



CITY OF MARSHFIELD

MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, JUNE 6, 2016 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

- 1. Call meeting to order – Chairman Buttke
2. Approval of minutes of May 16, 2016 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Mike Winch, Street Superintendent and Tom Turchi, City Engineer
5. Award bid for Everett Roehl Marshfield Public Library & Community Center Landscape Contract – Presented by Joe Dolezal, The Boson Company
6. Award bid for 2016 Seal Coat Program – Presented by Dan Knoeck, Director of Public Works
7. Maintenance of easements for private driveways – Presented by Dan Knoeck, Director of Public Works
8. Presentation of Wastewater Compliance Maintenance Annual Report – Presented by Sam Warp, Wastewater Superintendent
9. Approval of Request for Proposals for Architectural Services for Forward Financial Bank Building Remodeling – Presented by Dan Knoeck, Director of Public Works
10. Review of Weed Ordinance – Presented by Dan Knoeck, Director of Public Works
11. Closed Session: Pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
• Possible Purchase of Land for Downtown Parking Lot Expansion
12. Reconvene in Open Session
13. Action on matter discussed in closed session, if appropriate
14. Recommended items for future agendas
15. Adjournment

Posted this 3rd day of June, 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

06/6/16

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of May 16, 2016 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Mike Winch, Street Superintendent and Tom Turchi, City Engineer
5. Award bid for Everett Roehl Marshfield Public Library & Community Center Landscape Contract – Presented by Joe Dolezal, The Boson Company
See attached bid summary. **Recommend approval of the low bid submitted by Central Wisconsin Landscape in the amount of \$47,617.00 and authorize execution of a contract.**
6. Award bid for 2016 Seal Coat Program – Presented by Dan Knoeck, Director of Public Works
See attached memo and bid summary. **Recommend approval of the low bid submitted by Scott Construction, Inc. of Lake Delton, WI for slag sealing at \$1.698/SY and the low bid of Fahrner Asphalt Sealers, LLC of Plover, WI for micro surfacing at \$2.35/SY with the total cost of 2016 seal coating not to exceed \$106,300.**
7. Maintenance of easements for private driveways – Presented by Dan Knoeck, Director of Public Works
See attached memo. This is a discussion item only.
8. Presentation of Wastewater Compliance Maintenance Annual Report – Presented by Sam Warp, Wastewater Superintendent
See attached summary sheets and Resolution No. 2016-27. **Recommend approval of the resolution and refer to the Common Council for consideration.**
9. Approval of Request for Proposals for Architectural Services for Forward Financial Bank Building Remodeling – Presented by Dan Knoeck, Director of Public Works
See attached memo and draft RFP. **Recommend approval and authorize solicitation of proposals.**
10. Review of Weed Ordinance – Presented by Dan Knoeck, Director of Public Works
See attached ordinance. This is a discussion item only.
11. Closed Session: Pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
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12. Reconvene in Open Session
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14. Recommended items for future agendas
15. Adjournment

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@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 June 6th, 2016
Date: June 2nd, 2016

Asphalt Mill-In-Place

8th street, Oak Ave. to Pine Ave- to be scheduled
Pine Ave., Magee ST. to 6th ST.- to be scheduled
Cedar Ave., 21st St. to 17th St. - to be scheduled
Depot St., Willow Ave. to Cul-de-sac- ditching , tiling and topsoiling complete, scheduled to be mill June 8th, 9th
Hemlock Ave., 8th St. to Weister Ct. - to be scheduled
Maple Ave., 8th St. to 9th St. - Sanitary sewer repairs complete, ADA ramps complete, road reconstruction complete, waiting on a lateral repair, paving to be scheduled
State St., Schmidt Ave. to Adler Rd. - ditching and tiling in process, scheduled for milling June 8th, 9th
Apple Ave., 29th St. to 25th St. - to be scheduled
Madison Ave., 19th St. to 21st St. ditching, tiling and top soiling complete. Milling scheduled for June 8th, 9th
Madison Ave., 21 St. to Washington Ave. - rebuilding of shoulder and top soiling complete and milling scheduled for June 8th, 9th

