

**CITY OF CHIPPEWA FALLS
BOARD OF PUBLIC WORKS
MEETING MINUTES
MONDAY, SEPTEMBER 10, 2018 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, September 10, 2018 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Finance Manager Lynne Bauer and Alderperson Paul Olson. Absent was Darrin Senn. Assistant City Engineer Bill McElroy also attended.

1. **Motion** by Bauer, seconded by Olson to approve the minutes of the August 13, 2018 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**

2. The Board considered the attached Street Use Permit application for Chi-Hi Homecoming 2018. Director of Public Works Rubenzer noted that police services were necessary for the event and per City ordinance, the Board had to address the permit. **Motion** by Rubenzer, seconded by Olson to recommend the Common Council approve the Street Use Permit application from Chippewa Falls High School Student Council for the Chi-Hi Homecoming Parade, Pig Roast and Bonfire on Friday, September 28, 2018 and to charge for the event. **All present voting aye. MOTION CARRIED.**

3. The Board considered the attached Street Use Permit application from Chippewa Falls Main Street for the 2018 Bridge to Wonderland Parade. Director of Public Works Rubenzer noted that there were City services associated with the event but that Main Street had not been charged for previous parades. **Motion** by Rubenzer, seconded by Bauer to recommend the Common Council approve the attached Street Use Permit application from Chippewa Falls Main Street for the 2018 Bridge to Wonderland Parade on December 1, 2018 and not to charge for the event. **All present voting aye. MOTION CARRIED.**

4. The Board considered paving the East 125' of the downtown alley in Block 46, Chippewa Falls Plat, bound by Columbia Street, Bay Street, Grand Avenue and Island Street. Director of Public Works Rubenzer noted this is a continuation of the hot mix paving of downtown alleys program that began in 2016. He stated that the intention was for the Engineering Department to schedule the Public Information Meeting and for the Common Council to conduct the public hearing in October and then to pave the alleys in October 2018 or Spring 2019, depending on weather conditions. He continued that the 2018 price of \$6.75/alley front foot would be included on the resolution. Mayor Hoffman asked if the alley in Block 47, Chippewa Falls Plat, bound by Bridge Street, Grand Avenue, Bay Street and Columbia Street could be included. Director of Public Works Rubenzer stated it would be added to the September 24, 2018 Board of Public Works agenda. **Motion** by Hoffman, seconded by Olson to recommend the Common Council approve paving the East 125' of the downtown alley in Block 46, Chippewa Falls Plat, bound by

Columbia Street, Bay Street, Grand Avenue and Island Street. **All present voting aye. MOTION CARRIED.**

5. The Board considered paving the West 121' and the East 140' of the downtown alley in Block 40, Chippewa Falls Plat, bound by Central Street, Bay Street, Grand Avenue and Bridge Street.

Motion by Rubenzer, seconded by Olson to recommend the Common Council approve paving the West 121' and the East 140' of the downtown alley in Block 40, Chippewa Falls Plat, bound by Central Street, Bay Street, Grand Avenue and Bridge Street. **All present voting aye. MOTION CARRIED.**

6. The Board considered paving the West 276' of the downtown alley in Block 21, Chippewa Falls Plat, bound by Central Street, Bridge Street, Spring Street and Bay Street.

Motion by Olson, seconded by Bauer to recommend the Common Council approve paving the West 276' of the downtown alley in Block 21, Chippewa Falls Plat, bound by Central Street, Bridge Street, Spring Street and Bay Street. **All present voting aye. MOTION CARRIED.**

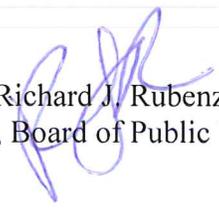
7. The Board considered paving the East 330' of the downtown alley in Block 20, Chippewa Falls Plat, bound by Central Street, Bay Street, Spring Street and Island Street.

Motion by Hoffman, seconded by Olson to recommend the Common Council approve paving the East 330' of the downtown alley in Block 20, Chippewa Falls Plat, bound by Central Street, Bay Street, Spring Street and Island Street. **All present voting aye. MOTION CARRIED.**

8. The Board considered paving the West 90' of the downtown alley in Block 22, Chippewa Falls Plat, bound by Bridge Street, Central Street, Rushman Drive and Spring Street.

Motion by Rubenzer, seconded by Olson to recommend the Common Council approve paving the West 90' of the downtown alley in Block 22, Chippewa Falls Plat, bound by Bridge Street, Central Street, Rushman Drive and Spring Street. **All present voting aye. MOTION CARRIED.**

9. **Motion** by Olson, seconded by Rubenzer to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 5:48 P.M.


Richard J. Rubenzer, PE
Secretary, Board of Public Works

NOTICE OF PUBLIC MEETING

CITY OF CHIPPEWA FALLS, WISCONSIN

IN ACCORDANCE with the provisions of Chapter 19, Subchapter IV of the Statutes of the State of Wisconsin, notice is hereby given that a public meeting of the:

Board of Public Works: XXX

Reasonable accommodations for participation by individuals with disabilities will be made upon request. Please call 715-726-2736.

