



CITY OF MARSHFIELD

MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, JULY 8, 2014
Council Chambers, Lower Level, City Hall Plaza
7:00 p.m.**

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

6:45 p.m. PUBLIC HEARING - pertaining to:

- 312190 – Street Reconstruction – Park Street (7th Street to Oak Avenue)
- 312116 – Street Reconstruction – West 26th Street (Central Avenue to Wittman Avenue)

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Minutes – June 24, 2014
- E. Comments from the Mayor, specifically:
 - 1) Employee Recognitions:
 - Barry Feig, Assessor's Office, July 18, 1994, 20 years
- F. Reading of items added to the agenda
- G. Public Comment Period/Correspondence
At this time, the Mayor will recognize members of the public who have indicated a desire to address the Council. Upon recognition by the Mayor, persons may address the Council from the podium, first stating their name and address. The Council may take action on emergency matters introduced by members of the public.
- H. Consideration of a request from the Marshfield Area Relay for Life for a variance of noise levels as permitted by Chapter 10-33(7) for the annual Relay for Life to be held at the Marshfield Middle School track beginning on Friday, August 1st at 5:00 p.m. and ending on Saturday, August 2nd at 7:00 a.m. Presented by Deb Hall, City Clerk.

Recommended Action: Approve the noise variance as requested.

COMMON COUNCIL AGENDA
JULY 8, 2014

- I. Consideration of a request from Our Lady of Peace Parish for a variance of noise levels as permitted by Chapter 10-33(7) for a Fall Festival at Our Lady of Peace Catholic Parish, 1414 West 5th Street. This event will be held on Saturday-Sunday, September 13-14, Saturday from 4:00 p.m.-11:00 p.m. and Sunday from 10:30 a.m.-3:00 p.m., with live bands during those hours. Presented by Deb Hall, City Clerk.

Recommended Action: Approve the noise variance as requested.

- J. Consideration of electing one person to the Marshfield Utility Commission to fill the unexpired term of Patrick Ott. This term begins immediately and ends on September 30, 2015. So far, 2 people (Harry Borgman, John Maggitti) have submitted letters of interest, and there may be at least one more received before the deadline. Each will be given 5 minutes to address the Council Presented by Chris Meyer, Mayor.

Recommended Action: None at this time. Election will be held at the July 22, 2014 Council meeting.

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

- L. Consent Agenda:

- 1) Meeting minutes/reports
 - a. Convention & Visitors Bureau (April 22, 2014)
 - b. Community Development Authority (May 22, 2014)
 - c. Convention & Visitors Bureau (May 27, 2014)
 - d. Community Development Authority Personnel/Finance Committee Meeting (May 28, 2014)
 - e. CWED Revolving Loan Fund (June 11, 2014)
 - f. Community Development Authority Financial Meeting (June 17, 2014)
 - g. CWED Revolving Loan Fund (June 19, 2014)
 - h. Airport Committee (June 19, 2014)
 - i. Board of Public Works (June 30, 2014)
 - j. Judiciary and License Committee (July 1, 2014)
 - k. Finance, Budget, and Personnel Committee (July 1, 2014)

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

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

- N. Presentation regarding proposed Science, Technology, Engineering & Math (STEM) project at UW Marshfield/Wood County. Presented by Michelle Boernke, Assistant Campus Dean of Administrative Services.

Recommended Action: None, for information only.

- O. Second Reading – Ordinance No. 1280, Rezoning Request by Zimmermann Brothers Construction to change the zoning from “SR-3” Single-Family Residential to “TR-6” Two-Family Residential District, located at 1021 to 1027 South Adams Avenue. Presented by Josh Miller, City Planner.

Recommended Action: Approve Ordinance No. 1280.

COMMON COUNCIL AGENDA
JULY 8, 2014

- P. Second Reading – Ordinance No. 1281, amending Sections 18-12, 18-51, 18-65, and 18-106 of the City of Marshfield Municipal Code, to allow detached accessory structures between the principal structure and the street on double-frontage lots, allow fences to be placed along the right-of-way on double-frontage lots, define the required yards for double-frontage lots, and clarify the number of accessory structures that are permitted. Presented by Josh Miller, City Planner.

Recommended Action: Approve Ordinance No. 1281.

- Q. Request to approve Resolution No. 2014-36 Conditional Use Request by Lutheran Social Services, to permit an 8-bed CBRF, “Community Living Arrangement” use in the “CMU” Community Mixed Use District, with an exception to the City and Aldermanic District population limitations, located at 1600 North Chestnut Avenue (Wood County - Norwood Health Center). Presented by Josh Miller, City Planner.

Recommended Action: Approve Resolution No. 2014-36 (Staff recommends approval; however, Plan Commission denied the CUP on a deadlocked vote of 3-3)

- R. Request to approve Budget Resolution No. 16-2014, transferring \$9,427 within the General Fund Airport Budget to fund the city’s share of the crack filling project and purchase of additional property for the Airport. Presented by Jeff Gaier, Marshfield Municipal Airport.

Recommended Action: Approve Budget Resolution No. 16-2014.

- S. Request to approve Budget Resolution No. 18-2014 (purchase of Lift Station Service Truck for Wastewater Utility). Presented by Sam Warp, Wastewater Superintendent.

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

- T. Request to approve Final Resolution No. 2014-37 in the matter of Improvement Project No. 312116 – Street Construction – West 26th Street (Central Avenue to Wittman Avenue). Presented by Tom Turchi, City Engineer.

Recommended Action: Approve Final Resolution No. 2014-37.

- U. Request to approve Final Resolution No. 2014-38 in the matter of Improvement Project No. 312190 – Street Reconstruction – Park Street (7th Street to Oak Avenue). Presented by Tom Turchi, City Engineer.

Recommended Action: Approve Final Resolution No. 2014-38.

- V. Items for future agendas.

- W. Adjournment

Posted this day, July 3, 2014 at 11:30 a.m., by Deb M. Hall, City Clerk

COMMON COUNCIL AGENDA
JULY 8, 2014

Notice

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Deb M. Hall, City Clerk at 630 South Central Avenue or by calling (715)486-2023.

NOTICE OF PUBLIC HEARING

STREET IMPROVEMENTS

PROJECT NO.

- **312190 – Street Reconstruction – Park Street (7th Street to Oak Avenue)**
- **312116 – Street Reconstruction – West 26th Street (Central Avenue to Wittman Avenue)**

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

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

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

Further notice is given that the Common Council will hear all persons interested, their agents or attorneys, concerning the matters contained in Preliminary Resolution Nos. 2014-07 and 2014-32 and their reports, including proposed assessments at 6:45 PM on Tuesday, July 8, 2014 in the Council Chambers of City Hall Plaza, 630 South Central Avenue, Marshfield, WI 54449.

Deb M. Hall
CITY CLERK

PUBLISH: News Herald – June 27, 2014 - LEGAL

JUNE 24, 2014

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

PRESENT: Michael Feirer, Alanna Feddick, 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.

CC14-134 Motion by Hendler, second by Feirer to approve the minutes of the Common Council meeting of June 10, 2014.

Motion carried

Employee Recognition

Everett Mueller, Fire & Rescue	June 28, 2004	10 years
Paul Needham, Street Division	July 3, 1979	35 years
Nathaniel McNamara, Fire & Rescue	July 6, 2009	5 years

No items were added to the agenda.

PUBLIC COMMENT PERIOD

Kathy Roetter, 992 Excalibur Court, Nekoosa. She is the Director of the Wood County Human Services Department. She discussed the request for a conditional use request by Lutheran Social Services to permit an 8-bed CBRF, community living arrangement use in the community use district with an exception to the city and aldermanic district population limitations located at 1600 N. Chestnut Avenue, Wood County Norwood Health Center. At the Plan Commission meeting on June 17th a vote was taken and it was tied, therefore the request was denied. She asked the Council to pull out that motion and act on it separately. The issue where services are best provided within a community or in a county facility is best addressed by looking at the particular population you are going to be serving. The Human Services Department has identified a gap in mental health service delivery in Wood County. Therefore they want to open up a vacant unit, a CBRF, to deal with acute crisis services for individuals with mental health. This is not an unusual request. North Central in Marathon County has a CBRF within their North Central Health Care Center and they perform crisis stabilization services within that unit. They have also experienced some concerns with their inpatient unit do to the closure of the psychiatric unit at St. Joseph's Hospital and being the only provider currently having inpatient mental health services at Norwood Health Center. Their inpatient unit is sometimes at capacity which requires them to then direct individuals to other treatment providers. Those providers may be quite a distance from their family and friends. The unit that they are proposing will actually do two things to address those needs; 1) some of those individuals that currently go to that inpatient unit would be eligible to go to the CBRF and they could monitor them closely there and determine what types of services would be needed; and 2) have individuals that no longer need hospitalization and are waiting placement to step down to that unit and this would open up the hospital bed for those that truly need it. She asked that the issue of whether or not this is the best location be left to the authority of the State that actually licenses CBRF's.

Rhonda Kozik, M223 Foxfire Lane, Administrator at the Norwood Health Center. They are hoping to have a CBRF unit used as either a Crisis Diversion or Crisis Stabilization. It would be for patients that may not need the full services of their acute psychiatric hospital. The services would

not be as intense and it would be less costly for both Wood County as well as other Counties that would be interested in the service. Now that the psychiatric unit in the hospital has closed they are often full in that unit and that means that Wood County has to divert the residents to other counties. The unit would also be conveniently located. It is in the facility, not right next door to the hospital but it is adjacent to it. So if there are issues with a resident they may end up going to the hospital. It would save the police from having to go out into the community and transport them to the hospital. She also asked for the Council to pull this item from the City Plan Commission minutes.

Donna Rozar, 1126 Ridge Road, Chair of the Wood County Health and Human Services Committee. She also requested for this item to be pulled out from the City Plan Commission minutes and acted on separately. She talked about the fiscal implications. St. Joseph's Hospital closed their inpatient psychiatric unit and when that happened they met with the physicians and the people at Marshfield Clinic and assured them that they would have capacity for both the private pay and Wood County residents that needed to use that service. Those services cost about \$1,000 - \$1,200/day. The County is statutorily required to provide mental health services and acute crisis services. The short term CBRF is a lower cost. It only cost about \$250-\$325/day to be in this CBRF. This will be a short term placement because the purpose of this unit is to monitor people who are acutely ill with psychiatric and mental health issues. They will be monitored for stability so they can be moved out into the community. They have space at Norwood. They have been trying to utilize more effectively the square footage that has sat empty for a long time because of the change in services that they have at the County. To use available space that they are already paying for as a County makes them more responsible to the taxpayers instead of building another facility.

Keith Lang, Executive Director for Program Services with Lutheran Social Services (LSS) of Wisconsin. LSS was the original entity that submitted the request for the conditional use permit. They have extensive experience in providing crisis mental health services in CBRF's in a variety of counties in Wisconsin.

Sandy Bump, 8472 Cty Rd EE. She was representing the Marshfield Clinic. Her department supports the CBRF at Norwood. They need access to the patients that require hospitalization. So if there is an ability for patients to go into a crisis stabilization unit rather than on to the hospital unit it does allow additional access for patients.

CC14-135 Motion by Feirer, second by Spiros to grant the request from St. John the Baptist Catholic Church for a variance of noise levels as permitted by Chapter 10-33(7) for the St. John's Parish Truck & Tractor Pull to be held on July 11, 2014 from 6:00 p.m. – 12:00 a.m. at the Marshfield Fairgrounds, 513 E. 17th Street.

Motion carried

CC14-136 Motion by Wagner, second by Smith to amend motion CC14-135 to change the end time to 11:00 p.m. instead of 12:00 a.m.

Motion carried

Vote on motion **CC14-135 as amended.**

Motion carried

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC14-137 Motion by Wagner, second by Smith to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Cable TV Committee of April 28, 2014; Library & Community Center Committee of May 7, 2014; Library Board of May 13, 2014; Zoning Board of Appeals of May 13, 2014; Central WI State Fair Association of May 19, 2014; Committee on Aging of June 5, 2014; Economic Development Board of June 5, 2014; Marshfield Utility of June 9, 2014; Sustainable Marshfield of June 10, 2014; Parks, Recreation & Forestry Committee of June 12, 2014; Board of Public Works of June 16, 2014; Judiciary and License Committee of June 17, 2014; Finance, Budget and Personnel Committee of June 17, 2014 and Plan Commission of June 17, 2014.

Alderspersion Feirer requested that motion PC14-43 from the City Plan Commission minutes be removed from the consent agenda.

Vote on motion **CC14-137 as amended.**

Motion carried

Motion PC14-43 reads as follows: **PC14-43** Motion Beck, second by Wood to recommend approval of the Conditional Use Request by Lutheran Social Services, to permit an 8-bed CBRF, "Community Living Arrangement" use in the "CMU" Community Mixed Use District, with an exception to the City and Aldermanic District population limitations, located at 1600 North Chestnut Avenue (Wood County - Norwood Health Center), contingent on the following conditions:

1. Parking for staff and residents must be provided on site.
2. No additional screening is required for the CBRF.
3. The Conditional Use Permit shall be revoked if the State determines the zoning district, neighborhood or facility is not meeting the requirements under State Law.

Beck, Wood & Meyer voted 'Aye', Wagner, Penker & Mazzini voted 'No'

Motion Failed

CC14-138 Motion by Feirer, second by Buttke to approve the Conditional Use Request by Lutheran Social Services, to permit an 8-bed CBRF, "Community Living Arrangement" use in the "CMU" Community Mixed Use District, with an exception to the City and Aldermanic District population limitations, located at 1600 North Chestnut Avenue (Wood County - Norwood Health Center), contingent on the following conditions:

4. Parking for staff and residents must be provided on site.
5. No additional screening is required for the CBRF.
6. The Conditional Use Permit shall be revoked if the State determines the zoning district, neighborhood or facility is not meeting the requirements under State Law.

and direct staff to draft a resolution for Common Council consideration. Ayes - 6; Nays - 4 (Feddick, Wagner, Smith, Spiros)

Motion carried

CC14-139 Motion by Buttke, second by Feirer to approve Budget Resolution No. 15-2014, transferring \$19,000 within the Public Facilities Capital Outlay Fund from the City Hall Penthouse Roof Guardrail Project to the City Hall Penthouse Roof Replacement Project. Ayes - 10

Motion carried

First reading of Ordinance No. 1280, Rezoning Request by Zimmermann Brothers Construction to change the zoning from “SR-3” Single-Family Residential to “TR-6” Two-Family Residential District, located at 1021 to 1027 South Adams Avenue.

First reading of Ordinance No. 1281, amending Sections 18-12, 18-51, 18-65, and 18-106 of the City of Marshfield Municipal Code, to allow detached accessory structures between the principal structure and the street on double-frontage lots, allow fences to be placed along the right-of-way on double-frontage lots, define the required yards for double-frontage lots, and clarify the number of accessory structures that are permitted.

First reading of Ordinance No. 1282, creating Section 18-95 of the City of Marshfield Municipal Code, pertaining to Shoreland Zoning regulations.

CC14-140 Motion by Wagner, second by Jockheck to suspend the rules and vote on Ordinance No. 1282.

Motion carried

CC14-141 Motion by Feirer, second by Cummings to approve Ordinance No. 1282. Ayes - 10

Motion carried

City Administrator Barg discussed garage sales, specifically the requirements such as length, frequency, etc. He asked the Council if they were interested in trying to further restrict garage sales and if so are there particular things that they could like staff to look into

Bob Levendoske of 716 Hawthorn Avenue, talked about in his neighborhood they have had an issue with ongoing garage sales. It has increased traffic substantially. The items that are for sale are constantly changing. He would appreciate the Council considering limiting garage sales to 3 – 5 days a week or 3 times a year. This would have to be a complaint based situation.

CC14-142 Motion by Jockheck, second by Earll to refer to Plan Commission the requirements related to garage sales for further consideration. Ayes – 10

Motion carried

City Administrator Steve Barg updated the Council on the Wildwood-McMillan Connector Trail Project.

CC14-143 Motion by Feddick, second by Smith to approve the appointment of Ed Wagner as the Council representative on the Mill Creek Business Park Covenant Committee.

Motion carried

Marshfield Utility Commission Election was not held because no one submitted letters of interest.

CC14-144 Motion by Feddick, second by Spiros to go into 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 had requested a closed session to discuss acquisition of property for the Hume Avenue extension. Roll call vote, all ayes. (Time: 8:18 p.m.)

Motion carried

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

CC14-145 Motion by Feddick, second by Jockheck to return to open session. Roll call vote, all ayes. (Time: 8:31 p.m.)

Motion carried

CC14-146 Motion by Buttke, second by Feirer to approve the Real Estate acquisition for Hume Avenue and authorize staff to make a final offer of \$44,800 plus conditions set forth in the sales agreement. Ayes – 9; Nay – 1 (Hendler)

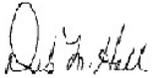
Motion carried

Future Agenda Items

None

Motion by Buttke, second by Feirer to adjourn at 8:34 p.m.

Motion carried



Deb M. Hall
City Clerk



June 17, 2014

Relay for Life of the Marshfield Area is an annual event held at the Marshfield Middle School track. Relay is an overnight event that brings people together to celebrate the lives of people who have battled cancer and remember those that we have lost to cancer. This year the event will be held beginning Friday August 1st at 5pm until Saturday August 2nd at 7am. We are asking for a noise variance for Friday evening August 1st as we will be having a DJ the whole evening until 5 AM. The DJ will be located in the East corner of the track as we are hoping the sound will not travel very far for neighbors to be bothered overnight.

