



CITY OF MARSHFIELD

MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, JUNE 2, 2014 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

- 1. Call meeting to order – Chairman Feirer
2. Approval of minutes of May 19, 2014 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Brian Panzer, Street Superintendent and Tom Turchi, City Engineer
5. Presentation of Wastewater Compliance Maintenance Annual Report – Presented by Sam Warp, Wastewater Superintendent
6. Preliminary Resolutions: – Presented by Tom Turchi, City Engineer
a. Resolution 2014-32 – West 26th Street (Central Avenue to Wittman Avenue)
b. Resolution 2014-33 – Hume Avenue (North of McMillan Street)
7. Approval of Cemetery maintenance contracts – Presented by Steve Barg, City Administrator
8. Board of Public Works Plan Review:
a. West 26th Street (Central Avenue to Wittman Avenue)
b. Hume Avenue (North of McMillan Street)
9. Review of Policy 5.200 Street Construction and Reconstruction – Presented by Dan Knoeck, Director of Public Works
10. Recommended items for future agendas
11. Adjournment

Posted this 30th day of May, 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
06/02/14

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of May 19, 2014 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Brian Panzer, Street Superintendent and Tom Turchi, City Engineer
5. Presentation of Wastewater Compliance Maintenance Annual Report – Presented by Sam Warp, Wastewater Superintendent
See attached report and Resolution No. 2014-31. **Recommend approval and refer to the Common Council for consideration.**
6. Preliminary Resolutions: – Presented by Tom Turchi, City Engineer
 - a. Resolution 2014-32 – West 26th Street (Central Avenue to Wittman Avenue)
 - b. Resolution 2014-33 – Hume Avenue (North of McMillan Street)See attached Preliminary Resolutions. **Recommend approval and refer to the Common Council for approval.**
7. Approval of Cemetery maintenance contracts – Presented by Steve Barg, City Administrator
See attached memo and contracts. **Recommend approval.**
8. Board of Public Works Plan Review:
 - a. West 26th Street (Central Avenue to Wittman Avenue)
 - b. Hume Avenue (North of McMillan Street)See attached plans. **Recommend approval and authorize advertising for bids.**
9. Review of Policy 5.200 Street Construction and Reconstruction – Presented by Dan Knoeck, Director of Public Works
See attached policy. This is a discussion item.
10. Recommended items for future agendas
11. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF MAY 19, 2014

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

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

EXCUSED: None

ALSO PRESENT: Alderpersons Earll & Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Panzer; Building Services Supervisor Pokorny; Police Chief Gramza; GIS Coordinator Buehler; Director of Planning & Economic Development Angell the media; and others.

PW14-77 Motion by Cummings, second by Wagner to recommend approval of the minutes of the May 5, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments – None

Street Superintendent Panzer presented a Street Division construction update. In addition, Panzer reported that the CN Railroad will be working on the northbound Central Avenue railroad crossing on Tuesday, May 20 starting at 7:00 AM. Brian also reported that the temporary closure of the Maple Avenue railroad crossing will go into effect at 6:00 am on Wednesday, May 21. City Engineer Turchi presented an Engineering Division construction update. Turchi also reported that there will be a survey on the City website looking for feedback on the Maple closure.

PW14-78 Motion by Wagner, second by Buttke to recommend approval of the low bid submitted by Don Nikolai Construction for demolition of buildings at 201 South Peach Avenue at a cost not to exceed \$12,020 and authorize execution of a contract.

Motion Carried

The Board discussed parking on East 17th Street from Central to Maple. The Board heard from Diane Klinke, 113 East 17th, who read a recent e-mail that she sent to her Alderman, Char Smith regarding this issue. Paul Winslow, 110 E 17th stated that he lives next to the motel and traffic is coming into the hotel lot and making a U-turn by using his driveway to exit back onto 17th Street. Mari Bohman stated that traffic on 17th Street is an issue because there are no other nearby routes connecting Central & Maple. Director of Planning & Economic Development Angell reported that the restaurant use is larger than was anticipated and the Conditional use will likely go back to the Plan Commission for review, but he would like to see how the proposed parking changes work before updating the Plan Commission.

PW14-79 Motion by Jockheck, second by Cummings to recommend approval of ‘No Parking’ on the north side of East 17th Street from 160 feet east of the east right of way line of Central Avenue to Maple Avenue, and that upon approval the Administrative Code of Traffic and Parking Regulations be amended accordingly.

Buttke voted ‘No’ Motion Carried

PW14-80 Motion by Buttke, second by Wagner to recommend approval of the City of Marshfield’s participation in the Wood County aerial photography project, direct staff to proceed with Option 3 which will partner with Marshfield Utilities, Wood County and Wood County’s partners and authorize staff to execute a memorandum of understanding with Wood County.

Motion Carried

The Board discussed the parking coupon concept which would give some relief to those customers parked downtown whose appointments extend beyond 90 minutes and they get a parking ticket. Wagner is concerned that this encourages bad behavior by not requiring longer term parkers to use the 3 hour municipal lots rather than park on the street. Buttke questioned why we don't enforce parking restrictions during the peak shopping period in December when you would think you'd want to encourage more turnover of vehicles. Cummings felt that there would be no harm in a trial period.

PW14-81 Motion by Jockheck, second by Cummings to recommend approval of the downtown parking coupon books policy as presented, with a trial period of use from June 1, 2014 to November 30, 2014.

Buttke & Wagner Voted 'No' Motion Carried

PW14-82 Motion by Jockheck, second by Wagner to recommend approval of an easement through the 'Chicago' municipal parking lot for Data Flow, 112 West 5th Street, as presented.

Motion Carried

PW14-83 Motion by Cummings, second by Jockheck to adjourn to closed session at 6:26 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.

- Purchase of land for Hume Avenue

Roll call vote, all 'Ayes' Motion Carried

Present in Closed Session: Aldermen Feirer, Wagner, Jockheck, Buttke & Cummings; Director of Public Works Knoeck; City Engineer Turchi.

PW14-84 Motion by Jockheck, second by Cummings to reconvene in open session at 6:39 PM.

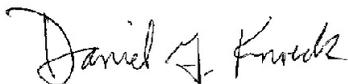
Roll call vote, all 'Ayes' Motion Carried

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

Recommended items for future agendas: None

Motion by Buttke, second by Cummings that the meeting be adjourned at 6:40 PM.

Motion Carried



Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Influent Flow and Loading

Questions								
1.	Monthly average flows and (C)BOD loadings.							
	InFluent No.702	Influent Monthly Average Flow, MGD	X	Influent Monthly Average (C)BOD Concentrati on mg.l	X	8.34	=	Influent Monthly Average(C) BOD Loading, pounds/day
	January	2.511	X	180	X	8.34	=	3760
	February	2.408	X	189	X	8.34	=	3803
	March	2.773	X	201	X	8.34	=	4645
	April	5.344	X	112	X	8.34	=	4990
	May	4.586	X	143	X	8.34	=	5452
	June	4.028	X	167	X	8.34	=	5597
	July	3.108	X	181	X	8.34	=	4691
	August	2.752	X	219	X	8.34	=	5019
	September	2.538	X	208	X	8.34	=	4396
	October	2.830	X	243	X	8.34	=	5739
	November	2.489	X	218	X	8.34	=	4525
	December	2.146	X	279	X	8.34	=	5000
2.	Maximum month design flow and design (C)BOD loading.							
		Design	X	%	=	% of Design		
	Max Month Design Flow, MGD	7.91	x	90	=	7.119		
			x	100	=	7.91		
	Design (C)BOD, lbs./day	11000	x	90	=	9900		
			x	100	=	11000		

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Influent Flow and Loading (Continued)

3. Number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent Flow	Number of times flow was greater than 90% of design	Number of times flow was greater than 100% of design	Number of times (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each exceedance		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

4. Was the influent flow meter calibrated in the last year?

- Yes Enter last calibration date, MM/DD/YYYY 2/27/2013
- No -explain

5. Sewer Use Ordinance

5.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

- Yes
- No

If No, please describe:

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

**Last Updated:
5/27/2014**

Reporting Year: 2013

Influent Flow and Loading (Continued)

	<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 10px;"></div> <p>5.2 Was it necessary to enforce?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 10px;"></div>
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6. Septage Receiving

	<p>6.1 Did you have requests to receive septage at your facility?</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width: 33%;">Septic Tanks</th> <th style="width: 33%;">Holding Tanks</th> <th style="width: 33%;">Grease Traps</th> </tr> <tr> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No</td> </tr> </table> <p>6.2 Did you receive septage at your facility? If yes, indicate volume in gallons</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width: 33%;">Septic Tanks</th> <th style="width: 33%;">Holding Tanks</th> <th style="width: 33%;">Grease Traps</th> </tr> <tr> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No</td> </tr> <tr> <td>141,200 gal</td> <td>10,982,650 gal</td> <td>gal</td> </tr> </table> <p>6.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 10px; padding: 5px;"> The plant performance was not affected by receiving these wastes. </div>	Septic Tanks	Holding Tanks	Grease Traps	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Septic Tanks	Holding Tanks	Grease Traps	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	141,200 gal	10,982,650 gal	gal
Septic Tanks	Holding Tanks	Grease Traps														
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No														
Septic Tanks	Holding Tanks	Grease Traps														
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No														
141,200 gal	10,982,650 gal	gal														

7. Pretreatment

	<p>7.1 Did your facility experience operational problems, permit violations, biosolids quality concerns or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, describe the situation and your community's response:</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 10px;"></div> <p>7.2 Did your facility accept hauled industrial wastes, landfill leachate, etc?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the plant from the discharge of hauled industrial wastes.</p>
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COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Influent Flow and Loading (Continued)

	<p>Membrane bioreactor and untreated dairy wastes were received. These loads are discharged into a separate holding tank and bled into our treatment facility to avert slug loading. All loads are lab analyzed. No adverse affects to the plant performance were experienced from receiving these wastes.</p>
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Effluent Quality and Plant Performance ((C)BOD)

