



CITY OF MARSHFIELD
MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, JANUARY 27, 2015
Council Chambers, Lower Level, City Hall Plaza
7:00 p.m.**

NOTE TO VISITORS AND GUESTS: Welcome to this meeting of the Common Council. We appreciate your interest in the City of Marshfield. Item "E" on the agenda (below) provides an opportunity for the Mayor and Council to receive comments from members of the public. If you would like to make a comment, please write your name and address and indicate your topic on a form at a table near the entrance to the Council Chambers prior to the beginning of the meeting. After being recognized by the Mayor at the appropriate time, please address the Council from the podium, first stating your name and address.

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Reading of items added to the agenda
- E. Public Comment Period/Correspondence
At this time, the Mayor will recognize members of the public who have indicated a desire to address the Council. Upon recognition by the Mayor, persons may address the Council from the podium, first stating their name and address. The Council may take action on emergency matters introduced by members of the public.
- F. Approval of Minutes – January 13, 2014
- G. Staff updates
- H. Mayor's Comments
 - 1) Employee Recognition
 - a. Dan Leonard, Police Department, January 29, 1990, 25 years
 - b. Marilyn Rindfleisch, Finance Department, January 28, 1980, 35 years
- I. Council Comments
- J. Reports from commissions, boards, and committees

COMMON COUNCIL AGENDA
JANUARY 27, 2015

K. Consent Agenda:

- 1) Meeting minutes/reports
 - a. University Commission (November 20, 2014)
 - b. Fire & Police Commission (December 4, 2014)
 - c. Library Board (December 9, 2014)
 - d. Community Development Authority (December 18, 2014)
 - e. Library Personnel Committee (January 7, 2015)
 - f. Parks, Recreation & Forestry Committee (January 8, 2015)
 - g. Fire & Police Commission (January 8, 2015)
 - h. Committee on Aging (January 9, 2015)
 - i. Utility Commission (January 12, 2015)
 1. JO #7451, IP CCTV Project: Integration with access control system – second phase of project, \$153,063
 - j. Airport Committee (January 14, 2015)
 - k. Business Improvement District (January 14, 2015)
 - l. Community Development Authority (January 16, 2015)
 - m. Board of Public Works (January 19, 2015)
 1. Resolution No. 2015-04: Special assessments for the Maple Avenue reconstruction project
 2. Resolution No. 2015-05: Special assessments for the 2015 mill in place and asphalt street surfacing projects
 - n. Community Development Authority (January 20, 2015)
 - o. Finance, Budget, and Personnel (January 20, 2015)
 - p. Plan Commission (January 20, 2015)

Recommended Action: Receive and place on file, approving all recommended actions.

L. Consideration of items removed from the consent agenda, if any

M. Presentations (for information only)

1. Summary of City's façade grant program results. Presented by Jason Angell, Planning & Economic Development Director
2. Proposed City-owned housing subdivision. Presented by Jason Angell, Planning & Economic Development Director

N. Request to approve Budget Resolution No. 1-2015, transferring \$49,000 within the Emergency Medical Services Fund for the purchase of a component of the Fire RMS called RescueNet ePCR. Presented by Bob Haight, Fire Chief

Recommended Action: Approve Budget Resolution No. 1-2015

O. Request to approve Budget Resolution No. 2-2015 transferring \$4,719 within the Law Enforcement Budget for the purchase of Public Engines Command Central software. Presented by Rick Gramza, Police Chief

Recommended Action: Approve Budget Resolution No. 2-2015

COMMON COUNCIL AGENDA
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- P. Request to submit grant application for up to \$500,000 from the Office of Violence Against Women (OVW) Justice for Families program. Introduction by Keith Strey, Finance Director. Presentation by Renee Schulz-Stangl, Executive Director of the Personal Development Center

Recommended Action: Authorize appropriate City officials to execute and submit the grant application

- Q. Presentation and discussion of proposal to borrow funds to create an incentive fund for economic development projects located in the Mill Creek Business Park (TID #5). Presented by Steve Barg, City Administrator, and Jason Angell, Director of Planning & Economic Development

Recommended Action: Refer to the Finance, Budget & Personnel Committee for further action, including approval of a contract with Quarles & Brady to draft the TID escrow agreement

- R. Request to approve appointment of Karl Zimmermann to the Capital Improvement Program Administrative Committee as a citizen member. Presented by Chris Meyer, Mayor

Recommended Action: Approve the appointment

- S. Items for future agendas

- T. Reminder of special meeting before next regular meeting – Tuesday, February 10th at 5:30 p.m. in City Hall Room 108 (strategic planning)

- U. Adjournment

Posted this day, January 23, 2015 at 2:00 p.m., by Deb M. Hall, City Clerk

Notice

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Deb M. Hall, City Clerk at 630 South Central Avenue or by calling (715)486-2023.

JANUARY 13, 2015

Regular meeting of the Common Council was called to order by Mayor Meyer at 7:00 p.m., in the Council Chambers, City Hall Plaza.

PRESENT: Michael Feirer, Alanna Feddick, Chris Jockheck, Gordon H. Earll, Ed Wagner, Char Smith, Gary Cummings, Rebecca Spiros, Tom Buttke and Peter Hendler

ABSENT: None

The flag was saluted and the pledge given.

No items were added to the agenda.

PUBLIC COMMENT PERIOD

None

CC15-001 Motion by Feirer, second by Hendler to approve the minutes of the Common Council meeting of December 16, 2014.

Motion carried

STAFF UPDATES

City Administrator Barg said that the Council Retreat/Strategic Planning Session would be held on Tuesday, February 10, 2015 at 5:30 p.m.

EMPLOYEE RECOGNITION

Jeff Cichantek, Police Department	January 2, 1990	25 years
Ed Erickson, Fire & Rescue Department	January 14, 1990	25 years

COUNCIL COMMENTS

None

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC15-002 Motion by Hendler, second by Buttke to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Marshfield Convention & Visitors Bureau of October 28, 2014; Library Board of November 11, 2014; Community Development Authority of November 20, 2014; Cable TV Committee Strategic Planning Meeting of November 24, 2014; Community Development Authority Strategic Planning/Finance Meeting of December 3, 2014; Community Development Authority of December 9, 2014; Parks, Recreation, and Forestry Committee of December 11, 2014; Community Development Authority Finance Committee of December 16, 2014; Airport Committee of December 18, 2014; Historic Preservation Committee of January 5, 2015; Board of Public Works of January 5, 2015; Judiciary and License Committee of January 6, 2015; and Finance, Budget, and Personnel Committee of January 6, 2015 (Resolution 2015-02, discontinuing RLF administration duties).

Motion carried

No items were removed from the Consent Agenda.

Second reading of Ordinance No. 1293, Municipal Code amendment to Sections 18-12, 18-93, and 18-163 pertaining to the clarification and approval requirements of temporary cranes.

CC15-003 Motion by Wagner, second by Feddick to approve Ordinance No. 1293. Ayes - 10
Motion carried

CC15-004 Motion by Earll, second by Jockheck to approve Resolution No. 2015-01, supporting the League of Wisconsin Municipalities “Partnership for Prosperity” program.
Motion carried

CC15-005 Motion by Feddick, second by Cummings to refer Resolution No. 2015-03 to the Plan Commission, vacating and discontinuing the alley and portion of East First Street for the Everett Roehl Marshfield Public Library and Community Center project.
Motion carried

CC15-006 Motion by Feirer, second by Hendler to authorize staff to submit a Community Development Investment Grant application to the Wisconsin Economic Development Corporation for the “Everett Roehl Marshfield Public Library and Community Center” project.
Motion carried

Election of four (4) Alderpersons to serve on the Capital Improvement Program Administrative Committee.

Alderpersons Feirer, Earll, Wagner, Smith, Buttke and Hendler were nominated to serve on this committee.

The Mayor declared the nominations closed.

The Council voted by ballot.

CC15-007 Motion by Feirer, second by Wagner to table this item to allow the Clerk time to add up the votes.
Motion carried

First reading of the appointment of Karl Zimmermann to the Capital Improvement Program Administrative Committee as a citizen member. Action will be taken at the January 27, 2014 meeting.

CC15-008 Motion by Spiros, second by Buttke to suspend the rules and vote on the appointment to the Fair Association.
Motion carried

CC16-009 Motion by Hendler, second by Spiros to approve the appointment of Ed Wagner to the Fair Association. Nay – Jockheck
Motion carried

Future Agenda Items

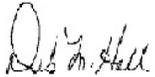
None

Results of the election of four alderpersons to serve on the Capital Improvement Administrative Committee.

Wagner received 8 votes
Earll received 8 votes
Hendler received 7 votes
Buttke received 7 votes
Feirer received 5 votes
Smith received 5 votes

Alderpersons Wagner, Earll, Hendler and Buttke were elected to the Capital Improvement Administrative Committee.

Motion by Buttke, second by Spiros to adjourn at 7:27 p.m.



Deb M. Hall
City Clerk

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION MEETING OF
NOVEMBER 20, 2014

Chair Rozar called the meeting to order at 5:00 p.m.

Present: Rozar, Feddick, Breu, Earll, Feirer, Machon, Meyer, Stuhr

Excused: Pliml

Also present: Michelle Boernke, Assistant Dean for Administrative & Financial Services; Louis Cordova, Building & Grounds Superintendent; and Marcie Koziczkowski, Commission Bookkeeper.

Rozar declared a quorum present.

There were no public comments.

Motion (Feirer/Earll) to approve and place on file the minutes of the August 21, 2014 regular meeting with one spelling correction. Motion carried. (Minutes on file.)

Motion (Breu/Feddick) to receive and place on file the statement of accounts. Motion carried. (Statement of accounts on file.)

Motion (Breu/Feirer) to receive and place on file the lists of bills. Motion carried. (List of bills on file.)

Motion (Breu/Machon) to receive and place on file the Building and Grounds Superintendent's report. Motion carried. (Report on file.)

A 1% increase in the Bookkeeper's salary was included in the budget consistent with previous discussions by the Commission to match the Bookkeeper's raise with the raise UW Colleges employees received. The budget was approved by the City and the County with that increase included.

Motion (Breu/Machon) to award a contract for the gymnasium floor repair to the lowest bidder, Hardwood Specialists. Motion carried. (Bids on file.)

Motion (Breu/Machon) to award a contract for the sewage pump repair to the lowest bidder, Zink's Plumbing. Motion carried. (Bids on file.)

Boernke distributed a donor/gift pledge agreement that will be used for the S.T.E.M. building. Approval of the building's name will be an agenda item at a future Commission meeting. Koziczkowski was asked to research the Laird Building naming process and bring that information to the next meeting.

The Dean reported: on a successful event honoring Greg Rindfleisch, former theatre director; that the campus Ukrainian visit was successful; and that 44% of goal has been met for S.T.E.M. building donations. She invited everyone to the Dean's annual holiday party on December 6 and to the two events for the 25th anniversary planned for March 20 and 21. She also shared recent correspondence with Melvin Laird.

Meeting dates for 2015, along with a list of regular agenda items was distributed. Those dates are: January 15, May 21, August 20, and November 19.

The chair adjourned the meeting at 5:50 p.m.

Minutes taken for Mike Feirer, Secretary, by Marcie Koziczkowski

**MINUTES
FIRE AND POLICE COMMISSION/REGULAR MEETING
DECEMBER 4, 2014**

The meeting was called to order by Commissioner Andy Keogh at 7:30 a.m. in the Marshfield Fire and Rescue Department training room located at 514 East Fourth Street, Marshfield, Wisconsin.

PRESENT: Commissioners Keogh, Gershman, Mueller, Frankland, and Meyers.

ALSO PRESENT: Fire Chief Haight and Deputy Fire Chief Owen, Police Chief Gramza, Alderman Earll, and Mayor Meyer.

FP14-072 Motion by Frankland, second by Gershman to approve the minutes of the 11/06/14 regular meeting.

Motion carried.

FP14-073 Motion by Gershman, second by Mueller to approve the police department bills in the amount of \$352,884.55.

Roll call: Mueller yes, Gershman yes, Frankland yes, Meyers yes, and Keogh yes.

Motion carried.

FP14-074 Motion by Meyers, second by Frankland to approve the fire department bills in the amount of \$14,489.92.

Roll call: Mueller yes, Gershman yes, Frankland yes, Meyers yes, and Keogh yes.

Motion carried.

The police department activities, training reports, and correspondence packet was reviewed and placed on file.

The fire department activities, training reports, and correspondence packet was reviewed and placed on file.

Updating the police department patch was not discussed.

Mayor Meyer indicated he had previously spoken with representatives from Marshfield Utilities about the police department providing bank escort services in 2015. It was determined during that discussion that Marshfield Utilities would seek services through the private sector.

Because there was no further business to discuss, the meeting was adjourned at 7:58 a.m.

**COMMISSIONER MUELLER IS SCHEDULED TO ATTEND THE DECEMBER 23, 2014
COMMON COUNCIL MEETING AT 7:00 P.M.**



**Marshfield Fire and Police Commission
Nate Mueller, Secretary**

MARSHFIELD PUBLIC LIBRARY
BOARD MEETING
211 E. Second Avenue, Marshfield, WI 54449
December 9, 2014
7:00 a.m.

