**CITY OF CHIPPEWA FALLS**
**BOARD OF PUBLIC WORKS**
**MEETING MINUTES**
**MONDAY, DECEMBER 8, 2014 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, December 8, 2014 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Finance Manager Lynne Bauer and Council President George Adrian and Darrin Senn. Also, present at the meeting: Assistant City Engineer Matt Decur, City Planner Jayson Smith, Tim Marko of S.E.H. and Todd Blaeser.

1. **Motion** by Senn, seconded by Bauer to approve the minutes of the November 10, 2014 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**

2. Todd Blaeser appeared to request four off-premise wayfaring signs, (attached), for the West Hill Bar and Grill. DPW Rubenzer stated that the City and Main Street had been working toward reducing the proliferation of signs in the downtown Central Business District over the past few years. Council President Adrian noted that if all of the approximately thirty Bar/Taverns in the City requested four signs that there would be about 120 new signs placed. Mr. Blaeser stated he would supply or pay for the signs and also maintenance or replacement of the signs. Rubenzer noted that the Board had placed some requirements for off-premise signing in public street right-of-way for a previous request. Additional discussion occurred about the sign request and setting a precedent.
   **Motion** by Adrian, seconded by Rubenzer to table the sign request of the West Hill Bar and Grill until a future Board meeting at which time the Board of Public Works would consider previous requirements for off-premise signing in public street right-of-way. **All present voting aye. MOTION CARRIED.**

3. Tim Marko of S.E.H. appeared to present the attached engineering agreement for Phase I of the Downtown Riverfront Park and Gateway Parking Lots Project. Tasks included in the agreement are:
   1) Preliminary engineering design, surveying and permitting for bringing the 30% master plan to a point where Phase I can be constructed.
   2) Final plans, specs and bidding assistance for Phase I of the plan.
   3) Engineering inspection and construction for Phase I of the plan.

   City Planner Smith added that many of the tasks, (survey and permitting), would be one time costs and useable for all phases. Board member Senn asked for an estimate of Phase II and Phase III engineering costs. Mr. Marko stated that the estimates would depend on the amenities and features implemented for Phase II and Phase III. Finance Manager Bauer asked what date the funding would be necessary.
   **Motion** by Senn, seconded by Rubenzer to recommend the Common Council approve the agreement with S.E.H. for preliminary engineering surveying and permitting for the Downtown Riverfront Park and Gateway Parking Lots Project and for final engineering design, bidding and administration, staking, engineering inspection for the construction of Phase I. Estimate for this agreement is $362,600, including $75,000 from previous grant. **All present voting aye. MOTION CARRIED**

4. **Motion** by Bauer, seconded by Adrian to adjourn. **All present voting aye. MOTION CARRIED.**
   The Board of Public Works meeting adjourned at 6:02 P.M.

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

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

**CITY OF CHIPPEWA FALLS**
**BOARD OF PUBLIC WORKS**
**MEETING MINUTES**
**MONDAY, NOVEMBER 10, 2014 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, November 10, 2014 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Alderperson George Adrian and Darrin Senn. Absent was Finance Manager Lynne Bauer. Also, present at the meeting were Vern Witthuhn of Strand Associates Inc. and George Hobbs, Wastewater Supervisor.

1. **Motion** by Senn, seconded by Adrian to approve the minutes of the September 8, 2014 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**

