



CITY OF MARSHFIELD  
**MEETING NOTICE**

---

**COMMON COUNCIL  
CITY OF MARSHFIELD, WISCONSIN  
TUESDAY, MARCH 11, 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 25, 2014
- E. Comments from the Mayor, specifically:
  - 1) Employee RecognitionBelinda Fechhelm, Assessor's Office, March 22, 2004, 10 years
- 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.

COMMON COUNCIL AGENDA  
MARCH 11, 2014

- I. Consent Agenda:
- 1) Meeting minutes/reports
    - a. Convention & Visitors Bureau (November 20, 2014)
    - b. Economic Development Board (January 9, 2014)
    - c. Library & Community Center Committee (January 15, 2014)
    - d. Cable TV (January 27, 2014)
    - e. Committee on Aging (February 6, 2014)
    - f. Economic Development Board (February 6, 2014)
    - g. Sustainable Marshfield Committee (February 11, 2014)
    - h. Airport Committee (February 20, 2014)
    - i. Capital Improvement Program Administrative Committee (February 20, 2014)
    - j. Board of Canvassers (February 24, 2014)
    - k. Capital Improvement Program Administrative Committee (February 25, 2014)
    - l. Board of Public Works (March 3, 2014)
    - m. Marshfield Utility Commission (March 3, 2014)
    - n. Capital Improvement Program Administrative Committee (March 4, 2014)
    - o. Judiciary and License (March 4, 2014)
    - p. Capital Improvement Program Administrative Committee (March 6, 2014)
    - q. Economic Development Board (March 6, 2014)

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

- J. Consideration of items removed from the consent agenda, if any.
- K. Request to approve Resolution No. 2014-19 awarding the sale of approximately \$4,025,000 General Obligation Promissory Notes, Series 2014. Presented by Keith Strey, Finance Director.

Recommended Action: Approve Resolution No. 2014-19.

- L. Second 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 1<sup>st</sup> Addition preliminary plat, located south of Green Acres Estates Subdivision, between Washington and Hume Avenue. Presented by Josh Miller, Planner/Zoning Administrator.

Recommended Action: Approve Ordinance No. 1267.

- M. Second 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: Approve Ordinance No. 1268.

COMMON COUNCIL AGENDA  
MARCH 11, 2014

- N. Second 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: Approve Ordinance No. 1269.

- O. Second 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. Presented by Josh Miller, Planning/Zoning Administrator.

Recommended Action: Approve Ordinance No. 1270.

- P. Second 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: Approve Ordinance No. 1271.

- Q. First Reading of Ordinance No. 1272 creating Section 13-100 of the Municipal Code pertaining to requirements for relief from special assessment charges. Presented by Tom Turchi, City Engineer.

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the March 25, 2014 meeting.

- R. Request to approve Budget Resolution No. 04-2014 transferring \$22,000 within the Infrastructure Construction Capital Projects Fund for Controller Upgrade for Preemption Traffic Control Project. Presented by Tom Turchi, City Engineer.

Recommended Action: Approve Budget Resolution No. 04-2014.

- S. Request to approve the Downtown Master Plan request for proposals. Presented by Jason Angell, Director of Planning and Economic Development.

Recommended Action: Approve the Downtown Master Plan request for proposals.

- T. Presentation – review of staffing study report and recommendations for Council's consideration. Presented by Steve Barg, City Administrator.

Recommended Action: Discretion of the Council.

COMMON COUNCIL AGENDA  
MARCH 11, 2014

- U. Items for future agendas.
- V. Adjournment

Posted this day, March 7, 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 25, 2014**

Regular meeting of the Common Council was called to order by Mayor Meyer at 7:06 p.m., in the Council Chambers, City Hall Plaza.

**PRESENT:** Michael Feirer, Alanna Feddick-Goodwin, Robert Workinger, Gordon H. Earll, Ed Wagner, Gary Cummings, Rebecca Spiros, Tom Buttke and Peter Hendler.

**ABSENT:** None

The flag was saluted and the pledge given.

**CC14-020** Motion by Feirer, second by Cummings to approve the minutes of the Common Council meeting of February 11, 2014. Ayes - 9

**Motion carried**

Mayor Meyer read the Proclamation regarding the Friends of the Marshfield Public Library Week - March 2 – 8, 2014.

No items were added to the agenda.

#### **PUBLIC COMMENT PERIOD**

Greta Atkinson, 1900 S. Balboa Avenue. She spoke about the potential annexation of land south of the City that encompasses the property that the Rear End is on. The City does have an ordinance that forbids nude dancing. All we need to do is let this ordinance stand and not find any sort of back door or loop hole to allow this place to exist.

Lavonne Lindner, 622 N. Plum. She spoke about the many train/car accidents recently and she was involved in one of them. She is concerned about the safety. One of the most important things that she feels should be considered is lowering the speed limit for the trains.

#### **REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES**

None

#### **CONSENT AGENDA**

**CC14-021** Motion by Feirer, second by Spiros to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Zoning Board of November 21, 2013; Finance, Budget and Personnel Amended minutes of December 17, 2013; Main Street Marshfield of January 8, 2014; Library Board of January 14, 2014; Community Development Authority of January 16, 2014; Central Wisconsin State Fair Board of January 20, 2014; Marshfield Utility Commission of February 10, 2014; Parks, Recreation and Forestry of February 13, 2014; City of Marshfield/Town of McMillan Joint Plan Commission of February 14, 2014; Board of Public Works of February 17, 2014; Finance, Budget and Personnel Committee of February 18, 2014; Plan Commission of February 18, 2014 and the Community Development Authority Financial Meeting minutes of February 19, 2014. Ayes - 9

**Motion carried**

No items were removed from the consent agenda.

A presentation of the 2013 Annual Economic Development Report was given by Jason Angell, Director of Planning & Economic Development.

**CC14-022** Motion by Hendler, second by Wagner to receive and place on file the 2013 Annual Economic Development Report. Ayes - 9

**Motion carried**

**CC14-023** Motion by Wagner, second by Buttke to approve Resolution No. 2014-08, dissolving TID #3. Ayes - 9

**Motion carried**

**CC14-024** Motion by Hendler, second by Cummings to approve Resolution No. 2014-09, dissolving TID #6. Ayes - 9

**Motion carried**

**CC14-025** Motion by Feirer, second by Buttke to approve Budget Resolution No. 02-2014, transferring \$310,000 from Donor TID #2 (Purdy Building) to cover TID #6 deficit and closeout and \$25,000 within TID #3. Ayes - 9

**Motion carried**

**CC14-026** Motion by Hendler, second by Buttke 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. Ayes - 9

**Motion carried**

**CC14-027** Motion by Cummings, second by Wagner 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 S. Popple Avenue.

Ayes - 9

**Motion carried**

**CC14-028** Motion by Feirer, second by Earll 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. Ayes - 9

**Motion carried**

**CC14-029** Motion by Wagner, second by Cummings to approve Resolution No. 2014-15, Certified Survey Map and dedication of public right-of-way for McMillan Street and Hume Avenue. Ayes - 9

**Motion carried**

**CC14-030** Motion by Earll, second by Cummings to approve Resolution No. 2014-16, relocation order for acquisition of property for Hume Avenue, north of East McMillan Street. Ayes - 9

**Motion carried**

**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 1<sup>st</sup> Addition preliminary plat, located south of Green Acres Estates Subdivision, between Washington and Hume Avenue.

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.

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.

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.

First Reading of Ordinance No. 1271, amending Section 2-40 of the Marshfield Municipal Code relating to responsibilities of the City Attorney.

**CC14-031** Motion by Feirer, second by Cummings to direct staff to begin the process of an appointment of a member of the 6<sup>th</sup> District to serve on the Common Council to fill the unexpired term of Alderperson Stauber which ends April, 2015. Ayes – 8; Nay – 1 (Workinger)

**Motion carried**

**CC14-032** Motion by Spiros, second by Wagner to go into 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 had 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. Roll call vote, all Ayes. (Time: 8:27 p.m.)

**Motion carried**

Present in closed session: Alderpersons Feirer, Feddick-Goodwin, Workinger, Earll, Wagner, Cummings, Spiros, Buttke and Hendler, Mayor Meyer, City Administrator Barg, Attorney Wolfgram, Finance Director Strey, Public Works Director Knoeck, City Engineer Turchi, Planning and Economic Development Director Angell and City Clerk Hall.

**CC14-033** Motion by Wagner, second by Cummings to return to open session. Roll call vote, all Ayes. (Time: 8:44 p.m.)

**Motion carried**

**CC14-034** Motion by Buttke, second by Cummings to approve the amended development agreement with JT Marshfield, LLC to grant a 90-day extension until September 30, 2014 for completion of all project work. Ayes – 9

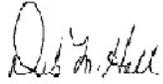
**Motion carried**

Future Agenda Items

None

Motion by Spiros, second by Wagner to adjourn at 8:46 p.m.

**Motion carried**

A handwritten signature in cursive script, appearing to read "Deb M. Hall".

Deb M. Hall  
City Clerk

# Marshfield Convention & Visitors Bureau

Meeting Minutes – November 20, 2013

*Present:* Alderman Gary Cummings, Scott Koran, Jed Martin, Sandra Hansen  
*Absent:* Larry Buffington Cory Latourell, Al Chaney, Todd Diedrich  
*Non Board Members* CVB Director Matt McLean / MACCI Executive Director Scott Larson/ Ann Dieringer  
*Present:* Jed Martin, Sandra Hansen

**McLean called the meeting to order at 12:37 pm.**

---

## I. Meeting Minutes

Motion made by Cummings, second by \_\_\_\_ to approve the minutes from October 30th meeting

## II. Financial Report

Financials from October were reviewed.

## III. Activity Report

McLean gave an overview of recent activity at the CVB.

## IV. 2014 Marketing Plan

McLean gave his update for the 2014 Marketing Plan. Board feels that a strong zoo and updated fields at the UW would be beneficial.

## V. Small Town Baseball

Two events are scheduled in July. STB still owes the Parks & Rec money from last year. The hotels are not seeing many teams from this event staying at their businesses so maybe the organizer should set aside room blocks for this event. He is also looking to get rebates from hotels per room stay.

## VI. Winter Wonderland

The CVB is working with Rotary Winter Wonderland and the Hotels on promoting Holiday Heartfelt Weekend and the Rockin' New Year's Eve event held at Holiday Inn.

## VII. National Association Sports Council

The CVB recently joined the NASC for \$800 per year. His site is council is a great source for leads on sporting events. It features a site where you can bid on events that will work best of your specific area.

## VIII. 2014 Winter Thaw Hockey Event

McLean presented info regarding Hockey, Curling, and Sled Hockey plans for event. McLean is waiting on info from MYHA to move forward.

## IX. Electronic Sign Update

CVB presented to MACCI about the 2 36" electronic reader board signs with graphics for the building. We have received two bids on this project (Stratford Sign- \$27,000 and Wausau Sign Company- \$20,000) Larsen will present it to the MACCI board at the next meeting.

## X. Medical Tourism

McLean would like to see some collaboration between the Marshfield Clinic and CVB Tourism as the main reason visitors come to Marshfield is for Clinic/Doctor appointments.

## XI. Star Reports

The Star Reports show the hotels as a whole are doing and how each property is following the trends. Only four of Marshfield's Hotels take part in this report.

## XII. New Business

MACCI recommends the CVB to provide their own liability insurance for events so we would no longer be under MACCI's policies.

Dieringer gave an event idea about a Ladies Escape Weekend.

December 20<sup>th</sup>, MACCI and the CVB will be volunteering at Rotary Winter Wonderland

**The next meeting will be held on Thursday, December 18th at 12:30 pm at the Rose Bowl Lanes**

**Meeting adjourned at 2:10 pm.**

## **Economic Development Board meeting January 9, 2014**

Present: Dickrell, Meissner, Michalski, Sennholz, Wagner, Wolf  
Absent: Hendler  
Others: Angell, Barg, James-Mork, Olson, Sonnemann

Sennholz called the meeting to order at 3:00 p.m. in Room 108 of the City Hall Plaza.

### **Approve minutes: November 5<sup>th</sup> (Marketing Subcommittee) & December 5<sup>th</sup> (EDB)**

**EDB14-01** Wolf moved and Meissner seconded a motion to approve minutes from the November 5<sup>th</sup> Marketing Subcommittee meeting and December 5<sup>th</sup> EDB meeting as presented. Motion carried 6-0.

### **Approval for 2 Board members to attend WEDA conference**

**EDB14-02** Wolf moved and Wagner seconded a motion to approve registration and travel expenses for Dickrell and Michalski to attend next month's WEDA conference in Madison. Motion carried 4-0, with the Dickrell and Michalski abstaining.

### **Conflicts of interest**

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

### **Citizen comments**

Bill Penker of 600 Sycamore Avenue addressed the Board on opportunities he thinks the City is missing to enhance the community, especially the downtown area.

### **Updates on EDB activities**

- Angell noted that work has begun on a framework for the downtown master plan. The project may be led by a consultant, or performed in house, depending upon the results of the staffing study. He also advised that UW-Stevens Point students will study our man-made lake idea, and give a report to the EDB at the end of the spring semester. In addition, staff was approached by a developer on a possible apartment project consisting of 192 units, with an anticipated assessed value of \$13 million.
- Olson advised that MACCI's new website is up and running, and it includes a new economic development section. MACCI is assisting Mid-State Technical College with collecting workforce data from businesses and schools for an IT grant request. MACCI is also partnering again next year on the 8<sup>th</sup> grade business visit program.

### **Updates from EDB Subcommittees**

It was noted that there have been no subcommittee meetings since the last EDB meeting.

### **Update – 200 block of Chestnut Avenue project**

Angell advised that the closing occurred shortly before Christmas, and the City now owns both properties. An advertisement recently ran in the Business News, and word is getting out about our RFP. The deadline for proposals is Friday, February 28<sup>th</sup>.

**Update – Façade Improvement Program**

Angell noted that the \$55,000 of available funds for façade upgrades have been allocated for 2 projects, with the majority going for improvement of the Penny Court building, and a much smaller amount for a project at 105 East 5<sup>th</sup> Street. He knows of 2 more projects that may bring requests. After some discussion, the Board agreed to look at new requests itself on a “case by case” basis, considering each one on its merits and funding options.

**Housing study/needs assessment with MSA Professional Services**

Considerable discussion occurred with Board members and staff from MSA Professional Services, a consultant chosen for the housing study/needs assessment project. MSA staff went over the proposed timetable and project steps, and how to market and promote the survey for best results. Board members offered their thoughts and ideas on key areas for study, which included an assessment of various types and styles of housing that may need to be encouraged in our community.

(Wolf left the meeting during this item at 4:18 p.m.)

It was noted that MSA staff will attend each of the next 2 regular monthly EDB meetings, with their goal to provide a preliminary report for the Board’s review by late March.

**Announce date and time for next Board meeting**

Sennholz stated that the next EDB meeting will be held on Thursday, February 6<sup>th</sup> at 3:00 p.m. in Room 108 of the City Hall Plaza.

With no other business before the EDB, Meissner moved and Dickrell seconded a motion to adjourn. Motion carried 5-0. Sennholz declared the meeting adjourned at 4:38 p.m.

Respectfully submitted,  
Steve Barg, City Administrator

## Minutes

Marshfield Library & Community Center Committee

Wednesday, January 15, 2014 4:30 p.m.

Marshfield Public Library, Beebee Forum Room

Doty called the meeting to order at 4:31 p.m.

Attendance: Kris Keogh, Russ Stauber, Jason Angell, Jean Doty, Becky Spencer, Steve Barg, Kelly Cassidy and Lori Belongia

Absent: Mat Bartkowiak and Mayor Chris Meyer

Also present: Jodi Bender Sweeney, Joanne Ampe, Gail Thomalla, Floreine Kurtzweil

Public Comment: Stauber mentions Jordon Ott, the city grant writer's resignation and asks about the effect on our National Endowment for the Humanities grant applications. Belongia notes that the grant writing committee will be meeting with Ott until she departs and from then on will take on the rest of the writing responsibilities. Doty thanks committee members for condolence cards and calls on the recent loss of her mother.

Keogh moves and Stauber seconds approval of the minutes of the December 11, 2013 meeting with the addition of a notation that we desire to have movable walls at the south end of the Community Center multi-use rooms if funding allows. All ayes, motion carried.

Thomalla the volunteer Campaign Coordinator reported that date the Marshfield Area Community Foundation Fund for the Library and Community Center project holds a total of \$438,516 in cash, an in-kind donation, pledge payments and outstanding on pledge payments.

Bender Sweeney outlines the capital campaign plan, gives details of some of the campaign facets, lists those involved and speaks about the fundraising timeline.

There is a group planning a "Viva Las Vegas – Elvis" fundraising event for Saturday, April 26 at the Library. A southern dinner, Elvis impersonator Gary Wesley, silent auctions and raffles will be featured.

The Common Council quarterly update will be presented on January 28, 2014. Russ Stauber will make the presentation that will include a selection of project images, along with fundraising and campaign material updates.

Stauber suggested that at the next meeting we consider timing a discussion about a project manager with the Board of Public Works and Common Council. Belongia and Angell were asked to consult with Director of Public Works Dan Knoeck about the project manager vs. general contractor idea.

We will also discuss interior drawings at the next meeting.

The regular next meeting will be Wednesday, February 5, 2014 at 4:30 p.m. at the Library.

Seeing no other business, Doty adjourned the meeting at 5:22 p.m.

Respectfully submitted,

Lori Belongia

**CABLE TV COMMITTEE MEETING MINUTES  
JANUARY 27, 2014**

The meeting was called to order by Chairperson Holck at 5:01 p.m. in the 1<sup>st</sup> Floor Conference Room, Suite 108, City Hall Plaza.

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

**ALSO PRESENT:** Public Access Coordinator Dan Kummer, City Administrator Steve Barg, Finance Director Keith Strey and Deputy Clerk Panzer

**ABSENT:** Senen Siasoco and Shawn Warren (excused)

**PUBLIC COMMENTS**

None.

**APPROVAL OF MEETING MINUTES**

**CTV14-01** Motion by Gerl, second by Earll to approve the minutes of the December 16, 2013 meeting as submitted.

**Motion carried**

**CORRESPONDENCE**

Quarterly franchise fee payment in the amount of \$55,599.69 was received.

A letter was received from Tim Vowell, Charter Communications Director of Government Relations regarding increased cable theft penalties with Wisconsin Act 89.

Kummer distributed a thank you note from the UW-Marshfield/Wood County for Breanna Speth's hard work throughout the year.

Kummer distributed an article from the National Catholic Reporter requesting that the Senate support the new bill that Senator Tammy Baldwin introduced to preserve the presence of community access cable channels on local cable systems.

Kummer distributed an article of interest that Time Warner Cable rejected Charter's inadequate \$61 billion takeover offer.

**DISCUSS FINANCIAL DETAILS WITH CITY FINANCE DIRECTOR FOR NEW CONTRACT WITH VIDCOM LLC FOR CABLE PROGRAMMING SERVICES**

Kummer distributed a handout entitled "How MCTV Works".

Finance Director Strey explained how the Cable TV budget changed from 1998 when he started working for the City to now.

Finance Director Strey also explained the correct procedure to transfer monies within the budget. The capital equipment area of the budget is very specific and it can't be transferred to another area or used for other items.

Chairperson Holck suggested having himself, the Finance Director and the City Administrator look over the bills before they actually go to the Cable TV committee at the meetings, so everyone knows that the money is in the budget and the bill is legitimate and the committee doesn't have to spend a lot of time going over the bills each month.

