



CITY OF MARSHFIELD

MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, FEBRUARY 11, 2025
207 WEST 6TH STREET
6:00 P.M.**

NOTE TO VISITORS AND GUESTS: Welcome to this meeting of the Common Council. Item "E" on the agenda is your opportunity to provide input to the Council. If you wish to make a comment, please write your name/address and state your topic on the form at a table near the entrance to the Council Chambers before the start of the meeting. When you have been recognized by the Mayor at the appropriate time, please address the Council from the podium, first stating your name and address.

- A. Call to Order/Roll Call – Lois TeStrake, Mayor
- B. Pledge of Allegiance
- C. Identify possible conflicts of interest
- D. **PUBLIC HEARING** – Petition to Wisconsin DOT for state and federal aid for improvements at Marshfield Municipal Airport.
- E. Public Comment Period/Correspondence
At this time, the Mayor will recognize persons in attendance wishing to address the Council. Upon recognition by the Mayor, persons may address the Council, first stating their name and address. Comments will be limited to no more than 5 minutes, and persons are asked to be respectful when addressing the Council. No action will be taken regarding items not on the agenda; however, the Council will take comments from the public under advisement. Please note that Council members will not respond to your comments or questions.
- F. Approval of Minutes: January 28, 2025 (Regular Meeting)
- G. Staff Updates
- H. Mayor's Comments (*For Informational Purposes Only*)
- I. Council Comments (*For Informational Purposes Only*)
- J. City Administrator's Update
- K. Reports from Commissions, Boards, and Committees
- L. Consent Agenda:
Meeting minutes/reports
 1. Central Wisconsin State Fair Board (December 16, 2024)
 2. Historic Preservation Commission (January 6, 2025)
 3. Housing Committee (January 6, 2025)

COMMON COUNCIL AGENDA
FEBRUARY 11, 2025

4. RFQ Selection Committee – Weinbrenner redevelopment (January 10, 2025)
5. RFQ Selection Committee – Weinbrenner redevelopment (January 21, 2025)
6. RFQ Selection Committee – Weinbrenner redevelopment (January 30, 2025)
7. RFQ Selection Committee – Weinbrenner redevelopment (January 31, 2025)
8. Board of Public Works (February 3, 2025)
 - a. Approve engineering services contract for design of South Vine Avenue
 - b. Request to approval lateral lining on South Maple Avenue
 - c. Final Special Assessments for 2024 East 14th Street reconstruction
 - d. Final Special Assessments for 2024 Asphalt Paving projects
 - e. Final Special Assessments for 2024 Sanitary Sewer projects
9. Judiciary and License Committee (February 4, 2025)
10. Finance, Budget & Personnel Committee (February 4, 2025)

Recommended Action: Receive/place on file, approving recommended actions

M. Action on items removed from the consent agenda, if any

N. Presentation – review of the City’s stormwater management needs, and the possibility of applying for a stormwater planning grant for funding to perform a stormwater feasibility study. Introduction by Josh Mauritz, Acting Public Works Director; presentation by Jon Lindert, Strand Associates, Inc.

Recommended Action: None, for information only

O. Request to authorize to execute a task order with Strand Associates, Inc., for services related to preparation/submission of a stormwater planning grant application. Presented by Josh Mauritz, Acting Public Works Director.

Recommended Action: Authorize staff to execute a task order

P. Second reading of Ordinance No. 1526, amending Chapter 25 of Marshfield Municipal Code (construction site erosion control). Presented by Harold Wolfgram, City Attorney.

Recommended Action: Approved Ordinance No. 1526

Q. Request to approve Budget Resolution No. 04-2025, increasing Wastewater capital expenditures for the Northeast Pump Station rehabilitation project. Presented by Jennifer Selenske, Finance Director.

Recommended Action: Approve Budget Resolution No. 04-2025

R. Request to approve Budget Resolution No. 05-2025, increasing the Fund 205 (economic development) budget for 2025 for consulting services related to the West Second Street Redevelopment Plan. Presented by Steve Barg, City Administrator.

Recommended Action: Approve Budget Resolution No. 05-2025

S. Request to approve Budget Resolution No. 06-2025, transferring \$6,000 from General Fund contingency to the Fire Department budget to cover certain expenses related to an informational campaign for the April 1st referendum for public safety staffing. Presented by Everett Mueller, Fire Chief.

Recommended Action: Approve Budget Resolution No. 06-2025

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- T. Request to approve Resolution No. 2025-07, petitioning the Secretary of the Wisconsin Department of Transportation (DOT) for state/federal aid for improvements at Marshfield Municipal Airport. Presented by Jeff Gaier, Airport Manager, Marshfield Municipal Airport

Recommended Action: Approve Resolution No. 2025-07

- U. Request to approve the selection of a developer to work with the City on redevelopment of the current Weinbrenner facility located at 305 West Third Street. Introduced by Steve Barg, City Administrator; presented by Dave LaFontaine, Chairman of the RFQ Selection Committee (Weinbrenner redevelopment).

Recommended Action: Approve selection of developer

- V. Suggested items for future agendas

- W. Adjourn to closed session under Wisconsin Statutes Chapter 19.85(1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

- Request to amend development agreement in TID #13

- X. Reconvene in open session

- Y. Action on matters discussed in closed session, if appropriate

- Z. Adjournment

Posted this day February 7, 2025 at 12:00 p.m. by Ashley Draeger, Deputy Clerk

NOTICE

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 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 Jessica A. Schiferl, City Clerk, at 207 West 6th Street or by calling (715) 486-2022.

The filming of this meeting is provided by [Marshfield Broadcasting](#), a division of our [Communications Department](#) that can be viewed streaming "LIVE" on the City's website at ci.marshfield.wi.us, cable tv channel 991, and marshfieldbroadcasting.com at the time of this meeting in open session. Additionally, this meeting can be viewed live on over-the-top devices, Roku, Amazon Fire TV, and Apple TV, by downloading the Marshfield Broadcasting app. After this meeting is adjourned, the video will be available within 24 hours on the City's website at www.ci.marshfield.wi.us, marshfieldbroadcasting.com, Marshfield Broadcasting app on over-the-top devices, and cable channel 991. If you have questions regarding the filming of this meeting, please get in touch with Communications Director Tom Loucks at 715-486-2070.

**NOTICE OF PUBLIC HEARING
IN THE MATTER OF STATE AND FEDERAL AID
FOR THE IMPROVEMENTS AT**

Marshfield Municipal Airport

Marshfield, WI

The City of Marshfield is considering petitioning the State of Wisconsin, Department of Transportation, for state and federal aid to undertake the following development at the Marshfield Municipal Airport.

The character, extent, and kind of improvements desired under the project are as follows: Fuel Farm Enhancements; Land acquisition in Runway approaches; Conduct wildlife site visit; Rehabilitate/reconstruct/relocate Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR); Reconstruct primary Runway 16/34; Replace/Rehabilitate runway/taxiway lighting; Reconstruct/relocate airfield electrical vault; Remove old terminal building & adjacent ramp (related to hangar taxiway or SRE building construction); Conduct aerial obstruction survey; Clear runway approaches, including for Instrument Approach; Extend Runway 16/34, including lighting; Install/Replace Precision Approach Path Indicators (PAPIs); Reconstruct access road; Construct parallel taxiway to Runway 16/34; Construct snow removal equipment storage (SRE) Building; Rehabilitate/Reconstruct Runway 5/23; Rehabilitate/reconstruct taxiways; Construct south hangar area including taxiways; Construct hangars; Sealcoat surfaces; Pavement maintenance and markings; Ramp/apron expansion; Rehabilitate/reconstruct apron; Install alternative fueling facilities for aircraft that may include but are not limited to electric & hydrogen; Install revenue generating electrical car chargers in the parking lot; Install alternative energy producing sources not limited to solar panels / farms; Purchase of snow removal equipment; Airport planning studies; Airport environmental studies; Airport layout plan updates; Airport wildlife/security fencing and gates. Construct Runway End Identifier Lights (REILs) runway 16/34; Rehabilitate / reconstruct / enhance windsocks and wind indicator (wind tee); Clear and maintain all runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.

Notice is hereby given that the City of Marshfield will hold a public hearing at 6:00 PM on Tuesday, February 11, 2025, in the Council Chambers of City Hall, 207 West 6th Street, Marshfield, WI 54449.

All interested persons are invited to attend and present their views on the need for the proposed airport development.

Parking for people with disabilities and an accessible entrance are available Marshfield City Hall front entrance. Please call Marshfield City Clerk at 715-384-3636 five days in advance of the hearing to make specific accessibility requests.

Jessica Schiferl
CITY CLERK

PUBLISH: News Herald – January 29, 2025 – LEGAL

January 28, 2025

Common Council meeting was called to order by Mayor TeStrake at 6:00 p.m., in the Council Chambers, City Hall.

PRESENT: Mike Feirer, Derek Wehrman, Natasha Tompkins, Brian Varsho, Scott Koran, Brian Giles, Rebecca Spiros (via Zoom), Mike O'Reilly and Andrew Reigel (via Zoom).

ABSENT: Russ Stauber

The flag was saluted and the pledge given.

IDENTIFY POSSIBLE CONFLICTS OF INTEREST

- None

CITIZEN COMMENTS

- None

CC25-010 Motion by Giles, second by Feirer to approve the minutes of the January 14, 2025 Council meeting. Roll call vote, all ayes.

Motion carried

STAFF UPDATES

- None

MAYOR'S COMMENTS

- Congratulated Central Wisconsin State Fair for awards received at Wisconsin Association of Fair Convention. They earned first place in media for the fair brochure, first place in media for the fair newspaper ad; Executive Director Dale Christensen won the Friends of the Fair award; Board President Sandy Leonhard won the Outstanding Fair Person award; Cornerstone Church won the volunteer group appreciation award. Congratulations to all of the winners. CWSF was very successful in 2024.

COUNCIL COMMENTS

- None

CITY ADMINISTRATOR'S UPDATE

- Thanked MACCI and City Clerk for planning of Leadership Marshfield Government Day. Leadership Marshfield is a great program.
- Soon the Mayor will be seeking candidates interested in serving on Commissions, Boards and Committees for terms that begin in April.

REPORTS from COMMISSIONS, BOARDS, and COMMITTEES

- Alderperson Tompkins noted an item in the Marshfield Utilities minutes of January 20, 2025. MU has been working to replace lead service lines throughout the City and has continued applying for grants to keep this free for homeowners. Two of 5 grants applied for were funded 100% with the other three receiving 75% funding. Marshfield Utility Commission has committed funds to fill the remaining gap. If residents receive a letter regarding their service line, please reach out and take advantage of this funding opportunity.

CONSENT AGENDA

CC25-011 Motion by Varsho, second by Wehrman to receive and place on file, approving all recommended actions for the items listed on the consent agenda: Ethics Board of November 8, 2024; Ethics Board of July 11, 2024; Fire and Police Commission of December 12, 2024; Library Board of December 19, 2024; Parks, Recreation and Forestry Committee of January 8, 2025; Library Board of January 15, 2025; Marshfield Utilities Commission of January 20, 2025; Board of Public Works of January 20, 2025 (1. Authorize RFP, renovation of Strohman Park. 2. Award bid, crushing/stockpiling of asphalt and concrete. 3. Approve purchase, Kubota rough terrain vehicle (RTV) – Streets. 4. Award bid, rehabilitation of northeast pumping station. 5. Approve Task Order 25-01, construction of northeast pumping station. 6. Approve purchase of all-terrain vehicle (ATV), Wastewater. 7. Approve Preliminary Resolution, special assessment projects. 8. Approve Resolution No. 2025-06, right-of-way dedication, Yellowstone Drive.); Judiciary and License Committee of January 21, 2025; Finance, Budget and Personnel Committee of January 21, 2025 (1. Approve creation of new Circulation Specialist position, Library. 2. Approve partnership agreement for Job Center through 3/31/25. 3. Approve contract with Marshfield Clinic, Contessa.)
Roll call vote; all ayes.

Motion carried

Second reading of Ordinance No. 1525, amending Chapter 15-18 of the Marshfield Municipal Code, property maintenance.

CC25-012 Motion by Varsho, second by Feirer to approve Ordinance No. 1525, amending Chapter 15-18 of the Marshfield Municipal Code, property maintenance. Roll call vote; all ayes.

Motion carried

First reading of Ordinance No. 1526, amending Chapter 25 of the Marshfield Municipal Code, construction site erosion control.

CC25-013 Motion by Tompkins, second by Giles to approve Budget Resolution No. 02-2025, Braem Park wet detention basin project. Roll call vote; all ayes.

Motion carried

CC25-014 Motion by Giles, second by Tompkins to approve Budget Resolution No. 03-2025, renovation of Strohman Park.

Motion carried

CC25-015 Motion by Tompkins, second by Giles to approve Resolution No. 2025-08, changing calculation method for public fire protection charge.

Motion carried

CC25-016 Motion by Tompkins, second by Varsho to receive and place on file the financial management plan presented at the January 14, 2025 Council meeting.

Motion carried

CC25-017 Motion by Giles, second by Tompkins to appoint Sierra Starner-Heffron, 917 West Adler Road, to the Parks, Recreation and Forestry Committee to complete an unexpired term ending in April 2026.

Motion carried

CC25-018 Motion by Wehrman, second by Varsho to appoint Xin Ruppel, 509 West 11th Street, to the Library Board to complete an unexpired term ending in April 2027.

Motion carried

Future Agenda Items

- None

CC25-019 Motion by Tompkins, second by O'Reilly to go into closed session under Wisconsin Statutes Chapter 19.85(1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

- Proposed purchase/development of property located in Daniel's Addition

Roll call vote; All ayes. (Time: 6:27 p.m.)

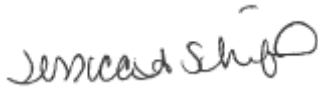
Motion carried

Present in closed session: Alderpersons Feirer, Wehrman, Tompkins, Varsho, Koran, Giles, Spiros (via Zoom), O'Reilly and Reigel (via Zoom), Mayor TeStrake, City Administrator Barg, City Attorney Wolfgram, Jessica Schiferl, Jennifer Selenske, and Josh Mauritz.

CC25-020 Motion by Varsho, second by Koran to return to open session. Roll call vote; all ayes. (Time: 6:41 p.m.)

Motion by Tompkins, second by Wehrman to adjourn the meeting at 6:42 p.m.

Respectfully submitted,



Jessica Schiferl
City Clerk

CWSF Board of Directors Meeting Minutes
Monday, December 16th, 2024 at 6:30pm – Fair Office
513 East 17th Street Marshfield, WI 54449

1. **Roll Call:** Dale Christiansen, Gary Bymers, Brad Hamilton, Joyce Karl, Scott Karl, Kara McManus, Peggy Sue Behselich, Sandy Leonhard, Derek Wehrman
2. **Not Present:** Nick Wayerski (excused) Heather Wellach(excused)

The meeting of the Central Wisconsin State Fair Board was called to order at 6:30pm in the Fair Office building at the Central Wisconsin State Fair Grounds in Marshfield, WI.

3. **Public Comment:** Melissa Brown spoke about Fairest of Fair Program.
4. **Approval of Minutes:** Minutes from November were presented and reviewed. Brad Hamilton made a motion to approve the minutes. Derek Wehrman seconded. All approved.
5. **Financial Report:** Yearly report was given for 2024. Concessions sales from Lions and American Legion beer sales have come in. Expenses included forklift and tables that needed to be replaced. Gary Bymers made a motion to approve the financial report. Brad Hamilton seconded. All approved.
6. **Executive Director's Report – Dale Christiansen:** Dale has spoken with Don Kerper, the consultant about how we can grow and improve participation of the board. Each board member received a copy of the on boarding manual and all board members are encouraged to go through what we have in place. As the fair grows our needs for more involvement grows.
State Convention is January 5-8 at Chula Vista Resort. Gary Bymers, Sandy Leonhard, Hailey Sternitzky will be attending with Dale Christensen. Corner Stone Church will be honored as Service Group of the Year.
7. **Junior Fair Report:** Junior Fair Executive Board was named,
Megan Kunding, President.
Josh Sabo-Vice President.
Kate Kohl will be the Junior Fair Representative to the board.
The fair book will be updated in February.
8. **Fair Update:** Fair Entertainment has been discussed and mostly set. All days are scheduled with final act being negotiated for Saturday.

Tuesday-Brady Lee, Wednesday- Kris Koeze, Thursday-Hairball, Friday Justin Moore, Saturday- TBA, Sunday -Bull riding.

The geofencing continues to help with ticket sales for Justin Moore. Season pass sales for Christmas have been solid with the increase of \$5.00.

9. **Fair Park Management**-Commission meeting on Thursday 12/19. Requested Dale speak with grant writer. Nikolai Construction will draw up plans for a new barn and will be adding air and heat to the bid. Dale has also joined the Agri-Business committee.

10. **Building and Grounds**- Junior Fair building has been booked throughout the month of December. Furnace has been an issue for the 3 buildings that will need to be replaced.

11. **Fairest of the Fair**- Melissa asked the board if funds could be increased for 3 Ambassadors and 1 Fairest of the Fair. Motion was made by Brad Hamilton and seconded by Kara McManus. All approved.

12. New Business:

a. **Scholarship** was discussed and is now considered by the board to re-introduce with criteria for what participation would look like as criteria. Board will be discussing at next meeting.

b. **New Officers were installed:**

President-Sandy Leonhard
V.President-Kara McManus
Secretary-Heather Wallach
Treasurer-Joyce Karl

Onboarding was discussed and all board members were asked to go through the manual that was given to each member when they joined the board. The president asked each board member to go through the committees and see if there is value or if we should re-evaluate if there is value to the committee.

Each board member was asked to write 3 things they want to do at the Fair next year and 3 improvements that can be made.

13. Agenda Items: Onboarding Manual
Board member items
Scholarship guidelines

14. Next Meeting: January 16 at 6:30pm.

15. Adjournment: Derek Wehrman made a motion to adjourn at 8:02pm. Scott Karl seconded. All approved.

**HISTORIC PRESERVATION COMMISSION
JANUARY 6, 2025**

PRESENT: Ken Bargender, Kris Coleman, Kim Fredrick, Mike Meyers, Bill Penker, Vickie Schnitzler

ABSENT: Brian Giles

OTHERS: Steve Barg, City Administrator

Chairperson Schnitzler called the meeting to order at 3:34 p.m. in the City Hall public conference room.

Approve minutes – November 4, 2024

HP 25-01 Fredrick moved and Coleman seconded the motion to approve the December 2, 2024 minutes as presented, with one revision requested by Penker (changing “local Catholic churches” to “La Crosse diocese” under “Discuss candidates for the local historic register”).

Motion carried

Citizen comments

- Schnitzler reported that the 2025 HPC conference will be held in Baraboo on October 15-17. She also advised that the Main Street Marshfield awards event has been set for January 23rd. Also, she mentioned a NAPC webinar on January 30th at noon, and it was noted that if Commission members wished to attend, we could have this webinar shown in the City Hall public conference room.
- Barg noted that the grant reimbursement request was submitted to and accepted by Wood County.

Discuss ordinance amendment – placement of historic signs

Members reviewed Article IX (Historical Preservation) of Section 18 of the Marshfield Municipal Code, and agreed to request that an ordinance amendment be brought forward to allow signs recognizing historic preservation to be set within the public right-of-way annually during Historic Preservation Month (May).

HP 25-02 Meyers moved and Bargender seconded the motion to forward the request to the City Attorney to draft an ordinance for consideration by the Common Council.

Motion carried

Discuss booth/table for Marshfield Area Cultural Fair (February 22nd)

Schnitzler advised that this has been worthwhile in past years, and she would like to see the Commission participate again this year. The cost for a booth is \$25, plus an extra \$5 for electric. She added that if the Commission take part in this event, they will need to stock the booth with brochures, etc.

HP 25-03 Penker moved and Coleman seconded a motion to take part in the February 22nd Cultural Fair and to direct that a \$25 check be sent to UWSP-Marshfield along with the registration form. (Schnitzler will get the completed registration form to Barg.)

Motion carried

Update on letters to local historic register candidates

Barg reported that he hasn't found a copy of a letter used previously, and that he needs some direction on the best wording to encourage property owners to consider candidacy, and to not be concerned about being denied permit approvals for repairs/maintenance of their homes. Members agreed that we should clearly explain the rules/expectations/incentives associated with the local historic register. It was agreed to discuss this further at the annual meeting in February. Penker reported that he sent a letter to the La Crosse diocese, and the response indicated that they are not interested.

Update on submission of Certified Local Government (CLG) grant application

Barg advised that our grant application was filed before the December 13th deadline, and that subsequently Jason Tish has acknowledged receipt of our request.

Discuss 2026 Wood County grant application

Members agreed that the top items to consider for the grant request should be as follows: Decorative/sturdy fencing around Engine 2442; updated wayfinding signs; and, 5 more historic signs and stakes. Prices and other details must be put together, so that an application can be submitted to Wood County this spring.

Update on wayfinding signs presentation

Schnitzler and Coleman reported that their presentation was well received by the Board of Public Works at its November 4th meeting, with Board members asking good questions. The next step is to seek a funding source; perhaps from a future Wood County grant request. Further work is needed on this project

Update on Stierle Bird Exhibit

Schnitzler said that she has been in contact with Julia Colby of the Milwaukee Public Museum. Following up on this conversation, she provided Colby with all of the historical information that she can find on this exhibit. Colby suggested that most, if not all, of the needed restoration work can likely be done “in house”. She will develop a supply list, and then contact Schnitzler after that to help us determine our next steps.

HP 25-04 Penker moved and Meyers seconded the motion for a Commission member to attend a Library Board meeting to discuss ownership/responsibility, and to express concerns about restoration/maintenance of the Stierle Bird Exhibit. Schnitzler will work to get this on an upcoming Library Board agenda.

Staff update

Barg mentioned that the deadline to submit our annual CLG report is February 28th. Schnitzler requested that members report to her any training in which they participated in 2024, so that this can be included.

Suggested items for future agendas

No new items were suggested; however, it was noted that some items discussed earlier during this meeting would be candidates for the regular monthly meeting on February 10th. Items for the annual meeting that follows were identified at the December 2nd meeting, and they are contained in those minutes.

Announce next meeting date/time

Schnitzler announced that the next meeting will be held on Monday, February 10th at 3:30 p.m. in the City Hall Public Conference Room, with a shared meal to follow, and then the Commission’s annual meeting.

With no further business before the Commission, Fredrick moved and Bargender seconded the motion to adjourn. Motion carried. Schnitzler adjourned the meeting at 5:03 p.m.

Respectfully submitted,

Steve Barg
City Administrator

Housing Committee January 6, 2025

Present: Councilmembers Feirer, Spiros, Stauber, and Tompkins
Absent: Mayor TeStrake
Others: City Administrator Steve Barg, Kent Mueller (Habitat for Humanity)

Chairman Stauber called the meeting to order at 6:30 p.m. in the public conference room.

Identify potential conflicts of interest – none

Approve minutes – December 2, 2024

Tompkins moved and Feirer seconded the motion to approve minutes from the December 2, 2024 meeting. Motion approved.

Citizen comments

Kent Mueller, 1120 West State Street, provided an update from Habitat for Humanity. He advised they now have a lot by the fairgrounds and will soon solicit potential applicants.

Barg said that Pat Kilty (Development Services Department) knows multiple parties who buy properties in the City, perform necessary repairs and maintenance, and sell them for a profit. He is willing to attend the Committee's next meeting to provide more information on these "flippers", and to discuss his view of the City's current housing situation and our future needs. Regarding "flippers", members asked that he describe their business model, along with a targeted demographic and typical price points. They would also like him to address the idea of instituting an aggressive rental housing code and inspections program, in an effort to help improve the City's rental housing stock.

Review/discuss second draft of survey questions for housing partners

Stauber noted that he was still working on an updated draft, and it was agreed to postpone this item until the Committee's next meeting.

Review information from the recent Wood County housing survey

Feirer reported on a recent Wood County housing survey. He said that Jason Grueneberg is willing to meet with the Committee to discuss this further. Members inquired about the multiple parcels in the City owned by Wood County, due to delinquent taxes, etc. Feirer noted that these typically end up in sheriff's sales, and we can get a report on the status of these parcels in the summer. Members agreed to try for one of our two February meetings for a discussion with Grueneberg.

Discuss funding opportunities for residential construction through WHEDA

It was agreed to postpone this item until a future meeting.

Discuss development of a strategic plan designed specifically for housing

It was agreed to postpone this item until a future meeting, allowing time for the Council's work on an overall strategic plan for the community. .

Set date/time/agenda for next meeting

It was agreed to hold the next meeting on Monday, January 27th at 4:00 p.m. in the City Hall public conference room. The following agenda items were requested:

- Ask Pat Kilty to attend (flippers, rental housing, general housing assessment)
- Review second draft of the survey questions for the City's housing partners
- Update on plan for Jason Grueneberg to attend a future Committee meeting

With no other business before the Committee, Spiros moved and Feirer seconded the motion to adjourn. Motion carried. Chairman Stauber adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Steve Barg
City Administrator

RFQ Selection Committee
(Redevelopment of property at 305 West 3rd Street)
January 10, 2025

Present: Councilmembers Brian Varsho and Andrew Reigel, CDA Board members Dave LaFontaine and Ashley Winch, and City Administrator Steve Barg
Absent: None
Others: Mayor Lois TeStrake; Economic development consultant Josh Miller (Cedar Corp.); Jackie Mich and Kyle Estrada (Vandewalle & Associates)

Barg called the meeting to order at 10:30 a.m. in the City Hall public conference room.

Elect chairperson

Winch nominated LaFontaine for Committee chairperson. No further nominations were brought forward. Winch moved and Barg seconded the motion to close nominations and elect LaFontaine as chairperson. (LaFontaine assumed the role of chairman at this point.)

Elect vice-chairperson

After a brief conversation, members agreed that there was no need for a vice-chairperson.

Review/rank responses to the Request for Qualifications (RFQ)

Members discussed and offered their feedback regarding each of the 5 responses received to the RFQ. Ultimately, a decision was made to interview the following 4 firms:

- Gorman & Co.
- J.Jeffers & Co.
- KG Development Group
- Schafer Richardson

It was agreed that the fifth proposal (Project Profectus) was very interesting, but that they don't seem to have the qualifications or experience for a project of this scope at this time.

Discuss date/plans for interviews

It was agreed that the next steps are to arrange interviews and to determine the questions. Mich asked members to submit possible questions for review, and she and Estrada would work with Barg to set up the interview dates/times.

Any additional issues or concerns

- Miller noted the importance of this project creating tax value. He also said that the City is working with Bowen on a housing study specifically for this site.
- Winch asked whether there should be a "pre-interview" meeting or process.

With no other business before the committee, LaFontaine adjourned the meeting at 11:37 a.m.

Respectfully submitted,

Steve Barg
City Administrator

RFQ Selection Committee
(Redevelopment of property at 305 West 3rd Street)
January 21, 2025

Present: Councilmember Brian Varsho; CDA Board members Dave LaFontaine and Ashley Winch; and City Administrator Steve Barg
Absent: Councilmember Andrew Reigel
Others: Mayor Lois TeStrake; Economic development consultant Josh Miller (Cedar Corp.); Jackie Mich and Kyle Estrada (Vandewalle & Associates); Dave Krause, Forward Bank

LaFontaine called the meeting to order at 9:01 a.m. in the public conference room.

Citizen comments

Dave Krause of Forward Bank addressed the Committee with thoughts that he wanted the members to consider as they conduct interviews. He asked the Committee to remember that, no matter what type of project a developer may be best suited to build (financially and otherwise), they should keep in mind what is the best for the community.

Conduct interview with staff from Schafer Richardson

Katie Anthony and Peter Orth made a presentation on behalf of their company, and what they see as possibilities to redevelop the Weinbrenner facility. Members asked prepared and follow-up questions to learn more about Schafer Richardson and to help determine if the firm would be a good partner for this project with the City.

After the firm's representatives left the room, members and others in attendance provided initial feedback on what they had heard, with the consensus being very favorable.

Discuss date/plans for remaining interviews

It was agreed to try to set up the remaining interviews for Thursday and Friday, January 30-31. Barg will coordinate with the firms and our team members to pull this together.

With no other business before the committee, LaFontaine adjourned the meeting at 11:26 a.m.

Respectfully submitted,

Steve Barg
City Administrator

RFQ Selection Committee
(Redevelopment of property at 305 West 3rd Street)
January 30, 2025

Present: Councilmember Brian Varsho; CDA Board members Dave LaFontaine and Ashley Winch; and City Administrator Steve Barg
Absent: Councilmember Andrew Reigel
Others: Mayor Lois TeStrake; Economic development consultant Josh Miller (Cedar Corp.); Jackie Mich and Kyle Estrada (Vandewalle & Associates); Dave Krause, Forward Bank

LaFontaine called the meeting to order at 9:00 a.m. in the public conference room.

Citizen comments

Dave Krause of Forward Bank addressed the Committee, sharing questions and concerns about the type of project that the City should be working to create. He reminded members that the project should blend well and complement the West Second Street Corridor, and he suggested the importance of creating new tax base.

Conduct interview with staff from Gorman & Co.

Ted Matkom made a presentation on behalf of the company, and the possibilities they see in redeveloping the current Weinbrenner facility. Members asked prepared and follow-up questions to learn more about Gorman & Co., and to help determine if the firm would be a good partner for this project with the City.

Conduct interview with staff from J.Jeffers & Co.

Brian Lofton and Joe Dunne made a presentation on behalf of their company, including what they see the possibilities in redeveloping the current Weinbrenner facility. Members asked prepared and follow-up questions to learn more about the company, and determine whether the firm would be a good partner for this project with the City.

Debrief regarding interviews conducted

With company representatives out of the room, members and others in attendance offered initial feedback on what they had heard. It was noted that there are positives about both companies, and no decision to rule anyone out could be made at this time. Barg noted that the last interview (KG Development Group) was set for Friday, January 31st at 10:00 a.m.

With no further business before the committee, Varsho moved and Winch seconded the motion to adjourn. Motion carried. LaFontaine adjourned the meeting at 12:44 p.m.

Respectfully submitted,

Steve Barg
City Administrator

**RFQ Selection Committee
(Redevelopment of property at 305 West 3rd Street)
January 31, 2025**

Present: Councilmember Brian Varsho; CDA Board members Dave LaFontaine and Ashley Winch; and City Administrator Steve Barg
Absent: Councilmember Andrew Reigel
Others: Mayor Lois TeStrake; Economic development consultant Josh Miller (Cedar Corp.); Jackie Mich and Kyle Estrada (Vandewalle & Associates); Ben Rauen, Main Street Marshfield; Dave Krause, Forward Bank

LaFontaine called the meeting to order at 10:00 a.m. in the public conference room.

Citizen comments

Dave Krause of Forward Bank offered a short biography, so the KG Development Group would know his background and interest in this redevelopment project.

Conduct interview with staff from KG Development Group

Anthony Kazee and other members of the KG Development Group team (in-person and remote) made a presentation on behalf of their proposal, sharing opportunities they see in this project. Members asked prepared and follow-up questions to find out more about the firm and help determine if they might be a good partner for this project with the City.

Debrief regarding interviews conducted

With company representatives out of the room, members and others in attendance offered initial feedback on what they heard. While what is offered by this proposal was quite well received, it was mentioned that the presentation was a bit light on specifics.

Discuss next steps in selection process

Members reached consensus as follows: J.Jeffers is the top candidate, and Gorman & Co. is a close second. Schafer Richardson is third, followed by KG Development Group. Having said this, it was agreed that all 4 companies are highly qualified, the decision was extremely difficult, and each firm would likely do a very good job with this project.

It was agreed to present a report/recommendation to the City Council and CDA Board at their next meetings, seeking approval to move forward in this process with J.Jeffers.

With no other business before the committee, Barg moved and Winch seconded a motion to adjourn. Motion carried. LaFontaine adjourned the meeting at 1:00 p.m.

Respectfully submitted,

Steve Barg
City Administrator

BOARD OF PUBLIC WORKS MINUTES
OF FEBRUARY 3, 2025

Meeting called to order by Chairman O'Reilly at 5:30 PM in the Council Chambers of City Hall.

PRESENT: Mike Feirer, Mike O'Reilly, Russ Stauber and Derek Wehrman(via Zoom)
ABSENT: Brian Giles
ALSO PRESENT: Acting Public Works Director Mauritz, Acting City Engineer Cassidy, Wastewater Superintendent Kivela, Mayor TeStrake, and the media.

PW25-16 Motion by Stauber, second by Feirer, to recommend approval of the minutes of the January 20, 2025 Board of Public Works meeting.

All Ayes

Motion Carried.

Citizen Comments: None

PW25-17 Motion by Feirer, second by Stauber, to recommend approval Engineering Services Contract between WisDOT, MSA, and the City for design of S. Vine Avenue (4th St to 14th St).

All Ayes

Motion Carried.

PW25-18 Motion by Stauber, second by Wehrman, to recommend to approve lateral lining on S Maple Ave.

All Ayes

Motion Carried.

PW25-19 Motion by Feirer, second by Wehrman, to recommend to approve the final special assessments for the 14th Street (Maple Avenue to Vine Avenue) reconstruction project.

All Ayes

Motion Carried.

PW25-20 Motion by Stauber, second by Wehrman, to recommend to approve the final special assessments for the 2024 Asphalt Paving Program.

All Ayes

Motion Carried.

PW25-21 Motion by Feirer, second by Stauber, to recommend to approve the final special assessments for the 2024 Sanitary Sewer projects.

All Ayes

Motion Carried.

Recommended items for future agendas:

Stauber requested a report from the Street Division on snow removal and salt usage.

With no further business, motion by Feirer, second by Wehrman to adjourn at 5:50 PM.



