



CITY OF MARSHFIELD  
**MEETING NOTICE**

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**COMMON COUNCIL  
CITY OF MARSHFIELD, WISCONSIN  
TUESDAY, APRIL 8, 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 "H" on the agenda (below) provides an opportunity for the Mayor and Council to receive comments from members of the public. If you would like to make a comment, please write your name and address and indicate your topic on a form at a table near the entrance to the Council Chambers prior to the beginning of the meeting. After being recognized by the Mayor at the appropriate time, please address the Council from the podium, first stating your name and address.

**6:45 p.m.      PUBLIC HEARING – Pertaining to:**

- Project No. 312016: Street Reconstruction – Alley bounded by Chestnut Avenue/Central Avenue & 4<sup>th</sup> Street/5<sup>th</sup> Street.
- Project No. 312111 – Street Construction – North Street (St. Joseph Avenue to Wood Avenue)
- Project No. 352112 – Sanitary Sewer Reconstruction – North Street (St. Joseph Avenue to Wood Avenue)
- Project No. 312113 – Water Services – North Street (St. Joseph Avenue to Wood Avenue)
- Project No. 316754 – Storm Sewer With Paving – North Street (St. Joseph Avenue to Wood Avenue)

- 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. Nominations from Common Council
- D-2. Election of Sixth District Alderperson
- D-3. Oath of Office
- D-4. New Alderperson seated

COMMON COUNCIL AGENDA  
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- E. Approval of Minutes – March 25, 2014
- F. Comments from the Mayor, specifically:
  - 1) Committee openings
- G. Reading of items added to the agenda
- 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. Community Development Authority Personnel Committee (January 28, 2014)
    - b. Community Development Authority (February 20, 2014)
    - c. Committee on Aging (March 6, 2014)
    - d. Community Development Authority Financial Committee (March 19, 2014)
    - e. Economic Development Board (March 20, 2014)
    - f. Airport Committee (March 20, 2014)
    - g. Board of Public Works (March 31, 2014)
    - h. Judiciary and License Committee (April 1, 2014)
    - i. Finance, Budget, and Personnel Committee (April 1, 2014)

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

- K. Consideration of items removed from the consent agenda, if any.
- L. Second 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: Approve Ordinance No. 1266.

- M. Second 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: Approve Ordinance No. 1273.

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- N. First Reading of Ordinance No. 1274, repealing Section 2 – 100 and Section 17-36, Board of Electrical examiners, Section 2-101, Industrial Park Authority, Section 3-66(9) Committee on Health, and amending Section 2-99, Plan Commission of the City of Marshfield Municipal Code. Presented by Steve Barg, City Administrator.

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the April 22, 2014 meeting.

- O. Request to approve Final Resolution No. 2014-20 in the matter of Improvement Project No. 312111 – Street Construction – North Street (St. Joseph Avenue to Wood Avenue); 352112 – Sanitary Sewer Reconstruction – North Street (St. Joseph Avenue to Wood Avenue); 312113 – Water Services – North Street (St. Joseph Avenue to Wood Avenue); and 316754 – Storm Sewer With Paving – North Street (St. Joseph Avenue to Wood Avenue). Presented by Tom Turchi, City Engineer.

Recommended Action: Approve Final Resolution No. 2014-20.

- P. Request to approve Final Resolution No. 2014-21 in the matter of Improvement Project No. 312016 – Street Reconstruction – Alley bounded by Chestnut Avenue/Central Avenue & 4<sup>th</sup> Street/5<sup>th</sup> Street. Presented by Tom Turchi, City Engineer.

Recommended Action: Approve Final Resolution No. 2014-21.

- Q. Request to approve Resolution No. 2014-23 authorizing use of an alternative financing method, transferring \$140,000 from the Cemetery Perpetual Care Fund to fund the Cemetery Mausoleum Construction project. Presented by Keith Strey, Finance Director.

Recommended Action: Approve Resolution No. 2014-23.

- R. Request to approve Budget Resolution No. 07-2014 to establish budgetary authority to transfer \$140,000 from the Cemetery Perpetual Care Fund to the Cemetery Mausoleum Construction project. Presented by Keith Strey, Finance Director.

Recommended Action: Approve Budget Resolution No. 07-2014.

- S. Request to approve Budget Resolution No. 08-2014 transferring \$250,000 within the Infrastructure Projects Capital Fund for Park Street Improvements and Dynamic Envelope Pavement Markings. Presented by Dan Knoeck, Director of Public Works.

Recommended Action: Approve Budget Resolution No. 08-2014

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- T. 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; \$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: Approve the 2015-2019 Capital Improvement Program.

- U. Closed Session pursuant to Wisconsin Statutes, chapter 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically the City Administrator has requested a closed session to discuss closeout issues with the city's former shared-ride taxi provider.
- V. Reconvene into open session.
- W. Action on matters discussed in closed session, if appropriate.
- X. Items for future agendas.
- Y. Adjournment

Posted this day, April 4, 2014 at 1:00 p.m., by Deb M. Hall, City Clerk

Notice

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

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

**NOTICE OF PUBLIC HEARING**

**STREET IMPROVEMENTS**

**PROJECT NO.**

**312016 - Street Reconstruction – Alley bounded by Chestnut Avenue/Central Avenue & 4th Street/5th Street**

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

**Concrete alley paving and storm sewer laterals.**

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

Further notice is given that the Common Council will hear all persons interested, their agents or attorneys, concerning the matters contained in Preliminary Resolution No. 2014-06 and the report, including proposed assessments at 6:45 PM on Tuesday, April 8<sup>th</sup>, 2014 in the Council Chambers of City Hall Plaza, 630 South Central Avenue, Marshfield, WI 54449.

Deb M. Hall  
CITY CLERK

**PUBLISH: News Herald – March 28th, 2014 - LEGAL**

**NOTICE OF PUBLIC HEARING**

**STREET IMPROVEMENTS**

**PROJECT NO.**

- **312111 - Street Construction - North Street (St. Joseph Avenue to Wood Avenue)**
- **352112 - Sanitary Sewer Reconstruction - North Street (St. Joseph Avenue to Wood Avenue)**
- **312113 - Water Services - North Street (St. Joseph Avenue to Wood Avenue)**
- **316754 - Storm Sewer With Paving - North Street (St. Joseph Avenue to Wood Avenue)**

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

**Street reconstruction, storm sewer laterals, sanitary sewer laterals, water service laterals, concrete sidewalk, concrete curb and gutter, asphalt paving and concrete driveway aprons.**

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

Further notice is given that the Common Council will hear all persons interested, their agents or attorneys, concerning the matters contained in Preliminary Resolution No. 2014-03 and the report, including proposed assessments at 6:45 PM on Tuesday, April 8<sup>th</sup>, 2014 in the Council Chambers of City Hall Plaza, 630 South Central Avenue, Marshfield, WI 54449.

Deb M. Hall  
CITY CLERK

**PUBLISH: News Herald – March 28th, 2014 - LEGAL**

**MARCH 25, 2014**

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

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

**ABSENT:** Peter Hendler

The flag was saluted and the pledge given.

6<sup>th</sup> District Alderperson Vacancy

Letters of interest were received from Ms. Charlotte Smith, 1621 S. Cedar Avenue and Mr. Rich Reinart, 906 S. Ash Avenue. Each candidate introduced themselves and was available to answer any questions.

**CC14-046** Motion by Spiros, second by Feirer to approve the minutes of the Common Council meeting of March 11, 2014.

**Motion carried**

Employee Recognition

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

No items were added to the agenda.

**PUBLIC COMMENT PERIOD**

William Penker, 600 S. Sycamore Avenue. He spoke about economic development specifically about developing a brand and identity for marketing Marshfield. The downtown or city center defines a community and a community can also be defined by what people see as they enter at the city limits. Whether at the city limits or the edges of downtown what are the visuals that are branding and identifying Marshfield? Is our visual brand and identity a positive one or a negative one?

**REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES**

None

**CONSENT AGENDA**

**CC14-047** Motion by Buttke, second by Cummings 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 January 30, 2014; Library Board of February 11, 2014; Fire & Police Commission of February 13, 2014; Central Wisconsin State Fair Board of February 17, 2014; Cable TV Committee of February 24, 2014; Library Board of February 25, 2014; Historic Preservation Committee of March 3, 2014; Parks, Recreation and Forestry Committee of March 13, 2014; Board of Public Works of March 17, 2014; Finance, Budget and Personnel Committee of March 18, 2014 and Plan Commission of March 18, 2014.

**Motion carried**

No items were removed from the consent agenda.

**CC14-048** Motion by Wagner, second by Cummings to refer to the Board of Public Works for consideration of a construction manager for oversight of the proposed Library & Community Center project.

**Motion carried**

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

**CC14-049** Motion by Feirer, second by Cummings to approve Ordinance No. 1272. Ayes - 8

**Motion carried**

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.

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.

**CC14-050** Motion by Buttke, second by Earll 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 5<sup>th</sup> Street, zoned “CD” Campus Development District. Ayes - 8

**Motion carried**

**CC14-051** Motion by Earll, second by Spiros to approve Payroll Resolution No. 2014-17, authorizing performance-based compensation adjustments for non-represented employees. Ayes – 8

**Motion carried**

**CC14-052** Motion by Earll, second by Cummings 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. Ayes – 8

**Motion carried**

**CC14-053** Motion by Wagner, second by Feirer to approve Budget Resolution No. 05-2014, transferring \$28,000 within the Economic Development Fund to allow for continued expenditures for 3 projects. Ayes – 8

**Motion carried**

**CC14-054** Motion by Earll, second by Feirer 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. Ayes – 7; Nay – 1 (Feddick-Goodwin)

**Motion carried**

**CC14-055** Motion by Earll, second by Cummings to approve a new 3-year agreement for cable programming services with Vidcom, LLC. Ayes – 8

**Motion carried**

City Administrator Steve Barg presented the 2015-2019 Capital Improvement Program (CIP). The CIP 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.

City Administrator Steve Barg presented information on a possible reduction in the number of city committees.

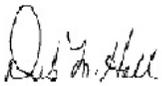
Discussion was held on eliminating the Committee on Youth and assigning a liaison to work with MACY or Youth Net. Alderperson Wagner asked the City Administrator to come back with a recommendation on which of the two organizations might be better.

Future Agenda Items

None

Motion by Buttke, second by Spiros to adjourn at 8:22 p.m.

**Motion carried**



Deb M. Hall  
City Clerk

COMMUNITY DEVELOPMENT AUTHORITY  
January 28, 2014

The Personnel Committee meeting of the Community Development Authority was called to order by the Chairperson, Marilyn Hardacre on Tuesday, January 28<sup>th</sup> at 10:30 a.m. in the Cedar Rail Court Executive Conference Room, located at 601 S. Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Meeting posted on January 27<sup>th</sup> at 9:45 a.m.

ROLL CALL:

PRESENT: Dave Marsh, Tom Buttke, Marilyn Hardacre, Peter Hendler

OTHERS PRESENT: Mary James-Mork Executive Director

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

CDA 14-P01-01 Motion by Marsh, with a second by Buttke to enter closed session at 10:40 a.m.

Motion Carried

Convene to Closed Session pursuant to Wisconsin Statutes, 19.85(1) (c), (f) to discuss information involving personnel management of CDA financial information and to discuss employment, promotion, compensation or performance evaluation data of specific public employees over whom the Board has jurisdiction or exercises responsibility.

CDA 14-P01-02 Motion by Buttke, with second by Marsh to reconvene to open session at 11:10 a.m.

Motion Carried

CDA 14-P01-03 Motion by Buttke, second by Marsh to recommend to the Board a designated end of year distribution for current staff members who have served with considerable dedication over the past year to CDA throughout funding challenges and with limited staff hours. Recommend that this distribution be accompanied with a note of appreciation from the Board of Commissioners.

Motion Carried

CDA 14-P01-04 Motion by Buttke, with second by Marsh to adjourn meeting.

