



CITY OF MARSHFIELD

MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, JULY 14, 2014 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

- 1. Call meeting to order – Chairman Feirer
2. Approval of minutes of June 30, 2014 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Brian Panzer, Street Superintendent and Tom Turchi, City Engineer
5. Update of water main break street patching – Presented by Dan Knoeck, Director of Public Works
6. Award bid for 200 Block Asbestos Removal Project – Presented by Dick Pokorny, Building Services Supervisor
7. Preliminary approval of Wastewater Utility Debt Issue – Presented by Sam Warp, Wastewater Superintendent
8. Consideration of removal of the Vaughn Hansen Committal Chapel at the Cemetery – Presented by Steve Barg, City Administrator
9. Recommended items for future agendas
10. Adjournment

Posted this 11th day of July, 2014 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

07/14/14

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of June 30, 2014 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Brian Panzer, Street Superintendent and Tom Turchi, City Engineer
5. Update of water main break street patching – Presented by Dan Knoeck, Director of Public Works
This is an informational item only.
6. Award bid for 200 Block Asbestos Removal Project – Presented by Dick Pokorny, Building Services Supervisor
See attached memo and bid summary. **Recommend approval of the low bid of Dirty Ducts Cleaning, Environmental & Insulation, Inc. of Madison, WI at a cost not to exceed \$28,500 and authorize execution of a contract.**
7. Preliminary approval of Wastewater Utility Debt Issue – Presented by Sam Warp, Wastewater Superintendent
See attached memo. **Recommend approval and request that a budget resolution be drafted for Common Council consideration.**
8. Consideration of removal of the Vaughn Hansen Committal Chapel at the Cemetery – Presented by Steve Barg, City Administrator
See attached memo and recommendation. **Recommend approval.**
9. Recommended items for future agendas
10. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF JUNE 30, 2014

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, Chris Jockheck and Ed Wagner

EXCUSED: None

ALSO PRESENT: Alderperson Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Street Superintendent Panzer; Wastewater Superintendent Warp; Parks & Recreation Director Englehart; Parks & Recreation Supervisor Steinbach; Bill Penker; the media; and others.

PW14-94 Motion by Jockheck, second by Buttke to recommend approval of the minutes of the June 16, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments:

- Myron Silberman, 313 South Adams Avenue, spoke in favor of saving the Vaughn Hansen Chapel at the Cemetery. He was the architect for the project. The building was designed as an off shoot of a great architect, Oscar Niemeyer, and a similar chapel he built in Brasilia. The chapel was originally designed for holding services during the cold weather times, but apparently it is not being used for that purpose and he feels another use should be found the building. He would hate to see the building taken down. He is quite sure that the Hansen's gave some funds for perpetual care, but he is not sure of the amount. He was planning to contact the local Rotary Clubs to raise funds for restoring the building but is now focusing on raising funds for Relay for Life.
- Alderman Wagner stated that there has not been a discussion regarding alternate use of the Chapel and he would like to see this item on a future Board of Public Works agenda.

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

City Engineer Turchi presented a power point regarding the results of the Maple Avenue Railroad Crossing survey. Survey results are posted on the city website. This was an informational item only.

PW14-95 Motion by Wagner, second by Buttke to recommend approval of a professional services agreement with BESTIMATE LLC for Jack Hackman Field storage building consultant services at a cost of \$1,470 under the assumption that there is no conflict of interest with Bob Lewerenz, owner of BESTIMATE LLC, serving on the Zoning Board of Appeals.

Motion Carried

PW14-96 Motion by Buttke, second by Cummings to recommend approval of the quotation submitted by V & H Automotive of Marshfield, WI for a Lift Station Service Truck for the Wastewater Utility at a cost of \$53,670, authorize execution of a purchase agreement and further recommend a Budget Resolution be drafted for Common Council consideration.

Motion Carried

PW14-97 Motion by Jockheck, second by Cummings to adjourn to closed session at 6:23 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.

- **City Hall Plaza Leases**

Roll call vote, all 'Ayes' Motion Carried

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

PW14-98 Motion by Buttke, second by Jockheck to reconvene in open session at 6:34 PM.

Roll call vote, all 'Ayes' Motion Carried

PW14-99 Motion by Buttke, second by Cummings to recommend approval of a month to month lease hold over for Wood County on 4th floor of City Hall Plaza and direct staff to draft a memo of understanding.

