



CITY OF MARSHFIELD

MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, MAY 16, 2016 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of May 2, 2016 and May 10, 2016 Board of Public Works meetings
3. Citizen Comments
4. Update on Everett Roehl Marshfield Public Library & Community Center – Presented by Joe Dolezal, The Boson Company
5. Construction Updates – Presented by Mike Winch, Street Superintendent and Tom Turchi, City Engineer
6. Approval of quotation for Library moving services – Presented by Lori Belongia, Library Director
7. Approval of quotation for SJ Miller Park Tennis Court Resurfacing – Presented by Ben Steinbach, Parks and Recreation Maintenance Supervisor
8. Approval of quotation for front mount riding lawn mower for the Street Division – Presented by Mike Winch, Street Superintendent
9. Approval of easement to WHPC – Laurel Gardens – Marshfield, LLC for encroachment into unopened Ives Street right-of-way – Presented by Dan Knoeck, Director of Public Works
10. Recommended items for future agendas
11. Adjournment

Posted this 13th day of May, 2016 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

05/16/16

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of May 2, 2016 and May 10, 2016 Board of Public Works meetings
3. Citizen Comments
4. Update on Everett Roehl Marshfield Public Library & Community Center – Presented by Joe Dolezal, The Boson Company
This is an informational item only.
5. Construction Updates – Presented by Mike Winch, Street Superintendent and Tom Turchi, City Engineer
This is an informational item only.
6. Approval of quotation for Library moving services – Presented by Lori Belongia, Library Director
See attached memo. **Recommend approval of the quotation submitted by Yerges Van Liners, Inc. of Fort Atkinson, WI for Library moving services at a cost of \$35,135.20 and authorize execution of a contract.**
7. Approval of quotation for SJ Miller Park Tennis Court Resurfacing – Presented by Ben Steinbach, Parks and Recreation Maintenance Supervisor See attached memo. **Recommend approval of the low quotation of Valley Sealcoat, Inc. in the amount of \$42,599.00 and authorize execution of a contract.**
8. Approval of quotation for front mount riding lawn mower for the Street Division – Presented by Mike Winch, Street Superintendent
See attached memo. **Recommend approval of the low quotation submitted by Power Pac, Inc. of Marshfield, WI for a John Deere 1575 Terrain Cut with Comfort Cab Commercial Front Mower with 72 inch fast back commercial rear discharge deck at a cost of \$28,917.48 and authorize execution of a purchase agreement.**
9. Approval of easement to WHPC – Laurel Gardens – Marshfield, LLC for encroachment into unopened Ives Street right-of-way – Presented by Dan Knoeck, Director of Public Works
See attached memo and easement. **Recommend approval.**
10. Recommended items for future agendas
11. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF MAY 2, 2016

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

PRESENT: Tom Buttke, Ed Wagner, Mike Feirer, Chris Jockheck & Gordon Earll

EXCUSED: None

ALSO PRESENT: Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Wastewater Superintendent Warp; Library Director Belongia; Angie Eloranta – Main Street Marshfield; the media; and others.

Nominations were held for Board of Public Works Chairman.

Alderman Feirer nominated Alderman Buttke for Chairman of the Board of Public Works.

PW16-51 Motion by Wagner, second by Earll to close nominations for Chairman of the Board of Public Works and to elect Alderman Buttke.

Motion Carried

Alderman Buttke took the chair.

Nominations were held for Board of Public Works Vice-Chairman.

Alderman Wagner nominated Alderman Feirer for Vice-Chairman of the Board of Public Works.

PW16-52 Motion by Jockheck, second by Wagner to close nominations for Vice-Chairman of the Board of Public Works and to elect Alderman Feirer.

Motion Carried

PW16-53 Motion by Jockheck, second by Feirer to recommend approval of the minutes of the April 18, 2016 Board of Public Works meeting.