Motion Carried

Meeting adjourned at 11:10 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Marilyn Hardacre  
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY

February 20<sup>th</sup>, 2014

The monthly meeting of the Community Development Authority was called to order by Chairperson Peter O. Hendler at 10:00 a.m. in the Parkview Apartments Community Room, 606 S. Walnut Avenue, Marshfield, Wisconsin.

Affirmation of Proper Posting of Meeting: Meeting posted February 18th, 2014 at 9:00 a.m.

ROLL CALL:

PRESENT: Peter O. Hendler, Dave LaFontaine, Tom Buttke, John Conklin, Andrew Keogh

EXCUSED: Dave Marsh, Marilyn Hardacre

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

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: Parkview Apartments resident Joan Conklin thanked the CDA Board of Commissioners and Executive Director for the new furniture at Parkview.

CDA 14-B02-1 Motion by LaFontaine, second by Keogh to accept the January 16<sup>th</sup>, 2014 Board meeting minutes. 5 Ayes

MOTION CARRIED

CDA 14-B02-2 Motion by LaFontaine, second by Keogh to accept the February 19<sup>th</sup>, 2014 Financial meeting minutes. 5 Ayes

MOTION CARRIED

CDA 14-B02-3 Motion by LaFontaine, second by Keogh to accept the Financial report as presented.  
5 Ayes

MOTION CARRIED

CDA14-B02-4 Motion by LaFontaine, second by Keogh to approve, send and place on file Resolution #492 for Remarketing of Bonds for Wildwood Regency. 5 Ayes

MOTION CARRIED

Personnel Committee: The Personnel Committee is in receipt of the summary for the hiring of the site manager position. The new hire possesses many good qualities that are needed for the position and will be an excellent fit into the CDA organization.

Strategic Planning Committee: No update

Grievance Committee: No update

Executive Director's Report:

CDA 14-B02-5 Motion by LaFontaine, second by Keogh that the Board of Commissioners Chairperson and CDA Executive Director proceed with entering into a contract with RMM Solutions upon review by Von Briesen, provided the contract meets the designated parameters. 5 Ayes

MOTION CARRIED

CDA 14-B02-6 Motion by Buttke, second by LaFontaine to accept and place on file the Executive Director's Report. 5 Ayes

MOTION CARRIED

Capital Project Update:

The new furniture has arrived and been placed throughout Parkview. The wallpaper is being removed from the sunroom and painting of the walls is expected to begin on February 24<sup>th</sup>. A bid packet is being compiled for the Cedar Rail roofing project.

Next Meeting Date and Time: Thursday, March 20<sup>th</sup>, 2014 at 9:00 a.m. in the Community Room of Cedar Rail Court

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

Meeting adjourned by Peter O. Hendler at 10:50 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Peter O. Hendler  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY**  
**Executive Director's Highlights**  
**March 20, 2014**

**1. Occupancy-**

Elderly/Disabled Housing- Parkview has seven (10) openings, with three (3) on hold for modernization.

Cedar Rail – Five (5) openings.

Several openings at both facilities are due to transfers to assisted living and the passing of residents.

Scattered Sites-Full.

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

**2. Meetings/Partnerships**

Economic Development Board

Committee on Aging

**3. Economic Development Board (EDB)**

Economic Development Board met on March 6<sup>th</sup>, 2014. Members reviewed additional input and discussed gaps in housing as well as potential approaches and strategies to filling those gaps. The Housing Study Survey is being conducted by MSA.

**4. RAD Project-**

No additional information on the progress of the RAD application in the Month of March.

**5. RMM Solutions-**

RMM Solutions is in receipt of the revised contract after review by Von Brysen. The two organizations are scheduled for a meeting to review those recommendations and Von Brysen will provide ED with the outcome of that discussion prior to the March 20 Board Meeting.

**6. Wildwood Regency-**

The CDA will receive the executed versions of the basic documents for remarketing of bonds after March 26, 2014 (for safekeeping pending closing and receipt of the closing transcript.)

**7. Recertification-**

CDA Housing Director, Executive Assistant and Site Manager have made significant progress with the annual recertification for residents of Public Housing. Though some wrap up continues, even with the occasional assistance of the former site manager, this effort has been particularly difficult this year due to staffing limitations. Under the Housing Director's guidance the new employees have stepped up, working tirelessly with her to provide guidance to each resident, while updating and verifying the accuracy of documentation.

**8. Potential Project LSS**

Executive Director has recently contacted LSS regarding the potential for location of both an office and an apartment to feature new technology for those seeking to live independently. While the next step agreed upon in last month's discussion was that LSS would draft a proposed agreement to the CDA for review, we have not yet been provided with that draft.

**9. Capital Projects**

The procurement and obligation of funds have been completed for the Cedar Rail Roofing Project. The Finance Committee will review all steps and results of the bid opening at the March 18<sup>th</sup> meeting, and will provide a full report to the Board at the monthly meeting on March 20<sup>th</sup>, 2014.

**City of Marshfield Committee on Aging  
Wyndham Senior Villas  
Meeting Minutes – March 6, 2014**

The monthly meeting of the Committee on Aging was called to order at 9:35 a.m. by Chair Mike Feirer.

**MEMBERS PRESENT:** Mike Feirer, Becky Huebner-Leu, Patty Ruder, Jean Doty, Dave Marsh, and Elsie Anderson

**ABSENT:** Kathy Dieck

**OTHERS:** Judy Carlson, Connie Jacobson, Jennifer Cummings, Janet Southworth, Kelly Cassidy and a seven Wyndham Senior Villas residents/citizens

**MINUTES:** Motion made by Doty and seconded by Marsh to approve the minutes from the February 6, 2014 meeting. Motion carried.

**CITIZEN’S COMMENTS:** A woman had a concern about the cab service. The cab she called and boarded drove her all over the city and didn’t take her directly to her destination. She was alarmed that she didn’t know where she was half the time and perhaps wouldn’t even be taken to the location she wanted to go to. Connie Jacobson explained the cab service is a “shared ride service”. That means the cab will pick up other riders when called rather than picking individuals one at a time and taking them to their destination. It was noted that seniors could get a card from the Mayor’s office in order to get reduced fees for cab services.

Additionally, transportation is available through the Wood County to take those eligible to other appointments by calling one day in advance with a fee of \$1.50 each way between the hours of 8:30 and 2:30 p.m. Monday through Friday. The busses are lift-equipped. Persons who want to use this service should call one day in advance at 715-389-0230 to schedule transportation. Free transportation continues to be provided to Senior Housing facility residents to go shopping at Pick & Save and Festival Foods (these two stores pay the \$1.50 fee it cost to transport residents each way

Members of the committee introduced themselves.

**AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN UPDATE:** Jennifer Cummings reminded those 60 years and older there is a lunch served Monday – Friday at Parkview and Cedar Rail. There is a suggested donation of \$3.40, but any contribution is accepted. Additional services that ADRC provides were presented and discussed.

**FORUM 55+:** Judy Carlson explained anyone may join Forum 55+, a program sponsored by Ministry Saint Joseph's Hospital to provide social and educational activities for person aged 55 and over. The cost is one life-time fee of \$10.00.

**LIBRARY & COMMUNITY CENTER PROJECT UPDATE:** A "Viva Las Vegas – Elvis Lives" fundraiser is scheduled for April 26. Cost is \$25 which covers a southern-style dinner, entertainment by Garry Wesley a world-renown Elvis Impersonator and silent auction. Tickets are available at MACCI and the Library.

Fundraising is currently being conducted for the project with nearly \$1 million raised so far. The plan is to raise a total of \$4 million with the City contributing another \$3 million. Groundbreaking for the new Library is tentatively set for 2015. The current library will eventually be converted to a Community Center at which time current senior citizens' activities will move to the Community Center. The current Senior Community Center will not be demolished until the Community Center is renovated. Plans are to relocate the Aging and Disability Resource Center – Central Wisconsin from Peach Street to the Community Center as well.

**HEALTH FAIR UPDATE:** This year's health fair will again be held at the Jr. Fair Building at the fairgrounds on Friday, October 3. A variety of vendors with services related to senior activities/needs and flu shots in addition to other health checks will be available. The event begins at 9:30 a.m. and refreshments will be served. Free transportation will be available from most senior housing facilities. Possible topics for speaker(s) for next year's event include advance directives & estate planning, memory loss and funeral trusts. Becky will arrange having the speaker filmed. Door prize distribution went well. Need to address the sound speaker system. Dave Marsh will look into this. Other committee responsibilities remain the same as last year.

**UNFINISHED BUSINESS:** Medical Transportation Management update was given by Connie Jacobson.

**NEW BUSINESS:** AARP-assisted free tax preparation is being done at the United Way office at 106 W 1<sup>st</sup> St. (entrance is in back of the police department) this year. Volunteers will help file Homestead, Federal and State tax preparation for persons with \$50,000 income or less. Appointments are scheduled between 8 a.m. – 2 p.m. Monday through Wednesday and Thursday from 4 p.m. – 7 p.m. Call 715-384-9992 for an appointment.

**FUTURE MEETING DATE:** The next meeting will be held at the Wildwood Regency Apartments, 1624 S. Roddis Ave. on Thursday, April 3 at 9:30 a.m. (Note: Becky Huebner-Leu will contact all future locations to confirm dates.)

Motion to adjourn at 10:55 made by Marsh, seconded by Huebner-Leu. Motion carried.

Respectfully submitted,  
Jean Doty  
(for Amy Krogman)

COMMUNITY DEVELOPMENT AUTHORITY

March 19<sup>th</sup>, 2014

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

Affirmation of Proper Posting of Meeting: Meeting posted March 17<sup>th</sup>, 2014 at 1:32 p.m.

ROLL CALL:

PRESENT: Dave LaFontaine, Dave Marsh

OTHERS PRESENT: Mary James-Mork - Executive Director, Janet Southworth – Director of Public and Section 8 Housing, Carol Kerper - Executive Assistant

EXCUSED: Andy Keogh

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

Review of Financial Reports/Documentation

CDA 14-F03-1 Motion by LaFontaine, second by Marsh to accept and recommend the financial report for board approval. 1 Aye

MOTION CARRIED

Annual Review of Financial Policies: Current financial policies have been reviewed and updated by CDA staff. A draft of the revised policies will be available for Finance Committee members for review and recommendation at the April, 2014 Finance Committee meeting.

Update on Cedar Rail Roof Contracting Award: A vendor for the roofing project has been chosen. The vendor contract and the notice to proceed will now be issued.

RMM Solutions Update: Von Briesen has reviewed the service contract received from RMM Solutions. A number of contract items are of concern to the CDA and will require additional negotiation. Executive Director James-Mork will be meeting with the owner of RMM Solutions on Friday, March 21 to discuss further negotiations.

Review of Initial Draft of 2014 – 2015 Budget: Preliminary draft of the budget was reviewed and areas of potential revision discussed. With those revisions, the committee will recommend the proposed budget to the Board of Commissioners.

CDA 14-F03-2 Motion by LaFontaine, second by Marsh to move to accept and recommend to the Board the revised 2014-2015 budget. 1 Aye

MOTION CARRIED

Next meeting date will be Wednesday, April 23<sup>rd</sup>, 2014 at 9:00 am in the Cedar Rail Executive Conference room.

Agenda items: Review of Updated Financial Policies Document  
Update on Status of RMM Solutions  
Update on Capital Funds Projects and Budget

Meeting adjourned at 11:15 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Dave LaFontaine  
Chairperson

## **Economic Development Board meeting March 20, 2014**

Present: Ron Dickrell, Bill Sennholz, Ed Wagner, Diane Wolf  
Absent: Pete Hendler, Tammy Meissner, Al Michalski  
Others: Chris Meyer, Jason Angell, Mary James-Mork, Karen Olson,  
Denise Sonnemann, Amy Krogman (Left at 3:05 p.m.), Steve Barg  
(arrived at 3:05 p.m.), Jason Valerius, Kirk Skoog, Todd Matkom,  
Marc Ott (arrived at 2:18 p.m) and Gary Gray (arrived at 3:05 p.m.)

