



CITY OF MARSHFIELD  
**MEETING NOTICE**

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**COMMON COUNCIL  
CITY OF MARSHFIELD, WISCONSIN  
TUESDAY, MARCH 25, 2014  
Council Chambers, Lower Level, City Hall Plaza**

**7:00 p.m.**

NOTE TO VISITORS AND GUESTS: Welcome to this meeting of the Common Council. We appreciate your interest in the City of Marshfield. Item "G" on the agenda (below) provides an opportunity for the Mayor and Council to receive comments from members of the public. If you would like to make a comment, please write your name and address and indicate your topic on a form at a table near the entrance to the Council Chambers prior to the beginning of the meeting. After being recognized by the Mayor at the appropriate time, please address the Council from the podium, first stating your name and address.

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Consideration of appointment of a successor to complete the unexpired term of Alderperson for the Sixth District. The following persons have indicated interest in the position. Presented by Chris Meyer, Mayor.

Ms. Charlotte A. Smith, 1621 South Cedar Avenue.  
Mr. Rich Reinart, 906 South Ash Avenue.

D-1 Comments from/questions for the nominees

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the April 8, 2014 meeting.

- E. Approval of Minutes – March 11, 2014
- F. Comments from the Mayor, specifically:
  - 1) Employee Recognition

Brenda Hanson, Finance Department, March 29, 2004, 10 years  
Kathy Lindgren, Finance Department, April 1, 1999, 15 years

- G. Reading of items added to the agenda

COMMON COUNCIL AGENDA  
MARCH 25, 2014

- H. 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.
- I. Reports from commissions, boards, and committees.
- J. Consent Agenda:  
1) Meeting minutes/reports  
a. Convention & Visitors Bureau (January 30, 2014)  
b. Library Board (February 11, 2014)  
c. Fire & Police Commission (February 13, 2014)  
d. Central Wisconsin State Fair Board (February 17, 2014)  
e. Cable TV Committee (February 24, 2014)  
f. Library Board (February 25, 2014)  
g. Historic Preservation Committee (March 3, 2014)  
h. Parks, Recreation, and Forestry Committee (March 13, 2014)  
i. Board of Public Works (March 17, 2014)  
j. Finance, Budget, and Personnel Committee (March 18, 2014)  
k. Plan Commission (March 18, 2014)

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

- K. Consideration of items removed from the consent agenda, if any.
- L. Request to consider contracting with a construction manager for oversight of the proposed Library & Community Center project. Presented by Dan Knoeck, Public Works Director.

Recommended Action: Refer to Board of Public Works for further action.

- M. Second 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: Approve Ordinance No. 1272.

- N. First Reading of Ordinance No. 1266 amending Section 10-30 of the Marshfield Municipal Code relating to weapons and bow hunting within the City of Marshfield. Presented by Gary Jepsen, Police Chief.

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the April 8, 2014 meeting.

COMMON COUNCIL AGENDA  
MARCH 25, 2014

- O. First Reading of Ordinance No. 1273, rezoning request by Russ and Elliott Weiler to change the zoning from “TR-6” Two Family Residential District to “MR-12” Multi-Family Residential District, a 19-acre parcel located North of East Emerald Street, between North Hume Avenue and North Anton Avenue right-of-way. Presented by Josh Miller, Planner/Zoning Administrator.

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled at the April 8, 2014 meeting.

- P. Request to approve Resolution No. 2014-22, amending Resolution No. 2014-02, Conditional Use Request amending the site plan for the 24-unit University of Wisconsin – Marshfield/Wood County student housing complex, with a larger building and an exception to the parking lot design standards, located at 2313 West 5th Street, zoned “CD” Campus Development District. Presented by Josh Miller, Planner/Zoning Administrator.

Recommended Action: Approve Resolution No. 2014-22.

- Q. Request to approve Payroll Resolution No. 2014-17 authorizing performance-based compensation adjustments for non-represented employees. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve Payroll Resolution No. 2014-17.

- R. Request to approve Payroll Resolution No. 2014-18 adopting a salary schedule for non-represented policy classification of the City of Marshfield effective July 1, 2014. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve Payroll Resolution No. 2014-18.

- S. Request to approve Budget Resolution No. 05-2014, transferring \$28,000 within the Economic Development Fund to allow for continued expenditures for 3 projects. Presented by Jason Angell, Director of Planning and Economic Development.

Recommended Action: Approve Budget Resolution No. 05-2014.

- T. Request to approve Budget Resolution No. 06-2014 transferring \$114,220 in funds from Contingency, and assorted amounts of other budgeted funds located within the affected departments, in connection with hiring the positions of Zoning Administrator and Accountant/Financial Analyst, and relocating the Finance Department onto one floor. Presented by Steve Barg, City Administrator.

Recommended Action: Approve Budget Resolution No. 06-2014.

- U. Request to approve new 3-year agreement for cable programming services with Vidcom, LLC. Presented by Steve Barg, City Administrator.

Recommended Action: Approve the proposed agreement.

COMMON COUNCIL AGENDA  
MARCH 25, 2014

- V. Presentation of the recommended 2015-2019 Capital Improvement Program. The CIP Administrative Committee, Plan Commission, and Board of Public Works have recommended the plan for adoption. Presented by Steve Barg, City Administrator.

The recommended 2015 – 2019 Capital Improvement Program includes projects totaling \$36,727,000 of which \$3,677,000 is financed from Borrowed – TIF; \$6,252,000 Borrowed – Nonrecurring Projects; \$12,500,000 Borrowed – Recurring Projects; \$0 Debt – Wastewater Utility; \$6,118,000 Donation/Private Funds; \$4,308,000 Fees – Wastewater Utility; \$92,000 Non-Local Revenue; \$3,040,000 - Operating Funds and \$740,000 Room Tax.

Recommended Action: None, final action will be scheduled on the April 8, 2014 agenda.

- W. Review staff report – possible reduction in the number of city committees. Presented by Steve Barg, City Administrator.

Recommended Action: None at this time, but staff is seeking Council's direction.

- X. Items for future agendas.

- Y. Adjournment

Posted this day, March 21, 2014 at 1:00 p.m., by Deb M. Hall, City Clerk

Notice

*It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.*

*Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Deb M. Hall, City Clerk at 630 South Central Avenue or by calling (715)486-2023.*



# City of Marshfield Memorandum

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DATE: March 19, 2014  
TO: Mayor Meyer & City Council  
FROM: Steve Barg, City Administrator  
RE: Candidates for vacant position – Council District #6

## **Background**

As you know, we currently have a vacancy in Council District #6, due to Russ Stauber's recent resignation. In accordance with Section 2-06 of the Marshfield Municipal Code, staff advertised the vacancy, and as of the deadline on March 18<sup>th</sup>, we received letters and resumes from 2 interested people: Charlotte Smith and Rich Reinart. Their information is included in the agenda packet for your review and consideration. I've asked both of them to attend our March 18<sup>th</sup> meeting, and to plan to make brief presentations (maximum of 5 minutes), detailing their interest in the position, along with their background, experience, and anything else that they wish the Council to know in considering this appointment.

## **Recommendation**

As outlined under the relevant portions of City Code, staff recommends that the Council listen to these presentations, and this will be brought back to the April 8<sup>th</sup> meeting for you to make your appointment.

SB:sb

**NOTICE TO THE CITY OF MARSHFIELD**  
**ELECTORS IN THE 6<sup>TH</sup> DISTRICT**

The City of Marshfield is looking for interested persons to fill the vacancy for District 6 Alderperson.

Applicants must be a qualified elector of the City of Marshfield; a U.S. citizen, 18 years of age or older, who has resided in the election district for at least 28 consecutive days before an election at which he or she offers to vote and who is not disqualified by virtue of one or more of the impediments described in §6.03, Wis. Statutes. No person may hold any state or local elected office in Wisconsin if the person has been convicted of a felony in any court in the United States unless the person has been pardoned of the conviction.

All interested persons need to submit a statement or letter of interest together with a resume not later than Tuesday, March 18, 2014 at 5:00 p.m. All submissions are to be mailed to: City Administrator Steve Barg, 630 S. Central Avenue, P.O. Box 727, Marshfield, WI 54449 or emailed to: [Steve.Barg@ci.marshfield.wi.us](mailto:Steve.Barg@ci.marshfield.wi.us)

March 17, 2014

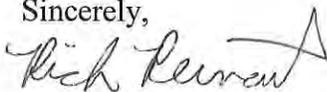
City Administrator Steve Barg  
630 S. Central Avenue  
Marshfield, WI 54449

RE: District 6 Alderperson Vacancy

Dear Administrator Barg/Members of City Council,

I hope this letter finds you well. I am writing to express my interest in representing my neighbors of the 6<sup>th</sup> District on City Council. I have lived in District 6 for almost 10 years and have thought about serving on City Council before and feel that now would be a great opportunity to do so by finishing out Alderperson Stauber's term over the course of this next year. Please find attached my resume. Thank you for your time and consideration.

Sincerely,



Rich Reinart  
906 South Ash Ave.  
715-897-7593  
richreinart@gmail.com

# Richard Reinart

906 South Ash Ave.  
715-897-7593  
richreinart@gmail.com

## Objectives

To serve and represent my neighbors of the 6<sup>th</sup> District on the Marshfield City Council

## Education

1998 – High School Diploma, Neillsville High School

2002 – Bachelor of Science, University of Wisconsin – Stevens Point

Major: Public Relations

Minor: Natural Resource Management

## Experience

**October 2003 – August 2005**      **Assistant General Merchandise Manager**  
Shopko Store Inc      1306 North Central Ave. Marshfield, WI 54449

Provided direct assistance to the General Merchandise Manager by assisting in teammate training, providing input on performance reviews and positive discipline actions, responding to corporate e-mail and directives, ensuring customers received courteous service and performing the General Merchandise Manager's duties in his/her absence.

**August 2005 – February 2006**      **General Merchandise Manager**  
Shopko Stores Inc      1800 Plover Rd. Plover, WI 54467

Managed the day-to-day operations of the Freight team, Presentation and Sales floor departments of Home, Hardlines, Health and Beauty, Home Entertainment, Lawn and Garden, Food and Candy and Household Supply departments including the hiring, training and development of teammates.

**March 2006 – Present**      **Real Estate Manager**  
Lamar Advertising of Central WI      9237 Heritage Dr. Marshfield, WI 54449

Oversee office lease portfolio, including customer relations and negotiations with current and potential land owners for static and digital signs. Responsible for working with various cities, towns, and other municipalities to ensure Lamar adheres to the rules and regulations of each municipality.



## References

Tony Suda  
2942 Blueberry Rd  
Granton, WI 54436  
715-937-2407

Neil Krogman, Store Manager  
Shopko Stores Inc.  
1306 North Central Ave.  
Marshfield, WI 54449  
715-387-2504

Bill Mitchell, Vice President/General Manager  
Lamar Advertising of Central WI  
9237 Heritage Dr.  
Marshfield, WI 54449  
715-387-3449

**Charlotte A. Smith**  
**1621 South Cedar Avenue**  
**P.O. Box 902**  
**Marshfield, WI 54449**  
**ttennis@charter.net**  
**715-387-2012**

**March 3, 2014**

Mr. Steve Barg, City Administrator  
630 South Central Avenue  
P.O. Box 727  
Marshfield, WI 54449

Dear Mr. Barg,

Please accept this letter and the enclosed resume as my formal notice of interest in being appointed to fill the vacant Common Council seat for District 6. I would bring to the Council 42 years of public service as a social worker, having primarily worked for state and county governmental agencies. I would bring extensive management experience in personnel matters, budget preparation, and program initiatives while adhering to governmental/statute requirements.

In my managerial positions with Wood County Unified and then Human Services, I have been involved with several collaborative efforts and interactions with many of the city entities, including Marshfield Police Department, Community Development Authority, and Park and Recreation Department. Collaborative undertakings have likewise occurred with the Aging and Disability Resource Center, Marshfield Clinic, Ministry St. Joseph's Hospital, School District of Marshfield, St. Vincent DePaul, and the YMCA.

Successful collaborative efforts require patience, acceptance that one's perspective is not the only one, the ability to compromise, and the ability to focus on the common good while advocating for the individuals you represent. These are a few of my strengths.

I believe in the rights of the citizens of any community, and advocate strongly for inclusion of all. To me, the consumer comes first and government exists to improve the quality of life of its citizenry- the city's consumers.

The experience and qualities identified above will serve me well as I endeavor to be a productive/contributing member of the common council. I will enthusiastically represent those who live in the 6<sup>th</sup> District, will be attentive to and work to resolve their concerns and complaints, will vote on items based on what is in their best interest and the interests of the residents of the City of Marshfield. I will bring to the committees I am assigned to

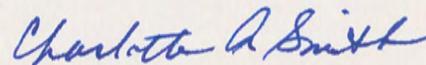
the skills of leadership and hard work that were my signature traits within Unified/Human Services, resulting in having ever increasing duties and responsibilities.

Being a member of the Common Council will allow me to continue to give back to the community, and in many ways, pick up where I left off when I retired.

My husband and I have lived in Marshfield for the past 29 years, and own five properties in the 6<sup>th</sup> District. Our main residence and another property adjoin the fair grounds. I have participated in government by voting and by expressing my concerns to the appropriate city department as the need has arisen.

Thank you for considering my application for appointment to the Common Council representing the 6<sup>th</sup> District.

Sincerely yours,



Charlotte A. Smith

**Charlotte A. Smith**  
**1621 South Cedar Avenue**  
**Marshfield, WI 54449**  
**715-387-2012**

### **ADVANCED EDUCATION**

Ohio State University—B.S. 1970. Major: Social Work  
Columbus, Ohio

University of Minnesota—Masters Degree in Social Work, 1978  
Minneapolis, Minnesota

### **CERTIFICATIONS**

Licensed Clinical Social Worker- Credential No. 2567-123 since 1994

Certified Emergency Mental Health Mobile Crisis Responder since 2010  
Wood County Certificate pursuant to DHS 34 requirements

### **EXPERIENCE**

#### **Behavioral Health Services/Long Term Support Division Administrator Wood County Human Services Department**

Ensure that quality, cost-effective services are provided to mental health, alcohol and other drug abuse consumers of outpatient clinic, community programs and long term support services. This position works closely across divisions with other managers to assure a consistent and coordinated approach to the delivery of behavioral health services. Provides clinical knowledge, administrative oversight of programs and supervision of all BHS managers and staff. Position has personnel responsibilities, fiscal responsibilities for services, budgets, and program compliance with all State and Federal regulations and ensures State certification of programs. Reports to the Director.  
February 2012- December 2012 (retired)

#### **Behavioral Health Services Division Manager Wood County Unified Services Department**

Ensure that quality, cost-effective services are provided to mental health, alcohol and other drug abuse consumers of outpatient clinic, community programs and long term support services. This position works closely across divisions with other managers to assure a consistent and coordinated approach to the delivery of behavioral health services. Provides clinical knowledge, administrative oversight of programs and supervision of all BHS managers and staff. Position has personnel responsibilities, fiscal responsibilities for services, budgets, and program compliance with all State and Federal regulations and ensures State certification of programs. Position is also Manager of the Long Term Care Services Unit of the Division. Reports to the Director.  
October 2008-February 2012

**Community Services Manager  
Wood County Unified Services Department**

Oversee all community services operations in the Marshfield area; supervise and direct Community Support Program for adults with chronic mental illnesses and Community Resources Program for adults with developmental disabilities. The work is performed under the direction of the Deputy Director.  
March 1997-October 2008

**Community Services Manager  
Wood County Unified Services Department**

Responsible for the overall operation of community services in North Wood County. Provides supervision and direction to the Community Treatment Team and Alcohol and Drug Outpatient programs. Responsible for the development of objectives consistent with appropriate client service delivery within the limits of the annual budget prescribed for the respective programs.  
April, 1985-March 1997

**Director of Extended Care Services  
State of North Dakota: Lake Region Human Service Center, Devils Lake, ND**

Developed and implemented a psycho-social rehabilitation program for the chronically mentally ill, including Partial Care day program, Transitional Living apartments, Outreach Partial Care, and Aftercare Services. Agency administrative responsibilities for budget, program and agency licensure, and general decision making.  
December 1983-April 1985

**Assistant Professor Social Work/Sociology  
Mt. Senario College, Ladysmith, WI**

Developed and implemented social work major curriculum; consultant and Assistant Professor for specialized educational program for Native Americans; consultant for development of social service programs on the reservations.  
June 1982-December 1983

**Social Worker  
Cass County Social Services, Fargo, ND.**

Duties included providing group therapy, protective services, completing court studies and providing courtroom testimony.  
September 1981-May 1982

**Social Worker  
Northern and Southern Wisconsin Centers for the Developmentally Disabled,  
Chippewa Falls and Union Grove, WI.**

Participated in interdisciplinary staff and team process to identify program and care needs and assess placement potential for residents. Developed individualized social care plans. Liaison between institution and families, institution and community agencies.  
May 1976-May 1981

**Social Worker**

**St. Croix County Department of Social Services, Hudson, WI**

Adult Protective Services, establishment of senior citizen centers, licensing of child/adult foster homes, establishment of guardianships.

October 1974-May 1976

**Social Worker**

**Marathon County Department of Social Services**

Specialized caseload of unwed mothers; court reports and testimony relating to custody, and parental rights; casework intervention; development of and facilitator for Prenatal Health and Social Intervention and Post-Natal Social Support groups. Case recording and general paper work duties.

