



CITY OF MARSHFIELD

MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, OCTOBER 19, 2015 at 5:00 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

- 1. Call meeting to order – Chairman Buttke
2. Approval of minutes of October 5, 2015 Board of Public Works meetings
3. Citizen Comments
4. Construction Update – Presented by Mike Winch, Street Superintendent & Tom Turchi, City Engineer
5. Presentation of 2015 Wastewater User Fee Study – Presented by Phil Severson, Strand Associates, Inc.
6. Approval to proceed with Phase II of the Everett Roehl Marshfield Public Library & Community Center – Presented by Justin Casperson, Parks & Recreation Director
7. Approval of amendment to the agreement with the Boson Company for Phase II Construction Manager Services – Presented by Justin Casperson, Parks & Recreation Director
8. Approval of bids for Parks & Recreation Snow Removal Contracts – Presented by Justin Casperson, Parks & Recreation Director
9. Approval of plans for disposition of Vaughn-Hansen Chapel Building at the Cemetery – Presented by Steve Barg, City Administrator
10. Approval of schedule for 8th Street Lift Station project – Presented by Tom Turchi, City Engineer
11. Plan review and approval of STH 13 – Veterans Parkway Pavement Replacement Project – Presented by Dan Knoeck, Director of Public Works
12. Recommended items for future agendas
13. Adjournment

Posted this 16th day of October, 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

10/19/15

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of October 5, 2015 Board of Public Works meetings
3. Citizen Comments
4. Construction Update – Presented by Mike Winch, Street Superintendent & Tom Turchi, City Engineer
5. Presentation of 2015 Wastewater User Fee Study – Presented by Phil Severson, Strand Associates, Inc.
See attached memo and proposed rates. **Recommend approval and request an ordinance be drafted for Common Council consideration.**
6. Approval to proceed with Phase II of the Everett Roehl Marshfield Public Library & Community Center – Presented by Justin Casperson, Parks & Recreation Director
See attached memo. **Recommend approval to go ahead with Phase II – Design Development for the Community Center Project.**
7. Approval of amendment to the agreement with the Boson Company for Phase II Construction Manager Services – Presented by Justin Casperson, Parks & Recreation Director
See attached memo. **Recommend approval.**
8. Approval of bids for Parks & Recreation Snow Removal Contracts – Presented by Justin Casperson, Parks & Recreation Director
See attached bid summary. **Recommend approval of the low bids submitted by Beaver Creek Nursery & Landscape LLC.**
9. Approval of plans for disposition of Vaughn-Hansen Chapel Building at the Cemetery – Presented by Steve Barg, City Administrator
See attached memo. **Recommend authorizing demolition of the chapel.**
10. Approval of schedule for 8th Street Lift Station project – Presented by Tom Turchi, City Engineer
See attached schedule. **Recommend approval and authorize advertising for bids.**
11. Plan review and approval of STH 13 – Veterans Parkway Pavement Replacement Project – Presented by Dan Knoeck, Director of Public Works
See attached memo. **Recommend approval and authorize the Director of Public Works to sign the plans on behalf of the City.**
12. Recommended items for future agendas
13. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF OCTOBER 5, 2015

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

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

EXCUSED: None

ALSO PRESENT: Mayor Meyer; Aldermen Earll, City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Library Director Belongia; Waste Water Superintendent Warp; the media; and others.

PW15-108 Motion by Feirer, second by Cummings to recommend approval of the minutes of the September 14, 2015 Board of Public Works meeting.

Motion Carried

Citizen Comments – None

City Engineer Turchi presented an Engineering Division construction update. Street Superintendent Winch presented a Street Division construction update.

PW15-109 Motion by Feirer, second by Jockheck to recommend approval of an amendment to the agreement with Zimmerman Architectural Studios, Inc. for construction related services on the Everett Roehl Marshfield Public Library & Community Center at a cost not to exceed \$66,500 and authorize execution of the amendment.

Wagner voted No, rest Aye, Motion Carried

PW15-110 Motion by Cummings, second by Wagner to recommend approval of the schedule for the 2015-2016 Sewer Lining contract as presented and authorize advertising for bids.

Motion Carried

PW15-111 Motion by Feirer, second by Cummings to recommend approval of the WISCORS agreement with the Department of Transportation and authorize the Director of Public Works to sign the agreement.

Motion Carried

Director of Public Works Knoeck and City Engineer Turchi presented information regarding curb and gutter vs. ditches for certain improvement projects. Wagner suggested that we need to take a step back and figure out our vision and our goals for what we want to do. We have said that we should go to curb and gutter and get rid of ditches. He sees this as a quality of life issue that enhances our community. We need to figure out how to subsidize it to a point that it is no more costly to the property owners than mill-in-place with ditches. That means either do less streets or raise more money. He has supported the idea of a referendum to raise taxes specifically for street improvements. Buttke agreed that there are certain streets that are not suited for ditches and should have curb & gutter. Jockheck suggested that larger drain tile or storm sewer might be an option to eliminate the deep ditches. Cummings said a referendum would help but we still may not be able to do everything we want to. This was a discussion item only.

City Administrator Barg presented information regarding the Vaughn-Hansen Chapel building at the Cemetery. The public has been asked for input on future of the building. A recommendation will be brought to the October 19, 2015 Board meeting and the Board will be asked to provide some direction on the matter. This was a discussion item only.

Director of Public Works Knoeck presented an update on improvements to the Central Avenue railroad crossing. Knoeck reported that the crossing work will not occur any more this year. The railroad is working with WisDOT to include the work in the STH 13 resurfacing project planned for 2016. This was an informational item only.

Recommended items for future agendas:

- Wagner reported that there will be a recommendation coming from the Police Department on possible ordinance changes related to Central Avenue parking.

Motion by Jockheck, second by Feirer that the meeting be adjourned at 6:40 PM.

Motion Carried

A handwritten signature in black ink that reads "Daniel G. Knoeck". The signature is written in a cursive style with a large initial 'D' and 'K'.

