



CITY OF MARSHFIELD

MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, MARCH 3, 2014 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

- 1. Call meeting to order – Chairman Feirer
2. Approval of minutes of February 17, 2014 Board of Public Works meeting
3. Citizen Comments
4. Approval of HVAC Service Agreement for City Hall Plaza with Complete Control Inc. – Presented by Dick Pokorny, Building Services Supervisor
5. Award bid for purchase of patrol truck with snow plow and wing for the Street Department – Presented by Brian Panzer, Street Superintendent
6. Approval of Special Assessment Hardship Ordinance – Presented by Dan Knoeck, Director of Public Works
7. Review of application for Special Assessment Hardship – Presented by Tom Turchi, City Engineer
8. Plan review and approval of schedule for Contract 2014-01 – Presented by Tom Turchi, City Engineer
9. Approval of Budget Resolution for upgrade of traffic signal equipment at railroad crossing locations – Presented by Tom Turchi, City Engineer
10. Approval of Release of Easements through the former Hartl Manor site – Presented by Dan Knoeck, Director of Public Works
11. Approval of Request for Proposals for Engineering Services for STH 13 pavement resurfacing – Presented by Dan Knoeck, Director of Public Works
12. 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
13. Reconvene in Open Session
14. Action on matters discussed in closed session, if appropriate
15. Recommended items for future agendas
16. Adjournment

Posted this 28th day of February, 2014 at 4:00 PM by Daniel G. Knoeck, Director of Public Works

NOTE

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Mary Anderson, Public Works Department at 630 South Central Avenue or by calling (715) 387-8424

BOARD OF PUBLIC WORKS BACKGROUND
03/03/14

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of February 17, 2014 Board of Public Works meeting
3. Citizen Comments
4. Approval of HVAC Service Agreement for City Hall Plaza with Complete Control Inc. – Presented by Dick Pokorny, Building Services Supervisor
See attached memo and Service Agreement. **Recommend approval.**
5. Award bid for purchase of patrol truck with snow plow and wing for the Street Department – Presented by Brian Panzer, Street Superintendent
See attached memo and quotation summary. **Recommend approval.**
6. Approval of Special Assessment Hardship Ordinance – Presented by Dan Knoeck, Director of Public Works
See attached red line version of the draft ordinance for changes proposed since the February 17, 2014 Board of Public Works meeting. **Recommend approval and refer to the Common Council for consideration.**
7. Review of application for Special Assessment Hardship – Presented by Tom Turchi, City Engineer
See attached application. **Recommend approval.**
8. Plan review and approval of schedule for Contract 2014-01 – Presented by Tom Turchi, City Engineer
See attached schedule and plan sheets. **Recommend approval and authorize advertising for bids.**
9. Approval of Budget Resolution for upgrade of traffic signal equipment at railroad crossing locations – Presented by Tom Turchi, City Engineer
See attached memo. **Recommend approval and direct staff to draft a budget resolution for Common Council consideration.**
10. Approval of Release of Easements through the former Hartl Manor site – Presented by Dan Knoeck, Director of Public Works
See attached memo and Release of Easements. **Recommend approval and refer to Common Council for consideration.**
11. Approval of Request for Proposals for Engineering Services for STH 13 pavement resurfacing – Presented by Dan Knoeck, Director of Public Works
See attached memo and draft RFP. **Recommend approval and authorize soliciting for proposals.**
12. 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
13. Reconvene in Open Session
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BOARD OF PUBLIC WORKS MINUTES
OF FEBRUARY 17, 2014

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

PRESENT: Mike Feirer, Tom Buttke, Gary Cummings, Gordon Earll and Ed Wagner

EXCUSED: None

ALSO PRESENT: City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Cemetery Coordinator Baltus; the media; and others.

PW14-20 Motion by Cummings, second by Earll to recommend approval of the minutes of the February 3, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments – None

PW14-21 Motion by Buttke, second by Earll to recommend directing staff to draft a resolution to transfer up to \$140,000 from the Cemetery Perpetual Care Fund to finance construction of a new mausoleum, with proceeds to be paid back through sale of burial spaces and refer to the Common Council for consideration.

Motion Carried

PW14-22 Motion by Buttke, second by Wagner to recommend approval to decommission the Vaughn Hansen Committal Chapel at the Cemetery effective immediately and to consider funding removal of the building in the 2015 budget.

Motion Carried

PW14-23 Motion by Cummings, second by Wagner to recommend revising the draft Special Assessment Hardship Ordinance with the proposed changes as discussed and recommend that this ordinance be brought back to a future Board of Public Works meeting for approval. The Board would also like to review the application at that time.

Motion Carried

PW14-24 Motion by Buttke, second by Cummings to recommend approval of the right-of-way plat and Relocation Order for acquisition of property for Hume Avenue north of McMillan Street as presented and refer the Relocation Order to the Common Council for consideration.

Motion Carried

The Board of Public Works discussed the curb and gutter survey results for various 2014 mill-in-place projects.

PW14-25 Motion by Cummings, second by Earll to recommend proceeding with mill-in-place asphalt paving projects on Cherry Avenue (Cleveland Street to Edison Street), Hardacre Avenue (5th Street to 6th Street), State Avenue (4th Street to Adler Road) and Wisconsin Avenue (6th Street to Adler Road) as originally planned

Motion Carried

City Engineer Turchi updated the Board of Public Works on railroad crossing traffic signal operations. This was an informational item only.

PW14-26 Motion by Buttke, second by Cummings to recommend approval of the request for a temporary yarn display on the Veterans Parkway dragon, subject to the following condition:

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

Motion Carried

PW14-27 Motion by Cumming, second by Wagner adjourn to closed session at 7:03 PM pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- City Hall Plaza Leases

Roll call vote, all 'Ayes' Motion Carried

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

PW14-28 Motion by Wagner, second by Cummings to reconvene in open session at 7:14 PM.

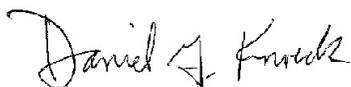
Roll call vote, all 'Ayes' Motion Carried

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

Recommended items for future agendas - None

Motion by Wagner, second by Cummings that the meeting be adjourned at 7:15 PM.

Motion Carried



Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS



City of Marshfield Memorandum

TO: Board of Public Works
FROM: Dick Pokorny, Building Services Supervisor
DATE: February 25, 2014

D.P.

RE: Request for approval of service agreement with Complete Control.

BACKGROUND The current three year service contract for preventative maintenance and needed repairs for major HVAC equipment at City Hall Plaza is coming to the end on March 1, 2014. A new service contract is needed for providing these much needed services. Complete Control has provided a one year proposal for the city to review.

ANALYSIS A building as large as City Hall Plaza has many behind the scenes systems that keep the facility warm or cool as the seasons dictate or provide other needed functions such as ventilation for bathrooms, sports areas, and other specialty areas. There are four large boilers, three large air handlers, three large chillers, four roof top heating and cooling systems, seven ventilation fans, and five furnaces that include an equal number of air conditioners (similar to residential ones). These are placed in many areas of the facility. Complete Control had provided all specialized maintenance and adjustments to these complex systems since at least 1998. This company has been diligent in keeping our building's old mechanical systems operating at their best. Although the new air handler project has replaced some of this equipment, the majority of the listed items remain in place. They still need to be maintained or repaired as needed. Previous city hall maintenance personnel were more of a custodian than a technician and only handled general repairs and minor maintenance, such as filters and belt changes. Our most recent addition after Mike Gillette retired, is Jeff Molter. Jeff has a long history as an HVAC installer and maintenance technician who now fills the position as our Maintenance Technician II. He is proficient at taking care of the buildings needs and also with using the building maintenance software that was installed with the penthouse air handling project.

Because of the increased amount of in-house servicing and monitoring of this building, we and Complete Control are going to have a one year service contract instead of the typical 3 year one. This will be somewhat of a trial year as we all will more carefully monitor what is all completed and by whom. In any case the cost of the new service contract is \$8,100.00. This is considerably less than last year's \$8,175.00. This doesn't sound much less, but we also had a separate maintenance contract with them for \$1,100.00 for servicing our two Liebert cooling systems that take care of the computer room. The quoted lower price includes servicing these units, too.

A copy of the one year service agreement is attached.

RECOMMENDATION I recommend approval of the one year HVAC service agreement with Complete Control and request that you authorize execution of this service contract.

dp

Concurrence:

Daniel G. Knoeck

Daniel G. Knoeck
Director of Public Works

Concurrence:

Steve Barg

Steve Barg
City Administrator



Wisconsin Rapids, WI 54495
(715) 887-4400
Fax (715) 887-3330

Edgar, WI 54426
(715) 301-1670
Fax (715) 352-2370

Sparta, WI 54656
(608) 317-7006

Service Agreement

Customer: Marshfield City Hall
Address: 630 S. Central Ave.
City, State, Zip: Marshfield Wi. 54449

Proposal Number: 1427025
Contract Number:
Date: February 25, 2014

Scope of Work:

Complete Control, Inc. and the Customer agree that the services checked below and outlined in the attachments will be provided by Complete Control, Inc at the Customer's facility(s). The Terms and Conditions, Assurances Services, Equipment Listings, and Schedules included in this Agreement cover the rights and obligations of both the Customer and Complete Control, Inc.

- | | | |
|--|--|-----------------------------------|
| Primary Air Conditioning Equipment | <input checked="" type="checkbox"/> Standard | <input type="checkbox"/> Extended |
| Primary Heating Equipment | <input checked="" type="checkbox"/> Standard | <input type="checkbox"/> Extended |
| Facility Management | <input checked="" type="checkbox"/> Standard | <input type="checkbox"/> Extended |
| Fire Detection & Management | <input type="checkbox"/> Standard | <input type="checkbox"/> Extended |
| Associated Air Cond. & Htg. Equipment | <input checked="" type="checkbox"/> Standard | <input type="checkbox"/> Extended |
| Automatic Temperature Controls | <input checked="" type="checkbox"/> Standard | <input type="checkbox"/> Extended |
| Digital Automatic Temperature Controls | <input checked="" type="checkbox"/> Standard | <input type="checkbox"/> Extended |
| Attached Is Specified Equipment List | <input type="checkbox"/> Appendix | |

Extended Service Options for Premium and PRIME Coverages

On-site repair services will be provided during Complete Control, Inc. normal business hours, unless one of the following options is checked:

- 24-5 Extended Service-CCI will provide response 24 hours a day, 5 days a week (Monday Thru Friday, except Complete Control, Inc. holidays)
- 24-7 Extended Service-CCI will provide on-site response 24 hours a day, 7 days a week (including holidays)

Term/Automatic Renewal

This Agreement takes effect on March 1 2014. It will continue for an original term of 1 year(s)

It will automatically renew on a year-to-year basis after the original term ends unless the Customer or Complete Control, Inc. gives the other written notice that it does not want to renew. The notice must be delivered at least 30 days before the end of the original term or if any renewal year. Renewal price adjustments are discussed in the Terms and Conditions

Price and Payment Terms

The Price for Complete Control, Inc. Service during the first year of this Agreement is:

\$8,100.00

The amount will be paid to Complete Control, Inc. in 1 installments of:

\$8,100.00

These payments will be due and payable when the customer receives Complete Control, Inc. Invoice and in advance of the services Complete Control, Inc. is to provide.

By _____

By Tom Schafer

Signature _____

Signature _____

Title _____ Date _____

Quality Control/Sales 2/25/2014
Title Date

Customer P.O. # _____

Renewal Date: 3/1/2014

Additional Terms and Conditions Follow

City of Marshfield
Public Works Department - Street Division
407 West 2nd Street
Marshfield, Wisconsin 54449-0727



BRIAN G. PANZER
STREET SUPERINTENDENT
(715) 486-2081
Fax (715) 387-8669
brian@ci.marshfield.wi.us

To: Mike Feirer, Chairman, Board of Public Works
Members, Board of Public Works
From: Brian Panzer, Street Superintendent 
Re: 2014 Equipment Purchase - Single Axle Dump Truck
Date: February 25, 2014

Background

Included in the 2014 Internal Service Fund budget are appropriations to purchase a single axle dump truck with a snow plow, snow wing and spreader which will be used for maintenance, construction and snow and ice removal operations within the Street Division. As per City policy we have requested and received quotations for this piece of equipment. The quotations were opened and read in the office of the Street Superintendent on February 17, 2014 at 1:00 PM. The approved amount for this truck in the 2014 budget is \$156,700.00. Based on the quotations that were received the purchase price of this truck exceeds the budgeted amount by \$5,542.00. At the conclusion of all 2014 equipment purchases the total dollar amount budgeted and approved will not be exceeded.

Analysis

As per the attached summary are the quotations that were received for this truck.

RECOMMENDATION

I recommend the following:

Accept the low quotation of \$162,242.00 from Truck Country of Wisconsin for a 2015 Freightliner 108 SD single axle dump truck with snow plow, snow wing and spreader with Casper equipment.

If you have any questions in advance to the meeting please feel free to contact me.

Thank you

Daniel G. Knoeck, Director of Public Works

Steve Barg, City Administrator

2015 Single Axle Dump Truck Quotation Summary

Truck Country of Wisconsin
2435 Trailwood Lane
Rothschild, WI 54474
2015 Freightliner 108 SD
W/ Casper Equipment
\$162,242.00
W/ Monroe Equipment
\$164,951.00

Mid-State Truck Service, INC.
2100 E. 29th St.
Marshfield, WI 54449
2015 International 7500
W/ Casper Equipment
\$163,928.00
W/ Monroe Equipment
\$166,638.00
W/ Stainless Equipment
\$175,679.00

Scaffidi Truck Center
201 Green Ave. North
Stevens Point, WI 54481
2015 Mack GU 432
W/ Casper Equipment
\$166,029.00
W/ Monroe Equipment
\$168,738.00

V & H Trucks
1505 S. Central Ave.
Marshfield, WI 54449
2015 Western Star 4700 SB
W/ Casper Equipment
\$173,160.00
W/ Monroe Equipment
\$175,870.00
W/ Stainless Equipment
\$184,911.00

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

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

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

SECTION 2. 13-100. Special Assessments Hardships

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

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

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

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

4) The committee may approve deferment ~~or extended installments for; unusually high medical expenses relative to income or other conditions found by the committee or common council to justify deferment or extended installments~~ of all or part of the assessment, or extended installments for:

- a) Cases in which the assessment represents a significant fraction of the value of the homestead property.
- b) Any relation to income or other conditions found by the committee which may, in the opinion of the committee, constitute an undue hardship on the homestead occupant.
- c) ~~The committee may require that an applicant appear before it to answer questions of the committee regarding the application and require the applicant to submit documents supporting the request.~~ (This sentence was suggested by Alderman Wagner but is not necessary as it was in already addressed in 5 (c) and (d) below).

5) Applications for a deferment or extended installments under this section shall be filed with the city clerk in writing upon forms provided by the city ~~within 60 days of the mailing of estimated special assessments~~ notification of the levy of final assessment. The written notice to the clerk shall state the reasons the owner of the homestead is requesting relief. If during the term of payment of annual installments, an extreme financial hardship arises, as a result of a substantial change in ability to pay due to facts not in existence at the time of the original application period, a homestead property owner may submit an application for hardship consideration in the same manner as described here in.