**Organizations**

Governor Thompson Appointment to Wisconsin Council on Developmental Disabilities

Epilepsy Association of Central Wisconsin

Healthy People Wood County

A Better Way Clubhouse

Jefferson Elementary School PTO

## ADDITIONAL EDUCATION AND TRAINING

3 graduate credits- Social Work Practice and Self-Help Activities  
Case Western Reserve University, Cleveland, Ohio

3 graduate credits-New Ideas in Psychotherapy  
Case Western Reserve University, Cleveland, Ohio

2 graduate credits- Grant Writing  
University of Wisconsin/Parkside, Kenosha, WI

3 graduate credits- Psychotropic Pharmacology  
School of Pharmacy, North Dakota State University, Fargo, ND

Business courses: Beginning and Intermediate Accounting, Business Law, Business Management, Estate Planning  
Mt. Senario College, Ladysmith, WI

3 hours training – Outpatient Mental Health Services

6 hours training- Strengthening Treatment Access and Retention- State Implementation

4 hours training- Working Together Conference

7 hours training- Mental Health/Substance Abuse Medicaid Program Training for Western and Northern Region's Counties and Tribes

7 hours training- Anxiety & Bipolar Disorders in Adults and Children

4.5 hours of training- Responding to Adolescent Emergency Crisis Situations: A Teaming Approach

9.75 hours training- 13<sup>th</sup> Annual Crisis Intervention Conference- Making Connections to Create Solutions

16 hours training- Crisis Intervention Partner: Understanding Mental Illness and other Associated Disorders; Principles of De-Escalation During Times of Crisis- Presented by John Wallschlaeger, C.I.T. Offices, City of Appleton Police Department and Karen Aspenseon, Executive Director, NAMI Fox Valley.

3.75 hours training- Patient Rights, Commitment, and Confidentiality: Finding the Right Balance

4.5 hours of training- Adult Protective Services Training

10.5 hours of training- Service Coordination in Family Care

9.75 hours of training- 4<sup>th</sup> Annual Mental Health and Substance Abuse Training Conference: Recovery-Promoting Dreams Through Evidence-Based Practice

Every two years, 4 hours of training related to Ethics and Boundaries

24 hours training- Advanced Supervision Techniques

18 hours training- Individual Needs in a Cost Effective System

24 hours training- Management Styles for Human Service Agencies

24 hours training- Crisis Intervention in Social Work Practice

16 hours training- Preparing for Courtroom Testimony

10 hours training- Community Organizing for Senior Citizens

24 hours training- Dynamics of Human Behavior

16 hours training- Personal Growth and Development

# Memorandum

**To:** Human Services Employees  
**CC:** Donna Rozar, Chair, Wood County Health & Human Services Committee  
**From:** Kathy L. Roetter, Director  
**Date:** 10/26/2012  
**Re:** Retirement Announcement

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After 27 years of employment with Wood County and 42 plus years as a social worker, Char Smith, Division Administrator of Behavioral Health and Long Term Support Services, has announced her plans to retire. Her last day of employment will be Friday, December 28, 2012.

Over the span of her career with Wood County, Char has witnessed and participated in many changes within the department, Wood County, and on the State and Federal level. Most importantly, she touched the lives of many of our citizens. She has strong roots in the Marshfield area and has worked tirelessly with various community agencies and organizations to integrate individuals with mental illness and developmental disabilities into the community. She has worked on decreasing stigma, advocating for the needs of clients as well as encouraging the acceptance of clients in the community.

She has been instrumental in so many endeavors in Wood County. These endeavors are too numerous to list, so I'll highlight just a few. Char recognized the need for safe, affordable, and stable housing for our clients and worked to bring Section Eight housing vouchers to Marshfield. She collaborated with Community Care of Central Wisconsin (CCCW) and oversaw a smooth transition for hundreds of our clients to family care. In addition, Char developed the County's first Certified Mobile Crisis Service and brought Telehealth to Wood County via her written grant for equipment. She then pursued state certification for these services. The last endeavor I would like to highlight is the development of CRP Ceramics as an alternative work experience for individuals with disabilities.

I've had the honor of working with Char over the past 16 years, closely for 15 of those years, and witnessed her passion and dedication to the clients we serve. I've observed a professional who understood and empathized with our clientele. On a daily basis, Char made a difference in the lives of our clients by strongly advocating on their behalf. Moreover, Char has worked with staff in a commendable manner by freely sharing her knowledge and expertise with everyone. She has made numerous contributions throughout her career to Wood County. She always looked for ways to improve service delivery and positively impact the lives of our clients based upon a core set of values. She placed her retirement plans on hold for two additional years when the Health & Human Services Committee decided to commit to a Human Services Department.

Transition plans are being developed and will be shared in the near future. There are several priority items that Char will continue to work to complete prior to retiring. Char's knowledge and expertise will be missed in the organization, but her advocacy on behalf of clients will continue through all of our efforts. Please join me in wishing Char every future success.

**MARCH 11, 2014**

Regular meeting of the Common Council was called to order by Council President Feirer at 7:00 p.m., in the Council Chambers, City Hall Plaza.

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

**ABSENT:** None

The flag was saluted and the pledge given.

**CC14-035** Motion by Hendler, second by Cummings to approve the minutes of the Common Council meeting of February 25, 2014. Ayes - 9

**Motion carried**

Employee Recognition

Belinda Fechhelm, Assessor's Office	March 22, 2004	10 years
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No items were added to the agenda.

**PUBLIC COMMENT PERIOD**

None

**REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES**

None

**CONSENT AGENDA**

**CC14-036** Motion by Buttke, second by Spiros to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Convention & Visitors Bureau of November 20, 2014; Economic Development Board of January 9, 2014; Library & Community Center Committee of January 15, 2014; Cable TV Committee of January 27, 2014; Committee on Aging of February 6, 2014; Economic Development Board of February 6, 2014; Sustainable Marshfield Committee of February 11, 2014; Airport Committee of February 20, 2014; Capital Improvement Program Administrative Committee of February 20, 2014; Board of Canvassers of February 24, 2014; Capital Improvement Program Administrative Committee of February 25, 2014; Board of Public Works of March 3, 2014; Marshfield Utility Commission of March 3, 2014; Capital Improvement Program Administrative Committee of March 4, 2014; Judiciary and License Committee of March 4, 2014; Capital Improvement Program Administrative Committee of March 6, 2014 and Economic Development Board of March 6, 2014.

**Motion carried**

No items were removed from the consent agenda.

**CC14-037** Motion by Hendler, second by Wagner to approve Resolution No. 2014-19, awarding the sale of approximately \$4,010,000 General Obligation Promissory Notes, Series 2014. Ayes - 9

**Motion carried**

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.

**CC14-038** Motion by Cummings, second by Buttke to approve Ordinance No. 1267. Ayes – 9  
**Motion carried**

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.

**CC14-039** Motion by Cummings, second by Earll to approve Ordinance No. 1268. Ayes – 9  
**Motion carried**

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.

**CC14-040** Motion by Buttke, second by Cummings to approve Ordinance No. 1269. Ayes – 9  
**Motion carried**

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.

**CC14-041** Motion by Hendler, second by Earll to approve Ordinance No. 1270. Ayes – 9  
**Motion carried**

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

**CC14-042** Motion by Earll, second by Spiros to approve Ordinance No. 1271. Ayes – 9  
**Motion carried**

First Reading of Ordinance No. 1272, creating Section 13-100 of the Municipal Code pertaining to requirements for relief from special assessment charges.

**CC14-043** Motion by Wagner, second by Cummings 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. Ayes - 9  
**Motion carried**

**CC14-044** Motion by Hendler, second by Buttke to approve the Downtown Master Plan request for proposals. Ayes - 9  
**Motion carried**

City Administrator Barg reviewed the staffing study report and made his recommendations to the Common Council.

**CC14-045** Motion by Wagner, second by Buttke to direct the Administrator to proceed as soon as possible with (1) hiring a Zoning Administrator; (2) relocating the Finance Department to one floor; and (3) hire an Accountant/Financial Analyst and have this person on board no later than September 1, 2014. Ayes - 9

**Motion carried**

Future Agenda Items

None

Motion by Buttke, second by Cummings to adjourn at 7:55 p.m.

**Motion carried**



Deb M. Hall  
City Clerk

# Marshfield Convention & Visitors Bureau

Meeting Minutes – January 30, 2013

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

**McLean called the meeting to order at 11:35 am.**

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## **I. Meeting Minutes Oct. & Nov 2013.**

Motion made by Cummings, second by Todd D. to approve the minutes from October 30th meeting.  
Motion by Gary C., second by Scott K. to approve the minutes from November 20th meeting.

## **II. Financial Reports**

Financials from October, November, and December 2013 were reviewed. Motion made by Todd D., second by Scott K. to approve financial statements collectively.

## **III. Activity Report**

McLean gave an overview of recent activity at the CVB.

## **IV. 2014 Goals**

McLean present list of goals to the board. Goals will be reviewed at each successive meeting with updates on status.

## **V. Small Town Baseball**

Two events are scheduled in July. STB has paid outstanding debt from 2013 and CVB is writing grant for 2104 World Series event.

## **VI. 2014 Winter Thaw/Winter Fest**

McLean presented info regarding Hockey, Curling, and plans for Winter Thaw event. 7 Hockey teams have signed up and curling event is planned and in promotion. Winterfest promotion is out and the CVB is partnering and a sponsor of the event.

## **VII. Winter Wonderland and Rockin NYE Wrap Up**

The CVB is wants to expand holiday heartfelt weekend opportunities and promotion for 2104 with Rotary Winter Wonderland and the Hotels Rockin' New Year's Eve event was a success with 130 attendees, 30 packages with hotel, and total of 45 estimated overnights with an estimated economic impact of \$11,000.

## **VIII. 2014 Visitor Guide Update**

McLean presented a draft of the guide. The guide will be available digitally the first week of Feb. and in print by mid-February.

## **IX. 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.

## **X. NASC update**

McLean presented info about tradeshow for sports event sales leads and confirmed he will be in attendance in Oklahoma City at the end of March for the event.

## **XI. Electronic Sign Update**

The CVB as presented with its goals to pursue a digital reader board on veterans parkway.

## **XII. New Business**

- Cultural Fair Grant was submitted and voted on by the board. The grant did not receive approval.
- S. Kirn labor department dispute was dropped
- 2014 Compensation for CVB Director – the board discussed the 2014 compensation level for the CVB Director. A three (3) percent increase, not to exceed \$1,200, to wages was agreed upon, effective

01/01/2014.

**The next meeting with lunch provided will be held on Thursday, February 27th at 11:30 am at the Chestnut Center for the Arts located at 208 S Chestnut Ave, Marshfield, WI  
Meeting adjourned at 1:45 pm.**

MARSHFIELD PUBLIC LIBRARY  
BOARD MEETING  
211 E. Second Avenue, Marshfield, WI 54449  
February 11, 2014  
7:00 a.m.

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

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

Also present: Kathy Baker, and Amanda Helke

Absent: Xin Ruppel, Russ Stauber

Citizen's comments, correspondence and announcements: Correspondence from the South Central Library System promotion I love my Library. People wrote why they love their library. Thank you note from Gerri River to a staff member who loaned her money for a replacement card.

Changes or additions to the agenda: None.

LB14-07 Minutes of the Library Board Meeting: Motion by Voss, second by Keogh to approve and place on file the minutes of the January 14, 2014 Library Board Meeting. All ayes. Motion carried.

LB14-08 Director's Report: Motion by Saucerman, second by Schnitzler to receive and place on file the January 2014 Director's Report. All ayes. Motion carried.

LB14-09 4<sup>th</sup> December, 2<sup>nd</sup> January and 1<sup>st</sup> February Vendor Lists: Motion by Ampe, second by Vrana to approve Vendor Lists. All ayes. Motion carried.

LB14-10 January 2014 Financial Control Report: Motion by Hartl, second by Keogh to receive and place on file the January 2014 Financial Control Report. All ayes. Motion carried.

LB14-11 Business

Updates:

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

Review and approve the 2013 Carry-forward funds request: Motion by Ampe, second by Vrana to approve Belongia's recommendation. All ayes. Motion Carried.

Set date to review and approve Marshfield Public Library's 2013 State Annual Report: The date is February 25<sup>th</sup> at 7:00a.m.

Library Assistant II Request to Change Hours: Motion by Schnitzler, second by Voss to approve the Library Assistant II request to reduce her position's hours to 25 per week and to add a 16 hour per week Library Assistant II position to maintain the same level of service. All ayes. Motion carried.

Library & Community Center Project: Belongia updated the board on the project. She informed the board that with pledges and cash there is almost \$600,000 raised. This includes a 5 year pledge for a total of \$100,000 from the Marshfield Public Library Foundation to begin on March 1, 2014.

Marshfield Historic Preservation Association: No new news.

LB14-12

Minutes of other organizations: Motion by Saucerman, second by Voss, to accept and place on file the minutes of the January 15, 2014 Library & Community Center Committee, the December 17, 2013 FOMPL Board, and the January 23, 2014 SCLS Board of Trustees. All ayes. Motion carried.

Adjournment: Seeing no other business to come before the board, Swenson adjourned the meeting at 7:34 a.m.

Respectfully submitted,



Mary Hartl  
Secretary

**MINUTES  
FIRE AND POLICE COMMISSION/REGULAR MEETING  
FEBRUARY 13, 2014**

The meeting was called to order by Commissioner Randy Gershman at 7:31 a.m. in the Marshfield Fire and Rescue Department training room located at 514 East Fourth Street, Marshfield, Wisconsin.

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

**ALSO PRESENT:** Fire Chief Haight, Police Chief Jepsen, Police Lieutenants Larson and Gramza, Human Resources Manager Baehr and Council Member Earll.

**FP14-005** Motion by Frankland, second by Meyers to approve the minutes of the 01/09/14 regular meeting.

**Motion carried.**

**FP14-006** Motion by Keogh, second by Mueller to approve the police department bills in the amount of \$566,292.13.

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

**Motion carried.**

**FP014-007** Motion by Meyers, second by Keogh to approve the fire department bills in the amount of \$193,995.45.

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

**Motion carried.**

The police department activities, training reports, and correspondence packet was reviewed and placed on file.

The fire department activities, training reports, and correspondence packet was reviewed and placed on file.

**FP14-008** Motion by Meyers, second by Keogh to accept with regret Firefighter/Paramedic Kurt Trunkel's resignation.

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

**Motion carried.**

**FP14-009** Motion by Frankland, second by Mueller to accept with regret Police Chief Gary Jepsen's resignation.

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

**Motion carried.**

**FP14-010** Motion by Keogh, second by Mueller to adjourn the meeting at 7:50 a.m.

**Motion carried.**

**COMMISSIONER MUELLER IS SCHEDULED TO ATTEND THE COMMON COUNCIL MEETING SCHEDULED FOR TUESDAY, FEBRUARY 25, 2014 AT 7:00 P.M.**

Fire and Police Commission Meeting Minutes  
February 13, 2014  
Page Two

A handwritten signature in black ink, appearing to read "Nate Mueller". The signature is fluid and cursive, with a long horizontal stroke at the end.

**Marshfield Fire and Police Commission**  
**Nate Mueller, Secretary**

**CENTRAL WISCONSIN STATE FAIR**  
**BOARD MINUTES**  
**February 17, 2014**  
**7:30 PM**

Meeting was called to order by President Larry Gilbertson at 7:33 p.m.

**ROLL CALL:**

Present:       **Board Members:** Larry Gilbertson, John Garbisch, Bob Ashbeck, Dan McGiveron, Jeff Viergutz, Gary Cummings, Kathy Banks, Tim Heeg, Carol Berg-Kappel, Melissa Hanke and Andy Keogh

**Executive Secretary/General Manager:** Heidi Born-Smith

Absent:       **Board members:** Gary Bymers, Dennis Stroetz, Keith Kay, Ed Wagner and Marilyn Heiman (absent with notice)

**Secretary's report:** Motion was made by Carol Berg-Kappel, seconded by Bob Ashbeck to accept the January 20, 2014 minutes. Motion carried. President Larry Gilbertson informed the Board that an executive meeting was held January 31, 2014. No decisions were made. The meeting was called by the Manager and was advisory only concerning the Monday entertainment.

**Treasurers Report:** Vice President John Garbisch read the Treasurer's report for Gary Bymers (absent). Approved as presented.

**Managers Report:** Heidi Born-Smith noted that the CWSFA website would be revamped in 2014. The Knoll CD will not be cashed in until a final bill from Marawood Construction is given in May 2014. The CWSFA will receive a penalty for early withdrawal of monies. The final complete amount to be given to Marawood is \$25,000 and will not exceed this amount. Any overages will be given to Junior Fair (Larry Gilbertson) as well as the Holstein group (Melissa Hanke). After researching and talking with Truck and Tractor Pull representatives, I recommend that the CWSFA utilize the State Truck and Tractor Pull for 2014. All but one night of Grandstand entertainment is confirmed. We are just waiting for the final commitment from Jayson Productions for Wednesday entertainment. Plans are to have Grounds entertainment completely booked by March 1<sup>st</sup>. State DATCP representative Bob Williams sent our fair inspection report and we've passed with flying colors. We received our State Aid check in the mail today which will be deposited into the General fund.

Dan McGiveron voiced his concerns regarding the change of venue for the Truck and Tractor Pull. He feels that it is a "big mistake" to not utilize the NTPA for the Truck and Tractor Pull. Melissa Hanke also voiced a concern that the full gate receipts are not be used for the Truck Pull when other Grandstand Entertainment uses the full amount. Larry Gilbertson restated that we sell Pull tickets and we allow that portion of the gates. We can determine an actual amount based on the tickets that are sold to tell us if we make money or not.

