



CITY OF MARSHFIELD

MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, JUNE 20, 2016 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of June 6, 2016 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Mike Winch, Street Superintendent and Tom Turchi, City Engineer
5. Update on Everett Roehl Marshfield Public Library & Community Center – Presented by Joe Dolezal, The Boson Company
6. Approval of Wildwood-McMillan Trail project budget and funding – Presented by Dan Knoeck, Director of Public Works
7. Update on Vaughn-Hansen Memorial Chapel – Presented by Steve Barg, City Administrator
8. Plan Review and Approval to Seek Bids for Contract 2016-03 – Presented by Tom Turchi, City Engineer
 - a. Omaha Parking Lot Reconstruction
 - b. Hume Avenue - Street Opening (Becker Road to Tennis Courts)
9. Set date and time for first Board of Public Works meeting in July, 2016
10. Recommended items for future agendas
11. Adjournment

Posted this 17th 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

06/20/16

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of June 6, 2016 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Mike Winch, Street Superintendent and Tom Turchi, City Engineer
This is an information item only.
5. Update on Everett Roehl Marshfield Public Library & Community Center – Presented by Joe Dolezal, The Boson Company
This is an information item only.
6. Approval of Wildwood-McMillan Trail project budget and funding – Presented by Dan Knoeck, Director of Public Works
See attached memo. **Recommend approval of a Budget Resolution transferring \$150,000 from the Room Tax Fund, Fund Balance Applied, to the Wildwood McMillan Connector Trail Project and request a Budget Resolution be prepared for Common Council approval. Also recommend that the 2017 budget include \$125,000 in long term debt for the Wildwood McMillan Connector Trail Project, consistent with the adopted Capital Improvement Program.**
7. Update on Vaughn-Hansen Memorial Chapel – Presented by Steve Barg, City Administrator
See attached memo. **City Administrator recommends that the Board of Public Works review the plan offered and provide a preliminary response with some direction regarding the desired course of action.**
8. Plan Review and Approval to Seek Bids for Contract 2016-03 – Presented by Tom Turchi, City Engineer
 - a. Omaha Parking Lot Reconstruction
 - b. Hume Avenue - Street Opening (Becker Road to Tennis Courts)**See attached plan sheets. Recommend approval of plans and authorize seeking bids for Contract 2016-03.**
9. Set date and time for first Board of Public Works meeting in July, 2016
Since the first Board of Public Works meeting in July falls on Monday, July 4, 2016, recommend holding the first meeting in July on Tuesday, July 5, 2016 at 5:30 PM.
10. Recommended items for future agendas
11. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF JUNE 6, 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, & Gordon Earll

EXCUSED: Christ Jockheck

ALSO PRESENT: City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Wastewater Superintendent Warp; Library Director Belongia; Joe Dolezal – The Boson Company; the media; and others.

PW16-66 Motion by Feirer, second by Wagner to recommend approval of the minutes of the May 16, 2016 Board of Public Works meeting.

Motion Carried

Citizen Comments:

- Darrell Kasner, Carl's Landscape, Arpin, WI, stated he was puzzled by action taken by the Board of Public Works with regard to their contract for the Everett Roehl Marshfield Public Library & Community Center. He did receive the April 7, 2016 letter from the City and then did turn their contract documents into Boson right after that. He was surprised to see that the City was pulling his contract. They do stand behind their work 100%. He feels mistreated the way this went down. He was asked to donate towards the project and his original bids reflected a contribution through a lower bid price. Now that the City didn't allow him to bid this last time, he is wondering what the problem is. No one from the City called him to explain the problem. Boson didn't give him a direct answer either. He acknowledged that he should have had his contract in, but he didn't realize that it was a big issue. He received a letter from the City on May 11 with his bonds back and notice that his contract was pulled. He wondered why it took so long to get that notice. He asked for some response for the City.

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

Director of Public works Knoeck provided an explanation on the rebidding of the landscape contract for the Library project. The landscape plan was amended with some additional features. Now that the project is far enough along, there are enough contingency funds available to add back in some landscaping that had previously been removed. Knoeck also responded to comments for Mr. Kasner. The concern of the City was that the original contract requires bonds and other contract documents to be returned within 20 days of award, not 6 months. When we didn't see a response from the bidder, we questioned the ability of the bidder to complete the work. The City did not have direct contact with the bidder. Our construction manager was in contact with the bidder and provided dates and times that contact was made with Carl's asking for the required information. It did not come until notice was given to Carl's in April that the City would be considering rescinding the award of contract. The contract documents did finally arrive but the feeling at that time was that it was too late and that is what prompted the re-bid.

PW16-67 Motion by Earll, second by Feirer to recommend approval of the low bid submitted by Central Wisconsin Landscape for the Everett Roehl Marshfield Public Library & Community Center Landscape Contract in the amount of \$47,617.00 and authorize execution of a contract.

Motion Carried

PW16-68 Motion by Wagner, second by Earll to 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 and authorize execution of contracts.