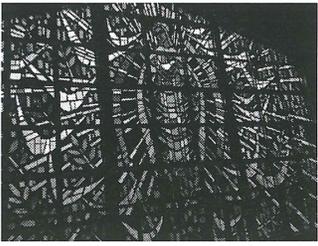
Thank you for your consideration,

Heather Adler

Co-Chair Relay 2014

Maribeth Pankratz

Co-Chair Relay 2014



Our Lady of Peace Catholic Parish

510 South Columbus Avenue † Marshfield, WI 54449

Phone 715-384-9414

June 23, 2014

Common Council
City of Marshfield
630 South Central Avenue
Marshfield, WI 54449

RE: Noise Variance Request

Dear Council Members:

On Saturday and Sunday, September 13 and 14, 2014, Our Lady of Peace Parish (OLP) will be having their major fundraiser of the year; our Fall Festival. Therefore, we are requesting to be granted a noise variance during OLP's family orientated festival hours of 4:00 until 11:00 pm on Saturday and on Sunday from 10:30 am until 3:00 pm. During the hours of the festival there will be live bands performing, in a tent, behind the Church at 1414 West Fifth Street.

Thank you for your consideration of the Noise Variation Request. If you have any questions or concerns, please do not hesitate contact me at ~~the information on the enclosed business card~~ 715-897-0165

Sincerely,

Margie Schmidt

Margie Schmidt
Fall Festival

Hon Mayor Meyer:

I understand that there is a position open on the Utilities Commission.

As a recently-retired CFO of Heritage Bank, I believe that my experiences and background would suit the City well by serving on the Commission. I spoke to Bob Trussoni, who suggested that I send you an e-mail with an expression of interest.

Please let me know what the process is to fill this open position. I can meet with you any time this week and would be glad to send you a resume of my qualifications.

Harry R. Borgman
1207 E 21st Street
Marshfield
387-0998

July 1, 2014

The Honorable Chris Meyer
Mayor of Marshfield

Mayor Meyer,

I am writing today to express my interest in being considered to fill the current Marshfield Utility Commission vacancy.

My interest in this opportunity stems from my overall belief in the value of community. I have served as a volunteer on the City's Emergency Operations Planning Group since May of 2012, I am currently the Council President of Good Shepherd Lutheran Church, and am a past board member of both the Wood County Literacy Council and the Marshfield Area Chamber of Commerce and Industry's Energy Council.

Coupled with this community focus, I also bring a small business owner's viewpoint to issues of costs and investments. I believe striking the right balance between short-term goals and long-term planning is a key aspect of maximizing the return on investment from any venture.

I have found in both my volunteer and business dealings that open-mindedness and a willingness to listen and consider other views - even when they are contrary to my own - is critical in ensuring that decisions and their resulting outcomes are well considered, well explained, and well received.

I am the owner of a small solar electric systems design and installation company called The Solar Harvest, based here in Marshfield. In this capacity I have worked with Marshfield Utilities not as a rate paying customer, but as a member of the business community who's success is somewhat dependent on timely execution by the utility. These interactions have helped inform my understanding of the issues faced by the people who are doing the day-to-day work.

Last, I'll bring degrees in engineering and accounting to the role. There are undoubtedly issues which will be more easily grasped with a solid technical and finance background. The sale of the transmission lines to ATC, the decision to build the micro-generator, and recent rate change requests might be examples.

The long and storied history of the Marshfield Utilities is one of responsiveness to the community's ever growing needs coupled with respect for the ratepayer's investment and their right to see that investment being applied in the most thoughtful and conscientious manner. I believe my background and experience, coupled with my desire to serve my community meaningfully, make me an appropriate candidate for this important commission.

Thank you in advance for your consideration,



John Maggitti
300 S. Vine Avenue
Marshfield WI 54449
715.207.1484

Ron Dickrell

506 S. Lincoln Avenue
Marshfield, Wisconsin 54449
Phone: (715) 387-1464
Email: rdickrell@gmail.com

July 3, 2014

Mayor Chris Meyer
City of Marshfield
630 S Central Ave
Marshfield WI 54449

Dear Mayor Meyer:

I am pleased to submit my application of interest to serve on the Marshfield Utilities Commission. I retired in 2012 and have served the City of Marshfield as wastewater treatment plant operator and lab technician for 3 years and as Superintendent of the Marshfield Wastewater Utility for 32 years.

As Marshfield Utilities Commissioner, I would offer my leadership skills and knowledge based on my service to the Wastewater Utility in the areas of strategic planning, financial planning and rate structures, capital improvement planning, budgeting, an excellent working relationship with regulatory agencies, staffing and personnel experience, new facilities construction, wastewater and plumbing code enforcement, industrial relations, and more.

I have had the opportunity to work closely with Water Utility Superintendent Dave Wasserberger and his staff on water line construction and repairs as they related to sanitary sewer lines, and participating in research projects studying copper levels in the drinking water. I am a member of the Groundwater Guardians for the Marshfield Area and was instrumental in the establishment of the Pharmaceutical Take-Back Program that is still successful and widely used today.

I have a deep passion and commitment for the success and growth of the City of Marshfield, and I would respectfully ask for your consideration for me to serve as a member of the Marshfield Utilities Commission.

Sincerely,

Ronald W. Dickrell

Ronald W. Dickrell

Marshfield Convention & Visitors Bureau

Board Meeting Minutes – April 22, 2014 at the Baymont Inn & Suites

Present: Todd Diedrich, Scott Berg, Al Chaney, Alderman Gary Cummings, Scott Koran, Cory Latourell

Absent:

Non Board Members CVB Director Matt McLean / MACCI Executive Director Scott Larson / Sandra Hansen,

Present: Baymont Inn, Tom Buttke and Mike, Wildwood Zoological Society, Guests, Lyn Anderson
–secretary of minutes

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

- I. **Welcome Scott Berg**
Scott Berg, owner of Scotty's Pizza, was welcomed to the Board.
- II. **Minutes from February and March Meetings**
Motion was made by Scott K., second by Gary C. to approve the minutes from February 27th meeting as written, and unanimously carried. Minutes from the March meeting will be distributed prior to the May meeting. These were not included in the board meeting packet as a quorum was not present at that meeting.
- III. **Financial Reports**
Financials from February 2014 were reviewed; ***motion to approve the February Financial Report was made by Scott K., second by Gary C, and unanimously carried.*** Financials from March 2014 were reviewed, with a question regarding "salaries" raised by Todd D; Scott L. will investigate and report at May meeting. ***Motion was made by Al C. to approve the March Financial Report pending the answer to the above-referenced question, second by Scott B., and unanimously carried.***
- IV. **Activity Report**
McLean gave a brief overview of recent activity at the CVB.
- V. **Wildwood Zoo Report**
Mike, representing the Wildwood Zoological Society, introduced himself and distributed brochures detailing the proposed new grizzly bear exhibit. He went through the brochure with members, and explained the project. They are currently meeting "on the quiet side" with businesses in the city to garner interest in the project. The budget is \$1.1 million, and to date \$623,000 has been committed, from the city, the zoological society, a large private donor, and the Marshfield Foundation, with a public campaign starting in June. They are hoping to have the entire amount budgeted by the end of the year, so construction can begin in spring of 2015. Major donors will be exhibited on a special structure in the middle of the exhibit. Mike requested a commitment from the CVB Board in the amount of \$100,000.
- VI. **Review of 2014 Grant Applications**
There was much discussion regarding the possibility of re-working the grant application and award process in the future, to clarify the purpose as an "investment" vs. a "grant." Grants were awarded, and will be presented at the Annual Tourism Banquet on May 6th. ***Scott C. made a motion to so move, Gary C. second, and motion was carried.***
- VII. **Discover Wisconsin Opportunity w/WATA 2015 in Central Wisconsin**
McLean presented info regarding this opportunity, whereby we would have a 4 to 5 minute segment in an episode of Discover Wisconsin, sharing with other WATA members to highlight farm tourism in Central Wisconsin. After discussion, ***Todd D. motioned to approve the expenditure for our involvement in this episode, Scott K. second, and motion was unanimously carried.***
- VIII. **NASC Sports Show**
McLean reported leads from show.
- IX. **Central Wisconsin State Fair**
McLean reported discussion with city regarding new GM and future plans.
- X. **May Tourism Banquet Update**
Event planning is going well for event next week and all is in place.

- XI. FCA BMX/Skate Update**
Mclean presented program for June event.
- XII. Best of Marshfield 2014 Survey**
The CVB completed survey and will award winners at Tourism Banquet.
- XIII. 2014 Goals Update** –Goals were updated and progress was noted.
- XIV. New Business**-No new business

**The next meeting with lunch provided will be held on Tuesday, May 27th at 11:30 am at
The Blue Heron Brew Pub, located at 109 West 9th Street, Marshfield, WI**

Meeting adjourned at 1:30 pm.

COMMUNITY DEVELOPMENT AUTHORITY
MAY 22nd, 2014

The Annual Meeting of the Community Development Authority was called to order by the Chairperson Peter O. Hendler at 9:00 a.m. in the Cedar Rail Community Room at 601 S. Cedar Avenue, Marshfield, Wisconsin.

Affirmation of Proper Posting of Meeting: Meeting posted May 20th, 2014 at 12:44 p.m.

ROLL CALL:

PRESENT: Peter O. Hendler, Andy Keogh, Dave LaFontaine, Dave Marsh, Marilyn Hardacre, Tom Buttke

EXCUSED: John Conklin

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: Cedar Rail resident, Patricia Reshel questioned who had the authority to terminate an employee of the CDA.

Nomination was entertained by the office of Chairperson.

CDA 14-B05-1 Motion by Hendler, second by LaFontaine to open nomination for the office of Chairperson and to nominate Andy Keogh as Chairperson. 6 Ayes

MOTION CARRIED

CDA 14-B05-2 Motion by Buttke, second by Marsh to close nomination for the office by acclamation and cast unanimous vote for Andy Keogh for Chairperson. 6 Ayes

MOTION CARRIED

Nomination was entertained by the office of Vice Chairperson.

CDA 14-B05-3 Motion by Hendler and closed by acclamation to nominate Marilyn Hardacre for Vice Chairperson. 6 Ayes

MOTION CARRIED

Nomination was entertained by the office of Secretary.

CDA 14-B05-4 Motion by Lafontaine and closed by acclamation to nominate Dave Marsh for Secretary. 6 Ayes

MOTION CARRIED

Nomination was entertained by the office of Treasurer.

CDA 14-B05-5 Motion by Hendler closed by acclamation to nominate Dave LaFontaine for Treasurer. 6 Ayes

MOTION CARRIED

Committee Assignments by Andy Keogh, Chairperson:

Finance: Dave LaFontaine (Chair), Dave Marsh, Peter O. Hendler
Personnel: Marilyn Hardacre (Chair), Dave Marsh, Tom Buttke
Grievance: John Conklin, Marilyn Hardacre, Tom Buttke
Strategic Planning: Dave LaFontaine, Tom Buttke, Dave Marsh, Peter O. Hendler
Policy Review: Tom Buttke, Marilyn Hardacre

CDA 14-B05-6 Motion by LaFontaine, second by Marsh to accept the April 17th, 2014 Board minutes.
6 Ayes

MOTION CARRIED

CDA 14-B05-7 Motion by LaFontaine, second by Marsh to accept the May 20th, 2014 CDA Financial meeting minutes. 6 Ayes

MOTION CARRIED

CDA 14-B05-8 Motion by Hendler, second by Marsh to accept the Financial report as presented.
6 Ayes

MOTION CARRIED

Grievance Committee: No update

Personnel Committee: No update

Strategic Planning Committee: A discussion was held on May 8th with City of Marshfield personnel to discuss timing and the potential for future partnerships in order to further the mission of the CDA. Members of the CDA and City of Marshfield discussion group will meet regularly to maintain communication and enhance planning efforts.

CDA 14-B05-9 Motion by LaFontaine, second by Marsh to accept and place on file the Executive Directors Report. 6 Ayes

MOTION CARRIED

CDA 14-B05-10 Motion by Hendler, second by Marsh to approve Resolution # 494: Approving Section Eight Management Assessment Program (SEMAP) submission Fiscal Year Ending 3-31-2014 with date correction as noted. 6 Ayes

MOTION CARRIED

Next Financial Meeting Date and Time: Tuesday, June 17th, 2014 at 1:30 p.m.

Next Board Meeting Date and Time: Thursday, June 19th, 2014 at 9:00 a.m.

June Agenda Items: Insurance Overview- Ansay & Associates – Update on Parkview Apartments

Motion by Marsh, second by LaFontaine to adjourn. Meeting adjourned at 9:50 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andy Keogh
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
June 19, 2014

1. Occupancy-

Elderly/Disabled Housing- Parkview nine (9) openings, with three (3) on hold for modernization.

Cedar Rail – Five (4) openings.

Scattered Sites-Full.

Section 8-The program has fifty-one (51) active, leased vouchers. One resident moved from the program last month and another ported.

2. Meetings/Partnerships-

Economic Development Board

Housing Sub-Committee EDB

Committee on Aging

RMM Solutions

Hawkins Ash

Library Committee

3. Economic Development Board (EDB)-

Housing Study Committee met on May 20th to prioritize future projects. List of priorities was shared with full EDB board on June 5th. Housing Study Committee will continue meeting to discuss EDB recommendations for priorities and next steps.

4. RAD Project-

Executive Director and Board President will attend RAD Training in Chicago on June 22 and 23, 2014. Training will guide participants through the step-by step process and requirements for transitioning to this new project model.

5. RMM Solutions-

RMM continues to guide the CDA through the first weeks of functioning in partnership. Residual issues are being addressed, and the Help Line staff has been responsive and attentive to our needs.

9. Capital Projects(CFP)-

Cedar Rail Roofing Project is complete. Environmental Services Manager will provide a full review at the monthly board meeting. Managers will be meeting to correlate revised projects from the annual plan (s) in order to update the five year CFP.

10. Personnel and Finance Committee-

Committee has selected the final restructuring model from options researched and presented at May 2014 combined meeting. This model will be recommended to the board for implementation beginning in July 2014. Communication to all staff members will occur at that same time.

11. New Staff CDA-

We would like to welcome Ann Kleinschmidt to the role of Management Assistant. This position had previously been on hold, with interviews completed at the time of hiring for the Executive Assistant. Ann was a top candidate for that position, and we are confident that her skill set and professionalism will be a tremendous asset to the CDA team.

Marshfield Convention & Visitors Bureau

Board Meeting Minutes – May 27, 2014 at West 14th Restaurant

Present: Todd Diedrich, Scott Berg, Al Chaney, Alderman Gary Cummings, Scott Koran, Cory Latourell

Absent:

Non Board Members CVB Director Matt McLean / MACCI Executive Director Scott Larson / Guests – Becky

Present: Rogers – Director of Operations IDM Hospitality Management, minutes taken by Matt McLean

McLean called the meeting to order at 11:30 am.

- I. **Minutes from March and April Meetings**
Motion was made by Gary C., second by Scott B. to approve the minutes from March and April meetings as written, and unanimously carried.
- II. **Financial Report**
Financials from April 2014 were reviewed; *motion to approve the April Financial Report was made by Al C. second by Cory L., and unanimously carried.*
- III. **Activity Report**
McLean gave a brief overview of recent activity at the CVB.
- IV. **Wildwood Zoo Discussion / Long Term Planning**
In response to a presentation from the Zoo Society regarding funding for a new Grizzly Bear Exhibit, the CVB Board had a discussion. The Zoo project budget is \$1.1 million, and to date \$623,000 has been committed to the zoological society. Discussion on the proposal was had and the board would like a proposal from the CVB Director for a marketing plan as an endowment fund set up for \$50,000 over 5 years at \$10,000 a year for marketing for the Bear Exhibit and Wildwood Zoo. This would start near completion of the project and last for 5 years thereafter. A broad discussion ensued regarding future financial planning and CVB reserve funds. The CVB Director will present a plan to the Board in June regarding plans and options for future strategic plans.
- V. **Grant Program**
There was much discussion regarding the possibility of re-working the grant application and award process in the future, to clarify the purpose as an “investment” vs. a “grant. Ideas were talked about and this project was tabled to be brought back in the fall before the next grant cycle.
- VI. **Central Wisconsin State Fair**
McLean reported discussion with city regarding new GM and future plans.
- VII. **Historical Plaques Proposal**
McLean presented information from the Historical Society based on a plan to place plaques on 5 local historical buildings. These buildings identified were The Round Barn, Thomas House, Columbia Park Band Shell, St. Johns Church, and Chestnut Avenue for the Arts. *Motion for approval of \$1500 to purchase plaques by Al C. 2nd by Scotty B. The CVB Board Voted 5-1 to approve and the motion carried.*
- VIII. **May Tourism Banquet Recap / Small Town Baseball Grant**
Tourism banquet hosted approximately 110 guests and was well received on feedback regarding the location, art gallery, and program. Discussion was held regarding the award of the \$4,318 grant and how it would be spent to accommodate site costs for the Small Town Baseball World Series.
- IX. **WACVB Meeting in Marshfield** – CVB Director hosted a group of 20 CVB Directors from the state to conduct association business and host CVB education and training at Hotel Marshfield. Event was well received by attendees and we made a favorable impression on 20 influential tourism directors from the state.
- X. **Insurance and Taxes for 2013 Year End Financials** – A discussion was had regarding getting insurance coverage for the CVB as it is a new legal entity as of 2013 as the chamber is currently covering the organization. The chamber would like to see the CVB separately insured. Wipfli Accounting has filed

an extension and is currently finalizing the taxes for the CVB and should have year end financials and taxes completed by next meeting in June.

