



CITY OF MARSHFIELD

MEETING NOTICE

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

- 1. Call meeting to order – Chairman Buttke
2. Approval of minutes of September 14, 2015 Board of Public Works meetings
3. Citizen Comments
4. Construction Update – Presented by Mike Winch, Street Superintendent & Tom Turchi, City Engineer
5. Approval of amendment to the agreement with Zimmermann Architectural Studios for construction related services on the Library project – Presented by Lori Belongia, Library Director
6. Approval of schedule for 2015-2016 Sewer Lining contract – Presented by Tom Turchi, City Engineer
7. Approval of agreement with WisDOT for a WISCORS monument at the Wastewater Treatment Plant – Presented by Dan Knoeck, Director of Public Works
8. Consideration of curb and gutter vs. ditches for certain improvement projects – Presented by Dan Knoeck, Director of Public Works
9. Update on Vaughn-Hansen Chapel building at the Cemetery – Presented by Steve Barg, City Administrator
10. Update on improvements to the Central Avenue railroad crossing – Presented by Dan Knoeck, Director of Public Works
11. Recommended items for future agendas
12. Adjournment

Posted this 2nd day of October, 2015 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**

**10/05/15**

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of September 14, 2015 Board of Public Works meetings
3. Citizen Comments
4. Construction Update – Presented by Mike Winch, Street Superintendent & Tom Turchi, City Engineer
5. Approval of amendment to the agreement with Zimmermann Architectural Studios for construction related services on the Library project – Presented by Lori Belongia, Library Director  
See attached memo. **Recommend approval.**
6. Approval of schedule for 2015-2016 Sewer Lining contract – Presented by Tom Turchi, City Engineer  
See attached memo and schedule. **Recommend approval and authorize advertising for bids.**
7. Approval of agreement with WisDOT for a WISCORS monument at the Wastewater Treatment Plant – Presented by Dan Knoeck, Director of Public Works  
See attached memo and agreement. **Recommend approval.**
8. Consideration of curb and gutter vs. ditches for certain improvement projects – Presented by Dan Knoeck, Director of Public Works  
See attached information. This is a discussion item only.
9. Update on Vaughn-Hansen Chapel building at the Cemetery – Presented by Steve Barg, City Administrator  
This is an informational item only.
10. Update on improvements to the Central Avenue railroad crossing – Presented by Dan Knoeck, Director of Public Works  
This is an informational item only.
11. Recommended items for future agendas
12. Adjournment

**BOARD OF PUBLIC WORKS MINUTES**  
**OF SEPTEMBER 14, 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, Chris Jockheck & Gary Cummings

**EXCUSED:** None

**ALSO PRESENT:** Mayor Meyer; Aldermen Earll & Reinart, City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Assistant Street Superintendent Bornbach; Assistant Street Superintendent Hawley; Library Director Belongia; Cemetery Coordinator Baltus; Pete Drachenberg; the media; and others.

**PW15-101** Motion by Feirer, second by Cummings to recommend approval of the minutes of the August 17, 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. Alderman Jockheck questioned the timing of Veterans Parkway reconstruction. This is scheduled for 2016. Mayor Meyer asked for an update on the Frontier phone line outage. City Engineer Turchi explained the outage and said that Frontier hopes to have the service restored by September 30, 2015.

**PW15-102** Motion by Feirer, second by Wagner to recommend approval of the revised cemetery fees for 2016 as presented, which include the following:

- Traditional Opening \$ 820.00
- Cremation Opening \$ 490.00
- Infant Opening \$ 225.00
- Niche Opening \$ 185.00
- Single Niche Space \$1,060.00
- Double Niche Space \$2,120.00
- Ground Burial Space \$ 820.00
- Infant/Cremation Space \$ 420.00
- Disinterment Charge \$1,020.00
- Companion/Monument Burial \$ 185.00
- Over Time Charge \$ 350.00
- Winter Charge (November 1<sup>st</sup> to April 1<sup>st</sup>) \$ 65.00
- Crypt Space – Lower Two Levels \$6,000.00
- Crypt Space – Upper Two Levels \$5,000.00
- Crypt Opening \$ 450.00

**Motion Carried**

**PW15-103** Motion by Wagner, second by Jockheck to recommend working with Canadian National Railroad to relocate the signal pole at Veterans Parkway and Maple Avenue to reduce the risk of signal pole knockdowns, continue to prohibit trucks from making right turns from westbound Veterans Parkway onto northbound Maple Avenue and that funding for this improvement come from Project EN-F-2039 – Quiet Zone Improvements.

