



CITY OF MARSHFIELD
MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, JANUARY 28, 2014
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 "G" 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.

6:50 PM – PUBLIC HEARING - Project No. 311981: 2nd Street (Maple Avenue to Ash Avenue) & Vine Avenue (2nd Street to Veterans Parkway) – Street Reconstruction; Project No. 316732: 2nd Street (Maple Avenue to Ash Avenue) & Vine Avenue (2nd Street to Veterans Parkway) – Storm Sewer with Paving; Project No. 351836: 2nd Street (Maple Avenue to Ash Avenue) – Sanitary Sewer Rehabilitation; Project No. 351995: Vine Avenue (2nd Street to Veterans Parkway) – Sanitary Sewer Reconstruction; Project No. 311982: 2nd Street (Maple Avenue to Ash Avenue) & Vine Avenue (2nd Street to Veterans Parkway) – Water Services

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Minutes – January 14, 2014
- E. Comments from the Mayor, specifically:
 - 1) Employee Recognitions:
 - Dominic Poeschel, Police Department, February 1, 1989, 25 years
- F. Reading of items added to the agenda

COMMON COUNCIL AGENDA
JANUARY 28, 2014

- G. 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.
- H. Reports from commissions, boards, and committees.
- I. Consent Agenda:
- 1) Meeting minutes/reports
 - a. Community Development Authority (November 21, 2013)
 - b. University Commission (November 21, 2013)
 - c. Library Board (December 10, 2013)
 - d. Library & Community Center Steering Committee (December 11, 2013)
 - e. Central Wisconsin State Fair (December 16, 2013)
 - f. Community Development Authority Financial Meeting (December 18, 2013)
 - g. Community Development Authority (December 19, 2013)
 - h. Library Board Personnel Committee (January 3, 2014)
 - i. Fire & Police Commission (January 9, 2014)
 - j. Historic Preservation Committee (January 13, 2014)
 - k. Marshfield Utility (January 13, 2014)
 - l. Community Development Authority Financial Meeting (January 15, 2014)
 - m. Board of Public Works (January 20, 2014)
 - n. Judiciary and License Committee (January 21, 2014)
 - o. Plan Commission (January 21, 2014)
 - p. Airport Committee (January 23, 2014)

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

- J. Consideration of items removed from the consent agenda, if any.
- K. Presentation of staffing study report. Introduced by Lara Baehr, Human Resources Manager. Presented by Sharon Klumpp, Springsted, Inc.

Recommended Action: None, for review and discussion only at this time.

- L. First Reading Ordinance No.1265, Municipal Code Amendment to repeal and re-enact Chapter 18, Article VIII, Landscaping Requirements, of the City of Marshfield Municipal Code. Presented by Josh Miller, Planner/Zoning Administrator

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled at the February 11, 2014 meeting.

COMMON COUNCIL AGENDA
JANUARY 28, 2014

- M. Request to approve Resolution No. 2014-02, Amending Resolution No. 2013-40, Conditional Use Request by the Villas at Marshfield on behalf of University of Wisconsin – Marshfield/Wood County to amend the landscape plan and the site plan to move the 24 unit student housing complex (Institutional Residential Apartment) and parking area approximately 70 feet to the east, located at 2313 West 5th Street, zoned “CD” Campus Development District. Presented by Josh Miller, Planner/Zoning Administrator

Recommended Action: Approve Resolution No. 2014-02.

- N. Request to approve Final Resolution No. 2014-01 in the matter of Improvement Project No. 311981, 316732, 351836, 351995 & 311982 – East 2nd Street (Maple Avenue to Ash Avenue) and Vine Avenue (2nd Street to Veterans Parkway) street, sidewalk, and utility reconstruction. Presented by Tom Turchi, City Engineer.

Recommended Action: Approve Resolution No. 2014-01.

- O. 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: None at this time, final action will be scheduled on the February 11, 2014 agenda.

- P. Items for future agendas

- Q. Adjournment

Posted this day January 24, 2014 at 1:00 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.

NOTICE OF PUBLIC HEARING

STREET IMPROVEMENTS

PROJECT NO. 311981, 316732, 351836, 351995 & 351982

**East 2nd Street (Maple Avenue to Ash Avenue) &
Vine Avenue (2nd Street to Veterans Parkway)**

Take notice that the Common Council of the City of Marshfield has determined that it is for the best interests of the City and properties affected to improve the following streets with the following improvements at the cost of the properties benefited thereby:

- Project No. 311981: 2nd Street (Maple Avenue to Ash Avenue) & Vine Avenue (2nd Street to Veterans Parkway) – Street Reconstruction
- Project No. 316732: 2nd Street (Maple Avenue to Ash Avenue) & Vine Avenue (2nd Street to Veterans Parkway) – Storm Sewer with Paving
- Project No. 351836: 2nd Street (Maple Avenue to Ash Avenue) – Sanitary Sewer Rehabilitation
- Project No. 351995: Vine Avenue (2nd Street to Veterans Parkway) – Sanitary Sewer Reconstruction
- Project No. 311982: 2nd Street (Maple Avenue to Ash Avenue) & Vine Avenue (2nd Street to Veterans Parkway) – Water Services

A report showing proposed plans and proposed assessments is on file in the Engineering Division Office and may be inspected there on any business day between the hours of 8:00 AM and 5:00 PM.

Further notice is given that the Common Council will hear all persons interested, their agents or attorneys, concerning the matters contained in Preliminary Resolution No. 2010-14, and the report, including proposed assessments at 6:50 PM on Tuesday, January 28, 2014 in the Council Chambers of City Hall Plaza, 630 South Central Avenue, Marshfield, WI 54449.

Deb M. Hall
CITY CLERK

PUBLISH: News Herald – January 18, 2014 – LEGAL

JANUARY 14, 2014

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-Goodwin, Robert Workinger, Gordon H. Earll, Ed Wagner, Russell Stauber, Gary Cummings, Rebecca Spiros, Tom Buttke and Peter Hendler.

ABSENT: None

The flag was saluted and the pledge given.

CC14-001 Motion by Feirer, second by Stauber to approve the minutes of the Common Council meeting of December 17, 2013.

Motion carried

Employee Recognition

Chris Stargardt, Police Department	January 2, 2009	5 years
Terry Endries, Police Department	January 19, 2009	5 years
Jason Punke, Police Department	January 26, 2009	5 years
James Meyer, Fire & Rescue Department	January 5, 2004	10 years
James Cramm, Police Department	January 9, 1989	25 years

No items were added to the agenda.

PUBLIC COMMENT PERIOD

The following spoke about the Smart Meters:

- Tom Witzel, 1507 S. Chestnut Avenue. Why is there a need to replace currently working meters? We are currently facing an economic situation where manufacturing in the city is low. This is an unwise time to look at such an expensive upgrade. He is also concerned about the health risks that may be affiliated with such meters. He urged the Marshfield Utility to stop with this multimillion dollar experiment of installing these smart meters. Ask the residents what their choice of meter would be. Do not force smart meters on the general public.
- Dorothy Schnitzler, 709 S. Cherry Avenue. Are these smart meters underwriter approved? She suggested that the Marshfield Utility place a hold on these smart meters until they have looked at all of the information that has been provided. The public is invited to a meeting at the Marshfield Eagles Club next Tuesday night at 7:00 p.m. to learn more about smart meters.
- Diane Witzel, 413 S. Cherry Avenue. There has not been enough medical research done on the affects that these meters are going to have on us. There are also security risks. Who owns the privacy data that these meters will be transmitting? She encouraged everyone to do their own research and asked them to read Assembly Bill 345.
- Lavonne Lindner, 622 Plum Avenue. Her concern is with people who have family histories of cancer and leukemia and the health effects from these meters.
- George Kantz, 1138 Briarwood. He encourage the Common Council to consider having an Opt Out policy. There has not been enough information collected yet to know the advocacy of these systems. He has a problem with people collecting data on him throughout the day. Anything electronic can be hacked.

Jason Angell, Director of Planning and Economic Development. The Economic Development Board is currently running a survey on Housing Studies for Needs and Assessments. This will help get a better understanding of the existing housing and also future housing needs in this community.

He urged everyone to take the survey. It is located on the City's website and also hard copies are available at the Library.

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC14-002 Motion by Wagner, second by Hendler to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Town of McMillan – City of Marshfield Joint Plan Commission of September 26, 2013; Library and Community Center Steering Committee of October 2, 2013; Library Board of October 8, 2013; Economic Development Board of October 10, 2013; Economic Development Board Marketing Subcommittee of November 5, 2013; Library and Community Center Steering Committee of November 6, 2013; Library and Community Center Steering Committee of December 3, 2013; Economic Development Board of December 5, 2013; Parks, Recreation and Forestry Committee of December 12, 2013; Town of McMillan – City of Marshfield Joint Plan Commission of December 13, 2013; Cable TV Committee of December 16, 2013 revised; Airport Committee of December 19, 2013; Committee on Aging of January 2, 2014 and Judiciary and License Committee of January 14, 2014 as read by the Clerk.

Motion carried

No items were removed from the consent agenda.

A presentation on opting out of the AMI metering program was given by Bob Trussoni, Marshfield Utilities Manager.

An update on the shared-ride taxi service was given by Justin Running from Running Inc. and Finance Director Keith Strey.

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

Alderpersons Hendler, Buttke Earll and Wagner volunteered to serve on this committee.

Nominations were made for Alderpersons Hendler, Buttke, Earll and Wagner.

The Mayor declared the nominations closed.

CC14-003 Motion by Feirer, second by Feddick-Goodwin to approve Alderpersons Wagner, Earll, Buttke and Hendler to serve on the Capital Improvement Program Administrative Committee.

Motion carried

CC14-004 Motion by Earll, second by Stauber to go into closed session pursuant to Wisconsin Statute, chapter 19.85 (1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises control. Specifically the City Administrator had requested a closed session to discuss bargaining strategy for labor negotiations with Firefighters Local 1021, IAFF; and Marshfield Professional Police Association, WPPA. Roll call vote, all Ayes. (Time: 7:58 p.m.)

Motion carried

Present in closed session: Alderpersons Feirer, Feddick-Goodwin, Workinger, Earll, Wagner, Stauber, Cummings, Spiros, Buttke and Hendler, Mayor Meyer, City Administrator Barg, Finance Director Strey, City Attorney Wolfgram, City Clerk Hall and Human Resources Manager Baehr

CC14-005 Motion by Wagner, second by Feddick-Goodwin to return to open session. Roll call vote, all Ayes. (Time: 8:47 p.m.)

Motion carried

No action was taken in open session regarding the closed session item.

Future Agenda Items

None

Motion by Stauber, second by Buttke to adjourn at 8:49 p.m.

Motion carried

Deb M. Hall
City Clerk

COMMUNITY DEVELOPMENT AUTHORITY

November 21st, 2013

The monthly meeting of the Community Development Authority was called to order by the Chairperson Peter O Hendler at 9:00 am in the Parkview Community Room, 606 S. Walnut Avenue, Marshfield, Wisconsin.

Affirmation of Proper Posting of Meeting: Posted November 15, 2013

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

EXCUSED: NONE

OTHERS PRESENT: Mary James-Mork Executive Director, Julie Mess Finance and Operations Director, Janet Southworth Housing Manager

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

CDA 13-109 Motion by LaFontaine, seconded by Marsh to accept the October 17th, 2013 Board meeting minutes. 7 Ayes

MOTION CARRIED

CDA 13-110 Motion by LaFontaine, seconded by Marsh to accept the November 20th, 2013 Financial meeting minutes. 7 Ayes

MOTION CARRIED

CDA 13-111 Motion by LaFontaine, seconded by Buttke to accept the Financial report as presented. 7 Ayes

MOTION CARRIED

Personnel Committee – No update
Strategic Planning Committee – No update
Grievance Committee update – No update

CDA 13-112 Motion by LaFontaine, seconded by Conklin to accept and place on file the Executive Director's Report. 7 Ayes

Capital Project Update: The CDA is moving forward with remaining projects for the 2011 and 2012 Funds. The 2013 Capital Funds have been released and the CDA will be starting the processes for these projects also.

Next Meeting Date and Time: Board meeting on Thursday, December 19th, 2013 at 9:00 am at Cedar Rail Executive Conference Room.

Agenda items: Update on RAD if available and Health Insurance Update

Motion by LaFontaine, seconded by Marsh to adjourn. Meeting adjourned at 9:35 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Peter O. Hendler
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
December 19th, 2013

1. Occupancy-

Elderly/Disabled Housing- Parkview has twelve (12) openings, with four (4) of the twelve on hold for Modernization.

Cedar Rail is full. Tours and orientations continue in both buildings.

Scattered Sites-This program has one (1) unit open.

Section 8-The program has fifty-four (54) active, leased vouchers.

2. Meetings/Partnerships

Economic Development Board

Committee on Aging

Grants Office

Healthy Life-Styles Committee – Center for Community Outreach

Marshfield Library Project

District of Marshfield- School Board Meeting

3. Region Office HUD-

Members of the Milwaukee Office of HUD will join the CDA staff and Board to complete the operational audit that was initiated in July of 2013. The Staff will meet with HUD at 10:00 a.m. on December 18th, and with the Board Members at 9:00 a.m. on December 19th.

4. Economic Development Board (EDB)

Economic Development Board met on December 5th, 2013 to continue work on finalization of the Strategic Plan, which will be submitted to the USDA at year end. Jason Angell, Jordon Ott, Mary James-Mork and Karen Olsen are also completing the ED Tool Kit and PowerPoint Presentation which have been created as a guide for other Wisconsin Communities seeking Economic Development Models for rural communities.

5. RAD Project

All information from the CDA requested by Baker Tilly has been submitted. Next steps will include communication to residents about the submission, so that they are informed of any impact of the proposed project.

6. Staff Reports to Commission Members-

Executive Director will be meeting with staff leaders in January of 2014 to prepare for more detail in monthly progress reports in areas identified for HUD compliance. (Both Financial and Programmatic) The goal will be to empower leaders and increase ownership over areas of responsibility.

7. Personnel Committee-

Staff leaders are developing plans to address the interim period and hiring of the position (s) of site manager for Cedar Rail and Parkview. This plan with recommendations will be presented to the Personnel Committee before calendar year end.

8. Resident Activities –

Resident Meetings of Cedar Rail and Parkview continue to include presenters for monthly meetings. Angela Schmidt coordinated CDA staff and residents for successful Christmas parties for both buildings. Residents will meet with the regional HUD staff on December 18th to learn more about Resident Council structure and operation, as well as address any other issues that may be of interest.

MINUTES OF THE UNIVERSITY COMMISSION MEETING OF
November 21, 2013

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

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

Excused: Feddick

Absent: Pliml, Meyer

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

Rozar declared a quorum present.

There were no public comments.

Introductions were made around the table to welcome Louis Cordova.

Motion (Machon/Breu) to approve and place on file the minutes of the September 19, 2013 regular meeting. Motion carried. (Minutes on file.)

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

Motion (Earll/Machon) to receive and place on file the list of bills. Motion carried. (List of bills on file.)

The Building and Grounds report was presented by Cordova. Motion (Feirer/Breu) to receive and place on file the Building and Grounds Report. Motion carried. (Report on file.)

Motion (Feirer/Earll) to approve a 1% salary increase for the Commission bookkeeper effective January 1, 2014.

Boernke reported on the status of the D.F.D. (energy efficiency) project saying that it will move forward. She also queried Commission members about the possibility of including a budget line-item for maintenance equipment. Boernke was directed to check with the City and County finance personnel to see if this is possible. Koziczowski will research the existing memorandum of agreement and provide copies to Boernke and Rozar.

Dean Stuhr distributed her written report dealing with State cuts, student housing, 50th anniversary plans, STEM building, and announcements. (Report on file.)

Meetings for 2014 were set as follows: January 16, May 15, September 18 and November 20.

Rozar declared the meeting adjourned at 6:10 p.m.

Minutes taken for Mike Feirer, Secretary, by Marcie Kozickowski.

MARSHFIELD PUBLIC LIBRARY
BOARD MEETING
211 E. Second Avenue, Marshfield, WI 54449
December 10, 2013
7:00 a.m.

The meeting was called to order at 7:03 a.m. by Jean Swenson. Attendance was taken.

Present: Joanne Ampe, Mary Hartl, Kris Keogh, Pat Saucerman, Russ Stauber, Jean Swenson, Ruth Voss, and Library Director Lori Belongia.

Also present: Tom Buttke, Gordy Earll, Amanda Helke, Gary Cummings, and Shirley Mook

Absent: Xin Ruppel, Don Schnitzler, and Kim Vrana

Citizen's comments, correspondence and announcements: Swenson shares a newspaper comment about Great Things are Happening here and what a great job Lori Belongia did putting it together.

Changes or additions to the agenda: Changed the order: business item A #3 was moved up and is now after Citizen's comments, correspondence and announcements.

