



CITY OF MARSHFIELD

MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, NOVEMBER 1, 2016 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

- 1. Call meeting to order – Chairman Buttke
2. Approval of minutes of October 17, 2016 Board of Public Works meeting
3. Citizen Comments
4. Approval of 2017 Machinery & Equipment Rates – Presented by Amy Van Whye, Accounting Manager
5. Award quotation for Brush Chipper purchase for Street Division – Presented by Mike Winch, Street Superintendent
6. Review of Parking Restrictions on West 2nd Street from Chestnut Avenue to Walnut Avenue – Presented by Tom Turchi, City Engineer
7. Review of Traffic Control at the intersection of Pine Avenue and 8th Street – Presented by Tom Turchi, City Engineer
8. Recommended items for future agendas
9. Adjournment

Posted this 28th day of October, 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

11/01/16

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of October 17, 2016 Board of Public Works meeting
3. Citizen Comments
4. Approval of 2017 Machinery & Equipment Rates – Presented by Amy Van Whye, Accounting Manager
See attached memo and rate study. **Recommend approval and refer Resolutions No. 2016-56 and 2016-57 to the Common Council for consideration.**
5. Award quotation for Brush Chipper purchase for Street Division – Presented by Mike Winch, Street Superintendent
See attached memo. **Recommend approval of the low quotation submitted by Vermeer Wisconsin of West Salem, WI for a Model BC1000XL in the amount of \$30,575 and authorize execution of a purchase agreement.**
6. Review of Parking Restrictions on West 2nd Street from Chestnut Avenue to Walnut Avenue – Presented by Tom Turchi, City Engineer
See attached memo. **Recommend 'No Parking' on the north side of West 2nd Street beginning 120 feet west of the west right of way line of Chestnut Avenue to a distance of 200 feet west of the west right of way line of Chestnut Avenue and that the Administrative Code of Traffic and Parking Regulations be amended to reflect this change.**
7. Review of Traffic Control at the intersection of Pine Avenue and 8th Street – Presented by Tom Turchi, City Engineer
See attached memo. **Recommend that traffic control be changed at the intersection of West 8th Street and South Pine Avenue with 8th Street yielding to Pine Avenue and that the Administrative Code of Traffic and Parking Regulations be amended to reflect this change.**
8. Recommended items for future agendas
9. Adjournment

City of Marshfield
City Hall Plaza
630 S. Central Avenue
Suite 502
Marshfield, WI 54449



Keith R. Strey, CPA
Finance Director
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DATE: November 1, 2016
TO: Board of Public Works
FROM: Amy Van Wyhe
Accounting Manager
RE: Proposed 2017 Machinery and Equipment Rates

BACKGROUND

The Internal Service Fund was created by the City of Marshfield with the adoption of the 1991 budget to better accumulate costs related to fleet equipment, greater ease in costing and pricing services provided to user departments and agencies, and to accumulate resources to replace equipment at appropriate intervals. The rate structure of the Internal Service Fund is periodically reviewed to ensure that all costs are captured in the rates charged to users of the vehicles and equipment in the fleet.

ANALYSIS

The 2017 Machinery and Equipment Rate review was conducted using an average cost of operation for each vehicle or piece of equipment divided by the average usage. The average cost of operation is calculated using detailed records of operation and maintenance costs for a fifteen year period (2001-2015), with depreciation, insurance, and indirect costs per unit of equipment added to arrive at a total. The rate review determines the average cost and usage for each vehicle or piece of equipment using DOT classification types. The average costs and cash flow rates are used to project the future rates of the Internal Service Fund and analyzed to determine the solvency of the fund. Based on the projected cash flows for the Internal Service Fund, the increase in rental rates should generate sufficient cash to keep the fund solvent and to replace capital equipment included in the 2017 requested budget.

The overall recommended rate increase is 3.91%. This rate increase is based on the current financial condition of the Machinery and Equipment Fund, projected cash flow requirements, and City Administrator's Recommended 2017 Budget.

RECOMMENDATION:

I recommend that the Board of Public Works approve Resolution 2016-56 and 2016-57 as presented.



