



CITY OF MARSHFIELD
MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, FEBRUARY 25, 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.

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Minutes – February 11, 2014
- E. Comments from the Mayor, specifically:
 - 1) Friends of Marshfield Public Library Proclamation
- F. Reading of items added to the agenda
- 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. Zoning Board (November 21, 2013)
 - b. Finance, Budget, and Personnel Amended (December 17, 2013)
 - c. Main Street Marshfield (January 8, 2014)
 - d. Library Board (January 14, 2014)
 - e. Community Development Authority Minutes (January 16, 2014)

COMMON COUNCIL AGENDA
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- f. Central Wisconsin State Fair (January 20, 2014)
- g. Utility Commission (February 10, 2014)
- h. Parks, Recreation, and Forestry (February 13, 2014)
- i. Town of McMillan – Central of Marshfield Joint Plan Commission (February 14, 2014)
- j. Board of Public Works (February 17, 2014)
- k. Finance, Budget, and Personnel (February 18, 2014)
- l. Plan Commission (February 18, 2014)
- m. Community Development Authority Financial Meeting Minutes (February 19, 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 the 2013 Annual Economic Development Report. Presented by Jason Angell, Director of Planning & Economic Development.

Recommended Action: Receive and place on file.

- L. Request to approve Resolution No. 2014-08 dissolving TID #3. Presented by Jason Angell, Director of Planning and Economic Development.

Recommended Action: Approve Resolution No. 2014-08

- M. Request to approve Resolution No. 2014-09 dissolving TID #6. Presented by Jason Angell, Director of Planning and Economic Development.

Recommended Action: Approve Resolution No. 2014-09.

- N. Request to approve Budget Resolution No. 02-2014 transferring \$310,000 from Donor TID No. #2 (Purdy Building) to cover TID #6 deficit and closeout and \$25,000 within TID #3. Presented by Keith Strey, Finance Director.

Recommended Action: Approve Budget Resolution No. 02-2014.

- O. Request to approve Resolution No. 2014-12, authorizing the carry-over of the 2013 appropriations into 2014 for various capital outlay projects and other operation/maintenance projects that were not expended/completed in 2013. Presented by Keith Strey, Finance Director.

Recommended Action: Approve Resolution No. 2014-12

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- P. Request to approve Resolution No. 2014-13, Conditional Use Request by Jake Bernarde to permit a "Vehicle Repair and Service" Commercial Land Use facility in the "GI" General Industrial District, Located at 1700 South Popple Ave. Presented by Josh Miller, Planner/Zoning Administrator.

Recommended Action: Approve Resolution No. 2014-13

- Q. Request to approve Resolution No. 2014-14, Conditional Use Request by Todd Nelson, representing Dairy Queen to permit an "Outdoor Commercial Entertainment Use" in the "CMU" Community Mixed Use District, for the purpose of providing an outdoor seating area, located at 1600 South Roddis Avenue. Presented by Josh Miller, Planner/Zoning Administrator.

Recommended Action: Approve Resolution No. 2014-14

- R. Request to approve Resolution 2014-15 Certified Survey Map and dedication of public right-of-way for McMillan Street and Hume Avenue. Presented by Dan Knoeck, Director of Public Works.

Recommended Action: Approve Resolution No. 2014-15.

- S. Request to approve Resolution 2014-16 relocation order for acquisition of property for Hume Avenue, north of East McMillan Street. Presented by Dan Knoeck, Director of Public Works.

Recommended Action: Approve Resolution No. 2014-16.

- T. First Reading of Ordinance No. 1267, Rezoning Request by the City of Marshfield to change the zoning from "G1" General Industrial District to "SR-4" Single-Family Residential District, located in the Green Acres Estate 1st Addition preliminary plat, located south of Green Acres Estates Subdivision, between Washington and Hume Avenue. Presented by Josh Miller, Planner/Zoning Administrator.

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

- U. First Reading of Ordinance No. 1268 Municipal Code Amendment requested by Marshfield Utilities to Chapter 14, Municipal Utilities, creating Section 14-07 and to Chapter 19, Subdivision and Platting, amending Section 19-63 of the City of Marshfield Municipal Code, pertaining to requirements for installation of underground utilities. Presented by Nick Kumm, Marshfield Utilities.

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

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- V. First Reading of Ordinance No. 1269, Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-103(10) of the City of Marshfield Municipal Code, pertaining to Throat Length. The amendment is being proposed to allow the City Engineer the ability to review and determine the throat length for new development based on traffic circulation and safety concerns. Presented by Josh Miller, Planning/Zoning Administrator.

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

- W. First Reading of Ordinance No. 1270, Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-104 of the City of Marshfield Municipal Code, pertaining to Exterior Lighting Standards. The amendment is being proposed to repeal and replace Section 18-104 in an effort to address architectural and landscape lighting, illumination at the right-of-way line, clarify the requirements and make it easier to implement.

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

- X. First Reading of Ordinance No. 1271 amending Section 2-40 of the Marshfield Municipal Code relating to responsibilities of the City Attorney. Presented by Steve Barg, City Administrator.

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

- Y. Request Council direction on filling the vacancy for the unexpired term of Alderperson Stauber – appointment vs. special election. Presented by Steve Barg, City Administrator.

Recommended Action: Discretion of the Common Council.

- Z. Closed Session pursuant to Wisconsin Statutes, chapter 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically the City Administrator has requested a closed session to discuss: 1) request to amend terms of an existing development agreement with JT Marshfield, LLC; and 2) review issues concerning development agreement with Completion Industrial Minerals.

AA. Reconvene into open session.

BB. Action on matters discussed in closed session, if appropriate.

CC. Items for future agendas

DD. Adjournment

COMMON COUNCIL AGENDA
FEBRUARY 25, 2014

Posted this day, February 21, 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.

FEBRUARY 11, 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.

CC14-010 Motion by Feirer, second by Hendler to approve the minutes of the Common Council meeting of January 28, 2013.

Motion carried

Employee Recognition

Jan Michalik, Finance Department

February 13, 1979

35 years

No items were added to the agenda.

PUBLIC COMMENT PERIOD

Aldersperson Stauber announced his resignation as District 6 Aldersperson. He has accepted a position with his employer to work on a project that will take him out of town so he won't be available to attend meetings.

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

Mike Eberl from the Marshfield Utility Commission. They discussed the question of an opt-out policy at their meeting but nothing happened. They will continue to discuss this issue and it will come back at next month's commission meeting.

CONSENT AGENDA

CC14-011 Motion by Buttke, second by Earll to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Business Improvement District Board of January 15, 2014; Sustainable Marshfield Committee of January 21, 2014; Historic Preservation Committee of January 25, 2014; Historic Preservation Committee Special Meeting of February 3, 2014; Board of Public Works of February 3, 2014; Judiciary and License Committee of February 4, 2014 and Finance, Budget and Personnel Committee of February 4, 2014.

Motion carried

No items were removed from the consent agenda.

CC14-012 Motion by Wagner, second by Hendler to approve Budget Resolution No. 01-2014, transferring \$150,000 from proceeds of Long-term Debt to the Hume Avenue Street Opening project. Ayes - 10

Motion carried

A presentation on the Debt Status and Policy review was given by Finance Director Keith Strey and Dave Anderson from PFM.

CC14-013 Motion by Buttke, second by Wagner to approve Resolution No. 2014-10, providing for the sale of \$4,025,000 General Obligation Promissory Notes, Series 2014. Ayes - 10

Motion carried

CC14-014 Motion by Spiros, second by Cummings to approve Resolution No. 2014-11, designating officials authorized to declare official intent under reimbursement bond regulations.
Ayes - 10

Motion carried

CC14-015 Motion by Buttke, second by Wagner to approve the proposal from SCS Engineers to assist in creation of a Business Incentive Program for Mill Creek Business Park. Ayes - 10

Motion carried

CC14-016 Motion by Feirer, second by Hendler to approve Budget Resolution No. 03-2014, transferring \$6,500 from State Trust Fund Proceeds to TID #5 Urban Development budget.

Ayes - 10

Motion carried

Second reading of Ordinance No. 1265, Municipal Code amendment to repeal and re-enact Chapter 18, Article VIII, Landscaping Requirements of the City of Marshfield Municipal Code.

CC14-017 Motion by Cummings, second by Earll to approve Ordinance No. 1265. Ayes - 10

Motion carried

CC14-018 Motion by Stauber, second by Earll to approve the following Preliminary Resolutions:

1. Preliminary Resolution No. 2014-03; North Street (St. Joseph Avenue to Wood Avenue)
2. Preliminary Resolution No. 2014-04; 2014 Mill in Place Asphalt Paving Projects
3. Preliminary Resolution No. 2014-05; Upham Street (Central Avenue to 200' east)
4. Preliminary Resolution No. 2014-06; Alley bounded by Chestnut Avenue/Central Avenue & 4th Streets/5th Streets.
5. Preliminary Resolution No. 2014-07; Park Street (7th Street to Oak Avenue)

Ayes - 10

Motion carried

CC14-019 Motion by Hendler, second by Cummings to approve the appointment of Karl Zimmermann to the Capital Improvement Program Administrative Committee as a citizen member.

Ayes - 10

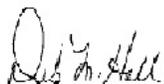
Motion carried

Future Agenda Items

Procedure for filling the vacancy in District 6.

Motion by Stauber, second by Feddick-Goodwin to adjourn at 8:06 p.m.

Motion carried



Deb M. Hall
City Clerk

Friends of Marshfield Public Library Week
Mayoral Proclamation

Whereas, Friends of the Marshfield Public Library (FOMPL) raises money that enables our library to move from great to AWESOME - providing the resources for adult and children's reading programs, much-needed furniture and equipment, expanded material collections, and numerous special events throughout the year, all unattainable within the library's normal budgetary confines;

Whereas, the work of FOMPL highlights, on an on-going basis, the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to present;

Whereas, FOMPL understands the critical importance of well-funded libraries, and advocates to ensure that Marshfield Public Library gets the resources it needs to provide a wide variety of services to all ages, including access to print and electronic materials along with expert assistance in research, readers' advisory, and children's services;

Whereas, for the past 25 years, FOMPL has sponsored a used book mega sale, Twice Sold Tales, in service to the reading public of Marshfield and Central Wisconsin, and as a means to raise funds to benefit Marshfield Public Library;

Whereas, FOMPL promotes lifelong reading and learning for the youth of Central Wisconsin through its Born to Read and Give-a-Kid-a-Book programs and its support of the Children's Summer Reading Program;

Whereas, for twelve of the last fourteen years, FOMPL has produced the event Timeless Tales, an enriched Evening of Readings and Music, in order to celebrate and promote literature and the arts;

Whereas, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that Mayor Chris L. Meyer proclaims March 2-8, 2014, as
Friends of the Marshfield Public Library Week
in the city of Marshfield, County of Wood, Wisconsin, and urges everyone to join FOMPL and thank them for all they do to make our library and community so much better.



IN WITNESS WHEREOF, I have sent my hand
and seal this 18th day of February, 2014.

A handwritten signature in black ink, appearing to read "Chris Meyer".

Chris Meyer, Mayor

ZONING BOARD OF APPEALS MINUTES OF NOVEMBER 21, 2013

Meeting called to order by Chairperson Gerl at 5:00 p.m. in the 1st Floor Conference Room, Suite 108, City Hall Plaza.

PRESENT: Ken Bargender, Ed Gerl, Richard Kenyon, Robert Lewerenz, Dean Markwardt and 1st Alternate Todd Zieglmeier

ALSO PRESENT: Building Services Supervisor Pokorny, Deputy Clerk Panzer, Dolores Eisner and Harold Eisner

ZB13-015 Motion by Bargender, second by Kenyon to approve the minutes of September 17, 2013 as submitted.

Motion carried

Deputy Clerk read the appeal of Dolores Eisner. Appealing a condemnation order issued by the City of Marshfield on property located at 201 South Peach Avenue, Marshfield, WI 54449. The condemnation order declares the building a public nuisance and requires that the building be razed pursuant to Section 15-53 (7)(a) of the Municipal Code of the City of Marshfield.

Building Services Supervisor Pokorny gave a background and analysis on the property located at 201 South Peach Avenue for the condemnation order. He explained the choices that the Zoning Board of Appeals has in this matter. He recommended denying the appeal of Dolores Eisner.

Dolores Eisner felt her home could be valued at \$200,000 if the repairs are made. The structure is very good and it has a good foundation.

Lewerenz questioned why Dolores Eisner didn't fix the roof when it started leaking so it wouldn't get to this point.

Gerl said he has lived in this area for 15 years and this house has not been kept up.

The cost of razing the home and the process to collect the cost of razing the home from the homeowner were discussed in detail.

Building Services Supervisor Pokorny explained the history on the following properties which are currently owned or were also owned by Dolores Eisner that had orders and were never completed:

1110 South Central Avenue
110 West 11th Street
109 West Arnold Street
204 South Peach Avenue

Harold Eisner stated that they were never allowed building permits when they asked for them.

Building Services Supervisor Pokorny explained how the foreclosure process changed in the last few years.

The consensus of the Zoning Board was to deny the appeal of Dolores Eisner due to the long history with her other properties, ignoring orders from the City of Marshfield and no financial means to make repairs at this time.

ZB13-016 Motion by Markwardt, second by Lewerenz to deny the appeal by Dolores Eisner.

Motion carried

Dolores Eisner can remove any of her items from the home before it is razed.

Motion by Lewerenz, second by Kenyon to adjourn at 5:38 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF DECEMBER 17, 2013 - AMENDED

Meeting called to order by Chairperson Hendler at 6:00 p.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Alderpersons Russell Stauber, Alanna Feddick-Goodwin, Rebecca Spiros, Robert Workinger and Peter Hendler.

ABSENT: None

ALSO PRESENT: Alderpersons Wagner, Earll and Feirer, Mayor Meyer, City Administrator Barg and City Personnel (Keith Strey, Brenda Hanson, Lara Baehr, Bob Haight, Lori Belongia and Deb Hall).

CITIZEN COMMENTS

None

Alderman Workinger asked for the December 3, 2013 Finance minutes to be removed from the consent agenda.

FBP13-109 Motion by Feddick-Goodwin, second by Spiros to approve the items on the consent agenda:

1. Payroll in the amount of \$1,263,760.96 and the bills in the amount of \$363,163.44
2. November 2013 Treasury Report

Motion carried

FBP13-110 Motion by Workinger, second by Stauber to remove the paragraph under citizen comments regarding the consent agenda.

Motion failed

FBP13-111 Motion by Stauber, second by Feddick-Goodwin to approve the consent agenda and how it is recorded in the minutes of December 3, 2013.

Motion carried

FBP13-112 Motion by Feddick-Goodwin, second by Stauber to approve the minutes of the December 3, 2013 Finance, Budget and Personnel Committee meeting.

Motion carried

FBP13-113 Motion by Feddick-Goodwin, second by Spiros to approve Revised Policy No. 3.578, Direct Deposit of Payroll/Expense Reimbursement and Revised Policy No. 3.800, Compensation Plan Administration.

Motion carried

FBP13-114 Motion by Feddick-Goodwin, second by Stauber to approve the 2014 combined casualty insurance with the \$1,000 deductible option and Workers Compensation coverage with the League of Wisconsin Municipalities Mutual Insurance (LWMMI).

Motion carried

FBP13-115 Motion by Feddick-Goodwin, second by Spiros to approve the Buildings and Contents and Contractor's Equipment insurance coverage with the Local Government Property Insurance Fund for 2014 with a \$5,000 deductible.

Motion carried

FBP13-116 Motion by Feddick-Goodwin, second by Spiros to approve the airport owners and operators liability insurance for 2014 with ACE Property & Casualty.

Motion carried

FBP13-117 Motion by Feddick-Goodwin, second by Stauber to approve the boiler and machinery insurance group policy with Chubb Group for 2014.

Motion carried

FBP13-118 Motion by Stauber, second by Spiros to recommend approval of Budget Resolution No. 25-2013 to the Common Council, transferring \$1,900 from General Fund Contingency to the Election Budget to cover the costs of the additional elections.

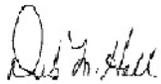
Motion carried

FUTURE AGENDA ITEMS

None

Motion by Spiros, second by Stauber to adjourn at 6:30 p.m.

Motion carried



Deb M. Hall
City Clerk

Main Street Board of Directors Meeting
Wednesday, January 8th, 2014
2 ½ Cup Cupcakery and Bake Shop
7:30 AM

Present: Lois TeStrake, Josh Kilty, CW Mitten, Nick Arnoldy, Tony Abney, Jenna Hanson, Scott Koran, Ryan Baer

Excused: Tom Henseler, Dana Upson, Trina Ignatowski, Cindy Cole, Kelly Korth

Ex-Officio Present: Steve Barg, Jason Angell

Staff Present: Denise Sonnemann, Executive Director

Other Present:

President Lois TeStrake called the meeting to order at 7:36am.

1-5. Approval of Board December minutes and Executive Communities minutes, and all committee minutes from December- Josh Kilty made a motion to approve, and CW Mitten seconded that motion; motion carried.

6. City Staff Updates- New cab company, Running Inc. out of Viroqua took over January 1st; they purchased the old ace muffler building at 6th/Central. Council approved a new apartment complex behind Wal-Mart. House study is moving forward and they are working with MSA. Downtown Master Plan committee is starting to look over the structure of current plan. Waiting to move forward as not sure if this will be done in-house or if it will be hired out. The Façade Grant team met and approved two applications, which used up the remaining funds. The program is as of now out of funds. The old news herald building and professional building have been purchased. Will be accepting bids for asbestos removal and demolission. The ads for redevelopment for the site was sent out to area news papers and have until the end of February to submit a bid.

7. MACCI Updates- January 9th – Firm of the year press conference at Wheelers; **January 11** – Bridal Fair at Marshfield Mall; **January 22** – Business after 5 at Holiday Inn; **January 29th** – Annual Meeting at KC Hall

8. Treasurers Report –Everything looks on track

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9. Executive Director's Report- Accreditation will be sent out this week as it is due January 31st; The state Progress Visit is next Tuesday. Please try to attend as the more input the better. Not a lot of meetings this past month as December is pretty quiet due to the holidays. Gave a brief update to all the changes in personnel at the WEDC Main Street Program.

10. Committee Reports-

- **Promotion Committee-** Meeting was cancelled due to the extreme cold. Looking at making changes for next year for the parade. Need more help as we were pretty limited this year. Hot Chocolate Run went well as did Reindeer Day.

It was a cold day but people still came out to participate. The wagon rides were great the first night but the last night was quiet due to the cold weather. Next meeting is **Monday, February 3rd at 8:30am.**

- **Organization Committee-** No meeting. Next meeting is **Thursday, January 9th at 8am.**
- **Design Committee-** Meeting cancelled due to extreme cold. Next meeting is **Monday, February 3rd at 10am.**
- **ER Committee-** No meeting. Still looking at having college students help with to get the businesses on YELP. The kiosk is moving forward and Nick will touch base with Brandon. Looking for ideas for projects for the upcoming year. Next meeting if **Wednesday, January 29th at 7:30am.**

11. Old Business-

- We will have our holiday get together on Thursday, January 23rd at 5pm at Mr. G's. Appetizers will be provided by Scotty's.

12. New Business-

- Reminder of progress visit on Tuesday, January 14th.

13. Meeting Adjourned at 8:02am.

MARSHFIELD PUBLIC LIBRARY
BOARD MEETING
211 E. Second Avenue, Marshfield, WI 54449
January 14, 2014
7:00 a.m.

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

Present: Joanne Ampe, Mary Hartl, Kris Keogh, Xin Ruppel, Pat Saucerman, Don Schnitzler, Kim Vrana, Ruth Voss, and Library Director Lori Belongia.

Also present: Kathy Baker, and Amanda Helke

Excused: Jean Swenson

Absent: Russ Stauber

Citizen's comments, correspondence and announcements: Thank you note for the Max Garland visit. Mary Gilbank, a high school student, sent a thank you note to Kim Ropson for allowing her to help out with story time. The students at the middle school sent a thank you note to Dori Knoff and Mary Adler for coming to talk to them about different Library resources that are available.

Changes or additions to the agenda: None.

LB14-01 Minutes of the Library Board Meeting: Motion by Ampe, second by Saucerman to approve and place on file the minutes of the December 10, 2013 Library Board Meeting with changing Kris Keogh from excused to present. All ayes. Motion carried.

LB14-02 Director's Report: Motion by Ruppel, second by Schnitzler to receive and place on file the December 2013 Director's Report. All ayes. Motion carried.

LB14-03 2nd December and 3rd December and 1st January Vendor Lists: Motion by Ampe, second by Saucerman to approve Vendor Lists. All ayes. Motion carried.

LB14-04 December 2013 Financial Control Report: Motion by Schnitzler, second by Ampe to receive and place on file the December 2013 Financial Control Report. All ayes. Motion carried.

