



CITY OF MARSHFIELD  
**MEETING NOTICE**

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**AGENDA  
BOARD OF PUBLIC WORKS  
CITY OF MARSHFIELD, WISCONSIN  
MONDAY, NOVEMBER 16, 2015 at 5:30 PM  
COUNCIL CHAMBERS, CITY HALL PLAZA**

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of November 2, 2015 Board of Public Works meetings
3. Citizen Comments
4. Construction Update – Presented by Mike Winch, Street Superintendent & Tom Turchi, City Engineer
5. Update of Library Construction – Presented by Joe Dolezal, The Boson Company
6. Presentation of Municipal Fee Schedule – Presented by Jason Angell, Planning & Economic Development Director
7. Review of proposals for City Hall Plaza Building – Presented by Jason Angell, Planning & Economic Development Director
8. Review of on-street parking during football games – Presented by Tom Turchi, City Engineer
9. Award bid for 2015-2016 Sewer Lining Contract – Presented by Tom Turchi, City Engineer
10. Prequalification of additional contractors for the 8<sup>th</sup> Street Lift Station project – Presented by Tom Turchi, City Engineer
11. Set time and date for December, 2015 meetings – Presented by Dan Knoeck, Director of Public Works
12. Recommended items for future agendas
13. Adjournment

**Posted this 13<sup>th</sup> day of November, 2015 at 4:00 PM by Daniel G. Knoeck, Director of Public Works**

*NOTE*

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*It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.*

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*Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Mary Anderson, Public Works Department at 630 South Central Avenue or by calling (715) 387-8424*  
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## **BOARD OF PUBLIC WORKS BACKGROUND**

**11/16/15**

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of November 2, 2015 Board of Public Works meetings
3. Citizen Comments
4. Construction Update – Presented by Mike Winch, Street Superintendent & Tom Turchi, City Engineer
5. Update of Library Construction – Presented by Joe Dolezal, The Boson Company  
This is an informational item only.
6. Presentation of Municipal Fee Schedule – Presented by Jason Angell, Planning & Economic Development Director  
See attached memo and proposed fee schedule. **Recommend approval of Municipal Code Amendments to Chapter 15 – Building Code, Chapter 16 – Plumbing Code, and Chapter 17 – Electrical Code to replace listed fees with a reference to the City of Marshfield Fee Schedule and to recommend that an ordinance be drafted for Common Council consideration. Further recommend approval of the proposed Fee Schedule.**
7. Review of proposals for City Hall Plaza Building – Presented by Jason Angell, Planning & Economic Development Director  
Proposals will be distributed to the Board of Public Works prior to the meeting. **Recommend that the Board of Public Works determine which proposals to invite for a presentation to the Common Council on December 1, 2015.**
8. Review of on-street parking during football games – Presented by Tom Turchi, City Engineer  
**This is a discussion item only.**
9. Award bid for 2015-2016 Sewer Lining Contract – Presented by Tom Turchi, City Engineer  
See attached bid summary. **Recommend approval of the low bid submitted by Visu-Sewer, Inc. of Pewaukee, WI in the amount not to exceed the budgeted amount of \$1,349,000 and authorize execution of a contract.**
10. Prequalification of additional contractors for the 8<sup>th</sup> Street Lift Station project – Presented by Tom Turchi, City Engineer  
See attached list of additional prequalified contractors. **Recommend approval.**
11. Set time and date for December, 2015 meetings – Presented by Dan Knoeck, Director of Public Works  
**Because the first Monday of December falls on the day before the second Tuesday, recommend that the first meeting of December be held on Monday, November 30, 2015 and the second meeting of December be held on Monday, December 14, 2015.**
12. Recommended items for future agendas
13. Adjournment

**BOARD OF PUBLIC WORKS MINUTES**  
**OF NOVEMBER 2, 2015**

Meeting called to order by Chairman Buttke at 5:30 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, Hendler, Spiros and Reinart, City Administrator Barg; Director of Public Works Knoeck; Accounting Manager VanWyhe; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Wastewater Superintendent Warp; the media; and others.

**PW15-120** Motion by Jockheck, second by Feirer to recommend approval of the minutes of the October 19, 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.

**PW15-121** Motion by Feirer second by Wagner to recommend approval of the low bid submitted by SJS Excavating, LLC of Curtiss, WI for demolition of buildings at 708 East 2<sup>nd</sup> Street at a cost not to exceed \$9,600 and authorize execution of a contract.

**Motion Carried**

**PW15-122** Motion by Jockheck, second by Wagner to recommend approval of the revised 2016 Machinery and Equipment Rates and refer Resolutions 2015-52 and 2015-53 to the Common Council for consideration.

**Motion Carried**

**PW15-123** Motion by Feirer, second by Cummings to recommend approval of the 2016 Yard Waste Collection Schedule as presented.