Motion Carried

Recommended items for future agendas:

Alderman Buttke has had complaints on the lack of progress on water main break patches. These patches are settling and no progress is being made on the repairs.

Motion by Wagner, second by Cummings that the meeting be adjourned at 6:37 PM.

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



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 July 14, 2014

Date: July 9, 2014

Asphalt Mill-In-Place

Streets to be scheduled:

Broadway Ave. – Upham St. to McMillan St.

Laird St. – Shawano Drive to St. Joe's Ave.

Shawano Drive – Upham St. to Broadway Ave.

Apple Ave. – 15th St. to 17th St.

Cherry Ave. – Cleveland St. to Edison St. (after sanitary sewer replacement)

Hardacre Ave. – 5th St. to 6th St.

State Ave. – 4th St. to Adler Road

Wisconsin Ave. – 6th St. to Adler Road

Complete:

Carmen Drive – Waushara Drive to Upham St.

Debra Lane – Carmen Drive to Hume Ave.

Renee Lane – Debra Lane to Upham St.

Asphalt Overlays

Street(s) with ongoing prep work:

Adams Ave. – 5th St. to 8th St.: prep work ongoing

Doeg St. – Peach Ave. to Palmetto Ave.: prep work complete; asphalt paving scheduled for July 17th

This prep work includes: storm water M.H., inlet and main repairs/replacements and resets, base concrete replacement, yard drain repairs/replacements, curb replacement, sidewalk and X-walk replacements and re-landscaping prior to a new asphalt surface being applied

Streets to be scheduled:

6th St. – Oak Ave. to Columbus Ave.

Complete:

11th St. – Central Ave. to Oak Ave.

Street Reconstruction with New Curb and Gutter and Asphalt

Park St. – 7th St. to Pine Ave.: ongoing

Street Reconstruction

Upham St. – Central Ave. to 300' east: to be scheduled

Storm Sewer Maintenance/Construction

-Storm sewer with street reconstruction on Park St.: ongoing

-Storm water inlet, M.H. and main repairs/replacements with associated street restoration throughout the city: ongoing

-General storm water ditching with drain tile installation as required throughout the city: ongoing

-Installation of driveway culverts with related ditching throughout the city as required: ongoing

-X-culvert and inlet culvert replacements as required throughout the city: ongoing

-Storm sewer main at Renee Lane and Debra Lane: complete

(over)

Sanitary Sewer Maintenance/Reconstruction

- M.H. replacements/Mono-forming and main repairs on all asphalt mill-in-place and overlay streets as required: ongoing
- M.H. replacements or Mono-forming and main repairs from Clearwater Committee priority list: to be scheduled

Street Maintenance/Construction

- Crack sealing of concrete streets: complete
- Crack sealing of asphalt streets: complete
- Concrete patching: 4th St. – 8th St. west to the end: to be scheduled
- Specialized joint sealing on concrete streets: to be scheduled
- Slag sealing of asphalt streets: to be scheduled
- General asphalt patching, city wide as required: to be scheduled



City of Marshfield Memorandum

TO: Board of Public Works
FROM: Dick Pokorny, Building Services Supervisor
DATE: July 9, 2014

RE: Request for approval of bid for the 200 Block Asbestos Removal Project 706011

BACKGROUND The City of Marshfield bought two properties late last year that are located on the south 200 block between Central Avenue and Chestnut Avenue. The two properties have been vacant for a number of years. One has been referred to as the "Professional Building" due to the long standing large sign on the front of this building located at 110 W. 2nd St. The other building, located at 111 W. 3rd St., was the long-time home of the Marshfield News Herald, and is commonly referred to as such. The property under the Professional Building has been long talked about as a welcome addition to the post office parking lot. This area's local businesses and postal patrons can use more parking in this extremely congested area of the city.

The City's intention has been to provide an opportunity for a developer to gain a large portion of a downtown block. The News Herald's property is over 1/2 acre and it is not often that a lot this size becomes available in a downtown area. In doing so, this area would be developed into something that will enhance and compliment the downtown area.

In order to make the properties useful, the city intends to raze both buildings. Prior to this, asbestos containing materials (ACM) have to be removed per DNR and other federal rules. The city hired an environmental testing company to complete two reports of where and how much ACM is in each building so that licensed companies may bid for this removal.

ANALYSIS Bids were submitted by three companies for this project and were opened in the offices of the Building Services Supervisor on Wednesday July 9, 2014. Please see the attached bid summary. These bids were solicited for removal of asbestos containing materials from both the 110 W. 2nd St. and 111 W. 3rd St. buildings.

