



CITY OF MARSHFIELD

MEETING NOTICE

**AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, JANUARY 3, 2017 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA**

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of December 19, 2016 Board of Public Works meeting
3. Citizen Comments
4. Award quotation for brine making equipment for the Street Division – Presented by Mike Winch, Street Superintendent
5. Approval of plans for Zoo Maintenance Building and authorization to seek bids – Presented by Justin Casperson, Parks, Recreation and Forestry Director
6. Approval of revisions to Policy 5.051 Banner Policy and Decorations on Historic Light Poles – Presented by Dan Knoeck, Director of Public Works
7. Recommended items for future agendas
8. Adjournment

Posted this 30th day of December, 2016 at 4:00 PM by Daniel G. Knoeck, Director of Public Works

NOTE

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Mary Anderson, Public Works Department at 630 South Central Avenue or by calling (715) 387-8424

BOARD OF PUBLIC WORKS BACKGROUND

01/03/17

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of December 19, 2016 Board of Public Works meeting
3. Citizen Comments
4. Award quotation for brine making equipment for the Street Division – Presented by Mike Winch, Street Superintendent
See attached memo and quotation summary. **Recommend 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.**
5. Approval of plans for Zoo Maintenance Building and authorization to seek bids – Presented by Justin Casperson, Parks, Recreation and Forestry Director
See attached memo and building plans. **Recommend approval and authorize soliciting bids.**
6. Approval of revisions to Policy 5.051 Banner Policy and Decorations on Historic Light Poles – Presented by Dan Knoeck, Director of Public Works
See attached memo and policy revision. **Recommend approval.**
7. Recommended items for future agendas
8. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF DECEMBER 19, 2016

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: Alderman Witzel; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; the media; and others.

PW16-140 Motion by Jockheck, second by Feirer to recommend approval of the minutes of the December 5, 2016 Board of Public Works meeting.

Motion Carried

Citizen Comments: None

PW16-141 Motion by Feirer, second by Wagner to recommend approval of the low quotation submitted by Paul Bugar Trucking of Loyal, WI of \$2.83 per ton for the crushing and stockpiling of the asphalt and concrete salvage from the 2016 construction season and authorize execution of a contract.

Motion Carried

PW16-142 Motion by Wagner, second by Earll to recommend approval of the final assessments for the 2016 Asphalt Paving Program as presented.

Motion Carried

Director of Public Works Knoeck presented possible revisions to Policy 5.051 – Banner Policy and Decorations on Historic Light Poles. The Convention and Visitors Bureau has given notice that as of January 1, 2017, they will no longer administer the overpass banner program. Staff has suggested that the program be discontinued and the Board concurred. This was a discussion item only. A policy revision will be brought back to the Board in January.

Director of Public Works Knoeck presented an update on Veterans Parkway Estates private development. The property has recently changed hands and the new developer would like to modify the development plan to move away from the condo concept to a traditional lot development. A key component of this new plan is that the streets and infrastructure become publicly owned rather than private. This was a discussion item only.

PW16-143 Motion by Jockheck, second by Feirer to recommend ‘No Parking from 5 AM to 4 PM, Monday through Friday’ be posted on the north side of West 3rd Street from 45 feet east of the east right of way line of Spruce Avenue to 212 feet east of the east right of way line of Spruce Avenue and that the Administrative Code of Traffic and Parking Regulations be amended to reflect these changes.

Motion Carried

PW16-144 Motion by Jockheck, second by Earl to recommend approval of the Request for Proposals for real estate acquisition services for East 29th Street – Washington to Hume and direct staff to solicit proposals.

Motion Carried

PW16-145 Motion by Earl, second by Wagner to recommend that the first Board of Public Works meeting in January, 2017 be held on Tuesday, January 3, 2017 at 5:30 PM and the second Board of Public Works meeting in January, 2017 be held on Monday, January 16, 2017 at 5:30 PM.

Motion Carried

Recommended items for future agendas: Alderman Wagner asked when recommendations from the Downtown Parking Study Committee would be coming back to the Board and whether that will include a discussion on enforcement.

There be no further business for the Board, Chairman Buttke adjourned the meeting at 6:03 PM.

A handwritten signature in black ink that reads "Daniel G. Knoeck". The signature is written in a cursive style with a large initial 'D' and a stylized 'K'.

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
R.E.: Brine Maker/Blending System
Date: December 29, 2016

Background:

In the 2017 Machinery and Equipment budget our priority #1 is the purchase of a Brine Maker/Blending System. Currently in the Street Division pre-treatment of salt and anti-icing program we purchase salt brine from Wood County. We will be able to reduce the cost considerably with our own brine maker and readily have salt brine available as needed. Also, with a state-of-the-art brine maker and blending system the Street Division will have a more accurate blend of products which is very important when dealing with winter weather.

Analysis:

After researching this type of specialized equipment the Street Division asked for quotes to purchase a Brine Maker/Blending system from two (2) separate vendors. Both vendors have excellent references in working with this type of equipment and the results are as follows:

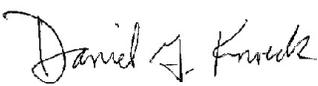
Force America DBA Varitech Industries Alexandria MN 56308	Brine Boss/Blending Boss \$82,000
Monroe Truck Equipment 1601 E 29 th St Marshfield WI 54449	Accubrine/Accublend \$103,619

Recommendation:

My recommendation is to purchase the Brine Boss/Blend Boss from Force America (Varitech Industries) for the amount of \$82,000 which includes installation.

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

Concurrences

cc: 

Dan Knoeck, Director of Public Works



Steve Barg, City Administrator



3000 Gal
ADDITIVE
TANK

Sii

Sii

109

EAST
RISEN
OFFICE

WEST
RISEN
TRUCK

Control panel with screen and buttons



City of Marshfield Memorandum

DATE: January 3, 2017
TO: Board of Public Works
FROM: Justin Casperson, Parks and Recreation Director
RE: Wildwood Zoo Maintenance Building (Project #PR-L-2824)

Summary:

The purpose of my memo is to seek approval to solicit bidders for the construction of the Wildwood Zoo Maintenance Building.

The Wildwood Zoo Maintenance Building entails the construction of a new building, just west of the Ludwig building. The building will house vehicles, equipment, materials, a kitchen, offices, a workshop, master gardener space, animal containment and additional storage space.

To improve proficiency we are streamlining our operations from four separate locations into one location. The building will remove maintenance equipment out of animal containment areas and move supplies stored outside to inside. Also, the building will free up space in the Cougar exhibit to construct ADA-accessible restrooms and open up space for the Zoological Society and Rotary Winter Wonderland groups.

The maintenance building is identified in the 1990 Zoo Master Plan, the 2006 Comprehensive Outdoor Recreation Plan and most recently in the 2014 Comprehensive Outdoor Recreation Plan. The project was approved in the 2016 budget. The majority of 2016 was dedicated to building and site design and getting a new certified survey map.

Recommendation:

To grant approval for the Parks and Recreation Department to solicit bids for the construction of the Wildwood Zoo Maintenance Building, subject to Plan Commission approval on January 17, 2017.