Motion Carried

Director of Public Works Knoeck presented information on maintenance of easements on unopened street right-of-way for private driveways. The City does not maintain these private driveways and staff is sometimes questioned why not. Staff was looking for direction from the Board as to whether or not we should be handling these situations differently. After much discussion, the Board asked staff to look at the cost of extending 21st Street at Tamarack Avenue to eliminate a private driveway easement situation. Staff will bring back additional information at a future meeting for Board consideration. Alderman Wagner asked that the minutes reflect that the Board would like to end this practice of temporary easements. This was a discussion item only.

Wastewater Superintendent Warp presented the 2015 Wastewater Compliance Maintenance Annual Report.

PW16-69 Motion by Feirer, second by Earll to thank staff for an excellent job and recommend approval of the 2015 Wastewater Compliance Maintenance Annual Report and refer Resolution 2016-27 to the Common Council for approval.

Motion Carried

PW16-70 Motion by Earll, second by Feirer to recommend approval of the Request for Proposals for Architectural Services for Forward Financial Bank Building Remodeling and authorize solicitation of proposals.

Motion Carried

PW16-71 Motion by Wagner, second by Buttke to amend Motion PW16-70 to solicit up to four architects for Request for Proposals for Forward Financial Bank Building Remodeling.

Motion Carried

Director of Public Works Knoeck reviewed the current Weed Ordinance. Alderman Buttke raised a concern that it's taking too long to address some properties. He is not blaming staff but would like to see if there is a way to address this. Street Superintendent Winch explained how the process works and where there can be delays. He did feel that the notice provision is important. It was suggested that we look at higher fees to encourage property owners to comply with the ordinance. Staff will look at some options and bring back a recommendation. This was a discussion item only.

PW16-72 Motion by Wagner, second by Earll to adjourn to closed session at 6:35 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.

- Possible purchase of land for Downtown Parking Lot Expansion.

Roll call vote, all 'Ayes' Motion Carried

Present in Closed Session: Aldermen Feirer, Wagner, Earll and Buttke; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi.

PW16-73 Motion by Feirer, second by Earll to reconvene in open session at 6:44 PM.

Roll call vote, all 'Ayes' Motion Carried

There was no action taken in open session on the closed session item.

Recommended items for future agendas: None

Motion by Wagner second by Earll that the meeting be adjourned at 6:45 PM.

Motion Carried

A handwritten signature in cursive script that reads "Daniel G. Knoeck".

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

City of Marshfield
Department of Public Works
Street Division
407 West 2nd Street
Marshfield, Wisconsin 54449



Mike Winch
Street Superintendent
(715) 486-2081
FAX: (715) 387-8669
ike@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 20th, 2016
Date: June 17th, 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- prep work complete, scheduled for paving starting June 22nd
Hemlock Ave., 8th St. to Weister Ct. – blacktop and topsoil removed, temp. road built, sanitary sewer replacement start date is June 20th
Maple Ave., 8th St. to 9th St. – all prep work complete, paving starting June 22nd
State St., Schmidt Ave. to Adler Rd. – some top soiling left, paving starting June 22nd
Apple Ave., 29th St. to 25th St. - to be scheduled
Madison Ave., 19th St. to 21st- adjust manholes and paving string June 22nd
Madison Ave., 21 St. to Washington Ave. – adjust manholes and paving starting June 22nd

Asphalt Overlays

29th Street, Peach Ave. to Washington Ave. road closed, sanitary repair complete, preparation for overlay on going, scheduled for paving June 29th.
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 after sanitary main and water main replacements are complete

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 manholes replacement on Weister Court/ Hemlock Avenue started June 15th

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



City of
Marshfield
Memorandum

May 10, 2016

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Wildwood McMillan Trail Project Funding

BACKGROUND

The last project update to the Board of Public Works occurred in January of this year. At that time, I reported that the project funding had been delayed to state fiscal year 2018, which begins July 1, 2017. I also reported at that time that staff was working on updating the project cost estimates and budget projections to identify adequate funding to complete the project.

ANALYSIS

Staff has identified the following additional funding sources that will help complete funding for the project.

First, Marshfield Clinic has agreed to construct the segment of trail adjacent to their property between Ives Street and Upham Street at their cost. They had already asked that this segment be upgraded from asphalt to concrete through their campus. In addition, with the extensive site work they had planned in this area, it made sense for them to do this portion of the trail in conjunction with their work. Even now that the Clinic's new hospital project is on hold, they are still committed to building this trail segment. This has a value to the project of approximately \$95,000.

Second, staff has reviewed the Room Tax Fund in detail to identify available fund balance that could be applied to this project. Due to some projects not being completed, some projects coming in under budget and room tax revenues exceeding budget projections for several years, staff is comfortable that \$150,000 of fund balance is available in the Room Tax Fund that could be applied to this project.

Third, Marshfield Area Friends of the Trail will be making a \$15,000 donation toward the project.

Fourth, the remaining shortfall is \$125,000 for which staff is proposing long term debt. This is consistent with the Capital Improvement Plan recently adopted by the Common Council.

