

**CITY OF CHIPPEWA FALLS  
BOARD OF PUBLIC WORKS  
MEETING MINUTES  
MONDAY, FEBRUARY 27, 2017 – 5:30 PM**

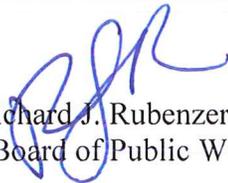
The Board of Public Works met in City Hall on Monday, February 27, 2017 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Finance Manager Lynne Bauer, Alderperson Paul Olson and Darrin Senn. City Planner Jayson Smith and Jon Strand of CBS Squared Inc. were also present at the meeting.

1. **Motion** by Senn, seconded by Bauer to approve the minutes of the January 23, 2017 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**
  
2. City Planner Jayson Smith and Chairperson of the Groundwater Technical Review Committee, (GWTRC), presented the attached GWTRC minutes and explained an application from Ryan Companies and CBS Squared, Inc. for a provisional use permit for a business to be located in the Lake Wissota Business Park in the City West Wellfield Wellhead Protection District Zone #2. Mr. Smith noted the GWTRC requirement for an environmental risk analysis report and a more detailed spill contingency plan. Jon Strand of CBS Squared Inc. affirmed that the additional required conditions should not be difficult to provide.  
**Motion** by Olson, seconded by Bauer that the Board of Public Works approve the attached February 24, 2107 minutes and recommendation of the Groundwater Technical Review Committee to approve a provisional use permit application from Ryan Companies and CBS Squared Inc. for a business to be located in the Lake Wissota Business Park contingent on receipt, review and approval by the Groundwater Technical Review Committee of an environmental risk assessment report, (reference Chapter 29.12(3)(e)), and a more detailed spill contingency plan, (reference Chapter 29.12(3)(e)).  
**All present voting aye. MOTION CARRIED.**
  
3. Director of Public Works Rubenzer noted that the Chippewa Falls Patriotic Council would pick up, place and return the traffic control barricades for the annual Memorial Day Parade on Monday, May 29, 2017, (see attached Street Use Permit application).  
**Since no city services are required, there was no action taken.**
  
4. The Board observed the attached pictures of the downtown alley bounded by Bay, Willow, Bridge and Birch streets. The Board considered the attached surface rating sheet of downtown alleys and discussed methods to improve the alleys. The past practice of considering a petition from alley adjacent property owners isn't getting any alley improvements made. The \$6.75 per linear foot special charge for alley paving was discussed and that the special charge could be invoiced and paid using the special assessment payback process. The Board discussed all the improvements being made in the downtown and yet the eyesore alleys remain.  
**Motion** by Rubenzer, seconded by Olson to recommend the Common Council approve spending approximately \$20,000 of the \$100,000 budgeted for the street resurfacing program to begin resurfacing downtown alleys whose surfaces are in the worst condition

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

in the fall of 2017 or 2018. In addition that the \$6.75 per linear foot of alley be confirmed, notice be given to all alley adjacent property owners, a public information meeting be conducted, a public hearing be conducted and a special charge be assessed for alley paving with the special assessment payback procedure used for collection of the special charges. **All present voting aye. MOTION CARRIED.**

5. **Motion** by Senn, seconded by Olson to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 6:00 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, February 13, 2017 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, FEBRUARY 13, 2017**

**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 Tuesday, February 7, 2017 at 8:30 AM by Mary Bowe.

**CITY OF CHIPPEWA FALLS  
BOARD OF PUBLIC WORKS  
MEETING MINUTES  
MONDAY, JANUARY 23, 2017 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, January 23, 2017 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.

