



CITY OF MARSHFIELD

MEETING NOTICE

**AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, OCTOBER 20, 2014 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA**

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of October 6, 2014 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Mike Winch, Street Superintendent and Tom Turchi, City Engineer
5. Award bid for electrical equipment procurement for Northeast Lift Station – Presented by Sam Warp, Wastewater Superintendent
6. Review of parking restrictions on Maple Avenue from 8th Street to 9th Street – Presented by Tom Turchi, City Engineer
7. Approval of 2015 Yard Waste and Christmas Tree Collection Schedule – Presented by Mike Winch, Street Superintendent
8. Recommended items for future agendas
9. Adjournment

Posted this 17th day of October, 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
10/20/14

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of October 6, 2014 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Mike Winch, Street Superintendent and Tom Turchi, City Engineer
5. Award bid for electrical equipment procurement for Northeast Lift Station – Presented by Sam Warp, Wastewater Superintendent
See attached memo. **Recommend approval of the bid submitted by L.W. Allen in the amount of \$346,270 and authorize execution of a contract.**
6. Review of parking restrictions on Maple Avenue from 8th Street to 9th Street – Presented by Tom Turchi, City Engineer
See attached memo. **Recommend “No Parking – Here To Corner” on the west side of South Maple Avenue from 35 feet south of the south right of way line of 8th Street (the northern most driveway to the corner).**
7. Approval of 2015 Yard Waste and Christmas Tree Collection Schedule – Presented by Mike Winch, Street Superintendent
See attached schedule. **Recommend approval.**
8. Recommended items for future agendas
9. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF OCTOBER 6, 2014

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

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

EXCUSED: Mike Feirer

ALSO PRESENT: Alderman Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; City Surveyor Hawley; Building Services Supervisor Pokorny; Cemetery Coordinator, Baltus; Street Superintendent Winch; Wastewater Superintendent Warp; Assistant Finance Director Hanson; Phil Severson, Strand Associates, Inc; the media; and others.

PW14-138 Motion by Buttke, second by Wagner to recommend approval of the minutes of the September 15, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments - None

Street Superintendent Winch presented a Street Division construction update. City Engineer Turchi presented an Engineering Division construction update with a special note that Central Avenue will be closed at Veterans Parkway starting Monday, October 13, 2014 to allow the railroad to replace the crossing. The closure will last approximately seven days.

Phil Severson, Strand Associates, Inc. presented the 2014 Wastewater Rate Review.

PW14-139 Motion by Buttke, second by Jockheck to recommend approval of the revised Wastewater User Charges as presented in Table 3 of Strand Associates, Inc. memo dated October 1, 2014, to be adopted with an effective date of January 1, 2015 and request an ordinance be drafted for Common Council consideration.

Motion Carried

PW14-140 Motion by Buttke, by Wagner to recommend approval of the revised 2015 Machinery and Equipment Rates and refer Resolution 2014-58 to the Common Council for consideration.

Motion Carried

PW14-141 Motion by Jockheck, second by Buttke to recommend approval of the revised 2015 Wastewater Machinery and Equipment Rates and refer Resolution 2014-59 to the Common Council for consideration.

Motion Carried

PW14-142 Motion by Buttke, second by Jockheck to recommend approval of the revised cemetery fees for 2015 as presented, which include the following:

- Traditional Opening \$ 795.00
- Cremation Opening \$ 475.00
- Infant Opening \$ 225.00
- Niche Opening \$ 180.00
- Single Niche Space \$1,030.00
- Double Niche Space \$2,060.00
- Ground Burial Space \$ 795.00
- Infant/Cremation Space \$ 420.00
- Disinterment Charge \$ 995.00

- Companion/Monument Burial \$ 180.00
- Over Time Charge \$ 350.00
- Winter Charge (November 1st to April 1st) \$ 65.00
- Crypt Space – Lower Two Levels \$6,000.00
- Crypt Space – Upper Two Levels \$5,000.00
- Crypt Opening \$ 400.00

Motion Carried

Cemetery Coordinator Baltus presented an update on the Cemetery Mausoleum project. The foundation was set on September 5th. The granite is being installed now and he hopes to have the building complete by the end of the week. Sidewalks will then be paved and he hopes to have the building open by the first or second week in November.

PW14-143 Motion by Wagner, second by Jockheck to recommend approval of the low base bid submitted by Earth, Inc. of Arpin, WI for demolition of properties in the south 200 block between Central Avenue and Chestnut Avenue at a cost not to exceed \$89,999.99 and authorize execution of a contract.