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

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



Mike Winch
Street Superintendent
(715) 486-2081
FAX: (715) 387-8669
ike@ci.marshfield.wi.us

To: Tom Buttke, Chairman, Board of Public Works
Members, Board of Public Works
From: Mike Winch, Street Superintendent
R.E.: B.O.P.W.'s Street Division Construction Update for October 19th, 2015
Date: October 16th, 2015

Asphalt Mill-In-Place

12th St – Maple to Cedar – complete
28th St – Felker to Washington-complete
Felker Ave – 29thto 27th – complete
Apple Ave – 9th – 17th – complete
Ash Ave – Arnold to Doege- complete
Cedar Ave – Arnold to Blodgett- complete
Cherry Ave – Arnold to Edison – complete
Maple Ave – 9th – 14th- sidewalk and curb replacement on going and rebuilding of road on-going
Wildwood Ct. – Locust to Locust- complete

Asphalt Overlays

Cedar Ave – Ives to Grant- sanitary work complete, road restoration and overlay prep left
29th St – Central to Peach- complete
Blodgett St – Central to Maple- complete
Blodgett St – Maple to Peach- complete
Vine Ave – Arnold to Doege- complete
Cleveland – Central to Maple- complete

Street Reconstructions

East 4th- 4th/8th to Willow, complete
Alley between Central/Chestnut- Edison/Franklin- paving complete

Storm Sewer Maintenance/Construction

Storm water inlet, M.H. and main repairs/replacements with associated street restoration throughout the city: ongoing
General storm water ditching with drain tile installation as required throughout the city: ongoing

Sanitary Sewer Maintenance/Reconstruction

-M.H. replacements/Mono-forming and main repairs on all asphalt mill-in-place and overlay streets as required: ongoing
-Sanitary repairs- Apple Avenue from Depot Street to Arnold Street
Lowered sanitary manhole at the Blodgett right of way west of Galvin

Street Maintenance

-Crack sealing of concrete streets: complete
-Crack sealing of asphalt streets: complete
-Slag sealing of asphalt streets: complete
-Specialized joint sealing on concrete streets: to be scheduled
-General asphalt patching, city wide as required: on-going
- Pothole patching- on going
- Street sweeping - on going
-general sign work
- Crack filling of municipal parking lots-complete



October 13, 2015

Mr. Keith Strey, Finance Director
City of Marshfield
630 South Central Avenue
P. O. Box 727
Marshfield, WI 54449-0727

Re: 2015 Marshfield Wastewater Utility User Charge Update

Dear Mr. Strey:

This letter summarizes the review by Strand Associates, Inc.[®] of the City of Marshfield’s (City) Wastewater Utility User Charge System. The Clean Water Fund loan the City obtained to finance the wastewater treatment plant upgrade requires that the City, at a minimum, review the rates charged by the wastewater utility on a biannual basis. Based on discussions with you and other City staff, the City of Marshfield continues to perform annual reviews to incorporate annual changes.

Annual Revenue Requirement for Wastewater Utility

The projected revenue requirements for the wastewater utility are presented in Table 1. This table summarizes the revenue requirements on a “utility” basis consistent with procedures developed by the Wisconsin Public Service Commission and a “cash” basis, which reflects actual annual expenditures by the utility. The indicated revenue requirement is \$5,832,017. This will serve as the basis for determining the rates that are necessary to fund the wastewater utility for the 2016 budget year.

Current Wastewater Utility Rates

The current rates charged by the wastewater utility are shown in Table 2. These rates were adopted with an effective date of January 1, 2015.

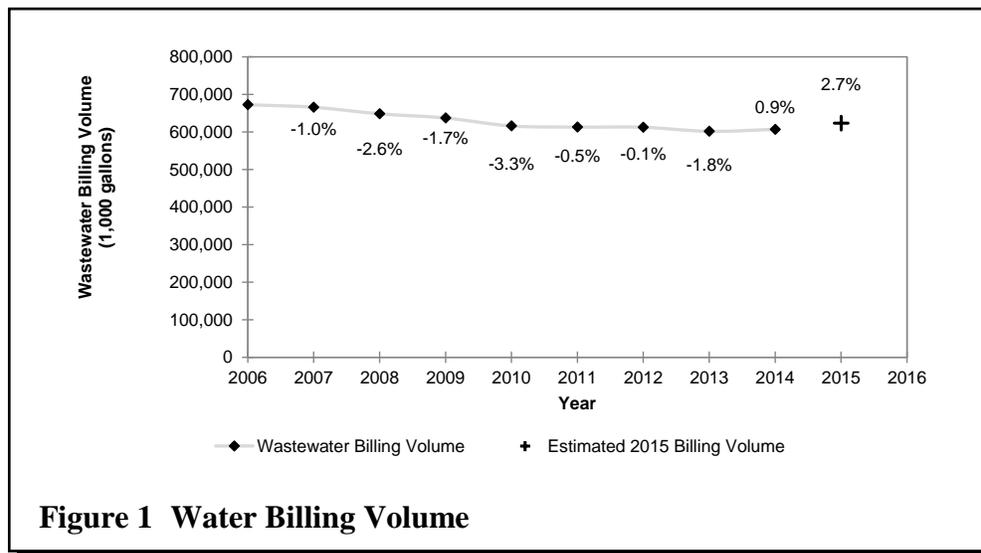
Proposed Rates for 2016

Table 2 compares the existing rates (adopted effective January 1, 2015) with the calculated rates necessary to provide the wastewater utility with sufficient funds for the 2016 budget year. These proposed rates will have the following impact on system users:

User Classification	Base Average Annual Increase
Residential	1.3%
Commercial	1.5%
Category B	1.4%
Public Authority	1.6%

Mr. Keith Strey, Finance Director
 City of Marshfield
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The average monthly increase will be \$0.55 for an average residential user. The water billings from 2006 through 2014 are shown in Figure 1. Water billings declined from 2006 through 2010 and were relatively constant between years 2010, 2011, and 2012. Water billings again dropped in 2013 by approximately 1.8 percent and then increased 0.8 percent in 2014. The first half of 2015 has increased about 3 percent from 2014. The average of the 2013 and 2014 billing volumes were used as the projected 2016 annual total water billings used for calculating rates. The increase in water usage helps lessen the recommended 2016 rate increase.



In addition, surcharge revenues have increased in 2014 and the first half of 2015. The average of the 2013 and 2014 loadings were used in the 2016 rate calculations.

Recommendations

It is recommended that the proposed rates presented in Table 2 be adopted with an effective date of January 1, 2016.

Sincerely,

STRAND ASSOCIATES, INC.®

Philip B. Severson, P.E.

Enclosures: Tables 1 and 2

c/enc: Dan Knoeck, City of Marshfield
 Sam Warp, City of Marshfield

TABLE 1

**ANNUAL REVENUE REQUIREMENT
MARSHFIELD WASTEWATER UTILITY**

Item	Utility Basis	Cash Basis
Operation and Maintenance	\$ 2,543,447	\$ 2,543,447
Depreciation	1,053,471	
Return on Investment Rate Base	2,235,099	
Replacement		150,000
Repayment of City Contributions		-
Annual CIP Contributions		1,117,110
Debt Service		1,979,280
Cash Reserve		42,180
Revenue Requirement	\$ 5,832,017	\$ 5,832,017
Less Transfer from Equipment Replacement Fund	\$ 5,832,017	\$ 5,832,017
Total Revenue Requirement From Rates		

Notes:

- | | |
|--|---------------|
| 1. Rate of Return | 6.230% |
| 2. Assumed Coverage Ratio ¹ | 1.77 |
| 3. Replacement Fund Contribution | \$ 150,000 |
| 4. Estimated Rate Base Balance on 12/31/14 | \$ 35,876,393 |

¹ Based on indicated rate of return and assumed 2016 billings.

