

**CITY OF CHIPPEWA FALLS
BOARD OF PUBLIC WORKS
MEETING MINUTES
MONDAY, OCTOBER 21, 2013 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, October 21, 2013 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Finance Manager Lynne Bauer, Alderperson George Adrian and Darrin Senn. Also, present at the meeting: Alderperson Jane Lardahl, Brian McAlister representing Frigid Eight and Thermal Three race, Terry Bowe and Judy Adrian.

1. **Motion** by Adrian, seconded by Bauer to approve the minutes of the October 7, 2013 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**

2. Brian McAlister appeared to support the Street Use Permit for the Frigid Eight and Thermal Three race to be held on December 7, 2013. Mr. McAlister gave some history of the race which is sponsored by the Indianhead Track Club. He stated the Chippewa Falls Police Department has assisted with the start of the race in previous years and escorted the runners for the first few blocks. He estimated the time necessary for the Police Department was about a half hour. Rubenzer said he would check with Police Chief Stelter to see if the activity could be incorporated into the normal Saturday patrol route or if not, what the City cost would be. He also suggested that race volunteers could close and horse-off Mansfield Street for the start of the race as an alternative to the police escort.
Motion by Senn, seconded by Adrian to recommend the Common Council approve the Street Use Permit request of the Indianhead Track Club for the Frigid Eight and Thermal Three race to be held December 7, 2013. **All present voting aye. MOTION CARRIED.**

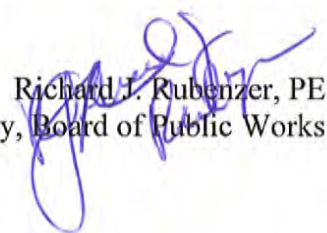
3. Utility Manager Rubenzer presented the attached draft cross connection ordinance. He stated that the Department of Natural Resources has mandated enforcement of such an ordinance by 2014. He stated hose bibs on outside faucets would need a back flow/check valve. Also that the water utility had previously been inspecting for illegal connections during the meter upgrade/replacement process. The Board advised Rubenzer to get an estimated cost for the back flow/check valves. The Board also recommended that City Attorney Ferg review the draft ordinance and determine an appropriate fine amount for utility customers who refuse to allow utility staff to inspect the said customer's premises, (item #6 in draft ordinance). **No action taken.**

4. Director of Public Works Rubenzer presented the attached revisions to the City of Chippewa Falls Municipal Code 7.10 Loading Zones for a loading zone on the South side of Coleman Street along the North (back) side of McDonell Central Catholic High School. He stated the loading zone had been established last year but the actual dimensions from Terrill Street were incorrect in the ordinance as written and the revision was needed to make the ordinance dimensions "match" the measurements in the field.

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

Motion by Senn, seconded by Bauer to recommend the Common Council approve the attached revisions to the City of Chippewa Falls Municipal Code 7.10 Loading Zones to establish correct dimensions for an existing loading zone along the South side of Coleman Street along the North (back) side of McDonell Central Catholic High School. **All present voting aye. MOTION CARRIED**

5. **Motion** by Adrian, seconded by Bauer to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 5:48 P.M.


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

**CITY OF CHIPPEWA FALLS
BOARD OF PUBLIC WORKS
MEETING MINUTES
MONDAY, OCTOBER 7, 2013 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, October 7, 2013 at 5:30 PM. Present were Mayor Greg Hoffman, Alderman George Adrian and Darrin Senn. Absent were Director of Public Works Rick Rubenzer and Finance Manager Lynne Bauer. Also, present at the meeting: Senior Engineering Technician Todd Berg, Alderperson Jane Lardahl, Lorraine Bjork, Doug and Kay Bjork, Bonnie Matthews and Laurie Goeman.