LB13-96 Marshfield Historic Preservation Association: Belongia is seeking a way to accommodate Marshfield Historic Preservation Association without having to add additional sprinkler heads. A possible solution would give the association another 100 square feet of space, but require a jog in the dividing wall.

LB13-97 Minutes of the Library Board Meeting: Motion by Stauber, second by Ampe to approve and place on file the minutes of the November 12, 2013 Library Board Meeting. All ayes. Motion carried.

LB13-98 Director's Report: Motion by Saucerman, second by Voss to receive and place on file the November 2013 Director's Report. All ayes. Motion carried.

LB13-99 2nd November and 1st December Vendor Lists: Motion by Ampe, second by Stauber to approve Vendor Lists. All ayes. Motion carried.

LB13-100 November 2013 Financial Control Report: Motion by Ampe, second by Saucerman to receive and place on file the November 2013 Financial Control Report. All ayes. Motion carried.

LB13-101 Business

Updates:

Approval of minutes of December 5, 2013 Personnel Committee meeting: Motion by Stauber, second by Voss to accept and place on file the minutes of the December 5, 2013 Personnel Committee meeting. All ayes. Motion carried.

Library & Community Center Project: Belongia informed the board that \$355,000 has been raised so far, and that the video V&H helped create is finished. Belongia also let the

board know that she is looking into a National Endowment for the Humanities grant for the new library with the city grant writer, Jordon Ott.

Set the date for the Personnel Committee to evaluate the Library Director's performance:
Belongia will poll for a date for the Personnel Committee to meet to evaluate her performance.

LB13-102 Minutes of other organizations: Motion by Hartl, second by Voss, to accept and place on file the minutes of the October 17, 2013 FOMPL Board, the November 6, 2013 Library & Community Center Committee, and the November 22, 2013 SCLS Board of Trustees. All ayes. Motion carried.

Adjournment: Seeing no other business to come before the board, Swenson adjourned the meeting at 7:32 a.m.

Respectfully submitted,



Mary Hartl
Secretary



Marshfield Library & Community Center Committee Minutes
Wednesday, December 11, 2013 4:00 p.m.
Marshfield Public Library, Beebee Forum Room

Doty called the meeting to order at 4:10 p.m.

Attendance: Becky Spencer, Kris Keogh, Jean Doty, Kelly Cassidy, Lori Belongia and Russ Stauber arrived at 4:50 p.m.

Absent: Steve Barg, Jason Angell, Mat Bartkowiak, and Chris Meyer

Keogh moves and Spencer seconds approval of the minutes of the November 6, 2013 Library & Community Center Committee. All ayes, motion carried.

Keogh moves and Stauber seconds approval of the minutes and Zimmerman notes of the December 3, 2013 meeting with the following addition to the notes: We desire a roof design that can integrate solar panels into the current design, in case funding for such becomes available. All ayes, motion carried.

The fundraising update puts current donations and pledges slightly in excess of \$355,000.

Belongia was asked to consult with Public Works Director, Dan Knoeck about concerns regarding the 2015 South Maple reconstruction and Library construction in 2015 taking place at approximately the same time. As we develop interior views, involving Senior Center and Committee on Aging representatives in the process to assure that furniture, dance floor, gaming, ceiling and wall treatments are discussed.

Mat Bartkowiak will be asked to give the Common Council update at the meeting on January 2, 2014.

Those present thanked Belongia for the gift of fudge.

The next meeting will be Wednesday, January 8, 2014 at 4:00 p.m. at the Library.

Seeing no other business to come before the committee, Doty adjourned the meeting at 5:23 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lori Belongia".

Lori Belongia

**CENTRAL WISCONSIN STATE FAIR
BOARD MINUTES
December 16, 2013
7:30 PM**

Meeting was called to order by President Gary Bymers at 7:35 p.m.

ROLL CALL:

Present: **Board Members:** Bob Ashbeck, Kathy Banks, Carol Berg-Kappel, Gary Bymers, Larry Gilbertson, Marilyn Heiman, Andy Keogh, Gary Cummings, Jeff Viergutz (7:58), Tim Heeg, Dan McGiveron, John Garbisch, Ed Wagner and John McPherson (past board member)

Executive Secretary/General Manager: Heidi Born-Smith

Absent: **Board Members:** Melissa Hanke (Jr Fair rep), Keith Kay, and Dennis Stroetz,

President Bymers suspended the Orders of the Day. Explanation was to allow additional time for late coming members to be in attendance for the voting of the Officers for 2014.

Following introductions of all board members in consideration of a new member, the meeting began with the Manager's Report.

Manager's Report: Heidi Born-Smith: Heidi informed the board that the office will be closed through January 17th. State Convention is coming up in early January, however there is now a \$50 late fee for board members wishing to attend. The annual meeting attendance was down about 30 members, however, most of that number paid for the meal ticket; a new sponsor (Advance Disposal) has been added for 2014.

John Garbisch moved to accept the manager's report, Bob Ashbeck seconded the motion, the motion carried.

Treasurer's Report- John Garbisch – John reported the balances. Marilyn Heiman moved to accept, Tim Heeg seconded and the motion carried.

Committee Reports:

Junior Fair: - Melissa Hanke – Tim Heeg reported; The new officers were chosen at the November meeting with Melissa Hanke as the new President Elect and representative for the Jr. Fair on this board, Tim Heeg is now the President, Romelle Bymers-recording secretary, Kitty Bymers-judge secretary, and George Gilbertson is Treasurer. The Beef Barn upgrade project was discussed with the Jr. Fair committing up to \$2000 towards the project if needed. A Fair Book change adding a No tolerance/No drinking policy directed towards youth exhibitors will be added. An audit committee was formed.

Market Animal Report – Larry Gilbertson – No meeting

Draft Horse – Dennis Stroetz -Gary Bymers reported; The committee is working on securing sponsors for next year, stall set-up and changes to the show. Kris Meyer was added to the committee.

Buildings/Grounds/Long-Term Planning Committee – Larry Gilbertso - Larry reported no meeting, however, the pile of fill near the Hockey Building has been put down for a pad for a horse tent and Larry updated the board on the Beef Barn project.

Advertising Committee – Jeff Viergutz - No meeting.

Sanitation/Safety, Signage/Parking Committee – Dan McGiveron - No meeting.

Livestock Committee – Tim Heeg – No meeting.

Vendor Relations Committee – John Garbisch – No meeting. A meeting is planned for February.

Non-Fair Activity Committee – Heidi Born Smith—Heidi informed the board of many inquiries for future events.

Fairest of the Fair Committee – Marilyn Heiman- No meeting.

Grandstand and Other Entertainment Committee – Heidi commented no acts booked as yet because no 2014 budget has been set. Further comments were on the grounds acts who have shown interest in our fair.

Motion was made by Dan McGiveron, seconded by John Garbisch to accept the committee reports. Motion carried.

2014 Officer Elections were held.

Manager Heidi acted as ballot teller.

Larry Gilbertson and Gary Bymers were nominated with Larry Gilbertson elected Chair.

Larry Gilbertson assumed the Chair.

Dan McGiveron and John Garbisch were nominated for Vice President. Following a re-vote due to a tie, John Garbisch was elected VP.

Gary Bymers was nominated for treasurer with no challenge. John Garbisch moved to close nominations and cast the unanimous ballot. Marilyn Heiman seconded the motion. With no objections Gary Bymers was declared elected treasurer.

Minutes of October 21, 2013 Board Meeting – approved as presented.

The meeting returned to the Orders of the Day.

Fair Commission Report: Bob Ashbeck reported on the commission meeting of November 20, 2013. Items discussed and/or acted upon were: Office windows replacement installation, Round Barn concrete work plans, electrical improvements in the Round Barn, approval of the Brown Barn facelift and naming rights.

Old business: * 2013 Fair Final Results * 2014 Fair Budget and information

Discussion centered on concerns for holding to the approved budget. Statements made included; if we are at the point of going over budget it will need to be brought to the Board for approval. Ed Wagner added our need to establish a contingency fund. Further discussion on the presented budget. The Dairy fund and the Horse Barn fund should be removed from the expense budget and be recorded as a liability separately. Andy Keogh moved to approve the presented budget with the discussed alterations and capping the expense budget at \$605,000. Gary Bymers seconded the motion, the motion carried. Some discussion followed about moving around expenses within the approved budget. No action was taken, however the consensus was caution and no authority to exceed the approved total budget.

*Action Auto Promotions World Pull: Discussion on National and local pull option. Concerns voiced over who is responsible for running a local show. No decisions. Issue was left as a Management decision, however it must be keep within budget.

*Jr. Fair recommendation to raise judges pay. Jr. Fair recommends a raise in the all day (over three hours) pay rate for Jr. Fair judges from the present \$55 to \$75. Gary Bymers asked Tim Heeg if the Jr. Fair would consider funding the increase. Tim Heeg will inquire.

New Business:

*Five year renewal agreement with Board of Marshfield Fairgrounds Commissioners and the Central Wisconsin State Fair Association

The proposed agreement was reviewed and discussed. Gary Bymers moved to accept the renewal agreement as proposed for the next five years. John Garbisch seconded the motion. The motion carried.

Meeting adjourned at 9:16pm.

The next meeting will be held at 7:30 pm on January 20, 2014.

Submitted by Larry Gilbertson, Recording secretary for Heidi Born-Smith

COMMUNITY DEVELOPMENT AUTHORITY
December 18th, 2013

The Financial meeting of the Community Development Authority was called to order by the Chairperson, Dave LaFontaine at 9:00 am in the Cedar Rail Court Executive Conference Room, located at 601 S. Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Meeting posted December 16th, 2013.

ROLL CALL:

PRESENT: Dave LaFontaine, Dave Marsh, Andrew Keogh

OTHERS PRESENT: Peter O Hendler Board Chairman, Mary James-Mork Executive Director, Julie Mess Finance Director, Janet Southworth Housing Director, Tim Geldernick Environmental Services Manager, Carol Kerper Executive Assistant

EXCUSED: None

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

Reviewed Financial Reports/Documentation

CDA 13-113 Motion by Keogh, seconded by Marsh to accept and recommend to the board the Financial report. 3 Ayes

MOTION CARRIED

Technology Update: The CDA will be expanding the focus of IT in strategic planning efforts. Consultants will present opportunities to the Finance Committee at the January 2014 meeting.

RAD update: Baker Tilly has completed the application for the Project Based Section 8 (RAD) program. Neither the application, nor its approval will commit the CDA to the project, and the results will lead to further exploration into the value of this initiative.

Update on Capital Funds Budget: Tim Geldernick will continue work on bid packets for early next year to for the roofs at Marcy Court and Cedar Rail, as well as the west wall at Cedar Rail. Tim will work with Architects to get additional updates and recommendations in regard to all other remaining capital projects anticipated for Parkview Apartments.

Parkview Water Damage: Repairs from the water damage at Parkview from November 2013 are close to completion. All paperwork has been submitted to Auto Owners.

Next meeting date will be Wednesday, January 15th, 2014 at 9:00 am in the Cedar Rail Executive Conference room.

Agenda items: Update/presentation in regards to IT

10:10 a.m. John Finger, Caleb Kopczyk and Sally Czarnecki entered

Meeting closed at 11:35 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Dave LaFontaine
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY

December 19th, 2013

The monthly meeting of the Community Development Authority was called to order by the Chairperson Peter O Hendler at 9:00 am in the Cedar Rail Community Room, 601 S. Cedar Avenue, Marshfield, Wisconsin.

Affirmation of Proper Posting of Meeting: Posted December 16th, 2013

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

EXCUSED: NONE

OTHERS PRESENT: Mary James-Mork Executive Director, Julie Mess Finance Director, Janet Southworth Housing Director, Tim Geldernick Maintenance Manager

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: John Finger, Director of the Regional Office of HUD provided information on issues that all housing authorities are having with funding and occupancy. Members of the HUD staff, Caleb Kopczyk and Sally Czarnecki discussed the challenges that will continue with the Housing Choice Voucher program. The CDA board voiced concerns regarding the ongoing impact of decreasing funding. Mr. Finger commended the board and staff for their sincere dedication to the needs of the community and for their efforts to date in achieving efficiencies in operations. He pledged the Regional Office support for the CDA in their efforts to secure additional revenue, and provided links to key program staff who may be willing to share success stories with unique projects.

CDA 13-113 Motion by LaFontaine, seconded by Marsh to accept the November 21st, 2013 Board meeting minutes. 7 Ayes

MOTION CARRIED

CDA 13-114 Motion by Keogh, seconded by LaFontaine to accept the December 18th, 2013 Financial meeting minutes. 7 Ayes

MOTION CARRIED

CDA 13-115 Motion by LaFontaine, seconded by Keogh to accept the Financial report as presented. 7 Ayes

MOTION CARRIED

CDA 13-116 Motion by Hardacre, seconded by Buttke to accept the Resolution #491 – Rental Assistance Demonstration (RAD) application. 7 Ayes

Personnel Committee – No update

Strategic Planning Committee – No update

Grievance Committee update – No update

CDA 13-117 Motion by Marsh, seconded by Conklin to accept and place on file the Executive Director's Report. 7 Ayes

MOTION CARRIED

Code of Ethics: A draft of the Code of Ethics shared with the Board for review and discussion at a later meeting.

No Action Taken

Capital Project Update:

Tim Geldernick will continue work on bid packets for early next year for roofs at Marcy Court and Cedar Rail, as well as the west wall at Cedar Rail. Tim will work with Architects to get additional updates and recommendations in regard to all other remaining capital projects anticipated for Parkview Apartments.

No Action Taken

Next Meeting Date and Time: Board meeting on Thursday, January 16th, 2014 at 9:00 am at Parkview Community Room.

Agenda items:

Motion by Buttke, seconded by Marsh to adjourn. Meeting adjourned at 10:30 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Peter O. Hendler
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
January 16th, 2014

1. Occupancy-

Elderly/Disabled Housing- Parkview has twelve (9) openings, with four (4) of the nine on hold for Modernization.

Cedar Rail is full. Tours and orientations continue in both buildings.

Scattered Sites-This program has one (1) unit open.

Section 8-The program has fifty-four (54) active, leased vouchers.

2. Meetings/Partnerships

Economic Development Board

Committee on Aging

Grants Office

Lutheran Social Services

3. HUD Review-

Staff from the Regional HUD office visited the CDA on December 18th and 19th, 2013 to complete the operational audit. John Finger, Director, Sally Czarnecki, and Caleb Kopczyk met with staff and Commissioners for discussion and review of new housing administrative policies, new resident filing system, waiting lists, occupancy and marketing plans. Board policies and practices and overall agency policies and procedures were also reviewed and discussed. The visit was productive and positive, and will be followed with a written overview of the visit expected to arrive in before the end of January 2014.

4. Economic Development Board (EDB)

Economic Development Board met on December 5th, 2013 to continue work on finalization of the Strategic Plan, which will be submitted to the USDA at year end. Jason Angell, Jordon Ott, Mary James-Mork and Karen Olsen are also completing the ED Tool Kit and PowerPoint Presentation which have been created as a guide for other Wisconsin Communities seeking Economic Development Models for rural communities.

5. RAD Project

The Rental Demonstration Project (RAD) application completed with the assistance of staff from Baker Tilly was successfully submitted to HUD prior to deadline. Project approval is pending and will be announced within the next months.

6. RMM Solutions-

Brad Kowieski and Nathan Heeg of RMM Solutions will present a report to the Financial Committee on their findings from a recent IT assessment. Finance Committee recommendation will be made at the January 2014 Commission meeting.

7. Staff Reports to Commission Members-

Executive Director will be meeting with staff leaders in January of 2014 to prepare for more detail in monthly progress reports in areas identified for HUD compliance. (Both Financial and Programmatic) The goal will be to empower leaders and increase ownership over areas of responsibility.

8. Personnel Committee-

The two site manager positions have been posted and applications are being collected by the Executive Assistant. The goal is to have the positions filled by January 31, 2014.

9. Opportunity

Executive Director met with staff leaders from a Wisconsin service organization wishing to locate both an office and an apartment to feature new technology for those seeking to live independently. Respective organizations will continue to pursue the possibilities with the goal of presenting a proposal to the CDA.

10. Training Opportunity RAD-

The Regional Office of HUD will be featuring Jay Wright, Project Manager at C. Ray Baker & Associates, Inc. as he speaks on the Rental Assistance Demonstration program (RAD). District 7 of Wisconsin will host the presentation (tentatively on January 22, 2014), in Wausau. The training will be for Housing Authority Executives and Commissioners. If interested, save the date.

MARSHFIELD PUBLIC LIBRARY
211 East Second Street
Marshfield, Wisconsin 54449

Personnel Committee
January 3, 2014
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

Hartl called for a roll call vote to enter closed session to discuss the Library director's performance. Swenson moves and Saucerman seconds such a motion. Roll call vote:

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

Closed session began.

