



CITY OF MARSHFIELD

MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, JULY 22, 2014
Council Chambers, Lower Level, City Hall Plaza
7:00 p.m.**

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

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Minutes – July 8, 2014
- E. Comments from the Mayor, specifically:
 - 1) Employee Recognitions:
 - Troy Weiland, Fire & Rescue, August 2, 1999, 15 years
 - Brian McClung, Street Division, August 8, 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. Election of 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. Harry Borgman, John Maggitti, and Ron Dickrell have submitted letters of interest. Presented by Chris Meyer, Mayor.

Recommended Action: Election of Utility Commissioner.
- I. Reports from commissions, boards, and committees.

COMMON COUNCIL AGENDA
JULY 22, 2014

J. Consent Agenda:

- 1) Meeting minutes/reports
 - a. Main Street Marshfield (April 2, 2014)
 - b. Main Street Marshfield (May 7, 2014)
 - c. Board of Review (May 21, 2014)
 - d. Main Street Marshfield (June 4, 2014)
 - e. Zoning Board (June 10, 2014)
 - f. Library Board (June 10, 2014)
 - g. Fire & Police Commission (June 12, 2014)
 - h. Central Wisconsin State Fair (June 16, 2014)
 - i. Community Development Authority (June 19, 2014)
 - j. Main Street Marshfield (July 2, 2014)
 - k. Historic Preservation Committee (July 7, 2014)
 - l. Utility Commission (July 7, 2014)
 - m. Sustainable Marshfield (July 8, 2014)
 - n. Parks, Recreation, and Forestry (July 10, 2014)
 - o. Economic Development Board (July 10, 2014)
 - p. Board of Public Works (July 14, 2014)
 - q. Judiciary and License Committee (July 15, 2014)
 - r. Finance, Budget, and Personnel Committee (July 15, 2014)
 - s. Plan Commission (July 15, 2014)
 - t. Business Improvement District (July 16, 2014)
 - u. Economic Development Board (July 17, 2014)
 - v. Board of Public Works Special Meeting (July 22, 2014)*

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

*Minutes not included in packet

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

L. Presentation regarding Marshfield Area Pet Shelter (MAPS) project. Introduction by Steve Barg, City Administrator. Presented by MAPS representatives.

Recommended Action: None, for information only

M. Request to approve Budget Resolution No. 17-2014, transferring \$30,000 from the Parks and Recreation Department's Room Tax fund balance to the Jack Hackman Field storage building project. Presented by Ed Englehart, Director of Parks and Recreation.

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

N. Request to approve Budget Resolution No. 19-2014, transferring \$1,715,000 from long-term debt proceeds to fund additional Wastewater Utility Capital Asset projects. Presented by Sam Warp, Wastewater Utility Superintendent.

Recommended Action: Approve Budget Resolution No. 19-2014

COMMON COUNCIL AGENDA
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- O. Request to refer Resolution No. 2014-39 vacating the Schueller's City Lights plat to the Plan Commission. Presented by Dan Knoeck, Director of Public Works.

Recommended Action: Refer Resolution No. 2014-39 to the Plan Commission.

- P. First Reading – Ordinance No. 1283 Rezoning Request by NFF LLC., to change the zoning from “SR-2” Single-Family Residential to “CMU” Community Mixed Use District, located on the west side of the street, on vacant land, including portions of the unopened right-of-way, within the 2100 and 2200 Block of North Peach Avenue (across from Aldi and the Menard’s parking lot). Presented by Josh Miller, City Planner.

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the August 12, 2014 meeting.

- Q. Request to approve Resolution No. 2014-40 Conditional Use Request by Dennis Immerfall, on behalf of Paget Equipment, to allow a 10 foot height exception, to construct a 60 foot tall addition to the existing building, including an exception to the landscape requirements along the South Vine Avenue street frontage, in the “LI” Light Industrial District, located at 417 East 29th Street. Presented by Josh Miller, City Planner.

Recommended Action: Approve Resolution No. 2014-40.

- R. Request to approve Resolution No. 2014-41 Conditional Use Request by George and Anne Lescynski to allow a detached “Residential Accessory Building” to exceed the maximum accessory structure allowance of 1,200 square feet and exceed the footprint of the ground floor area of the principal building located at 3013 West Veterans Parkway, zoned “SR-4” Single-Family Residential District. Presented by Josh Miller, City Planner.

Recommended Action: Approve Resolution No. 2014-41.

- S. Request to approve Resolution No. 2014-42 Conditional Use Request by TJ Esser, representing TJ Customs and Auto Repair LLC to allow a “Vehicle Service and Repair Commercial Land Use” in the “GI” General Industrial District, located at 1606 South Popple Avenue. Present by Josh Miller, City Planner.

Recommended Action: Approve Resolution No. 2014-42.

- T. Request to approve Payroll Resolution No. 2014-43 authorizing Ordinance Enforcement Officer shift differential (Premium Pay) in the amount of \$.25 per hour for all hours worked between the dates of January 1, 2014 through July 31, 2014. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve Payroll Resolution No. 2014-43.

- U. Update on staffing study action items. Presented by Steve Barg, City Administrator.

Recommended Action: None, for information only.

COMMON COUNCIL AGENDA
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- V. Appointment of Richard Reinart, 906 S. Ash Ave. to the City Plan Commission for a term expiring in 2017. Presented by Chris Meyer, Mayor.

Recommended Action: None required at this time. This will be scheduled for action at the August 12, 2014 Common Council meeting.

- W. Items for future agendas.

- X. Adjournment

Posted this day, July 18, 2014 at 11:30 a.m., by Deb M. Hall, City Clerk

Notice

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

JULY 8, 2014

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

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

FOR: None

AGAINST: None

COMMENTS: None

The public hearing closed at 6:46 p.m.

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.

CC14-147 Motion by Wagner, second by Hendler to approve the minutes of the Common Council meeting of June 24, 2014.

Motion carried

Employee Recognition

Barry Feig, Assessor's Office	July 18, 1994	20 years
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Items U1, U2 and U3 were added to the agenda regarding a closed session to discuss collective bargaining strategy with Firefighters Local 1021, IAFF.

PUBLIC COMMENT PERIOD

None

CC14-148 Motion by Buttke, second by Feirer to grant the request from 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.

Motion carried

CC14-149 Motion by Spiros, second by Hendler to grant the 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 September 13-14, 2014 from 4:00 p.m. – 11:00 p.m. on Saturday and Sunday from 10:30 a.m. – 3:00 p.m. with live bands during those hours.

Motion carried

Election of 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.

Letters of interest were received from Harry Borgman, 1207 E. 21st Street, John Maggitti of 300 S. Vine Avenue; and Ron Dickrell of 506 S. Lincoln Avenue.

The election will be held at the July 22, 2014 Council meeting.

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC14-150 Motion by Hendler, second by Cummings to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Convention & Visitors Bureau of April 22, 2014; Community Development Authority of May 22, 2014; Convention & Visitors Bureau of May 27, 2014; Community Development Authority Personnel/Finance Committee of May 28, 2014; CWED Revolving Loan Fund of June 11, 2014; Community Development Authority Financial Meeting of June 17, 2014; CWED Revolving Loan Fund of June 19, 2014; Airport Committee of June 19, 2014; Board of Public Work of June 30, 2014; Judiciary and License Committee of July 1, 2014 and Finance, Budget and Personnel Committee of July 1, 2014.

Motion carried

A presentation regarding the proposed Science, Technology, Engineering & Math (STEM) project at UW Marshfield/Wood County was given by Patricia Stuhr, Campus Dean, Michelle Boernke, Assistant Campus Dean of Administrative Services and Roxie Wetterau, Executive Director of the University Foundation.

Second 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.

CC14-151 Motion by Wagner, second by Smith to approve Ordinance No. 1280. Ayes – 9; Nay – 1 (Jockheck)

Motion carried

Second 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.

CC14-152 Motion by Cummings, second by Feirer to approve Ordinance No. 1281. Ayes – 10

Motion carried

CC14-153 Motion by Buttke, second by Hendler 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 N. Chestnut Avenue (Wood County – Norwood Health Center). Ayes - 6; Nays – 4 (Feddick, Wagner, Smith, Spiros)

Motion carried

CC14-154 Motion by Jockheck, second by Spiros 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. Ayes - 10

Motion carried

CC14-155 Motion by Buttke, second by Earll to approve Budget Resolution No. 18-2014, transferring \$53,670 from within the Wastewater Utility budget for the purchase of a Lift Station Service Truck for Wastewater Utility. Ayes - 10

Motion carried

CC14-156 Motion by Spiros, second by Cummings 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). Ayes - 10

Motion carried

CC14-157 Motion by Feirer, second by Spiros to approve Final Resolution No. 2014-38, in the matter of Improvement Project No. 312190 – Street Reconstruction – Park Street (7th Street to Oak Avenue). Ayes – 10

Motion carried

CC14-158 Motion by Wagner, 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 collective bargaining strategy with Firefighters Local 1021, IAFF. Roll call vote, all ayes. (Time: 8:07 p.m.)

Motion carried

Present in closed session: Alderpersons Feirer, Feddick, Jockheck, Earll, Wagner, Smith, Cummings, Spiros, Buttke and Hendler, Mayor Meyer, City Attorney Wolfgram, Fire Chief Haight, Finance Director Strey, Human Resources Manager Baehr and City Clerk Hall.

CC14-159 Motion by Wagner, second by Cummings to return to open session. Roll call vote, all ayes. (Time: 8:37 p.m.)

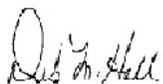
Motion carried

No action was taken in open session regarding the closed session item.

Future Agenda Items
Staffing Implementation

Motion by Smith, second by Cummings to adjourn at 8:38 p.m.

Motion carried



Deb M. Hall
City Clerk

**Main Street Board of Directors Meeting
Wednesday, April 2nd, 2014
Main Street Office
7:30 AM**

Present: Lois TeStrake, Josh Kilty, Tony Abney, Jenna Hanson, Scott Koran, Tom Henseler, Trina Ignatowski, Kelly Korth, Mike Eberl

Excused: Nick Arnoldy, Ryan Baer, Cindy Cole, CW Mitten

Ex-Officio Present: Steve Barg, Jason Angell

Staff Present: Denise Sonnemann, Executive Director

Other Present:

President Lois TeStrake called the meeting to order at 7:33am.

1-5. Approval of Board March minutes and Executive Communities minutes, and all committee minutes from March- Motion made by Tony Abney to approve the minutes, seconded by Scott Koran. Motion passed.

6. City Staff Updates- Elections were last night, Chris Meyer won the mayoral election. The Economic Development Board is still working through the housing study. There will be a presentation on the housing study on Wednesday, April 9th at 5:30pm at the UW. Due to the number of accidents at the intersection of Maple/Veterans, looking at possibly temporarily closing the intersection to see if that will alleviate the number of veh vs train accidents. The demolition of the two building in the 200 Block Chestnut will need to coincide with the remodel of the Penny Court Building.

7. MACCI Updates- April 3rd – Firm of the Year Banquet at Hotel Marshfield; **April 9th** – Maximize your Membership at MACCI; **April 9th** – Housing Study presentation at UW; **April 10th** – Business after 5 at Elks Club; **April 15th** – Reality Store at Marshfield Middle School; **April 16th** – Leadership Marshfield graduation; **April 22nd** – Where’s the Money program at MACCI; **April 23rd** – Job Fair at MSTC Wisconsin Rapids; **April 23rd** – Working Women’s Wednesday program.

8. Treasurers Report – Everything on track, nothing to report.

9. Executive Director’s Report- Been doing Chat with Main Street for one month, still hoping someone will come. We will give it three months and re-evaluate after that time. Still working with Karen Isaacson and doing these jointly. They are going very well, getting a lot of great feedback. The director training last month was on business succession. There are several businesses downtown that don’t have a plan on what they plan to do when they retire. Need to start thinking about that and at least get the thought process started. There is a new State Director for Main Street and he will start in May.

10. Committee Reports-

- **Promotion Committee-** Working on putting together the June 20th block party. All three bars are on board and Main Street will sell food during the event. Working also on a Who's Who Discover Downtown contest yet for this May. Our next meeting is **Monday, April 7th at 8:30am.**
- **Organization Committee-** The 3 on 3 tournament will be part of Hub City Days. Working on getting everything set up and organized. Biggest expense will be officials, hoping to get some volunteers. Working also on sponsorship for hoops. Next meeting is **Thursday, April 10th at 8am.**
- **Design Committee-** Working on Chalkfest for part of Dairyfest. The flowers for downtown are ordered. Flash Galleries will be a go again for this year. Looking into bringing pianos downtown for a month for public display/use. Next meeting is **Monday, April 7th at 10am.**
- **ER Committee-** Brandon was at our last meeting and detailed the plan. This will be a five year project, adding new kiosk in year two. After 5 years would need to reinvest in the project. Premier will be taking the lead and getting the information from all 400 businesses. They would like to start on May 1st. Once we have a contract, will send it out to the entire board to review. Next meeting is **Wednesday, April 30th at 7:30am.**

11. Old Business- none

12. New Business-

- **Board Binders**

If you need a binder, please let Denise know and will get one to you.

13. Meeting Adjourned at 8:05am.

Main Street Board of Directors Meeting Minutes
Wednesday, May 7th, 2014
Main Street Office
7:30 AM

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

Excused: Nick Arnoldy, Kelly Korth

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

Staff Present: Denise Sonnemann, Executive Director

Other Present: Matt McLean, Nate Mueller

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

Welcome to Gary Cummings, new alderperson representative

1. Kiosk presentation by Nate Mueller of Mueller Publishing.

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

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

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

8. Treasurers Report – First quarter looks good

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

10. Committee Reports-

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

11. Old Business- none

12. New Business-

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

13. Meeting Adjourned at 8:21am.

BOARD OF REVIEW MINUTES OF MAY 21, 2014

Meeting called to order by City Clerk Hall at 9:04 a.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Harry Nienaber, Richard Meyer, Sharon Helwig, Celia Patchett and Bob Lewerenz (arrived at 9:19 a.m.)

ABSENT: None

ALSO PRESENT: City Assessor Joan Spencer, Deputy Assessor Barry Feig, Commercial Appraiser Steve Shepro and City Clerk Hall

The City Clerk asked for nominations for Chairperson.

Patchett nominated Nienaber for Chairperson.

There being no further nominations the City Clerk declared nominations closed.

BR14-001 Motion by Patchett, second by Helwig to elect Harry Nienaber as Chairperson.

Motion carried

Chairperson Nienaber asked for nominations for Vice-Chairperson.

Patchett nominated Meyer for Vice-Chairperson.

There being no further nominations the Chairperson declared nominations closed.

BR14-002 Motion by Helwig, second by Patchett to elect Richard Meyer as Vice-Chairperson.

Motion carried

Chairperson Nienaber asked for nominations for Alt. Vice-Chairperson.

Meyer nominated Patchett for Alt. Vice-Chairperson.

There being no further nominations the Chairperson declared nominations closed.

BR14-003 Motion by Meyer, second by Helwig to elect Celia Patchett as Alt. Vice-Chairperson.

Motion carried

The City Clerk certified that Harry Nienaber, Richard Meyer, Sharon Helwig and Celia Patchett have met the mandatory training requirements specified in Sec. 70.46 (4) of the Wisconsin Statutes.

The City Clerk swore in City Assessor Spencer and Deputy Assessor Feig.

The clerk received the assessment roll.

Report from the City Assessor

Handed out a binder to all members with information relevant to the roll. She discussed the following:

Appeal Dates

- A list of dates that fall within all the statutory guidelines for all the work that had to be completed for the roll.
- AAR Report was filed with the City Administrator on 5/20/14.

