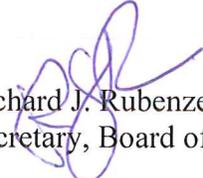


**CITY OF CHIPPEWA FALLS  
BOARD OF PUBLIC WORKS  
MEETING MINUTES  
MONDAY, OCTOBER 7, 2019 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, October 7, 2019 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Alderperson Paul Olson and Darrin Senn. Absent was Finance Manager Lynne Bauer. Teri Ouimette was also present at the meeting.

1. **Motion** by Rubenzer, seconded by Hoffman to approve the minutes of the September 9, 2019 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**
  
2. Director of Public Works Rubenzer presented a ranking summary (attached) of two sets of qualifications for the Central Street Bridge Rehabilitation or replacement Trans 213 independent engineering study/report. He noted that the firm that does the independent study will not be eligible to do preliminary or final design of the selected treatment option. He also briefly explained the seven categories that the consultants were ranked on. The Trans 213 report is expected to be completed and submitted to the Board of Public Works by January 16, 2020 based on an October 15, 2019 Council selection of the highest ranked consultant CBS Squared. After submittal of the Trans 213 independent study/report, the city will complete the application for the appropriate local bridge program and submit the report and application to WisDOT prior to the October 15, 2020 deadline. In the next couple months, city crews will repair surface concrete potholes and then overlay the surface until such time as the selected repair or replacement treatment can be completed (estimated to be a few years). The bridge is presently posted with a ten ton weight limit and height restrictions may be installed at both ends of the bridge. Director of Public Works Rubenzer stated that the not to exceed proposal amounts to prepare the Trans 213 independent engineering study/report were as follows: CBS Squared - \$9,781.20, SEH – \$22,752.00.  
**Motion** by Senn, seconded by Hoffman to recommend the Common Council accept the qualifications from CBS Squared and approve an agreement with CBS Squared to prepare a Trans 213 independent engineering study/report for the rehabilitation or replacement of the Central Street Bridge at a not to exceed amount of \$9,781.20. **All present voting aye. MOTION CARRIED.**
  
3. Teri Ouimette appeared to support the attached Chippewa Falls Main Street application for a Street Use Permit for the Bridge to Wonderland Parade on December 7, 2019. Teri explained that the Chippewa Steel Hockey Team would be parade marshals and was hoping there would be post parade festivities at the Chippewa Riverfront and that ice skating would be available at that time.  
**Motion** by Senn, seconded by Olson to recommend the Common Council approve the attached Chippewa Falls Main Street application for a Street Use Permit for the Bridge to Wonderland Parade on December 7, 2019 and not charge for this event. **All present voting aye. MOTION CARRIED.**

4. Teri Ouimette appeared to support the attached Chippewa Falls Main Street application for a Street Use Permit for Downtown Trick or Treating on October 31, 2019. She stated that she has received numerous compliments and appreciation for Bridge Street being closed during the trick or treating time.  
**Motion** by Hoffman, seconded by Olson to recommend the Common Council approve the attached Chippewa Falls Main Street application for a Street Use Permit for Downtown Trick or Treating on October 31, 2019 and not charge for this event. **All present voting aye. MOTION CARRIED.**
  
5. Director of Public Works Rubenzer requested that the Common Council consider a change to Chippewa Falls Municipal Code 31.04(1)(b) so the code will be in compliance with the Chippewa Falls MS4 Stormwater Discharge Permit. He stated that the Municipal Code was in compliance with WDNR Code when implemented in 2006 but that the WDNR code has since been revised.  
**Motion** by Rubenzer, seconded by Olson to recommend the Common Council eliminate the sentence in Chippewa Falls Municipal Code 31.04(1)(b) so the Chippewa Falls Municipal Code is compliant with the Chippewa Falls MS4 Stormwater Discharge Permit. **All present voting aye. MOTION CARRIED.**
  
6. **Motion** by Senn, seconded by Olson to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 5:50 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, September 23, 2019 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, SEPTEMBER 23, 2019**

**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**

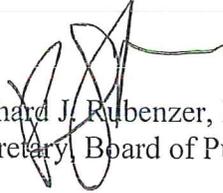
I hereby certify that a copy of this Notice was placed in the Chippewa Herald mailbox, 1<sup>st</sup> floor, City Hall and posted on the City Hall Bulletin Board on Wednesday, September 18, 2019 at 9:00 AM by Mary Bowe.