Josh Mauritz, Secretary
BOARD OF PUBLIC WORKS



City of MARSHFIELD MEMORANDUM

TO: Board of Public Works
FROM: Josh Mauritz, Acting Public Works Director
DATE: February 3, 2025
RE: Approval of Engineering Services Contract for the design of the S Vine Ave (4th St to 14th St) Project

BACKGROUND

In Fall 2022, we were notified that the City was selected to receive federal funding for the design and reconstruction of Vine Avenue from 4th Street to 14th Street. This funding is from an additional solicitation for the Surface Transportation Program (STP) made possible by the Bipartisan Infrastructure Law (BIL) of 2022. This is the same program from which the City received funding for the reconstruction of East 29th Street from Washington Avenue to Veterans Parkway, Lincoln Avenue from 5th Street to Adler Road, and 5th Street from Oak Avenue to Chestnut Avenue. Earlier this year, staff undertook an RFP process to solicit engineering services for this project. Procurement for engineering services must follow WisDOT procedures utilizing a Quality Based Selection (QBS) process. Price is not a factor when selecting a firm. Once a consultant is selected, WisDOT negotiates an agreement with the City's preferred consultant. If negotiations with the top-ranked firm don't reach an agreement, negotiations proceed to the next-ranked firm. Ultimately, a three-party agreement is executed between the Municipality, WisDOT, and the consultant. This grant funds the cost of engineering design services and construction at 80% federal, 20% local share.

ANALYSIS

In September 2024, MSA was selected as the preferred firm to provide engineering services for the project. Negotiations between WisDOT and MSA have now been completed. The proposed agreement is attached. The total cost for engineering services is \$329,256 with a 20% local share of \$65,851. The total project cost is estimated at \$2,226,750 with a local share of \$445,750. Construction is currently planned for 2027.

RECOMMENDATION

Approve the Engineering Services Contract between the City, WisDOT, and MSA Professional Services for design engineering services for the S Vine Ave (4th St to 14th St) Project, and authorize execution of the same.

ENGINEERING SERVICES CONTRACT

BETWEEN THE WISCONSIN DEPARTMENT OF TRANSPORTATION (DEPARTMENT),

CITY OF MARSHFIELD (MUNICIPALITY)

AND MSA PROFESSIONAL SERVICES (CONSULTANT)

ID 6995-11-03

C MARSHFIELD, S VINE AVENUE
EAST 14TH STREET TO EAST 4TH STREET
LOC STR, WOOD COUNTY

This CONTRACT made and entered into by and between the DEPARTMENT, MUNICIPALITY and the CONSULTANT provides for those SERVICES described in the Scope of Services and Special Provisions and is generally for the purpose of providing the SERVICES solicited by the MUNICIPALITY in July 2024 and includes the design phase of a roadway reconstruction project. This Qualification Based Selection was made based on the CONSULTANT'S Notice of Interest response and any interviews conducted.

The DEPARTMENT and MUNICIPALITY deem it advisable to engage the CONSULTANT to provide certain engineering SERVICES and has authority to contract for these SERVICES under sec. 84.01(13), Wis. Stats.

The DEPARTMENT REPRESENTATIVE is: *Jason Schaeffer, Project Manager; 1681 2nd Avenue South, Wisconsin Rapids, WI, 54495-4768; Jason.Schaeffer@dot.wi.gov; 715-421-7309.*

The MUNICIPALITY REPRESENTATIVE is: *Josh Mauritz, P.E., Public Works Department, 207 West 6th Street, Marshfield, WI 54449; josh.mauritz@ci.marshfield.wi.us; (715) 486-2034.*

The CONSULTANT REPRESENTATIVE is: *Sean Spromberg, PE; Team Leader; 146 North Central Avenue, Suite 201, Marshfield, WI 54449; sspromberg@msa-ps.com; (715) 304-0451.*

The CONSULTANT SERVICES will be performed for the DEPARTMENT's North Central Region office located in Wisconsin Rapids, WI and will be completed by June 30, 2027. Deliver PROJECT DOCUMENTS to WisDOT North Central Region, 1681 2nd Avenue South, Wisconsin Rapids, WI, 54495-4768, unless other directions are given by the DEPARTMENT.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT will be from the:

DEPARTMENT

MUNICIPALITY

BASIS OF PAYMENT

For Roadway Plans, actual costs to the CONSULTANT up to \$276,018.97 plus a fixed fee of \$20,936.93, not to exceed \$296,955.90.

For Subsurface Investigations subcontracted to American Engineering Testing, Inc., the CONSULTANT'S actual cost to American Engineering Testing, Inc. not to exceed \$6,050.00 for units delivered based on rates in the table below.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Drill crew mobilization	1	LS	\$1,100.00	\$1,100.00
Boring layout	1	LS	\$300.00	\$300.00
Borehole setup and cleanup (including concrete pavement penetration and patching)	4	EA	\$150.00	\$600.00
Geotechnical drilling and sampling in soil, including abandonment (0 to 40 feet)	40	FT	\$23.00	\$920.00
Project management and preparation of geotechnical report	1	LS	\$1,500.00	\$1,500.00
Laboratory soils review (includes moisture content and qp testing)	1	LS	\$200.00	\$200.00
Laboratory sieve analysis test or Atterberg limits test	4	EA	\$120.00	\$480.00
Flagger mobilization	1	LS	\$350.00	\$350.00
Flagger site time (including signs and cones)	6	HR	\$100.00	\$600.00
Estimated Total				\$6,050.00

For Title Searches subcontracted to Wood County Title the CONSULTANT'S actual cost to not to exceed \$26,250.00 for units delivered based on rates in the table below.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Title Search (1 report per parcel)	75	Each	\$325.00	\$24,375.00
Update to Title Search (1 per parcel)	75	Each	\$25.00	\$1,875.00

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$329,255.90.

The CONSULTANT does and will comply with the laws and regulations relating to the profession of engineering and will provide the desired engineering SERVICES.

This CONTRACT incorporates and the parties agree to all of the standard provisions of the Three Party Design Engineering Services Contract, dated October 18, 2023 and referenced in Procedure 8-15-1 of the State of Wisconsin Department of Transportation Facilities Development Manual. CONSULTANT acknowledges receipt of a copy of these standard provisions.

This CONTRACT incorporates all of the MANUALS defined in the CONTRACT.

The parties also agree to all of the Special Provisions which are annexed and made a part of this CONTRACT, consisting of (9) pages.

Nothing in this CONTRACT accords any third part beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

ID 6995-11-03
C MARSHFIELD, S VINE AVENUE
EAST 14TH STREET TO EAST 4TH STREET
LOC STR, WOOD COUNTY

For the CONSULTANT

For the DEPARTMENT

DocuSigned by:
By: Sean Spromberg
F6D1CF5C484246A...
Transportation Manager

By: _____
Contract Manager, WisDOT

Title: Transportation Manager

Date: January 23, 2025

Date: _____

For the MUNICIPALITY

By: _____

Title: _____

Date: _____

SPECIAL PROVISIONS
Project ID 6995-11-03
C Marshfield, S Vine Avenue
East 14th Street to East 4th Street
Local Street, Wood County

VI. SPECIAL PROVISIONS

One deliverable outlined below will be prepared under design ID 6995-11-03 for construction ID 6995-11-73, 0.50 mile of urban reconstruct project, with concrete pavement curb and gutter, storm sewer, and sidewalk. Water and sanitary improvements will be designed under a separate contract and tied to the construction, funded 100% by the MUNICIPALITY. The roadway will be closed to traffic during construction and an right of way plat is anticipated.

A. *DESIGN REPORTS*

(1) Prepare the following engineering reports/analyses as directed by the DEPARTMENT:

(a) Design Study Report (DSR).

(b) Traffic Management Plan (TMP) Type 2 prepared electronically.

(c) Pavement design report with LCCA

(d) Stormwater Drainage Water Quality Report will be prepared in accordance with the MANUAL. No TRANS 401/NR 151 or other stormwater management practices (peak discharge rate control, water quality treatment, infiltration) for regulatory reasons anticipated. Storm water reporting, up to 4 systems, outfalling into existing systems.

B. *ENVIRONMENTAL DOCUMENTATION*

Execute a disclosure statement as required by 40 CFR 1506.5(c).

Prepare a Categorical Exclusion Checklist (CEC) environmental document for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. Furnish the required number to the DEPARTMENT for approval.

Prepare an environmental document that evaluates reasonable alternatives to the PROJECT and consider other reasonable actions or activities that may achieve the same or similar goals of the proposed highway PROJECT, including other or additional transportation alternatives and intermodal opportunities and the alternative of taking no action. Evaluate alternative courses of action based upon a balanced consideration of the environment, public comments, and the need for safe and efficient transportation consistent with local, state, and national environmental goals. Prepare environmental documents that are concise and emphasize significant environmental issues and plausible alternatives. Comply with requirements specified in the MANUAL and TRANS 400, Wisconsin Administrative Code. In the event of a conflict between the MANUAL and TRANS 400, Wisconsin Administrative Code, the administrative rule supersedes.

- (1) Historical and Archaeological Surveys and Studies:
 - (a) The DEPARTMENT will provide notification to the Native American tribes as provided in the MANUAL. The CONSULTANT shall provide a draft letter/email and map, and identify the appropriate tribes for the DEPARTMENT'S use. The CONSULTANT shall follow the procedures as set forth in the MANUAL to notify other interested parties of the PROJECT.
 - (b) The CONSULTANT shall follow the procedures set forth in the MANUAL for the Section 106 Process, Screening, to confirm whether this PROJECT meets the requirements for the "Screening List".
- (2) Hazardous Materials/Contamination Assessments
 - (a) Complete Phase I Hazardous Materials Investigation Report. No further investigation is anticipated.
 - (b) Obtain direction from the Project Manager and the Region environmental coordinator prior to conducting further evaluation studies when Phase 1 indicates further work is needed.
 - (c) The MUNICIPALITY acknowledges that the CONSULTANT is not, by virtue of this CONTRACT, the owner or generator of any waste materials generated as a result of the Hazardous Materials/ Contamination Assessments services performed by the CONSULTANT under this CONTRACT.
- (3) Wetland Investigations

Wetlands are not anticipated in the project area. Delineation is not anticipated to be required. CONSULTANT will verify this determination with WDNR.

C. AGENCY COORDINATION

- (1) Section 401 and 402 Certifications:

Evaluate the effects of the PROJECT on water quality, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary application.
- (2) Section 404 Permits:

Evaluate the potential for discharge of fill materials into the waters of the United States, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary permit application.
- (3) United States Fish and Wildlife Service (USFWS)

Submit to the DEPARTMENT coordination documentation with USFWS requesting review and comment on the PROJECT in accordance with the MANUAL including utilizing the USFWS Information for Planning and Consultation (IPaC) on-line tool.

- (4) Wisconsin Department of Natural Resources (WDNR)

Submit to the DEPARTMENT and the MUNICIPALITY coordination documentation with WDNR in accordance with the MANUAL. Complete and coordinate with DEPARTMENT the WDNR Project Coordination Request Template.

- (5) Bureau of Aeronautics (BOA) and Federal Aviation Administration (FAA)

Submit to the DEPARTMENT coordination documentation with the BOA and FAA regarding potential impacts of the PROJECT in accordance with the MANUAL.

D. RAILROAD/ UTILITY INVOLVEMENTS

- (1) Railroad Negotiations/Agreements: A railroad certification document will be prepared by the CONSULTANT and reviewed by the DEPARTMENT Region Railroad Coordinator for approval. No crossings within 1,000 feet of the project limits.

- (2) Utility Coordination

Perform all utility coordination in accordance with:

- a) The MANUAL
- b) Non-TRANS 220
- c) The WisDOT "Guide to Utility Coordination"
- d) The "Local Project Utility Coordination Task List" as agreed upon.

- (3) The MUNICIPALITY will provide the CONSULTANT with a list of known utilities on the PROJECT and a list of contact personnel for utility coordination. This list is not warranted to be complete but is furnished to assist the CONSULTANT. Verify and update the list.

- (4) Confer on an ongoing basis with all utility facility owners in the project vicinity to establish mutual understanding on design features of the project affecting utility facilities, and shall keep the MUNICIPALITY informed of all such coordination activities. Provide the MUNICIPALITY with plans and information that will allow it to meet its planned utility coordination schedule.

E. PUBLIC INVOLVEMENT

- (1) Public Involvement Meetings:

- (a) Conduct or assist the MUNICIPALITY in holding one (1) in-person public involvement/informational meetings to explain to the public concepts and probable impacts of this PROJECT.

- (b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meeting(s).
 - (c) Prepare a summary report after the public involvement meeting(s).
 - (d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting(s).
 - (e) Make all the necessary arrangements for scheduling the public involvement meeting(s) and provide notices and press releases for the MUNICIPALITY'S use.
 - (f) CONSULTANT will prepare and mail public meeting invites.
 - (g) Provide the MUNICIPALITY with copies of all public involvement correspondence and file notes.
 - (h) Coordinate meeting schedules with the MUNICIPALITY'S representative.
- (2) Public Involvement Plan:
- Prepare a Public Involvement Plan

F. MEETINGS

- (1) Hold one (1) in-person operational planning meeting (OPM) after developing conceptual design to discuss scoping concepts and establish design direction for 30% PS&E and subsequent public involvement.
- (2) Hold one (1) virtual design meeting after 60% PS&E to review property impacts and design concerns.
- (3) Prepare exhibits and attend one (1) virtual utility coordination meeting.
- (4) Participate in the pre-construction conference via telephone as scheduled by the DEPARTMENT.

G. SURVEYS

- (1) Topographic Field Survey
 - Survey limits:
 - o Perform full topography of the roadway to obtain roadway cross sections at 50' intervals and at inlet locations to a point 15 feet past the right of way on both sides of the roadway.
 - o Utility locations will be identified on the project plans based on system maps provided by utilities. Digger's hotline will be contacted to locate utilities within this vicinity. Located utilities in these areas will be surveyed.

- Locate and survey section and lot/block corners and right of way irons needed for establishment of existing right of way. Tie into lot corners or an estimated 2 section corners will need to be located. Reestablishment of missing section or lot corners is assumed not required and is not included. Included is one field trip by CONSULTANT to the County Courthouse to research plats, CSM's, and legal recordings within the project corridor. Obtain from Wood County Surveyor/Register of Deeds office.
 - Collect survey data at driveways and side road intersections and approximate 25 foot radii at curb ramps. It is assumed intersection geometrics to remain "as is". Topographic survey shall extend approximately 45 feet from the center of Vine Avenue.
 - It is assumed that roadside hazards along this urban corridor do not exist and survey of the project for such items is not included. Trees within the above survey limits will be surveyed along the corridor.
 - Existing storm sewer located directly in improvement areas will be surveyed, including structure and invert depths, along with the next structure outside the improvement areas.
 - The tops of visible existing water and sanitary manholes, valves and curb stops will be surveyed. Dipping of these facilities will be by the MUNICIPALITY.
 - Vertical Control
 - Five (5) benchmarks will be set.
 - Horizontal Control
 - 2 control points will be set, using GPS, at the locations mentioned under vertical control above (10 total control points).
- (2) Submit all survey data (including description, measured, and computed data) to the DEPARTMENT and MUNICIPALITY in the AASHTO SDMS format. Copies of original notes or printouts from other systems which may be used in lieu of the SDMS Collector software shall also be provided.
- (3) The coordinate system basis for this PROJECT shall be referenced horizontally to the Wisconsin Coordinate Reference System – Wood County, NAD83(2011) and vertically to NAVD88(2012).

H. *SOILS AND SUBSURFACE INVESTIGATIONS*

- (1) Perform four (4) borings to a depth of 10 feet of the existing pavement structure and soil materials, in order to determine quantities and qualities of materials available for project needs.
- (2) Perform subsurface investigations to analyze project geotechnical concerns and provide full detailed recommendations. The soils shall be classified by pedological means to provide pavement design parameters, recommendations for subgrade improvements if any, and yield information of subgrade material for installation of storm sewer or utilities.

- (3) Geotechnical investigations shall be coordinated with the MUNICIPALITY, with a minimum of three working days prior notice, to enable the MUNICIPALITY to make provisions for on-site observations and to evaluate conditions during drilling.
- (4) All boreholes and monitoring wells shall be backfilled as per the April 20, 1992 guidelines titled "Wisconsin Department of Transportation Geotechnical Unit -Drilled Borehole and Monitoring Well Abandonment Procedures".
- (5) Record final borehole location; station and referenced offset and elevation. CONSULTANT shall provide final boring location GPS coordinates and provide an aerial image based on available city or county GIS imagery showing coordinate correct as-drilled boring locations.

I. TRAFFIC

- (1) Traffic counts based on volumes in State Municipal Agreement (SMA) and confirmed by the MUNICIPALITY. Adjust traffic volumes for the construction year. Traffic data is not required.
- (2) The intended traffic control scheme involves closure of the roadway with local access to residences. A signed detour will not be provided.

J. ROAD PLANS

- (1) Section II C (9) in the Standard Provision of the CONTRACT is amended to include the following plans which will include:

- Title Sheet
- Project Overview - Single Sheet Schematic Drawing
- Typical Cross Sections and General Notes
- Driveway Details
- City Standard Plates
- Intersection Details (6)
- Curb Ramp Details (26)
- Storm Sewer Plans
- Erosion Control Plans
- Marking & Signing Plans (including cross walks)
- Traffic Control Overview Plan - Vehicular (Road closed)
- Pedestrian Accommodation Plans (sidewalks closed with detour to next block)
- Alignment Diagram
- Miscellaneous Quantities
- Plan on profile
- Cross sections and Earthwork data

- (2) It is anticipated that the total project will not exceed 0.50 miles in length, starting on the north side of 14th Street and ending on the south side of 4th Street. Work on those intersections or those curb ramps are not anticipated.
- (3) Storm sewer assumptions include:

- (a) CONSULTANT's design for storm sewer capacity shall be either that dictated by FDM or that of the existing storm sewer capacity; whichever is lower. The capacity of existing storm sewer shall be determined as the full-flow capacity of the existing pipe segment that storm sewer designed as part of this project will connect to.
 - (b) Storm sewers shall be sized according to full-flow capacity based upon Manning's equation. Evaluation of storm sewer back-ups and/or capacity restrictions due to downstream issues is not included.
 - (c) Stormwater management (peak rate control or water quality treatment) is not included.
- (4) The MUNICIPALITY will supply watermain and sanitary sewer plans, bid items, specifications and estimate in WisDOT format to insert in the PROJECT. CONSULTANT will insert MUNICIPALITY plans into the PROJECT.

K. PLATS

- (1) Prepare a Traditional Right-of-Way Plat in accordance with the MANUAL. Up to 75 parcels are include for anticipated TLE for grading at curb ramps, back of sidewalk and utility services.
- (2) Right of way descriptions shall be provided for all individual parcels of land to be acquired as Right of Way for the PROJECT. An individual legal description shall be provided for each parcel, or an envelope description that does not cover more than one page of the plat. Descriptions shall be by metes and bounds in accordance with the provisions as set forth in the MANUAL, or in the case of platted property by suitable reference to the platted data. For all unplatted property the descriptions shall be referenced to and tied into the pertinent section or quarter section corners.
- (3) One trip to field locate and temporarily mark the new right of way boundaries in a manner which will facilitate the appraisal of all affected parcels.
- (4) Provide on the Right-of-Way Plat, point numbers for all new right-of-way points to be monumented and all existing right-of-way points.
- (5) A table shall be assigned to every Right-of-Way Plat sheet stating the historical basis for dimensioning the existing highway right-of-way, to also include intersecting side roads. The coordinate basis for the plat shall be on the title sheet and each detail sheet.
- (6) Be responsible for changes to the plat sheets and legal descriptions until the Real Estate Certification is completed. Changes on the R/W plat that occur following the initial relocation order (excluding hardship or protective purchase) are to be anticipated and are part of this contract. Up to one revision is anticipated.
- (7) Submit the Right-of-Way Plat electronically in accordance with the MANUAL to be reproduced by the DEPARTMENT for each relocation order or when requested by the DEPARTMENT.
- (8) For CONSULTANT design contracts having real estate acquisition: Supply the MUNICIPALITY with an electronic set of plan/profile and cross sections, including r/w plat if developed as part of this contract, for the MUNICIPALITY'S use in real estate acquisition

at the time required in the project schedule. Revised electronic sheets shall be supplied to the MUNICIPALITY as such revisions are made throughout the acquisition process.

- (9) Title searches shall be made of the titles to all properties or premises through or over which a Right of Way for the PROJECT is to be acquired. The Title Search shall extend over and cover a minimum period of sixty (60) years or to the last conveyance of record if more than sixty (60) years, and shall include a certificate to the MUNICIPALITY of all entries of record affecting the titles of the said properties or premises during such period. A copy of the last deed of record shall be included as part of the title report. All easements of record on purchased property shall be identified. All liens, mortgages, and tax records shall be identified. Up to seventy five (75) title searches, are included in this CONTRACT.
- (10) There will be no ownership reports.
- (11) Up to one (1) title search update is included for each parcel.
- (12) Two (2) section corners will be located and tied into the project. If section corners cannot be located, new section corners will not be established under this CONTRACT.

L. SERVICES PROVIDED BY THE MUNICIPALITY/DEPARTMENT

The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

- (1) As-built plans, as may be available
- (2) Available plat information
- (3) Traffic counts or studies
- (4) Existing utility owner names and contacts
- (5) Water and sanitary sewer upgrades (100% MUNICIPAL funded improvements tied and LET with roadway design project under separate category)
- (6) Names and addresses of property owners
- (7) Meeting site for requested on-site meetings and publishing of the PIM advertisement.

The DEPARTMENT will provide to the CONSULTANT the following for the PROJECT:

- (1) Section 106 Screening

M. PROSECUTION AND PROGRESS

- (1) The CONSULTANT shall report on the progress of the PROJECT as stipulated in the CONTRACT agreement. Standard benchmarks, consistent with DEPARTMENT'S internal staff benchmarks, will be reported monthly to the DEPARTMENT and MUNICIPALITY. The actual start, projected or actual finish date, and percent of work complete will be included for all relevant benchmarks on any PROJECT report required for delivery to DEPARTMENT and MUNICIPALITY staff. The report can be delivered in electronic format consistent with current DEPARTMENT standards (Microsoft Project), or on paper.
- (2) The CONSULTANT proposes to sublet these services to:
 - (a) Subsurface Investigations to American Engineering Testing, Inc.

(b) Title Searches to Wood County Title

- (3) The following items of work will be completed and submitted to the DEPARTMENT by the indicated dates, if CONSULTANT has received the Notice to Proceed by December 10, 2024:

Report Title	Date
30% PS&E	May 2025
Environmental Document	September 2025
60% PS&E/Design Study Report	December 1, 2025
Plat	January 15, 2026
90% PS&E	September 1, 2026
Final PS&E (scheduled)	November 1, 2026
Preconstruction Meeting	May 2027

- (4) February 9, 2027 is the scheduled LET. The contract will be completed by June 1, 2027.

The CONSULTANT will deliver construction ID 6995-11-73 based on Final PS&E. Updates after the PS&E, if required, will be considered "extra services".



**City of
MARSHFIELD
MEMORANDUM**

To: Board of Public Works
From: Mark Kivela, Wastewater Superintendent
Date: February 3, 2025
RE: Request to Approve Lateral and Main Lining on S Maple Ave.

Background:

S Maple Avenue, 17th St to Central Ave was scheduled for new pavement last year along with some necessary underground utility rehabilitation. One of these was sanitary sewer lateral replacements, but due to the prohibitively high bid cost to replace these unusually deep laterals, the project was delayed until 2025. The city has explored trenchless options to repair these laterals to minimize cost and further delays.

Analysis:

A specific lateral lining method called a T-Liner from LMK Technologies is the only method staff has found to properly rehabilitate these laterals without doing complete excavation/replacements. This method utilizes a one-piece, main and lateral connection liner with a watertight gasket that seals out infiltration. I've contacted LMK Technologies for a list of Wisconsin-based contractors that install these. They stated that Musson Brothers, Inc. is the main contractor that installs these for municipalities in Wisconsin and is highly recommended.

I reached out to Musson Brothers to obtain a quotation for the 25 lineable laterals on S Maple and to line the three remaining sewer mains on S Maple that have yet to be rehabilitated. This would complete sewer main rehabilitations on S Maple from 14th St to S Central Ave.

Musson Brothers' quote is approximately \$1,000 less per lateral vs. excavation and replacement. Lining also avoids surface restoration which saves an additional \$1,000 or more per lateral.

Recommendation:

To accept Musson Brothers, Inc. quotation for lining 25 laterals and 756' of sewer main for a total cost of \$258,467 and authorize staff to sign and execute this contract.

Attachment:

Musson Brothers Inc. quotation dated 1/24/2025.



RE: LMK T-liner

Musson Brothers, Inc. (hereinafter, known as MBI) proposes to furnish all necessary materials, labor, tools, equipment, supplies and the supervision necessary to perform the work outlined in the DESCRIPTION and the SCOPE OF WORK with the exception of those items that have been specifically addressed in the TERMS AND CONDITIONS of this proposal.

LOCATION OF PROJECT: Marshfield WI
DESCRIPTION: Marshfield Lateral CIPP Pilot Project
QUOTE DATE: 1/24/2025

Item	Description	Unit	QTY	Price	Extension
1	Mobilization	LS	1	\$ 13,500.00	\$ 13,500.00
2	Pre-TV Lateral Launch and Locate	EA	25	\$ 350.00	\$ 8,750.00
3	8" Mainline CIPP	LF	756	\$ 57.00	\$ 43,092.00
4	Installation of Hydro-Excavated VAC-A-TEE Cleanout	EA	25	\$ 2,000.00	\$ 50,000.00
5	Installation of T-liner up to 5 ft.	EA	25	\$ 4,850.00	\$ 121,250.00
6	Lateral liner installation past 5 ft.	LF	625	\$ 35.00	\$ 21,875.00
TOTAL					\$ 258,467.00

Inclusions:

1. Cleaning and televising of unlined sanitary mainline.
2. Pre-televising and locating of laterals to be lined.
3. Cleaning of laterals to be lined.
4. Installation of 8" mainline CIPP
5. Reinstatement of laterals.
6. Installation of T-liners to cleanout at right-of-way.
7. Post-televising of mainline CIPP.
8. Post-televising of T-liners.

Exclusions:

1. Heavy traffic control beyond cones and signs in immediate work area (i.e. flaggers, no parking signs, road closures, detours)
2. Determination of active/inactive laterals. Video footage will be provided to owners for direction.
3. Dump site for sewage waste from cleaning.
4. Dump site for hydro-excavated material from cleanout installation
5. Hard surface restoration for cleanouts.
 - a. Castings for cleanouts in hard surface can be priced with change order if required.

P.O. Box 818
 Rhinelander, Wisconsin 54501
 (715) 365-8700
 Fax (715) 369-9296

AN EQUAL OPPORTUNITY EMPLOYER

1522 Pearl Street
 Waukesha, WI 53186
 (262) 790-5060
 Fax (262) 790-5069

- 1) Unit price, proposal, payment shall be based on actual quantities.
- 2) Bypass limited Musson Brothers work only limited to 4" pump. Any greater bypass to be provided by others.
- 3) Lateral Liner install – ASTM 2561-20 and ASTM 1216
- 4) Prime contractor to coordinate access to necessary manholes.
- 5) Prices do not include chemical grouting, protruding tap removal, or service reinstatement.
- 6) Cleaning will be limited to jet-flushing only (no-vac).
- 7) Water to be provided onsite by prime.
- 8) Any and all permits, if necessary to be provided by others.
- 9) Pre-Video and Post Video to be provided per specifications.
- 10) Work must be given to MBI in adequate time to allow for completion by our forces. MBI will not be liable for liquidated damages or subject to any other penalties for work issued without adequate time to complete. Upon work issued to MBI, we will return a schedule to the prime contractor for installation.
- 11) If in the sole opinion of our Field Superintendent, conditions become unsafe or unsuitable for our method(s) of repair, we reserve the right to terminate work in that section without prejudice against any other structures or pipelines that may be completed for reasons such as but not limited to: irregular pipe shapes, collapsed pipe sections, protruding taps, severe offset joint(s), severe mineral deposits, other obstructions, access restraints or crew/equipment limitations.
- 12) Payment due within 15 days of prime receiving payment from owner. Late fees will apply, 1.5% monthly or 18% annually for the past due invoice(s). We reserve the right to suspend work for nonpayment for work performed. MBI will not be held responsible for liquidated damages that may result from termination or suspension of work due to nonpayment of outstanding invoices between MBI and the owner.
- 13) Any unauthorized additions, deletions, or alteration to any part of this proposal without written approval by MBI will null and void this proposal.
- 14) Pre and post site surface construction photos and videos by others.
- 15) Prime to provide secure parking for MBI equipment on site in Marshfield WI.
- 16) No Parking signs to be provided by prime.
- 17) This proposal needs to be included in any subcontract.
- 18) Night work to be performed if required.
- 19) If a bond is to be provided by Musson Brothers, please add 2% to the total quoted price.

Accepted By: **Company:**

Date

Jake Sikma

Approved By: Jake Sikma
Company: Musson Brothers, Inc.

 1/24/2025
Date



City of
MARSHFIELD
MEMORANDUM

TO: Board of Public Works
FROM: Josh Mauritz, Acting Public Works Director
DATE: February 3, 2025
RE: Final Assessments – 14th Street (Maple Avenue to Vine Avenue) Reconstruction

BACKGROUND

The following is a table of the assessable Items for the project noted above showing the estimated versus final unit costs:

14th Street - Maple Avenue to Vine Avenue				
Item	Estimated	Final	Unit	Difference
Street Construction - Frontage, Residential	\$64.83	\$50.61	LF	-22%
Street Construction - Frontage, Non-Residential	\$121.76	\$96.28	LF	-21%
Street Construction - Sideage, Residential	\$32.42	\$25.30	LF	-22%
Street Construction - Sideage, Non-Residential	\$91.32	\$72.22	LF	-21%
Concrete Driveway Apron, 6" Reinforced	\$91.06	\$82.78	SY	-9%
Concrete Driveway Apron, 8" Reinforced	\$101.95	\$92.68	SY	-9%
Concrete Sidewalk, 4"	\$7.63	\$6.94	SY	-9%
Concrete Sidewalk, 6" Reinforced	\$10.12	\$9.20	SY	-9%
Sanitary Sewer Lateral, 6" PVC	\$75.02	\$68.20	LF	-9%
Water Service, 1" Copper	\$66.55	\$60.50	LF	-9%
Water Curb Stop, 1"	\$847.00	\$770.00	LF	-9%

Enclosed with this memo is a table with the final special assessments. All of the final assessments were less than originally estimated.

RECOMMENDATION

Approve the final special assessments for the 14th Street (Maple Avenue to Vine Avenue) reconstruction project.

