



CITY OF MARSHFIELD

MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, JANUARY 16, 2017 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

- 1. Call meeting to order – Chairman Buttke
2. Approval of minutes of January 3, 2017 Board of Public Works meeting
3. Citizen Comments
4. Presentation by CR-BPS, Inc. Building Performance Specialists on Asset and Energy Management Programming – Presented by Chad Rykal, CR-BPS, Inc.
5. Consideration of proposal from CR-BPS, Inc. for Asset and Energy Management Programming for the City Garage site – Presented by Dan Knoeck, Director of Public Works
6. Review of parking restrictions on West 13th Street (Central Avenue to Chestnut Avenue) – Presented by Tom Turchi, City Engineer
7. Approval of utility easements for relocation of overhead utility lines related to the Wenzel Family Plaza project – Presented by Dan Knoeck, Director of Public Works
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.
• Possible Development Agreement for Veterans Parkway Estates
9. Reconvene in Open Session
10. Action on matter discussed in closed session, if appropriate
11. Adjournment

Posted this 13th day of January, 2017 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**

**01/16/17**

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of January 3, 2017 Board of Public Works meeting
3. Citizen Comments
4. Presentation by CR-BPS, Inc. Building Performance Specialists on Asset and Energy Management Programming – Presented by Chad Rykal, CR-BPS, Inc.  
This is an informational item only.
5. Consideration of proposal from CR-BPS, Inc. for Asset and Energy Management Programming for the City Garage site – Presented by Dan Knoeck, Director of Public Works  
See attached memo and proposal. **Recommend approval and authorize execution of the same.**
6. Review of parking restrictions on West 13<sup>th</sup> Street (Central Avenue to Chestnut Avenue) – Presented by Tom Turchi, City Engineer  
See attached memo. **Recommend that 'NO PARKING' be posted on the south side of West 13th Street from the West right of way line of Central Avenue to the East right of way line of Chestnut Avenue. I further recommend that the "Administrative Code of Traffic and Parking Regulations" be amended to reflect these changes.**
7. Approval of utility easements for relocation of overhead utility lines related to the Wenzel Family Plaza project – Presented by Dan Knoeck, Director of Public Works  
See attached memo and map. **Recommend approval and authorize execution of the same.**
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.
  - Possible Development Agreement for Veterans Parkway Estates
9. Reconvene in Open Session
10. Action on matter discussed in closed session, if appropriate
11. Adjournment

**BOARD OF PUBLIC WORKS MINUTES**  
**OF JANUARY 3, 2017**

Meeting called to order by Chairman Buttke 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:** Alderpersons Witzel, Feddick & Hendler; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; City Clerk Hall; Street Superintendent Winch; Parks, Recreation & Forestry Director Casperson; the media; and others.

**PW17-01** Motion by Feirer, second by Wagner to recommend approval of the minutes of the December 19, 2016 Board of Public Works meeting.

**Motion Carried**

**Citizen Comments:** None

**PW17-02** Motion by Feirer, second by Earll to recommend approval of the purchase of the Brine Boss/Blend Boss from Force America (Varitech Industries) of Alexandria, MN at a cost of \$82,000 and authorize execution of a purchase agreement.

**Motion Carried**

**PW17-03** Motion by Wagner, second by Jockheck to recommend approval of the plans for Zoo Maintenance Building and authorize staff to solicit bids.

**Motion Carried**

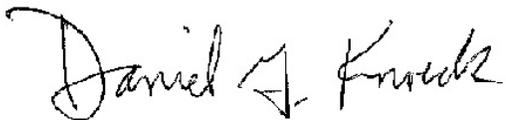
**PW17-04** Motion by Feirer, second by Wagner to recommend approval of revisions to Policy 5.051 Banner Policy and Decorations on Historic Light Poles as presented. (Note – this will eliminate the placement of large banners on the pedestrian bridge over Veterans Parkway and on the Peach Avenue Underpass.)

**Motion Carried**

**Recommended items for future agendas:** Alderman Wagner would like a discussion on parking enforcement.

Motion by Wagner, second by Earll that the meeting be adjourned at 5:39 PM.