2. Vern Witthuhn of Strand Associates Inc. presented the attached summary and recommendations of the influent screening, hauling station and cogeneration and codigestion reports. Mr. Witthuhn noted that the existing influent screen is long past its useful life. He also stated that receiving waste facility costs (estimated at $396,000), are eligible for zero interest financing through the Wisconsin Clean Water Loan Program. Wastewater Supervisor Hobbs noted that the Vactor truck debris pad is required in the recently issued 2014-18 Wastewater Treatment Plant discharge permit.
   Mr. Witthuhn continued by evaluating the three alternatives that were considered for the biogas reuse process. The existing microturbines are well beyond their 10 year useful life and Supervisor Hobbs predicts failure in the next 3-5 years. The microturbines, when installed in 2003, estimated a thirty year payback assuming energy costs would continue to rise exponentially. This scenario did not play out. Using a present worth analysis, the microturbines are not a cost effective solution and therefore recommended not to be replaced as they fail. Instead, the recommended solution is for a second biogas boiler to be installed when the microturbines fail or are about to fail.
   Mr. Witthuhn also updated the Board on the biosolids dewatering project and showed the savings the wastewater utility could realize if the screening and hauling station projects were incorporated into the biosolids project. Utility Manager Rubenzer then stated that a roughly $5,000,000 loan was being retired in 2016 so no large change in wastewater rates was anticipated due to these projects.
   **Motion** by Hoffman, seconded by Rubenzer to recommend the Common Council approve proceeding with the influent screening and hauled waste station projects in conjunction with the biosolids dewatering project (centrifuge installation), and to select the biogas boiler alternative and not replace the microturbines when they fail. **All present voting aye. MOTION CARRIED.**

3. Mr. Witthuhn presented the attached agreement to do a Capital Improvement Program Outlay for the Wastewater Treatment Plant. Discussion about getting a comprehensive all-inclusive plan followed. The estimated fees for this service are $10,000.
   **Motion** by Adrian, seconded by Senn to recommend the Common Council approve the agreement with Strand Associates Inc. to develop a Capital Improvement Program Outlay for the Wastewater Treatment Plant at an estimated cost of $10,000. **All present voting aye. MOTION CARRIED.**

4. Utility Manager Rubenzer presented the attached Cross Connection Ordinance. The Board discussed the attached notice of non-compliance to the Chippewa Falls Water Utility from WDNR. One of the required conditions is to have a WDNR approved updated Cross Connection Control Ordinance in place by March 29, 2016. Rubenzer stated that the utility was not keeping up with residential inspections and would have to now perform 20% of all residential inspections (823) annually, until all are completed. In addition, all Commercial, Industrial and Public Authority facilities must be inspected by September 29, 2016. Rubenzer noted that the Well Abandonment Ordinance update referred to in number eight of the non-compliance notice would be forthcoming and was required to be in place by March 2015. **Motion** by Hoffman, seconded by Rubenzer to recommend the Common Council approve the attached Cross Connection Ordinance revision. **All present voting aye. MOTION CARRIED.**

5. Director of Public Works Rubenzer updated the Board of Public Works on the existing task list (attached) for Street Department Personnel and discussed how many of the tasks could be accomplished. No action taken.

6. **Motion** by Adrian, seconded by Senn to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 6:25 P.M.

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

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

# 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, November 24, 2014 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, NOVEMBER 24, 2014

## 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.**

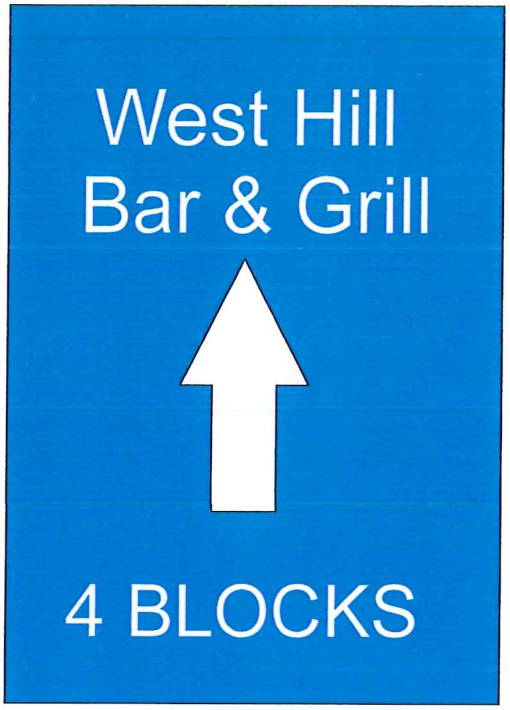
Please note that attachments to this agenda may not be final and are subject to change.
This agenda may be amended as it is reviewed.