TABLE 2

**RECOMMENDED RATES
MARSHFIELD WASTEWATER UTILITY
(2016)**

A. Fixed Charge (Monthly)

<u>Current</u>	<u>Recommended</u>
\$ 18.35	\$18.45

B. Volume Charges

<u>Current</u>	<u>Recommended</u>
\$4.04	\$4.11 per 100 cu ft
\$5.40	\$5.50 per 1,000 gallon

C. Surcharges

	<u>Current</u>	<u>Recommended</u>
BOD (over 200 mg/L)	\$0.66	\$0.66 per pound
TSS (over 250 mg/L)	\$0.54	\$0.54 per pound
TKN (over 40 mg/L)	\$0.87	\$0.87 per pound
TP (over 7 mg/L)	\$7.26	\$7.26 per pound

D. Special Wastes

	<u>Current</u>	<u>Recommended</u>
Holding Tank Waste	\$17.00	\$17.10 per 1,000 gallon
Septage	\$99.00	\$99.50 per 1,000 gallon
Portable Toilets	\$52.25	\$52.45 per 1,000 gallon



City of Marshfield Memorandum

TO: Board of Public Works
FROM: Justin Casperson, Parks and Recreation Director
RE: Phase II - Everett Roehl Marshfield Public Library & Community Center
DATE: October 19, 2015

Summary:

On August 10, 2011 the City of Marshfield entered into a contract with Zimmermann Architectural Studios, Inc. for design and architectural services related to the Everett Roehl Marshfield Public Library & Community Center project. The project is broken down into two phases: Phase I – Library design and construction, Phase II – Community Center design and construction. The contract with Zimmermann calls for Common Council authorization to proceed before moving from phase to phase.

With the capital campaign reaching its goal and the Library construction starting, City Staff is asking the Board of Public Works for approval to proceed with Phase II of the project – preparing final design development, construction proposal and bidding documents for the Community Center. Phase II of the project includes the Parks and Recreation Department offices, tenant spaces, community meeting rooms, multipurpose rooms & general activity areas.

Staff Recommendation

Authorize City Staff to move forward with Phase II of our agreement with Zimmerman for the Everett Roehl Marshfield Library & Community Center Project – preparing final design development, construction proposal and bidding documents for the Community Center.

Attachments:

None.

Concurrence:

Steve Barg, City Administrator



City of Marshfield Memorandum

TO: Board of Public Works
FROM: Justin Casperson, Parks and Recreation Director
RE: Everett Roehl Marshfield Public Library & Community Center Project –
Amendment to the Agreement with the Boson Company for Phase II
DATE: October 19, 2015

Background:

On December 1, 2014 the City of Marshfield entered into a contract with The Boson Company Inc. (Boson) for construction management services related to the Phase I portion of the Everett Roehl Marshfield Public Library & Community Center Project.

City Staff would like to retain Boson for preconstruction services as it relates to Phase II of the project and amend the agreement already in place. Boson services will include design review, scheduling, meetings, estimating, preconstruction services, and bidding for a lump sum amount of \$36,800.

Phase II of the Everett Roehl Marshfield Library & Community Center project includes the Parks and Recreation Department offices, tenant spaces, community meeting rooms, multipurpose rooms & general activity areas. For the Phase I portion of the project, Boson has provided quality work, cost savings and expert advice. For this reason, it is my pleasure to bring forward this recommendation on behalf of City Staff.

Recommendation:

Approve the selection of The Boson Company, Inc. as the firm to perform preconstruction services for Phase II of the Library & Community Center Project for a lump sum amount of \$36,800, and authorize staff to amend the agreement and prepare the appropriate contracts for services.

Attachments:

None.

Concurrence:

Steve Barg, City Administrator

Memo

To: Board of Public Works

From: Ben Steinbach, Parks and Recreation Maintenance Supervisor

Date: October 19, 2015

Re: Park & Recreation Snow Removal Services

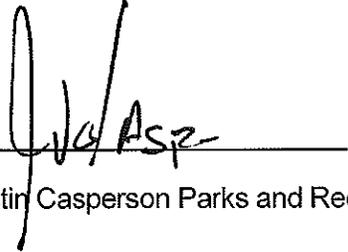
Background:

Bids for the Parks and Recreation Department snow removal services were opened on Thursday, October 15th by Amy Van Wyhe, Assistant Finance Director for the City of Marshfield. Six proposals were received for the following locations; Oak Avenue Community Center, Weber Park, Wildwood Station – Wildwood Park, Griese Park – South Drive and Parking Lot, Fairgrounds Park, Prairie Run Trail, Hamus Nature Preserve, Braem Park Parking Lot and Praschak Wayside. Attached is a breakdown of the bid tally submitted.

Recommendation:

I recommend to the Board of Public Work to award the contract for the Park & Recreation Department Parking Lots, Roads, Fairgrounds and Trails snow removal services for 2015 - 2020 to Beaver Creek Nursery & Landscape LLC.

Thank you,

Concurrence: 

