



## CITY OF MARSHFIELD

# MEETING NOTICE

---

**AGENDA  
BOARD OF PUBLIC WORKS  
CITY OF MARSHFIELD, WISCONSIN  
MONDAY, January 19, 2015 at 5:30 PM  
COUNCIL CHAMBERS, CITY HALL PLAZA**

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of January 5, 2015 Board of Public Works meeting
3. Citizen Comments
4. Award quotation for decorative street light purchase for Maple Avenue – Presented by Dan Knoeck, Director of Public Works
5. Overview of alternate side parking regulations – Presented by Rick Gramza, Police Chief
6. Review of parking restrictions on West Second Street near the Post Office – Presented by Tom Turchi, City Engineer
7. Review of parking restrictions on West Blodgett Street from Central Avenue to Chestnut Avenue – Presented by Dan Knoeck, Director of Public Works
8. Approval of Engineering Services Agreement with Strand Associates for Wastewater Discharge Permit Renewal – Presented by Sam Warp, Wastewater Superintendent
9. Preliminary Resolutions for 2015 Special Assessment Projects – Presented by Tom Turchi, City Engineer
  - a. Resolution No. 2015-04 – Street Construction in Maple Avenue (Veterans Parkway to 6<sup>th</sup> Street and side streets)
  - b. Resolution No. 2015-05 – Street Construction – 2015 Mill In Place Asphalt Street Surfacing
10. Closed Session: Pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
  - City Hall Plaza Leases
  - Acquisition of Property at 306 South Maple Avenue
11. Reconvene in Open Session
12. Action on matter discussed in closed session, if appropriate
13. Recommended items for future agendas
14. Adjournment

**Posted this 15<sup>th</sup> day of January, 2015 at 4:00 PM by Daniel G. Knoeck, Director of Public Works**

*NOTE*

\*\*\*\*\*  
*It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.*

\*\*\*\*\*  
*Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Mary Anderson, Public Works Department at 630 South Central Avenue or by calling (715) 387-8424*

\*\*\*\*\*

**BOARD OF PUBLIC WORKS BACKGROUND**  
**01/19/15**

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of January 5, 2015 Board of Public Works meeting
3. Citizen Comments
4. Award quotation for decorative street light purchase for Maple Avenue – Presented by Dan Knoeck, Director of Public Works  
See attached quotation summary. **Recommend approval of the low quotation of Lighting Design Solutions of Schofield, WI in the amount of \$146,972 and authorize execution of a contract.**
5. Overview of alternate side parking regulations – Presented by Rick Gramza, Police Chief  
This is an informational item only.
6. Review of parking restrictions on West Second Street near the Post Office – Presented by Tom Turchi, City Engineer  
See attached memo. **Recommend that the 90 minute parking restriction be lifted on the north side of West 2<sup>nd</sup> Street from Chestnut Avenue to Walnut Avenue and that the Administrative Code of Traffic and Parking Regulations be amended to reflect the change.**
7. Review of parking restrictions on West Blodgett Street from Central Avenue to Chestnut Avenue – Presented by Dan Knoeck, Director of Public Works  
See attached memo. This is a discussion item only.
8. Approval of Engineering Services Agreement with Strand Associates for Wastewater Discharge Permit Renewal – Presented by Sam Warp, Wastewater Superintendent  
See attached memo. **Recommend approval.**
9. Preliminary Resolutions for 2015 Special Assessment Projects – Presented by Tom Turchi, City Engineer
  - a. Resolution No. 2015-04 – Street Construction in Maple Avenue (Veterans Parkway to 6<sup>th</sup> Street and side streets)
  - b. Resolution No. 2015-05 – Street Construction – 2015 Mill In Place Asphalt Street SurfacingSee attached resolutions. **Recommend approval and refer to the Common Council for consideration.**
10. Closed Session: Pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
  - City Hall Plaza Leases
  - Acquisition of Property at 306 South Maple Avenue
11. Reconvene in Open Session
12. Action on matter discussed in closed session, if appropriate
13. Recommended items for future agendas
14. Adjournment

**BOARD OF PUBLIC WORKS MINUTES**  
**OF JANUARY 5, 2015**

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, Ed Wagner and Chris Jockheck

**EXCUSED:** None

**ALSO PRESENT:** Alderman Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Assistant Street Superintendent Hawley; the media; and others.

**PW15-01** Motion by Cummings, second by Jockheck to recommend approval of the minutes of the December 15, 2014 Board of Public Works meeting.