It was moved to by Bob Ashbeck and seconded by Tim Heeg to approve the Managers Report. Motion carried.

## **Committee Reports:**

**\*Junior Fair**—Melissa Hanke (No meeting)

**\*Market Animal Report** – Larry Gilbertson notified the board that our State Veterinarian has suspended the Spring Hog weigh-in at our fair as well as other fairs in the state. The reasoning behind the suspension is to stop the spread of a disease that is currently running rampant on commercial hog farms. There is no vaccine and ultimately the result is death in small newborn piglets. The Market Animal committee is currently looking at alternatives for the weigh-in.

**\*Draft Horse Committee** - (No meeting)

**\*Buildings and Grounds Committee** – (No meeting)

**\*Advertising Committee** – (No meeting)

**\*Parking/Signage Committee** – Dan McGiveron (No meeting)

**\*Livestock Committee** – Larry Gilbertson (No meeting)

**\*Vendor Relations Committee** – John Garbisch indicated that he did not have meeting minutes due to a communication error. However the big topic is that the Expo I inside vendors will receive an increase of \$10.00 starting in 2014. The Entertainment tent will be moved back to the center court area between the Round barn and Expo I. Archery will be back and will be located by the John C Lang building, the military from Fort McCoy will be contacted to see if we can get a tank, helicopter or some type of military equipment to have on site since we do have a Veteran's promotion on Monday. John has been in contact with Chief Jepson from the Police Department regarding No Parking signage on our property. Chief Jepson feels it is reasonable to enforce the No Parking and can give tickets and fines for repeat offenders. Park & Recreation will need to give their approval regarding the No Parking enforcement.

**\*Non Fair Activity Committee** – Heidi Born-Smith (No meeting)

**\*Fairest of the Fair Committee** – (No meeting)

**\*Grandstand and Other Entertainment Committee** – Heidi Born-Smith (No meeting)

**\*Revenue Generating Committee** – Andy Keogh stated that the committee met February 03, 2014 and several suggestions came out of that meeting. The chair (Andy Keogh) gave the General Manager the task of researching a few of the suggestions to see the viability. Heidi gave recommendations to increase Vendor Fees \$10.00 for inside vendors of Expo I and increasing all outdoor vendors in 2015 by \$10.00. The increase in fees should generate approximately \$280.00 in 2014. A second recommendation was made for implementing an Environmental fee across the board. The proposed charge would be \$5.00 for large animal, \$3.00 for medium sized animals and .50 cents for small animals. There are stipulations on each category as to the type of animal the fee covers. The estimated revenue in 2014 would be \$9000.00. A Teen Daily pass was recommended. The cost would be \$6.00 and would be consistent with all Daily Passes in 2014. Currently a Daily Teen pass is not available. Heidi also recommended utilizing a professional fundraising organization to obtain sponsorships in 2014. The reasoning is the need for increased revenue as well as having someone who can devote 100% of their time in fundraising. Costs associated with this service are yet to be determined but would be a step level pricing structure.

Discussion occurred with Tim Heeg, Melissa Hanke, Andy Keogh and Bob Ashbeck regarding the increase in cost for the Environmental fee. Both Tim and Melissa felt the fee structure was too high for Junior Fair exhibitors since they only pay \$.50 for stalling. Increasing the fees may deter exhibitors. However, Heidi asked the question, "What is a reasonable increase to charge?" Tim Heeg did not have an exact answer but felt \$1-2 increase for Junior Fair was sufficient. A number of board members felt there is a need to introduce an Environmental fee to help offset costs associated with manure disposal. Heidi also stated that although there would be sufficient money to pay for manure disposal, any remaining amount could be used to help offset Judges fees as well as other costs incurred for hosting the livestock shows at the Fair. It was proposed that Larry Gilbertson would provide this information to the Junior Fair Board meeting on Wednesday night for additional feedback. Andy Keogh mentioned that there were several ideas that Heidi did not present and felt they needed additional consideration. One being paid parking and to extend the paid parking lot past gate E and the other is to look at charging for the grandstand entertainment. Heidi stated that the grandstand would not be looked at currently since we are not able to charge for seating in 2014 since contracts have already been signed.

John Garbisch moved to approve the committee reports and was seconded by Tim Heeg. The motion carried.

**Fair Commission:** Bob Ashbeck passed out pictures of the Knoll Barn renovations as well as maps of the Fairgrounds. He stated that their last commission meeting did not meet requirements for a quorum but good discussions took place none the less. A waterline will be repaired between the Swine Barn and Pat's Barn. He reiterated that the Fair Commission will not be paying for any part of the Knoll Barn renovation. Activities/Projects listed for 2014 completion are the Round Barn Roof, Round Barn concrete, and painting the underside of the Grandstand. Electrical improvements in the Round Barn also need to take place prior to the 2014 Fair. The Fair Commission felt the addition of trees to mark the parking areas would be an asset to the appearance of the grounds.

**Old Business:**

Carol Berg-Kappel brought up the need to look at a job description for Pat Fellenz. This topic was tabled until the March Board of Directors meeting.

**New Business:** No New Business

Meeting adjourned at 8:35 p.m.

The next meeting will be held at 7:30 p.m. on March 17, 2014 at the MACCI Building

Respectfully submitted by Heidi Born-Smith, Recording Secretary

**CABLE TV COMMITTEE MEETING MINUTES  
FEBRUARY 24, 2014**

The meeting was called to order by Chairperson Holck at 5:03 p.m. in Suite 1 of the Community Plaza II building, 101 W. McMillan Street.

**PRESENT:** Jim Daniels, George Holck, Dean Markwardt, Senen Siasoco, Shawn Warren and Alderperson Earll

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

**ABSENT:** Ed Gerl (excused)

**PUBLIC COMMENTS**

None.

**APPROVAL OF MEETING MINUTES**

**CTV14-009** Motion by Markwardt, second by Daniels to approve the minutes of the January 27, 2014 meeting as submitted.

**Motion carried**

**CORRESPONDENCE**

Quarterly franchise fee payment in the amount of \$56,531.43 was received.

Kummer shared a Next TV Today article regarding Comcast merging with Time Warner Cable.

**UPDATE ON AGREEMENT BETWEEN THE CITY OF MARSHFIELD AND VIDCOM LLC FOR CABLE PROGRAMMING SERVICES**

City Administrator Barg reported that Finance Director Strey, Chairperson Holck, Dan Kummer and himself met last week to work out the details of an agreement to bring back to the Cable TV committee. He typed up the changes that they came up with when reviewing the old contract and sent them to George Holck, Keith Strey and Dan Kummer to review. Finance Director Strey is checking with the League of Wisconsin Municipalities on one insurance question about coverage levels and City Administrator Barg is checking with the City Attorney on two minor issues with some language that may or may not be needed in the contract anymore. Once they are done reviewing the changes City Administrator Barg will send a copy to the rest of the Cable TV committee members to review prior to the March 24<sup>th</sup> committee meeting. If all goes as planned the agreement will be approved at the March 24<sup>th</sup> meeting and if approved by the Council on March 25<sup>th</sup>, it will take effect on April 1<sup>st</sup>.

**DISCUSS PROCESS TO AUDIT CHARTER COMMUNICATIONS**

Alderperson Earll spoke with Finance Director Strey about the process to audit Charter Communications. The City auditors are hired to audit the books of the City not Charter Communications. If we decide to go ahead with an audit the cost would have to come out of the Cable TV budget funds.

Alderperson Earll will ask Finance Director Strey to talk to Schenck SC, the City's new auditor to see if they would be willing to do an audit for the Cable TV Committee and at what cost. He will follow-up with his findings at the next meeting.

Kummer will check with Mary Cardona, Executive Director of Wisconsin Community Media to see if anyone else is auditing Charter Communications and if we can still audit them per ACT 42.

City Administrator Barg left the meeting at 5:23 p.m.

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

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

Kummer mentioned that we will be losing the analog channels by the end of the summer, so we will no longer have channels 96, 98 or 99. Everything will be digital, 900 number series.

**CTV14-010** Motion by Warren, second by Daniels to receive and place on file the Public Access Coordinator's Report.

**Motion carried**

### **REVIEW DAN KUMMER'S REPORT ON EQUIPMENT RENTAL RATES**

Kummer distributed a report of equipment rental rates for businesses and non-profits and it was reviewed by the committee members present.

**CTV14-011** Motion by Siasoco, second by Daniels to adopt the proposed rental rates and to add them to the Marshfield Community Television Studio Rental Policy in the PEG Guidelines.

**Motion carried**

### **BILLS**

The bills were reviewed.

**CTV14-012** Motion by Warren, second by Siasoco to authorize payment of the following bills as presented:

Wisconsin Community Media	305.00
Granicus, Inc. (Invoices 52079 & 52706)	1,200.00
OfficeMax	58.48
Charter Business	257.48
Charter Business	15.21
Soundworks Systems	243.25
Reimbursement (Dan Kummer)	113.41
Advanced Disposal	50.79
Gannett Wisconsin Media	16.00
Lynda.com	375.00
Telephone (City Hall)	5.27
We Energies	47.08
Media Distributors	342.28
Digital Juice	137.78
VIDCOM, LLC (Invoices 258, 260, 261 & 262)	<u>6,042.01</u>

**Total                    \$9,209.04**

**Motion carried**

### **FINANCIAL REPORT**

**CTV14-013** Motion by Markwardt, second by Siasoco to receive and place on file the before-closing financial report for the period of January 1, 2013 through December 31, 2013.

**Motion carried**

**RECOMMENDED ITEMS FOR FUTURE AGENDAS**

- Update on process to audit Charter Communications
- Review and approval of agreement between the City of Marshfield and Vidcom LLC
- Set up a meeting to continue strategic planning process

Kummer mentioned that MCTV received a MACCI Service Award.

**SET MEETING LOCATION FOR MARCH 24, 2014 MEETING**

It was decided to meet at City Hall in March.

Next meeting is scheduled for March 24, 2014 at 5:00 p.m. in **Room 108** of the **City Hall Plaza**.

Motion by Siasoco, second by Daniels to adjourn at 5:45 p.m.

**Motion carried**

Lori A. Panzer  
Deputy City Clerk

Public Access Coordinator's Report  
Cable TV Committee Meeting 2/24/14

**New Shows February 2014 (Since 1/15/2014): for MCTV 98**

- Insight: Ask the Mayor
- Insight: Wood County Sheriff
- President Address/GOP Reply (weekly)
- Cooking With Ruth "Big Game Special" - Ep 20
- Redistricting Reform Public Hearing
- Central Chamber Chorale: Sacred Music Through the Ages
- About Smart Meters, with Marshfield Utilities
- MACCI Annual Meeting 2014
- Insight: Wood County Sheriff Tom Reichert
- Meet Ordinance Control
- Marshfield Police Dept. Ride-Along
- Giving Hope A Home: Episode 1
- Chestnut Avenue Center For The Arts Celebrates 10 Years
- Cooking With Ruth: Episode 21
- Library & Community Center Capital Campaign DVD
- Insight: FOMPL
- Smart Meters Public Hearing

**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

**John Beck**

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

**River Cities Community Access**

- MSTC Board of Directors January 2014
- Wood County Board of Supervisors Meeting

**Other**

- LaCrosse Catholic Diocese Mass
- House of Yahweh
- Conversations from St. Norberts
- Music & the Spoken Word

I worked with Charter and Soundwoks systems from Stevens point to adjust audio levels in the council chambers and our control room out put signal in order to eliminate the hum in the audio on our live Broadcasts and we were successful We still have an occasional 60-cycle hum during select meetings when computers are used or connected to the Council projector. I have spoken to the building services electrician and we are still trying to isolate the source. Some of the outlets that the computers are plugged into may have a ground problem or it could be a faulty computer power supply

I have been told by a Charter Business Tech that came to repair a monitor Cable for us that we would probably see our analog channels gone by the end of the summer. Marshfield seems to be last on the list for the transition to digital

I am continuing to work with Charter to get the best Digital Video and audio signal to come out of the head end in Spencer. I will continue to update you as this conversion happens

Now that the Primary is over we will begin interviews with the candidates WE are working with MACCI Business and Governmental affairs Committee We are planning individual interviews but as of today we do not have any actual candidate debate forums scheduled.

MARSHFIELD PUBLIC LIBRARY  
BOARD MEETING  
211 E. Second Avenue, Marshfield, WI 54449  
February 25, 2014  
7:00 a.m.

The meeting was called to order at 7:01 a.m. by Jean Swenson. Attendance was taken.

Present: Mary Hartl, Kris Keogh, Xin Ruppel, Pat Saucerman, Jean Swenson, Kim Vrana, Ruth Voss, and Library Director Lori Belongia.

Also present: Amanda Helke

Absent: Don Schnitzler, Russ Stauber

Excused: Joanne Ampe

Citizen's comments, correspondence and announcements: None.

Changes or additions to the agenda: Change the contact person to Amanda Helke at the bottom of the agenda.

LB14-13 Final December 2013 Financial Control Report: Motion by Saucerman, second by Keogh to receive and place on file the Final December 2013 Financial Control Report. All ayes. Motion carried.

LB14-14 Business

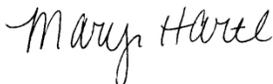
Review and Approval of Marshfield Public Library's 2013 State Annual Report with noted minor changes: Motion by Vrana, second by Ruppel to approve the 2013 State Annual Report with changes to Mary Hartl's e-mail address and Kim Vrana's name. Belongia went over the report in detail. All ayes. Motion carried.

Review and approve recommendation on allocating 2013 funds carried forward into 2014: Motion by Keogh, second by Hartl to approve the recommendation. All ayes. Motion carried.

Ruppel left at 7:37 a.m.

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

Respectfully submitted,



Mary Hartl  
Secretary

**HISTORIC PRESERVATION COMMITTEE MINUTES**  
**OF MARCH 3, 2014 MEETING**

Meeting called to order by Chairperson Wood at 4:02 P.M. in Conference Room 108 of City Hall Plaza.

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

**ABSENT:**

**ALSO**

**PRESENT:** Denise Sonnemann, Director of Main Street; Lois TeStrake, Main Street Board President; Josh Miller, Planner/Zoning Administrator; and, Sam Schroeder, Planning Intern.

**Approval of the Minutes of February 3, 2014 Meeting.**

**HP14-07** Motion by Penker second by Meacham to approve the minutes of the 2/3/2014 meeting.  
**Motion Carried.**

**Citizen Comments.**

Bargender brought up the discussion of the Stewardship Award with the May Historic Preservation Month Planning Committee. They will have a nomination in May.

Vickie Schnitzler arrived 4:06 pm.

**Discussion of Which Historic Structures, Sites, and Districts Could Be Marketed for Tourism.**

Bargender said that the 100<sup>th</sup> anniversary is coming up for the Round Barn in the next year or so (2016). Put it on the agenda next year.

Penker said they have been looking at taking historical assets and using them as promoting the historical resources as tourism attractions. If we select a group of buildings, what can Main Street do with helping to promote the buildings? TeStrake said they would be very supportive of promoting the buildings.

Penker asked if you stop in Marshfield's Historic Downtown, what is there to tell you that it's historic? What could Main Street do to promote historic tourism? TeStrake said we could start with contacting 2 or 3 businesses to put up historic plaques and see how it goes. Would the Main Street Board of Directors have a willingness to foot the bill on signage? TeStrake felt it was a great idea. See what the cost would be for the signs. Would the design of the signage be the same?

Wood said one thing on signage that we need to keep in mind is that many of the buildings are made of Marshfield brick and that the current plaques are too heavy for the brick. The plaques would have to be made of something durable, but lighter weight.

Sonnemann suggested using aluminum for the signs.

Scott said there should be something to identify with for the historic Downtown. What about the Upham Mansion?

Penker asked what the marketing experts can see can be marketed? Is it the architecture? The Committee can recommend appropriate markers and plaques, but don't have any authority in marketing. Is there a marketing potential? TeStrake said most definitely. How do we make it a 12 month marketing campaign?

Wood said the difficult thing about making the Upham Mansion a focal point is that it's open sporadically.

Main Street is here to give an education of what we have to offer downtown. Having an historic aspect will only help that and will be an added draw to the downtown.

Right now, Main Street helps out where they can, but don't have specific programming.

Schnitzler said maybe we can take the artwork from the students and put it in the windows at different times of the year. May is a busy time for the teachers but suggested working with Eric Nelson to get the artwork in the windows at different times of the year.

Cummings asked what Main Street needs to start a plaque program? Need to know cost, what we would want on it, and what businesses we should focus on?

Miller said the plaque program wouldn't apply as that is for buildings or districts that are on the local register, but didn't see an issue with assisting in the plaque program if it's identified in a future budget.

Penker said we can give Main Street a list of five buildings. Staff will do some research in terms of sign materials, costs, and size for the plaques. Even ask the sign shop with the Street Department.

Staff will invite Matt McLean to the next meeting and will put together information regarding some options for plaques/signs for next meeting. After that, the Committee will share that information with Main Street.

## **Discussion of Updating the Goal No. 1 Implementation Section for the Historic Preservation Plan.**

The Committee discussed including the following polies under Goal No. 1.