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

- b) The minimum special assessment amount for an application shall exceed \$5,000 for residential property.
- c) The committee may require that an applicant appear before it to answer questions of the committee regarding the application.
- d) The committee may seek further information from the applicant if the committee deems it necessary.
- e) The committee shall consider the applicant's net worth and payment obligations, amount of proposed special assessments, and other factors relating to a determination. The committee shall thereafter make its ~~recommendation to the city council~~ **determination**.
- f) As general guidance for consideration of extended installment terms for repayment of special assessment:

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

- 6) Application Fees – The applicant shall submit an application fee as noted within the application to cover recording fees associated with the recording of the lien on the subject property as required. Applications which are denied ~~by the committee for extended installments or deferred payment of special assessments~~ shall have their fees returned.
- 7) Interest - Interest on the amount of special assessment deferred shall be imposed at the **same** rate **as** set for the project by the Finance Budget and Personal Committee and approved by the Common Council.
- 8) Tax roll - notice; lien retained. The city clerk shall record a document with the office of register of deeds containing a description of the property affected; the amount of special assessment deferred or extended installments, and any other appropriate information. Such amount, and interest thereon, shall not be placed on the tax roll until the conditions contained in subsection (9) occur. Nothing provided in this section shall be deemed to extinguish or otherwise affect any lien established by law for the collection of any deferred special assessment, and any such lien is expressly retained.
- 9) Extended installments or deferred payment of special assessments when no longer eligible - Upon transfer of title of such property by any means or refinancing of subject property, the **outstanding** special assessment **balance, deferred or otherwise**, and accrued interest, shall become due and payable in full. Upon payment in full, an appropriate satisfaction of payment shall be issued by the Finance Director and recorded in the office of register of deeds.

10) Payment to discharge lien - The owner of property affected, or the heirs, personal representative or assigns of such owner, may discharge the lien of such special assessment at any time by paying the outstanding amount of special assessment owing, plus accrued interest.

11) Non Waiver - The approval of an application by the committee under this section shall not be deemed to be a waiver of the requirement that, in the event of an appeal of a special assessment under s. 66.0703 (12), Wisconsin Statutes, the amount of the assessment shall be paid in full as a condition to the maintenance of said appeal, as provided by s. 66.0703 (12) (f), Wisconsin Statutes.

a) The approval of an application under this section shall not be deemed to waive the right of the city to reassess any invalid special assessment under the provisions of s. 66.0731, Wisconsin Statutes.

12) Review of application - The committee shall review applications for deferral of or extended installments of special assessments to determine eligibility under this section and shall provide justification for approval or denial of the application.

13) Appeal - Applicants dissatisfied with the decision regarding deferral or extended installments may appeal the decision to the city council, by written notice filed with the city clerk. If there is an appeal, the city administrator or his/her designee shall inform the council of the basis of the committee's decision. The city council shall review the matter and, at its sole discretion, either affirm the committee's decision or elect to amend or modify the terms of extension installments or deferment of special assessments.

14) **Simplified** Annual Review – Approved applicants shall be required to submit information on an annual basis as determined by the committee. Failure to complete the annual review per the terms set forth by the committee may result in loss of extended installments or deferred payments of special assessments.

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

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

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

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

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk

YEAR: _____

PARCEL NO.: _____

PETITION NO.: _____

HARDSHIP APPLICATION CONFIDENTIAL INFORMATION

=====

PETITIONER INFORMATION

Name: _____

Date of Birth: _____

Daytime Phone Number: (_____) _____

Evening Phone Number: (_____) _____

Street address for which relief is being sought:

<u>Marital Status</u>	<u>No. of Years</u>
<input type="checkbox"/> Married	_____
<input type="checkbox"/> Divorced	_____
<input type="checkbox"/> Widowed	_____
<input type="checkbox"/> Separated	_____
<input type="checkbox"/> Single	_____

PETITIONER EMPLOYMENT STATUS:

SPOUSE EMPLOYMENT STATUS:

- Disabled - No. of Years _____
- Do you qualify for disability benefits: Yes No
- Employed Full-time
- Employed Part-time
- Retired - No. of Years _____
- Unemployed - No. of Years _____
- Laid-off - No. of Years _____
- Are you employable? Yes No
- Other _____

- Disabled - No. of Years _____
- Do you qualify for disability benefits: Yes No
- Employed Full-time
- Employed Part-time
- Retired - No. of Years _____
- Unemployed - No. of Years _____
- Laid-off - No. of Years _____
- Are you employable? Yes No
- Other _____

Occupation: _____
(if employed)

Occupation: _____
(if employed)

Employer: _____

Employer: _____

Address: _____

Address: _____

Telephone: (_____) _____

Telephone: (_____) _____

Describe any disability or health problems:

Describe any disability or health problems:

INCOME INFORMATION

Please list all sources of your personal income. Please indicate the amount from each source on an annual basis.

Wages, salaries, tips, sick, strike and sub-pay, etc.	\$ _____
All interest and dividend income (including non-taxable interest)	\$ _____
Net rent, business or royalty income	\$ _____
Retirement pension and annuity benefits	\$ _____
Name of payer _____	
Net income	\$ _____
Capital gains less capital losses	\$ _____
Alimony and other taxable income	\$ _____
Social Security, SSI or railroad retirement benefits	\$ _____
Child support	\$ _____
Unemployment compensation	\$ _____
Workers' compensation, veterans' disability compensation	\$ _____
ADC and GA benefits	\$ _____
All other public assistance payments	\$ _____
Describe _____	
Other non-taxable income	\$ _____
Describe _____	
TOTAL INCOME: \$ _____	

What was the total income from all sources of everyone living in your household for the past two (2) years?

Last Year _____ Prior Year _____

Does anyone outside of the home contribute to your support? Yes No

If yes annual amount contributed : \$ _____

Please Explain: _____

Is anyone other than the person referenced in question above, able to contribute to your support? Yes No

Please Explain: _____

MORTGAGE / LAND CONTRACT INFORMATION

A. Date Property was Purchased: _____ Amount Paid: _____

B. Mortgage/Land Contract Balance: _____

C. Monthly Payment: _____ Does this payment include taxes? [] Yes [] No

D. Number of years remaining on the Mortgage/Land contract _____

E. Are your property taxes paid? [] Yes [] No

F. Do you have an ownership interest in any other real estate in Wisconsin or anywhere else? [] Yes [] No

If yes, please list:

Location _____ Tax I.D. No. _____

Current State Equalized Value _____ Estimated Current Value _____

Purchase Date _____ Purchase Price _____

Attach additional sheet if necessary. _____

H. Are you and/or your spouse the sole owners of the subject property? [] Yes [] No

If no, you must list all owners and their percentage of ownership:

I. Have any home improvements, changes and/or additions been made to the homestead property in the last two (2) years?

[] Yes [] No If yes, please explain:

J. Do you anticipate selling the homestead property for which relief is sought in the next year?

[] Yes [] No If yes, please explain:

OTHER LOAN DEBT

Please list any loans or land contracts outstanding? (This should not include the mortgage on your principal residence)

Creditor	
Creditor's Address	
Monthly Payment	
Current Balance	

Creditor	
Creditor's Address	
Monthly Payment	
Current Balance	

Creditor	
Creditor's Address	
Monthly Payment	
Current Balance	

Creditor	
Creditor's Address	
Monthly Payment	
Current Balance	

Creditor	
Creditor's Address	
Monthly Payment	
Current Balance	

Creditor	
Creditor's Address	
Monthly Payment	
Current Balance	

Creditor	
Creditor's Address	
Monthly Payment	
Current Balance	

Creditor	
Creditor's Address	
Monthly Payment	
Current Balance	

Creditor	
Creditor's Address	
Monthly Payment	
Current Balance	

Creditor	
Creditor's Address	
Monthly Payment	
Current Balance	

EXPENSE INFORMATION

Average Monthly Expenses:

Rent/House Payment (principal & interest)	\$ _____
Life Insurance	\$ _____
Health Insurance	\$ _____
Home Insurance	\$ _____
Auto Insurance	\$ _____
Taxes (homestead)	\$ _____
Taxes on other property	\$ _____
Car payment	\$ _____
Special Assessment	\$ _____
Utilities:	
Gas/Oil	\$ _____
Electricity	\$ _____
Telephone	\$ _____
Water/Sewer	\$ _____
Child Care	\$ _____
Food/Clothing	\$ _____
Other Loans	\$ _____
Medical (not covered by insurance)	\$ _____
Lawn Care/snow removal	\$ _____
Cable	\$ _____
Other Misc. (Please specify) _____	\$ _____

Do you have any major or unusual expenses not included above? [] Yes [] No

If yes, please explain: _____

*** VERIFICATION OF EXPENSES MAY BE REQUESTED

ASSET INFORMATION

What are your current assets in addition to the real estate noted previously?

Cash	\$ _____
Savings Accounts/Certificates & Money Markets	\$ _____
Checking Accounts	\$ _____
Stock/Bonds/Treasury Bills	\$ _____
Insurance	\$ _____
Other	\$ _____
Investments	\$ _____
IRA, Annuities, Deferred Compensation	\$ _____
Personal property held as an investment (i.e., gems, jewelry, coin collection, antique cars, etc.)	\$ _____

Vehicles, Cars, Trucks, Boats, Trailers, etc.

Make	#1	#2	#3
Model			
Year			
Value			
Balance Owed			

Make	#4	#5	#6
Model			
Year			
Value			
Balance Owed			

RESIDENT STATUS

A. Please list all people currently living in your household other than yourself and spouse:

	1	2	3	4
Name				
Age				
Relationship				
Occupation				
Annual Income				
Claimed as Dependant?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Heir to Estate?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

B. Complete the following chart for living parents, children, heirs to your estate and/or anyone else having any ownership interest in the property:

	1	2	3	4
Name				
Age				
Relationship				
Occupation				
Annual Income				
Investment Assets To include: All Cash, Savings Accounts/Certificates & Money Markets, Checking Accounts, Stock/Bonds/Treasury Bills, Insurance, IRAs, Annuities, Deferred Compensation, Personal Property Held as an Investment and All Other Investment Holdings				
Vehicles (Cars, Trucks, Boats, Trailers, etc.)				
Claimed as Your Dependant?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Heir to Estate?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

	5	6	7	8
Name				
Age				
Relationship				
Occupation				
Annual Income				
Investment Assets To include: All Cash, Savings Accounts/Certificates & Money Markets, Checking Accounts, Stock/Bonds/Treasury Bills, Insurance, IRAs, Annuities, Deferred Compensation, Personal Property Held as an Investment and All Other Investment Holdings				
Vehicles (Cars, Trucks, Boats, Trailers, etc.)				
Claimed as Your Dependant?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Heir to Estate?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

	9	10	11	12
Name				
Age				
Relationship				
Occupation				
Annual Income				
Investment Assets To include: All Cash, Savings Accounts/Certificates & Money Markets, Checking Accounts, Stock/Bonds/Treasury Bills, Insurance, IRAs, Annuities, Deferred Compensation, Personal Property Held as an Investment and All Other Investment Holdings				
Vehicles (Cars, Trucks, Boats, Trailers, etc.)				
Claimed as Your Dependant?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Heir to Estate?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

PLEASE READ CAREFULLY

I/We, am/are unable to pay the taxes on the above described property and hereby make application for a lien in accordance with Section 11-100 of the Code of Ordinances of the City of Chicago.

I/We have read this application and fully understand the contents thereof.

I/We declare that the statements made herein are complete, true, and correct to the best of my/our knowledge.

I/We further understand that if any information contained herein is found to be false or incomplete, any and all taxes granted by this application will be forfeited and placed back on the roll.

Petitioner's Signature: _____

Spouse's Signature: _____

Signature: _____

Signature: _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public

County, Y & } •

My Commission Expires: _____



City of
Marshfield

Memorandum

TO: Board of Public Works
FROM: Tom Turchi, City Engineer
DATE: February 24, 2014
RE: Contract 2014-01 Paving Schedule.

Monday, February 03, 2014	Preliminary resolutions for assessments to BPW
Friday, February 28, 2014	Prepare Add For Bid
Monday, March 03, 2014	Approval of paving schedule by Board of Public Works (BPW)
Monday, March 03, 2014	Plan Approval by the Board of Public Works
Friday, March 07, 2014	Mail: Preliminary Resolution, Report, Notice of Public Hearing, Informational Meeting Notice & Estimated Assessments
Friday, March 07, 2014	Advertise paving - Quest Web Site
Saturday, March 08, 2014	Advertise paving – News Herald 1
Saturday, March 08, 2014	Advertise public hearing – paving assessments
Thursday, March 13, 2014	Paving public information meeting – 4:00 to 5:00 PM
Saturday, March 15, 2014	Advertise paving – News Herald 2
Monday, March 17, 2014	Final Acceptance of Prequalification - New Prequalified to the BPW
Friday, March 21, 2014	Deliver paving assessment final resolutions to City Clerk for Council meeting of March 25, 2014
Tuesday, March 25, 2014	Public hearing on paving assessments – 6:45 PM
Tuesday, March 25, 2014	Final resolutions for assessments to be approved by Council
Monday, March 24, 2014	Open bids in the lobby of the Engineers Office
Monday, March 31, 2014	Approval of lowest responsible bidder at BPW meeting
Tuesday, April 08, 2014	Paving bids approved by Council
Wednesday, April 09, 2014	Prepare paving contract
Thursday, April 17, 2014	Preconstruction conference
Monday, May 05, 2014	Start construction
90	Calendar Days
Sunday, August 03, 2014	Complete construction

RECOMMENDATION

I recommend approval of the paving schedule as submitted for Contract 2014-01.