Please note that Project 706011 is funded at \$50,000.00 for environmental work and \$75,000.00 for demolition work.

RECOMMENDATION I recommend approval of the low base bid from Dirty Ducts Cleaning at a total cost not to exceed \$28,500.00, and authorize execution of a contract.

dp

Concurrence:

Daniel G. Knoeck
Director of Public Works

Concurrence:

(Not available)

Steve Barg
City Administrator

**BID SUMMARY
FOR
200 BLOCK ASBESTOS REMOVAL PROJECT 2-14
110 W 2nd St and 111 W 3rd St**

COMPANY NAME	BID AMOUNT	BID BOND
Robinson Brothers Environmental, Inc 220 Raemisch Rd Wausau, WI 53597	\$91,500.00	Yes
Dirty Ducts Cleaning, Environmental & Insulation, Inc. 3025 Perry Street Madison, WI 53713	\$28,850.00	Yes
Mavo Systems Wisconsin, LLC 100 N 84th Ave Wausau, WI 54401	\$43,362.00	Yes

City of Marshfield
Wastewater Utility
2601 E. 34th Street
Marshfield, WI 54449-5363



MARSHFIELD
Wastewater Utility

Sam Warp Jr.
Wastewater Superintendent
(715) 591-2022
Fax (715) 591-2027
sam.warp@ci.marshfield.wi.us

To: Board of Public Works
Chairman – Mike Feirer
Members – Tom Buttke, Chris Jockheck, Ed Wagner, Gary Cummings

From: Sam Warp Jr., Wastewater Superintendent

Subject: Upcoming Wastewater Utility Capital Expenditures

Date: July 14, 2014

Background

Historically, the CIP has included \$750,000 to \$850,000 annually for sanitary sewer collection system improvements. These expenditures have been funded through wastewater rates as opposed to long term debt. Projects in addition to the annual allocation for collection system improvements have been funded with long term debt, the most recent example being the Lincoln Avenue Lift Station and Force Main improvements completed in 2013. There are 4 large expenditures, described below, that are coming up that will require funding through long term debt. To achieve some economies of scale, it will be beneficial to package the borrowing for these 4 items into one debt issue.

There are four segments to this loan, each with its own importance.

- 1) **North East Lift Station**, located at 1728 North Galvin Avenue, is the top priority. The station is approaching 40 years old, with most of the equipment still original and never designed to handle the grease and disposable wipes we see from today's society. There have been weeks where the pumps plugged almost every day, with one stretch of 8 straight days. It takes two operators a minimum of 2.5 hours each to unplug them. That's five man hours a day that could have been spent elsewhere. Our consultant, Town and Country Engineering, determined the most cost effective approach was to replace two of the four pumps in the station, with ones designed to handle the grease and disposable wipes. This option would use less equipment, save energy and would fit within the existing structure. They were also retained for evaluating the entire lift station for other current and future needs. Town and Country determined that we would never achieve the efficiency we are looking for with drives and controls that have been pieced together over the past 40 years. To maintain some fiscal responsibility, the request was scaled back, but replaces the electrical service, brings the building into code compliance, upgrades the electrical service and increases the reliability of the pumps. There was \$275,000 of approved debt included in the CIP for this 2014 project. An additional \$845,000 will be required to complete all of the necessary improvements.
- 2) The **8th Street lift station**, with an address of 2801 West 8th Street, is overdue for replacement. The station was built in 1971 and is our oldest station. In 2010 it was entered into the CIP for 2014 replacement. When the disposable wipe issue came up at the North East lift station this project was moved to 2015. Everything at the station is

original and has served us well. If the controls quit now, we will be replacing them immediately because no vender can find usable electric control parts from 1971. The pumps and motors are routinely rebuilt, which isn't cheap because we pay a fabrication shop to custom make the parts. The replacing of this station would also include a conversion to a new natural gas generator which would make the neighbors happier because it will be quieter and produce much less fumes and emissions. The itemized estimate for this project is \$341,000 and the expected start date would be in the spring of 2015, after the snow melts. The total remake of this neighborhood lift station will solve many issues and protect public health well into the future.