Concurrence – Keith Strey, Finance Director



Concurrence – Steve Barg, City Administrator

Attachments

CITY OF MARSHFIELD

MARSHFIELD, WI

MACHINERY AND EQUIPMENT

RATE STUDY

November 1, 2016

Compiled & Submitted by:
City of Marshfield Finance Department
Amy Van Wyhe
Accounting Manager

CITY OF MARSHFIELD, WI
MACHINERY AND EQUIPMENT RATE STUDY
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CITY OF MARSHFIELD, WI
INTERNAL SERVICE FUND MACHINERY AND EQUIPMENT
SUMMARY OF OPERATIONS CASH FLOW

	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Estimated Expenditures	2017 Admin Rec Budget	2017 Rate Study
Revenues									
Property taxes	\$0	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$0
Motor Pool Charges	1,396,447	1,507,351	1,418,255	1,703,019	1,670,404	1,268,219	1,590,921	1,550,921	2,295,060
Gas & Diesel	314,100	437,339	416,288	469,245	452,509	267,514	417,269	417,269	417,269
Miscellaneous	57,968	17,435	74,205	87,760	19,757	10,317	21,000	10,000	10,000
	<u>1,768,515</u>	<u>1,962,125</u>	<u>1,908,748</u>	<u>2,260,024</u>	<u>2,143,170</u>	<u>1,546,050</u>	<u>2,029,190</u>	<u>1,978,190</u>	<u>2,722,329</u>
Expenditures									
Building & Shop	130,435	111,627	107,550	121,061	117,446	119,594	136,558	138,953	138,953
Machinery	872,601	971,598	877,960	1,088,025	1,018,092	893,402	1,052,411	1,051,229	1,051,229
Gas & Diesel	312,374	433,126	400,736	447,884	436,695	255,218	421,134	370,584	370,584
Depreciation & Other	285,839	278,003	327,473	368,642	524,470	570,198	411,700	409,600	409,600
	<u>1,601,249</u>	<u>1,794,354</u>	<u>1,713,719</u>	<u>2,025,612</u>	<u>2,096,703</u>	<u>1,838,412</u>	<u>2,021,803</u>	<u>1,970,366</u>	<u>1,970,366</u>
Net Income (Loss)	167,266	167,771	195,029	234,412	46,467	(292,361)	7,387	7,824	751,963
Equity - beginning	2,852,992	3,020,258	3,188,029	3,383,058	3,617,470	3,663,938	3,371,576	3,378,963	3,378,963
Equity - ending	<u>\$3,020,258</u>	<u>\$3,188,029</u>	<u>\$3,383,058</u>	<u>\$3,617,470</u>	<u>\$3,663,938</u>	<u>\$3,371,576</u>	<u>\$3,378,963</u>	<u>\$3,386,787</u>	<u>\$4,130,927</u>
Net Available Cash - beginning (1)	\$769,792	\$791,989	\$713,812	\$726,974	\$793,482	\$549,751	\$140,045	(\$25,368)	(\$25,368)
Net Income per above	167,266	167,771	195,029	234,412	46,467	(292,361)	7,387	7,824	751,963
Add (Subtract) items									
Capital Purchases (Equip / Bldgs / Misc)	(56,010)	(495,815)	(237,445)	(403,670)	(139,694)	(320,211)	(441,000)	(537,000)	(500,000)
Depreciation	(32,263)	276,240	55,799	235,766	81,081	319,080	411,700	409,600	409,600
(Increase) Decrease in inventory	(6,159)	(2,988)	(85,127)	15,822	(9,222)	24,734	0	0	0
(Gain) Loss on disposal of fixed assets	(46,374)	1,365	6,843	4,451	(78,863)	2,552	0	0	0
(2) Transfer Contribution	0	0	0	0	(143,500)	(143,500)	(143,500)	(143,500)	(143,500)
Debt Interest Payments	(3,035)	(1,258)	(440)	0	0	0	0	0	0
Debt Principal Payments	(84,599)	(56,796)	(26,373)	0	0	0	0	0	0
Miscellaneous	83,371	33,305	104,876	(20,273)	0	0	0	0	0
Net Available Cash - ending	<u>\$791,989</u>	<u>\$713,812</u>	<u>\$726,974</u>	<u>\$793,482</u>	<u>\$549,751</u>	<u>\$140,045</u>	<u>(\$25,368)</u>	<u>(\$288,444)</u>	<u>\$492,695</u>
Less three months cash flow reserve (25% of expenditures)								(492,592)	(492,592)
Net Available for Future Capital Purchases								<u>(\$781,036)</u>	<u>\$103</u>

