



CITY OF MARSHFIELD
MEETING NOTICE

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

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of January 20, 2014 Board of Public Works meeting
3. Citizen Comments
4. Consideration of expanding the Train Horn Quiet Zone – Presented by Dan Knoeck, Director of Public Works
5. Approval of quotation for Mini-Wheel Loader for Parks & Recreation Department – Presented by Ben Steinbach, Parks & Recreation Supervisor
6. Approval of Budget Resolution No. 01-2014 – Hume Avenue Street Opening – Presented by Dan Knoeck, Director of Public Works
7. Approval of Engineering Services Agreement for Hume Avenue Street Opening – Presented by Dan Knoeck, Director of Public Works
8. Review of Speed Limit on East McMillan Street – Presented by Tom Turchi, City Engineer
9. Approval of Public Works Department Budget Carryovers – Presented by Dan Knoeck, Director of Public Works
10. Preliminary Resolutions – Presented by Tom Turchi, City Engineer
 - a. Resolution No. 2014-03 – North Street (St. Joseph Avenue to Wood Avenue)
 - b. Resolution No. 2014-04 – 2014 Mill in Plan Asphalt Paving Projects
 - c. Resolution No. 2014-05 – Upham Street (Central Avenue to 200' East)
 - d. Resolution No. 2014-06 – Alley bounded by Chestnut Avenue/Central Avenue & 4th Street/5th Street
 - e. Resolution No. 2014-07 – Park Street (7th Street to Oak Avenue)
11. 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.
 - Green Acres Development Agreement
12. Reconvene in Open Session
13. Action on matter discussed in closed session, if appropriate
14. Recommended items for future agendas
15. Adjournment

Posted this 31st day of January, 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

2/03/14

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of January 20, 2014 Board of Public Works meeting
3. Citizen Comments
4. Consideration of expanding the Train Horn Quiet Zone – Presented by Dan Knoeck, Director of Public Works
See attached memo. **Recommend seeking consultant services to evaluate feasibility of expanding the quiet zone.**
5. Approval of quotation for Mini-Wheel Loader for Parks & Recreation Department – Presented by Ben Steinbach, Parks & Recreation Supervisor
See attached memo. **Recommend approval of the low quotation of Mid-State Equipment of Prairie Du Sac, WI in the amount of \$51,400, including trade in, and authorize execution of a purchase order.**
6. Approval of Budget Resolution No. 01-2014 – Hume Avenue Street Opening – Presented by Dan Knoeck, Director of Public Works
See attached memo and Budget Resolution. **Recommend approval.**
7. Approval of Engineering Services Agreement for Hume Avenue Street Opening – Presented by Dan Knoeck, Director of Public Works
See attached memo and proposal from MSA Professional Services. **Recommend approval and authorization of a Task Order.**
8. Review of Speed Limit on East McMillan Street – Presented by Tom Turchi, City Engineer
See attached memo. **Recommend relocating the “25 MPH” sign for westbound traffic 200 feet east of Hume Avenue and to replace the “Reduced Speed Ahead” sign with a current standard sign.**
9. Approval of Public Works Department Budget Carryovers – Presented by Dan Knoeck, Director of Public Works
See attached memo. **Recommend approval and refer to the Common Council for consideration.**
10. Preliminary Resolutions – Presented by Tom Turchi, City Engineer
 - a. Resolution No. 2014-03 – North Street (St. Joseph Avenue to Wood Avenue)
 - b. Resolution No. 2014-04 – 2014 Mill in Plan Asphalt Paving Projects
 - c. Resolution No. 2014-05 – Upham Street (Central Avenue to 200’ East)
 - d. Resolution No. 2014-06 – Alley bounded by Chestnut Avenue/Central Avenue & 4th Street/5th Street
 - e. Resolution No. 2014-07 – Park Street (7th Street to Oak Avenue)See attached Preliminary Resolutions for 2014 special assessments projects. **Recommend approval and refer to the Common Council for consideration.**
11. 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.
 - Green Acres Development Agreement
12. Reconvene in Open Session
13. Action on matter discussed in closed session, if appropriate
14. Recommended items for future agendas
15. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF JANUARY 20, 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; Wastewater Superintendent Warp; Bob Trussoni and Nick Kumm – Marshfield Utilities; the media; and others.

PW14-01 Motion by Cummings, second by Earll to recommend approval of the minutes of the December 16, 2013 Board of Public Works meeting.

All ‘Ayes’ Motion Carried

Citizen Comments – None

City Engineer Turchi reviewed the draft ordinance for Special Assessment Hardship consideration. Alderman Earll feels this is a good idea and questioned if we have people that fall into this category in the past. Wagner is glad to see a draft policy. He was hoping to see something on the question of do we still assess 100% when there are TIF funds to do the project. He would also like to see some consideration given in cases where the special assessment exceeds a certain percentage of the value of the property. Wagner would like to work on some additional language. Buttke would not want to defer payments on rental property.