The meeting was called to order at 7:00 a.m. by Jean Swenson. Attendance was taken.

Present: Joanne Ampe, Gary Cummings, Xin Ruppel, Pat Saucerman, Jean Swenson, Mary Hartl, Don Schnitzler, Ruth Voss, Kim Vrana and Library Director Lori Belongia.

Also present: Mary Adler

Absent: Kris Keogh

Citizen's comments, correspondence and announcements: Thank you notes from Lester Public Library in Arpin regarding Make a Difference Day donation, the Liberty Riders Chapter of the Christian Motorcycle Association and four items from the suggestion box in appreciation of the Cabin Fever Crafts Program.

Changes or additions to the agenda: None.

LB14-72 Minutes of the Library Board Meeting: Motion by Cummings, second by Ampe to approve and place on file the minutes of the November 11, 2014 Library Board Meeting. All ayes. Motion carried.

LB14-73 Director's Report: Motion by Vrana, second by Schnitzler to receive and place on file the November 2014 Director's Report. All ayes. Motion carried.

LB14-74 2nd November Vendor List and 1st December Vendor List: Motion by Ruppel, second by Saucerman to approve Vendor Lists. All ayes. Motion carried.

LB14-75 November 2014 Financial Control Report: Motion by Hartl, second by Saucerman to receive and place on file the November 2014 Financial Control Report. All ayes. Motion carried.

LB14-76 Business

Updates:

Discussion of offering pickup service at a drive thru window in the new Library:

A patron is willing to donate \$75, 000 to provide this service window which her elderly mother used at a different library. On the new library, the drive thru would be on the east side of the building. Because we have not offered this type of service before, the decision rests with the Board. Belongia shared information from three libraries – one with an actively used pick up window and two that have never completely and satisfactorily implemented the concept. Saucerman asked Director Belongia to again contact additional libraries with this service in order to garner more information to bring to the next Board meeting to include what such a service added to operating costs, what extent such a service burdened staff, and how they managed the logistics of height and mechanism of window/drawer, staffing etc.

Set date(s) for the Personnel Committee to meet to adjust pay ranges and the Director's performance review: Director Belongia will set up an online Doodle poll to set the date for the Personnel Committee to meet to adjust pay ranges and the Director's performance review.

Library & Community Center Project: Belongia updated the board on the project. The recommendation of hiring Bosen for the Construction Manager will go to the City Council tonight, December 9, 2014. It is hoped construction could begin earlier than September to beat the snow and cold. Priorities are being set in regards to the Community Center. The NEH grant was not awarded to us, but Schnitzler recommended we make adjustments and resubmit it if the opportunity is reopened. A Mead-Witter Grant was awarded for the purchase of furniture for the new Library as well as adult travel books. Other grant possibilities are being explored.

LB14-77 Minutes of other organizations: Motion by Ampe, second by Cummings, to accept and place on file the minutes of the October 21, 2014 FOMPL Board, the November 12, 2014 Library & Community Center Project, and the November 21, 2014 SCLS Board of Trustees. All ayes. Motion carried.

Adjournment: Seeing no other business to come before the board, Swenson adjourned the meeting at 8:02 a.m.

Respectfully submitted,



Mary Hartl
Secretary

COMMUNITY DEVELOPMENT AUTHORITY

December 18th, 2014

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 4:00 p.m. in the Cedar Rail Court Executive Board Room, 601 S. Cedar Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted December 17, 2014 at 8:50 a.m.

ROLL CALL:

PRESENT: Andrew Keogh, Marilyn Hardacre, Dave LaFontaine, Dave Marsh, Peter O. Hendler, Tom Buttke, John Conklin

OTHERS PRESENT: Mary James-Mork – Executive Director, Carol Kerper – Business Manager, Tim Geldernick – Environmental Services Manager

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

CDA 14-B12-1 Motion by Buttke, second by Marsh to accept the November 20th, 2014 CDA Board meeting minutes. 7 Ayes

MOTION CARRIED

CDA-14-B12-2 Motion by Buttke, second by LaFontaine to accept the December 9th, 2014 CDA Board meeting minutes. 7 Ayes

MOTION CARRIED

CDA-14-B12-3 Motion by Marsh, second by LaFontaine to accept the December 3rd, 2014 Strategic Planning/Finance meeting minutes. 7 Ayes

MOTION CARRIED

CDA-14-B12-4 Motion by Marsh, second by Buttke to accept the December 16th, 2014 Finance meeting minutes. 7 Ayes

MOTION CARRIED

CDA-14-B12-5 Motion by Hendler, second by Lafontaine to accept the Finance committee report as presented. 7 Ayes

MOTION CARRIED

Strategic Planning Committee Update: Commissioner LaFontaine stated that both strategic and long range planning efforts will be undertaken as they pertain to the future of the CDA.

LaFontaine will oversee long range planning efforts and Keogh will oversee strategic planning initiatives.

Personnel Committee Update: No update

Grievance Committee Update: No update

CDA-14-B12-6 Motion by Lafontaine, second by Marsh to accept and place on file the Executive Director's Report. 7 Ayes

MOTION CARRIED

Executive Director James-Mork stated that the passing of the Federal Budget Bill assures that applicants who applied before December 2013 for conversion to the RAD program will be approved. The MCDA is among those projects. Guidance/consultation will be sought regarding the impact of this transition and the models available before making a commitment to move forward with the change.

The new phone system is operational, with a few items to be changed. A more concise phone greeting is being developed to simplify reaching office staff when calling the CDA.

New Business: Commissioner LaFontaine informed board members that a draft proposal designed to position the Community Development Authority in partnering with the Economic Development Board for development of quality rating systems for rental housing in the City of Marshfield was reviewed by the Finance Committee at the December 16th meeting. A decision was reached to table the proposal until a later date so that Executive Director James-Mork may concentrate her efforts on gathering information for the RAD program conversion.

Next Board Meeting Date and Time: Thursday, January 22nd, 2015 at 9:00 a.m. in the Community Room of Parkview Apartments.

Agenda Items for January: RAD Update
Employee Health Insurance Plan Update

Meeting declared adjourned by Chairperson Keogh at 4:18 p.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
January 22, 2015

1. Occupancy-

Parkview- Seven (7) four (4) units on hold for modernization
Cedar Rail – Ten (10) openings
Scattered Sites- Two (2) open
Section 8-The program has forty-nine (49) active, leased vouchers.

2. Economic Development Board (EDB)-

EDB met on January 15th, 2015. Members discussed the Hospitality Study, the Downtown Master Plan and the 200 Block Redevelopment, along with an update on housing programs/projects. The next meeting date will be February 12, 2015.

3. RAD Project-

Executive Director has been in communication with National Housing Compliance (NHC) Consultants to further define the steps and timelines for implementation of a RAD transition. NHC staff members have provided information, insight and guidance re: the impact and resources necessary to assure a smooth transition. Board members will be provided an outline of the time-frame and milestones at the February Board of Commissioners meeting. Discussions will continue with the NHC as the transition documents are reviewed and communicated to the Strategic Planning Committee.

4. RMM Solutions-

RMM completed the Hosted Voice Project with the wiring and installation of the conference line in the CR conference room. This improvement will provide considerable improvement in staff and commission meetings, as well as vendor/consultant discussions.

5. Capital Projects(CFP)-

The Capital Funds 5 year Plan was completed and submitted to HUD by Carol Kerper, Business Manager on Friday, January 16th, 2015 after approval by the Executive Committee. That plan is available for review in the Administrative Office of the CDA.

6. Recertification - Public Housing-

The Public Housing recertification process continues forward successfully using a new streamlined process. New staff members are being guided in the process by Janet Southworth, former Housing Director who now serves in the role of Section 8 Coordinator for the CDA. The time allocated to this guidance is provided from the Public Housing Operations Budget.

7. Leadership Marshfield-

Executive Director met with a team from Leadership Marshfield on two occasions in January to discuss potential projects that could provide support for Public Housing Residents. Upon project selection, the next steps will be shared with the Board of Commissioners and staff.

MARSHFIELD PUBLIC LIBRARY
211 East Second Street
Marshfield, Wisconsin 54449

Personnel Committee
January 7, 2015
7:00 a.m.

Call to Order: Hartl called the meeting to order at 7:01 a.m.

Present: Mary Hartl, Kris Keogh, Pat Saucerman, Xin Ruppel, Jean Swenson, and Library Director Lori Belongia (left the at 8:05 a.m. and returned at 8:30 a.m.)

Also Present: Amanda Duer (left at 7:50 a.m.)

Recommendations on pay range adjustments: Motion by Saucerman, second by Ruppel to approve pay ranges as submitted. All ayes. Motion carried.

Motion by Swenson, second by Ruppel to recommend to the Library Board a 0.5% of wage or salary merit pay increase or equivalent as a one-time bonus. All ayes. Motion carried.

Hartl called for a roll call vote to enter closed session at 7:50 a.m. to discuss the Library director's performance. Motion by Swenson, second by Keogh. Roll call vote:

Hartl – aye
Swenson – aye
Ruppel – aye
Keogh – aye
Saucerman - aye

Hartl called for a roll call vote to reconvene in open session at 8:30 a.m.

Motion by Swenson, second by Ruppel. Roll call vote:

Hartl – aye
Swenson – aye
Ruppel – aye
Keogh – aye
Saucerman – aye

Motion by Swenson, second by Ruppel to recognize Belongia's performance with a 1.5% salary increase plus an additional 0.5% for meritorious service for a total 2% salary adjustment. All ayes. Motion carried.

Hearing no other business, Hartl adjourned the meeting at 8:45 a.m.

Respectfully submitted,

Amanda Duer & Lori Belongia
Secretary pro tem

Parks, Recreation, and Forestry Committee Minutes of January 8, 2015

Meeting called to order by John White, Jr. at 5:30 p.m. in room 108 in City Hall Plaza, 630 S. Central Avenue.

Present: John White, Jr.; Jane Yaeger; Rich Reinart; Alderman Tom Buttke, Chris Viegut, and Ali Luedtke.

Excused: Kristy Palmer

Absent: None

Also Present: Ed Englehart, Parks and Recreation Director; Kelly Cassidy, Parks & Recreation Supervisor; and Ben Steinbach, Parks and Recreation Maintenance Supervisor

PR15-01 Motion by Buttke, seconded by Yaeger to approve the minutes of the December 11, 2014 meeting.

Motion Carried 6-0

Public Comments: None

The committee set Thursday, February 12, 2015 at 5:30 p.m. in room 108 for the date and time of their next meeting.

Englehart presented a listing of recommended capital improvement projects to be submitted by the Parks and Recreation Department for the 2016-2020 Capital Improvement Program. Also listed were other projects that had either been submitted previously or were new projects that have been recently identified.

PR15-02 Motion by Viegut, seconded by Luedtke to approve recommended C.I.P. project listing with the addition of project PR-L-2855 Adler Road/Weber Park Trail Extension in 2017. Discussion followed. Buttke commented that it would be good to see a history of the level of funding that was requested by the Parks and Recreation Department and the amounts that were funded. Englehart will compile this information and present it at a future meeting.

Motion Carried 4-0

The final hard copies of the recently completed Comprehensive Outdoor Recreation Plan were distributed to the committee members and White gave an introductory summary of the manual and the large amount of information that it contains. He would like to have the committee consider adding a standing item to the agenda to discuss or review a portion of the plan at each meeting in an effort to keep the committee knowledgeable of the plan and focused on its implementation as decisions are made. He requested members to email him with their ideas regarding how best to accomplish this.

Information Items:

Staff updated the Committee on their respective areas of responsibility and answered questions regarding the monthly report. Steinbach reviewed the park maintenance project listing. It is intended to provide a reference of both small and large maintenance or improvements that are needed at various parks. He requested that members look over the list and provide him with any items that they would like to see on the list. Staff reviewed some of the items that were completed in 2014 and have now been removed from the list. Viegut commented on a resident's trail access bridge over a ditch on the west end of the Wildwood Station trail. Englehart stated that he was aware of the location and the bridge, and that as long as it doesn't interfere with the trail use or maintenance, they have let adjacent property owners improve their access to the trail from their back yards.

Committee Member Questions, Comments, and Suggestions: White took this opportunity to welcome back Ali Luedtke to the committee after missing a few meetings. Reinart asked why the Parks and Recreation Department can't have its own Facebook site. Staff explained that it was decided by the City Administration a number of years ago that there would be only one City site in an effort to provide better control and security. Reinart felt it would provide some additional opportunities for the department to communicate information to citizens and participants. Englehart will check into it and report back at the February meeting. Viegut commented that he would like to see some additional planning and thought given to options to extend the UW Connector Trail to Weber Park. Currently it dead ends at the far west of the UW property where it abuts the Marshfield Country Club. The UW does not allow bicycles on the arboretum trails, so it makes it necessary for bikers to ride back on the trail or walk their bikes. He also noted the increased use of wide-tire bicycles on this trail during the winter and they provide a nice path for walkers.

Future Agenda Items: Library/Community Center Project, policy updates for Ludwig Building and Senior Center usage.