- XI. FCA BMX/Skate Update**
Mclean presented program for June event.
- XII. 2014 Goals Update** –Goals were updated and progress was noted.
- XIII. New Business**-No new business

**The next meeting with lunch provided will be held on Tuesday, June 24th at 11:30 am at
The Gondolier**

Meeting adjourned at 1:00 pm.

COMMUNITY DEVELOPMENT AUTHORITY
May 28, 2014

The Personnel/Finance Committee meeting of the Community Development Authority was called to order by the Chairperson, Marilyn Hardacre at 10:35 am 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 27th at 10:06 am.

ROLL CALL: PRESENT: Tom Buttke, Dave Marsh, Marilyn Hardacre, Andy Keogh
OTHERS PRESENT: Mary James-Mork Executive Director.

Declaration of a quorum for the Personnel Committee.

Identify any Potential Conflicts of Interest: none

CDA 14-P05-01 Motion by Marsh, seconded by Buttke to convene to Closed Session pursuant to Wisconsin Statutes, 19.85(1)(c), (f) to discuss information involving personnel management of CDA financial information and to discuss employment, promotion, compensation or performance evaluation data of specific public employees over which the Board has jurisdiction or exercises responsibility.

Roll Call Vote: Buttke, Hardacre, Marsh, Keogh (Time 10:40 am) 4 Ayes

MOTION CARRIED

CDA 14-P05-02 Motion by Keogh, seconded by Buttke to move to Open Session. (Time 11:30 am) 4 Ayes

MOTION CARRIED

CDA 14-P05-03 Motion by Keogh, seconded by Marsh to share alternative restructuring plan recommendations to the Board of Directors, and to proceed with hiring of the Management Assistant.

MOTION CARRIED

Motion by Buttke, seconded by Marsh to adjourn meeting. Meeting adjourned at 12:15pm.

Respectfully submitted,

Mary James-Mork
Executive Director

Marilyn Hardacre
Chairperson

**CWED Revolving Loan Fund Committee
June 11, 2014**

Present: Barg, Follen, Henseler, Michalski, Strey
Absent: None
Others: Lonny Damewood (Prosthetic Plus, LLC), Tony Abney (State Bank of Marshfield), Jim Warsaw (CWED loan fund administrator)

Henseler called the meeting to order at 3:34 p.m. in Room 108 of the City Hall Plaza.

Approve minutes – March 26th

Follen moved and Michalski seconded the motion to approve the March 26th minutes as presented. Motion carried 5-0.

Citizens comments

No one from the general public was present to address the Committee.

Potential conflicts of interest

Henseler noted that he has an ongoing banking relationship with Mr. Damewood, but that he and his bank have no involvement with the proposed projects before the Committee.

Consider loan requests – Prosthetic Plus, LLC & Identity Custom Imaging, Inc.

Damewood presented and highlighted his 2 loan requests totaling \$175,000 (\$150,000 for Prosthetic Plus, and \$25,000 from the micro loan fund for Identity Custom Imaging (ICI). Both are for 5 years at a 2% interest rate for working capital (inventory, staffing/training, and covering accounts receivable increases). Total bank financing is \$230,000 (\$205,000 for Prosthetic Plus; \$25,000 for ICI), and the owner has provided \$60,000 of equity. With Prosthetic Plus, the bank holds an SBA guaranty (75%), and a first position on equipment valued at \$188,000 as collateral. CWED is being offered second position on equipment. Six new full-time equivalent positions are projected within the next 3 years.

(At this point, Damewood and Abney were asked to leave the room.)

Significant discussion occurred, with the following concerns mentioned: lack of collateral available, financial statements on a cash basis, and excessive reliance on only one person.

(Damewood and Abney were invited to re-enter the room at this point.)

Damewood and Abney were told that the Committee wouldn't take action today, but they would reconvene if they get financial statements prepared on an accrual basis. Committee members also noted the lack of collateral, and the possible need for "key man" insurance.

With no other business before the Committee, Barg moved and Strey seconded a motion to adjourn. Motion carried 5-0. Henseler adjourned the meeting at 5:36 p.m.

Respectfully submitted,
Steve Barg, City Administrator

COMMUNITY DEVELOPMENT AUTHORITY

June 17th, 2014

The Financial meeting of the Community Development Authority was called to order by Finance Committee Member Dave LaFontaine at 1:30 p.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 June 16th, 2014 at 11:25 a.m.

ROLL CALL:

PRESENT: Dave LaFontaine, Dave Marsh, Peter O. Hendler

OTHERS PRESENT: Andy Keogh – Commission Chair, Mary James-Mork - Executive Director, Carol Kerper – Executive Assistant, Julie Mess – Finance Director

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

Review of Financial Reports/Documentation for April and May of 2014

CDA 14-F06-1 Motion by Marsh, second by Hendler to accept and recommend the financial reports for board approval. 3 Ayes

MOTION CARRIED

Review of Updated Financial Policies: Policies will be revised and reviewed before year-end and when upcoming changes are implemented.

Update on Cedar Rail Roof Contracting Award: The roofing project went well in terms of workmanship, quality and project clean-up.

RMM Solutions Update: The personnel at RMM have provided excellent customer service. A meeting will be held shortly with the Account Manager of RMM Solutions to discuss progress to date.

Next meeting date will be Tuesday, July 15th, 2014 at 1:30 p.m. in the Cedar Rail Executive Conference room.

Agenda items: Budgetary Adjustment Options- Benefits – (Closed Session)
Update on Cedar Rail Roofing Project

Meeting adjourned at 2:43 p.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Dave LaFontaine
Chairperson

CWED Revolving Loan Fund Committee
June 19, 2014

Present: Follen, Michalski, Strey
Absent: Barg, Henseler
Others: Jason Angell, Planning & Economic Development Director, Jim Warsaw,
CWED Program Administrator (via phone)

Strey called the meeting to order at 7:37 a.m. in 7th Floor Conference Room of the City Hall Plaza.

Citizens comments

No one from the general public was present to address the Committee.

Potential conflicts of interest

No members reported conflicts of interest.

Consider loan request – Identity Custom Imaging, Inc.

Angell informed the Committee that the loan request amount has not changed, but the Applicant has identified possible collateral for the Committee to consider.

Motion by Follen, second by Michalski to approve a loan in the amount of \$25,000 to Identity Custom Imaging, Inc. subject to the following terms and conditions:

- Interest rate of 2%
- 5 year term
- Collateral:
 - GBSA for all business assets
 - 1st position on accounts receivable (State Bank subordinates to CWED)
 - Personal guarantees for Lonny Damewood and Dean Hafermann
 - Prohibit future advances/borrowing between affiliated companies
 - Subordinate any existing notes between affiliated companies

Motion carried 3-0

Consider loan request – Prosthetic Plus, LLC

Angell updated the Committee that the Applicant is requesting that the original request of \$150,000 could be reduced to \$75,000 and still allows him to accomplish enough to move his business forward. Angell also informed the group of the collateral that is being offered by the applicant.

Motion by Michalski, second by Follen to approve a loan in the amount of \$75,000 to Prosthetic Plus, LLC, subject to the following terms and conditions:

- Interest rate of 2%
- 5 year term
- Collateral:
 - GBSA for all business assets
 - 1st position on accounts receivable (State Bank subordinates to CWED)

- Minimum term life insurance policy of \$75,000
- Accident & Disability insurance of \$75,000
- Personal guarantee
- Prohibit future advances/borrowing between affiliated companies
- Subordinate any existing notes between affiliated companies

Motion carried 3-0

With no further business before the Committee, Michalski moved and Follen seconded the motion to adjourn. Motion carried 3-0. Strey adjourned the meeting at 8:16 a.m.

Respectfully submitted,
Jason Angell, Planning & Economic Development Director

Marshfield Airport Committee Minutes

June 19th, 2014

Meeting called to Order at 6:10 p.m. by Duffy Gaier

Present: Jack Bremer, Dan Maurer, Chris Jockheck, Paul Knauf and John Berg

Absent:None

Also Present: Duffy Gaier, and Jeffrey Gaier

AP14-27 Motion by Bremer, Second by Maurer nominate John Berg as Airport Chairman, Jack Bremer as Vice Chairman, with Airport meetings at 6:00 PM on the Third Thursday of the Month, All Ayes

Motion Carried

Chairman Berg Took over the meeting at 6:12 PM

Citizens Comments: None

AP14-28 Motion by Maurer Second by Bremer to approve the Airport Minutes for May 22nd, 2014 All Ayes,

Motion Carried

AP14-29 Motion by Maurer Second by Knauf to approve the Airport Manager's June 2014 Report, All Ayes

Motion Carried

AP14-30 Motion by Jockheck, Second by Bremer to approve the June 2014 Activity Report, All Ayes

Motion Carried

AP14-31 Motion by Bremer, Second by Knauf to approve the Airport Bills for June 2014, All Ayes

Motion Carried

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

AP14-32 Motion by Bremer, Second by Maurer to transfer \$5,000 in a line item transfer from Airport budget line item 52900 "Other Contractual Services" to Airport budget line 52500 Repair/Maintenance Service. The \$5,000 from 52900 and \$4,426.98 from 52500 will be used to pay the \$9,426.98 bill from the Bureau of Aeronautics. All Ayes

Motion Carried

Project Updates - Discussed, no action taken

No Additional Citizens Comments.

Motion by Bremer, second by Maurer to adjourn at 7:35 p.m. All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

Marshfield Municipal Airport Manager's Report June 19th 2014



A crew from Struck and Irwin was here this month to fill cracks on the runways and ramps at the airport.

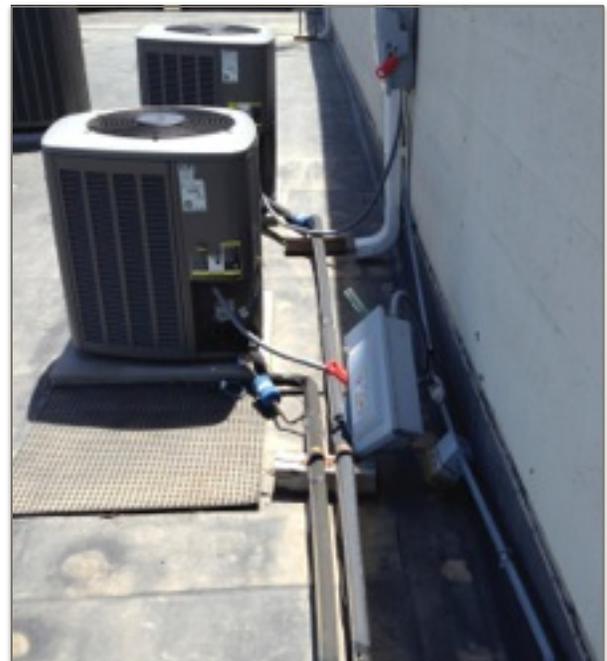


This project was a 80/20 cost share project with the Wisconsin Bureau of Aeronautics. All cracks on the runways and ramp have been filled. We also had them crack fill some of the cracks in the parking lot while they were on the airport.

Merkels came out to the airport this month

and fixed a damaged breaker box for one of the air conditioners on the roof of the terminal building. Every year Jeff has had to climb up on the roof to turn the breakers back on for the air conditioners. We assume that snow and ice falling from the big hangar, hit the switch and knock it to the off position. One of the boxes completely was dislodged from the wall. Merkels reattached it back to the wall and made sure the breaker and wiring was all okay.

The Bureau of Aeronautics has sent us a bill. This is for our share of the various projects we have presently in progress with the Bureau. Most of our earlier entitlement funding has gone into the land purchase and crack sealing project at the airport. We had monies down at





the Bureau that were left over from previous projects that was applied to our projects. With the crack sealing and additional property that the Bureau is pursuing for us, we used up the excess funds we had at the Bureau. The airport committee will be seeking a budget line item transfer to pay for the remainder of our share of the cost of the projects.

Ken Price, the forester that is assisting us with the tree harvest at the airport has drawn up contracts which the airport chairman has signed. Ken has also provided us a copy of the certificate of insurance for the tree harvester. We anticipate that they will be starting within a month or two harvesting the trees on the airport property.

The Wisconsin Bureau of Aeronautics will be hosting an Operations and Land Use Seminar Sept 24 & 25 in Stevens Point, WI. This is an annual seminar that is put on by the Bureau. At this time we have just received the "save the date," notice.

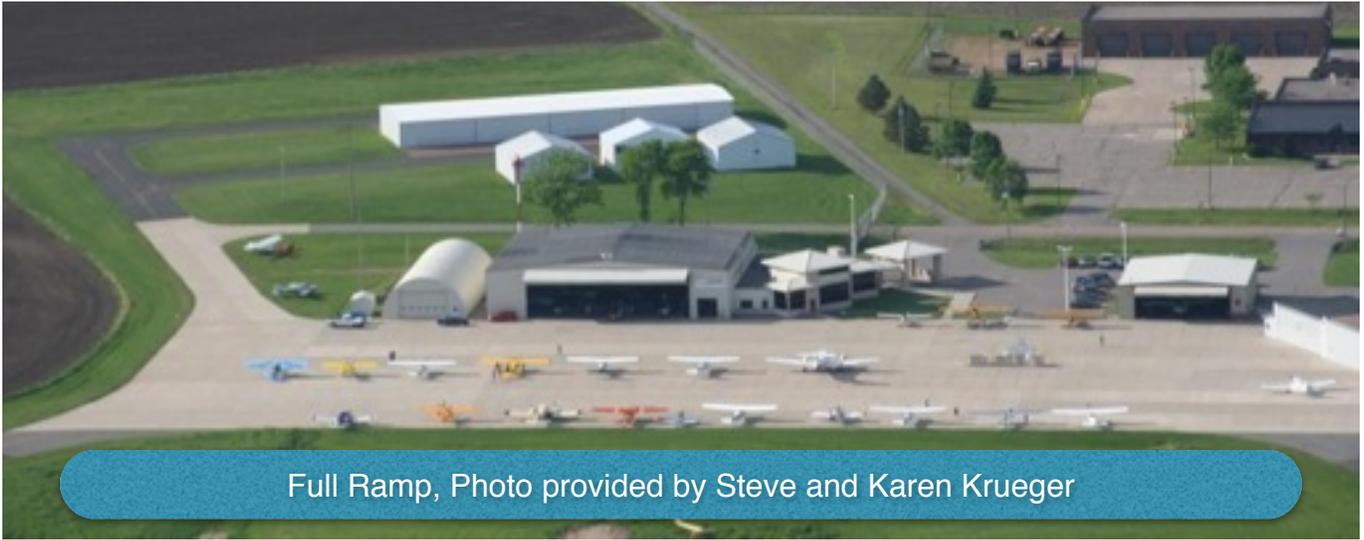
This month the Wisconsin Flying Hamburger Social started its season at the Marshfield Airport. We had over 140 people attend, 40 airplanes, and 2 helicopters fly in for our first event. Our second and final social for the season was held the 18th. We had 50 people attend and 5 airplanes fly in. A good time was had at both events.

EAA 992 is contemplating their future of hosting the pancake breakfast at Marshfield. Over the last few years the volunteers EAA 992 has dwindled. They do intend to continue with the breakfast, but they may need the assistance of another organization to help them continue on with the breakfast.

Happy Flying

Duffy, Alice Robert and Jeff Gaier

Images from the Marshfield's Wisconsin Flying Hamburger Social



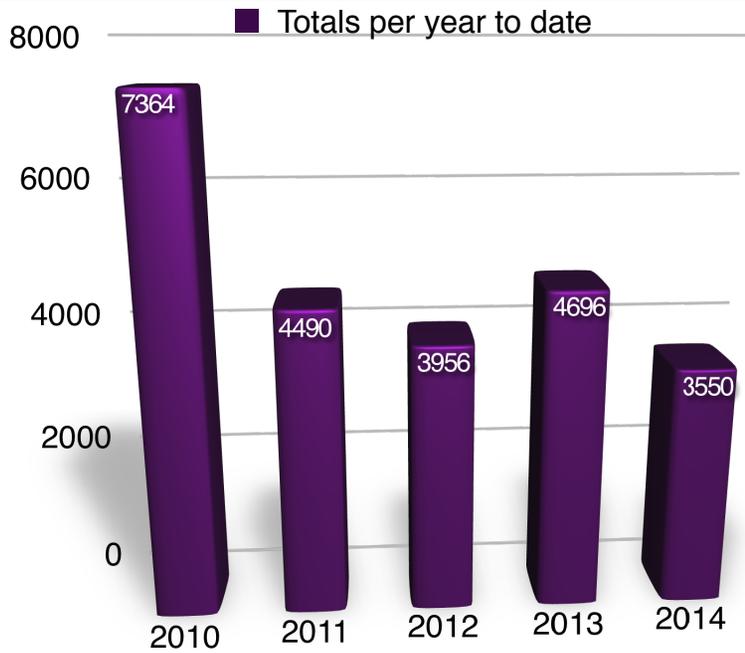


Airport Activity Report June 2014

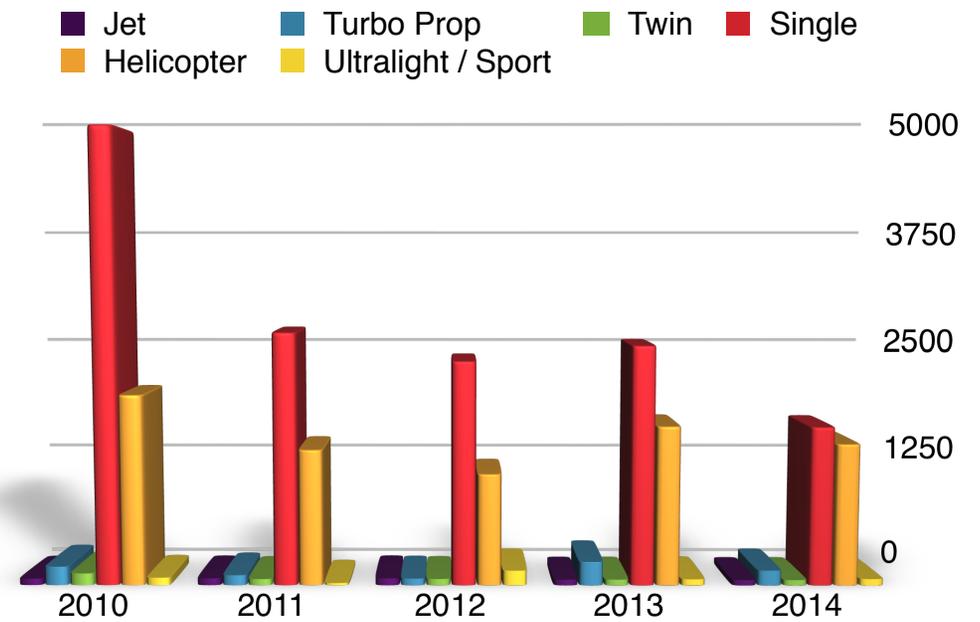


Departures and or Landings Information - Flight Operations - 28 Days Between Reports							
Year	YTD 2010	YTD 2011	YTD 2012	YTD 2013	June 2013	June 2014	YTD 2014
Jet	70	74	76	62	16	10	58
TurboProp	198	108	72	252	68	34	160
Twinq	126	66	68	62	16	20	58
Single	4858	2692	2390	2554	1008	346	1692
Helicopter	2032	1450	1192	1700	436	336	1512
Light Sport	80	24	158	66	24	36	70
Total	7364	4490	3956	4696	1568	782	3550
Passengers							
Total	9818	5984	5270	6260	2090	1042	4731
Local and Transient Traffic							
Transient	2398	1210	1017	1584	630	312	1296
Local	4650	3280	2939	3112	938	472	2256
Training Flights							
Total	2768	1993	2306	1890	812	312	1406
Fuel Dispensed							
Av Gas	11181	9073	9368	6615	1917	2130	8579
Jet A	19581	14485	15988	22349	5935	3854	19858
Total	30762	23558	25356	28964	7852	5984	28437
All Information In This Report Is Estimated Based On The Activity At The Airport For The Month. An Operation is considered a take-off or a landing.							