ATTACHMENTS

1. Final special assessments table for the 14th Street (Maple Avenue to Vine Avenue) reconstruction project

Respectfully submitted,
 Josh Mauritz

Parcel ID with Dashes	Owner Name	Property Address	M_Frontage, Residential	M_Frontage, Non-Residential	M_Sideage, Residential	M_Sideage, Non-Residential	M_Driveway, 6"	M_Driveway, 8"	M_Sidewalk, 4"	M_Sidewalk, 6"	M_Sanitary Lateral, 6"	Assessment Waived?	M_Water Service, 1" Cu	M_Water, 1" Curb Stop	Estimated Special Assessment with Engineering and Contingency	Final Special Assessment with Engineering	Difference	Comments
			50.61	96.28	25.30	72.22	82.78	92.68	6.94	9.20	68.20	Y/N	60.50	770.00				
33-02340	CDR II, LLC	1213 S Central Ave	-	-	-	-	-	-	-	-	-	Y	574.75	770.00	\$ 4,271.30	\$ 1,344.75	\$ (2,926.55)	
33-02350	Harold E. Eisner	1208 S Maple Ave	-	-	-	-	-	-	-	-	6,410.80		-	-	\$ 7,877.10	\$ 6,410.80	\$ (1,466.30)	
33-02351	Itsm, LLC	111 E 14th St	-	6,099.34	-	8,066.25	-	2,919.42	402.52	-	1,773.20		400.00	-	\$ 25,817.91	\$ 19,660.73	\$ (6,157.18)	2" Water Service
33-02369	Daren Leikness	1205 S Maple Ave	-	-	4,645.08	-	-	-	-	-	-		-	-	\$ 5,952.31	\$ 4,645.08	\$ (1,307.23)	
33-02373	Kortney Gibson	215 E 14th St	3,486.52	-	457.42	-	2,028.11	-	-	-	-		756.25	770.00	\$ 9,192.93	\$ 7,498.30	\$ (1,694.63)	
33-02373A	Dorothy A. Schnitzler	211 E 14th St	2,160.03	-	-	-	1,945.33	-	902.20	-	-		544.50	770.00	\$ 7,544.35	\$ 6,322.06	\$ (1,222.29)	
33-02376	Thomas A. Minor	1115 S Cedar Ave	-	-	4,426.24	-	183.77	-	2,322.82	348.68	-		-	-	\$ 7,667.85	\$ 7,281.51	\$ (386.34)	New sidewalk assessed at 50%
33-02388	Joshua Foemmel	1108 S Cherry Ave	-	-	3,185.02	-	1,672.16	-	1,735.69	334.42	-	Y	695.75	770.00	\$ 10,046.96	\$ 8,393.04	\$ (1,653.92)	New sidewalk assessed at 50%
33-02388A	Emily M. Ulrich	309 E 14th St	2,482.93	-	-	-	-	-	838.35	-	2,332.44		635.25	770.00	\$ 8,386.54	\$ 7,058.97	\$ (1,327.57)	New sidewalk assessed at 50%
33-02412	Casey E. Easley	1107 S Cherry Ave	-	-	4,426.99	-	2,326.12	-	2,762.12	1,496.84	2,625.70		907.50	770.00	\$ 16,132.08	\$ 15,315.27	\$ (816.81)	
33-02416	Ronald D. Sievers	1100 S Vine Ave	-	-	138.90	-	-	-	-	-	-		-	-	\$ 177.99	\$ 138.90	\$ (39.09)	
33-02417	Brian C. Fure	411 E 14th St	3,994.65	-	-	-	-	-	2,283.26	-	1,875.50		332.75	770.00	\$ 11,823.58	\$ 9,256.16	\$ (2,567.42)	
33-02627	Kevin John Splude	214 E 14th St	3,542.70	-	-	-	-	-	-	-	-	Y	756.25	770.00	\$ 8,809.40	\$ 5,068.95	\$ (3,740.45)	
33-02628	Kevin John Splude	E 14th St	910.98	-	-	-	-	-	520.50	-	-		-	-	\$ 1,739.19	\$ 1,431.48	\$ (307.71)	
33-02629	Clement S. Fisher	210 E 14th St	2,226.84	-	-	-	-	-	-	-	2,393.82		756.25	770.00	\$ 7,123.82	\$ 6,146.91	\$ (976.91)	
33-02630	Shortt Family Properties, LLC	208 E 14th St	2,226.84	-	-	-	-	-	-	-	2,543.86		816.75	770.00	\$ 7,123.82	\$ 6,357.45	\$ (766.37)	
33-02631	Shortt Family Properties, LLC	206 E 14th St	2,226.84	-	-	-	-	-	-	-	2,632.52		756.25	770.00	\$ 7,123.82	\$ 6,385.61	\$ (738.21)	
33-02632	Kevin Hellenbrand	204 E 14th St	2,226.84	-	-	-	-	-	-	-	2,189.22		605.00	770.00	\$ 7,123.82	\$ 5,791.06	\$ (1,332.76)	
33-02633	Country Wireless, LLC	1405 S Maple Ave	-	-	2,226.40	-	496.68	-	131.86	-	-		-	-	\$ 14,690.13	\$ 2,854.94	\$ (11,835.19)	
33-02674	Richard C. Witzel	300 E 14th St	2,960.69	-	-	-	-	-	-	-	-	Y	665.50	770.00	\$ 5,438.16	\$ 4,396.19	\$ (1,041.97)	
33-02675	Justin H. Hahn	302 E 14th St	4,985.09	-	-	-	798.83	-	166.56	-	2,236.96		726.00	770.00	\$ 11,279.61	\$ 9,683.44	\$ (1,596.17)	
33-02681	Tom Martin	310 E 14th St	3,972.89	-	-	-	-	-	319.24	-	-	Y	756.25	770.00	\$ 9,711.44	\$ 5,818.38	\$ (3,893.06)	
33-02682	James J. Genett	314 E 14th St	3,972.89	-	-	-	-	-	-	-	-	Y	605.00	770.00	\$ 6,734.76	\$ 5,347.89	\$ (1,386.87)	
33-02691	Dixie J. Karl	318 E 14th St	4,453.68	-	-	-	1,614.21	-	-	-	-		-	-	\$ 7,316.80	\$ 6,067.89	\$ (1,248.91)	
33-02692	Hirsch Family Irrevocable Trust	412 E 14th St	4,301.85	-	-	-	-	-	-	-	2,318.80		726.00	770.00	\$ 9,781.85	\$ 8,116.65	\$ (1,665.20)	
33-02694	Janet A. Marshall	410 E 14th St	2,226.84	-	-	-	1,887.38	-	-	-	-	Y	695.75	770.00	\$ 9,145.35	\$ 5,579.97	\$ (3,565.38)	
33-02695	Arlene M. Wenzel	408 E 14th St	2,226.84	-	-	-	1,266.53	-	-	-	-	Y	786.50	770.00	\$ 8,762.90	\$ 5,049.87	\$ (3,713.03)	
33-02696	Kenneth P. Meyer	406 E 14th St	2,125.62	-	-	-	1,316.20	-	-	-	2,468.84		816.75	770.00	\$ 8,605.92	\$ 7,497.41	\$ (1,108.51)	
33-02697	Normington Properties, LLC	404 E 14th St	2,328.06	-	-	-	-	-	-	-	-	Y	665.50	770.00	\$ 7,478.54	\$ 3,763.56	\$ (3,714.98)	
33-02698	Desiree M. Garcia	402 E 14th St	2,226.84	-	-	-	1,456.93	-	-	-	-	Y	726.00	770.00	\$ 8,498.83	\$ 5,179.77	\$ (3,319.06)	
33-02699	Amanda M. Oleson	400 E 14th St	2,226.84	-	-	-	-	-	-	-	2,311.98		877.25	770.00	\$ 7,123.82	\$ 6,186.07	\$ (937.75)	
33-03458	City of Marshfield	513 E 17th St	-	2,395.45	-	-	-	-	-	-	-		-	-	\$ 3,029.39	\$ 2,395.45	\$ (633.94)	
33-03482	TR Amusements, LLC	110 E 14th St	-	4,350.89	-	-	-	1,249.33	-	-	2,605.24		907.50	770.00	\$ 10,104.12	\$ 9,882.96	\$ (221.16)	
33-03482A	CCK, Inc	114 E 14th St	-	6,258.20	-	-	-	1,696.04	-	-	2,366.54		756.25	770.00	\$ 13,308.17	\$ 11,847.03	\$ (1,461.14)	
			-	-	-	-	-	-	-	-	-		-	-				
TOTAL SPECIAL ASSESSMENTS CHARGED:			63,493.30	19,103.88	19,506.05	8,066.25	16,992.25	5,864.79	12,385.12	2,179.94	39,085.42	-	18,247.50	19,250.00	\$ 294,944.56	\$ 224,174.50	\$ (70,770.06)	



City of
MARSHFIELD
MEMORANDUM

TO: Board of Public Works
FROM: Josh Mauritz, Acting Public Works Director
DATE: February 3, 2025
RE: Final Special Assessments – 2024 Asphalt Paving Program

BACKGROUND

312297, 312236 2024 Asphalt Paving Program

- 6th Street - Maple Avenue to Cedar Avenue
- 12th Street - Adams Avenue to Locust Avenue
- 12th Street - Chestnut Avenue to Central Avenue
- 11th Street - Adams Avenue to Locust Avenue
- 15th Street - Peach Avenue to Palmetto Avenue
- Alley Central/Chestnut - Doege to Edison
- Alley Central/Maple - 12th to 14th
- Ash Avenue - 3rd Street to 2nd Street
- Immanuel Court
- Lincoln Avenue - Airport Road to 14th Street
- Locust Avenue - 13th Street to 11th Street
- Luther Court
- Palmetto Avenue - Blodgett Street to Doege Street

ANALYSIS

The following is a table of the assessable items for the projects noted above showing the estimated versus the final unit costs:

Subcut Streets and Overlays

6th Street - Maple Avenue to Cedar Avenue				
Item	Estimated	Final	Unit	Difference
Concrete Driveway Entrances	\$91.06	\$82.78	SY	-9%

Mill and Fill

12th Street - Adams Avenue to Locust Avenue				
Item	Estimated	Final	Unit	Difference
Asphalt Paving / Removal - Frontage	\$22.44	\$17.88	LF	-20%
Asphalt Paving / Removal - Sideage, Residential	\$11.22	\$8.94	LF	-20%

Pulverize and Repave Alleys

Alley Central/Chestnut - Doege to Edison				
Alley Central/Maple - 12th to 14th				
Item	Estimated	Final	Unit	Difference
Asphalt Paving / Pulverizing - Sideage, Residential	\$8.25	\$6.46	LF	-22%
Asphalt Paving / Pulverizing - Sideage, Non-Residential	\$18.92	\$9.69	LF	-49%

Pulverize and Repave Ditched Streets

Ash Avenue - 3rd Street to 2nd Street				
Immanuel Court				
Locust Avenue - 13th Street to 11th Street				
Luther Court				
Palmetto Avenue - Blodgett Street to Doege Street				
11th Street - Adams Avenue to Locust Avenue				
12th Street - Chestnut Avenue to Central Avenue				
15th Street - Peach Avenue to Palmetto Avenue				
Lincoln Avenue - Airport Road to 14th Street				
Item	Estimated	Final	Unit	Difference
Asphalt Paving / Pulverizing - Frontage	\$22.67	\$17.76	LF	-22%
Asphalt Paving / Pulverizing - Sideage, Residential	\$11.34	\$8.88	LF	-22%
Asphalt Paving / Pulverizing - Frontage, Non-Residential	\$22.67	\$17.76	LF	-22%
Asphalt Paving / Pulverizing - Sideage, Non-Residential	\$17.00	\$13.32	LF	-22%
Asphalt Driveway Entrances	\$36.67	\$30.48	SY	-17%
Driveway Culvert, 10" SICPP	\$8.17	\$8.17	LF	0%
Driveway Culvert, 12" SICPP	\$8.25	\$8.25	LF	0%
Driveway Culvert, 15" SICPP	\$11.17	\$11.17	LF	0%
Driveway Culvert, 18" SICPP	\$15.33	\$15.33	LF	0%
Sanitary Sewer Lateral, 6" PVC	\$75.00	\$68.20	LF	-9%

Parcel ID with Dashes	Owner Name	Property Address	M_Frontage, Residential	M_Frontage, Non-Residential	M_Sideage, Residential	M_Sideage, Non-Residential	M DR Asbuilt	M_Sidewalk, 4"	M 10 in	M 12 in	M 15 in	M 6" PVC	Assessment Waived?	Estimated Special Assessment with Engineering and Contingency	Final Special Assessment with Engineering	Difference	Comments
2024 Asphalt Paving Program Final Special Assessment			Frontage / Sideage				Driveway(s)	Driveway Culverts (St. Div. cost)				San Lateral					
Pulverize and Repave			\$ 17.76	\$ 17.76	\$ 8.88	\$ 13.32	\$ 30.15	\$ 6.94	\$ 8.17	\$ 8.25	\$ 11.17	\$ 68.20	Y/N				
Alley - Chestnut/Central, Doege to Edison			\$ 12.92	\$ 12.92	\$ 6.46	\$ 9.69											\$\$ rates used for alley only
33-00261	John A. Scheuer	513 N Chestnut Ave	\$ -	\$ -	\$ 497.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 873.18	\$ 497.42	\$ (375.76)	
33-00262	Scott G. Boushon	507 N Chestnut Ave	\$ -	\$ -	\$ 497.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 873.18	\$ 497.42	\$ (375.76)	
33-00264	JPB Investments, LLC	508 N Central Ave	\$ -	\$ -	\$ -	\$ 2,131.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,740.00	\$ 2,131.80	\$ (1,608.20)	
33-00267	JPB Investments, LLC	502 N Central Ave	\$ -	\$ -	\$ -	\$ 426.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 748.00	\$ 426.36	\$ (321.64)	
33-00268	2020 Marsh, LLC	500 N Central Ave	\$ -	\$ -	\$ -	\$ 426.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 748.00	\$ 426.36	\$ (321.64)	
33-00269	Dorothy Faust	109 W Doege St	\$ -	\$ -	\$ 994.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,746.36	\$ 994.84	\$ (751.52)	
Alley - Chestnut/Maple, 12th to 14th			\$ 12.92	\$ 12.92	\$ 6.46	\$ 9.69											\$\$ rates used for alley only
33-02338	Schreiner's Inc	1301 S Central Ave	\$ -	\$ -	\$ -	\$ 212.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 372.30	\$ 212.21	\$ (160.09)	
33-02340	CDR II, LLC	1213 S Central Ave	\$ -	\$ -	\$ -	\$ 426.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 748.00	\$ 426.36	\$ (321.64)	
33-02341	CDR II, LLC	S Central Ave	\$ -	\$ -	\$ -	\$ 426.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 748.00	\$ 426.36	\$ (321.64)	
33-02342	Perfect 10 East, LLC	1201 S Central Ave	\$ -	\$ -	\$ -	\$ 1,065.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,870.00	\$ 1,065.90	\$ (804.10)	
33-02342A	Ali Sabani	1209 S Central Ave	\$ -	\$ -	\$ -	\$ 1,065.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,870.00	\$ 1,065.90	\$ (804.10)	
33-02347A	Kristine A Mueller Revocable Trust	108 E 12th St	\$ -	\$ -	\$ 568.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 997.92	\$ 568.48	\$ (429.44)	
33-02348	Gary M. Witt Sr	1204 S Maple Ave	\$ -	\$ -	\$ 568.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 997.92	\$ 568.48	\$ (429.44)	
33-02350	Harold E. Eisner	1208 S Maple Ave	\$ -	\$ -	\$ 284.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 498.96	\$ 284.24	\$ (214.72)	
33-02351	Itsm, LLC	111 E 14th St	\$ -	\$ -	\$ -	\$ 613.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,076.78	\$ 613.76	\$ (463.02)	
Ash Avenue - 3rd Street to 2nd Street																	
33-00919	John L. Salazar	512 E 2nd St	\$ -	\$ -	\$ 781.44	\$ -	\$ 401.00	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,375.62	\$ 1,182.44	\$ (193.18)	
33-00921	Adam C. Erickson	204 S Ash Ave	\$ 1,562.88	\$ -	\$ -	\$ -	\$ 470.34	\$ 506.62	\$ -	\$ -	\$ -	\$ -		\$ 2,826.98	\$ 2,539.84	\$ (287.14)	
33-00923	Michael P. Hankins	513 E 3rd St	\$ -	\$ -	\$ 1,172.16	\$ -	\$ 485.42	\$ 748.13	\$ -	\$ -	\$ -	\$ -		\$ 2,741.10	\$ 2,405.71	\$ (335.39)	
33-01323A	Dsd Properties, LLC	600 E 2nd St	\$ -	\$ -	\$ -	\$ 2,344.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,992.00	\$ 2,344.32	\$ (647.68)	
33-01324	Paul F. Wolf	601 E 3rd St	\$ -	\$ -	\$ -	\$ 1,758.24	\$ 711.54	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,871.06	\$ 2,469.78	\$ (401.28)	
Immanuel Court																	
33-06645	Robert J. Neuens	1500 Immanuel Ct	\$ 1,953.60	\$ -	\$ 222.00	\$ -	\$ 1,150.22	\$ -	\$ -	\$ -	\$ 413.29	\$ -		\$ 4,629.62	\$ 3,739.11	\$ (890.51)	
33-06646	Indira Rai	1510 Immanuel Ct	\$ 4,077.70	\$ -	\$ -	\$ -	\$ 750.74	\$ -	\$ -	\$ 264.00	\$ -	\$ -		\$ 6,482.55	\$ 5,092.44	\$ (1,390.11)	
33-06648	Alisa Walz Flannigan	1606 Immanuel Ct	\$ 1,555.24	\$ -	\$ -	\$ -	\$ 422.10	\$ -	\$ -	\$ 247.50	\$ -	\$ -		\$ 2,232.71	\$ 2,224.84	\$ (7.87)	
33-06649	Jose L. Guzman	1612 Immanuel Ct	\$ 1,234.50	\$ -	\$ -	\$ -	\$ 509.54	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,338.53	\$ 1,744.04	\$ (594.49)	
33-06650	Epic Home Care LLC	1607 Immanuel Ct	\$ 2,020.02	\$ -	\$ -	\$ -	\$ 1,153.24	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 4,164.47	\$ 3,173.26	\$ (991.21)	
33-06650A	Laura L. Brogan	Immanuel Ct	\$ 2,069.75	\$ -	\$ -	\$ -	\$ 1,465.29	\$ -	\$ 196.08	\$ -	\$ -	\$ -		\$ 2,839.96	\$ 3,731.12	\$ 891.16	
33-06653	Scott J. Spata	1511 Immanuel Ct	\$ 2,308.80	\$ -	\$ -	\$ -	\$ 726.62	\$ -	\$ -	\$ 247.50	\$ -	\$ -		\$ 4,006.84	\$ 3,282.92	\$ (723.92)	
33-06654	Dominic G. Kaiser	1501 Immanuel Ct	\$ 1,953.60	\$ -	\$ 444.00	\$ -	\$ 756.77	\$ -	\$ -	\$ -	\$ 335.10	\$ -		\$ 4,272.62	\$ 3,489.47	\$ (783.15)	
Locust Avenue (13th Street to 11th Street)																	
33-06590	Alvan A. Chaney Jr	1200 S Locust Ave	\$ 1,789.32	\$ -	\$ 348.54	\$ -	\$ 1,326.60	\$ -	\$ -	\$ 231.00	\$ -	\$ -		\$ 4,528.66	\$ 3,695.46	\$ (833.20)	
33-05257	Ship of Fools, LLC	501 W 13th St	\$ -	\$ -	\$ 1,243.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,587.60	\$ 1,243.20	\$ (344.40)	

Parcel ID with Dashes	Owner Name	Property Address	M_Frontage, Residential	M_Frontage, Non-Residential	M_Sideage, Residential	M_Sideage, Non-Residential	M DR Asbuilt	M_Sidewalk, 4"	M 10 in	M 12 in	M 15 in	M 6" PVC	Assessment Waived?	Estimated Special Assessment with Engineering and Contingency	Final Special Assessment with Engineering	Difference	Comments
2024 Asphalt Paving Program Final Special			Frontage / Sideage				Driveway(s)	Driveway Culverts (St. Div. cost)				San Lateral					
33-06603	Gene R. Shaw	1120 S Locust Ave	\$ 1,953.60	\$ -	\$ -	\$ -	\$ (1,673.93)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,361.13	\$ 279.67	\$ (3,081.46)	
33-06604	David J. Schreiner	1116 S Locust Ave	\$ 1,776.00	\$ -	\$ -	\$ -	\$ 1,228.61	\$ -	\$ -	\$ 363.00	\$ -	\$ -		\$ 4,065.63	\$ 3,367.61	\$ (698.02)	
33-06605	Christopher J. Kolstad	1110 S Locust Ave	\$ 1,953.60	\$ -	\$ -	\$ -	\$ 1,095.95	\$ -	\$ -	\$ 379.50	\$ -	\$ -		\$ 4,250.16	\$ 3,429.05	\$ (821.11)	
33-06620	Darrell D. Bender	1105 S Locust Ave	\$ 1,555.24	\$ -	\$ -	\$ -	\$ 506.52	\$ -	\$ 204.25	\$ -	\$ -	\$ -		\$ 2,824.02	\$ 2,266.01	\$ (558.01)	
33-06621	Michael T. Sullivan	1109 S Locust Ave	\$ 1,950.58	\$ -	\$ -	\$ -	\$ 45.23	\$ -	\$ -	\$ 354.75	\$ -	\$ -		\$ 3,898.42	\$ 2,350.56	\$ (1,547.86)	
33-06622	Eric M. Bowman	1113 S Locust Ave	\$ 1,598.40	\$ -	\$ -	\$ -	\$ 1,106.51	\$ -	\$ -	\$ 227.70	\$ 312.76	\$ -		\$ 4,001.02	\$ 3,245.37	\$ (755.65)	
33-06623	Carol Lawrence	1117 S Locust Ave	\$ 1,598.40	\$ -	\$ -	\$ -	\$ 423.61	\$ -	\$ -	\$ 206.25	\$ 279.25	\$ -		\$ 3,295.79	\$ 2,507.51	\$ (788.28)	
33-06624	Jean Marie Parker	1121 S Locust Ave	\$ 1,598.40	\$ -	\$ -	\$ -	\$ 1,109.52	\$ -	\$ -	\$ 214.50	\$ 290.42	\$ -		\$ 3,795.01	\$ 3,212.84	\$ (582.17)	
33-06625	Jean Marie Parker	1201 S Locust Ave	\$ 1,598.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,040.30	\$ 1,598.40	\$ (441.90)	
33-06626	Lange Family Legacy Trust	1205 S Locust Ave	\$ 1,598.40	\$ -	\$ -	\$ -	\$ 278.89	\$ -	\$ -	\$ 239.25	\$ -	\$ -		\$ 3,204.55	\$ 2,116.54	\$ (1,088.01)	
33-06627	Lange Family Legacy Trust	1209 S Locust Ave	\$ 1,728.23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,206.02	\$ 1,728.23	\$ (477.79)	
33-03366F	Lange Family Legacy Trust	S Locust Ave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
Luther Court																	
33-06641	John R. Schmelzer	1601 Luther Ct	\$ 2,035.30	\$ -	\$ -	\$ -	\$ 642.20	\$ -	\$ -	\$ 214.50	\$ -	\$ -		\$ 3,551.38	\$ 2,892.00	\$ (659.38)	
33-06642	Edward L. Hahn	1511 Luther Ct	\$ 2,042.40	\$ -	\$ -	\$ -	\$ 1,344.69	\$ -	\$ -	\$ 247.50	\$ -	\$ -		\$ 4,464.36	\$ 3,634.59	\$ (829.77)	
33-06643	Ajay K. Parsaik	1501 Luther Ct	\$ 1,953.60	\$ -	\$ 222.00	\$ -	\$ 1,029.62	\$ -	\$ -	\$ -	\$ 390.95	\$ -		\$ 4,232.06	\$ 3,596.17	\$ (635.89)	
33-06638	John P. Mitchell	1612 Luther Ct	\$ 1,234.50	\$ -	\$ -	\$ -	\$ 863.80	\$ -	\$ 212.42	\$ -	\$ -	\$ -		\$ 2,725.37	\$ 2,310.72	\$ (414.65)	
33-06639	Gary Scott Olsen	1613 Luther Ct	\$ 1,127.94	\$ -	\$ -	\$ -	\$ (786.31)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,847.54	\$ 341.63	\$ (1,505.91)	
33-06640	Phyllis C. Wendt	1607 Luther Ct	\$ 1,661.80	\$ -	\$ -	\$ -	\$ 548.73	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,803.29	\$ 2,210.53	\$ (592.76)	
33-06634	Nathaniel J. Bremer	1027 W Chapel St	\$ -	\$ -	\$ 1,198.80	\$ -	\$ 794.45	\$ -	\$ -	\$ 272.25	\$ -	\$ -		\$ 2,790.49	\$ 2,265.50	\$ (524.99)	
33-06635	Judith M. Feddick	1510 Luther Ct	\$ 2,042.40	\$ -	\$ -	\$ -	\$ 1,447.20	\$ -	\$ -	\$ 247.50	\$ -	\$ -		\$ 4,535.87	\$ 3,737.10	\$ (798.77)	
33-06636	Peter N. Smith	1600 Luther Ct	\$ 2,042.40	\$ -	\$ -	\$ -	\$ 256.28	\$ -	\$ 220.59	\$ -	\$ -	\$ -		\$ 3,226.75	\$ 2,519.27	\$ (707.48)	
33-06637	Adam W. Bill	1606 Luther Ct	\$ 1,555.24	\$ -	\$ -	\$ -	\$ 1,468.31	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,580.36	\$ 3,023.55	\$ (556.81)	
Palmetto Avenue (Blodgett Street to Doege Street)																	
33-02514C	John H. Karl Jr	301 N Palmetto Ave	\$ 2,486.40	\$ -	\$ 88.80	\$ -	\$ (331.65)	\$ -	\$ -	\$ 156.75	\$ -	\$ -		\$ 4,922.65	\$ 2,400.30	\$ (2,522.35)	
33-02514C		301 N Palmetto Ave								\$ 181.50					\$ 181.50		
33-02514F	Jordan A. Schlinsog	309 N Palmetto Ave	\$ 1,403.04	\$ -	\$ -	\$ -	\$ 212.56	\$ -	\$ -	\$ 206.25	\$ -	\$ 1,629.98		\$ 5,432.37	\$ 3,451.83	\$ (1,980.54)	
33-02514G	Richard A. Wodinowich	313 N Palmetto Ave	\$ 1,403.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,790.93	\$ 1,403.04	\$ (387.89)	
		906 E Doege St												\$ -	\$ -	\$ -	
33-02509C	Kathryn L. Rietz	908 E Doege St	\$ 754.80	\$ -	\$ 990.12	\$ -	\$ (795.36)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,777.92	\$ 949.56	\$ (2,828.36)	
33-02509D	Brad S. Bushman	402 N Palmetto Ave	\$ 1,509.60	\$ -	\$ 612.72	\$ -	\$ 970.83	\$ -	\$ -	\$ 338.25	\$ -	\$ -		\$ 4,515.38	\$ 3,431.40	\$ (1,083.98)	
33-02511	Cheryl Flynn	907 E Blodgett St	\$ -	\$ -	\$ 2,735.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,492.72	\$ 2,735.04	\$ (757.68)	
33-02512A	Danny R. Fink	1100 E Doege St	\$ 888.00	\$ -	\$ 923.52	\$ -	\$ 512.55	\$ -	\$ -	\$ 165.00	\$ -	\$ -		\$ 3,493.62	\$ 2,489.07	\$ (1,004.55)	
33-02512C	Robert A. Mondloch	401 N Palmetto Ave	\$ 1,332.00	\$ -	\$ 701.52	\$ -	\$ 419.09	\$ -	\$ -	\$ 231.00	\$ -	\$ -		\$ 3,636.60	\$ 2,683.61	\$ (952.99)	
11th Street (Adams Avenue to Locust Avenue)																	
33-06605	Christopher J. Kolstad	1110 S Locust Ave	\$ -	\$ -	\$ 1,226.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,566.17	\$ 1,226.42	\$ (339.75)	

Parcel ID with Dashes	Owner Name	Property Address	M_Frontage, Residential	M_Frontage, Non-Residential	M_Sideage, Residential	M_Sideage, Non-Residential	M DR Asbuilt	M_Sidewalk, 4"	M 10 in	M 12 in	M 15 in	M 6" PVC	Assessment Waived?	Estimated Special Assessment with Engineering and Contingency	Final Special Assessment with Engineering	Difference	Comments
2024 Asphalt Paving Program Final Special			Frontage / Sideage				Driveway(s)	Driveway Culverts (St. Div. cost)				San Lateral					
33-06606	Christopher J. Kolstad	506 W 11th St	\$ 1,698.39	\$ -	\$ -	\$ -	\$ 491.45	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,717.98	\$ 2,189.84	\$ (528.14)	
33-06607	Jeffrey J. Becker	510 W 11th St	\$ 1,698.39	\$ -	\$ -	\$ -	\$ 589.43	\$ -	\$ -	\$ 264.00	\$ -	\$ -		\$ 3,273.51	\$ 2,551.82	\$ (721.69)	
33-06608	Mary L. Mccombie	600 W 11th St	\$ 1,698.39	\$ -	\$ -	\$ -	\$ 952.74	\$ -	\$ -	\$ 305.25	\$ -	\$ -		\$ 3,652.12	\$ 2,956.38	\$ (695.74)	
33-06609	Troy M. Rachu	604 W 11th St	\$ 1,698.39	\$ -	\$ -	\$ -	\$ 1,558.76	\$ -	\$ -	\$ 313.50	\$ -	\$ -		\$ 2,167.93	\$ 3,570.65	\$ 1,402.72	
33-06610	Troy M. Rachu	608 W 11th St	\$ 1,734.09	\$ -	\$ -	\$ -	\$ 673.85	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,194.42	\$ 2,407.94	\$ (786.48)	
33-06611	Patrick J. Maguire	612 W 11th St	\$ 2,006.88	\$ -	\$ 6.66	\$ -	\$ 654.26	\$ -	\$ -	\$ 202.95	\$ -	\$ -		\$ 3,838.98	\$ 2,870.75	\$ (968.23)	
33-06612	Clarity Care, Inc	613 W 11th St	\$ 2,156.60	\$ -	\$ 786.50	\$ -	\$ 618.08	\$ -	\$ -	\$ 252.45	\$ -	\$ -		\$ 6,046.30	\$ 3,813.63	\$ (2,232.67)	
33-06614	David L. McClure	605 W 11th St	\$ 1,598.40	\$ -	\$ -	\$ -	\$ 967.82	\$ -	\$ -	\$ -	\$ 424.46	\$ -		\$ 3,114.71	\$ 2,990.68	\$ (124.03)	
33-06615	Paraskovija Kolisnichenko	601 W 11th St	\$ 1,598.40	\$ -	\$ -	\$ -	\$ 1,625.09	\$ -	\$ -	\$ -	\$ 518.29	\$ -		\$ 3,147.71	\$ 3,741.78	\$ 594.07	
33-06616	Alexander C. Mitchell	513 W 11th St	\$ 1,598.40	\$ -	\$ -	\$ -	\$ 36.18	\$ -	\$ -	\$ 305.25	\$ -	\$ -		\$ 3,414.48	\$ 1,939.83	\$ (1,474.65)	
33-06617	Brian T. Ruppel	509 W 11th St	\$ 1,598.40	\$ -	\$ -	\$ -	\$ 817.07	\$ -	\$ -	\$ 247.50	\$ -	\$ -		\$ 3,099.13	\$ 2,662.97	\$ (436.16)	
33-06618	Garold T. Larson	505 W 11th St	\$ 1,598.40	\$ -	\$ -	\$ -	\$ 713.05	\$ -	\$ -	\$ 305.25	\$ -	\$ -		\$ 3,537.32	\$ 2,616.70	\$ (920.62)	
33-06619	Shawn M. Verhulst	501 W 11th St	\$ 2,250.01	\$ -	\$ -	\$ -	\$ 1,447.20	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 4,591.88	\$ 3,697.21	\$ (894.67)	
12th Street (Chestnut Avenue to Central Avenue)																	
33-03123	Ellene G. Rendmeister	1201 S Chestnut Ave	\$ -	\$ -	\$ 781.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,127.84		\$ 3,623.62	\$ 2,909.28	\$ (714.34)	
33-03123A	Alex Legrand	112 W 12th St	\$ 1,562.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y	\$ 1,994.96	\$ 1,562.88	\$ (432.08)	
33-03125	Mmt Investments, LLC	1202 S Central Ave	\$ -	\$ -	\$ -	\$ 2,131.20	\$ (2,510.89)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,325.79	\$ (379.69)	\$ (3,705.48)	
33-03376	Robert J. Hoefs	109 W 12th St	\$ 1,918.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y	\$ 2,448.36	\$ 1,918.08	\$ (530.28)	
33-03376A	Noah R. Mortvedt	111 W 12th St	\$ 1,172.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y	\$ 1,866.59	\$ 1,172.16	\$ (694.43)	
33-03136	Louise Frank	1112 S Central Ave	\$ -	\$ -	\$ 1,420.80	\$ -	\$ 482.40	\$ -	\$ 204.25	\$ -	\$ -	\$ -		\$ 2,716.46	\$ 2,107.45	\$ (609.01)	
15th Street (Peach Avenue to Palmetto Avenue)																	
33-03657	Charles H Louis Revocable Living Trust	1421 S Erickson Ave	\$ -	\$ -	\$ 976.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,247.40	\$ 976.80	\$ (270.60)	
33-03659	Lois J. Nett	1420 S Erickson Ave	\$ -	\$ -	\$ 923.52	\$ -	\$ (174.27)	\$ -	\$ 187.91	\$ -	\$ -	\$ -		\$ 1,750.21	\$ 937.16	\$ (813.05)	
33-06305	Seitz Properties, LLC	712 15th St	\$ 2,013.45	\$ -	\$ 325.27	\$ -	\$ 646.72	\$ -	\$ -	\$ 330.00	\$ -	\$ -		\$ 4,210.23	\$ 3,315.44	\$ (894.79)	
33-06306	Korene A. Hofmann	713 E 15th St	\$ 1,873.68	\$ -	\$ 395.16	\$ -	\$ 393.46	\$ -	\$ -	\$ 239.25	\$ -	\$ -		\$ 3,820.38	\$ 2,901.55	\$ (918.83)	
		N Peach Ave & 15th												\$ -	\$ -	\$ -	
		N Peach Ave & 15th												\$ -	\$ -	\$ -	
25		S Peach Ave & 15th												\$ -	\$ -	\$ -	
33-03457	City of Marshfield	S Peach Ave & 15th	\$ -	\$ -	\$ -	\$ -	\$ 4,260.20	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 6,556.54	\$ 4,260.20	\$ (2,296.34)	
33-04576	James C. Page	1501 S Apple Ave	\$ -	\$ -	\$ 879.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,122.66	\$ 879.12	\$ (243.54)	
33-03681	Delbert H. Weiler	1421 S Apple Ave	\$ -	\$ -	\$ 925.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,327.43	\$ 925.21	\$ (1,402.22)	
33-04155	Barbara Trierweiler	1500 S Palmetto Ave	\$ -	\$ -	\$ 954.60	\$ -	\$ 367.83	\$ -	\$ -	\$ 222.75	\$ -	\$ -		\$ 2,160.53	\$ 1,545.18	\$ (615.35)	
33-04172	Kevin S. Delis	1501 S Erickson Ave	\$ -	\$ -	\$ 954.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,219.05	\$ 954.60	\$ (264.45)	
33-03638	Danny R. Fink	1420 S Palmetto Ave	\$ -	\$ -	\$ 976.80	\$ -	\$ 387.43	\$ -	\$ -	\$ 272.25	\$ -	\$ -		\$ 2,112.79	\$ 1,636.48	\$ (476.31)	
33-03447A	Mark Sjoman	1500 S Erickson Ave	\$ -	\$ -	\$ 879.12	\$ -	\$ 658.78	\$ -	\$ -	\$ 305.25	\$ -	\$ -		\$ 2,606.85	\$ 1,843.15	\$ (763.70)	
Lincoln Avenue (Airport Road to 14th Street)																	