- (1) Cash balance is cash on hand net of other current assets (except inventory) and current liabilities.
(2) Transfer to Protective Service Capital Outlay (Fund 410)

CITY OF MARSHFIELD, WI
RATE ADJUSTMENT SCHEDULE
October 2016

<u>CLASS</u>	<u>AVERAGE COST OF OPERATION</u>	<u>2015 COST OF OPERATION</u>	<u>AVERAGE USAGE</u>	<u>2015 USAGE</u>	<u>CURRENT RATE</u>	<u>REVENUE AT CURRENT RATE(AVG USE)</u>	<u>REVENUE AT CURRENT RATE(2015 USE)</u>	<u>PROPOSED RATE</u>	<u>REVENUE AT PROPOSED RATE(AVG USE)</u>	<u>RATE INC./DECR.</u>
1 Motor Graders	75,008	51,791	850	347	\$99.40	84,490	34,492	\$103.40	\$87,890	4.02%
2 <u>Endloaders</u>										
#36	30,176	21,328	324	174	\$71.10	23,036	12,371	\$73.90	23,944	3.94%
#38	37,075	40,800	542	355	\$71.10	38,536	25,241	\$73.90	40,054	3.94%
all others	141,564	102,323	2,231	541	\$71.10	158,624	38,465	\$73.90	164,871	3.94%
	<u>208,816</u>	<u>164,451</u>	<u>3,097</u>	<u>1,070</u>		<u>220,197</u>	<u>76,077</u>		<u>228,868</u>	
3 Bobcat	98,908	88,437	2,436	1,584	\$24.30	59,195	38,491	\$25.30	61,631	4.12%
4 <u>Snowblower</u>										
#36F	2,210	2,053	12	9	\$175.10	2,101	1,576	\$182.10	2,185	4.00%
#37F	9,713	41,451	100	429	\$175.10	17,466	75,118	\$182.10	18,164	4.00%
#38F	12,981	4,627	80	5	\$175.10	14,031	876	\$182.10	14,592	4.00%
	<u>24,904</u>	<u>48,130</u>	<u>192</u>	<u>443</u>		<u>33,599</u>	<u>77,569</u>		<u>34,942</u>	
5 <u>Bulldozer</u>	22,984	14,611	215	173	\$93.20	20,038	16,124	\$96.90	20,834	3.97%
6 <u>Rollers</u>										
#43	565	410	12	4	\$38.70	464	155	\$40.20	482	3.88%
#41 & #42	14,008	12,536	190	3	\$57.10	10,877	171	\$59.40	11,315	4.03%
	<u>14,573</u>	<u>12,946</u>	<u>202</u>	<u>7</u>		<u>11,341</u>	<u>326</u>		<u>11,797</u>	
7 <u>Backhoes</u>										
#35 & #44	103,161	108,891	1,339	468	\$78.30	104,807	36,644	\$81.40	108,957	3.96%
	<u>173,604</u>	<u>191,455</u>	<u>3,141</u>	<u>1,514</u>		<u>199,774</u>	<u>91,769</u>		<u>207,707</u>	
8 Utility Vehicles	7,054	6,504	227	269	\$21.90	4,976	5,891	\$22.80	5,180	4.11%
9 Compressors	4,098	2,898	92	84	\$83.70	7,677	7,031	\$87.00	7,979	3.94%
10 <u>Dump Trucks</u>										
2 yard (Miles)	11,479	11,099	4,635	5,192	\$2.50	11,586	12,980	\$2.60	12,050	4.00%
2 yard (Hours)	107,582	76,997	15,583	2,290	\$25.90	403,611	59,311	\$26.90	419,194	3.86%
6 yard	253,101	363,419	4,523	2,629	\$51.50	232,926	135,394	\$53.60	242,424	4.08%
14 yard	247,536	219,344	5,392	2,541	\$46.40	250,183	117,902	\$48.30	260,427	4.09%
	<u>619,698</u>	<u>670,859</u>	<u>30,133</u>	<u>12,652</u>		<u>898,306</u>	<u>325,587</u>		<u>934,095</u>	

