



**OFFICIAL NOTICE AND AGENDA**

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or Sub-unit thereof.

**Meeting:** CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

**Members:** Lisa Rasmussen (C), Sherry Abitz, Gary Gisselman, Karen Kellbach, Robert Mielke.

**Location:** Council Chambers, City Hall, 407 Grant Street.

**Date/Time:** Thursday, December 11, 2014, at 5:30 p.m.

- 
1. Approve minutes of the November 13, 2014 meeting.
  2. PUBLIC HEARING: Vacation of Junction Street south of McDonald Street.
  3. Discussion and possible action on preliminary resolutions for 2015 construction projects.
  4. Discussion and possible action regarding on-street parking in front of Zillman Meat Market at 1910 North 6<sup>th</sup> Street.
  5. Update on 2014 Street Construction Projects.
  6. Future agenda items for consideration.

Adjourn.

*The next regular meeting is scheduled for January 8, 2015.*

LISA RASMUSSEN, Chairperson

---

THIS NOTICE POSTED AT CITY HALL AND FAXED TO CITY PAGES AND DAILY HERALD: December 4, 2014 at 1:00 p.m.

It is possible that members of and possibly a quorum of members of other committees of the Common Council may be in attendance at this meeting to gather information. No action will be taken by any such groups at this meeting other than the committee specifically referred to in this notice.

Upon reasonable notice, effort will be made to accommodate the needs of disabled individuals through appropriate aids and services. For information or to request this service, contact the City Clerk at (715) 261-6620.

Agenda distribution: Committee members, Council members, Assessor, Attorney, Clerk, Community Development, Engineering, Finance, Fire, Inspections, Mayor, Parks, Planning, Public Works, County Planning, Daily Herald, City Pages, Wausau School District, Wausau Area Events, Becher-Hoppe Associates, AECOM, CWE, REI, Glenn Speich, Judy Bayba, Scholfield Group, Evergreen Civil Engineering, Schoen Engineering Solutions, Clark Dietz, Inc., Zillman Meat Market.

## CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

---

Date of Meeting: November 13, 2014, at 5:30 p.m. in the Council Chambers of City Hall.

Members Present: Rasmussen, Gisselman, Kellbach, Mielke, Abitz

Also Present: Mayor Tipple, Lenz, Jacobson, Wunsch.

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and received by the *Wausau Daily Herald* in the proper manner.

Noting the presence of a quorum, at approximately 5:30 p.m. Chairperson Rasmussen called the meeting to order.

### **Approve minutes of the October 9, 2014 meeting**

---

Mielke moved to approve the minutes of the previous meeting. Abitz seconded and the motion carried unanimously 5-0.

### **Discussion and possible action on an Amendment to the Official City Map to establish the new exterior lines of the realignment of Bridge Street from Westwood Drive to 28<sup>th</sup> Avenue and Pine Ridge Boulevard from Plaza Drive to Bridge Street. (This item was postponed from the May 8, June 12, July 10, and October 9, 2014 meetings.)**

---

Dave Christenson, Connexus, provided a handout recapping their situation. The organization is growing and is a \$1 billion credit union with 180 employees. They have locations in Minnesota, Ohio, New Hampshire and Wisconsin. They are growing by ten to twenty employees a year and are running out of space. They like their current location, like being neighbors to the hospital, and the company was originally created to serve Liberty Mutual. The parcel near Connexus would be losing the bulk of land and the hospital is gaining some. Connexus would need more parking spaces and they are working on an agreement with Aspirus to lease or sell the parking lot across the road should Connexus decide to build. Aspirus will evaluate their new parking they will acquire from the realignment. They believe they will pick up 30 parking stalls. Connexus would like a couple of months to finalize an agreement with Aspirus. Currently, Connexus is leasing additional space at Corporate Cove and are trying to decide if they want to build a 30,000 square foot building to house everyone. They like the current location but will not be able to have that large of a building on that site. If they reach an agreement with Aspirus they would be onboard with the road alignment. However, if Connexus does decide to build they would then request several items from the City, such as variances, moving of signs and moving of landscaping. They take pride in the look of their building and landscaping. They are assuming when property is acquired, the City would move their signs and landscaping. He met Mayor Tipple and Allen Wesolowski on site in September; Mayor Tipple had asked CWE if parking spots could be added. Connexus has not heard back from CWE.

Rasmussen stated the items under number 2 of the handout are almost all handled by other committees and development staff. She questioned their timeline for a build out. Christenson does not have a timeline but added they are in a growth phase and will be making that decision in a few years. He believes the road project is a few years out. He feels they would build before the road is constructed.

Rasmussen said it appears Connexus is making progress and working with Aspirus. Christenson noted that Aspirus is analyzing their parking stalls, which should be completed by the end of November. Rasmussen stated this will be placed on the February agenda and asked that Connexus keep Mayor Tipple and Wesolowski informed on the situation. Mayor Tipple added the goal is to have a win-win and two

neighbors are working together. If it is a win-win for the property owners and the City can still map the road, it would be worth waiting for.

Abitz is projecting that the realignment will go through. She feels Lenz needs to know about a possible crossing for employees. Rasmussen noted that there is a wooded berm area between the lots that may not exist in the future. Christenson stated they would create a crossing that is safe.

**Discussion and possible action on an initial resolution to hold a public hearing to vacate a portion of the existing Curling Way cul-de-sac**

Lenz explained this item is to vacate a portion of the Curling Way cul-de-sac that will not be needed once the street is extended.

Gisselman moved to approve the initial resolution to hold a public hearing to vacate a portion of the existing Curling Way cul-de-sac. Abitz seconded and the motion carried unanimously 5-0.

Abitz questioned when the road would be completed. Lenz replied the construction will not be completed until spring.