**Motion Carried**



Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS



City of  
Marshfield  
Memorandum

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January 11, 2017

TO: Board of Public Works  
FROM: Dan Knoeck, Director of Public Works  
SUBJECT: Asset and Energy Management Assessment for City Garage Campus

**BACKGROUND**

One of the goals identified in the Common Councils recent strategic planning discussion is to evaluate existing city owned buildings to help determine when new facilities are warranted. This may involve space needs assessments as well as building condition assessments. Historically, building condition assessments have focused on major structural and mechanical systems as opposed to detailed building components. Energy Audits have also been done to help identify energy efficiency improvements. A newer approach, known as a Whole Systems Thinking approach is to inventory all building assets, establish life cycles and replacement costs to track the condition and efficiency of all building elements long term. This allows for data driven decision making to establish long term capital improvement planning as well as timing for building replacement.

**ANALYSIS**

Representatives from CR-BPS Inc, Building Performance Specialists will be presenting information at the January 16, 2017 meeting to describe their process for Asset and Energy Management Programming. Staff believes that their data driven approach aligns well with the Council goal mentioned above. We believe that this would greatly enhance our ability to develop long term capital plans and establish priorities among city owned facilities. Attached is their proposal to perform their services for the City Garage campus and related structures. Staff is suggesting that we look at these buildings first because these are some of the City's oldest buildings and this assessment will aid in the on-going discussion about whether the City Garage should be relocated to a new site.

The funding for this assessment would be from the Internal Service Fund, Building and Shop Operations budget.

**RECOMMENDATION**

Approve the proposal from CR-BPS, Inc. for an Asset and Energy Management Assessment Program for the City Garage Campus and authorize execution of an agreement.



January 4, 2017

RE: City of Marshfield, WI  
Asset and Energy Management Program  
Garage Site

Dan Knoeck,  
Director of Public Works  
City of Marshfield  
P.O. Box 727  
Marshfield, WI 54449

Dear Mr. Knoeck,

CR-Building Performance Specialists, Inc. (CR-BPS) greatly appreciates the opportunity to provide professional architecture and engineering services for the City of Marshfield, WI to implement an Asset and Energy Management Program (AEMP). We understand that the City would like to include seven facilities in this AEMP program. It is our goal to provide you with an AEMP that supports your organization's facility investment, energy efficiency, and capital planning strategies long term. The proposed scope of services and respective fee to complete this work is outlined within this letter.

#### PROJECT UNDERSTANDING

The City of Marshfield would like to include the following seven facilities in the AEMP: Main Building, Older Vehicle Storage, Salt Shed, Heated Vehicle Storage, Christmas Storage, Salt Storage, and Sign Shop with Storage. The Main Building, Older Vehicle Storage, Salt Shed, Heated Vehicle Storage, and Christmas Storage are located on the south side of Veterans Parkway, north side of West Second Street, and west side of West First Street at 407 – 515 West Second Street, Marshfield, WI 54449. The Salt Storage is located at 101 South Oak Street and the Sign Shop with Storage is located at 1819 East 24<sup>th</sup> Street in Marshfield, WI 54449.

We understand that the Main Building is approximately 25,426 SF containing a first level with a mezzanine and is 50 – 60 years old (est.). The Older Vehicle Storage Building is approximately 7,200 SF; and is a single-story building; the age of the building is unknown. The Salt Shed is approximately 3,000 SF; it is a single-story building; and the age of the building is unknown. The Heated Vehicle Storage Building is approximately 10,400 SF; it is a single-story building; and was built in 2014 (est.). The Christmas Storage Building is approximately 1,200 SF; it is a single-story building; and the age of the building is unknown. The Salt Storage is approximately 8,160 SF; it is a single-story building, and was built in 2000 with an addition in 2012. The Sign Shop with Storage is approximately 11,500 SF; it is a single-story building; and was built in 1948.

It is our understanding that the City would like to establish this AEMP as a long-term assessment and capital planning process to inform critical decision-making regarding improvement projects. The goal of this AEMP is to prevent premature deterioration, plan and fund timely system renewal projects, maintain efficient operating practices, promote energy efficiency, reduce deferred maintenance costs, and provide dynamic/ on-going reporting capabilities that reports on multiple levels: conditions (FCI), energy (EUI), life cycle analysis, space needs, investment opportunity (ROI), health and safety, regulatory review (ADA) and other key performance metrics deemed important to the City.