Asphalt Overlays

29th Street, Peach Ave. to Washington Ave. road closed, sanitary repair complete, preparation for overlay on going, scheduled for paving the week of June 27th
Doege St., Palmetto Ave. to Willow Ave. - to be scheduled
Upham St., St. Joseph's Ave. to Oak Ave. - to be scheduled

Street Reconstructions

Weister Ct., Hemlock to Cul-de-sac – to be scheduled

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. 8th to 9th – complete
Sanitary repair complete on 29th street between Madison Avenue and Washington Avenue
Sanitary main and manhole replacement- to be scheduled

Street Maintenance

-Crack sealing of concrete streets: complete
-Crack sealing of asphalt streets: complete
-Slag sealing of asphalt streets: to be scheduled
-Specialized joint sealing on concrete streets: to be scheduled
-General asphalt patching, city wide as required: to be scheduled
- Pothole patching- on going
- Street sweeping - on going
-painting lanes and cross walks various locations

- general sign work
- blade roads and alleys



06-02-16

Jason Angell
Director of Planning & Economic Development
City of Marshfield
630 S. Central Avenue
Marshfield, WI 54449

Dear Mr. Angell:

This letter is in regard to the Everett Roehl Marshfield Public Library and Community Center landscape bid opening today.

Today at 2:00 PM the bidding was closed, and the bids were publicly read. There were three landscape bidders on the project:

Schalow's Nursery Inc.	\$73,187.00
Central Wisconsin Landscape	\$47,617.00
Carl's landscape	Unopened, retained by the owner

I did call the low landscape contractor to discuss his bid and the project requirements. Dan Lang's comments from Central Wisconsin landscape were all positive, and all inclusive. I did talk to their Bonding Company before the bid and confirmed the performance and payment bond forms with them. Central Wisconsin landscape is excited to be added to the construction team.

If you have any questions do not hesitate to call.

Sincerely

Joe Dolezal



City of
Marshfield

Memorandum

TO: Board of Public Works
FROM: Dan Knoeck, Director of Public Works
DATE: May 31, 2016
RE: Award Bids for 2016 Seal Coat Program

BACKGROUND

The asphalt street maintenance program includes seal coat treatment of streets in the 5 to 7 year old range. Bids were opened and read on May 18, 2016 in City Hall for this process. The 2016 budget includes \$100,000 for the seal coat program. This year, in addition to the typical boiler slag seal coat that we have been using for years, we also bid a micro surfacing treatment. This application is a mixture of asphalt emulsion, aggregates, mineral filler and water which is applied as a liquid and allowed to cure in place. The benefit is that the process is essentially dust free. The downside is that the road must be closed to traffic for a period of 2 to 4 hours and it is slightly more expensive than the traditional slag seal. The micro surfacing is proposed on Adler Road from Lincoln to Adams. The proposed list of slag seal streets is attached for reference.

ANALYSIS

The bid summary is attached. Scott Construction Inc. is the low bid for the slag seal process at \$1.698/SY and Fahrner Asphalt Sealers, LLC is the low bid for micro surfacing at \$2.35/SY. The total cost of the 2 processes is estimated at \$106,303, which is slightly higher than the budget of \$100,000. Staff is recommending that the full amount be awarded with the additional funding coming from the Street Maintenance Budget.

The slag seal contract does include revised specifications to address the dust issues that were encountered during last year's slag seal process.

RECOMMENDATION

Approve the low bid submitted by Scott Construction, Inc., of Lake Delton, WI, for slag sealing at \$1.698/SY and the low bid of Fahrner Asphalt Sealers, LLC of Plover, WI, for micro surfacing at \$2.35/SY with the total cost of 2016 seal coating not to exceed \$106,300.

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

CONCURRENCE:

Steve Barg, City Administrator

2016 SEAL COAT BID SUMMARY

BIDDER	ASPHALTIC SEAL COAT WITH BOILER SLAG COVER AGGREGATE (55,000 S.Y.)	MICRO SURFACING (8,260 S.Y.)
Scott Construction Inc. PO Box 340 Lake Delton, WI 53940	\$1.698/S.Y. \$93,390.00	NO BID
Fahrner Asphalt Sealers, LLC 2800 Mecca Drive Plover, WI 54467	\$1.748/S.Y. \$96,140.00	\$2.350/S.Y. \$19,411.00
Struck & Irwin Paving, Inc. 7219 Gene Street DeForest, WI 53532	NO BID	\$2.75/S.Y. \$22,715.00

