



CITY OF MARSHFIELD
MEETING NOTICE

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

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of June 16, 2014 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Brian Panzer, Street Superintendent and Tom Turchi, City Engineer
5. Review of Maple Avenue railroad crossing temporary closure – Presented by Tom Turchi, City Engineer
6. Approval of Jack Hackman Field storage building consultant services and Budget Resolution – Presented by Ed Englehart, Parks & Recreation Director
7. Approval of purchase of Lift Station Service Truck for the Wastewater Utility and Budget Resolution – Presented by Sam Warp, Wastewater Superintendent
8. 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.
 - City Hall Plaza Leases
9. Reconvene in Open Session
10. Action on matter discussed in closed session, if appropriate
11. Recommended items for future agendas
12. Adjournment

Posted this 27th day of June, 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
06/30/14

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of June 16, 2014 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Brian Panzer, Street Superintendent and Tom Turchi, City Engineer
5. Review of Maple Avenue railroad crossing temporary closure – Presented by Tom Turchi, City Engineer
See attached PowerPoint which will be presented at the meeting. This is an informational item only.
6. Approval of Jack Hackman Field storage building consultant services and Budget Resolution – Presented by Ed Englehart, Parks & Recreation Director See attached memo. **Recommend approval of a professional services agreement with BESTIMATE LLC in the amount of \$1,470 and further recommend that a budget resolution in the amount of \$30,000 be drafted for Common Council for consideration.**
7. Approval of purchase of Lift Station Service Truck for the Wastewater Utility and Budget Resolution – Presented by San Warp, Wastewater Superintendent
See attached memo. **Recommend approval of the quotation of V&H Automotive of Marshfield in the amount of \$53,670 and authorize execution of a purchase order. Further recommend that a budget resolution be drafted for Common Council consideration.**
8. 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.
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BOARD OF PUBLIC WORKS MINUTES
OF JUNE 16, 2014

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

PRESENT: Tom Buttke, Gary Cummings, Chris Jockheck and Ed Wagner

EXCUSED: Mike Feirer

ALSO PRESENT: Alderperson Earll; City Administrator Barg; City Engineer Turchi; Street Superintendent Panzer; Building Services Supervisor Pokorny; the media; and others.

PW14-90 Motion by Wagner, second by Jockheck to recommend approval of the minutes of the June 2, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments – None

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

PW14-91 Motion by Buttke, second by Jockheck to recommend approval of the bid submitted by Scott Construction, Inc. of Lake Delton, WI for 2014 seal coating at a cost not to exceed \$98,591.57 and authorize execution of a contract.

Motion Carried

PW14-92 Motion by Wagner, second by Jockheck to recommend approval of the low base bid submitted by Maurer Roofing, Inc. of Marshfield WI for City Hall Plaza Penthouse Roof Project at a cost not to exceed \$57,200, authorize execution of a contract and further recommend approval of Budget Resolution No. 15-2014 transferring \$19,000 to fund this project.

Motion Carried

PW14-93 Motion by Wagner, second by Buttke to recommend that the first Board of Public Works meeting for July, 2014 be held on Monday, June 30, 2014 and the second meeting for July, 2014 be held on Monday, July 14, 2014, both at 5:30 PM.

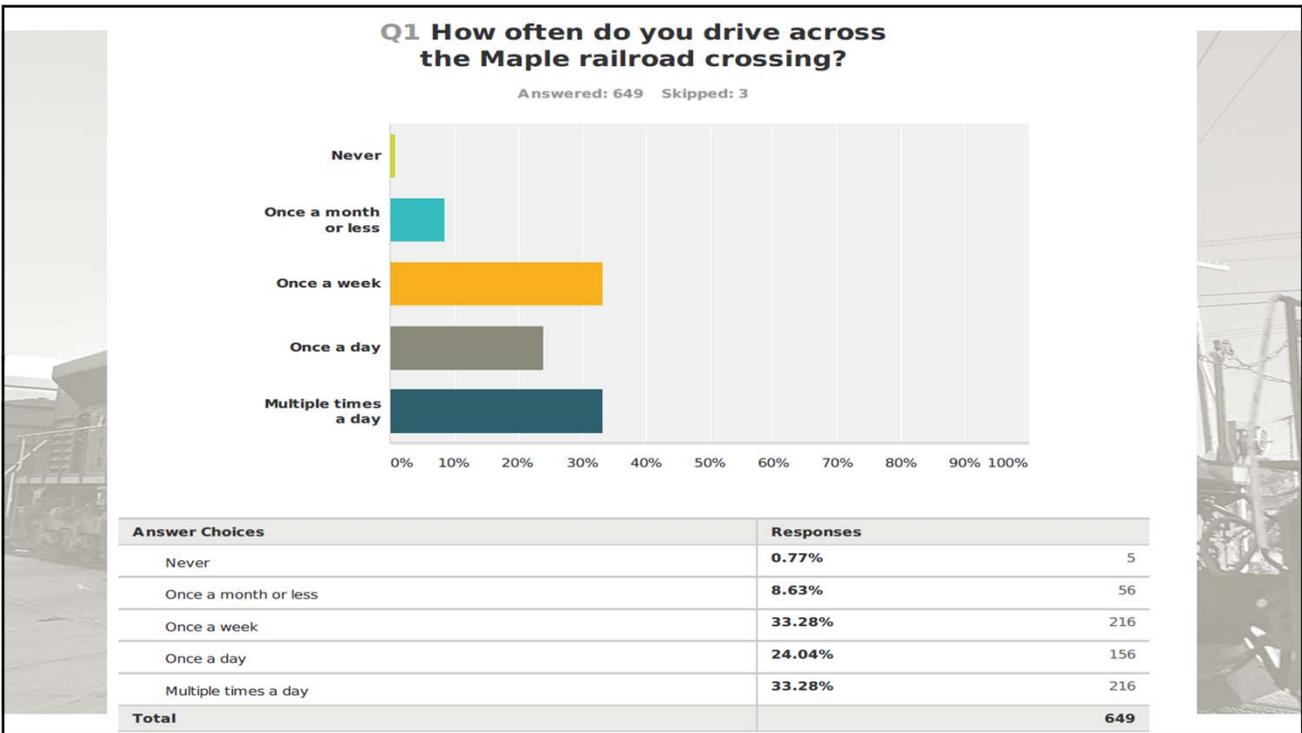
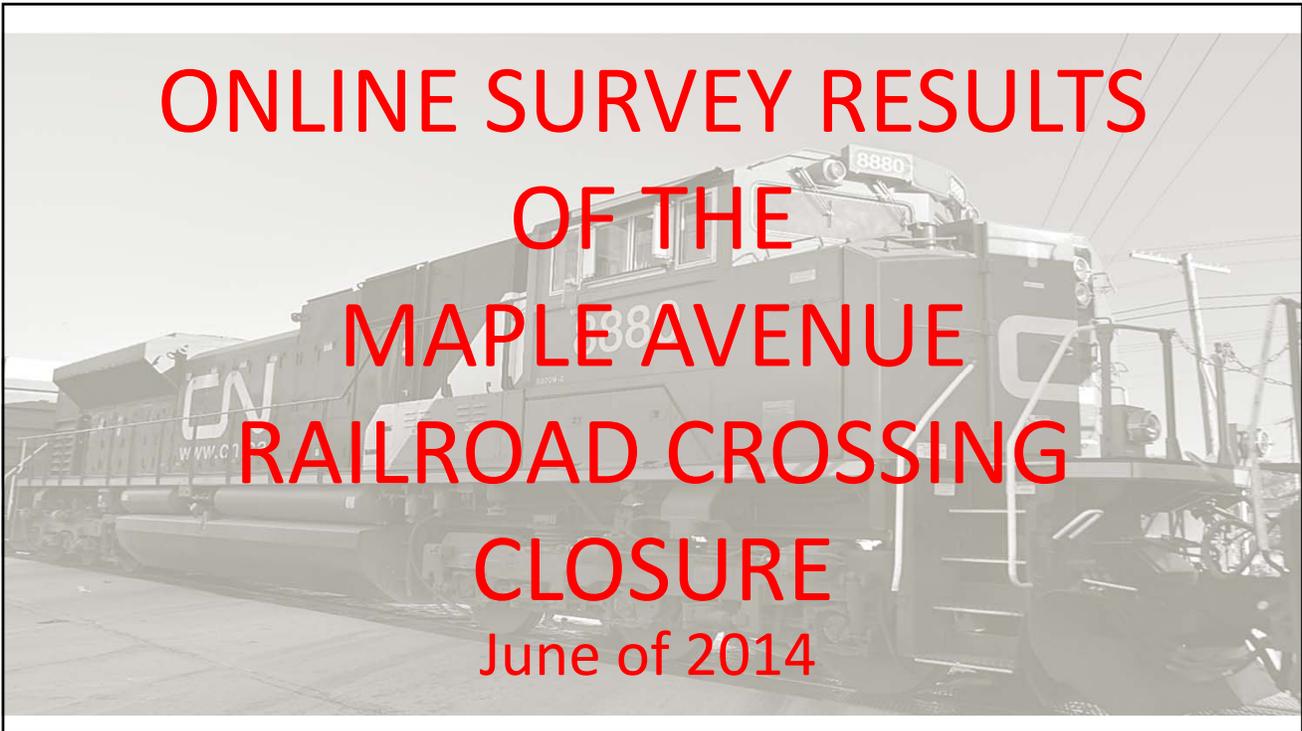
Motion Carried