## SUMMARY OF ASSETS

The following is a list of assets to be included in the AEMP:

1. Main Building	25,426 SF (est.)
2. Older Vehicle Storage	7,200 SF (est.)
3. Salt Shed	3,000 SF (est.)
4. Heated Vehicle Storage	10,400 SF (est.)
5. Christmas Storage	1,200 SF (est.)
6. Salt Storage	8,160 SF (est.)
7. <u>Sign Shop with Storage</u>	<u>11,500 SF (est.)</u>
<b>TOTAL</b>	<b>66,886 SF (EST.)</b>

## SCOPE OF SERVICES

### Task 1 – Coordinate and Collect (Project Kick-Off Meeting)

CR-BPS will collect and review all available background information including, but not limited to: drawings, utility data (3 years preferred), past studies, building history, maintenance and operation manuals, etc.

The Client and CR-BPS will conduct Project Kick-Off meeting. The goal of this meeting is to:

- Review the City’s Asset List – confirm all assets, square footages, names, etc.
- Review background info
- Present and review schedule
- Customize VFA facility data entry standards and protocols to align with City’s standards
- Identify energy/carbon (sustainability) goals
- Identify other organizational goals

### Task 2 – On-site Assessments

CR-BPS’s Facility and Energy Assessors will conduct an on-site, physical inspection of each asset. CR-BPS shall be escorted by a City Facilities Team representative - preferably the building manager or operations/maintenance supervisor - for building access and interviews.

### Task 3 – Data Entry

CR-BPS will enter all facility and energy data into the AEMP software tool.

For this project, the City will use CR-BPS’s in-house AEMP software tool (VFA license). If the City prefers to purchase their own license, CR-BPS will facilitate negotiations and purchase agreements as needed.

Note: CR-BPS does not benefit financially from the City’s purchase of VFA.

### Task 4 – Verify and Review

CR-BPS to meet with the City to review all information, and verify that all data is correct and accurately represented. CR-BPS will seek City approval of this data before moving forward.

### Task 5 – Analyze the Data (Brainstorming - IDEAS Sessions)

We have the data – now what?

CR-BPS staff will meet with the City to evaluate and analyze all data collected for each asset. A **Whole-Systems Thinking** approach (including life-cycle analysis) will be used to assure all facility improvement considerations reach maximum benefits. IDEAS Sessions are valuable in determining the most viable course of action for building improvements including, but not limited to:

- Review the existing condition and energy use of each asset
- Discuss priority deficiencies and strategies to improve/ fix
- Evaluate funding scenarios based upon improvement strategies
- Identify energy savings opportunities
- Identify carbon reduction opportunities
- Establish defensible capital plans and budgets (Example: 20 yr. CIP)
- Identify special project considerations
- Identify investment opportunities

### Task 6 – Fully Populated Asset Management Program – Final Deliverable

Due to the dynamic nature of this AEMP process, we anticipate customizing final deliverables to the Client’s needs. As we work through this process, we will uncover what deliverables will best serve the Client in the short and long term. Thus, minimum deliverables are listed below, and may be changed based on mutual consent.

Final Deliverable:

1. Fully populated AEMP tool for each asset
2. Executive Summary Report including:
  - a. Asset Information
  - b. System Information
  - c. Requirement Information
  - d. Funding Needs Information (5/10/20+ yr Capital Plan)
  - e. Energy Information
  - f. Special Project Considerations
3. Final Presentation of all findings and strategies

### SCHEDULE

Exact dates TBD based on Client and CR-BPS availability. All dates subject to change based on mutual consent.

Notice to Proceed	January 2017
Kick Off Meeting + On-Site Assessment	February 2017
Review Session + IDEAS Session	March 2017
Final Deliverable/Final Presentation	April 2017

## COMPENSATION

Compensation for the scope of work outlined in this proposal shall be on a lump sum basis that includes all reimbursable expenses, to be billed monthly. Our total estimated fee for the identified Scope of Services is: **\$24,150.00**

<b>PROFESSIONAL SERVICE</b>	<b>FEE</b>
<b>City of Marshfield AEMP</b>	<b>\$22,650.00</b>
Facilities (7) – Tasks 1-6 66,886 SF (est)	
<b>REIMBURSABLE EXPENSES</b>	<b>FEE</b>
Travel, Reproductions	<b>\$1,500.00</b>
<b>TOTAL FEE</b> Lump Sum Basis	<b>\$24,150.00</b>

## ADDITIONAL SERVICES

Additional services are available and may be addressed and negotiated in a separate proposal.