Questions							
1.	Monthly average effluent values, exceedances, and points for (C)BOD:						
	Outfall No.002	Monthly Average C(BOD) Limit (mg/L)	90% of Permit Limit >10 (mg/L)*	Effluent Monthly Average C(BOD) (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
	January	16	14.4	3	1	0	0
	February	16	14.4	5	1	0	0
	March	16	14.4	6	1	0	0
	April	16	14.4	5	1	0	0
	May	16	14.4	4	1	0	0
	June	16	14.4	3	1	0	0
	July	16	14.4	2	1	0	0
	August	16	14.4	2	1	0	0
	September	16	14.4	3	1	0	0
	October	16	14.4	4	1	0	0
	November	16	14.4	2	1	0	0
	December	16	14.4	3	1	0	0
	* Equals limit if limit is <=10						
	Months of Discharge/yr				12		
	Points per each exceedance with 12 months of discharge:					7	3
	Exceedances					0	0
	Points					0	0
	Total Number of Points						0
	<p>NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0</p>						
2.	If any violations occurred, what action was taken to regain compliance?						
	No violations occurred.						
3.	Was the effluent flow meter calibrated in the last year?						
	<input checked="" type="radio"/> Yes - enter last calibration date, MM/DD/YYYY:					02/27/2013	
	<input type="radio"/> No - explain:						

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Effluent Quality and Plant Performance ((C)BOD) (Continued)

4.	What problems, if any, were experienced over the last year that threatened treatment?
	None.
5.	Other Monitoring and Limits
	<p>5.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as metals, pH, residual chlorine, or fecal coliform?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> We have a variance for copper and have occasionally exceeded that limit for many years. The source is the quality of the drinking water which attacks the piping system. </div>
	<p>5.2 At any time in the past year was there an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Our WPDES permit required us to perform a chronic WET test in the first quarter and both acute and chronic in the third quarter. </div>
	<p>5.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA </p> <p>Please explain unless not applicable:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Multiple loads of porta-potty waste were dropped into a separate tank for bleeding into the system. The lower valve malfunctioned and slugged the system. This occurred the same day as our WET testing which ultimately failed. The valve was replaced and subsequent WET testing has all passed. </div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Effluent Quality and Plant Performance (Total Suspended Solids)

Questions						
1.	Monthly average effluent values, exceedances, and points for TSS:					
Outfall No.002	Monthly Average TSS Limit (mg/L)	90% of Permit Limit >10 (mg/L)*	Effluent Monthly Average TSS (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	20	18	5	1	0	0
February	20	18	7	1	0	0
March	20	18	9	1	0	0
April	20	18	8	1	0	0
May	20	18	6	1	0	0
June	20	18	5	1	0	0
July	20	18	4	1	0	0
August	20	18	4	1	0	0
September	20	18	4	1	0	0
October	20	18	4	1	0	0
November	20	18	5	1	0	0
December	20	18	5	1	0	0
* Equals limit if limit is <=10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					7	3
Exceedances					0	0
Points					0	0
Total Number of Points						0
<p>NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$</p>						
2.	If any violations occurred, what action was taken to regain compliance?					

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Effluent Quality and Plant Performance (Phosphorus)

Questions					
1.	Monthly average effluent values, exceedances, and points for Phosphorus:				
	Outfall No.002	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
	January	1	0.9	1	0
	February	1	1.0	1	0
	March	1	1.0	1	0
	April	1	0.8	1	0
	May	1	0.9	1	0
	June	1	0.8	1	0
	July	1	0.9	1	0
	August	1	0.9	1	0
	September	1	0.9	1	0
	October	1	1.0	1	0
	November	1	0.7	1	0
	December	1	0.8	1	0
	Months of Discharge/yr			12	
	Points per each exceedance with 12 months of discharge:				10
	Exceedances				0
	Total Number of Points				0
	<p>NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$</p>				
2.	If any violations occurred, what action was taken to regain compliance?				

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Biosolids Quality and Management

	Questions	Points						
1.	<p>Biosolids Use/Disposal:</p> <p>1.1 How did you use or dispose of your biosolids?(Check all that apply)</p> <p> <input checked="" type="checkbox"/> Land Applied Under Your Permit <input type="checkbox"/> Publicly Distributed Exceptional Quality Biosolids <input type="checkbox"/> Hauled to Another Permitted Facility <input type="checkbox"/> Landfilled <input type="checkbox"/> Incinerated <input type="checkbox"/> Other </p> <p>NOTE:If you do not remove biosolids from your system annually, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc, and if biosolids were land applied last year, please also check top box above.</p> <p>1.1.1 If you checked Other, Please describe: <input style="width: 400px; height: 20px;" type="text"/></p>							
2.	<p>Land Application Site:</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td colspan="2" style="text-align: center;">Last Year's Approved and Active Land Application Sites</td> </tr> <tr> <td style="width: 50%;">2.1.1 How many acres did you have?</td> <td style="width: 50%;">2.1.2 How many acres did you use?</td> </tr> <tr> <td style="text-align: center;">4859.50 acres</td> <td style="text-align: center;">403 acres</td> </tr> </table> <p>2.2 If you did not have enough acres for your land application needs, what action was taken? <input style="width: 400px; height: 20px;" type="text"/></p>	Last Year's Approved and Active Land Application Sites		2.1.1 How many acres did you have?	2.1.2 How many acres did you use?	4859.50 acres	403 acres	
Last Year's Approved and Active Land Application Sites								
2.1.1 How many acres did you have?	2.1.2 How many acres did you use?							
4859.50 acres	403 acres							
	<p>2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?</p> <p> <input type="radio"/> Yes(30 points) <input checked="" type="radio"/> No </p>	0						
	<p>2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No (10 points) <input type="radio"/> N/A </p>	0						
3.	<p>Biosolids Metals</p> <p>Number of biosolids outfalls in your WPDES permit = 1</p> <p>3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year</p>							
BIOSOLIDS METALS CHARACTERISTICS								

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

**Last Updated:
5/27/2014**

Reporting Year: 2013

Biosolids Quality and Management (Continued)

Outfall:003 - LAND APPLICATION

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	mg/kg on a dry weight basis												Times Exceeded			
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling	
arsenic		41	75			3.9	<4.4					5.9				3		0	0
cadmium		39	85			.2	.65					.64				.4		0	0
copper		1500	4300			240	290					380				280		0	0
lead		300	840			14	21					18				18		0	0
mercury		17	57			.59	<.42					.55				.46		0	0
molybdenum	60		75			8.6	9.5					12				8.3	0		0
nickel	336		420			25	29					41				30	0		0
selenium	80		100			<6.5	<11					<8.2				<6.3	0		0
zinc		2800	7500			260	310					530				330		0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel or selenium = 0

Exceedance Points		
<input checked="" type="radio"/>	0	0 Points
<input type="radio"/>	1-2	10 Points
<input type="radio"/>	> 2	15 Points

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loadings at each land application site? (check applicable box)

- Yes
- No (10 points)
- NA. Did not exceed limits or no HQ limit applies (0 points)
- NA. Did not land apply biosolids until limit was met(0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedance Points		
<input checked="" type="radio"/>	0	0 Points
<input type="radio"/>	1	10 Points
<input type="radio"/>	> 1	15 Points

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes(20 points)
- No (0 points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken?

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Biosolids Quality and Management (Continued)

	Has the source of the metals been identified?																																																	
	<div style="border: 1px solid black; width: 400px; height: 20px; margin: 0 auto;"></div>																																																	
4.	Pathogen Control(per outfall):																																																	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 40%;">Outfall Number:</td><td>003</td></tr> <tr><td>Biosolids Class:</td><td>B</td></tr> <tr><td>Bacteria Type and Limit</td><td>F</td></tr> <tr><td>Sample Dates:</td><td>01/01/2013 12:00:00 AM - 03/31/2013 12:00:00 AM</td></tr> <tr><td>Density:</td><td>147911</td></tr> <tr><td>Sample Concentrator Amount:</td><td>CFU/G TS</td></tr> <tr><td>Process:</td><td>AEROB</td></tr> <tr><td>Process Description:</td><td>Aerated storage tanks</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 40%;">Outfall Number:</td><td>003</td></tr> <tr><td>Biosolids Class:</td><td>B</td></tr> <tr><td>Bacteria Type and Limit</td><td>F</td></tr> <tr><td>Sample Dates:</td><td>04/01/2013 12:00:00 AM - 06/30/2013 12:00:00 AM</td></tr> <tr><td>Density:</td><td>218776</td></tr> <tr><td>Sample Concentrator Amount:</td><td>CFU/G TS</td></tr> <tr><td>Process:</td><td>AEROB</td></tr> <tr><td>Process Description:</td><td>Aerated storage tanks.</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 40%;">Outfall Number:</td><td>003</td></tr> <tr><td>Biosolids Class:</td><td>B</td></tr> <tr><td>Bacteria Type and Limit</td><td>F</td></tr> <tr><td>Sample Dates:</td><td>07/01/2013 12:00:00 AM - 09/30/2013 12:00:00 AM</td></tr> <tr><td>Density:</td><td>87096</td></tr> <tr><td>Sample Concentrator Amount:</td><td>CFU/G TS</td></tr> <tr><td>Process:</td><td>AEROB</td></tr> <tr><td>Process Description:</td><td>Aerated storage tanks</td></tr> </table>	Outfall Number:	003	Biosolids Class:	B	Bacteria Type and Limit	F	Sample Dates:	01/01/2013 12:00:00 AM - 03/31/2013 12:00:00 AM	Density:	147911	Sample Concentrator Amount:	CFU/G TS	Process:	AEROB	Process Description:	Aerated storage tanks	Outfall Number:	003	Biosolids Class:	B	Bacteria Type and Limit	F	Sample Dates:	04/01/2013 12:00:00 AM - 06/30/2013 12:00:00 AM	Density:	218776	Sample Concentrator Amount:	CFU/G TS	Process:	AEROB	Process Description:	Aerated storage tanks.	Outfall Number:	003	Biosolids Class:	B	Bacteria Type and Limit	F	Sample Dates:	07/01/2013 12:00:00 AM - 09/30/2013 12:00:00 AM	Density:	87096	Sample Concentrator Amount:	CFU/G TS	Process:	AEROB	Process Description:	Aerated storage tanks	
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COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Biosolids Quality and Management (Continued)

Outfall Number:	003	
Biosolids Class:	B	
Bacteria Type and Limit	F	
Sample Dates:	10/01/2013 12:00:00 AM - 12/31/2013 12:00:00 AM	
Density:	147911	
Sample Concentrator Amount:	CFU/G TS	
Process:	AEROB	
Process Description:	Aerated storage tanks.	