Justin Casperson Parks and Recreation Director

Attachment

Sites

Vendors

	Turf Tamers	Allar	Scheider	Faber	Beaver Creek	Trierweiler
<u>Oak Avenue Community Center</u>						
1" to 3"	\$120.00	\$115.00	\$125.00	\$145.00	\$115.00	\$409.13
4" to 6"	\$140.00	\$175.00	\$165.00	\$175.00	\$120.00	\$490.95
7" and above	\$200.00	\$225.00	\$205.00	\$175.00	\$129.00	\$736.43
<u>Weber Park</u>						
1" to 3"	\$40.00	\$65.00	\$40.00	\$95.00	\$39.00	\$115.88
4" to 6"	\$40.00	\$100.00	\$45.00	\$125.00	\$45.00	\$139.05
7" and above	\$45.00	\$175.00	\$55.00	\$125.00	\$50.00	\$208.58
<u>Wildwood Station- Wildwood Park</u>						
1" to 3"	\$110.00	\$185.00	\$145.00	\$125.00	\$119.00	\$348.75
4" to 6"	\$120.00	\$240.00	\$165.00	\$150.00	\$125.00	\$418.50
7" and above	\$180.00	\$295.00	\$185.00	\$150.00	\$130.00	\$627.75
<u>Griese Park - South Drive & Parking Lot</u>						
1" to 3"	\$60.00	\$75.00	\$60.00	\$70.00	\$60.00	\$144.00
4" to 6"	\$75.00	\$90.00	\$75.00	\$90.00	\$65.00	\$172.80
7" and above	\$85.00	\$125.00	\$90.00	\$90.00	\$65.00	\$259.20
<u>Fairgrounds Park</u>						
1" to 3"	\$140.00	\$195.00	\$140.00	\$75.00	\$130.00	\$331.88
4" to 6"	\$155.00	\$250.00	\$165.00	\$95.00	\$135.00	\$398.25
7" and above	\$210.00	\$300.00	\$220.00	\$95.00	\$140.00	\$597.38
<u>Prairie Run Trail</u>						
1" to 3"	\$45.00	\$45.00	\$40.00	\$95.00	\$38.00	\$107.00
4" to 6"	\$45.00	\$65.00	\$50.00	\$120.00	\$40.00	\$128.40
7" and above	\$50.00	\$75.00	\$60.00	\$120.00	\$45.00	\$192.60
<u>Hamus Nature Preserve</u>						
1" to 3"	\$55.00	\$70.00	\$50.00	\$75.00	\$48.00	\$144.00
4" to 6"	\$60.00	\$85.00	\$65.00	\$95.00	\$52.00	\$172.80
7" and above	\$65.00	\$110.00	\$75.00	\$95.00	\$60.00	\$259.20
<u>Braem Park Parking Lot</u>						
1" to 3"	\$50.00	\$60.00	\$60.00	\$70.00	\$57.00	\$144.00
4" to 6"	\$50.00	\$80.00	\$75.00	\$70.00	\$59.00	\$172.80
7" and above	\$60.00	\$90.00	\$90.00	\$70.00	\$60.00	\$259.20
<u>Praschak Wayside</u>						
1" to 3"	\$25.00	\$30.00	\$25.00	\$35.00	\$25.00	\$44.25
4" to 6"	\$30.00	\$45.00	\$30.00	\$45.00	\$29.00	\$53.10
7" and above	\$35.00	\$60.00	\$40.00	\$45.00	\$30.00	\$79.65
1" to 3"	\$645.00	\$840.00	\$685.00	\$785.00	\$631.00	\$1,788.89
4" to 6"	\$715.00	\$1,130.00	\$835.00	\$965.00	\$670.00	\$2,146.65
7" and above	\$930.00	\$1,455.00	\$1,020.00	\$965.00	\$709.00	\$3,219.99



City of Marshfield Memorandum

DATE: October 16, 2015
TO: Board of Public Works
FROM: Steve Barg, City Administrator *SB*
RE: Possible removal of chapel building

Background

Last February, staff requested that the Board consider demolition of the Vaughn-Hansen Memorial Chapel at Hillside Cemetery, due to significant repair needs and as the building is rarely used anymore. The Board approved “decommissioning” the chapel, asking staff to try to reach family members, publicize our intent, and learn if there were concerns with our plan. After working with local media, we heard from 3 interested people. One was a niece who wants to remove personal items from the chapel; the other two (one is a distant relative; the other is the architect) expressed a desire to see the chapel kept and repaired.

Assessment of need

On August 19, 2014, Dennis Immerfall (Don Nikolai Construction) inspected the chapel, and wrote the attached report detailing his assessment of the building, and what is needed (at a minimum) to bring this structure back to a usable condition. Following a subsequent inspection earlier this year, Building Services Supervisor Dick Pokorny submitted a more comprehensive report, which is attached. It was once thought that total repair costs would be approximately \$30,000; however, this is now estimated at closer to \$100,000.

Soliciting of public input

Last month, I sent a news release to all local media asking that anyone interested contact me to share ideas for the future use of the chapel, and how funds would be secured for the required repairs and maintenance. Since then, I have only heard from one person – Carol Vaughn (a family relative, living in Oklahoma) who in 2014 sent a letter (copy attached). She asked about setting up a foundation to cover future maintenance costs. I told her that may be possible, but only if a plan is first approved to keep and restore the chapel.

Recommendation

At a recent Board meeting, it was suggested that staff may be prematurely rushing to raze the chapel, but that is not the case. We are open to other ideas, but it has been 20 months since we first brought this to your attention, and the questions remain the same: Is there a viable plan for future use of this structure? How would necessary repairs be funded? How would future maintenance expenses be covered? Without answers to these questions, staff will continue to recommend that the Board consider authorizing demolition of the chapel.

| LOCAL NEWS |

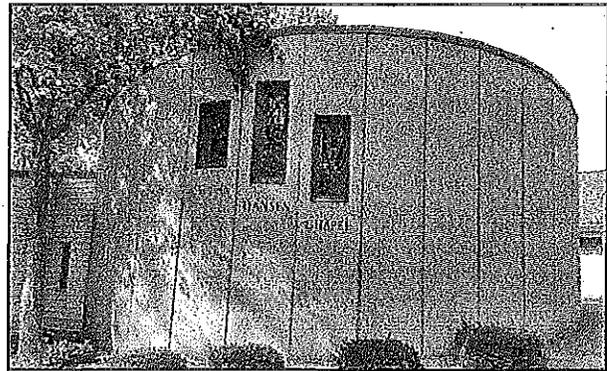
City weighing options regarding future of Vaughn-Hansen Memorial Chapel

FOR HUB CITY TIMES

MARSHFIELD — The city of Marshfield is considering the future of the Vaughn-Hansen Memorial Chapel, constructed in Hillside Cemetery in the late 1970s. Initially used as a location for graveside services, the chapel has seen little use in recent years, and this structure is now facing some fairly significant maintenance and repair needs.

The city has discussed the possibility of razing this building for the reasons noted, but a request has been received to allow time for other options to be explored, specifically whether local persons or groups would desire to develop a plan for future use, raise funds needed to complete the necessary repairs, and to provide a sustainable funding source for future maintenance and upkeep of the chapel.

Anyone with interest in the future of this chapel, including opportunities for future use and/or possible plans for raising the funds needed to cover current and future maintenance needs, should contact City Administrator Steve Barg at 715-486-2003 or



The Marshfield city government is reaching out to the public to gauge interest in maintaining the Vaughn-Hansen Memorial Chapel at Hillside Cemetery. **Mike Baltus photo**

Steve.Barg@ci.marshfield.wi.us by no later than Friday, Oct. 16. The Board of Public Works will consider this issue at its meeting on Monday, Oct. 19, at 5:30 p.m. in the council chambers (lower level) of Marshfield City Hall, located at 630 S. Central Ave.