Attachment(s):

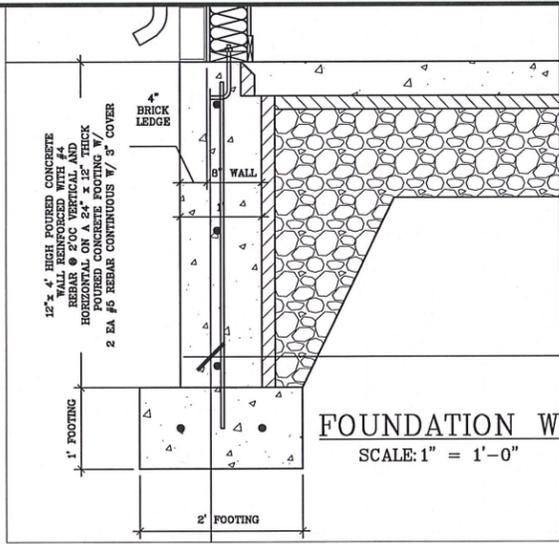
Wildwood Zoo Maintenance Building plans.

Concurrence:

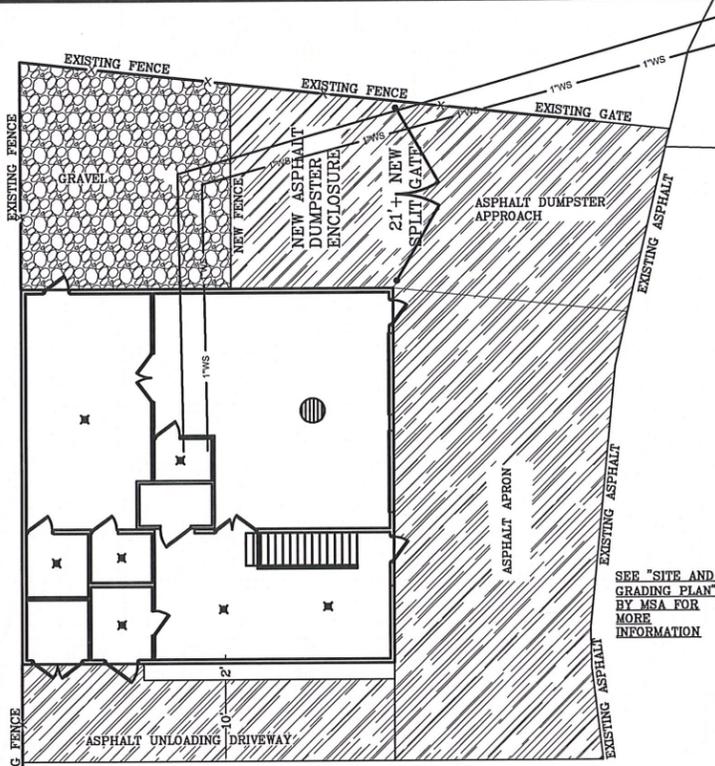
Daniel G. Knoeck
Director of Public Works

Concurrence:

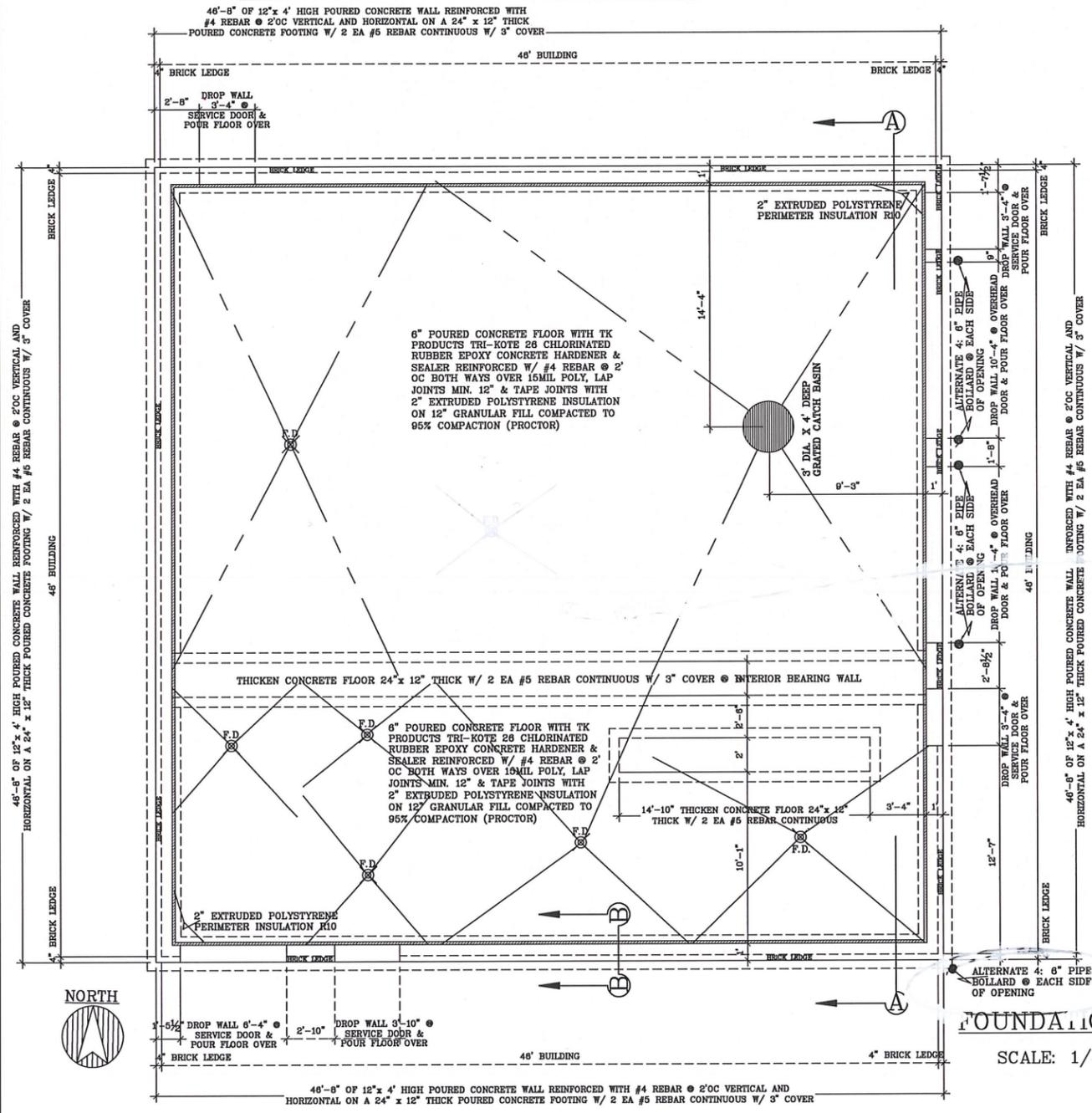
Steve Barg
City Administrator



FOUNDATION WALL DETAIL B-B
SCALE: 1" = 1'-0"



ASPHALT SIDEWALK, APRON &
DUMPSTER ENCLOSURE PLAN
ACREAGE SITE SCALE: 1" = 10'



FOUNDATION PLAN
SCALE: 1/4" = 1'-0"

CONSTRUCTION NOTES

OCCUPANCY: BUSINESS GROUP B- CONDITIONED SPACE
 TYPE VB COMBUSTIBLE UNPROTECTED CLASS OF CONSTRUCTION
 BUILDING IS 2,116 SF TWO STORY HEATED UNSPRINKLERED
 WOOD STUD FRAME BUILDING.
 ENDWALL AREA 892 SF X 46' LONG = 41,032 Cu.Ft.