Sennholz called the meeting to order at 2:00 p.m. in Room 108 of City Hall.

### **Approve minutes**

**EDB14-10** Motion by Wagner, second by Wolf, to approve the March 6, 2014 minutes as presented.

**Motion carried**

### **Conflicts of interest**

None

**EDB14-011** Motion by Wagner, second by Wolf to adjourn to closed session under Wisconsin Statutes, Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Roll call vote, all ayes (time: 2:05 p.m.).

Present in closed session: Angell, Sennholz, Wagner, Dickrell, Wolf, Meyer, Krogman, Matkom, Ott (arrived at 2:18 p.m.); James-Mork, Sonnemann, and Olson

**EDB14-12** Motion by Wagner, second by Dickrell to return to open session. Roll call vote, all ayes (Time: 3:04 p.m.).

Upon returning to open session, no action was taken on anything discussed in the closed session.

There were no citizen comments.

### **Update on economic development activities**

Sonnemann noted a recent seminar on “exit plans” for small business owners.

Barg advised that the City’s Finance, Budget & Personnel Committee approved the budget resolution to transfer \$28,000 for projects recommended by the EDB. This will now go to the Council for review and final approval on March 25<sup>th</sup>.

**Update/discussion on community housing study and needs assessment**

Jason Valerius and Kirk Skoog presented the completed Community Housing Study and Needs Assessment. Significant discussion occurred, with members asking many questions, especially on the list of recommendations for the City's consideration. MSA staff noted that their work is 99% completed, and the final report can be expected by March 26<sup>th</sup>.

**EDB14-13** Motion by Dickrell, second by Wagner to provide an additional \$1,700 in compensation to MSA for the public presentation of this report on Wednesday, April 9<sup>th</sup> at 5:30 p.m. at the UW Marshfield/Wood County, Room 127.

**Motion carried**

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

It was agreed to hold the next Board meeting on Thursday, April 3<sup>rd</sup> at 3:00 p.m. in Room 108 of the City Hall Plaza.

Motion by Wagner, second by Wolf, to adjourn. Motion carried. Sennholz declared the meeting adjourned at 4:43 p.m.

Respectfully submitted,

Steve Barg, City Administrator  
Amy Krogman, Administrative Assistant III

# Marshfield Airport Committee Minutes

## March 20th, 2014

Meeting called to Order at 6:03 p.m. by Chairman John Berg

Present: Ed Wagner, Jack Bremer and John Berg

Absent: Dan Maurer and Paul Knauf

Also Present: Josh Miller, Dave Wassenberg, John Richmond, Walt Embke, Myles Richmond, Duffy Gaier, Alice Gaier and Jeff Gaier

Citizens Comments: None

AP14-11 Motion by Bremer Second by Wagner to approve the Airport Minutes for February 20th, 2014 All Ayes,

Motion Carried

Wood County Emergency Management rescinded their tower application for a height of 228 feet and will pursue a tower height of 156 feet which will bring it 1 foot underneath the 1399 height limitation zone in that area. No Action Taken.

AP14-12 Motion by Wagner Second by Bremer that the proposed water tower that the request by Marshfield Utilities to exceed the height limitations, be denied. All Ayes,

Motion Carried

Budget Transfer: Discussed no action taken.

AP14-13 Motion by Wagner, Second by Bremer to approve the Airport Manager's March 2014 Report, All Ayes

Motion Carried

AP14-14 Motion by Bremer, Second by Wagner to approve the March 2014 Activity Report, All Ayes

Motion Carried

AP14-15 Motion by Wagner, Second by Bremer Airport Bills for March 2014, All Ayes

Motion Carried

Project Updates - Discussed no action taken.

No new information on the land purchase

We will be traveling to Madison on April 17th to meet with the Bureau of Aeronautics

The 2014 Wisconsin Aviation Conference will be held in Wausau, WI May 5th to May 7th at the Patriot Center.

No Additional Citizens Comments.

Motion by Bremer, second by Wagner to adjourn at 7:26 p.m. All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

## Airport Manager's Report March 20th, 2014



We are beginning to feel the change in the season. With Spring upon us, the snow banks have been melting and people are beginning to have an interest in flying again. This winter has been a challenging winter. Thankfully we have only replaced shear bolts, and plow blades on the



airport snow removal equipment. Duffy's plow truck hasn't faired as well. We have gone through three axels on the truck this winter season.

Jeff from Marshfield and Howard Joling from Wisconsin Rapids have been in contact with Rob Hartman from the Federal

Aviation Administration, (FAA), in regards to getting Nick De Nardis certified as our technician. It has been a challenging experience being able to prove that Nick has the experience and knowledge to maintain the system. Unfortunately our efforts may have come to an end as Nick had to undergo a recent surgery on his back. Nick notified the FAA that he was presently in no condition to do any certification at this time to get approved to be the technician for the airports.

We know of no other technician who would be qualified to work on this equipment.



This National Guard Helicopter was flying the instrument approaches at the airport this month.

The Bureau of Aeronautics has informed us as the weather gets warmer, they have authorized Becher & Hoppe to proceed with the negotiation of the Mike Grosbier property South of the airport. Mike's property is entirely surrounded by airport property. The BOA

has added this as an addendum to the property purchase project they have with us to acquire property south of the airport. We anticipate the project to be completed in 2014.

On March 14th, 2014, Lois Shwery passed away. Lois and her husband Roy started Midstate Airlines at the Marshfield Municipal Airport. In the early days of Midstate, Lois would manage the flight school and FBO business while Roy was out flying. While Roy is the name many people see at the airport, Lois also had a lot to do with what was happening at the airport.



Pictured Left to Right: Dan Maurer, Roy Shwery and Lois Shwery during the airport dedication to Roy for his contributions to aviation at Marshfield.

There has been a snow owl flying out by the airport. The unique owl is mostly white with a few splashes of gray in its feathers. It has been difficult to get a picture of this unique bird. A conservationist has stopped by to see if knew if there was one in the area.

Jeff is once again working with other airports to offer the Wisconsin Flying Hamburger Social throughout the State. Marshfield will have two dates this year for hosting the social. The social is held at a different airport from June 1st to August 29th. This year the state will be divided into ten branches with each branch hosting a different day of the week.





This month we did have several days where the ramp and runways were covered in ice. It made it challenging to move around. We utilized the truck a few times to move airplanes as the tow tug did not have enough traction on the ice to move larger planes.

The meeting with the BOA is all set up for April 17th, 2014. Members of airport management and the airport committee will travel to Madison to meet with the BOA to find out about future funding for airport projects as well as discuss upcoming projects at Marshfield.

Dave Wells our flight instructor and Justin Smith our Charter pilot have both announced that they will be moving on in their aviation careers. Thank you for the time you have spent with us and we wish you the best in your aviation futures.

Happy Flying

Duffy, Alice, Bob and Jeff Gaier

Plow truck towing a King Aire

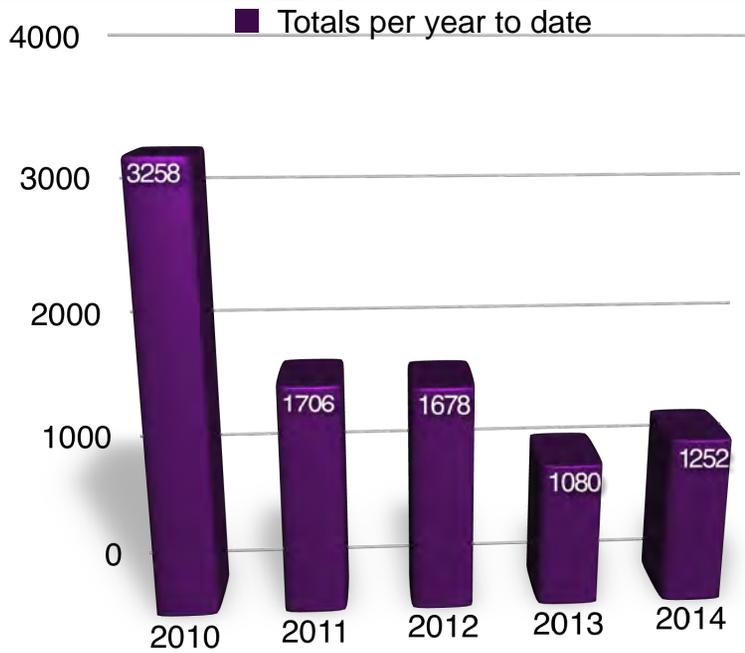


# Airport Activity Report March 2014

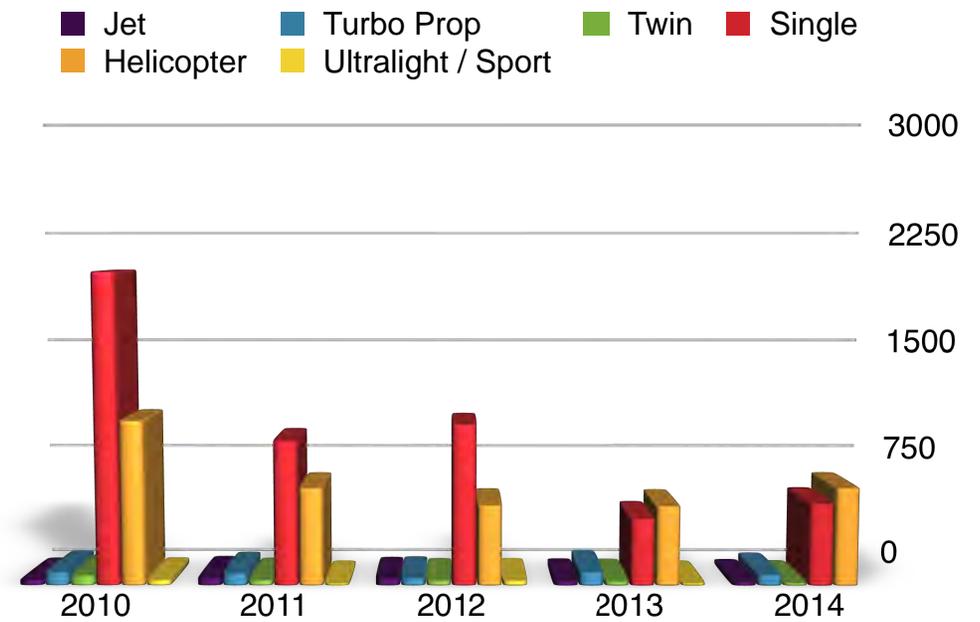


Departures and or Landings Information - Flight Operations - 28 Days Between Reports							
Year	YTD 2010	YTD 2011	YTD 2012	YTD 2013	March 2013	March 2014	YTD 2014
Jet	30	42	36	26	8	6	22
TurboProp	80	72	40	84	24	24	68
Twin	58	30	28	24	10	4	14
Single	2002	928	1032	426	112	224	522
Helicopter	1056	624	514	508	140	184	626
Light Sport	32	10	28	12	0	0	0
<b>Total</b>	<b>3258</b>	<b>1706</b>	<b>1678</b>	<b>1080</b>	<b>288</b>	<b>442</b>	<b>1252</b>
Passengers							
<b>Total</b>	<b>4344</b>	<b>2273</b>	<b>2236</b>	<b>1440</b>	<b>384</b>	<b>589</b>	<b>1668</b>
Local and Transient Traffic							
Transient	1016	400	544	364	72	128	432
Local	2242	776	1134	734	216	314	820
Training Flights							
<b>Total</b>	<b>1162</b>	<b>544</b>	<b>944</b>	<b>318</b>	<b>80</b>	<b>266</b>	<b>488</b>
Fuel Dispensed							
Av Gas	4913	3656	3652	2895	944	933	2376
Jet A	6996	8127	6548	8565	2484	2207	7102
<b>Total</b>	<b>10806</b>	<b>11783</b>	<b>10200</b>	<b>11460</b>	<b>3428</b>	<b>3140</b>	<b>9478</b>
All Information In This Report Is Estimated Based On The Activity At The Airport For The Month. An Operation is considered a take-off or a landing.							