LB14-05 Business

Updates:

Approval of minutes of January 3, 2014 Personnel Committee meeting: Motion by the Committee, second by Ampe to accept and place on file the minutes of the January 3, 2014 Personnel Committee meeting. All ayes. Motion carried.

Policy #3.410, Holiday Closings: Motion by Schnitzler, second by Ruppel to approve the changes. All ayes. Motion carried

Endorsement of the Library & Community Center Project Capital Improvement Program 2014-2018: Motion by Saucerman, second by Vrana to endorse the program. All ayes. Motion Carried.

Library & Community Center Project: Belongia updated the board on the project. She informed the board that there are new exterior drawings of the new library.

Marshfield Historic Preservation Association: Belongia informed the board that the Historic Preservation Association have put walls up and they are working on the electrical and getting a door put up. An agreement has been drawn up by the City Attorney.

LB14-06 Minutes of other organizations: Motion by Schnitzler, second by Hartl, to accept and place on file the minutes of the December 3, 2013 Library & Community Center Committee, the December 11, 2013 Library & Community Center Committee, the December 17, 2013 FOMPL Board, and the December 19, 2013 SCLS Board of Trustees. All ayes. Motion carried.

Adjournment: Seeing no other business to come before the board, Keogh adjourned the meeting at 7:42 a.m.

Respectfully submitted,



Mary Hartl
Secretary

COMMUNITY DEVELOPMENT AUTHORITY

January 16th, 2014

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

Affirmation of Proper Posting of Meeting: Meeting posted January 13th, 2014

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 – Environmental Services Manager, Carol Kerper – Executive Assistant

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

CDA 14-B01-1 Motion by Marsh, second by Buttke to accept the December 19th, 2013 Board meeting minutes. 7 Ayes

MOTION CARRIED

CDA 14-B01-2 Motion by Keogh, second by Marsh to accept the January 15th, 2014 Financial meeting minutes. 7 Ayes

MOTION CARRIED

CDA 14-B01-3 Motion by Keogh, second by LaFontaine to proceed with the implementation of IT recommendations presented by RMM Solutions, provided the initial costs for service implementation do not exceed \$20K and annual service and support costs after implementation do not exceed \$18K per year. 7 Ayes

MOTION CARRIED

CDA 14-B01-4 Motion by LaFontaine, second by Conklin to accept the Financial report as presented. 7 Ayes

MOTION CARRIED

Personnel Committee: No update

Strategic Planning Committee: No update

Grievance Committee: No update

CDA 14-B01-5 Motion by Keogh, second by Buttke to accept the CDA Code of Conduct as presented. 7 Ayes

MOTION CARRIED

CDA 14-B01-6 Motion by Marsh, second by Conklin to accept and place on file the Executive Director's Report. 7 Ayes

MOTION CARRIED

Capital Project Update:

Tim Geldernick will have specifications by the end of January for the roofs at Marcy Court and Cedar Rail, as well as for the west wall at Cedar Rail.

No Action Taken

Next Meeting Date and Time: Thursday, February 20th, 2014 at 9:00 a.m. in the Community Room of Parkview Apartments

February Agenda Items: RMM Solutions progress update
Update on Wisconsin service organization partnership opportunity

Motion by LaFontaine, second by Conklin to adjourn. Meeting adjourned at 9:42 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Peter O. Hendler
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
February 20, 2014

1. Occupancy-

Elderly/Disabled Housing- Parkview has seven (7) openings, with three (3) on hold for modernization.

Cedar Rail Three (3) openings

Scattered Sites-Full

Section 8-The program has fifty-three (53) active, leased vouchers with one to be issued at month's end.

2. Meetings/Partnerships

Economic Development Board

Committee on Aging

Grants Office

Lutheran Social Services

Housing Study Consultants

4. Economic Development Board (EDB)

Economic Development Board met on February 6th, 2014 for a regular session which included feedback from the Housing Study Survey conducted by MSA. The study was very successful in terms of the number of respondents, and helped to identify further direction for the study. More information will be provided as the study proceeds.

5. RAD Project-

Project approvals will be made within the next couple of months. A listing of RAD applicants has been sent to those submitting applications prior to December 31st, 2014.

6. RMM Solutions-

RMM Solutions has been contacted regarding our interest in pursuing services. Copies of the contract have been submitted for review by Von Briesen. With review and approval by the Commission, CDA will request timelines and any potential impact on services in order to determine a date for start-up.

7. Wildwood Regency-

All communication and documents sent to the CDA regarding the remarketing of Bonds for the Project have been shared with Andy Guzikowski at Von Briesen for review and comment. They will represent us in all steps in this transition. The CDA Commission will be asked to approve the appropriate Resolution at the regularly scheduled February 2014 Board Meeting.

8. Personnel Committee-

The Personnel Committee will introduce new hire for the site manager position to the full Board of Commissioners at the February meeting. Candidate meets with Executive Director on Friday, February 20th to fill out pre-employment paperwork.

9. Potential Project LSS

Executive Director met with Administration from LSS to discuss the potential for location of both an office and an apartment to feature new technology for those seeking to live independently. Next steps- LSS will send a draft of a proposed agreement to the CDA for review and if necessary any revision.

**CENTRAL WISCONSIN STATE FAIR
BOARD MINUTES
JANUARY 20, 2014
7:30 PM**

Meeting was called to order by President Larry Gilbertson at 7:36 p.m.

ROLL CALL:

Present: Board Members: Gary Byemers, John Garbisch, Marilyn Heiman, Jeff Viergutz, Gary Cummings, Keith Kay, Kathy Banks, Tim Heeg, Andy Keogh, Ed Wagner, Carol Kappel-Berg, Dennis Stroetz, Melissa Hanke, Bob Ashbeck, Larry Gilbertson

Executive Secretary/General Manager: Heidi Born-Smith

Absent: Dan McGiveron

President Larry Gilbertson asked that everyone in attendance give a brief introduction for the benefit of the new board members. Everyone stated who they were and what committee they chair or serve on.

Following introductions of all board members in attendance, the meeting began with the approval of minutes.

Ed Wagner moved to approve as presented the December 16, 2013 meeting minutes. Tim Heeg seconded the motion, the motion carried.

The 2014 committee assignments were handed out.

Treasurer's Report: Gary Byemers: Gary reported the balances with a new reporting structure. Dennis Stroetz moved to approve the Treasurer's report. John Garbisch seconded the motion, the motion carried.

Manager's Report: Heidi Born-Smith: Heidi reported that attendance at the Annual Meeting in December was down due to the inclement weather. The CWSFA office was closed for the winter hiatus December 05, 2013 and reopened January 20, 2014. She stated that entertainment has been selected with both Jayson Productions and the Vox Concert Series. One main stage act is confirmed for Saturday evening. Heidi indicated that she and Larry attended the Wisconsin Association of Fairs Convention in Wisconsin Dells. Contacts were made as well as contracts signed for the 2014 fair season. W2's and other tax information will be prepared and sent out to meet deadlines of January 31, 2014. Heidi also informed the Board that we received a bill for unpaid insurance from 2012 for the amounts of \$750 and \$500. Some research will take place to see if these are legitimate.

It was moved and seconded to approve the Managers Report. The motion carried.

Committee Reports:

Junior Fair: Melissa Hanke: Jr Fair met for a Christmas party in December, next meeting February 19, 2014

Market Animal: Larry Gilbertson: No Meeting

Draft Horse: Dennis Stroetz: No Meeting, working on sponsors

Bldgs. & Grounds: Larry Gilbertson: No Meeting

Advertising: Jeff Viergutz: No Meeting

Parking & Signage: Dan McGiveron: No Meeting

Livestock: Tim Heeg: No Meeting

Vendor Relations: John Garbisch: No Meeting

Non-Fair: Heidi Born-Smith: No Meeting

Fairest of the Fair: Marilyn Heiman: No Meeting

Entertainment: Manager Heidi: Gary Bymers stated that we are at budget but we could use more money to get better entertainment. When we have better entertainment we draw a crowd. He said, "Sometimes you need to spend money to make money." Meetings were held twice in December 2013.

Motion was made by Tim Heeg, seconded by Gary Bymers to accept the committee reports. Motion carried.

Fair Commission Report: Bob Ashbeck: Bob reported that the next Fair Commission meeting would be Wednesday morning at 9:30 a.m. at City Hall. They will be discussing the Round Barn electrical and the office windows.

Old Business:

Larry Gilbertson commented that at our last Board meeting a stipulation was added in order to clean up the 2014 budget that was approved; to take out the Dairy money and Horse fund which are liabilities. These have been put a separate listing for Liabilities.

New Business:

*Bob Ashbeck is concerned about the State Blue Book which does not list the Round Barn under Historic places in Wisconsin. Ed Wagner stated that the State Blue Book is not the definitive register and there are 3 Federal, State and local register listings for the Round barn.

*Larry Gilbertson mentioned the Truck and Tractor Pull. Some Board members indicated that the manager should be talking with Dan McGiveron since he is the person working with NTPA. Melissa Hanke suggested that a Local Pull would be great on Sunday afternoon. Ed Wagner mentioned that he doesn't care what we do as long as we are within budget. Carol Kappel-Berg said that at the last CWSFA board meeting the board agreed on having Heidi make this decision. Gary Bymers mentioned that if the CWSFA decided to do a Local Pull that volunteers would be an issue. Gary stated that in Unity, the Lions or JC's are supplying the labor for the pull. Larry Gilbertson informed

that the Local Pullers do not want to be a one year wonder and will do their best to help with the promotion, supply volunteers and organization.

*Jeff Viergutz said that staying within our budget may be cutting into our way to profit. We make money on gate sales and by going with lessor acts or lessor pulls we are going to decrease attendance. Ed Wagner stated that we just do not have large enough margins on high end acts. Ed further stated we need to find additional revenues. Problems at the gates with people coming through without paying is an issue. Gary Bymers concurred that gates are a problem. Punch cards for season passes, as Heidi suggested, will help with this problem.

*Tim Heeg indicated that sponsorship is cheap and the sponsors receive too many free tickets for their advertising. The idea of charging maybe \$5.00 at the Grandstand could help get a higher end entertainer was offered. Some discussion centered on the logistics of controlling the entry to the grandstand. It was suggested to check into getting a cart holder/turn styles to use in the Grandstand if we were to try this option. John Garbisch said that our only source of revenue is our gates.

*Andy Keogh suggested that a new committee be formed to look into alternatives to increase revenue during the fair. President Gilbertson appointed Jeff Viergutz, Andy Keogh, Kathy Banks and Tim Heeg who volunteered for this ad hoc committee. Heidi was tasked to arrange a meeting within the next two weeks. A brief discussion on where we are with grounds entertainment took place.

Meeting adjourned at 8:45 p.m.

The next meeting will be held at 7:30 p.m. on February 17, 2014

Submitted by Heidi Born-Smith

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
February 10, 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 February 10, 2014 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, Patrick Ott, George Holck, and Aaron Pitzenberger. Also present were Alderperson Robert Workinger and the Utility staff. Absent were Commissioner Harry Nienaber and Alderperson Russ Stauber.

- During citizen comments, Alderperson Robert Workinger commented on the AMI meter interview General Manager Bob Trussoni did with Marshfield Public Television, thanking him for being accurate and informative.
- A 10 year service award was presented to Jeffrey Nikolai.
- Mayor Chris Meyer arrived at 4:05pm.

UC/14-08 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/14-09 Motion by Holck, seconded by Pitzenberger, to approve payroll for January in the amount of \$132,545.12 and general bills for January in the amount of \$3,164,827.00. All ayes, motion carried.

UC/14-10 Motion by Ott, seconded by Holck, to approve the following job order(s):

- JO #17748 Day Rd OH primary rebuild, ½ mile North and South of Mill Creek: Rebuilding an aging #6 copper single phase line to new standard. \$68,286.00
- JO #17749 Co “H” rebuild West of Falcon Rd: Replace aging 3 phase overhead primary line and upgrade to larger conductors to keep in line with load growth. Rebuild to Co “V” 2 miles. \$211,170.00

All ayes, motion carried.

- The department managers reviewed noteworthy projects including:
 - Nick Kumm gave information on natural gas prices and why such extreme increases are occurring.
 - Dave Wasserburger stated that the Verizon antennae contract has been signed and construction plans are being reviewed. AT&T is currently reviewing their plan and contract for possible changes.
 - Bob Trussoni attended a Tea Party meeting to be available for questions on the AMI meters. Additionally, he was interviewed on the subject by Marshfield Public Television. A link to that interview is available on the Marshfield Utilities website.
 - As an update from last month’s meeting, the water tower temperatures are increasing. Main breaks and freezes are still occurring, but we do not need to implement city wide running water requirements as some other cities are doing.

UC/14-11 Motion by Pitzenberger, seconded by Ott, to receive and place on file department reports. All ayes, motion carried.

- The General Manager discussed information regarding an AMI Opt Out policy. The group discussed what would be needed for both water and electric opt outs. Mayor Chris Meyer presented the perspectives of the customers including health concerns and a concern over the information being collected.

UC/14-12 Motion by Pitzenberger, seconded by Eberl, to not offer an opt out option. Motion failed.

- The General Manager presented information regarding an insurance claim by Nasonville Dairy.

UC/14-13 Motion by Ott, seconded by Holck, to deny the claim. All ayes, motion carried.

- The General Manager and Office Manager explained the Telco PILOT calculation and the changes to the law based on Act 22. Utility staff to determine the procedure going forward.

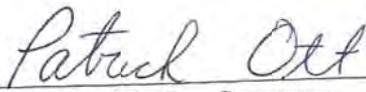
UC/14-14 Motion by Ott, seconded by Pitzenberger, to go into closed session per Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of discussing supervisory salary guidelines.

Roll call vote, all ayes, motion carried. Closed session at 4:56 p.m.

UC/14-15 Motion by Pitzenberger, seconded by Holck, to go into open session. Roll call vote, all ayes, motion carried. Open session at 5:17 p.m.

UC/14-16 Motion by Pitzenberger, seconded by Ott, to approve 2% scale increase and 2.8% quintile midpoint with additional adjustment to the scales of 10.5% for Electrical Engineer, 7.4% for Power Systems Engineer, 6.4% for Communications and Gas Manager, and 9.1% for General Manager. All ayes, motion carried.

UC/14-17 Motion by Pitzenberger, seconded by Ott, to adjourn. All ayes, motion carried. Meeting adjourned at 5:19 p.m.



Patrick Ott, Secretary

Department: Electric
Manager: Nicolas Kumm
Contributing: Greg Geiger
Month: January 2014

- The M-1 generator did not run during the month of January.
- Cole Eswein attended another session of the Substation Electrical Apprenticeship program at Northeast Wisconsin Technical College January 13th – 17th.
- Cole and Dustin Oleson completed the replacement of the Nitrogen regulator assembly on the GSU. The manufacturer provided a replacement assembly under warranty.
- On January 8th MEUW provided Session 3 training to the electric department on substations, ladder safety and non-electric utility personnel critical observer training
- On January 15th MEUW provided Session 4 training via a Webinar to the electric utilities throughout the state. The instructors reviewed standards to determine interpretations to rules and identify utility best practices along with discussion on grounding or barricading aerial devices (bucket trucks).
- Bob and I attended the 2014 Wisconsin Energy Providers Conference in Madison, January 15th – 16th. The conference covered topics like distributed generation, EPA issues, electric/natural gas power vehicles, and communicating electric value.
- Greg and I attended the 2014 MEUW/Wisconsin REC Superintendent's Association Joint Conference in Wisconsin Dells, January 22-24th. The conference contained very good speakers on generations in the workforce, construction authority, and safety through front-line leadership.
- Derrek Caflisch has been working on the next phase Day Road area rebuild project.
- Don Rogers has been working on the Hwy H line rebuild.
- Faith Schmidt has been working on organizing the CEMA Seminars for electricians and general contractors, 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.
- The crews have been staying busy but not necessarily building line. Due to the extremely cold temperatures we have been focusing most of our efforts on tool and truck maintenance. We have also been working on reorganizing our material areas and setting limits for the new year.
- Greg has been working on material limits and getting them ready for Amanda to quote.

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

- We have been working on year-end closing activities. This is a very busy time of the year for accounting due to the many closing and recording requirements we have. We will be ready for the Schenck audit team to begin their work on Monday, February 10th. The financial statements will be presented to the Commission at the April 7th meeting.
- As a result of the extremely cold temperatures, the water department has implemented their “running water” program. For the water services that are susceptible to freezing, the water department has water running in these properties 24 hours a day to prevent the water service from freezing. The office bills the customers during this time based on average consumption, so that they aren’t billed for the additional consumption to keep the service from freezing.
- Some statistical highlights for 2013:
 1. The number of deferred payment agreements negotiated in 2013 was 1,153, down from 1,364 in 2012. This is the lowest number of agreements that we have had since 2009.
 2. The number of customers participating in our PowerPay™ program continued to grow. We recorded an average of 2,600 ACH customers in 2013 compared to 2,533 in 2012. Now, over 19.87% of all bills are paid through our ACH program.
- An \$85,165 payment to ATC for an additional voluntary capital call was made on 1/24/14. On 1/31/14, an ATC earnings distribution for the fourth quarter 2013 totaling \$143,191 was received. Since our initial investment in 2001, the utility has received over \$5.3 million in cash distributions from ATC.
- We started receiving collections for delinquent accounts registered with the Wisconsin DOR Tax Refund Intercept Program (TRIP) in 2010. Uncollectible customer accounts that are turned over to Alliance Collections are now automatically enrolled through the TRIP system. In 2013, we collected \$27,745 through this program, which is up from 2012 collections of \$19,697. In total, the \$42,979 was collected in 2013 on accounts that were sent to our collection agency.

Department: Technical Services

Manager: Cathy Lotzer

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: January 2014

- Cathy, Heather, Shawn, and Jim all participated in a website committee meeting. Suggestions for improvements were discussed.
- Cathy and Shawn met with all managers to discuss employee access for entry points to our new security system.
- Cathy, Heather, and Bob attended a Wisconsin Utility Association group meeting on January 17th.
- Cathy, Heather, and Shawn participated in a Cyber Security Awareness webinar directed at social media and security policies.
- Per Mar is scheduled to begin installation on February 5th.
- Heather sat in on a conference with the EPA SAB for discussion on the new and proposed NSPS rule for CO₂.
- Shawn worked with Jim setting up the new projector in the downstairs meeting room and enabling access for laptops to connect to the wireless network and the wireless device simultaneously. We are still working on connecting with an iPad device.
- Shawn has been working through issues with the laptop used for reading large power meters; he will have to install the software on another laptop.
- Jim is working with both Hillers True Value and Reigel's Plumbing on the recycling program. We are ready to advertise the program.
- Jim has been addressing both residential and commercial business concerns with higher electrical consumption due to this colder than average season.

Department: Water
Manager: Dave Wasserburger
Month: January 2014

- We have 1,818 AMI meters installed. This represents about 22% of the total number of AMI meters to be installed. During the month of January we did not send out a large number of appointment letters. Our work load has changed to repairing leaks, thawing frozen services, and plowing hydrants.
- Crews repaired 15 main breaks in January. This compares to 14 repaired in 2013, 6 in 2012, and 5 in 2011. The winter of 1976/1977 is widely talked about by Water Departments as the worst winter ever. During the winter of 1976/1977 we had 12 main breaks in January and 14 in February.
- Penetrating frost in the roads has frozen up several water services. We cannot always get the water services thawed out on the same day that it is reported in as frozen. We will try to connect the house with the frozen service to a house that has running water until we can get the frozen service thawed. We had one case where we put the customer in a hotel for a couple of days. We were not able to thaw the service by water jetting from inside the basement and none of the neighboring houses had outside hose bibs that worked to hook house to house. We ended up digging up the water service at the boulevard and water jetting from there. We have kept records of water services which have frozen in the past. Many of these we have already excavated and lowered the water service to a depth of 7.5 feet. Those that have frozen in the past and have not yet been lowered have the water running in the house so the service does not freeze. We currently have about 65 of these.
- All of the hydrants have been plowed one time. The city has gone out and winged back the snow banks covering some of them up again. We will go back and plow them out as time permits.
- Snow depth and cold is making meter reading more difficult. Readers are now wearing snowshoes and progress is slow and hard. We will be using 2 people for much of the reading cycles until the snow conditions change.

Groundwater Guardians

Pharmaceuticals are still being collected at the Marshfield Police Department. We are working on a dinner meeting for the Groundwater Guardian Group. A speaker will be present to discuss some water quality issues we are facing.

Parks, Recreation, and Forestry Committee Minutes of February 13, 2014

Meeting called to order by Jim Wein, Chairperson, at 6:03 p.m. in the Room 108 of City Hall Plaza, 630 S. Central Avenue.

Present: Jim Wein, John White, Jane Yaeger, Ali Luedtke, Kristy Palmer, and Alderman Tom Buttke

Excused:

Absent: Chris Viegut

Also Present: Ed Englehart, Parks & Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor; and Jean Multerer, Marshfield Area Special Olympics.