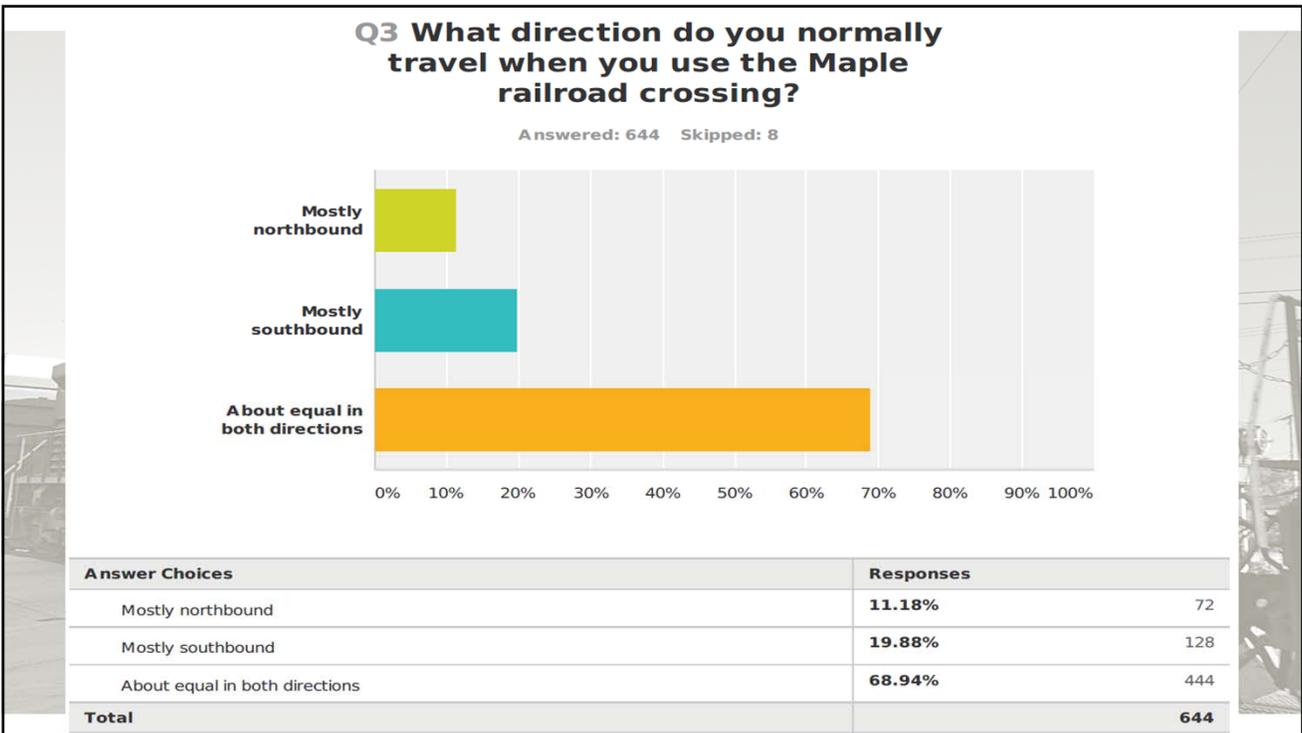
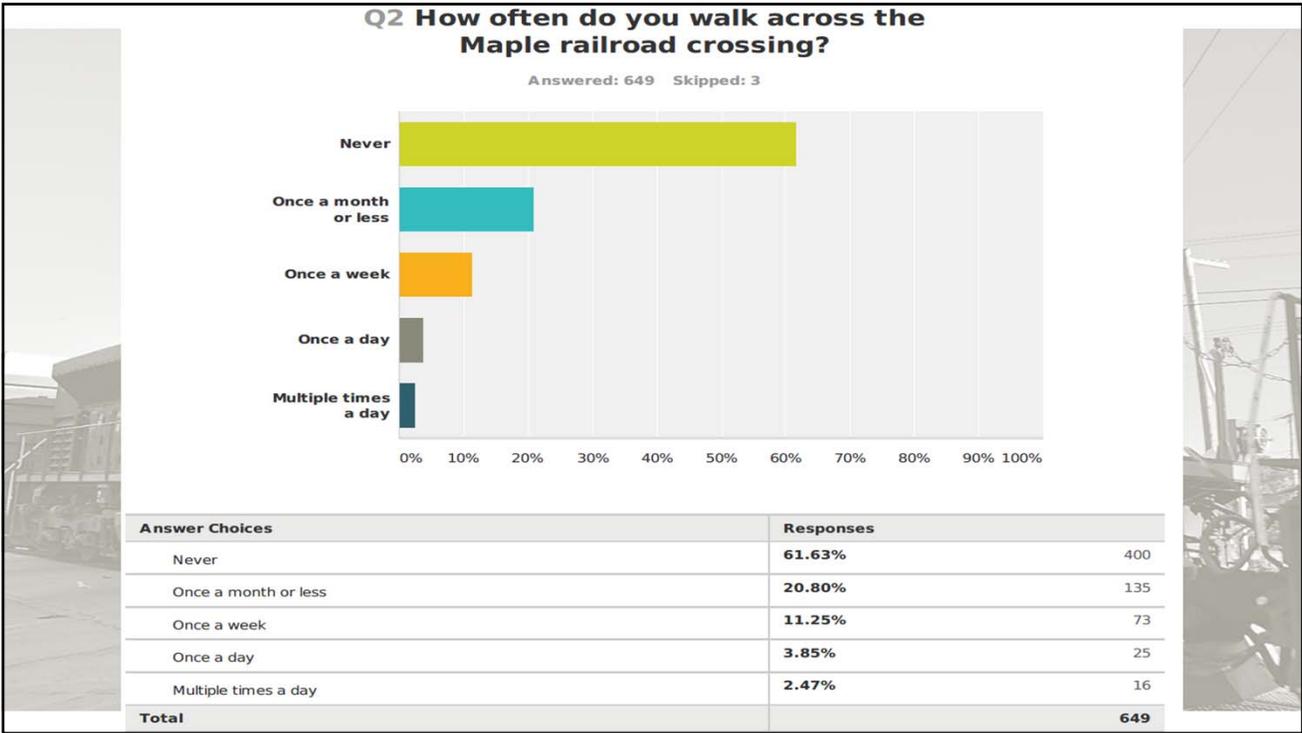
Recommended items for future agendas: None