PR15-03 Motion by Buttke, seconded by Yaeger to adjourn.

Motion Carried 6-0 Meeting adjourned at 6:38 p.m.

Ed Englehart, Parks & Recreation Director

**MINUTES
FIRE AND POLICE COMMISSION/REGULAR MEETING
JANUARY 8, 2015**

The meeting was called to order by Commissioner Andy Keogh at 7:30 a.m. in the Marshfield Fire and Rescue Department training room located at 514 East Fourth Street, Marshfield, Wisconsin.

PRESENT: Commissioners Keogh, Gershman, Mueller, and Meyers.

EXCUSED: Commissioner Frankland.

ALSO PRESENT: Police Chief Gramza, Fire Chief Haight and Deputy Fire Chief Owen, and Alderman Earll.

FP15-001 Motion by Gershman, second by Mueller to approve the minutes of the 12/04/14 regular meeting.

Motion carried.

FP15-002 Motion by Gershman, second by Mueller to approve the fire department bills in the amount of \$22,499.34.

Roll call: Mueller yes, Gershman yes, Meyers yes, and Keogh yes.

Motion carried.

FP15-003 Motion by Meyers, second by Mueller to approve the police department bills in the amount of \$790,319.22.

Roll call: Mueller yes, Gershman yes, Meyers yes, and Keogh yes.

Motion carried.

The fire department activities, training reports, and correspondence packet was reviewed and placed on file.

The police department activities, training reports, and correspondence packet was reviewed and placed on file.

FP15-004 Motion by Meyers, second by Gershman to approve and send to the Finance, Budget and Personnel Budget Resolution 1-2015 “purchase of RescueNet ePCR software” for their review and approval and then forward to the Common Council.

Roll call: Mueller yes, Gershman yes, Meyers yes, and Keogh yes.

Motion carried.

FP15-005 Following a demonstration of “Command Central” by Police Chief Gramza, a motion was made by Gershman, and seconded by Mueller to approve the budget resolution and send it to the Finance, Budget and Personnel Committee for their review and approval and then forward to the Common Council.

Roll call: Mueller yes, Gershman yes, Meyers yes, and Keogh yes.

Motion carried.

FP15-006 Motion by Gershman, second by Meyers to approve the addition of a new detective (internal promotion) position in the police department without adding a new officer.

Roll call: Mueller yes, Gershman yes, Meyers yes, and Keogh yes.

Motion carried.

Fire and Police Commission Meeting Minutes
January 8, 2015
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Because there was no further business to discuss, the meeting was adjourned at 8:22 a.m.

**COMMISSIONER GERSHMAN IS SCHEDULED TO ATTEND THE JANUARY 27, 2015
COMMON COUNCIL MEETING AT 7:00 P.M.**

A handwritten signature in black ink, appearing to read "Nate Mueller". The signature is written in a cursive, flowing style.

**Marshfield Fire and Police Commission
Nate Mueller, Secretary**

**City of Marshfield Committee on Aging
Upham Village, 1600 N. Fig Ave.
Meeting Minutes – January 9, 2015**

The monthly meeting of the Committee on Aging was called to order at 9:30 a.m. by Mike Feirer.

MEMBERS PRESENT: Mike Feirer, Becky Huebner-Leu, Jean Doty, Dave Marsh, and Elsie Anderson

ABSENT: Kathy Dieck & Patty Ruder

OTHERS: Jennifer Cummings, Kelly Cassidy, Judy Carlson, and Amy Krogman

Motion by Marsh, 2nd by Doty to approve the minutes from the December 4, 2014 meeting.

Motion Carried

CITIZEN'S COMMENTS:

None

Taxi Concerns: Feirer reported he has heard complaints regarding the dispatchers being rude.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN

UPDATE: Jennifer Cummings updated the committee.

WOOD COUNTY TRANSPORATION UPDATE: Connie Jacobson was unable to attend the meeting. Jennifer Cummings updated the committee.

FORUM 55+: Judy Carlson updated the committee.

LIBRARY & COMMUNITY CENTER PROJECT UPDATE: Feirer and Doty updated the committee.

HEALTH FAIR UPDATE: Discussion was held regarding the speaker for the 2015 Health Fair. It was decided that Carlson should contact Jane Wagner and see if she will speak on nutrition. The committee also discussed what time the speaker should begin. They will revisit this issue at a later meeting.

UNFINISHED BUSINESS: None

NEW BUSINESS: Huebner-Leu gave an updated on Ministry ILifeDirect which is now operating in the Marshfield area. This service is being offered to anyone discharged from a hospital or skilled nursing facility for 2 months free.

FUTURE MEETING DATE: The next meeting will be held on Friday, February 6th at the Senior Center

Motion by Doty, 2nd by Marsh to adjourn at 10:25 a.m.

Motion Carried

Respectfully submitted,
Amy Krogman

MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
January 12, 2015

COMMISSION MEETING MINUTES

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on January 12, 2015 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, Aaron Pitzenberger, and George Holck. Also present were Alderperson Charlotte Smith, Alderperson Gordon Earll, Utility staff, Jason Angell, and Bill Sennholz. Absent was Commissioner Harry Borgman.

UC/15-01 Motion by Holck, seconded by Maggitti, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

UC/15-02 Motion by Pitzenberger, seconded by Holck, to approve payroll for December in the amount of \$235,074.54 and general bills for December in the amount of \$4,718,324.94. All ayes, motion carried.

UC/15-03 Motion by Maggitti, seconded by Pitzenberger, to approve the following job orders:

JO #7451	IP CCTV Project: integration with access control system – second phase of project.	\$153,063
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All ayes, motion carried.

November 2014 Financial Statement Notes

Electric Utility

- Net loss was \$228 thousand for the month, with a net income of \$1.299 million year-to-date.
- Net operating loss was \$91 thousand for the month, compared to budgeted net operating income of \$164 thousand. Year-to-date net operating income was \$2.381 million, compared to budgeted net operating income of \$2.623 million.
- After adjusting for the PCAC timing, net operating income for the month was \$243 thousand.
- November consumption was down 2.34% from November 2013, with year-to-date consumption up 1.50%. Year-to-date energy losses were 2.47%, compared to prior year losses of 2.79%.

Water Utility

- Net income was \$66 thousand for November, with a net income of \$200 thousand year-to-date.
- Net operating income was \$95 thousand for the month, compared to budgeted net operating income of \$58 thousand. Year-to-date net operating income was \$536 thousand, compared to budgeted net operating income of \$718 thousand.
- November consumption was up 1.29% from November 2013. Year-to-date consumption was down 2.08% from the prior year. Year-to-date water losses were 15.04%, compared to prior year losses of 10.50%.

Communication Utility

- Net income was \$17,796 for the month, compared to budgeted net income of \$13,931. Year-to-date net income was \$202,761, compared to budgeted net income of \$147,594.
- The \$5,056 in the Other Income (Expense) section of the income statement was a contribution from a customer for a fiber optic project.
- The Department Managers reviewed noteworthy projects including:
 - Electric gave an update on an unplanned outage on West 5th St.
 - Water discussed the water main break on Adler.
 - Office explained that the PSC will be doing an electric billing audit in the first quarter.
 - Technical Services shared that Marshfield Utilities will be highlighted in an EPA case study with relation to efforts with Groundwater Guardian.

- Jason Angell, the Director of Planning & Economic Development, presented information on a housing incentive plan.
- The Office Manager and Electric, Communications, & Gas Manager presented information on a claim by Jane Hartman.

UC/15-04 Motion by Pitzenberger, seconded by Holck, to deny the claim. Pitzenberger, Holck and Eberl voted aye, Maggitti voted nay; motion carried.

- The General Manager presented information on the ATC LLC restructuring option.

UC/15-05 Motion by Holck, seconded by Maggitti, RESOLVED, that the City of Marshfield, acting through the Marshfield Utility Commission, does not exchange its current ownership interests in ATC LLC and ATC Management Inc. to a restructured company designed to expand the company's investment transmission outside ATC LLC's current footprint; and authorizes the General Manager to sign related documents. All ayes, motion carried.

- The General Manager presented the Electric Operating Supervisor wage for approval.

UC/15-06 Motion by Maggitti, seconded by Holck, to approve the wage as presented by the General Manager. All ayes, motion carried.

- The General Manager presented information on an updated dividend policy.

UC/15-07 Motion by Maggitti, seconded by Pitzenberger, to approve the dividend policy as presented. All ayes, motion carried.

- The General Manager and the Electric, Communications, & Gas Manager presented the 2015 Electric Service Manual.

UC/15-08 Motion by Holck, seconded by Maggitti, to approve the 2015 Electric Service Manual. All ayes, motion carried.

UC/15-09 Motion by Pitzenberger, seconded by Maggitti, to go into closed session per Wisconsin State Statutes Section 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of discussing exempt wages.

Closed session per Wisconsin State Statutes 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved for the purpose of discussing WDNR M-1 permit issues.

All ayes, motion carried. Closed session at 5:00 p.m.

Open session resumed at 6:02 p.m.

UC/15-10 Motion by Maggitti, seconded by Holck, to approve a 2% increase to the exempt wage scales and a quintile mid-point of 2.8% for 2015. All ayes, motion carried.

UC/15-11 Motion by Holck, seconded by Maggitti, to move the Payroll/Purchasing Administrator and the Administrative Coordinator into pay grade 5. Holck and Maggitti voted aye, Eberl voted nay; motion carried.

UC/15-12 Motion by Maggitti, seconded by Holck, to adjourn. All ayes, motion carried. Meeting adjourned at 6:05 p.m.



John Maggitti, Secretary

Department: Office
Manager: Kent S. Mueller
Month: December 2014

- Insurance renewals were finalized during the month. We will continue our coverage for business lines with the League of Wisconsin Municipalities Mutual Insurance (LWMMI) group, whose premium for 2015 of \$111,138 was \$295 lower than the 2014 premium.
- Our property insurance will continue to be provided through the Local Government Property Insurance Fund. The premium for 2015 is \$45,596, which is a 7% decrease from the 2014 premium of \$49,192. In 2014, there was a 29% increase in premiums, due to a reduction in surplus, adverse loss experience, and increased reinsurance premiums.
- The renewal for the boiler insurance coverage for the M-1 combustion turbine, which is provided by Johnson Insurance, was received for 2015. The premium will increase 1% to \$85,310 for 2015.
- The boiler insurance, which excludes the M-1, is a group policy with the City, school district, and UW Marshfield/Wood County. The City will calculate our portion of the premium at a later date.
- On 12/16/14, the Electric, Water, and Communications physical inventory was taken. After test counts were performed, counts were entered into the inventory system and variance reports were produced. Final variances were very good with Electric having a 0.69% variance (-.89% in 2013), Water with a -1.02% variance (1.15% in 2013), and Communications with a 0.0% variance (0.00% in 2013). Year-end line exempt inventory counts are used to do a year-end true up, establish re-order quantities, and determine the standard exempt material allocation for next year.
- We requested approval from the PSC in September to refund \$212,520 back to our customers as a result of the Fox Energy settlement with Wisconsin Public Service Corporation, our wholesale power provider. We received approval on December 17th to refund this back to our customers, with interest, over a two month period, and will be refunded in the months of January and February 2015.
- The PSC approved an LED street light rate in December. This will be used to bill the metered street lights on South Chestnut Avenue between Veterans Parkway and West 7th Street.
- We have begun working on year-end closing activities. Property records and general accounting functions all have annual recapping and reconciling responsibilities this time of year.
- The PSC notified us that they will be doing a billing audit of our electric rates in the first quarter of 2015. Last year, they started conducting billing audits of the municipal utilities and will audit all of the municipal utilities over a period of time.

Department: Water
Manager: Dave Wasserburger
Month: December 2014

- Flexnet Software shows 3401 water meters installed. We are 41% complete with AMI meter conversion.
- Randy Eiden has retired after 28 years of working in the Water Department. His last day of work was January 2nd. We have started the interviewing process to find a replacement for him.
- MEUW safety training was held on the morning of December 10th. Crews were provided with training on the proper use of chain saws, fall protection and respiratory training. A Marshfield Clinic Health Nurse was on site in the afternoon of December 10th and provided fit testing for the Water Department employees.
- We have received conditional approval from the DNR to put the new Well 26 into service. The DNR is requiring us to update the Municipal Code Section 18-94 which is the Wellhead Protection and Overlay District. Recent changes to Wisconsin Administration Code NR 811 need to be shown in our Municipal Code and our municipal Code also needs to be updated to include the new Well 26.
- Water Department Physical Inventory was conducted on December 16th. Initial inventory varied by 0.95% and final inventory varied by -1.02%. Current inventory value is \$150,924.
- The foundation for the new water tower is complete and the water main, valves and hydrant for the tower are installed. Construction has stopped for the winter and will resume in spring.
- There were several fires in the Township of Lincoln during the Christmas Holidays and the rural fire department used several hydrants to obtain water to fill their tankers. There was some discolored water on the west side of town as a result of the use of the hydrants and the flowing of large quantities of water.

Groundwater Guardians

Marshfield Police Department continues to collect unwanted pharmaceuticals and personal health products free of charge.