**Motion Carried**

**PW15-104** Motion by Cummings, second by Feirer to recommend approval of Resolution No. 2015-45, authorizing an “Absence of Need” request for sidewalk on the south side of East 29<sup>th</sup> Street from Hume Avenue to 975 feet east, and refer to the Common Council for consideration.

**Motion Carried**

**PW15-105** Motion by Feirer, second by Jockheck to recommend that the sidewalk replacement project on Oak Avenue from Depot Street to Cleveland Street be included in the 2016 budget at an estimated cost of \$120,000, with funding sources to be established during the budget process.

**Motion Carried**

**PW15-106** Motion by Feirer, second by Cummings to recommend approval of the revised project agreement with WisDOT for the Wildwood/McMillan Connector Trail and authorize execution of the agreement.

**Motion Carried**

**PW15-107** Motion by Wagner, second by Feirer to recommend approval of Resolution No. 2015-44, supporting Wood County in a grant application for a Household Hazardous Waste Clean Sweep event in Marshfield for 2016, and refer to the Common Council for consideration.

**Motion Carried**

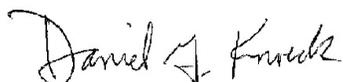
The Board of Public Works discussed the use of ditches with sidewalks vs. curb and gutter. Mayor Meyer noted that he has received a few complaints on this year’s ditching projects in areas with sidewalks. Ditch slopes are steeper than property owners are used to. Buttke agree that we have some areas that are a safety concern. He disagrees with the current policy of surveying residents to see if they want curb & gutter or not. Jockheck asked for information on why ditches vs curb & gutter, what alternatives are available and what are the costs. The Board heard from Pete Drachenburg, 405 North Cherry who would have preferred to see curb & gutter. He would still like to see something different done with the street. This was a discussion item only. This item will be on the October 5 Board agenda to discuss future options for curb & gutter vs ditches.

**Recommended items for future agendas:**

- Alderman Jockheck received a complaint about corn growing adjacent to a residential back yard.
- Alderman Cummings would like to discuss the Central Avenue railroad crossing.
- Knoeck reported that he will have an update on the slag seal process at a future meeting.

Motion by Jockheck, second by Feirer that the meeting be adjourned at 6:28 PM.

**Motion Carried**



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 October 5th, 2015  
**Date:** October 2nd, 2015

**Asphalt Mill-In-Place**

12<sup>th</sup> St – Maple to Cedar – paving 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- paving complete, shouldering and topsoil left to do  
Cedar Ave – Arnold to Blodgett- paving complete, shouldering and topsoil left  
Cherry Ave – Arnold to Edison – paving complete, top soiling and shouldering left  
Maple Ave – 9<sup>th</sup> – 14<sup>th</sup>- sidewalk and curb replacement on going and rebuilding of road to follow (Oct. 19<sup>th</sup>)  
Wildwood Ct. – Locust to Locust- paving on September 11<sup>th</sup>- 12<sup>th</sup>

**Asphalt Overlays**

Cedar Ave – Ives to Grant- sanitary work complete, road restoration and overlay prep left  
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 resurfacing starting October 6<sup>th</sup>.

**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: to be scheduled  
-General asphalt patching, city wide as required: to be scheduled  
- Pothole patching- on going  
- Street sweeping - on going  
-general sign work  
- Crack filling of municipal parking lots-complete

To: Board of Public Works

From: Library Director, Lori Belongia

Re: Amendment to Phase 1 architectural services – construction administration

Date: Oct. 2, 2015

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**Background**

In July of 2011, after reviewing responses to our RFP, interviewing 5 firms, and holding a second interview for the final two firms, the Library & Community Center RFP Committee recommended authorizing staff to execute a contract with Zimmerman Architectural Studios, Inc., at a total budgeted cost not to exceed \$341,000 for pre-design planning, schematic design, design development, construction documents and bidding negotiation. Since the expectation was that it might be some time before construction services would be necessary, the contract did not commit the City to the construction administration aspect of the project. Now that we are in the construction phase, those services are needed, and the cost outlined in the attached document is \$66,500. The cost to extend the contract will be absorbed by the project's substantial contingency, and it will not add to the anticipated project cost.

**Recommendation**

Authorize staff to execute extension of the Zimmerman Architectural Studios contract to cover construction administration services as outlined.