Belongia left closed session at 7:45 a.m. and was called back in at 8:12 a.m.

Motion by Swenson, second by Keogh for a roll call vote to reconvene open session. Roll call vote:

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

Open session reconvened at 8:29 a.m.

Motion by Ruppel, second by Swenson recommending a 1.8% pay increase for the director in recognition of a solid performance and regrettably due to a lack of funds for merit, no merit pay is recommended. All ayes. Motion carried.

Hearing no other business, Hartl adjourned the meeting at 8:34 a.m.

Respectfully submitted,

Lori Belongia
Secretary pro tem

**MINUTES
FIRE AND POLICE COMMISSION/REGULAR MEETING
JANUARY 9, 2014**

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

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

EXCUSED: Commissioner Mueller.

ALSO PRESENT: Fire Chief Haight, Deputy Fire Chief Owen, Fire Lieutenant Kelly Esker and Relief Fire Lieutenant Winistorfer; Police Chief Jepsen, Police Lieutenants Larson and Gramza, and Patrol Officer Borchardt; and Council Member Earll.

FP14-001 Motion by Frankland and second by Keogh to approve the minutes of the 12/05/13 regular meeting.
Motion carried.

Patrol Officer Blake Borchardt was introduced to the commission.

Patrol Officer Borchardt leaves the meeting at 7:31 a.m.

Commissioner Gershman administered the Oath of Office to Fire Lieutenant Esker and Relief Fire Lieutenant Winistorfer.

Fire Lieutenant Esker and Relief Fire Lieutenant Winistorfer leave the meeting at 7:33 a.m.

FP14-002 Motion by Keogh, second by Frankland to approve the fire department bills in the amount of \$40,266.13.

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

Motion carried.

FP14-003 Motion by Keogh, second by Meyers to approve the police department bills in the amount of \$842,973.

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

FP14-004 Motion by Keogh, second by Frankland to approve the proposed interagency assistance agreement with Marathon County.

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

Motion carried.

Because there was no further business to discuss, the meeting was adjourned at 7:43 AM.

Fire and Police Commission
Meeting Minutes – January 9, 2014
Page Two

**COMMISSIONER MEYERS IS SCHEDULED TO ATTEND THE COMMON COUNCIL MEETING
SCHEDULED FOR TUESDAY, JANUARY 28, 2014 AT 7:00 P.M.**

A handwritten signature in black ink, appearing to read "Andy Keogh". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

**Marshfield Fire and Police Commission
Andy Keogh, Vice President**

HISTORIC PRESERVATION COMMITTEE MINUTES
OF JANUARY 13, 2014 MEETING

Meeting called to order by Chairperson Wood at 4:00 P.M. in Conference Room 108 of City Hall Plaza.

PRESENT: Ken Wood; Alderperson Gary Cummings; Bill Penker; Vickie Schnitzler; Ken Bargender; and, Keith Meacham.

ABSENT: Carl Scott (excused).

ALSO

PRESENT: Josh Miller, Planner/Zoning Administrator; Matt McLean, Director of Convention and Visitors Bureau; and, Sam Schroeder, Planning Intern.

Approval of the Minutes of December 2, 2013 Meeting.

HP14-01 Motion by Cummings second by Penker to approve the minutes of the 12/2/2013 meeting.

Motion Carried.

Citizen Comments.

Ken Bargender asked if the train was decorated in the past, but hasn't been for five years. Maybe we could find out about decorating the train in the future during the Rotary Winter Wonderland event.

Schnitzler said the Sandborn Fire Insurance Maps are available online.

Wood mentioned the Cultural Fair is coming up and we will need volunteers to help out.

Update on the Historic Plaque Program in Eureka Springs, Arkansas.

Miller handed out copies of the email correspondence between Penker and Eureka Springs, Arkansas Chamber. Penker gave a background on the discussion explaining that there are a number of plaques on the buildings in the downtown of that community. The plaques on downtown buildings were completed through a partnership (Community Development Partnership). He would like to put this item on the agenda for the session on January 25th for discussion on how we could develop a partnership or program for downtown plaques.

Wood mentioned that Osseo has a history of the City narrative on a wooden sign located between two buildings downtown. In another community along the Mississippi River the businesses had purchased their own plaques for their buildings.

Discussion about Railway Heritage Grants.

Miller explained that the National Railway Historical Society has grants available.

It was mentioned that railroad companies have monies available for railway preservation.

Set Topics for Work Session Meeting on Saturday, January 25, 2014.

The following topics should be included for discussion on the January 25, 2014 meeting:

- The plaque program from Eureka Springs, Arkansas.
- The plan for the Soo Line Steam Locomotive No. 2442.
- Go back and take a look at the various goals in the vision statement and compare them to the ordinance says. Sections 18-133 and 18-131 of the ordinance should be brought to the meeting on January 25th.
- Work to get cooperation and coordination between the three historic groups in Marshfield.
- Penker asked about the status of the staffing study. It wasn't available at this time. Penker said that if there is a shift in responsibilities for committees should we be in a position to defend the need for the committee.

Meacham talked about the email regarding a caboose for sale in Twin Lakes, Wisconsin. The cost of getting it here and placing it near the 2442 would be rather expensive. What would you use the caboose for? In his research on the caboose, it was suggested that he talk to the President of the Soo Line Historical and Technical Society, Dave Leider, about assisting with funding for the 2442.

HP14-02 Motion by Penker second by Bargender to table discussion of the caboose until the April meeting.

Motion Carried.

Review of the 2014 Budget.

Miller went over the 2014 Budget.

Set Meeting Date and Future Agenda Items.

The next regular Historic Preservation Committee meeting will be held on Monday, February 3, 2014. The special planning work session will take place on Saturday, January 25, 2014 at the Fire Station beginning at 8:00 am. The agenda of the next regularly scheduled meeting should include approval of the January 13, 2014 meeting minutes, volunteers for the Cultural Fair, and any additional items from the Saturday planning work session.

Adjourn.

Motion by Penker, second by Cummings to adjourn meeting at 4:45 P.M.

Motion Carried

Respectfully submitted,



Josh Miller
Planner/Zoning Administrator

MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
January 13, 2014

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 13, 2014 in the downstairs meeting room of the utility office. Present were Commissioners Harry Nienaber, Mike Eberl, Patrick Ott, George Holck, and Aaron Pitzenberger. Also present were the Utility staff. Absent were Alderpersons Russ Stauber and Robert Workinger.

- During citizen comments, Tom Binder asked for clarification on where the laws are created to govern the Utility and who enforces them. The General Manager explained it is a combination of local, state and federal agencies.

UC/14-01 Motion by Ott, seconded by Pitzenberger, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

UC/14-02 Motion by Ott, seconded by Holck, to approve payroll for December in the amount of \$205,180.22 and general bills for December in the amount of \$2,757,045.58. All ayes, motion carried.

UC/14-03 Motion by Ott, seconded by Holck, to approve the following job order(s):
JO #5684 **6th St (75' east of Maple):** Replace hydrant #166 \$6,149.46

All ayes, motion carried.

November 2013 Financial Statement Notes

Electric Utility

- Net income was \$94 thousand for the month, with a net income of \$1.215 million year-to-date.
- Net operating income was \$257 thousand for the month, compared to budgeted net operating income of \$167 thousand. Year-to-date net operating income was \$2.368 million, compared to budgeted net operating income of \$3.147 million.
- After adjusting for the PCAC timing, net operating income for the month was \$231 thousand.
- November consumption was down 1.37% from November 2012, with year-to-date consumption up 0.46%. Year-to-date energy losses were 2.79%, compared to prior year losses of 1.89%.

Water Utility

- Net income was \$46 thousand for November, with a net income of \$674 thousand year-to-date.
- Net operating income was \$68 thousand for the month, compared to budgeted net operating income of \$65 thousand. Year-to-date net operating income was \$910 thousand, compared to budgeted net operating income of \$949 thousand.
- Operating expenses included \$21 thousand for street repairs.
- November consumption was down 1.96% from November 2012. Year-to-date consumption was down 2.31% from the prior year. Year-to-date water losses were 11.16%, compared to prior year losses of 6.87%.

Communication Utility

- Net income was \$9,553 for the month, compared to budgeted net income of \$10,162. Year-to-date net income was \$104,923, compared to budgeted net income of \$107,739.

- The department managers reviewed noteworthy projects including:
 - Electric – low oil level alarms at substations and a high voltage concern from a commercial customer.
 - Water – CPU at Grant water tower failure due to extreme cold with a same day repair, low water temperatures at the Mannville water tower led to the decision to open a nearby hydrant for a week which did not impact area water pressure, and the Utility office had a water service failure

as did some other businesses during the cold temperatures.

- Office – the property insurance premium for 2014 will be increasing by 29%.
- Technical Services – the Utility will be working with Hiller's on a recycling program and Per Mar will be at the Utility next week to answer staff questions before the security system installation begins.

UC/14-04 Motion by Pitzenberger, seconded by Ott, to receive and place on file department reports. All ayes, motion carried.

UC/14-05 Motion by Nienaber, seconded by Pitzenberger, to go into closed session per Wisconsin State Statutes 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 supervisory salary guidelines.

Closed session per Wisconsin State Statutes Section 19.85(1)(g) concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved, specifically the FERC Settlement.

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.

Roll call vote, all ayes, motion carried. Closed session at 4:15 p.m.

UC/14-06 Motion by Holck, seconded by Pitzenberger, to go into open session. Roll call vote, all ayes, motion carried. Open session at 5:22 p.m.

UC/14-07 Motion by Ott, seconded by Pitzenberger, to adjourn. All ayes, motion carried. Meeting adjourned at 5:22 p.m.



Patrick Ott, Secretary

Department: Electric
Manager: Nicolas Kumm
Contributing: Greg Geiger
Month: December 2103

- The M-1 generator ran five times during the month for a total of approximately 40 hours.
- Cole Eswein attended another session of the Substation Electrical Apprenticeship program at Northeast Wisconsin Technical College December 9th – 13rd.
- PSCW completed a review and audit of the gas department policies, procedures and records. The review went well.
- I attended a Present to Inform professional development workshop on December 12th at MACCI.
- Derrek Caflisch has been working on the next phase of the Peach/McMillan project.
- Don Rogers has been working on the Hwy H line rebuild.
- Faith Schmidt has been working on electric meter violation letters, sending out letters for the water meter AMI change-out, and scheduling appointments with customers for the water meter AMI change-out.
- Nicolas Whipple has been working on the Enbridge line extension and AMI meter programming.
- Jeff Holbrook has been working with Jeff Irish, Jim Seefluth, Ryan Steffen, and Randy Ayer on the Peach St upgrade. Unfortunately, the cold weather has hampered our ability to maintain an extended presence on the project. We were able to complete the Stoney River and the Wenzel job orders.
- Dean Bohman and Tim Habermeyer have been handling the services and street lighting requests
- Mike Vanderwyst and Robert Olwell have been working on system inspection.
- Greg has been working on end of year closing including job orders, inventory, and inspection.

Department: Office
Manager: Kent S. Mueller
Month: December 2013

- 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 quote of \$111,433 was 1.65% higher than the \$109,657 premium from last year.
- Our property insurance will continue to be provided through the Local Government Property Insurance Fund. The premium for 2014 is \$49,192, which is a 29% increase from the 2013 premium of \$38,020. The increase is due to a reduction in surplus, adverse loss experience, and increased reinsurance premiums.
- 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 \$34,095 premium at a later date.
- The renewal for the boiler insurance coverage for the M-1 combustion turbine, which is provided by Johnson Insurance, was received for 2014. The premium will increase 3% to \$84,465 for 2014.
- On 12/16/13, 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 -0.89% variance (-.48% in 2012), Water with a 1.15% variance (-.79% in 2012), and Communications with a 0.0% variance (0.00% in 2012). 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 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.
- Professional Computer Systems (PCS), who provides our billing and accounting software, completed an upgrade on December 6th. Periodically PCS will upgrade our software for new enhancements and to incorporate requested changes to the software.

Department: Technical Services

Manager: Cathy Lotzer

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: December 2013

- Cathy, Heather and Shawn attended an MEUW Cyber Security Conference on December 3, 2013.
- Cathy, Heather, Shawn and Jim attended an MEUW Conference for Accounting on December 4, 2013.
- Cathy and Shawn purchased and set up the new iPads for the Commissioners. Beginning in January staff will also move toward paperless meetings.
- Cathy and Nick participated in a panel presentation for ERC (Employee Resource Center), our employee assistance provider.
- Cathy, Bob and Kris met to discuss our current accident investigate process.
- Heather, Cathy, and Kris are working on organizing SPCC (spill, prevention, containment, and countermeasure) training for staff.
- Heather attended NSPS and You: For Public Power in Anticipation of CO2 Regulations webinar by APPA.
- Shawn created a new electronic timesheet for the Meter Department for Nick.
- Jim is working with Hillers to establish a recycling program for residential CFL's, fluorescent tube lamps, and batteries. Hillers offered to be the main dropping/handling location for the above items and in return, Marshfield Utilities will cover the costs associated with the recycling fees.
- Jim is assisting local businesses who have completed construction projects under the Focus on Energy rebate program. Applications must be received prior to Jan 1st for compensation.

Department: Water
Manager: Dave Wasserburger
Month: December 2013

- We have 1673 AMI water meters installed as of December 31. This represents 20.2% completion of the water meter installation project.
- The cold weather has caused some problems with water mains. Crews repaired 6 water main breaks in December.
- The 1996 amendments to the Safe Drinking Water Act require that once every 5 years, the U.S. Environmental Protection Agency (EPA) issue a new list on no more than 30 unregulated contaminants to be monitored by Public Water Systems. The UCMR rule provides EPA and other interested parties with scientifically valid data on the occurrence of contaminants in drinking water. Sampling for round one of the UCMR took place in December. Round two will take place in June.
- John Richmond is participating in the Leadership Marshfield Program this year. John and his group have selected a project designed around educating the public about the increasing levels of chlorides being found in water supplies. The group is in the early development stage of gathering information to share.
- All Water Department employees successfully completed Lab Proficiency Testing in December. They are all certified by the State to complete water microbiology testing in our lab.
- Last year we conducted a study with the help of Process Research LLC, a chemical engineering company, involving the use of the chemical Clearitas and the impact of its use as an aid in corrosion control in a distribution system. Our study was done at a dosage of 2 mg/l. The results of our study were not consistent with other studies that have been conducted using higher dosage rates. We have discussed this with Process Research and have decided to conduct a new study at a dosage of 20 mg/l. Clearitas has been used successfully to control lead and copper levels in several other distribution systems and we hope to be able to do so also. The study should begin sometime in February.

Groundwater Guardians

The Marshfield Police Department continues to collect unwanted pharmaceuticals and health products at their office.

COMMUNITY DEVELOPMENT AUTHORITY

January 15th, 2014

The Financial meeting of the Community Development Authority was called to order by Finance Committee Member Dave Marsh at 9:00 am 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, 2014

ROLL CALL:

PRESENT: Dave Marsh, Andrew Keogh

OTHERS PRESENT: Peter O. Hendler - Board Chairman, Mary James-Mork - Executive Director, Julie Mess - Finance Director, Janet Southworth - Housing Director, Carol Kerper - Executive Assistant

EXCUSED: Dave LaFontaine

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

Peter Hendler arrived at 9:25 a.m.

Technology Presentation: RMM Solutions personnel provided an overview of the company, its values and philosophies. Results of the IT assessment performed by RMM were presented and recommendations based on their findings were briefly discussed. Finance Committee expressed their support of proceeding with the recommendations provided by RMM.

Review of Financial Reports/Documentation

CDA 14-F01-1 Motion by Keogh, second by Marsh to accept and recommend to the board the financial report. 2 Ayes

MOTION CARRIED

RAD Update: It will be a few months before we hear from HUD regarding the submitted application for Project Based Section 8 (RAD) program. A presentation on the RAD program will take place on January 27 in Wausau.

Update on Capital Funds Budget: Lutheran Social Services has expressed an interest in utilizing two residential units that are reserved for unit modification at Parkview Apartments. One unit would be used to house an office and the other to demonstrate adaptive equipment technology. Communication with HUD has indicated this would be a viable option.

Next meeting date will be Wednesday, February 19th, 2014 at 9:00 am in the Cedar Rail Executive Conference room.

Agenda items: Update on Wausau RAD presentation

Meeting closed at 11:15 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Dave Marsh
Committee Member

BOARD OF PUBLIC WORKS MINUTES
OF JANUARY 20, 2014

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, Gordon Earll and Ed Wagner

EXCUSED: None

ALSO PRESENT: City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Wastewater Superintendent Warp; Bob Trussoni and Nick Kumm – Marshfield Utilities; the media; and others.

