1. Call meeting to order – Chairman Earl

2. Approval of minutes of March 19, 2018 Board of Public Works meeting

3. Citizen Comments

4. Update on Refuse & Recycling Transition to Automated Carts – Presented by Dale Marth, Advanced Disposal

5. Approval to seek bids for Baseball Softball Facility Improvements – Presented by Justin Casperson, Parks & Recreation Director

6. Prequalification of Contractors for 2018 Construction Projects – Presented by Tom Turchi, City Engineer

7. Review of parking restrictions on East 3rd Street from Vine Avenue to Ash Avenue – Presented by Tom Turchi, City Engineer

8. Reconsideration of easement from the Department of Military Affairs for drainage improvements – Presented by Tom Turchi, City Engineer

9. Recommended items for future agendas

10. Adjournment

Posted this 30th day of March, 2018 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)486-2034.
1. Call meeting to order – Chairman Earl

2. Approval of minutes of March 19, 2018 Board of Public Works meeting

3. Citizen Comments

4. Update on Refuse & Recycling Transition to Automated Carts – Presented by Dale Marth, Advanced Disposal
   This is an informational item only.

5. Approval to seek bids for Baseball Softball Facility Improvements – Presented by Justin Casperson, Parks & Recreation Director
   See attached memo. **Recommend approval for the Parks & Recreation Department to solicit bids for the construction of the ballfields at the UW fields.**

6. Prequalification of Contractors for 2018 Construction Projects – Presented by Tom Turchi, City Engineer
   See attached memo. **Recommend approval.**

7. Review of parking restrictions on East 3rd Street from Vine Avenue to Ash Avenue – Presented by Tom Turchi, City Engineer
   See attached memo. **Recommend removal of parking restrictions on East 3rd Street from Vine Avenue to Ash Avenue and that the change be made to the Administrative Code of Traffic and Parking Regulations.**

8. Reconsideration of easement from the Department of Military Affairs for drainage improvements – Presented by Tom Turchi, City Engineer
   See attached minutes and memos from December of 2017. Alderman Wagner has requested reconsideration of this item.

9. Recommended items for future agendas

10. Adjournment
BOARD OF PUBLIC WORKS MINUTES  
OF MARCH 19, 2018

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

PRESENT:  Gordon Earll, Ed Wagner, Mike Feirer, Tom Witzel & Chris Jockheck  
EXCUSED:  None  
ALSO PRESENT:  City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Schiller; Assistant Street Superintendent Bornbach; Wastewater Superintendent Warp; Assistant Wastewater Superintendent Kivela; the media; and others.

PW18-18  Motion by Feirer, second by Jockheck to recommend approval of the minutes of the February 19, 2018 Board of Public Works meeting.  
Motion Carried

Citizen Comments:  
• Alderman Jockheck announced the Mayoral Candidate Forum on March 20, 2018 and School Board Candidate Forum on March 21, 2018 at the Community Center.

PW18-19  Motion by Wagner, second by Feirer to recommend approval of the bid submitted by Eagle Construction Co., Inc. of Wisconsin Rapids, WI for remodeling of the new City Hall building at 207 West 6th Street at a cost of $622,139 and authorize execution of a contract.  Further recommend approval of a budget transfer of $25,000 within the 405 Fund – Public Facilities Capital Outlay to complete funding for the project and refer the Budget Resolution to the Common Council for consideration.  
Motion Carried

PW18-20  Motion by Jockheck, second by Witzel to recommend approval of the bid submitted by Crane Engineering of Kimberly, WI in the amount of $195,000 for clarifier painting at the Wastewater Treatment Plant and authorize execution of a contract.  
Motion Carried

PW18-21  Motion by Witzel, second by Wagner to recommend approval of the revisions to Policy 5.080 – Public Right-of-Way (PROW) Enhancement Program as presented.  
Motion Carried

Recommended items for future agendas:  None

Motion by Witzel, second by Jockheck that the meeting be adjourned at 5:54 PM.

Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS
DATE: April 2, 2018
TO: Board of Public Works
FROM: Justin Casperson, Parks and Recreation Director
RE: Baseball/Softball Facilities (Project #PR-L-2808)

Summary:
The purpose of my memo is to seek approval to solicit bidders for the construction of the ballfields at the UW fields.