PW14-02 Motion by Wagner, second by Cummings to recommend postponing action on the Special Assessment Hardship ordinance for one month to allow time for further review and possible amendments to the draft ordinance.

All ‘Ayes’ Motion Carried

Nick Kumm, Marshfield Utilities, reviewed a draft ordinance change related to underground utilities. Alderman Wagner questioned who gets fined for noncompliance. He also asked if Verizon and Charter have been notified of these changes.

PW14-03 Motion by Buttke, second by Earll to recommend approval of creating Section 14-7 and amending Section 19-63 of the City of Marshfield Municipal Code pertaining to requirements for installation of underground utilities and request an ordinance be drafted for Common Council consideration.

All ‘Ayes’ Motion Carried

PW14-04 Motion by Wagner, second by Buttke to recommend approval of the proposal submitted by Town & Country Engineering, Inc. of Madison, WI for engineering services for a fine screen and a facilities study for the northeast lift station at a cost of \$27,300 and authorize execution of an agreement.

All ‘Ayes’ Motion Carried

City Administrator Barg reviewed Resolution No. 2013-56, regarding East McMillan Street and Hume Avenue improvements. There was consensus from the Board to consider a speed limit change on McMillan Street in the area of Hume Avenue as well as install the crosswalk as originally proposed. The Board was also in favor of moving forward with the Hume Avenue street opening and acquisition of the needed right-of-way. This was a discussion item only. Staff will bring related items back to the Board for action at future meetings.

PW14-05 Motion by Cummings, second by Buttke to recommend approval of No Parking on the north side of Western Street from Oak Avenue to a point 475 feet west and that upon approval the Administrative Code of Traffic and Parking Regulations be amended accordingly.

All 'Ayes' Motion Carried

PW14-06 Motion by Earll, second by Cummings to recommend approval of No Parking on both sides of Pheasant Run Drive from the north right-of-way line of McMillan Street to a distance of 50 feet north and that upon approval the Administrative Code of Traffic and Parking Regulations be amended accordingly.

All 'Ayes' Motion Carried

Director of Public Works Knoeck presented an update on the STP Urban Funding Application for East 29th Street. The City will receive STP Urban funding for the segment of East 29th Street from Hume Avenue to Veterans Parkway. This was an information item only.

PW14-07 Motion by Cummings, second by Buttke to adjourn to closed session at 6:32 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.

PW14-08 Motion by Wagner, second by Cummings to reconvene in open session at 6:34 PM.

Roll call vote, all 'Ayes' Motion Carried

PW14-09 Motion by Wagner, second by Earll to recommend approval of a 3 year lease extension with Mary Luepke, Greater Insurance Services.

All 'Ayes' Motion Carried

Recommended items for future agendas - None

Motion by Earll, second by Cummings that the meeting be adjourned at 6:35 PM.

All 'Ayes' Motion Carried



Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS



**City of
Marshfield**

Memorandum

January 30, 2014

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Consideration of expanding the train horn Quiet Zone

BACKGROUND

In 2012, the City was granted approval for a 24 hour quiet zone from the Federal Railroad Administration (FRA). This quiet zone includes all of the at grade crossing on the mainline track of the Canadian National, which are at Mann Street, Chestnut Avenue, Central Avenue, Maple Avenue, Vine Avenue, South Galvin Avenue and 4th Street/CTH H. It does not include the crossings on the Industrial Park Spur which are at Palmetto Avenue, 4th/8th Street, Hume Avenue and Galvin Avenue/CTH A. When we first started planning for the 24 hour quiet zone, there was very little train activity on the Industrial Park Spur and it typically occurred during the daytime hours. Now that train activity has picked up on the industry spur, and sometimes occurs during the overnight hours, we have received complaints and requests to expand the 24 hour quiet zone.

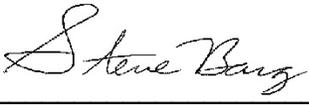
ANALYSIS

A prerequisite for quiet zone consideration is that the crossings have flashing lights and gates. The Palmetto crossing and the 4th/8th crossing have these in place however the Hume and the South Galvin crossings do not. In addition, quiet zones must be at least ½ mile in length. With these conditions in mind, it would be possible to create a second 24 hour quiet zone that would include the Palmetto and 4th/8th crossings. It would not, however, be practical to include Hume and South Galvin in a new quiet zone due to the expense of adding flashing lights and gates at these locations.

To establish the City's first 24 hour quiet zone, we hired a consultant who handled the process of evaluation, application and ultimately getting FRA approval. If there is a desire to pursue a second quiet zone on the Industrial Park Spur as described above, I would suggest that we follow this same approach and seek a consultant to do the same. As this is not a budgeted project for 2014, a budget resolution would be required if the decision is made to move forward in 2014.