CR-BPS is available to provide on-going services and support for the Client long-term. Examples of these services are as follows:

- On-Going AEMP support
- Presentations outside of final deliverable (Board Meetings, Committee Meetings, Council Meetings, Public/ Staff Meetings, etc.)
- Adding additional buildings to the AEMP database (VFA Tool)
- Assist in development of Scope of Work requirements/ Basis of Design/ Design Guidelines for future projects
- RFP generation support (using AEMP data and performance targets in the RFP that outline detailed/ specific expectations that guide proposal responses)
- Cost estimating
- Forensic evaluations and testing – Thermography, Blower Door, Air Tightness, etc.
- Work with other A/E firms on Client’s behalf
- Work with other discipline firms on Client’s behalf
- Additional training on the AEMP software tool
- Tracking additional sustainability and key indicator metrics (water, waste, etc.)
- Monitor and Verification of energy performance projects
- Funding documentation (example: grants, low-interest loans, rebates, etc.)
- Presentation assistance (example: Council meetings, Committee meetings, Public meetings, etc.)
- Energy Audits (ASHRAE Level 2 and 3)
- Energy Modeling
- Long Term Reporting

- Pre-Design Services
- Master Planning Services
- Other services as determined by mutual consent

We appreciate the opportunity to present this proposal letter to provide Asset and Energy Management Services. We look forward to working with you on this project. If you have questions, require clarification or need additional information, please contact me at the information provided below.

Respectfully Submitted,



Chad Rykal, Account Manager of Facility and Energy Services  
CR-BUILDING PERFORMANCE SPECIALISTS, INC.  
P: 715-894-7121            E: crykal@cr-bps.com

Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 2017

By: Dan Knoeck, City of Marshfield, Wisconsin

\_\_\_\_\_ Title: \_\_\_\_\_  
Authorized Signature



City of  
Marshfield  
**Memorandum**

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**TO: Board of Public Works**  
**FROM: Thomas R. Turchi**  
**DATE: December 12, 2017**  
**RE: Review of Parking Restrictions West 13<sup>th</sup> Street**

**Background**

I received a request from the Street Division to review parking on West 13<sup>th</sup> Street between Central Avenue and Chestnut Avenue.

**Analysis**

The concern that has been brought forth occurs when there are cars parking on both sides of W 13<sup>th</sup> Street during snow removal operations. A single axle truck with a plow cannot navigate the remaining width. The right of way width is 40 feet wide which is much narrower than the typical 60 foot right of way. This narrow right of way required a narrowing of the roadway to 28 feet to accommodate the construction within this narrow right of way.

In reviewing of the site there are larger driveway openings on the south side of W 13<sup>th</sup> Street. This ultimately will maintain the most parking for customers of the adjoining businesses.

**Recommendation**

I recommend that 'NO PARKING' be posted on the south side of West 13th Street from the West right of way line of Central Avenue to the East right of way line of Chestnut Avenue. I further recommend that the "Administrative Code to Traffic and Parking" be amended to reflect these changes.

Concurrence

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Dan Knoeck  
Director of Public Works





City of  
Marshfield  
Memorandum

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January 11, 2017

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Approval of Easements for Relocation of Overhead Utilities Through the Wenzel Family Plaza Site

**BACKGROUND**

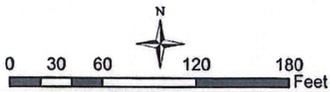
Staff is working through the design process for the Wenzel Family Plaza project. The scope of work includes relocation of overhead utilities that run east/west through the site. Marshfield Utilities has designed a relocation plan that will require easements on City owned property, including the Weinbrenner Shoe Factory Site, the City Garage Site and one other small city owned parcel.