DESIGN LOADS

SNOW LOAD	GROUND SNOW LOAD (Pg) =	50 PSF
	SNOW EXPOSURE FACTOR (Ce) =	1.0
	SNOW LOAD IMPORTANCE FACTOR (Is0) =	1.0
	ROOF THERMAL FACTOR (Ct) =	1.1
ROOF TRUSS DESIGN	FLAT ROOF SNOW LOAD =	38.5 PSF
	SLOPED ROOF / FLAT ROOF FACTOR (Ps) =	1
	BALANCED SNOW LOAD =	38.5 PSF
	UNBALANCED SNOW LOAD =	11.55 = .3 * Ps
WIND LOAD	TOP CHORD LIVE LOAD =	38.5 PSF
	TOP CHORD DEAD LOAD =	10 PSF
	BOTTOM CHORD DEAD LOAD =	10 PSF
SEISMIC LOAD	90 MPH WIND, WIND EXPOSURE =	C
	WIND IMPORTANCE FACTOR (I) =	1.0
	BUILDING ENCLOSURE TYPE =	ENCLOSED
	INTERNAL PRESSURE COEFFICIENT =	±.018
FLOOR TRUSS LOAD	COMPONENT & CLADDING DESIGN PRESSURE =	+19.2, -20.8 PSF
	SEISMIC IMPORTANCE FACTOR (I _e) =	1
	SITE CLASS =	D
CONCRETE REQUIREMENTS	SEISMIC DESIGN CATEGORY =	A
	SPECTRAL RESPONSE COEFFICIENTS: S _{ds} =	0.2%
	S _{d1} =	0.8%
CONCRETE MASONRY	TOP CHORD LIVE LOAD =	50 PSF
	TOP CHORD DEAD LOAD =	10 PSF
	BOTTOM CHORD DEAD LOAD =	5 PSF
STRUCTURAL STEEL	SLAB ON GRADE COMPRESSIVE STRENGTH MINIMUM PSI @ 28 DAYS =	3500 PSI
	FOOTING FOUNDATIONS COMPRESSIVE STRENGTH MINIMUM PSI @ 28 DAYS =	3000 PSI
	WALL COMPRESSIVE STRENGTH MINIMUM PSI @ 28 DAYS =	4000 PSI
	CONCRETE REINFORCING STEEL - Fy (ASTM A615, GRADE 60) =	60000 PSI
SOILS INFORMATION	WF SHAPES - Fy (ASTM A992) =	50000 PSI
	ANGLE, CHANNEL, FLAT SHAPES - Fy (ASTM A36) =	38000 PSI
	STRUCTURAL TUBING - Fy (ASTM A500) =	46000 PSI
SHEET INDEX	STRUCTURAL PIPES - Fy (ASTM A53) =	35000 PSI
	COMPRESSIVE STRENGTH OF CONCRETE MASONRY F _m =	1500 PSI
PAGE	CLASS OF MATERIALS =	4 FIRM
	ALLOWABLE SOIL BEARING PRESSURE =	2000 PSF

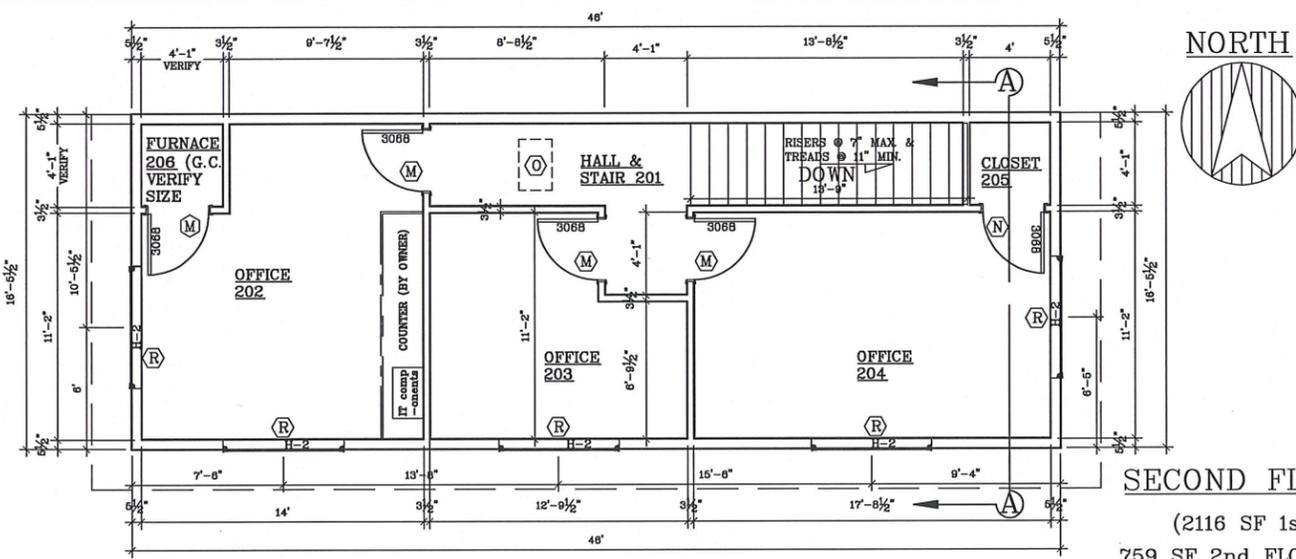
SHEET INDEX

PAGE	CONTENTS
1 of 3	DESIGN LOADS, CONSTRUCTION NOTES, FOUNDATION PLAN, FENCE & DUMPSTER ENCLOSURE PLAN, DETAILS
2 of 3	FLOOR PLANS & SCHEDULES
3 of 3	ELEVATIONS & CROSS SECTION
E1 of 1	ELECTRICAL PLAN
M1 of 1	HVAC PLAN

