



CITY OF MARSHFIELD
MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, FEBRUARY 10, 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 27, 2015
- G. Staff updates
- H. Mayor's Comments
 - 1) Employee Recognition
 - a. Lori Panzer, Clerk's Office, February 14, 1990, 25 years
 - b. Kelly Cassidy, Parks & Recreation Dept., February 19, 1990, 25 years
 - c. Paul Schlagenhaft, Parks & Recreation Dept., February 20, 1975, 40 years
- I. Council Comments
- J. Reports from commissions, boards, and committees

COMMON COUNCIL AGENDA
FEBRUARY 10, 2015

K. Consent Agenda:

- 1) Meeting minutes/reports
 - a. Cable TV Committee (December 22, 2014)
 - b. Library & Community Center Committee (January 7, 2015)
 - c. Economic Development Board (January 15, 2015)
 - d. Historic Preservation (February 2, 2015)
 - e. Board of Public Works (February 2, 2015)
 - f. Judiciary and License (February 3, 2015)
 - g. Finance, Budget, and Personnel (February 3, 2015)

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

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

M. Consideration of electing one individual to the Marshfield Utility Commission to fill the unexpired term of Aaron Pitzengerger. This term begins immediately, and it ends on September 30, 2017. One letter of interest was received (Kathy Heintz-Dzikowich). She will have 5 minutes to address the Council. Presented by Chris Meyer, Mayor

Recommended Action: None at this time. Election will be held at the February 24, 2015 Council meeting.

N. Library & Community Center project update; presentation/discussion on the details of Phase 2, including expectations for space use in the Community Center. Presented by Steve Barg, City Administrator

Recommended Action: None at this time – for information only

O. Items for future agendas

P. Adjournment

Posted this day, February 6, 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 27, 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: Alanna Feddick, Chris Jockheck, Gordon H. Earll, Ed Wagner, Char Smith, Gary Cummings, Rebecca Spiros, Tom Buttke and Peter Hendler

ABSENT: Michael Feirer

The flag was saluted and the pledge given.

No items were added to the agenda.

PUBLIC COMMENT PERIOD

None

CC15-010 Motion by Buttke, second by Earll to approve the minutes of the Common Council meeting of January 13, 2015.

Motion carried

STAFF UPDATES

Wastewater Superintendent Sam Warp updated everyone on the No Wipes Down The Pipes Campaign.

EMPLOYEE RECOGNITION

Dan Leonard, Police Department	January 29, 1990	25 years
Marilyn Rindfleisch, Finance Department	January 28, 1980	35 years

COUNCIL COMMENTS

None

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC15-011 Motion by Buttke, second by Jockheck to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: University Commission of November 20, 2014; Fire & Police Commission of December 4, 2014; Library Board of December 9, 2014; Community Development Authority of December 18, 2014; Library Personnel Committee of January 7, 2015; Parks, Recreation & Forestry Committee of January 8, 2015; Fire & Police Commission of January 8, 2015; Committee on Aging of January 9, 2015; Utility Commission of January 12, 2015 (JO #7451, IP CCTV Project: Integration with access control system – second phase of project, \$153,063); Airport Committee of January 14, 2015; Business Improvement District of January 14, 2015; Community Development Authority of January 16, 2015; Board of Public Works of January 19, 2015 (1. Resolution No. 2015-04: Special assessments for the Maple Avenue reconstruction project; and 2. Resolution No. 2015-05: Special assessments for the 2015 mill in place and asphalt street surfacing projects); Community Development Authority of January 20, 2015; Finance, Budget, and Personnel Committee of January 20, 2015; and Plan Commission of January 20, 2015.

Motion carried

No items were removed from the Consent Agenda.

Planning & Economic Development Director Jason Angell gave a presentation on the City's Façade Grant Program results.

A presentation was made by Planning & Economic Development Director Angell on the proposed City-owned housing subdivision.

CC15-012 Motion by Hendler, second by Feddick 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. Ayes - 9

Motion carried

CC15-013 Motion by Buttke, second by Wagner to approve Budget Resolution No. 2-2015, transferring \$4,719 within the Law Enforcement Budget for the purchase of Public Engines Command Central software. Ayes - 9

Motion carried

CC15-014 Motion by Hendler, second by Cummings to authorize City officials to execute and submit a grant application for up to \$500,000 from the Office of Violence Against Women (OVW) Justice for Families program.

Motion carried

A discussion was held on the proposal to borrow funds to create an incentive fund for economic development projects located in the Mill Creek Business Park (TID #5).

CC15-015 Motion by Feddick, second by Hendler to refer this item to the Finance, Budget and Personnel Committee for further action, including approval of a contract with Quarles & Brady to draft the TID escrow agreement.

Motion carried

CC15-016 Motion by Buttke, second by Wagner to approve the appointment of Karl Zimmermann to the Capital Improvement Program Administrative Committee as a citizen member.

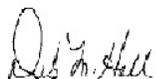
Motion carried

Future Agenda Items

None

There will be a special meeting before the next regular Council meeting on February 10, 2015 at 5:30 p.m. in City Hall Room 108 for Strategic Planning.

There being no further business the meeting adjourned at 8:17p.m.



Deb M. Hall
City Clerk

**CABLE TV COMMITTEE MEETING MINUTES
DECEMBER 22, 2014**

The meeting was called to order by Chairperson Holck at 5:05 p.m. in Room 108 of City Hall Plaza.

PRESENT: Jim Daniels, Ed Gerl, George Holck, Dean Markwardt and Alderperson Earll

ALSO PRESENT: Assistant Coordinator & Production Manager Breanna Speth, Kevin Kummer, Brett Butler, City Administrator Barg, Technology Director Ng, Technology Analyst Sutton and Deputy Clerk Panzer

EXCUSED: Senen Siasoco and Shawn Warren

PUBLIC COMMENTS

None.

APPROVAL OF MEETING MINUTES

CTV14-061 Motion by Gerl, second by Earll to approve the minutes of the November 24, 2014 strategic planning meeting as submitted.

Motion carried

**DISCUSS DETAILS OF FIBER CONNECTION TO CABLE TV STUDIO WITH ENG NG,
TECHNOLOGY DIRECTOR**

Technology Director Ng explained the scope of the project to extend fiber from the City's existing Wastewater loop to the Marshfield Cable TV location on McMillan Street. It is a small extension. He referred to the maps that he included with his email to the committee members. He summarized the following benefits MCTV could potentially enjoy if they join the City's network:

- 1) WISNET Internet Connection
- 2) Cisco VoIP Phone System
- 3) Firewall Protection
- 4) Anti-virus Protection
- 5) File Serving, Backup and Recovery Services
- 6) Technical Support
- 7) Other Technology Services

It is estimated that the cost savings from dropping the Charter Internet and Phone Services for MCTV would pay for the total fiber extension project cost in 6 to 7 years.

