



CITY OF MARSHFIELD
MEETING NOTICE

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

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of November 14, 2016 Board of Public Works meeting
3. Citizen Comments
4. Award bids for demolition of problem properties at 315 West 5th Street and 404 West 6th Street – Presented by Dick Pokorny, Building Inspector/Project Manager
5. Award Mowing Contract for Veterans Parkway and Detention Basins – Presented by Mike Winch, Street Superintendent
6. Review final report from Downtown Parking Team – Presented by Steve Barg, City Administrator
7. Consideration of revision to Policy 5.120 Driveway Entrances – Presented by Dan Knoeck, Director of Public Works
8. Disposition of the Vaughn Hansen Chapel – Presented by Steve Barg, City Administrator
9. Approval of Revocable Occupancy permits for encroachments into North Central Avenue right-of-way – Presented by Dan Knoeck, Director of Public Works
10. Approval of Certified Survey Map for Wildwood Zoo – Presented by Dan Knoeck, Director of Public Works
11. Discussion regarding truck traffic on Central Avenue – Presented by Dan Knoeck, Director of Public Works
12. Recommended items for future agendas
13. Adjournment

Posted this 2nd 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

12/05/16

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of November 14, 2016 Board of Public Works meeting
3. Citizen Comments
4. Award bids for demolition of problem properties at 315 West 5th Street and 404 West 6th Street – Presented by Dick Pokorny, Building Inspector/Project Manager
See attached memo and bid summary. **Recommend approval of the low bid from Nikolai Construction for a total cost not to exceed \$29,400.00 and authorize execution of a contract.**
5. Award Mowing Contract for Veterans Parkway and Detention Basins – Presented by Mike Winch, Street Superintendent
See attached memo. **Recommend approval of the low quotations of Beaver Creek for Zones 1, 2 & 3 and Turf Tamers for Greenways and Detention Basins.**
6. Review final report from Downtown Parking Team – Presented by Steve Barg, City Administrator
See attached memo. No action is requested at this time.
7. Consideration of revision to Policy 5.120 Driveway Entrances – Presented by Dan Knoeck, Director of Public Works
See attached memo and draft policy revisions. No action is requested at this time.
8. Disposition of the Vaughn Hansen Chapel – Presented by Steve Barg, City Administrator
See attached memo. Staff is looking for direction regarding the next steps for the chapel.
9. Approval of Revocable Occupancy permits for encroachments into North Central Avenue right-of-way – Presented by Dan Knoeck, Director of Public Works
See attached memo. **Recommend approval.**
10. Approval of Certified Survey Map for Wildwood Zoo – Presented by Dan Knoeck, Director of Public Works
See attached memo and Certified Survey Map. **Recommend approval.**
11. Discussion regarding truck traffic on Central Avenue – Presented by Dan Knoeck, Director of Public Works
This is a discussion item only.
12. Recommended items for future agendas
13. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF NOVEMBER 14, 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 Zaleski; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Parks & Recreation Director Casperson; Street Superintendent Winch; the media; and others.

PW16-127 Motion by Feirer, second by Earll to recommend approval of the minutes of the November 1, 2016 Board of Public Works meeting.

Motion Carried

Citizen Comments: None

Street Superintendent Winch presented a report of 2016 weed ordinance enforcement and discussed possible ordinance changes. No changes are being proposed at this time.

City Engineer Turchi gave a presentation of the Second Street Green Corridor improvements.

PW16-128 Motion by Wagner, second by Feirer to recommend approval of the changes to Section 13-66 of the Municipal Code regarding 'Obstructions and Encroachments' and request an ordinance be drafted for Common Council consideration.

Motion Carried

PW16-129 Motion by Earll, second by Jockheck to recommend approval of the changes to Section 13-96 of the Municipal Code regarding 'Special Assessments' and request an ordinance be drafted for Common Council consideration.

Motion Carried

PW16-130 Motion by Wagner, second by Feirer to adjourn to closed session at 5:57 PM 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.

- Sale of land a 8th Street and Hemlock Avenue
- Consideration of accepting donation and Liability Waiver for statue at the Zoo

Roll call vote, all 'Ayes' Motion Carried

Present in Closed Session: Aldermen Feirer, Wagner, Buttke, Jockheck, Earll & Zaleski; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Parks & Recreation Director Casperson.

PW16-131 Motion by Jockheck, second by Wagner to reconvene in open session at 6:54 PM.

Roll call vote, all 'Ayes' Motion Carried

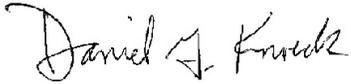
PW16-134 Motion by Wagner, second by Earll to recommend accepting the gift of a sculpture from Clyde Wynia with the conditions of a) having an acceptable liability waiver, as drafted by City Attorney Wolfgram, and b) based on the sculpture being placed at a location within the Wildwood Zoo.

Motion Carried

Recommended items for future agendas: None

Motion by Earll, second by Feirer that the meeting be adjourned at 6:56 PM.

Motion Carried

A handwritten signature in cursive script that reads "Daniel G. Knoeck". The signature is written in black ink and is positioned above the typed name and title.

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS



City of Marshfield Memorandum

TO: Board of Public Works
FROM: Dick Pokorny, Building Inspector
DATE: December 1, 2016

RE: Request for approval of bid for demolition of buildings at 315 W. 5th St. & 404 W. 6th St.

BACKGROUND

The property at 315 W. 5th St. has long been a thorn in the side of the neighborhood. The Owners have a number of properties that the city had already razed due to their lack of taking care of the structures, and accumulations of junk. There was a Municipal Court trial in 2015 regarding citations issued for this property. Due to lack of action or payment by the owner, the city issued a raze order and posted the building as uninhabitable. The raze order on this property was objected to by the owner, Christine Eisner, and she applied for an appeal. The Board of Appeals upheld the Building Inspector's Order on January 12, 2016. Christine Eisner then appealed the order and denial by the board. She then took the case to Wood County Circuit Court with the trial on September 27, 2016. Judge Potter upheld our raze order as the estimates for repairs were over \$130,000.00. This amount greatly exceeded the Assessor's listed value of \$73,400.00.

There was a fire in the upstairs apartment of the duplex at 404 W. 6th. The neighbors started complaining about the condition of the house and garage. They also noted that people – other than the owner – were seen going in and out of the duplex. I contacted the owner who helped secure the building. The property's owner did not have the money or insurance to repair the property. The building also was in the foreclosure process. Owners who have given up on their property, think that "the Bank owns it", which is not usually the case. Due to the costs for repairs, Forward Financial decided to stop their foreclosure process. The estimate for repairs by a local contractor was over \$106,000.00. This greatly exceeded the Assessor's value of \$51,800.00. The State of Wisconsin Statutes indicates that if it costs more than 50% of the assessed value to make repairs, it can be considered to be a public nuisance. The City started the raze process by ordering the owner to raze both the house and the garage. After no effort was made to raze the buildings, the City Attorney started the rest of the long legal process for attaining the court's permission to raze them. Recently Wood County Circuit Court granted the City the right to demolish these buildings.

Development Services requested bids for the demolition of all structures at both properties.

ANALYSIS

The requested bid work is for razing of all structures on both properties. Bids were received by seven contractors for this project and opened on Wednesday November 30, 2016 in the office of the Building Inspector. See attached bid summary. The project is funded under the Development Services budget for "Miscellaneous Nuisance Enforcement and Condemnations". This raze work has to be completed by June 1, 2017.

RECOMMENDATION I recommend approval of the **low bid from Nikolai Construction** for a total cost not to exceed **\$29,400.00** and authorize execution of a contract.

dp

Concurrence:

Jason Angell
Director of Development Services

Concurrence:

Steve Barg
City Administrator

**BID SUMMARY
FOR
DEMOLITION OF BUILDINGS
315 W 5th St & 404 W 6th St**

COMPANY NAME	BID AMOUNT 315 W 5th St	BID AMOUNT 404 W 6th St	TOTAL	BID BOND
Don Nikolai Construction 8867 E 29 th St Marshfield, WI 54449	\$13,950.00	\$15,450.00	\$29,400.00	Yes
Nikolay Transport Co Inc PO Box 387 Marshfield, WI 54449	\$27,860.00	\$29,780.00	\$57,640.00	Yes
Steen Construction, Inc. N16206 Liberty St Dorchester, WI 54425	\$18,000.00	\$15,000.00	\$33,000.00	Yes
Minocqua Grading LLC 8622 Buckskin Trail Minocqua, WI 54548	\$17,500.00	\$17,500.00	\$35,000.00	Yes
Altmann Construction Co., Inc. PO Box 65 Wisconsin Rapids, WI 54495	\$24,900.00	\$22,600.00	\$47,500.00	Yes
SJS Excavating LLC W2866 Eddy Rd Curtiss, WI 54422	\$16,065.00	\$26,094.00	\$42,159.00	Yes
Earth, Inc. 4362 Dairy Rd Arpin, WI 54410	\$18,990.00	\$15,890.00	\$34,880.00	Yes



To: Tom Buttke, Chairman, Board of Public Works
 Members, Board of Public Works
From: Mike Winch, Street Superintendent
R.E.: Lawn Care Services Contract
Date: December 1, 2016

Background:

The current contract for mowing of Veteran’s Parkway, the Greenways and Storm Water Detention Basins are set to expire at the end of this year.

We advertised for quotes to cover 2017 and 2018 and then look at possibly seeking quotes with the Parks department in 2019. Last years’ contracts were split between all of Veteran’s Parkway and the Storm Water Detention Basin/Greenways. The same contractor had both contracts. The Yellowstone detention basin was mowed by a separate contractor and the Popp Avenue detention was mowed by city staff. When I went to split up Veteran’s Parkway I added Yellowstone to Zone 3 which is Veteran’s Parkway from Palmetto Ave to 29th St. Zone 2 is Veteran’s Parkway from Oak Ave to Mann St and the Popp Ave Pond. Zone 1 is Veteran’s Parkway between Oak Ave and Palmetto Ave. Greenways and storm detention ponds remain the same.

The reason behind 4 zones is to create a more competitive group of contracts. We did have eight contractors take out papers and we received four different quotes on all four zones. In 2016 we paid out the following per mowing event:

Veteran’s Parkway -	\$1,220.67
Greenway’s/Storm Basin -	\$ 779.13
Yellowstone Pond -	\$ 200.00
Popp Ave Pond -	\$ 200.00
	<u>\$2,399.80</u>

With these bids, we would pay \$1,577.50 per mowing event in 2017.