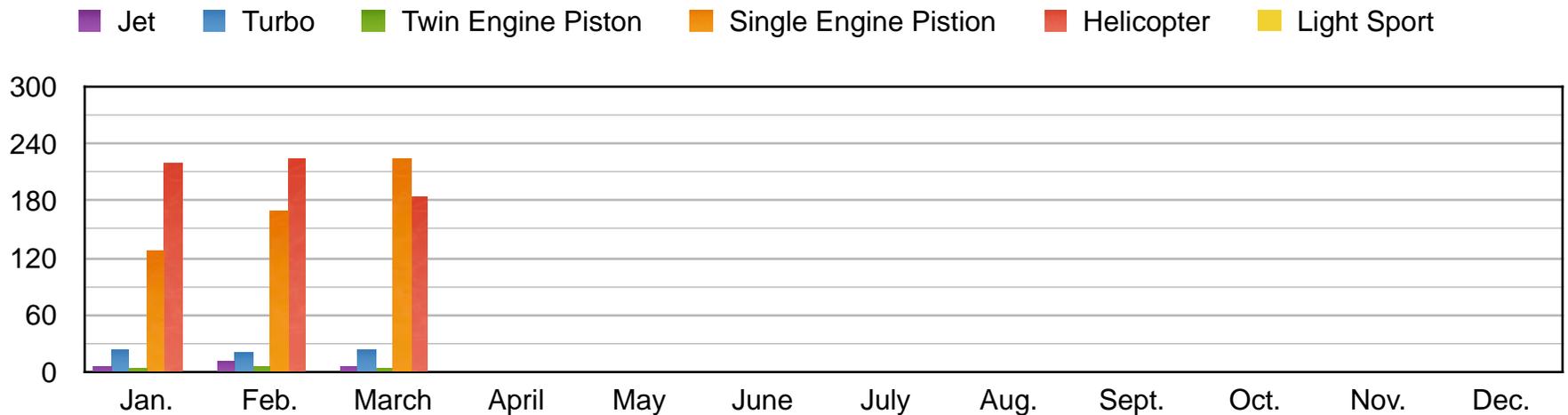
Flights Over the Past Five Years by the Present Month



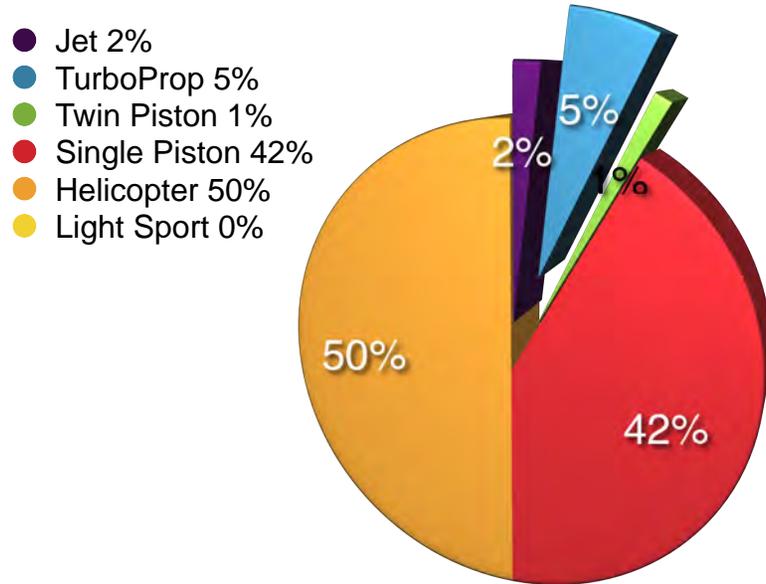
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



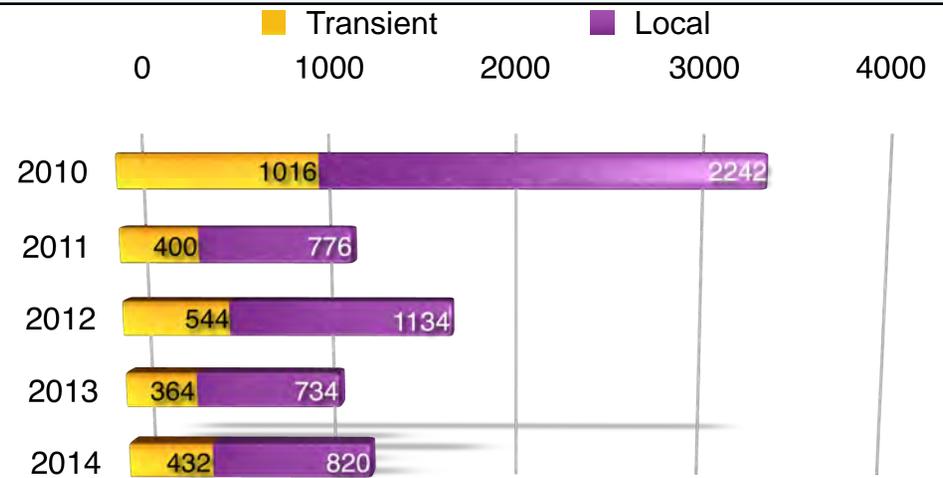
Operations by Aircraft for the Year of 2014



Percentage By Type Of Aircraft That Came Into Marshfield In 2014

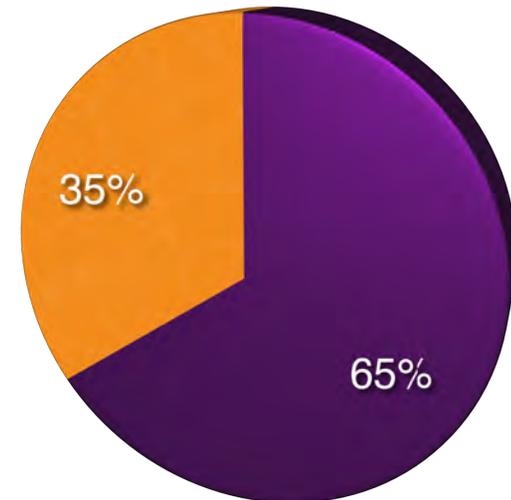


Transient Vs. Local Traffic



Percentage of Local Vs. Transient Traffic

● Local Traffic ● Transient Traffic



### Summary of Activity

Compared to last year at this time last year:

Jet Engine traffic is down

Turbo Prop Engine Traffic is the same

Twin Engine Piston Traffic is down

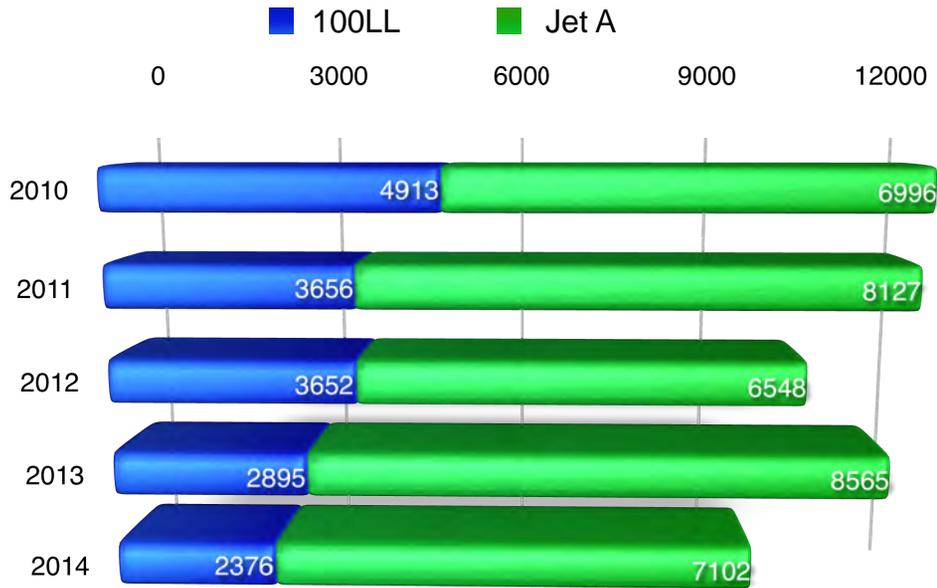
Single Engine Piston Traffic is up

Helicopter Traffic is down

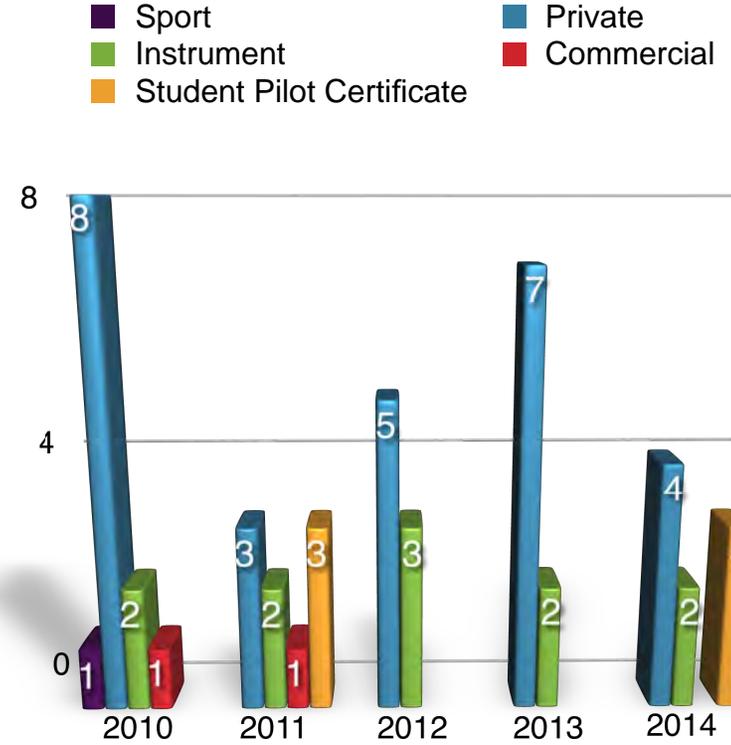
Light Sport is the same with no flights.