CITY OF MARSHFIELD STREET DIVISION						
SLAG SEAL LIST - 2016						
INITIAL SURFACE		SECTION ONE				
PAVING	TREATMENT	LOCATION	LENGTH	WIDTH	SQ. YDS.	Costs
2015		Luther Ct	392	22	958	\$1,627.06
2015		Immanuel Ct	380	22	929	\$1,577.25
2011		Arnold - Central to St Joseph	2,181	34	8,239	\$13,990.39
2011		Briarwood - Schmidt to Marathon	1,264	23	3,230	\$5,484.92
2011		Jefferson - Central to Walnut	1,557	24	4,152	\$7,050.10
					0	\$0.00
					0	\$0.00
					0	\$0.00
			Sub Total		17,509	\$29,729.72
Marked						
CITY OF MARSHFIELD STREET DIVISION						
SLAG SEAL LIST - 2016						
INITIAL SURFACE		SECTION TWO				
PAVING	TREATMENT	LOCATION	LENGTH	WIDTH	SQ. YDS.	Costs
2011		6th - Lincoln to Cypress	684	23	1,748	\$2,968.10
2011		Birch - 5th to 8th	1,208	23	3,087	\$5,241.91
2011		Cypress - 5th to 8th	1,218	23	3,113	\$5,285.31
2011		Spruce - 5th to 7th	623	26	1,800	\$3,056.02
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
			Sub Total		9,748	16,551.35

CITY OF MARSHFIELD STREET DIVISION						
SLAG SEAL LIST - 2016						
INITIAL SURFACE		SECTION THREE				
PAVING	TREATMENT	LOCATION	LENGTH	WIDTH	SQ. YDS.	Costs
2011		10th - Maple to Vine	1,031	21	2,406	\$4,084.82
2011		11th - Maple to Vine	1,041	22	2,545	\$4,320.84
2011		26th - Hume to East End	1,513	22	3,698	\$6,279.96
2011		6th - Felker to Washington	750	23	1,917	\$3,254.50
2011		Cedar -8th to 14th	1,144	28	3,559	\$6,043.37
2011		Cherry - 10th to 14th	598	23	1,528	\$2,594.92
2010		5th - Maple to Vine	1,108	28	3,447	\$5,853.19
2010		6th - Central to Maple	289	44	1,413	\$2,399.09
2010		2nd - Maple to Vine	1,094	28	3,404	\$5,779.24
					0	\$0.00
						\$0.00
			Sub Total		23,916	\$40,609.93
CITY OF MARSHFIELD STREET DIVISION						
SLAG SEAL LIST - 2016						
INITIAL SURFACE		SECTION FOUR				
PAVING	TREATMENT	LOCATION	LENGTH	WIDTH	SQ. YDS.	Costs
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
			Sub Total		0	\$0.00
			Grand Total		51,173	\$86,891.00



City of
Marshfield
Memorandum

June 1, 2016

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Use of Unopened Public Right-of-Way for Private Driveways

BACKGROUND

Over the years, the Board of Public Works has approved temporary easements for use of unopened street right-of-way for a private owner or developer to construct a private driveway. Typically this has been in a situation where it would not be cost effective to construct a street to serve just one property. The Developer receives a benefit of not having to pay for constructing the street. The easements are temporary in that they terminate when the street is constructed. The developer or private owner bears the cost of constructing and maintaining the private driveway, including snow removal. There is no compensation to the property owner for loss of the driveway when the street is eventually constructed.

ANALYSIS

Over the years, ownership changes on these parcels that are served by private driveways and successive owners don't always realize that they are responsible to maintain them, including snow removal. Staff is questioned why the City doesn't maintain the street in front of their house. The reason, of course is that it's not actually a street. It would be difficult for the City to start maintaining these as driveways are not built to the same standard as streets. Snow plows and other street maintenance equipment would do damage to the driveways, especially in spring conditions.

Currently, there are 5 of these situations in the City, with three being the primary driveway for the residence and the others being a secondary driveway.

There is no action recommended at this time. Staff is simply looking for any direction whether we should be handling these situations differently in the future.

RECOMMENDATION

None.