Will be held on **Monday, August 27, 2018 at 5:30 P.M.** in the **City Hall Council Chambers**, Chippewa Falls, Wisconsin. Items of business to be discussed or acted upon at this meeting are shown on the attached Agenda or listed below:

NOTE: If you are a board member and unable to attend this meeting, please contact the Engineering Dept at 726-2736.

NOTE:

THE BOARD OF PUBLIC WORKS MEETING

FOR

MONDAY, AUGUST 27, 2018

IS

CANCELLED

DUE TO A LACK OF AGENDA ITEMS.

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.

Please note that attachments to this agenda may not be final and are subject to change. This agenda may be amended as it is reviewed.

CERTIFICATION

I hereby certify that a copy of this Notice was placed in the Chippewa Herald mailbox, 1st floor, City Hall and posted on the City Hall Bulletin Board on Tuesday, August 21, 2018 at 2:30 PM by Mary Bowe.

**CITY OF CHIPPEWA FALLS
BOARD OF PUBLIC WORKS
MEETING MINUTES
MONDAY, AUGUST 13, 2018 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, August 13, 2018 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Finance Manager Lynne Bauer, Alderperson Paul Olson and Darrin Senn. Also attending were Main Street Director Teri Ouimette, Lisa Gienapp and Deb Johnson of the Heyde Center and Alderperson Paul Nadreau.

1. **Motion** by Olson, seconded by Bauer to approve the minutes of the June 11, 2018 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**
2. Director of Public Works Rubenzer nominated Mayor Hoffman to continue as Board of Public Works President. There were no other nominations and Mayor Hoffman agreed to continue as Board President.
Motion by Rubenzer, seconded by Senn to close nominations and cast a unanimous vote for Mayor Hoffman for Board of Public Works President. **All present voting aye. MOTION CARRIED.**
3. The Board considered a possible jurisdictional transfer of an approximate 0.23 mile segment of 160th Street (formally CTH I) to the Town of Eagle Point. Director of Public Works Rubenzer stated that this segment was planned for residential housing in Phase III of the Wissota Green Development and that this segment would be where sanitary sewer, water, storm and other City infrastructures would be located. He continued that this segment should remain in the City but that maintenance of the segment was the City's responsibility and needed to be worked out with the Town of Eagle Point. **No action was taken.**
4. Lisa Gienapp and Deb Johnson appeared on behalf of the Heyde Center to support a Street Use Permit application to use the Spring Street Rainbow Marsh Arch Bridge for the Dining on the Duncan event. After discussion, Deb and Lisa stated volunteers would pick up barricades from the City garage and place them according to the attached map. **Motion** by Senn, seconded by Hoffman to recommend the Common Council approve the Street Use Permit application to use the Spring Street Rainbow Marsh Arch Bridge for the Dining on the Duncan event and waive the electricity costs for the event. **All present voting aye. MOTION CARRIED.**
5. Teri Ouimette appeared to support the Street Use Permit application from Chippewa Falls Main Street for Downtown Trick or Treating 2018. Teri estimated participants to be four or five thousand and emphasized that the downtown area was much safer during the event due to the streets being barricaded off.
Motion by Hoffman, seconded by Senn to recommend the Common Council approve the Street Use Permit application from Chippewa Falls Main Street for Downtown Trick or

Please note, these are draft minutes and may be amended until approved by the Common Council.

Treating 2018 and not to charge for the event. **All present voting aye. MOTION CARRIED.**

6. Teri Ouimette appeared to support the Street Use Permit application from Chippewa Falls Main Street for the Paint the Town Pink event. After discussion, **motion** by Rubenzer, seconded by Bauer to recommend the Common Council approve the Street Use Permit application from Chippewa Falls Main Street for the Paint the Town Pink event and not to charge for the event. **All present voting aye. MOTION CARRIED.**
7. The Board considered the attached 1996 petition to pave the alley bound by Canal St., Depot St., Vine St. and Chippewa St. in Block #2, LC Stanley Additon and Block A, Southside Plat. Director of Public Works Rubenzer noted the alley had not been paved due to the two alley right-of-way not lining up at the midiblock alley connection, (see attached). He continued that alley right-of-way could be purchased or easements obtained for the existing alley and then the alley paved if a new petition were received. **Motion** by Senn, seconded by Olson for the Engineering Department to proceed with obtaining the necessary easements to properly connect the alley rights-of-way near the mid-block connection point. **All present voting aye. MOTION CARRIED.**
8. **Motion** by Olson, seconded by Bauer to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 5:58P.M.

