OFFICIAL NOTICE AND AGENDA

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

Notice is hereby given that the CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

Meeting of the: CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE OF THE CITY OF WAUSAU
Date/Time: Wednesday, December 6, 2017 at 5:30 p.m.
Location: City Hall (407 Grant Street, Wausau WI 54403) - COUNCIL CHAMBERS
Members: Gary Gisselman (C), Sherry Abitz, Karen Kellbach, Becky McElhaney, Lisa Rasmussen

AGENDA ITEMS FOR CONSIDERATION

1. Public Comment for matters not appearing on the agenda. (Comments relating to an agenda item will be allowed when the specific item is considered.)
2. Approval of minutes of the November 9, 2017 meeting.
3. Discussion and possible action on preliminary resolutions for 2018 projects.
4. Discussion and possible action on the removal of stop signs at the Ruder Street and Fairmount Street intersection.
5. Discussion and possible recommendation on applying for 2018-2022 Transportation Alternatives Program (TAP) grant.
6. Discussion and possible action on the installation of street lights along Townline Road from Grand Avenue to North 13th Street.
7. Discussion and possible action to designate parking restrictions on Crescent Drive; restriction on both the east and the west side of Crescent Drive, approximately one-hundred and forty-five (145) feet south from West Randolph Street.
8. Discussion and possible action to amend Municipal Ordinance 10.20.080(a) No Parking Areas Designated.
9. Discussion and possible action on a proposal from Attorney Warpinski representing Citizens for an Environmentally Safe Thomas Street Neighborhood.
10. Discussion on the public comment received at the Thomas Street Phase II PIM held Wednesday November 29, 2017.
11. Discussion and possible action on the approval of 30% design plans for Phase II of Thomas Street reconstruction and authorization to begin 60% design with any proposed changes by staff/committee based upon public input.
12. Discussion and possible action on support preparing a scope of services with MSA Professional Services to sole source real estate acquisition services and relocation services for the proposed Thomas Street Phase II reconstruction project.
14. Future Agenda Items.

Adjournment

GARY GISSELMAN - Committee Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 12/01/17 @ 10:00 a.m. Questions regarding this agenda may be directed to the Engineering Department at (715) 261-6740.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the Engineering Department at 407 Grant Street, Wausau, WI 54403 or (715) 261-6740.

Distribution List: City Website, Media, Committee Members, Mayor, Council Members, Assessor, Attorney, City Clerk, Community Development, Engineering, Finance, Inspections, Park Dept., Planning, Public Works, County Planning, Police Department, Wausau School District, Wausau Area Events, Becher Hoppe Associates, AECOM, Mi-Tech, REI, Glenn Speich, Judy Bayba, Scholfield Group, Evergreen Civil Engineering, Clark Dietz, Inc., Brown and Caldwell.
Date of Meeting: November 9, 2017, at 5:30 p.m. in the Council Chambers of City Hall.

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

Also Present: Mayor Mielke, Lindman, Gehin, Lenz, Sippel, Peckham

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. Chairman Gisselman called the meeting to order.

Public Comment for matters not appearing on the agenda

No one came forward to offer public comment.

CONSENT AGENDA

A. Approve minutes of the October 12, 2017 meeting

B. Action on Stormwater Maintenance Agreement for Swiderski Urban West Apartments at 1405 and 1425 North 12th Ave

C. Action on Stormwater Maintenance Agreement for Bay Towel at 8325 Enterprise Drive

Rasmussen moved to pull the action on Stormwater Maintenance Agreement for Swiderski Urban West Apartments stating she needs to abstain from that item due to her employer insuring the building. Gisselman said that item will be pulled off of the consent agenda and will be taken up separately as the first item on the agenda. Gisselman motioned to approve the consent agenda items. Kellbach seconded and the motion carried unanimously 5-0.

D. Action on Stormwater Maintenance Agreement for Swiderski Urban West Apartments at 1405 and 1425 North 12th Ave

Kellbach motioned to approve and McElhaney seconded. Rasmussen abstained. Motion passed 4-0 with 1 abstention.

Discussion and possible action on naming the new street east of County Road O in the new Industrial Park

Gisselman said this item has been seen several times before and has come back for final action.

Lindman expressed appreciation for all the feedback and comments. There is a list of names provided from a staff standpoint and Innovation Way and Opportunity Way are the choices that stand out.

Abitz motioned for Innovation Way, as it states in the booklet, it keeps with the names of the existing campus streets and looking toward the future. McElhaney seconded, motion passed unanimously 5-0.

Adopt new wayfinding sign policy

Lenz explained there are 2 policies one is from 2006 that is for the current wayfinding or directional blue signs with the white lettering. A new wayfinding plan has been implemented; new signs were designed and are being manufactured. 12-15 have been put up around the city. The second policy is a new policy to adapt so that there is some guidance on how to maintain the new wayfinding system and if there are new requests for signs; there is a policy to guide those decisions.

Abitz said she noticed there is level 1, 2, 3 and a distinction between gateway signs, vehicular signs, and
pedestrian signs as well as a map kiosk. Abitz questioned how defined the signs will be between center points.
Lenz said it depends on where the signs are going to be located. There are different levels of signs, out by the
highway he said the sign needs to point to a bigger district and then once you get to that district then the signs are
refined to a sub district such as the Riverfront. Then if there is a single district along the Riverfront there is
another sign closer in to the actual district. The recommendation on the signs is that there are only 3 maximum
destinations on a sign so that they are not overloaded with multiple destinations or districts. People cannot read
the signs if there is too much on them.

Lenz also added the specific names of businesses would not be on the city’s wayfinding signs, but would allow
the business to have their own wayfinding signs to point to the various locations on the campus. The city’s signs
would be on the right-of-way and not on private property. Abitz had used the example of Aspirus and how they
are implementing their own wayfinding signage and wanted to know how the city would handle their wayfinding
signage. Lenz said in that case the city sign would state health campus to include Aspirus and Marshfield Clinic
because both businesses are in that general location. Lenz said they do not want to put individual names of
businesses on the sign due to overloading the sign.

Rasmussen said she likes the policy because it states who gets a sign and when. Sometimes on a case-by-case
basis, a decision has been difficult for the board to make especially when requests come in from private venues.
The private venues have very strong feelings of what the sign should look like and where it should go. Rasmussen said that some type of guidance of placement of wayfinding signage also needs to be placed to defer
to signs that are governed by DOT standards. Rasmussen pointed out the River Drive sign by the peace
sculpture; there is a DOT sign and then 12 inches behind it is the city wayfinding sign. A DOT sign cannot be
taken down so now the wayfinding sign needs to be somewhere else because it can’t be seen. Rasmussen said
there needs to be some direction of where the signs can be put.

