



CITY OF MARSHFIELD  
**MEETING NOTICE**

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**COMMON COUNCIL  
CITY OF MARSHFIELD, WISCONSIN  
TUESDAY, JUNE 10, 2014  
Council Chambers, Lower Level, City Hall Plaza**

**7:00 p.m.**

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

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Minutes – May 27, 2014
- E. Comments from the Mayor, specifically:
  - 1) Employee Recognitions:
    - Jim Gossage, Wastewater Utility, June 14, 2004, 10 years
    - Tim Cassidy, Engineering Division, June 16, 1999, 15 years
- F. Reading of items added to the agenda
- G. Steve Leu began his employment in the Marshfield Police Department on February 12, 1985 and retired as an Officer on June 5, 2014 after over 29 years of service.  
  
Rick Gramza, Police Chief will recognize Steve on behalf of the City of Marshfield.
- H. Consideration of a request from Columbus Catholic Schools for a variance of noise levels as permitted by Chapter 10-33(7) for the Ludo Games to be held on September 6, 2014 at 710 S. Columbus Ave. Presented by Steve Barg, City Administrator.

Recommended Action: Grant the variance.

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- I. Consideration of a request from North Ridge Church for a variance of noise levels as permitted by Chapter 10-33(7) for a night of worship for their congregation and the community at Columbia Park to be held on Sunday, July 20<sup>th</sup> from 4:00 – 8:00 pm. Presented by Steve Barg, City Administrator.

Recommended Action: Grant the variance.

- J. 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.

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

- L. Consent Agenda:

- 1) Meeting minutes/reports
  - a. Community Development Authority (April 17, 2014)
  - b. Main Street Board of Directors (May 7, 2014)
  - c. Economic Development Board Housing Study Subcommittee (May 20, 2014)
  - d. Community Development Authority Financial Meeting (May 20, 2014)
  - e. Fairgrounds Commission (May 21, 2014)
  - f. Fairgrounds Commission (May 28, 2014)
  - g. Board of Public Works (June 2, 2014)
  - h. Historic Preservation Committee (June 2, 2014)
  - i. Economic Development Board Housing Study Subcommittee (June 3, 2014)
  - j. Judiciary and License Committee (June 3, 2014)
  - k. Finance, Budget, and Personnel Committee (June 3, 2014)

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

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

- N. Request to approve of Budget Resolution No. 11-2014 transferring \$1,080 from a Children's Miracle Network grant to the Emergency Medical Services Fund. Presented by Bob Haight, Fire Chief.

Recommended Action: Approve Budget Resolution No. 11-2014.

- O. Request to approve of Budget Resolution No. 12-2014 transferring \$13,670 from Donor TID No. #2 (Purdy Building) to cover TID #6 deficit and closeout. Presented by Keith Strey, Finance Director.

Recommended Action: Approve Budget Resolution No. 12-2014.

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- P. Request to approve Budget Resolution No. 13-2014, transferring \$15,700 from Contingency to the Taxi Service Fund for arbitration per Wisconsin Department of Transportation arbitration ruling on final invoice for Radio Cab of Marshfield, Inc. Presented by Keith Strey, Finance Director.

Recommended Action: Approve Budget Resolution No. 13-2014.

- Q. Request to approve Budget Resolution No. 14-2014, transferring \$52,180 within the Taxi Service Fund to purchase two ADA mini-vans. \$51,528 is from additional 2014 Wisconsin Department of Transportation Capital Assistance Grant and \$652 from fund balance applied. Presented by Keith Strey, Finance Director.

Recommended Action: Approve Budget Resolution No. 14-2014.

- R. Request to approve Resolution No. 2014-31, Wastewater Treatment Plant Compliance Maintenance Annual Report. Presented by Sam Warp, Wastewater Superintendent.

Recommended Action: Approve Resolution No. 2014-31.

- S. Request to approve Preliminary Resolution No. 2014-32, in the matter of improvement project No. 312116, Street Reconstruction, West 26<sup>th</sup> Street (Central Avenue to Wittman Avenue). Presented by Tom Turchi, City Engineer.

Recommended Action: Approve Preliminary Resolution No. 2014-32.

- T. Request to approve Preliminary Resolution No. 2014-33, in the matter of Improvement Project No. 312197, 352198, 312199, 316768, Street Reconstruction, Hume Avenue (McMillan Street to 500' North). Presented by Tom Turchi, City Engineer.

Recommended Action: Approve Preliminary Resolution No. 2014-33.

- U. Request to approve Resolution No. 2014-34 amending Resolution No. 2013-58, making a minor amendment to the site plan, pertaining to the Conditional Use Request by Thomas Lang to construct a single multiplex with a total of 3 residential units, located at 109 West 29<sup>th</sup> Street, the vacant parcel west of 101 West 29<sup>th</sup> Street, zoned "CMU" Community Mixed Use District. Presented by Josh Miller, City Planner.

Recommended Action: Approve Resolution No. 2014-34.

- V. Request to approve hold harmless agreement with Clyde Wynia for accepting the donation of a metal sculpture at the Marshfield Public Library. Presented by Steve Barg, City Administrator.

Recommended Action: Authorize execution of the hold harmless agreement.

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- W. Request to approve Resolution No. 2014-35, amending Resolution No. 2012-23 on funding for construction of a new Library and Community Center. Presented by Steve Barg, City Administrator.

Recommended Action: Approve Resolution No. 2014-35.

- X. 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 1) review issues concerning development agreement with Completion Industrial Minerals and 2) discuss the purchase of property for the Hume Avenue extension.
- Y. Reconvene into open session.
- Z. Action on matters discussed in closed session, if appropriate.
- AA. Items for future agendas.
- BB. Adjournment

Posted this day, June 6, 2014 at 4:00 p.m., by Deb M. Hall, City Clerk

Notice

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

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



CITY OF MARSHFIELD

# MEETING NOTICE

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**COMMON COUNCIL  
CITY OF MARSHFIELD, WISCONSIN  
TUESDAY, JUNE 10, 2014  
Council Chambers, Lower Level, City Hall Plaza**

## ADDENDUM

- X. 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 3) Discuss possible financial assistance for proposed development project along Becker Rd.

**MAY 27, 2014**

**PUBLIC HEARING:** Called to order by Mayor Meyer at 6:45 p.m., in the Council Chambers, City Hall Plaza regarding:

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

**FOR:** None

**AGAINST:** None

**COMMENTS:** Marilyn Hardacre spoke about Project 312180. She would prefer to have curb and gutter in front of her house instead of the ditch.

The public hearing closed at 6:47 p.m.

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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 Buttke and Peter Hendler

**ABSENT:** None

The flag was saluted and the pledge given.

**CC14-106** Motion by Feirer, second by Cummings to approve the minutes of the Common Council meeting of May 13, 2014.

**Motion carried**

No items were added to the agenda. Closed session was removed from the agenda.

### **PUBLIC COMMENT PERIOD**

Dan Umhoefer, 306 Hawthorn Street, Member of the Marshfield Area Friends of the Trails. He urged the Council to approve agenda items N and O regarding the trails. These are very important items needed to advance the main corridor on the City's trail plan.

Laura Drendel, M317 Felton Lane, Town of McMillan. Library & Community Center Project. Some of their property tax dollars in the Town of McMillan help fund the Marshfield Public Library so the residents can also use this resource. She is a retired teacher and in her 20 years with the district she came to realize that the public library was a critical piece for some of her students education. The public library was their source of information. It is an important equalizer in our community. All children regardless of their family situation deserve a strong education and that is

one reason our library is so vital to our community. The current facility is lacking in space and technology readiness to meet today's demands. Now is the time to consider the future for our children and grandchildren. She asked the Council to reconsider extending the fundraising deadline.

Jean Swensen, 1111 E. 21<sup>st</sup> Street. Library & Community Center Project. The library has been part of her family's life for decades. Libraries and Community Centers adapt and grow with the times and they add to the quality of life that bring folks to Marshfield and help to keep them here. Marshfield has the perfect spot in the center of the city to make a welcoming statement to all newcomers, residents, returnees and people passing through. She asked for an extension of time for fundraising efforts so that all community citizens can have the opportunity to contribute to this generational project. If we all work together we can make the new Library & Community Center a vibrant addition to the center of our city.

The new Executive Director of Main Street Marshfield, Angela Dieringer, introduced herself to everyone.

Lois Greehling, 1703 Woodsvie Drive. Library & Community Center Project. She loves to read. Books are the heart of a town. They are what make a town wonderful and intellectual. She asked the Council to reconsider and extend the deadline for fundraising.

Purviben Trivedi-Ziemba, 210 N. Wood Avenue. She loves the library. They moved here about 7 months ago. One of the things that she loves about this town is the library. This is a community place. Give the library more time to raise the funds so that we can have what we envision. Extend the time until next year.

Alderperson Earll invited the Council members to attend the new Fire Academy. He encouraged all of them to take the time and participate in this event.

**CC14-107** Motion by Feddick-Goodwin, second by Cummings to grant the 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.

**Motion carried**

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

Dr. William Hocking, 211 Marathon Street, Library & Community Center Capital Campaign. He thanked the Council for their support of the Library & Community Center project. He also thanked the Marshfield Area Community Foundation who acts as the fiscal agent for this project. This project is going to enhance our strong educational and cultural tradition in Marshfield. The combined facility will have many centergies. Both of these facilities will be available to all citizens of Marshfield. The original goal was for an \$11 million dollar facility. The City committed \$3 million with \$8 million to be raised by private contributions through fundraising. Subsequently a Fundraising consultant was hired and she indicated that it simply would not be possible in a reasonable timeframe to raise \$8 million dollars in Marshfield. As a result of that the size of the project was decreased to a \$9 million dollar project by adjusting the plans, with the plan to raise \$6 million dollars in private contributions in two phases. They are currently in the first phase of that effort with a goal of raising \$4 million dollars. What that \$4 million dollars when combined with the city's \$3 million dollar commitment will do is build a completely new library and renovate the existing library to create a fully functional community center. A subsequent campaign may be

required for further community center enhancements. Fundraising began around September of 2013. To date they have raised approx. \$1.8 million dollars in cash and pledges, about 45% of the target of \$4 million dollars. Until now the campaign has been focused on the larger donors/visionary donors and obtaining some major gifts. As they are approaching the half way mark they are planning to expand the campaign to the community at-large which will include a specific campaign for the physicians and staff at Marshfield Clinic as well as other events to engage the community at-large. They believe they will be successful in completing the campaign if they are able to extend the deadline into 2015. If the deadline is not extended they will continue to try and raise the money in the next 4 months but that will be a very daunting task. If the extension is granted they will continue at the same pace as they are now. They would like to get it done sooner than later. The end result of this project is going to be a state of the art library and a vastly improved community center that together will be something everyone will be extremely proud of.

### **CONSENT AGENDA**

**CC14-108** Motion by Wagner, second by Spiros to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: University Commission of January 16, 2014; Convention & Visitors Bureau of February 27, 2014; Library & Community Center of April 2, 2014; Library Board of April 8, 2014; Zoning Board of April 8, 2014; Library Personnel Committee of April 17, 2014; Central WI State Fair of April 21, 2014; Fire & Police Commission Special meeting of April 21, 2014; Fire & Police Commission Special meeting of April 29, 2014; Committee on Aging of May 1, 2014; Economic Development Board of May 1, 2014; Business Improvement District Board of May 6, 2014; Parks, Recreation and Forestry Committee of May 8, 2014; Library Nominations Committee of May 8, 2014; Fire & Police Commission of May 8, 2014; Sustainable Marshfield of May 13, 2014; Marshfield Utility Commission of May 15, 2014; Board of Public Works of May 19, 2014; Judiciary and License Committee of May 20, 2014; Finance, Budget and Personnel Committee of May 20, 2014; Plan Commission of May 20, 2014 and Airport Committee of May 22, 2014.