**CERTIFICATION**

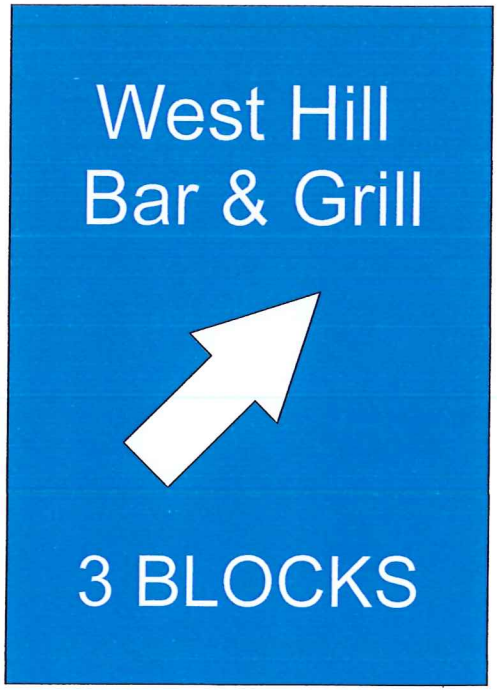
I hereby certify that a copy of this Notice was placed in the Chippewa Herald mailbox, 1st floor, City Hall and posted on the City Hall Bulletin Board on Tuesday, November 18, 2014 at 9:00 AM by Mary Bowe.

on jefferson st
before elm st

on elm before
jeffreson




on elm st between
jefferson and main




corner of park place
and elm

SEH

Building a Better World
for All of Us®

November 17, 2014

RE: City of Chippewa Falls
Downtown Riverfront Implementation
SEH No. CFCIT 129832 14.00

Jayson Smith
City Planner
City of Chippewa Falls
30 W. Central Street
Chippewa Falls, WI 54729

Dear Jayson:

SEH is excited and honored to present our proposal for assisting the city in completing the engineering design and construction for the Downtown Riverfront Park and Gateway Parking Lots project. Outlined herein are the primary tasks required for bringing the previous master planning and 30% plans to a point where the first phase of development can be accomplished. Fees proposed for completing this work include the $75,000 grant secured by the city earlier this year.

We've organized the work into three steps:
Step One involves advancing the engineering design for the overall park (as described in the current master plan) in order to obtain environmental permits from the state and other required local permits as well as updating estimated costs of construction for the gateway parking and overall park.

Step Two includes developing final plans, specifications and bidding assistance for the first phase of project implementation.

Step Three involves assisting the city in the construction of the first phase of project implementation. A detailed proposal describing services, schedule, expenses and fees for this work will be finalized once final plans and construction estimates are completes.

SEH is prepared to begin this work immediately upon the acceptance of our proposal. Thank you for the opportunity to assist the City of Chippewa Falls with this highly transformative, once in a lifetime project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Timothy M. Marko, PE
Sr. Principal/Project Manager

GEC
Enclosure
cc: Bob Kost, Gregg Calpino, Karyn Luger

## OUTLINE OF BASIC SERVICES

**Step 1: Preliminary Engineering Design – 12 to 13 weeks**
SEH will complete preliminary engineering design documents for the riverfront Park, West and East gateway downtown parking lots and roundabout enhancements project in order to fulfill regulatory and permitting requirements for the $3,000,000 estimated Phase One construction project. The following tasks for refining the approved conceptual park design are included in this step:

**1.1 Topographical Surveying**
Collect Survey Data (supplementing existing information)
Prepare detailed Physical Survey of Riverfront Park

**1.2 Site Design**
Refine Final Parking Lot Design
Develop Roundabout Enhancements
Prepare Park Area Grading Plan (overall)
Prepare Sewer and Water Service Line Design
Refine Entry Plazas
Refine Elevated Overlook Entry Feature
Prepare Typical Trail Cross Section
Refine Performance Plaza/Stage and Canopy
Develop Interactive Water Feature/Skating Area Design
Refine River Access Points
Select Final Park Furnishings
Park Plantings
Pump Station with Restroom Addition