PR14-01 Motion by Buttke, seconded by Yaeger to approve the minutes of the December 12, 2013 meeting.

Motion Carried 5-0

Public Comments: None

The committee set Thursday, March 13th, 2014 at 6:00 p.m. as the date and time of their next meeting.

Kristy Palmer arrived – 6:05 p.m.

Wein moved agenda item F forward. Jean Multerer, presented a request from Marshfield Area Special Olympics to have the fee waived for their rummage sale on May 29, 30, and 31 at the Oak Avenue Community Center. The funds raised from the event will assist in funding Special Olympics activities. Englehart recommended that the fee be waived as requested.

PR14-02 Motion by Buttke, seconded by Palmer to waive the building rental fees for Special Olympics use of the Oak Avenue Community Center for a rummage sale on May 29, 30, and 31, 2014.

Motion Carried 6-0

Buttke explained the Zoological Society's plans to have a zoo store at the Wildwood Zoo this summer. The Zoological Society is requesting approval to use the Ludwig Building garage space for their zoo store. Due to the building structural problems and the need for additional space for Rotary Winter Wonderland activities, the zoo operation activities that previously took place in the Ludwig garage space are being relocated to other areas of the zoo. The display cases and cabinets currently in the meeting room portion of the Ludwig Building will be moved into the garage area in preparation for demolition of the north half of the building.

PR14-03 Motion by Yaeger, seconded by White to approve a one-year trial use of the garage area as a zoo store with the understanding that any modifications to the building must be approved in advance by the Parks and Recreation Maintenance Supervisor.

Motion Carried 6-0

Englehart reviewed the Parks and Recreation Department's 2015-2019 Capital Improvement projects submitted for consideration by the City Capital Improvement Program Committee. No action taken.

Steinbach reviewed the department's snow removal procedures that are now in place at Connor Park. The procedures have been modified so that department staff no-longer clears snow and ice from the sidewalks in front of the private lots east of the Connor Park property boundary. No action taken.

Englehart briefly reviewed the names identified in a 1990's park master plan for segments of the Upper Pond/large animal drive at Wildwood Park. The names have never been signed or publicized. The Committee discussed the difficulty in clearly identifying the various segments since they are on one contiguous park road, and whether or not they would be of assistance to a park user in trying to convey more accurately their location on the road. This was an information only item and no action was taken.

Information Items: Staff updated the Committee on their respective areas of responsibility and answered questions regarding the monthly reports. Steinbach noted that Michelle Weidner has been hired as the new Zoo Education Coordinator and she is currently working on scheduling presenters, and on acquiring sponsors for the Wild Wednesday programs held at the zoo this summer. Buttke and Palmer updated the committee on upcoming Zoological Society activities. Palmer is again coordinating the Zoo Education Week program that will present 25 animal/nature presentations to over 3,000 school children in late April & early May at the Wildwood Station building.

Volunteer Recognitions: Englehart briefly discussed the Weber Park 2013 Forestry information that was provided by Dan Umhoefer. Englehart and the Committee commended Mr. Umhoefer for his many years of volunteer work in making tremendous improvements to the park and its woodlands. Both Englehart and White commented on the heavy use the park is getting this winter by people using the trails for walking, skiing, and snowshoeing.

Other – Englehart briefly reviewed the 2013 Outfield Ad Sign Report, Comparison information on the Parks and Recreation Department budgets 2012-2014, the findings of the recently completed City Staffing/Operational review, and the department's 2013 carry forward request.

Committee Member Questions, Comments, and Suggestions: Luedtke suggested that staff re-evaluate the warming house/ice rink hours at Pickle Pond and consider opening at 10:00 a.m. on Saturdays instead of 1:00 p.m. and possibly closing earlier than the current 9:00 p.m. White commented that he had recently been snowshoeing at Hamus Park and the entrance drive is very narrow due to the snow levels, making it difficult for two vehicles to pass. Steinbach commented that his staff was able to get access to the City loader this past week and they have widened the section of the park road.

Future Agenda Items: Tennis/Racquetball Center fee proposals, Zoo donation box signage, and Comprehensive Outdoor Recreation Plan discussions with consultant.

Communications: Staff shared examples of some of the communications that have been received over the past month.

PR14-04 Motion by Luedtke, seconded by Yaeger to adjourn the meeting.

Motion Carried 6-0 Meeting adjourned at 7:32 p.m.

Ed Englehart, Parks and Recreation Director

CITY OF MARSHFIELD/TOWN OF MCMILLAN JOINT PLAN COMMISSION MINUTES
OF FEBRUARY 14, 2014 MEETING

Meeting called to order at 10:05 AM by Chairperson Lee in Conference Room 108 of City Hall Plaza.

PRESENT: Dan Knoeck, Dave Swenson, Doug Lee, Michael Stockheimer and Alderman Ed Wagner

ABSENT: Karen Woodford.

ALSO PRESENT: Alderman Gordy Earll; Carolyn Opitz, Town of McMillan Clerk; Steve Barg, City Administrator; Jason Angell, Planner and Economic Development Director; and, Josh Miller, City Planner/Zoning Administrator; Don Reuter, Town resident.

Approval of Minutes – December 13, 2013.

JPC 14-01 Motion by Knoeck, second by Swenson to approve the minutes of the December 13, 2013 with one change on page 3 regarding the potential development in Section 28. Swenson said instead of saying what development “should” change, and he wanted it changed to say what development “may” change to reflect what was said.

Motion Carried

Discussion of Including the Expansion of Utility Services as part of the Highway E Reconstruction Project.

- Knoeck explained that the sewer goes up to the center of the Hilltop Apartments. If the City had to serve the area north, it would have to come up by Hamus Park. Doesn't see a need to do anything proactive with the sewer. He also spoke to the water utility and they have water on the east side of Highway E up to the Hilltop Apartments. It can be installed within the right-of-way, but doesn't need to be under the highway. So at this point, the City doesn't need to extend services until there is something to serve.
- What about electric? Their standard practice would be overhead.

Discussion of Agreement between Jeff Redetzke and the Town of McMillan for property South of Mann Street, West of County Road E.

- Miller explained that back in September, the Joint Plan Committee reviewed the survey for Jeff Redetzke and provided the following comments:
 - Outlot 1 shall be dedicated to the public as road right-of-way.
 - An easement shall be granted to the Subdivider for a private drive on the unopened right-of-way.
 - The Subdivider is responsible for building and maintaining private drive including snow removal.
 - No reimbursement to the Subdivider or successor for costs incurred in constructing or maintaining the private drive if and when the road is constructed.
 - Future road to be constructed to Town Road Standards by Subdivider or successor at a point in time when more than four lots are served by the private drive.
- The agreement has no provision for the private drive to become a public street at this time. Unless there is some other way that the Town would get right-of-way dedicated to them. Back on 8-26-13, he had a layout sketched it showed the CSM was dedicated to right-of-way. When the agreement

was approved, it didn't show the dedication. We should get an addendum to the agreement to address this issue.

JPC 14-02 Motion by Wagner, second by Swenson to request that the Town of McMillan amend the agreement with the developer to show that Outlot 1 is dedicated to the public.

Motion Carried

The agreement is between the Town and developer and should be placed on the next Town Plan Commission agenda.

Discussion of Future Cooperative Planning Efforts and Procedures.

- Lee said this task relates to procedures and agenda issues. Miller described the efforts so far between the Town, City, and County.
- Ultimately, there should be template letters to send out to the applicants. Staff will work with Lee on the templates and the flow charts.
- Communication needs to be complete and all entities need to advise the applicant when they anticipate responses and how they will be informed.
- The Town Plan Commission level is to facilitate and make the process as smooth as it can be with the County.
- Marathon County will be putting together some ideas by March 1 and staff will bring it back to the Joint Plan Commission.
- Need to simplify it as much as possible.

Set Next Meeting & Agenda

- Policies and procedures with Town, City, County, and Joint Plan Commission.
- Continue discussions on the Transportation Plan.
- Share update on Redetzke.
- Discuss updates on County Rd E reconstruction project.
- Next meeting will be sometime in April TBD.

Motion by Wagner, second by Knoeck to adjourn at 10:51 AM.

Motion Carried

Submitted by, Josh Miller
Planner/Zoning Administrator

BOARD OF PUBLIC WORKS MINUTES
OF FEBRUARY 17, 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; Cemetery Coordinator Baltus; the media; and others.

PW14-20 Motion by Cummings, second by Earll to recommend approval of the minutes of the February 3, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments – None

PW14-21 Motion by Buttke, second by Earll to recommend directing staff to draft a resolution to transfer up to \$140,000 from the Cemetery Perpetual Care Fund to finance construction of a new mausoleum, with proceeds to be paid back through sale of burial spaces and refer to the Common Council for consideration.

Motion Carried

PW14-22 Motion by Buttke, second by Wagner to recommend approval to decommission the Vaughn Hansen Committal Chapel at the Cemetery effective immediately and to consider funding removal of the building in the 2015 budget.

Motion Carried

PW14-23 Motion by Cummings, second by Wagner to recommend revising the draft Special Assessment Hardship Ordinance with the proposed changes as discussed and recommend that this ordinance be brought back to a future Board of Public Works meeting for approval. The Board would also like to review the application at that time.

Motion Carried

PW14-24 Motion by Buttke, second by Cummings to recommend approval of the right-of-way plat and Relocation Order for acquisition of property for Hume Avenue north of McMillan Street as presented and refer the Relocation Order to the Common Council for consideration.

Motion Carried

The Board of Public Works discussed the curb and gutter survey results for various 2014 mill-in-place projects.

PW14-25 Motion by Cummings, second by Earll to recommend proceeding with mill-in-place asphalt paving projects on Cherry Avenue (Cleveland Street to Edison Street), Hardacre Avenue (5th Street to 6th Street), State Avenue (4th Street to Adler Road) and Wisconsin Avenue (6th Street to Adler Road) as originally planned

Motion Carried

City Engineer Turchi updated the Board of Public Works on railroad crossing traffic signal operations. This was an informational item only.

PW14-26 Motion by Buttke, second by Cummings to recommend approval of the request for a temporary yarn display on the Veterans Parkway dragon, subject to the following condition:

- The art display shall not interfere with use of the public sidewalk, traffic flow or use of other amenities on Veterans Parkway.
- The art display shall be limited to 30 days from the date of initial installation until removal and final cleanup is completed. It is anticipated that the display will be installed sometime in April of 2014.
- The Engineering Division shall be notified in advance of the date on which installation will begin.
- If the art display causes problems or is not properly maintained, the City reserves the right to order its removal before the approved time period is up.

Motion Carried

PW14-27 Motion by Cumming, second by Wagner adjourn to closed session at 7:03 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.

PW14-28 Motion by Wagner, second by Cummings to reconvene in open session at 7:14 PM.

Roll call vote, all 'Ayes' Motion Carried

There was no action taken in open session on the closed session items.

Recommended items for future agendas - None

Motion by Wagner, second by Cummings that the meeting be adjourned at 7:15 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF FEBRUARY 18, 2014

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

PRESENT: Alderpersons Alanna Feddick-Goodwin, Rebecca Spiros, Robert Workinger and Peter Hendler.

ABSENT: None

ALSO PRESENT: Alderpersons Wagner and Earll, City Administrator Barg and City Personnel (Keith Strey, Brenda Hanson, Lara Baehr, Eng Ng, Bob Haight, Lori Belongia, Jason Angell and Deb Hall).

Citizen Comments

None

Report from City Administrator Barg regarding concerns that were raised about recording votes in the minutes when motions are not approved unanimously and approval of invoices for payment.

Staff recommended the following:

- Votes of individual Council/Committee members will only be shown in the minutes when a roll call vote is taken, or the light board is used.
- A list of bills will be presented to the Committee for review and approval, unless this cannot be done on the regularly scheduled meeting date, due to cancellation of a meeting. In this case the Finance Director will seek approval of the Committee chairperson to release the bills for payment.

The committee agreed to use a roll call vote.

FBP14-009 Motion by Feddick-Goodwin, second by Spiros to approve the items on the consent agenda:

1. Amended Minutes of the December 17, 2013 meeting.
2. Minutes of the February 4, 2014 meeting.
3. Bills in the amount of \$900,622.08.
4. Report of Personnel Actions of February 18, 2014.

Roll call vote: Ayes – 3 (Feddick-Goodwin, Spiros, Hendler); Abstain – 1 (Workinger)

Motion carried

No items were removed from the consent agenda.

Fire Chief Haight presented information on refilling a vacant firefighter position following the resignation of Kurt Trunkel.

FBP14-010 Motion by Spiros, second by Feddick-Goodwin to direct staff to sign plan documents and coordinate the conversion of PEHP accounts for the Clerical/Technical Group, Fire Fighter Unit, Ordinance Enforcement Officers Group and Street/Parks and Recreation/Custodial Groups and to have the administrator of the account be National Insurance Services (NIS) and allow for conversion from PEHP to HRA. Roll call vote; All Ayes.

Motion carried

FBP14-011 Motion by Feddick-Goodwin, second by Spiros to recommend approval of Resolution No. 2014-08 to the Common Council, dissolving TID #3. Roll call vote; All Ayes.

Motion carried

FBP14-012 Motion by Spiros, second by Feddick-Goodwin to recommend approval of Resolution No. 2014-09 to the Common Council, dissolving TID #6. Roll call vote; All Ayes.

Motion carried

FBP14-013 Motion by Workinger, second by Spiros to recommend approval of Budget Resolution No. 02-2014 to the Common Council, transferring \$310,000 from Donor TID No. #2 (Purdy Building) to cover TID #6 deficit and closeout and \$25,000 within TID #3 for closeout. Roll call vote; All Ayes.

Motion carried

FBP14-014 Motion by Feddick-Goodwin, second by Spiros to recommend approval of Resolution No. 2014-12 to the Common Council, authorizing the carry-over of the 2013 appropriations into 2014 for various capital outlay projects and other operation/maintenance projects that were not expended/completed in 2013. Roll call vote; All Ayes.

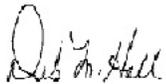
Motion carried

FUTURE AGENDA ITEMS

What the term "Approve" means when such a motion is made regarding financial bills.

Motion by Feddick-Goodwin to adjourn at 6:01 p.m.

Motion carried



Deb M. Hall
City Clerk

**CITY PLAN COMMISSION
MARSHFIELD, WISCONSIN
MINUTES OF FEBRUARY 18, 2014**

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

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

EXCUSED: Karen Woodford

ABSENT: None

ALSO PRESENT: City Administrator Barg; Planning & Economic Development Director Angell; Planner/Zoning Administrator Miller; Planning Intern Schroeder; Nick Kumm – Marshfield Utilities; Bill Penker; and others.

PC14-07 Motion by Wood, second by Beck to recommend approval of the minutes of the January 21, 2014 City Plan Commission meeting.

Motion Carried

PUBLIC HEARING – Conditional Use Request by Todd Nelson, representing Dairy Queen to permit an “Outdoor Commercial Entertainment Use” in the “CMU” Community Mixed Use District, for the purpose of providing an outdoor seating area, located at 1600 South Roddis Avenue.

COMMENTS: None

PC14-08 Motion by Wood, second by Beck to recommend approval of a Conditional Use Request by Todd Nelson, representing Dairy Queen to permit an “Outdoor Commercial Entertainment Use” in the “CMU” Community Mixed Use District, for the purpose of providing an outdoor seating area, located at 1600 South Roddis Avenue subject to the following conditions.

- Only the new deck area may have music, provided the speakers are directed away from residentially zoned properties and must be turned off by 10:00 PM.
- Any new exterior lighting for the outdoor commercial entertainment area must meet the requirements of Section 18-104, exterior lighting requirements.

Roll call vote, all ‘Ayes’ Motion Carried

PUBLIC HEARING - Conditional Use Request by Jake Bernarde to permit a “Vehicle Repair and Service” Commercial Land Use facility in the “GI” General Industrial District, located at 1700 South Popple Avenue.

COMMENTS: None

PC14-09 Motion Wagner, second by Wood to recommend approval of the Conditional Use Request by Jake Bernarde to permit a “Vehicle Repair and Service” Commercial Land Use facility in the “GI” General Industrial District, located at 1700 South Popple Avenue subject to the following conditions:

1. Except for semi-trailers, the property may not have any exterior storage pertaining to vehicle repair and service.
2. All light vehicle repair and service work shall be by appointment only.

Motion Carried

PUBLIC HEARING - Rezoning Request by the City of Marshfield to change the zoning from “GI” General Industrial District to “SR-4” Single-Family Residential District, located in the Green Acres Estate 1st Addition preliminary plat, located south of Green Acres Estates Subdivision, between Washington and Hume Avenue.

COMMENTS: None

PC14-10 Motion Jockheck, second by Beck to recommend approval of the Rezoning Request by the City of Marshfield to change the zoning from “GI” General Industrial District to “SR-4” Single-Family Residential District, located in the Green Acres Estate 1st Addition preliminary plat, located south of Green Acres Estates Subdivision, between Washington and Hume Avenue, subject to the following condition:

- Upon a successful rezoning, the Applicant must split the subject property (Parcel #33-05225) with a Certified Survey Map.

Motion Carried

PUBLIC HEARING - Preliminary Plat of Green Acres Estate 1st Addition, a 48-lot subdivision addition to Green Acres Estate, located south of Green Acres Estates Subdivision, between Washington and Hume Avenue.

COMMENTS: None

PC14-11 Motion by Jockheck, second by Beck to recommend approval of the Preliminary Plat of Green Acres Estate 1st Addition, a 48-lot subdivision addition to Green Acres Estate, located south of Green Acres Estates Subdivision, between Washington and Hume Avenue, subject to the following conditions:

- A Certified Survey Map must be completed for the Industrial Park Subdivision parcel split.
- The approval of this plat shall void if the rezoning of the Industrial Park Subdivision parcel split from “GI” to “SR-4” is not approved.
- An exception shall be granted to allow Block 4 to exceed 1,500 square feet and Block 9 to be less than 600 feet as presented.

Motion Carried

PUBLIC HEARING - Municipal Code Amendment Request by Marshfield Utilities to Chapter 19, Subdivision and Platting, Section 19-63 of the City of Marshfield Municipal Code, pertaining to requirements for installation of underground utilities.

COMMENTS: None

PC14-12 Motion by Wood, second by Beck to recommend approval of the Municipal Code Amendment request by Marshfield Utilities to Chapter 19, Subdivision and Platting, Section 19-63 of the City of Marshfield Municipal Code, pertaining to requirements for installation of underground utilities, as presented.

Motion Carried

PUBLIC HEARING - Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-103(10) of the City of Marshfield Municipal Code, pertaining to Throat Length. The amendment is being proposed in an effort to reduce the minimum throat length and allow the City Engineer the ability to increase or decrease the minimum requirements based on traffic circulation and safety concerns.

COMMENTS: None

PC14-13 Motion by Wood, second by Wagner to recommend approval of the Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-103(10) of the City of Marshfield Municipal Code, pertaining to Throat Length, as proposed by staff, and request an ordinance be drafted for Common Council consideration.

Motion Carried

PC14-14 Motion by Wagner, second by Beck to recommend amending Motion PC14-13 to delete the language proposed by staff and replace it with the following:

“Throat Length. The throat length for all new nonresidential and new multiple family residential development shall be reviewed and determined by the City Engineer based upon traffic patterns and safety concerns.”

Motion Carried

Vote on PC14-13 as amended – Motion Carried

PUBLIC HEARING - Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-104 of the City of Marshfield Municipal Code, pertaining to Exterior Lighting Standards. The amendment is being proposed in an effort to address architectural and landscape lighting, illumination at the right-of-way line, clarify the requirements and make it easier to implement.

COMMENTS: None

PC14-15 Motion by Wagner, second by Wood to recommend approval of the Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-104 of the City of Marshfield Municipal Code, pertaining to Exterior Lighting Standards and request an ordinance be drafted for Common Council consideration.

Motion Carried

Motion by Beck, second by Wagner that the meeting be adjourned at 8:22 PM.

Motion Carried

Daniel G. Knoeck, Secretary
CITY PLAN COMMISSION

COMMUNITY DEVELOPMENT AUTHORITY

February 19th, 2014

The Financial meeting of the Community Development Authority was called to order by Finance Committee Chairperson Dave LaFontaine at 11:00 a.m. in the Cedar Rail Court Executive Conference Room, located at 601 S. Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Meeting posted February 18th, 2014 at 9:20 a.m.

ROLL CALL:

PRESENT: Dave LaFontaine, Andrew Keogh

OTHERS PRESENT: Mary James-Mork - Executive Director, Julie Mess - Finance Director, Tim Geldernick – Environmental Services Manager, Carol Kerper - Executive Assistant

EXCUSED: Dave Marsh

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

Review of Financial Reports/Documentation

CDA 14-F02-1 Motion by LaFontaine, second by Keogh to accept and recommend to the Board the financial report. 1 Aye

MOTION CARRIED

Resolution #492 – Bonding of Wildwood Regency Project: Documents received by the CDA for the remarketing of bonds for the Wildwood Regency project were forwarded to Von Briesen for review. An appropriate Resolution has been received and will be presented for Board approval at the February 20th Board Meeting.