**Motion Carried**

**PW15-124** Motion by Cummings, second by Jockheck to recommend approval of the Release of Easement at 1410 North Central Avenue and authorize execution of the release.

**Motion Carried**

**PW15-125** Motion by Feirer, second by Cummings to recommend approval of the Release of Easement at 702 North Chestnut Avenue subject to full payment of delinquent property taxes and authorize execution of the release upon confirmation that delinquent property taxes are paid in full.

**Motion Carried**

The closed session item regarding City Hall Leases was not held and will be placed on a future Finance, Budget and Personnel meeting agenda.

**Recommended items for future agendas: None**

Motion by Jockheck, second by Cummings that the meeting be adjourned at 5:48 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 2<sup>nd</sup> Street  
Marshfield, Wisconsin 54449



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

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**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 November 16th , 2015  
**Date:** November 13th , 2015

**Asphalt Mill-In-Place**

12<sup>th</sup> St – Maple to Cedar – complete  
28<sup>th</sup> St – Felker to Washington-complete  
Felker Ave – 29<sup>th</sup>to 27<sup>th</sup> – complete  
Apple Ave – 9<sup>th</sup> – 17<sup>th</sup> – complete  
Ash Ave – Arnold to Doege- complete  
Cedar Ave – Arnold to Blodgett- complete  
Cherry Ave – Arnold to Edison – complete  
Maple Ave – 9<sup>th</sup> – 14<sup>th</sup>- complete  
Wildwood Ct. – Locust to Locust- complete

**Asphalt Overlays**

Cedar Ave – Ives to Grant- complete  
29<sup>th</sup> St – Central to Peach- complete  
Blodgett St – Central to Maple- complete  
Blodgett St – Maple to Peach- complete  
Vine Ave – Arnold to Doege- complete  
Cleveland – Central to Maple- complete

**Street Reconstructions**

East 4<sup>th</sup>- 4<sup>th</sup>/8<sup>th</sup> to Willow, complete  
Alley between Central/Chestnut- Edison/Franklin- paving 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- Apple Avenue from Depot Street to Arnold Street  
Lowered sanitary manhole at the Blodgett right of way west of Galvin

**Street Maintenance**

-Crack sealing of concrete streets: complete  
-Crack sealing of asphalt streets: complete  
-Slag sealing of asphalt streets: complete  
-Specialized joint sealing on concrete streets: demo was done at Oak and at St. Josephs  
-General asphalt patching, city wide as required: on-going  
- Pothole patching- on going  
- Street sweeping - on going  
-general sign work  
- Crack filling of municipal parking lots-complete  
- Sidewalk replaced at the Milwaukee Municipal lot



# City of Marshfield Memorandum

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TO: Board of Public Works  
FROM: Jason Angell, Director of Planning & Economic Development  
DATE: November 16, 2015

RE: Municipal Code Amendment Request by the City of Marshfield to amend Chapter 15, Building Code, Chapter 16, Plumbing Code, and Chapter 17 Electrical Code to replace the listed fees in said Chapters with a reference to the City of Marshfield Fee Schedule and to recommend fees for said Fee Schedule.

## **Background**

Currently permit/review fees for various requests such as sign permit, conditional use permit, building permit, etc. are scattered throughout various Chapters in the Municipal Code. It is the goal of this amendment to create a comprehensive "City of Marshfield Fee Schedule" to provide a single, efficient, and convenient location for residents or other users to review and look up individual fees without searching through individual Chapters. Said Fee Schedule will, at this time, cover the listed fees for the following Chapters: Chapter 15 – Building Code, Chapter 16 – Plumbing Code, Chapter 17 – Electrical Code, Chapter 18 – Zoning Code, Chapter 19 – Subdivision Code, and Chapter 24 – Sign Code. Creating such Fee Schedule will also grant the Common Council and other various Boards/Commissions the ability to better facilitate the updating and uniform review of all such fees annually.

## **Analysis**

If approved it is staff's goal to have said Fee Schedule approved by resolution through the Common Council and adopted at their 2<sup>nd</sup> meeting in December. Doing so will allow the new fee schedule to become effective on January 1, 2016. Each of the 6 Chapters listed above will need review for an amendment to the ordinance to replace the listed fees relative to each Chapter and replace said language with "Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk."

Staff has taken this time to also review and compare the individual fees listed in each code with surrounding Municipalities. Five Municipalities were chosen to compare to including Wisconsin Rapids, Stevens Point, Wausau, Merrill, and Eau Claire.