City of Marshfield
Wastewater Utility
2601 E. 34th Street
Marshfield, WI 54449-5363



MARSHFIELD
Wastewater Utility

Sam Warp Jr.
Wastewater Superintendent
(715) 486-2007
sam.warp@ci.marshfield.wi.us

To: Board of Public Works
Chairman – Tom Buttke
Members – Chris Jockheck, Ed Wagner, Gordon Earll, Mike Feirer

From: Sam Warp Jr., Wastewater Superintendent

Subject: 2015 CMAR

Date: June 6, 2016

Enclosed are a few pages of the 2015 CMAR, (Compliance Maintenance Annual Report). This report must be completed by the staff, presented to the governing body, a resolution signed and then sent into the Wisconsin DNR. The format of the report has again been updated this year, with a few additional pages. I have included six pages to cover some of last year's events. A full version is available at the wastewater plant, Dan Knoeck's office and in August it will be available on the DNR website. Electronic versions can also be sent at any point.

Compliance Maintenance Annual Report

Marshfield Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2016 2015

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

Yes

No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

Yes

No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks	Holding Tanks	Grease Traps
<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks	<input checked="" type="radio"/> Yes <input type="text" value="318,350"/> gallons	<i>→ 2.5% of total</i>
<input type="radio"/> No		
Holding Tanks	<input checked="" type="radio"/> Yes <input type="text" value="27,349,650"/> gallons	
<input type="radio"/> No		<i>1,087,724,000 gallons total flow to plant</i>
Grease Traps	<input type="radio"/> Yes <input type="text" value="0"/> gallons	
<input checked="" type="radio"/> No		

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

Yes

No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Yes



Compliance Maintenance Annual Report

Marshfield Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2016 2015

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

4963.40 acres

2.1.2 How many acres did you use?

319 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

- Yes (30 points)
- No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

- Yes
- No (10 points)
- N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 003 - LAND APPLICATION

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75		<3		<5.5				<4.3		<4.7				0	0
Cadmium		39	85		.51		.73				.45		.4				0	0
Copper		1500	4300		230		260				300		320				0	0
Lead		300	840		15		15				14		14				0	0
Mercury		17	57		<1		.93				<1.2		<.16				0	0
Molybdenum	60		75		6.6		8.1				7.4		8.9			0		0
Nickel	336		420		23		26				29		24			0		0
Selenium	80		100		6.2		<7.8				<6.1		<6.6			0		0
Zinc		2800	7500		270		340				370		300				0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)

Compliance Maintenance Annual Report

Marshfield Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2016 2015

Operator Certification and Education

1. Operator-In-Charge
 1.1 Did you have a designated operator-in-charge during the report year?
 Yes (0 points)
 No (20 points)
 Name:
 Certification No:

0

2. Certification Requirements
 2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what grade and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes		X		
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				X
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection		X		
L	Laboratory	X			X
U	Unique Treatment Systems				X
SS	Sanitary Sewage Collection	X	NA	NA	NA

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2015 - 2016; subclass SS is basic level only.)
 Yes (0 points)
 No (20 points)

0

3. Succession Planning
 3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?
 One or more additional certified operators on staff
 An arrangement with another certified operator
 An arrangement with another community with a certified operator
 An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
 A consultant to serve as your certified operator
 None of the above (20 points)
 If "None of the above" is selected, please explain:

0

4. Continuing Education Credits
 4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?
 OIT and Basic Certification:

Compliance Maintenance Annual Report

Marshfield Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2016 2015

Capacity Assurance:

How well do you know your sewer system? Do you have the following?

- Current and up-to-date sewer map
- Sewer system plans and specifications
- Manhole location map
- Lift station pump and wet well capacity information
- Lift station O&M manuals

Within your sewer system have you identified the following?