City Administrator Barg asked whether or not there would be some other costs or any other responsibilities of the Cable TV operation that they would have to handle on their own.

Technology Director Ng mentioned that they would probably upgrade the way they do now with small modifications. There may be small incremented costs of \$40-\$50 per computer for anti-virus agent software programs.

Daniels asked if there would be any difficulty with the city's firewall in receiving or sending out large files.

Technology Director Ng said no. They should see a tremendous improvement in speed. Their upload speed would be 100 to 200 times faster than what they currently have.

The conduit is already in place.

The fiber cable also carries an estimated annual lease cost of \$281.65 to cover its maintenance and this cost would increase 3% annually.

CTV14-062 Motion by Earll, second by Markwardt to pursue running a fiber connection to the Cable TV studio and look at how to fund this project early in 2015.

Motion carried

Technology Director Ng and Technology Analyst Sutton left the meeting at 5:22 p.m.

CORRESPONDENCE

Speth received a thank you note from Shirley's House of Hope for her help with the projection of the Iron Chef.

Speth received an email from Michaela Wilsmann thanking Marshfield Community Television for the video they made of the 6th, 7th and 8th graders of Christ Lutheran Church packing 156 boxes for Operation Christmas Child.

PUBLIC ACCESS COORDINATOR'S REPORT

The Public Access Coordinator's Report for November and December 2014 was reviewed. (See attached report.)

Speth mentioned that channels 989 and 991 were down over the weekend from Friday night through Saturday night due to an issue with Charter.

City Administrator Barg commended MCTV for the good job they did with the holiday greetings.

Speth mentioned that MACCI hasn't been posting the ribbon cuttings on their website.

City Administrator Barg will talk to MACCI about posting the ribbon cuttings on their website.

Speth included a report through Granicus of online viewership totals in 2014. The report was reviewed and discussed.

CTV14-063 Motion by Markwardt, second by Gerl to receive and place on file the Public Access Coordinator's Report.

Motion carried

DISCUSSION OF SIGN UPGRADE PROPOSAL FOR 2015 BUDGET

The estimate from Stratford Sign Company to upgrade the sign at the Marshfield Public Access facility is \$806.25. The estimate covers the main marquee outside in front of the building, the signage that is outside of the building and all the signage that is inside of the building. The reason for the change is because Charter dropped our analog channels and the signs still say 96, 98 and 99. To make the sign last longer they are going to put the website on the Community Plaza marquee. There is \$900 in the budget for this change. The marquee will only have MarshfieldTV.com. It won't list the channel numbers. Kummer explained the changes and shared a photo from his phone with the committee members.

Discussion was held as to whether or not the website information on the marquee would be large enough to be read by people driving by. It was decided to eliminate the front part on the sign that reads "Marshfield MCTV" and have it just read "MarshfieldTV.com".

CTV14-064 Motion by Markwardt, second by Daniels to approve the signage changes as presented with the exception of removing the “MCTV” reference from the sign.

Discussion was also held as to whether or not funds were available in the 2014 budget for the signage upgrades or if the upgrades should wait until 2015.

CTV14-065 Motion by Earll, second by Gerl to amend motion **CTV14-064** to read as follows: to approve the signage changes as presented with the exception of removing the existing “MCTV” reference from the sign and to pay for the signage upgrade in 2014 provided the funds are available in the 2014 budget to do it otherwise pay for it out of the 2015 budget.

Motion carried

City Administrator Barg will find out if there are monies in the 2014 budget to cover the sign upgrade.

Vote on motion **CTV14-064 as amended.**

Motion carried

UPDATE ON PROCESS FOR DRAWING FUNDS UNDER THE NEW “SPONSORSHIP AND UNDERWRITING” POLICY

City Administrator Barg reported that he, Kevin, Brett, and Breanna met with Finance Director Strey and they discussed the process of accessing the funds. There may be a bump in the road at some point. There may be timing issues if monies are raised too close to the time when they want to expend them. These things may have to be talked through, but he believes that everyone feels pretty comfortable with the policy. The main thing is that the City is involved in handling the monies that are received and disbursing them for the purposes that they were given for.

BILLS

The bill query report was reviewed.

CTV14-066 Motion by Earll, second by Gerl to authorize payment of the following bills as presented:

Wisconsin Community Media	\$ 300.00
Charter Business (12/01/14 to 12/31/14)	264.98
We Energies	40.69
Granicus	600.00
Advanced Disposal	58.34
Hillers True Value	19.99
Media Distributors	349.85
Breanna Speth (Reimbursement)	33.56
Charter Business	15.21
B&H	27.90
Quill	52.96
Electronic Services	55.00
VIDCOM, LLC (Invoices 301, 302, 303 & 308)	<u>6,390.00</u>

Total **\$8,208.48**

Motion carried

FINANCIAL REPORTS

CTV14-067 Motion by Gerl, second by Markwardt to receive and place on file the financial report for the period of January 1, 2014 through September 30, 2014, the financial report for the period of January 1, 2014 through October 31, 2014 and the financial report for the period of January 1, 2014 through November 30, 2014.

Motion carried

RECOMMENDED ITEMS FOR FUTURE AGENDAS

1. Continue with Strategic Planning
2. Finance plan for the fiber extension to the Cable Studio

The next meeting on January 26, 2015 will be dedicated to approving the bills and strategic planning.

The next regular meeting is scheduled for February 23, 2015 at 5:00 p.m. and will be held at City Hall.