Alderperson Earll asked to pull out motion FBP14-041 from the Finance minutes of May 20, 2014 and act on it separately.

Motion FBP14-041 reads as follows: 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**

Vote on motion **CC14-108** as amended.

**Motion carried**

**CC14-109** Motion by Earll, second by Feirer to approve the extension of the fundraising deadline for the Library & Community Center project to June 1, 2015.

**CC14-110** Motion by Wagner, second by Smith to amend motion CC14-109 to extend the fundraising deadline to September 30, 2015 with the expected start date of construction in the spring of 2016. The fundraising goal is \$4 million dollars with an additional \$3 million dollars that the City has already pledged for a total of \$7 million dollars. \$6 million is for the Library and \$1 million for the Community Center. Ayes - 8; Nays – 2 (Feddick-Goodwin & Spiros)

**Motion carried**

The Mayor asked if the Council is setting a ceiling on the fundraising efforts and the response was no.

Vote on motion **CC14-109 as amended**; Ayes – 8; Nays – 2 (Feddick-Goodwin & Spiros)

**Motion carried**

Recessed at 7:51 p.m.

Reconvened at 7:56 p.m.

A presentation “In the Scope of your Authority: Preventing Public Officials Liability” was given by Dennis Tweedale, League of Wisconsin Municipalities Mutual Insurance.

**CC14-111** Motion by Feirer, second by Cummings 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. Ayes - 10

**Motion carried**

**CC14-112** Motion by Wagner, second by Cummings 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. Ayes – 9; Nay – 1 (Buttke)

**Motion carried**

**CC14-113** Motion by Earll, second by Smith to approve the letter of support for the Town of McMillan in development of their bicycle trails and bicycle accommodations.

**Motion carried**

**CC14-114** Motion by Buttke, second by Jockheck to approve the Relocation Order for the Wildwood/McMillan connector trail project. Ayes - 10

**Motion carried**

**CC14-115** Motion by Buttke, second by Hendler to establish a 2015 budget parameter that would allow the tax levy to be increased 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¢ (Option 3). Ayes - 6; Nays – 4 (Feddick-Goodwin, Wagner, Smith, Spiros)

**Motion carried**

**CC14-116** Motion by Jockheck, second by Spiros to approve the appointment of Kris Keogh, 2715 N. Apple Avenue, to the Historic Preservation Committee for a term expiring in 2017.

**Motion carried**

**CC14-117** Motion by Feirer, second by Earll to approve the appointment of Gary Cummings as the Alderperson on the Library & Community Center Committee.

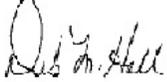
**Motion carried**

Future Agenda Items

None

Motion by Buttke, second by Hendler to adjourn at 8:50 p.m.

**Motion carried**

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

Deb M. Hall  
City Clerk



May 30, 2014

City of Marshfield  
Common Council  
630 S. Central Avenue  
Marshfield, WI 54449

**Schools**

Columbus Catholic  
High School

Columbus Catholic  
Middle School

Our Lady of Peace  
Intermediate School

Saint John the Baptist  
Primary School

**Community  
Parishes**

Corpus Christi

Our Lady of Peace

Sacred Heart of Jesus

St. John the Baptist

St. Michael's

Dear Common Council Members:

I am writing on behalf of Columbus Catholic Schools (710 S. Columbus Avenue, Marshfield) to request a noise variance for a school fundraising event on September 6, 2014. This community event is called Ludo Games and will include a 5k run/walk, a volleyball tournament, a kickball tournament, and an outdoor evening movie. We have hired Rock n Roll to go from Eau Claire to DJ and emcee our event. We will not have a live band this year. We plan to have an outdoor movie start at approximately 9:00pm, this will be on our playing fields. The DJ would conclude at that time.

We have been made aware that there was a few concerns raised over the volume of our headline band last year. We have decided not to work with this band again due to their unwillingness to work with us and honor our repeated requests for a lower volume. We believe that working with a DJ will eliminate this issue.

Our committee also has made some changes to the layout of the event. This year most of our activity, including the DJ, kids inflatables, concession, and beer tent will be on the North West side of our building. This year the Columbus parking lot will be for parking only.

Thank you for your continued support of Columbus Catholic Schools. We appreciate your willingness to consider our event for a noise variance.

Sincerely,

**David J. Eaton, JD**

President

Columbus Catholic Schools

710 S Columbus Ave

Marshfield, WI 54449

715-387-1177, ext. 304

**Central Office**

710 South Columbus Avenue Marshfield, WI 54449  
715-387-1177 Fax 715-384-4535



[www.northridgefamily.org](http://www.northridgefamily.org)

June 4, 2014

City of Marshfield  
Common Council Members

North Ridge Church will be using Colombia Park and the band shelter for a night of worship for our congregation and the community. This will be taking place on Sunday night, July 20<sup>th</sup> from 4:00 – 8:00 pm.

We would like the City of Marshfield Common Council to approve our request for noise variance.

If you have any questions, you can contact us at 715-387-6111.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Richard Pickrell', written over a light blue horizontal line.

Pastor Richard Pickrell  
Worship Pastor



COMMUNITY DEVELOPMENT AUTHORITY

April 17<sup>th</sup>, 2014

The monthly meeting of the Community Development Authority was called to order by Chairperson Peter O. Hendler at 9:03 a.m. in the Parkview Apartments Community Room, 606 S. Walnut Avenue, Marshfield, Wisconsin.

Affirmation of Proper Posting of Meeting: Meeting posted April 16<sup>th</sup>, 2014 at 8:17 a.m.

ROLL CALL:

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

EXCUSED: Marilyn Hardacre, Dave LaFontaine

OTHERS PRESENT: Mary James-Mork - Executive Director, Janet Southworth – Director of Public and Section 8 Housing, Julie Mess – Finance and Operations Director, Tim Geldernick - Environmental Services Manager, Carol Kerper - Executive Assistant

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

CDA 14-B04-1 Motion by Buttke, second by Marsh to accept the March 20<sup>th</sup>, 2014 Board meeting minutes. 4 Ayes

MOTION CARRIED

CDA 14-B04-2 Motion by Marsh, second by Buttke to accept the April 16<sup>th</sup>, 2014 Financial meeting minutes. 4 Ayes

MOTION CARRIED

CDA 14-B04-3 Motion by Marsh, second by Buttke to accept the April 9<sup>th</sup>, 2014 Strategic Planning/Financial meeting minutes. 4 Ayes

MOTION CARRIED

Grant Office Interagency Contract: Executive Director discussed the closure of the interagency agreement with the School District and City of Marshfield.

No Action Taken.

Commissioner Keogh arrived at 9:10 a.m.

CDA 14-B04-4 Motion by Keogh, second by Buttke to accept the Financial report as presented. 5 Ayes

MOTION CARRIED

Personnel Committee: No update

Strategic Planning Committee:

CDA 14-B04-5 Motion by Marsh, second by Conklin to accept the Strategic Planning report as presented. 5 Ayes

MOTION CARRIED

Grievance Committee: No update

Executive Director's Report:

CDA 14-B04-5 Motion by Marsh, second by Keogh to accept and place on file the Executive Director's Report. 5 Ayes

MOTION CARRIED

Next Meeting Date and Time: Thursday, May 15<sup>th</sup>, 2014 at 9:00 a.m. in the Community Room of Cedar Rail Court

May Agenda Items: Grant Office Interagency Contract  
Cedar Rail Roof Contract  
Strategic Planning Meeting Update

Motion by Buttke to adjourn. Meeting adjourned at 9:50 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Peter O. Hendler  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY**  
**Executive Director's Highlights**  
**May 22, 2014**

**1. Occupancy-**

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

Cedar Rail – Five (5) openings.

Several openings at both facilities are due to transfers to assisted living.

Scattered Sites-Full.

Section 8-The program has fifty-three (53) active, leased vouchers.

**2. Meetings/Partnerships**

Economic Development Board

Committee on Aging

RMM Solutions

City Administration

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

Economic Development Board presented to the results of the Housing Study to community members at the UW-Campus on April 9<sup>th</sup>, 2014. Housing Study Committee will meet on May 20<sup>th</sup> to prioritize future projects. CDA Executive Director will serve on the committee.

**4. RAD Project-**

To date, no announcement has been made regarding approval of RAD applications for 2013. Executive Director will continue to research models for implementing RAD, particularly the impact upon Accounting practices, human resources and reporting requirements. Upcoming training in Chicago will provide guidance to applicants.

**5. RMM Solutions-**

Onboarding has been completed with RMM Solutions. Engineering staff and Account Manager arrived on Monday, May 12<sup>th</sup>, to outline the process with the CDA management team, and complete work that had commenced remotely during the prior week. The process went very smoothly and we are underway. ED attended an IT training/update hosted by RMM in Wausau on May 15<sup>th</sup> where she met remaining staff and other customers of RMM. Those customers included, but were not limited to Counties, Municipalities, School Districts, and Health Care Institutions.

**9. Capital Projects**

Cedar Rail Roofing Project-Underway with an expected completion date in two-three weeks. Ansay & Co. Insurance has been notified about the improvements underway for necessary premium adjustments.

**10. Strategic Planning/Finance Committee Meeting-**

Committee members met with City Administrator and Director of Planning and Development on May 8th to discuss timing and potential for a variety of future partnerships. The CDA will be exploring multiple opportunities and avenues for increasing revenue for the support core programs and to further the mission of the CDA. Members agreed to meet regularly in order to maintain communication and enhance planning efforts.

**Main Street Board of Directors Meeting Minutes**  
**Wednesday, May 7<sup>th</sup>, 2014**  
**Main Street Office**  
**7:30 AM**

**Present:** Lois TeStrake, Josh Kilty, Tony Abney, Jenna Hanson, Scott Koran, Tom Henseler, Trina Ignatowski, Mike Eberl, Cindy Cole, Ryan Baer, CW Mitten

**Excused:** Nick Arnoldy, Kelly Korth

**Ex-Officio Present:** Steve Barg, Jason Angell, Scott Larson, Gary Cummings

**Staff Present:** Denise Sonnemann, Executive Director

**Other Present:** Matt McLean, Nate Mueller

**President Lois TeStrake called the meeting to order at 7:30am.**

**Welcome to Gary Cummings, new alderperson representative**

**1. Kiosk presentation by Nate Mueller of Mueller Publishing.**

**2-6. Approval of Board May minutes and Executive Communities minutes, and all committee minutes from May-** Motion made by Cindy Cole to approve the minutes, seconded by Tony Abney. Motion passed.

**6. City Staff Updates-** Downtown Master Plan – had three proposals, interviewed two. Place Dynamics was chosen. Looking at May 19<sup>th</sup> for a kick off. New alderperson in district 6 and 3. Railroad crossing at Maple/Veterans will be temporarily closed for three weeks to gather traffic data.

**7. MACCI Updates- April 23<sup>rd</sup>** – Reggie Newson from the State Dept of Workforce Development gave a presentation; **May 8<sup>th</sup>** – The Harder I work the Behinder I Get training at MACCI; **May 13<sup>th</sup>** – Java Jumpstart; **May 14<sup>th</sup>**– Small Business of the Year Breakfast and Affordable Care Act Forum; **May 21<sup>st</sup>** –Risk Placement Service and Cyber Liability lunch & learn and Business After 5; **May 30-31** –Dairyfest Weekend Where’s the Money program at MACCI; **June 7<sup>th</sup>** – MACCI Golf Scramble

**8. Treasurers Report** – First quarter looks good

**9. Executive Director’s Report-** To date 25 business visits have been done. Brew Pub is doing their Oktoberfest September 13<sup>th</sup> in conjunction with Maple Fall Fest. Dairyfest breakfast sign up is now done online on the City website. Flower Power letters went out to volunteers. EDB is working on the 2015 budget. New Businesses: Pampered Pooch Emporium and Barkery, Contours, BACCI, Knight Barry and Northwestern Mutual. Closed business: Marshfield Muscle and Fitness.

