



CITY OF MARSHFIELD
MEETING NOTICE

AGENDA
CAPITAL IMPROVEMENT PROGRAM ADMINISTRATIVE COMMITTEE

Thursday, March 17, 2016
7:00 AM

Common Council Chambers, Lower Level, City Hall Plaza

1. Call to Order – Chris Meyer, Mayor
2. Approval of minutes – March 1, 2016
March 2, 2016
3. Prioritization of 2017 - 2021 projects requests (as time permits)
4. Recommend approval of the 2017-2021 CIP to the Board of Public Works, Plan Commission, and Common Council (if appropriate)
5. Announce date/time of next meeting – Tuesday, March 29th at 7:00 a.m.
6. Adjournment

NOTE: The Committee will work through the agenda until completion, but will not work past 10:00 a.m. Members who cannot attend are asked to call the City Administrator's Office at 387-6597.

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 Amy Krogman, Administrative Assistant III, at 630 S. Central Avenue, or by calling (715) 387-6597.

CAPITAL IMPROVEMENT PROGRAM ADMINISTRATIVE COMMITTEE
Minutes of March 1, 2016

Members Present: Andy Keogh, Tom Buttke, Gordy Earll, Mike Feirer, Ken Wood

Member Absent: Ed Wagner

Others present: Jeff Gaier, Steve Barg, Keith Strey, Rick Gramza, Tom Turchi, Dan Knoeck, Amy Krogman, Mike Winch, Jason Angell, Bob Trussoni, Brian Panzer, Dick Pokorny, Rick Gramza, Roxie Wetterau, Michelle Boernke, Justin Casperson; Bob Haight; Keith Montgomery

Meeting called to order by Steve Barg at 8:00 a.m.

Steve Barg reviewed the goals and objectives of the CIP process as stated in policy #4.330. Historically the goals and objectives for the program have been to keep the tax levy and related tax rate stable. He also went over the committee's priority rating which is outlined in Section VII of the CIP policy.

Keith Strey gave an overview of the state budget and the City of Marshfield's debt levels and financial status. The city finances the CIP using the following funding sources:

- Tax Levy
- Fund Balance Applied (our savings account)
- Long Term Borrowing
- User Fees
- Room Tax

Keith presented options for goals for the committee to consider at a future meeting.

Operating Funds:

Option #1

Budget Year	Oper. Fund (OF) Commitment	Request	Request Variance Over/Under
2017	\$120,000	\$450,000	\$330,000
2018	140,000	532,000	392,000
2019	160,000	297,000	137,000
2020	180,000	311,000	131,000
2021	200,000	559,000	<u>359,000</u>
			\$1,349,000

Option #2

Budget Year	Oper. Fund (OF) Commitment	Request	Request Variance Over/ <u>Under</u>
2017	\$120,000	\$450,000	\$330,000
2018	120,000	532,000	412,000
2019	120,000	297,000	177,000
2020	120,000	311,000	191,000
2021	120,000	559,000	<u>439,000</u>
			\$1,549,000

Borrowed Funds – Recurring Projects:

Option #1

Budget Year	Recurring Project Debt Commitment	Request	Request Variance Over/ <u>Under</u>
2017	\$2,700,000	\$3,172,000	\$472,000
2018	2,800,000	3,003,000	203,000
2019	2,900,000	3,057,000	157,000
2020	3,000,000	4,136,000	1,136,000
2021	3,000,000	6,110,000	<u>3,110,000</u>
			\$5,078,000

Option #2

Budget Year	Recurring Project Debt Commitment	Request	Request Variance Over/ <u>Under</u>
2017	\$2,600,000	\$3,172,000	\$572,000
2018	2,600,000	3,003,000	403,000
2019	2,800,000	3,057,000	257,000
2020	2,800,000	4,136,000	1,336,000
20201	3,000,000	6,110,000	<u>3,110,000</u>
			\$5,678,000

Brain Panzer presented the following projects:

UW-K-7336, 2017 Projects; UW-K-7337, 2018 Projects; UW-K-7338, 2019 Project; UW-K-7339, 2020 Projects; UW-K-7340, 2021 Projects

Keith Montgomery presented the following project:

UW-K-7325, Remodel/Renovate Science Areas (STEM)