Lenz said they are aware of the River Drive sign and the intent is to move the sign and are about a third of the
way through implementing a new sign. Lenz said there has been a lot of adjusting for placement of the signs due
to other signs being in the way or placement of underground wiring. Lenz said the plan for River Drive has been
to remove the green sign. Rasmussen asked if that requires special permissions. Lenz said it does, however they
had given the DOT the wayfinding plan before and said the DOT is in support of the plan. Lenz said the DOT
knows the city is not going to just move their signs. Rasmussen said there should be something inserted about
overarching sign rules because there could be conflicts.

Rasmussen motioned for approval of the wayfinding policy and McElhaney seconded. Motion passed
unanimously 5-0.

Discussion and possible action on bidding remnant parcels from Thomas St. Phase 1

Lindman explained there are remnant parcels from the Thomas Street project and is proposing to solicit bids and
place a minimum bid on them to find out what type of interest there is. There will be the option of the city
selling or not selling with the request going out to the public and what does not sell specific redevelopment
options will be looked at for the larger parcels.

Abitz said she knows of two people who are interested in purchasing parcels. Lindman said he had been
contacted by 4 different property owners interested in purchasing parcels.

Rasmussen said the larger parcels should be offered up to Community Development first and if they have no
interest in RFP then offering those up to the property owners with a minimum bid. Rasmussen said she does not
want to see parcels going up for minimum bid when later down the road the city realized they could have been
used for redevelopment. She suggested the smaller parcels be offered up to the neighborhood right away; then if
there is no use for the larger parcels then those parcels can be offered up later.
Abitz said a property owner approached her about possibly purchasing a corner parcel next to his current property because the view is pleasing and he does not want someone to build next to his property obstructing the view. The property owner also suggested interest in selling his property if it is in the way of redevelopment. Abitz said she would like to see which ones have come forward and how much they are interested in purchasing the parcels for.

Rasmussen asked if it would be appropriate to defer action till next month to let Community Development take a look at all the parcels that could be used for redevelopment and then price what is left. Lindman said the map of the parcels was put together with Community Development and there is no interest right now. It was discussed to go to RFP and get proposals for the larger parcels first or get bids for them. From a staff point, it was discussed to put the parcels all out for bid with the option to not sell them if the bid is too low or if it would leave holes in the large parcels.

Lenz said the larger parcels would have to go at a larger price however, the smaller ones can be put at a smaller price. On the larger parcels the city would have to maintain them and find the developer. The bidding process may give opportunity to developers who have not come forward before. Lenz said there are some realtors who have expressed interest in some of the parcels. Rasmussen said she did not want to sell the larger parcels for a reduced price and lose out on an opportunity for a larger project to come in.

Rasmussen recommended staff coordinate RFP with Economic Development and defer action for now until the board knows if there is anyone interested in the larger parcels and then move forward with the bidding.

**Discussion and possible action on STP Urban funding for Stewart Avenue**

Lindman stated after the meeting with the MPO, it came to light that there was an additional $680,000 and Stewart Avenue ranked highly with the MPO. This available funding is only at 35% for the project cost. There is still a lot of city obligation needed and the DOT has also indicated that bike and pedestrian accommodations need to be added to the project. Lindman said one of the options Wesolowski was looking at is reducing the project from 48th Avenue to 56th Avenue and not completing the work out to 72nd Avenue, then determine if the MPO is okay with reducing the scope of the project.

Rasmussen said now that they have allowed Swiderski to build out there as people move into the area there will be a greater need for bicycle and pedestrian accommodations. Gehin said there is potential for two different projects. Lenz said they want to have those accommodations, but to add them will inflate the cost. Rasmussen said as long as there is room to add the accommodations after the fact without running short of land.

Rasmussen motioned to waive funding to Stewart Avenue and then apply to MPO to see if the funds can be repurposed to another project. McElhaney seconded the motion. Motion passed unanimously 5-0.

**Discussion and update on a request from Attorney Warpinski representing Citizens for an Environmentally Safe Thomas Street Neighborhood**

Lindman said subsequent to the letter there was a conference call with the attorney asking for a proposal from the consulting firm he was working with. The proposal came in late on November 8 and was unable to be placed on the agenda for action. Lindman said he has read it and will respond formally by the middle of next week. The majority of the properties the attorney wants testing done are not owned by the city with the exception of one. Rasmussen said some of the properties are outside of the project area and wants more clarification on who is going to pay for the testing. The city has already paid for adequate testing.

Mayor Mielke said in the conference call that it was agreed the attorney can come in and look at anything that is city owned, the only request is that there is city representation to oversee the work. Now that it has gotten cold the mayor questioned if they are going to be able to get the work done yet this year. Lindman said they may need additional equipment, but that would be a determination they would need to make.
Lindman said Engineering will provide feedback on additional information needed. If the attorney provides a proposal that meets everything needed then it can be brought back in December.

**Discussion and possible action to hold a public hearing form vacation right of way abutting eastside of 1615 Meadowview and 1612 Evergreen**

Lindman said a petition has been received however, speaking to the city attorney; the petition is not fully complete. The item will be deferred until the petition has been completed. Abitz asked if they want the two properties that are abutting and Lindman said they are interested.

**Adopt Conceptual Master Plan of the Business Campus Trail System**

Lenz explained there is support from some of the businesses to add on to the existing bike and pedestrian trail system. The plan is to link all of the different projects together and to form a cohesive system of trails.

Abitz said she did not see a circular rotation in the trail system on the map provided. She was wondering if the bike path going in to the Town of Stettin if work with Marathon County is being done on that. Lenz said the trail is within the business campus. Lenz said they have to work with the town, but not necessarily the county. There is a small loop; however the trail system is more to get from east to west to get to the different parks. Lenz said he does like circular paths and tries to work them into plans whenever possible.

McElhaney motioned to adopt the Conceptual Master Plan and Abitz seconded. Motion passed unanimously 5-0.

**Approve Purchase of Bicycle Racks**

Sippel, assistant planner for the city, explained he has been working with Wausau West in the proposal for $1100 for 10 decorative bicycle racks to place around the city. He has also been working the NTC for the remaining request. The request is for $2000 toward the bicycle racks. The racks will be near the downtown area and is exploring more opportunities outside of the downtown.

Rasmussen made the motion to approve, Kellbach seconded. Motion passed unanimously 5-0.

**Amend Ordinance related to bicycles on Forest Street, Chapter 10.40.050**

Sippel explained the current city ordinance states bicycles are prohibited on the sidewalk by default. There is a section of Forest Street where bicycles are required to use the sidewalk and creates an awkward transition. The proposed amendment is to amend the ordinance to allow the bicycles to either use the sidewalk or the road.

Rasmussen made the motion to approve, McElhaney seconded. Motion passed unanimously 5-0.