Motion by Earll, second by Daniels to adjourn at 5:57 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

Public Access Coordinator's Report
Cable TV Committee Meeting 12/22/14

New Shows December 2014 (Since 10/22/2014): for MCTV 98

- Central Wi Tea Party's Jake Jacobs
- Chat with the Chief: Robert Haight III #1
- ODC PSA
- Hub City Jazz PSA
- Tiger Football (Game 8) vs. Stevens Point
- School Board November 2014
- School Board December 2014
- Leadership Marshfield visits MCTV
- Cooking With Ruth Ep. 40
- Giving Hope a Home - Hope Lodge #6
- Chat with the Chief: Rick Gramza #2
- Civility Project (part 1 of 2)
- Civility Project Part 2 (part 2 of 2)
- Ribbon Cutting Hannah Center
- ODC "Our Wish" Video
- Ribbon Cutting" Arby's of Marshfield
- What is MAPS- Short Video
- Signs of Leadership 2014
- Operation Christmas Child
- Library Com. Center Update
- Insight Wood County Sherriff
- New Visions "Grid" Gallery
- Council Preview
- Loose Talk W/Dean Markwardt
- Cooking With Ruth Ep. 41
- Insight Ask The Mayor November
- Cooking With Ruth Ep. 42
- Ribbon Cutting Military Museum "lest we forget"
- Hub City Jazz PSA
- Gov Scott Walker at ODC
- School Board
- Central Chamber Chorale 2014
- New Channel ID's
- Chat with the Chief: Robert Haight III #3
- Holiday Parade 2014 "Frozen Theme"
- Interview with the Missionary John Ngirwe
- Chat with the Chief: Rick Gramza #3
- Marshfield Area Pet Shelter Holiday Greeting Cards PSA
- Marshfield Area Pet Shelter "Raising the Woof" PSA
- Chesnutt Avenue Center for the Arts Holiday Showcase PSA
- Cooking With Ruth Ep. 43
- Cooking With Ruth Ep. 44
- Visit Rotary Winter Wonderland - PSA
- How to Run for a City-Elected Position
- Grandpa's Village Lights

- Ribbon Cutting: E Wireless
- Rotary Winter Wonderland 2014 Exhibit Lights
- Holiday Greetings
 - City of Marshfield Staff
 - Common Council
 - WDLB Radio
 - K9 Unit
 - Ed Wagner, District 5
 - Alanna Feddick, District 2
 - MACCI
 - Fire & Rescue Chief, Robert Haight III
 - Marshfield Area Pet Shelter
 - Chestnut Avenue Center for the Arts Board of Directors
 - Police Chief, Rick Gramza
 - Convention & Visitors Bureau
 - Chestnut Avenue Center for the Arts Director Adam Smrcka
 - Marshfield Curling Club
 - Marshfield Parks & Recreation Department
 - City Administrator Steve Barg
 - Carrie Lippert, MCTV Host
 - Mayor Chris Meyer
 - Governor Scott Walker
 - Public Works Director, Dan Knoeck
 - Main Street Marshfield's Angela Eloranta
 - Marshfield Community Television
 - MGTV Camera Crew

Channel 96 Meetings

- Common Council Preview
- Common Council
- Public Works
- Finance, Budget, Personnel
- City Plan Commission
- Parks, Recreation, & Forestry Committee
- Marshfield Utilities Commission
- Judiciary & License Commission
- Police & Fire Commission

John Beck

- Immanuel Lutheran Worship Service (weekly)
- Immanuel Lutheran Thanksgiving Worship Service
- Immanuel Lutheran Advent Services (weekly during Advent)
- Treasures of Tomorrow Quilt Show: Part 1
- Treasures of Tomorrow Quilt Show: Part 2
- Treasures of Tomorrow Quilt Show: Part 3
- Madrigal Singers at Immanuel Lutheran

Susan Speth

- Madison Elementary School Concert, Grades 1 & 2
- Madison Elementary School Concert, Grades 5 & 6
- Grant Elementary School Concert, Grade 3
- Grant Elementary School Concert, Grade 2

River Cities Community Access

- MSTC Board of Directors Oct 2014
- MSTC Board of Directors Nov 2014
- Wood County Board of Supervisors Meeting – Oct 2014
- Wood County Board of Supervisors Meeting – Nov 2014

Other

- LaCrosse Catholic Diocese Mass
- Music & the Spoken Word

Personnel:

Dan Kummer has been out on medical leave since March 25, 2014. Breanna Speth has performed management duties in his absence. There has been no interruption of PEG services during this time period.

Dan's son, Kevin Kummer, began work on September 1 as a liaison between MCTV staff and Dan.

Breanna Speth continues in her role as Assistant Coordinator, and she also continues in her role as "Production Manager," overseeing all stages of show development.

Brett Butler continues to oversee directing, graphics creation, and scheduling at MGTV, as well as assisting with studio shoots and on-site filming at MCTV.

Shirley Gebert is working full time as our administrative assistant/PR representative.

Other News & Updates:

Holiday Greetings

In mid-November, we invited everyone on our e-mail list to record a Holiday Greeting in our studio for viewers. We recorded a total of 23 holiday greetings. It was a great opportunity to show off the studio and celebrate the holiday season with community-oriented video. The short clips have been airing between programs since November 28.

Governor's Visit to ODC

On November 13, Governor Scott Walker visited ODC to present a Fast Forward Grant. We were the only TV media present. He even did a Christmas greeting for MCTV!

MACCI

Our ribbon cutting videos are not yet embedded on the MACCI site, so we will keep asking about this.

Holiday Parade

Our annual live broadcast of the Holiday Parade went well, with no major tech issues despite the frigid temperatures.

WCM Spring Conference & Videofest

Breanna and Brett are working on submissions to the 2015 Wisconsin Community Media Best of the Midwest Videofest. We have a lot of good programs to choose from this year!

PSA's

We have been using our green screen more than ever, for holiday greetings and public service announcements for various nonprofit organizations, including Chestnut Avenue Center for the Arts, Marshfield Area Pet Shelter, Opportunity Development Center, Hub City Jazz, and more.

Animated ID "Your Community Connection" Clips

If you've been watching the channels, you will hopefully have noticed our new animated ID's, courtesy of Jim Daniels. Jim also recorded a voiceover for the "Meet the Missionary" program we recorded. Thanks, Jim!

MGTV End-Of-Year recap

Please see the attached Excel file for details about online viewership in 2014, for totals from the year.

Correspondence/Appendix

1. Thank-You note from Shirley's House of Hope.
2. E-mail from ODC

Minutes
LIBRARY & COMMUNITY CENTER COMMITTEE
Wednesday, January 7, 2015 4:00 P.M.
Marshfield Public Library - Beebee Forum Room

Chair Doty called the meeting to order at 4:03 p.m.

Attendance: Jean Doty, Mat Bartkowiak, Kris Keogh, Gary Cummings, Kelly Cassidy, Steve Barg, and Lori Belongia

Excused: Becky Spencer and Mayor Meyer.

Others in attendance: Jean Swenson, Gail Thomalla, Joanne Ampe and Dick Pokorny

Ampe notes supportive articles in both the Hub City Times and the Marshfield News Herald under public comment.

