



CITY OF MARSHFIELD

MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, December 3, 2012 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of November 19, 2012 Board of Public Works meeting
3. Citizen Comments
4. Proposed changes to Section 8-79 'All Night Parking' of the Municipal Code – Presented by Gary Jepsen, Police Chief
5. Relocation of 7th floor Finance Department operation – Presented by Steve Barg, City Administrator
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.
 - Jurisdictional Transfer Agreement with Town of Cameron
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 30th 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
12/03/12

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of November 19, 2012 Board of Public Works meeting
3. Citizen Comments
4. Proposed changes to Section 8-79 'All Night Parking' of the Municipal Code – Presented by Gary Jepsen, Police Chief
See attached memo and proposed draft ordinance. **Recommend approval and refer to the Common Council for consideration.**
5. Relocation of 7th floor Finance Department operation – Presented by Steve Barg, City Administrator
See attached memo and recommendation.
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.
 - Jurisdictional Transfer Agreement with Town of Cameron
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 19, 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 Earl; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Panzer; Norm Stoiber; Jim Bell, JoAnn Weber; the media; and others.

PW12-126 Motion by Buttke, second by Cummings to recommend approval of the minutes of the November 5, 2012 Public Works meeting.

All 'Ayes', Motion Carried

Citizen Comments

Jim Bell, 1308 North St. Joseph Avenue – requesting a street light mid-block on Laird. A previous e-mail sent by Mr. Bell contains the detail of his request. Current lights are at an angle and trees block light so nothing gets to mid-block. There have been some security issues in the neighborhood. Private security lights have helped but don't light the street. There has been an on-going problem for a long time but walkers are becoming more prevalent now. More development in the area is likely which will contribute to the problem.

JoAnn Weber, 1401 Shawano Drive, had a utility flood light installed in her yard. She went through the proper steps to get it. The neighbors were appreciative except one neighbor to the north who complained so the light was removed. Now she is looking to get the street light. Her neighbor, Joel Anderson, required an electrician to fix a problem one evening and he commented that the street is too dark to see the house number.

Knoeck reviewed the street light installation policy. Mid-block street lights are allowed on blocks over 500 feet long. The Laird block is only 460 feet long so does not qualify for a mid-block light. Concern was raised that if this mid-block street light is approved, it would open the door for other requests City wide and many blocks have dark areas between intersections. Knoeck pointed out that Laird does have a slight curve at one end and that could be consideration for justifying a mid-block light. The street light policy could be amended to allow for mid-block lights near curves. The question then came up as to how many locations might qualify for a light under that scenario and how much might it cost. Barg suggested that this item be postponed to allow the Engineering Division to research these items further.

PW 12-127 Motion by Workinger, second by Wagner to postpone further action on this item to the December 17, 2012 Board of Public Works meeting pending a report from the Engineering Division on how many locations might qualify for a mid-block street light and an estimate of what the costs might be.

All 'Ayes' Motion Carried

Knoeck reviewed the refuse and recycling collection services. The Board heard from Norm Stoiber, 2909 West Veterans Parkway who expressed his concern that the issue is one of fairness in waste pickup. He has been paying for garbage collection for his private residence and wants the same treatment as other owners of single family residences. He has 5 units in his building but only 4 units are rented out. He checked the other 5-unit buildings in the City and none of the owners of these live there. He feels the definition in the City code should be changed to clarify that City collection is provided to

residential structures with 4 or fewer rental units, not residential units. He also stated that he would be willing to pay the City rate if he could get garbage pickup under the City contract.

PW12-128 Motion by Wagner, second by to direct staff to bring this item back on December 17, 2012 with additional information regarding definitions, the equity in Veolia charges for private collection, and a review by the City Attorney.

All 'Nayes' Motion Failed

Staff will review the situation, have the City Attorney review our current code and definitions, and discuss with Veolia what they would charge to add 5 and 6 unit facilities to the City contract and bring this information back on December 17.