Motion Carried

PW14-144 Motion by Buttke, second by Wagner to recommend approval of the sanitary sewer lining schedule for 2014 and authorize advertising for bids.

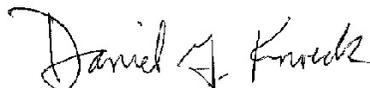
Motion Carried

City Engineer Turchi presented an update on drainage issues in the North Hills Subdivision area. This was an information item only.

Recommended items for future agendas - None

Motion by Jockheck, second by Wagner that the meeting be adjourned at 6:30 PM.

Motion Carried



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: Michael Feirer, Chairman, Board of Public Works
Members, Board of Public Works

From: Mike Winch Street Superintendent *Michael Winch*

R.E.: B.O.P.W.'s Street Division Construction Update for October 20th, 2014

Date: October 17th, 2014

Asphalt Mill-In-Place

Street(s) with ongoing prep work:

Broadway Ave.-Upham to McMillan St. scheduled to be paved the week of October 27th, 2014

Shawano Drive-Upham to Broadway Ave. scheduled to be paved the week of October 27th, 2014

Laird St.-Shawano to St. Joseph's Avenue scheduled to be paved the week of October 27th, 2014

Complete:

Carmen Drive – Waushara Drive to Upham St.

Debra Lane – Carmen Drive to Hume Ave.

Renee Lane – Debra Lane to Upham St.

State Ave. – 4th St. to Adler Rd

Wisconsin Ave. – 6th St. to Adler Rd

Hardacre Ave.-5th to 6th

Asphalt Overlay

Complete:

11th St. – Central Ave. to Oak Ave.

Doerge St. – Peach Ave. to Palmetto Ave.

Adams ave.-5th to 8th

6th St.=Oak to Columbus

Street Reconstructions

Upham St. – Central Ave. to 300' east: complete, waiting for asphalt ty-ins

4th St. - 8th St. to west end: to be scheduled

Complete:

Park St. – 7th St. to Pine Ave.

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

-Installation of driveway culverts with related ditching throughout the city as required: ongoing

-X-culvert and inlet culvert replacements as required throughout the city: ongoing

-Storm sewer main at Renee Lane and Debra Lane: complete

-Storm sewer with street reconstruction on Park St.: complete

Sanitary Sewer Maintenance/Reconstruction

-M.H. replacements/Mono-forming and main repairs on all asphalt mill-in-place and overlay streets as required: ongoing

-M.H. replacements or Mono-forming and main repairs from Clearwater Committee priority list: to be scheduled

Street Maintenance/Construction

-Crack sealing of concrete streets: complete

-Crack sealing of asphalt streets: complete

-Specialized joint sealing on concrete streets: to be scheduled

-Slag sealing of asphalt streets: complete

-General asphalt patching, city wide as required: to be scheduled

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



MARSHFIELD
Wastewater Utility

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

To: Board of Public Works
Chairman – Mike Feirer
Members – Tom Buttke, Chris Jockheck, Ed Wagner, Gary Cummings
From: Sam Warp Jr., Wastewater Superintendent

Subject: North East lift station electrical upgrade – Contract A

Date: October 20, 2014

Background

On September 2, The Board of Public Works approved staff to direct Town and Country Engineering to prepare and solicit the first bid package for the North East lift station. Bids were advertised on September 8, a contractor walk-through on September 25, bids opened on October 9, and then reviewed by staff and the consultant. This contract is to purchase and program the electrical equipment upgrade at the North East lift station.

Analysis

Staff and Town and Country Engineering are in agreement that one firm has a superior approach to meeting the needs of this project. See the attachment from Town and Country Engineering for the combined analysis and recommendation.

Summary/Recommendations

I recommend the Board of Public Works award the North East lift station electrical upgrade, Contract A to LW Allen for the amount of \$346,270 and authorize execution of a contract.

Thank You.

Concurrence:

A handwritten signature in black ink that reads "Daniel J. Knoeck".

Dan Knoeck
Director of Public Works

A handwritten signature in black ink that reads "Steve Barg".