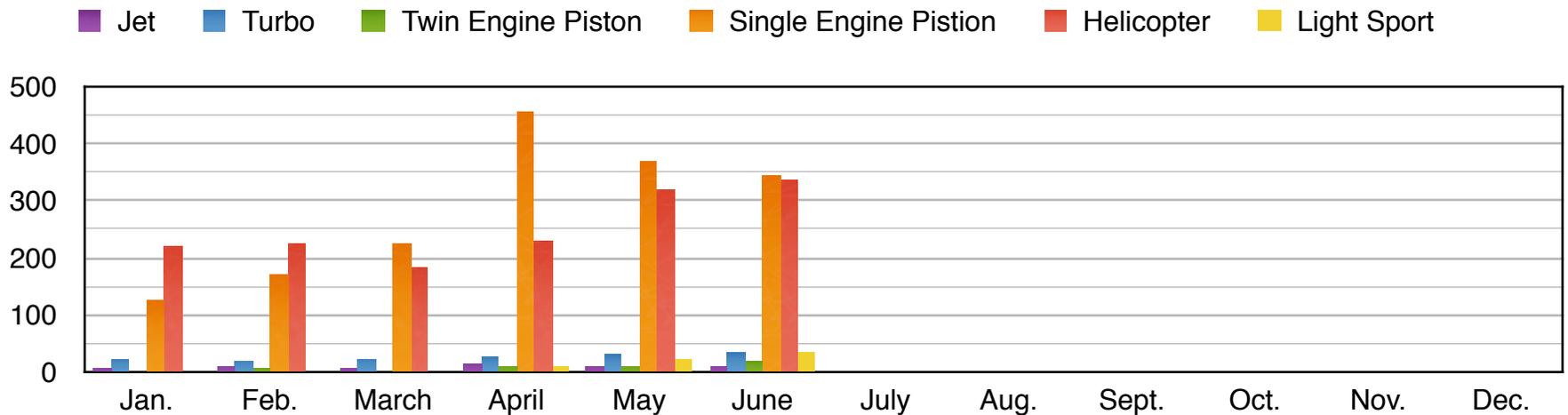
Flights Over the Past Five Years by the Present Month



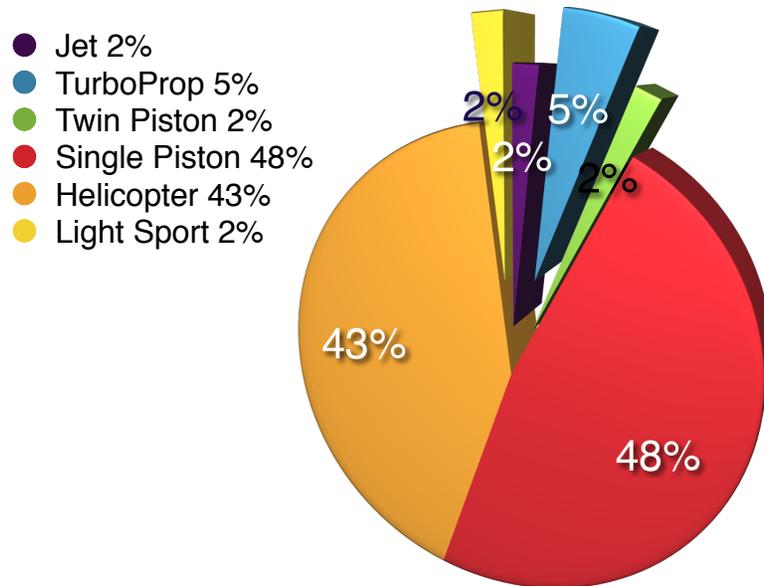
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



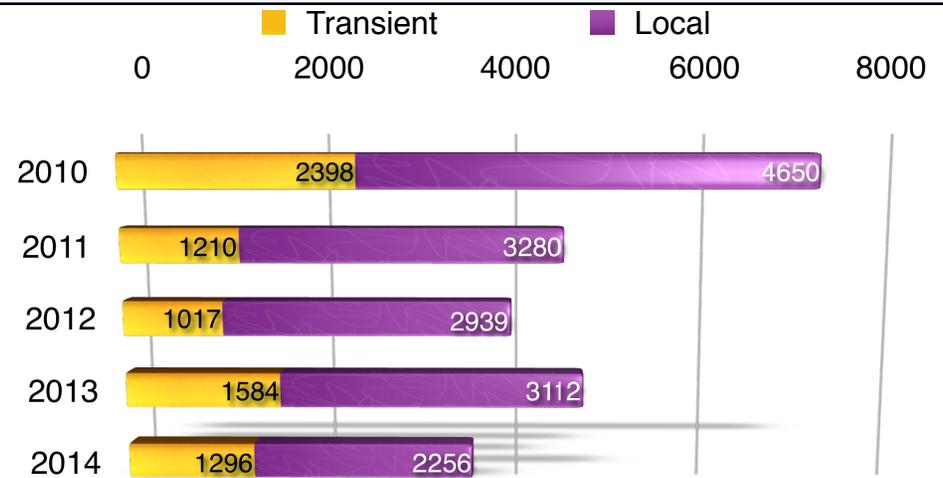
Operations by Aircraft for the Year of 2014



Percentage By Type Of Aircraft That Came Into Marshfield In 2014

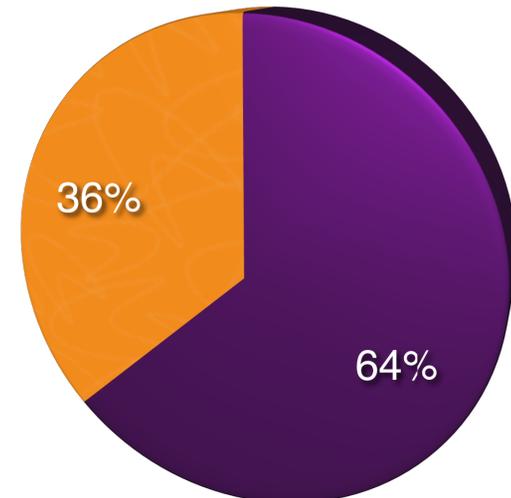


Transient Vs. Local Traffic



Percentage of Local Vs. Transient Traffic

● Local Traffic ● Transient Traffic



Summary of Activity

Compared to last year at this time last year:

Jet Engine traffic is down

Turbo Prop Engine Traffic is down

Twin Engine Piston Traffic is up

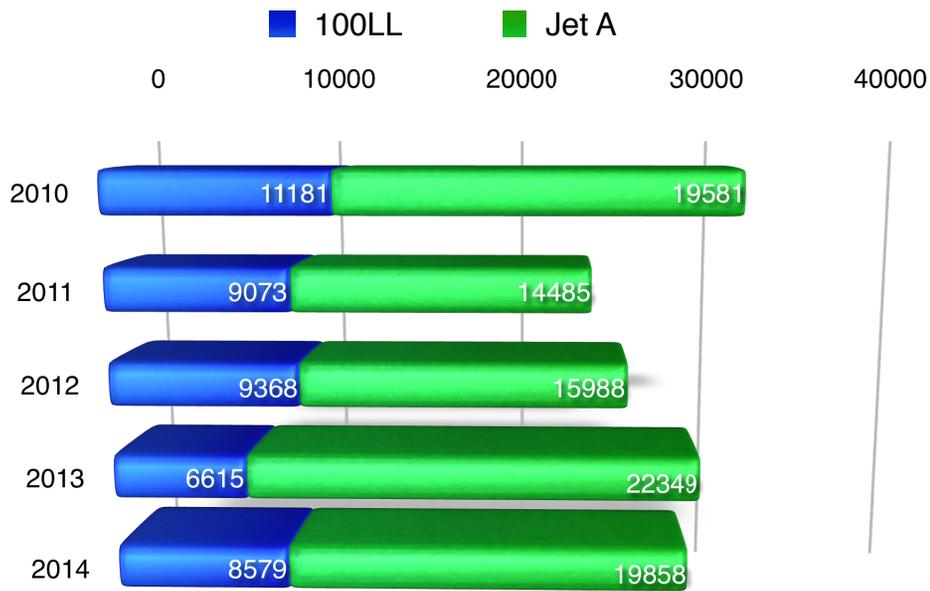
Single Engine Piston Traffic is down



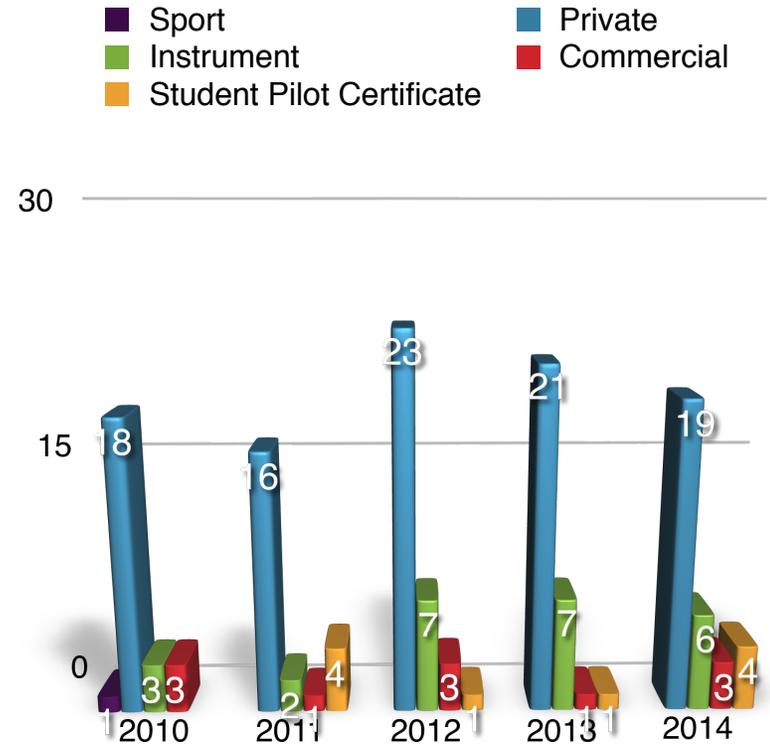
Helicopter Traffic is down

Light Sport is the up.

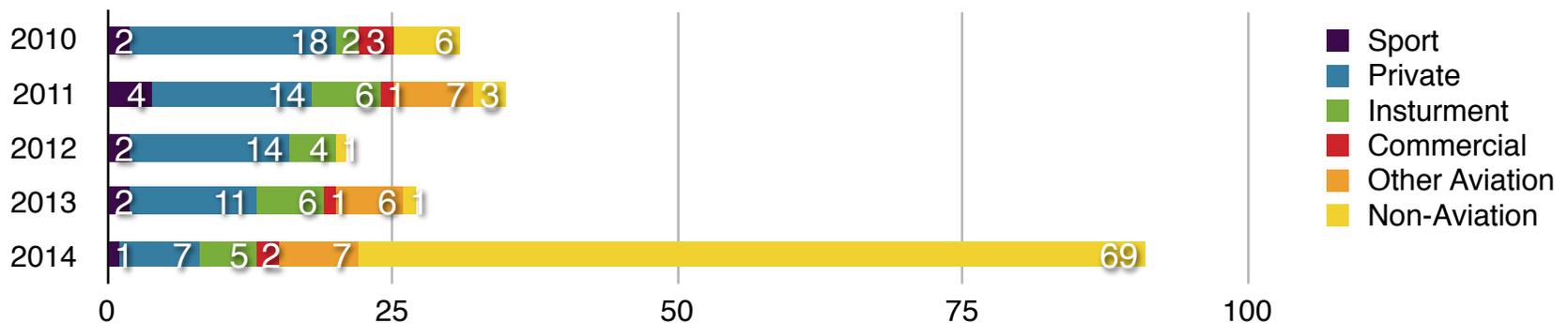
Fuel Sold - 5 Year Comparison



Duffy's Flight Checks for Pilots - 5 Year Comparison



Computerized Written Exams Given At The Airport



Individuals and Businesses that have used the Airport The Month of June 2014

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

Grant Tarpinain
Troy Rens
Life Link III (Medflight New Richmond)
Bob Lee
Wayne Short
Enbridge
MQA Aviation LLC
Matt Thomas
Burrnett Co. Flying Service
Michael Tyler
Air Methods
Citation Air
Roehl Transport
Everett Roehl & Family
Reven Untiedt
Matt Keifer
Brittany Lueth & Rico
Bob Thill
Valley Medical - Fixed Wing Medflight
Nicholas Jeter
Randy Musack
Harry Dolan
Bruce Wineman
Ed Plotka
Dan Bull
Steven Montgomery
FerrSpray Aerial Application, LLC
Steve Mickelson
Timothy Salzwedel

Tena Thompson
Jeffrey Christensen
Roger Morse
Britt Bushman
Bert Hodous
Louay Danial
Zachary Parmeter
Joan Hauer
Paul Bach
Elisha Mullikin
John Jordan
Harold Haberlin
Austin Erickson
Tyler Walker
Richard Olson
Anthony Hjelle
Todd Ponick
Edward Rygiel
Randall Van Gasse
Bruce Milavitz
Kenneth Hinrichs
Michael Bowler
Jack Young
Kenneth Hinrichs
Eric Tobias
Boivin Roderick

Charlie Smith

Bob Mohr

John and Wyatt Chmiel

Robert and Jeff Morgan

Clear Blue Aviation LLC

L.J. Aviation

State of Wisconsin (Donor Flight)

Priester Aviation (Donor Flight)

Hot Mama Transport LLC (Medflight,
North Dakota)

AVMet International LLC (Medflight)

Cottingham & Butler Insurance Ser-
vices

AGP Aviation LLC

Sun Air Jets

AV8 LLC



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

Experimental Aircraft Association Chapter 992 (Marshfield & Medford Group)

Toastmasters of Marshfield

Central Wisconsin Apple User Group

Marshfield Youth Hockey

VNA Home Health

The Bridge Center (group that helps families with autistic children)

C12 Group (Christian CEOs and owners building great businesses for a greater purpose)

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

Holiday Inn

Melody Skating Gardens

Blue Heron / West 14th

Neva Jean

Marshfield Clinic

St. Joseph's Hospital

Festival Foods

V & H Heavy Trucks

Roehl Transport

Subway

Chips

McDonalds

Little Casears

Target

Hardees

The Store

Baltus

Wildwood Zoo

Marshfield Hotel

Nasonville Dairy

Hub City Ice Cream

Dairy Queen

El Mexical

Kitchen Table

Account # 101-53510-33

Obj. #	Description	2014 Amount Approved	2014 June Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	44,286.00	3,690.50	Manager's contract	22,143.00	22,143.00
52210	Electric	16,926.00	1,660.79	Electric	8,185.02	8,740.98
52220	Water	497.00	39.50	Marshfield Utilities	155.15	341.85
52230	Sewer	426.00	44.26	Marshfield Utilities	172.71	253.29
52240	Fire Protection Charge	1,641.00	153.53	Marshfield Utilities	614.12	1,026.88
52260	Heating - Gas	3,272.00	194.15	WE Energies general aviation termina	2,717.52	554.48
			32.36	WE Energies - East unit		
			51.52	WE Energies - West unit		
52300	Telephone	1,244.00	106.06	Frontier	532.98	711.02
52400	Rep/Maint. Serv-Streets	17,200.00			11,810.00	5,390.00
52500	Repair/Mainte. Service	50,967.00	42.80	UniFirst - mat service	9,506.67	41,460.33
			4,412.50	Duffy's Aircraft Sales - Mowing - 43.5 JD930 - 11.0 Dixon		
				54.5 hrs. operators		
			198.00	Merkel Co., Inc. - Repaired runway lights		
			1,380.00	Struck & Irwin Paving, Inc. - cracksealing work in parking lot		

			June		Used	Balance
			Expenses		To Date	
52900	Other Contractual Ser.	7,000.00				7,000.00
53100	Office Supplies & Exp.	100.00			85.00	15.00
53200	Publications & dues	400.00	130.00	WI DNR-Environmental Fees - Stormwater Fees	130.00	270.00
53400	Operating supplies	1,600.00			852.70	747.30
53500	Rep/Mainte. Supplies	6,500.00	24.99	Hiller's Hardware - 1 ZeroP TB/weed control	1,255.00	5,245.00
55110	Buildings & Contents	2,487.00			2,383.33	103.67
55140	Professional Liability	321.00			310.31	10.69
55150	Airport Liability	4,486.00			4,350.00	136.00
55170	Boiler	359.00			371.47	(12.47)
58830	Airport Buildings	6,000.00			65,574.98	100,137.02
Grand Totals		165,712.00			12,160.96	

BOARD OF PUBLIC WORKS MINUTES
OF JUNE 30, 2014

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

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

EXCUSED: None

ALSO PRESENT: Alderperson Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Street Superintendent Panzer; Wastewater Superintendent Warp; Parks & Recreation Director Englehart; Parks & Recreation Supervisor Steinbach; Bill Penker; the media; and others.