1. **Motion** by Adrian, seconded by Senn to approve the minutes of the September 9, 2013 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**

2. The Board discussed renaming Riverside Drive to Bjork – Riverside Drive in honor of former Street Superintendants Jim and Oscar Bjork. Lorraine Bjork, wife of the late Jim Bjork, spoke in favor of renaming Riverside Drive and also suggested having a plaque placed at the street department in honor of Jim and Oscar’s years of service.
Motion by Adrian, seconded by Senn to recommend the Common Council rename Riverside Drive to Bjork – Riverside Drive and to have a plaque placed on the street department building in honor of Jim and Oscar Bjork’s years of service. **All present voting aye. MOTION CARRIED.**

3. The Board discussed the intersections at Coleman St./Terrill St. and Coleman St./Wheaton St. Senior Engineering Technician Todd Berg explained there may be a need for right turn lanes at the two intersections. Currently motorists are forming a right turn lane in the narrow parking lane. If turn lanes were desired, the existing curb and gutter could be removed and relocated closer to the sidewalk to provide a wider turn lane. The approximate cost of the turn lanes would be \$4000 each. Darrin Senn asked if there would be any additional catch basins required. Technician Berg stated the existing storm sewers would not have to be changed to accommodate new turn lanes. Senn also questioned the safety of turn lanes as they pertain to pedestrians. Having cars lined up side by side at the intersection may obstruct the driver’s vision. Mayor Hoffman isn’t opposed to turn lanes but wondered if the traffic at Wheaton St. and Coleman St. warranted a 4-way stop. Alderman Adrian was concerned that a 4-way stop at Wheaton St. and Coleman St. might impact the traffic at Wheaton St. and Governor St. in a negative manner.
Motion by Senn, seconded by Adrian to approve right turn lanes on Coleman Street at Terrill Street and Wheaton Street and to have the City Engineering Department staff analyze the need for a 4-way stop at Wheaton St. and Coleman St., then report back to the Board at a future meeting. **All present voting aye. MOTION CARRIED.**

4. The Board discussed the on-street parking along Elm Street and Superior Street at Zion United Methodist Church. Representatives from the church requested handicap parking along the north side of Elm Street and the West side of Superior Street for the width of

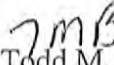
their lot because the church doesn't have off street parking close to the church for the elderly parishioners. Senior Technician Berg questioned whether the church wanted handicap parking or preferred parking since handicap parking would prohibit anyone without the proper permit from parking. Darrin Senn wondered if the church considered asking their worshippers to voluntarily reserve the parking for the elderly and disabled and possibly placing temporary signage in the boulevard. Mayor Hoffman asked Technician Berg to check into the possibility of placing advisory signs and pavement markings. There was a discussion as to whether or not handicap parking stalls on the street are even acceptable.

Motion by Hoffman, seconded by Adrian to refer the legality of on-street handicap parking stalls as they relate to the Americans with Disabilities Act to Attorney Ferg and report back to the Board at the October 21, 2013 meeting. **All present voting aye.**
MOTION CARRIED.

5. The Board considered a request from Commerce Bank to vacate Manor Drive from Wissota Green Parkway to Beach Drive. Technician Berg stated that the street is unopened to travel and not needed because of the proposed replat of the adjacent lots.

Motion by Senn, seconded by Hoffman to recommend the Common Council vacate Manor Drive from Wissota Green Parkway to Beach Drive. **All present voting aye.**
MOTION CARRIED.

6. **Motion** by Adrian, seconded by Hoffman to adjourn. **All present voting aye.** **MOTION CARRIED.** The Board of Public Works meeting adjourned at 6:10 P.M.


Todd M. Berg, Acting Secretary
Board of Public Works



CITY OF CHIPPEWA FALLS STREET USE PERMIT APPLICATION

Applicant Name and Address: BRIAN McALISTER - Race Director
510 WEST COLUMBIA STREET, Chippewa Falls WI

Applicant Phone Number:
715-720-7597

Please check here if the applicant is the individual in charge of the event. If not, please indicate Name, Address and Phone Number of responsible individual.

Name, Address and Phone Number of the headquarters of the organization and responsible head of such organization:
INDIANHEAD TRACK CLUB
WADE Zweiner, President
WWW.INDIANHEADTC.ORG wade1218@yahoo.com

Name of the event: FRIGID 8 and Thermal 3

Estimated number of persons participating:
175-200

Date and start and end times requested for street use: December 7, 2013
Race starts at 10 AM. - need to line up 10 min before the race.
Slowest runners should finish by 11:45. Road close not need to be blocked after start.