Attached is a redlined ordinance of Chapter's 15, 16 and 17 showing the amended language for each chapter. All codes are proposed to remove the existing statement of fees and replace it with the following language: "*Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in*

*the office of the City Clerk.”*

Along with creating the fee schedule, staff also took the time to review the fees for service covered under each chapter. In reviewing the fees our goal was to “land in the middle” when compared to the 5 communities identified above. However, in some cases it was determined that Marshfield was significantly lower than other communities, but to avoid a major increase in fees, we will propose the fees be adjusted over a period of years (smaller increases over two or three years). Those fees that are proposed to be adjusted are highlighted in yellow. Staff will be prepared to discuss the proposed changes during the meeting.

### **Recommendation**

APPROVE the Municipal Code Amendment Request by the City of Marshfield to amend Chapter 15, Building Code, Chapter 16, Plumbing Code, and Chapter 17, Electrical Code, to replace the listed fees in said Chapters with a reference to the City of Marshfield Fee Schedule and to recommend fees for said Fee Schedule.

### **Attachments**

1. Draft “City of Marshfield Fee Schedule”
2. Draft Ordinance
3. Draft Redline Ordinance
4. Draft Resolution

Concurrence:



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Dan Knoeck  
Public Works Director



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Steve Barg  
City Administrator

## City of Marshfield Fee Schedule as of **January 1, 2016**

The permit/review fees listed below cover the following Chapters of the Municipal Code: Chapter 15 – Building Code, Chapter 16 – Plumbing Code, Chapter 17 – Electrical Code, Chapter 18 – Zoning Code, Chapter 19 – Subdivision and Platting Code, and Chapter 24 – Sign Code. Please note that that this list is not an all-inclusive list for the entire City of Marshfield and that other fees may be implemented by other departments or enforced through other Chapters.

Fees for permits shall be paid to the City of Marshfield prior to the issuance of any permit.

### 1. Building Permits

A. Minimum Residential Fee for all building permits.....	\$40.00 unless otherwise stated
B. Minimum Nonresidential & Multi-Family Fee for all building permits .....	\$50.00 unless otherwise stated
C. Residential (1-2 family) New & Addition .....	\$0.16 per square foot plus WI UDC Permit Seal
D. Manufactured Home (built after 4/1/07) .....	\$100.00
E. Nonresidential & Multi-Family – New & Addition.....	\$0.18 per square foot
F. Residential (1-2 Family) Foundation .....	\$100.00
G. Nonresidential & Multi-Family Foundation .....	\$150.00
H. All remodel or alteration excluding “I.” below, \$1,000 or more, or where square footage cannot be calculated <sup>1</sup> .....	\$5.00 per \$1,000
I. Residential (1 Family) Remodel which includes plumbing and electrical work <sup>2</sup> .....	\$60.00
J. Residential (1-2 Family) Garage & Accessory Structure .....	\$0.15 per square foot minimum of \$30.00
K. HVAC – Residential (1-2 Family) New .....	\$0.015 per square foot
L. HVAC – Residential (1-2 Family) Install or Replace .....	\$5.00 per \$1,000
M. HVAC – Nonresidential & Multi-Family.....	\$5.00 per \$1,000
N. Razing Residential Accessory (1-2 Family) .....	\$50.00 per residential accessory structure
O. Razing – All other structures.....	\$100.00
P. Moving - Residential Accessory Structures.....	\$100.00 per building over 8’ wide
Q. Moving – Dwellings & other structures .....	\$200.00 per building over 8’ wide
R. Roof Replacement Nonresidential & Multi-family .....	\$50.00, up to 2,500 square feet \$75.00, 2,500-10,000 square feet \$150.00, over 10,000 square feet
S. Nonresidential & Multi-Family Parking Lots Or Driveways.....	\$100.00
T. Residential (1-2 family) Driveways.....	\$30.00

<sup>1</sup> Residential (1-2 family) roofing shingle replacement do not require a permit.

<sup>2</sup> Single family home must be owner occupied and the work being done including electrical and plumbing must be done by the owner.

- U. Fence Permit ..... \$5.00 per \$1,000.00 minimum of \$30.00
- V. New Communication Towers or Substantial Modifications for Mobile Service Facilities ..... \$3,000.00
- W. Other Mobile Service Facilities or Minor Modifications not listed in S. above ..... \$5.00 per \$1000, minimum of \$50.00, maximum of \$500.00