4.1 If exceeded Class B limit or did not meet the process criteria at the time of land application(40 Points)

4.1.1 Was the limit exceeded or the process criteria not met at any time?

Yes
 No

If yes, what action was taken?

5. Vector Attraction Reduction(per outfall):0

Outfall Number:	003	
Method Date:	03/31/2013 12:00:00 AM	
Option Used To Satisfy Requirement:	INJ	
Limit (if applicable):		
Results (if applicable):		
Outfall Number:	003	
Method Date:	06/30/2013 12:00:00 AM	
Option Used To Satisfy Requirement:	INJ	
Limit (if applicable):		
Results (if applicable):		
Outfall Number:	003	
Method Date:	09/30/2013 12:00:00 AM	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Biosolids Quality and Management (Continued)

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Option Used To Satisfy Requirement:</td> <td>INJ</td> </tr> <tr> <td>Limit (if applicable):</td> <td></td> </tr> <tr> <td>Results (if applicable):</td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Outfall Number:</td> <td>003</td> </tr> <tr> <td>Method Date:</td> <td>12/31/2013 12:00:00 AM</td> </tr> <tr> <td>Option Used To Satisfy Requirement:</td> <td>INJ</td> </tr> <tr> <td>Limit (if applicable):</td> <td></td> </tr> <tr> <td>Results (if applicable):</td> <td></td> </tr> </table>	Option Used To Satisfy Requirement:	INJ	Limit (if applicable):		Results (if applicable):		Outfall Number:	003	Method Date:	12/31/2013 12:00:00 AM	Option Used To Satisfy Requirement:	INJ	Limit (if applicable):		Results (if applicable):			
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Option Used To Satisfy Requirement:	INJ																		
Limit (if applicable):																			
Results (if applicable):																			
	<p>5.1 If the limit or criteria was exceeded at the time of land application, 40 point</p> <p>5.1.1 Was the limit exceeded or the process criteria not met at any time?</p> <p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 400px; margin-top: 5px;"></div>	0																	
6.	Biosolids Storage:0																		
	<p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <p> <input checked="" type="radio"/> >+ 180 days (0 points) <input type="radio"/> 150 - 179 days (10 points) <input type="radio"/> 120 - 149 days (20 points) <input type="radio"/> 90 - 119 days (30 points) <input type="radio"/> < 90 days (40 points) <input type="radio"/> Not Applicable (0 points) </p>	0																	
	<p>6.2 If you check Not Applicable above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 400px; margin-top: 5px;"></div>																		
7.	Issues:																		
	<p>7.1 Describe any outstanding biosolids issues with treatment, use or overall mgt?</p> <div style="border: 1px solid black; height: 20px; width: 400px; margin-top: 5px;"></div>																		

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Biosolids Quality and Management (Continued)

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Biosolids Quality and Management (Continued)

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Staffing and Preventative Maintenance (All Treatment Plants)

	Questions	Points
1.	<p>Was your wastewater treatment plant adequately staffed last year?</p> <p style="margin-left: 40px;"> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>If No, please describe:</p> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 40px;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 40px;"></div>	
2.	<p>Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <p style="margin-left: 40px;"> <input checked="" type="radio"/> Yes <input type="radio"/> No. Explain </p> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 40px;"></div>	
3.	<p>Did your plant have a <u>documented AND implemented</u> plan for preventative maintenance on major equipment items?</p> <p style="margin-left: 40px;"> <input checked="" type="radio"/> Yes (Continue with questions below) <input type="radio"/> No (40 points and go to question 6) </p> <p>If No, explain:</p> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 40px;"></div>	0
4.	<p>Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <p style="margin-left: 40px;"> <input checked="" type="radio"/> Yes <input type="radio"/> No (10 points) </p>	0
5.	<p>Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <p style="margin-left: 40px;"> <input checked="" type="radio"/> Yes <input type="radio"/> (Paper file system) <input type="radio"/> (Computer program) <input checked="" type="radio"/> (Both Paper and Computer) <input type="radio"/> No (10 points) </p>	0
6.	<p>Did your plant have a detailed O&M Manual that was used as a reference when needed?</p>	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Staffing and Preventative Maintenance (All Treatment Plants) (Continued)

	<input checked="" type="radio"/> Yes <input type="radio"/> No	
7.	Rate the overall maintenance of your wastewater plant.	
	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
	Describe your rating: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> We have a great group of employees who take pride in their work and enjoy giving tours to show it off. Thus they actively work on both the preventive and required maintenance. </div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Operator Certification and Education

Questions		Points
1.	Did you have a designated operator-in-charge during the report year?	0
	<p> <input checked="" type="radio"/> Yes (0 point) <input type="radio"/> No (20 points) </p> <p>Name: <input style="width: 500px;" type="text" value="SAMUEL H WARP JR"/></p> <p>Certification No: <input style="width: 500px;" type="text" value="22170"/></p>	
2.	In accordance with Chapter NR 114.08 and 114.09, Wisconsin Administrative Code, what grade and subclass(es) were required for the operator-in-charge to operate the wastewater treatment plant and what grade and subclass(es) were held by the operator-in-charge?	
	<p>Required: <input style="width: 500px;" type="text" value="4 - CGIJ; C - ACTIVATED SLUDGE; G - MECHANICAL SLUDGE; I - PHOSPHORUS REMOVAL; J - LABORATORY"/></p> <p>Held: <input style="width: 500px;" type="text" value="4 - ADIK; 2 - G; 1 - J; T - BCEF; 4 - A=PRIMARY SETTLING GRADE 4; D=PONDS/AERATED LAGOONS GRADE 4; I=PHOSPHORUS REMOVAL GRADE 4; K=SPECIAL K GRADE 4; 2 - G=MECHANICAL SLUDGE GRADE 2; 1 - J=LABORATORY GRADE 1; T - B=TRICKLING FILTER/RBC GRADE T; C=ACTIVATED SLUDGE GRADE T; E=DISINFECTION GRADE T; F=ANAEROBIC DIGESTION GRADE T"/></p>	
3.	Was the operator-in-charge certified at the appropriate level to operate this plant?	0
	<p> <input checked="" type="radio"/> Yes (0 point) <input type="radio"/> No (20 points) </p>	
4.	In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation & maintenance of the plant that includes one or more of the following options (check all that apply):	0
	<p>4.1 <input checked="" type="checkbox"/> one or more additional certified operators on staff</p> <p>4.2 <input type="checkbox"/> an arrangement with another certified operator</p> <p>4.3 <input type="checkbox"/> an arrangement with another community with a certified operator</p> <p>4.4 <input type="checkbox"/> an operator on staff who has an operator-in-training certificate for your plant and is expected be certified within one year</p> <p>4.5 <input type="checkbox"/> a consultant to serve as your certified operator</p> <p>4.6</p>	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Operator Certification and Education (Continued)

	<input type="checkbox"/> None of the above (20 points) Explain: <input style="width: 50%; height: 20px;" type="text"/>	
5.	If you had a designated operator-in-charge, was the operator-in-charge earning continuing education credits at the following rates? Grades T, 1, and 2: <input type="radio"/> Averaging 6 or more CEUs per year <input type="radio"/> Averaging less than 6 CEUs per year Grades 3 and 4: <input checked="" type="radio"/> Averaging 8 or more CEUs per year <input type="radio"/> Averaging less than 8 CEUs per year Not applicable: <input type="radio"/> See Question 1.	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

**Last Updated:
5/27/2014**

Reporting Year: 2013

Financial Management

	Questions	Points						
1.	Person Providing This Financial Information							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Name:</td> <td>Brenda Hanson</td> </tr> <tr> <td>Telephone:</td> <td>(715) 486-2066</td> </tr> <tr> <td>E-Mail Address(optional):</td> <td>brenda.hanson@ci.marshfield.wi.us</td> </tr> </table>	Name:	Brenda Hanson	Telephone:	(715) 486-2066	E-Mail Address(optional):	brenda.hanson@ci.marshfield.wi.us	
Name:	Brenda Hanson							
Telephone:	(715) 486-2066							
E-Mail Address(optional):	brenda.hanson@ci.marshfield.wi.us							
2.	Are User Charge or other Revenues sufficient to cover O&M Expenses for your wastewater treatment plant AND/OR collection system ?	0						
	<p style="margin-left: 40px;"> <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) </p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 40px;"></div>							
3.	When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2013	0						
	<p style="margin-left: 40px;"> <input checked="" type="radio"/> 0-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> Not Applicable (Private Facility) </p>							
4.	Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?	0						
	<p style="margin-left: 40px;"> <input checked="" type="radio"/> Yes <input type="radio"/> No (40 points) </p>							
REPLACEMENT FUNDS(PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 5)								
5.	Equipment Replacement Funds							
	5.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2013	0						
	<p style="margin-left: 40px;"> <input checked="" type="radio"/> 1-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> Not Applicable Explain: </p> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 40px;"></div>							
	5.2 What amount is in your Replacement Fund? Equipment Replacement Fund Activity							
	5.2.1 Ending Balance Reported on Last Year's CMAR:	\$1262391.07						

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

**Last Updated:
5/27/2014**

Reporting Year: 2013

Financial Management (Continued)

	5.2.2 Adjustments if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$0.00
	5.2.3 Adjusted January 1st Beginning Balance		\$1,262,391.07
	5.2.4 Additions to Fund (e.g., portion of User Fee, earned interest, etc.)	+	\$1,250.63
	5.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 5.2.5.1 below*.)	-	\$0.00
	5.2.6 Ending Balance as of December 31st for CMAR Reporting Year		\$1,263,641.70
(All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.) *5.2.5.1. Indicate adjustments, equipment purchases and/or major repairs from 5.2.5 above <div style="border: 1px solid black; height: 20px; width: 60%; margin: 5px auto;"></div>			

	5.3 What amount should be in your replacement fund?	\$1,202,086.00
(If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP option button.)		