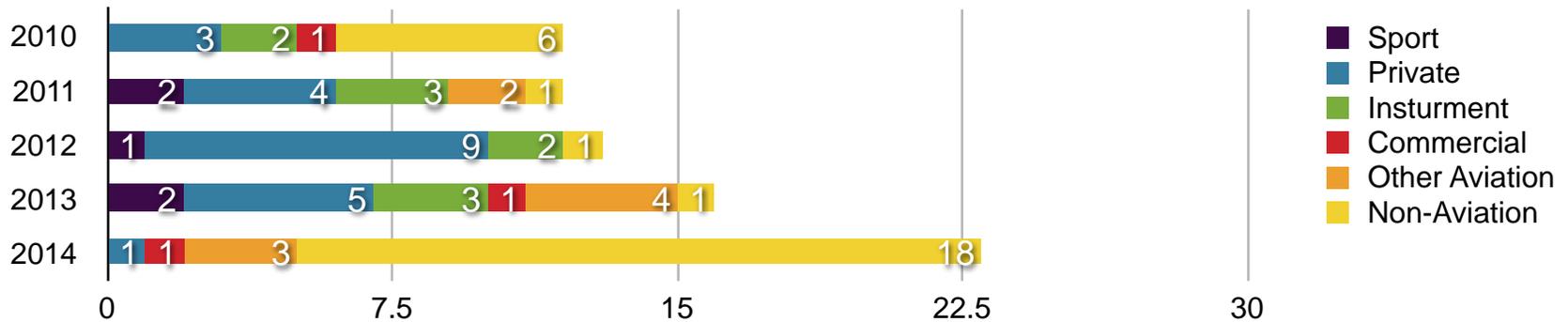
Fuel Sold - 5 Year Comparison



Duffy's Flight Checks for Pilots - 5 Year Comparison



Computerized Written Exams Given At The Airport



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

Duffy's Aircraft Sales and Leasing Inc.  
Aviation On Demand  
Spirit Transport  
Dan Hiller  
CrossWind Aviation LLC  
Wheelers Chevy Olds Pontiac Cadillac Inc.,  
Dan Wheeler and Family  
Myles Richmond  
Duffy Gaier  
Bob Gaier  
Jeffrey & Elizabeth Gaier  
Al Hatz  
Dave Wells  
Craig Cook  
Don Halloran  
Howard Rand  
Steve Humphrey  
Steve Mickel  
Mayo One (Medflight Eau Claire)  
Custom Fabrication and Repair  
Brian Barnett  
Kirk Haslow  
Haslow Farms  
Jim Hills  
Grassland Dairy  
Justin Smith  
Medevac (Medflight Wausau)  
Tom Witt  
Country Flyers Education  
Jake Jasinski

Grant Tarpinain  
Troy Rens  
Life Link III (Medflight New Richmond)  
Bob Lee  
Wayne Short  
Enbridge  
MQA Aviation LLC  
Matt Thomas  
Burrnett Co. Flying Service  
Michael Tyler  
Air Methods  
Citation Air  
Roehl Transport  
Everett Roehl & Family  
Reven Untiedt  
Matt Keifer  
Loretta Trenshaw  
Brittany Lueth & Rico  
Bob Thill  
Valley Medical - Fixed Wing Medflight  
Nicholas Jeter  
Randy Musack  
Quinn Shumway  
Dan Bull  
Jeff Peterson  
Andrew Draeger  
Nathan Baxter  
Chad Boettcher  
John Pierce-Ruh

Robert Kulp  
Michael Ladd  
Jeremy Malecki  
Brent Manson  
Glen Mills  
Chris Montgomery  
Am I High Aviation  
Wanda Zuege  
Brian Parker  
Art Scottberg  
Craig Walker  
James Weber  
Christian Neuman  
Steve Risewick  
Perry Thomas  
John Thompson  
Stevens Point Civil Air Patrol  
Rand Africano  
David Rybak  
Daniel Vieth  
Larry Wunsch  
Corey Verdoljak

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

Experimental Aircraft Association Chapter 992 (Marshfield & Medford Group)

Toastmasters of Marshfield

Central Wisconsin Apple User Group

Marshfield Youth Hockey

Marshfield Scrap

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

Holiday Inn

Blue Heron / West 14th

Marshfield Clinic

St. Joseph's Hospital

Festival Foods

V & H Heavy Trucks

Roehl Transport

Subway

Chips

McDonalds

Little Casears

Target

Hardees

The Store

Baltus

Wildwood Zoo

Marshfield Hotel

Nasonville Dairy

Account # 101-53510-33

Obj. #	Description	2014 Amount Approved	2014 March Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	44,286.00	3,690.50	Manager's contract	11,071.50	33,214.50
52210	Electric	16,926.00		Electric		16,926.00
52220	Water	497.00		Marshfield Utilities		497.00
52230	Sewer	426.00		Marshfield Utilities		426.00
52240	Fire Protection Charge	1,641.00		Marshfield Utilities		1,641.00
52260	Heating - Gas	3,272.00	519.17	WE Energies general aviation terminal	1,829.13	1,442.87
			194.91	WE Energies - East unit		
			268.01	WE Energies - West unit		
52300	Telephone	1,244.00	104.72	Frontier	208.94	1,035.06
52400	Rep/Maint. Serv-Streets	17,200.00	2,275.00	Duffy's Aircraft Sales - snowplowing 01-02-14 through 02-19-14.	10,755.00	6,445.00
52500	Repair/Mainte. Service	50,967.00	41.80	UniFirst - mat service	974.31	49,992.69
			200.00	Maid to Order - Cleaning services		
			92.75	Paul Smith - welding on snowplow mount		
			108.01	Duffy's Aircraft Sales - Replace broken cables on big hangar door.		

City of Marshfield - 2014 Airport Budget continued

			March	Used	Balance
			Expenses	To Date	
52900	Other Contractual Ser.	7,000.00			7,000.00
53100	Office Supplies & Exp.	100.00			100.00
53200	Publications & dues	400.00			400.00
53400	Operating supplies	1,600.00			1,600.00
53500	Rep/Mainte. Supplies	6,500.00		1,163.36	5,336.64
55110	Buildings & Contents	2,487.00			2,487.00
55140	Professional Liability	321.00			321.00
55150	Airport Liability	4,486.00			4,486.00
55170	Boiler	359.00			359.00
58830	Airport Buildings	6,000.00			
<b>Grand Totals</b>		<b>165,712.00</b>	<b>7,494.87</b>	<b>26,002.24</b>	<b>139,709.76</b>

**BOARD OF PUBLIC WORKS MINUTES**  
**OF MARCH 31, 2014**

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

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

**EXCUSED:** Mike Feirer

**ALSO PRESENT:** City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Panzer; Police Chief Jepsen; City Assessor Spencer; Jack Blume, Zimmerman Architects; the media; and others.

**PW14-48** Motion by Earll, second by Buttke to recommend approval of the minutes of the March 17, 2014 Board of Public Works meeting.

**Motion Carried**

**Citizen Comments – None**

Jack Blume, Zimmerman Architects, presented the City Hall and Police Station Facilities Study reports. The report for City Hall identifies two options for getting the entire Finance Department on 5<sup>th</sup> floor, including cost estimates. It also identifies future capital needs with cost estimates and provides a cost estimate for construction of a new building for sake of comparison. The Police Station report identifies the garage expansion as the highest priority and provides a cost estimate.

**PW14-49** Motion by Wagner, second by Earll to recommend receiving and placing on file the City Hall Facilities Study Report and the Police Station Facilities Study Report.

**Motion Carried**

**PW14-50** Motion by Buttke, second by Earll to recommend approval of the low bid submitted by Haas Sons, Inc. of Thorp, WI for Contract 2014-01 - Street Improvement Projects, at a cost of \$723,655.52 and authorize execution of a contract, and further request a budget resolution be prepared to transfer funds within the Capital Project Fund (401) to balance funding for this project and refer to the Common Council for consideration.

**Motion Carried**

**PW14-51** Motion by Wagner, second by Buttke to recommend approval of the bid submitted by American Asphalt of Wisconsin of Mosinee, WI for 2014 Asphalt Paving at a cost not to exceed budgeted funding and authorize execution of a contract.

**Motion Carried**

**PW14-52** Motion by Buttke, second by Earll to recommend approval of the low quotation submitted by Utility Sales and Service of Appleton, WI for the purchase of a 2015 Versalift VST-6000 aerial truck for the Street Department at a cost of \$162,795 and authorize execution of a purchase agreement.

**All ‘Ayes’ Motion Carried**

Knoeck presented a recommendation from the Office of the Commissioner of Railroads that the City of Marshfield consider a temporary closing of the railroad crossing on Maple Avenue to assess whether or not this crossing could be closed permanently.

**PW14-53** Motion by Wagner, second by Earll to recommend implementation of a temporary closure of Maple Avenue from Depot Street to Veterans Parkway effective May 1, 2014 for a minimum length of two months.

**PW14-54** Motion by Earll, second by Buttke to recommend that action on a temporary closure of Maple Avenue from Depot Street to Veterans Parkway be postponed until the April 14, 2014 Board of Public Works meeting.

**Wagner voted 'No', Motion Carried**

City Engineer Turchi presented the Annual Storm Water Management Report. He will be giving an update to the Common Council on April 22, 2014 with more detail on the future of TMDL and what impacts that might have on the City. He will also draw names for a rain barrel to give away at the meeting.

**PW14-55** Motion by Buttke, second by Wagner to recommend receiving the Annual Storm Water Management Report and placing it on file.

**Motion Carried**

**Recommended items for future agendas:**

- Earll requested that parking on West Arnold Street by Columbia Park be discussed at a future Board of Public Works meeting.

Motion by Wagner, second by Buttke that the meeting be adjourned at 6:58 PM.

**Motion Carried**

Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS

**JUDICIARY AND LICENSE COMMITTEE**  
**MINUTES OF APRIL 1, 2014**

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

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

**EXCUSED:** None

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

**JLC14-023** Motion by Feddick-Goodwin, second by Earll to approve the minutes of the March 4, 2014 meeting.

**Motion carried**

**CITIZEN COMMENTS**

None

**JLC14-024** Motion by Feddick-Goodwin, second by Earll to approve by unanimous consent the following:

- a) Twelve (12) Beverage Operator Licenses for the 2013-2015 license year to: Katie Adams, Dwayne Booth, Dana Cherney, Geoffrey Engel, Teresa Hanke, Joseph Harter, Timothy Hovre, Felicia Jacoby, Ryan Jakobi, Michelle Petke, Robert Popowich and Samantha Stewart.
- b) Change of Agent for the "Class A" Combination Liquor License of Target Corp. to Donald Kulinski.

**Motion carried**

**JLC14-025** Motion by Earll, second by Feddick-Goodwin to grant a Beverage Operator License to Katherine Bass with 25 demerit points assessed for failure to list her violations.

**Motion carried**

**JLC14-026** Motion by Earll, second by Wagner to grant a Beverage Operator License to Joshua Mohr with 25 demerit points assessed for failure to list his violations. Ayes – 1; Nays - 2

**Motion failed**

**JLC14-027** Motion by Feddick-Goodwin, second by Wagner to grant a Beverage Operator License to Joshua Mohr with no points assessed.

**Motion carried**

**JLC14-028** Motion by Feddick-Goodwin, second by Earll to grant a Beverage Operator License to William Tucker with 25 demerit points assessed for the September 28, 2013 OWI violation because it is alcohol related.

**Motion carried**

**JLC14-029** Motion by Wagner, second by Earll to deny a Beverage Operator License to Ronald Zais with 50 demerit points assessed for failure to list his violations (25 points) and the OWI (25 points) because it is alcohol related.

**Motion carried**

**JLC14-030** Motion by Feddick-Goodwin, second by Wagner to grant a Beverage Operator License to Stacy Zietlow with 25 demerit points assessed for failure to list her violations.

**Motion carried**

**JLC14-031** Motion by Feddick-Goodwin, second by Earll to grant a 6-month Class “B” Fermented Malt Beverage License to the Marshfield Softball Association.

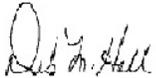
**Motion carried**

Future Agenda Items

None

Motion by Feddick-Goodwin, second by Earll to adjourn at 5:21 p.m.

**Motion carried**



Deb M. Hall  
City Clerk

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF APRIL 1, 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 and Peter Hendler.

**ABSENT:** Alderperson Robert Workinger

**ALSO PRESENT:** Alderpersons Wagner and Earll, City Administrator Barg and City Personnel (Keith Strey, Brenda Hanson, Lara Baehr, Mike Baltus and Deb Hall).

**Citizen Comments**

None

**FBP14-023** Motion by Spiros, second by Feddick-Goodwin to approve the items on the consent agenda:

1. Minutes of the March 18, 2014 meeting.
2. Bills in the amount of \$1,439,788.02
3. Report of Personnel Actions of April 1, 2014.
4. Monthly Position Control Report as of March 31, 2014.

Roll call vote; All Ayes

**Motion carried**

No items were removed from the consent agenda.

**FBP14-024** Motion by Feddick-Goodwin, second by Spiros to recommend approval of Resolution No. 2014-23 to the Common Council, authorizing the use of an alternative financing method, transferring \$140,000 from the Cemetery Perpetual Care Fund to fund the Cemetery Mausoleum Construction project.