The Parks and Recreation Department provides baseball and softball facilities for the entire community including Marshfield’s public and private schools. The Department has identified various deficits that need to be addressed in order to provide adequate facilities to everyone. The projects include renovating the UW fields to skinned infields, concreting the batting cages at Fairgrounds, replacing batting cage nets at Steve J. Miller, repairs to fencing at all locations, and improving warm up areas at all parks.

The City is partnering with private organizations to help fund the projects, including the Sunrise Rotary and the Convention and Visitors Bureau. The other funding source is the room tax fund.

Recommendation:
To grant approval for the Parks and Recreation Department to solicit bids for the construction of the ballfields at the UW fields.

Attachment(s):
None.
This is not a legal survey document. This map was compiled by the City of Marshfield’s Geographic Information System based on interpretation of resources to the date printed herein, duplication without consent is prohibited.

Elevation of UW North Ball Field
City of Marshfield
3/20/2018
TO: Board of Public Works
FROM: Tom Turchi, City Engineer
DATE: March 29, 2018
RE: 2018 – Prequalification of Contractors.

**Annual Prequalification**

The following contractors have submitted prequalification per the City’s requirements:

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<tr>
<th>Contractor</th>
<th>Address</th>
<th>Phone</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>McCabe Construction, Inc.</td>
<td>3101 Alpine Rd, P.O. Box 1769</td>
<td>715.552.1346</td>
<td>General Construction</td>
</tr>
<tr>
<td>David McCabe</td>
<td>Eau Claire, WI 54702</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earth Inc.</td>
<td>4362 Dairy Road</td>
<td>715-652-2522</td>
<td>General Construction</td>
</tr>
<tr>
<td>Dan DeBoer</td>
<td>Arpin, WI 54410</td>
<td></td>
<td></td>
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</table>

**Recommendation**

I recommend that the Board of Public Works approve the contractor listed in the table as prequalified to bid on 2018 city construction.

Respectfully submitted,

Thomas R. Turchi
City Engineer

Concurrence:

_____________________________
Daniel G. Knoeck, P.E. Director of Public Works
TO:    Board of Public Works
FROM:  Tom Turchi, City Engineer
DATE:  March 28, 2018
RE:     A review of Parking Restrictions on East 3rd Street

BACKGROUND

A request was made to review parking restrictions on E 3rd Street between Vine Ave and Ash Avenue.

ANALYSIS

Restrictions adjacent to these facilities are as noted:

**NO PARKING** on;
- North side of Vine Avenue between Vine Avenue and Ash Avenue.

I was not able to locate the reasoning for this parking restriction as I believe it may predate my tenure with the City. I can only assume that there was a business just to the south of this street that may have been causing issues for the adjacent residents.

A homeowner on the north side of the road had requested that we reconsider this restriction as she believes the parking issues are no longer a problem in this neighborhood. I have had the opportunity to drive by this location and I have to agree with her.

RECOMMENDATION

I recommend that parking be restored on the north side of 3rd Street between Vine Avenue and Ash Avenue. I further recommend that the “Administrative Code to Traffic and Parking” be amended to reflect these changes.

Respectfully submitted,

Thomas Turchi

Concurrence:

Daniel G. Knoeck, P.E.
Director of Public Works
Meeting called to order by Chairman Earll at 5:30 PM in the Council Chambers of City Hall Plaza.

**PRESENT:** Gordon Earll, Ed Wagner, Mike Feirer, Tom Witzel & Chris Jockheck (arrived at 5:34 PM)

**EXCUSED:** None

**ALSO PRESENT:** City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Assistant Street Superintendents Hawley and Bornbach; Police Chief Gramza; Bill Penker; the media; and others.

**PW17-137** Motion by Feirer, second by Wagner to recommend approval of the minutes of the December 4, 2017 Board of Public Works meeting.

**Motion Carried**

**Citizen Comments:**
- None

**PW17-138** Motion by Feirer, second by Witzel to recommend approval of the proposed updates to Chapter 8 of the Municipal Code – Traffic Code, as presented, and request an ordinance be drafted for Common Council consideration.

**Motion Carried**

**PW17-139** Motion by Wagner, second by Earll to recommend approval of an easement from the National Guard Armory, Department of Military Affairs with an exemption from any existing or future storm water utility fees.

**PW17-140** Motion by Wagner, second by Witzel to recommend amending Motion PW17-139 to limit the term of the easement from the National Guard Armory, Department of Military Affairs to 10-years, and to recognize that consideration for the exemption is due to federal use of the property.

