



CITY OF MARSHFIELD
MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, DECEMBER 15, 2014 at 5:00 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of December 1, 2014 Board of Public Works meeting
3. Citizen Comments
4. Approval of directional signage for Mid-State Technical College – Presented by Sam Schroeder, Zoning Administrator
5. Approval of quotation for crushing of recycled pavements – Presented by Mike Winch, Street Superintendent
6. Approval of incentive for sanitary sewer lateral replacement – Presented by Dan Knoeck, Director of Public Works
7. Presentation of snow removal procedures – Presented by Mike Winch, Street Superintendent
8. Approval of layout for Maple Avenue project – Presented by Tom Turchi, City Engineer
9. Discussion of Central Avenue Railroad Crossing – Requested by Alderman Cummings
10. 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.
 - Popple Avenue Sewer Extension Agreement
 - City Hall Plaza Leases
11. Reconvene in Open Session
12. Action on matter discussed in closed session, if appropriate
13. Recommended items for future agendas
14. Adjournment

Posted this 11th day of December, 2014 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
12/15/14

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of December 1, 2014 Board of Public Works meeting
3. Citizen Comments
4. Approval of directional signage for Mid-State Technical College – Presented by Sam Schroeder, Zoning Administrator
See attached memo. **Recommend approval.**
5. Approval of quotation for crushing of recycled pavements – Presented by Mike Winch, Street Superintendent
See attached memo. **Recommend approval of the low quotation submitted by Paul Bugar Trucking Inc. of Loyal, WI at a cost of \$2.88 per ton and authorize execution of a contract.**
6. Approval of incentive for sanitary sewer lateral replacement – Presented by Dan Knoeck, Director of Public Works
See attached memo. **Recommend approval.**
7. Presentation of snow removal procedures – Presented by Mike Winch, Street Superintendent
This is an informational item only.
8. Approval of layout for Maple Avenue project – Presented by Tom Turchi, City Engineer
The proposed layout will be presented at the meeting. **Recommend approval.**
9. Discussion of Central Avenue Railroad Crossing – Requested by Alderman Cummings
This is a discussion item only.
10. 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.
 - Popple Avenue Sewer Extension Agreement
 - City Hall Plaza Leases
11. Reconvene in Open Session
12. Action on matter discussed in closed session, if appropriate
13. Recommended items for future agendas
14. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF DECEMBER 1, 2014

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

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

EXCUSED: None

ALSO PRESENT: Alderman Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Wastewater Superintendent Warp; Planning & Economic Development Director Angell; Building Services Supervisor Pokorny; Library Director Belongia; Kurt Boson and Joe Dolezal – The Boson Company; the media; and others.

PW14-157 Motion by Jockheck, second by Cummings to recommend approval of the minutes of the November 17, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments - None

PW14-158 Motion by Buttke, second by Wagner to recommend approval of the selection of The Boson Company, Inc. of Marshfield, WI as the firm to perform construction management services for the Library & Community Center project and authorize staff to execute the appropriate contract for services.

Motion Carried

PW14-159 Motion by Buttke, second by Cummings to recommend approval of the bid of Staab Construction Corp. of Marshfield, WI for equipment installation at the Northeast Lift Station in the amount of \$328,500 and authorize execution of a contract.

Motion Carried

PW14-160 Motion by Buttke, second by Jockheck to recommend approval of changing the scope of work for 2nd and 5th floor remodeling project, BS-K-3957, to include \$13,800 for carpeting and painting of the southwest portion of 7th floor of City Hall Plaza.

Feirer, Buttke, Cummings & Jockheck voted ‘Aye’, Wagner voted ‘No’ Motion Carried

PW14-161 Motion by Cummings, second by Buttke to recommend approval of the low bid submitted by Michels Corporation of Brownsville, WI for sewer lining at a cost not to exceed the budgeted amount of \$900,000 and authorize execution of a contract.

Motion Carried

PW14-162 Motion by Buttke, second by Cummings to recommend approval of the quotation submitted by Solutions LLC of Marshfield, WI for janitorial services for the Street Division and authorize execution of a contract.

Motion Carried

City Engineer Turchi presented the intersection layout for 4th Street and Maple Avenue. Approval of the layout will be scheduled for the December 15, 2014 meeting.