**ANALYSIS**

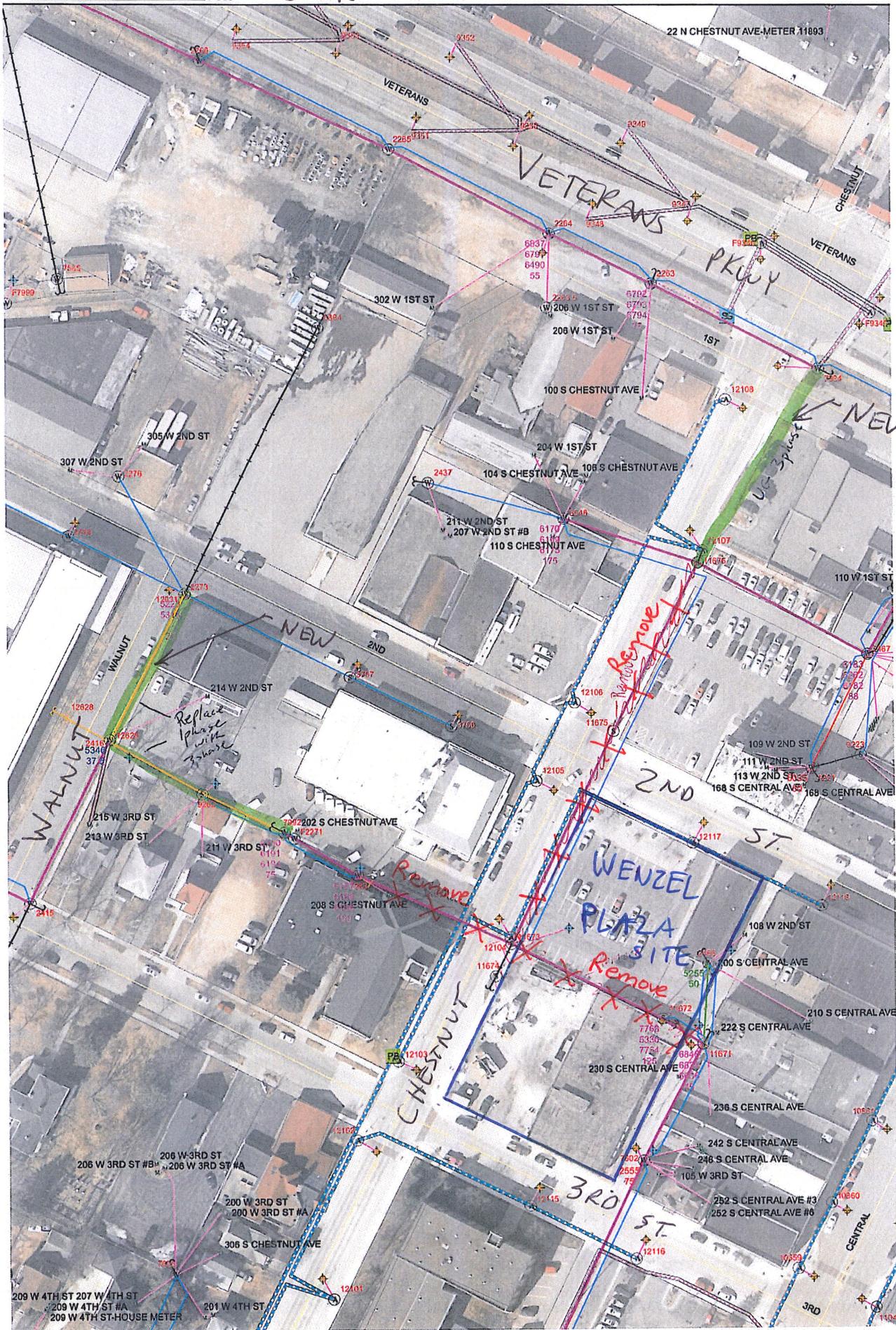
A map of the proposed relocation is attached, as well as a sample of the easement document. Relocation of the overhead lines is a critical component of the plaza development so the easements are necessary.

**RECOMMENDATION**

Approve the easements and authorize execution.



# OVER HEAD UTILITY RELOCATION



Document #	<b>GRANT OF ACCESS AND UTILITY EASEMENT</b>
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This Access and Utility Easement (“Easement”) is made by the City of Marshfield (“Grantor”) and the City of Marshfield, acting by and through Marshfield Utilities, a municipal electric, water, and communications utility organized and managed pursuant to Chapter 66, Wis. Stats. (“Grantee”).