The quotation results are as follows:

Zone	Beaver Creek	CAVU	Clip N Along	Lonestar Landscaping	Nick	SolutionZ	Scott	Turf Tamers
1	\$335.00	\$750.00	No Bid	No Bid	No Bid	\$767.58	No Bid	\$360.00
2	\$327.00	\$900.00	No Bid	No Bid	No Bid	\$437.83	No Bid	\$440.00
3	\$365.00	\$650.00	No Bid	No Bid	No Bid	\$373.14	No Bid	\$440.00
Greenways	\$689.50	\$1,155.00	No Bid	No Bid	No Bid	\$784.62	No Bid	\$550.50
Total	\$1,716.50	\$3,455.00	\$0.00	\$0.00	\$0.00	\$2,363.17	\$0.00	\$1,790.50

Recommendation:

I recommend the low quotations of Beaver Creek for Zones 1, 2 and 3; and the low quotation of Turf Tamers for Greenways and Detention Basins.

Concurrences

Cc: Daniel A. Knoeck
 Dan Knoeck, Director of Public Works

Steve Barg
 Steve Barg, City Administrator



City of Marshfield Memorandum

DATE: November 29, 2016
TO: Board of Public Works
FROM: Steve Barg, City Administrator
RE: Downtown Parking Team report

Background

I have attached the Downtown Parking Team report, completed after their last meeting on November 9th. Recommendations #1-3 are proposed for implementation upon acceptance of the report, but the team is suggesting that another group be appointed to study item #4.

In addition to Board of Public Works, this report is also being given to governing bodies of Main Street, MACCI, Convention & Visitor Bureau (CVB), and Downtown Business Improvement District (BID) for review and comment by January 31, 2017. The goal is to get feedback from all 4 of these groups, and to review this input at a Downtown Parking Team meeting in early February. After that, a final report will be brought to the Board of Public Works for formal review and consideration in late February or early March.

Recommendation

Right now, the Downtown Parking Team is only seeking questions, concerns, comments, and suggestions regarding this report and its recommendations – either now, or at a later date before the end of January. No other action is requested at this time.

DOWNTOWN PARKING TEAM REPORT (November 17, 2016)

BACKGROUND

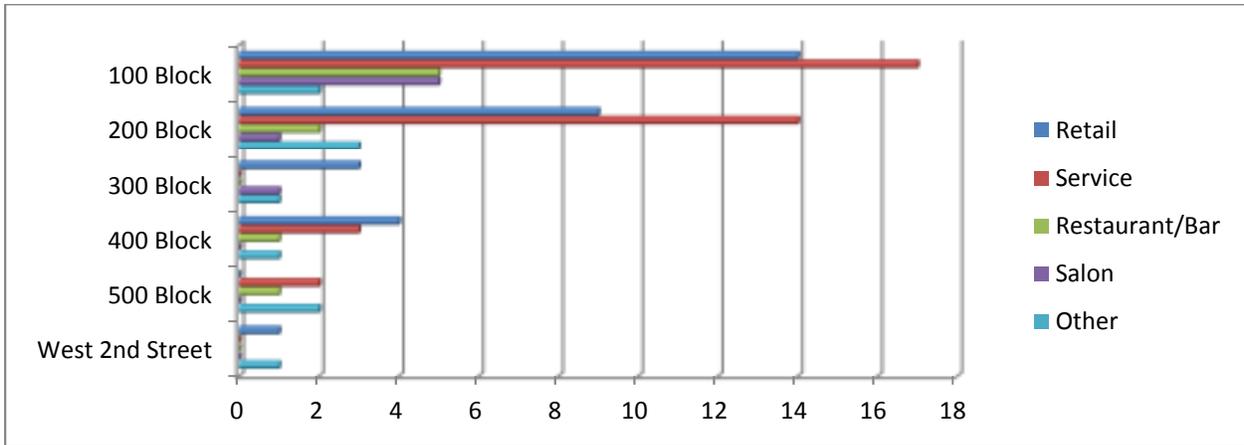
The Downtown Parking Team was created in early 2016 to conduct a comprehensive review of our downtown parking situation. This team is made up of 12 members, including 6 City officials, 4 representatives from the downtown business community, the MACCI Executive Director, and the Main Street Marshfield Executive Director. Rather than only looking at one particular aspect of downtown parking, the team was directed to study this issue more broadly, including but not limited to the areas of on-street parking, availability of parking, and parking permits. During the period from February-November, the team met 6 times and also conducted a thorough survey of downtown business owners/managers. That survey had a participation rate of roughly 90%, and it provided some excellent input. (A summary of the results is attached to this report.)

RECOMMENDATIONS

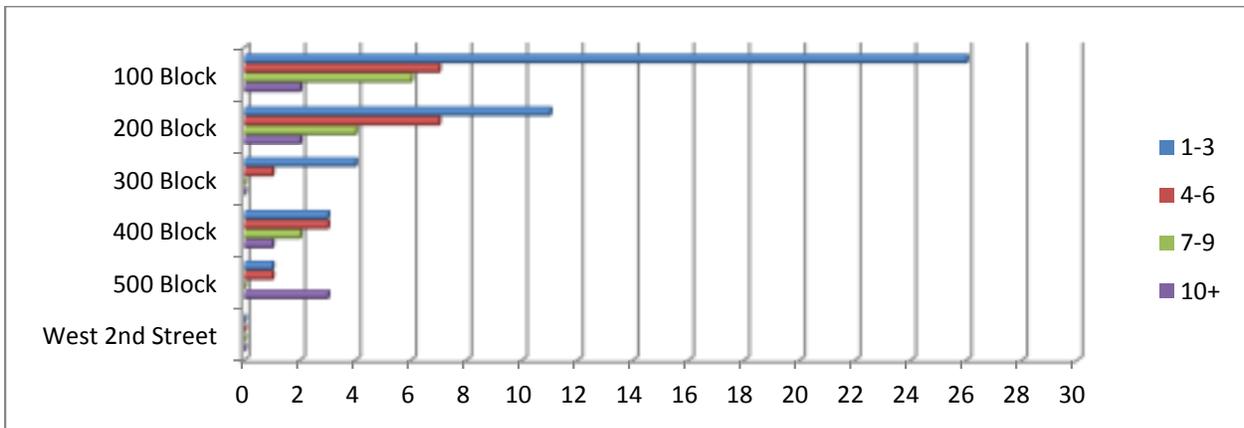
After much consideration, the team would like to make the following recommendations:

1. On-street parking
 - a. Remove 90-minute parking limit on side streets west of Chestnut and east of Maple
 - b. Remove 90-minute parking limit along West 1st Street in front of the police station
2. Parking lots
 - a. Designate 2 parking lots where permits are not required (Milwaukee, Omaha)
 - b. Standardize signage among all City parking lots in order to clarify restrictions
3. Permit parking
 - a. Allow pro-rated payment plan (annual fee divided by number of remaining months)
 - b. Track permits to specific parking lots by asking applicants where they intend to park
4. Pedestrian safety
 - a. Direct group(s) to review and make recommendations on pedestrian safety issues

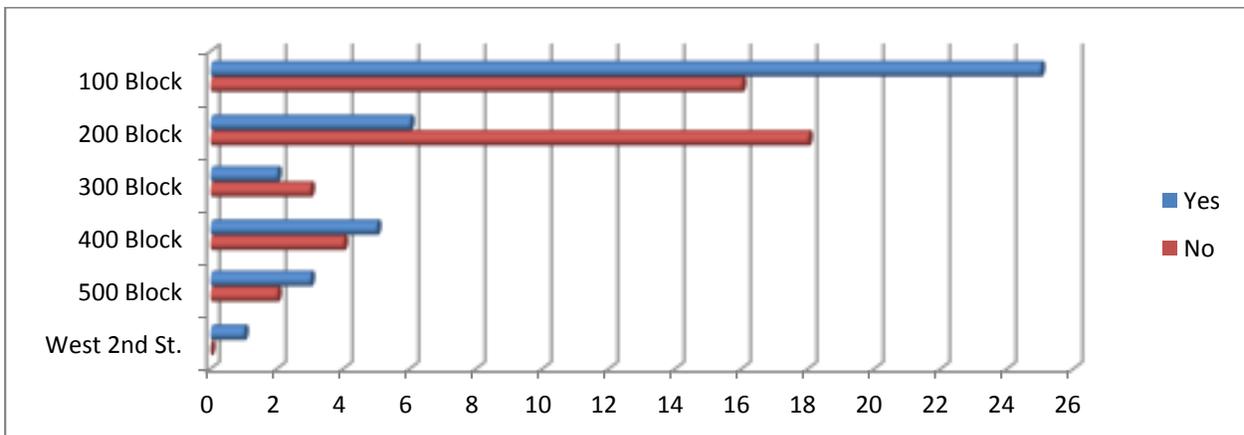
What type of business do you operate?



What is your peak number of employees for a shift?

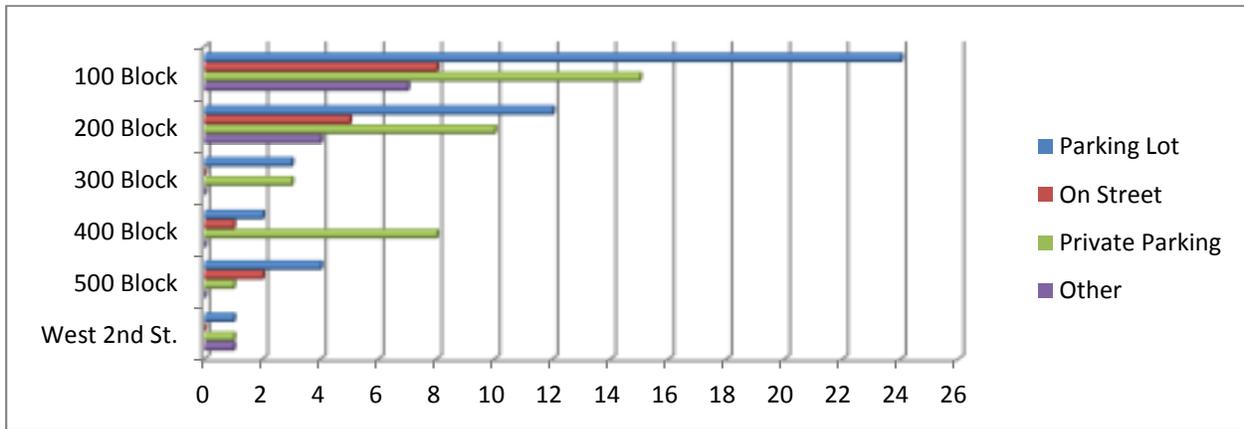


Are there apartments above your building? If so, how many units?



