



CITY OF MARSHFIELD  
**MEETING NOTICE**

---

**COMMON COUNCIL  
CITY OF MARSHFIELD, WISCONSIN  
TUESDAY, MAY 27, 2014  
Council Chambers, Lower Level, City Hall Plaza**

**7:00 p.m.**

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

**6:45 P.M. - PUBLIC HEARING – Pertaining to:**

- 312178 - Street Construction – Apple Avenue – 15<sup>th</sup> Street to 17<sup>th</sup> Street.
- 312181 - Street Construction – State Avenue - Adler Road to 4<sup>th</sup> Street.
- 312182 - Street Construction – Wisconsin Avenue – Adler Road to 6<sup>th</sup> Street.
- 312180 - Street Construction – Hardacre Avenue – 5<sup>th</sup> Street to 6<sup>th</sup> Street.
- 352079 - Street Construction – Cherry Avenue – Cleveland Street to Edison Street.
- 312184 - Street Construction – Broadway Avenue – Upham Street to McMillan Street.
- 312184 - Street Construction - Shawano Drive – Broadway Avenue to Upham Street.
- 312184 - Street Construction - Laird Street – Shawano Drive to St Joseph Avenue.
- 312183 - Street Construction - Debra Lane – Carmen Drive to Hume Avenue.
- 312183 - Street Construction - Carmen Drive – Upham Street to Waushara Drive.
- 312183 - Street Construction - Renee Lane – Upham Street to Debra Lane

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Minutes – May 13, 2014
- E. Reading of items added to the agenda
- F. 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.

COMMON COUNCIL AGENDA  
MAY 27, 2014

- G. Consideration of a request from the Marshfield Deanery Adoration Committee for a variance of noise levels as permitted by Chapter 10-33(7) for a Corpus Christi Procession from Sacred Heart Church to Our Lady of Peace Church. Presented by Steve Barg, City Administrator.

Recommended Action: Grant the variance.

- H. Reports from commissions, boards, and committees.

- I. Consent Agenda:

- 1) Meeting minutes/reports
  - a. University Commission (January 16, 2014)
  - b. Convention & Visitor Bureau (February 27, 2014)
  - c. Library & Community Center (April 2, 2014)
  - d. Library Board (April 8, 2014)
  - e. Zoning Board (April 8, 2014)
  - f. Library Personnel Committee (April 17, 2014)
  - g. Central Wisconsin State Fair (April 21, 2014)
  - h. Fire & Police Commission Special Meeting (April 21, 2014)
  - i. Fire & Police Commission Special Meeting (April 29, 2014)
  - j. Committee on Aging (May 1, 2014)
  - k. Economic Development Board (May 1, 2014)
  - l. Business Improvement District Board (May 6, 2104)
  - m. Parks, Recreation, and Forestry (May 8, 2014)
  - n. Library Nominations Committee (May 8, 2014)
  - o. Fire & Police Commission (May 8, 2104)
  - p. Sustainable Marshfield (May 13, 2014)
  - q. Marshfield Utility (May 15, 2014)
  - r. Board of Public Works (May 19, 2014)
  - s. Judiciary and License Committee (May 20, 2014)
  - t. Finance, Budget, and Personnel Committee (May 20, 2014)
  - u. Plan Commission (May 20, 2014)
  - v. Airport Committee (May 22, 2014)

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

- J. Consideration of items removed from the consent agenda, if any.

- K. Presentation "In the Scope of your Authority: Preventing Public Officials Liability". Presented by Dennis Tweedale, League of Wisconsin Municipalities Mutual Insurance.

Recommended Action: None, for information only.

COMMON COUNCIL AGENDA  
MAY 27, 2014

- L. Request to approve Final Resolution No. 2014-28 in the matter of Improvement projects 312178 - Street Construction – Apple Avenue – 15<sup>th</sup> Street to 17<sup>th</sup> Street; 312181 - Street Construction – State Avenue - Adler Road to 4<sup>th</sup> Street; 312182 - Street Construction – Wisconsin Avenue – Adler Road to 6<sup>th</sup> Street; 312180 - Street Construction – Hardacre Avenue – 5<sup>th</sup> Street to 6<sup>th</sup> Street; 352079 - Street Construction – Cherry Avenue – Cleveland Street to Edison Street; 312184 - Street Construction – Broadway Avenue – Upham Street to McMillan Street; 312184 - Street Construction - Shawano Drive – Broadway Avenue to Upham Street; 312184 - Street Construction - Laird Street – Shawano Drive to St Joseph Avenue; 312183 - Street Construction - Debra Lane – Carmen Drive to Hume Avenue; 312183 - Street Construction - Carmen Drive – Upham Street to Waushara Drive; 312183 - Street Construction - Renee Lane – Upham Street to Debra Lane. Presented by Tom Turchi, City Engineer.

Recommended Action: Approve Final Resolution No. 2014-28.

- M. Request to approve Resolution No. 2014-29, Conditional Use Request by Dennis Manthe, representing Papagalos, to permit an “Outdoor Commercial Entertainment Use” in the “UMU” Urban Mixed Use District, for the purpose of providing an outdoor seating area, located at 603 North Central Avenue. Presented by Josh Miller, City Planner.

Recommended Action: Approve Resolution No. 2014-29.

- N. Approval of letter of support for Town of McMillan in development of their bicycle trails and bicycle accommodations. Presented by Dan Knoeck, Director of Public Works.

Recommended Action: Approve letter of support from Mayor Meyer on behalf of the City of Marshfield.

- O. Approval of relocation order for Wildwood/McMillan connector trail project. Presented by Ed Englehart, Parks & Recreation Director.

Recommended Action: Approve relocation order.

- P. Establish 2015 budget parameters. Presented by Steve Barg, City Administrator.

Recommended Action: Establish parameters for 2015 budget.

- Q. Appointment of Kris Keogh, 2715 N. Apple Ave. to the Historic Preservation Committee for a term expiring in 2017. Presented by Chris Meyer, Mayor.

Recommended Action: Approve the Appointment.

- R. Appointment of Gary Cummings as the Alderperson on the Library & Community Center Committee. Presented by Chris Meyer, Mayor.

Recommended Action: Approve the Appointment

COMMON COUNCIL AGENDA  
MAY 27, 2014

- S. 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 the purchase of property for the Hume Ave. extension.
- T. Reconvene into open session.
- U. Action on matters discussed in closed session, if appropriate.
- V. Items for future agendas.
- W. Adjournment

Posted this day, May 23, 2014 at 11:00 a.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.**

- 312178 - Street Construction - Apple Avenue - 15<sup>th</sup> Street to 17<sup>th</sup> Street.
- 312181 - Street Construction - State Avenue - Adler Road to 4<sup>th</sup> Street.
- 312182 - Street Construction - Wisconsin Avenue - Adler Road to 6<sup>th</sup> Street.
- 312180 - Street Construction - Hardacre Avenue - 5<sup>th</sup> Street to 6<sup>th</sup> Street.
- 352079 - Street Construction - Cherry Avenue - Cleveland Street to Edison Street.
- 312184 - Street Construction - Broadway Avenue - Upham Street to McMillan Street.
- 312184 - Street Construction - Shawano Drive - Broadway Avenue to Upham Street.
- 312184 - Street Construction - Laird Street - Shawano Drive to St Joseph Avenue.
- 312183 - Street Construction - Debra Lane - Carmen Drive to Hume Avenue.
- 312183 - Street Construction - Carmen Drive - Upham Street to Waushara Drive.
- 312183 - Street Construction - Renee Lane - Upham Street to Debra Lane

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:

**Mill in place, Asphalt Paving, Ditching, Underdrain, Culverts and Shouldering (sanitary sewer laterals Cherry Avenue)**

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. 2014-04 and the report, including proposed assessments at 6:45 PM on Tuesday, May 27, 2014 in the Council Chambers of City Hall Plaza, 630 South Central Avenue, Marshfield, WI 54449.

Deb M. Hall  
CITY CLERK

**PUBLISH: News Herald - May 16, 2014 - LEGAL**

**MAY 13, 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, Chris Jockheck, Gordon H. Earll, Ed Wagner, Char Smith, Gary Cummings, Rebecca Spiros, Tom Buttker and Peter Hendler

**ABSENT:** None

The flag was saluted and the pledge given.

**CC14-094** Motion by Hendler, second by Cummings to approve the minutes of the Common Council meeting of April 22, 2014.

**Motion carried**

No items were added to the agenda.

### **PUBLIC COMMENT PERIOD**

Don Schnitzler, Chair of the Historic Preservation Month Planning Committee, presented the John Christner Historian Award to Al and Pat Breden.

Lori Belongia, Library Director, announced that a special event would be held on Thursday, May 15, 2014 at 5:30 p.m. The Library is hosting an exhibit called Marshfield Past, Present and Future where middle school 8<sup>th</sup> grade students have created pieces of art that represent the past, present and future.

Scott Owen, Deputy Fire Chief of the Fire Department, announced that they are starting a new program called Citizen's Fire Academy. They are also starting a campaign called Keep the Forest Green. This is a pilot program with the DNR. Every fire department in Wood County has a steel Christmas tree mounted somewhere and every time there is a forest fire whether it's a big forest or small grass fire they replace a green tree with a red one. Unfortunately since this started in April they have five red trees on already. The program ends on May 30<sup>th</sup>.

Randy Gershman, Vice-President of the Fire & Police Commission, recognized Police Chief Gary Jepsen. Gary began his employment in the Marshfield Police Department on May 17, 1982 and will retire on May 15, 2014 after 32 years of service. Representative John Spiros presented Gary with a plaque commending him for his service.

Ken Wood, Chairperson of the Historic Preservation Committee, presented the Historic Preservation Stewardship Award to Bridget O'Brien and Mark Nelson for their work with the Chestnut Avenue Center for the Arts.

**CC14-095** Motion by Feirer, second by Wagner to grant the request from the Leadership Marshfield Project – Movies in the Park for a variance of noise levels as permitted by Chapter 10-33(7) for four outdoor movie events for the summer 2014 beginning around 9:00 p.m. and concluding around 11:00 p.m. The dates and locations are: Friday, May 30<sup>th</sup> at Columbia Park; Friday, June 27<sup>th</sup> at the Marshfield Fairgrounds Park – (drive-in style off 17<sup>th</sup> Street); Friday, July 25<sup>th</sup> on Central Avenue (between 3<sup>rd</sup> and 4<sup>th</sup> Streets); and Friday, August 1<sup>st</sup> at Columbia Park.

**Motion carried**

**CC14-096** Motion by Cummings, second by Wagner to grant the request from Main Street Marshfield for a variance of noise levels as permitted by Chapter 10-33(7) for Hub City Days to be held on Saturday, July 26, 2014 on Central Avenue from Veteran's Parkway to Seventh Street from 9:00 a.m. to 12:00 a.m.

**Motion carried**

**CC14-097** Motion by Spiros, second by Earll to grant the request from Main Street Marshfield for a variance of noise levels as permitted by Chapter 10-33(7) for Kick off to Summer Block Party to be held on Friday, June 20, 2014 from 6:00 p.m. – 11:00 p.m. on the 100 block of Central Avenue.

**Motion carried**

**CC14-098** Motion by Cummings, second by Buttke to grant the request from the Marshfield Curling Club for a variance of noise levels as permitted by Chapter 10-33(7) for the evenings of May 30<sup>th</sup> and May 31<sup>st</sup> from 7:30 p.m. to 12:30 a.m. for the Dairyfest Beer Garden to be held at the Marshfield Curling Club.

**Motion carried**

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

None

#### **CONSENT AGENDA**

**CC14-099** Motion by Feirer, second by Hendler to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Community Development Authority of March 20, 2014; Community Development Authority Strategic Planning/Financial Meeting of April 9, 2014; Fairgrounds Commission of April 16, 2014; Community Development Authority Financial Meeting of April 16, 2014; Airport Committee of April 24, 2014; Historic Preservation Committee of May 5, 2014; Board of Public Works of May 5, 2014; Judiciary and License Committee of May 6, 2014; Finance, Budget and Personnel Committee of May 6, 2014; and the Judiciary and License Committee of May 13, 2014 as read by the Clerk.

**Motion carried**

A presentation regarding workforce development issues in the Marshfield area was presented by Rene Daniels, Executive Director of the North Central Wisconsin Workforce Development Board.

Second reading of Ordinance No 1279, repealing and re-enacting Chapter 25, Construction Site Erosion control.

**CC14-100** Motion by Feirer, second by Wagner to approve Ordinance No. 1279. Ayes – 10

**Motion carried**

Second reading of Ordinance No. 1275, rezoning request by PCO Real Estate Investment Company to change the zoning from "LI" Light Industrial District to "CMU" Community Mixed Use District, located at 2505-2515 West Veterans Parkway.

**CC14-101** Motion by Buttke, second by Cummings to approve Ordinance No. 1275. Ayes – 10

**Motion carried**

Second reading of Ordinance No. 1277, Municipal Code amendment to Section 18-158 and 18-159 of the City of Marshfield Municipal Code to clarify language pertaining to public hearings, increase the required notice distance for public hearings from 100 feet to 200 feet and to clarify language and define who can request a zoning amendment and when a map is needed in the notice.

**CC14-102** Motion by Hendler, second by Smith to approve Ordinance No. 1277. Ayes – 10  
**Motion carried**

Second reading of Ordinance No. 1278, Municipal Code amendment to Section 18-159 and 18-160 of the City of Marshfield Municipal Code to clarify language for a zoning amendment when there is a protest petition or adverse recommendation by the Plan Commission.

**CC14-103** Motion by Buttke, second by Spiros to approve Ordinance No. 1278. Ayes - 10  
**Motion carried**

**CC14-104** Motion by Smith, second by Hendler to approve Budget Resolution No. 09-2014, transferring \$23,555 within the Fire Protection budget for the purchase of UHF portable radios and an aerial work platform lift. Ayes - 10  
**Motion carried**

**CC14-105** Motion by Feirer, second by Wagner to approve the contract with Place Dynamics (New Berlin) to complete the process of updating the Marshfield Downtown Master Plan and authorize staff to execute the same. Ayes - 10  
**Motion carried**

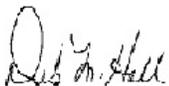
First reading of the appointment of Kris Keogh, 2715 N. Apple Avenue, to the Historic Preservation Committee for a term expiring in 2017.

First reading of the appointment of Gary Cummings as the Alderperson on the Library & Community Center Committee.

Discussed options for a Council/Staff retreat. Possibly having it on a Saturday in September.

Future Agenda Items  
None

Motion by Buttke, second by Hendler to adjourn at 7:56 p.m.  
**Motion carried**



Deb M. Hall  
City Clerk

Chris Wiskerchen  
Marshfield Deanery Adoration Committee  
208 N Schmidt Ave  
Marshfield, WI 54449

Date: May 6, 2014

RE: Noise Impact Statement, Corpus Christi Procession  
When: June 22, 2014  
Time: approximately 3:15 pm - 4:15 pm

Dear Council Members,

For several years the Marshfield Deanery Adoration Committee has organized the Corpus Christi Procession through the City of Marshfield.

We begin with Mass at Sacred Heart Church. After Mass, we walk together to the parking lot at Pick n' Save for brief prayers and then follow Central Ave north to 5<sup>th</sup> Street, then walking west to OLP church. As we walk we have volunteers lead us in prayer and song. However, with approximately 200 walkers it is difficult to hear what the cantors are saying/singing. We have used bull horns and portable speakers to assist us in the past however it remains difficult for many to hear.

We would like to request a noise variance for this procession that will allow us to use a Beacon Tower. Using this system would allow more walkers to hear and follow along with the prayers and singing. The beacon tower would sit in the back of a pick-up truck and the cantor with microphone walking beside.

This entire procession only lasts about one hour. No one particular area of town will be bombarded with noise for any length of time as we continually process forward together as a single group.

Sincerely,

Chris Wiskerchen

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION MEETING OF  
January 16, 2014

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

Present: Rozar, Breu, Stuhr, Earll, Feirer, Plim, Feddick

Excused: Machon

Absent: Meyer

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

Rozar declared a quorum present.

There were no public comments.

Motion (Feirer/Breu) to approve and place on file the minutes of the November 21, 2013 regular meeting. Motion carried. (Minutes on file.)

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

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

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

Motion (Feirer/Breu) to approve the Five-Year Capital Improvement Plan. The revised memorandum of agreement required further corrections/additions. Approval of the agreement was tabled until the May meeting. Boernke reported that the sharing of the Building & Grounds Maintenance Supervisor position with Marathon County was working well.

Dean Stuhr reported on Chancellor Ray Cross leaving the UW Colleges/UW Extension for the UW System, state budget cuts to the UW

Colleges, and the student housing. She also made a couple of announcements for upcoming campus events. (Full report on file.)

The next meeting is May 15, 2014 at 5 p.m.

Rozar declared the meeting adjourned at 5:54 p.m.

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

# Marshfield Convention & Visitors Bureau

Meeting Minutes – February 27, 2014

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

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

---

- I. Meeting Minutes Jan. 2014.**

Motion made by Todd D., second by Scott K. to approve the minutes from Jan 30th meeting.
- II. Financial Reports**

Financials from January 2014 were reviewed. Motion made by Gary C., second by Scott K. to approve financial statement.
- III. Activity Report**

McLean gave an overview of recent activity at the CVB.
- IV. Chestnut Center Update**

McLean introduced Adam Smrcka to the board, and we received an update on new projects going on at the Chestnut Center as related to visitors and attractions.
- V. Discovery WI**

McLean presented a bid from Discover WI to do a 2-year promotional agreement. Included in this bid is a 30 minute television piece, that the CVB wants to partner with the WI Rapids CVB, to highlight Wood County Sports and Recreation. A Motion was made by Gary C. and Cory L. to approve up to \$18,000 to partner with WI Rapids on a Wood County Piece. Mclean is waiting to see if WI Rapids CVB can partner.
- VI. 2014 Winter Thaw/Winter Fest Wrap up**

McLean presented info regarding follow up with the Hockey, Curling, Winter Thaw event. The CVB was able to track 64 room nights directly related to Winter Thaw activities.. Winterfest had 113 event participants, and over 650 people attended related events such as music. Winterfest estimated 10-20 hotel room night production.
- VII. CVB Marketing Associate role update**

McLean is conducting interviews on potential candidates.
- VIII. 2014 Grant applications**

McLean present 5 applications for CVB grant funds and all 5 were accepted at \$500 each, for a total of \$2500. Motion to approve the grants from Scott K., second by Gary C. All grant recipients will be announced in May.
- IX. Best of Marshfield 2014**

McLean will run the "Best of Marshfield" survey in March of 2014.
- X. Visitor Guide update**

Mclean presented info that the 2014 guide is in print and distributed throughout town, and 3,000 copies have been sent statewide to promote Marshfield at this time.
- XI. 2015 Table Tennis Bid**

Marshfield is 1 of 4 candidates to host this event in April 2015.
- XII. 2018 events confirmed LWML and Parks and Rec Tour**

CVB has received commitments for these events to be hosted in Marshfield in 2018.
- XIII. 2014 Goals update**

McLean reviewed goals and updated board on progress

**The next meeting with lunch provided will be held on Thursday, March 27th at 11:30 am at the  
Gondolier Restaurant  
Meeting adjourned at 1:45 pm.**



## **Minutes**

### **Marshfield Library & Community Center Committee**

**Wednesday, April 2, 2014 4:00 p.m.**

**Marshfield Public Library, Beebe Forum Room**

Chair Doty called the meeting to order at 4:03 p.m.

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

Absent: Mat Bartkowiak, Mayor Meyer

Also present: Joanne Ampe, Floreine Kurtzweil, Dave Mitchell and Steve Scholz

There was no public comment.

Spencer moves and Keogh seconds a motion to approve the minutes of the March 5, 2014 Library & Community Center Committee meeting. All ayes, motion carried.

Thomalla dropped off a report just prior to the start of the meeting. Belongia reads from the report that in cash, paid pledges and pledges in progress a total of \$816,474 has been committed to the project with the Marshfield Area Community Foundation.

Wisconsin Geothermal Association Treasurer Dave Mitchell and Energetch Territory Manager Steve Scholz presented information on geothermal. Geothermal typically uses 1/3 of the energy used for comparably sized buildings. The increased upfront cost of geothermal is in the loop field with the mechanical portion of the system having costs in line with traditional systems. Cooling and heating is usually 4 times better with the possibility of residual heat during the cooling process being used for domestic hot water. Focus on Energy has up to \$200,000 rebates/grants available in 2014. It is possible that these funds will continue to be available in the future. As exhaust is greatly reduced, air quality is generally better. 50 year guarantees on the loop fields are

standard. Hybrid systems are possible. Consensus of the committee was to include geothermal if funding allows.

Mitchell and Scholz left the meeting at 4:55 p.m.

Belongia reported that the National Endowment for the Humanities grant for \$350,000 was sent for review and comment prior to the final submission date. The application seeks support for the Children's Program Room, Teen Area, Genealogy & Local History Room and space for humanities collections.

Belongia presented the proposal for grant writing services from REAL Development Initiatives, LLC. Fundraising consultant Jodi Bender Sweeney connected with them because their work on successful grant submissions for previous projects where she was involved. This group has experience with CDBG-Public Facilities grant and USDA Community Facilities grant which are available, now, and for which we meet the grant criteria. Grants generally come with a limited window of opportunity and the opportunities are determined on a year to year basis. Grant request for \$150,000 for the CDBG grant and \$500,000 for the USDA grant would be reasonable according to the grant criteria.

Motion by Spencer, second by Keogh recommending that funds be provided to execute a contract with REAL Development Initiatives, LLC for an amount not to exceed \$29,000 to write a CDBG – Public Facilities and a USCA Community Facilities grant applications for the Library and Community Center projects with the understanding that the additional staff time required to complete the applications and administer the grants will be reallocated from existing staff schedules. All ayes, motion carried.

Bartkowiak will be asked to give the project update to the Common Council at their April 22, 2013 meeting. Included will be fundraising, geothermal discussions, grants and construction manager recommendations, and borrowing concerns with regard to pledges in progress, as well as continuing development of the designs.