1. **Motion** by Senn, seconded by Olson to approve the minutes of the January 9, 2017 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**
  
2. The Board of Public Works considered the attached list of proposed Special Assessment Rates for 2017. Director of Public Works Rubenzer stated that rates were calculated using averages of bid prices from the previous years, (2016) projects, anticipated hot mix ingredient prices and estimated gas and energy prices for 2017. Mr. Senn asked why the proposed asphalt price was \$17.80 versus \$19.00 per front foot in 2016. Director of Public Works Rubenzer stated that the rate of \$17.80 was determined using \$57/ton for asphalt and in previous years an amount of \$63-\$65/ton had been used. He stated he would confirm with Assistant City Engineer Krejci.  
**Motion** by Rubenzer, seconded by Hoffman to recommend the Common Council accept the attached list of proposed Special Assessment Rates for 2017 and approve the corresponding resolution. Said approval contingent on Director of Public Works Rubenzer confirming the \$17.80/front foot for hot mix paving. **All present voting aye. MOTION CARRIED.**
  
3. The Board considered the attached sidewalk diagram for the Dwight Street, (Wheaton St. to Superior St.), Improvement Project proposed for 2017. Director of Public Works Rubenzer noted that existing sidewalk for Lots 11 and 12 of Block 14, Mansfield's Addition had numerous sections of condemnable sections. Also, that no sidewalk currently existed on the north side of Dwight Street along Lots 7 thru 10, Block 14, Mansfield's Addition or on the south side along Lots 1 thru 6, Block 15, Mansfield's Addition. Options considered were:
  - 1) Condemn existing sidewalks along Lots 11 and 12 and require property owners to replace their deficient sidewalk sections while not ordering in new sidewalk for Lots 7 thru 10, Block 14, Mansfield's Addition or for Lots 1 thru 6, Block 15, Mansfield's Addition.
  - 2) Make owners replace deficient sidewalk for Lots 11 and 12 and ordering new sidewalk for Lots 7 thru 10, Block 14, Mansfield's Addition and for Lots 1 thru 6, Block 15, Mansfield's Addition.
  - 3) Allow owners of Lots 11 and 12, Block 14, Mansfield's Addition to remove their sidewalk.

Director of Public Works Rubenzer noted that the Council had not ordered in new sidewalk that he knew of since 1990, other than along Elm Street when the Leinie's Lodge was constructed and that TIF had funded that sidewalk. Mr. Senn stated that he

didn't believe it was fair to condemn existing sidewalks along Lots 11 and 12 while not ordering in new sidewalk along the rest of the block. He also inquired about installing sidewalk along the rest of the north side, (Lots 7 thru 10), and assessing both sides of the street for it. Director of Public Works Rubenzer replied that was not consistent with the present City special assessment policy for sidewalks. He continued that the City Council would need to order in new sidewalk by resolution or ordinance as detailed in State Statute.

**Motion** by Hoffman, seconded by Senn that the Common Council order new sidewalk along Lots 7 thru 10, Block 14 and Lots 1 thru 6, Block 15 all in Mansfield's Addition. **All present voting aye. MOTION CARRIED.**

4. **Motion** by Senn, seconded by Olson to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 5:52 P.M.

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

**City of Chippewa Falls**  
**MINUTES OF THE GROUNDWATER TECHNICAL REVIEW COMMITTEE**  
**Friday, February 24, 2017 9:00 AM**  
**Chippewa Falls City Hall**

The Groundwater Technical review Committee met in the Council Chambers in City Hall on February 24, 2017 at 9:00 AM. Present: Rick Rubenzer, Paul Lasiewicz, Rory Olson, Jayson Smith (voting members); Lori Rosemore (advisory members). Also attending John Strand.

1. Motion by Rubenzer, seconded by Lasiewicz to approve the minutes of the March 17, 2017 Groundwater Technical Review Committee. All present voting aye. Motion carried.
  
2. John Strand briefed the Committee on the project and the provisional use permit application. The project involves the distribution of retail/commercial products to retail/commercial stores. A provisional use permit application is required because there will be regulated substances at the site in excess of threshold quantities. But the regulated substances will be packaged for retail sale and delivered and distributed on palets that will be shrink wrapped. There will be no processing of any materials. The Committee reviewed the materials in the application. The Committee discussed the need for an environmental risk assessment and a contingency plan in the event of a spill.

