



CITY OF MARSHFIELD

MEETING NOTICE

AGENDA

BOARD OF PUBLIC WORKS

CITY OF MARSHFIELD, WISCONSIN

MONDAY, DECEMBER 14, 2015 at 5:30 PM

COUNCIL CHAMBERS, CITY HALL PLAZA

- 1. Call meeting to order – Chairman Buttke
2. Approval of minutes of November 30, 2015 Board of Public Works meetings
3. Citizen Comments
4. Update of Everett Roehl Marshfield Public Library & Community Center Construction – Presented by Joe Dolezal, The Boson Company
5. Award bid for 2016 Concrete and Asphalt Crushing – Presented by Mike Winch, Street Superintendent
6. Presentation of 200 block parking study – Presented by Josh Miller, City Planner
7. Approval of service contract with Cummins NPower LLC for City Hall emergency generator maintenance – Presented by Dan Knoeck, Director of Public Works
8. Review of traffic control at the intersection of Galvin Avenue and Becker Road – Presented by Tom Turchi, City Engineer
9. Review of traffic crashes at the intersection of Blodgett Street and Ash Avenue – Presented by Tom Turchi, City Engineer
10. Repeal of downtown parking coupon book program – Presented by Steve Barg, City Administrator
11. Recommended items for future agendas
12. Adjournment

Posted this 11th day of December, 2015 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

12/14/15

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of November 30, 2015 Board of Public Works meetings
3. Citizen Comments
4. Update of Everett Roehl Marshfield Public Library & Community Center Construction – Presented by Joe Dolezal, The Boson Company
This is an informational item only.
5. Award bid for 2016 Concrete and Asphalt Crushing – Presented by Mike Winch, Street Superintendent
See attached bid summary. **Recommend approval of the low bid submitted by Earth, Inc. of Arpin, WI of \$2.87 per ton for crushing and stockpiling of the asphalt and concrete salvage from the 2015 construction season and authorize execution of a contract.**
6. Presentation of 200 block parking study – Presented by Josh Miller, City Planner
See attached memo. This is an informational item only.
7. Approval of service contract with Cummins NPower LLC for City Hall emergency generator maintenance – Presented by Dan Knoeck, Director of Public Works
See attached memo. **Recommend approval of a one year contract.**
8. Review of traffic control at the intersection of Galvin Avenue and Becker Road – Presented by Tom Turchi, City Engineer
See attached memo. **Recommend that the traffic control be changed with Becker Road stopping for Galvin Avenue and that the Engineering Division work with the Wood County Highway Department and the Highway Committee for their approval. Further recommend that Day-Vis Blinker signs and advanced warning signs be installed and modifications be made to westbound speed limits approaching the City.**
9. Review of traffic crashes at the intersection of Blodgett Street and Ash Avenue – Presented by Tom Turchi, City Engineer
Additional information will be presented at the meeting. This is an informational item only.
10. Repeal of downtown parking coupon book program – Presented by Steve Barg, City Administrator
See attached memo. **Recommend eliminating the downtown parking coupon book program.**
11. Recommended items for future agendas
12. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF NOVEMBER 30, 2015

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

PRESENT: Mike Feirer, Tom Buttke, Ed Wagner, Gary Cummings, & Chris Jockheck

EXCUSED: None

ALSO PRESENT: Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Wastewater Superintendent Warp; Street Superintendent Winch; the media; and others.

PW15-133 Motion by Cummings, second by Feirer to recommend approval of the minutes of the November 16, 2015 Board of Public Works meeting.

Motion Carried

Citizen Comments – None

PW15-134 Motion by Wagner, second by Jockheck to recommend approval of the low bid submitted by Pember Companies, Inc. of Menomonie, WI for the replacement of the 8th Street lift station, in the amount of \$377,605, and authorize execution of a contract.

Motion Carried

Wastewater Superintendent Warp presented the results of sanitary sewer lateral replacement incentives for 2015.

PW15-135 Motion by Wagner, second by Feirer to recommend that the \$500 cash incentive to residents and businesses for their full lateral replacement be continued for 2016 street reconstruction projects, City paving projects and for others that wish to upgrade their entire lateral while not waiting for street construction.

Motion Carried

PW15-136 Motion by Feirer, second by Cummings to adjourn to closed session at 5:38 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.

- Purchase of land for downtown parking lot expansion.

Roll call vote, all ‘Ayes’ Motion Carried

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

PW15-137 Motion by Cummings, second by Feirer to reconvene in open session at 5:50 PM.

Roll call vote, all ‘Ayes’ Motion Carried

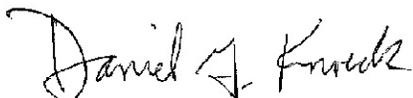
There was no action taken in open session on the closed session item.

Recommended items for future agendas:

- Alderman Wagner requested an item to discuss downtown parking.

Motion by Jockheck, second by Feirer that the meeting be adjourned at 5:51 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.winch@ci.marshfield.wi.us

To: Tom Buttke, Chairman, Board of Public Works
Members, Board of Public Works
From: Mike Winch, Street Superintendent *Mike Winch*
R.E.: Crushing Quote
Date: December 11, 2015

Background: Each year throughout the construction season we stockpile concrete and blacktop from various projects. At the end of the year is when we evaluate the stockpiles and seek quotes to crush this material and in turn use the crushed concrete and millings for the upcoming season. This recycled material not only saves on landfills, but also becomes excellent road base and shouldering products.

Analysis: November 20th, 2015 letters were sent to three companies for quotes on crushing and stockpiling of the asphalt and concrete salvage. The estimated quantity will be more or less than 25,000 tons of combined total. There is money within the Pits and Quarries budget to cover the cost of this project. The results of the quotes are as follow:

Contractor	Price per ton
Earth Inc. 4362 Dairy Rd Arpin WI 54410	2.87
Paul Bugar Trucking Inc. W2944 State Road 98 Loyal WI 54446	2.88
Marawood Construction 2025 W Veterans Parkway Marshfield WI 54449	No Quote

Recommendation:

I would like to recommend Earth Inc. with the quote of \$2.87 per ton for the crushing and stockpiling of the asphalt and concrete salvage from the 2015 construction season.