PW14-163 Motion by Jockheck, second by Buttke to recommend extending the Downtown Parking Coupon Books for one year, delaying a final decision on this program’s future until the November 30, 2015 Board of Public Works meeting.

Feirer, Buttke, Cummings & Jockheck voted ‘Aye’, Wagner voted ‘No’ Motion Carried

PW14-164 Motion by Wagner, second by Jockheck to adjourn to closed session at 6:15 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.

- City Hall Leases

Roll call vote, all 'Ayes' Motion Carried

Present in Closed Session: Aldermen Feirer, Wagner, Buttke, Cummings, Jockheck & Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Building Services Supervisor Pokorny.

PW14-165 Motion by Wagner, second by Jockheck to reconvene in open session at 6:27 PM.

Roll call vote, all 'Ayes' Motion Carried

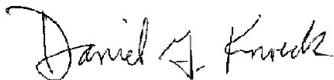
There was no action taken in open session on the closed session item.

Recommended items for future agendas

- Alderman Cummings requested a discussion on the height of the Central Avenue railroad crossing.

Motion by Buttke, second by Cummings that the meeting be adjourned at 6:28 PM.

Motion Carried



Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS



City of Marshfield Memorandum

TO: Board of Public Works and City Plan Commission
FROM: Sam Schroeder, Zoning Administrator
DATE: December 15, 2014

RE: Alternative Sign Request by Stratford Sign Company, representing Mid-State Technical College to update and expand their wayfinding sign program.

Background

Mid-State Technical College is requesting to update and expand their wayfinding sign program. The goal of the sign program is to update all existing wayfinding signage and install a new “Mid-State Technical College” sign wherever there is a “UW Marshfield/Wood County” sign. Currently there are 4 existing Mid-State Technical College signs that need to be replaced and 7 other “UW Marshfield/Wood County” locations where Mid-State is proposing to install new signage below each “UW” sign, for a total of 11 new wayfinding signs.

Analysis

Wayfinding signs are classified in the Municipal Sign Code as a Community Information Sign. Because the proposed signs are permanent and located within the public right-of-way they must be approved by the Board of Public Works and the City Plan Commission through the alternative sign permit process.

Mid-State is proposing to replace 4 existing signs and install 7 new signs at existing UW Marshfield/Wood County wayfinding sign locations. Of the 7 proposed new sign locations there are 3 that have a conflict issues. Two of the existing “UW Marshfield/Wood County” signs have a “No Parking” sign located below them and the other location has an existing “Pedestrian Crossing” sign located below it. Dan Knoeck, the Director of Public Works, has suggested removing the two “No Parking” signs and the one “Pedestrian Crossing” sign and installing them in a nearby location on a separate post. The cost of the 3 new posts and installation is recommended to come at the cost of the Applicant (Mid-State Technical College or Stratford Sign Company).

Plan Commission Options

The Plan Commission can make the following recommendations:

1. Approval of the request with any exceptions or conditions the Commission feels are justifiable and applicable to the request.
2. Denial of the request with justification stated by the Plan Commission.
3. Table the request for further study.

Recommendation

Staff recommends approval of the alternative sign request by Stratford Sign Company, representing Mid-State Technical College to update and expand their wayfinding sign program with 11 new signs with the following conditions:

1. All signage must be installed by September 1, 2015.
2. The cost of the materials and installation of the 3 new street posts will be paid for by Stratford Sign Company or Mid-State Technical College.

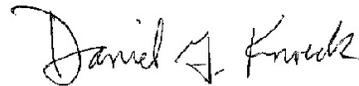
Attachments

1. Application
2. Existing Sign Inventory
3. Location Map
4. Sign Renderings

Concurrence:



Jason Angell
Director of Planning and Economic Dev.