Barg notes that the borrowing matter will be placed on the Common Council agenda with a request that the discussion be referred to the Finance Committee to be addressed at their May 6, 2014 meeting. Barg left the meeting a 5:18 p.m.

The committee viewed a project video produced and in part sponsored by the Marshfield Clinic.

Doty adjourned the meeting at 5:28 p.m.

MARSHFIELD PUBLIC LIBRARY  
BOARD MEETING  
211 E. Second Avenue, Marshfield, WI 54449  
April 8, 2014  
7:00 a.m.

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

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

Also present: Amanda Helke

Absent: Kim Vrana

Citizen's comments, correspondence and announcements: Thank you note from the two volunteers of the month for selecting them and for the prize and article written about them. Thank you letter from the Community Foundation for the 1<sup>st</sup> payment of the \$20,000 pledge. Thank you note to Kim from a very appreciative Patron/Mother, Jessica, thanking Kim for the awesome job she does with story time, crafts, and all the other children's activities. Announcement: The nominations committee will meet prior to the May meeting.

Changes or additions to the agenda: None.

- LB14-20 Minutes of the Library Board Meeting: Motion by Saucerman, second by Voss to approve and place on file the minutes of the March 11, 2014 Library Board Meeting. All ayes. Motion carried.
- LB14-21 Director's Report: Motion by Keogh, second by Ruppel to receive and place on file the March 2014 Director's Report. All ayes. Motion carried.
- LB14-22 2<sup>nd</sup> March Vendor List: Motion by Saucerman, second by Hartl to approve Vendor List. All ayes. Motion carried.
- LB14-23 1<sup>st</sup> April Vendor List: Motion by Ampe, second by Saucerman to approve Vendor List. All ayes. Motion carried.
- LB14-24 March 2014 Financial Control Report: Motion by Ampe, second by Schnitzler to receive and place on file the March 2014 Financial Control Report. All ayes. Motion carried.
- LB14-25 Business

Updates:

Library & Community Center Project: Belongia updated the board on the project. She informed the board that with pledges and cash, officially over \$816,000 has been raised. Belongia informed the board that two other pledges will take us over \$1,000,000.

National Endowment for the Humanities Challenge grant application: Belongia informed the board that she submitted the grant application and got some feedback on it, and will make the necessary changes. She also mentioned that they are asking for \$350,000.

Upcoming issues involve a recommendation for a Construction Manager, borrowing to cover pledges in progress and hiring a grant write for further grants.

Polaris Integrated Library System – Company ownership change: Belongia updated the board on the ownership change.

E-mail board packets and have printed version at the meetings: Belongia asked the Board if they are okay with board packets being e-mailed. Everyone is okay with that and there will be printed agendas ready at the meetings.

LB14-26

Minutes of other organizations: Motion by Schnitzler, second by Hartl, to accept and place on file the minutes of the March 5, 2014 Library & Community Center Committee, and the March 27, 2014 SCLS Board of Trustees. All ayes. Motion carried.

Adjournment: Seeing no other business to come before the board, Swenson adjourned the meeting at 7:46 a.m.

Respectfully submitted,



Mary Hartl  
Secretary

## ZONING BOARD OF APPEALS MINUTES OF APRIL 8, 2014

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

**PRESENT:** Ken Bargender, Ed Gerl, Richard Kenyon, Robert Lewerenz and 1<sup>st</sup> Alternate Todd Zieglmeier

**ALSO PRESENT:** Planner/Zoning Administrator Miller, Deputy Clerk Panzer, Alderperson Wagner, Jack Bremer, John Berg, Jeff Gaier, Bob Trussoni, John Richmond, Dave Wasserburger, Richard Bittner, Susan Bittner, Sue Meyer, Dennis Mader and Dan Cattanaach

**ABSENT:** Dean Markwardt (excused)

**ZB14-03** Motion by Kenyon, second by Zieglmeier to approve the minutes of February 11, 2014 as submitted.

### **Motion carried**

Deputy Clerk read the variance request from Marshfield Utilities for property located in the 1700 Block of East Depot Street (parcel 33-02484), zoned "SR-3" Single Family Residential, for a 39 foot variance to construct a new water tower 167 feet above ground level (AGL), at an elevation of 1,437 feet above mean sea level (AMSL). The "Airport Overlay & Height Limitation Zoning Map, Marshfield Municipal Airport, Marshfield, Wisconsin," as identified in Sec. 18-93(4) of the Municipal Code, requires structures at this location, in the Overflight Zone (AIR-4), to not exceed 1,399 feet above mean sea level (AMSL).

### Background

Back in May of 2013 the City of Marshfield Plan Commission approved a conditional use request by Marshfield Utilities to exceed the maximum height allowance for a communication tower/antenna of 150 feet. At the time the proposed structure was 184 feet tall (1,455 feet AMSL) being split between a 164 foot water tower and a 20 foot antenna sitting on top of the water tower. This was 34 feet above the maximum antenna height restriction and 56 feet into the Height Limitation Zoning Overlay (HLZO) district restriction.

Although the Plan Commission approved the antenna height through the Conditional Use Permit process, they generally base their decisions on impacts to adjacent property owners and don't factor in the HLZO. In order for the project to be approved, both the Conditional Use Permit and the variance are needed.

Before a variance to the HLZO can be applied for, the FAA must review the application and make a determination as to whether or not the project would be considered a hazard to air navigation. Last fall, Marshfield Utilities submitted the request to the Federal Aviation Administration (FAA) for review of the water tower and antenna height. The initial letter from the FAA was that the structure was a presumed hazard that would require the Airport to raise the minimums on their approach. The Airport Committee recommended that Marshfield Utilities remove the antenna from the request and resubmit the new elevation to the FAA. The revised elevation (1,437 feet AMSL, 167 feet AGL) is what the variance request is based on. The FAA reviewed the newly proposed design and provided no hazard to air navigation determination.

Even though the FAA provided a determination of no hazard to air navigation for the proposed elevation, the location of the tower is an obstruction encroaching into the HLZO and directly in line with the approach to runway 05-23. When granting a variance to the HLZO, the height, location, and proximity of the proposed structure to the Airport should be factored in the decision.

A variance cannot be administratively approved for this plan, based on Sections 18-93 (4), 18-93 (5)(e), and 18-93 (8), of the Municipal Code. The Applicant is requesting variances from the Height Limitation

Zoning Ordinance that restricts the height of all structures at this location to an elevation of 1399 feet AMSL. With a site elevation of 1270 feet and a 167 foot tower, the Applicant is requesting a 39 foot variance for the 1399 foot height limitation zone.

Planner/Zoning Administrator's statement of facts regarding the variance request:

1. The property is located in the 1700 Block of East Depot Street (parcel 33-02484) in the "SR-3" Single Family Residential district.
2. The Lot is 15.344 acres in size with the proposed tower to be located on the south side furthest from the residential properties and closest to the railroad.
3. The proposed tower height is 167 feet AGL.
4. The ground elevation at the proposed tower location is 1270 feet above mean sea level, which would put the overall tower height at 1437 feet above mean sea level.
5. The maximum elevation permitted at this location by the Height Overlay Zoning Ordinance (HLZO) is 1,399 feet AMSL.
6. The proposed tower would exceed the Height Limitation Zoning Overlay District by 39 feet.
7. The Applicant is requesting a 39 foot variance from the HLZO.

#### Variance Criteria (Section 18-165 (6))

The board shall review all variance requests against the standards provided under Wisconsin Statutes and applicable case law. To qualify for a variance, an applicant would have the burden of proof to demonstrate that the variance criteria are met. The following are the criteria and the Applicants response in quotes and the staff's comments below:

- a. *The variance will not be contrary to the public interest.* "It is in the public interest to have this 500,000 gallon reservoir. This reservoir will allow the Utility to perform maintenance on the existing Grant Tower while not interruption service to any customers in the Utilities Primary Zone."

While there is certainly a public interest in allowing the Utility to perform maintenance on the existing facilities, the Zoning Board must take into account the interest of all parties involved, including the purpose of the HLZO and the reason to protect it. Lowering the elevation of the proposed water tower is not an option, but an alternative location, outside of the alignment to runway 5/23, is something that should be considered.

- b. *Substantial justice will be done by granting the variance.* "Yes. As mentioned above, this reservoir will allow the Utility to perform maintenance without any service interruption."

Substantial justice means justice administered according to rules of law in a fair manner to all. In this case, the Airport may be adversely impacted by the height and location of the proposed tower. The FAA has submitted a determination of no hazard to air navigation, however, the tower is right in line with the runway and allowing variances into the HLZO without careful consideration of the impact on the City should be avoided.

- c. *The variance is needed so that the spirit of the ordinance is observed.* "Yes. The reservoir does not fit into 1 or 2 single family zoning restrictions but is necessary for continued operation of the Water Utility."

The spirit of the HLZO district is to protect the airspace for air traffic into and out of the Airport. The Utility is also limited in that a water tower needs to be at a designed elevation to provide the proper water pressure required by code. The variance process has been put in place to hear and consider exceptions that may be necessary to carry out other needed services for the community. A water tower

is a needed aspect of the City's water system and allowing the height is probably a valid exception. The primary concern comes from the proposed location and alignment with the runway approach.

*d. Due to special conditions, a literal enforcement of the provisions of the zoning ordinance will result in unnecessary hardship.* “Yes. Without the new reservoir, the City could have either service interruption or drastic increase or decrease in pressure's while trying to operate the Primary Zone using Booster Station Pumps during any maintenance activities to the existing Grant Tower.”

A literal enforcement of the ordinance does result in an unnecessary hardship for the Utility as they are required to keep the water tower at the proposed elevation which encroaches into the HLZO. There are very few locations within the City that are outside the 3 mile boundary of the HLZO where a water tower could be placed that would not require a variance.

#### Airport Committee Recommendation

The Airport Committee met on Thursday, March 20, 2014 to discuss the proposed variance and make a recommendation. The Airport Committee recommended that the variance application be denied based on safety concerns and the potential impact that allowing a structure into the HLZO could have on future minimums for the Airport.

A representative for the Spirit, Mike Luna, said that the proposed tower does not affect their approaches, but they will support whatever the Airport decides is the best course of action from an aviation safety standpoint.

#### Deliberations

Dave Wasserburger distributed a handout. (See attached.) He gave a background on Marshfield Utilities and explained the two separate pressure zones which operate independently of each other and listed the towers, their locations and their elevation heights in each pressure zone. He also referred to a letter from the Federal Aviation Administration. The Federal Aviation Administration conducted an aeronautical study which revealed that the proposed structure does not exceed obstruction standards and would not be a hazard to air navigation provided that a Notice of Actual Construction or Alteration, be e-filed any time the project is abandoned or within 5 days after the construction reaches its greatest height. Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking and lighting are accomplished on a voluntary basis, it is recommended that it be installed and maintained in accordance with the FAA.

John Richmond explained that the structure of the proposed water tower has to be 2' taller than the Grant Park Water Tower. In order to keep the water pressure relatively similar, the top of the water levels of the towers need to be the same.

Dave Wasserburger referred to Attachment 1 of Marshfield Utilities' handout and explained that an engineering study was done in 2009 and the result of that study was a proposed water tower that was located out of the City limits where there is no existing infrastructure.

Lewerenz asked if anyone knew what it would cost if Marshfield Utilities was forced to use the proposed east tower site.

Dave Wasserburger said it would cost millions and it would take time to obtain those properties and then build the infrastructures. Water mains are typically laid down in the streets and when you start tearing up streets to install a water main it gets very expensive very quick. Water towers rust from the inside out and the existing water tower that was built in 1990 needs to be painted. Typically a paint job last about 20 years. The water tower needs to be emptied for about 2 months to be painted. There was some land for

sale on Lincoln Avenue and 11<sup>th</sup> Street where there is existing 12" water main, but that land turned out to be in the main airport runway.

Jeff Gaier explained that the Airport had 7 obstructions this year alone that weren't penetrating the height limitation zone, but were affecting the zones for its approaches that had to be removed, addressed or the Federal Aviation was going to raise the minimums.

John Berg distributed a handout addressing the Airport's opposition to Marshfield Utilities' variance request. (See attached.)

Bargender asked what percentage of aircraft use the Air-2 runway approach in a year from either direction versus the Air-1 runway approach.

Jeff Gaier explained that the primary approach comes from the south. However, when an airplane gets over the airport depending on what direction the wind is coming from, is what direction it is going to land even if they come from the south. The main approach lighting is on the south end, so that is our primary lowest minimum that they are going to come in on. If something would happen that the wind direction is coming out of the west, we have to protect the circle to landings minimums of the airport so that the airplane can change direction to come in on whatever runway the wind is favorable. 60% use the approach to the south.

John Berg said he is predicting that this runway is going to be used a little more than it has in the past, because of the GPS approach and all the other changes that have been made in the last year. We are getting a higher quality of aircraft in our airport than we have in the past. Putting this tower dead center in the middle of that airport runway is a path taken off. Even at the normal height limitations the tower would be right dead in the center and that is not a good deal when you look at the overall picture for something that is going to be there for 50 years. Marshfield Utilities has invested in the city, but there is a major investment in that airport in the City of Marshfield too.

Kenyon asked about potential liability costs.

Jeff Gaier said if the variance is granted to put the tower into the liability square lands of the City of Marshfield and if an airplane collides into the tower, the City, the pilot, Marshfield Utilities and the Airport will be liable. If there are any future approaches, the FAA may change the minimums because of this known obstruction for this approach. If too many variances are granted into the height limitation, the Bureau of Aeronautics may start giving the airport low priority on the money that they will be giving out for projects.

The FAA flight checks all the runways for the approaches and in the past that service has been free of charge. Flight checks are no longer a free of charge service. Any changes that are published is an instant flight check. If the minimums get changed the airport will have to incur that cost. Unfortunately, this is so new, that we haven't been told what the actual cost is going to be yet.

Bargender asked if there were plans for a future expansion of runways in the area of Hwy BB that was rerouted and abandoned.

Jeff Gaier said the master plan reflects both north and south expansions. Expanding to the southwest would be a huge cost, because there is a residence to the west and there are extreme drop offs in that area. Any future expansion would be on the north side.

Gerl asked if the proposed water tower could be moved over so it is not right in the center of the runway approach.

Dave Wasserburger pointed out that the geography falls down, so it would cost more. If you build downhill you will need to build a higher tower.

Moving the tower to the west was discussed

Moving the tower to Hewitt was also discussed.

Dave Wasserburger said the 1,399 foot height limitation puts the Utility out of business. The only reason the other towers are there is because they were built prior to the HLZO.

Jeff Gaier went over the handout that John Berg distributed earlier in the meeting which covered the reasons why the Marshfield Airport Committee is in opposition of this variance request per the four variance criteria.

John Richmond explained that Marshfield Utilities needs the 1,437 elevation to have a tent pole effect to raise the pressures up.

Dave Wasserburger referred to page 2 of the Utility's handout and covered the reasons why the Utility believes the variance should be granted per the four variance criteria. (See attached.)

Dave Wasserburger said Marshfield Utilities tried to combine both pressure zones in 2012 and it proved to be a disaster. Within four hours they had six neighborhoods calling in water main breaks. This was their first option to paint Grant Tower.

Dave Wasserburger explained that Marshfield Utilities has to maintain certain pressures in their distribution system by state code. We need to maintain a minimum of 20 pounds pressure in the distribution system with a hydrant flowing at 500 gallons per minute. Lowering the water tower by 39 feet would lower the system pressure by about 17 psi and this would not allow us to maintain the minimum pressure requirements as required by state code.

Dave Wasserburger said the cost to build the proposed tower is \$1.75 million and a paint job on the existing Grant Tower will cost around \$450,000.

Alderson Wagner referred to the tower on the corner of St. Joseph Avenue and McMillan Street that is abandoned and empty.

John Richmond said that the St. Joseph Avenue Tower is the high pressure zone and at the moment is empty. He explained that when the time comes to repaint the Mannville Tower then the St. Joseph Avenue Tower will be back in use.

Alderson Wagner asked if the St. Joseph Avenue Tower could be used as a backup for the Grant Tower.

Dave Wasserburger said they tried combining both systems and that tower is 30' taller than the Grant Tower and there would be too much pressure.

Alderson Wagner asked what is going to become of the tower on St. Joseph Avenue and McMillan Street.

Dave Wasserburger responded by saying that it serves a lot of use as a backup. It is going under some construction starting tomorrow. The purpose of that tower is to allow us to take Mannville Tower down whenever we need to and use that tower to control the high zone system, so there is a lot of value to that tower for us to be able to do that.

John Richmond said that it also doesn't have enough storage really to operate the primary pressure zone.

Bob Trussoni said it is physically located in a different zone.

John Richmond said it will allow us to at any point in time if one of those would need maintenance, to still operate off of the other one, but most of the time we would be trying to operate off of both.

Bob Trussoni said if something happened to the western tower, where it gets damaged and something needs to be repaired immediately, we can continue to run the system because we have the other one in service.

Dave Wasserburger explained what happened the evening of January 24<sup>th</sup>. It was about the coldest night this winter and the CPU on the Grant Tower failed. We didn't know how much system pressure we had, but we were able to fail over to another pressure gauge at our main treatment plant and run, but we had to get people up there the next day to get the CPU fixed. If we had two towers, we could have just switched over to the other tower.

Dave Wasserburger explained one of the options that their engineer gave them was to construct one 1 million gallon tower at this location that they picked and tear down the Grant Tower, but there is value to having the second tower. If one fails, you have the other one available to control the water system.

Kenyon said when it comes to government things, he tends to trust the most local government entity as opposed to a bureaucracy that doesn't live here and doesn't operate here. He trusts Marshfield government more than State and more than Federal.

**ZB14-04** Motion by Lewerenz, second by Bargender to grant the variance request from Marshfield Utilities for a 39 foot variance to construct a new water tower 167 feet above ground level (AGL), at an elevation of 1,437 feet above mean sea level (AMSL) in the 1700 Block of East Depot Street for the following reasons:

- It would be an extreme hardship to the City of Marshfield residents not to have a tower and regardless of where the tower is located in the city it will have to be above the height restriction.
- There is no property available that is large enough that is not in line in the city and putting it outside of the city even if it did work would be an economic hardship.
- The FAA has no problem with the proposed tower nor does the State of Wisconsin.

Bargender felt the tower should be lit 24/7.

**ZB14-05** Motion by Lewerenz, second by Gerl to amend motion **ZB14-04**; to include the condition that the tower be permanently lit 24/7 and to include the following statements:

Based on the deliberations, the following statements were the findings of the criteria:

- a) Granting the variance is in the public interest because we need a water tower and regardless of where it is, it needs to be above the height limitation.

b) Substantial justice will be granted then to the residents of the City of Marshfield that will have safety in that if something happens to one of our water towers or in the case of the one needing to be taken down next year for painting that we will have enough water pressure. And especially with the concern of fire, where the pressure will not get below 20 pounds in any part of the city.

c) As to the spirit of the ordinance, the reason we grant variances is because sometimes the spirit of the ordinance does not allow actions to be taken to make the public safe and to make the water system actually work for the city. We respect the safety of the Airport, but it seems to be the only way that it makes sense to do this.

d) A literal enforcement of the zoning ordinance would create an unnecessary hardship, because if the alternative would be to set the tower way to the east, new property would have to be bought, new 12" water lines would have to be run and to make it legal it would cost tens of millions of dollars and that would be an unnecessary hardship to the people paying the water bills in the City of Marshfield.

Motion **ZB14-05**; approved without objection.

Vote on motion **ZB14-04** as amended; Bargender, Gerl, Lewerenz and Zieglmeier voted Aye; Kenyon voted Nay

**Motion carried**

Motion by Kenyon, second by Lewerenz to adjourn at 6:15 p.m.

**Motion carried**

Lori A. Panzer  
Deputy City Clerk

**WATER TOWER ZONING VARIANCE REQUEST  
MARSHFIELD UTILITIES**

Marshfield Utilities originated in 1904 when the City of Marshfield purchased the Water Works, Electric Light and Power Company from Mr. W.H. Upham. Since that time the Water Utility has steadily grown and today serves 7,123 Residential customers, 812 Commercial customers, 33 Industrial customers and 59 Public Authority customers. In 2013 The Water Utility sold about 612 million gallons of water. The 2013 Public Service Commission report calculations show the Water Utility is currently valued at \$27 Million Dollars.

The Water Utility consists of 2 separate pressure zones which operate independently of each other. These zones are named the High Pressure Zone and the Primary Pressure Zone.

The High Pressure Zone serves about 25% of the city. The Hospital, Clinic, Fleet Farm and Mannville are in this Zone. The High Pressure Zone has 2 water towers associated with it.

They are:

St Joseph Avenue Water Tower. 1612 N. St Joseph Ave. 75,000 gallons.

Constructed prior to Airport Zoning Overlay Map.

Ground Elevation: 1362 AMSL

Top of Tower: 1462 AMSL

Mannville Tower. 2810 W Huetter. 500,000 gallons.

Outside of Airport Overlay Zoning Map.

Ground Elevation: 1302 AMSL

Top of Tower: 1466 AMSL

The Primary Pressure Zone serves the remaining 75% of the city. There is currently 1 tower associated with this pressure zone.

It is:

Grant Park Water Tower. 601 W. Cleveland. 500,000 gallons.

Constructed prior to airport Zoning Overlay Map.

Ground Elevation: 1303 AMSL

Top of Tower: 1435 AMSL

The proposed new water tower will serve the Primary Pressure Zone. The proposed site is located 2.18 miles northeast of the airport.

Proposed Depot Street Water Tower

Ground Elevation: 1270 AMSL

Top of Tower: 1437 AMSL

The Federal Aviation Administration has conducted an aeronautical study to determine if the proposed water tower would propose a hazard to air navigation.

The Federal Aviation Administration has determined the tower does not exceed obstruction standards and would not be a hazard to air navigation. (See Attachment 3.)

Marshfield Utilities respectfully requests that a variance be granted to allow the construction of a water tower to serve the city of Marshfield.