**10. Committee Reports-**

- **Promotion Committee-** Sign up sheets passed around for upcoming events. Block Party is June 20<sup>th</sup>. Getting set for Hub City Days. Who's Who contest letters went out and we are getting participants. Matt from CVB presented a plaque for Best Festival in Marshfield. Our next meeting is **Monday, June 2<sup>nd</sup> at 8:30am.**
- **Organization Committee-** The 3 on 3 tournament is going full force. Lots of interest. Will need volunteers for this event also. Next meeting is **Thursday, June 12<sup>th</sup> at 8am.**
- **Design Committee-** Working on Chalkfest and Flash Galleries. Next meeting is **Monday, June 2<sup>nd</sup> at 10am.**
- **ER Committee-** Discussed the kiosk. Meeting is **Wednesday, May 28<sup>th</sup> at 7:30am.**

**11. Old Business- none**

**12. New Business-**

- **Budget**  
Need to get 2015 budget started as it is due to the City July 7<sup>th</sup>.

**13. Meeting Adjourned at 8:21am.**

**Main Street Marshfield, Inc.**  
**Minutes of Executive Committee Meeting**  
**Wednesday, May 7<sup>th</sup>, 2014**

**Present:** Lois TeStrake, Josh Kilty, Tom Henseler, Trina Ignatowski, Tony Abney, CW Mitten

**Absent:**

**Others present:** Denise Sonnemann

**Meeting was called to order by Lois TeStrake at 8:30am.**

No concern noted regarding change in newsletter.

Review quotes from Mueller Publishing for a new website.

See if we can get the kiosk in the Benchmark magazine at the clinic.

Put Imagine Marshfield information in the July newsletter.

BID board has a concern regarding drawing from our reserves for this year.

Review items in the budget to simplify it.

Meeting adjourned at 8:58am

**Main Street Marshfield, Inc.**  
**Promotion Committee Meeting Minutes**  
**May 5<sup>th</sup>, 2014**

**Present:** Lois TeStrake, Denise Sonnemann, Cindy Cole, CW Mitten, Debbie Bauer, bar owners from Mr. G's, Bottoms Up and Good Fellas

**Absent:**

**The meeting was called to order at 8:30am by chair Lois TeStrake.**

Discussion was held on the following topics:

**Hot Time in the City**

Discussed not having an alternative location, will be a rain or shine event. Need to contact the beer distributors, both miller and bud. Will only have one non beer item to sell. BMO will again bartend. Have the buyers guide make the postcards 5x7 for more room. Need to get a picnic license. Ed Englehart has already been contacted for this event and also hub city days. Will need garbage containers and port a potties. Need to contact YP for volunteering.

**Block Party**

Noise variance has been submitted. Need to get a picnic license and it will need to be under Main Street, not the bars. Board will sell hot dogs, brats, soda and water. Need two port a potties and garbage containers. Bar owners also came to this meeting and they were all on board. They will have one bar and they all work it. They will sell tickets at the entrance, \$1 a ticket. Will be listed as a bring your own chair event on the posters.

Meeting adjourned at 9:55am. Our next meeting is **Monday, June 2<sup>nd</sup> at 8:30am**

**Main Street Marshfield, Inc.  
Design Committee Meeting Minutes  
May 5<sup>th</sup>, 2014**

**Present:** Josh Miller, Denise Sonnemann, Trina Ignatowski, Dave LaFontaine, Shirley Mook, Betsy Tanenbaum

**Absent: None**

Meeting was called to order at 10:00am by Trina Ignatowski

**Chalkfest**

- Forms went out to both the Marshfield and Columbus school systems. Dan Knoeck Okayed the use of the 300 – 600 block sidewalks to use for this event. Betsy will be getting a judge for the event. Event starts at 2:30pm to 8:30pm with judging right at 8:30pm.

**Flash Galleries**

- Waiting to hear back as to if we have received the grant from the state.

**Signs**

- Josh gave an update on new signs in the downtown.

**Kinetic Art Parade**

- First workshop is on Thursday. There has been interest but no applications have been received yet.

Meeting adjourned at 10:26 am. Our next meeting is **Monday, June 2<sup>nd</sup> at 10am**

**Main Street Marshfield, Inc.**  
**Organization Committee Meeting Minutes**  
**May 22nd, 2014**

**Present:** Tony Abney, Josh Kilty, Angie Dieringer, Matt McLean

**Absent:** Jenna Hanson

**The meeting was called to order at 12:00pm.**

Discussion was held on the following topics:

**3 on 3 Basketball Tournament**

Marshfield Clinic wants to be the sole sponsor of the event. We decided that this would be our best option and that we can use the other sponsors for other events. Lois already talked to a few of the dedicated sponsors and they were ok with this.

Kelly found out that trophies and medals will cost approximately \$350-\$400.

Josh will be talking to the Elks Club about sponsoring the Free Throw/3 point Contests.

Angie is going to contact Len about having the Football Team help out with the set up of the basketball courts. They are already setting up some other things for HCD. We are going to offer an additional donation if they will help out with the basketball courts as well.

Angie and Matt McLean are going to set up a time to talk to Phil Hiller about basketball hoops. Angie will also be contacting Target, Shopko, Walmart, and Fleet Farm to compare prices and see if they will donate any hoops.

Volunteers: Looking for volunteers. Getting sign up sheets out to the Young Professionals Group. Using [volunteermarshfield.org](http://volunteermarshfield.org) to solicit volunteers as well.

Raffle Prices: Angie is going to follow up on the idea to reach out to the Brewers, Packers, Wood Chucks, Etc. in seek of raffle prizes.

Tony and Angie met with Jamie at Team Sports and discussed prices for basketballs, flip boards, vinyl for backboards, t-shirts, etc.

Next meeting is **Thursday, June 12<sup>th</sup>** at 8am.

**Main Street Marshfield, Inc.  
Economic Restructuring Committee  
Meeting Minutes of May 28th, 2014**

**Present:** Angie Dieringer, Karen Olson, Nick Arnoldy, Mike Eberl, Ryan Baer, Scott Koran

**Absent:** Tom Henseler, Jason Angell, Erin Howard

The meeting was called to order at 7:30am

Topics of discussion were:

**1. Kiosk**

We discussed Nate's presentation from the last board meeting. We discussed the value of the kiosk versus what its costs will be. We decided that the value and need is not there. It would be simpler and more cost effective to continue with a pamphlet/magazine stand in the clinic, but improve it so that it is more attractive to passer bys. Nick is going to talk to AI at the clinic about where we can place the stand. We talked about using Trimpac to build a unique stand.

**2. New Project**

We are looking for a new project. Talked briefly about a Shark Tank idea, but want to wait til we have more vacancies and more reserve to execute it. Angie is reaching out to other Main Street programs to brainstorm new ideas that might work well in Marshfield.

Meeting adjourned at 8:20am. Our next meeting is **Wednesday, June 25<sup>th</sup>** at 7:30am

**Economic Development Board – Housing Study Subcommittee  
May 20, 2014**

Present: James-Mork, Sennholz, Staab, Wagner  
Absent: Angell, Barg  
Others: None

Barg called the meeting to order at 2:35 p.m. in the City Hall 7<sup>th</sup> floor conference room.

**Elect chairperson**

Staab nominated Sennholz to serve as chairperson. With no other nominations, members voted 3-0 to elect Sennholz as chairperson (Sennholz abstained).

**Review housing study report**

Significant discussion occurred on MSA's recent housing study report, with the focus on the recommendations to pursue in the area of promoting home ownership. The following were identified as broad goals, for which specific action items will need to be developed:

- Reduce costs for constructing and maintaining homes
- Develop City subdivision (small scale; "pay as you go" infrastructure)
- Modify zoning requirements and related plans as necessary to accommodate other housing options (condominiums, townhouses, etc.)

(Sennholz left the meeting at 3:57 p.m.)

**Establish date/time for next meeting**

Barg will contact members to arrange the next meeting prior to the next EDB meeting on Thursday, June 5<sup>th</sup>. At the next subcommittee meeting, recommendations related to rental housing options will be reviewed and discussed.

With no other business before the subcommittee, Barg adjourned the meeting at 4:12 p.m.

Respectfully submitted,  
Steve Barg, City Administrator

COMMUNITY DEVELOPMENT AUTHORITY  
May 20<sup>th</sup>, 2014

The Financial meeting of the Community Development Authority was called to order by Finance Committee Member Dave LaFontaine at 9:35 a.m. in the Cedar Rail Court Executive Conference Room, located at 601 S. Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Meeting posted May 19<sup>th</sup>, 2014 at 8:55 a.m.

ROLL CALL:

PRESENT: Dave LaFontaine, Dave Marsh, Andy Keogh

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

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

Review of Financial Reports/Documentation

CDA 14-F05-1 Motion by Marsh, second by Keogh to accept and recommend the financial report for board approval. 3 Ayes

MOTION CARRIED

Annual Review of Financial Policies: Policies will be revised and reviewed when upcoming changes are implemented.

Update on Cedar Rail Roof Contracting Award: Tim Geldernick updated the committee on the progress of the new roof at Cedar Rail.

RMM Solutions Update: The contract has been signed and on-boarding of the new systems completed.

Next meeting date will be Tuesday, June 17<sup>th</sup>, 2014 at 9:00 am in the Cedar Rail Executive Conference room.

Agenda items: Review of Updated Financial Policies  
Update on Cedar Rail Roofing Project

Meeting adjourned at 10:55 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Dave LaFontaine  
Chairperson

Board of Marshfield Fairgrounds Commission Minutes Of Wednesday May 21,  
2014

Marshfield City Hall Room 108

Commission members present: Curry, Ashbeck, Feirer, Buttke, Winch, Smith

Also in attendance: Ed Englehart, Larry Gilbertsen

1. Chairman Feirer called the meeting to order at 9:30 at the Marshfield City Hall Room 108
2. Motion by Ashbeck seconded by Curry to approve the previous minutes, all ayes, motion carried
3. Bids were opened for the round barn roof project. Faber Construction \$73,500.00 base and alternate 1 \$1.50 per square foot. Kulp's \$106,000.00 base and alternate 1 \$2.00 per square foot. Motion by Buttke seconded by Winch to hold over for review by Englehart and Building Inspector Pokorny, motion carried
4. Account balance report was given by Feirer and Buttke. Motion to approve by Ashbeck seconded by Winch, all ayes motion carried.
5. Office windows replacement project was discussed and we are still waiting for Pat Fellenz to complete this project. The round barn interior work was discussed and Englehart will schedule this when time permits. Electrical work in the round barn was discussed, a price of \$6,155.00 for 41 new outlets and \$1500.00 for five fans at \$300.00. Motion to approve by Buttke seconded by Smith to fund this from the capital fund, all ayes motion carried. The brown barn will be completed before Dairyfest.
6. The fair association report was given by Larry Gilbertsen, motion by Curry seconded by Winch to approve, all ayes motion carried
7. The Parks and Recreation report was given by Englehart, motion by Buttke seconded by Curry, all ayes motion carried.
8. The next meeting will be May 28 at 3:00 at room 108 Marshfield City Hall
9. Meeting was adjourned at 9:45

Board of Marshfield Fairgrounds Commission Minutes Of Wednesday May 28,  
2014

Marshfield City Hall Room 108

Commission members present: Curry, Ashbeck, Feirer, Buttke, Winch, Smith

Also in attendance: Ed Englehart, Dick Pokorny City Building Inspector

1. Chairman Feirer called the meeting to order at 4:00 at the Marshfield City Hall Room 108
2. Election of Chairman, Buttke nominated Feirer, Smith nominated Curry, ballots were distributed and Feirer had 5 votes Curry 1, Feirer was elected chairman. Buttke nominated Winch for vice chairman, no other nomination were received. Nominations were closed and Winch was elected vice chairman. Secretary/treasurer Curry nominated Buttke, their were no other nominations and Buttke was elected secretary/treasurer
3. Building Inspector Pokorny reported that Kulp's was the only contractor that met the requirements for being awarded the contract, Much discussion was held and it was decided that we seek the County Attorney for his opinion as to whether one or both bids met the requirements.
4. The next meeting will be held after review by the County Attorney of the bids
5. Meeting was adjourned at 4:40 pm

**BOARD OF PUBLIC WORKS MINUTES**  
**OF JUNE 2, 2014**

Meeting called to order by Chairman Feirer at 5:33 PM in the Council Chambers of City Hall Plaza.