Equalization

- They haven't received any of the reports from the State yet. She did request a preliminary number from them and the State's preliminary ratio for this year is 100.63%.

Exemption Changes

- Shirley's House of Hope located at 1316E N. Hume Avenue - Exemption approved
- St. Vincent – Transitional Shelter - Exemption approved

Annexations (from the Town of Cameron)

- 800 – 1102 Heritage Dr. (3307360)
- US Hwy 10 (3307361)

Real Estate Changes

- Wood County – Added \$12,365,800
- Marathon County – Added \$746,300
- Total Added - \$13,112,100

Tax Increment Districts – Real Estate and Personal Property

- 2014 Value - \$87,195,090
- 2013 Value - \$83,635,510
- Change: -\$3,559,580

Personal Property Changes

- Wood County - \$2,787,820 added
- Marathon County - \$1,064,290 added
- Total Added - \$3,852,110

Local Roll Estimate

- 2014 - \$1,341,520,630
- 2013 - \$1,324,556,420
- Difference - \$16,964,210

Single Family Housing (Excludes foreclosures & forced sales)

- 2013 Median Sale: \$125,000
- 2013 Average Sale: \$125,587
- 2013 Average Per SF: \$84.25

PILOT Reports – 2014

- Norris Manor - \$10,000
- Wood County Lands - \$5,619,400

There are no numbers for manufacturing values at this time. Those numbers probably won't be coming in until November.

Top Taxpayers – 2013

- This listed the top 25 Taxpayers in the City of Marshfield for 2013.

City Assessor Spencer talked about assessment procedures and statutory reference. They are not going to each property and establishing a market value, property by property. What they are doing is working with assessment software, building valuation tables and everything gets priced across the board using the same pricing criteria. One of the things that they are charged with is Uniformity. Uniformity occurs when all property is assessed at full value or when all classes of property are assessed at the same percentage of full value. Because appraising is not an exact science and is based on the ‘typical buyer and typical seller’ there will always be variances in individual properties. The ideal of every single property being valued at exactly 100% of its value, no more, no less, is a practical impossibility. Singling out specific properties as a result of a sale of the subject, while not addressing all properties, would be another arbitrary method of assessment resulting in non-uniform assessments. Per State Statute 70.32, when determining the value, the assessor shall consider recent arm’s-length sales of the property to be assessed if according to professionally acceptable appraisal practices those sales conform to recent arm’s-length sales of reasonably comparable property; recent arm’s-length sales of reasonably comparable property; and all factors that, according to professionally acceptable appraisal practices, affect the value of the property to be assessed.

Recessed at 9:54 a.m.

Reconvened at 10:02 a.m.

The City Clerk introduced the case of MKR Properties

<u>Address</u>	<u>Tax Key #</u>	<u>Classification</u>	<u>2014 Value</u>
S. Laemle Ave.	33-05521J	Commercial	\$59,800 – Land

The City Clerk swore in Bill Mitten.

City Assessor Spencer and Deputy Assessor Feig were sworn in at the beginning of the meeting.

Testimony was given by Bill Mitten and City Assessor Spencer.

The Board directed City Assessor Spencer to find out what the value of the property would be if it was combined with parcel 33-05521G.

Recessed at 10:23 a.m.

Reconvened at 10:36 a.m.

City Assessor Spencer explained that combining parcels 33-05521G and 33-05521J, the value would be changed to \$388,500 from \$426,600. Originally the value of parcel 33-05521G was \$60,600 – Land; \$306,200 – Improvements; Total - \$366,800. The value of the vacant property, 33-05521J was \$59,800. By combining the parcels the vacant property would become secondary.

BR14-001 Motion by Patchett, second by Meyer to combine parcels 33-05521G and 33-05521J changing the value to \$82,300 – Land; \$306,200 – Improvements; Total - \$388,500 subject to a request by the property owner. This would delete parcel 33-05521J. Ayes - 5

Motion carried

The Notice of Board of Review Determination was handed to Bill Mitten by the City Clerk.

David Becker appeared before the Board explaining that he missed the filing deadline for submitting an objection form and he asked the Board if they would still hear his case. He purchased a property approximately 6 weeks ago that he would like to contest the value of.

According to Statute 70.47 (7) The board of review may not hear an objection to the amount or valuation of property unless, at least 48 hours before the board's first scheduled meeting, the objector provides to the board's clerk written or oral notice of an intent to file an objection, except that, upon a showing of good cause and the submission of a written objection, the board shall waive that requirement during the first 2 hours of the board's first scheduled meeting, and the board may waive that requirement up to the end of the 5th day of the session or up to the end of the final day of the session if the session is less than 5 days with proof of extraordinary circumstances for failure to meet the 48-hour notice requirement and failure to appear before the board of review during the first 2 hours of the first scheduled meeting.

The board discussed the request and the overwhelming issue is that this is a 2014 sale and the board is dealing with values as of January 1, 2014.

BR14-002 Motion by Helwig, second by Patchett not to hear the case of David Becker due to the fact that they are dealing with property values as of January 1, 2014. This would be a case to hear in 2015. Ayes - 5

Motion carried

The City Clerk introduced the case of Deborah Zwicke

<u>Address</u>	<u>Tax Key #</u>	<u>Classification</u>	<u>2014 Value</u>
814 E. 3 rd Street	33-01590A	Residential	\$10,100 – Land <u>\$51,300</u> – Improvements \$61,400 – Total

The City Clerk swore in Deborah Zwicke.

City Assessor Spencer and Deputy Assessor Feig were sworn in at the beginning of the meeting.

Testimony was given by Deborah Zwicke and City Assessor Spencer.

BR14-003 Motion by Patchett, second by Meyer to change the assessment to \$55,000 (\$10,100 – Land and \$44,900 – Improvements) for parcel 33-01590A. Ayes - 5

Motion carried

The Notice of Board of Review Determination was handed to Deborah Zwicke by the City Clerk.

The City Clerk introduced the case of Brian Conrad

<u>Address</u>	<u>Tax Key #</u>	<u>Classification</u>	<u>2014 Value</u>
911 S. Cherry Ave.	33-02848	Residential	\$ 26,100 – Land <u>\$163,400</u> – Improvements \$189,500 – Total

The City Clerk swore in Brian Conrad.

City Assessor Spencer and Deputy Assessor Feig were sworn in at the beginning of the meeting.

Testimony was given by Brian Conrad and City Assessor Spencer.

BR14-004 Motion by Patchett, second by Meyer to sustain the assessor's value of \$189,500 for parcel 33-02848. Ayes - 5

Motion carried

The Notice of Board of Review Determination was handed to Brian Conrad by the City Clerk.

The City Clerk introduced the case of Ken Bargender

<u>Address</u>	<u>Tax Key #</u>	<u>Classification</u>	<u>2014 Value</u>
311 W. Arnold St.	33-00679	Residential	\$11,900 – Land <u>\$70,600</u> – Improvements \$82,500 – Total

The City Clerk swore in Ken Bargender.

City Assessor Spencer and Deputy Assessor Feig were sworn in at the beginning of the meeting.

Testimony was given by Ken Bargender, City Assessor Spencer and Deputy Assessor Feig.

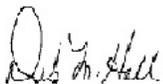
BR14-005 Motion by Nienaber, second by Lewerenz to change the assessment to \$73,800 (\$11,900 – Land and \$61,900 – Improvements) for parcel 33-00679. Ayes – 4; Nay – 1 (Patchett)

Motion carried

The Notice of Board of Review Determination was handed to Ken Bargender by the City Clerk.

Motion by Meyer, second by Patchett to adjourn sine die at 12:47 p.m.

Motion carried



Deb M. Hall
City Clerk

Main Street Board of Directors Meeting Minutes
Wednesday June 4, 2014
Main Street Office
7:30 AM

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

Excused: Nick Arnoldy, Tom Henseler

Ex-Officio Present: Steve Barg, Scott Larson

Staff Present: Angela Dieringer, Executive Director

Other Present:

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

1-5. Approval of Board, Executive & Committee minutes: Introduction to Angela as the New Executive Director. Welcome.

Motion made by C.W. Mitten to approve the minutes, seconded by Tony Abney. Motion passed.

6. City Staff Updates-EDB working bringing more and updated housing.

Rental housing needed more even temporary rentals. Looking at Rental housing being updated and how they can help that happen. Maple street closing is in progress and will gather data after words to see what could happen. Encourage people to fill out survey on the website with maple closure. Budget meeting will be coming up.

7.MACCI Updates - May 30-31 -Dairyfest was last weekend; breakfast, picnic in park and movie, Cheese Chase Parade, Fair Grounds; Feed back was very positive. **June 1-** Arby's Dairyfest Fling VII 8am Braem Park Shelter. **June 7-** Dairyfest Golf Shamble - 1pm Marshfield Country Club. **June 19-** Business After 5- Abares. **June 20-** Block Party. **June 27-**Movies in the Park- Dusk Marshfield Fairgrounds Park

8. Treasurers Report: No Report- with the position not filled yet was not able to get financial report in order. Next month we will get back on track with that.

9. Executive Director's Report: Met with lots of city people. Attended City Council Meeting, Polka Dot Powerhouse networking lunch, a BNI meeting, YP social. Did the walk around with The Down Town Master Plan Committee. I helped execute Chalk Fest and announced the winners at Columbia Park. Working a lot on 3 on 3 Tournament, Block Party, and Hub City Days coming up. Scheduled meetings with Karen for each Thursday.

10. Committee Reports :

- **Promotion Committee** - Hot time in the city will be at BMO rain or not. Block Party moving forward. Sign up to volunteer for these coming events. Looking for master list for Hub City Days. Next July 14 at 8:30 AM.

- **Organization Committee-** Sponsorship for 3 on 3. Looking for 3 more courts to get sponsored. The word is getting out there, not worried about registrations coming in. Possibility in renting out the hoops, which would be great. Going out to businesses to donate basketballs this week. Looking into see if quote includes assembly of basketball hoops.
- **Design Committee:** Forms went out to the school systems. Chalk it up will be Friday 2:30 - 8:30 and awards will be announced at the picnic at the park. Next meeting is Monday July 7 at 10 AM.
- **Economic Restructuring Committee: Kiosk-** more cost effective to do a brochure stand. Looking at different and the best method of getting the information out there. Looking for a new project - possibility mobile website?

11. Old Business:

12. New Business: 2015 budget is due in July.

12a. Revisiting selling amenities and to get that promoted again.

13. Meeting Adjourned at 8:20 AM.

ZONING BOARD OF APPEALS MINUTES OF JUNE 10, 2014

Meeting called to order by Chairperson Gerl at 5:00 p.m. in the 1st Floor Conference Room, Suite 108, City Hall Plaza.

PRESENT: Ken Bargender, Ed Gerl, Richard Kenyon, Robert Lewerenz, Dean Markwardt and 1st Alternate Todd Zieglmeier

ALSO PRESENT: City Planner Miller, Zoning Administrator Schroeder, Deputy Clerk Panzer, Scott Boson, Anthony Miller, John Nelson and Carl Hamann

ABSENT:

ZB14-011 Motion by Markwardt, second by Kenyon to approve the minutes of May 13, 2014 as submitted.

Motion carried

Deputy Clerk read the variance request from Nelson-Jameson, for property located at 1510 South Anton Avenue, zoned "GI" General Industrial District, for a 25 foot variance, to construct a warehouse addition at a front yard setback of 25 feet from the Anton Avenue right-of-way. Section 18-40(7) requires a minimum front yard setback of 50 feet.

Background

Nelson-Jameson is requesting a 25 foot variance along the east property line to construct a needed warehouse addition, located at 1510 South Anton Avenue, zoned "GI" General Industrial District.

The original building on this site, constructed in 2002, was just over 20,000 square feet. In 2013 Nelson Jameson constructed a 20,280 square foot addition. The existing number of loading docks and warehouse size, including the 2013 addition, became insufficient due to unanticipated rapid business growth. The newly proposed addition will have an additional 6 loading docks and an additional area of 10,884 square feet. Given the layout and orientation of the existing building, there is no other feasible location to place the needed loading docks on the property and still be able to meet the required setbacks.

The existing building stretches over two lots. The lots are owned by separate LLC's but the building functions as one operation. The portion of the building that is located on the adjacent lot to the north supplies a majority of the parking and office space and is the front entrance into the building with some warehouse space. The north portion of the building meets the required front yard setbacks off of East 5th Street and South Anton Avenue (50 foot required setback). The south portion of the building is primarily warehouse and loading space.

If the lots were combined, South Anton Avenue would be treated as a street side yard and the proposed addition would meet the minimum 25' street side yard setback requirements. This would be a reasonable treatment of the setbacks as the buildings are connected and are part of a single operation. The only difference is the property line separating the two main portions of the building. At this time it is not feasible to combine the parcels as it is technically owned by two separate companies. Because they are two separate lots, the zoning code requires that the Anton Avenue frontage be treated as a front yard, which requires a 50 foot setback.

If the properties were ever to be sold to different operations, the connection corridor would have to be removed and the buildings would stand alone. An approved variance would still be effective for the south portion of the building if it were ever to be split. If the property were to be combined in the future, the variance, while still in effect, would not be necessary as the Anton Avenue right-of-way would then become the street side yard, which has a setback of only 25 feet.

The City Engineer reviewed the proposed access widening as well as the locations for the trucks backed up to the docks and did not see an issue with the proposal.

City Planner's statement of facts regarding the variance request:

1. The property is located at 1510 South Anton Avenue.
2. The property is zoned "GI" General Industrial District.
3. The property has 334 feet of frontage along South Anton Avenue and is 126,920 square feet in area (2.9 acres).
4. The property meets the minimum lot size and width requirements of the "GI" General Industrial District.
5. Section 18-40(7) requires a minimum front setback of 50 feet from the right-of-way in the "GI" General Industrial District.
6. The proposed setback is 25', which requires a variance of 25'.
7. The proposed addition will impede into the required setback for approximately 93'.
8. The proposed addition is for a warehouse addition to the east of the existing building.
9. The existing building is connected to the principal building on the abutting lot to the north.
10. The buildings are connected by a 20 foot wide temporary walkway.
11. The portion of the building located on the north parcel, which has customer parking and the front offices, meets the minimum front yard setback of 50' on East 5th Street and South Anton Avenue.

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

(How will the variance not be contrary to the public interest?) *The configuration of the existing structure currently places the façade of the building in excess of 125' from the right-of-way. If this variance is granted, the reduced width of setback will comprise less than 1/3 of the lot width. The overall spatial volume between the building and right-of-way will still be far greater than if the entire structure was located with its façade at the allowable building setback of 50'.*

(Will substantial justice be done by granting the variance?) *If this variance is granted the average setback between the existing and new building facades and the right-of-way will be 93'. This should provide sufficient visual relief to prevent any negative impact from the 25' reduction for a distance of less than 100'.*

(Is the variance needed so that the spirit of the ordinance is observed?) *The spirit of the ordinance is to provide sufficient clearances between the right-of-way and adjacent properties to provide visual open areas and avoid overcrowding between adjacent properties. Although ownership of this site and the property immediately to the north is two different entities, these two properties function as one operation. The north property fronts on 5th Street and therefore has its front setback on 5th Street. This property, although singular in operation has its front setback on Anton Avenue due to its different ownership.*

(Due to special conditions, will a literal enforcement of the provisions of the zoning ordinance result in unnecessary hardship?) *The available width of the dock face is determined by the location of the building setback line. Literal enforcement of the 50' setback requirements will eliminate 2 doors and reduce the ability to ship out product by 33%. This reduction will create a hardship as it will limit overall productivity of the facility.*

ZB14-012 Motion by Lewerenz, second by Kenyon to grant the variance request from Nelson-Jameson for a 25 foot variance at 1510 South Anton Avenue to construct a warehouse addition at a front yard setback of 25 feet from the Anton Avenue right-of-way.

