



CITY OF MARSHFIELD
MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, FEBRUARY 17, 2014 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of February 3, 2014 Board of Public Works meeting
3. Citizen Comments
4. Consideration of alternative financing method for Cemetery Mausoleum Project – Presented by Mike Baltus, Cemetery Coordinator
5. Approval to decommission the Vaughn Hansen Committal Chapel at the Cemetery – Presented by Mike Baltus, Cemetery Coordinator
6. Review of draft ordinance for Special Assessment Hardship consideration – Presented by Tom Turchi, City Engineer
7. Approval of right-of-way plat and Relocation Order for acquisition of property for Hume Avenue north of McMillan Street – Presented by Dan Knoeck, Director of Public Works
8. Review of curb and gutter survey results for various 2014 mill-in-place projects – Presented by Tom Turchi, City Engineer
9. Update on railroad crossing traffic signal operations – Presented by Tom Turchi, City Engineer
10. Approval of yarn bomb display on the Veterans Parkway dragon in spring of 2014 – Presented by Dan Knoeck, Director of Public Works
11. 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.
 - Green Acres Development Agreement
 - City Hall Plaza Leases
12. Reconvene in Open Session
13. Action on matters discussed in closed session, if appropriate
14. Recommended items for future agendas
15. Adjournment

Posted this 14th day of February, 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

2/17/14

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of February 3, 2014 Board of Public Works meeting
3. Citizen Comments
4. Consideration of alternative financing method for Cemetery Mausoleum Project – Presented by Mike Baltus, Cemetery Coordinator
See attached memo. **Recommend directing staff to draft a resolution for Common Council consideration.**
5. Approval to decommission the Vaughn Hansen Committal Chapel at the Cemetery – Presented by Mike Baltus, Cemetery Coordinator
See attached memo. **Recommend approval.**
6. Review of draft ordinance for Special Assessment Hardship consideration – Presented by Tom Turchi, City Engineer
See attached.
7. Approval of right-of-way plat and Relocation Order for acquisition of property for Hume Avenue north of McMillan Street – Presented by Dan Knoeck, Director of Public Works
See attached memo, right-of-way plat and relocation order. **Recommend approval and refer the relocation order to the Common Council for consideration.**
8. Review of curb and gutter survey results for various 2014 mill-in-place projects – Presented by Tom Turchi, City Engineer
See attached memo and survey results. **Recommend proceeding with traditional mill-in-place as planned for all projects.**
9. Update on railroad crossing traffic signal operations – Presented by Tom Turchi, City Engineer
Information will be presented at the meeting. This is a discussion item only.
10. Approval of yarn bomb display on the Veterans Parkway dragon in spring of 2014 – Presented by Dan Knoeck, Director of Public Works
See attached memo. **Recommend approval.**
11. 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.
 - Green Acres Development Agreement
 - City Hall Plaza Leases
12. Reconvene in Open Session
13. Action on matters discussed in closed session, if appropriate
14. Recommended items for future agendas
15. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF FEBRUARY 3, 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, Gordon Earll and Ed Wagner

EXCUSED: None

ALSO PRESENT: City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Parks & Recreation Director Englehart; Parks & Recreation Supervisor Steinbach; Planning & Economic Development Director Angell; Planner/Zoning Administrator Miller; Bill Penker; the media; and others.

PW14-10 Motion by Earll, second by Cummings to recommend approval of the minutes of the January 20, 2014 Board of Public Works meeting.

All 'Ayes' Motion Carried

Citizen Comments – None

PW14-11 Motion by Wagner, second by Earll to recommend referring the consideration of expanding the Train Horn Quiet Zone to establish a second 24 hour quiet zone on the Industrial Park Spur to the CIP Committee.

Feirer, Buttke, Earll & Wagner voted 'Aye', Cummings voted 'No' Motion Carried

PW14-12 Motion by Buttke, second by Cummings to recommend approval of the low quotation submitted by Mid-State Equipment of Prairie Du Sac, WI for a 2014 Wacker Neuson WL 37 Mini Wheel Loader at a cost of \$51,400 and authorize execution of a purchase agreement.

All 'Ayes' Motion Carried

PW14-13 Motion by Buttke, second by Earll to recommend approval of Budget Resolution No. 01-2014 transferring funds in the amount of \$150,000 from the West 26th Street Project and Contingency to the Hume Avenue Street Opening Project north of McMillan Street and refer to the Common Council for consideration.

All 'Ayes' Motion Carried

PW14-14 Motion by Wagner, second by Cummings to recommend approval of the proposal submitted by MSA Professional Services for design and right-of-way acquisition services for the Hume Avenue street opening in an amount not to exceed \$18,855 and authorize execution of an agreement.

All 'Ayes' Motion Carried

PW14-15 Motion by Wagner, second by Buttke to recommend approval of relocating the 25 MPH speed limit sign for westbound traffic on East McMillan Street to 200 feet east of Hume Avenue and that the 'Reduced Speed Ahead' sign be updated to the current standard and that this sign be placed 500 feet east of the speed limit sign.

All 'Ayes' Motion Carried

PW14-16 Motion Cummings, second by Earll to recommend approval of Public Works Department Budget Carryovers as presented:

- Building Services – Nuisance Properties - \$27,285 - #101.5241023.230000.52900
- Engineering Division – Sidewalk Repair - \$10,000 - #101.5343231.312020.52400

All 'Ayes' Motion Carried

PW14-17 Motion by Wagner, second by Cummings to recommend approval of the following Preliminary Resolutions for 2014 special assessment projects and refer to the Common Council for consideration:

- a. Resolution No. 2014-03 – North Street (St. Joseph Avenue to Wood Avenue)
- b. Resolution No. 2014-04 – 2014 Mill in Plan Asphalt Paving Projects
- c. Resolution No. 2014-05 – Upham Street (Central Avenue to 200' East)
- d. Resolution No. 2014-06 – Alley bounded by Chestnut Avenue/Central Avenue & 4th Street/5th Street
- e. Resolution No. 2014-07 – Park Street (7th Street to Oak Avenue)

All 'Ayes' Motion Carried

PW14-18 Motion by Wagner, second by Cummings to adjourn to closed session at 6:02 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.