Respectfully submitted,

Thomas R. Turchi

Thomas Turchi

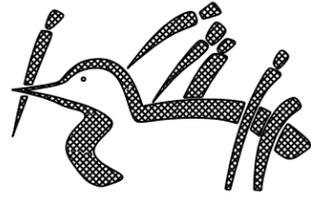
Concurrence:

Steve Barg

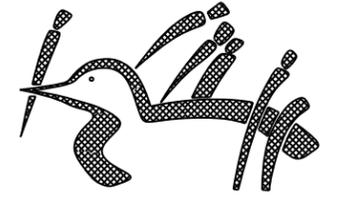
Steve Barg, City Administrator

Daniel G. Knoeck

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



CITY OF MARSHFIELD CONTRACT 2014-01



NOT TO SCALE

PLAN NO. 3582
PROJECT NO.
312111 - STREET
352112 - SANITARY
312113 - WATER

STREET RECONSTRUCTION
NORTH STREET (WOOD AVENUE TO ST JOSEPH AVENUE)

PLAN NO. 3588
PROJECT NO. -

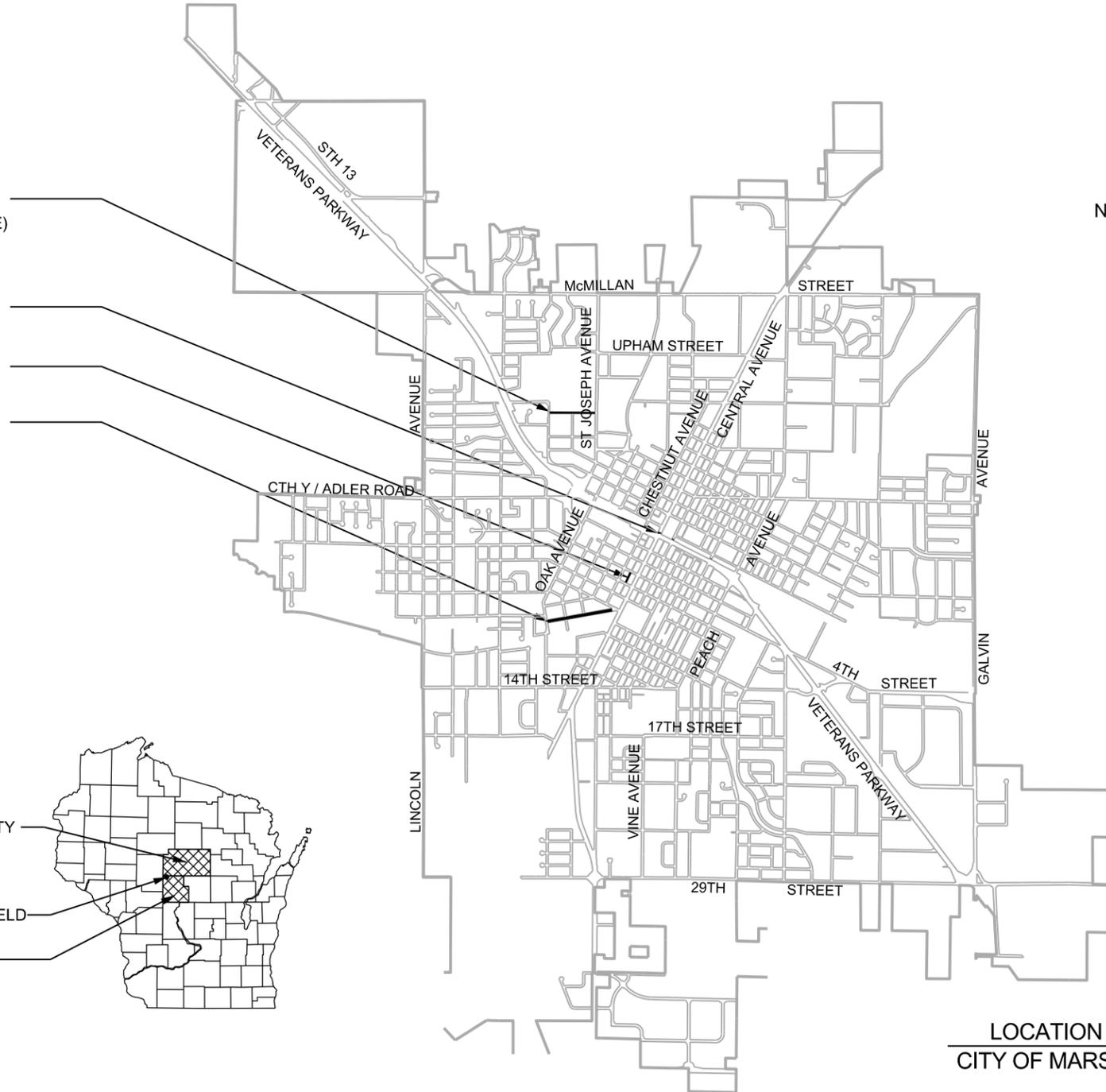
EPOXY MARKINGS
VETERANS PKWY DYNAMIC ENVELOPES

PLAN NO. 3578
PROJECT NO. - 312016

STREET RECONSTRUCTION
ALLEY (CHESTNUT/CENTRAL, 4TH/5TH)

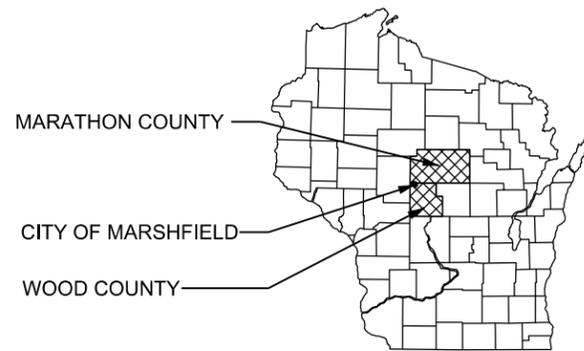
PLAN NO. 3581
PROJECT NO. -

STREET RECONSTRUCTION
PARK STREET (OAK AVENUE TO 7TH STREET)



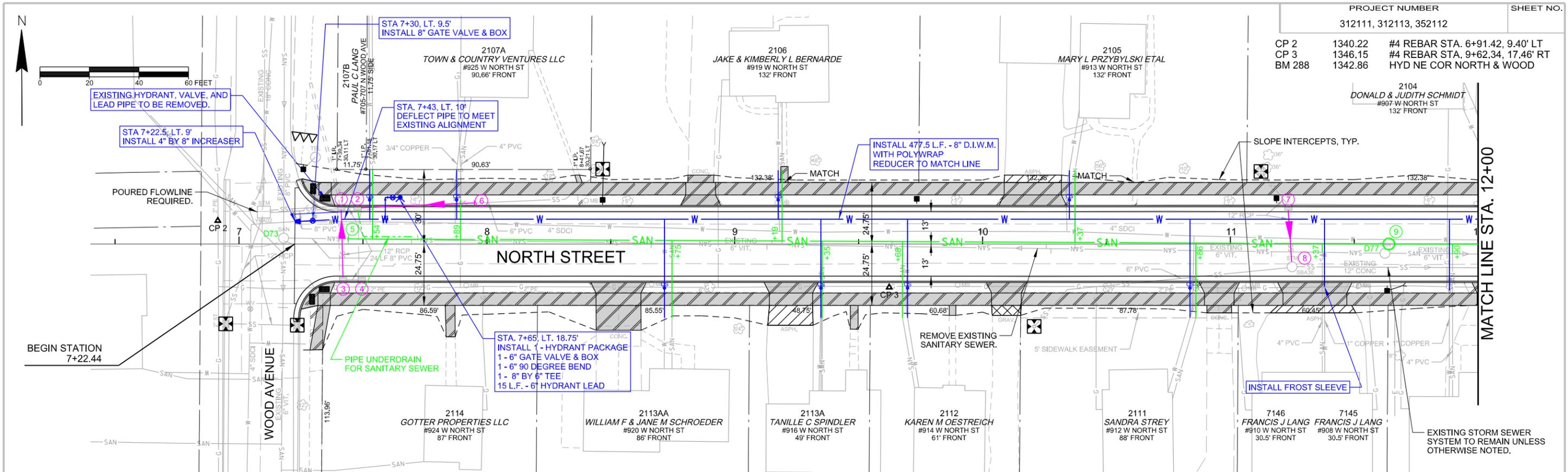
INDEX OF SHEETS

SHEET NO.	1	TITLE SHEET
SHEET NO.	2	LEGEND AND GENERAL NOTES
SHEET NO.	3	TYPICAL SECTIONS
SHEET NO.	4 - 26	CONSTRUCTION DETAILS
SHEET NO.	27	EW - EARTHWORK QUANTITIES
SHEET NO.	28 - 30	PP - NORTH STREET, PLAN AND PROFILE
SHEET NO.	31 - 32	IN - NORTH STREET, UNDER DRAIN AND INSULATION
SHEET NO.	33 - 34	PG - NORTH STREET, PAVEMENT GRADES
SHEET NO.	35 - 47	XS - NORTH STREET, CROSS SECTIONS
SHEET NO.	48	PP - ALLEY (CHESTNUT/CENTRAL, 4TH/5TH), PALN AND PROFILE
SHEET NO.	49 - 52	XX - ALLEY (CHESTNUT/CENTRAL, 4TH/5TH), CROSS SECTIONS
SHEET NO.	53 - XX	PP - PARK STREET, CONCRETE CURB AND GUTTER
SHEET NO.	0	EM - EPOXY MARKING, VETERANS PKWY DYNAMIC ENVELOPES
SHEET NO.	0	SW - SANITARY SEWER AND WATER



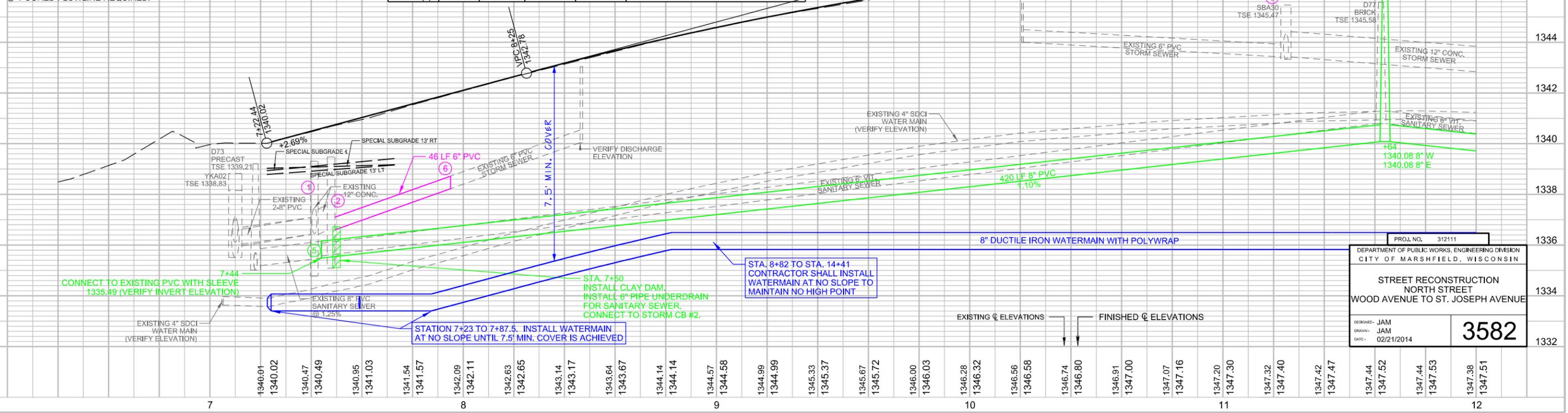
LOCATION MAP
CITY OF MARSHFIELD

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



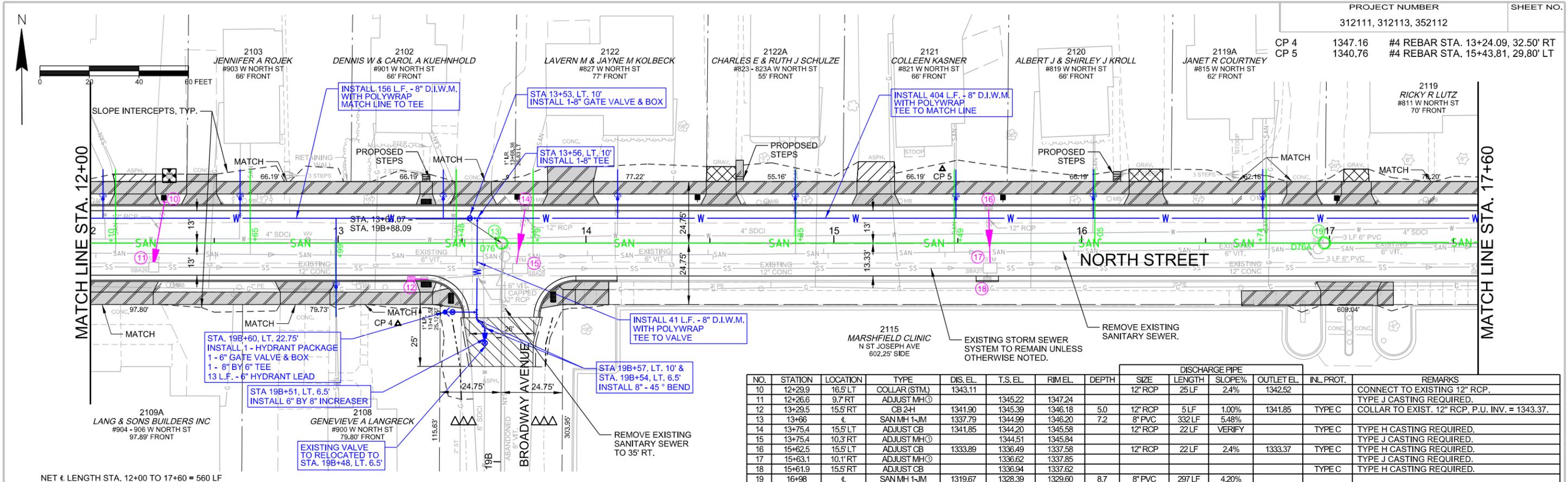
NET LENGTH STA. 7+22.44 TO 12+00 = 477.56 LF

NO.	STATION	LOCATION	TYPE	DIS. EL.	T.S. EL.	RIM EL.	DEPTH	DISCHARGE PIPE			INL. PROT.	REMARKS		
								SIZE	LENGTH	SLOPE%			OUTLET EL.	
1	7+41.3	15.5' LT	ADJUST CB		1339.31	1340.06					TYPE C	TYPE H CASTING REQUIRED.		
2	7+47.8	15.5' LT	ADJUST CB			1340.23					TYPE C	TYPE H CASTING REQUIRED.		
3	7+42.0	15.5' RT	ADJUST CB	1336.76	1339.65	1340.28		12" RCP	27 LF	1.1%	1336.45	TYPE C	TYPE H CASTING REQUIRED.	
4	7+49.5	15.5' RT	ADJUST CB		1339.86	1340.43						TYPE C	TYPE H CASTING REQUIRED.	
5	7+44	2' LT	SLEEVE (SAN)		1335.49			8" PVC					CONNECT TO EXISTING 8" PVC.	
6	7+95	16.5' LT	SLEEVE (STM)		VERIFY			6" PVC	46 LF	VERIFY	1336.60		CONNECT TO EXISTING CB.	
7	11+23.4	15.5' LT	ADJUST CB	1343.49	1346.22	1346.94		12" RCP	21 LF	0.76%		TYPE C	TYPE H CASTING REQUIRED.	
8	11+25.8	9.2' RT	ADJUST MH		1345.47	1347.24							TYPE J CASTING REQUIRED.	
9	11+64	4'	SAN MH 1-JM	1340.08	1346.31	1347.52	6.2	8" PVC (W)	420 LF	1.10%				
								8" PVC (E)	202 LF	1.08%				



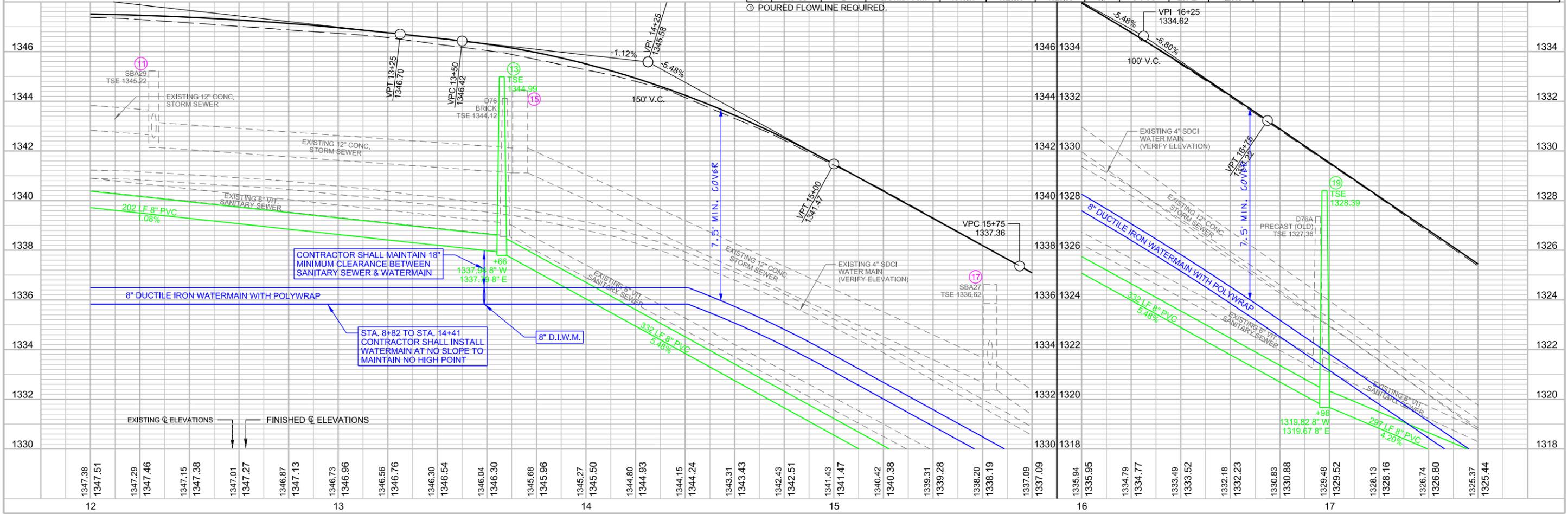
PROJ. NO. 312111
 DEPARTMENT OF PUBLIC WORKS, ENGINEERING DIVISION
 CITY OF MARSHFIELD, WISCONSIN
STREET RECONSTRUCTION
 NORTH STREET
 WOOD AVENUE TO ST. JOSEPH AVENUE
 DRAWN: JAM
 DATE: 02/21/2014
3582