**CITY OF CHIPPEWA FALLS  
BOARD OF PUBLIC WORKS  
MEETING MINUTES  
MONDAY, SEPTEMBER 9, 2019 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, September 9, 2019 at 5:30 PM. Present were Director of Public Works Rick Rubenzer, Finance Manager Lynne Bauer and Alderperson Paul Olson. Absent were Mayor Greg Hoffman and Darrin Senn.

1. **Motion** by Bauer, seconded by Rubenzer to approve the minutes of the August 12, 2019 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**
  
2. The Board of Public Works considered the attached Staging/Laydown Site Lease with Northern States Power Company to use the city owned snow storage area parcel for temporary construction of storage and office space refueling equipment and storing chipped bedrock. The Board of Public Works discussed that the city has typically charged a small lease amount for temporary construction of storage and office space but that there was a benefit accrued by gaining chipped bedrock. Dates on the attached site lease accounts for city snow storage in the winter months.  
**Motion** by Bauer, seconded by Olson to direct Director of Public Works Rubenzer to inquire about a lease fee amount and also location of a construction trailer from Xcel and that Attorney Ferg give his opinion as to city liability of Xcel storing refueling equipment on city property. **All present voting aye. MOTION CARRIED.**
  
3. The Board of Public Works considered the attached Street Use Permit request from Chippewa Falls High School Student Council for the 2019 Homecoming Parade and Bonfire on October 11, 2019. Director of Public Works Rubenzer will check and see if city police services were paid for previous years for the homecoming parade and bonfire.  
**Motion** by Rubenzer, seconded by Olson to recommend the Common Council approve the attached Street Use Permit request from Chippewa Falls High School Student Council for the 2019 Homecoming Parade and Bonfire on October 11, 2019 and to charge for city police services for the event. **All present voting aye. MOTION CARRIED.**
  
4. Director of Public Works Rubenzer presented the attached General Street Lighting Contract with Xcel Energy for Operations and Maintenance of Xcel owned lights on Willow Creek Parkway and Timber Trail in the Willow Creek Subdivision. He explained that developer Westwood Land Company was responsible for the materials, labor and equipment necessary to install the light poles, fixtures, lights and wire. The city would then accept the infrastructure and pay Xcel a monthly fee for each of the seven new lights.  
**Motion** by Rubenzer, seconded by Olson to recommend the Common Council approve the attached General Street Lighting Contract with Xcel Energy for Operations and Maintenance of Xcel owned lights on Willow Creek Parkway and Timber Trail in the Willow Creek Subdivision. **All present voting aye. MOTION CARRIED.**

5. Director of Public Works Rubenzer updated the Board of Public Works on the condition of the Central Street truss bridge. During a field inspection on August 27, 2019, it was determined that the bridge needed a new deck and a report submitted by a professional engineer was necessary for inclusion in the WDOT Bridge Repair Program. The report is due October 1, 2019. Director of Public Works Rubenzer solicited a proposal for such a report from S.E.H. Because the sufficiency rating has dropped to 53 (50 is the action limit), and the truss bridge is a fracture critical bridge, the engineering report is much more extensive than anticipated. A snooper truck is needed for the inspection and the inspection and report can not be completed prior to October 1, 2019. The weight limit on the bridge has been lowered to ten ton. Therefore, the city maintenance crew will repair surface potholes, overlay the bridge with a thin overlay and Director of Public Works Rubenzer will solicit consulting firms for qualifications to perform the inspection and produce the report for WDOT. **No Action Taken**
6. **Motion** by Bauer, seconded by Olson to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 5:53 P.M.



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

<p align="center"><b>City of Chippewa Falls Central Street Bridge Request for Proposals</b></p>		<b>Consultant</b>									
		S.E.H. Inc.		CBS Squared		Cooper Engineer		JT Engineering		Ayres Associates	
		<p align="center"><b>Summary of Rating of Consultant from RFQ Submittals</b></p>									
		<p>Rating System: 1-5; 1 = Poor, 3 = Average/Fair, 5 = Excellent</p>									
		<p align="center"><b>City of Chippewa Falls Central Street Bridge</b></p>									
1	Work Program	20 ind	60 tot	58	60	x	x	x	x	x	
2	Project Schedule	5 ind	15 tot	15	15	x	x	x	x	x	
3	Previous Experience	10 ind	30 tot	30	30	x	x	x	x	x	
4	Key Personnel and Roles	10 ind	30 tot	29	24	x	x	x	x	x	
5	Familiarity with local geography, area and project issues	5 ind	15 tot	15	14	x	x	x	x	x	
6	Level of Effort	15 ind	45 tot	45	32	x	x	x	x	x	
7	Not to Exceed Fee	35 ind	105 tot	71	105	x	x	x	x	x	
		100 ind	300 tot	263	280	x	x	x	x	x	
<p align="center"><b>City of Chippewa Falls Central Street Bridge</b></p>											