	5.3.1 Is the Dec. 31 Ending Balance in your Replacement Fund above (#5.2.6) equal to or greater than the amount that should be in it(#5.3)? <input checked="" type="radio"/> Yes <input type="radio"/> No Explain:	
<div style="border: 1px solid black; height: 20px; width: 60%; margin: 5px auto;"></div>		

6. Future Planning

	6.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating or new construction of your treatment facility or collection system? <input checked="" type="radio"/> Yes (If yes, please provide major project information, if not already listed below) <input type="radio"/> No	
--	--	--

Project Description	Estimated Cost	Approximate Construction Year
Collection system replacements or rehabilitations	\$1404000	2014
Replace 8th Street Lift Station and standby generator	\$270,000.00	2015
Collection system replacements or rehabilitations	\$693,130.00	2015
Collection system replacements or rehabilitations	\$850,000.00	2016
Collection system replacements or rehabilitations	\$850,000.00	2017
Collection system replacements or rehabilitations	\$875,000.00	2018
Collection system replacements or rehabilitations	\$875,000.00	2019

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

**Last Updated:
5/27/2014**

Reporting Year: 2013

Financial Management (Continued)

	Collection system replacements or rehabilitations	\$900,000.00	2020	
	New MCC center for north east lift station	\$300,000.00	2018	
	Collection system replacements or rehabilitations	\$900,000.00	2021	
	Collection system replacements or rehabilitations	\$900,000.00	2022	
	Collection system replacements or rehabilitations	\$925,000.00	2023	
7.	Financial Management General Comments:			
	<div style="border: 1px solid black; width: 600px; height: 25px; margin: 0 auto;"></div>			

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Sanitary Sewer Collection Systems

Questions		Points
1.	Do you have a Capacity, Management, Operation & Maintenance(CMOM) requirement in your WPDES permit?	
	<input checked="" type="radio"/> Yes <input type="radio"/> No	
2.	Did you have a <u>documented</u> (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance or CMOM program last calendar year?	0
	<input checked="" type="radio"/> Yes (go to question 3) <input type="radio"/> No (30 points) (go to question 4)	
3.	Check the elements listed below that are included in your Operation and Maintenance (O&M) or CMOM program.:	
	<div style="border: 1px solid black; padding: 5px;"> <input checked="" type="checkbox"/> Goals: Describe the specific goals you have for your collection system: A reduction in clearwater I&I through the allocation of \$850,000+ per year, over the next 10 years for new sanitary sewer installations, replacements and rehabilitations. In addition, extensive mainline maintenance and inspections including cleaning, televising, manhole inspections, repairs and replacements,house to house clearwater inspections, private property lateral inspections and replacements, along with fats, oils and grease control and the replacement of a lift station and generator. </div> <input checked="" type="checkbox"/> Organization: Do you have the following written organizational elements (check only those that you have): <input checked="" type="checkbox"/> Ownership and governing body description <input checked="" type="checkbox"/> Organizational chart <input checked="" type="checkbox"/> Personnel and position descriptions <input checked="" type="checkbox"/> Internal communication procedures <input checked="" type="checkbox"/> Public information and education program <input checked="" type="checkbox"/> Legal Authority: Do you have the legal authority for the following (check only those that apply): <input checked="" type="checkbox"/> Sewer use ordinance Last Revised MM/DD/YYYY 11/26/2013 <input checked="" type="checkbox"/> Pretreatment/Industrial control Programs <input checked="" type="checkbox"/> Fat, Oil and Grease control <input checked="" type="checkbox"/> Illicit discharges (commercial, industrial) <input checked="" type="checkbox"/> Private property clear water (sump pumps, roof or foundation drains, etc) <input checked="" type="checkbox"/> Private lateral inspections/repairs <input checked="" type="checkbox"/> Service and management agreements <input checked="" type="checkbox"/> Maintenance Activities: details in Question 4 <input checked="" type="checkbox"/> Design and Performance Provisions: How do you ensure that your sewer system is designed and constructed properly? <input checked="" type="checkbox"/> State plumbing code	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Sanitary Sewer Collection Systems (Continued)

	<input checked="" type="checkbox"/> DNR NR 110 standards <input checked="" type="checkbox"/> Local municipal code requirements <input checked="" type="checkbox"/> Construction, inspection and testing <input type="checkbox"/> Others: <input checked="" type="checkbox"/> Overflow Emergency Response Plan: Does your emergency response capability include (check only those that you have): <input checked="" type="checkbox"/> Alarm system and routine testing <input checked="" type="checkbox"/> Emergency equipment <input checked="" type="checkbox"/> Emergency procedures <input checked="" type="checkbox"/> Communications/Notifications (DNR, Internal, Public, Media etc) <input checked="" type="checkbox"/> Capacity Assurance: How well do you know your sewer system? Do you have the following? <input checked="" type="checkbox"/> Current and up-to-date sewer map <input checked="" type="checkbox"/> Sewer system plans and specifications <input checked="" type="checkbox"/> Manhole location map <input checked="" type="checkbox"/> Lift station pump and wet well capacity information <input checked="" type="checkbox"/> Lift station O&M manuals Within your sewer system have you identified the following? <input checked="" type="checkbox"/> Areas with flat sewers <input checked="" type="checkbox"/> Areas with surcharging <input checked="" type="checkbox"/> Areas with bottlenecks or constrictions <input checked="" type="checkbox"/> Areas with chronic basement backups or SSO's <input checked="" type="checkbox"/> Areas with excess debris, solids or grease accumulation <input checked="" type="checkbox"/> Areas with heavy root growth <input checked="" type="checkbox"/> Areas with excessive infiltration/inflow (I/I) <input checked="" type="checkbox"/> Sewers with severe defects that affect flow capacity <input checked="" type="checkbox"/> Adequacy of capacity for new connections <input checked="" type="checkbox"/> Lift station capacity and/or pumping problems <input checked="" type="checkbox"/> Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed. <input checked="" type="checkbox"/> Special Studies Last Year(check only if applicable): <input checked="" type="checkbox"/> Infiltration/Inflow (I/I) Analysis <input type="checkbox"/> Sewer System Evaluation Survey (SSES) <input type="checkbox"/> Sewer Evaluation and Capacity Management Plan (SECAP) <input checked="" type="checkbox"/> Lift Station Evaluation Report <input type="checkbox"/> Others:	
--	--	--

4. Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained:

Cleaning	31.4	% of system/year
Root Removal	0.1	% of system/year
Flow Monitoring	9.0	% of system/year
Smoke Testing	0	% of system/year

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

**Last Updated:
5/27/2014**

Reporting Year: 2013

Sanitary Sewer Collection Systems (Continued)

Sewer Line Televising	8.7	% of system/year
Manhole Inspections	3.2	% of system/year
Lift Station O&M	156	# per L.S./year
Manhole Rehabilitation	1.9	% of manholes rehabed
Mainline Rehabilitation	0.1	% of sewer lines rehabed
Private Sewer Inspections	0.1	% of system/year
Private Sewer I/I Removal	0.1	% of private services
Please include additional comments about your sanitary sewer collection system below:		

5. Provide the following collection system and flow information for the past year:

37.25	Total Actual Amount of Precipitation Last Year
32	Annual Average Precipitation (for your location)
138	Miles of Sanitary Sewer
4	Number of Lift Stations
0	Number of Lift Station Failure
0	Number of Sewer Pipe Failures
0	Number of Basement Backup Occurrences
2	Number of Complaints
3.126	Average Daily Flow in MGD
160.33	Peak Monthly Flow in MGD(if available)
9.396	Peak Hourly Flow in MGD(if available)

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

**Last Updated:
5/27/2014**

Reporting Year: 2013

Sanitary Sewer Collection Systems (Continued)

LIST OF SANITARY SEWER OVERFLOWS (SSO) REPORTED				
	Date	Location	Cause	Estimated Volume (MG)
NONE REPORTED				
<p>** If there were any SSO's that are not listed above, please contact the DNR and stop work on this section until corrected.</p> <p>What actions were taken, or are underway, to reduce or eliminate SSO occurrences in the future?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
PERFORMANCE INDICATORS				
0.00	Lift Station Failures(failures/ps/year)			
0.00	Sewer Pipe Failures(pipe failures/sewer mile/yr)			
0.00	Sanitary Sewer Overflows (number/sewer mile/yr)			
0.00	Basement Backups(number/sewer mile)			
0.01	Complaints (number/sewer mile)			
51.3	Peaking Factor Ratio (Peak Monthly:Annual Daily Average)			
3.0	Peaking Factor Ratio(Peak Hourly:Annual daily Average)			
6.	Was infiltration/inflow(I/I) significant in your community last year?			
<p style="margin-left: 20px;"> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; padding: 5px; margin-left: 20px;"> The wastewater plant received 464 million gallons more water than the water department pumped into the distribution system. That's a 68% increase, which comes from I/I. </div>				
7.	Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?			
<p style="margin-left: 20px;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-left: 20px;"></div>				
8.	Explain any infiltration/inflow(I/I) changes this year from previous years?			
<div style="border: 1px solid black; padding: 5px; margin-left: 20px;"> The city received almost 10 inches more rain this year versus last year. It came in downpours which results in more I/I. </div>				
9.	What is being done to address infiltration/inflow in your collection system?			
<div style="border: 1px solid black; padding: 5px; margin-left: 20px;"> We will be spending \$900,000 on just CIPP lining in 2014 to reduce public sourced I/I. </div>				

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:
5/27/2014

Reporting Year: 2013

Sanitary Sewer Collection Systems (Continued)

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:

Reporting Year: 2013

WPDES No.0021024

GRADING SUMMARY				
SECTION	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent Loadings	A	4.0	3	12
Effluent Quality:BOD	A	4.0	10	40
Effluent Quality:TSS	A	4.0	5	20
Effluent Quality:P	A	4.0	3	12
Biosolids Mgt.	A	4.0	5	20
Prev.Maintenance.Staffing	A	4.0	1	4
Operator Certification	A	4.0	1	4
Financial Management	A	4.0	1	4
Collection Systems	A	4.0	3	12
TOTALS			32	128
GRADE POINT AVERAGE(GPA)=4.00		4.00		

Notes:

- A = Voluntary Range
- B = Voluntary Range
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Marshfield Wastewater Treatment Facility

Last Updated:

Reporting Year: 2013

Resolution or Owner's Statement

NAME OF GOVERNING BODY OR OWNER	DATE OF RESOLUTION OR ACTION TAKEN
City of Marshfield	06/02/2014
RESOLUTION NUMBER	
2014-28	
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F. Regardless of grade, required for Collection Systems if SSO's were reported):	
Influent Flow and Loadings: Grade=A	
Effluent Quality: BOD: Grade=A	
Effluent Quality: TSS: Grade=A	
Effluent Quality: Phosphorus: Grade=A	
Biosolids Quality and Management: Grade=A	
Staffing: Grade=A	
Operator Certification: Grade=A	
Financial Management: Grade=A	
Collection Systems: Grade=A	
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00) G.P.A. = 4.00	

RESOLUTION NO. 2014-31

Resolved, that the City of Marshfield informs the Wisconsin Department of Natural Resources that the following actions were taken by the Common Council of the City of Marshfield:

1. Reviewed the Compliance Maintenance Annual Report which is attached to this Resolution.

Passed by a (majority) (unanimous) vote of the Common Council on the _____ day of _____, 2014.