Motion carried

Motion by Kenyon, second by Lewerenz to adjourn at 5:08 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

MARSHFIELD PUBLIC LIBRARY
BOARD MEETING
211 E. Second Avenue, Marshfield, WI 54449
June 10, 2014
7:00 a.m.

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

Present: Joanne Ampe, Gary Cummings, Kris Keogh, Xin Ruppel, Jean Swenson, Ruth Voss, and Library Director Lori Belongia.

Also present: Amanda Helke

Absent: Mary Hartl, Pat Saucerman, Don Schnitzler, Kim Vrana

Citizen's comments, correspondence and announcements: Thank you card from Makenzie Shaffer to Lori Belongia for the award from the Marshfield student art show. Article written by Lori Belongia about the Marshfield public Library as a "third place".

Changes or additions to the agenda: None.

LB14-33 Minutes of the Library Board Meeting: Motion by Cummings, second by Ruppel to approve and place on file the minutes of the May 13, 2014 Library Board Meeting. All ayes. Motion carried.

LB14-34 Director's Report: Motion by Ampe, second by Voss to receive and place on file the May 2014 Director's Report as corrected. All ayes. Motion carried.

LB14-35 2nd May Vendor List and 1st June Vendor List: Motion by Ruppel, second by Keogh to approve Vendor Lists. All ayes. Motion carried.

LB14-36 May 2014 Financial Control Report: Motion by Keogh, second by Ampe to receive and place on file the May 2014 Financial Control Report. All ayes. Motion carried.

LB14-37 Business

Updates:

Library & Community Center Project: Belongia updated the board on the project. She informed the board that an extension has been granted for the fundraising deadline. The new deadline is September 30, 2015. Belongia mentioned that the contract with the fundraising consultants ends in August of 2014.

2015 Budget Calendar: Belongia went over the budget calendar with the board.

LB14-38 Minutes of other organizations: Motion by Ampe, second by Voss, to accept and place on file the minutes of the February 5, 2014 Marshfield Public Library Foundation, May 7, 2014 Library & Community Center Committee, and the May 22, 2014 SCLS Board of Trustees. All ayes. Motion carried.

Adjournment: Seeing no other business to come before the board, Swenson adjourned the meeting at 7:50 a.m.

Respectfully submitted,

Amanda Helke
Pro tem

MINUTES
FIRE AND POLICE COMMISSION/REGULAR MEETING
JUNE 12, 2014

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

PRESENT: Commissioners Keogh, Meyers, and Gershman.

EXCUSED ABSENCE: Commissioners Frankland and Mueller.

ALSO PRESENT: Fire Chief Haight, Police Chief Gramza, Police Sergeant Keffer, and Council Member Earll.

FP14-041 Motion by Gershman, second by Meyers to approve the minutes of the 05/08/14 regular, and 04/21/14 and 04/29/14 special meetings.

Motion carried.

FP14-042 Motion by Gershman, second by Meyers to approve the police department bills in the amount of \$669,528.30.

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

Motion carried.

FP14-043 Motion by Meyers, second by Gershman to approve the fire department bills in the amount of \$64,847.55

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

Motion carried.

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

FP14-044 Motion by Meyers, second by Gershman to accept with regrets the resignation of Patrol Officer Jennifer Trelka.

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

Motion carried.

FP14-045 Motion by Gershman, second by Meyers to approve the hiring of a replacement patrol officer upon resignation of Officer Trelka with an anticipated start date of 08/11/14.

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

Motion carried.

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

FP14-046 Motion by Gershman, second by Meyers to approve an offer of employment to Firefighter/Paramedic Jennifer Sadoskas upon her passing her physical and psychological exams with a start date of 06/23/14.

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

Motion carried.

Fire and Police Commission Meeting Minutes
June 12, 2014
Page Two

Being there was no other old or new business to discuss, the meeting was adjourned at 7:50 a.m.

**COMMISSIONER MEYERS IS SCHEDULED TO ATTEND THE COMMON COUNCIL
MEETING SCHEDULED FOR TUESDAY, JUNE 24, 2014 AT 7:00 P.M.**

A handwritten signature in black ink that reads "Randy Gershman". The signature is written in a cursive, flowing style.

**Marshfield Fire and Police Commission
Randy Gershman**

CENTRAL WISCONSIN STATE FAIR
BOARD MINUTES
June 16, 2014
7:30 PM

ROLL CALL:Present: Board Members: John Garbisch, Marilyn Heiman, Jeff Viergutz, Alanna Feddick Andy Keogh, Ed Wagner, Carol Berg-Kappel, Bob Ashbeck, Larry Gilbertson, Dan McGiveron, Chris Jockheck. Gary Bymers, Keith Kay, Kathy Banks.

Absent: Melissa Hanke, Dennis Stroetz, Tim Heeg

Called to order at 7:36pm.

Meeting began with a presentation from Duane Bauer on the Truck/Tractor Pull for Monday's entertainment. Q and A followed. Duane stated he went out and raised \$6000 plus in sponsorship. Following the presentation Duane left the meeting.

Minutes of May 19, 2014 Regular Board Meeting Chris Jockheck offered an addition to the minutes. Added were the words that a sign-up sheet was passed around for those interested in serving on the ad hoc committee 'on the future of the fair'. The president will choose from this list in forming the committee. It was moved to approve the minutes with the addition. Marilyn Heiman seconded the motion. Motion carried.

Treasurer's Report: **Marilyn Heiman** reported the balances. A few questions were asked and answered. John Garbisch moved, Ed Wagner seconded the motion to approve the treasurer's report. Motion carried.

Manager's Report: **Larry Gilbertson** reported. The circus is coming June 27th. two bikes were stolen from a camper (police are involved). The ditch in front of the hockey building needs mowing, (Ed Wagner will check on the mowing). Insurance is paid to date, a letter from the Wenzel estate was read and a response from the president has been sent.

A meeting was held with Brian Sauer where he required half down on the acts he booked, which amounted to \$15,200, he is also not bonded. In contrast, Jayson Promotions requires nothing down.

Fair commission has offered us a one year contract agreement for use of the grounds, as opposed to the normal five year renewal. The Board agreed it should be signed if nothing is changed other than the dates. Andy Keogh moved that the one year contract be signed, Gary Bymers offered an amendment adding the words, as long as nothing other than the dates have been changed, motion was seconded, motion carried.

A summer intern has been hired. Shirley's position is still open following her retirement following this year's fair, Ann from the office has given her notice so that position is also open. Our new fair manager, Duane Blanchard of two weeks, has resigned for personal reasons; we have possibilities to explore for manager and volunteer help. Discussion followed. Andy Keogh stated the President needs to be able to make the decisions, hire a manager and tell us what's been done. This needs to get done. Get it done. Discussion continued as to the reason why Heidi left, possibilities of her returning, and what it would take for her to consider returning. Andy Keogh asked that the president have conversation with the identified individuals who were problematic to see what can be done.

Our CD designated for the Knoll barn project is coming due. We need the Board's approval to designate the president or treasurer as signatory to remove these funds. Chris Jockheck moved to approve either the president or treasurer as signatory for this account at Central City Credit Union. Andy seconded the motion, the motion carried.

Advertising brochures are here available to pick up following the meeting to distribute to the community.

Committee Reports:

Junior Fair: Melissa Hanke Larry Gilbertson reported for Tim Heeg and Melissa. Junior Fair Board meets in a couple of days. At their last meeting, they discussed judges, possible improvements and permission slips to exhibit.

Market Animal: Larry Gilbertson reported on the lamb weigh- in numbers. Tomorrow evening is the next youth educational meeting.

Draft Horse: Dennis Stroetz talk about leveling the pad in the horse area.

Building & Grounds: John Garbisch reported no meeting. We are waiting on answers from Pat Kilty for the electrical upgrade in the campground area.

Advertising: Jeff Viergutz reported. Brochures are available for distribution. Poster distribution was discussed. Things are on target. Convention and Visitors Bureau has authorized \$1000 for the use of Facebook. Jeff will follow up.

Parking & Signage: Dan McGiveron No meeting

Livestock: Larry Gilbertson No Meeting

Vendor Relations: John Garbisch No Meeting

Non-Fair: No Meeting

Fairest of the Fair: Marilyn Heiman No meeting. Donations have been received for the new Junior Ambassador contest at this year's fair. Fairest coronation is August 5th at the Eagles club.

Entertainment: Acts are booked.

Ad Hoc committee on the Future of the Fair: President No meeting as yet, gathering information. Majority of the Board is for the President to focus on filling the manager's position at this time.

Fair Commission Report: Bob Ashbeck reported extra fans will be purchased for the Round Barn. Two bids were received for reroofing the Round Barn and both bids were thrown out and will restart the bidding process. A consultant was hired to evaluate the Round Barn concrete repair and submit a plan.

Repair to Expo I was completed as a result of snow load damage.

There is concern over naming the Russ Wenzel Grandstand before discussing it with the Commission.

Andy Keogh moved to accept the committee reports, Marilyn seconded, the motion carried.

Old Business: No old business.

New Business: Denny Stroetz wondered about the windows sitting in the meeting room at the fair office. This is a Commission issue.

The importance of retaining Shirley and all she contributes to the running of the office, especially during this time of change was brought up.

Marilyn Heiman voiced concern about livestock superintendents needing to come to the Board to determine if we can afford to add to their show.

Chris Jockheck asked if the goat pen issue has been resolved. It is still being worked on.

Ed Wagner moved to Adjourn. John Garbisch seconded. Meeting adjourned.

The next meeting will be held at 7:30 pm on July 21, 2014 at the MACCI office, 700 S. Central Avenue.

Submitted by Larry Gilbertson

COMMUNITY DEVELOPMENT AUTHORITY

June 19th, 2014

The monthly meeting of the Community Development Authority was called to order by Chairperson Andy Keogh at 9:30 a.m. in the Parkview Apartments Community Room, 606 S. Walnut Avenue, Marshfield, Wisconsin.

Affirmation of Proper Posting of Meeting: Meeting posted June 17th, 2014 at 12:09 p.m.
Addendum posted June 17, 2014 at 4:53 p.m.

ROLL CALL:

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

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

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: Board member John Conklin stated that he has received inquiries from the public asking why it takes so much time to get an apartment leased at Parkview or Cedar Rail. Executive Director James-Mork shared that increased oversight by HUD requires that the staff follow consistent guidelines in terms of the management of waiting lists and eligibility processing for leasing of apartments, which requires considerable time to complete. She shared with Mr. Conklin that paperwork completion for leasing of federal subsidized housing is more complicated and detailed than leasing an apartment in the community, and added that in addition to the normal processes, we are also unable to move forward if the applicant does not provide complete documentation necessary, which is often the case.

CDA 14-B06-1 Motion by Buttke, second by Marsh to accept the May 22nd, 2014 Board meeting minutes. 7 Ayes

MOTION CARRIED

CDA 14-B06-2 Motion by Marsh, second by LaFontaine to accept the June 17th, 2014 Financial meeting minutes. 7 Ayes

MOTION CARRIED

CDA 14-B06-3 Motion by Keogh, second by Buttke to accept the Financial report as presented. 7 Ayes

MOTION CARRIED

CDA 14-B06-4 Motion by LaFontaine, 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: Andrew Keogh, Peter O. Hendler, Dave Marsh, Tom Buttke, John Conklin, Marilyn Hardacre, Dave LaFontaine (Time: 9:22 a.m.) 7 Ayes

MOTION CARRIED

CDA 14-B06-5 Motion by Hendler, seconded by Marsh to move to Open Session. (Time: 9:48 a.m.) 7 Ayes

MOTION CARRIED

CDA 14-B06-6 Motion by Hardacre, second by LaFontaine to accept the May 28th, 2014 Personnel/Financial meeting minutes and the recommendation of the Personnel/Financial committee. 7 Ayes

MOTION CARRIED

John Southworth of Ansay & Associates provided an overview of current CDA insurance policies and documentation of prior and current insurance claims. Mr. Southworth also provided additional guidance on the submission of future incidents.

Strategic Planning Committee: No update

Grievance Committee: No update

Executive Director's Report:

CDA 14-B06-7 Motion by Hendler, second by Marsh to accept and place on file the Executive Director's Report. 7 Ayes

MOTION CARRIED

Discussion of (Past) Pipe Break Resulting in Parkview Apartments Water Damage: Given ongoing discussions with legal-council, this topic will be revisited at the July, 2014 Board meeting.

Next Meeting Date and Time: Thursday, July 17th, 2014 at 9:00 a.m. in the Community Room of Cedar Rail Court

July Agenda Items: Insurance Claim Parkview (Past)

Motion by LaFontaine to adjourn. Meeting adjourned at 10:26 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andy Keogh
Chairperson

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

1. Occupancy-

Elderly/Disabled Housing- Parkview nine (9) openings, with three (3) on hold for modernization.
Cedar Rail – Five (5) openings.
Scattered Sites-Full.
Section 8-The program has fifty-one (50) active, leased vouchers. Three port-ins pending.

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 June 30th to identify the point person for action steps for key points for the Housing Study Recommendations. Mary James-Mork will research on a rating system for all rental housing as well a small loan program to improve rental housing when appropriate. Other key recommendations will be led by Jason Angell, City Planning and Development and Steve Barg, City Administrator.

4. RAD Project-

RAD Training in Chicago provided an outline and resources for Public Housing Agencies to transition properties to Rental Assistance Demonstration projects. Board President, Andy Keogh and Executive Director James-Mork attended the conference sponsored by the National Housing Compliance & Consulting Services. While some initial issues have been addressed by early adapters to RAD, it was made clear that this process can take up to one year to complete.

5. RMM Solutions-

RMM Solutions will meet with the CDA management on July 16th, 2014 to review and discuss hosting the CDA phone system.

9. Capital Projects-(CFP)

Cedar Rail Roofing Project walk-through has been scheduled by Tim Geldernick, Environmental Services Manager. Upon successful completion, CDA will issue final reimbursement to Tri-County Contracting of New Berlin.

10. Personnel and Finance Committee-

Communication on the new model for restructuring has been presented to staff members affected by the changes, all remaining staff and residents of CDA programs. The management staff is currently working with Hawkins Ash, Associated Bank and the HUD Field Office to assure a smooth transition.

**Main Street Board of Directors Meeting
Wednesday, July 2, 2014
Main Street Office
7:30 AM**

Present: Lois TeStrake, Tom Henseler, Ryan Baer, CW Mitten, Nick Arnoldy, Cindy Cole, Trina Ignatowski, Josh Kilty, Scott Koran
Excused: Jenna Hanson, Tony Abney, Mike Eberl
Un-Excused: Kelly Korth
Ex-Officio Present: Steve Barg, Jason Angell, Scott Larson
Staff Present: Angela Dieringer, Executive Director
Other Present: Carol Knauf

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

1-5. Approval of Board and Executive Communities minutes: Thank you everyone who helped for the Bock Party. 220 people showed up for our Block Party .Re-think power issues for 100 Block

1st. Cindy Cole

2nd Josh Kilty

6. City Staff Updates - Maple Ave. crossing report - 1) traffic count info – copy available 2) Survey – 650 people responded mostly opposed to the closure. City budget will be done in July.
Housing study working on. Looking at city sub-division , working with the ACE Academy, and property maintenance program. Downtown master plan is being continued to be worked on. Meeting is Wednesday Sept. 17, 2014 between 5 -8 p.m.
200 block project will continue to be worked on.

