1. Call meeting to order – Chairman Earll

2. Approval of minutes of January 15, 2018 Board of Public Works meeting

3. Citizen Comments

4. Consideration of two-way alley operation in the 200 block west of Central Avenue – Presented by Tom Turchi, City Engineer

5. Approval of final plans for City Hall Remodeling and authorization to seek bids – Presented by Dan Knoeck, Director of Public Works

6. North Central Avenue plan review – Presented by Dan Knoeck, Director of Public Works

7. Approval of preliminary resolutions for 2018 special assessment projects – Presented by Tom Turchi, City Engineer
   a. Resolution No. 2018-03 – Hume Avenue (Becker Road to 1,300’ North)
   b. Resolution No. 2018-04 – Hume Avenue (300’ North of McMillan Street to north)
   c. Resolution No. 2018-05 – East 29th Street (Washington Avenue to Veterans Parkway)

8. Update of refuse and recycling cart selection process – Presented by Dan Knoeck, Director of Public Works

9. Recommended items for future agendas

10. Adjournment

Posted this 2nd day of February, 2018 at 4:00 PM by Daniel G. Knoeck, Director of Public Works

NOTE

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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.

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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.

*******************************************************************************
1. Call meeting to order – Chairman Earl

2. Approval of minutes of January 15, 2018 Board of Public Works meeting

3. Citizen Comments

4. Consideration of two-way alley operation in the 200 block west of Central Avenue – Presented by Tom Turchi, City Engineer
   Recommend that the alley bounded by 2nd Street to the north, 3rd Street to the south, Chestnut Avenue to the west and Central Avenue to the east be changed to allow for two-way traffic and that the change be made to the Administrative Code of Traffic and Parking Regulations.

5. Approval of final plans for City Hall Remodeling and authorization to seek bids – Presented by Dan Knoeck, Director of Public Works
   Recommend approval and authorize staff to seek bids.

6. North Central Avenue plan review – Presented by Dan Knoeck, Director of Public Works
   Recommend accepting the plans and authorizing the Director of Public Works to sign the plans on behalf of the City.

7. Approval of preliminary resolutions for 2018 special assessment projects – Presented by Tom Turchi, City Engineer
   a. Resolution No. 2018-03 – Hume Avenue (Becker Road to 1,300’ North)
   b. Resolution No. 2018-04 – Hume Avenue (300’ North of McMillan Street to north)
   c. Resolution No. 2018-05 – East 29th Street (Washington Avenue to Veterans Parkway)
   Recommend approval.

8. Update of refuse and recycling cart selection process – Presented by Dan Knoeck, Director of Public Works
   This is an informational item only.

9. Recommended items for future agendas

10. Adjournment
BOARD OF PUBLIC WORKS MINUTES
OF JANUARY 15, 2018

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

PRESENT: Gordon Earll, Ed Wagner, Mike Feirer, Tom Witzel & Chris Jockheck
EXCUSED: None
ALSO PRESENT: Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Assistant Street Superintendents Hawley and Bornbach; the media; and others.

PW18-01 Motion by Feirer, second by Wagner to recommend approval of the minutes of the December 18, 2017 Board of Public Works meeting.
Motion Carried

Citizen Comments: None

PW18-02 Motion by Wagner, second by Jockheck to recommend approval of the low bid submitted by Visu-Sewer of Pewaukee, WI for 2018 Sanitary Sewer Lining in the amount of $723,096.40, authorize execution of a contract and adjust the contract to add additional sections of sanitary sewer not exceeding State Statutes or the budgeted funding. Further recommend that the alternate bid for lining of the 36” storm sewer be rejected.
Motion Carried

PW18-03 Motion by Wagner, second by Jockheck to recommend removing parking restrictions on the east side of Linden Avenue between 5th Street and 8th Street and on the south side of West 5th Street between Linden Avenue and Sycamore Avenue and that the Administrative Code of Traffic and Parking Regulations be amended to reflect these changes.