Steve Barg
City Administrator



October 15, 2014

City of Marshfield
 630 South Central Avenue
 Marshfield, WI 54449

Attention: Mr. Dan Knoeck, Director of Public Works

Subject: Northeast Lift Station Improvements Electrical Equipment – Contract A
 Bid Deadline: Changed by addendum to October 9, 2014 at 2:00 p.m.,
 local time

Ladies and Gentlemen:

The purpose of this letter is to set forth our analysis of the proposals received on October 9, 2014 for the referenced project. Contract A is to furnish, start-up, and test Motor Control Centers (MCC), main electrical Switchgear/ATS, Programmable Logic Controller (PLC), pump station controls, and related instrumentation and SCADA system programming modifications for the Northeast Lift Station and at the wastewater treatment facility.

Two bids were received. The proposal tabulations are attached, and the results are summarized below:

		L.W. Allen Inc. Madison, WI	Instrument Control Systems, Inc. Plymouth, MN
Base Bid Price		\$294,600.00	\$293,000.00
Optional Bid Items			
OB-1	New magnetic flow meter	\$6,110.00	\$4,739.00
OB-4	Provide Hach WIMS	\$24,860.00	\$34,502.00
OB-5	Upgrade Wonderware HMI	\$20,700.00	\$13,108.00
Total		\$346,270.00	\$345,349.00

The proposals were properly submitted and acknowledged Addendum No. 1. The pre-bid estimate was \$355,000, not including optional bid (OB) items.

The proposal documents allow the City to follow-up with questions and the bidders can make cost and service adjustments as needed. The documents specifically allow the City to select the integrator that best meets the City's needs and may not be the lowest cost proposal. The documents also allow the bidder to submit value added features that the City may desire to select.

L.W. Allen, Inc. offered a \$2,600 deduct for using a 10-inch Maple Systems PLC touchscreen versus what was specified.

Instrument Control Systems, Inc. (ICS) offered a \$1,000 per year credit for service in 2016 and 2017.

After review of proposals, the following additional items were provided or requested by us:

1. The specification calls out one concurrent user for the Hach WIMS Information Management system, and there is a need to have two concurrent users. L.W. Allen will provide that at no cost increase and ICS will provide that at no cost increase.
2. Both bidders will provide an 18-month warranty rather than the standard one-year warranty in lieu of the performance and payment bonds.
3. L.W. Allen has offered to provide an extended warranty to 24 months and an additional 40 hours of field service time (value at \$2,400) over the next three years. Travel time is not charged.
4. ICS has offered to provide 24/7 phone support at no cost if the Service Flex support issued. If programing is required or site support is needed, those costs are charged.

A summary of cost for each integrator can be summarized as follows:

	L.W. Allen	ICS
Base Bid with Optional Bid Items	\$346,270	\$345,349
Acceptable Value Adder	-\$2,600	-\$2,000
Cost For More Hach Users	\$0	\$0
Net Potential Costs	\$343,670	\$343,349

The costs are virtually the same and other factors should be considered in making the final selection, such as the proposal completeness, past work performance, vicinity of support personnel, cost for future support, backup support available and familiarity with the existing system.

ICS has worked on the treatment facility since the plant was constructed and would be the most familiar with the treatment facility. L.W. Allen has performed services for the water system and completed the most recent project at the Lincoln Lift Station. The staff has indicated that L.W. Allen's performance was exceptional during an emergency condition at the Lincoln Lift Station and that ICS has provided adequate service.

L.W. Allen had a more complete technical qualifications submittal by providing a detailed list of proposed equipment and more back-up documentation.

L.W. Allen's normal rate for engineering and field support is \$140 per hour and \$120 per hour, respectively. ICS's normal rate for engineering and field support is \$200 per hour and \$125 per hour, respectively but is reduced to \$170 and \$105 per hour if the Service Flex plan is used.

L.W. Allen is providing an Allen Bradley MCC/VFD system, and ICS is providing an Eaton MCC/VFD system. Both are acceptable systems, but the existing plant has Allen Bradley.

ICS field support staff is approximately one hour away, whereas L.W. Allen field support staff is about 35 minutes away.

L.W. Allen is one of two municipal system integrators with Hach approval in the Country.

The project requires a factory test at integrator's facility. L.W. Allen's facility is located in Madison and ICS's facility is located in Plymouth, Minnesota. The staff travel time to either of the two locations will be similar, but the engineering travel time to the ICS facility will result in slightly more travel expenses.

Staff indicated that they are more comfortable working with L.W. Allen on the Northeast Lift Station based on the submittals, responses to additional questions and past performance. It is felt that both firms can perform the work required, but L.W. Allen is the preferred firm for this project. It is recommended to award the contract to L.W. Allen for the amount of \$343,670, including the 24-month warranty and the additional free 40 hours of service.