Department: Electric
Manager: Nicolas Kumm
Contributing: Derrek Caflisch
Month: December 2014

- M-1 didn't run during the month of December.
- Electric AMI meters installed: 1140 out of 13,100 (8.7%). Bruce Ackerman, Al Derge, Cole Eswein, and Dustin Oleson have completed all of the meter change-outs thus far.
- Session 3 of the MEUW Job Training and Safety Program was completed on December 3rd. The session covered lifting and rigging.
- Jeff Irish, Jim Seefluth, Ryan Steffen and I attended an OSHA 10-hour course in Wisconsin Dells, December 9th – 10th.
- MEUW provided chain saw safety training on December 10th to the electric and water departments.
- Derrek Caflisch was promoted to Line Operating Supervisor on December 21st.
- Inventory for the line material, communications material, M-1 spare parts, and stock electric meters was completed on December 16th & 29th. Staff throughout the department assisted during the process.
- Dean Bohman, Mike Vanderwyst, Robert Olwell and Tim Habermeyer have been working on Circuit 133/232 rebuild located on McMillan Street.
- Jim Seefluth, Ryan Steffen and Randy Ayer have been working on South Washington Ave. and the NE Lift Station.
- Jeff Irish and Jeff Holbrook have been working on Nelson Jameson and multiple Street Light vehicle accidents.

Department: Technical Services

Manager: Cathy Lotzer

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: December 2014

- Cathy has been working with the EPA on a Success Story - Case Study that highlights Marshfield's Groundwater Guardian program and their partnership with the Groundwater Foundation. The case study should be online on the EPA website after the first of the year.
- Cathy and Bob have been working with Birschbach and Associates on options for the current building site.
- Cathy has been working with Sean Wall our new MEUW Safety Coordinator who started at MU in late December.
- Cathy and Heather continue to work on feedback to GDS' Environmental Audit summary report. In addition, MU's Corrective Plan of Action is being developed to present to the DNR as part of our Audit Program participation. Heather is also continuing follow-up work from the environmental audit.
- Heather worked with Nick K. on updating two SPCC inspection forms and the equipment inventory list for the Wildwood and Mill Creek SPCC plans.
- Shawn is working with Managers/Supervisors to set up KeyPass for password management.
- Shawn and Jim worked on setting up a new test camera for Dave and Nick to review as a possible camera for future site installations.
- Jim is working with customers on end of year Focus on Energy projects and applications.
- Jim participated in FOE webinars regarding the end of 2014 and participation in 2015 new programs.

Marshfield Airport Committee Minutes

January 14th, 2015

Meeting called to Order at 6:01 p.m. by Chairman Berg

Present: Chris Jockheck, Paul Knauf, Jack Bremer, Dan Maurer, and John Berg

Absent: None

Also Present: Myles Richmond, Duffy and Jeffrey Gaier

Citizens Comments: None

AP15-01 Motion by Jockheck Second by Bremer to approve the Airport Minutes for December 18th, 2014, All Ayes,

Motion Carried

AP15-02 Motion by Bremer Second by Maurer to approve the Airport Manager's January 2015 Report, All Ayes

Motion Carried

AP15-03 Motion by Knauf, Second by Maurer to approve the January 2015 Activity Report, All Ayes

Motion Carried

AP15-04 Motion by Jockheck, Second by Knauf to approve the Airport Bills for December 2014 and January 2015, All Ayes

Motion Carried

No Height Limitation Zone Variance Requests - No Action Taken

Project Updates - Discussed - No Action Taken

AP15-05 Motion by Maurer, Second by Knauf to approve an airport capital improvement plan which had the existing items in the plan and an additional project for development of the north hangar area which included drainage improvements and electrical. This plan will be submitted to City Administration for inclusion and consideration of the City's Capital Improvement Plan, All Ayes,

Motion Carried

Additional Citizens Comments: None

Motion by Knauf, second by Bremer to adjourn at 7:21 p.m. All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

January 14th, 2015 Marshfield Municipal Airport Manager's Report



January has proven to be a challenge with the minus temperatures. The cold weather has chased away most of the general aviation traffic into the airport. On days below zero degrees, we ground the fleet at Duffy's Aircraft as it is hard on the airplanes, but also difficult for the



heaters in the planes to keep up. January 2014 was the safest month of aviation on record, because no one flew with the extreme cold temperatures. January 2015 is a close second.

The cold weather has also affected the snow removal equipment at the airport. The Case tractor has been having difficulty with the ram that adjusts angle of the plow. Walt and Bob replaced the cables that control the hydraulic ram and so far that seems to have fixed the problem.

The cold weather has also affected the snow removal equipment at the

Duffy's Pick-up Truck had a fuel line freeze up while plowing. Fortunately, the truck was near the maintenance hangar so we pushed it in the hangar with the tow tug to warm up.

The credit card reader has been giving us issues as well in the extreme cold. When the temperature drops below zero, the heater in the credit card reader by the fuel pump can't keep the equipment warm enough to work. So the modem is unable to dial out to get an authorization on the credit card to turn on the pump. The white cards we have in the office continue to work. So we have to come in or assist with refueling during extreme cold. I have written QTPod to see if they have ever experienced this problem. They do charge for support if they have to discuss the problem with us.

We have received a tax statement from the Township of Cameron for one of the properties purchased in Jan of 2013. Becker - Hoppe looked into this for us and the assessor for the town of Cameron agrees that it should have been designated as tax-exempt as of Jan 2014. As such the assessor and the town of Cameron were going to work out a chargeback on the property so

that there will be no tax collected on it. They will then make sure that it is included as one of the tax-exempt properties the City / Airport owns in the town of Cameron. As part of the purchase of the Grosbier property, the City will owe taxes on it from Nov 15th to Dec 31st, 2014. The Bureau as part of the acquisition has factored the taxes into the purchase and has issued the City a check to pay those taxes. As of Jan 1st 2015 it will be placed on tax exempt status as well.

We have received notice from the Military that they once again want to establish the Lightning Military Operation Area again in Wisconsin . This MOA is over Marshfield as well as several other communities. The Military is still trying to make this permanent MOA. We are once again writing letters of opposition against this MOA.

There has been no official word from EAA Chapter 992 if they wish to host a Chili Feed / Ski Plane Fly-in for 2015. We are still waiting to hear back fro EAA 992 regarding a Chili Feed.

Happy Birthday to Myles Richmond and Duffy Gaier who both turn 58 this month!... Duffy says he is 58 and that is what he is sticking to.

We said goodbye to two aircraft based on the field this past month. One aircraft was sold and the other was moved to Baraboo as the owners have relocated to that area.

Happy Flying
Duffy, Alice, Bob and Jeff Gaier



Airport Activity Report January 2015



Departures and or Landings Information - Flight Operations - 28 Days Between Reports

<i>Year</i>	<i>YTD 2011</i>	<i>YTD 2012</i>	<i>YTD 2013</i>	<i>YTD 2014</i>	<i>Jan 2014</i>	<i>Jan 2015</i>	<i>YTD 2015</i>
<i>Jet</i>	18	12	8	6	6	2	2
<i>TurboProp</i>	24	12	28	24	24	26	26
<i>Twin</i>	8	6	10	4	4	4	4
<i>Single</i>	284	162	146	128	128	170	170
<i>Helicopter</i>	180	108	166	220	220	154	154
<i>Light Sport</i>	0	2	0	0	0	0	0
<i>Total</i>	512	302	358	382	382	356	356

Passengers

<i>Total</i>	682	402	447	764	764	474	474
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Local and Transient Traffic

<i>Transient</i>	74	74	122	176	176	70	70
<i>Local</i>	496	228	236	206	206	386	386

Training Flights

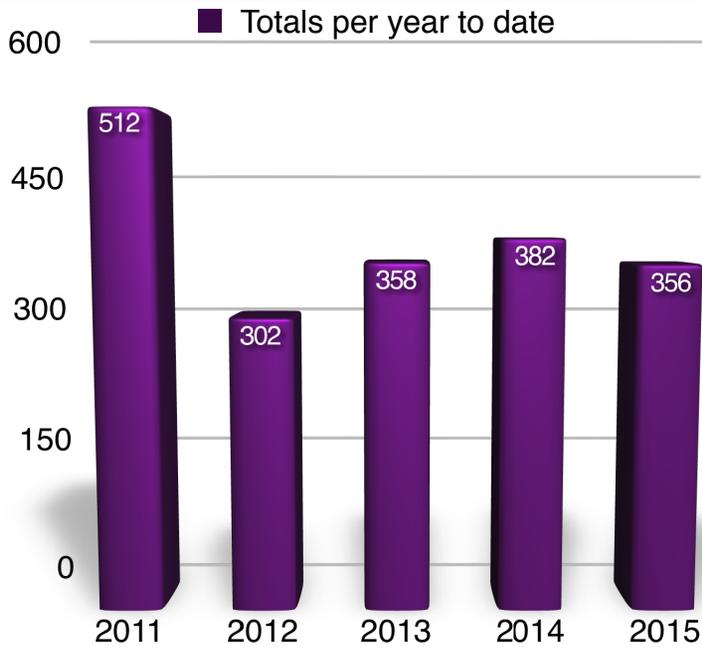
<i>Total</i>	94	74	94	96	96	490	4430
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Fuel Dispensed

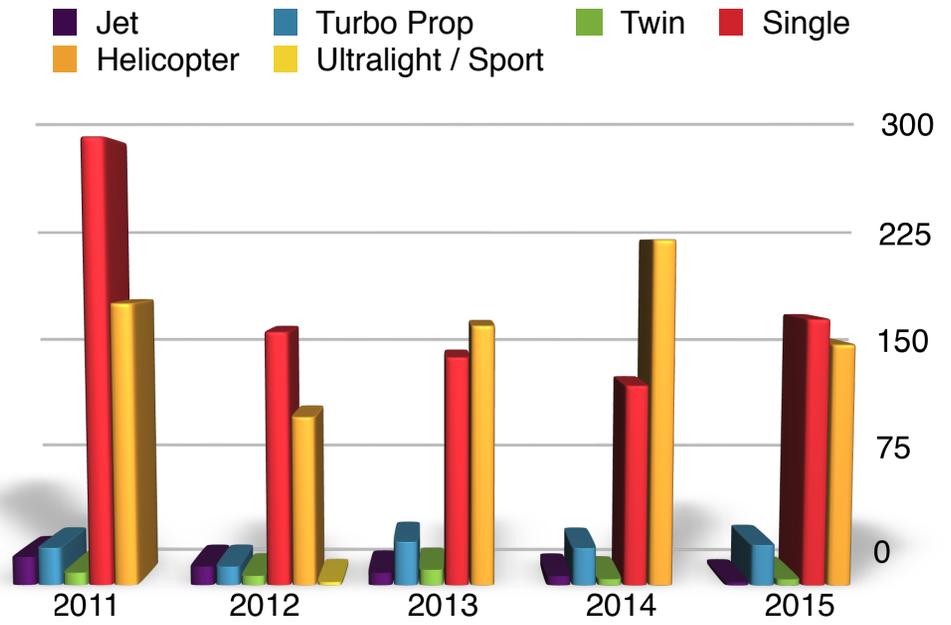
<i>Av Gas</i>	1132	891	1188	567	567	647	647
<i>Jet A</i>	2405	1204	2345	2336	2336	2066	2066
<i>Total</i>	3537	2095	3533	2903	2903	2713	2713

All Information In This Report Is Estimated Based On The Activity At The Airport For The Month. An Operation is considered a take-off or a landing.