PW14-94 Motion by Jockheck, second by Buttke to recommend approval of the minutes of the June 16, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments:

- Myron Silberman, 313 South Adams Avenue, spoke in favor of saving the Vaughn Hansen Chapel at the Cemetery. He was the architect for the project. The building was designed as an off shoot of a great architect, Oscar Niemeyer, and a similar chapel he built in Brasilia. The chapel was originally designed for holding services during the cold weather times, but apparently it is not being used for that purpose and he feels another use should be found the building. He would hate to see the building taken down. He is quite sure that the Hansen's gave some funds for perpetual care, but he is not sure of the amount. He was planning to contact the local Rotary Clubs to raise funds for restoring the building but is now focusing on raising funds for Relay for Life.
- Alderman Wagner stated that there has not been a discussion regarding alternate use of the Chapel and he would like to see this item on a future Board of Public Works agenda.

Street Superintendent Panzer presented a Street Division construction update. City Engineer Turchi presented an Engineering Division construction update.

City Engineer Turchi presented a power point regarding the results of the Maple Avenue Railroad Crossing survey. Survey results are posted on the city website. This was an informational item only.

PW14-95 Motion by Wagner, second by Buttke to recommend approval of a professional services agreement with BESTIMATE LLC for Jack Hackman Field storage building consultant services at a cost of \$1,470 under the assumption that there is no conflict of interest with Bob Lewerenz, owner of BESTIMATE LLC, serving on the Zoning Board of Appeals.

Motion Carried

PW14-96 Motion by Buttke, second by Cummings to recommend approval of the quotation submitted by V & H Automotive of Marshfield, WI for a Lift Station Service Truck for the Wastewater Utility at a cost of \$53,670, authorize execution of a purchase agreement and further recommend a Budget Resolution be drafted for Common Council consideration.

Motion Carried

PW14-97 Motion by Jockheck, second by Cummings to adjourn to closed session at 6:23 PM pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- **City Hall Plaza Leases**

Roll call vote, all 'Ayes' Motion Carried

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

PW14-98 Motion by Buttke, second by Jockheck to reconvene in open session at 6:34 PM.

Roll call vote, all 'Ayes' Motion Carried

PW14-99 Motion by Buttke, second by Cummings to recommend approval of a month to month lease hold over for Wood County on 4th floor of City Hall Plaza and direct staff to draft a memo of understanding.

Motion Carried

Recommended items for future agendas:

Alderman Buttke has had complaints on the lack of progress on water main break patches. These patches are settling and no progress is being made on the repairs.

Motion by Wagner, second by Cummings that the meeting be adjourned at 6:37 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF JULY 1, 2014

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

PRESENT: Alderpersons Ed Wagner, Alanna Feddick and Gordon Earll

ABSENT: None

ALSO PRESENT: Lt. Darren Larson and City Clerk Hall

JLC14-065 Motion by Feddick, second by Earll to approve the minutes of the June 17, 2014 meeting.

Motion carried

CITIZEN COMMENTS

None

JLC14-066 Motion by Earll, second by Feddick to approve by unanimous consent the following:

- a) Six (6) Beverage Operator Licenses for the 2013-2015 license year to: Michelle Bores, Jeffrey Davis, Taylor Hoffman, Kelsey Lang, Ryan Parkison and Hannah Vorpapel.
- b) Temporary Class "B" Retailer's License (Picnic) for St. John the Baptist Catholic Church for July 11, 2014.
- c) Temporary Class "B" Retailer's License (Picnic) for Columbus Catholic Schools for September 6, 2014.
- d) Temporary Class "B" Retailer's License (Picnic) for Our Lady of Peace Parish for September 13 – 14, 2014.

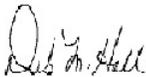
Motion carried

Future Agenda Items

None

Motion by Feddick, second by Earll to adjourn at 5:07 p.m.

Motion carried



Deb M. Hall
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF JULY 1, 2014

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

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

ABSENT: Alderperson Peter Hendler

ALSO PRESENT: Alderperson Wagner, City Administrator Barg, Jeff Gaier and City Personnel (Keith Strey, Brenda Hanson, Lara Baehr and Deb Hall)

Citizen Comments

None

FBP14-054 Motion by Spiros, second by Smith to approve the items on the consent agenda:

1. Minutes of the June 17, 2014 meeting.
2. Payroll in the amount of \$840,509.75 and the bills in the amount of \$684,465.04
3. Monthly Position Control Report as of June 30, 2014

Motion carried

No items were removed from the consent agenda.

FBP14-055 Motion by Earll, second by Spiros to approve revised Policy No. 3.800 Compensation Plan.

Motion carried

FBP14-056 Motion by Smith, second by Spiros to recommend approval of Budget Resolution No. 16-2014 to the Common Council, transferring \$9,427 within the General Fund Airport budget to fund the city's share of crack filling project and purchase of additional property for the airport.

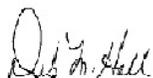
Motion carried

FUTURE AGENDA ITEMS

None

Motion by Spiros, second by Smith to adjourn at 5:37 p.m.

Motion carried



Deb M. Hall
City Clerk



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Sam Schroeder, Zoning Administrator
DATE: June 24, 2014

RE: First Reading Ordinance No. 1280 rezoning request by the Zimmermann Brothers Construction Company to change the zoning from “SR-3” Single-Family Residential District to “TR-6” Two-Family Residential District, located on the east side on South Adams Avenue, at a vacant lot, with the address of 1021 to 1027 South Adams Avenue.

Background

Zimmermann Brothers Construction recently bought a strip of land located at 1021–1027 South Adams Avenue, which is South of West Park Street and North of West 11th Street. The Zimmermann Brothers are requesting to change the zoning from “SR-3” Single Family Residential to “TR-6” Two Family Residential. If the zoning map amendment is approved the Applicant has future plans to develop this lot into two separate duplex lots. As the lot sit, the Applicant would not be able to develop two duplex lots at its current size without getting an approval of a variance or acquiring more land because of the minimum lot size requirements.

Analysis

Reviewing the 2007 City of Marshfield 20 year Comprehensive Plan, this area is identified as existing suburban residential, which has a density of less than 5 units per acre. Developing two duplex lots within this neighborhood would still coincide with the Comprehensive Plan.

Looking at the general context of the neighborhood, the primary zoning districts are “SR-2” and “SR-3”, with South Adams Avenue being the dividing line. From a larger scale there are individual parcel outliers that are either zoned “SR-4” or “TR-6”. These outliers were created when the City wide rezoning took place on January 1, 2013. It was the intention of the city wide rezoning to match the closest zoning district to the existing use.

The concern that follows the Applicants request is the possibility of creating a spot zone. Spot zone or spot zoning is interpreted as amending a small tract of

land to grant it special privileges that are not extended to other land in the surrounding area which solely benefit the property owner and not the interest of the general public. This definition and many other definitions found other places can be up to interpretation, but needs to be evaluated with caution for future developments.

In the staff report written for the Plan Commission, staff did recommend denial of the rezoning request, because of the possibility of creating a spot zone. Staff continues to stand with the initial recommendation of denial as to not create a spot zone.

Plan Commission Recommendation

A public hearing was held on June 17, 2014 where two people spoke in favor of the rezoning. One of the two was the Applicant who also went on record that a notice was sent to all of the adjoining neighbors and did not receive any objections from any of them.

The Plan Commission recommends approval of the rezoning of the parcel from "SR-3" Single Family Residential District to "TR-6" Two Family Residential District.

Council Options

The Common Council can take the following actions:

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

Council Action

None at this time unless the rules are suspended; final action will be requested after the second reading scheduled for the July 8, 2014 Common Council meeting.

Attachments

1. Ordinance 1280
2. Location Map

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

ORDINANCE NO. 1280

AN ORDINANCE REZONING ONE PARCEL LOCATED ON THE EAST SIDE OF THE STREET, ON A VACANT PARCEL, WITH THE ADDRESS OF 1021 TO 1027 SOUTH ADAMS AVENUE (PARCEL NUMBER 33-03683) FROM THE “SR-3” SINGLE-FAMILY RESIDENTIAL DISTRICT TO “TR-6” TWO-FAMILY RESIDENTIAL DISTRICT.

WHEREAS, the Common Council of the City of Marshfield, having reviewed the recommendation of the City Plan Commission regarding the proposed change in zoning classification for the property described below; and

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such change in zoning and, pursuant thereto, a public hearing having been held on the 17th day of June, 2014 at 7:00pm, and the Plan Commission having heard all interested parties or their agents and attorneys;

NOW, THEREFORE, the Common Council of the City of Marshfield, Wisconsin, do ordain as follows:

SECTION I. Zoning

The following described property is hereby rezoned from “SR-3” Single-Family Residential District to “TR-6” Two-Family Residential District , as set forth in, and regulated by, the provisions of Chapter 18, Marshfield Municipal Code:

Being part of the NW ¼ of the SE ¼ and the SW ¼ of the SE ¼ of Section 7, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

More fully described as Lots One (1), Two (2), and Three (3), Block One of the Porter Greenwood’s Subdivision of the City of Marshfield, except rights-of-way and the easterly Twenty-Three feet of said Lots and that part of the vacant adjacent Omaha Street lying southerly of said Lots in Block One.

SECTION II. Effective Date

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

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, City Planner
DATE: June 24, 2014

RE: First Reading – Ordinance No. 1281 amending Sections 18-12, 18-51, and 18-65 of the City of Marshfield Municipal Code, to allow detached accessory structures between the principal structure and the street on double-frontage lots, allow fences to be placed along the right-of-way on double-frontage lots, define the required yards for double-frontage lots, and clarify the number of accessory structures that are permitted.

Background

The zoning code currently prohibits accessory buildings between a principal building and a street frontage. While this works for keeping accessory buildings out of the front or street side yard, it makes it impossible to find a suitable location for an accessory structure or fence in the case of a double frontage lot. Last fall, the Zoning Board of Appeals heard a variance request to allow an accessory structure between a principal building and a street frontage. The Applicant happened to have 4 separate street frontages, making the placement of an accessory structure without a variance nearly impossible. The Zoning Board of Appeals granted the variance and suggested that staff look into amending the ordinance to address double frontage situations.

Analysis

Staff is proposing the amendment to allow accessory structures and fences for what would be considered the back yard of a double frontage lot. According Chapter 18 of the Marshfield Municipal Code, a double frontage lot is defined as follows:

Buildings on lots having frontage on two nonintersecting streets need not have a rear yard if an equivalent open space is provided on the lot in lieu of such required rear yard; applicable front yards must be provided, however, on both streets.

The zoning code also prohibits an accessory building to be located between the principal structure and the street frontage. Under the current requirements, a

property owner wouldn't be able to have a shed, detached garage, or privacy fence in their back yard. Staff believes this is creating a hardship for those property owners and is proposing to make the following changes:

- a. Changes the definition of double frontage to mean an interior lot having frontage on two streets or lots having frontage on two non-intersecting streets, and allow one of the frontages to be considered a rear yard as determined by the Zoning Administrator.
- b. Moves and amends Sections 18-51(3)(b) and (c) to Sections 18-65(8) and (9) and amend (c) to address front yard setbacks and when an accessory structure can be constructed in relation to a principal structure.
- c. No residential accessory building or structure shall be constructed prior to the construction of the principal structure, except an accessory structure when abutting lot to a residential lot under the same ownership that contains the principal building.
- d. No nonresidential accessory building or structure shall be constructed prior to the construction of the principal structure, except for an accessory structure when abutting a lot under the same ownership that containing the principal building.
- e. Detached accessory buildings must comply with either the required front or street side yard setbacks, or the setback of the existing façade facing the street, whichever is more permissive.
- f. An accessory structure existing at the time of adoption of this Chapter may be reconstructed on the same footprint regardless of setback.
- g. The minimum front yard setback for garages is 20 feet.
- h. Accessory buildings shall not be located directly between the principal building and the street in the front yard.
- i. For rear yards on a double frontage lot, detached accessory buildings shall be setback a minimum of 20 feet or the average of the adjacent principal buildings, whichever is closer to the street per the requirements Section 18-72.
- j. Detached garages that have direct street access from the rear yard must have a minimum setback of 20 feet.
- k. Make nonresidential accessory building requirements for garages on a corner lot the same as the requirements for residential buildings.
- l. Up to three residential accessory buildings (attached and detached) shall be permitted by right for each dwelling unit for single family uses and two residential accessory buildings (attached and detached) shall be permitted by right for each dwelling unit for multifamily uses.
- m. Allow privacy or chain link fences to be placed in required street side yards and rear yards of double frontage lots, and require a minimum 3-foot setback from all rights-of-way property lines. Amending the definition of double frontage will allow for this without additional changes to the ordinance.
- n. Limit nonresidential accessory structures to a total of 3 buildings by right, except for industrial zoned properties.

Staff also made some changes to the format of the Residential and Nonresidential Accessory Use section to make it much easier to read. The primary change was to have each type of setback, such as front yard, rear yard, side yard, etc., listed separately as its own subsection, rather than group all the setbacks under one subsection.

Section 18-159(4) requires that the Zoning Administrator evaluate whether the proposed amendment meets the following:

1. Advances the purposes of this Chapter as outlined in Section 18-03.

The proposed amendment will help protect the comfort and convenience of property owners with double frontage lots.
2. Advances the purposes of the general Article in which the amendment is proposed to be located.

The proposed amendment covers multiple articles, but it will allow for an equitable approval for detached garages and sheds in the City.
3. Advances the purposes of the specific Section in which the amendment is proposed to be located.

The proposed amendment covers multiple sections, but it will allow for an equitable approval for detached garages and sheds in the City.
4. Is in harmony with the recommendations of the Comprehensive Plan.

One of the planning goals in the Comprehensive Plan states that properties should screen and/or buffer unsightly outdoor equipment, materials, and vehicle storage areas from public view from streets and other right-of-ways. Allowing garages and accessory structures in the back of double frontage lots will help to reduce the need for outdoor storage areas.
5. Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts.

The proposed amendment will afford those with double frontage lots, the same rights to place a detached shed or garage in their backyard that other property owners presently have.
6. Addresses any of the following factors that may not be addressed in the current zoning text:
 - a. A change in the land market, or other factors which require a new form of development, a new type of land use, or a new procedure to

- meet said change(s).
- b. New methods of development or types of infrastructure.
 - c. Changing governmental finances to meet the needs of the government in terms of providing and affording public services.
 - d. Errors, omissions, corrections, and clarification of regulations.

The proposed amendment addresses an omission as double frontage lots were not considered when the regulations for fences were developed.

Plan Commission Recommendation

A public hearing was held on June 17, 2014 where no comments were made. The Plan Commission recommended approving the proposed ordinance as presented.

Council Options

The Common Council can take the following actions:

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

Recommendation

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

Attachments

1. Draft Redline Ordinance
2. Draft Ordinance

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

REDLINE ORDINANCE NO. 1281

An Ordinance amending Section 18-12, 18-51, and 18-65 of the City of Marshfield Municipal Code pertaining to Accessory Structure and Double Frontage Lot regulations.