The City should budget a contingency for potential field changes during the project.

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.



Eugene A. Laschinger, P.E.
President

cc: Mr. Sam Warp, Jr., City of Marshfield (2601 East 34th Street, Marshfield, WI 54449)

EAL:sai

BID TABULATION

Project: Northeast Lift Station Improvements, Electrical Equipment - Contract A
City of Marshfield

Engineer's Project Number: MF 04

Bid Deadline: October 9, 2014 at 2:00 p.m. local time

ITEM NO.	DESCRIPTION OF WORK	L.W. Allen Inc. Madison, WI	Instrument Control Systems, Inc. Plymouth, MN
		Amount	Amount
Base Bid Price		\$ 294,600.00	\$ 293,000.00
Optional Bid Items			
OB-1	Furnish a new magnetic flow meter	\$ 6,110.00	\$ 4,739.00
OB-2	Provide a network firewall appliance at the pump station and configure to allow remote access over a broadband connection	part of the base bid	part of the base bid
OB-3	Provide a second network firewall appliance at the Wastewater Plant and configure to establish a VPN connection to the pump station	part of the base bid	part of the base bid
OB-4	Replace existing operational reporting software system with Hach WIMS	\$ 24,860.00	\$ 34,502.00
OB-5	Upgrade existing Wonderware HMI program, including software base dialer	\$ 20,700.00	\$ 13,108.00
Allowance			
	Computer and Cisco switches for fiber optic network interface	\$ 15,000.00	\$ 15,000.00
TOTAL		\$ 361,270.00	\$ 360,349.00
Alternate			
	ATS Bid - ASCO	\$ 3,100.00	\$ 4,000.00

L.W. Allen, Inc.: Offers a (\$2,600) deduct to provide a Maple Systems 10" Operator Interface Display in lieu of the specified Panelview Plus device.

Instrument Control System, Inc.: Offers an additional 6 months of warranty in lieu of a performance bond, along with extension of service flex contract from 9/9/2015 to 9/9/2017, including \$1,000.00 sflex engineering, programming and tech support the year of 2015-2016 and \$1,000.00 the year of 2017 and discounted engineering rates per contract, and remote service VPN (included with OB-5) that allows for remote support of the new system, remote SCADA support and remote support of future PLC upgrades



City of
Marshfield
Memorandum

TO: Board of Public Works
FROM: Tom Turchi, City Engineer
DATE: October 17, 2014
RE: Request to review parking restrictions on S Maple Avenue.

BACKGROUND

The city received a request to review parking restrictions on S Maple Avenue between 8th Street & 9th Street.

ANALYSIS

South Maple Avenue between 8th Street and 9th Street is classified as a 'Local Street' in the 2007-2027 City of Marshfield Comprehensive Plan.

Existing conditions on E 17th Street between Central Avenue and Maple Avenue are as follows:

- The speed limit is 25 MPH.
- Parking is allowed on both sides of the street (alternate side parking per the municipal ordinance).

E 17th Street is a narrow asphalt street with ditches on both sides.

Due to the amount of neighborhood parking utilized by a local business in the area a resident is having difficulty entering and exiting their residence due to vehicles parking too close to the driveway entrance.

RECOMMENDATION

I recommend that "NO PARKING – HERE TO CORNER" be posted on the west side of South Maple Avenue from 35 feet south of the south right of way line of 8th Street (the northern most driveway to the corner).

Respectfully submitted,

Thomas R. Turchi

Thomas Turchi

Concurrence:

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

Steve Barg, City Administrator



2015 Curbside Collection Schedule

CHRISTMAS TREES

JANUARY						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

All wire, stands, and plastic wrappings must be removed before they are placed at the curb. The trees will not be picked up unless these materials are removed.
NOTE: Christmas wreaths should be set out with the regular refuse items.
The trees will be picked up separately on the same day as the regular garbage.

BRUSH AND BRANCHES

JANUARY						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

All brush and branches must be bundled and tied in one foot (1') diameter bundles not to exceed four feet (4') in length or placed in a reusable container in lengths not to exceed four feet (4') or six inches (6") in diameter.
All materials will be picked up separately on the same days as the regular garbage.

YARD WASTE AND LEAVES

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

All materials to be picked up must be enclosed in the brown paper bags called "Kraft" bags or a reusable container.