**Discussion and possible action on an easement for the installation of a utility service to Kaiser Pool (WPS)**

Rasmussen stated WPS is requesting a 12' easement for the installation of utilities. Lenz referred to the map showing the location of the easement and believes it is a standard easement document. Abitz asked if the area utilities would be placed underground. Lenz does not believe the easement discusses overhead utilities.

Gisselman moved to approve the easement for the installation of a utility service to Kaiser Pool. Abitz seconded and the motion carried unanimously 5-0.

**Discussion and possible action authorizing Downtown Snow Removal**

Lenz stated the snow removal charges are passed onto the downtown business district.

Abitz moved to authorize Downtown Snow Removal. Gisselman seconded. Abitz questioned how the rate is determined. Wunsch stated a contract was bid out and the rate is based on actual time and material. There being a motion and a second, motion to authorize Downtown Snow Removal carried unanimously 5-0.

**Discussion and possible action on converting overhead utilities to underground on Thomas Street from 3<sup>rd</sup> Avenue to 17<sup>th</sup> Avenue**

Rasmussen received a request from Maryanne Groat to consider converting the overhead utilities to underground as part of the Thomas Street project. Underground utilities are more aesthetically pleasing and protected from storm damage and vehicles. There would be an added cost to the project. Lenz stated the estimate is very rough – AECOM could prepare a more specific cost estimate. Staff is looking for direction to investigate it further. The committee agreed by consensus to direct staff to work with AECOM to create an estimate to assist in determining if converting the utilities is feasible.

Abitz is pleased to see this request as there is an area near GD Jones School where a lot of trees are trimmed for the power lines. She did speak with some homeowners and they would like to have the utilities underground. She questioned if AECOM would be able to apply for a grant for these costs. Rasmussen cannot remember ever receiving grants for utility relocation. Gisselman asked if the residents pay for relocation from the main line to the house. Joe Gehin believes the City paid for it in the past. Rasmussen stated staff can get clarification on whether or not it affects the special assessment. Abitz asked if there was a time constraint. Lenz replied plans are still being developed, which will take several months. He will check with AECOM. If they need a decision because it affects the design, staff will bring it back for approval. If not, staff will wait until the entire design is completed and then bring back for approval.

**Discussion and possible action on a revised State/Municipal Agreement for Highway 52 (Stewart Avenue) from 17<sup>th</sup> Avenue to 1<sup>st</sup> Street**

Lenz explained that the DOT would like the City to hire a real estate consultant for property acquisition for the Highway 52 Project and the costs would be reimbursed from the DOT.

Gisselman moved to approve the revised State/Municipal Agreement for Highway 52 (Stewart Avenue) from 17<sup>th</sup> Avenue to 1<sup>st</sup> Street. Kellbach seconded and the motion carried unanimously 5-0.

**Discussion and possible action regarding a cost estimate for repair of 25<sup>th</sup> Street**

Lenz stated the cost to improve 25<sup>th</sup> Street from Townline Road to McIntosh is approximately \$100,000. This was discussed previously when an apartment complex was proposed for the area. There is an existing apartment complex located in the area. The Town of Wausau is entirely responsible for 25<sup>th</sup> Street, but the City has paved town roads in other cases. Instead of taking the funds out of the asphalt overlay project, staff would propose to budget for it separately if the committee would want to move forward with the improvements. Rasmussen asked if the Town of Wausau would continue to maintain the road after it was paved and asked if the Town was interested in cost sharing. Lenz confirmed the Town would maintain it and has not heard if they would share in the paving costs. The Town feels that City traffic is destroying the road. Mayor Tipple stated the City has not formerly asked the Town about sharing costs, but we should pursue it. If and when a development comes forward, the City could ask the developer to help pay for repair costs. Abitz stated this is not included in the 2015 budget and questioned when the City anticipates repairing the road. Rasmussen asked if it needed to be done in 2015. She would like to keep it on the radar for an extra year and see if we could get help with the costs. Lenz stated it has been a gravel road for some time. A gate was installed at the existing development, which forced traffic to use 25<sup>th</sup> Street. Before the gate installation, traffic was cutting to the west on Buteo Cove and 21<sup>st</sup> Street, which are paved. Initially there were complaints about driving on a gravel road, but he feels traffic may have gotten used to the new route. Rasmussen stated the area is in a holding pattern since the new apartment complex is not getting developed.

Abitz moved to direct staff to work with the Town of Wausau and any potential developers. Kellbach seconded and the motion carried unanimously 5-0.

**Discussion and possible action regarding donation/sale of recently acquired tax deed property from the City to Marathon County east of Curling Way**

Jacobson stated after reviewing the various agreements, it was found that this parcel was not needed for Curling Way right-of-way. Staff is unsure if it should be sold or donated. The next agenda item is a very small piece that the Curling Club wanted to acquire in case they are able to acquire 332, 324, and 338

Kent Street. The Curling Club donated property to the City further north on Curling Way, so she is recommending donating this parcel. Rasmussen asked if this would be handled similarly to the way the City disposes of remnants. Jacobson explained that this parcel was not shown as being owned by the Curling Club. The Curling Club owned them but did not record the deeds. The taxes were accruing but in reality they would not have been taxed had they recorded their deeds because they are non-profit. A resolution was approved in July of 2013 asking the County for ownership of the tax delinquent contaminated properties. The County finally had them deeded to the City and now part of the parcel will be given back to the County under agenda item 11. The overall plan in the end is to have the County own all the contaminated landfill property and donate the piece on the west side of Curling Way to the Curling Club.

Kellbach moved to approve the donation/sale of the recently acquired tax deed property from the City to Marathon County east of Curling Way, with the City Attorney to determine if the property should be donated or sold. Abitz seconded.

Gisselman asked if the County owns 602 Kent Street. Lenz confirmed, saying that it is the former landfill.

There being a motion and a second, motion to approve the donation/sale of the recently acquired tax deed property from the City to Marathon County east of Curling Way, with the City Attorney to determine if the property should be donated or sold carried unanimously 5-0.