Parcel ID with Dashes	Owner Name	Property Address	M_Frontage, Residential	M_Frontage, Non-Residential	M_Sideage, Residential	M_Sideage, Non-Residential	M DR Asbuilt	M_Sidewalk, 4"	M 10 in	M 12 in	M 15 in	M 6" PVC	Assessment Waived?	Estimated Special Assessment with Engineering and Contingency	Final Special Assessment with Engineering	Difference	Comments
2024 Asphalt Paving Program Final Special Assessments			Frontage / Sideage				Driveway(s)	Driveway Culverts (St. Div. cost)				San Lateral					
33-03540	City of Marshfield	2801 S Lincoln Ave	\$ -	\$ 45,658.30	\$ -	\$ -	\$ 910.53	\$ -	\$ -	\$ 206.25	\$ -	\$ -		\$ 59,272.16	\$ 46,775.08	\$ (12,497.08)	
33-06144	Rosemary Revels	1206 W 17th St	\$ -	\$ -	\$ 976.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,247.40	\$ 976.80	\$ (270.60)	
33-06145	David H. Leonard	1707 S Lincoln Ave	\$ 1,776.00	\$ -	\$ -	\$ -	\$ 651.24	\$ -	\$ -	\$ 247.50	\$ -	\$ -		\$ 3,265.32	\$ 2,674.74	\$ (590.58)	
33-06146	Heather Nemzoff	1711 S Lincoln Ave	\$ 1,776.00	\$ -	\$ -	\$ -	\$ 1,622.07	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 4,247.18	\$ 3,398.07	\$ (849.11)	
33-06147	Glen J. Buth	1717 S Lincoln Ave	\$ 1,776.00	\$ -	\$ -	\$ -	\$ 1,607.00	\$ -	\$ -	\$ 231.00	\$ -	\$ -		\$ 4,006.97	\$ 3,614.00	\$ (392.97)	
33-06148	Floyd D. June	1723 S Lincoln Ave	\$ 2,832.19	\$ -	\$ -	\$ -	\$ 168.84	\$ -	\$ -	\$ 247.50	\$ -	\$ -		\$ 4,564.00	\$ 3,248.53	\$ (1,315.47)	
33-03536AA	City of Marshfield	S Lincoln Ave	\$ -	\$ 12,490.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 15,944.04	\$ 12,490.79	\$ (3,453.25)	
33-06137	Buster J. Handke	1207 W 17th St	\$ -	\$ -	\$ 1,052.55	\$ -	\$ 642.20	\$ -	\$ 334.97	\$ -	\$ -	\$ -		\$ 2,248.92	\$ 2,029.72	\$ (219.20)	
33-06138	Michael G. Smoczyk	1611 S Lincoln Ave	\$ 1,776.00	\$ -	\$ -	\$ -	\$ 1,178.87	\$ -	\$ -	\$ -	\$ 312.76	\$ -		\$ 3,958.38	\$ 3,267.63	\$ (690.75)	
33-06139	William A. Treichel	1607 S Lincoln Ave	\$ 1,776.00	\$ -	\$ -	\$ -	\$ (62.11)	\$ -	\$ 457.52	\$ -	\$ 290.42	\$ -		\$ 2,412.21	\$ 2,461.83	\$ 49.62	
33-03536-1	Alvin J. Wellner	1507 S Lincoln Ave	\$ 1,780.44	\$ -	\$ -	\$ -	\$ 563.81	\$ -	\$ -	\$ 272.25	\$ -	\$ -		\$ 3,396.58	\$ 2,616.50	\$ (780.08)	
33-03536-2	Lance Christopher	1513 S Lincoln Ave	\$ 1,780.44	\$ -	\$ -	\$ -	\$ 1,299.47	\$ -	\$ -	\$ 247.50	\$ -	\$ -		\$ 3,880.63	\$ 3,327.41	\$ (553.22)	
33-03536-3	Verlyn G. Randt	1517 S Lincoln Ave	\$ 1,780.44	\$ -	\$ -	\$ -	\$ 690.44	\$ -	\$ -	\$ 374.55	\$ -	\$ -		\$ 3,174.73	\$ 2,845.43	\$ (329.30)	
33-03536-4	Daniel D. Brandemuehl	1601 S Lincoln Ave	\$ 1,780.44	\$ -	\$ -	\$ -	\$ 446.22	\$ -	\$ -	\$ 231.00	\$ -	\$ -		\$ 2,923.54	\$ 2,457.66	\$ (465.88)	
33-03536A	Christ Evang Lutheran Church	1208 W 14th St	\$ -	\$ -	\$ 4,614.49	\$ -	\$ 1,631.12	\$ -	\$ -	\$ 311.85	\$ -	\$ -		\$ 8,162.68	\$ 6,557.46	\$ (1,605.22)	
Galvin Avenue (4th Street to 375' North (to concrete))																	
33-03412A	City of Marshfield	10 N Galvin Ave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
RAILROAD			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
OVERLAY PROJECTS			\$ -	\$ -	\$ -	\$ -	\$ 88.00	\$ 6.94	\$ -	\$ -	\$ -	\$ 68.20	Y/N				
6th Street (Maple Avenue to Cedar Avenue) - No Street Assessments																	No Street Assessments
33-01700	Investors Associated-Watertown Crossing, LLC	641 S Central Ave	\$ -	\$ -	\$ -	\$ -	\$ 230.65	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 280.53	\$ 230.65	\$ (49.88)	
33-01198	CJ Rental Properties, LLC	201 E 6th St	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y	\$ -	\$ -	\$ -	
33-01209	John B. Dunsworth	512 S Cedar Ave	\$ -	\$ -	\$ -	\$ -	\$ 168.84	\$ -	\$ -	\$ -	\$ -	\$ 1,698.18		\$ 2,073.35	\$ 1,867.02	\$ (206.33)	
REMOVE & REPLACE PROJECTS			\$ 17.88	\$ 22.35	\$ 8.94	\$ 16.76	\$ 82.78	\$ 6.94	\$ 8.17	\$ 8.25	\$ 11.17	\$ 68.20	Y/N				
12th Street (Adams Avenue to Locust Avenue)																	
33-06590	Alvan A. Chaney Jr	1200 S Locust Ave	\$ -	\$ -	\$ 900.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,130.42	\$ 900.71	\$ (229.71)	
33-06591	Tram M. Le	506 W 12th St	\$ 1,788.00	\$ -	\$ -	\$ -	\$ (318.70)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,594.58	\$ 1,469.30	\$ (1,125.28)	
33-06592	Rachel C. Melby	510 W 12th St	\$ 1,788.00	\$ -	\$ -	\$ -	\$ (576.15)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,402.44	\$ 1,211.85	\$ (1,190.59)	
33-06593	Clarence R. Hartl	514 W 12th St	\$ 1,788.00	\$ -	\$ -	\$ -	\$ (576.15)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,402.44	\$ 1,211.85	\$ (1,190.59)	
33-06594	James S. Willbanks Jr	600 W 12th St	\$ 1,966.80	\$ -	\$ -	\$ -	\$ (343.54)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,846.30	\$ 1,623.26	\$ (1,223.04)	
33-06595	Kyle T. Burgess	606 W 12th St	\$ 1,966.80	\$ -	\$ -	\$ -	\$ (471.85)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,705.16	\$ 1,494.95	\$ (1,210.21)	
33-06596	Jennifer K. Meece	612 W 12th St	\$ 1,966.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,468.40	\$ 1,966.80	\$ (501.60)	
33-06597	Edward F. Slany Jr	611 W 12th St	\$ 2,020.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,264.20	\$ 2,020.44	\$ (1,243.76)	
33-06598	Dennis Peterson	607 W 12th St	\$ 1,734.36	\$ -	\$ -	\$ -	\$ (576.15)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,335.12	\$ 1,158.21	\$ (1,176.91)	
33-06599	Beth L. Willcome	601 W 12th St	\$ 1,698.60	\$ -	\$ -	\$ -	\$ (372.51)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,541.57	\$ 1,326.09	\$ (1,215.48)	
33-06600	Rollin C. Larson	517 W 12th St	\$ 1,698.60	\$ -	\$ -	\$ -	\$ (384.93)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,555.23	\$ 1,313.67	\$ (1,241.56)	

Parcel ID with Dashes	Owner Name	Property Address	M_Frontage, Residential	M_Frontage, Non-Residential	M_Sideage, Residential	M_Sideage, Non-Residential	M DR Asbuilt	M_Sidewalk, 4"	M 10 in	M 12 in	M 15 in	M 6" PVC	Assessment Waived?	Estimated Special Assessment with Engineering and Contingency	Final Special Assessment with Engineering	Difference	Comments
2024 Asphalt Paving Program Final Special Assessments			Frontage / Sideage				Driveway(s)	Driveway Culverts (St. Div. cost)				San Lateral					
33-06601	Mark R. Morseth-Mayer	513 W 12th St	\$ 1,698.60	\$ -	\$ -	\$ -	\$ (384.93)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,555.23	\$ 1,313.67	\$ (1,241.56)	
33-06602	Mark J. Haferman	507 W 12th St	\$ 1,698.60	\$ -	\$ -	\$ -	\$ (331.12)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,496.04	\$ 1,367.48	\$ (1,128.56)	
33-06603	Gene R. Shaw	1120 S Locust Ave	\$ -	\$ -	\$ 1,253.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,573.04	\$ 1,253.39	\$ (319.65)	
TOTAL SPECIAL ASSESSMENTS CHARGED:			\$ 137,028.06	\$ 58,149.09	\$ 36,304.70	\$ 13,028.77	\$ 46,117.12	\$ 1,254.75	\$ 2,017.99	\$ 11,170.50	\$ 3,567.70	\$ 5,456.00		\$ 420,961.91	\$ 314,094.68	\$ (107,048.73)	



City of
MARSHFIELD
MEMORANDUM

TO: Board of Public Works
FROM: Josh Mauritz, Acting Public Works Director
DATE: February 3, 2025
RE: Final Special Assessments – 2024 Sanitary Sewer Projects

BACKGROUND

351756 2024 Sanitary Sewer Projects

- Chestnut Avenue - Depot Street to Blodgett Street (Two segments)
- Depot Street - Chestnut Avenue to Central Avenue
- Maple Avenue - Central Avenue to 16th Street
- 3219 S Cherry Avenue Sanitary Lateral and Water Service

ANALYSIS

The following is a table of the assessable items for the projects noted above showing the estimated versus the final unit costs:

Sanitary Sewer Lateral Replacement

Chestnut Avenue - Depot Street to Blodgett Street (Two segments)				
Depot Street - Chestnut Avenue to Central Avenue				
Maple Avenue - Central Avenue to 16th Street				
Item	Estimated	Final	Unit	Difference
Sanitary Sewer Lateral, 6" PVC	\$75.02	\$68.20	LF	-9%

Sanitary Sewer Lateral and Water Service Replacement

3219 S Cherry Avenue Sanitary Lateral and Water Service				
Item	Estimated	Final	Unit	Difference
Sanitary Lateral and Water Service, LS	\$7,983.11	\$7,983.11	LS	0%

Enclosed with this memo is a table with the final special assessments. All of the final assessments were less than estimated. Many properties participated in the Sanitary Lateral Replacement Incentive Program, so the special assessments for their laterals were waived altogether.

RECOMMENDATION

Approve the final special assessments for 2024 Sanitary Sewer Projects.

ATTACHMENTS

1. Final special assessments table for 2024 Sanitary Sewer Projects

Respectfully submitted,
 Josh Mauritz

Parcel ID with Dashes	Owner Name	Property Address	M 6" PVC	Assessment Waived?	M Damages	Estimated Special Assessment with Engineering and Contingency	Final Special Assessment with Engineering	Difference	Comments
2024 Sanitary Sewer Projects Final Sp			San Lateral						
SANITARY SEWER STAND-ALONE PROJECTS			\$ 68.20	Y/N					
Depot (Chestnut to Central) and Chestnut (Depot to Blodgett - two segments)									Estimated Special Assesments sent in 2023
33-00155AA	City of Marshfield	201 W Arnold St	\$ -	Y	\$ -	\$ 2,625.70	\$ -	\$ (2,625.70)	
33-00001	Steven Booher	213 N Chestnut Ave	\$ -	Y	\$ -	\$ -	\$ -	\$ -	
33-00002	Kristine J. Tarter	211 N Chestnut Ave	\$ -	Y	\$ -	\$ -	\$ -	\$ -	
33-00003	Randy Oestreich	207 N Chestnut Ave	\$ 2,291.52		\$ -	\$ 3,148.98	\$ 2,291.52	\$ (857.46)	
33-00013	Y Irene Smith Pueschner	205 N Chestnut Ave	\$ -	Y	\$ -	\$ 1,110.93	\$ -	\$ (1,110.93)	
33-00014	Dennis Buehler	115 W Arnold St	\$ -	Y	\$ -	\$ 682.95	\$ -	\$ (682.95)	
33-00021	JKI Properties	200 W Arnold St	\$ -	Y	\$ -	\$ 505.38	\$ -	\$ (505.38)	
33-00022	Linda M. Cox	108 N Chestnut Ave	\$ -	Y	\$ -	\$ 792.22	\$ -	\$ (792.22)	
33-00023	Jeffrey R. Schumacher	106 N Chestnut Ave	\$ -	Y	\$ -	\$ 710.27	\$ -	\$ (710.27)	
33-00024	Danny R. Fink	102 N Chestnut Ave	\$ -	Y	\$ -	\$ 1,913.01	\$ -	\$ (1,913.01)	
33-00031	Mueller Investment Properties	114 W Arnold St	\$ -		\$ -	\$ 2,404.48	\$ -	\$ (2,404.48)	
33-00037A	Frahm Properties, LLC	112 N Central Ave	\$ 68.20		\$ -	\$ 721.55	\$ 68.20	\$ (653.35)	
33-03556	Compass Properties Founders Square, LLC	12 N Central Ave	\$ -		\$ -	\$ 723.93	\$ -	\$ (723.93)	
Maple Avenue (Central Avenue to 16th Street)									
33-02653	Logan L. Dragt	1601 S Maple Ave	\$ 1,425.38		\$ -	\$ 4,271.30	\$ 1,425.38	\$ (2,845.92)	
33-02654	Jesse Williams	1603 S Maple Ave	\$ 2,291.52		\$ -	\$ 4,271.30	\$ 2,291.52	\$ (1,979.78)	
33-02655	Jennifer Tomlinson	1607 S Maple Ave	\$ -	Y	\$ -	\$ 4,804.00	\$ -	\$ (4,804.00)	
33-02657	V & H Properties, Inc	1613 S Maple Ave	\$ 1,691.36		\$ -	\$ 4,165.39	\$ 1,691.36	\$ (2,474.03)	
33-02660A	Deborah M Folz Irrevocable Trust	1615 S Maple Ave	\$ 2,543.86		\$ -	\$ 4,717.49	\$ 2,543.86	\$ (2,173.63)	
33-02661A	Gentry L. Houston	1617 S Maple Ave	\$ -	Y	\$ -	\$ 4,346.32	\$ -	\$ (4,346.32)	
33-03509	V & H Properties, Inc	1619 S Central Ave	\$ -	Y	\$ -	\$ 4,271.30	\$ -	\$ (4,271.30)	
3219 S Cherry Avenue Sanitary Lateral and Water Service									
33-07382	RJTJ Investments, LLC	3219 S Cherry Ave	\$ -		\$ 7,983.11	\$ 7,983.11	\$ 7,983.11	\$ -	Replaced in 2023 at City's cost - Special Assessment necessary. See calcs below

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF FEBRUARY 4, 2025

Meeting called to order by Chairperson Varsho at 5:00 p.m., in the Common Council Chambers, City Hall.

PRESENT: Alderpersons Brian Varsho, Scott Koran and Rebecca Spiros (via Zoom).

EXCUSED: None

ALSO PRESENT: Police Chief Geurink, City Clerk Schiferl, Mayor TeStrake

CITIZEN COMMENTS

- None

JLC25-010 Motion by Koran, second by Spiros to approve the minutes of the January 21, 2025 meetings.

Motion carried

JLC25-011 Motion by Koran, second by Spiros to approve an application for Transient Merchant License for Renewal by Anderson for a license expiring February 11, 2026.

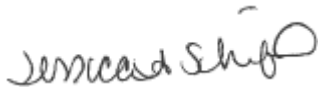
Motion carried

Future Agenda Items

- None

Motion by Koran, second by Spiros to adjourn the meeting at 5:01 p.m.

Respectfully submitted,



Jessica Schiferl
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF FEBRUARY 4, 2025

Meeting called to order by Vice-Chairperson Tompkins at 5:30 p.m., in the Common Council Chambers, City Hall.

PRESENT: Alderpersons Natasha Tompkins, Brian Varsho, Scott Koran, Rebecca Spiros (via Zoom), Andrew Reigel.

ABSENT: None

ALSO PRESENT: Mayor TeStrake, City Personnel (Steve Barg, Jennifer Selenske, Sarah Dresel, Jessica Schiferl, Mark Kivela)

Identify potential conflicts of interest: None

Citizen Comments

- None

FBP25-014 Motion by Varsho, second by Reigel to approve the items on the consent agenda:

1. Minutes of the January 21, 2025 meeting.
2. Bills in the amount of \$2,346,997.59.
3. Monthly position control report
4. Report of personnel actions

Motion carried

Jane Spencer, Executive Director of North Central Wisconsin Workforce Development Board, provided a presentation on the operation of Marshfield Job Center. The City currently has an arrangement to provide financial assistance for staffing the Job Center through March 31, 2025. The Marshfield Job Center would like to extend the arrangement. The committee discussed this topic but no action was taken.

FBP25-015 Motion by Varsho, second by Reigel to recommend Council approval of Budget Resolution No. 04-2025, increasing the budget for Wastewater capital expenditures for rehabilitation of the Northeast Pump Station.

Motion carried

FBP25-016 Motion by Varsho, second by Reigel to recommend Council approval of Budget Resolution No. 05-2025, increasing the Fund 205 (economic development) budget for consulting services related to the West Second Street Redevelopment Plan.

Motion carried

FBP25-017 Motion by Koran, second by Varsho to table discussion regarding the MACCI Business Development Director position until MACCI comes forward with a request for the position.

Ayes – 4, Nays – 0, Abstain – 1 (Reigel)

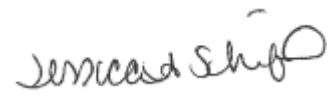
Motion carried

FUTURE AGENDA ITEMS

- City Administrator Barg – the request regarding lease rates at 2nd Street Community Center will be brought forward in March.
- City Administrator Barg – the request for information on a storm water utility will be brought to the the full Council on February 11, 2025.

Koran moved and Reigel seconded to adjourn the meeting at 6:13 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jessica Schiferl".

Jessica Schiferl
City Clerk



City of MARSHFIELD MEMORANDUM

TO: Common Council
FROM: Josh Mauritz, Acting Public Works Director
DATE: February 11, 2025
RE: Grant application services for a Wisconsin DNR planning grant for a stormwater utility feasibility study

BACKGROUND

Strand Associates completed a Stormwater Management Plan–TMDL for the City of Marshfield in February 2023. This plan identified measures to improve the quality of our stormwater runoff discharging to Mill Creek, the East Branch Yellow River, Beaver Creek, McMillan Creek, Scheurer Creek, the Little Eau Pleine River, and other City natural resources, all of which ultimately drain to the Wisconsin River. The report also laid out a plan for future improvements.

ANALYSIS

The Wisconsin DNR has an Urban Nonpoint Source & Storm Water (UNPS & SW) planning grant program for projects beginning in even years. Applications for 2026 projects are due by April 15, 2025. These 50:50 planning grants can be used to fund a variety of stormwater planning projects, such as the 2023 City-wide Stormwater Management Plan – TMDL study mentioned above.

The Stormwater Management Plan – TMDL report outlined how the City can move toward compliance with USEPA and WDNR requirements by implementing stormwater best management practices. These BMPs can be structural such as construction of wet detention basins, or non-structural practices such as increased street sweeping. The plan recommended the City consider applying for a planning grant to conduct a stormwater utility feasibility study. The last time this was done was in 2004, over two decades ago. At that time, the framework for a stormwater utility was laid out, but ultimately the Council decided not to implement a stormwater utility.

Strand Associates offered to complete a grant application for a stormwater utility feasibility study on behalf of the city for \$9,900. If a grant were awarded, the city would be reimbursed 50% of the cost for the stormwater utility feasibility study. Ideally, they would like a notice to proceed by February 14, 2025, to allow sufficient time to prepare the grant application.

RECOMMENDATION

Approve pursuing a task order with Strand Associates of Madison, WI for grant application services for a cost not to exceed \$9,900, and authorize staff to execute the finalized task order.

NOTE: If the City is successful in securing this grant, a Request for Proposals (RFP) would be used as we move forward to the next step in the process, which would be to seek a qualified firm to perform the stormwater utility feasibility study.

ORDINANCE NO.1526

An Ordinance amending Chapter 25 of the City of Marshfield Municipal Code entitled “Construction Site Erosion Control.

The Common Council of the City of Marshfield do hereby ordain as follows:

SECTION 1.: Chapter 25 of the City of Marshfield Municipal Code is hereby amended in its entirety so as to read as set forth in the attached “Exhibit A.” “Exhibit A” constitutes the complete text of Chapter 25 of the City Code which shall hereby be retitled “Erosion Control & Storm Water Management” and incorporates several substantive amendments to multiple sections of Chapter 25. A copy of the revised text of Chapter 25 which includes highlighted specific amendments may be viewed on the City of Marshfield website in the agenda packet for the Board of Public Works meeting of January 6, 2025 at which the Board of Public Works approved amendments to Chapter 25 of the Marshfield Municipal Code. The Board of Public Works agenda packet may be found at the following link:

<https://cms4files1.revize.com/marshfieldwi/Agendas,%20packets%20and%20minutes/BPW/BPW250106P.pdf>

SECTION 2. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 3. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 4. Effective Date. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Lois TeStrake, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Jessica Schiferl, City Clerk

Chapter 25

EROSION CONTROL & STORM WATER MANAGEMENT

Article I. Construction Site Erosion Control

Article II. Post-Construction Storm Water Management

Article III. Illicit Discharge Detection and Elimination Requirements

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Article I. Construction Site Erosion Control

Sec. 25-01. Authority

- (1) This ordinance is adopted under the authority granted by s. 62.234, Wis. Stats. This ordinance supersedes all provisions of an ordinance previously enacted under s. 62.23, Wis. Stats., that relate to construction site erosion control. Except as otherwise specified in s. 62.234 Wis. Stats., s. 62.23, Wis. Stats., applies to this ordinance and to any amendments to this ordinance.
- (2) The provisions of this ordinance are deemed not to limit any other lawful regulatory powers of the same governing body.
- (3) The Common Council hereby designates the Public Works Director or his designee to administer and enforce the provisions of this ordinance.
- (4) The requirements of this ordinance do not pre-empt more stringent erosion and sediment control requirements that may be imposed by any of the following:
 - (a) Wisconsin Department of Natural Resources administrative rules, permits, or approvals including those authorized under ss. 281.16 and 283.33, Wis. Stats.
 - (b) Targeted non-agricultural performance standards promulgated in rules by the Wisconsin Department of Natural Resources under s. NR 151.004, Wis. Adm. Code.

Sec. 25-02. Findings of Fact

The Common Council acknowledges that runoff from land-disturbing construction activity carries a significant amount of sediment and other pollutants to the waters of the state in the City of Marshfield.

Sec. 25-03. Purpose

It is the purpose of this ordinance to maintain safe and healthful conditions; prevent and control water pollution; prevent and control soil erosion and sediment discharge; protect spawning grounds, fish and aquatic life; control building sites, placement of structures, and land uses; preserve ground cover and scenic beauty; and promote sound economic growth by minimizing the amount of sediment and other pollutants carried by runoff or discharged from land-disturbing construction activity to waters of the state in the City of Marshfield.

Exhibit A to Ordinance No. 1526

Sec. 25-04. Applicability and Jurisdiction

(1) **APPLICABILITY.**

- (a) This ordinance applies to any construction site as defined in Sec. 25-05 (7), except as provided under sub. (b).
- (b) This ordinance does not apply to the following:
 - 1. A construction project that is exempted by federal statutes or regulations from the requirement to have a national pollutant discharge elimination system permit issued under chapter 40, Code of Federal Regulations, part 122, for land-disturbing construction activity.
 - 2. Nonpoint discharges from agricultural facilities and practices.
 - 3. Nonpoint discharges from silviculture activities.
 - 4. 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.
- (c) Notwithstanding the applicability requirements in paragraph (a) this ordinance may be applied to construction sites of any size that, to a reasonable degree of certainty, will 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 ordinance applies to land-disturbing construction activity on construction sites located within the boundaries and jurisdiction of the City of Marshfield.

(3) **EXCLUSIONS.**

This ordinance is not applicable to activities conducted by a state agency, as defined under s. 227.01 (1), Wis. Stats., but also including the office of district attorney, which is subject to the state plan promulgated or a memorandum of understanding entered into under s. 281.33 (2), Wis. Stats.

Sec. 25-05. Definitions

- (1) “Administering authority” means a governmental employee or a regional planning commission empowered under s. 62.234, Wis. Stats., that is designated by the Common Council to administer this ordinance.

Exhibit A to Ordinance No. 1526

- (2) “Agricultural facilities and practices” have the meaning in s. 281.16(1), Wis. Stats.
- (3) “Average annual rainfall” means a typical calendar year of precipitation as determined by the department for users of models such as SLAMM, P8, or equivalent methodology. The average annual rainfall is chosen from a department publication for the location closest to the municipality.
- (4) “Best management practice” or “BMP” means structural or non-structural measures, practices, techniques, or devices employed to avoid or minimize soil, sediment, or pollutants carried in runoff to waters of the state.
- (5) “Business day” means a day the office of the Public Works Director or his designee is routinely and customarily open for business.
- (6) “Cease and desist order” means a court-issued order to halt land-disturbing construction activity that is being conducted without the required permit.
- (7) “Construction site” means an area upon which one or more land-disturbing construction activities occur, including areas that are part of a larger common plan of development or sale where multiple separate and distinct land-disturbing construction activities may be taking place at different times on different schedules but under one plan. A long-range planning document that describes separate construction projects, such as a 20-year transportation improvement plan, is not a common plan of development.
- (8) “Design Storm” means a hypothetical discrete rainstorm characterized by a specific duration, temporal distribution, rainfall intensity, return frequency, and total depth of rainfall.
- (9) “Division of land” means the creation from one parcel, two or more parcels regardless of size where such creation occurs at one time or through the successive partition within a 5-year period.
- (10) “Erosion” means the process by which the land’s surface is worn away by the action of wind, water, ice, or gravity.
- (11) “Erosion and sediment control plan” means a comprehensive plan developed to address pollution caused by erosion and sedimentation of soil particles or rock fragments during construction 25-09.
- (12) “Extraterritorial” means the unincorporated area within 3 miles of the corporate limits of a first, second, or third-class city, or within 1.5 miles of a fourth-class city or village.
- (13) “Final stabilization” means that all land-disturbing construction activities at the construction site have been completed and that a uniform perennial vegetative cover has been established, with a density of at least 70 percent of the cover, for the unpaved areas and areas not covered by permanent structures, or that employ equivalent permanent

Exhibit A to Ordinance No. 1526

stabilization measures.

- (14) “Governing body” means Common Council of the City of Marshfield.
- (15) “Land-disturbing construction activity” means any man-made alteration of the land surface resulting in a change in the topography or existing vegetative or non-vegetative soil cover, that may result in runoff and lead to an increase in soil erosion and movement of sediment into waters of the state. Land-disturbing construction activity includes clearing and grubbing, demolition, excavating, pit trench dewatering, filling, and grading activities.
- (16) “Landowner” means any person holding fee title, an easement, or other interest in property, which allows the person to undertake cropping, livestock management, land-disturbing construction activity, or maintenance of storm water BMPs on the property.
- (17) “MEP” or “maximum extent practicable” means a level of implementing best management practices in order to achieve a performance standard specified in this chapter which takes into account the best available technology, cost-effectiveness, geographic features, and other competing interests such as protection of public safety and welfare, protection of endangered and threatened resources, and preservation of historic properties. MEP allows flexibility in the way to meet the performance standards and may vary based on the performance standard and site conditions.
- (18) “Performance standard” means a narrative or measurable number specifying the minimum acceptable outcome for a facility or practice.
- (19) “Permit” means a written authorization made by the Public Works Director or his designee to the applicant to conduct land-disturbing construction activity or to discharge post-construction runoff to waters of the state.
- (20) “Permit administration fee” means a sum of money paid to the Public Works Director or his designee by the permit applicant for the purpose of recouping the expenses incurred by the authority in administering the permit.
- (21) “Pollutant” has the meaning given in s. 283.01 (13), Wis. Stats.
- (22) “Pollution” has the meaning given in s. 281.01 (10), Wis. Stats.
- (23) “Responsible party” means any entity holding fee title to the property or performing services to meet the performance standards of this ordinance through a contract or other agreement.
- (24) “Runoff” means storm water or precipitation including rain, snow ice melt, or similar water that moves on the land surface via sheet or channelized flow.
- (25) “Sediment” means settleable solid material that is transported by runoff, suspended within runoff, or deposited by runoff away from its original location.

Exhibit A to Ordinance No. 1526

- (26) “Silviculture activity” means activities including tree nursery operations, tree harvesting operations, reforestation, tree thinning, prescribed burning, and pest and fire control. Clearing and grubbing of an area of a construction site is not a silviculture activity.
- (27) “Separate storm sewer” means a conveyance or system of conveyances including roads with drainage systems, streets, catch basins, curbs, gutters, ditches, constructed channels, or storm drains, which meets all of the following criteria:
- (a) Is designed or used for collecting water or conveying runoff.
 - (b) Is not part of a combined sewer system.
 - (c) Is not part of a publicly owned wastewater treatment works that provides secondary or more stringent treatment.
 - (d) Discharges directly or indirectly to waters of the state.
- (28) “Site” means the entire area included in the legal description of the land on which the land-disturbing construction activity is proposed in the permit application.
- (29) “Stop work order” means an order issued by the Public Works Director or his designee which requires that all construction activity on the site be stopped.
- (30) "Technical standard" means a document that specifies design, predicted performance, and operation and maintenance specifications for a material, device, or method.
- (31) “Transportation facility” means a highway, a railroad, a public mass transit facility, a public-use airport, a public trail, or any other public work for transportation purposes such as harbor improvements under s. 85.095 (1)(b), Wis. Stats. “Transportation facility” does not include building sites for the construction of public buildings and buildings that are places of employment that are regulated by the Department pursuant to s. 281.33, Wis. Stats.
- (32) “Type II distribution” means a rainfall type curve as established in the “United States Department of Agriculture, Soil Conservation Service, Technical Paper 149, published 1973”. The Type II curve is applicable to all of Wisconsin and represents the most intense storm pattern.
- (33) “Waters of the state” has the meaning given in s. 283.01 (20), Wis. Stats.

Sec. 25-06. Applicability of Maximum Extent Practicable

Maximum extent practicable applies when a person who is subject to a performance standard of this ordinance demonstrates by clear satisfactory and convincing evidence that the applicable performance standard is not achievable and that a lower level of performance is appropriate. In making the assertion that a performance standard is not achievable and that a level of performance

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different from the performance standard is the maximum extent practicable, the responsible party shall take into account the best available technology, cost-effectiveness, geographic features, and other competing interests such as protection of public safety and welfare, protection of endangered and threatened resources, and preservation of historic properties.

Sec. 25-07. Technical Standards

- (1) **DESIGN CRITERIA, STANDARDS AND SPECIFICATIONS.** All BMPs required to comply with this ordinance shall meet the design criteria, standards, and specifications based on any of the following:
 - (a) Design guidance and technical standards identified or developed by the Wisconsin Department of Natural Resources under subchapter V of chapter NR 151, Wis. Adm. Code.
 - (b) Soil loss prediction tools (such as the Universal Soil Loss Equation (USLE)) when using an appropriate rainfall or runoff factor (also referred to as the R factor) or an appropriate design storm and precipitation distribution, and when considering the geographic location of the site and the period of disturbance.
 - (c) Technical standards and methods approved by the Director of Public Works or his designee.

Sec. 25-08. Performance Standards for Construction Sites Under One Acre

- (1) **RESPONSIBLE PARTY.** The landowner of the construction site or other person contracted or obligated by other agreement with the landowner to implement and maintain construction site BMPs is the responsible party and shall comply with this section.
- (2) **EROSION AND OTHER POLLUTANT CONTROL REQUIREMENTS.**
 - (a) **EROSION AND SEDIMENT CONTROL PRACTICES.** Erosion and sediment control practices at each site where land-disturbing construction activity is to occur shall be used to prevent or reduce all of the following:
 1. The deposition of soil from being tracked onto streets by vehicles.
 2. The discharge of sediment from disturbed areas into on-site storm water inlets.
 3. The discharge of sediment from disturbed areas into adjacent waters of the state.
 4. The discharge of sediment from drainage ways that flow off the site.

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5. The discharge of sediment by dewatering activities.
 6. The discharge of sediment eroding from soil stockpiles existing for more than 7 days.
 7. The discharge of sediment from erosive flows at outlets and in downstream channels.
 8. The transport by runoff into waters of the state of chemicals, cement, and other building compounds and materials on the construction site during the construction period. However, projects that require the placement of these materials in waters of the state, such as constructing bridge footings or BMP installations, are not prohibited by this subdivision.
- (3) LOCATION. The BMPs used to comply with this section shall be located prior to runoff entering waters of the state.
- (4) IMPLEMENTATION. The BMPs used to comply with this section shall be implemented as follows:
- (a) Erosion and sediment control practices shall be constructed or installed before land-disturbing construction activities begin.
 - (b) Erosion and sediment control practices shall be maintained until final stabilization.
 - (c) Final stabilization activity shall commence when land-disturbing activities cease, and final grade has been reached on any portion of the site.
 - (d) Temporary stabilization activity shall commence when land-disturbing activities have temporarily ceased and will not resume for a period exceeding 14 calendar days.
 - (e) BMPs that are no longer necessary for erosion and sediment control shall be removed by the responsible party.

Sec. 25-09. Performance Standards for Construction Sites of One Acre or More

- (1) RESPONSIBLE PARTY. The responsible party shall implement an erosion and sediment control plan, developed in accordance with Sec. 25-11 that incorporates the requirements of this section.
- (2) PLAN. A written plan shall be developed in accordance with Sec. 25-11 and implemented for each construction site.
- (3) EROSION AND OTHER POLLUTANT CONTROL REQUIREMENTS. The plan required under sub. (2) shall include the following:

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- (a) **EROSION AND SEDIMENT CONTROL PRACTICES.** Erosion and sediment control practices at each site where land-disturbing construction activity is to occur shall be used to prevent or reduce all of the following:
1. The deposition of soil from being tracked onto streets by vehicles.
 2. The discharge of sediment from disturbed areas into on-site storm water inlets.
 3. The discharge of sediment from disturbed areas into adjacent waters of the state.
 4. The discharge of sediment from drainage ways that flow off the site.
 5. The discharge of sediment by dewatering activities.
 6. The discharge of sediment eroding from soil stockpiles existing for more than 7 days.
 7. The discharge of sediment from erosive flows at outlets and in downstream channels.
 8. The transport by runoff into waters of the state of chemicals, cement, and other building compounds and materials on the construction site during the construction period. However, projects that require the placement of these materials in waters of the state, such as constructing bridge footings or BMP installations, are not prohibited by this subdivision.
 9. The transport by runoff into waters of the state of untreated wash water from vehicle and wheel washing.
- (b) **SEDIMENT PERFORMANCE STANDARDS.** In addition to the erosion and sediment control practices under par. (a), the following erosion and sediment control practices shall be employed:
1. BMPs that, by design, discharge no more than five (5) tons per acre per year, or to the maximum extent practicable, of the sediment load carried in runoff from initial grading to final stabilization. Electronic soil loss spreadsheet calculation file(s) shall be submitted with the erosion control plan.
 2. No person shall be required to employ more BMPs than are needed to meet a performance standard in order to comply with maximum extent practicable. Erosion and sediment control BMPs may be combined to meet the requirements of this paragraph. Credit may be given toward meeting the sediment performance standard of this paragraph for limiting the duration

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or area, or both, of land-disturbing construction activity, or for other appropriate mechanisms.