- Areas with flat sewers
- Areas with surcharging
- Areas with bottlenecks or constrictions
- Areas with chronic basement backups or SSOs
- Areas with excess debris, solids, or grease accumulation
- Areas with heavy root growth
- Areas with excessive infiltration/inflow (I/I)
- Sewers with severe defects that affect flow capacity
- Adequacy of capacity for new connections
- Lift station capacity and/or pumping problems

Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	54.3	% of system/year
Root removal	0.1	% of system/year
Flow monitoring	3.6	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	7.8	% of system/year
Manhole inspections	24.9	% of system/year
Lift station O&M	156	# per L.S./year
Manhole rehabilitation	1.0	% of manholes rehabbed
Mainline rehabilitation	6.4	% of sewer lines rehabbed
Private sewer inspections	1.8	% of system/year
Private sewer I/I removal	0.1	% of private services

Please include additional comments about your sanitary sewer collection system below:

Compliance Maintenance Annual Report

Marshfield Wastewater Treatment Facility

Last Updated: Reporting For:
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The city is investing over \$500,000 per year into CIPP lining and having the work completed on a every other year basis to get a better bid price.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

37.32	Total actual amount of precipitation last year in inches
32	Annual average precipitation (for your location)
138	Miles of sanitary sewer
4	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
0	Number of complaints
2.978	Average daily flow in MGD (if available)
115.027	Peak monthly flow in MGD (if available)
9.027	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.00	Complaints (number/sewer mile)
38.6	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
3.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume (MG)
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

The wastewater plant received 353 million gallons or 48% more water from I&I, than the water department pumped into the distribution system.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

Compliance Maintenance Annual Report

Marshfield Wastewater Treatment Facility

Last Updated: Reporting For:
5/5/2016 2015

Grading Summary

WPDES No: 0021024

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			32	128
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

RESOLUTION NO. 2016-27

Resolved, that the City of Marshfield informs the Wisconsin Department of Natural Resources that the following actions were taken by the Common Council of the City of Marshfield:

1. Reviewed the Compliance Maintenance Annual Report which is attached to this Resolution.

Passed by a (majority) (unanimous) vote of the Common Council on the _____ day of _____, 2016.

ADOPTED _____

Chris Meyer, Mayor

APPROVED _____

Deb Hall, City Clerk



City of
Marshfield
Memorandum

June 1, 2016

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Request for Proposals – Forward Financial Bank Building Remodeling

BACKGROUND

With the recent approval of the purchase agreement to acquire the Forward Financial Bank (FFB) Building, it is now necessary to procure architectural design services for detailed plan development, construction drawings and specifications, bidding services and move planning. A draft of the Request for Proposals (RFP) is attached.

ANALYSIS

The scope of work will build off of the conceptual layout previously developed and will look at 3 alternatives that could modify the layout. Each phase of work is subject to approval by the City before proceeding to the next step. Those phases include Schematic Design, Design Development, Construction Drawings and Bid Documents, Move Planning, and Construction Phase Services. Proposals will be reviewed by City staff with a recommendation made to the Board of Public Works. We hope to have an architect on board to begin work in September.

RECOMMENDATION

Approve the request for proposals for architectural services for remodeling the Forward Financial Bank Building and authorize staff to solicit proposals.

Concurrence: 
Steve Barg, City Administrator

REQUEST FOR PROPOSALS
FOR ARCHITECTURAL SERVICES
FORWARD FINANCIAL BANK BUILDING REMODELING
for
FUTURE CITY HALL,
CITY OF MARSHFIELD

DATE DUE: Friday, July 15, 2016, 4:00 PM
at the Office of the Director of Public Works
630 South Central Avenue, Suite 622
Marshfield, Wisconsin 54449

REQUESTING ENTITY: Board of Public Works
City of Marshfield, Wisconsin

CONTACT: Dan Knoeck
Director of Public Works
630 South Central Avenue, Suite 622
Marshfield, WI 54449
(715) 387-8424

I. PROJECT OVERVIEW

The City of Marshfield (City) is planning to acquire the existing Forward Financial Bank (FFB) Building at 207 West 6th Street and move City Hall operations into this building. The City is seeking proposals for architectural services for remodeling of the FFB Building to accommodate City operations. Services will include Schematic Design, Design Development, Construction Drawings and Bid Documents, Construction Phase Services and Move Planning, all as further described below. A Feasibility Analysis was completed for the FFB Building, including a conceptual layout of City operations. The building layout is intended to focus on customer service with a centralized location for customer interaction. A copy of the Feasibility Analysis is attached as Exhibit A.