**Name of Evaluator** DPW, CE, UM Rick Rubenzer, Assistant City Engineer Bill McElroy, City Street and Utility Maintenance Manager Rick Ruf  
**Ranking Date** 7-Oct-19



# CITY OF CHIPPEWA FALLS STREET USE PERMIT APPLICATION

RECEIVED  
SEP 16 2019  
City Clerk  
By [Signature]  
Chippewa Falls

Applicant Name and Address: Teri Ouimette  
Applicant Phone Number: 715-723-6664

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  
514 N. Bridge St.  
Chippewa Falls, WI 54729

Name of the event: Bridge to Wonderland Parade  
Estimated number of persons participating: 10,000

Date and start and end times requested for street use:  
December 7, 2019 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

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

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

Signature of Applicant: [Signature] Date: 9/5/2019

### OFFICE USE ONLY

Estimated cost of City services requested (to be completed by Police Chief and Director of Public Works):  
*10 hrs of street dept. \$15/hr = \$150.00 plus 9/26/2019*  
*5 officers x \$60/hr x 2 hrs = \$600 - cost historically not requested for reimbursement*  
*normal patrol or chief to lead parade plus 4 officers on ct.*

Requirements of Applicant:

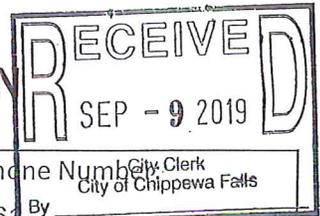
Approved by: [Signature] Signature of Director of Public Works: [Signature] 9/26/2019

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	Applicant Phone Number: 715-723-6661	City Clerk City of Chippewa Falls By _____
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<input 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 514 N. Bridge St. Chippewa Falls, WI 54729
---	--

Name of the event: Downtown Trick or Treating	Estimated number of persons participating: 5000
--	--

Date and start and end times requested for street use:  
October 31, 2019 2:30 - 5:15 p.m. (Trick or treating from 3-5)

Accurate description of the portion of the street or streets being requested for use (attach maps if necessary):  
North Bridge Street from Spring to Cedar Streets with cross streets open (see map)

Use, described in detail, for which the street use permit is requested:  
Children and their families will be trick or treating downtown. Permitting the street will allow them to do so safely.

City services requested for the event (e.g., Street Department or Police Department staff time)  
Barricades to block off streets. Cross roads will be kept open. Street Dept will be provided with a map like in past 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* \_\_\_\_\_ 9/5/2019  
Signature of Applicant Date

**OFFICE USE ONLY**

Estimated cost of City services requested (to be completed by Police Chief and Director of Public Works):  
*Estimated St. Dept. Costs for 2019 are 4 hours @ \$50/hr or \$200 plus 10/1*

Requirements of Applicant:  
*for 2 officers on Bike patrol - Jeanne in her scanner - NO COST. 10/1*  
*Place barricades on the street after Street Department staff have delivered them to the curbside. Then please move back to the curbside after the event. RJK 10/01/2019*