Dan Knoeck
Director of Public Works



MARSHFIELD

The City in the Center

Revised: 1/20/14

Date: 12-4-14

Department of Planning & Economic Development

City of Marshfield P.O. Box 727

630 South Central Avenue Marshfield, WI 54449-0727 Telephone: 715-486-2077 Fax: 715-384-7631

Email: Sam.Schroeder@ci.marshfield.wi.us

Sign Permit Application

- Standard-Face Change \$25.00
Standard \$50.00
Alternative \$250.00

Sign Location: multiple - see map Business Name: Mid State Tech

Business Contact Person: David Willis
Mailing Address: 500 32nd St N Wisconsin Rapids 54494
Phone: 715-935-0013 Email: david.willis@mste.edu

Sign Contractor: Stratford Sign Co Contact Person: Dan / Kristi
Mailing Address: 110 Connor Ave Stratford
Phone: 715-687-3250 Email: Kristi@stratfordsign.com
Sign Company UL File Number:

Electrical Signs (must be UL listed):

- New Electrical Installation
Extend Existing Electrical
No Alterations to Existing Electrical

NA (Licensed Electrician/ Electrical Permit Needed)

Electrical Contractor:

NA

Address:
City:
State: Zip Code: Ph:

Office Use Only: Electrical Inspector Approval: Date:

SIGN NO. 1 (if applying for additional new signs at the same location, please fill out Attachment A)

- On-Building Sign
Freestanding Sign

11 total signs

- Sub-type: Awning/Canopy, Billboard, Changeable Copy, Community Information
Direction (off-premise), Direction (on-premise), EMC, Fuel, Home Occupation, Highway
Marquee, Monument, Multi-tenant, Mural, Off-Premise, Post and Panel
Projecting, sign setback: Pylon, Suspended, Wall

Display message: Midstate Technical College w/ multiple arrows

Sign Dimensions: Height: 30 ft. Width: 30 ft. Total New Sign Area (sq. ft.): 6.25

Sign Cost (material + installation): \$ 170 ea Illumination: No

If On-Building Sign:

Location of sign on facade (Direction/Street):

If Freestanding Sign:

Setback from the nearest property line: Overall Sign Height: 3' Landscape Area: No

Office Use Only: Use: Zoning District: Permitted: Yes No
Adjacent to a Residential Zoning District: Yes No Which facades:
Downtown Design Corridor: Yes No Facade Area (sq. ft.): N: E: S: W:
Total sq. ft.: Corner lot: Yes No Lineal street frontage (ft.): N: E: S: W:
Permit No.(s): #1 #5 #9
#2 #6 #10
#3 #7 #11
#4 #8 #12
Date Received: Total Permit Fee: \$ Fee Receipt No.:
Zoning Administrator Approval: Date:

Existing Signs:

| Type | Direction/Street | Size | Square Feet | Location/Message |
|--------------------------|------------------|------|-------------|------------------|
| will be replaced | | x | | |
| with the new | | x | | mid-state |
| as proposed | | x | | technical |
| | | x | | College |
| | | x | | LOGO |
| | | x | | |
| | | x | | |
| | | x | | |
| Total Existing Sign Area | | | | |

Checklist:

Filing Fee:

- Standard Permit - Face Change: \$25.00
- Standard Permit: \$50.00
- Alternative Permit: \$250.00

Photographs: Provide a picture of all existing signs on the premises

The following are required:

A. For wall or other building signs:

- Elevations, including dimensions, of building wall on which sign is proposed
- Location & dimensions of proposed and existing signs on the building elevation
- Dimensioned drawings of the proposed sign, including sign legend or message, lettering or font style, colors, lighting source, and materials
- Construction specifications and method of attachment
- Street adjoining the property

B. For freestanding signs:

- Dimensioned drawings of proposed sign, including sign legend or message, lettering or font style, and colors;
- Construction specifications and method of attachment;
- Dimensions of Property, lot lines, and driveways
- Dimensions of Property, lot lines, and driveways
- Street adjoining the property
- Existing off-street parking, loading and circulation area
- Location of the proposed signs and existing freestanding signs, with setback dimensions

Applications for permits must be accompanied by accurately dimensioned drawings of the sign and support, including any message copy thereon. The drawing shall include calculation of the gross surface area of the sign (as required in the Sign Ordinance). Structural engineering of the sign and supporting structure may be required.

I hereby apply for a Sign Permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Marshfield and with Wisconsin Building Codes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approval plan in the case of work which requires a review and approval of plans.