### Variance Criteria

**1. The variance will not be contrary to the public interest.**

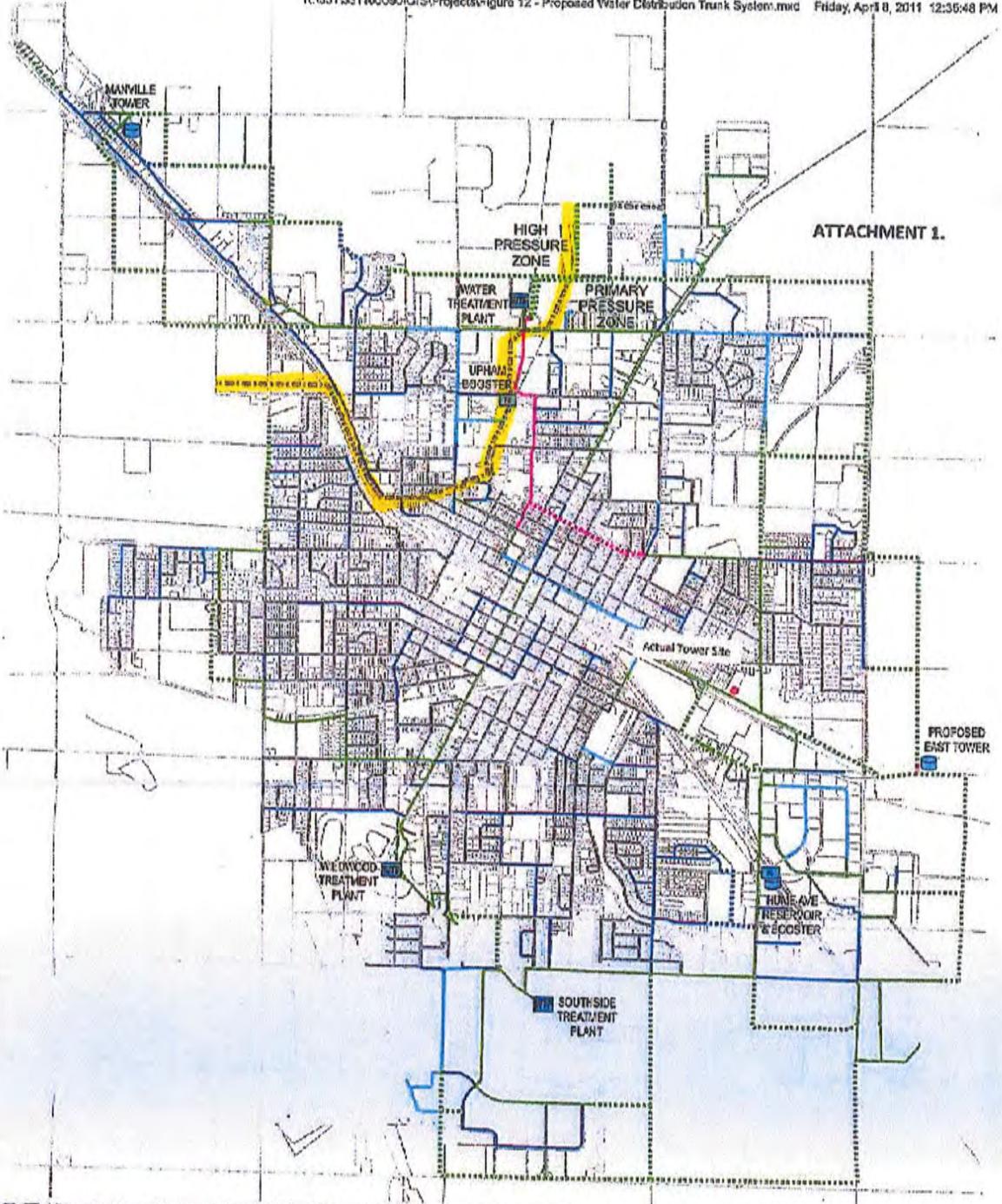
- a. Marshfield Utilities through the help of their engineer Stantec Consulting, completed an engineering study on the water system in April of 2011. As a part of that study, an east side water tower was proposed. (See Proposed East Water Tower Attachment 1.)
- b. This study was performed to ensure the Utility would continue providing optimal water service to the residents of the City of Marshfield.
- c. The site that was procured for the new tower was chosen for several reasons.
  - i. Close proximity to the engineering reports proposed location.
  - ii. Land was available to be purchased. (Land was purchased by Marshfield Utilities in 2012)
  - iii. Sufficient land was available to purchase to allow the raw materials to be stored on site during construction of a water tower and to provide a buffer around the site for future water tower painting and maintenance. Current land use is agricultural.
  - iv. Land had no known demolition concerns or environmental issues.
  - v. Land was located within the City of Marshfield
  - vi. Existing infrastructure was in place to allow for a tower to provide service. (See Actual Tower Site Attachment 1.)
- d. In 2016, the existing Grant Tower is due for painting and maintenance. To perform this painting and maintenance, Grant Tower will have to be completely drained and taken out of service. Without a secondary tower to operate the Primary Pressure Zone, the Utility and the City of Marshfield's water storage capabilities, static and residual pressures as well as fire flows throughout the system will be severely impacted. **Note: Operating the City of Marshfield on one pressure zone is not an option.**
- e. The Depot Street Tower constructed as proposed will allow for a seamless transition in operations during this period of painting and maintenance of Grant Tower.
- f. The Depot Street Tower will also allow Marshfield Utilities to slightly raise the static and residual pressures in that area of the City.
- g. All of the above mentioned items are in the public's best interest per question #1.

**2. Substantial justice will be done by granting the variance.**

- a. By granting this variance you will allow Marshfield Utilities to continue to provide water and fire protection to the residents of the City of Marshfield at continued low prices. Construction of the Depot Street Tower at the proposed location will allow for

redundancy in the system. This redundancy allows things like taking a reservoir temporarily out of service to go completely unnoticed as the residents of the City of Marshfield will be completely unaffected.

3. **The variance is needed so that the spirit of the ordinance is observed.**
  - a. The variance is needed to ensure that the spirit of the ordinance will continue to be observed. Marshfield Utilities understands the need for the City of Marshfield and the Marshfield Airport to protect its air space. The City of Marshfield also needs to protect its ability to provide water to its residents at the required pressures and fire flows and at a desirable cost. Without this variance the cost incurred to construct the proposed tower outside the 1399 radius would be extraordinary. (See Airport Overlay and Height Limitation Zoning Map Attachment 2.)
  
4. **Due to special conditions, a literal enforcement of the provisions of the zoning ordinance will result in unnecessary hardship.**
  - a. Not allowing this variance will result in unnecessary hardship to the City of Marshfield and its residents. If you look at the Airport Overlay and Height Limitation Zoning map. The only area of the City of Marshfield that you could build a water tower of the necessary height (1437 MSL vs. 1399 MSL) in the Primary Pressure Zone would be the far northeastern area of the City.
  - b. A tower at the 1399 AMSL would lower the pressure in the system by approximately 19 psi. **Note: Operating the system at a lowered pressure is not an option.**
  - c. This location is not desirable to the City of Marshfield as it would do the following
    - i. Lower the static pressures throughout the southern area of the community.
    - ii. Lower residual pressures in the southern area of the community.
    - iii. Dramatically lower fire flows in the southern area of the community due to the long length of piping between primary storage to the desired location.
    - iv. Severely change the water flow patterns throughout the distribution system.
    - v. Infrastructure is not set up in this area for a large reservoir to be added to the distribution system.
    - vi. No land is for sale that has current infrastructure in place in this location.
    - vii. Cost to change the infrastructure to limit the above mentioned concerns would be tens of millions of dollars if not more.



ATTACHMENT 1.

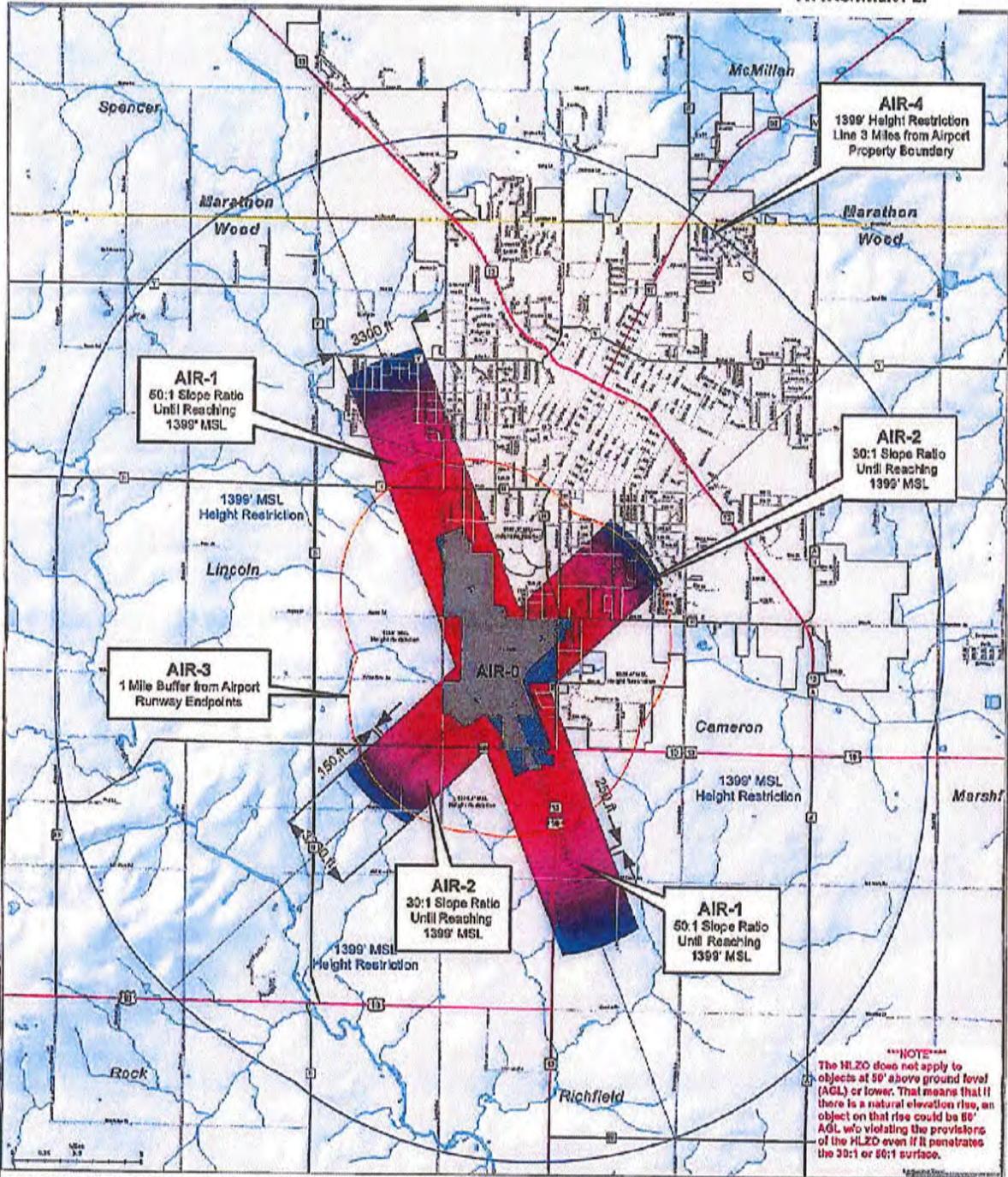
**LEGEND**

<b>EXISTING WATER MAIN</b>	<b>PROPOSED WATER MAIN</b>	<b>SYSTEM FACILITY</b>
— 6-INCH AND LESS	..... 8-INCH	■ WATER TREATMENT PLANT
— 8-INCH	..... 12-INCH	■ BOOSTER STATION
— 10-INCH	..... 16-INCH	■ WATER STORAGE
— 12-INCH	..... PROPOSED PRESSURE ZONE BOUNDARY	■ BASE MAPPING
— 16-INCH		— TRANSPORTATION
— 18-INCH		■ PARCEL



FIGURE 12 - PROPOSED FUTURE WATER DISTRIBUTION TRUNK SYSTEM





**AIR-1**  
50:1 Slope Ratio  
Until Reaching  
1399' MSL

**AIR-4**  
1399' Height Restriction  
Line 3 Miles from Airport  
Property Boundary

**AIR-2**  
30:1 Slope Ratio  
Until Reaching  
1399' MSL

**AIR-3**  
1 Mile Buffer from Airport  
Runway Endpoints

**AIR-2**  
30:1 Slope Ratio  
Until Reaching  
1399' MSL

**AIR-1**  
50:1 Slope Ratio  
Until Reaching  
1399' MSL

**\*\*\*NOTE\*\*\***  
The HLZDO does not apply to objects at 50' above ground level (AGL) or lower. That means that if there is a natural elevation rise, an object on that rise could be 50' AGL, not violating the provisions of the HLZDO even if it penetrates the 30:1 or 50:1 surface.

**AIRPORT OVERLAY & HEIGHT LIMITATIONS**  
Marshfield Municipal Airport  
Marshfield, WI

**Legend**

- City Limits
- County Boundary
- State Boundary
- Airport Property Boundary
- Height Restriction
- 50:1 Slope Ratio
- 30:1 Slope Ratio

City of Marshfield  
County of Marathon  
State of Wisconsin





Mail Processing Center  
 Federal Aviation Administration  
 Southwest Regional Office  
 Obstruction Evaluation Group  
 2601 Meacham Boulevard  
 Fort Worth, TX 76193

Aeronautical Study No.  
 2014-AGL-634-OE

Issued Date: 02/21/2014

ATTACHMENT 3.

David Wasserburger  
 Marshfield Utilities  
 PO Box 670  
 Marshfield, WI 54449-0670

**\*\* DETERMINATION OF NO HAZARD TO AIR NAVIGATION \*\***

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure: Water Tank Marshfield Water Tower  
 Location: Marshfield, WI  
 Latitude: 44-39-36.57N NAD 83  
 Longitude: 90-09-05.14W  
 Heights: 1270 feet site elevation (SE)  
 167 feet above ground level (AGL)  
 1437 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

It is required that FAA Form 7460-2, Notice of Actual Construction or Alteration, be e-filed any time the project is abandoned or:

- At least 10 days prior to start of construction (7460-2, Part 1)
- Within 5 days after the construction reaches its greatest height (7460-2, Part 2)

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed and maintained in accordance with FAA Advisory circular 70/7460-1 K Change 2.

This determination expires on 08/21/2015 unless:

- (a) the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
- (b) extended, revised, or terminated by the issuing office.
- (c) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for completion of construction, or the date the FCC denies the application.

NOTE: REQUEST FOR EXTENSION OF THE EFFECTIVE PERIOD OF THIS DETERMINATION MUST BE E-FILED AT LEAST 15 DAYS PRIOR TO THE EXPIRATION DATE. AFTER RE-EVALUATION OF CURRENT OPERATIONS IN THE AREA OF THE STRUCTURE TO DETERMINE THAT NO SIGNIFICANT AERONAUTICAL CHANGES HAVE OCCURRED, YOUR DETERMINATION MAY BE ELIGIBLE FOR ONE EXTENSION OF THE EFFECTIVE PERIOD.

This determination is based, in part, on the foregoing description which includes specific coordinates, heights, frequency(ies) and power. Any changes in coordinates, heights, and frequencies or use of greater power will void this determination. Any future construction or alteration, including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA.

This determination does include temporary construction equipment such as cranes, derricks, etc., which may be used during actual construction of the structure. However, this equipment shall not exceed the overall heights as indicated above. Equipment which has a height greater than the studied structure requires separate notice to the FAA.

This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

Any failure or malfunction that lasts more than thirty (30) minutes and affects a top light or flashing obstruction light, regardless of its position, should be reported immediately to (877) 487-6867 so a Notice to Airmen (NOTAM) can be issued. As soon as the normal operation is restored, notify the same number.

A copy of this determination will be forwarded to the Federal Communications Commission (FCC) because the structure is subject to their licensing authority.

If we can be of further assistance, please contact our office at (847) 294-7575. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2014-AGL-634-OE.

Signature Control No: 206048568-208669955  
Vivian Vilaro  
Specialist

(DNE)

cc: FCC

## **The Case of the Marshfield Airport Committee in Opposition to the Petition of the Marshfield Water Utility to grant a variance to the Airport Height Limitation Ordinance to build a water tower exceeding the height limitations**

1. The variance will not be contrary to the public interest.

The public interest in aviation safety as well as the maintenance of commerce has been well-established in the creation of the airport height limitation overlay to the zoning map. The location of the water tower at that site and at that height is clearly contrary to well-established public interest.

It is recognized that the City of Marshfield is in need of stabilizing its water supply and maintaining water pressures to assure public health, safety and welfare. The Airport committee recognizes and supports that effort. It does not, however, support an effort at the expense of another matter of public interest: the safety of the flying public and protection of property from accidents that may occur.

The City of Marshfield, the owner of the Marshfield Municipal Airport, exposes themselves to a potential serious liability by allowing a variance into the height limitation zoning.

2. Substantial justice will be done by granting the variance.

There is no issue of justice involved here. The ordinance to which the variance is being requested has been in existence for some time and the Water Utility has been fully aware of it, having requested variances in the past for precisely the same subject. To purchase land directly in the path of an instrument approach and propose a structure that is clearly in excess of the limits provided in an ordinance which they were fully aware of speaks poorly of respect for the public interest concept embodied in the ordinance.

3. The variance is needed so that the spirit of the ordinance is observed

This is exactly the opposite of the case before you. The siting of an obstruction in the path of an instrument approach is by definition a violation of the spirit of the ordinance and should not be allowed.

4. Due to special conditions, a literal enforcement of the provisions of the zoning ordinance will result in unnecessary hardship.

The Water Utility argues that because of hydraulic concerns, the elevation of the land in the proposed area makes it the ideal site, if not the only site in which a new tower to provide the desired water pressure can be located. The Airport Committee acknowledges their concern but argues that in the

interest of public safety, the utility could locate the tower elsewhere even though some additional costs would be incurred.

On the other hand, the Airport Committee rejects the argument that the money to purchase the land upon which the proposed water tower is to be located would be "wasted rate-payer's money" because it was poor planning by the Utility to assume that a variance would be granted.

Further, there is a need for this water tower but the utility has not established the need as either urgent or emergency which would necessitate a deviation from the long-established and stringently enforced airport height overlay.

Based upon these considerations, the Marshfield Airport Committee respectfully requests that the Board of Zoning Appeals reject the petition of the Marshfield Water Utility.

MARSHFIELD PUBLIC LIBRARY  
211 East Second Street  
Marshfield, WI 54449  
Personnel Committee

April 17, 2014  
7:00 a.m.

The meeting was called to order at 6:59 a.m. by Mary Hartl. Attendance was taken.

Present: Mary Hartl, Xin Ruppel, Pat Saucerman, and Library Director Lori Belongia.

Also present: Amanda Helke

Absent: Kris Keogh, and Jean Swenson

LB14-27 Job description revisions for the Circulation Section, the Children's Library Assistant II, and the Library Systems Analyst: Motion by Ruppel, second by Saucerman to recommend the revisions with the following changes;

- All job descriptions under "Equipment Used" add "Other equipment as technology advances"
- define the acronyms in the Library Systems Analyst job description
- make the changes under Education and Experience to number 4, so it includes "Windows Operating Systems, Systems Server, Microsoft Office, E-mail Server software, LAN/WLAN technology".

All ayes. Motion carried.

Adjournment: Seeing no other business to come before the committee, Hartl adjourned the meeting at 7:18 a.m.

Respectfully submitted,

Amanda Helke

**CENTRAL WISCONSIN STATE FAIR**  
**BOARD MINUTES**  
**April 21, 2014**  
**7:30 PM**

Meeting was called to order by President Larry Gilbertson at 7:30 pm.

**ROLL CALL:**

Present: Board Members: John Garbisch, Marilyn Heiman, Jeff Viergutz, Gary Cummings, Tim Heeg, Andy Keogh, Ed Wagner, Carol Berg-Kappel, Dennis Stroetz, Bob Ashbeck, Larry Gilbertson, Dan McGiveron, Chris Jockheck.

Executive Secretary/General Manager: Heidi Born-Smith

Absent: Gary Bymers, Keith Kay, Kathy Banks, Melissa Hanke

Guests: Mayor Chris Meyer, Wood County Board Chari Lance Pliml, Hockey Association Members; Scott Berg, Al Neinast, Jeremy Beiler

President Larry Gilbertson asked for introductions from our guests. Following introductions, Larry asked for the Hockey Association to make their presentation.

Scott Berg informed the Fair Board that they are proposing to remodel the rink. Plans include new windows upstairs and downstairs, new carpet, double doors in a new entryway, new benches, new booths and painting the vestibule. The group would like to start remodeling this summer but would be cognizant of our fair usage schedule. The cost will be around \$40,000 - \$45,000 and will be fully funded. Larry Gilbertson mentioned that a modification of the lease agreement could be obtained this year because of the remodeling project. The last modification the Fair Office has on file is dated February 11, 2002. At this time the Hockey Association has not decided to seek renewal of their agreement. A motion was made to approve the presented renovations to the Hockey building by Marilyn Heiman and seconded by Tim Heeg. Motion was approved as moved.

Following the Hockey Association presentation and departure, the meeting began with the approval of minutes. John Garbisch moved to approve the April 21, 2014 meeting minutes. Ed Wagner seconded the motion, the motion carried. The March 31, 2014. Special meeting minutes of the Board of Directors was approved as presented.

**Treasurer's Report:** **Marilyn Heiman** reported the balances. Moved to approve and motion carried.

**Manager's Report:** **Heidi Born-Smith** reported on a new show that will be coming to the fairgrounds in 2014 which is the Livestock Breeders Association show. This show will be held the same weekend as the MAKC Dog Show just prior to the Fair. She noted that the Guernsey show has canceled for 2014 only because of conflicting dates. Tickets went on sale April 14<sup>th</sup> and early sales were at approximately 175 tickets sold to date. Heidi indicated that a new Administrative Assistant was hired but resigned one day later; noting the amount of work was felt to be too involved. Interviews will start for a new Administrative Assistant. Heidi also indicated that the employee title of Media Secretary will be changed to reflect a more current titling which will be Administrative Assistant Tech II which will include website, face book and other media as part of the job description. Heidi indicated that her last day during daytime hours was April 14. However, she would be holding evening hours until her replacement is found. Several additional sponsors have come through and have been retained for the 2014 fair season.