CITY OF MARSHFIELD, WI
 RATE ADJUSTMENT SCHEDULE
 October 2016

<u>CLASS</u>	<u>AVERAGE COST OF OPERATION</u>	<u>2015 COST OF OPERATION</u>	<u>AVERAGE USAGE</u>	<u>2015 USAGE</u>	<u>CURRENT RATE</u>	<u>REVENUE AT CURRENT RATE(AVG USE)</u>	<u>REVENUE AT CURRENT RATE(2015 USE)</u>	<u>PROPOSED RATE</u>	<u>REVENUE AT PROPOSED RATE(AVG USE)</u>	<u>RATE INC./DECR.</u>
11 Boom Truck	39,596	14,060	436	223	\$104.00	45,311	23,192	\$108.20	47,141	4.04%
12 Sweepers	114,010	123,181	1,680	1,548	\$47.60	79,987	73,685	\$49.50	83,180	3.99%
13 <u>Pickups</u>										
Miles	83,468	65,647	52,043	39,348	\$1.70	88,474	66,892	\$1.80	93,678	5.88%
Hourly	50,151	117,453	7,039	4,932	\$9.90	69,687	48,827	\$10.30	72,502	4.04%
	<u>133,619</u>	<u>183,100</u>	<u>59,082</u>	<u>44,280</u>		<u>158,160</u>	<u>115,718</u>		<u>166,180</u>	
14 <u>Sewer Assets</u>										
#74 Sewer Jet	6,411	4,148	97	45	\$58.70	5,677	2,642	\$61.00	5,900	3.92%
15 Mounted Pressure Washer	154	10	0	0	\$0.00	0	0	\$60.50	NA	
16 Automobiles	9,400	17,478	8,423	7,096	\$0.60	5,054	4,258	\$0.60	5,054	0.00%
17 #70 Sewer Cleaner	6,411	4,148	97	45	\$90.20	8,724	4,059	\$93.80	9,072	3.99%
#72 TV Van	3,230	2,929	95	125	\$55.80	5,277	6,975	\$58.00	5,485	3.94%
	<u>9,641</u>	<u>7,077</u>	<u>191</u>	<u>170</u>						
18 <u>Automobiles</u>	9,400	17,478	8,423	7,096	\$0.60	5,054	4,258	\$0.60	5,054	0.00%
19 <u>Tractors</u>	84,362	68,089	1,517	787	\$46.80	70,995	36,808	\$48.70	73,877	4.06%
20 Paint Machines	1,368	3,372	61	39	\$44.40	2,714	1,732	\$46.20	\$2,824	4.05%
Paint Truck	7,846	6,933	35	0	\$74.60	2,622	0	\$77.60	\$2,728	4.02%
21 Hot Patch Machine	5,279	10,617	231	222	\$15.20	3,508	3,374	15.80	\$3,647	3.95%
Push Mowers	4,938	2,936	79	76	\$19.30	1,529	1,467	20.10	1,592	4.15%
	<u>4,938</u>	<u>2,936</u>	<u>79</u>	<u>76</u>		<u>1,529</u>	<u>1,467</u>		<u>1,592</u>	
22 <u>Wings</u>										
Wings	27,208	18,508	1,494	1,053	\$35.20	52,594	37,066	36.60	54,686	3.98%

