



CITY OF MARSHFIELD  
**MEETING NOTICE**

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

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of July 18, 2016 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Dan Knoeck, Director of Public Works and Mike Winch, Street Superintendent
5. Approval of Engineering Agreement with Strand Associates, Inc. for Annual Wastewater Rate Review – Presented by Dan Knoeck, Director of Public Works
6. Review of Parking Restrictions around Beell Stadium – Presented by Dan Knoeck, Director of Public Works
7. Recommended items for future agendas
8. Adjournment

**Posted this 29<sup>th</sup> day of July, 2016 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*  
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**BOARD OF PUBLIC WORKS BACKGROUND**

**08/01/16**

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of July 18, 2016 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Dan Knoeck, Director of Public Works and Mike Winch, Street Superintendent
5. Approval of Engineering Agreement with Strand Associates, Inc. for Annual Wastewater Rate Review – Presented by Dan Knoeck, Director of Public Works  
See attached memo and task order. **Recommend approval.**
6. Review of Parking Restrictions around Beell Stadium – Presented by Dan Knoeck, Director of Public Works  
See attached memo. **Recommend posting “No Parking at the north and west sides of the following locations:**
  - **Apple Avenue from 5<sup>th</sup> Street to 8<sup>th</sup> Street**
  - **6<sup>th</sup> Street from Peach Avenue to Palmetto Avenue**
  - **7<sup>th</sup> Street from Peach Avenue to Palmetto Avenue**
  - **Apple Avenue from 9<sup>th</sup> Street to 15<sup>th</sup> Street**
  - **Erickson Avenue from 9<sup>th</sup> Street to 15<sup>th</sup> Street**
  - **Hemlock Avenue from 8<sup>th</sup> Street to 15<sup>th</sup> Street**
  - **6<sup>th</sup> Street from Felker Avenue to Washington Avenue**
  - **15<sup>th</sup> Street from Felker Avenue to Madison Avenue**
  - **Weister Court from Hemlock Avenue to the East**
7. Recommended items for future agendas
8. Adjournment

**BOARD OF PUBLIC WORKS MINUTES**  
**OF JULY 18, 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 (arrived at 5:34 PM) & Gordon Earll

**EXCUSED:** None

**ALSO PRESENT:** City Administrator Barg; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; the media; and others.

**PW16-78** Motion by Feirer, second by Wagner to recommend approval of the minutes of the July 5, 2016 Board of Public Works meeting.

**Motion Carried**

**Citizen Comments – None**

City Engineer Turchi presented an Engineering Division construction update. Street Superintendent Winch presented a Street Division construction update. Jockheck stated that he is not happy with the condition of North Central Avenue.

Joe Dolezal, The Boson Company, presented an update on the Everett Roehl Marshfield Public Library & Community Center Project.

City Administrator Barg presented an update on the Vaughn-Hansen Memorial Chapel. Myron Silberman spoke in favor of keeping the Chapel and options for use. This item will be brought back to the Board of Public Works for further discussion in mid-September.

**PW16-79** Motion by Wagner, second by Earll to recommend approval of the right of way plat for Project ID 6380-06-25, STH 97 – North Central Avenue (Arnold Street to Harrison Street) and authorize the Director of Public Works to sign the plat on behalf of the City.

**Motion Carried**

**PW16-80** Motion by Jockheck, second by Earll to recommend approval of the Request for Proposals for Real Estate Acquisition Services for North Central Avenue (Arnold Street to Harrison Street) and direct staff to solicit proposals.

**Motion Carried**

**PW16-80** Motion by Earll, second by Jockheck to recommend approval of the final assessments for the Alley Project – Central Avenue/Chestnut Avenue – 4<sup>th</sup> Street/5<sup>th</sup> Street as presented and request that the City Clerk's office send out the invoices.

**Motion Carried**

**PW16-81** Motion by Feirer, second by Wagner to recommend approval of the final assessments for 26<sup>th</sup> Street – Central Avenue to Wittman Avenue as presented and request that the City Clerk's office send out the invoices.

**Motion Carried**

**PW16-82** Motion by Earll, second by Jockheck to recommend approval of the final assessments for 2015 Asphalt Mill-in-Place Projects as presented and request that the City Clerk's office send out the invoices.

**Motion Carried**

City Engineer Turchi presented information on alternate side parking regulations. This was a discussion item only.

**Recommended items for future agendas: None**

Motion by Jockheck, second by Earll that the meeting be adjourned at 6:38 PM.