### **GOAL #1 – BROADEN THE AWARENESS OF TOOLS AVAILABLE FOR PRESERVATION OF HISTORIC SITES, BUILDINGS, AND DISTRICTS.**

#### **1.01 *Strategically pursue the identification of historic resources though additional surveys.***

- a. *Ensure that surveys are up-to-date to make informed preservation decisions.*
- b. *Proactively identify potential new structure, sites, and districts (resources) for survey.*

#### **1.02 *Promote the long-term health and viability of historic district.***

- a. *Pursue national register listing of historically significant properties identified through surveys.*
- b. *Promote the alignment of City ordinances and regulations with the plan (Review next month under goal number 2).*
- c. *Broaden the range of tools available for preservation.*

d. *Refine existing design guidelines.*

**Discussion to Renew Membership to the Wisconsin Association of Historic Preservation Commissions for \$40.**

**HP14-08** Motion by Penker second by Scott to renew membership to the Wisconsin Association of Historic Preservation Commission for \$40.

**Motion Carried.**

**Set Meeting Date and Future Agenda Items.**

The next regular Historic Preservation Committee meeting will be held on Monday, April 7, 2014. The agenda of the next regularly scheduled meeting should include approval of the March 3, 2014 meeting minutes, approval of QR Code subscription, discussion of which historical structures, sites, and districts could be marketed for tourism (Yellowstone Trail), prize money for the School District Art Display Awards, come up with some individuals and buildings for the Stewardship Award, and discussion of updating the Goal No. 2 implementation section for the historic preservation plan.

**Adjourn.**

Motion by Scott, second by Meacham to adjourn meeting at 5:06 P.M.

**Motion Carried**

Respectfully submitted,



Josh Miller  
Planner/Zoning Administrator

## **Parks, Recreation, and Forestry Committee Minutes of March 13, 2014**

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

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

**Excused:** Chris Viegut

**Absent:**

**Also Present:** Ben Steinbach, Parks and Recreation Maintenance Supervisor, Kelly Cassidy Parks & Recreation Supervisor and Jeff Bahling and Rebecca Ramirez, Rettler Corporation.

**PR14-04** Motion by Buttke, seconded by Yaeger to approve the minutes of the February 13, 2014 meeting.

**Motion Carried 5-0**

**Public Comments:** None

The committee set Thursday, April 10<sup>th</sup>, 2014 at 7:00 p.m. as the date and time of their next meeting.

Kristy Palmer arrived – 6:07 p.m.

Jeff Bahling from Rettler Corporation presented information on the department's Comprehensive Outdoor Recreation Plan (CORP). He explained how the process will work to collect information for the 2014 -2018 CORP. He also explained how and what this plan can be used for by our community. The calendar was reviewed with dates of obtaining the information from user groups and the general public that will be used to put the information together. This was an information only item and no action was taken.

**PR14-05** Motion by White, seconded by Luedtke to approve the fee reduction and discontinuation of non-resident fees for tennis and racquetball. The effective date to start the new fees will begin May 1<sup>st</sup>. The department will also run the student rate for spring break (March 15<sup>th</sup> - March 23<sup>rd</sup>), like what was done for the winter break.

**Motion Carried 6-0**

Cassidy explained the new rates that would be used for the tennis and racquetball center. These reduced rates are to try and get more people playing tennis in the community. Luedtke brought this information up at the Marshfield Tennis Association meeting and the members were all very happy to hear of the reduced fees. Staff will bring the results of the fee reduction back to the November meeting. The committee questioned if this is just a trial for the next eight months. It was confirmed by Cassidy that yes, this will be a trial through December 2014.

Steinbach reviewed the proposed city ordinance permitting bow hunting in the city limits. The committee was concerned that there is no buffer indicated in the ordinance around the park land. They asked that this be checked into to see if it can be added. This was an information only item and no action was taken.

**PR14-06** Motion by White, seconded by Yaeger to approve placing three signs at the zoo entrance gates with the wording to include suggested donations of \$2.00 for adults and \$1.00 for youth.

**Motion Carried 6-0**

Buttke explained that this idea came from another zoo that staff had visited, and with these suggested amounts, that zoo has increased their donation revenue. The current signs located in Wildwood Zoo will be moved to other donation collection areas within the zoo and be replaced with the new suggested donation signs.

**Information Items:** Staff updated the Committee on their respective areas of responsibility and answered questions regarding the monthly reports.

**Committee Member Questions, Comments, and Suggestions:** None

**Future Agenda Items:** Ice Rink Report

**Communications:** None

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

**Motion Carried 6-0** Meeting adjourned at 7:34 p.m.

Kelly Cassidy, Parks & Recreation Supervisor

**BOARD OF PUBLIC WORKS MINUTES**  
**OF MARCH 17, 2014**

Meeting called to order by Chairman Feirer at 5:30 PM in the Council Chambers of City Hall Plaza.

**PRESENT:** Mike Feirer, Tom Buttke, Gary Cummings, Gordon Earll and Ed Wagner

**EXCUSED:** None

**ALSO PRESENT:** City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Panzer; Cemetery Coordinator Baltus; Library Director Belongia; Michelle Boernke and Pat Stuhr of UW Marshfield/Wood County; the media; and others.

**PW14-39** Motion by Earll, second by Wagner to recommend approval of the minutes of the March 3, 2014 Board of Public Works meeting.

**Motion Carried**

**Citizen Comments – None**

**PW14-40** Motion by Cummings, second by Buttke to recommend receiving the Cemetery Year End Report and placing it on file.

**Motion Carried**

**PW14-41** Motion by Buttke, second by Earll to recommend approval of the low bid submitted by American Pavement Solutions of Green Bay, WI for crack sealing of asphalt and concrete streets at a cost not to exceed \$100,000, with the term of the contract being for five years with renewal on an annual basis contingent upon satisfactory completion of the prior years' work and successful negotiation of any revisions to the contract price and authorize execution of a contract.

**Motion Carried**

**PW14-42** Motion by Cummings, second by Wagner to recommend approval of the Prequalification of Contractors for 2014 construction projects as presented.

**Motion Carried**

City Administrator Barg presented the recommended 2015 – 2019 Capital Improvement Program, as prepared by the CIP Administrative Committee.

**PW14-43** Motion by Buttke, second by Earll to recommend approval of the 2015 – 2019 Capital Improvement Program and refer to the Common Council for consideration.

**All 'Ayes' Motion Carried**

**PW14-44** Motion by Wagner, second by Cummings to recommend that the first Board of Public Works meeting for April, 2014 be held on Monday, March 31, 2014 at 5:30 PM and the second meeting for April, 2014 be held on Monday, April 14, 2014 at 5:30 PM.

**Motion Carried**

**PW14-45** Motion by Earll, second by Cummings to adjourn to closed session at 5:49 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.

**PW14-46** Motion by Cummings, second by Wagner to reconvene in open session at 6:00 PM.

**Roll call vote, all ‘Ayes’ Motion Carried**

**PW14-47** Motion by Wagner, second by Buttke to recommend approval of a lease agreement with Citizen’s Employment and Training, Inc. of Eau Claire, WI for space in City Hall Plaza and authorize execution of the lease agreement.

**Motion Carried**

**Recommended items for future agendas:**

- Buttke requested an updat of the project schedule for North Central Avenue from Arnold Street to Harrison Street. Knoeck gave a brief update.

Motion by Wagner, second by Cummings that the meeting be adjourned at 6:05 PM.

**Motion Carried**

Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF MARCH 18, 2014**

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

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

**ABSENT:** None

**ALSO PRESENT:** Alderpersons Wagner and Earll, City Administrator Barg, Mayor Meyer (arrived at 5:47 p.m.) and City Personnel (Brenda Hanson, Lara Baehr, Lori Belongia, Jason Angell and Lori Panzer).

**Citizen Comments**

None

City Administrator Barg addressed a question that was raised at the February 18<sup>th</sup> meeting regarding the approval of the bills. He distributed Section 4-04 from the Municipal Code, Method of approving financial claims and pointed out item #1. It is pretty clear that the intent has always been that the claims will be referred by the Finance Director to the Finance, Budget and Personnel Committee for their review and authorization.

**FBP14-015** Motion by Feddick-Goodwin, second by Spiros to approve the items on the consent agenda:

1. Minutes of the February 18, 2014 meeting.
2. Payroll in the amount of \$796,930.17 (February) and the bills in the amount of \$9,194,914.07 (February) and \$652,704.58 (February).
3. Report of Personnel Actions of March 18, 2014.
4. Treasury Reports of January and February 2014.
5. Monthly Position Control Report as of February 28, 2014.

Roll call vote; All Ayes

**Motion carried**

No items were removed from the consent agenda.

Library Director Lori Belongia presented information about reducing the hours for the current Library Assistant II position and creating a new .4 FTE Library Assistant II position.

**FBP14-016** Motion by Spiros, second by Feddick-Goodwin to approve revised Personnel Policy No. 3.560, Group Insurance Programs and revised Policy No. 3.130, Types of Appointment. Roll call vote; All Ayes.

**Motion carried**

**FBP14-017** Motion by Spiros, second by Feddick-Goodwin to recommend approval of Payroll Resolution No. 2014-17 to the Common Council, authorizing performance-based compensation adjustments for non-represented employees. Roll call vote; All Ayes.

**Motion carried**

**FBP14-018** Motion by Feddick-Goodwin, second by Spiros to recommend approval of Payroll Resolution No. 2014-18 to the Common Council, adopting a salary schedule for non-represented policy classification of the City of Marshfield effective July 1, 2014. Roll call vote; All Ayes.  
**Motion carried**

Mayor Meyer arrived at 5:47 p.m.

**FBP14-019** Motion by Feddick-Goodwin, second by Workinger to approve revised Personnel Policy No. 3.800, Compensation Plan Administration. Roll call vote; All Ayes.  
**Motion carried**

**FBP14-020** Motion by Feddick-Goodwin, second by Spiros to establish the interest rate to be charged to property owners who elect to pay their special assessments on the installment basis for the 2014 assessable construction projects at 3.75%. Roll call vote; All Ayes.  
**Motion carried**

**FBP14-021** Motion by Spiros, second by Feddick-Goodwin to recommend approval of Budget Resolution No. 05-2014 to the Common Council, transferring \$28,000 within the Economic Development Fund to allow for continued expenditures for 3 projects. Roll call vote; All Ayes.  
**Motion carried**

**FBP14-022** Motion by Workinger, second by Hendler to recommend approval of Budget Resolution No. 06-2014 to the Common Council, transferring \$114,220 in funds from Contingency, and assorted amounts of other budgeted funds located within the affected departments, in connection with hiring the positions of Zoning Administrator and Accountant/Financial Analyst, and relocating the Finance Department onto one floor.

Aldersperson Feddick-Goodwin agreed with parts of Budget Resolution No. 06-2014, but because it is all lumped together she said she couldn't vote for it. The costs of this building are going to entail over the next couple of years and throwing another \$50,000 into relocating the Finance Department is a waste of money. She believes the Finance Department would be more efficient if they were on one floor, but she can't see spending \$50,000 when there is talk about building a different City Hall, moving City Hall, or doing something different within the next couple of years.

Aldersperson Workinger asked for general consent to allow Aldersperson Wagner to comment on Budget Resolution No. 06-2014, since it resulted from the motion he made at the last Common Council meeting.

Aldersperson Wagner said he has been on CIP the past few years and has been among those that questioned how much money we want to stick into City Hall, but the truth of the matter is that there is no 5 year plan for dealing with City Hall. There is a need to do something with the staffing. The staffing study recognized two positions for sure and possibly a third coming up in IT and basically the motion that I made at the Council meeting recognized funding of two of those positions and the space needs recommendation of putting Finance on one floor.

Roll call vote on motion **FBP14-022**: Ayes -3 (Hendler, Spiros, Workinger); Nay – 1 (Feddick-Goodwin).

**Motion carried**

**FUTURE AGENDA ITEMS**

None

Motion by Hendler to adjourn at 6:17 p.m.

**Motion carried**

Lori A. Panzer  
Deputy City Clerk

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

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

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

**ABSENT:** None

**ALSO PRESENT:** Aldermen Earll, Feirer and Hendler; City Administrator Barg; Planning & Economic Development Director Angell; Planner/Zoning Administrator Miller; Planning Intern Schroeder; Fire Chief Haight; Jeff Gaier – Airport; Library Director Belongia; Police Lieutenant Larson; Pat Stuhr, Michelle Boernke, and Roxy Wetterau, UW Marshfield/Wood County; Trent Minor, Steve Kreuser, and Eric Engel, Wood County; Bill Penker; and others.

**PC14-16** Motion by Wagner, second by Beck to recommend approval of the minutes of the February 18, 2014 City Plan Commission meeting.

**Motion Carried**

**PUBLIC HEARING** – Rezoning request by Russ and Elliott Weiler to change the zoning from “TR-6” Two Family Residential District to “MR-12” Multi-Family Residential District, located North of East Emerald Street, between North Hume Avenue and North Anton Avenue right-of-way.

**COMMENTS:** Chris Egger, 312 East 3<sup>rd</sup> Street, has a shared appreciation agreement with the current owner of the property. The school has contacted them regarding a stadium and track. They also have had contact with an apartment developer who is interested in 96 units on the property. He feels that it is important to rezone the land at this time.

**PC14-17** Motion by Wagner, second by Beck to recommend approval of the rezoning request by Russ and Elliott Weiler to change the zoning from “TR-6” Two Family Residential District to “MR-12” Multi-Family Residential District, located North of East Emerald Street, between North Hume Avenue and North Anton Avenue right-of-way and direct staff to prepare an ordinance for Common Council consideration.

**Motion Carried**

**PUBLIC HEARING** - Conditional Use Amendment request by the Villas at Marshfield on behalf of University Foundation – UW-Marshfield/Wood County for the 24-unit student housing complex to amend the site plan, with a larger building and an exception to the parking lot design standards, located at 2313 West 5th Street, zoned “CD” Campus Development District.

**COMMENTS: None**

**PC14-18** Motion Beck, second by Wood to recommend approval of the Conditional Use Amendment request by the Villas at Marshfield on behalf of University Foundation – UW-Marshfield/Wood County for the 24-unit student housing complex to amend the site plan, with a larger building and an exception to the parking lot design standards, located at 2313 West 5th Street, zoned “CD” Campus Development District subject to the following conditions:

1. The 24 unit student housing complex, parking area and access drive may be constructed as presented.
2. The Landscape Plan is approved as presented including the placement of a 6-foot privacy fence along the Larch Avenue right-of-way (minimum 3 foot setback from the right-of-way) to the south edge of the stormwater pond.
3. The landscaping must be installed prior to the certificate of occupancy being issued.
4. The Site Plan is approved as presented including any minor changes to the site plan and the building may not be shifted more than 10 feet closer to the west, north, or east property lines than presented.
5. The parking lot design is approved as presented including an exception to allow 13 adjacent parking stalls between landscaped islands along the south parking row aisle and allow up to 103 parking stalls – exceeding the minimum required number of spaces by more than 25%.
6. Sidewalks and other minor site improvements may be installed at a later date without the need for an amendment to the Conditional Use Permit.

**Motion Carried**

**PUBLIC HEARING** – Conditional Use request by Wood County to install a 228 foot Communication Tower and Antenna, exceeding the 150 foot maximum height, with an exception to allow for a reduction to the required setback for the tower and allow a 288 square foot equipment shelter, located on the parcel west of 1600 North Chestnut Avenue, zoned “CMU” Community Mixed Use Commercial District.

**COMMENTS:** Jeff Gaier, Marshfield Airport Management, would like to go on record that they are opposed to any obstruction that exceeds the established height limitation for the City of Marshfield. The City has established a height limitation zone around the airport for the safe transition of airport traffic into and out of the city. A height limitation zone is required by the FAA and the State of Wisconsin for the city’s eligibility requirements for federal and state funding for airport projects. In 2007, a compliance inspection for eligibility requirements did find discrepancies that the airport has since addressed. The compliance inspector praised the City for a well-planned, updated GIS height limitation zone and the fact that the City did not grant variances to allow obstructions into the zone. He disagrees with the FAA's recent assessment of a non-hazard determination for the proposed tower. The FAA only has what is available on paper to determine how it would affect the airports existing approaches. The FAA cannot estimate the future impact that any obstruction may have on future approaches and certainly do not anticipate the current or future uses at the airport. In 2013 the FAA informed the airport of 5 obstructions that would change the minimums of the approaches at the airport if not addressed. Most of these were trees that were easily addressed. They also flagged two electric poles adjacent to the airport which required the installation of a red light to mark the hazard, since the poles could not be removed. They also flagged a tower south of the airport that the FAA had previously determined as a non-hazard in the 1990’s but determined it as a hazard now. We should also consider that the city has one of the best emergency medical helicopters in the state whose

helipad is in close proximity to the proposed tower. The helipad is not just used by Spirit transport but by other helicopters throughout the state and Minnesota. Marshfield has a beautifully maintained, modern airport. Protecting the airspace around the airport is a responsibility that airport management takes very seriously.

Steve Krueser, Emergency Management Director at Wood County along with Eric Engel, Communications Officer. The purpose of this tower is for emergency services, not just Wood County, but both Wood County and the City. IN 2018, frequencies will be splitting which means that ranges will be shorter than what it is now. The FAA takes everything under consideration, the runways, the planes, the helicopters, etc. The map he distributed shows the flight paths and the proposed tower location is right in the middle of the flight path. And looking at the elevations, the water tower is currently at 1477 feet. St Joseph Hospital is at 1494 feet and they are proposing to be at 1470 feet. Further north there are towers up to 1665 feet. Again, if you look at the flight path the runways, according the FAA guideline, none of the paths are in line with the runway. Part of the height requirement is not just for Wood County but also for the City of Marshfield Police and Fire Departments. They do have areas in the north end of Marshfield where they have a hard time with communication with portable radios.