- 3) **Truck M72** is the blue jetter truck, which is used for cleaning sanitary and storm sewer mains and manholes. It was purchased new in 2003 and it's used year around, but in 2013 it was parked for repairs almost 6 weeks of the summer months. That's unacceptable if we are to reach our goal of one-third of the city to be cleaned every year. The truck looks great on the outside because the operators take great care of it, but the mechanical parts are wearing out. We have been very fortunate that there have been no major issues with the unit or the costs would be higher. The goal is to upgrade the truck before those expenses occur and the net cost to replace the truck grows even larger. The current quote for the new truck is \$379,000 with the trade in estimated at \$70,000. Long term debt to spread out the cost of this large purchase is the fiscally sound approach.
- 4) **Televising equipment** is another essential part of preventive maintenance for the City of Marshfield. Its purpose is to view and record the condition of the sanitary and storm sewer mains in the city. Along with aiding staff on which mains to be prioritized for future CIP projects, it's used to check the possible causes to homeowner basement backups. The equipment is approaching 12 years old and all computer technology has advanced in that time. It breaks down regularly, causing frustration and lost productivity. The quote for a new unit is \$150,000 with a lead time of 6 months.

By packaging the borrowing for these projects together at this time, we anticipate that there will not be a need for utility to issue long term debt for the next 4 or 5 years.

Recommendations

I recommend a debt issue in the amount of \$1,990,000 to occur in 2014 to fund these 4 projects. I further recommend that a budget resolution be drafted for Common Council consideration.

Feel free to contact me with any questions prior to the meeting.
Thank You.

Concurrence:



Dan Knoeck,
Director of Public Works

(Not available)

Steve Barg,
City Administrator



Keith Strey,
Finance Director



City of Marshfield Memorandum

DATE: July 3, 2014
TO: Board of Public Works
FROM: Steve Barg, City Administrator *SB*
RE: Possible removal of chapel building

Background

On February 17th, staff presented the Board with the attached recommendation to raze the chapel at Hillside Cemetery, due to significant repairs that must otherwise be made, and because this structure is rarely used anymore. The Board approved “decommissioning” the chapel at that time (see attached minutes), and asked staff to continue trying to reach family members, and to more broadly publicize our intent, to determine whether there are concerns with this approach.

Community response

Since staff worked with local media to get the word out, we have heard from 3 interested people. One is a niece who wants to get some personal items from the chapel before it is razed, and staff is in the process of arranging this. The other two (one is a distant relative; the other was the project architect who spoke at our June 30th meeting) have expressed a desire to see the building repaired and maintained. Each is aware of the July 14th meeting, and staff’s recommendation.

Board’s request

When this was briefly discussed on June 30th, after remarks at “Citizen Comments”, staff was informed that they need to address the issue of other possible uses of the building, if it is repaired, when this is brought back to the Board. Cemetery Director Mike Baltus has been advised of this, and he will respond to this question at our July 14th meeting.

Recommendation

Staff recommends that the Board authorize disposal of the structure, either by allowing an interested party to remove it for relocation, or by including funding in the proposed 2015 City budget for demolition. An initial estimate of \$30,000 to raze the building was given by a local contractor, but more work would be needed to refine this cost for the budget.

**BOARD OF PUBLIC WORKS MINUTES
OF FEBRUARY 17, 2014**

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, Gordon Earll and Ed Wagner

EXCUSED: None

ALSO PRESENT: City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Cemetery Coordinator Baltus; the media; and others.

PW14-20 Motion by Cummings, second by Earll to recommend approval of the minutes of the February 3, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments – None

PW14-21 Motion by Buttke, second by Earll to recommend directing staff to draft a resolution to transfer up to \$140,000 from the Cemetery Perpetual Care Fund to finance construction of a new mausoleum, with proceeds to be paid back through sale of burial spaces and refer to the Common Council for consideration.

Motion Carried

PW14-22 Motion by Buttke, second by Wagner to recommend approval to decommission the Vaughn Hansen Committal Chapel at the Cemetery effective immediately and to consider funding removal of the building in the 2015 budget.

Motion Carried

PW14-23 Motion by Cummings, second by Wagner to recommend revising the draft Special Assessment Hardship Ordinance with the proposed changes as discussed and recommend that this ordinance be brought back to a future Board of Public Works meeting for approval. The Board would also like to review the application at that time.

Motion Carried

PW14-24 Motion by Buttke, second by Cummings to recommend approval of the right-of-way plat and Relocation Order for acquisition of property for Hume Avenue north of McMillan Street as presented and refer the Relocation Order to the Common Council for consideration.

Motion Carried

The Board of Public Works discussed the curb and gutter survey results for various 2014 mill-in-place projects.