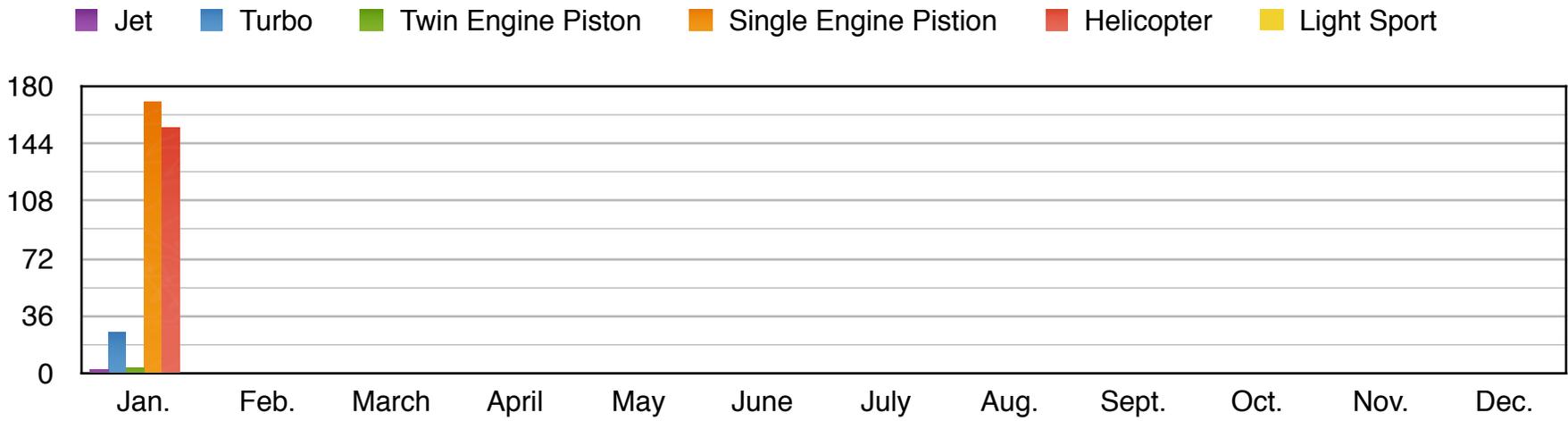
Flights Over the Past Five Years by the Present Month



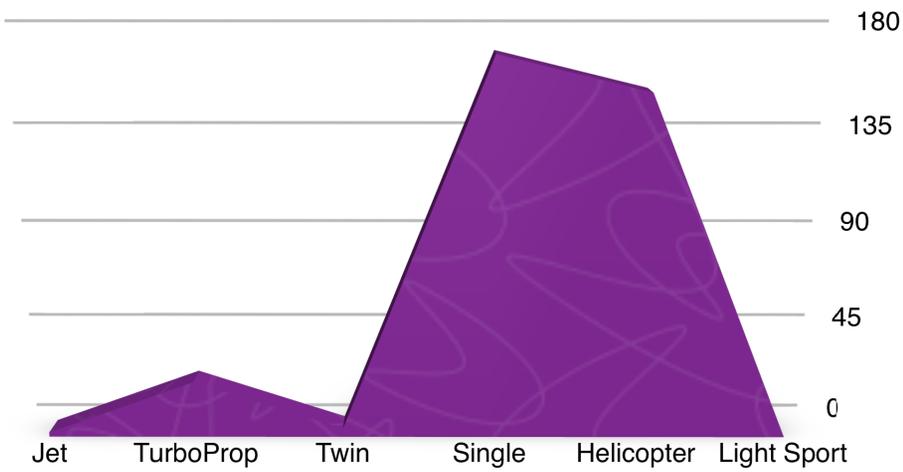
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



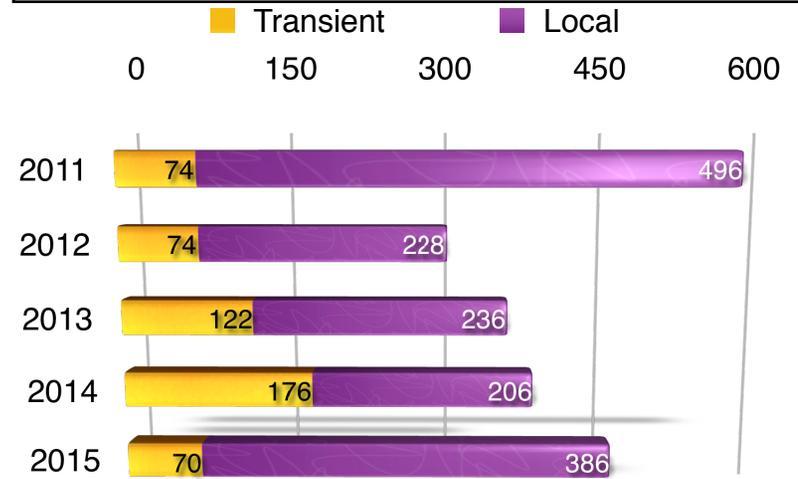
Operations by Aircraft for the Year of 2014



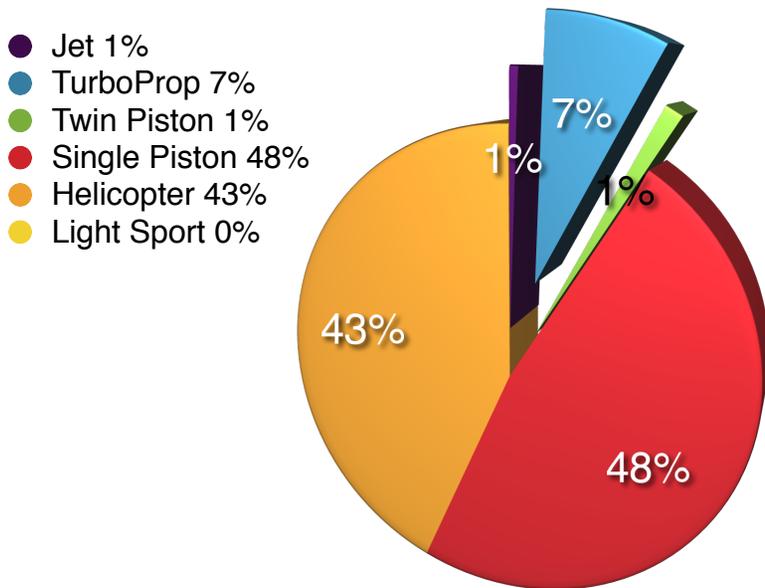
Traffic Activity For This Month



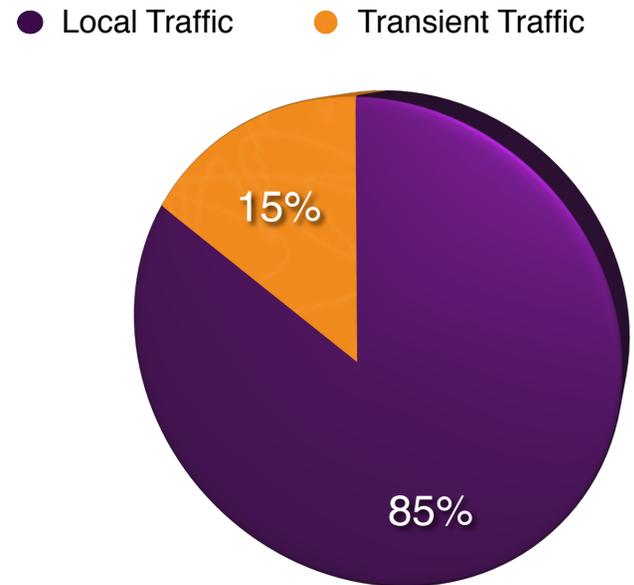
Transient Vs. Local Traffic



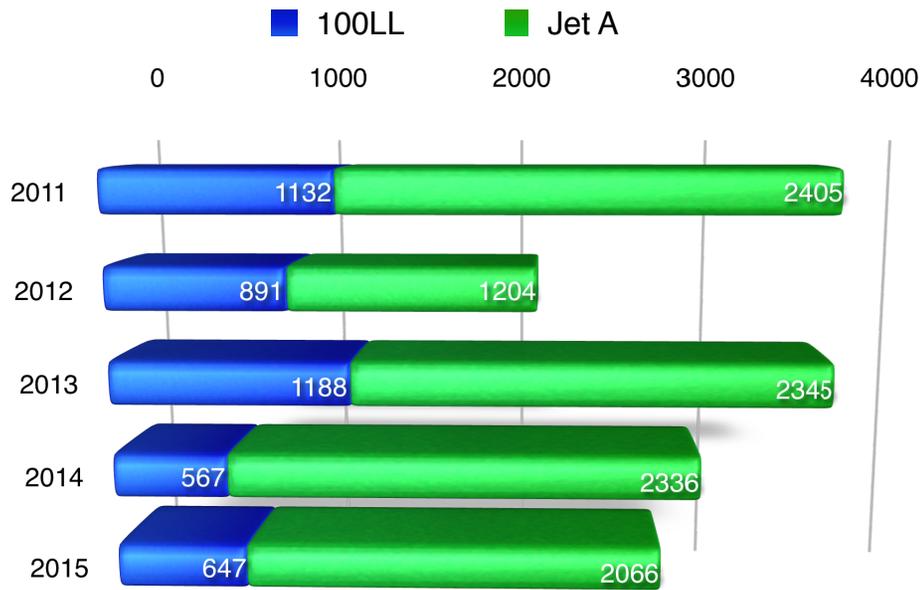
Percentage By Type Of Aircraft That Came Into Marshfield In 2015



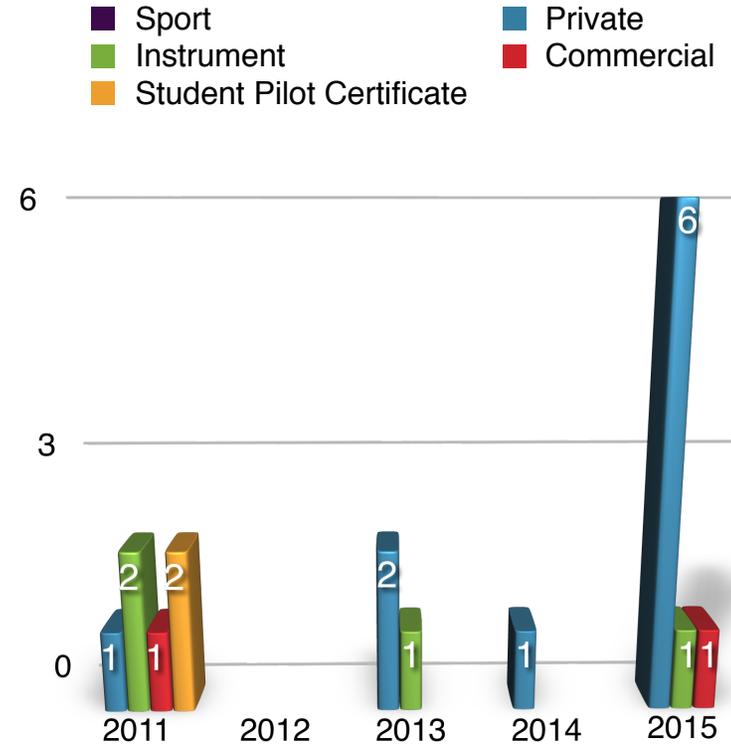
Percentage of Local Vs. Transient Traffic



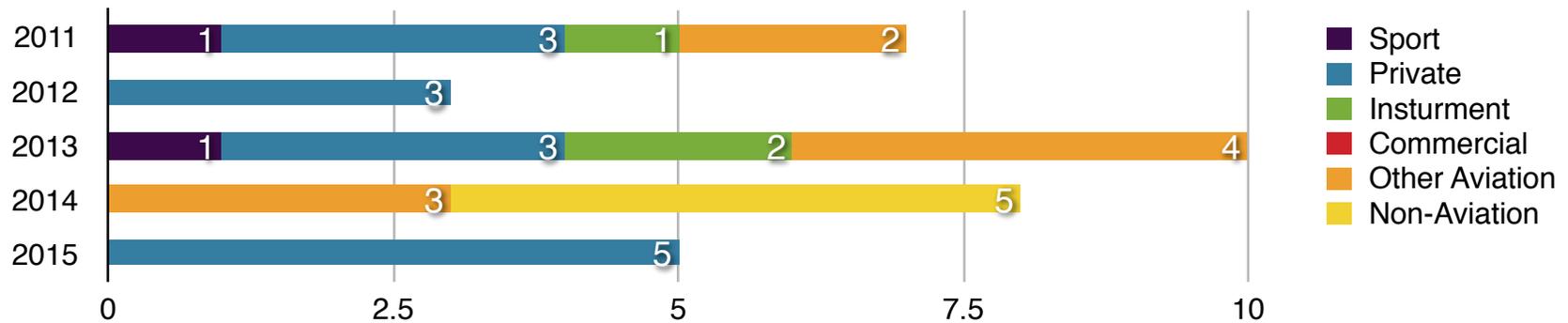
Fuel Sold - 5 Year Comparison



Duffy's Flight Checks for Pilots - 5 Year Comparison



Computerized Written Exams Given At The Airport



Individuals and Businesses that have used the Airport The Month of January 2015

Duffy's Aircraft Sales and Leasing Inc.
Aviation On Demand
Spirit Transport
Dan Hiller
CrossWind Aviation LLC
Wheeler's Chevy Olds Pontiac Cadillac Inc.,
Dan Wheeler
Myles Richmond
Duffy Gaier
Bob Gaier
Jeffrey & Elizabeth Gaier
Al Hatz
Gary Buchanan
Georgi Georgiev
Craig Cook
Don Halloran
Howard Rand
Steve Humphrey
Steve Mickel
Mayo One (Medflight Eau Claire)
Custom Fabrication and Repair
Brian Barnett
Kirk Haslow
Haslow Farms
Father Eric Berns
Medevac (Medflight Wausau)
Tom Witt
Country Flyers Education
Jake Jasinski

Troy Rens
Life Link III (Medflight New Richmond)
Wayne Short
Enbridge
MQA Aviation LLC
Matt Thomas
Burrnett Co. Flying Service
Michael Tyler
Bob Thill
Valley Medical - Fixed Wing Medflight
Randy Musack
Harry Dolan
Bryan Atkinson
William Atkinson
Dick Rau
April Thums
Na Tao
Medlink Air (Medflight)
Am I High Aviation
Wausau Flying Service
Krist Oil
Stephen De Vries
Kathryn Kaminski
David Scott
Jason Teynor
Andrew Beckel
Tomasz Wardzala

Eric Peyrot
Anthony Champion
Patrik Gorun
Jacob Cuda
Tyler Rose

Businesses or Groups That Have Utilized The Conference Room or Airport This Month From The Community.