PW14-01 Motion by Cummings, second by Earll to recommend approval of the minutes of the December 16, 2013 Board of Public Works meeting.

All ‘Ayes’ Motion Carried

Citizen Comments – None

City Engineer Turchi reviewed the draft ordinance for Special Assessment Hardship consideration. Alderman Earll feels this is a good idea and questioned if we have people that fall into this category in the past. Wagner is glad to see a draft policy. He was hoping to see something on the question of do we still assess 100% when there are TIF funds to do the project. He would also like to see some consideration given in cases where the special assessment exceeds a certain percentage of the value of the property. Wagner would like to work on some additional language. Buttke would not want to defer payments on rental property.

PW14-02 Motion by Wagner, second by Cummings to recommend postponing action on the Special Assessment Hardship ordinance for one month to allow time for further review and possible amendments to the draft ordinance.

All ‘Ayes’ Motion Carried

Nick Kumm, Marshfield Utilities, reviewed a draft ordinance change related to underground utilities. Alderman Wagner questioned who gets fined for noncompliance. He also asked if Verizon and Charter have been notified of these changes.

PW14-03 Motion by Buttke, second by Earll to recommend approval of creating Section 14-7 and amending Section 19-63 of the City of Marshfield Municipal Code pertaining to requirements for installation of underground utilities and request an ordinance be drafted for Common Council consideration.

All ‘Ayes’ Motion Carried

PW14-04 Motion by Wagner, second by Buttke to recommend approval of the proposal submitted by Town & Country Engineering, Inc. of Madison, WI for engineering services for a fine screen and a facilities study for the northeast lift station at a cost of \$27,300 and authorize execution of an agreement.

All ‘Ayes’ Motion Carried

City Administrator Barg reviewed Resolution No. 2013-56, regarding East McMillan Street and Hume Avenue improvements. There was consensus from the Board to consider a speed limit change on McMillan Street in the area of Hume Avenue as well as install the crosswalk as originally proposed. The Board was also in favor of moving forward with the Hume Avenue street opening and acquisition of the needed right-of-way. This was a discussion item only. Staff will bring related items back to the Board for action at future meetings.

PW14-05 Motion by Cummings, second by Buttke to recommend approval of No Parking on the north side of Western Street from Oak Avenue to a point 475 feet west and that upon approval the Administrative Code of Traffic and Parking Regulations be amended accordingly.

All 'Ayes' Motion Carried

PW14-06 Motion by Earll, second by Cummings to recommend approval of No Parking on both sides of Pheasant Run Drive from the north right-of-way line of McMillan Street to a distance of 50 feet north and that upon approval the Administrative Code of Traffic and Parking Regulations be amended accordingly.

All 'Ayes' Motion Carried

Director of Public Works Knoeck presented an update on the STP Urban Funding Application for East 29th Street. The City will receive STP Urban funding for the segment of East 29th Street from Hume Avenue to Veterans Parkway. This was an information item only.

PW14-07 Motion by Cummings, second by Buttke to adjourn to closed session at 6:32 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: Aldermen Feirer, Buttke, Cummings, Earll & Wagner; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi.

PW14-08 Motion by Wagner, second by Cummings to reconvene in open session at 6:34 PM.

Roll call vote, all 'Ayes' Motion Carried

PW14-09 Motion by Wagner, second by Earll to recommend approval of a 3 year lease extension with Mary Luepke, Greater Insurance Services.

All 'Ayes' Motion Carried

Recommended items for future agendas - None

Motion by Earll, second by Cummings that the meeting be adjourned at 6:35 PM.

All 'Ayes' Motion Carried

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF JANUARY 21, 2014

Meeting called to order by Chairperson Wagner at 5:00 p.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Alderpersons Ed Wagner, Alanna Feddick-Goodwin and Gordon Earll

ABSENT: None

ALSO PRESENT: Attorney Wolfgram, Police Chief Jepsen, City Clerk Hall and Scott Kurzynski.

JLC14-008 Motion by Earll, second by Feddick-Goodwin to approve the minutes of the January 14, 2014 meeting.

Motion carried

CITIZEN COMMENTS

None

JLC14-009 Motion by Feddick-Goodwin, second by Earll to approve by unanimous consent the following:

- a) One (1) Beverage Operator License for the 2013-2015 license year to Nicholas Regele.
- b) Auto Salvage Dealer/Scrap Metal Dealer License to Asylum Scrap Services, Inc.

Motion carried

JLC14-010 Motion by Feddick-Goodwin, second by Earll to deny the Subrogation Claim filed by Acquity Insurance on behalf of their client James Beining pursuant to Wisconsin Statute 893.80 (1g) based on the City of Marshfield was not negligent or liable for this incident. There is no evidence that the city failed to perform any required ministerial functions.

Motion carried

JLC14-011 Motion by Feddick-Goodwin, second by Earll to extend the deadline for opening the Heart Bar, 111 E. 2nd Street, for another 60 days which would be March 29, 2013 to allow Mr. Kurzynski time to finish the repairs/projects that he is making at this location.

Motion carried

Discussion on State Statute 111.335 regarding arrest or conviction records and how it relates to making decisions on approving or denying a license.

Need to look at the very specific facts on a case by case basis to see if the circumstances of the charge(s) substantially relate to the circumstances of the particular job or licensed activity.

Future Agenda Items

None

Motion by Feddick-Goodwin, second by Earll to adjourn at 5:35 p.m.

Motion carried

Deb M. Hall
City Clerk

**CITY PLAN COMMISSION
MARSHFIELD, WISCONSIN
MINUTES OF JANUARY 21, 2014**

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

PRESENT: Dan Knoeck, Ken Wood, Ed Wagner, John Beck, and Chris Jockheck

EXCUSED: Mayor Meyer and Karen Woodford

ABSENT: None

ALSO PRESENT: City Administrator Barg; Planning & Economic Development Director Angell; Planner/Zoning Administrator Miller; Planning Intern Schroeder; Pat Stuhr, Michelle Boernke and Roxy Wetterau – UW Marshfield; and others.

PC14-01 Motion by Wood, second by Wagner to recommend approval of the minutes of the December 10, 2013 City Plan Commission meeting.

All ‘Ayes’ Motion Carried

PUBLIC HEARING – Municipal Code Amendment to repeal and re-enact Chapter 18, Article VIII, Landscaping Requirements, of the City of Marshfield Municipal Code.

COMMENTS:

- Randy Lueth, 1826 Pheasant Run Drive, stated that he assisted Josh Miller with these revisions and he feels that this is much more usable and administrable than when it was in the code previously. There are two more things he would like to see added: 1) Some threshold that triggers the use of a registered landscape architect – such as 500 to 600 points would trigger that requirement, and 2) Section 18.132 – Plans should be drawn at a reasonable scale and should be more specific – not less than 1” = 20’. He appreciates the opportunity to work with staff on this issue.

PC14-02 Motion by Jockheck, second by Wood to recommend approval of a Municipal Code Amendment to repeal and re-enact Chapter 18, Article VIII, Landscaping Requirements, of the City of Marshfield Municipal Code, as presented, and direct staff to prepare an ordinance for Common Council consideration.

All ‘Ayes’ Motion Carried

PUBLIC HEARING - Conditional Use Request by the Villas at Marshfield on behalf of University of Wisconsin – Marshfield/Wood County to amend the landscape plan and the site plan to move the 24 unit student housing complex (Institutional Residential Apartment) and parking area approximately 70 feet to the east, located at 2313 West 5th Street, zoned “CD” Campus Development District.

COMMENTS:

- Steve Dieringer, 2306 West 4th Street, stated his house is directly behind the site to the north. He went on record previously that he thinks this is good for the UW and good for the City. His only concern has been water runoff, as water drains to the north and west. He had good contact from the developer previously but not since the conditional use was approved. He asked for a meeting with the developer prior to tonight’s meeting but got no response. He would like to see the original approval stand and the building remain where it was originally proposed.

- Randy Leuth, Landscape Architect, stated he developed the original landscape plan, but has not been asked to update it yet. He did suggest to the developer that saving the trees would be a good idea. He feels that this is a better plan than with the building being moved. The drainage and grading plan address the water runoff with the swale system directing storm water to the pond.

PC14-03 Motion Wagner, second by Wood to recommend approval of the Conditional Use Request by the Villas at Marshfield on behalf of University of Wisconsin – Marshfield/Wood County to amend the landscape plan and the site plan to move the 24 unit student housing complex (Institutional Residential Apartment) and parking area approximately 70 feet to the east, located at 2313 West 5th Street, zoned “CD” Campus Development District, and to replace the existing conditions with the following:

1. The 24 unit student housing complex, parking area and access drive may be constructed as presented.
2. The following proposed changes to the landscape plan are allowed as presented:
 - a. The street frontage landscaping along West 5th Street may be planted throughout the provided front yard.
 - b. The street frontage landscape requirements are not limited to 50% medium or decorative trees. Shrubs may be allowed to meet the required points.
 - c. The east and west landscape islands in the middle row of the parking area may be removed and the dedicated landscape points shall be distributed along the perimeter of the parking area.
 - d. Landscape points shall be based on the current landscape code.
 - e. A solid six-foot tall privacy fence shall be placed within the required bufferyard, along the north property line and along Larch Avenue at a minimum three-foot setback to screen the storm water pond.
3. The landscaping must be installed prior to the certificate of occupancy being issued.

All ‘Ayes’ Motion Carried

Miller presented the Alternative Sign Application Update by Jim Pathos to exceed the total sign area and height allowance of an existing nonconforming sign and consideration of allowing a second freestanding sign, located at 1613-1635 North Central Avenue (Festival Foods property), zoned “CMU” Community Mixed Use District.

COMMENTS:

- Dan Drexler, Stratford, Sign, stated that the applicant prefers to go with Option 3 for now and then work toward the second sign for tenant signs.
- Jim Pathos, owner of the property, stated the sign is the original sign dating back to 1986. Since 2006 when the last approval was granted, not much has really changed. Now with the market picking up, there is an increase in demand for signage out front. Alternate No. 3 would meet their immediate needs. He agrees that within a year they could work out a plan to install the multi-tenant free standing sign on the Central Avenue frontage.
- Jockheck asked if we can put a one year time frame on the requirement the second sign.
- Jim Pathos stated he could work with a June, 2015 requirement.
- Jockheck asked if it would be a pylon or monument sign and Pathos stated he prefers to go with a taller sign to keep the tenant signs higher so they are not impacted by snow piles/drifts.
- Wood asked if the pylon signs would block the view of each other and Drexler said he doesn’t think that would be a problem.

PC14-04 Motion Wood, second by Jockheck to recommend denying the Alternative Sign Application Update by Jim Pathos to add 16 square feet of signage, increasing the extent of the existing non-conforming freestanding pylon sign at 1613-1635 North Central Avenue (Festival Foods property), zoned “CMU” Community Mixed Use District, and approving an alternative sign permit to allow a second freestanding sign with the following conditions/exceptions:

- Remove all the signage except the Festival Foods sign and OfficeMax sign from the existing pylon sign.
- Permit a second freestanding sign located at least 100 feet from the existing sign and setback a minimum of five feet from the right-of-way and adjacent property.
- The second freestanding sign shall be a multi-tenant sign for the tenants in Century Plaza and be allowed up to 105 square feet in area.
- The subject property is allowed up to 355 square feet of permanent freestanding sign area.
- A three-foot landscaped area shall be planted around the base of the new sign.

Wood voted ‘Aye’, Wagner, Jockheck, Beck & Knoeck voted ‘No’ Motion Failed

PC14-05 Motion by Wagner, second by Wood to recommend approval of Option 3 of the Alternative Sign Application Update by Jim Pathos at 1613-1635 North Central Avenue (Festival Foods property), zoned “CMU” Community Mixed Use District. Option 3 includes the existing pylon sign with the existing primary signs for Festival and Office Max with an additional 76 square feet of signage for 4 tenant signs located below the Office Max sign. This will put the total pylon signage at 326 square, and is contingent on the following:

- The second free standing sign for tenants shall be installed by July 1, 2015 not less than 100 feet south of the current sign. At that time, all tenant signs shall be removed from below the Office Max sign and the overall signage shall be brought into conformance based on the frontage.

All ‘Ayes’ Motion Carried

PC14-06 Motion by Jockheck, second by Wagner to receive and place on file the Summary of 2013 Development-Related Activity and Plan Commission Actions.

All ‘Ayes’ Motion Carried

Commissioner Jockheck nominates Commissioner Wood as the Non-Elected Plan Commissioner to the CIP Administrative Committee. There being no other nominations, Commissioner Wood is appointed as the Non-Elected Plan Commissioner to the CIP Administrative Committee.

Motion by Wagner, second by Wood that the meeting be adjourned at 8:37 PM.

All ‘Ayes’ Motion Carried

Daniel G. Knoeck, Secretary
CITY PLAN COMMISSION

Marshfield Airport Committee Minutes

January 23rd, 2014

Meeting called to Order at 6:07 p.m. by Chairman John Berg

Present: Ed Wagner, Paul Knauf and John Berg

Absent: Jack Bremer and Dan Maurer

Also Present: Matt Keifer, Myles Richmond, Duffy Gaier, and Jeff Gaier

Citizens Comments: None (Temp that evening was -14 F).

AP14-01 Motion by Wagner Second by Knauf to approve the Airport Minutes for December 19th 2013 All Ayes,

Motion Carried

AP14-02 Motion by Knauf, Second by Wagner to approve the Airport Manager's January 2014 Report, All Ayes

Motion Carried

AP14-03 Motion by Wagner, Second by Knauf to approve the January 2014 Activity Report, All Ayes

Motion Carried

AP14-04 Motion by Knauf, Second by Wagner to approve Airport's Capital Improvement Plan for 2015 to 2019 and submit it to City Hall for inclusion in the CIP process.

Motion Carried

AP14-05 Motion by Wagner, Second by Knauf to approve the the Airport Final Bills for December 2013, All Ayes

Motion Carried

AP14-06 Motion by Knauf, Second by Wagner to approve the the Airport Final Bills for January 2014, All Ayes

Motion Carried

Project Updates - Discussed no action taken.

The State has informed us that we need to come up with \$9500 for purchasing additional property south of the airport.

The Bureau of Aeronautics has not yet set a date when they will invite the airports to come visit them for planning at Madison

The 2014 Wisconsin Aviation Conference will be held in Wausau, WI May 5th to May 7th at the Patriot Center. Jeff will be working the registration desk and will be putting on a presentation on the Wisconsin Flying Hamburger Social with John Chimel, the airport manager from Wausau.

No Additional Citizens Comments.

Motion by Wagner, second by Knauf to adjourn at 7:04 p.m. All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

Marshfield Airport Manager's Report Marshfield Airport Meeting Jan. 23rd, 2014



The extreme temperatures and weather we have had this month have greatly impacted traffic. We have seen very little traffic into or out of the airport this month. The weather has also made it very challenging on equipment.

We had a problem with the Jet A pump this month. The extreme cold made it difficult to pump jet fuel the few times when we needed it. We think that the seals within the system contracted some allowing the pump to lose its prime. Typically the pump when left running for a few minutes, it will re-prime itself, however in the extreme cold, this was not the case. We had to wait until the weather warmed up before we could use the pump again. There is a small heater in the pump which we think is not working. We have contacted METCO to let them know the next time they are in the area, if they could stop by and take a look at the heater. METCO installed the system for us in 2009.

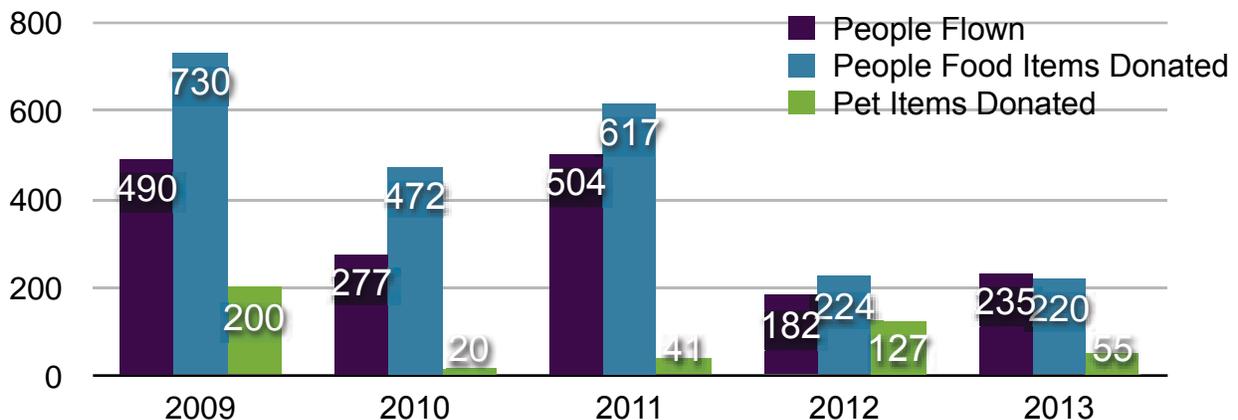
The Bureau of Aeronautics has been crunching some numbers for the purchase of additional property South of the airport. Our share of the additional property would be \$12,500 using entitlement funding to help pay for the property. We do have \$3,000 at the Bureau that they will apply towards the purchase of the property.