City Hall operations include Administration, Finance, Development Services, Public Works Administration, Engineering, City Clerk, Assessor, Information Technology and Municipal Court, as well as a variety of public meeting spaces. The attached conceptual drawing shows location and adjacency of City departments and approximate area requirements; however, it was not intended to be a detailed floor plan and is subject to further refinement. The conceptual layout attempts to align City space needs with the available space to the fullest extent practicable to minimize remodeling costs. Even so, there are several alternatives that the City would like to evaluate as part of the Schematic Design that may ultimately modify the layout.

The consultant will be expected to work with a variety of City staff as the remodeling plans are fully developed. Concurrent with this effort, there will be a committee of City Department Heads evaluating operational changes and potential efficiencies that can be gained as part of this move.

The project schedule requires the FFB Building to be vacated by the current owner by March 31, 2018, at which time the City can begin remodeling. The City must be moved out of the current City Hall Plaza by September 30, 2018. All furnishings other than those identified in Exhibit B will remain in the FFB Building for use by the City.

II. SCOPE OF WORK BY CONSULTANT

- A. Schematic Design – prepare detailed floor plans based on the conceptual layout provided by the City. In addition, develop alternate floor plans for the following options:
 1. Locate the Common Council Chambers on first floor in the northeast corner of the building. The council chambers must provide an elevated bench style seating for 14 council members and staff, seating for 100 and also serve as the Municipal Court Room. The Council Chambers must allow for recording of meetings for local public access television and provide audio and video technology for meeting participants, presenters and attendees. Afterhours access and access to public restrooms is required. Develop corresponding cost estimate.
 2. Partially enclose the existing drive-thru canopy to create office space, leaving the north-end drive up aisle in place for window service. Develop corresponding cost estimate.
 3. Evaluate the potential of adding a second floor under the clerestory area. Develop corresponding cost estimate.

- B. Design Development –upon approval of a final floor plan by the City, further develop plans, sections, details, materials selection, furniture layout, security requirements, and construction sequencing. For the furniture layout, identify furniture to remain from FFB, furniture that will be moved from the existing City Hall, and any new furniture, fixtures or equipment (FF&E) that will be required. Update the cost estimate based on the fully developed design, including FF&E and moving costs. Scope of work includes plumbing, electrical, HVAC, lighting, data cabling, telephone, fire protection, fire alarm, security systems, interior finishes, Council Chambers audio and video systems, and other systems that may be required based on the approved floor plan.
- C. Construction Drawings and Bid Documents – the City intends to use a single prime contract approach for bidding this project. Upon approval of the City, prepare final construction drawings, details, specifications and bid documents. Develop bid schedule, coordinate bid document distribution, hold pre-bid meeting if needed, respond to contractor questions, develop addenda as needed, analyze bid results and provide other bidding services as needed.
- D. Move Planning – develop a strategy and schedule for moving City Hall operations into the renovated spaces. Assist with procurement of move related services as may be needed.
- E. Construction Phase Services –lead a preconstruction meeting with the contractor, participate in regular progress meetings, clarify design and construction questions with the contractor, make periodic site visits during construction to assess compliance with plans and specifications, prepare change orders for approval by the City, review contractor pay requests prior to approval by the City, conduct a final walkthrough and develop a final punch list.

III. RESPONSIBILITIES OF THE CITY

The City of Marshfield will provide the following services as a part of the total project:

- A. Feasibility Analysis and Conceptual layout of the FFB building and any other relevant reports, documents, or plans.
- B. Coordinate access to the FFB building as needed by the consultant.
- C. Other services that are mutually agreed upon during contract scoping.

IV. PROPOSAL REQUIREMENTS

The City of Marshfield Board of Public Works respectfully requests a proposal from your firm for the provision of the services identified above. The brief proposal shall be in an unbound, letter format and include the following information:

- A. A statement of consultants understanding that demonstrates knowledge of the project requirements.