**Motion Carried**

**Citizen Comments - None**

**PW15-02** Motion by Wagner, second by Buttke to recommend 'No Parking' on the south side of East 21<sup>st</sup> Street from Peach Avenue to 110 feet west and that the Administrative Code of Traffic and Parking Regulations be amended to reflect the change.

**Motion Carried**

**PW15-03** Motion by Buttke, second by Jockheck to recommend approval of the proposal submitted by MSA Professional Services for engineering services for reconstruction of East 29<sup>th</sup> Street (Hume Avenue to Veterans Parkway) and authorize execution of an agreement.

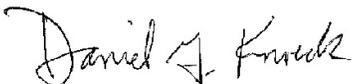
**Motion Carried**

**Recommended items for future agendas:**

- Alderman Earll requested discussion on winter parking/alternate side parking.

Motion by Wagner, second by Cummings that the meeting be adjourned at 5:43 PM.

**Motion Carried**



Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS

**BID SUMMARY  
FOR  
DECORATIVE LIGHTING**

<b>BIDDER</b>	<b>TOTAL BID</b>	<b>DELIVERY DATE</b>	<b>BOND</b>
Lighting Design Solutions PO Box 375 Schofield, WI 54476	25 Pole Assemblies @\$5,303 3 Add'l Fixtures @ \$2,071 3 Add'l Poles @ \$2,728 <b>\$146,972</b>	10 – 12 Weeks	Cashier's Check \$7,350
Crescent Electric Supply Co. 2415 West Spencer Street Appleton, WI 54914	No Bid		
Viking Electric 2215 Traux Boulevard Eau Claire, WI 54703	No Bid		

Recommend that the low bid submitted by Lighting Design Solutions of Schofield, WI in the amount of \$146,972 be approved.

Respectfully submitted,



Daniel G. Knoeck, P.E.  
Director of Public Works

Concurrence,



Steve Barg  
City Administrator

mba



# City of Marshfield Memorandum

**TO: Board of Public Works**  
**FROM: Tom Turchi, City Engineer**  
**DATE: January 15, 2015**  
**RE: Review of parking restrictions near the Post Office.**

## **BACKGROUND**

The city received a request to review parking restrictions on West 2<sup>nd</sup> Street near the Post Office.

## **ANALYSIS**

West 2<sup>nd</sup> Street from Chestnut Avenue to the West is classified as a 'Local Street' in the 2007-2027 City of Marshfield Comprehensive Plan.

Existing conditions on West 2<sup>nd</sup> Street West of Chestnut Avenue are as follows:

- The speed limit is 25 MPH.
- 90 minute - Parking is allowed on both sides of the street.

West 2<sup>nd</sup> Street is a 42 foot wide (face to face) concrete street with curb and gutter.

With the consolidation of post offices there are more employees working out of the post office here in Marshfield. With the additional employees and the limited size of the existing post office property there is no room more available space on site for all of the post office vehicles and its employees.

Removing the ninety minute restriction on the north side of West 2<sup>nd</sup> Street does provide additional long term parking in the area of the post office but it would open to anyone and not specifically labeled for post office employees. The buildings adjacent to the proposed parking change do not require immediate on street customer parking.

## **RECOMMENDATION**

I recommend that the 90 - minute parking restriction be lifted on the North side of West 2<sup>nd</sup> Street from Chestnut Avenue to Walnut Avenue and that the administrative code for "Traffic and Parking" be amended to reflect the change.