The project cost estimate includes the following expenditures:

Engineering (Design and Construction)	\$ 340,000
DOT Review Fees	\$ 80,000
Real Estate Acquisition	\$ 162,675
Oak Avenue Sidewalk Replacement (Depot to Cleveland)	\$ 120,000
Trail Construction (Not including the Clinic segment)	\$1,062,000
<u>Contingency</u>	<u>\$ 35,000</u>
TOTAL	\$1,799,675

The project funding includes the following sources, which include the staff recommendations previously identified:

Federal Grant	\$ 810,800
Room Tax	\$ 455,447
Long Term Debt	\$ 455,000
Donations	\$ 65,000
<u>Tax Levy</u>	<u>\$ 13,287</u>
TOTAL	\$1,799,534

RECOMMENDATION

There are two recommendations:

Approval of a Budget Resolution transferring \$150,000 from the Room Tax Fund, Fund Balance Applied, to the Wildwood McMillan Connector Trail Project and direct staff to draft a budget resolution for Common Council consideration.

That the 2017 Budget include \$125,000 in long term debt for the Wildwood McMillan Connector Trail Project, consistent with the adopted Capital Improvement Program.

Concurrence: 
Steve Barg, City Administrator


Justin Casperson, Parks & Recreation Dir.



City of Marshfield Memorandum

DATE: June 15, 2016
TO: Board of Public Works
FROM: Steve Barg, City Administrator
RE: Update on Vaughn-Hansen chapel

Background

On October 19th, after much discussion, the Board approved the following motion:

PW15-119: Motion by Wagner, second by Cummings, to recommend deferring action on the Vaughn-Hansen Memorial Chapel at Hillside Cemetery until May 2016, and ask Mr. Silberman to come back with a report on the efforts of the Vaughn family to create a foundation and the amount of funds that they have been able to raise for the building.

Proposed plan

Since that time, Myron Silberman, architect for the chapel in the 1970s, has been working to put a plan together, and here's what he developed:

- \$40,000 will be raised through efforts of the Marshfield Rotary Club and Vaughn-Hansen family. (The Vaughn family has already made a \$20,000 commitment.)
- An appeal will be made this summer 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 putting \$80,000 in the 2017 budget for this project.
- With \$160,000 total, the City should be able to make the needed repairs and place the remaining funds in a separate fund for future maintenance.

Staff conversations

The Board's October 2015 motion did not request further study, but staff has continued to look at the City's options. Besides tearing down the chapel, or making the needed repairs from donated funds, the other 2 options identified are: 1) removing the roof and making it an open air memorial; and, 2) renovating the building into a columbarium. The memorial idea requires more investigation, given the structural issues that may be involved, and the columbarium option would likely be very costly.

Recommendation

I recommend that the Board review the plan offered, and provide a preliminary response with some direction regarding the desired course of action.

BOARD OF PUBLIC WORKS MINUTES
OF OCTOBER 19, 2015

Meeting called to order by Chairman Buttke at 5:00 PM in the Council Chambers of City Hall Plaza.

PRESENT: Mike Feirer, Tom Buttke, Ed Wagner, Gary Cummings, & Chris Jockheck

EXCUSED: None

ALSO PRESENT: Mayor Meyer; Aldermen Earll and Reinart, City Administrator Barg; Director of Public Works Knoeck; Finance Director Strey; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Parks & Recreation Director Casperson; Cemetery Coordinator Baltus; Library Director Belongia; Phil Severson – Strand Associates, Inc; the media; and others.

PW15-112 Motion by Feirer, second by Cummings to recommend approval of the minutes of the October 5, 2015 Board of Public Works meeting.

Motion Carried

Citizen Comments – None

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

Phil Severson, Strand Associates, Inc. presented the 2015 Wastewater User Fee Study.

PW15-113 Motion by Jockheck, second by Feirer to recommend approval of the revised Wastewater User Charges as presented in Table 2 of Strand Associates, Inc. memo dated October 13, 2015, to be adopted with an effective date of January 1, 2016 and request an ordinance be drafted for Common Council consideration.

Wagner voted No. Motion Carried

PW15-114 Motion by Feirer, second by Jockheck to recommend approval to move forward with Phase II of the agreement with Zimmerman Architectural Studios, Inc. for design development for the Community Center for the Everett Roehl Marshfield Public Library and Community Center project.

Motion Carried

PW15-115 Motion by Feirer, second by Cummings to recommend approval of an amendment to the agreement with The Boson Company for construction manager services for Phase II of the Everett Roehl Marshfield Public Library & Community Center project at a cost of \$36,800 and authorize execution of the amendment.

Motion Carried

PW15-116 Motion by Jockheck, second by Wagner to recommend approval of the proposal submitted by Beaver Creek Nursery & Landscape LLC for snow removal services for 2015 – 2020 for various Parks & Recreation locations.

Motion Carried

PW15-117 Motion by Wagner, second by Feirer to recommend approval of the schedule for 8th Street Lift Station project as presented and authorize advertising for bids.