CDA 14-F02-2 Motion by LaFontaine, second by Keogh to accept and recommend to the Board for approval of the Resolution. 1 Aye

MOTION CARRIED

RAD Project Update: Project approvals will be made by HUD within the next few months. CDA has received a listing of those organizations who have submitted applications prior to the December 31, 2013 deadline.

RMM Solutions Update: RMM solutions has been notified of our interest in using their services. The service contract has been submitted to Von Briesen for review. Upon review by Von Briesen, contracts will be signed and a date will be finalized for implementation of services.

CDA 14-F02-3 Motion by LaFontaine, second by Keogh to accept and recommend to the Board that the authority be granted to CDA Executive Director to enter into a contract with RMM Solutions upon approval from Von Briesen, provided the contract meets the designated parameters. 1 Aye

MOTION CARRIED

Update on Capital Funds Projects and Budget: CDA staff is working to meet capital fund project submission deadlines set by HUD. A bid packet is being completed for installation of a roof at Cedar Rail Court.

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

Agenda items: Update on RAD
Update on Status of RMM Solutions
Update on Capital Funds Projects and Budget

Meeting adjourned at 12:26 p.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Dave LaFontaine
Chairperson

2013

Annual Report
Marshfield Economic Development

Photo by American Images Custom Aerial Photography



Chair Sennholz & Economic Development Board Members,

It is our pleasure to present the 2013 Economic Development Annual Report to the Economic Development Board (EDB). Celebrating its' first full year of existence, the EDB has worked hard to provide the structure, leadership and support necessary to advance our economic development efforts for the betterment of the City of Marshfield and the surrounding area. Working with its' partner organizations – Marshfield Area Chamber of Commerce & Industry, Marshfield Economic Development Association, Main Street Marshfield and the Marshfield Community Development Authority, we can all celebrate the accomplishments of 2013.

The annual report is developed in an effort to help bring public awareness to local economic development efforts that have recently been undertaken, are on-going and planned for the future. We hope that this report is also used by the EDB, City Council and our partner organizations as a basis for making future decisions related to economic development.

2013 started off with a lot of focus on developing a long term plan for economic development. On May 20th, the EDB adopted the “Marshfield Economic Development Action Plan”, and immediately went to work. After prioritizing the many recommendations within the plan, the EDB started work on a major redevelopment project in our downtown as well as hiring a consultant to assist us in completing a community wide Housing Study and Needs Assessment. With this planning document in place, the community now has a “vision” that will provide clear goals and objectives to help guide them in future decision making processes.

Downtown revitalization remained a primary focus in 2013, with another successful year partnering with our local business and property owners through the façade improvement program. We also completed another major street improvement project in our downtown, as S. Chestnut Avenue was reconstructed from Veteran’s Parkway to 7th Street.

Business investments in our community continue to show positive signs, even in a still sluggish economy. From the addition of two bakeries in the community, the grand reopening of Hotel Marshfield and McDonald’s, to yet another expansion by PreventionGenetics, it is clear that local business owners are proud to call Marshfield home.

Finally, we would like to congratulate all of our local businesses on their successes in 2013. As we move into 2014, we continue to extend our hand in offering support to all of our existing and potential businesses wherever necessary.

Respectfully submitted,

Jason Angell
*Director of Planning &
Economic Development*
City of Marshfield

Karen Olson
Business Development Director
**Marshfield Area Chamber of
Commerce & Industry**

REAL ESTATE & DEVELOPMENT

Two expanding businesses opened their new facilities in Mill Creek Business Park: PreventionGenetics, a leading biotechnology company providing clinical DNA genetic testing and banking services moved into their cutting edge 50,000 sq. ft. facility in October. Top Form, Inc. a countertop manufacturing company that started in 2004 moved into their new 30,000 sq. ft. facility.

Marshfield's newest full service hotel, Hotel Marshfield celebrated the completion of their total renovation with a ribbon cutting held in October. This locally owned facility offers additional conference center space and extended stay options to further the opportunities available in this community.

McDonald's, part of the Marshfield community since 1974 completed a new state-of-the art facility with a reopening celebration in November.

Two new bakeries opened their doors, one of them being the winner of MainStreet Marshfield's Baker's Battle: JJ's Bakery and 2 ½ Cupcakery and Bake Shop. Hub City Ice Cream remodeled an existing building on the Southside into a beautiful spot to enjoy ice cream treats.

Wickersham Jewelry transformed a former restaurant building into a "sparkling" new store on Marshfield's Northside. Moving from the downtown area this business offers a beautiful entrance to our community.

Other industrial businesses showing growth in 2013 were: Innovative Machine Specialists added 5,760 sq. ft. to their existing facility in Norwood Industrial Park; Nelson-Jameson added 20,280 sq. ft. in the East Industrial park and Stainless and Repair added 7500 sq. ft. to their building on 29th St.

Even with all of the unknowns surrounding the medical industry, our three primary industry representatives have all made sizeable investments in their facilities in 2013. Marshfield Clinic is in the midst of a major remodeling project of their primary patient facility. This multi-million dollar project is focused on updating the facility while improving the patient experience. To continue the efforts to meet the needs in the insurance industry, Security Health Plan also invested in their operations with a large remodeling project to help meet their growth demands. Continuing to provide a high level of care has always been the focus of Ministry-St. Joseph's Hospital, which is exactly what their recent remodeling project will allow them to do while still planning for the future.

Appendix B Page 2

| Permits - 5 Year Comparison | No. of | Estimate of |
|---|-------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|---------------------|
| Type of Permit | Permits | Value |
| | | 2013 | | 2012 | | 2011 | | 2010 | | 2009 |
| New CBRF (20 beds or more) | 0 | 0 | 2 | 3,562,775 | 0 | 0 | 1 | 2,800,000 | 0 | 0 |
| New Single Family Homes | 10 | 2,063,700 | 11 | 2,297,500 | 7 | 1,060,000 | 8 | 1,547,640 | 11 | 1,987,000 |
| New Two Family Homes | 1 | 150,000 | 3 | 283,500 | 1 | 175,000 | 2 | 385,000 | 2 | 390,000 |
| New Multiple Family Buildings | 7 | 3,290,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manufactured (HUD) Home in Subdivision | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| New Non-Residential Buildings | 3 | 1,570,000 | 9 | 6,433,818 | 10 | 1,552,200 | 10 | 9,663,449 | 5 | 4,921,080 |
| New Municipal Buildings | 0 | 0 | 0 | 0 | 1 | 22,631 | 1 | 178,000 | 3 | 6,422,659 |
| New Residential Garages & Sheds | 32 | 185,311 | 41 | 316,577 | 47 | 279,914 | 38 | 200,921 | 49 | 346,598 |
| Fences | 34 | 92,927 | 36 | 74,514 | 37 | 101,695 | 47 | 101,129 | 37 | 85,125 |
| Residential Repair/Alteration/Remodel/Decks | 256 | 1,513,279 | 240 | 1,920,763 | 270 | 1,453,568 | 364 | 2,167,426 | 371 | 2,058,081 |
| Residential Additions | 11 | 346,000 | 18 | 641,987 | 8 | 212,395 | 3 | 37,500 | 11 | 352,343 |
| Non-Residential Repair/Alteration/Remodel | 116 | 14,445,264 | 103 | 10,129,388 | 103 | 4,783,731 | 88 | 3,817,847 | 77 | 1,813,898 |
| Non-Residential Additions | 6 | 1,572,915 | 5 | 2,607,000 | 7 | 605,558 | 6 | 1,091,344 | 7 | 1,380,137 |
| Municipal Repair/Alteration/Remodel | 1 | 69,200 | 3 | 49,199 | 3 | 116,820 | 4 | 107,062 | 1 | 6,442 |
| Municipal Additions | 0 | 0 | 1 | 200,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Residential Heating, Vent., & AC | 80 | 413,541 | 97 | 463,396 | 98 | 384,801 | 145 | 791,905 | 137 | 872,352 |
| Non-Residential Heating, Vent., & AC | 74 | 4,937,422 | 54 | 3,581,357 | 37 | 1,422,421 | 38 | 4,214,076 | 25 | 1,552,827 |
| Residential Razing of Buildings | 19 | *NE | 20 | *NE | 28 | *NE | 21 | *NE | 28 | *NE |
| Non-Residential Razing of Buildings | 5 | *NE | 4 | *NE | 10 | *NE | 3 | *NE | 2 | *NE |
| Residential Moving of Buildings | 1 | *NE | 3 | *NE | 0 | *NE | 1 | *NE | 4 | *NE |
| Non-Residential Moving of Buildings | 1 | *NE | 0 | *NE | 1 | *NE | 0 | *NE | 1 | *NE |
| Sign Permits | 119 | *NE | 163 | *NE | 152 | *NE | 128 | *NE | 97 | *NE |
| Foundation | 1 | *NE | 10 | *NE | 4 | *NE | 7 | *NE | 5 | *NE |
| Plumbing Permits | 181 | *NE | 192 | *NE | 189 | *NE | 377 | *NE | 175 | *NE |
| Electrical Permits | 566 | *NE | 670 | *NE | 408 | *NE | 408 | *NE | 366 | *NE |
| Total | 1524 | \$30,649,559 | 1685 | \$32,561,774 | 1421 | \$12,170,734 | 1700 | \$27,103,299 | 1414 | \$22,188,542 |
| *NE = No Estimate | | | | | | | | | | |
| Total Building Permit Fees | | \$106,322.70 | | \$100,251.31 | | \$62,230.37 | | \$74,682.20 | | \$68,270.27 |
| Total Plumbing Permit Fees | | \$11,470.00 | | \$10,868.00 | | \$7,988.00 | | \$15,166.88 | | \$7,486.00 |
| Total Electrical Permit Fees | | \$57,093.56 | | \$59,917.04 | | \$29,777.94 | | \$33,279.24 | | \$27,545.33 |
| Total (not verified by Audit or Finance) | | \$174,886.26 | | \$171,036.35 | | \$99,996.31 | | \$123,128.32 | | \$103,301.60 |

Marshfield Real Estate Statistics - Residential and Commercial Detail

| | Qty Sold | % Chg | Volume Sold | % Chg | Average Sale | % Chg | Median Sale | % Chg | Qty Active | % Chg |
|------------------------------|----------|-------|-------------|-------|--------------|-------|-------------|-------|------------|-------|
| Residential | | | | | | | | | | |
| Current Period | 234 | | 28,517,180 | | 121,868 | | 109,900 | | 530 | |
| One Year Ago | 204 | | 22,821,585 | | 111,870 | | 105,000 | | 491 | |
| Increase / (Decrease) | 30 | 15 % | 5,695,595 | 25 % | 9,998 | 9 % | 4,900 | 5 % | 39 | 8 % |
| Land | | | | | | | | | | |
| Current Period | 7 | | 1,044,900 | | 149,271 | | 26,000 | | 86 | |
| One Year Ago | 12 | | 710,590 | | 59,215 | | 48,750 | | 107 | |
| Increase / (Decrease) | (5) | -42 % | 334,310 | 47 % | 90,056 | 152 % | (22,750) | -47 % | (21) | -20 % |
| Commercial/Industrial | | | | | | | | | | |
| Current Period | 12 | | 2,841,000 | | 236,750 | | 200,000 | | 56 | |
| One Year Ago | 9 | | 2,930,201 | | 325,577 | | 90,000 | | 60 | |
| Increase / (Decrease) | 3 | 33 % | (89,201) | -3 % | (88,827) | -27 % | 110,000 | 122 % | (4) | -7 % |
| Multi-Family | | | | | | | | | | |
| Current Period | 7 | | 648,700 | | 92,671 | | 89,000 | | 34 | |
| One Year Ago | 11 | | 989,300 | | 89,936 | | 88,000 | | 35 | |
| Increase / (Decrease) | (4) | -36 % | (340,600) | -34 % | 2,735 | 3 % | 1,000 | 1 % | (1) | -3 % |
| ALL CLASSES | | | | | | | | | | |
| Current Period | 260 | | 33,051,780 | | 127,122 | | 109,900 | | 706 | |
| One Year Ago | 236 | | 27,451,676 | | 116,320 | | 97,500 | | 693 | |
| Increase / (Decrease) | 24 | 10 % | 5,600,104 | 20 % | 10,802 | 9 % | 12,400 | 13 % | 13 | 2 % |

LOCAL AND REGIONAL

With the national and global economy continuing to waiver, local business owners have been hesitant to make large investments without knowing what the distant future holds for them and their employees. However, with that said we continue to see business growth in the community, mainly in the area of expansions. The following table indicates the number of businesses added and lost in 2013 and the trend over the past 5 years. It should be noted that the figures for new businesses does not represent a new facility being constructed for each.

No one is prepared to say that the local economy has recovered, and there are still businesses that are struggling with job loss, but in general we continue to see positive movements locally. The following summary of "Business Additions & Losses" helps to demonstrate that businesses are still looking to locate and expand within Marshfield.

| Business Additions & Losses | | | | | | |
|-----------------------------|------|------|------|------|------|-------------------------|
| | 2009 | 2010 | 2011 | 2012 | 2013 | Est. Jobs +/- (12'-13') |
| New | 17 | 18 | 15 | 20 | 25 | 70 |
| Expansions/Relocations | 22 | 16 | 22 | 29 | 26 | 40 |
| Lost | 8 | 10 | 7 | 5 | 6 | 20 |

**Does not include businesses with new ownership/name change*

Unemployment Rate

Depending upon the time of year and the industry, employment numbers are constantly fluctuating with seasonal employees, demands for services/goods, and other variables. Overall unemployment numbers are not available specifically for Marshfield. The information provided below is a comparison of county and state figures over the past 4 years.

| | 2009 | 2010 | 2011 | 2012 | 2013 |
|--------------------|-------|-------|-------|-------|-------|
| State of Wisconsin | 8.00% | 7.10% | 7.30% | 6.60% | 5.80% |
| Marathon County | 8.40% | 7.20% | 6.50% | 6.50% | 5.80% |
| Wood County | 7.70% | 6.90% | 6.40% | 6.50% | 5.80% |

The National Unemployment Rate for the same reporting period in 2013 was 6.6%.

County Sales Tax

The Wisconsin Department of Revenue imposes a state sales tax on all transactions for the sale of personal property. Wisconsin businesses must collect the taxes on behalf of the state government and remit them to the Department of Revenue.

| | 2011 | 2012 | 2013 | Change (12'-13') |
|----------|-----------------|-----------------|-----------------|------------------|
| Wood | \$4,790,537.55 | \$4,912,695.14 | \$4,966,372.35 | \$53,677.21 |
| Marathon | \$10,014,288.25 | \$10,164,536.35 | \$10,489,233.95 | \$324,697.60 |
| Clark | \$1,425,623.33 | \$1,532,794.93 | \$1,603,780.50 | \$70,985.57 |
| Lincoln | \$1,495,043.74 | \$1,594,185.49 | \$1,739,037.05 | \$144,851.56 |
| Portage | \$4,994,703.56 | \$5,110,268.40 | \$5,290,272.42 | \$180,004.02 |

With the County tax rates staying the same (5.5% for all), the increase of \$774,215.96 in sales tax should not be construed to only represent business growth. The cost to move goods through-out the region also impacts this figure (i.e. fuel).

Local Assessed Value of Commercial and Manufacturing Real Estate

Overall assed values for commercial and manufacturing properties within the City have seen an increase over the past four years.

| Assessed Value - Commercial & Manufacturing | | | |
|---|---------------|---------------|---------------|
| 2010 | 2011 | 2012 | 2013 |
| \$519,727,300 | \$534,022,100 | \$541,532,900 | \$544,691,400 |

The increase can be attributed to both business additions and expansions, but also to increase in value of existing businesses.

VALUE AND IMPACT OF...

Agriculture

Wood County: Agriculture provides 4600 jobs in Wood Co.; accounts for \$1 billion in business sales; contributes \$253/M to county income; paying almost \$22/M in taxes

Marathon County: 13,266 jobs in Marathon Co.; \$2.4 Billion in business sales; contributes \$630/M to county income; pays \$58/M in taxes.

Clark County: nearly 7700 in Clark Co; \$1.5 billion in business sales; contributes \$403/M to county income; pays \$36/M in taxes.

Education

Individuals and business owners depend heavily on a quality education system to assure continued success in whatever their future might hold. The City of Marshfield is extremely fortunate to have quality education opportunities in our community. Strong foundations continue to be established by both public and private 4K-12 schools, while the UW-Marshfield/Wood County and Mid-State Technical College allow adults of all ages the ability to further their education and/or hone their skills in a particular area. The following are some of the highlights and reasons to celebrate our educational opportunities in 2013:

Marshfield Public Schools had another outstanding year with several awards presented to the district, as well as individuals and teams. The following are a few of those accomplishments:

- District received the number one ranking in the state from Newsweek Magazine and The Washington Post.
- Marshfield High School received a number three ranking for “Best High Schools” from U.S. News and World Reports.
- Our high school was also honored by being certified as a “Project Lead the Way” high school, which fosters and promotes STEM (Science, Technology, Engineering and Math) opportunities for students.
- Ocean Sciences Bowl team won the national competition for the 2nd straight year.
- The Dairy Science class also won the national title.
- 175 Marshfield High School Students were recognized by the College Board as National Scholars, Scholars with Distinction, Scholars with Honors, and Scholars, one of the largest groups since the inception of the AP program.
- For the twelfth time, a Marshfield High School student was named the top AP State Scholar

Columbus Catholic Schools had a number of successes in 2013. The following are a few of those achievements:

- One student was chosen as a finalist to receive one of the National Merit Scholarships. Of 1.5 million entrants only the 50,000 with the highest PSAT/NMSQT scores are eligible for the Merit Scholarship. This individual was also a Kohl Excellence Scholarship recipient.
- The Class of 2013 scored a composite average ACT score of 26.
- 2nd – 8th grade students at Columbus scored an average composite in the 95% for the standardized test score.
- Columbus Catholic High school students stayed current with educational innovations with the 1:1 ipad initiative. All 9th -12th grade students were given ipads which are being used to enhance the already strong curriculum at Columbus Catholic.
- Columbus students from 3 & 4 year-old pre-school through grade 12 participated in many charitable activities. They raised nearly \$10,000 for these causes. They also collected 2000 food items for our local food pantries and almost 500 books for hospitalized children.

The **University of Wisconsin-Marshfield/Wood County** and the UW Colleges launched the innovative Bachelors of Applied Arts and Science completion degree in 2013. The BAAS degree is designed for place-bound adults in our community, which will meet Wisconsin's need for a more educated workforce. Students can tailor their learning through internships, credits for prior learning and service-learning experiences. In November 2013, the University Foundation broke ground for a student housing complex across the street from the campus. This project would not be possible without the strong community partnerships. The new complex, which opens August 2014, will help address the need for affordable housing for Marshfield's students. Our campus has received several art donations in the past two years, including the magnificent Founders' Mural, the Clyde Wynia Marauder Sculpture and Egyptian Papyrus Paintings, all made possible from donations from individuals in our community.

Because of unprecedented cuts to the UW System, our local UW campus faces extensive budget challenges. Our campus is in the process of examining ways to maintain affordable, high-quality education for our students and continuing outreach to our community with less resources. Strategies include not filling positions when employees retire or leave their position and outsourcing or sharing some campus services with other UW colleges.

Mid-State Technical College has provided education and training for 100 years to individuals in our district and surrounding communities. Mid-State celebrated this milestone with the community and has held centennial celebrations at three of their locations with a fourth celebration to be held in Stevens Point on June 4. The Mid-State Technical College's Marshfield Campus held their celebration for the community and

area employers on October 22. Programs that are offered throughout the district were showcased along with a new Stainless Steel Welding certificate.

This past year Mid-State Technical College's Marshfield Campus, through a grant from the Department of Labor, was able to renovate their existing welding lab to accommodate changes in this field. Stainless steel fabrication employers in the community were engaged to develop curriculum for the creation of a Stainless Steel Welding certificate. This certificate is designed to help students develop entry-level skills needed to gain employment in the stainless fabrication industry. The certificate focuses exclusively on stainless steel welding and TIG welding. These courses will also transfer directly into the current Welding Technical Diploma which is offered at the Wisconsin Rapids campus location.

LOANS AND GRANTS

Businesses looking to expand or locate within the city of Marshfield have access to a variety of funding assistance. Working through established partnerships from local financial institutions, regional organizations, state and federal programs, staff works with business owners to identify and pursue funding options that meet their specific needs.