**Vaughn Hanson Memorial Chapel
Repairs Needed for Continued Use.
As of 6/16/15**

A) Exterior work required – note: more issues may be uncovered as work progresses that are not listed here.

1) The entire perimeter of the Spancrete panels needs to be excavated to the bottom of the footings. Take care not to undermine them. Excavation should be made to leave at least four feet clear of work space out from the Spancrete. Pressure wash all dirt off of all above and below grade Spancrete surfaces and the top of the footing

2) Remove all caulk that currently seals the joints between the precast panels, including what is above and below grade and up under the roof flashing. Also remove caulk in all joints between any wood or other materials that is in contact with precast planks. Install new caulk per specifications. Waterproof all Spancrete surfaces with specified materials and specified installation instructions

3) Install "Platon" waterproofing membrane from the top of the footing to at least 6" above final grade on all Spancrete panels. This material will be about five feet (5') in height. Contractor shall verify measurements. Installation shall be per manufacturer's recommendations and requirements.

4) Install 12" layer of stone material specified around the footings and place a continuous fabric covered 4" drain tile on top of the footing and supported by the stone. Install at least 6" of rock over all perimeter drain tile. Install additional granular materials per specifications to within 6" of final grade. Install suitable topsoil that was salvaged to final grade and taper all to drain away from the building.

Note: the above 4 items were reviewed for budget purposes by contractors and will cost a minimum of \$25,000.00 to complete.

5) Install an exterior sump crock adjacent to the chapel on the south side of the front entry. The 24" ID walls shall extend from 12" below the perimeter drain tile to a height of 6" above grade. Contractor supplied and installed 4" schedule 40 PVC piping shall exit 12" below grade and extend to the south underground until it can exit at grade level. Owner to determine the length and discharge point.

6) Revise the roof drainage and downspout(s) so that they do not allow water to collect along the main entry and nearby concrete planks by extending the roof leader to the 4" sump exterior drain pipe. Y connect this roof drain to the discharge piping.

7) Revise the final grade of the surrounding site so that rainwater does not pond near the building. All adjacent areas around the chapel shall have a minimum final grade of

1/2" per 1' for at least 10' feet from the building. Create a drainage swale between the chapel and the maintenance building that is to the west. Surface water in this area shall drain with a minimum of 1/2" per 1' of slope from both buildings to the swale and/or other Owner approved areas. Make sure swale drains to an Owner approved location.

8) Investigate and if needed, repair the apparent roof leak that is in the northwest portion of the roof. This leakage's location is evident when viewed from the inside of the structure.

9) Investigate and if needed repair an apparent roof leak that is south and west of the main entry doors in the storage room that has the electrical panel. There is staining on the inside of the exterior wall that is consistent with this kind of problem.

10) Remove the front doors, window, vinyl siding and frames or trim as needed that are on the exterior of the main and west entrances. Remove all distressed underlying sheathing, studs and bottom plates. This includes any portions that appear to have mold, mildew, or discoloration. Replace all discolored or rotten bottom plate wood and all bottom plates in areas that sheathing is removed. Install new treated wood for all bottom replacement materials. Replace all removed items with new "like" materials, except for the old vinyl and wooden siding. Install plywood sheathing (not OSB) over exterior wall surfaces to infill where sheathing was removed.

11) Install new front doors, small front window, and west door. Doors and window shall come with manufacturer's supplied frames. New items shall be the same size and meet owner specifications, which includes insulated glazing for the 1/2 light panel door and window. Trim to be no maintenance type. Contractor shall paint doors as needed per Owner's choice of color, and paint specifications.

12) Provide and install building wrap over both entries walls. Tape all horizontal and vertical seams, per manufacturer's specifications. Tape window and door flanges with DuPont Flashing Tape or other Owner approved similar product.

13) Install necessary fascia and soffit backing materials as needed for both entry areas. Install aluminum soffit and fascia materials to provide low/no maintenance for both areas. Install new specified vinyl siding over the sheathing and building paper for both entries.

14) Remove and retain the three stained glass windows that are on the front of the building. Remove all wooden sash and framing materials. Reinstall the three same windows using new framing materials. Make sure that all exposed exterior surfaces (including the window frames) consisting of Owner approved maintenance free materials.

15). Owner to choose color of all exterior exposed materials. Contractor to properly flash and caulk all remodeled exterior surfaces prior to final finishes.

B) Interior work required – note: more issues may be uncovered as work progresses that are not listed here.

1) Remove all interior wall-hung light fixtures. Save for reinstallation.

2) Remove all carpeting, wallpaper, drywall and other interior surfaces off walls and ceilings throughout the building, leaving the wooden ceiling in the main area(s). Remove all of the white Styrofoam insulation below the height of 4' AFF. Remove any fiberglass batt insulation in areas needing repairs. Discard all insulation. Remove any trim as needed to complete the rest of all interior work. Save trim for reinstallation with Owner's approval. Remove all plumbing fixtures that are in the way for the anticipated wall repairs. Remove all electrical wiring devices and wires as needed to complete all of the repairs.

3) Remove the bottom plates of all interior and exterior stud walls. Remove all portions of remaining wood framing members that show signs of mold, mildew or other similar discoloration.

4) Remove all drywall or other wall and ceiling finishes in the north storage room where the sump pump pit is.

5) Remove all covering materials that enclose the rear landing and steps to floor and the adjacent walls. Remove all portions of these elements' framing members that show signs of mold, mildew or other similar discoloration.

6) Clean all discolored concrete on floors and walls with approved cleaning solutions.

7) After concrete is thoroughly dried, spray all precast panels to a height of four feet (4') with one or more coats of anti-bacterial paint per the manufacturer's installation instructions. Spray this paint on all other wall where discoloration is found.

8) Install new treated wood bottom plates for each wood framed wall, including both interior and exterior walls. Replace all removed framing members with new wood as needed. Install 1" thick extruded foam insulation to replace removed white foam sheets.

9) Rough-in for 115 volt spec grade 15 amp duplex recepts in walls that are six feet (6") long or longer, so that no point of all stud walls is more than six feet (6') from a receptacle. Use existing home runs that had been used for electric baseboard heating.

Remove all unused 2 pole circuit breakers. Install one such receptacle in the vestibule and one on the outside of the south vestibule wall in a J-block. A maximum of 10 receptacles shall be placed on one each circuit, but when completed the finished areas shall be supplied with at least two 20 amp circuits. Owner will choose color of devices and faceplates.

10) Correct any code issues with existing wall sconce and other lighting circuits and prepare them for wall or ceiling finish installation. Install exit signs and emergency lighting throughout the building per code.

11) Install at least one code compliant 115 volt 15 amp duplex receptacle in each storage or mechanical space. Each room shall be on a separate 20 amp circuit. Owner shall choose the locations. Install a separate 20 amp circuit and a separate 20 amp single receptacle for the sump pump.