**Committee Reports:**

**Junior Fair:** **Tim Heeg** discussed the environmental fee and stated that Junior Fair will be giving the Fair \$1500 to help defer the cost for this year.

**Market Animal:** **Larry Gilbertson** reported that an adult meeting will be held this Wednesday at the Experiment Farm.

**Draft Horse:** **Dennis Stroetz** reported that there will be a meeting this Friday night at 7:30 pm at the Fair office.

**Building & Grounds:** **John Garbisch** stated they will be meeting this Friday at 2:00 pm at the Fair office.

**Advertising:** **Jeff Veirgutz** noted that the committee has had two meetings. Discussion was held on deadlines, advertising on radio, television and Facebook. He indicated that Brian Sauer offered to provide Facebook advertising for a fee of \$2000 plus \$500 commission. A grant from the Conventions and Visitor's Bureau of \$1000 is available for social media. He also stated that the general public really does not understand costs and how much money it takes to put on the Fair.

**Parking & Signage:** **Dan McGiveron** No meeting

**Livestock:** **Larry Gilbertson** No Meeting

**Vendor Relations:** **John Garbisch** No Meeting

**Non-Fair:** **Heidi Born-Smith** No Meeting

**Fairest of the Fair:** **Marilyn Heiman** No meeting

**Entertainment:** **Heidi Born-Smith** stated that the grandstand entertainment contracts were finally signed for David Nail. We now have Wednesday and Friday fully sponsored.

Motion was made by Andy Keogh and seconded by John Garbisch to accept the committee reports. Motion carried.

**Fair Commission Report:** **Bob Ashbeck** reported that four planters in the center court area will be removed and added a letter from the Board to the Commission is recommended. The Round Barn roof will not be finished before October 2014. The Round Barn interior and electric will be looked at shortly. The Junior Fair Building has had some water flooding which is being looked at. The Fair office windows have not yet been replaced. Bob introduced the guests in attendance from Wood County, Marshfield Mayor Chris Meyer, Wood County Board Lance Pliml and newly appointed Fair Board member, Chris Jockheck.

**Old Business:** None

**New Business:** A letter has been drafted and signed by the Executive Board authorizing Heidi Born-Smith or the new General Manager the option of withdrawing all funds at Central City Credit Union in the Knoll CD for the Knoll Barn remodel project when needed. Motion was made to approve and carried.

Larry Gilbertson mentioned that the Wisconsin Valley Fair would not be allowing our fair the use of their goat pens in 2014 due to bio security concerns. Discussion was tabled until the next meeting.

Larry Gilbertson stated that the interview committee is receiving and will be reviewing resumes for possible interviews. It was stated that at the special meeting of the board of Directors both Ed Wagner and Bob Ashbeck were tasked to go to the City and County to ask for additional funding to help subsidize the General Manager's salary. Discussion followed.

Gary Cummings announced his retirement from the Fair Board. His position will be filled by Alanna Feddick.

Mayor Chris Meyer and County Board Chair Lance Pliml were in attendance. Mayor Chris and Lance addressed the Board and discussion was held on the long term direction of the Fair and asked how they might help. Several ideas were exchanged and the Board will consider these suggestions in the weeks and months to come.

Meeting adjourned at 9:08 pm.

The next meeting will be held at 7:30 pm on May 19, 2014 at the Fair office.

Submitted by Heidi Born-Smith

**MINUTES**  
**FIRE AND POLICE COMMISSION/SPECIAL MEETING**  
**APRIL 21, 2014**

The meeting was called to order by Commissioner Randy Gershman at 10:00 a.m. in room 108 at Marshfield City Hall, 630 South Central Avenue, Marshfield, Wisconsin.

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

**FP14-024** Motion by Mueller, second by Frankland to adjourn into closed session pursuant to Section 19.85(1)(c) Wis. Stats., considering employment, promotion, compensation, or performance evaluation data of public employee over which the governmental body has jurisdiction or exercises responsibility.

Specifically, to conduct interviews of applicants for the position of police chief.

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

**Motion carried.**

(time: 10:01 a.m.)

Present in closed session: Commissioners.

**FP14-025** Motion by Frankland, second by Keogh to emerge from closed session and reconvene into open session.

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

**Motion carried.**

(time: 4:11 p.m.)

Meeting adjourned at 4:11 p.m.



Marshfield Fire and Police Commission  
Nate Mueller, Secretary

**MINUTES**  
**FIRE AND POLICE COMMISSION/SPECIAL MEETING**  
**APRIL 29, 2014**

The meeting was called to order by Commissioner Randy Gershman at 8:00 a.m. in the training (squad) room of the Marshfield Police Department located at 110 West First Street, Marshfield, Wisconsin.

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

ABSENT: Commissioner Frankland.

**FP14-026** Motion by Keogh, second by Mueller to adjourn into closed session pursuant to Section 19.851(1)(c) Wis. Stats., considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Specifically, to discuss selection of police chief.

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

**Motion carried.**

(time: 8:01 a.m.)

The commissioners then move to the police department library for the closed session.

Present in closed session: Commissioners Gershman, Keogh, Mueller, and Meyers.

**FP14-027** Motion by Keogh, second by Mueller to emerge from closed session and reconvene into open session and return to the squad room.

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

**Motion carried.**

(time: 8:07 a.m.)

**FP14-028** Motion by Keogh, second by Meyers to appoint Lieutenant Richard Gramza as Chief of Police of the Marshfield Police Department.

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

**Motion carried.**

**FP14-029** Motion by Meyers, second by Mueller to adjourn the meeting (time: 8:09 a.m.).

**Motion carried.**



Marshfield Fire and Police Commission  
Nate Mueller, Secretary

**City of Marshfield Committee on Aging  
Norris Manor, 1412 S Adams Ave.  
Meeting Minutes – May 1, 2014**

The monthly meeting of the Committee on Aging was called to order at 9:30 a.m. by Chair Mike Feirer.

**MEMBERS PRESENT:** Mike Feirer, Patty Ruder, Dave Marsh, and Elsie Anderson

**ABSENT:** Kathy Dieck, Becky Huebner-Leu, Jean Doty

**OTHERS:** Judy Carlson, Connie Jacobson, Jennifer Cummings, Rika Schmelzer, Celena Wauco-Netzow, Kelly Cassidy and residents of Norris Manor

**MINUTES:** Motion by Marsh, 2<sup>nd</sup> by Ruder to approve the minutes from the April 3, 2014 meeting. Motion Carried

**CITIZEN’S COMMENTS:**

Mike Feirer asked the residents about their use of the cab service.

There were a couple people that had concerns:

- Sometimes the cab doesn’t show up when you have called.
- They are not letting individual with walkers take the lift to get up into the van.

Mike Feirer was going to check into these items and get back to one of the individuals at Norris Manor.

There was also someone who has had no trouble at all.

Members of the committee introduced themselves.

**AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN UPDATE:** Jennifer Cummings updated the committee.

**WOOD COUNTY TRANSPORTATION UPDATE:** Connie Jacobson updated the committee.

**FORUM 55+:** Judy Carlson updated the committee.

**LIBRARY & COMMUNITY CENTER PROJECT UPDATE:** Mike Feirer updated the committee on the Viva Las Vegas Event.

**HEALTH FAIR UPDATE:** The topic for the speaker at the Health Fair will be on Scams we are working with Rick Gramza. Dave Marsh is still working with PK Electric to see what can be done at the AP building at the Fairgrounds with a sound system for the event.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**FUTURE MEETING DATE:** The next meeting will be held at the Senior Center on June 5<sup>th</sup> at 9:30 a.m.

Motion by Ruder, 2<sup>nd</sup> by Marsh to adjourn at 10:35 a.m.  
Motion Carried

Respectfully submitted,  
Kelly Cassidy

## **Economic Development Board meeting May 1, 2014**

Present: Dickrell, Hendler, Meissner, Michalski, Sennholz, Wagner. Staab arrived at 3:25 p.m.  
Absent: None  
Others: Angell, Barg, Olson, Sonnemann. Meyer arrived at 3:09 p.m. and left at 4:20 p.m., Bill Penker

Sennholz called the meeting to order at 3:02 p.m. in Room 108 of the City Hall Plaza.

### **Elect officers**

- Wagner moved and Dickrell seconded the motion to elect Sennholz as chairperson. Motion carried 5-0, with Sennholz abstaining.
- Dickrell moved and Meissner seconded the motion to elect Michalski as vice-chairperson. Motion carried 5-0, with Michalski abstaining.

### **Approve minutes – April 3<sup>rd</sup> & April 9<sup>th</sup>**

Meissner moved and Dickrell seconded the motion to approve the April 3<sup>rd</sup> and April 9<sup>th</sup> Board meeting minutes as presented. Motion carried 6-0.

### **Conflicts of interest**

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

### **Citizen comments**

Sennholz invited comments from citizens, but no one spoke at this time.

### **Economic development reports**

- General updates
  - Angell distributed printed copies of the final housing report. He also passed out information describing potential changes to funding for college/technical schools. In addition, he noted that work continues on exploring possibilities for redevelopment of the 200 block of Chestnut Street, although no project is expected in 2014, aside from demolition of the structures recently purchased.
  - Olson stated that the Wisconsin Department of Workforce Development and Department of Transportation secretaries were in Marshfield recently to give updates and hear business concerns. The challenge of funding transportation projects with flat/declining gas tax revenues was among the issues discussed. A site selector panel is being assembled for the ICSC event on August 6-7 to be held in Wausau. Recently, Centergy discussed technology issues, such as “dead spots” in phone service, and applying for seed money to offer loans (\$5,000-\$20,000) to help people start a business (write a business plan, etc.) A preliminary meeting was held to discuss the possibility of Wood County hosting Farm Tech Days in 2018.
  - Sonnemann reported on new businesses locating downtown, including a spa and boutique. She said that the kiosk project at the Clinic is moving forward. And she resigned her position, effective May 16<sup>th</sup>, having accepted a position at Marshfield Clinic.

- Development of Business Incentive Fund – Barg advised it appears that creating a Business Incentive Fund for TIF District #5 is now unlikely, since the City’s bond counsel doesn’t believe this proposal is acceptable under Wisconsin Statutes. Staff and its consultant will research this to see if there’s still a way to make this work.
- Library & Community Center grant applications: Barg reported that Council didn’t authorize submission of 2 grant requests for the Library & Community Center at its April 22<sup>nd</sup> meeting. There isn’t enough time for a CDBG application now, but staff is checking on options for the USDA grant request approved by EDB, in a way that addresses some of the concerns raised by Council members.

**Selection of consultant for Downtown Master Plan Update project**

Angell noted that 3 proposals were received, and the subcommittee interviewed 2 of them on April 29<sup>th</sup>. Each has certain strengths, but in the end, the subcommittee voted 3-2 in favor of Place Dynamics of New Berlin. It was noted that the project budget is \$40,000, and the Place Dynamics quote is \$40,822.

Wagner moved and Michalski seconded the motion to recommend that Council authorize staff to enter into an agreement for services with Place Dynamics, at a cost not to exceed \$40,000. Motion carried 7-0.

**Debrief results from April 9<sup>th</sup> housing meeting, and discuss options to move forward**

After a short discussion, it was agreed to have the recommendations reviewed by a team comprised of Sennholz, Staab, Wagner, and Mary James-Mork, and bring a report to the full EDB at an upcoming meeting.

**Review preliminary draft of job description for Economic Development Specialist**

Following much discussion on the purpose of the proposed new position, and its benefits compared with the current Business Development position housed at MACCI, members agreed to put this item on the next EDB agenda for further review and discussion.

**Review proposed 2015 EDB budget calendar**

Angell highlighted the proposed 2015 budget calendar, focused on the date for submitting budget requests (July 7<sup>th</sup>), and the 3 budget meetings (July 24<sup>th</sup>, August 7<sup>th</sup>, August 21<sup>st</sup>). It was agreed to approve the schedule, subject to changes via e-mail, if any are necessary.

**Announce next Board meeting date/time**

Sennholz noted that the next EDB meeting will be held on Thursday, June 5<sup>th</sup> at 3:00 p.m. in Room 108 of the City Hall Plaza.

With no more business before the EDB, Staab moved and Meissner seconded the motion to adjourn. Motion carried 7-0. Sennholz declared the meeting adjourned at 5:04 p.m.

Respectfully submitted,  
Steve Barg, City Administrator

**Business Improvement District Board**  
**Minutes of the May 6, 2014**

Meeting called to order by Steve Barg, City Administrator, at 8:00 am in Room 108 of City Hall.

Board Members Present: Carol Knauf, Tom Buttke, Scott Koran, Shelly Babcock, and Al Nystrom

Board Members Absent: Pat Schreiner and Duane Schutz

Others Present: Tony Abney, Steve Barg, Amy Krogman, and Denise Sonnemann,

Steve Barg asked for nominations for Chairperson

Scott Koran nominated Al Nystrom.

**BID14-02** Motion by Tom Buttke, second by Carol Knauf to elect Al Nystrom as Chairperson

**Motion Carried**

Al Nystrom took over the meeting

Al Nystrom asked for nominations for Vice-Chairperson.

Tom Buttke nominated Carol Knauf and she declined.

Carol Knauf nominated Scott Koran.

**BID 14-03** Motion by Carol Knauf, second by Shelly Babcock to elect Scott Koran as Vice-Chairperson.

**Motion Carried**

**BID14-04** Motion by Carol Knauf, second by Scott Koran to approve the minutes of the January 15, 2014 meeting.

**Motion carried**

**Citizens Comments:**

Steve Barg reported on the Economic Development Board:

- They are currently working on the Downtown Master Plan. The Board has chosen Place Dynamics to recommend to the Council. The Council will address this at its May 13, 2014 meeting. Once approved, the process will begin immediately. The goal is to be done by January 2015.

- A forum was held on April 9<sup>th</sup> at the UW regarding the housing study. Attendance was good. The housing study report has a lot of recommendations which will go to the Economic Development Board and Common Council to best determine how these issues can be dealt with.
- In July the committee will begin the budget process. This will be the second year that the committee has disbursed the Marshfield Utilities dividend. Al Nystrom asked if there was any decision regarding Main Street Marshfield. The question that will come up is how much of Main Street Marshfield constitutes economic development. The committee discussed the room tax monies and if Main Street Marshfield could tap into any of these funds.

Maple Avenue rail crossing will be closed for 3 weeks, during which time traffic patterns will be watched, and all information will be taken back to the railroad before a decision is made to permanently close it.

Main Street Marshfield currently has a deficit is approximately \$17,000. If this continues, they will need to go into their reserves.

Denise Sonnemann and Karen Issacson (MACCI) are working together and talking with the downtown businesses. The results have been positive to show Main Street and MACCI working together.

Denise Sonnemann went to a director training on business succession. Trying to get business owners to think who will take over 10 to 15 years down the road.

New events in 2014 include:

- Kick Off to Summer Block Party – held on Central Ave, 100 block. This event will be held in June. Will have a local band playing and the three bars on that block will have a beer garden.
- 3 on 3 basketball tournament during Hub City Days. There will not be a car show at during Hub City Days.
- Discover Who's Who. Business owners/employees will have their picture and one sentence about their business in the Buyer's Guide. People will have to figure out who works for which business.

Business changes

Closed

- Muscle and Fitness

New

- Knight Barry
- Pampered Pooch Emporium and Pampery
- Bacci

Moving

- Northwest Mutual, moved into Founder Square
- Contours is moving back downtown on E. 3<sup>rd</sup>

Staff changes

- Denise Sonnemann has accepted a new position. Her last day is May 16<sup>th</sup>.
- Dana Upton has resigned from the board and Mike Eberl has accepted the position.

Motion by Carol Knauf, second by Scott Koran to adjourn at 9:10 a.m.

Respectfully submitted by:

Amy Krogman  
Administrative Assistant III

## Parks, Recreation, and Forestry Committee Minutes of May 8<sup>th</sup>, 2014

Meeting called to order by Ed Englehart, Parks and Recreation Director, at 6:00 p.m. in room 108 in City Hall Plaza, 630 S. Central Avenue.

**Present:** John White, Chris Viegut, Jane Yaeger, Ali Luedtke, Kristy Palmer, Rich Reinart and Alderman Tom Buttke

**Excused:**

**Absent:**

**Also Present:** Ed Englehart, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor; and Kelly Cassidy Parks & Recreation Supervisor

Englehart introduced Rich Reinart as the new member to the Parks, Recreation and Forestry Committee.

Englehart requested nominations for chairperson. Buttke nominated John White. No other nominations were made.

**PR14-10** Motion by Buttke seconded Yaeger to close nominations and cast a unanimous ballot for John White.

**Motion Carried** 6-0

White requested nominations for the vice-chairperson. Buttke nominated Jane Yaeger. No other nominations were made.

PR14-11 Motion by Luedtke, seconded by White to close nominations and cast a unanimous ballot for Jane Yaeger.

**Motion Carried** 6-0

**PR14-12** Motion by Buttke, seconded by Yaeger to approve the minutes of the April 10, 2014 meeting.

**Motion Carried** 6-0

**Public Comments:** None

The committee set Thursday, June 12, 2014 at 5:30 p.m. as the date and time of their next meeting.

Palmer arrived at 6:22 p.m.

**Information Items:** Staff updated the Committee on their respective areas of responsibility and answered questions regarding the monthly reports. Buttke and Palmer shared information on the Zoological Society store at the zoo, the Zoo Education week program, and activities scheduled at the zoo in the coming weeks. White and Viegut noted the seal coating was coming off of the Wildwood Station Trail. Englehart indicated he will be contacting Fahrner Asphalt about the problem and will report back at the June meeting.

Staff noted that the following groups had provided volunteer assistance in April to get the parks and trails cleaned up. They were Rotary Club (25-30 members) cleaned Wildwood Park, Target store employees picked up litter at Braem Park, Master Gardeners cleaned landscape beds at the Wildwood Zoo, and Friends of the Trails picked up litter from the city trails.

**Committee Member Questions, Comments, and Suggestions:** Viegut commented that blue plastic bristles from the department snow removal equipment brooms seemed to be in greater numbers this year along the trails, and he was curious if it was a problem with the brooms. Also he noted that the retaining wall at Steve J. Miller needs to be checked out, as it appears to have shifted over the winter and that the mud hole near the batting cage and trail intersection needs millings added. Kristy commented that it would be nice if the access sidewalks at Wildwood Station could be widened so vehicles could better access the entry doors without damaging the ground. Tom reviewed donations made for the new zoo store.

**Future Agenda Items:** Comprehensive Outdoor Recreation Plan update.

**Communications:** Staff shared information they had received from the public regarding facilities and programs.

**PR14-13 Motion** by Yaeger, seconded by Palmer to adjourn the meeting.

**Motion Carried** 7-0 Meeting adjourned at 7:09 p.m.

Ed Englehart, Parks & Recreation Director

MARSHFIELD PUBLIC LIBRARY  
211 East Second Street  
Marshfield, Wisconsin 54449

Nominations Committee  
May 8, 2014  
7:15 a.m.

Present: Joanne Ampe, Xin Ruppel, Kim Vrana and Library Director, Lori Belongia.

Also Present: Amanda Helke

Excused: Don Schnitzler

Vrana nominated Ruppel as Chair. Ampe seconds. All ayes. Motion passed.

Ruppel called the meeting to order at 7:21 a.m.

Discussion concerning possible candidates for office followed.

The group reviewed Don Schnitzler's notes and decided to move forward with his recommendations. Ruppel notes that will require the board to suspend the bylaws so the President and Vice-President can complete another one year term.

Vrana made a motion, seconded by Ampe to present the following slate of officers for nomination at the May 13, 2014 Library Board meeting:

President: Jean Swenson  
Vice-President: Kris Keogh  
Secretary: Mary Hartl  
Treasurer: Xin Ruppel

All Ayes, motion carried.

Hearing no other business, Ruppel adjourned the meeting at 7:32 a.m.

Respectfully submitted,

Amanda Helke

**MINUTES**  
**FIRE AND POLICE COMMISSION/REGULAR MEETING**  
**MAY 8, 2014**

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

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

**ALSO PRESENT:** Fire Chief Haight, Deputy Fire Chief Owen, Police Chief Jepsen, Police Lieutenant Gramza, and Council Member Earll.

**FP14-030** Motion by Keogh, second by Mueller to approve the minutes of the 04/03/14 regular meeting.

**Motion carried.**

**FP14-031** Motion by Frankland, second by Mueller to nominate Commissioner Keogh as president.

Two calls for nominations were made. No other nominations were made.

Motion by Meyers, second by Mueller to close the nominations and cast a unanimous vote.

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

**Motion carried.**

**FP14-032** Motion by Keogh, second by Mueller to nominate Commissioner Gershman as vice president.

Two calls for nominations were made. No other nominations were made.

Motion by Meyers, second by Mueller to close nominations and cast a unanimous vote.

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

**Motion carried.**

**FP14-033** Motion by Meyers, second by Frankland to nominate Commissioner Mueller as secretary.

Two calls for nominations were made. No other nominations were made.

Motion by Meyers, second by Keogh to close nominations and cast a unanimous vote.

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

**Motion carried.**

**FP14-034** Motion by Frankland, second by Keogh to approve the fire department bills in the amount of \$62,370.96.

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

**Motion carried.**

**FP14-035** Motion by Frankland, second by Keogh to approve the police department bills in the amount of \$390,391.17.

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

**Motion carried.**

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

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

**FP14-036** Motion by Frankland, second by Keogh to approve the hiring of a replacement patrol officer upon the retirement of Police Chief Jepsen.

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

**Motion carried.**

**FP14-037** Motion by Keogh, second by Mueller to approve the 2014 police department eligibility list.

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

**Motion carried.**

The commissioners agreed to reschedule the June 5<sup>th</sup> meeting to June 12, 2014 at 7:30 a.m. at the Marshfield Fire and Rescue Department.