PW18-04 Motion by Wagner, to amend Motion PW18-04 to recommend allowing parking only on the east side of Linden Avenue between 5th Street and 8th Street
Motion Dies for Lack of Second

PW18-05 Motion by Witzel, second by Jockheck to amend Motion PW18-04 to make no changes to the parking restriction on Linden Avenue.
Wagner, Witzel & Jockheck voted ‘Aye’, Earll & Feirer voted ‘No’, Motion Carried

Vote on Motion PW18-03 as amended.
Earll, Wagner, Witzel & Jockheck voted ‘Aye’, Feirer voted ‘No’, Motion Carried

Street Superintendent Winch presented an update on recent snow and ice removal operations. This was an informational item only.

Recommended items for future agendas:
• Alderman Jockheck requested that the public be kept up to date on the upcoming changes to the refuse and recycling program.

There being no objections, Chairman Earll adjourned the meeting at 6:03 PM

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS
TO: Board of Public Works
FROM: Tom Turchi, City Engineer
DATE: January 30, 2018
RE: A review of the One Way Alley on 200 Block West of Central Avenue.

BACKGROUND

The changes made to 2nd Street as part of the Green Corridor included the creation of a one-way street. The Engineering Division has received several comments about access to the new Burlington Lot for customers from Chestnut Avenue.

ANALYSIS

The one way street (2nd Street headed west) creates difficulties for drivers wanting to utilize the Burlington parking lot adjacent to the new Wenzel Family Plaza.

Currently, the only way a driver can legally enter this alley is from 2nd Street heading west from Central Avenue or from 1st Street and going south in the alley next to the Police Department.

One-way alleys in the downtown are necessary due to narrow widths and large delivery trucks. Parking next to the Wenzel Family Plaza dictated moving parking west 10.5’ to create room for the necessary turning movements. This additional width added to the alley allows for a total of 28.5’ which can easily accommodate two-way. The limitation is the entrance to the alley is only 18’. While this width will not accommodate two semi-trucks at the same time it can accommodate two passenger vehicles.

RECOMMENDATION

I recommend that the alley bounded by 2nd Street to the north, 3rd Street to the south, Chestnut Avenue to the west and Central Avenue to the east be changed to allow for two-way traffic. I further recommend that the “Administrative Code to Traffic and Parking” be amended to reflect these changes.

Respectfully submitted,

Thomas R. Turchi

Thomas Turchi
Concurrence:

Daniel G. Knoeck, P.E.
Director of Public Works
February 2, 2018

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Final Plan Approval for City Hall Remodel

BACKGROUND

Final plans and specs for the new City Hall remodeling project are now about 95% complete and nearly ready for bidding. In January of this year, I presented the final floor plan to the Common Council and outlined the schedule for bidding and construction. Staff is now asking for final approval of the plans and authorization to seek bids.

ANALYSIS

The floor plan sheets are attached for reference. At the meeting, I will present some additional details that depict some of the Council Chambers features.

The bid package does include some alternates with the biggest one being a new emergency generator. The existing building does have an emergency generator but it does not serve the entire building. Ideally, all City Hall functions should continue through a power outage, which is how the current City Hall operates.

Bids will be opened on February 27 and evaluated by staff with a target of March 5 to bring and award recommendation to the Board of Public Works.

RECOMMENDATION

Approve the final plans for City Hall remodeling and authorize staff to seek bids.
February 2, 2018

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: North Central Avenue – Arnold to Harrison Plan Review

BACKGROUND

The Wisconsin Department of Transportation (WisDOT) has been planning for improvements on North Central Avenue for a number of years. Their plans are now complete and they have asked for the City’s concurrence.

ANALYSIS

The final plan is consistent with previous plans that the Board of Public Works has seen. The scope of work includes removal of the existing asphalt surface and placement of new asphalt over the existing concrete and base course. Work also includes widening at the Doege Street intersection to allow for left turn lanes in both the north and south directions. In addition, traffic signals at Arnold Street and Doege Street will be replaced as part of the project. I will highlight some of the plan sheets and details at the meeting.

Work is planned to start in July of 2018, after Farm Technology Days, and will be completed by November of 2018.

RECOMMENDATION

Accept the Wisconsin Department of Transportation’s plans for improvements on North Central Avenue from Arnold Street to Harrison Street and authorize the Director of Public Works to sign the plans on behalf of the City.
RESOLUTION NO. 2018-03

SPECIAL ASSESSMENT - PRELIMINARY RESOLUTION

Preliminary Resolution in the matter of Improvement Project No.