- Green Acres Development Agreement

Roll call vote, all 'Ayes' Motion Carried

Present in Closed Session: Aldermen Feirer, Buttke, Cummings, Earll & Wagner; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Planning & Economic Development Director Angell; Planner/Zoning Administrator Miller; Parks & Recreation Director Englehart; Parks & Recreation Supervisor Steinbach.

PW14-19 Motion by Wagner, second by Cummings to reconvene in open session at 6:29 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 Cummings, second by Wagner that the meeting be adjourned at 6:30 PM.

All 'Ayes' Motion Carried



Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

To: Board of Public Works Members

From: Mike Baltus, Cemetery Coordinator

Re: Mausoleum Addition

Last July 15, 2013 Public Works meeting the staff was asked to look into a way to finance a new mausoleum. At this time we are ready to move forward with this project, by borrowing the funds from the Cemetery Perpetual Care fund. After checking with the City Attorney and the City Finance Director, this is an acceptable practice, and is used within the Cemetery Industry. We feel this project will be able to pay back the loan, and be a welcome addition to the cemetery revenues. It will also give the public a complete choice between above or below ground burials.

What I'm asking for today is approval to generate a Resolution outlining our plan to borrow up to \$140,000.00 from the Care fund for this project, and our plan for pay back of these funds to present for full Council approval.

To: Board of Public Works
From: Mike Baltus, Cemetery Coordinator
Re: Vaughn / Hansen Committal Chapel

Back Ground

The Vaughn / Hansen Committal Chapel was built and dedicated on October 8, 1977, by the Vaughn / Hansen Funeral Home and their families. At the time it was a great idea and a benefit to all the families who needed a place for services during inclement weather.

The usage of the building had always been a challenge and the cemetery introduced a rule the chapel had to be used from December 1st to April 1st for all services, in 1981, the chapel was use 64 times. On March 30, 1992, the Director of Catholic Cemetery of the State of Wisconsin wrote a letter to the Marshfield Catholic Cemetery Board stating this cemetery rule of chapel committal use needed to be discontinued. In 1993, the chapel was used 15 times. I have been with Hillside Cemetery for 15 years, and in that time the chapel has only been use 26 times. In the last three years, it has not been used at all for a committal service.

The chapel building costs the City about \$4,000.00 a year to maintain. When I first started with the City, I talked with the local Funeral Directors and ask why they weren't using the Chapel. Their reply was, if they weren't going to the grave side, why load everyone up and come to the cemetery and unload everyone for a committal service when they can have a committal at the Funeral Home or Church. With today's economic times I can understand their reasoning.

With the chapel being closed the majority of the time, we have developed a mold problem that exists in the interior walls. The extent of this problem was not known until we opened up some of these walls. The estimate received on the repairs for this problem is \$29,380.00. With the interior repairs, we would also be

looking at replacing the furnace at \$2500.00 and the two entry doors for \$10,000.00, for a total of \$41,880.00.

An effort was made to find any relative around to help with the future of this building. Neither the Hansen or Vaughn families had any children and all their brothers or sisters have all since passed away.

Recommendation

I have asked the Public Works Director Dan Knoeck and Building Services Richard Pokorny to take a look at other uses for this building, and at this point cannot see any other use. With this mold problem it was recommended by the City Building Inspector not to have it open to the public until repairs are complete. Since it appears this building out living its purpose and not being used for anything I cannot justify putting any money back into it. It would be my recommendation to shut off all the building Utilities and close it to the public as soon as possible. It would also be my recommendation this building be taken down and removed after it can go through the 2015 budget process.



City of
Marshfield
Memorandum

TO: Board of Public Works
FROM: Thomas R. Turchi
DATE: February 14, 2014
RE: Proposed Amendments to the Hardship Ordinance.

At the January 20th, 2014 Board of Public Works meeting the following motion was made to the draft Special Assessment Hardship Ordinance submitted for council consideration.

PW14-02 Motion by Wagner, second by Cummings to recommend postponing action on the Special Assessment Hardship ordinance for one month to allow time for further review and possible amendments to the draft ordinance.

All 'Ayes' Motion Carried

Aldersperson Wagner submitted his thoughts for amendments for the Board of Public Works to consider before forwarding the Special Assessment Hardship Ordinance to the Common Council. The comments submitted by Aldersperson Wagner are noted in *italicized red* within the previous draft.

Respectfully Submitted,

Tom Turchi

City Engineer

An Ordinance creating Section 13-100 of the City of Marshfield Municipal Code pertaining requirements for special assessment hardships.