**PC14-19** Motion Wood, second by Jockheck to recommend approval of the Conditional Use request by Wood County to install a 228 foot Communication Tower and Antenna, exceeding the 150 foot maximum height, with an exception to allow for a reduction to the required setback for the tower and allow a 288 square foot equipment shelter, located on the parcel west of 1600 North Chestnut Avenue, zoned “CMU” Community Mixed Use Commercial District, subject to the following conditions:

1. The Applicant must receive a variance for any height exception to the Height Limitation Zoning Overlay district.
2. The Applicant must submit engineering documents of the structure showing that failure characteristics of the structure will not adversely impact abutting property owned by others.
3. The equipment shelter must be screened from residential uses with either a 6-foot solid fence or vegetative screen.
4. The tower may exceed the 150 foot height limitation, allowing a 228 foot tall tower.
5. Exceptions to the setback requirements are allowed from the center of the tower at the following proposed setbacks:
  - a. 133 foot setback to the east property line.
  - b. 395 foot setback to the north property line.
  - c. 185 foot setback from parcel number 33-03211AG

The Plan Commissions had many questions about the proposed tower, what other alternatives were considered and how their action will mesh with the Zoning Board of Appeals consideration coming up in April.

**PC14-20** Motion by Beck, second by Jockheck to postpone action on Motion PC14-19 until the April 12, 2014 meeting.

**Motion Carried**

**PC14-21** Motion by Beck, second by Wood to recommend approval of the request by Insite Inc. to allow Verizon Wireless a three month extension, until May 31, 2014, for their temporary shelter and antenna structure, located at 725 West Upham Street, zoned “SR-2” Single-Family Residential District, subject to the following conditions:

- The antenna and equipment vehicle must be removed no later than May 31, 2014.

**Motion Carried**

Angell presented 4 items of possible ordinance change or policy amendments related to new development for consideration by the Plan Commission. There was consensus that staff should prepare a code amendment to bring back to the Plan Commission at a future meeting.

Barg provided a summary presentation of the proposed 2015 – 2019 CIP plan as prepared by the CIP Administrative Committee.

**PC14-22** Motion by Jockheck, second by Wood to recommend approval of the proposed 2015 – 2019 CIP plan as prepared by the CIP Administrative Committee, and refer to the Common Council for consideration.

**Motion Carried**

Motion by Beck, second by Wagner that the meeting be adjourned at 8:35 PM.

**Motion Carried**

**Daniel G. Knoeck, Secretary**  
**CITY PLAN COMMISSION**



City of  
Marshfield  
Memorandum

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March 19, 2014

TO: Mayor Meyer and Members of the Common Council

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Consideration of Construction Manager for the Library & Community Center Project

**BACKGROUND**

As construction of this project draws nearer, it is time to think about how the construction phase will be delivered. With the Fire Station project, a construction manager was used very successfully to represent the owner. Staff is recommending that a similar assessment be made to determine if a construction manager is appropriate for the Library & Community Center project.

**ANALYSIS**

With the Fire Station project, the Board of Public Works evaluated the use of Construction Manager vs use of a single prime General Contractor. There are several resources that identify the pros and cons of each approach. Attached is a one page summary that was developed for the Fire Station project. Additional information will be provided for discussion by the Board of Public Works. The Library & Community Center Committee has gone on record in support of the Construction Manager approach. A draft copy of their most recent meeting minutes is attached.

**RECOMMENDATION**

I recommend referring the consideration of a Construction Manager for the Library & Community Center project to the Board of Public Works for a recommendation.



Concurrence: \_\_\_\_\_  
Steve Barg, City Administrator

## City of Marshfield Fire Station

	Advantages of Construction Manager	Typical "One-Bid" General Contractor	Tangible Savings
<b>Open Book Policy</b>	Owner interviews and selects CM based on Owner's criteria—not necessarily just low fee.	CM Unknown: Low bid wins	<b>Varies</b>
	Professional Management Fee fully disclosed: Typically 4%-6%no profit enhancement possible, i.e. change orders	Unknown - Internal Bids Not Disclosed	<b>Varies Not Independently Verifiable</b>
	Open Book communication with subs and you—everything above board	Unknown - Lump Sum is only number disclosed	<b>Varies</b>
	Subcontractors fully disclosed at public bid opening	You will not know the subcontractors at bid day—or what is being "self-performed"	<b>Varies</b>
<b>Design</b>	Construction management part of Owner's team from initial project inception for cost estimating, material selection, life cycle analysis, and general construction of A/E drawings	No construction management input until after design is complete and general contractor awarded	<b>Varies</b>
<b>Local Issues</b>	Custom bid packages are tailored to encourage <b>local sub &amp; supplier participation</b>	Low bid at time of bid opening: GC may not care where the workers and subs come from	<b>Varies</b>
<b>Bidding</b>	<b>All scopes bid</b> , resulting in BEST PRICE for each package in compliance with WI state statutes: WIS §§ 61.55 and WIS §§ 62.55.	Typically the general contractor self-performs some packages (concrete, masonry, steel, etc.) resulting in NO COMPETITIVE BID from subs for those packages	<b>Possible Savings To Be Realized</b>
	Subs won't have to build management costs into bid	Subs and general contractor build in unknown & undisclosed management costs	<b>Varies</b>
	<b>Multiple bid packages</b> (scopes) —possibly 15 or 20, all tailored to project	One bid with breakdown unknown, tailored to make the most profit for the general contractor	<b>Varies</b>
<b>Cost Controls &amp; Savings</b>	CM fee is known up front and fully disclosed—no mark up on subs	Unknown markup/margin on subs bid—typically may be an additional 1-3% or more	<b>Varies</b>
	On-Site and support staff is not in addition to the GMP, but part of it—fully disclosed and just part of the project costs	Often highly margined and ultimately an unknown to you	<b>Varies</b>
	Full management of <b>WI state tax savings</b> procedure—CM takes on both merchandise ordering and warranties	Your office staff would carry this burden (estimated at 320 hours = 32 hours per mo. for 10 months)	<b>0.250% of Construction Costs</b>
	Typical change orders: 0-1%	State of WI normal hard bid change orders: 3-5% (4% average)	<b>3-4% of Construction Costs (average 3.5%)</b>
<b>CM approach saves on A/E site visits</b> 12 vs. 48			<b>Net savings of approximately \$30,000</b>

February 16, 2009



Draft

Minutes

Marshfield Library & Community Center Committee

Wednesday, March 5, 2014 4:00 p.m.

Marshfield Public Library, Beebee Forum Room

Doty called the meeting to order at 4:00 p.m.

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

Absent: Mayor Chris Meyer , Mat Bartkowiak, Jason Angell

Also present: Floreine Kurtzweil, Dan Knoeck, Don Zais, Dick Pokorny, Julie Schaeffer, Jackie Ruby

Public Comment: None

Keogh moves and Spencer seconds approval of the minutes of the February 5, 2014 meeting with the addition of "Also requested were image comparisons including solar panels in the raised roof area and within the pitch of sloped roof version." Correct areas referring to a "General Manager" to read "General Contractor." All ayes, motion carried.

Thomalla left the fundraising report with Belongia who noted that to date the Marshfield Area Community Foundation Fund for the Library and Community Center project holds a total of \$774,292 in cash, an in-kind donation, pledge payments and outstanding on pledge payments.

A question has arisen about the Common Council advancing financing to cover pledges in progress as the construction of the project begins.

Zais shared the First Presbyterian Church experience with looped field geothermal system, which after 13 years has largely been positive. Their heating and cooling costs are 50% lower when compared to a similar building. Zais notes that this winter has been exceptionally challenging, but that the system is still working. He notes that attention should be paid to comfort zones and unit locations for ease of filter placements. Overall, geothermal has been a good investment. Schaeffer noted positive experiences with geothermal loops in deep wells at St. Joseph's House of the Dove, as well. Checking with Mat at the House of Heating to get cost information was suggested as was asking Jim Schmidt to be the contact person for this information.

Keogh asks about considering solar options even if we cannot afford geothermal. Consensus was that any sustainable feature must be based on affordability, payback period and fundraising success. The idea of giving a fundraising opportunity to "sponsor a geothermal well" came up.

Information about general contractors and construction managers prepared by Dan Knoeck and forwarded by Zimmerman Architectural Studios was reviewed. Knoeck & Pokorny spoke about construction manager/general contractor issues. How this might affect potential donors in the construction field was considered. Another concern was to carefully develop an RFP that would permit local businesses to bid.

Spencer moves and Keogh seconds a motion recommending the Construction Manager Agent for the Library & Community Center to the Board of Public Works and the Common Council and further recommending the formation of a Construction Management RFP and selection committee. There was discussion. All ayes, motion carried.

The group reviewed and was in agreement with Barg's revised timeline for discussion regarding borrowing and consideration of a construction manager.

The next agenda will include information on geothermal costs, and the update to the Common Council.

The next meeting will be Wednesday, April 2, 2014 at 4:00 p.m.

Seeing no other business, Doty adjourned the meeting at 5:27 p.m.

Respectfully submitted,

Lori Belongia



**City of  
Marshfield**  
**Memorandum**

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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

- 4) The committee may approve deferment of all or part of the assessment, or extended installments for:
  - a) Cases in which the assessment represents a significant fraction of the value of the homestead property.
  - b) Any relation to income or other conditions found by the committee which may, in the opinion of the committee, constitute an undue hardship on the homestead occupant.
- 5) Applications for a deferment or extended installments under this section shall be filed with the City Clerk in writing upon forms provided by the City within 60 days of the mailing of estimated special assessments. The written notice to the clerk shall state the reasons the owner of the homestead is requesting relief. If during the term of payment of annual installments, an extreme financial hardship arises, as a result of a substantial change in ability to pay due to facts not in existence at the time of the original application period, a homestead property owner may submit an application for hardship consideration in the same manner as described here in.
  - a) The application shall be received by the City Clerk and forwarded to the committee for evaluation and action.
  - b) The minimum special assessment amount for an application shall exceed \$5,000 for residential property.
  - c) The committee may require that an applicant appear before it to answer questions of the committee regarding the application.
  - d) The committee may seek further information from the applicant if the committee deems it necessary.
  - e) The committee shall consider the applicant's net worth and payment obligations, amount of proposed special assessments, and other factors relating to a determination. The committee shall thereafter make its determination.
  - f) As general guidance for consideration of extended installment terms for repayment of special assessment:
    - Low Income 20 years
    - Very Low Income 25 years
    - Extremely Low Income 30 years
- 6) Application Fees – The applicant shall submit an application fee as noted within the application to cover recording fees associated with the recording of the lien on the subject property as required. Applications which are denied shall have their fees returned.
- 7) Interest - Interest on the amount of special assessment deferred shall be imposed at the same rate as set for the project by the Finance Budget and Personal Committee and approved by the Common Council.
- 8) Tax roll - notice; lien retained. The City Clerk shall record a document with the office of register of deeds containing a description of the property affected; the amount of special assessment deferred or extended installments, and any other appropriate information. Such amount, and interest thereon, shall not be placed on the tax roll until the conditions contained in subsection (9) occur. Nothing provided in this section shall be deemed to extinguish or otherwise affect any lien established by law for the collection of any deferred special assessment, and any such lien is expressly retained.
- 9) Extended installments or deferred payment of special assessments when no longer eligible - Upon transfer of title of such property by any means or refinancing of subject property, the outstanding special assessment balance, deferred or otherwise, and accrued interest, shall become due and payable in full. Upon payment in full, an appropriate satisfaction of payment shall be issued by the Finance Director and recorded in the office of register of deeds.

- 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

---

DATE: March 19, 2014  
TO: Mayor Meyer & City Council  
FROM: Steve Barg, City Administrator  
RE: First Reading of Ordinance – amending City Code regarding bowhunting

## **Background**

In December 2013, the State legislature passed Act 71 (memo of explanation attached), restricting the limits that municipalities can impose on bowhunting within their corporate boundaries. After researching this issue further, checking with neighboring communities, and working with the City Attorney's office, Chief Jepsen drafted the attached ordinance for your review and consideration. It was reviewed by the Fire & Police Commission, and the Parks, Recreation & Forestry Committee, and although questions were raised, neither expressed objections to the proposed ordinance.

## **Recommendation**

Staff recommends that the Council hold the first reading of the ordinance on March 25<sup>th</sup>, and that you raise any questions or concerns you may have. Unless objections are raised, we will ask that second reading and adoption take place at the April 8<sup>th</sup> Council meeting.

SB:sb

## Wisconsin Legislative Council Act Memo

<b>2013 Wisconsin Act 71</b> [2013 Assembly Bill 8]	<b>Restrictions Imposed by Local Governmental Units on Hunting With a Bow and Arrow or Crossbow</b>
--	---

### **Current Law**

Under current law, a local governmental unit may not enact any ordinance or adopt any regulation, resolution, or other restriction for the purpose of regulating the hunting, fishing, trapping, or management of wild animals. [s. 29.038 (2) (intro.), Stats.] However, current law authorizes a local governmental unit to enact an ordinance or adopt a regulation, resolution, or other restriction that has an incidental effect on hunting, fishing, or trapping, if the primary purpose of the restriction is to further public health or safety. [s. 29.038 (3), Stats.] In addition, a local governmental unit is authorized to enact an ordinance or adopt a regulation, resolution, or other restriction that restricts or prohibits access for hunting, fishing, or trapping in any portion of land that it owns or leases. [s. 29.038 (2) (b), Stats.]

### **2013 Wisconsin Act 71**

The Act generally prohibits a local governmental unit from enacting or adopting a restriction that prohibits hunting with a bow and arrow or crossbow within the jurisdiction of that local governmental unit. The Act provides two exceptions. Under one exception, a local governmental unit may enact or adopt a restriction prohibiting hunting with a bow and arrow or crossbow within 100 yards of a building. Such a restriction must provide that it does not apply if the person who owns the land on which the building is located allows the hunter to hunt within the specified distance of the building. A second exception allows a local governmental unit to enact or adopt a restriction that requires a person who hunts with a bow and arrow or crossbow to discharge the arrow or bolt from the respective weapon toward the ground.

The Act does not affect the ability of a local governmental unit to restrict or prohibit access for hunting on land that the local governmental unit owns or leases. Furthermore, the Act does not affect the ability of a property owner to restrict or prohibit access for hunting on land that the individual owns.

**Effective date:** The Act took effect on December 14, 2013.

**Prepared by:** Michael Queensland, Staff Attorney

January 9, 2014

MQ:jb;ksm

This memo provides a brief description of the Act. For more detailed information, consult the text of the law and related legislative documents at the Legislature's Web site at:

<http://www.legis.wisconsin.gov>.

One East Main Street, Suite 401 • P.O. Box 2536 • Madison, WI 53701-2536  
 (608) 266-1304 • Fax: (608) 266-3830 • Email: [leg.council@legis.wisconsin.gov](mailto:leg.council@legis.wisconsin.gov)  
<http://www.legis.wisconsin.gov/lc>

(OVER)

## **ORDINANCE NO. 1266**

An Ordinance amending Section 10-30. of the Marshfield Municipal Code relating to weapons and bow hunting within the City of Marshfield.

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

SECTION 1. The Title of Section 10-30 of the Marshfield Municipal Code shall be amended to “Weapons and Bow Hunting”.

SECTION 2. Section 10-30.(e) of the Marshfield Municipal Code shall be amended to read as follows:

(e) Subsection (2) of this section shall not apply to bow hunting within the Marshfield corporate limits. Bow hunting within the City of Marshfield corporate limits shall satisfy all of the following requirements:

1. Every person who bow hunts within the City of Marshfield shall:
  - i. Possess a current valid archery deer hunting license or small game license issued by the Wisconsin Department of Natural Resources;
  - ii. Secure the permission of the owner of the land where the hunt is to occur;
  - iii. Hunt in a location no less than 100 yards from any “Building” without the express consent of any and all owners of said “Buildings” within that distance. “Building” shall mean a permanent structure used for human occupancy and includes a manufactured home, as defined in s. 101.91(2), Wis. Stats.;
  - iv. Hunt from an elevated position which directs the arrow toward the ground immediately upon release;
  - v. Hunt only with a bow and arrow or a crossbow and arrow; and
  - vi. Hunters must comply with all state and local laws, rules and regulations and the directions set forth in the Deer Management Plan of the Department of Natural Resources.
2. Hunting on city owned property is permitted with the following restrictions:
  - i. Any cutting of trees, brush, lanes, or trails is prohibited;
  - ii. The conducting of deer drives (on foot or motorized) is prohibited;
  - iii. Permanent free standing or tree stands are prohibited
  - iv. Permanent ladders, or nailed on or screw-in steps affixed to any tree are prohibited;
  - v. Portable tree stands and ladders must be removed daily; and
  - vi. Hunting in any city park or on school grounds is strictly prohibited.
  - vii. Hunters who harvest deer or large animals are to clean up all entrails.

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

RE: First Reading Ordinance No. 1273 rezoning request by Russ and Elliott Weiler to change the zoning from “TR-6” Two Family Residential District to “MR-12” Multi-Family Residential District, located North of East Emerald Street, between North Hume Avenue and North Anton Avenue right-of-way.

## **Background**

Russ and Elliot Weiler are requesting to rezone one parcel, located just east of the Marshfield High School, between North Hume Avenue and the North Anton Avenue dedicated right-of-way, and north of East Emerald Street. The parcel consists of just less than 19 acres. During the City wide rezoning that took place with the adoption of the Zoning Code on January 1, 2013, this property went from ‘R-7’ high density multi-family residential district to ‘TR-6’ Two-Family Residential District. The ‘R-7’ District allowed the all multi-family residences as a permitted use, whereas the current ‘TR-6’ District doesn’t allow any multi-family uses. The property was sold in June of 2013 with the belief that the property was already zoned for multi-family. As part of the City wide rezoning, notices were sent out to properties where significant changes were proposed. According to the property owner, he never received a letter. Had he seen the letter, he would have requested the change to keep it multi-family during the open house that took place in November of 2012.