ADOPTED _____

Chris Meyer, Mayor

APPROVED _____

Lori A. Panzer, Deputy City Clerk

RESOLUTION NO. 2014-32
SPECIAL ASSESSMENT
PRELIMINARY RESOLUTION

Preliminary Resolution in the matter of **Improvement Project No.**

312116 - Street Reconstruction – West 26th Street – Central Avenue to Wittman Avenue.

RESOLVED, by the Common Council of the City of Marshfield, Wisconsin:

SECTION 1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvement:

Street reconstruction, storm sewer laterals, concrete sidewalk, concrete curb and gutter, asphalt paving and concrete driveway aprons.

SECTION 2. The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICT

All property fronting or abutting: West 26th Street from and including its intersection with Central Avenue to and including its intersection with Wittman Avenue.

SECTION 3. Before the improvements are made, the City Engineer shall cause water and sewer pipes to be laid in the street from the mains to the property lines of each vacant or unserved lot fronting on such street, shall keep an accurate account of the expenses incurred in front of each such lot, and shall report these costs to the City Clerk who shall cause the amount charged to each lot to be entered on the tax roll as a special tax against the lot.

SECTION 4. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.

SECTION 5. The Common Council determines that the improvements constitute an exercise of the police power for health, safety and general welfare of the City and its inhabitants.

SECTION 6. The City Engineer shall prepare a Report, which shall consist of:

- a. Plans and Specifications for the improvements
- b. An estimate of the entire cost of proposed improvements
- c. A schedule of proposed assessments

SECTION 7. When the Report is completed, the City Engineer shall file a copy of the Report with the City Clerk for public inspection.

SECTION 8. Upon receiving such Report, the City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the Report may be inspected, and the time and place of the public hearing on the matters contained in the Preliminary Resolution and the Report. This notice shall be published as a Class 1 notice under Chapter 985 of the Wisconsin Statutes, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.

SECTION 9. The hearing shall be held in the Council Chambers of City Hall Plaza, 630 South Central Avenue, Marshfield, Wisconsin at a time set by the Clerk in accordance with Section 66.0703(7), Wisconsin Statutes.

SECTION 10. The assessment against any parcel may be paid in cash or in annual installments in accordance with the Municipal Code of the City of Marshfield and the City of Marshfield Policy and Procedures Manual.

ADOPTED _____

Chris L. Meyer, Mayor

APPROVED _____

Deb M. Hall, City Clerk

RESOLUTION NO. 2014-33
SPECIAL ASSESSMENT
PRELIMINARY RESOLUTION

Preliminary Resolution in the matter of **Improvement Project No.**
312197 - Street Construction – Hume Avenue – McMillan Street to 500 feet north.
352198 – Sanitary Sewer Construction – Hume Avenue – McMillan Street to 500 feet north.
312199 – Water Construction – Hume Avenue – McMillan Street to 500 feet north.
316768 – Storm Sewer Construction - Hume Avenue – McMillan Street to 500 feet north.

RESOLVED, by the Common Council of the City of Marshfield, Wisconsin:

SECTION 1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvement:

Street Construction including concrete curb and gutter, asphalt paving, concrete drive aprons, concrete sidewalk.
Sanitary Construction including sanitary sewer main and laterals.
Storm Sewer Construction including storm sewer main and storm laterals.
Water Main Construction including sanitary sewer main and service laterals.

SECTION 2. The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICT

All property fronting or abutting: Hume Avenue from and including its intersection with McMillan Street to a distance of 500 feet north of the north right of way line of McMillan Street.

SECTION 3. Before the improvements are made, the City Engineer shall cause water and sewer pipes to be laid in the street from the mains to the property lines of each vacant or unserved lot fronting on such street, shall keep an accurate account of the expenses incurred in front of each such lot, and shall report these costs to the City Clerk who shall cause the amount charged to each lot to be entered on the tax roll as a special tax against the lot.

SECTION 4. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.

SECTION 5. The Common Council determines that the improvements constitute an exercise of the police power for health, safety and general welfare of the City and its inhabitants.

SECTION 6. The City Engineer shall prepare a Report, which shall consist of:

- a. Plans and Specifications for the improvements
- b. An estimate of the entire cost of proposed improvements
- c. A schedule of proposed assessments

SECTION 7. When the Report is completed, the City Engineer shall file a copy of the Report with the City Clerk for public inspection.

SECTION 8. Upon receiving such Report, the City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the Report may be inspected, and the time and place of the public hearing on the matters contained in the Preliminary Resolution and the Report. This notice shall be published as a Class 1 notice under Chapter 985 of the Wisconsin Statutes, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.

SECTION 9. The hearing shall be held in the Council Chambers of City Hall Plaza, 630 South Central Avenue, Marshfield, Wisconsin at a time set by the Clerk in accordance with Section 66.0703(7), Wisconsin Statutes.

SECTION 10. The assessment against any parcel may be paid in cash or in annual installments in accordance with the Municipal Code of the City of Marshfield and the City of Marshfield Policy and Procedures Manual.

ADOPTED _____

Chris L. Meyer, Mayor

APPROVED _____

Deb M. Hall, City Clerk



City of Marshfield Memorandum

DATE: May 29, 2014
TO: Board of Public Works
FROM: Steve Barg, City Administrator *SB*
RE: Approval of cemetery maintenance contracts

Background

On April 14th (minutes attached), the Board approved a motion in support of a framework for new 5-year maintenance agreements for the Catholic and Lutheran cemeteries. Since then, Mike Baltus has worked with the City Attorney to address contract language issues, and the attached contracts are provided for your review and consideration. The key point is that the base rate and interment fees have been updated to reflect inflation and to make sure that we adequately cover our rising costs of maintenance these cemeteries.

Recommendation

Staff recommends that the Board approve the attached contracts to maintain the Catholic and Lutheran cemeteries for a 5-year period from January 1, 2015 through December 31, 2019.

SB:sb

PW14-57 Motion by Wagner, second by Cummings to recommend amending Motion PW14-53 to close Maple Avenue on a date to be determined by the Director of Public Works based on the timing of planned improvements to the Central Avenue railroad crossing.

Cummings, Earll & Buttke voted 'No' Motion Failed

Vote on original motion PW14-53

Cummings, Earll & Buttke voted 'No' Motion Failed

PW14-58 Motion by Wagner, second by Earll to recommend approval to pursue the renewal of the Cemetery Maintenance Contracts with both Catholic and Lutheran cemeteries.

Motion Carried

PW14-59 Motion by Buttke, second by Earll to recommend approval of revisions to Chapter 25 of the Municipal Code – Construction Site Erosion Control – as presented and request an ordinance be drafted for Common Council consideration.

Motion Carried

PW14-60 Motion by Buttke, second by Earll to recommend that a construction manager be hired for the Library & Community Center project and that a selection committee be established to develop a Request for Proposals and undertake the selection process.

Wagner voted 'No' Motion Carried

PW14-61 Motion by Buttke, second by Earll to recommend "No Parking When the Band Shell is in Use" be posted on the south side of Arnold Street from Chestnut Avenue to 50 feet west of the west line of Walnut Avenue and that upon approval the Administrative Code of Traffic and Parking Regulations be amended accordingly.

Motion Carried

PW14-62 Motion by Cummings, second by Earll to adjourn to closed session at 6:48 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.

- Purchase of right-of-way for Hume Avenue Street Opening

Roll call vote, all 'Ayes' Motion Carried

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

PW14-63 Motion by Cummings, second by Buttke to reconvene in open session at 6:56 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 Buttke, second by Wagner that the meeting be adjourned at 6:56 PM.

Motion Carried

MARSHFIELD CATHOLIC CEMETERY ASSOCIATION CONTRACT

THIS AGREEMENT made and entered into this ___ day of _____, 2014, by and between the City of Marshfield, a Wisconsin municipal corporation (hereinafter called "City") and Marshfield Catholic Cemetery Association (hereinafter called "Association").

WITNESSETH,

WHEREAS, the City owns and operates Hillside Cemetery, a 29-acre cemetery; and

WHEREAS, the Association owns and currently operates a 24-acre Gate of Heaven Cemetery immediately adjacent to the Hillside Cemetery; and

WHEREAS, the Association desires to contract with the City to manage, maintain, and perform all interments in the Gate of Heaven Cemetery; and

WHEREAS, it is appropriate that all duties and responsibilities of the contractor ("City") and the owner ("Association") be set forth in this agreement.