September 23, 2015

Jason Angell  
Director of Planning & Economic Development  
City of Marshfield  
630 S. Central Avenue, Suite 602  
Marshfield, WI 54449

RE: Architectural & Engineering Fees For:  
Construction Administration – Library and Link

Jason,

Per our original contract, our fee did not include Construction Administration. Below is our proposed fee, itemized per task. I have reviewed the tasks with Joe Dolezal of Boson, and he agrees that the itemization best describes our work to be completed during construction. The tasks are:

**Attend construction meetings – 12 months**

Architects and Interior designers (materials and furniture)	160 Hours
Engineers (Civil, HVAC, plumbing, electrical)	80 Hours

**Review Shop drawing and Review Sample Reviews**

Architects and Interior designers (construction materials and furniture)	150 Hours
Engineers (Civil, Structural, HVAC, plumbing, electrical)	100 Hours

**Respond to RFI's & Write Construction bulletins**

Architects & Engineers	200 Hours
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**Attend pre-installation/coordination meetings for major systems**

Included in Construction meetings

**Observe and write punch lists, Initial punch and verification**

Architects, Civil, HVAC, plumbing, electrical, furniture, landscape	60 Hours
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**Review monthly pay requests (most municipalities require this, even with a CM)**

Architect	40 Hours
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**Review O&M manuals**

Included in Shop Drawing Review

**Final walk-thru with Building Inspector and sign-off on State required Compliance Statement**

8 hours





2122 West Mt. Vernon Avenue | Milwaukee, WI 53233 | zastudios.com

TELEPHONE [414] 476.9500

FACSIMILE [414] 476.8582

Our proposed fee to complete the above is a time and material fee not to exceed \$66,500. Reimbursable fees (travel, printing) are included in the fee. Personnel on the project, hours completed and receipts for reimbursable expenses shall be provided with each invoice.

Jason, as usual, if you have any questions, please do not hesitate to call or email. Thank you again for continuing to work with Zimmerman.

**Sincerely,**

**Zimmerman Architectural Studios Inc.**

Doug Barnes, AIA  
Vice President | Principal

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City of Marshfield

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City of Marshfield

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City of Marshfield





City of  
Marshfield

# Memorandum

**TO:** Board of Public Works  
**FROM:** Tom Turchi, City Engineer  
**DATE:** September 23, 2015  
**RE:** Contract 2015-04 Sanitary Sewer Lining.

## Contract 2015-04 Sanitary Sewer Lining Schedule

Monday, October 05, 2015	Approval of Lining schedule by Board of Public Works (BPW)
Friday, October 16, 2015	Prepare Add For Bid
Friday, October 23, 2015	Advertise Lining - Quest Web Site
Saturday, October 24, 2015	Advertise Lining – News Herald 1
Saturday, October 31, 2015	Advertise Lining – News Herald 2 & Hub City
Monday, November 02, 2015	Final Acceptance of Prequalification - New Prequalified to the BPW
<b>Monday, November 09, 2015</b>	Open bids in the lobby of the Engineers Office
Monday, November 16, 2015	Approval of lowest responsible bidder at BPW meeting
Tuesday, November 24, 2015	Lining bids approved by Council
Wednesday, November 25, 2015	Prepare Lining contract
December, 2015	Preconstruction conference
First Quarter - 2016	Start construction (Note : This project has and open start date )
200	Calendar Days
Friday, August 28, 2016	Complete construction (Final Completion of Contract)

### RECOMMENDATION

I recommend approval of the Lining schedule as submitted for Contract 2015-04.

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

**TO:** Board of Public Works  
**FROM:** Tom Turchi, City Engineer  
**DATE:** October 1, 2015  
**RE:** Brief update on the current status of Sanitary Sewer Lining.

## BACKGROUND

The City of Marshfield has 137.77 miles (727,425 linear feet) of sanitary sewer main. The average life expectancy is 75 years. Some of our mains are older than 75 years and are still in functional condition. But the city has had some sewer mains that have not made it to 30 years. The City has used a wide variety of materials in the construction of sanitary sewer main. These materials are as follows; vitrified clay, concrete non-reinforced, concrete reinforced, concrete reinforced and coated, PVC (polyvinyl chloride), asbestos cement, ductile iron, metal and concrete truss pipe. Today the typical pipe used is PVC or concrete for the larger diameter sanitary sewer mains.

If we assume that the 137 miles of sanitary sewer main needs to be replaced with a life expectancy of 75 years we will need to replace or rehabilitate about 1.8 miles (9,500 linear feet) on an annual basis to just maintain our current system. Keep in mind that the City of Marshfield is a dynamic and growing city with the addition of new subdivisions and developments this number will continue to grow.