Jeff Gaier presented the following projects:

AI-N-3812, Replace MALSRs; AI-N-3816, Reconstruction of Pavement; AI-N-3821, Construct Hangar Area Including Taxiway; AI-N-3823, Construct Parallel Taxiway to RWY 26/34; AI-N-3825, Runway 16/34 Extend and Partial Parallel Taxiway; AI-N-3826, Construct South Hangar Area including Taxiways

Rick Gramza presented the following projects:

EM-N-5509, Hwy 13/Spencer EM warning Siren Replacement; PD-K-5705, Garage Expansion; PD-K-5706, Roof Replacement; PD-K-5707, Automation Controls; FD-K-5711, Emergency Generator Replacement

Justin Casperson presented the following projects:

FG-K-5600, Fairgrounds - Round Barn Improvements; PR-K-2867, Oak Avenue Community Center Gym Floor; PR-L-1647, Wildwood-McMillan Connector Trail; PR-L-2804, Playground Improvement Program; PR-L-2808, Softball Facilities; PR-L-2811, Hefko Pool; PR-L-2818, Zoo Pond & Stream, PR-L-2821, Columbia Park Bandshell; PR-L-2827, Braem Park Parking Lot; PR-L-2843, Parks Maintenance Building; PR-L-2845, Adler Road Trail; PR-L-2847, Zoo Welcome Center and Cougar Exhibit; PR-L-2849, UW Arboretum Trail; PR-L-2852, East 4th Street Trail; PR-L-2853, Galvin Avenue Trail; PR-L-2854 Parks Asphalt Maintenance Program; PR-L-2855, Park Forestry Improvement Program; PR-L-2857, Braem Park Tennis Courts; PR-L-2860, Parks ADA Improvement Program, PR-L-2863, Park Master Plans

Jason Angell presented the following projects:

DS-N-2866, Downtown Community Square

Dan Knoeck presented the following projects:

FM-K-3968, Forward Financial Building - Purchase and Remodel; FM-K-3969, Community Center Remodel

Dick Pokorny presented the following projects:

FM-K-3913, City Hall Plaza - Carpet Replacement; FM-K-3924, City Hall Plaza - Electrical Upgrade; FM-K-3927, City Hall Plaza Access Control System; FM-K-3942, City Hall Asbestos Removal; FM-K-3950, City Hall Plaza Penthouse Electrical Upgrade; FM-K-3955, City Hall Plaza 1st Floor East Roof Project; FM-K-3958, City Hall Plaza Basement Air Handler Replacement; FM-K-3962, City Hall Plaza Brick Waterproofing; FM-K-3963, City Hall Plaza Parking Lot Slurry Seal; FM-K-3964, City Hall Plaza Boiler Replacement

Dan Knoeck presented the following projects:

SW-G-6772, STH 13/Popp Avenue Area Storm Sewer; SW-G-6773, North Hills Storm Sewer; SW-G-6775, McMillan Street at Galvin Ave - Culvert Extension; SW-G-6776, Laemie Ave - 21st to 1,200 ft North - Storm Sewer

The schedule of meeting dates is as follows:

Tuesday March 1st - 8:00 a.m.
Wednesday March 2nd - 8:00 a.m.
Thursday March 17th - 7:00 a.m.
Tuesday March 29th - 7:00 a.m.
Thursday March 31st - 7:00 a.m.

Committee/Council review

- Board of Public Works - Monday, April 18th
- Plan Commission - Tuesday, April 19th
- Common Council - Tuesday, April 26th
- Common Council - Tuesday, May 10th (adoption)

Motion by Earll, second by Wood to adjourn the meeting at 9:55 a.m.

Motion carried

Respectfully submitted,

Amy Krogman
Administrative Assistant III

CAPITAL IMPROVEMENT PROGRAM ADMINISTRATIVE COMMITTEE
Minutes of March 2, 2016

Members Present: Andy Keogh, Tom Buttke, Gordy Earll, Mike Feirer, Ken Wood, Ed Wagner

Member Absent: None

Others present: Steve Barg, Keith Strey, Amy Krogman, Brian Panzer, Michelle Boernke, Bob Trussoni, Dan Knoeck, Tom Turchi, Justin Casperson, Sam Warp, Mike Winch, and Rick Gramza

Meeting called to order by Steve Barg at 8:00 a.m.