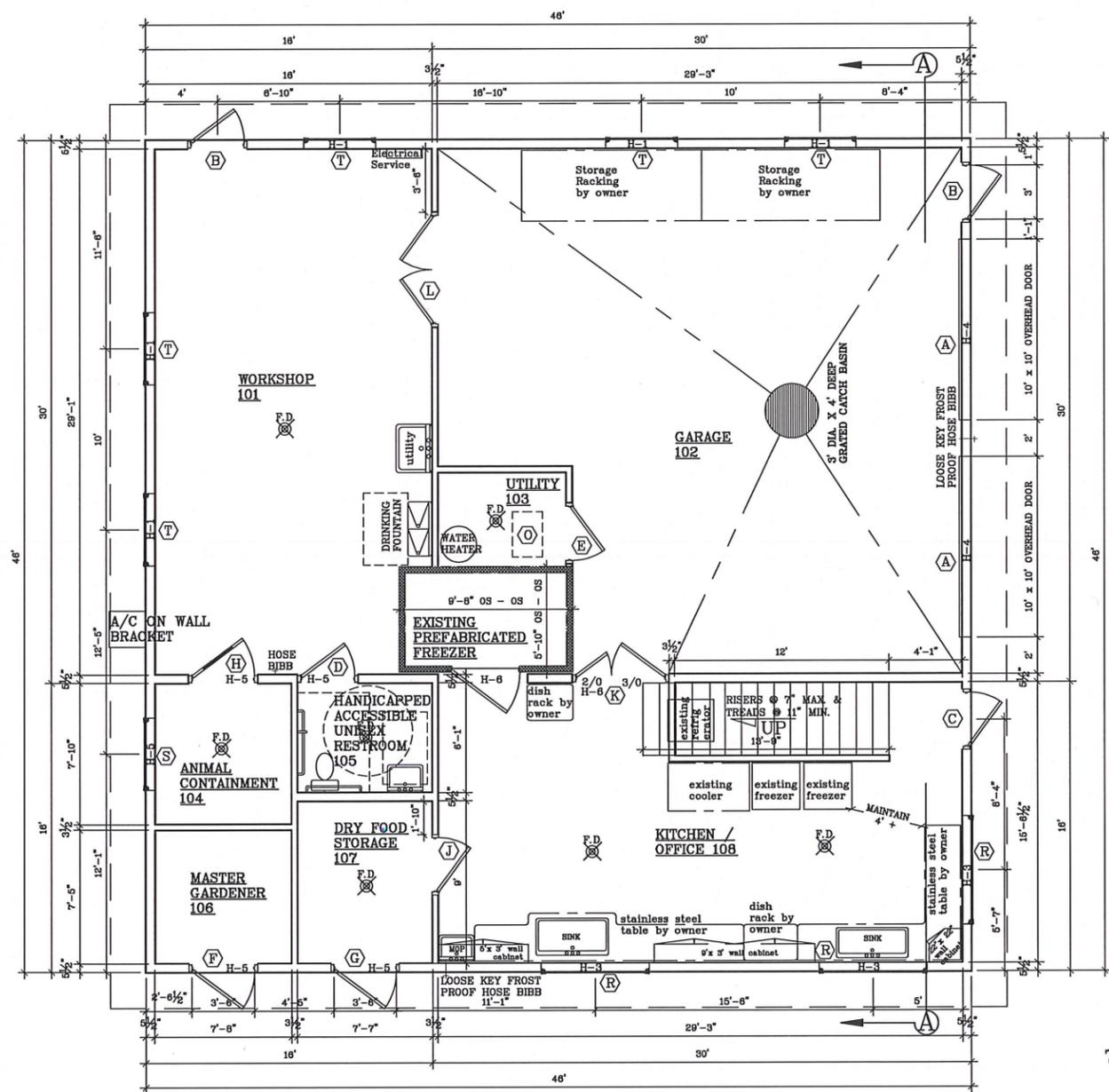
SCALE: Noted
 DATE: 11JAN16
 NAME: BL
 DWG. NO.: 15-234
 CAD FILE: CityMarshfield ZooMaintenance Building&2floorPRELIM 7Jan16
 REVISIONS: 29Feb16 8mar16 18Apr16 3May16 18Jul16 26Aug16

PROPOSED MAINTENANCE BUILDING FOR
 CITY OF MARSHFIELD
 WILDWOOD ZOO
 608 W 17th STREET
 MARSHFIELD WI 54449

BESTIMATE LLC
<http://bestimatellc.com>
 bob@bestimatellc.com
 715-506-0040
 714 E Ninth St
 Marshfield, WI 54449



SECOND FLOOR PLAN
 (2116 SF 1st FLOOR &
 759 SF 2nd FLOOR = 2875 SF)
 SCALE: 1/4"=1'-0"



FIRST FLOOR PLAN
 (2116 SF 1st FLOOR &
 759 SF 2nd FLOOR = 2875 SF)
 SCALE: 1/4"=1'-0"

DOOR & WINDOW SCHEDULE									
MARK	QTY	TYPE	SIZE	DESCRIPTION	FRAME	GLASS	FIRE RATING	HARDWARE PACKAGE- (see specification 8: OPENINGS-Door Hardware)	REMARKS
A	2	OVERHEAD DOOR	10'-0" X 10'-0"	THERMALLY BROKEN 2" STEEL INSULATED PANELS	WOOD FRAME	4 EA 24"x 16"-1" INSUL LITE PER DOOR	NONE		1/2 HP COMMERCIAL DUTY OPERATOR W/ 1 REMOTE & 3 BUTTON INT. WALL SWITCH
B	2	EXIT DOOR & FRAME	3'-0" X 7'-0"	18 G. GALV. STEEL INSULATED SLAB	18G. GALV. WELDED STEEL FRAME	24"x 30"-1" THK INSUL LOW-E LITE	NONE	Hardware Package #1	
C	1	EXIT DOOR & FRAME	3'-0" X 7'-0"	18 G. GALV. STEEL INSULATED SLAB	18 G. GALV. WELDED STEEL FRAME		NONE	Hardware Package #2	
D	1	EXIT DOOR & FRAME	3'-0" X 7'-0"	18 G. GALV. STEEL INSULATED SLAB	18G. GALV. WELDED STEEL FRAME		NONE	Hardware Package #6	PROVIDE "ADA" RESTROOM SIGN MOUNTED PER PLAN
E	1	EXIT DOOR & FRAME	3'-0" X 7'-0"	18 G. GALV. STEEL INSULATED SLAB	18G. GALV. WELDED STEEL FRAME		NONE	Hardware Package #7	
F	1	DOOR & FRAME	3'-6" X 7'-0"	18 G. GALV. STEEL INSULATED SLAB	18G. GALV. WELDED STEEL FRAME		NONE	Hardware Package #3	
G	1	DOOR & FRAME	3'-6" X 7'-0"	18 G. GALV. STEEL INSULATED SLAB	18G. GALV. WELDED STEEL FRAME		NONE	Hardware Package #1	
H	1	DOOR & FRAME	3'-6" X 7'-0"	18 G. GALV. STEEL INSULATED SLAB	18G. GALV. WELDED STEEL FRAME	24"x 30"-1" THK INSUL LOW-E LITE	NONE	Hardware Package #1	
J	1	DOOR & FRAME	3'-6" X 7'-0"	18 G. GALV. STEEL INSULATED SLAB	18G. GALV. WELDED STEEL FRAME		NONE	Hardware Package #7	
K	1	DOUBLE DOOR	5'-0" X 7'-0"	18 G. GALV. STEEL INSULATED SLAB	18G. GALV. WELDED STEEL FRAME		NONE	Hardware Package #4	(1 EA 2'-0" & 1 EA 3'-0" SLAB PER CODE)
L	1	DOUBLE DOOR	5'-0" X 7'-0"	18 G. GALV. STEEL INSULATED SLAB	18G. GALV. WELDED STEEL FRAME		NONE	Hardware Package #5	(2 EA 3'-0" SLAB)
M	4	DOOR & FRAME	3'-0" X 6'-6"	SC OAK FLUSH DOOR SLABS	OAK JAMB & ROUND EDGE CASING & STOP		NONE	Hardware Package #7	
N	1	DOOR & FRAME	3'-0" X 6'-6"	SC OAK FLUSH DOOR SLABS	OAK JAMB & ROUND EDGE CASING & STOP		NONE	Hardware Package #8	
O	2	CEILING ATTIC ACCESS DOOR	1'-6" X 2'-6"	WOOD FRAME INSULATED DOOR-BUILD ON JOB	WOOD FRAME		NONE		SELF CLOSING
R	8	SLIDERY WINDOW	6'-0" X 4'-0"	WEATHERSHIELD VS000 SLIDING WINDOW	VINYL FRAME	INSULATED LOW-E	NONE		WITH 3" SNAP ON CHANNEL FOR OAK JAMB FINISH
S	1	AWNING WINDOW	4'-0" X 2'-0"	WEATHERSHIELD VS000 OPERATING AWNING WINDOW	VINYL FRAME	INSULATED LOW-E	NONE		WITH 4" SNAP ON DRYWALL RETURN FOR JAMB FINISH
T	5	AWNING WINDOW	4'-0" X 2'-0"	WEATHERSHIELD VS000 STATIONARY AWNING WINDOW	VINYL FRAME	INSULATED LOW-E	NONE		WITH 4" SNAP ON DRYWALL RETURN FOR JAMB FINISH