7. MACCI Updates- **July 4** MACCI office closed; **July 10** UW Marshfield/Wood County Summer Sizzler Open House 4-7 p.m.; **July 11** Brat Fry Hewitt's meat Market 4-7 p.m. (Hewitt's Meats Marshfield); **July 17** Ribbon cutting 4p.m. for The Pampered Pooch Emporium & Dog Barkery; **July 24** Hot Time in the City Business After 5 – BMO Harris Bank Parking Lot; **July 25** Hewitt's meat Market Brat Fry 11a.m. – 1p.m.; Movies in the park at dusk downtown; **July 26** Hub City Days Duathlon 7a.m. UW Marshfield Wood County, Hub City Hoops 3 on 3 Basketball Tournament, Marshfield's Amazing Race 12:30 p.m. PDC Booth at Hub City Days; Hub City Days 9 a.m. – Midnight Downtown. Focusing on chamber Caper that is coming up in August.

8. Treasurers Report: Everything on task. We want to thank Ryan Baer for the help with the bookkeeping.

9. Executive Director's Report: Started doing business Visits with Karen Issacson from MACCI on Thursday. Have done 9 total so far.

Joined Young Professionals and became a part of their Professional Development Committee. Making great contacts and developing solid relationships that will be helpful for us when we need volunteer help from the group.

Farmers Market has been going for 3 weeks now. Started with 5 vendors and yesterday we had 14! Definitely growing and going well. Stacey from Salon Central has been volunteering her time to help at the EBT booth.

Working with New Visions Gallery on the Flash Galleries and Random Acts of Art. They Commissioned the winners of the Chalk It Up to do the sidewalk art during our past block party. Great addition to the evening and it got a lot of attention because of the block party.

Coffee with Main is going well. We usually have around 3 or 4 people join us. Allows for open discussion and is great way for other people to come chat as well. I have been mentioning it during every business visit I have done.

New Director Training is July 28th & 29th in Madison. So I can learn how to do my job.

Farmer's Market – Ok'd to have Back to Bliss be a vendor or any other downtown business.

10. Committee Reports-

Promotion Committee Updates- Posters & Brochures are here for Hub City Days, Billboard up. Everything is on task for Hot Time in the City and Hub City Days we are looking for volunteers. (2nd Monday of July)

- **Organization Committee Updates-** All Sponsors done, everything is in place. Renting out hoops, T-shirts for champs, trophies; free throw contest; lots of volunteers are needed. Marshfield Young professionals will have concession stand. Deadline is for July 11th. We will have refs. Contact Angie for sign up sheets.
- **Design Committee Updates-** Last months meeting discussed Chalkfest. We had 10 entries show up out of 12. Photos were posted on Facebook. Winners were announced by Betsy and Angie at the picnic in the park. We have ideas to get more of the turn out next year. Promote earlier, have sign up forms at Emerging Talent Reception, send out forms to school before spring break- to the high school art classes. Flash Galleries update: New Vision was awarded \$2,000.00 grant, they will start next meeting: Monday July 7 at 10 a.m.
- **ER Committee Updates-** Looking for new ideas. Looking at a smaller idea for Kiosk. Like a Magazine Rack. Cost was just too great, will revisit in the future. Ideas for shark Tank Event: But looking for ideas, Next meeting July 28th at 7:30 a.m.

11. Old Business-

12. New Business-

12a. 2015 Budget: Will go over in the Executive meeting.

Rediscover Downtown Project: August 19- 22 ; Tues. – Thurs. (11-2 P.M.)

Vision: to bring people into the downtown. Various vendors at each corner,

Brat Fry, Musician, Domino's Ice Cream, Kids Movie Series. Get Business involved In the event. Send out invitation to all downtown businesses and visit the

Businesses. Deadline of Aug. 4; no charge to participate in the event.
Maps, promotional brochures, facebook.

See if Three Oaks, Stoney River, etc. would like to do a shuttle bus, end event with block party.

Mainstreet maybe will get popcorn machine, Scott would donate popcorn from Roger's. Also shuttle bus from clinic, Business owners possibly put out chairs and tables. Liz at News herald and Channel 9 for some great advertising, in budget for the discover downtown project.

Check with Chestnut Center for the Arts, contact for people to do things for the Rediscover Downtown.

\$1,000.00 from EDB and \$500.00 from Main Street allocated for Rediscover Downtown.

13. Meeting Adjourned at 8:22 A.M.

HISTORIC PRESERVATION COMMITTEE MINUTES
OF JULY 7, 2014 MEETING

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

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

ABSENT:

ALSO

PRESENT: Josh Miller, City Planner.

Approval of the Minutes of June 2, 2014 Meeting.

HP14-23 Motion by Cummings second by Meacham to approve the minutes of the 6/2/2014 meeting.

Motion Carried.

Schnitzler showed up at 4:01 pm.

Citizen Comments.

Miller passed out the thank you notes from the students at the end of the meeting.

Certificate of Appropriateness Request by the City of Marshfield for Cab Roof, Interior, and Window Restoration of the Soo Line Steam Locomotive No. 2442.

HP14-24 Motion by Penker second by Meacham to approve the Certificate of Appropriateness Request by the City of Marshfield for Cab Roof, Interior, and Window Restoration of the Soo Line Steam Locomotive No. 2442.

Motion Carried.

Penker said the proposal should change “Lean Plastic” to “Lexan Plastic” in the proposal.

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

Penker commented about how even though the Municipal Landmark Ordinance “Objective 2.04” is an ordinance, it acts as more of a policy and to keep that in mind as we move forward.

Review Proposed 2015 Budget.

Miller presented the proposed budget for 2015. Miller stressed that this was a proposed budget and the dollar amount may change. The biggest increase was for a plan for the Soo Line Steam Locomotive No. 2442 area. The Committee was in favor of working on that project next year.

HP14-25 Motion by Penker second by Keogh to approve the recommended budget for 2015.

Motion Carried.

Continue Discussion of Downtown Plaque Program.

Wood said that the plaques he saw in his travels down south were metal if there were freestanding, and some other material when attached to the building.

The Convention and Visitors Bureau (CVB) wanted the plaques to be tied into the Yellowstone Trail.

Should work out with language for the CVB. The Committee could look at a plaque in Columbia Park if there are issues with placing a plaque on St. John's property. Miller will check the letter that Penker received from the Bishop about historic recognition.

Keogh asked if there is an organized tour of the Yellowstone Trail. There is a guidebook already available for the entire trail.

Miller will verify with Matt McLean what the criteria the CVB wanted for the plaque.

Penker asked if this was intended to be a downtown plaque program. See how much wiggle room the CVB is going to give us and if we want to highlight downtown. Penker thought if you take the 4 plaques downtown, they are spread out throughout downtown.

Penker asked at the next meeting that we all come back with something that might be acceptable wording on a plaque.

Set Meeting Date and Future Agenda Items.

The next regular Historic Preservation Committee meeting will be held on Monday, August 4, 2014. The agenda of the next regularly scheduled meeting should include approval of the July 7, 2014 meeting minutes, wording for the plaques, update on QR Codes, invite Matt and Angie, and updates from CVB regarding downtown plaque program.

Adjourn.

Motion by Bargender, second by Schnitzler to adjourn meeting at 5:05 P.M.

Motion Carried

Respectfully submitted,



Josh Miller
Planner/Zoning Administrator

MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
July 7, 2014

COMMISSION MEETING MINUTES

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on July 7, 2014 in the downstairs meeting room of the utility office. Present were Commissioners Harry Nienaber, Mike Eberl, George Holck, and Aaron Pitzenberger. Also present were Alderperson Charlotte Smith, Alderperson Gordon Earll, and the Utility staff.

- During citizen's comments, Bob Trussoni mentioned that retired employee Allen "Herbie" Fellenz passed away. Herbie had worked at the utility for 39 years before retiring.
- A 25 year service award was presented to Jeffery Tisdell.

UC/14-47 Motion by Pitzenberger, seconded by Nienaber, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

UC/14-48 Motion by Pitzenberger, seconded by Nienaber, to approve payroll for June in the amount of \$139,345.21 and general bills for June in the amount of \$3,248,463.61. All ayes, motion carried.

UC/14-49 Motion by Nienaber, seconded by Holck, to approve the following job order(s):

- JO #5697 Columbus Ave water main replacement: existing water main froze and split during winter. Need to re-install at greater depth. \$39,308.44.
- JO #5698 Replace valve at Arlington and Columbus. \$6,235.93.

May 2014 Financial Statement Notes

Electric Utility

- Net loss was \$131 thousand for the month, with a net income of \$408 thousand year-to-date.
- Net operating income was \$5 thousand for the month, compared to budgeted net operating income of \$160 thousand. Year-to-date net operating income was \$948 thousand, compared to budgeted net operating income of \$1.229 million.
- After adjusting for the PCAC timing, net operating income for the month was \$227 thousand.
- The League of Wisconsin Municipalities Mutual Insurance, which provides our liability and workers compensation insurance, declared a dividend of \$1.9 million for the 2013 policy year. Our portion of the dividend was \$7,404; \$5,035 of which was allocated to the electric utility.
- May consumption was down 2.50% from May 2013, with year-to-date consumption up 3.74%. All major customer classes showed an increase for the year, except for Large Power customers. Year-to-date energy losses were 0.98%, compared to prior year losses of 2.26%.

Water Utility

- Net income was \$54 thousand for May, with a net income of \$33 thousand year-to-date.
- Net operating income was \$75 thousand for the month, compared to budgeted net operating income of \$53 thousand. Year-to-date net operating income was \$136 thousand, compared to budgeted net operating income of \$216 thousand.
- Operating expenses included \$7 thousand for repairing the aerator at the south well field.
- The water utility portion of the League of Wisconsin Municipalities Mutual Insurance dividend for the 2013 policy year was \$2,369.
- May consumption was up 1.90% from May 2013. Year-to-date consumption was up 0.60% from the prior year. Year-to-date water losses were 14.46%, compared to prior year losses of 12.59%.

Communication Utility

- Net income was \$81,765 for the month, compared to budgeted net income of \$13,931. Year-to-date net income was \$123,764, compared to budgeted net income of \$66,927.

- A customer deposit was received in the amount of \$69,101 for the installation of overhead and underground fiber optic cable. This contribution was considered revenue and was therefore reflected in net income for the month.
- The General Manager and Managers reviewed noteworthy projects including:
 - The access control system installation is complete and working. The lobby inside door at the customer entrance will be replaced as one final item for the project.
 - The AMI meter install process slowed during the winter for the water department but is now back to full speed. The electric installs are waiting to continue until the software is ready.
- The General Manager and Water Superintendent reviewed the water tower bids with a recommendation for the low bid by Maguire Iron, Inc.

UC/14-50 Motion by Holck, seconded by Nienaber, to approve the bid from Maguire Iron, Inc. for \$1,848,000. All ayes, motion carried.

- The General Manager reviewed the parking lot bids with a recommendation for the low bid by Doine Excavating, Inc.

UC/14-51 Motion by Nienaber, seconded by Pitzenberger, to approve the bid from Doine Excavating, Inc for a total of \$198,188.88. All ayes, motion carried.

- The General Manager reviewed the previous discussion on charitable giving with a recommendation to continue the process as is and recommended against any donation to the zoo bear project at this time.
- The General Manager presented information on possible key performance indicators. The group will review the information and discuss at a future meeting.
- The General Manager and Office Manager presented information on the banking services selection process and timing.

UC/14-52 Motion by Pitzenberger, seconded by Holck, to authorize the General Manager to approve the banking services selection based on recommendations from the evaluation committee. All ayes, motion carried.

UC/14-53 Motion by Holck, seconded by Nienaber, to adjourn. All ayes, motion carried. Meeting adjourned at 4:32 p.m.



Robert J. Trussoni, Acting Secretary

Department: Electric
Manager: Nicolas Kumm
Contributing: Greg Geiger
Month: June 2014

- The M-1 generator didn't run during the month of June.
- Dustin Oleson completed Level 1 – Thermographic Applications training for infrared cameras in Burnsville, MN the week of June 2nd.
- Cole Eswein and Nicolas Whipple changed out a DNP PLC card located at Wildwood Substation. The card is used in our SCADA system for communicating status of data points from the substation to the main office.
- Derrek Caflisch has been working on customer projects, easements, and transformer stock review.
- On June 18th Kris Zwicky with MEUW conducted fire extinguisher training.
- Don Rogers has been working on new customer line extensions and Marathon County road projects.
- Faith Schmidt is sending out letters for the water meter AMI change-outs and scheduling appointments with customers for the water meter AMI change-out. She has also been sending out letters to customers with electric meter socket/pedestal issues.
- Nicolas Whipple has been helping with project planning and plan review for the fall substation work. He is writing procedures and instructions to assist our technicians changing out meters in the field.
- Jeff Holbrook, Ryan Steffen, Mike Vanderwyst, and Tim Habermeyer have been continuing with the Peach Street upgrade. The main line portion is approximately 90% complete but we may continue with the portion behind the mall depending on the timing of some of the customer requests.
- Jeff Irish and Randy Ayer have been handling some of the customer requests along with the Pizza Hut/Comfort Inn cutover.
- Dean Bohman and Robert Olwell have also been handling customer requests, street lighting, and services.
- Greg has been closing service orders, job orders, working on customer concerns, and procuring contractors for upcoming projects.

Department: Office
Manager: Kent S. Mueller
Month: June 2014

- Tracey updated the pole contacts for activity from January through June for the July billing. Companies that have their communication cables attached to our utility poles are charged a semiannual fee. These companies include cable and phone companies as well as our Communication utility and a private company.
- The schedule for updating Public Fire Protection values has been set, which is coordinated with the City Assessor and the City Technology Department. Effective July 2005, Public Fire Protection revenues were no longer billed to the City and included on property taxes. Instead, the City directed Marshfield Utilities to bill Public Fire Protection to the water utility customers based on assessed values of properties. The City has these values updated in June each year. Since our billings include customers that are tax exempt, the City must separately determine the assessed values of these properties. In July, we will send a file to the city so that they can update the assessed values of properties using the January 1, 2014 assessed values. We will then update these values in our billing system. These updated values will be used for our billing effective July 31st.
- We have filed a request with the Public Service Commission of Wisconsin for new street light rates for LED fixtures. The City rebuilt a portion of South Chestnut Ave. in 2013 with metered LED street lights. Once we take ownership of the street lights, we need to bill the City for maintenance and energy usage using the new street light rates.
- On June 5th, the PSC of Wisconsin approved our Simplified Rate Case for our water utility. Rates for Public Fire Protection and General Service will increase by 3%, effective with the August bills.
- The contract for banking services with Citizens State Bank of Loyal, which was transferred to them when they bought out Community Bank of Central Wisconsin, ends on July 31st. This was a 5 year contract with Marshfield Utilities and the City of Marshfield. Requests for proposals (RFP's) for a 3 year contract, which will again be with Marshfield Utilities and the City of Marshfield, were sent out on June 18th to banks and credit unions which have a physical presence in Marshfield. These RFP's are due by July 7th. The evaluation committee will review these RFP's and make a recommendation for banking services that will be effective on August 1st.
- Our billing and accounting database is now being backed up at our software provider, Professional Computer Systems, each day. This will allow us to run from their servers in Denison, Iowa in a short timeframe if there would be an event that would prevent us from using our servers, enabling our office to provide the services that are expected from our customers.
- On June 18th, the office staff participated in fire extinguisher training provided by MEUW.