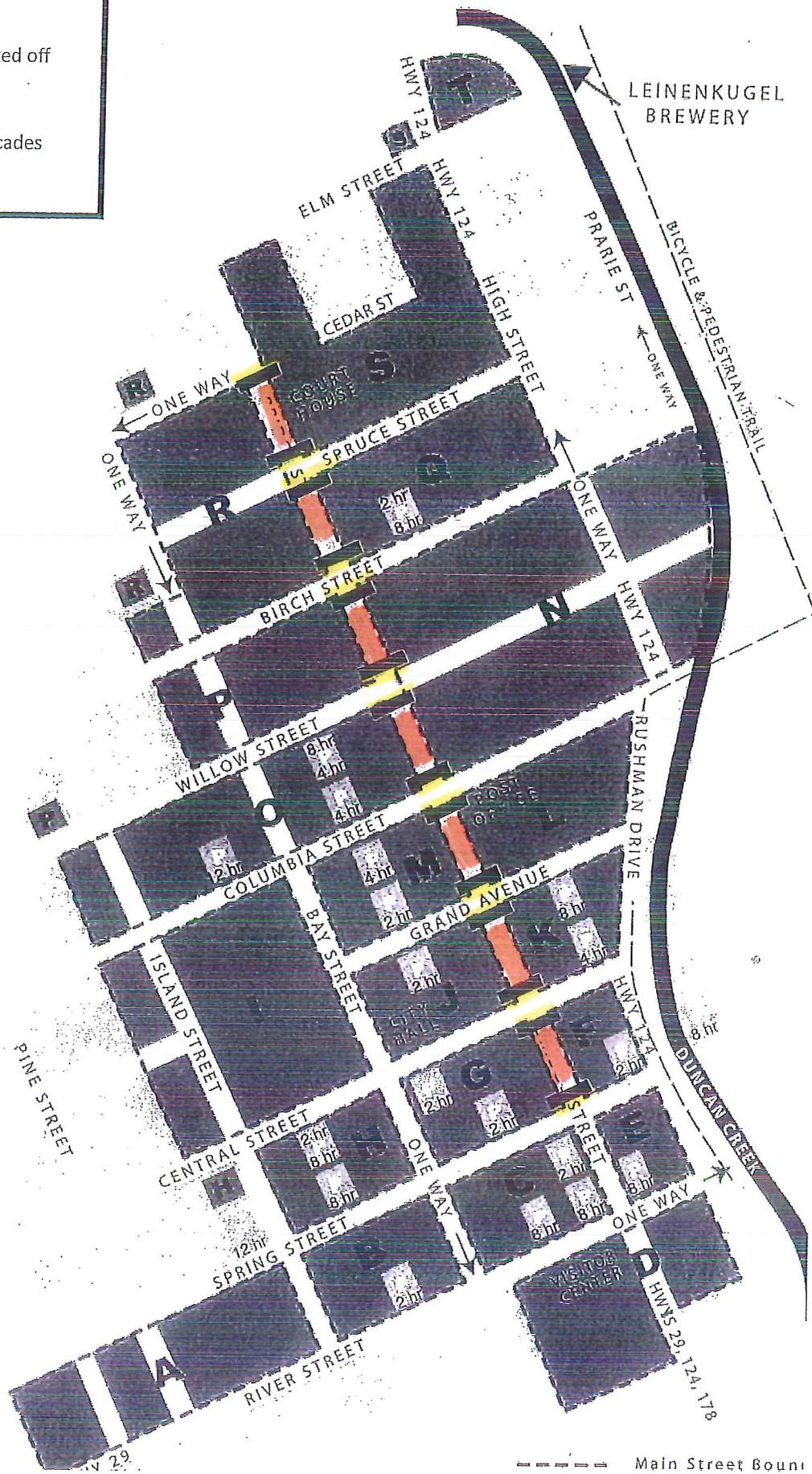
Approved by:  
*[Signature]* \_\_\_\_\_ *[Signature]* PE 10/01/2019  
Signature of Chief of Police Signature of Director of Public Works

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

Decision of City Council (required):  Approved  Denied

KEY

-  = blocked off
-  = barricades



LEINENKUGEL  
BREWERY

----- Main Street Bound

## 31.04 - APPLICABILITY AND JURISDICTION .

## (1) APPLICABILITY.

(a) Where not otherwise limited by law, this chapter applies after final stabilization to a site of land-disturbing construction activity meeting any of the criteria in this paragraph, unless the site is otherwise exempt under subsection (b), below.

1. A post construction or redevelopment site that had one or more acres of land-disturbing construction activity.

(b) A site that meets any of the criteria in this paragraph is exempt from the requirements of this chapter.

~~1. A redevelopment postconstruction site with no increase in impervious area.~~

2. A postconstruction site with less than 10 percent connected imperviousness based on complete development of the postconstruction site, provided the cumulative area of all parking lots and rooftops is less than one acre.

3. Nonpoint discharges from agricultural facilities and practices.

4. Nonpoint discharges from silviculture activities.

5. Routine maintenance for project sites under 5 acres of land disturbance if performed to maintain the original line and grade, hydraulic capacity or original purpose of the facility.