Finance Director Strey said he would be more than happy to do this, because his office has to review all the bills anyway. We could take this extra step to help with some of the confusion.

Daniels said he doesn't think the lines have been clear as to what comes out of the Cable TV budget and what is Dan Kummer's responsibility and should come out of his pocket.

Chairperson Holck stated that he feels this procedure would also help to eliminate overdue bills.

Offering benefits such as health insurance or a stipend to help cover health insurance to Vidcom employees to keep them longer was discussed in detail.

Chairperson Holck said this has been looked at and we couldn't afford to do that.

Finance Director Strey said that the City would be crossing lines if we do that. We are not the employer, Vidcom is the employer.

Finance Director Strey said he is more than willing to help the Cable TV Committee Chairperson or the committee itself as a whole if interested to work through these details and compare what is in your budget, what is in the contract, what is in the proposal and try to come to something that is going to be a little more functional, because it sounds like you are spending a lot of time talking about bills and things like that. Maybe now is the opportunity to address some of these things that keep coming up since you are redoing the contract and get it clarified in the contract terms to eliminate those discussions.

City Administrator Barg recommended setting up a sub group of three or four people to have a meeting or two to work out the details of a contract with Dan Kummer that we can all feel good about and that the strategic planning be set aside for a couple of months.

**CTV14-02** Motion by Markwardt, second by Daniels to establish a subcommittee consisting of Chairperson Holck, City Administrator Barg, Finance Director Strey and Public Access Coordinator Kummer to prepare the framework for an agreement between the City of Marshfield and Vidcom LLC to bring back to the next regular Cable TV meeting on February 24<sup>th</sup> for discussion.

**Motion carried**

City Administrator Barg and Finance Director Strey left the meeting at 5:46 p.m.

#### **PUBLIC ACCESS COORDINATOR'S REPORT**

Kummer presented the Public Access Coordinator's Report for January 2014. (See attached report.)

**CTV14-03** Motion by Daniels, second by Markwardt to cover the entry fees to enter 6 videos in the Wisconsin Community Media's Best of the Midwest Video Fest at a cost of \$180.00 to be taken out of account number 235-51120-01-53400, operating supplies.

**Motion carried**

**CTV14-04** Motion by Gerl, second by Earll to receive and place on file the Public Access Coordinator's Report.

**Motion carried**

**DISCUSS POSSIBLE NEW REVENUE SOURCES FOR THE CABLE TV OPERATION**

Kummer mentioned that the person that will be taking the second half of Karen Dinn’s job has a degree in grant writing, so we will be looking at some extra money to help support our programs.

He also mentioned that the Marshfield Clinic has expressed interest in renting some of MCTV’s equipment. He will put together a proposal and bring it to the next regular meeting to be discussed.

**BILLS**

The bills were reviewed.

Key Code Media’s invoice and purchase order that was removed from the agenda at the November 25, 2013 meeting was discussed. The bill query report didn’t reflect the \$75.00 freight charge that appeared on the invoice.

**CTV14-05** Motion by Earll, second by Daniels to authorize payment of Invoice No. 0051523-IN from Key Code Media in the amount of \$7,715.00.

**Motion carried**

**CTV14-06** Motion by Markwardt, second by Gerl to authorize payment of the following 2013 year end bills as presented:

Hillers True Value	27.84
Per Mar Security Services	370.56
Cabinet Creations Plus L.L.C.	200.00
Granicus, Inc.	<u>6,000.00</u>

**Total                    \$6,598.40**

**Motion carried**

**CTV14-07** Motion by Gerl, second by Markwardt to authorize payment of the following 2014 bills as presented:

Gannett Wisconsin Media	16.00
AVI Systems, Inc. (Invoices 40040900 & 40041200)	3,983.00
Advanced Disposal	50.79
KC Enterprises Ltd./Digital Arts	779.00
Markertek Video Supply	40.84
Leader Instruments Corporation	694.20
Quill Corporation (Invoices 8352280 & 8358212)	120.39
Charter Business	256.15
Keycode Media	733.00
Granicus, Inc.	600.00
We Energies	88.90
Hillers True Value	40.00
VIDCOM, LLC (Invoices 254, 256 & 257)	<u>4,985.43</u>

**Total                    \$12,387.70**

**Motion carried**

## **FINANCIAL REPORTS**

Kummer mentioned that the City of Marshfield has the option to audit Charter Communications every three years per ACT 42. The last time we did an audit there was a \$9,000 discrepancy in our favor. Do we want to do that again? What is the cost to do it? Who pays for that audit?

Aldersperson Earll will check into this process and report back to the committee at the next regular Cable TV Committee meeting.

**CTV14-08** Motion by Gerl, second by Markwardt to receive and place on file the financial report for the period of January 1, 2013 through November 30, 2013 and the preliminary before-closing financial report for the period of January 1, 2013 through December 31, 2013.

**Motion carried**

## **RECOMMENDED ITEMS FOR FUTURE AGENDAS**

- Discuss process to audit Charter Communications
- Subcommittee report on agreement between the City of Marshfield and Vidcom LLC
- Report on equipment rental rates

## **SET UP SPECIAL MEETING TO CONTINUE STRATEGIC PLANNING PROCESS**

The strategic planning was postponed until the spring until the details of a contract with Vidcom LLC is worked out.

It was decided to move the February meeting location to the Public Access Facility.

Next meeting is scheduled for February 24, 2014 at 5:00 p.m. in Suite 1 of the Community Plaza II building.

Motion by Markwardt, second by Earll to adjourn at 6:13 p.m.

**Motion carried**

Lori A. Panzer  
Deputy City Clerk

Public Access Coordinator's Report  
Cable TV Committee Meeting 1/27/14

**New Shows January 2014 (Since 12/16/2013): for MCTV 98**

- Insight: Ask the Mayor
- Insight: Wood County Sheriff
- President Address/GOP Reply (weekly)
- Rotary Winter Wonderland Lights 2013
- Cooking With Ruth : Episode 16
- Madrigal Singers at MCTV Studios
- Business Profile: Spring Green Floral (aka Illusions & Designs)
- Cooking With Ruth: Ep. 17 "Caramel Chex"
- Washington Elementary Grades 1&2
- Washington Elementary Winter Concert
- Insight: Ask the Mayor
- Christ Lutheran Church Worship Service 11-10-13
- School Board 12-11-13 (Two Parts= Two DVD's)
- Cooking with Ruth: Episode 18 "Tres Leches"
- Ribbon Cutting 2 1/2 Cups Bakery & Cupcakery
- New Visions: Concealing & Revealing
- Cooking With Ruth: Episode 19
- Library Corner
- MACCI Firm of the Year Press Conference

**Channel 96 Meetings**

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

**Breanna Speth does everything**

**Jared Coffren** Several basketball games and middles school concerts

**Mike Weigel**

- Celebrate the Season (UW-M/WC Symphony Orchestra)
- History Rising from the Grave - Presented by Don Schnitzler
- Max Garland, Poet Lauerate

**John Beck**

- Immanuel Lutheran Worship Service (weekly)
- Immanuel Lutheran Advent Services (weekly)

**Dan Ferch**

- Christ Lutheran Church Worship Service

**River Cities Community Access**

- MSTC Board of Directors December 2013

- Wood County Board of Supervisors Meeting

**Other**

- LaCrosse Catholic Diocese Mass
- Eckankar
- House of Yahweh
- Conversations from St. Norbert's
- Music & the Spoken Word

**MY REPORT FOR THIS MONTH**

Things continue to be active at MCTV. New Control room Trickster has been installed at Channel 98 and the Tricaster 40 installed at City Hall.

**Audio problems at Channel 96-** WE are experiencing low and distorted audio or even at times no audio on our live and replayed broadcasts WE are in contact with Charter Who has changed Tec's in Marshfield. WE are also having Soundworks from Stevens point Come in next week to adjust he council chambers sound system and look at our Audio Da's to make sure part of this problem is not on our end which (I feel it isn't from my evaluation) Live streaming is working well on 96. Another issue is a 60 cycle hum coming from the council chambers during certain meetings only. It appears that it happens when a series of laptop computers are running There are about 10 laptops running during the council meeting. I have spoken with the electrical inspector Dick Pokorney and we are doing further evaluations when Soundworks comes this month

1) The HOPE Lodge taped their first two shows last week A scripted program series Much thanks to Jim Daniels who is helping to Co-produce & edit the Series

Other shows in he works:

- 1) Breanna is helping MACCI with their Annual Meeting video
- 2) Police Dept.
- 3) Fire Dept.
- 4 UP Coming Election Programs with Sean Duffy and Ron Johnson John Spiros
- 5) Programs with Wood County Board Chairman
- 6) Program Highlighting City Committees.
- 7) Utility Commission & Smart meters

**And a lot More**

Comment on Staffing – as our Talks with administration continue on the Coordinator's contract Long term Staffing will be talked about WE have \$60000 budgeted in 2014 for a part time assistant but that money spread over a year does not mount to very many hours per week. We also have an additional \$60000 budgeted for a 2<sup>nd</sup> intern but we don't need another high school intern. We could better use the funds to supplement the hours for the technical assistant.

WE have narrowed sown the applicants for the afternoon secretarial position and will be making the decision next week Afternoons can get very busy around here and we already miss Karen DINN greatly!!

I would like to submit 6 Videos from MCTV to the 2014 Video These are programs produced by the station except for one that was co produced by Mike Warren and MCTV (2013 Honor Flight) He will pay half of he entry fee. Other Community producers have entered their own videos Mike Weigel and John Beck.  
The Cost would be  $\$30.00 \times 6 = \$180 - \$15 = \$165.00$ The WCM Videofest is the main fundraising event for our State Orgnization.

**City of Marshfield Committee on Aging  
Meeting Minutes – February 6, 2014**

The monthly meeting of the Committee on Aging was called to order at 9:30 a.m. by Chairman Mike Feirer in Room 108, City Hall Plaza.

**MEMBERS PRESENT:** Mike Feirer, Patty Ruder, Dave Marsh, Jean Doty, Kathy Dieck and Elsie Anderson

**ABSENT:** Becky Huebner-Leu

**OTHERS:** Judy Carlson, Tom Buttke, Amy Krogman, Kelly Cassidy, Rika Schmelzer, Jennifer Cummings, and Connie Jacobson.

**MINUTES:** Motion made by Marsh, second by Dieck to approve the minutes from January 2, 2014 meeting.

**Motion carried.**

**CITIZEN'S COMMENTS:**

Patty Ruder stated she has heard complaints about the high snow banks this year. The committee discussed snow removal.

Tom Buttke wondered how we can get the information regarding resources for seniors out to the people who need them. This could be a topic for the Health Fair.

**AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN**

**UPDATE:** Jennifer Cummings updated the committee on the ADRC.

**WOOD COUNTY TRANSPORTATION UPDATE:** Connie Jacobson updated the committee on Wood County transportation.

**FORUM 55:** Judy Carlson updated the committee on Forum 55.

**LIBRARY COMMUNITY CENTER PROJECT:** The committee was updated on fundraising projects.

**2014 SENIOR HEALTH FAIR:** The committee discussed speaker ideas. This will be discussed at the March meeting.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**FUTURE MEETING DATE:**

The location of meetings will be as follows:

March 6 – Wyndham Senior Villas

April 3 – Wildwood Regency

May 1<sup>st</sup> – Norris Manor

June 26<sup>th</sup> – Senior Center

July – No meeting  
August 7<sup>th</sup> – Parkview  
September 4<sup>th</sup> – Room 108, City Hall  
October 2<sup>nd</sup> – Jr. Fair expo Building (Fairgrounds)  
November 6<sup>th</sup> – Room 108, City Hall  
December 4<sup>th</sup> – Cedar Rail  
January – Upham Village

Motion by Ruder, second by Ruder to adjourn at 10:54 a.m.

**Motion carried**

Respectfully submitted  
Amy Krogman  
Administrative Assistant III

## **Economic Development Board meeting February 6, 2014**

Present: Dickrell, Wagner, Michalski, Sennholz, Wolf  
Absent: Hendler, Meissner  
Others: Strey, Jockheck, Angell, Barg, James-Mork, Olson, Sonnemann,  
Krogman, Steenlage

Sennholz called the meeting to order at 3:15 p.m. in Room 108 of the City Hall Plaza.

### **Approve minutes**

**EDB14-03** Dickrell moved and Michalski seconded a motion to approve the January 9, 2014 minutes as presented. Motion carried 5-0.

### **Conflicts of interest**

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

### **Citizen comments**

Marie Steenlage, Wisconsin Economic Development Corporation, spoke regarding the Main Street Community Development Investment grant. It's a program for communities with emphasis on downtown.

Angell introduced Jason Grueneberg from Wood County who was recently promoted to Planning Director. He will be attending EDB meetings so he can keep up to date with what is happening in Marshfield.

### **Updates on EDB activities**

Wagner gave an update on trying to get youth involved in metal manufacturing at an early age. The committee will be updated in the next several months. He also reported on workforce layoffs.

Strey updated the committee on the revolving loan fund. There are currently 3 active loans totaling \$151,000.

The committee discussed the Marshfield Business Roundtable (formally MEDA). This committee meets every other month on the 1<sup>st</sup> Tuesday. They would like someone from the EDB to participate.

It was reported that there is a group from UWSP looking into the possibility of building a lake in Marshfield. They will do a presentation to this group in April.

### **Discuss upcoming board vacancy**

Angell reported the Mayor will be making his committee appointments in middle of April. Diane Wolf's term is up this year.

**Review and act upon proposal by SCS Engineers to assist in the creation of a Business Incentive Fund.**

**EDB14-04** Motion by Wolf, second by Michalski to recommend to the Common Council the approval of the proposal by SCS Engineers to assist in the creation of the Business Incentive Funds.

Motion carried

**Housing study update and discussion**

Jason Valerius and Kirk Skoog presented an updated on the housing study.

Sennholz left and Michalski took over the meeting at 5:00 p.m.

**Recent updates from the EDB subcommittees**

There were no updates.

**Presentation of the 2013 Annual Economic Development Report**

Angell presented the 2013 annual report which will be given to the Common Council on February 25, 2014.

**Establish date and time for next Board meeting**

It was agreed to hold the next meeting on Thursday, March 6, 2014 at 3:00 p.m. in Room 108 of the City Hall Plaza.

With no other business before the EDB, Wolf moved and Dickrell seconded a motion to adjourn. Motion carried. Michalski declared the meeting adjourned at 5:10 p.m.

Respectfully submitted,  
Amy Krogman  
Administrative Assistant III

## SUSTAINABLE MARSHFIELD COMMITTEE MEETING MINUTES, FEBURARY 11, 2014

Julie Schafer, Chairman, called the meeting to order at 5:30 p.m. in Executive Conference Room, City Hall Plaza.

**Members Present::** Jackie Ruby, Tom Buttke, Randy Lueth, Betsy Tanenbaum, and Julie Schafer

**Members Absent:** Marty Anderson

**Others Present:** Amy Krogman, Floreine Kurtzweil, Brian Panzer, and Jim Bensen

**SMC14-05** Motion by Buttke, 2<sup>nd</sup> by Lueth to approve the minutes from the February 11, 2014 meeting

Motion Carried

### **Citizen Comments:**

The next Library and Community Center meeting will be March 5. The committee members were asked to attend.

### **Recycling in Marshfield:**

Brian Panzer spoke to the committee regarding the history of the recycling program and where the program is at now. Jim Bensen reported on the recycling of CFL's and batteries. The committee requested that Brian and Jim work together to develop a list of items that need funding and bring that list back to the Sustainable Marshfield Committee at the March meeting.

### **2014 Budget:**

**SMC14-06** Motion by Lueth, 2<sup>nd</sup> by Tanenbaum that the 2014 budgetary focus will be to help the recycling efforts.

All ayes, Motion carried

### **Future agenda items**

Recycle Budget (March)

Smart Meters (April)

Motion by Buttke, 2<sup>nd</sup> by Lueth to adjourn at 6:37 p.m.

Respectfully submitted,  
Amy Krogman  
Administrative Assistant III

# Marshfield Airport Committee Minutes

## February 20th, 2014

Meeting called to Order at 6:00 p.m. by Chairman John Berg

Present: Ed Wagner, Paul Knauf, Jack Bremer and John Berg

Absent: Dan Maurer

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

Citizens Comments: None

AP14-07 Motion by Bremer Second by Knauf to approve the Airport Minutes for January 23rd, 2014 All Ayes,

Motion Carried

AP14-08 Motion by Knauf, Second by Wagner to approve the Airport Manager's February 2014 Report, All Ayes

Motion Carried

AP14-09 Motion by Bremer, Second by Knauf to approve the February 2014 Activity Report, All Ayes

Motion Carried

AP14-10 Motion by Knauf, Second by Wagner Airport Bills for January 2014, All Ayes

Motion Carried

Project Updates - Discussed no action taken.

No new information on the land purchase

The Bureau of Aeronautics has invited us down the week of April 15th, 16th and 17th to meet with Bureau staff and discuss funding.

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

No Additional Citizens Comments.

Motion by Bremer, second by Wagner to adjourn at 6:35 p.m. All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

# Marshfield Airport Manager's Report

## Feb 20th, 2014



The winter season has continued to be a headache at the airport this year. The continued cold weather and snow has greatly impacted the activity and business at the airport. There is very little flying happening anywhere in the state. As we enter March and the temperatures begin to warm, we are bound to see more heavy snowfall as well as some freezing rain.



Pictured Above: It seems like we get done plowing after one snow fall and another happens. Bob Gaier in the pickup truck is cleaning the ramp. Below: Walt Embke in our farm tractor is cleaning runway 16/34. They were getting the ramp and runway open for a local plane that was inbound.



The Automated Surface Observation System (ASOS), visibility sensor has been inoperable now for almost a month. We have contacted the National Weather Service (NWS) if they can shed some light on when it will be repaired. The ASOS is federally owned and maintained, so we rely on the NWS to come out and fix it. Without the visibility sensor, aircraft on 135 air charter cannot legally make an instrument approach at the airport. They are required to have full weather reporting at the airport which the ASOS provides. It has really put an additional dampener on traffic into the airport. The NWS is presently waiting on the part from the federal government. The visibility sensor is on backorder, that is why it is taking as long as it is. The NWS will install it shortly after they receive it.

The cold weather has affected the airport sign along 29th street and Central Avenue. The sign has not been lighting up at night since we had the extreme cold temperatures. When the temperatures get warmer, we will inspect the sign to see what the problem may be. More then likely it is a bad timer or fuse.

The Bureau of Aeronautics (BOA) contacted us to complete the annual rates and charges survey. This survey is required of us as part of receiving federal and state funding. The BOA collects the data and supplies it in a spreadsheet to all the airports. That way we can see how other airports are charging for their hangars, leases, fuel flow fees, etc.

The BOA also invited us to their annual planning sessions at the BOA's offices in Madison. This year the dates that are available are April 15th, 16th and 17th

EAA 992 held their annual Chili Feed Feb 15th at the airport. Despite the beautiful blue skies and calm winds, temperatures in the single digits kept a lot of people away. Six aircraft flew into the airport, two of those were on skis. There were eight different kinds of chili and they were all wonderful. A good share of the chili was eaten by those that flew or drove in. Thank you EAA for putting on a great event.