Accurate description of the portion of the street or streets being requested for use (attach maps if necessary):
RACE STARTS & FINISHES AT OUR SAVIORS LUTHERAN Church Starts on Mansfield - Right on
Top corner & left on ELM(N) Return the same way except run left Perry St on Spruce - and
left into OUR SAVIORS (see map for complete route)

Use, described in detail, for which the street use permit is requested: Running Race
We only need help with the start. Runners will line up first before 10 AM. on Mansfield.
The runners thin out by the time they get to ELM and will be running single file at the end

City services requested for the event (e.g., Street Department or Police Department staff time)
It is helpful to have a police car to lead runners to ELM. It would also be nice
to have a barricade to block 1/2 lane of Mansfield at Perry for 10 minutes at the start

The applicant agrees to indemnify, defend, and hold the City and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the City or account of any injury to, or death of, any persons or any damage to property caused by or resulting from the activities for which the permit is granted. This Street Use Permit for the event may be terminated by the Chippewa Falls Police Department if the health, safety, and welfare of the public appears to be endangered by the activities or if the event is in violation of any of the conditions of the permit or regulations adopted by the Common Council. Applicant understands they shall be present when the Board of Public Works or City Council considers the request for Street Use Permit. Failure to appear may be grounds for denial of the requested permit.

Brian K. McAlister _____ 9/22/13 _____
 Signature of Applicant Date

OFFICE USE ONLY

Estimated cost of City services requested (to be completed by Police Chief and Director of Public Works):
PD - 1 officer for 30 minutes, leading runners to ELM + monitoring
traffic at ELM @ Perry Street. Est wages w/ benefits per hour is \$40. Cost
to PD is \$20.

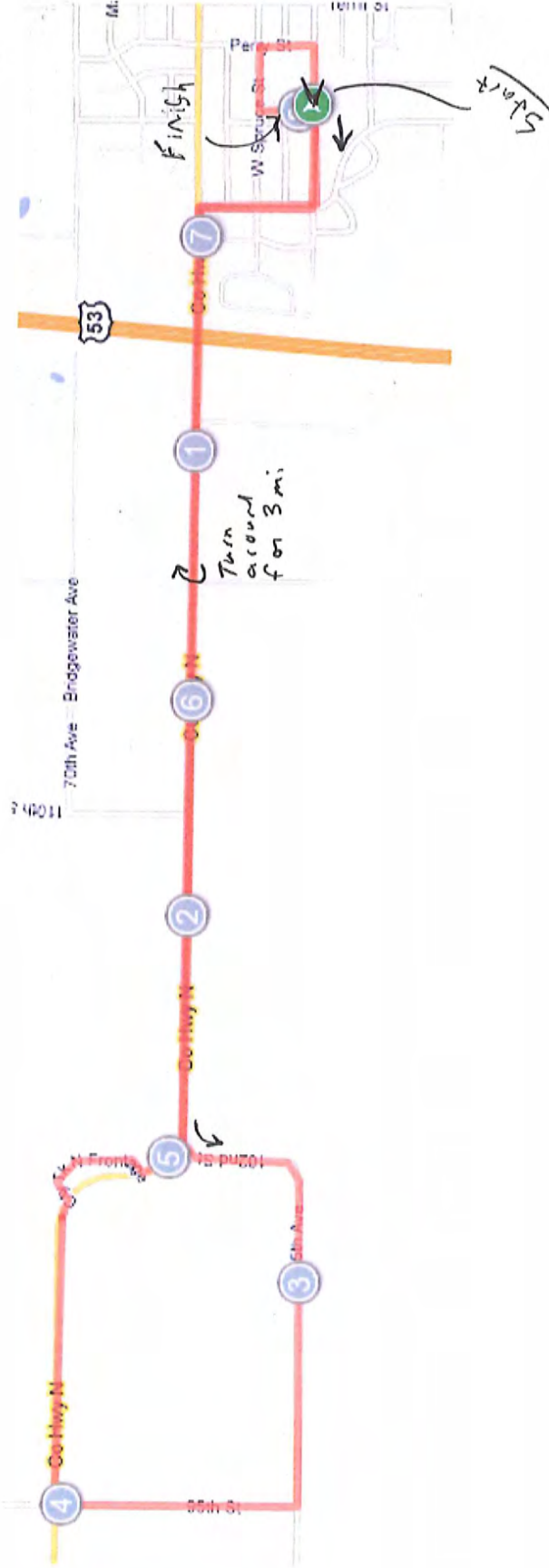
Requirements of Applicant:
To have a smv travel behind last runner, with flashers on.