RECOMMENDATION

I recommend that staff be directed to solicit consultant services to evaluate the feasibility of establishing a second 24 hour quiet zone on the Industrial Park Spur.

Concurrence: 
Steve Barg, City Administrator

To: Michael Feirer, Chairman, Board of Public Works
Members, Board of Public Works
From: Ben Steinbach, Parks and Recreation Maintenance Supervisor
Re: 2014 Parks and Recreation Department Equipment Replacement – Mini Wheel Loader
Date: January 29, 2014

Background

Included in the 2014 Internal Service Fund budget are appropriations to replace an existing Skid Steer within the Parks and Recreation Maintenance Department with a Mini Wheel Loader. As per City policy we have requested and received quotations for this piece of equipment. The approved budgeted amount for this mini wheel loader replacement in the 2014 budget is \$51,030.00.

The Wacker Neuson WL 37 is the only Mini Wheel Loader currently on the market small enough to preform snow and ice removal on sidewalks (5'1" wide) that offers high flow/high seed hydraulics. This feature is essential for operations because it will allow us to run all of our current attachments that we have for our Skid Steer.

Analysis

Listed below are the quotations that were received:

**Mid-State Equipment
S9711 HWY 12
Prairie Du Sac, WI 53578**

**Titan Machinery
N1626 Wuensch Rd
La Crosse, WI 54601**

**-2014 Wacker Neuson WL 37-
- 1 yard 75" bucket -
- Hydraulic pin hookup -
- Winter Convenience Package -
- Ride Control –
- Freight and Set Up -
\$67,800.00**

**-2014 Wacker Neuson WL 37-
- 1 yard 75" bucket -
- Hydraulic pin hookup -
- Winter Convenience Package -
- Ride Control –
- Freight and Set Up -
\$74,550.00**

Trade in - \$16,400.00

Trade in - \$15,600.00

Purchase Price = \$51,400

Purchase Price = \$59,450

Recommendation

I recommend the following:

Accept the low quotation of **\$51,400.00** from Mid-State Equipment for a **2014 Wacker Neuson WL 37** Mini Wheel Loader.

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

Concurrence:

(verbal approval)
Brian Panzer, Street Superintendent



Steve Barg, City Administrator



Ed Englehart, Director of Parks and Recreation

TITAN

MACHINERY

La Crosse, WI



**WACKER
NEUSON**



City of
Marshfield
Memorandum

January 30, 2014

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Budget Resolution 01-2014 - Hume Avenue Street Opening north of McMillan Street

BACKGROUND

In December of 2013, the Common Council approved Resolution 2013-56 which, in part, indicated the Council's commitment to construct Hume Avenue north of McMillan Street for a distance of up to 200 feet. The Board of Public Works reaffirmed this commitment on January 20, 2014. As this project is not included in the 2014 budget, it is necessary to adopt a budget resolution.

ANALYSIS

The estimated cost of the project is \$150,000, which includes engineering, property acquisition and construction. Staff proposes transferring funds from the West 26th Street Reconstruction Project (EN-D-2116 and SW-H-6757) in the amount of \$143,755 and the balance, or \$6,245, from contingency. Attached is Budget Resolution 01-2014 for your review.

RECOMMENDATION

I recommend approval of Budget Resolution 01-2014 and refer to the Common Council for consideration.

Concurrence: 
Steve Barg, City Administrator


Keith Strey, Finance Director

BUDGET RESOLUTION NO. 1-2014

A resolution changing the 2014 budget of the City of Marshfield, Wisconsin.

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the sum of \$143,754 is hereby transferred within the Infrastructure Construction Capital Projects Fund, from the West 26th Street Reconstruction Project a/c #4015733131.312116 and a/c #4015734531.316757 to the, Hume Avenue Street Opening Project, a/c #4015331531.312197, a/c 401.5749031.312199, and a/c #4015734531.316768.
2. That the sum of \$6,246 is hereby transferred from the General Fund, Contingency Budget, a/c #1015156008.080000 to the Hume Avenue Street Opening Project, a/c #401.5331531.312197.
3. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
_____ Mayor

APPROVED _____
_____ Attest – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 1-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

| | | |
|---|----|---------|
| <u>General Fund Taxes, a/c# 1014100008.080000:</u> | | |
| 1. 41110 – General Property Taxes | \$ | 6,246 |
| <u>General Fund, Contingency Budget, a/c# 1015156008.080000:</u> | | |
| 1. 57350 – Reserved For Contingency | \$ | 6,246 |
| <u>Infrastructure Construction Capital Projects Fund, a/c# 4015733131.312116:</u> | | |
| 1. 51000 – Object Numbers | \$ | 12,485 |
| 2. 52400 – Repair & Maintenance Services | \$ | 121,294 |
| <u>Infrastructure Construction Capital Projects Fund, a/c# 4015733431.316757:</u> | | |
| 1. 51000 – Object Numbers | \$ | 1,388 |
| 2. 52400 – Repair & Maintenance Services | \$ | 8,587 |