OVERHEAD DOORS ARE TO BE MODEL 3216 MANUFACTURED BY CHI INDUSTRIES, Arthur, IL 61911 ASTM C518 tested R-Value: 17.54 U-Value: .057 OR EQUAL

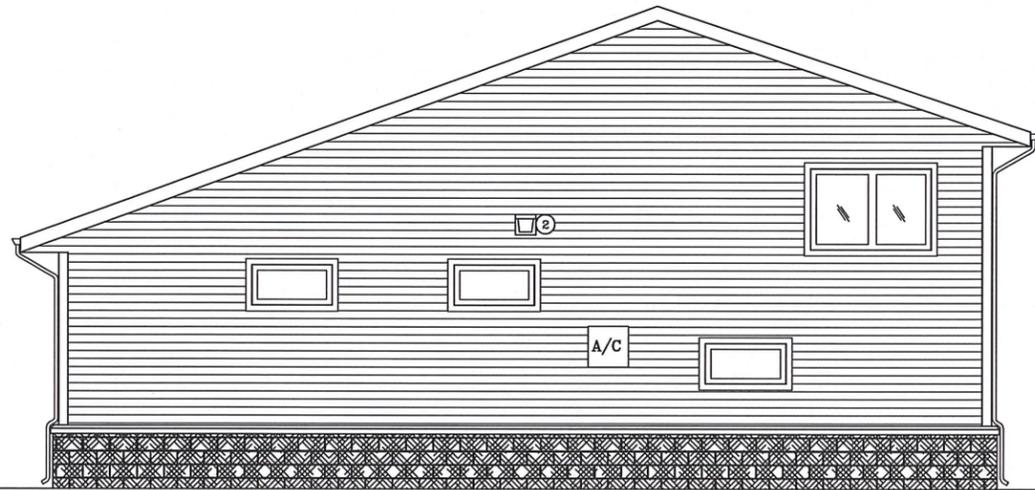
HEADER SCHEDULE	
MARK	DESCRIPTION
H-1	2 PLY 2x8 #2 SPF
H-2	2 PLY 2x10 #2 SPF
H-3	3 PLY 1 1/2 x 6 1/2 #LVL 2.0E
H-4	2 PLY 2x12 #2 SPF
H-5	2 PLY 1 1/2 x 6 1/2 #LVL 2.0E
H-6	3 PLY 1 1/2 x 6 1/2 #LVL 2.0E

ROOM FINISH SCHEDULE								
MARK	DESCRIP TION	FLOOR	BASE	WALL	CEILING	TRIM	CEILING HEIGHT	REMARKS
101	WORKSHOP	SEALED CONCRETE	3/4 x 4" SOLID PLASTIC	29 G WHITE STEEL	29 G WHITE STEEL	WHITE STEEL	12'-0"	
102	GARAGE	SEALED CONCRETE	3/4 x 4" SOLID PLASTIC	29 G WHITE STEEL	29 G WHITE STEEL	WHITE STEEL	12'-0"	
103	UTILITY	SEALED CONCRETE	NONE	1/2" OSB	1/2" OSB	NONE	8'-0"	PAINT 2 COATS SEMI-GLOSS ENAMEL
104	ANIMAL CONTAINMENT	SEALED CONCRETE	3/4 x 4" SOLID PLASTIC	30 SMOOTH POLY LAMINATED TO 1/2" OSB	30 SMOOTH POLY LAMINATED TO 1/2" OSB	MATCHING VINYL	8'-0"	WHITE STAINLESS STEEL TRUSS HEAD SCREW FASTENERS
105	UNISEX RESTROOM	SEALED CONCRETE	3/4 x 4" SOLID PLASTIC	30 SMOOTH POLY LAMINATED TO 1/2" OSB	30 SMOOTH POLY LAMINATED TO 1/2" OSB	MATCHING VINYL	8'-0"	WHITE STAINLESS STEEL TRUSS HEAD SCREW FASTENERS
106	MASTER GARDENER	SEALED CONCRETE	NONE	1/2" OSB	1/2" OSB	NONE	8'-0"	WALL PAINT 2 COATS SEMI-GLOSS ENAMEL
107	DRY FOOD STORAGE	SEALED CONCRETE	3/4 x 4" SOLID PLASTIC	30 SMOOTH POLY LAMINATED TO 1/2" OSB	30 SMOOTH POLY LAMINATED TO 1/2" OSB	MATCHING VINYL	8'-0"	WHITE STAINLESS STEEL TRUSS HEAD SCREW FASTENERS
108	KITCHEN / OFFICE	SEALED CONCRETE	3/4 x 4" SOLID PLASTIC	30 SMOOTH POLY LAMINATED TO 1/2" OSB	30 SMOOTH POLY LAMINATED TO 1/2" OSB	MATCHING VINYL	8'-0"	WHITE STAINLESS STEEL TRUSS HEAD SCREW FASTENERS
201	HALL & STAIR	VINYL COMPOSITION TILE	4" VINYL COVE BASE	1/2" DRYWALL TAPED & ORANGE PEEL TEXTURE	1/2" DRYWALL TAPED & ORANGE PEEL TEXTURE	PAINTED WOOD JAMBS AND CASING	8'-0"	PRIME & PAINT 2 COATS SEMI-GLOSS LATEX ENAMEL
202	OFFICE	VINYL COMPOSITION TILE	4" VINYL COVE BASE	1/2" DRYWALL TAPED & ORANGE PEEL TEXTURE	1/2" DRYWALL TAPED & ORANGE PEEL TEXTURE	PAINTED WOOD JAMBS AND CASING	8'-0"	PRIME & PAINT 2 COATS SEMI-GLOSS LATEX ENAMEL
203	OFFICE	VINYL COMPOSITION TILE	4" VINYL COVE BASE	1/2" DRYWALL TAPED & ORANGE PEEL TEXTURE	1/2" DRYWALL TAPED & ORANGE PEEL TEXTURE	PAINTED WOOD JAMBS AND CASING	8'-0"	PRIME & PAINT 2 COATS SEMI-GLOSS LATEX ENAMEL
204	OFFICE	VINYL COMPOSITION TILE	4" VINYL COVE BASE	1/2" DRYWALL TAPED & ORANGE PEEL TEXTURE	1/2" DRYWALL TAPED & ORANGE PEEL TEXTURE	PAINTED WOOD JAMBS AND CASING	8'-0"	PRIME & PAINT 2 COATS SEMI-GLOSS LATEX ENAMEL
205	CLOSET	VINYL COMPOSITION TILE	4" VINYL COVE BASE	1/2" DRYWALL TAPED & ORANGE PEEL TEXTURE	1/2" DRYWALL TAPED & ORANGE PEEL TEXTURE	PAINTED WOOD JAMBS AND CASING	8'-0"	PRIME & PAINT 2 COATS SEMI-GLOSS LATEX ENAMEL
206	FURNACE	VINYL COMPOSITION TILE	4" VINYL COVE BASE	1/2" DRYWALL TAPED & ORANGE PEEL TEXTURE	1/2" DRYWALL TAPED & ORANGE PEEL TEXTURE	PAINTED WOOD JAMBS AND CASING	8'-0"	PRIME & PAINT 2 COATS SEMI-GLOSS LATEX ENAMEL