**Discussion and possible action regarding donation/sale of recently acquired tax deed property from the City to Curling Club west of Curling Way**

Jacobson stated this parcel is located west of Curling Way and would be donated or sold to the Curling Club.

Gisselman moved to approve the donation/sale of the recently acquired tax deed property from the City to the Curling Club west of Curling Way, with the City Attorney to determine if the property should be donated or sold. Kellbach seconded and the motion carried unanimously 5-0.

**Discussion and possible action regarding donation/sale of City property east of Curling Way to Marathon County**

Jacobson referred to the second revision of the relocation map. There was a parcel surveyed as an outlot. A tiny triangular piece was created where the road curves. This piece is not needed for road right-of-way.

Abitz moved to approve the donation/sale of City property east of Curling Way to Marathon County, with the City Attorney to determine if the property should be donated or sold. Gisselman seconded and the motion carried unanimously 5-0.

Mayor Tipple noted that Jacobson and staff worked tirelessly to put this together. Some of the items are time sensitive due to a \$50,000 grant. He thanked them for their effort to make this happen before year end.

### **Future agenda items for consideration**

---

Abitz would like an update on Thomas Street as a few residents would like to put their property up for sale. Lenz stated the consultant is working towards a final right-of-way plat, which will tell us how much real estate needs to be acquired. Until then the project is in a holding pattern. He has received a lot of calls from residents as well. A lot of the properties are not necessarily in the path but they feel they are affected and want the option of being acquired. He feels we should at least start thinking about how property acquisition will unfold. Rasmussen said the Economic Development Committee is tasked with creating a conduit for property owners. She does not believe the process has been started and it would help to reach out to Chairman Nagle and place it on a future agenda.

Gisselman asked between Finance, Economic Development and CISM, which committee would approve what part of the project. Rasmussen understands that the acquisitions would go to Finance for approval and CISM would approve the plan. Economic Development would consider buyouts and establish dialogue with stakeholders. Lenz has also received calls regarding the east end of the project and questioned when it should come back to committee. Abitz believed the east end was going to be postponed until the west end was done. Rasmussen believes that a plan for the east half needs to be approved sooner than that and that discussion should start in 2015. Lenz stated 1<sup>st</sup> Avenue is to be reconstructed in three years and we need to start planning for it soon. Abitz stated that new traffic counts on Thomas Street need to be completed in spring. Rasmussen thought that was to happen after the repaving of Grand Avenue and Thomas Street. She added that traffic is consistent regardless of the season. Abitz feels the traffic flow will be changing due to a new business opening. Rasmussen said the east portion will be discussed in the spring.

### **Adjourn**

---

Kellbach moved to adjourn the meeting. Mielke seconded and the motion carried unanimously 5-0. Meeting adjourned at approximately 6:20 p.m.

Agenda Item No.

2

*STAFF REPORT TO CISM COMMITTEE - December 11, 2014*

**AGENDA ITEM**

PUBLIC HEARING: Vacation of Junction Street south of McDonald Street

**BACKGROUND**

As part of the Curling Way project, Junction Street from McDonald Street to the south is proposed to be vacated. A map of the proposed vacation is attached.

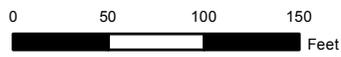
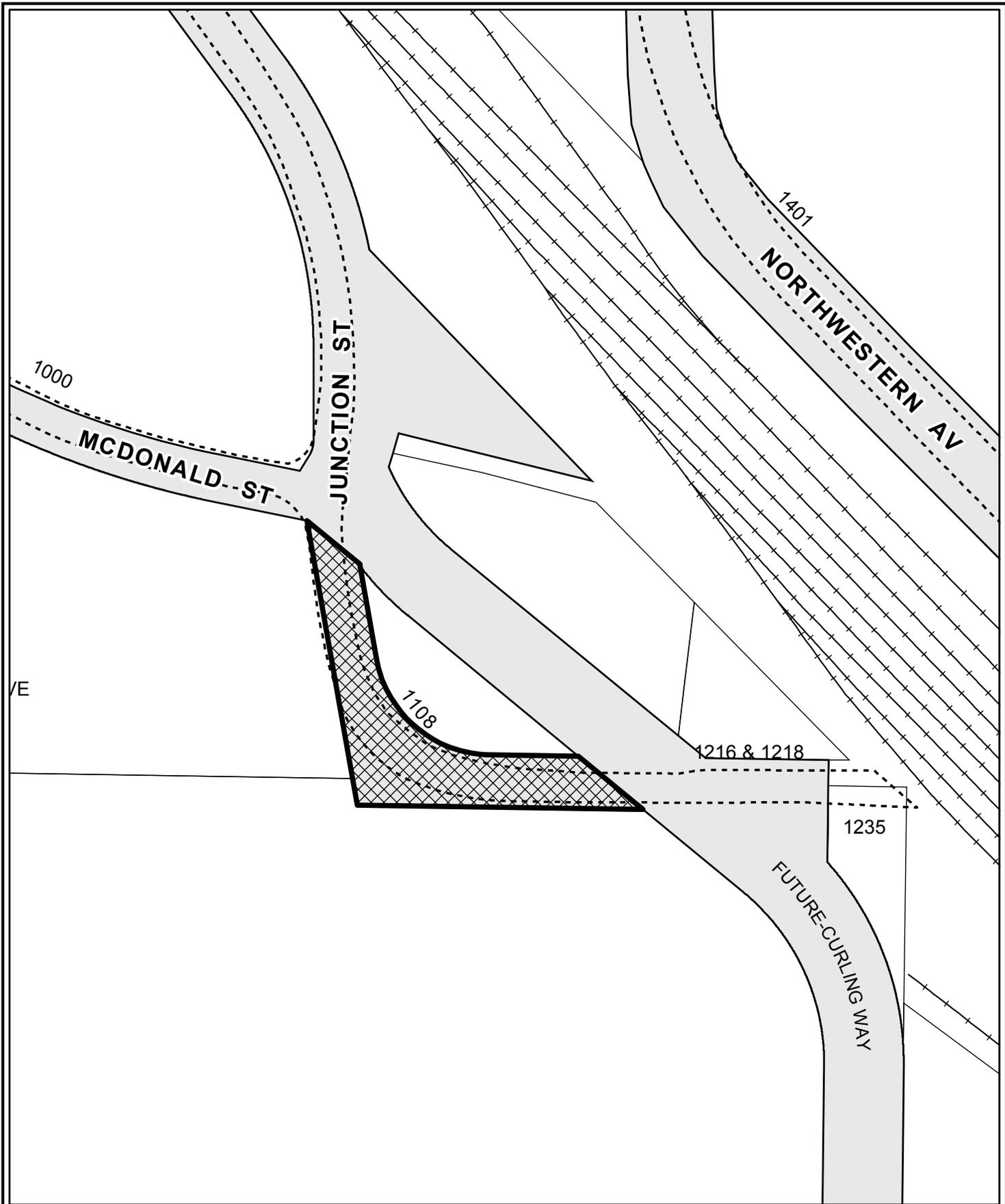
**FISCAL IMPACT**