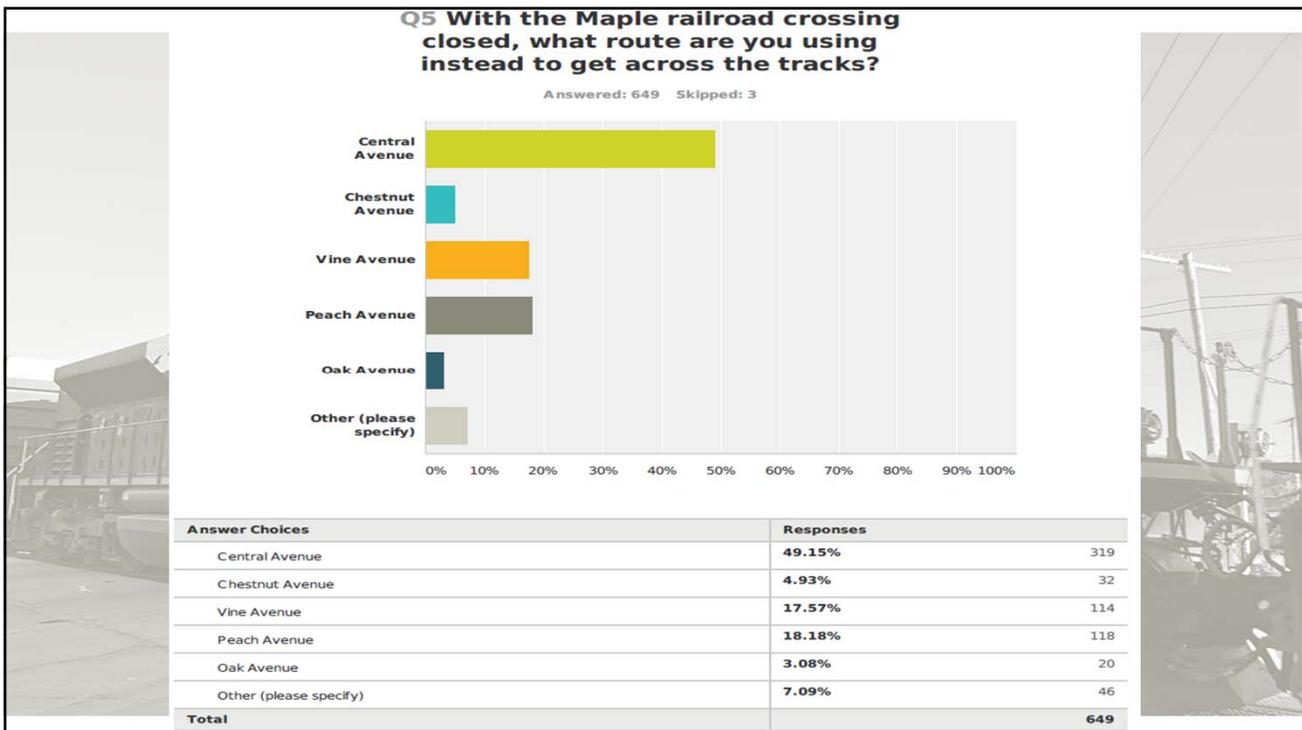
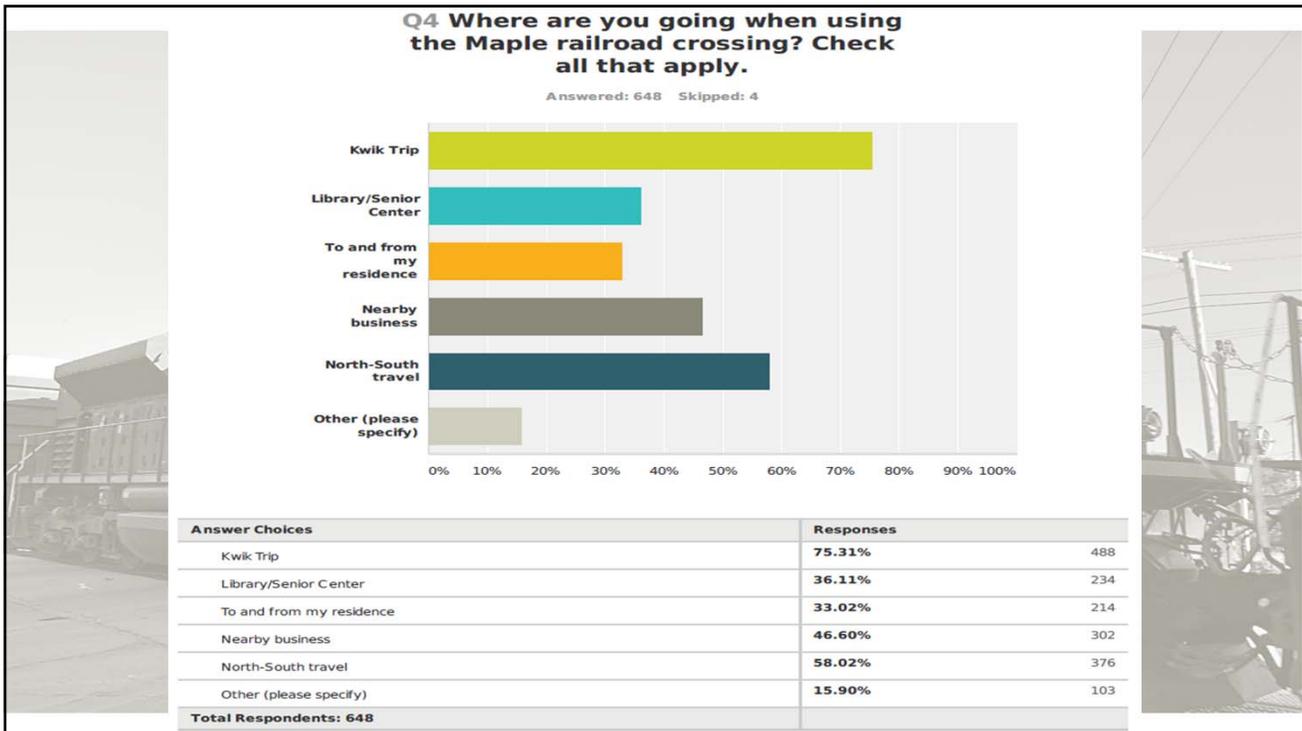
Motion by Wagner, second by Buttke that the meeting be adjourned at 5:45 PM.

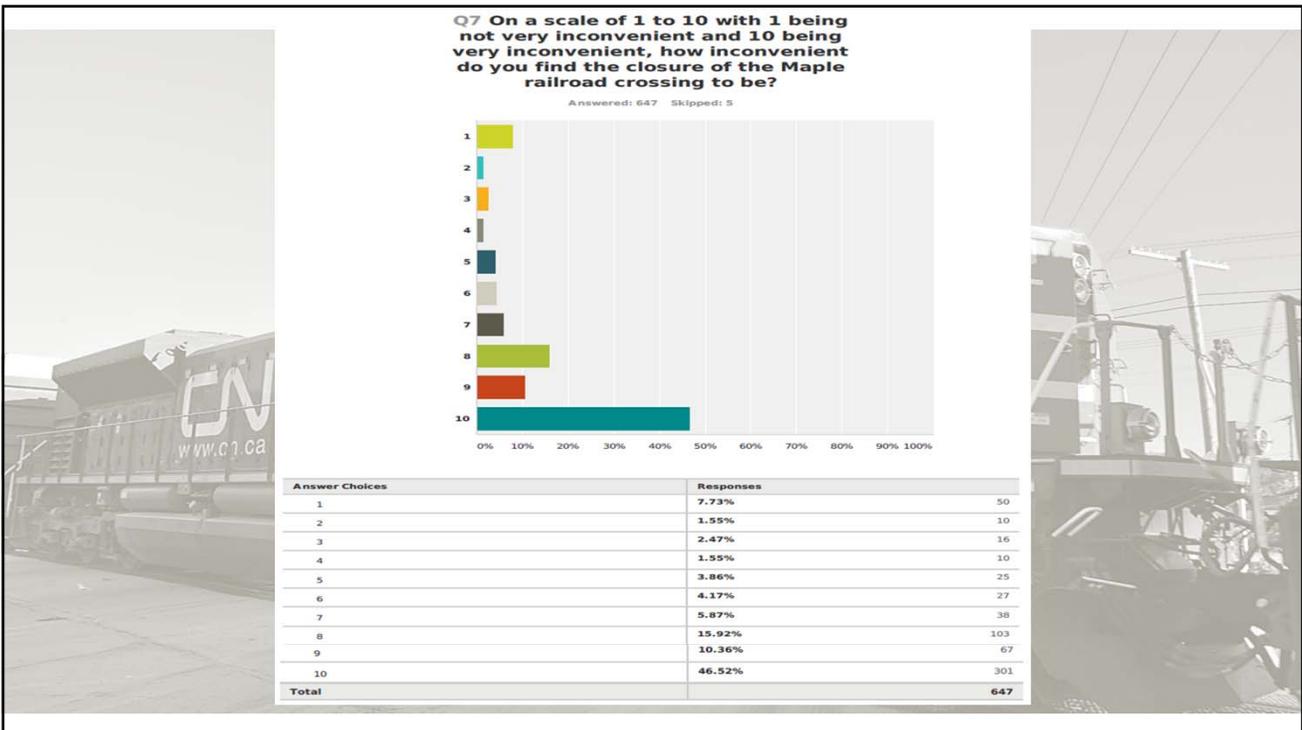
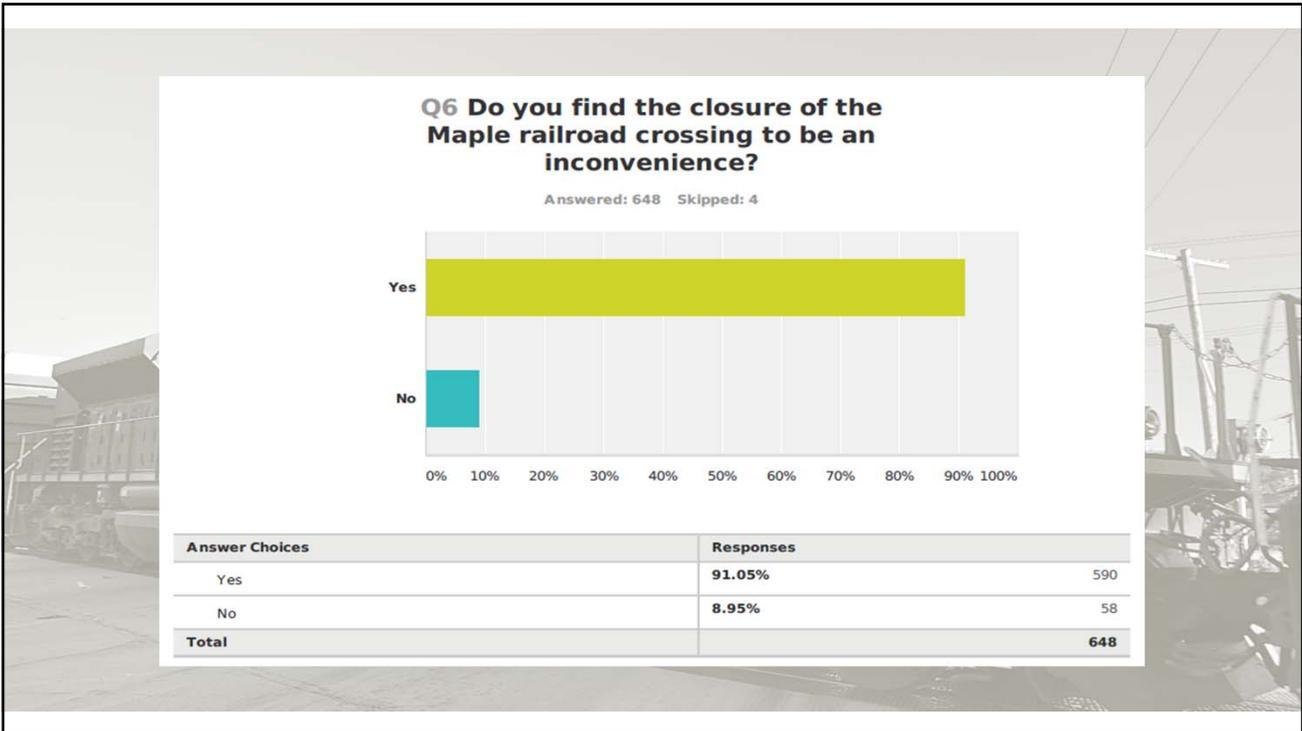
Motion Carried