**Future Agenda Items**

Thomas Street and the date of the December meeting have been changed to the 6th. Construction update has not been posted on the agenda and will be discussed at the next meeting.

**Adjourn**

Kellbach moved to adjourn the meeting. McElhaney seconded and the motion passed unanimously 5-0. Meeting adjourned at approximately 6:45 p.m.
AGENDA ITEM

Discussion and possible action on preliminary resolutions for 2018 projects

BACKGROUND

The following construction projects are included in the 2018 budget:

Ashland Avenue, Evergreen Road to Meadowview Road
Meadowview Road, Ashland Avenue to the cul-de-sac
Eldred Street, Cherry Street to 1st Avenue
South 10th Avenue, West Street to Pardee Street
Pardee Street, 7th Avenue to 10th Avenue
Roosevelt Street, Broadway Avenue to Grant Avenue
Callon Street, 6th Avenue to 12th Avenue

FISCAL IMPACT

None at this time.

STAFF RECOMMENDATION

Staff recommends the preliminary resolutions for special assessments be adopted and public hearing scheduled. Public hearings would be held in late January or early February.

Staff contact: Allen Wesolowski  715-261-6762
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 Construction projects to take place in 2018:

   Ashland Avenue from Evergreen Road to Meadowview Road
   Meadowview Road from Ashland Avenue to the cul-de-sac
   Eldred Street from Cherry Street to 1st Avenue
   South 10th Avenue from West Street to Pardee Street
   Pardee Street from 7th Avenue to 10th Avenue
   Roosevelt Street from Broadway Avenue to Grant Avenue
   Callon Street from 6th Avenue to 12th Avenue

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, 2018, the special assessment will be placed on the 2018 real estate tax bill and be due in full on or before January 31, 2019. 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, 2018, assessments totaling $300 but less than $20,000 will automatically be placed on the five-year payment schedule on the 2018 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 2018 real estate taxes **OR**

B. Payment of the first one-fifth of the assessment with the 2018 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, 2019, on the unpaid balance. (The 2017 rate was 2.9%.) 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, 2018, assessments totaling $20,000 or more will automatically be placed on the ten-year payment schedule on the 2018 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 2018 real estate taxes **OR**

B. Payment of the first one-tenth of the assessment with the 2018 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, 2019, on the unpaid balance. (The 2017 rate was 2.9%.) 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, 2019. 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 2018.

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:

______________________________
Robert B. Mielke, Mayor
**AGENDA ITEM**

Discussion and possible action on the removal of stop signs at the Ruder Street and Fairmount Street intersection

**BACKGROUND**

Alderperson Peckham was informed by a number of southeast neighborhood residents that motorists were not stopping at the four-way stop controlled intersection. City Staff has analyzed the control at the unsignalized intersection and recommends removal of the stop signs on Ruder Street for the following reasons:

- Ruder Street is the main through roadway.
- Fairmount Street intersects Ruder Street creating two offsetting T type intersections. Generally speaking, at T-intersections a stop sign is placed only on the street entering the through street.
- The current placement of the Ruder Street stop signs, due to the offsetting intersection points, is located in the intersection.

To improve safety, eliminate confusion and regain obedience of the traffic control at the intersection, the stops signs on Ruder should be removed.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

Staff recommends removal of the stop signs on Ruder Street at the intersection.

Staff contact:  Sean Gehin  715-261-6748
DISCLAIMER: The information and depictions herein are for informational purposes and Marathon County-City of Wausau specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Marathon County-City of Wausau will not be responsible for any damages which result from third party use of the information and depictions herein or for use which ignores this warning.

THIS MAP IS NOT TO BE USED FOR NAVIGATION.
Picture 1 – Fairmount Street looking North at intersection.

Picture 2 – Ruder Street looking East at intersection.
AGENDA ITEM

Discussion and possible recommendation on applying for 2018-2022 Transportation Alternatives Program (TAP) grant.

BACKGROUND

WisDOT is currently accepting applications for the Transportation Alternatives Program (TAP) for the 2018 – 2022 cycle. These competitive grants are awarded to communities for various pedestrian and bicycle projects, including shared-use paths and trails. Staff is seeking approval to apply to this program for two projects.

The first is a multi-use path running parallel to Stewart Avenue, from 56th Avenue to 72nd Avenue. The path would connect to the sidewalk on 56th Avenue and provide safe linkage to and from the Business Campus. The approximately one mile long asphalt path would be built within existing right-of-way and cost a total of approximately $350,000, of which the City would contribute $70,000.

The second trail project would also be part of the Business Campus, running east from the end of Innovation Way, then south along 72nd Avenue. The trail would provide the main “spine” of the business campus trail network, and allow a safe connection under the Highway 29 bridges. The total length of the trail would be over two (2) miles. The trail would be constructed mainly of asphalt, with some small segments of wetland boardwalk. The total cost of construction would be approximately $995,000, with the City contributing $199,000.

FISCAL IMPACT

WisDOT reimburses 80% of the approved project cost. Local match for the projects would be budgeted in future years, sometime prior to 2022.

STAFF RECOMMENDATION

Staff recommends applying for the TAP grant for both trail projects described above.

Staff contact: Brad Lenz 715-261-6753
WAUSAU BUSINESS CAMPUS TRAIL

CITY OF WAUSAU
Marathon County, Wisconsin

Map Location

Legend
- Existing Multi-Use Trail
- 5,300’ - Proposed 10’ Wide Asphalt Trail
- Future Campus Trail Network
- Parcels
- Surrounding Municipalities
- DNR Wetlands (2015)

Map Date: November 28, 2017

NOTES:
1. DUPLICATION OF THIS MAP IS PROHIBITED WITHOUT THE WRITTEN CONSENT OF THE CITY OF WAUSAU ENGINEERING DEPT.
2. THIS MAP WAS COMPILED AND DEVELOPED BY THE CITY OF WAUSAU AND MARATHON COUNTY GIS. THE CITY AND COUNTY ASSUME NO RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN.
3. MAP FEATURES DEVELOPED FROM APRIL 2010 AERIAL PHOTOGRAPHY.
4. AERIAL PHOTO SHOWN HEREON FLOWN APRIL, 2016.

Path: .....
Map Date: November 28, 2017
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4. AERIAL PHOTO SHOWN HEREON FLOWN APRIL, 2016.