**FP14-038** Motion by Meyers, second by Frankland to accept with regrets Lead Officer Steve Leu's resignation/retirement. He will be sorely missed.

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

**Motion carried.**

**FP14-039** Motion by Frankland, second by Mueller to approve the hiring of a replacement patrol officer upon the retirement of Lead Officer Leu.

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

**Motion carried.**

The commissioners at this time expressed their appreciation for the fine work done by Chief Jepsen during his term as Chief of Police of the Marshfield Police Department.

**FP14-040** Motion by Keogh, second by Mueller to adjourn the meeting (time: 7:53 a.m.).

**Motion carried.**

**COMMISSIONER FRANKLAND IS SCHEDULED TO ATTEND THE COMMON COUNCIL MEETING SCHEDULED FOR TUESDAY, MAY 27, 2014.**



Marshfield Fire and Police Commission  
Nate Mueller, Secretary

## SUSTAINABLE MARSHFIELD COMMITTEE MEETING MINUTES, MAY 13, 2014

Amy Krogman, Administrative Assistant III, called the meeting to order at 5:30 p.m. in Executive Conference Room, City Hall Plaza.

**Members Present:** Jackie Ruby, Char Smith, Randy Lueth, Dorothy Schnitzer and Julie Schafer

**Members Absent:** Marty Anderson and Sue Weister

**Others Present:** Jim Benson, David Buehler, Breanna Speth, Nick Kumm, Amy Krogman, and Floreine Kurtzweil,

Amy Krogman asked for nominations for Chairperson

Randy Lueth nominated Julie Schafer for Chairperson

**SMC14-09** Motion by Lueth, 2<sup>nd</sup> by Ruby to elect Julie Schafer as Chairperson.

**Motion Carried**

Julie Schafer took over the meeting

Schafer asked for nominations for Vice-Chairperson.

Randy Lueth nominated Jackie Ruby for Vice-Chairperson

**SMC14-10** Motion by Smith, 2<sup>nd</sup> by Lueth to elect Jackie Ruby as Vice-Chairperson.

**Motion Carried**

**SMC14-11** Motion by Lueth, 2<sup>nd</sup> by Ruby to approve the minutes of April 8, 2014 with the following corrects: Lueth did not 2<sup>nd</sup> the motion for adjournment.

**Motion Carried**

### **Citizen Comments:**

Floreine Kurtzweil shared news articles regarding recycling. Krogman will send copies of these articles to the committee members.

### **LEADERSHIP MARSHFIELD PRESENTATION:**

A group from Leadership Marshfield did a project titled Chloride Awareness and Reduction Project (CARP). The group members were David Buehler, Angi Pero, Chris Revie, John Richmond, Mitch Spindler, and Breanna Speth. David Buehler and Breanna Speth explained the project to the Sustainable Marshfield Committee.

### **RECYCLING EDUCATION IDEAS – PUBLIC ACCESS TAPING:**

The committee had asked Breanna Speth to come to this meeting to discuss the promotion of recycling. Breanna explained what the options were. The committee will discuss this at their next meeting and contact Breanna with their decision.

## **PRESENTATION ON SMART METERS**

Nick Kumm and Jim Benson gave an overview of the Smart Meters the utility is going to be installing on all customers.

Lueth left the meeting at 6:40 p.m.

## **WEBPAGE**

The committee was asked to check out the new webpage and see if additional information should be added.

## **NEWS HERALD ARTICLES**

June – Randy Lueth  
July – Marty Anderson  
August – Jackie Ruby

## **Future agenda items**

Recycling education

Motion by Ruby 2<sup>nd</sup> by Schnitzler to adjourn at 6:50 p.m.

Respectfully submitted,  
Amy Krogman  
Administrative Assistant III

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY**  
**MARSHFIELD UTILITY COMMISSION**  
**May 15, 2014**

**COMMISSION MEETING MINUTES**

A regular meeting of the Marshfield Utility Commission was called to order by Vice President Aaron Pitzenberger at 4:00 p.m. on May 15, 2014 in the downstairs meeting room of the utility office. Present were Commissioners Harry Nienaber, Patrick Ott, and Aaron Pitzenberger. Also present were Alderperson Charlotte Smith, Alderperson Gordon Earll, and the Utility staff. Absent were Commissioners Mike Eberl and George Holck.

- A 5 year service award was presented to Dustin Oleson.

**UC/14-32** Motion by Nienaber, seconded by Ott, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

**UC/14-33** Motion by Ott, seconded by Nienaber, to approve payroll for April in the amount of \$215,863.73 and general bills for April in the amount of \$5,449,975.10. All ayes, motion carried.

Pam Nikolai and Mike Brehm presented information on the Wildwood Zoo grizzly bear project.

Mike Eberl arrived at 4:13 p.m.

**UC/14-34** Motion by Nienaber, seconded by Ott, to approve the following job order(s):

JO #5694	704 West Blodgett: Install 6 inch valve by Patio service on West Blodgett St.	\$6,213.93
JO #30013	Roehl Fiber Project: Install overhead and underground fiber optic cable to connect Roehl Transport main campus facility to Hotel Marshfield.	\$69,101

All ayes, motion carried.

### **March 2014 Financial Statement Notes**

#### **Electric Utility**

- Net loss was \$56 thousand for the month, with a net income of \$306 thousand year-to-date.
- Net operating income was \$80 thousand for the month. Year-to-date net operating income was \$716 thousand, compared to budgeted net operating income of \$855 thousand.
- After removing the effects of the PCAC timing, March showed a net operating income of \$221 thousand, with a year-to-date net operating income of \$861 thousand.
- In March, a separate account at LGIP was set up to segregate large deposits paid by customers for line extensions. This account, named Customer Contributions Fund, is shown on page one of the balance sheet under Other Property and Investments.
- Operating expenses for the month included WRS refunding bond payment to the City for \$72 thousand.
- March consumption was up 6.16% from March 2013, with year-to-date consumption up 6.27%. Year-to-date energy losses were .44%, compared to prior year losses of 2.68%.

#### **Water Utility**

- Net loss was \$44 thousand for March, with a net loss of \$44 thousand year-to-date.
- Net operating loss was \$23 thousand for the month, compared to budgeted net operating income of \$6 thousand. Year-to-date net operating income was \$18 thousand, compared to budgeted net operating income of \$112 thousand.
- Operating expenses for the month included \$6 thousand for pump repairs and maintenance at Well 22, \$7 thousand for repairs to the portable generator, WRS refunding bond payment to the City for \$37 thousand, \$14 thousand for main break street repairs, and \$7 thousand for contractors used to help thaw services.

- March consumption was up 1.20% from March 2013, with year-to-date consumption up .84%. Year-to-date water losses were 13.02%, compared to prior year losses of 11.55%.

#### Communication Utility

- Net income was \$10,101 for the month, compared to budgeted net income of \$13,931. March year-to-date net income was \$22,756, compared to budgeted net income of \$39,065.
- The General Manager and department managers reviewed noteworthy projects including:
  - Electric: Stratford has asked if we would be willing to help when needed as they are no longer partnering with WPS. We are working on a contract and items that would be needed. The first electric AMI meters have been installed and we now will start testing the software.
  - Water: John Richmond was a part of this year's Leadership Marshfield class. His group developed a chloride awareness and reduction program for the community.
  - Technical Services: The CFL recycling program is going well. The drop off locations are seeing a lot of traffic.
  - Administration: In honor of our 110<sup>th</sup> anniversary, the utility will be participating in the Dairyfest parade. We will be handing out novelty construction hats to the kids and will have two hybrid trucks in the parade.
- The General Manager and the Water Superintendent presented information on replacing truck 502.

**UC/14-35** Motion by Pitzenberger, seconded by Ott, to authorize the purchase of a replacement for truck 502. All ayes, motion carried.

- The General Manager and Electric, Communications, and Gas Manager presented information on replacing truck 506.

**UC/14-36** Motion by Ott, seconded by Nienaber, to authorize the purchase of a replacement for truck 506. All ayes, motion carried.

**UC/14-37** Motion by Nienaber, seconded by Pitzenberger, to go into closed session per Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of discussing the General Manager's review.

All ayes, motion carried. Closed session at 4:44 p.m.

Open session resumed at 5:58 p.m.

**UC/14-38** Motion by Nienaber, seconded by Pitzenberger, to adjourn. All ayes, motion carried. Meeting adjourned at 5:58 p.m.

  
Patrick Ott, Secretary

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

- The M-1 generator ran 3 times during the month of April for approximately 33 hours.
- MEUW conducted safety training Session 6 on bucket and pole top rescue on April 10<sup>th</sup>.
- Kris Zwicky, MEUW Regional Safety Director provided training root cause analysis of accident investigating with managers and supervisors on April 21<sup>st</sup>.
- I attended the APPA 58<sup>th</sup> Annual Engineering and Operations Technical Conference in Oklahoma City April 6<sup>th</sup> – 9<sup>th</sup>. Some of the topics covered included mutual aid, FEMA support, cyber security, and public education.
- The M-1 outage was completed during the week of April 14<sup>th</sup>-18<sup>th</sup>. During the outage Cole Eswein, Dustin Oleson, and Ray Burrill completed calibrations, installation of generator oil mist eliminator vent kit, over speed checks, fire system inspection and lube oil system alarm verifications. The borescope, collector box alignment, and drive shaft alignment were delayed until May due to the cold weather.
- During the month I have been meeting with local fire and police departments to provide information on our natural gas pipeline that feeds the power plant. This is a requirement of our public awareness plan.
- The first AMI electric meter was installed on April 23<sup>rd</sup>. At the end of the month a total of 3 AMI electric meters have been installed.
- Derrek Caflisch has been working on customer and city road projects.
- Don Rogers has been working on Robin Road rebuild and new customer line extensions.
- Faith Schmidt is handling all purchase orders while other staff is on leave. She is also sending out letters for the water meter AMI change-outs and scheduling appointments with customers for the water meter AMI change-out.
- Nicolas Whipple has been working on equipment standards related to the Enbridge project. This includes developing construction drawings and specifications for equipment. He is assisting with automated meter reading project.
- Greg Geiger met with the local advisory committee for Chippewa Valley Technical College to discuss the new energy center, apprentice guidelines and curriculum. He also met with the lineworkers advisory council to work on budgeting needs for the New Year, maintenance issues and additional educational opportunities. He has also been working on inventory requirements for the new Enbridge line.
- Jeff Holbrook has finished up with Powertown presentations for the year. This is a program that is used to educate grade school students on uses and possible dangers of electricity.
- Randy Ayer passed year 3 of his apprenticeship at CVTC while Tim Habermeyer and Robert Olwell passed year one. Great job to all three.

- Jeff Holbrook, Ryan Steffen, Mike Vanderwyst, Robert Olwell and Tim Habermeyer have continued with the Peach street rebuild.
- Jeff Irish and Randy Ayer have been handling customer requests, services, and street lighting.

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

- We have seen an increase in customer contacts as the winter disconnection moratorium ended April 15<sup>th</sup>. Over 1600 payments were made by customers in our office in April. Customer service employees have been working with customers on payment arrangements. In April, 282 payment arrangements were signed by customers, which was the highest number of agreements ever signed in one month, compared to 271 in April 2013. Our past due electric balance went from \$132,674 at the end of March to \$53,895 at the end of April.
- In April, we disconnected 112 customers for non-payment, compared to 93 in April 2013.
- On April 15<sup>th</sup>, the 2013 payment in lieu of tax (PILOT) totaling \$1,840,920 was sent to the City. Last year, the PILOT payment was \$1,795,158.
- On April 15<sup>th</sup>, the 2013 dividend payment totaling \$281,472 was sent to the City. The dividend payment for the previous year was \$268,814.
- With the approval from the Commission to file a Simplified Rate Case (SRC) for the water utility, our next steps were to provide notice to our customers and file the application. A notice was placed in the Marshfield News Herald on April 30<sup>th</sup> informing our customers of the rate increase. We will also notify our customers with a statement message in August, which will be the first month that the rates will be billed. The application to increase the rates was filed with the PSC on May 2<sup>nd</sup>.
- On April 10<sup>th</sup> and 11<sup>th</sup>, Bob Trussoni and Kent Mueller attended the 5<sup>th</sup> Annual LWMMI Policyholder Conference in Wisconsin Dells. Many good topics were discussed, including how municipalities dealt with flooding and other disasters.
- Starting in April, Patti, Kent and others are attending two APPA webinars – one for Customer Service and one for Accounting and Finance. The Customer Service series includes 4 webinars, and the Accounting and Finance series includes 7 webinars. Each series holds one webinar per month.

**Department: Technical Services**

**Manager: Cathy Lotzer**

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

**Month:** April 2014

- Cathy reported information to the PSC and MRETS (Midwest Renewable Energy Tracking System) for our 2013 renewable requirements.
- Cathy and Heather participated in a three-day NERC Standards Webinar.
- Cathy, Heather, Shawn, Nick, and Bob participated in an APPA Cybersecurity Awareness webinar.
- Cathy, Heather, Melissa, Amanda, Jim, and John participated in drug sorting in preparation for the semi-annual DEA Take-Back event on April 26<sup>th</sup>. To date in Marshfield we have **collected over 6,539 pounds**.
- A Severe Weather Warning drill was conducted on April 23<sup>th</sup>. Staff moved to the designated shelter area in under three minutes.
- Kris Zwicky, MEUW Safety Coordinator, conducted Accident Investigation and Root Cause Analysis training for supervisory staff.
- Heather has been working with Cathy and Nick to update Marshfield Utilities' Policies, Guidelines and Procedures for applicable NERC Standards.
- Heather resubmitted the 2013 Air Emissions Inventory Report to the WDNR on April 23<sup>rd</sup> and the 2013 Q1 Excess Emissions Report to the WDNR on April 14<sup>th</sup>.
- Heather submitted a response to the WDNR Request for additional information regarding MU's pending operation permit on April 21<sup>st</sup>.
- Shawn worked to create an electronic message board system that management can use to easily get information to employees.
- Shawn worked with Per Mar on setting up their DSX software that he and Cathy will use to program our new access control system.
- Shawn has been working with Sensus and Priority Business Systems to continue the creation of our AMI servers. He is also working to replace all remaining XP operating system PCs.
- Shawn worked with Jim and McMillan Electric getting the projector mounted in the ceiling and has ordered cabling to complete the video portion of the project. They are also working on getting two demo cameras mounted up and connected to provide surveillance over the cashier windows and Wildwood Substation.
- Jim is working on vehicle replacement quotes, completion of conference room media center, updating of our heating and cooling system, as well as addition of chemical treatment to the system. He is also working with Greg and Nick on cleaning up the stores area by getting rid of old unused equipment and tools.
- Jim is working with Focus on Energy coordinating a presentation date and time for a ceremonial check presentation to Prevention Genetics, who received approximately \$91,000 in rebates. He is also work with contractors and business owners on FOE project coordination.

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

- Mike Pero has been with the Water Department since July of 2010. On April 17th he and his wife Angie had a new addition to their family, a baby girl. Congratulations Angie and Mike.
- Crews repaired six water main breaks in April. Five of these were on water mains that were frozen and had split the pipe while froze. They did not begin to leak until the water in the main thawed out. Two of these were on circulating water mains and four were on dead end water mains. I have been here 31 years and until this year had never witnessed a circulating water main freeze.
- We have had 68 water main breaks since July 1 of 2013. We still have May and June to go to beat the all time record of 72.
- We have started sending out letters for the AMI program again. We have 2111 meters changed out or 25.5% of the total.
- Street Project bids for 2014 were opened. Haas Construction was the low bidder and was awarded the projects. These include the total reconstruction of North Street from St Joseph Avenue to Wood Street and some storm sewer and water main work on Park Street.
- Marshfield Clinic Occupational Health provided fit testing for respirators on April 2<sup>nd</sup>. All Water Department employees participated. Kris Zwicky of MEUW presented Lockout-Tagout training to all employees on April 23<sup>rd</sup>. Hearing Testing was conducted for the Utility on April 28<sup>th</sup>.
- Crews have spent significant time cleaning up streets and boulevards that were damaged during the winter. The late and wet spring has not allowed us to do much repairing of lawns yet.
- John and I have been working on the Adler CIPP project and the Water Tower bidding. Bids are set to be opened for the Adler CIPP project on May 22<sup>nd</sup>. The Water Tower will follow shortly after.

### **Groundwater Guardians**

Unwanted and expired pharmaceuticals were sorted out at the Marshfield Police Department on April 24<sup>th</sup> in preparation for DEA's Eight National Take-Back Initiative which was held on Saturday April 26<sup>th</sup>.

**BOARD OF PUBLIC WORKS MINUTES**  
**OF MAY 19, 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, Ed Wagner and Chris Jockheck

**EXCUSED:** None

**ALSO PRESENT:** Alderpersons Earll & Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Panzer; Building Services Supervisor Pokorny; Police Chief Gramza; GIS Coordinator Buehler; Director of Planning & Economic Development Angell the media; and others.

**PW14-77** Motion by Cummings, second by Wagner to recommend approval of the minutes of the May 5, 2014 Board of Public Works meeting.

**Motion Carried**

**Citizen Comments – None**

Street Superintendent Panzer presented a Street Division construction update. In addition, Panzer reported that the CN Railroad will be working on the northbound Central Avenue railroad crossing on Tuesday, May 20 starting at 7:00 AM. Brian also reported that the temporary closure of the Maple Avenue railroad crossing will go into effect at 6:00 am on Wednesday, May 21. City Engineer Turchi presented an Engineering Division construction update. Turchi also reported that there will be a survey on the City website looking for feedback on the Maple closure.

**PW14-78** Motion by Wagner, second by Buttke to recommend approval of the low bid submitted by Don Nikolai Construction for demolition of buildings at 201 South Peach Avenue at a cost not to exceed \$12,020 and authorize execution of a contract.

**Motion Carried**

The Board discussed parking on East 17<sup>th</sup> Street from Central to Maple. The Board heard from Diane Klinke, 113 East 17<sup>th</sup>, who read an recent e-mail that she sent to her Alderman, Char Smith regarding this issue. Paul Winslow, 110 E 17<sup>th</sup> stated that he lives next to the motel and traffic is coming into the hotel lot and making a u-turn by using his driveway to exit back onto 17<sup>th</sup> Street. Mari Bohman stated that traffic on 17<sup>th</sup> Street is an issue because there are no other nearby routes connecting Central & Maple. Director of Planning & Economic Development Angell reported that the restaurant use is larger than was anticipated and the Conditional use will likely go back to the Plan Commission for review, but he would like to see how the proposed parking changes work before updating the Plan Commission.

**PW14-79** Motion by Jockheck, second by Cummings to recommend approval of ‘No Parking’ on the north side of East 17<sup>th</sup> Street from 160 feet east of the east right of way line of Central Avenue to Maple Avenue, and that upon approval the Administrative Code of Traffic and Parking Regulations be amended accordingly.

**Buttke voted ‘No’ Motion Carried**

**PW14-80** Motion by Buttke, second by Wagner to recommend approval of the City of Marshfield’s participation in the Wood County aerial photography project, direct staff to proceed with Option 3 which will partner with Marshfield Utilities, Wood County and Wood County’s partners and authorize staff to execute a memorandum of understanding with Wood County.

**Motion Carried**

The Board discussed the parking coupon concept which would give some relief to those customers parked downtown whose appointments extend beyond 90 minutes and they get a parking ticket. Wagner is concerned that this encourages bad behavior by not requiring longer term parkers to use the 3 hour municipal lots rather than park on the street. Buttke questioned why we don't enforce parking restrictions during the peak shopping period in December when you would think you'd want to encourage more turnover of vehicles. Cummings felt that there would be no harm in a trial period.

**PW14-81** Motion by Jockheck, second by Cummings to recommend approval of the downtown parking coupon books policy as presented, with a trial period of use from June 1, 2014 to November 30, 2014.

**Buttke & Wagner Voted 'No' Motion Carried**

**PW14-82** Motion by Jockheck, second by Wagner to recommend approval of an easement through the 'Chicago' municipal parking lot for Data Flow, 112 West 5<sup>th</sup> Street, as presented.

**Motion Carried**

**PW14-83** Motion by Cummings, second by Jockheck to adjourn to closed session at 6:26 PM pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- Purchase of land for Hume Avenue

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

**Present in Closed Session:** Aldermen Feirer, Wagner, Jockheck, Buttke & Cummings; Director of Public Works Knoeck; City Engineer Turchi.

**PW14-84** Motion by Jockheck, second by Cummings to reconvene in open session at 6:39 PM.

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

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

**Recommended items for future agendas: None**

Motion by Buttke, second by Cummings that the meeting be adjourned at 6:40 PM.

**Motion Carried**

**JUDICIARY AND LICENSE COMMITTEE**  
**MINUTES OF MAY 20, 2014**

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

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

**ABSENT:** None

**ALSO PRESENT:** Police Chief Gramza, Alderperson Spiros and City Clerk Hall

**JLC14-049** Motion by Earll, second by Feddick-Goodwin to approve the minutes of the May 6, 2014 and May 13, 2014 meetings.

**Motion carried**

**CITIZEN COMMENTS**

None

**JLC14-050** Motion by Feddick-Goodwin, second by Earll to approve by unanimous consent the following:

- a) Four (4) Beverage Operator Licenses for the 2013-2015 license year to: Brenna Abel, Sloan Gross, Kristina Schmitt and Debra Staudenraus.
- b) Temporary Class "B" Retailer's License (Picnic) to the Marshfield American Legion Baseball for various dates.
- c) Temporary Class "B" Retailer's License (Picnic) to Main Street Marshfield for June 20, 2014.
- d) Temporary Class "B" Retailer's License (Picnic) to Main Street Marshfield for July 24, 2014.
- e) Temporary Class "B" Retailer's License (Picnic) to Main Street Marshfield for July 26, 2014
- f) 30 "Class B" Combination Liquor and Fermented Malt Beverage Licenses for the 2014-2015 license year per the attached list.
- g) 3 Reserve "Class B" Combination Liquor and Fermented Malt Beverage Licenses for the 2014-2015 license year per the attached list.
- h) 1 Class "B" Fermented Malt Beverage Licenses for the 2014-2015 license year per the attached list.
- i) 15 "Class A" Combination Liquor and Fermented Malt Beverage Licenses for the 2014-2015 license year per the attached list.
- j) 2 Class "A" Fermented Malt Beverage Licenses for the 2014-2015 license year per the attached list.
- k) 1 "Class A" Liquor License for the 2014-2015 license year per the attached list.