PLOTTED ON: 2/26/2014 1:48:08 PM

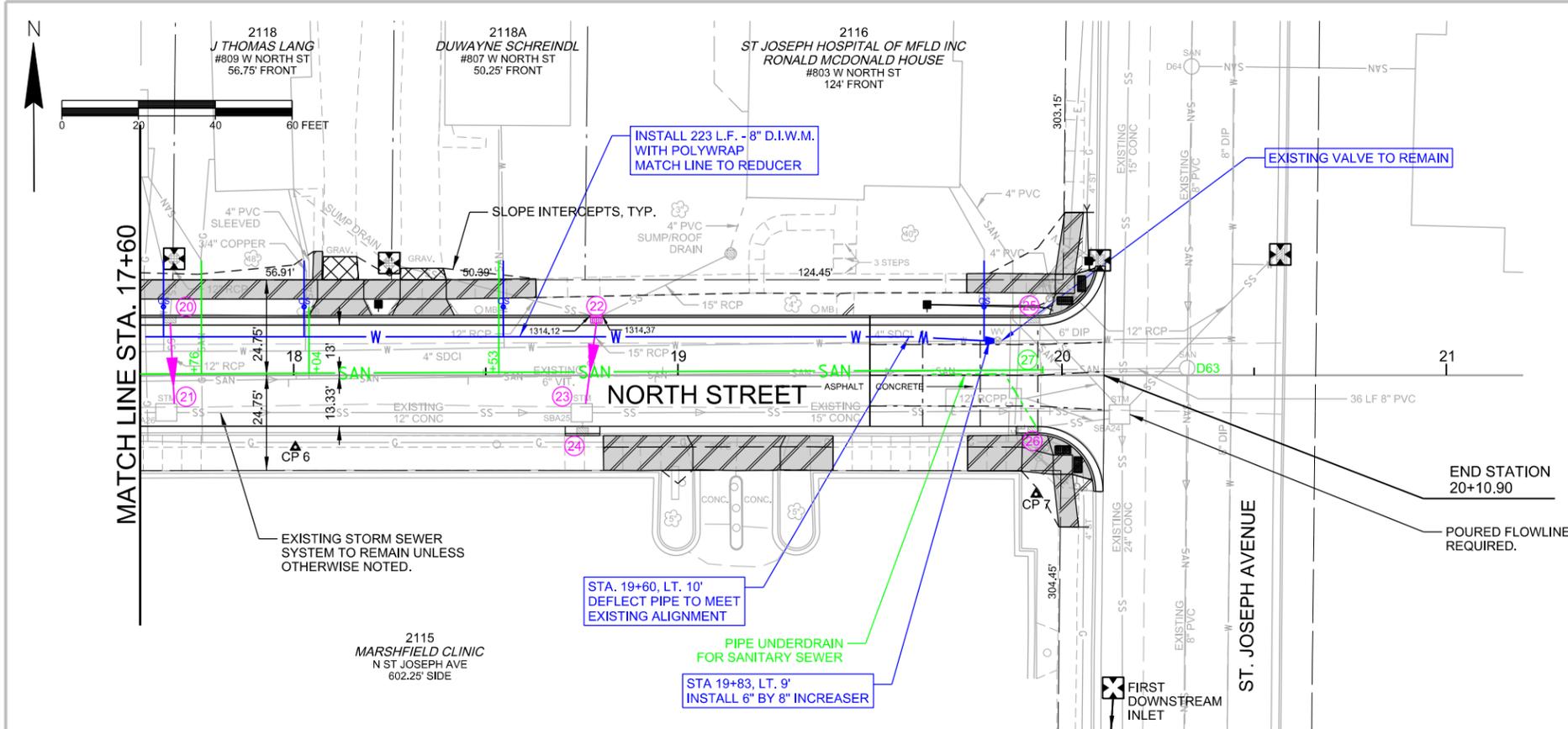


NO.	STATION	LOCATION	TYPE	DIS. EL.	T.S. EL.	RIM EL.	DEPTH	SIZE	LENGTH	SLOPE%	OUTLET EL.	INL. PROT.	REMARKS	
10	12+29.9	16.5' LT	COLLAR (STM.)	1343.11	1345.22	1347.24		12" RCP	25 LF	2.4%	1342.52		CONNECT TO EXISTING 12" RCP.	
11	12+26.6	9.7' RT	ADJUST MH					8" PVC	332 LF	1.00%	1341.85	TYPE C	TYPE J CASTING REQUIRED.	
12	13+29.5	15.5' RT	CB 2H	1341.90	1345.39	1346.18	5.0	12" RCP	5 LF	1.00%	1341.85	TYPE C	COLLAR TO EXIST. 12" RCP, P.U. INV. = 1343.37.	
13	13+66	+	SAN MH 1-JM	1337.79	1344.99	1346.20	7.2	8" PVC	332 LF	5.48%			VERIFY	
14	13+75.4	15.5' LT	ADJUST CB	1341.85	1344.20	1345.58		12" RCP	22 LF			TYPE C	TYPE H CASTING REQUIRED.	
15	13+75.4	10.3' RT	ADJUST MH		1344.51	1345.84							TYPE J CASTING REQUIRED.	
16	15+62.5	15.5' LT	ADJUST CB	1333.89	1336.49	1337.58		12" RCP	22 LF	2.4%	1333.37	TYPE C	TYPE H CASTING REQUIRED.	
17	15+63.1	10.1' RT	ADJUST MH		1336.62	1337.85							TYPE J CASTING REQUIRED.	
18	15+61.9	15.5' RT	ADJUST CB	1336.94	1337.62	1337.62							TYPE H CASTING REQUIRED.	
19	16+98	+	SAN MH 1-JM	1319.67	1328.39	1329.60	8.7	8" PVC	297 LF	4.20%			TYPE C	TYPE H CASTING REQUIRED.

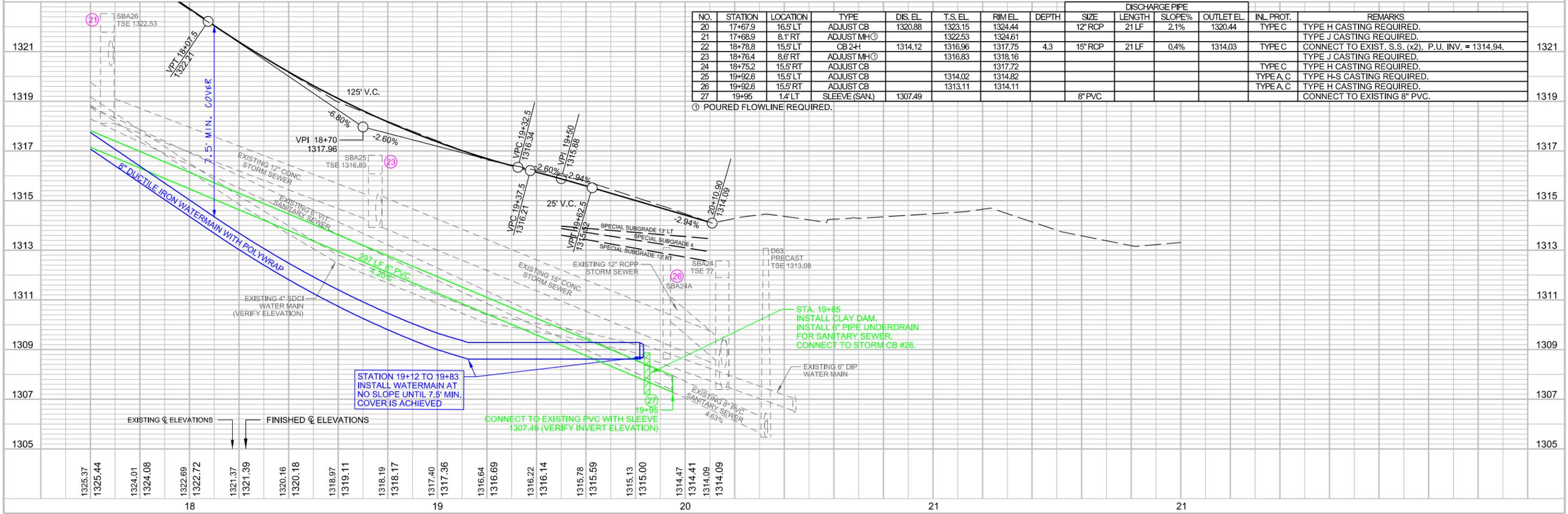
NET LENGTH STA. 12+00 TO 17+60 = 560 LF



PLOTTED ON: 2/26/2014 1:48:09 PM



NET LENGTH STA. 17+60 TO 20+10.90 = 250.90 LF



NO.	STATION	LOCATION	TYPE	DIS. EL.	T.S. EL.	RIM EL.	DEPTH	DISCHARGE PIPE			INL. PROT.	REMARKS	
								SIZE	LENGTH	SLOPE%			
20	17+67.9	16.5' LT	ADJUST CB	1320.88	1323.15	1324.44		12" RCP	21 LF	2.1%	1320.44	TYPE C	TYPE H CASTING REQUIRED.
21	17+68.9	8.1' RT	ADJUST MH		1322.53	1324.61							TYPE J CASTING REQUIRED.
22	18+78.8	15.5' LT	CB 2-H	1314.12	1316.96	1317.75	4.3	15" RCP	21 LF	0.4%	1314.03	TYPE C	CONNECT TO EXIST. S.S. (x2), P.U. INV. = 1314.94.
23	18+76.4	8.6' RT	ADJUST MH		1316.83	1318.16							TYPE J CASTING REQUIRED.
24	18+75.2	15.5' RT	ADJUST CB			1317.72						TYPE C	TYPE H CASTING REQUIRED.
25	19+92.6	15.5' LT	ADJUST CB		1314.02	1314.82						TYPE A C	TYPE H-S CASTING REQUIRED.
26	19+92.6	15.5' RT	ADJUST CB		1313.11	1314.11						TYPE A C	TYPE H CASTING REQUIRED.
27	19+95	1.4' LT	SLEEVE (SAN.)	1307.49				8" PVC					CONNECT TO EXISTING 8" PVC.

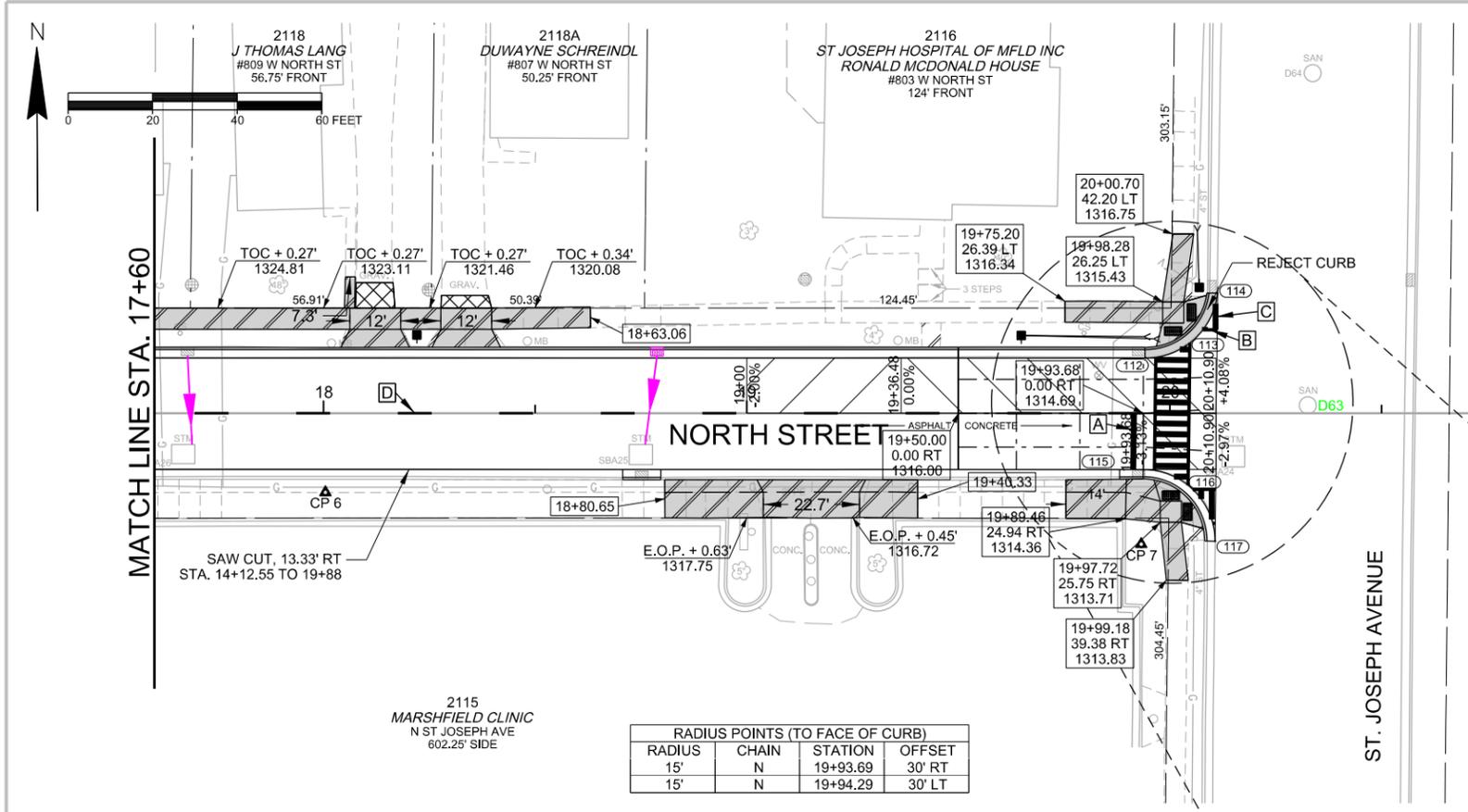
① POURED FLOWLINE REQUIRED.