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

**EXCUSED:** Chris Jockheck

**ALSO PRESENT:** Alderperson Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Wastewater Superintendent Warp; the media; and others.

**PW14-85** Motion by Cummings, second by Wagner to recommend approval of the minutes of the May 19, 2014 Board of Public Works meeting.

**Motion Carried**

**Citizen Comments – None**

City Engineer Turchi presented an Engineering Division construction update.

**PW14-86** Motion by Wagner, second by Buttke to recommend approval of the Wastewater Compliance Maintenance Annual Report as presented and refer Resolution No. 2014-31 to the Common Council for consideration.

**Motion Carried**

**PW14-87** Motion by Buttke, second by Cummings to recommend approval of the following preliminary resolutions for 2014 special assessment projects and refer to the Common Council for consideration:

- a. Resolution No. 2014-32 – West 26<sup>th</sup> Street (Central Avenue to Wittman Avenue)
- b. Resolution No. 2014-33 – Hume Avenue (North of McMillan Street)

**Motion Carried**

**PW14-88** Motion by Cummings, second by Buttke to recommend approval of the contracts to maintain the Catholic and Lutheran cemeteries as presented, for a five year period from January 1, 2015 to December 31, 2019.

**Motion Carried**

**PW14-89** Motion by Buttke, second by Cummings to recommend approval of the plans for the following 2014 construction projects as presented, and authorize advertising for bids:

- a. West 26<sup>th</sup> Street (Central Avenue to Wittman Avenue)
- b. Hume Avenue (North of McMillan Street)

**Motion Carried**

Director of Public Works Knoeck reviewed Public Works Policy No. 5.200 – Street Construction and Reconstruction, specifically the section that addresses conversion of ditched streets to curb and gutter with approval of 70% of the property owners. It was suggested at the May 27, 2014 Common Council meeting that staff should be recommending where curb and gutter conversion should be considered rather than the residents. Experience has shown that when surveyed, the majority of property owners choose to keep the ditches because special assessments are less. Knoeck pointed out that typically, staff would be recommending conversion to curb and gutter on narrow (less than 60 feet) right-of-way streets with sidewalk on one or both sides. 2014 projects that fit into this category include State Avenue (4<sup>th</sup> to Adler), Wisconsin Avenue (6<sup>th</sup> to Adler), and Hardacre Avenue (5<sup>th</sup> to 6<sup>th</sup>). Cummings stated that the more curb & gutter we do, the less we'll be able to spend on other streets. Wagner agreed with Cummings and also stated that he is not in favor of conversion to curb and gutter simply for aesthetic

purposes. There must be a compelling reason for curb & gutter. As an alternative, if there is really a desire to set a policy to get rid of all ditched streets then maybe it should be put to referendum that one mil of the tax rate for 10 years be targeted for street improvements, specifically curb & gutter. Consensus from the Board of Public Works was that 2014 projects should continue as planned with ditches but in the future, consideration should be given to curb and gutter conversion projects in the CIP where warranted. Turchi pointed out that ditches do provide a storm water management benefit by removing total suspended solids. Wagner also asked for an analysis of the cost to convert all streets to curb and gutter and how far one mil per year for 10 years would go.

**Recommended items for future agendas: None**

Motion by Cummings, second by Buttke that the meeting be adjourned at 6:14 PM.

**Motion Carried**

Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS

**HISTORIC PRESERVATION COMMITTEE MINUTES**  
**OF JUNE 2, 2014 MEETING**

Meeting called to order by Chairperson Wood at 4:00 P.M. in Conference Room 108 of City Hall Plaza.

**PRESENT:** Ken Wood; Alderperson Gary Cummings; Vickie Schnitzler; Kris Keogh, and, Keith Meacham.

**ABSENT:** Ken Bargender and Bill Penker (both excused).

**ALSO**

**PRESENT:** Matt McLean, Director of the Convention and Visitors Bureau; Angie Dieringer, Director of Main Street; and, Josh Miller, City Planner.

**Introduction of New Historic Preservation Committee Member.**

Wood introduced the newest member of the Historic Preservation Committee, Kris Keogh. She has a background in architecture.

**Approval of the Minutes of May 5, 2014 Meeting.**

**HP14-19** Motion by Cummings second by Schnitzler to approve the minutes of the 5/5/2014 meeting.

**Motion Carried.**

**Citizen Comments.**

Angie Dieringer, new Main Street Director, introduced herself to the Committee.

Matt McLean mentioned that the CVB met and he received Board approval for \$1,500 for the downtown plaque program.

Miller updated the Committee about the Soo Line Steam Locomotive No. 2442 and that the State Historic Preservation Office was fine with the project provided it was like materials. The next steps include a Certificate of Appropriateness and getting the project out to bid

Matt McLean asked about the grant information he sent over. Vickie will take a look at it.

**Review Stewardship Award Nomination Policy.**

Wood said that some of the documentation such as videotapes and newspaper articles could make it too difficult to nominate someone for the award.

Meacham Arrived at 4:15 P.M.

We should include standards, but not make it overly difficult. The discussion included adding a sentence in the application that says photographs and supporting documents are encouraged, if available.

**HP14-20** Motion by Schnitzler second by Cummings to use the current Stewardship Award Nomination form with a few modifications to it adding that submitting additional supporting pictures, documents, etc. is encouraged, if available.

**Motion Carried.**

### **Discussion of Updating the Goal No. 2 Implementation Section for the Historic Preservation Plan.**

**HP14-21** Motion to Schnitzler second Keogh to table the item until the July meeting.

**Motion Carried.**

**Matt McLean suggested looking at examples of what other communities have done with Objective 2.01. Collaborate with partners to secure funding to study the economic benefits of historic preservation to the city.**

Miller said he will look into it to see what other examples there may be.

### **Consideration of Paying for the Additional Cost of Art Display Award Ribbons.**

This year the ribbons were more expensive because the names of some of the awards on the ribbons had been changed and each change in award name requires a new setup charge.

Overall, it was a great turnout for the awards.

**HP14-22** Motion by Cummings second by Meacham to pay the additional \$17.50 for the Art Display Award Ribbons.

**Motion Carried.**

### **Update on 2014 Budget.**

Miller updated the Committee on the remaining budget stating there is approximately \$3,600 remaining for the Soo Line Steam Locomotive No. 2442 restoration project and for those attending the conference.

### **Discussion of Projects for the 2015 Budget.**

Look at maybe additional funding for a plan for the area around the Soo Line Steam Locomotive No. 2442.

Marshfield would be a great location for the Spring Historic Preservation Conference. Wildwood Station would be a possibility. Wood will send Miller some information on who to contact to bid on the conference. Matt McLean asked to get additional information about the fall conference as that is an overnight event and the CVB may be interested in bidding on a future conference.

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

The next regular Historic Preservation Committee meeting will be held on Monday, July 7, 2014. The agenda of the next regularly scheduled meeting should include approval of the June 2, 2014 meeting minutes, Certificate of Appropriateness for the 2442, Goal No. 2 of the Historic Preservation Plan, and 2015 Budget.

**Adjourn.**

Motion by Cummings, second by Meacham to adjourn meeting at 4:53 P.M.

**Motion Carried**

Respectfully submitted,

A handwritten signature in black ink that reads "Josh Miller". The signature is written in a cursive style with a large, stylized initial "J".

Josh Miller  
Planner/Zoning Administrator

**Economic Development Board – Housing Study Subcommittee  
June 3, 2014**

Present: James-Mork, Sennholz, Staab, Wagner  
Absent: Angell, Barg  
Others: None

Sennholz called the meeting to order at 12:05 p.m. in the 7<sup>th</sup> floor conference room.

**Approve minutes – May 20<sup>th</sup>**

Wagner moved and Staab seconded the motion to approve the May 20<sup>th</sup> meeting minutes as presented. Motion carried 4-0.

**Review housing study report – rental housing; develop recommendations for EDB**

Members discussed MSA's housing study report, focusing on recommendations to look at with respect to rental housing. The following were identified as possible goals:

- Create revolving loan fund for repairs and improvements (for all housing types)
- Convert single-family rentals to single-family ownership (City incentive program)
- Implement active rental housing inspection program
- Adopt comprehensive property maintenance standards
- Solicit help from others when appropriate (MACCI, Main Street, CDA, etc.)
- Encourage and help facilitate construction of new rental housing (increasing supply should help upgrade existing rental properties)
- Streamline City development process, so approvals can be secured easier and faster
- Encourage creation of private, nonprofit development corporation to pursue various economic development opportunities

(Staab left the meeting at 1:12 p.m.)

**Prepare for report at June 5<sup>th</sup> EDB meeting**

Sennholz volunteered to give a report at Thursday's EDB meeting. Barg will draft bullet points summarizing discussions from the first 2 housing study subcommittee meetings.

With no other business to discuss, Wagner moved and James-Mork seconded the motion to adjourn. Motion carried 3-0. Sennholz adjourned the meeting at 1:37 p.m.

Respectfully submitted,  
Steve Barg, City Administrator

**JUDICIARY AND LICENSE COMMITTEE**  
**MINUTES OF JUNE 3, 2014**

Meeting called to order by Chairperson Wagner at 4:47 p.m., in the Common Council Chambers, City Hall Plaza.

**PRESENT:** Alderpersons Ed Wagner, Alanna Feddick-Goodwin (arrived at 5:05 p.m.) and Gordon Earll

**ABSENT:** None

**ALSO PRESENT:** Staff Services Supervisor Krokstrom, Alderperson Hendler, City Clerk Hall and Paul Williquette.

**JLC14-054** Motion by Earll, second by Wagner to approve the minutes of the May 20, 2014 meeting.  
**Motion carried**

**CITIZEN COMMENTS**

None

**JLC14-055** Motion by Earll, second by Wagner to approve by unanimous consent the following:

- a) Nine (9) Beverage Operator Licenses for the 2013-2015 license year to: Robert Brown, Jacqueline Cournoyer, Veronica Fernandez, Lauryn Johansson, Andrew Krahn, Cari Ress, Janalee Shelley, Marah Tysver and Darla Tyznik.
- b) Temporary Class "B" Retailer's License (Picnic) to the Wildwood Zoo Society for June 13, 2014.
- c) Temporary Class "B" Retailer's License (Picnic) to the American Liver Foundation – Upper Midwest Division for June 21, 2014.
- d) Temporary Class "B"/"Class B" Retailer's License (Picnic) to the Wisconsin Trapper's Association, Inc. for September 4 – 7, 2014.
- e) Transient Merchant License to R & M Enterprises, Inc. dba Snap Fireworks.
- f) Two (2) "Class B" Combination Liquor and Fermented Malt Beverage Licenses for the 2014-2015 license year to the following: Bottom's Up Corner Saloon, Owner – Brian Ramm at 107 S. Central Avenue and Coyote's Bar & Grill LLC, Agent – Joseph Fischer at 501 S. Washington Avenue.
- g) One (1) Original Class "B" Fermented Malt Beverage License to City Gourmet Inc., Agent – Lei Chen at 503 E. Ives Street.
- h) Two (2) Class "B" Fermented Malt Beverage Licenses for the 2014-2015 license year to the following: City Gourmet Inc., Agent – Lei Chen at 503 E. Ives Street and Bamboo Garden, Inc., Agent – Yong Feng Yu at 1637 N. Central Avenue.
- i) One (1) "Class C" Wine License for the 2014-2015 license year to Bamboo Garden, Inc., Agent – Yong Feng Yu at 1637 N. Central Avenue.