TRANSFERRED TO:

| | | |
|--|----|---------|
| <u>Infrastructure Construction Capital Projects Fund, Taxes, a/c# 4014100008.080000:</u> | | |
| 1. 41110 – General Property Taxes | \$ | 6,246 |
| <u>Infrastructure Construction Capital Projects Fund, a/c# 4015331531.312197:</u> | | |
| 1. 52100 – Professional Services | \$ | 15,000 |
| 2. 52400 – Repair & Maintenance Service | \$ | 105,000 |
| <u>Infrastructure Construction Capital Projects Fund, a/c# 4015749031.312199:</u> | | |
| 1. 52400 – Repair & Maintenance Service | \$ | 12,000 |
| <u>Infrastructure Construction Capital Projects Fund, a/c# 4015734531.316768:</u> | | |
| 1. 52400 – Repair & Maintenance Service | \$ | 18,000 |

* * * *



City of
Marshfield
Memorandum

January 31, 2014

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Engineering Services for Hume Avenue Street Opening

BACKGROUND

The Common Council has determined that it is in the City's interest to construct Hume Avenue north of McMillan Street in 2014. As this project was not part of the adopted 2014 Budget or the Engineering Department work program. As such, it will be necessary to use outside consultant services to complete this project in the required time frame.

ANALYSIS

MSA Professional Services has provided the attached proposal. The scope of work includes right-of-way acquisition services as well as design engineering. The total fee is \$18,855.

RECOMMENDATION

I recommend approval of the proposal of MSA Professional Services for design and right-of-way acquisition services for the Hume Avenue street opening in an amount not to exceed \$18,855.

Concurrence: 
Steve Barg, City Administrator



PROFESSIONAL SERVICES

More ideas. Better solutions.

Task Order

**To: City of Marshfield
Dan Knoeck, PE
P.O. Box 727
Marshfield, WI 54449**

Date of Issuance: January 30, 2014

MSA Project No.: 00584078

This task order will acknowledge that MSA Professional Services (MSA) is authorized to begin work on the following project:

Project Name: City of Marshfield – Hume Avenue Extension

The scope of the work authorized is: See Attached Scope of Services

The schedule to perform the work is: approximate start: February 3, 2014
approximate completion: July 8, 2014

| | | |
|--|-----------------------|--------------------|
| The lump sum fee for the work is: | Right of Way Plat | \$ 1,750.00 |
| | Design Phase | \$10,750.00 |
| | Negotiations: | \$ 2,680.00 |
| | <u>Appraisal:</u> | <u>\$ 3,675.00</u> |
| | Total Lump Sum | \$18,855.00 |

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

CITY OF MARSHFIELD

Dan Knoeck, PE
Director of Public Works

Date: _____

P.O. Box 727
Marshfield, WI 54449

Phone: 715-486-2034
Fax: 715-384-7631

MSA PROFESSIONAL SERVICES



David Bluhm, PE
Office Manager/Team Leader

Date: 11/30/2014

146 North Central Ave, Suite 201
Marshfield, WI 54449

Phone: 715-384-2133
Fax: 715-384-9787

Scope of Services

Task Order – MSA Project #00584078

PROJECT INFORMATION

The City of Marshfield plans to extend Hume Avenue north of McMillan Street to serve a new apartment complex development. The City has requested MSA Professional Services, Inc. to provide engineering services for the roadway extension; sanitary sewer, storm sewer, and water main extensions; right-of-way plat; and negotiations to acquire right-of-way. The scope of services to be provided is as follows:

PROJECT UNDERSTANDING

- 1) The proposed right-of-way will be 70 feet wide. The City of Marshfield intends to acquire 35 feet of right-of-way (eastern half) across two parcels owned by the adjacent property owner. One parcel is located in the City and a second in the Town. The apartment developer will dedicate the west 35' of right-of-way to the City.
- 2) The roadway section will be an urban section 36 feet wide (face to face). Three inches of asphalt over 9-inches of base aggregate over 12-inches of select crush material. Roadway centerline should be center of right-of-way. The roadway will include a 6-inch underdrain behind the curb and gutter. No sidewalk will be proposed however the ROW will be graded to accommodate future sidewalk.
- 3) The design of the roadway will extend north through the second property on the east side of the proposed right-of-way (+/- 500 feet). The roadway will only be constructed to the entrance to the new development.
- 4) Sanitary sewer, water main and storm sewer will be designed the length of the roadway. Construction for these utilities will be phased the same as the roadway. Coordinate water main design with Marshfield Utilities.
- 5) Since actual construction disturbance is expected to be less than 1 acre, no construction or post-construction stormwater permit is anticipated.
- 6) Design services extend through construction plan preparation, unit quantity and cost estimate preparation. Bidding to be provided through the City of Marshfield.