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

SECTION 1. Section 18-12 of the Marshfield Municipal Code is hereby amended to include the changes to the “Lot, double-frontage” definition as follows:

Section 18-12: Definitions

Lot, double-frontage: Buildings on lots having frontage on two nonintersecting streets ~~need not have a rear yard if an equivalent open space is provided on the lot in lieu of such required rear yard; applicable front yards must be provided, however, on both streets, or an interior lot having frontage on two streets. A rear yard shall be determined by the Zoning Administrator.~~

SECTION 2. Section 18-51(3) of the Marshfield Municipal Code is hereby amended to read as follows:

Section 18-51: Regulation of Allowable Uses

- (3) Accessory Land Uses. Accessory land uses are allowed subject to all the requirements and exemptions applicable to principal land uses permitted by right as listed in Subsection (1), above. Accessory land uses allowed only with a conditional use permit are subject to all the requirements and exemptions applicable to principal land uses requiring a conditional use permit as listed in Subsection (2), above. Accessory land uses shall also comply with the ~~following listed~~ regulations listed in Section 18-65. No accessory use shall be established on any lot prior to the establishment of an allowable principal use, unless otherwise stated in this Chapter. City parks are exempt from this requirement. With the exception of an in-home suite or Accessory Dwelling Units, in no instance shall an accessory building, cellar, basement, tent, or recreational trailer to be used as a residence.
- ~~(a) No accessory use shall be established on any lot prior to the establishment of an allowable principal use, unless otherwise stated in this Chapter. City parks are exempt from this requirement.~~
- ~~(b) No accessory building or structure shall be constructed prior to the construction of the principal structure, except for a garage on an abutting lot to a residential lot under the same ownership containing the principal buildings. Structures in City parks are also exempt from this requirement.~~
- ~~(c) Detached accessory buildings shall not be located between a principal building and a street frontage on the same lot, nor within any required front yard.~~
- ~~(d) With the exception of an in-home suite or Accessory Dwelling Units, in no instance shall an accessory building, cellar, basement, tent, or recreational trailer be used as a residence.~~

SECTION 3. Section 18-65(8) and (9) of the Marshfield Municipal Code is hereby amended to read as follows:

Section 18-65: Accessory Land Uses and Structures

- (8) Residential Accessory Building: Structures primarily used to shelter parked passenger vehicles (including garages and carports) or to store residential maintenance equipment of the subject property (such as a shed).

Regulations:

- (a) ~~Three total buildings shall be permitted by right. Up to three residential accessory buildings (attached and detached) shall per permitted by right for each dwelling unit for single family uses and two residential accessory buildings (attached and detached) shall be permitted by right for each dwelling unit for multifamily uses.~~
- (b) The accessory building area shall not exceed the ground floor area of the principal building used for residence. Split-level homes and multi-story homes may include the living space above the garage when calculating the ground floor area.
- (c) Residential Accessory Buildings up to 1,200 square feet of gross ground floor area are permitted by right for single family dwellings.
- (d) Residential Accessory Buildings up to 900 square feet of gross ground floor area per unit are permitted by right for buildings with two dwelling units or greater.
- (e) The measurement of accessory building size shall include the total of all detached or attached accessory buildings on the lot. Portions of an attached garage not used for storage, but physically separated from the rest of the garage are not counted towards the accessory building space such as a workshop or basement access. Accessory uses and structures listed in Section 18-65(10)-(198) are not counted towards the 1,200 or 900 square foot allowance.
- (f) No accessory use, building, or structure shall be constructed prior to the construction of the principal structure, except for an accessory structure when abutting a residential lot under the same ownership that contains the principal building.
- (g) See Article II for accessory building maximum building heights and district setbacks.
- (h) A conditional use permit is required for exceptions to any of the above regulations.
- (i) Separation from principal dwelling units. Detached accessory buildings shall be located a minimum of 6 feet from a residential dwelling unit on the same lot, except where the structure will be constructed to fire-rating standards of the Uniform Dwelling Code. If the fire-rating standard is met, an accessory building may be located closer than 6 feet and still be considered detached. Minor attachments may be located in the required separation area and do not render the structures attached for setback purposes.
- (j) Garage setbacks on corner lots.
 - 1. For lots 50 feet wide and less, the street side setback of a garage may be reduced to no less than 17 feet.
 - 2. For lots more than 50 feet wide, the street side setback of a garage may be reduced to no less than 20 feet.
- (k) Detached accessory building setback.
 - 1. Front yards.
 - a. Detached accessory buildings must comply with either the required front yard setbacks, or the setback of the existing façade facing the front yard street, whichever is more permissive. On an interior lot, the minimum front yard setback for a detached garage is 20 feet.
 - b. Accessory buildings shall not be located directly between the principal building and the street in the front yard.
 - 2. Street side yards.
 - a. Detached accessory buildings must comply with either the required street side yards setbacks, or the setback of the existing façade facing the street side yard street,

whichever is more permissive. Garages on corner lots must comply with subsection (j) above.

3. Side yards.
 - a. All detached accessory buildings shall be set back at least 3 feet from all side yard property lot lines.
4. Rear yards.
 - a. All detached accessory buildings shall be setback at least 5 feet from all rear yard property lines unless greater setbacks are required in other sections of this Chapter.
 - b. For rear yards on a double frontage lot, detached accessory buildings shall be setback from the right-of-way, a minimum of 20 feet or the average, per the requirements Section 18-72, whichever is more permissive.
 - c. Detached garages that have direct street access from the rear yard must have a minimum setback of 20 feet.
5. In those instances where the rear or side lot line is coterminous with an alley right-of-way, the Minimum Garage Setback to Alley requirements of the district shall apply.
6. An accessory structure existing at the time of adoption of this Chapter may be reconstructed on the same footprint regardless of setback.
- ~~7. All detached accessory buildings shall be set back at least 3 feet from all side yard property lot lines and at least 5 feet from all rear yard property lines unless greater setbacks are required in other sections of this Chapter.~~
- ~~8. Detached accessory buildings are not permitted in the required front or street side yards unless reconstructed on the same footprint existing at the time of adoption of this Chapter.~~
- ~~9. In those instances where the rear or side lot line is coterminous with an alley right-of-way, the Minimum Garage Setback to Alley requirements of the district shall apply.~~
- (l) Accessory buildings attached to principal buildings. When an accessory building is structurally attached to a principal building, it shall be subject to, and must conform to, all regulations of this chapter applicable to principal buildings except where encroachments are specifically allowed elsewhere in this chapter.
- (9) Nonresidential Accessory Building: Buildings primarily used to shelter business vehicles or to store maintenance equipment of the subject property. Accessory buildings and uses for public facilities are exempt from the regulations listed below.

Regulations:

- (a) Three total buildings shall be permitted by right for all nonresidential uses except for City parks and properties located in an industrial zoned district.
- (b) No accessory use, building, or structure shall be constructed prior to the construction of the principal structure, except for an accessory structure when abutting a lot under the same ownership that contains the principal building. City parks are exempt from this requirement.
- (c) See Article II for maximum accessory building heights and district setbacks.
- (d) A conditional use permit is required for exceptions to any of the above regulations.
- (e) Garage setbacks on corner lots.
 1. For lots 50 feet wide and less, the street side setback of a garage may be reduced to no less than 17 feet.

2. For lots more than 50 feet wide, the street side setback of a garage may be reduced to no less than 20 feet.
 - ~~3. For lots more than 50 feet wide, the average setback of the 4, or fewer, nearest buildings may be used to determine the street side setback of a garage, but in no case shall the reduced setback be less than 20 feet.~~
- (f) Detached accessory building setback.
1. Front yards.
 - a. Detached accessory buildings must comply with either the required front yard setbacks, or the setback of the existing façade facing the front yard street, whichever is more permissive. On an interior lot, the minimum front yard setback for a detached garage is 20 feet.
 - b. Accessory buildings shall not be located directly between the principal building and the street in the front yard.
 2. Street side yards.
 - a. Detached accessory buildings must comply with either the required street side yards setbacks, or the setback of the existing façade facing the street side yard street, whichever is more permissive. Garages on corner lots must comply with subsection (e) above.
 3. Side yards.
 - a. All detached accessory buildings shall be set back a minimum of 3 feet from all side yard property lot lines.
 4. Rear yards.
 - a. All detached accessory buildings shall be setback at least 5 feet from all rear yard property lines unless greater setbacks are required in other sections of this Chapter.
 - b. For rear yards on a double frontage lot, detached accessory buildings shall be setback from the right-of-way, a minimum of 20 feet or the average, per the requirements Section 18-72, whichever is more permissive.
 - c. Detached garages that have direct access from the rear yard must have a minimum setback of 20 feet.
 5. In those instances where the rear or side lot line is coterminous with an alley right-of-way, the Minimum Garage Setback to Alley requirements of the district shall apply.
 6. An accessory structure existing at the time of adoption of this Chapter may be reconstructed on the same footprint regardless of setback.
 - ~~7. All accessory buildings shall be set back at least 3 feet from all side yard property lot lines and at least 5 feet from all rear yard property lines unless greater setbacks are required in other sections of this Chapter.~~
 - ~~8. Detached accessory buildings are not permitted in the required front or street side yards unless reconstructed on the same footprint existing at the time of adoption of this Chapter.~~
 - ~~9. In those instances where the rear or side lot line is coterminous with an alley right-of-way, the Minimum Garage Setback to Alley requirements of the district shall apply.~~
- (g) Accessory buildings attached to principal buildings. When an accessory building is structurally attached to a principal building, it shall be subject to, and must conform to, all regulations of this

chapter applicable to principal buildings except where encroachments are specifically allowed elsewhere in this chapter.

SECTION 4. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 5. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 6. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk

ORDINANCE NO. 1281

An Ordinance amending Section 18-12, 18-51, and 18-65 of the City of Marshfield Municipal Code pertaining to Accessory Structure and Double Frontage Lot regulations.

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

SECTION 1. Section 18-12 of the Marshfield Municipal Code is hereby amended to include the changes to the “Lot, double-frontage” definition as follows:

Section 18-12: Definitions

Lot, double-frontage: Buildings on lots having frontage on two nonintersecting streets, or an interior lot having frontage on two streets. A rear yard shall be determined by the Zoning Administrator.

SECTION 2. Section 18-51(3) of the Marshfield Municipal Code is hereby amended to read as follows:

Section 18-51: Regulation of Allowable Uses

- (3) Accessory Land Uses. Accessory land uses are allowed subject to all the requirements and exemptions applicable to principal land uses permitted by right as listed in Subsection (1), above. Accessory land uses allowed only with a conditional use permit are subject to all the requirements and exemptions applicable to principal land uses requiring a conditional use permit as listed in Subsection (2), above. Accessory land uses shall also comply with the regulations listed in Section 18-65. No accessory use shall be established on any lot prior to the establishment of an allowable principal use, unless otherwise stated in this Chapter. City parks are exempt from this requirement. With the exception of an in-home suite or Accessory Dwelling Units, in no instance shall an accessory building, cellar, basement, tent, or recreational trailer to be used as a residence.

SECTION 3. Section 18-65(8) and (9) of the Marshfield Municipal Code is hereby amended to read as follows:

Section 18-65: Accessory Land Uses and Structures

- (8) Residential Accessory Building: Structures primarily used to shelter parked passenger vehicles (including garages and carports) or to store residential maintenance equipment of the subject property (such as a shed).

Regulations:

- (a) Up to three residential accessory buildings (attached and detached) shall per permitted by right for each dwelling unit for single family uses and two residential accessory buildings (attached and detached) shall be permitted by right for each dwelling unit for multifamily uses.
- (b) The accessory building area shall not exceed the ground floor area of the principal building used for residence. Split-level homes and multi-story homes may include the living space above the garage when calculating the ground floor area.
- (c) Residential Accessory Buildings up to 1,200 square feet of gross ground floor area are permitted by right for single family dwellings.
- (d) Residential Accessory Buildings up to 900 square feet of gross ground floor area per unit are permitted by right for buildings with two dwelling units or greater.

- (e) The measurement of accessory building size shall include the total of all detached or attached accessory buildings on the lot. Portions of an attached garage not used for storage, but physically separated from the rest of the garage are not counted towards the accessory building space such as a workshop or basement access. Accessory uses and structures listed in Section 18-65(10)–(18) are not counted towards the 1,200 or 900 square foot allowance.
- (f) No accessory use, building, or structure shall be constructed prior to the construction of the principal structure, except for an accessory structure when abutting a residential lot under the same ownership that contains the principal building.
- (g) See Article II for accessory building maximum building heights and district setbacks.
- (h) A conditional use permit is required for exceptions to any of the above regulations.
- (i) Separation from principal dwelling units. Detached accessory buildings shall be located a minimum of 6 feet from a residential dwelling unit on the same lot, except where the structure will be constructed to fire-rating standards of the Uniform Dwelling Code. If the fire-rating standard is met, an accessory building may be located closer than 6 feet and still be considered detached. Minor attachments may be located in the required separation area and do not render the structures attached for setback purposes.
- (j) Garage setbacks on corner lots.
 - 1. For lots 50 feet wide and less, the street side setback of a garage may be reduced to no less than 17 feet.
 - 2. For lots more than 50 feet wide, the street side setback of a garage may be reduced to no less than 20 feet.
- (k) Detached accessory building setback.
 - 1. Front yards.
 - a. Detached accessory buildings must comply with either the required front yard setbacks, or the setback of the existing façade facing the front yard street, whichever is more permissive. On an interior lot, the minimum front yard setback for a detached garage is 20 feet.
 - b. Accessory buildings shall not be located directly between the principal building and the street in the front yard.
 - 2. Street side yards.
 - a. Detached accessory buildings must comply with either the required street side yards setbacks, or the setback of the existing façade facing the street side yard street, whichever is more permissive. Garages on corner lots must comply with subsection (j) above.
 - 3. Side yards.
 - a. All detached accessory buildings shall be set back at least 3 feet from all side yard property lot lines.
 - 4. Rear yards.
 - a. All detached accessory buildings shall be setback at least 5 feet from all rear yard property lines unless greater setbacks are required in other sections of this Chapter.
 - b. For rear yards on a double frontage lot, detached accessory buildings shall be setback from the right-of-way, a minimum of 20 feet or the average, per the requirements Section 18-72, whichever is more permissive.

- c. Detached garages that have direct street access from the rear yard must have a minimum setback of 20 feet.
 - 5. In those instances where the rear or side lot line is coterminous with an alley right-of-way, the Minimum Garage Setback to Alley requirements of the district shall apply.
 - 6. An accessory structure existing at the time of adoption of this Chapter may be reconstructed on the same footprint regardless of setback.
 - (l) Accessory buildings attached to principal buildings. When an accessory building is structurally attached to a principal building, it shall be subject to, and must conform to, all regulations of this chapter applicable to principal buildings except where encroachments are specifically allowed elsewhere in this chapter.
- (9) Nonresidential Accessory Building: Buildings primarily used to shelter business vehicles or to store maintenance equipment of the subject property. Accessory buildings and uses for public facilities are exempt from the regulations listed below.

Regulations:

- (a) Three total buildings shall be permitted by right for all nonresidential uses except for City parks and properties located in an industrial zoned district.
- (b) No accessory use, building, or structure shall be constructed prior to the construction of the principal structure, except for an accessory structure when abutting a lot under the same ownership that contains the principal building. City parks are exempt from this requirement.
- (c) See Article II for maximum accessory building heights and district setbacks.
- (d) A conditional use permit is required for exceptions to any of the above regulations.
- (e) Garage setbacks on corner lots.
 - 1. For lots 50 feet wide and less, the street side setback of a garage may be reduced to no less than 17 feet.
 - 2. For lots more than 50 feet wide, the street side setback of a garage may be reduced to no less than 20 feet.
- (f) Detached accessory building setback.
 - 1. Front yards.
 - a. Detached accessory buildings must comply with either the required front yard setbacks, or the setback of the existing façade facing the front yard street, whichever is more permissive. On an interior lot, the minimum front yard setback for a detached garage is 20 feet.
 - b. Accessory buildings shall not be located directly between the principal building and the street in the front yard.
 - 2. Street side yards.
 - a. Detached accessory buildings must comply with either the required street side yards setbacks, or the setback of the existing façade facing the street side yard street, whichever is more permissive. Garages on corner lots must comply with subsection (e) above.
 - 3. Side yards.
 - a. All detached accessory buildings shall be set back a minimum of 3 feet from all side yard property lot lines.
 - 4. Rear yards.

- a. All detached accessory buildings shall be setback at least 5 feet from all rear yard property lines unless greater setbacks are required in other sections of this Chapter.
 - b. For rear yards on a double frontage lot, detached accessory buildings shall be setback from the right-of-way, a minimum of 20 feet or the average, per the requirements Section 18-72, whichever is more permissive.
 - c. Detached garages that have direct street access from the rear yard must have a minimum setback of 20 feet.
5. In those instances where the rear or side lot line is coterminous with an alley right-of-way, the Minimum Garage Setback to Alley requirements of the district shall apply.
 6. An accessory structure existing at the time of adoption of this Chapter may be reconstructed on the same footprint regardless of setback.
- (g) Accessory buildings attached to principal buildings. When an accessory building is structurally attached to a principal building, it shall be subject to, and must conform to, all regulations of this chapter applicable to principal buildings except where encroachments are specifically allowed elsewhere in this chapter.

SECTION 4. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 5. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 6. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, City Planner
DATE: July 8, 2014

RE: Request to approve Resolution No. 2014-36 Conditional Use Request by Lutheran Social Services, to permit an 8-bed CBRF, "Community Living Arrangement" use in the "CMU" Community Mixed Use District, with an exception to the City and Aldermanic District population limitations, located at 1600 North Chestnut Avenue (Wood County - Norwood Health Center).

Background

The Applicant is requesting a Conditional Use Permit to develop an 8-bed Community Based Residential Facility (CBRF), located at 1600 North Chestnut Avenue, zoned "CMU" Community Mixed Use District. The subject property is owned by Wood County and is presently occupied by the Norwood Health Center and other Wood County Health Department services.

Under the current zoning code, 8-bed CBRF's are categorized as a Community Living Arrangement land use. Community Living Arrangements include both CBRF's and Adult Family Homes (AFH). They are permitted by right in the "CMU" Community Mixed Use District as long as it meets the regulations in Section 18-57(11). One of the regulations listed in that section, requires a Conditional Use Permit for any additional beds that exceed 1% of the City's population. The City is well over the 1% threshold and any new CBRF requests will require a Conditional Use Permit.

Analysis

Under Section 18-57(11) there are multiple regulations for Community Living Arrangements (1-8 residents). These regulations include a distance separation from other care facilities, a maximum number of beds per City and alderman district population, property screening, and parking requirements. The Applicant is able to meet all regulations except for keeping the number of beds at or below 1% of the total population in the City.