Motion Carried

Citizen Comments – None

PW16-54 Motion by Feirer, second by Earll to recommend approval of the PROW application request of Blue Heron Brew Pub, located at 108 West 9th Street, subject to the following conditions:

- An outdoor dining area is permitted at 108 West 9th Street until November 1, 2016.
- Allow service of alcoholic beverages while food is served within the outdoor dining area provided the liquor license allows for it.
- Alcohol may only be consumed with the dining area and may only be served in non-breakable containers such as cans or plastic containers.
- Allow enhancements to remain in the outdoor dining area through the duration of the outdoor dining area use this year provided the Applicant is able to anchor or lock the furniture away and the furniture is kept in a clean and sanitary condition.
- The outdoor dining area shall be designated as “No Smoking”.
- Music is permitted, but must follow the regulations of the noise ordinance.
- The dining area is limited to the space outlined by the planters (no greater than 5 feet from the property line along 9th Street.
- The outdoor dining area shall be closed by 10:00 PM daily.
- The outdoor dining area shall be properly lit when in use.
- Upon approval of the PROW permit, a certificate of liability insurance is required in the amount of \$100,000 to the City Clerk’s office.

Motion Carried

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

PW16-55 Motion by Earll, second by Feirer to recommend approval of the purchase of a 2017 Ford Fusion Hybrid S 4 door sedan for the Wastewater Utility from V & H Automotive, Inc. of Marshfield, WI at a cost of \$23,021 and authorize execution of a purchase agreement.

Motion Carried

PW16-56 Motion by Wagner, second by Feirer to recommend that the landscaping work for the Everett Roehl Marshfield Public Library and Community Center be re-bid.

Motion Carried

PW16-57 Motion by Feirer, second by Earll to find that Carl's Landscape Service, Inc. is not a responsible bidder due to their past history with the City of Marshfield, showing their inability to submit the required contract, bonds and proof of insurance within required timeframes.

Motion Carried

PW16-58 Motion by Earll second by Wagner to recommend approval of the State/Municipal Agreement with WISDOT for East 29th Street (Washington Avenue to Hume Avenue) and authorize execution of the agreement.

Motion Carried

PW16-59 Motion by Jockheck second by Feirer to recommend approval of the list of additional contractors prequalified to bid on 2016 City of Marshfield construction as presented.

Motion Carried

Recommended items for future agendas:

- Update on Central Avenue railroad crossing

Motion by Jockheck second by Wagner that the meeting be adjourned at 6:02 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

BOARD OF PUBLIC WORKS MINUTES
OF MAY 10, 2016

Meeting called to order by Chairman Buttke at 6:45 PM in the Council Chambers of City Hall Plaza.

PRESENT: Tom Buttke, Ed Wagner, Mike Feirer, Chris Jockheck & Gordon Earll

EXCUSED: None

ALSO PRESENT: City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Wastewater Superintendent Warp; the media; and others.

Citizen Comments – None

PW16-60 Motion by Wagner, second by Earll to recommend approval of the low bid submitted by Earth, Inc. of Arpin, WI for Contract 2016-02 – Sanitary Sewer and Water Main Construction in Veterans Parkway (Heritage Drive to 34th Street), to include the PVC alternative, in the amount of \$533,651.10 and authorize execution of a contract.

Motion Carried

Motion by Wagner second by Feirer that the meeting be adjourned at 6:53 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



Mike Winch
Street Superintendent
(715) 486-2081
FAX: (715) 387-8669
ike@ci.marshfield.wi.us

**To: Tom Buttke, Chairman, Board of Public Works
Members, Board of Public Works**
From: Mike Winch, Street Superintendent
R.E.: B.O.P.W.'s Street Division Construction Update for May 16th, 2016
Date: May 11, 2016

Asphalt Mill-In-Place

8th street, Oak Ave. to Pine Ave- to be scheduled
Pine Ave., Magee ST. to 6th ST.- to be scheduled
Cedar Ave., 21st St. to 17th St.- to be scheduled
Depot St., Willow Ave. to Cul-de-sac- starting the week of May 16th
Hemlock Ave., 8th St. to Weister Ct.- to be scheduled
Maple Ave., 8th St. to 9th St.- Sanitary sewer repairs complete, ADA ramps complete, ditching and tiling scheduled for the week of May 16th
State St., Schmidt Ave. to Adler Rd.- to be scheduled
Apple Ave., 29th St. to 25th St.- to be scheduled
Madison Ave., 19th St. to 21st St. ditching, tiling and top soiling complete. Milling scheduled for the week of June 6th
Madison Ave., 21 St. to Washington Ave.- rebuilding of shoulder in process, top soiling and milling scheduled next