**Motion carried**

**JLC14-056** Motion by Earll, second by Wagner to grant a Beverage Operator license to Jacob Roberts with 25 demerit points assessed for failure to list his violations.

Motion carried

**JLC14-057** Motion by Earll, second by Wagner to grant a Beverage Operator license to Adrienne Hoffman with 25 demerit points assessed for failure to list her violations.

**Motion carried**

**JLC14-058** Motion by Earll, second by Wagner to grant a Beverage Operator license to Dawn Ridpath with 25 demerit points assessed for failure to list her violations.

**Motion carried**

**JLC14-059** Motion by Earll, second by Wagner to go into closed session pursuant to Wisconsin Statute chapter 19.85 (1)(b) considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person. Specifically the Chairperson had requested a closed session in order to hold a Reconsideration Hearing on the Beverage Operator application of Paul Williquette. Roll call vote, all ayes. (Time: 4:55 p.m.)

**Motion carried**

Present in closed session: Alderpersons Wagner, Earll, Feddick-Goodwin (arrived at 5:05 p.m.) and Hendler, Staff Services Supervisor Krokstrom, City Clerk Hall and Paul Williquette.

Lorrie Krokstrom and Paul Williquette left the closed session at 5:08 p.m.

**JLC14-060** Motion by Feddick-Goodwin, second by Earll to return to open session. Roll call vote, all ayes. (Time: 5:13 p.m.)

**Motion carried**

Chairperson Wagner stated that during deliberations the committee found that the only thing that Mr. Williquette is essentially in error of is failure to list his violations.

**JLC14-061** Motion by Earll, second by Feddick-Goodwin to grant a Beverage Operator license to Paul Williquette with 25 demerit points assessed for failure to list his violations.

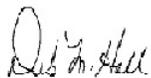
**Motion carried**

Future Agenda Items

None

Motion by Feddick-Goodwin, second by Earll to adjourn at 5:16 p.m.

**Motion carried**



Deb M. Hall  
City Clerk

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF JUNE 3, 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, Peter Hendler and Char Smith

**ABSENT:** None

**ALSO PRESENT:** Alderperson Wagner, City Administrator Barg and City Personnel (Lara Baehr, Bob Haight, Keith Strey, Brenda Hanson and Deb Hall).

**Citizen Comments**

None

**FBP14-048** Motion by Spiros, second by Hendler to approve the items on the consent agenda:

1. Minutes of the May 20, 2014 meeting.
2. Payroll in the amount of \$1,219,243.02 and the bills in the amount of \$2,928,487.09.
3. Monthly Position Control Report of May 31, 2014.

**Motion carried**

No items were removed from the consent agenda.

**FBP14-049** Motion by Hendler, second by Earll to recommend approval of Budget Resolution No. 11-2014 to the Common Council, transferring \$1,080 from a Children's Miracle Network grant to the Emergency Medical Services Fund.

**Motion carried**

**FBP14-050** Motion by Earll, second by Smith to recommend approval of Budget Resolution No. 12-2014 to the Common Council, transferring \$13,670 from Donor TID No. #2 (Purdy Building) to cover TID #6 deficit and closeout.

**Motion carried**

**FBP14-051** Motion by Spiros, second Earll to approve the following:

- Classification of City Planner to pay grade M effective June 10, 2014.
- Clarification of effective date for Acting Street Supervisor to May 1, 2014
- Clarification of out of class compensation for Street and Parks employees effective June 10, 2014 and revision of Personnel Policy 3.800, Compensation Plan
- Addition of Zookeeper Assistant I title to clean up/clarify compensation plan detail effective June 10, 2014.

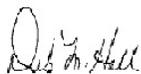
**Motion carried**

**FUTURE AGENDA ITEMS**

None

Motion by Spiros, second by Smith to adjourn at 5:40 p.m.

**Motion carried**



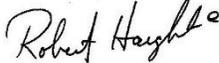
Deb M. Hall  
City Clerk

## FIRE & RESCUE DEPARTMENT

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### MEMORANDUM

**TO:** Finance, Budget, and Personnel Committee Members

**FROM:** Robert Haight, Fire Chief 

**DATE:** May 1, 2014

**SUBJECT:** Budget Resolution 11-2014

### Background

The Marshfield Fire & Rescue Department applied for a grant from the Children's Miracle Network (CMN) in January 2014. On April 2, 2014 we received an award letter from CMN in the amount of \$1,080.00 for the purchase of four Pedi-Mate pediatric restraint systems used for transporting pediatric patients to the hospital.

### Analysis

Prior to this grant and subsequent award, pediatric patients were primarily transported on the cot secured by seat belts. Transporting pediatric patients has been a concern of department members and the purchase of these devices will make transports safer for everyone involved. These new transport restraint devices consist of a five-point harness system that secures the child to the cot.

### Summary/Recommendation

Through the efforts of our staff to seek alternative funding for operation of our programs, we were able to obtain a grant for these pediatric transport restraint devices. I would recommend that Budget Resolution 11-2014 be approved by the Finance, Budget, and Personnel Committee.

Concurrence:



Steve Barg, City Administrator



Keith Strey, Finance Director

BUDGET RESOLUTION NO. 11-2014

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

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

1. That the sum of \$1,080 is hereby transferred from a Children's Miracle Network (CMN) grant ac# 6054800022.220000 to the Emergency Medical Services Fund ac# 6055231022.220000.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED \_\_\_\_\_

\_\_\_\_\_  
Mayor

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Attest - City Clerk

PUBLISHED \_\_\_\_\_

DETAIL OF BUDGET RESOLUTION NO. 11-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

1. EMS Fund, a/c #6054800022.220000:
  - a. 48500 – Contributions/Donations \$1,080

TRANSFERRED TO:

1. EMS Fund, a/c# 6055231022.220000:
  - a. 53400 – Operating Supplies \$1,080

\* \* \* \* \*



City of  
Marshfield

# Memorandum

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TO: Finance, Budget and Personnel Committee  
FROM: Keith R. Strey, Finance Director  
DATE: June 3, 2014

RE: Budget Resolution No. 12-2014

## **Background**

In February 2014, the Common Council passed Resolution Nos. 2014-08 (TID No.3 Close) and 2014-09 (TID No. 6 Close) and Budget Resolution No. 02-2014. These were presented as part of the adopted 2011 TIF Strategic Plan recommended by Vierbicher & Associates on how to manage the TID's in place at that time.

## **Analysis**

Budget Resolution No. 02-2014 was prepared using estimates of what the final TID Close-out audit results would be. Once these audits were completed, it was noted that the February estimates related to this process were below the required amount by \$13,670 as determined by the City's independent audit firm Schenck SC. The main purpose of the transfer of funds from Donor TID No. 2 (Purdy Building) to TID No. 6 (Figis Project) was to transfer revenues to cover the TID No. 6 deficit before closing as a result of the TID No. 6 tax increment shortfall.

## **Committee Options**

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

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

## **Staff Recommendation**

Staff recommends approval of Budget Resolution No. 12-2014.

Concurrence:

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Steve Barg, City Administrator

BUDGET RESOLUTION NO. 12-2014

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

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

1. That the sum of \$13,670 is hereby transferred from TID #2 Purdy Project Fund Balance Applied, a/c #4264900008.080000 to TID #6 Figis Project Urban Development Budget, \$13,670 a/c #4295662008.080000.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

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

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

PUBLISHED \_\_\_\_\_

DETAIL OF BUDGET RESOLUTION NO. 12-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

TID #2 Fund (Purdy Project), a/c# 4264900008.080000:

1. 49300 – Fund Balance Applied \$ 13,670

TID #2 Fund (Purdy Project), a/c# 4265900008.080429:

1. 59240 – Transfer to Capital Projects Fund \$ 13,670

TRANSFERRED TO:

TID #6 Fund (Figis Project), a/c# 4294900008.080426:

1. 49240 – Transfer from Capital Projects Fund \$ 13,670

TID #6 Fund (Figis Project), a/c# 42956620.080000:

1. 52100 – Professional Services \$ 13,670

\* \* \* \*



# City of Marshfield Memorandum

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TO: Common Council  
FROM: Keith R. Strey, Finance Director  
DATE: June 6, 2014

RE: Budget Resolution No. 13-2014

## **Background**

Earlier this year, the Mayor and staff discussed with the Common Council in closed session an invoice dispute between the City of Marshfield and Radio Cab of Marshfield, Inc. That dispute was in regards to the final invoice amount balance due under the 2013 taxi service contract of \$22,117. During that closed session discussion, the Common Council gave the Mayor, City Attorney and staff direction on negotiating a settlement amount of up to \$15,700.

## **Analysis**

Mayor Meyer, Administrator Barg and Finance Director Strey met twice with Mr. Darrell Gates of Radio Cab to negotiate settlement on the final invoice from Radio Cab for December 2013 service. During these meetings, we discussion options to settle the dispute and he was offered this amount which he declined. So, we informed WI DOT of this and per terms of the 2013 Service Contract, they reviewed information provided by the City of Marshfield and Radio Cab to make a final determination. On May 30<sup>th</sup>, the City and Radio Cab received the following message from WI DOT:

Good day, Mr. Strey and Mr. Gates. I am sending this message on behalf of John Alley, WisDOT Transit Section Chief, who is also copied.

After reviewing the pertinent information provided by both parties in the dispute between Radio Cab and the City of Marshfield, Mr. Alley has decided that the Marshfield's City Council offer to pay \$15,700 to Radio Cab is a fair compromise for the situation. This decision is in agreement with the amount approved by the elected local public body representing the City.

Radio Cab appears to have provided the service for which they invoiced the City. The City has received funds from WisDOT for the service, but will be allowed to withhold \$6,417 from the final payment to Radio Cab as compensation for vehicle repair and maintenance, as well as any part the provider had in falling system revenues in December of 2013.

This decision is final, per the contract signed by both parties. A WisDOT auditor will review Radio Cab and City records, however, regarding the service provided, eligible costs, or payments made. The result of this audit may affect the final cost of this service for 2013.

Chad Reuter  
5311/Intercity Bus Program Manager  
Bureau of Transit, Local Roads, Rails, and Harbors  
Wisconsin Department of Transportation

The attached Budget Resolution No. 13-2014 was prepared in response to the ruling to identify funding required to process payment of this arbitration ruling by WI DOT if approved by the Common Council.

**Staff Recommendation**

Staff recommends approval of Budget Resolution No. 13-2014.