**Motion Carried**



Thomas R. Turchi, Acting Secretary  
BOARD OF PUBLIC WORKS

City of Marshfield  
Department of Public Works  
Street Division  
407 West 2<sup>nd</sup> Street  
Marshfield, Wisconsin 54449



Mike Winch  
Street Superintendent  
(715) 486-2081  
FAX: (715) 387-8669  
ike@ci.marshfield.wi.us

**To: Tom Buttke, Chairman, Board of Public Works  
Members, Board of Public Works**  
**From: Mike Winch, Street Superintendent**  
**R.E.: B.O.P.W.'s Street Division Construction Update for August 1<sup>st</sup>, 2016**  
**Date: July 29<sup>th</sup>, 2016**

#### **Asphalt Mill-In-Place**

8th street, Oak Ave. to Pine Ave- ditching and tiling complete, mill scheduled August 10<sup>th</sup>, 11<sup>th</sup>  
Pine Ave., Magee ST. to 6<sup>th</sup> ST.- ditching and tiling complete, mill scheduled for August 10<sup>th</sup>, 11<sup>th</sup>  
Cedar Ave., 21<sup>st</sup> St. to 17<sup>th</sup> St. – ditching and tiling complete, sanitary manholes scheduled to be replaced, mill scheduled for August 10<sup>th</sup>, 11<sup>th</sup>  
Depot St., Willow Ave. to Cul-de-sac- paving complete, shouldering and touch-ups to be scheduled  
Hemlock Ave., 8<sup>th</sup> St. to Weister Ct. – sanitary sewer main and manholes replaced on Weister ct. Hemlock Avenue sanitary work complete, water department is there now replacing water main. Road restoration to be scheduled after water main work is complete  
Maple Ave., 8th St. to 9<sup>th</sup> St. – paving complete  
State St., Schmidt Ave. to Adler Rd. – paving complete, shouldering and touch-ups to be scheduled  
Apple Ave., 29<sup>th</sup> St. to 25<sup>th</sup> St. – ditching and tiling in progress, tree removal complete, scheduled for milling August 10<sup>th</sup>, 11<sup>th</sup>  
Madison Ave., 19<sup>th</sup> St. to 21<sup>st</sup>- paving complete. Shouldering and touch-ups to be scheduled  
Madison Ave., 21 St. to Washington Ave. – paving complete, shouldering and touch-ups to be scheduled

#### **Asphalt Overlays**

29<sup>th</sup> Street, Peach Ave. to Washington Ave. – complete  
Doege St., Palmetto Ave. to Willow Ave. - to be scheduled  
Upham St., St. Joseph's Ave. to Oak Ave. – three sanitary manholes monoformed, two sanitary manholes to replace, added storm sewer, scheduled for milling August 22<sup>nd</sup>, scheduled for paving August 29<sup>th</sup>

#### **Street Reconstructions**

Weister Ct., Hemlock to Cul-de-sac – to be scheduled after sanitary main and water main replacements are complete  
Locust, 14<sup>th</sup> to 17<sup>th</sup>- to be scheduled after water department is finished with the water main replacement.

#### **Storm Sewer Maintenance/Construction**

Storm water inlet, M.H. and main repairs/replacements with associated street restoration throughout the city: ongoing  
General storm water ditching with drain tile installation as required throughout the city: ongoing

#### **Sanitary Sewer Maintenance/Reconstruction**

-M.H. replacements/Mono-forming and main repairs on all asphalt mill-in-place and overlay streets as required: ongoing  
-Sanitary repairs on Maple Ave. 8<sup>th</sup> to 9<sup>th</sup> – complete  
Sanitary repair complete on 29<sup>th</sup> street between Madison Avenue and Washington Avenue- complete  
Sanitary main and manholes replacement on Weister Court/ Hemlock Avenue complete  
Sanitary manhole replaced at 8<sup>th</sup> and Pine  
Monoforming of sanitary manholes- on-going  
Replace two sanitary manholes on Upham overlay- scheduled for the week of August 1<sup>st</sup>  
Replace five sanitary manholes on Cedar mill-in-place project- scheduled for the week of August 8<sup>th</sup>

#### **Street Maintenance**

-Crack sealing of concrete streets: complete  
-Crack sealing of asphalt streets: complete  
-Slag sealing of asphalt streets: scheduled for the week of August 8<sup>th</sup>

- Specialized joint sealing on concrete streets: to be scheduled
  - General asphalt patching, city wide as required: 1<sup>st</sup> round of Hot-mix patching complete
  - Pothole patching- on going
  - Street sweeping - on going
  - painting lanes and cross walks various locations
  - general sign work
  - treatment of Ash trees in terrace complete
- Concrete patching of 8<sup>th</sup> between Palmetto Avenue and Felker Avenue- on-going
- Concrete repairs on Upham Street between Adams Avenue and North Hills complete
- Curb replacement and road repair on 9<sup>th</sup>, Vine avenue to the alley between Vine and Cherry- to be scheduled



City of  
Marshfield  
Memorandum

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July 27, 2016

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Engineering Services Agreement for 2016 Wastewater Utility rate Review

**BACKGROUND**

Each year during the budget process, wastewater rates are reviewed and updated as necessary. Strand Associates has been providing this service since the new plant went on line.

**ANALYSIS**

Attached is the proposed Task Order for the 2016 rate review. The agreement is based on actual cost not to exceed \$8,500 with some pricing for additional services should they be necessary.