There is no fiscal impact in the vacation of this street.

**STAFF RECOMMENDATION**

Depending upon comments received at the public hearing, staff would recommend the vacation of Junction Street south of McDonald Street.

Staff contact: Allen Wesolowski 715-261-6762

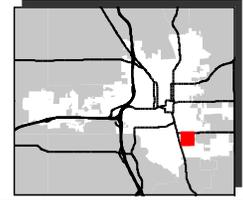


Map Date: September 24, 2014

# CITY OF WAUSAU

Marathon County, Wisconsin

- Vacate
- Road (Paved)



AGENDA ITEM
Discussion and possible action on preliminary resolutions for 2015 construction projects
BACKGROUND
<p>The following construction projects are included in the 2015 budget:</p> <p><b><u>Street Improvements</u></b>                      South 22<sup>nd</sup> Avenue from Nehring Street to the cul-de-sac                      Flieth Street from Park Boulevard to South 11<sup>th</sup> Avenue</p> <p><b><u>Street Reconstruction</u></b>                      2<sup>nd</sup> Avenue from Stewart Avenue to Elm Street                      Clark Street from 2<sup>nd</sup> Avenue to the cul-de-sac                      Grant Street from Bellis Street to 10<sup>th</sup> Street                      North 11<sup>th</sup> Street from McClellan Street to Franklin Street                      North 7<sup>th</sup> Street from Spring Street to Crocker Street                      Crocker Street from 7<sup>th</sup> Street to 13<sup>th</sup> Street</p>
FISCAL IMPACT
None at this time.
STAFF RECOMMENDATION
Staff recommends the preliminary resolutions for special assessments be adopted and public hearings scheduled. The preliminary resolutions will go to Council in January and public hearings will be held in late January or early February.
Staff contact: Allen Wesolowski 715-261-6762

**RESOLUTION OF THE  
CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE**

Preliminary Resolution Levying Special Assessments for 2015 Street Reconstruction Projects

Committee Action:	
Fiscal Impact:	None at this time. Construction would take place in 2015 and the special assessments would be levied when the projects are substantially completed.
File Number:	Date Introduced: January 13, 2015

BE IT RESOLVED by the Common Council of the City of Wausau as follows:

1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703 of the Wisconsin Statutes and Section 3.24.020 of the Wausau Municipal Code to levy special assessments upon property for special benefits conferred upon such property by the improvement of the following streets under Street Reconstruction projects to take place in 2015:

2<sup>nd</sup> Avenue from Stewart Avenue to Elm Street  
Clark Street from 2<sup>nd</sup> Avenue to the cul-de-sac  
Grant Street from Bellis Street to 10<sup>th</sup> Street  
North 11<sup>th</sup> Street from McClellan Street to Franklin Street  
North 7<sup>th</sup> Street from Spring Street to Crocker Street  
Crocker Street from 7<sup>th</sup> Street to 13<sup>th</sup> Street

2. The public improvement shall include the removal and replacement of bituminous concrete and/or Portland cement concrete pavement, curb and gutter, drive approaches; installation and/or replacement of sidewalk and sanitary sewer, water and storm sewer laterals where necessary.

3. The total amount assessed against the properties in the defined assessment district shall not exceed the total cost of the City's share of the improvements. The City Council determines that the improvements constitute an exercise of the police power and the assessment against each parcel shall be upon a reasonable basis. The final assessment bill will be sent to property owners upon substantial completion of the project.

4. Unless other installment plans are determined at the hereinafter stated public hearing, the assessment against any parcel shall be paid as follows:

**Assessments under \$300:** If payment is not made prior to November 1, 2015, the special assessment will be placed on the 2015 real estate tax bill and be due in full on or before January 31, 2016. There is no interest charged when paid in full. Assessments totaling less than \$300 must be paid in full and do not qualify for the five-year payment schedule.

**Assessments totaling \$300 but less than \$20,000:** If full payment is not made prior to November 1, 2015, assessments totaling \$300 but less than \$20,000 will automatically be placed on the five-year payment schedule on the 2015 real estate tax bill. Property owners may then pay their special assessment under either of two options:

- A. Payment in full without interest with the 2015 real estate taxes **OR**
- B. Payment of the first one-fifth of the assessment with the 2015 real estate taxes without interest. The remaining balance is paid in equal installments on the next four real estate tax bills and carries an interest charge of the borrowed fund rate plus 1% beginning February 1, 2016, on the unpaid balance. (The 2014 rate was 2.338%.) The remaining balance may be paid at any time with interest calculated through the month of payment.