Concurrence:



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Steve Barg, City Administrator

BUDGET RESOLUTION NO. 13-2014

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

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

1. That the net sum of \$15,700 is hereby transferred from the General Fund, Contingency Budget, a/c #1015156008.080000 to the Taxi Service Budget, a/c #2205352234.340000.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

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

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

PUBLISHED \_\_\_\_\_

DETAIL OF BUDGET RESOLUTION NO. 13-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund, a/c# 1015900008.080220:

1. 59220220 – Transfer to Special Revenue Fund \$ 15,700

General Fund, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency 15,700

TRANSFERRED TO:

Taxi System Fund, a/c# 2204900008.080101:

1. 49210 – Transfer from General Fund \$ 15,700

Taxi System Fund, a/c# 2205352234.340000:

1. 57230 – Taxi Service Grants 15,700

\* \* \* \*



# City of Marshfield

## Memorandum

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TO: Common Council  
FROM: Keith R. Strey, Finance Director  
DATE: June 6, 2014

RE: Budget Resolution No. 14-2014

### **Background**

In October of 2013 the City of Marshfield submitted its annual 5311 Shared-ride Taxi Capital Assistance Grant with WI DOT, requesting funding assistance for the purchase of one non-ADA mini-van as historically requested by the service provider. In fall of 2013, the City conducted a grant required RFP process for service providers. As of 1/1/2014, the City of Marshfield switched to a new Shared-ride Taxi service provider, Running Inc.

### **Analysis**

In prior years, the Mayor and staff discussed with WI DOT and the service provider need for more ADA accessible vehicles. During the RFP process, the Mayor and Finance Director conducted an on-site visit with the top two vendors submitting proposals to verify details of their responses. During these visits, it was discussed that both had nearly all of the vehicles they utilize in providing shared-ride taxi service as ADA accessible.

At transition between providers on 1/1/14, the City had a fleet of 13 vehicles for this service including 2 ADA mini-buses, 3 non-ADA mini-vans and 8 non-ADA Crown Victoria Cars. After experiencing service delays due to equipment issues with the only 2 ADA vehicles this winter after service transfer, the City and Running Inc discussed the situation with WI DOT to review options to increase the number of ADA vehicles as quickly as possible and feasible.

WI DOT approved the first option that allowed the City to use the 2013 Capital Assistance Grant dollars awarded to purchase one non-ADA mini-van and utilize those funds to retrofit the 3 existing mini-vans with ADA capability. Those were bid out and work should be completed soon. At that time the City will then have 5 of 13 vehicles with ADA capability.

A second option discussed with WI DOT was increasing our 2014 Capital Assistance Grant request from purchasing one non-ADA mini-van to 2 ADA mini-vans. Recently WI DOT, notified the City that it has awarded the additional Capital Assistance grant funding to make this purchase if the Common Council approves a 2014 budget adjustment to

establish authority to utilize this additional funding. In total, the combined Capital Assistance Grant funding awarded to the City for 2013 and 2014 is \$108,680 with a local share of \$16,152. The Common Council has already budgeted \$15,500 to cover its share of these purchases.

The attached budget resolution No. 14-2014 was prepared to identify the specific budgetary adjustments required if the Common Council approves utilizing this additional grant funding awarded by WI DOT.

### **Committee Options**

The Common Council may take the following actions:

1. Approve the budget resolution as submitted.
2. Approve with any exceptions, conditions, or modifications the Common Council feels are justifiable and applicable.
3. Deny the requested budget adjustment and proceed as originally budgeted.
4. Table the request for further study.

### **Staff Recommendation**

Staff recommends approval of Budget Resolution No. 14-2014.

Concurrence:



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Steve Barg, City Administrator



DETAIL OF BUDGET RESOLUTION NO. 14-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

Taxi System Fund, a/c# 2204300034.340000:

1. 43537 – State Transit Grants	\$	51,528
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Taxi System Fund, a/c# 2204900008.080000:

1. 49300 – Fund Balance Applied	\$	652
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TRANSFERRED TO:

Taxi System Fund, a/c# 2205352234.340000:

1. 58100 – Automotive Equipment		52,180
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\* \* \* \*

**RESOLUTION NO. 2014-31**

Resolved, that the City of Marshfield informs the Wisconsin Department of Natural Resources that the following actions were taken by the Common Council of the City of Marshfield:

1. Reviewed the Compliance Maintenance Annual Report which is attached to this Resolution.

Passed by a (majority) (unanimous) vote of the Common Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

ADOPTED \_\_\_\_\_

\_\_\_\_\_  
Chris Meyer, Mayor

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Lori A. Panzer, Deputy City Clerk

**RESOLUTION NO. 2014-32**  
**SPECIAL ASSESSMENT**  
**PRELIMINARY RESOLUTION**

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

**312116 - Street Reconstruction – West 26<sup>th</sup> Street – Central Avenue to Wittman Avenue.**

**RESOLVED**, by the Common Council of the City of Marshfield, Wisconsin:

**SECTION 1.** The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvement:

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

**SECTION 2.** The property to be assessed lies within the following described assessment district:

**ASSESSMENT DISTRICT**

**All property fronting or abutting: West 26<sup>th</sup> Street from and including its intersection with Central Avenue to and including its intersection with Wittman Avenue.**

**SECTION 3.** Before the improvements are made, the City Engineer shall cause water and sewer pipes to be laid in the street from the mains to the property lines of each vacant or unserved lot fronting on such street, shall keep an accurate account of the expenses incurred in front of each such lot, and shall report these costs to the City Clerk who shall cause the amount charged to each lot to be entered on the tax roll as a special tax against the lot.

**SECTION 4.** The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.

**SECTION 5.** The Common Council determines that the improvements constitute an exercise of the police power for health, safety and general welfare of the City and its inhabitants.

**SECTION 6.** The City Engineer shall prepare a Report, which shall consist of:

- a. Plans and Specifications for the improvements
- b. An estimate of the entire cost of proposed improvements
- c. A schedule of proposed assessments

**SECTION 7.** When the Report is completed, the City Engineer shall file a copy of the Report with the City Clerk for public inspection.

**SECTION 8.** Upon receiving such Report, the City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the Report may be inspected, and the time and place of the public hearing on the matters contained in the Preliminary Resolution and the Report. This notice shall be published as a Class 1 notice under Chapter 985 of the Wisconsin Statutes, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.

**SECTION 9.** The hearing shall be held in the Council Chambers of City Hall Plaza, 630 South Central Avenue, Marshfield, Wisconsin at a time set by the Clerk in accordance with Section 66.0703(7), Wisconsin Statutes.

**SECTION 10.** The assessment against any parcel may be paid in cash or in annual installments in accordance with the Municipal Code of the City of Marshfield and the City of Marshfield Policy and Procedures Manual.

ADOPTED \_\_\_\_\_

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

APPROVED \_\_\_\_\_

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

**RESOLUTION NO. 2014-33**  
**SPECIAL ASSESSMENT**  
**PRELIMINARY RESOLUTION**

Preliminary Resolution in the matter of **Improvement Project No.**  
**312197 - Street Construction – Hume Avenue – McMillan Street to 500 feet north.**  
**352198 – Sanitary Sewer Construction – Hume Avenue – McMillan Street to 500 feet north.**  
**312199 – Water Construction – Hume Avenue – McMillan Street to 500 feet north.**  
**316768 – Storm Sewer Construction - Hume Avenue – McMillan Street to 500 feet north.**

**RESOLVED**, by the Common Council of the City of Marshfield, Wisconsin:

**SECTION 1.** The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvement:

**Street Construction including concrete curb and gutter, asphalt paving, concrete drive aprons, concrete sidewalk.**  
**Sanitary Construction including sanitary sewer main and laterals.**  
**Storm Sewer Construction including storm sewer main and storm laterals.**  
**Water Main Construction including sanitary sewer main and service laterals.**

**SECTION 2.** The property to be assessed lies within the following described assessment district:

**ASSESSMENT DISTRICT**

**All property fronting or abutting: Hume Avenue from and including its intersection with McMillan Street to a distance of 500 feet north of the north right of way line of McMillan Street.**

**SECTION 3.** Before the improvements are made, the City Engineer shall cause water and sewer pipes to be laid in the street from the mains to the property lines of each vacant or unserved lot fronting on such street, shall keep an accurate account of the expenses incurred in front of each such lot, and shall report these costs to the City Clerk who shall cause the amount charged to each lot to be entered on the tax roll as a special tax against the lot.

**SECTION 4.** The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.

**SECTION 5.** The Common Council determines that the improvements constitute an exercise of the police power for health, safety and general welfare of the City and its inhabitants.

**SECTION 6.** The City Engineer shall prepare a Report, which shall consist of:

- a. Plans and Specifications for the improvements
- b. An estimate of the entire cost of proposed improvements
- c. A schedule of proposed assessments

**SECTION 7.** When the Report is completed, the City Engineer shall file a copy of the Report with the City Clerk for public inspection.

**SECTION 8.** Upon receiving such Report, the City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the Report may be inspected, and the time and place of the public hearing on the matters contained in the Preliminary Resolution and the Report. This notice shall be published as a Class 1 notice under Chapter 985 of the Wisconsin Statutes, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.

**SECTION 9.** The hearing shall be held in the Council Chambers of City Hall Plaza, 630 South Central Avenue, Marshfield, Wisconsin at a time set by the Clerk in accordance with Section 66.0703(7), Wisconsin Statutes.

**SECTION 10.** The assessment against any parcel may be paid in cash or in annual installments in accordance with the Municipal Code of the City of Marshfield and the City of Marshfield Policy and Procedures Manual.

ADOPTED \_\_\_\_\_

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

APPROVED \_\_\_\_\_

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



# City of Marshfield Memorandum

---

TO: Mayor Meyer & Common Council  
FROM: Josh Miller, City Planner  
DATE: June 10, 2014

RE: Resolution 2014-34 – Amending Resolution 2013-58 Conditional Use Permit.

## **Background**

In November of 2013, the Plan Commission reviewed a request for one Conditional Use Permit. The request was to construct a 3-unit multiplex in the “CMU” district. At the time, the Plan Commission approved the site plan with flexibility to allow a larger footprint. Since that time, the Applicant realized there is an easement along the north portion of the property where the dumpster is located for the adjacent property owner. Due to this easement, the proposed driveway layout (dwelling units to the south and driveways to the north) would not work. The Applicant is requesting an approval to swap the garages and units, so the garages will be on the south side of each unit. The Plan Commission also approved some flexibility in the original site plan, provided the minimum setbacks are still met. The revised site plan places the building at a front setback of 20 feet, which is the minimum front yard setback for residential uses in the “CMU” district.

Since the proposed change is to simply change which side of the dwelling unit the garage is located on and not an increase in units or change to the structure design, or setbacks, staff feels this modification does not constitute a significant change which would allow the Common Council to approve the modification without taking it back to the Plan Commission.

## **Analysis**

### **Resolution 2014-34**

- Conditional Use Request by Thomas Lang to permit a 3 unit “Multiplex” in the “CMU” Community Mixed Use District, located at 109 West 29<sup>th</sup> Street.

A public hearing was held on Tuesday, November 19, 2013 where one public comment was made from the Applicant stating that he had would appreciate the opportunity to develop the 3-unit multiplex at this location. The Plan Commission recommended the following action:

APPROVE the proposed Conditional Use Permit with the following conditions:

1. The final site plan may be modified to allow for the 28' x 48' units with a 24' x 24' garage, but the minimum required setbacks must be met.
2. The required bufferyard must at a minimum meet the required landscape points and setback for opacity of 0.2.
3. Decks or porches may be added to the multiplex at a later date and must meet all required setback.
4. Construction of the development must begin within 24 months of approval.

The Applicant is requesting to add language to condition No. 1 to allow the garages to be located to the south of each dwelling unit.