12) Install a 1500 Watt electric wall heater in the vestibule and the north room (Rm 108). Provide all circuitry needed for the installation. Wall heater manufacturer's thermostats shall be installed in the units.

13) Install a new furnace and air conditioning unit sufficient to properly heat and cool all areas of the building including storage and vestibule areas. Install any needed duct work, condensate equipment, and other items as needed to make a completed system. All spaces need to have proper air exchange and fresh air per SPS 364 and the IMC. The large assembly area needs to meet an airflow rate of 8.33 per sq ft and outdoor air of 0.06 CFM/sq ft. Double the amount of the state required minimum airflow rate and outdoor air in all other spaces. This is because of the minimal use and the need to keep air moving to maintain temperature and humidity.

14) Install insulation in walls and ceiling framing cavities with as high an R value is possible for the depth of the framing. This shall be at least an R-13 for 2" x 4" and R-21 for 2" x 6" framing. Be careful not to have fiberglass batt materials touching concrete. **DO NOT INSTALL ANY PLASTIC VAPOR BARRIERS IN WALLS!**

15) Install 5/8" drywall to all stud wall and ceiling surfaces. Prime all drywall ceilings and exterior walls using two coats of vapor retardant primer paint. Show Owner receipts and paint cans. Prime all interior walls with a suitable primer. Paint walls with two coats of Owner chosen semi-gloss paint using Benjamin Moore or Sherwin Williams paint. Owner to select color.

16) Properly prepare all concrete floors and apply two part epoxy concrete floor paint with speckles in. Use a "Professional Grade" or other high traffic, high end product. Check with Owner to see if the product is satisfactory prior to purchase. Install 4" vinyl base at all connections between walls and floors. All colors per Owner's choice.

17) Check out operation and condition of the sump pump pit and piping system(s). Replace sump crock cover with a suitable one. Contractor shall install pump discharge piping as needed to the outside of the chapel and extend it to a point that water discharged will not pond near the building. Consult with the Owner on that location. Make sure the existing sump pump system functions well. If not, identify the problem(s) and notify Owner of any issues that need correcting. Owner will correct them.

18) Reinstall the saved existing wall sconces and light fixtures or lampholders after any necessary repairs and cleaning. Install all cleaned, repaired, and reusable plumbing fixtures making sure that they meet accessibility.

19) Reinstall all saved trim. Install new trim to match as needed to completely finish the building.

Alternate: Carpeting all floors except for Rooms 101, 102, 103, 104, 107, and 108.

DRAFT

Marshfield
City Hall Plaza
630 S. Central Avenue
P.O. Box 727
Marshfield, Wisconsin 54449-0727



Steve Barg
City Administrator
(715) 387-6597
Fax (715) 384-9310
E-mail: steve.barg@ci.marshfield.wi.us

December 30, 2014

Mr. Myron Silberman
313 South Adams Avenue
Marshfield, WI 54449

RE: Future of Vaughn-Hansen Memorial Chapel located in Hillside Cemetery

Dear Myron:

First, I wish to thank you for your input on the future of the chapel building in Hillside Cemetery! We want citizens to be involved in our community, and we are thankful for the time and energy that you have spent on this issue!

As you know, on September 15th, the City's Board of Public Works voted to postpone a final decision, allowing you until September 1, 2015 to raise the funds required to make the needed repairs, and to develop a plan for ongoing maintenance of this structure.

At the Board meeting, you provided the attached letter raising several issues. I've met with Mike Baltus, Cemetery Coordinator, and we would like to offer the response below to some of your questions and concerns:

- We are unaware of \$25,000 having been given specifically for chapel maintenance, and there are no records to this effect. But if these funds were given when the chapel was built, they were likely put in the "perpetual care fund", where they may have been used over time for related maintenance.
- Yes, the City filed a claim. We received a check for \$5,728.34 (after \$1,000 deductible), and the monies were used for cleanup expenses resulting from the water damage.
- As a follow-up to this incident, we raised the heat to 45 degrees, and we have maintained this temperature.
- We did not have a monitoring system for the furnace, but we have had this unit serviced when appropriate.
- As I understand it, these types of services are now generally held at funeral homes, rather than cemeteries.

Please contact me at (715)387-6597 or Steve.Barg@ci.marshfield.wi.us if you have more questions, or if you need anything additional from me. Thank you very much, Myron!

Sincerely,


Steve Barg
City Administrator
City of Marshfield

Brainstorming Session for Marshfield Public Works Meeting of 09/15/2014

Re: Vaughn-Hansen Chapel at Cemetery

Options:

1. Tearing down Chapel and Making a Memorial in lieu of;
2. Do the necessary repairs per Dennis Immerfall, in letter of 08/19/14 to Mike Baltus; or
3. Do the necessary repairs per option 2, **plus** make improvements to create a functional use of the chapel, namely a renovated **Meditation Chapel**, open every day if weather and volunteers permit, at no cost to the City, to help family and friends visit the grave sites of their loved ones.

Option 3 is the way to go. It will be used on a regular basis. Master Grave Site Map & Lists should be in the chapel and will welcome visitors to find where their loved ones, grave sites are located. Space allocated for this or any other use, can be freed up for other uses. It is a beautiful space to **remember** your loved ones and **meditate** with our Lord our God.

Volunteers can come from the Service Clubs, charitable organizations, such as American Cancer Society and American Heart Association, area churches and funeral homes and from the general population of the good citizens of Marshfield.

Flowers can be sold on site, with profit going to charitable groups and/or city. Restrooms are in the chapel and can be used by the visitors. History of the leaders of Marshfield buried in the cemetery can be displayed on the walls and located on the cemetery site map. Make it a tourist attraction!

Option 1 is a bad choice. There could be lawsuits. Questions will be asked, such as:
Where did the \$25,000. go for perpetual maintenance of the chapel?
Did the city make a claim on the damages to the chapel from their insurance company?
Has any money been received by the city? How much? If not, why not?
Was maintenance done on a timely basis? When was it last inspected before the accident?
Was there a monitoring system for the furnace? For the water supply?
If building wasn't used for 3 years, what do the funeral directors in the area say in regard to:
Why wasn't it used? What should the chapel be used for in the future?

Option 2 is an OK choice, but why spend the money, if the chapel does not have a functional use?
We need the functional use of **option 3,** to make spending the funds a **good investment!**

Let's start our brainstorming session. All comments and questions help in the general discussion, and will allow the Board of Public Works to make the best decision for the City of Marshfield.