**Pictured Above: This Maule on skis was the first plane of the day at the EAA 992 Chili Feed**

Various Images from the EAA 992 Chili Feed Feb 15th, 2014



Happy Flying - Duffy, Alice, Bob and Jeff

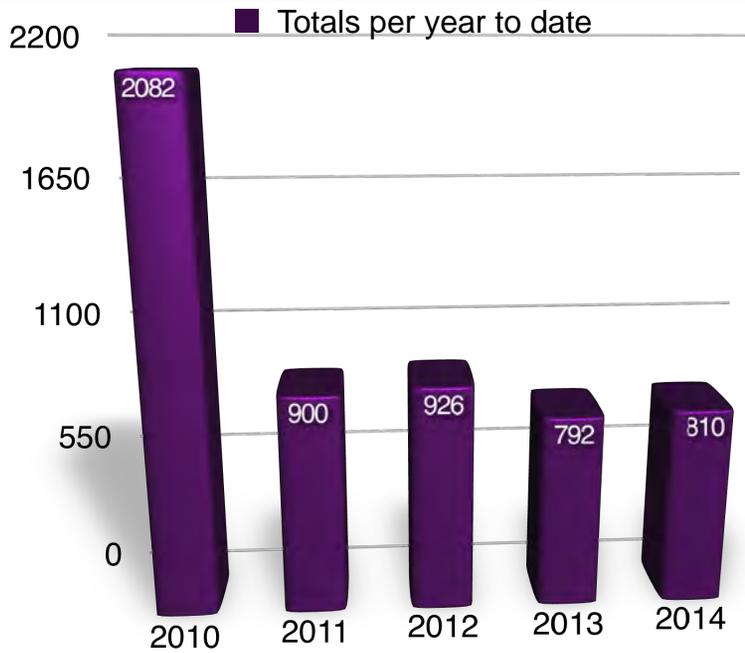


# Airport Activity Report Feb 2014

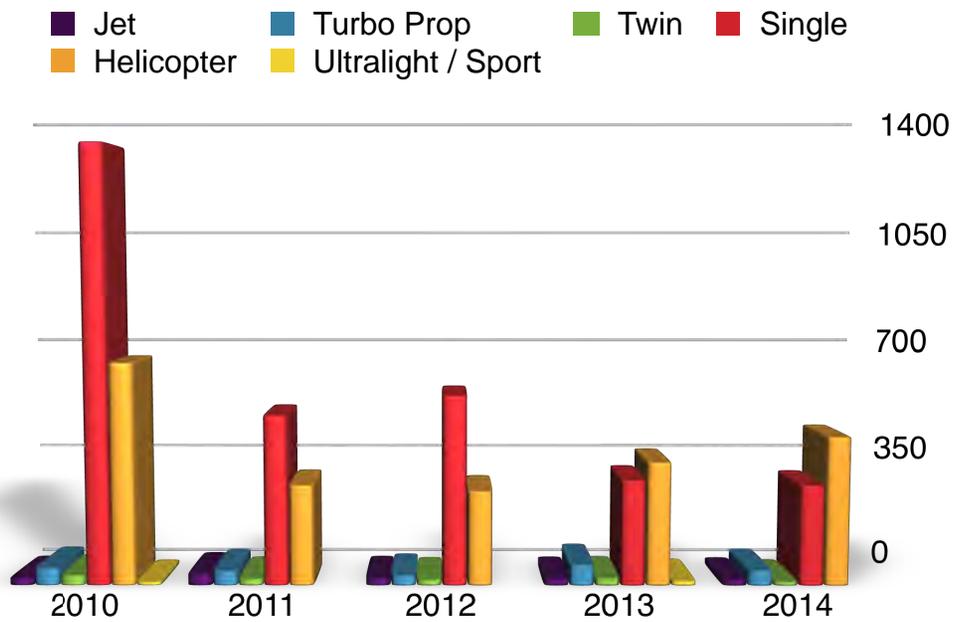


Departures and or Landings Information - Flight Operations - 28 Days Between Reports							
Year	YTD 2010	YTD 2011	YTD 2012	YTD 2013	Feb 2013	Feb 2014	YTD 2014
Jet	20	32	20	18	10	10	16
TurboProp	50	42	28	60	32	20	44
Twinn	28	18	16	20	10	6	10
Single	1312	508	568	314	168	170	298
Helicopter	664	300	282	368	202	224	444
Light Sport	8	0	0	12	12	0	0
<b>Total</b>	<b>2082</b>	<b>900</b>	<b>926</b>	<b>792</b>	<b>434</b>	<b>430</b>	<b>810</b>
Passengers							
<b>Total</b>	<b>2776</b>	<b>1199</b>	<b>1234</b>	<b>1056</b>	<b>578</b>	<b>570</b>	<b>1079</b>
Local and Transient Traffic							
Transient	616	150	280	274	152	130	304
Local	1466	750	646	518	282	300	506
Training Flights							
<b>Total</b>	<b>430</b>	<b>222</b>	<b>448</b>	<b>238</b>	<b>144</b>	<b>126</b>	<b>222</b>
Fuel Dispensed							
Av Gas	3103	2096	2433	1951	763	876	1443
Jet A	3998	6165	2823	6081	3736	2559	4895
<b>Total</b>	<b>7101</b>	<b>8261</b>	<b>5256</b>	<b>8032</b>	<b>4499</b>	<b>3435</b>	<b>6338</b>
All Information In This Report Is Estimated Based On The Activity At The Airport For The Month. An Operation is considered a take-off or a landing.							

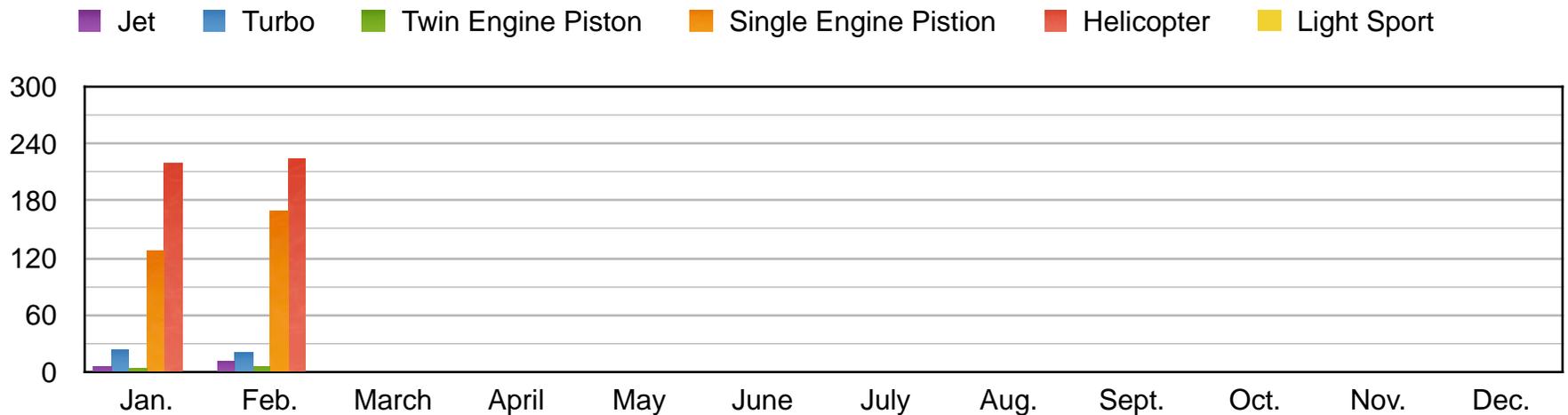
Flights Over the Past Five Years by the Present Month



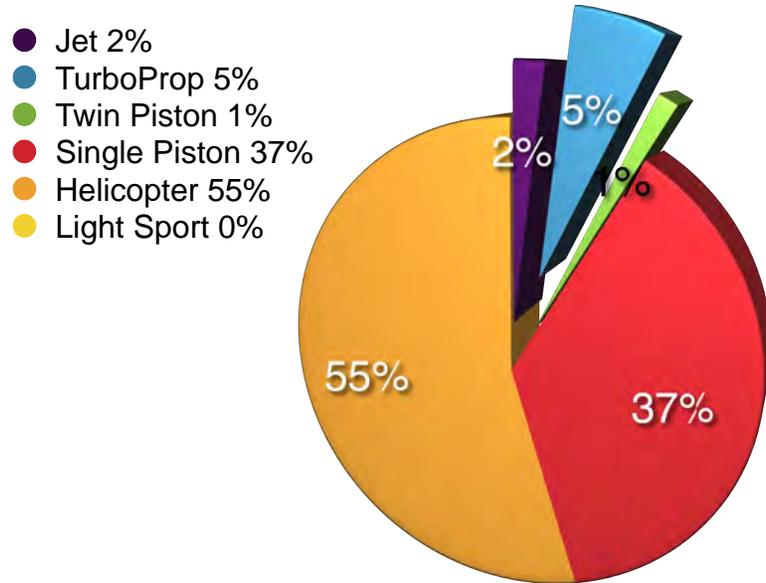
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



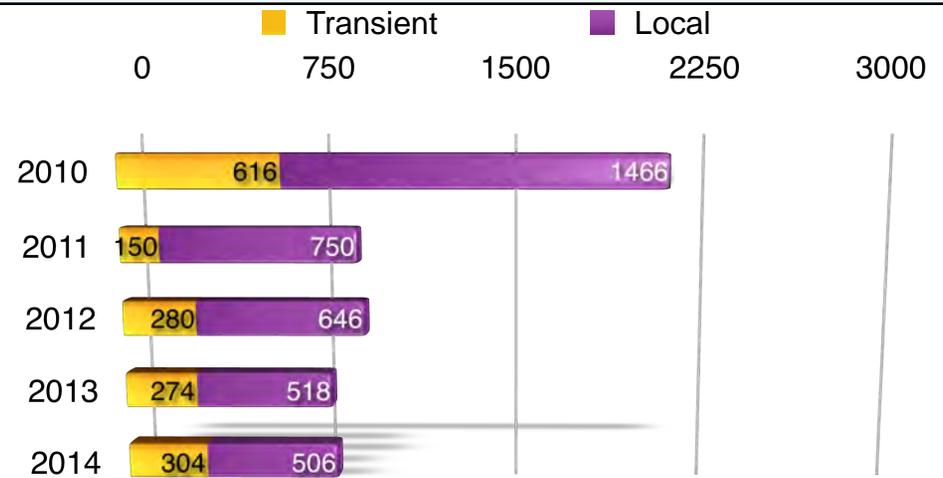
Operations by Aircraft for the Year of 2014



Percentage By Type Of Aircraft That Came Into Marshfield In 2014

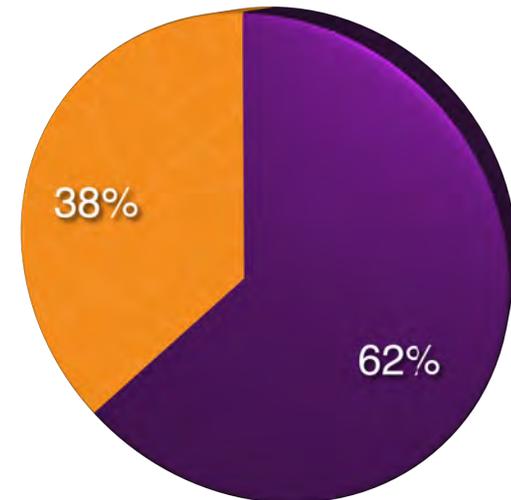


Transient Vs. Local Traffic



Percentage of Local Vs. Transient Traffic

● Local Traffic ● Transient Traffic



### Summary of Activity

Compared to last year at this time last year:

Jet Engine traffic is down

Turbo Prop Engine Traffic is down

Twin Engine Piston Traffic is down

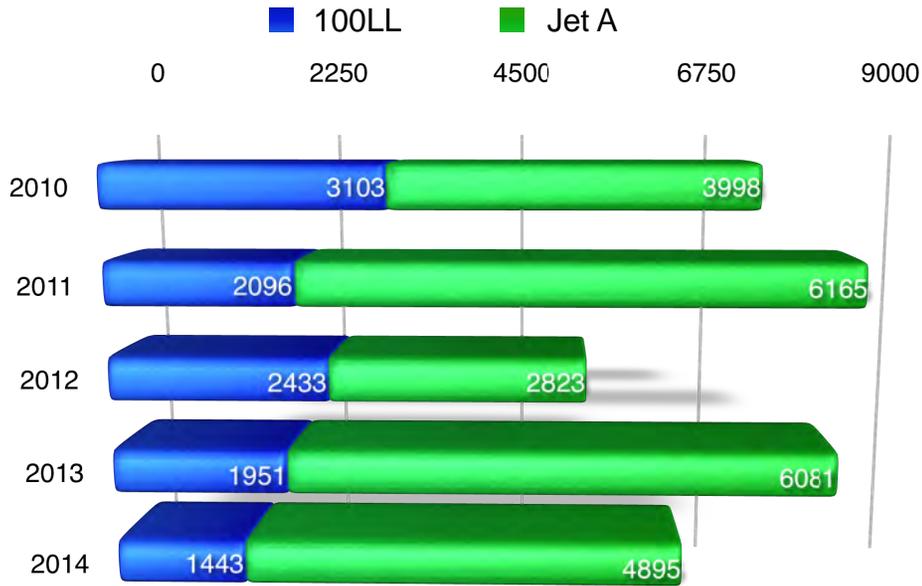
Single Engine Piston Traffic is Down

Helicopter Traffic is Up

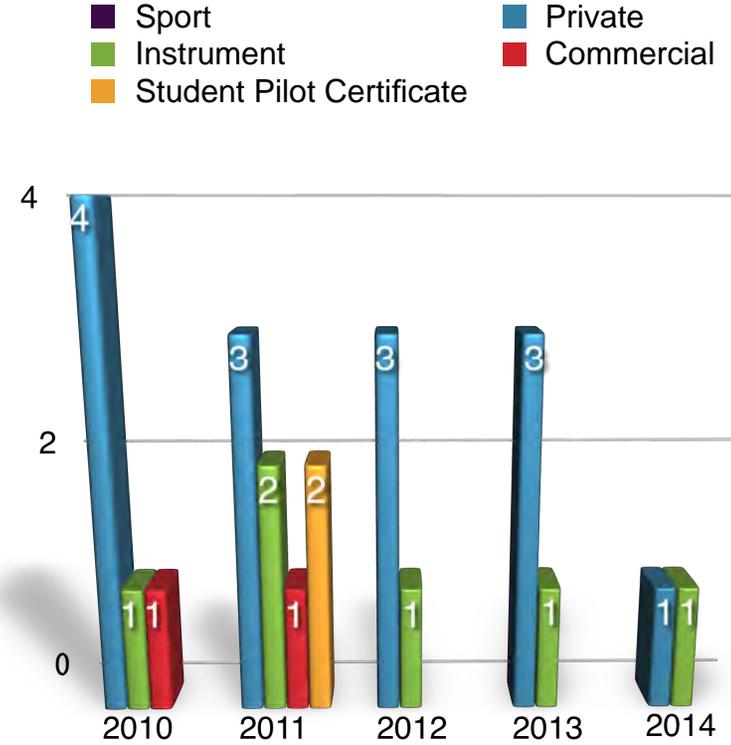
Light Sport is the same with no flights.



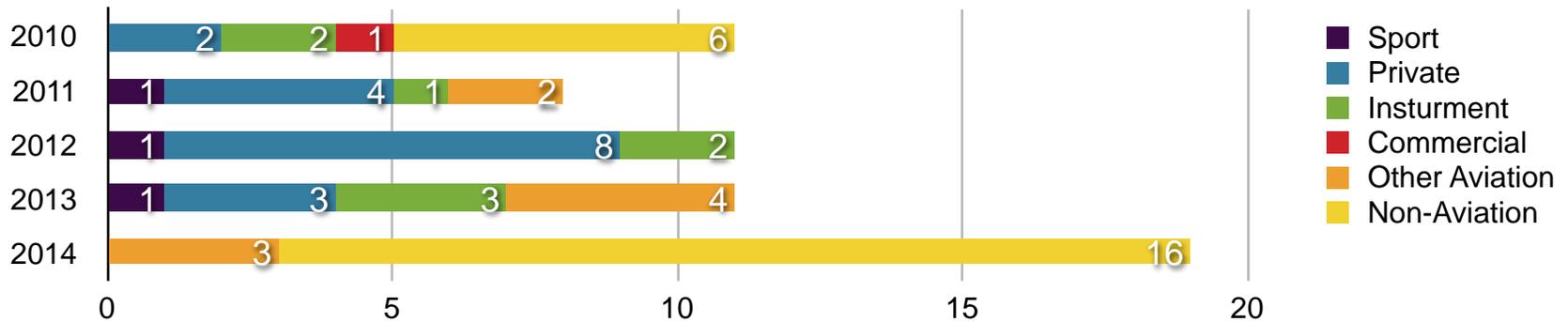
Fuel Sold - 5 Year Comparison



Duffy's Flight Checks for Pilots - 5 Year Comparison



Computerized Written Exams Given At The Airport



# ***Individuals and Businesses that have used the Airport The Month of Feb 2014***

Duffy's Aircraft Sales and Leasing Inc.  
Aviation On Demand  
Spirit Transport  
Dan Hiller  
CrossWind Aviation LLC  
Wheelers Chevy Olds Pontiac Cadillac Inc.,  
Dan Wheeler and Family  
Myles Richmond  
Duffy Gaier  
Bob Gaier  
Jeffrey & Elizabeth Gaier  
Al Hatz  
Dave Wells  
Craig Cook  
Don Halloran  
Howard Rand  
Steve Humphrey  
Steve Mickel  
Mayo One (Medflight Eau Claire)  
Custom Fabrication and Repair

Brian Barnett  
Kirk Haslow  
Haslow Farms  
Jim Hills  
Grassland Dairy  
Justin Smith  
Medevac (Medflight Wausau)  
Tom Witt  
Country Flyers Education  
Jake Jasinski  
Grant Tarpinain  
Troy Rens  
Life Link III (Medflight New Richmond)  
Bob Lee  
Wayne Short  
Enbridge  
MQA Aviation LLC  
Matt Thomas  
Burrnett Co. Flying Service  
Michael Tyler  
Air Methods

Citation Air  
Roehl Transport  
Everett Roehl & Family  
Reven Untiedt  
Matt Keifer  
Loretta Trenshaw  
Brittany Lueth & Rico  
Bob Thill  
Joseph Was  
Valley Medical - Fixed Wing Medflight  
Nicholas Jeter  
Randy Musack  
Quinn Shumway  
Dan Bull  
Sugar Creek Inc.  
Tollsten Jan Anders  
Jeff Peterson  
Andrew Draeger

**Businesses or Groups That Have Utilized The Conference Room or Airport This Month From The Community.**

Experimental Aircraft Association Chapter 992 (Marshfield & Medford Group)

Toastmasters of Marshfield

Central Wisconsin Apple User Group

Marshfield Youth Hockey

**The Trickle Effect** - These are businesses that we know of that have been utilized by the patrons of the airport this month. They spend money in Marshfield and the surrounding communities. This is just from conversations we have with pilots and passengers. There are more business that do benefit from the airport each month. These are just the ones we know about from the people that have discussed their time at Marshfield