- B. A description of the consultant's technical approach to the project for each of the Scope of Work items A through D, including an outline of the sequence of tasks, major bench marks and milestone dates.
- C. A brief summary, with resumes attached, of key staff on the project team who will be directly involved in the project, including designation of a single point of contact for coordination of the project.
- D. A description of similar project experience involving key staff to be involved in the project. The consultant agrees to provide references upon request.
- E. Proposed use of City staff as well as any equipment, materials or additional data that will be expected from the City at the onset of the project.
- F. Proposed services to be sub-consulted, if any, anticipated sub-consultants and anticipated costs for these services.
- G. Estimated cost of the services to be provided under each of the Scope of Work items A though D as described above. Construction Phase Services will be negotiated at a later date. For each of the Scope of Work items (A through D) provide a description of variables that could impact the estimated cost of service.
- H. Any additional terms or conditions, which are deemed necessary for entering into a contract with the City, should be attached or incorporated as part of the proposal.

Interested parties should submit five (5) copies of the proposal. All proposals will be evaluated by City Staff with a recommendation for a specific firm submitted to the five member Board of Public Works. All proposals become the property of the City and will not be returned. The City reserves the right to reject any or all proposals, to waive technicalities, or to negotiate further with a responder who appears to most nearly meet the City's desires.

V. PROJECT TIMETABLE

<u>Date(s)</u>	<u>Action(s)</u>
June 20, 2016	RFP sent out
July 15, 2016	Proposals Due 4:00 PM, Office of the Director of Public Works
July 18 - 29, 2016	Staff evaluation of proposals
August 1, 2016	Board of Public Works recommends consultant to Common Council
August 9, 2016	Common Council approves consultant
September 1, 2016	Agreement Executed/Notice to Proceed
*****	Milestone Dates provided by consultant as part of proposal
April 2, 2018	Begin Remodeling of FFB

VI. SELECTION CRITERIA

Selection will be based upon the proposals submitted and will be ranked primarily based upon the following criteria:

- A. Consultant's understanding and technical approach to the project.
- B. Overall responsiveness of the proposal to the RFP.
- C. Consultant's familiarity with the FFB Building and City Hall Operations.
- D. Pertinent experience and qualifications of the project team.
- E. Cost of the services to be provided. (cost will not be the primary determining factor but will be a consideration)

(End)

PUBLIC NUISANCE

- (2) *Unauthorized traffic signs.* All unauthorized signs, signals, markings or devices placed or maintained upon or in view of any public highway or railway crossing which purport to be or may be mistaken as official traffic control devices or railroad signs or signals or which, because of their color, location, brilliance or manner of operation, interfere with the effectiveness of any such device, sign or signal.
- (3) *Fireworks.* All use or display of fireworks except as provided by state laws and city ordinances.
- (4) *Low-hanging wires and cables.* All wires and cables over streets, alleys or public grounds which are strung less than 15 feet above the surface thereof.
- (5) *Noisy animals or fowl.* The keeping or harboring of any animal or fowl which, by frequent or habitual howling, yelping, barking, crowing or making of other noises, greatly annoys or disturbs a neighborhood or any considerable number of persons within the city.
- (6) *Obstructions of streets; excavations.* All obstructions of streets, alleys, sidewalks or crosswalks and all excavations in or under the streets, alleys, sidewalks or crosswalks, except as permitted by the ordinances of the city but including those which, although made in accordance with such ordinances, are kept or maintained for an unreasonable or illegal length of time after the purpose thereof has been accomplished or which do not conform to the permit.
- (7) *Unlawful assemblies.* Any unauthorized or unlawful use of property abutting on a public street, alley or sidewalk or of a public street, alley or sidewalk which causes large crowds of people to gather, obstructing traffic and free use of the streets or sidewalks.
- (8) *Blighted buildings and premises.* Blighted buildings and premises as follows:
 - (a) Premises existing within the city which are blighted because of faulty design or construction, failure to maintain them in a proper state of repair, improper management, or due to the accumulation thereon of junk or other unsightly debris, structurally unsound fences, and other items which depreciate property values and jeopardize or are detrimental to the health, safety, morals or welfare of the people of the city.
 - (b) Elimination of blighted premises and prevention of blighted premises in the future is in the best interests of the citizens, and this shall be fostered and encouraged by this chapter. It is essential to the public interest that this chapter be liberally construed to accomplish the purposes of this subsection.

(Code 1982, § 10.05)

Sec. 11-06. Weed control.