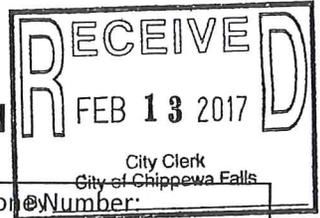
Motion by Lasiewicz, seconded by Rubenzer to recommend to the Board of Public Works that the provisional use permit application be approved contingent on receipt, review , and approval by the Groundwater Technical Review Committee of an environmental risk assessment report as provided for in Chapter 29.12 3. (c) and a contingency plan in the event of a spill as provided for in Chapter 29.12 3. (e). All present voting aye. Motion carried.

3. Motion by Rubenzer, seconded by Olson to adjourn. The meeting adjourned at 9:50 AM.

Submitted by:  
Jayson Smith, Committee Chairperson



# CITY OF CHIPPEWA FALLS STREET USE PERMIT APPLICATION



|   |   |
|---|---|
| Applicant Name and Address:<br>Chippewa Falls Patriotic Council | Applicant Phone Number:<br>(715) 723-0408 or (715) 829-6571 |
|---|---|

|  |  |
|--|--|
| <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.<br>Leroy G. Jansky<br>PO Box 685<br>Chippewa Falls, WI 54729 | Name, Address and Phone Number of the headquarters of the organization and responsible head of such organization:<br>David Hedrington, Commander, CFPC<br>PO Box 685<br>Chippewa Falls, WI 54729 |
|--|--|

|   |   |
|---|---|
| Name of the event:<br>Memorial Day Parade | Estimated number of persons participating:<br>300 including bands |
|---|---|

Date and start and end times requested for street use:  
Monday, May 29, 2017, 9 a.m. to 10:30 a.m. Willow St., and 10:15 a.m. to 10:45 a.m. parade route.

Accurate description of the portion of the street or streets being requested for use (attach maps if necessary):  
Willow St between Bridge and N. High St closure 9-10:30 a.m. Parade route as shown on attached map.

Use, described in detail, for which the street use permit is requested:  
Annual Memorial Day Parade along parade route and parade staging area on Willow St.

City services requested for the event (e.g., Street Department or Police Department staff time)  
Willow St. closure 9-10:30 a.m., and parade route closure 10:15 - 10:45 a.m. Police officers to stop traffic & lead parade

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.

*Leroy G. Jansky* \_\_\_\_\_ 2/17/2017  
Signature of Applicant Date

### OFFICE USE ONLY

Estimated cost of City services requested (to be completed by Police Chief and Director of Public Works):  
*St. Dept: personil place traffic control (barricades) Friday, May 26, 2017 and pickup Tues. May 30, 2017. None (Parade route officers will be on-duty as in past years) Est. 500 RFR*

Requirements of Applicant:  
*CF Patriotic Council may pickup, place, and return barricades if so desired. RFR 2/21/2017*