Motion Carried

PW15-118 Motion by Cummings, second by Wagner to recommend approval of the WisDOT plans for pavement replacement on STH 13/Veterans Parkway from McMillan Street to the north City limits and authorize the Director of Public Works to sign the plans on behalf of the City.

Motion Carried

Barg presented summary of the Cemetery Chapel discussion over the last 18 to 20 months or so. The Board heard from Myron Silberman, original architect for the Chapel back in 1976. As of a week ago, there were no real responses for funding, and he was thinking that the best they could do was to try to keep the walls up as a memorial for 140 some Marshfield soldiers who have given their life for our country. He received a call last week from Carrol Vaughn, of Tulsa, Oklahoma who had some interest in saving the chapel. He explained the condition of the chapel to Mrs. Vaughn. Dennis Immerfall, a local architect, has done a thorough assessment of the building identifying all that needs to be done. The Vaughn family does not want to see the chapel razed and is interested in setting up a foundation to fund repairs to the chapel. Myron is aware of a similar situation in Spooner, WI where an effort was made to save their chapel as a place to house cremated remains. The chapel could actually be used for several purposes. Myron feels that this could come together quickly as the Vaughn family is quite determined to save the chapel, as is he. He will be heading to Florida soon and will return in May of 2016.

PW15-119 Motion by Wagner, second by Cummings to recommend deferring action on the Vaughn-Hansen Memorial Chapel at Hillside Cemetery until May of 2016 and ask Mr. Silberman to come back with a report on the efforts of the Vaughn family to create a foundation and the amount of funds that they have been able to raise for the building.

Motion Carried

Recommended items for future agendas: None

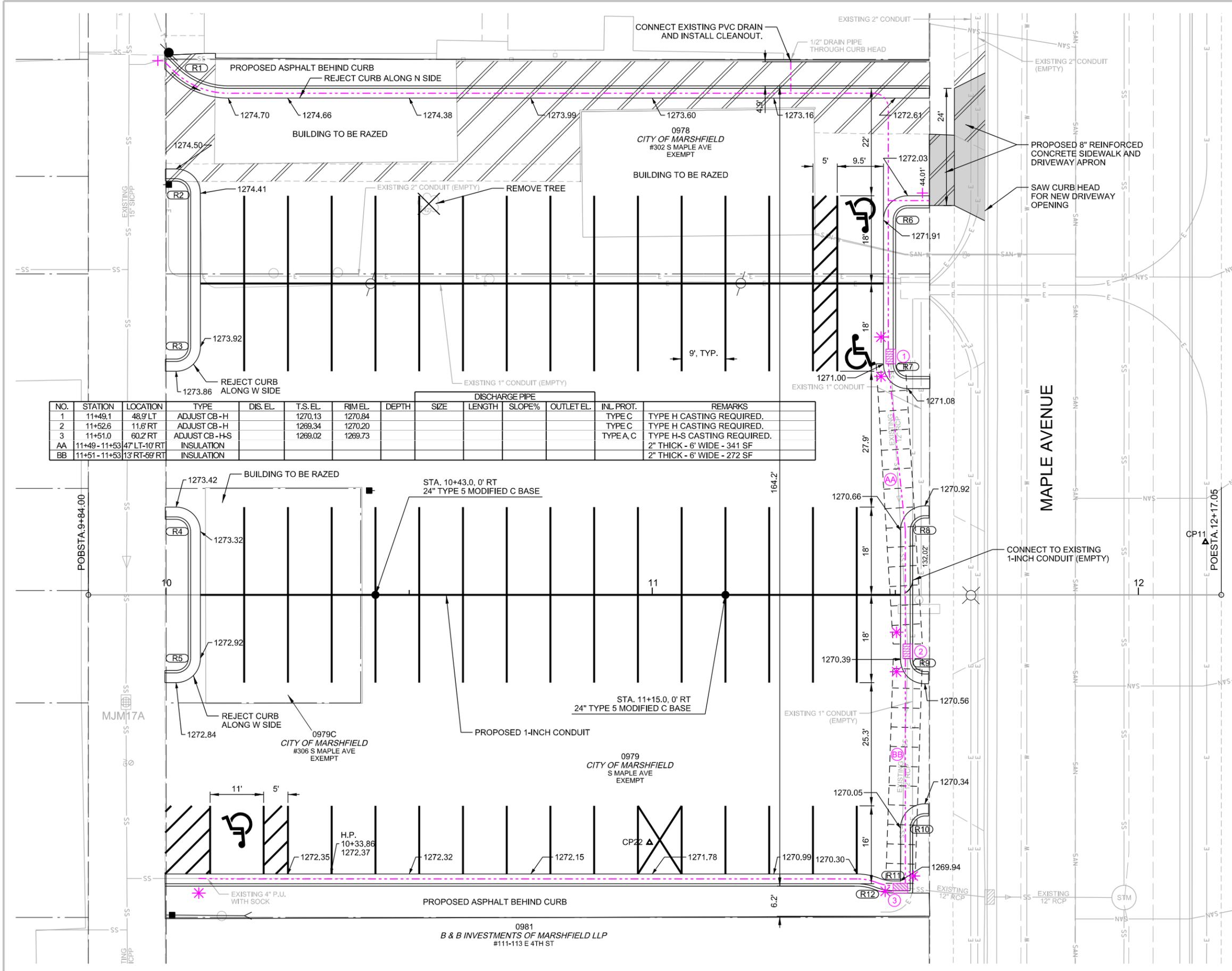
Motion by Wagner, second by Cummings that the meeting be adjourned at 6:02 PM.