This request is unique in that the zoning for the property is "CMU" Community Mixed Use and all previous Community Living Arrangements have been located

in residentially zoned property. The Department of Health Services (DHS) code prohibits such facilities to be located in property zoned commercial or industrial. The surrounding neighborhood generally consists of commercial uses with some multifamily uses across Chestnut Avenue and to the west of the subject property. A few single family homes are located on Upham Avenue to the south, where the properties are in the "UMU" Urban Mixed Use District. Some of these properties are currently for sale and will likely be used for commercial in the future. Property to the north and directly south of the facility are office or commercial uses.

The primary reason for prohibiting Community Living Arrangements in commercially and industrially zoning districts is so that it would not be placed in a district that would not afford a reasonable residential setting for the residents. The City Attorney has reviewed the request and does feel that although the zoning district is mixed use, the City can pass upon the application for zoning as it would otherwise as the "CMU" District is broader than just a commercial district. Although the proposed CBRF is located within an institutional facility, with the surrounding property being primarily commercial mixed use, a mixed use district does allow multifamily and mixed use residential uses through the Conditional Use Permit process.

Because this is the first request for a CBRF in a mixed use district, the State was contacted about allowing the proposed facility in the Community Mixed Use District and Michael Roberts, from the DHS Office of Plan Review and Inspection, stated he had no issues from a building review standpoint (attached email), provided the City granted approval. After the June 24th Common Council meeting, staff also contacted Jerry Riederer, State Reviewer for the DHS Division of Quality Assurance (attached email). He stated there was nothing related to the City's zoning that poses a barrier to licensure, as long as the City approves the use and there are no unusual hazards related to the surrounding area. In addition, he said there are no specific concerns related to the siting of a CBRF in or around the Norwood Health Center, as long as the County meets required building codes and requirements set forth in HFS 83 for a facility of its size and client group. Based upon the responses received, it seems that the State does not have any objections to the Applicant's zoning request.

As part of the application, the request includes asking for an exception to the related statutory provision for total capacity of Community Living Arrangements in a city. The maximum number of beds per City and aldermanic district allows cities to control the total number and location of care facilities if the total capacity of all licensed facilities exceeds either 25 persons or 1% of the total population on a citywide basis or within an aldermanic district, whichever is greater. If the capacity is exceeded, the Applicant may request an exception and the Plan Commission may grant or deny the request.

As of June 4, 2014, the City of Marshfield regulated care facilities database shows licensed Community Living Arrangements (Community Based Residential Facilities and Adult Family Homes) in Marshfield provide 272 beds, plus the City

has approved a 24-bed CBRF (Stoney River II), and a 4-bed Adult Family Home (Monique Lane) that are not on the database yet, for a total of 300 beds. The proposed application would bring the total Community Living Arrangement bed count to 308 beds. Based on the most recent available data (October 10, 2013), U.S. Census population estimate for Marshfield is 19,047. Therefore, the total capacity for Community Living Arrangements is only 190 beds. Any additional facilities will exceed this limit and will require a Conditional Use Permit. The database shows licensed Community Living Arrangements in Aldermanic District 1 provides a total of 0 beds. When the application was originally submitted, staff believed that the Residential Care Apartment Complex (RCAC) would be included in the number of beds (53 beds). It was determined that RCAC's are not considered Community Living Arrangements by Statute, even though they are regulated care facilities. Therefore, no exception is needed to the Aldermanic District requirement.

Based on the 2008 Adult Family Home and CBRF Task Force Report and Recommendation, the demand for all types of assisted-living arrangements is expected to increase dramatically in Marshfield within future years. Greater growth is anticipated in Marshfield because of the existence of high-quality medical care for the entire range of assisted living clients through the Marshfield Clinic. The Clinic provides much-sought-after services for developmentally disabled, physically handicapped, geriatric and cognitively disabled citizens. Hence, Marshfield can easily become a location of choice for assisted living facilities. Since the report was published in August of 2008, the following Community Living Arrangements have been approved through the Conditional Use Permit Process: a 60-bed CBRF (Stoney River), two 4-bed AFH's becoming two 8-bed CBRFs, a 20-bed CBRF (Wells Nature View), a 24-bed CBRF (Stoney River II), and a 4-bed AFH (116 additional beds since 2008).

As part of the Conditional Use Permit, staff has also reviewed the parking situation for the facility. Any time a change in use triggers an increase in the parking requirement, additional parking spaces may need to be provided. The gross floor area of the facility is approximately 100,000 square feet. Below is a breakdown of the remaining uses as the facility and the area (sq. ft.) each use occupies according to Lee Ackerman, Maintenance Supervisor of Norwood Health Center:

- Wood Co. Sheriff – 1,131 sq. ft.
- CBRF (proposed) – 2,800 sq. ft.
- Veterans Administration – 250 sq. ft.
- AODA / Drug Court – 190 sq. ft.
- Wood Co. Health Services – 1,252 sq. ft.

The above uses, including the proposed CBRF, will occupy 5,623 square feet of area. Based on the parking requirements, the CBRF would require 6 parking stalls and the other remaining uses would require 8 parking stalls, for a total of 14

stalls. The remaining portion of the facility is comprised of the Norwood Health Center. Parking requirement for hospitals is 1 stall for every 1.5 beds. According to the U.S. News website, the facility has 49 beds, for a required parking of 33 stalls for the remaining portion of the facility (total of 47 stalls). The facility currently has 124 parking spaces plus 4 handicap spaces. They are also planning on adding 18 spaces, including 2 handicap spaces for a total of 146 parking spaces. Based on the above information, the facility exceeds the parking requirements for the proposed uses.

The Zoning Code requires a CBRF to be visually screened from abutting residential properties unless such facility is contained in a single family dwelling. There are a couple of single family homes in the "UMU" Urban Mixed Use District to the south, however, many of those properties already have vegetative screens along the abutting property line and since the proposed facility is going in an existing facility, staff does not see a need to require any additional screening along the south property line.

The following information is based on the specific requirements outlined in Section 18-161(6) Conditional Use Review Criteria for Plan Commission consideration

The zoning ordinance describes a "conditional use" as: a development which would not generally be appropriate within a district but might be allowed in certain locations within the district if specific requirements are met.

Conditional Use Review Criteria of 18-161(6)(c)

(c) The Zoning Administrator shall review the complete application and evaluate whether the proposed amendment:

1. Is in harmony with the recommendations of the Comprehensive Plan.

Housing & Neighborhood Development – The proposed development will provide additional assisted-living housing in the city's northeast quadrant. A Comprehensive Plan goal is to monitor the need for additional programs and housing options. The Plan meets the following housing policy for the assisted-living sector "continue to consider special needs housing, such as community-based residential facilities (CBRFs), based on the community need, impact on neighborhood, physical design, and the availability of existing facilities."

According to Kathy Roetter, Director of the Wood County Human Services Department, the Human Services Department has identified a gap in mental health service delivery in Wood County. Therefore they want to open up a vacant unit, a CBRF, to deal with acute crisis services for individuals with mental health. So there is a community

need for this type of facility. The building will not be altered and the facility would provide a transitional housing opportunity for those already admitted into the hospital portion of the facility. Therefore there should be no adverse impact to the neighborhood. The physical design of the building does have an institutional feel, but the Applicant will work on updating the interior of the building to improve the setting for residents.

- 2. Will result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future.*

The facility already provided inpatient treatment for the mentally ill and developmentally disabled. Having 8 additional residents should not have an adverse impact on the neighborhood. There will be no outside changes to the building, except additional parking will be provided later this summer for visitors to the other Wood County services provided at this facility. The Applicant held a community advisory meeting on Tuesday, May 27, 2014, inviting property owners within 200 feet of the subject property and no one showed up.

- 3. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.*

The consistency of the land use will not change from the original parcel. The property will continue to provide care on-site 24/7, but will accommodate 2-3 additional staff and up to 8 new residents. The Norwood Health Center used to house a 30-CBRF four years ago.

- 4. The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.*

The subject property is already adequately served by public services, which supports no change.

- 5. The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.*

The CBRF will provide an additional 8 beds for those dealing with mental illness and developmental disabilities. The facility is already adequately equipped to handle the additional clients with some interior

remodeling.

Despite some initial concerns approving a CBRF in the Community Mixed Use District, staff feels approving the Conditional Use Permit is appropriate based on the responses by the City Attorney and State DHS Staff.

Plan Commission Recommendation

A public hearing was held on June 17, 2014 where no public comment was made during the hearing. The Plan Commission recommended denial of the request based on a 3-3 vote. At the June 24, 2014 meeting, the Common Council pulled the item from the agenda and directed staff to prepare a resolution for Common Council consideration.

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 a Conditional Use Permit for an 8-Bed CBRF at 1600 North Chestnut Avenue, zoned "CMU" Community Mixed Use District with an exception to the population limitations on the basis that the use is consistent with the Comprehensive Plan and the facility is able to mitigate any neighborhood concerns, with the following conditions:

1. Parking for staff and residents must be provided on-site.
2. No additional screening is required for the CBRF.
3. The Conditional Use Permit shall be revoked if the State determines the zoning district, neighborhood, or facility is not meeting the requirements under State Law.

Aldersperson Char Smith has suggested the amendment to the conditions: The Applicant shall provide proof of State approval as evidenced by providing the City with a copy of the signed and dated State issued license indicating Norwood is licensed as a CBRF, with indication of which disability groups the CBRF can admit.

Please see the attached email from Jerry Riederer, State Reviewer for the DHS Division of Quality Assurance, where he responds to staff's questions regarding State licensure.

Attachments

1. Resolution 2014-36
2. Application
3. Location Map
4. Parking Layout
5. Letter from Wood County
6. Emails from the State
7. Zoning Map of Surrounding Area

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

RESOLUTION NO. 2014-36

Document Title

Document Number

A Resolution approving a Conditional Use Permit request by Lutheran Social Services, on behalf of Norwood Health Center to allow an 8-bed CBRF "Community Living Arrangement" use with an exception to the City population limitation, located at 1600 North Chestnut Avenue, zoned "CMU" Community Mixed Use Commercial District, City of Marshfield, Wood County, Wisconsin.

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

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 17th day of June, 2014 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

All of Lot 1 of Certified Survey Map No. 9738 recorded in Volume 35 of CSMs on Page 38 and being part of the frac'l NW ¼ of the NE ¼ of Section 5, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

SECTION 2. The above described property, is permitted an 8-bed CBRF "Community Living Arrangement" use with an exception to the City population limitation, located at 1600 North Chestnut Avenue, zoned "CMU" Community Mixed Use Commercial District.

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

- Parking for staff and residents must be provided on-site.
- No additional screening is required for the CBRF.
- The Conditional Use Permit shall be revoked if the State determines the zoning district, neighborhood, or facility is not meeting the requirements under State law.
- The Applicant shall provide proof of State approval as evidenced by providing the City with a copy of the signed and dated State issued license indicating Norwood is licensed as a CBRF, with indication of which disability groups the CBRF can admit.

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

33-03211AD

Parcel Identification Number (PIN)



MARSHFIELD
The City in the Center

Revised: 04/25/14

Department of Planning & Economic Development

City of Marshfield

P.O. Box 727

630 S Central Ave, Marshfield, WI 54449-0727

Ph: 715-486-2077 Fax: 715-384-7631

Email: Sam.Schroeder@ci.marshfield.wi.us

**Conditional Use
Permit Application**

Fee: \$250.00

Today's Date: 5-22-14

OFFICE USE ONLY

Date Received: 5-23-14	Fee Receipt Number:	Zoning District: CMU	Parcel #: 33-03211AD
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SITE INFORMATION

Site Address: 1600 North Chestnut Avenue Marshfield, WI 54449	Present LandUse: inpatient treatment and residential services
Legal Description: On file with the city per Josh Miller	

APPLICANT INFORMATION

Applicant Name: Lutheran Social Services	Phone #: 920-730-1366	Email Address: Lisa.Severson@lsswis.org
Address, City, State, Zip: 3003A N Richmond St., Appleton, WI 54911		
The Applicant is the <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Authorized Representative/Other (Describe): Director: Lisa Severson		

OWNER INFORMATION (IF DIFFERENT THAN APPLICANT INFORMATION)

Owner Name: Wood County	Owner Phone #: 715-384-2188	Owner Email Address: lackerman@co.wood.wi.us
Owner Address, City, State, Zip: Norwood Health Center, 1600 North Chestnut Avenue Marshfield, WI 54449		

DETAIL OF CONDITIONAL USE REQUEST

Proposed Land Use: Community Based Residential Facility	Proposed # of Employees: 10	Proposed Hours of Operation: 24/7
<input checked="" type="checkbox"/> Residential or <input type="checkbox"/> Nonresidential	Number of Buildings: 1	Number of Units:
		Density (units per acre):
Narrative of Conditional Use Request	Wood County Crisis Center will be a CBRF Class A serving up to eight adults with chronic mental illness and licensed for Emergency Mental Health Services under code HFS 34 and DHS 83. This is a 24 hour program that will employ up to 10 staff with a full-time supervisor. Typical staffing pattern will be 2-3 staff during awake hours and 1 awake staff on overnights. This program will be a strong collaboration between Lutheran Social Services and Wood County HHS.	
Future Plans/Modifications: None known at this time, but would only be internal if dictated by State of WI for code requirements.	Time Needed to Finish Request: NA	

CODE REQUIREMENT REFERENCES (ZONING CODE - CHAPTER 18)

<input type="checkbox"/> Setback Requirements - Article II: Establishment of Zoning Districts
<input checked="" type="checkbox"/> Parking Requirements - Article III: Land Use Regulations
<input type="checkbox"/> Lighting, Storage, and Parking Standards - Article VII: Design and Performance Standards
<input type="checkbox"/> Landscape Requirements - Article VIII: Landscape Requirements

DOCUMENTATION SUBMITTED

<input type="checkbox"/> Site Plan <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Lighting Plan <input type="checkbox"/> Survey <input type="checkbox"/> Photographs <input checked="" type="checkbox"/> Other: Floor Plan, RFP from Wood County
--

Required documentation must be submitted to the Planning & Economic Development Department in order for the application to be placed on the Plan Commission meeting agenda. Although attendance by applicants at the Plan Commission meeting is optional, it is STRONGLY ADVISED that applicants make every effort to attend. Failure to attend can result in the denial or delay of an application due to incomplete information. Fees: the required fee of \$250 shall be submitted with this application, and shall not be refunded should this application be denied.

I hereby apply for a conditional use permit, and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Marshfield and with Wisconsin Statutes and Building Codes; that the Plan Commission may recommend conditions not expressly stated, prior to the meeting, in documentation or by staff, or deny in part or in whole this request; that I understand this form is not in itself a conditional use permit but only an application for one and is valid only with procurement of applicable approvals. The Common Council shall be the final approval authority for the conditional use. In addition, as owner or authorized agent, my signature authorizes the City Staff or their representatives including members of the Plan Commission and Common Council to visit and inspect the property for which this application is being submitted.

Applicant Signature: Lisa Severson

Date: 5/23/2014

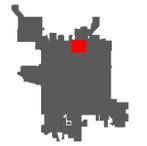


CUP - CBRF 1600 N Chestnut Ave
City of Marshfield - Plan Commission
Meeting Date: June 17, 2014

Map Not to Scale
 Reference Only



ATTENTION: The representation of data presented herein is intended for reference purposes only; the City of Marshfield assumes no responsibility for the accuracy of the information provided. Any duplication without consent is prohibited.





Lot A: 43 spaces plus 1 handicap space. This lot would be one option for the CBRF parking.

Lot B: 18 spaces. This lot would be another option for CBRF parking.

Lot C: 12 spaces plus 1 handicap space. This is "visitor" parking, which will be lengthened toward the building to add 2 more handicap stalls.

Lot D: 51 spaces plus 2 handicap spaces. This is where Sheriff parking will be designated.

Lot E (proposed): Approximately 18 more spaces will be added to double visitor parking.



Wood County

WISCONSIN

HUMAN SERVICES
DEPARTMENT
NORWOOD HEALTH CENTER

May 27, 2014

To: The City of Marshfield

From: Rhonda Kozik, Norwood Health Center Administrator

To whom it may concern,

Wood County has authorized Lutheran Social Services (LSS) to use a vacant portion of Norwood Health Center (2800sq ft) for the purposes of a CBRF. This crisis diversion unit will be utilized by many Wood County residents and managed by LSS.

From: Roberts, Michael J - DHS [<mailto:MichaelJ.Roberts@dhs.wisconsin.gov>]
Sent: Wednesday, May 21, 2014 11:22 AM
To: Sarah Frye; Derenne, Kevin L - DHS; Lisa Severson; Riederer, Jerome E - DHS; Lyons, Kathleen D - DHS
Cc: Keith Lang; Lee Ackerman (lackerman@co.wood.wi.us)
Subject: RE: Wood County CBRF

As long as the City of Marshfield signs off on the zoning “use” I have no issue with the license from an OPRI perspective.

Thanks

Mike

Michael J. Roberts, PE
Office of Plan Review and Inspections
Division of Quality Assurance – Northern Regional Office
Department of Health Services
2187 N. Stevens St., Suite C, Rhinelander, WI 54501
michaelj.roberts@dhs.wi.gov
Ph (715) 365-2803
Fax (715) 365-2815

Miller, Josh

From: Riederer, Jerome E - DHS <Jerome.Riederer@dhs.wisconsin.gov>
Sent: Tuesday, July 01, 2014 7:40 AM
To: Miller, Josh
Cc: Lyons, Kathleen D - DHS; Roberts, Michael J - DHS
Subject: Wood County CBRF

Good morning Josh, I will be the department representative working on the state licensure of the proposed 8 bed CBRF in Marshfield. Please feel free to contact me directly with questions regarding this process.