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

SECTION 1. Chapter 13 of the Marshfield Municipal Code is hereby amended to include the following section:

SECTION 2. 13-100. Special Assessments Hardships

- 1) Purpose - The city council acknowledges that the levy of special assessments per Section 13-96 of the Municipal Code can result in extreme financial hardship in some instances. It therefore enacts this provision in order to provide necessary relief to persons affected by such a levy. It is the intent and purpose of the city council to mitigate the burden of such levies in cases where the loss of the homestead is a reasonable probability, while preserving the right for the ultimate collection of special assessments involved.
 - 2) Definitions - Wherever in this section the following words or terms appear they have the meaning indicated, unless the context clearly requires otherwise:
 - a) "Committee" means the special assessment hardship review committee created under this section.
 - b) "Deferment" means delayed repayment special assessments.
 - c) "Extended installments" means modifying the repayment terms as provided by the installment assessment notice for the specific special assessment.
 - d) "Homestead" means the dwelling (primary residence only) and so much of the land surrounding it as is reasonably necessary for use as a home, except so much of such land as is vacant and of sufficient size so that it could be divided and sold for development as permitted under appropriate zoning and other regulations. Properties in whole or in part which are utilized as rental properties are ineligible for hardship provisions of this ordinance.
 - e) "Income limits" shall mean limits as defined by Housing and Urban development Income limits Documentation System for the state of Wisconsin adjusted for the year and household size for "Low Income", "Very Low Income" and "Extremely Low Income".
- Section 2. E): Delete*
- f) "Indigent person" means a natural person owning and occupying a homestead against which special assessments are levied in an amount which, when considered with the

overall financial condition of the person, will, within a reasonable probability, require the sale of the homestead to satisfy the payment of such special assessments.

g) "Special assessment" shall include assessments levied under s. 66.0701, Wisconsin Statutes.

3) Committee created - A special assessment hardship review committee is hereby created. The committee shall be comprised of the following members:

- Mayor
- Common Council, President
- Board of Public Works, Chairperson
- Finance, Budget & Personal, Chairperson
- City Administrator
- Finance Director
- Director of Public Works

4) The committee may approve deferment or extended installments for; unusually high medical expenses relative to income or other conditions found by the committee or common council to justify deferment or extended instalments.

4. The committee may approve deferment of all or part of the assessment, or extended installments for:

A. Cases in which the assessment represents a significant fraction of the value of the homestead property.

B. Any relation to income or other conditions found by the committee which may, in the opinion of the committee, constitute an undue hardship the homestead occupant.

C. The committee may require that an applicant appear before it to answer questions of the committee regarding the application and require the applicant to submit documents supporting the request.

5) Applications for a deferment or extended installments under this section shall be filed with the city clerk on forms provided by the city. The information on the form shall be verified by the applicant

Section 5 ...amend to read: Applications for a deferment or extended installments under this section shall be filed with the city clerk in writing within 60 days of notification of the levy of final assessment. The written notice to the clerk shall state the reasons the owner of the homestead is requesting relief.

a) The application shall be received by the city clerk and forwarded to the committee for evaluation and action.

b) The minimum special assessment amount for an application shall exceed \$5,000 for residential property.

- c) The committee may require that an applicant appear before it to answer questions of the committee regarding the application.
- d) The committee may seek further information from the applicant if the committee deems it necessary.

D) The committee may seek further information from the applicant including the appropriate financial information to justify relief as the committee deems it necessary.

- e) The committee shall consider the applicant's net worth and payment obligations, amount of proposed special assessments, and all other factors relating to a determination. The committee shall thereafter make its recommendation on the application to the city council.

- f) As general guidance for consideration of extended installments repayment of special assessment terms (extended installments):

- Low Income 20 years
- Very Low Income 25 years
- Extremely Low Income 30 years

- 6) Application Fees – The applicant shall submit an application fee as noted within the application to cover recording fees associated with the recording of the lien on the subject property as required. Applications which are denied by the committee for extended installments or deferred payment of special assessments shall have their fees returned

Section 6: ...amend to read: Application fees – ~~The applicant shall submit an application fee as noted within the application to~~ If relief of any type is granted, the applicant shall pay all cost to cover recording fees associated with the recording of the lien on the subject property as required. ~~Applications which are denied by the committee for extended installments or deferred payment of special assessments shall have their fees returned.~~

- 7) Interest - Interest on the amount of special assessment deferred shall be imposed at the rate set for the project by the Finance Budget and Personal Committee and approved by the Common Council.
- 8) Tax roll - notice; lien retained. The city clerk shall record a document with the office of register of deeds containing a description of the property affected; the amount of special assessment deferred or extended installments, and any other appropriate information. Such amount, and interest thereon, shall not be placed on the tax roll until the conditions contained in subsection (9) occur. Nothing provided in this section shall be deemed to extinguish or otherwise affect any lien established by law for the collection of any deferred special assessment, and any such lien is expressly retained.
- 9) Extended installments or deferred payment of special assessments when no longer eligible - Upon transfer of title of such property by any means or refinancing of subject property, the

amount of special assessments deferred, and accrued interest, shall become due and payable in full. Upon payment in full, an appropriate satisfaction of payment shall be issued by the Finance Director and recorded in the office of register of deeds.

- 10) Payment to discharge lien - The owner of property affected, or the heirs, personal representative or assigns of such owner, may discharge the lien of such special assessment at any time by paying the outstanding amount of special assessment owing, plus accrued interest.
- 11) Non Waiver - The approval of an application by the committee under this section shall not be deemed to be a waiver of the requirement that, in the event of an appeal of a special assessment under s. 66.0703 (12), Wisconsin Statutes, the amount of the assessment shall be paid in full as a condition to the maintenance of said appeal, as provided by s. 66.0703 (12) (f), Wisconsin Statutes.
 - a) The approval of an application under this section shall not be deemed to waive the right of the city to reassess any invalid special assessment under the provisions of s. 66.0731, Wisconsin Statutes.
- 12) Review of application - The committee shall review applications for deferral of or extended installments of special assessments to determine eligibility under this section and shall provide justification for approval or denial of the application.
- 13) Appeal - Applicants dissatisfied with the decision regarding deferral or extended installments may appeal the decision to the city council, by written notice filed with the city clerk. If there is an appeal, the city administrator or his/her designee shall inform the council of the basis of the committee's decision. The city council shall review the matter and, at its sole discretion, either affirm the committee's decision or elect to amend or modify the terms of extension installments or deferment of special assessments.
- 14) Annual Review – Approved applicants shall be required to submit information on an annual basis as determined by the committee. Failure to complete the annual review per the terms set forth by the committee may result in loss of extended installments or deferred payments of special assessments.