In 1998 the City of Marshfield experimented with some new lining technology in the management and maintenance of the City's sanitary sewer system. This system was the Cured in Place Process (CIPP), and has allowed the city to rehabilitate sanitary sewer mains ranging in size from 6-inch to 36-inch. The CIPP process is completed without the typical excavation of standard sanitary rehabilitation. The process involves the following steps; the soft liner is saturated with a thermosetting resin then shipped to the site in a refrigerated truck. Prior to lining the host pipe is cleaned, inspected and televised. In this process any protruding laterals are removed and roots are eliminated. The liner is inverted into the host pipe either by a head of water or by air pressure. After the liner is installed heat is added to the liner to set the resin. When hot water is used this usually takes about 4 to 6 hours for an eight inch pipe. When steam is used this curing time is cut in half. This new liner conforms to the host pipe sealing up any imperfections such as cracks, joints and other irregularities or holes within this host pipe. Following the curing the laterals are reopened with a remote controlled robotics cutter. This new liner has now sealed up any leaks within the host pipe, renewing the life span of the host pipe. Even though the diameter of the pipe is slightly decreased due to the thickness of the liner the improved flow characteristics actually increase the flow capacity of the sanitary sewer main.

Please understand that this is not a cure all for all of the sanitary sewer mains within the City. In our evaluation process we also consider the condition of the street and other utilities within the roadway. The other down fall is the laterals cannot be lined cost effectively but, as the technology advances there may be a cost effective solution on the horizon in the next several years.

## DATA

We began this process in 1998 and have successfully lined 29.32 miles (154,856 linear feet) *(39.57 MI and 208,980 LF with the next contract)* of sanitary sewer main. The City has seen the cost for this process decrease from the initial unit costs in the first contract. I have included the contract year the length of sewer lined and the cost for the lining of an 8" pipe to demonstrate the benefits of combining the contracts into multi-year contracts.

<b>Year</b>	<b>Total length of lining</b>	<b>Bid Cost for a typical 8" liner</b>
• 1998	2,130 linear feet of lining.	8" liner - \$ 36.00 per LF.
• 1999	6,584 linear feet of lining.	8" liner - \$ 32.65 per LF.
• 2000	5,115 linear feet of lining.	8" liner - \$ 30.00 per LF.
• 2001/02	17,967 linear feet of lining.	8" liner - \$ 24.00 per LF.
• 2003	1,794 linear feet of lining.	lining of 24" & 30" only.
• 2005-06	20,110.5 linear feet of lining.	8" liner - \$ 22.50 per LF.
• 2007 / 08	21,206 linear feet of lining.	8" liner - \$ 21.00 per LF.
• 2012	22,631 linear feet of lining	8" liner - \$ 21.00 per LF.
• 2014 / 15	34,688 linear feet of lining.	8" liner - \$ 20.15 per LF.
• <i>2015 / 16</i>	<i>54,161 linear feet of lining being proposed.</i>	

This CIPP has allowed the City to rehabilitate 21.28% of its more than 137 miles of sanitary sewer mains (*28.72% with the next contract*). The main benefit to the residents is that this work is completed without having to reconstruct the streets. This saves the residents of having a street dug up for several months and the inconvenience that this type of construction brings.

There is also a large amount of money being saved by not having to reconstruct the streets. The estimated savings is approximately \$100.00 dollars per linear foot. With the completion of this year's contract, this rehabilitation process has saved the taxpayers an estimated \$10,500,000.00 in street restoration costs since 1998. One of the largest benefits of this process is that the new CIPP pipe reduces infiltration of rain water and this reduction of infiltration reduces the quantity of water we treat at our Waste Water Treatment Plant which also saves money.

Thank you for the opportunity to present this again to the public and the board members. If there are any questions about this process or anything else the Engineering Division is involved in please don't hesitate to contact our office at 486-2034.

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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September 28, 2015

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Amended Agreement with WisDOT for Participation in GPS Network

**BACKGROUND**

In October of 2009, the City of Marshfield entered into an agreement with WisDOT to participate in a statewide GPS network. The program is known as **WIS**consin **C**ontinuously **O**perating **R**eference **S**tations (WISCORS). WisDOT is updating their agreements as described in the attached letter. A copy of the revised agreement is also attached.

**ANALYSIS**

Participating communities allow their GPS base stations to be linked into the WISCORS system. In return, participating communities have access to the network which provides increased GPS accuracy. The network also provides coverage in the event that our local base station was down. It is beneficial for the City to continue in this program.

**RECOMMENDATION**

Approve the WISCORS Agreement with the Department of Transportation and authorize the Director of Public Works to sign the agreement.