Myron B. Silberman, AIA & ASCE

Respectfully submitted,
Myron B. Silberman, Emeritus AIA & Life ASCE
Retired Architect (RA) & Engineer (PE)

BOARD OF PUBLIC WORKS MINUTES
OF SEPTEMBER 15, 2014

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

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

EXCUSED: None

ALSO PRESENT: Alderman Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer, Cassidy; Building Services Supervisor Pokorny; Cemetery Coordinator, Baltus; Acting Street Superintendent Winch; Acting Assistant Street Superintendent, Rasmussen; City Planner Miller; Ken Wood, City Plan Commission; John White and Jane Sautner-Yeager, Parks Recreation & Forestry Committee; the media; and others.

PW14-129 Motion by Cummings, second by Buttke to recommend approval of the minutes of the September 2, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments - None

Acting Street Superintendent Winch presented a Street Division construction update. City Engineer Turchi presented an Engineering Division construction update.

Jeff Bahling of Rettler Corporation presented an overview of the Comprehensive Outdoor Recreation Plan.

PW14-130 Motion by Buttke, second by Cummings to recommend the adoption of the Comprehensive Outdoor Recreation Plan and to refer to the Common Council for consideration

Motion Carried

Mike Baltus, Cemetery Coordinator initiated discussion regarding the future of Vaughn-Hanson Chapel at the Cemetery. The Board heard from Myron Silberman, 313 S Adams, the architect for the original construction and an advocate for trying to save the building. He acknowledge that the building has not been used for its original purpose so the challenge is to find a new use for the building.

PW14-131 Motion by Wagner, second by Buttke to give local groups 6 months to develop a plan for future use of the building and possible funding and if not accomplished then it will be torn down.

PW14-132 Motion by Buttke, Wagner to amend motion **PW14-131** to give groups until September 1, 2015 to develop a plan

Motion Carried

Vote on **PW14-131** as amended.

Motion Carried

PW14-133 Motion by Wagner, second by Cummings to allow Woodstock Construction to use unopened Blodgett Street right-of-way for driveway purposes, subject to the following conditions:

- An easement document shall be drafted for execution by the City and the property owner.
- The owner shall be responsible for all costs of construction, maintenance, and repair, including snow removal of that portion of the right-of-way used for driveway purposes.
- No compensation will be granted for the cost of the driveway when it is removed due to opening of Blodgett Street.

Motion Carried



DON
NIKOLAI
CONSTRUCTION
8867 East 29th Street; Marshfield, WI 54449
Phone: 715.384.8275 Fax: 715.384-9332

August 19, 2014

Hillside Cemetery
PO Box 727
Marshfield, WI 54449
Attn: Mike Baltus

Re: Vaughn- Hansen Memorial Chapel

Mike,

Recently you and I reviewed the condition of the above mentioned building.

It appears that the building has received extensive water damage over the past year(s). You had mentioned that a water line had broken over the past winter and partially filled the building with water. The finish materials on the lower portion of the wall were removed to expose the water damage in the walls.

Inspection of the underside of the roof in the storage room in the northwest corner of the building revealed a roof/flashings leak in the room. The wall is stained from the leak. This was the only roof leak observed. Inspection of the exterior walls of which are precast concrete with caulked joints, showed numerous joints where either caulk was missing or loose. These observations only viewed the portion of the wall that was above grade. The precast walls of this building are partially buried approximately 24" below grade on the ¾ of the perimeter of the building. Given the age (38 years) and the condition of the caulk above grade, I suspect there are problems with the caulked joints below grade also that could not be detected. These joint leaks may also have contributed to the problems of water leaking into the building over the years.

Also noted were precast wall panels that have developed cracks in them. It was mentioned that if anything could be saved from the building that maybe the three panels that have the windows with the Vaughn-Hansen inscription on them could be saved as a memorial. The window sash is in rough shape and needs to be replaced. The sills are no longer shedding water and water has been getting into the precast wall below. As a result of water getting into the panels and typical freeze/thaw action common in this climate. These panels are also cracked.

Summary:

1. The roof and flashing needs to be looked at, whether it needs a new roof, I did not actually get up on the roof, but there is at least one leak.
2. Exterior walls need to have all of the caulking removed and recaulked above and below grade. This would entail excavating around $\frac{3}{4}$ more or less of the building and back fillings.
3. If the walls are to be kept intact as they are, the panels that are cracked would have to have the cracks ground down, filled with epoxy and the panels would then be stained. You would most likely stain the entire building to have continuity in color.
4. The windows should be taken out, reset in new frames, reinstalled, caulked and flashed.

This building has water leaking issues and it is not only because of broken pipes. Please let me know if I can be any further help.

Sincerely,


Dennis Immerfall
Architect

BOARD OF PUBLIC WORKS MINUTES
OF JULY 14, 2014

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

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

EXCUSED: None

ALSO PRESENT: Alderperson Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Wastewater Superintendent Warp; Cemetery Coordinator Baltus; Building Services Supervisor Pokorny; Bob Trussoni and Dave Wasserburger – Marshfield Utilities; the media; and others.

PW14-100 Motion by Cummings, second by Wagner to recommend approval of the minutes of the June 30, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments - None

Director of Public Works Knoeck presented a Street Division construction update. He noted that with the late start of the construction season, we have started looking at which asphalt projects might be delayed to 2015 if time does not allow them to be completed this year. Those projects would be Apple Avenue from 15th Street to 17th Street and Cherry Avenue from Cleveland Street to Edison Street.

City Engineer Turchi presented an Engineering Division construction update and noted that WisDOT is taking traffic counts in the City over the next few weeks.

Dave Wasserburger presented an update on water main break street patching. There are 83 patches to do. Saw cutting on concrete streets started July 8th and asphalt saw cutting should start this week. Hopefully all patches will be completed by mid-October. Alderman Buttke feels the patching needs to be done sooner and they may need to look for other contractors to get the work done. Buttke also mentioned that the Street Department used to do these patches and is not sure if that could be an option again.

PW14-101 Motion by Buttke, second by Cummings to recommend approval of the low bid submitted by Dirty Ducts Cleaning, Environmental & Insulation, Inc. of Madison, WI for the 200 block asbestos removal project at a cost not to exceed \$28,500 and authorize execution of a contract.

Motion Carried

PW14-102 Motion by Wagner, second by Cummings to recommend approval of Wastewater Utility Debt Issue in the amount of \$1,990,000 to occur in 2014 and request a budget resolution be drafted for Common Council consideration.