CITY OF MARSHFIELD, WI
RATE ADJUSTMENT SCHEDULE
October 2016

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23 <u>Plows</u> Patrol Trucks	43,526	52,183	1,702	1,914	\$27.90	47,487	53,401	\$29.00	49,359	3.94%
24 Sanders	33,693	24,898	1,333	542	\$29.10	38,792	15,772	30.30	40,392	4.12%
25 Brush Chipper	9,766	40,250	281	309	\$29.10	8,181	8,992	30.30	8,518	4.12%
26 Screen/Shredder	20,974	24,923	491	499	\$30.10	14,773	15,020	31.30	15,362	0.00%
27 <u>Trailers</u>										
All others	9,087	4,871	790	1,594	\$13.90	10,981	22,157	14.50	11,455	4.32%
# 40E	5,596	1,119	58	24	\$88.40	5,151	2,122	91.90	5,355	3.96%
# 41E	2,048	972	36	173	\$33.40	1,186	5,778	34.70	1,232	3.89%
	<u>16,731</u>	<u>6,962</u>	<u>884</u>	<u>1,791</u>		<u>17,317</u>	<u>30,056</u>		<u>18,041</u>	
28 Water Pumps	756	4,558	430	42	\$14.10	6,057	592	14.70	6,315	4.26%
29 <u>Concrete Equipment</u>										
Cement Saw #143R	4,250	3,779	3,772	3,172	\$4.50	16,973	14,274	4.50	16,973	0.00%
Cement Saw #144	16,420	12,587	5,350	6,402	\$11.00	58,845	70,422	11.00	58,845	0.00%
	<u>20,670</u>	<u>16,366</u>	<u>9,121</u>	<u>9,574</u>		<u>75,818</u>	<u>84,696</u>		<u>75,818</u>	
30 <u>Portable Welders</u>										
# 135	0	0	0	0	\$178.20	0	0	185.30	0	3.98%
#175	0	0	0	0	\$178.20	0	0	185.30	0	3.98%
31 Brush Saws/Weed	3,477	3,254	210	163	\$8.50	1,784	1,386	8.80	1,847	3.53%
32 Plate Tamper	1,317	707	318	274	33.5	10,657	9,179	34.80	11,070	3.88%
33 Infield Groomer	11,817	7,940	166	146	\$20.00	3,325	2,920	20.80	3,458	4.00%
34 Laser	1,721	2,565	1,259	1,134	\$7.80	9,818	8,845	8.10	10,196	3.85%
35 Total Station	4,508	5,031	1,369	0	\$16.20	22,170	0	16.80	22,991	0.00%
36 Other Equipment	31,403	31,536	1,618	193		0	0		0	N/A
Grand Totals	<u>\$1,899,168</u>	<u>\$1,946,395</u>	<u>\$140,421</u>	<u>\$97,621</u>		<u>\$2,208,621</u>	<u>\$1,210,143</u>		<u>\$2,295,060</u>	<u>3.91%</u>

CITY OF MARSHFIELD, WI
 RATE ADJUSTMENT SCHEDULE
 October 2016

<u>CLASS</u>	<u>AVERAGE COST OF OPERATION</u>	<u>2015 COST OF OPERATION</u>	<u>AVERAGE USAGE</u>	<u>2015 USAGE</u>	<u>CURRENT RATE</u>	<u>REVENUE AT CURRENT RATE(AVG USE)</u>	<u>REVENUE AT CURRENT RATE(2015 USE)</u>	<u>PROPOSED RATE</u>	<u>REVENUE AT PROPOSED RATE(AVG USE)</u>	<u>RATE INC./DECR.</u>
WW Sewer Assets										
#M70 Sewer Cleaner	\$6,411	\$4,148	97	45	\$90.20	\$8,724	\$4,059	\$93.80	\$9,072	3.99%
#72 TV Van	3,230	2,929	95	127	\$55.80	5,277	7,087	\$58.00	5,485	3.94%
Quadtector	234	0	1	0	\$7.90	8	0	\$8.20	8	3.80%
Lateral Camera	516	1,325	13	20	\$10.60	138	541	\$11.00	143	3.77%
Mainline Televising Equipment	4,226	14,142	83	121	\$33.10	2,747	3,299	\$34.40	2,855	3.93%
Mainline Televising Equipment Trail	344	555	90	125	\$5.30	478	2,288	\$5.50	496	3.77%
Manhole Inspection Vehicle	1,189	949	7.5	0	\$21.20	159	1,028	\$22.00	165	3.77%
Grand Totals	\$16,150	\$24,048	386	438		\$17,531	\$18,302		\$18,224	

RESOLUTION NO. 2016 - 56

WHEREAS, the Vehicle/Equipment Internal Service Fund was created as part of the Common Council's action in adopting the 1991 budget, with an effective date of January 1, 1991; and

WHEREAS, the justification for creating the fund included 1) the ability to readily accumulate the costs related to the fleet; 2) the greater ease in costing and pricing services provided to user departments and agencies; and 3) the ability to accumulate resources to replace equipment at appropriate intervals; and

WHEREAS, a periodic analysis of the rate structure for any internal service fund operation (including the Vehicle and Equipment Fund) is essential to ensure that all costs (i.e., Operations, Maintenance and Depreciation) are captured in the rates charged to users of the vehicles and equipment in the fleet; and