Approved by: \_\_\_\_\_  
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

**MEMORIAL DAY PARADE ROUTE**  
**CHIPPEWA FALLS**  
**PATRIOTIC COUNCIL**

--- = Parade Route  
 X = Officer to stop traffic

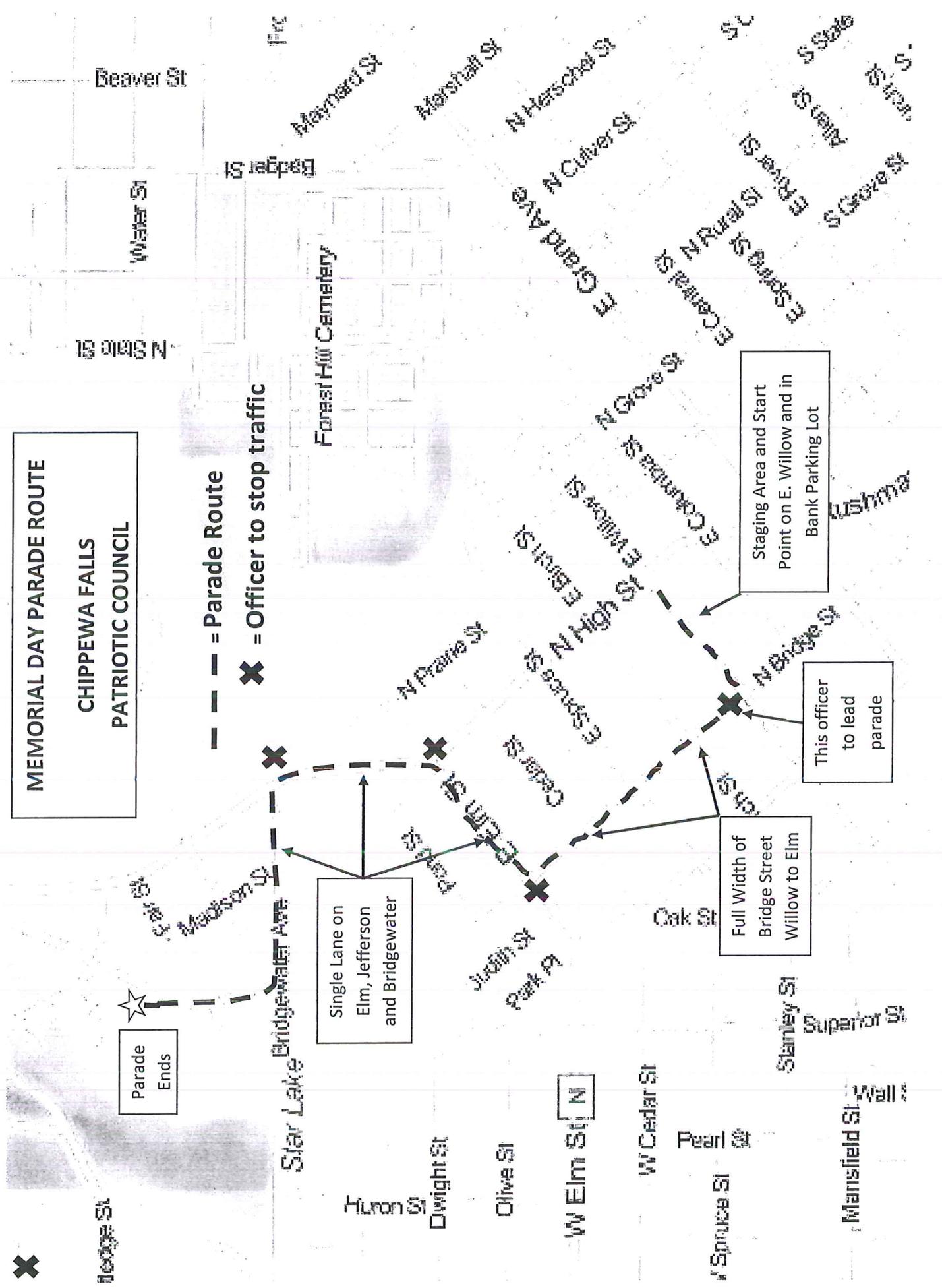
Parade Ends

Single Lane on Elm, Jefferson and Bridgewater

Full Width of Bridge Street Willow to Elm

This officer to lead parade

Staging Area and Start Point on E. Willow and in Bank Parking Lot



| Subdivision    | Block  | From        | To         | Distance (Feet) | Paser Rating | Rating Year | Paving Year | LOCATION |
|----------------|--------|-------------|------------|-----------------|--------------|-------------|-------------|----------|
| ALLENS         | BLK 27 | BRIDGE ST   | HIGH ST    | 663             | 3            | 2016        |             | DOWNTOWN |
| ALLENS         | BLK 25 | BRIDGE ST   | HIGH ST    | 654             | 4            | 2016        |             | DOWNTOWN |
| MANSFIELDS     | BLK 4  | OAK ST      | DEAD END   |                 | 4            | 2016        |             | DOWNTOWN |
| ALLENS         | BLK 20 | BAY ST      | BRIDGE ST  | 398             | 3            | 2016        |             | DOWNTOWN |
| ALLENS         | BLK 18 | ISLAND ST   | BAY ST     |                 | 3            | 2016        |             | DOWNTOWN |
| ALLENS         | BLK 17 | BAY ST      | BRIDGE ST  | 398             | 3            | 2016        |             | DOWNTOWN |
| ALLENS         | BLK 16 | BRIDGE ST   | HIGH ST    | 678             | 3            | 2016        |             | DOWNTOWN |
| ALLENS         | BLK 8  | ISLAND ST   | BAY ST     | 398             | 4            | 2016        |             | DOWNTOWN |
| ALLENS         | BLK 9  | BAY ST      | BRIDGE ST  |                 | 3            | 2016        |             | DOWNTOWN |
| ALLENS         | BLK 10 | HIGH ST     | DEAD END   | 490             | 2            | 2016        |             | DOWNTOWN |
| ALLENS         | BLK 7  | ISLAND ST   | DEAD END   |                 | 3            | 2016        |             | DOWNTOWN |
| ALLENS         | BLK 6  | ISLAND ST   | BAY ST     |                 | 2            | 2016        |             | DOWNTOWN |