Applicant (print name): Kristi Ormond

Applicant Signature: Kristi Ormond

Date: 12-11-14

Proposed Mid-State Wayfinding Signage



1. Replace



2. New



3. Replace



4. New



5. Replace



6. Replace



7. New



8. New



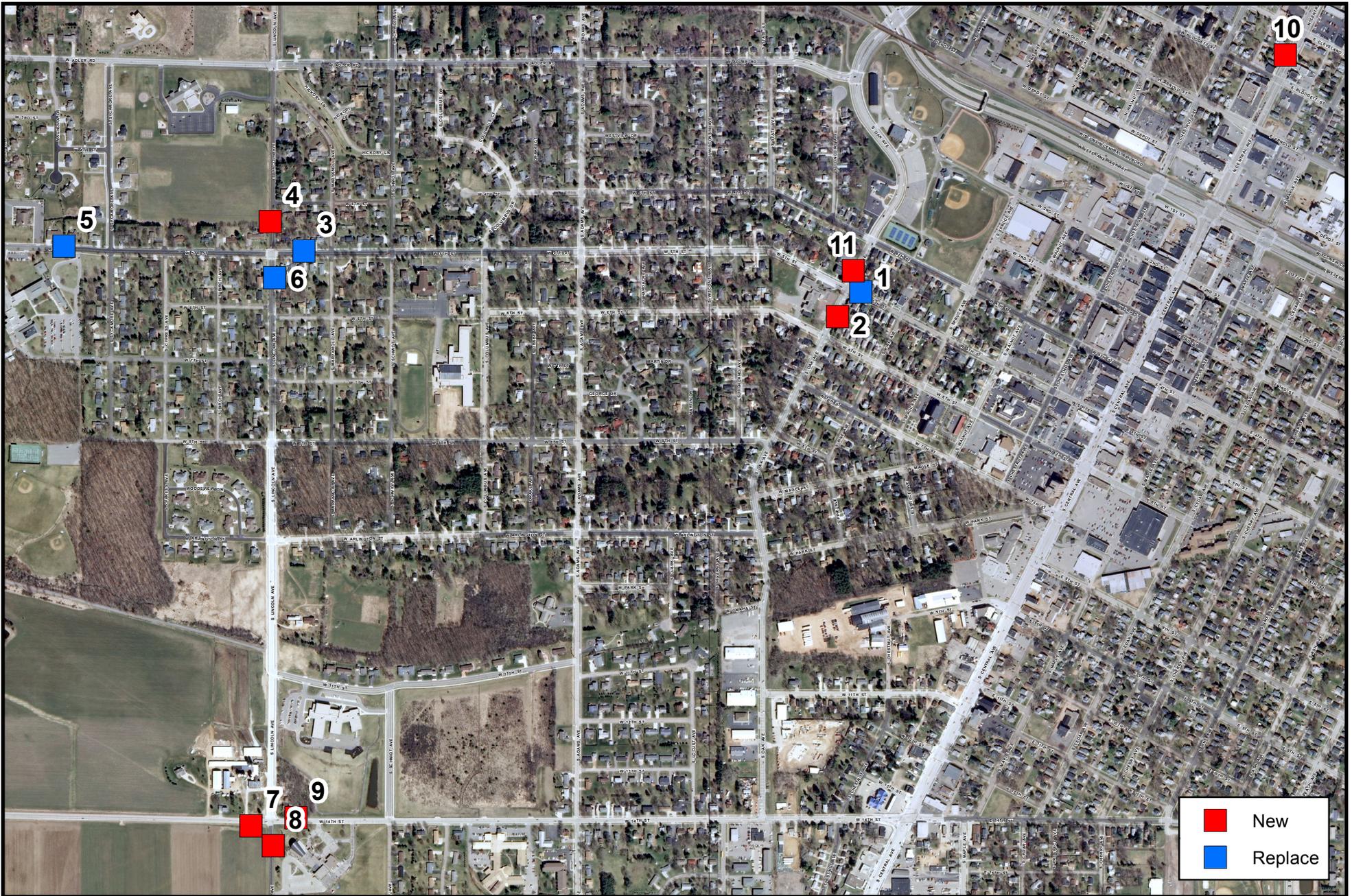
9. New



10. New



11. New

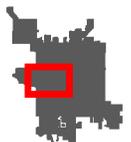


Mid-State Proposed Wayfinding Signage
 City of Marshfield - BPW and PC
 Meeting Date: December 15, 2014