Respectfully submitted,

*Thomas R. Turchi*

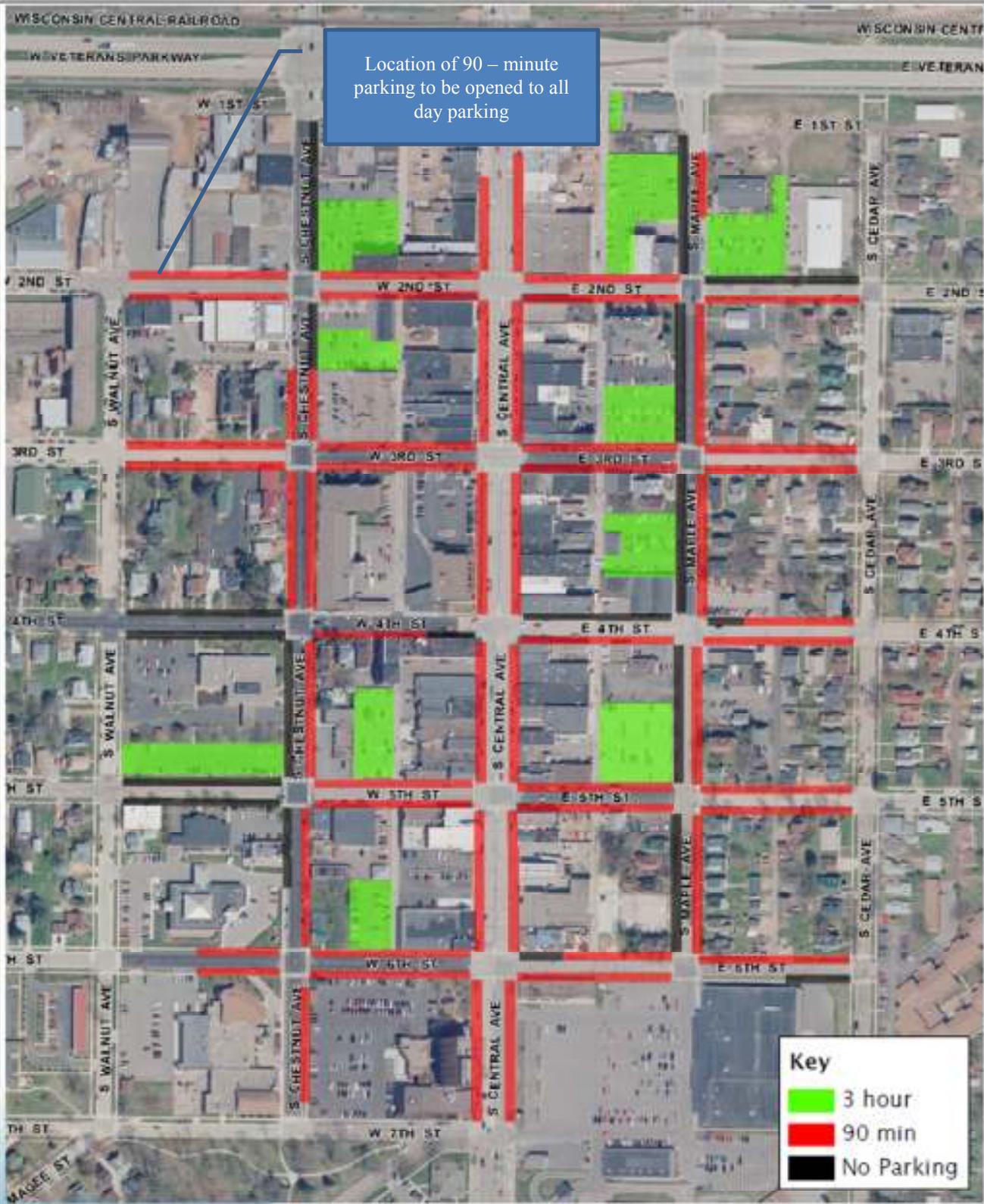
Thomas Turchi

Concurrence:

\_\_\_\_\_  
Steve Barg, City Administrator

\_\_\_\_\_  
Daniel G. Knoeck, P.E. Director of Public Works

Location of 90 – minute parking to be opened to all day parking



### Current Downtown Parking

City of Marshfield  
5/18/2011

This is not a legal zoning document. This map was compiled by the City of Marshfield using geographic information system based on information of records that are public. No liability or responsibility is provided.



City of  
Marshfield  
Memorandum

---

January 15, 2015

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Parking Restriction on West Blodgett Street (Central to Chestnut)

**BACKGROUND**

Staff was asked to look at the existing parking restrictions on West Blodgett, near St John's Catholic Church to see if a change in the restrictions is warranted. Currently the north side of the street is posted "No Parking – Sundays 5:00 AM to 12:00 PM". Similarly, the block of Blodgett from Walnut to Spruce is posted on the south side with the same restriction.

**ANALYSIS**

These two blocks of Blodgett are slightly narrower than the other streets around the church. Typically there is not a high parking demand in these two blocks except during church services. The question that comes up is if the restriction should also apply to Saturday evening services between the hours of 4:00 PM to 8:00 PM. To answer this question, I've asked Emergency Services to monitor the situation to see if additional restrictions are warranted.

**RECOMMENDATION**

None at this time. A recommendation will be brought to the Board at a future meeting.