PLOTTED ON: 2/26/2014 1:48:11 PM

CP 6	1323.27	PK NAIL STA. 18+00.44, 18.69' RT
CP 7	1314.80	PK NAIL STA. 19+93.22, 30.90' RT
BM 282	1318.71	HYD NE COR NORTH & ST JOSEPH

PAVEMENT MARKING LEGEND

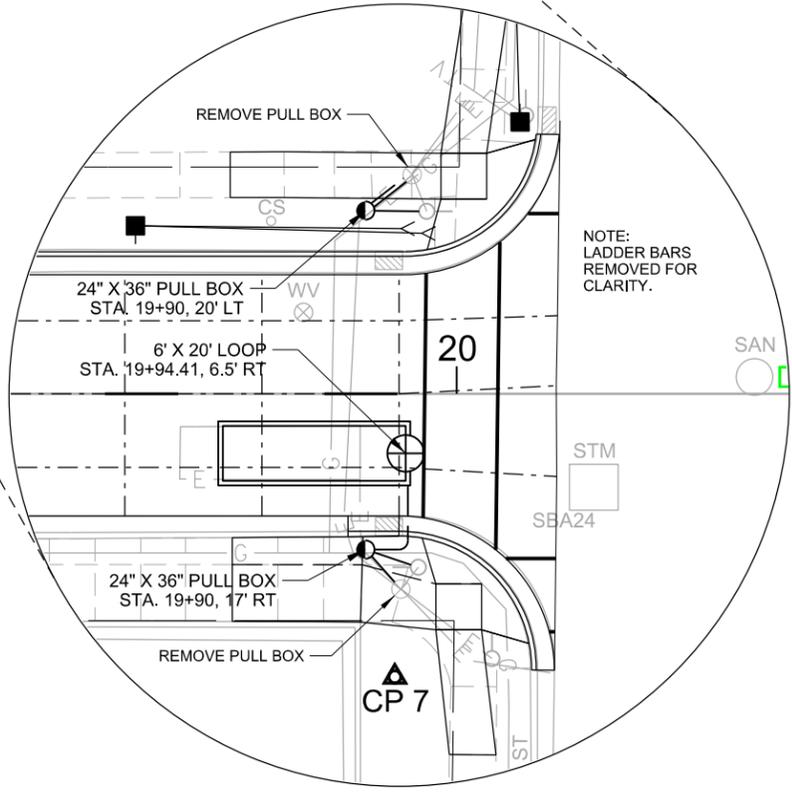
A	PAVEMENT MARKING EPOXY 12-INCH, WHITE, STOP LINE
B	PAVEMENT MARKING EPOXY 6-INCH, WHITE, CROSSWALK
C	PAVEMENT MARKING EPOXY 12-INCH, WHITE, CROSSWALK
D	PAVEMENT MARKING EPOXY 4-INCH, YELLOW, 8' LINE, 16' GAP



RADIUS POINTS (TO FACE OF CURB)

RADIUS	CHAIN	STATION	OFFSET
15'	N	19+93.69	30' RT
15'	N	19+94.29	30' LT

Point	Description	Station	Offset	Radius	Elevation
112	EOP PC	19+49.29	13.00' LT	17'	1314.99
113	EOP L.P.	20+03.74	15.86' LT	17'	1314.88
114	EOP PT	20+11.21	28.30' LT	17'	1315.13
115	EOP PC	19+93.68	13.33' RT	17'	1314.18
116	EOP MID PT	20+05.65	18.26' RT	17'	1313.64
117	EOP PT	20+10.68	30.19' RT	17'	1313.10



LEGEND

	PULL BOX, 24" X 36"
	SIGNAL CONDUIT, 2-INCH TO BE INSTALLED
	SIGNAL CONDUIT, 1-INCH TO BE INSTALLED
	LOOP DETECTOR IN 1" NONMETALLIC CONDUIT WITH 12" PULL BOX

SIGNAL PLAN

PLOTTED ON: 2/26/2014 1:48:17 PM

NO.	STATION	LOCATION	TYPE	DIS. EL.	T.S. EL.	RIM EL.	DEPTH	SIZE	LENGTH	SLOPE%	OUTLET EL.	INL. PROT.	REMARKS
1	10+03.75	CL	ADJUST CB		1264.45	1265.39						TYPE B	TYPE U CASTING REQUIRED.
2	10+33	2.6' LT	ADJUST MH		1265.12	1265.94						TYPE B	TYPE J CASTING REQUIRED.
A	10+00-10+76	4' LT	INSULATION										2" THICK - 8' WIDE - 573 SF

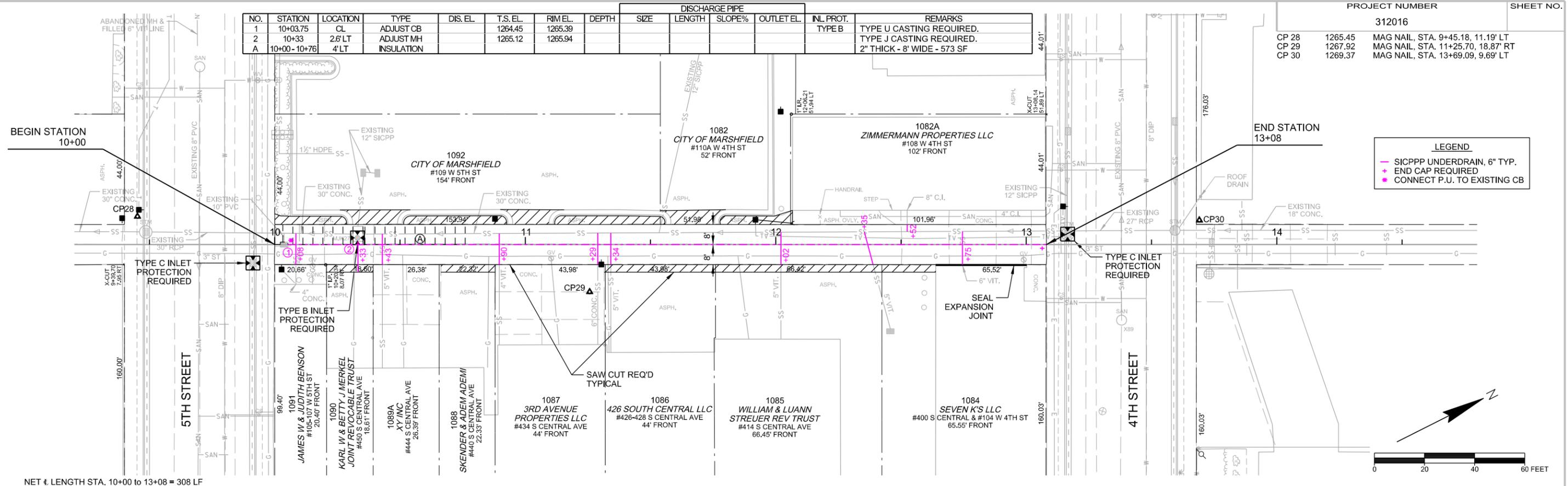
CP 28	1265.45	MAG NAIL, STA. 9+45.18, 11.19' LT
CP 29	1267.92	MAG NAIL, STA. 11+25.70, 18.87' RT
CP 30	1269.37	MAG NAIL, STA. 13+69.09, 9.69' LT

BEGIN STATION 10+00

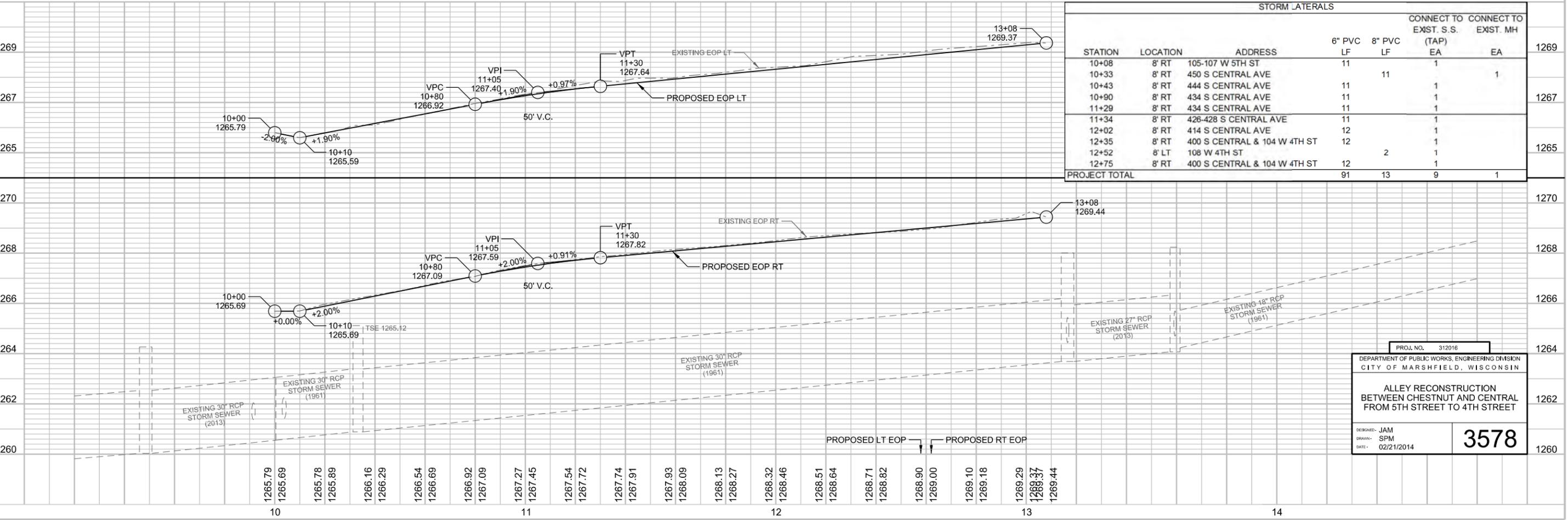
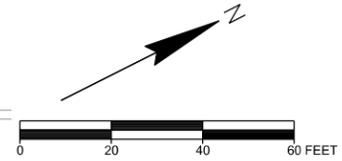
END STATION 13+08

LEGEND

- SICPPP UNDERDRAIN, 6" TYP.
- END CAP REQUIRED
- CONNECT P.U. TO EXISTING CB



NET LENGTH STA. 10+00 TO 13+08 = 308 LF



STORM LATERALS					
STATION	LOCATION	ADDRESS	6" PVC LF	8" PVC LF	CONNECT TO
					EXIST. S.S. (TAP) EA
10+08	8' RT	105-107 W 5TH ST	11		1
10+33	8' RT	450 S CENTRAL AVE		11	1
10+43	8' RT	444 S CENTRAL AVE	11		1
10+90	8' RT	434 S CENTRAL AVE	11		1
11+29	8' RT	434 S CENTRAL AVE	11		1
11+34	8' RT	426-428 S CENTRAL AVE	11		1
12+02	8' RT	414 S CENTRAL AVE	12		1
12+35	8' RT	400 S CENTRAL & 104 W 4TH ST	12		1
12+52	8' LT	108 W 4TH ST		2	1
12+75	8' RT	400 S CENTRAL & 104 W 4TH ST	12		1
PROJECT TOTAL			91	13	9

PROJ. NO. 312016

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

ALLEY RECONSTRUCTION
BETWEEN CHESTNUT AND CENTRAL
FROM 5TH STREET TO 4TH STREET

DESIGNED: JAM
DRAWN: SPM
DATE: 02/21/2014

3578

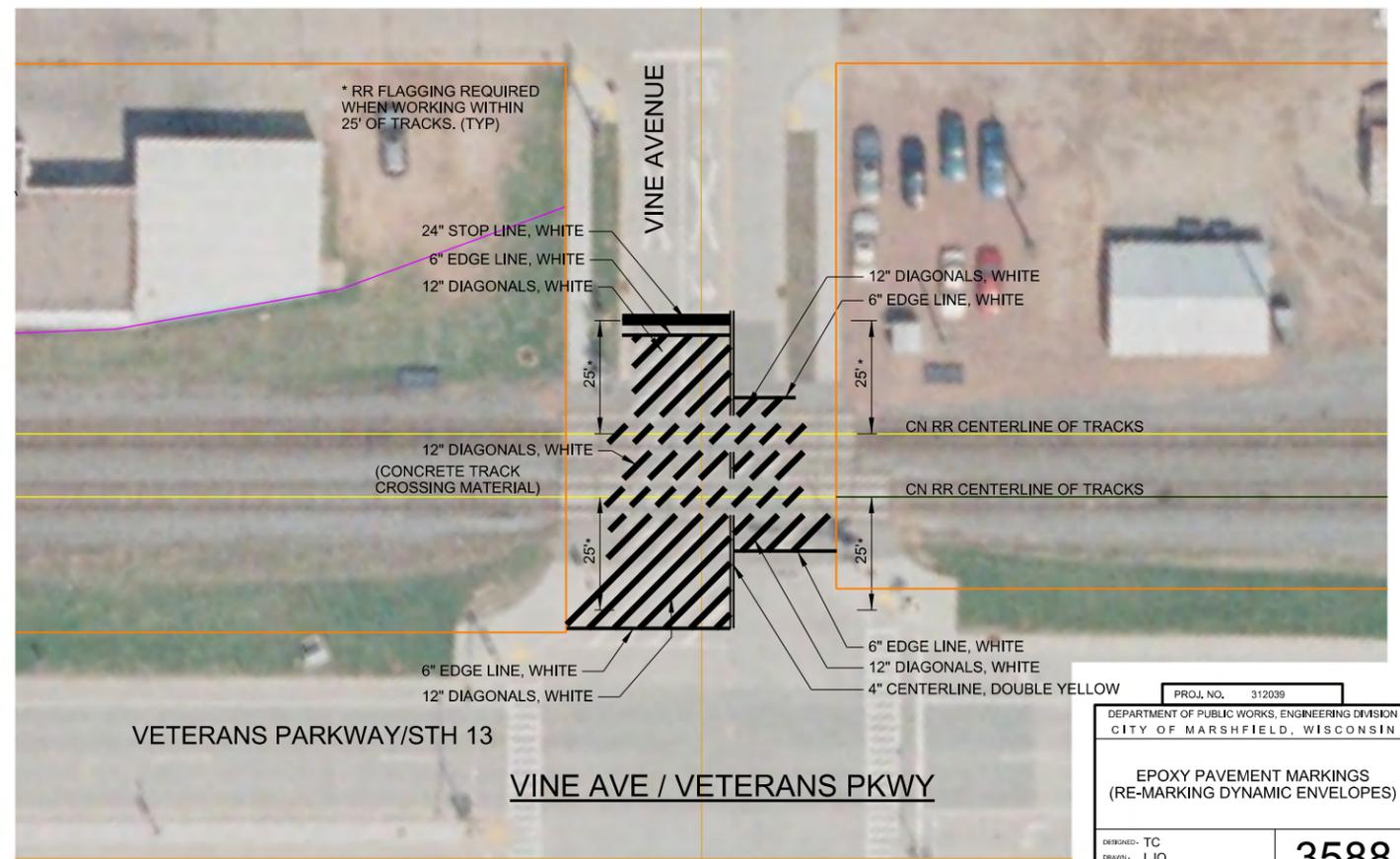
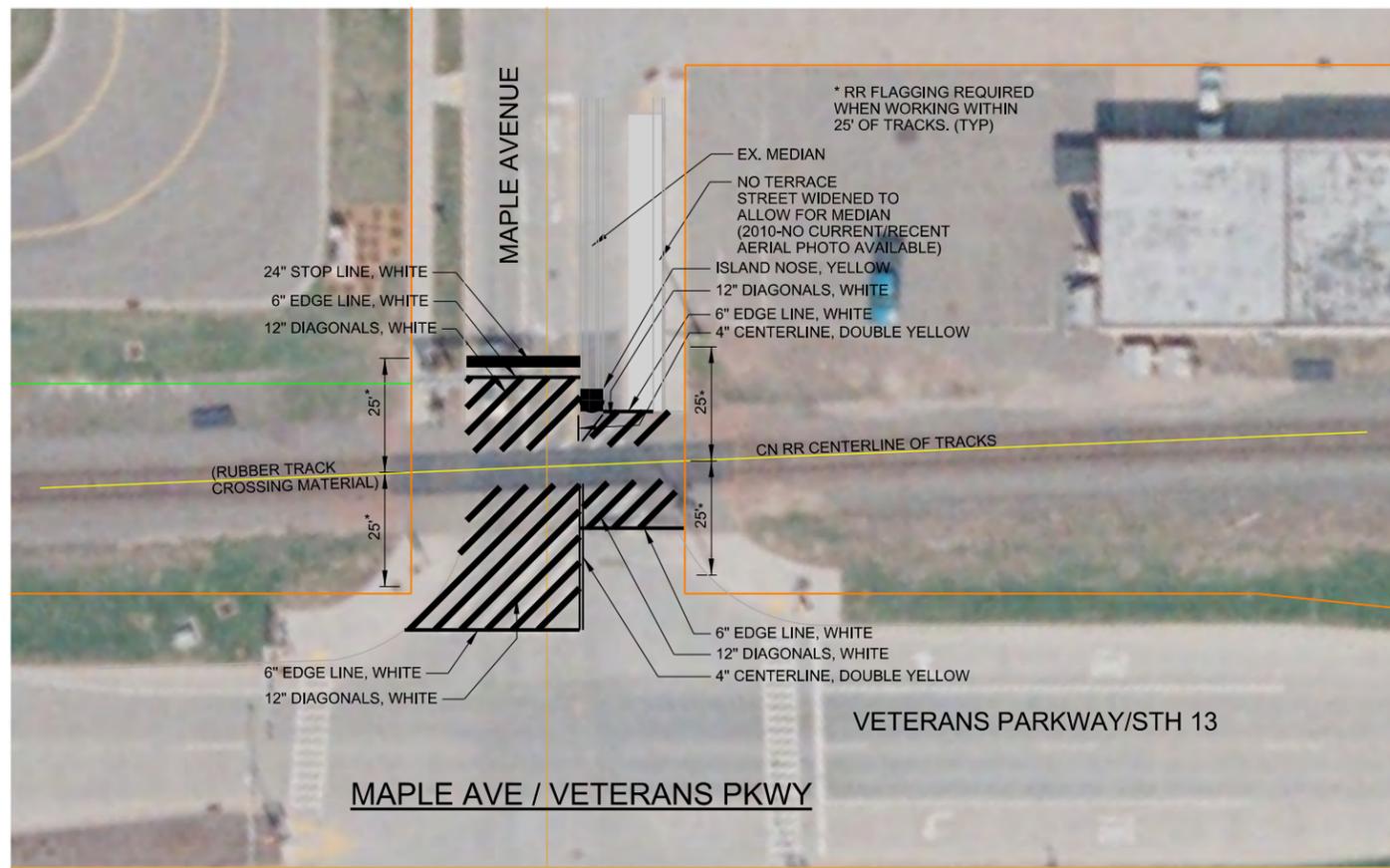
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DYNAMIC ENVELOPE RE-MARKING