Department: Technical Services

Manager: Cathy Lotzer

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: June 2014

- Cathy, Shawn, Bob, and Nick met with Priority to discuss pricing and options for our Fiber Loop and Disaster Recovery projects.
- Cathy, Heather, Nick, and Bob attended our 2nd Quarter Internal Compliance Committee meeting with GDS and Associates. We are also getting information from them on Environmental audit services.
- Three bids were received for the parking lot project. A recommendation will be made for the Commission at the July 7th meeting.
- Heather has finalized and completed certification of the 2013 Air Emissions Inventory Report. She has also been following along with the new GHG rule proposed by EPA earlier this month.
- Heather and Cathy have been working with GDS and Associates regarding the revision of internal compliance documents.
- Heather has sat in on several complimentary NERC industry webinars regarding the new Bulk Electric System (BES) definition & BESnet Tool, Reliability Assurance Initiative and CIP version 5 Revision standard drafting process.
- Shawn worked with Priority Business Systems upgrading the VMWare nodes to 240GB of RAM each and also upgraded the Sensus servers to requested RAM levels.
- Shawn and Cathy spent a great deal of time this month working on our new access control system. Access cards, FOBS, and vehicle readers were programmed and training was provided for the software which runs the new system. Per Mar was on site most of the month working on fine tuning the system and troubleshooting issues as we brought each facility online. Intercom/buzzer systems were also installed for front and rear door access. Email alarms were also programmed and are being tested at various facilities to determine our needs. The system is fully operational.
- Shawn and Cathy attended a meeting at the Fire Department where City-wide radio use was discussed, as were various issues departments are experiencing with coverage.
- Shawn set up and installed several new PCs which replaced old XP units. He is also monitoring performance to see if GIS issues staff were experiencing are resolved. So far performance is showing very positive results.
- Shawn setup a new message board PC for the downstairs break room. Jim assisted with the hardware install. We have one final message board that will be installed at Oak.
- Jim has been working with our local locksmith removing outdated mechanisms due to the Per Mar installation.
- Jim has been working with MSA on the parking lot reconstruction project. He's also working on relocating utilities and removing the little garage as part of this project.
- Jim has been working with Ray cleaning up Utility property: weed eating and cleaning up the old junk pole pile.

Department: Water
Manager: Dave Wasserburger
Month: June 2014

- The Water Department has installed 2409 meters for the AMI project to date. This represents 30% of the total number of meters to be changed out for the entire Water portion of the project. We are reading these meters with a temporary drive-by data collector as Sensus has been slow with the development of the reading software for the AMI base station.
- The replacement of the watermain and water services on the North Street project has been completed.
- New watermain on the Heritage Drive development has been installed except for a portion that needs to be directionally bored in under Heritage Drive (Old Highway 10). The directional boring will also include new sanitary sewer. No date has been scheduled for the completion of this project at this time.
- Watermain, services, valves and hydrants have been replaced on the Park Street project.
- Crews repaired valves that were broken at 9th and Peach, Hume and 24th Street, and at Arlington and Columbus. They also repaired hydrants that broken last winter at Hinman and Upham and 6th and Maple.
- Bids were opened for the Water Tower construction project on June 18th. A letter of recommendation will be provided at the Commission Meeting to be held on July 7th. Bids were submitted by CB&I, Inc., Phoenix Fabricators, Caldwell Tanks, Inc., and Maguire Iron.
- The 3 million gallon Hume Reservoir was drained and inspected. A SolarBee Mixer was installed. The purpose of the mixer is to help reduce ice during cold months and to prevent temperature stratification and reduce biological growth during the warm months.
- A concrete floor was installed in the McMillan Avenue water tower. The purpose of the new floor is to provide a more suitable environment for the installation of automated meter reading equipment. An obstruction light will soon be operational on top of the water tower. This was a conditional request by the Airport Committee during our application process for a variance to the Airport Overlay and Height Limitations.
- Unregulated Contaminant Monitoring Rule 3 samples were collected and sent to our lab for analysis in June. EPA uses the UCMR program to collect data for contaminants suspected to be present in drinking water, but do not have health-based standards set under the Safe Drinking Water Act. The standard is to sample for no more than 30 contaminants every 5-years. This year we are testing for 28 chemicals and 2 viruses.
- Kris Zwicky provided fire extinguisher training for all employees on June 18th. Each employee used an extinguisher to put out a fire on the training system.
- June 30 marks the end on another main break year. We had a total of 74 water main breaks this year which is the most ever recorded for a year. This unusually high number is not only for us but many other communities had high numbers due the extremely cold winter we had. The previous high was 72 in the winter of 2002/2003.

SUSTAINABLE MARSHFIELD COMMITTEE MEETING MINUTES, JULY 8, 2014

Julie Schafer, Chairperson, called the meeting to order at 5:30 p.m. in Executive Conference Room, City Hall Plaza.

Members Present: Char Smith, Randy Lueth, Dorothy Schnitzer, Julie Schafer, Marty Anderson, Jackie Ruby, and Sue Weister (arrived at 5:45 p.m.)

Members Absent: None

Others Present: Amy Krogman and Floreine Kurtzweil

SMC14-13 Motion by Anderson, 2nd by Ruby to approve the June 10, 2014 minutes..
Motion Carried

Citizen Comments:

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

RECYCLING EDUCATION IDEAS – PUBLIC ACCESS TAPING:

The committee discussed the different options for the Public Access Taping. Randy Lueth volunteered to learn how to use the camera. Marty Anderson and Betsy Tanenbaum will help with the script and being on camera. Randy, Marty, and Besty will meet before the next meeting and bring back some ideas to the committee.

2015 BUDGET

SMC14-14 Motion by Ruby, 2nd by Anderson to budget \$6,000 with a revenue offset of \$1,000.
Motion Carried

NEWS HERALD ARTICLES

August – Jackie Ruby
September – Sue Weister
October – Dorothy Schnitzer

Future agenda items

Recycling Education
Natural Step Training Short Course
2015 Educational ideas

Motion by Lueth, 2nd by Ruby to adjourn at 6:45 p.m.

Respectfully submitted,
Amy Krogman
Administrative Assistant III

Parks, Recreation, and Forestry Committee Minutes of July 10th, 2014

Meeting called to order by John White Jr., at 5:30 p.m. in room 108 in City Hall Plaza, 630 S. Central Avenue.

Present: John White Jr., Jane Yaeger, Ali Luedtke, Rich Reinart and Alderman Tom Buttke

Excused: Chris Viegut, Kristy Palmer

Absent:

Also Present: Ed Englehart, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Kelly Cassidy, Parks & Recreation Supervisor; and Alderperson Char Smith.

PR14-19 Motion by Buttke, seconded by Yaeger to approve the minutes of the June 12, 2014 meeting.

Motion Carried 5-0

Public Comments: None

The committee set Thursday, August 14th, 2014 at 5:30 p.m. as the date and time of their next meeting.

Englehart distributed a cooperative facility use agreement with the Marshfield Convention and Visitor's Bureau and the Parks and Recreation Department. The agreement represents the current cooperation between the two organizations and reaffirms the need to work together to attract multiday events to Marshfield. It also indicates the desire to work together to improve our local facilities to enhance our visitor experience and provide top quality recreational facilities for our residents. The two organizations have always worked together for the annual Fall Fest event and national events held at the Marshfield Fairgrounds Park. However, this year the Convention and Visitor Bureau worked closely with the Parks and Recreation Department and the Small Town Baseball organization to retain their State Small Town Baseball Tournament in Marshfield, and hold the first ever Small Town Baseball World Series in Marshfield, July 16-18. Teams will be coming from a number of Midwest states to play in the World Series. Englehart also distributed information from the Convention and Visitor's Bureau regarding economic impacts and room tax estimates for these events.

PR14-20 Motion by Leudtke, seconded by Yaeger to approve the cooperative facility use agreement as presented.

Discussion – White commented that he understood the competitive nature of securing these types of events and concurred with the benefits to our community. Englehart commented that the new CVB Director, Matt McLean, has begun to focus on bringing youth and adult athletic events to Marshfield, and had recently attended a convention in Oklahoma where he secured a new event for Marshfield. Matt also recognizes we already have existing visitor attractions and multiday sports events that he would like to partner with to help market and promote. In addition, we have discussed facility improvements that the CVB and other local organizations might partner to make needed improvements that would enhance our ability to attract events and visitors.

Motion Carried 5-0

Englehart introduced the next agenda item regarding use of parks and recreation department facilities. He had received an email from Alderperson Char Smith expressing her concern that when she was driving by the Steve J. Miller Recreation Area tennis courts, she observed a man giving a private tennis lesson. She questioned whether or not he had rented the court from the Parks and Recreation Department since he gains financially from giving lessons. Englehart explained that the department no longer reserves the outdoor tennis courts for individuals; however, it does still reserve courts for schools and Marshfield Tennis Association activities. With the development of the new Boson Tennis Courts at the Senior High, there is not as much demand on the Parks and Recreation Department tennis courts. Smith presented her comments to the Committee. She indicated that the Marshfield School District has such a policy and feels that it would be appropriate to charge a nominal fee. She also stated that Stevens Point has a policy that charges a fee for individuals using their tennis courts for tennis instruction.

Englehart commented that he is aware of a number of situations where individuals use Parks and Recreation facilities to give private instructions such as swim lessons at Hefko Pool, during Parks and Recreation open swim at Senior High pool, and private lessons take place at the indoor tennis court at City Hall. Those facilities have use fees already connected to them, so as long as the fee has been paid we do not charge any additional fee since the person is also collecting an instructor fee. Englehart went on to comment that although he wasn't specifically aware of any situations, he would assume there are times that individuals use the batting cages, ball diamonds, soccer fields and park areas for private instruction or fitness coaching. It is difficult to monitor and effectively administer many of these situations. Another consideration is the efficiencies of collecting a nominal fee. It can be costly and time consuming to collect and safeguard public monies. Englehart stated that if facilities were being dominated by individuals collecting fees for instructional classes, that would be another concern to address, but at this point none have been brought to his attention. He had contacted officials from the Marshfield School District; however, had not received any response from them. He will contact Stevens Point and Wisconsin Rapids Parks and Recreation Department and find out how they are addressing this situation. White commented that he felt we needed to be careful not to deter future growth and interest in sports and recreational activities by creating obstacles for individuals to acquire the

necessary skills to participate in the activities. It was agreed that Englehart should gain additional information from the Marshfield School District, Stevens Point and Wisconsin Rapids and to place the item on a future agenda.

Smith left the meeting at 6:00 p.m.

Information Items: Staff updated the Committee on their respective areas of responsibility and answered questions regarding the monthly reports. Buttke shared information on the Zoological Society activities and commented that the new zoo store has been very successful. Englehart confirmed that the city had recently received confirmation from the Wisconsin Department of Transportation that the Wildwood-McMillan Connector Trail funding was reaffirmed. Englehart shared two versions of financial reports that could be prepared and presented to the committee for their information. It was agreed that the less detailed version that showed the expenditures and revenue by the various areas within the department was preferred.

Committee Member Questions, Comments, and Suggestions: Buttke commented that he had received a concern from a resident that there should be a fence along Peach Avenue at the fairgrounds where the soccer fields are located to prevent children and balls from going into the street. White commented that he received a request from the Vox Concert people that the Parks and Recreation Department consider installing a wider beam light on the rear of the Wildwood Station Building to assist in the loading and unloading of equipment. He also noted that the old wooden sign at the exit of the large animal drive directing people to "Highway 13" needs to be replaced since it is in poor condition and it is no longer Highway 13.

Future Agenda Items: Use of Parks and Recreation Facilities for personal gain, Vox Concert series fees for use of Wildwood Station Building, Comprehensive Outdoor Recreation Plan approval, and Upper Pond fishing improvements.

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

PR14-21 Motion by Buttke, seconded by Yaeger to adjourn the meeting.

Motion Carried 5-0 Meeting adjourned at 6:31 p.m.

Ed Englehart, Parks & Recreation Director

Economic Development Board meeting July 10, 2014

Present: Dickrell, Meissner, Michalski, Sennholz, Wagner and Staab (arrived at 3:08 p.m.).
Absent: Hendler
Others: Olson, Dieringer, James-Mork, Angell and Krogman.

Sennholz called the meeting to order at 3:00 p.m. in Room 108 of the City Hall Plaza.

Approve minutes

EDB14-21 Motion by Dickrell, 2nd by Michalski to approve the minutes of June 5, 2014.

Motion carried

Conflicts of interest

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

Citizen comments

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

Economic development reports

- General updates
 - Angell reported on the asbestos removal for the News Herald building. \$50,000 was budgeted, bid was \$24,000. Asbestos abatement will be completed by September 1st. Site is currently being used by Nikolai Construction while working on Penny Court. He will be in contact with them to see when their equipment will be moved.
 - Dieringer reported that she been working with Karen Issacson from MACCI to meet with downtown businesses. Parking has been a major concern.
 - Olson reported there will be an Energy Roundtable discussion on July 24th at W. 14th. She had recently attend the Bio Med Conference and felt it went well. They have one promising contact and they have been in contact with him. She will be attending the ICSC conference in Wausau. This will focus on Central Wisconsin.
- Downtown Master Plan Update
 - The first community meeting has been scheduled for September 17th from 5 p.m. – 7 p.m.

Review updated report on the Housing Study Recommendations

The subcommittee met and assigned jobs to the members:

- Develop City subdivision (small scale with “pay as you go” infrastructure) * Point person – Jason *
- Convert single-family rentals to single-family ownership (City incentives) * Point person – Steve *
- Institute rating system (platinum, gold, etc.) for ranking all rental housing * Point person – Mary *

- Adopt and enforce comprehensive property maintenance standards * Point person – Jason *
- Implement active rental housing inspection program * Point person – Jason *
- Offer grants and loans to improve rental housing when appropriate * Point person – Mary *
- Encourage new rental housing to increase supply and upgrade existing rentals, and streamline City’s review process to grant approvals in a more timely manner * Point person - Jason *
- Work with school district on new construction through ACE program * Point person - Jason/Steve *

A discussion was held regarding the rating system and how that would work. James-Mork has been looking at other communities which have a rating system in place.

Expectation for Business Development Director position

Barg, Angell, Michalski, and Olson met and developed the expectations for the Business Development Director position. This committee discussed the proposed expectations. Staff was asked to come up with and add branding language to the expectations.

Announce next Board meeting date/time

The next meeting will be Thursday, July 17th at 3:00 p.m. to discuss the 2015 budget.

Motion by Dickrell, 2nd by Meissner, to adjourn at 4:17 p.m.

Respectfully submitted,
Amy Krogman, Administrative Assistant III

BOARD OF PUBLIC WORKS MINUTES
OF JULY 14, 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; Wastewater Superintendent Warp; Cemetery Coordinator Baltus; Building Services Supervisor Pokorny; Bob Trussoni and Dave Wasserburger – Marshfield Utilities; the media; and others.

PW14-100 Motion by Cummings, second by Wagner to recommend approval of the minutes of the June 30, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments - None

Director of Public Works Knoeck presented a Street Division construction update. He noted that with the late start of the construction season, we have started looking at which asphalt projects might be delayed to 2015 if time does not allow them to be completed this year. Those projects would be Apple Avenue from 15th Street to 17th Street and Cherry Avenue from Cleveland Street to Edison Street.

City Engineer Turchi presented an Engineering Division construction update and noted that WisDOT is taking traffic counts in the City over the next few weeks.