Concurrence:   
Steve Barg, City Administrator



**Division of Transportation System Development**

Truax Center  
3502 Kinsman Blvd  
Madison, WI 53704-2549

**Scott Walker, Governor**  
**Mark Gottlieb, P.E., Secretary**  
Internet: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

Ray A. Kumapayi, P.E., Section Chief  
Telephone: (608) 246-7941  
Facsimile (FAX): (608) 245-8959  
E-mail: [ray.kumapayi@dot.wi.gov](mailto:ray.kumapayi@dot.wi.gov)

June 15, 2015

Dan Knoeck  
City of Marshfield  
630 S. Central Avenue  
P.O. Box 727  
Marshfield, WI 54449

Dear Dan Knoeck:

The Wisconsin Department of Transportation (WisDOT) developed and signed an Agreement with your organization to establish a Wisconsin Continuously Operating Reference Station (WISCORS) at your facility. Since the signing of that Agreement, we are happy to inform you that all 82 Stations of the WISCORS Network are now operational statewide.

The original agreement we have with your organization (Agreement No. 44-21-09-2009) states (in part) under Section 4.2 that the agreement shall be reviewed every two years, coinciding with the State of Wisconsin's biennium. Subsequently, the original agreement was renewed.

Since that renewal, two sections were found to need revision:

- **DELETED:** Section 2.2.9: "Supply free of charge to the general public, all data collected by the GPS station. The duty to supply all necessary data to the general public shall continue until termination of this Agreement." This revision is made because WisDOT intends to develop administrative rules to charge appropriate fees for access to WISCORS information as authorized by the Wisconsin Legislature in s. 85.63(2), Wis. Stats. Accordingly, Section 2.1.3 of the Agreement was revised to remove the obligation for your organization to provide WISCORS data to the public free of charge.
- **REVISED:** Section 4.2 to read: "This Agreement shall continue in force unless modified as provided in this subsection, or terminated as provides in subsection 4.3 below. The terms and conditions of the Agreement may be reviewed by the parties at any time. At the time of the review, the parties shall determine whether the terms and conditions of this Agreement are still satisfactory to each party or whether modifications are required. If modifications are required, such changes shall be made by written amendment executed by both parties. Each party is free to request modifications to the terms and conditions of this Agreement at any time while this Agreement is in effect and such modifications may be made by written amendment upon the mutual agreement of both parties." This revision changes the Agreement to last until it is either modified by agreement of the parties, or terminated.

Additionally, minor changes have been made to Sections 1.1, 1.2, 1.3, 2.1.1, 2.1.3, 2.2.3, 2.2.8, and 4.3, as well as renumbering for consistency.

Please find attached an amended Agreement reflecting the above revisions. If this Amended agreement is acceptable to you, please sign and return to my address as follows:

Wisconsin Department of Transportation; Bureau of Technical Services, Truax Center; 3502 Kinsman Blvd.; Madison, Wisconsin 53704; ATTN: Ray A. Kumapayi

We will send a fully executed copy of the amended Agreement for your records.

The Wisconsin Department of Transportation continues to appreciate your cooperation.

Sincerely,

*Ray A. Kumapayi*

Ray A. Kumapayi

**WISCORS  
COOPERATIVE AGREEMENT  
BETWEEN  
THE STATE OF WISCONSIN,  
DEPARTMENT OF TRANSPORTATION  
AND  
THE CITY OF MARSHFIELD (PARTNER)**

THIS AGREEMENT is made between the State of Wisconsin, acting by and through the Secretary of the Department of Transportation (hereinafter referred to as DEPARTMENT), 4802 Sheboygan Ave.; Madison, WI 53705, and THE CITY OF MARSHFIELD, acting by and through the Director of Public Works of the City of Marshfield (hereinafter referred to as the PARTNER); 630 S. Central Avenue; P.O. Box 727; Marshfield, WI 54449.