RIGHT OF WAY PLAT – Lump Sum Fee: \$1,750

- 1) MSA will provide a legal description of the proposed right-of-way and complete a plat of survey drawing for the proposed Hume Avenue right-of-way extension.
- 2) MSA will stake the proposed right-of-way to help in right-of-way negotiations.
- 3) MSA will set irons to establish the right-of-way once the property has been acquired.

Deliverables: Right-of-way plat for proposed right-of-way, preliminary and final right-of-way staking.

DESIGN PHASE – Lump Sum Fee: \$10,750

- 1) Complete a topographic survey and gather data collection necessary for design. The survey will be on the Wood County coordinate system and City of Marshfield datum.
- 2) MSA will complete construction plans (40-Scale) including plan and profile sheets, cross sections (25-foot intervals), and related drawings necessary to bid the project.

- a. Preliminary (90%) plans will be submitted to the City of Marshfield for review and comment on or about March 28, 2014.
 - b. MSA will incorporate any review comments into final plans which will be finalized and ready for construction on or about April 11, 2014.
- 3) Urban roadway design to match intersection of McMillan.
 - 4) Model and design storm sewer infrastructure.
 - 5) Water main extension design and permit application.
 - 6) Sanitary sewer design and permit application.
 - 7) One design review meeting has been included in work scope.
 - 8) Provided schedule of quantities and construction estimate.

Deliverables: Preliminary plans, final plans, water and sewer extension permit submittals.

RIGHT OF WAY NEGOTIATION – Negotiations Lump Sum Fee: \$2,680

Appraisal Lump Sum Fee: \$3,675

- 1) Create an introduction letter to be approved by the City that will be mailed to the property owner along with the Owner's Rights brochure and information on the project, including:
 - a. Staking schedule (staking provided by MSA).
 - b. Introducing the appraiser and expected timeline.
 - c. Contact information for the MSA project manager.
- 2) Prepare relocation order for recording by City of Marshfield.
- 3) Prepare standard abbreviated appraisal. Jeff Olson of Compass Land Consultants will prepare the appraisal.
- 4) MSA will review appraisal. Provide objective review to City for their use in approval of the Offering Price.
- 5) Create a parcel file and the owner's packet of documents concurrently with the Offering Price being approved.
- 6) MSA negotiators will make contact with owners soon after the appraisal is approved. Set up meeting with the landowner and deliver offer package or send by Certified Mail if landowner declines meeting option.
- 7) Provide follow-up call to landowners to answer questions regarding the information provided. A meeting will be scheduled as requested by landowner to address additional concerns regarding the project. We have included two meetings with the owner in our scope. All meetings are anticipated to be held locally in Marshfield.
- 8) When negotiated settlements have been reached, a payment request will be provided to the City. MSA will distribute the check to the landowner, and original documents will be provided to the City for recording.
- 9) Teleconferences will be provided to keep the City informed of the progress and any negotiation issues. These teleconferences will allow the City sufficient time for a condemnation process, if necessary.
- 10) If a condemnation process occurs, MSA can prepare Jurisdictional Offer, Lis Pendens and Award of Damages for signature and delivery by the City as an additional service as necessary.

Deliverables: Relocation Order for recording by City, Appraisal, Objective Review of Appraisal, Offering Price report for approval by City, original deed for recording by City

CITY OF MARSHFIELD RESPONSIBILITIES

- 1) Provide MSA with typical section to be used for design (if changed from project understanding).
- 2) Provide MSA with standard driveway tapers to be used on the project.
- 3) Review and Comment on 90% Plan Submittal and any other submittals.
- 4) Provide MSA any City of Marshfield standard detail drawings desired to be included with the project.
- 5) Provide MSA any other information relevant to the design and construction of the project.
- 6) Provide MSA property information including: Title reports, contacts and tax information.
- 7) Record the relocation order.
- 8) Prepare federal form 1099-S for the land owner.
- 9) Record the Warranty Deed and Condemnation conveyance documents, if required

ADDITIONAL SERVICES (MAY AFFECT ENGINEERING COST)

- 1) Specifications.
- 2) Plan distribution, advertising and bidding through Quest.
- 3) Construction Staking.
- 4) Construction Observation.
- 5) Condemnation Assistance if requested by City.