Dave Wasserburger presented an update on water main break street patching. There are 83 patches to do. Saw cutting on concrete streets started July 8th and asphalt saw cutting should start this week. Hopefully all patches will be completed by mid-October. Alderman Buttke feels the patching needs to be done sooner and they may need to look for other contractors to get the work done. Buttke also mentioned that the Street Department used to do these patches and is not sure if that could be an option again.

PW14-101 Motion by Buttke, second by Cummings to recommend approval of the low bid submitted by Dirty Ducts Cleaning, Environmental & Insulation, Inc. of Madison, WI for the 200 block asbestos removal project at a cost not to exceed \$28,500 and authorize execution of a contract.

Motion Carried

PW14-102 Motion by Wagner, second by Cummings to recommend approval of Wastewater Utility Debt Issue in the amount of \$1,990,000 to occur in 2014 and request a budget resolution be drafted for Common Council consideration.

Motion Carried

The Board of Public Works discussed the removal of the Vaughn Hansen Committal Chapel at the Cemetery. Alderman Feirer stated that the letter from Dr. Vaughn references a deed and he asked if the City has met the obligations of the deed. Barg reported that City Attorney Wolfgram has reviewed the deed and does not see anything binding that would require the city to keep the building. Cummings does not want to see the building come down and thinks we may be rushing into this too quickly. Wagner stated that the use for the building is as a memorial and questioned if the building can be stripped down to be made maintenance free and still remain as a memorial to the Vaughn family. Building Services Supervisor Pokorny stated that we may be putting more money into it to strip it down and it will still need to be maintained. Wagner would like to see a professional look at the building to see if anything could be done to minimize maintenance for a monument. City Administrator Barg

questioned what level of financial commitment the City would be willing to put toward this project, both in repairs and ongoing maintenance. Wagner feels we have new information to consider before a final decision is made. Buttke agrees that we need to look at all the alternatives and we don't need to be in a big hurry right now. Wagner would like to see a cost estimate to take the building down to the bare essentials so the building could withstand the weather. The consensus of the Board was to get information on professional services to analyze the building and see what the costs of those services would be.

Recommended items for future agendas:

Alderman Cummings asked if the City can force the owners of the 2 houses on the 200 block of South Peach Avenue to stop the demolition and board up the doors and windows.

Motion by Jockheck, second by Cummings that the meeting be adjourned at 6:20 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF JULY 15, 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: Alderperson Spiros, Police Chief Gramza, City Clerk Hall and Brian Ramm

JLC14-067 Motion by Feddick, second by Earll to approve the minutes of the July 1, 2014 meeting.
Motion carried

CITIZEN COMMENTS

None

JLC14-068 Motion by Earll, second by Feddick to approve eleven (11) Beverage Operator Licenses for the 2013-2015 license year to: Alyssa Brostowitz, David Fisher, Abigail Goenner, Ji-Mei Ju, Michael Kaczmarek, Craig Kitzrow, Jasmine Kyser, Angela LuMaye, Jessica Shelley, Margaret Wolan and Barbara Yahnke.

Motion carried

JLC14-069 Motion by Feddick, second by Earll to approve a Beverage Operator License to Jennifer Winkelman with 25 demerit points assessed for her OWI.

Motion carried

JLC14-070 Motion by Earll, second by Wagner to approve a Beverage Operator License to Robin Garcia with 25 demerit points assessed for failure to list her violations.

Motion carried

JLC14-071 Motion by Feddick, second by Earll to deny a Beverage Operator License to Kelsey Karnopp based on her OWI and for failure to list it on her application.

Motion carried

JLC14-072 Motion by Feddick, second by Earll to approve the request from Brian Ramm from Botton's Up Corner Saloon located at 107 S. Central Avenue to amend the premise description on his "Class B" Combination Liquor license for a one day event to be held on July 26, 2014.

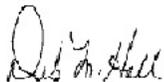
Motion carried

Future Agenda Items

None

Motion by Feddick, second by Earll to adjourn at 5:13 p.m.

Motion carried



Deb M. Hall
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF JULY 15, 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, Kent Mueller from the Marshfield Utility and City Personnel (Keith Strey, Ed Englehart and Deb Hall)

Citizen Comments

None

FBP14-057 Motion by Spiros, second by Smith to approve the items on the consent agenda:

1. Minutes of the July 1, 2014 meeting.
2. Bills in the amount of \$694,368.62
3. June 2014 Treasury Report

Motion carried

No items were removed from the consent agenda.

FBP14-058 Motion by Earll, second by Smith to recommend approval of Budget Resolution No. 17-2014 to the Common Council, transferring \$30,000 from the Parks and Recreation Department's Room Tax fund balance to the Jack Hackman Field storage building project.

Motion carried

FBP14-059 Motion by Earll, second by Feddick to approve the evaluation committee's recommendation that Citizens State Bank of Loyal be awarded a banking services contract for the period August 1, 2014 through July 31, 2017 and direct the appropriate City officials to sign the contract. Abstained - Smith

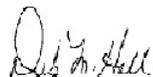
Motion carried

FUTURE AGENDA ITEMS

None

Motion by Smith, second by Spiros to adjourn at 5:43 p.m.

Motion carried



Deb M. Hall
City Clerk

**CITY PLAN COMMISSION
MARSHFIELD, WISCONSIN
MINUTES OF JULY 15, 2014**

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

PRESENT: Mayor Meyer; Ed Wagner, Laura Mazzini and Bill Penker

EXCUSED: John Beck

ABSENT: Ken Wood

ALSO PRESENT: Alderman Earll, City Administrator Barg; Director of Public Works Knoeck; Planning & Economic Development Director Angell; City Planner Miller; Zoning Administrator Schroeder; the media; and others.

PC14-46 Motion by Wagner, second by Penker to recommend approval of the minutes of the June 17, 2014 City Plan Commission meeting.

Motion Carried

PUBLIC HEARING – Rezoning request by NFF LLC., to change the zoning from “SR-2” Single-Family Residential to “CMU” Community Mixed Use District, located on the west side of the street, on vacant land, including portions of the unopened right-of-way, within the 2100 and 2200 Block of North Peach Avenue (across from Aldi and the Menard’s parking lot).

COMMENTS:

- Dave Swenson, member of Zion United Methodist Church, stated that when they got the notice of the proposed zoning change, they initially had some concern about what would be going in. When they moved out there in 1991 they had the understanding it would be residential adjacent. After a conversation with Josh Miller, then feel they can live with what is being proposed.

PC14-47 Motion by Penker, second by Mazzini to accept the findings of staff and recommend approval of the rezoning request by NFF LLC., to change the zoning from “SR-2” Single-Family Residential to “CMU” Community Mixed Use District, located on the west side of the street, on vacant land, including portions of the unopened right-of-way, within the 2100 and 2200 Block of North Peach Avenue (across from Aldi and the Menard’s parking lot), based on findings that rezoning would be a logical extension of commercial property from the east and that the Comprehensive Plan should be amended to include this strip of land west Peach Avenue as future mixed use zoning, and request an ordinance be drafted for Common Council consideration with the following condition:

- A CSM is required for the southernmost lot if the plat and right-of-way not vacated.

Motion Carried

PUBLIC HEARING – Conditional Use Request by Dennis Immerfall, on behalf of Paget Equipment, to allow a 10 foot height exception, to construct a 60 foot tall addition to the existing building, including an exception to the landscape requirements along the South Vine Avenue street frontage, in the “LI” Light Industrial District, located at 417 East 29th Street.

COMMENTS: None

PC14-48 Motion Wagner, second by Penker to recommend approval of the Conditional Use Request by Dennis Immerfall, on behalf of Paget Equipment, to allow a 10 foot height exception, to construct a 60 foot tall addition to the existing building, in the “LI” Light Industrial District, located at 417 East 29th Street on the basis that the use is consistent with the Comprehensive Plan with no adverse impacts to the surrounding property owners, contingent on the following conditions:

1. Lighting meeting the requirements of the FAA shall be placed at the top of the new addition but must stay below an elevation of 1,284 feet AMSL.
2. No landscaping is required along Vine Avenue.

Motion Carried

PUBLIC HEARING – Conditional Use Request by George and Anne Lescynski to allow a detached “Residential Accessory Building” to exceed the maximum accessory structure allowance of 1,200 square feet and exceed the footprint of the ground floor area of the principal building located at 3013 West Veterans Parkway, zoned “SR-4” Single-Family Residential District:

COMMENTS: None

PC14-49 Motion by Mazzini, second by Penker to recommend approval of the Conditional Use Request by George and Anne Lescynski to allow a detached “Residential Accessory Building” to exceed the maximum accessory structure allowance of 1,200 square feet and exceed the footprint of the ground floor area of the principal building located at 3013 West Veterans Parkway, zoned “SR-4” Single-Family Residential District contingent on the following conditions.

1. Construction of the garage must commence within one year of approval.
2. The garage must be constructed of similar building materials and visual appearance as the principal structure located on premise.
3. Any expansion to the driveway must be hard-surfaced within one year of the completion of the garage.
4. Final approval shall be contingent on the approval of a building permit.

Motion Carried

PUBLIC HEARING – Conditional Use Request by TJ Esser, representing TJ Customs and Auto Repair LLC to allow a “Vehicle Service and Repair Commercial Land Use” in the “GI” General Industrial District, located at 1606 South Popple Avenue.

COMMENTS: None

PC14-50 Motion by Penker, second by Mazzini to recommend approval of the Conditional Use Request by TJ Esser, representing TJ Customs and Auto Repair LLC to allow a “Vehicle Service and Repair Commercial Land Use” in the “GI” General Industrial District, located at 1606 South Popple Avenue, contingent on the following conditions:

1. Except for semi-trailers, the property may not have any exterior storage pertaining to vehicle repair and service.
2. All vehicle repair and service work shall be by appointment only.

Motion Carried

PC-14-51 Motion by Wagner, second by Mazzini to recommend approval of the Certificate of Appropriateness Request by the City of Marshfield for Cab Roof, Interior, and Window Restoration of the Soo Line Steam Locomotive No. 2442, located at 1800 South Roddis Avenue.

Motion Carried

Zoning Administrator Schroeder presented information on garage sale uses and reviewed the current requirements addressed in the Municipal Code. Penker looked at 15 cities to see how they handle garage sales. Merrill, Neillsville and Wausau had specific standards for sales. He also looked at News Herald and Buyers Guide adds to get average times and durations of advertised garage sale. He also suggested that Chapter 11 of the Municipal Code, dealing with public nuisance may be a basis for enforcement. Wagner sees enforcement as the biggest challenge and agrees that Chapter 11 may be useful. Wagner suggested a conversation with the City Attorney to see if we can work within existing codes or if we would need a new ordinance.

Motion by Penker, second by Mazzini that the meeting be adjourned at 7:56 PM.

Motion Carried

Daniel G. Knoeck, Secretary
CITY PLAN COMMISSION

Business Improvement District Board
Minutes of the July 16, 2014

Meeting called to order by Al Nystrom, Chairman, at 8:00 am in Room 108 of City Hall.

Board Members Present: Carol Knauf, Tom Buttke, Scott Koran, Duane Schutz, and Al Nystrom

Board Members Absent: Pat Schreiner and Shelly Babcock

Others Present: Lois TeStrake, Jason Angell, Keith Strey, Angie Dieringer, Steve Barg, Bill Sennholz, and Amy Krogman.

Angie Dieringer introduced herself to the committee.

BID14-05 Motion by Koran, second by Knauf to approve the minutes of the May 6, 2014 meeting.

Motion carried

Bill Sennholz, Chairman of the Economic Development Board, updated the Board on what the EDB was working on and how the budget process would work.

Dieringer submitted the financial statements through June 30, 2015.

BID14-06 Motion by Knauf, second by Schutz to accept the financial records as presented.

Motion carried

Dieringer has been working with Karen Issacson from MACCI to meet with businesses. Issues she has heard are:

Parking issues

Hard winter – higher heating bills, lower sales

Dieringer updated the Board on promotional events. The first annual block party was recently held. It was well attended. Hub City Days will be held July 26th. Hub City Hoops has 20 team signed up so far. They are very pleased with the response.

New businesses:

Pampered Pooch Emporium and Dog Barkery

Indigo Bloom

Echo Means Body Contouring

Closed businesses:

R & R Graphics

Bacci

There are currently 5 commercial spaces available.

Angell reported on the asbestos removal for the News Herald building. \$50,000 was budgeted, bid was \$24,000. Asbestos abatement will be completed by September 1st. Site is currently being used by Nikolai Construction while working on Penny Court. He will be in contact with them to see when their equipment will be moved. The goal is still to have the News Herald and the professional building on 2nd Street demolished by the end of the year.

Angell updated the committee on the Downtown Master Plan. The first community meeting has been scheduled for September 17th from 5 p.m. – 7 p.m.

Barg reported on the Maple Avenue railroad crossing closing. The crossing is open at the present time and nothing has been heard from the railroad whether or not they are going to close it permanently. There will be a hearing before the crossing is closed.

Dieringer will be attending new director training at the end of July.

The committee discussed the 2015 budget and the 2015 Operating Plan. Main Street Marshfield asked for direction from the committee as to what they would like to see in this plan. Nystrom asked the members of the Board to contact Dieringer by July 31st regarding any suggestions that they have.

Next meeting date will be Wednesday, August 20th at 8 a.m.

Motion by Knauf, second by Schutz to adjourn at 8:55 a.m.

Respectfully submitted by:

Amy Krogman
Administrative Assistant III

Economic Development Board meeting July 17, 2014

Present: Dickrell, Meissner, Michalski, Sennholz, Wagner, Hendler and Staab (arrived at 3:05 p.m. left at 4:18 p.m.).
Absent: None
Others: Olson, Barg, Dieringer, Meyer, Liz Welter (Marshfield News Herald) and Krogman.

Sennholz called the meeting to order at 3:00 p.m. in Room 108 of the City Hall Plaza.

Conflicts of interest

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

Citizen comments

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

Angell gave an overview of the 2015 proposed budgets. He stated there are four programs that have funding requested that have not been approved. These funds will not be used until the projects are approved by this Board.

Olson went over the MEDA/MACFI requests. This budget includes 3 special programs which are research and report on 3 cities with successful ED programs (\$500); hire site selector to perform community critique (\$5,000); four \$5,000 forgivable start-up loans (\$20,000).

Dieringer went over the Main Street Marshfield requests.

Angell went over the City's requests. This includes a request for \$100,000 for projects yet to be determined that are related to the housing study.

EDB14-22 Motion by Wagner, 2nd by Michalski to approve the funding for Main Street Marshfield as follows:

- Wages - \$5,000
- Web Update - \$500
- Downtown Directory - \$250
- Flower Power - \$6,500
- Discover Downtown - \$1,000
- WDAC - \$300

EDB14-23 Motion by Meissner, 2nd by Sennholz to amend the money for flower power to \$5,000.

Motion Carried

Vote on Motion **EDB14-22**. **Motion carried**

EDB14-24 Motion by Dickrell, 2nd by Wagner to remove the 104 hours from the City's request to administer the Revolving Loan Fund at a cost of \$5,121.

Motion carried

EDB14-25 Motion by Dickrell, 2nd by Meissner to remove the 45 hours requested in the city's budget for the Director of Planning and Economic Development's work on the comprehensive plan at a cost of \$2,631.15.

Motion carried

EDB14-26 Motion by Hendler, 2nd by Dickrell to approve all of MEDA/MACFI requests.

Motion carried

The 2015 budget will be approved at the next regular meeting held on August 7th.