WHEREAS, the Finance Department has examined the rate structure of the Vehicle and Equipment Internal Service Fund vehicles and equipment to recommend changes, as appropriate; and

WHEREAS, the Accounting Manager presented the cash flow analysis findings and conclusions to the Board of Public Works on November 1, 2016; and

WHEREAS, it is highly appropriate for rental rates of an internal service fund to capture all related costs, including operations, maintenance, and depreciation costs; and

WHEREAS, the City Administrator's Recommended 2017 Budget for the Vehicle/Equipment Internal Service Fund and the user departments' budgets assumes the implementation of new rental rates effective January 1, 2017 and that such recommendation is clearly set forth in the budget documentation; and

WHEREAS, the City Administrator's Recommended 2017 Budget contains appropriations and budget authority to accommodate the implementation of new rental rates for the Vehicle and Equipment Internal Service Fund as recommended by the Accounting Manager.

NOW, THEREFORE, BE IT RESOLVED, that the attached rental rate schedule as recommended by the Accounting Manager be implemented effective January 1, 2017, and that management be authorized to charge these rental rates to users of the listed equipment.

ADOPTED: _____
Chris L. Meyer, Mayor

APPROVED: _____
Deb M. Hall, City Clerk

**INTERNAL SERVICE FUND
MACHINERY AND EQUIPMENT RATES EFFECTIVE 1/1/2017
ATTACHMENT TO RESOLUTION NO. 2016-56**

<u>Equipment/Vehicle Classification</u>	<u>Unit of Measure</u>	<u>Rate:1/1/17</u>
Motor Graders	Hourly	\$103.40
Endloaders	Hourly	73.90
Bobcat (Loader)	Hourly	25.30
Snowblower	Hourly	182.10
Bulldozer	Hourly	96.90
Rollers		
#43	Hourly	40.20
#41 & #42	Hourly	59.40
Backhoes		
Tracked	Hourly	81.40
Rubber Tired	Hourly	54.80
Utility Vehicles	Hourly	22.80
Compressors	Hourly	87.00
Dump Trucks		
2 yard	Per Mile	2.60
2 yard	Hourly	26.90
6 yard	Hourly	53.60
14 yard	Hourly	48.30
Boom Truck	Hourly	108.20
Sweepers	Hourly	49.50
Pickups		0.00
	Hourly	10.30
	Per Mile	1.80
(>25 miles roundtrip)	Per Mile	0.70
Sewer Assets		
Sewer Jet - Street #74	Hourly	61.00
#73 Sewer Rodder	Hourly	15.00
Mounted Pressure Washer	Hourly	60.50
Tractors	Hourly	48.70
Paint Machines	Hourly	46.20
Paint Truck	Hourly	77.60
Hot Patch Machine	Hourly	15.80
Lawn Mowers		
Push & Shoulder	Hourly	20.10
Specialized	Hourly	36.70
Wings	Hourly	36.60
Plows		
Pickup Truck	Hourly	29.00

**INTERNAL SERVICE FUND
MACHINERY AND EQUIPMENT RATES EFFECTIVE 1/1/2017
ATTACHMENT TO RESOLUTION NO. 2016-56**

<u>Equipment/Vehicle Classification</u>	<u>Unit of Measure</u>	<u>Rate:1/1/17</u>
Sanders	Hourly	30.30
Brush Chipper	Hourly	30.30
Screen/Shredder	Hourly	31.30
Trailers		
Bulldozer	Hourly	91.90
Skidster Loader	Hourly	34.70
Utility	Hourly	14.50
Water Pumps	Hourly	14.70
Concrete Saws		
#143R	Hourly	4.50
#144	Hourly	11.00
#144	Hourly	11.00
Handheld Saws	Hourly	11.00
Portable Welders	Hourly	185.30
Brush Saws/Weed	Hourly	8.80
Plate Tamper	Hourly	34.80
Garden Tillers	Hourly	0.00
Laser	Hourly	8.10
Total Station	Hourly	16.80
Portable Generator	Hourly	6.90

RESOLUTION NO. 2016 - 57

WHEREAS, the Vehicle/Equipment Internal Service Fund was created as part of the Common Council's action in adopting the 1991 budget, with an effective date of January 1, 1991; and