Holiday Inn

Blue Heron / West 14th

Marshfield Clinic

St. Joseph's Hospital

Festival Foods

V & H Heavy Trucks

Roehl Transport

Subway

Chips

McDonalds

Little Casears

Target

Hardees

The Store

Baltus

Wildwood Zoo

Marshfield Hotel

Nasonville Dairy

Account #	Description	2014 Amount Approved	2014 February Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	44,286.00	3,690.50	Manager's contract	7,381.00	36,905.00
52210	Electric	16,926.00		Electric		16,926.00
52220	Water	497.00		Marshfield Utilities		497.00
52230	Sewer	426.00		Marshfield Utilities		426.00
52240	Fire Protection Charge	1,641.00		Marshfield Utilities		1,641.00
52260	Heating - Gas	3,272.00	445.63	WE Energies general aviation terminal	847.04	2,424.96
			168.48	WE Energies - East unit		
			232.93	WE Energies - West unit		
52300	Telephone	1,244.00	104.22	Frontier	104.22	1,139.78
52400	Rep/Maint. Serv-Streets	17,200.00	8,480.00	Duffy's Aircraft Sales - snowplowing 01-02-14 through 02-19-14.	8,480.00	8,720.00
52500	Repair/Mainte. Service	50,967.00	41.80	Unifirst - mat service	531.75	50,435.25
			134.95	Vital Communication, Inc. - Service repair video system		
			200.00	Maid to Order - Cleaning services		
			120.00	Duffy's Aircraft Sales - Replace plow blades & service big blower		

				Used	Balance
				To Date	
52900	Other Contractual Ser.	7,000.00	February Expenses		7,000.00
53100	Office Supplies & Exp.	100.00			100.00
53200	Publications & dues	400.00			400.00
53400	Operating supplies	1,600.00			1,600.00
53500	Rep/Mainte. Supplies	6,500.00	1,119.94 26.58 16.84	1,163.36	5,336.64
			Weller Fuels Transportation LLC - diesel fuel		
			Hiller's Hardware - 2 BE 75W Halo QIZ lamps		
			Duffy's Aircraft Sales - fireplace bulbs from Menard's.		
55110	Buildings & Contents	2,487.00			2,487.00
55140	Professional Liability	321.00			321.00
55150	Airport Liability	4,486.00			4,486.00
55170	Boiler	359.00			359.00
58830	Airport Buildings	6,000.00			
Grand Totals		165,712.00	14,781.87	18,507.37	147,204.63

Safari Power Saver  
Click to Start Flash Plug-in



ADVERTISEMENT

# At Marshfield fly-in, some pilots have an answer for snow cover

## Some participants ditch landing gear, switch to skis

Feb. 16, 2014 4:36 PM | 0 Comments

**Recommend** You and 4 others recommend this.

**Recommend** 5 **Tweet** 0 **g+** 0

A A

### Holiday Inn Hotel & Suites Wausau-Rothschild

[Holidayinn.com](http://Holidayinn.com)



Best Price Guarantee

\$100 32

ADVERTISEMENT

**Most Popular** Most Commented More Headlines

- 1 [A deadly strain: Wausau man, 43, dies from H1N1 flu virus](#)
- 2 [Movie review: 'Labor Day' an unusual romance](#)
- 3 [Mega-dairy's growth plans hotly debated](#)
- 4 [Gov. Scott Walker: Wisconsin is working again, but there is still more work to be done \(column\)](#)
- 5 [Local driving with cellphone bans fairly effective, tricky to enforce, authorities say](#)

**Most Viewed**



Purchase Image

A Maule M-4 ski plane flown by Rick Discher of Weyauwega taxis through the snow Saturday on the way to the Experimental Aircraft Association Chapter 992 Chili Feed at the Marshfield Airport. / CASEY LAKE/NEWS-HERALD MEDIA

Written by **Logan T. Carlson**  
News-Herald Media

**MARSHFIELD** — As the nation’s Eastern Seaboard recovered from a late-week snowstorm that caused some 14,000 flight delays, local pilots took advantage of clear skies around central Wisconsin as they flew to the Marshfield [airport](#) for an annual gathering.

For some, snow was a necessity, not a barrier. They landed on skis instead of [tires](#).

“It’s a lot more fun,” said Dan Bull, 70, of Eau Claire, one of the

FILED UNDER

News

pilots who flew into Marshfield on skis Saturday to attend the local Experimental Aircraft Association chapter's Chili Feed. "(If) you have 10 inches of snow ... the whole world is the airport."



Spectators gather around a Maule M-4 ski plane as pilot Rick Discher of Weyauwega, fourth from the right, puts a warming cover on the engine. Discher flew in for the Marshfield EAA chapter's annual Chili Feed at the Marshfield airport. / CASEY LAKE/NEWS-HERALD MEDIA

It's not all fun and games while landing an airplane on snow. The all-white fields make it difficult for pilots to determine exactly when they'll make contact with the ground, and coming in too steep can cause a plane to dig into the snow too much and become stuck.

"You have no depth perception while coming down. You just have to feel your way down because there is no way to know when you're going to touch," Bull said. "If there is a drift, it could ruin your day, and a good airplane."

The Marshfield EAA chapter's annual winter Chili Feed brought in pilots from surrounding communities as a way to meet with other flight enthusiasts and promote the community's municipal airport.

It's one of at least two annual events the group organizes at the airport. Leading up to EAA AirVenture in Oshkosh each year, the Marshfield chapter is host to a pancake breakfast fly-in that attracts pilots from all over the state, including some from Canada.

The summer pancake breakfast attracts more pilots because of the warmer weather; Saturday's event drew about a half-dozen planes.

"The winter gets really long at this point, and some pilots are just itching for a place to fly," said Chris Owens, president of the Marshfield EAA chapter. "We have a lot of great chili here, and it's a good way to promote the club."

Logan T. Carlson can be reached at 715-384-3131 ext. 328.

Recommend 5 | Tweet 0 | +1 0

PHOTO GALLERIES



Marathon County Crime Gallery: Upda...



Boys Basketball: Owen-Withee at Col...

SPONSORED LINKS



Little Known Way to Pay Off Mortgage Weekly Financial Solutions



5 Ways to Lose Love Handles Bollywoodshaadis

Sponsored Links

40% off Your Order Today Save on Photo Books, Calendars, and More. Use promo code PREZ40. www.Shutterfly.com

Brilliant French Video If you don't know French, you'll be shocked after seeing this! PimsleurApproach.com

Frenzy Over Self Tanner Stores Struggle To Keep Gorgeous New Sunless Tanners In Stock. safeskin.org

ADVERTISEMENT

Advertisement for NitroPlanes.com featuring various drone models and their prices: \$139.00, \$138.63, \$408.00, \$189.95, \$429.95, \$389.00.

ADVERTISEMENT

View Comments (0) | Share your thoughts »

TOP VIDEO PICKS

selected by Taboola

YOU MIGHT BE INTERESTED IN

Milladore man killed in Sherry

SPONSORED LINKS

Top Ten Cheap All-Inclusive

by falling tree

Oshie's shootout goals lead US hockey team past Russia...

Shopko donates water to Neillsville residents

Parents of teen found dead in school gym mat sue

Kulp: What should Wisconsin do with its surplus? Think...

Electrolux EIFLS55IHW Washing Machine Review (Washer Dryer Info)

Resorts (Trip Curator)

6 Unforgettable Train Trips in the USA (MiniTime)

Revealed: Secret Air Force Mission Ends in Disaster (Vocativ)

13 Secrets A Flight Attendant Will Never Tell You! (Reader's Digest)

New Rule Hits Wisconsin (Lifestyle Journal)

The Rebel Airline with a Cause (OZY)

[?]

Boys basketball: A big night for Columbus Cat... Feb 15, 2014

Most Atlanta flights axed for winter storm Feb 12, 2014

SPONSORED LINKS

by Taboola

Snow plow stuck along side of highway Feb 13, 2014



Little Known Way to Pay Off Mortgage Weekly Financial Solutions



New 'House of Cards' Season 2 is Everythin... Netflix



5 Ways to Lose Love Handles Bollywoodshaadis

JOIN OUR TEAM!



If you are interested in working for an innovative media company, you can learn more by visiting:

Gannett Careers

MOST POPULAR

- 1. A deadly strain: Wausau man, 43, dies from H1N1 flu virus
2. Mega-dairy's growth plans hotly debated
3. Movie review: 'Labor Day' an unusual romance
4. Gov. Scott Walker: Wisconsin is working again, but there is still more work to be done (column)
5. Local driving with cellphone bans fairly effective, tricky to enforce, authorities say
6. Wounded veterans find peace, healing through wood turning (video)
7. Central Wisconsin students put their minds to the test in Science Olympiad

ARCHIVES

View the last seven days

- Yesterday, Feb. 15
Friday, Feb. 14
Thursday, Feb. 13
Wednesday, Feb. 12
Tuesday, Feb. 11
Monday, Feb. 10
Sunday, Feb. 09

See our paid archives for news older than a week.

THINGS TO DO

See all Events

Calendar table with days SUN-FRI and dates 16-21.

Riverside Apostolic Worship Services Riverside Apostolic UPCI Marshfield, WI

St. Joachim Parish Worship Services St. Joachim Catholic Church Pittsville, WI

St. Mary's Parish Worship Services St. Mary's Catholic Church Colby, WI

MORE Events | Submit an Event

Advertisement for Live Hindi TV featuring a family and text: 'Safari Power Saver', 'Click to Start Flash Plug-in', 'NEW!', 'NO SATELLITE DISH REQUIRED', 'Save Now watch instantly', 'INTERNATIONAL TV SERVICE', 'Restrictions apply'.

ADVERTISEMENT

Site Map | Back to Top

NEWS
Community news
Archive
Special sections
Nation & World

SPORTS
2013 Athletes of the Year
Varsity
High school stories, stats, standings

BUSINESS
Central Wisconsin Business
In Depth: Jobs & the Economy
Stocks

OPINION
Editorials
Letters to the editor
Submit a letter
LIFE

HELP
Contact Us
Subscribe
Customer Service
Advertise with News-Herald

FOLLOW US
Twitter
Facebook
Mobile

[Police/Courts](#)

[Gameday LIVE!](#)

**ENTERTAINMENT**

[Milestones](#)

[Media](#)

[RSS](#)

**OBITS/RECORDS**

[Clubhouse Live](#)

[The Hub](#)

[Health](#)

[Careers with Gannett](#)

[E-mail Alerts](#)

[Obituaries](#)

[Packers](#)

[Photo galleries](#)

[Day Trip videos](#)

[Business Opportunity-Delivery Routes](#)

[Police/Courts](#)

[Master Angler](#)

[Movies](#)

[Events](#)

[Our Commitment](#)

[Searchable databases](#)

[Outdoors](#)

[Local bands](#)

[Cozi calendar](#)

[Manage My Subscription](#)

[Births/Marriages](#)

[Golf](#)

[Television](#)

[YOU women's magazine](#)

[Activate your subscription](#)

[Milestones](#)

[Outdoor activity maps](#)

[Restaurant reviews](#)

[Special sections](#)

[About Us](#)

**PHOTOS/VIDEO**

[Photo galleries](#)

[Calendar Events](#)

[Hub on Facebook](#)

[Video page](#)

[Hub on Twitter](#)

[Photo reprints](#)

[Page reprints](#)

[News](#) | [Jobs](#) | [Cars for Sale](#) | [Homes for Sale](#) | [Apartments for Rent](#) | [Real Estate](#) | [Shopping](#)

[Appleton Post-Crescent](#) | [Fond du Lac Reporter](#) | [Green Bay Press-Gazette](#) | [Manitowoc Herald Times Reporter](#) | [Marshfield News Herald](#) | [Oshkosh Northwestern](#) | [Packersnews](#) | [Sheboygan Press](#) | [Stevens Point Journal](#) | [Wausau Daily Herald](#) | [Wisconsin Rapids Daily Tribune](#) | [Door County Advocate](#) | [Wisconsin Outdoor Fun](#)

**GANNETT**

Copyright © 2014 www.marshfieldnewsherald.com. All rights reserved.

Users of this site agree to the [Terms of Service](#), [Privacy Notice/Your California Privacy Rights](#), and [Ad Choices](#)



CAPITAL IMPROVEMENT PROGRAM ADMINISTRATIVE COMMITTEE  
Minutes of February 20, 2014

Members Present: Chris Meyer; Ken Wood; Karl Zimmerman; Alderpersons Earll, Buttke, Hendler, Wagner

Member Absent: None

Others present: Keith Strey, Steve Barg, Michelle Boernke, Louis Cordova, Bob Trussoni, Pat Stuhr, Dan Knoeck, Lori Belongia, Jason Angell, Darren Larson, Dick Pokorny, Jeff Gaier, Tom Turchi, Rick Gramza, Ed Englehart, and Amy Krogman.

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

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

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

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

Keith Strey gave an overview of the debt levels and financial status. The city finances the CIP using the following funding sources:

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

Strey went over the report from Public Financial Management (PFM) which was given to the Common Council on Tuesday, February 11, 2014. The City of Marshfield continues to maintain a strong credit rating. PFM's presentation projected \$2.5 million in annually borrowing for CIP projects would provide no increase in tax rate.

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

Operating Funds:

Option #1 uses a frozen amount of \$607,780 which is equal to the 2014 Common Council adopted budget. This will result in a variance of +\$208,900 over the five year period.

Option #2 uses a frozen amount of \$500,000 equal to the Adopted 2014 – 2018 CIP. This will result in a variance of -\$330,000 over the five year period.

**Borrowed Funds – Recurring Projects:**

Option #1 uses amounts equal to the Adopted 2014 – 2018 adopted CIP which is \$2,500,000 for 2015 – 2019. This would result in a variance of -\$2,376,000 over the five year period.

Option #2 uses \$2,900,000 for 2015 - 2019 which reflects the impact of the State budget and significant amount of other debt funded projects. This would result in a variance of -\$376,000 over the five year period.

The schedule of meeting dates is as follows:

Tuesday	February 20, 2014 – 8:00 a.m.
Tuesday	February 25, 2014 – 8:00 a.m.
Tuesday	March 4, 2014 – 8:00 a.m.
Thursday	March 6, 2014 – 8:00 a.m.
Monday	March 17, 2014 Presentation to Board of Public Works
Tuesday	March 18, 2014 Presentation to Plan Commission
Tuesday	March 25, 2014 Presentation to Common Council
Tuesday	April 8, 2014 Adoption by Common Council

Pat Stuhr, Michelle Boernke, and Louis Cordova presented the following projects:

**UW-K-7300**, Overhead Entrance Canopy/Doors; **UW-K-7308**, Replacement of gymnasium floor; **UW-K-7314**, Repair of Campus sidewalks, **UW-K-7320**, Replace/Remodel Laird Theater and Art Space; **UW-K-7321**, Replace/Refurbishment of campus greenhouse; **UW-K-7323**, Upgrade Food Service Area; **UW-K-7324**, Remodel Office in Student Services and Admin. Building; **UW-K-7325**, Remodel/Renovate Science Area (STEM Cap. Project); **UW-K-7326**, Repair Outdoor Tennis Courts; **UW-K-7327**, Refurbish the 200 ton chiller in Laird; **UW-K-7328**, Repave 7<sup>th</sup> Street Entrance; **UW-K-7329**, Replace/Repair Roof over Music Room, **UW-K-7330**, Repair Library roof and repair stucco soffits; **UW-K-7331**, Replace Roof Top Condensers; **UW-K-7332**, Replace AHU Chilled Water Coils.

Jeff Gaier presented the following projects:

**AI-N-3812**, Replace MALSRs; **AI-N-3816**, Reconstruction of Pavement; **AI-N-3821**, Construct Hanger Area Including Taxiway; **AI-N-3822**, Design runway 16/24 Recon/N Parallel TW & Hangar Area.

Darren Larson presented the following projects:

**EM-N-5508**, S. Central/Airpark Rd. Em Warning Siren Replacement; **EM-N-5509**, Hwy 13/Spencer Em Warning Siren Replacement; **PD-F-5710**, GPS Emergency Vehicle Preemption System; **PD-K-5705**, Garage Expansion; **PD-K-5706**, Roof Replacement; **PD-K-5707**, Automation Controls.

Ed Englehart presented the following project:

**FG-K-5600**, Fairgrounds – Round Barn Improvements.

Jason Angell presented the following projects:

**PL-K-6000**, Library & Community Center Project; **PL-N-6010**, Mill Creek Business Park Entrance Sign

Buttke and Hendler left meeting at 9:45 a.m.

Dan Knoeck presented the following project:

**SW-G-6768**, STH – 13/Popp Avenue area Storm Sewer

Motion by Wood, 2<sup>nd</sup> by Zimmerman to adjourn at 9:46 a.m.  
Motion Carried

Respectfully submitted,

Amy Krogman  
Administrative Assistant III

**CITY OF MARSHFIELD  
BOARD OF CANVASSERS  
SPRING PRIMARY ELECTION OF FEBRUARY 18, 2014  
MINUTES OF FEBRUARY 24, 2014**

The City of Marshfield Board of Canvassers convened at 8:15 a.m. on Monday, February 24, 2014 in the 5<sup>th</sup> Floor Conference Room, located in City Hall Plaza. The Board of Canvassers consists of City Clerk Deb M. Hall, Brenda Hanson and Amy Krogman.

The Board of Canvassers convened to process and count late-arriving absentee and provisional ballots. 2011 Act 75 provides that absentee ballots may be counted if postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election. Additionally, 2011 Act 23 provides that voters who cast provisional ballots may provide whatever documentation is required no later than 4:00 p.m. on the Friday after the election in order for their provisional ballot to be counted.

The following are the findings, by reporting unit, of the board upon review of the election records:

Late-Arriving Absentee Ballots

**OACC**

Wards 1-4,10,11,13,14:	32 outstanding absentee ballots; 6 returned
Wards 12, 20, 21, 24	3 outstanding absentee ballots; 0 returned

**WWS**

Wards 5,6,7,15,16,17:	22 outstanding absentee ballot; 8 returned
-----------------------	--

**SENIOR CENTER**

Wards 8,9,18,19,22,23:	6 outstanding absentee ballots; 0 returned
------------------------	--

There were no late-arriving absentee ballots returned for Wards 12, 20, 21 and 24, Marathon County. There were no provisional ballots issued for Wards 12, 20, 21 and 24, Marathon County.

There were no late-arriving absentee ballots returned for Wards 8, 9, 18, 19, 22 and 23, Wood County. There were no provisional ballots issued for Wards 8, 9, 18, 19, 22 and 23, Wood County.

Ward 5 received three late-arriving absentee ballots.

1) Albert Bauer, 1624 S. Roddis Avenue, Apt. 203. The Board found the certificate envelope to be sufficient so a voter number was assigned, #290, and the ballot was counted.

2) Alice Bauer, 1624 S. Roddis Avenue, Apt. 203. The Board found the certificate envelope to be sufficient so a voter number was assigned, #291, and the ballot was counted.

3) Dora Brown, 1412 S. Adams Avenue, Apt. 108. The Board found the certificate envelope to be sufficient so a voter number was assigned, #292, and the ballot was counted.

Ward 15 received two late-arriving absentee ballots.

1) Lorraine Markee, 1104 S. Maple Avenue. The Board found the certificate envelope to be sufficient so a voter number was assigned, #293, and the ballot was counted.

2) Gloria Rauchfuss, 606 S. Walnut Avenue, Apt 409. The Board found the certificate envelope to be sufficient so a voter number was assigned, #294, and the ballot was counted.

Ward 6 received three late-arriving absentee ballots.

1) Daniel Schmitz, 405 E 18<sup>th</sup> Street. The Board found the certificate envelope to be sufficient so a voter number was assigned, #295, and the ballot was counted.

2) Constance Sochan, 1711 S. Cedar Avenue. The Board found the certificate envelope to be sufficient so a voter number was assigned, #296, and the ballot was counted.