Bartkowiak moves and Keogh seconds a motion to approval the minutes of the November 12, 2014 Library & Community Center Committee meeting.

As the fundraising updates, Thomalla noted donations and pledges in the Marshfield Area Community Foundation total \$4,343,960.

Barg reports that the Boson Company has been selected as the project's Construction Manager with the next meeting of the construction team meeting on January 14, 2015.

Barg also reported that the Common Council would be receiving a fundraising update via email.

Belongia shared that the Marshfield Public Library Foundation voted to continue supporting fundraising consultant services with the Sweeney Group for an additional six months.

Belongia reported that we received a message that the NEH grant was not awarded to our project. We are exploring additional opportunities such as a Community Investment grant with WEDC and perhaps a CDBG opportunity.

Bartkowiak moves and Keogh seconds a motion to recommend that leases for space in the Community Center recover improvement costs specific to the leasing organization (beyond basic mechanical upgrades). All ayes, motion carried.

Bartkowiak moves and Cummings seconds a motion to endorse relocation of the Parks and Recreation Department offices into the new Community Center. All ayes, motion carried.

Keogh moves and Bartkowiak seconds a motion to recommend accommodating the Marshfield Historical Museum utilizing available space in the Community Center for a nominal amount.

Bartkowiak moves and Keogh seconds a motion to approve the prioritization of features to be developed in the Community Center as funding permits as set by consensus discussion on Dec. 3, 2014:

1- Infrastructure Upgrades	\$300,000
2- Expended/Relocated Restrooms	\$135,000
3 – First Floor Sub-dividable Meeting Space (with mobile walls)	\$255,000
4 – First Floor Multi-purpose Space	\$110,000
5 – General/Public Areas	\$250,000
6- Billiards, Exercise and Craft Areas (renovation)	\$155,000
7- ADRC (space renovation)- could be recouped thru lease	\$335,000
8- Kitchen (renovation)	\$ 35,000
9- Furniture and Equipment	\$125,000
10- Museum (with only humidification & ventilation upgrades)	\$ 30,000
11- Beebee Forum Room (without room divider)	\$ 25,000
12- Outdoor Seating Area (minimal without terracing)	\$35,000

This does not include development of space for Parks and Recreation Offices.

The next agenda will include recognition methods, an official/consistent name for the hub/link/connector, and discussion of the Community Center northwest corner for Parks and Recreation Offices.

Date and time for next meeting is **Wednesday Feb. 4, 2015 at 4:00 p.m.**

Seeing no other business, Doty adjourned the meeting at 4:45 p.m.

Economic Development Board meeting January 15, 2015

Present: Dickrell, Michalski, Sennholz (arrived at 3:09), Staab, Wagner
Absent: Hendler & Meissner
Others: Angell, Barg, Earll, James-Mork, Krogman, Olson, Trussoni, Lenk,
Mazzini, Grueneberg

Michalski called the meeting to order at 3:06 p.m. in Room 108 of the City Hall Plaza.

Approve minutes – November 6th

EDB15-01 Motion by Dickrell, 2nd by Wagner to approve the November 6th meeting minutes as presented. **Motion Carried**

Conflicts of interest

No members indicated that they had a conflict of interest with anything on the agenda.

Citizen comments

Sennholz invited comments from citizens, but no one spoke at this time.

Wood County Small Business Loan Fund Update

Carla Lenk, North Central Community Action Program, Inc. gave an update on the Wood County Small Business Loan Fund. In 2013-2014, the program helped create 8 businesses and 28 jobs. She has worked with 2 people in the Marshfield area. This loan is for people who the banks have turned down. If the applicants don't have a co-signer, they must have a 3 year business plan.

Economic development reports

- General updates
 - Olson reported that the Blodgett Haus renovations are complete and they are moving in today. There were over 500 people at the open house.
 - Olson attended the MADC conference. She is looking into have a "Fam Tour" to bring in site selectors to become familiar with and critique our community.
- Hospitality Study
 - Angell will e-mail the draft study this week. This will be discussed at the next meeting.
- Downtown master plan
 - Angell reported the Downtown Master Plan will be presented to the Plan Commission on January 20th for initial discussion. The Public Hearing will be on February 17th. The plan will be presented to the Common Council on February 24th or March 10th.
- 200 block redevelopment
 - Angell stated there was no update at this time. This is addressed in the Downtown Master Plan.
- Property Maintenance Standards
 - Angell stated that Sam Schroeder is working on developing guidelines for this that will be presented at the February meeting.

Update on housing programs and projects

- Rental Rating Program
 - James-Mork reported she is working on developing a proposal. She will be meeting with Angell and Barg to discuss the proposal and will present to committee after that meeting.

- Home Improvement Program
 - Angell updated the committee on a program from Coon Rapids, MN he had discussed at the last meeting. He spoke to the Building Inspectors and in the last 5 years about 12 permits were issued that would be eligible for the program. He does not feel it would work in Marshfield.

 - Angell reported that he and Staab had met with Ron Sturomski and Aaron Scheuer from the ACE Academy regarding partnering with the City to build homes. The City would donate the lots and the ACE Academy would build the home. The first meeting went well; the problem will be having students available to do the work. They are meeting in February to identify the next steps.

- City Subdivision
 - Angell has made presentations to the Wood County, Marshfield Utilities and Wastewater staff. Future discussions are planned with each of those bodies.

ED15-02 Motion by Dickrell, 2nd by Michalski to adjourn to closed session under Wisconsin Statutes Chapter 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The purpose of the closed session is to consider a possible development agreement for property located in TID #4. Roll Call vote, all ayes (time 3:56 p.m.) **Motion carried**

Presented in closed session: Angell, Wagner, Trussoni, James-Mork, Olson, Barg, Earll, Dickrell, Staab, Michalski, Sennholz, Krogman

ED15-03 Motion by Wagner, 2nd by Staab to go into open session. Roll call vote, all ayes (Time 4:06 p.m.) **Motion carried**

There was no action on matters discussed in closed session.

Next meeting date will be February 12th at 3:00 p.m.

Motion by Staab, 2nd by Michalski to adjourn at 4:12 p.m. **Motion carried**

Respectfully submitted,
Amy Krogman, Administrative Assistant III

HISTORIC PRESERVATION COMMITTEE MINUTES
OF FEBRUARY 2, 2015 MEETING

Meeting called to order by Secretary Miller at 4:05 P.M. in Conference Room 108 of City Hall Plaza.

PRESENT: Alderperson Gary Cummings; Ken Bargender; Vickie Schnitzler; Kris Keogh; Bill Penker; and, Keith Meacham (arrived at 4:10 P.M.).