SCALE/NOTED
 DATE: 1JAN16
 NAME: BL
 PROJ. NO.: 15-234
 CITY: Marshfield Zoo Maintenance Building 1 & 2nd Floor PRELIM 7jan16
 CAD FILE: 11jan16 18jan16 22jan16 1feb16 29feb16 8mar16 18apr16 3may16 9may16 20jun16 14jul16

PROPOSED MAINTENANCE BUILDING FOR
 CITY OF MARSHFIELD -
 WILDWOOD ZOO
 608 W 17th STREET
 MARSHFIELD WI 54449

BESTIMATE LLC
<http://bestimatellc.com>
 bob@bestimatellc.com
 715-506-0040
 714 E Ninth St
 Marshfield, WI 54449

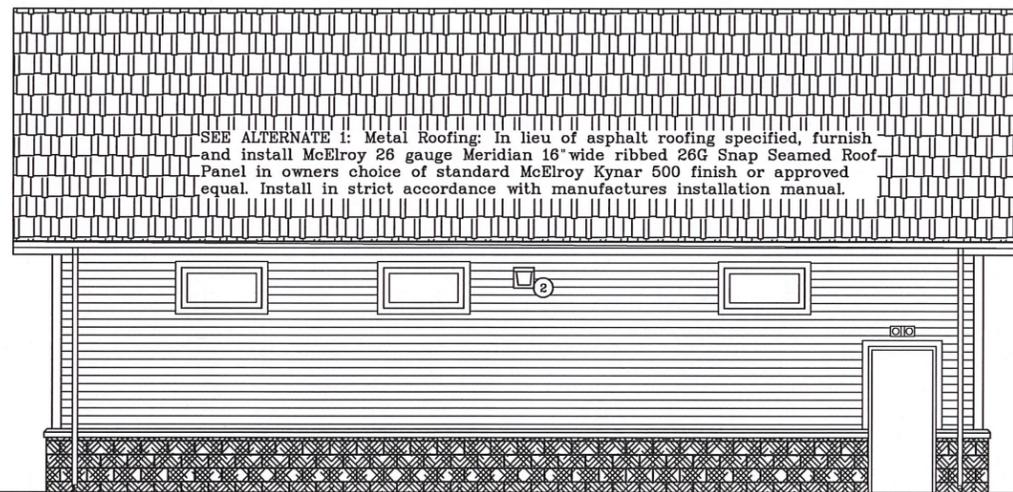


WEST ELEVATION
SCALE: 1/4" = 1'-0"

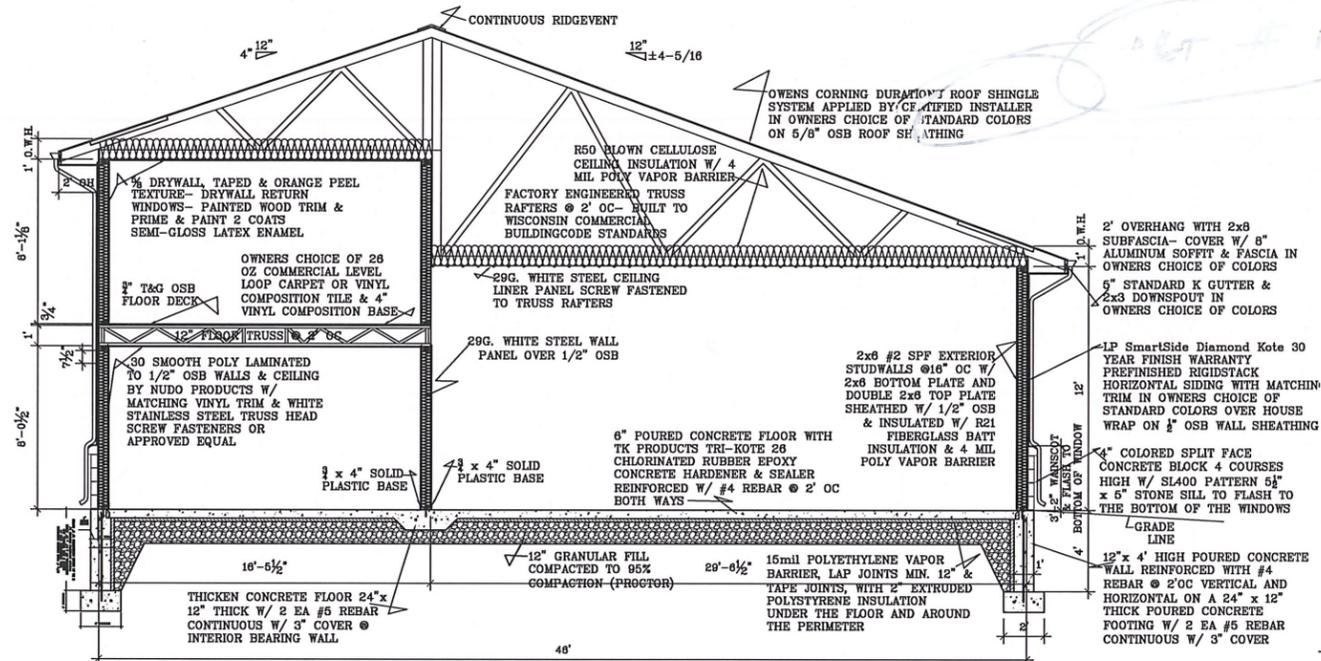


EAST ELEVATION
SCALE: 1/4" = 1'-0"