- DIAGONALS SHALL BE 12", WHITE, AT 45°, SPACED 5'
- DYNAMIC ENVELOPE MARKINGS SHALL NOT INTERFERE WITH LANE CONTROL MARKINGS.
- DO NOT PAINT (OR PREP) RAILS, AND WOOD OR RUBBER TRACK CROSSING MATERIAL.

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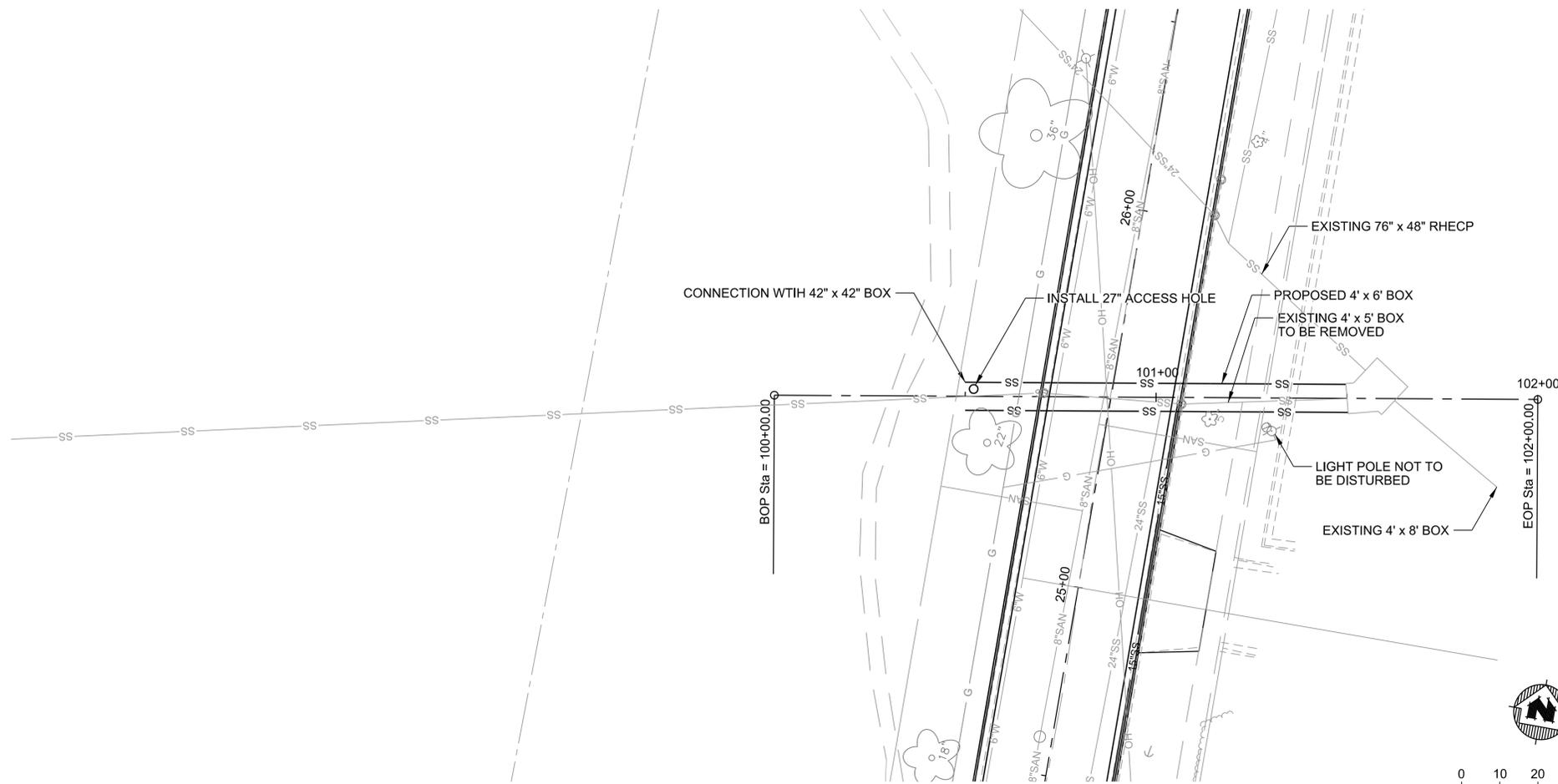
PROJ. NO. 312039

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

EPOXY PAVEMENT MARKINGS
(RE-MARKING DYNAMIC ENVELOPES)

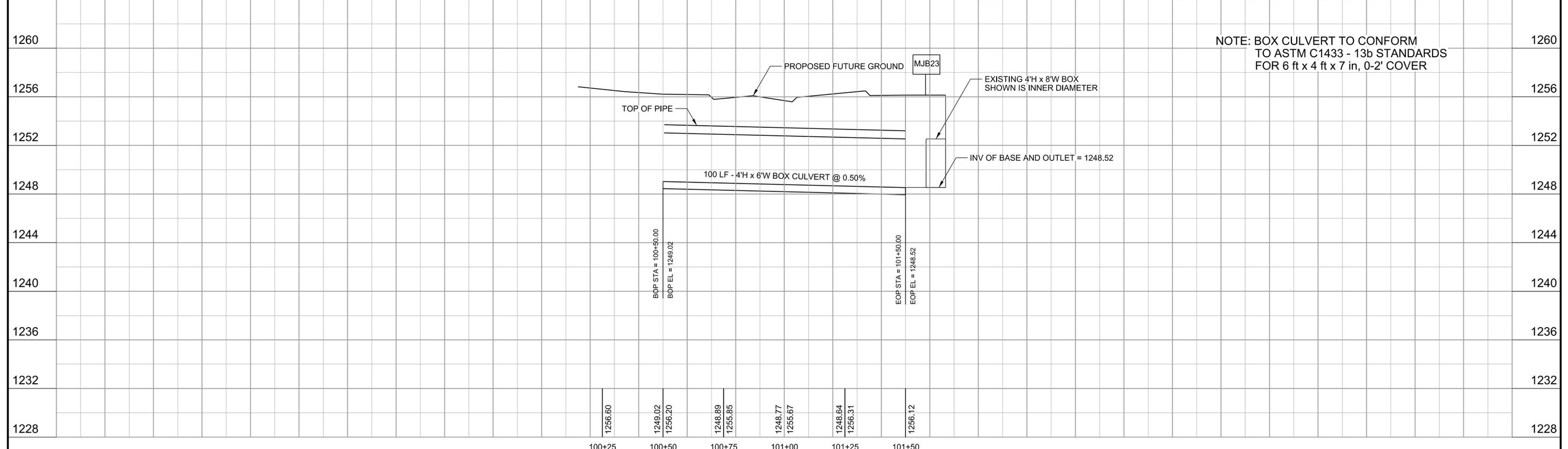
DESIGNED: TC
DRAWN: LJO
DATE: 2/20/2014

3588



BENCHMARK TABLE

BM. NO.	STATION	DESCRIPTION	ELEV.
771	26+67.6, 21.4' RT	HYDRANT #771	1257.81



NOTE: BOX CULVERT TO CONFORM TO ASTM C1433 - 13b STANDARDS FOR 6 ft x 4 ft x 7 in, 0-2' COVER

PROJECT NO.:	SCALE:	NO.	DATE	REVISION	BY
584074	AS SHOWN				
PROJECT DATE: XX/XX/XXXX	DRAWN BY: DWR				
CITY OF MARSHFIELD PLAN NO. 3581	CHECKED BY: TRT				
PLOT DATE:					

Preliminary

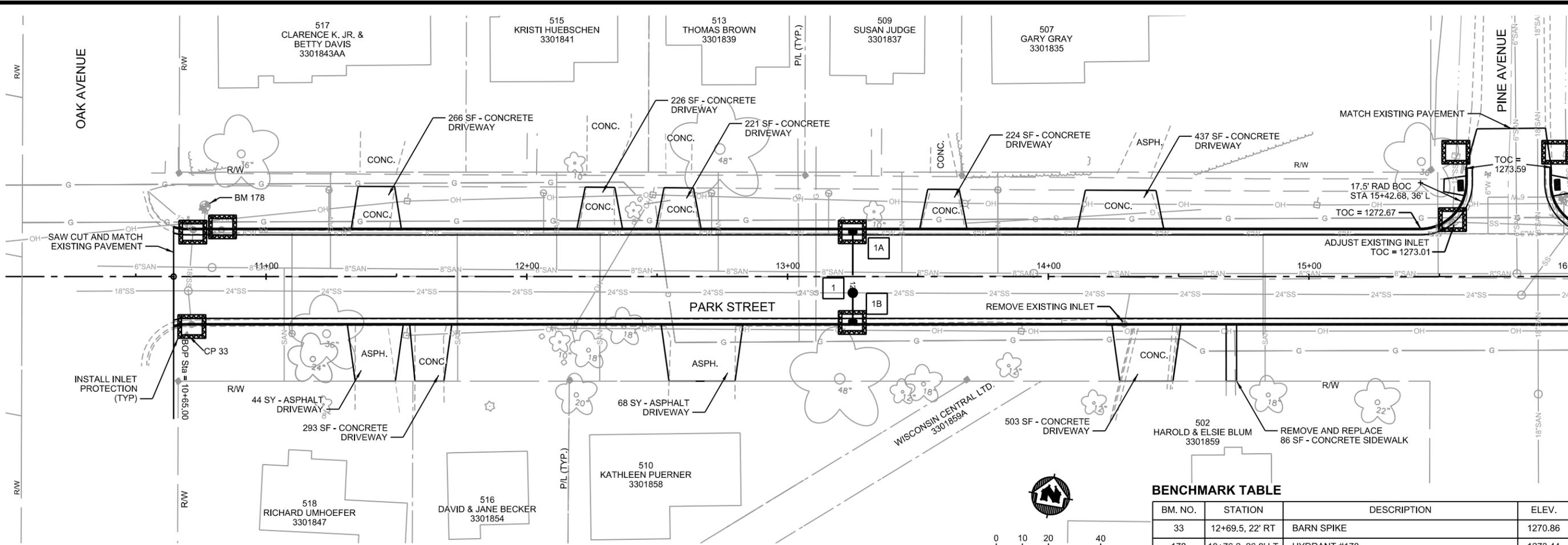
MSA
PROFESSIONAL SERVICES

TRANSPORTATION • MUNICIPAL DEVELOPMENT • ENVIRONMENTAL
148 North Central Ave. Marshfield, WI 54449
715-384-2133 1-877-204-0572 Fax: 715-384-9787
Web Address: www.msa-ps.com
© MSA Professional Services, Inc.