NOW, THEREFORE, for good and valuable consideration, it is agreed as follows:

1. That the term of this contract is for the period beginning on January 1, 2015 and ending December 31, 2019; provided, however, upon written notice on or before July 15th of any year, the City or Association may terminate such contract effective January 1 of the following year.
2. That the responsibilities of the City are:
 - a. To locate and show prospective buyers lots in the Gate of Heaven Cemetery;
 - b. To report the sales of lots in the Gate of Heaven Cemetery to the secretary of the Association;
 - c. To enforce the rules and regulations promulgated by the Board of Directors of the Association for the Gate of the Heaven Cemetery;
 - d. To provide a report of all interments in the Gate of Heaven Cemetery to the secretary of the Association as soon as practical;
 - e. To provide preventive and minor maintenance to the equipment owned by the Association but utilized by the City in the performance of this contract, including oil and lubrication changes on a regular 50 hour interval basis except that any parts and material costs associated with the maintenance shall be billed to and paid by the Association;

- f. To open and close graves, including sodding and seeding, in the Gate of Heaven Cemetery;
 - g. To plow snow from sidewalks and necessary roads in the Gate of Heaven Cemetery; and
 - h. To mow grounds of the Gate of Heaven Cemetery.
3. That for expenses less than \$100.00, the City will perform or order maintenance to equipment owned by the Association; and that for expenses of \$100.00 or more, the City will obtain the prior approval of the Association prior to performing or ordering such repairs; further, all expenses for maintenance to equipment owned by the Association will be billed by the City to the Association on a monthly basis and reimbursed by the Association to the City.
 4. That the responsibilities of the Association are:
 - a. To furnish grass seed for the covering of newly-opened graves within the Gate of Heaven Cemetery; and
 - b. To pay all major maintenance costs for equipment owned by the Gate of Heaven Cemetery, including parts and labor costs of outside repair shops.
 5. For each year of the contract, the base rate shall increase by 3.0% effective on January 1 of each year, so that the Association shall compensate the City at the following monthly base rate:

January 1, 2015- December 31, 2015: \$3413.00 per month
 January 1, 2016 -December 31, 2016: \$3515.00 per month
 January 1, 2017- December 31, 2017: \$3620.00 per month
 January 1, 2018-December 31, 2018: \$3729.00 per month
 January 1, 2019- December 31, 2019: \$3841.00 per month

6. For the period beginning January 1, 2015 and ending December 31, 2015, the Association will pay the City the following amounts for each interment in the Gate of Heaven Cemetery performed on weekdays (Monday through Friday, excluding holidays):

All interments except cremains and/or babies	\$318.00
All interments of cremains and/or babies	\$95.00

7. For the term of this contract, the interment fees paid by the Association to the City shall be increased by a percentage amount equal to the increase in the Consumer Price

Index for all Urban Consumers (CPI-U), Midwest Urban, Size D-Nonmetropolitan (less than 50,000) as currently published by the United States Department of Labor, Bureau of Labor Statistics for the preceding calendar year.

8. The City shall prepare an invoice detailing the services and related fees for each month for services delineated in Paragraph 5 through 7, inclusive, and shall forward such invoice to the Association on or before the 5th day of the following month, and the Association shall remit payment of such invoice to the City on or before the 10th day of said month; any other services or costs provided to the Gate of Heaven Cemetery Association as requested by said Association shall be billed to the Association at cost plus \$20.00 per item or invoice.
9. The City shall include in its monthly invoice of services and fees (described in Paragraph 8) a schedule of winter interments performed and the fees associated with such winter interments and the Association shall remit payment of such fees to the City on or before the 10th day of the month following the month in which the interments are performed.
10. All parties shall comply with the applicable laws, resolutions, ordinances, and regulations of the State of Wisconsin and local governments.
11. The City shall not assign any interest in this contract for services without the prior written consent of the Association.
12. The City shall assume responsibility for workers compensation coverage for its employees in the performance of this contract.
13. The Association agrees to maintain liability insurance and errors and omissions insurance in such coverage amounts and with such terms as are mutually agreeable to the parties.
14. The Association shall be responsible for obtaining such insurance as it may deem advisable to cover the risk of loss or damage to its equipment and shall hold the City harmless from any liability in regard thereto, other than as otherwise set forth in this contract, and except for loss or damage caused by negligent or willful acts on behalf of the City, its officers, agents or employees.

IN WITNESS WHEREOF, we, the contracting parties, by our duly authorized agents, hereto affix our signatures and seals at Marshfield, Wisconsin as of this ___ day of _____, 2014.

CITY OF MARSHFIELD, WISCONSIN

MARSHFIELD CATHOLIC
CEMETERY ASSOCIATION

BY: _____
Chris Meyer, Mayor

BY:  _____

BY: _____
Deb Hall, City Clerk

BY: _____
Keith Strey, Finance Director

**IMMANUEL LUTHERAN
CEMETERY ASSOCIATION CONTRACT**

THIS AGREEMENT made and entered into this _____ day of _____, 2014 by and between the City of Marshfield, a Wisconsin municipal corporation (hereinafter called "City") and Immanuel Lutheran Cemetery Association (hereinafter called "Association");

WITNESSETH,

WHEREAS, the City owns and operates Hillside Cemetery, a 29-acre cemetery; and

WHEREAS, the Association owns a 5-acre cemetery immediately adjacent to the Gate of Heaven Cemetery; and

WHEREAS, the Association desires to contract with the City to maintain and perform all interments in the Immanuel Lutheran Cemetery; and

WHEREAS, it is appropriate that all duties and responsibilities of the contractor ("City") and the owner ("Association") be set forth in this agreement.

NOW, THEREFORE, for good and valuable consideration, it is agreed as follows:

1. That the term of this contract is for the period beginning on January 1, 2015 and ending December 31, 2019; provided, however, upon written notice on or before July 15th of any year the City or Association may terminate such contract effective January 1 of the following year.
2. That the responsibilities of the City are:
 - a. To enforce the rules and regulations promulgated by the Board of Directors of the Immanuel Lutheran Cemetery Association;
 - b. To provide a report of all interments in the Immanuel Lutheran Cemetery to the Association as soon as practical;
 - c. To open and close graves, including sodding and seeding, in the Immanuel Lutheran Cemetery;
 - d. To plow snow from sidewalks and necessary roads in the Immanuel Lutheran Cemetery; and
 - e. To mow the grounds of the Immanuel Lutheran Cemetery.
3. That the responsibilities of the Association are:
 - a. To furnish grass seed for the covering of newly-opened graves within the Immanuel Lutheran Cemetery.

4. For each year of the contract, the base rate shall increase by 3.0% effective on January 1 of each year, so that the Association shall compensate the City at the following yearly base rate:

January 1, 2015- December 31, 2015: \$5056.00 per year
January 1, 2016- December 31, 2016: \$5208.00 per year
January 1, 2017- December 31, 2017: \$5364.00 per year
January 1, 2018- December 31, 2018: \$5525.00 per year
January 1, 2019- December 31, 2019: \$5691.00 per year

The annual base rate set forth above shall be due and payable in two (2) equal installments on or before May 1st and September 1st of each respective calendar year.

5. For the period beginning January 1, 2015 and ending December 31, 2015, the Association will pay the City the following amounts for each interment in the Immanuel Lutheran Cemetery performed on weekdays (Monday through Friday, excluding holidays):

All interments except cremains and/or babies:	\$318.00
All interments of cremains and/or babies:	\$ 95.00

6. For the term of this contract the interments fees paid by the Association to the City shall be increased by a percentage amount equal to the increase in the Consumer Price Index for all Urban Consumers (CPI-U), Midwest Urban, Size D-Nonmetropolitan (less than 50,000) as currently published by the United States Department of Labor, Bureau of Labor Statistics for the preceding calendar year.
7. The City shall prepare an invoice detailing the services and related fees for each month for services delineated in Paragraph 4 through 6, inclusive, and shall forward such invoice to the Association on or before the 5th day of the following month, and the Association shall remit payment of such invoice to the City on or before the 10th day of said month; any other services or costs provided to the Immanuel Lutheran Cemetery as requested by said Association shall be billed to the Association at cost plus \$20.00 per item or invoice.
8. The City shall include in its monthly invoice of services and fees (described in Paragraph 7) a schedule of winter interments performed and the fees associated with such winter interments and the Association shall remit payment of such fees to the City on or before the 10th day of the month following the month in which the interments are performed.
9. All parties shall comply with the applicable laws, resolutions, ordinances, and regulations of the State of Wisconsin and local governments.
10. The City shall not assign any interest in this contract for services without the prior written consent of the Association.

11. The City shall assume responsibility for workers compensation coverage for its employees in the performance of this contract.
12. The Association agrees to maintain liability insurance and errors and omissions insurance in such coverage amounts and with such terms as are mutually agreeable to the parties.
13. The Association shall be responsible for obtaining such insurance as it may deem advisable to cover the risk of loss or damage to its equipment and shall hold the City harmless from any liability in regard thereto, other than as otherwise set forth in this contract, and except for loss or damage caused by negligent or willful acts on behalf of the City, its officers, agents or employees.

IN WITNESS WHEREOF, we, the contracting parties, by our duly authorized agents, hereto affix our signatures and seals at Marshfield, Wisconsin as of this _____ day of _____, 2014.