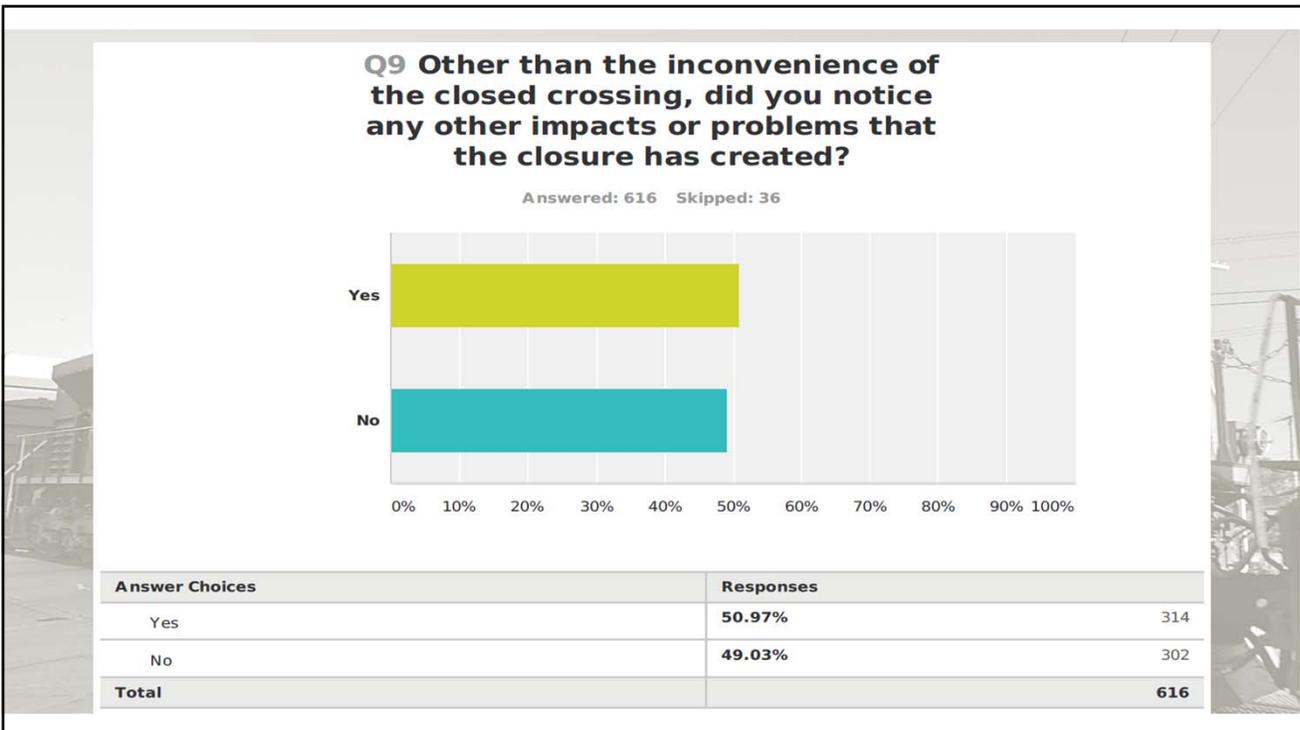
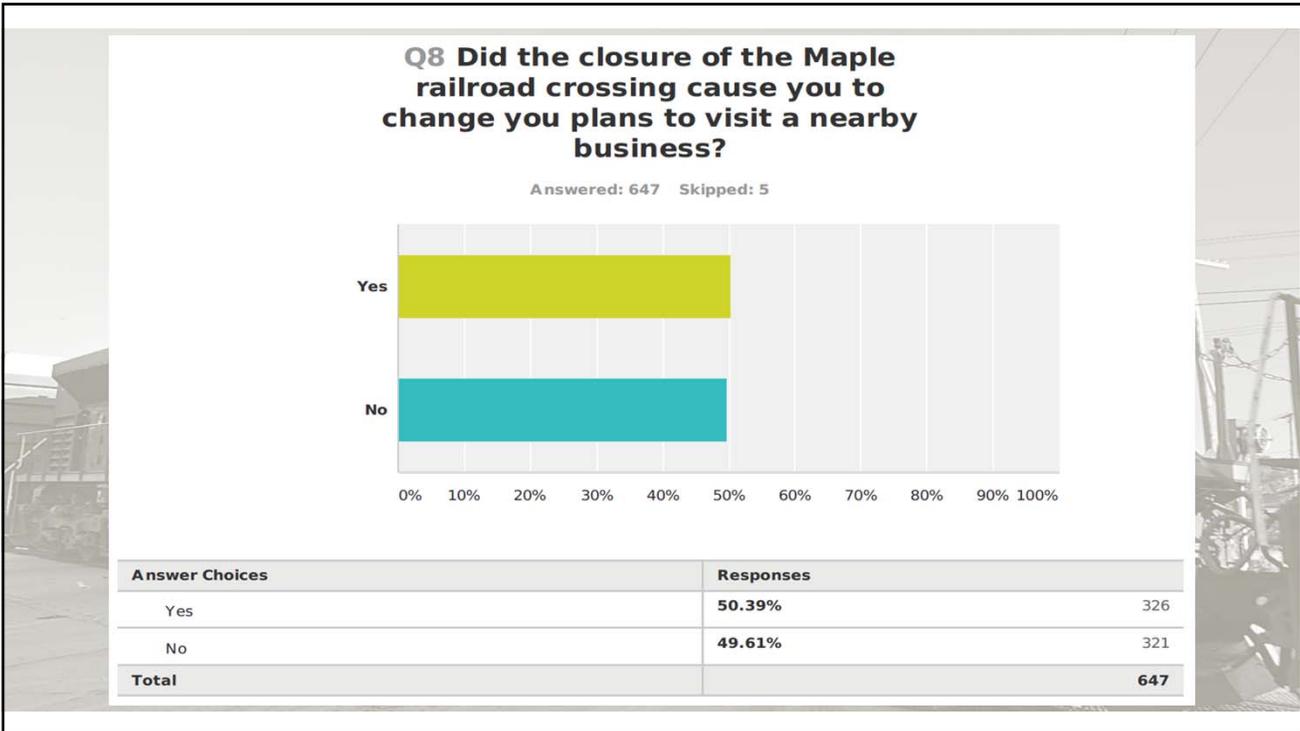
Thomas R. Turchi, Acting Secretary
BOARD OF PUBLIC WORKS