3. Notwithstanding subd. 1), if BMPs cannot be designed and implemented to meet the sediment performance standard, the plan shall include a written, site-specific explanation of why the sediment performance standard cannot be met and how the sediment load will be reduced to the maximum extent practicable.

(c) **PREVENTIVE MEASURES.** The plan shall incorporate all of the following:

1. Maintenance of existing vegetation, especially adjacent to surface waters whenever possible.
2. Minimization of soil compaction and preservation of topsoil.
3. Minimization of land-disturbing construction activity on slopes of 20% or more.
4. Development of spill prevention and response procedures.

(4) **LOCATION.** The BMPs used to comply with this section shall be located prior to runoff entering waters of the state.

(5) **IMPLEMENTATION.** The BMPs used to comply with this section shall be implemented as follows:

- (a) Erosion and sediment control practices shall be constructed or installed before land-disturbing construction activities begin.
- (b) Erosion and sediment control practices shall be maintained until final stabilization.
- (c) Final stabilization activity shall commence when land-disturbing activities cease, and final grade has been reached on any portion of the site.
- (d) Temporary stabilization activity shall commence when land-disturbing activities have temporarily ceased and will not resume for a period exceeding 14 calendar days.
- (e) BMPs that are no longer necessary for erosion and sediment control shall be removed by the responsible party.

(6) **ALTERNATE REQUIREMENTS.** The Public Works Director or his designee may establish storm water management requirements more stringent than those set forth in this section if the Public Works Director or his designee determines that an added level of protection is needed for sensitive resources.

Sec. 25-10. Permitting Requirements, Procedures, and Fees

- (1) **PERMIT REQUIRED.** No responsible party may commence a land-disturbing construction activity subject to this ordinance without receiving prior approval of an erosion and sediment control plan for the site and a permit from the Public Works Director or his designee.
- (2) **PERMIT APPLICATION AND FEES.** At least one responsible party desiring to undertake a land-disturbing construction activity subject to this ordinance shall submit an application for a permit and an erosion and sediment control plan that meets the requirements of Sec. 25-11 and shall pay a non-refundable application fee as set by the Board of Public Works to the Public Works Director or his designee. By submitting an application, the applicant is authorizing the Public Works Director or his designee to enter the site to obtain information required for the review of the erosion and sediment control plan.
- (3) **REVIEW AND APPROVAL OF PERMIT APPLICATION.** The Public Works Director or his designee shall review any permit application that is submitted with an erosion and sediment control plan, and the required fee. The following approval procedure shall be used:
 - (a) Within twenty (20) business days of the receipt of a complete permit application, as required by sub. (2), the Public Works Director or his designee shall inform the applicant whether the application and plan are approved or disapproved based on the requirements of this ordinance.
 - (b) If the permit application and plan are approved, the Public Works Director or his designee shall issue the permit.
 - (c) If the permit application or plan is disapproved, the Public Works Director or his designee shall state in writing the reasons for disapproval.
 - (d) The Public Works Director or his designee may request additional information from the applicant. If additional information is submitted, the Public Works Director or his designee shall have ten (10) business days from the date the additional information is received to inform the applicant that the plan is either approved or disapproved.
 - (e) Failure by the Public Works Director or his designee to inform the permit applicant of a decision within 35 business days of a required submittal shall be deemed to mean approval of the submittal and the applicant may proceed as if a permit had been issued.
- (4) **SURETY BOND.** As a condition of approval and issuance of the permit, the Public Works Director or his designee may require the applicant to deposit a surety bond or irrevocable

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letter of credit to guarantee a good faith execution of the approved erosion control plan and any permit conditions.

- (5) **PERMIT REQUIREMENTS.** All permits shall require the responsible party to:
- (a) Notify the Public Works Director or his designee within 48 hours of commencing any land-disturbing construction activity.
 - (b) Notify the Public Works Director or his designee of completion of any BMPs within 14 days after their installation.
 - (c) Obtain permission in writing from the Public Works Director or his designee prior to any modification pursuant to Sec. 25-11 (3) of the erosion and sediment control plan.
 - (d) Install all BMPs as identified in the approved erosion and sediment control plan.
 - (e) Maintain all road drainage systems, storm water drainage systems, BMPs, and other facilities identified in the erosion and sediment control plan.
 - (f) Repair any siltation or erosion damage to adjoining surfaces and drainage ways resulting from land-disturbing construction activities and document repairs in a site erosion control log.
 - (g) Inspect the BMPs within 24 hours after each rain of 0.5 inches or more which results in runoff during active construction periods, and at least once each week, make needed repairs and document the findings of the inspections in a site erosion control log with the date of inspection, the name of the person conducting the inspection, and a description of the present phase of the construction at the site.
 - (h) Allow the Public Works Director or his designee to enter the site for the purpose of inspecting compliance with the erosion and sediment control plan or for performing any work necessary to bring the site into compliance with the control plan. Keep a copy of the erosion and sediment control plan at the construction site.
- (6) **PERMIT CONDITIONS.** Permits issued under this section may include conditions established by the Public Works Director or his designee in addition to the requirements set forth in sub. (5), where needed to assure compliance with the performance standards in Sec. 25-08 or Sec. 25-09.
- (7) **PERMIT DURATION.** Permits issued under this section shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The Public Works Director or his designee may extend the period one or more times for up to an additional 180 days. The Public Works Director or his designee may require additional BMPs as a condition of the extension if they are necessary to meet the requirements of this ordinance.

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- (8) MAINTENANCE. The responsible party throughout the duration of the construction activities shall maintain all BMPs necessary to meet the requirements of this ordinance until the site has undergone final stabilization.

Sec. 25-11. Erosion and Sediment Control Plan, Statement, and Amendments

(1) EROSION AND SEDIMENT CONTROL PLAN.

- (a) An erosion and sediment control plan shall be prepared and submitted to the Public Works Director or his designee.
- (b) The erosion and sediment control plan shall be designed to meet the performance standards in Sec. 25-08, Sec. 25-09, and other requirements of this ordinance.
- (c) The erosion and sediment control plan shall address pollution caused by soil erosion and sedimentation during construction and up to final stabilization of the site. The erosion and sediment control plan shall include, at a minimum, the following items:
1. The name(s) and address(es) of the owner or developer of the site, and of any consulting firm retained by the applicant, together with the name of the applicant's principal contact at such firm. The application shall also include start and end dates for construction.
 2. Description of the site and the nature of the construction activity.
 3. A sequence of construction of the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion and sediment control measures, and establishment of permanent vegetation.
 4. Estimates of the total area of the site and the total area of the site that is expected to be disturbed by construction activities.
 5. Calculations to show compliance with the required performance standards.
 6. Existing data describing the surface soil as well as subsoils.
 7. Depth to groundwater, as indicated by Natural Resources Conservation Service soil information where available.
 8. Name of the immediate named receiving water from the United States Geological Service 7.5-minute series topographic maps.

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- (d) The erosion and sediment control plan shall include a site map. The site map shall include the following items and shall be at a scale not greater than 100 feet per inch and at a contour interval not to exceed five (5) feet.
1. Existing topography, vegetative cover, natural and engineered drainage systems, roads, and surface waters. Lakes, streams, wetlands, channels, ditches, and other watercourses on and immediately adjacent to the site shall be shown. Any identified 100-year flood plains, flood fringes, and floodways shall also be shown.
 2. Boundaries of the construction site.
 3. Drainage patterns and approximate slopes anticipated after major grading activities.
 4. Areas of soil disturbance.
 5. Location of major structural and non-structural controls identified in the plan.
 6. Location of areas where stabilization practices will be employed.
 7. Areas which will be vegetated following construction.
 8. Area and location of wetland acreage on the construction site and locations where storm water is discharged to a surface water or wetland within one-quarter mile downstream of the construction site.
 9. Area(s) used for infiltration of post-construction storm water runoff.
- (e) Each erosion and sediment control plan shall include a description of appropriate controls and measures that will be performed at the site to prevent pollutants from reaching waters of the state. The plan shall clearly describe the appropriate control measures for each major activity and the timing during the construction process that the measures will be implemented. The description of erosion controls shall include, when appropriate, the following minimum requirements:
1. Description of interim and permanent stabilization practices, including a practice implementation schedule. The erosion control plan shall ensure that existing vegetation is preserved where attainable and that disturbed portions of the site are stabilized.
 2. Description of structural practices to divert flow away from exposed soils, store flows, or otherwise limit runoff and the discharge of pollutants from the site. Unless otherwise specifically approved in writing by the Public

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Works Director or his designee, structural measures shall be installed on upland soils.

3. Management of overland flow at all sites, unless otherwise controlled by outfall controls.
 4. Trapping of sediment in channelized flow.
 5. Staging construction to limit bare areas subject to erosion.
 6. Protection of downslope drainage inlets where they occur.
 7. Minimization of tracking at all vehicle and equipment entry and exit locations of the construction site.
 8. Clean up of off-site sediment deposits.
 9. Proper disposal of building and waste material.
 10. Stabilization of drainage ways.
 11. Control of soil erosion from dirt stockpiles.
 12. Installation of permanent stabilization practices as soon as possible after final grading.
 13. Minimization of dust to the maximum extent practicable.
- (f) The erosion and sediment control plan shall require that velocity dissipation devices be placed at discharge locations and along the length of any outfall channel, as necessary, to provide a non-erosive flow from the structure to a watercourse so that the natural physical and biological characteristics and functions are maintained and protected.
- (2) **EROSION AND SEDIMENT CONTROL PLAN STATEMENT.** For each construction site identified under Sec. 25-04 (1)(c), an erosion and sediment control plan statement shall be prepared. This statement shall be submitted to the Public Works Director or his designee. The control plan statement shall briefly describe the site, including a site map. Further, it shall also include the best management practices that will be used to meet the requirements of the ordinance, including the site development schedule.
- (3) **AMENDMENTS.** The applicant shall amend the plan if any of the following occur:
- (a) There is a change in design, construction, operation, or maintenance at the site which has the reasonable potential for the discharge of pollutants to waters of the state and which has not otherwise been addressed in the plan.

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- (b) The actions required by the plan fail to reduce the impacts of pollutants carried by construction site runoff.
- (c) The Public Works Director or his designee notifies the applicant of changes needed in the plan.

Sec. 25-12. Inspection

If land-disturbing construction activities are being carried out without a permit required by this ordinance, the Public Works Director or his designee may enter the land pursuant to the provisions of ss. 66.0119(1), (2), and (3), Wis. Stats.

Sec. 25-(13–19). Reserved

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Article II. Post-Construction Storm Water Management

Sec. 25-20. Authority

- (1) This ordinance is adopted by the Common Council under the authority granted by s. 62.234, Wis. Stats. This ordinance supersedes all provisions of an ordinance previously enacted under s. 62.23, Wis. Stats., that relate to storm water management regulations. Except as otherwise specified in s. 62.234, Wis. Stats., s. 62.23, Wis. Stats., applies to this ordinance and to any amendments to this ordinance.
- (2) The provisions of this ordinance are deemed not to limit any other lawful regulatory powers of the same governing body.
- (3) The Common Council hereby designates the Public Works Director or his designee to administer and enforce the provisions of this ordinance.
- (4) The requirements of this ordinance do not pre-empt more stringent storm water management requirements that may be imposed by any of the following:
 - (a) Wisconsin Department of Natural Resources administrative rules, permits, or approvals including those authorized under ss. 281.16 and 283.33, Wis. Stats.
 - (b) Targeted non-agricultural performance standards promulgated in rules by the Wisconsin Department of Natural Resources under s. NR 151.004, Wis. Adm. Code.

Sec. 25-21. Findings of Fact

The Common Council acknowledges that uncontrolled, post-construction runoff has a significant impact upon water resources and the health, safety, and general welfare of the community and diminishes the public enjoyment and use of natural resources. Specifically, uncontrolled post-construction runoff can:

- (1) Degrade physical habitat by increasing stream bank erosion, increasing streambed scour, diminishing groundwater recharge, diminishing stream base flows, and increasing stream temperature.
- (2) Diminish the capacity of lakes and streams to support fish, aquatic life, and recreational and water supply uses by increasing pollutant loading of sediment, suspended solids, nutrients, heavy metals, bacteria, pathogens, and other urban pollutants.
- (3) Alter wetland communities by changing wetland hydrology and by increasing pollutant loads.
- (4) Reduce the quality of groundwater by increasing pollutant loading.

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- (5) Threaten public health, safety, property, and general welfare by overtaxing storm sewers, drainage ways, and other minor drainage facilities.

Sec. 25-22. Purpose and Intent

- (1) **PURPOSE.** The general purpose of this ordinance is to establish long-term, post-construction runoff management requirements that will diminish the threats to public health, safety, welfare, and the aquatic environment. Specific purposes are to:
 - (a) Further the maintenance of safe and healthful conditions.
 - (b) Prevent and control the adverse effects of storm water; prevent and control soil erosion; prevent and control water pollution; protect spawning grounds, fish, and aquatic life; control building sites, placement of structures, and land uses; preserve ground cover and scenic beauty; and promote sound economic growth.
 - (c) Control exceedance of the safe capacity of existing drainage facilities and receiving water bodies; prevent undue channel erosion; and control increases in the scouring and transportation of particulate matter.
 - (d) Minimize the amount of pollutants discharged from the separate storm sewer to protect the waters of the state.
- (2) **INTENT.** It is the intent of the Common Council that this ordinance regulates post-construction storm water discharges to waters of the state. This ordinance may be applied on a site-by-site basis. The Common Council recognizes, however, that the preferred method of achieving the storm water performance standards set forth in this ordinance is through the preparation and implementation of comprehensive, systems-level storm water management plans that cover hydrologic units, such as watersheds, on a municipal and regional scale. Such plans may prescribe regional storm water devices, practices, or systems, any of which may be designed to treat runoff from more than one site prior to discharge to waters of the state. Where such plans are in conformance with the performance standards developed under s. 281.16, Wis. Stats., for regional storm water management measures and have been approved by the Common Council, it is the intent of this ordinance that the approved storm water management plan be used to identify post-construction management measures acceptable for the community

Sec. 25-23. Applicability and Jurisdiction

- (1) **APPLICABILITY.**
 - (a) Except as provided under paragraph (b), this ordinance applies to any post-construction site with 1 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 ordinance.

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1. A post-construction site with less than 10% connected imperviousness based on complete development of the post-construction site, provided the cumulative area of all parking lots and rooftops is less than one acre. However, the exemption of this paragraph does not include exemption from the protective area standard of this ordinance.
 2. Agricultural facilities and practices.
 3. Underground utility construction but not including the construction of any above-ground structures associated with utility construction.
- (c) Notwithstanding the applicability requirements in paragraph (a), this ordinance applies to post-construction sites of any size that, to a reasonable degree of certainty, will 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 ordinance applies to post-construction sites within the boundaries and jurisdiction of the City of Marshfield.
 - (3) EXCLUSIONS. This ordinance is not applicable to activities conducted by a state agency, as defined under s. 227.01 (1), Wis. Stats., but also including the office of district attorney, which is subject to the state plan promulgated or a memorandum of understanding entered into under s. 281.33 (2), Wis. Stats.

Sec. 25-24. Definitions

- (1) “Adequate sod, or self-sustaining vegetative cover” means maintenance of sufficient vegetation types and densities such that the physical integrity of the streambank or lakeshore is preserved. Self-sustaining vegetative cover includes grasses, forbs, sedges, and duff layers of fallen leaves and woody debris.
- (2) “Administering authority” means a governmental employee or a regional planning commission empowered under s. 62.234, Wis. Stats., that is designated by the Common Council to administer this ordinance.
- (3) “Agricultural facilities and practices” has the meaning given in s. 281.16, Wis. Stats.
- (4) “Atlas 14” means the National Oceanic and Atmospheric Administration (NOAA) Atlas 14 Precipitation-Frequency Atlas of the United States, Volume 8 (Midwestern States), published in 2013.
- (5) “Average annual rainfall” means a typical calendar year of precipitation as determined by the Wisconsin Department of Natural Resources for users of models such as SLAMM, P8,

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or equivalent methodology. The average annual rainfall is chosen from a department publication for the location closest to the municipality.

- (6) “Best management practice” or “BMP” means structural or non-structural measures, practices, techniques, or devices employed to avoid or minimize sediment or pollutants carried in runoff to waters of the state.
- (7) “Business day” means a day the office of the Public Works Director or his designee is routinely and customarily open for business.
- (8) “Cease and desist order” means a court-issued order to halt land-disturbing construction activity that is being conducted without the required permit.
- (9) “Combined sewer system” means a system for conveying both sanitary sewage and storm water runoff.
- (10) “Connected imperviousness” means an impervious surface connected to the waters of the state via a separate storm sewer, an impervious flow path, or a minimally pervious flow path.
- (11) “Design storm” means a hypothetical discrete rainstorm characterized by a specific duration, temporal distribution, rainfall intensity, return frequency, and total depth of rainfall.
- (12) “Development” means residential, commercial, industrial, or institutional land uses and associated roads.
- (13) “Direct conduits to groundwater” means wells, sinkholes, swallets, fractured bedrock at the surface, mine shafts, non-metallic mines, tile inlets discharging to groundwater, quarries, or depressional groundwater recharge areas over shallow fractured bedrock.
- (14) “Division of land” means the creation from one parcel of two or more parcels or building sites of two or fewer acres each in area where such creation occurs at one time or through the successive partition within a five-year period.
- (15) “Effective infiltration area” means the area of the infiltration system that is used to infiltrate runoff and does not include the area used for site access, berms, or pretreatment.
- (16) “Erosion” means the process by which the land’s surface is worn away by the action of wind, water, ice, or gravity.
- (17) “Exceptional resource waters” means waters listed in s. NR 102.11, Wis. Adm. Code.
- (18) “Extraterritorial” means the unincorporated area within 3 miles of the corporate limits of a first, second, or third-class city, or within 1.5 miles of a fourth-class city or village.

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- (19) “Filtering layer” means soil that has at least a 3-foot-deep layer with at least 20 percent fines, or at least a 5-foot-deep layer with at least 10 percent fines, or an engineered soil with an equivalent level of protection as determined by the regulatory authority for the site.
- (20) "Final stabilization" means that all land-disturbing construction activities at the construction site have been completed and that a uniform, perennial, vegetative cover has been established, with a density of at least 70% of the cover for the unpaved areas and areas not covered by permanent structures, or employment of equivalent permanent stabilization measures.
- (21) “Financial guarantee” means a performance bond, maintenance bond, surety bond, irrevocable letter of credit, or similar guarantees submitted to the Public Works Director or his designee by the responsible party to assure that requirements of the ordinance are carried out in compliance with the storm water management plan.
- (22) “Governing body” means Common Council of the City of Marshfield.
- (23) “Impervious surface” means an area that releases as runoff all or a large portion of the precipitation that falls on it, except for frozen soil. Rooftops, sidewalks, driveways, gravel or paved parking lots, and streets are examples of areas that typically are impervious.
- (24) “In-fill area” means an undeveloped area of land located within existing development.
- (25) “Infiltration” means the entry of precipitation or runoff into or through the soil.
- (26) “Infiltration system” means a device or practice such as a basin, trench, rain garden, or swale designed specifically to encourage infiltration, but does not include natural infiltration in pervious surfaces such as lawns, redirecting of rooftop downspouts onto lawns or minimal infiltration from practices, such as swales or roadside channels designed for conveyance and pollutant removal only.
- (27) “Karst feature” means an area or surficial geologic feature subject to bedrock dissolution so that it is likely to provide a conduit to groundwater, and may include caves, enlarged fractures, mine features, exposed bedrock surfaces, sinkholes, springs, seeps or swallets.
- (28) “Land-disturbing construction activity” means any man-made alteration of the land surface resulting in a change in the topography or existing vegetative or non-vegetative soil cover, that may result in runoff and lead to an increase in soil erosion and movement of sediment into waters of the state. Land-disturbing construction activity includes clearing and grubbing, demolition, excavating, pit trench dewatering, filling, and grading activities.
- (29) “Landowner” means any person holding fee title, an easement, or other interest in property, which allows the person to undertake cropping, livestock management, land-disturbing construction activity, or maintenance of storm water BMPs on the property.

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- (30) “Maintenance agreement” means a legal document that provides for long-term maintenance of storm water management practices.
- (31) “MEP” or “maximum extent practicable” means a level of implementing best management practices in order to achieve a performance standard specified in this chapter which takes into account the best available technology, cost-effectiveness, geographic features, and other competing interests such as protection of public safety and welfare, protection of endangered and threatened resources, and preservation of historic properties. MEP allows flexibility in the way to meet the performance standards and may vary based on the performance standard and site conditions.
- (32) “New development” means development resulting from the conversion of previously undeveloped land or agricultural land uses.
- (33) “NRCS MSE 3 or MSE 4 distribution” means a specific precipitation distribution developed by the United States Department of Agriculture, Natural Resources Conservation Service, using precipitation data from Atlas 14.
- (34) “Off-site” means located outside the property boundary described in the permit application.
- (35) “On-site” means located within the property boundary described in the permit application.
- (36) “Ordinary high-water mark” has the meaning given in s. NR 115.03(6), Wis. Adm. Code.
- (37) “Outstanding resource waters” means waters listed in s. NR 102.10, Wis. Adm. Code.
- (38) “Percent fines” means the percentage of a given sample of soil, which passes through a # 200 sieve.
- (39) “Performance standard” means a narrative or measurable number specifying the minimum acceptable outcome for a facility or practice.
- (40) “Permit” means a written authorization made by the Public Works Director or his designee to the applicant to conduct land-disturbing construction activity or to discharge post-construction runoff to waters of the state.
- (41) “Permit administration fee” means a sum of money paid to the Public Works Director or his designee by the permit applicant for the purpose of recouping the expenses incurred by the authority in administering the permit.
- (42) “Pervious surface” means an area that releases as runoff a small portion of the precipitation that falls on it. Lawns, gardens, parks, forests, or other similar vegetated areas are examples of surfaces that typically are pervious.
- (43) “Pollutant” has the meaning given in s. 283.01(13), Wis. Stats.

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- (44) “Pollution” has the meaning given in s. 281.01(10), Wis. Stats.
- (45) “Post-construction site” means a construction site following the completion of land-disturbing construction activity and final site stabilization.
- (46) “Pre-development condition” means the extent and distribution of land cover types present before the initiation of land-disturbing construction activity, assuming that all land uses prior to development activity are managed in an environmentally sound manner.
- (47) “Preventive action limit” has the meaning given in s. NR 140.05(17), Wis. Adm. Code.
- (48) “Protective area” means an area of land that commences at the top of the channel of lakes, streams, and rivers, or at the delineated boundary of wetlands, and that is the greatest of the following widths, as measured horizontally from the top of the channel or delineated wetland boundary to the closest impervious surface.
- (49) “Redevelopment” means areas where development is replacing older development.
- (50) “Responsible party” means any entity holding fee title to the property or other person contracted or obligated by other agreement to implement and maintain post-construction storm water BMPs.
- (51) “Runoff” means storm water or precipitation including rain, snow or ice melt, or similar water that moves on the land surface via sheet or channelized flow.
- (52) “Separate storm sewer” means a conveyance or system of conveyances including roads with drainage systems, streets, catch basins, curbs, gutters, ditches, constructed channels, or storm drains, which meets all of the following criteria:
- (a) Is designed or used for collecting water or conveying runoff.
 - (b) Is not part of a combined sewer system.
 - (c) Is not part of a publicly owned wastewater treatment works that provides secondary or more stringent treatment.
 - (d) Discharges directly or indirectly to waters of the state.
- (53) “Silviculture activity” means activities including tree nursery operations, tree harvesting operations, reforestation, tree thinning, prescribed burning, and pest and fire control. Clearing and grubbing of an area of a construction site is not a silviculture activity.
- (54) “Site” means the entire area included in the legal description of the land on which the land-disturbing construction activity occurred.

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- (55) “Stop work order” means an order issued by the Public Works Director or his designee which requires that all construction activity on the site be stopped.
- (56) “Storm water management plan” means a comprehensive plan designed to reduce the discharge of pollutants from storm water after the site has undergone final stabilization following completion of the construction activity.
- (57) “Storm water management system plan” is a comprehensive plan designed to reduce the discharge of runoff and pollutants from hydrologic units on a regional or municipal scale.
- (58) "Technical standard" means a document that specifies design, predicted performance, and operation and maintenance specifications for a material, device, or method.
- (59) “Top of the channel” means an edge or point on the landscape, landward from the ordinary high-water mark of a surface water of the state, where the slope of the land begins to be less than 12% continually for at least 50 feet. If the slope of the land is 12% or less continually for the initial 50 feet, landward from the ordinary high-water mark, the top of the channel is the ordinary high-water mark.
- (60) “Total maximum daily load” or “TMDL” means the amount of pollutants specified as a function of one or more water quality parameters, that can be discharged per day into a water quality limited segment and still ensure attainment of the applicable water quality standard.
- (61) “TP-40” means Technical Paper No. 40, Rainfall Frequency Atlas of the United States, published in 1961.
- (62) “TR-55” means the United States Department of Agriculture, Natural Resources Conservation Service (previously Soil Conservation Service), Urban Hydrology for Small Watersheds, Second Edition, Technical Release 55, June 1986.
- (63) “Transportation facility” means a highway, a railroad, a public mass transit facility, a public-use airport, a public trail, or any other public work for transportation purposes such as harbor improvements under s. 85.095 (1)(b), Wis. Stats. “Transportation facility” does not include building sites for the construction of public buildings and buildings that are places of employment that are regulated by the Department pursuant to s. 281.33, Wis. Stats.
- (64) “TP” means total phosphorus.
- (65) “TSS” means total suspended solids.
- (66) “Type II distribution” means a rainfall type curve as established in the “United States Department of Agriculture, Soil Conservation Service, Technical Paper 149, published 1973”. The Type II curve is applicable to all of Wisconsin and represents the most intense storm pattern.

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(67) “Waters of the state” has the meaning given in s. 283.01 (20), Wis. Stats.

Sec. 25-25. Applicability of Maximum Extent Practicable

Maximum extent practicable applies when a person who is subject to a performance standard of this ordinance demonstrates to the Director of Public Work’s satisfaction that a performance standard is not achievable and that a lower level of performance is appropriate. In making the assertion that a performance standard is not achievable and that a level of performance different from the performance standard is the maximum extent practicable, the responsible party shall take into account the best available technology, cost-effectiveness, geographic features, and other competing interests such as protection of public safety and welfare, protection of endangered and threatened resources, and preservation of historic properties.

Sec. 25-26. Technical Standards

The following methods shall be used in designing the water quality, peak flow shaving, and infiltration components of storm water practices needed to meet the water quality standards of this ordinance:

- (1) Technical standards identified, developed, or disseminated by the Wisconsin Department of Natural Resources under subchapter V of chapter NR 151, Wis. Adm. Code.
- (2) Where technical standards have not been identified or developed by the Wisconsin Department of Natural Resources, other technical standards may be used provided that the methods have been approved by the Public Works Director or his designee.
- (3) In this ordinance, the following year and location have been selected as average annual rainfall: Green Bay, 1969 (Mar. 29-Nov. 25).

Sec. 25-27. Performance Standards

- (1) **RESPONSIBLE PARTY.** The landowner of the post-construction site or other person contracted or obligated by other agreement with the landowner to implement and maintain post-construction storm water BMPs is the responsible party and shall comply with this ordinance.
- (2) **PLAN.** A written storm water management plan in accordance with Sec. 25-29 shall be developed and implemented for each post-construction site.
- (3) **REQUIREMENTS.** The plan required under sub. (2) shall include the following:
 - (a) **TOTAL SUSPENDED SOLIDS.** BMPs shall be designed, installed, and maintained to control total suspended solids carried in runoff from the post-construction site as follows:

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1. BMPs shall be designed in accordance with Table 1., or to the maximum extent practicable as provided in sub. (3). The design shall be based on an average annual rainfall, as compared to no runoff management controls. The storm water plan shall include modeling of proposed storm water BMPs for total phosphorus (TP) and reporting of TP reduction performance. Electronic storm water quality model files shall be submitted with the storm water plan.

Development Type	TSS Reduction
New Development	80 percent
In-fill development	80 percent
Redevelopment	40 percent of load from parking areas and roads

2. **MAXIMUM EXTENT PRACTICABLE.** If the design cannot meet a total suspended solids reduction performance standard of Table 1., the storm water management plan shall include a written, site-specific explanation of why the total suspended solids reduction performance standard cannot be met and why the total suspended solids load will be reduced only to the maximum extent practicable. No person shall be required to exceed the applicable total suspended solids reduction performance standard to meet the requirements of maximum extent practicable.
3. **OFF-SITE DRAINAGE.** When designing BMPs, runoff draining to the BMP from off-site shall be taken into account in determining the treatment efficiency of the practice. Any impact on the efficiency shall be compensated for by increasing the size of the BMP accordingly.

(b) **PEAK DISCHARGE.**

1. By design, BMPs shall be employed to maintain or reduce the 1-year, 24-hour; 2-year, 24-hour; 10-year, 24-hour; 25-year, 24-hour; 50-year, 24-hour; and the 100-year, 24-hour post-construction peak runoff discharge rates to the 1-year, 24-hour; 2-year, 24-hour; 10-year, 24-hour; 25-year, 24-hour; 50-year, 24-hour; and the 100-year, 24-hour pre-development peak runoff discharge rates respectively, or to the maximum extent practicable. The runoff curve numbers in Table 2 shall be used to represent the actual pre-development conditions. Peak discharges shall be calculated using TR-55 runoff curve number methodology, Atlas 14 precipitation depths, and the appropriate NRCS Wisconsin MSE3 precipitation distribution. On a case-by-case basis, the Public Works Director may allow the use of TP-40 precipitation depths and the Type II distribution. Electronic storm water quantity model files shall be submitted with the storm water plan,

Table 2 – Maximum Pre-Development Runoff Curve Numbers

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Pre-Development Condition	Hydrologic Soil Group			
	A	B	C	D
Woodland	30	55	70	77
Grassland	39	61	71	78
Cropland	55	69	78	83

2. This subsection of the ordinance does not apply to any of the following:

- a. A post-construction site where the discharge is directly into a lake over 5,000 acres or a stream or river segment draining more than 500 square miles.
- b. A redevelopment post-construction site.
- c. An in-fill development area less than 5 acres.

(c) INFILTRATION.

1. BMPs shall be designed, installed, and maintained to infiltrate runoff in accordance with the following or to the maximum extent practicable:

- a. *Low imperviousness.* For development up to 40 percent connected imperviousness, such as parks, cemeteries, and low-density residential development, infiltrate sufficient runoff volume so that the post-development infiltration volume shall be at least 90 percent of the pre-development infiltration volume, based on an average annual rainfall. However, when designing appropriate infiltration systems to meet this requirement, no more than 1 percent of the post-construction site is required as an effective infiltration area.
- b. *Moderate imperviousness.* For development with more than 40 percent and up to 80 percent connected imperviousness, such as medium and high-density residential, multi-family development, industrial and institutional development, and office parks, infiltrate sufficient runoff volume so that the post-development infiltration volume shall be at least 75 percent of the pre-development infiltration volume, based on an average annual rainfall. However, when designing appropriate infiltration systems to meet this requirement, no more than 1 percent of the post-construction site is required as an effective infiltration area.
- c. *High imperviousness.* For development with more than 80 percent connected imperviousness, such as commercial strip malls, shopping centers, and commercial downtowns, infiltrate sufficient runoff volume so that the post-development infiltration volume shall be at least 60 percent of the pre-development infiltration volume,

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based on an average annual rainfall. However, when designing appropriate infiltration systems to meet this requirement, no more than 2 percent of the post-construction site is required as an effective infiltration area.

2. Pre-development. Pre-development condition shall be the same as specified in Table 2 of the Peak Discharge section of this ordinance.
3. Source areas.
 - a. *Prohibitions.* Runoff from the following areas may not be infiltrated and may not qualify as contributing to meeting the requirements of this section unless demonstrated to meet the conditions of Wisconsin Department of Natural Resources groundwater standards in NR151.124(6):
 - i. Areas associated with a tier 1 industrial facility identified in s. NR 216.21(2)(a), including storage, loading, and parking. Rooftops may be infiltrated with the concurrence of the regulatory authority.
 - ii. Storage and loading areas of a tier 2 industrial facility identified in s. NR 215.21(2)(b).
 - iii. Fueling and vehicle maintenance areas. Rooftops of fueling and vehicle maintenance areas may be infiltrated with the concurrence of the regulatory authority.
 - b. *Exemptions.* Runoff from the following areas may be credited toward meeting the requirement when infiltrated, but the decision to infiltrate runoff from these source areas is optional:
 - i. Parking areas and access roads less than 5,000 square feet for commercial development.
 - ii. Parking areas and access roads less than 5,000 square feet for industrial development not subject to the Prohibitions under par a. of this ordinance.
 - iii. In-fill development areas less than 5 acres.
 - iv. Roads on commercial, industrial, and institutional land uses, and arterial residential roads.
4. Location of Practices.