Approved by: Chip W. L. Shuk _____ Debra J. Ruby _____ **FILE**
 Signature of Chief of Police Signature of Director of Public Works 10/24/13

Recommendation of Board of Public Works (if required): Approved Denied

Decision of City Council (required): Approved Denied

Frigid 8



ORDINANCE NO. [REDACTED]

AN ORDINANCE PROVIDING FOR THE AMENDMENT OF ORDINANCE
[REDACTED] PROVIDING FOR
CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION
SECTION NO.
[REDACTED] MUNICIPAL CODE
AMENDMENT TO MUNICIPAL UTILITIES [REDACTED]

No. [REDACTED] CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION

PUBLIC WATER UTILITY ORDINANCE
For control of CROSS CONNECTIONS and BACKFLOW PREVENTION
For the [REDACTED] Water System, [REDACTED] Wisconsin.

1. Purpose The purpose of this ordinance is:

To protect the health and welfare of users of the public potable water supply of the [REDACTED] from the possibility of contamination or pollution of the potable water system(s) under the direct authority of the

To promote for the control and/or elimination of existing cross connections (actual or potential) between the customer's potable water system(s) and other environment(s) containing substance(s) which may contaminate or pollute the water supply.

To provide for the maintenance of a continuing Comprehensive Program of Cross Connection Control which will systematically and effectively prevent the contamination or pollution of all potable water system(s) under the direct authority of the [REDACTED] Water System.

2. Definitions

- a. Backflow; The undesirable flow of water or mixtures of water and other liquids, solids gases or other substances under positive or reduced pressure into the [REDACTED] Water System potable supply of water from any source.
- b. Backflow Prevention; A means designed to prevent backflow caused by backpressure or backsiphonage; most commonly categorized as air gap, reduced pressure principle backflow assembly, double check valve assembly, pressure vacuum breaker assembly, backsiphonage backflow vacuum breaker (spill resistant pressure vacuum breaker) assembly, pipe applied atmospheric vacuum breaker, flush tank ballcock, laboratory faucet backflow preventer, backflow preventer for carbonated beverage machine, vacuum breaker wall hydrants, (freeze resistant automatic draining type), chemical dispensing machine, hose connection vacuum breaker, hose connection backflow preventer, backflow preventer with intermediate atmospheric vent and barometric loop.
- c. Backpressure; An elevation of pressure in the downstream piping system (i.e. Pump, elevation of piping, or steam and/or air pressure) above the utility supply pressure, which would cause or tend a reversal of the normal direction of flow.