100 Block - 111 units
 200 Block - 8 units
 300 Block - 9 units
 400 Block - 20 units
 500 Block - 3 units
 West 2nd Street- 36 units

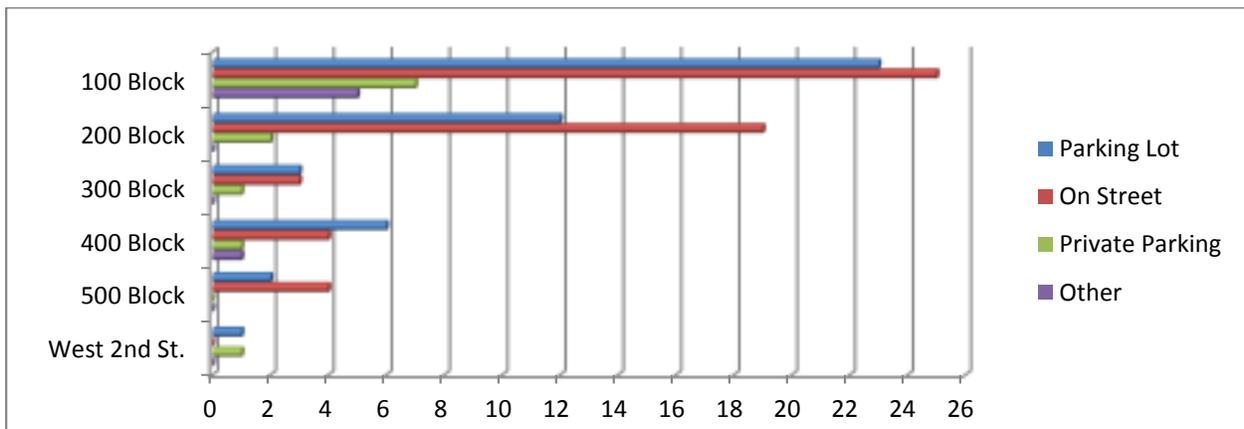
Where do you park your personal vehicle?



Comments:

- But have to move every 90 minutes
- 2 private parking spots
- My lot
- Permit parking
- 2 spots
- Our lot behind building
- Behind the building
- As far away from the business as possible
- BMO Parking Lot (2)
- Rotate
- 11 spots reserved for apartments; 12-14 city; city permits

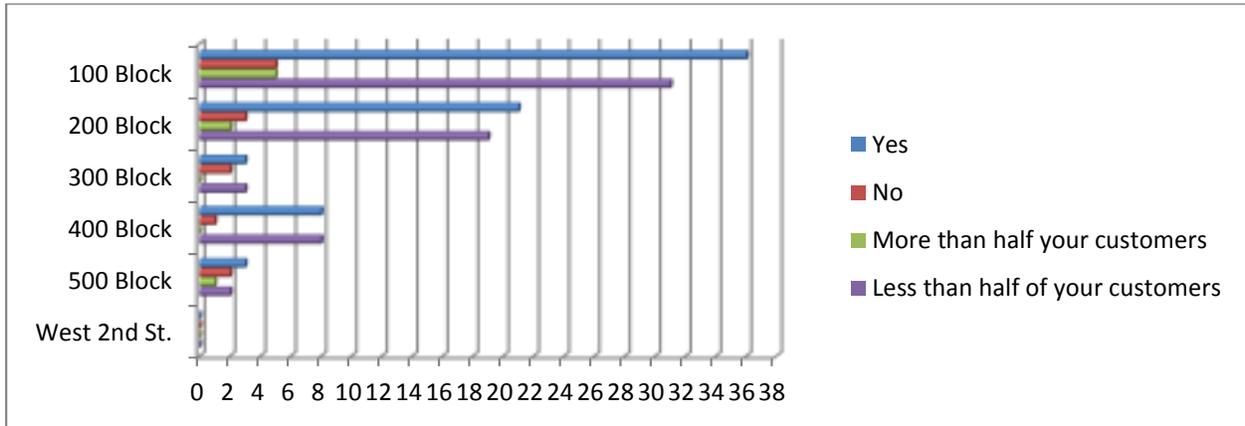
Where do you direct customers to park, when asked?



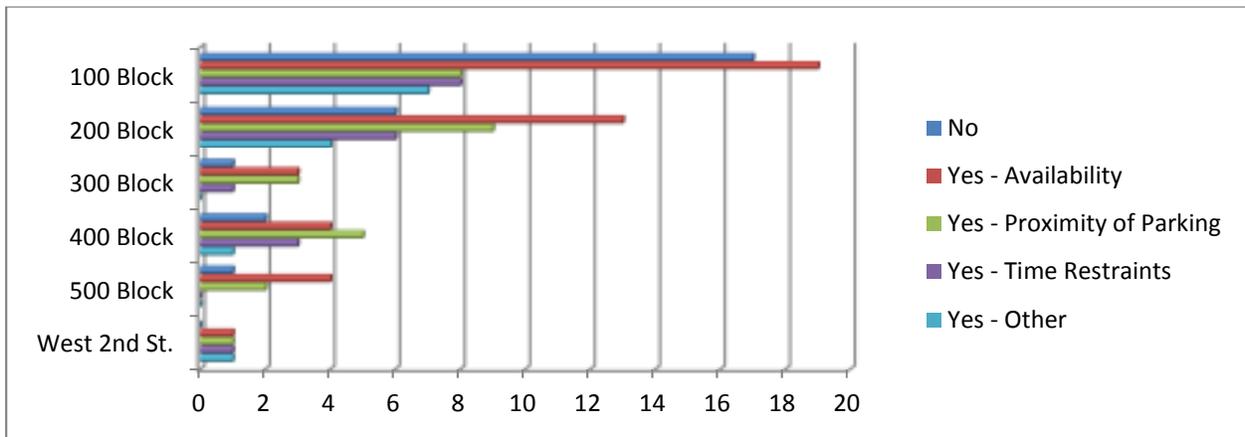
Comments:

- Lot between Circle the Date and Bookworld if I know they're going to be here for more than 90 minutes
- My lot or parking lot
- Our lot behind building
- Behind the building
- Depends if they need to load
- Back parking lot – public

Do you have customers with physical limitations who need to park close to your store?



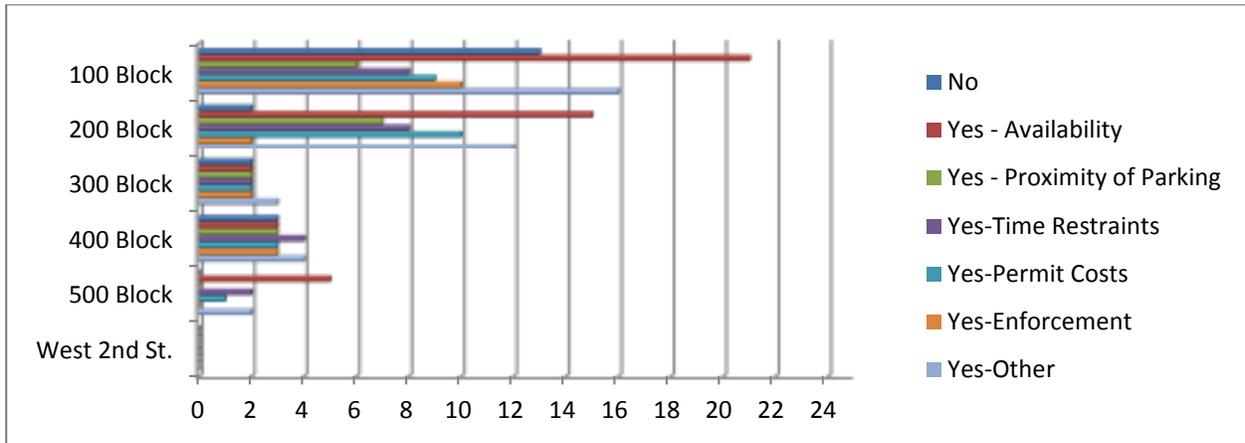
Do you get many customer complaints on parking? If so what are the main concerns?



Comments:

- During certain times of the day it is hard for especially older people to find a spot. I've tried to explain to them to not to come at lunchtime.
- Parking tickets
- Brought up 2nd street - doesn't want it or angled. Customers will have to walk crosswalk & cross inconveniently.
- No handicap parking (2)
- No parking available on Central
- Too much heavy traffic on Main Street
- Very few
- Mainly future concerns when the park is built a, b and c
- Not being able to park close. It's hard to use ramp even being handicapped
- 1-3 a week from elderly because they have to walk
- Yes, nice big store with not a lot of parking
- all of it – just ask me please. Too much to write

Do you have concerns with parking?

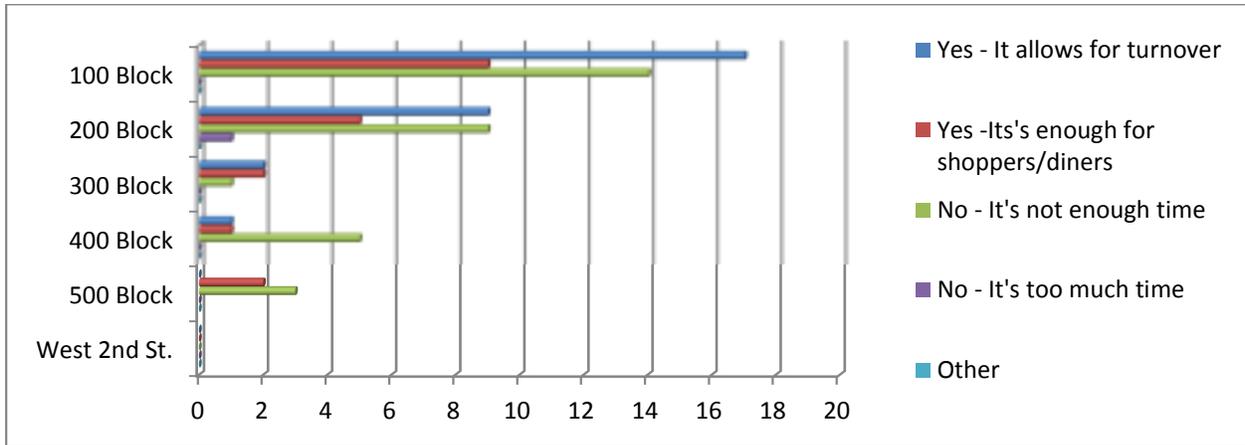


Comments:

- Each business owner should be allowed 1 free parking permit a year.
- Not on our side of Central Avenue
- Parking in the lot is metered
- Some apartment tenants park on the street all day (even if they get ticketed). Clients get ticketed for parking just over 90 minutes. It's very hit or miss, so it's hard to judge if I should have people move their vehicles or not.
- In my situation I believe if it was consistently enforced it would help. I have people who work at the business by me who park on the road all day and it causes lack of parking for my customers. I have asked the PD to help me out and nothing is ever done.
- moving vehicles is inconvenient every 90 minutes
- we have our own private parking lot - so no issues
- Street parking not enforced - 90 minutes - some cars parked all day
- If I have a client getting a manicure & pedicure 90 minute street parking is not long enough. Elderly clients have a hard time parking in the parking lot.
- Services can last 2-4 hours depending on what the client is having done. 90 minute parking is not long enough for our businesses. We have had many complaints about enforcement.
- Staff is only here for a few hours. Kind of costly for them to have to buy a permit
- Employee from other business parking in front of our business
- Feels it should be free for everyone. Customers shouldn't have to worry about being ticketed while shopping.
- I feel like Marshfield is not a big city. Shop local is stressed and it would be nice to not have a fine on your car after spending money shopping or eating. Plus taxes go towards improvements of parking lots & streets. It would be nice not to buy permits.
- I have huge concerns with parking in the winter. Sidewalk snow is shoveled to the curb and then there is a big band right where people have to walk through to get to the sidewalks. Snow buildup on curbs needs to be addressed.
- No time restraints on late afternoon parking. Late afternoon parking is not monitored. Some store owners take up parking spots on Central.
- Keeping front walks clear of snow and ice during winter
- there are customers that say they won't stop if close spots are not available

- With the 2nd street project coming, my concern will be the proximity availability, and time of parking. Cutting the parking spaces and location of those spaces is certainly concerning especially in winter months
- Since they tore down the two buildings in the lot, a lot of the parking has opened up. Closing lot would create unlimited space.
- I feel when you have to pay for parking it discourages people from living or working downtown.
- Absolutely find it ridiculous to have to check my vehicle every hour. I am with clients all day and cannot just close to check for marked tires. I bring shoppers to downtown to shop daily and have to worry about getting tickets along with my clients.
- we have customers with bigger vehicles and trailers with no place to park to get to us
- Parking is great now - however if the park is built I am concerned
- Not enough parking - business owners and employees should not be parking on Central Avenue
- It is easier for my staff to move vehicles after time is up instead of paying for permits in order to come to work
- When the park is built, the employees of the 200 block taking up the close alley parking from the customers.
- Customers will drive around the block a couple of times. If they don't find a spot they leave. Parking is our Number 1 complaint.
- Handicap
- 90 minutes isn't long enough for her type of business. She is there part time so the cost doesn't make sense for how often. She moves vehicle if more than 90 minutes
- I asked what a reasonable price would be and they didn't know so I mentioned I thought it was \$124 & they thought it was reasonable. But not overnight @ \$155
- I think every store that has to pay for a permit should receive a free one. Then maybe we could afford to buy them for our staff.
- Time restraints for street parking are 90 minutes. An average color takes 120 minutes or more. The parking lot (public Omaha) is in horrible condition, therefore we don't like to advise clients to park there
- The parking lot behind our store is in VERY rough shape. We have customers and employees complain often about the potholes and how dirty it is. We pay a LOT of money to park there every year and the police still make mistakes often and ticket employees WITH parking passes. The parking situation behind our store is always frustrating.
- I rent parking from Schreiner's Plumbing because the permits cost too much and my car was getting damaged sometimes every day in public parking.
- We have appointments longer than 90 minutes. When they get close to that time they hurry up and leave! That's frustrating.
- out of town signage
- As an owner of a business, I find it disturbing that I have been ticketed for parking in front of my business during normal business hours and while attending to afterhours emergencies. Surely a business owner should be able to park curbside in front of their own business as they know best if this impacts access for their customers
- Busy nights parking lot is full, Thomas House, Royal Tokyo, Library will fill up parking fast
- Business parking on Central all day
- at times it is difficult to have enough with our service availability for customers & employees with our parking
- 6th Street on the west side of Central parking is 90 minutes. East side of Central is park all day?

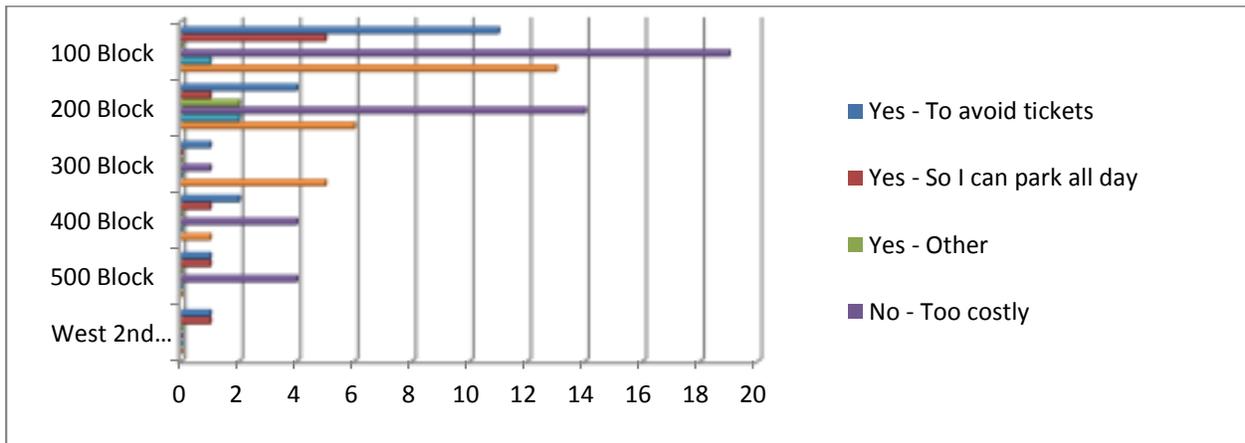
Do you feel the 90-minute on-street parking limit is reasonable? Why or why not?



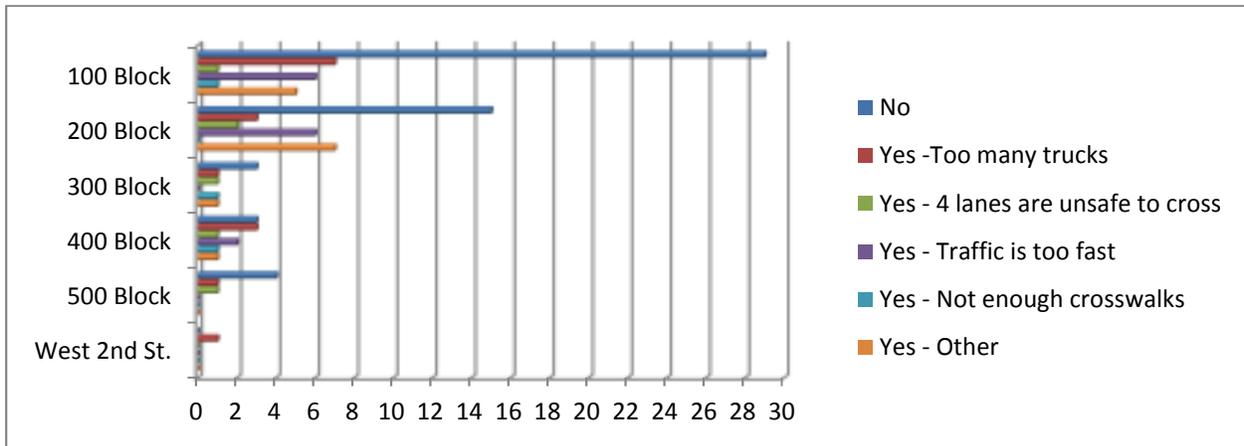
Comment:

- At least 2 hours. Very restrictive if client has an appointment and then wants to do anything else downtown.
- Our clients can be in service for 2-3 hours
- Most of our clients get a cut & color. That is a minimum of 2 hr service
- it is sometimes not long enough for our meetings
- Many clients would come to get nails done by me and go shop out, catch coffee, but won't because they have to check their parking status. I have had them tell me they don't shop much because of this situation.
- Clients often change their minds for services or bring in others and decide that they want services.
- although not long enough for our business, allows neighboring business a way to park.

Do you and your employees currently have parking permits? Why or why not?



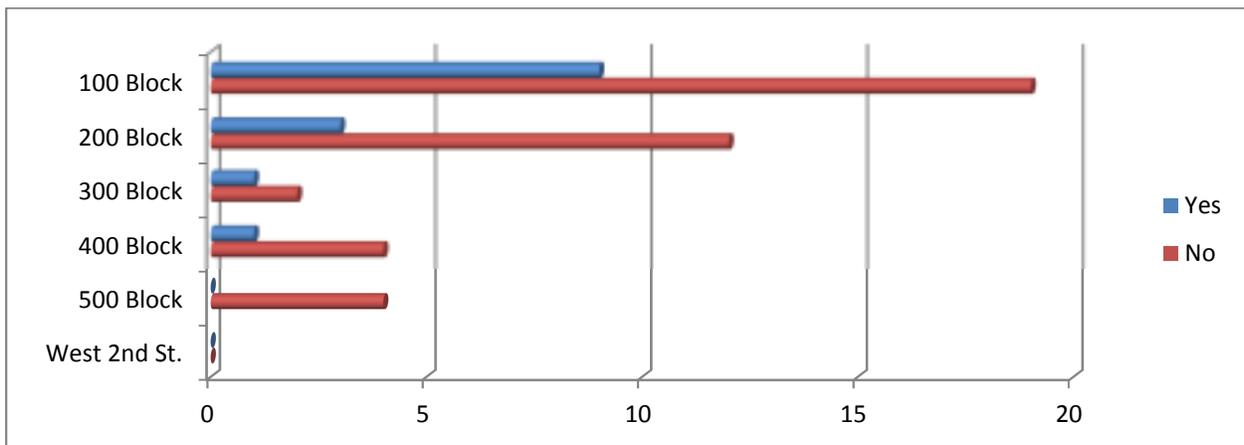
Do you get complaints about pedestrian safety or traffic in the downtown area?



Comments:

- Drivers don't pay attention to people waiting to cross
- No stop sign in alley
- Nobody stops for pedestrians
- Cars don't stop for those in the crosswalks.
- Timed walks too fast for older pedestrians
- Construction trucks unsafe (2)
- People do not stop at crosswalks
- No one slows down!!
- One stops, all cars stop, not a problem to her
- Not from customers but they see vehicles honk quite often & people afraid to cross
- No one, even police, stop for pedestrians in the crosswalk
- Long wait for go on traffic lights
- 5th Street traffic doesn't stop
- Let me repeat here, TOO MANY TRUCKS

Do you find value in the permit parking option? Why or why not?