Cc: *Steve Barg*
Steve Barg

Daniel J. Knoeck
Dan Knoeck



City of Marshfield Memorandum

TO: Board of Public Works
FROM: Josh Miller, City Planner
DATE: December 14, 2015

RE: Review of 2015 Fall Downtown Parking Survey Summary

Background

As part of the 2nd Street Green Street Corridor Project, city staff conducted parking surveys in the downtown to help determine general parking demand on 2nd Street. That round of surveys included the entire downtown core from Walnut to Cedar and from Veterans to 7th Street. Parking for both on-street and public municipal parking lots were counted. Surveys were conducted at 9 am, noon, and 3 pm each day for a period of 5 business days the last week of March and April of 2015. Ultimately, there seemed to be enough available parking on 2nd Street to accommodate a small reduction if the final design went that route.

In the fall of 2015, staff conducted another round of surveys using the same methodology to review the parking demand for the 200 Block (of S Chestnut Ave). The following areas were surveyed:

- East and west side of the 200 block of South Chestnut Avenue – on street (12 stalls)
- North and south side of the 100 block of West 2nd Street – on street (19 stalls)
- West side of the 200 block of South Central Avenue – on street (9 stalls)
- North and south side of the 100 block of West 3rd Street – on street (17 stalls)
- Central Municipal Lot (65 stalls)
- Burlington Municipal Lot and adjacent gravel parking areas (70 stalls)

Analysis

One of the challenges in this analysis is how to account for the temporary gravel parking areas that surround the Burlington Lot (across from the Post Office). The summary includes an occupancy calculation and to be able to figure out the occupancy you need to have a set number for the available parking stalls. For this reason, the gravel areas were assigned 20 stalls. It is very likely the gravel areas could hold more vehicles than that, but there were never more than 20

vehicles parked there during any of the surveys.

The study area contains 192 parking stalls, which includes counting the gravel areas as having 20 available stalls. The attached summary provides statistical information such as occupancy rates, a breakdown of different parking areas, comparison between the spring and fall surveys, and average counts from the conducted surveys.

One of the goals in the Downtown Master Plan is to “Build upon existing improvements to make the downtown more bicycle and pedestrian-friendly, safely accommodate motorized traffic, provide ample and convenient parking to a variety of users, and orient visitors to the downtown and significant destinations in the district.” The Downtown Master Plan recommends that the City continue policies that “review parking needs with each new proposed development project.” Parking is vital in the downtown and it is important to properly understand the parking situation when making decisions on future development.

Staff is presenting this information to the Board as parking will likely be an important aspect when discussing proposed park in the 200 Block. Based on the average occupancy rate, there appears to be adequate parking in this area if some of the parking stalls were removed. However, the average might be a low figure for how much parking demand there is for this area. For example, the average parking for the Burlington Lot was 34.3 vehicles (again, this included parking on the gravel area), but there were also four separate surveys that showed 40 or more vehicles in that lot (peak of 43 vehicles). So the average is not the only factor that should be considered when looking at parking demand. Even at the peak survey numbers, there still seems to be ample parking in the study area based on the week long survey.

Recommendation

None. This is an informational item.

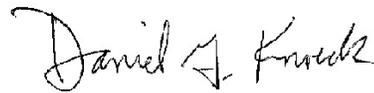
Attachments

1. 2015 Downtown Parking Survey Summary

Concurrence:



Jason Angell
Planning and Economic Development Director



Daniel G. Knoeck
Public Works Director

2015 Fall Parking Survey

Visual surveys of the parking situation for the East 200 block of South Chestnut Avenue the week of November 16-20, 2015. Surveys took place at 9 am, 12 pm, and 3 pm each day for five consecutive business days.

The following areas were surveyed:

- East and west side of the 200 block of South Chestnut Avenue – on street (12 stalls)
- North and south side of the 100 block of West 2nd Street – on street (19 stalls)
- West side of the 200 block of South Central Avenue – on street (9 stalls)
- North and south side of the 100 block of West 3rd Street – on street (17 stalls)
- Central Municipal Lot (65 stalls)
- Burlington Municipal Lot and adjacent gravel parking areas (70 stalls)

Below is a summary of the data collected:

Study Area

- The total available parking for the above areas is 192 stalls (this estimates the gravel areas provide a maximum of 20 stalls).
- The average occupancy survey count for the total study area was 83.2 vehicles (average occupancy of 43.3%).
- The busiest survey period was Wednesday at 12 pm. The total survey count was 102 occupied parking spaces (for an occupancy rate of 53.1%).
- The slowest survey period was Friday at 3 pm. The total survey count was 60 occupied parking spaces (for an occupancy rate of 31.3%).

East 200 Block of South Chestnut Avenue

- Parking for the east 200 block of South Chestnut Avenue (includes Burlington Municipal Lot, adjacent on-street parking, and parking directly across the street except for the east side of Central Avenue) accounts for 127 parking stalls.
- The average number of vehicles parked in this area was 53.1 (average occupancy of 41.8%).
- The maximum number of vehicles parked was 65 vehicles, which occurred at noon on Wednesday (average occupancy of 51.2%).

Municipal Lots

- Municipal parking lots accounts for 135 available stalls.
- Burlington Municipal Lot had an average of 34.3 vehicle parked per survey (average occupancy of 49%).
- Central Municipal Lot had an average of 30.1 vehicles parked per survey (average occupancy of 46.3%).

- Together, both lots had an average of 64.4 vehicles parked per survey (combined average occupancy of 47.7%).
- Of the 102 occupied stalls on Wednesday at 12 pm, 80 of them were in the two municipal lots (37 vehicles in the Central Municipal Lot and 43 vehicles in the Burlington Municipal Lot). These were the busiest periods for both lots.

On-street

- On-street parking accounts for 57 available stalls.
- The total on-street parking had an average of 18.9 vehicles parked (average occupancy of 33.2%).
- The busiest on-street parking period was Thursday at noon with 25 vehicles parked (43.8% on-street parking occupancy).
- The busiest on-street parking was on Central Avenue (average of 5.9 parked vehicles).
- The 2nd busiest on-street parking area was on the north side of West 3rd Street (average of 3.7 parked vehicles).
- The least used on-street parking was the east side of South Chestnut Avenue (average of 0 parked vehicles).