Map Date: November 29, 2017

WAUSAU BUSINESS CAMPUS TRAIL
CITY OF WAUSAU
Marathon County, Wisconsin

Legend
- Existing Multi-Use Trail
- 2,921' - Under Construction
- 11,862' - Proposed 10' Wide Asphalt Trail
- 2,344' - Proposed on Road Trail
- 636' - Proposed Wetland Boardwalk
- Future Campus Trail Network
- Parcels
- Surrounding Municipalities
- DNR Wetlands (2015)
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<th>AGENDA ITEM</th>
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<td>Discussion and possible action on the installation of street lights along Townline Road from Grand Avenue to North 13th Street</td>
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<td>City staff is in the process of preparing plans for the reconstruction of Townline Road in 2019. The project does not currently include the improvement of the street lighting along Townline Road. The current lighting along Townline consists of street lighting at the intersections on WPS utility poles.</td>
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If street lighting were to be added to the project to improve lighting along Townline Road, staff recommends two lighting systems:

- Standard Decorative Lighting with the Roam System. This lighting system was added along Prospect Ave in 2012 from Townline Road north to Forest Street.

- Overhead lighting on 30-foot Poles. This lighting system would be consistent with the lighting found on Bridge and Thomas Street.

The cost to furnish and install the two lighting systems is $230,000 for the standard decorative system and $90,000 for the overhead lighting.

One of the challenges for the overhead lighting would be the placement of the light poles amongst all of the overhead wire along Townline Road. Staff will review with WPS representatives.

<table>
<thead>
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<th>FISCAL IMPACT</th>
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<td>Cost of the two lighting systems is indicated above.</td>
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<th>STAFF RECOMMENDATION</th>
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<td>Staff is looking for direction from CISM Committee members.</td>
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Staff contact: Sean Gehin  715-261-6748
## AGENDA ITEM

Discussion and possible action to designate parking restrictions on Crescent Drive; restriction on both the east and the west side of Crescent Drive, approximately one-hundred and forty-five (145) feet south from West Randolph Street. The restriction would specify NO STOPPING, STANDING, or PARKING from 8:00AM to 5:00PM on weekdays from Nov 1 through May 1.

## BACKGROUND

The City of Wausau Department of Public Works (DPW) requested the restriction on Crescent Drive to improve the plowing conditions at this location. Past plowing operations at this location have been hampered by the road dimensions combined with vehicles parked on one of both sides of the street.

DPW listed the dimension of their plowing apparatus to be twenty (20) feet wide when full deployed (plow and wings). DPW said the plowing/driving lane at the location can drop to nineteen (19) feet when cars are parked on both sides of the street.

DPW believed the (145) foot section would be sufficient to accommodate their plowing operation without the need for expanding the restriction further south on Crescent Drive.

Both sides of the street were chosen for restriction in anticipation of the eventual presence of snow banks which would further reduce the street dimensions if cars were allowed to park there during hours of school activity. The proposed hours of restriction were selected to reflect hours of school activity.

Photos of location are attached.

## FISCAL IMPACT

Material and installation

## STAFF RECOMMENDATION

Proposed parking restriction is recommended.

Staff contact: Lt. Cord Buckner 715.261.7803
Proposed NO STOPPING, STANDING, PARKING restriction on the west side of Crescent Drive, approx. 145 feet south from W. Randolph Street, 8:00AM to 5:00PM on weekdays from Nov 1 through May 1.
Proposed NO STOPPING, STANDING, PARKING restriction on the east side of Crescent Drive, approx. 145 feet south from W. Randolph Street, 8:00AM to 5:00PM on weekdays from Nov 1 through May 1.
### AGENDA ITEM

Discussion and possible action to amend Municipal Ordinance 10.20.080(a) **No Parking Areas Designated**.

Proposed amendment to ordinance: no stopping, standing or parking on the west side of S. 12th Avenue, from a point eighty-five (85) feet south of its intersection with Rosecrans Street back to Rosecrans Street.

### BACKGROUND

In its current version, Wausau Municipal Ordinance 10.20.080(a) states, in part, as follows:

There shall be no parking in the following locations:
- west side of S. 12th Avenue, from a point fifty (50) feet south of its intersection with Rosecrans Street back to Rosecrans Street.

Recent construction around the area of G.D. Jones School, 1018 S 12th Ave., included a modification to the west side of the 1000 block of S. 12th Ave.: school bus access area for student pick-up and drop-off.

The current parking restriction under ordinance leaves a gap between the no parking zone and the school bus access area. As described by the principal of G.D. Jones, vehicles have been stopping/standing/parking in the gap during student pick-up creating difficulty in access, congestion and delay for the school buses.

Photos of location are attached.

### FISCAL IMPACT

Minimal – relocation of sign. Possible need for additional sign.

### STAFF RECOMMENDATION

Proposed parking restriction is recommended.

**Staff contact:** Lt. Cord Buckner 715.261.7803
New bus access area
New bus access area begins here. Bring current parking restriction to this point: 85 ft from intersection w/ Rosecrans St. AND include wording change to **No Stopping, Standing or Parking Back to Corner**
AGENDA ITEM

Discussion and possible action on a proposal from Attorney Warpinski representing Citizens for an Environmentally Safe Thomas Street Neighborhood

BACKGROUND

A revised soil sampling plan has been submitted by Ted Warpinski representing Citizens for an Environmentally Safe Thomas Street Neighborhood. The proposal has addressed the majority of the City’s comments but I would like to highlight the following:

- The plan assumes the City will be responsible for locating the lot lines and surveying the sample locations. This will need to be addressed by the committee to determine if city resources will be allocated for this work.
- The plan does not include language stating a copy of the analytical results will be submitted to the City once they are available from the lab. I would highly recommend this be added to the language and the City receives a signed copy of the plan prior to executing an access agreement.
- The plan identifies the client, the firm and the owner but does not clearly identify who is responsible for payment of the work and testing. I recommend this be clarified at the committee meeting.

AECOM contacted Chris Hyska at Pace Analytical Services in GB this morning about the differences between EPA method 8280, which City used, vs. EPA method 1613 proposed in the plan. Here’s a brief summary:

- Both methods use gas chromatograph/mass spectrometry (GC/MS) technology to do the analysis.
- Both methods test for the same set of 17 dioxin and furan compounds.
- Minimum detection limits for method 1613 are about 10x lower than for method 8280.
- Pace’s unit price for analysis by method 1613 is $700 vs. $500 for method 8280.

City’s use of EPA method 8280 made sense for our Phase 2 hazmat investigation on Thomas Street. Method 8280 minimum detection limits reported by Pace (Minneapolis lab) for City’s soil samples were in the parts per trillion (ppt) range and significantly below WI regulatory standards for dioxins and furans in soil. The additional $200 per analysis, if we had used method 1613, would have been no benefit or told us anything different.

FISCAL IMPACT

Time and resources to inspect and possibly mark lot lines and survey test locations if approved by committee.

STAFF RECOMMENDATION

Staff recommends receiving clarifications and commitments on items previously identified in this staff report prior to approving.

Staff contact: Eric Lindman 715-261-6745
Eric,

Thanks for reaching out to me. Attached is the revised proposal, which I believe addresses most of the issues you have raised.

I do, however, want to point out a few issues.