Comments:

- no tickets, but expensive
- Just an added cost

- Not sure it hasn't affected us a ton.
- The parking stalls are too small and clients end up with damage to their vehicles
- It's worth it for me because I don't have to keep moving my car & keep track of time.
- Most employees are part time.
- 3 hr. parking lot is not very clean because of the people coming from bar.
- For people who need it
- can park while working all day and not have to move
- I would rather move my car throughout the day ; \$125 is too expensive
- Not really – it's costly and doesn't solve the problem for customers
- Not necessary
- Too expensive. There is plenty of parking near our shop, we should be able to park for free on side street parking lots. I can see leaving street parking for customers, but we have a huge lot in front and behind us that is never full.
- I don't need the option
- I understand cost of the city maintenance
- access to our business
- It should be free
- Just a hassle.
- It's the only option for employees
- Don't feel Marshfield really needs permit parking.
- too far
- Not in our situation
- Don't need it.
- We have private parking & do not use permit parking
- Too expensive and too far from buildings.
- I don't think we should have to pay for parking when there is a lot of parking in the lots.
- neat appearances
- here most days 8am -8pm
- I don't think it enforced to be honest.
- Permit parking would be fine without fee. You want businesses downtown but then charge them to park for work.
- Parking permits are very expensive to provide for our employees. For 2016 we paid \$3,375.00 so our employees could come to work and not get ticketed.
- I feel the cost is too steep, but it does keep people from parking there all day or leaving their vehicles there and riding with others, since the street parking limited
- I think parking should be free to encourage people to live & work downtown
- no too expensive
- If it is free to business owners
- I don't believe that a business should have to pay to park their employees. With more and more buildings empty on Central, I would think you would work with the businesses there.
- Tickets and permits are not conducive to employees, business owners & customers. Should not be penalized by any business activity with tickets.
- We have our own private parking in the back
- None of my staff would buy one just for work.
- There needs to be steady rotation with the parking
- Lot is usually full or distance from store (ok in nice weather)
- Permit parking guarantees employer a spot, but not customers.
- too expensive, and still need to park far away
- There are times that the spot is open due to lack of clients to use them full time.
- The price of a ticket is crazy but permit prices are too high
- There would be value in permit parking if the lots were in good condition and felt safer to park in.

- It's way too much money. The police miss the passes anyways and it's a huge inconvenience to get the tickets voided when we already do have passes in our cars.
- Value - Have a place to park cars
- N/A
- The permit is only attractive because it avoids tickets. Is this really necessary? Lots are seldom full here. Is it truly necessary to apply this additional tax to employers in our downtown? Is this policy really in-line with economic growth?
- don't use
- Cost of the permits too high
- Cost (2)
- For my staff it's not an option. So I do not find value in the option
- not on East 6th Street, only because of the location of what's around
- Too costly for small businesses

If you could do only one thing to make downtown more “customer friendly” (not limited to parking), what would it be and why?

- food stands with tables to sit at (vendors)
- More office and services oriented businesses, law, financial, design
- More designated lots
- Enforce sidewalk cleaning. The cigarette butts are gross
- Outdoor seating area
- Build a beautiful plaza
- I think the park project was a great start to create more appeal.
- More things for kids would be great for downtown! I think the pop up shop like at Christmas time is a great idea.
- Park good, eye appeal
- some spaces of parking that aren't timed; Outdoor dining options.
- No one way street
- Drivers need to be more considerate on Central to walkers, and drivers on side streets are speeding and almost hit people crossing the streets.
- I would put pedestrian crossing lights at every uncontrolled intersection, like Peach Street has by Madison school, from 8th Street to Cleveland
- I love how the downtown buildings are coming together. Feel some still need a new front
- eliminate 1 way streets
- Get rid of parking permit/timed parking
- Go back to "charrette" years ago from City planning
- Outdoor-sidewalk seating for restaurants
- It would be nice to see the building across from BMO Harris Bank on central filled with shops. I believe 3 in a row are empty.
- none
- third Thursdays Great (similar hours)
- Snow removal and huge piles on curbs. Shovel snow to the building and have small skid steer push it all to the block end. City would need to be timely on pick up.
- We feel downtown is customer friendly already. Some downtown businesses are very littered & city should enforce clean up.
- one lane each way with angle parking
- solar pedestrian crossing signs that flash red as soon as a pedestrian pushes the button. Fort Collins Colorado has amazing crossing signs that you can't miss.
- Not sure. I think they do a nice job with making the sidewalks look nice.
- More downtown-wide promotions, more unity

- Having the city officials letting business owners decide what's best to draw customers downtown. Seems to me the business owners should know what's best for customers and their business.
- We would like to see more promotions like "3rd Thursday", where the businesses promote as a group. We think this will bring more customers downtown.
- Have large events in our area like the fairgrounds or a large park instead of blocking traffic on Central
- Make back entrances more attractive because that is where the majority of parking is.
- We have a great downtown with many great shops! I think customers might just feel too rushed to get to them all in a reasonable time!
- Work with the businesses that are here to help them get and keep their customer. In parking and other issues, we are looking into other options as this has become a concern in growing our business
- We need to create always a welcome atmosphere
- Keep trees trimmed so they can see the businesses signs
- More entertainment - not a lot to do for people, especially those from out of town
- More grass where dog can do their business.
- Neighboring businesses employees park out front which hinders customer and client parking.
- Less lawyers, more family oriented, more kids, Hudson – indoor kid area
- slower speed through downtown, more flowers and amenities
- Too many lawyers and non-family friendly business downtown!
- Need a loading zone spot for customers and items for the stores that do not have alley access.
- Decrease bars
- Lengthen street parking to 3 to 4 hrs. and have more police presence in evening in parking lots and alleys.
- Clean up the sidewalks/streets/alleys more. There is often trash and broken glass all over the place. Very trashy.
- All stores have same or close to same hours
- police foot patrol. Makes for friendlier atmosphere for visitors & stores. Would represent safety & great for help in finding stores Places to eat, etc. Also keep street people from using benches for their business deals.
- Remove the snow from the street after sidewalks are cleaned. I hate jumping over piles or puddles
- Simply filling more storefronts
- slow traffic down
- Close South Central Avenue to truck traffic
- we are off Central Avenue – more activities



City of
Marshfield
Memorandum

December 1, 2016

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Revisions to Policy 5.120 Driveway Entrances

BACKGROUND

Staff has been working on a substantial update to the Driveway Entrance Policy. The policy addresses that portion of a private driveway located within the public right-of-way. A copy of the current policy is attached for reference: There are 2 primary goals for this policy update which include levying special assessments for asphalt driveway entrances and requiring that gravel entrances and aprons get hard surfaced when there is a street improvement project. These are significant changes from past practice and will result in additional assessment charges to benefitted property.

ANALYSIS

In 2004, the City first started to levy special assessments for asphalt street paving, however assessment calculations do not include asphalt driveway entrances. Asphalt entrances are found primarily on ditched streets. Driveway aprons on curb & gutter streets have been assessed to benefiting properties for decades. In the past 10 years, the City has been more aggressive on repaving residential streets through the mill-in-place program. This program has been very successful, however, we are not able to complete as many streets as we would like. A significant portion of the asphalt paving program budget goes toward repaving of asphalt driveway entrances. For instance, in 2016 the asphalt paving program budget was \$2,040,000. Of that, about \$1,044,000 was targeted for the mill-in-place program, which allowed us to complete almost 2 miles of streets. Those 2 miles of streets included 127 driveway entrances which cost \$132,000 to pave. The attached draft policy revision would require that the cost of asphalt entrances be assessed to the benefiting property. There is a provision in the policy for condition credit for entrances that are in average or better condition at the time of replacement, which is the same condition credit that has been offered for driveway aprons on curb & gutter streets.

The second significant policy change is to require that gravel driveway aprons and entrances get hard surfaced when there is a street improvement project. Past practice has been to replace driveways with in-kind materials. On mill-in-place projects, gravel

entrances would get replaced with a gravel entrance and on overlay projects, gravel aprons would not be addressed. The draft policy revision would require that the gravel entrances and aprons get paved with the improvement project and the cost of paving get assessed to the benefitting property. The goal of this policy change is to minimize the potential of erosion and migration of gravel into city ditches, curb & gutters and storm sewers.

A redline version and a clean version of the draft policy are attached for review.

RECOMMENDATION

There is no recommendation at this time. Staff is looking for support from the Board for these changes before finalizing the policy.

Concurrence: 
Steve Barg, City Administrator



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

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

CHAPTER: Street/Sewer Construction and Maintenance

SUBJECT: Driveway Entrances

POLICY NUMBER: 5.120

PAGES: 2

EFFECTIVE DATE: September 27, 1994

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.

1. All driveway entrances (between curb and gutter and sidewalks) on street improvement projects shall be paved by the City as an appurtenance of the pavement in conjunction with curb and gutter and sidewalks.
 - a. Driveway entrances (between curb and gutter and sidewalks) on new street improvements shall be paved with concrete (concrete streets) within 30 days of completion of the construction.
 - b. Said driveway entrance shall be paved with Portland Cement Concrete, with a minimum depth of 6", reinforced as per Engineering Division specifications.
2. Damages shall be given to property owners for existing driveway entrances as follows:
 - a. Portland cement concrete or bituminous asphalt (hot mix)
 - (1) 100% allowance of the current bid price of a comparative installation for documented construction which is under one year in age up to the amount of square yards existing, but not to exceed the proposed driveway size entrance as per plans and specifications.

- (2) An allowance of 80% of the current bid price of a comparative installation up to the amount of square yards existing for construction which is in very good condition (no holes, scaling, or unevenness, only hairline cracks), but not to exceed the proposed driveway size entrance as per plans and specifications.
- (3) An allowance of 50% of the current bid price of a comparative installation up to the amount of square yards existing for construction which is in average condition, but not to exceed the proposed driveway size entrance as per plans and specifications.
- (4) No allowance shall be made for existing driveways in poor condition.
- (5) As an alternate to Item (2), Item (3), or Item (4), an allowance of the current bid price of a comparative installation for documented construction based upon an estimated life of 30 years for the driveway being reconstructed up to the amount of square yards existing, but not to exceed the proposed driveway size entrance as per plans and specifications. In the event that the driveway being replaced has not existed for the full useful life as set forth previously, the cost to be assessed shall be prorated over such life on an annual basis.

b. Cold mix or gravel driveways

- (1) These shall not be considered existing pavement and shall not be reimbursed.

3. Driveway entrances on existing improved streets with curb and gutter:

- a. Driveway entrances (between curb and gutter and the sidewalk or property line) on existing streets shall be paved with concrete or hot mix asphalt as per Engineering Division specifications.