| ALLENS         | BLK 5  | BAY ST      | BRIDGE ST  |                 | 3            | 2016        |             | DOWNTOWN |
| CHIPPEWA FALLS | BLK 45 | PINE ST     | ISLAND ST  |                 | 3            | 2016        |             | DOWNTOWN |
| CHIPPEWA FALLS | BLK 46 | BAY ST      | DEAD END   | 396             | 2            | 2016        |             | DOWNTOWN |
| CHIPPEWA FALLS | BLK 47 | BAY ST      | BRIDGE ST  | 398             | 6            | 2016        |             | DOWNTOWN |
| CHIPPEWA FALLS | BLK 48 | BRIDGE ST   | RUSHMAN DR | 505             | 4            | 2016        |             | DOWNTOWN |
| CHIPPEWA FALLS | BLK 42 | ISLAND ST   | DEAD END   |                 | 5            | 2016        |             | DOWNTOWN |
| CHIPPEWA FALLS | BLK 40 | BAY ST      | BRIDGE ST  | 398             | 3            | 2016        |             | DOWNTOWN |
| CHIPPEWA FALLS | BLK 39 | RUSHMAN DR  | DEAD END   | 133             | 7            | 2016        |             | DOWNTOWN |
| CHIPPEWA FALLS | BLK 20 | ISLAND ST   | BAY ST     | 392             | 3            | 2016        |             | DOWNTOWN |
| CHIPPEWA FALLS | BLK 21 | BAY ST      | BRIDGE ST  | 398             | 3            | 2016        |             | DOWNTOWN |
| CHIPPEWA FALLS | BLK 22 | BRIDGE ST   | RUSHMAN DR | 213             | 5            | 2016        |             | DOWNTOWN |
| CHIPPEWA FALLS | BLK 17 | SUPERIOR ST | TAYLOR ST  |                 | 1            | 2016        |             | DOWNTOWN |
| CHIPPEWA FALLS | BLK 17 | TAYLOR ST   | PINE ST    |                 | 1            | 2016        |             | DOWNTOWN |
| CHIPPEWA FALLS | BLK 15 | ISLAND ST   | BAY ST     | 392             | 4            | 2016        |             | DOWNTOWN |
| CHIPPEWA FALLS | BLK 14 | BAY ST      | BRIDGE ST  | 398             | 7            | 2016        |             | DOWNTOWN |
|                | BLK 13 | BRIDGE ST   | RUSHMAN DR |                 | 9            | 2016        |             | DOWNTOWN |
|                |        |             |            | 5189            |              |             |             |          |

Typical Alley

$$400' \times 2 (\text{frontages}) = 800' \times 6.75 = 5400$$

$$400' \times 1.00 \text{ BC} = 400$$

$$\text{Storm Utility} = 3000$$

\$8800 per 400' Alley.