BOX CULVERT PLAN AND PROFILE SHEET

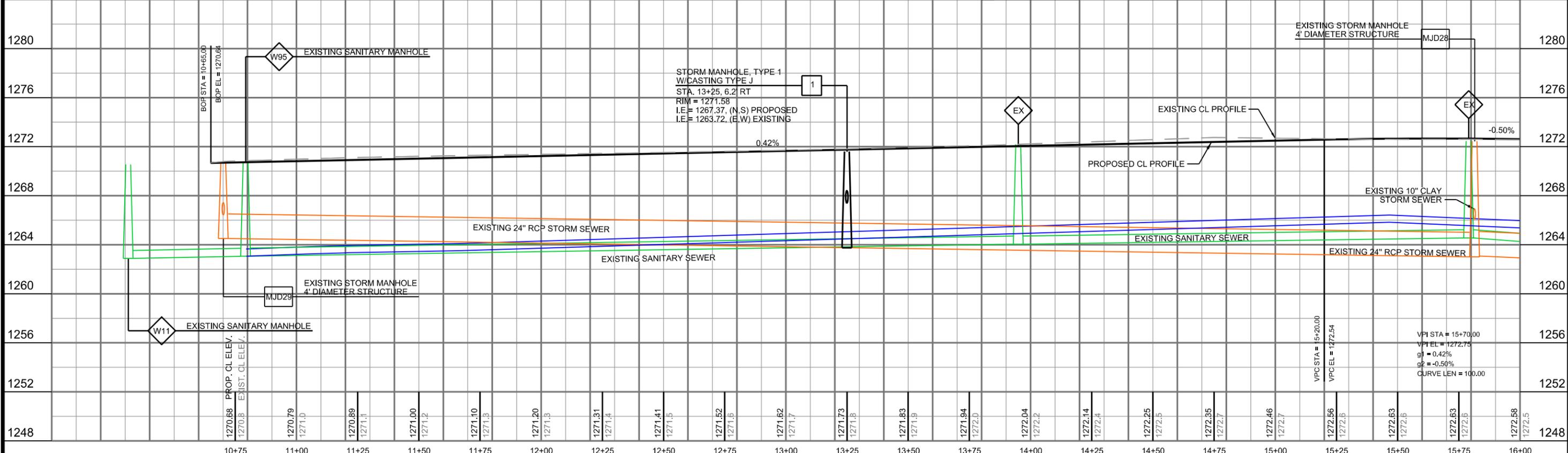
**BOX STORM SEWER REPLACEMENT
PARK STREET CROSSING
CITY OF MARSHFIELD
PLAN NO. 3581**

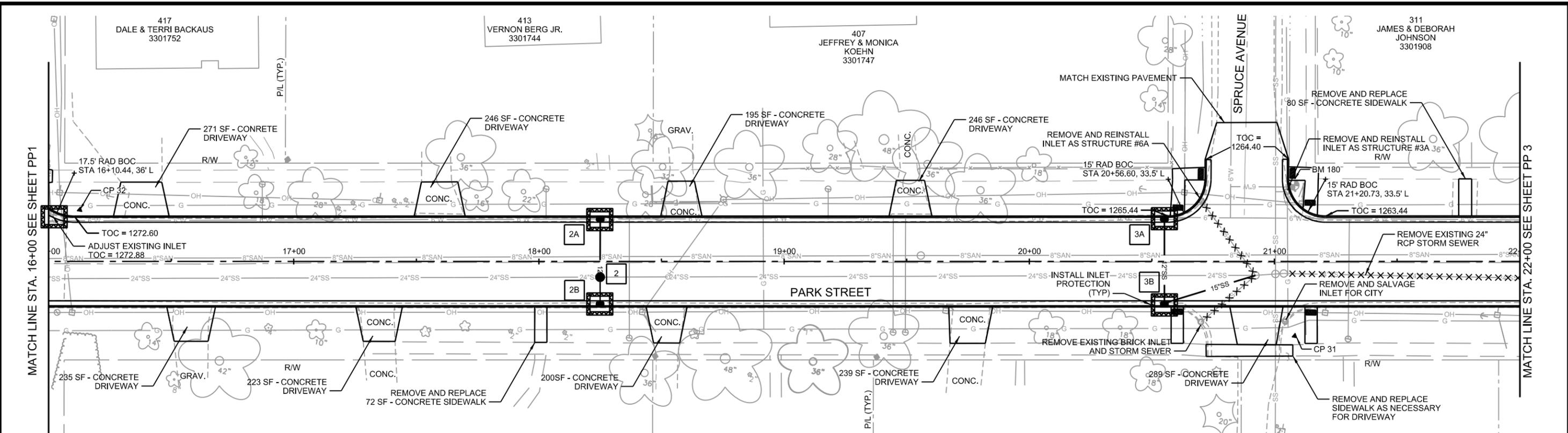
FILE NO. 584074
SHEET PP 1



BENCHMARK TABLE

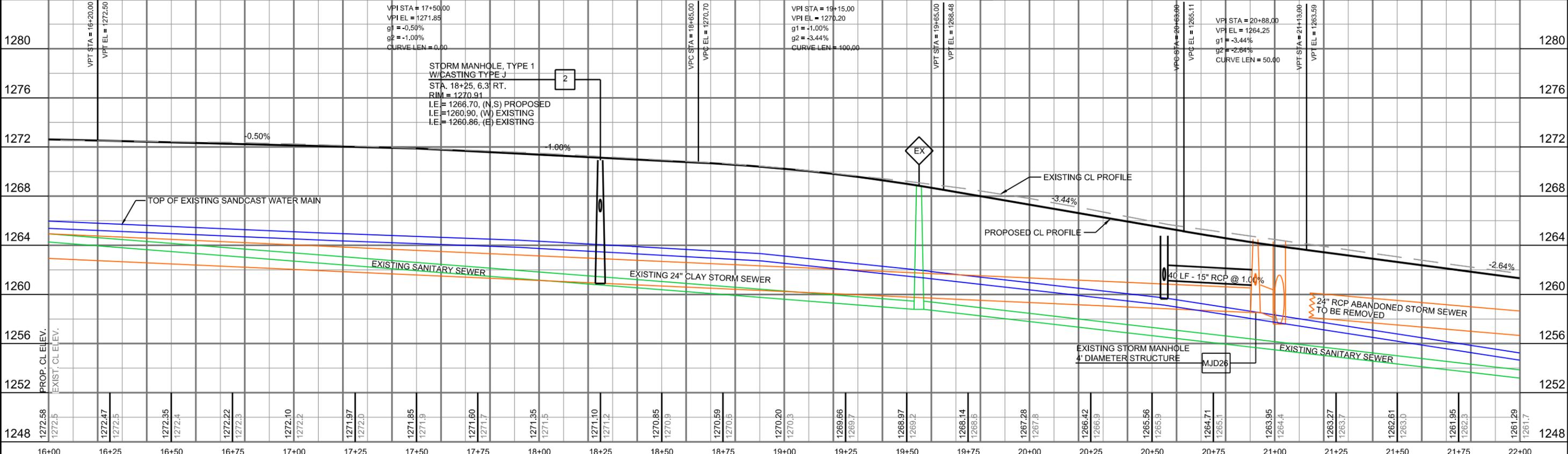
BM. NO.	STATION	DESCRIPTION	ELEV.
33	12+69.5, 22' RT	BARN SPIKE	1270.86
178	10+76.2, 26.8' LT	HYDRANT #178	1273.44





BENCHMARK TABLE

BM. NO.	STATION	DESCRIPTION	ELEV.
180	21+07.3, 30.3' LT	HYDRANT #180	1266.37
31	21+08, 30.2' RT	BARN SPIKE	1264.18
32	16+12.6, 21.1' LT	BARN SPIKE	1272.93



STATION	ELEVATION	REVISION	BY
16+00	1272.58		
16+25	1272.47		
16+50	1272.35		
16+75	1272.22		
17+00	1272.10		
17+25	1271.97		
17+50	1271.85		
17+75	1271.73		
18+00	1271.61		
18+25	1271.49		
18+50	1271.37		
18+75	1271.25		
19+00	1271.13		
19+25	1271.01		
19+50	1269.89		
19+75	1269.77		
20+00	1268.65		
20+25	1268.53		
20+50	1267.41		
20+75	1267.29		
21+00	1266.17		
21+25	1266.05		
21+50	1264.93		
21+75	1264.81		
22+00	1263.69		

PROJECT NO.: 584074
 PROJECT DATE: XXX/XXX/XXX
 SCALE: AS SHOWN
 DRAWN BY: DWR
 CHECKED BY: TRT

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PARK STREET PLAN AND PROFILE SHEET

PARK STREET ROAD RECONSTRUCTION
 CITY OF MARSHFIELD
 PLAN NO. 3581

FILE NO. 584074
 SHEET PP2

Preliminary

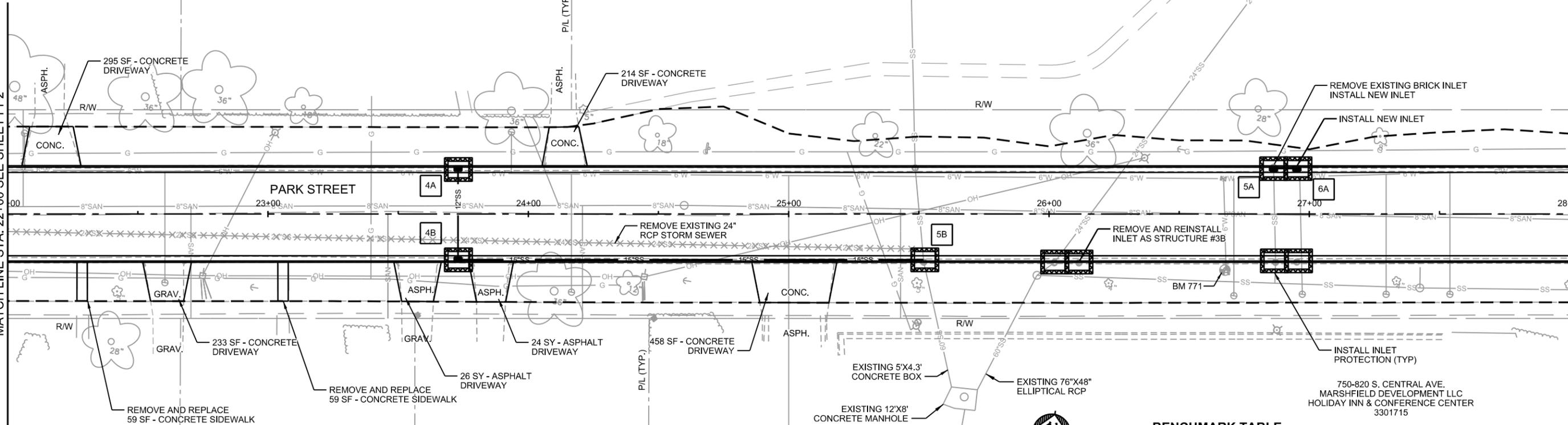
311
JAMES & DEBORAH
JOHNSON
3301908

303
AMY BARKER
3301907

77H ST. & PARK ST.
CITY OF MARSHFIELD
VETERAN'S MEMORIAL PARK
3301906

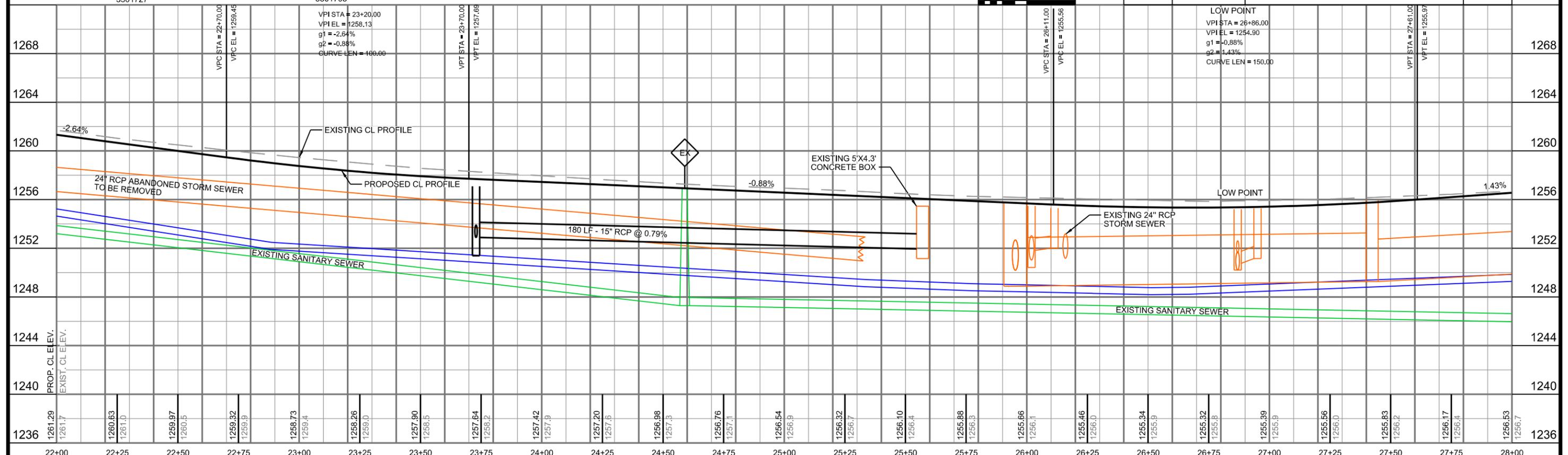
MATCH LINE STA. 22+00 SEE SHEET PP2

MATCH LINE STA. 28+00 SEE SHEET PP 4



BENCHMARK TABLE

BM. NO.	STATION	DESCRIPTION	ELEV.
771	26+67.6, 21.4' RT	HYDRANT #771	12557.81



STATION	PROP. CL. ELEV.	EXIST. CL. ELEV.
22+00	1261.29	1261.7
22+25	1260.83	1261.0
22+50	1259.97	1260.5
22+75	1259.52	1259.9
23+00	1258.73	1259.4
23+25	1258.26	1258.9
23+50	1257.90	1258.5
23+75	1257.64	1258.2
24+00	1257.42	1257.9
24+25	1257.20	1257.6
24+50	1256.98	1257.3
24+75	1256.76	1257.1
25+00	1256.54	1256.9
25+25	1256.32	1256.7
25+50	1256.10	1256.4
25+75	1255.88	1256.3
26+00	1255.66	1256.1
26+25	1255.46	1256.0
26+50	1255.24	1255.9
26+75	1255.02	1255.8
27+00	1254.80	1255.7
27+25	1254.58	1255.6
27+50	1254.36	1255.5
27+75	1254.14	1255.4
28+00	1253.92	1255.3

PROJECT NO.: 584074
 SCALE: AS SHOWN
 DRAWN BY: DWR
 CHECKED BY: TRT

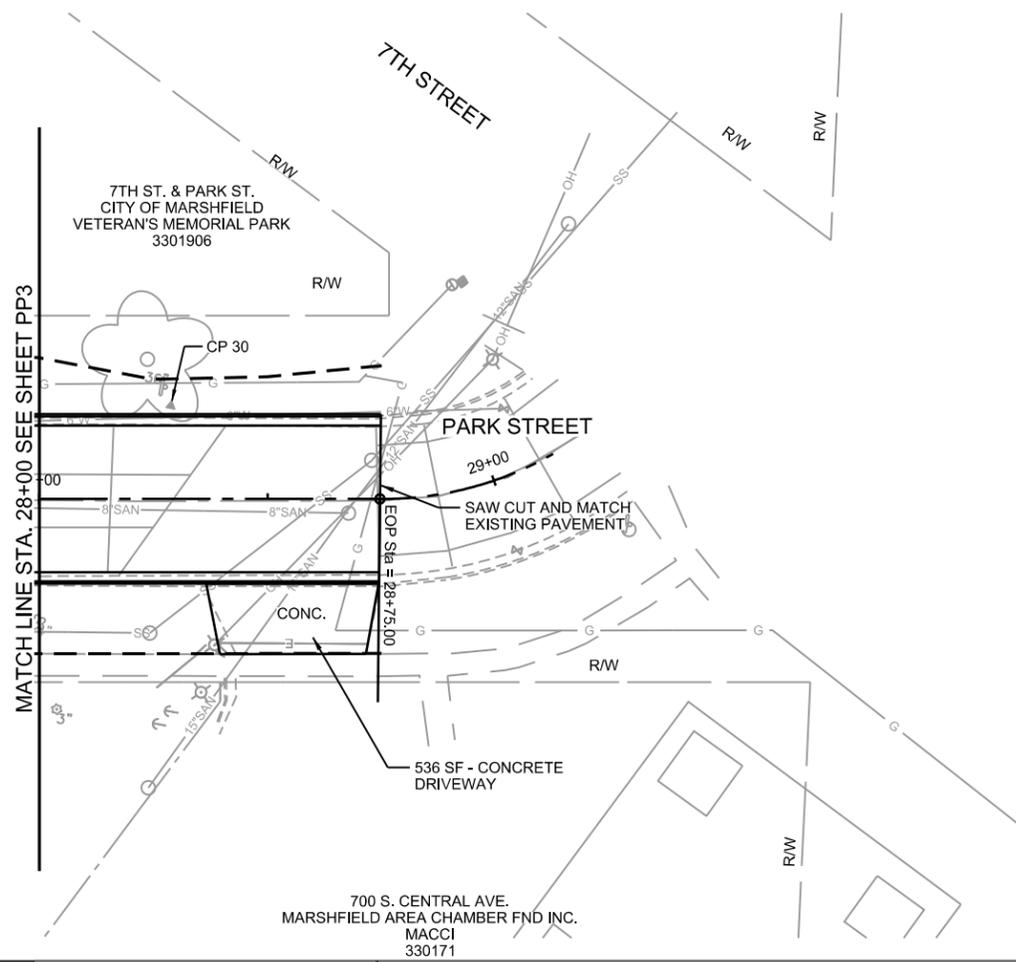
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PARK STREET PLAN AND PROFILE SHEET