Section 14 Annual review.....needs to be simplified or dropped...who does the review and how is it to be done...who reviews it? How is it verified?

- 15) Placement on roll - When a determination is made by the committee that an applicant no longer qualifies as an indigent person, the amount of special assessments deferred, and accrued interest, shall be placed upon the next available tax roll to be collected in the same manner as special assessments per the original installment assessment notice for the project being special assessed.

SECTION 3. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 4. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 5. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



**City of
Marshfield**
Memorandum

February 13, 2014

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Property Acquisition for Hume Avenue Street Opening

BACKGROUND

With the approval of Budget Resolution 01-2014, which funds the street opening on Hume Avenue north of McMillan Street, staff is now moving forward with the project. The first step in acquiring the necessary property is approval of the right-of-way plat and Relocation Order.

ANALYSIS

Attached is the plat and the relocation order. The plat shows the land area that is required for the project. The Relocation Order is the instrument that initiates the Common Councils intent to acquire the property.

RECOMMENDATION

I recommend approval of the right-of-way plat and relocation order and refer the relocation order to the Common Council for consideration.

Concurrence: 
Steve Barg, City Administrator

PRELIMINARY

UPDATED
2/13/14



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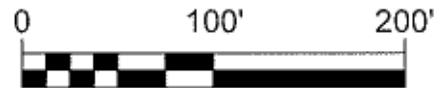
PROJECT NO. 584078
DRAWN BY KSM
CHECKED BY ECU
FILE: 584078 HUME AVE.
SHEET NO. 1 OF 2
FIELD BOOK NO.

PLAT OF SURVEY

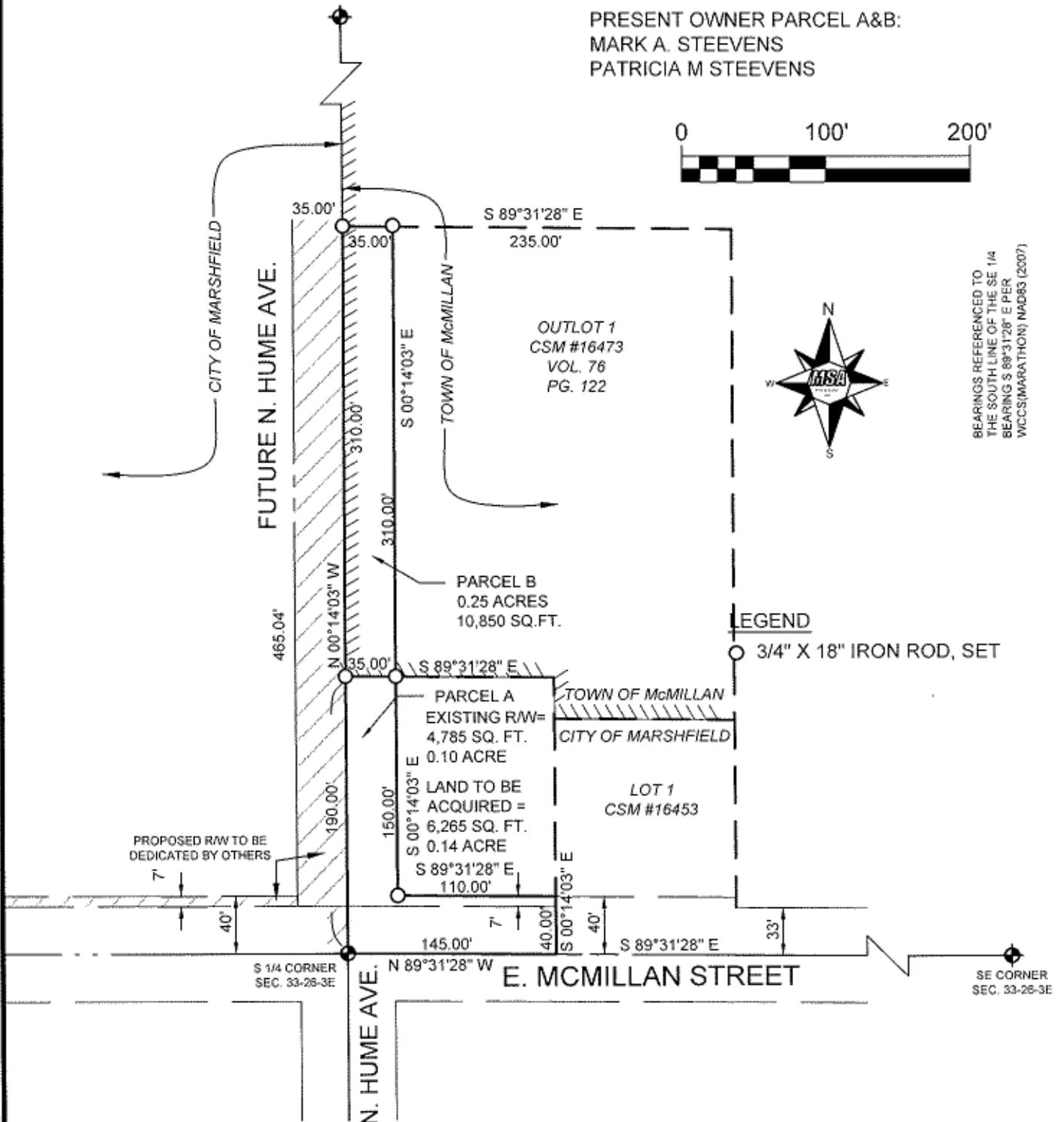
THIS MAP AND DESCRIPTIONS DRAFTED FOR THE BENEFIT OF ACQUIRING
LAND FOR FUTURE ROAD RIGHT OF WAY. (N. HUME AVENUE EXTENSION)