**Assessments over \$20,000:** If payment is not made prior to November 1, 2015, assessments totaling \$20,000 or more will automatically be placed on the ten-year payment schedule on the 2015 real estate tax bill. Property owners may then pay their special assessment under either of two options:

- A. Payment in full without interest with the 2015 real estate taxes **OR**
- B. Payment of the first one-tenth of the assessment with the 2015 real estate taxes without interest. The remaining balance is paid in equal installments on the next nine real estate tax bills and carries an interest charge of the borrowed fund rate plus 1% beginning February 1, 2016, on the unpaid balance. (The 2014 rate was 2.338%.) The remaining balance may be paid at any time with interest calculated through the month of payment.

Real estate taxes may be paid in full or in three installments (January 31, April 30, July 31), however, the special assessments must be paid on or before January 31, 2016. No payments can be applied to real estate taxes if the special assessments are not paid. Section 74.12(11)(a), Wisconsin Statutes, specifically states if a treasurer receives a payment from a taxpayer which is not sufficient to pay all general property taxes, special assessments and special taxes due, the treasurer shall apply the payment to the amounts due, including interest and penalties, in the following order: (1) personal property taxes; (2) delinquent utility charges; (3) special charges; (4) special assessments; (5) special taxes; (6) real property taxes.

5. The Engineering Department shall prepare a report which shall consist of the preliminary plans for the proposed work, an estimate of the cost of the work, a schedule of the proposed assessments for each parcel; a copy of the report shall be filed with the City Clerk for public inspection. In accordance with Section 66.0703(7)(a), Wisconsin Statutes, notice shall be given of a public hearing on the project; the hearing shall be held by the Board of Public Works in the Council Chambers of City Hall and will be scheduled early in 2015.

6. The installation of said improvements shall be accomplished according to the provisions of Title 12 and Chapter 3.24 of the Wausau Municipal Code, where applicable.

Approved:

<b>RESOLUTION OF THE CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE</b>	
Preliminary Resolution Levying Special Assessments for 2015 Street Improvement Project	
Committee Action:	
Fiscal Impact:	None at this time. Construction would take place in 2015 and the special assessments would be levied when the project is substantially completed.
File Number:	<b>Date Introduced:</b> January 13, 2015

BE IT RESOLVED by the Common Council of the City of Wausau as follows:

1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703 of the Wisconsin Statutes and Section 3.24.020 of the Wausau Municipal Code to levy special assessments upon property for special benefits conferred upon such property by the improvement of the following streets under the 2015 Street Improvement Project:

South 22<sup>nd</sup> Avenue from Nehring Street to the cul-de-sac  
Flieth Street from Park Boulevard to South 11<sup>th</sup> Avenue

2. The public improvement shall include the installation of bituminous concrete pavement, curb and gutter, drive approaches, base course; installation and/or replacement of sidewalk where necessary; and installation and/or replacement of sanitary sewer, water and storm sewer laterals where necessary.

3. The total amount assessed against the properties in the defined assessment district shall not exceed the total cost of the City's share of the improvements. The City Council determines that the improvements constitute an exercise of the police power and the assessment against each parcel shall be upon a reasonable basis. The final assessment bill will be sent to property owners upon substantial completion of the project.

4. Unless other installment plans are determined at the hereinafter stated public hearing, the assessment against any parcel shall be paid as follows:

**Assessments under \$300:** If payment is not made prior to November 1, 2015, the special assessment will be placed on the 2015 real estate tax bill and be due in full on or before January 31, 2016. There is no interest charged when paid in full. Assessments totaling less than \$300 must be paid in full and do not qualify for the five-year payment schedule.

**Assessments totaling \$300 but less than \$20,000:** If full payment is not made prior to November 1, 2015, assessments totaling \$300 but less than \$20,000 will automatically be placed on the five-year payment schedule on the 2015 real estate tax bill. Property owners may then pay their special assessment under either of two options:

- A. Payment in full without interest with the 2015 real estate taxes **OR**
- B. Payment of the first one-fifth of the assessment with the 2015 real estate taxes without interest. The remaining balance is paid in equal installments on the next four real estate tax bills and carries an interest charge of the borrowed fund rate plus 1% beginning February 1, 2016, on the unpaid balance. (The 2014 rate was 2.338%.) The remaining balance may be paid at any time with interest calculated through the month of payment.

**Assessments over \$20,000:** If payment is not made prior to November 1, 2015, assessments totaling \$20,000 or more will automatically be placed on the ten-year payment schedule on the 2015 real estate tax bill. Property owners may then pay their special assessment under either of two options:

- A. Payment in full without interest with the 2015 real estate taxes **OR**
- B. Payment of the first one-tenth of the assessment with the 2015 real estate taxes without interest. The remaining balance is paid in equal installments on the next nine real estate tax bills and carries an interest charge of the borrowed fund rate plus 1% beginning February 1, 2016, on the unpaid balance. (The 2014 rate was 2.338%.) The remaining balance may be paid at any time with interest calculated through the month of payment.

Real estate taxes may be paid in full or in three installments (January 31, April 30, July 31), however, the special assessments must be paid on or before January 31, 2015. No payments can be applied to real estate taxes if the special assessments are not paid. Section 74.12(11)(a), Wisconsin Statutes, specifically states if a treasurer receives a payment from a taxpayer which is not sufficient to pay all general property taxes, special assessments and special taxes due, the treasurer shall apply the payment to the amounts due, including interest and penalties, in the following order: (1) personal property taxes; (2) delinquent utility charges; (3) special charges; (4) special assessments; (5) special taxes; (6) real property taxes.

5. The Engineering Department shall prepare a report which shall consist of the preliminary plans for the proposed work, an estimate of the cost of the work, and a schedule of the proposed assessments for each parcel; a copy of the report shall be filed with the City Clerk for public inspection. In accordance with Section 66.0703(7)(a), Wisconsin Statutes, notice shall be given of a public hearing on the project; the hearing shall be held by the Board of Public Works in the Council Chambers of City Hall and will be scheduled early in 2015.