PROPOSED PROJECT SCHEDULE

| | |
|-------------------------|---|
| February 27, 2014* | Legal Description and Plat of Survey |
| March 3, 2014* | Board of Public Works Approval of ROW Plat |
| March 11, 2014* | Common Council Approval of ROW Plat |
| March 12, 2014 | Appraisal begins – 30 days |
| March 12, 2014 | Introduction letter to property owner |
| March 28, 2014 | Submit 90% Plans to City for Review and Comment |
| April 11, 2014 | Deliver Final Project Plans for Construction |
| April 11, 2014 | Appraisal complete |
| April 14, 2014 | Objective Review & Offering Price to Board of Public Works for City approval |
| April 16, 2014 | Deliver offer to Owner |
| June 16, 2014 | Owner has 60 days to complete second appraisal |
| June 16 – June 30, 2014 | Negotiations. If successful City could have property title within days. |
| June 30 – July 7, 2014 | If Negotiations fail, begin condemnation process. Prepare Jurisdictional Offer, Lis Pendens, and Award of Damages for City approval and signature. |
| July 28, 2014 | 21 days after Jurisdictional Offer is mailed to the Owner (if not accepted by Owner) a check will be sent to the Owner. The Award of Damages will be recorded by City at County’s Register of Deed. |
| July 31, 2014 or Sooner | City takes possession and construction may commence. |

*If we receive approval to proceed and title searches may be able to move this work up 2 weeks.



City of
Marshfield
Memorandum

TO: Board of Public Works
FROM: Thomas R. Turchi
DATE: January 31, 2014
RE: Review of the speed limit on East McMillan Street.

Background

- Per resolution 2013-56 a speed limit review was to be conducted on McMillan Street.

Analysis

- The current speed limit for McMillan Street is listed below:

35 MPH

1. *McMillan Street from Hume Avenue to Galvin Avenue. (Ordinance No. 553, dated 09/22/92 and PW01-130, dated 10/15/01)*

25 MPH

- McMillan Street from Hume Avenue to Central Avenue.
- The 25 MPH speed limit sign for westbound traffic is currently located approximately 200 feet west of Hume Avenue.
- Police Chief, Gary Jepsen stated that the general practice for speed limit enforcement allows for a 200 foot buffer from the location of the posted speed limit before enforcement commences.
- To create an enforceable speed limit of 25 MPH at the intersection of Hume Avenue the westbound speed limit sign should be located 200 feet east of Hume Ave.

Recommendation

- I recommend relocating the 25 MPH speed limit sign for westbound traffic to be located 200 feet east of Hume Avenue. I further recommend that the reduce speed ahead sign be updated to the current standard (w3-5) and that this sign be placed 500 feet east of the speed limit sign.

Concurrence

Dan Knoeck
Director of Public Works

Steve Barg
City Administrator

Verbal concurrence

Gary Jepsen, Police Chief

Traffic Counter placed
100' West of Hume Avenue
Weekday ADT - 3220
% Trucks - 0.9% (29 per day)
85% Speed - 37.8 MPH
Posted Speed - 25 MPH

Crash Review Period 2007-2012 - 6 years.

- A - 1/7/2008 - EB/NB @1704 - 2 vehicles
- B - 1/26/2012 - EB mailbox 1 vehicle
- C - 8/16/2010 NB mailbox - 1 vehicle (On Hume Ave)
- D - 5/28/2011 EB - Embankment - 1 vehicle
- E - 9/15/2012 WB median - 1 vehicle
- F - 8/19/2012 - EB cycle - 1 vehicle *Alcohol*
- G - 5/27/2010 WB mailbox - 1 vehicle
- H - 9/26/2008 SB/WB - 2 vehicles