312253 Street Opening/Reconstruction - Hume Avenue (Becker Road to 1300' North)
312254 Water Services - Hume Avenue (Becker Road to 1300' North)
312255 Sidewalk - Hume Avenue (Becker Road to 1300' North)
352256 Sanitary Sewer Extension - Hume Avenue (Becker Road to 1300' North)
316781 Storm Sewer with Paving - Hume Avenue (Becker Road to 1300' North)

RESOLVED, by the Common Council of the City of Marshfield, Wisconsin:

SECTION 1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvement:

Construction of sanitary sewer main and service laterals, storm sewer main and service laterals, water main and service laterals, concrete driveway aprons, concrete sidewalk, concrete curb and gutter, asphalt street paving and general site grading and construction of a new municipal street.

SECTION 2. The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICT

All property fronting or abutting Hume Avenue from and including its intersection with Becker Road to a distance of 1,300 feet north of the north right of way line of Becker Road.

SECTION 3. Before the improvements are made, the City Engineer shall cause water and sewer pipes to be laid in the street from the mains to the property lines of each vacant or unserved lot fronting on such street, shall keep an accurate account of the expenses incurred in front of each such lot, and shall report these costs to the City Clerk who shall cause the amount charged to each lot to be entered on the tax roll as a special tax against the lot.

SECTION 4. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.

SECTION 5. The Common Council determines that the improvements constitute an exercise of the police power for health, safety and general welfare of the City and its inhabitants.

SECTION 6. The City Engineer shall prepare a Report, which shall consist of:
   a. Plans and Specifications for the improvements
   b. An estimate of the entire cost of proposed improvements
   c. A schedule of proposed assessments

SECTION 7. When the Report is completed, the City Engineer shall file a copy of the Report with the City Clerk for public inspection.

SECTION 8. Upon receiving such Report, the City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the Report may be inspected, and the time and place of the public hearing on the matters contained in the Preliminary Resolution and the Report. This notice shall be published as a Class 1 notice under Chapter 985 of the Wisconsin Statutes, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.

SECTION 9. The hearing shall be held in the Council Chambers of City Hall Plaza, 630 South Central Avenue, Marshfield, Wisconsin at a time set by the Clerk in accordance with Section 66.0703(7), Wisconsin Statutes.

SECTION 10. The assessment against any parcel may be paid in cash or in annual installments in accordance with the Municipal Code of the City of Marshfield and the City of Marshfield Policy and Procedures Manual.

ADOPTED_________________________________________ Chris L. Meyer, Mayor

APPROVED_________________________________________ Deb M. Hall, City Clerk
RESOLUTION NO. 2018-04

SPECIAL ASSESSMENT - PRELIMINARY RESOLUTION

Preliminary Resolution in the matter of Improvement Project No.

312280 Street Opening  Hume Avenue (300' North of McMillan Street to north)
312281 Water Services  Hume Avenue (300' North of McMillan Street to north)
352283 Sanitary Sewer  Hume Avenue (300' North of McMillan Street to north)
316782 Storm Sewer  Hume Avenue (300' North of McMillan Street to north)

RESOLVED, by the Common Council of the City of Marshfield, Wisconsin:

SECTION 1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvement:

Construction of sanitary sewer main and service laterals, storm sewer main and service laterals, water main and service laterals, concrete driveway aprons, concrete sidewalk, concrete curb and gutter, asphalt street paving and general site grading and construction of a new municipal street.

SECTION 2. The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICT

All property fronting or abutting Hume Avenue from 275 feet north of the north right of way line of McMillan Street to a distance of 1,300 feet north of the north right of way line McMillan Street.

SECTION 3. Before the improvements are made, the City Engineer shall cause water and sewer pipes to be laid in the street from the mains to the property lines of each vacant or unserved lot fronting on such street, shall keep an accurate account of the expenses incurred in front of each such lot, and shall report these costs to the City Clerk who shall cause the amount charged to each lot to be entered on the tax roll as a special tax against the lot.

SECTION 4. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.