6. The installation of said improvements shall be accomplished according to the provisions of Title 12 and Chapter 3.24 of the Wausau Municipal Code, where applicable.

Approved:

---

James E. Tipple, Mayor

**AGENDA ITEM**

Discussion and possible action regarding on-street parking in front of Zillman Meat Market at 1910 North 6<sup>th</sup> Street.

**BACKGROUND**

Community Development received a request from the property owner at 1910 N. 6<sup>th</sup> Street, Zillman Meat Market, to place parking stalls on N. 6<sup>th</sup> Street in front of the business on the west side of N. 6<sup>th</sup> Street. Staff took the item to the Parking and Traffic Committee for consideration. The Parking and Traffic Committee referred the item to CISM for consideration. Engineering took a preliminary look at the roadway and the possibility of providing parking on N. 6<sup>th</sup> Street. N. 6<sup>th</sup> Street is a one way north bound street consisting of 3 lanes of traffic and no parking. N. 6<sup>th</sup> Street is also STH 52, a connecting highway in the City. Given the fact this is a connecting highway; the WDOT has permitting authority on parking. Staff contacted WDOT regarding parking along this segment of N. 6<sup>th</sup> Street. Please see the attached email correspondence with John Keiffer regarding this issue. Also attached is the applicable section of the WDOT traffic manual.

**FISCAL IMPACT**

None at this time. Significant costs to the city would incur if the project moves forward. The costs would include upfront costs to purchase the lane for parking based upon the remaining life of the pavement. Also, future reconstruction costs of the lane would be the responsibility of the city.

**STAFF RECOMMENDATION**

Given the initial correspondence with the WDOT and the costs associated with the project, staff recommends against adding parking on N. 6<sup>th</sup> Street.

Staff contact: Allen Wesolowski 715-261-6762

## Lori Wunsch

---

**From:** Allen Wesolowski  
**Sent:** Thursday, December 04, 2014 8:16 AM  
**To:** Lori Wunsch  
**Subject:** FW: Request for parking on STH 52 (N. Sixth Street) in Wausau Wisconsin  
**Attachments:** 03-02-19.pdf; 1910 n sixth street parking request map pdf.pdf; 1910 n sixth street parking request lane width map .pdf; 1910 n sixth street parking request AADT map .pdf

Lori,

I would like this email along with the first PDF be part of the item #4 on CISM, Thanks

Allen

---

**From:** Keiffer, John - DOT [<mailto:John.Keiffer@dot.wi.gov>]  
**Sent:** Thursday, December 04, 2014 6:10 AM  
**To:** Allen Wesolowski  
**Cc:** Wendt, Michael - DOT; Keiffer, John - DOT  
**Subject:** Request for parking on STH 52 (N. Sixth Street) in Wausau Wisconsin

Allen,

As a follow up on our telephone conversation yesterday ( 12/3/2014), I am attaching the Wisconsin Department of Transportation-Traffic Guidelines Manual involving parking requests on STH including connecting streets that you were inquiring about.

Also in our conversation you indicated that you were contacting the Department on behalf of a constituents request to look into the **"POSSIBILITY"** of install parking on the west side at 1910 N. Sixth Street (STH 52) between Lincoln and Park Street in Wausau

I have completed a very cursory review of your preliminary request and based upon established departmental guidelines , the information you provided and other readily obtainable information such as the

Site Location -Urban Corridor  
AADT  
Lane(s)designations -one way roadway  
Lane widths  
Current no parking conductivity along the corridor

the department at this time would most likely **NOT** be in favor of allowing parking at this **ONE** location along this heavily traveled corridor in Wausau. If you would like to carry this request further along the process the department would respectfully request that you send an official letter requesting a more comprehensive review and response letter including the traffic engineering requirements , maintenance responsibilities and monetary costs of allowing parking at this location as cited in the attached departmental guidelines.

I hope this will assist you in your upcoming meeting involving the parking issue at the above mentioned location on N Sixth Street in Wausau. If you have any other questions feel free to contact me at 715-365-5771.

Sincerely,

**John G. Keiffer, P.E.**  
**Traffic Engineer**

Wisconsin Department of Transportation  
North Central Region  
510 Hanson Lake Road  
Rhineland WI, 54501-9434  
Office 715-365-5771  
Mobil 715-401-4627  
Fax 715-365-5780  
E-mail: [john.keiffer@dot.wi.gov](mailto:john.keiffer@dot.wi.gov)

**John G. Keiffer, P.E.**  
**Traffic Engineer**

Wisconsin Department of Transportation  
North Central Region  
510 Hanson Lake Road  
Rhineland WI, 54501-9434  
Office 715-365-5771  
Mobil 715-401-4627  
Fax 715-365-5780  
E-mail: [john.keiffer@dot.wi.gov](mailto:john.keiffer@dot.wi.gov)



# Traffic Guidelines Manual

ORIGINATOR State Traffic Engineer		3-2-19
CHAPTER 3	Markings	
SECTION 2	Applications	
SUBJECT 19	Parking Spaces	

## A. General

Parking on State Trunk Highways is not encouraged due to the impacts of parking on traffic flow, safety, and highway operations and maintenance. Parking on State Trunk Highways is only allowed when a municipality agrees to establish and maintain the parking lanes and obtains a permit from the department or enters into a project agreement, which allows for parking spaces along the State Trunk Highway within their municipal boundaries. This policy is consistent with provisions of [Section 86.32\(4\)](#), stats. for connecting highways that require the local jurisdiction to pay the construction cost of that part of the connecting highway on which parking is permitted and that require the municipality, as the maintaining authority, to maintain the parking lanes.