3) David Sochan, 1711 S. Cedar Avenue. The Board found the certificate envelope to be sufficient so a voter number was assigned, #297, and the ballot was counted.

There were no provisional ballots issued for Wards 5, 6, 7, 15, 16 and 17, Wood County.

Ward 11 received one late-arriving absentee ballot from Francis Neis, 305 S. Chestnut Avenue, Apt. 306. The Board found the certificate envelope to be sufficient so a voter number was assigned, #553, and the ballot was counted.

Ward 2 received one late-arriving absentee ballot from Helen Becker, 912 Western Street. The Board found the certificate envelope to be sufficient so a voter number was assigned, #554, and the ballot was counted.

Ward 13 received two late-arriving absentee ballots.

1) Iris Rasmussen, 212 S. Adams Avenue. The Board found the certificate envelope to be sufficient so a voter number was assigned, #555, and the ballot was counted.

2) Roger Rasmussen, 212 S. Adams Avenue. The Board found the certificate envelope to be sufficient so a voter number was assigned, #556, and the ballot was counted.

Ward 10 received two late-arriving absentee ballots.

1) Alvin Quelle, 1313 N. Hinman Avenue, Apt. 602. The Board found the certificate envelope to be sufficient so a voter number was assigned, #557, and the ballot was counted.

2) Patricia Quelle, 1313 N. Hinman Avenue, Apt. 602. The Board found the certificate envelope to be sufficient so a voter number was assigned, #558, and the ballot was counted.

There were no provisional ballots issued for Wards 1, 2, 3, 4, 10, 11, 13 and 14, Wood County.

The votes were recorded on duplicate tally sheets.

The absentee ballots were secured in ballot bags. All paperwork was signed by the Board of Canvassers.

The Board adjourned at 8:39 a.m.

Lori A. Panzer  
Deputy City Clerk

CAPITAL IMPROVEMENT PROGRAM ADMINISTRATIVE COMMITTEE  
Minutes of February 25, 2014

Members Present: Chris Meyer; Ken Wood; Karl Zimmerman; Alderpersons Earll, Buttke, Hendler, Wagner

Member Absent: None

Others present: Keith Strey, Steve Barg, Michelle Boernke, Sam Warp, Pat Stuhr, Dan Knoeck, Lori Belongia, Jason Angell, Darren Larson, Dick Pokorny, Lori Belongia, Tom Turchi, Rick Gramza, Ed Englehart, and Amy Krogman.

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

**CIP14-01** Motion by Wood, second by Buttke to approve the minutes of the February 20, 2014 minutes. All Ayes

**Motion Carried**

**CIP14-02** Motion by Wagner, second by Wood to approve operating funds amounts as follows:

2015 - \$566,000  
2016 - \$566,000  
2017 - \$566,000  
2018 - \$566,000  
2019 - \$566,000

**CIP14-03** Motion by Buttke, second by Hendler to amend motion CIP14-02 approving operating funds as follows:

2015 - \$607,780  
2016 - \$607,780  
2017 - \$607,780  
2018 - \$607,780  
2019 - \$607,780

Naye - Wagner, and Zimmerman

Ayes – Wood, Earll, Buttke, and Hendler

**Motion Carried**

**Vote on CIP14-02** as amended. All Ayes

**Motion Carries**

**CIP14-04** Motion by Buttke, second by Zimmerman to approve debt amounts as follows:

2015 - \$2,500,000  
2016 - \$2,500,000  
2017 - \$2,500,000  
2018 - \$2,500,000  
2019 - \$2,500,000

**Motion Carries**

Sam Warp presented the following project:

**WW-M-7406**, Vactor Unloading Pad

Ed Englehart presented the following projects:

**PR-L-1647**, Wildwood-McMillan Connector Trail; **PR-L-2800**, Wildwood Park Pond Improvements; **PR-L-2804**, Playground Development/Renovation; **PR-L-2808**, Fairgrounds softball field improvements; **PR-L-2811**, Hefko Pool; **PR-L-2824**, Wildwood Zoo Storage/Maintenance Building; **PR-L-2827**, Braem Park Parking Lot Maintenance; **PR-L-2854**, Parks and Recreation Asphalt Surface Maintenance; **PR-L-2855**, Park Forestry Improvement Program; **PR-L-2857**, Braem Park Tennis Court Renovation Project; **PR-L-2860**, ADA Park Facility Access Improvements; **PR-L-2861**, Hewitt Connector Trail.

Dick Pokorny presented the following projects:

**BS-K-3913**, City Hall Plaza Carpet Replacement; **BS-K-3924**, City Hall Plaza Electrical Upgrade; **BS-K-3927**, City Hall Plaza Access Control System; **BS-K-3942**, City Hall Asbestos Removal; **BS-K-3945**, City Hall Building Automation Controls; **BS-K-3950**, City Hall Plaza Penthouse Electrical Upgrade; **BS-K-3955**, City Hall Plaza 1<sup>st</sup> Floor East Roof Project; **BS-K-3956**, City Hall Plaza Stairway repair & Paint Project; **BS-K-3957**, City Hall Plaza Assessor/Finance Relocation; **BS-K-3958**, City Hall Plaza Basement Air Handler Replacement; **BS-K-3960**, City Hall Plaza 1<sup>st</sup> Floor Tile Replacement; **BS-K-3962**, City Hall Plaza Brick Waterproofing; **BS-K-3963**, City Hall Plaza Parking Lot Slurry Seal; **BS-K-3964**, City Hall Plaza Boiler Replacement.

Motion by Zimmerman to adjourn at 9:39 a.m.

Amy Krogman  
Administrative Assistant III

**BOARD OF PUBLIC WORKS MINUTES**  
**OF MARCH 3, 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; Street Superintendent Panzer; Building Services Supervisor Pokorny; the media; and others.

**PW14-29** Motion by Cummings, second by Earll to recommend approval of the minutes of the February 17, 2014 Board of Public Works meeting.

**Motion Carried**

**Citizen Comments – None**

**PW14-30** Motion by Buttke, second by Cummings to recommend approval of a one year HVAC service agreement for City Hall Plaza with Complete Control Inc. at a cost of \$8,100 and authorize execution of a contract.

**Motion Carried**

**PW14-31** Motion by Wagner, second by Buttke to recommend approval of the low quotation submitted by Truck Country of Wisconsin for a 2015 Freightliner 108 SD single axle dump truck with snow plow, snow wing and spreader with Casper equipment at a cost of \$162,242 and authorize execution of a purchase agreement.

**Motion Carried**

**PW14-32** Motion by Buttke, second by Wagner to recommend approval of Special Assessment Hardship ordinance, as presented with change in the title, and request an ordinance be drafted for Common Council consideration.

**Motion Carried**

The Board of Public Works reviewed a draft application for Special Assessment Hardship consideration. Knoeck stated that he will be working with CDA to further develop the application. This item will be brought back to a future Board of Public Works meeting.

**PW14-33** Motion by Cummings, second by Earll to recommend approval of the plans for Contract 2014-01 and authorize advertising for bids.

**Motion Carried**

**PW14-34** Motion by Wagner, second by Cummings to recommend approval of the purchase of new traffic signal control equipment for the intersections of Chestnut Avenue, Central Avenue, Maple Avenue, Vine Avenue, Palmetto Avenue and 4<sup>th</sup>/8<sup>th</sup> Streets with Veterans Parkway and direct staff to draft a budget resolution for Common Council consideration.

**Motion Carried**

**PW14-35** Motion by Buttke, second by Earll to recommend approval of the Release of Easements through the former Hartl Manor site and authorize the execution of the Release of Easements upon execution of new easements.

**Motion Carried**

**PW14-36** Motion by Wagner, second by Cummings to recommend approval of the Request for Proposals for Engineering Services for resurfacing on Veterans Parkway from McMillan Street to Mann Street and authorize solicitation of engineering consultants.

**Motion Carried**

**PW14-37** Motion by Cummings, second by Earll adjourn to closed session at 6:16 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.

**PW14-38** Motion by Wagner, second by Buttke to reconvene in open session at 6:26 PM.

**Roll call vote, all 'Ayes' Motion Carried**

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

**Recommended items for future agendas - None**

Motion by Buttke, second by Cummings that the meeting be adjourned at 6:27 PM.

**Motion Carried**

Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY**  
**MARSHFIELD UTILITY COMMISSION**  
**March 3, 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 March 3, 2014 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, Patrick Ott, and Aaron Pitzenberger. Also present were Alderperson Robert Workinger and the Utility staff. Absent were Commissioners Harry Nienaber and George Holck.

- During citizen comments, Wayne Johnson commented on his support for the AMI meters for reasons including efficiency, cost savings, and keeping Marshfield on the leading edge of technology. He also stated he opposes an opt out because of costs and urges a vote against an opt out option.
- During citizen comments, Dick Shepherd questioned if the AMI meters would be used in the country and also stated that he does not feel others should have to pay toward an opt out. The General Manager responded that the meters would be in the country locations and that total costs and what would be approved by the PSC is unknown.

**UC/14-18** Motion by Pitzenberger, seconded by Ott, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

**UC/14-19** Motion by Ott, seconded by Pitzenberger, to approve payroll for February in the amount of \$219,366.61 and general bills for February in the amount of \$3,214,685.05. All ayes, motion carried.

**December 2013 Financial Statement Notes**

**Electric Utility**

- Net loss was \$64 thousand for the month, with a net income of \$1.151 million for the year.
- Net operating loss was \$86 thousand for the month. Year-to-date net operating income was \$2.282 million, compared to budgeted net operating income of \$3.396 million.
- As a result of accounting changes made by the Public Service Commission of Wisconsin in 2003, customer contributions for construction projects must be recorded as income. For 2013, this resulted in income of \$93,288.
- At the suggestion of the Public Service Commission of Wisconsin, we recognized additional depreciation expense for the removal cost of plant that exceeded 10% of the original installed cost, which amounted to \$251,498.
- As a result of accounting changes due to GASB 65, all remaining bond issuance costs had to be written off instead of amortized over the life of the bond. The amount written off in 2013 for the electric utility was \$381,985.
- After removing the effects of the PCAC timing, the net operating income was \$121 thousand for the month and \$2.662 million year-to-date.
- December consumption was up 3.99% from December 2012, with year-to-date consumption up .75% from 2012. Year-to-date energy losses were 3.45%, compared to prior year losses of 2.40%.

**Water Utility**

- Net income was \$75 thousand for December and \$749 thousand year-to-date.
- Net operating income was \$61 thousand for the month, compared to budgeted net operating income of \$40 thousand. Year-to-date net operating income was \$972 thousand, compared to budgeted net operating income of \$989 thousand.
- Operating expenses for the month included \$9 thousand for repairs of the McMillan water tower, \$26 thousand for street repairs due to main breaks, and \$17 thousand for Hamus Park maintenance.
- As a result of accounting changes made by the Public Service Commission of Wisconsin in 2003, customer contributions for construction projects must be recorded as income. For 2013, this resulted in income of \$140,286.
- At the suggestion of the Public Service Commission of Wisconsin, we recognized additional depreciation expense for the removal cost of plant that exceeded 10% of the original installed cost, which amounted to \$2,065.

- As a result of accounting changes due to GASB 65, all remaining bond issuance costs had to be written off instead of amortized over the life of the bond. The amount written off in 2013 for the water utility was \$112,279.
- December consumption was down 1.14% from December 2012, with year-to-date consumption down 2.22%. Although there was an overall decrease in consumption for the year, there was an increase of 13.17% for Industrial consumption. Year-to-date water losses were 11.75%, compared to prior year losses of 6.92%.

#### Communication Utility

- Net loss was \$7,037 for the month, compared to budgeted net loss of \$4,124. Each December we determine the amount of office and administration time spent on the Communication Utility for the year, and it is reclassified from the other utilities. Year-to-date net income was \$97,886, compared to budgeted net income of \$103,615.

### **January 2014 Financial Statement Notes**

#### Electric Utility

- Net income was \$56 thousand for the month.
- Net operating income was \$193 thousand for the month, compared to budgeted net operating income of \$360 thousand.
- After removing the effects of the PCAC timing, the net operating income was \$389 thousand for the month.
- January consumption was up 11.03% from January 2013, reflecting the colder than normal temperatures.
- Year-to-date energy losses were 2.53%, compared to prior year losses of 8.19%.

#### Water Utility

- Net loss was \$685 for January.
- Net operating income was \$20 thousand for the month, compared to budgeted net operating income of \$47 thousand.
- Starting in 2014, the PSC established a new class for water customers called multifamily residential. This classification is used for residential buildings with one water meter that serves three or more residential units. As a result of this additional classification we have done an audit of our billing accounts and have reclassified 72 accounts from commercial to multifamily residential.
- Operating expenses in the transmission and distribution section increased in 2014 due to implementing our running water program, service freeze ups, numerous main breaks, and removing snow from around hydrants.
- January consumption was down 0.14% from January 2013.
- Year-to-date water losses were 19.48%, compared to prior year losses of 17.86%.
- In 2014, the consumption recap will have additional categories in the water usage and water loss sections. This will help show what the water usage is for as well as show our true unknown loss percentage.

#### Communication Utility

- Net income was \$7,127 for the month, compared to budgeted net income of \$11,203.
- Department Managers reviewed noteworthy projects including:
  - Dave Wasserburger gave an update on the impact the extreme winter weather has had on the water department. He stated since December 1<sup>st</sup> there have been 44 water main breaks; the total number the previous winter was 37.
  - Nick Kumm gave an update on two ordinance revisions that relate to overhead lines. The ordinances have been approved by the Board of Public Works and the Planning Commission and have had a first reading at the Common Council. They will have a second reading at the Common Council next week.

- The President recapped the information regarding the existing AMI Opt Out policy.

**UC/14-20** Motion by Pitzenberger, seconded by Ott, to reaffirm the existing policy to maintain the current rate classes which do not include an option to opt out of AMI metering. All ayes, motion carried.

- The General Manager presented updates to the Exempt Staff Wage Procedure.

**UC/14-21** Motion by Pitzenberger, seconded by Ott, to accept all changes to the procedure except for point #6. All ayes, motion carried.

- The General Manager presented information regarding the city dividend.

**UC/14-22** Motion by Ott, seconded by Pitzenberger, to approve the dividend payment calculation. All ayes, motion carried.

- The General Manager presented the first draft of the strategic plan.

**UC/14-23** Motion by Ott, seconded by Pitzenberger, to go into closed session per Wisconsin State Statutes 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 for the purpose of discussing ATC investments.

Roll call vote, all ayes, motion carried. Closed session at 4:50 p.m.

Open session resumed at 5:05 p.m.

The President adjourned the meeting at 5:05 p.m.

  
\_\_\_\_\_  
Patrick Ott, Secretary

**Department: Electric**  
**Manager: Nicolas Kumm**  
Contributing: Greg Geiger  
Month: February 2014

- The M-1 generator did not run during the month of February.
- Nicolas Whipple and I attended the CEMA – Grounding vs. Bonding Seminar held at the Eagles Club on February 19<sup>th</sup>.
- Don Rogers and Greg attended the DOT North Region Annual Utility Conference. Topics included, permitting updates, Erosion control, buy America provisions and utility work zone traffic control planning.
- All employees have complete CPR recertification.
- On February 13<sup>th</sup> the MEUW Regional Safety Director provided training on hearing conservation.
- Derrek Caflisch has been working on Washington Ave south rebuild project.
- Don Rogers has been working on Robin Road rebuild and new customer line extensions.
- Faith Schmidt handled the registration of attendees at 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 started reviewing future fiber optic projects/opportunities. He is also beginning to analysis feeder loading balance and capacitor bank needs and placement.
- 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 new order limits.
- Randy Ayer completed 3<sup>rd</sup> year week 3 of his apprenticeship training at Chippewa Valley Tech.
- Greg has been working on material limits and getting them ready for Amanda to quote.
- Greg, Nicolas, and I have been working on the purchase of the 506 bucket truck replacement.

**Department:** Office  
**Manager:** Kent S. Mueller  
**Month:** February 2014

- On February 10<sup>th</sup>, auditors from Schenck SC started their audit of the 2013 financial records and reports. The audit went well with no findings or audit adjustments. The audited financial statements will be presented at the April Commission meeting.
- The 2013 payment in lieu of tax (PILOT) to the City has been calculated at \$1,840,920 and will be paid in mid-April. The PILOT is based on plant in service within the city as of 1/1/13. Using 2013 tax rates set by the City in December, it includes the electric, water, and communications utilities. The previous PILOT paid to the City totaled \$1,795,158. We are estimating the 2014 PILOT (paid in April 2015) to be approximately 1,859,657 using the tax rates from 2013. The 2014 PILOT will not include the communication utility, since Act 22 terminated the requirement for municipal telecommunication utilities to pay a PILOT.
- During the month, time was spent completing annual reports for governmental agencies and determining allocations and standard rates used for accounting and billing purposes (based on prior-year audited financials and statistics).
- Although residential customers can't be disconnected this time of year, we continue to make contact with those that are delinquent. They are contacted either through mailed reminders or automated phone calls. As of the end of January, our electric past due amounts that are more than 31 days past due is over \$88 thousand, compared to almost \$82 thousand in January 2013.
- Patti and Kent attended a workers' compensation presentation by United Heartland, which is the third party administrator for the workers' compensation insurance. Jim Jones presented the information which included the history on workers' compensation insurance, the terminology used, and how claims affect the modification factor.

**Department: Technical Services**

**Manager: Cathy Lotzer**

**Contributing: Heather Young, Shawn Marsh, Jim Benson**

**Month: February 2014**

- Cathy, Heather, Shawn, and Jim participated in CPR and First Aid certification in February.
- Cathy and Shawn have been working with Per Mar on installation of our access control system. They have been working at Oak, M-1, and the main office.
- Cathy and Heather attended an Air Quality and Annual Environmental Reporting workshop.
- Heather and Cathy attended an SPCC webinar, 2013 GHG reporting webinar, and have been working on updating our Policies, Guidelines and Procedures and associated evidence of compliance in preparation for the NERC self-certification due March 31<sup>st</sup>.
- Heather and Cathy submitted the Tier II Report to Wisconsin Emergency Management for hazardous material inventory.
- Heather has been working on MU Air Emission Inventory
- Heather, Shawn, and Jim attended MEUW Management Training Session E: Personnel Issues
- Shawn and Cathy are researching digital signage options for the Utility.
- Shawn has been working on various projects including our ATC cable connection and SCADA Wonderware reports.
- Jim is working with requests for energy assessments from both commercial and residential customers that have increased due to higher energy consumption this winter.

**Department:** Water  
**Manager:** Dave Wasserburger  
**Month:** February 2014

- The Water Department has been busy fixing broken water mains and thawing frozen water services. We have repaired 17 water main breaks in February and still have 2 days remaining to go. Last year we had 6 water main breaks in February.
- Last year we had a total of 37 breaks. In December, January and February of this year we have had 43 breaks.
- We have used subcontractors to assist with main break repairs and service line thawing.
- We currently have 123 houses that have running water to prevent the service line from freezing.
- Of these, 21 are services lines that froze and have never previously frozen.
- We have used the Electrical Department to help repair water main breaks and read meters.
- We received a “Determination of No Hazard to Air Navigation” notice from the FAA for the construction of the new water tower. We are in the process of setting up a meeting with the Airport Committee to request their approval.
- We have completed the design of the water main for the reconstruction of North Street.
- We are in constant contact with our engineers on the Adler Avenue water main lining project.
- We have been fielding numerous phone calls from customers asking whether or not they should be running their water to prevent freezing.
- Bob, George, Mike and I attended the Municipal Legislative Day event on February 18. We were able to personally meet with three of our six representatives. This was a good event for us.
- John and Erick attended the Water Expo in the Wisconsin Dells. They were able to meet with a Sensus Rep and were able to learn how to reboot, silence, and do check reads with our AMI radios. They also met with a Hach Rep and discussed the use of our spectrophotometer.

