CITY OF MARSHFIELD

MEETING NOTICE

AGENDA
CAPITAL IMPROVEMENT PROGRAM ADMINISTRATIVE COMMITTEE
Thursday, February 26, 2015
8:00 AM
Common Council Chambers, Lower Level, City Hall Plaza

1. Call to Order – Mayor Chris Meyer
2. Approval of minutes of February 24, 2015 meeting
3. Discuss/approve goals of the CIP Committee
4. Continued review of the requested 2016-2020 projects in the following categories:
   a) Parks & Recreation
   b) Building Services
   c) Wastewater
   d) Engineering
   e) Stormwater
5. Prioritization of 2016 - 2020 projects requests (as time permits)
6. Announce date/time of next meeting – Tuesday, March 3, 2015 at 8:00 a.m.
7. Adjournment

NOTE: The Committee will work through the agenda until completion, but will not work past 10:00 a.m. Members who will not be in attendance 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 Michael Brehm, City Administrator, at 630 S. Central Avenue, or by calling (715) 387-6597.

CAPITAL IMPROVEMENT PROGRAM ADMINISTRATIVE COMMITTEE
Minutes of February 24, 2015

Members Present: Chris Meyer; Karl Zimmerman; John Beck; Alderpersons Earll, Buttke, Hendler, Wagner

Member Absent: None

Others present: Michelle Boernke, Louie Cordova, Jason Angell. Dick Pokorny, Tom Turchi, Mike Feirer, Amy Krogman, Pat Stuhr, Lori Belongia, Dan Knoeck, Sam Warp, Mark Kivela, Mike Winch, Jeff Gaier, Rick Gramza, Ed Englehart, Ben Steinbach, Steve Barg

Meeting called to order by Mayor Chris Meyer at 8:00 a.m.

Steve Barg gave an overview of the Capital Improvement Plan. The purpose of the CIP is as follows:

- to provide for the orderly replacement of physical plant for a 5-year period
- coordinate debt flow in relation to the city's financial capacity
- link to the city's Comprehensive Plan
- ensure coordinated capital development

He 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 two initial options for goals for the committee to consider at a future meeting.

Operating Funds:

Option #1

Budget Year	Oper. Fund (OF) Commitment	Request	Variance
2016	$225,000	$847,000	($622,000)
2017	250,000	1,278,000	($1,028,000)
2018	275,000	892,000	($617,000)

2019	300,000	658,000	($358,000)
2020	325,000	1,018,000	($693,000)
			($3,318,000)

Option #2

Budget Year	Oper. Fund (OF) Commitment	Request	Variance
2016	$608,000	$847,000	($239,000)
2017	608,000	1,278,000	($670,000)
2018	608,000	892,000	($284,000)
2019	608,000	658,000	($50,000)
2020	608,000	1,018,000	($410,000)
			($1,653,000)

Borrowed Funds – Recurring Projects:

Option #1

Budget Year	Recurring Project Debt Commitment	Request	Variance
2016	$2,500,000	$2,588,000	($88,000)
2017	2,500,000	3,000,000	($500,000)
2018	2,500,000	2,503,000	($3,000)
2019	2,500,000	3,057,000	($557,000)
2020	2,500,000	4,188,000	($1,688,000)
			($2,836,000)

Option #2

Budget Year	Oper. Fund (OF) Commitment	Request	Variance
2016	$2,600,000	$2,588,000	$12,000
2017	2,700,000	3,000,000	($300,000)
2018	2,800,000	2,503,000	$297,000
2019	2,900,000	3,057,000	($157,000)
2020	3,000,000	4,188,000	($1,188,000)
			($1,336,000)

The schedule of meeting dates is as follows:

Tuesday	February 24, 2015 – 8:00 a.m.
Tuesday	February 26, 2015 – 8:00 a.m.
Tuesday	March 3, 2015 – 8:00 a.m.
Wednesday	March 4, 2015 – 8:00 a.m.
Monday	March 16, 2015 Presentation to Board of Public Works
Tuesday	March 17, 2015 Presentation to Plan Commission
Tuesday	March 24, 2015 Presentation to Common Council
Tuesday	April 14, 2015 Adoption by Common Council

Michelle Boernke, and Louie Cordova presented the following projects:

UW-K-7375, Remodel/lRenovate Science Areas (STEM Cap Project); **UW-K-7335**, 2016 Projects which include electrical panel with water penetration, replace single pane windows in Laird, Library, and Success Center, seal coat and stripe all parking lots, roof repair/replacement rotations, replace remaining AHU Watercoils; **UW-K-7336**, 2017 Projects which include fire release for all interior doors, and replace/refurbish green house; **UW-K-7337**, 2018 Projects which include kitchen expansion and upgrades and roof repair/replacement rotations; **UW-K-7338**, 2019 Projects which include replace circulating pumps, and remodel/restructure office area and restroom for ADA in student affairs and administration buildings; **UW-K-7339**, 2020 Projects which include roof repair/replacement rotations; replace roof top units 4 & 5, and tile/carpet upper comments and Laird entrances.

Jeff Gaier presented the following Airport 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 Runway 16/34

Rick Gramza presented the following Emergency Management projects:

EM-N-5508, S. Central/Airpark Rd., Emergency Warning Siren Replacement and **EM-N-5509**, Hwy 13/Spencer Emergency Warning Siren Replacement

Rick Gramza presented the following Police projects:

PD-K-5705, Garage Expansion, **PD-K-5706**, Roof Replacement; **PD-K-5707**, Automation controls, **PD-K-5711**, Emergency Generator Replacement

Ed Englehart presented the following Fair Commission projects:

FG-K-5600, Round Barn Improvements

Jason Angell presented the following Planning & Economic Development projects:

PL-K-6000, Library & Senior Community Center Project and **PL-N-6012**, Second Street Green Street Corridor

Meeting was adjourned at 9:43 a.m.

Respectfully submitted,

Amy Krogman
Administrative Assistant III