City of Marshfield  
Wastewater Utility  
2601 E. 34<sup>th</sup> Street  
Marshfield, WI 54449-5363



**MARSHFIELD**  
Wastewater Utility

**Sam Warp Jr.**  
Wastewater Superintendent  
(715) 591-2022  
Fax (715) 591-2027  
sam.warp@ci.marshfield.wi.us

To: Board of Public Works  
Chairman – Mike Feirer  
Members – Tom Buttke, Chris Jockheck, Ed Wagner, Gary Cummings  
From: Sam Warp Jr., Wastewater Superintendent  
Subject: Consultant Services for Wastewater Permit Assistance  
Date: January 19, 2015

**Background**

The City of Marshfield holds a WPDES, Wisconsin Pollution Discharge Elimination System permit, to operate the wastewater facility. These are issued by the DNR and generally set for a five year term and ours expires in December of 2015. A new application must be submitted by June of this year. Then it's processed through many steps of review, up for public comment, approved by the EPA and then we receive our new five year permit.

**Analysis**

The permit sets our effluent discharge limits for now and into the future. The process is very complicated and with the guidance for many parameters still not determined. The staff feels that the hiring of a consultant to fill out the application and represent us through the process would be in the best interest of the City. The consequences of ultra-low limits could mean millions of rate payer dollars spent on future plant upgrades. Some of the parameters to be contested are phosphorus, thermal standards, chlorides, mercury, copper, PCB's, WET testing and others. Strand Associates has provided this service for us in the past and also designed the original plant.

**Summary/Recommendations**

We recommend the hiring of Strand Associates on a time and materials basis for the estimated project cost not to exceed \$12,000 to write our permit application and represent us through-out the process. This is a 2015 budgeted line item.

Feel free to contact me with any questions prior to the meeting.  
Thank You.

Concurrence:

Handwritten signature of Daniel A. Knoeck in black ink.

---

Dan Knoeck, Director of Public Works

Handwritten signature of Steve Barg in black ink.

---

Steve Barg, City Administrator



Strand Associates, Inc.®

910 West Wingra Drive

Madison, WI 53715

(P) 608-251-4843

(F) 608-251-8655

Task Order No. 15-01

City of Marshfield, Wisconsin (OWNER)

and Strand Associates, Inc.® (ENGINEER)

Pursuant to Technical Services Agreement dated April 20, 2011

### **Project Information**

Services Name: Wisconsin Pollutant Discharge Elimination System (WPDES) Permit Assistance

Services Description: Assist OWNER with the WPDES permit application, which is due by June 30, 2015, including chlorides and mercury variance requests.

### **Scope of Services**

ENGINEER will provide the following services to OWNER:

1. Assist OWNER with preparation of the WPDES permit application due June 30, 2015.
2. Enter OWNER-provided data in to the Wisconsin Department of Natural Resources (WDNR) Web Access Management System for permit application database. Inform OWNER of absences of data required for preparation of the permit application.
3. Assist OWNER with the preparation and submittal of effluent chloride limit variance request.
4. Assist OWNER with preparation and submittal of effluent mercury limit variance request.
5. Review the assembled permit application and recommend appropriate changes to the application before submittal.
6. Correspond with OWNER and the WDNR to discuss permit application.
7. Review the WDNR Water Quality Memorandum when issued and provide comments to OWNER and the WDNR if requested by OWNER.
8. Review draft WPDES permit and provide comments to OWNER and the WDNR if requested by OWNER.

### **Service Elements Not Included**

In addition to those listed in the associated Technical Services Agreement, the following services are not included in this Task Order. If such services are required, they will be provided as noted.

Thermal Study: Any services involved in the preparation of a thermal study, if required by OWNER, will be provided through an amendment to this Task Order or through a separate task order with OWNER.

RML:\mro\R:\MAD\Documents\Agreements\M\Marshfield, City of (WI)\TSA.2011\TO\2015\1332.TBD.15-01.docx

City of Marshfield  
Task Order No. 15-01  
Page 2  
January 5, 2015

**Compensation**

OWNER shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee of \$12,000.

**Schedule**

Services will begin upon execution of this Task Order, which is anticipated on January 19, 2015. Services are scheduled for completion on December 31, 2015.