Richard J. Rubenzer, PE
Secretary, Board of Public Works



CITY OF CHIPPEWA FALLS STREET USE PERMIT APPLICATION

Applicant Name and Address: Charissa Cleven-Peterson (cleven@chipfalls.org) Applicant Phone Number: 715-726-2406 ex 1128

Please check here if the applicant is the individual in charge of the event. If not, please indicate Name, Address and Phone Number of responsible individual. Name, Address and Phone Number of the headquarters of the organization and responsible head of such organization: Chippewa Falls High School Student Council
735 Terrill St
Chippewa Falls, WI 54729

Name of the event: Homecoming Parade / Bonfire Estimated number of persons participating: Parade / 100 Bonfire / 600

Date and start and end times requested for street use: Friday Sept 28th Parade 4:30pm to 5:00pm
Bonfire 9:00pm to 11pm

Accurate description of the portion of the street or streets being requested for use (attach maps if necessary): Parade Chi-Hi Parking lot - Coleman - Wheaton - Miles - Terrill - Coleman
Bonfire: Tropicana - Bel Air Streets (between middle school - McDonnell

Use, described in detail, for which the street use permit is requested: Homecoming Parade and Bonfire / Pig Roast

City services requested for the event (e.g., Street Department or Police Department staff time) Police Escort for Parade - patrol / squad on duty
Police Involvement for bonfire - Barricades for bonfire

The applicant agrees to indemnify, defend, and hold the City and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the City or account of any injury to, or death of, any persons or any damage to property caused by or resulting from the activities for which the permit is granted. This Street Use Permit for the event may be terminated by the Chippewa Falls Police Department if the health, safety, and welfare of the public appears to be endangered by the activities or if the event is in violation of any of the conditions of the permit or regulations adopted by the Common Council. Applicant understands they shall be present when the Board of Public Works or City Council considers the request for Street Use Permit. Failure to appear may be grounds for denial of the requested permit.

Signature of Applicant: [Signature] Date: 08/20/2018

OFFICE USE ONLY

Estimated cost of City services requested (to be completed by Police Chief and Director of Public Works):

ON DUTY MARKED PATROL UNIT PARADE ESCORT; 2 OFFICERS ON OT FOR BONFIRE AND FB GAME.

Requirements of Applicant: Pick up any traffic control (cones or barricades) necessary for this event at the City Garage located at 45 Spink - Riverside Drive before noon on Friday Sept. 28 and return on Monday, October 1, 2018. Pym 8/30/2018 Approx \$450

Approved by: [Signature] 8-29-18 [Signature] 8/30/2018

Signature of Chief of Police Signature of Director of Public Works

Recommendation of Board of Public Works (if required): Approved Denied

Decision of City Council (required): Approved Denied



CITY OF CHIPPEWA FALLS STREET USE PERMIT APPLICATION

Applicant Name and Address: Teri Ouimette, 514 N. Bridge St., Chippewa Falls, WI 54729	Applicant Phone Number: 715-723-6661
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<input checked="" type="checkbox"/> Please check here if the applicant is the individual in charge of the event. If not, please indicate Name, Address and Phone Number of responsible individual.	Name, Address and Phone Number of the headquarters of the organization and responsible head of such organization: Chippewa Falls Main Street, Inc. 514 N. Bridge St. Chippewa Falls, WI 54729 715-723-6661
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Name of the event: Bridge to Wonderland Parade	Estimated number of persons participating: 10,000
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Date and start and end times requested for street use:
Saturday, December 1, 2018 6-7:30 p.m.

Accurate description of the portion of the street or streets being requested for use (attach maps if necessary):
North Bridge Street from Cedar Street to the roundabout (see enclosed map)

Use, described in detail, for which the street use permit is requested:
Floats, vehicles, and walking units will participate in the annual Bridge to Wonderland Parade

City services requested for the event (e.g., Street Department or Police Department staff time)
Barricades (the Street Department will be provided with a map like previous years)

The applicant agrees to indemnify, defend, and hold the City and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the City or account of any injury to, or death of, any persons or any damage to property caused by or resulting from the activities for which the permit is granted. This Street Use Permit for the event may be terminated by the Chippewa Falls Police Department if the health, safety, and welfare of the public appears to be endangered by the activities or if the event is in violation of any of the conditions of the permit or regulations adopted by the Common Council. Applicant understands they shall be present when the Board of Public Works or City Council considers the request for Street Use Permit. Failure to appear may be grounds for denial of the requested permit.

Teri Ouimette 8/14/18
Signature of Applicant Date

OFFICE USE ONLY

Estimated cost of City services requested (to be completed by Police Chief and Director of Public Works):
10 hrs of St. Dept staff @ \$41/hour = \$410.00 per
3 officers for traffic direction - no cost. [Signature]

Requirements of Applicant: *[Signature]*

Approved by: *[Signature]* 8-29-18

Signature of Chief of Police Signature of Director of Public Works

Recommendation of Board of Public Works (if required): Approved Denied

Decision of City Council (required): Approved Denied

CHIPPEWA FALLS BUSINESS IMPROVEMENT DISTRICT



LEGEND

— BUSINESS IMPROVEMENT DISTRICT BOUNDARY