**2. Electrical Permit**

- A. Residential including Multi-Family
  - i. Minimum electrical permit fee..... \$40.00
  - ii. New Constructions and Additions ..... \$0.05 per square foot of building Construction
  - iii. Remodeling, alteration ..... 2.5% of electrical construction cost
  - iv. 1-Family, owner occupied remodel ..... See 1.I. above
  - v. Service change, repair or temporary ..... \$45.00
- B. New Commercial & Industrial (based on developed square footage of new building, addition, or a level 2 or 3 alteration)
  - i. Minimum electrical permit fee..... \$70.00
  - ii. Square footage for Group S and U ..... \$0.04 per square foot
  - iii. Square footage for Groups A, B, E, F, M, R, and I ..... \$0.07 per square foot  
*Group Descriptions: Groups A (Assembly), Group B (Business), Group E (Educational), Group F (Factory & Industrial), Group I (Institutional), Group M (Mercantile), Group R (Residential), Group S (Storage), and Group U (Utility and Miscellaneous)*
  - iv. Level 2 or 3 Alteration ..... \$0.06 per square foot
- C. Miscellaneous Commercial, Industrial, Institutional, and Low Voltage Work excluding the cost of racking & equipment (based on value of job)
  - i. Minimum electrical permit fee..... \$40.00
  - ii. \$500.01 to \$2,500.00 ..... \$40.00 plus 1.25% over \$500
  - iii. \$2,500.01 to \$25,000.00 ..... \$65.00 plus 0.75% over \$2,500
  - iv. \$25,000.01 to \$250,000.00 ..... \$233.75.00 plus 0.50% over \$25,000
  - v. Over \$250,000.00 ..... \$1,358.75 plus 0.30% over \$250,000
- D. Mobile Home Connection ..... \$40.00
- E. All Carnival or Circus Operations ..... \$125.00 per event for the duration of the event as stated on the approved permit.
- F. Swimming Pools ..... \$40.00

**3. Plumbing Permits**

- A. Minimum plumbing permit fee..... \$40.00
- B. Backflow preventer ..... \$15.00
- C. Grease Interceptor ..... \$15.00
- D. Mobile Home Connector ..... \$20.00
- E. Modify water distribution system ..... \$30.00
- F. Modify waste drain and venting system ..... \$30.00
- G. Plumbing fixtures ..... \$10.00 each
- H. Private interceptor main sewers ..... \$10.00 per 100 feet
- I. Private water main ..... \$10.00 per 100 feet
- J. Sanitary new/repair/reconstruction/replacement ..... \$30.00

- K. Sprinkler meter ..... \$15.00
- L. Storm sewer new/repair/reconstruction/replacement ... **\$30.00**
  
- M. Water service new/repair/reconstruction/replacement.. **\$30.00** up to 2 inch service pipe, plus \$2.00 for each additional inch over 2 inches (each service)
- N. Water softener..... \$15.00
- O. Water heater – change in energy use..... \$15.00
- P. Residential 1-Family, owner occupied remodel ..... See 1.I. above

**4. Sign Permits**

- A. Temporary Sign ..... \$25.00
- B. Standard Face Change ..... \$25.00
- C. Standard Sign ..... \$50.00
- D. Master Sign Permit w/ Exceptions ..... \$300.00 plus \$50.00 per sign
- E. Master Sign Permit w/o Exceptions..... \$150.00 plus \$50.00 per sign
- F. Alternative Sign..... \$250.00

**5. Plan Commission Review**

- A. Conditional Use Permit ..... \$250.00
- B. Code Amendment..... **\$250.00**
- C. Rezoning/Map Amendment ..... **\$250.00**
- D. Annexation..... per Policy (5 times existing tax, maximum of \$800.00 for vacant land)
- E. Planned Unit Development – GIP ..... **\$300.00**
- F. Planned Unit Development – SIP ..... **\$150.00**

**6. Board of Appeals**

- A. Variance ..... \$250.00
- B. Appeal ..... **\$250.00**

**7. Subdivision Review<sup>3</sup>**

- A. Preliminary Plat Review ..... **\$300.00**
- B. Final Plat Review ..... **\$150.00**
- C. CSM Review ..... **\$80.00**

**Failure to obtain a permit prior to commencing work will result in an additional \$100.00 fee or double the permit fee, whichever is more, except for emergency work (permits for the emergency work need to be taken out within 48 hours after the work was performed).**

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<sup>3</sup> Does not include Park Land Dedication fees – See Chapter 19, Subdivision and Platting