- (1) *Required.* The owner of any land within the city shall destroy all noxious weeds and keep mowed all grasses, as defined in subsection (2) of this section, which grow on owner's property and on any terraces and ditches abutting such property.
- (2) *Defined.* The term "noxious weed" or "weeds" as used in this section shall include the following: Canada thistle; leafy spurge; field bindweed (creeping jenny); Canada goldenrod (oldfield); better-ticks; burdocks; cattails; chickweed (common); cockleburs; cockle crows; fan weed; pennycress; fleabane; daisy; giant ragweed; lamb's quarters; milkweeds; Mullen; garlic mustard; common reed grass; honey suckle; crown vetch; common mustard; ball myrtle; stinging nettles; ox-eye daisy; pepper grass; field pigweed; poison ivy; common ragweed; sandburs; shepherd's purse; smartweeds (lady's thumb); annual spurges; sticktight; bull thistle; tumbleweed; witchgrass; yarrow; milfoil; quackgrass; snapdragon; toadflax; sour dock; yellow dock; wild barley; poison sumac; purple loosestrife; spotted knotweed; buckthorn; brush (woody stemmed plant); all other plants defined as noxious by the Wisconsin Department of Natural Resources; and all other grasses over four (4) inches in height for developed residential properties and over six (6) inches in height for undeveloped properties as further defined below.

MARSHFIELD MUNICIPAL CODE

- (a) Vacant or undeveloped properties which abut developed residential properties on more than one side shall be kept mowed to a maximum of six (6) inches in height.
 - (b) Vacant or undeveloped properties which abut developed residential properties on only one side and undeveloped properties abutting non-residential developed properties shall be kept mowed to a maximum height of six (6) inches for no less than the first 50 feet along the side of the property abutting the developed property and along any opened street right-of-way. The grasses on the remaining undeveloped property may be allowed to grow to a maximum of twelve (12) inches, but all noxious weeds as defined above, must be kept destroyed at all times.
- (3) *Posting of notice.* The weed commissioner shall annually, on or before May 15, publish at least once a week for two consecutive weeks, as a class II notice in the official newspaper, a notice that every person shall destroy noxious weeds as described in subsection (2) of this section.
- (4) *Powers and duties of weed commissioner.* Powers and duties of the weed commissioner shall be as follows:
 - (a) *Destruction of weeds on public lands.* The weed commissioner and deputy weed commissioners shall have authority to destroy all noxious weeds on public lands.
 - (b) *Destruction of weeds on private land.* The weed commissioner and his deputies shall see that weeds which are not destroyed by the property owner on private lands are destroyed, by the most economical method. The weed commissioner shall present to the finance director his account therefor for billing. The costs of destroying such weeds shall be entered on the tax roll of the property owner for destroying the weeds, and such tax shall be collected as other taxes are if the account is not paid. In case of railroads or other lands not taxed in the usual way, the amount chargeable against the railroads or other lands shall be certified by the city clerk to the state treasurer.
 - (c) *Entry.* The weed commissioner and his deputies may enter upon any lands within the city for the purpose of cutting or otherwise destroying weeds without being liable to an action for trespass or damage resulting from such entry and destruction, if reasonable care is exercised in the performance of the duty.
- (5) *Weed control penalty.* Penalties for violation of this section shall be as follows:
 - (a) If any property owner fails to destroy noxious weeds as required, after three days' written notice from the weed commissioner, the property owner, in addition to being charged with the cost of such destruction, shall also pay a forfeiture of an additional \$75.00 for the first offense, and a forfeiture of \$90.00 for a second or each subsequent offense. An administrative charge established by the Board of Public Works, adjusted not more often than annually, shall also be charged to the property owner.
 - (b) Property owners will receive a three-day written notice prior to being charged with a first offense under this section. No notice shall be required prior to charging additional offenses in the same calendar year.
- (6) *Native Wisconsin prairie areas.* Prairie areas will be allowed and shall not be subject to section 11-06 of the Municipal Code if the areas meet and are maintained as per the following criteria:
 - (a) Native prairie seeding. All seed mixes shall comply with all Wisconsin law. All native seeds shall be certified to be of Wisconsin origin or of an origin within a two hundred fifty (250) mile radius of the seeding site. All seeds shall be guaranteed by the supplier to be true to name and species and (except for ReGreen) shall not be cultivated varieties.
 - (b) These prairie areas are to be kept free of all "noxious weed" or "weeds" as defined in section 11-06(2) at all times.