CITY OF MARSHFIELD, WISCONSIN

IMMANUEL LUTHERAN
CEMETERY ASSOCIATION

BY: _____
Chris Meyer, Mayor

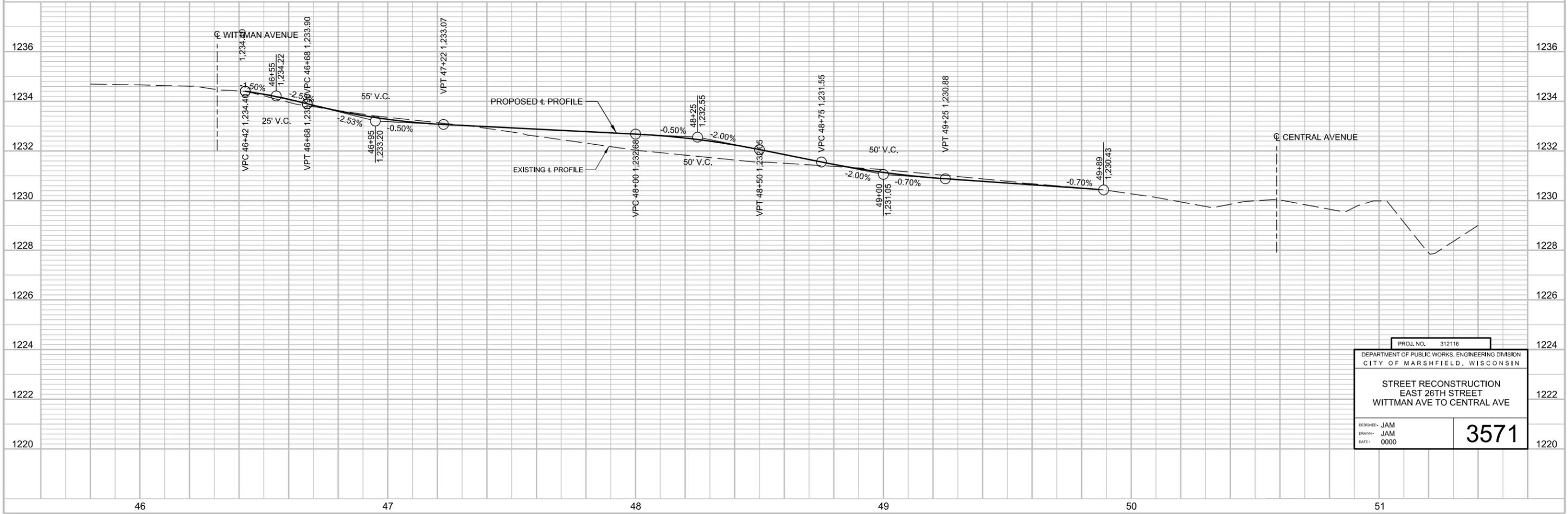
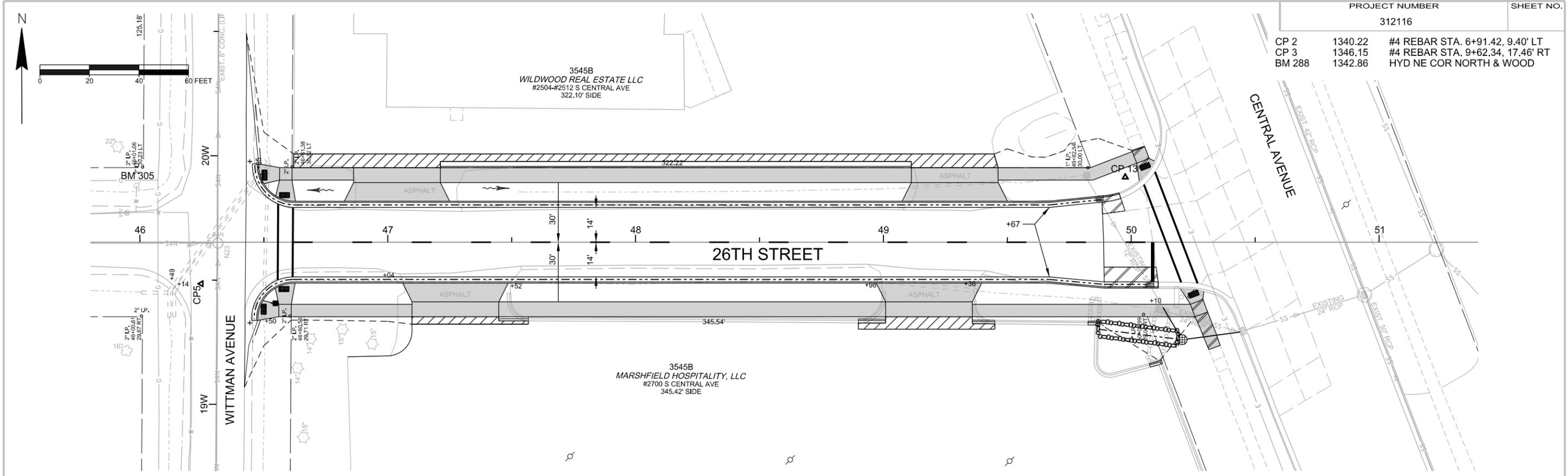
BY: Donald Steltenpohl

BY: _____
Deb Hall, City Clerk

BY: Don Koepke

BY: _____
Keith Strey, Finance Director

CP 2	1340.22	#4 REBAR STA. 6+91.42, 9.40' LT
CP 3	1346.15	#4 REBAR STA. 9+62.34, 17.46' RT
BM 288	1342.86	HYD NE COR NORTH & WOOD