### **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 2014-34, amending resolution 2013-58

### **Attachments**

1. Resolution 2014-34
2. Original Site Plan
3. Proposed Site Plan

Concurrence:



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Jason Angell  
Planning and Economic Development Director



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Steve Barg  
City Administrator

**RESOLUTION NO. 2014-34**

Document Title

Document Number

A Resolution amending Resolution No. 2013-58, approving the Conditional Use Permit to construct 1 multiplex with 3 units, located at 109 West 29<sup>th</sup> Street, zoned "CMU" Community Mixed Use District, City of Marshfield, Wood County, Wisconsin.

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

**WHEREAS**, it is determined by the Common Council that the proposed changes in the conditional use reflected in the amended resolution do not constitute significant changes from the original plan such that an additional hearing or referral to the Planning Commission are not necessitated; 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 19th day of November, 2013 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

All of Lot 3 of Certified Survey Map No. 8731 recorded in Volume 30 of CSMs on Page 31 and being part of SE ¼ of the SE ¼ of Section 18, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

**SECTION 2.** The above described property, is permitted to construct 1 multiplex with 3 units, located at 109 West 29<sup>th</sup> Street, zoned "CMU" Community Mixed Use District, City of Marshfield, Wood County, Wisconsin.

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

- The final site plan may be modified to allow for the 28' x 48' units with a 24' x 24' garage, including allowing the garages to be located to the south of each unit, but the minimum required setbacks must be met.
- The required bufferyard must at a minimum meet the required landscape points and setback for opacity of 0.2.
- Decks or porches may be added to the multiplex at a later date and must meet all required setback.
- Construction of the development must begin within 24 months of approval.

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

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

ADOPTED \_\_\_\_\_

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED \_\_\_\_\_

DEB M. HALL, City Clerk

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

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

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

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

Recording Area

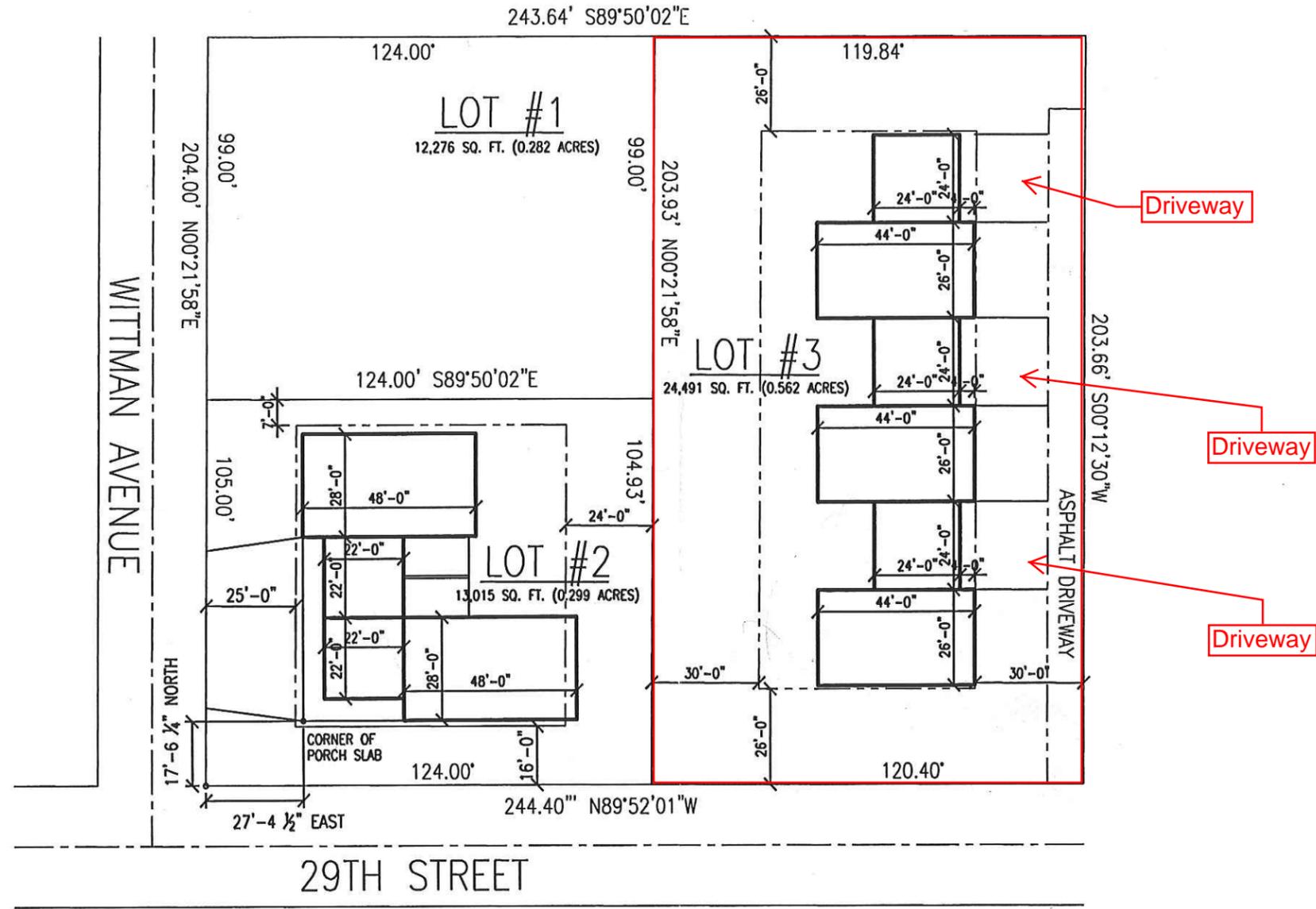
Name and Return Address

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

**33-04367**

Parcel Identification Number (PIN)

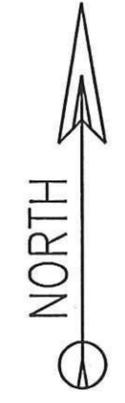
Original Site Plan



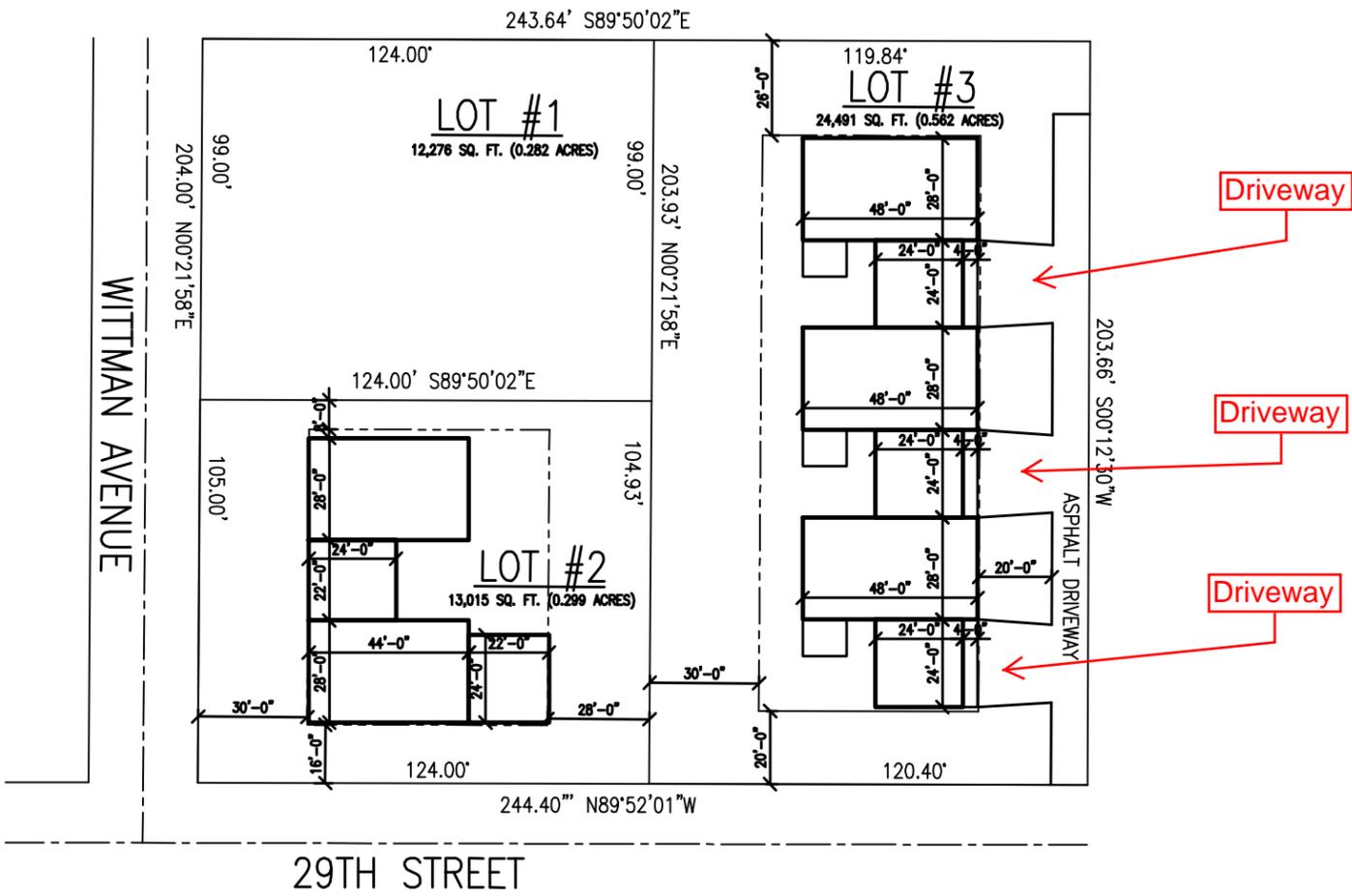
**LANG DESIGN & DRAFTING**  
PH: (715)207-7120

SCALE: NO SCALE	APPROVED BY:	DRAWN BY: AARON LANG
DATE: 7-15-13		REVISED:

ANTON WITTMAN SUBDIVISION  
PLOT PLAN - WITTMAN / 29TH ST.



Proposed Site Plan



**LANG DESIGN & DRAFTING**  
PH: (715)207-7120

SCALE	NO SCALE	APPROVED BY:	DRAWN BY: AARON LANG
DATE:	7-15-13	REVIEWED:	

ANTON WITTMAN SUBDIVISION  
PLOT PLAN - WITTMAN/29TH ST.



# City of Marshfield Memorandum

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DATE: June 6, 2014  
TO: Mayor Meyer & City Council  
FROM: Steve Barg, City Administrator *SB*  
RE: Hold harmless agreement – donation of small statue

## **Background**

Clyde Wynia, who donated the dragon statue to the City a few years ago, is now offering to donate another statue to the Marshfield Public Library. This would be a 20-inch high reading owl mounted on a 4-foot post, and it would be placed in the middle of the garden space at the Library entrance. Mr. Wynia advised that he would install the statue himself.

## **Analysis**

The concerns raised by this donation are similar to those expressed with the dragon issue, although this is a much smaller statue, suggesting a lesser possibility of health and safety risks. But the Council should realize that there's still some liability exposure, and the City Attorney will provide a copy of the memo previously written to address the dragon statue outlining these concerns for your review and consideration.

## **Recommendation**

Staff recommends that that Council authorize the execution of the attached hold harmless agreement allowing the installation of this small statue at the Marshfield Public Library.

**Acknowledgement and Assumption of Risk and Hold Harmless Agreement.**

The City of Marshfield Wood County Wisconsin (the City), by way of the city library, has requested that Jurustic Park LLC (Donor) contribute an iron metal sculpture of an owl reading a book to the City for the library. The sculpture is given without any monetary consideration to Donor or Clyde Wynia. The City accepts the sculpture as an added value to the City.