Regarding your initial questions:

Will the DHS approve of an 8-bed CBRF being located in the City's Community Mixed Use District?

There is nothing related to the City's zoning that poses a barrier to licensure, as long as the city approves the use and there are no unusual hazards related to the surrounding area.

Are you aware of any concerns regarding the proposed CBRF being located in the Norwood Health Center and surrounding neighborhood?

There are no specific concerns related the siting of a CBRF in or around the Norwood Health Center, as long as the facility meets required building codes and requirements set forth in HFS 83 for a facility of its size and client group.

What constitutes State approval for a CBRF?

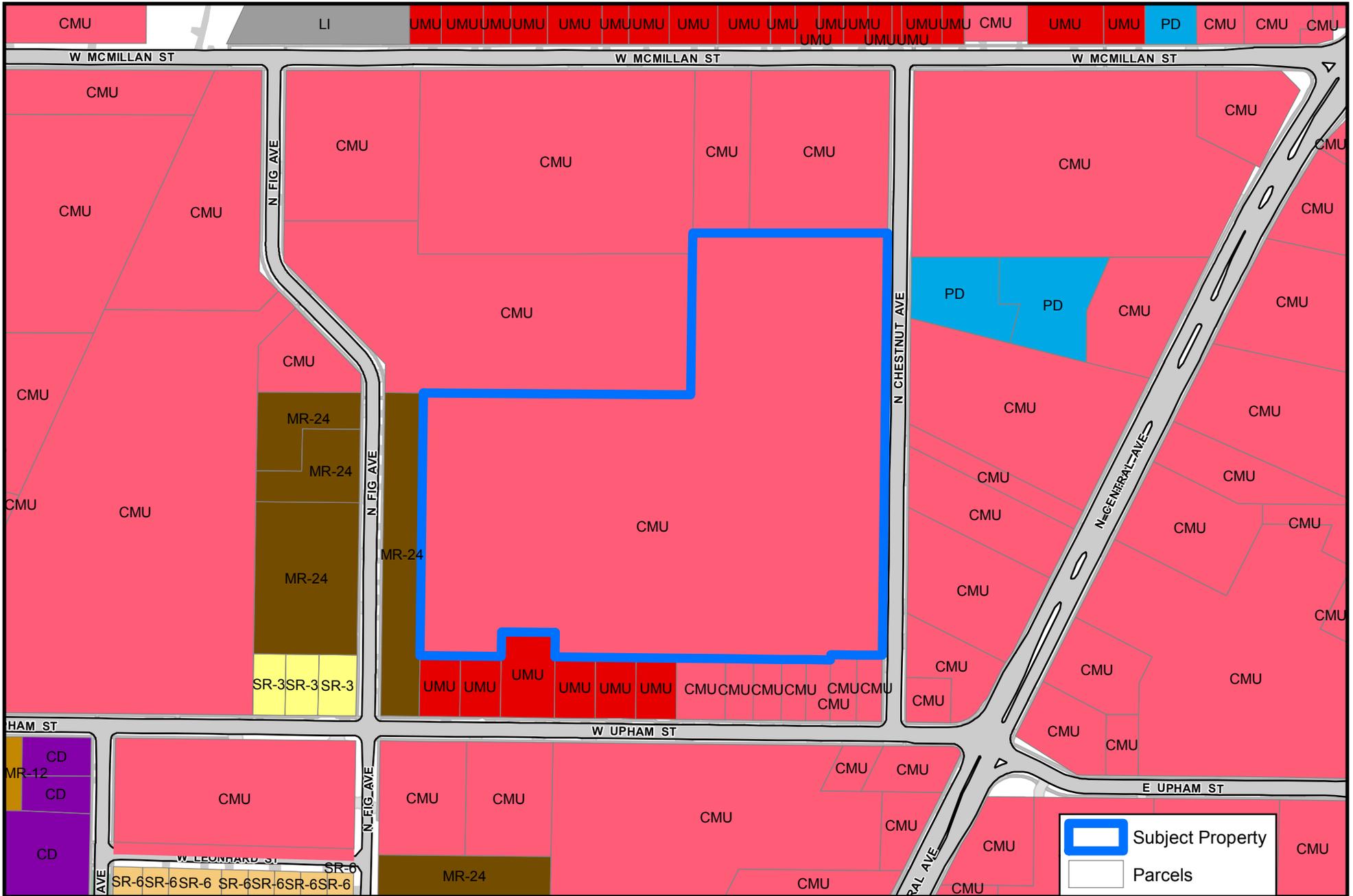
"State approval" is actually State licensure. We grant a CBRF license once a facility has met all of the standards set forth in HFS 83 and related codes.

If the City approves a CBRF, can you give me timeframe for when we could expect State approval?

State licensure is independent of any City approval. The timeframe is largely dependent on the licensee completing all required steps to meet the applicable codes.

Thanks,

Jerry Riederer RN, BS
Nurse Consultant
Division of Quality Assurance
(715)281-5764



CUP - CBRF 1600 N Chestnut Ave
City of Marshfield - Plan Commission
Meeting Date: June 17, 2014

Map Not to Scale
 Reference Only



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MEMO

TO: Finance, Budget & Personnel Committee

FROM: Jeffrey Gaier – Marshfield Municipal Airport

DATE: June 20, 2014

RE: Budget Resolution 16-2014 Transfers for Airport Land Purchase

«Address»
«Address», «Address»
«Address»
T «Phone»
F 715-384-5251
«Email»
www.duffysaircraft.com

Background

The Wisconsin Bureau of Aeronautics sent us a bill for the City's Share of a crack filling project and purchase of additional property for the airport. Both projects are cost share projects with the Bureau of Aeronautics.

The Airport Committee on June 19th, 2014 approved a line item transfer of \$5,000 from line item 52900 "Other Contractual Services" to partially pay for the bill.

The airport budgets \$5,000 each year in 52500 for crack filling. The remainder of the monies would come from that account to pay the bill.

The reason we would use the contractual services is because Verlyn Swantes one of our technicians on the Simplified Directional Frequency, (SDF), approach retired in Dec 2013. Nick DeNardis, our other technician is not certified on the SDF, but our other approaches.

We are confident that we will be able to maintain a positive account in the airport budget for the remainder of 2014.

Recommendation

Recommend approval of Budget Resolution 16-2014 to the Common Council.

Concurrence:

Steve Barg, City Administrator

Keith Strey, Finance Director

Marshfield Airport Committee Minutes
June 19th, 2014

Meeting called to Order at 6:10 p.m. by Duffy Gaier

Present: Jack Bremer, Dan Maurer, Chris Jockheck, Paul Knauf and John Berg

Absent:None

Also Present: Duffy Gaier, and Jeffrey Gaier

AP14-27 Motion by Bremer, Second by Maurer nominate John Berg as Airport Chairman, Jack Bremer as Vice Chairman, with Airport meetings at 6:00 PM on the Third Thursday of the Month, All Ayes

Motion Carried

Chairman Berg Took over the meeting at 6:12 PM

Citizens Comments: None

AP14-28 Motion by Maurer Second by Bremer to approve the Airport Minutes for May 22nd, 2014 All Ayes,

Motion Carried

AP14-29 Motion by Maurer Second by Knauf to approve the Airport Manager's June 2014 Report, All Ayes

Motion Carried

AP14-30 Motion by Jockheck, Second by Bremer to approve the June 2014 Activity Report, All Ayes

Motion Carried

AP14-31 Motion by Bremer, Second by Knauf to approve the Airport Bills for June 2014, All Ayes

Motion Carried

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

* AP14-32 Motion by Bremer, Second by Maurer to transfer \$5,000 in a line item transfer from Airport budget line item 52900 "Other Contractual Services" to Airport budget line 52500 Repair/Maintenance Service. The \$5,000 from 52900 and \$4,426.98 from 52500 will be used to pay the \$9,426.98 bill from the Bureau of Aeronautics. All Ayes *

Motion Carried

Project Updates - Discussed, no action taken

No Additional Citizens Comments.

Motion by Bremer, second by Maurer to adjourn at 7:35 p.m. All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier



Division of Transportation
Investment Management
PO Box 7914
Madison, WI 53707-7914

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: www.dot.wisconsin.gov

Telephone: 608-266-3351
Facsimile (FAX): 608-267-6748

May 15, 2014

HAROLD GAIER-MANAGER
MARSHFIELD MUNICIPAL
400 W 29TH STREET
MARSHFIELD, WI 54449

Marshfield Municipal

Federal Airport Project 3-55-0039-08
Land acquisition for runway approach protection; airport
planning study; crackseal airfield pavements; and necessary,
related work.

Dear Mr. Gaier:

Please send us a check in the amount of \$ 9426.98 to pay for your share of this project, as indicated in the State Finding signed May 5, 2014.

This amount represents your estimated share of project costs. If project costs differ from original estimates, we may request additional funds or return funds to you at a later date.

Please follow the instructions on the attached invoice when sending your check. If you have questions regarding this billing, contact us.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Lee".

Jenny Lee
(608) 266-2109
Jenny2lee@dot.wi.gov

JL
800dev.dot/r.12/20/13

Cc: Julie Snyder



Division of Business Management
 Bureau of Business Services
 PO Box 7366
 Madison, WI 53707-7366
 (608) 261-0259

INVOICE 67870

Invoice Date: 5/20/2014

MR. HAROLD GAIER, MANAGER
 MARSHFIELD MUNICIPAL AIRPORT
 210 W. 29TH STREET
 MARSHFIELD, WI 54449

Account #: MARS1
 Customer P.O.#:

<i>Description</i>	<i>Qty</i>	<i>Unit Price</i>	<i>Amount</i>
PLEASE SEE ENCLOSED	1	\$9,426.980	\$9,426.98

Total:	\$9,426.98
State Sales Tax:	\$0.00
Local Sales Tax:	\$0.00
Stadium Tax:	\$0.00
Invoice Total:	\$9,426.98
Paid:	
Balance Due:	\$9,426.98

(Please refer to the above invoice number for all inquires) - Retain this part for your records

Invoice Number: 67870 Balance Due: \$9,426.98 AMOUNT PAID: _____

Date: 5/20/2014

Make checks payable to:
 Wisconsin Dept. of Transportation

Mail To:
 Wisconsin Dept. of Transportation
 Bureau of Business Services
 P.O. Box 7366
 Madison, WI 53707-7366

**** For proper credit, return this part with your remittance ****

DETAIL OF BUDGET RESOLUTION NO. 16-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Airport Budget, a/c# 1015351033.330000:

1. 52500 – Repairs & Maintenance	\$ 4,427
2. 52900 – Other Contractual Services	5,000

TRANSFERRED TO:

General Fund Airport Budget, a/c# 1015351033.330000:

1. 58810 – Land	\$ 9,427
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* * * *

City of Marshfield
Wastewater Utility
2601 E. 34th Street
Marshfield, WI 54449-5363



MARSHFIELD
Wastewater Utility

Sam Warp Jr.
Wastewater Superintendent
(715) 591-2022
Fax (715) 591-2027
sam.warp@ci.marshfield.wi.us

To: Marshfield Common Council
Mayor – Chris Meyer
President – Gordon Earll
Common Council members

From: Sam Warp Jr., Wastewater Superintendent

Subject: Budget Resolution 18-2014 – Replacement of Lift station service truck

Date: July 8, 2014

Background

Truck M94 is a 2003 GMC 3/4 ton, with a service body, crane, snow plow and lift gate. It's our main repair vehicle. This truck is sent to all lift station repairs and most residential sewer calls in the night, but it's showing its age. The back storage area, between the tool boxes needed to have an additional metal plate laid down because the fear was the floor was already so rusted and weak, it wouldn't hold a pump or person. Monroe Truck Equipment has inspected the box and stated there is no cost effective method to replace the floor in the service body. The newer style pumps are built heavier to handle rags and disposable wipes and the very small crane this truck has, can't lift them. Therefore we hire Marshfield Utilities to lift the pumps for us. There have been many small electrical and mechanical problems that don't stop us, but do cause added stress and shop time. Sheets of tin have been used to cover the rusted areas in the tool boxes to keep the tools where they belong.

Analysis

This vehicle was recommended for replacement in the initial budget request of July 2013. It maintained its status on the list in August of 2013. When the final budget came out, the truck purchase was delayed due to the uncertainty in revenues and elevated need for upgrades to two lift stations.

In the fall of 2013, when working on the 2014 budget, it was not known how many loads of holding tank waste would be brought into the plant. The revenue budget line item for 2014 was set very conservatively to equal the estimated amount of 2013.

The number of loads has increased and it's expected that the holding tank revenue from the first six months of this year will almost equal the entire 2013 total. To minimize the impacts on the 2015 wastewater rates, some of this additional revenue could be used to purchase an M94 replacement in 2014. The holding tank revenue started abruptly and it can end the same way. We needed to be conservative because it's driven by enforcement and the haulers will continue to look for the least costly option.

The state bids were reviewed and found that the Ford chassis was the least expensive of the brands. This quote was taken to V&H Automotive, in Marshfield and they matched the state bid. Then we worked with Monroe Truck Equipment of Marshfield to have them research the low bid components and then have them assemble the truck package for us.

Our research for a M94 replacement to enter in the 2015 budget was at a cost of \$59,400. The local firms, using the state bid process were able to give us firm quotes of \$53,670 for the finished vehicle.

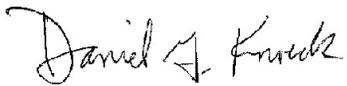
There is currently a shortage of over-the-road CDL drivers which is pushing deliveries back by 3 to 4 weeks. Therefore the assembled package would not be delivered for 14 to 16 weeks.

Recommendation

The Board of Public works has recommend approval of the purchase of a new truck M94, using the state bid process at the quoted price of \$53,670 from V&H Automotive. The Board has also recommended approval of Budget Resolution 18-2014 and it is now being submitted to the Common Council for approval.

Feel free to contact me with any questions prior to the meeting.
Thank You.

Concurrence:



Dan Knoeck,
Director of Public Works



Steve Barg,
City Administrator



Keith Strey,
Finance Director

BUDGET RESOLUTION NO. 18-2014

A resolution changing the 2014 budget of the Wastewater Utility 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 \$53,670 is hereby added to the Capital Projects Account of the Wastewater Utility, a/c #601.18000 with proceeds from the Public Charges for Services Revenue Account, a/c #601.4600035.350000.
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. 18-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

- 1. Public Charges for Services, a/c #601.4600035.350000:
 - a. 46418 – Septic & Holding Tank Waste Disposal Fees \$53,670

TRANSFERRED TO:

- 1. Wastewater Utility Capital Projects Fund, a/c #601.18000 **(MEMO ONLY)**:
 - a. 18550 – Transportation \$53,670

* * * *

RESOLUTION NO. 2014-37

Final Resolution in the matter of Improvement Project No.

- **312116 - Street Construction – West 26th Street (Central Avenue to Wittman Avenue)**

WHEREAS, the Common Council of the City of Marshfield, having held a Public Hearing in the Council Chambers of City Hall Plaza at 6:45 PM on Tuesday, July 8, 2014 in the matter of reconstruction of the following: street reconstruction storm sewer laterals, concrete sidewalk, concrete curb and gutter, asphalt paving and concrete driveway aprons in the following street, after notice thereof having been duly published in the official newspaper according to law, and all parties desiring to be heard having been heard.

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

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

SECTION 1. That the report of the City Engineer, Thomas R. Turchi, as prepared pursuant to Preliminary Resolution No. 2014-32, adopted June 10, 2014 be and the same is adopted, and that the Plans and Specifications included in said report are hereby adopted and approved.

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

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

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

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

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

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

ADOPTED _____

Chris L. Meyer, Mayor

APPROVED _____

PUBLISHED _____

Deb M. Hall, City Clerk

RESOLUTION NO. 2014-38

Final Resolution in the matter of Improvement Project No.

- **312190 – Street Reconstruction – Park Street (7th Street to Oak Avenue)**

WHEREAS, the Common Council of the City of Marshfield, having held a Public Hearing in the Council Chambers of City Hall Plaza at 6:45 PM on Tuesday, July 8, 2014 in the matter of reconstruction of the following: street reconstruction, storm sewer laterals, sanitary sewer laterals, water service laterals, concrete sidewalk, concrete curb and gutter, asphalt paving and concrete driveway aprons in the following streets, after notice thereof having been duly published in the official newspaper according to law, and all parties desiring to be heard having been heard.

All property fronting or abutting: Park Street from and including its intersection with 7th Street to and including its intersection with Oak Avenue.

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

SECTION 1. That the report of the City Engineer, Thomas R. Turchi, as prepared pursuant to Preliminary Resolution No. 2014-07, adopted February 11, 2014 be and the same is adopted, and that the Plans and Specifications included in said report are hereby adopted and approved.

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

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

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

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

ADOPTED _____

Chris L. Meyer, Mayor

APPROVED _____

PUBLISHED _____

Deb M. Hall, City Clerk



CITY OF MARSHFIELD
MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, JULY 8, 2014
Council Chambers, Lower Level, City Hall Plaza**

ADDENDUM

- U1. Closed Session pursuant to Wisconsin Statutes, chapter 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically the City Administrator has requested a closed session to discuss collective bargaining strategy with Firefighters Local 1021, IAFF.
- U2. Reconvene into open session.
- U3. Action on matters discussed in closed session, if appropriate.

Posted on Monday, July7, 2014 at 9:00 a.m. by City Clerk Hall.