Map Not to Scale
 Reference Only

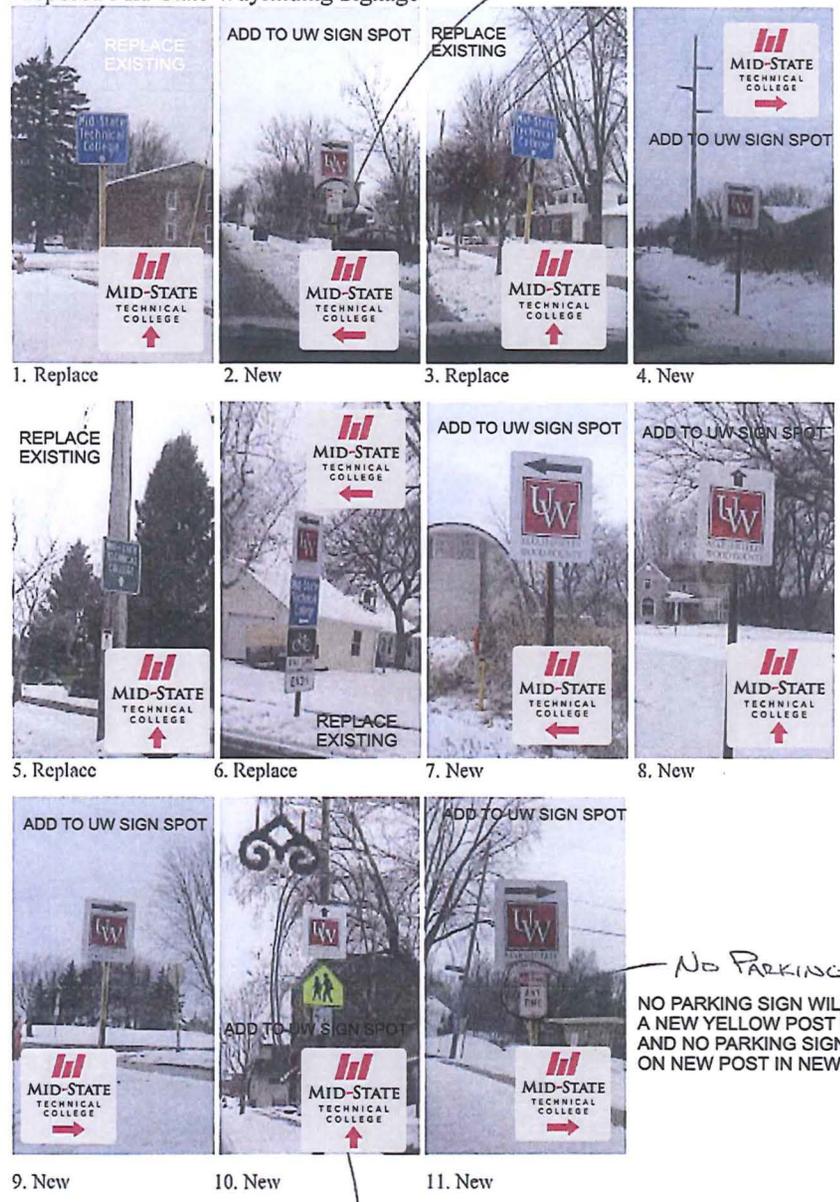


ATTENTION: The representation of data presented herein is intended for reference purposes only; the City of Marshfield assumes no responsibility for the accuracy of the information provided. Any duplication without consent is prohibited.

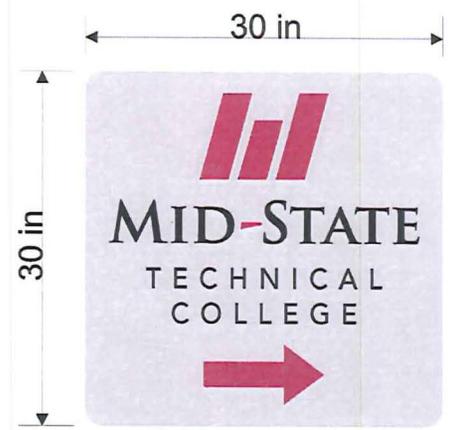


NO PARKING SIGN WILL BE REMOVED
 A NEW YELLOW POST WILL BE NEEDED
 AND NO PARKING SIGN WILL BE INSTALLED
 ON NEW POST IN NEW LOCATION
No PARKING SIGN?

