



CITY OF MARSHFIELD
MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, OCTOBER 3, 2016 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of September 19, 2016 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Tom Turchi, City Engineer and Mike Winch, Street Superintendent
5. Consideration of cost for street extension on 21st Street east of Tamarack Avenue – Presented by Tom Turchi, City Engineer
6. Review of traffic control at the intersection of Fillmore Street and Willow Avenue - Presented by Tom Turchi, City Engineer
7. Review of parking restrictions near the intersection of 17th Street and Felker Avenue - Presented by Tom Turchi, City Engineer
8. 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.
 - Memorandum of Understanding with the Central Wisconsin State Fair Association for management of proposed permanent stage
9. Reconvene in Open Session
10. Action on matter discussed in closed session, if appropriate
11. Recommended items for future agendas
12. Adjournment

Posted this 30th day of September, 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

10/03/16

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of September 19, 2016 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Tom Turchi, City Engineer and Mike Winch, Street Superintendent
5. Consideration of cost for street extension on 21st Street east of Tamarack Avenue – Presented by Tom Turchi, City Engineer
See attached memo. This is an informational item only.
6. Review of traffic control at the intersection of Fillmore Street and Willow Avenue - Presented by Tom Turchi, City Engineer
See attached memo. **Recommend that yield signs at the intersection of Fillmore Street and Willow Avenue be changed to stop signs with Fillmore Street stopping for Willow Avenue and that the Administrative Code of Traffic and Parking Regulations be amended to reflect these changes.**
7. Review of parking restrictions near the intersection of 17th Street and Felker Avenue - Presented by Tom Turchi, City Engineer
See attached memo. **Recommend 'No Parking Stopping or Standing during School Hours' be posted on the east side of Felker Avenue from the north right of way line of 17th Street to 140 feet north of the north right of way line of 17th Street and that the Administrative Code of Traffic and Parking Regulations be amended to reflect these changes.**
8. 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.
 - Memorandum of Understanding with the Central Wisconsin State Fair Association for management of proposed permanent stage
9. Reconvene in Open Session
10. Action on matter discussed in closed session, if appropriate
11. Recommended items for future agendas
12. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF SEPTEMBER 19, 2016

Meeting called to order by Chairman Buttke at 5:30 PM in the Council Chambers of City Hall Plaza.

PRESENT: Tom Buttke, Ed Wagner, Mike Feirer, Chris Jockheck & Gordon Earll

EXCUSED: None

ALSO PRESENT: Alderman Zaleski; City Administrator Barg; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Parks & Recreation Director Casperson; Parks & Recreation Supervisor Steinbach; Cemetery Coordinator Baltus; the media; and others.

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

Motion Carried

Citizen Comments:

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

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

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

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

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

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

Motion Carried

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

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

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

Motion Carried

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

Motion Carried

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

Motion Carried

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

Motion Carried

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

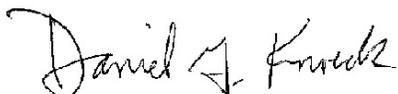
Motion Carried

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

Recommended items for future agendas: None

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

Motion Carried



Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

City of Marshfield
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 October 3rd, 2016
Date: September 30th, 2016

Asphalt Mill-In-Place

8th street, Oak Ave. to Pine Ave- paving complete
Pine Ave., Magee ST. to 6th ST.- paving complete
Cedar Ave., 21st St. to 17th St. – paving complete, shouldering and topsoil touch ups to be scheduled
Depot St., Willow Ave. to Cul-de-sac- paving complete
Hemlock Ave., 8th St. to Weister Ct. – paving complete
Maple Ave., 8th St. to 9th St. – paving complete
State St., Schmidt Ave. to Adler Rd. – paving complete
Apple Ave., 29th St. to 25th St. – binder and most driveways done, final paving is scheduled for October 1st and shouldering and touch-ups of topsoil to follow
Madison Ave., 19th St. to 21st- paving complete.
Madison Ave., 21 St. to Washington Ave. – paving complete.

Asphalt Overlays

29th Street, Peach Ave. to Washington Ave. – complete
Doege St., Palmetto Ave. to Willow Ave. – prep work continues, scheduled for paving the week of October 10th
Upham St., St. Joseph's Ave. to Oak Ave. – complete

Street Reconstructions

Weister Ct., Hemlock to Cul-de-sac ; complete
Locust, 14th to 17th- drain tiling and under cutting of road complete, two catch basins are scheduled for repair. Shaping of road and adjusting castings have to be done yet. Paving scheduled for the week of October 10th.

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: complete
-Sanitary repairs on Maple Ave. 8th to 9th – complete
Sanitary repair complete on 29th street between Madison Avenue and Washington Avenue- complete
Sanitary main and manholes replacement on Weister Court/ Hemlock Avenue complete
Sanitary manhole replaced at 8th and Pine. complete
Monoforming of sanitary manholes- complete
Replace two sanitary manholes on Upham overlay- complete
Replace five sanitary manholes on Cedar mill-in-place project- complete
Two sanitary manholes to replace on Doege overlay.- complete

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: to be scheduled

- General asphalt patching, city wide as required: 1st round of Hot-mix patching complete
- Pothole patching- on going
- Street sweeping - on going
- painting lanes and cross walks various locations
- general sign work
- treatment of Ash trees in terrace complete
- Concrete patching of 8th between Palmetto Avenue and Felker Avenue- complete
- Concrete repairs on Upham Street between Adams Avenue and North Hills complete
- Curb replacement and road repair on 9th, Vine avenue to the alley between Vine and Cherry- scheduled for the week of October 3rd.
- Bridge treatment over Peach avenue- complete
- micro-surfacing of Adler road, Lincoln to Adams is scheduled for October 7th
- culvert resets, drain tiling, ditching and shouldering in various locations per request of property owners are being scheduled.