Regional Revolving Loan Fund (CWED)

The Central Wisconsin Economic Development Fund, Inc. has been in existence for 4 years now. The success of regional efforts is evident by the State's desire to consolidate other programs into regional efforts. At the same time, CWED has become such a strong program that Wisconsin Economic Development Corporation (WEDC) is using our region as a pilot for others through-out the state.

The program originally started with the four counties of Adams, Marathon, Portage and Wood joining forces to make the program a go. In 2012 we welcomed Lincoln County to the program and in 2013 we welcomed Forest and Vilas County's to the program, bringing our total number of counties to 7.

| CWED loan summary | | | | |
|-------------------|---------------|------------------|----------------|---------------|
| County | 2010 | 2011 | 2012 | 2013 |
| Wood | 1 - \$60,000 | 1 - \$37,500 | 6 - \$926,000 | 6 - \$998,000 |
| Portage | 1 - \$15,000 | 1 - \$147,298.47 | 1 - \$60,000 | 2 - \$500,000 |
| Marathon | 4 - \$315,000 | 11 - \$1,494,500 | 6 - \$850,000 | 0 |
| Adams | 0 | 2 - \$50,000 | 2 - \$43,000 | 1 - \$25,000 |
| Lincoln | NA | NA | 10 - \$826,000 | 3 - \$260,000 |
| Forest | NA | NA | NA | 1 - \$200,000 |
| Vilas | NA | NA | NA | 0 |

Once again, the CWED program proved to be of great assistance to local businesses in 2013. Of the 6 Wood County loans approved, 5 of those were for businesses located in Marshfield. The total dollar amount committed to these 5 Marshfield businesses is \$918,000.

Community Development Block Grant – Housing Rehabilitation Program

In 1992 the City of Marshfield was selected to receive \$495,650.00 of federal dollars administered through the State of Wisconsin, Department of Commerce, Division of Housing and Community Development. All of the dollars received from the 1992 grant were made as loans and as the loans are repaid the City of Marshfield is able to utilize these dollars for new loans. This process is known as a Revolving Loan Fund (RLF). The CDBG-RLF is used to rehabilitate residential property occupied by low- and moderate

income (LMI) residents. Funds can also be used to provide down payment and closing costs to assist LMI household in the purchase of a house.

| CDBG-Housing Rehab | | | | |
|--------------------|-----------------|-----------------|-----------------|--------------|
| | 2010 | 2011 | 2012 | 2013 |
| New Loans | 7 - \$59,049.00 | 3 - \$44,951.00 | 4 - \$25,563.90 | 1 - \$12,966 |
| Repaid Loans | 2 - \$13,725.74 | 1 - \$9,274.26 | 2 - \$19,975.00 | 0 |

This program has provided a great deal of support to local residents over the years. United Way has been a great partner in helping us to get the word out and administer the program. We continue to get a lot of interest, and applications, for this program but with approximately \$17,000 remaining, it's only a matter of time before we run out of money.

Program changes are currently underway! Like other federal and state funded programs, the CDBG-HR program is one that is being consolidated into a regional pool with one program administrator selected to oversee the region. Our region will consist of the following counties: Marquette, Juneau, Waushara, Adams, Green Lake, Waupaca, Portage, Wood and Marathon.

The funds that we are currently using (\$495,650) will remain with us as long as we continue to run the program. The main change is that in the past we use to apply to the state for additional funds when we ran out, but now we will just send our applicants to the regional program administrator for consideration and funding. Staff has several questions regarding this change and continues to work with the staff at Wood County to monitor the transition.

USDA Rural Business Opportunity Grant

Staff is currently working with Ms. Jordon Ott, Community Grant Writer, to finalize reporting requirements for this grant. The original award of \$50,000 was established to help offset the costs for the Economic Development Strategic Plan, Economic Development Action Plan, website improvements for the Economic Development Board, training, as well as the development of a "toolkit" that we could share with other communities that are interested in our EDB model. As we work to wrap-up the grant reporting requirements we understand that we will not be receiving/requesting the full \$50,000, as our major projects came in under original estimates and would exceed the 40% match allowed by the grant. However, it is important to note that the reduced costs also resulted in a savings for the City/EDB in that we will not be exceeding 60% of costs for the projects mentioned.

Downtown Façade Improvement Program

Now entering its 6th and final year, the façade program continues to provide support to downtown property owners looking to make an investment in their property. This 50/50

matching grant program continues to be one of our greatest economic development success stories of recent years. To date 30 properties have benefited from this program, and helped to improve the overall appearance of downtown.

| Façade Improvement Program | | | | | | |
|-----------------------------|--------------|--------------|--------------|-------------|---------------|-----------------|
| | 2009 | 2010 | 2011 | 2012 | 2013 | Totals |
| Number of projects | 10 | 5 | 5 | 5 | 11 | 36 |
| Grant dollars contributed | \$129,982.20 | \$72,270.81 | \$56,216.15 | \$33,695.85 | \$80,434.15* | \$372,599.16* |
| Total eligible improvements | \$279,917.96 | \$146,280.82 | \$119,012.58 | \$67,438.56 | \$183,981.75* | \$796,631.67* |
| Total improvements** | \$559,867.96 | \$221,030.82 | \$140,512.58 | \$81,801.13 | \$228,981.75* | \$1,232,194.24* |

**Amounts include estimates for projects that have yet to be completed.*

*** Includes cost for interior improvements and/or exterior areas that were not eligible for grant funding.*

MISCELLANEOUS & SPECIAL PROJECTS

As we continue to position the community for the best possible success in economic development, a number of projects were undertaken and/or completed in 2013. All of the projects listed below are being developed or were adopted with the vision that they will strengthen Marshfield's overall economic development efforts.

Economic Development Board

2013 was an exciting and productive year for the EDB as they invest a great deal of time in planning for the community's future efforts in economic development. To assure a clear direction was established and being community to all players in economic development, the EDB teamed up with Redevelopment Resources/SCS Engineers to create the first ever Economic Development Action Plan. Adopted in May 2013, this plan considered all areas possible in order to present a complete spectrum of strategies which have been drafted to encompass many sectors including industrial, commercial, entrepreneurial, housing, workforce development, and marketing. Most importantly, the organizational structure has been reviewed and scrutinized to facilitate growth and competitiveness now and in the years to come. Several strategies including recommendations for funding options, staffing structure and details about foundational elements were presented to the EDB and were put in priority ranking to provide further direction to all. The following is an update on key projects identified by the Action Plan and set as priorities by the EDB:

Understanding the current and future housing needs of the community was identified as the top priority for the EDB. Members felt it was important for elected and appointed officials to have a good understanding of the housing needs of the community to assure the best opportunity for overall success. Working with MSA Professional Services, the Community Housing and Needs Assessment report began in late 2013 and will be complete by May 2014.

Redevelopment is a process by which property, usually that which is vacant, underutilized, deteriorating or considered 'blighted', is transformed into a higher and better use. Several possible opportunities for redevelopment were identified as part of the Action Plan process, with the 200 Block of S. Chestnut Ave. being identified as the first priority. Partnering with the Common Council, as well as Main Street Marshfield, the EDB is taking the lead of this redevelopment opportunity. By the end of 2013 the purchase of the "Former News Herald Building" and "Professional Building" had been complete. In 2014 the efforts will continue with demolition and clean-up of the two buildings, as well as identifying a development partner to assure the highest and best use of the property.

**The EDB is/was involved in several other areas of economic development, many of which are mentioned through-out this report.*

Sign Code

The Planning & Economic Development Department continues to look for opportunities to improve the municipal code in areas that will establish a clear vision for the community while continuing to preserve the rights of individual property owners.

During the course of the year, the Department undertook the task of re-writing the sign code. Working with area business owners, Marshfield Area Chamber of Commerce & Industry (MACCI) and the City's Plan Commission, we were able to adopt a new set of standards and proceeds that are more in-tune with the communities vision while continuing to be business friendly.

The new ordinance went into effect on January 1, 2014. Staff will continue to work with the business/property owners, MACCI and the Plan Commission in 2014 to recommend amendments where necessary.

New MACCI website

The new MACCI website was launched in December 2013 offering more emphasis on Economic Development and Workforce Development. The business start-up section includes many resources to assist entrepreneurs including grant and loan information. A section is available featuring the creation of the City of Marshfield Economic Development Board, the members, action plan and goals. The launch of a Job Bank will highlight some of the industry sector employment opportunities available in the Marshfield area by connecting directly to larger employer's HR websites. Most site selection searches begin through websites, thus it is imperative to have an easy to navigate and inclusive site to attract businesses and workforce to the community.

Workforce

New in 2013 was the "Cruisin' for Careers" event, in which middle school students from Marshfield and Pittsville toured area businesses including Innovative Machine Specialists, PreventionGenetics, Roehl Transport, V&H Trucks, Marshfield Door and DeBoer Trucking. The students were excited to learn firsthand about the types of jobs available right here in our community. This was another way to connect educators, students and businesses together to learn from each other and to address our future workforce needs.

The new MACCI website features the start of a job bank component that will focus on the types of skilled positions available within the larger companies in Marshfield. This will offer one more way to assist with recruitment of talented workforce to the area by showcasing the industry clusters that are supported here.

Trade-Shows

Central Wisconsin and more specifically Marshfield were well represented at the 2013 International BIO Convention with MACCI, Marshfield Clinic Applied Sciences, Microscopy Innovations, PreventionGenetics, Wisconsin Institute for Sustainable Technology – UW Stevens Point (WIST) and Centergy participating. The event was held in Chicago with over 13,500 industry leaders, 62 state and international pavilions and 1722 exhibitors in attendance.

In partnership with Marathon County, the Marshfield community and available properties were showcased at the International Council of Shopping Centers Deal Making event held in Chicago featuring thousands of retailers, brokers, lenders and developers.

Other

Business retentions and visits are made during the year to assess and better understand the issues existing businesses are facing, including workforce, growth, etc. The Healthcare Reform is a top concern for many of our area businesses, which may affect some of their future investments.

In partnership with Central Wisconsin SCORE, Counselors to Americas Small Businesses, clients are assisted in starting or growing their businesses. One-on-one mentoring, along with programs and seminars are conducted in all phases of business development.

LOOKING AHEAD

Local

Economic Development Board

Now entering its second full year of existence, the EDB will continue to work with staff and partner organizations to further define the goals and objectives identified in the Economic Development Action Plan. Having already set in motion a number of key projects (identified below), it will be imperative that the Board and staff remain engaged in these areas to assure success. 2014 should be a year where the EDB places more emphasis on communication with partner organizations to garner additional support in advancing our economic development efforts.

Downtown Master Plan

One of the large projects to be undertaken this year is the updating of the Downtown Master Plan. The process to update the plan is expected to take approximately 9 months, with the final document providing clearly defined responsibilities, priorities, funding, and key implementation strategies in order for stakeholders to accomplish the short-term and long-term revitalization of downtown.

Housing Study

Continuing our partnership with MSA Professionals into 2014, the City's first ever comprehensive Housing Study and Needs Assessment should be completed and presented in May. Based upon the findings and recommendations of the report, the EDB will formulate recommendations for the City Council to consider in positioning our community for addressing existing and future housing needs.

200 Block Redevelopment

Lead by the oversight of the EDB, the City has taken the opportunity to redevelop the properties that are currently occupied by the "Former News Herald" and "Professional Building" in our downtown. Once a partner/project has been identified, through the request for proposal process, the EDB and City will work with the selected developer to assure the highest and best use of the property is realized.

Economic Development Authority – Legislation

EDA Legislation will hopefully make it to the Senate floor for a vote. Staff continues to work with Sen. Lassa's office, Wisconsin Economic Development Association, The League of Wisconsin Municipalities and other area representatives to have the bill introduced in the near future.

Region

Wood County

We are excited by the expanded commitment by Wood County to continue their investment/partnership with Marshfield economic development efforts. Based upon a request to expand the partnership, Wood County officials agreed to increase their

contributions in economic development by providing approximately \$50,000 to the east and west portions of the county. We thank the County for their investment in our efforts and look forward to continuing to improve economic development in Wood County by working with the County Planning Department, Heart of Wisconsin (Wi Rapids Chamber of Commerce), Regional Economic Growth Initiative (REGI), Marshfield Area Chamber of Commerce & Industry and our Economic Development Board.

Central Wisconsin Economic Development Fund

Taking direction for Wisconsin Economic Development Corporation (WEDC), the Central Wisconsin Economic Development Fund (Regional RLF) will be continuing its work to expand the program to encompass a 10 county region. Based upon the increased demand placed upon CWED, the Board has decided to proceed with hiring a full-time executive director and plans to complete this process within 2014.

CDBG Housing Rehab

Staff will continue to monitor the changes to this program as it transitions to the new 9 county region, it will be imperative that all organizations within the region work together to assure the program continues to be responsive to the needs of all residents.

Central Wisconsin Alliance for economic development (Centergy)

Centergy's work on developing an Entrepreneurism Accelerator Program, which will provide a personalized road map to the resources available in the region and state, started in 2013 and will continue in 2014.

Centergy continues to work with manufacturing leaders to identify and implement programs to address workforce shortages. Centergy continues to coordinate and lead efforts to promote regionally specific projects at Central Wisconsin Days held in Madison. Marketing efforts to promote the Central Wis. Region will be expanded, including website updates and social media development. A region-wide export survey will be facilitated to identify potential business opportunities for exporting and to identify obstacles for existing businesses.

Centergy has been identified as a key strategic partner with WEDC to coordinate training and informational sessions on business retention and expansion activities (Salesforce.com), LocateinWI. Properties database, RFI improvements, exporting tools and Certified Sites.

State

Based on past years, major changes or improvements are avoided in a year in which the Governor's seat is up for election. For this reason, we do not foresee any significant changes/impacts occurring at the State level. There are a number of on-going issues at the State level that will continue to evolve – UW Systems, WEDC and DOA "reorganizations" as well as numerous federal mandates that are passed through the State (i.e. health care).

Wisconsin Economic Development Corp.

WEDC continues to increase their state marketing efforts and resource/tool deployment for economic development advancements. The WEDC website has been updated, with more emphasis being placed on marketing and attracting businesses to the state. Staff will be participating in the Site Selectors Guild Annual Conference February 23^d - 26th in Denver; The Industrial Asset Management Council professional Forum in Pinehurst, North Carolina April 26th - 30th; and CoreNet Chicago Chapter in Chicago May 12th - 13th.

New incentive programs, such as the Wis. Manufacturing and Agriculture Credit, eliminates tax on income from manufacturing activity in the state, continue to be reviewed and developed.



City of Marshfield

Memorandum

TO: Finance, Budget and Personnel Committee
FROM: Jason Angell, Director of Planning & Economic Development
DATE: February 18, 2014

RE: Resolution Nos. 2014-08 (TID No.3 Close) and 2014-09 (TID No. 6 Close)
and Budget Resolution No. 02-2014

Background

Since 2011 the City has dedicated a lot of time in managing our Tax Increment Finance Districts (TID's) to assure the community is in the best position possible to capitalize on economic development opportunities. As part of the adopted 2011 TIF Strategic Plan several strategies were recommended by Vierbicher & Associates on how to manage the TID's that were in place at that time.

Analysis

Two of the districts that have been on our radar for closure since 2011 are TID's No. 3 (Old Tower Hall) and No. 6 (Figs). TID No. 3 has reached a point where project debt was paid off in 2013, no potential exists to address new projects as a site specific TID and is not currently eligible transfer funds to other TIDs.

TID No. 6 has not generated any tax increment revenue since 2004 and is in a deficit situation due to a shortfall in expected tax increment revenues over the life of this TID. The estimated TID No. 6 shortfall is \$310,000 with no expected change to significantly resolve this shortfall. This district was declared distressed in 2011 as part of the TID financial review and strategic planning process which will allow for funds from a donor TID to transfer revenues to cover the deficit before closing. Our recommendation is to transfer funds from Donor TID No. 2 (Purdy Building) to cover the TID No. 6 tax increment shortfall.

Committee Options

The Finance, Budget and Personnel Committee may take the following actions:

1. Recommend approval of the request with any exceptions, conditions, or modifications the Committee feels are justifiable and applicable to the request.
2. Recommend denial of the request with justification stated by the Committee.
3. Table the request for further study.

Staff Recommendation

Staff recommends approval of Resolution Nos. 2014-08 (TID #3) and 2014-09 (TID #6); and Budget Resolution No. 02-2014.

Concurrence:



Steve Barg, City Administrator



Keith Strey, Finance Director

RESOLUTION NO. 2014-09

A resolution of the Common Council of the City of Marshfield, Wisconsin, for the purpose of terminating TIF District No. 6 and authorizing City Finance Director to transfer necessary funds from Donor TIF District No. 2 to cover TIF District No. 6 shortfall before termination.

WHEREAS, the City of Marshfield passed a creation resolution creating Tax Incremental District No. 6 on December 22, 1998, and adopted a project plan that year; and

WHEREAS, all TIF District No. 6 projects were completed in the prescribed allowed time; and

WHEREAS, insufficient increment has been collected as of the 2013 tax roll, payable 2014, to cover TIF District No. 6 projects costs;

NOW, THEREFORE, BE IT RESOLVED, that the City Common Council does terminate TIF District No. 6; and

BE IT FURTHER RESOLVED, that the City Clerk shall notify the Wisconsin Department of Revenue, within 60 days of this resolution, or prior to the deadline of May 15, 2014, whichever comes first, that the District has been terminated; and

BE IT FURTHER RESOLVED, that the City Clerk shall sign the required Wisconsin Department of Revenue final accounting form agreeing on a date by which the city shall send final audited information to the Wisconsin Department of Revenue; and

BE IT FURTHER RESOLVED, that the City Finance Director shall transfer necessary funds from Donor TIF District No. 2 to cover the TIF District No. 6 shortfall and providing for ongoing expenses of the District to be determined by the final audit by the City's Independent Auditors: Schenck SC.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

Deb M. Hall, City Clerk

RESOLUTION NO. 2014-08

A resolution of the Common Council of the City of Marshfield, Wisconsin, for the purpose of terminating TIF District No. 3 and authorizing City Finance Director to distribute excess increment to overlying taxing districts.

WHEREAS, the City of Marshfield passed a creation resolution creating Tax Incremental District No. 3 on May 27, 1993, and adopted a project plan that year; and

WHEREAS, all TIF District No. 3 projects were completed in the prescribed allowed time; and

WHEREAS, sufficient increment has been collected as of the 2013 tax roll, payable 2014, to cover TIF District No. 3 project costs;

NOW, THEREFORE, BE IT RESOLVED, that the City Common Council does terminate TIF District No. 3; and

BE IT FURTHER RESOLVED, that the City Clerk shall notify the Wisconsin Department of Revenue, within 60 days of this resolution, or prior to the deadline of May 15, 2014, whichever comes first, that the District has been terminated; and

BE IT FURTHER RESOLVED, that the City Clerk shall sign the required Wisconsin Department of Revenue final accounting form agreeing on a date by which the city shall send final audited information to the Wisconsin Department of Revenue; and

BE IT FURTHER RESOLVED, that the City Finance Director shall distribute any excess increment collected after providing for ongoing expenses of the District, to the affected taxing districts with proportionate shares to be determined by the final audit by the City's Independent Auditors: Schenck SC.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

Deb M. Hall, City Clerk

BUDGET RESOLUTION NO. 2-2014

A resolution changing the 2014 budget of the City of Marshfield, Wisconsin.

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

1. That the sum of \$310,000 is hereby transferred from TID #2 Purdy Project Fund Balance Applied, a/c #4264900008.080000 to TID #6 Figis Project Urban Development Budget, (\$10,000) a/c #4295662008.080000 and Other Financing Uses (\$300,000) a/c 4295900008.080301.
2. That the sum of \$25,000 is hereby transferred within TID #3 Tower Hall Project from Fund Balance Applied, a/c #4254900008.080000 to the Urban Development Budget, a/c #4255662008.080000.
3. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
_____ Mayor

APPROVED _____
_____ Attest – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 2-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

| | |
|--|------------|
| <u>TID #2 Fund (Purdy Project), a/c# 4264900008.080000:</u> | |
| 1. 49300 – Fund Balance Applied | \$ 310,000 |
| <u>TID #2 Fund (Purdy Project), a/c# 4265900008.080429:</u> | |
| 1. 59240 – Transfer to Capital Projects Fund | \$ 310,000 |
| <u>Debt Service Fund, a/c# 30149000080429:</u> | |
| 1. Transfer from Capital Projects Fund | \$ 300,000 |
| <u>TID #3 Fund (Tower Hall Project), a/c# 4254900008.080000:</u> | |
| 1. 49300 – Fund Balance Applied | \$ 25,000 |

TRANSFERRED TO:

| | |
|--|------------|
| <u>TID #6 Fund (Figis Project), a/c# 4294900008.080426:</u> | |
| 1. 49240 – Transfer from Capital Projects Fund | \$ 310,000 |
| <u>TID #6 Fund (Figis Project), a/c# 42956620.080000:</u> | |
| 1. 52100 – Professional Services | \$ 10,000 |
| <u>TID #6 Fund (Figis Project), a/c# 4295900008.080301:</u> | |
| 1. 59230 – Transfer To Debt Service Fund | \$ 300,000 |
| <u>Debt Service Fund, a/c# 301:</u> | |
| 1. 11100 – Cash <u>(MEMO ONLY)</u> | \$ 300,000 |
| <u>TID #3 Fund (Tower Hall Project), a/c# 42556620.080000:</u> | |
| 1. 52100 – Professional Services | \$ 4,500 |
| 2. 59900 – Excess TID Revenue Refund | 20,500 |

* * * *

RESOLUTION NO. 2014-12

A resolution of the Common Council continuing certain appropriations for the year 2013 to be carried over into 2014.