WHEREAS, the justification for creating the fund included 1) the ability to readily accumulate the costs related to the fleet; 2) the greater ease in costing and pricing services provided to user departments and agencies; and 3) the ability to accumulate resources to replace equipment at appropriate intervals; and

WHEREAS, a periodic analysis of the rate structure for any internal service fund operation (including certain Wastewater Utility Fund assets) is essential to ensure that all costs (i.e., Operations, Maintenance and Depreciation) are captured in the rates charged to users of the vehicles and equipment in the Wastewater Utility fleet; and

WHEREAS, the Finance Department has examined the rate structure of the Vehicle and Equipment Internal Service Fund vehicles and equipment to recommend changes, including the transfer of equipment from the Internal Service Fund that were determined to be more appropriately recorded as Wastewater Utility machinery and equipment; and

WHEREAS, the Accounting Manager presented the cash flow analysis findings and conclusions to the Board of Public Works on November 1, 2016 along with the Internal Service Fund; and

WHEREAS, it is highly appropriate for rental rates of the Wastewater Utility Fund to capture all related costs, including operations, maintenance, and depreciation costs; and

WHEREAS, the City Administrator's Recommended 2017 Budget for the Wastewater Utility Fund and user departments' budgets assumes implementation of new rental rates effective January 1, 2017 and that such recommendation is clearly set forth in the budget documentation; and

WHEREAS, the City Administrator's Recommended 2017 Budget contains appropriations and budget authority to accommodate the implementation of new rental rates for the Wastewater Utility Fund as recommended by the Accounting Manager.

NOW, THEREFORE, BE IT RESOLVED, that the attached rental rate schedule as recommended by the Accounting Manager be implemented effective January 1, 2017 and that management be authorized to charge these rental rates to users of the listed equipment.

ADOPTED: _____
Chris L. Meyer, Mayor

APPROVED: _____
Deb M. Hall, City Clerk

**INTERNAL SERVICE FUND
MACHINERY AND EQUIPMENT RATES EFFECTIVE 1/1/2017
ATTACHMENT TO RESOLUTION NO. 2016-57**

<u>Equipment/Vehicle Classification</u>	<u>Unit of Measure</u>	<u>Rate:1/1/17</u>
Wastewater Utility Assets		
#70 Sewer Cleaner	Hourly	93.80
#72 TV Van	Hourly	58.00
Quadtector	Hourly	8.20
Lateral Camera	Hourly	11.00
Mainline Televising Equipment	Hourly	34.40
Mainline Televising Equipment Trailer	Hourly	5.50
Manhole Inspection Vehicle	Hourly	22.00

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.: Brush Chipper
Date: October 25, 2016

Background:

Listed on the equipment to purchase with 2016 Machinery and Equipment budget is a brush chipper. The brush chipper is used in our Forestry program and in addition the chipper is used when there are a lot of branches down from storm damage. There are times when the Park and Recreation department would like to use the chipper and work schedules have to be altered to accommodate both departments. In addition with the impact of Emerald Ash Borer I feel strongly that it is in the best interest of the city we have two available brush chippers.

Analysis:

Two quotes were received from two different vendors. The results are as follows:

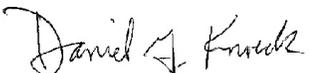
L. F. George 51012 Rose Ln Osseo WI 54758	Vermeer Wisconsin W3090 County B West Salem WI 54669
Rayco 1220G 12" 89hp Gas engine \$31,322	Vermeer BC1000XL 89hp Gas engine \$30,575

Recommendation:

My recommendation is to purchase the Vermeer BC1000 XL for \$30,575.

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



BC1000XL DUAL FUEL BRUSH CHIPPER

GENERAL DIMENSIONS AND WEIGHTS

Length: 12.5' (3.8 m)
 Height: 101" (256.5 cm)
 Width: 66.5" (168.9 cm)
 Weight: 5020 lb (2277 kg)

ENGINE OPTIONS

Make and model: GM 3L Electronic fuel injection
 Horsepower: 89 hp (66.4 kW)
 Max torque: 142 ft-lb (192.5 Nm)
 Fuel type: Unleaded and E10 gasoline or propane
 Number of cylinders: 4
 Cooling medium: Liquid

ELECTRICAL

System voltage: 12 V
 Trailer lights: LED

CAPACITIES

Fuel tank: 20 gal (75.7 L)
 Hydraulic tank: 7 gal (26.5 L)
 Propane tank: 64 lb (29 kg)*