LANDS BEING PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 33, TOWNSHIP 26
NORTH, RANGE 3 EAST, TOWN OF McMILLAN AND IN THE CITY OF MARSHFIELD,
MARATHON COUNTY, WISCONSIN

PRESENT OWNER PARCEL A&B:
MARK A. STEEVENS
PATRICIA M STEEVENS



BEARINGS REFERENCED TO
THE SOUTH LINE OF THE SE 1/4
BEARING S 89°31'28" E PER
WCCS(MARATHON) NAD83 (2007)



LEGEND

○ 3/4" X 18" IRON ROD, SET

SCHEDULE OF LANDS & INTERESTS REQUIRED

PARCEL	OWNER	INTEREST REQUIRED	R/W SQUARE FEET REQUIRED		
			NEW	EXISTING	TOTAL
A	MARK A. & PATRICIA M. STEEVENS	FEE	6,265	4,785	11,050
B	MARK A. & PATRICIA M. STEEVENS	FEE	10,850	0	10,850

CLIENT:

CITY OF MARSHFIELD

THIS DESCRIPTION DRAFTED FOR THE BENEFIT OF ACQUIRING LAND FOR FUTURE ROAD RIGHT-OF-WAY. (N. Hume Avenue extension)

OWNER: Mark A. Stevens and Patricia M Stevens

DESCRIPTIONS:

PARCEL "A"

A parcel of land being part of SW.1/4 of the SE.1/4 of Section 33, T.26 N., R.3 E., City of Marshfield, Marathon County, Wisconsin and being more particularly described as follows:

Beginning at the South 1/4 Corner of said Section 33; thence N.00°14'03"W., along the West line of said SE.1/4 of Section 33, a distance of 190.00 feet to the Southwest corner of Outlot 1 of Certified Survey Map No. 16473; thence S.89°31'28"E., along a South line of said Outlot 1, a distance of 35.00 feet; thence S.00°14'03"W., parallel with said West line, a distance of 150.00 feet to a point 40 feet North of, as measured normal to the South line of said SE.1/4 of Section 33; thence S.89°31'28"E., parallel with said South line a distance of 110.00 feet to the Southwest corner of Lot 1 of Certified Survey Map No. 16453; thence S.00°14'03"E., parallel with said West line of the SE.1/4, a distance of 40.00 feet to said South line of the SE.1/4 and being also the centerline of E. McMillan Street; thence N.89°31'28"W., along said South line and said centerline, a distance of 145.00 feet to the point of beginning.

Said parcel containing 6,265 square feet or 0.14 acres of land to be acquired for right-of-way and 4,785 square feet or 0.10 acres of the present 33' wide right-of-way of E. McMillan Street, more or less, and subject to easements of record.

PARCEL "B"

A parcel of land being part of Outlot 1 of Certified Survey Map No. 16473 as recorded in Volume 76 of Certified Surveys on page 122 and being located in the SW.1/4 of the SE.1/4 of Section 33, T.26 N., R.3 E., Town of McMillan, Marathon County, Wisconsin and being more particularly described as follows:

Commencing at the South 1/4 Corner of said Section 33; thence N.00°14'03"W., along the West line of said SE.1/4 of Section 33, a distance of 190.00 feet to the Southwest corner of said Outlot 1 and being the point of beginning of parcel to be described; thence continuing along said West line, N.00°14'03"W., a distance of 310.00 feet to the Northwest corner of said Outlot 1; thence S.89°31'28"E., along the North line of said Outlot 1, a distance of 35.00 feet; thence S.00°14'03"E., parallel with said West line, a distance of 310.00 feet to a South line of said Outlot 1; thence N.89°31'28"W., along said South line, a distance of 35.00 feet to the point of beginning.

Said parcel contains 10,850 square feet or 0.25 acres, more or less, and subject to easements of record.

RELOCATION ORDER

LPA1708 08/2011 (Replaces LPA3006)

Project 584078	Road name N. Hume Avenue Extension	Highway Local Road	County Marathon
Right of way plat date	Plat of Survey sheet number(s) 1 and 2	Previously approved Relocation Order date NA	

Description of termini of project:

Beginning at the S 1/4 Corner, Section 33, T26N, R3E in the City of Marshfield, Marathon County, Wisconsin, thence northerly 500.00 feet, more or less, to the end of the relocation, as shown on the Plat of Survey or a copy thereof marked:

Project No: 584078
Drawn By: KSM
Checked By: ECU
File: 584078 Hume Ave.
Sheet No.: 1 of 2
Client: City of Marshfield

The same being pages 1 and 2 of said Plat of Survey.

To properly establish, lay out, widen, enlarge, extend, construct, reconstruct, improve, or maintain a portion of the highway designated above, it is necessary to relocate or change and acquire certain lands or interests in lands as shown on the right of way plat for the above project.

To effect this change, pursuant to authority granted under Sections 62.22 Wisconsin Statutes, the City of Marshfield orders that:

1. The said road is laid out and established to the lines and widths as shown on the plat.
2. The required lands or interests in lands as shown on the plat shall be acquired by: City of Marshfield
3. This order supersedes and amends any previous order issued by the: City of Marshfield

Name and Title

Date



City of
Marshfield

Memorandum

TO: Board of Public Works
FROM: Tom Turchi, City Engineer
DATE: February 14, 2014
RE: Results from the Curb and Gutter Survey.