Grantor owns the real estate (the "Grantor's Parcel") as described in Exhibit A.

Grantor desires to grant an easement benefiting Grantee for the purposes of allowing the placement of certain utility facilities upon and the non-exclusive access to that portion of the Grantor's Parcel referred to as the Easement Area in Exhibit A.

This space reserved for recording data.

Return to:  
Marshfield Utilities  
PO Box 670  
Marshfield, WI 54449

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor and Grantee agree:

Parcel ID #:
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1. Grant of Easement and Access. Grantor hereby grants to Grantee and Grantee’s successors and assigns a perpetual, non-exclusive utility easement and right-of-way along with the right of access in, on, under, and upon the Easement Area for the purposes of placing, constructing, maintaining, operating, replacing, and repairing electric, and communications transmission lines, fiber optic lines, wires, cables and associated structures and appurtenances ("Facilities").
  
2. Terms and Conditions. These easements are made upon the conditions and limitations set forth below:
  - a. Grantee has the right to cut down and remove or trim all bushes, trees and overhanging branches now or hereafter existing within the Easement Area and trim or cut down and remove such trees and branches now or hereafter existing on the premises of the Grantor located outside the Easement Area which might interfere with or endanger Grantee’s Facilities in any manner.
  - b. Grantee and its employees, contractors, invitees, and agents shall have the right to enter upon Grantor's premises adjacent to the Easement Area, as necessary for the purpose of patrolling Grantee’s Facilities and exercising the rights herein acquired.
  - c. Grantee and Grantor agree to use the Easement Area in accordance with all applicable laws, ordinances, rules, regulations, and requirements of all federal, state, and municipal governments.
  - d. Grantor, for itself, its successors and assigns, agrees that within the limits of the Easement Area it will not construct improvements of any kind, store any goods or products, plant trees or other vegetation that restricts use of the easement area, change the grade, or otherwise obstruct or disturb the Easement Area or Grantee's full use of it, without first securing Grantee's prior written consent.
  - e. Grantor, for itself, its successors and assigns, agrees to maintain an accurate description and location identification of all Facilities that the Grantor, its successors and assigns, has placed or places underground within the Easement Area, and agrees, upon request of Grantee, to provide such description to Grantee and to physically mark the location of such Facilities prior to Grantee commencing any excavation activities within the Easement Area.

3. Restoration/Repair. Subject to the terms of this paragraph, Grantee agrees to restore or cause to have restored the Easement Area and any section of Grantor's land adjacent to the Easement Area that is disturbed as a result of Grantee's entry into the Easement Area, as nearly as is reasonably possible, to the conditions existing prior to such entry. Grantee agrees to pay for all damages to Grantor's Parcel caused by Grantee in exercising the rights acquired herein. Grantee's obligation shall not include restoration or repair of trees or other vegetation growing within the Easement Area, branches of trees growing outside the Easement Area that are encroaching on the Easement Area, unidentified or un-located buried Facilities, or removal of obstructions as required for use of this Easement.
4. No Implied Waiver. It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.
5. Assignment. All rights of Grantee under this Easement shall be freely assignable by Grantee, in whole or in part, from time to time and to one or more assignees.
6. Miscellaneous. This Easement shall run with the land, and shall bind and inure to the benefit of Grantor and Grantee, and their respective heirs, representatives, licensees, successors and assigns.

We hereby certify that we are the owners of, or have some right, title, or have some interest in or to the real property included in this document and that we are the only persons whose consent is necessary to pass clear title to said property.

This Easement is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**GRANTOR:**

**GRANTOR:**

\_\_\_\_\_  
Chris Meyer - Mayor

\_\_\_\_\_  
Deb Hall - City Clerk

**STATE OF WISCONSIN**

}ss.

**COUNTY OF WOOD**

Personally came before me, this \_\_\_\_\_ day of \_\_\_\_\_ 2016, the above-named, City of Marshfield known to me or proved to me to be the person(s) who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
  
Notary Public, State of Wisconsin  
Commission Expires \_\_\_\_\_