**TASK ORDER AUTHORIZATION AND ACCEPTANCE:**

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

CITY OF MARSHFIELD

\_\_\_\_\_  
Matthew S. Richards                      Date  
Corporate Secretary

\_\_\_\_\_  
Chris Meyer                                      Date  
Mayor

\_\_\_\_\_  
Deb Hall    Date  
City Clerk

\_\_\_\_\_  
Keith Strey                                      Date  
Finance Director

**RESOLUTION NO. 2015-04**  
**SPECIAL ASSESSMENT**  
**PRELIMINARY RESOLUTION**

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

**312129 - Street Construction**  
**352130 - Sanitary Sewer**  
**312131 - Water Services**  
**316761 - Storm Sewer With Paving**

**Maple Avenue - Veterans Parkway to 6th Street including:**  
**2<sup>nd</sup> Street – Central Avenue to Maple Avenue**  
**3<sup>rd</sup> Street – Central Avenue to Maple Avenue**  
**4<sup>th</sup> Street – Central Avenue to Maple Avenue**  
**5<sup>th</sup> Street – Central Avenue to Maple 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 Construction including concrete curb and gutter, asphalt paving, concrete drive aprons, concrete sidewalk.**  
**Sanitary Construction including sanitary sewer main and sanitary laterals.**  
**Storm Sewer Construction including storm sewer main and storm laterals.**  
**Water Main Construction including water main and water service laterals.**

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

**ASSESSMENT DISTRICT**

**All property fronting or abutting:**

- **Maple Avenue from and including its intersection with Veterans Parkway to and including its intersection with 6th Street.**
- **2<sup>nd</sup> Street from and including its intersection with Central Avenue to a distance of 100 - feet East of the intersection with Maple Avenue.**
- **3<sup>rd</sup> Street from and including its intersection with Central Avenue to a distance of 100 - feet East of the intersection with Maple Avenue.**
- **4<sup>th</sup> Street from and including its intersection with Central Avenue to a distance of 100 - feet East of the intersection with Maple Avenue.**
- **5<sup>th</sup> Street from and including its intersection with Central Avenue to a distance of 100 - feet East of the intersection with Maple 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. 2015-05**  
**SPECIAL ASSESSMENT - PRELIMINARY RESOLUTION**

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

- 312178 - Street Maintenance - Apple Avenue (9th Street to 17th Street)
- 312179 - Street Maintenance - Cherry Avenue (Arnold Street to Edison Street)
- 352202 - Sanitary Sewer Rehab – Cherry Avenue (Arnold Street to Edison Street)
- 312179 - Street Maintenance - Cedar Avenue (Arnold Street to Blodgett Street)
- 352202 - Sanitary Sewer Rehab - Cedar Avenue (Arnold Street to Blodgett Street)
- 312179 - Street Maintenance - Ash Avenue (Arnold Street to Doege Street)
- 352202 - Sanitary Sewer Rehab - Ash Avenue (Arnold Street to Doege Street)
- 312212 - Street Maintenance - 12th Street (Maple Avenue to Cedar Avenue)
- 312213 - Street Maintenance - 28th Street (Felker Avenue to Washington Avenue)
- 312213 - Street Maintenance - Felker Avenue (29th Street to 27th Street extended)
- 312214 - Street Maintenance - Maple Avenue (9th Street to 14th Street)
- 312215 - Street Maintenance - Wildwood Court (Locust Avenue to Locust 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:

**Asphalt Street paving, asphalt milling & concrete sidewalk.**  
**Sanitary Construction including sanitary sewer main and laterals.**  
**Storm Sewer Construction including storm sewer main and storm laterals.**

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

**ASSESSMENT DISTRICT**

**All property fronting or abutting:**

**Apple Avenue from and including its intersection with 9th Street to and including its intersection with 17th Street.**  
**Cherry Avenue from and including its intersection with Arnold Street to and including its intersection with Edison Street.**  
**Cedar Avenue from and including its intersection with Arnold Street to and including its intersection with Blodgett Street.**  
**Ash Avenue from and including its intersection with Arnold Street to and including its intersection with Doege Street.**  
**12th Street from and including its intersection with Maple Avenue to and including its intersection with Cedar Avenue.**  
**28th Street from and including its intersection with Felker Avenue to and including its intersection with Washington Avenue.**  
**Felker Avenue from and including its intersection with 29th Street to 27th Street extended.**  
**Maple Avenue from and including its intersection with 9th Street to and including its intersection with 14th Street.**  
**Wildwood Court from and including its intersection with Locust Avenue to and including its intersection with Locust 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