BACKGROUND

The Engineering Division invited residents from Cherry Avenue – Cleveland Street to Edison Street, Hardacre Avenue – 6th Street to 5th Street, State Avenue – 4th Street to Adler Road and Wisconsin Avenue - 6th Street to Adler Road to a public informational meeting on January 16th to discuss the street projects scheduled for this summer. Approximately 30 residents attended this meeting. All of these streets noted above have narrow 50-foot right of ways and/or intermittent sidewalk which makes the rehabilitation with mill-in-place and ditches challenging. On January 27th we mailed a survey to the property owners asking for their opinion to the preferred rehabilitation option adjacent to their property. The options in the mailed survey are as follows:

1. **Mill in place only – no curb & gutter and no change to existing sidewalk.**
 - This option would consist of milling the existing surface, installing underdrain, re-ditching, new driveway culvert, placing a new asphalt surface and placing recycled asphalt shoulders.
2. **Mill in place with sidewalk gaps completed.**
 - This option would consist of milling the existing surface, installing underdrain, adding sidewalk where sidewalk does not exist, re-ditching, new driveway culvert, placing a new asphalt surface and placing recycled asphalt shoulders.
3. **Construct curb and gutter, storm sewer and new sidewalk where gaps exist, and eliminate ditches.**
 - This option would consist of installing sidewalk where sidewalk does not exist, new storm sewer in lieu of ditches, concrete curb & gutter, new concrete driveway aprons, and finally an asphalt surface.

Alternate Option

Current policy requires sidewalk on both sides of the street when curb & Gutter is installed. If an exception could be granted would you be in favor of curb & gutter option with sidewalk completed on only one side of your street? (The side with the fewest sidewalks gaps would be completed.)

The results of the surveys are noted below (75% of the survey forms were returned):

Street	Option #1	Option #2	Option #3	Alternate	No Response	Percent for Curb & Gutter
Hardacre Avenue 5th Street to 6th Street	2	0	1	1-Y	1	25%
Cherry Avenue Cleveland Street to Edison Street	10	0	6	5-N, 2-Y	4	28.6%
State Street Adler Road to 4 th Street	14	1	6	8-N, 5-Y	6	22.2%
Wisconsin Avenue Adler Road to 6th Street	14	0	8	7-N, 8-Y	10	25%
<i>Wisconsin Avenue Adler Road to 4th Street</i>	<i>10</i>	<i>0</i>	<i>6</i>	<i>6-N, 5-Y</i>	<i>6</i>	<i>27.3%</i>
<i>Wisconsin Avenue 4th Street to 5th Street</i>	<i>1</i>	<i>0</i>	<i>1</i>	<i>1-N, 1-Y</i>	<i>4</i>	<i>16.6%</i>
<i>Wisconsin Avenue 5th Street to 6th Street</i>	<i>3</i>	<i>0</i>	<i>1</i>	<i>0-N, 2-Y</i>	<i>0</i>	<i>25%</i>

Per policy before a change to modify the scope of a ditched street section to a curb and gutter section there must be 75% or greater support for the change in scope. From the results of the survey none of the projects noted above received the support necessary for the change in scope to a curb and gutter section.

RECOMMENDATION

I recommend that the following projects be rehabilitated with the standard mill-in-place process (option 1):

- Cherry Avenue – Cleveland Street to Edison Street
- Hardacre Avenue – 6th Street to 5th Street
- State Avenue – 4th Street to Adler Road
- Wisconsin Avenue - 6th Street to Adler Road

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

CHERRY AVENUE (CLEVELAND TO EDISON)

PROPERTY OWNER	ADDRESS	OPTION #1 TRADITIONAL MILL- IN- PLACE	OPTION #2 MILL IN PLACE WITH SIDEWALK GAPS COMPLETED	OPTION #3 CONVERSION TO CURB & GUTTER, STORM SEWER & SIDEWALK	ALTERNATE OPTION SIDEWALK ON ONE SIDE ONLY
Michael Heckel	503 N Cherry Ave	X			N
Michael Heckel	400/400A E Doege	X			N
Althea Mielke	505 N Cherry Ave	X			-
Paul D. & Stephanie J. Seidl	507 N Cherry Ave	X			N
Amanda J. Serna	509 N Cherry Ave	X			-
Mark A. & Linda A. Berres	513 N Cherry Ave			X	-
Janice M. Sellers	512 N Cherry Ave			X	-
John D. & Tracy T. Seehafer	508 N Cherry Ave			X	Y
Becky Lee	504 N Cherry Ave				
Betty E. Hutchinson & Alan B. Revling	500 N Cherry Ave	Does not	want anything	done (1)	Y
Ronald R. & Karen M. Poppe	411 N Cherry Ave			X	-
Gary R. & Cheryl A. Imhoff	410 N Cherry Ave	X			-
Jerrold G. & Donna M. Specht	408 N Cherry Ave	X			N
Lorraine Z. Markee	406 N Cherry Ave				
Michael James O'Reilly	404 N Cherry Ave	X			-
Charles F. II & Diane M. Fox	402 N Cherry Ave				
Richard W. Lucas	400 N Cherry Ave	X			-
Troy Knetter	401 N Cherry Ave				
Peter Drachenberg	405 N Cherry Ave			X	-
William J. & Syliva Bogumill	407 N Cherry Ave			X	-
Central WI Properties LLC	409 N Cherry Ave	X			N
Did Not Respond to Survey	Red = Rental Unit				

COMMENTS

(1) If necessary, it can be done. (No options chosen)

HARDACRE AVENUE (5TH TO 6TH)