### **Groundwater Guardians**

We will be hosting a Groundwater Guardian meeting at Hotel Marshfield on March 11<sup>th</sup>.

CAPITAL IMPROVEMENT PROGRAM ADMINISTRATIVE COMMITTEE  
Minutes of March 4, 2014

Members Present: Chris Meyer; Ken Wood; Karl Zimmerman; Alderpersons Earll, Buttke, Wagner

Member Absent: Hendler

Others present: Keith Strey, Steve Barg, Michelle Boernke, Sam Warp, Pat Stuhr, Dan Knoeck, Darren Larson, Dick Pokorny, Tom Turchi, Ed Englehart, Amy Krogman and Jeff Gaier (arrived at 8:47 a.m.

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

**CIP14-05** Motion by Wagner, second by Earll to approve the minutes of the February 25, 2014 minutes. All Ayes

**Motion Carried**

Dan Knoeck presented the following projects:

**EN-A-2120**, Central Ave – Arnold to Harrison – Pavement Rehab; **EN-B-2074**, E. 29<sup>th</sup> – Washington to Hume – Reconstruction; **EN-B-2075**, E. 29<sup>th</sup> – Central to Washington – Reconstruction; **EN-B-2195**, E. 29<sup>th</sup> – Hume to Veterans Parkway – Reconstruction; **EN-C-1837**, West 5<sup>th</sup> Street – Chestnut to Oak – Reconstruction; **EN-C-2129**, Maple Ave – Veterans to 6<sup>th</sup> & Side Streets – Reconstruction; **EN-D-1851**, Arnold Street – Peach to Elm – Reconstruction; **EN-D-2017**, Alley Reconstruction – Central/Chestnut & 5<sup>th</sup> /6<sup>th</sup>; **EN-D-2067**, E. 17<sup>th</sup> Street – Maple to Peach – Reconstruction; **EN-D-2107**, Asphalt Street Surfacing & Mill-in-Place – 2015; **EN-D-2108**, Alley Reconstruction – Central/Maple – 5<sup>th</sup> to 6<sup>th</sup>; **EN-D-2110**, Palmetto Ave – Becker to Grant – Street Reconstruction; **EN-D-2139**, Asphalt Street Surfacing & Mill-in-Place – 2016; **EN-D-2140**, Asphalt Street Surfacing & Mill-in-Place – 2017; **EN-D-2172**, Asphalt Street Surfacing & Mill-in-Place – 2018; **EN-D-2175**, Broadway Ave – Blodgett to North – Reconstruction; **EN-D-2192**, Asphalt Street Surface & Mill-in-Place – 2019; **EN-F-2039**, Quiet Zone – Railroad Crossing Improvements; **EN-F-2109**, 4<sup>th</sup> Street & Peach Avenue – Traffic Signal Upgrade; **EN-F-2179**, Traffic Signal Interconnect – Central & Vets Parkway; **EN-F-2194**, Traffic Studies – Various Locations; **EN-F-2200**, New Quiet Zone – East Industrial Park Spur; **EN-J-1796**, Sanitary Sewer Lining – City Wide; **EN-J-1909**, Maple Ave – Depot to Arnold – Sanitary Reconstruction; **EN-J-2117**, Apple Ave. – Depot to Arnold – Sanitary Sewer; **EN-J-2118**, Palmetto Ave. – Depot to Blodgett – Sanitary Sewer; **EN-J-2144**, W. Cleveland St. – Walnut to Oak – Sanitary Sewer; **EN-J-2178**, Wood Ave – Blodgett to North – Sanitary Sewer; **EN-N-2071**, 4<sup>th</sup> & N Maple Parking Lot – Reconstruction; **EN-N-2119**, Sidewalk Reconstruction – 2015 Ordered Repairs; **EN-N-2141**, Sidewalk Reconstruction – 2016 Ordered Repairs; **EN-N-2142**, Sidewalks Reconstruction – 2017 Ordered Repairs; **EN-N-2173**, Sidewalk Reconstruction – 2018 Ordered Repairs; **EN-N-2193**, Sidewalk Reconstruction – 2019 Ordered Repairs.

**CIP14-06** Motion by Buttke, second by Zimmermann to delete **EN-F-2200**, New Quiet Zone – East Industrial Park Spur.

All ayes, Motion Carried

**CIP14-07** Motion by Wagner, second by Wood to prioritize the E. 17<sup>th</sup> Street project over the West 5<sup>th</sup> Street project.

Ayes – Wood, Wagner, and Buttke

Nayes – Earll and Zimmerman

Motion Carried

Next meeting date will be Thursday, March 6, 2014 at 8:00 a.m.

Motion by Buttke, second by Earll to adjourn at 9:47 a.m.

Amy Krogman

Administrative Assistant III

**JUDICIARY AND LICENSE COMMITTEE**  
**MINUTES OF MARCH 4, 2014**

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

**PRESENT:** Alderpersons Ed Wagner, Rebecca Spiros (alternate) and Gordon Earll

**EXCUSED:** Alanna Feddick-Goodwin

**ALSO PRESENT:** Police Chief Jepsen and City Clerk Hall

**JLC14-019** Motion by Earll, second by Spiros to approve the minutes of the February 4, 2014 meeting.

**Motion carried**

**CITIZEN COMMENTS**

None

**JLC14-020** Motion by Earll, second by Spiros to approve by unanimous consent the following:

- a) Fifteen (15) Beverage Operator Licenses for the 2013-2015 license year to: Kailyn Anderson, Amanda Brecht, Amie Carey, Rene Gerstner, Lonie Gregorich, Amber Hennes, Jenna Kramer, Mallory Langfeldt, Bradley Orella, Lynne Petersen, Amanda Pierce, Kyle Skoug, Crystal Strossner, Alexandra Trekas and Pamela Tyznik.
- b) Temporary Class "B"/"Class B" Retailer's License (Picnic) to the Marshfield Youth Hockey Association for March 29, 2014.
- c) Temporary "Class B" Retailer's License (Picnic) to Columbus Catholic Schools for April 25, 2014.
- d) Transient Merchant License to Hyland Fireworks, LLC.

**Motion carried**

**JLC14-021** Motion by Earll, second by Spiros to grant a Beverage Operator License to Collin Cowell with 25 demerit points assessed for failure to list his violations.

**Motion carried**

Aldersperson Spiros recommended adding "moving violations" to the Operator's License application.

**JLC14-022** Motion by Spiros, second by Earll to grant a Beverage Operator License to Elizabeth Salisbury with 25 demerit points assessed for failure to list her violations.

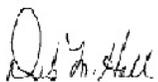
**Motion carried**

**Future Agenda Items**

None

Motion by Spiros, second by Earll to adjourn at 5:08 p.m.

**Motion carried**



Deb M. Hall  
City Clerk

CAPITAL IMPROVEMENT PROGRAM ADMINISTRATIVE COMMITTEE  
Minutes of March 6, 2014

Members Present: Chris Meyer; Ken Wood; Karl Zimmerman; Alderpersons Earll, Buttke, Wagner, Hendler

Member Absent: None

Others present: Keith Strey; Steve Barg; Dan Knoeck; Lori Belongia; Dick Pokorny; Sam Warp; Amy Krogman; Tom Turchi; Darren Larson; and Ed Englehart.

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

**CIP14-08** Motion by Buttke, second by Wood to approve the minutes of the March 4, 2014 minutes. All Ayes

**Motion Carried**

**CIP14-09** Motion by Wood, second by Earll to make the following changes:

- ✓ AI-N-3816, Reconstruction of Pavement, change funding from operating to debt (\$125,000 in 2018).
- ✓ BS-K-3927, City Hall Plaza Access Control, move from 2017 (\$45,000 debt) and 2018 (\$45,000 debt) to 2015. Also reduce funding from \$90,000 to \$78,000 and change the source to operating funds.
- ✓ BS-K-3942, City Hall Asbestos Removal, change funding from debt to operating (\$40,000 in 2019).
- ✓ BS-K-3942, City Hall Asbestos Removal, move from 2018 to non-year (\$40,000 debt).
- ✓ BS-K-3957, City Hall Plaza Assessor/Finance Relocation, move from 2015 to non-year (\$50,000 operating).
- ✓ BS-K-3960, City Hall Plaza 1<sup>st</sup> Floor Tile Replacement, change funding from debt to operating (\$20,000 in 2015)
- ✓ EN-B-2075, E. 29<sup>th</sup> – Central to Washington, move from 2018 to 2019 (\$150,000 debt)
- ✓ EN-B-2075, E. 29<sup>th</sup> – Central to Washington, move from 2019 to non-year (\$1,750,000 debt)
- ✓ EN-C-1837, West 5<sup>th</sup> Street – Chestnut to Oak – Reconstruction, move from 2018 to non-year (\$815,000 debt)
- ✓ EN-D-1851, Arnold Street – Peach to Elm – Reconstruction, move from 2019 to non-year (\$224,000 debt)
- ✓ EN-D-2067, E. 17<sup>th</sup> Street – Maple to Peach – Reconstruction, move from 2015 to 2018 (\$1,188,000 debt and \$65,000 wastewater fees)
- ✓ EN-D-2107, Asphalt Street Surfacing & Mill-in-Place – 2015, decrease operating by \$37,330 and increase debt \$477,000.
- ✓ EN-D-2139, Asphalt Street Surfacing & Mill-in-Place – 2016, increase operating by \$78,780 and debt by \$106,000.
- ✓ EN-D-2140, Asphalt Street Surfacing & Mill-in-Place – 2017, increase operating by \$275,780 and decrease debt by \$314,000.
- ✓ EN-D-2172, Asphalt Street Surfacing & Mill-in-Place – 2018, increase operating by \$128,780 and decrease debt by \$468,000.
- ✓ EN-D-2191, Asphalt Street Surfacing & Mill-in-Place – 2019, increase operating by \$457,780 and debt by \$122,000.

- ✓ EN-F-2109, 4<sup>th</sup> Street & Peach Avenue – Traffic Signal Upgrade, move from 2016 to 2017 (\$279,000 Debt).
- ✓ EN-F-2194, Traffic Studies – Various Locations, move from 2015 to non-year (\$10,000 operating).
- ✓ EN-J-1796, Sanitary Sewer Lining, increase wastewater fees by \$65,000 in 2015 and \$192,000 in 2018.
- ✓ EN-J-1838, W. 5<sup>th</sup> Street – Sanitary Sewer, move from 2018 to non-year (\$257,000 wastewater fees).
- ✓ PD-F-5710, GPS Emergency Vehicle Preemption System, move from 2018 to non-year (\$23,000 operating).
- ✓ PR-L-1647, Wildwood-McMillan Connector Trail, change funding from \$390,000 operating funds to \$350,000 debt and \$40,000 room tax in 2015.
- ✓ PR-L-2824, Wildwood Zoo Storage/Maintenance Building, change funding from operating to debt (\$215,000 in 2015).
- ✓ UW-K-7324, Remodel Office in Student Service and Administration, move from 2018 to non-year (\$30,000).

Naye - Wagner

Ayes – Zimmermann, Wood, Earll, Buttke, and Hendler

**Motion Carried**

**CIP14-10** Motion by Wagner, second by Zimmermann to change operating funds to 608,000 for each year and increase the amount in Asphalt & Mill-in-Place by \$220 for each year.

**Motion Carried**

**CIP14-11** Motion by Buttke second by Wood, to recommend the Capital Improvement Program to the Plan Commission and the Board of Public Works.

**Motion Carried**

Motion by Wagner, second by Hendler to adjourn sine die at 8:30 a.m.

**Motion Carried**

Amy Krogman

Administrative Assistant III

## **Economic Development Board meeting MARCH 6, 2014**

Present: Dickrell, Wagner, Michalski, Meissner, Wolf  
Absent: Sennholz and Hendlar  
Others: Angell, James-Mork, Olson, Sonnemann, Krogman, Lang

Michalski called the meeting to order at 3:00 p.m. in Room 108 of the City Hall Plaza.

### **Approve minutes**

**EDB14-04** Motion by Dickrell, second by Wolf to approve the February 6, 2014 minutes as presented.

### **Conflicts of interest**

Meissner stated she has a conflict of interest with the item regarding the YMCA – Capital consulting services. She will be abstaining from voting.

### **Citizen comments**

Wagner introduced Carla Lenk, Jobs and Business Development Coordinator.

### **Updates on EDB activities**

Angell reported the following:

- He, Dickrell, Michalski, and Olson attended Governor's Conference on Economic Development.
- He gave a quarterly update to Wood County CEED. He updated them on housing study and annual report, along with the marketing report on the 200 block of Chestnut Ave. They were very supportive.

Olson reported the following:

- Agsource from Stratford is relocating to Marshfield. They will be leasing one of the PreventionGenetics buildings.
- The Agri-business banquet will be held on Monday, March 10<sup>th</sup>.
- Rob Posteluk is considering being a SCORE member.

### **Review and act upon funding requests**

**EDB14-05** Motion by Wolf second by Dickrell to approve the request of Richard Quirt for a façade improvement at 317 N. Central Ave. in the amount of \$3,315.33.

**Motion carried**

**EDB14-06** Motion by Wolf, second by Michalski to approve the request of the YMCA to fund \$6,000 for capital consulting services.

Ayes - All

Meissner Abstained

**Motion Carried**

**Request for proposal for Downtown Master Plan Update**

**EDB14-07** Motion by Wagner, second Meissner to approve the RFP for the Downtown Master Plan.

**Motion carried**

**Community Housing Study and needs assessment update and discussion**

Jason Valerius and Kirk Skoog gave an update on the housing study. They will present the a 2<sup>nd</sup> draft to the committee on March 20<sup>th</sup>. The final presentation will be given to the public, date to be determined.

**EDB14-08** Motion by Wagner, second by Wolf to adjourn to closed session under Wisconsin Statutes, Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Roll call vote, all ayes (time: 4:53 p.m.).

Present in closed session: Angell, Wagner, Dickrell, Wolf, Meissner, Michalski, Krogman

**EDB14-08** Motion by Meissner, second by Wolf to return to open session. Roll call vote, all ayes (Time: 5:13 p.m.).

**Establish date and time for next Board meeting**

It was agreed to hold the next meeting on Thursday, March 20, 2014 at 2:00 p.m. in Room 108 of the City Hall Plaza.

Motion by Dickrell, second by Wagner to adjourn at 5:15 p.m.

**Motion carried.**

Respectfully submitted,  
Amy Krogman  
Administrative Assistant III

RESOLUTION NO. 2014-19

RESOLUTION AWARDING THE SALE OF  
\$4,025,000\* GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2014

WHEREAS, on February 11, 2014 the Common Council of the City of Marshfield, Wood and Marathon Counties, Wisconsin (the "City") adopted a resolution (the "Set Sale Resolution") providing for the sale of \$4,025,000 general obligation promissory notes for public purposes, including street improvement projects, remodeling the library, City Hall and other public buildings, and tax incremental district projects (collectively, the "Project"); and refunding the 2015 and 2016 maturities of the City's General Obligation Promissory Notes, Series 2006B, dated December 1, 2006 (the "Refunded Obligations") (hereinafter the refinancing of the Refunded Obligations shall be referred to as the "Refunding");

WHEREAS, cities are authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes and to refinance their outstanding obligations;

WHEREAS, pursuant to the Set Sale Resolution, the City has directed Public Financial Management, Inc. ("PFM") to take the steps necessary to sell general obligation promissory notes designated "General Obligation Promissory Notes, Series 2014" (the "Notes") to pay the cost of the Project and the Refunding;

WHEREAS, PFM, in consultation with the officials of the City, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on March 11, 2014;

WHEREAS, the City Finance Director (in consultation with PFM) caused a form of notice of the sale to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale on March 11, 2014;

WHEREAS, the City has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the City. PFM has recommended that the City accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

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

---

\* Estimated, subject to change.

Section 1A. Ratification of the Official Notice of Sale and Offering Materials. The Common Council of the City hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Notice of Sale and any other offering materials prepared and circulated by PFM are hereby ratified and approved in all respects. All actions taken by officers of the City and PFM in connection with the preparation and distribution of the Official Notice of Sale and any other offering materials are hereby ratified and approved in all respects.

Section 1B. Authorization and Award of the Notes. For the purpose of paying the cost of the Project and the Refunding, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of FOUR MILLION TWENTY-FIVE THOUSAND DOLLARS (\$4,025,000\*) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal [(as modified on the Bid Tabulation and reflected in the Pricing Summary referenced below and incorporated herein)], plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal [(as modified on the Bid Tabulation)] is hereby accepted. The Mayor and City Clerk or other appropriate officers of the City are authorized and directed to execute an acceptance of the Proposal on behalf of the City. The good faith deposit of the Purchaser shall be retained by the City Finance Director and applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2014"; shall be issued in the aggregate principal amount of \$4,025,000\* ; shall be dated April 1, 2014; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on March 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest is payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2015. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on March 1, 2023 and thereafter shall be subject to redemption prior to maturity, at the option of the City, on March 1, 2022 or on any date thereafter. Said Notes shall be redeemable as a whole or in part, and if in part, from maturities selected by the City and within each maturity, by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

---

\* Estimated, subject to change.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2014 through 2023 for the payments due in the years 2015 through 2024 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2014, dated April 1, 2014" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. The City Finance Director shall deposit in the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Notes; (ii) any premium not used for the Refunding which may be received by the City above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the Common Council directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund separate and distinct from all other funds of the City and disbursed solely for the purposes for which borrowed or for the payment of the principal of and the interest on the Notes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purposes shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Notes and by the Refunded Obligations and the ownership, management and use of the projects will not cause the Notes or the Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the City Finance Director (the "Fiscal Agent").

Section 13. Persons Treated as Owners; Transfer of Notes. The City shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The fifteenth day of each calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the City at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations previously executed on behalf of the City and on file in the City Clerk's office.

Section 16. Official Statement. The Common Council hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any addenda or Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial

information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 18. Redemption of the Refunded Obligations. The Refunded Obligations are hereby called for prior payment and redemption on April 3, 2014 at a price of par plus accrued interest to the date of redemption.

The City hereby directs the City Clerk to work with PFM to cause timely notice of redemption, in substantially the form attached hereto as Exhibit F and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice. All actions heretofore taken by the officers and agents of the City to effectuate the redemption of the Refunded Obligations are hereby ratified and approved.

Section 19. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 20. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 21. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded March 11, 2014.

\_\_\_\_\_  
Chris L. Meyer  
Mayor

ATTEST:

\_\_\_\_\_  
Deb M. Hall  
City Clerk

(SEAL)

EXHIBIT A

Official Notice of Sale

To be provided by Public Financial Management, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by Public Financial Management, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by Public Financial Management, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by Public Financial Management, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Public Financial Management, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT E

(Form of Note)

REGISTERED UNITED STATES OF AMERICA DOLLARS  
STATE OF WISCONSIN  
WOOD AND MARATHON COUNTIES  
NO. R-\_\_\_\_ CITY OF MARSHFIELD \$\_\_\_\_\_  
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2014

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:  
March 1, \_\_\_\_\_ April 1, 2014 \_\_\_\_\_% \_\_\_\_\_

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: \_\_\_\_\_ THOUSAND DOLLARS  
(\$\_\_\_\_\_)

FOR VALUE RECEIVED, the City of Marshfield, Wood and Marathon Counties, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest is payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2015 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the City Finance Director (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding the semi-annual interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$4,025,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the City pursuant to the provisions of Section 67.12(12), Wisconsin Statutes,

for public purposes, including street improvement projects, remodeling the library, City Hall and other public buildings, and tax incremental district projects and refunding certain outstanding obligations of the City, all as authorized by resolutions of the Common Council duly adopted by said governing body at meetings held on February 11, 2014 and March 11, 2014. Said resolutions are recorded in the official minutes of the Common Council for said dates.