Proposed Mid-State Wayfinding Signage



ABOVE OR BELOW?
 PEDESTRIAN SIGN WILL BE REMOVED
 A NEW YELLOW POST WILL BE NEEDED
 AND PEDESTRIAN SIGN WILL BE INSTALLED
 ON NEW POST IN NEW LOCATION



A Qty. 3 1-sided



Qty. 3 1-sided C



B Qty. 5 1-sided

QTY 11 NEW SIGNS

No PARKING SIGN?
 NO PARKING SIGN WILL BE REMOVED
 A NEW YELLOW POST WILL BE NEEDED
 AND NO PARKING SIGN WILL BE INSTALLED
 ON NEW POST IN NEW LOCATION



THESE 3 DIRECTIONALS EXIST ON CENTRAL AVE
 NO CHANGES TO BE MADE, JUST FOR KNOWLEDGE

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.winch@ci.marshfield.wi.us

To: Michael Feirer, Chairman, Board of Public Works
Members, Board of Public Works
From: Mike Winch, Street Superintendent *Mike Winch*
R.E.: Crushing Quote
Date: December 11, 2014

Background: Each year throughout the construction season we stockpile concrete and blacktop from various projects. At the end of the year is when we evaluate the stockpiles and seek quotes to crush this material and in turn use the crushed concrete and millings for the upcoming season. This recycled material not only saves on landfills, but also becomes excellent road base and shouldering products.

Analysis: November 20th, 2014 letters were sent to three companies for quotes on crushing and stockpiling of the asphalt and concrete salvage. The estimated volumes are 10,680 tons of concrete and 4,480 tons of asphalt. There is money within the Pits and Quarries budget to cover the cost of this project. The results of the quotes are as follow:

| Contractor | Price per ton |
|---|---------------|
| Earth Inc. 4362 Dairy Rd Arpin WI 54410 | 2.92 |
| Paul Bugar Trucking Inc. W2944 State Road 98 Loyal WI 54446 | 2.88 |
| Marawood Construction 2025 W Veterans Parkway Marshfield WI 54449 | No Quote |

Recommendation:

I would like to recommend Paul Bugar Trucking, Inc. with the quote of \$2.88 per ton for the crushing and stockpiling of the asphalt and concrete salvage from the 2014 construction season.

Cc: 
Steve Barg


Dan Knoeck



**City of
Marshfield**

Memorandum

December 8, 2014

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Sanitary Sewer Lateral Replacement Incentives

BACKGROUND

In 2010, the Board of Public Works endorsed a pilot project to offer an incentive to property owners to replace their sanitary sewer lateral from the property line up to and into the basement when the City is doing a sanitary sewer main replacement project. The incentive is that if the property owner has the segment of their lateral replaced on private property, the special assessment for their share of the lateral under the street would be waived. The rationale for this program is further described in the attached memo dated April 7, 2010. The first project that offered this incentive was the reconstruction of east 2nd Street from maple to Vine and Vine Avenue from Veterans Parkway to 2nd Street. We have continued to offer this incentive, however the results have been mixed. Staff is suggesting that the incentive be increased to include a cash payment of \$500 from the utility to the property owner for all laterals that are replaced from the main (or in some cases from the edge of pavement) up to and through the building foundation.

ANALYSIS

We are finding that waiving the special assessment for the sanitary sewer lateral is not enough of an incentive for most property owners. Typically it is costing more for the homeowner to hire a plumber to replace their portion of the lateral, than they are saving by not having to pay the special assessment. In addition, many times there is landscaping or hard surfacing in the front yard that is impacted by the lateral replacement that adds to the homeowners cost.

Also, on street projects where the existing sanitary sewer main is not being replaced, there is not a sewer lateral assessment and consequently, no incentive to offer a homeowner for lateral replacement. Staff proposes that the \$500 payment apply to all private lateral replacements.

The attached memo from 2010 further describes the value of lateral replacement to the utility. We are making great strides in updating our sanitary sewer mains. However, with

private sewer laterals making up over 40% of our collection system, we need to be equally aggressive in ensuring that laterals meet current standards.