The previous owners of the property, the Egger family, did have this property rezoned in 2001 from ‘R-4’ Low Density Single Family Residential to ‘R-7’ High Density Multi-family Residential. Essentially, this rezoning request is to make a correction to the zoning map to revert the zoning back to allow for multi-family development.

## **Analysis**

According to the 2007 City of Marshfield 20 year Comprehensive Plan this area is identified as a possible New Neighborhood Residential. The New Neighborhood Residential is described as areas of potential new residential development, which should be designed as a complete functional neighborhood.

A neighborhood includes a carefully planned mixture of residential (density of 3 to 7 units per acre per the comprehensive plan), neighborhood office, neighborhood business, institutional, and public open space. This planning concept disperses higher density development throughout the community and limits the concentration of any one type of development in any one area. However, based on market pressures, limitations for planning out full neighborhoods at a time, and the existing surrounding uses, allowing the high quality multi-family component to develop could spur single family development to the north in the future.

The "TR-6" zoning district does not allow structures such as apartment complexes. Rezoning this parcel to "MR-12", would allow for the Applicant to have a density up to 12 units per acre and the option to construct and manage additional multi-family type housing such as Townhouses, Multiplexes and Apartment complexes. Although the zoning district "MR-12" would allow additional density than what is recommended in the Comprehensive Plan, the City could still limit the density through the conditional use process, which is required for all multi-family developments with multiple buildings or with 5 or more dwelling units. Therefore, even though the zoning would allow for a greater density, future multi-family development to 7 units per acre or less.

The Master Street Plan also found in the Comprehensive Plan shows proposed future rights-of-way along the east and north property lines and present unopened right-of-way on the south and west side of the property. Depending on how this property is accessed in the future, additional right-of-way may need to be dedicated to the public.

### **Plan Commission Recommendation**

A public hearing was held on March 18, 2014 where a representative for the Applicant spoke in favor of the rezoning. The Plan Commission recommends approval of the rezoning of the parcel from "TR-6" Two-Family Residential to "MR-12" Multi-Family Residential District.

### **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 April 8, 2014 Common Council meeting.

**Attachments**

1. Ordinance 1273
2. Location Map

Concurrence:



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Jason Angell  
Planning and Economic Development Director



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Steve Barg  
City Administrator

**ORDINANCE NO. 1273**

**AN ORDINANCE REZONING ONE PARCEL LOCATED NORTH OF EAST EMERALD STREET, BETWEEN NORTH HUME AVENUE AND NORTH ANTON AVENUE RIGHT-OF-WAY FROM THE “TR-6” TWO-FAMILY RESIDENTIAL TO “MR-12” MULTI-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 March, 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 “TR-6” Two-Family Residential to “MR-12” Multi-Family Residential District, as set forth in, and regulated by, the provisions of Chapter 18, Marshfield Municipal Code:

The North 20 acres of the SW ¼ of the SE ¼ of Section 4, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, lying north of Wood County CSM 1623, recorded in Volume 6, Page 123, except rights-of-way and except lands described in Volume 513 of Deeds at page 46.

**SECTION II. Effective Date**

This Ordinance shall be effective upon passage and publication as required by law and the Zoning Administrator is hereby directed to make the necessary changes to the Zoning Maps forthwith.

ADOPTED: \_\_\_\_\_

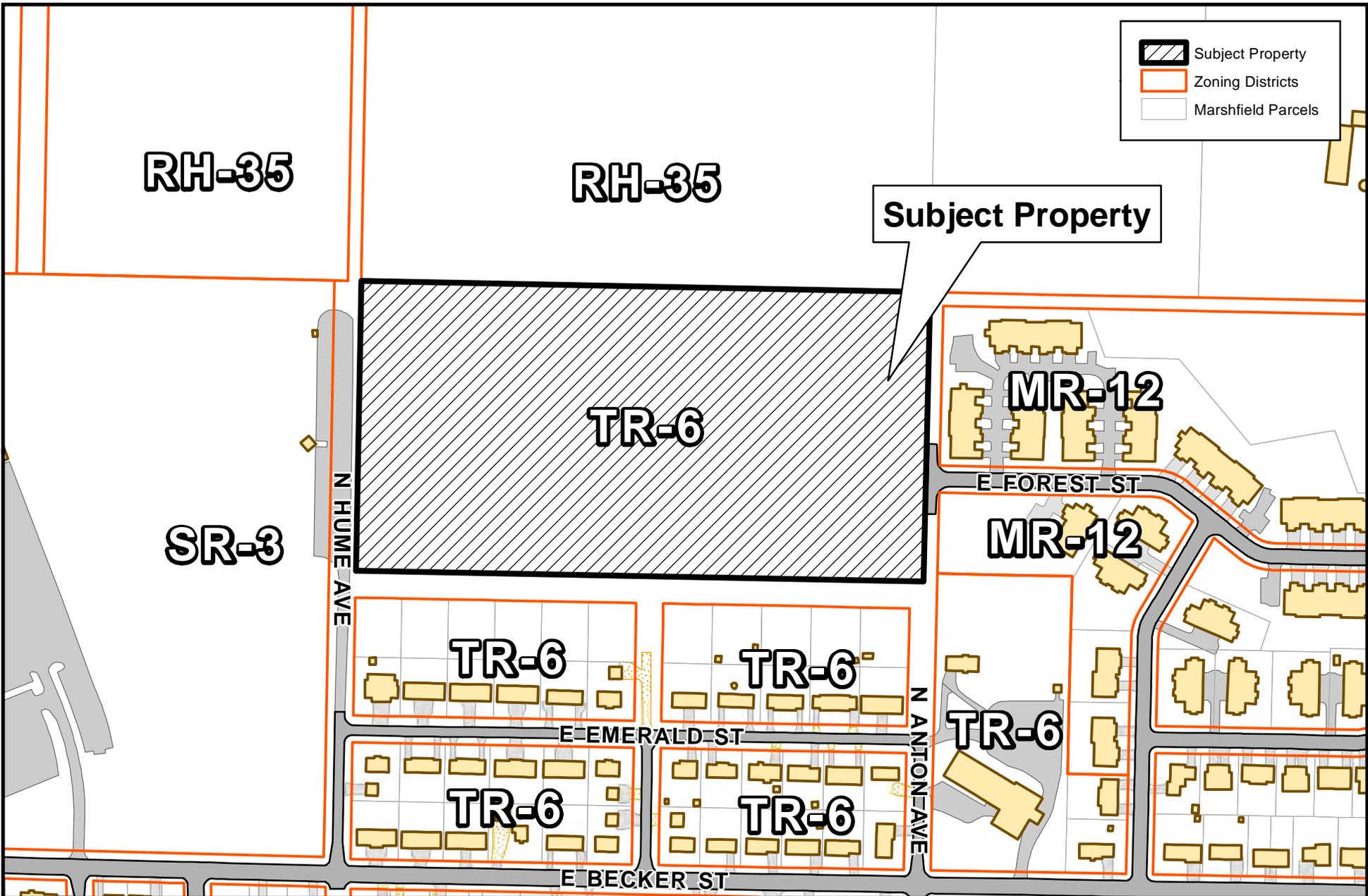
\_\_\_\_\_  
Chris L. Meyer, Mayor

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

ATTEST: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

Deb M. Hall, City Clerk



**Rezoning Request: "TR-6" to "MR-12"**  
**City of Marshfield - Plan Commission**  
**Meeting Date: March 18, 2014**

Map Not To Scale  
 For Reference Only

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

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

RE: Resolution 2014-22 – March Conditional Use Permit.

## **Background**

On March 18<sup>th</sup>, the Plan Commission reviewed two Conditional Use requests. The first request was to amend the site plan for the UW-Student Housing project located at 2313 West 5<sup>th</sup> Street. The second request was for a “Communication Tower” to exceed the maximum height allowance for Wood County, with exceptions to setbacks. The Plan Commission made a motion to postpone the second request to the April 15<sup>th</sup> meeting so the Airport Committee and the Zoning Board of Appeals would have an opportunity to review the request prior to a decision being made.

## **Analysis**

Resolution 2014-22

- Conditional Use Amendment request by the Villas at Marshfield on behalf of University Foundation – UW-Marshfield/Wood County for the 24-unit student housing complex including a volleyball court to amend the site plan, with a larger building and an exception to the parking lot design standards, located at 2313 West 5th Street, zoned “CD” Campus Development District.

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

The Plan Commission recommended the following action:

Approve the Conditional Use Amendment by Villas at Marshfield on behalf of the University of Wisconsin Marshfield/Wood County for the student housing complex, including volleyball court, located at 2313 West 5<sup>th</sup> Street, zoned “CD” Campus Development District and to replace the existing conditions with the following:

1. The 24 unit student housing complex, parking area and access drive may be constructed as presented.
2. The Landscape Plan is approved as presented including the placement of a 6-foot privacy fence along the Larch Avenue right-of-way (minimum 3 foot setback from the right-of-way) to the south edge of the stormwater pond.
3. The landscaping must be installed prior to the certificate of occupancy being issued.
4. The Site Plan is approved as presented including any minor changes to the site plan and the building may not be shifted more than 10 feet closer to the west, north, or east property lines than presented.
5. The parking lot design is approved as presented including an exception to allow 13 adjacent parking stalls between landscaped islands along the south parking row aisle and allow up to 103 parking stalls – exceeding the minimum required number of spaces by more than 25%.
6. Sidewalks and other minor site improvements may be installed at a later date without the need for an amendment to the Conditional Use Permit.

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

### **Council Options**

The Common Council can take the following actions:

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

### **Recommendation**

Approve Resolution 2014-22, amending Resolution 2014-02.

### **Attachments**

1. Resolution 2014-22

Concurrence:



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Jason Angell  
Planning and Economic Development Director



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Steve Barg  
City Administrator

**RESOLUTION NO. 2014-22**

Document Title

Document Number

A Resolution amending Resolution No. 2014-02, to amend the site plan for the 24-unit University of Wisconsin – Marshfield/Wood County student housing complex, with a larger building and an exception to the parking lot design standards, zoned "CD" Campus Development District, located at 2313 West 5th Street, City of Marshfield, Wood County, Wisconsin.

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

**WHEREAS**, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 18<sup>th</sup> day of March, 2014 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

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

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

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

- The 24 unit student housing complex, parking area and access drive may be constructed as presented.
- The Landscape Plan is approved as presented including the placement of a 6-foot privacy fence along the Larch Avenue right-of-way (minimum 3 foot setback from the right-of-way) to the south edge of the stormwater pond.
- The landscaping must be installed prior to the certificate of occupancy being issued.
- The Site Plan is approved as presented including any minor changes to the site plan and the building may not be shifted more than 10 feet closer to the west, north, or east property lines than presented.
- The parking lot design is approved as presented including an exception to allow 13 adjacent parking stalls between landscaped islands along the south parking row aisle and allow up to 103 parking stalls – exceeding the minimum required number of spaces by more than 25%.
- Sidewalks and other minor site improvements may be installed at a later date without the need for an amendment to the Conditional Use Permit.

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

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

ADOPTED \_\_\_\_\_

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED \_\_\_\_\_

DEB M. HALL, City Clerk

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

STATE OF WISCONSIN COUNTY OF \_\_\_\_\_

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

Notary Public, Wood County, Wisconsin  
My Commission Expires: \_\_\_\_\_

Recording Area

Name and Return Address

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

**33-04329D**

Parcel Identification Number (PIN)



# City of Marshfield Memorandum

---

Date: March 18, 2014  
To: Finance, Budget and Personnel Committee  
From: Lara Baehr, Human Resources Manager  
RE: July 1, 2014 Compensation Non-Represented Compensation Plan

## **BACKGROUND**

The non-represented employees (excluding Library personnel) compensation system is defined in City Personnel Policy No. 3.800. The City of Marshfield Non-Represented Compensation Plan was first implemented on October 27, 2013 after a salary survey was completed to determine the market value of jobs and job groups. The salary plan establishes a range, minimum, control point (market rate), maximum, and a dollar value for each job group. The control point is defined as the value of the job in the market.

It is the policy of the city to compensate its non-represented employees fairly. This will attract and retain highly motivated, productive people in its employ.

## **ANALYSIS**

Payroll Resolution No. 2014-17 will adjust the compensation for the non-represented employees at the control point to maximum by 1% on July 1, 2014, but only if those employees have a satisfactory annual performance review. Employees above the maximum will per Policy No. 3.800, receive half of any annual adjustments which for July 1, 2014 would be .5%.

Payroll Resolution No. 2014-18 establishes new salary ranges for the non-represented employees effective July 1, 2014. The integrity of the salary plan is maintained by adjusting the ranges according to economic trends and comparables with other cities. The range was adjusted by 1%.

Payroll Resolution No. 2014-18 reflects an increase in the night shift differential from \$.15 to \$.25 per hour for the position of Classification II – Night Sweeper who works a shift of 10 p.m. to 6 a.m. An increase is recommended so that we continue to offer a meaningful incentive to work those hours. Additionally, the shift differential has not increased in a minimum of sixteen years. The night shift differential for the Classification II – Night Sweeper is listed at the bottom of Payroll Resolution No. 2014-18. Lastly, Payroll Resolution No. 2014-18 lists the addition of a temporary position titled Acting Supervisor in the Street Division to be used only during absences of supervisory staff. The Acting Supervisor title would allow for temporary additional compensation when performing supervisory level duties (such as running a work crew) in the Street Superintendents or Assistant Street Superintendents absence. In Springsted's executive summary of the Operational Review (Staffing Study), page 46, 3J recommends that the City implement

strategies for on-going professional development and succession planning. This temporary position would allow interested employees to gain supervisory experience while at the same time adding efficiency in a supervisor's absence. Efficiencies would be realized when a supervisor can provide consistent guidance and leadership with their work crew and therefore not run between the two crews. Time worked in the temporary position of Acting Supervisor would fall into pay grade H.

In surveying other comparable non-represented employee group increases, we found the following:

<b>Comparable</b>	<b>2014 Proposed</b>
Marathon County	Implementing new compensation plan
Wood County	Movement to next step up to max
Portage County	1.25% 1/1/14
WI Rapids	2% 1/1/14
Stevens Point	Implementing new compensation plan
Wausau	2.06% 1-1-14
Superior	2% 1/1/14
Watertown	New compensation plan effective 1/1/14
Menomonie	2% 2/16/14
DePere	2% 1/1/14
Beaver Dam	1.5% 1/1/14
Kaukauna	2% 1/1/14
Marshfield Library	1.8% 1/1/14
Marshfield Utilities	2% on anniversary date
UW- MFLD Non-Rep	1% 7/1/14
Large Employer in Marshfield <sup>1</sup>	2% 4/1/14 or later?
City of Marshfield	1% 7/1/14 merit possible
Average	1.88% (does not include merit)

1 If employee is maxed on pay scale then they receive the cost of living plus 1% cash bonus at end of year.

This is not a request for additional funding. All staff expenditures will remain within the 2014 budget requests. Attached is proposed Payroll Resolution No. 2014-17 and 2014-18.

### **RECOMMENDATION**

I recommend that you approve Payroll Resolutions No. 2014-17 and 2014-18 providing for a 1% increase on July 1, 2014 and the temporary (out of class) title of Acting Supervisory in the Street Division.

Attachment



Concurrence: \_\_\_\_\_

Steve Barg, City Administrator

**RESOLUTION NO. 2014-17**  
**PAYROLL RESOLUTION**

**WHEREAS**, on May 28, 2013, the Common Council of the City of Marshfield adopted a Position Classification and Pay Plan for all non-represented positions in the City's employ, except for positions under the governance of the Marshfield Library Board; and

**WHEREAS**, the Common Council's action, in adopting the pay plan effective October 27, 2013, was based upon a classification/compensation study conducted by the firm of Carlson Dettmann; and

**WHEREAS**, Personnel Policy 3.800 directs the Human Resources Manager and City Administrator to maintain the integrity of the salary plan by adjusting the ranges according to economic trends; and

**WHEREAS**, Personnel Policy 3.800 provides that when salary ranges are adjusted to maintain economic parity for employees who have attained or surpassed the midpoint value, their position in the range will be maintained;

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council that the salary structure for Non-Represented Position Classifications of the City of Marshfield be adjusted by 1.0% to be effective July 1, 2014.