ABSENT: Ken Wood.

ALSO

PRESENT: Matt McLean, Director of the Convention and Visitors Bureau; and, Josh Miller, City Planner.

Miller asked for any nominations for acting Chair. Cummings nominated as acting Chair. No further nominations. Cummings took over as acting Chair.

Approval of the Minutes of January 5, 2015 Meeting.

HP15-03 Motion by Keogh second by Cummings to approve the minutes of the January 5, 2015 meeting.

Motion Carried.

Citizen Comments.

Penker shared some fliers from his wife that she picked up at a wayside near Menomonie, WI. St. John's finished their alter restoration.

Matt McLean shared the Convention and Visitors Bureau annual brochure.

Vice-Chair Keith Meacham arrived at 4:10 P.M. and chaired the remainder of the meeting.

Update Regarding the Historic Tourism Plaques.

Matt explained that the Chestnut Avenue Center for the Arts has approved the language for the plaque and it has been ordered. The language for the plaque is as follows:

Chestnut Avenue
Center for the Arts

Established in 2003 to encourage
a variety of artistic expression

Built in 1924 and designed
by Architect A.A. Honeywell

Neo-Gothic Revival Style

Marshfield Convention & Visitors Bureau

The tentative location for the plaque will be near the main front entrance on 3rd Street, attached to the brick. Once the plaque is made, the Chestnut Avenue Center for the Arts will confirm the location.

Restoration Project Update –Soo Line Steam Engine No. 2442.

Meacham provided an update on the restoration project. Members mentioned they like to see the restoration project done by May 1st.

Update on Downtown Master Plan.

Miller shared that a draft of the Downtown Master Plan will be available by mid-week and a link will be sent out to everyone for their review. A public hearing is scheduled before the Plan Commission on February 17th. The strategies and implementation tasks that pertain to historic preservation were discussed.

The plan includes recommendations to have residential uses downtown – owner occupied and apartments.

Penker mentioned there should be information in the last housing study and the University study regarding vacancy information.

Staff will be presenting information regarding the 2nd Street reconstruction project to the Board of Public Works at the meeting later this evening.

Discuss Topics and Set Date and Location for Annual Workshop Meeting.

Miller asked if the Committee wants to have an annual workshop meeting or if they want to address changes to the Historic Preservation Plan and Downtown Master Plan during the monthly meetings. The training room at the Fire Station is available for both March 7th and March 14th (both are Saturdays). Please check your personal calendars in March to see what dates you would be available for an annual workshop meeting if the Committee decides to have one. Due to prior commitments, staff would be unavailable on the March 14th.

Penker made a suggestion that if we want to meet on March 7th, we should develop an entirely new plan based on the ordinance. Probably take a look at four items and have each member bring items to the meeting for discussion. Do we need separate goals or should we have topics and list tasks to achieve? We can also look at the Downtown Master Plan and see how we can help accomplish each goal.

Schnitzler wanted to get more direction regarding what each member should bring.

Matt McLean stated that you should define your own niche or theme and tie everything into that.

Penker asking who or what is Marshfield? Do we need a brand? If looking at historic tourism, maybe the Committee could get information to Matt and Angie Eloranta.

Bargender said we should set some goals for 2015 and 2016.

Penker asked Josh to get the Committee copies of the ordinance in the zoning code. We will plan to meet on the March 7th and go over the ordinance at the March meeting.

Discuss the Preservation of Modern Architecture.

Kris Keogh talked about the opportunities there might be to preserve good examples of modern architecture (2nd Street façade of the Library and the original three buildings at the UW-Marshfield campus). Her concern is that there are good examples in Marshfield that should be preserved and that they are being threatened. The Committee could have some participation with how the other facades of the library are addressed in the remodeling project. The proposed STEM building would be built in front of the original three buildings, hiding the facades. The Committee will discuss this item again at a later date.

Staff Updates.

- Volunteers are needed for the Cultural Fair on Saturday, February 28th from 10:00 am – 4:00 pm. We will also need someone that could be there a bit early to help set up.
- Discussion about March meeting at the Wildwood Pavilion to see the restoration work on the 2442, but we will hold off until the work can be completed. The Pavilion availability for the next few Historic Preservation Committee meetings is as follows: March 2nd is open; April 6th and 13th are not available; May 4 is open. There would be no cost as it would be for a meeting for a City committee.

Set Meeting Date and Future Agenda Items.

The next regular Historic Preservation Committee meeting will be held on Monday March 2, 2015. The agenda of the next regularly scheduled meeting should include approval of the Monday, February 2, 2015 meeting minutes, and topics for the annual workshop meeting on March 7th.

Adjourn.

Motion by Penker, second by Keogh to adjourn meeting at 5:19 P.M.

Motion Carried

Respectfully submitted,



Josh Miller
City Planner

BOARD OF PUBLIC WORKS MINUTES
OF FEBRUARY 2, 2015

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

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

EXCUSED: Mike Feirer

ALSO PRESENT: Mayor Meyer; Alderman Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Civil Engineer Mauritz; Street Superintendent Winch; City Planner Miller; Parks & Recreation Director Englehart; Building Services Supervisor Pokorny; Wastewater Superintendent Warp; the media; and others.

PW15-12 Motion by Buttke, second by Wagner to recommend approval of the minutes of the January 19, 2015 Board of Public Works meeting.

Motion Carried

Citizen Comments - None

PW15-13 Motion by Jockheck, second by Buttke to recommend approval of the bid submitted by Shaw Painting of Marshfield, WI for Project BS-K-3956 City Hall Plaza Stairway Repair and Paint at a cost not to exceed \$16,500 and authorize execution of a contract.

Motion Carried

City Planner Miller presented information for the consideration of a Green Street Corridor for 2nd Street from Cedar Avenue to S.J. Miller Park. Buttke questioned the real benefit of this concept. Wagner stated that with all of the improvements downtown, we have still failed at bringing a critical mass of people downtown. Green space allows you to create reasons for people to be downtown. He is in favor of the pedestrian corridor. Buttke agrees with Wagner's comments but asked if it will really bring people downtown or does retail need to be there first. Mayor Meyer stated that it is the same old chicken and egg question. He is encouraging the Board of Public Works to be bold. He can't guarantee business will come but this certainly changes the way we have thought about downtown in the past. Buttke would like to see something move forward but he still has questions. Jockheck thinks this will work well to tie the library project to the downtown, which has been a goal of his. He would like to see this move forward. He asked if we have looked at traffic impacts yet. Buttke asked how we get the logging trucks off of Central Avenue – he feels this is a priority. Cummings stated that parking for businesses would be lost along 2nd Street. Wagner asked what the next step would be. Miller responded that public outreach, business contact, understanding the impacts will be important steps.