PROPERTY OWNER	ADDRESS	OPTION #1 TRADITIONAL MILL- IN- PLACE	OPTION #2 MILL IN PLACE WITH SIDEWALK GAPS COMPLETED	OPTION #3 CONVERSION TO CURB & GUTTER, STORM SEWER & SIDEWALK	ALTERNATE OPTION SIDEWALK ON ONE SIDE ONLY
David D. Loshek	914 W 5 th St	X			N
Daniel W. Wheeler & Dawn M. Meissner-Wheeler	915 W 6 th St				
Daniel Wolfgram & Marilyn Dawson	1000 W 5 th St	X			-(1)
Jerry M & Marilyn Hardacre	512 Hardacre Ave			X	-
Did Not Respond to Survey					

COMMENTS

(1) Please Note! Bottom 'Alternate Option' is unclear. A vote for this option does not clearly indicate whether it is a primary vote for curb and gutter or is an addendum/qualified vote only considered if curb and gutter is consensus.

STATE AVENUE (4 TH TO ADLER)					
PROPERTY OWNER	ADDRESS	OPTION #1 TRADITIONAL MILL- IN- PLACE	OPTION #2 MILL IN PLACE WITH SIDEWALK GAPS COMPLETED	OPTION #3 CONVERSION TO CURB & GUTTER, STORM SEWER & SIDEWALK	ALTERNATE OPTION SIDEWALK ON ONE SIDE ONLY
Charles R. & Frances J. Bohon	201 S State Ave	X			(1)
Debra J. Schar	205 S State Ave				
Robert A. Pokallus	207 S State Ave	X (2)			-
Alvin Jr. & Sandra Ann Stauner	209 S State Ave	X			-
Nancy K. Jaenke	211 S State Ave	X (3)			N
Ricky Lee Rhodes	213 S State Ave				
Danny G. & Carol J. Richard	215 S State Ave	X (4)			N
Roselyn J. Odegard	301 S State Ave	X (5)			-
Andrew L. Gudgeon	303 S State Ave				
Suzanne Cherney	305 S State Ave	X (6)			Y
Jacqueline R. Wagner	309 S State Ave				
Raymond R. Kurz	313 S State Ave	X (7)			N
Kathleen A. Scheuer	315 S State Ave			X	N
Dawn Tripp	715 W 4 th St	X (8)			Y
Robert W. & Cory L. Pike	800 W Adler Rd	X			Y
Frederick I. Sadowska	206 S State Ave	X (9)			N
Matthew J. & Annette R. Woller	210 S State Ave	X (10)			N
Lee R. & Delores M. Schmidt	312 S State Ave			X	Y
Kelly J. Schaefer & Matthew R. Schlafke	308 S State Ave			X (11)	N
Helen Salzwedel	306 S State Ave			X (12)	N
Mark S. & Lori A. Trachte	304 S State Ave		X (2 nd Choice)	X (1 st Choice) (13)	Y
Richard J. & Mary T. Kingston	302 S State Ave		X		-
Sally J. Bremmer	300 S State Ave	X			-
Jason Paschel & Kristine Johnson	214 S State Ave				
Robert J. & Mary M. Kratcha	212 S State Ave				
Dixie L. Degenhardt	314 S State Ave			X	N
Martha Pomainville	801 W 4 th St	X			-
Did Not Respond to Survey	Red = Rental Unit				

COMMENTS

(1)	Only if close to the required percentage of property owners want this.
(2)	Leave no parking signs up from 207 north to Adler Road. There are too many small children darting out across traffic. Thank you.
(3)	I am on a strict budget with absolutely no wiggle room. Even the mill in place only option will be too much for my budget. I'm at a loss of how I'm supposed to pay for any of this. I suppose I could move in with my mother and find a different job over there. This road situation is putting a tremendous stress on me due to the financial aspect. I just don't know how I can pay for anything, even with your so called "special assessment" payments!
(4)	We are a quiet neighborhood and want that to continue. We do not need or want additional traffic that options 2 & 3 would result in.
(5)	Refer to letter sent by Fred Sadowska, 206 South State Avenue on 2/2/14.
(6)	If curb and gutter selected – can it be possible not to put sidewalk in?
(7)	Finish sidewalk up the road and make ditches.
(8)	Need a stop sign on the corner of 4 th & State. Lot of people do no hardly stop or look. Kids are on bikes on this area and safety 1 st and people walking.
(9)	Enclosed lengthy letter.
(10)	More street lights
(11)	We favor curb and gutter only if sidewalks will be completed on both sides of the entire street. If not, we elect Option #2. Safety is a main concern for us. Sidewalk should be completed on both sides of the street.
(12)	We definitely need a "full" sidewalk on both sides of our street, for the safety of the many children on these two blocks and also may people walk in Marshfield, and they us the road now.
(13)	304 South State Avenue has an adjoining culvert. Would like our culvert longer on our side if possible. Please check it out and let us know. Thank you. Also would like curb and gutter if possible.