4. Abandoned driveway entrances:

- a. Driveway entrances, which are no longer used as such, shall be removed and the terrace area shall be replaced as grass at the property owner's expense.
- b. The curb and gutter at these unused driveway entrances shall be removed and replaced with a standard curb and gutter section as per Engineering Division specifications at the property owners expense.



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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

CHAPTER: Street/Sewer Construction and Maintenance

SUBJECT: Driveway **Aprons and Entrances**,

POLICY NUMBER: 5.120

PAGES: 2

EFFECTIVE DATE: ~~September 27, 1994~~

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.

There shall be a Board of Public Works Policy governing installation, maintenance and replacement of driveway aprons and entrances.

1 Definitions:

- a. A driveway apron, also known as an approach is the portion of a private driveway on a street with curb & gutter, located between the curb & gutter and sidewalk or between the curb & gutter and property line (right-of-way line), if there is no sidewalk.
- b. A driveway entrance is the portion of a private driveway over the culvert or across the ditch on a street without curb & gutter and is located between the roadway edge and the property line (right-of-way line) or sidewalk if present.
- c. New apron or entrance is defined as one that is being proposed or constructed where one does not currently exist.
- d. Hard surface is defined as asphalt or concrete pavement. It does not include recycled asphalt or asphalt millings.
- e. Street improvement project may include reconstruction, asphalt overlay or resurfacing. It does not include crack filling, sealcoating

or other maintenance activities.

2. All driveway ~~aprons and entrances~~ ~~entrances~~ ~~(between curb and gutter and sidewalks)~~ on street improvement projects shall be paved with a hard surface by the City as an appurtenance of the pavement in conjunction with curb and gutter and sidewalks in accordance with this policy and City of Marshfield Standard Specifications and Details. Maintenance of aprons and entrances is the responsibility of the owner of the property served by the driveway. Aprons and entrances shall be maintained in good condition to prevent erosion or migration of driveway materials into adjacent ditches and storm sewer systems and to maintain adequate drainage.

3. Driveway ~~entrances~~ Aprons

- a. On new and existing curb & gutter streets, aprons shall be concrete pavement, except that existing asphalt aprons as of the effective date of this policy may remain asphalt until such time as the street or apron is reconstructed. ~~(between curb and gutter and sidewalks) on new street improvements shall be paved with concrete (concrete streets) within 30 days of completion of the construction.~~
- b. ~~Said driveway entrance shall be paved with Portland Cement Concrete, with a minimum depth of 6", reinforced as per Engineering Division specifications.~~
- c. The cost of constructing new aprons shall be borne entirely by the property owner whose property is served by the driveway and shall be paved within one year of approval.
- d. When street improvement projects replace aprons, the cost of replacement shall be assessed to the property served by the driveway with credit given for existing condition as described in Section 6 of this policy.

4. Driveway Entrances

- a. Driveway entrances shall be paved with asphalt pavement.
- b. Entrances other than asphalt pavement as of the effective date of this policy may remain until such time as the street or entrance is reconstructed, subject to the provisions of Section 5b of this policy.
- c. In the event that the property owner chooses to install hard surface pavement other than asphalt, and the City undertakes an improvement project that requires removal and replacement of the driveway entrance, the City will only replace said hard surface with asphalt.
- d. The cost of constructing new entrances shall be borne entirely by the

property owner whose property is served by the driveway and shall be paved within one year of approval.

- e. When street improvement projects replace entrances, the cost of the asphalt shall be assessed to the property served by the driveway with credit given for existing condition as described in Section 6 of this policy.

5. Gravel Driveway Aprons and Entrances

- a. Gravel or other non-hard surface aprons and entrances shall be subject to mandatory paving at the time of a street improvement project.
- b. Gravel aprons and entrances that experience recurring washout or erosion that allows gravel to migrate onto adjacent sidewalks and streets or into adjacent ditches or storm sewer systems are subject to mandatory paving within 45 days of order by the City Engineer. In addition, the owner of the property served by the driveway shall be responsible for the cost of removal of the gravel that has migrated off the driveway. If the ordered paving is not completed by the owner, the Department of Public Works may complete the work at the expense of the owner of the property served by the driveway.
- c. The cost of hard surfacing gravel aprons and entrances shall be borne entirely by the property owner whose property is served by the driveway. When special assessments are levied for a street improvement project adjacent to the driveway, the cost of paving the driveway apron or entrance will be included in the special assessment.

6. Damages Existing Condition Credit

- a. A credit applied to special assessments shall be given to property owners for pavement condition on existing, concrete and asphalt driveway aprons and entrances as follows:
 - a. ~~Portland cement concrete or bituminous asphalt (hot mix)~~
 - (1) 100% allowance of the current bid price of a comparative installation for documented construction which is under one year in age ~~up to the amount of square yards existing~~, but not to exceed the **existing apron or entrance size**. ~~proposed driveway size entrance as per plans and specifications.~~
 - (2) An allowance of 80% of the current bid price of a comparative installation ~~up to the amount of square yards existing~~ for ~~construction~~ which is in very good condition (no holes, scaling, or unevenness, only hairline cracks), but not to exceed the **existing apron or entrance size**. ~~proposed driveway size entrance as per plans and specifications.~~

(3) An allowance of 50% of the current bid price of a comparative installation up to the amount of square yards existing for ~~construction~~ which is in average condition, but not to exceed the **existing apron or entrance size**. ~~proposed driveway size entrance as per plans and specifications.~~

(4) No allowance **credit** shall be made **given** for existing **cold mix, gravel, millings or grass, driveways aprons and entrances or those hard surfaced aprons and entrances** in poor condition.

(5) **When aprons and entrances are enlarged, 100% of the cost of the increased size shall be assessed to the benefiting property.**

~~(5) As an alternate to Item (2), Item (3), or Item (4), an allowance of the current bid price of a comparative installation for documented construction based upon an estimated life of 30 years for the driveway being reconstructed up to the amount of square yards existing, but not to exceed the proposed driveway size entrance as per plans and specifications. In the event that the driveway being replaced has not existed for the full useful life as set forth previously, the cost to be assessed shall be prorated over such life on an annual basis.~~

b. ~~Cold mix or gravel driveways~~

~~(1) These shall not be considered existing pavement and shall not be reimbursed~~

3. ~~Driveway entrances on existing improved streets with curb and gutter:~~

~~a. Driveway entrances (between curb and gutter and the sidewalk or property line) on existing streets shall be paved with concrete or hot mix asphalt as per Engineering Division specifications.~~

7. Abandoned driveway **Aprons and Entrances**

a. **If a property owner removes, relocates or otherwise abandons a driveway, the apron or entrance shall be addressed as follows:**

(1) Driveway **aprons and** entrances, which are no longer used as such, shall be removed and the terrace **or ditch** area shall be replaced as grass at the property owner's expense.

(2) The curb and gutter at these unused driveway entrances **aprons** shall be removed and replaced with a standard curb and gutter section ~~as per Engineering Division~~ **in accordance with City of**

Marshfield Standard specifications and Details at the property owners expense.

DRAFT



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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

CHAPTER: Street/Sewer Construction and Maintenance

SUBJECT: Driveway Aprons and Entrances

POLICY NUMBER: 5.120

PAGES: 2

EFFECTIVE DATE:

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- c. New apron or entrance is defined as one that is being proposed or constructed where one does not currently exist.
- d. Hard surface is defined as asphalt or concrete pavement. It does not include recycled asphalt or asphalt millings.
- e. Street improvement project may include reconstruction, asphalt overlay or

resurfacing. It does not include crack filling, sealcoating or other maintenance activities.

2. All driveway aprons and entrances shall be paved with a hard surface in accordance with this policy and City of Marshfield Standard Specifications and Details. Maintenance of aprons and entrances is the responsibility of the owner of the property served by the driveway. Aprons and entrances shall be maintained in good condition to prevent erosion or migration of driveway materials into adjacent ditches and storm sewer systems and to maintain adequate drainage.

3. Driveway Aprons

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- b. The cost of constructing new aprons shall be borne entirely by the property owner whose property is served by the driveway and shall be paved within one year of approval.
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(1) Driveway aprons and entrances, which are no longer used as such, shall be removed and the terrace or ditch area shall be replaced as grass at the property owner's expense.

(2) The curb and gutter at unused driveway aprons shall be removed and replaced with a standard curb and gutter section in accordance with City of Marshfield Standard Specifications and Details at the property owners expense.

DRAFT



City of Marshfield Memorandum

DATE: December 1, 2016
TO: Board of Public Works
FROM: Steve Barg, City Administrator
RE: Disposition of Vaughn-Hansen chapel

Background

For nearly 3 years, staff has talked with the Board about the future of the Vaughn-Hansen chapel at Hillside Cemetery. Myron Silberman, architect of the chapel back in the 1970s, presented and highlighted the following proposal at the July 18, 2016 Board meeting:

- \$40,000 will be raised by the Marshfield Rotary Club and Vaughn-Hansen family.
- An appeal will be made to the greater Marshfield community, with the goal to raise another \$40,000, bringing the total to \$80,000.
- They ask that the City match this amount by budgeting \$80,000 for this project.
- With \$160,000 total, the City could make the needed repairs and put the remaining funds in a separate fund for future maintenance. (This was based on an estimate of \$100,000 for the required repairs, and setting aside \$60,000 for future needs.)

Mr. Silberman also suggested looking into converting the chapel into a columbarium. The Board asked staff to research this option, and to provide an update in September.

Columbarium review

On September 19th, staff provided the attached memo and proposal for services from Tim Hentges of The Tribute Companies. However, the Board voted 3-2 against accepting this proposal, and no further direction was given at that time about disposition of the chapel.

Donation offered

Two weeks ago, I was approached by someone willing to donate \$160,000 for the needed repairs and improvements to the chapel, hoping to put the monies in a fund at Marshfield Area Community Foundation (MACF). I told her that no project has been authorized yet, as no use for the building has been proposed and approved. But we now have a different situation, since it appears that funding may no longer be an issue.

Recommendation

Staff requests that the Board consider this new development, and give direction regarding its desired next step for the future of the Vaughn-Hansen chapel.



City of Marshfield Memorandum

DATE: September 16, 2016
TO: Board of Public Works
FROM: Steve Barg, City Administrator
RE: Proposal for services – feasibility of renovating chapel into columbarium

Background

As you know, there has been much discussion on the future of the Vaughn-Hansen chapel at Hillside Cemetery. When the Board last considered this on July 18th, Myron Silberman suggested renovating the chapel into a columbarium, and Board members agreed that this is worth investigating. Mike Baltus has now obtained the attached proposal from Tribute Companies for your review. Evaluating the feasibility of this improvement would seem to be the next logical step in this process.