First, you will note that we are proposing to use EPA test method 1613, rather than 8280 as was used by Aecom. Method 1613 is a more sensitive test with lower detection limits, which we believe is more appropriate considering that the dioxins at issue are regulated in the part per trillion range.

Second, while we originally talked about one sample, we now propose to collect 2 to 4 samples. The final decision has not been made yet. For purposes of securing access, we ask for the right to collect up to 4 in the general locations identified.

As for the locations, we do not consider the right of way to be definitive of what constitutes the project boundaries. Nor do we consider the reconstruction project to be the sole reason for our testing request. It is clear that the reconstruction is just the first step in a larger redevelopment effort in the area and that the City plans to acquire all the properties on the north side of Thomas Street as part of the larger redevelopment effort.

You will also note that the proposal assumes that the City will be able to assist in identifying the property boundaries rather than us having to incur an additional cost for some surveying work. You had indicated that a city representative would likely be in the field to observe the testing and we are confident that such a representative will be able to work with our consultant to insure the samples are collected from the City owned parcels.

I hope this addresses your questions and comments and that the City will look favorably upon this request for access. If you do have questions, please feel free to contact me.

Best regards,

Ted

Ted A. Warpinski
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330 East Kilbourn Ave.
Milwaukee, WI 53202
414-271-0130
taw@ffsj.com
Mr. Warpinski,

The City’s next CISM meeting is on Wednesday December 6, 2017. The CISM agenda and packet is proposed to be posted tomorrow, Thursday November 30, 2017. I thought I would reach out and find out if you plan to have information to be presented at this meeting? Before I can place anything on the agenda I would need some updated information for the packet. Please let me know, thanks.

Eric Lindman, P.E.
Director of Public Works & Utilities
City of Wausau
407 Grant St.
Wausau, WI 54403-4783
P: 715-261-6745
C: 715-292-2606

Ted,

I have attached a response to the proposal from Sand Creek Consultants for your review. The City will need additional information from the consultant prior to approving the proposal. The next scheduled CISM meeting is December 6, 2017; we will need any documents for the packet a week prior to the meeting so it may be posted. If the proposal is approved at CISM then I will work with the City Attorney to prepare an access agreement to city property, this will need to be executed prior to work being scheduled.

In addition I would like to respond to your email below:

1. We understand that your clients feel the City should do additional testing. The city conducted testing well above any regulatory requirements to try and accommodate requests from citizens opposed to and concerned about this project. Testing was conducted by the city, at great expense, in accordance with WIDOT standards, all testing was completed according to USEPA criteria and testing methods.
2. Your proposal shows testing not being conducted on city owned property. I have attached a map showing which properties in this area we own. Just for clarification the city ROW extends to the back of existing sidewalk. Beyond the sidewalk is private property.

3. The city is not concerned about the number of tests being taken it was just pointed out that the initial request was for one test and now more are proposed. The city would like a clear definite proposal of the number of tests proposed and the locations proposed.

I appreciate the opportunity to review and I appreciate your clarifications related to the CISM meeting. If we get the proposal back in time for the December meeting I will be able to put it on the agenda for action to be taken by the committee. If you have any questions related to my comments please let me know.

Eric Lindman, P.E.
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From: Rachel Singkofer
Sent: Friday, November 10, 2017 4:26 PM
To: Eric Lindman
Subject: FW: Citizens for an Environmentally Safe Thomas Street Neighborhood / Environmental Soil Testing of Thomas Street

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From: Warpinski, Ted A. [mailto: TAW@ffsj.com]
Sent: Friday, November 10, 2017 4:05 PM
To: Lisa Parsch; Robert Mielke; Denise Pody; Lori Wunsch; Melissa Engen; Rachel Singkofer; Ric Mohelnitzky; Gary Gisselman
Cc: Skwierawski, M. Andrew; Kresse, Peggy T.
Subject: RE: Citizens for an Environmentally Safe Thomas Street Neighborhood / Environmental Soil Testing of Thomas Street

All,

This is a follow up to the letter I sent to you on November 8. I was able to watch the video of the discussion at the November 9 CISM meeting and appreciate that you were able to give the request some consideration.

There were a few comments made at the hearing that I would like to address so that we don’t unduly delay any action.

First, while we believe the testing that is proposed should originally have been conducted and paid for by the City, we are not asking the City to pay for the testing that is proposed.

Second, there was a comment about not all the testing be on City owned land. We did cross check our proposed locations with the City’s GIS and it appeared that, with the exception of the boring in front of 134 E. Thomas, all were on City owned land. However, we did assume that the test in front of 134 E. Thomas was within the City’s right of way. If that is not correct, then it can probably be adjusted and placed on the 138 E. Thomas property, which we understand is City owned. The same is generally true for the boring on the 114 E. Thomas property and that boring could be adjusted to be on the 110 E. Thomas property.
Third, there was a comment about us originally only planning on one boring and now we are proposing between 2 and 4. You may recall when we talked that I mentioned we would prefer more if funding allowed. The final number may not be decided until we go out into the field.

Finally, there was a comment about one of borings being outside the project area. My response to that is that it depends on how narrowly or broadly you define the project. In that regard, I have seen excerpts from the Thomas Street Corridor Master Plan, which seems to contemplate a larger project scope than simply reconstructing Thomas Street.

I hope this information is helpful to your consideration of our access request and I look forward to discussing this matter with you further.

Best regards,

Ted A. Warpinski
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From: Kresse, Peggy T.
Sent: Wednesday, November 08, 2017 3:56 PM
To: cityattorney@ci.wausau.wi.us; mayor@ci.wausau.wi.us; dpw@ci.wausau.wi.us; gary.gisselman@ci.wausau.wi.us
Cc: Warpinski, Ted A. <TAW@ffsj.com>; Skwierawski, M. Andrew <mas@ffsj.com>
Subject: Citizens for an Environmentally Safe Thomas Street Neighborhood / Environmental Soil Testing of Thomas Street

I am forwarding the attached on behalf of Attorney Ted A. Warpinski.

Peggy T. Kresse
Legal Assistant
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Soil Sampling Plan
Thomas Street Construction Project
Wausau, Wisconsin
November 2017 (Revised November 28, 2017)

Purpose
The City of Wausau intends road construction/expansion along Thomas Street near the former Crestline Window facility. AECOM collected subsurface soil samples from the proposed construction corridor and had them analyzed by Pace Analytical Services for a suite of dioxin/furan congeners. The analysis results revealed marginal detections of various dioxin/furan congeners but, due to the depth of sample collection, there is concern that the samples are not representative of a direct-contact risk. The purpose of this sampling plan is to describe the procedures to collect surface soil samples from locations and depths more likely to reflect the risk of direct contact exposure.