We received notice from the Federal Aviation Administration that the military wants to establish a temporary military operation area over central Wisconsin. This MOA has been established in the past. We have written letters against the forming of this MOA as we are concerned that it will eventually become permanent.

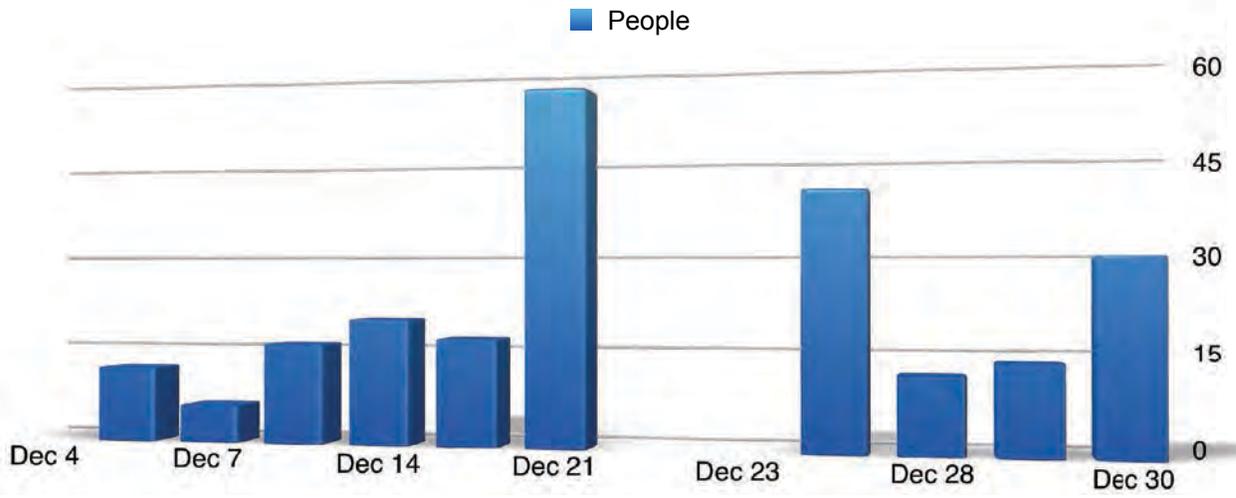
Holiday Light Flights for 2013 were again down compared to previous years. This year we reduced the number of days we flew. In 2013 we had three nights that flights were canceled due to weather. We also had one night that was cut short due to weather. The weather this year that caused cancellation was unusually warm so it created freezing fog conditions. Nights canceled were:

- Dec 4th - V&H Heavy Trucks Christmas Party
- Dec 22nd - Normal Holiday Light Flight Night
- Dec 23rd - Normal Holiday Light Flight Night

Yearly Breakdown of People and Donation Items

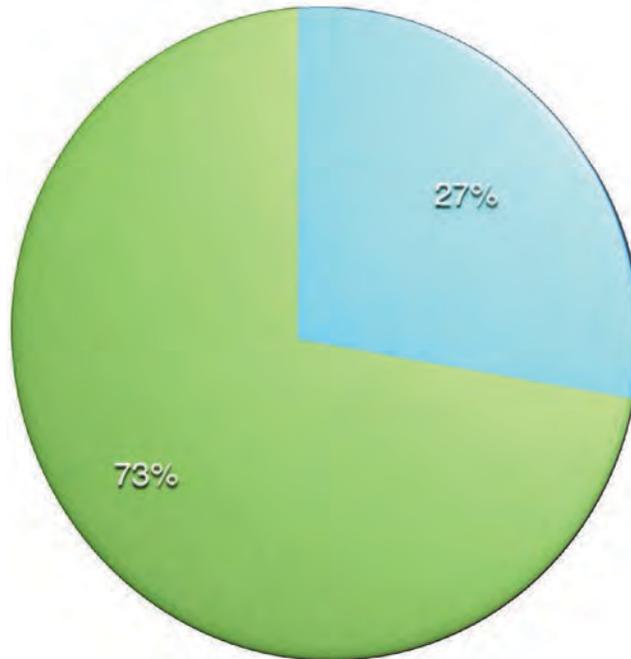


2013 People by Date



● Yes - They have flown before on a HLF

● No - they have not flown on a HLF



The People

One of the things we also look at with the people taking the flight is where they are from and if they have taken a flight before.

While there are some people taking flights from Marshfield, the majority of the people are not from Marshfield and are traveling to Marshfield to specifically see the Rotary Winter Wonderland. We are seeing people from all the surrounding towns and Cities coming to Marshfield.

Neillsville
Medford
Dorchester
Colby
Abbotsford
Stetsonville
Granton
Blenker
Sherry
Auburndale

Wisconsin Rapids
Stevens Point
Plover
Spencer
Unity
Tomah
Wausau
Athens
Loyal
Greenwood

Stratford
Mosinee
and many others.

The farthest anyone has come from is Hawaii, but they were visiting relatives in Marshfield.

Proposals

In 2013 we had the pleasure of providing opportunities for two proposals. Both of which



the future bride said yes.



Pictured Above:
We have been
moving a lot of
snow this month.



Pictured Left: A
medical flight
Pilatus that was

into the airport this month.

Pictured Below: A King Aire that was into the airport this month.



Pictured Above: An
experimental from Canada
that stopped in for gas on
one of the coldest days of
the year.

Pictured Left: We said goodbye to our Cessna 172 N63483 this month as Duffy traded it for a Cessna 152 that we will be adding to our rental fleet. We still have many other Cessna 172s that we are using for rental, flight training and leasing.

Happy Flying - Duffy, Alice, Bob and Jeff



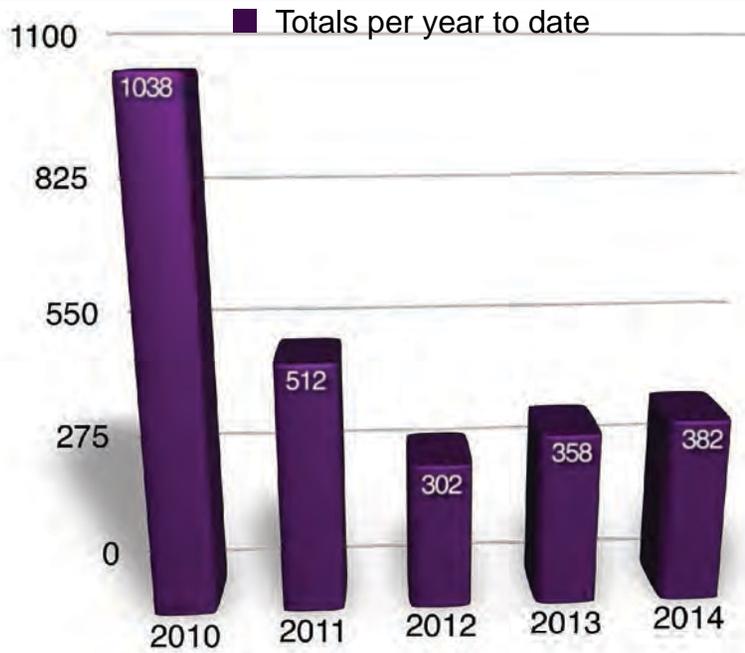


Airport Activity Report Jan 2014

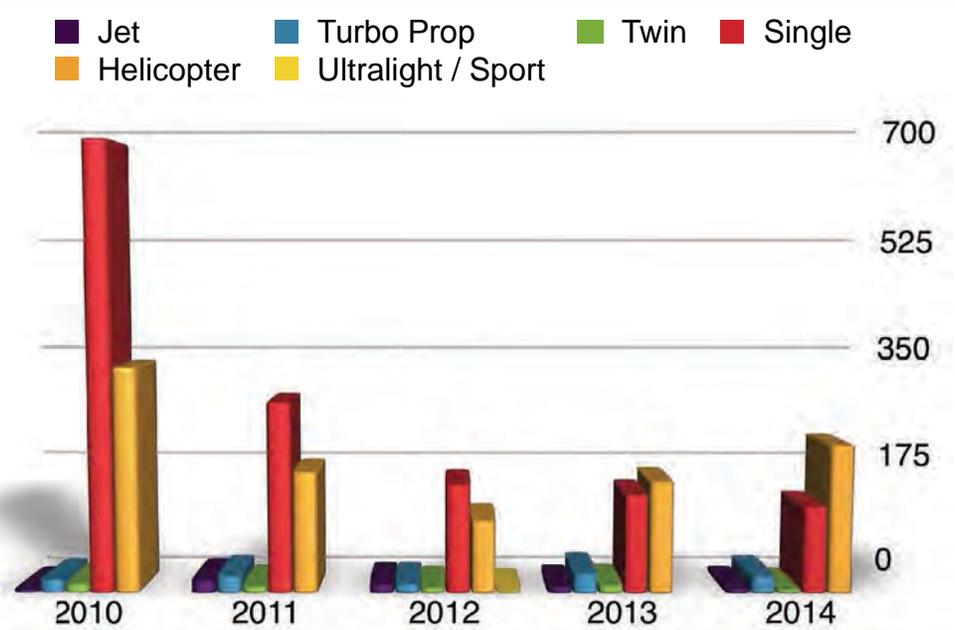


Departures and or Landings Information - Flight Operations - 35 Days Between Reports							
Year	YTD 2010	YTD 2011	YTD 2012	YTD 2013	Jan 2013	Jan 2014	YTD 2014
<i>Jet</i>	4	18	12	8	8	6	6
<i>TurboProp</i>	18	24	12	28	28	24	24
<i>Twin</i>	12	8	6	10	10	4	4
<i>Single</i>	672	284	162	146	146	128	128
<i>Helicopter</i>	336	180	108	166	166	220	220
<i>Light Sport</i>	0	0	2	0	0	0	0
<i>Total</i>	1038	512	302	358	358	382	382
Passengers							
<i>Total</i>	1384	682	402	447	447	764	764
Local and Transient Traffic							
<i>Transient</i>	260	74	74	122	122	176	176
<i>Local</i>	778	496	228	236	236	206	206
Training Flights							
<i>Total</i>	430	94	74	94	94	96	96
Fuel Dispensed							
<i>Av Gas</i>	971	1132	891	1188	1188	567	567
<i>Jet A</i>	1387	2405	1204	2345	2345	2336	2336
<i>Total</i>	2358	3537	2095	3533	3533	2903	2903
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.							

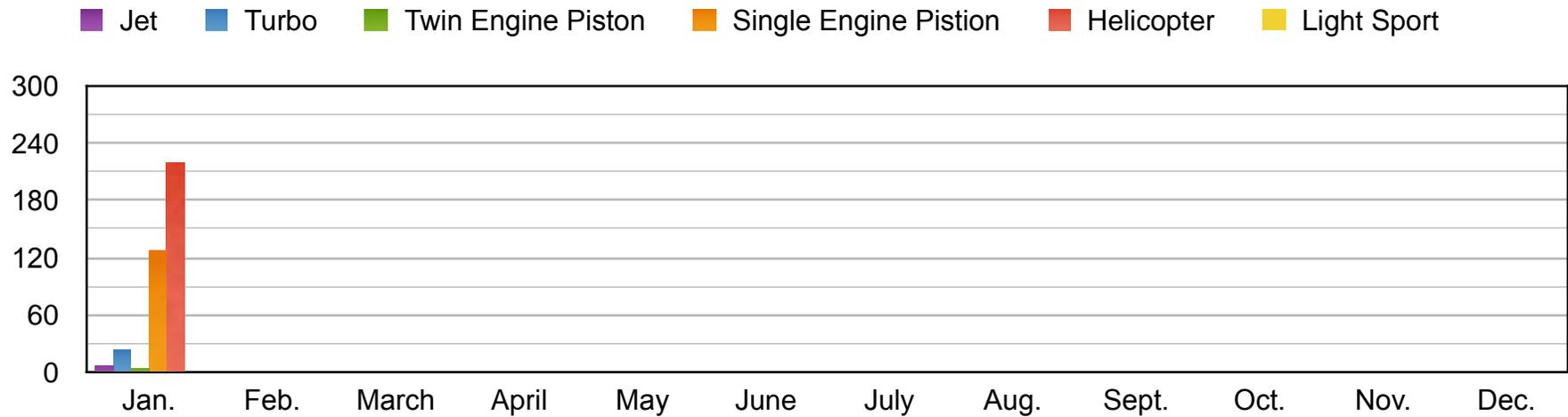
Flights Over the Past Five Years by the Present Month



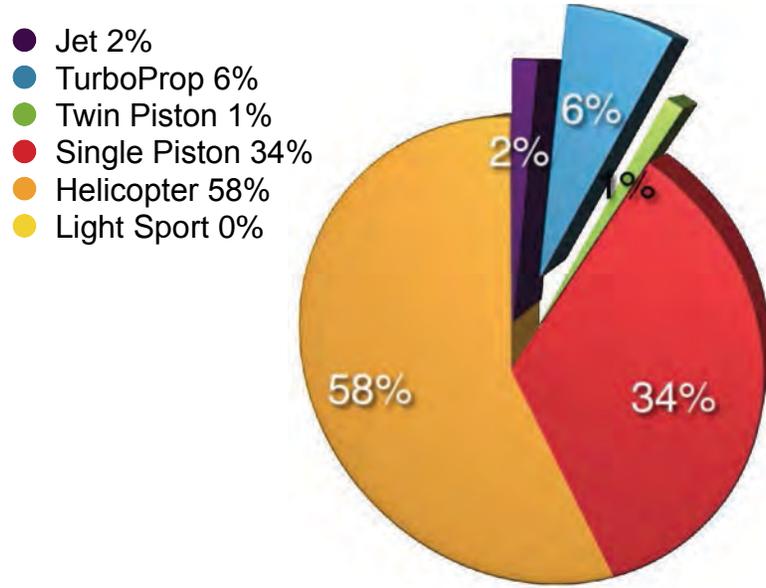
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



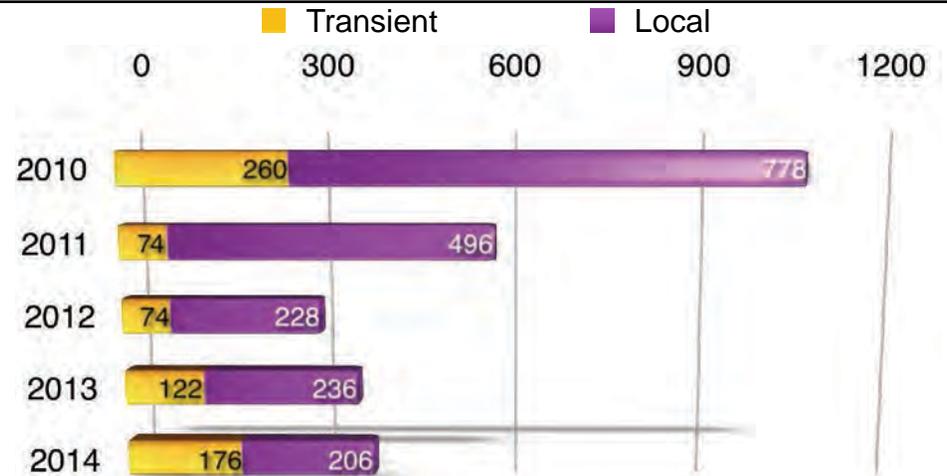
Operations by Aircraft for the Year of 2014



Percentage By Type Of Aircraft That Came Into Marshfield In 2014

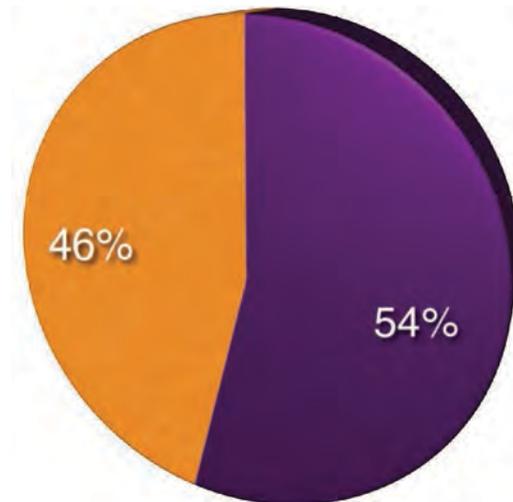


Transient Vs. Local Traffic



Percentage of Local Vs. Transient Traffic

● Local Traffic ● Transient Traffic



Summary of Activity

Compared to last year at this time last year:

Jet Engine traffic is down

Turbo Prop Engine Traffic is down

Twin Engine Piston Traffic is down

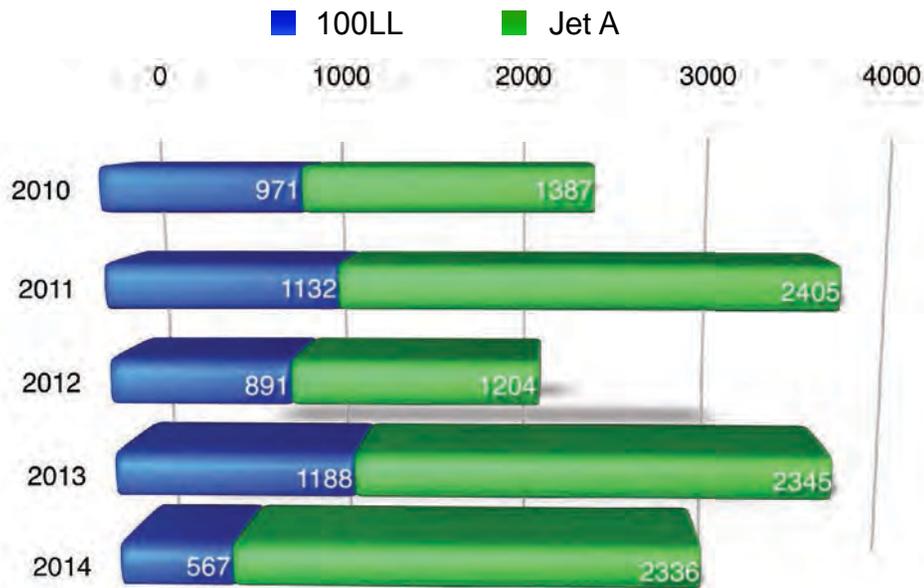
Single Engine Piston Traffic is Down

Helicopter Traffic is Up

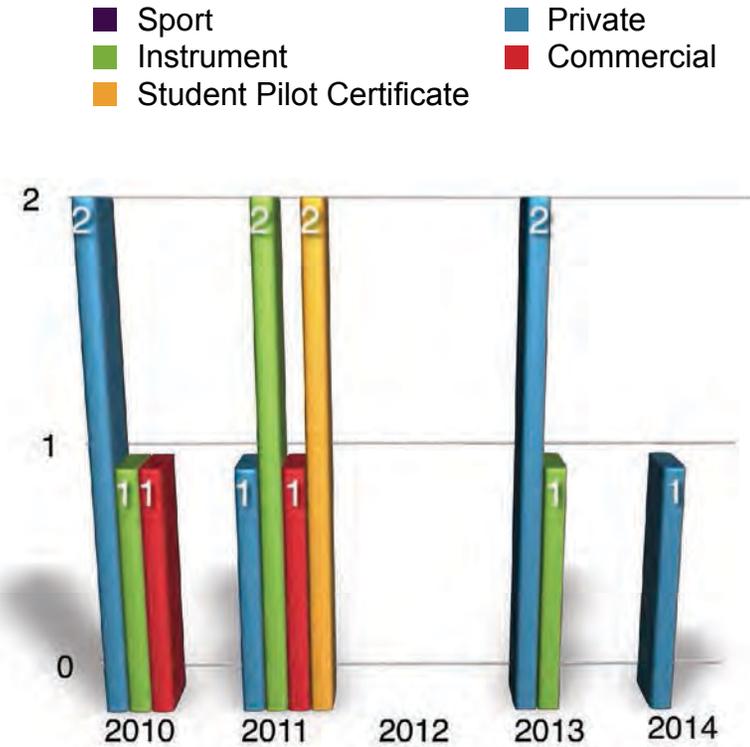
Light Sport is the same with no flights.



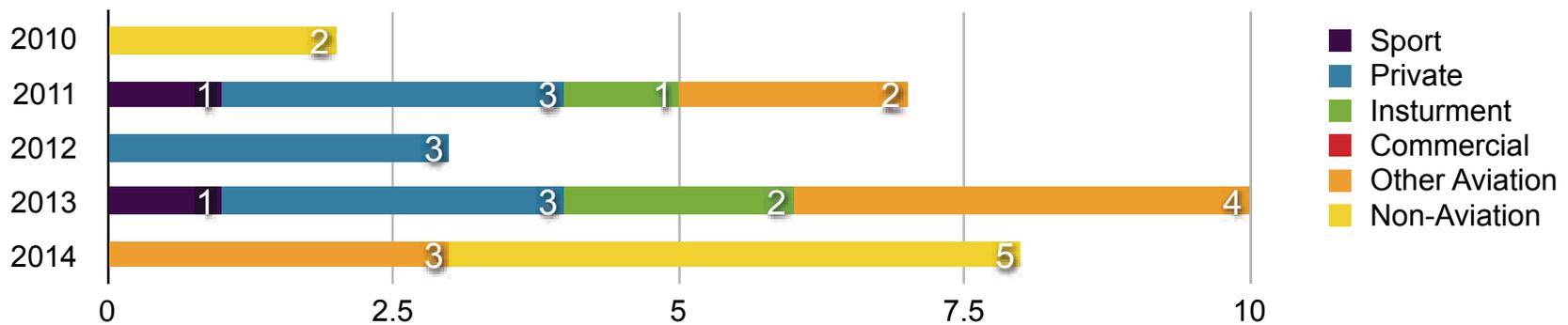
Fuel Sold - 5 Year Comparison



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 Jan 2014

Duffy's Aircraft Sales and Leasing Inc.
Aviation On Demand
Spirit Transport
Dan Hiller
CrossWind Aviation LLC
Wheelers Chevy Olds Pontiac Cadillac Inc.,
Dan Wheeler and Family
Myles Richmond
Duffy Gaier
Bob Gaier
Jeffrey & Elizabeth Gaier
Al Hatz
Dave Wells
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
Jim Hills
Grassland Dairy
Justin Smith
Medevac (Medflight Wausau)
Tom Witt
Country Flyers Education
Jake Jasinski
Grant Tarpinain
Troy Rens
Life Link III (Medflight New Richmond)
Bob Lee
Wayne Short
Enbridge
MQA Aviation LLC
Matt Thomas
Burrnett Co. Flying Service
Michael Tyler
Air Methods
Citation Air
Roehl Transport
Everett Roehl & Family

Heartland Aviation
Festival Foods
MDSFest LLC
Reven Untiedt
Matt Keifer
Loretta Trenshaw
Brittany Lueth & Rico
Ray Burek
Bob Thill
Joseph Was
Integrated First Response - Great-Lakes (Med flight)
Nicholas Jeter
Steve Martens
Randy Musack
Quinn Shumway
Tyler Reabe
Art Scottberg
Dan Bull
Wisconsin Governor Scott Walker
State of Wisconsin

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

VNA Aspirus Home Health

Marshfield Youth Hockey

V & H Heavy Truck - Hosted a Christmas Party at the airport

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 businesses 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

Holiday Inn

Blue Heron / West 14th

Marshfield Clinic

St. Joseph's Hospital

Festival Foods

V & H Heavy Trucks

Roehl Transport

Subway

Chips

McDonalds

Melody Skating Gardens

Target

Hardees

The Store

Baltus

Wildwood Zoo

Marshfield Hotel

Marshfield Rotary Winter Wonderland

Obj. #	Description	2013		Firm	Used To Date	Balance
		Amount Approved	December Invoices			
52100	Professional Services	43,206.00		Manager's contract	43,206.00	-
52210	Electric	15,870.00	1,240.00	Electric (estimate)	14,486.03	1,393.97
52220	Water	390.00		Marshfield Utilities (estimate)	584.22	(194.22)
52230	Sewer	307.00		Marshfield Utilities (estimate)	674.33	(367.33)
52240	Fire Protection Charge	1,436.00	145.00	Marshfield Utilities (estimate)	1,625.80	(189.80)
52260	Heating - Gas	4,814.00	554.86	WE Energies general aviation terminal 190.09 WE Energies - East unit 233.76 WE Energies - West unit	2,981.54	1,832.46
52300	Telephone	1,152.00	104.89	Frontier	1,454.41	(302.41)
52400	Rep/Maint. Serv.Streets	17,200.00	3,125.00	Duffy's Aircraft Sales - Plowing snow	19,090.00	(1,890.00)
52500	Repair/Mainte. Service	50,967.00	1,575.54	Duffy's Aircraft Sales - Semi annuals for LOM, NDB, repairs to LOM & SDF. Getting a defective phase shifter operating correctly again - De Nardis. 4,000.00 Crack Filling Serv. Corp. - sealant and application. 405.00 Stratford Siga Co. - design & setup of two different signs. 632.45 Northwest Petroleum - Annual inspection. Corrected wiring of submersible sump sensors and also programmed the correctly. 200.00 Maid to Order - cleaning services 49.50 Merkel Co., Inc. - Checked fuel pump 2,690.00 Security Fence & Sup. Co., Inc. - Furnish and install three high double swing gates at remote airport property. 118.27 Merkel Co., Inc. - Replaced photo eye on beacon light.	51,176.93	(209.93)

		December Expenses	Used To Date	Balance
52900	Other Contractual Ser.	7,000.00	7,675.00	(675.00)
				Duffy's Aircraft Sales - Maintenance & verification of DUS, SDF, and outer marker for October, November, & December.
53100	Office Supplies & Exp.	100.00	811.18	(711.18)
53200	Publications & dues	400.00	240.00	160.00
53400	Operating supplies	1,600.00	1,951.89	(351.89)
53500	Rep/Mainte. Supplies	6,500.00	3,536.09	2,963.91
				20.04 Hiller's Hardware -misc. scrws, nuts, bolts, washers
55110	Buildings & Contents	1,957.00	2,368.77	(411.77)
55140	Professional Liability	336.00	314.64	21.36
55150	Airport Liability	4,486.00	4,486.00	-
55170	Boiler	349.00	352.41	(3.41)
Grand Totals		158,070.00	157,015.24	1,054.76

Account # 101-53510-33

Obj. #	Description	2014 Amount Approved	2014 January Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	44,286.00	3,690.50	Manager's contract	3,690.50	40,595.50
52210	Electric	16,926.00		Electric		16,926.00
52220	Water	497.00		Marshfield Utilities		497.00
52230	Sewer	426.00		Marshfield Utilities		426.00
52240	Fire Protection Charge	1,641.00		Marshfield Utilities		1,641.00
52260	Heating - Gas	3,272.00		WE Energies general aviation terminal WE Energies - East unit WE Energies - West unit		3,272.00
52300	Telephone	1,244.00		Frontier		1,244.00
52400	Rep/Maint. Serv-Streets	17,200.00				17,200.00
52500	Repair/Mainte. Service	50,967.00	35.00	Unifirst - mat service	35.00	50,932.00

		January	Used	Balance
		Expenses	To Date	
52900	Other Contractual Ser.	7,000.00		7,000.00
53100	Office Supplies & Exp.	100.00		100.00
53200	Publications & dues	400.00		400.00
53400	Operating supplies	1,600.00		1,600.00
53500	Rep/Mainte. Supplies	6,500.00		6,500.00
55110	Buildings & Contents	2,487.00		2,487.00
55140	Professional Liability	321.00		321.00
55150	Airport Liability	4,486.00		4,486.00
55170	Boiler	359.00		359.00
58830	Airport Buildings	6,000.00		
Grand Totals		165,712.00	3,725.50	161,986.50



City of
Marshfield
Memorandum

DATE: January 24, 2014
TO: Common Council
FROM: Lara Baehr, Human Resources Manager
RE: Staffing Study Final Report

On May 28, 2013 the Common Council approved the hiring of Springsted Consulting to complete a Staffing Study. The Staffing Study final report is completed and will be placed on the City's web site (home page) the afternoon of January 24th. The final report will not be included in the agenda packet. Sharon Klumpp with Springsted will be presenting her findings at the January 28, 2014 Common Council meeting.



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, Planner/Zoning Administrator
DATE: January 28, 2014

RE: First Reading Ordinance No.1265, Municipal Code Amendment to repeal and re-enact Chapter 18, Article VIII, Landscaping Requirements, of the City of Marshfield Municipal Code.

Background

The new zoning code became effective on January 1, 2013 and consists of over 200 pages of new regulations including new districts, uses, and a new zoning map. As new developments and proposals are reviewed by staff, it gives us an opportunity to see the relationship between the Municipal Code requirements and the physically impact of a development. The new zoning code is an improvement in many areas over the previous code, however, it is not perfect and staff will continue to make recommendations on improvements as we move forward.

Throughout the review process of development projects, staff is finding the landscape requirements are difficult to understand and very excessive in areas. Some of these developments include McDonalds, UW Housing Project, and the Heritage Drive Apartments. All three of these developments had an extremely difficult time meeting all of the landscape requirements. The developers did not understand how to read Article VIII and found it difficult to determine what was required of them. Each developer submitted multiple plans, which staff spent countless hours reviewing and noting where landscape requirements were not met. Staff would provide guidance and recommend changes to meet the landscape requirements and the developers still had to revise the plans on multiple occasions. The proposed change for this amendment is a complete repeal and re-enactment of Article VIII, Landscape Requirements. These changes will allow a developer to be more flexible with the type, location, and quantity of landscape plantings.

Analysis

Prior to the adoption of the latest zoning code, the landscape requirements were very minimal and provided no guidance on the implementation. Landscape requirements in the new code have been onerous for the developers and have

been difficult to follow for staff. The proposed changes will also make the landscape section of the zoning code easier to follow and administer while still providing a reasonable minimum landscape requirement for most new nonresidential development.

The following list highlights a number of the major proposed changes made to Article VIII, Landscape Planting Requirements:

- Provided a more detailed list of which land uses are exempt from the landscape requirements.
- Single and two-family residential uses, DMU and RH-35, Agricultural uses, Accessory uses and structures, vertical additions to existing structures, Essential services, Temporary uses, fences, small additions are exempt from all landscape requirements.
- LI and GI development is exempt from street frontage and parking landscape requirements when not adjoining residential or commercial districts, but still required to meet bufferyard requirements.
- Energy production land uses and structures, new parking areas of 1,200 square feet or less, Migrant employee housing, Small scale public services and utilities, and Community living arrangements (1-8 residents) are exempt from street frontage and landscape requirements, but still required to meet bufferyard requirements.
- No longer required a minimum percent for every landscape plant category for street frontage and parking areas. The parking area street frontage landscaping is to left for the developer to decide.
- Simplified and reduced the bufferyard requirements so it is easier to read and follow.
- Bufferyards landscaping of 0.5 opacity or greater shall have 50% of the required points be coniferous trees or shrubs
- Plants mature drip line within required front yard (or street side yard) setback shall count toward meeting the minimum requirements for street landscaping, instead of limiting it to 10 feet from right-of-way.
- Evened out the landscaping points which encourages ornamental trees and makes categorizing a plant species much easier.
- Removed “use sparingly” tree types and just have a table for prohibited species.
- Points allocated to plants that are located within multiple required landscape areas may be prorated to count towards each requirement provided the minimum requirement is met for each.
- Required landscaping for one landscape area may not be double counted towards meeting the requirements for a different landscape area.
- Bufferyards are not required where additions to existing buildings or paved area are not visible from abutting properties eligible for buffering.
- New structure or parking additions must either meet the required bufferyard setback for the required opacity or the setback of the existing façade or parking area facing the abutting property, whichever is more permissive.

- Existing developed areas may continue to be utilized at their present location.
- Required landscape points and fences shall be placed to provide screening between the addition and the abutting property when feasible.
- Establish a reasonable minimum standard that can always be increased by the developer or by the Plan Commission through the Conditional Use Permit review process or conditions of rezoning.
- Simplified the installation guidelines.
- Remove the standards for rain gardens and bioswales.
- An abutting property owner may provide the required bufferyard or may waive the bufferyard requirement through a written agreement recorded with the Register of Deeds.

Plan Commission Recommendation

A public hearing was held on January 21, 2014 where Randy Lueth, Landscape Architect, spoke in favor of the proposed changes, but did have a request to include a threshold for when a licensed Landscaped Architect was required and establish a minimum scale the plans should be drawn at. The Plan Commission recommended to approve the proposed ordinance as presented and did not include the requested changes. Staff can monitor the quality of landscape plans that are submitted and if there are problems, can always come back with a recommended threshold for when a Landscape Architect is required.

Council Options

The Common Council can take the following actions:

1. Approval of the request with any exceptions or conditions the Commission feels are justifiable and applicable to the request.
2. Denial of the request with justification stated by the Plan Commission.
3. Table the request for further study.

Recommendation

None at this time unless the rules are suspended; final action will be scheduled at the February 11, 2014 meeting.