Motion Carried

The Board of Public Works discussed the removal of the Vaughn Hansen Committal Chapel at the Cemetery. Alderman Feirer stated that the letter from Dr. Vaughn references a deed and he asked if the City has met the obligations of the deed. Barg reported that City Attorney Wolfgram has reviewed the deed and does not see anything binding that would require the city to keep the building. Cummings does not want to see the building come down and thinks we may be rushing into this too quickly. Wagner stated that the use for the building is as a memorial and questioned if the building can be stripped down to be made maintenance free and still remain as a memorial to the Vaughn family. Building Services Supervisor Pokorny stated that we may be putting more money into it to strip it down and it will still need to be maintained. Wagner would like to see a professional look at the building to see if anything could be done to minimize maintenance for a monument. City Administrator Barg

BOARD OF PUBLIC WORKS

July 14, 2014

Page 2

questioned what level of financial commitment the City would be willing to put toward this project, both in repairs and ongoing maintenance. Wagner feels we have new information to consider before a final decision is made. Buttke agrees that we need to look at all the alternatives and we don't need to be in a big hurry right now. Wagner would like to see a cost estimate to take the building down to the bare essentials so the building could withstand the weather. The consensus of the Board was to get information on professional services to analyze the building and see what the costs of those services would be.

Recommended items for future agendas:

Alderman Cummings asked if the City can force the owners of the 2 houses on the 200 block of South Peach Avenue to stop the demolition and board up the doors and windows.

Motion by Jockheck, second by Cummings that the meeting be adjourned at 6:20 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS



City of Marshfield Memorandum

DATE: July 3, 2014
TO: Board of Public Works
FROM: Steve Barg, City Administrator *SB*
RE: Possible removal of chapel building

Background

On February 17th, staff presented the Board with the attached recommendation to raze the chapel at Hillside Cemetery, due to significant repairs that must otherwise be made, and because this structure is rarely used anymore. The Board approved "decommissioning" the chapel at that time (see attached minutes), and asked staff to continue trying to reach family members, and to more broadly publicize our intent, to determine whether there are concerns with this approach.

Community response

Since staff worked with local media to get the word out, we have heard from 3 interested people. One is a niece who wants to get some personal items from the chapel before it is razed, and staff is in the process of arranging this. The other two (one is a distant relative; the other was the project architect who spoke at our June 30th meeting) have expressed a desire to see the building repaired and maintained. Each is aware of the July 14th meeting, and staff's recommendation.

Board's request

When this was briefly discussed on June 30th, after remarks at "Citizen Comments", staff was informed that they need to address the issue of other possible uses of the building, if it is repaired, when this is brought back to the Board. Cemetery Director Mike Baltus has been advised of this, and he will respond to this question at our July 14th meeting.

Recommendation

Staff recommends that the Board authorize disposal of the structure, either by allowing an interested party to remove it for relocation, or by including funding in the proposed 2015 City budget for demolition. An initial estimate of \$30,000 to raze the building was given by a local contractor, but more work would be needed to refine this cost for the budget.

Mr. Steve Barg
City Administrator
630 S. Central Ave.
P.O. Box 727
Marshfield, WI 54449

March 27, 2014

Dear Mr. Barg,

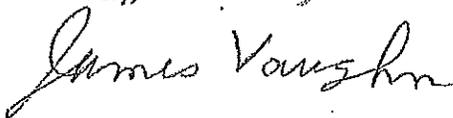
I have recently received a copy of an item that appeared in the Marshfield News-Herald on March 13 concerning the possible demolition of the Vaughn-Hansen Chapel at Hillside Cemetery. The article stated that after some 30 years the Chapel use has declined and its' condition is such that repair is costly. I am not familiar with the terms of the deed that transferred the Chapel to the city, but as a condition of the transfer, did not the city agree to maintain the Chapel? If so, have they neglected their obligation?

Ivan, who is my uncle, had two brothers, Lloyd and Albert Vaughn and a sister, Leoné, who married Shirley (Sam) Marvin. After my mother's internment in 2007, I and my family visited the chapel. My children were pleased that it was there as a memorial to their great uncle. The service for my wife's mother, Caroline Schiller, was held in the chapel. Three generations of Vaughn's are buried in Hillside Cemetery and my wife, nee Carol Schiller, and my sister Judith Vaughn intend to be interred there.

As my aunt and uncle had no children, I'm sure that my aunt, Helen, had intended the chapel as a perpetual memorial to her husband and his siblings and to their respective descendants. Our family would be saddened if it were to be demolished and I hope the city will find a way to live up to terms of the deed.

If you would be so kind as to reply to my concern please e-mail me at jvaughn567@aol.com or write to the address below.

Sincerely,



Dr. James Vaughn
3744 E. 64th Place
Tulsa, OK 74136

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.

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

Back Ground

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

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

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

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

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

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

Recommendation

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



City of
Marshfield

Memorandum

TO: Board of Public Works
FROM: Tom Turchi, City Engineer
DATE: October 15, 2015
RE: Contract 2015-05 East 8th Street Lift Station Replacement.

Contract 2015-05

Monday, October 19, 2015	Schedule Approval by the Board of Public Works
Friday, October 23, 2015	Prepare Add For Bid
Friday, October 30, 2015	Advertise paving - Quest Web Site
Saturday, October 31, 2015	Advertise paving – News Herald 1
Friday, November 06, 2015	Advertise paving – News Herald 2 & Hub City Times
Monday, November 09, 2015	Final Acceptance of Prequalification - New Prequalified to the BPW
Monday, November 16, 2015	Open bids in the lobby of the Engineers Office
Tuesday, November 24, 2015	Approval of lowest responsible bidder at BPW meeting
Tuesday, November 24, 2015	Paving bids approved by Council
Wednesday, November 25, 2015	Prepare paving contract
Thursday, December 10, 2015	Preconstruction conference
Monday, December 28, 2015	Start construction (Contractor can begin if they so choose)
	Calendar Days (as permitted by contract)
Friday, August 12, 2016	Complete construction

RECOMMENDATION

I recommend approval of the Lining schedule as submitted for Contract 2015-05.

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
Memorandum

October 15, 2015

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Plan Review of STH 13 / Veterans Parkway Pavement Replacement Project

BACKGROUND

WisDOT is finalizing plans for the pavement replacement project on Veterans Parkway from McMillan Street to the north City Limits. As this project is on a connecting highway where the City is the maintaining authority, we are being asked to approve the plan.

ANALYSIS

The scope of work is simply to mill of 4 inches of the existing asphalt and replace it with 4 inches of new asphalt. Pavement markings will also be replaced. The project will be done under traffic with one lane of traffic maintained in each direction at all times. The cost of construction is being funded 100% by WisDOT.

RECOMMENDATION

I recommend approval of the WisDOT plans for pavement replacement on STH 13/Veterans Parkway from McMillan Street to the north city limits and authorize the Director of Public Works to sign the plans on behalf of the City..

Concurrence: 
Steve Barg, City Administrator