Asphalt Overlays

29th Street, Peach Ave. to Washington Ave. road closed and Sawing of concrete has begun
Doege St., Palmetto Ave. to Willow Ave.- to be scheduled
Upham St., St. Joseph's Ave. to Oak Ave.- to be scheduled

Street Reconstructions

Weister Ct., Hemlock to Cul-de-sac – to be scheduled

Storm Sewer Maintenance/Construction

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

Sanitary Sewer Maintenance/Reconstruction

-M.H. replacements/Mono-forming and main repairs on all asphalt mill-in-place and overlay streets as required: ongoing
-Sanitary repairs on Maple Ave. 8th to 9th - complete

Street Maintenance

-Crack sealing of concrete streets: complete
-Crack sealing of asphalt streets: on going
-Slag sealing of asphalt streets: to be scheduled
-Specialized joint sealing on concrete streets: to be scheduled
-General asphalt patching, city wide as required: to be scheduled
- Pothole patching- on going
- Street sweeping - on going
-painting lanes and cross walks various locations
-general sign work
-blade roads and alleys

To: Marshfield Board of Public Works

From: Lori Belongia, Library Director

RE: Library Moving Services

May 5, 2016

Anticipating the need for information on the cost of moving library furniture, shelving, equipment and materials into the new library, the library sought budget estimates for these services. In mid- 2015 we requested estimates/quotes from five companies known to have moved other libraries in the past and with solid reputations. We prepared a detailed spreadsheet of information about the different types and amounts of furniture, shelving, and materials (approximately 153,000 items) for them to use as a basis for their replies. There were several conversations and email information flowing back and forth.

The two companies who sent representatives to view the project came in with the best proposal. Both of these companies are willing to work with volunteers and library staff to accomplish the move. Even with this additional effort on the part of both of these companies, the Yerges Van Liners, Inc. came in with the lowest quote (\$35,135.20) was \$10,860 below the next best quote/estimate.

Yerges Van Liners, Inc. of Fort Atkinson, WI has assisted other Wisconsin libraries with moving project or carpet replacement. They have a known positive reputation that was confirmed through reference checks.

As the timeline for the move into the new Everett Roehl Marshfield Public Library has moved up to mid-August, I recommend acceptance of the Yerges Van Liners, Inc. quote to relocate the library and authorize staff to implement this agreement.

The cost of moving will be covered within the contingency amount built into the project budget.

Lori Belongia Library Director

5/5/16

Concurrence

Steve Barg

Date _____

Steve Barg, City Administrator

Keith Strey, Finance Director

Keith R. Strey

Date _____

Memo

To: Board of Public Works
From: Ben Steinbach, Parks and Recreation Maintenance Supervisor
Date: May 12, 2016
Re: S.J. Miller Park 2016 Tennis Court Surfacing Project

Background

The 2016 Parks Operating Budget includes funding for crack repair and installation of a color coat system for the tennis courts located at S.J. Miller Park and Recreation Area. Included in the color coat system will be lining for both tennis and pickleball courts.

Analysis

Construction documents were written including Advertisement for Bids, Instructions to Bidders, General and Supplementary Conditions. A pre bid meeting was held on site on Tuesday April 12th, 2016 and sealed bids were opened publicly at 2:00 p.m. Tuesday April 26th, 2016

Two bids were received with Bid Bond;

- Valley Sealcoat, Inc for \$42,599.00
- Frank Armstrong Enterprises Inc for \$48,282.00

Recommendation

I recommend the following:

Accept the low bid of \$42,599.00 from Valley Sealcoat, Inc for the S.J. Miller Park 2016 Tennis Court Surfacing Project authorize the execution of contracts.

If you have any questions in advance of the meeting, please feel free to contact me. Thank you.