Staff is recommending that \$25,000 be set aside for this effort in 2015. This would allow up to 50 laterals to be replaced. We are optimistic that many of those would come on the Maple Avenue project as well as the other sewer replacement projects planned for 2015

In some cases, replacement to the main is not practical due to new pavement or other factors. In these cases, if the lateral is replaced from the back of curb or pavement edge through the foundation, then the \$500 payment would apply. The Director of Public Works and the Wastewater Superintendent would have the discretion to determine if a lateral replacement is eligible for the \$500 reimbursement.

RECOMMENDATION

I recommend approval of an additional incentive of \$500 payable to a property owner for complete replacement of their sanitary sewer lateral from the main (or in some cases from the edge of pavement) to and through the building foundation, with \$25,000 being set aside for this purpose in 2015.

Concurrence: 
Steve Barg, City Administrator



**City of
Marshfield**

Memorandum

April 7, 2010

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Sanitary Sewer Lateral Replacement Incentive Program – Pilot Project

BACKGROUND

The Wastewater Utility has invested heavily in sanitary sewer main replacement and rehabilitation over the last 15 to 20 years averaging nearly \$1.0 million annually. The primary reason for this investment is to reduce the amount of clear-water inflow and infiltration (I/I) that enters the sewer system (see the attached sheet for further definition). Excessive I/I can lead to sewer capacity problems; basement back ups and overflows as well as increased pumping and treatment costs to treat “clean” water. To a much lesser degree, the Utility has also promoted the replacement of defective sanitary sewer laterals through clear-water inspections, follow up orders and reimbursement for street and sidewalk restoration when a property owner replaces a defective lateral. While we have over 7,000 laterals city-wide, only about 30 get replaced each year. What we have found is that there is very little incentive for a property owner to replace their aging lateral, unless they are under orders to do so or have experienced problems with their lateral. We would like to develop an incentive program that provides a much greater motivation for property owners to replace laterals, especially on street reconstruction projects.

ANALYSIS

The sanitary sewer collection system consists of approximately 133 miles of sewer main. The mains have long been the target for removing clear-water I/I. The system also includes an estimated 90 to 100 miles of sanitary sewer laterals. Studies have shown that as much as 40 to 80% of a collection system’s I/I can come from laterals. In other words, if you want to address all sources of I/I you need to have a program that addresses laterals.

On street reconstruction projects, sanitary sewer main is typically replaced. Sanitary sewer laterals are also replaced from the main to 5 feet beyond the right-of-way line. Properties are then assessed for the cost of lateral replacement done under the project. This would be an ideal time for property owners to replace the remaining portion of their lateral up to the building foundation. However, since property owners are faced with

special assessments for the street, their sewer lateral and sometimes other items, financial constraints deter them from doing more even though they have the opportunity.

The proposed pilot project would offer a financial incentive for the property owner to replace their lateral from the property line into the building foundation while the project is under construction. The property owner would be responsible for hiring a plumber to complete the work as well as restoration of private property. The concept would be to forgive the special assessment for their sanitary sewer lateral if the property owner replaces the remaining portion of the lateral to the building and through the foundation wall. It would apply to all lateral pipe materials except PVC. Typical lateral assessments range from \$800 to \$1,000. The cost to replace the remaining portion of the lateral typically falls in this same range, however can be higher depending upon the length of the lateral and restoration costs. Wastewater Utility revenue from special assessments for sanitary sewer laterals averages about \$35,000 per year. This revenue would be lost if the program went full scale and became successful, however the benefit of reduced I/I accomplished through the program would outweigh the lost revenue.

We'd like to offer this incentive on the East Second Street reconstruction project in 2010. This project contains 13 sewer laterals that are candidates for replacement. If the pilot project proves to be successful, a formal policy could be adopted.

RECOMMENDATION

I recommend approval of a pilot project on East Second Street from Maple to Vine to offer a sanitary sewer lateral replacement incentive whereby property owners who replace their lateral from the right-of-way line into the building foundation prior to the end of construction will have their special assessment for sewer lateral replacement in the street forgiven.

Concurrence: _____

Mike Brehm, City Administrator