is not provided. This has been the standard for all of the subsequent contracts including the current contract with Veolia. In 1990 the first state recycling law went into effect, requiring municipalities of 5,000 population or greater to provide for collection of recyclables material from "each single family residence, and 2 to 4 unit residences", with those services to be implemented by January 1, 1995. That requirement continues today. The definition for residential units in both the City contracts and Wisconsin Administrative Code, does not distinguish between owner occupied or tenant occupied units. It simply states "2 to 4 unit residence", implying up to 4 units under one roof. There is not a statutory requirement for a municipality to provide garbage collection services. A municipality can charge fees for garbage and recycling services.

There are a total of seven 5-unit apartments in the City. It is difficult to determine if there are other owner occupied units within these apartments and if that status changes over time. The city cost for garbage collection in 2013 is \$5.94 per unit per month and for recycling, \$2.93 per unit per month. To add a 5 unit apartment building to city collection would cost \$532.20 per year. To add all seven 5-unit apartments would cost \$3,725.40 per year, assuming the same rates would apply.

**RECOMMENDATION**

None, for discussion purposes only.

Redd 11/1/12

TO THE BOARD OF PUBLIC WORKS FROM NORMAN  
STOIBER 3909 W. VETERANS PARKWAY.

I AM PAYING MY RESIDENTIAL PROPERTY TAX,  
\$(5377.00) THE SAME AS OTHER PEOPLE FROM MARSHFIELD  
WHO GET WASTE PICK-UP INCLUDED BY PAYING THEIR  
PROPERTY TAX. THE PROPERTY TAX REPORTED  
TO THE IRS IS ONLY ON MY 4 PLEX APARTMENT  
BUILDING, THE SAME AS MY CITY OF MARSHFIELD  
BUILDING PERMIT SHOWS. THE IRS TAX  
PAPERS SHOW I HAVE A 4 PLEX APARTMENT  
BUILDING. FOR THE LAST 22 YEARS I HAVE  
ONLY RENTED OUT 4 APARTMENTS. I PAID  
OUT OVER \$11,521.00 DOLLARS FOR WASTE  
PICK-UP, THAT IS NOT FAIR. I GOT TO BE  
THE ONLY PERSON IN THE CITY OF MARSHFIELD  
TO PAY PROPERTY TAX ON A RESIDENCE & NOT  
HAVE WASTE PICK-UP INCLUDED.

POINT OUT TO ME ONE OTHER PERSON THAT  
RENTS OUT FOUR APARTMENTS AND PAYS FOR  
WASTE PICK-UP? MY PERSONAL UNIT SHOULD  
BE CLASSIFIED AS SINGLE FAMILY RESIDENCES,  
THE IRS DOES. I WOULD LIKE SOMEBODY FROM  
THE BOARD OF PUBLIC WORKS, OR WHO HAS A SAY  
ON THIS ISSUE, TO TELL ME IF I WAS THEIR DAD  
THAT I AM BEING TREATED FAIR.

PLEASE CHANGE

Norman Stoiber