ADOPTED: \_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED: \_\_\_\_\_  
Deb M. Hall, City Clerk

Detail to Payroll Resolution No. 2014-17 Effective July 1, 2014

1% for those below the maximum and .5% for those above the maximum

Employee ID	Last Name	First Name	Current Pay Rate	New Pay Rate	Department	Start Date
001351	ANDERSON	MARY	\$17.58	\$17.76	CLER	7/1/1980
003007	BEAUCHAMP	AMY	\$17.58	\$17.76	CLER	8/28/2000
068519	FECHHELM	BELINDA	\$23.30	\$23.53	CLER	3/22/2004
038260	GAETZ	CINDY	\$17.58	\$17.76	CLER	12/19/2005
068267	KARL	DEBRA	\$17.58	\$17.76	CLER	2/25/1982
068203	LINDGREN	KATHLEEN	\$17.58	\$17.76	CLER	4/1/1999
049218	OPPMAN	JOANN	\$17.58	\$17.76	CLER	9/5/1986
068082	STARGARDT	CHRIS	\$17.58	\$17.76	CLER	1/2/2009
068104	UTHMEIER	CHERYL	\$17.58	\$17.76	CLER	6/15/1987
049105	BARG	STEVEN	\$48.40	\$48.88	MGMT	1/17/2011
048750	BORNBACH	KURT	\$32.45	\$32.77	MGMT	12/22/1986
068491	CASSIDY	KELLY	\$31.66	\$31.98	MGMT	2/19/1990
068268	CASSIDY	TIMOTHY	\$33.34	\$33.67	MGMT	6/16/1999
068044	FEIG	BARRY	\$28.32	\$28.60	MGMT	7/18/1994
018278	HAWLEY	KRISTOFER	\$31.49	\$31.80	MGMT	7/27/1998
018425	KNOECK	DANIEL	\$43.38	\$43.81	MGMT	3/9/1998
027435	KROKSTROM	LORRIE	\$31.66	\$31.98	MGMT	2/17/1997
027962	MAURITZ	JOSH	\$31.66	\$31.98	MGMT	11/17/1997
031360	MILLER	JOSHUA	\$29.99	\$30.29	MGMT	10/5/2009
039045	PANZER	BRIAN	\$39.42	\$39.78	MGMT	9/4/1984
040165	POKORNY	RICHARD	\$34.17	\$34.52	MGMT	7/2/2001
051965	STREY	KEITH	\$43.38	\$43.81	MGMT	10/12/1998
068156	WINCH	MICHAEL	\$33.24	\$33.57	MGMT	5/14/1980
012255	ERICKSON	EDWIN	\$35.89	\$36.24	MGMTF	1/14/1990
018233	OWEN	SCOTT	\$35.89	\$36.24	MGMTF	7/8/1996
008200	DEGRAND	CRAIG	\$74,651	\$75,398	MGMTF	2/25/1986
009241	DOLENS	ROY	\$74,651	\$75,398	MGMTF	1/2/1988
068325	GRAMZA	RICHARD	\$35.01	\$35.36	MGMTTP	3/17/1997
028671	LARSON	DARREN	\$35.01	\$35.36	MGMTTP	11/28/1989
040145	POESCHEL	DOMINIC	\$65,853	\$66,512	MGMTTP	2/1/1989
068194	ZEPS	PATRICK	\$65,853	\$66,512	MGMTTP	10/27/1997
002638	BALTUS	MICHAEL	\$27.47	\$27.74	NREP	11/2/1998
003087	BERGER	SUZANNE	\$19.27	\$19.46	NREP	1/28/1997
005235	BRAUNSKY	WILLIAM	\$17.20	\$17.37	NREP	3/6/1995
006328	CARLSON	SUSAN	\$18.46	\$18.64	NREP	5/14/1997
068454	KROGMAN	AMY	\$19.74	\$19.94	NREP	8/21/1991
068209	LINDNER	PEGGY	\$18.80	\$18.99	NREP	7/30/1997
068386	OTT	THOMAS	\$28.32	\$28.60	NREP	5/19/1997
028672	LARSEN	ROBERT	\$20.72	\$20.92	PSUN	10/4/1993
029054	LEONARD	DANIEL	\$20.72	\$20.92	PSUN	1/29/1990
068317	BURNS	STEVEN	\$21.62	\$21.84	STRC	8/23/2011
047075	SCHLAGENHAFT	PAUL	\$21.15	\$21.36	STRC	2/20/1975
003160	BECKER	JEFFREY	\$21.22	\$21.43	STRT	6/3/1981
005990	BRUHN	TODD	\$22.16	\$22.38	STRT	8/12/1985

068424	CHURKEY	MATTHEW	\$21.22	\$21.43	STRT	3/24/2003
068448	ESSER	JEROLD	\$21.73	\$21.95	STRT	8/12/1975
012272	LANGFELDT	TIMOTHY	\$21.18	\$21.36	STRT	5/31/1983
026452	MCCLUNG	BRIAN	\$21.28	\$21.36	STRT	8/8/1994
031250	NEEDHAM	PAUL	\$21.15	\$21.36	STRT	7/3/1979
034215	NIKOLAI	HUGH	\$21.73	\$21.95	STRT	6/10/1985
034700	RASMUSSEN	TIMOTHY	\$21.15	\$21.36	STRT	5/28/2002
047105	SCHERR	MICHAEL	\$22.23	\$22.45	STRT	11/26/1980
047060	SCHROEDER	WILLIAM	\$21.73	\$21.95	STRT	6/27/1995
048301	SONNEMANN	LESTER	\$21.15	\$21.36	STRT	6/24/1996
050136	TRUDEAU	MICHAEL	\$21.28	\$21.36	STRT	9/12/1989
057275	WANTA	DUANE	\$22.16	\$22.38	STRT	12/28/1992
068103	WENDELL	ERIC	\$21.22	\$21.43	STRT	12/16/2008

006445	COY	JEAN	\$17.58	\$17.76	WWCL	11/3/2005
068340	KIVELA	MARK	\$31.66	\$31.98	WWMG	11/30/1999
004251	BRATTON	TED	\$26.21	\$26.47	WWUN	8/20/1979
005967	CHRISTENSEN	TERRY	\$24.47	\$24.71	WWUN	10/9/1979
068425	FISCHER	BRANDON	\$22.70	\$22.93	WWUN	9/17/2012
068467	FOLTZ	BRIAN	\$24.47	\$24.71	WWUN	7/24/1981
014462	GOHAM	JOEL	\$22.16	\$22.38	WWUN	5/20/2013
016900	GOSSAGE	JAMES	\$24.47	\$24.71	WWUN	6/14/2004
038270	OTT	ANDREW	\$24.47	\$24.71	WWUN	8/27/2007
049484	TAUSCHEK	HAROLD	\$24.47	\$24.71	WWUN	4/19/1990

**Over maximum - per Policy 3.800 would receive half a percent**

000330	ADAMSKI	CHARLES	\$20.46	\$20.56	STRC	3/13/1995	\$	19.98
045335	ROGERS	DANIEL	\$20.46	\$20.56	STRC	3/18/2003	\$	19.98
057637	WEINFURTNER	JEFFREY	\$20.46	\$20.56	STRC	2/17/1986	\$	19.98
003025	BABCOCK	MARK	\$21.25	\$21.36	STRT	5/1/2008	\$	21.36
004400	BINDER	JOEL	\$20.79	\$20.89	STRT	4/21/1986	\$	19.98
068295	GABEL	BRIAN	\$20.46	\$20.56	STRT	6/7/2011	\$	19.98
068348	KIEFFER	GREGORY	\$20.79	\$20.89	STRT	10/8/1990	\$	19.98
068210	KOZIK	KYLE	\$20.46	\$20.56	STRT	3/7/2012	\$	19.98
002325	LINZMEIER	BRYAN	\$20.46	\$20.56	STRT	5/17/2010	\$	19.98
047042	SCHMIDT	PHILIP	\$20.46	\$20.56	STRT	4/5/2010	\$	19.98
048021	SMITH	MELVIN	\$20.86	\$20.96	STRT	11/11/1991	\$	19.98
050271	TIBBETT	BRUCE	\$20.46	\$20.56	STRT	3/31/2006	\$	18.57
068307	WOJCIK	BENJAMIN	\$20.46	\$20.56	STRT	6/6/2011	\$	19.98

**New Max**

**RESOLUTION NO. 2014-18**  
**PAYROLL RESOLUTION**

**WHEREAS**, on May 28, 2013, the Common Council of the City of Marshfield adopted a Position Classification and Pay Plan for all non-represented positions in the City's employ, except for positions under the governance of the Marshfield Library Board; and

**WHEREAS**, the Common Council's action, in adopting the pay plan effective October 27, 2013, was based upon a classification/compensation study conducted by the firm of Carlson Dettmann; and

**WHEREAS**, Personnel Policy 3.800 directs the Human Resources Manager and City Administrator to maintain the integrity of the salary plan by adjusting the ranges according to economic trends; and

**WHEREAS**, Personnel Policy 3.800 provides that when salary ranges are adjusted to maintain economic parity for employees who have attained or surpassed the midpoint value, their position in the range will be maintained;

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council that the salary structure for Non-Represented Position Classifications of the City of Marshfield be adjusted by 1.0% to be effective July 1, 2014.

ADOPTED: \_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED: \_\_\_\_\_  
Deb M. Hall, City Clerk





			1-Jul-14								
			One year apart						Two years apart		
			Control Point								
			Maximum								
Job Title	Department	Grade	92.5% Step 1	95.0% Step 2	97.5% Step 3	100.0% Step 4	102.5% Step 5	105.0% Step 6	107.5% Step 7	110.0% Step 8	112.5% Step 9
Accounting Technician Payroll Technician Engineering Technician Mechanic Maintenance Technician II Wastewater Operator Zoo Keeper	Finance Finance Engineering Public Works Building Services Wastewater Utility Park and Recreation	G	\$20.20	\$20.75	\$21.29	\$21.84	\$22.38	\$22.93	\$23.47	\$24.02	\$24.56
Ordinance Enforcement Officer Streets/Parks and Rec Classification Four	Police Streets/Park & Rec	F	\$18.88	\$19.39	\$19.90	\$20.41	\$20.93	\$21.43	\$21.95	\$22.45	\$22.97
Administrative Assistant III Deputy Clerk Streets/Parks & Rec Classification Three Administrative Assistant III Administrative Assistant III	Mayor/City Administrator Clerk Streets/Park & Rec Fire Police	E	\$17.56	\$18.04	\$18.51	\$18.99	\$19.46	\$19.94	\$20.41	\$20.89	\$21.36
Accounting Clerk Administrative Assistant II Municipal Court Clerk Police Records Specialist Streets/Parks & Rec Classification Two Administrative Assistant II Administrative Assistant II Administrative Assistant II Administrative Assistant II Administrative Assistant II	Finance Streets Division Municipal Court Police Streets/Parks & Rec Assessor Building Services Parks & Recreation Public Works Wastewater	D	\$16.42	\$16.87	\$17.31	\$17.76	\$18.20	\$18.64	\$19.09	\$19.53	\$19.98

			1-Jul-14								
			One year apart						Two years apart		
			Control Point								
Job Title	Department	Grade	92.5% Step 1	95.0% Step 2	97.5% Step 3	100.0% Step 4	102.5% Step 5	105.0% Step 6	107.5% Step 7	110.0% Step 8	112.5% Maximum Step 9
Administrative Assistant I Custodian	Police	C	\$15.27	\$15.69	\$16.10	\$16.51	\$16.93	\$17.34	\$17.76	\$18.17	\$18.57
Cemetery Caretaker Assistant Streets/Parks & Rec Classification One	Cemetery Streets/Park & Rec	B	\$14.28	\$14.68	\$15.06	\$15.44	\$15.83	\$16.21	\$16.60	\$16.99	\$17.37
<i>vacant grade</i>		A	\$13.28	\$13.65	\$14.00	\$14.36	\$14.73	\$15.08	\$15.44	\$15.80	\$16.16

Streets/Parks & Rec Classification One

No CDL and minimal related experience

Streets/Parks and Rec Classification Two

Parks Technician I, Laborer, Truck Operator, Skid Steer Operator, Stock Room Helper, and Sweeper

Streets/Parks and Rec Classification Three

Parks Technician II, Tile Layer, Sign Person, Mini Excavator, Equipment Technician, Concrete Helper, Front End Loader, Bulldozer Operator, Grade Person

Streets/Parks & Rec Classification Four

Parks Technician III, Concrete Specialist, Ariel Truck Operator, Loader/Backhoe, Motor Grader, Rubber Tired Excavator, Tracked Excavator, Stock Clerk

Acting Street Supervisor is pay grade H

Out of Class Pay for Employees over the Control Point (Street Division/Parks and Recreation Department): Employees whose compensation is beyond the Control Point will receive an additional \$.30 per hour in out of class pay if currently classified in a Class II and are assigned and performing work that is classified as a Class III. Likewise there will be a \$.40 per hour out of class pay from Class III to Class IV and \$.20 per hour out of class pay for Class IV to Zookeeper.

Reclassification into a new Class for Employees Over the Control Point (Street Division and Parks and Recreation Department): When an employee is promoted to a new classification and is currently being compensated above their current control point, the out of class pay (\$.30 and/or \$.40) will be permanently added to their base pay as long as the employee's performance remains at a satisfactory level and they continue to perform the work at the higher classification.

Classification II - Night Shift Sweeper Night Shift Differential: Effective October 27, 2013 - \$.15 per hour. Effective July 1, 2014 - \$.25 per hour.



# City of Marshfield Memorandum

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TO: Finance, Budget and Personnel Committee  
FROM: Jason Angell, Director of Planning & Economic Development  
DATE: March 18, 2014  
RE: Budget Resolution No. 05 – 2014

## **Background**

The attached budget resolution allows the Economic Development Board to continue moving forward with efforts related to the implementation of the Marshfield Economic Development Action Plan.

## **Analysis**

The following funding requests are to allow the EDB to continue efforts in which they had started in previous years:

\$20,000 in additional funding for the Downtown Façade Improvement program. The EDB has committed all funds that had been included in the 2014 budget, but would like to continue this program to help support the continued interest we receive through the remainder of 2014.

\$6,000 to continue our efforts in partnering with the YMCA to explore expanded recreational opportunities for area residents. Specifically this funding will help to cover the cost of a feasibility study (estimated at \$45,000) that will help determine the future growth/expansion options of the existing facility.

\$2,000 volunteer/board member travels. As part of our efforts to support the members of our EDB, we want to provide them with opportunities in training as it relates to economic development.

The \$28,000 in total requests are funded by unassigned budgeted 2014 Utility Dividend Revenues.

## **Committee Recommendation**

The EDB discussed these funding requests above at their March 6, 2014 meeting and directed staff to prepare a budget resolution for Council consideration.

**Staff Recommendation**

Staff recommends approval of Budget Resolution No. 05 – 2014.

Concurrence:



Steve Barg, City Administrator



Keith Strey, Finance Director

BUDGET RESOLUTION NO. 05-2014

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 \$28,000 is hereby transferred within the Economic Development Fund, from Unassigned Utility Dividends, a/c# 2054900008.080000 to the Economic Development Board budget, a/c# 2055673008.089000 (\$8,000) and Façade Improvement budget, a/c# 2055673008.089001 (\$20,000).
  
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 – Deputy City Clerk

PUBLISHED \_\_\_\_\_

DETAIL OF BUDGET RESOLUTION NO. 05-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

Economic Development Fnd Other Financing Sources, a/c# 2054900008.080000:

1. 49260 – Transfer From Enterprise Fund **(MEMO ONLY)** \$ 28,000

TRANSFERRED TO:

Economic Development Fund EDB Budget, a/c# 2055673008.089000:

1. 53360 – Committee/Board Travel & Training \$ 2,000  
2. 57990 – Contributions 6,000

Economic Development Fund Façade Improvment, a/c# 2055673008.089001:

1. 57990 – Contributions \$ 20,000

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# City of Marshfield Memorandum

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DATE: March 14, 2014  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator  
RE: Budget resolution – staffing additions and Finance Department relocation

## **Background**

On March 11<sup>th</sup>, the Council authorized staff to move forward with certain items related to the recent staffing study, specifically adding the 2 positions of Zoning Administrator and Accountant/Financial Analyst, and relocating the Finance Department onto a single floor.

## **Analysis**

Relocation of the Finance Department has been on our radar screen for years, and in fact, staff's proposed 2014 budget included \$50,000 for this use. While it is possible this may be completed for a lesser amount, some minor additional costs have been identified, and as a result, staff recommends transferring \$50,000 from contingency, as initially planned.

With both positions, there are some offsetting cost savings. On the Zoning Administrator position, we propose transferring \$25,000 from the Planning & Economic Development budget: 1) Cut professional services by \$15,000 (consultants), and, 2) Cut intern position by \$10,000. (Note: The amount used for this calculation is based upon an expected start date of May 1, 2014, and it requires a transfer of \$31,410 from contingency.)

On the Accountant/Financial Analyst, we expect offsetting cost savings as well, but likely not until the second year. But as noted on the budget resolution, there are funds (\$12,550) in Finance's 2014 budget that can be transferred to help cover some costs associated with this position. (Note: The amount used for this calculation is based upon an expected start date of July 1, 2014, and it requires a transfer of \$28,810 from contingency.)

## **Recommendation**

Staff recommends approval of this budget resolution transferring funds from contingency and other locations to add the staff positions, and relocate the Finance Department to one floor. It requires \$114,220 from contingency, but Council allocated an abnormally high amount (\$225,000) in contingency, anticipating this possibility. If approved, contingency fund balance would be \$100,780, consistent with the typical amount at this time of year.