BE IT RESOLVED by the COMMON COUNCIL of the City of Marshfield, as follows:

1. The appropriations and accounts set forth in Exhibit "A" attached hereto are hereby ordered continued and carried forward into the year 2014; and
2. The Finance Director is hereby authorized to make the necessary entries in the ledgers of the City of Marshfield to reflect the foregoing.

This resolution is recommended by the Finance, Budget and Personnel Committee.

ADOPTED _____

Mayor

APPROVED _____

Clerk

EXHIBIT "A"

| | <u>Actual Balances 12/31/13</u> |
|---|---|
| <u>General Fund #101</u> | |
| Building Services/Inspection: Nuisance Property Abatement | \$ 27,285 |
| Engineering Sidewalk Repair | 10,000 |
| Finance Part-time temporary staffing Replacement desks/office furniture | 10,000 5,000 |
| Information Systems Enterprise Business System Software Upgrade Electronic Document Management System | 80,720 45,443 |
| Law Enforcement MRAP Tactical Vehicle | 16,000 |
| Library Operations & Maintenance | 30,965 |
| Parks and Recreation Special Recreation Programs Adult Athletics | 4,272 2,718 |
| Parks Maintenance Park Restroom Automated Locks | 3,000 |
| Zoo Operations & Maintenance Animal Automatic Watering Device | 3,000 |
| | <hr/> |
| | <u>\$ 238,402</u> |



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, Planner/Zoning Administrator
DATE: February 25, 2014

RE: Resolution 2014-13 and Resolution 2014-14 – February Conditional Use Permits.

Background

On February 18th, the Plan Commission reviewed two requested Conditional Use Permits. The first request was for a “Vehicle Repair and Service” Commercial Land Use in the “GI” General Industrial District and the second request was for an “Outdoor Commercial Entertainment Use in the “CMU” Community Mixed Use District, for the purpose of providing an outdoor seating area.

Analysis

Resolution 2014-13

- Conditional Use Request by Jake Bernarde to permit a “Vehicle Repair and Service” Commercial Land Use facility in the “GI” General Industrial District, located at 1700 South Popple Avenue.

A public hearing was held on Tuesday, February 18, 2014 where no comments were made.

The Plan Commission recommended the following action:

Approve a conditional use request by Jake Bernarde to allow a “Vehicle Service and Repair Commercial Land Use” facility in the “GI” General Industrial District, located at 1700 South Popple Avenue with the following conditions:

1. Except for semi-trailers, the property may not have any outside storage pertaining to vehicle repair and service.
2. All light vehicle repair and service work shall be by appointment only.

Resolution 2014-14

- Conditional Use Request by Todd Nelson, representing Dairy Queen to permit an “Outdoor Commercial Entertainment Use” in the “CMU” Community Mixed Use District, for the purpose of providing an outdoor seating area, located at 1600 South Roddis Avenue.

A public hearing was held on Tuesday, February 18, 2014 where no comments were made.

The Plan Commission recommended the following action:

Approve a Conditional Use Permit request by Todd Nelson, representing Dairy Queen to permit an “Outdoor Commercial Entertainment Use” in the “CMU” Community Mixed Use District, for the purpose of providing an outdoor seating area, located at 1600 South Roddis Avenue with the following conditions:

1. Only the new deck area may have music provided the speakers are directed away from residentially zoned properties.
2. Any exterior lighting for the outdoor commercial entertainment area must meet the requirements of Section 18-104.
3. Exterior lighting and music must be turned off no later than 10:00 pm.

The Clerk will submit the resolutions 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 2014-13 and Resolution 2014-14

Attachments

1. Resolution 2014-13
2. Resolution 2014-14

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

RESOLUTION NO. 2014-13

Document Title

Document Number

A Resolution approving a Conditional Use Permit request by Jake Bernarde to allow a "Vehicle Service and Repair" Commercial Land Use facility in the "GI" General Industrial District, located at 1700 South Popple Avenue, 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 18th day of February, 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. 2317 recorded in Volume 8 of CSMs on Page 217, being part of Wood County Certified Survey Map No. 1898, located in the SE ¼ of the NW ¼ of Section 16, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

SECTION 2. The above described property, is permitted have a "Vehicle Service and Repair" Commercial Land Use facility, located at 1700 South Popple Avenue, zoned "GI" General Industrial District.

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

- Except for semi-trailers, the property may not have any outside storage pertaining to vehicle repair and service.
- All light vehicle repair and service work shall be by appointment only.

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.

Notary Public, Wood County, Wisconsin
My Commission Expires: _____

Recording Area

Name and Return Address

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

33-03418-8

Parcel Identification Number (PIN)

RESOLUTION NO. 2014-14

Document Title

Document Number

A Resolution approving a Conditional Use Permit request by Todd Nelson, representing Dairy Queen to permit an "Outdoor Commercial Entertainment Use" in the "CMU" Community Mixed Use District, for the purpose of providing an outdoor seating area, located at 1600 South Roddis Avenue, 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 18th day of February, 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:

That part of the NE ¼ of the NE ¼, Section 18, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, described as follows: Commencing at a point on the West line of Roddis Avenue where the South line of 16th street crosses the West line of Roddis Avenue as the point of beginning, running thence Southerly on the Westerly line of Roddis Avenue a distance of 85.3 feet, thence Westerly at a right angle to Roddis Avenue, 160 feet; thence Northerly parallel with Roddis Avenue to the South line of 16th Street, 5.5 feet, more or less; thence East along the South line of 16th Street 178 feet, more or less to the point of beginning.

SECTION 2. The above described property, is permitted to construct an Outdoor Commercial Entertainment Use deck for the purpose of providing an outdoor seating area, located at 1600 South Roddis Avenue, zoned "CMU" Community Mixed Use District.

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

- Only the new deck area may have music provided the speakers are directed away from residentially zoned properties.
- Any exterior lighting for the outdoor commercial entertainment area must meet the requirements of Section 18-104.
- Exterior lighting and music must be turned off no later than 10:00 pm.

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.

Notary Public, Wood County, Wisconsin
My Commission Expires: _____

Recording Area

Name and Return Address

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

33-03505A

Parcel Identification Number (PIN)

RESOLUTION NO. 2014-15

Resolved, by the Common Council of the City of Marshfield, Wood County, Wisconsin, that this Certified Survey Map and dedication of public right-of-way for McMillan Street and Hume Avenue, located in the SE ¼ of the SW ¼ of Section 33, Town 26 North, Range 3 East, done for Tim Halbrook Builders, owner's representative, by Land Surveyor Andrew S. Cleveland, be approved and accepted.

Chris L. Meyer, Mayor
City of Marshfield

Date

I, Deb Hall, City Clerk, City of Marshfield, do hereby certify that the above Resolution was adopted by the Common Council of the City of Marshfield, Wood County, Wisconsin at its regular meeting this ____ day of _____, 2014.

Deb Hall, City Clerk
City of Marshfield

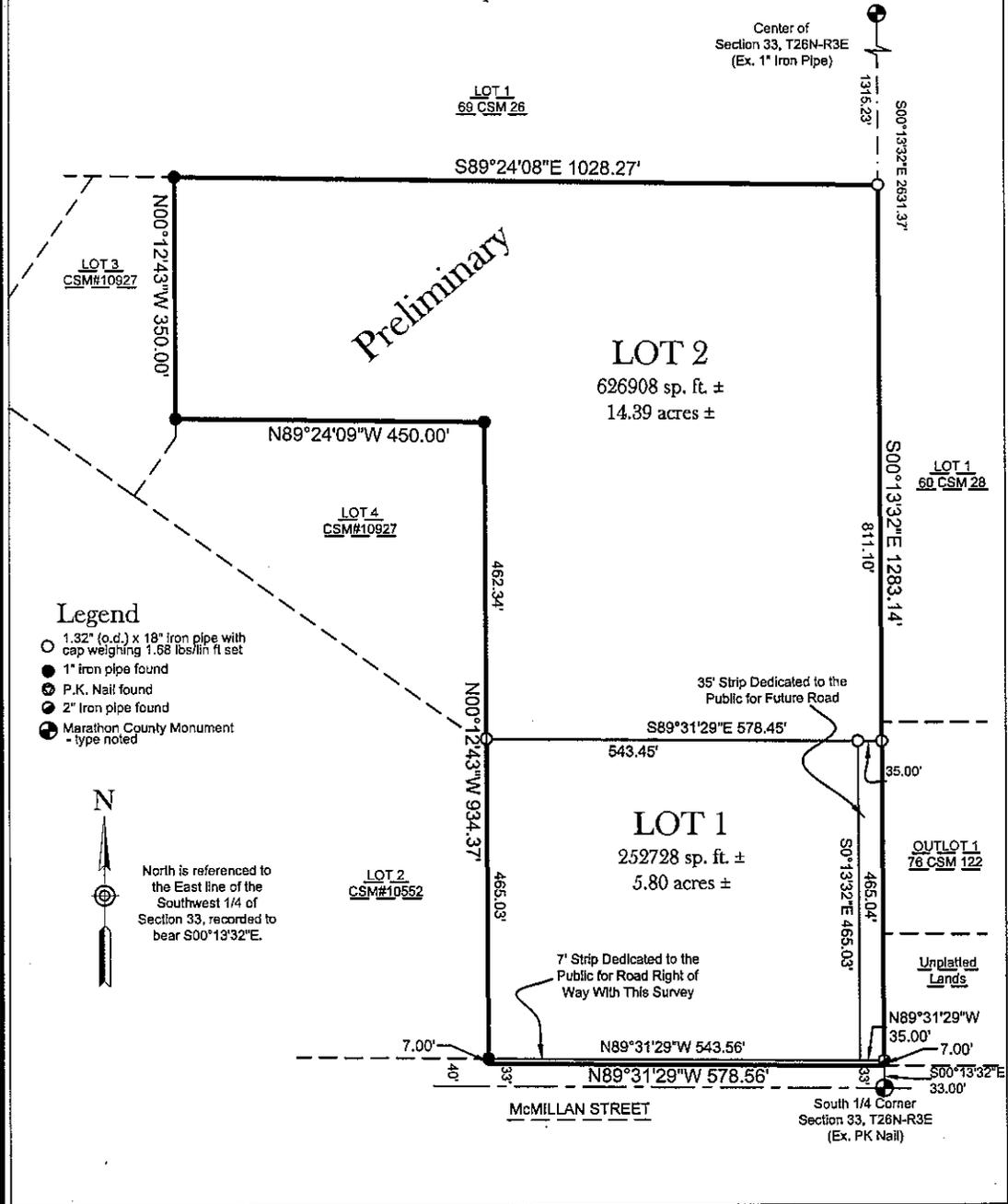
Date

ADOPTED: _____

APPROVED: _____

Certified Survey Map

PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 33, TOWNSHIP 26 NORTH, RANGE 3 EAST, CITY OF MARSHFIELD, MARATHON COUNTY, WISCONSIN.



Mach IV

Engineering & Surveying LLC
211 N. Broadway, Suite 114, Green Bay, WI 54303
PH: 920-569-5765 Fax: 920-569-5767

Client: Tim Halbrook Builders

Drafted By: BRW
Tax Parcel No.: 33-OMM104

Scale:
1" = 200'

Sheet 1 of 3
Project No. 0591-03-13
Drawing No. 899

Certified Survey Map

Surveyor's Certificate

I, Andrew S. Cleveland, Registered Land Surveyor, do hereby certify that I have surveyed, divided and mapped part of the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 33, Township 26 North, Range 3 East, City of Marshfield, Marathon County, Wisconsin, more fully described as follows:

Commencing at the South $\frac{1}{4}$ corner of said Section 33; thence N00°13'32"W, 33.00 feet along the East line of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ to the South right of way line of McMillan Street and the point of beginning; thence N89°31'29"W, 578.56 feet to the extension of an East line of Certified Survey Map Number 10552, Document Number 1159429, Marathon County Records; thence N00°12'43"W, 934.37 feet to the Northeast corner of Lot 4 of Certified Survey Map Number 10927, Document Number 1186373, Marathon County Records; thence N89°24'09"W, 450.00 feet to a Northwest corner of said Lot 4; thence N00°12'43"W, 350.00 feet to the Northeast corner of Lot 3 of said Certified Survey Map Number 10927; thence S89°24'08"E, 1028.27 feet along the Easterly extension of the North line of said Certified Survey Map Number 10927 to the said East line of the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 33; thence S00°13'32"E, 1283.14 feet to the point of beginning.

Said parcel contains 899,962 sq. ft./20.66 acres of land more or less.

Subject to all easements and restrictions of record.

Road Dedication Contains 20,326 sq. ft./0.47 acres of land more or less.

That such plat is a correct representation of all the exterior boundaries of the land survey and the division thereof. That I have made such a survey, land division and plat by the direction of the owners listed hereon. That I have fully complied with the provisions of Chapter 236, section 236.34 of the Wisconsin Statutes, the City of Marshfield in surveying, dividing and mapping the same.

Andrew S. Cleveland
1-7-14

S-2787

This Certified Survey Map is Approved in Accordance with Chapter 19-61(3) of the Municipal Coed.

Preliminary

Dated _____

City of Marshfield Engineer

Mach IV

Engineering & Surveying LLC
211 N. Broadway, Suite 114, Green Bay, WI 54303
PH: 920-569-5765 Fax: 920-569-5767

Client: Tim Halbrook Builders

Drafted By: BRW

Tax Parcel No.: 33-OMM104

Scale:

Sheet 2 of 3

Project No. 0591-03-13

Drawing No. 899

Certified Survey Map

Common Council Resolution

Resolved that this Certified Survey Map in the City of Marshfield, is Hereby Approved by the Common Council of the City of Marshfield.

Date Approved _____

Mayor _____

Date Signed _____

Mayor _____

City Clerk

I hereby certify that the foregoing is a copy of a resolution adopted by the common council of the city of Marshfield.

City Clerk

Owner's Certificate

As Owner, I hereby certify that I caused the land described and easements granted on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented hereon. I also certify that this Certified Survey Map is required by S.236.10 or S.236.12 to be submitted to the following for approval or objection:

City of Marshfield

Lang Properties LTD

Personally came before me this ____ day of _____, 20__, the above named owners, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public My Commission Expires _____
_____ County, Wisconsin

STATE OF WISCONSIN]
] SS
COUNTY OF _____]

Preliminary

Mach IV
Engineering & Surveying LLC
211 N. Broadway, Suite 114, Green Bay, WI 54303
PH: 920-569-3765 Fax: 920-569-3767

Client: Tim Halbrook Builders

Drafted By: BRW
Tax Parcel No.: 33-OMM104

Scale:

Sheet 3 of 3
Project No. 0591-03-13
Drawing No. 899



City of
Marshfield
Memorandum

February 20, 2014

TO: Mayor Meyer and Members of the Common Council

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Property Acquisition for Hume Avenue Street Opening

BACKGROUND

With the approval of Budget Resolution 01-2014, which funds the street opening on Hume Avenue north of McMillan Street, staff is now moving forward with the project. The first step in acquiring the necessary property is approval of the right-of-way plat and Relocation Order.

ANALYSIS

Attached is Resolution 2014 – 16 which is the relocation order and a plat of survey. The plat shows the land area that is required for the project. The relocation order is the instrument that initiates the Common Councils intent to acquire the property. It has been recommended for approval by the Board of Public Works

RECOMMENDATION

I recommend approval Resolution 2014-16, relocation order the Hume Avenue street opening project.

Concurrence: 
Steve Barg, City Administrator

**CITY OF MARSHFIELD
RESOLUTION NO. 2014-16
RELOCATION ORDER
Document Title**

Document Number

WHEREAS, the City of Marshfield desires to open public streets in the SE ¼ of the SW ¼ and the SW ¼ of the SE ¼ of Section 33, Town 26 North, Range 3 East, City of Marshfield and Town on McMillan, Marathon County, Wisconsin, to be known as McMillan Street and Hume Avenue; and

WHEREAS, it has been determined that the property described herein is needed for said street improvements; and

WHEREAS, it is required that all needed lands and interest in lands be acquired in accordance with the provisions of various state statutes; and

WHEREAS, it is necessary that the City of Marshfield approve a relocation order for the project described below:

NOW, THEREFORE, BE IT RESOLVED, that the City of Marshfield makes and declares the following Relocation Order.

1. That this Resolution is a Relocation Order in accordance with Section 32.05(1) of the Wisconsin Statutes, for the purpose of the above described public improvement project to acquire the property described in plat of survey, and which property lies in the Town of McMillan and City of Marshfield, Marathon County, Wisconsin; and it is also determined that this acquisition is necessary to provide for orderly development of the street grid; and that it is necessary to acquire said property, to properly establish, lay out, improve or maintain the proposed public streets, to be known as McMillan Street and Hume Avenue.

2. That to effect this change pursuant to the authority granted under Section 32.05 Wisconsin Statutes, the Common Council of the City of Marshfield hereby:

- A. Determines that it is necessary and that it is for a public purpose, that the property described in the attached plat of survey be acquired by the City of Marshfield for development of public streets.
- B. Orders that the required lands or interest in lands as described and as shown in the attached plat of survey shall be acquired by the City of Marshfield pursuant to Section 32.05 of the Wisconsin Statutes.

This Relocation Order is issued by the City of Marshfield and is entered in the Minutes of the City Council and passed and approved this _____ day of February, 2014.

CITY COUNCIL OF THE CITY OF MARSHFIELD, WISCONSIN

BY: _____ (Seal) ATTEST: _____ (Seal)
Chris L. Meyer, Mayor Deb M. Hall, City Clerk

I hereby certify on the _____ day of February, 2014, the within Relocation Order was adopted by a vote of _____ ayes and _____ nays by the City Council of the City of Marshfield, Wisconsin.