SECTION 5. The Common Council determines that the improvements constitute an exercise of the police power for health, safety and general welfare of the City and its inhabitants.

SECTION 6. The City Engineer shall prepare a Report, which shall consist of:
   a. Plans and Specifications for the improvements
   b. An estimate of the entire cost of proposed improvements
   c. A schedule of proposed assessments

SECTION 7. When the Report is completed, the City Engineer shall file a copy of the Report with the City Clerk for public inspection.

SECTION 8. Upon receiving such Report, the City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place of the public hearing on the matters contained in the Preliminary Resolution and the Report. This notice shall be published as a Class 1 notice under Chapter 985 of the Wisconsin Statutes, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.

SECTION 9. The hearing shall be held in the Council Chambers of City Hall Plaza, 630 South Central Avenue, Marshfield, Wisconsin at a time set by the Clerk in accordance with Section 66.0703(7), Wisconsin Statutes.

SECTION 10. The assessment against any parcel may be paid in cash or in annual installments in accordance with the Municipal Code of the City of Marshfield and the City of Marshfield Policy and Procedures Manual.

ADOPTED____________________      __________________________________________
                     Chris L. Meyer, Mayor

APPROVED____________________      __________________________________________
                     Deb M. Hall, City Clerk
RESOLUTION NO. 2018-05

SPECIAL ASSESSMENT - PRELIMINARY RESOLUTION

Preliminary Resolution in the matter of Improvement Project No.

312195 Street Construction  East 29th Street (Hume Avenue to Veterans Parkway)
312196 Sidewalk Construction East 29th Street (Hume Avenue to Veterans Parkway)
316767 Storm Sewer East 29th Street (Hume Avenue to Veterans Parkway)
311988 Sidewalk Construction East 29th Street (Butternut Pkwy to Hume Avenue) North Side
312074 Street Reconstruction East 29th Street (Washington Avenue to Hume Avenue)
316750 Storm Sewer East 29th Street (Washington Avenue to Hume Avenue)
352274 Sanitary Sewer East 29th Street (Washington Avenue to Veterans Parkway)

RESOLVED, by the Common Council of the City of Marshfield, Wisconsin:

SECTION 1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvement:

Construction of sanitary sewer main and service laterals, storm sewer main and service laterals, water main and service laterals, concrete driveway aprons, concrete sidewalk, concrete curb and gutter, concrete street paving, general site grading and construction of a new municipal street.

SECTION 2. The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICT

All property fronting or abutting East 29th Street from and including its intersection with Washington Avenue to and including its intersection with Veterans Parkway. Also, all property fronting or abutting Hume Avenue from and including its intersection with East 29th Street to a distance of 500 feet north of the north right of way line of East 29th Street.

SECTION 3. Before the improvements are made, the City Engineer shall cause water and sewer pipes to be laid in the street from the mains to the property lines of each vacant or unserved lot fronting on such street, shall keep an accurate account of the expenses incurred in front of each such lot, and shall report these costs to the City Clerk who shall cause the amount charged to each lot to be entered on the tax roll as a special tax against the lot.

SECTION 4. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.

SECTION 5. The Common Council determines that the improvements constitute an exercise of the police power for health, safety and general welfare of the City and its inhabitants.

SECTION 6. The City Engineer shall prepare a Report, which shall consist of:
   a. Plans and Specifications for the improvements
   b. An estimate of the entire cost of proposed improvements
   c. A schedule of proposed assessments

SECTION 7. When the Report is completed, the City Engineer shall file a copy of the Report with the City Clerk for public inspection.

SECTION 8. Upon receiving such Report, the City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the Report may be inspected, and the time and place of the public hearing on the matters contained in the Preliminary Resolution and the Report. This notice shall be published as a Class 1 notice under Chapter 985 of the Wisconsin Statutes, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.

SECTION 9. The hearing shall be held in the Council Chambers of City Hall Plaza, 630 South Central Avenue, Marshfield, Wisconsin at a time set by the Clerk in accordance with Section 66.0703(7), Wisconsin Statutes.

SECTION 10. The assessment against any parcel may be paid in cash or in annual installments in accordance with the Municipal Code of the City of Marshfield and the City of Marshfield Policy and Procedures Manual.