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Steve Barg, City Administrator

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Keith Strey, Finance Director



DETAIL OF BUDGET RESOLUTION NO. 06-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund, a/c# 1014100008.080000:

1. 41110 – General Property Taxes \$ 50,000

General Fund, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency \$ 50,000

General Fund Planning/Economic Development, a/c# 1015690170.700000:

1. 51000 (Series) – Temporary Employee Wages/Benefits \$ 10,000  
2. 52100 – Professional Services 15,000

General Fund, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency \$ 31,410

General Fund Finance, a/c# 1015151008.080000:

1. 51000 (Series) – Temporary Employee Wages/Benefits \$ 10,800  
2. 53100 – Office Supplies & Expenses 1,000  
3. 53320 – Travel – Department Head 500  
4. 53330 – Travel – Staff 250

General Fund, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency \$ 28,810

General Fund, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency \$ 4,000

TRANSFERRED TO:

Public Facilities Capital Outlay Fund, a/c# 4054100008.080000:

1. 41110 – General Property Taxes \$ 50,000

Public Facilities Capital Outlay Fund, a/c# 4055741023.233957:

1. 58830 – Buildings \$ 50,000

General Fund Planning/Economic Development, a/c# 1015690170.700000:

1. 51000 (Series) – Permanent Employee Wages/Benefits	\$	53,380
2. 52300 – Telecommunications		30
3. 53100 – Office Supplies & Expenses		2,000
4. 53300 – Travel – Staff		1,000

General Fund Finance, a/c# 1015151008.080000:

1. 51000 (Series) – Permanent Employee Wages/Benefits	\$	41,360
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General Fund Information Technology, a/c# 1015145007.070000:

1. 53950 – Computer Equipment	\$	4,000
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# City of Marshfield Memorandum

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DATE: March 19, 2014  
TO: Mayor Meyer & City Council  
FROM: Steve Barg, City Administrator  
RE: New 3-year agreement for cable programming services – Vidcom LLC

## **Background**

Last fall, a Request for Proposals (RFP) was sent out for cable programming services. We only received one proposal, from the current provider – Vidcom LLC. In December, the Cable TV Committee and Dan Kummer of Vidcom LLC signed a 90-day extension of the previous agreement to allow time to work out the details of a new 3-year agreement, I've attached the proposed new agreement for your review and consideration, if the Cable TV Committee approves this at its March 24<sup>th</sup> meeting.

## **Recommendation**

Subject to Cable TV Committee approval on March 24<sup>th</sup>, and one final review by the City Attorney, staff recommends that the Council approve the attached 3-year agreement for cable programming services with Vidcom LLC, covering the period from April 1, 2014 to March 31, 2017, and including the possibility of two 2-year extensions, with approval of both parties.

SB:sb

# **CABLE ACCESS COORDINATOR AGREEMENT**

Agreement effective the 1<sup>st</sup> day of April, 2014, by and between the City of Marshfield, a Wisconsin municipal corporation (hereafter “the City”) and Vidcom L.L.C., Marshfield, Wisconsin, a Wisconsin limited liability company (hereinafter “coordinator”), acting solely as an independent contractor.

## **I. TERM OF CONTRACT**

This agreement is effective the 1<sup>st</sup> day of April, 2014 and will terminate March 31, 2017.

## **II. OPTIONS TO RENEW**

With mutual agreement of both parties, acting upon the recommendation of the Cable Television Committee (hereafter “the committee”), this agreement may be renewed on not less than sixty (60) days advance written notice, for up to two (2) additional two (2) year terms, on the same terms and conditions, except that compensation as provided in paragraph III.A.1. below shall be increased by a percentage amount equal to the increase in the Consumer Price Index for all Urban Consumers (CPI-U), Midwest Urban, Size D – Nonmetropolitan (less than 50,000) as currently published by the United States Department of Labor, Bureau of Labor Statistics for the preceding calendar year, and in no case shall such increase exceed 4% in any given year.

## **III. COMPENSATION**

### **A. Core Services**

1. Compensation for core services provided hereunder shall equal the amount of \$71,460 per year, payable in twelve equal monthly

payments of the amount of \$5,955.00 each upon the submission of an invoice by the coordinator.

**B. Supplemental Services**

1. Compensation for supplemental services, any special City meetings or community events or public forums, meetings, or candidate debates with general public interest authorized by the committee or the committee chair at least 24 hours in advance of the meeting or event will be billed at a rate of \$50 per hour for a two camera shoot with a one hour minimum charge, and \$20 per hour for graphics design.
2. These rates may be reviewed and adjusted as of each anniversary date of this agreement to reflect current market conditions.
3. The hourly rates for additional staff shall be \$14.00 per hour for secretary-receptionist and \$20.00 per hour for a technical assistant.

C. Coordinator shall not be prohibited from providing additional services beyond the scope of this agreement to the City or to any third party, and with prior approval by the Committee may charge for said services with compensation to be agreed upon in advance.

**IV. SCOPE OF SERVICES**

**A. Core Services**

1. Coordinator shall act as liaison between the cable franchisee serving the City of Marshfield and the City regarding all local access and educational programming cablecast by the franchisee.

2. Coordinator shall advertise schedules and events as directed by the committee or committee Chairperson from time to time.
3. Coordinator shall coordinate the use and maintenance of City-owned video equipment and the rental of other equipment as needed for cablecasts; store and secure the same only on City property, subject to policies approved by the committee and the Common Council; maintain a complete and accurate continuous inventory of equipment assigned to the coordinator's care including the labeling of City-owned equipment and property. The committee shall be notified at its next regularly scheduled meeting of any discrepancy in the inventory which may require a complete and accurate updating of the inventory.
4. The coordinator shall advise the committee regarding additional programming and educational initiatives required to make full use of cable access potential.
5. The coordinator shall assist the committee and the committee chairman in the preparation and management of the annual budget for all PEG services.
6. The coordinator shall maintain all cable access records and maintain a video library of locally produced programming as directed by the committee.
7. The coordinator shall manage the Info-channel and the public, educational and governmental access channels. Coordinator shall

serve as a resource for the educational access channel and schedule all public, educational and governmental channel access programming.

8. The coordinator shall attend all regular and special meetings of the committee and report all activities to the committee; the coordinator shall attend Common Council meetings upon direction of the committee or the Chairperson thereof.
9. The coordinator shall coordinate preparation and placement of newspaper advertisements and other media announcements of the public access cable television schedule and deliver the same to the news media;
10. The coordinator shall operate and maintain a message board and related software.
11. The coordinator or an employee of coordinator shall be available at the office to provide reasonable access to the public for a minimum of 40 regularly scheduled and posted hours a week. Response to public requests, comments, suggestions, questions and other electronic and written communication shall be made by the coordinator in a timely manner.
12. Broadcast live and electronically record all regular and special meetings of the Common Council of the City of Marshfield (regular meetings held twice monthly on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 7:00 p.m.); regular and special meetings of the Board of Public

Works (regular meetings held twice monthly on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays at 5:30 p.m.); regular and special meetings of the Finance, Budget and Personnel Committee (held each 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 5:30 p.m.); regular and special meetings of the City Plan Commission (held on the 3<sup>rd</sup> Tuesday of each month at 7:00 p.m.); regular and special meetings of the Parks, Recreation and Forestry Committee (held on the 2<sup>nd</sup> Thursday of each month at 6:00 p.m.); regular and special meetings of the Board of Education of the School District of Marshfield (regular meetings held monthly); and selected meetings of the Marshfield Utilities Commission, and the Fire & Police Commission.

13. Cable cast coverage of regularly scheduled public meetings in the Common Council Chambers should be produced with a minimum two camera simultaneous coverage, with full sound facilities, to include, taping, graphics and editing for rebroadcast, and preparation of openings and closings, a message board of agenda items and cable scheduling.
14. Coordinator shall supervise public and governmental access community programming in compliance with PEG guidelines promulgated by the City, to include review of programming tapes submitted for broadcast, for conformity with PEG guidelines.

- B. Additional services that are desired by the City of Marshfield or the committee to be performed by the coordinator (within committee budgetary constraints) include the following:
1. Coordinating the production of live cablecasts or videotaping community meetings, presentations, concerts, or other public events that would be of interest to the viewing public, or at the direction of the committee or the Chairman thereof.
  2. Subject to not less than three (3) days advance notice, broadcast live and electronically record Public Forums or candidates' debates of City, County, and School Board races presented or sponsored by local organizations such as Marshfield Area Chamber of Commerce and Industry, the Parent Teacher Organizations, or the University of Wisconsin – Marshfield/Wood County or, as necessary, CATV 10 produced information forums.
- C. Programming Enhancement
1. The coordinator shall work with the committee, City Clerk, and City Administrator on practical ways to improve the quality of programming on the public access channels, make recommendations as appropriate and then follow through to implement approved concepts and ideas.
  2. The coordinator shall schedule training sessions at such times, including evenings and weekends, to train and certify community producers and technicians.

3. The coordinator shall provide training to City departments and organizations other than City departments for the posting of City information on the Cable Channel 10 InfoChannel system at no cost.
4. Unless other arrangements have been agreed upon, the coordinator shall maintain an Internship Program coordinated with Marshfield Private Schools, Marshfield Public Schools, Mid-State Technical College, and/or University of Wisconsin – Marshfield/Wood County in order to provide educational opportunities for TV production, technical editing, camera work and other skills associated with operation of a television broadcast facility.
5. The coordinator shall develop public access through production of no less than five (5) original community produced programs per month, including internship produced programs and programs / broadcasts made pursuant to subparagraph C.2. above, in addition to Public Meetings produced pursuant to this contract and those submitted by the public, with a monthly minimum run time of 10 hours. Programs must air within 42 days of production filming and rebroadcasts do not apply to the 10 hour minimum run time.

## **V. PROPRIETARY RIGHTS**

All proprietary rights and interests to any and all programming produced by coordinator pursuant to this contract shall be the exclusive property of the City,

which shall have sole and exclusive control over any reproduction or after market sales of such programming, with all related revenues deposited with the City.

## **VI. LIABILITY FOR EQUIPMENT**

Coordinator shall not be liable for loss or damage to equipment owned by the City, except any loss caused by the negligence of the coordinator or its employees and agents. Specifically, coordinator shall not be liable for loss or damage to equipment being used by community programmers, if such equipment has been properly signed out to such community producers on forms provided by the City, which forms shall include a release of liability in favor of the City. Coordinator is expressly prohibited from using, or permitting others to use, city-owned equipment for purposes other than to fulfill coordinator's duties and obligations arising under this Agreement without the prior written consent of the committee.

## **VII. RELATIONSHIP OF PARTIES**

Coordinator is an independent contractor, and no employer-employee relationship is created by this contract. City is interested only in the results to be achieved, and the conduct and control of the work will lie solely with coordinator. Further, coordinator is not an agent or employee of City for any purpose, and the employees of coordinator are not entitled to any of the benefits that City provides for City employees. It is understood that City does not agree to use coordinator exclusively for all production of cable access programming. It is further understood that coordinator is free to contract for similar services to be performed for third parties while under contract with the City; however, under no

circumstances shall the contractor derive any personal profit from the use of City equipment or other resources.

## **VIII. INSURANCE**

- A. Coordinator shall be solely responsible for and liable to its employees and agents providing services hereunder and shall comply with all applicable federal, state, and local laws and regulations regarding payroll deductions and withholdings for social security, medicare and income taxes, and employer payments for unemployment insurance. Coordinator shall maintain workers' compensation and unemployment insurance as required by law.
- B. Coordinator shall maintain such insurance as will fully protect both the coordinator and the City from any and all claims under any workers' compensation act or employer's liability laws, and from any and all other claims of whatsoever kind or nature for the damage to property or for personal injury, including death, made by anyone whomsoever, that may arise from operations carried on under this contract, either by the coordinator, any subcontractor, or by anyone directly or indirectly engaged or employed by either of them. The coordinator shall provide the City with a certificate of insurance evidencing the required coverage before the coordinator begins work hereunder, and the coordinator shall thereafter provide an updated certificate of insurance on an annual basis.
- C. Coordinator shall provide to the City of Marshfield and maintain a Certificate of Insurance for Workers' Compensation, Comprehensive

General Liability (including contractual liability), Automobile Liability and Errors and Omissions insurance naming the City of Marshfield as an “Additional Insured” for any claims which may arise from operations under this contract in the following amounts:

General Liability:

Bodily injury	\$1,000,000 each occurrence \$1,000,000 aggregate
Property Damage	\$500,000 each occurrence \$500,000 aggregate
Automotive Liability:	\$1,000,000 each occurrence \$1,000,000 aggregate
Workers’ Compensation	Standard coverage per State language
Errors and Omissions:	\$1,000,000 aggregate

**IX. TERMS TO BE EXCLUSIVE**

This entire agreement between the parties with respect to the subject matter hereunder is contained in this agreement. Except as herein expressly provided to the contrary, the provisions of this agreement are for the benefit of the parties solely and not for the benefit of any other person, persons, or legal entities.

**X. WAIVER OR MODIFICATION INEFFECTIVE UNLESS IN WRITING**

No waiver, alteration, or modification of any of the provisions of this agreement shall be binding unless in writing and signed by a duly authorized representative of both parties to this agreement

**XI. NO ASSIGNMENT WITHOUT CONSENT**

Coordinator shall not assign this contract or any of the rights and duties hereunder without the prior written consent of the City.

**XII. WRITTEN NOTICE**

- A. All communications to coordinator regarding this agreement shall be sent to coordinator at the Community Plaza II Building, 101 W. McMillan Street, Suite #1, Marshfield, WI 54449, by U.S. Mail, postage prepaid or delivered personally.
- B. All communications to the City shall be sent U.S. Mail, postage prepaid or delivered to the City Clerk at 630 S. Central Avenue, Marshfield, WI 54449.
- C. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail and shall be deemed sufficiently given if sent to the addressee at its usual business address or such other address as may hereafter be specified by notice in writing.

**XIII. GOVERNING LAW**

This agreement shall be governed by the laws of the State of Wisconsin.

**XIV. TERMINATION**

In addition, the City shall have the right to terminate this agreement upon giving 90-day written notice if cable franchise fee revenues are deemed to be insufficient by the City to continue the cable TV P.E.G. program.

VIDCOM, LLC

CITY OF MARSHFIELD

\_\_\_\_\_  
Dan Kummer, Member

BY: \_\_\_\_\_  
Chris Meyer, Mayor

ATTEST: \_\_\_\_\_  
Deb M. Hall, City Clerk

\_\_\_\_\_  
Keith R. Strey, Finance Director



# City of Marshfield Memorandum

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DATE: March 20, 2014  
TO: Mayor Meyer & City Council  
FROM: Steve Barg, City Administrator  
RE: Staff report – possible reduction in the number of City committees

## **Background**

The Council asked for a review of the many committees, commissions and boards that we have in the City of Marshfield, and a recommendation on possibly merging or eliminating those that may no longer be necessary as “stand-alone” bodies. After looking at the issue and discussing it with the City Attorney, staff believes that the following changes may be appropriate:

1. Eliminate Historic Preservation Committee - fold required duties into Plan Commission
2. Eliminate Building Code Board of Appeals – fold required duties into Plan Commission
3. Eliminate Industrial Park Authority – fold its duties into Economic Development Board
4. Eliminate Electrical Board – fold its duties into Board of Public Works
5. Eliminate Committee on Health – fold its duties into Council, but retain the position of “Health Officer”, for those situations when such guidance and assistance is desired
6. Eliminate Committee on Youth – assign liaison to work with MACY; provide them limited funding (if desired) through the city budget.

Staff initially felt that it might make sense to eliminate the Zoning Board of Appeals, and have the Plan Commission assume its duties. But the City Attorney noted that the Zoning Board of Appeals is a statutory requirement, so this would not be advisable.

Staff also suggests eliminating the code requirement that the Public Works Director must be a voting member of the Plan Commission, and to instead add another citizen member, but keep the Public Works Director as the Commission secretary.

## **Recommendation**

Staff requests that the Council review these suggestions, and provide further direction. If these changes are deemed appropriate, we will prepare an ordinance amendment for first reading at the April 8<sup>th</sup> Council meeting.

# Memo

To: Steve Barg  
From: Harold C. Wolfgram  
Date: 3/19/2014  
Re: Staff's proposed plan to reduce number of committees

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You had asked that I review the proposal to eliminate a number of different boards and committees pursuant to a staff's proposal dated February 18, 2014. At the time of our last meeting I had indicated that I had concerns over whether the Board of Appeals could be eliminated as proposed. I have reviewed the State Statutes and related provisions. While there is not a direct requirement that a City have a Board of Appeals, I don't think that option is available to the City of Marshfield. In general, under §62.23, Wis. Stats., it is contemplated that some municipalities may not actually have a Board of Appeals. Under the statutory section, several references are made to options wherein the various procedures utilized by the Board of Appeals would be conducted through the Common Council. However, the problem for the City of Marshfield arises under §62.23(7)(e), Wis. Stats. The section 62.23(7) in general discusses zoning provisions for a municipality. In addition to providing for definitions, grants of power and the designation of various districts, this section also sets forth a specific method of procedure to be utilized for both implementing and regulating zoning when regulations are adopted by a municipality. The point is that §62.23(7) essentially provides for the grant of authority to regulate what is commonly referred to as zoning and specifically such things as "...the height, number of stories and size of buildings and other structures, the percentage of lot that may be occupied, the size of yards, courts and other open spaces, the density of population, and the location and use of buildings, structures and land portrayed, industry, mining, residence or other purposes if there is no discrimination against temporary structures." In other words, this general section provides the authority and structure for implementing a zoning ordinance by a municipality. Then, under §62.23(7)(e), the statute provides that "the council which enacts the zoning regulations pursuant to this section shall by ordinance provide for the appointment of a board of appeals and shall provide in such regulations that said board of appeals may, in appropriate cases and subject to appropriate conditions and safeguards, make special exceptions to the terms of the ordinance in harmony with its general purpose and intent and in accordance with general or specific rules therein contained."

Based on this provision, it is my opinion that given the enactment of the Comprehensive Zoning Ordinance by the City of Marshfield, the requirement under §62.23(7)(e) that an ordinance exist for the appointment of a Board of Appeals is applicable to the City of Marshfield and it is really not an option for the City to disband the Board of Appeals and fold it into the Plan Commission.

Once you have an opportunity to review this memorandum and the related Statutes, please feel free to contact me to discuss this issue further.