**1.3 Water Resources, Environmental and Stormwater Management**
Background Investigation
Field Investigation
Define On-Site Wetlands
Field Survey Instructions
Flood Management Evaluation
Execute Existing Conditions Hydraulic Models
Execute Proposed Condition Hydraulic Models
Execute Design Discharge Impacts
Floodplain Study for WDNR
CLOMR Submittal for FEMA
Environmental Permitting
Coordinate with WDNR Staff
WRAPP Submittal
Ongoing WDNR Coordination
NOI Stormwater Management and Treatment System Design
NOI Permit Application and Supporting Documentation

**1.4 Electrical Design**
Refine Site Electrical Loads
Assess Existing Lighting Panel
Select Lighting Products
Prepare Overall Lighting Plan

**1.5 Architectural Design**
Field Verification and Evaluation of Existing Pump Facility Building
Programming and Coordination Meetings
Preliminary Floor Plan
Preliminary Exterior Elevations

**1.6 Structural Design**
Preliminary Analysis of Site Structures

**1.7 Cost Estimation**
Refine estimates of overall gateway parking lot, roundabout and park construction costs.

**Subtotal – Phase 1 Professional Fees** **$116,600.00***
*Approximately 1,060 Hours*
*includes $75,000 already under contract

**Step 2: Final Plans, Specifications and Bidding for PHASE ONE PARK, GATEWAY PARKING LOTS and ROUNDABOUT ENHANCEMENTS – 11 to 12 weeks**
SEH will complete final design, bid documents and assist the City in bidding and award for the $3,000,000 estimated phase one construction project. The following tasks are included in this step:

**2.1 Park Pavements and Plantings**
Plaza and Walkway Layout Plans
Grading and Layout Plans
Trail Layout Plan and Profile
Trail Sections and Details
Site Furnishing Details
Planting Plans and Installation Details
Site Paving and Planting Specifications

**2.2 Irrigation Design (Subconsultant and SEH)**
Irrigation Layout Plan
Irrigation Details

**2.3 Roundabout Water Feature Design (Subconsultant and SEH)**
Water Feature Plan Layout
Water Feature Details
Water Feature Specifications

**2.3 Site Engineering**
Parking Lot Grading & Drainage Plans (West and East Lots)
WDNR Sewer and Water Permits
Standard Details
Parking Lots Storm Sewer Design
Park Area Storm Sewer Design
Erosion Control Plans and Details
Stormwater Management Plans and Details
Specifications