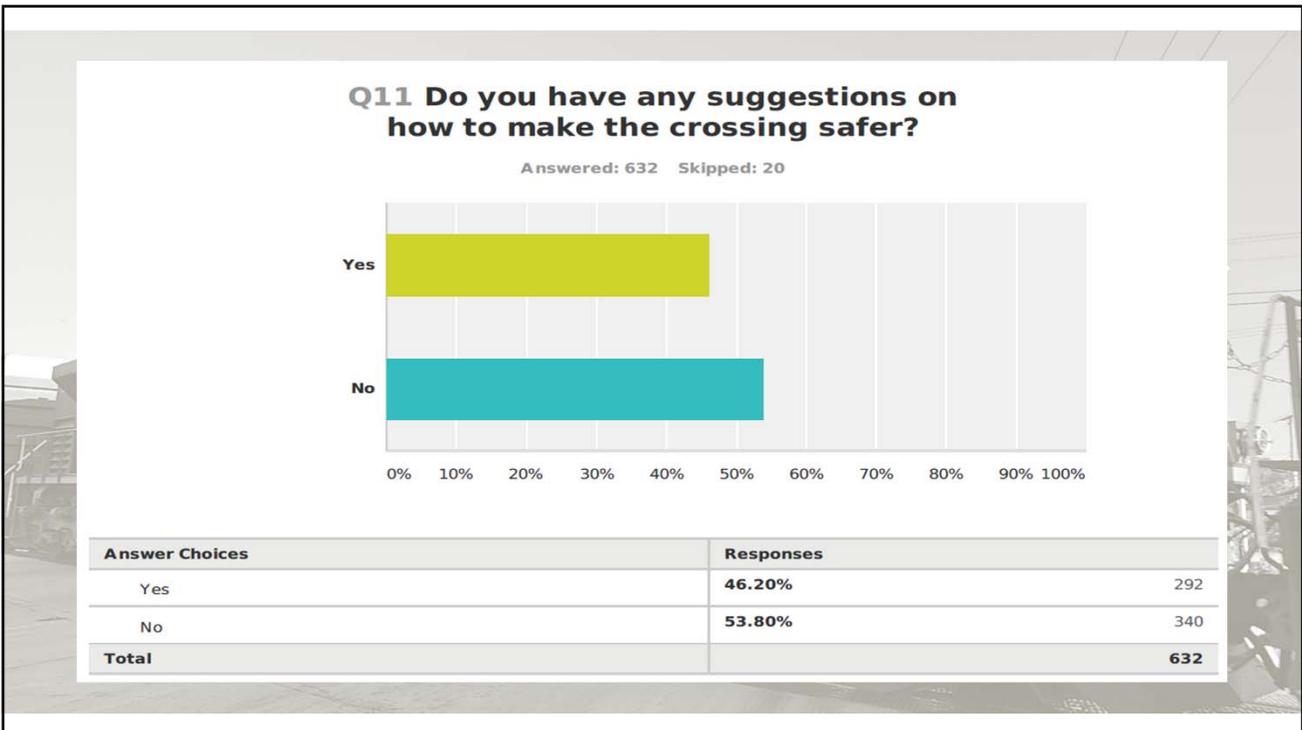
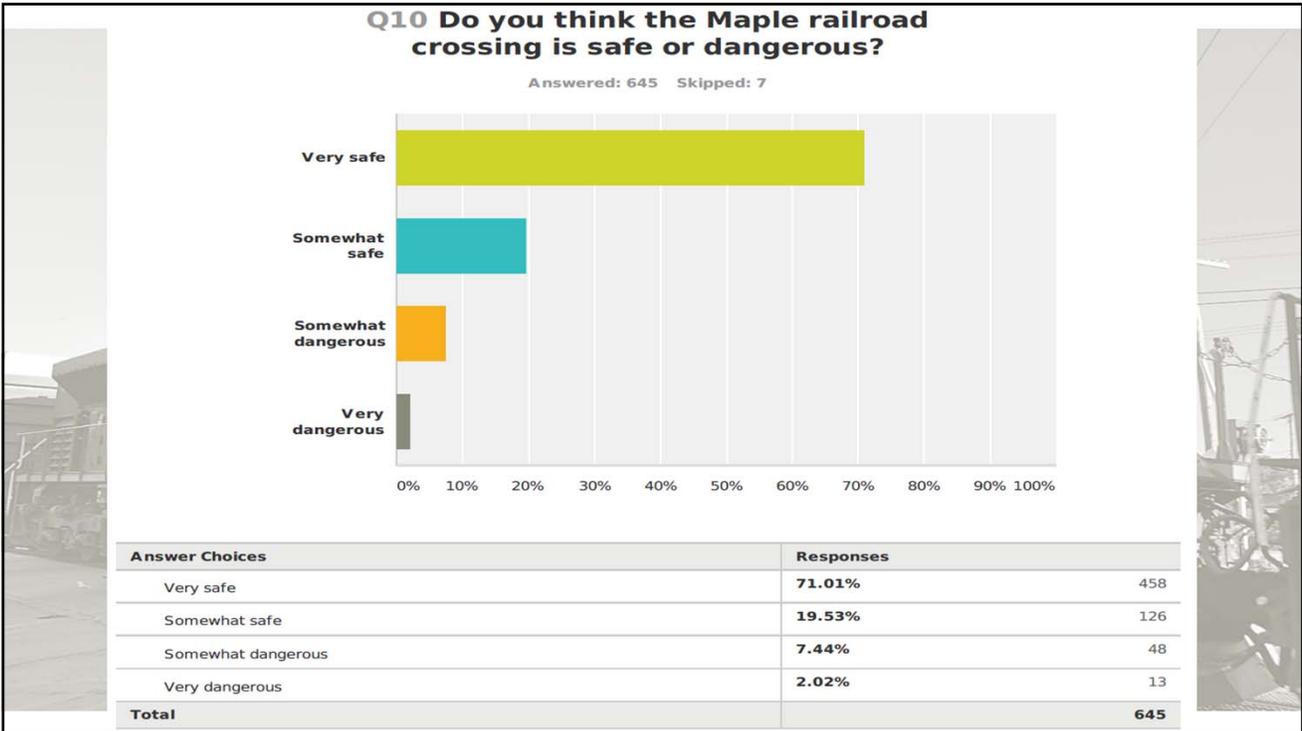


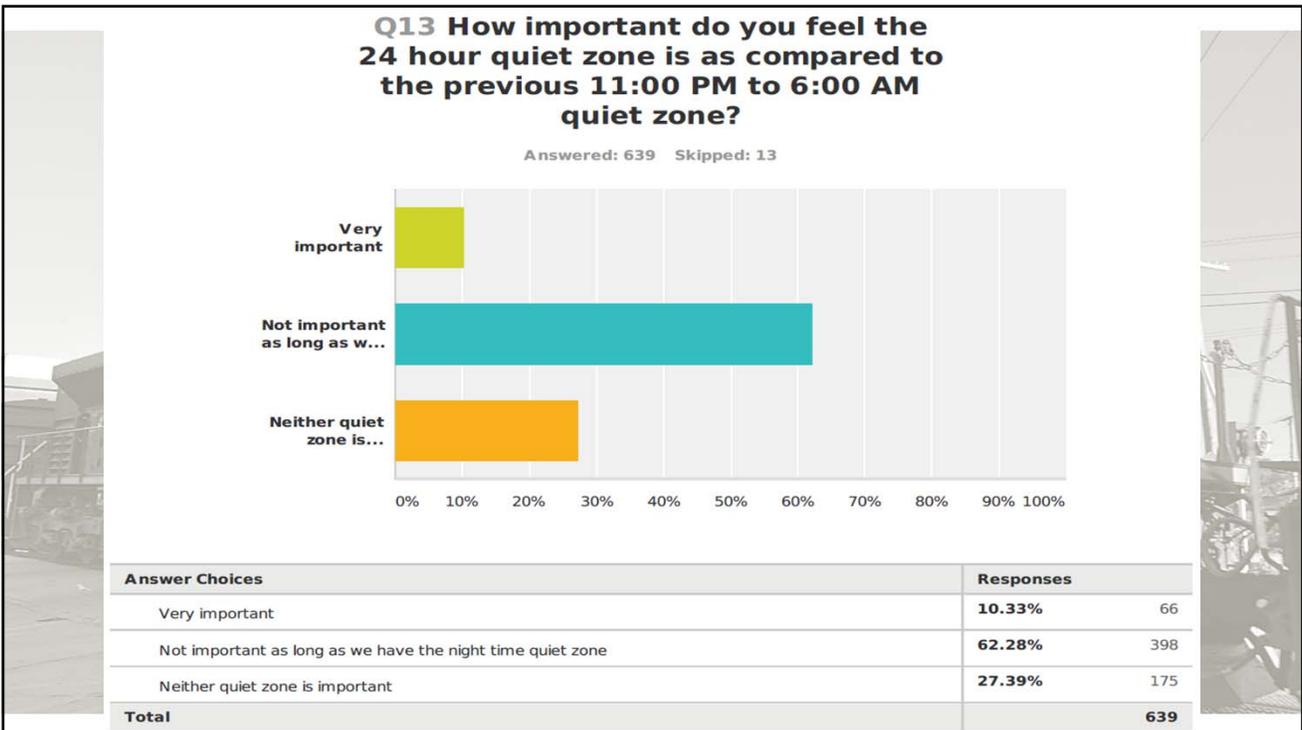
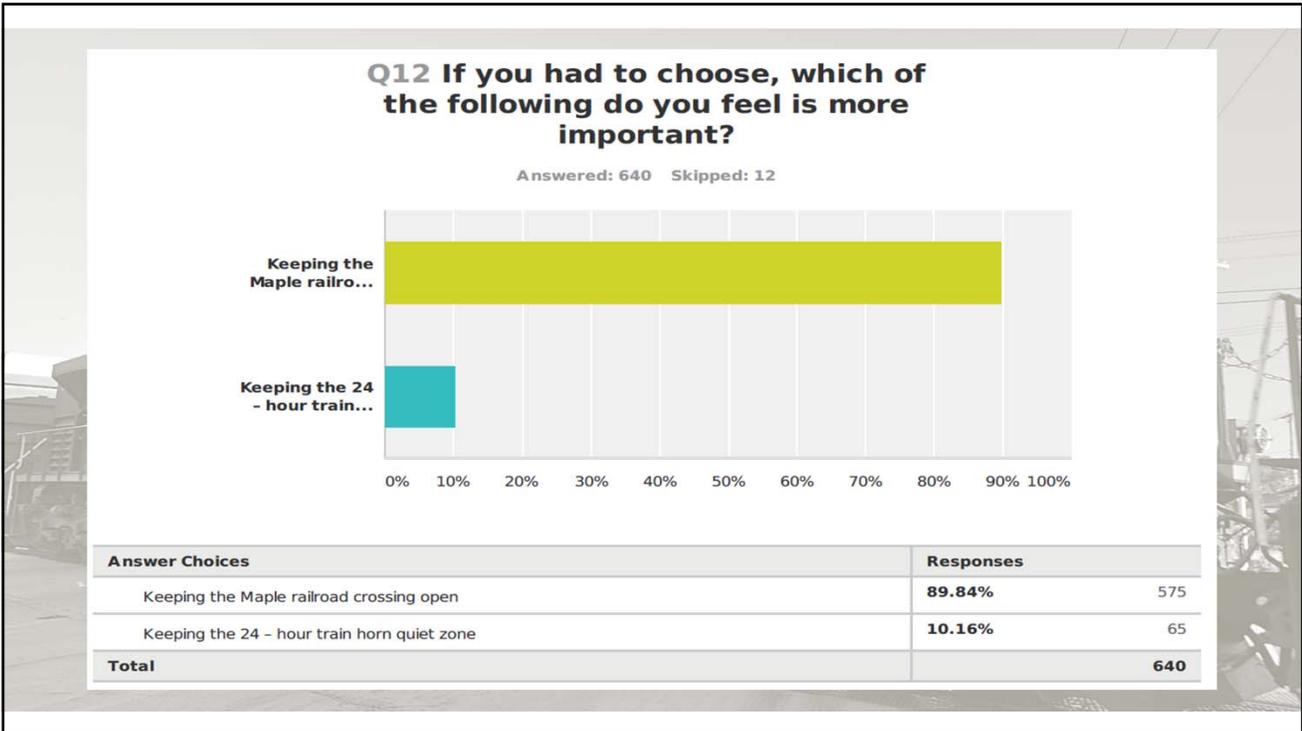