Table 1: Average and Percent Parking Spaces Occupied*

Location	Available Spaces	Average	Percentage
100 Block	171	73.8	43.2%
S Chestnut Ave	65	30.1	46.3%
(Central Municipal Lot)	65	30.1	46.3%
W 2nd St	89	37.9	42.5%
(Burlington Municipal Lot)	70	34.3	49.0%
(north)	10	2.5	24.7%
(south)	9	1.1	12.6%
W 3rd St	17	5.9	34.5%
(north)	9	3.7	41.5%
(south)	8	2.1	26.7%
200 Block	21	9.4	44.8%
S Central Ave	9	5.9	65.9%
(west)	9	5.9	65.9%
S Chestnut Ave	12	3.5	28.9%
(east)	3	0	0.0%
(west)	9	3.5	38.5%
Grand Total	192	83.2	43.3%

Maximum Occupancy

Table 2 shows the maximum number of vehicles surveyed throughout the week at each location as well as the percent occupancy. Based on the survey, if every space was at its peak occupancy, the total number of vehicles parked in the study area would be 117(60.9% occupancy), well above the overall average of 83.2 (43.3% occupancy) and the max observed period of 102 (53.1% occupancy).

Table 2: Comparison of the Maximum and Minimum Occupied Spaces*

Block Number	Street	Side of Street/Municipal Lot	Available Spaces	Max	Percent	Min	Percent	Average	Percent
100 Block	W 2nd St	(north)	10	5.0	50.0%	1.0	10.0%	2.5	24.7%
100 Block	W 2nd St	(south)	9	4.0	44.4%	0.0	0.0%	1.1	12.6%
200 Block	S Central Ave	(west)	9	9.0	100.0%	3.0	33.3%	5.9	65.9%
100 Block	W 3rd St	(north)	9	7.0	77.8%	1.0	11.1%	3.7	41.5%
200 Block	S Chestnut Ave	(east)	3	0.0	0.0%	0.0	0.0%	0.0	0.0%
200 Block	S Chestnut Ave	(west)	9	7.0	77.8%	1.0	11.1%	3.5	38.5%
100 Block	W 3rd St	(south)	8	5.0	62.5%	0.0	0.0%	2.1	26.7%
100 Block	S Chestnut Ave	(Central Municipal Lot)	65	37.0	56.9%	22.0	33.8%	30.1	46.3%
100 Block	W 2nd St	(Burlington Municipal Lot)	70	43.0	61.4%	21.0	30.0%	34.3	49.0%
Total			192	117	60.9%	60.0	31.3%	83.2	43.3%

2015 Spring Parking Survey

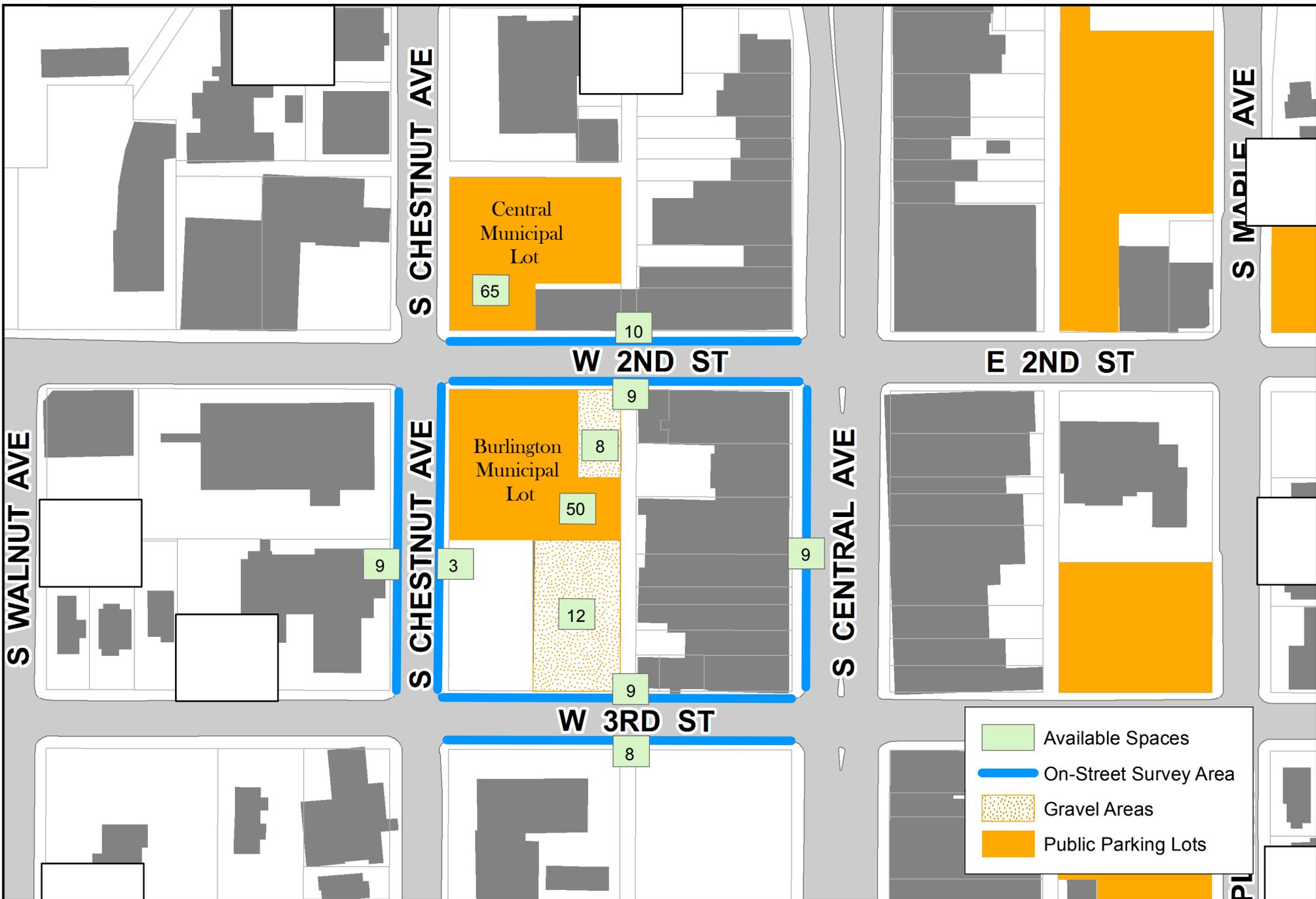
A similar survey was conducted in March/April of 2015. The overall parking occupancy was similar (an average of 82 vehicles were parked in this area in the Spring of 2015 compared to 83.2 vehicles in the Fall of 2015); however, there are some notable changes to the parking situation:

- The gravel parking areas next to the Burlington Municipal Lot were not there in the spring survey. Vehicles were temporarily allowed to park there until the site was to be redeveloped. To calculate percent occupied, the gravel areas were assigned 20 stalls. It is possible that more than 20 vehicles could be parked there since there are no pavement markings; however, there were never more than 20 vehicles parked in the gravel areas at any point during the surveys.
- Spaces for 15 day permits were made available in the Burlington Municipal Lot in June of 2015. This was done to accommodate the additional employees at the Brown's Living office space. Opening up the gravel areas for parking and allowing the additional day permit stalls in the Burlington Municipal Lot caused a shift in location of parking occupancy.