*might vary depending on temperature

CHASSIS

Frame: .25" x 7" (.6 cm x 17.8 cm) Z-channel
 Tires: ST235/80/R16 Load Range E
 Axle/Suspension: 5200 lb (2358.7 kg) Dexter rubber torsion
 Optional axle/suspension: 7000 lb (3175.1 kg)
 Hitch: Pintle

CUTTING SYSTEM

Disc/Drum speed: 2220 rpm
 Drum size: 20" (50.8 cm) diameter
 Drum thickness: .4" (1 cm)
 Knives: 2 knives – 6" x 4.5" x 9" (1.6 cm x 11.4 cm x 22.9 cm)
 Bedknife: 4 sided – 3.5" x 17.3" (8.9 cm x 43.8 cm)
 Clutch: Clutchless PTO

FEED SYSTEM

Chipping capacity: 12" (30.5 cm)
 Infeed opening height: 12" (30.5 cm)
 Infeed opening width: 17" (43.2 cm)
 Feed table length: 32" (81.3 cm)
 Feed table height: 12" (30.5 cm)
 Feed roller style: Horizontal
 Feed speed: 118 fpm (36 m/min)

DISCHARGE SYSTEM

Discharge height: 101" (256.5 cm)
 Degree of rotation: 270 degrees



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City of
Marshfield

Memorandum

TO: Board of Public Works
FROM: Thomas R. Turchi
DATE: October 27, 2016
RE: Review of parking restrictions on West 2nd Street.

Background

A request was made to review parking in front of 207 & 207A W 2nd Street.

Analysis

Parking on the 200 block of W 2nd Street is extremely congested due to the number of employees in the immediate area who park downtown on a regular basis.

207 and 207A both have garage doors that face 2nd Street which require daily unobstructed access. As you can see from the enclosed photos vehicles are parking right up to the edge of the driveway apron making it very difficult for vehicles to access these garage doors.

To ensure that access is maintained at all times it will be necessary to restrict parking immediately adjacent to these garage doors. I estimate this would displace approximately 3 parking spaces in the immediate area.

Recommendation

I recommend that 'NO PARKING' be posted on the north side of West 2nd Street beginning 120 linear feet west of the west right of way line of Chestnut Avenue to a distance of 200 linear feet west of the west right of way line of Chestnut Avenue and that the "Administrative Code to Traffic and Parking" be amended to reflect these changes.

Respectfully submitted,
Thomas R. Turchi
Thomas Turchi, City Engineer

Concurrence

Steve Barg
City Administrator


Dan Knoeck
Director of Public Works













022













City of
Marshfield
Memorandum

TO: Board of Public Works
FROM: Thomas R. Turchi
DATE: October 27, 2016
RE: Review of Traffic Control at West 8th Street and Pine Avenue.

Background

A request was brought forth to review the traffic control at the intersection of 8th Street and Pine Avenue.

Analysis

The current traffic control is as follows:

- This intersection is uncontrolled.

In the 2007 to 2027 comprehensive plan the streets have been classified as:

- 8th Street and Pine Avenue are classified as a 'Local' Streets.
- Traffic counts were not taken but both streets are relatively low volume.

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

- There are no recorded accidents in the past five years.

Vision Triangle:

- The city vision triangle standard. The large tree that was in the vision triangle has now been removed.

No warrants have been met that require any change to traffic control for this intersection but this intersection has some unusual geometrics. Pine Avenue has a 143-degree bend at 8th Street and then 8th Street intersects Pine Avenue at a 90-degree angle to the north and 123-degree angle to the south.

To avoid any confusion to who has right of way as you enter this intersection we will need to at a minimum to assign a yield control on one leg of this intersection. Noting that 8th Street is one block long and is controlled by a STOP sign at Oak Avenue I feel it would be appropriate to have 8th Street yield to Pine Avenue.

Recommendation

I recommend the traffic control be changed at the intersection of West 8th Street and South Pine Avenue with 8th Street **yielding** to Pine Avenue. I further recommend the "Administrative Code to Traffic and Parking" be amended to reflect these changes.

Concurrence

Steve Barg
City Administrator

Dan Knoeck
Director of Public Works