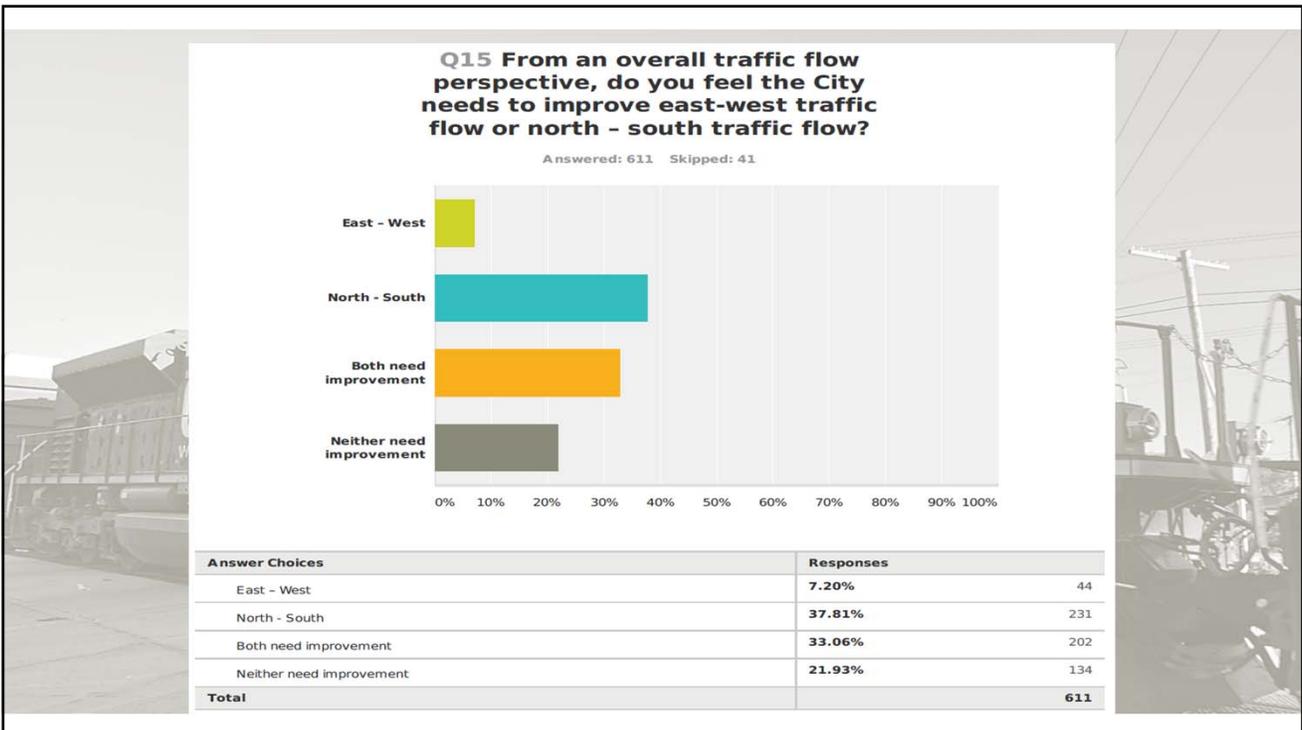
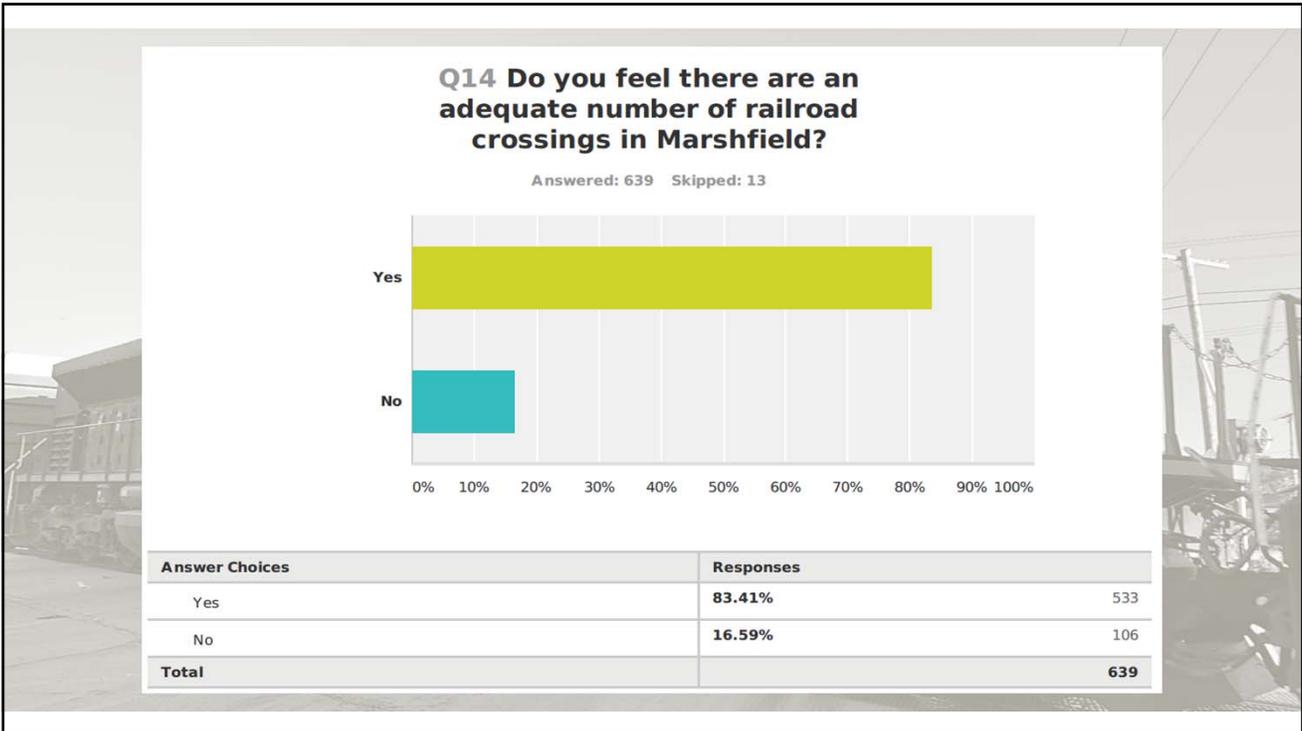