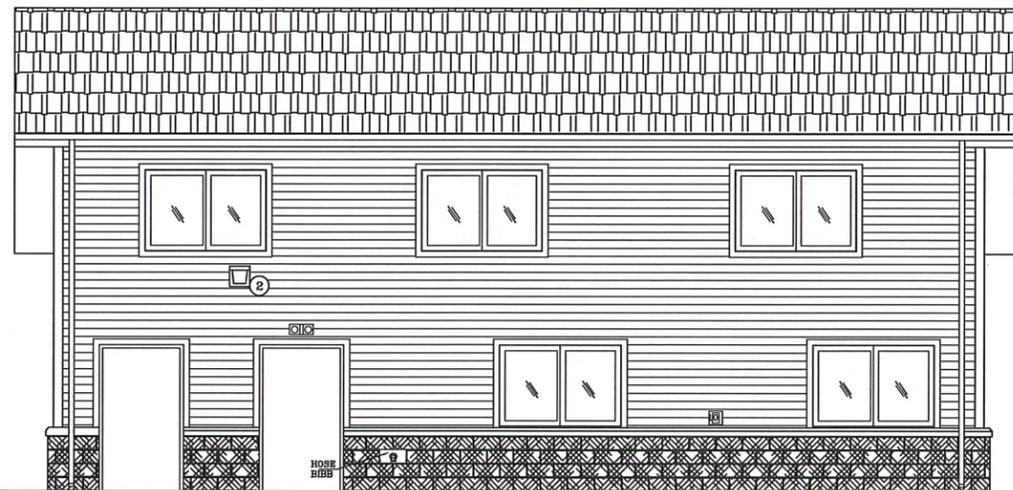
CONSTRUCTION NOTES	
MATERIAL	WILDWOOD PARK PRODUCTS AND COLOR MATCHES
CONCRETE BLOCK	COUNTY CONCRETE SPLIT FACE BLOCK IS "PEBBLE BEACH" #18-002C & MATCHING MORTAR COLOR IS "WESTERN" ULTRALITE
SHINGLE	OWENS CORNING "DURATIONS" ROOF SHINGLE SYSTEM IN OWNERS CHOICE OF STANDARD COLORS. SEE ALTERNATE 2: METAL ROOFING.
SIDING & TRIM	LP SMARTSIDE PREFINISHED DIAMOND KOTE 30 YEAR FINISH WARRANTY RIDGIDSTACK 6" (4-3/4" EXPOSURE) HORIZONTAL LAP SIDING IN OWNERS CHOICE OF STANDARD COLORS.
SOFFIT & FASCIA, GUTTER & DOORS	ROLLEX 16" CENTER VENT ALUMINUM SOFFIT, ROOF EDGE, 8" WOODGRAIN FASCIA AND TRIM SHALL BE PREFINISHED "EVERGREEN", AND COLOR MATCH FOR GUTTER AND DOORS SHALL BE APPROVED BY OWNER.



NORTH ELEVATION
SCALE: 1/4" = 1'-0"



CROSS SECTION A-A
SCALE: 1/4" = 1'-0"



SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

SCALE: NOTED
DATE: 11JAN16
NAME: BL
DWG. NO.: 15-234
CADD FILE: CityMarshfield ZooMaintenance Building1&2floorPRBLM 7Jan16
REVISIONS: 11Jan16 18Jan16 29Feb16 8Mar16 16Apr16 3May16 5Jul16

PROPOSED MAINTENANCE BUILDING FOR

CITY OF MARSHFIELD -
WILDWOOD ZOO
608 W 17th STREET
MARSHFIELD WI 54449

BESTIMATE LLC
http://bestimatellc.com
714 E Ninth St
Marshfield, WI 54449
bob@bestimatellc.com
715-506-0040



City of
Marshfield
Memorandum

December 29, 2016

TO: Board of Public Works
FROM: Dan Knoeck, Director of Public Works
SUBJECT: Revisions to Policy 5.051 Banner Policy & Decorations on Historic Light Poles

BACKGROUND

In 2013, the banner policy was amended to allow the Convention and Visitors Bureau (CVB) to administer the program by accepting and approving applications, collecting fees, and arranging for the installation and removal of large banners over Veterans Parkway and the Peach Avenue underpass. A copy of the current policy is attached. We were recently notified that CVB will no longer be administering the program as of January 1, 2017.

ANALYSIS

Prior to CVB taking over the program in 2013, city staff in the Planning Department and Street Division were handling the banners. The program became an administrative burden and took staff time away from other duties and core responsibilities. Even with the assistance of an outside vendor to install the banners, it was time consuming for staff to coordinate the vendor, banner delivery, banner storage, banner maintenance, etc. The transition to CVB administration of the program seemed to be a logical fit and was a good change for the program. A copy of the staff memo from October of 2012 is attached for additional background.

Staff is recommending that banners spanning over Veterans Parkway and Peach Avenue no longer be allowed. The attached policy revision eliminates the large banner program. Both a redline and a clean version are attached.

RECOMMENDATION

Approve revisions to Policy 5.051 Banner Policy & Decorations on Historic Light Poles.

Concurrence: *Steve Barg*
Steve Barg, City Administrator



**City of
Marshfield**

Memorandum

October 31, 2012

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Revisions to Banner Policy 5.051

BACKGROUND

The current banner policy was adopted after Veterans Parkway was completed to provide guidance on the requirements for banners spanning the public right-of-way and for banners on the decorative light poles. In the original policy, the city maintained tight control over the banner permit process and installation and removal of the banners. More recently, responsibility for street light banners has been delegated to the Convention and Visitors Bureau (CVB) for Veterans Parkway and to Main Street Marshfield for Central Avenue. As allocation of resources has become more challenging, staff is proposing that the large banner program be turned over to CVB for administration.

ANALYSIS

The large banner program has become a popular venue for event organizers to get the word out about their upcoming programs. While this has been positive for the community, it has also taken staff resources away from our core responsibilities. Currently, applications are accepted and reviewed by the Planning Department. Once approved applications are sent to the Street Division for installation. Normally we've used an outside vendor to install the banners, however, in some cases, Street Division staff has maintained and installed the banners. In short, the large banner program has become a burden for both the Planning Department and the Street Division.

The attached draft policy shows the proposed revisions. Several of the revisions are simply housekeeping. The most significant change is in Section 2,2 where CVB is given the responsibility of administering the large banner program. Section 3,2 also clarifies that CVB has taken responsibility for the Veterans Parkway light pole banners and Main Street has done the same for Central Avenue. I did present the revised banner policy to the CVB Board on Wednesday, October 31 and they are willing to take on the large banner program.

RECOMMENDATION

I recommend approval of the revisions to Policy 5.051 banner Policy and Decorations on Historic Light Poles with an effective date of January 1, 2013.

Concurrence: 
Steve Barg, City Administrator



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL
2. ADMINISTRATIVE
3. PERSONNEL
4. FINANCIAL
5. **PUBLIC WORKS**
6. PARKS AND RECREATION

CHAPTER:

SUBJECT: Banner Policy and Decorations on Historic Light Poles

POLICY NUMBER: 5.051

PAGES: 2

EFFECTIVE DATE: ~~February 12, 2013~~ January 11, 2017

SUPERSEDES POLICY DATED: July 31, 2006 ~~and~~ April 12, 2011, ~~and~~
February 12, 2013

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

Section 1. General Requirements.