WISCONSIN AVENUE (6 TH TO ADLER)					
PROPERTY OWNER	ADDRESS	OPTION #1 TRADITIONAL MILL- IN- PLACE	OPTION #2 MILL IN PLACE WITH SIDEWALK GAPS COMPLETED	OPTION #3 CONVERSION TO CURB & GUTTER, STORM SEWER & SIDEWALK	ALTERNATE OPTION SIDEWALK ON ONE SIDE ONLY
Jason & Angelia M. Hirsch	903 W 5 th St	X (1)			N
John S. & Sarah L. Bennett	900 W 5 th St	X			-
Sidney E. & Gloria M. Johnson	903 W 6 th St			X	Y
Esther Franz	200 S Wisconsin Ave	X (2)			-
Esther Franz	S Wisconsin Ave	X			-
Rose S. Rychnovsky	204 S Wisconsin Ave	X (3)			N
Richard W. & Vicki L. Bravener	208 S Wisconsin Ave	X			Y
David J. Becker	214 S Wisconsin Ave	X			N
Zachary A. Burris	216 S Wisconsin Ave				
Jeremy U. Oetken	302 S Wisconsin Ave				
Mark R. Strohman	306 S Wisconsin Ave			X (4)	N
Jason L. Punke	308 S Wisconsin Ave				
Robert J. Jr. & Jessica A. Schiferl	310 S Wisconsin Ave			X (5)	Y (6)
Judith F. Mauritz	312 S Wisconsin Ave			X	N
Victor & Greta Meyers	901 W 4 th St			X	-
Jason A. & Corisa M. Prickett	900 W 4 th St	X			-
John A. Corrigan	402 S Wisconsin Ave		X (2 nd Choice)	X (1 st Choice)	Y
Oscar M. & Janice M. Delaluz	816 W Adler Rd	X (7)			Y
Fred & Loraine Schiltz	207 S Wisconsin Ave	X			-
Jill Sternitzky	213 S Wisconsin Ave	X			-
Irene H. Zimbeck	215 S Wisconsin Ave	X			N
Jean L. Doty	217 S Wisconsin Ave				
Scott Wittig	301 S Wisconsin Ave				
Jack Suits	303 S Wisconsin Ave			X	Y
Charles R. & Christly Treankler	307 S Wisconsin Ave	X			N
Ryan Schoolman	815 W 4 th St			X	Y
Thomas M. Martin	313 S Wisconsin Ave				
Gregory J. & Helen Yde Brown	814 W 4 th St				
Mark Guzman	405 S Wisconsin Ave				
Rafael Medina-Flores	815 W 5 th St				
Dennis R. & Kathleen M. Anderson	812 W 5 th St	X			Y
Sherry A. Salzman	511 S Wisconsin Ave	X			-
Did Not Respond to Survey	Red = Rental Unit				

COMMENTS

(1)	The four trees are dangerous – limbs continually fall – huge limbs – someone is going to get hurt. These trees are the ‘City’s’.
(2)	I’m still making payments on the Adler Road sidewalk.
(3)	How does the City of Marshfield expect elderly citizens to pay for additional street work when taxes on old properties are already extremely high in comparison to other communities?
(4)	In times of heavy snow storms I would like the snow banks removed like in other residential areas. Thank you.
(5)	Being so close to walking trails but not having a sidewalk to safely walk or bike to is a shame. We pay to maintain these trails and would like to use them. Traffic comes too quickly off of Adler and cars park on the road at the end of the block to safely do that now. People without sidewalks need to be reminded this is not their yard. Also, those of us at the low end of the block deal with the steep ditches. Most of us currently have sidewalks. We should not be penalized by continuing to mow the ditches and clean leaves and garbage out. Additionally, parking on our street is a problem. People will park on both sides because they pull into the ditch. This makes our road impassable. We firmly believe curb and gutter will help this situation. Mill in place would be a short sighted decision. We should all pay now to leave the City of Marshfield a better, safer City for our families.
(6)	Our preference is both sides but one side would be much better than the current choppy sidewalks.
(7)	I do not want sidewalk on my side of street.



City of
Marshfield
Memorandum

February 13, 2014

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Request for Yarn Display on the Veterans Parkway Dragon

BACKGROUND

The artist that organized the yarn bomb displays last summer is looking to do a spring display, on a smaller scale, as described in the attached memo. She is requesting permission to do a yarn display on the dragon on Veterans Parkway.

ANALYSIS

As with last year's displays it is located in the public right-of-way, so we are bringing it to the Board of Public Works for approval. Last year's displays appeared to be well received and did not cause any problems for city operations that I am aware of. Staff is not opposed to this request.

RECOMMENDATION

I recommend approval of the request for a temporary yarn display on the Veterans Parkway dragon, subject to the following conditions:

- The art display shall not interfere with use of the public sidewalk, traffic flow or use of other amenities on Veterans Parkway.
- The art display shall be limited to 30 days from the date of initial installation until removal and final cleanup is completed. It is anticipated that the display will be installed sometime in April of 2014.
- The engineering division shall be notified in advance of the date on which installation will begin.
- If the art display causes problems or is not properly maintained, the City reserves the right to order its removal before the approved time period is up.

Concurrence: 
Steve Barg, City Administrator

Knoeck, Dan

From: Kathleen Rulka <kmrulka@gmail.com>
Sent: Friday, February 07, 2014 4:14 PM
To: Knoeck, Dan
Subject: Spring Dragon Decor

Hello Dan,

I hope this day finds you well and that it has been a good season for you.

Looking ahead, I respectfully ask that you consider granting approval for a spring yarn decor for the dragon on Veterans Parkway.

Scott Larson at MACCI has requested something for the MACCI turtle that would cheer up people after a long cold winter.

Clyde and Nancy Wynia look forward to seeing the next project.

Margaret Peterson, an elder here in Marshfield, has expressed a hope that we collaborate with her to fulfill a creative project she has long dreamed of, that of putting a colorful cape on the dragon.

Again, this would be done with acrylic yarns that leave no lasting effect once the project is removed. I would maintain the integrity of the installation so that it remains intact and presentable.

I am thinking late March or sometime in April, depending on the snow cover.

As you and I agreed, we could look at dates to see if there is anything significant that should be considered for the city of Marshfield's scheduled events before we decide on a date it goes up, and comes down. Having it up for a shorter period of time is most likely the best option for everyone considered.

Please feel free to email me or call with any questions you may have.

Thank you very much. I look forward to hearing from you.
Kathleen Rulka