ADOPTED____________________  ________________________________
                                   Chris L. Meyer, Mayor

APPROVED____________________      __________________________________________
                                     ________________________________
                                      Deb M. Hall, City Clerk
RESOLUTION NO. 2018-06

SPECIAL ASSESSMENT - PRELIMINARY RESOLUTION

Preliminary Resolution in the matter of Improvement Project No.

- 312288 Mill-in-place with ditching 18th Street - Pecan Parkway to Washington Avenue
- 312289 Mill-in-place with ditching 21st Street - Maple Avenue to Vine Avenue
- 312290 Mill-in-place with ditching Auburn Avenue – Blodgett Street to Fillmore Street
- 312291 Mill-in-place with ditching Balboa Avenue - 17th Street to cul-de-sac
- 312292 Mill-in-place with ditching Colonial Street – Adams Avenue to North Hills Avenue
- 312293 Mill-in-place with ditching Palmetto Avenue - Depot Street to Blodgett Street
- 312294 Mill-in-place with ditching Ridge Road - Schmidt Avenue to cul-de-sac
- 312295 Mill-in-place with ditching Wallonnie Drive – Palmetto Avenue to Palmetto Avenue

RESOLVED, by the Common Council of the City of Marshfield, Wisconsin:

SECTION 1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvement:

Pulverizing asphalt pavement, asphalt street paving, ditching/underdrain, asphalt driveway apron paving and culverts of varying sizes.

SECTION 2. The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICT

All property fronting or abutting 18th Street from and including its intersection with Pecan Parkway to and including its intersection with Washington Avenue
All property fronting or abutting 21st Street from and including its intersection with Maple Avenue to and including its intersection with Vine Avenue
All property fronting or abutting Auburn Avenue from and including its intersection with Blodgett Street to and including its intersection with Fillmore Street
All property fronting or abutting Balboa Avenue from and including its intersection with 17th Street to a distance of 900 feet south of the south right of way line of W. 17th Street.
All property fronting or abutting Colonial Street from and including its intersection with Adams Avenue to and including its intersection with North Hills Avenue
All property fronting or abutting Palmetto Avenue from and including its intersection with Depot Street to and including its intersection with Blodgett Street
All property fronting or abutting Ridge Road from and including its intersection with Schmidt Avenue to a distance of 700 feet west of the west right of way line of Schmidt Avenue.
All property fronting or abutting Wallonnie Drive from and including its intersection with Palmetto Avenue to and including its intersection with Palmetto Avenue

SECTION 3. Before the improvements are made, the City Engineer shall cause water and sewer pipes to be laid in the street from the mains to the property lines of each vacant or unserved lot fronting on such street, shall keep an accurate account of the expenses incurred in front of each such lot, and shall report these costs to the City Clerk who shall cause the amount charged to each lot to be entered on the tax roll as a special tax against the lot.

SECTION 4. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.

SECTION 5. The Common Council determines that the improvements constitute an exercise of the police power for health, safety and general welfare of the City and its inhabitants.

SECTION 6. The City Engineer shall prepare a Report, which shall consist of:
   a. Plans and Specifications for the improvements
   b. An estimate of the entire cost of proposed improvements
   c. A schedule of proposed assessments

SECTION 7. When the Report is completed, the City Engineer shall file a copy of the Report with the City Clerk for public inspection.

SECTION 8. Upon receiving such Report, the City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the Report may be inspected, and the time and place of the public hearing on the matters contained in the Preliminary Resolution and the Report. This notice shall be published as a Class 1 notice under Chapter 985 of the Wisconsin Statutes, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.
SECTION 9. The hearing shall be held in the Council Chambers of City Hall Plaza, 630 South Central Avenue, Marshfield, Wisconsin at a time set by the Clerk in accordance with Section 66.0703(7), Wisconsin Statutes.

SECTION 10. The assessment against any parcel may be paid in cash or in annual installments in accordance with the Municipal Code of the City of Marshfield and the City of Marshfield Policy and Procedures Manual.

ADOPTED_____________________       ___________________________________________________

                       Chris L. Meyer, Mayor

APPROVED____________________      _________________________________________________________

                       Deb M. Hall, City Clerk