From the Spring of 2015 to the Fall of 2015, parking demand shifted from the Central Municipal Lot and on-street, to the Burlington Municipal Lot, likely in large part because of the above mentioned changes. An average of 42.3 vehicles in the Spring of 2015 were parked in the Central Municipal Lot compared to 30.1 vehicles in the Fall of 2015 (a reduction of 12.2 parked vehicles). And an average of 27.8 vehicles in the Spring of 2015 were parked on-street in this area compared to 18.9 in the Fall of 2015 (a reduction of 8.9 parked vehicles). The total reduction in parking demand for the Central Municipal Lot and on-

street parking from the Spring of 2015 to the Fall of 2015 was 21.1 vehicles. The Burlington Municipal Lot saw an increase in average parking stalls occupied from 11.9 in the Spring of 2015 to 34.3 in the Fall of 2015 (increase of 22.4 parked vehicles). The net increase in the average parking demand from the Spring of 2015 to the Fall of 2015 was 1.2 vehicles (82.0 vehicles to 83.2 vehicles).

*Note: Surveys were not conducted in the evenings or on the weekends.



Downtown Parking - 200 Block Survey Area
 City of Marshfield, WI
 November 16, 2015

Map Not To Scale
 For Reference Only

ATTENTION: The representation of data presented herein is intended for reference purposes only; the City of Marshfield assumes no responsibility for the accuracy of the information provided. Any duplication without consent is prohibited.



City of Marshfield Memorandum

TO: Board of Public Works
FROM: Dick Pokorny, Building Services Supervisor
DATE: December 10, 2015

RE: Request for approval of a generator service agreement with Cummins NPower, LLC.

BACKGROUND

The current service contract for preventative maintenance and extensive yearly testing for the City Hall Plaza's large generator is coming to an end on January 1, 2016. A new service contract is required for providing these much needed services. Cummins NPower, LLC has provided both a three year and a one year proposal for the city to review.

ANALYSIS

A building as large as City Hall Plaza has many electrical powered systems that would need to be utilized in the event of a power outage. Disasters may come in the form of an ice storm, tornado or other event beyond our control. This building will also help the needs of the community as part of a disaster plan. The generator is capable of handling all electrical loads for our building with over 14 hours of on-site fuel. Elimination of non-essential loads will greatly extend the run time. In 2013, our three year service contract was set at \$2,050.00 per year. The proposed three year contract called for a very nominal increase to \$2,081.10 per year. However with the discussion regarding a possible sale of the building, staff is recommending a one year service contact. The cost per year is up considerably as batteries have to be replaced this year due to normal preventative maintenance. The one year contract work includes changing batteries, oil and filters plus testing of belts and antifreeze. NPower also does an extensive amount of testing to check the operation which includes a load bank test. Our design load varies between 20% and 30% of its maximum rating. This is set this way for extended emergency use. A load bank tests the unit for a number of hours under varying load conditions, up to and including 110% capacity.

A copy of the one year service agreement is attached.

RECOMMENDATION

I recommend approval of the one year generator service agreement with Cummins NPower, LLC for a total cost of \$2,449.21 and request that you authorize execution of this service contract.

dp

Concurrence:

Daniel G. Knoeck
Director of Public Works

Concurrence:

Steve Barg
City Administrator



12/10/2015

City Of Marshfield
630 S Central Ave
Ste 502
Marshfield, WI 54449

RE: Planned Maintenance Proposal

Attention: DICK POKORNY

Cummins NPower LLC is a premier engine and power generation systems distributor committed to delivering fast and proven solutions to our customers. We are pleased to offer you a Planned Maintenance Proposal for your review and approval. Due to the critical nature of your standby power system, this Agreement was developed based on your specific needs and equipment to ensure maximum performance and reliability.

Benefits of Planned Maintenance

- Improves system reliability.
- Maintenance performed by certified technicians specifically trained in power generation.
- PM customers receive preferred service for unscheduled emergency repairs.
- Creation of a service record for customer equipment.
- Additional maintenance recommendations documented at that time.
- Scheduling managed by Cummins NPower to ensure timely maintenance intervals.
- Eliminates administrative burden, covers equipment from multiple vendors.

Please sign, date and return the enclosed Agreement to our office along with any purchase documentation necessary so we can tend to your servicing needs. Planned Maintenance Agreements are "auto-renewed" annually 30 days prior to the end of your agreement. Should you have any questions or require additional information on this or any other subject relating to your equipment, please feel free to contact me.

We look forward to the opportunity to earn your trust and business.

Sincerely,

Melanie Schutz

Melanie Schutz
Planned Maintenance Sales
Direct: (651) 286-2153
Fax: (651) 286-2021
Email: melanie.m.schutz@cummins.com

Cummins NPower LLC
1600 Buerkle Road
White Bear Lake, MN 55110
Phone: (651) 636-1000
Website: www.cumminsnpower.com
Email: npowerpm@cummins.com



Wausau
1600 Buerkle Road
White Bear Lake, MN 55110
Phone: (651) 636-1000
Fax: (651) 286-2111

PLANNED MAINTENANCE AGREEMENT

Customer Address	Customer Contact	Quote Information	
City Of Marshfield 630 S Central Ave Ste 502 Marshfield, WI 54449 Customer #: 1202639 Payment Type: Pay as you go	Name: DICK POKORNY Phone: (715) 486-2016 Cell: Fax: E-mail: dickp@ci.marshfield.wi.us	Quote Date: Quote Expires: Quote ID: Quoted By: Quote Term:	12/10/2015 2/8/2016 QT-3539 Melanie Schutz 1 Year

Site Name: CITY HALL PLAZA

(630 S CENTRAL AVE MARSHFIELD WI 54449)

Unit Name: CITY HALL PLAZA	Year	Service Type	Qty	Sell Price	Extended Price
Make: Cummins	1	Full Service	1	\$1,003.03	\$1,003.03
Model: 500.0DFED-5601911	1	Loadbank (2 Hrs)	1	\$614.34	\$614.34
S/N: Site B D030489651	1	Battery	1	\$831.84	\$831.84
Size: 500kW					
ATS Qty: 4					
Notes:					