All materials will be picked up separately on the same days as the regular garbage.

City of Marshfield residents may also drop off yardwaste, brush, branches and Christmas trees twenty-four hours a day, seven days a week at no charge at the compost site located at **ADVANCED DISPOSAL**, 501 South Hume Avenue
OFFICE HOURS ARE: 7:00 a.m.-3:00 p.m. M-F; 7:00 a.m.-Noon Sat.

All Christmas Trees, Brush, Branches, Yard Waste and Leaves must be placed at the curb by 6:00 a.m. on the day of your scheduled pick up.

YARD WASTE MANAGEMENT and WATER QUALITY

Effective yard waste management can improve water quality in our area streams, rivers and waterways. **Keep grass clippings and leaves out of streets and storm drains.** Sweep them off pavement areas back onto your lawn. Leaves and grass clippings can be used to mulch gardens and planting beds. For more information on managing your yard waste, go to the UW Extension web site at: clean-water.uwex.edu/pubs/pdf/home.managlt.pdf.



2015 The City of Marshfield **2015**

RECYCLING PROGRAM

For All Residents

Recyclables are picked up every week, on the same day as your regularly scheduled refuse pick-up

Questions concerning the recycling program can be directed to the **STREET DIVISION** at (715) 486-2081 or **ADVANCED DISPOSAL** at (715) 387-2145



Please place your recyclables and refuse at the curb by 6:00 a.m. on the day of your pick-up each week. (The purchase of the recycling container(s) is the responsibility of the resident)

PLEASE KEEP FOR FUTURE REFERENCE

Printed on recycled paper

Recycle - It's Easy

You and your family can recycle by following these simple directions.

Aluminum



Aluminum cans

Tin Cans

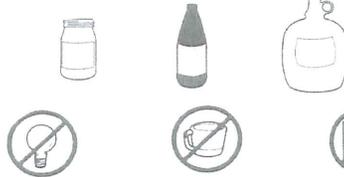


- Rinse
- Place clean tin cans and aluminum cans in recycling bin.

Glass Bottles and Jars



- Rinse (No need to remove labels)
- Remove Caps (Put these items with your garbage)



NO lightbulbs NO dishes or glasses NO windows

- Place unbroken, clean container glass in recycling bin.

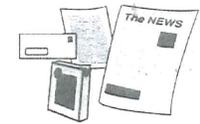
#1 - #7 Plastic Bottles and Containers



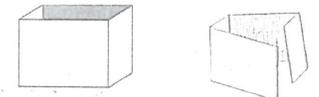
- No need to remove labels or neck rings
- Rinse
- NO motor oil bottles
- Place #1- #7 clean plastic bottles and containers in recycling bin.



Mixed Paper and Newspaper



Corrugated Cardboard



(Cardboard shall not exceed 24" wide, 36" long, or be bundled in bundles higher than 12")

- Flatten the cardboard
- Place cardboard, mixed paper and newspapers into the same recycling bin.



ALL PAPER MATERIALS INCLUDING CARDBOARD, CAN GO INTO THE SAME BIN.

ALL NON-PAPER MATERIALS CAN GO INTO THE SAME BIN.

MIKE WINCH
RECYCLING COORDINATOR
City of Marshfield
407 West Second
Marshfield, Wisconsin 54449
715-486-2081

WHAT OTHER MATERIALS CAN YOU RECYCLE?



Residents may drop off compact fluorescent light bulbs as well as other types of fluorescent bulbs at local retail stores or **ADVANCED DISPOSAL**.

* May be a fee required for these items



Residents may drop off motor oil and lead acid batteries at **ADVANCED DISPOSAL**. On Saturdays from 7 am - Noon or return to local outlets.

* NO FEE required for these items.



Residents may drop off electronic devices such as computers, printers, TV's, cell phones, copiers, DVD players, rechargeable and dry cell batteries at **ADVANCED DISPOSAL**

715-387-2145 or the Opportunity Development Center 715-387-4682
* May be a fee required for these items.



Residents may drop off white goods, tires, building and construction materials, recyclable material & refuse at **ADVANCED DISPOSAL** during normal business hours

* FEE required to drop off materials

NOTE: A reusable container is defined as any container constructed of metal or plastic with a capacity not exceeding 30 gallons, a loaded weight of no more than 50 lbs., a tight fitting lid and handles of adequate strength for lifting. (A cardboard box is not considered a reusable container to hold refuse, recyclables, brush or yard waste)