PARK STREET ROAD RECONSTRUCTION
 CITY OF MARSHFIELD
 PLAN NO. 3581

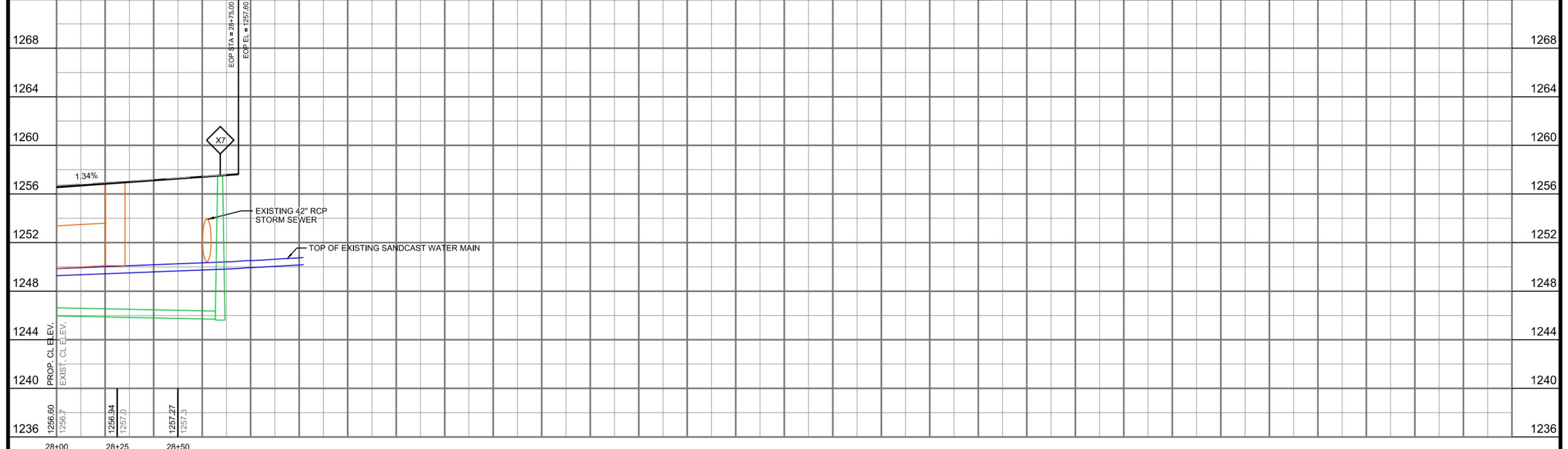
FILE NO.
584074
 SHEET
PP3

Preliminary



BENCHMARK TABLE

BM. NO.	STATION	DESCRIPTION	ELEV.
CP 30	28+28.7, 20.3' LT	BARN SPIKE	1256.84



PROJECT NO.: 584074	SCALE: AS SHOWN	NO.	DATE	REVISION	BY
PROJECT DATE: XXXXXXXX	DRAWN BY: DWR				
	CHECKED BY: TRT				

Preliminary

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PARK STREET PLAN AND PROFILE SHEET

PARK STREET ROAD RECONSTRUCTION
 CITY OF MARSHFIELD
 PLAN NO. 3581

FILE NO.
584074
 SHEET
PP4



City of
Marshfield

Memorandum

TO: Board of Public Works
FROM: Tom Turchi, City Engineer
DATE: February 27, 2014
RE: Budget Resolution 04-2014 – Traffic Signal Equipment

BACKGROUND

At the previous Board of Public Works Meeting discussion was held noting the changes that have been made to railroad preemption programming for the intersections of Chestnut, Central, Maple, Vine, Palmetto and 4th/8th with Veterans Parkway. These revised preemption timings for track clearing green will cause significant delays to the traveling public as the signals will not be able to terminate track clearing green when the gates are down.

In order to reduce this delay and maximize efficiency of the signal operations, new control equipment is required. Discussion was held on the two methods for funding of these improvements. The first is to wait until funding could be allocated from the Wisconsin DOT which would most likely delay signal improvements by a year or more. The second would be to purchase the controllers and equipment now which will guarantee equipment compatibly with our current systems and allow the implementation in a few months. DOT representatives have stated they are willing to have CN Railroad install the required equipment needed from their signals which will expedite the process.

Due to significant number of trains and the switching yard east of Vine Avenue, I would recommend purchasing the equipment and controllers now and work with the DOT to complete the connection to allow track clearing green to be terminated after a gate-down signal is achieved thus reducing delays to the traveling public and restoring efficient signal operation.

ANALYSIS

The estimated cost of the project is \$22,000, which includes equipment, installation and reprogramming. Staff proposes transferring funds from the Quiet Zone Improvements Project (EN-F-2039) in the amount of \$22,000.

RECOMMENDATION

I recommend approval of the purchase of new traffic signal control equipment for the intersections of Chestnut, Central, Maple, Vine, Palmetto, and 4th/8th Streets with Veterans Parkway and direct staff to draft a budget resolution for Common Council for consideration.

Respectfully submitted,

Thomas R. Turchi

Thomas Turchi

Concurrence:

Steve Barg

Steve Barg, City Administrator

Keith R. Strey

Keith Strey, Finance Director

Daniel G. Knoeck

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



City of
Marshfield
Memorandum

February 27, 2014

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Release of Easement for former Hartl Manor Site Redevelopment

BACKGROUND

The City has been working with a developer for redevelopment of a portion of the former Hartl Manor property. There are 2 existing storm sewer easements and one sanitary sewer easement in place across the south side of the site that need to be adjusted to accommodate the new site layout. The intent is to vacate and release the existing easements concurrently with execution of new easements.

ANALYSIS

The new easements will better match the sanitary and storm sewers that were recently replaced through the site and will better accommodate the proposed development. The site owner and the developer have been involved in this process and support the proposed changes.

RECOMMENDATION

I recommend approval of the Release of Easements for the former Hartl Manor site and authorize its execution upon execution of the new easements.

Concurrence: 
Steve Barg, City Administrator



**City of
Marshfield**
Memorandum

February 27, 2014

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Veterans Parkway Asphalt Resurfacing (McMillan Street to Mann Street)

BACKGROUND

This segment of Veterans Parkway was reconstructed in 2005. The asphalt pavement has shown early signs of distress with significant cracking and some rutting. This segment of Veterans Parkway within the Marshfield City limits is a Connecting Highway and as such the City has maintenance jurisdiction. In 2012, staff worked with WisDOT to develop a plan to resurface the roadway whereby the City will pay for the engineering cost and WisDOT will pay for the construction costs. The City entered into a project agreement with WisDOT to that effect in 2012. It is now time for the City to get a consultant on board.

ANALYSIS

Attached is the Requests for Proposals to solicit consultants. Engineering would be completed in late 2014/early 2015 with construction in spring of 2016.

RECOMMENDATION

I recommend approval of the request for proposals for resurfacing on Veterans Parkway from McMillan Street to Mann Street and authorize solicitation of engineering consultants.

Concurrence: 
Steve Barg, City Administrator

REQUEST FOR PROPOSALS
DESIGN ENGINEERING SERVICES
ID 1620-03-00, 70
VETERANS PARKWAY (STH 13) – McMillan Street to Mann Street
PAVEMENT REPSURFACING

CITY OF MARSHFIELD
March 2014

DATE DUE: December April 4, 2014, 4:00 PM
at the Office of the Director of Public Works
630 South Central Avenue, 6th Floor
Marshfield, Wisconsin 54449-0727

REQUESTING ENTITY:
City of Marshfield
Board of Public Works
Mike Feirer, Chairman

CONTACT: Daniel G. Knoeck, P.E.
Director of Public Works
630 South Central Avenue
P.O. Box 727
Marshfield, WI 54449-0727
(715) 387-8424

I. INTRODUCTION

The City of Marshfield is working with the Wisconsin Department of Transportation (WisDOT) to replace failing pavement on STH 13 (Veterans Parkway) from McMillan Street to Mann Street in the City of Marshfield. The existing asphalt pavement was constructed in 2005 and has severe longitudinal and transverse cracking and is rutted. A technical report indicates that the middle layer of asphalt pavement is deteriorating prematurely. A copy of the technical report is attached as Exhibit A. The City of Marshfield is providing design engineering for the project and the Department will fund 100% of the construction cost. The City is seeking proposals from qualified consultants to undertake the design process and develop PS&E documents for a state letting.

II. PROJECT OVERVIEW

The proposed improvement is a 1.25 mile resurfacing project that will mill 3.5 to 4 inches of the existing asphalt, replace the asphalt and restore all required pavement markings. Veterans Parkway is a 4-lane divided urban arterial. A copy of the existing typical section is attached as Exhibit B. It is anticipated that the roadway will remain open to traffic for the duration of construction. Construction is programmed for 2016 with a target PS&E date of November 1, 2015.

III. SCOPE OF WORK BY CONSULTANT

The consultant will undertake design survey, environmental documentation, agency coordination, utility coordination, public involvement, preliminary and final design, final plan development, PS&E documentation and any other tasks required by the WisDOT Facilities Development Manual for a project of this type. WisDOT will provide the pavement design report. WisDOT will require plan review meetings at 30%, 60% and 90% completion. Review documents shall be submitted to WisDOT at least one month prior to the meetings and are further defined on Exhibit C. The original plan and profile and cross section drawings are available in DWG format. Construction administration services are not included in this Request for Proposals.

IV. RESPONSIBILITIES OF THE CITY

The City of Marshfield will provide the following services as a part of the total project:

- A. CAD files of plan and profile sheets and cross sections in DWG format.
- B. Other services that are mutually agreed upon.

V. PROPOSAL REQUIREMENTS

The City of Marshfield requests a proposal from your firm for the provision of the services identified above. The brief proposal shall include the following information:

- A. A statement of consultants understanding that demonstrates knowledge of the project requirements.
- B. Resumes, of key staff that will be assigned to the project. Include a statement that key project personnel identified in the proposal will not be substituted during the course of the project without prior approval of the City.
- C. A description of similar project experience involving key staff to be assigned to the project. Relevant experience should be focused around the staff proposed for the project, not of the firm overall.

- D. Client references (names, addresses, phone number) of engineering staff and/or elected officials who can address the quality of the work of the individuals involved in the projects identified in V.C. above.
- E. Designation of the single point of contact for coordination of the project.
- F. Proposed use of City staff, as well as any equipment, materials or additional data that will be expected from the City at the onset of the project.
- G. Proposed services to be subconsulted, anticipated subconsultants and anticipated cost for these services.
- H. Proposed project schedule with key milestone dates identified.
- I. **In a separate envelope**, the estimated cost for services to be provided under this proposal including a summary of hourly rates of key staff and breakdown of the anticipated hours allocated to those individuals, i.e.: Project Manager, Project Engineer, Survey Crew, Technician, Clerical, other, as well as reimbursable expenses.

Any additional terms or conditions, which are deemed necessary for entering into a contract with the City, should be attached or incorporated as part of the proposal.

All submitted materials become the property of the City of Marshfield and will not be returned. The City reserves the right to reject any or all proposals, to waive technicalities, or to negotiate further with a responder who appears to most nearly meet the City's desires. All costs associated with responses to this RFP shall be borne by the responding party.

VI. PROJECT TIMETABLE

<u>Date(s)</u>	<u>Action(s)</u>
March 10, 2014	RFP disseminated to pre-selected firms
April 4, 2014	Proposals Due 4:00 PM
April 7 - 18, 2014	Staff evaluation of proposals
May 5, 2014	Board of Public Works recommends one proposal to the Common Council
May 13, 2014	Common Council approves consultant contract
June 2, 2014	Consultant Notice to Proceed
*****	Detailed milestone dates to be provided in the consultant's proposal
November 1, 2015	PS&E Submittal

Proposals are due in the Office of the Director of Public Works, 630 South Central Avenue, 6th Floor, Marshfield, Wisconsin 54449-0727, no later than 4:00 PM, April 4, 2014. Interested parties should submit, in two separate envelopes, four (4) hard copies of the proposal and 4 copies of the estimated cost of services. One envelope shall be clearly labeled "Proposals" and the other envelope shall be clearly labeled "Estimated Cost". All submitted materials will be evaluated by City Staff with a recommendation for a specific firm submitted to the five member Board of Public Works.

VI. SELECTION CRITERIA

Selection will be based upon the materials submitted and will be ranked primarily based upon the following criteria:

- A. Consultant's understanding and technical approach to the project.
- B. Consultant's ability to meet the project schedule.
- C. Pertinent experience and qualifications of the project team.
- D. Relative value of the services to be provided.

VII. EXHIBITS

- A. Pavement Condition Technical Report
- B. Existing Typical Section
- C. WisDOT Requirements for 30%, 60% and 90% Plan Review Meetings

Pavement Condition

STH 13 McMillan – Mann

At the request of Planning 5 pavement cores were taken within the existing surface of STH 13. All the cores were taken in locations that had surface cracking present. The core locations were also staggered between longitudinal and transverse cracks. The intent of the investigation was to determine the extent of the cracking, and to determine a logical treatment to curtail the cracking.

In summary the asphaltic pavement on STH 13 cored poorly. The integrity of the different pavement layers made extracting the cores difficult. Over the past 9 years I have never encountered an asphalt pavement that suffered this much degradation from the coring process. It appears that at the time of coring the majority of the pavement distress was confined to the top 2 layers of asphaltic pavement.

The pavement depth varied from 5.5" – 7.75" with an average recovered core depth of 6.7". The variance of core depth can be attributed to the loss of material from the coring process.



This is a photograph of one of the cores. As you can see from the photo the upper layer of pavement is virtually none existent and is only held together by the crack filler, the mid-layer has severe deterioration, and the lower layer exhibits the greatest integrity.

Based on visual inspection of the cores the logical treatment for this section of roadway is to remove at a minimum the top 2 layers of the existing pavement and construct a new asphalt overlay. The photo also shows that the cracks have extended into the lower

October 3, 2011

pavement layer. There are possible areas within the project limit that will need additional pavement removal.

The ultimate fix would be to remove the entire asphaltic pavement and construct a new pavement. This approach would insure the best possible outcome.

If you have any questions feel free to contact me.

A handwritten signature in black ink, appearing to read 'T. Nelson', written in a cursive style.

Thomas Nelson, P.E.
Regional Pavement Engineer
North Central Region, Rhinelander Office
(715) 365-5774