City of
Marshfield
Memorandum

TO: Board of Public Works
FROM: Thomas R. Turchi
DATE: September 28, 2016
**RE: Review of costs for street opening on East 21st Street east of
Tamarack Avenue**

Background

In June of this year, the Board of Public Works reviewed the issue of maintenance of private easements on un-opened street right-of-way for private driveways. There are a handful of locations where these easements have been granted which allowed lots to be developed without constructing the adjacent street. The Board asked for cost information for one specific location on East 21st Street. A copy of the staff memo and Board minutes from June are attached for reference.

Analysis

The estimated street opening costs for 75 linear feet of ditched street is approximately \$12,000. The attached map shows the limits that were considered. Typically street opening construction costs are assessable to all adjacent property owners per the municipal code. Estimated special assessments for each of the affected homeowners based upon the construction cost noted above are listed as below:

- 1312 East 21st Street – \$ 3,285
- 2011 South Tamarack Avenue - \$ 1,642
- 1308 East 21st Street - \$ 1,113

The estimated special assessments total \$ 6,040 which, is about 1/2 of the actual construction costs.

Recommendation

None at this time. This is an informational item only.

Concurrence

Steve Barg
City Administrator

Dan Knoeck
Director of Public Works





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.

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: Chris 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.

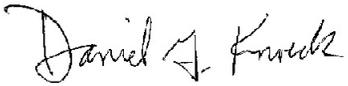
Roll call vote, all 'Ayes' Motion Carried

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
Memorandum

TO: Board of Public Works
FROM: Thomas R. Turchi
DATE: September 28, 2016
RE: Review of Traffic control at the intersection of Willow Avenue and Fillmore Street.

Background

A request was brought forth to review traffic control at the intersection of Fillmore Street and Willow Avenue.

Analysis

Current traffic control at this intersection is a YIELD condition with Fillmore Street yielding to Willow Avenue.

Fillmore Street and Willow Avenue are classified as a Local Road and a Collector respectively per the "2007 -2027 Comprehensive Plan".

Both Fillmore Street and Willow Avenue are posted at 25 MPH.

In a review of Traffic crashes at this intersection for the last 5 years only one crash has been recorded. The intersection has crash rate of 0.64 and crash density of 0.2. These are well below threshold that warrant a change.

The traffic counts were taken for this intersection as noted below:

- North – 740
- South – 490
- East – 540
- West - 580

Along with traffic counts the traffic counters located north and east of this intersection recorded traffic speeds. The 85% speeds were 28.7 MPH north of the intersection and 28.5 MPH east of the intersection. These speeds are within the range we would expect for a 25 MPH posted speed.

No obstructions were noted within the vision triangles at this intersection. This intersection does have an apartment building in the northeast corner. Even though this building is not within the vision triangle it is a large obstruction for drivers headed west approaching this intersection.

Looking specifically at the warrant analysis for this intersection there would be no need to change the traffic control as it is currently posted. The Manual of Uniform Traffic Control Devices (MUTCD) has guidance which allows for the use of engineering judgement for intersection traffic control.

The north leg of this intersection meets through a horizontal curve at a 63 degree angle versus a typical intersection that intersects at a 90 degree angle. This non-typical intersection can be more confusing to the traveling public and combined with the large apartment building which

obstructs to vision for quite a distance before you reach the intersection. I believe that if the traffic control were changed from a yield control to a stop control would make this intersection safer.

Recommendation

I recommend that traffic control at the intersection of Fillmore Street and Willow Avenue be changed from a "YIELD" control to a two way "STOP" control with Fillmore Street stopping for Willow Avenue.

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

Concurrence

Steve Barg

Steve Barg
City Administrator

Daniel J. Knoeck

Dan Knoeck
Director of Public Works







City of
Marshfield
Memorandum

TO: Board of Public Works
FROM: Thomas R. Turchi
DATE: September 28, 2016
RE: Review of Parking Restrictions South Felker Avenue

Background

I received a request from the Police Department to consider a modification to parking restrictions on South Felker Avenue next to Lincoln School.

Analysis

The concern that has been brought forth is that parking between 17th Street and the first driveway entrance to the school is causing backups in the intersection of 17th Street and Felker Avenue making it difficult for the crossing guard and children using this intersection. These back-ups are caused by parents waiting for parked vehicles to move so that they can find a parking space.

The suggestion the officer had to assist with traffic clearing at the intersection was to remove parking on the east side of Felker Avenue between 17th Street and the first school driveway to the north. The officer has spoken to the principal of the school and she was OK with this suggestion.

This parking restriction will effectively reduce five available parking spaces near the school during school hours at the location shown on the attached map.

Recommendation

I recommend that 'NO PARKING STOPPING OR STANDING – DURING SCHOOL HOURS' be posted as described below:

On the east side of South Felker Avenue from the north right of way line of 17th Street to 140 feet north of the north right of way line of 17th Street.

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

Concurrence

Steve Barg
City Administrator

Dan Knoeck
Director of Public Works