Interested Parties

Client
Citizens for an Environmentally Safe Thomas Street Neighborhood
c/o Ted Warpinski
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Environmental Consulting Firm
Sand Creek Consultants
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Attn: Pete Arntsen, MS, PH, PG
phone: 715-824-5169
e-mail: pete.arntsen@sand-creek.com

Property Owner
City of Wausau
Department of Public Works
407 Grant Street
Wausau, WI 54403-4783
Attn: Eric Lindman, PE
phone: 715-261-6759
e-mail: Eric.Lindman@ci.wausau.wi.us
Deposition and Migration of Substances of Concern

Dioxins and furans are persistent organic chemicals known to be associated with pentachlorophenol like that used at the former Crestline facility. Dioxins and furans are known to have been present at the Crestline site due to releases of pentachlorophenol prior to the closing of the plant in the late 1980s, and the presumption for the occurrence of dioxin/furan congeners in the surrounding neighborhood is that they were deposited after airborne transport from the Crestline site. After deposition on the ground surface, dispersal processes (e.g., rainwater infiltration, bioturbation, gravity) caused the congeners to migrate into the subsurface. However, the nature of the congeners as organic substances cause them to sorb onto soil organic matter, which will greatly retard migration into deeper soil horizons. Over time it is supposed that the congeners will tend to concentrate near the base of A-horizon (topsoil layer) prior to slowly leaching into the subsoil.

Sample Collection

Location

A goal of sample collection is to select locations with topsoil that have been minimally disturbed.

Two to four samples are proposed to be collected on property owned by the City of Wausau. An access agreement will be obtained prior to sample collection and the City will be notified at least 48 hours prior to sample collection.

Four approximate sample locations are indicated on the attached aerial photo. Actual sample locations will be identified in the field prior to sampling and will be identified on an aerial photo, with location information supplemented by field measurements relative to readily identified physical features. Ideally, the City Engineering Department will survey the locations using hand-held GPS.

Collection and Handling

Soil samples will be collected from depths near the base of the A-horizon (estimated depths of 6 to 12 inches).

Samples will be collected by hand using hand tools (e.g. shovel, bucket auger, hand spade). Sampling equipment will be replaced (nitrile gloves) or decontaminated (hand tools) between sample collection. Decontamination will include washing the hand tools in a mixture of soap and tap water, and rinsing the tools with distilled/deionized water. Decontamination water will be disposed in the Thomas Street storm gutter.

Samples will be placed in laboratory-supplied containers, stored on ice, and handled under chain-of-custody protocol prior to shipping to Pace Analytical Services in Minneapolis, Minnesota.

Sample holes will be restored by replacing the plug of topsoil as close as possible to its original condition. Because of the shallow depth and minimal volume removed, no foreign fill (e.g. bentonite) will be placed in the hole.

Sample Analysis

Pace Analytical Services will analyze the samples using EPA Method 1613.
Sample Results

Sand Creek Consultants will summarize and review analysis results. The results will be evaluated using toxic equivalency (TEQ) values, as currently used by the US EPA, and to the WDNR NR 720 Residual Contaminant Level spreadsheet.

A letter that includes the summarized data, laboratory reports, and an evaluation of the significance of the results will be prepared and submitted to the client.
DISCLAIMER: The information and depictions herein are for informational purposes and Marathon County-City of Wausau specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plots, Flood Insurance Study, or other official means. Marathon County-City of Wausau will not be responsible for any damages which result from third party use of the information and depictions herein or for use which ignores this warning.

LEGEND

User_Defined_Lambert_Conformal_Conic

Parcels

Section Lines/Numbers

Right Of Ways

THIS MAP IS NOT TO BE USED FOR NAVIGATION
TO:            Ted Warbinski – Attorney at Law  
               330 East Kilbourn Ave, Suite 1250  
               Milwaukee, WI 53202 

FROM:         Eric Lindman, P.E.  
               Director of Public Works & Utilities 

DATE:         November 15, 2017 

SUBJECT:      Private Phase II Environmental Testing Proposal – City Comments 

I have reviewed the proposal by Sand Creek Consultants and have the following comments/requests:

1. What method or criteria will be used to complete the lab testing? This should be identified in the proposal.

2. Any bore holes or shovel testing holes shall be abandoned or filled in accordance with Wisconsin Administrative Code and an appropriate borehole abandonment form shall be prepared if required. If this is not required by the WDNR, then the proposal shall identify the method by which the hole will be filled.

3. It appears shovel testing will be used to collect the samples. I am not sure how the shovels/tools are sanitized between soil sample collections. Is there a certain method or criteria used to sanitize the tools between samples?

4. Each soil boring location shall be identified and properly documented. The proposal does not address how these locations will be documented. It also does not state how these boring locations will be marked in the field to ensure they are located within the proper property boundaries.

5. The proposal shall identify to which standards the analytical results will be compared.

6. Will there be a report prepared of the results? Analytical results should be reviewed and summarized by an environmental expert, who addresses and explains the results and any impacts they may have. The report should also identify if additional testing is recommended or will be completed. The report should address any regulatory requirements impacting its recommendations.
7. The proposal needs to clearly identify who will be the responsible for performing the work and who will be responsible for providing compensation for the work to be completed. A proposal is typically signed by the proposer and their client but the client is not identified in the proposal.

8. Who will be responsible for identifying the property boundaries? Boundaries shall be established prior to work being scheduled to ensure borings are completed within the property identified.

9. For all work proposed on City owned property the contractor shall notify the city 48 hours prior to any work being completed and the city shall have a representative onsite to witness the samples being taken.

10. I see chain of custody will be part of the process and I would expect the proper signed paperwork will be provided with the analytical results.

11. The City requests a copy of the analytical results from the lab once they are available.

Please find attached a copy of a map showing the property owners in the area that work is proposed. Two of the proposed properties are privately owned. Owner consent would be required to test on those properties.

The proposed borings at each of the sites are outside of the existing right of way. The existing City right of way ends at the back of the sidewalk. Beyond the sidewalk is private property or city owned property not designated as right of way.

The boring proposed on the NE corner of the city owned lot, 140 East Thomas Street, is well outside any proposed construction limits. The proposed layout approved for review does not consider any property disturbance in this area. Any testing results in this area would be irrelevant to the proposed project and may not be beneficial as it relates to the project. In my opinion it may be more beneficial to test closer to or within the proposed construction limits.