## Proposed Changes with the Adoption of the 2016 City of Marshfield Fee Schedule

- 1.A. Increase the minimum permit fee for all residential building permits from \$30.00 to \$40.00 unless otherwise stated
- 1.B. State in one location the minimum permit fee for all nonresidential and multi-family building permit applications is \$50.00 unless otherwise stated.
- 1.C. Increase the permit fee for 1-2 family new and additions for residential from \$0.14/SF to \$0.16/SF
- 1.D Increase flat permit fee for Manufactured homes from \$75.00 to \$100.00
- 1.E. Increase the permit fee for new and additions for nonresidential and multi-family from \$0.15/SF up to 10,000 SF plus \$0.05/SF or fraction thereof, to \$0.18/SF
- 1.F. Increase 1-2 Family residential foundation fee from \$50.00 to \$100.00
- 1.H. Simplify language and get rid of the sliding scale after \$100,000
- 1.I. Simplify language
- 1.J. Increase 1-2 family residential accessory structures from \$0.14/SF to \$0.15/SF
- 1.L. Modify permit fee for 1-2 family residential HVAC to install or replace from \$30.00 per unit to \$5.00 per \$1,000.
- 1.M. Get rid of the sliding scale after \$100,000
- 1.N. Increase permit to raze 1-2 family residential accessory structures from \$30.00 to \$50.00
- 1.O. Increase the permit fee to raze all other structures from \$50.00 to \$100.00
- 1.P Increase moving permit fee for residential accessory structures over 8' wide from \$50.00 to \$100.00 and get rid of fee for structures less than 8' wide.
- 1.Q. Increase moving permit fee for all other structures from \$125.00 to \$200.00
- 1.R. Increase nonresidential and multi-family roof replacement scale from \$30.00, \$60.00, \$125.00 TO \$50.00, \$75.00, \$150.00.
- 1.S. Officially add flat rate fee for nonresidential parking lots and driveways that has previously been used.
- 1.T. Officially add flat rate fee for residential driveways that has previously been used.
- 1.U. Officially add a fence permit fee of \$5.00/\$1,000 minimum of \$30.00
- 1.V. Add permit for New Communication Towers per statute
- 1.W. Add permit for new antennas or modifications to existing towers per statute.
- 2.A.i. Increase the minimum electrical permit for residential from \$30.00 to \$40.00
- 2.A.v. Increase the residential electrical service change, repair and temporary service from \$40.00 to \$45.00.
- 2.B.ii. Correct permit fee – Code had stated \$0.40/ sq. ft., but it should have been as listed and used on the permit \$0.04/sq. ft.
- 2.B.iii. Decrease the cost per square foot for commercial and industrial electrical fees for Groups A, B, E, F, M, R, and I from \$0.08 to \$0.07 to better compare to surrounding municipalities.
- 2.B.iv. Officially add level 2 and level 3 alterations and reduce the previous fee of \$0.07/sq. ft. to \$0.06/sq. ft. to better compare to surrounding municipalities. This fee was located on the application but not within code.
- 2.C. It was the intent for the permit fee for low voltage work to use the same scale as miscellaneous commercial and industrial fees. The code did not clearly state this.
- 2.C.i. Increase the minimum electrical permit fee for miscellaneous commercial and industrial work from \$30.00 to \$40.00.
- 2.C.ii. through 2.C.v. To reflect the change in the minimum permit fee the following numbers have been modified.

- ii. \$500.01 to \$2,500.00: from \$30 plus 1.25% over \$500 to \$40 plus 1.25% over \$500
- iii. \$2,500.01 to \$25,000.00: from \$55 plus 0.75% over \$2,500 to \$65 plus 0.75% over \$2,500
- iv. \$25,000.01 to \$250,000.00: from \$223.75 plus 0.50% over \$25,000 to \$233.75 plus 0.50% over \$25,000
- v. Over \$250,000.00: from \$1,348.75 plus 0.03% over \$250,000 to \$1,358.75 plus 0.03% over \$250,000
- 2.D. Increase the minimum electrical permit fee for Mobile Home Connections from \$30.00 to \$40.00.
- 3.A. Increase the minimum plumbing permit fee from \$30.00 to \$40.00.
- 3.D. Add Mobile Home Connector fee of \$20.00. This fee was already listed on the permit application but not in Code.
- 3.G. Increase the fee per plumbing fixture from \$8.00 each to \$10.00 each
- 3.J. Increase the Sanitary new/repair/reconstruction/replacement fee from \$20.00 to \$30.00
- 3.L. Increase the Storm Sewer new/repair/reconstruction/replacement fee from \$20.00 to \$30.00
- 3.M. Increase the Water Service new/repair/reconstruction/replacement fee from \$20.00 to \$30.00
- 5.B. The existing Sign Code lists a Code Amendment at \$250 and the Zoning Code lists the same fee at \$200. Staff is proposing to make this number the same at \$250.
- 5.C. Create a flat fee for rezoning application of \$250 for ease of the user, getting rid of the additional \$10/acre.
- 5.E. Create a flat fee for PUD-GIP application of \$300 for ease of the user, getting rid of the additional \$10/acre.
- 5.F. Create a flat fee for PUD-SIP application of \$150 for ease of the user, getting rid of the additional \$10/acre.
- 6.B. Increasing the cost of an appeal from \$100.00 to \$250.
- 7.A. Officially establish a flat rate fee for Preliminary Plat Reviews of \$300. The previous fee was not written in code or policy and was \$145 plus \$10/lot.
- 7.B. Officially establish a flat rate fee for Final Plat Reviews of \$150. The previous fee of \$25 was not written in code or policy.
- 7.C. Officially establish a flat rate fee for CSM Reviews of \$80. The previous fee of \$60 plus \$10/new lot was not written in code or policy.