**Motion carried**

**FBP14-025** Motion by Feddick-Goodwin, second by Spiros to recommend approval of Budget Resolution No. 7-2014 to the Common Council, establishing budgetary authority to transfer \$140,000 from the Cemetery Perpetual Care Fund to the Cemetery Mausoleum Construction project.

**Motion carried**

**FBP14-026** Motion by Spiros, second by Feddick-Goodwin to approve the updated Fund Balance Policy 4.310.

**Motion carried**

**FBP14-027** Motion by Spiros, second by Feddick-Goodwin to approve the classification of Zoning Administrator to pay grade H on the Non-Represented Compensation Plan.

**Motion carried**

**FBP14-028** Motion by Feddick-Goodwin, second by Spiros to approve retitling the position of Planner/Zoning Administrator to Planner.

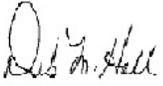
**Motion carried**

**FUTURE AGENDA ITEMS**

None

Motion by Feddick-Goodwin, second by Spiros to adjourn at 5:50 p.m.

**Motion carried**

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

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: \_\_\_\_\_

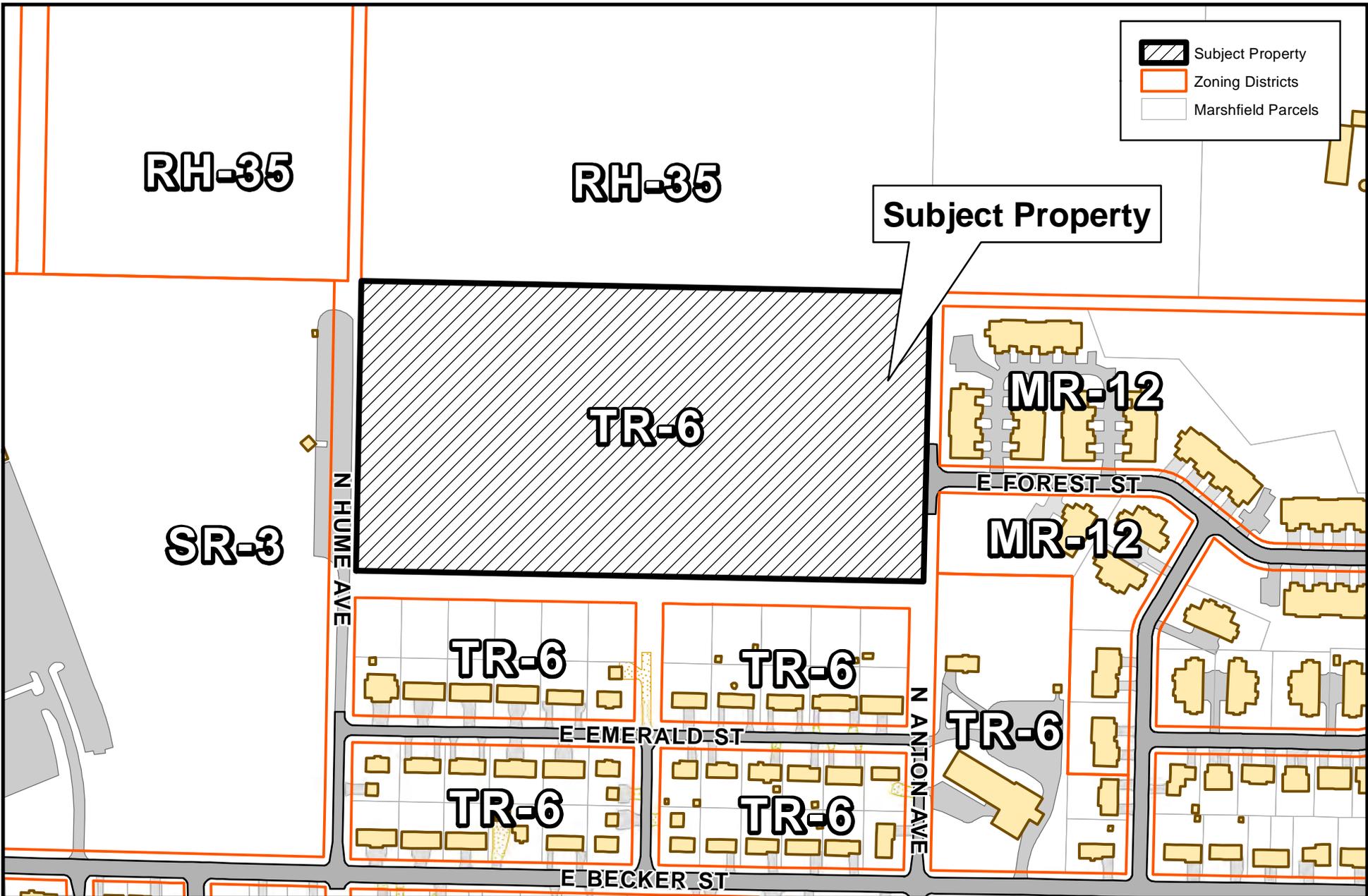
\_\_\_\_\_  
Chris L. Meyer, Mayor

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

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

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

Deb M. Hall, City Clerk



**Subject Property**

**RH-35**

**RH-35**

**SR-3**

**TR-6**

**MR-12**

**MR-12**

**TR-6**

**TR-6**

**TR-6**

**TR-6**

**TR-6**

**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

---

DATE: April 3, 2014  
TO: Mayor Meyer & City Council  
FROM: Steve Barg, City Administrator  
RE: First Reading of Ordinance No. 1274 (committee reductions)

## **Background**

On March 20<sup>th</sup>, staff offered a report on the possibility of eliminating certain committees. (Based on Councilmember Feddick's request, we have provided the attached information on each one.) We have refined our list, pulling off 3 of them below for the reasons noted:

1. Building Code Board of Appeals: operates as part of the Zoning Board of Appeals, once considered for elimination, but the City Attorney noted that we're required to maintain a separate Zoning Board of Appeals.
2. Committee on Youth: concerns were raised by members of the Council, and we recommend setting this one aside for further review and consideration.
3. Historic Preservation Committee: concerns have been raised about official roles already given to this committee on grants, historic districts, etc., and how eliminating HPC may affect current projects and activities. As with the Committee on Youth, we recommend setting this one aside for further review and consideration.

## **Revised proposal**

The attached ordinance presented for first reading would eliminate the following 3 boards and committees, since the Council did not appear to have any questions or concerns:

- Electrical Board – assigning its duties to Board of Public Works
- Industrial Park Authority – assigning its duties to Economic Development Board
- Committee on Health – assigning its duties to Council, keeping a "Health Officer" to provide guidance and direction on an "as needed" basis

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 recommends that the Council conduct the first reading of Ordinance No. 1274 (copy attached), and direct staff to continue evaluating possible elimination of both the Historic Preservation Committee and the Committee on Youth.

### **Sec. 2-101. Industrial park authority.**

(1) *Management.* The industrial park authority shall take charge, manage and supervise the operation of the city-owned industrial park districts under the general control and supervision of the council. The authority shall consist of five members as follows: the mayor, who shall be its presiding officer; the director of public works; an alderperson; and two citizen members, who shall be persons of recognized experience and qualification. The alderperson member of the authority shall be elected by a two-thirds vote of the council upon creation of the authority and during each April thereafter. The two citizen members shall be appointed by the mayor for a term of two years in alternate years. The city's director of planning and economic development will serve as an ex officio member in an advisory capacity only.

(2) *Organization and operation.* The members shall choose, from among their own number, a vice-chairman, a secretary and other such officers as in their judgment are necessary. The authority shall employ experts and such staff as may be necessary and pay for their services. They shall make rules for all their proceedings and for the government of the authority. The authority shall meet as often as is necessary to carry out its duties.

(3) *Powers.* The authority shall have such general powers in the construction, extension, improvement and operation of the industrial park districts as may be designated by the council and until such time shall have the power to:

- (a) Conduct surveys;
- (b) Purchase options upon real estate;
- (c) Give options upon real estate located in the city-owned industrial parks subject to the confirmation of the council;
- (d) Establish certain rules, conditions and controls on the sale and use of real estate subject to the confirmation of the council;
- (e) Make recommendations to the council;
- (f) Use the funds set aside in the fund designated "industrial park fund."

(4) *Purchase of real estate.* All acquisitions of real estate shall be in the name of the city and shall not be made without the approval of the council.

(5) *Finances.* The authority shall have the power to incur expenditures within its annual budget as set by the council. All expenditures from the budget shall only be made upon approval of the expenditures by a majority of the authority and submitted to the finance director with the voucher for payment of same.

### **Sec. 17-36. Board of electrical examiners.**

(1) *Composition.* The board of electrical examiners shall consist of seven members as follows:

- (a) One electrical contractor or master electrician.
- (b) Three electricians.
- (c) One alderperson.
- (d) One citizen member.
- (e) One employee from the electric department of the Marshfield Utilities.

(2) *Appointment.* The electrical inspector shall act as secretary for the electrical board without any vote. All members of the board shall be appointed by the mayor, subject to the confirmation of the council, at the

organizational meeting of the council in each year, and shall hold office for three years, commencing May 1. The electrical contractor/master electrician member and the electrician members shall, if possible, be rotated each year from those electrical contracting firms or businesses that perform electrical work within the city.

(3) *Qualifications.* All members of the board of electrical examiners excepting the citizen member and the alderperson shall be qualified in accordance with the requirements governing their classification before their appointment and confirmation by the council.

(4) *Vacancy.* Vacancies on the board of electrical examiners shall be filled by appointment by the mayor and shall be confirmed by the council.

(5) *Quorum.* Four members of the board shall constitute a quorum for the transaction of business. ,

(6) *Meetings.* The board of electrical examiners shall meet at least quarterly for the consideration of applications and any other business coming before the board.

(7) *Role.* The role of the board of electrical examiners shall be to review the municipal electrical code in order to keep it up to date with changes in technology or the state electrical code; act in an advisory role to the electrical inspector; be an informational conduit to the electrical contractors, the general public, and the council; and recommend electrical permit fees, subject to approval by the council.

**Sec 3-66 (9). *Committee on health.*** Membership, jurisdiction and powers of the committee on health shall be as follows: a. *Membership.* This committee shall be composed of four members appointed by the mayor, subject to approval of the council, three of whom shall be alderpersons. The fourth member shall be an expert on health issues and shall be an ex officio, nonvoting member of the committee.

b. *Jurisdiction, power.* The committee shall be responsible for formulating policies and general regulations regarding the preservation of the health of the citizens of Marshfield.

**Sec 3-66 (10). *Committee on Youth.*** This Committee shall be composed of 25 voting members appointed by the Mayor and confirmed by the Council. Two representatives of each class, grades 7 through 12, from each middle and high school shall be appointed to a one year term commencing September 15th of each year. One alderman shall be appointed to a one (1) year term commencing May 1st of each year. The Committee shall:

a. Encourage youth participation and leadership through volunteerism and community involvement.

b. Conduct surveys to determine input from youth in the community regarding areas of interest and other needs of youth.

c. Listen, clarify, and prioritize the needs of young people in Marshfield and make plans to respond to those needs in a comprehensive and effective manner.

d. Identify concerns and issues of special importance and communicate those issues by making recommendations to the Mayor and the City Council on matters affecting youth in the community.

e. Explore avenues to promote mutual understanding, respect and community involvement amongst youth of all cultures and backgrounds.

f. Educate the community on youth issues, programs and activities, and enhance the positive image of youth in the community.

g. Promote programs, activities and other resources available to youth in the community.

- i. Assist in planning, recommending and implementing youth activities.
- j. Further enhance the line of communication between youth, youth serving agencies, organized recreation programs and adults in the community.

Student committee members shall be selected based upon recommendations from staff at Marshfield Senior High School and Columbus High School.

A youth committee member may be re-appointment from year to year if interested. There is no limit to the number of terms an individual may serve.

The Committee will elect a Chairman, Vice Chairman, and Secretary at the October meeting.

Action taken and recommendations made by the Committee on Youth will be subject to the approval of the Common Council.