Parking space markings are not installed or maintained by the Department on State Highways adjacent to traffic lanes. The Region, after Regional Traffic Engineer review *may* issue a permit or sign an agreement with local municipalities to allow the marking of parking spaces on the state highway. Installation and marking of parking spaces *may* appear in contracts for state trunk highway work after a project agreement with local cost participation is finalized.

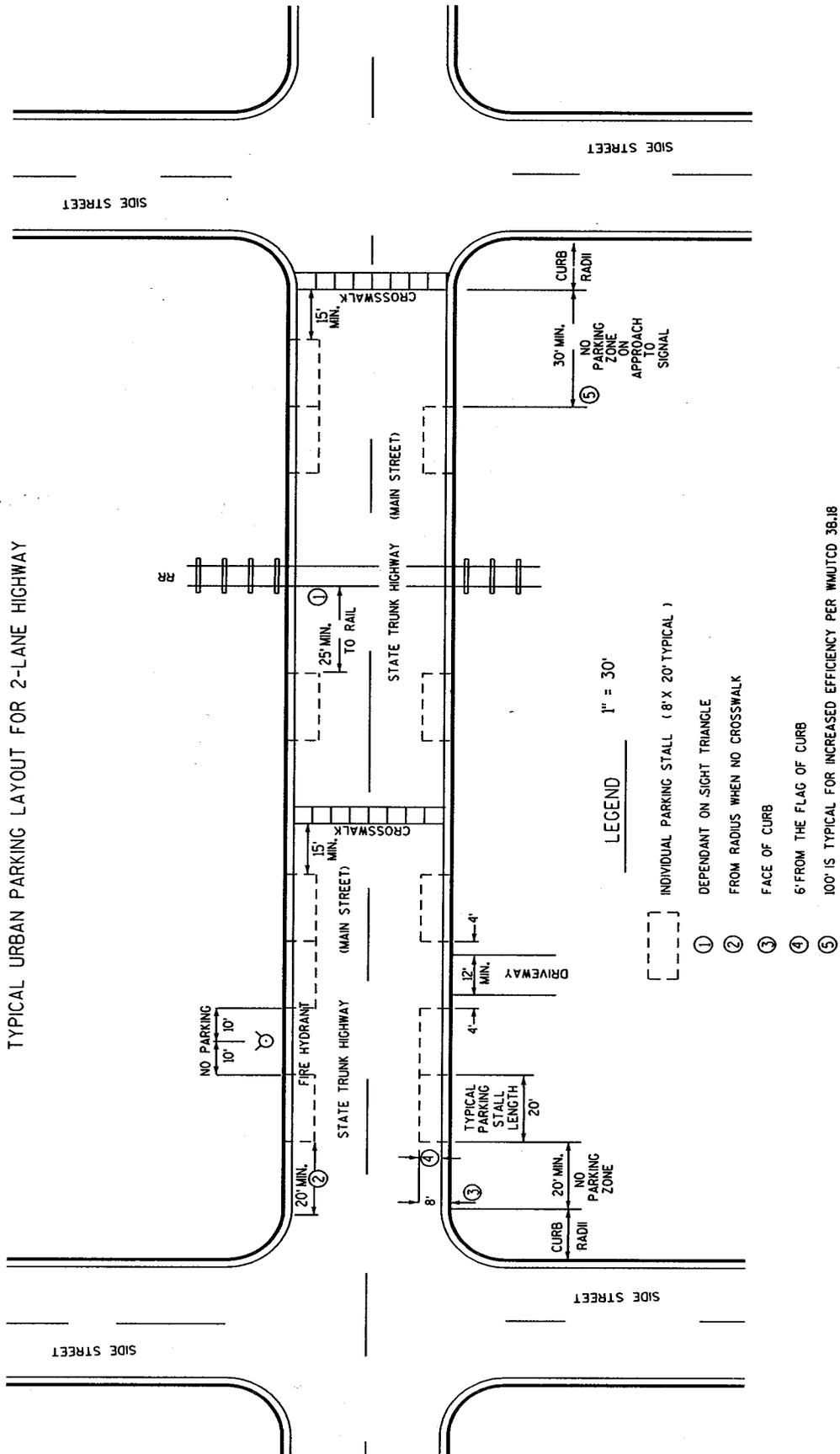
The Department *may* establish and maintain parking spaces in certain state-owned and maintained roadside facilities such as rest areas and safety and weight enforcement facilities.

## B. Placement

Parking space markings are traffic control devices and are subject to the requirements of the Wisconsin Manual on Uniform Traffic Control Devices, [Section 3B.19](#), and the underlying federal manual. Parking space markings along highways **shall** be white. Blue markings *may* supplement white markings for spaces designated for use by people with disabilities. Typical parking space markings for highway applications can be found in the Manual on Uniform Traffic Control Devices Section 3B.19, Figure 3B-18, and the attached detail.

Wisconsin State Statutes s. [346.51](#) to [346.55](#) describes provisions for standing, stopping and parking. The designer *should* be aware of and adhere to Wisconsin State Statutes 346.52 and 346.53, which list locations where parking is prohibited. The Statutes also list minimum distances for parking to be located from specific roadway features. The designer *should* use engineering judgment when determining whether to use the minimum distance or a greater distance. The following guidance and detail illustrates typical minimum distances and considerations:

- Wisconsin State Statute 346.53(5) restricts parking within 15 feet of the near limits of any crosswalk. MUTCD Figure 3B-18(pg. 3B-30) shows parking prohibited for a distance of 20 feet from the near limits of a crosswalk; 30 feet from the crosswalk if on a signal approach. In general practice per Wisconsin MUTCD 3B.18, prohibitions of up to 100 feet are common on the approach to a signal where the approach is one lane plus parking or otherwise restricted such that provisions need to be made to allow for right turns and/or allow through traffic to bypass left turning traffic, thereby increasing intersection efficiency.
- Per Wisconsin State Statutes, parking stalls **shall not** be permitted within 15 feet of the driveway entrance to a fire station or directly across the highway from a fire station entrance.
- Parking lanes are typically 8 feet wide, including the gutter pan.
- Parking *should* be contiguous along each side of roadway and not sporadic throughout a community.
- The designer *should* ensure that all ADA requirements are met when working with a community to locate parking. See State Statute 346.503.
- When locating parking near a rail crossing, the designer *should* use engineering judgment when selecting the distance. Although the State Statutes lists a minimum distance of 25 feet from rail to parking, the designer *should* consider the sight triangles for both highway vehicles and trains. The profile of the road and alignment, warning devices, adjacent land use, and skew of the tracks *should* also be taken into account when determining the distance from the track to permitted parking locations. Information can be found in the MUTCD Part 8 and Chapter 17 of the FDM. Designers are encouraged to work with the Regional Rail Coordinator in determining location of parking in relation to rail crossings.
- Public parking lanes *may* begin 20 feet from the radius point unless there is a turning lane.



Agenda Item No.

5

*STAFF REPORT TO CISM COMMITTEE - December 11, 2014*

**AGENDA ITEM**

Update on 2014 Street Construction Projects

**BACKGROUND**

See the attached Memo from Engineering.

**FISCAL IMPACT**

None at this time.

**STAFF RECOMMENDATION**

None.

Staff contact: Allen Wesolowski 715-261-6762

## **Update on 2014 Construction Projects**

### **Project A, S. 6<sup>th</sup> Avenue (West Street – Garfield Avenue)**

Contractor: Steen Construction

Notes: The project was substantially completed in accordance with the contract prior to August 29 (prior to school starting). There is one outstanding issue with the sanitary sewer at the railroad crossing. The contractor will need to remedy this issue in the Spring of 2015. This may include removing sections of the roadway to relay the sanitary sewer.

### **Project B, Westview Terrace Addition and N. 11<sup>th</sup> Avenue (Campus Drive to North)**

Contractor: Merrill Gravel & Construction

Notes: N. 11<sup>th</sup> Avenue: Completed in a timely fashion and in accordance with the contract specifications.

Westview Terrace: Westview Terrace Addition is completed. Substantial delays in the project took place. The primary delay was the contractor's inability to get the subcontractors, mainly the concrete contractor, to perform work in a timely manner. The work delays were taken up by the Board of Public Works and the contractor was assessed \$7,500 in liquidated damages in accordance with the contract.

### **Project C, McClellan Street (Bellis – Gray Place), Scott Street (Bellis – 10<sup>th</sup> Street), Curling Way (Cul de sac – Junction Street), Kent Street (East to Soccer Complex)**

Contractor: PGA

Notes: Kent Street: Kent Street is substantially completed.

Curling Way: Utility and subgrade work is completed. A binder layer of asphalt is placed from McDonald Street to the entrance to the north parking lot for the soccer complex. The remainder of the roadway to the south is base course. The remaining asphalt and restoration will occur in the spring as soon as weather permits. The contract for the project did specify the project be completed this fall; however, several issues (such as real estate transfers with the Railroad, the Cemetery Association and the Curling Club) delayed to project. Staff and the contractor worked diligently to get the project to the current level of completion. There is actual benefit to not completing the remainder of Curling Way and leaving it in gravel for the winter. Portions of this roadway are built upon unsuitable fill material, leaving this section sit for the winter will allow settling and in the end provide a better paved roadway.

Scott Street: Scott Street is completed with the exception of the finished course of asphalt. Manholes were raised in anticipation for paving this fall. Unfortunately, the

early snow did not allow the contractor to complete the finished surface. Completion of the finished surface is anticipated in early spring.

McClellan Street: McClellan Street is completed with the exception of the finished layer of asphalt. Manholes are not raised. Completion of the finished surface is anticipated in early spring.

#### **Project D, 80<sup>th</sup> Avenue Extension**

Contractor: Merrill Gravel & Construction

Notes: The project is under construction. Completion is anticipated in May of 2015. The original contract completion date was November of 2014; however, utility relocations by WPS (gas and electric) as well as Frontier delayed the project. Staff has had conversations with Wausau Coated and the delay in the project will have no impact on their expansion plans. Wausau Coated does not anticipate needing to close 75<sup>th</sup> Street until later in 2015.

#### **Asphalt Overlay Project (Stettin Drive, 44<sup>th</sup> Avenue, Lake View Drive, S. 5<sup>th</sup> Street, Manson Street, Northwestern Avenue, Boot Lane, Bovine Lane**

Contractor: American Asphalt

Notes: Project was completed in a timely manner in accordance with specifications.

#### **2014 Sewer and Watermain Repair Project**

Contractor: Merrill Gravel & Construction

Notes: This project involved miscellaneous sewer and watermain repair projects around the City. This project was mainly a result of watermain breaks due to the extremely harsh winter conditions last year. The contractor is substantially done with this work. The only remaining item of work is insulating the watermain casing under the Prospect Avenue railroad viaduct. This work required additional work by the Engineering Department to obtain railroad permits. Those permits were finally obtained in late November. This work is anticipated to be completed the week of December 8<sup>th</sup>.

#### **2014 Pavement Marking Project**

Contractor: Brickline

Notes: This project consisted of pavement markings for both bicycle accommodations and intersection markings. This project was completed in a timely manner in accordance with specifications.

#### **2014 Concrete Pavement Repair Project**

Contractor: CRP

Notes: This project was completed in a timely manner in accordance with contract specifications.

**2014 Sidewalk Replacement Project**

Contractor: SD Ellenbecker

Notes: This project was completed in a timely manner in accordance with contract specifications.

**Riverfront Stream Daylighting Project**

Contractor: James Peterson

Notes: This project was substantially completed in the late fall. The channel is completed and the bridge is installed. A landscaping project will be bid this winter and constructed in the spring of 2015.