The Notes maturing on March 1, 2023 and thereafter are subject to redemption prior to maturity, at the option of the City, on March 1, 2022 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City and within each maturity, by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the Common Council as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the City appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent

duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and City may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Marshfield, Wood and Marathon Counties, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF MARSHFIELD,  
WOOD AND MARATHON COUNTIES,  
WISCONSIN

By: \_\_\_\_\_

Chris L. Meyer  
Mayor

(SEAL)

By: \_\_\_\_\_

Deb M. Hall  
City Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

\_\_\_\_\_  
(Name and Address of Assignee)

\_\_\_\_\_  
(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints \_\_\_\_\_, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

\_\_\_\_\_  
(e.g. Bank, Trust Company  
or Securities Firm)

\_\_\_\_\_  
(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

\_\_\_\_\_  
(Authorized Officer)

EXHIBIT F

NOTICE OF FULL CALL\*

Regarding

CITY OF MARSHFIELD  
WOOD AND MARATHON COUNTIES, WISCONSIN  
\$2,470,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2006B  
DATED DECEMBER 1, 2006

NOTICE IS HEREBY GIVEN that the Notes of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called by the City for prior payment on April 3, 2014 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
03/01/2015	\$310,000	3.70%	572852YX3
03/01/2016	320,000	3.70	572852YY1

The City shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before April 3, 2014.

Said Notes will cease to bear interest on April 3, 2014.

By Order of the  
Common Council  
City of Marshfield  
City Clerk

Dated \_\_\_\_\_

\* To be provided by registered or certified mail, overnight express delivery, facsimile transmission, or electronic transmission, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to April 3, 2014 and to the MSRB.

In addition, if the Notes are subject to the continuing disclosure requirements of SEC Rule 15c2-12 effective July 3, 1995, this Notice should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA) System website at [www.emma.msrb.org](http://www.emma.msrb.org).



# 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 1<sup>st</sup> 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 21<sup>st</sup> St, west of South Hume Avenue and north of East 25<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 18<sup>th</sup> 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

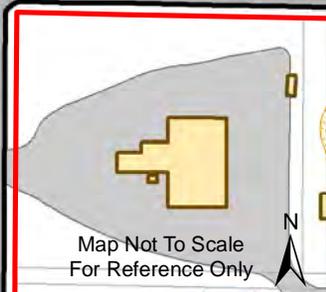
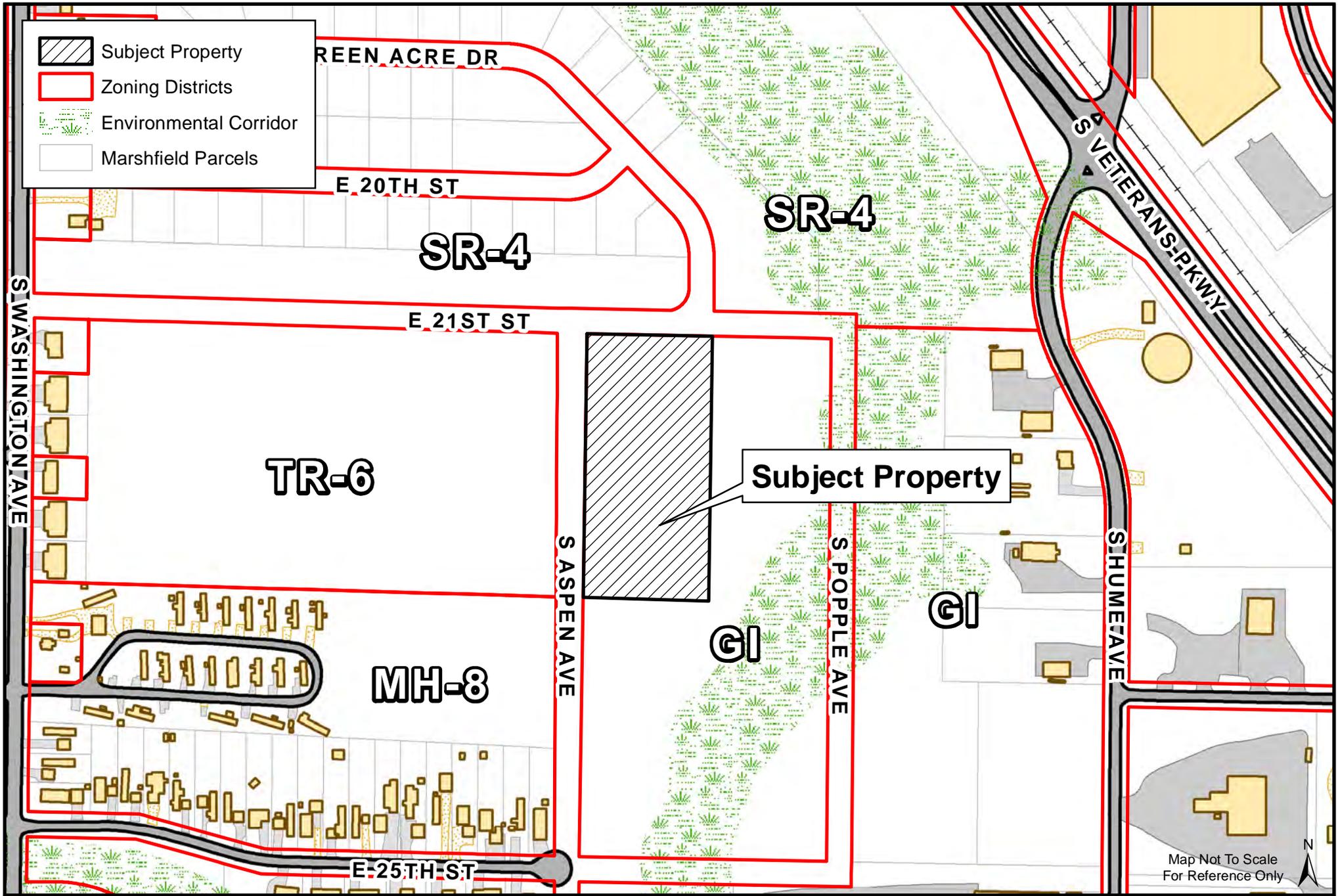
APPROVED: \_\_\_\_\_

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 11<sup>th</sup>.

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**

---

March 6, 2014

TO: Mayor Meyer and Members of the Common Council

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Ordinance 1272 Special Assessment Hardship Consideration

**BACKGROUND**

City staff and the Board of Public Works have been working for several months on an ordinance that would allow a residential home owner to apply for relief from special assessment charges in situations where the burden of payment results in an extreme financial hardship, particularly in cases where the hardship has the potential to result in loss of the homestead.

**ANALYSIS**

The ordinance as recommended by the Board of Public Works is attached. It establishes a committee that is charged with reviewing applications and making a determination. The committee may elect to defer special assessments until some point in the future, likely until the property is sold or may elect to extend the installments for additional time, thereby reducing the annual payment. In either case, the City ultimately collects the special assessment with interest.

**RECOMMENDATION**

I recommend approval of Ordinance 1272.

Concurrence:   
Steve Barg, City Administrator

## **ORDINANCE NO. 1272**

An Ordinance creating Section 13-100 of the City of Marshfield Municipal Code pertaining to requirements for relief from special assessment charges.

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

SECTION 1. Chapter 13 of the Marshfield Municipal Code is hereby amended to include the following section:

### SECTION 2. 13-100. **Request for Relief from Special Assessment Charges**

- 1) Purpose - The Common Council acknowledges that the levy of special assessments per Section 13-96 of the Municipal Code can result in extreme financial hardship in some instances. It therefore enacts this provision in order to provide necessary relief to persons affected by such a levy. It is the intent and purpose of the Common Council to mitigate the burden of such levies in cases where the loss of the homestead is a reasonable probability, while preserving the right for the ultimate collection of special assessments involved.
- 2) Definitions - Wherever in this section the following words or terms appear they have the meaning indicated, unless the context clearly requires otherwise:
  - a) "Applicant" means a natural person owning and occupying a homestead against which special assessments are levied in an amount which, when considered with the overall financial condition of the person, will, within a reasonable probability, create an extreme financial hardship by the payment of such special assessments.
  - b) "Committee" means the special assessment hardship review committee created under this section.
  - c) **"Deferment" means delayed repayment** of special assessments.
  - d) **"Extended installments" means modifying the repayment terms as provided by the installment assessment notice for the specific special assessment.**
  - e) "Homestead" means the dwelling (primary residence only) and so much of the land surrounding it as is reasonably necessary for use as a home, except so much of such land as is vacant and of sufficient size so that it could be divided and sold for development as permitted under appropriate zoning and other regulations. Properties in whole or in part which are utilized as rental properties are ineligible for hardship provisions of this ordinance.
  - f) **"Income limits" shall mean limits as defined by Housing and Urban development Income limits Documentation System for the state of Wisconsin adjusted for the year and household size for "Low Income", "Very Low Income" and "Extremely Low Income".**
  - g) "Special assessment" shall include assessments levied under s. 66.0701, Wisconsin Statutes.
- 3) Committee created - A special assessment hardship review committee is hereby created. The committee shall be comprised of the following members:
  - Mayor
  - Common Council, President
  - Board of Public Works, Chairperson
  - Finance, Budget & Personal, Chairperson
  - City Administrator
  - Finance Director
  - Director of Public Works



- 10) Payment to discharge lien - The owner of property affected, or the heirs, personal representative or assigns of such owner, may discharge the lien of such special assessment at any time by paying the outstanding amount of special assessment owing, plus accrued interest.
- 11) Non Waiver - The approval of an application by the committee under this section shall not be deemed to be a waiver of the requirement that, in the event of an appeal of a special assessment under s. 66.0703 (12), Wisconsin Statutes, the amount of the assessment shall be paid in full as a condition to the maintenance of said appeal, as provided by s. 66.0703 (12) (f), Wisconsin Statutes.
  - a) The approval of an application under this section shall not be deemed to waive the right of the City to reassess any invalid special assessment under the provisions of s. 66.0731, Wisconsin Statutes.
- 12) Review of application - The committee shall review applications for deferral of or extended installments of special assessments to determine eligibility under this section and shall provide justification for approval or denial of the application.
- 13) Appeal - Applicants dissatisfied with the decision regarding deferral or extended installments may appeal the decision to the Common Council, by written notice filed with the City Clerk. If there is an appeal, the City Administrator or his/her designee shall inform the Common Council of the basis of **the committee's** decision. The Common Council shall review the matter and, at its sole discretion, either **affirm the committee's decision** or elect to amend or modify the terms of extension installments or deferment of special assessments.
- 14) Simplified Annual Review – Approved applicants shall be required to submit information on an annual basis as determined by the committee. Failure to complete the annual review per the terms set forth by the committee may result in loss of extended installments or deferred payments of special assessments.
- 15) Placement on roll - When a determination is made by the committee that an applicant no longer qualifies for a special assessment hardship due to a change of circumstances since the original application, the amount of special assessments deferred or extended installments, and accrued interest, shall be placed upon the next available tax roll to be collected in the same manner as special assessments per the original installment assessment notice for the project being special assessed.

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



# City of Marshfield Memorandum

**TO: Board of Public Works**  
**FROM: Tom Turchi, City Engineer**  
**DATE: March 6, 2014**  
**RE: Budget Resolution 04-2014.**

## **BACKGROUND**

Beginning in December of 2013 and over the next month we observed a rash of 4 crashes involving trains; one at Central Avenue and three at Maple Avenue. Following these crashes contact was made with the WisDOT and a meeting was held on Feb 6th, 2014. Representatives from WisDOT, Federal Railroad Administration (FRA), Office of the Commissioner of Railroads (OCR), City Staff and CN Railroad discussed these collisions and how to improve safety for all at-grade crossings. DOT representatives determined that **an interim 'adjustment'** would be to reprogram the traffic signals, adding longer southbound track clearing greens until a more final long term fix could be implemented. FRA stated that if we continue having crashes that the whistle ban will be revoked. From this meeting WisDOT representatives agreed to determine and provide revised signal timings for the intersections of Chestnut, Central, Maple, Vine, Palmetto and 4th / 8th Streets (**'avenues'**) with Veterans Parkway.

On February 14th, 2014, the revised traffic signal timings (for additional track clearance greens) were programed into the controllers at the intersections noted above. Please note these revised timings will cause significant delays as the gate down condition will not terminate preemption without a signal from the railroad. These delays could be 40 seconds or more where no traffic is allowed to move in any direction.

To implement a long term fix the current traffic signal controllers will need to be upgraded to allow for an additional **input of 'gate-down' from the railroad**. This requested budget resolution will reallocate a portion of the construction dollars previously identified for additional quiet zone improvements to purchase new controllers for these 6 intersections. This will allow our traffic signals to receive an additional signal from the railroad equipment and terminate the southbound track clearing green, allowing Veterans Parkway or northbound **'avenue' traffic to proceed**.

## **ANALYSIS**

The estimated cost of the project is \$22,000, which includes materials, installation and reprogramming. The Board of Public Works has recommended transferring funds from the Quiet Zone Improvements Project (EN-F-2039) in the amount of \$22,000. Attached is Budget Resolution 04-2014 for your review.

## **RECOMMENDATION**

I recommend approval of Budget Resolution 04-2014.

Respectfully submitted,

*Thomas R. Turchi*

Thomas Turchi

Concurrence:

*Steve Barg*

Steve Barg, City Administrator

*Keith R. Strey*

Keith Strey, Finance Director

*Daniel G. Knoeck*

Daniel G. Knoeck, P.E. Director of Public Works

BUDGET RESOLUTION NO. 04-2014

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 \$22,000 is hereby transferred within the Infrastructure Construction Capital Projects Fund, from Fund Balance Applied unused 2013 funds for the Quiet Zone Improvements Traffic Control Project a/c #4015733431.312039 to the Controller Upgrade for Preemption Traffic Control Project, a/c #4015733431.312201.
2. 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. 04-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

<u>Infrastructure Construction Capitol Projects Fund, a/c# 4014900008.080000:</u>		
1	49300 – Fund Balance Applied (1)	\$ 22,000

TRANSFERRED TO:

<u>Traffic Control Capital Projects Fund, a/c# 4015733431.312201:</u>		
1	52400 – Repair & Maintenance Service	\$ 22,000

\*\*\*\*

- (1) Unused and available 2013 budgeted funds for Quiet Zone Improvements project #312039.



# City of Marshfield Memorandum

---

TO: Mayor Meyer and Common Council Members  
FROM: Jason Angell, Director of Planning & Economic Development  
DATE: March 11, 2014

RE: Downtown Master Plan - RFP

## **Background**

As part of the 2014 Budget, \$40,000 was included for the updating of the Downtown Master Plan. The funding for this project is split 50/50 between EDB and the City's General Operating Budget (Planning Department).

## **Analysis**

The existing Downtown Master Plan was adopted in 2006. Many of the goals and objectives have been successfully carried out. Couple that with the significant improvements that have been made downtown – streets, parking lot, alleyways, facades, directional signage, etc. and the environment has drastically changed (improved) since the adoption of the plan. Therefore, it is time for the City to update the plan to properly reflect existing conditions and provide guidance for the next 5-8 years.

When this project was originally proposed during the budget process, I had indicated that there is a possibility that the project could be done in-house with the additional staffing that was also being sought. Unfortunately the staffing study for the City has taken longer than originally anticipated to complete, thus I no longer feel the option to complete the project in-house exists. Therefore, the attached Request for Proposals (RFP) has been prepared for your review.

## **Committee Recommendation**

The Economic Development Board reviewed the RFP at their March 6<sup>th</sup> meeting and is recommending the Common Council approve the release of this document as presented.

## **Staff Recommendation**

Approve the RFP as presented and authorize staff to begin the process to solicit proposals.

Concurrence:

---

Steve Barg, City Administrator

# **Request for Proposal – Downtown Master Plan**

## **Overview of Project**

The City of Marshfield is requesting proposals from consultants for planning services. The project will involve preparation of an updated “Downtown Master Plan” for Downtown Marshfield, Wisconsin. Various plans and improvements have been completed in recent years that have changed the landscape within Downtown.

The current “Downtown Master Plan” was adopted in early 2006. The document includes a set of recommendations that were developed in consultation with a Downtown Action Team, City Staff, Main Street Marshfield, Marshfield Business Improvement District (BID), Marshfield Area Chamber of Commerce and Industry (MACCI) and the public.

## **Study Area**

Downtown Marshfield is currently identified as follows: Blodgett Street to the north, Cedar Avenue to the east, 9<sup>th</sup> Street to the south, and Oak Avenue and Spruce Avenue to the west. (Map attached)

## **General Community and Project Information**

The City of Marshfield is a vibrant small community located in the geographical center of Wisconsin. In 2010 the United States Census estimated the City population at 19,118. The Census reported the median household income for Marshfield as \$43,476 for 2010. The community, historically impacted by rail transportation, has grown into a community now recognized for its world class medical center, Marshfield Clinic and St. Joseph’s Hospital, and excellent quality of life.

Downtown Marshfield is the historic center and heart of the city and region where all facets of this great city come together: retail employment, neighborhoods, arts and entertainment, education, and transportation. More than any other part of the city, the downtown defines Marshfield as a community.

Currently celebrating its 23<sup>rd</sup> year as a Wisconsin Main Street Community, improvements have been made to strengthen the downtown by capitalizing on its unique assets – its historic character and function, cultural heritage, friendly and inviting businesses and people, grid street pattern, and diversity of uses and activities. City officials, business leaders, property owners and residents all recognize the importance of strengthening the social, cultural and economic position of the downtown for the betterment of everyone. By working together to define a collective vision for the downtown, the City of Marshfield will be a more welcoming, attractive and vibrant place to live, work, shop, learn and recreate.

## **Project Objectives**

The project must address the following tasks and issues:

1. Identify study area. Should the current boundaries be adjusted based upon “today’s definition of Downtown”?
2. Vision Plan. Clearly identify practical goals and objectives.
3. Summary of existing conditions. The City has invested significant funds in recent years to improve streets, parking lots and utilities in the current study area. The new plan should properly identify the age of existing structures as well as a plan for future replacement of or construction of new investments in this area.