PW14-25 Motion by Cummings, second by Earll to recommend proceeding with mill-in-place asphalt paving projects on Cherry Avenue (Cleveland Street to Edison Street), Hardacre Avenue (5th Street to 6th Street), State Avenue (4th Street to Adler Road) and Wisconsin Avenue (6th Street to Adler Road) as originally planned

Motion Carried

City Engineer Turchi updated the Board of Public Works on railroad crossing traffic signal operations. This was an informational item only.

To: Board of Public Works
From: Mike Baltus, Cemetery Coordinator
Re: Vaughn / Hansen Committal Chapel

Back Ground

The Vaughn / Hansen Committal Chapel was built and dedicated on October 8, 1977, by the Vaughn / Hansen Funeral Home and their families. At the time it was a great idea and a benefit to all the families who needed a place for services during inclement weather.

The usage of the building had always been a challenge and the cemetery introduced a rule the chapel had to be used from December 1st to April 1st for all services, in 1981, the chapel was use 64 times. On March 30, 1992, the Director of Catholic Cemetery of the State of Wisconsin wrote a letter to the Marshfield Catholic Cemetery Board stating this cemetery rule of chapel committal use needed to be discontinued. In 1993, the chapel was used 15 times. I have been with Hillside Cemetery for 15 years, and in that time the chapel has only been use 26 times. In the last three years, it has not been used at all for a committal service.

The chapel building costs the City about \$4,000.00 a year to maintain. When I first started with the City, I talked with the local Funeral Directors and ask why they weren't using the Chapel. Their reply was, if they weren't going to the grave side, why load everyone up and come to the cemetery and unload everyone for a committal service when they can have a committal at the Funeral Home or Church. With today's economic times I can understand their reasoning.

With the chapel being closed the majority of the time, we have developed a mold problem that exists in the interior walls. The extent of this problem was not known until we opened up some of these walls. The estimate received on the repairs for this problem is \$29,380.00. With the interior repairs, we would also be

looking at replacing the furnace at \$2500.00 and the two entry doors for \$10,000.00, for a total of \$41,880.00.

An effort was made to find any relative around to help with the future of this building. Neither the Hansen or Vaughn families had any children and all their brothers or sisters have all since passed away.

Recommendation

I have asked the Public Works Director Dan Knoeck and Building Services Richard Pokorny to take a look at other uses for this building, and at this point cannot see any other use. With this mold problem it was recommended by the City Building Inspector not to have it open to the public until repairs are complete. Since it appears this building out living it purpose and not being used for anything I cannot justify putting any money back into it. It would be my recommendation to shut off all the building Utilities and close it to the public as soon as possible. It would also be my recommendation this building be taken down and removed after it can go through the 2015 budget process.

Mr. Steve Barg
City Administrator
630 S. Central Ave.
P.O. Box 727
Marshfield, WI 54449

March 27, 2014

Dear Mr. Barg,

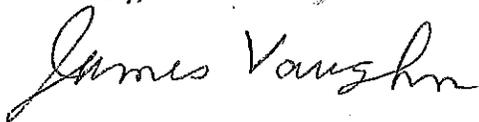
I have recently received a copy of an item that appeared in the Marshfield News-Herald on March 13 concerning the possible demolition of the Vaughn-Hansen Chapel at Hillside Cemetery. The article stated that after some 30 years the Chapel use has declined and its' condition is such that repair is costly. I am not familiar with the terms of the deed that transferred the Chapel to the city, but as a condition of the transfer, did not the city agree to maintain the Chapel? If so, have they neglected their obligation?

Ivan, who is my uncle, had two brothers, Lloyd and Albert Vaughn and a sister, Leone, who married Shirley (Sam) Marvin. After my mother's internment in 2007, I and my family visited the chapel. My children were pleased that it was there as a memorial to their great uncle. The service for my wife's mother, Caroline Schiller, was held in the chapel. Three generations of Vaughn's are buried in Hillside Cemetery and my wife, nee Carol Schiller, and my sister Judith Vaughn intend to be interred there.

As my aunt and uncle had no children, I'm sure that my aunt, Helen, had intended the chapel as a perpetual memorial to her husband and his siblings and to their respective descendants. Our family would be saddened if it were to be demolished and I hope the city will find a way to live up to terms of the deed.

If you would be so kind as to reply to my concern please e-mail me at jvaughn567@aol.com or write to the address below.

Sincerely,



Dr. James Vaughn
3744 E. 64th Place
Tulsa, OK 74136