**Motion carried**

**JLC14-051** Motion by Earll, second by Feddick-Goodwin to deny a Beverage Operator License to Paul Williquette for failure to list all of his violations and for his past arrest record.

**Motion carried**

**JLC14-052** Motion by Feddick-Goodwin, second by Earll to grant a Beverage Operator License to Nicole Meckley with 25 demerit points assessed for failure to list her violations.

**Motion carried**

**JLC14-053** Motion by Feddick-Goodwin, second by Earll to disallow the claim of Ken Krahn pursuant to Wisconsin Statute for disallowance of claim 893.80 (1g).

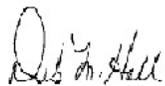
**Motion carried**

Future Agenda Items

None

Motion by Feddick-Goodwin, second by Earll to adjourn at 5:27 p.m.

**Motion carried**

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

Deb M. Hall  
City Clerk

NOTICE

NOTICE IS HEREBY GIVEN the applications for a "Class B" Combination liquor and fermented malt beverage license have been filed with the City Clerk, City of Marshfield, Wood/Marathon Counties, Wisconsin, by the following named premises and by the following named individuals or corporations.

- |  |   |  |   |
|--|---|--|---|
| Mfld Hospitalities Mgmt<br>Coral Latourell, Agent<br>2700 S. Central Ave.          | VFW Post 1866<br>Linda Dick, Agent<br>215 W. Depot St.                    | Thomas House, LLC<br>R. Lyman Smith, Agent<br>103 S. Central Avenue        | Apple Hospitality Group, LLC<br>Armanda D'Acquisto, Agent<br>2114 N. Central Avenue |
| Marshfield Development, LLC<br>Wendy Barnett, Agent<br>750 S. Central Avenue       | Goodfellas Pub Inc.<br>Benjamin Bayerl, Agent<br>141 S. Central Avenue    | China Chef, Inc.<br>Jason Tham, Agent<br>233 S. Central Avenue             | Mr. G's Saloon<br>Thomas Gilbertson, Owner<br>136 S. Central Avenue                 |
| Ashley Tavern & Ballroom, LLC<br>Leonard Kurzynski, Agent<br>500 N. Central Avenue | Nutz Deep II, LLC<br>Lisa Schutz, Agent<br>809 S. Central Avenue          | Jack's<br>Tammy Livingston, Owner<br>317 N. Central Avenue                 | T-Bone's Bar & Grill<br>Timothy Winch, Owner<br>400 N. Central Avenue               |
| American Legion Post 54<br>William Feirer, Agent<br>2100 S. Maple Avenue           | Royal Tokyo, LLC<br>Hui K. Law, Agent<br>112 E. Veterans Pkwy             | Mary Lou's Viaduct Bar<br>Mary Lou Duerr, Owner<br>1701 W. McMillan Street | Ashley Tavern & Ballroom, LLC<br>Leonard Kurzynski, Agent<br>434 S. Central Avenue  |
| Crabby Dave's M/D LLC<br>David P. Fischer, Agent<br>501 S. Central Avenue          | Rose Bowl Inc.<br>Jamie Leonhardt, Agent<br>1600 N. Central Avenue        | Sunrise Family Restaurant<br>Selim Mustafa, Owner<br>511 N. Central Avenue | TRJE<br>Todd Jensen, Agent<br>114 E. 14th Street                                    |
| John Eisen Corp.<br>David Fischer, Agent<br>400 W. Upham Street                    | Eagle's Badger Aerie #624<br>Richard A. Weis, Agent<br>1104 S. Oak Avenue | LHM Brew Pub, LLC<br>Rita Meier, Agent<br>108 W. 9th Street                | Mfld Lodge #665 B.P.O<br>Ann Young, Agent<br>113 E. 2nd Street                      |
| Market on Sixth, LLC<br>Charles McCauley, Agent<br>113 W. 6th Street               | Mfld Curling Club Inc.<br>Paul Logan, Agent<br>1500 S. Vine Avenue        | Nutz Deep II LLC<br>Lisa Schutz, Agent<br>511 S. Central Avenue            | The Neighborhood Bar, Inc.<br>Thomas Breu, Agent<br>600 W. Blodgett Street          |
| Southway Pub & Grub, Inc.<br>Sara Mayer, Agent<br>1212 S. Central Ave.             | Elixir Nite Club, LLC<br>Scott Kurzynski, Agent<br>111 E. 2nd Street      |  |   |

The following have applied for a "Class A" Combination liquor and fermented malt beverage license:

- |   |  |   |   |
|---|--|---|---|
| Baltus Oil Co., Inc.<br>Frank Baltus, Agent<br>1502 S. Central Avenue     | Markfest, Inc.<br>Mark Gayhart, Agent<br>1613 N. Central Avenue              | Baltus Oil Co., Inc.<br>Barb Zuelke, Agent<br>1000 N. Central Avenue      | Ultra Mart Foods LLC<br>Gene Smazal, Agent<br>641 S. Central Avenue |
| Weiler Enterprises LLC<br>Krystal Richardson, Agent<br>2401 E. 5th Street | Weiler Enterprises, LLC<br>Trisha Mayer, Agent<br>2005 N. Central Avenue     | Schierl Sales Corp.<br>Jackie Willfahrt, Agent<br>1505 W. McMillan Street | Kwik Trip, Inc.<br>Tyler Steinke, Agent<br>121 W. Upham St.         |
| Baltus Oil Co., Inc.<br>Frank Baltus, Agent<br>1727 N. Central Avenue     | Weiler Enterprises LLC<br>Armanda Vanderhoof, Agent<br>600 N. Central Avenue | Wal-Mart Stores East, LP<br>Randi Thom, Agent<br>2001 N. Central Avenue   | Aldi, Inc.<br>Mary Panek, Agent<br>2107 N. Peach Ave.               |
| Walgreen Co.<br>Michael Vraney, Agent<br>1012 N. Central Avenue           | Target Corp.<br>Donald Kulinski, Agent<br>1708 N. Central Avenue             | Schierl Sales Corp.<br>Paula Saba, Agent<br>1304 S. Central Avenue        |   |

The following have applied for a Class "A" fermented malt beverage license:

- |  |  |
|--|--|
| Baltus Oil Co., Inc.<br>Frank Baltus, Agent<br>539 S. Central Avenue | Kwik Trip, Inc.<br>Megan Schlinsog, Agent<br>101 N. Central Avenue |
|--|--|

The following have applied for a "Class A" Liquor license:

- Illusions & Design LLC  
Richard Dana, Agent  
505 N. Central Ave.

The following has applied for a Class "B" fermented malt beverage license:

- PH Hospitality Group, LLC  
Donna Heath, Agent  
1407 N. Central Avenue

The following have applied for a Reserve "Class B" Combination liquor & fermented malt beverage license:

- |  |  |   |
|--|--|---|
| Supermarket La Central<br>Anastacia Ojeda, Agent<br>1705 S. Central Avenue | El Mezcal, Inc.<br>Victor Ceron, Agent<br>2312 N. Central Avenue | Jacobson Bros LLC<br>Adam Jacobson, Agent<br>1651 N. Central Ave. |
|--|--|---|

Anyone having an objection to the granting of such license shall file the objection with the City Clerk, 630 S. Central Ave, Marshfield, WI on or before May 16, 2014.

Deb M. Hall, WCPC  
City Clerk

WNAXLP

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF MAY 20, 2014**

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

**PRESENT:** Alderpersons Alanna Feddick-Goodwin, Rebecca Spiros, Gordon Earll and Char Smith

**ABSENT:** Alderperson Peter Hendler

**ALSO PRESENT:** Alderperson Wagner, City Administrator Barg, Members of the Library and Community Center Project Fundraising Committee and City Personnel (Lara Baehr, Bob Haight, Rick Gramza, Sam Warp, Lori Belongia, Jason Angell, Tom Turchi and Deb Hall).

**Citizen Comments**

None

**FBP14-040** Motion by Spiros, second by Smith to approve the items on the consent agenda:

1. Minutes of the May 6, 2014 meeting.
2. Bills in the amount of \$716,979.51.
3. Report of Personnel Actions of May 20, 2014.
4. April 2014 Treasury Report

**Motion carried**

No items were removed from the consent agenda.

**FBP14-041** Motion by Earll, second by Smith to approve the extension of the fundraising deadline for the Library & Community Center project to June 1, 2015. Ayes – 1 (Earll); Nays – 3 (Feddick-Goodwin, Spiros and Smith)

**Motion failed**

**FBP14-042** Motion by Spiros, second by Earll to approve filling the Wastewater Operator position.

**Motion carried**

Police Chief Gramza updated the committee on the refilling of the vacant Police Officer positions

**FBP14-043** Motion by Spiros, second Earll to approve revised Personnel Policy No. 3.135, Management Personnel, Department Heads and Division Head Definitions.

**Motion carried**

**FBP14-044** Motion by Smith, second by Spiros to approve revised Personnel Policy No. 3.310, Rules of Conduct.

**Motion carried**

**FBP14-045** Motion by Spiros, second by Earll to approve revised Personnel Policy No. 3.510, Vacation Policy.

**Motion carried**

**FBP14-046** Motion by Feddick-Goodwin, second by Smith to approve revised Personnel Policy No. 3.560, Group Insurance Policy. Ayes – 2 (Feddick-Goodwin and Smith); Nays – 2 (Spiros and Earll)

**Motion failed**

**FBP14-047** Motion by Spiros, second by Earll to approve revised Personnel Policy No. 3.560, Group Insurance Policy and to include the Mayor in this policy under the same guidelines as the Alderpersons with Alderperson Peter Hendler and Mayor Meyer grandfathered in for dental insurance until their terms expire. Ayes – 3; Nays – 1 (Feddick-Goodwin)

**Motion carried**

**FUTURE AGENDA ITEMS**

None

Motion by Spiros, second by Earll to adjourn at 6:15 p.m.

**Motion carried**



Deb M. Hall  
City Clerk

**CITY PLAN COMMISSION  
MARSHFIELD, WISCONSIN  
MINUTES OF MAY 20, 2014**

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

**PRESENT:** Mayor Meyer; Ken Wood, John Beck; Ed Wagner, Laura Mazzini and Bill Penker

**ABSENT:** None

**ALSO PRESENT:** City Administrator Barg; Director of Public Works Knoeck; Planning & Economic Development Director Angell; City Planner Miller; Zoning Administrator Schroeder; Parks & Recreation Director Englehart and others.

**PC14-34** Motion by Beck, second by Wood to recommend approval of the minutes of the April 15, 2014 City Plan Commission meeting.

**Motion Carried**

Commissioner Penker nominated Commissioner Wagner for Vice-Chairman of the City Plan Commission.

**PC14-35** Motion by Beck, second by Pender to close nominations and vote for Wagner as Vice-Chairman.

**Motion Carried**

**PUBLIC HEARING** – Conditional Use Request by Dennis Manthe, representing Papagalos, to permit an “Outdoor Commercial Entertainment Use” in the “UMU” Urban Mixed Use District, for the purpose of providing an outdoor seating area, located at 603 North Central Avenue.

**COMMENTS: None**

**PC14-36** Motion by Wood, second by Beck to recommend approval of the Conditional Use Request by Dennis Manthe, representing Papagalos, to permit an “Outdoor Commercial Entertainment Use” in the “UMU” Urban Mixed Use District, for the purpose of providing an outdoor seating area, located at 603 North Central Avenue, subject to the following conditions:

1. All perimeters of the patio abutting any onsite traffic circulation area must have bollards or some sort of fence to separate pedestrians from vehicle traffic.
2. A pedestrian crosswalk shall be clearly marked from the patio area to the parking area.
3. The maximum capacity for the Outdoor Commercial Entertainment area is 24 seats.
4. Any outdoor music for the designated patio area must be directed away from residentially zoned properties and must be turned off by 10:00 PM.
5. Any new exterior lighting for the outdoor commercial entertainment area must meet the requirements of Section 18-104, exterior lighting.

**Motion Carried**

**PC14-37** Motion Wagner, second by Wood to recommend approval of the Master Sign Plan Request by Applebee’s with an exception to exceed the total maximum sign allowance, zoned “CMU” Community Mixed Use District, located at 2114 North Central Avenue, subject to the following conditions:

1. All proposed signage is allowed as presented.
2. The property is allowed a total of 372 square feet of signage.

3. Signage is allowed on the east façade of the building, which does not face a parking area or directly to a public right-of-way.

**Motion Carried**

**PC14-38** Motion Wood, second by Penker to recommend approval of the Alternative Sign Request by Associated Bank to allow a new internally illuminated sign band facing residentially zoned property (along 4<sup>th</sup> Street) and the drive-thru lane to the south, zoned “DMU” Downtown Mixed Use District, located at 400 South Chestnut Avenue.

**Motion Carried**

**PC14-39** Motion by Beck, second by Wood to recommend approval of the right-of-way plat for the purpose of acquiring property and easements necessary for the construction of the Wildwood/McMillan Connector trail project.

**Motion Carried**

Commissioner Wagner nominated Commissioner Wood to the Historic Preservation Committee.

**PC14-40** Motion by Beck, second by Penker to recommend the appointment of Commissioner Wood to the Historic Preservation Committee.

**Motion Carried**

Motion by Becker, second by Wood that the meeting be adjourned at 7:40 PM.

**Motion Carried**

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

# Marshfield Airport Committee Minutes

May 22nd, 2014

Meeting called to Order at 6:01 p.m. by Chairman John Berg

Present: Jack Bremer, Dan Maurer, and John Berg

Absent: Chris Jockheck and Paul Knauf

Also Present: Ken Price, Duffy Gaier, and Jeffrey Gaier

Citizens Comments: Jack Bremer asked if the dandelions at the airport had been feed any weed & feed this year.

AP14-22 Motion by Bremer Second by Maurer to approve the Airport Minutes for April 24th, 2014 All Ayes,

Motion Carried

AP14-23 Motion by Maurer Second by Bremer to approve the Airport Manager's May 2014 Report, All Ayes

Motion Carried

AP14-24 Motion by Bremer, Second by Maurer to approve the May 2014 Activity Report, All Ayes

Motion Carried

AP14-25 Motion by Maurer, Second by Bremer to approve the Airport Bills for May 2014, All Ayes

Motion Carried

Height Limitation Zoning Variance Requests - No Requests this month, No Action Taken

Height Limitation Zoning - Discussed, No Action Taken

AP14-26 Motion by Bremer, Second by Maurer to accept Jeff Landwher's proposal for tree removal at the Marshfield Airport for obstruction removal and to allow the airport chairman to sign the contract on behalf of the airport. All Ayes

Motion Carried

Note: the amount bid is not the actual amount that will be received for the sale of the wood, but will be based on the volume and kinds of trees actually removed. The airport has mature Aspen, Basswood, Oak, and Mixed Hardwood.

Project Updates - Discussed, no action taken

No Additional Citizens Comments.

Motion by Bremer, second by Maurer to adjourn at 7:30 p.m. All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

# Marshfield Airport Manager's Report

May 22nd, 2014



Struck and Irwin has been on the airport working on crack sealing the surfaces of the runways. The crack sealing project is in conjunction with the State of Wisconsin, Bureau of Aeronautics. We were slated to have the project completed in 2013, but weather and time constraints pushed us back until Spring of 2014.

## Marshfield

On May 12th, members of the flying community, airport management, and members of the airport committee met with Major Tony Hart from the Wisconsin Air National Guard. Maj. Hart gave a presentation on a proposed change to the Military Operating Airspace in the state of Wisconsin. The MOA is proposed to expand. When it does, it will encompass more of central Wisconsin, including Stevens Point and



Marshfield. This is a concern to Marshfield because in the past, some Instrument Flight Rule (IFR), flights from the South, have been vectored around the existing MOAs by Minneapolis Flight Center. The vectoring costs unnecessary time and money to the customer and flight. Minneapolis Flight Center should be calling the Air National Guard to temporarily ask for the airspace back when an IFR aircraft wants to come into Marshfield. Instead of calling, they have vectored the aircraft clear of the MOA and brought them in from the North. However, now if Marshfield is entirely surrounded by the MOA, we have concerns with what Minneapolis flight center will do. A small delegation from Marshfield Airport will be going to Volk Field / Fort McCoy on Thursday the 29th to discuss the issues with the Air National Guard, Bureau of Aeronautics and Minneapolis Flight Center.

Four bids have been received by the forester we have been working with, for the harvesting of trees on the airport. The Federal Aviation Administration made an issue in 2013 about some existing obstructions on and near the airport. They have computer programs now that factor in what types of trees we have and how rapid a growth rate that type of tree has. Several trees



were flagged as obstructions. We had them removed in 2013. To make sure we don't have any additional surprises, we are harvesting the trees that could be future obstructions on the airport. We had several instrument approaches where night landings were denied due to the obstructions

The lawn mowing season has begun. We have serviced the mowers and are mowing lawn. So far we have not run into any major issues with the mowers. The ground is still wet from the rain we received this week. The frogs are sure enjoying it as you can hear them in the field next to the ramp.



## The Wisconsin Flying Hamburger Social

June 4th, Marshfield Airport is playing host to the Wisconsin Flying Hamburger Social. We will be cooking hamburgers, brats and the fixings from 5 PM until 7 PM. If the weather is good, we expect to

see quite a good turn out of people flying in as Marshfield is kicking off the 2014 Wisconsin Flying Hamburger Social Season. So lets pray for good weather and a great event. The flying hamburger social was started in 2013 by John Chmiel of Wausau Downtown Airport and Jeff Gaier of the Marshfield Municipal Airport. It is intended to get people flying again. Pilots can fly to a local airport to get some food. This year the social is a state wide event.

This May you may have noticed a yellow bi-plane flying around the area. It is a father and son team from Illinois that have been employed by some of the local farmers in the area to put some fertilizer / herbicide on their fields.

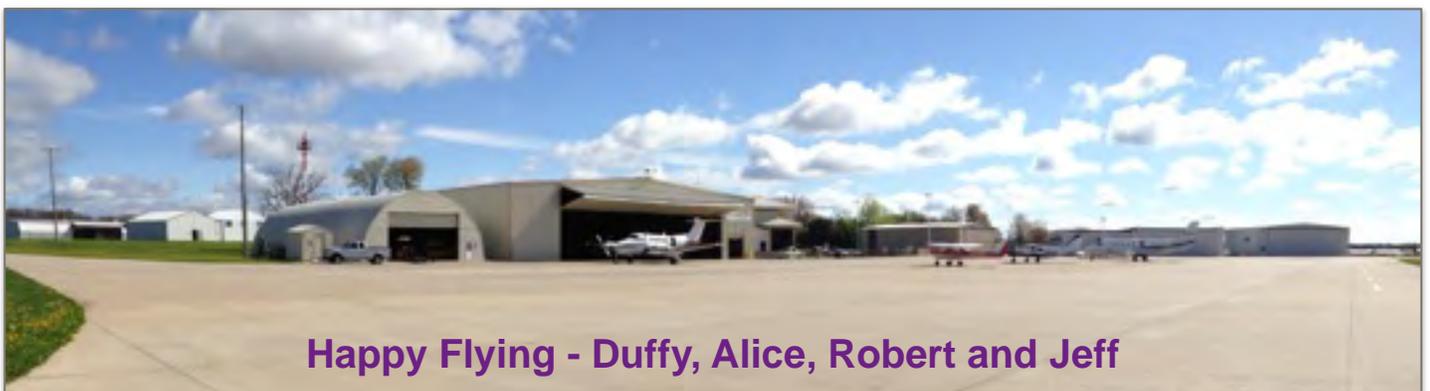


This month an observer airplane stopped into the airport for fuel. They were flying for the Department of Natural Resources following the migration of Sand Hill Cranes.



Duffy's Aircraft is still in the process of looking for a flight instructor to replace Dave Wells, and a charter pilot to replace Justin Smith. We have several potential candidates that we have interviewed. We hope to have someone in place in June if all goes well.

This past month a long time aviator at Marshfield passed away. Dave LeVoy was an avid aircraft builder and pilot in the Marshfield area. He was president of local EAA chapter 992 for many years. He was instrumental for years with his wife Starr for organizing and running the EAA 992 Pancake breakfast / fly-in in July and the Chili feed in January. Our thoughts and prayers are with his family.