**1 Purpose**

- 1.1 Section 66.0301 of the Wisconsin State Statutes, provides that the Secretary of Department of Transportation may coordinate the activities of DEPARTMENT under Sections 84.01(6) and (13), 84.06(1m), 84.09, 84.095, and 85.09, Wis. Stats. with other appropriate public authorities under Sections 86.25, 114.31 and 114.32, Wis. Stats., and enter into cooperative agreements with such authorities as necessary to carry out their duties, powers, and functions.
- 1.2 DEPARTMENT, in the interest of the traveling public and for the benefit of public safety, is developing a Wisconsin Continuously Operating Reference Stations (WISCORS) Network throughout the State of Wisconsin (hereinafter referred to as the PROGRAM). This PROGRAM will provide information needed to increase the accuracy of field collected Global Positioning System (GPS) survey and Geographic Information System (GIS) grade data. The PROGRAM is a system of GPS receivers permanently fixed at sites located in cities, counties, or villages throughout Wisconsin that provide positions on points of interest in real time instantaneously. DEPARTMENT intends to enact administrative rules assessing fees for access to the information supplied by the PROGRAM, as authorized by the Wisconsin Legislature in recently-enacted s. 85.63(2), Wis. Stats.
- 1.3 The PARTNER recognizes that the PROGRAM is a mutually beneficial way to participate in the implementation of the DEPARTMENT'S PROGRAM effort, and agrees to assist the DEPARTMENT with its goal of providing coordination, guidance, and support of other governmental entities as needed for development and maintenance of the PROGRAM, and agrees to participate by making the resulting GPS data available free of charge to the DEPARTMENT.

**2 Responsibilities of Agencies**

- 2.1 The PARTNER agrees to:
  - 2.1.1 Provide power to operate GPS receiver and Uninterrupted Power Supply (UPS) (approximately 10 watts is needed); suitable and secure high speed internet (i.e. DSL, cable, etc.) connection to continuously send GPS data to the DEPARTMENT'S computer

server; a secure facility to house the GPS receiver and related accessories; and the facility and/or land to place the monument.

- 2.1.2 The PARTNER shall notify the DEPARTMENT of any problems with the site and provide the necessary resources to resolve any minor operational issues with the site (e.g. reset GPS receiver, clean snow off GPS antenna, check power and/or internet connection, etc.)
- 2.1.3 Supply free of charge, upon completion of the WISCORS station, all necessary data collected by the PROGRAM, to the DEPARTMENT. This duty to make data collected available to the DEPARTMENT shall continue until termination of this Agreement.
- 2.2 DEPARTMENT agrees to:
  - 2.2.1 In cooperation with the PARTNER, carry out reconnaissance and select a suitable location for service enclosures (that contain receiver, extra cable, lightning suppressor, etc.).
  - 2.2.2 Modify the existing CORS monument and pay for all materials needed for the modification.
  - 2.2.3 Place conduit and buy all cabling needed to carry data from antenna on top of monument to the secure PARTNER structure that houses the GPS receiver.
  - 2.2.4 Purchase and install lightning suppressor and access box and cover to protect the GPS equipment from lightning.
  - 2.2.5 Purchase, install, and maintain GPS receiver, Uninterrupted Power Supply/Battery Backup if required, antenna, antenna cable, and cabling necessary to connect to Internet, including any modifications to the PARTNER building, such as conduit access points through walls and floors. All modifications to the partner building and site will comply with building and fire codes and will be done in a good workmanlike fashion.
  - 2.2.6 Purchase, install, and maintain the GPS hardware and software including future upgrades necessary in order to centrally implement and manage the proposed statewide PROGRAM, including but not limited to, network server, telecommunications equipment (at the server), and facilities.
  - 2.2.7 Provide two licenses (access codes) free of charge to the PARTNER to gain access and operation to utilize the PROGRAM for surveying and positioning services for as long as the PARTNER provides the facilities and utilities specified in Section 2.1.1.
  - 2.2.8 Maintain the proposed WISCORS so as to provide continuous operation throughout the state.
  - 2.2.10 Retain ownership of monument, GPS hardware and software, and all necessary cabling provided by the DEPARTMENT to operate the GPS receiver at the PARTNER site.

### **3 Reports and Inspections**

- 3.1 Nothing in this Agreement shall deny the DEPARTMENT the right to inspect the system for satisfactory compliance with the requirements of the Agreement during normal business hours of the PARTNER building. The PARTNER reserves the right to accompany the DEPARTMENT during such inspections.

#### **4 Certification of Funds: Term**

- 4.1 This Agreement is subject to the determination by the DEPARTMENT that sufficient funds have been appropriated by the Wisconsin Legislature (or other governmental entities) to the DEPARTMENT for the purposes of this Agreement. If the DEPARTMENT determines that sufficient funds have not been appropriated for purposes of this Agreement, then this Agreement or any renewal thereof will terminate on the date that the funding expires without any further obligation by either party.
- 4.2 This Agreement shall continue in force unless modified as provided in this subsection, or terminated as provides in subsection 4.3 below. The terms and conditions of the Agreement may be reviewed by the parties at any time. At the time of the review, the parties shall determine whether the terms and conditions of this Agreement are still satisfactory to each party or whether modifications are required. If modifications are required, such changes shall be made by written amendment executed by both parties. Each party is free to request modifications to the terms and conditions of this Agreement at any time while this Agreement is in effect and such modifications may be made by written amendment upon the mutual agreement of both parties.
- 4.3 This Agreement may be terminated by either party upon sixty (60) days written notice to the other party. Upon termination the DEPARTMENT shall 1) remove its equipment and the CORS monument, and 2) restore the property to its original condition at its own cost.