PW12-129 Motion by Cummings, second by Buttke to adjourn to closed session at 6:45 PM 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 4th Street & Galvin Avenue**

Roll call vote, all 'Ayes' Motion Carried

Present in Closed Session: Aldermen Feirer, Cummings, Wagner, Workinger, Buttke & Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; and Street Superintendent Panzer.

PW12-130 Motion by Wagner, second by Buttke to reconvene in open session at 6:56 PM.

Roll call vote, all 'Ayes' Motion Carried

There was no action taken in open session on the closed session item.

Recommended items for future agendas - None

Motion by Buttke, second by Wagner that the meeting be adjourned at 6:57 PM.

All 'Ayes' Motion Carried



Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

Marshfield Police Department Memorandum

Date: November 29, 2012

To: Board of Public Works (December 3, 2012)

From: Police Chief Gary A Jepsen

Reference: Overnight Parking

History:

For decades, the City of Marshfield has had in place Section 8-79 (1) of the Municipal Code as related to restrictions for overnight parking on city streets and city owned lots. Much of this regulation was to provide the city the opportunity to conduct street sweeping functions in an effective manner during nighttime hours. This section basically states that overnight parking shall not be allowed on any street between the hours of 2:30 AM and 6:00 AM or city owned parking lot between 1:00 AM and 6:00 AM with some exceptions due to emergencies. Exceptions to these parking restrictions, even though not identified within the code are made by the police department on a customary basis due to a variety of reasons, i.e. overnight guests, driveway construction, etc. A citizen needs do nothing more than call in to a recorded line and leave their vehicle information and address to avoid enforcement action. As a result, officers while on patrol do not know if vehicles are exempted from the parking restriction and this complicates enforcement. If citations are issued, many are voided the following day.

Analysis:

Over many years, enforcement regarding overnight parking has become less prominent and revenues have dropped considerably. From a safety perspective, we occasionally encounter vehicles parked on our more narrow ditched streets directly across from one another. This limits or in some circumstances eliminates the possibility of emergency vehicle traffic. Introducing a more effective, understandable, and enforceable parking code that lends itself to safety considerations will reduce response times to emergency calls in some situations and begin to increase parking violation revenues as in the past. At the same time, the code change will allow ample parking opportunities for citizens while continuing to allow for efficient street sweeping functions.

Recommendation:

Approve the proposed changes to Municipal Code 8-79(1), followed by a 60 day public education and grace period from May 1, 2013 until June 30, 2013, during which time warnings only will be issued for violations of odd/even overnight parking violations on ditched streets.

Concurrence:



Steven Barg, City Administrator

DRAFT

Ordinance#

An Ordinance amending Section 8-79(1), of the City of Marshfield Municipal Code.

Section 8-79(1) of the City of Marshfield Municipal Code is hereby amended to read as follows:

The Common Council of the City of Marshfield do hereby ordain as follows:

Municipal Code

Chapter 8. Traffic Code

Sec. 8-79. All Night Parking upon city streets and city owned lots.

1) *Street Parking Prohibited*

- a) *May 1st through October 31st*. When signs have been erected at, or reasonably near, the corporate limits of the city, as provided by §349.13 Wis. Stats., informing motorists that parking limitations and snow emergency regulations are in effect, ~~no person shall park any vehicle on any street in the city between the hours of 2:30 AM and 6:00 AM, except emergency vehicles and physicians on an emergency call, and except as permitted pursuant to section 8.08 of this Code.~~ **motor vehicles will be allowed to park on ditched streets in the following manner, unless otherwise signed:**

Beginning on Sunday with an even number calendar date, motor vehicles are allowed parked on the even address side (south and west) of the street for a one week time period. Conversely, beginning Sunday with an odd number calendar date, motor vehicles are allowed parked on the odd address side (north and east) of the street. This regulation will apply to both day time and night time parking and the transition time will be considered noon until 2:00p.m. on each Sunday.

Parking on curbed streets shall be allowed on both sides from May 1st through October 31st unless otherwise signed.