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- a. *Prohibitions.* Infiltration practices may not be located in the following areas:
 - i. Areas within 1,000 feet upgradient or within 100 feet downgradient of direct conduits to groundwater.
 - ii. Areas within 400 feet of a community water system well as specified in s. NR 811.16(4) or within the separation distances listed in s. NR 812.08 for any private well or non-community well for runoff infiltrated from commercial, including multi-family residential, industrial, and institutional land uses or regional devices for one- and two-family residential development.
 - iii. Areas where contaminants of concern, as defined in s. NR 720.03(2), are present in the soil through which infiltration will occur.
- b. Separation distances.
 - i. Infiltration practices shall be located so that the characteristics of the soil and the separation distance between the bottom of the infiltration system and the elevation of seasonal high groundwater or the top of bedrock are in accordance with Table 3:

Table 3. Separation Distances and Soil Characteristics		
Source Area	Separation Distance	Soil Characteristics
Industrial, Commercial, and Institutional Parking Lots and Roads	5 feet or more	Filtering Layer
Residential Arterial Roads	5 feet or more	Filtering Layer
Roofs Draining to Subsurface Infiltration Practices	1 foot or more	Native or Engineered Soil with Particles Finer than Coarse Sand
Roofs Draining to Surface Infiltration Practices	Not Applicable	Not Applicable
All Other Impervious Source Areas	3 feet or more	Filtering Layer

- ii. Notwithstanding par. b., applicable requirements for injection wells classified under ch. NR 815 shall be followed.
- c. *Infiltration rate exemptions.* Infiltration practices located in the following areas may be credited toward meeting the requirements under the following conditions, but the decision to infiltrate under these conditions is optional:

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- i. Where the infiltration rate of the soil measured at the proposed bottom of the infiltration system is less than 0.6 inches per hour using a scientifically credible field test method.
 - ii. Where the least permeable soil horizon to 5 feet below the proposed bottom of the infiltration system using the U. S. Department of Agriculture method of soils analysis is one of the following: sandy clay loam, clay loam, silty clay loam, sandy clay, silty clay, or clay.
5. **Alternate Use.** Where alternate uses of runoff are employed, such as for toilet flushing, laundry, irrigation, or storage on green roofs where an equivalent portion of the runoff is captured permanently by rooftop vegetation, such alternate use shall be given equal credit toward the infiltration volume required by this section.
6. **Groundwater Standards.**
 - a. Infiltration systems designed in accordance with this section shall, to the extent technically and economically feasible, minimize the level of pollutants infiltrating to groundwater and shall maintain compliance with the preventive action limit at a point of standards application in accordance with ch. NR 140. However, if site-specific information indicates that compliance with a preventive action limit is not achievable, the infiltration BMP may not be installed or shall be modified to prevent infiltration to the maximum extent practicable.
 - b. Notwithstanding par. a., the discharge from BMPs shall remain below the enforcement standard at the point of standards application.
7. **Pretreatment.** Before infiltrating runoff, pretreatment shall be required for parking lot runoff and for runoff from new road construction in commercial, industrial, and institutional areas that will enter an infiltration system. The pretreatment shall be designed to protect the infiltration system from clogging prior to scheduled maintenance and to protect groundwater quality in accordance with sub. 6. Pretreatment options may include but are not limited to, oil and grease separation, sedimentation, biofiltration, filtration, swales, or filter strips.
8. **Maximum Extent Practicable.** Where the conditions of subs. 3. and 4. limit or restrict the use of infiltration practices, the performance standard of s. NR 151.124 shall be met to the maximum extent practicable.

(d) **PROTECTIVE AREAS**

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1. Definition. In this section, “protective area” means an area of land that commences at the top of the channel of lakes, streams, and rivers, or at the delineated boundary of wetlands, and that is the greatest of the following widths, as measured horizontally from the top of the channel or delineated wetland boundary to the closest impervious surface. However, in this section, “protective area” does not include any area of land adjacent to any stream enclosed within a pipe or culvert, so that runoff cannot enter the enclosure at this location.
 - a. For outstanding resource waters and exceptional resource waters, 75 feet.
 - b. For perennial and intermittent streams identified on a U.S. Geological Survey 7.5-minute series topographic map, or a county soil survey map, whichever is more current, 50 feet.
 - c. For lakes, 50 feet.
 - d. For wetlands not subject to par. e. or f., 50 feet.
 - e. For highly susceptible wetlands, 75 feet. Highly susceptible wetlands include the following types: calcareous fens, sedge meadows, open and coniferous bogs, low prairies, coniferous swamps, lowland hardwood swamps, and ephemeral ponds.
 - f. For less susceptible wetlands, 10 percent of the average wetland width, but no less than 10 feet nor more than 30 feet. Less susceptible wetlands include: degraded wetland dominated by invasive species such as reed canary grass; cultivated hydric soils; and any gravel pits, or dredged material or fill material disposal sites that take on the attributes of a wetland.
 - g. In pars. d. to f., determinations of the extent of the protective area adjacent to wetlands shall be made on the basis of the sensitivity and runoff susceptibility of the wetland in accordance with the standards and criteria in s. NR 103.03.
 - h. Wetland boundary delineation shall be made in accordance with current Wisconsin Department of Natural Resources procedures. This paragraph does not apply to wetlands that have been completely filled in compliance with all applicable state and federal regulations. The protective area for wetlands that have been partially filled in compliance with all applicable state and federal regulations shall be measured from the wetland boundary delineation after a fill

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- e. Areas of post-construction sites from which the runoff does not enter the surface water, including wetlands, without first being treated by a BMP to meet the local ordinance requirements for total suspended solids and peak flow reduction, except to the extent that vegetative ground cover is necessary to maintain bank stability.
- (e) **FUELING AND VEHICLE MAINTENANCE AREAS.** Fueling and vehicle maintenance areas shall have BMPs designed, installed, and maintained to reduce petroleum within runoff so that the runoff that enters waters of the state contains no visible petroleum sheen, or to the maximum extent practicable.
- (f) **SWALE TREATMENT FOR TRANSPORTATION FACILITIES.**
- 1. Requirement. Except as provided in sub 2., transportation facilities that use swales for runoff conveyance and pollutant removal are exempt from the requirements of local ordinance requirements for peak flow control, total suspended solids control, and infiltration, if the swales are designed to do all of the following or to the maximum extent practicable:
 - a. Swales shall be vegetated. However, where appropriate, non-vegetative measures may be employed to prevent erosion or provide for runoff treatment, such as rock riprap stabilization or check dams.
 - b. Swales shall comply with the Wisconsin Department of Natural Resources technical standard 1005 “Vegetated Infiltration Swales”, dated May 2007, or a superseding document.
 - 2. Other requirements.
 - a. Notwithstanding sub 1., the Public Works Director or his designee may, consistent with water quality standards, require that other requirements, in addition to swale treatment, be met on a transportation facility with an average daily traffic rate greater than 2,500 and where the initial surface water of the state that the runoff directly enters is an of the following:
 - i. An outstanding resource water.
 - ii. An exceptional resource water.
 - iii. Waters listed in section 303 (d) of the Federal Clean Water Act that are identified as impaired in whole or in part, due to non-point source impacts.
 - iv. Water where targeted performance standards are developed pursuant to s. NR 151.004.

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- b. The transportation facility authority shall contact the Public Works Director or his designee to determine if additional BMPs beyond a water quality swale are needed under this subsection.
- (4) **GENERAL CONSIDERATIONS FOR ON-SITE AND OFF-SITE STORM WATER MANAGEMENT MEASURES.** The following considerations shall be observed in managing runoff:
- (a) Natural topography and land cover features such as natural swales, natural depressions, native soil infiltrating capacity, and natural groundwater recharge areas shall be preserved and used, to the extent possible, to meet the requirements of this section.
 - (b) Emergency overland flow for all storm water facilities shall be provided to prevent exceeding the safe capacity of downstream drainage facilities and prevent endangerment of downstream property or public safety.
- (5) **LOCATION AND REGIONAL TREATMENT OPTION.**
- (a) The BMPs may be located on-site or off-site as part of a regional storm water device, practice, or system.
 - (b) Post-construction runoff within a non-navigable surface water that flows into a BMP, such as a wet detention pond, is not required to meet the performance standards of this ordinance. Post-construction BMPs may be located in non-navigable surface waters.
 - (c) Except as allowed under par. (d), post-construction runoff from new development shall meet the post-construction performance standards prior to entering a navigable surface water.
 - (d) Post-construction runoff from any development within a navigable surface water that flows into a BMP is not required to meet the performance standards of this ordinance if:
 - 1. The BMP was constructed prior to the effective date of this ordinance and the BMP either received a permit issued under ch. 30, Stats., or the BMP did not require a ch. 30, Wis. Stats., permit; and
 - 2. The BMP is designed to provide runoff treatment from future upland development.
 - (e) Runoff from existing development, redevelopment, and in-fill areas shall meet the post-construction performance standards in accordance with this paragraph.

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1. To the maximum extent practicable, BMPs shall be located to treat runoff prior to discharge to navigable surface waters.
 2. Post-construction BMPs for such runoff may be located in a navigable surface water if allowable under all other applicable federal, state, and local regulations such as ch. NR 103, Wis. Adm. Code and ch. 30, Wis. Stats.
- (f) The discharge of runoff from a BMP, such as a wet detention pond, or after a series of such BMPs is subject to this chapter.
- (g) The Public Works Director or his designee may approve off-site management measures provided that all of the following conditions are met:
1. The Public Works Director or his designee determines that the post-construction runoff is covered by a storm water management system plan that is approved by the City of Marshfield and that contains management requirements consistent with the purpose and intent of this ordinance.
 2. The off-site facility meets all of the following conditions:
 - a. The facility is in place.
 - b. The facility is designed and adequately sized to provide a level of storm water control equal to or greater than that which would be afforded by on-site practices meeting the performance standards of this ordinance.
 - c. The facility has a legally obligated entity responsible for its long-term operation and maintenance.
- (h) Where a regional treatment option exists such that the Public Works Director or his designee exempts the applicant from all or part of the minimum on-site storm water management requirements, the applicant shall be required to pay a fee in an amount determined in negotiation with the Public Works Director or his designee. In determining the fee for post-construction runoff, the Public Works Director or his designee shall consider an equitable distribution of the cost for land, engineering design, construction, and maintenance of the regional treatment option.

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(6) FOUNDATION DRAIN, SUMP PUMP LINE, AND BUILDING ROOF DRAIN DISCHARGE

- (a) Foundation drain, sump pump lines, and building roof drains are prohibited from discharging directly onto any public property, public right-of-way, public street, or public sidewalk if such discharge creates or contributes to a public hazard or public nuisance. No person shall hereafter construct, build, establish, replace, or maintain any foundation drain sump pump line or building roof drain onto a public right-of-way, public street, public sidewalk, roadside ditch, or other public property maintained by the City of Marshfield without first obtaining written permission to do so from the Public Works Director. Failure to obtain written permission from the Public Works Director for a foundation drain sump pump line or building roof drain discharge onto a public street, public sidewalk, or other public property shall be deemed a violation of the Post-Construction Storm Water Management Ordinance.
- (b) No foundation drain, sump pump line, or building roof drain shall convey or discharge storm water to a point less than six (6) feet from a building foundation or property line if reasonably possible. No detached accessory structure shall convey or discharge roof storm water drainage to a point less than four (4) feet from an accessory structure, building foundation, or property line if reasonably possible. If it is not possible to discharge such storm water at least these distances, it shall be discharged as far as reasonably possible away from each foundation, structure, or property line.
- (c) Foundation drain sump pump lines may be routed to discharge underground via “mini” storm sewer into a storm water inlet or catch basin if written permission is obtained from the Public Works Director.
- (d) No foundation drain, sump pump line, or building roof drain shall be connected to a sanitary sewer.

(7) **ALTERNATE REQUIREMENTS.** The Public Works Director or his designee may establish storm water management requirements more stringent than those set forth in this section if the Public Works Director or his designee determines that an added level of protection is needed to protect sensitive resources.

(8) **MAINTENANCE OF EFFORT:** For redevelopment sites where the redevelopment will be replacing older development that was subject to post-construction performance standards of NR 151 in effect on or after October 1, 2004, the responsible party shall maintain the existing level of control for TSS, infiltration and peak flow reduction, or meet the redevelopment standards of ss. NR 151.122 to 151.125, whichever is more stringent.

Sec. 25-28. Permitting Requirements, Procedures, and Fees

- (1) **PERMIT REQUIRED.** No responsible party may undertake a land-disturbing construction activity without receiving a post-construction runoff permit from the Public Works Director or his designee prior to commencing the proposed activity.
- (2) **PERMIT APPLICATION AND FEES.** Unless specifically excluded by this ordinance, any responsible party desiring a permit shall submit to the Public Works Director or his designee a permit application made on a form provided by the Public Works Director or his designee for that purpose.
 - (a) Unless otherwise excepted by this ordinance, a permit application must be accompanied by a storm water management plan, a maintenance agreement, and a non-refundable permit administration fee.
 - (b) The storm water management plan shall be prepared to meet the requirements of Sec.25-27 and 25-29, the maintenance agreement shall be prepared to meet the requirements of Sec.25-30, the financial guarantee shall meet the requirements of Sec.25-31, and fees shall be those established by the Common Council as set forth in Sec. 25-52.
- (3) **REVIEW AND APPROVAL OF PERMIT APPLICATION.** The Public Works Director or his designee shall review any permit application that is submitted with a storm water management plan, maintenance agreement, and the required fee. The following approval procedure shall be used:
 - (a) Within twenty (20) business days of the receipt of a complete permit application, including all items as required by sub. (2), the Public Works Director or his designee shall inform the applicant whether the application, plan, and maintenance agreement are approved or disapproved based on the requirements of this ordinance.
 - (b) If the storm water permit application, plan, and maintenance agreement are approved, or if an agreed upon payment of fees in lieu of storm water management practices is made, the Public Works Director or his designee shall issue the permit.
 - (c) If the storm water permit application, plan, or maintenance agreement is disapproved, the Public Works Director or his designee shall detail in writing the reasons for disapproval.
 - (d) The Public Works Director or his designee may request additional information from the applicant. If additional information is submitted, the Public Works Director or his designee shall have ten (10) business days from the date the additional information is received to inform the applicant that the plan and maintenance agreement are either approved or disapproved.

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- (e) Failure by the Public Works Director or his designee to inform the permit applicant of a decision within 35 business days of a required submittal shall be deemed to mean approval of the submittal and the applicant may proceed as if a permit had been issued.
- (2) **PERMIT REQUIREMENTS.** All permits issued under this ordinance shall be subject to the following conditions, and holders of permits issued under this ordinance shall be deemed to have accepted these conditions. The Public Works Director or his designee may suspend or revoke a permit for violation of a permit condition, following written notification of the responsible party. An action by the Public Works Director or his designee to suspend or revoke this permit may be appealed in accordance with Sec. 25-54.
- (a) Compliance with this permit does not relieve the responsible party of the responsibility to comply with other applicable federal, state, and local laws and regulations.
 - (b) The responsible party shall design and install all structural and non-structural storm water management measures in accordance with the approved storm water management plan and this permit.
 - (c) The responsible party shall notify the Public Works Director or his designee at least three (3) business days before commencing any work in conjunction with the storm water management plan, and within three (3) business days upon completion of the storm water management practices. If required as a special condition under sub. (5), the responsible party shall make additional notification according to a schedule set forth by the Public Works Director or his designee so that practice installations can be inspected during construction.
 - (d) Practice installations required as part of this ordinance shall be certified "as built" by a licensed professional engineer. Completed storm water management practices must pass a final inspection by the Public Works Director or his designee or its designee to determine if they are in accordance with the approved storm water management plan and ordinance. The Public Works Director or his designee or its designee shall notify the responsible party in writing of any changes required in such practices to bring them into compliance with the conditions of this permit. "As-built" drawing(s) of the installed best management practices shall be submitted based on a topographic survey of the "as-built" drawing. An electronic CAD file of the survey shall be submitted including raw data points, triangulated irregular network (TIN), and 1-foot contours.
 - (e) The responsible party shall notify the Public Works Director or his designee of any significant modifications it intends to make to an approved storm water management plan. The Public Works Director or his designee may require that the proposed modifications be submitted to it for approval prior to incorporation into the storm water management plan and execution by the responsible party.

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- (f) The responsible party shall maintain all storm water management practices in accordance with the storm water management plan until the practices either become the responsibility of the Common Council or are transferred to subsequent private owners as specified in the approved maintenance agreement.
 - (g) The responsible party authorizes the Public Works Director or his designee to perform any work or operations necessary to bring storm water management measures into conformance with the approved storm water management plan, and consents to a special assessment or charge against the property as authorized under subch. VII of ch. 66, Wis. Stats., or to charging such costs against the financial guarantee posted under Sec. 25-31.
 - (h) If so directed by the Public Works Director or his designee, the responsible party shall repair at the responsible party's own expense all damage to adjoining municipal facilities and drainage ways caused by runoff, where such damage is caused by activities that are not in compliance with the approved storm water management plan.
 - (i) The responsible party shall permit property access to the Public Works Director or his designee or its designee for the purpose of inspecting the property for compliance with the approved storm water management plan and this permit.
 - (j) Where site development or redevelopment involves changes in direction, increases in peak rate and/or total volume of runoff from a site, the Public Works Director or his designee may require the responsible party to make appropriate legal arrangements with affected property owners concerning the prevention of endangerment to property or public safety.
 - (k) The responsible party is subject to the enforcement actions and penalties detailed in Sec. 25-53 if the responsible party fails to comply with the terms of this permit.
- (5) **PERMIT CONDITIONS.** Permits issued under this subsection may include conditions established by the Public Works Director or his designee in addition to the requirements needed to meet the performance standards in Sec. 25-27 or a financial guarantee as provided for in Sec. 25-31.
- (6) **PERMIT DURATION.** Permits issued under this section shall be valid from the date of issuance through the date the Public Works Director or his designee notifies the responsible party that all storm water management practices have passed the final inspection required under sub. (4)(d).

Sec. 25-29. Storm Water Management Plan

- (1) **PLAN REQUIREMENTS.** The storm water management plan required under Sec. 25-28(2) shall contain at a minimum the following information:
- (a) Name, address, and telephone number for the following or their designees: landowner; developer; project engineer for practice design and certification; person(s) responsible for installation of storm water management practices; and person(s) responsible for maintenance of storm water management practices prior to the transfer, if any, of maintenance responsibility to another party.
 - (b) A proper legal description of the property proposed to be developed, referenced to the U.S. Public Land Survey system or to block and lot numbers within a recorded land subdivision plat.
 - (c) Pre-development site conditions, including:
 - 1. One or more site maps at a scale of not less than 1 inch equals 50 feet. The site maps shall show the following: site location and legal property description; predominant soil types and hydrologic soil groups; existing cover type and condition; topographic contours of the site at a scale not to exceed 2 feet; topography and drainage network including enough of the contiguous properties to show runoff patterns onto, through, and from the site; watercourses that may affect or be affected by runoff from the site; flow path and direction for all storm water conveyance sections; watershed boundaries used in hydrology determinations to show compliance with performance standards; lakes, streams, wetlands, channels, ditches, and other watercourses on and immediately adjacent to the site; limits of the 100 year floodplain; location of wells and wellhead protection areas covering the project area and delineated pursuant to s. NR 811.16, Wis. Adm. Code.
 - 2. Hydrology and pollutant loading computations as needed to show compliance with performance standards. All major assumptions used in developing input parameters shall be clearly stated. The geographic areas used in making the calculations shall be clearly cross-referenced to the required map(s).
 - (d) Post-development site conditions, including:
 - 1. Explanation of the provisions to preserve and use natural topography and land cover features to minimize changes in peak flow runoff rates and volumes to surface waters and wetlands.
 - 2. Explanation of any restrictions on storm water management measures in the development area imposed by wellhead protection plans and ordinances.

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3. One or more site maps at a scale of not less than 1 inch equals 50 feet showing the following: post-construction pervious areas including vegetative cover type and condition; impervious surfaces including all buildings, structures, and pavement; post-construction topographic contours of the site at a scale not to exceed 2 feet; post-construction drainage network including enough of the contiguous properties to show runoff patterns onto, through, and from the site; locations and dimensions of drainage easements; locations of maintenance easements specified in the maintenance agreement; flow path and direction for all storm water conveyance sections; location and type of all storm water management conveyance and treatment practices, including the on-site and off-site tributary drainage area; location and type of conveyance system that will carry runoff from the drainage and treatment practices to the nearest adequate outlet such as a curbed street, storm drain, or natural drainage way; watershed boundaries used in hydrology and pollutant loading calculations and any changes to lakes, streams, wetlands, channels, ditches, and other watercourses on and immediately adjacent to the site.
 4. Hydrology and pollutant loading computations as needed to show compliance with performance standards. Computations shall be made for each discharge point in the development, and the geographic areas used in making the calculations shall be clearly cross-referenced to the required map(s).
 5. Results of investigations of soils and groundwater required for the placement and design of storm water management measures. Detailed drawings including cross-sections and profiles of all permanent storm water conveyance and treatment practices.
- (e) A description and installation schedule for the storm water management practices needed to meet the performance standards in Sec. 25-27.
 - (f) A maintenance plan developed for the life of each storm water management practice including the required maintenance activities and maintenance activity schedule.
 - (g) Cost estimates for the construction, operation, and maintenance of each storm water management practice.
 - (h) Other information requested in writing by the Public Works Director or his designee to determine compliance of the proposed storm water management measures with the provisions of this ordinance.
 - (i) All site investigations, plans, designs, computations, and drawings shall be certified by a licensed professional engineer to be prepared in accordance with accepted engineering practice and requirements of this ordinance.

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- (2) **ALTERNATE REQUIREMENTS.** The Public Works Director or his designee may prescribe alternative submittal requirements for applicants seeking an exemption to on-site storm water management performance standards under Sec. 25-27 (5).

Sec. 25-30. Maintenance Agreement

- (1) **MAINTENANCE AGREEMENT REQUIRED.** The maintenance agreement required under Sec.25-30 (2) for storm water management practices shall be an agreement between the Public Works Director or his designee and the responsible party to provide for maintenance of storm water practices beyond the duration period of this permit. The maintenance agreement shall be filed with the County Register of Deeds as a property deed restriction so that it is binding upon all subsequent owners of the land served by the storm water management practices.
- (2) **AGREEMENT PROVISIONS.** The maintenance agreement shall contain the following information and provisions and be consistent with the maintenance plan required by Sec. 25-29 (1)(f):
 - (a) Identification of the storm water facilities and designation of the drainage area served by the facilities.
 - (b) A schedule for regular maintenance of each aspect of the storm water management system consistent with the storm water management plan required under Sec. 25-28 (2).
 - (c) Identification of the responsible party(s) responsible for long-term maintenance of the storm water management practices identified in the storm water management plan required under Sec. 25-28 (2).
 - (d) Requirement that the responsible party(s) shall maintain storm water management practices in accordance with the schedule included in par. (b).
 - (e) Authorization for the Public Works Director or his designee to access the property to conduct inspections of storm water management practices as necessary to ascertain that the practices are being maintained and operated in accordance with the agreement.
 - (f) A requirement on the Public Works Director or his designee to maintain public records of the results of the site inspections, to inform the responsible party responsible for maintenance of the inspection results, and to specifically indicate any corrective actions required to bring the storm water management practice into proper working condition.
 - (g) Agreement that the party designated under par. (c), as responsible for long-term maintenance of the storm water management practices, shall be notified by the Public Works Director or his designee of maintenance problems which require

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correction. The specified corrective actions shall be undertaken within a reasonable time frame as set by the Public Works Director or his designee.

- (h) Authorization of the Public Works Director or his designee to perform the corrected actions identified in the inspection report if the responsible party designated under par. (c) does not make the required corrections in the specified time period. The City Clerk shall enter the amount due on the tax rolls and collect the money as a special charge against the property pursuant to subch. VII of ch. 66, Wis. Stats.

Sec. 25-31. Financial Guarantee

- (1) **ESTABLISHMENT OF THE GUARANTEE.** The Public Works Director or his designee may require the submittal of a financial guarantee, the form and type of which shall be acceptable to the Public Works Director or his designee. The financial guarantee shall be in an amount determined by the Public Works Director or his designee to be the estimated cost of construction and the estimated cost of maintenance of the storm water management practices during the period which the designated party in the maintenance agreement has maintenance responsibility. The financial guarantee shall give the Public Works Director or his designee the authorization to use the funds to complete the storm water management practices if the responsible party defaults or does not properly implement the approved storm water management plan, upon written notice to the responsible party by the Public Works Director or his designee that the requirements of this ordinance have not been met.
- (2) **CONDITIONS FOR RELEASE.** Conditions for the release of the financial guarantee are as follows:
 - (a) The Public Works Director or his designee shall release the portion of the financial guarantee established under this section, less any costs incurred by the Public Works Director or his designee to complete installation of practices, upon submission of "as built plans" by a licensed professional engineer. The Public Works Director or his designee may make provisions for a partial pro-rata release of the financial guarantee based on the completion of various development stages.
 - (b) The Public Works Director or his designee shall release the portion of the financial guarantee established under this section to assure maintenance of storm water practices, less any costs incurred by the Public Works Director or his designee, at such time that the responsibility for practice maintenance is passed on to another entity via an approved maintenance agreement.

Sec. 25-(32 - 39). Reserved

Article III. Illicit Discharge Detection and Elimination Requirements

Sec. 25-40. Authority

This ordinance is adopted by the Common Council under the authority granted by s. 62.234, Wis. Stats. This ordinance supersedes all provisions of an ordinance previously enacted under s. 62.23, Wis. Stats., that relate to storm water management regulations. Except as otherwise specified in s. 62.234, Wis. Stats., s. 62.23, Wis. Stats., applies to this ordinance and to any amendments to this ordinance.

- (1) The provisions of this ordinance are deemed not to limit any other lawful regulatory powers of the same governing body.
- (2) The Common Council hereby designates the Public Works Director or his designee to administer and enforce the provisions of this ordinance.
- (3) The requirements of this ordinance do not pre-empt more stringent storm water management requirements that may be imposed by any of the following:
 - (a) Wisconsin Department of Natural Resources administrative rules, permits, or approvals including those authorized under ss. 281.16 and 283.33, Wis. Stats.
 - (b) Targeted non-agricultural performance standards promulgated in rules by the Wisconsin Department of Natural Resources under s. NR 151.004, Wis. Adm. Code.

Sec. 25-41. Definitions

- (1) “Best management practices (BMPs)” means schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to storm water, receiving waters, or storm water conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.
- (2) “Clean Water Act” means the federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), and any subsequent amendments thereto.
- (3) “Construction activity” means activities subject to WPDES Construction Permits. These include construction projects resulting in land disturbance of 1 acre or more. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.
- (4) “Hazardous Materials” means any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical,

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or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

- (5) “Illegal discharge” means any direct or indirect non-storm water discharge to the storm drain system, except as exempted in Sec. 25-45 of these requirements.
- (6) “Illicit connections” means an illicit connection is defined as either of the following: Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system including but not limited to any conveyances which allow any non-storm water discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the system, regardless of whether said drain or connection had been previously allowed, permitted, or approved by the Public Works Director or his designee or, any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by the Public Works Director or his designee.
- (7) “Industrial activity” means activities subject to WPDES Industrial Permits.
- (8) “Non-storm water discharge” means any discharge to the storm drain system that is not composed entirely of storm water.
- (9) “Person” means any individual, association, organization, partnership, firm, corporation, or other entity recognized by law and acting as either the owner or as the owner's agent.
- (10) “Pollutant” means anything which causes or contributes to pollution. Pollutants may include but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform, and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.
- (11) “Premises” means any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.
- (12) “Sewage” means the water-carried wastes created in and to be conducted away from residences, industrial establishments, and public buildings as defined in s. 101.01 (12), with such surface water or groundwater as may be present as provided for in section 281.01(13), Wis. Stats.
- (13) “Storm drainage system” means publicly-owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention,

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and detention basins, natural and man-made or altered drainage channels, reservoirs, and other drainage structures.

- (14) “Storm water” means any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation and resulting from such precipitation.
- (15) “Public Works Director or his designee” means a city employee that is designated by the Public Works Director and utilities to administer the ordinance.
- (16) “Storm water pollution prevention plan” means a document which describes the BMPs and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to Storm Water, Storm Water Conveyance Systems, and/or Receiving Waters to the Maximum Extent Practicable.
- (17) “Wastewater” means any water or other liquid, other than uncontaminated storm water, discharged from a facility.
- (18) “Watercourse” means a channel that a flowing body of water follows. A watercourse includes those rivers which are dry for part of the year. Watercourses include navigable waterways.
- (19) “Wisconsin Pollutant Discharge Elimination System (WPDES) Storm Water Discharge Permit” means a permit issued by WDNR that authorizes discharges to the Waters of the State, whether the permit is applicable on an individual, group, or general area-wide basis.

Sec. 25-42. Applicability

These requirements shall apply to all water entering the storm drain system generated on any developed and undeveloped lands unless explicitly exempted by the Public Works Director or his designee.

Sec. 25-43. Responsibility for Administration

The Public Works Director or his designee shall administer, implement, and enforce the provisions of these requirements. Any powers granted or duties imposed upon the authorized enforcement personnel may be delegated in writing by the Public Works Director to persons or entities acting in the beneficial interest of or in the employ of the City of Marshfield.

Sec. 25-44. Ultimate Responsibility

The standards set forth herein and promulgated pursuant to these requirements are minimum standards; therefore, these requirements do not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, or unauthorized discharge of pollutants.

Sec. 25-45. Discharge Prohibitions

- (1) **PROHIBITION OF ILLEGAL DISCHARGES.** No person shall discharge or cause to be discharged into the municipal storm drain system or watercourses any materials, including but not limited to pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than storm water. The commencement or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:
 - (a) The following discharges are exempt from discharge prohibitions established by these requirements: water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising groundwater, groundwater infiltration to storm drains, uncontaminated pumped groundwater, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wetland flows, swimming pools (if dechlorinated - typically less than 1 PPM chlorine), firefighting activities, and any other water source not containing Pollutants.
 - (b) Discharges specified in writing by the Public Works Director or his designee as being necessary to protect public health and safety.
 - (c) Dye testing is an allowable discharge but requires a verbal notification to the Public Works Director or his designee prior to the time of the test.
 - (d) The prohibition shall not apply to any non-storm water discharge permitted under a WPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the WDNR, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.
- (2) **Prohibition of illicit connections.**
 - (a) The construction, use, maintenance, or continued existence of illicit connections to the storm drain system is prohibited.
 - (b) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
 - (c) A person is considered to be in violation of these requirements if the person connects a line conveying sewage to the MS4 or allows such a connection to continue.

Sec. 25-46. Suspension of MS4 Access

- (1) **SUSPENSION DUE TO ILLICIT DISCHARGES IN EMERGENCY SITUATIONS.** The Public Works Director or his designee may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or waters of the State. If the violator fails to comply with a suspension order issued in an emergency, the Public Works Director or his designee may take such steps as deemed necessary to prevent or minimize damage to the MS4 or waters of the State, or to minimize danger to persons.
- (2) **SUSPENSION DUE TO THE DETECTION OF ILLICIT DISCHARGE.** Any person discharging to the MS4 in violation of these requirements may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The Public Works Director or his designee will notify a violator of the proposed termination of its MS4 access. The violator may petition the Public Works Director or his designee for a reconsideration and hearing.

A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this Section, without the prior approval of the Public Works Director or his designee.

Sec. 25-47. Industrial or Construction Activity Discharge

Any person subject to an industrial or construction activity WPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the Public Works Director or his designee prior to the allowing of discharges to the MS4.

Sec. 25-48. Monitoring of Discharges

- (1) **APPLICABILITY.** This section applies to all facilities that have storm water discharges associated with industrial activity, including construction activity.
- (2) **Access to Facilities.**
 - (a) The Public Works Director or his designee shall be permitted to enter and inspect facilities subject to regulation under these requirements as often as may be necessary to determine compliance with these requirements. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to representatives of the Public Works Director or his designee.
 - (b) Facility operators shall allow the Public Works Director or his designee ready access to all parts of the premises for the purposes of inspection, sampling,

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examination, and copying of records that must be kept under the conditions of an NPDES permit to discharge storm water, and the performance of any additional duties as defined by state and federal law.

- (c) The Public Works Director or his designee shall have the right to set up on any permitted facility such devices as are necessary in the opinion of the Public Works Director or his designee to conduct monitoring and/or sampling of the facility's storm water discharge.
- (d) The Public Works Director or his designee has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure storm water flow and quality shall be calibrated to ensure their accuracy.
- (e) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the Public Works Director or his designee and shall not be replaced. The costs of clearing such access shall be borne by the operator.
- (f) Unreasonable delays in allowing the Public Works Director or his designee access to a permitted facility is a violation of a storm water discharge permit and of these requirements. A person who is the operator of a facility with a WPDES permit to discharge storm water associated with industrial activity commits an offense if the person denies the Public Works Director or his designee reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by these requirements.
- (g) If the Public Works Director or his designee has been refused access to any part of the premises from which storm water is discharged, and he/she is able to demonstrate probable cause to believe that there may be a violation of these requirements, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with these requirements or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the Public Works Director or his designee may seek issuance of a search warrant from any court of competent jurisdiction.

Sec. 25-49. Requirements to Prevent, Control, and Reduce Storm Water Pollutants by the Use of Best Management Practices.

The Public Works Director or his designee will adopt requirements identifying BMPs for any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the State. The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental

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discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs. Further, any person responsible for a property or premise, which is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the municipal separate storm sewer system. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of storm water associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a storm water pollution prevention plan (SWPPP) as necessary for compliance with requirements of the WPDES permit.

Sec. 25-50. Watercourse Protection

Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately-owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

Sec. 25-51. Notification of Spills

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation, has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or water of the United States, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials, said person shall immediately notify emergency services of the occurrence via emergency dispatch services (911). In the event of a release of non-hazardous materials, said person shall notify the Public Works Director or his designee in person or by phone or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the Public Works Director or his designee within three (3) business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three (3) years.

Sec. 25-52. Fee Schedule

The fees referred to in other sections of this ordinance shall be established by the Board of Public Works on an annual basis. A schedule of the fees established by the Board of Public Works shall be available for review in the office of the City Engineer.