- d. Backsiphonage: The flow of water or other liquids, mixtures or substances into the utility's potable water system from any source caused by the sudden reduction of pressure in the utility's potable water supply system.
 - e. Cross Connection: Any physical connection or arrangement between two otherwise separate systems, one of which contains potable water from the utility, and the other containing water from a private source, water of unknown or questionable safety, or steam, gases or chemicals, whereby there may be a flow from one system to the other, the direction of flow depending on the pressure differential between the two systems.
 - f. Cross Connection Control Manual: Policies and procedures for cross connection control and backflow prevention for the [REDACTED], Wisconsin.
2. Cross Connection Prohibited: No person shall establish or permit to be established or maintain or permit to be maintained any cross connection. No interconnection shall be established whereby potable water from a private, auxiliary or emergency water supply, other than the public water supply of the utility, unless such private, auxiliary or emergency water supply and the method of connection and use of such supply have been approved by the utility and the Wisconsin Department of Natural Resources.
 3. Responsibility: The [REDACTED] water utility shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to backflow of contaminants or pollutants. The utility shall charge fees according to the utility's "*Cross Connection Control Manual*" for maintaining a Comprehensive Cross Connection Control Protection Plan.
 4. Owner Responsibility: The property owner shall be responsible for the protection of the customer's potable water system. The responsibilities include the elimination of or protection from all cross connections on their premises. The owner shall, at their own expense, install, maintain and test any and all backflow preventers on their premises in compliance with the Department of Safety and Professional Services Code SPS 382.21 requirements and the utility's "*Cross Connection Control Manual*". The property owner shall have corrected any malfunction revealed by periodic testing of any backflow preventer on their premises. The property owner shall inform the utility of any proposed or modified cross connections and also any existing cross connections that are not protected by an approved backflow prevention means.

The property owner shall not install a by-pass around any backflow preventer unless there is a backflow preventer of the same type in the by-pass. Property owners who cannot shut down operation for testing of the backflow prevention assembly must supply additional assemblies necessary to allow testing and maintenance to take place. In the event the property owner installs potable water using fixtures, equipment or appurtenances upstream of a backflow preventer, such must have its own approved backflow prevention means.

The property owner is required to follow the protection practices described in the American Water Works Association publication AWWA M-14 titled "*Recommended Backflow Prevention and Cross Connection Control*", United States Environmental Protection Agency publication titled "*Cross Connection Control Manual*", Wisconsin Department of Safety and Professional Services, SPS 382-384 and the utility's "*Cross Connection Control Manual*", unless the utility requires or authorizes other means of protecting the potable water supply system. These requirements or authorizations will be at the discretion of the utility.

5. Inspections: It shall be the duty of the utility to cause surveys to be made of all properties serviced by the utility where cross connections with the public water system is deemed possible. Residential properties serviced by the utility shall be surveyed on a _____-year interval. The utility may, but is not required to, perform the cross connection survey of the customer's property. All non-residential properties serviced by the utility shall be surveyed on an interval not exceeding 2 years. The frequency of required surveys and resurveys, based upon the potential health hazards, may be shortened by the utility. If, in the opinion of the utility, the utility is not able to perform the survey, the property owner must, at their own expense, have the water system piping surveyed for cross connections by a person who has been properly trained in accordance with the American Society of Sanitary Engineers (ASSE) Standard number 5120 as a Cross Connection Control Surveyor. The Utility shall charge fees as approved by the State of Wisconsin Public Service Commission for on-premises follow-up visits by utility personnel for re-inspection due to customer noncompliance and for after hours inspections or re-inspections.
6. Right of Entry: Upon presentation of credentials, representatives of the utility shall have the right to request entry at any reasonable time to examine property served by a connection to the public potable water system of the utility for cross connections. If entry is refused, such representatives shall obtain a special inspection warrant under s.66.122, Wisconsin Statutes. The utility shall charge the property owner a fee of \$ _____ 00 per day for refusal to allow entry to examine any property. Upon request, the owner, lessee or occupant of any property served shall furnish to the inspection agency any pertinent information regarding the piping system on such property.
7. Authority to Discontinue Service: The utility is hereby authorized and directed to discontinue water service to any property wherein any connection in violation of this section exists and to take such other precautionary measures deemed necessary to eliminate any damage or contamination of the potable water system. Water service shall be discontinued if the means of backflow prevention required by the utility is not installed, tested, maintained and/or repaired in compliance with this ordinance, the Department of Safety and Professional Services Code SPS 382-384 and the utility's "*Cross Connection Control Manual*", or if it is found that the means of backflow prevention required by this ordinance has been removed or bypassed. Water service shall be discontinued only after reasonable notice and opportunity for hearing under Chapter 68, Wisconsin Statutes, except as provided in subsection (9) of this section.
8. Reconnection of Service: Water service to any property disconnected under provisions of this ordinance shall not be restored until the cross connection(s) has been eliminated or a backflow prevention means approved by the utility has been installed in compliance with the provisions of this section. The Utility shall charge fees as approved by the State of Wisconsin Public Service Commission for the reconnection of the water service
9. Emergency Discontinuance of Service: If it is determined by the utility that a cross connection or an emergency endangers public health safety or welfare and requires immediate action, service may be immediately discontinued. The owner, lessee or occupant shall have an opportunity for hearing under Chapter 68, Wisconsin Statutes within 10 days of such emergency discontinuance. Such hearing shall be before the _____ Water Utility Committee and shall conform to all existing due process requirements.
10. Additional Protection: In the case of premises having (a) cross connections that cannot be permanently corrected or controlled, or (b) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for surveying purposes, making it