4. Land Use Plan. Evaluate prior plans and develop categorical land use recommendations on a block level.
5. Occupied Building Analysis. Develop strategies and programs to effectively address downtown business retention and expansion efforts.
6. Redevelopment. Identify sites and recommendations for redevelopment opportunities within the study area.
7. Market Analysis. Prepare a market analysis to forecast the potential for various development uses: retail, office, hospitality, housing, entertainment, government and public facilities. The analysis should include demographic, economic, and social characteristics.
8. Public Participation Program. The program should demonstrate how public participation will be adequately addressed throughout the planning process for the project.
9. Implementation Strategy. Identify specific implementation strategies which include, but are not limited to:
  - a. Organizational Structure
  - b. Public Policies
  - c. Funding and Financial Resources
  - d. Prioritizing, assigning and phasing
  - e. Performance Indicators and Program Monitoring

### **Existing Resources**

The following is a list of plans and/or improvements that have recently been adopted/implemented that impact our Downtown:

1. Zoning Code – complete re-write became effective Jan. 1, 2013
2. Sign Code – major update became effective Jan. 1, 2014
3. Marshfield Economic Development Action Plan – adopted May 2013
4. Marshfield Economic Development Assessment – adopted Feb. 2011
5. Major Street Improvement Projects:
  - a. S. Central Ave. – 2009
  - b. S. Chestnut Ave. – 2013
  - c. S. Maple Ave. – Scheduled for 2015
6. Downtown Marshfield Façade Improvement Program – currently entering its 6<sup>th</sup> year.
7. 2014 Business Improvement Operating Plan
8. Tax Increment Finance District # 4 – several documents
9. Community Housing Study and Needs Assessment – anticipate adoption April 2014

*\*\*Information related to the above stated resources can be found on the City website ([www.ci.marshfield.wi.us](http://www.ci.marshfield.wi.us)) or will be made available upon request.*

### **Project Schedule**

Release of RFP: March 12, 2014

Deadline—Consultant Questions: April 4, 2014

Deadline—submittal of proposals: April 11, 2014

**Short list of Consultants by the selection committee: April 18, 2014**

**Contact short-listed Consultants: April 18, 2014**

**Consultant interviews: April 29, 2014**

Contract Negotiation & Approval: May 13, 2014

Project Commencement: May 19, 2014

Project Completion: January 31, 2015

### **Requirements of Submittals**

A submitted proposal should include the following:

1. **Contact Information.** The name, title, telephone number, and e-mail address of the person in the Proposers organization who will be responsible for responding to questions about the proposal.
2. **Project Approach.** An outline of the proposed approach to accomplish the specific tasks and objectives, and the manner in which the Proposer will work with the Project Oversight Team, Marshfield Economic Development Board, Main Street Marshfield and the Marshfield Business Improvement District.
3. **Key Personnel.** The Proposer shall identify key personnel performing the requested work, describing the specific responsibility, degree of participation, and involvement of each professional Staff member assigned to the project along with the resumes describing relevant previous experience. Substitution of members of the project team of the selected consultant will not be allowed without specific written approval by the Director of Planning & Economic Development.
4. **Project List.** Provide a list of previous projects of a similar nature for clients undertaken by the firm(s) including a brief description of location, completion date, and scope of services. Contact information should include the lead person, project manager, or other individual responsible for the project, including their postal address, telephone number and email address that may be used for references.
5. **Client Contact Information.** Provide the name of the organization, contact name, postal address, telephone number, and email address of authorized individuals responsible for overseeing the projects listed above. For each client, provide the contact information of each individual directly involved or very familiar with the project and/or services provided.
6. **Description of prior collaborative projects in the case of multi-firm proposals.** A detailed description of similar projects successfully completed by the joint venture and a detailed description of results of that work. Include the name, telephone number, postal and email address of contact person for each firm who can verify the information provided.
7. **Project Schedule.** The project schedule should include a detailed schedule of work that is intended to be followed in order to complete the project, a description of each activity/task to be performed and the expected time frame for completion of the activity/task, including any expectations of work to be performed by City Staff.
8. **Project cost by task.** Project budget and cost proposal for completing the project must include a breakdown of project cost by each task for staff/team member and hours assigned to each staff/team member. As part of the cost proposal, the Proposer shall provide hourly rates, by personnel, including an itemized schedule of both labor and direct expenses, travel costs, and overhead. If the use of the sub-consultants is proposed, a separate schedule of expenses must be provided for each sub-consultant.

**Deliverables**

1. Downtown Master Plan – Provide a complete and detailed narrative of the overall plan for the development of Downtown Marshfield, including:
  - a. Fifteen (15) bound hard copies
  - b. One (1) unbound print ready hard copy
  - c. One (1) electronic copy in Word format
  - d. One (1) electronic copy in Adobe Acrobat format
  
2. Executive Summary – An executive summary of the Downtown Master Plan for Downtown Marshfield, Wisconsin suitable for distribution to the general public and in a format suitable for simple reproduction, including:
  - a. Fifty (50) hard copies
  - b. One (1) electronic copy in Word format
  - c. One (1) electronic copy in Adobe Acrobat format

A draft of each deliverable shall be presented to the Project Oversight Team for review, comment, and approval prior to final production of each deliverable.

All Work products, regardless of format, produced as a part of this project shall become the property of the City of Marshfield upon completion of the contract. Rights to all work products, regardless of format, shall revert to the City of Marshfield upon completion of the contract.

The City of Marshfield shall remain free to copy and edit any and all work products, regardless of format, produced as part of this project. Electronic documents shall not be locked or password protected and the City of Marshfield shall retain the ability to copy and edit such documents.

### **Proposal Specifics**

1. All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits and other documentation submitted by the consultant shall become the property of the City when received. Any restrictions on the use of data contained within the proposal must be clearly stated in the proposal itself. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to Wisconsin public records law considerations.
2. The City reserves the right to reject in whole or in part any and all proposals, to waive any informalities, and to accept the proposal determined to be in the best interest of the City. This solicitation may also be canceled in whole or in part if determined to be in the best interest of the City.
3. Submit **Five (5)** copies of the proposal within a single sealed envelope or container along with a separate sealed envelope (**1**) containing pricing. The lower left corner of the envelope should have the following notation: "Proposal for Downtown Master Plan."
4. Proposals should be received by **1:00 PM CST Friday, April 11, 2014** by:

Jason Angell  
Director of Planning & Economic Development  
630 S. Central Avenue  
P.O. Box 727  
Marshfield, WI 54449

Respondents email address, telephone and fax numbers must be included with the proposal.

All questions must be in written form and may be directed only to:

Jason Angell  
Director of Planning &  
Economic Development  
[jason.angell@ci.marshfield.wi.us](mailto:jason.angell@ci.marshfield.wi.us)  
P: (715) 486-2074

Other members of the Project Oversight Committee will not respond to any questions, written or verbal. The questions, and subsequent answers, will be documented and distributed to all RFP recipients. All project activity is anticipated to be completed by January 31, 2015. All costs incurred in the preparation and/or presentation of the proposal shall be the responsibility of the Consultant.

### ***Proposal Review***

The Project Oversight Team will review all proposals received. Depending upon the response to the RFP, the Project Oversight Team may elect to invite up to four (4) firms that demonstrate substantial qualifications and experience. These firms will then be scheduled for interviews.

### ***Interview***

Selected firms will be invited to partake in an on-sight, in-person interview process on April 29, 2014. The interview will enable your firm to present your proposal and approach to the project.

1. The Project Manager is expected to take an active part in making the presentation at the firm's interview. The Project Manager is defined as a person having day-to-day responsibility to conduct the project work or to very closely supervise the work of others working on the project. Your firm may include other key people you feel will aid in the interview process.
2. The interview will last approximately one hour. Your presentation should be limited to 30-40 minutes to allow the remaining time to be used for follow-up discussion and questions.

### ***Consultant Selection***

The Project Oversight Team will consider the following criteria in evaluation of the proposals and interview presentation in making a recommendation to the Economic Development Board for final decision:

1. Past record of performance of the firm/project team on similar projects. The status of implementation of these projects will also be reviewed.
2. Quality and content of written proposal and interview presentation.
3. Specialized experience and technical competence of the firm and project team assigned including any sub-consultants and associate firms as they relate to the specific needs of this project.
4. Familiarity of the firm with local issues and potential alternatives applicable to this project.
5. Understanding of and agreement with the firm's approach and methodology to the project including the Project Oversight Committee's general feeling of confidence in the firm.
6. Ability to complete the project within the necessary time frame.
7. Ability of firm/project team to work with City staff and government officials based on proposal and interview.
8. Cost.

### ***Award of Project***

Receipt of proposals and subsequent award of the contract will be with the highest ranked responsible proposer. The final scope of the project may vary from the proposal depending on needs and resources. If the City of Marshfield is unable to successfully conclude negotiations with the highest ranked responsible proposer, negotiations will be held with the next highest ranking responsible proposer. The contract shall then be awarded to the responsible proposer whose proposal is determined to be the most advantageous to the City of Marshfield taking into consideration the evaluation factors set forth herein. All proposals shall be a matter of public record upon award of the contract.

### ***Discussion with Responsible Offerors and Revisions to Proposals***

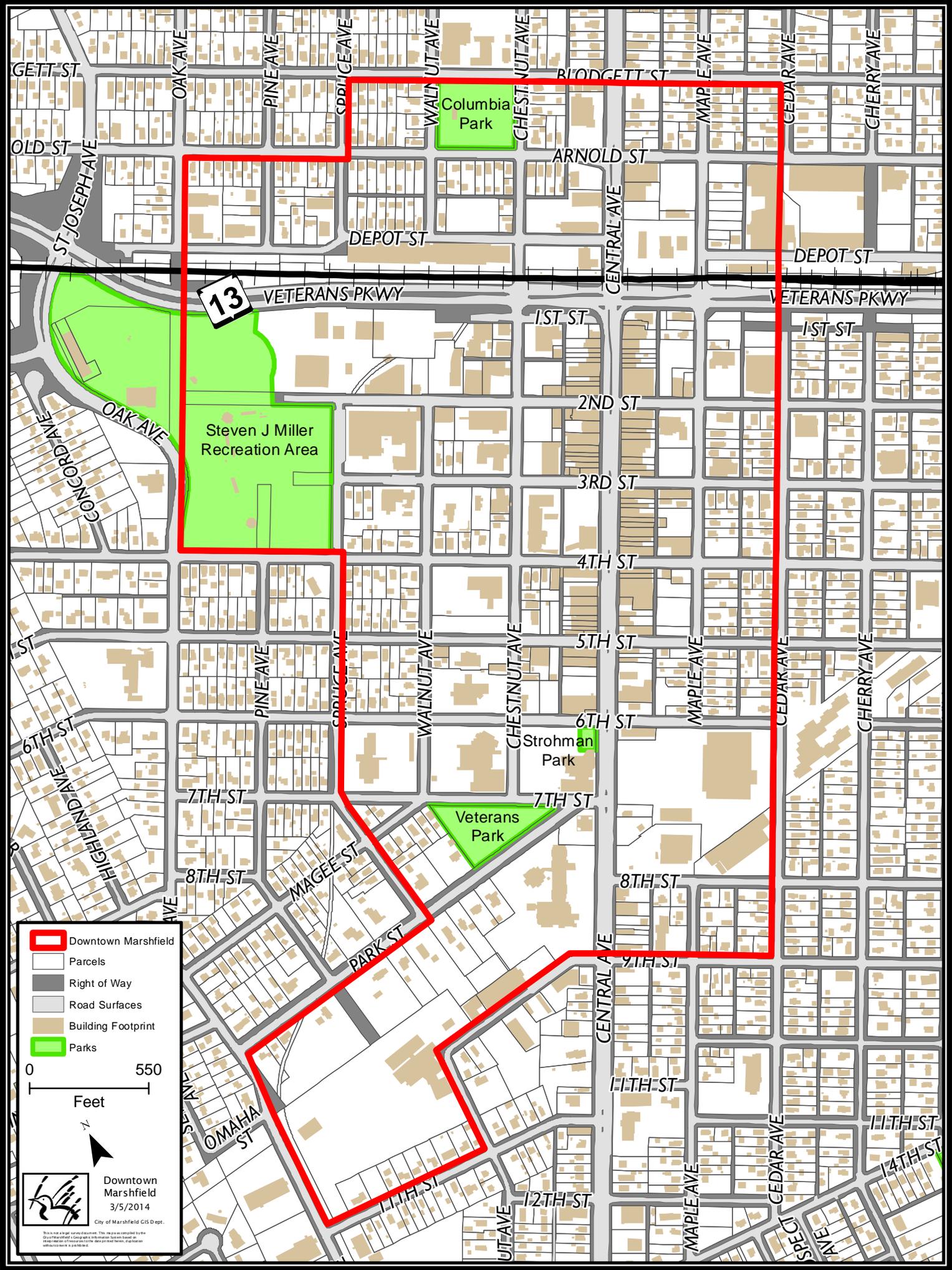
As provided in the request for proposals, discussions may be conducted with responsible Consultants who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Consultant shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the information derived from proposals submitted by competitive Consultants.

### ***Americans with Disabilities Act Compliance***

In connection with the performance of work under this contact, Consultant agrees that no qualified individual with a disability, as defined by the Americans with Disabilities Act, shall, by reason of such disability, be excluded from participation and the benefits of discrimination. Consultant is specifically notified that it is subject to all employment requirements listed under Title I of the American with Disabilities Act by virtue of its contact with the City of Marshfield, a public entity.

Consultant is specifically notified that it is subject to federal requirements to assure participation and access to public facilities, programs, and activities under Title II of the American with Disabilities Act by virtue of this contact with the City of Marshfield, a public entity.

These requirements mandate separate or special programs or reasonable modification of existing programs, services, and activities without surcharge to disabled individuals as long as safety is not compromised. Consultant shall provide a similar notice to all its sub-consultants.



-  Downtown Marshfield
-  Parcels
-  Right of Way
-  Road Surfaces
-  Building Footprint
-  Parks

0 550  
Feet



 Downtown Marshfield  
3/5/2014  
City of Marshfield GIS Dept.

This is not a legal survey document. This map was created by the City of Marshfield GIS Department. It is intended for informational purposes only. It does not constitute a warranty of any kind. The City of Marshfield is not responsible for any errors or omissions. The data for road names, map labels, and other information is provided as is.



# City of Marshfield Memorandum

---

DATE: March 7, 2014  
TO: Mayor Meyer & City Council  
FROM: Steve Barg, City Administrator  
RE: Staffing study - review/recommendations

## **Background**

On January 28<sup>th</sup>, Sharon Klumpp of Springsted presented and highlighted their staffing study findings. This report covered a variety of issues related to city personnel, including recommendations for new staff positions, restructuring suggestions, and opportunities to improve our processes. As I imagine you noticed, there was much to review, but I've now had the chance to review this report more closely, and I am prepared to offer my thoughts and recommendations for your review and consideration.

## **Staffing**

In her report, Sharon suggested that the City consider the following new positions:

- Recommended for approval:
  - Planning & Economic Development (Zoning Administrator)
  - Finance (Accountant/Financial Analyst)
  - Finance (temporary help for decentralizing payroll/accounts payable)
- Recommended for future consideration:
  - Technology (Support Technician)
  - Administrative Services Coordinator

We have a plan worked out with Finance and Technology to implement decentralization of payroll and accounts payable over the next 2-3 years, and it does not require the use of any new temporary staff, since that's not really a central issue in accomplishing this goal.

While I agree that creating an Administrative Services Department to oversee operation of departments that mainly serve internal customers (such as Finance, Human Resources, Technology, etc.) has some merit, I believe that the idea requires more study. Even if we someday choose to adopt this model, I'd recommend that we modify an existing position (likely one of the affected department heads) to add these duties and give some additional compensation, rather than creating an entirely new position, given the expected cost.

The Technology Department has operated with only 3 staff positions for over 15 years, even though technology needs and demands have grown considerably during that time. I recommend that we study the expectations of this department in greater depth in the next few months, and if another staff position is deemed necessary, this should be considered as part of the annual budget process.

With respect to those positions recommended in Finance (Accountant/Financial Analyst) and Planning & Economic Development (Zoning Administrator), I'd agree that both are warranted, given current/expected future workloads and expectations. Beyond improving these departments' efficiency and effectiveness, these positions should result in offsetting cost savings, since some work outsourced to consultants could be performed in-house.

### **Restructuring**

Sharon's report contained several restructuring suggestions as follows:

- Planning & Economic Development
  - Re-name to Community Development Department
  - Move GIS Coordinator to Public Works/Engineering
- Public Works & Engineering
  - Move Inspection Services to Planning & Economic Development
- Administration
  - Reassign oversight of Airport to Public Works Department
  - Reassign oversight of Cemetery to Parks & Recreation Department
- General (multiple departments)
  - Create Administrative Services Department to oversee multiple departments serving primarily internal customers

While I agree with most of these recommendations, each one has issues and concerns that need more examination before being implemented. In fact, given budgetary impacts and other things that must be worked out, I suggest that none of these move forward until at least January 1, 2015. But my initial reaction is that I favor all of the suggested changes, with only the possible exception of creating an Administrative Services Department.

### **Process improvements**

In addition to staffing and restructuring recommendations, Springsted's report identified several possible improvements to process and workflow:

- Establish ongoing strategic planning process (Council/staff)
- Coordinate code enforcement in Community Development
- Review and address the spatial workflow and relationships
- Create centralized facility management within Public Works
- Foster professional development and succession planning
- Adopt and implement performance measurement system
- Explore opportunities to partner with other organizations
- Make greater use of technology to provide City services
- Periodically assess opportunities for outsourcing services
- Review and improve the City's special assessment process

I have listed what I feel are the 3 most critical ones at the top, for the following reasons:

- Strategic planning: Throughout the study, Springsted repeatedly mentioned that, without a roadmap, it's very difficult to assess staffing and organizational needs. They recommend that the Mayor, Council, and staff begin a strategic planning process, and update our plan regularly, so that we're focused on long-term goals.
- Coordinated code enforcement: Enforcement of our ordinances addressing issues such as weeds, junk cars, storage of materials in yards, deteriorating structures, unlawful home occupations, etc. involves many different city employees. They suggest someone be designated as a central point of contact to ensure that we are promptly and effectively responding to complaints from Council and citizens.
- Spatial workflow and relationships: Operating in a 7-story building not designed as a City Hall has obvious challenges. While we await our facility space report, Springsted noted our previously-identified need to get the Finance Department on one floor, and I agree that this is a critical issue that should be resolved soon.

In my opinion, all of the other recommendations in this category have merit, and I believe that we should establish a process to review them in the coming months, bringing a report back to the Council for possible future action.

### **Financial implications**

Aside from recommended additions to staff, and relocation of the Finance Department to one floor, most other suggestions have little or no cost associated with them. As you may recall, staff recommended and Council adopted the 2014 budget with these other issues in mind, and as a result we have \$215,000 in contingency funds available to use for these purposes. But remember that staff increases would impact the budgets of 2015 and future years, and we recently adopted a compensation plan, with the intent of giving reasonable pay hikes to all of our employees. However, I believe that we can make the changes work on an acceptable timeline, if the Council wishes to do so.

### **Recommendation**

My recommendations can best be summarized as follows:

Staffing: Add 2 positions (Zoning Administrator and Accountant/Financial Analyst)  
Study the need for a Support Technician in Technology (2015 or beyond)

Structure: Create a team to study and report back to the Mayor/Council by June 24<sup>th</sup> on possible organizational changes, and a timeline for implementation. (In saying this, it's my assumption that at least some of these suggestions will move forward for implementation supported by the 2015 budget.)

Process: As soon as possible after the spring election, the Mayor, Council and staff should chart a course for long-term planning, starting with a ½-day retreat, and including 2-3 night meetings (maybe before regular Council meetings)

If the Zoning Administrator position is approved, this individual should be designated as central person for coordinating the City's code enforcement. Assuming nothing to contrary results from the facility space report, efforts should begin as soon as possible to relocate the Finance Department to one floor. A team (different from one looking at "structure") should be created to study and report back to the Mayor and Council by the end of 2014 on the remaining 7 suggestions noted in the "process" section.

SB:sb