Attachments

1. Draft Ordinance 1265: Article VIII, Landscape Planting Requirements

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

ORDINANCE NO. 1265

An Ordinance repealing and re-enacting Article VIII, Sections 18-130 through 18-139 of the City of Marshfield Municipal Code pertaining to landscape planting requirements.

The Common Council of the City of Marshfield do hereby ordain as follows:

SECTION 1. Article VIII, Sections 18-130 through 18-139 of the Marshfield Municipal Code is hereby repealed and re-enacted to read as follows:

Article VIII: Landscape Planting Requirements

Section 18-130: Purpose

The purpose of this Article is to establish landscape requirements and other regulations intended to preserve and maintain vegetation. It also seeks to promote the installation of additional landscape plants in a manner that promotes the natural resource protection, aesthetic, and public health goals of the City.

Section 18-131: Applicability

- (1) The requirements of this Article shall not apply retroactively to existing buildings, structures, or parking areas.
- (2) Any new development that is not exempt from the landscape requirements shall provide installation of landscape plants in accordance with the regulations of this Article, including expansions of existing buildings and parking areas. In the case of expansions, only the new portion of building or parking area shall provide landscaping per the requirements of this Article.
- (3) Exceptions to the requirements of this Article may be granted through a conditional use permit. The applicant shall demonstrate a hardship (excluding financial hardship) that justifies exception.
- (4) The Plan Commission may require additional landscaping as part of a conditional use permit, rezoning, or similar approvals (such as conditions in a Campus District Plan) to minimize conflicts with adjacent uses.
- (5) The following are exempt from the landscape requirements in Section 18-133 (2), (3), and (4), unless otherwise required as part of a conditional use permit, rezoning, or similar approvals (such as conditions in a Campus District Plan).
 - (a) Single family uses.
 - (b) Two family uses.
 - (c) Properties within the Downtown Mixed Use and Rural Holding districts.
 - (d) Agriculture uses.
 - (e) Accessory structures and new additions to buildings of 1,200 square feet in area or less.
 - (f) Accessory uses and structures (not including migrant employee housing, on-site parking, or accessory structures over 1,200 square feet in area).
 - (g) Vertical additions to existing structures.
 - (h) Telecommunication land uses (excluding equipment shelters).
 - (i) Essential services.
 - (j) Temporary uses.
 - (k) Fences.

- (6) The following are exempt from the landscape requirements in Section 18-133 (2) and (3), unless otherwise required as part of a conditional use permit, rezoning, or similar approvals (such as conditions in a Campus District Plan).
 - (a) Development in the Light Industrial and General Industrial districts when not adjoining residential or commercial zoned property.
 - (b) New parking areas of 1,200 square feet or less.
 - (c) Energy production land uses and structures.
 - (d) Migrant employee housing.
 - (e) Small scale public services and utilities.
 - (f) Community living arrangements (1-8 residents).

Section 18-132: Landscape Planting Plan

The applicant shall provide a landscape planting plan for all development requiring landscaping. The plan should be prepared by a knowledgeable landscape designer and depict the following unless waived by the Zoning Administrator:

- (1) Plan should be drawn at a reasonable scale to clearly delineate the proposed landscape improvements.
- (2) A scale, north arrow, existing property lines, vision triangles and easements.
- (3) The ground area coverage of the existing building(s) and the proposed building(s) in square feet.
- (4) The total frontage of the existing and proposed building(s) in linear feet.
- (5) The total lot area in square feet and also in acres.
- (6) The total number of existing and proposed parking stalls and new additional parking area in square feet (including circulation areas).
- (7) The existing landscaping to be removed, showing species and size.
- (8) Existing landscaping to remain including species, size (at installation or maturity), number, and number of landscape points (per Figure 18-134(a)).
- (9) Proposed landscaping meeting the requirements of this Article including species, size (at installation or maturity), number of plants, and number of landscape points (per Figure 18-134(a)).

Section 18-133: Landscape Planting Requirements

Landscape plants shall be provided based on the following requirements for street frontages, parking areas, and bufferyards.

- (1) General Requirements.
 - (a) These requirements are additive to each other and any other landscape or screening requirements in this Article.
 - (b) For new and redevelopment (not including additions to buildings or expansions to parking areas) landscape planting point values may be doubled for existing landscape plants that are retained and protected with the development of the site.
 - (c) In calculating the number of required landscape points under the provisions of this Article, all areas and distances which required calculations shall be prorated calculations and rounded up to the nearest whole number. Any partial plant derived from the required calculations of this Article shall be rounded up to the next whole plant (for example: 23.3 large trees would be rounded up to 24 large trees).
 - (d) Required landscaping for one landscape area may not be double counted towards meeting the requirements for a different landscape area (for example: required landscaping for one bufferyard may not be counted towards the minimum requirements for another bufferyard, parking area, or street frontage).

- (e) Points allocated to plants that are located within multiple required landscape areas (such as a tree along the street frontage that is also within the bufferyard) may be prorated to count towards each requirement (for example: a large tree worth 40 points located within the bufferyard and along the street frontage, 20 points could count towards the bufferyard and 20 points could count towards the street frontage) provided the minimum requirements for each landscape area are still met.
 - (f) Utility Easements. Landscape materials, fences and berms located within a duly recorded utility or a pedestrian easement may only count toward meeting the landscape requirement if authorized otherwise by the City and applicable utilities. The width of such areas may be counted as part of a landscape requirement.
 - (g) Other Open Space Areas. Open space areas not used for landscape plantings other than natural resource protection areas shall be graded and seeded or sodded with an acceptable maintainable turf grass, restored to native vegetation, or maintained in crop production if already being farmed. Mulch of plantings or planting beds is acceptable provided that such mulching consists of organic or natural materials.
- (2) Street Frontages.
- (a) For every 100 linear feet of street frontage of a developed lot abutting a public street, the landscape plants installed shall at a minimum meet the number of landscape points specified in Figure 18-133(a).
 - (b) Plantings shall generally be dispersed along the street frontage.
 - (c) Street frontage landscaping shall be placed so that any edge of the plants mature drip line is located within the required front/street side yard for the underlying zoning district or if permitted, within the public right-of-way.
 - (d) Landscape plants shall not impede vehicle or pedestrian visibility. See Section 18-102.
 - (e) For new structure additions where the minimum landscape requirement is not being met, landscape points shall be based on the linear frontage of the addition visible from a public street measured parallel to the right-of-way line.
 - (f) If the street frontage landscaping already meets the requirements for the existing and new development, no additional landscaping is required.
 - (g) The City may allow the street frontage landscape plants to be placed within the right-of-way. Installation of plants within the right-of-way must follow the requirements of the Public Works Department.
- (3) Parking Areas (including circulation and loading areas).
- (a) For every 20 off-street surface parking stalls or 10,000 square feet of parking area including circulation and loading areas (whichever yields the greater landscape requirement), landscape plants shall at a minimum meet the number of landscape points specified in Figure 18-133(a).
 - (b) Plantings shall generally be dispersed adjacent to or throughout the parking areas.
 - (c) Parking area landscaping shall be placed so that at maturity, any portion of the plant's drip line or the edge of an interior parking landscape area (trees, perennials and/or shrubs) is located within 10 feet of the parking area. Landscape parking areas do not have to be provided in one contiguous area.
 - (d) Parking Lot Design.
 1. Parking spaces must be broken up by a landscaped island/peninsula at the rate of one island/peninsula for each linear row of 12 parking spaces for single-row, or for each 24 parking spaces in double row configurations. Parking rows with cart returns are allowed up to 16 parking spaces for single-row, or 32 parking spaces for double row configurations (cart return areas are not counted as parking spaces).
 2. All landscaped islands/peninsulas with trees shall have a minimum width of 7 feet as measured from the back of the curb or edger.

3. All landscaped islands/peninsulas without trees, but planted with shrubs and/or perennials, shall have a minimum width of 3 feet measured from the back of the curb or edger.
 - (e) For new additions to parking areas, landscape points shall be based on the number of new additional parking stalls or the square footage of new parking area added (whichever yields the greater landscape requirement).
- (4) Bufferyards. A bufferyard is a combination of distance and a visual buffer or barrier. It includes an area, together with the combination of plantings, berms and fencing that are required to eliminate or reduce existing or potential nuisances (e.g. dirt, litter, noise, glare, signs, and incompatible land uses, buildings, or parking areas).
- (a) The required level of bufferyard opacity is listed in Figure 18-133(b). Detailed bufferyard requirements are listed in Figure 18-133(c). Opacity is a quantitatively-derived measure which indicates the degree to which a particular bufferyard screens the abutting property. The required level of opacity indicated is directly related to the degree to which the potential character of development differs between different zoning districts.
 - (b) Bufferyards shall be located along (and within) the outer perimeter of a lot wherever two different zoning districts abut one another or along abutting properties eligible for buffering according to Article III or Figure 18-133(b). The bufferyard with the greatest opacity applies.
 - (c) Bufferyards are not required along public rights-of-way unless otherwise required in Article III.
 - (d) Bufferyards are not required for existing development.
 - (e) Existing developed areas may continue to be utilized at their present location.
 - (f) Required landscape points and fences for new development shall be placed to provide screening between the new development and the abutting property.
 - (g) Plantings shall generally be dispersed throughout the required or provided bufferyard.
 - (h) Bufferyard fencing.
 1. Bufferyard fencing shall be placed within the required or provided bufferyard along the perimeter of the abutting properties eligible for buffering
 2. Bufferyard fencing may be required to extend into the required front yard based on the parking configuration but may not encroach into the 10 foot setback from the public right-of-way.
 3. Bufferyard fencing in street side yards may not encroach into the 3 foot setback from the public right-of-way.
 - (i) The visual screening for bufferyards, without a structural solid fence and a required opacity greater than 0.4, shall have at least 50% of the required landscape points be a combination of coniferous species, either shrubs and/or trees.
 - (j) Bufferyard requirements for new structure and parking additions. Bufferyards are not required where additions to existing buildings or paved areas are not visible from abutting properties eligible for buffering.
 1. For structure and parking additions parallel to or extending closer to an abutting property eligible for buffering, landscape points shall be based on the linear frontage of the addition visible from abutting properties measured parallel along the property line.
 2. New structure additions must either meet the required bufferyard setback for the required opacity or the setback of the existing façade facing the abutting property, whichever is more permissive.
 3. New parking area additions must either meet the required bufferyard setback for the required opacity or the setback of the existing parking area facing the abutting property, whichever is more permissive.
 4. Required landscape points and fences for additions shall be placed to provide screening between the new addition and the abutting property when feasible.

- (k) Use of Required Bufferyard and Landscaped Areas. Any and all required bufferyards or landscaped areas may be used for passive recreation activities. Said areas may contain pedestrian, bike or equestrian trails provided that no required plant material is eliminated; the total width of the required bufferyard, and the total area of required landscape planting, is maintained; and all other regulations of this Chapter are met. No parking stalls, buildings, or outdoor display of storage of materials shall be permitted. Paving in such areas shall be limited to access to, through, or across the subject property.

Figure 18-133(a): Landscape Planting Requirements

Calculation of Landscape Points		Landscape Components	
		Street Frontages	Parking Areas
		Points per 100 linear feet of street frontage	Greater of: points per 20 parking stalls or 10,000 square feet of paved area
Zoning Districts	Rural Holding (RH-35)	0	0
	Single Family Residential (SR-2)	40	60
	Single Family Residential (SR-3)	40	60
	Single Family Residential (SR-4)	40	60
	Two Family Residential (TR-6)	40	60
	Multi-Family Residential (MR-12)	40	60
	Multi-Family Residential (MR-24)	40	60
	Mobile Home Residential (MH-8)	40	60
	Neighborhood Mixed Use (NMU)	40	60
	Community Mixed Use (CMU)	40	60
	Urban Mixed Use (UMU)	20	50
	Downtown Mixed Use (DMU)	0	0
	Campus Development (CD)	40	60
	Research and Development (RD)	40	60
	Industrial Park (IP)	40	60
	Light Industrial (LI)	20	50
General Industrial (GI)	20	40	

Side Note: Figure 18-133(a) above is a chart to help calculate the minimum landscape points required per zoning district for street frontage and parking areas. The points listed under the street frontage column are the number of points required per 100 feet of street frontage. The points listed under the parking area column are the number of required points per 20 parking stalls or 10,000 square feet of parking area, whichever is greater.

Figure 18-133(b): Required Bufferyard Opacity Values

Apply the required opacity value from this Figure to Figure 18-133(c) and select the most appropriate bufferyard option. Note that certain land uses, conditional uses, and planned development projects may have more stringent bufferyard requirements.		Abutting Property's Zoning District:																		
		RH-35	SR-2	SR-3	SR-4	SR-6	TR-6	MR-12	MR-24	MH-8	NMU	CMU	UMU	DMU	CD	RD	IP	LI	GI	PD
Subject Property's Zoning District:	Rural Holding (RH-35)																			
	Single Family Residential (SR-2)	0																		
	Single Family Residential (SR-3)	0	0																	
	Single Family Residential (SR-4)	0	0	0																
	Single Family Residential (SR-6)	0	0	0	0															
	Two Family Residential (TR-6)	0	0	0	0	0														
	Multi-Family Residential (MR-12)	0	.4	.4	.4	.4	.4													
	Multi-Family Residential (MR-24)	0	.5	.5	.5	.4	.4	0												
	Mobile Home Residential (MH-8)	0	.5	.5	.5	.4	.4	.2	.2											
	Neighborhood Mixed Use (NMU)	0	.4	.4	.4	.4	.4	.3	.3	.2										
	Community Mixed Use (CMU)	0	.5	.5	.5	.5	.5	.4	.4	.4	0									
	Urban Mixed Use (UMU)	0	.4	.4	.4	.3	.3	.2	.2	.2	0	0								
	Downtown Mixed Use (DMU)	0	0	0	0	0	0	0	0	0	0	0	0							
	Campus Development (CD)	*	*	*	*	*	*	*	*	*	*	*	*	*						
	Research and Development (RD)	0	.4	.4	.4	.4	.4	.3	.3	.3	0	0	0	0	0					
	Industrial Park (IP)	0	.6	.6	.6	.6	.6	.5	.5	.5	.4	.4	.4	.4	.4	.3				
	Light Industrial (LI)	0	.7	.7	.7	.7	.7	.6	.6	.6	.6	.5	.5	.4	.4	.4	.3			
	General Industrial (GI)	0	.8	.8	.8	.8	.8	.8	.8	.8	.6	.6	.6	.6	.6	.6	.4	.2		
Planned Development (PD)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

*Note: Per the conditions of the Conditional Use Permit or the requirements of the Campus Master Plan.

Side Note: Figure 18-133(b) above is a chart to help find the required opacity value for the subject property. Find the intersecting opacity value between the subject property, left side column and the abutting property, top row. Continue to Figure 18-133(c) to determine the minimum bufferyard requirements.

Figure 18-133(c): Detailed Bufferyard Requirements

Opacity	Minimum Bufferyard Width Measured from the Property Line (feet)	Minimum # Landscape Points per 100 Lineal Feet of Abutting Property	Required Structure
0.1	3+	20	N/A
0.2	3+	0	6' solid fence
	3+	80	N/A
0.3	3+	0	6' solid fence
	3+	100	N/A
0.4	5+	40	6' solid fence
	5+	120	N/A
0.5	10+	60	6' solid fence or berm
	10+	160	N/A
0.6	15+	80	6' solid fence or berm
	15+	200	N/A
0.7	20+	100	6' solid fence or berm
	20+	220	N/A
0.8	25+	150	6' solid fence or berm
	50+	300	N/A
1.0	50+	300	6' solid fence or berm
	50+	600	N/A

Side Note: Figure 18-133(c) above is a chart to help calculate the minimum bufferyard requirements. First locate the appropriate opacity value in the left column that was established by intersecting the subject property and the abutting property in Figure 18-133(b). The next column is the minimum bufferyard width measured perpendicular from the property line (the use of the bufferyard area is described in Section 18-133(4)). The third column is the minimum required landscape points per 100 lineal feet of abutting property eligible for buffering. The fourth column indicates whether or not a structure is required as part of the bufferyard.

Section 18-134: Classification of Plant Species

Species suitable for landscaping and compatible with local climate and soil factors are listed below. However, this list is not intended to be exhaustive, and the Zoning Administrator shall review proposals for the applicability of species not listed and is authorized to approve appropriate similar species. See Figure 18-134(b) for a list of species that are prohibited in the City of Marshfield.