Concurrence: _____

Justin Casperson, Parks and Recreation Director



Concurrence: _____

Steve Barg, City Administrator

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



Mike Winch
Street Superintendent
(715) 486-2081
FAX: (715) 387-8669
ike.winch@ci.marshfield.wi.us

To: Tom Buttke, Chairman, Board of Public Works
Members, Board of Public Works
From: Mike Winch, Street Superintendent
R.E.: Front mount tractor with mower deck
Date: May 11, 2016

Background:

On the list of replacement of equipment for 2016 is a front mount tractor with mower deck. The tractor we are replacing is 10 years old and has seen its better years. This tractor is used in the Street Division's mowing operations and snow removal on city owned sidewalks. We like the John Deere brand and have attachments for the old tractor that will work on the new tractor. The current broom and snow blower will work on the new tractor, but the mower deck will be sold with the old tractor at auction.

The new mower deck will have a rear discharge shoot which helps from throwing rocks and grass clippings on the streets and sidewalks. In the 2016 budget \$36,000 was the amount used in the budget process for this purchase.

Analysis:

Two quotes were received on the specific tractor so our current attachments will work. The John Deere 1575 Terrain Cut with Comfort Cab Commercial Front Mower with 72 inch fast back commercial rear discharge deck. Here are the results:

Riesterer & Schnell, Inc. 645 Hwy 153 East Stratford WI 54484	Power Pac, Inc. 3802 S Central Ave Marshfield WI 54449
\$28,966.79	\$28,917.48

Recommendation:

The two quotes were very close and we have no issues with Power Pac's service and inventory they stock. I would recommend the purchase of a 2016 John Deere 1575 Terrain Cut with Comfort Cab and 72 inch rear discharge deck from Power Pac of Marshfield for the amount of \$28,917.48.

If you have any questions in advance before the meeting, please feel free to contact me.

Concurrences

Cc: 

Dan Knoeck, Director of Public Works



Steve Barg, City Administrator

Document Number

EASEMENT
Document Title

The City of Marshfield (hereinafter referred to as "City") grants to **WHPC-Laurel Gardens – Marshfield, LLC** (hereinafter referred to as "Grantee") an easement for parking lot and dumpster enclosure purposes, only to the extent of such current use and encroachment, over the unopened street right-of-way hereinafter described, provided that such easement shall last only until such time as a street is developed on this right-of-way or other public improvement requires the removal of the parking area and dumpster enclosure, and further provided that the Grantee shall bear all costs in regard to construction maintenance and repair, including snow removal, of that portion of the right-of-way used for parking lot and dumpster enclosure purposes. The legal description of the property subject to this easement is as follows and is subject to the following conditions:

THE NORTH 30 FEET OF THE WEST 120 FEET OF THE EAST 845 FEET OF THE NW ¼ OF THE SE ¼ OF SECTION 6, TOWNSHIP 25 NORTH, RANGE 3 EAST, CITY OF MARSHFIELD, WOOD COUNTY, WISCONSIN

That there shall be no compensation by the City to the Grantee for loss of said parking area and/or dumpster enclosure located within the easement area.

That the Grantee shall bear the cost of removal of said parking area, dumpster enclosure and any other encroachments into the unopened street right-of-way.

Recording Area

Name and Return Address

CITY OF MARSHFIELD
ATTN: CITY CLERK
630 S CENTRAL AVE – SUITE 519
MARSHFIELD, WI 54449

330-2099

Parcel Identification Number (PIN)

That this easement shall not be assignable by the Grantee without the express written consent of the City; provided, however, the written consent of the City is not required if the assignee is Wisconsin Housing Preservation Corp. ("WHPC") or an entity which WHPC owns in whole or in part, either directly or through an affiliated entity.

That this easement is binding upon the parties hereto, and their personal representatives, successors and assigns.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this ____ day of _____, 2016.

IN THE PRESENCE OF:

CITY OF MARSHFIELD

By: _____ (SEAL)
Chris L. Meyer, Mayor

Attest: _____ (SEAL)
Deb M. Hall, City Clerk

WHPC-LAUREL GARDENS-MARSHFIELD.LLC
By: Wisconsin Housing Preservation Corp., Sole Member