Trailers, boats, vehicles, or any vehicle accessory or attachment which is not self-propelled shall not be parked overnight on any city streets or municipal parking lot. Trailers, boats, vehicle accessories and/or attachments affixed to a motor vehicle, shall be limited to one forty-eight hour time period after which time, the trailer, vehicle, accessory or attachment must be removed.

- b) *November 1st through April 30th*. All regulations as stated in 8-79 (1) listed above shall apply with the following exceptions:

No person shall park any vehicle on any street in the city between the hours of 2:30a.m. and 6:00a.m. except emergency vehicles and physicians on an emergency call, and except as permitted pursuant to section 8.08 of this Code.

- 2) *City-owned lots.* No person shall park any vehicle on any city-owned parking lot between the hours of 1:00 a.m. and 6:00a.m. of any day, or 2:00a.m. and 6:00a.m. of any day during daylight saving time, except as follows:
- a) Those spaces in each city-owned lot as designated by the board of public works if a permit has been issued for such spaces as provided in section 8-77(2) of this Code.
 - b) Those spaces in each city-owned lot as designated by the board of public works.
- 3) *Snow Emergency.* Regardless of any provision in this section, there shall be no parking on any city street at any time in the event a snow emergency has been declared pursuant to section 13-35(3),

SECTION 2. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 3. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 4. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Chris Meyer, Mayor

APPROVED: _____

ATTEST: _____

Deb M. Hall, City Clerk

PUBLISHED: _____



City of Marshfield Memorandum

DATE: November 30, 2012
TO: Board of Public Works
FROM: Steve Barg, City Administrator
RE: Relocation of 7th floor Finance Department operation

Background

The Finance Department is divided on 2 floors (5th and 7th), which is obviously less than ideal for several reasons. Earlier this year, Personal Development Center (PDC) vacated its space on the 3rd floor of City Hall, leaving roughly half of that floor available for other uses. Staff has explored the following options: 1) relocating the Assessing Department to former PDC space, and moving Finance's 7th floor operation into the Assessing space; or, 2) moving the entire Finance Department to 3rd floor. Either way, the 7th floor space may be occupied by Information Technology, providing more space for its increasing needs.

Analysis

Both options require some cost, especially since the 3rd floor space is not configured in a way that works for either department without some remodeling. It appears that moving Assessing to the 3rd floor has a base cost of roughly \$20,000, with more cost expected, depending on how much new furniture is needed. There would be added expense to make the 5th floor space work for Finance; however, some of this can be phased over time. Our total estimate for this option is \$40,000-\$50,000. The second option (move Finance to 3rd floor) requires moving just one department, but the estimated cost is the same (\$40,000-\$50,000), as more extensive work is needed to make the 3rd floor space work for Finance.

There are 2 reasons why it probably makes more sense to move Assessing to the 3rd floor. One is that, while Assessing also benefits from being near the Clerk's office, it seems that there is a closer connection between Finance and the Clerk's office. Second, the vault is currently on the 5th floor, and practically speaking, this cannot be relocated.

Funding opportunities

As noted earlier, the cost of either option is likely around \$40,000-\$50,000. If the Board is supportive of moving forward, the project could be financed as follows:

- Fund 405 projects (City Hall) \$15,000
- Finance Department budget 5,000
- Unused Cemetery Columbarium project funds 11,770
- Contingency account Balance (\$8,000-\$18,000)

Other considerations

There are 2 other issues to consider when planning for the optimal use of City Hall space:

- It looks like Wood County may pull out of City Hall when its lease ends in 2014. If this occurs, additional space on the 3rd and 4th floors may be available for other use.
- Council asked staff to study the long-term future of our assessing services, looking at options including contracting out this service, so the ultimate space needs for this area have not yet been determined.

Recommendation

Staff is requesting that the Board consider the issue and give its direction, with the strong recommendation that we take appropriate steps toward providing adequate space for the entire Finance Department on one floor, now or in the near future. If the Board supports a move at this time, staff recommends moving the Assessing Department to the vacant 3rd floor space, and relocating the 7th floor Finance operation to the 5th floor, for the reasons noted earlier, at a cost not to exceed \$50,000.