**Happy Flying - Duffy, Alice, Robert and Jeff**



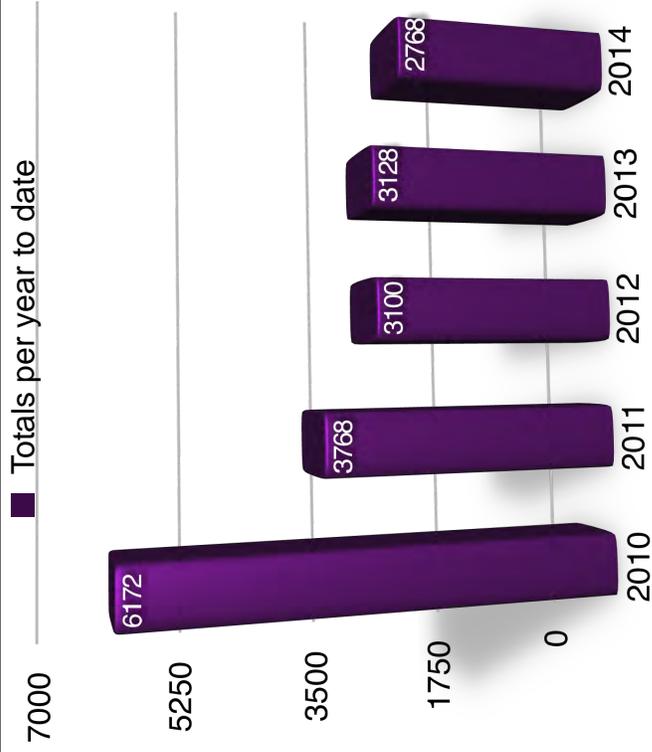
# Airport Activity Report May 2014



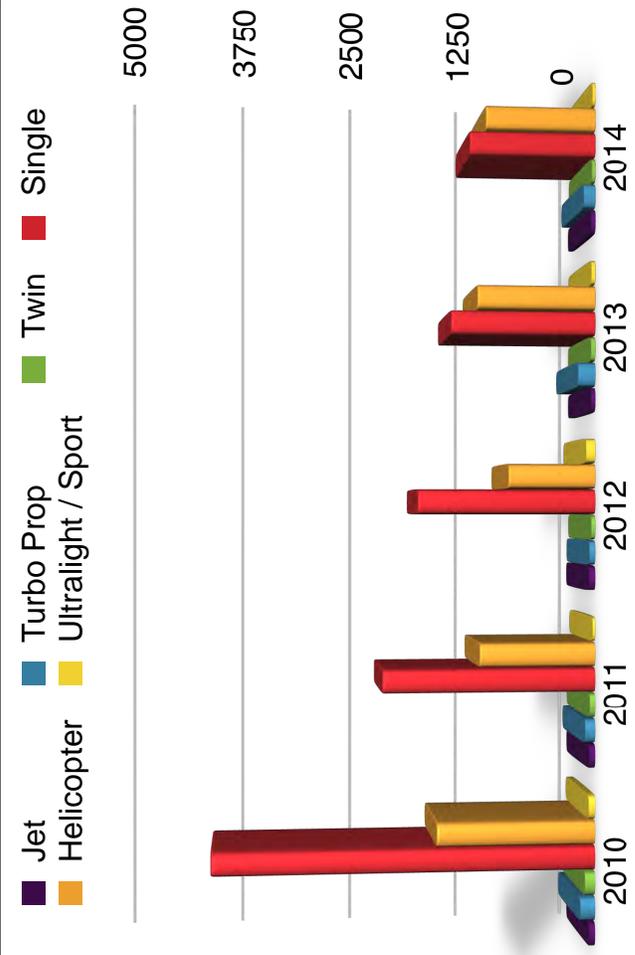
Departures and or Landings Information - Flight Operations - 35 Days Between Reports							
Year	YTD 2010	YTD 2011	YTD 2012	YTD 2013	May 2013	May 2014	YTD 2014
Jet	62	62	66	46	12	10	48
TurboProp	160	108	62	184	64	32	126
Twin	110	58	42	46	10	12	38
Single	4074	2272	1900	1546	840	368	1346
Helicopter	1696	1240	932	1264	420	320	1176
Light Sport	70	28	98	42	24	24	34
<b>Total</b>	<b>6172</b>	<b>3768</b>	<b>3100</b>	<b>3128</b>	<b>1370</b>	<b>766</b>	<b>2768</b>
Passengers							
<b>Total</b>	<b>8229</b>	<b>5022</b>	<b>4129</b>	<b>4170</b>	<b>1826</b>	<b>1021</b>	<b>3689</b>
Local and Transient Traffic							
Transient	1992	972	845	954	452	306	984
Local	3864	2796	2255	2174	918	460	1784
Training Flights							
<b>Total</b>	<b>2292</b>	<b>1560</b>	<b>1878</b>	<b>1078</b>	<b>548</b>	<b>260</b>	<b>1094</b>
Fuel Dispensed							
Av Gas	9438	7155	7445	6615	2281	2038	6449
Jet A	15770	11124	13690	22349	8719	4773	16004
<b>Total</b>	<b>25208</b>	<b>18279</b>	<b>21135</b>	<b>28964</b>	<b>11000</b>	<b>6811</b>	<b>22453</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.

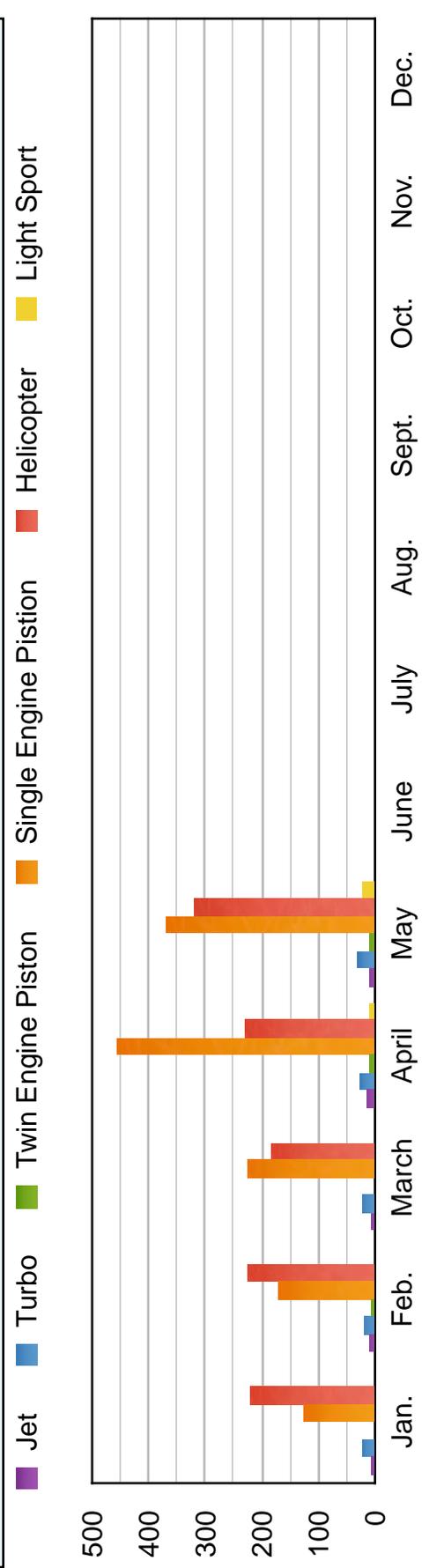
Flights Over the Past Five Years by the Present Month



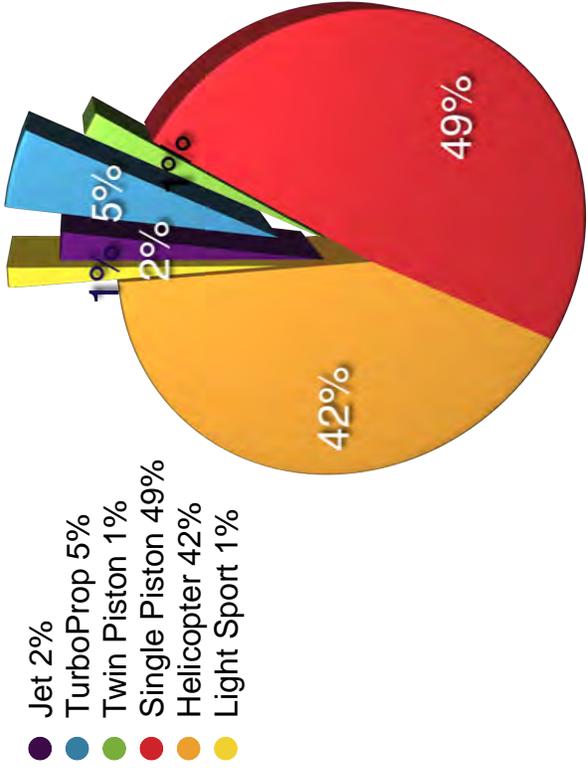
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



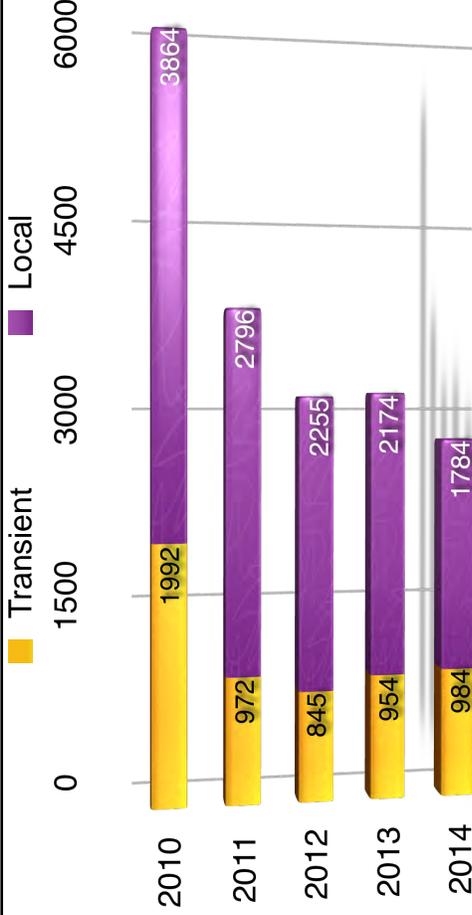
Operations by Aircraft for the Year of 2014



Percentage By Type Of Aircraft That Came Into Marsfield In 2014

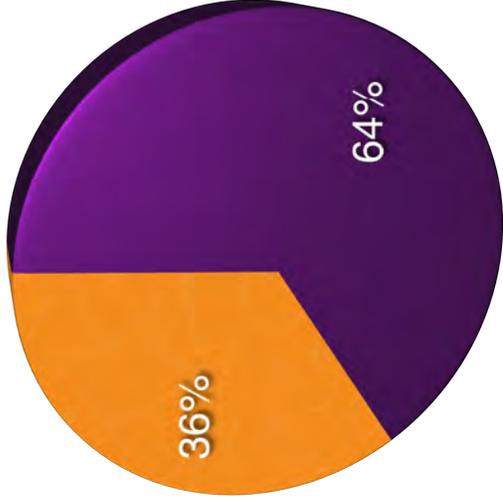


Transient Vs. Local Traffic



Percentage of Local Vs. Transient Traffic

● Local Traffic ● Transient Traffic



### Summary of Activity

Compared to last year at this time last year:

Jet Engine traffic is down

Turbo Prop Engine Traffic is down

Twin Engine Piston Traffic is up

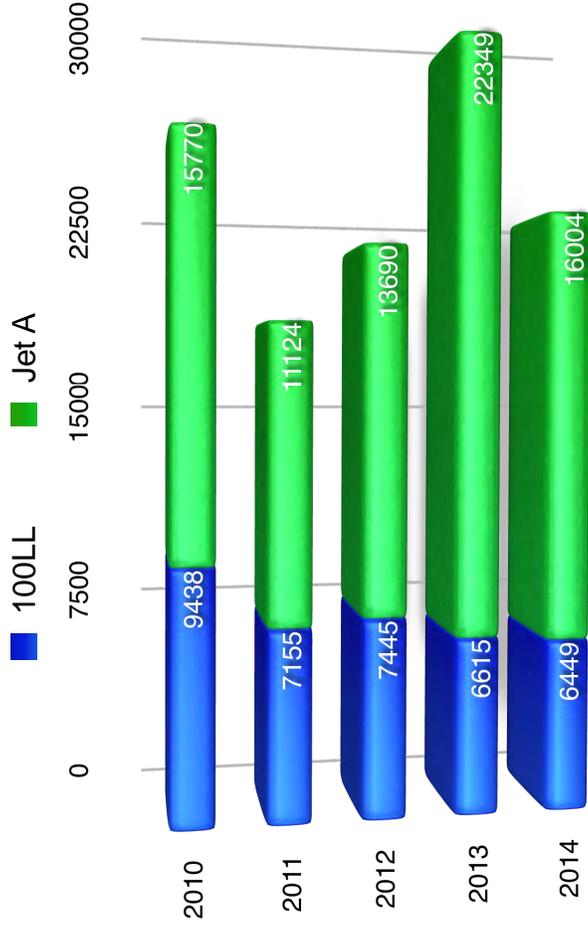
Single Engine Piston Traffic is down



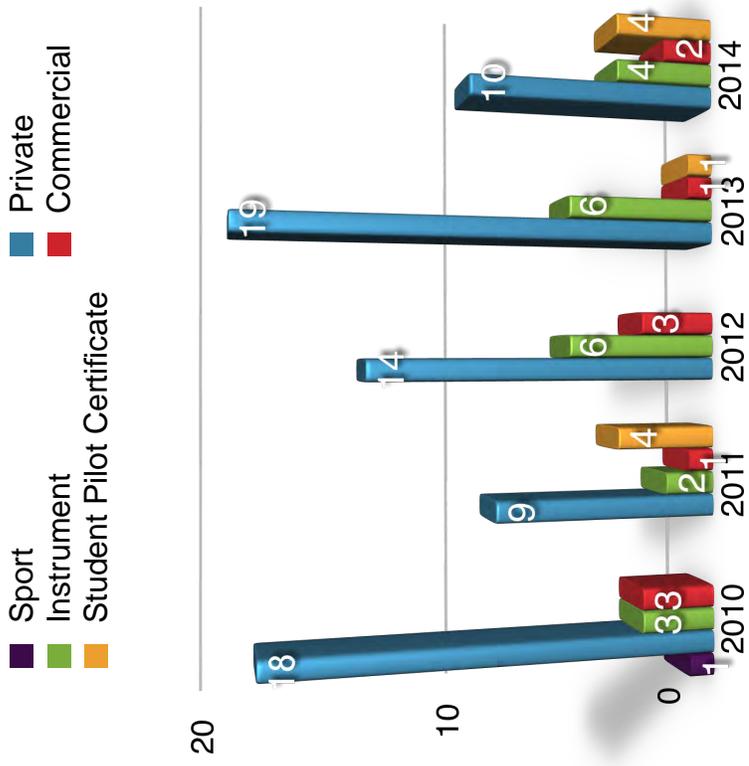
Helicopter Traffic is down

Light Sport is the down.

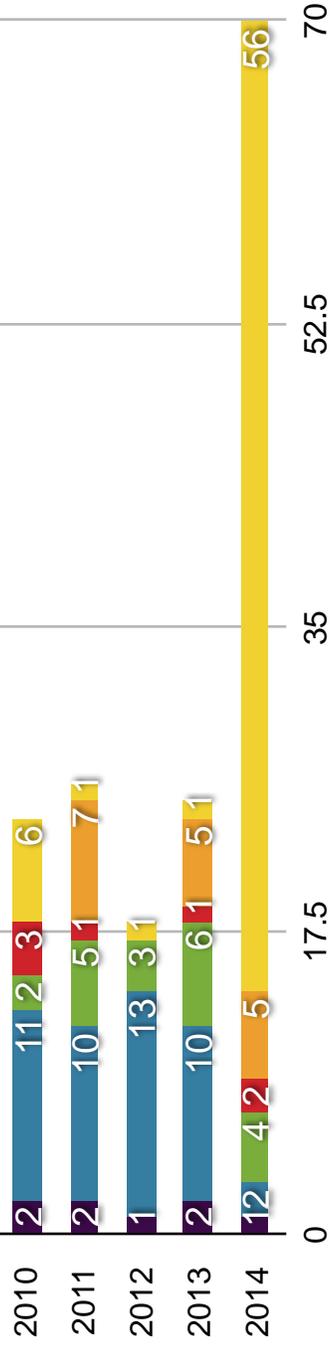
Fuel Sold - 5 Year Comparison



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 May 2014*

Duffy's Aircraft Sales and Leasing Inc.	Grant Tarpainain	Andrew Nahas
Aviation On Demand	Troy Rens	Randal Van Gasse
Spirit Transport	Life Link III (Medflight New Richmond)	Brent Hancock
Dan Hiller	Bob Lee	Steven Montgomery
CrossWind Aviation LLC	Wayne Short	Michael Ladd
Wheeler's Chevy Olds Pontiac Cadillac Inc.,	Enbridge	William Raduege
Dan Wheeler and Family	MQA Aviation LLC	Mozelle Stoiber
Myles Richmond	Matt Thomas	Arien Stoiber-Aide
Duffy Gaier	Burnett Co. Flying Service	Lorelei Wakefield
Bob Gaier	Michael Tyler	David Washa
Jeffrey & Elizabeth Gaier	Air Methods	Lisa Schiller
Al Hatz	Citation Air	Lori Bents
Craig Cook	Roehl Transport	Steven Mickelson
Don Halloran	Everett Roehl & Family	Andrew Perterson
Howard Rand	Reven Untiedt	Chad Johnson
Steve Humphrey	Matt Keifer	Tina Opelt
Steve Mickel	Brittany Lueth & Rico	Jeffrey Kessel
Mayo One (Medflight Eau Claire)	Bob Thill	Jerry Twit
Custom Fabrication and Repair	Valley Medical - Fixed Wing Medflight	Erin Schoenfuss
Brian Barnett	Nicholas Jeter	Michelle Tell Peck
Kirk Haslow	Randy Musack	Scott Brown
Haslow Farms	Harry Dolan	Thomas Wroblewsik
Jim Hills	Bruce Wineman	Daniel Eoriatti
Grassland Dairy	Ed Plotka	Patrick Stoiber
Sanford Smith	Quinn Shumway	Aaron Olson
Father Eric Berns	Dan Bull	Edward Rygiel
Medevac (Medflight Wausau)	Am I High Aviation	
Tom Witt	Paul Bach	
Country Flyers Education	Shawn Ayers	
Jake Jasinski		

Shane Mathison  
Todd Ponick  
Bruce Davis  
William Wright  
Julie Turchi  
Lindsey Shaw  
Jamie Lindell  
Eric Bensen  
Bensen Technical Works  
P. Gingrich  
Drew Irwin

Bryce Grupe  
Chris Persson  
Gholam Jabbari  
Lisa Lloyd  
Sam Idariaga  
Tom Pue  
DM Bass  
Theda Clark (medflight Neceedah)  
James Bredy  
Mike Kaufman  
Oak Tree Ventures LLC

Sheldon Michlig  
Boone Air LLC  
Jason Fuller  
FerrSpray Aerial Application, LLC



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

- Experimental Aircraft Association Chapter 992 (Marshfield & Medford Group)
- Toastmasters of Marshfield
- Central Wisconsin Apple User Group
- Marshfield Youth Hockey

**The Trickle Effect** - These are businesses that we know of that have been utilized by the patrons of the airport this month. They spend money in Marshfield and the surrounding communities. This is just from conversations we have with pilots and passengers. There are more 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 Melody Skating Gardens

Blue Heron / West 14th Neva Jean

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

Hub City Ice Cream

Dairy Queen

EI Mexical

Kitchen Table

Obj. #	Description	2014 Amount Approved	2014 May Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	44,286.00	3,690.50	Manager's contract	18,452.50	25,833.50
52210	Electric	16,926.00	1,977.79	Electric	6,524.23	10,401.77
52220	Water	497.00	39.50	Marshfield Utilities	115.65	381.35
52230	Sewer	426.00	44.26	Marshfield Utilities	128.45	297.55
52240	Fire Protection Charge	1,641.00	153.53	Marshfield Utilities	460.59	1,180.41
52260	Heating - Gas	3,272.00		WE Energies general aviation terminal WE Energies - East unit WE Energies - West unit	2,439.49	832.51
52300	Telephone	1,244.00	113.38	Frontier	426.92	817.08
52400	Rep/Maint. Serv-Streets	17,200.00			11,810.00	5,390.00
52500	Repair/Mainte. Service	50,967.00	42.80	UniFirst - mat service	3,473.37	47,493.63
			200.00	Maid to Order - Cleaning services		
			1,345.00	Duffy's Aircraft Sales - Mowing - 12.0 JD950 - 5.0 Dixon 17.0 hrs. operators		
			208.75	Merkel Co., Inc. - Repair phase on hangar		
			280.21	Stoiber Plumbing, LLC - hook new waterclose flushometer		
			49.50	Merkel Co., Inc. - Reset clock		

City of Marshfield - 2014 Airport Budget continued

			May Expenses		Used To Date	Balance
52900	Other Contractual Ser.	7,000.00			7,000.00	
53100	Office Supplies & Exp.	100.00	85.00	John Berg - Aviation Conference	85.00	15.00
53200	Publications & dues	400.00				400.00
53400	Operating supplies	1,600.00	852.70	Weiler Fuels Transportation LLC - 248.6 gals. Diesel fuel	852.70	747.30
53500	Rep/Mainte. Supplies	6,500.00	48.68	Duffy's Aircraft Sales - sona tubes for gates	1,230.01	5,269.99
55110	Buildings & Contents	2,487.00	2,383.33	Ins. Allocation	2,383.33	103.67
55140	Professional Liability	321.00	310.31	Ins. Allocation	310.31	10.69
55150	Airport Liability	4,486.00			4,350.00	136.00
55170	Boiler	359.00	371.47	Ins. Allocation	371.47	(12.47)
58830	Airport Buildings	6,000.00				
Grand Totals		165,712.00	12,196.71		53,414.02	112,297.98

**Valley View Forestry, LLC**

1091 Valley View Dr.  
Mosinee, WI 54455

**Kenneth S. Price**

Telephone: (715) 922-0037  
Email: ksprice27@yahoo.com

May 22, 2014

Marshfield Municipal Airport  
c/o Duffy Gaier  
400 West 29<sup>th</sup> St  
Marshfield, WI 54449

To Whom it May Concern,

The bids for your timber sale have come in. I am very pleased with them. They are listed below by logger and total estimated value.

Jeff Landwher - \$14,197.00

John Hansford - \$13,902.50

Timber Ridge - \$11,504.74

Weekly Timber - \$9,299.50

Both Jeff and John indicated they could start in June since there are no oak wilt restrictions. Both loggers have good reputations and I would feel very comfortable recommending either one. I have worked with John directly and Steve Gress has worked with Jeff and gives an excellent recommendation. John's prices on bolts and sawlogs are higher and Jeff's prices on pulp are higher. Since pulp is the majority of the volume, Jeff's bid comes out slightly higher. There is no guarantee on how the wood will actually cut out, so it is impossible to say which logger will make you more money.

I recommend hiring Jeff based on the above information and because I think he will get it cut sooner.

Please let me know as soon as possible who you would like to hire so I can draw up the contract, get the deposit and down payment and allow the logger to start harvesting as soon as he is able.