**DRAFT ORDINANCE NO. XXXX**

**An Ordinance amending Section 15-03, Section 16-04, and Section 17-41 of the City of Marshfield Municipal Code pertaining to the Fees for Chapter 15-Building Code, Chapter 16-Plumbing Code, and Chapter 17-Electrical Code.**

The Common Council of the City of Marshfield do hereby ordain as follows:

SECTION 1. Section 15-03(2) of the Marshfield Municipal Code is hereby amended to read as follows:

- (2) *Fees.* Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.

SECTION 2. Section 15-52(6)(c) of the Marshfield Municipal Code is hereby removed.

SECTION 3. Section 16-04(6) of the Marshfield Municipal Code is hereby amended to read as follows:

- (6) *Fees.* Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.

SECTION 4. Section 17-41(4) of the Marshfield Municipal Code is hereby amended to read as follows:

- (4) *Fees.* Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.

SECTION 5. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 6. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 7. This ordinance shall take effect and be in force January 1, 2016 and after its passage and publication as provided by law.

ADOPTED: this 1<sup>st</sup> day of January, 2016.

\_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED: \_\_\_\_\_

ATTEST: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

Deb M. Hall, City Clerk

## DRAFT REDLINE ORDINANCE NO. XXXX

### An Ordinance amending Section 15-03, Section 16-04, and Section 17-41 of the City of Marshfield Municipal Code pertaining to the Fees for Chapter 15-Building Code, Chapter 16-Plumbing Code, and Chapter 17-Electrical Code.

The Common Council of the City of Marshfield do hereby ordain as follows:

SECTION 1. Section 15-03(2) of the Marshfield Municipal Code is hereby amended to read as follows:

- (2) *Fees.* ~~Before receiving a building permit, the owner or his agent shall pay to the City of Marshfield the following fees:~~ Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.
- (a) ~~Residential (one and two family) new construction and additions: \$0.14 per square foot, with a minimum of \$30.00, plus the cost of the applicable Wisconsin Uniform Building Permit Seal.~~
  - (b) ~~Manufactured homes manufactured after April 1, 2007 in mobile home courts and parks: \$75.00.~~
  - (c) ~~Commercial, institutional, industrial and multiple family construction and additions: \$0.15 per square foot up to 10,000 square feet plus \$0.05 per square foot over 10,000 square feet or fraction thereof, with a minimum of \$50.00.~~
  - (d) ~~Foundation permits: residential one and two family, \$50.00; all others, \$150.00.~~
  - (e) ~~Residential (single family, owner occupied) one bathroom, kitchen or laundry room remodel done by owner where plumbing and/or electrical permits are needed: \$60.00. If no plumbing or electrical work needed, the same fee as set forth in subsection g of this section with a minimum of \$30.00.~~
  - (f) ~~Residential garages, residential accessory buildings and additions thereto: the same fee as set forth in subsection a. of this section with a minimum of \$30.00.~~
  - (g) ~~All other remodeling and alterations \$1,000 or over, where square footage cannot be calculated (for all categories of occupancy): \$5.00 per \$1,000.00 of cost up to \$100,000.00, plus \$1.50 per \$1,000.00 over \$100,000.00 or fraction thereof, with a minimum of \$30.00.~~
  - (h) ~~For heating, ventilating and air conditioning, new and replacements:~~
    - 1. ~~New construction, residential one and two family: \$.015 per square foot with a minimum of \$30.00.~~
    - 2. ~~Residential one and two family, installation or replacements: \$30.00 per unit. All wood-burning devices and fireplaces are subject to this subsection h.2.~~
    - 3. ~~Multiple family and nonresidential: \$5.00 per \$1,000.00 of cost up to \$100,000.00, plus \$1.50 per \$1,000.00 over \$100,000.00 or fraction thereof, with a minimum of \$50.00.~~
  - (i) ~~Razing of structures: \$30.00 per residential accessory structure; all other structures, \$50.00 per structure. Fee may be waived if structure has been ordered to be razed.~~
  - (j) ~~Moving permits onto public rights of way (all structures over 8 1/2 feet must complete the moving clearance form before a moving permit will be issued):~~
    - 1. ~~Residential garages and accessory buildings: \$50.00 per building over eight feet wide. Eight feet or less: \$30.00.~~
    - 2. ~~Dwellings and other structures: \$125.00 per building.~~
  - (k) ~~Roof replacement (full and partial): nonresidential and multiple family up to 2,500 square feet, \$30.00; over 2,500 square feet, \$60.00; over 10,000 square feet, \$125.00.~~

- (1) ~~Failure to obtain a building permit prior to commencing work: \$100.00 or double permit fee, whichever is more, except for emergency work. (Permits for the emergency work need to be taken out within 48 hours after the work was performed.)~~

SECTION 2. Section 15-52(6)(c) of the Marshfield Municipal Code is hereby removed.