**Motion Carried**

Vote on PW17-139 as amended. **Motion Carried**

The Board of Public Works discussed a proposed wheel tax for the City of Marshfield. Wagner pointed out that there is action pending at the state level that could have an impact on how a wheel tax is established. There was consensus that a referendum would be best before considering a wheel tax but now was not the time to pursue it. This was a discussion item only.

**PW17-141** Motion by Jockheck, second by Witzel to recommend that the first Board of Public Works meeting in January, 2018 be held on Tuesday, January 2, 2018 at 5:30 PM, if needed.

**Motion Carried**

**Recommended items for future agendas:** None

There being no objections, Chairman Earll adjourned the meeting at 6:23 PM
TO: Board of Public Works  
FROM: Thomas R. Turchi  
DATE: December 15, 2017  
RE: Review of Request from the Department of Military Affairs.

Background

I sent the offer to exempt the area of the easement to the Department of Military Affairs (DMA) as recommended by the Board of Public Works on the evening of December 4th.

- Exempt only the area of the easement from all existing and future storm water fees.

The response I received was that this offer was little to no benefit to the DMA therefore they chose to deny our request.

If the Board of Public Works wants to obtain the easement for the drainage ditch our offer would have to most likely include exempting the entire parcel from all existing and future storm water fees.

Right now the DMA is having their property surveyed in anticipation of future improvements although no date has been provided for these improvements. The BPW could choose to do nothing at this time and wait until improvements are submitted for a building permit. At that time if the improvements are over an acre we may be able to impose stormwater management requirements as a part of the issuance of the building permit. This option does not have a specific timeline connected to it nor do we know if the improvements would require stormwater management.

Recommendation

At the will of the Board of Public Works. Options are as follows:

- Do nothing
- Exempt the entire parcel from all existing and future storm water fees. (Not Recommended).
- Permit no exemptions to any parcels if and when a storm water utility is created. (Recommended – This option delivers an equitable fee system that would withstand legal challenges).
- Wait until a building permit is issued for future improvements. This may or may-not require the DMA to address stormwater management issues depending on the area of development. Again there is no timeline for these improvements.
TO: Board of Public Works  
FROM: Thomas R. Turchi  
DATE: November 30, 2017  
RE: Review of Request from the Department of Military Affairs.

Background
Over the past several years we have been experiencing icing issues on the 28th Circle west of Oak Avenue.

Analysis
The City has been experiencing melting snow and storm water freezing on the pavement of 28th Circle making driving and walking for the residents on this cul-de-sac extremely difficult to navigate. To solve this problem the Engineering Division has designed a ditch along the east property line of the armory to redirect storm water to the north into an existing ditch. This design will solve the majority of the issues we are experiencing on 28th Circle.

Plans and an easement for the proposed work were delivered to the Department of Military Affairs. We were informed that the work had been approved and the easement documents would be on their way shortly. A few days after this notice they requested an exemption for the area of the easement from future storm water utility fees. A revised easement was forwarded to exempt the area of the easement from future storm water fees. I felt this request was appropriate since our work would limit future development. Upon receiving a revised easement they then requested that the exemption should be for the entire Armory property.

Currently, the city does not charge storm water utility fees although, there may be a need to revisit this issue in the future as storm water regulations continue to become increasingly strict with TMDL limits on the near horizon. Utility fees must be allocated in a fair and equitable manner to avoid the possibility of legal challenges.

Therefore, to exempt an entire property from a future storm water fee is disproportionate to the benefit the City receives and may bring legal challenges from other large entities. The burden of the exemption is redirected to residential rate payers. Limiting exemptions to only the area of the easement would provide a mutual benefit as the property owner is provided a small financial benefit for the easement due to limitations on future development and the city benefits by being able to solve drainage problems.
Recommendation

Options for consideration:

- Exempt the entire parcel from all existing and future storm water fees. (Not Recommended).
- Exempt only the area of the easement from all existing and future storm water fees. (Recommended – The easement severely limits future development).
- Permit no exemptions to any parcels if and when a storm water utility is created. (Recommended – This option delivers an equitable fee system that would withstand legal challenges).

Concurrence

Dan Knoeck
Director of Public Works
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Note: The table and diagram represent the elevation changes at various stations along a linear feature, possibly a ditch or a similar linear structure.