**RECOMMENDATION**

I recommend approval of the Engineering Services Agreement with Strand Associates for the 2016 Wastewater Utility rate review and authorize execution of the agreement.

Concurrence:   
Steve Barg, City Administrator



Strand Associates, Inc.®

910 West Wingra Drive

Madison, WI 53715

(P) 608-251-4843

(F) 608-251-8655

Task Order No. 16-01  
City of Marshfield, Wisconsin (OWNER)  
and Strand Associates, Inc.® (ENGINEER)  
Pursuant to Technical Services Agreement dated April 20, 2011

### **Project Information**

Services Name: 2016 Wastewater Utility Rate Review

Services Description: Review 2015 and 2016 year-to-date operating and capital costs, anticipated projected future costs and future capital expenditures, and recommended 2017 wastewater utility rates from OWNER's annual review of its user charge system.

### **Scope of Services**

ENGINEER will provide the following services to OWNER:

1. Review anticipated 2017 operating budgets for the wastewater utility, including operation and maintenance costs, proposed capital expenditures, and miscellaneous sources of revenue. Develop up to three preliminary rate increase estimates based on the projected total revenues required.
2. Review billings and revenues for 2015 and the first half of 2016 for billing quantities to be used for determining 2017 rates. This includes a review of all Category B users as well as outside sources of revenue including hauled wastes, lab services, special assessments, and charges to other City departments.
3. Develop a 2017 revenue projection based on OWNER's recommended rate increase using both a cash basis method and a utility basis method. The components of the revenue projection on a cash basis will include operation and maintenance, replacement fund contributions, existing debt service, operating reserve contribution (if required), and a projected cash flow for the utility. Review outside revenue sources such as hauled wastes and special assessment. Based on the 2017 revenue projections, develop rates for the wastewater utility including customer charges, volume charges, surcharges, and charges for special wastes such as holding tank wastes.
4. Prepare a summary report for review by OWNER that summarizes the key assumptions used in developing the proposed rates as well as the documented support for the proposed rates.
5. Prepare recommended rates for review and adoption by the City Council.
6. Attend one Board of Public Works meeting to present the recommended rates and connection fee options. Additional meetings may require additional fee.

### **Compensation**

OWNER shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee of \$8,500.

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City of Marshfield  
Task Order No. 16-01  
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July 18, 2016

**Schedule**

Services will begin upon execution of this Task Order, which is anticipated on August 3, 2016. Services are scheduled for completion on November 30, 2016.

**TASK ORDER AUTHORIZATION AND ACCEPTANCE:**

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

CITY OF MARSHFIELD

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Matthew S. Richards  
Corporate Secretary

Date

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Daniel G. Knoeck  
Director of Public Works

Date



City of  
Marshfield  
**Memorandum**

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**TO: Board of Public Works**  
**FROM: Thomas R. Turchi**  
**DATE: July 28, 2016**  
**RE: Review of Parking Restrictions around Beell Stadium**

**Background**

A request was brought forth to review parking restrictions on the ditched streets around Beell Stadium.

**Analysis**

In 2008 the following restrictions were put into place 'NO PARKING THIS SIDE of the STREET' 'August – November / 4 pm - 9 pm' were posted on the north and west sides of all ditched streets within 1,500 feet of Beell Stadium. This was done to ensure there was enough width on the ditched streets for emergency vehicles and to provide adequate access for residents of these neighborhoods.

This parking restriction can be confusing and does now conflict with the alternate side parking (odd and even sides based upon an odd or even month). Alternate side parking can create conflicts with the posted parking restrictions set in place near Beell Stadium as the side of the street can change depending on the season and just during certain times of the day. For example residents may have to move their vehicles to the opposite side of the street for 5 hours during the months of August to November. To eliminate confusion and conflicts by having cars parked on both sides of these ditched streets changing signs to read "NO PARKING ANY TIME" will ensure emergency access is maintained and eliminate any confusion as to where to park.

**Recommendation**

I recommend that 'NO PARKING THIS SIDE of the STREET' be posted on the north and west sides of all ditched streets within 1,500 feet of Beell Stadium as noted below:

- Apple Avenue from 5<sup>th</sup> Street to 8<sup>th</sup> Street
- 6<sup>th</sup> Street from Peach Avenue to Palmetto Avenue
- 7<sup>th</sup> Street from Peach Avenue to Palmetto Avenue
- Apple Avenue from 9<sup>th</sup> Street to 15<sup>th</sup> Street
- Erickson Avenue from 9<sup>th</sup> Street to 15<sup>th</sup> Street
- Hemlock Avenue from 8<sup>th</sup> Street to 15<sup>th</sup> Street
- 6<sup>th</sup> Street from Felker Avenue to Washington Avenue
- 15<sup>th</sup> Street from Felker Avenue to Madison Avenue
- Weister Court from Hemlock Avenue to the East

I further recommend that the "Administrative Code to Traffic and Parking" be amended to reflect these changes.

Concurrence

Steve Barg  
City Administrator

Dan Knoeck  
Director of Public Works