Sec. 25-53. Enforcement

- (1) The Public Works Director or his designee may post a stop-work order if any of the following occurs:
 - (a) Any land-disturbing construction activity regulated under this ordinance is being undertaken without a permit.
 - (b) The erosion and sediment control plan is not being implemented in a good faith manner.
 - (c) The conditions of the permit are not being met.
- (2) If the responsible party does not cease activity as required in a stop-work order posted under this section or fails to comply with the erosion and sediment control plan or permit conditions, the Public Works Director or his designee may revoke the permit.
- (3) If the responsible party, where no permit has been issued, does not cease the activity after being notified by the Public Works Director or his designee, or if a responsible party violates a stop-work order posted under sub. (1), the Public Works Director or his designee may request the City attorney to obtain a cease and desist order in any court with jurisdiction.
- (4) After posting a stop-work order under sub. (1), the Public Works Director or his designee may issue a notice of intent to the responsible party of its intent to perform work necessary to comply with this ordinance. The Public Works Director or his designee may go on the land and commence the work after issuing the notice of intent. The costs of the work performed under this subsection by the Public Works Director or his designee, plus interest at the rate authorized by the Common Council shall be billed to the responsible party. In the event a responsible party fails to pay the amount due, the clerk shall enter the amount due on the tax rolls and collect as a special assessment against the property pursuant to subch. VII of ch. 66, Wis. Stats.
- (5) Any land-disturbing construction activity or post-construction runoff initiated after the effective date of this ordinance by any person, firm, association, or corporation subject to the ordinance provisions shall be deemed a violation unless conducted in accordance with the requirements of this ordinance.
- (6) The Public Works Director or his designee shall notify the responsible party by certified mail of any non-complying land-disturbing construction activity or post-construction runoff. The notice shall describe the nature of the violation, remedial actions needed, a schedule for remedial action, and additional enforcement action which may be taken.
- (7) Upon receipt of written notification from the Public Works Director or his designee under sub. (2), the responsible party shall correct work that does not comply with the storm water management plan or other provisions of this permit. The responsible party shall make

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corrections as necessary to meet the specifications and schedule set forth by the Public Works Director or his designee in the notice.

- (8) If the violations of a permit issued pursuant to this ordinance are likely to result in damage to properties, public facilities, or waters of the state, the Public Works Director or his designee may enter the land and take emergency actions necessary to prevent such damage. The costs incurred by the Public Works Director or his designee plus interest and legal costs shall be billed to the responsible party.
- (9) The Public Works Director or his designee is authorized to post a stop work order on all land-disturbing construction activity that is in violation of this ordinance or to request the City Attorney to obtain a cease-and-desist order in any court with jurisdiction.
- (10) The Public Works Director or his designee may revoke a permit issued under this ordinance for non-compliance with ordinance provisions.
- (11) Any permit revocation, stop work order, or cease and desist order shall remain in effect unless retracted by the Public Works Director or his designee or by a court with jurisdiction.
- (12) The Public Works Director or his designee is authorized to refer any violation of this ordinance, or of a stop work order, or cease-and-desist order issued pursuant to this ordinance, to the City Attorney for the commencement of further legal proceedings in any court with jurisdiction.
- (13) Compliance with the provisions of this ordinance may also be enforced by injunction in any court with jurisdiction. It shall not be necessary to prosecute for forfeiture or a cease-and-desist order before resorting to injunctive proceedings.
- (14) When the Public Works Director or his designee determines that the holder of a permit issued pursuant to this ordinance has failed to follow practices set forth in the storm water management plan, or has failed to comply with schedules set forth in said storm water management plan, the Public Works Director or his designee or a party designated by the Public Works Director or his designee may enter upon the land and perform the work or other operations necessary to bring the condition of said lands into conformance with requirements of the approved plan. The Public Works Director or his designee shall keep a detailed accounting of the costs and expenses of performing this work. These costs and expenses shall be deducted from any financial security posted pursuant to Sec. 25-28 of this ordinance. Where such a security has not been established, or where such a security is insufficient to cover these costs, the costs and expenses shall be entered on the tax roll as a special charge against the property and collected with any other taxes levied thereon for the year in which the work is completed. In the event the responsible party fails to pay the amount due, the City Clerk shall enter the amount due in the tax rolls and collect as a special assessment against the property pursuant to subchapter VII of ch. 66, Wis. Statutes.
- (15) **NOTICE OF VIOLATION.** Whenever the Public Works Director or his designee finds that a person has violated a prohibition or failed to meet a requirement of these

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requirements, the Public Works Director or his designee may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:

- (a) The performance of monitoring, analyses, and reporting.
- (b) The elimination of illicit connections or discharges.
- (c) That violating discharges, practices, or operations shall cease and desist.
- (d) The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property.
- (e) Payment of a fine to cover administrative and remediation costs.
- (f) The implementation of source control or treatment BMPs.

If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor, and the expense thereof shall be charged to the violator.

- (16) Any person violating any of the provisions of this ordinance shall be subject to a forfeiture of billable damages plus a penalty as provided by Sec. 1-05 of the City of Marshfield Municipal Code, together with the costs of prosecution for each violation. Each day a violation exists shall constitute a separate offense.

Sec. 25-54. Appeals

- (1) **ZONING BOARD OF APPEALS.** The Zoning Board of Appeals of the City of Marshfield ordinances pursuant to s. 62.23(7)(e), Wis. Stats, shall hear and decide appeals where it is alleged that there is error in any order, decision, or determination made by the Public Works Director or his designee in administering this ordinance. The board shall also use the rules, procedures, duties, and powers authorized by statute in hearing and deciding appeals. Upon appeal, the board may authorize variances from the provisions of this ordinance that are not contrary to the public interest, and where owing to special conditions a literal enforcement of the ordinance will result in unnecessary hardship.
- (2) **WHO MAY APPEAL.** Appeals to the Zoning Board of Appeals may be taken by any aggrieved person or by an officer, department, board, or bureau of the City of Marshfield affected by any decision of the Public Works Director or his designee. The notice of appeal must be received within 30 days from the date of the notice of violation. Hearing on the appeal before the Board of Public Works shall take place within 30 days from the date of receipt of the notice of appeal. The decision of the municipal authority or their designee shall be final.

Sec. 25-55. Enforcement Measures After Appeal

In the event of an appeal upheld by the municipal authority, the violation must be corrected within the timeframe as established by the municipal authority. If the violation is not corrected in said timeframe, then representatives of the city shall enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent, or person in possession of any premises to refuse to allow the government agency or designated contractor to enter upon the premises for the purposes set forth above.

Sec. 25-56. Cost of Abatement of the Violation

Within 45 days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment within ten (10) days. If the amount due is not paid within a timely manner as determined by the decision of the municipal authority or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment. Any person violating any of the provisions of this article shall become liable to the city by reason of such violation. Interest at the rate of nine percent (9%) per annum shall be assessed on the balance beginning on the forty-sixth day following discovery of the violation.

Sec. 25-57. Injunctive Relief

It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of these requirements. If a person has violated or continues to violate the provisions of these requirements, the Public Works Director or his designee may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

Sec. 25-58. Cost Alternatives

In lieu of enforcement proceedings, penalties, and remedies authorized by these requirements, the Public Works Director or his designee may impose upon a violator alternative compensatory action, such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.

Sec. 25-59. Violations Deemed a Public Nuisance

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of these requirements is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

Exhibit A to Ordinance No. 1526

Sec. 25-60. Forfeiture Action

Any person that has violated or continues to violate these requirements shall be subject to a forfeiture of not less than one hundred dollars (\$100) nor more than five thousand dollars (\$5,000) per violation; each day such violation exists shall be deemed a separate violation.

The Public Works Director or his designee may recover all attorneys' fees, court costs, and other expenses associated with enforcement of these requirements, including sampling and monitoring expenses.

Sec. 25-61. Remedies Not Exclusive

The remedies listed in these requirements are not exclusive of any other remedies available under any applicable federal, state, or local law, and it is within the discretion of the Public Works Director or his designee to seek cumulative remedies.

EXHIBIT A to Ordinance No. 1526



**City of
Marshfield**

Memorandum

TO: Finance, Budget, and Personnel Committee / Common Council
FROM: Jennifer Selenske, Finance Director
DATE: February 4, 2025
RE: Budget Resolution 04-2025 Northeast Pumping Station Rehabilitation

BACKGROUND

The City's Wastewater Facilities Plan was completed in 2023. This plan provides a detailed assessment of the condition of the Wastewater Treatment Plant and the Northeast Pump Station. For the wastewater plant, the Facility Plan included options for meeting WPDES phosphorus limits that take effect on May 1, 2026. For the Northeast Pump Station, the Facility Plan included necessary equipment replacements, collection system assessment and force main assessment.

ANALYSIS

In late 2023, Task Order 23-03 was executed with Strand and Associates to design necessary improvements, assess the force main, and manage the construction bidding process. In January 2025, the construction project was awarded to Staab Construction, and Task Order 25-01 was executed with Strand and Associates for construction related services.

The budget for years 2023-2025 for this project was \$2,827,000 and contracted services for the same time period are \$2,583,500. However, the amounts budgeted in each year do not align with the anticipated timing of actual expenditures. A budget carryforward resolution of unspent funds budgeted in 2024 to 2025 is necessary prior to execution of the construction contract. The funding source for the Northeast Pumping Station is wastewater utility fees.

RECOMMENDATION

Staff recommends approval of Budget Resolution 05-2025 to increase the Wastewater Utility fund budget by \$432,000 for the Northeast Pumping Station Rehabilitation Project.

BUDGET RESOLUTION NO. 04-2025

A resolution changing the 2025 budget of the City of Marshfield, Wisconsin.

Budget Amendment

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the 2025 adopted budget for the Wastewater Utility fund, wastewater department collection system-machinery and equipment account is increased by \$432,000 and the Wastewater Utility fund, wastewater department assets capitalized contra account is increased by \$432,0000.

2. That upon the adoption of this resolution by a two thirds vote of the entire membership of the Common Council, and within ten (10) days thereafter, the City Clerk shall publish notice of this change in the official newspaper.

ADOPTED _____

Mayor

APPROVED _____

Attest – City Clerk

PUBLISHED _____



MEMORANDUM

DATE: January 31, 2025
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Budget Resolution No. 05-2025; increasing 2025 budget for Fund 205

Background

Upon review, staff has found that the approved 2025 budget for Fund 205 (economic development) has a \$17,000 shortfall, based upon re-calculating anticipated expenses for Phase 2 consultant fees for Vandewalle & Associates related to implementation of the West Second Street Redevelopment Plan. In addition, staff has obtained estimates totaling \$11,000 for needed appraisals of the existing Weinbrenner facility and the current police station (\$7,500 for the Weinbrenner building; \$3,500 for the police station, which are significant in redevelopment of the West Second Street corridor. In order to cover these expenses, a budget resolution increasing the 2025 budget for Fund 205 is required.

Recommendation

Staff recommends that the FBP Committee recommends Council approval of the attached Budget Resolution No. 05-2025, increasing the 205 Fund budget to cover expenses noted in this memo.

BUDGET RESOLUTION NO. 05-2025

A resolution changing to 2025 budget of the City of Marshfield, Wisconsin.

Budget Amendment

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the 2025 adopted budget for the Economic Development Fund Urban Development professional services account be increased \$28,000 for the specific purpose of consulting and appraisal services related to the West Second Street Redevelopment Plan.

2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the Common Council, and within ten (10) days Thereafter, the City Clerk publishes notice of this change in the official newspaper.

ADOPTED _____

Mayor

APPROVED _____

Attest – City Clerk

PUBLISHED _____

Accounting Note: Budgetary Only -
205-56730-70-52100 \$28,000



MEMORANDUM

Everett G. Mueller, Fire Chief

TO: Members of the Common Council

FROM: Everett G. Mueller, Fire Chief

THROUGH: Steve Barg, City Administrator and Jennifer Selenske, Finance Director

DATE: February 5, 2025

SUBJECT: Budget Resolution 06-2025 – Public Safety Referendum 2025

BACKGROUND

The City of Marshfield and the Marshfield Fire & Rescue Department are preparing to place a referendum on the ballot for the April 1, 2025 election. This referendum will request funding for the addition of two firefighter paramedics to address critical staffing needs and enhance the department's ability to respond to emergencies effectively.

To ensure community awareness and understanding of the referendum, it is essential to undertake an informational campaign. However, funds for these educational efforts were not included in the 2025 budget. As such, additional resources will be required to support outreach efforts aimed at educating residents about the importance of this referendum and its potential impact on public safety.

ANALYSIS

The April 1, 2025 referendum is a critical initiative for the City of Marshfield and the Marshfield Fire & Rescue Department. Its success will secure funding for two additional firefighter paramedics, which will address the staffing level shortage from 2021 and enhance the department's capacity to provide essential emergency services.

Community outreach for this referendum requires resources that were not accounted for in the 2025 budget. To address this need, Budget Resolution 06-2025 – Public Safety Referendum 2025 requests \$6,000. These funds will be used to support the following activities:

- Printing fees for materials such as flyers, FAQ documents, and other materials.
- Mailing fees to ensure residents are informed about the referendum.
- Room rentals for community engagement sessions or informational meetings.
- Unforeseen expenses that may arise during the educational campaign.

During the 2025 budgeting process, the specific needs for community education relating to the referendum were unknown. Allocating funds through this resolution can ensure proper community education and engagement about this important referendum.

RECOMMENDATION

The department respectfully requests approval of Budget Resolution 06-2025.

BUDGET RESOLUTION NO. 06-2025

A resolution changing the 2025 budget of the City of Marshfield, Wisconsin.

Budget Amendment

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the 2025 adopted budget for the General fund, Fire Protection Operating Supplies expense account be increased up to \$6,000 and General fund, City Administrator Reserve for Contingency account be decreased up to \$6,000 for expenditures relating to procuring referendum education materials.

2. That upon the adoption of this resolution by a two thirds vote of the entire membership of the Common Council, and within ten (10) days thereafter, the City Clerk publish notice of this change in the official newspaper.

ADOPTED _____

Mayor

APPROVED _____

Attest – City Clerk

PUBLISHED _____

Accounting Note: Budgetary Only

101-52210-21-53400 increase up to \$6,000 project REF2025-1

101-51412-05-57350 decreased up to \$6,000 for actual expenditures incurred only

MEMO

November 25, 2024



400 West 29th Street

Marshfield, WI 54449

City of Marshfield Planning Commission

The Marshfield Municipal Airport would like to renew our petition for Federal and State Aid requests from the Wisconsin Bureau of Aeronautics, (BOA). In order to do this our petition is required to go through the City of Marshfield Planning Commission for their consideration before it moves onto the Marshfield Common Council.

A petition is required by the BOA every 5 to 6 years. Our last petition to the BOA was in December of 2019. Many of the items in this list are the direct result of a runway reconstruction project / expansion project.

Mr. Jeffrey H. Gaier

Airport Management

RESOLUTION 2025-07
RESOLUTION PETITIONING
THE SECRETARY OF TRANSPORTATION
FOR AIRPORT IMPROVEMENT AID
BY

Common Council of the City of Marshfield
Wood County, Wisconsin

WHEREAS, the City of Marshfield, Wood County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the Marshfield Municipal Airport, Wood County, Wisconsin,

"PETITION FOR AIRPORT PROJECT"

WHEREAS, the foregoing proposal for airport improvements has been referred to the city plan commission for its consideration and report prior to council action as required by Wis. Stat. §62.23(5), and

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a small general aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: Fuel Farm Enhancements; Land acquisition in Runway approaches; Conduct wildlife site visit; Rehabilitate/reconstruct/relocate Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR); Reconstruct primary Runway 16/34; Replace/Rehabilitate runway/taxiway lighting; Reconstruct/relocate airfield electrical vault; Remove old terminal building & adjacent ramp (related to hangar taxiway or SRE building construction); Conduct aerial obstruction survey; Clear runway approaches, including for Instrument Approach; Extend Runway 16/34, including lighting; Install/Replace Precision Approach Path Indicators (PAPIs); Reconstruct access road; Construct parallel taxiway to Runway 16/34; Construct snow removal equipment storage (SRE) Building; Rehabilitate/Reconstruct Runway 5/23; Rehabilitate/reconstruct taxiways; Construct south hangar area including taxiways; Construct hangars; Sealcoat surfaces; Pavement maintenance and markings; Ramp/apron expansion; Rehabilitate/reconstruct apron; Install alternative fueling facilities for aircraft that may include but are not limited to electric & hydrogen; Install revenue generating electrical car chargers in the parking lot; Install alternative energy producing sources not limited to solar panels / farms; Purchase of snow removal equipment; Airport planning studies; Airport environmental studies; Airport layout plan updates; Airport wildlife/security fencing and gates. Construct Runway End Identifier Lights (REILs) runway 16/34; Rehabilitate / reconstruct / enhance windsocks and wind indicator (wind tee); Clear and maintain all runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to

meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

**AGENCY AGREEMENT AND
FEDERAL BLOCK GRANT OWNER ASSURANCES**

**Department of Transportation
Bureau of Aeronautics
Madison, Wisconsin**

WHEREAS, the City of Marshfield, Wood County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Marshfield Municipal Airport project to:

Fuel Farm Enhancements; Land acquisition in Runway approaches; Conduct wildlife site visit; Rehabilitate/reconstruct/relocate Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR); Reconstruct primary Runway 16/34; Replace/Rehabilitate runway/taxiway lighting; Reconstruct/relocate airfield electrical vault; Remove old terminal building & adjacent ramp (related to hangar taxiway or SRE building construction); Conduct aerial obstruction survey; Clear runway approaches, including for Instrument Approach; Extend Runway 16/34, including lighting; Install/Replace Precision Approach Path Indicators (PAPIs); Reconstruct access road; Construct parallel taxiway to Runway 16/34; Construct snow removal equipment storage (SRE) Building; Rehabilitate/Reconstruct Runway 5/23; Rehabilitate/reconstruct taxiways; Construct south hangar area including taxiways; Construct hangars; Sealcoat surfaces; Pavement maintenance and markings; Ramp/apron expansion; Rehabilitate/reconstruct apron; Install alternative fueling facilities for aircraft that may include but are not limited to electric & hydrogen; Install revenue generating electrical car chargers in the parking lot; Install alternative energy producing sources not limited to solar panels / farms; Purchase of snow removal equipment; Airport planning studies; Airport environmental studies; Airport layout plan updates; Airport wildlife/security fencing and gates. Construct Runway End Identifier Lights (REILs) runway 16/34; Rehabilitate / reconstruct / enhance windsocks and wind indicator (wind tee); Clear and maintain all runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.

WHEREAS, the sponsor adopted a resolution on _____, 20____, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT.....

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

By: SECRETARY OF TRANSPORTATION

David M. Greene, Director (Date)
Bureau of Aeronautics

FEDERAL BLOCK GRANT OWNER ASSURANCES.....

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event **not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity);**

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: The City of Marshfield, Wood County, Wisconsin

Name

Name

Title

Title

Date

Date

W:\Airports\ Marshfield Municipal Airport\Petition\01-25MFIres.docx

104dev.r.05/06/2014



MEMORANDUM

DATE: February 7, 2025
TO: Mayor TeStrake & City Council
FROM: Steve Barg, City Administrator
RE: Selection of developer through RFQ process: Weinbrenner redevelopment project

Background

Now that Weinbrenner is building its new facility in Mill Creek Business Park, the City is working with its consultant (Vandewalle & Associates) to find a developer for a renovation project at this location (305 West 3rd Street). Last summer, it was determined to use a Request for Qualifications (RFQ) approach, rather than the Request for Proposals (RFP) method. The rationale for this move was to find a qualified firm that we believed would work with us to achieve a successful outcome, rather than signing on to a specific development plan that may not be a good fit for our community.

Process

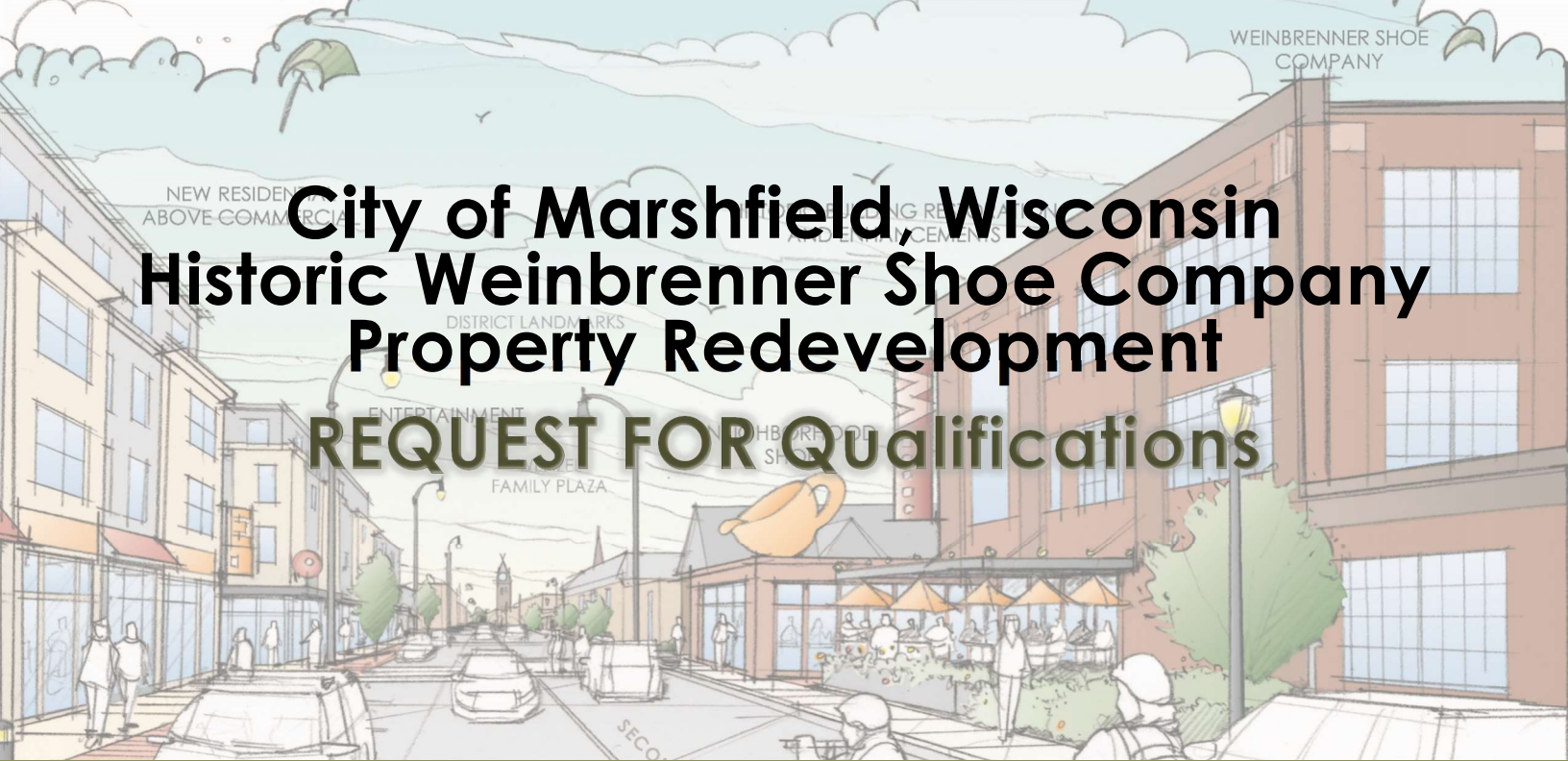
On October 29, 2024, the Council and CDA held a joint meeting to review and discuss the Request for Qualifications draft. (The RFQ and the minutes from this meeting are attached to this memo.) Ultimately, the Council and CDA were both supportive of the proposed RFQ, and they also voted to create the “RFQ Selection Committee”, which was comprised of 5 individuals as follows: CDA members Dave LaFontaine and Ashley Winch, Councilmembers Brian Varsho and Andy Reigel, and City Administrator Steve Barg. The following week, e-mails were sent to more than 100 firms in the Midwest who may be good candidates. The deadline for responses was December 20, 2024.

Committee review

On January 10, 2025, the RFQ Selection Committee held its first meeting, with the main order of business that day being to review the 5 responses received, and determine which ones they wanted to interview. Ultimately, the Committee chose 4 firms as follows: Schafer Richardson; Gorman & Co.; J,Jeffers & Co.; and KG Development Group. Interviews with these companies were then subsequently held during 3 Committee meetings (January 21st, January 30th, and January 31st.) At the end of the January 31st meeting, members discussed and ranked the companies, and a consensus was reached to recommend Council and CDA approval of J.Jeffers. Their response to our RFQ is attached to my memo. Please note that the intent of the RFQ was to find a qualified developer that that would be best for the City, taking into account their written reply to the RFQ, the presentation made at their interview, and their responses to the Committee’s questions.

Recommendation

The RFQ Selection Committee recommends Council approval to select J. Jeffers as its developer for this project, and to move forward with the next steps in the redevelopment process. Committee chairperson Dave LaFontaine will make a short presentation on Tuesday night, outlining in bullet points the benefits of selecting J.Jeffers, and addressing any questions that the Council may have.



DRAFT

Issued: November 8, 2024

Due: December 20, 2024

City Contacts:

Steve Barg, City Administrator

Steve.Barg@ci.marshfield.wi.us

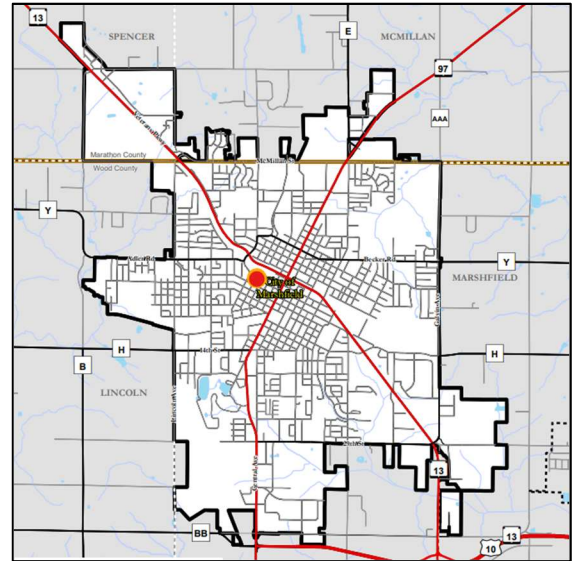
(715) 486-2003



Summary

The City of Marshfield is seeking Statements of Qualifications from interested development entities for the adaptive reuse of the historic Weinbrenner shoe factory. This magnificent 89-year old building is owned by the City and on listed on the National and State Registers of Historic Places. It has been in continual use as a footwear manufacturing site operated by the Weinbrenner Shoe Company. Weinbrenner will be relocating in early 2026 to a new facility in Marshfield. Immediately following their relocation, the City would like to immediately transfer the property to a qualified developer (or development team) for a dynamic reuse project.

Located in Wood and Marathon Counties in central Wisconsin, Marshfield is a thriving community of nearly 20,000 residents and the area is home to several large employers including the Marshfield Clinic, Roehl Transport, and Masonite, among many others. The City constructed the Weinbrenner Building during the Great Depression to attract an employer, and the Weinbrenner Shoe Company has occupied the building ever since. The reuse of the building was a centerpiece of the recently completed West Second Street District Redevelopment Plan, which the City is actively implementing.



The City and Community Development Authority (CDA) see great potential in the approximately 90,000-square-foot building and 2.49-acre property. They foresee a likely reuse as residential units with potential for some ground floor commercial, but they are open to other uses that would further the goals of the project and the West Second Street District Redevelopment Plan. Toward that end, the City and CDA are seeking a development entity it can work in partnership with to bring about an active reuse of this historic property. A tour of the property will be conducted on December 12, 2024 (registration required), with Statements of Qualifications due on December 20, 2024. The City will select a partner in early 2025 and work with them to craft an exciting and feasible redevelopment plan that will be ready for construction in early 2026 as soon as Weinbrenner vacates the building. This RFQ provides more detail on the building, its surroundings, and the information being requested of interested parties.

The Historic Weinbrenner Building

History and Building Information

Constructed by the City of Marshfield during the Great Depression with the intention of attracting a major employer, the original three-story, 45,000-square-foot brick and steel Weinbrenner Building has served as a manufacturing facility for the Weinbrenner Shoe Company from 1935 to the present day. One-story additions constructed in 1950 and 1956 added 49,000 square feet for a total of 94,000 square feet. This 2.49-acre property is located at the west end of downtown Marshfield at 305 W. 3rd Street. A wide range of footwear is made in the facility, including their flagship product line, Thorogood Work Boots, which have been used by everyone from Boy Scouts to the US military to construction workers across the country and around the globe. A site plan and floor plans can be found here [\(add link\)](#).

The Building is listed on the National Register of Historic Places and the State Register of Historic Places, making historically sensitive reuse eligible for federal and state Historic Preservation Tax Credits. Documentation on the property's historic status can be found here [\(add link\)](#).

Property Zoning

The property is zoned for industrial, and the future land use plan of the City’s Comprehensive Plan recommends the site for Downtown Mixed Use. The City anticipates the zoning being changed to accommodate the agreed upon reuse. The City’s [zoning code](#) and [Comprehensive Plan](#) are available online.

Known Environmental Conditions

The City commissioned a Phase 1 Environmental Site Assessment (ESA) and an asbestos survey in the fall of 2024. The ESA did not find any past or current uses and conditions that warrant a Phase 2 ESA (sampling and testing) of the soil or groundwater, and the asbestos survey found [REDACTED]. These reports can be found here [\(add link\)](#).

Property Availability and Transfer

The Weinbrenner Company’s manufacturing processes have become more sophisticated, requiring them to seek a new manufacturing facility with modern features not available in the 1935 building. As a result, the company and the City entered into an agreement for the company to build a new facility in the City’s business park with construction to be finished in late 2025 and the Weinbrenner Company’s relocation to be completed by the end of the first quarter of 2026. It is the City’s desire to have a redevelopment project lined up with a qualified developer who can take possession of the property and begin construction immediately upon the property’s availability.

West Second Street Redevelopment Plan

City of Marshfield

The City of Marshfield had a population of 19,478, and Wood County and Marathon County had populations of 73,929 and 137,863 respectively, as of 2022. The City offers an exceptional quality of life and provides a wide range of amenities and services. These include Wenzel Family Plaza in downtown Marshfield, Wildwood Park and Zoo, entertainment venues such as ax throwing, golf simulator, escape room, craft beer/wine tasting pub, new restaurants and retail shops throughout the City, and more. The community also features a vibrant downtown with several year-round festivals and regional shopping destinations. More about offerings in Marshfield and the surrounding areas can be found at the [Visit Marshfield](#) website. Most daily needs and employment opportunities can be met in town, and the community is within easy driving distance to Stevens Point (40 minutes), Wisconsin Rapids (40 minutes), and Wausau (50 minutes).

The [School District of Marshfield](#) provides pre-K-12 education to the City and surrounding area, with Marshfield High School being ranked in the top 50 in the state according to US News and World Report. The community also has two parochial schools. The [Mid-State Technical College Marshfield Campus](#) and [UW-Stevens Point at Marshfield](#) each offer a wide variety of degree and training programs, and the main campus of the [University of Wisconsin-Stevens Point](#) is only a short distance away.

The city is home to the [Marshfield Clinic Health System](#), the largest private medical group practice in Wisconsin and one of the largest in the US. Its main campus in town had more than 6,000 employees as of 2023. Across its 50 locations throughout the state and the Upper Peninsula of Michigan, it provides 170 specialties, with more than 12,000 employees and 1,600 medical providers serving a 45,000 square mile area. Other large private employers in the area include Masonite (425 employees), and Roehl Transport (407 employees), among others. The [Marshfield Area Chamber of Commerce and Industry](#) serves the entire business community and [Main Street Marshfield](#) serves as a catalyst for revitalizing the downtown area through concentrated efforts of organization, promotion, design, and economic vitality. An economic profile of the community for 2024 can be found [here](#).

West Second Street District

In 2022, the City adopted the [West Second Street District Redevelopment Plan](#) in compliance with Wis. Stat. §66.1333. The West Second Street District comprises the area immediately west of Central Avenue, Marshfield’s “Main Street.” The plan sets a detailed vision and implementation strategy for transforming the West Second Street District into a vibrant, walkable, and exciting area within downtown Marshfield. Through investment in the built environment, eliminating blight, and ensuring appropriate land uses, the City will create an attractive destination for new and existing residents. Accompanying this with new streetscape and public space improvements will ensure a reuse approach that is comprehensive in addressing site challenges and constraints while maximizing future opportunities and enabling new ideas.