Total Original Amount: \$2,449.21
Total Agreement Amount:* \$2,449.21

**Quote does not include applicable taxes*



Wausau
 1600 Buerkle Road
 White Bear Lake, MN 55110
 Phone: (651) 636-1000

PLANNED MAINTENANCE AGREEMENT

Customer Address	Customer Contact	Quote Information
City Of Marshfield 630 S Central Ave Ste 502 Marshfield, WI 54449 Customer #: 1202639 Payment Type: Pay as you go	Name: DICK POKORNY Phone: (715) 486-2016 Cell: Fax: E-mail: dickp@ci.marshfield.wi.us	Quote Date: 12/10/2015 Quote Expires: 2/8/2016 Quote ID: QT-3539 Quoted By: Melanie Schutz Quote Term: 1 Year

Total Original Amount: \$2,449.21
Total Agreement Amount:* \$2,449.21
**Quote does not include applicable taxes*

Comment:

Term: 1 years - February 2016 thru January 2017

Annual Full service & 2 hour Load Bank testing to be completed in April -- 2016 will also include battery replacement.

Total Agreement Amount Does Not Include Applicable Taxes. Please call (800) 642-0085 for invoice total prior to sending payment.

Cummins NPower LLC
 1600 Buerkle Road
 White Bear Lake, MN 55110
 Phone: (651) 636-1000
 Website: www.cumminsnpower.com
 Email: npowerpm@cummins.com

Seller hereby agrees to sell to Buyer, and Buyer hereby agrees to buy from Seller, the foregoing products/services upon the terms and conditions set forth in the "Planned Maintenance Agreement" attached hereto, which are hereby incorporated herein by reference.

Customer Approval (Quote ID QT-3539) Cummins NPower LLC.

Signature: _____ Signature: _____

Date: _____ Date: _____



PLANNED MAINTENANCE AGREEMENT

A Planned Maintenance Agreement by:

Cummins NPower LLC

Melanie Schutz
1600 Buerkle Road
White Bear Lake, MN 55110
Direct: (651) 286-2153
Fax: (651) 286-2021
Email: melanie.m.schutz@cummins.com

Proposal for: City Of Marshfield

Quote ID: QT-3539

Agreement offered is valid for acceptance until 2/8/2016

AGREEMENT TERMS AND CONDITIONS

This Planned Maintenance Agreement is entered into between Cummins NPower LLC ("CNP LLC") and you, the "Customer" to perform maintenance service on the equipment listed in the Equipment Section of this Agreement. The equipment and/or services included in this quotation are as detailed on the Planned Maintenance Agreement. No other work, materials, or activities are included in this Agreement unless agreed to in supplemental documentation. If additional work or materials are required outside the scope of this Agreement, our technicians will advise the Customer of these requirements before any work is initiated. Any additional work performed will be done at the Customer's approval, and then billed at CNP LLC rates for parts, labor, and other costs. The equipment will be inspected and serviced during normal business hours (unless otherwise agreed by CNP LLC and the Customer) each year this Agreement is in effect. Customer may not assign this Agreement without the prior written consent of CNP LLC. This Agreement has a length of term equal to the time frame specified on the Quotation/Agreement and will automatically renew at the end of each term for a period of time equal to the original term unless either party gives (30) days prior written notice before the end of the then current term. CNP reserves the right to request a change order to this quote resultant to any Customer and/or regulatory requirements that exceed CNP's standard operating costs.

COVERAGES AND LIMITATIONS

CNP LLC warrants and agrees that all parts and materials shall be new and suitable for the use intended. For any parts manufactured by Cummins Inc. (CMI) or its subsidiaries, the only warranty that applies is the written Limited Warranty provided by CMI for that part. Limited Warranties may apply for select parts provided by third party manufacturers only to the extent as defined in writing by the third party component manufacturer's warranty, if any. The sole remedy is the repair or replacement of the affected part by CNP LLC's discretion. NO OTHER WARRANTIES APPLY, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL CNP LLC BE LIABLE FOR LOSS OF PROFITS OR INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES CAUSED BY PRODUCTS OR SERVICES THAT WE SUPPLY, OR FOR ANY OTHER REASON, WHETHER ARISING OUT OF POSSIBILITY OR LIKELIHOOD OF POTENTIAL LOSS OR DAMAGE.

CNP LLC is not responsible for any expenses for damages, including materials or labor, to repair damage caused by abuse, accident, theft, acts of third party, operation of equipment in a manner outside of the operations recommendation of CNP LLC for such equipment, or force of nature, or if repairs or servicing are performed by a party other than CNP LLC. CNP LLC shall not be responsible for failure to render service or repairs for causes beyond its control, including strikes and labor disputes.

Cummins NPower LLC
1600 Buerkle Road
White Bear Lake, MN 55110
Phone: (651) 636-1000
Website: www.cumminsnpower.com
Email: npowerpm@cummins.com

Power Generation System Planned Maintenance



INSPECTION

MONTHLY, QUARTERLY, OR ONE-TIME PER YEAR

Battery & Battery Charger System

- Check battery charger functions
- Cable connections, termination cleanliness and security
- Check electrolyte level, vent caps of all cells in the starting batteries
- Battery conductance test

Fuel System

- Inspect main tank / day tank fuel level
- Inspect day tank controls and pumps. Test operate day tank controls (where available)
- Inspect all fuel hoses, clamps, pipes, components, and fittings
- Inspect governor linkage
- Visually inspect rupture / containment basin
- Water in Fuel Test - Sub-base, day tanks
- Optional - fuel sample for laboratory analysis*

Engine Cooling System

- Inspect all hoses and clamps for leaks, coolant level, and condition
- Inspect radiator cap and filler neck condition
- Inspect drive belts, observe alignment and deflection
- Observe coolant heater operations
- Utilize DCA test strip to record coolant properties
- Inspect radiator surfaces, shrouds, and barriers, for obstruction
- Visually inspect low temperature after cooler coolant
- Optional - coolant sampling*

Engine & Lubrication System

- Inspect lubrication system (visually check oil level)
- Inspect crankcase ventilation system
- Inspect spark ignited ignition system
- Oil sample for laboratory analysis when recommended

FULL SERVICE INCLUDES INSPECTION

Operational & Functional Review of Generator Critical Components

- Inspect engine cooling fan & fan drives for excessive wear or shaft wobble
- Check all pulleys, belt tensioners, slack adjusters & idler pulleys for travel, wear & overall condition
- Inspect / lubricate drive bearings, gear or belt drives, and other shaft connecting hardware