PW15-14 Motion by Wagner, second by Buttke to recommend proceeding with the plans for Maple Avenue reconstruction leaving Second Street out of the project, and to direct staff to begin looking at the options and developing cost estimates for a Green Street Corridor for 2nd Street.

Motion Carried

PW15-15 Motion by Buttke, second by Jockheck to recommend approval for the City of Marshfield to join the League of Wisconsin Municipalities Local Government Stormwater Group.

Motion Carried

PW15-16 Motion by Jockheck, second by Wagner to recommend approval of Public Works Department Budget Carryovers as presented and refer to the Common Council for consideration:

- Building Services – Nuisance Properties - \$2,250 - #101.5241023.230000.52900
- Engineering Division – Sidewalk Repair - \$10,000 - #101.5343231.312020.52400

Motion Carried

City Engineer Turchi presented a video demonstration of Sanitary Sewer Lateral Televising.

Parks & Recreation Director Englehart presented an update of the Wildwood/McMillan Connector Trail Project.

PW15-17 Motion by Jockheck, second by Buttke to adjourn to closed session at 6:23 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

Roll call vote, all ‘Ayes’ Motion Carried

Present in Closed Session: Mayor Meyer, Aldermen Wagner, Buttke, Jockheck, Cummings, & Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Parks & Recreation Director Englehart.

PW15-18 Motion by Jockheck, second by Buttke to reconvene in open session at 6:58 PM.

Roll call vote, all ‘Ayes’ Motion Carried

PW15-19 Motion Wagner, second by Buttke to recommend approval of an amended lease agreement with Wood County for space in City Hall Plaza and authorize staff to execute the lease.

Motion Carried

Recommended items for future agendas:

- Alderman Buttke requested a sewer main lining video be presented at a future meeting.
- Knoeck mentioned that he has been in contact with the railroad regarding the Central Avenue crossing and that he will have an update for the Board at a future meeting.

Motion by Jockheck, second by Wagner that the meeting be adjourned at 7:02 PM.

Motion Carried

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF FEBRUARY 3, 2015

Meeting called to order by Chairperson Wagner at 4:36 p.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Alderpersons Ed Wagner, Alanna Feddick and Gordon Earll

ABSENT: None

ALSO PRESENT: Police Chief Gramza and City Clerk Hall

JLC15-006 Motion by Feddick, second by Earll to approve the minutes of the January 6, 2015 meeting.

Motion carried

CITIZEN COMMENTS

None

JLC15-007 Motion by Earll, second by Feddick to approve by unanimous consent the following:

- a) Ten (10) Beverage Operator Licenses for the 2013-2015 license year to: Lindsey Brown, Isaac Cline, Brady Drummond, Jaime Drummond, Kari Fischer, Rorey Genett, Jing Nung Lin, Dallas Oates, Nicole Seehafer and Chin Wei Tsai
- b) Temporary “Class B” Retailer’s License (Picnic) to Columbus Catholic Schools for April 24, 2015.

Motion carried

Chairperson Wagner said that on Monday, February 2, 2015 at 10:59 a.m. the City Clerk received an email from Scott Kurzynski stating that he was surrendering his “Class B” Combination Liquor License for 111 E. 2nd Street.

He asked Police Chief Gramza since he was the one that signed the complaint if he wanted to carry on with the complaint or withdraw it under these circumstances?

Police Chief Gramza responded that based on these circumstances he has no issue withdrawing the complaint.

JLC15-008 Motion by Feddick, second by Earll to accept the surrender of the “Class B” Combination Liquor License of Elixir Nite Club, LLC; Agent – Scott Kurzynski; 111 E. 2nd Street.

Motion carried

JLC15-009 Motion by Earll, second by Feddick to grant a Beverage Operator License to Cody Duranceau with 25 demerit points assessed for failure to list his violations.

Motion carried

JLC15-010 Motion by Earll, second by Feddick to grant a Beverage Operator License to Brett Weiland with 25 demerit points assessed for failure to list her violations.

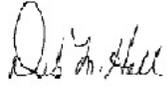
Motion carried

Future Agenda Items

None

Motion by Feddick, second by Earll to adjourn at 4:45 p.m.

Motion carried

A handwritten signature in cursive script that reads "Deb M. Hall".

Deb M. Hall
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF FEBRUARY 3, 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, Rebecca Spiros, Peter Hendler and Char Smith

ABSENT: None

ALSO PRESENT: Alderperson Wagner, City Administrator Barg and City Personnel (Keith Strey, Lara Baehr, Joan Spencer, Brenda Hanson and Deb Hall)

Citizen Comments

None

FBP15-013 Motion by Smith, second by Spiros to approve the items on the consent agenda:

1. Minutes of the January 20, 2015 meeting
2. Payroll in the amount of \$833,048.87 and the Bills in the amount of \$779,373.94
3. Monthly Position Control Report of January 31, 2015

Motion carried

No items were removed from the consent agenda.

FBP15-014 Motion by Hendler, second by Spiros to approve writing off the 2014 Real Estate taxes for Center City Church in the amount of \$4,528.19 and direct the Clerk to file the paperwork for rescinded tax.

Motion carried

FBP15-015 Motion by Earll, second by Spiros to approve Revised Policy 3.145, Hiring, Promotions, Transfers and Temporary Assignments.

Motion carried

FBP15-016 Motion by Earll, second by Hendler to authorize staff to sign the requested engagement letter for services with bond counsel (Quarles & Brady), in an amount not to exceed \$2,500, and to continue working with Wood County and others in order to move this project (TID #5 Incentive Fund) forward.

Motion carried

Discussion was held on which committee should be assigned to handle lease agreements at City Hall.

Alderperson Smith indicated that she failed to find any reference in the Municipal Code who is responsible for Leases but feels that it should be part of the code. Leases represent revenue that offsets expenses and expenses and revenues are budgets. Therefore the Finance, Budget and Personnel Committee should handle leases.

FBP15-017 Motion by Smith, second by Hendler that the Finance, Budget and Personnel Committee will supervise all leases of City facilities between the City and other parties. Nay - Earll

Motion carried

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

- A Strategic Planning Session will be held on Tuesday, February 10, 2015 at 5:30 p.m. in Room 108. Council members were asked to send the Administrator information on what they feel are the top issues facing the City in the next 5 years.
- He is still working on putting together a committee that will look at some of the other recommendations made by the consultant. He is hoping to have a group pulled together in the next couple of weeks.