#### **5 Disputes**

- 5.1 In the event that any disputes arise between the DEPARTMENT and the PARTNER concerning interpretation of, or performance pursuant to, this Agreement, such dispute shall be resolved mutually between the Secretary of the Wisconsin DEPARTMENT of Transportation or authorized representative and the PARTNER'S authorized representative.

#### **6 Notice**

- 6.1 Notice under this Agreement shall be directed as follows:

City of Marshfield  
630 S. Central Avenue  
P.O. Box 727  
Marshfield, WI 54449  
ATTN: Dan Knoeck, Director of Public Works  
Telephone: 715-486-2034  
E-Mail: dank@ci.marshfield.wi.us

Wisconsin Department of Transportation  
Bureau of Technical Services  
Truax Center  
3502 Kinsman Blvd.  
Madison, Wisconsin 53704  
ATTN: Ray A. Kumapayi  
Telephone: (608) 246-7941  
E-mail: ray.kumapayi@dot.wi.gov

#### **7 General Provisions**

- 7.1 This Agreement constitutes the entire Agreement between the parties. All prior discussions and understandings between the parties are superseded by this Agreement.

- 7.2 Neither this Agreement nor any rights, duties, or obligations described herein shall be assigned by either party hereto without the prior express written consent of the other party.
- 7.3 This Agreement shall be construed and interpreted and the rights of the parties determined in accordance with the laws of the State of Wisconsin.
- 7.4 This Agreement shall be deemed to have been substantially performed only when fully performed according to its terms and conditions and any modifications thereof.
- 7.5 Any person executing this Agreement in a representative capacity hereby represents that he/she has been duly authorized by his/her principal to execute this Agreement on such principal's behalf.

**IN WITNESS WHEREOF**, the parties hereunto have caused this Agreement to be duly executed in duplicate as of the day and year last written below.

PARTNER: \_\_\_\_\_ Date: \_\_\_\_\_

Dan Knoeck, Director of Public Works, City of Marshfield

DEPARTMENT: \_\_\_\_\_ Date: \_\_\_\_\_

*Ray A. Kumapayi, Chief, Surveying & Mapping Section, WisDOT*



City of  
Marshfield  
Memorandum

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October 2, 2015

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Consideration of Curb & Gutter VS Ditches for Existing Streets with Sidewalk

**BACKGROUND**

Staff would like to continue the discussion regarding curb & gutter vs. ditches on mill-in-place projects. Attached for your reference is the current policy on Street Construction and Reconstruction. Also attached is the preliminary list of asphalt paving projects for 2016. Several of the streets on the proposed mill-in-place list do have existing sidewalk and we'd like to review these with the Board at the meeting.

**ANALYSIS**

Additional information will be presented at the meeting

**RECOMMENDATION**

None at this time. Ultimately staff will be looking for direction from the Board.



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

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

CHAPTER: Street/Sewer Construction and Maintenance

SUBJECT: Street Construction and Reconstruction

POLICY NUMBER: 5.200

PAGES: 1

EFFECTIVE DATE: May 14, 2013

REVISION DATE:

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.**

The Board of Public Works shall establish a policy regarding the construction and reconstruction of city streets. Street construction and reconstruction projects shall be recommended by the Director of Public works and referred to the CIP Administrative Committee for prioritization.

1. New and existing streets functionally classified as local streets and that are not designated as Heavy Traffic Routes shall be constructed and/or reconstructed as asphalt streets with concrete curb and gutter and storm sewer.
2. New and existing streets functionally classified as collector or arterial streets and those streets designated as Heavy Traffic Routes shall be constructed and/or reconstructed as concrete streets with concrete curb and gutter, storm sewer and sidewalk.
3. Streets within the Central Business District shall be constructed and/or reconstructed with concrete pavement.
4. Asphalt pavement on street construction and reconstruction projects and mill-in-place asphalt replacement projects shall be assessed to benefited properties in accordance with Section 13-96 of the Municipal Code.
  - a. Construction and reconstruction shall be defined as placement of new subbase material, base course and hard surface pavement for the full width of the street and for a length of not less than one city block.