Experimental Aircraft Association Chapter 992 (Marshfield & Medford Group)

Toastmasters of Marshfield

Central Wisconsin Apple User Group

Marshfield Youth Hockey

C12 Group (Christian CEOs and owners building great businesses for a greater purpose)

Marshfield Area Pet Shelter

VNA Aspirus Home Health

The Trickle Effect - These are businesses that we know of that have been utilized by the patrons of the airport this month. They spend money in Marshfield and the surrounding communities. This is just from conversations we have with pilots and passengers. There are more business that do benefit from the airport each month. These are just the ones we know about from the people that have discussed their time at Marshfield

Marshfield Hotel

Target

Holiday Inn

Hardees

Blue Heron / West 14th

The Store

Marshfield Clinic

Baltus

St. Joseph's Hospital

Wildwood Zoo

Festival Foods

Nasonville Dairy

V & H Heavy Trucks

El Mexical

Roehl Transport

Custom Fabrication and Repair

Subway

Chips

McDonalds

Little Casears

Summary Report

The month of January was extremely cold with temperatures down into the negative twenties. As such, there was not much flight activity this month. We did have some corporate traffic in this month as well as general public activity. We have not seen any aircraft with skis yet.

City of Marshfield - 2014 Airport Budget continued			December		Used	Page 2 of 2
			Expenses		To Date	Balance
52900	Other Contractual Ser.	7,000.00			5,000.00	2,000.00
53100	Office Supplies & Exp.	100.00			85.00	15.00
53200	Publications & dues	400.00			130.00	270.00
53400	Operating supplies	1,600.00	902.87	Weiler Transportation, L.L.C. - diesel fuel	2,515.10	(915.10)
53500	Rep/Mainte. Supplies	6,500.00	522.64	Duffy's Aircraft Sales - Diesel fuel pump, fuel meter, gas hose	5,168.32	1,331.68
			16.66	Hiller's Hardware - Merch coupling & misc. fuel pump hardware		
55110	Buildings & Contents	2,487.00			2,383.33	103.67
55140	Professional Liability	321.00			310.31	10.69
55150	Airport Liability	4,486.00			4,350.00	136.00
55170	Boiler	359.00			371.47	(12.47)
58830	Airport Buildings	6,000.00				
Grand Totals		165,712.00	6,102.75		161,056.33	4,655.67

City of Marshfield - General Airport Budget - 2015

Account # 101-53510-33

Obj. #	Description	2015 Amount Approved	2015 January Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	44,950.00	3,745.83	Manager's contract	3745.83	41,204.17
52210	Electric	18,925.00				18,925.00
52220	Water	496.00				496.00
52230	Sewer	560.00				560.00
52240	Fire Protection Charge	1,934.00				1,934.00
52260	Heating - Gas	3,386.00				3,386.00
52300	Telephone	1,290.00				1,290.00
52400	Rep/Maint. Serv-Streets	17,200.00				17,200.00
52500	Repair/Mainte. Service	60,967.00	47.05	UniFirst - floor mats	96.55	60,870.45
			49.50	Merkel Co., Inc. - Repaired Papi lights		
52900	Other Contractual Ser.	3,000.00				3,000.00
53100	Offics Supplies & Exp.	500.00				500.00
53200	Publications & dues	400.00				400.00
53400	Operating supplies	1,600.00				1,600.00

City of Marshfield - 2015 Airport Budget continued					Page 2 of 2
			January		Used
			Expenses		To Date
					Balance
53500	Rep/Mainte. Supplies	6,728.00			6,728.00
55110	Buildings & Contents	2,431.00			2,431.00
55140	Professional Liability	317.00			317.00
55150	Airport Liability	4,350.00			4,350.00
55170	Boiler	371.00			371.00
58830	Airport Buildings	6,120.00			6,120.00
					-
Grand Totals		175,525.00	3,842.38		3,842.38 171,682.62

Business Improvement District Board
Minutes of the January 14, 2015 Meeting

Meeting called to order by Al Nystrom, Chairman, at 8:04 am in Room 108 of City Hall.

Board Members Present: Duane Schutz, Tom Buttke, Scott Koran, Carol Knauf, and Al Nystrom

Board Members Absent: Pat Schreiner and Shelly Babcock

Others Present: Lois TeStrake, Steve Barg, Angie Eloranta, and Amy Krogman.

BID14-12 Motion by Buttke, second by Koran to approve the minutes of the October 4, 2014 meeting

Motion carried

There were no citizen comments

BID14-13 Motion by Koran, second by Knauf to approve the financial statements as presented.

Motion carried

Eloranta updated the committee on the following

- Business Visits:
 - ✓ She has been focusing on the retail businesses after the holidays. They have talked about succession plans. 2 of the businesses have a plan in place.
 - ✓ Other Main Street organizations have had social media interns and she is looking into the possibility of getting one. Knauf suggested hosting a workshop on social media.
 - ✓ She has received phone calls regarding longer hours for the downtown businesses. She approached some businesses and there isn't much interest in staying open longer. Knauf suggested staying open longer on the night the Marshfield Clinic is open longer.
 - ✓ To date, there has not been much interest in the parking coupons, but the trial period is being extended for one more year. More publicity will be done to promote this program.. The committee discussed the parking issues downtown. They discussed how to keep business owners from parking in front of their businesses.

- Downtown Promotions:
 - ✓ Trick or Treating was well attended. There were approximately 800 children participating.
 - ✓ Holiday Parade went well. Weather was cold. There were 42 floats that signed up and 6 dropped out.
 - ✓ Wagon rides/Buggy rides went well. They took reservations this year and that worked well.
 - ✓ Hot Chocolate run was well attended. There were 50 more runners than last year.
 - ✓ Reindeer Day location was moved to be closer to the Hot Chocolate run. That worked well.

- ✓ Destination downtown could have had better participation. There were 32 participants. This was up from last year, but hoping for more.
 - ✓ Blodgett Haus open house was amazing. 27 downtown businesses participated.
- Upcoming events:
 - ✓ Sweets for your sweet for Valentine Day.
 - Vacancies/New Businesses:
 - ✓ Grannie's Attic opened
 - ✓ Brown's Living (Blodgett Haus) opened
 - ✓ Pampered Pooch moved
 - ✓ Bottom's Up Bar closed and the building is for sale.
 - Main Street accomplishments/special projects:
 - ✓ Main Street Marshfield received its accreditation for the coming year.
 - ✓ Working on getting a 1st Impression team together. They are working with Chippewa Falls. Our team will go to Chippewa Falls; their team will come to Marshfield and report back with their findings.
 - ✓ The state Main Street awards will be held in April
 - ✓ The Design Committee is updating their guidelines
 - ✓ Downtown Master Plan will be presented to the Plan Commission on January 20 for initial discussion, public hearing will be on February 17th. The plan will be presented to the Common Council on February 24th or March 10th.
 - Professional Development:
 - ✓ Leadership Marshfield
 - ✓ Toastmasters
 - ✓ Young Professionals

Barg asked that the committee start thinking about the 2016 Operating Plan and what they would like to see included in that plan.

- Barg updated the committee on the following:
 - ✓ The city of working to implement recommendations of the housing study through the Economic Development Board.
 - ✓ The Professional building and news Herald building will be taken as soon as possible in the spring. Not sure what will be going into that site.

Nystrom asked that an update from the City be added to all future agendas.

The next meeting will be April 16th at 8:00 a.m.

Motion by Knauf, second by Schutz to adjourn at 8:53 a.m.

Respectfully submitted by:

Amy Krogman
Administrative Assistant III

COMMUNITY DEVELOPMENT AUTHORITY

January 16, 2015

An Executive Committee meeting of the Community Development Authority Board was called to order by Chairperson Andy Keogh at 11:00 a.m. in the Cedar Rail Court Executive Conference Room, 601 S. Cedar Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted January 15, 2015 at 9:58 a.m.

ROLL CALL:

PRESENT: Andy Keogh, Marilyn Hardacre, Dave Marsh

OTHERS PRESENT: Mary James-Mork – Executive Director, Carol Kerper – Business Manager

EXCUSED: Dave LaFontaine

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

PHA Certifications of Compliance with PHA Plans and Related Regulations document for approval of PHA 5-year and annual plan was reviewed. Clarification was provided for certification questions. Motion by Marsh, second by Hardacre to approve Resolution #495: approval of PHA 5-Year Plan Submission for Fiscal years 2015 - 2019. 3 Ayes

MOTION CARRIED

Meeting declared adjourned at 11:12 a.m. by Chairperson Andy Keogh.

Respectfully submitted,

Mary James-Mork
Executive Director

Andy Keogh
Chairperson

BOARD OF PUBLIC WORKS MINUTES
OF JANUARY 19, 2015

Meeting called to order by Chairman Feirer at 5:30 PM in the Council Chambers of City Hall Plaza.

PRESENT: Mike Feirer, Tom Buttke, Gary Cummings, Ed Wagner and Chris Jockheck

EXCUSED: None

ALSO PRESENT: Mayor Meyer; Aldermen Earll and Smith; City Administrator Barg; Director of Public Works Knoeck; Police Chief Gramza; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Assistant Street Superintendent Hawley; Wastewater Superintendent Warp; the media; and others.

PW15-04 Motion by Cummings, second by Jockheck to recommend approval of the minutes of the January 5, 2015 Board of Public Works meeting.

Motion Carried

Citizen Comments - None

PW15-05 Motion by Cummings, second by Wagner to recommend approval of the quotation submitted by Lighting Design Solutions of Schofield, WI for decorative street lights for Maple Avenue in the amount of \$146,972 and authorize execution of a contract.

Motion Carried

Police Chief Gramza presented an overview of alternate side parking regulations. This was an informational item only.

PW15-06 Motion by Buttke, second by Jockheck to recommend rescinding the 90 minute parking restriction on the north side of West 2nd Street from Chestnut Avenue to Walnut Avenue and that the Administrative Code of Traffic and Parking Regulations be amended to reflect the change.

Wagner voted No Motion Carried

Director of Public Works Knoeck reviewed parking restrictions on West Blodgett Street from Central Avenue to Chestnut Avenue. This was an informational item only.

PW15-07 Motion by Buttke, second by Wagner to recommend approval of the Engineering Services Agreement with Strand Associates for Wastewater Discharge Permit Renewal at a cost not to exceed \$12,000 and authorize execution of an agreement.

Motion Carried

PW15-08 Motion by Jockheck, second by Wagner to recommend approval of the following Preliminary Resolutions for 2015 Special Assessment Projects and refer to the Common Council for consideration:

- a. Resolution No. 2015-04 – Street Construction in Maple Avenue (Veterans Parkway to 6th Street and side streets).
- b. Resolution No. 2015-05 – Street Construction – 2015 Mill In Place Asphalt Street Surfacing.

Motion Carried

PW15-09 Motion by Buttke, second by Jockheck to adjourn to closed session at 6:12 PM pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- City Hall Plaza Leases
- Acquisition of property at 306 South Maple Avenue

Roll call vote, all ‘Ayes’ Motion Carried

Present in Closed Session: Mayor Meyer, Aldermen Feirer, Wagner, Buttke, Jockheck, Cummings, Smith & Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi.

PW15-10 Motion by Buttke, second by Jockheck to reconvene in open session at 6:26 PM.

Roll call vote, all ‘Ayes’ Motion Carried

PW15-11 Motion Wagner, second Cummings to recommend approval of a 3 year lease with Wood County for 4th floor space in City Hall Plaza and direct staff to have the lease reviewed by the City Attorney, prior to execution.

Motion Carried

Recommended items for future agendas - None

Motion by Jockheck, second by Wagner that the meeting be adjourned at 6:28 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

RESOLUTION NO. 2015-04
SPECIAL ASSESSMENT
PRELIMINARY RESOLUTION

Preliminary Resolution in the matter of **Improvement Project No.**

312129 - Street Construction
352130 - Sanitary Sewer
312131 - Water Services
316761 - Storm Sewer With Paving

Maple Avenue - Veterans Parkway to 6th Street including:
2nd Street – Central Avenue to Maple Avenue
3rd Street – Central Avenue to Maple Avenue
4th Street – Central Avenue to Maple Avenue
5th Street – Central Avenue to Maple Avenue
6th Street – Central Avenue to Maple Avenue

RESOLVED, by the Common Council of the City of Marshfield, Wisconsin:

SECTION 1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvement:

Street Construction including concrete curb and gutter, asphalt paving, concrete drive aprons, concrete sidewalk.
Sanitary Construction including sanitary sewer main and sanitary laterals.
Storm Sewer Construction including storm sewer main and storm laterals.
Water Main Construction including water main and water service laterals.