FUTURE AGENDA ITEMS

None

Motion by Smith to adjourn at 6:04 p.m.



Deb M. Hall
City Clerk

January 20, 2015

Kathy Heintz-Dzikowich
1200 West Fifth Street
Marshfield, WI 54449
(715) 305-4410

City Utility Commission
ATTN: Mayor Chris Meyer
630 S. Central Ave.
Ste. 721
Marshfield, WI 54449

Dear Chris Meyer:

I am contacting you in regards to the (volunteer) Utility Commission position which was recently posted in the Marshfield Hub City Times; and my expressed interest to learn more about the duties and responsibilities of this role.

My professional background has been primarily in the field of human resources & management; utilizing excellent organizational and interpersonal communication skills to develop a collaborative working environment.

Please do not hesitate to contact me to further discuss my expressed interest in this volunteer role. The enclosed resume will give you, in greater detail, my past professional accomplishments. I may be contacted at the above address or by phone (715) 305.4410. I look forward hearing from you in the near future.

Sincerely,


Kathy Heintz-Dzikowich

KATHY HEINTZ-DZIKOWICH

CURRENT MAILING ADDRESS

1200 W. 5th Street
Marshfield, WI 54449
(715) 305-4410
quintdzik@charter.net

Society of Human Resource Management Certified - Professional Human Resources (PHR) - May 2002 – 2008

Summary of Experience Progressive career as a Senior Human Resource professional. Extensive experience in: management, employee and labor relations, strategic planning and development, compensation analysis, benefit administration, retirement & fiduciary requirements, fiscal and budgetary accountability, recruiting, legal compliance, employment contracts, development of policies and procedures, community relations, and customer service.

EMPLOYMENT HISTORY:

Marshfield Clinic (January 2008 – current), Marshfield, Wisconsin

A private Health Care Provider

EXPERIENCE:

CENTER RESEARCH ADMINISTRATOR (Promotion January 2012)

Marshfield, Wisconsin 54449

- Manage the professional team of the National Farm Medicine Center (NFMC). Work collaboratively with:
 - Research Scientists (4)
 - Research Specialists (3)
 - Communications team members (3)
 - Community Outreach team (1 – 4)
 - Administrative support personnel (2)
- Maintain Center budgets for all grants and research programs
- Facilitate organizational development: compliance training, career development and performance management
- Resolve all department employee relations issues proactively
- Recruit for research (staff) team
- Manage payroll and time and effort documentation for grant activities

CONTRACT ANALYST (January 2008 – January 2012)

Marshfield, Wisconsin 54449

- Managed the Legal Agreements for the Marshfield Clinic's Information Technologies Dept.
 - Review and translated Legal and business contract terms
 - Worked with IT Staff to ensure accuracy in Legal contracts
 - Managed Vendor Relationships

A & B Process Systems (January 2006 – October 2007) Stratford, Wisconsin

A privately held stainless steel manufacturer of custom designed engineered process flow systems.

EXPERIENCE:

DIRECTOR OF HUMAN RESOURCES

Stratford, Wisconsin 54484

- Managed the Professional Teams of :
 - Human Resources (Employment Coordination, Benefits & Payroll) (2 Associates)
 - Safety (3 Associates)
 - Training (2 Associates)
 - Corporate Services (1 Associate)
- Prepared financial budgeting for Professional Staff/Teams and employee programs
- Developed and implemented recruiting and staffing plans to support business needs and affirmative action plans

- Facilitated organizational development activities to include training, career development and performance management
- Maintained organizational legal compliance (ERISA, COBRA, ADA, OSHA, FMLA, etc.)
- Implemented compensation plans, administration and performance appraisals
- Accountable for all benefit administration, communication and education
 - Health, Dental and 401(k) Plan Administrator
 - Benefit Plan Design
 - HIPAA Privacy Officer
- Facilitated the “School to Work” (Youth Apprenticeship) Program - received State wide recognition from the Governor’s office.
- Developed, counseled and advised management regarding policies & procedures.
- Employee relations issues resolved proactively
- Responsible for the implementation & maintenance of HRIS system

Marshfield DoorSystems, Inc. (November 2000 – November 2005) Marshfield, Wisconsin

A privately held manufacturer of architectural doors and door components.

EXPERIENCE:

DIRECTOR OF HUMAN RESOURCES (Promotion April, 2005)

Marshfield, WI 54449 April 2005 – November 2005

- Managed and implemented the strategic development for the professional teams of :
 - Human Resources (6 Associates)
 - Environmental, Health & Safety (3 Associates)
 - Corporate Services (1 Associate)
- Facilitated all union negotiations, grievance committee meetings, arbitration hearings, etc.
- Prepared financial budgeting for professional staff/teams and employee programs (e.g. \$6 million dollar self insured health & dental plan, departmental budgets, etc.)
- Successfully implemented a corporate 401(k) plan
 - Experience with an IRS correction and migration to a new retirement plan provider. Maintained new plan to IRS standards and requirements.
- Plan Administrator and Fiduciary for all Corporate Benefit offerings.
 - Facilitated benefit plan design and Summary Plan Descriptions to remain in compliance with ERISA, etc.
 - HIPAA Privacy Officer
 - Maintained Legal Compliance (ERISA, COBRA, ADA, OSHA, FMLA, NLRA, etc.) for:
 - Benefits (e.g. Health, Dental, Life, 401(k), Cafeteria Plan, etc.)
 - Safety (Workers Compensation, OSHA, etc.)
 - Employee relations issues (Labor/Negotiations)
 - Reorganization and Planning, Training
 - Created Policies and Procedures

HUMAN RESOURCES MANAGER (Promotion November 2002)

Marshfield, WI 54449 November 2002 – April 2005

- Managed a Professional Human Resources Team (Benefits, Recruitment, Employee Relations, Administration and Training)
- Conducted annual Human Resource/Organizational Planning
- Managed Legal Compliance for:
 - Benefits (e.g. Health, Dental, Life, 401(k), etc.)
 - Employee Relations Issues
 - Companywide Policies and procedures
 - EEO and Affirmative Action Plans (AAP)
 - Immigration visa compliance (H-1B Visa)
- Facilitated benefit plan design and Summary Plan Descriptions (SPD’s) changes