_____ (SEAL)
John Petersen III, President

STATE OF WISCONSIN COUNTY OF WOOD

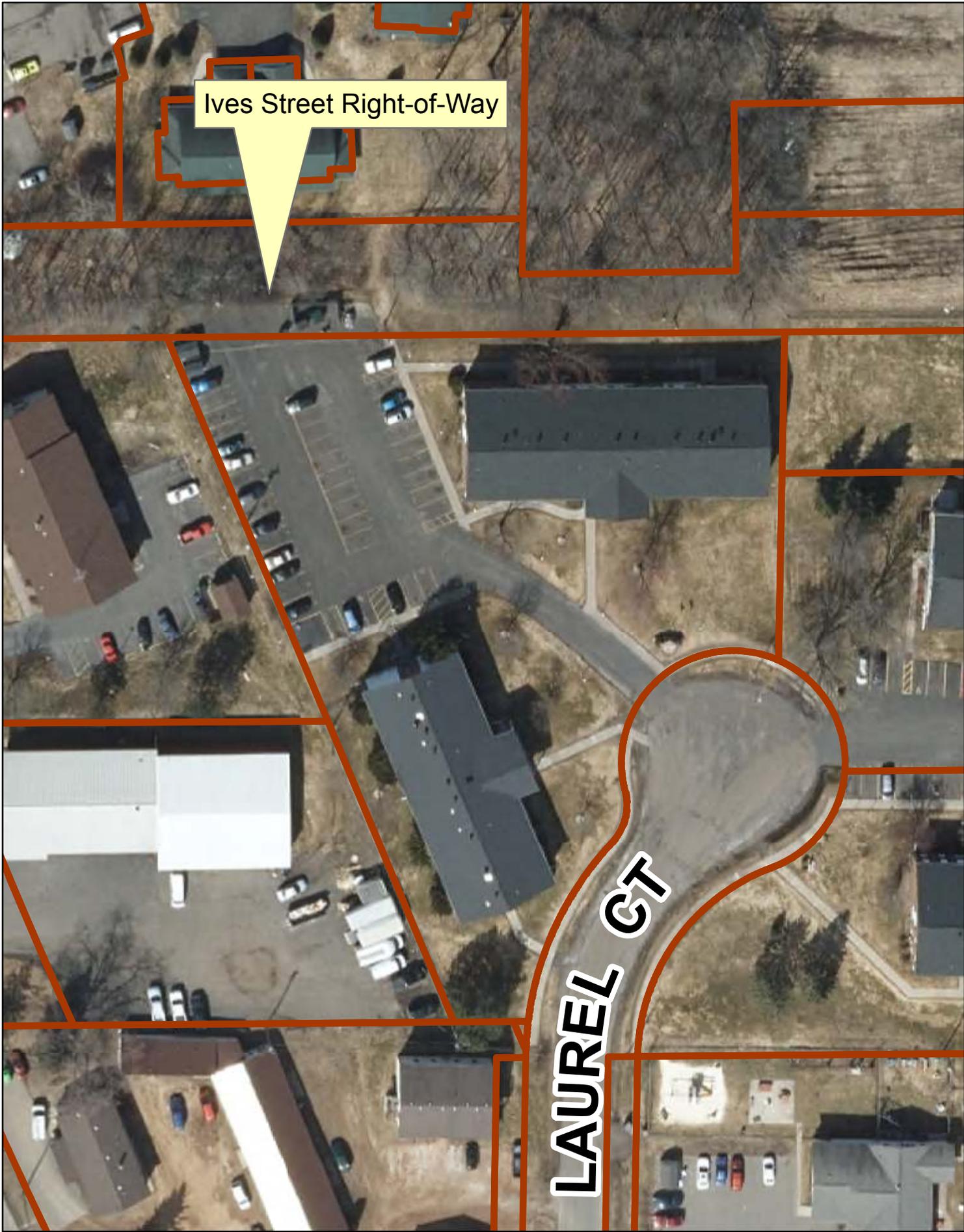
Personally came before me, this _____ day of _____, 2016 the above named **CHRIS L. MEYER AND DEB M. HALL** to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Print Name: _____
Notary Public, _____ County, Wisconsin
My Commission Expires: _____

STATE OF WISCONSIN COUNTY OF WOOD

Personally came before me, this _____ day of _____, 2016 the above named **John Petersen III** to me known to be the person who executed the foregoing instrument and acknowledged the same.

Print Name: _____
Notary Public, _____ Dane County, Wisconsin
My Commission Expires: _____



Ives Street Right-of-Way

LAUREL CT

0 20 40 80 120 160 Feet

Laurel Garden Apts.