Motion Carried

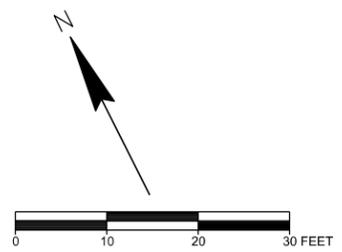
Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

312071

BM 12	1274.42	HYD NE COR 3RD & MAPLE
CP 12	1273.62	3/4" I.R., STA. 12+21.94, 218.91' LT
CP 22	1271.57	PK NAIL, STA. 10+99.44, 50.83' RT
CP 26	1271.13	3/4" I.R., STA. 12+22.07, 19.52' LT
CP 29	1268.75	PK NAIL, STA. 11+45.32, 224.33' RT



NO.	STATION	LOCATION	TYPE	DIS. EL.	T.S. EL.	RIM EL.	DEPTH	DISCHARGE PIPE			INL. PROT.	REMARKS
								SIZE	LENGTH	SLOPE%		
1	11+49.1	48.9' LT	ADJUST CB-H		1270.13	1270.84					TYPE C	TYPE H CASTING REQUIRED.
2	11+52.6	11.6' RT	ADJUST CB-H		1269.34	1270.20					TYPE C	TYPE H CASTING REQUIRED.
3	11+51.0	60.2' RT	ADJUST CB-H-S		1269.02	1269.73					TYPE A, C	TYPE H-S CASTING REQUIRED.
AA	11+49 - 11+53	47' LT-10' RT	INSULATION									2" THICK - 6' WIDE - 341 SF
BB	11+51 - 11+53	13' RT-69' RT	INSULATION									2" THICK - 6' WIDE - 272 SF



LEGEND

- SICPPP UNDERDRAIN, 6" TYP.
- * UNDERDRAIN CONNECTION
- + END CAP REQUIRED

NOTES:
 INSTALL 24" PLANTING SOIL AND 3" HARDWOOD MULCH IN CURB AND GUTTER ISLANDS.
 EXISTING LOT HAD 54 PARKING STALLS. PROPOSED LOT HAS 78 PARKING STALLS.
 EXISTING CATCH BASINS ARE BURIED AND COVERED WITH STEEL PLATES.