EMPLOYEE RELATIONS MANAGER/HUMAN RESOURCES GENERALIST

Marshfield, WI 54449 November 2000 – November 2002

- Maintained Company wide EEO and Affirmative Action Plans (AAP)
- Assisted in OFCCP Affirmative Action audit
- Primary recruiter for all entry level and management positions
- Employee Relations (Coaching and Implementation)
- Managed “Performance Management” programs for all exempt and non-exempt personnel
- Proactive Disciplinary Action (Training, Coaching and Implementation)
- Conducted New Employee Orientation(s)
- Conduct wage and salary surveys
- Compensation analysis
- Workers Compensation administrator
- Conducted Business Ethics Investigations (i.e. Sexual Harassment)
- Administered Salary Action Planning/Annual Reviews
- Administered Internship program
- Participated in Union negotiations, grievance committee meetings, arbitration hearings
- Organized internal activities to support community needs
- Primary administrator of Benefit Summary Plan Descriptions (SPD’s)
- Provided training for members of management
- Participated in Team formation training and development
- Developed company wide policy and interpretation

WEYERHAEUSER COMPANY. (July 1998 – November 2000)

Marshfield, Wisconsin

A publicly held manufacturer of architectural doors and door components.

EMPLOYEE RELATIONS MANAGER/HUMAN RESOURCES GENERALIST

Marshfield, WI 54449 July 1998 – November 2000

- Maintained Company wide EEO and Affirmative Action Plans (AAP)
- Assisted in OFCCP Affirmative Action Audit
- Primary recruiter for all entry level and management positions
- Employee Relations (Coaching and Implementation)
- Managed “Performance Management” programs for all exempt and non-exempt personnel
- Proactive Disciplinary Action (Training, Coaching and Implementation)
- Conducted new employee orientation(s)
- Conducted wage and salary surveys
- Workers Compensation administrator
- Administered Salary Action Planning/Annual Reviews
- Administered Internship program
- Participated in Union negotiations, grievance committee meetings, arbitration hearings
- Organized internal activities to support community needs
- Primary administrator of Benefit Summary Plan Descriptions (SPD’s)
- Provided Training for members of Management

TARGET (November 1997 – July 1998)

Marshfield, Wisconsin

National Retailer

HUMAN RESOURCES MANAGER

Marshfield, WI 54449 November 1997 – July 1998

- Supervised seven administrative assistants
- Primary recruiter for all staffing needs
- Employee relations (Coaching and Corrective Action)
- Provided and maintained Training requirements for all Target team members
- Maintained store wide Length of Service Award Programs
- Maintained store Federal & State EEO policies
- Processed all Team member reviews (probationary and Annual)

- Coordination/process LOA's, Unemployment Compensation, Retirement program
- Conducted new employee Orientation(s)
- Communicated and facilitated all employee benefits

AUTO GLASS SPECIALISTS, INC (CORPORATE OFFICE) (May 1994 – September 1997)

Madison, Wisconsin

Automotive Retail & Repair

EMPLOYMENT COORDINATOR/HUMAN RESOURCES GENERALIST

Madison, WI 53713 May 1994 - September 1997

- Maintained Company wide EEO and Affirmative Action Plans
- Primary recruiter for all entry level and management positions
- Employee Relations (Coaching and Implementation)
- Proactive disciplinary action (Coaching and Implementation)
- Monitored and maintained all Unemployment Compensation claims and settlements for servicing states: Minnesota, Wisconsin, Michigan, Iowa and Illinois.
- Maintained all companywide DOT and Non DOT required post offer/pre-employment drug collection and physical results
- Composed and implemented training for companywide: ADA, Ethics, Diversity, Workplace Violence, Interviewing, Policies and Procedures, etc.
- Maintained companywide job descriptions that met or exceeded ADA and ISO-9000 requirements.
- Implemented 3rd Party Employee Assistance Program
- Composed Weekly Job Postings
- Conducted New Employee Orientation(s)
- Assisted in the coordination of employee benefits
- Represented AGS at community Job Fair(s)
- General orientation of employee benefits to new employees
- Maintained Length of Service Award programs
- Maintained Company wide Federal & State Employment Posters (57 - service centers, 3 - Warehouse divisions & Corporate Headquarters)

PHYSICIANS PLUS MEDICAL GROUP (May 1992 – May 1994)

Madison, Wisconsin

Medical Group

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

Madison, Wisconsin 53703, May 1992 - May 1994

- Composed weekly job postings
- Processed Applications through HRIS system (to resolution)
- Set up Interviews with potential candidates
- Followed through with Disciplinary Action
- Verifications of Employment
- Initial Applicant Contact
- Employee Relations
- Prepared outgoing correspondence to nonqualified candidates through HRIS system

DIVERSE INDUSTRY EXPERIENCE:

Automotive Repair and Services, Health Care, Manufacturing and Retail

EDUCATION:

University of Wisconsin - Stevens Point (UWSP)

Bachelor of Science - Organizational Communications (Human Resource Management)

Emphasis - Human Development

COMPUTER

EXPERIENCE:

Microsoft: Word, Excel, PowerPoint, HRIS: PeopleSoft, ADP HRIS, Various other company developed programs (easily adaptable)



City of Marshfield Memorandum

MEMO

DATE: February 6, 2015
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Library & Community Center

Background

As you know, private fundraising for the Library & Community Center has exceeded the \$4 million goal, and efforts are underway to put in place the details for groundbreaking. Construction on this \$7 million project (with \$3 million in city funds) is expected to start in late summer/early fall. However, as you are aware, this is only Phase 1, and the capital campaign continues to raise the additional \$2 million required for Phase 2 of this project, full renovation of the existing library for a new community center. At Tuesday's meeting, staff will give an update on the progress of both Phase 1 and Phase 2 parts of this project.

Phase 2 questions

After our initial presentation, staff will highlight a few issues/opportunities that should be considered as we look ahead to the community center portion of this project. Some space will be set aside for seniors, but this leaves substantial area for other potential uses. Staff will suggest potential guidelines for leasing space in this facility, discuss possible tenants that have been identified, and seek some Council discussion. Our intent would then be to put these issues on a future Council agenda, perhaps as early as February 24th, looking for your direction on leasing space in the community center, including guidelines/parameters. Also at that time, we would bring forth a resolution confirming the Council's support for Phase 2, similar to a resolution that Council approved in 2012 (later amended in 2014) in support of Phase 1.

Recommendation

Staff recommends that, after hearing Tuesday night's project update and presentation, the Mayor and Council raise any initial questions/concerns and have a preliminary discussion on details regarding Phase 2 of the Library & Community Center project.