**2.4 Structural Engineering**
Footing and Foundation Design
Red-line Detail Review
Specifications

**2.5 Electrical Design**
Prepare Site Electrical and Lighting Plans
Specifications

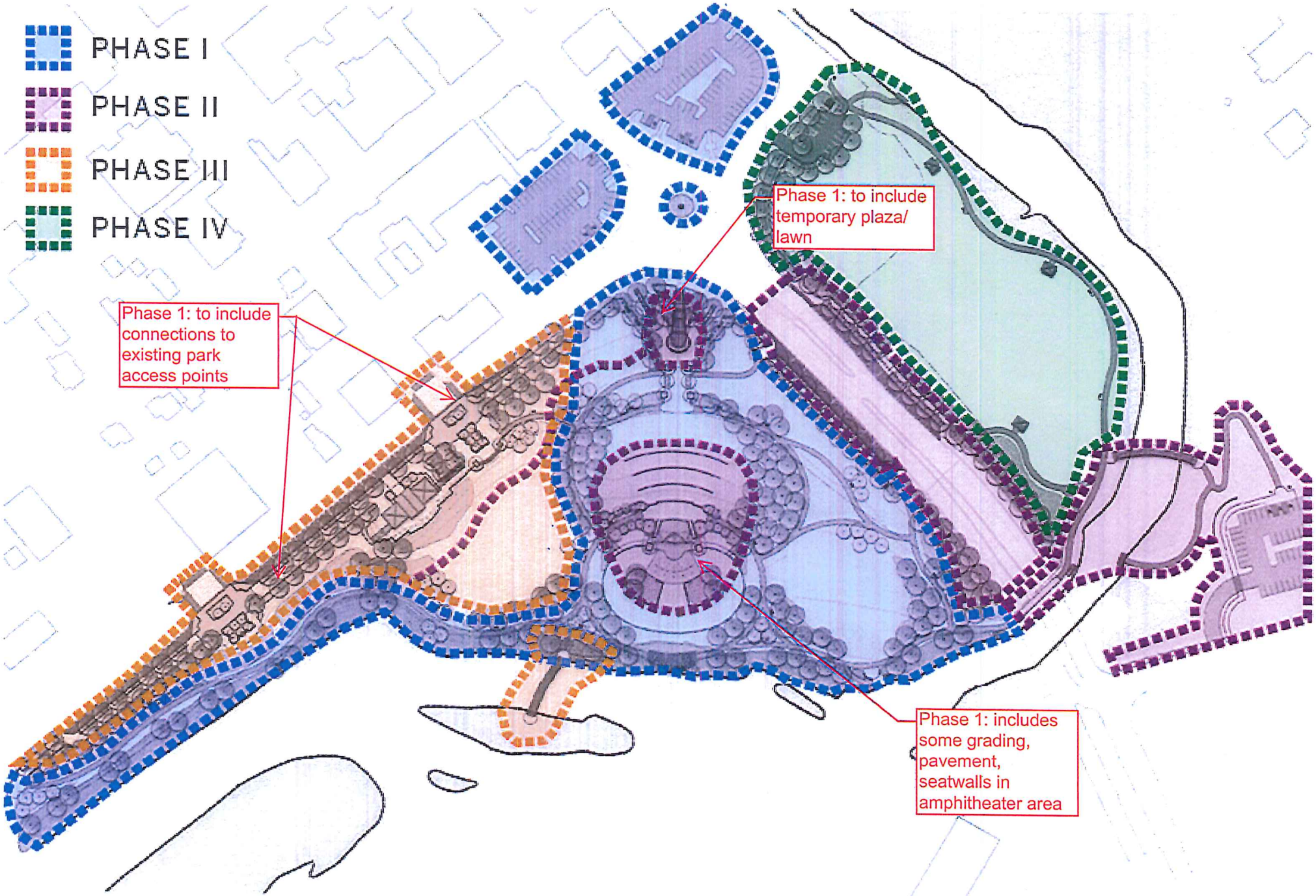
**2.6 Cost Estimating**
Detailed Cost Estimating at 60% and 100% Construction Document Stages
Prepare Proposal for Construction Administration Services

**2.7 Bidding and Award**
Bidding Assistance
Addenda Assistance
Answer Design-Related Questions
Review Bids

**Subtotal – Step 2 Professional Fees** **$240,000.00***
*Approximately 2,200 hours*
* includes $14,000 for irrigation and fountain consultants

Phase 1 Step 3
**~~Phase 3~~ – Construction Services**
SEH will complete construction administration and inspection services for the estimated $3,000,000 Phase One project at a rate of approximately 7 percent of construction value. A detailed scope of work, schedule, expenses and fees will be prepared for city review and acceptance as a part of Task 2.6.

| | |
|---|---|
| **Subtotal – SEH Steps 1-2 Professional Fees** | **$356,600.00** |
| **SEH Direct Expenses** | **$ 6,000.00** |
| **Grand Total** | **$362,600.00** |
| **Credit – Grant Funding from Previous Phase** | **($75,000.00)** |
| **Adjusted Grand Total** | **$287,600.00** |


PHASE I
PHASE II
PHASE III
PHASE IV
Phase 1: to include temporary plaza/ lawn
Phase 1: to include connections to existing park access points
Phase 1: includes some grading, pavement, seatwalls in amphitheater area