Lubrication Oil & Filtration Service

- Change engine lubrication oil
- Change primary lubrication and bypass filters
- Change fuel filters
- Post lube services operations of genset (unloaded) at rated temperature

Intake / Exhaust System

- Inspect air cleaner element and entire intake system
- Inspect exhaust system and rain cap
- Inspect louver operations

Generator Controls & Power Connections

- Visually inspect all engine mounted wiring, senders, and devices
- Visually inspect all control mounted components and wiring
- Lamp test all lights and indicators
- Visually inspect breaker and power connections
- Manually operate generator main breaker(s) open and closed**

**NOTE: Will not exercise breakers or contactors on a paralleling device

Generator Operations

- Start and observe generator and equipment operations
- Verify engine and generator safeties for proper operation
- System test with or without load

Automatic Transfer Switch

Paralleling Switchgear, Bypass Switchgear, Manual Transfer Switches

- Visually inspect all power and control wiring
- Visually inspect switch mechanism and enclosure
- Visually inspect controls and time delays settings
- Verify function of exercise clock

*Additional Charge

Any additional repairs, parts, or service which are required will be brought to the attention of the owner. Repairs will only be made after proper authorization from the owner is given to Cummins NPower LLC. Any additional repairs, maintenance or service performed by Cummins NPower LLC for a Planned Maintenance Agreement holder will be at current Cummins NPower LLC labor rates.



City of
Marshfield
Memorandum

TO: Board of Public Works
FROM: Thomas R. Turchi
DATE: December 9, 2015
RE: Review of Traffic Control at Galvin Avenue and Becker Road CTH 'H'.

Background

A request was brought forth to review the traffic control at the intersection of Galvin Avenue and Becker Road.

Analysis

- Galvin Avenue is designated as County Trunk Highway 'A' south of Becker Road only.
- Becker Road is designated as County Trunk Highway 'H'

The current traffic control is as follows:

- STOP Control – Galvin Avenue stopping for Becker Road.

In the 2007 to 2027 comprehensive plan the streets are classified as:

- Galvin Avenue both north and south of the intersection is classified as a 'Minor Arterial'
- Becker Road is classified as a 'Minor Arterial' west of Galvin and a 'Collector' east of Galvin.

The traffic volumes for this intersection are as follows:

- Galvin Avenue - North of Becker Road - 2750 ADT (November 2015 Count).
- Galvin Avenue – South of Becker Road - 3000 ADT (November 2015 Count).
- Becker Road – West of Galvin Avenue - 2450 ADT (November 2015 Count).
- Becker Road - East of Galvin Avenue - 1800 ADT (November 2015 Count).

The speed limits for the streets are as follows:

- Galvin Avenue both north and south of Becker Road are 35 MPH
- Becker Road is 25 MPH west of Galvin and 45 MPH east of Galvin.
- Using the City's traffic counters we were able to collect the vehicle speed data for both east bound and westbound traffic on Becker Road.
 - The west leg of Becker Road – WB / EB (85% speed) - 34 / 33 MPH
 - The east leg of Becker Road - WB / EB (85% speed) - 47 / 48 MPH

Traffic crash history for this intersection from 2009 thru 2014 is shown below:

- There have been 9 crashes recorded in the past five years.
- The intersection Crash Rate is 0.99 which is below the state wide average.
- The intersection severity rate is 1.32
- The intersection crash density is 1.80

Vision Triangle:

- The city vision triangle standard. There is a minor obstruction in the south east corner of the intersection.
- Warrants are not met for a multi way stop control.

With the data collected it is apparent that there is a greater volume of traffic and a higher roadway classification on Galvin Avenue than there is on Becker Road.

From this traffic study it would be appropriate to reverse the traffic control at this intersection to have Becker Road stopping for Galvin Avenue.

This reversal of traffic control will require coordination with Wood County to reduce the speed limit approaching Galvin Avenue from the east and to obtain authorization to stop westbound traffic at Galvin Avenue as this section of Becker Road is under Wood County jurisdiction.

Safety for STOP sign reversal:

The reversal of traffic control will follow the standards recommended by the Institute of Transportation Engineers (ITE) and I also will be recommending the installation of Day-Vis Bliker stop signs with advanced warning signs to increase safety during and after the STOP control reversal process.

Recommendation

I recommend that the traffic control be changed with Becker Road stopping for Galvin Avenue and that the Engineering Division work with the Wood County Highway Department and the Highway Committee for their approval. I further recommend that Day-Vis Bliker signs, advanced warning and modifications to westbound speed limits approaching the city be modified for this STOP control reversal and the "Administrative Code to Traffic and Parking" be amended to reflect the changes.

Concurrence



Steve Barg
City Administrator



Dan Knoeck
Director of Public Works

DATE :	11/24/2015
INTERSECTION :	E Becker Rd & N Galvin Ave
REQUESTER NAME :	Tom Turchi
ADDRESS :	630 S Cental Avenue
CITY :	Marshfield
HOME PHONE:	715-486-2034
WORK PHONE :	715.486.2034

ROAD 1 :	E Becker Road
SPEED 1 :	West: 25 East: 45
CLASS 1 :	W: Minor Arterial E: Collector
ROAD 2 :	N Galvin Avenue
SPEED 2 :	35
CLASS 2 :	Minor Arterial
REVIEW BY :	TRT

Traffic Crash Review Period	2014	YR	to	2009	YR	No. of Years	5
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Traffic Counts

	NORTH	
	2750	ADT
WEST		EAST
2450		1800
ADT		ADT
	SOUTH	
	3000	ADT

VISION TRIANGLE REVIEW

North West	Good	North East	Fair
WB 85%: 34 MPH EB 85%: 33 MPH		WB 85%: 47 MPH EB 85%: 48 MPH	
South West	Fair	South East	Poor