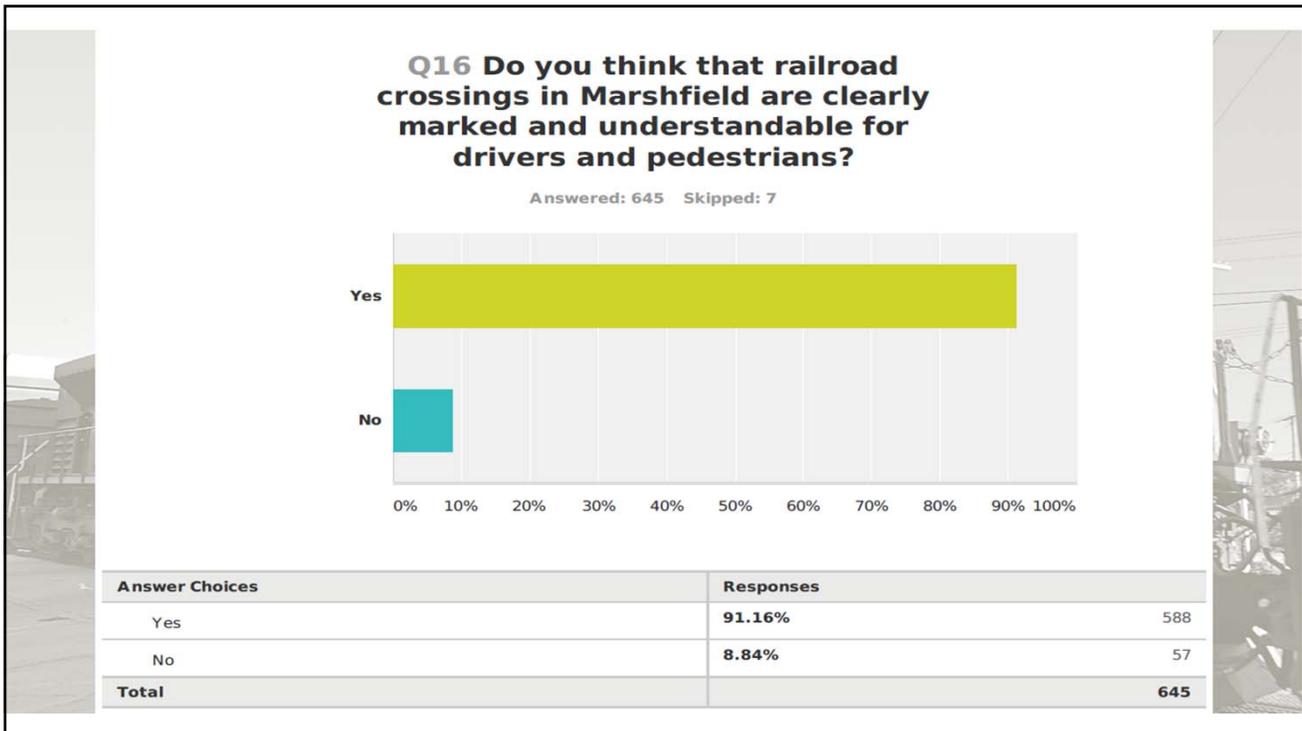








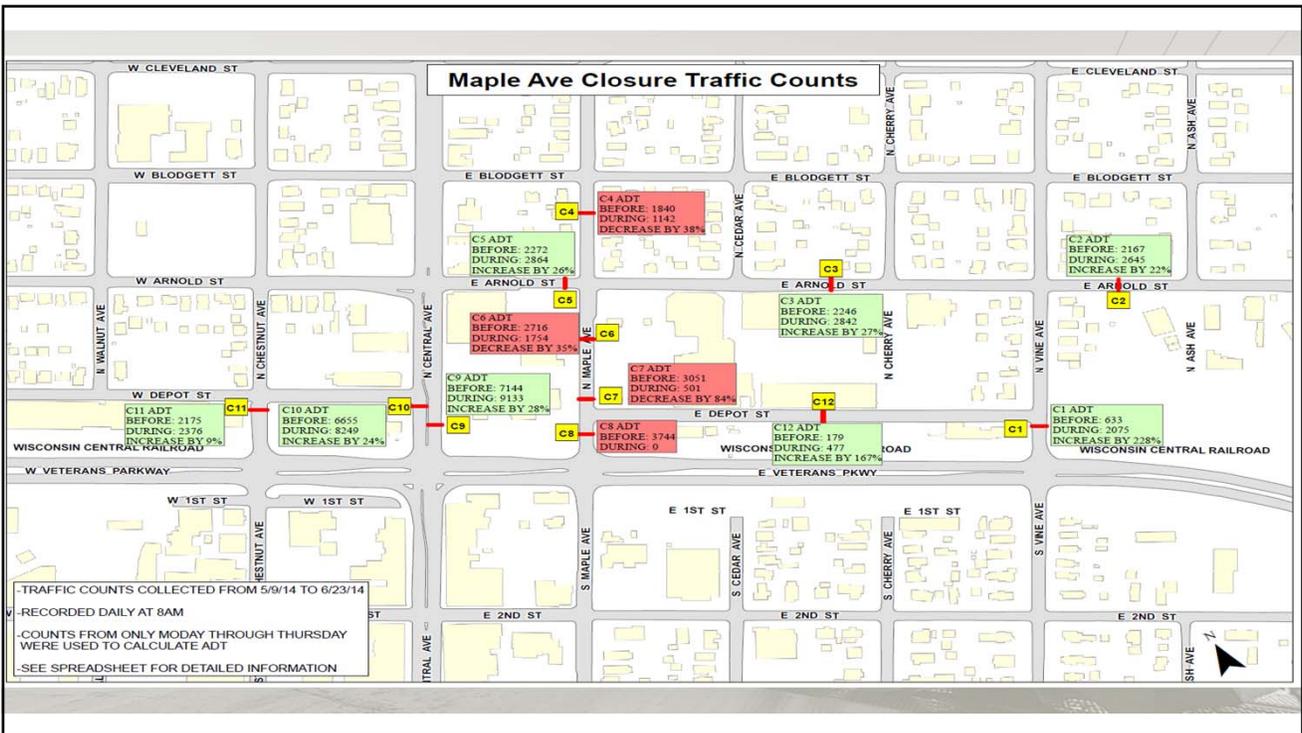
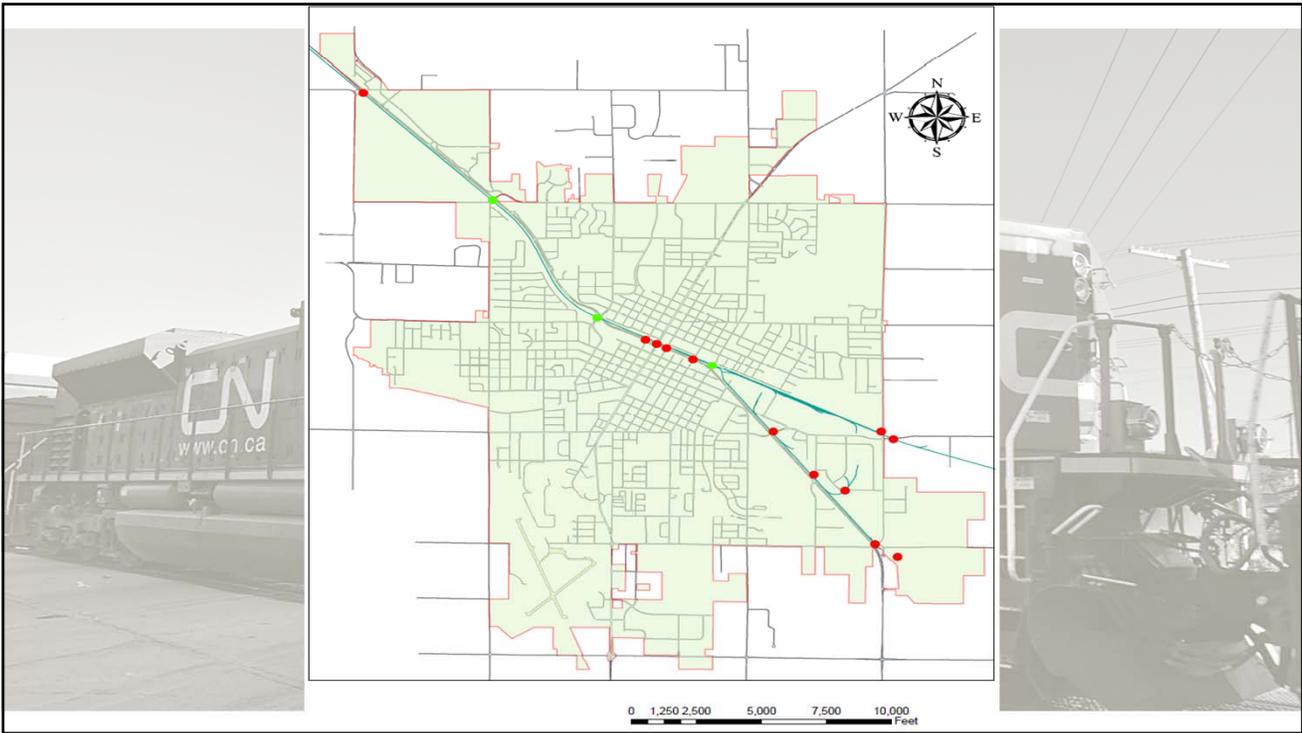




Q17 Do you have any other comments? Please add them below.

Answered: 339 Skipped: 313

Due to the sheer number of comments as a part of this survey a copy will be distributed at the meeting.





Memo

To: Board of Public Works

From: Ed Englehart, Parks and Recreation Director

Date: June 26, 2014

Re: Request to approve Jack Hackman Field Storage Building Consultant Services Agreement and Budget Resolution.

Background

Jack Hackman Field, located at the Steve J. Miller Recreation Area, is a top quality and primary regulation-sized baseball diamond in the City of Marshfield, and is the home field for the School District of Marshfield, Columbus Catholic Schools, American Legion Baseball, Marshfield Chaparral Baseball, and the site of numerous other recreational baseball games and tournaments. With the addition of the three other baseball diamonds at Steve J. Miller Recreation Area, it became more apparent of the need for a maintenance storage building for supplies and equipment. This storage building would allow for storage of materials and equipment on-site in a secure location, plus aid in some efficiency by reducing material and staff transportation between off-site storage locations and having more supplies and equipment on-site to address special needs during games and tournaments.

In 2013, \$20,000 of room tax funds was budgeted in the 202 fund for this project. Staff worked with a local construction service to better define the scope and cost of the project in 2013 and it was estimated to cost approximately \$42,500.

Analysis

The proposed structure would be a 14'x36'x8' low eave storage building with block work and asphalt shingle roof to mirror the existing concrete block that was used for the ball diamond dugouts. It is proposed to be located within the exterior fence of Jack Hackman Field between the batting cage and the maintenance entrance gate on the west side of the facility. In addition, the project would include a hard surface drive from the current parking lot to the building.

Staff has continued to pursue the completion of this project and recently reviewed the project with Bob Lewerenz, of BESTIMATE LLC, to inquire about a professional services agreement to establish plans and specifications and bid documents for the project, and to assist in the construction management and oversight. See attached the professional services agreement from BESTIMATE LLC in the amount of \$1,470. To allow for the completion of the project, additional funding is required and I am requesting approval of a budget resolution in the amount of \$30,000 from the Parks and Recreation Capital Project 202 room tax fund balance.

Recommendation

I recommend the Board of Public Works approve the professional services agreement from BESTIMATE LLC in the amount of \$1,470, and a budget resolution in the amount of \$30,000 from the Parks and Recreation Capital Improvement 202 room tax fund balance to the Jack Hackman Field Storage Building project PR-L 2856.