### **Section 18-141: Historic Preservation Committee**

Composition of the Historic Preservation Committee shall be as follows:

(1) Composition and Qualifications.

(a) A Historic Preservation Committee is hereby created, consisting of 7 members. Of the membership, one shall be a registered architect or an individual with building design background; one shall be a historian or an individual with historical background; one shall be a member of the Plan Commission; 3 shall be citizen members, and one shall be an alderperson. Each member shall have, to the highest extent practicable, a demonstrated interest or background in historic preservation. The City Director of Planning and Economic Development shall serve as ex officio member. The mayor shall appoint the Committee subject to confirmation by the Council. Of the initial members so appointed, 2 shall serve a term of one year, 2 shall serve a term of 2 years, and 3 shall serve a term of 3 years. Thereafter, the term for each member shall be 3 years except for the alderperson, whose term shall be limited to one year.

(b) Training. In order to ensure continued Historic Preservation Committee expertise and credibility, the Committee shall designate at least one meeting each year for training to be provided by a recognized specialist in historic preservation.

(2) Powers and Duties. The Historic Preservation Committee shall have the following powers and duties:

(a) To develop appropriate criteria and standards for identifying and evaluating historic structures, sites and districts.

(b) To collect necessary data, including photographs, drawings, descriptions, recorded interviews and written documentation, and to survey and permanently record the origin, development, use and historical significance of structures, sites and districts.

(c) To recommend the designation of historical structures, sites and districts within the City limits. Such historic structures, sites and districts shall be subject to all the provisions of this Article.

h. Promote core values of: Inclusion, Engagement, Empowerment, Leadership and Teamwork amongst Committee participants.

(d) To cooperate with federal, state and local agencies in the nomination of locally designated historic structures, sites and districts to the National Register of Historic Places.

(e) To recommend legislation and programs which provide economic incentives for historic preservation.

(f) To review certificates of appropriateness and to adopt policies and procedures for this function.

(g) To recommend appropriate markers or plaques for historic structures, sites and districts.

(h) To receive and solicit gifts and contributions for historic preservation in the City, to be placed in a special account.

(i) To promote among the citizens of Marshfield continuing public awareness and support for the heritage of the City, as exemplified by its historic structures, sites and districts

**ORDINANCE NO. 1274**

An Ordinance repealing, Section 2 – 100 and Section 17-36, Board of Electrical examiners, 2-101, Industrial Park Authority, 3-66(9) Committee on Health, and amending Section 2-99, Plan Commission of the City of Marshfield Municipal Code

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

SECTION 1, Section 2-99(2), Plan Commission, of the Marshfield Municipal Code is hereby amended as follows:

(2) *Composition.* The city plan commission is established pursuant to § 62.23(1) Wis. Stats. And shall consist of seven members. All members of the commission shall be appointed by the mayor, who shall also choose the presiding officer. The mayor may appoint himself or herself to the commission and may appoint other city elected or appointed officials, except that the commission shall always have at least ~~three~~ four citizen members who are not city officials. Citizen members shall be persons of recognized experience and qualifications. The director of public works ~~shall be a member of the commission or his designee shall act as a nonvoting secretary and shall act as secretary~~ of the commission. The members of the commission shall be appointed to hold office for a period of three years. Appointments shall be made by the mayor during the month of April for terms that expire in April or at any other time if a vacancy occurs during the middle of a term. Citizen members shall take the official oath required by § 19.01 Wis. Stats. which shall be filed with the city clerk.

SECTION 2. Section 2-100, Board of Electrical Examiners, of the Marshfield Municipal Code is hereby repealed.

SECTION 3. Section 2-101, Industrial Park Authority, of the Marshfield Municipal Code is hereby repealed.

SECTION 4. Section 3-66(9), Committee on Health, of the Marshfield Municipal Code is hereby repealed.

SECTION 5. Section 17-36, Board of Electrical Examiners, of the Marshfield Municipal Code is hereby repealed.

SECTION 6. 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 7. 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 8. 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

**RESOLUTION NO. 2014-20**

Final Resolution in the matter of Improvement Project No.

- **312111 - Street Construction - North Street (St. Joseph Avenue to Wood Avenue)**
- **352112 - Sanitary Sewer Reconstruction - North Street (St. Joseph Avenue to Wood Avenue)**
- **312113 - Water Services - North Street (St. Joseph Avenue to Wood Avenue)**
- **316754 - Storm Sewer With Paving - North Street (St. Joseph Avenue to Wood Avenue)**

**WHEREAS**, the Common Council of the City of Marshfield, having held a Public Hearing in the Council Chambers of City Hall Plaza at 6:45 PM on Tuesday, April 8<sup>th</sup>, 2014 in the matter of reconstruction of the following: concrete streets, concrete sidewalk, drive aprons, concrete curb and gutter, sanitary sewer main and laterals, water main and service laterals, storm sewer and laterals, grading, placement of aggregates, other miscellaneous work in the following streets, after notice thereof having been duly published in the official newspaper according to law, and all parties desiring to be heard having been heard.

**All property fronting or abutting: North Street from and including its intersection with St. Joseph Avenue to and including its intersection with Wood Avenue.**

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

**SECTION 1.** That the report of the City Engineer, Thomas R. Turchi, as prepared pursuant to Preliminary Resolution No. 2014-03, adopted February 11<sup>th</sup>, 2014 be and the same is adopted, and that the Plans and Specifications included in said report are hereby adopted and approved.

**SECTION 2.** It is further directed that the work or improvements be carried out in accordance with the report as finally approved, and that payments be made therefore as therein provided, and by assessing the cost of said improvement to the abutting property owners, that no part of the cost need be paid in cash, but at the option of the property owners may be paid in cash or in annual installments as described by the installment assessment notice attached herein; that the assessments shown on said report are reasonable and correct, and are hereby determined to be proportional to the front footage, do not exceed the benefits accruing to the property and are hereby confirmed.

**SECTION 3.** In accordance with Section 13-98 of the Municipal Code of the City of Marshfield, the following shall apply to the number of annual installments for special assessments if a property owner chooses to utilize annual installments:

- \$0 - \$500                      One (1) annual installment
- \$501 - \$5,000                Ten (10) annual installments
- \$5,001 - greater             Twenty (20) annual installments

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

**SECTION 5.** That the interest to be charged on the special assessments provided for herein is three and seventy-five hundredths percent (3.75%) per annum.

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

ADOPTED \_\_\_\_\_

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

APPROVED \_\_\_\_\_

PUBLISHED \_\_\_\_\_

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

**RESOLUTION NO. 2014-21**

Final Resolution in the matter of Improvement Project No.

**312016 - Street Reconstruction – Alley bounded by Chestnut Avenue/Central Avenue & 4th Street/5th Street**

**WHEREAS**, the Common Council of the City of Marshfield, having held a Public Hearing in the Council Chambers of City Hall Plaza at 6:45 PM on Tuesday, April 8<sup>th</sup>, 2014 in the matter of reconstruction of the following: concrete streets, concrete sidewalk, drive aprons, concrete curb and gutter, sanitary sewer main and laterals, water main and service laterals, storm sewer and laterals, grading, placement of aggregates, other miscellaneous work in the following streets, after notice thereof having been duly published in the official newspaper according to law, and all parties desiring to be heard having been heard.

**All property fronting or abutting: Alley bounded by Chestnut Avenue to the east, Central Avenue to the west, 4th Street to the north and 5th Street to the south.**

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

**SECTION 1.** That the report of the City Engineer, Thomas R. Turchi, as prepared pursuant to Preliminary Resolutions No. 2014-06, adopted February 11<sup>th</sup>, 2014 be and the same is adopted, and that the Plans and Specifications included in said report are hereby adopted and approved.

**SECTION 2.** It is further directed that the work or improvements be carried out in accordance with the report as finally approved, and that payments be made therefore as therein provided, and by assessing the cost of said improvement to the abutting property owners, that no part of the cost need be paid in cash, but at the option of the property owners may be paid in cash or in annual installments as described by the installment assessment notice attached herein; that the assessments shown on said report are reasonable and correct, and are hereby determined to be proportional to the front footage, do not exceed the benefits accruing to the property and are hereby confirmed.

**SECTION 3.** In accordance with Section 13-98 of the Municipal Code of the City of Marshfield, the following shall apply to the number of annual installments for special assessments if a property owner chooses to utilize annual installments:

- \$0 - \$500                      One (1) annual installment
- \$501 - \$5,000                Ten (10) annual installments
- \$5,001 - greater              Twenty (20) annual installments

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

**SECTION 5.** That the interest to be charged on the special assessments provided for herein is three and seventy-five hundredths percent (3.75%) per annum.

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

ADOPTED \_\_\_\_\_

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

APPROVED \_\_\_\_\_

PUBLISHED \_\_\_\_\_

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



# CITY OF MARSHFIELD

## MEMORANDUM

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**TO:** FINANCE, BUDGET AND PERSONNEL COMMITTEE  
**FROM:** KEITH STREY, FINANCE DIRECTOR  
**SUBJECT:** ALTERNATE FINANCING FOR CEMETERY MAUSOLEUM CONSTRUCTION; RESOLUTION 2014-23 AND BUDGET RESOLUTION 7-2014  
**DATE:** 3/28/2014

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### **BACKGROUND**

The Monday, February 17, 2014 Board of Public Works meeting agenda included an item to discuss construction of a new cemetery mausoleum as recommended by Cemetery Coordinator Mike Baltus. Attached is a copy of the memo included in that meeting packet for discussion. The Board of Public Works passed motion PW14-21 directing staff to draft a resolution to transfer up to \$140,000 for this project.

### **ANALYSIS**

Attached are Resolution 2014-23 and Budget Resolution 7-2014. Resolution 2014-23, if approved, would authorize transfer of \$140,000 from the Cemetery Perpetual Fund to the Cemetery Mausoleum construction project as an alternative financing method. Budget Resolution 7-2014, if approved, would establish budgetary authority for this transfer and related project expenditures. This transfer of funds is intended to be a loan from the Cemetery Perpetual Care Fund and will be repaid like 2014 capital projects using General Obligation debt over a ten year term with an interest rate of 1.75%, matching the interest rate charged to the City of Marshfield for its 2014 debt sale in March. As of December 31, 2013, the Cemetery Perpetual fund had a balance of \$209,026.50 in cash and investments available to use for these purposes. The funding source for the annual payments to the Cemetery Perpetual Care fund over the 10-year repayment period will be cemetery sale revenues.

### **RECOMMENDATION**

I recommend approval of:

1. Resolution 2014-23 authorizing use of an alternative financing method, transferring \$140,000 from the Cemetery Perpetual Care Fund to fund the Cemetery Mausoleum Construction project
2. Budget Resolution 7-2014 to establish budgetary authority to transfer \$140,000 from the Cemetery Perpetual Care Fund to the Cemetery Mausoleum Construction project

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Concurrence - Steve Barg  
City Administrator

**RESOLUTION 2014-23**

A resolution authorizing the City Finance Director to transfer \$140,000 from the Cemetery Perpetual Care Fund as an alternate financing method for the Cemetery Mausoleum construction project.

WHEREAS, the Cemetery Coordinator recommends construction of a new Cemetery Mausoleum; and

WHEREAS, the Board of Public Works discussed this during its February 17, 2014 meeting; and

WHEREAS, the Board of Public Works passed motion PW 14-21 directing staff to draft a resolution to transfer up to \$140,000 from the Cemetery Perpetual Care Fund to be paid back through sales of burial spaces; and

WHEREAS, the City Finance Director is recommending repayment terms of 10 years at an interest rate of 1.75% to match the City’s General Obligation debt sale in March 2014 for capital projects;

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

1. That the recommended alternate financing method for the Cemetery Mausoleum construction project and repayment schedule, set forth in Exhibit “A” attached hereto, from sales of burial spaces is authorized; and
2. That the City Finance Director is hereby authorized and directed to transfer \$140,000 from the Cemetery Perpetual Care Fund to the Cemetery Mausoleum construction project.