CRASH REVIEW

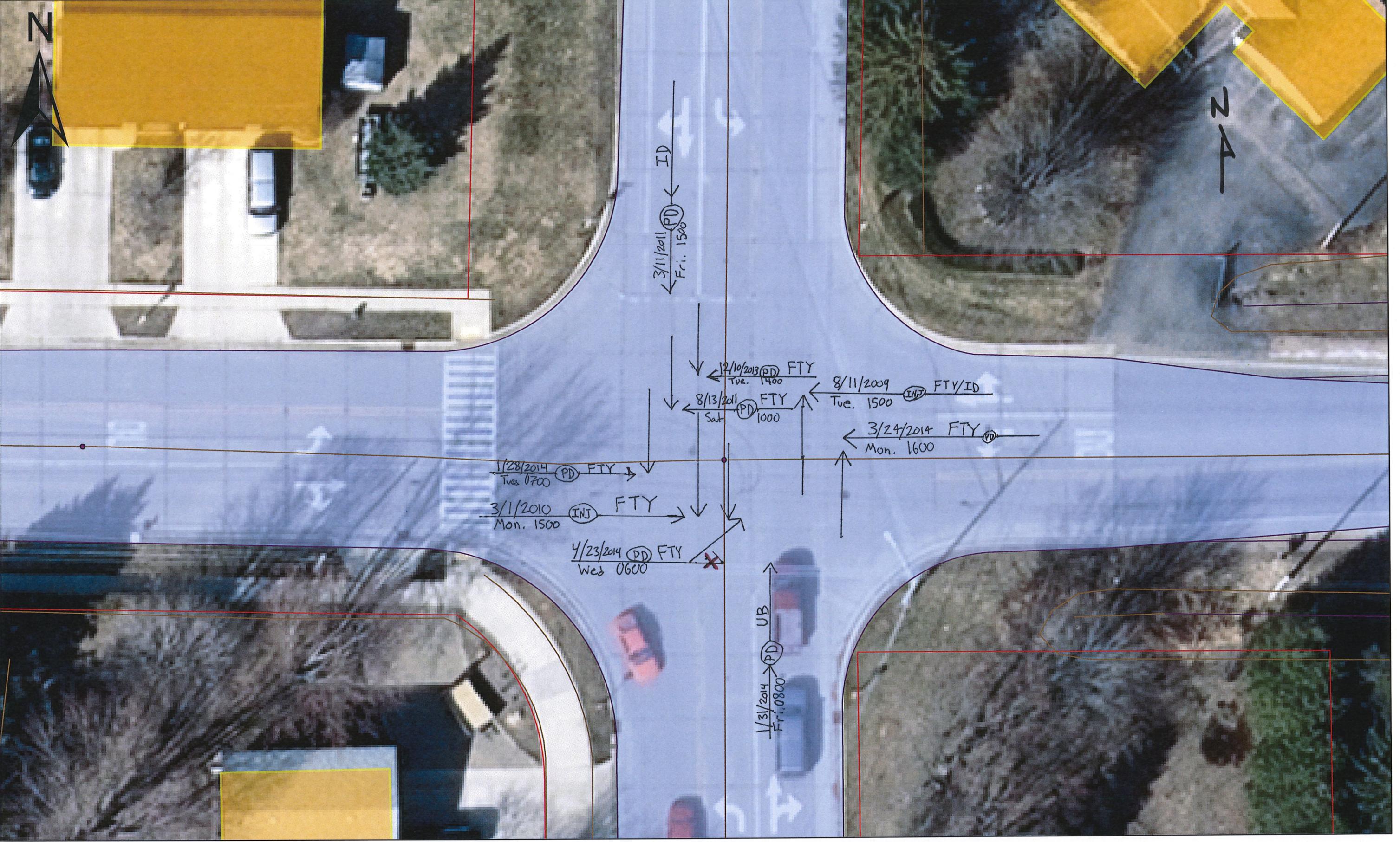
Input # of Fatal Crashes at Intersection (Not # of Persons Killed)	0
Input # of 'A' Severity Crashes at Intersection	0
Input # of 'B' Severity Crashes at Intersection	1
Input # of 'C' Severity Crashes at Intersection	1
Input # of Property Damage Crashes at Intersection	7
Number of Traffic Crashes in Review Period	9
Average Number of Crashes PerYear	1.8
Input Average # of Vehicles Entering Intersection Daily	5000

Intersection Crash Rate	0.99
Intersection Severity Rate	1.32
Intersection Crash Density	1.8

http://www.dot.state.mn.us/trafficeng/safety/crash_complex.html

Comments: Crash Rate above the state wide average.

RECOMMENDATION APPROVED BY :