- b. Mill-in-place asphalt replacement shall be defined as pulverizing and mixing the existing asphalt surface with the existing base material and reshaping the base material prior to paving for the full width of the street and for a length of not less than one city block.
  - c. Asphalt and concrete patching, asphalt overlays over concrete pavement, and asphalt overlays on asphalt streets with curb & gutter shall be considered maintenance activities and are not assessable.
  - d. Existing ditched streets with sidewalk that are proposed for mill-in-place asphalt replacement shall first be evaluated for reconstruction and conversion to curb & gutter. The property owners shall be given the opportunity to choose curb & gutter through a survey process. If more than 70 percent of the property owners on the project respond in favor of the curb & gutter conversion, then the project will be included in the next Capital Improvement Program (CIP) request for prioritization by the CIP committee.
5. On streets where sanitary sewer and water main are available, sewer and water laterals shall be installed to all developable lots a minimum of one year prior to paving.

**2016 ASPHALT PAVING PROGRAM  
PRELIMINARY PROJECT LIST**

PROJECT	PROJECT LENGTH (LF)	PROJECT_WIDTH	PROJECT_DEPTH	SQYARDS	TONS	MILLING	OVERLAY 3 Mix	NEW SURFACE 1 Mix	ENGINEERING	STREET DIVISION	TOTAL
<b>2016</b>											
<b>OVERLAY</b>											
29th St - Peach to Washington <b>E10 Mix</b>	2,920	36	3	11,680	2,278	\$0	\$190,242	\$0	\$2,897	\$253,681	\$446,820
Adams Ave - 5th to Adler	1,250	32	2	4,444	578	\$0	\$47,502	\$0	\$1,240	\$108,596	\$157,339
4th St - Adams to 300 Feet East	300	32	2	1,067	139	\$0	\$11,400	\$0	\$298	\$26,063	\$37,761
Maple Ave - Depot to Arnold	385	36	2	1,540	200	\$0	\$16,459	\$0	\$382	\$33,448	\$50,289
Upham St - Oak to St Joes	1,500	36	3	6,000	1,170	\$0	\$96,192	\$0	\$1,488	\$130,316	\$227,995
Overlay Subtotal	6,355			24,731	4,364	\$0	\$361,796	\$0	\$6,306	\$552,103	\$920,205
<b>MILL-in-PLACE</b>											
8th St - Oak to Pine sidewalk	365	22	3	892	194	\$600	\$0	\$15,596	\$2,012	\$19,115	\$37,322
Apple Ave - 25th to 29th	1,230	22	3	3,007	654	\$2,020	\$0	\$52,556	\$6,780	\$64,414	\$125,770
Cedar Avenue - 17th to 21st	1,250	22	3	3,056	665	\$2,053	\$0	\$53,411	\$6,891	\$65,461	\$127,815
Depot St - Willow to Cul-de-sac	500	22	3	1,222	266	\$821	\$0	\$21,364	\$2,756	\$26,184	\$51,126
Hemlock Ave - 8th to Weister Court sidewalk	500	22	3	1,222	266	\$821	\$0	\$21,364	\$2,756	\$26,184	\$51,126
Locust Ave - 17th to 14th	1,260	28	3	3,920	853	\$2,634	\$0	\$59,399	\$6,946	\$65,985	\$134,963
Maple Ave - 8th to 9th sidewalk	320	22	3	782	170	\$526	\$0	\$13,673	\$1,764	\$16,758	\$32,721
Pine Ave - 6th to 7th sidewalk	325	22	3	794	173	\$534	\$0	\$13,887	\$1,792	\$17,020	\$33,232
Pine Ave - 7th to Magee sidewalk	480	22	3	1,173	255	\$788	\$0	\$20,510	\$2,646	\$25,137	\$49,081
State St - Adler to Schmidt	2,900	22	3	7,089	1,542	\$4,764	\$0	\$123,913	\$18,506	\$175,808	\$322,990
Weister Court - Hemlock to Cul-de-sac	395	22	3	966	210	\$649	\$0	\$16,878	\$2,177	\$20,686	\$40,390
Mill-in-Place Subtotal	9,525			24,123	5,247	\$16,211	\$0	\$412,549	\$55,026	\$522,751	\$1,006,537
With Sanitary Sewer Replacement											
With Water Main Replacement											
<b>2016 TOTAL</b>	<b>15,880</b>	<b>\$0</b>	<b>\$0</b>	<b>48,854</b>	<b>9,611</b>	<b>\$16,211</b>	<b>\$361,796</b>	<b>\$412,549</b>	<b>\$61,332</b>	<b>\$1,074,854</b>	<b>\$1,926,742</b>