Once we receive a revised proposal with all of the requested information we can place the item on the December 6, 2017 CISM agenda for action. If approved, an access agreement will be prepared for each of the responsible parties to sign prior to scheduling the work. Please let me know if you have any additional questions or need additional information.
AGENDA ITEM

Discussion on the public comment received at the Thomas Street Phase II PIM held Wednesday, November 29, 2017

BACKGROUND

A PIM was held on November 29, 2017 related to the 30% design plans for Thomas Street from South 4th Ave to the Bridge. **Comments and responses/recommendations from the design engineer and city staff is or will be included and attached to this staff report.**

Comments from the PIM are being compiled and reviewed/discussed for the CISM meeting. Once these items are prepared they will be included in the CISM packet prior to the meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

N/A

Staff contact: Eric Lindman  715-261-6745
## Agenda Item

Discussion and possible action on the approval of 30% design plans for Phase II of Thomas Street reconstruction and authorization to begin 60% design with any proposed changes by staff/committee based upon public input

## Background

City Council approved staff and AECOM to prepare a 30% design for Phase II of Thomas Street from South 4th Ave to the River Bridge. The approval to move forward with 30% design plans was approved at the August 8, 2017 council meeting and also approved, with clarifications in the resolution, at the September 12, 2017 council meeting. This was not a unanimous vote as some council members had questions related to design options and the need to widen the street. Other questions arose asking why we are not looking at additional alternatives and specifically why we have not presented a typical 2-lane urban street alternative. Questions arose related to the design criteria being used for this corridor as well. Since the approval of moving forward with the 30% design, staff has worked to provide answers to many of these questions and are provided as part of this background with documentation attached.

### Questions Related to Alternatives

There have been other requests from both residents and council members related to a 2-lane design. This has been looked at and laid out and was determined by SEH, Graef, & AECOM not to be a viable option. I have included a scanned copy of the 2-lane urban street presented back in 2003 by SEH. Please also note that there are still property acquisitions and a need to widen this street. This option does not address any known safety issues, capacity issues, no allowance for bike and pedestrian accommodations, and does not address any issues related to truck traffic; just to name a few issues. Based on just these items it was determined not be in the City’s best interest to move forward with this concept. There have been at least five different alternatives looked at for this roadway over the past 10+ years. Based on public input, engineering design requirements/criteria/guidelines, well documented safety issues, and the overall comprehensive plan of the City to ensure bicycle and pedestrian accommodations are included in street reconstruction projects when possible, two alternatives stood out; 4-Lane Alternative and 2-Lane Alternative with raised median and turn lanes. In order to minimize acquisitions the 2-lane Alternative was determined to move forward for 30% design. This roadway is a Principle Arterial Roadway within the City; as such the design of the roadway needs to primarily focus on carrying traffic safely and mitigating known safety issues. Accommodations should be reviewed carefully and determined if they will significantly impact the overall goals of the project; goals are mitigate safety issues, carry truck/vehicle traffic safely and adequately, safely accommodate bicycle and pedestrian traffic, replace underground utilities, improve pavement surface.

### Questions Related to Design Criteria

Staff also looked into the design criteria that seemed to get a lot of attention this past summer. We reached out to the WDOT with some very specific questions related to the concerns raised by residents and the media. We also asked for their input related to the design of this corridor as Thomas Street is a Principle Arterial Roadway. Attached is a copy of the responses we received and also it supports the need/requirement for widening the street. Again this is a Principle Arterial Roadway within the City of Wausau and it is NOT a residential street; the main purpose of this roadway is to adequately and safely carry traffic.

### Public Information Meeting & Moving to 60% Design

A PIM was held on November 29, 2017 related to the 30% design plans for Thomas Street from South 4th Ave to the bridge. Comments and recommendations were discussed previously in this meeting. The next phase will be completion of the 60% design plans which will show roadway cross-sections as well as underground utility work. During the 60% plan design a plat map and relocation plan for the roadway will be established and brought forward to City Council for approval. Acquisition and relocation discussions with the residents will also take place in order to explain property owner rights and City’s obligations under the eminent domain law. Continuing with the plan design and beginning the discussions related to real estate acquisitions is critically important to ensure residents have enough time to ask questions and understand the process and timelines which are established by statute.
The 30% design and the proposed layout will carry traffic well, it allows traffic to flow well using left turn lanes, it minimizes cross traffic which will reduce accidents, the design accommodates truck traffic from the industrial businesses, and it allows for both pedestrian and bicycle accommodations which is part of the City’s comprehensive plan.

### FISCAL IMPACT

Estimates for the project will be provided by AECOM.

### STAFF RECOMMENDATION

Staff highly recommends moving toward 60% design plans. Any changes brought forward and approved through the committee & Council may be incorporated as we move forward with 60% design. Once changes to the 30% are made these can be published for the public to review. The 60% design will be brought back to a PIM, CISM and Council for comment, review and approval.

Staff contact: Eric Lindman  715-261-6745
Design Standard Questions for WisDOT 10/9/17

Thomas Street will be reconstructed including underground utilities between 4th Street and the Wisconsin River. The following questions relate to design standards for this locally funded project:

Roadway Classification

Is Thomas Street still on the National Highway System? Yes. Thomas Street, as a principal arterial on the functional classification system for the Wausau Urbanized Area, became a NHS route with the enactment of MAP-21 in 2012. In 2016, as part of a statewide review of NHS routes, WisDOT decided to keep Thomas Street part of the NHS. The current NHS map for the Wausau Urbanized Area was approved by FHWA in May 2016.

Thomas Street is functionally classified as a principal arterial and as a result was added to the National Highway System. How are roadway functional classifications defined and what does it mean that Thomas Street is a principal arterial? Thomas Street is functionally classified as a principal arterial based on criteria established by WisDOT. The basic criteria looked at for determining a street’s classification includes ADT, land uses served, and spacing between parallel classified streets. Two basic criteria need to be met to justify the classification of the street. Thomas Street currently meets the principal arterial ADT and spacing criteria. The current daily traffic level along Thomas Street is greater than 6,000 and the distance between STH 29 and STH 52/Stewart Avenue, which are parallel principal arterials, is greater than three miles. The following provides a link to the web page containing WisDOT’s Functional Classification Criteria document: http://wisconsindot.gov/Pages/projects/data-plan/plan-res/function.aspx.

FHWA requires all state department of transportations to develop functional classification systems for public roadways within urban(ized) areas and counties. Within Wisconsin, WisDOT works with the MPOs, counties, and local communities to identify the functional classification systems. Once identified, WisDOT will submit the maps of the functional classification systems to the FHWA state division office for review and approval. Updates to the classification systems, along with urban(ized) area boundaries, occur about every 10 years. The functional classification system and boundary for the Wausau Urbanized Area were just updated this past spring.

As a principal arterial, Thomas Street qualifies for federal Surface Transportation Program (STP)-urban funds. Applications for these funds are offered by WisDOT to communities within urban(ized) areas every other year. To qualify for the funds, roadways must be classified as collectors, minor arterials, or principal arterials. In July, WisDOT received applications for the next cycle of STP-urban funds. The City of Wausau submitted applications for two street projects.