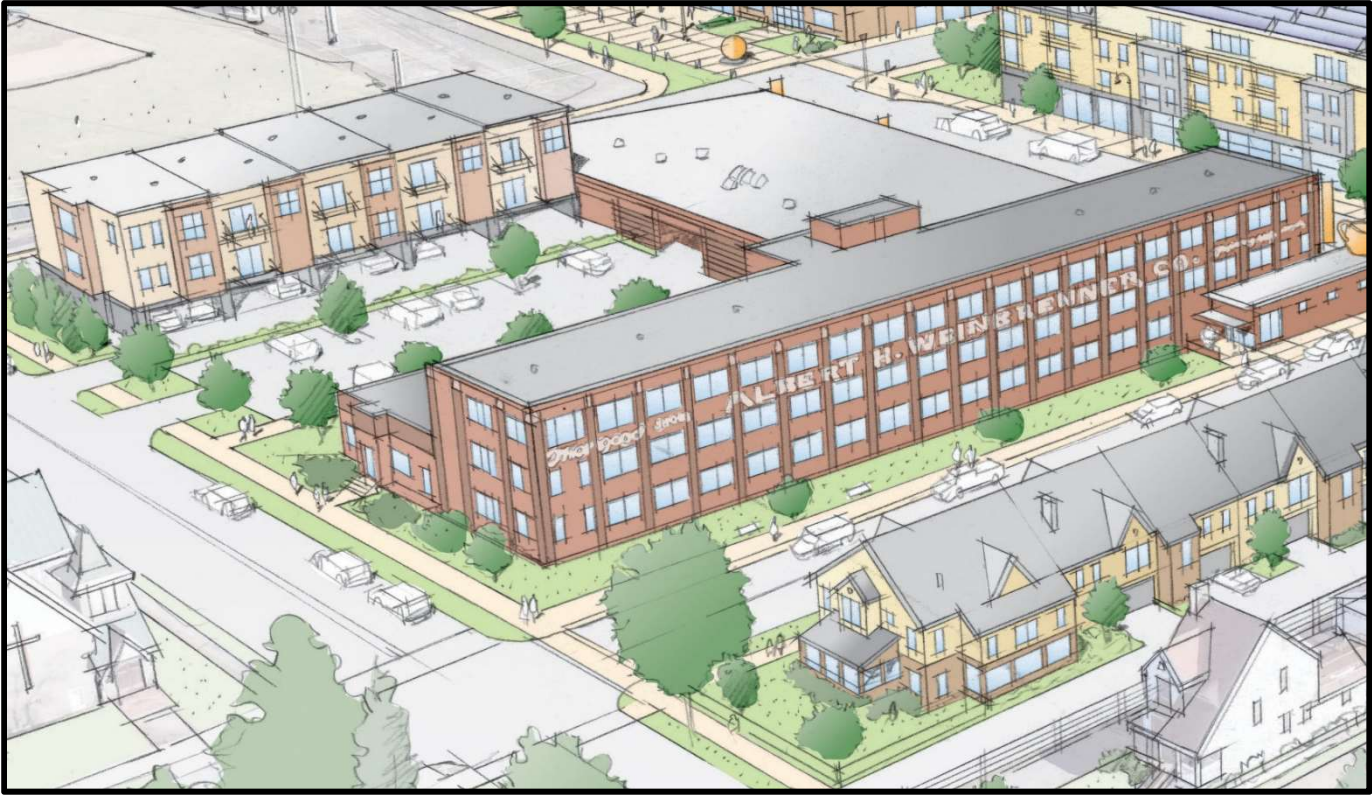
Supporting “themes” incorporated throughout the District include:

- *Historic Working District* – a place where workers, craftspeople, and artisans have historically created and manufactured items and continue that tradition today
- *“Made New”* – the West Second Street District brings new elements such as food, art, and music
- *Upham House Historic District* – references to the historic Upham House and its historic character are present throughout the West Second Street District
- *Arts* – building on existing visual and performing arts here, the District brings new art and performance spaces
- *Sports & Recreation* – find new opportunities for field sports, biking, fitness, food, and wellness throughout the District

West Second Street District
Marshfield’s newest hub for community gathering, living, working, and playing, the West Second Street District will offer new housing options and entertainment, dining, art, and sports venues that blend the best of the old and the new and tie together the heart of downtown Marshfield.

Weinbrenner Building Potential Reuse

The West Second Street District Plan identified the reuse of the Weinbrenner Building as a catalyst for driving redevelopment and reinvestment throughout District and an opportunity to imagine the next 100 years of this magnificent structure. The Building, with its attractive brick façade, historic industrial-style windows, and eye-catching, hand-painted sign, is a landmark within the West Second Street District and downtown. Its architectural character enriches and sets the tone for the character of new development in the rest of the District. The dominant three-story factory wing facing S. Walnut Avenue is a natural choice for restoration and reuse as residential, and the one-story attached administrative wing on W. Third Street could be used as one of buildings entries and for common space. The ground level one-story space (now a loading dock) on the corner of W. Second Street and S. Walnut Avenue represents a prime opportunity for a unique restaurant, café, or coffee shop. The one-story portion of the building along W. Second Street could be restored and rehabilitated for commercial purposes (i.e., retail, entertainment, studio and community work space) and possibly for covered parking.



Reuse Objectives – CDA and Council Input

Based on the recommendations in the West Second Street District Redevelopment Plan, the City's objectives for reuse of the buildings include:

- Preserve and enhance the building and its historic features (including the sign on the east side of the building)
- Promote the history of the building with exhibits (or other creative homages) that are visible to the public
- Activate W. Second and S. Walnut Streets with ground floor uses open to the public
- Promote walkability while adequately addressing parking needs for occupants and visitors
- Increase the real estate tax base
- Use local contractors in the property redevelopment
- Serve as a catalyst for redevelopment throughout the West Second Street District

Potential Reuses – CDA and Council Input

Consistent with the recommendations in the West Second Street District Redevelopment Plan and reuse objective listed above, potential uses may include, among others:

- Multifamily housing
- Office space
- Art gallery or museum
- Ground floor restaurant, café, retail, and/or entertainment
- Community makerspace

Potential Funding Sources

Funding sources potentially available to assist with the cost of redevelopment include:

- State and federal [Historic Preservation Tax Credits](#)

- WEDC [Community Development Investment Grant](#)
- WHEDA [Infrastructure Access, Restore Main Street, and Vacancy to Vitality loan programs](#)
- [Housing tax credits](#)
- [Tax increment financing](#)
- [The Central Wisconsin Economic Development Fund](#)

Submittal of Statements of Qualifications

Submittal Contents

Interested parties should submit the following information with a maximum of 10 pages not including section dividers (if provided) and appendices. Weblinks in lieu of appendices are acceptable and encouraged. Information should be provided in the order shown below.

Cover: Include project name, respondent name, and date (1 page).

Section 1 Cover Letter: Introductory cover letter identifying the lead entity, contact information for the proposed project manager, and a statement that the respondent has reviewed this RFQ including a list of all specific addendums that the City may subsequently issue (1 page max).

Section 2 Development Team Organization: Overview of the development team organization indicating the lead entity and lead individual for each component of the work (1 page max). Include resumes for the key project team members (1 page max per individual) in an appendix.

Section 3 Summary of Experience: Feature the development team’s skills and relevant experience applicable to this site. Include brief descriptions of at least three specific projects and list municipal references for each (3 pages max). More detailed project descriptions may be provided in an appendix.

Section 4 Financial Relationships: Provide contact information for banking and other financial entities that have participated in past projects (1 page max).

Section 5 General Project Approach Summary: Include a narrative summary (3 pages max) expressing your team’s:

- Project understanding and interest
- Project approach and potential redevelopment ideas or concepts you have for the site (note that drawings and project details are not required but can be attached as an appendix if desired)
- Approach to working with the City to craft and execute a reuse plan
- Tentative project schedule

Format, Transmittal and Questions

The entire submittal, including all appendices, must be provided in a single PDF file and delivered electronically to the City **no later than 4:00 pm, December 20, 2024**. Use the subject line “Weinbrenner Building Reuse Submittal,” and transmit the file, or a link to the file, to Steve Barg, City Administrator, at Steve.Barg@ci.marshfield.wi.us

Questions about the contents of this RFQ can be submitted via email to Steve.Barg@ci.marshfield.wi.us by December 5, 2024. All questions will be recorded, and responses posted to the Project webpage ([add link](#)) by December 9, 2024. Questions and inquires submitted after December 5, 2024, will not be answered.

Evaluation of Statements of Qualifications

The City will create a Project Team consisting of City staff, Marshfield Community Development Authority (CDA) staff, and CDA and City Council members to evaluate all submittals, conduct interviews, and recommend a preferred developer to the full CDA and City Council.

The City will use a Qualifications Based Selection Process to review and rank the written proposals based on the following:

- The completeness of the submittal and its consistency with the requirements contained in this RFQ;
- The qualifications and experience of the development team with projects similar in scope to that proposed;
- The development team’s financial strength and ability to secure financing for the project;
- The consistency of the proposed concepts and timeframes with the City’s Project Objectives as described in this RFQ and the recommendations of the West Second Street Plan;
- The proposed approach to working with the City as a partner to craft and execute on a final project concept

Based on the above, the Project Team will invite no more than three of the top ranked development teams for an interview. The interviewed teams will then be evaluated using the criteria listed above in addition to any other information requested at the time of the interview.

Project Schedule

The following contains a tentative schedule the City intends to follow in selecting a qualified development team and negotiating terms with them. The City reserves the right to alter this schedule at any time, with or without prior notice, and will post any changes on its website.

The City will conduct a one-time tour of the Building to minimize disruptions to the Weinbrenner Company’s ongoing operations. **Pre-registration is required** so the City and Weinbrenner can plan accordingly. Please contact Steve Barg using the contact information provided on the cover of this RFQ to register. **Please do not contact the Weinbrenner Company directly with any questions related to this RFQ or to seek access to the building.**

Any questions about the contents of this RFQ should be directed Steve Barg with the deadline for written submissions shown below. As part of the tour, the City also will conduct a Q&A with attendees and will post those along with responses to written questions.

As noted below, the City intends to enter into an exclusive right to negotiate with the selected developer during which time the specifics of the project and the City’s potential involvement will be determined. This will culminate in the preparation and approval of a binding development agreement that the developer and City can rely upon as they move forward with project implementation. Weinbrenner is expected to vacate the building in the first quarter of 2026, and it is the City goal to transfer the property as soon as possible thereafter.

Task	Timing
Developer Selection Process	
RFQ Issued	November 8, 2024
Building Tour (registration required)	December 3, 2024 (TBD)
Questions Due	December 5, 2024
Response to Questions Posted on Project Webpage	December 9, 2024
RFQ Response Deadline	December 20, 2024
Interviews with Shortlisted Respondents (if needed)	January 3-17, 2025
CDA Recommendation on Preferred Developer	January/February 2025
City Council Selection of Developer	January/February 2025
Development Agreement Negotiation Process (Tentative)	
Exclusive Right to Negotiate Period	February-July
Development Agreement Term Sheet Reviewed by CDA	May 2025
Development Agreement Term Sheet Reviewed by City Council	May 2025
CDA Recommendation on Development Agreement	July 2025
City Council Approval of Development Agreement	July 2025
Development Agreement Implementation (Tentative)	
Project Entitlements	Fall 2025
Project Financing Commitment	Winter 2025-2026
Project Building Permits	Early 2026
Weinbrenner Vacates Building	Spring of 2026
Transfer of Property	Spring of 2026
Construction Begins	Spring of 2026

Disclaimers

Project Webpage: The City has established the following project page on its website and will post all information to the page ([add full link](#)). Respondents are advised to check the page regularly for any updates.

Building and Property Conditions: The descriptions of the conditions of the buildings and property contained herein are generalized depictions. This City does not represent or warrant the accuracy of any of the information, and no party should rely on such information.

All Costs on Respondent: Respondents shall be responsible for any and all costs they incur in responding to this RFQ.

Submittals Subject to Open Records: All responses to this RFQ shall become property of the City of Marshfield and are subject to the Open Records laws of the State of Wisconsin. Any information a respondent deems to be proprietary or trade secrets should be specifically identified as such, but the City cannot guarantee that such information will remain confidential if required to be disclosed under Wisconsin law.

Schedule Subject to Change: The City will use good faith efforts to adhere to the schedule described herein but reserves the right to modify the schedule at any time and without prior notice where it is in its best interest to do so. Any changes will be posted to the project webpage.

Right to Reject all Responses. The City reserve the right to reject all responses and to not proceed with the project as described herein if it is in its best interest to do so.

October 29, 2024

PRESENT: For the Council: Mayor TeStrake, Mike Feirer, Derek Wehrman (via Zoom), Natasha Tompkins, Brian Varsho, Russ Stauber, Brian Giles, Rebecca Spiros, Mike O'Reilly, and Andy Reigel (via Zoom).

For Community Development Authority: Andy Keogh, Dave LaFontaine, Ashley Winch, and Chris Meyer.

OTHERS: Jacki Mich, Vandewalle & Associates; City Staff (Steve Barg, Tom Turchi, Jennifer Selenske, Jessica Schiferl, Eng Ng, Tom Loucks, Jill Porter); Carol Kerper, CDA; Josh Miller, Cedar Corp; Denise Sonneman, MACCI; Scott Koran.

The meeting was called to order Mayor TeStrake and CDA President Andy Keogh at 5:30 p.m. in the Council Chamber at City Hall.

CITIZEN COMMENTS

- None

PRESENTATION – Review proposed Request for Qualifications (RFQ) for redevelopment of the facility currently occupied by Weinbrenner Shoe Company, Inc.

Jacki Mich, Vandewalle & Associates provided a review of the Request for Qualifications for the Weinbrenner building. The RFQ process will begin November 8th.

Questions/Comments

- Tompkins asked if direction should be added to include affordable housing options?
- Meyer stated we should avoid competing with existing downtown businesses.
- Stauber asked if there are options for grants? Yes, there will be a possibility for grants and tax credits with the historic status.
- Stauber asked if we would be using local developers? Responses will likely come from Wisconsin-based businesses.
- Stauber asked the expected return on investment for the City? This would be worked out in a development agreement.
- Stauber asked will a potential developer know Marshfield or will proposals be for any builder anywhere in the U.S.? Some information will be provided. Typically, potential developers do their own research as well.
- Stauber asked if the building is on any historic registry? Yes, state and national.
- Tompkins asked if a daycare/pre-school to serve the neighborhood could be included in the list of possible uses?
- Meyer asked if sustainability would be considered?
- Stauber stated this building can't be everything for everyone. This project will be its own statement and own brand.
- Tompkins asked how specific should direction be right now? Should recommendations be made now for possible ground floor, ADA compliant residential units?
- Tompkins stated there is an aging population in Marshfield and that may provide a large market.
- Reigel asked how we control the projects we attract? This would be negotiated with development agreements.
- Spiros stated if we are too restrictive now, are we worried we won't sell the building?
- Stauber wants to hear expertise from potential developers.

- Tompkins asked if non-profits will be allowed in this space? Should direction be given now if that isn't something the City would like to pursue? That would be considered in a development agreement.
- Stauber stated this building hasn't made any money to date. Now is not the opportunity to be philanthropic. It's time to come home with an award-winning building that makes money for the City.
- Meyer asked if historic preservation credits must be used for affordable housing? There are specific credits for affordable housing and other grant opportunities available unrelated to affordable housing.

Timeline

- November 8th – RFQ will be issued
- Early December – tour available with potential developers
- December 5 – questions received from developers to be answered by December 20th.
- Early January – interview potential developers, if needed
- January/February 2025 – select preferred developer
- Spring 2026 – new ownership when Weinbrenner vacates

Additional Comments/Questions

- Wehrman asked if there was a reason interviews wouldn't be completed? Typically yes, unless only one excellent submission, optional interview allows flexibility.
- Keogh mentioned a development in Milwaukee that is mixed used with affordable housing, some ground floor housing, a grocery store, parking. Is this sort of vision appropriate? The goal should be to bring new commercial while not undercutting existing downtown businesses.
- Keogh stated collaboration should also be considered. Someone mentioned a museum. What about a partnership with Marshfield Clinic and the extensive collection from their New Visions art collection.
- Winch suggested to remember family activities such as a children's museum.

Determine membership for RFQ Selection Committee

The committee will consist of Reigel and Varsho from Council, LaFontaine and Winch from CDA and City Administrator Barg.

Keogh adjourned the Community Development Authority at 6:22 p.m.

TeStrake adjourned the Common Council at 6:22 p.m.

Respectfully submitted,

Jessica Schiferl
City Clerk



Historic Weinbrenner Shoe Company Property Redevelopment

Request for Qualifications

J. Jeffers & Company

J. Jeffers & Company will be the lead entity for the redevelopment of the Historic Weinbrenner Shoe Company building.

Founded in 2012 by Joshua Jeffers with a goal of building a **different kind of real estate firm**, J. Jeffers & Co. is built on the principles of Accountability, Integrity, and Perseverance, all of which we believe are essential for achieving high-quality outcomes for all our partners, communities, and stakeholders.

Mission-Driven. We believe real estate development is a powerful vehicle for enhancing communities and creating value. Our developments seek to create catalytic and comprehensive change for communities through historic rehabilitation, adaptive reuse, and architectural sensitive new construction, pursuing **development principles** of sustainability, social impact and governance achievements.

Joe Dunne, Vice President, Development (jdunne@jjeffers.com) will be our overall development team lead and relationship manager.

J. Jeffers & Company has reviewed the RFQ, Addendum #1, and the supporting documentation posted to the project website including the property plans, Phase I ESA, Marshfield Comprehensive Plan, Downtown Master Plan, West Second Street Redevelopment Plan, and the historical documentation.

Project Development Team

Business Function	Internal Deal Team Member	Roles & Responsibilities
Development	Joe Dunne Vice President, Development	Overall development lead and relationship manager.
	Brian Loftin Chief Development Officer	General development support.
Design & Construction	John Donoghue Senior Director, Design	Oversees the construction and design team. This includes the owner representative and construction manager.
Shared Services	Will Purdy Chief Financial Officer	Oversees the financial operations of the company's development pipeline and property portfolio.
	Lisa Wogan Director, Community Impact	Facilitates community dialogue and input, grant writing.



Developer Experience

Our Development Principles

SUSTAINABILITY	SOCIAL IMPACT	GOVERNANCE
• Historic Rehabilitation	• Neighborhood Revitalization	• Ethical Development Practices
• Energy & Efficiency Standards	• Job Creation	• Financial Transparency
• Brownfield/Hazard Materials Reclamation	• Accessible Housing	• Community Enhancement
• Environmental Awareness	• Blight Elimination	• Public-Private Partnership Compliance
• Water Rights & Conservation	• Community Engagement	• Municipal Tax Revenue Improvement
• Public Art & Green Space Enhancement	• Health & Safety	• Charitable/Non-Profit Beneficiaries
• Alternative Transportation	• Real Estate Stewardship	• Recipient of Awards & Recognition

Adaptive Reuse is a powerful vehicle for enhancing communities and creating value.

Gold Medal Lofts

- Historic rehab + adaptive reuse
- Racine, WI
- Mixed income
- 72 apartment units
- Market rate alongside units at 60%, 50% and 30% AMI
- 23 3-bedroom units

Total Development **\$18,000,000**



MUNICIPAL CONTACTS

City of Racine

Mr. Walter Williams
 Director of Development
 262-636-9465
Walter.williams@cityofrachine.org

City of Milwaukee

Mr. Dan Casanova
 Lead Economic Development Specialist
 414-286-5714
dcasan@milwaukee.gov

City of Jackson

Mr. Jonathan Greene
 City Manager
 517-788-4035
jgreene@cityofjackson.org

City of Rockford

Mr. Todd Cagnoni
 City Administrator
 779-348-7327
Todd.Cagnoni@rockfordil.gov

Arabella @ Belle City Square

- Historic rehab + adaptive reuse
- Mixed income
- 60 apartment units
- 45 affordable and 15 market rate
- Part of an overall campus master plan
- Public Green Space
- Live / Work / Play Town Square

Total Development **\$18,900,000**





Journal Block

- Mixed-Use / Multi-Phase
- Historic Rehab & New Construction
- Full City Block / Milwaukee, WI
- 141 Market Rate Apartments (1)
- 83 Affordable Student Housing Units (2)
- New Construction / Hotel (3)
- Public Charter High School (4)

Total Development

Part 1 & 2: **\$64,000,000**

Part 3 & 4: **TBD**



"You have consistently demonstrated class, good faith, and integrity to our city. You are a team of incredibly smart players that have made working with you on this Goliath size project feel manageable and seamless."

**Alderwoman Gabrielle Torina
City of Rockford, Illinois**

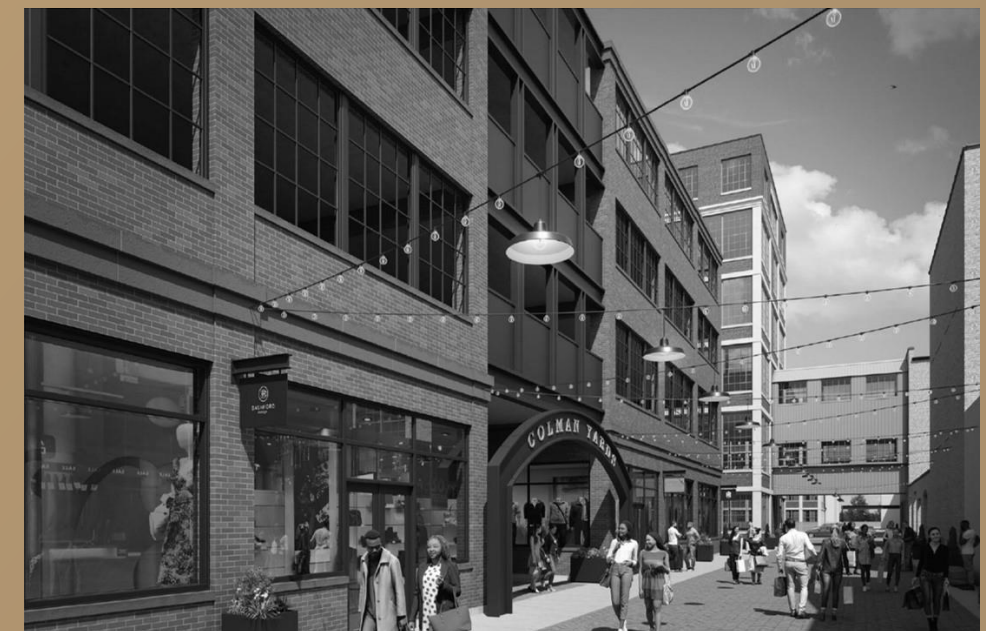
"The City of Racine eagerly supports this redevelopment initiative, which has an experienced, community-minded developer at its helm who has a track record of success in our community. We expect that this project will create jobs, enhance the City's tax base, and attract additional capital to the community."

**Mayor Cory Mason
Racine Wisconsin**

Colman Yards

- Master Plan / Multi-Phase
- 26-Acre Site / Rockford, IL
- 500K SF Historic Rehab
- 1.5M SF New Construction
- 900+ Multifamily Units
- 130k SF Commercial Space
- Public Park & Riverfront activation
- New Downtown Trade District

Total Development: **\$430,000,000**



Financial Relationships and Capacity to Obtain Financing

- J. Jeffers & Co. has a strong track record of an ability to secure financing with complex capital stacks and public / private sources.
- J. Jeffers & Co., has successfully financed the following affordable housing developments, along with a robust portfolio of market-rate assets :
 - Arabella – Racine, WI – 60 Units (historic)
 - Gold Medal Lofts – Racine, WI - 77 Units (historic)
 - Historic Garfield Apartments – Milwaukee, WI - 30 units (historic)
 - The Griot – Milwaukee, WI - 41 units (new construction)
- In addition, J. Jeffers & Co. has successfully implemented the following capital sources in past projects :
 - Tax-Increment Financing (developer-financed)
 - State and Federal Historic Tax Credits
 - WEDC Grant Funding
 - Brownfield Revolving Loan Funds
 - Municipal Loans & Grants
 - HOME funds
 - New Market Tax Credits
 - Low Income Housing Tax Credits

Financial Partners

US Bank

Daniel W. Blocher
Senior Vice President
612.303.0926 daniel.blocher@usbank.com

NTCIC

Amanda J. Bloomberg
Senior Acquisitions Manager
563.542.0077
abloomberg@ntcic.com

Midland States Bank

Frederick F Sinkovits
Associate Director Commercial Banking
815.230.4362
fsinkovits@midlandsb.com

Tri-City Bank

Ivan Gamboa
Senior Vice President
414.325.1182
i.gamboa@tcnb.com

General Project Approach and Summary

J. Jeffers & Co. is familiar with the Weinbrenner Shoe Company Building and the City of Marshfield's vision for the West Second Street District. We are prepared to successfully repurpose the Weinbrenner Building in a manner that will contribute positively to the overall goal of making the district a vibrant, walkable, destination for residents and visitors alike. We were first introduced to this property over two years ago and are excited to see it come to market.

We see the highest and best use for the Weinbrenner Building as a conversion to energy-efficient, sustainable, affordable residential apartments. Bringing a critical mass of new residential apartments will be complementary to the commercial, entertainment, and recreational uses that the City of Marshfield envisions for the future of the district. The original three-story building is a natural fit for conversion to residential and the one-story additions present an opportunity for additional apartments. The redeveloped property would include approximately 80 residential apartments in one-bedroom, two-bedroom, and three-bedroom configurations. The building will have an active residential lobby, along with mail and package rooms, on-site property management, and on-site laundry. 100% of the apartments will be affordable for families at no more than 60% of County Median Income. There is ample space within the one-story portion of the building to accommodate interior bike storage, supporting Marshfield's goal for alternative modes of transportation and encouraging a walkable, bikeable district.

General Project Approach and Summary – continued

Preserving and highlighting the historic elements of the building are important goals of our plan, as the successful redevelopment of the Weinbrenner Building will help to define the character of the West Second Street District. The physical features of the building – particularly the large rectilinear factory windows – speak visually to the history of manufacturing in Marshfield and will be easily integrated into the residential conversion of the building. The painted sign is a very public acknowledgement of this history and will continue to be so. The overall site is large enough to accommodate a public exhibit/homage or historical marker presenting the history of the building. J. Jeffers & Co. has significant expertise in historic preservation and adaptive reuse and we are confident that the Weinbrenner Building can be repurposed in a manner that is respectful to its history while establishing a new useful life for the foreseeable future.

The successful redevelopment of the Weinbrenner Building will require a multi-layered financing structure, which J. Jeffers & Co. is adept at assembling. The historic nature of the building, and the listing on the National Register of Historic Places, allows the opportunity to access Federal and State Historic Tax Credits for the preservation and adaptive reuse of the property. We plan to pair these with Federal Low-Income Housing Tax Credits and other available State and local incentives to complete the financing. This is a model that we have employed successfully on similar historic rehabilitation projects in Wisconsin and neighboring states.

The successful redevelopment of the Weinbrenner Building will require a working partnership with the City of Marshfield to ensure that the project meets the goals of the Marshfield Comprehensive Plan.

General Project Approach and Summary - continued

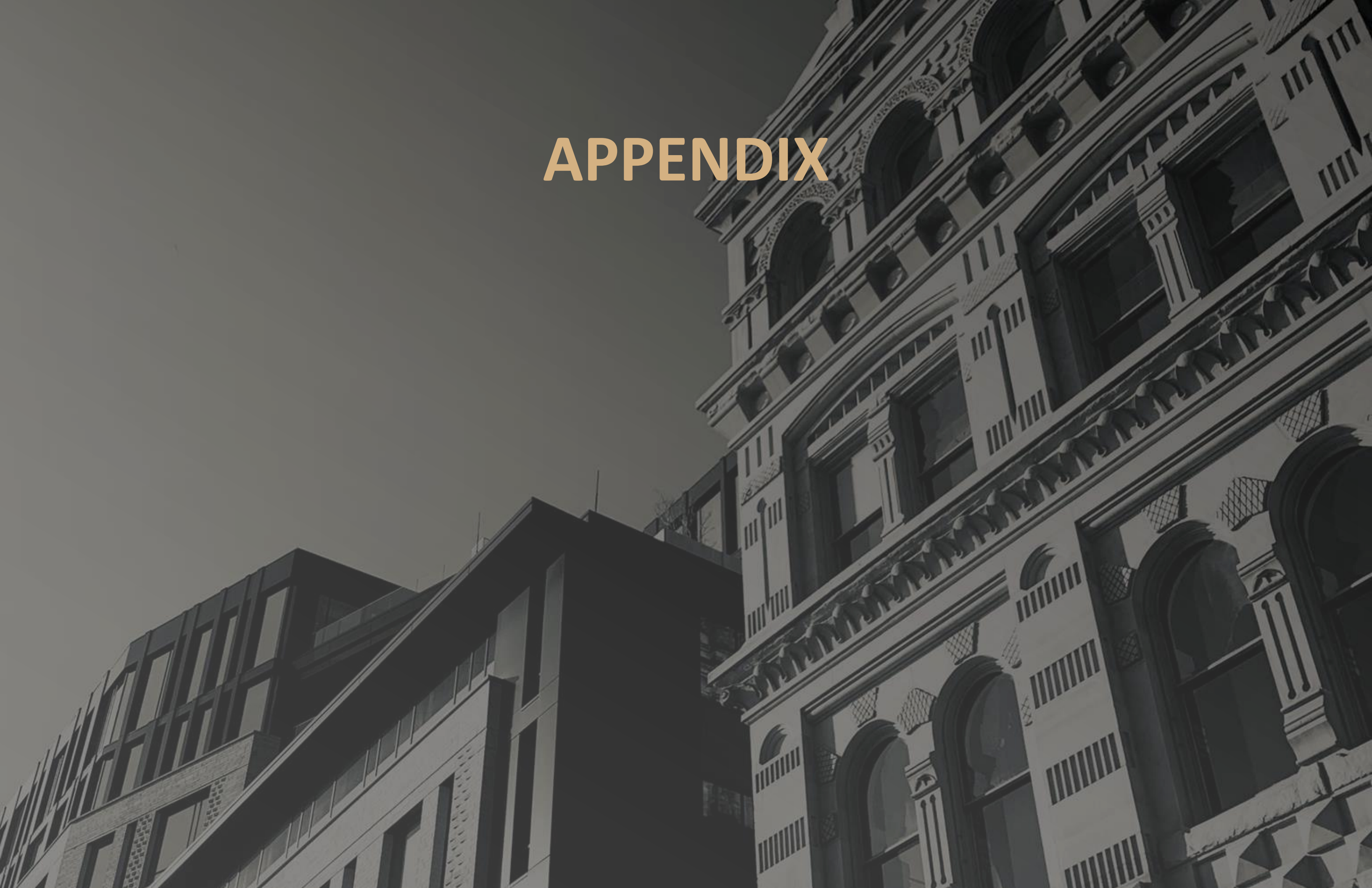
J. Jeffers will work collaboratively with the City of Marshfield on the proposed redevelopment. We understand that the goals for the West Second Street District are broad and that preservation and reuse of the Weinbrenner Building is an important component the broader plan. While we bring expertise in financing and adaptive reuse of historic structures, the City of Marshfield has a deep understanding of the goals and desires of the community, as reflected in the Comprehensive Plan and the West Second Street District plan. Our goal will be to work in partnership with the City to secure any necessary local approvals and to navigate any community meetings associated with the project.

If selected in early 2025, J. Jeffers would begin working on the project immediately, including the development of plans and specifications, the historic Part II approval, and preliminary identification of financing partners.

Key Project Milestones:

- WHEDA project concept application Dec. 2025
- WHEDA tax credit awards March 2026
- Construction commencement Sept. 2026
- Completion December 2027
- Occupancy January 2028

APPENDIX



J. Jeffers & Co. Summary Resumes



JOSHUA JEFFERS, FOUNDER & CEO. Mr. Jeffers started his career in the acquisitions department of Walton Street Capital in Chicago. His transactional experience over the last nearly 20 years includes over \$2 billion of commercial real estate investments in U.S. and international markets and spans office, retail, multifamily housing, industrial, hospitality, and mixed-use asset types. Mr. Jeffers earned a Master of Public Policy from the John F. Kennedy School of Government at Harvard University, and a BBA in Finance and Real Estate from the University of Wisconsin-Madison. As Founder and CEO, Mr. Jeffers sets the strategic direction for the firm, and supports the senior team in identifying opportunities for fund investment.



JOHN DONOGHUE, SENIOR DIRECTOR, DESIGN. Mr. Donoghue collaborates closely with the Jeffers teams on all new projects. His ability to successfully navigate design issues that span a wide range of scales, from bathroom design to master planning multi-tower high-rise mixed-use developments is a valued asset. Mr. Donoghue understands the importance of building relationships within the communities where he works. He strives to create positive outcomes through collaboration and this quality, and the successful development projects he has led, have made him a leader in the field. Mr. Donoghue holds a Master of Architecture degree from the University of Illinois at Chicago and a Bachelor of Arts from Denison University. He is a registered architect in the state of Illinois. Mr. Donoghue oversees the design and planning for all the projects at J. Jeffers & Co. including seeing the final product through to completion.



JOE DUNNE, VICE PRESIDENT, DEVELOPMENT. Mr. Dunne has over 20 years of experience in private, non-profit, and public real estate development. He is experienced in the planning, design, and financing of complex mixed-income and affordable housing developments. Over his career, Mr. Dunne has developed over 800 rental apartments, representing \$400 Million in investment, as well as preserving the affordability of over 1000 additional apartments through refinance and restructuring. Mr. Dunne has expertise in utilizing Low-income Housing Tax Credits, Historic Tax Credits, and other incentives to enable the preservation – as well as new construction – of affordable communities. Mr. Dunne is a graduate of Northwestern University's Kellogg Graduate School of Management and a life-long resident of the city of Chicago.



BRIAN LOFTIN, CHIEF DEVELOPMENT OFFICER. Mr. Loftin has a passion for real estate development and construction that rebuilds and strengthens communities. His belief in mission-driven organizations that invest in people first has guided his career in both commercial real estate and other highly successful entrepreneurial ventures. Brian has an extensive construction background in multifamily housing development with over 1,600 units across 20 projects completed between 2009- 2017 at a value of \$300 million. In addition, he has also performed construction management services for the development of more than \$200 million in commercial and multi-use sports facilities. Mr. Loftin oversees the origination, closing, construction, and stabilization phases of the development process for J. Jeffers & Co.



WILL PURDY, CHIEF FINANCIAL OFFICER. Mr. Purdy joined J. Jeffers & Co. in June 2024 as the Chief Financial Officer. Prior to JJCO, Mr. Purdy spent 20 years in commercial real estate in Chicago and St. Louis with firms such as Petros PACE Finance, Twain Financial Partners, and U.S. Bank. He received a BA from the University of Michigan and an MBA from the University of Illinois at Chicago. Mr. Purdy is responsible for overseeing the financial operations of the company's development pipeline and property portfolio, with a primary emphasis on fundraising and capital management. He is a member of the firm's Investment Committee.



LISA WOGAN, DIRECTOR OF COMMUNITY IMPACT. Ms. Wogan brings 20 years of community and economic development experience, including in historically under-resourced neighborhoods and regions. She provides a soft landing for community-based investment within J. Jeffers & Co.'s redevelopment projects, helping to source impact-oriented commercial tenants, secure capital investment through public and private grants, and build related organizational capacity to support project sustainability. Throughout her career, she has viewed historic rehabilitation as a means of commercial revitalization, listing two commercial districts to the National Register of Historic Places and deploying the Main Street model within a traditional downtown environment alongside many and diverse community partners. Lisa is a graduate of University of Illinois, Urbana-Champaign.