Recommendation

Staff recommends that the Board accept this proposal, at a cost not to exceed \$3,800 plus reimbursable expenses (expected to be around \$200), and direct staff to prepare a budget resolution for the September 27th Council meeting with contingency as a funding source. Also, staff recommends that the Board authorize the appropriate staff member to execute an agreement for services with Tribute Companies.



The Tribute Companies inc.

September 14, 2016

Mr. Mike Baltus
Hillside Cemetery
1110 North St. Joseph Avenue
Marshfield, WI 54449

Re: Proposed niche addition
Project No.: 16-013

Dear Mr. Baltus:

Thank you for giving Tribute Design Systems the opportunity to submit a proposal to design an interior niche room within your existing chapel at Hillside Cemetery. As part of our services we will include an initial concept for the development followed by construction drawings that will be used for future developments.

Project Understanding

This proposal is for architectural services. Our services will include the development of schematic design and construction documents to include the development of an existing chapel. The design will focus on the development of columbarium options within the existing space, which will be used for future development. Once complete the design should allow an opportunity to provide a better understanding of scope and product inventory to establish budget estimates that will be used to develop future inventory.

Project Scope

Included in this project scope:

- Schematic design floor plan and elevations.
- Construction documents with outline specification
- Sales and inventory maps
- Electrical layout for future columbarium
- Interior floor finishes
- Electronic PDF copies of all drawings.

Additional services not included in this project scope:

- Structural engineering
- Bidding & Negotiation
- Construction Administration

9/14/2016

- Civil Engineering / Storm Water Management
- Soil borings / Geotechnical Reports
- Landscape drawings
- Mechanical & Electrical Engineering
- Topographic Survey
- City, County or State meetings, permits or document review fees
- Testing Services

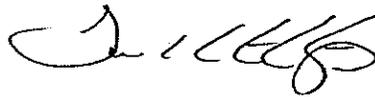
Fee Structure

Tribute will provide Architectural services for a fee of:
Three-Thousand Eight-Hundred and 0/100 Dollars (3,800.00)

Terms & Conditions

The terms and conditions of the AIA Document B105, Standard Form of Agreement Between Owner and Architect (2007 edition), shall apply to and be part of this proposal. If this proposal is acceptable, please sign and return one copy for our records or request that TDS issue the AIA B105 contract. Services will be billed monthly based on work completed.

Sincerely,
TRIBUTE DESIGN SYSTEMS, LLC



Timothy Hentges
Chief Operating Officer

Enclosure: TDS 2016 Rate Sheet

ACCEPTANCE

This proposal of services is accepted and I authorize work to be completed.

Mike Baltus

Date

9/14/2016

2016

RATE AND FEE SCHEDULE

- Effective January 1, 2016 -

Hourly

Principals: President and CEO	\$300
..... Chief Operating Officer.....	\$250
..... Director of Operations.....	\$200
Project Architect.....	\$150-175
Project Manager	\$130-150
Graphic Designer	\$100-120
CAD Operator	\$90
Clerical Support	\$50

Reimbursable Expenses

Travel:

Travel Time over 1 hour.....	\$55/hr after 1 st hr
Auto.....	\$0.64 per mile
Rental Car.....	direct cost
Airline.....	direct cost
Lodging & Meals	direct cost
Tolls, Tips, etc.....	direct cost
Phone, Postage, etc.....	direct cost
Printing and Office Supplies	direct cost plus 10%
Outside Engineers and Consultants	direct cost plus 10%

 **BOARD OF PUBLIC WORKS MINUTES**
OF SEPTEMBER 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 Zaleski; City Administrator Barg; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Parks & Recreation Director Casperson; Parks & Recreation Supervisor Steinbach; Cemetery Coordinator Baltus; the media; and others.

PW16-102 Motion by Wagner, second by Feirer to recommend approval of the minutes of the September 6, 2016 Board of Public Works meetings.

Motion Carried

Citizen Comments:

- Jack Ferris, 808 West Upham Street, representing Friends of the Trail, regarding the Project Agreement with WisDOT for the Wildwood/McMillan Connector Trail asked what is a let project and will the trail segment constructed by Marshfield Clinic meet the same standards as the rest of the trail. Knoeck addressed these questions later in the meeting.

City Engineer Turchi presented an Engineering Division construction update. Street Superintendent Winch presented a Street Division construction update.

The Board of Public Works discussed parking restrictions around Griese Park. Comments were heard from the following:

- Rick Buttke 2606 South Apple Avenue, stated that five people on Apple Avenue have campers that can't always get in their driveways when soccer season is on. He is wondering if any City owned land east of Palmetto Avenue is available to develop new parking. People are also leaving garbage in the ditches.
- Jim Badertscher, 2702 South Apple Avenue, stated that a majority of people he talked to agreed that parking should only be allowed on one side of the street. There are less than 30 days per year that parking is an issue. He would prefer to maintain alternate side parking with signs that described the requirements. If the Board of Public Works decides to restrict one side, then he would prefer no parking on the east side.
- Alderman Zaleski thanked the Board of Public Works for allowing the residents to provide input on this issue.

The Board of Public Works made no change to Motion **PW16-98** from the September 6, 2016 Board of Public Works meeting which recommended 'No Parking This Side of Street' on the west side of Apple Avenue from 25th Street to 29th Street, the south side of 25th Street from Peach Avenue to Palmetto Avenue and on the east side of Wallonnie Drive from Palmetto Avenue to Palmetto Avenue.

PW16-103 Motion by Jockheck, second by Earll to recommend approval of the quotation submitted by V & H, Inc. of Marshfield, WI for a Ford F150 pickup truck at a cost of \$31,869.50 and authorize execution of a purchase agreement.

Motion Carried

PW16-104 Motion by Wagner, second by Buttke to recommend approval of the proposal submitted by Tribute Companies to evaluate the feasibility of renovating the Vaughn-Hansen Chapel at Hillside Cemetery into a columbarium at a cost not to exceed \$3,800, plus reimbursable expenses, direct staff to prepare a budget resolution with contingency as a funding source and authorize execution of the agreement.

Wagner & Buttke voted 'Aye', Feirer, Jockheck & Earll voted 'No' Motion Failed

PW16-105 Motion by Jockheck, second by Feirer to recommend approval of the Project Agreement with WisDOT for the Wildwood/McMillan Connector Trail Project and authorize execution of the agreement.

Motion Carried

PW16-106 Motion by Wagner, second by Earll to recommend 'No Parking' on the south side of East 7th Street from the west of the west right of Palmetto Avenue to 25 feet west, and that the Administrative Code of Traffic and Parking Regulations be amended to reflect these changes.

Motion Carried

PW16-107 Motion by Wagner, second by Feirer to recommend approval of the Final Assessments for North Street (St. Joseph Avenue to Wood Avenue) as presented.

Motion Carried

PW16-108 Motion by Jockheck, second by Earll to recommend approval of the Final Assessments for Hume Avenue (North of McMillan Street) as presented.

Motion Carried

PW16-109 Motion by Feirer, second by Jockheck to recommend approval of the Final Assessments for Maple Avenue (6th Street to Veterans Parkway and side streets to Central Avenue) as presented.

Motion Carried

The Closed Session regarding the Memorandum of Understanding with the Central Wisconsin State Fair for management of the proposed permanent stage was not held.

Recommended items for future agendas: None

Motion by Jockheck second by Feirer that the meeting be adjourned at 6:37 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS



City of
Marshfield
Memorandum

December 1, 2016

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Revocable Occupancy Permits for North Central Avenue

BACKGROUND

As part of WisDOT's process for street improvements, they evaluate the existing right-of-way for encroachments of private improvements into the public right-of-way. If encroachments are found, often times they must be removed, however minor encroachments that do not interfere with construction can be allowed to remain through a Revocable Occupancy Permit.

ANALYSIS

Three encroachments were identified on the North Central Avenue project and WisDOT has indicated that 2 of them can remain. As the City of Marshfield is the maintaining authority, WisDOT is asking the City to approve the Revocable Occupancy Permits. The two locations are Weiler,s Convenience Store at 600 North Central and the Spot Bar at 500 North Central. A copy of the permit and photos for each location are attached for your review.

RECOMMENDATION

Approve the Revocable Occupancy Permits for 500 and 600 North Central Avenue and authorize execution on behalf of the City.

Concurrence: 

Steve Barg, City Administrator

REVOCABLE OCCUPANCY PERMIT

Wisconsin Department of Transportation
Exempt from filing transfer form [s. 77.21(1), 77.22(1) Wis. Stats.]
RE1551 04/2016 (Replaces RE1551 08/2011) Ch. 84 Wis. Stats.

Occupant name and address:
3rd Avenue Properties, LLC
1602 East Wausau Avenue, Wausau, WI 54403

Agency name and address:
City of Marshfield, City Hall Plaza
630 S. Central Avenue, STE 622, Marshfield, WI 54449
Highway: **STH 97**
County: **Wood** City: **City of Marshfield**

Encroachment location: **Sta. 111+08 LT**
Lot 11 in Block 6 of the Fourth Addition to the Village Plat of
Marshfield, SE1/4-SW1/4, Section 5, Township 25 North, Range 3
East, City of Marshfield, Wood County, WI.

Encroachment description: **Concrete Steps**

The use and occupancy of highway right of way under this permit is conditioned upon the Occupant's compliance with these provisions:

1. This permit only authorizes the described encroachment to remain temporarily within the STH 97 right of way by 0.6 feet; however, if the described encroachment is damaged from any cause whatsoever, to the extent that repair costs would be equal to or greater than 50% of the assessed or estimated value of the described encroachment at the time of said occurrence, then it cannot be repaired, re-erected and/or replaced anywhere within the existing highway right of way.
2. In the event that the Agency deems it necessary to revoke this permit because of a need to expand capacity or improve safety, the Agency reserves the right to give notice regarding the removal of the described encroachment. The Agency may terminate this permit upon (30) days written notice to the Occupant. The Occupant shall remove the described encroachment maintained under this permit within the time specified in the notice.
3. If the Agency determines that the installation or use of the described encroachment authorized under this permit increases the difficulty of highway maintenance, creates conditions adverse to the best interest of the highway users, the general public, or presents a threat to highway safety, then the occupant, upon notification by the Agency shall promptly remove the encroachment from the highway right of way.
4. Failure by the Occupant to comply with the provisions of this permit is cause for the Agency to terminate this permit and to require the Occupant to take immediate action to clear the right of way to a safe condition.
5. Issuance of this permit shall not be construed as a waiver of the occupant's obligation to comply with any more restrictive requirements imposed by local ordinance.