Roadway Design Standards

Which roadway design standards apply (WisDOT FDM, 23 CFR 625, AASHTO A Policy on Geometric Design of Highways and Streets, etc.)? WisDOT’s FDM and AASHTO’s A Policy on Geometric Design of Highways and Streets would both apply. FHWA requires following the geometric design standards in the AASHTO document for projects on the NHS. The design standards within the FDM are very similar to the AASHTO document.
According to the May 5, 2016, FHWA memo, there are ten controlling criteria for the design of projects on the NHS: Design Speed, Lane Width, Shoulder Width, Horizontal Curve Radius, Superelevation Rate, Stopping Sight Distance, Maximum Grade, Cross Slope, Vertical Clearance, and Design Loading Structural Capacity. Since Thomas Street is a low speed roadway, only Design Speed and Design Loading Structural Capacity apply as controlling criteria. Although the other eight design criteria are not controlling, is it best engineering practice to follow the other design guidelines where possible? Yes, even though only two of the ten controlling criteria apply to low speed roadways like Thomas Street, we encourage the City to meet the other eight design controlling criteria, if possible.

Since there are only two controlling criteria for this type of roadway, is an Exception to Standards report only necessary if those controlling criteria are not met? Correct, the exception to standards report for the Thomas Street project would only be needed if the design speed and design loading structural capacity controlling criteria are not met. If required, does the Exception to Standards report require review/approval by WisDOT’s North Central Region and Bureau of Project Development? Yes, with WisDOT assuming responsibility for FHWA, this report should be submitted to the Region and Bureau of Project Development for review and approval. The report should be submitted to WisDOT for review at 60 percent design for the project. The following provides a link the WisDOT web page providing FDM information on approval for exceptions:

http://wisconsindot.gov/rdwy/fdm/fd-11-01-att.pdf#fd11-1a2.1

If the other eight design criteria are not met, is there any coordination, review, or approval by WisDOT? Because the Thomas Street project is 100 percent locally funded, WisDOT has limited oversight of the project as compared to a project receiving state and/or federal funds. However, we do expect the City to meet the design speed and design local structural capacity controlling criteria for the NHS route. Also, even though it doesn’t apply to low speed roadways like Thomas Street, we encourage the City to meet the other eight design controlling criteria, if possible.

23 CFR Chapter 1, Part 625.3(d) states “This regulation establishes Federal Standards for work on the NHS regardless of funding source”. FHWA, through a multi-agency oversight agreement, has authorized WisDOT with the responsibility to review and approve exceptions to standards involving the controlling criteria. For projects involving these, the locals are responsible for contacting the WisDOT region local program engineer and submitting the exception documents for review and approval.

**Safety and Operation**

23 CFR 625.2(a) states that “Plans and specifications for proposed National Highway System (NHS) projects shall provide for a facility that will – (1) Adequately serve the existing and planned future traffic of the highway in a manner that is conducive to safety, durability, and economy of maintenance”.

23 CFR 625.2(c) states that “An important goal of the FHWA is to provide the highest practical and feasible level of safety for people and property associated with the Nation’s highway transportation systems and to reduce highway hazards and the resulting number and severity of accidents on all the Nation’s highways.”

There are known crash history and operational capacity issues with the current Thomas Street roadway. Can the City reconstruct Thomas Street without addressing the safety and operational issues? Since Thomas Street is a NHS route, the state policies for addressing safety and operational
issues as part of reconstruction projects should be followed. So, if the current roadway design is identified as the cause of the safety and/or operational issues, the reconstruction project’s design should address these issues to the greatest extend possible.

Specifically, the City will need to convey the needs along Thomas Street and establish an appropriate mitigation response through the design process. There needs to be a comprehensive engineering narrative in the design that identifies the needs and describes how the design achieves it. In addition, if exceptions are developed, they will need to be explained in a comprehensive manner. The guidance under FHWA-SA-07-011: Mitigation Strategies Exceptions, provides additional design consideration directions for specific questions in regards to mitigating safety and/or operational issues. The following provides a link to the FHWA web page containing this document: [https://safety.fhwa.dot.gov/geometric/pubs/](https://safety.fhwa.dot.gov/geometric/pubs/).

If the City does reconstruct Thomas Street without addressing known safety and operational issues, will it jeopardize the potential for future state/federal funding? If safety and operation issues are not addressed, there could be a liability in terms of future state and/or federal funding; however, at this time, we cannot provide the City with a definite answer to this question.

**Environmental**

Because of the NHS designation, is there environmental reporting required other than the typical DNR coordination/permitting completed for local road projects? We talked with the FHWA and they responded that “unless federal funds are involved, or a federal action/approval is needed (such as Section 4f, IAJR, Section 106, etc...), or the project is a result of special federal funds, such as an earmark, TIGER or INFRA grants, special federal legislation, etc..., though the route in question is on the NHS, the NEPA process is not necessary.” However, it is WisDOT’s understanding that a need for an Exception to Standards would also invoke NEPA. As on any project, the City should coordinate with state and federal resource agencies and obtain the proper permits.

We also talked to Central Office Environmental Section and the WEPA process may need to be followed. The City should talk to the Wisconsin DNR and State Historic Preservation Office for further clarification.
AGENDA ITEM

Discussion and possible action on support preparing a scope of services with MSA Professional Services to sole source real estate acquisition services and relocation services for the proposed Thomas Street Phase II reconstruction project

BACKGROUND

The reconstruction of Thomas Street will require real estate professional services regardless of the design that is chosen to move forward. MSA Professional Services performed these services on Phase I of the project. The City was pleased with their performance on the project. One issue we had was with their subcontractor, the appraiser, which delayed the project. The City will ensure this appraiser is not part of the contract moving forward.

Utilizing MSA Professional Services for the 2nd phase of the project will be a benefit for all parties involved with the process. MSA is already familiar with the project and they have had contact with residents along this side of Thomas Street during previous PIM meetings related to Phase I. City staff has worked well with MSA and the continuity of having MSA responsible for the entire Thomas Street Corridor real estate services is a benefit as there will be one responsible entity.

FISCAL IMPACT

Unknown at this time, a sole source request will be brought to finance on December 12, 2017.

STAFF RECOMMENDATION

Staff recommends moving forward with preparation of a scope of services with MSA Professional Services for real estate acquisition and relocation services for Phase II of Thomas Street.

Staff contact: Eric Lindman  715-261-6745
<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>Update on 2017 Construction Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACKGROUND</td>
<td>Staff will give a brief overview of 2017 construction projects and answer any questions the committee may have.</td>
</tr>
<tr>
<td>FISCAL IMPACT</td>
<td>None</td>
</tr>
<tr>
<td>STAFF RECOMMENDATION</td>
<td>Update item only.</td>
</tr>
<tr>
<td></td>
<td>Staff contact: Sean Gehin 715-261-6748</td>
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</tbody>
</table>