- (e) ~~If any construction or work governed by the provisions of this section or the uniform dwelling code is commenced prior to the issuance of a permit, double fees shall be charged.~~

SECTION 3. Section 16-04(6) of the Marshfield Municipal Code is hereby amended to read as follows:

- (6) ~~Fees. The schedule of permit fees to be paid shall be as follows, and such fees must be paid before the plumbing permit is issued:~~ Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.
  - (a) ~~Backflow preventer: \$15.00~~
  - (b) ~~Grease Interceptor: \$15.00~~
  - (c) ~~Modify water distribution system: \$30.00~~
  - (d) ~~Modify waste drain and venting system: \$30.00~~
  - (e) ~~Plumbing fixtures: \$8.00 each.~~
  - (f) ~~Private interceptor main sewers: \$10.00 per 100 feet.~~
  - (g) ~~Private water main: \$10.00 per 100 feet.~~
  - (h) ~~Sanitary new/repair/reconstruction/replacement: \$20.00.~~
  - (i) ~~Sprinkler meter: \$15.00~~
  - (j) ~~Storm sewer new/repair/reconstruction/replacement: \$20.00.~~
  - (k) ~~Water service new/repair/reconstruction/replacement: \$20.00 up to two inch service pipe, plus \$2.00 for each additional inch over two inches (each service).~~
  - (l) ~~Water softener: \$15.00.~~
  - (m) ~~Water Heater—change in energy use: \$15.00.~~
  - (n) ~~Minimum plumbing permit fee: \$30.00~~
  - (o) ~~Residential (single family, owner occupied) one bathroom, kitchen or laundry room remodel done by owner. Section Section 15-03(2)e.~~
  - (p) ~~Failure to obtain a plumbing permit prior to commencing work: \$100.00 or double the permit fee, whichever is more, except for emergency work. (Permits for the emergency work need to be taken out within 48 hours after the work was performed.)~~

SECTION 4. Section 17-41(4) of the Marshfield Municipal Code is hereby amended to read as follows:

- (4) ~~Fees. Fees for the permits required to be obtained as set forth above shall be as follows, and they shall be paid to the City of Marshfield prior to the issuance of any such permits:~~ Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.
  - (a) ~~All residential:~~
    1. ~~Minimum electrical permit fee = \$30.00~~
    2. ~~New construction and additions five cents per square foot of building construction.~~
    3. ~~Remodeling and alterations 2.5% of electrical construction cost.~~

- 4. Residential (single family, owner occupied) one bathroom, kitchen or laundry room remodel done by owner. See Section 15-03(2) e.
- 5. Residential service change, repair or temporary = \$40.00
- (b) New Commercial & Industrial (Based on developed square footage of new building, addition, or a level 2 or 3 alteration)
  - 1. Minimum electrical permit fee = \$70.00
  - 2. Square Footage for group S & U construction = .40/sq. ft.  
Group S (Storage) Group U (Utility and Miscellaneous)
  - 3. Square Footage for Groups A, B, E, F, M, R and I = .080/sq. ft.  
Group A (Assembly) Group B (Business) Group I (Institutional) Group R (Residential)  
Group E (Educational) Group F (Factory & Industrial) Group M (Mercantile)
- (c) Commercial, industrial, institutional and miscellaneous (based on value of job).
  - 1. Minimum electrical permit fee = \$30.00
  - 2. \$0 - \$500.00 = \$30.00
  - 3. \$500.01 - \$2,500.00 = \$30.00 plus 1.25% over \$500
  - 4. \$2,500.01 - \$25,000.00 = \$55.00 plus .75% over \$2,500
  - 5. \$25,000.01 - \$250,000.00 = \$223.75 plus .5% over \$25,000
  - 6. Over \$250,000.00 = \$1,348.75 plus 0.3% over \$250,000
- (d) Low Voltage Work (Exclude cost of racking and equipment)
- (e) Mobile home connection fees = \$30.00
- (f) All carnival or circus operations = \$125.00 per event for the duration of the event as stated on the approved permit.
- (g) Swimming pools = \$40.00
- (h) Failure to obtain an electrical permit prior to commencing work = \$100.00 or double permit fee whichever is more, (except for emergency work) or any work that requires reinspections.

SECTION 5. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 6. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 7. This ordinance shall take effect and be in force January 1, 2016 and after its passage and publication as provided by law.

ADOPTED: this 1<sup>st</sup> day of January, 2016.