SECTION 2. The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICT

All property fronting or abutting:

- **Maple Avenue from and including its intersection with Veterans Parkway to and including its intersection with 6th Street.**
- **2nd Street from and including its intersection with Central Avenue to a distance of 100 - feet East of the intersection with Maple Avenue.**
- **3rd Street from and including its intersection with Central Avenue to a distance of 100 - feet East of the intersection with Maple Avenue.**
- **4th Street from and including its intersection with Central Avenue to a distance of 100 - feet East of the intersection with Maple Avenue.**
- **5th Street from and including its intersection with Central Avenue to a distance of 100 - feet East of the intersection with Maple Avenue.**
- **6th Street from and including its intersection with Central Avenue to a distance of 100 - feet East of the intersection with Maple Avenue.**

SECTION 3. Before the improvements are made, the City Engineer shall cause water and sewer pipes to be laid in the street from the mains to the property lines of each vacant or unserved lot fronting on such street, shall keep an accurate account of the expenses incurred in front of each such lot, and shall report these costs to the City Clerk who shall cause the amount charged to each lot to be entered on the tax roll as a special tax against the lot.

SECTION 4. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.

SECTION 5. The Common Council determines that the improvements constitute an exercise of the police power for health, safety and general welfare of the City and its inhabitants.

SECTION 6. The City Engineer shall prepare a Report, which shall consist of:

- a. Plans and Specifications for the improvements
- b. An estimate of the entire cost of proposed improvements
- c. A schedule of proposed assessments

SECTION 7. When the Report is completed, the City Engineer shall file a copy of the Report with the City Clerk for public inspection.

SECTION 8. Upon receiving such Report, the City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the Report may be inspected, and the time and place of the public hearing on the matters contained in the Preliminary Resolution and the Report. This

notice shall be published as a Class 1 notice under Chapter 985 of the Wisconsin Statutes, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.

SECTION 9. The hearing shall be held in the Council Chambers of City Hall Plaza, 630 South Central Avenue, Marshfield, Wisconsin at a time set by the Clerk in accordance with Section 66.0703(7), Wisconsin Statutes.

SECTION 10. The assessment against any parcel may be paid in cash or in annual installments in accordance with the Municipal Code of the City of Marshfield and the City of Marshfield Policy and Procedures Manual.

ADOPTED _____
Chris L. Meyer, Mayor

APPROVED _____
Deb M. Hall, City Clerk

RESOLUTION NO. 2015-05
SPECIAL ASSESSMENT - PRELIMINARY RESOLUTION

Preliminary Resolution in the matter of **Improvement Project No.**

- 312178 - Street Maintenance - Apple Avenue (9th Street to 17th Street)
- 312179 - Street Maintenance - Cherry Avenue (Arnold Street to Edison Street)
- 352202 - Sanitary Sewer Rehab – Cherry Avenue (Arnold Street to Edison Street)
- 312179 - Street Maintenance - Cedar Avenue (Arnold Street to Blodgett Street)
- 352202 - Sanitary Sewer Rehab - Cedar Avenue (Arnold Street to Blodgett Street)
- 312179 - Street Maintenance - Ash Avenue (Arnold Street to Doege Street)
- 352202 - Sanitary Sewer Rehab - Ash Avenue (Arnold Street to Doege Street)
- 312212 - Street Maintenance - 12th Street (Maple Avenue to Cedar Avenue)
- 312213 - Street Maintenance - 28th Street (Felker Avenue to Washington Avenue)
- 312213 - Street Maintenance - Felker Avenue (29th Street to 27th Street extended)
- 312214 - Street Maintenance - Maple Avenue (9th Street to 14th Street)
- 312215 - Street Maintenance - Wildwood Court (Locust Avenue to Locust Avenue)

RESOLVED, by the Common Council of the City of Marshfield, Wisconsin:

SECTION 1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvement:

Asphalt Street paving, asphalt milling & concrete sidewalk.
Sanitary Construction including sanitary sewer main and laterals.
Storm Sewer Construction including storm sewer main and storm laterals.

SECTION 2. The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICT

All property fronting or abutting:

Apple Avenue from and including its intersection with 9th Street to and including its intersection with 17th Street.
Cherry Avenue from and including its intersection with Arnold Street to and including its intersection with Edison Street.
Cedar Avenue from and including its intersection with Arnold Street to and including its intersection with Blodgett Street.
Ash Avenue from and including its intersection with Arnold Street to and including its intersection with Doege Street.
12th Street from and including its intersection with Maple Avenue to and including its intersection with Cedar Avenue.
28th Street from and including its intersection with Felker Avenue to and including its intersection with Washington Avenue.
Felker Avenue from and including its intersection with 29th Street to 27th Street extended.
Maple Avenue from and including its intersection with 9th Street to and including its intersection with 14th Street.
Wildwood Court from and including its intersection with Locust Avenue to and including its intersection with Locust Avenue.

SECTION 3. Before the improvements are made, the City Engineer shall cause water and sewer pipes to be laid in the street from the mains to the property lines of each vacant or unserved lot fronting on such street, shall keep an accurate account of the expenses incurred in front of each such lot, and shall report these costs to the City Clerk who shall cause the amount charged to each lot to be entered on the tax roll as a special tax against the lot.

SECTION 4. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.

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- a. Plans and Specifications for the improvements
- b. An estimate of the entire cost of proposed improvements
- c. A schedule of proposed assessments

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SECTION 10. The assessment against any parcel may be paid in cash or in annual installments in accordance with the Municipal Code of the City of Marshfield and the City of Marshfield Policy and Procedures Manual.

ADOPTED _____
Chris L. Meyer, Mayor

APPROVED _____
Deb M. Hall, City Clerk

COMMUNITY DEVELOPMENT AUTHORITY

Finance Committee

January 20th, 2015

The Financial meeting of the Community Development Authority was called to order by Finance Committee Chairperson Dave LaFontaine at 1:33 p.m. in the Cedar Rail Court Executive Conference Room, located at 601 S. Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Meeting posted January 15th, 2015 at 9:58 a.m.

ROLL CALL:

PRESENT: Dave LaFontaine, Dave Marsh, Peter O. Hendler

OTHERS PRESENT: Andy Keogh – Commission Chair, Mary James-Mork - Executive Director, Carol Kerper – Business Manager

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

Review of Financial Reports for December of 2014:

CDA 15-F01-1 Motion by Marsh, second by LaFontaine to accept and recommend the financial reports for board approval. 3 Ayes

MOTION CARRIED

The 5-Year PHA and Capital Funds Plan were submitted to HUD on January 16th. The required Board resolution for submittal was approved at the Executive Board meeting held on January 16th.

Executive Director James-Mork provided an update of information received from National Housing Compliance pertaining to the RAD program. The CDA will receive formal notification of application acceptance in February and a notification of further RAD program requirements in March. The Finance Committee recommends that when received, program requirements be reviewed and a list of questions formulated.

Next meeting date and time: Tuesday, February 17th, 2015 at 1:30 p.m. in the Cedar Rail Court Executive Conference room.

Meeting declared adjourned by Chairperson Dave LaFontaine at 3:20 p.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Dave LaFontaine
Chairperson

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF JANUARY 20, 2015

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

PRESENT: Alderpersons Alanna Feddick, Gordon Earll, Peter Hendler and Char Smith

ABSENT: Alderperson Rebecca Spiros

ALSO PRESENT: Alderperson Wagner, City Administrator Barg, Fair Manager Adam Fischer, Media and City Personnel (Keith Strey, Lara Baehr, Bob Haight, Rick Gramza, Ed Englehart, Sam Warp, Brenda Hanson, Dan Knoeck, Tom Turchi, Ben Steinbach, Eng Ng and Deb Hall)

Citizen Comments

None

FBP15-005 Motion by Earll, second by Hendler to approve the items on the consent agenda:

1. Minutes of the January 6, 2015 meeting
2. Bills in the amount of \$7,225,496.54
3. December 2014 Treasury Report

Motion carried

No items were removed from the consent agenda.

FBP15-006 Motion by Hendler, second by Earll to recommend approval of Budget Resolution No. 1-2015 to the Common Council, transferring \$49,000 within the Emergency Medical Services Fund for the purchase of a component of the Fire RMS called RescueNet ePCR.

Motion carried

FBP15-007 Motion by Hendler, second by Earll to recommend approval of Budget Resolution No. 2-2015 to the Common Council, transferring \$4,719 within the Law Enforcement Budget for the purchase of Public Engines Command Central software.

Motion carried

Police Chief Gramza presented information on replacing one police officer position with another detective.

FBP15-008 Motion by Earll, second by Hendler to approve for payment the invoice from Pat Fellenz Construction in the amount of \$5,300.

Motion carried

City Administrator Barg said that the City would like to see more regular invoices instead of waiting for a whole year and then submitting an invoice. They want to get regular invoices in a timelier manner.

FBP15-009 Motion by Smith, second by Earll to authorize the filling of the Wastewater Operator position.

Motion carried

FBP15-010 Motion by Hendler, second by Smith to approve the Classification of the position of Civil Engineer 1 to pay grade I.

Motion carried

FBP15-011 Motion by Earll, second by Smith to approve Revised Policy No. 3.520, Sick Leave.

FBP15-012 Motion by Smith, second by Feddick to amend the motion to include in the policy “in loco parentis”.

Motion carried

Vote on motion **FBP15-011 as amended.**

Motion carried

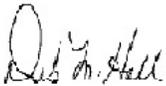
City Administrator Barg updated the committee on the implementation of the staffing study recommendations.

- A Strategic Planning Session has been scheduled for Tuesday, February 10, 2015 at 5:30 p.m. in Room 108.
- He has asked for staff to volunteer to be on a committee to look at some of these other recommendations. He is hoping to have a group pulled together by the end of the month.

FUTURE AGENDA ITEMS

Discussion on Rental Leases

Motion by Hendler, second by Feddick to adjourn at 6:09 p.m.



Deb M. Hall
City Clerk

**CITY PLAN COMMISSION
MARSHFIELD, WISCONSIN
MINUTES OF JANUARY 20, 2015**

Meeting called to order by Vice-Chairman Wagner at 7:00 PM in the Council Chambers of City Hall Plaza.

PRESENT: Ed Wagner, Laura Mazzini, Rich Reinart, John Beck, Ken Wood, Bill Penker

EXCUSED: Mayor Meyer (but arrived at 8:14 PM)

ABSENT: None

ALSO PRESENT: Director of Public Works Knoeck; Planning & Economic Development Director Angell; City Planner Miller; Library Director Belongia; Angela Eloranta – Main Street Marshfield; the media; and others.

PC15-01 Motion by Beck, second by Wood to recommend approval of the minutes of the December 15, 2014 City Plan Commission meeting.

Motion Carried

PC15-02 Motion by Penker, second by Reinart to recommend approval of Resolution No. 2015-03, vacating and discontinuing the 16 foot wide alley east of Maple Avenue, lying north of East Second Street and south of Veterans Parkway, and that portion of East First Street lying west of the west line of Cedar Avenue, all within Block F of the Village (now City) Plat of Marshfield and the First Addition to the Village (now City) Plat of Marshfield, and located in the SE ¼ of the NW ¼ of Section 8, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, and refer to the Common Council for consideration.

Motion Carried

City Planner Miller gave a brief overview of the Downtown Master Planning process and presented a layout of the plan document.

- Reinart, representing Lamar Outdoor Advertising, stated that they are willing to work with the City to work out a strategy for relocating billboards from downtown. Currently there are five sign faces downtown and two have perpetual easements. They could possibly look at relocating sign faces from downtown to areas where they are allowed.
- Penker stated that Strategies 1 through 4 have been cited in several documents historically which indicate the high priority and something that needs to be addressed in the short term. The image of downtown can become the image of the City. Currently the image is harsh with too much hard surfacing.
- Wood asked if Central Avenue used to have a grassy area downtown and remembers it to have more plantings and landscaping.
- Beck feels that the downtown is well used and better than many in our surrounding area.
- Reinart feels gateways are important to convey the sense of the downtown. Penker added that the gateway needs to be addressed boldly and rapidly and need to focus on what is our brand for downtown.
- Beck stated that snow removal needs to be kept in mind and that bike racks, lockers, etc. make snow removal difficult and should be removed in winter.

- Penker feels signed and marked bike routes are needed on appropriate streets to get bikes in and through downtown and feels this could probably be done in 18 months.
- Mazzini – with regard to Strategy 3. 1., the park should promote social activities, be inviting, and attractive to encourage people to hang out.
- Beck - likes park idea because of close proximity to Chestnut Center.
- Penker - Item 1 and 2 under Strategy 3 are closely related. He would like to see preliminary work done concurrent with the library project.
- Wood – questioned if we could encourage more use of Veterans Park.
- Penker – feels Strategy 9 is redundant - these items are already covered in Chapter 18 of the Municipal Code, feels 9 could be eliminated.
- Wood - feels an updated survey would be in order. There have been changes since the last survey was done. Also, if a building is taken down and something new built, it must fit in the context of an historic downtown.
- Reinart - Strategy 10 - hate to be too restrictive by changing the zoning code that we end up discouraging development
- Wood - business open hours are only when people are at work. We should encourage businesses to stay open longer.
- Beck – mentioned that parking downtown is limited on Central Avenue. Parking in the back is available but back alley entrances are not that inviting.
- Andy Weigel, owner of property at 301 East Second Street, is exploring options for converting property to commercial, perhaps a coffee shop, food or other commercial use. The draft plan shows his property is a residential district as opposed to a mixed use.
- Knoeck pointed out that Task 1 under Strategy 1 should include a maintenance plan for the additional landscaping and street furnishings. To date, maintenance of flower beds has been accomplished through volunteers.
- Penker – found no reference in the plan to hotel/conference center as anchor and a catalyst for future development downtown. Also, he would like to see something being done by the downtown to discuss how the downtown would deal with the consequences of a disruption of service to the retail, food service or lodging on the north end due to fire, natural disaster or corporate closing. Also, an assessment of the effects of a fire sprinkler ordinance on the downtown business area is something that should be accomplished in case the ordinance discussion comes back.