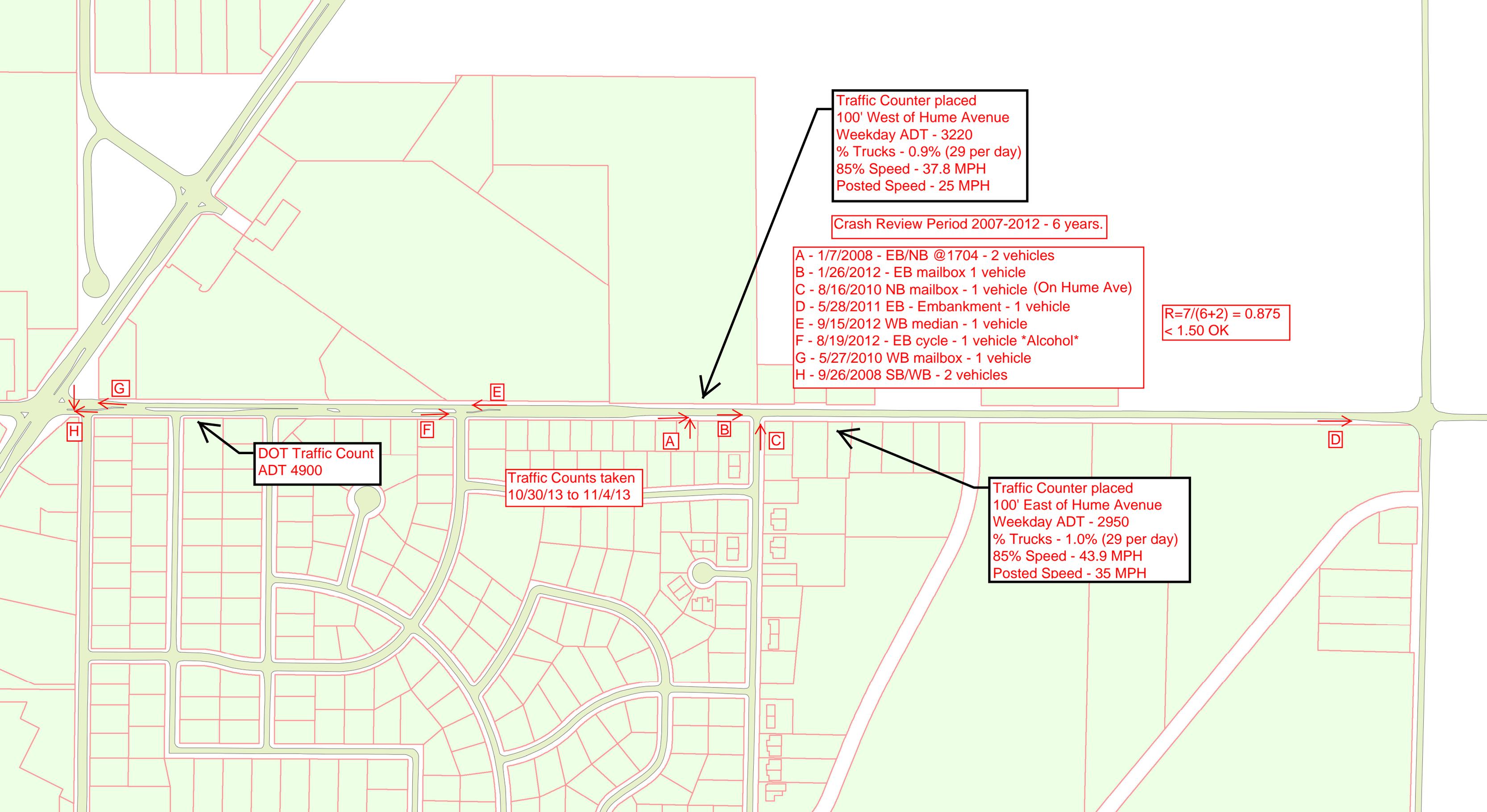
$$R=7/(6+2) = 0.875$$

< 1.50 OK

DOT Traffic Count
ADT 4900

Traffic Counts taken
10/30/13 to 11/4/13

Traffic Counter placed
100' East of Hume Avenue
Weekday ADT - 2950
% Trucks - 1.0% (29 per day)
85% Speed - 43.9 MPH
Posted Speed - 35 MPH





City of
Marshfield
Memorandum

January 30, 2014

TO: Board of Public Works
FROM: Dan Knoeck, Director of Public Works
SUBJECT: Public Works Department Budget Carryovers

BACKGROUND

The Public Works Department is requesting approval of the following budget carryovers.

ANALYSIS

Building Services – Nuisance Properties

Late in 2012, bids were approved for the demolition of a commercial building at 1604 East 4th Street. In the past it has been a good time to bid projects like this in that if the weather cooperates, contractors can be looking for work to finish off the year. In this case, the weather did not cooperate and the demolition will not occur until spring. The demolition contract is \$18,029 and there is asbestos abatement in the amount of \$6,775. We'd also suggest a 10% contingency as a commercial building demolition may generate some unknown expenses. The total carryover request is \$27,285 and the account number in 101.5241023.230000.52900.

Engineering – Sidewalk Repair

Each year we try to do a combination of Safe Step repairs and ordered repairs. In 2013, with the Chestnut project taking a significant amount of staff time, ordered repairs were not completed. 2014 will be a lighter construction year so we plan to resume inspections and ordered repairs. \$10,000 is requested for carry over to fund those repairs that owners do not make on their own. The account number is 1015343231.312020.52400.

RECOMMENDATION

I recommend approval of budget carryovers in the amount of \$24,804 for nuisance properties and \$10,000 for sidewalk repair and refer to the Common Council for consideration.

Concurrence: 
Steve Barg, City Administrator

RESOLUTION NO. 2014- 03
SPECIAL ASSESSMENT - PRELIMINARY RESOLUTION

Preliminary Resolution in the matter of **Improvement Project No.**
312111 - Street Construction - North Street (St. Joseph Avenue to Wood Avenue)
312112 - Sanitary Sewer Reconstruction - North Street (St. Joseph Avenue to Wood Avenue)
312113 - Water Services - North Street (St. Joseph Avenue to Wood Avenue)
316754 - Storm Sewer With Paving - North Street (St. Joseph Avenue to Wood Avenue)

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

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

Street Reconstruction, Sanitary Sewer Main and Service Laterals, Water Main and Service Laterals, Storm Sewer Main and Laterals, Concrete Curb and Gutter, Concrete Sidewalk, Concrete Drive Aprons and Asphalt Paving.