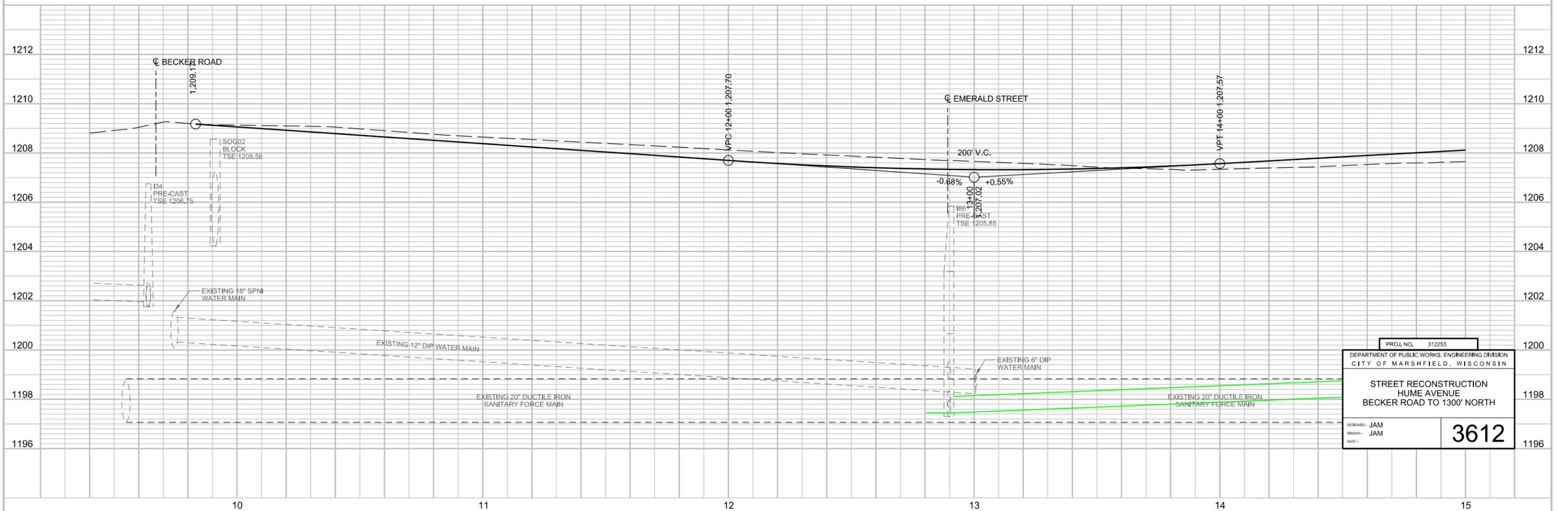
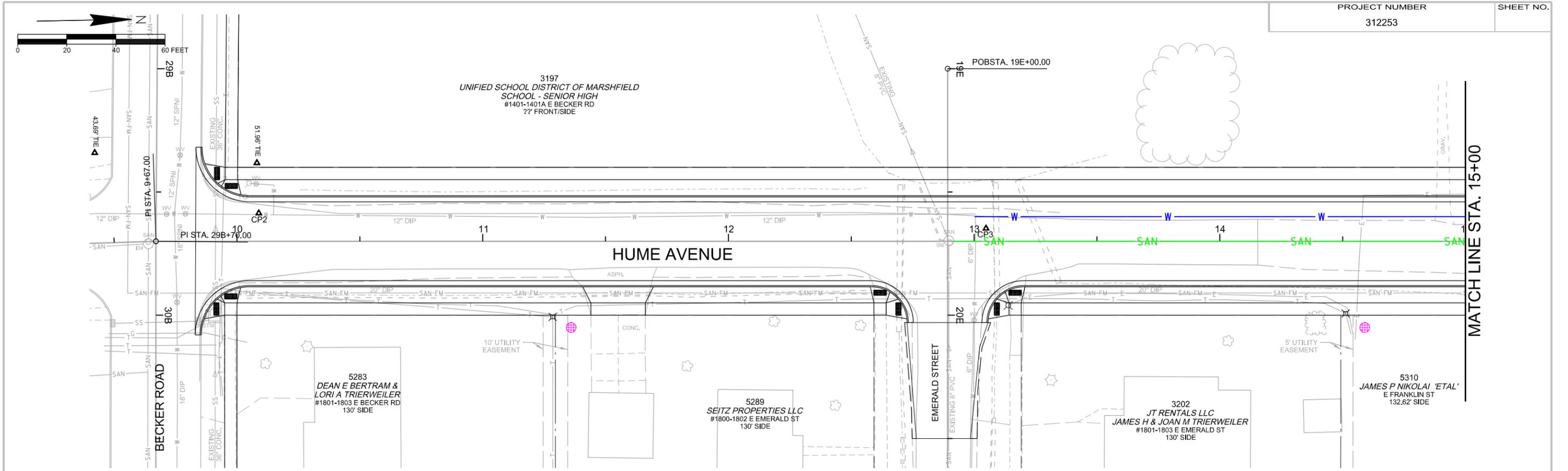
RADIUS POINTS (TO FACE OF CURB)

POINT	RADIUS	STATION	OFFSET
R1	15'	10+12.75	118.93' LT
R2	3'	10+02.05	82.39' LT
R3	3'	10+02.05	50.89' LT
R4	3'	10+02.05	13.00' LT
R5	3'	10+02.05	13.00' RT
R6	3'	11+52.55	76.89' LT
R7	3'	11+52.55	47.32' LT
R8	3'	11+56.05	13.24' LT
R9	3'	11+56.05	13.24' RT
R10	3'	11+56.05	47.88' RT
R11	10'	11+49.54	50.67' RT
R12	10'	11+42.21	69.28' RT

PROJ. NO. 312071
 DEPARTMENT OF PUBLIC WORKS, ENGINEERING DIVISION
 CITY OF MARSHFIELD, WISCONSIN
**MUNICIPAL PARKING LOT
 300 BLOCK OF SOUTH MAPLE AVENUE
 PARKING LOT RECONSTRUCTION**
 DESIGNED - JAM
 DRAWN - JAM
 DATE - 06/03/2016