The following are examples of acceptable landscape species based on classification:

1. **Large Deciduous Trees (40 points):** Maple (*Red, Sugar, Hybrid*), Birch (*River, Paper*), Linden (*Basswood: American, Redmond, Little Leaf*), Elm (*Hybrids; New Horizon, Regal, Discovery, Valley Forge*), Oak (*White, Red, Bur, Pin, Swamp-White*), Thorn-less Honey Locust (*Skyline, Sunburst, Imperial, Shademaster*), Hackberry, Ginkgo (*Male cultivars: Autumn Gold, Princeton Sentry*).
2. **Coniferous Trees (40 points):** Pine (*White, Red, Scotch, Ponderosa*), Fir (*Balsam, Concolor*), Spruce (*White, Black Hills, Colorado, Norway*), American Larch, Hemlock (*Canadian*).
3. **Medium/Ornamental Deciduous Trees (20 points):** Flowering Crabapples, Serviceberry (*tree form*), Thornless Hawthorn, Ironwood/Hophornbeam, Amur Chokecherry, European Mountain Ash, Callery Pear, Schubert Chokecherry, Nannyberry Viburnum (*tree form*), Japanese Tree Lilac.
4. **Large Shrubs (5 points):** Juniper (*Red Cedar*), Arborvitae, Yew, Viburnum (*Arromwood, Warfaring Tree, Nannyberry, Cranberry*), Dogwood (*Gray, Pagoda, Red Twig*), Chokecherry, Hydrangea, Lilac.
5. **Small Shrubs (3 points):** Horizontal Growing Junipers (*Sergeant, Broadmoor, Andorra*), Compact yew, Bird's Nest Spruce, Ninebark, Azalea, Spirea, Potentilla, Bush Honeysuckle.
6. **Perennial Plants (1 point per gallon pot):** Coneflower, Catmint, Black-Eyed Susan, Lily, Daylily, Ornamental Grass, Lady's Mantel, Columbine, Aster, Jack Frost, Blazing Star, Black Bugbane, Peony, Pachysandra, Stonecrops, Astilbe, Hosta.

Figure 18-134(a): Landscape Points

Plant Category	Landscape Points Per Plant	Minimum Permitted Installation Size	Maturity Size
Large Deciduous Tree	40	2" Caliper	30' +
Coniferous Tree	40	5' Tall	-
Medium/Ornamental Deciduous Tree	20	5' Tall	< 30'
Large Shrub	5	18" Tall	4' +
Small Shrub	3	12" Tall	< 4'
Perennial Plants	1	1 Gallon Pot	-

Side Note: Figure 18-134(a) above is a chart to that defines the number of points per plant category, and minimum installation size/ maturity growth to differentiate between large and small species.

Figure 18-134(b): Species that are Prohibited

Classification	Common Name	Scientific Name	Prohibited	Reason
Large Deciduous Tree	Non-resistant elms	<i>Ulmus spp.</i>	Prohibited	Dutch Elm Disease
Large Deciduous Tree	Boxelder	<i>Acer negundo</i>	Prohibited	Structurally Unstable
Large Deciduous Tree	Silver Maple	<i>Acer saccharinum</i>	Prohibited	Structurally Unstable
Large Deciduous Tree	Norway Maples	<i>Acer platanoides</i>	Prohibited	Invasive
Large Deciduous Tree	Ash trees	<i>Fraxinus spp.</i>	Prohibited	Emerald Ash Borer
Large Deciduous Tree	White Poplar	<i>Populus alba</i>	Prohibited	Invasive
Medium/Ornamental Deciduous Tree	Russian Olive	<i>Elaeagnus Angustifolia</i>	Prohibited	Invasive
Medium/Ornamental Deciduous Tree	Bradford pears	<i>Pyrus calleryana "bradford"</i>	Prohibited	Structurally Unstable
Medium/Ornamental Deciduous Tree	White mulberry	<i>Morus alba</i>	Prohibited	Invasive
Medium/Ornamental Deciduous Tree	Amur Maple	<i>Acer ginnala</i>	Prohibited	Invasive
Large Shrub	Buckthorn	<i>Rhamnus cathartica</i>	Prohibited	Invasive
Large Shrub	Autumn-olive	<i>Elaeagnus umbellata</i>	Prohibited	Invasive
Large Shrub	Multiflora rose	<i>Rosa multiflora</i>	Prohibited	Invasive
Large Shrub	Japanese spirea	<i>Spiraea japonica</i>	Prohibited	Invasive
Large Shrub	Burning bush	<i>Euonymus alatus</i>	Prohibited	Invasive
Large Shrub	Honeysuckle	<i>Lonicera spp.</i>	Prohibited	Invasive
Small Shrub	Japanese Barberry	<i>Berberis thunbergii</i>	Prohibited	Invasive
Small Shrub	Winter creeper euonymus	<i>Euonymus fortunei</i>	Prohibited	Invasive
Coniferous Tree	Austrian pine	<i>Pinus nigra</i>	Prohibited	Disease problems

Side Note: Figure 18-134(b) above is a chart to that list all prohibited species which may not be included as part of any landscape plan that is subject to City review per Section 18-132. The purpose of this provision is to limit the planting of species that are invasive, have invasive tendencies, that may cause public safety issues or that may perpetuate or spread disease. This list was prepared using the United State Department of Agriculture list for invasive plants of Wisconsin, 2012.

Section 18-136: Installation Guidelines

- (1) Installation. Any and all landscaping and bufferyard material required by the provisions of this Chapter shall be installed on the subject property, in accordance with the approved site plan within 365 days of the issuance of an occupancy permit or similar approvals for new additions for any new construction on the subject property, unless a conditional use is approved to allow for greater than 365 days.
- (2) Surety.

- (a) If the subject property is to be occupied prior to the installation of all required landscape plants and bufferyard material, the City may require the property owner to sign an instrument agreeing to install the required landscaping within the 365 day period. If required, the property owner and shall submit to the City an irrevocable letter of credit or other form of security that is acceptable by the City sufficient to guarantee completion of the work. Such security shall be provided by the property owner at the time that the agreement is signed. It shall be in a minimum amount equal to 110 percent of the estimated actual cost for all of the required landscape elements of the approved on the site plan and shall specifically guarantee that all such elements shall be made and installed as approved on the site plan. The costs of the work shall be furnished by the property and shall be verified by the City. The financial security shall remain in force until all of the work has been completed and approved by the City. This agreement shall also contain a statement indicating that the property owner's failure to comply with the requirements of the terms of the agreement will constitute a violation of the Chapter and subject the property owner to a forfeiture upon conviction.
 - (b) If the required landscape plants and bufferyard materials are to be installed during different phases of a subdivision development, the developer may furnish for each phase financial security in an amount sufficient to guarantee completion of the required landscaping and bufferyard work performed during a particular phase, unless required otherwise.
 - (c) If the property owner is a governmental unit, it may, in lieu of signing an agreement and furnishing a guarantee and file a resolution or letter from officers authorized to act in its behalf, agreeing to comply with the provisions of this Article.
- (3) All remaining portions of the site not covered by buildings, parking areas or landscape plants shall be graded and seeded or sodded with turf grass or native ground cover unless such vegetation is already fully established.
 - (4) The placement of plants and structures shall be depicted on the landscape planting plan submitted to the City for its approval. Such plant and structure location shall be the decision of each property owner provided the required landscape materials be selected or located in a manner that does not result in the creation of a safety or visibility hazard.
 - (5) A property owner may establish through a written agreement, recorded with the Register of Deeds that an abutting property owner agrees to provide on the immediately abutting portion of his or her land a partial or full portion of the required landscaping, thereby relieving the developer of the responsibility of providing the entire landscaping on his property. An abutting property may also agree to wave any portion of the required bufferyard, thereby relieving the developer from that portion of the required landscape with a written agreement, recorded with the Register of Deeds and copies of the agreement provided to the City.
 - (6) Maintenance. The continual maintenance of all required landscape materials shall be a requirement of this Chapter and shall be the responsibility of the owner of the property on which said materials and plants are required. This requirement shall run with the property and shall be binding upon all future property owners. Development of any or all property following the effective date of this chapter shall constitute an agreement by the property owner to comply with the provisions of this Article. If the property owner fails to comply with these provisions, the City may enter upon the property for the purpose of evaluating all required landscape materials, and may specially assess the costs thereof against the property. A property owner's failure to comply with this requirement shall also be considered a violation of this Chapter, and shall be subject to any and all applicable enforcement procedures and penalties.

Sections 18-137 to 18-139: Reserved

SECTION 2. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 3. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 4. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, Planner/Zoning Administrator
DATE: January 28, 2014

RE: Resolution 2014-02 – January Conditional Use Permit.

Background

In January, the Plan Commission reviewed a request for one Conditional Use Permit. The request was to amend the site plan and landscape plan for the UW-Student Housing project in the Campus District.

Analysis

Resolution 2014-02

- Conditional Use Request by University of Wisconsin Marshfield/Wood County to construct a 24 unit student housing complex (Institutional Residential Apartment) including an outdoor volleyball court, and amend the landscape plan and site plan to move the 24 unit student housing complex (Institutional Residential Apartment) and parking area approximately 70 feet to the east, located at 2313 West 5th Street, zoned “CD” Campus Development District.

A public hearing was held on Tuesday, January 21, 2014 where an abutting property owner to the north, Steven Dieringer, spoke against the amendment expressing concerns about potential stormwater runoff onto his property and the lack of communication between the developer and neighboring properties. Randy Lueth, Landscape Architect, said that the drainage pattern and swale along the north property line would handle the runoff and direct it to the stormwater pond on the northwest corner of the property.

The Plan Commission recommended the following action:

Approve the Conditional Use Amendment by Villas at Marshfield on behalf of the University of Wisconsin Marshfield/Wood County to revise the landscaping plan and site plan to move the 24 unit student housing

complex (Institutional Residential Apartment) and parking area approximately 70 feet to the east, located at 2313 West 5th Street, zoned "CD" Campus Development District and to replace the existing conditions with the following:

1. The 24 unit student housing complex, parking area and access drive may be constructed as presented.
2. The following proposed changes to the landscape plan are allowed as presented:
 - a. The street frontage landscaping along West 5th Street may to be planted throughout the provided front yard.
 - b. The street frontage landscape requirements are not limited to 50% medium or decorative trees. Shrubs may be allowed to meet the required points.
 - c. The east and west landscape islands in the middle row of the parking area may be removed and the dedicated landscape points shall be distributed along the perimeter of the parking area.
 - d. Landscape points shall be based on the current landscape code.
 - e. A solid 6 foot tall privacy fence shall be placed within the required bufferyard, along the north property line and along Larch Avenue at a minimum 3 foot setback to screen the stormwater pond.
3. The landscaping must be installed prior to the certificate of occupancy being issued.

The Clerk will submit the resolution to the appropriate Register of Deeds upon approval by the Common Council.

Council Options

The Common Council can take the following actions:

1. Approval of the request with any exceptions, conditions, or modifications the Council feels are justifiable and applicable to the request.
2. Denial of the request with justification stated by the Council.
3. Table the request for further study.

Recommendation

Approve Resolution 2014-02, amending Resolution 2013-40.

Attachments

1. Resolution 2014-02

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

RESOLUTION NO. 2014-02

Document Title

Document Number

A Resolution amending Resolution No. 2013-40, approving amendments to the landscape plan and amending the site plan to move the facility and parking area 70 feet east of the original proposal, for the Conditional Use Permit to construct a 24 unit student housing complex (Institutional Residential Apartment) including an outdoor volleyball court, located at 2313 West 5th Street, zoned "CD" Campus Development District, City of Marshfield, Wood County, Wisconsin.

WHEREAS, it is determined by the Plan Commission that the proposed conditional use and amendment meets the criteria listed in Section 18-161(6)(c) of the Marshfield Municipal Code; and

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 21st day of January, 2014 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Marshfield, Wisconsin, do ordain as follows:

SECTION 1. That since the Common Council finds it in the public interest to allow the proposed conditional use permit, described in Section 2, on the following described property, subject to the conditions listed below:

All of Lot 1 of Certified Survey Map No. 9687 recorded in Volume 34 of CSMs on Page 187 and being part of the Northwest Quarter of the Northeast Quarter of Section 12, Township 25 North, Range 2 East, City of Marshfield, Wood County, Wisconsin.

SECTION 2. The above described property, is permitted to construct a 24 unit student housing complex (Institutional Residential Apartment) including an outdoor volleyball court, zoned "CD" Campus Development District.

SECTION 3. The conditional use permit is subject to the following conditions:

- The 24 unit student housing complex, parking area and access drive may be constructed as presented.
- The following proposed changes to the landscape plan are allowed as presented:
 - The street frontage landscaping along West 5th Street may be planted throughout the provided front yard.
 - The street frontage landscape requirements are not limited to 50% medium or decorative trees. Shrubs may be allowed to meet the required points.
 - The east and west landscape islands in the middle row of the parking area may be removed and the dedicated landscape points shall be distributed along the perimeter of the parking area.
 - Landscape points shall be based on the current landscape code.
 - A solid 6 foot tall privacy fence shall be placed within the required bufferyard, along the north property line and along Larch Avenue at a minimum 3 foot setback to screen the stormwater pond.
- The landscaping must be installed prior to the certificate of occupancy being issued.

SECTION 4. The City Clerk is hereby directed to record a certified copy of this Resolution as the Conditional Use Permit in the office of the Register of Deeds of Wood County, Wisconsin, upon approval by the Common Council.

NOTE: This action is recommended by the City Plan Commission.

ADOPTED _____

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED _____

DEB M. HALL, City Clerk

Drafted by: City of Marshfield, Joshua Miller
Planning and Economic Development Department
P. O. Box 727
Marshfield, WI 54449-0727

STATE OF WISCONSIN COUNTY OF _____

Personally came before me, this _____ day of _____, 20 _____ the above named **CHRIS L. MEYER & DEB M. HALL** to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Recording Area

Name and Return Address

City of Marshfield
Attn: City Clerk
P. O. Box 727
Marshfield, WI 54449-0727

33-04329D

Parcel Identification Number (PIN)

RESOLUTION NO. 2014-01

Final Resolution in the matter of **Improvement Project No. 311981, 316732, 351836, 351995 & 311982 – East 2nd Street (Maple Avenue to Ash Avenue) & Vine Avenue (2nd Street to Veterans Parkway).**

WHEREAS, the Common Council of the City of Marshfield, having held a Public Hearing in the Council Chambers of City Hall Plaza on Tuesday, January 28, 2014 at 6:50 PM in the matter of construction of Portland Concrete Curb & Gutter, Sidewalk, Driveway Aprons, Concrete Pavement, Sanitary Sewer Main & Service Laterals, Storm Sewer Trunk & Service Laterals and Watermain & Service Laterals in the following streets, after notice thereof having been duly published in the official newspaper according to law, and all parties desiring to be heard having been heard.

East 2nd Street (Maple Avenue to Ash Avenue) & Vine Avenue (2nd Street to Veterans Parkway)

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Marshfield:

SECTION 1. That the report of the City Engineer, Thomas R. Turchi, as prepared pursuant to Preliminary Resolution No. 2010-14, adopted February 23, 2010, be and the same is adopted, and that the Plans and Specifications included in said report are hereby adopted and approved.

SECTION 2. It is further directed that the work or improvements be carried out in accordance with the report as finally approved, and that payments be made therefore as therein provided, and by assessing the cost of said improvement to the abutting property owners, that no part of the cost need be paid in cash, but at the option of the property owners may be paid in cash or in ten (10) annual installments, except that any special assessments of \$300 or less shall be paid in one installment and are not eligible for the ten annual installments as noted above; that the assessments shown on said report are reasonable and correct, and are hereby determined to be proportional to the front footage, do not exceed the benefits accruing to the property and are hereby confirmed.

SECTION 3. In accordance with Section 13-98 of the Municipal Code of the City of Marshfield, the following shall apply to the owner of a corner lot subject to assessments for street paving:

- (1) Such owner shall only be required to make principle payments on one assessment at a time; such owner shall begin making payments of principle on the second assessment during the year following the date when the first assessment was due to be paid in full, whichever comes first. Payments on the second assessment shall be due on the same day of each year as payments on the first assessment.
- (2) The interest rate on such assessment shall be the same interest rate as is established in the final resolution for the project, and shall be due on the first day of the month immediately following completion of the project.
- (3) The effect of said Section 13-98 shall be retroactive and shall apply to all owners of corner lots who are presently paying assessments for street paving, upon written request by such owners to the City Clerk.

SECTION 4. That in the event the property affected by the final assessments of the project are sold in part, the unpaid assessment for the original parcel of the property shall be paid in full.

SECTION 5. That the interest to be charged on the special assessments provided for herein is five and four-tenths percent (5.4%) per annum.

SECTION 6. The City Clerk is directed to publish this Resolution in the official newspaper. The Clerk is further directed to mail a copy of this Resolution to every property owner whose name appears on the assessment roll whose post address is known or can with reasonable diligence be ascertained.

ADOPTED _____

Chris L. Meyer, Mayor

APPROVED _____

Deb M. Hall, City Clerk

PUBLISHED _____