ADOPTED \_\_\_\_\_

Mayor

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

City Clerk

BUDGET RESOLUTION NO. 07-2014

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 \$140,000 is hereby transferred from the Cemetery Perpetual Care Fund Budget, a/c # 8015900008.080405 to the Public Facilities Capital Outlay Fund, Cemetery Mausoleum Project, a/c # 4055751051.514401.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED \_\_\_\_\_  
\_\_\_\_\_  
Mayor

APPROVED \_\_\_\_\_  
\_\_\_\_\_  
Attest – City Clerk

PUBLISHED \_\_\_\_\_

DETAIL OF BUDGET RESOLUTION NO. 07-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

<u>Cemetery Perpetual Care Fund, a/c# 8014900008.080000:</u>		
1. 49300 – Fund Balance Applied	\$	140,000
<u>Cemetery Perpetual Care Fund, a/c# 8015900008.080405:</u>		
1. 59240405 – Transfer to Capital Project Fund	\$	140,000

TRANSFERRED TO:

<u>Public Facilities Capital Outlay Fund, a/c# 4054900008.080801:</u>		
1. 49280 – Transfer from Trust & Agency Fund	\$	140,000
<u>Public Facilities Capital Outlay Fund, a/c# 4055751051.514401:</u>		
1. 58830 – Buildings	\$	140,000

\* \* \* \* \*

To: Board of Public Works Members

From: Mike Baltus, Cemetery Coordinator

Re: Mausoleum Addition

Last July 15, 2013 Public Works meeting the staff was asked to look into a way to finance a new mausoleum. At this time we are ready to move forward with this project, by borrowing the funds from the Cemetery Perpetual Care fund. After checking with the City Attorney and the City Finance Director, this is an acceptable practice, and is used within the Cemetery Industry. We feel this project will be able to pay back the loan, and be a welcome addition to the cemetery revenues. It will also give the public a complete choice between above or below ground burials.

What I'm asking for today is approval to generate a Resolution outlining our plan to borrow up to \$140,000.00 from the Care fund for this project, and our plan for pay back of these funds to present for full Council approval.

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

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

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

**EXCUSED:** None

**ALSO PRESENT:** City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Cemetery Coordinator Baltus; the media; and others.

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

**Motion Carried**

**Citizen Comments – None**

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

**Motion Carried**

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

**Motion Carried**

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

**Motion Carried**

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

**Motion Carried**

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

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

**Motion Carried**

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

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Cemetery Care Perpetual Fund Loan - EXHIBIT A

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Compound Period ..... : Annual

Nominal Annual Rate .... : 1.750 %

## CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	07/01/2014	140,000.00	1		
2 Payment	07/01/2015	15,382.55	10	Annual	07/01/2024

## AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 07/01/2014				140,000.00
2014 Totals	0.00	0.00	0.00	
1 07/01/2015	15,382.55	2,450.00	12,932.55	127,067.45
2015 Totals	15,382.55	2,450.00	12,932.55	
2 07/01/2016	15,382.55	2,223.68	13,158.87	113,908.58
2016 Totals	15,382.55	2,223.68	13,158.87	
3 07/01/2017	15,382.55	1,993.40	13,389.15	100,519.43
2017 Totals	15,382.55	1,993.40	13,389.15	
4 07/01/2018	15,382.55	1,759.09	13,623.46	86,895.97
2018 Totals	15,382.55	1,759.09	13,623.46	
5 07/01/2019	15,382.55	1,520.68	13,861.87	73,034.10
2019 Totals	15,382.55	1,520.68	13,861.87	
6 07/01/2020	15,382.55	1,278.10	14,104.45	58,929.65
2020 Totals	15,382.55	1,278.10	14,104.45	
7 07/01/2021	15,382.55	1,031.27	14,351.28	44,578.37
2021 Totals	15,382.55	1,031.27	14,351.28	
8 07/01/2022	15,382.55	780.12	14,602.43	29,975.94
2022 Totals	15,382.55	780.12	14,602.43	
9 07/01/2023	15,382.55	524.58	14,857.97	15,117.97
2023 Totals	15,382.55	524.58	14,857.97	
10 07/01/2024	15,382.55	264.58	15,117.97	0.00
2024 Totals	15,382.55	264.58	15,117.97	
Grand Totals	153,825.50	13,825.50	140,000.00	



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

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April 2, 2014

TO: Mayor Meyer and Members of the Common Council.

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Budget Resolution 08-2014 Park Street and Dynamic Envelope Pavement Markings

**BACKGROUND**

On March 31, 2014 the Board of Public Works recommended approval of awarding bids for Contract 2014-01 which includes improvements to Park Street and dynamic envelope pavement markings at 4 railroad crossings. Neither of these projects was anticipated at the time of 2014 budget development. A budget resolution is necessary to transfer funds within the Capital Project Fund (401) to balance funding for the projects.

**ANALYSIS**

The funding for Park Street and the dynamic envelope pavement marking will be transferred from the Asphalt Paving Program. In October of 2013, the Board of Public Works recommended delaying the asphalt overlay on Arlington Street (Columbus to Arlington) with those funds (\$167,000) being targeted for the Park Street project in 2014. A copy of those minutes is attached. The Board also recommended on March 31, 2014, that \$60,000 be transferred to the Park Street Box Culvert Replacement and \$23,000 be transferred to the dynamic envelope pavement marking project. The attached budget resolution accomplishes these transfers.

**RECOMMENDATION**

I recommend approval of Budget Resolution 08-2014.

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

\_\_\_\_\_  
Keith Strey, Finance Director

**BOARD OF PUBLIC WORKS MINUTES**  
**OF OCTOBER 14, 2013**

Meeting called to order by Chairman Feirer at 5:00 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:** Aldermen Hendler and Stauber; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Building Services Supervisor Pokorny; Street Superintendent Panzer; Wastewater Superintendent Warp; Finance Director Strey; City Clerk Hall; Library Director Belongia; Phil Severson – Strand Associates, Inc.; the media; and others.

**PW13-133** Motion by Cummings, second by Buttke to recommend approval of the minutes of the September 30, 2013 Board of Public Works meeting.

**All ‘Ayes’ Motion Carried**

**Citizen Comments – None**

Street Superintendent Panzer presented a Street Division construction update. Alderman Buttke commented that the sanitary sewer repairs on Vine Avenue were completed quickly and the job was very well done.

City Engineer Turchi presented an Engineering Division construction update.

Phil Severson, Strand Associates, Inc., presented the 2013 Wastewater Rate Review.

**PW13-134** Motion by Buttke, second by Cummings to recommend approval of the revised Wastewater User Charges and direct staff to draft an ordinance for Common Council consideration.

**All ‘Ayes’ Motion Carried**

City Administrator Barg presented a recommendation from the Capital Campaign Committee for naming rights for the exterior portions of the Library & Community Center project. Wagner understands the interest in naming rights for a substantial contribution, but naming rights based on a fee schedule is almost like putting it out for bid. Naming is typically in honor or recognition of someone’s service. He objects to putting out a fee schedule and feels this should be up by the Library Board of Trustees. Library Director Belongia stated this is about giving people the opportunity to give a gift to the community and recognize that a gift in memory of a loved one or themselves. Buttke feels that naming Hardacre Avenue after Marilyn Hardacre was not based on a gift of money, but what she did for Marshfield through her leadership in the community. Wagner said by setting these limits, everyone will know what the donor gave if their name is used. He feels we should not tell them how much they need to give in order to get naming rights and negotiations could be held in private. Wagner also asked if the donation is pledged over 5 years, does the City front the money and then collect the pledges to apply against the City debt, will the City front more than the \$3.0 million already committed? Barg responded that that issue will need to be a discussion topic in the near future.

**PW13-135** Motion by Earll, second by Buttke to recommend approval of the Library Committee’s proposal for naming rights of the exterior portions of the Library & Community Center project.

**Feirer, Buttke, Cummings & Earll voted ‘Aye’, Wagner voted ‘No’ Motion Carried**

**PW13-136** Motion by Wagner, second by Buttke to recommend approval of the revised scope of work for Park Street Overlay Project (7<sup>th</sup> Street to Pine Avenue) to include removal of concrete curb and gutter and pavement, excavation, new curb & gutter, and paving of 3” of asphalt in 2014, and further recommend that the asphalt overlay on Arlington Street (Columbus to Lincoln) be delayed and those funds be targeted for the Park Street project in 2014.

**All ‘Ayes’ Motion Carried**

**Recommended items for future agendas - None**

Motion by Wagner, second by Buttke that the meeting be adjourned at 5:34 PM.

**All ‘Ayes’ Motion Carried**

Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS

BUDGET RESOLUTION NO. 08-2014

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 \$60,000 is hereby transferred within the Infrastructure Construction Capital Projects Fund, from the Asphalt Street Surfacing & Mill-in-Place Project a/c #4015331132.312022 to the Park Street Box Culvert Replacement Project, a/c #4015734631.316771.
2. That the sum of \$167,000 is hereby transferred within the Infrastructure Construction Capital Projects Fund, from the Asphalt Street Surfacing & Mill-in-Place Project a/c #4015331132.312022 to the Park Street (7<sup>th</sup> to Oak) Reconstruction Project, a/c #4015733132.312190.
3. That the sum of \$23,000 is hereby transferred within the Infrastructure Construction Capital Projects Fund, from the Asphalt Street Surfacing & Mill-in-Place Project a/c #4015331132.312022 to the Traffic Controller Upgrades and Dynamic Envelope Pavement Marking Project, a/c #4015733431.312201.
- 4.
5. That upon the adoption of this resolution by a two thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED \_\_\_\_\_

\_\_\_\_\_  
Mayor

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Attest – City Clerk

PUBLISHED \_\_\_\_\_

DETAIL OF BUDGET RESOLUTION NO. 08-2014 BY OBJECT NUMBER

**TRANSFERRED FROM:**

Infrastructure Construction Capitol Projects Fund, a/c# 4015331132.312022:  
1 52400 – Repair & Maintenance Services \$ 250,000

**TRANSFERRED TO:**

Infrastructure Construction Capitol Projects Fund, a/c# 4015734631.316771:  
1 52400 – Repair & Maintenance Services \$ 60,000

Infrastructure Construction Capitol Projects Fund, a/c# 4015733132.312190:  
1 52400 – Repair & Maintenance Services \$ 167,000

Infrastructure Construction Capital Projects Fund, a/c# 4015733431.312201:  
1 52400 – Repair & Maintenance Service \$ 23,000

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# City of Marshfield Memorandum

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DATE: April 3, 2014  
TO: Mayor Meyer & City Council  
FROM: Steve Barg, City Administrator  
RE: Proposed Capital Improvement Program for 2015-2019

## **Background**

Every year, the City updates its 5-year Capital Improvement Program (CIP) to reflect the current funding priorities for capital projects. Other than the annual budget, the CIP is our most important financial document. CIP projects are financed with various sources, such as tax levy, fund balance applied, long-term borrowing, user fees, and room tax revenues.

## **Goals**

While there are many needs in the areas of streets, parks, buildings, etc., City policy lists the following as top priorities: 1) protect health/safety; and, 2) maintain existing facilities and infrastructure. After reviewing last year's budget and information from our financial advisor, the CIP Committee set capital spending caps as follows: \$608,000/year from the operating budget; \$2,500,000/year from long-term borrowing. Although this required the Committee to make hard decisions, they were able to fund most of the proposed projects, including nearly \$9,000,000 of asphalt mill-in-place work over this 5-year period!

## **Review by others**

Last month, the proposed CIP was reviewed by both the Board of Public Works and Plan Commission, and each recommended its approval without any changes. The Council also received a presentation on March 25<sup>th</sup>, and no changes were requested at that time.

## **Recommendation**

Staff recommends that the Council approve the proposed 2015-2019 CIP as presented.

SB:sb