Concurrence: _____
Steve Barg, City Administrator

Attachment

BESTIMATE LLC

714 E Ninth Street
Marshfield, WI 54449
715-506-0040 cell
http://bestimatellc.com
bob@bestimatellc.com

Professional Services Agreement

Project: Hackman Field Maintenance / Storage Building **Date:** 6/10/14
Client: City of Marshfield Parks and Recreation **Contact:** Ed Englehart
(715) 486-2042
ed@ci.marshfield.wi.us

Scope of Drafting Work:

- Initial meeting to gather information and inspection of matching buildings and plans
- CAD drafting in AutoCad LT 2013 for project development, including evaluation of building requirements for preliminary plan for City of Marshfield Parks and Recreation to mark up and approve.
- Convert the approved preliminary plan to be the bidding and construction plan including: complete drawings with floor plan, foundation plan, cross section, four elevations & plot plan, including basic electrical on plans and in specification.
- Structural calculations
- Short specification covering scope of work to clarify material and performance specifications, building permit and other general requirements not covered on the plan.
- After approval, Bestimate LLC will provide a PDF copy of plans in B size (11x17) & bidding documents for City of Marshfield bidding and/or construction purposes.

Scope of Office Project Management:

- Pre-bid clarification as needed.
- Help clarify and compare bids after bid opening.
- Schedule and conduct a pre-construction meeting with the General Contractor and required subcontractors, and weekly jobsite meetings as needed.

Cost of CAD drafting and planning, and Project Management above: \$ 1,470.00

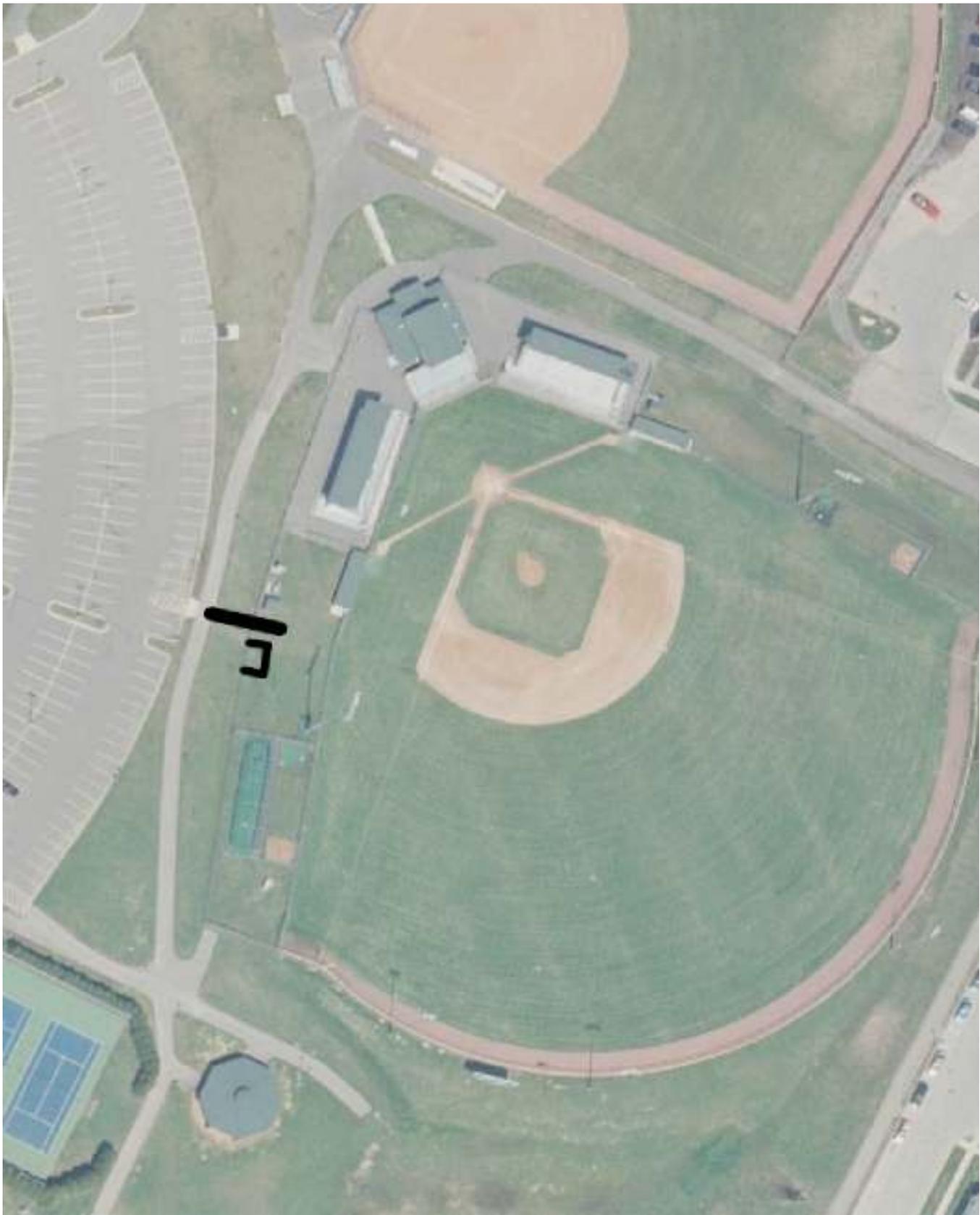
Not including:

- State approval (projects under 25,000 cu ft. normally do not require state approval and can be handled with City of Marshfield Building Inspector if he is OK with it.)
- Licensed architect and/or engineer costs (projects under 50,000 cu ft. do not require drafting and engineering to be stamped by licensed engineer, but complete plans and calculations are required)
- Mechanical drawings, calculations, approvals and fees: Plumbing, HVAC, Sprinkler. (Bestimate LLC can provide mechanicals using professionals in each trade for that specification if needed)
- Advertising project for bids, bidding requirements, and bid form
- Site survey with contours (City of Marshfield to provide CAD drawing of property for the plot plan)
- Additional design due to complexity of the plans not explicitly known at the time of this agreement. (Unknown help needed in addition to proposed work will be discussed and will bill @ \$30 per hour)

Offered by Robert Lewerenz Date 6/10/14
Robert Lewerenz, Owner, Bestimate LLC

Agreed upon
Client Printed Name: _____ Phone: _____
Address: _____ Email: _____

Client Signature: _____ Date: _____



Jack Hackman Field Storage Building Location

Printed: Jun 27, 2014



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: 2014 Vehicle purchase – Replace Lift station service truck

Date: June 30, 2014

Background

Truck M94 is a 2003 GMC 3/4 ton, with a service body, crane, snow plow and lift gate. It's our main repair vehicle. This truck is sent to all lift station repairs and most residential sewer calls in the night, but it's showing its age. The back storage area, between the tool boxes needed to have an additional metal plate laid down because the fear was the floor was already so rusted and weak, it wouldn't hold a pump or person. Monroe Truck Equipment has inspected the box and stated there is no cost effective method to replace the floor in the service body. The newer style pumps are built heavier to handle rags and disposable wipes and the very small crane this truck has, can't lift them. Therefore we hire Marshfield Utilities to lift the pumps for us. There have been many small electrical and mechanical problems that don't stop us, but do cause added stress and shop time. Sheets of tin have been used to cover the rusted areas in the tool boxes to keep the tools where they belong.

Analysis

This vehicle was recommended for replacement in the initial budget request of July 2013. It maintained its status on the list in August of 2013. When the final budget came out, the truck purchase was delayed due to the uncertainty in revenues and elevated need for upgrades to two lift stations.

In the fall of 2013, when working on the 2014 budget, it was not known how many loads of holding tank waste would be brought into the plant. The revenue budget line item for 2014 was set very conservatively to equal the estimated amount of 2013.

The number of loads has increased and it's expected that the holding tank revenue from the first six months of this year will almost equal the entire 2013 total. To minimize the impacts on the 2015 wastewater rates, some of this additional revenue could be used to purchase an M94 replacement in 2014. The holding tank revenue started abruptly and it can end the same way. We needed to be conservative because it's driven by enforcement and the haulers will continue to look for the least costly option.

The state bids were reviewed and found that the Ford chassis was the least expensive of the brands. This quote was taken to V&H Automotive, in Marshfield and they matched the state bid.

Then we worked with Monroe Truck Equipment of Marshfield to have them research the low bid components and then have them assemble the truck package for us.

Our research for a M94 replacement to enter in the 2015 budget was at a cost of \$59,400. The local firms, using the state bid process were able to give us firm quotes of \$53,670 for the finished vehicle.

There is currently a shortage of over-the-road CDL drivers which is pushing deliveries back by 3 to 4 weeks. Therefore the assembled package would not be delivered for 14 to 16 weeks.

Summary/Recommendations

We recommend the purchase of a new truck M94, using the state bid process at the quoted price of \$53,670 from V&H Automotive. It will be a 1 ton Ford F-350, with a composite service body, crane, liftgate and snow plow. The plan is to send the old unit to auction. We also recommend approval of a Budget Resolution to add this item to the wastewater capital budget with the funding source coming from the 2014 additional holding tank revenue.

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

Thank You.

Concurrence:

Dan Knoeck, Director of Public Works

Steve Barg, City Administrator





Underbody severely rusted



Storage box rusted through - no longer water tight