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

ASSESSMENT DISTRICT

All property fronting or abutting:

North Street from and including its intersection with St. Joseph Avenue to and including its intersection with Wood Avenue.

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

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

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

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

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

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

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

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

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

ADOPTED _____

Chris L. Meyer, Mayor

APPROVED _____

Deb M. Hall, City Clerk

RESOLUTION NO. 2014-04
SPECIAL ASSESSMENT
PRELIMINARY RESOLUTION

Preliminary Resolution in the matter of Improvement Project No.
312178 – Street Construction – Apple Avenue – 15th Street to 17th Street.
312181 - Street Construction – State Avenue - Adler Road to 4th Street.
312182 - Street Construction – Wisconsin Avenue – Adler Road to 6th Street.
312180 - Street Construction – Hardacre Avenue – 5th Street to 6th Street.
352079 & 312179 - Street & Sanitary Sewer Construction – Cherry Avenue – Cleveland Street to Edison Street.
312184 - Street Construction – Broadway Avenue – Upham Street to McMillan Street.
312184 - Street Construction - Shawano Drive – Broadway Avenue to Upham Street.
312184 - Street Construction - Laird Street – Shawano Drive to St Joseph Avenue.
312183 - Street Construction - Debra Lane – Carmen Drive to Hume Avenue.
312183 - Street Construction - Carman Drive – Upham Street to Waushara Drive.
312183 - Street Construction - Renee Lane – Upham Street to Debra Lane

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

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

Mill in place, Asphalt Paving, Ditching, Underdrain, Culverts & Shouldering (Sanitary Sewer Laterals Cherry Avenue)

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

ASSESSMENT DISTRICT
All property fronting or abutting:

Apple Avenue from and including its intersection with 15th Street to and including its intersection with 17th Street.
State Avenue from and including its intersection with Adler Road to and including its intersection with 4th Street.
Wisconsin Avenue from and including its intersection with Adler Road to and including its intersection with 6th Street.
Hardacre Avenue from and including its intersection with 5th Street to and including its intersection with 6th Street.
Cherry Avenue from and including its intersection with Cleveland Street to and including its intersection with Edison Street.
Broadway Avenue from and including its intersection with Upham Street to and including its intersection with McMillan Street.
Shawano Drive from and including its intersection with Broadway Avenue to and including its intersection with Upham Street.
Laird Street from and including its intersection with Shawano Drive to and including its intersection with St Joseph Avenue.
Debra Lane from and including its intersection with Carmen Drive to and including its intersection with Hume Avenue.
Carman Drive from and including its intersection with Upham Street to and including its intersection with Waushara Drive.
Renee Lane from and including its intersection with Upham Street to and including its intersection with Debra Lane

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

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

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

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

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

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

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

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

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

ADOPTED _____
Chris L. Meyer, Mayor

APPROVED _____
Deb M. Hall, City Clerk

RESOLUTION NO. 2014-05
SPECIAL ASSESSMENT - PRELIMINARY RESOLUTION

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

312189 - Street Reconstruction – Upham Street – Central Avenue to 200' East

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

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

Concrete Street paving, concrete curb and gutter, concrete driveway aprons and storm sewer laterals.

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

ASSESSMENT DISTRICT
All property fronting or abutting:

Upham Street from and including its intersection with Central Avenue to a distance of 300 feet east of Central Avenue.

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

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

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

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

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

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

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

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

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

ADOPTED _____

Chris L. Meyer, Mayor

APPROVED _____

Deb M. Hall, City Clerk

RESOLUTION NO. 2014-06
SPECIAL ASSESSMENT - PRELIMINARY RESOLUTION

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

312016 - Street Reconstruction – Alley bounded by Chestnut Avenue / Central Avenue & 4th Street / 5th Street

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

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

Concrete alley paving and storm sewer laterals

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

ASSESSMENT DISTRICT
All property fronting or abutting:

Alley bounded by Chestnut Avenue to the east, Central Avenue to the west, 4th Street to the north and 5th Street to the south.

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

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

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

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

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

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

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

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

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

ADOPTED _____

Chris L. Meyer, Mayor

APPROVED _____

Deb M. Hall, City Clerk

**RESOLUTION NO. 2014-07
SPECIAL ASSESSMENT
PRELIMINARY RESOLUTION**

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

312190 - Street Reconstruction – Park Street – 7th street to Oak Avenue.

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

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

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

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

**ASSESSMENT DISTRICT
All property fronting or abutting:**

Park Street from and including its intersection with 7th Street to and including its intersection with Oak Avenue.

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

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

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

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

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

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

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

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

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

ADOPTED _____

Chris L. Meyer, Mayor

APPROVED _____

Deb M. Hall, City Clerk