This space is reserved for recording data

Return to
Timbers-Selissen-Rudolph Land Specialists, Inc.
c/o Ashley Seibel
1030 Oak Ridge Drive, STE 2
Eau Claire, WI 54701

Parcel Identification Number/Tax Key Number
33-00268

Signature & Date
Daniel G. Knoeck, P.E.

Print Name
Director of Public Works

Title

Date
State of Wisconsin)
) ss.

County)
On the above date, this instrument was acknowledged before me by the
named person(s).

Signature, Notary Public, State of Wisconsin

Print or Type Name, Notary Public, State of Wisconsin

Date Commission Expires

Encroachment 2



REVOCABLE OCCUPANCY PERMIT

Wisconsin Department of Transportation
Exempt from filing transfer form [s. 77.21(1), 77.22(1) Wis. Stats.]
RE1551 04/2016 (Replaces RE1551 08/2011) Ch. 84 Wis. Stats.

Occupant name and address:

Weiler Properties, LLC
2211 East 5th Street, Marshfield, WI 54449

Agency name and address:

City of Marshfield, City Hall Plaza
630 S. Central Avenue, STE 622, Marshfield, WI 54449
Highway: **STH 97**
County: **Wood** City: **City of Marshfield**

Encroachment location: **Sta. 114+71 LT – 114+86 LT**
Lot 11 in Block 207 of the Fourth to the Village Plat of Marshfield,
SW1/4-SE1/4, Section 5, Township 25 North, Range 3 East, City of
Marshfield, Wood County, WI.

Encroachment description: **Retaining Wall**

The use and occupancy of highway right of way under this permit is conditioned upon the Occupant's compliance with these provisions:

1. This permit only authorizes the described encroachment to remain temporarily within the STH 97 right of way by 0.6 feet; however, if the described encroachment is damaged from any cause whatsoever, to the extent that repair costs would be equal to or greater than 50% of the assessed or estimated value of the described encroachment at the time of said occurrence, then it cannot be repaired, re-erected and/or replaced anywhere within the existing highway right of way.
2. In the event that the Agency deems it necessary to revoke this permit because of a need to expand capacity or improve safety, the Agency reserves the right to give notice regarding the removal of the described encroachment. The Agency may terminate this permit upon (30) days written notice to the Occupant. The Occupant shall remove the described encroachment maintained under this permit within the time specified in the notice.
3. If the Agency determines that the installation or use of the described encroachment authorized under this permit increases the difficulty of highway maintenance, creates conditions adverse to the best interest of the highway users, the general public, or presents a threat to highway safety, then the occupant, upon notification by the Agency shall promptly remove the encroachment from the highway right of way.
4. Failure by the Occupant to comply with the provisions of this permit is cause for the Agency to terminate this permit and to require the Occupant to take immediate action to clear the right of way to a safe condition.
5. Issuance of this permit shall not be construed as a waiver of the occupant's obligation to comply with any more restrictive requirements imposed by local ordinance.

This space is reserved for recording data

Return to
Timbers-Selissen-Rudolph Land Specialists, Inc.
c/o Ashley Seibel
1030 Oak Ridge Drive, STE 2
Eau Claire, WI 54701

Parcel Identification Number/Tax Key Number
33-01540

Signature & Date

Daniel G. Knoeck, P.E.

Print Name

Director of Public Works

Title

Date

State of Wisconsin)
) ss.
_____ County)

On the above date, this instrument was acknowledged before me by the named person(s).

Signature, Notary Public, State of Wisconsin

Print or Type Name, Notary Public, State of Wisconsin

Date Commission Expires

Project ID:
6380-06-25

This instrument was drafted by: Ashley Seibel for
TSR Land Specialists, Inc.
Page 1 of 2

Encr. 3

Encroachment 3





City of
Marshfield
Memorandum

December 1, 2016

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Approval of Certified Survey Map for Wildwood Zoo

BACKGROUND

The Parks & Recreation Department is planning for construction of a Zoo Maintenance Building to be constructed directly west of the Ludwig Building at the zoo. During the zoning review process, it was discovered that the proposed building location straddles an internal property line. As buildings are not allowed to cross property lines, city owned parcels need to be combined by Certified Survey Map to eliminate the internal property line.

ANALYSIS

A copy of the proposed Certified Survey Map is attached with the proposed building location shown. The property line in question is actually a 40 line which historically was the maximum size for large, unplatted lands. The entire Wildwood Zoo and Park property is actually made up of several large tracts whose boundaries follow 40 lines. It may be advantageous at some point in the future to combine all of the parkland into one parcel, however that would be much more involved than time and resources would allow right now.

RECOMMENDATION

Approve the Certified Survey Map for Wildwood Zoo.

Concurrence: 

Steve Barg, City Administrator



ARCHITECTURE | ENGINEERING | ENVIRONMENTAL
 FUNDING | PLANNING | SURVEYING
 146 North Central Ave Marshfield, WI 54449
 (715) 384-2133 (877) 204-0572 Fax: (715) 384-9787
 Web Address: www.msa-ps.com
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PROFESSIONAL SERVICES

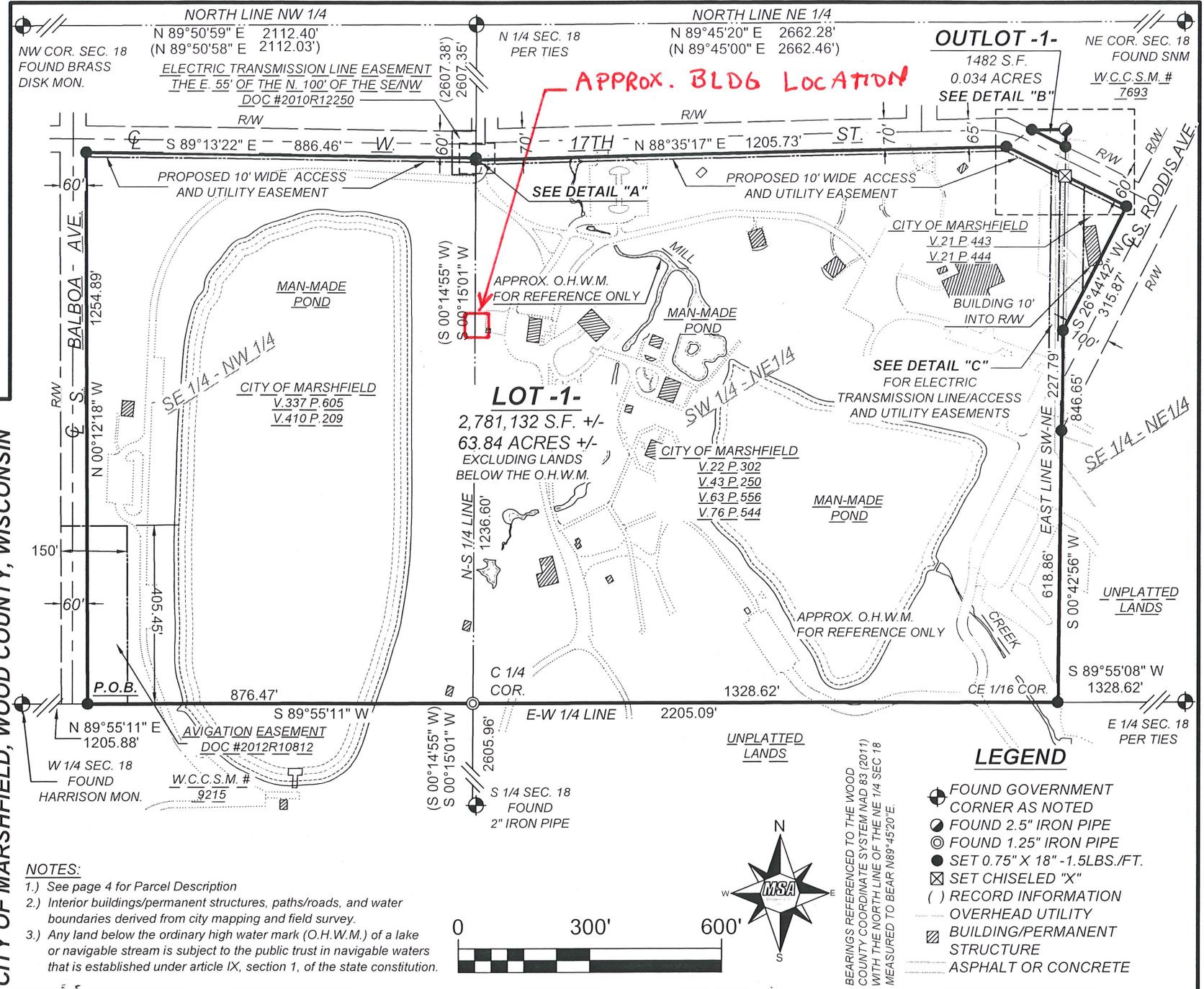
PROJECT NO.	584096	OWNER:	CITY OF MARSHFIELD
DRAWN BY:	C.A.B.		630 S. CENTRAL AVE.
SURVEYOR:	J.L.D.		MARSHFIELD, WI 54449
FILE NO.	584096 CSM		715-486-2042
SHEET NO.	1 OF 4		

WOOD COUNTY CERTIFIED SURVEY MAP #

**LANDS BEING PART OF THE SE 1/4 - NW 1/4,
 SW 1/4 - NE 1/4, SE 1/4 - NE 1/4 OF SECTION
 18, TOWNSHIP 25 NORTH, RANGE 3 EAST,
 CITY OF MARSHFIELD, WOOD COUNTY, WISCONSIN**

NOTES:

- 1.) See page 4 for Parcel Description
- 2.) Interior buildings/permanent structures, paths/roads, and water boundaries derived from city mapping and field survey.
- 3.) Any land below the ordinary high water mark (O.H.W.M.) of a lake or navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution.



LEGEND

- FOUND GOVERNMENT CORNER AS NOTED
- ⊙ FOUND 2.5" IRON PIPE
- ⊙ FOUND 1.25" IRON PIPE
- SET 0.75" X 18" -1.5LBS./FT.
- ⊗ SET CHISELED "X"
- () RECORD INFORMATION
- OVERHEAD UTILITY
- ▣ BUILDING/PERMANENT STRUCTURE
- ▨ ASPHALT OR CONCRETE

BEARINGS REFERENCED TO THE WOOD COUNTY COORDINATE SYSTEM (NAD 83 (2011) WITH THE NORTH LINE OF THE NE 1/4 SEC 18 MEASURED TO BEAR N89°45'20"E.