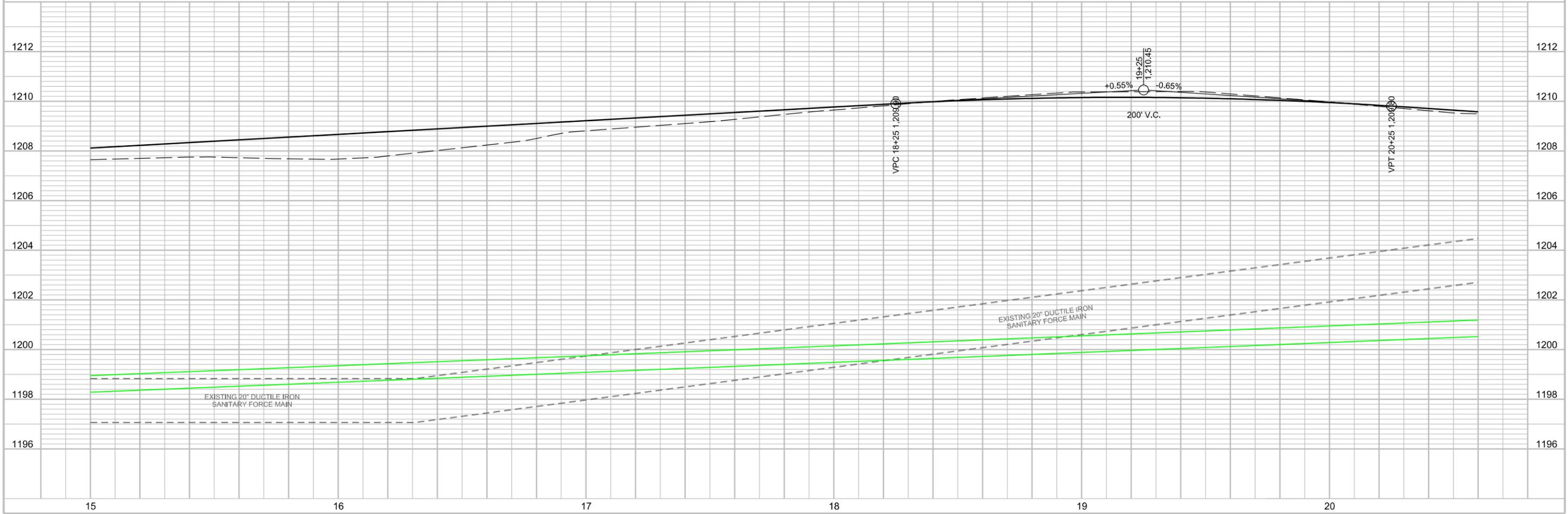
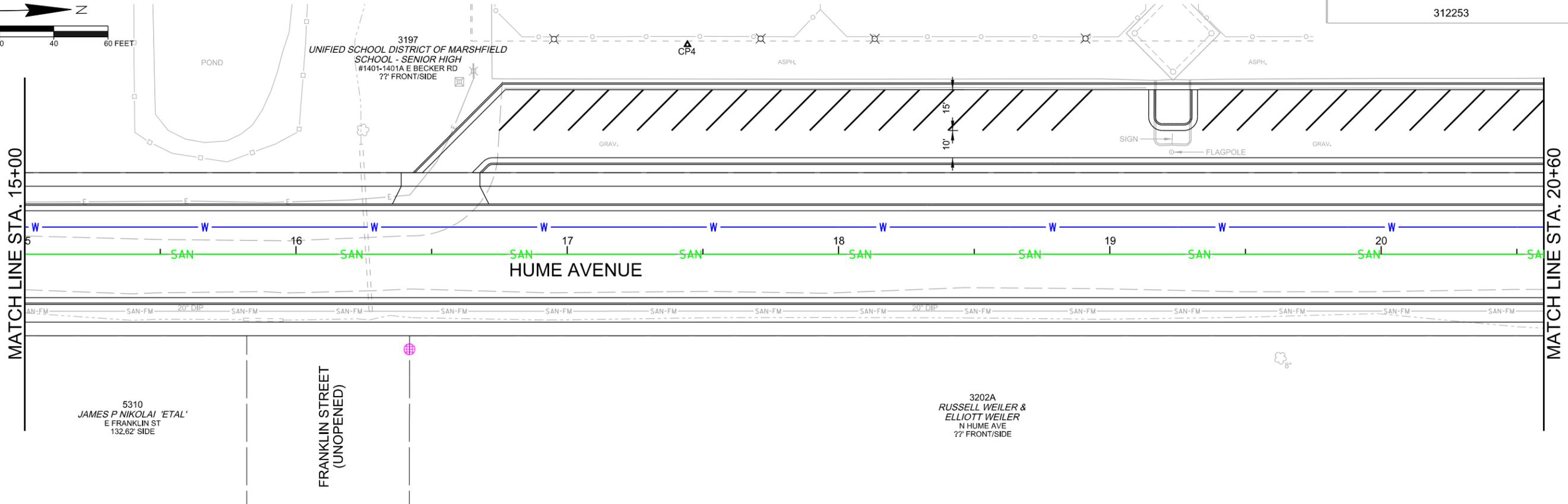
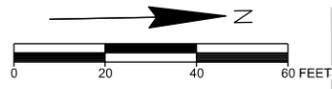
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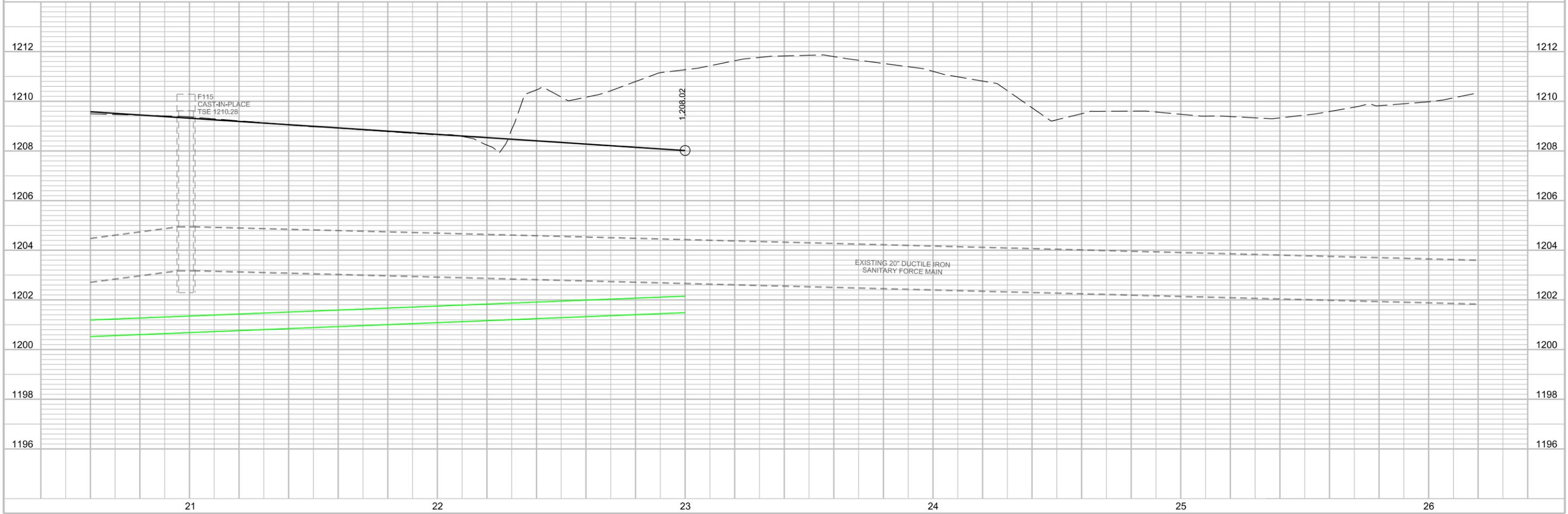
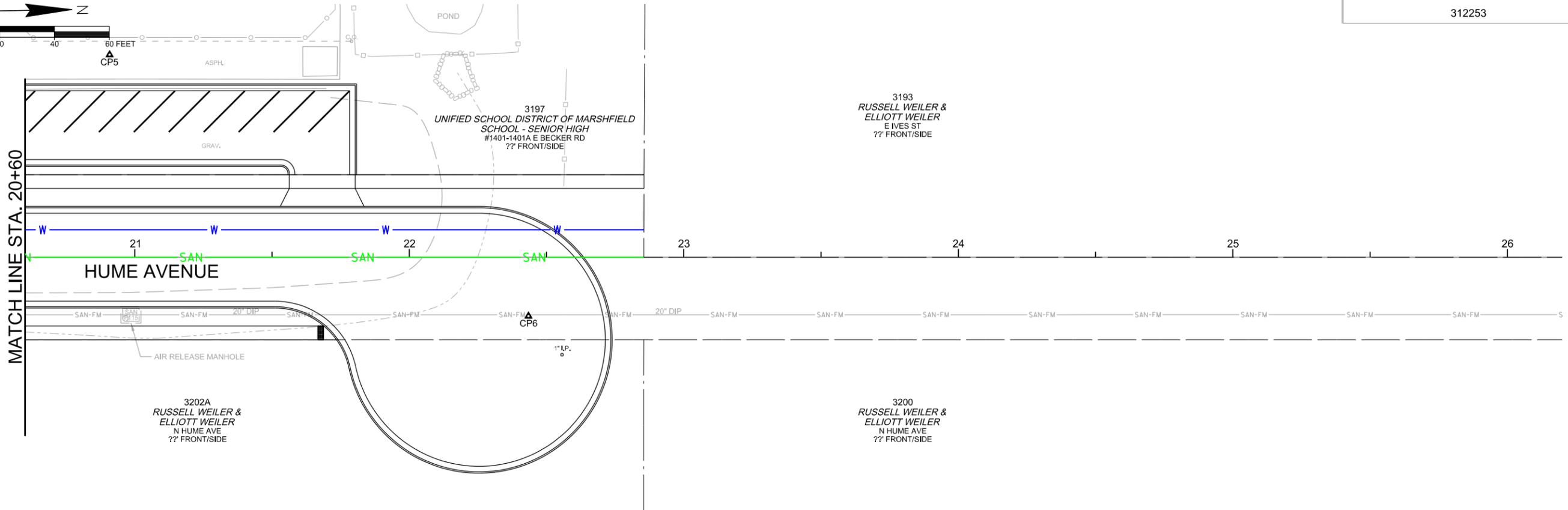
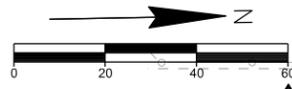


PROJ. NO. 312253	
DEPARTMENT OF PUBLIC WORKS, ENGINEERING DIVISION CITY OF MARSHFIELD, WISCONSIN	
STREET RECONSTRUCTION HUME AVENUE BECKER ROAD TO 1300' NORTH	
DESIGNED: JAM	3612
DRAWN: JAM	
DATE: -	

PLOTTED ON: 6/17/2016 11:07:46 AM



PLOTTED ON: 6/17/2016 11:07:49 AM



PLOTTED ON: 6/17/2016 11:07:51 AM