Strey gave an overview of the estimated 5 year debt summary which includes the CIP requests, Fire equipment, and Marshfield Utilities debt and what this means to the City.

CIP16-01 Motion by Keogh, second by Buttke to approve Option #1 for operating funds as follows:

Budget Year	Oper. Fund (OF) Commitment
2017	\$120,000
2018	140,000
2019	160,000
2020	180,000
2021	200,000

Motion carried

CIP16-02 Motion by Buttke, second by Feirer to approve Option #1 for borrowed funds as follows:

Budget Year	Recurring Project Debt Commitment
2017	\$2,700,000
2018	2,800,000
2019	2,900,000
2020	3,000,000
2021	3,000,000

Wagner voted naye.

Motion carried

CIP16-03 Motion by Wagner, second by Earll to direct staff to develop a scenario for a referendum levying 1 MIL for to be used to reduce debt and complete street projects for 5 years.

Motion carried

Staff was asked to bring this information to the March 17th meeting

Dan Knoeck presented on the following projects:

EN-A-2251, Central Ave - Arnold to Harrison - Pavement Rehab; EN-B-1916, Lincoln Ave - 5th to Adler - Reconstruction; EN-B-2074, E. 29th - Washington Hume - Reconstruction; EN-B-2195, E. 29th - Hume to Veterans Parkway - Reconstruction; EN-C-1837, West 5th Street - Chestnut to Oak - Reconstruction; EN-D-1851, Arnold Street - Peach to Elm - Reconstruction; EN-D-2067, E. 17th Street - Maple to Peach - Reconstruction; EN-D-2108, Alley Reconstruction - Central/Maple - 5th to 6th; EN-D-2114, Grant St - Central to Chestnut - Street Reconstruction; EN-D-2133, 9th - Central to Chestnut & Chestnut - Reconstruction; EN-D-2140, Asphalt Street Surfacing & Mill-in-Place - 2017; EN-D-2175, Broadway Ave - Blodgett to North - Reconstruction; EN-D-2192, Asphalt Street Surface & Mill-in-Place - 2019; EN-D-2202, Asphalt Street Surfacing & Mill-in-Place - 2018; EN-D-2216, Asphalt Street Surface & Mill-in-Place - 2020; EN-D-2239, Asphalt Street Surface & Mill-in-Place 2021; EN-D-2241, Cleveland Street - Walnut to Doege - Reconstruction; EN-D-2243, Blodgett W Street - St. Joseph to Wood - Reconstruction; EN-D-2247, Laurel Ct. - Laurel St to Cul-de-sac - Reconstruction; EN-D-2248, Schmidt Ave - State to Ives - Reconstruction; EN-F-2109, 4th Street & Peach Ave - Traffic Signal Upgrade; EN-F-2204 Traffic Signal Interconnect - Central & Vets Parkways; EN-F-2250, McMillan & St Joes - Traffic Signals or Roundabout; EN-J-1796, Sanitary sewer Lining - City Wide; EN-J-2205, Wood Ave - Blodgett to North - Sanitary Sewer; EN-N-2142, Sidewalk Reconstruction - 2017 Ordered Repairs; EN-N-2193, Sidewalk Reconstruction - 2019 Ordered Repairs; EN-N-2207, Sidewalk Reconstruction - 2018 Ordered Repairs; EN-N-2217, Sidewalk Reconstruction - 2020 Ordered Repairs; EN-N-2240, Sidewalk Reconstruction - 2021 Ordered Repairs

Wagner questioned the money that was put in the Community Center. He did not think any city money would be used for that project. Barg explained that staff wasn't sure what number should have been put in for that project. Part of the building will be city offices such as Parks and Recreation and the council chambers that would not be covered by fundraising. That amount is just a rough estimate. Knoeck explained that this is front money which could be repaid by lease payments. This project needs a placeholder in the CIP.

Next meeting will be Thursday, March 17th at 7:00 a.m.

Motion by Wagner, second by Wood to adjourn at 9:20 a.m.

Respectfully submitted,

Amy Krogman
Administrative Assistant III