ATTEST: _____ (Seal)
Deb M. Hall, City Clerk

STATE OF WISCONSIN COUNTY OF _____

Personally came before me, this _____ day of _____, 20 _____ the above named Chris L. Meyer and Deb M. Hall to me known to be the persons who executed the foregoing instrument and acknowledged the same:

Notary Public, _____ County, Wisconsin
My Commission Expires: _____

THIS INSTRUMENT WAS DRAFTED BY:
Daniel G. Knoeck, Director of Public Works
City of Marshfield
P. O. Box 727
Marshfield, WI 54449

Recording Area

Name and Return Address

City of Marshfield, City Clerk
P. O. Box 727
Marshfield, WI 54449

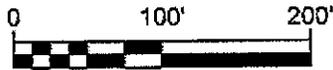
52-332603-015-001-00-00 and
28-332603-015-008-00-00

Parcel Identification Number (PIN)

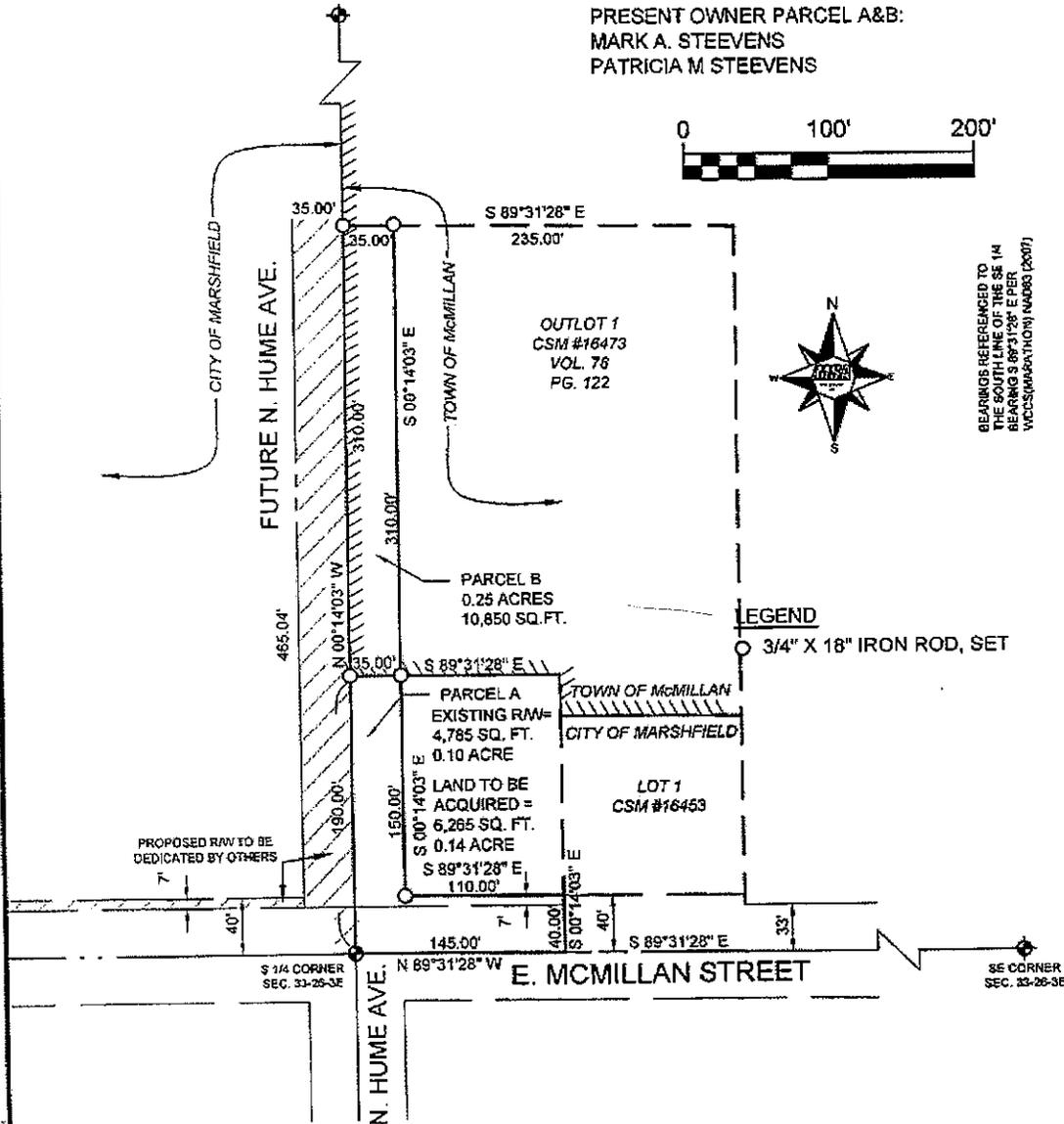
THIS MAP AND DESCRIPTIONS DRAFTED FOR THE BENEFIT OF ACQUIRING
LAND FOR FUTURE ROAD RIGHT OF WAY. (N. HUME AVENUE EXTENSION)

LANDS BEING PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 33, TOWNSHIP 26
NORTH, RANGE 3 EAST, TOWN OF McMILLAN AND IN THE CITY OF MARSHFIELD,
MARATHON COUNTY, WISCONSIN

PRESENT OWNER PARCEL A&B:
MARK A. STEEVENS
PATRICIA M STEEVENS



BEARINGS REFERENCED TO
THE SOUTHLINE OF THE SE 1/4
BEARING S 89°31'28" E PER
WISCONSIN STATUTE (NR 600 (2007))



SCHEDULE OF LANDS & INTERESTS REQUIRED

| PARCEL | OWNER | INTEREST REQUIRED | R/W SQUARE FEET REQUIRED | | |
|--------|--------------------------------|----------------------|--------------------------|----------|--------|
| | | | NEW | EXISTING | TOTAL |
| A | MARK A. & PATRICIA M. STEEVENS | FEE | 6,265 | 4,785 | 11,050 |
| B | MARK A. & PATRICIA M. STEEVENS | FEE | 10,850 | 0 | 10,850 |

CLIENT:

CITY OF MARSHFIELD

PARCEL "A"

A parcel of land being part of SW.1/4 of the SE.1/4 of Section 33, T.26 N., R.3 E., City of Marshfield, Marathon County, Wisconsin and being more particularly described as follows:

Beginning at the South 1/4 Corner of said Section 33; thence N.00°14'03"W., along the West line of said SE.1/4 of Section 33, a distance of 190.00 feet to the Southwest corner of Outlot 1 of Certified Survey Map No. 16473; thence S.89°31'28"E., along a South line of said Outlot 1, a distance of 35.00 feet; thence S.00°14'03"W., parallel with said West line, a distance of 150.00 feet to a point 40 feet North of, as measured normal to the South line of said SE.1/4 of Section 33; thence S.89°31'28"E., parallel with said South line a distance of 110.00 feet to the Southwest corner of Lot 1 of Certified Survey Map No. 16453; thence S.00°14'03"E., parallel with said West line of the SE.1/4, a distance of 40.00 feet to said South line of the SE.1/4 and being also the centerline of E. McMillan Street; thence N.89°31'28"W., along said South line and said centerline, a distance of 145.00 feet to the point of beginning.

Said parcel containing 6,265 square feet or 0.14 acres of land to be acquired for right-of-way and 4,785 square feet or 0.10 acres of the present 33' wide right-of-way of E. McMillan Street, more or less, and subject to easements of record.

PARCEL "B"

A parcel of land being part of Outlot 1 of Certified Survey Map No. 16473 as recorded in Volume 76 of Certified Surveys on page 122 and being located in the SW.1/4 of the SE.1/4 of Section 33, T.26 N., R.3 E., Town of McMillan, Marathon County, Wisconsin and being more particularly described as follows:

Commencing at the South 1/4 Corner of said Section 33; thence N.00°14'03"W., along the West line of said SE.1/4 of Section 33, a distance of 190.00 feet to the Southwest corner of said Outlot 1 and being the point of beginning of parcel to be described; thence continuing along said West line, N.00°14'03"W., a distance of 310.00 feet to the Northwest corner of said Outlot 1; thence S.89°31'28"E., along the North line of said Outlot 1, a distance of 35.00 feet; thence S.00°14'03"E., parallel with said West line, a distance of 310.00 feet to a South line of said Outlot 1; thence N.89°31'28"W., along said South line, a distance of 35.00 feet to the point of beginning.

Said parcel contains 10,850 square feet or 0.25 acres, more or less, and subject to easements of record.



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, Planning/Zoning Administrator
DATE: February 25, 2014

RE: First Reading Ordinance No. 1267 rezoning request by City of Marshfield to change the zoning from "GI" General Industrial District to "SR-4" Single-Family Residential, located in the Green Acres Estate 1st Addition Preliminary Plat, South of the Green Acres Estate Subdivision, between South Washington Avenue and South Hume Avenue.

Background

The City of Marshfield is requesting to rezone a parcel, consisting of 4.45 acres, from "GI" General Industrial to "SR-4" Single-Family Residential District, located east of South Washington Avenue, south of E 21st St, west of South Hume Avenue and north of East 25th Street. Don Nikolai is interested in acquiring this property from the City, in hopes of developing the property in the future.

Analysis

The main concerns when considering rezoning a property is making sure abutting properties are of compatible uses. Rezoning a property from the General Industrial district to a Single-Family Residential district would not typically be the most compatible use, but when one takes into account the geography of the land and surrounding uses, a rezoning of this nature does make a lot of sense. Due to a large environmental corridor that loops through this area, which the City owns, the City can insure that this rezoning will not have a negative transitional impact. The proposed development on the subject property will not encroach into the environmental corridor. The corridor will be left undeveloped and act as a buffer between the proposed single-family dwellings and the industrial development to the east.

The other concern when rezoning and changing the use of a property is whether or not the request is consistent with the Comprehensive Plan. The Future Land Use Map in the Comprehensive Plan defines this area as Existing City Residential, 6-10 units per acre. Rezoning this property to a residential use is consistent with the Comprehensive Plan; however, the proposed development does not meet the density requirements. Reviewing the overall density of the

City, staff does not feel the density shown in the Comprehensive Plan is a reasonable residential development density for this area. The map shows this area as existing residential when in fact nearly half of the area is undeveloped. Generally, the density (6-10 units per acre) shown in the Comprehensive Plan is suitable for areas around the downtown and general commercial areas but does not fit with the existing surrounding development.

This parcel was originally included as part of the Green Acres Estates 1st Addition preliminary plat, but developer is planning or removing this parcel from the final plat. It is likely that this parcel will be included in a future plat as the 1st Addition develops.

Plan Commission Recommendation

A public hearing was held on February 18, 2014 where no public comment was made. The Plan Commission recommends approval of the rezoning of the parcel from "GI" General Industrial District to "SR-4" Single-Family Residential District with the condition that upon a successful rezoning, the Applicant must split the subject property (parcel #33-05225) with a certified survey map.

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

None at this time unless the rules are suspended; final action will be requested after the second reading scheduled for the March 11, 2014 Common Council meeting.

Attachments

1. Ordinance 1267
2. Location Map

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

ORDINANCE NO. 1267

AN ORDINANCE REZONING ONE PARCEL LOCATED SOUTH OF THE GREEN ACRES ESTATE SUBDIVISION, BETWEEN SOUTH WASHINGTON AVENUE AND SOUTH HUME AVENUE FROM THE “GI” GENERAL INDUSTRIAL DISTRICT TO “SR-4” SINGLE FAMILY RESIDENTIAL DISTRICT.

WHEREAS, the Common Council of the City of Marshfield, having reviewed the recommendation of the City Plan Commission regarding the proposed change in zoning classification for the property described below; and

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such change in zoning and, pursuant thereto, a public hearing having been held on the 18th day of February, 2014 at 7:00pm, and the Plan Commission having heard all interested parties or their agents and attorneys;

NOW, THEREFORE, the Common Council of the City of Marshfield, Wisconsin, do ordain as follows:

SECTION I. Zoning

The following described property is hereby rezoned from “GI” General Industrial District to “SR-4” Single-Family Residential District, as set forth in, and regulated by, the provisions of Chapter 18, Marshfield Municipal Code:

Part of Block 8 of Industrial Park Subdivision, located in the Northeast ¼ of the Southwest ¼ of Section 16, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, described as follows.

Commencing at the West ¼ corner of said Section 16; thence S 0°40’56” W along the West line of the Southwest ¼ 28.35 feet; thence S 88°21’38” E along the South line of 21st Street 1286.24 feet to the West line of Aspen Avenue; thence S 88°34’55” E 60.01 feet to the East line of Aspen Avenue and to the point of beginning; thence S 88°47’25” E along the South line of 21st Street 300.04 feet; thence S 0°17’56” W 632.48 feet; thence N 88°21’42” W 300.08 feet to the East line of Aspen Avenue; thence N 0°17’56” E along the East line of Aspen Avenue 630.23 feet to the point of beginning.

SECTION II. Effective Date

This Ordinance shall be effective upon passage, recording of a Certified Survey Map of the above described property with the Wood County Register of Deeds, and publication as required by law and the Zoning Administrator is hereby directed to make the necessary changes to the Zoning Maps forthwith.

ADOPTED: _____

Chris L. Meyer, Mayor

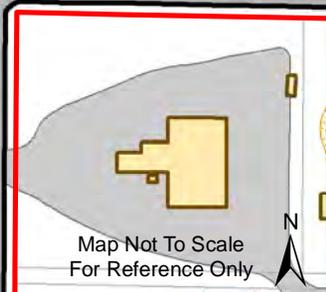
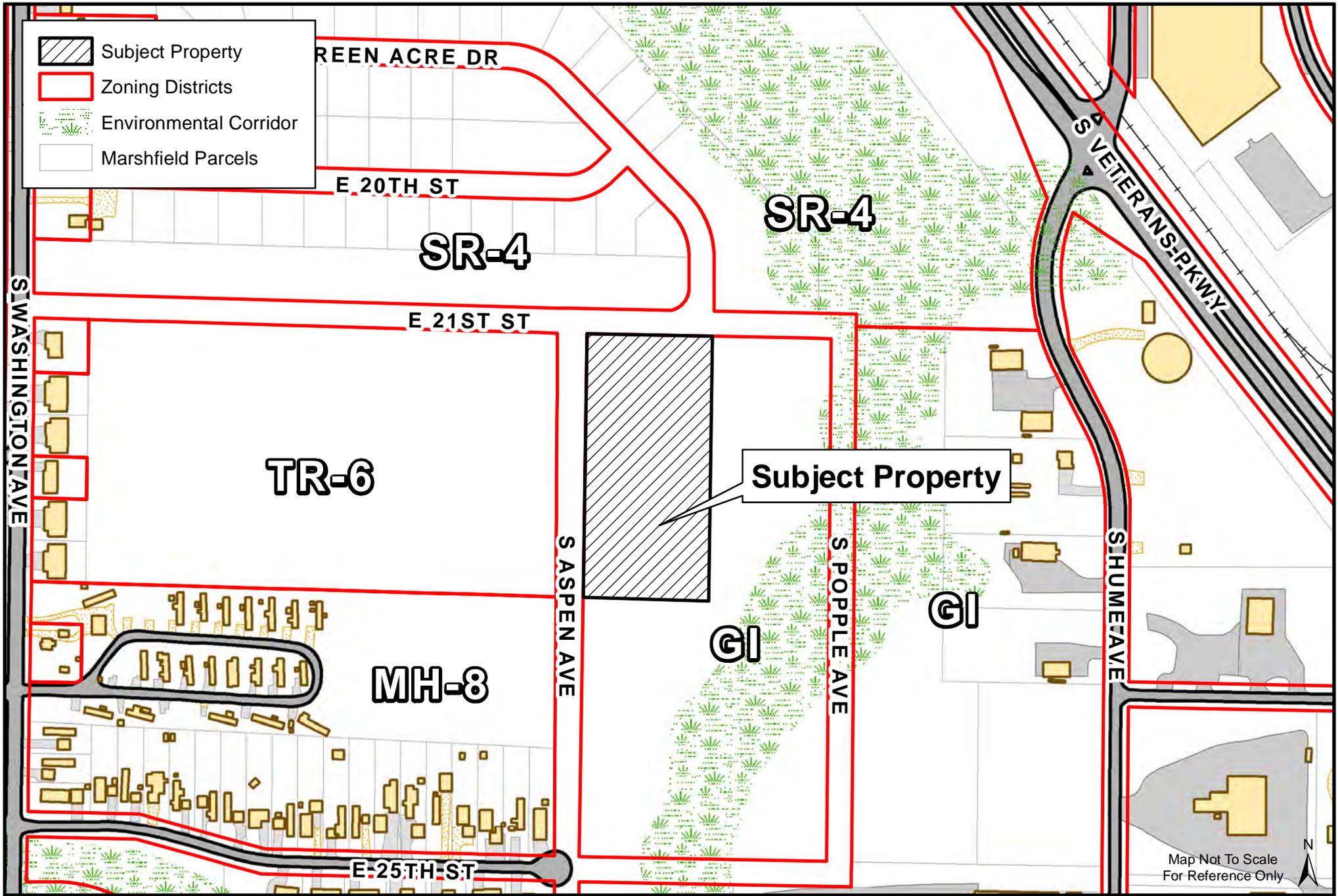
APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk

-  Subject Property
-  Zoning Districts
-  Environmental Corridor
-  Marshfield Parcels



Rezoning Request: "GI" to "SR-4" Green Acres Estate 1st Addition
Part of Block 8 of Industrial Park Subdivision
City of Marshfield - Plan Commission
Meeting Date: February 18, 2014



ATTENTION: The representation of data presented herein is intended for reference purposes only; the City of Marshfield assumes no responsibility for the accuracy of the information provided. Any duplication without consent is prohibited.



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, Planner/Zoning Administrator
DATE: February 25, 2014

RE: First Reading Ordinance No. 1268, Municipal Code Amendment to amend Chapter 14, Municipal Utilities, Section 14-7 and Chapter 19, Subdivision and Platting, Section 19-63, pertaining to the requirements for installation of underground utilities.

Background

Over the past few months, staff has worked with Marshfield Utilities – to revise and rewrite parts of the City of Marshfield Municipal Code pertaining requirements for installation of underground utilities. The proposed change is to clarify the installation of such underground utilities.

Analysis

Attached is a summary document from the Utility as well as a draft ordinance for your review. Nick Kumm from the utility will be present at the meeting to present the proposed ordinance.

Board of Public Works Recommendation

The purpose for the amendment is to allow Marshfield Utilities to require other utilities to bury their facilities on private property within 12 months of designating the subdivision or property as underground.

The Board of Public Works review the ordinance amendment on January 20, 2014 and recommended approving the proposed ordinance as presented.

Plan Commission Recommendation

The Plan Commission did request that Nick Kumm, representing Marshfield Utilities, clarify the meaning of the ordinance and how it relates to telecommunications and actual subdivisions. The ordinance amendment would allow transmission and main feeder lines (lines that connect substations) to be installed overhead if that is the design for that type of facility. The standard

design for a main feeder is overhead. Installing the main feeder underground would require special equipment, additional training, additional tools, and be costly. The modification to the language would allow some flexibility so Marshfield Utilities can install the most cost effective and reasonable solution in the future. General feeder and service lines would still be installed underground.

A public hearing was held on February 18, 2014 where no public comment was made. The Plan Commission recommended approving the proposed ordinance as presented.

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 March 11, 2014 meeting.

Attachments

1. Redline Draft Ordinance 1268
2. Draft Ordinance 1268
3. Summary Document from Marshfield Utilities

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

REDLINE ORDINANCE NO. 1268

An Ordinance creating Section 14-7 and amending Section 19-63 of the City of Marshfield Municipal Code pertaining requirements for installation of underground utilities.

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

SECTION 1. Chapter 14 Article I of the Marshfield Municipal Code is hereby amended to include the following section:

Sec. 14-07. Overhead to Underground Conversion.

Marshfield Utilities may convert its existing overhead electric facilities located on private property and those interconnected facilities located on public right-of-way to underground in existing subdivisions and thereby designate the subdivision as underground, including adjacent public right-of-way. Once notice of such designation is provided to other utilities, the other utilities will have 12 months to complete their conversion to underground facilities. Any existing underground subdivisions will be designated as such by Marshfield Utilities. The other utilities will have 12 months to convert their facilities to underground in those locations.

SECTION 2. Section 19-63(1)(h) of the Marshfield Municipal Code is hereby amended to read as follows:

(h) Utilities (i.e. electric, phone, CATV, etc.). All utilities shall be installed underground within the boundaries of the subdivision in such a manner as to make service available to each lot. The subdivider shall also cause streetlights to be installed. This Section shall not apply to electric transmission lines and electric distribution main feeder lines when underground installation is inconsistent with the utilities practice for design and/or construction of these types of utility facilities.

SECTION 3. 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 4. 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 5. 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

ORDINANCE NO. 1268

An Ordinance creating Section 14-7 and amending Section 19-63 of the City of Marshfield Municipal Code pertaining requirements for installation of underground utilities.

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

SECTION 1. Chapter 14 Article I of the Marshfield Municipal Code is hereby amended to include the following section:

Sec. 14-07. Overhead to Underground Conversion.

Marshfield Utilities may convert its existing overhead electric facilities located on private property and those interconnected facilities located on public right-of-way to underground in existing subdivisions and thereby designate the subdivision as underground, including adjacent public right-of-way. Once notice of such designation is provided to other utilities, the other utilities will have 12 months to complete their conversion to underground facilities. Any existing underground subdivisions will be designated as such by Marshfield Utilities. The other utilities will have 12 months to convert their facilities to underground in those locations.

SECTION 2. Section 19-63(1)(h) of the Marshfield Municipal Code is hereby amended to read as follows:

(h) Utilities (i.e. electric, phone, CATV, etc.). All utilities shall be installed underground within the boundaries of the subdivision in such a manner as to make service available to each lot. The subdivider shall also cause streetlights to be installed. This Section shall not apply to electric transmission lines and electric distribution main feeder lines when underground installation is inconsistent with the utilities practice for design and/or construction of these types of utility facilities.

SECTION 3. 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 4. 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 5. 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

Summary Document: Ordinance creating Section 14-7 and amending Section 19-63

Sec. 14-07. Overhead to Underground Conversion

Background: Over the years Marshfield Utilities (MU) has worked with other utilities (mostly Charter and Frontier/Verizon) to share in the cost of installations. This can mean being co-located overhead on utility poles or splitting the cost of the labor and equipment to install facilities underground. Typically, when MU converts an area from overhead to underground the other utilities would follow suite, share in the cost and replace their facilities at the same time. In recent years, due to company acquisitions and limited budgets the ability to work together has deteriorated. This has caused situations where electric facilities will be converted from overhead to underground while the other utilities will maintain their facilities overhead. The remaining structures (poles) are aged, need of replacement, and typically owned by MU. The aged structures create a safety concern for the public. This aggravates customers since they have both underground and overhead facilities located on their property. Usually, the customer will contact the utility due to our accessibility compared to other utilities. In the future, the customer will experience another disruption when the other utilities convert their facilities. The drafted ordinance would require utilities to convert their facilities to underground within 12 months after MU designates an area underground.