The City understands that there may be risks involved in placing metal sculpture on City property. The City agrees to accept any and all risks associated with the sculpture, including but not limited to, property damage or loss, bodily injury, and with the knowledge of the risks involved hereby agree to accept any and all inherent risks of property damage, bodily injury, or death including, but not limited to, children.

In consideration of the gifts of the sculpture given to the City, the City agrees to indemnify, defend and hold harmless Jurustic Park LLC and Clyde Wynia, from, and against all claims or law suits arising out of or resulting from the donated sculpture. "Claim" as used in this agreement means any financial loss, claim suit, action, damage, or expense, including but not limited to attorney's fees, bodily injury, sickness, death, or injury to or destruction of property including loss of use resulting therefrom. The City voluntarily holds harmless Jurustic Park LLC and Clyde Wynia, from any and all claims, both present and future, that may be made by or against the City or its assigns including by way of subrogation and agrees that this agreement is intended to be, and shall be, a complete bar to, and shall prohibit the City from ever bringing any legal or other action of any nature against Jurustic Park LLC and/or Clyde Wynia, their heirs or assigns arising out of damage to property, injury, or death.

The City understands that Jurustic Park LLC and/or Clyde Wynia do not provide any medical, liability, property, or life insurance to cover my injury or death nor loss of property and understands that The City is responsible for any insurance it may desire for these items.

The City understands that this acknowledgement of risk and hold harmless is intended to be as broad and inclusive as permitted by the laws of the State of Wisconsin and that if any portion hereof is held invalid, the City agrees that the balance shall continue in full legal force and effect.

The City acknowledges that if this waiver of liability was not as broad as it is, Donor would have to charge for the sculpture and since the City does not wish to incur this cost it hereby waives the right to bargain for different waiver of liability terms.

In signing this release the City acknowledges that its officers have read it, understand it and sign it voluntarily, are authorized, and agree and intend to bind the City by it.

The City acknowledges receiving a copy of this agreement.

Dated \_\_\_\_\_

The City of Marshfield, Wisconsin by

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Jurustic Park LLC by

Nancy Wynia

  
Clyde Wynia for Jurustic Park and as an individual



# City of Marshfield Memorandum

---

DATE: June 5, 2014  
TO: Mayor Meyer & City Council  
FROM: Steve Barg, City Administrator  
RE: Revised resolution – Library & Community Center project

## **Background**

On May 27<sup>th</sup>, the Council approved the attached motion granting a one-year extension of the fundraising deadline for the Library & Community Center project. As a condition of approval, Council also directed that changes be made to the original resolution approved in August 2012 to clarify the project scope is reduced to \$7 million, expected to include construction of a new library and basic renovations making the existing library functional as a community center. It was further noted that the \$2 million needed for the remaining upgrades at the community center would be secured through more private fundraising.

During Council's discussion, concern was raised on timing of the city's borrowing for the project, since 2015 construction has been Council's expectation for some time, and as our financial advisor's previous assessment was based upon 2015 construction, too. In talking to our financial advisor last week, Finance Director Strey learned that they would be able to make it work into our borrowing schedule as a 2016 project, if that is what ultimately happens, without causing problems to our debt schedule, or creating a need to raise taxes. In the approved motion, the Council made it clear that they expect the construction date to move back to spring 2016. The capital campaign committee doesn't oppose this, but they did ask Council to keep open the possibility of beginning construction in fall 2015, if fundraising is successfully completed much earlier than the September 30, 2015 deadline.

For your review and comparison, I've attached the original resolution and a proposed one with the new changes, shading the language that has been modified, added, or removed.

## **Recommendation**

Staff recommends that the Council approve the attached resolution confirming its support for the Library & Community Center project, subject to the revised terms and conditions.

**RESOLUTION NO. 2014-35**

**RESOLUTION TO AMEND RESOLUTION NO. 2012-23 ON FUNDING FOR  
CONSTRUCTION OF A NEW LIBRARY AND COMMUNITY CENTER**

**WHEREAS**, The City of Marshfield appointed a Library/Community Center Steering Committee to oversee the design of an expansion to the existing Library or the building of a new Library and remodeling of the existing Library as a Community/Senior Center, and the Steering Committee has completed its task and made their recommendation to the Common Council; and

**WHEREAS**, The Library/Community Center Steering Committee has recommended a design for a new Library, Community Center and Senior Center which carries an estimated cost of approximately \$11 Million; and,

**WHEREAS**, receiving the fundraising consultant's report, and further discussions with the project architect, the Committee redesigned this to a \$7 million initial project, with the intent to construct a new library and to complete renovation of the existing library sufficient to make it functional for the new community center, with construction expected to begin in the spring of 2016. In addition, it is hereby acknowledged that any future improvements to the community center, currently estimated to cost \$2 million; shall constitute a new and fully separate project, for which the City has made no financial commitment, and which is expected to be fully paid for through private fundraising efforts or other outside sources, such as grants, subject to approval by the Common Council; and,

**WHEREAS**, the City of Marshfield cannot contribute more than \$3 Million to the project without raising taxes; and,

**WHEREAS**, the remaining \$4 Million is to be raised by fundraising efforts in behalf of the City of Marshfield; and

**NOW, THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MARSHFIELD:** That a special committee be created that shall be called the Library/Community Center Committee; that said committee be authorized to raise funds in the name of the City of Marshfield, WI for financing a Library/Community Center; that members of said committee shall be elected by the Common Council, that said committee shall report at least quarterly to the Common Council; and that said committee shall remain in existence until its fund-raising goal is met or until this resolution is rescinded by the Common Council.

**BE IT FURTHER RESOLVED**, The total fundraising donations and/or grants must be at least equal to the difference between the total costs of the selected new library building, building fixtures and equipment, moving costs, and the renovation costs of the current (old) library building into a community center or other use and the city's contribution of \$3,000,000.

**BE IT FURTHER RESOLVED**, that the Library/Community Center Committee is tasked with retaining the services of a fundraising concern and may commit funds as allocated by the City for that purpose subject to periodic reporting to and oversight by the Common Council.

**BE IT FURTHER RESOLVED**, that The Marshfield Community Foundation shall act as the fiscal agent and depository for funds collected by the Library/Community Center Committee.

**BE IT FURTHER RESOLVED**, no construction, site preparation, or groundbreaking event for a new library building/addition or renovation of the current library into a community center shall be started until the private funding guarantees have been received and the Common Council approves the necessary borrowing for the City's portion.

**BE IT FURTHER RESOLVED**, that if donations sufficient for building the approved plan are not received by September 30, 2015, a new building/addition shall be designed based on the amount of funds available. If more than \$4 million is secured through private fundraising, the project may be expanded, subject to review and approval by the Common Council. Any costs related to redesigning a proposed library building/addition must be paid for with private funds. The Common Council must approve the re-design library building/addition.

ADOPTED \_\_\_\_\_

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

APPROVED \_\_\_\_\_

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

**RESOLUTION NO. 2014-35**

\*\*\*\* additions/changes from Resolution 2012-23 shaded \*\*\*\*

**RESOLUTION TO AMEND RESOLUTION NO. 2012-23 ON FUNDING FOR  
CONSTRUCTION OF A NEW LIBRARY AND COMMUNITY CENTER**

**WHEREAS**, The City of Marshfield appointed a Library/Community Center Steering Committee to oversee the design of an expansion to the existing Library or the building of a new Library and remodeling of the existing Library as a Community/Senior Center, and the Steering Committee has completed its task and made their recommendation to the Common Council; and

**WHEREAS**, The Library/Community Center Steering Committee has recommended a design for a new Library, Community Center and Senior Center which carries an estimated cost of approximately \$11 Million; and,

**WHEREAS**, receiving the fundraising consultant's report, and further discussions with the project architect, the Committee redesigned this to a \$7 million initial project, with the intent to construct a new library and to complete renovation of the existing library sufficient to make it functional for the new community center, with construction expected to begin in the spring of 2016. In addition, it is hereby acknowledged that any future improvements to the community center, currently estimated to cost \$2 million; shall constitute a new and fully separate project, for which the City has made no financial commitment, and which is expected to be fully paid for through private fundraising efforts or other outside sources, such as grants, subject to approval by the Common Council; and,

**WHEREAS**, the City of Marshfield cannot contribute more than \$3 Million to the project without raising taxes; and,

**WHEREAS**, the remaining \$4 Million is to be raised by fundraising efforts in behalf of the City of Marshfield; and

**NOW, THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MARSHFIELD:** That a special committee be created that shall be called the Library/Community Center Committee; that said committee be authorized to raise funds in the name of the City of Marshfield, WI for financing a Library/Community Center; that members of said committee shall be elected by the Common Council, that said committee shall report at least quarterly to the Common Council; and that said committee shall remain in existence until its fund-raising goal is met or until this resolution is rescinded by the Common Council.

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**BE IT FURTHER RESOLVED**, no construction, site preparation, or groundbreaking event for a new library building/addition or renovation of the current library into a community center shall be started until the private funding guarantees have been received and the Common Council approves the necessary borrowing for the City's portion.

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ADOPTED \_\_\_\_\_

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Chris L. Meyer, Mayor

APPROVED \_\_\_\_\_

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

## RESOLUTION NO 2012-23

**WHEREAS**, The City of Marshfield appointed a Library/Community Center Steering Committee to oversee the design of an expansion to the existing Library or the building of a new Library and remodeling of the existing Library as a Community/Senior Center, and the Steering Committee has completed its task and made their recommendation to the Common Council; and

**WHEREAS**, The Library/Community Center Steering Committee has recommended a design for a new Library, Community Center and Senior Center which carries an estimated cost of approximately \$11 Million; and,

**WHEREAS**, the City of Marshfield cannot contribute more than \$3 Million to the project without raising taxes; and,

**WHEREAS**, the remaining \$8 Million is to be raised by fundraising efforts in behalf of the City of Marshfield; and

**NOW, THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MARSHFIELD:** That a special committee be created that shall be called the Library/Community Center Committee; that said committee be authorized to raise funds in the name of the City of Marshfield, WI for financing a Library/Community Center; that members of said committee shall be elected by the Common Council, that said committee shall report at least quarterly to the Common Council; and that said committee shall remain in existence until its fund-raising goal is met or until this resolution is rescinded by the Common Council.

**BE IT FURTHER RESOLVED**, The total fundraising donations and/or grants must be at least equal to the difference between the total costs of the selected new library building, building fixtures and equipment, moving costs, and the renovation costs of the current (old) library building into a community center or other use and the city's contribution of \$3,000,000.

**BE IT FURTHER RESOLVED**, that the Library/Community Center Committee is tasked with retaining the services of a fundraising concern and may commit funds as allocated by the City for that purpose subject to periodic reporting to and oversight by the Common Council.

**BE IT FURTHER RESOLVED**, that The Marshfield Community Foundation shall act as the fiscal agent and depository for funds collected by the Library/Community Center Committee.

**BE IT FURTHER RESOLVED**, that within 90 days from passage of this resolution, the Parks and Recreation Director and Library Director shall submit to the Common Council an estimate of the annual staffing costs for the completed facility including costs for Library, Senior Center and Community Center.

**BE IT FURTHER RESOLVED**, no construction, site preparation, or groundbreaking event for a new library building/addition or renovation of the current library into a community center shall

be started until the private funding guarantees have been received and the Common Council approves the necessary borrowing for the City's portion.

**BE IT FURTHER RESOLVED**, that if donations sufficient for building the approved plan are not received by September 30, 2014, a new building/addition shall be designed based on the amount of funds available. Any costs related to redesigning a proposed library building/addition must be paid for with private funds. The Common Council must approve the re-design library building/addition.

ADOPTED \_\_\_\_\_

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

APPROVED \_\_\_\_\_

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Deb M. Hall, City Clerk