impractical or impossible to ascertain whether or not dangerous cross connections exist, the public water supply system shall be protected in the service line. In the case of any premises where there is any material dangerous to health that is handled in such a manner that, in the opinion of the utility, could create an actual or potential hazard to the public water supply system, an approved air gap separation or an approved reduced pressure principle backflow assembly shall protect the public water supply system. Examples of premises where these conditions will exist include premises with auxiliary water supplies either interconnected or not interconnected with the public water supply system, premises where inspection is restricted, hospitals, mortuaries, clinics, laboratories, piers, docks, and other water front facilities, sewage treatment plants, sewage lift stations, food and beverage, processing plants, chemical plants using a water process, metal processing plants or nuclear reactors, car washing facilities and premises with reclaimed water systems. In the case of any presence of toxic substances, the utility may require an approved air gap or reduced pressure principle backflow assembly at the service connection to protect the public water supply system. This requirement will be at the discretion of the utility.

11. Public Water Supplies: This section does not supercede the State of Wisconsin Department of Natural Resources Administrative Code NR 810, but is supplementary to it.
12. Plumbing Code: The [redacted] Water Utility Committee adopts by reference the Wisconsin Safety and Professional Services being Chapter SPS 382-384, Wisconsin Administrative Code. This section does not supercede the Wisconsin Uniform Plumbing Code and/or the [redacted] Plumbing Ordinance , but is supplementary to it.
13. Conflicting ordinances: All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.
14. This ordinance shall take effect upon its adoption and publication.

Approved and adopted this 1st day of [redacted].

_____, [redacted]

ATTEST:

[redacted], [redacted] Clerk/Treasurer

DATE OF PUBLICATION:

7.09 PARKING RESTRICTIONS.

7.10 LOADING ZONES. (Am. #90-14)

The following described portions of streets in the City are hereby set aside as loading zones to be used exclusively for the loading and unloading of freight and merchandise, other commercial purposes and customer service. Such loading and unloading shall be limited to 30 minutes for loading and unloading of freight, merchandise and other commercial purposes and 10 minutes for customer service. (Am. #97-40)

(9)

A portion of street 40 feet in length along the southerly curb of Coleman St. which commences at a point 288 feet west of the west right-of-way of Terrill St. to a point 328 feet west of the said right-of-way of Terrill St. (Cr. #2012-24)

AMENDED TO

7.09 PARKING RESTRICTIONS.

7.10 LOADING ZONES. (Am. #90-14)

The following described portions of streets in the City are hereby set aside as loading zones to be used exclusively for the loading and unloading of freight and merchandise, other commercial purposes and customer service. Such loading and unloading shall be limited to 30 minutes for loading and unloading of freight, merchandise and other commercial purposes and 10 minutes for customer service. (Am. #97-40)

(9)

A portion of street 64(40)feet in length along the southerly curb of Coleman St. which commences at a point 256 (288)feet west of the west right-of-way of Terrill St. to a point 320(328) feet west of the said right-of-way of Terrill St. (Cr. #2012-24)Cr #2013-???



#1210

#1200

COLEMAN ST.

#1128

ST

64' Wide Loading Zone

West Right of Way of Terrill St

97'

97'

256'

RAIL BLK

S-12

HIGH

McDonnell Area Catholic High School
Notre Dame Middle School

Terrill St

97'

97'

132'

132'