6. Underground utility construction such as water, sewer and fiberoptic lines. This exemption does not apply to the construction of any above ground structures associated with utility construction.

(c) Notwithstanding the applicability requirements in subsection (1)(a), this chapter applies to postconstruction sites of any size that, in the opinion of the Department of Public Works, is likely to result in runoff that exceeds the safe capacity of the existing drainage facilities or receiving body of water, that causes undue channel erosion, that increases water pollution by scouring or the transportation of particulate matter or that endangers property or public safety.

(2) JURISDICTION. This chapter applies to postconstruction sites within the corporate limits and jurisdiction of the City of Chippewa Falls, as well as the extraterritorial division of land subject to an ordinance enacted pursuant to §36.45(2) and (3), Wis. Stats.

**STORM WATER QUALITY MANAGEMENT– MS4 GP SECTION 2.7**

The City of Chippewa Falls submitted information in April 2006 to show compliance with a 20% reduction in total suspended solids. The Department provided a letter in October 2009 stating that from the information provided, which showed a 32% reduction in total suspended solids, it was reasonable to conclude that the city has satisfactorily demonstrated compliance with the permit requirements with greater than 20% reduction in total suspended solids.

The 40% TSS requirement that is detailed in s. NR 151.25(2)(4), is no longer enforceable due to the provisions of state budget bill 2011 Wisconsin Act 32. It should be noted, however, that if storm water treatment best management practices were in place as of July 1, 2011, and provide treatment beyond the 20% TSS reduction requirement, those practices must continue to be maintained.

**STORM SEWER SYSTEM MAP– MS4 GP SECTION 2.8**

The City currently has a CAD version of their storm sewer system map. The map has most of the required layers, but not all. The location and permit number of WPDES permit holders that discharge to the MS4 is needed as well as storm water drainage basins, and completed layer for structural controls.

**OTHER DISCUSSION**

- Program management is very well organized and thorough.
- Program staff are knowledgeable and competent.
- Public education and outreach program is solid and active in the Chippewa Falls community.

TABLE 1. OBSERVATIONS & REQUIRED ACTIONS SUMMARY

Program & Permit Reference	Observations (A – Required Action*, B – Recommended Action) <i>*necessary to maintain compliance with referenced permit condition</i>
Illicit Discharge Detection and Elimination 2.3	<p>A.1 Field screenings need to be documented according to 2.3.2 and include visual observations and any needed field analysis.</p> <p>A.2 Notify the Department immediately in accordance with ch. NR 706, Wis. Adm. Code, in the event that the permittee identifies a spill or release of a hazardous substance, which has resulted or may result in the discharge of pollutants into waters of the state.</p> <p>A.3 Documentation of IDDE events in accordance with 2.3.3.h.</p> <p>B.1 Include spill reporting telephone number on city’s website.</p> <p>B.2 Incorporate IDDE into internal staff trainings</p>
Construction Site Pollutant Control Section 2.4	<p>B.1 Follow up inspections are required within 7 days of observed inadequacies; if inspectors cannot get out within that time period, request verification of corrections via photographs</p>
Post-Construction Storm Water Management Section 2.5	<p>A.1 The ordinance performance standards must be equivalent to, or more restrictive than, those in ss. NR 151.122 through 151.126 and 151.242 through 151.246, Wis. Adm. Code.</p>

<p>Pollution Prevention Section 2.6</p>	<p><b>A.1</b> For each BMP inventoried under section 2.6.1, the permittee shall develop and implement a maintenance plan with inspection procedures and schedule. Documentation of inspections and maintenance activities shall be maintained.</p> <p><b>A.2</b> Improvements are needed for the open dumpster at the public works site to address the unaddressed potential sources of storm water contamination.</p> <p><b>B.1</b> Ensure secondary containment measures are available and being used for potential leaking fluids.</p>
<p>Storm Sewer System Map 2.8</p>	<p><b>A.1</b> Compare the existing MS4 map to the requirements of permit section 2.8 and add any missing information.</p>

Other Documentation: Program documents associated with the City of Chippewa Falls MS4 (Program procedures, ordinances, modeling, annual reports provided by the city) are located in the Baldwin DNR Service Center, 890 Spruce Street, Baldwin WI.