N

2A

3/11/2011 (PD) ID
Fri. 1500

12/10/2013 (PD) FTY
Tue. 1400

8/11/2009 (INJ) FTY/ID
Tue. 1500

8/13/2011 (PD) FTY
Sat. 1000

3/24/2014 (PD) FTY
Mon. 1600

1/28/2014 (PD) FTY
Tues. 0700

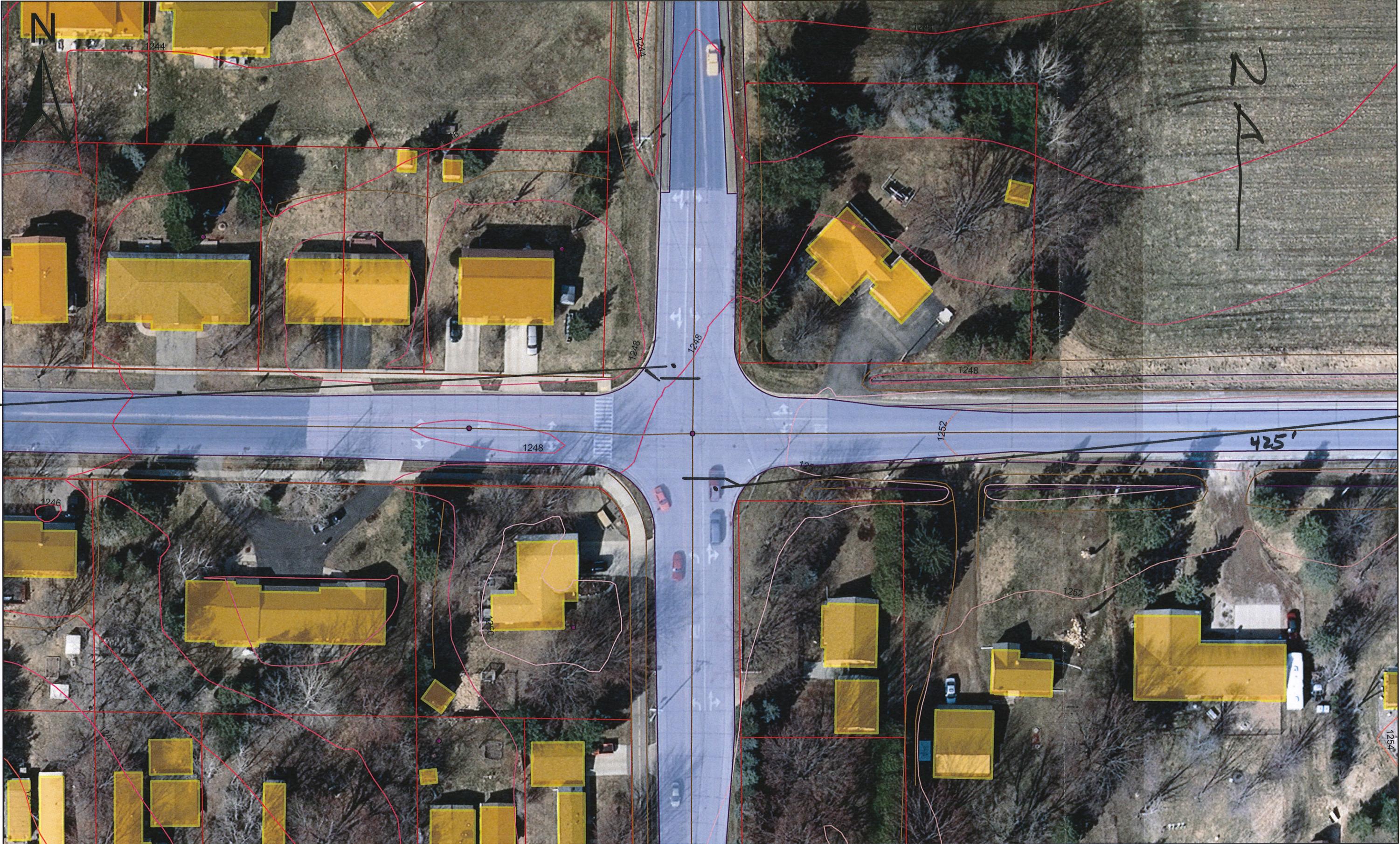
3/1/2010 (INJ) FTY
Mon. 1500

4/23/2014 (PD) FTY
Wed. 0600

1/31/2014 (PD) UB
Fri. 0800

0 5 10 20 30 40 Feet





0 62.5 125 250 375 500 Feet



City of Marshfield Memorandum

DATE: December 10, 2015
TO: Board of Public Works
FROM: Steve Barg, City Administrator
RE: Proposed elimination of downtown parking coupon books

Background

For the last 2 years, the City has offered downtown business owners a chance to purchase “coupon books”. The idea was that if a customer got a parking ticket, due to time in their store, the business owner could give the person a coupon, which could be used to void the ticket at the police department. It was intended to provide flexibility from the 90-minute parking limit, and it was expected to be most used by businesses whose customers have a need for additional time, such as hair salons, etc. Where parking tickets usually cost \$13, a business owner could buy a book of 5 coupons for \$25. However, they were told that no refunds would be given for unused tickets, and that the program may not go beyond 2014 (although ultimately it was extended for a second year). The City was to print the coupon books and collect all revenues from the sale of these books.

Experience

Despite significant promotion efforts by Main Street, I understand that no coupon books were purchased in either 2014 or 2015. For whatever reason, this program simply has not been successful. It’s my intent to bring together a team of representatives from the City, Main Street, and others to study our downtown parking needs in early 2016, and perhaps this issue can be revisited as part of that process.

Recommendation

Staff recommends that the Board eliminate the downtown parking coupon book program, based on the results of this 2-year trial period.

Policy – coupon books for downtown parking violations

This policy is designed to be in place for a one season “trial” period from June 1, 2014 through November 30, 2014. The intent is to provide relief from downtown parking regulations in cases where a customer is in a business in excess of the maximum time allowed for on-street parking and receives a ticket. To address these cases, a business owner or manager may purchase from the City a booklet containing 5 coupons, to be given to customers for use in voiding the ticket at the police station. Use of these coupons is intended to be for customers only, and should not be used to cover parking tickets received by business owners, managers, or their employees. Each business will be limited to buying a maximum of 3 booklets, at a cost of \$25 per booklet, and no refund will be given for any unused coupons; however, they may be used in subsequent years, if the program is continued. Coupons won’t be accepted if an unpaid parking ticket was issued 4 or more business days before presenting the coupon.

This policy will be reviewed after November 30, 2014 to determine its effectiveness, and if any abuses were observed. Based on the outcome of the review, the program may continue in 2015 and future years, or it may be discontinued entirely.

BOARD OF PUBLIC WORKS MINUTES
OF DECEMBER 1, 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: Alderman Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Wastewater Superintendent Warp; Planning & Economic Development Director Angell; Building Services Supervisor Pokorny; Library Director Belongia; Kurt Boson and Joe Dolezal – The Boson Company; the media; and others.

PW14-157 Motion by Jockheck, second by Cummings to recommend approval of the minutes of the November 17, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments - None

PW14-158 Motion by Buttke, second by Wagner to recommend approval of the selection of The Boson Company, Inc. of Marshfield, WI as the firm to perform construction management services for the Library & Community Center project and authorize staff to execute the appropriate contract for services.

Motion Carried

PW14-159 Motion by Buttke, second by Cummings to recommend approval of the bid of Staab Construction Corp. of Marshfield, WI for equipment installation at the Northeast Lift Station in the amount of \$328,500 and authorize execution of a contract.

Motion Carried

PW14-160 Motion by Buttke, second by Jockheck to recommend approval of changing the scope of work for 2nd and 5th floor remodeling project, BS-K-3957, to include \$13,800 for carpeting and painting of the southwest portion of 7th floor of City Hall Plaza.

Feirer, Buttke, Cummings & Jockheck voted 'Aye', Wagner voted 'No' Motion Carried

PW14-161 Motion by Cummings, second by Buttke to recommend approval of the low bid submitted by Michels Corporation of Brownsville, WI for sewer lining at a cost not to exceed the budgeted amount of \$900,000 and authorize execution of a contract.

Motion Carried

PW14-162 Motion by Buttke, second by Cummings to recommend approval of the quotation submitted by Solutions LLC of Marshfield, WI for janitorial services for the Street Division and authorize execution of a contract.

Motion Carried

City Engineer Turchi presented the intersection layout for 4th Street and Maple Avenue. Approval of the layout will be scheduled for the December 15, 2014 meeting.

PW14-163 Motion by Jockheck, second by Buttke to recommend extending the Downtown Parking Coupon Books for one year, delaying a final decision on this program's future until the November 30, 2015 Board of Public Works meeting.

Feirer, Buttke, Cummings & Jockheck voted 'Aye', Wagner voted 'No' Motion Carried