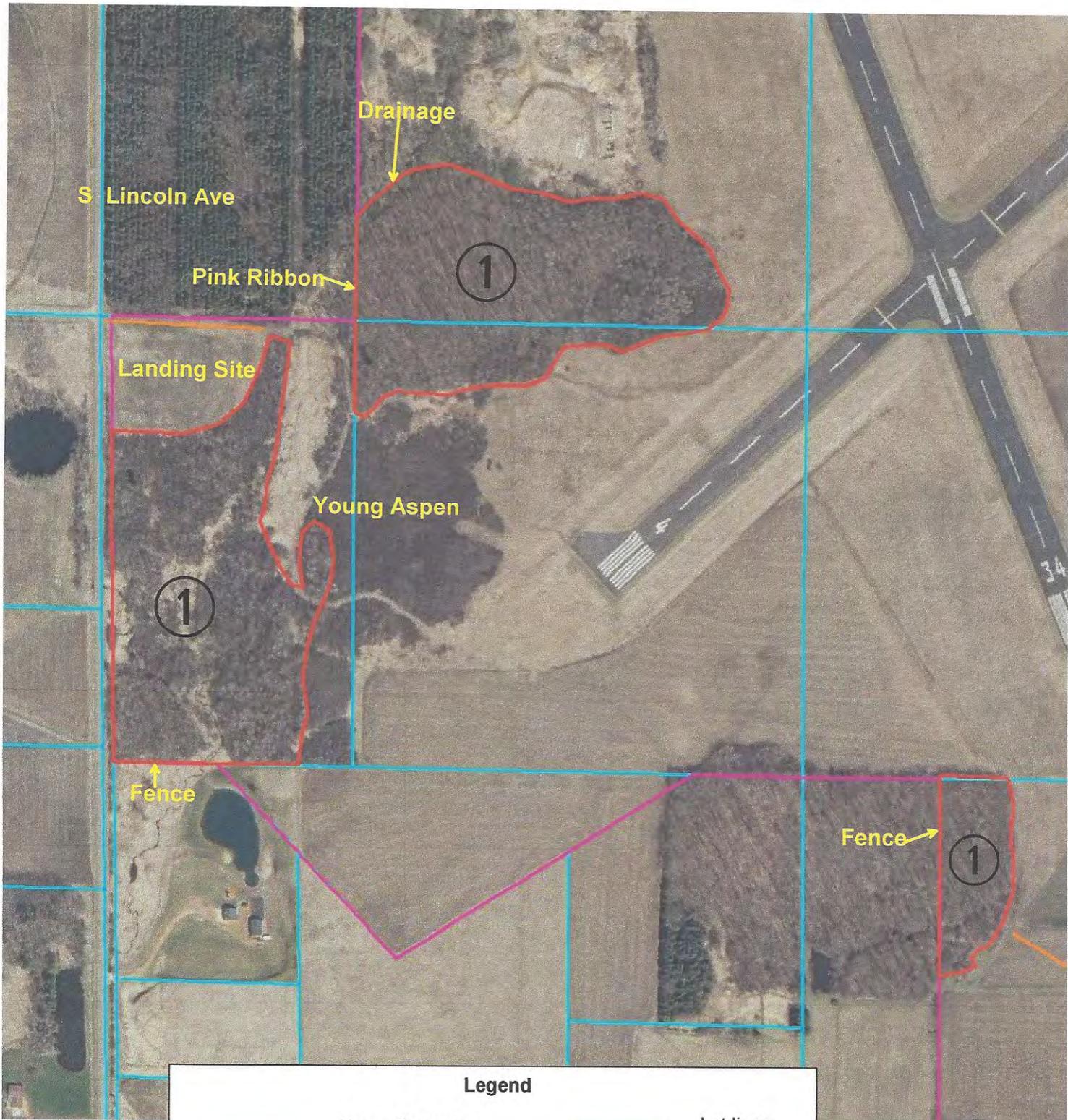
Please let me know if there are any questions.

Sincerely,

Kenneth S. Price

# Marshfield Airport Timber Sale

City of Marshfield, Wood County, WI



**Legend**

	Airport Property		Lot lines
	Harvest Boundary		Access

 Harvest all stems greater than 2 inches diameter.

Scale: 6.7" = 0.5 mile



**RESOLUTION NO. 2014-28**

Final Resolution in the matter of **Improvement Project No.**

- 312178 – Street Construction – Apple Avenue – 15<sup>th</sup> Street to 17<sup>th</sup> Street.**
- 312181 - Street Construction – State Avenue - Adler Road to 4<sup>th</sup> Street.**
- 312182 - Street Construction – Wisconsin Avenue – Adler Road to 6<sup>th</sup> Street.**
- 312180 - Street Construction – Hardacre Avenue – 5<sup>th</sup> Street to 6<sup>th</sup> Street.**
- 352079 - Street Construction – Cherry Avenue – Cleveland Street to Edison Street.**
- 312184 - Street Construction – Broadway Avenue – Upham Street to McMillan Street.**
- 312184 - Street Construction - Shawano Drive – Broadway Avenue to Upham Street.**
- 312184 - Street Construction - Laird Street – Shawano Drive to St Joseph Avenue.**
- 312183 - Street Construction - Debra Lane – Carmen Drive to Hume Avenue.**
- 312183 - Street Construction - Carmen Drive – Upham Street to Waushara Drive.**
- 312183 - Street Construction - Renee Lane – Upham Street to Debra Lane.**
- 312183 – Storm Sewer – Hume Avenue – Debra Lane to Upham 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, May 27, 2014 in the matter of reconstruction of the following: Mill in Place, Asphalt Paving, Ditching, Underdrain, Culverts and Shouldering (Sanitary Sewer Laterals in Cherry Avenue) and 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:**

- Apple Avenue from and including its intersection with 15<sup>th</sup> Street to and including its intersection with 17<sup>th</sup> Street.**
- State Avenue from and including its intersection with Adler Road to and including its intersection with 4<sup>th</sup> Street.**
- Wisconsin Avenue from and including its intersection with Adler Road to and including its intersection with 6<sup>th</sup> Street.**
- Hardacre Avenue from and including its intersection with 5<sup>th</sup> Street to and including its intersection with 6<sup>th</sup> Street.**
- Cherry Avenue from and including its intersection with Cleveland Street to and including its intersection with Edison Street.**
- Broadway Avenue from and including its intersection with Upham Street to and including its intersection with McMillan Street.**
- Shawano Drive from and including its intersection with Broadway Avenue to and including its intersection with Upham Street.**
- Laird Street from and including its intersection with Shawano Drive to and including its intersection with St Joseph Avenue.**
- Debra Lane from and including its intersection with Carmen Drive to and including its intersection with Hume Avenue.**
- Carmen Drive from and including its intersection with Upham Street to and including its intersection with Waushara Drive.**
- Renee Lane from and including its intersection with Upham Street to and including its intersection with Debra Lane.**
- Hume Avenue from and including its intersection with Debra Lane to and including its intersection with Upham Street.**

**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. 2014-04, adopted 02/11/2014 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 owner of a corner lot subject to assessments for street paving:

- (1) Such owner shall only be required to make principle payments on one assessment at a time; such owner shall begin making payments of principle on the second assessment during the year following the date when the first assessment was due to be paid in full, whichever comes first. Payments on the second assessment shall be due on the same day of each year as payments on the first assessment.
- (2) The interest rate on such assessment shall be the same interest rate as is established in the final resolution for the project, and shall be due on the first day of the month immediately following completion of the project.

(3) The effect of said Section 13-98 shall be retroactive and shall apply to all owners of corner lots who are presently paying assessments for street paving, upon written request by such owners to the City Clerk.

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

**SECTION 5.** That the interest to be charged on the special assessments provided for herein is three and seventy fifth 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

---

TO: Mayor Meyer & Common Council  
FROM: Sam Schroeder, Zoning Administrator  
DATE: May 27, 2014

RE: Resolution 2014-29 – May Conditional Use Permit.

## **Background**

On May 20<sup>th</sup>, the Plan Commission reviewed a Conditional Use Permit request to allow an outdoor seating area at Papagalos restaurant, located at 603 North Central Avenue.

## **Analysis**

### **Resolution 2014-29**

- Conditional Use Request by Dennis Manthe, representing Papagalos restaurant to permit an “Outdoor Commercial Entertainment Use” in the “UMU” Urban Mixed Use District, for the purpose of providing an outdoor seating area, located at 603 North Central Avenue.

A public hearing was held on Tuesday, May 20, 2014 where no public comments were made.

The Plan Commission recommended the following action:

APPROVE a Conditional Use Permit request by Dennis Manthe, representing Papagalos restaurant to permit an “Outdoor Commercial Entertainment Use” in the “UMU” Urban Mixed Use District, for the purpose of providing an outdoor seating area, located at 603 North Central Avenue with the following conditions:

1. All perimeters of the patio abutting any onsite traffic circulation area must have bollards or some sort of fence to separate pedestrians from vehicle traffic.
2. A pedestrian crosswalk shall be clearly marked from the patio area to the parking area.
3. The maximum capacity for the Outdoor Commercial Entertainment

- area is 24 seats.
4. Any outdoor music for the designated patio area must be directed away from residentially zoned properties and must be turned off by 10:00 pm.
  5. Any new exterior lighting for the outdoor commercial entertainment area must meet the requirements of Section 18-104, exterior lighting requirements.

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

### **Council Options**

The Common Council can take the following actions:

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

### **Recommendation**

Approve Resolution 2014-29

### **Attachments**

1. Resolution 2014-29

Concurrence:



---

Jason Angell  
Planning and Economic Development Director



---

Steve Barg  
City Administrator

**RESOLUTION NO. 2014-29**  
Document Title

Document Number

A Resolution approving a Conditional Use Permit request by Dennis Manthe, representing Papagalos restaurant, to permit an "Outdoor Commercial Entertainment Use" in the "UMU" Urban Mixed Use District, for the purpose of providing an outdoor seating are, located at 603 North Central Avenue, City of Marshfield, Wood County, Wisconsin.

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

**WHEREAS**, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 20<sup>th</sup> day of May, 2014 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

Lots 1, 2, and 3 of Block 208, located in the SW¼ of the SE ¼ of Section 5, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

**SECTION 2.** The above described property is permitted to construct an Outdoor Commercial Entertainment area for the purpose of providing outdoor seating, zoned "UMU" Urban Mixed Use district, located at 603 North Central Avenue.

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

- All perimeters of the patio abutting any onsite traffic circulation area must have bollards or some sort of fence to separate pedestrians from vehicle traffic.
- A pedestrian crosswalk shall be clearly marked from the patio area to the parking area.
- The maximum capacity for the Outdoor Commercial Entertainment area is 24 seats.
- Any outdoor music for the designated patio area, must be directed away from residentially zoned properties and must be turned off by 10:00 pm.
- Any new exterior lighting for the outdoor commercial entertainment area must meet the requirements of Section 18-104, exterior lighting requirements.

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

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

ADOPTED \_\_\_\_\_

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED \_\_\_\_\_

DEB M. HALL, City Clerk

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

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

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

Recording Area
Name and Return Address
<b>City of Marshfield</b>
<b>Attn: City Clerk</b>
<b>P. O. Box 727</b>
<b>Marshfield, WI 54449-0727</b>

**33-01547**

Parcel Identification Number (PIN)

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

City of Marshfield  
City Hall Plaza  
630 S. Central Avenue  
P.O. Box 727  
Marshfield, Wisconsin 54449-0727



Chris Meyer  
Mayor  
(715) 384-2919  
Fax (715) 384-9310  
mayor@ci.marshfield.wi.us

May 28, 2014

Mr. Doug Lee  
M333 Felton Lane  
Marshfield, WI 54449

Dear Mr. Lee,

On behalf of the City of Marshfield, we would like to add our support to the Town of McMillan's efforts to improve bicycle accommodations within the Town of McMillan. These efforts will have a positive impact on both the safety and health of residents and visitors to our area and communities. Your current efforts to have bicycle lanes extended on County Road E from Coachlight Avenue to Sugarbush Lane will be a significant asset for bicycle commuters and provide a bicycle connection to the McMillan Marsh Recreation Area and trails.

With the increased demand for safe bicycle accommodations and connectivity of our area's bicycle routes and trails this project will help address this need and prove to be an asset for the entire area. We applaud the efforts of both the Town of McMillan and Marathon County for the foresight to address bicycle accommodations in conjunction with major road construction projects such as the planned reconstruction of County Road E in 2015.

Again, the City of Marshfield supports your efforts and looks forward to working with both the Town of McMillan and Marathon County for the planning and development of bicycle and pedestrian facilities that will link to the City of Marshfield, and encourage safe, alternate forms of transportation for our area residents and visitors.

Sincerely,

Chris L. Meyer  
Mayor

---

# Memo

**To:** Mayor and Common Council  
**From:** Ed Englehart, Parks and Recreation Director  
**Date:** May 22, 2014  
**Re:** Request to approve Relocation Order for Wildwood-McMillan Connector Trail project.

---

## **Background**

The Wildwood-McMillan Connector Trail project will construct a pedestrian/bicycle trail between Wildwood Park and McMillan Street. In 2009, the City of Marshfield entered into an agreement with the Wisconsin Department of Transportation for development of the trail. The project agreement estimated the total project cost to be \$1,014,000 and the Wisconsin Department of Transportation would reimburse the City an amount of \$811,000. In late 2010, the City and the Wisconsin Department of Transportation entered into an agreement with Strand Associates, Inc. to provide design engineering services for the project at a cost of \$190,808.16. The design process has taken significantly longer than was originally planned; however, recently WISDOT approved the project's Design Study Report (DSR) and the R/W Plat prepared by Strand Associates, allowing the City to proceed with the right-of-way acquisition.

The cost estimate for the project was recently updated and has been increased to \$1,516,649. The State funding assistance is capped at \$811,000. The City has previously budgeted \$206,649 for the project and \$390,000 of city funding and \$109,000 of outside funding is included in the 2015 Capital Improvement Program to allow the project to be completed in 2015.

## **Analysis**

With the approval of the Design Study Review and the R/W Plat the City can now enter into the real estate acquisition phase of the project. This phase secures the right of way that has been identified in the plans necessary to construct the trail project. The first step in the process is the issuance of a Relocation Order. The Relocation Order indicates the City's intent to acquire the use of the property identified in the project's R/W Plat and is filed with the County Clerk to be recorded on the property title.

The Wildwood-McMillan Connector Trail R/W Plat includes twenty (20) parcels. Some parcels require only temporary limited easements (TLE) for construction purposes while others require permanent limited easements (PLE) for a portion of the trail to be located on. Some such as the Wisconsin Central LTD. parcel (former Marshfield-Texas Spur rail line) may require purchase of the parcel. The Wisconsin Department of Transportation will take the lead in securing the railroad parcel. It is expected to take six to eight months to complete the real estate portion of the project. The Board of Public Works approved the Relocation Order and R/W Plat at their meeting on May 5<sup>th</sup>. The Plan Commission approved the R/W Plat at their May 20<sup>th</sup> meeting. See attached Relocation Order and map showing location of the trail project.

## **Recommendation**

I recommend the Common Council approve the Relocation for the Wildwood-McMillan Connector Trail project for the Mayor's signature.



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

Steve Barg, City Administrator

# RELOCATION ORDER

LPA1708 08/2011 (Replaces LPA3006)

Project 6995-10-00	Road name Wildwood-McMillan Connector Trail 17th Street South to McMillan Street	Highway Local Street	County WOOD
Right of way plat date 3/25/14	Plat sheet number(s) 4.01-4.09	Previously approved Relocation Order date None	

Description of termini of project: Beginning at a point located 1526.06 feet south and 1304.98 feet west of the northeast corner of section 18, T25N, R3E, Thence northerly along the reference line of project ID 6995-10-00 to a point located 1607.33 feet south of and 4.76 feet west of the northwest corner of section 8, T.25N., R.3E.

Also,

Beginning at a point located 1178.86 feet south of and 878.10 feet east of the west quarter corner of section 5, T.25N., R.3E. Thence northerly along the reference line of project ID 6995-10-00 to a point located 535.99 feet south and 600.56 feet west of the north quarter corner of section 5, T25N, R3E, as shown on the plat of right of way or a copy thereof marked:

R/W Project Number 6995-10-00  
Wildwood-McMillan Connector Trail  
17th Street South to McMillan Street  
Local Street  
Wood County

---

To properly establish, lay out, widen, enlarge, extend, construct, reconstruct, improve, or maintain a portion of the connector trail designated above, it is necessary to relocate or change and acquire certain lands or interests in lands as shown on the right of way plat for the above project.

To effect this change, pursuant to authority granted under Sections 62.22, Wisconsin Statutes, the City of Marshfield orders that:

1. The said road is laid out and established to the lines and widths as shown on the plat.
2. The required lands or interests in lands as shown on the plat shall be acquired by: City of Marshfield
3. This order supersedes and amends any previous order issued by the: N/A

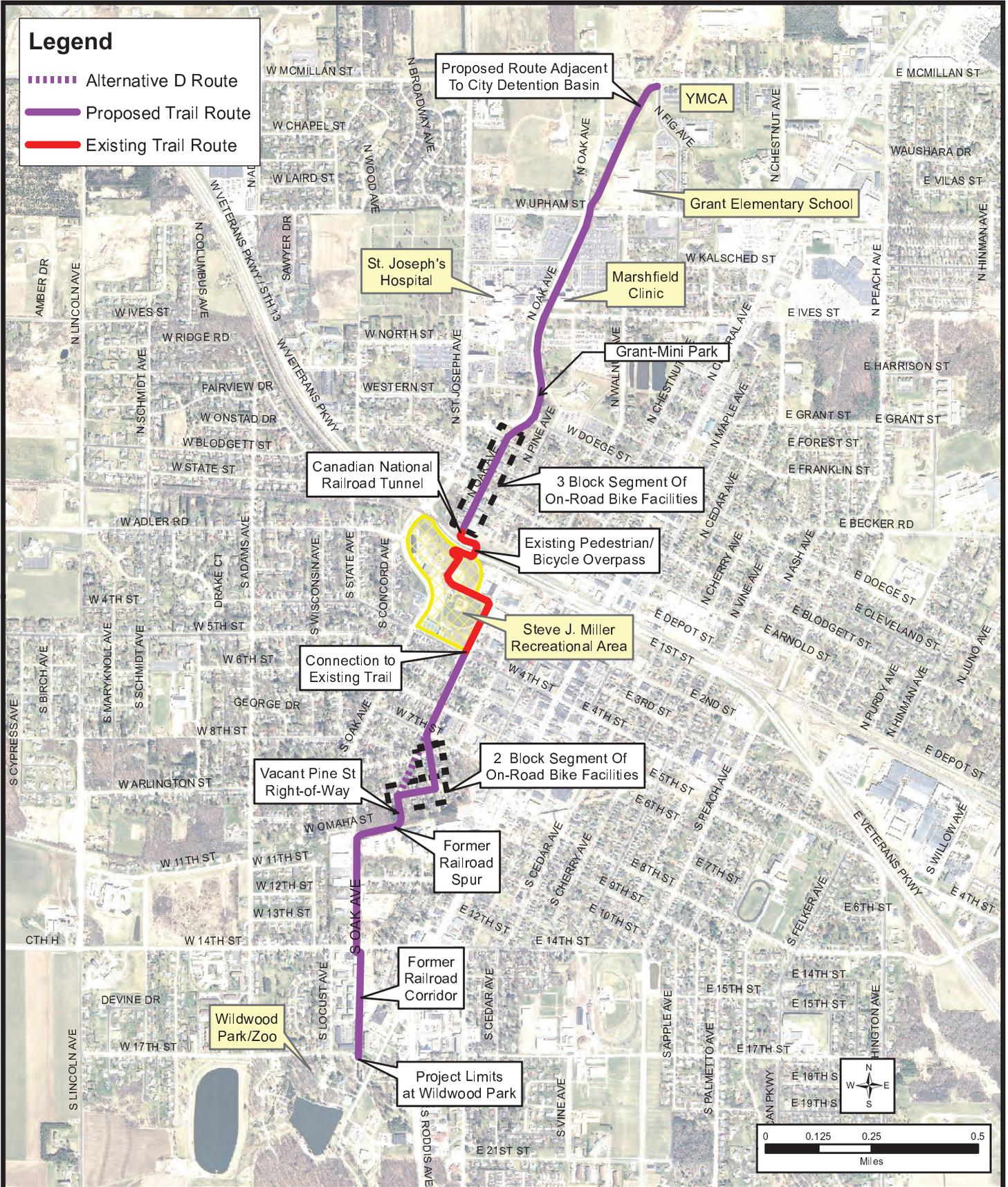
---

(Name/Title)

(Date)

### Legend

-  Alternative D Route
-  Proposed Trail Route
-  Existing Trail Route



## OVERVIEW MAP - ALTERNATIVE C (PREFERRED) WILDWOOD-MCMILLAN CONNECTOR TRAIL

**17TH STREET - MCMILLAN STREET  
CITY OF MARSHFIELD  
WOOD COUNTY, WISCONSIN**



**EXHIBIT C.1**



# City of Marshfield Memorandum

---

**DATE:** May 23, 2014  
**TO:** Mayor Meyer & City Council  
**FROM:** Steve Barg, City Administrator  
**RE:** 2015 budget parameters

## **Background**

On Tuesday night, staff will seek your direction on parameters for the 2015 budget. With the state maintaining its tax levy freeze, and shared revenue and transportation aid largely flat, it will be another challenging budget. Net new construction value and any changes in equalized value aren't yet known, but there may be an opportunity to slightly increase the tax levy, using all or part of the amount allowed under the state's levy limit calculations.

## **Options**

Given the above constraints, staff would offer the same basic alternatives as last year:

1. Maintain the same tax levy as last year, likely reducing the tax rate from the current rate of \$8.97 per \$1000 of assessed value.
2. Maintain the same tax rate as last year, capturing a portion of the additional amount permitted under the State's levy limit calculations.
3. Increase the tax levy to the maximum amount permitted under the state's levy limit calculations. The increase would likely be small, with a tax rate hike of 2-4 cents.

## **Recommendation**

Last year, for the first time in 9 years (2005), the Council chose Option #3, authorizing a tax rate increase of up to 4 cents. (In the end, the increase was roughly 2.5 cents.) Given the tight financial situation we expect again in 2015, staff recommends that the Council once again consider Option #3 for the 2015 budget.