Motion by Hendler, 2nd by Meissner, to adjourn at 4:27 p.m.
Motion carried

Respectfully submitted,
Amy Krogman, Administrative Assistant III

Memo

To: Finance, Budget and Personnel Committee

From: Ed Englehart, Parks and Recreation Director

Date: July 9, 2014

Re: Budget Resolution 17- 2014 – Jack Hackman Field Storage Building

Background

Jack Hackman Field, located at the Steve J. Miller Recreation Area, is a top quality and primary regulation-sized baseball diamond in the City of Marshfield, and is the home field for the School District of Marshfield, Columbus Catholic Schools, American Legion Baseball, Marshfield Chaparral Baseball, and the site of numerous other recreational baseball games and tournaments. With the addition of the three other baseball diamonds at Steve J. Miller Recreation Area, it became more apparent of the need for a maintenance storage building for supplies and equipment. This storage building would allow for storage of materials and equipment on-site in a secure location, plus aid in some efficiency by reducing material and staff transportation between off-site storage locations and having more supplies and equipment on-site to address special needs during games and tournaments.

In 2013, \$20,000 of room tax funds were budgeted in the 202 fund for this project. Staff worked with a local construction service to better define the scope and the project is estimated to cost approximately \$50,000.

The Board of Public Works at their June 30th meeting reviewed the project concept and approved a professional services agreement with BESTIMATE LLC in the amount of \$1,470 to prepare the plans and specifications and bid documents for the project that is scheduled to be completed this fall if funding is approved.

Analysis

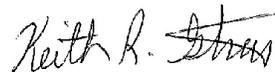
Budget Resolution 17-2014 would transfer \$30,000 from the Parks and Recreation Department's 202 Room Tax fund balance to the Jack Hackman Field storage building project expenditure account 612856 202-55210-61-58830.

Recommendation

I recommend approval of Budget Resolution 17-2014 to would transfer \$30,000 from the Parks and Recreation Department's 202 Room Tax fund balance to the Jack Hackman Field storage building project expenditure account 612856 202-55210-61-58830.

Concurrence: _____

Steve Barg, City Administrator



Keith Strey, Finance Director

BUDGET RESOLUTION NO. 17-2014

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

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

1. That the sum of \$30,000 is hereby transferred within the Room Tax Fund, from Fund Balance, a/c# 2024900061.610000 to the Jack Hackman Field Storage Building Project budget, a/c# 2025521061.612856.
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. 17-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

Room Tax Fund, a/c# 2054900061.610000:

1. 49300 – Fund Balance Applied \$ 30,000

TRANSFERRED TO:

Room Tax Fund Jack Hackman Field Storage Building, a/c# 2025521061.612856:

1. 58830 – Building \$ 30,000

* * * *

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: Upcoming Wastewater Utility Capital Expenditures

Date: July 22, 2014

Background

Historically, the CIP has included \$750,000 to \$850,000 annually for sanitary sewer collection system improvements. These expenditures have been funded through wastewater rates as opposed to long term debt. Projects in addition to the annual allocation for collection system improvements have been funded with long term debt, the most recent example being the Lincoln Avenue Lift Station and Force Main improvements completed in 2013. There are 4 large expenditures, described below, that are coming up that will require funding through long term debt. To achieve some economies of scale, it will be beneficial to package the borrowing for these 4 items into one debt issue.

There are four segments to this loan, each with its own importance.

- 1) **North East Lift Station**, located at 1728 North Galvin Avenue, is the top priority. The station is approaching 40 years old, with most of the equipment still original and never designed to handle the grease and disposable wipes we see from today's society. There have been weeks where the pumps plugged almost every day, with one stretch of 8 straight days. It takes two operators a minimum of 2.5 hours each to unplug them. That's five man hours a day that could have been spent elsewhere. Our consultant, Town and Country Engineering, determined the most cost effective approach was to replace two of the four pumps in the station, with ones designed to handle the grease and disposable wipes. This option would use less equipment, save energy and would fit within the existing structure. They were also retained for evaluating the entire lift station for other current and future needs. Town and Country determined that we would never achieve the efficiency we are looking for with drives and controls that have been pieced together over the past 40 years. To maintain some fiscal responsibility, the request was scaled back, but replaces the electrical service, brings the building into code compliance, upgrades the electrical service and increases the reliability of the pumps. There was \$275,000 of approved debt included in the CIP for this 2014 project. An additional \$845,000 will be required to complete all of the necessary improvements.
- 2) The **8th Street lift station**, with an address of 2801 West 8th Street, is overdue for replacement. The station was built in 1971 and is our oldest station. In 2010 it was entered into the CIP for 2014 replacement. When the disposable wipe issue came up at

the North East lift station this project was moved to 2015. Everything at the station is original and has served us well. If the controls quit now, we will be replacing them immediately because no vender can find usable electric control parts from 1971. The pumps and motors are routinely rebuilt, which isn't cheap because we pay a fabrication shop to custom make the parts. The replacing of this station would also include a conversion to a new natural gas generator which would make the neighbors happier because it will be quieter and produce much less fumes and emissions. The itemized estimate for this project is \$341,000 and the expected start date would be in the spring of 2015, after the snow melts. The total remake of this neighborhood lift station will solve many issues and protect public health well into the future.

- 3) **Truck M70** is the blue jetter truck, which is used for cleaning sanitary and storm sewer mains and manholes. It was purchased new in 2003 and it's used year around, but in 2013 it was parked for repairs almost 6 weeks of the summer months. That's unacceptable if we are to reach our goal of one-third of the city to be cleaned every year. The truck looks great on the outside because the operators take great care of it, but the mechanical parts are wearing out. We have been very fortunate that there have been no major issues with the unit or the costs would be higher. The goal is to upgrade the truck before those expenses occur and the net cost to replace the truck grows even larger. The current quote for the new truck is \$379,000 with the trade in estimated at \$70,000. Long term debt to spread out the cost of this large purchase is the fiscally sound approach.
- 4) **Televising equipment** is another essential part of preventive maintenance for the City of Marshfield. Its purpose is to view and record the condition of the sanitary and storm sewer mains in the city. Along with aiding staff on which mains to be prioritized for future CIP projects, it's used to check the possible causes to homeowner basement backups. The equipment is approaching 12 years old and all computer technology has advanced in that time. It breaks down regularly, causing frustration and lost productivity. The quote for a new unit is \$150,000 with a lead time of 6 months.

By packaging the borrowing for these projects together at this time, we anticipate that there will not be a need for utility to issue long term debt for the next 4 or 5 years.

Recommendations

The Board of Public works has recommend a debt issue in the amount of \$1,990,000 to occur in 2014 to fund these four projects. The Board has also recommended approval of Budget Resolution 19 -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

DETAIL OF BUDGET RESOLUTION NO. 19-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

- 1. Wastewater Utility Long-Term Debt, a/c #601: **(MEMO ONLY)**
 - a. 29175 – 2014 Sewer Revenue Bonds \$ 1,715,000

TRANSFERRED TO:

- 1. Wastewater Utility Fixed Asset Accounts, a/c #601: **(MEMO ONLY)**
 - a. 18410 – Collecting System Improvements \$ 1,186,000
 - b. 18550 – General Plant Machinery & Equipment 529,000

* * * *



City of
Marshfield

Memorandum

July 15, 2014

TO: Members of the Common Council

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Vacation of Schueller's City Lights Subdivision Plat and Related Unopened Streets

BACKGROUND

The owners of the undeveloped Schueller's City Lights Subdivision are in the process of applying to the Circuit Court of Marathon County to vacate the subdivision plat. In addition to the plat vacation process, the City is being asked to vacate the streets within the subdivision.

ANALYSIS

The street vacation process includes a draft resolution presented to the Common Council which is then referred to the Plan Commission for a recommendation. Once the Plan Commission makes a recommendation, a Public Hearing is held by the Council and final action is taken on the resolution. A draft copy of Resolution 2014-39 along with a map showing the proposed street vacations is attached.

RECOMMENDATION

I recommend that Resolution 2014-39 be referred to the Plan Commission for a recommendation.

A handwritten signature in cursive script that reads "Steve Barg".

Concurrence: Steve Barg, City Administrator

DRAFT

RESOLUTION NO. 2014-39
Document Title

Document Number

A Resolution removing from the Master Street Map, vacating and discontinuing those portions of Red Hawk Lane, Highview Drive and Schueller Drive lying within the Schueller's City Lights Plat, located adjacent to Lots 2 through 11, Lots 13 through 16, Lots 18 through 33, and Outlot 1, Schueller's City Lights Plat, all located in the NE 1/4 of the SE 1/4 and NW 1/4 of the SE 1/4 of Section 32, Township 26 North, Range 3 East, City of Marshfield, Marathon County, Wisconsin.

WHEREAS, it is deemed that the public interest requires the vacation and discontinuance of that portion of the above described public way in the City of Marshfield, Marathon County, Wisconsin; and

WHEREAS, the City Council has determined that said public streets should be vacated pursuant to Section 66.1003(4) Wis. Statutes.

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

SECTION 1. That since the public interest requires it; the following described streets are hereby vacated and discontinued, subject to the conditions listed below:

All those portions of Red Hawk Lane, Highview Drive and Schueller Drive, lying within the Schueller's City Lights Plat, located in the NE 1/4 of the SE 1/4 and the NW 1/4 of the SE 1/4 of Section 32, Township 26 North, Range 3 East; City of Marshfield, Marathon County, Wisconsin.

SECTION 2. Vacation and discontinuance of said unopened public streets are subject to the following condition:

- None

SECTION 3. The title to those portions of the streets as so vacated and discontinued is vested in the abutting property owners.

SECTION 4. The City Clerk be and she hereby is directed to record a certified copy of this Resolution together with a map of that portion of the public streets hereinabove vacated in the office of the Register of Deeds of Marathon County, Wisconsin.

SECTION 5. This Resolution shall be further construed as meeting the requirements of § 236.43(4)(a) Wis. Stats. wherein the City of Marshfield, the governing body of the City in which said streets are located, has joined in the application for vacation of the Schueller's City Lights Plat now pending in Marathon County Circuit Court.

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

ADOPTED _____
CHRIS L. MEYER, Mayor

ATTEST:

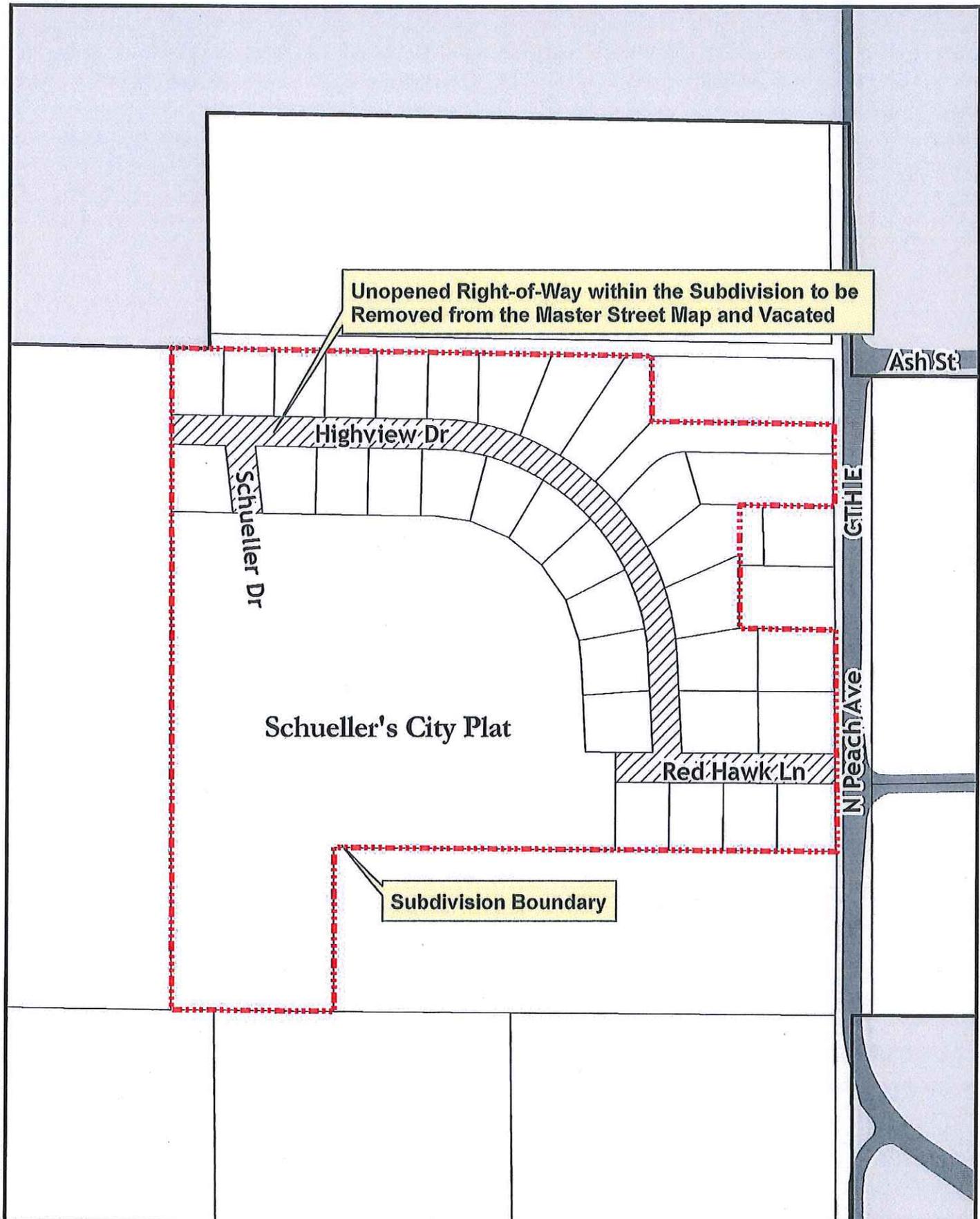
APPROVED _____
DEB M. HALL, City Clerk

STATE OF WISCONSIN COUNTY OF WOOD
Personally came before me, this _____ day of _____, 20 _____ the above named **CHRIS L. MEYER AND DEB M. HALL** to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, _____ County, Wisconsin
My Commission Expires: _____

THIS INSTRUMENT WAS DRAFTED BY:
Daniel G. Knoeck, Director of Public Works
City of Marshfield
P. O. Box 727
Marshfield, WI 54449

Recording Area
Name and Return Address
City of Marshfield, City Clerk
P. O. Box 727
Marshfield, WI 54449
330MM033 to 330MM043 inclusive,
330MM045 to 330MM048 inclusive and
330MM050 to 330MM065 inclusive
Parcel Identification Number (PIN)



Unopened Right-of-Way within the Subdivision to be Removed from the Master Street Map and Vacated

Subdivision Boundary



**Schueller's City Plat
Subdivision Vacation**
City of Marshfield
7/15/2014

- Subdivision Boundary
- Unopened Right-of-Way
- Parcels
- Roads
- City Limits



This is not a governing document. This map was created by the City of Marshfield using a Geographic Information System based on information of accuracy to the data provided herein, and is not intended to constitute a warranty.



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, Planning/Zoning Administrator
DATE: July 22, 2014

RE: First Reading Ordinance No. 1283 rezoning request by NFF LLC., to change the zoning from “SR-2” Single-Family Residential to “CMU” Community Mixed Use District, located on the west side of the street, on vacant land, including portions of the unopened right-of-way, within the 2100 and 2200 Block of North Peach Avenue (across from Aldi and the Menard’s parking lot).