\_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED: \_\_\_\_\_

ATTEST: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

Deb M. Hall, City Clerk

**RESOLUTION NO. 2015-XX  
COMMON COUNCIL OF THE CITY OF MARSHFIELD, WISCONSIN**

**RESOLUTION TO ADOPT THE  
CITY OF MARSHFIELD FEE SCHEDULE**

**WHEREAS**, the Common Council of the City of Marshfield has determined that it is in the best interests of the City of Marshfield to provide a single, efficient, and convenient Fee Schedule; and

**WHEREAS**, said Fee Schedule shall cover the following chapters of the Municipal Code: Chapter 15 – Building Code, Chapter 16 – Plumbing Code, Chapter 17 – Electrical Code, Chapter 18 – Zoning Code, Chapter 19 – Subdivision and Platting Code, and Chapter 24 – Sign Code; and

**WHEREAS**, said Fee Schedule shall be on file in the office of the City Clerk and shall be open to public inspection during business hours; and

**WHEREAS**, said Fee Schedule will better facilitate the updating and uniform review of all such fees on a periodic basis; and

**WHEREAS**, said Fee Schedule may be amended hereafter by resolution of the Common Council; and

**NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF MARSHFIELD, WISCONSIN, HERBY RESOLVES** the adoption and establishment the “City of Marshfield Fee Schedule” attached as “Exhibit A” to this resolution.

**ADOPTED** this 1<sup>st</sup> day of January, 2016.

**APPROVED** this 17<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Chris L. Meyer, Mayor

**ATTEST:**

\_\_\_\_\_  
Lori A. Panzer, Deputy City Clerk



City of  
Marshfield

# Memorandum

**TO:** Board of Public Works  
**FROM:** Tom Turchi, City Engineer  
**DATE:** November 12, 2015  
**RE:** Bid Summary and Award for Contract 2015-04

2015 / 2016 Sanitary Sewer Lining

Project No's. 351796

## BACKGROUND

Bids were opened for the above project on Monday, November 9<sup>th</sup>, 2015. The low bid was submitted by **Visu-Sewer, Inc. of Pewaukee, Wisconsin** in the amount of **\$ 1,268,800.40**.

Seven bids were received and are shown in the following table:

Company Name	Address	City	State	Zip	BID BOND	TOTAL BID	ADDENDUM Acknowledged
Michels Corporation	817 W. Main Street	Brownsville	WI	53006	Yes	\$1,360,505.00	Yes
<b>Visu-Sewer</b>	<b>W230 N4855 Betker Drive</b>	<b>Pewaukee</b>	<b>WI</b>	<b>53072</b>	<b>Yes</b>	<b>\$1,268,800.40</b>	<b>Yes</b>
Insituform Tech USA, Inc.	1177 Birch Lake Blvd. N	White Bear Lake	MN	55110	Yes	\$1,302,308.60	Yes
Terra Engineering & Construction Corp.	2409 Vondron Road	Madison	WI	53718	Yes	\$1,285,305.00	Yes
McCann's Sewer & Drain	611 N. Burr Oak Ave.	Oregon	WI	53575	Yes	\$1,592,575.20	Yes
Lametti and Sons, Inc.	16028 Forest Blvd. N., P.O. Box 477	Hugo	MN	55038	Yes	\$1,850,551.80	Yes
Veit & Company, Inc.	14000 Veit Place	Rogers	MN	55374	Yes	\$2,176,529.00	Yes

**ANALYSIS**

The following is a breakdown of the project budget for this project.

2015 \$609,000 budgeted  
2016 \$740,000 budgeted

Total \$1,349,000

By combining the contracts we continue to see a savings by bidding larger contracts. The bid price we received for lining 8" sanitary sewer is at the lowest level since we began bidding at \$ 18.95 per linear foot. It would be our best interest to adjust the contract to utilize the entire budgeted amount noted above.

**RECOMMENDATION:**

**I recommend that Contract 2015-04 be awarded to the low bidder of Visu-Sewer, Inc. of Pewaukee, WI in the amount not to exceed the budgeted amount of \$ 1,349,000 and to authorize execution of a contract.**

Respectfully submitted,

*Thomas R. Turchi*

Thomas Turchi

Concurrence:

*Steve Barg*

Steve Barg, City Administrator

*Daniel G. Knoeck*

Daniel G. Knoeck, P.E. Director of Public Works



City of  
Marshfield

# Memorandum

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**TO:** Board of Public Works  
**FROM:** Tom Turchi, City Engineer  
**DATE:** November 12, 2015  
**RE:** 2015 – Prequalification of Contractors.

## Annual Prequalification

The following contractors have submitted prequalification statements per the City's requirements:

Staab Construction Corp. Kevin Leick	1800 Laemle Ave. P.O. Box 900 Marshfield, WI 54449	715.387.8429	General Construction
Pember Companies, Inc. Glenda Huber	N4449 469 <sup>th</sup> Street Menomonie, WI 54751	715.235.0316	General Construction

## Recommendation

I recommend that the Board of Public Works approve the contractors listed in the table above as prequalified to bid on 2015 City of Marshfield construction projects.

Concurrence:

Steve Barg, City Administrator

Daniel G. Knoeck, P.E. Director of Public Works