Commissioner Penker nominated Commissioner Mazzini as the non-elected Plan Commissioner to the CIP Administrative Committee. Mazzini declined the nomination.

Commissioner Mazzini nominated Commissioner Beck as the non-elected Plan Commissioner to the CIP Administrative Committee. Beck was approved without objection.

Staff Updates:

- The Plan Commission training session is scheduled for Wednesday, January 21, 2015 at 6:30 PM.

Motion by Wood, second by Mazzini that the meeting be adjourned at 8:45 PM.

Daniel G. Knoeck, Secretary
CITY PLAN COMMISSION



City of Marshfield Memorandum

TO: Mayor Meyer and Common Council Members
FROM: Jason Angell, Director of Planning & Economic Development
DATE: January 27, 2015

RE: Proposed City Subdivision - Discussion

In late 2013, the City of Marshfield, through the Economic Development Board (EDB) contracted with MSA Professional Services, Inc. to complete a Housing Study and Needs Assessment. The objectives of this study are a better understanding of how the Marshfield area housing market works and recommendations to improve that function. More specifically, the City wants to be sure that the housing market is meeting the needs of current and prospective residents, especially for the benefit of employers as they work to attract and retain talent.

The Marshfield Housing Study was delivered to the EDB in April 2014. Since that time the EDB has dedicated a significant amount of time focusing on the identified gaps that exist and how they can help to close/eliminate those gaps.

Given the amount of time and effort it will take to develop the programs that would be necessary to help close these gaps, staff will be working to develop framework for the identified areas and present them to the appropriate bodies/organizations that would benefit from a partnership with the EDB. Based upon the feedback that is gathered, the EDB will then have the direction on how best to proceed with each effort.

At this meeting of the Common Council, staff will present to you the idea of possibly creating a city subdivision. At this time we are not asking for the Council to vote on the proposal, but to provide feedback to the EDB on whether you see merit in the approach.

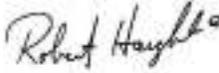
To best prepare for this discussion, I encourage each of you to review the 2014 Marshfield Housing Study. If you do not have a copy of this document, you can find it on the city website. Go to <http://ci.marshfield.wi.us>, then Planning & Economic Development Dept., Planning, and finally under "Studies" you will see "2014 Housing Market Assessment".

FIRE & RESCUE DEPARTMENT

MEMORANDUM

TO: Finance and Personnel Committee Members

FROM: Robert Haight, Fire Chief



DATE: January 2, 2015

SUBJECT: Budget Resolution 1-2015

Background

The Marshfield Fire & Rescue Department has been utilizing a program called FireRMS since 2003. The EMS component that came with this component ceased to be supported by Zoll Data on January 1, 2015, since they had migrated to an updated component call RescueNet ePCR.

Analysis

The original EMS component is not flexible or robust to acquire all the data that is required by both the State of Wisconsin and the National EMS Databases. Data entry into this component is also very cumbersome. RescueNet ePCR is fully integrated into FireRMS and should improve data entry times. This product has been in existence for over eight years and is very stable. The EMS budget has a State of Wisconsin Act 102 Fund which has a current balance of \$35,412.22 currently in it which was being held specifically for this purchase. The total cost of this program and installation will be \$49,000.00. The balance would be from the 605 EMS Fund. The immediate need for this program became more apparent over the last six months and therefore was not a part of the 2015 EMS budget requests. The EMS budget showed budgeted revenue of \$1,200,000.00 for 2015 and should account for over 2,400 runs in 2015. Without this software we would have to resort to handwritten reports and then input this data into our database after the fact which would be at the very least doubling our man hours in our record management.

Summary/Recommendation

The funds are available in the Act 102 fund as well as the 605 EMS Fund. The unreliability inherent in the use of a non-supported program, especially one that is required for over 2,400 runs per year should be addressed as soon as possible. I recommend that this budget resolution be approved as presented.

Concurrence:



Steve Barg, City Administrator



Keith Strey, Finance Director

**** Approved by the Police and Fire Commission at their January 8, 2015 meeting.**

DETAIL OF BUDGET RESOLUTION NO. 01-2015 BY OBJECT NUMBER

TRANSFERRED FROM (**Memo Only**):

1. Emergency Medical Services Fund, a/c #605:
 - a. 34300 – Unassigned Fund Balance \$ 49,000

TRANSFERRED TO (**Memo Only**):

1. Emergency Medical Services Fund, a/c #605:
 - a. 18500 – Fixed Assets/Machinery & Equipment \$ 49,000

* * * *

**MARSHFIELD POLICE DEPARTMENT
MEMORANDUM**

DATE: January 2nd, 2015
TO: Finance, Budget, and Personnel
FROM: Chief Rick Gramza
SUBJECT: Budget Resolution 02-2015

History

Law enforcement nationwide is inundated with data annually, whether it is community data or regional data pertinent to the profession. Proper analysis and use of this data can propel a community as well as an agency towards greatness regarding service and protection of the citizens. Currently the Marshfield Police Department has no efficient means of analyzing data collected through our Computer Aided Dispatch (CAD) or Records Management System (RMS).

Analysis

The Marshfield Police Department would like to use funds from the state seizure account to purchase Public Engines Command Central software. Command Central provides data analytics, visualization, and information sharing to enable your agency to make better intelligence-led decisions at all levels. It is a powerful and intuitive crime analytics dashboard that allows analysts to effortlessly turn crime data into intelligence, identify and understand strategic priorities, and break down information silos, with more than 1,000 ways to analyze and view your crime data and information.

Command Central allows you to easily track and report on progress on key initiatives and focus areas using geographic and time-based comparisons. Shape files allow for separate beats or zones within the city as well as opportunities to digitally transfer this now visual data to city officials or the media.

Command Central's intuitive tools allows for detailed maps and visualizations and the ability to drill down on areas and crime categories, make it easy for anyone to analyze crime data in depth. Advanced tools allow you to see crime hotspots, isolate crimes by type, and see underlying narratives and with data from both CAD and RMS systems, one can use it to analyze both crimes and calls for service.

The Marshfield Police Department statement reads “In partnership with the community, we will create and maintain neighborhoods capable of sustaining civic life. We commit to reducing levels of crime, fear, and disorder through community based, problem oriented and data driven policing.” This type of community policing along with information sharing with city officials, the media, and the community is of paramount importance to the Marshfield Police Department and we feel the addition of Command Central will only help to bolster the safety of the community.

Recommendation

I recommend approval of Budget Resolution No. 02-2015 as indicated on the attached Budget Resolution.

Concurrence:



Steve Barg, City Administrator



Keith Strey, Finance Director

**Approved by the Police and Fire Commission at their January 8, 2015 meeting.

BUDGET RESOLUTION NO. 02-2015

A resolution changing the 2015 budget of the City of Marshfield, Wisconsin.

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

1. That the sum of \$4,719 is hereby transferred from the Protective Services Special Revenue Fund State Shared Proceeds, a/c#2064600020.200000 to the Protective Services Special Revenue Fund Law Enforcement Budget, a/c#2065211020.200000.

2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____

Mayor

APPROVED _____

Attest – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 02-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

1. Protective Services Fund Public Charges Revenue, a/c #2064600020.200000:
 - a. 46212 – Law Enforcement - State Shared Proceeds \$ 4,719

TRANSFERRED TO:

1. Protective Services Fund Law Enforcement, a/c# 2065211020.200000:
 - a. 53200 – Publications, Subscriptions & Dues \$ 4,719

* * * *



City of Marshfield Memorandum

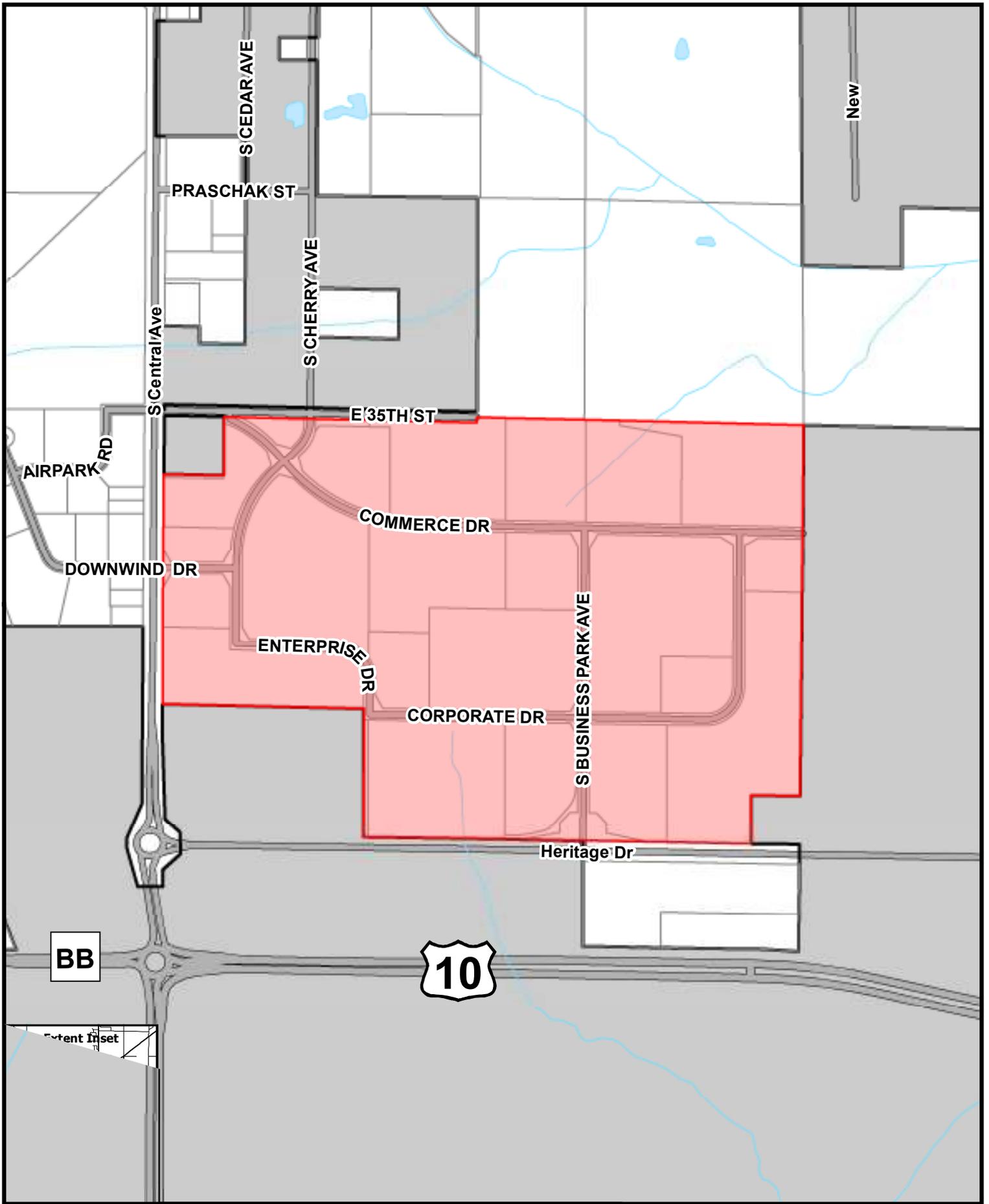
DATE: January 23, 2015
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Proposal to create business incentive fund for Mill Creek Business Park (TID #5)

Background

On March 25, 2015, the expenditure period of TIF District #5 (Mill Creek Business Park) expires, meaning that no more funds may be spent and later recovered through the collection of future tax increments. When this TIF district was created, the project plan included more than \$1 million in developer incentives, and over \$400,000 of that remains unused as of now. City staff has been in contact with its bond counsel, financial advisor, and others, seeking a way in which we can carry this opportunity forward, given the expenditure period deadline, and it now appears there may be one avenue. Effectively, what we have to do is escrow funds to another entity, separate from the City of Marshfield, and authorize this agency to spend the funds to assist economic development projects within TID #5, subject to some broad direction and guidelines from the City through an agreement. Staff has had preliminary discussions with Wood County officials, and it appears they may be willing to do this, if appropriate terms and conditions can be worked out. (Staff will give more information and address your questions at Tuesday night's Council meeting.)

Recommendation

If the Council sees this as an opportunity worth pursuing, staff recommends that the Council refer this item to the Finance, Budget & Personnel Committee for review and possible action, including the approval of a contract with Quarles & Brady to draft the required TID escrow agreement.



Tax Increment District #5
City of Marshfield
 1/23/2015

- Tax Parcel
- Park
- City Limits
- US Highway
- State Highway
- County Highway
- Local Road
- Private Road