Section 19-63(1)(h)

Background: The proposed ordinance modification would clarify the language to follow the existing Public Service Commission of Wisconsin (PSCW) Chapter 130 requirements. The current ordinance language requires all utilities to be installed underground within a new subdivision. The PSCW Chapter 130 only allows an ordinance to require utilities to be underground if the design and construction is consistent with the utilities' standards or if a third party reimburses the cost difference between the standard and the special design. In the future, MU may need to install main feeders through subdivisions due to load growth and with the goal to maintain reliable and redundant electricity to our customers at a reasonable cost. Typically, MU will be responsible for the cost of the main feeders. The standard design for a main feeder is overhead. Installing the main feeder underground would require special equipment, additional training, additional tools, and be costly. The modification to the language would allow some flexibility so MU can install the most cost effective and reasonable solution in the future.



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, Planner/Zoning Administrator
DATE: February 25, 2014

RE: First Reading Ordinance No. 1269, Municipal Code Amendment to amend Chapter 18, Article VII, Section 18-103(10), pertaining to Minimum Permitted Throat Length, of the City of Marshfield Municipal Code.

Background

The term “throat length” was a new requirement as part of the new zoning code effective January 1, 2013. What seemed like a straightforward requirement when initially adopted has provided staff with challenges as a variety of access options have been proposed for new development. The overall intent of requiring a throat length distance at the access point of a development is to provide a safe ingress for vehicular traffic. The original amendment was being proposed in an effort to reduce the minimum throat length and allow the City Engineer the ability to increase or decrease the minimum requirements based on traffic circulation and safety concerns. Upon review by the Plan Commission, they recommended no minimum throat length and require the City Engineer to review and determine the throat length for new development based on traffic/circulation patterns and safety concerns.

Analysis

The proposed change is to amend Section 18-103(10) to read as follows:

- (10) ~~Minimum Permitted Throat Length. The throat length for all All-new nonresidential and new multiple family residential development shall be reviewed and determined by the City Engineer based upon traffic patterns and safety concerns. have a minimum of a 25 foot throat length for access drives serving parking lots as measured from the right of way line. This requirement shall not apply to the DMU and UMU districts. The Plan Commission may reduce the 25 foot throat length requirement as granted through a conditional use permit. The City Engineer may require additional throat lengths if deemed necessary.~~

Plan Commission Recommendation

A public hearing was held on February 18, 2014 where no public comment was made. The Plan Commission recommended approving the alternative proposed ordinance as presented.

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 March 11, 2014 meeting.

Attachments

1. Redline Draft Ordinance 1269
2. Draft Ordinance 1269

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

REDLINE ORDINANCE NO. 1269

An Ordinance amending Section 18-103(10) of the City of Marshfield Municipal Code pertaining to Throat Length Requirements.

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

SECTION 1. Section 18-103(10) of the Marshfield Municipal Code is hereby amended to read as follows:

~~Minimum Permitted~~ Throat Length. The throat length for all All-new nonresidential and new multiple family residential development shall be reviewed and determined by the City Engineer based upon traffic patterns and safety concerns. ~~have a minimum of a 25 foot throat length for access drives serving parking lots as measured from the right-of-way line. This requirement shall not apply to the DMU and UMU districts. The Plan Commission may reduce the 25 foot throat length requirement as granted through a conditional use permit. The City Engineer may require additional throat lengths if deemed necessary.~~

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

ORDINANCE NO. 1269

An Ordinance amending Section 18-103(10) of the City of Marshfield Municipal Code pertaining to Throat Length Requirements.

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

SECTION 1. Section 18-103(10) of the Marshfield Municipal Code is hereby amended to read as follows:

Throat Length. The throat length for all new nonresidential and new multiple family residential development shall be reviewed and determined by the City Engineer based upon traffic patterns and safety concerns.

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: _____

APPROVED: _____

PUBLISHED: _____

Chris L. Meyer, Mayor

ATTEST: _____
Deb M. Hall, City Clerk



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, Planner/Zoning Administrator
DATE: February 25, 2014

RE: First Reading Ordinance No. 1270, Municipal Code Amendment to repeal and re-enact Chapter 18, Article VII, Section 18-104 Exterior Lighting Standards, of the City of Marshfield Municipal Code.

Background

As staff continues to review development projects, notes are made where requirements of the new code can have a negative impact new development. Staff is requesting a Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-104 of the City of Marshfield Municipal Code, pertaining to Exterior Lighting Standards. The amendment is being proposed in an effort to address architectural and landscape lighting, list exceptions to the lighting standards, allow for an increase in illumination at the right-of-way line, and clarify the requirements.

Analysis

Initially, the goal was to address a few areas where the code needed to be fixed, but as staff went through the code, it became clear the entire section needed to be reorganized and revised.

Staff is proposing to amend the language throughout Section 18-104, pertaining to Exterior Lighting Requirements. These changes include:

- List exceptions to the lighting standards such as aviation lighting, temporary lighting, lighting for public monuments, seasonal lighting, and lighting for emergency situations.
- Adding a definition section.
- Increasing the standard for the number of footcandles allowed at adjacent nonresidential properties and at the right-of-way to 2.0 footcandles.
- Having separate standards for pole lighting, wall lighting, and decorative lighting.
- Increasing the pole height for nonresidential districts to 40 feet, unless the pole is within 100 feet of residentially zoned property and then it is limited

- to 25 feet.
- Basing the illumination standard for non-cutoff lighting on lumens (2,500).
 - Allow uplighting for landscape, architectural/decorative, and flag lighting. The lights shall be designed to minimize light that does not illuminate the target area.
 - Allow partially shielded luminaires to be used to illuminate loading areas for nonresidential uses where the fixture is not facing or screened from any adjoining residentially zoned property. Luminaires should be directed away from public rights-of-way when feasible.
 - Allows non cutoff fixtures to be used to illuminate properties zoned industrial for parking, loading, and outdoor yard areas where the fixture is screened from any adjoining residentially zoned property. Luminaires should be screened from public rights-of-way when feasible.
 - Added a section to address lighting that are considered a public hazard or nuisance.

Staff has consulted professionals that deal with the design and installation of lighting when making the proposed changes. Given the significant changes, staff is proposing an ordinance to repeal and replace this section.

Plan Commission Recommendation

A public hearing was held on February 18, 2014 where no comments were made. The Plan Commission recommended approving the proposed ordinance as presented. Since the Plan Commission meeting, staff added language to clarify between different types of light fixtures and to clarify when an exception is allowed to exceed the footcandle requirement for abutting properties when owned by the same owner or when an agreement is in place.

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 March 11, 2014 meeting.

Attachments

1. Draft Ordinance 1270: Section 18-104, Exterior Lighting Standards

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

ORDINANCE NO. 1270

An Ordinance repealing and re-enacting Sections 18-104 of the City of Marshfield Municipal Code pertaining to Exterior Lighting Requirements.

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

SECTION 1. Sections 18-104 of the Marshfield Municipal Code is hereby repealed and re-enacted to read as follows:

Section 18-104: Exterior Lighting Standards

- (1) Purpose. The purpose of this Section is to regulate the spill-over of light and glare on operators of motor vehicles, pedestrians, and land uses in the vicinity of a light source in order to promote traffic safety and to prevent the creation of nuisances.
- (2) Applicability. The requirements of this Section apply to all new private exterior lighting within the jurisdiction of this Chapter, except for the following, provided the lighting is not causing nuisance to adjoining property owners or to the public:
 - (a) Lighting within public rights-of-way and/or lighting located on public property including parks, athletic fields, and fairground uses.
 - (b) Lighting for public monuments, statuary, and flags.
 - (c) Lighting solely for signs (regulated by the Sign Ordinance).
 - (d) Temporary lighting for theatrical, television, performance areas, community events, construction sites, seasonal/holiday lighting, or similar temporary uses.
 - (e) Underwater lighting in swimming pools and other water features.
 - (f) Lighting that is only used under emergency conditions.
 - (g) Lighting exempted as part of a Conditional Use Permit.
 - (h) Lighting required by the FCC, FAA, Airport, and State or Federal law.
 - (i) Lighting required for air navigation.
 - (j) All lighting luminaires and light poles existing prior to the effective date of this Section shall be considered grandfathered and may be replaced at their present location and height provided any nonconformity is not increased.
- (3) Review and Approval. The City shall review and approve all development for conformance with this Section through the site plan review process (see Section 18-164).
- (4) Depiction on Required Site Plan. Exterior lighting for multifamily and nonresidential development shall be depicted as to its location, orientation, and configuration on the site plan required for the development of the subject property. Submitted materials should include specification sheets for all proposed luminaries.
- (5) Definitions.
 - (a) Architectural/Decorative Lighting: Lighting that is decorative, and/or used to illuminate architectural and/or landscaped features and pedestrian areas, and primarily installed for aesthetic effect. May be wall or ground mounted.
 - (b) Fixture: A complete lighting assembly (including the lamp, housing, reflectors, lenses, and shields), less the support assembly (pole or mounting bracket); a light fixture. Includes luminous tubes, lamps or similar devices, permanently installed or portable, used for illumination, decoration, or advertisement.

- (c) Footcandle: A quantitative unit measuring the amount of light cast onto a given point, measured as one lumen per square foot.
 - (d) Full Cutoff/Full Shield Fixture: A light fixture shielded or constructed in such a manner that it emits no light above the horizontal plane through the luminaire's lowest light-emitting part.
 - (e) Glare: Intense or blinding light that is sufficiently brighter than the level to which the eyes are adapted, to cause visual discomfort, or loss of visual performance and ability.
 - (f) Light Source: The element of a lighting fixture that is the point of origin of the lumens emitted by the fixture.
 - (g) Light trespass: Light falling where it is not wanted or needed including spill light and obtrusive light.
 - (h) Lumen: A quantitative unit measuring the amount of light emitted by a light source.
 - (i) Luminaire: The complete lighting unit, including the lamp, the fixture, and other parts.
 - (j) Non-Cutoff Fixture: A light fixture that has no limitations on light distribution at any angle.
 - (k) Partially Shielded: A luminaire shielded in such a manner that more than zero but less than ten percent of the light emitted directly from the lamp or indirectly from the fixture is projected at angles above the horizontal plane through the luminaire's lowest light-emitting part and includes semi-cutoff fixtures.
 - (l) Semi-Cutoff Fixture: A luminaire shielded in such a manner that more than zero but less than five percent of the light emitted directly from the lamp or indirectly from the fixture is projected at angles above the horizontal plane through the luminaire's lowest light-emitting part.
 - (m) Uplighting: a lamp or wall light designed or positioned to cast its light upwards. The lights shall be designed to minimize light that does not illuminate the target area. The light source shall be screened or shielded from adjoining properties.
- (6) General Exterior Lighting Requirements.
- (a) Flashing, flickering and/or other lighting which may distract motorists are prohibited.
 - (b) Intensity of Illumination.
 1. The maximum number of footcandles at a property line that is abutting a residentially zoned property shall be 0.5 footcandles. The maximum number of footcandles at a street right-of-way or property line abutting a nonresidential zoning district is 2.0 footcandles. Properties owned by the same owner or where an agreement has been established by abutting property owners, may be excluded from the footcandle requirement at the abutting property line(s).
 2. Reflected glare onto nearby buildings, streets or pedestrian areas is prohibited.
 3. Onsite Lighting.
 - a. The maximum average on-site lighting in nonresidential zoning districts shall be 2.4 foot-candles.
 - b. The maximum average on-site lighting in residential zoning districts shall be 0.90 foot-candles.
 - c. The following exceptions may be permitted:
 - i. The maximum average allowable on-site lighting of outdoor recreation facilities and assembly areas is 3.60 foot-candles.
 - ii. The maximum average on-site lighting of auto display lots and gas station pump islands is 25.0 foot-candles.
 4. Reflected glare onto nearby buildings, streets, or pedestrian areas is prohibited.
 5. All under-the-canopy fixtures shall be full cutoff and recessed into the structure ceiling.

(c) Fixtures and Luminaires.

1. Light Poles.

- a. The maximum fixture height in the SR-2, SR-3, SR-4, SR-6, TR-6, MR-12, NMU, and MH-8 districts shall be 20 feet. The maximum fixture height in all other districts shall be 40 feet, except for any fixture located within 100 feet of a residentially zoned property, then the maximum height shall be 25 feet. The height shall be measured from the ground to the top of the fixture.
- b. All pole lights shall be directed down and have full cutoff or fully shielded luminaires except for the following:
 - i. Lighting sources that emit less than 2,500 lumens (roughly equivalent to 150 watt incandescent light bulb).
 - ii. Non cutoff or flood lighting may be used to illuminate properties zoned industrial for parking, loading, and outdoor yard areas where the fixture lens is screened from any adjoining residentially zoned property. Fixture lenses should be screened from public rights-of-way when feasible.

2. Wall Lights.

- a. All wall lights shall be directed down and have full cutoff or fully shielded luminaires except for the following:
 - i. Lighting sources that emit less than 2,500 lumens (roughly equivalent to 150 watt incandescent light bulb).
 - ii. Partially shielded fixtures may be used for loading and parking areas for nonresidential uses where the fixture lens is not facing or is screened from any adjoining residentially zoned property. Fixture lenses should be directed away from public rights-of-way when feasible.
 - iii. Non cutoff or flood lighting may be used to illuminate properties zoned industrial for parking and outdoor yard areas where the fixture lens is screened from any adjoining residentially zoned property. Luminaires should be screened from public rights-of-way when feasible.
 - iv. Uplighting shall only be permitted for the architectural/decorative lighting of a building or landscaping.

3. Uplighting shall only be permitted for the architectural/decorative lighting of a building or landscaping.

4. Free standing decorative and bollard lighting is permitted provided the lighting source emits less than 2,500 lumens if visible from adjoining properties or public right-of-way.

5. Blinders, shields, or some other type of protectors may be required to be placed on any lights so as to minimize glare or to direct the beam away from adjoining properties, rights-of-way, or driveways if deemed a nuisance.

6. The color and design of fixtures shall be compatible with the building(s) and public lighting in the area, and shall be uniform throughout the entire development site.

(7) Public Safety and Nuisance

(a) Generally. The City may require the modification or removal or limited operation of any new lighting fixtures found to be a public hazard or public nuisance according to the criteria of this Section.

(b) Hazard. Criteria for finding illumination to be a public hazard are as follows:

1. Light trespass or glare that is sufficiently intense or contrasts excessively with surrounding illumination, regardless of the intensity of the surrounding illumination, in a manner to cause

impairment of visual performance or to distract from or impair the safe operation of a vehicle.

2. Light trespass or glare that impairs a person’s visual performance or ability to avoid obstacles in his path.

(c) Nuisance. Criteria for finding illumination to be a public nuisance are as follows:

1. Light trespass or glare that deprives an owner or occupant of usual and reasonable use and enjoyment of his property.

2. Light trespass or glare that causes visual discomfort or impairment of visual performance in a manner that deprives any person from the usual and reasonable enjoyment of the public streets and properties of the City.

(Ord 1240, 11/13/12)

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

DATE: February 18, 2014
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Ordinance amending responsibilities of the City Attorney

Background

Recently, Hap brought to my attention that it could be argued under current city code that the city attorney should attend all council meetings. We have some meetings during the year in which it appears that his presence isn't necessary, most notably our special budget meetings each fall. To clarify our expectations, Hap is proposing adoption of the attached ordinance, stating that the city attorney shall be exempt from attending council meetings when excused by the city administrator.

Recommendation

Staff recommends that the first reading of this ordinance take place at Tuesday's meeting, which the second reading and adoption scheduled for March 11th.

SB:sb

ORDINANCE NO. 1271

An Ordinance amending Section 2-40. of the Marshfield Municipal Code relating to responsibilities of the City Attorney.

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

SECTION 1. Section 2-40.(3)(f), of the Marshfield Municipal Code shall be amended to read as follows:

(f) Advise the council at monthly council meetings, and at such council committee meetings as requested, act as parliamentarian at council meetings. The City Attorney shall be exempt from attending council meetings where excused by the City Administrator.; and

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: _____

APPROVED: _____

PUBLISHED: _____

Chris L. Meyer, Mayor

ATTEST: _____
Deb M. Hall, City Clerk



City of Marshfield Memorandum

DATE: February 18, 2014
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Filling remainder of Councilmember Stauber's unexpired term

Background

As you are aware, Russ Stauber has resigned his position on the Council, due to a conflict with his work situation. The Council must now decide whether to fill the vacancy through appointment or special election. (A special election would be necessary, since there is not enough time to include this on the ballot for the regularly-scheduled April 1st election.)

Process

If you wish to hold a special election, you just need to ask the City Clerk to schedule one at the earliest date reasonably possible. If you want the Council to appoint someone to fill the vacancy, we would immediately start the process outlined in Section 2-06 of the City Code (copy attached).

Recommendation

Staff requests Council direction on Tuesday night regarding how to fill this vacancy.

SB:sb

GENERAL GOVERNMENT

Sec. 2-04. Oaths and bonds.

Elected and appointed statutory officers shall take and file the official oath within ten days after notice of their election or appointment as provided in § 62.09(4)(a) Wis. Stats. and shall execute and file the official bond as required by state statutes and this Municipal Code. This shall not apply to the finance director.

(Code 1982, § 1.04)

Sec. 2-05. Removals.

- (1) *Elected officials.* Elected officials may be removed by the council as provided in § 17.12(1) (a) Wis. Stats. or as provided by § 17.16 Wis. Stats.
- (2) *Appointed officials.* Appointed officials may be removed as provided in §§ 17.12(1)(c) and (4) 17.16 Wis. Stats.

(Code 1982, § 1.05)

Sec. 2-06. Vacancies.

- (1) *How occurring.* Vacancies in elective and appointive positions are caused as provided in §§ 17.03 and 17.035 Wis. Stats.
- (2) *How filled.* Vacancies in elective and appointive offices shall be filled as provided in § 17.23 Wis. Stats.
- (3) Procedure for Filling Vacancies. The following procedures shall apply to fill vacancies in elective offices except the City Clerk and the City Assessor:
 - (a) The City Clerk shall advertise the vacancy by (i) publication of a notice in the local newspaper for the City of Marshfield once a week for two (2) weeks and (ii) simultaneously posting a notice on the City's website for a continuous period of not less than fourteen (14) calendar days. The notice shall contain the qualification requirements for the elective office including, but not limited to, a statement that the applicant must be eighteen (18) years of age or older, a qualified elector of the City and any additional specific qualifications for the elected office. In addition, the notice shall set forth a date and time (deadline) for submitting applications and an address to which the applications must be sent.
 - (b) Applicants shall submit a statement or letter of interest together with a resume not later than the deadline set forth by the City Clerk in the published notice.
 - (c) The City Clerk shall notify all applicants of the date, time and location of the Common Council meeting at which all applicants shall appear before the Common Council to give an oral presentation and to answer questions. The notice shall be given not less than five (5) days before the date of the Common Council meeting.
 - (d) At the next succeeding Common Council meeting, alderpersons may ask questions of candidates for the elective position. The Common Council shall then vote by written ballot. If there are less than three (3) candidates for the elective office, the candidate with the most votes on the first ballot shall be

MARSHFIELD MUNICIPAL CODE

deemed elected to the position. If there are three (3) or more candidates for the elective office on the first ballot, the Common Council shall vote on the entire group of candidates and the two candidates receiving the highest number of votes shall be considered for election to the elective office. Then, the Common Council shall vote a second time as to the two (2) remaining candidates and the candidate securing the most votes shall be deemed elected to the elective office.

(Code 1982, § 1.06; Ord. No. 1138, § 1, 3-24-2009)

Sec. 2-07. Salaries

The salaries of all elected and appointed officials, including members of boards and commissions, shall be as determined by the council from time to time, provided the salary of the mayor, members of the council and elective officers shall not be increased in excess of the salary provided at the time of their taking office.

(Code 1982, § 1.07)

Sec. 2-08. Display of American flag.

- (1) The American flag shall be displayed in public view or other appropriate manner upon flag poles at city facilities. It shall be displayed at half mast out of respect upon the death of the President or Vice President of the United States, or any Congressman or United States Senator of the district of which the city is a part or upon order of the President of the United States or Governor of the State of Wisconsin.
- (2) The mayor may, at his or her discretion, order the City Flag to be flown at half mast upon the death of any other prominent citizen of the community, state or nation.
- (3) At the discretion of the mayor, upon the death of any other prominent citizen of the community, he or she may order a black ribbon or streamer be attached to the top of the flag as an acceptable alternative of demonstration of respect.
- (4) The mayor may delegate the responsibility for the display of the flag to such person as he or she deems suitable for such duties.

(Code 1982, § 1.50; Ord. No. 1148, § 1, 2-10-2009)

Sec. 2-09. Public records.

The city shall comply with open records and open meeting requirements of state law.

(Code 1982, § 1.62)

Sec. 2-10. Staff Changes

- (1) For the purpose of administering this Section, the following terms shall have the meaning set forth herein:
 - (a) The term "staff position" shall mean all permanent full-time and all permanent parttime positions including, but not limited to, all appointed officials set forth in Sec. 2-03 above.