1. Banners in the public right-of-way on publicly owned facilities are only allowed in three instances:
 - a. ~~On the pedestrian bridge that spans the Veterans Parkway corridor;~~
 - b. ~~On the Southside of the Peach Avenue Underpass; and~~
 - c. ~~On~~ on the historic light poles that are located on Veterans Parkway and Central Avenue.
2. ~~All banners will be given permits on a first come, first serve basis, provided they meet the guidelines described below. Applications from first time applicants shall be submitted at least 90 days in advance of the display period.~~
3. ~~City events will take precedence and no permits will be issued during times when the City has events.~~
4. This policy shall not apply to banners on privately owned facilities addressed in an air space lease.
5. Banners shall not have a commercial message nor contain a commercial logo- except as provided herein.

Section 2. Banners Spanning Public Right-of-Way on Publicly Owned Facilities.

- ~~1. Banners spanning the public right-of-way are only **not** allowed. on the pedestrian bridge over Veterans Parkway and the south side of the Peach Avenue underpass bridge. Banners on these facilities are only allowed for **Community Events** which shall be defined as an event, or a series of related events involving a subject matter of interest to a significant portion of the residents of the City of Marshfield which promotes civic pride in the City of Marshfield and which is not a purely commercial enterprise and where the proceeds, if any, will directly benefit either a charitable or non profit organization. It shall be further defined as an event supported by one of the following agencies that are funded by the City of Marshfield through the budget process: Marshfield Area Chamber of Commerce and Industry, Convention and Visitors Bureau, Main Street Marshfield, Inc., UW Wood County, and the Fair Commission.~~
- ~~2. The banner program for banners spanning the public right of way will be administered by the Convention and Visitors Bureau (CVB). The CVB will accept and approve applications, subject to the terms of this policy, collect fees, and arrange for installation and removal of the banners. Appeal of any permits denied by the CVB will be brought to the Board of Public Works.~~
- ~~3. Additional Requirements:
 - a. Banner measurements shall be at least 80 square feet but not exceed 200 square feet.
 - b. Banners will be installed and removed on a predetermined schedule to allow for efficient installation and removal of successive banners. Banners will remain up for a minimum of 30 days. Banners not delivered to the CVB prior to the scheduled installation date may be subject to an additional charge to reschedule.
 - c. Banners shall be made of a durable material so as to resist fading and tearing. Any repairs or replacement of banners shall be the sole responsibility of the permittee.
 - d. Banners shall not have a commercial message nor contain a commercial logo.
 - e. Only 2 banners per side of structure will be allowed at any one time.~~

Section 3. Banners or Decorations on Historic Light Poles.

1. Installation of banners or decorations must be approved by the Department of Public Works and Marshfield Utilities.
2. The CVB will be responsible for banners on the Veterans Parkway historic poles. Main Street Marshfield will be responsible for banners on the Central Avenue historic poles. Each organization will be responsible for banner selection, purchase, installation, maintenance and removal. If banners are not properly maintained, the City, through the Street Department, may remove damaged banners as necessary.
3. Additional requirements:
 - a. All banners shall be approximately 24 inches wide by 48 inches long to be displayed on existing poles.

- b. Banners must be attached by means of the existing banner arms. No extra hardware or fasteners is permitted.
- c. Banners shall be made of a durable material so as to resist fading and tearing with no metal components that could damage the paint on the poles. Any repairs or replacement of banners shall be the sole responsibility of the CVB or Main Street.
- d. Banners may contain a small commercial message or logo of the banner sponsor, subject to the following conditions. The commercial message or logo shall be contained within an area 24" wide by 18" high on the bottom of the banner. When two banners are installed side by side on the same pole, the commercial message or logo shall only be allowed on one banner. A banner sponsor is defined as a business or organization that provides funding for a banner.

4. Installation by Private Contractors:

In order to be considered as qualified to install banners on historic light poles, the contractor must meet the following requirements:

- a. The contractor must provide a Certificate of Insurance as required by Building Development Services for Contractors.
- b. The contractor must provide a Damage waiver stating that the Contractor is responsible for 100% of any damage done during the installation or removal of the banners or decorations.
- c. The Contractor must be an owner or qualified operator of the equipment used for installation or removal.
- d. Appropriate traffic control shall be installed prior to installation. Signs and barricades may be available from the City Garage.



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

- | | |
|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL |
| 2. ADMINISTRATIVE | 5. PUBLIC WORKS |
| 3. PERSONNEL | 6. PARKS AND RECREATION |

CHAPTER:

SUBJECT: Banner Policy and Decorations on Historic Light Poles

POLICY NUMBER: 5.051

PAGES: 2

EFFECTIVE DATE: January 11, 2017

SUPERSEDES POLICY DATED: July 31, 2006, April 12, 2011, and February 12, 2013

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

Section 1. General Requirements.

1. Banners in the public right-of-way on publicly owned facilities are only allowed on the historic light poles that are located on Veterans Parkway and Central Avenue.
2. This policy shall not apply to banners on privately owned facilities addressed in an air space lease.
3. Banners shall not have a commercial message nor contain a commercial logo- except as provided herein.

Section 2. Banners Spanning Public Right-of-Way on Publicly Owned Facilities.

Banners spanning the public right-of-way are not allowed.

Section 3. Banners or Decorations on Historic Light Poles.

1. Installation of banners or decorations must be approved by the Department of Public Works and Marshfield Utilities.
2. The CVB will be responsible for banners on the Veterans Parkway historic poles.

Main Street Marshfield will be responsible for banners on the Central Avenue historic poles. Each organization will be responsible for banner selection, purchase, installation, maintenance and removal. If banners are not properly maintained, the City, through the Street Department, may remove damaged banners as necessary.

3. Additional requirements:
 - a. All banners shall be approximately 24 inches wide by 48 inches long to be displayed on existing poles.
 - b. Banners must be attached by means of the existing banner arms. No extra hardware or fasteners is permitted.
 - c. Banners shall be made of a durable material so as to resist fading and tearing with no metal components that could damage the paint on the poles. Any repairs or replacement of banners shall be the sole responsibility of the CVB or Main Street.
 - d. Banners may contain a small commercial message or logo of the banner sponsor, subject to the following conditions. The commercial message or logo shall be contained within an area 24" wide by 18" high on the bottom of the banner. When two banners are installed side by side on the same pole, the commercial message or logo shall only be allowed on one banner. A banner sponsor is defined as a business or organization that provides funding for a banner.

4. Installation by Private Contractors:

In order to be considered as qualified to install banners on historic light poles, the contractor must meet the following requirements:

 - a. The contractor must provide a Certificate of Insurance as required by Development Services for Contractors.
 - b. The contractor must provide a Damage waiver stating that the Contractor is responsible for 100% of any damage done during the installation or removal of the banners or decorations.
 - c. The Contractor must be an owner or qualified operator of the equipment used for installation or removal.
 - d. Appropriate traffic control shall be installed prior to installation. Signs and barricades may be available from the City Garage.