PROJ. NO. 312116

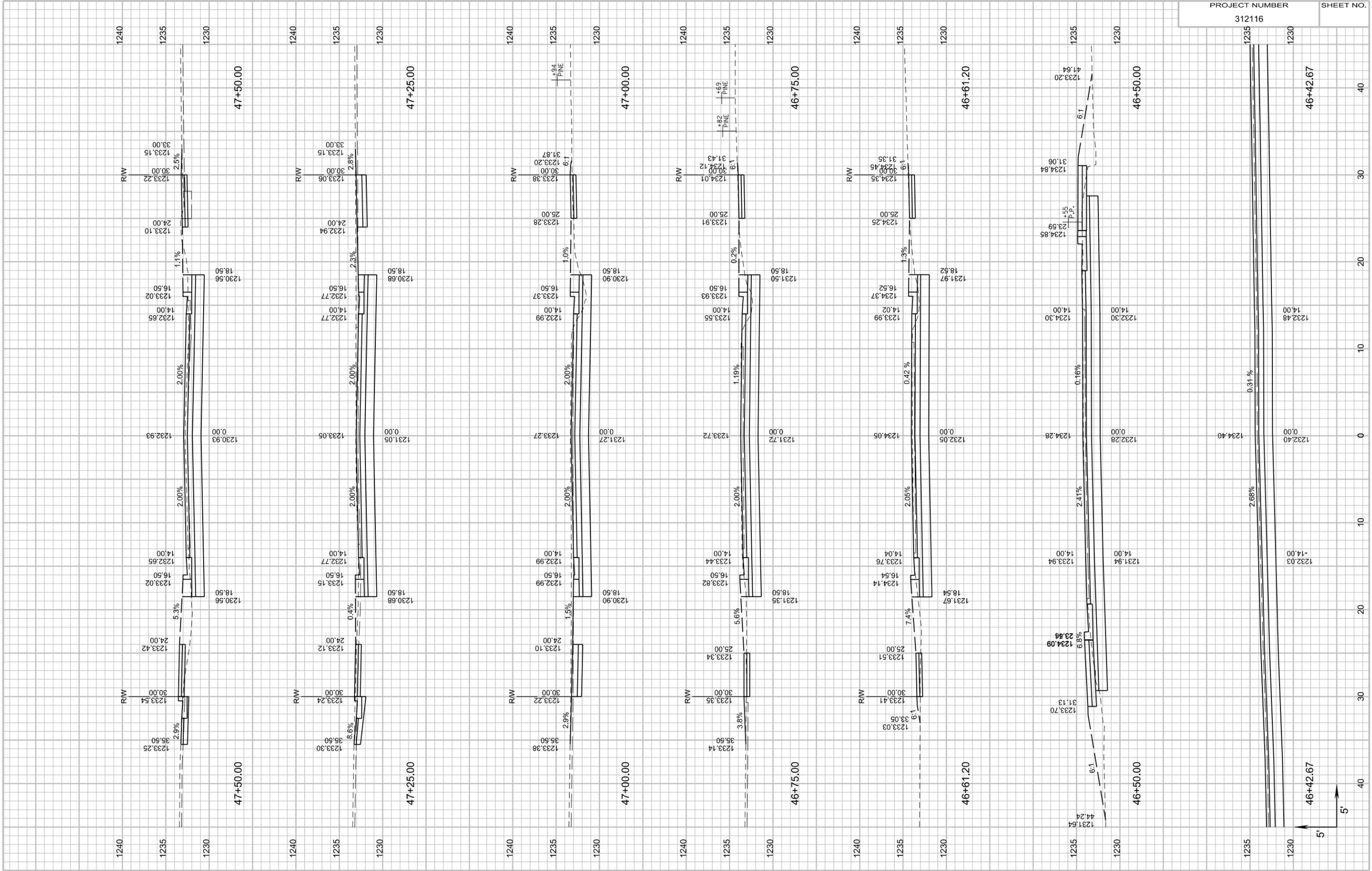
DEPARTMENT OF PUBLIC WORKS, ENGINEERING DIVISION
CITY OF MARSHFIELD, WISCONSIN

STREET RECONSTRUCTION
EAST 26TH STREET
WITTMAN AVE TO CENTRAL AVE

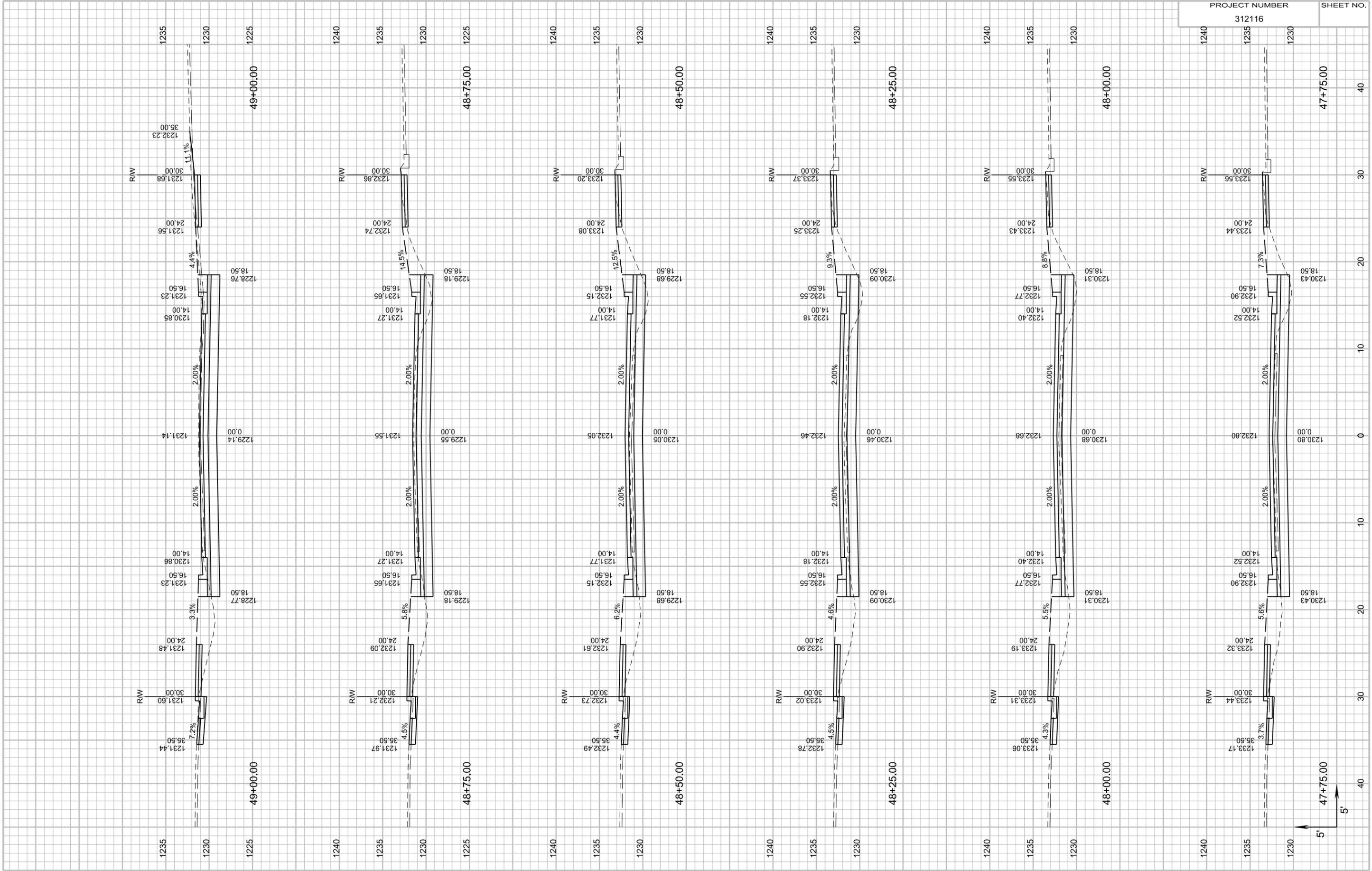
DESIGNED: JAM
DRAWN: JAM
DATE: 0000

3571

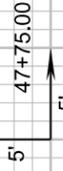
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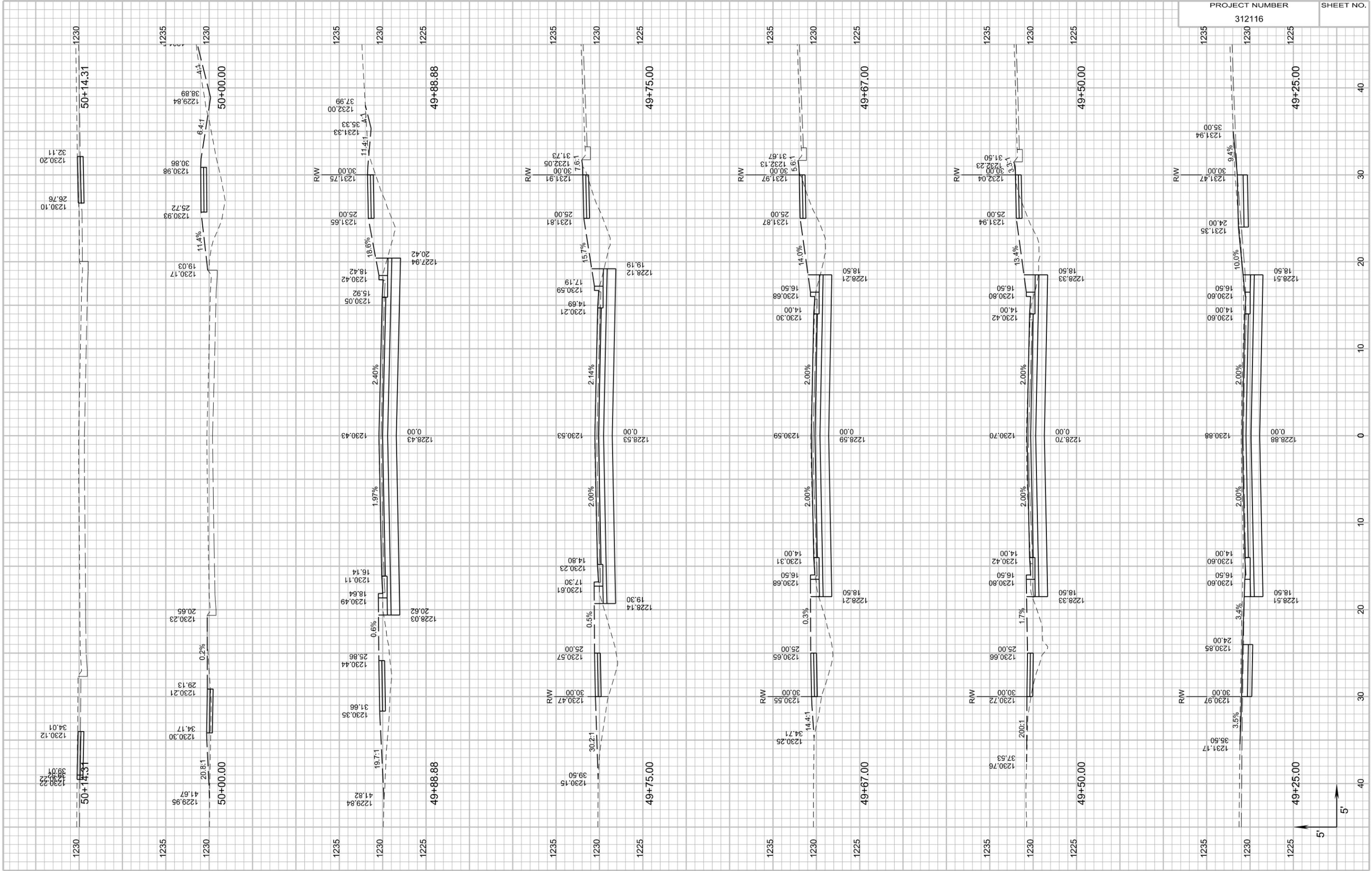


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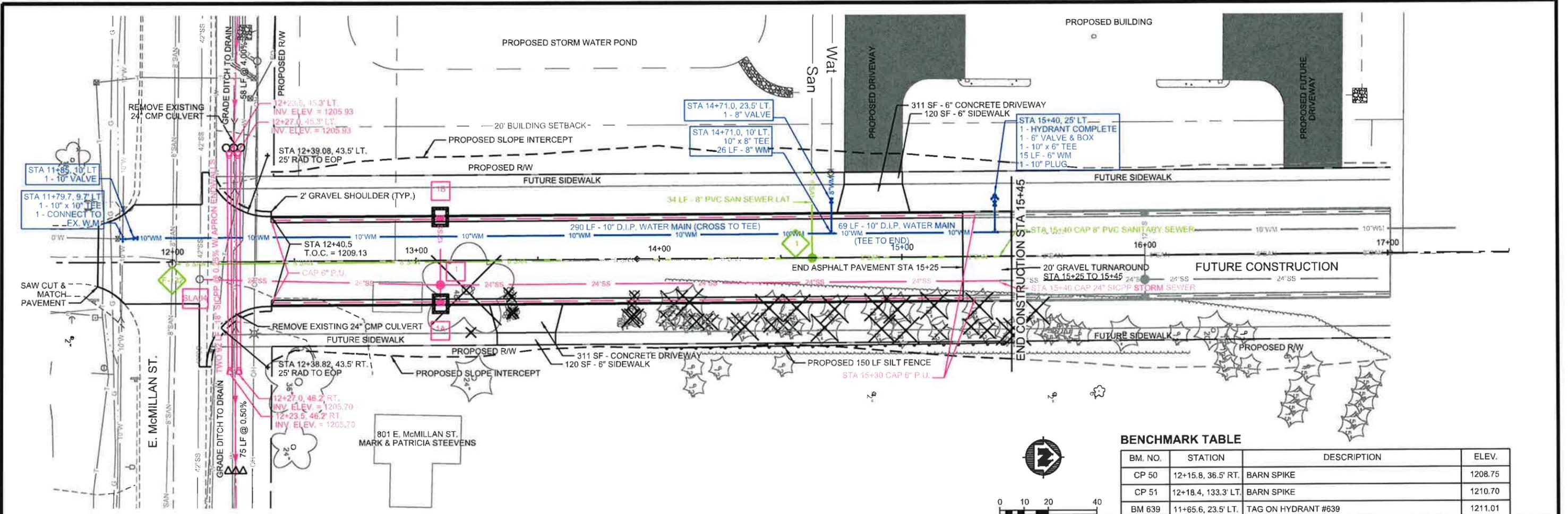


26TH STREET STA. 47+75.00 TO STA. 49+00.00



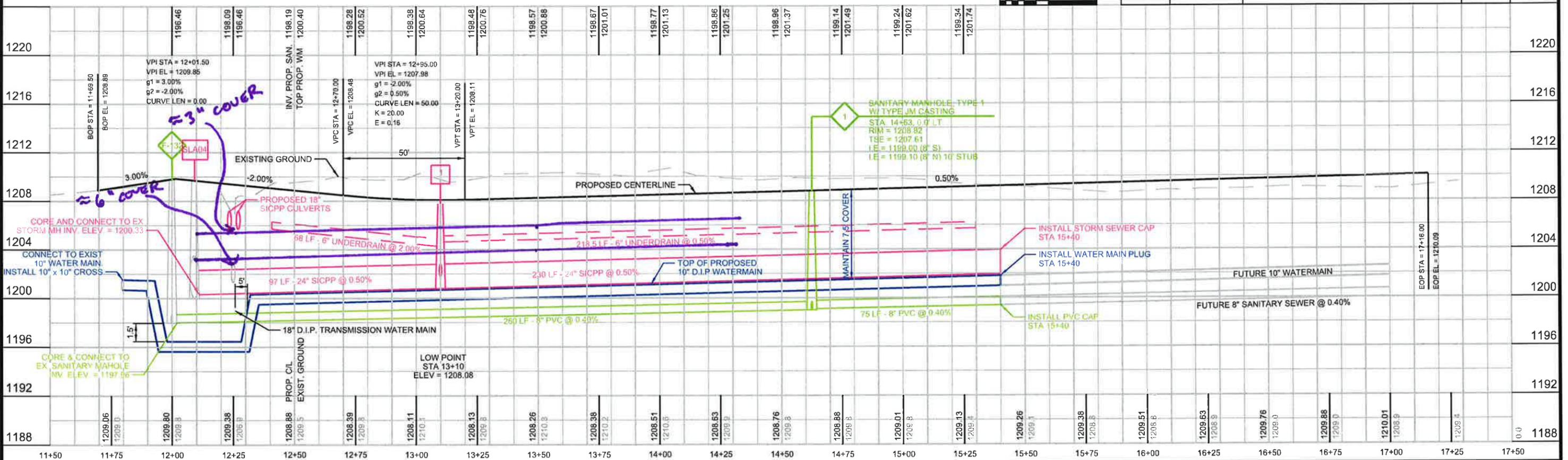


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BENCHMARK TABLE

BM. NO.	STATION	DESCRIPTION	ELEV.
CP 50	12+15.8, 36.5' RT.	BARN SPIKE	1208.75
CP 51	12+18.4, 133.3' LT.	BARN SPIKE	1210.70
BM 639	11+65.6, 23.5' LT.	TAG ON HYDRANT #639	1211.01





CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

- | | |
|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL |
| 2. ADMINISTRATIVE | 5. PUBLIC WORKS |
| 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.