Background

Mark Frey, on behalf of NFF, LLC., is requesting to rezone a strip of land west of Peach Avenue, across from the Menards parking lot. The present zoning is “SR-2”, which would allow primarily single family residential. The Applicant is requesting “CMU” zoning which would allow a broad range of commercial uses. The Applicant has a desire to lease out the land for a model home display and office area. The area is presently subdivided for single family lots, but the Applicant is working on vacating the plat.

Analysis

According to the 2007 City of Marshfield 20 year Comprehensive Plan, this area is identified as “Existing Suburban Residential < 5 units per acre.” The proposed zoning district for the property is “CMU” Community Mixed Use, which is primarily commercial. The proposed zoning district does not fit the land use classification in the Comprehensive Plan. However, the existing conditions also do not fit the future land use classification as the land is currently used for farming and much of the land to the west of the subdivision is unplatted. Therefore, the classification of “Existing Suburban Residential” is inaccurate.

Although land use decisions such as rezonings are required to be consistent with the Comprehensive Plan, this area would seemingly be more appropriately identified as “New Neighborhood Residential” which would allow a mix of commercial, civic, and residential uses. This would allow the commercial area to be located along the busier street, with residential uses being located further into the subdivision. The Comprehensive Plan does recommend that new neighborhoods should include a mix of residential types, along with supporting

commercial, park, and civic uses. This area should be considered a new neighborhood, rather than an existing suburban residential area. The Comprehensive Plan also discourages scattered sites or highway strip commercial area, this rezoning would differ from that in the proposed rezoning is an extension of an existing larger commercial area and is a logical area for future commercial development. The smaller commercial area would act as a buffer for future residential development from the big box commercial and minor arterial to the east.

The property to the north begins a row of single family homes as you continue north (zoned "RH-35" Rural Holding). The property to the east is a big box commercial area (zoned "CMU" Community Mixed Use). The property to the south is a church (zoned "TR-6" Two Family Residential). And the property to the west is undeveloped, but currently platted for low density single family lots (14,000+ square feet per lot).

Based on the neighborhood context, the type of road, and the surrounding land uses, it is reasonable to consider a rezoning of this property to Community Mixed Use even though it is not in line with the Future Land Use Plan. Single family residential uses would require additional driveways on a busy road (Peach Avenue/County Highway E). Ideally, all the driveways would come off of the entrance road into the subdivision, rather than Peach Avenue. Leaving this area as residential would permit at least one more residential driveway onto Peach Avenue if it were to develop.

The Applicant has recently initiated the process to vacate the plat. This would allow the access road off of Peach Avenue to be realigned with the private drive that serves the Menard's store parking lot. The City Engineer is supportive of this change to align the driveway and right-of-way as it would allow for safer access into the properties on both sides of Peach Avenue.

The current layout of the subdivision shows three lots along Peach Avenue, including an entrance road (Red Hawk Lane). The Applicant is in the process of completing a survey with a reserved right-of-way lining up with the Menard's driveway and likely two lots, one north of the access road and a smaller one to the south. The survey wouldn't be able to be recorded until the plat and right-of-way are vacated. If the plat and right-of-way are not vacated, a survey would still need to be completed for the southernmost lot to avoid a split zoning situation.

Plan Commission Recommendation

A public hearing was held on July 15, 2014 where Dave Swenson, a representative for Zion United Methodist Church, stated they had reservations about the rezoning request and would hope it would remain residential. However, they had less concerns with the proposed model home business.

The Plan Commission recommends approval of the rezoning request by NFF LLC., to change the zoning from "SR-2" Single-Family Residential to "CMU" Community Mixed Use District, located on the west side of the street, on vacant land, including portions of the unopened right-of-way, within the 2100 and 2200 Block of North Peach Avenue (across from Aldi and the Menard's parking lot), based on findings that rezoning would be a logical extension of commercial property from the east and that the Comprehensive Plan should be amended to include this strip of land west of Peach Avenue as future mixed use zoning with the following condition:

- A CSM is required for the southernmost lot if the plat and right-of-way not vacated.

Council Options

The Common Council can take the following actions:

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

Recommendation

None at this time unless the rules are suspended; final action will be requested after the second reading scheduled for the August 12, 2014 Common Council meeting.

Attachments

1. Ordinance 1283
2. Location Map
3. Future Land Use Map

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

ORDINANCE NO. 1283

AN ORDINANCE REZONING PROPERTY LOCATED ON THE WEST SIDE OF THE STREET, ON A VACANT LAND, WITHIN THE 2100-2200 BLOCK OF NORTH PEACH AVENUE FROM THE “SR-2” SINGLE-FAMILY RESIDENTIAL DISTRICT TO “CMU” COMMUNITY MIXED USE 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 15th day of July, 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-2” Single-Family Residential District to “CMU” Community Mixed Use District , as set forth in, and regulated by, the provisions of Chapter 18, Marshfield Municipal Code:

All of proposed vacated Lots 17, 18, 19, and part of Lot 20 of Schueller’s City Lights Plat, located in the NE ¼ of the SE ¼ of Section 32, Township 26 North, Range 3 East, City of Marshfield, Marathon County, Wisconsin.

Commencing at the East quarter corner of said Section 32, thence S 0°07’14” E along the East line of the Southeast quarter 545.05 feet; thence N 88°56’35” W 34.94 feet to the West line of County Road “E” and to the Point of Beginning; thence S 0°33’12” E along the West line of County Road “E” 445.99 feet; thence N 89°23’27” W 157.25 feet; thence N 0°33’21” W 447.22 feet; thence S 88°56’35” E 157.28 feet to the Point of Beginning. Subject to all easements, restrictions and rights of way of record and use.

SECTION II. Effective Date

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

ADOPTED: _____

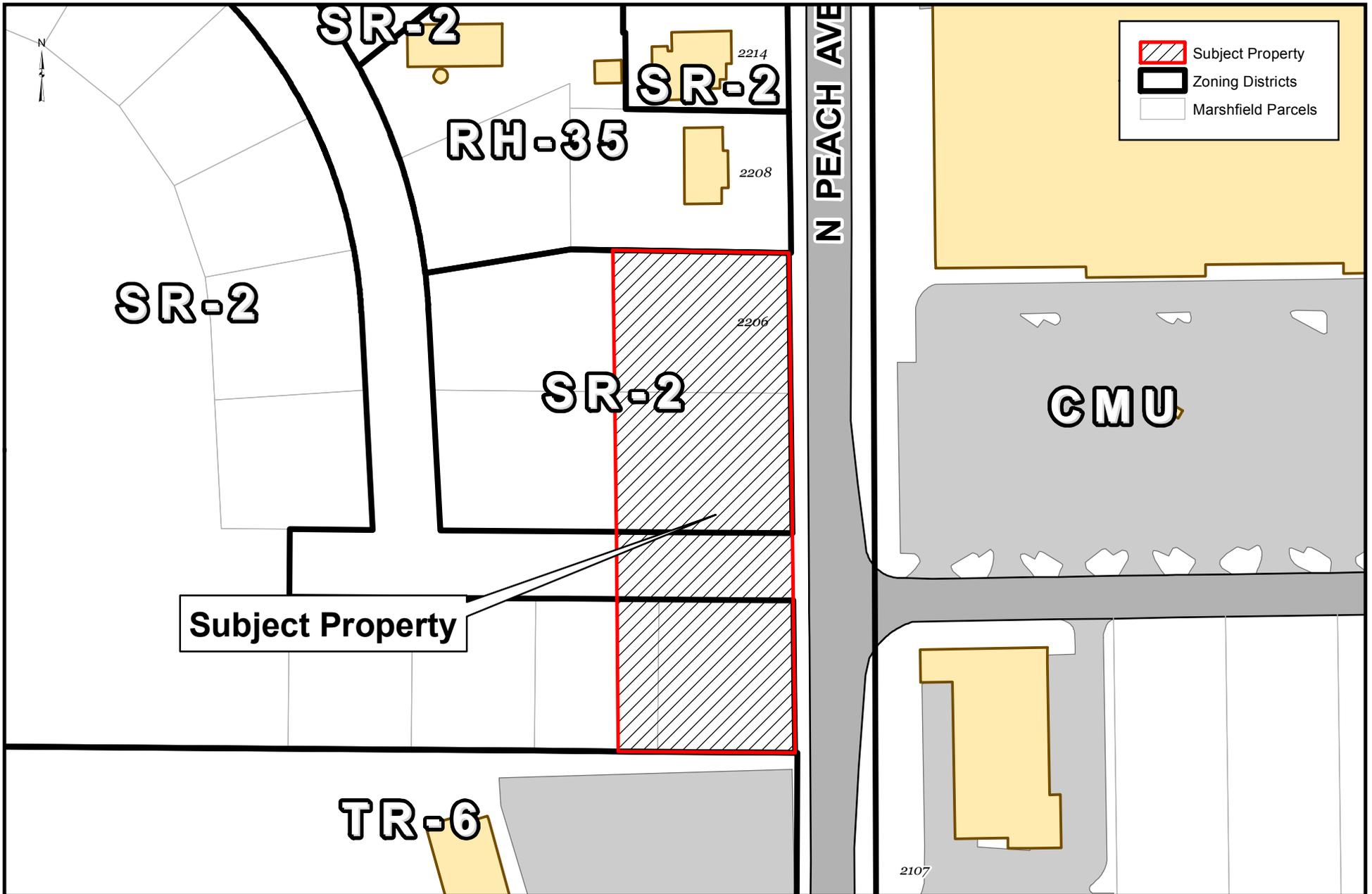
Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk

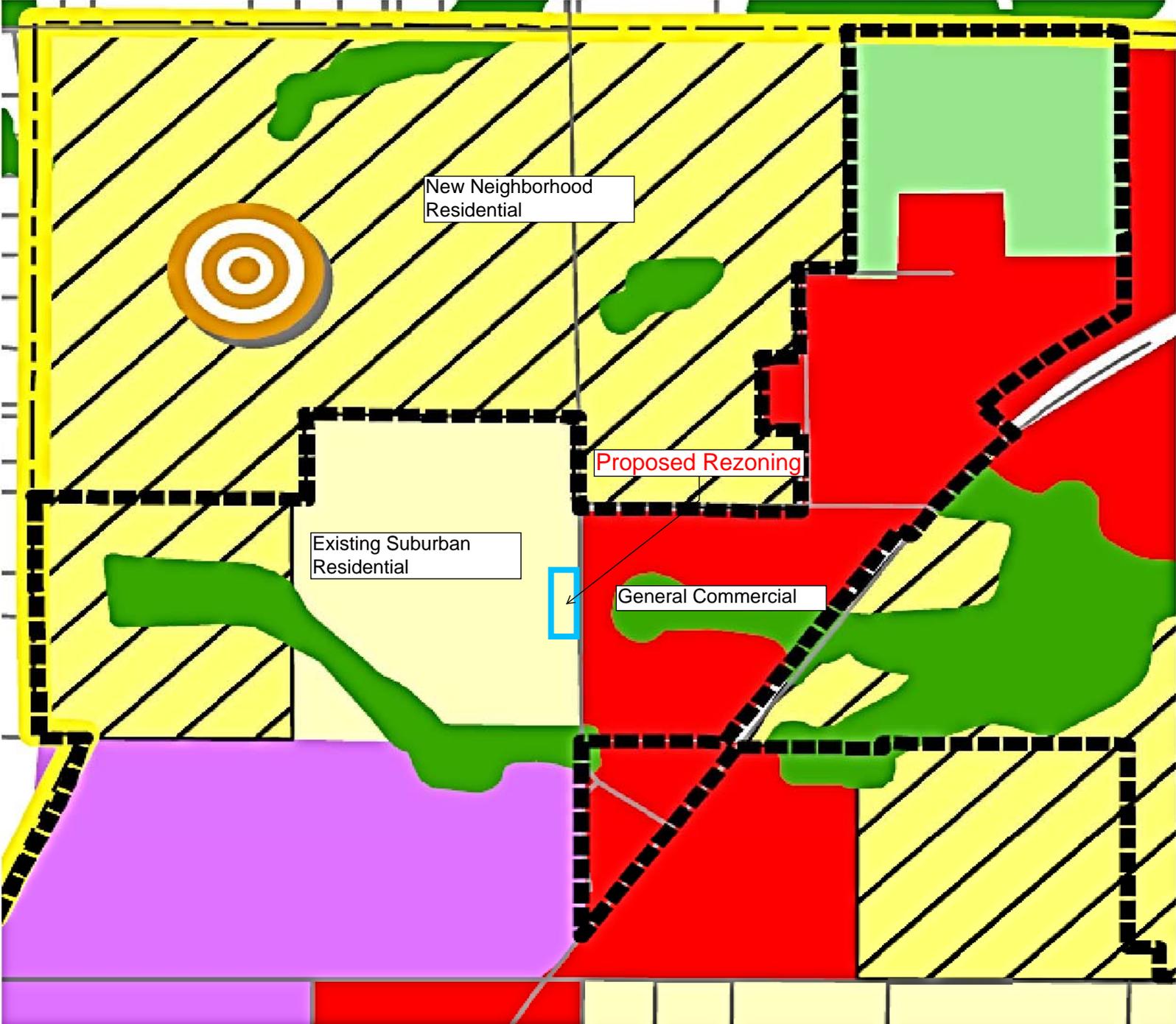


Rezoning Request: "SR-2" to "CMU"
City of Marshfield - Plan Commission
Meeting Date: July 15, 2014

Map Not To Scale
 For Reference Only

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

Future Land Use Map



New Neighborhood Residential

Proposed Rezoning

Existing Suburban Residential

General Commercial



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, City Planner
DATE: July 22, 2014

RE: Resolutions 2014-40, 2014-41, and 2014-42 – July Conditional Use Permits.

Background

On July 15th, the Plan Commission reviewed three Conditional Use Permit requests. The first request was for a height exception to the maximum building height in the Light Industrial Zoning District by Paget Equipment. The second was an exception to exceed the maximum size allowance for an accessory structure by George and Anne Lescynski. The third request was to allow a vehicle repair commercial land use in the General Industrial District by TJ's Customs and Auto Repair LLC.

Analysis

Resolution 2014-40

- Conditional Use Request by Dennis Immerfall, on behalf of Paget Equipment, to allow a 10 foot height exception, to construct a 60 foot tall addition to the existing building, in the "LI" Light Industrial District, located at 417 East 29th Street.

A public hearing was held on Tuesday, July 15, 2014 where no public comments were made.

The Plan Commission recommended the following action:

APPROVE a Conditional Use Request by Dennis Immerfall, on behalf of Paget Equipment, to allow a 10 foot height exception, to construct a 60 foot tall addition to the existing building, in the "LI" Light Industrial District, located at 417 East 29th Street on the basis that the use is consistent with the Comprehensive Plan with no adverse impacts to the surrounding property owners, with the following conditions:

1. Lighting meeting the requirements of the FAA shall be placed at the top of the new addition but must stay below an elevation of 1,284 feet AMSL.
2. No landscaping is required along Vine Avenue.

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

Resolution 2014-41

- Conditional Use Request by George and Anne Lescynski to allow a detached “Residential Accessory Building” to exceed the maximum accessory structure allowance of 1,200 square feet and exceed the footprint of the ground floor area of the principal building located at 3013 West Veterans Parkway, zoned “SR-4” Single-Family Residential District.

A public hearing was held on Tuesday, July 15, 2014 where no public comments were made.

The Plan Commission recommended the following action:

APPROVE a Conditional Use Permit request by George and Anne Lescynski to allow a residential detached accessory structure to exceed the maximum size allowance of 1,200 square feet and exceed the footprint of the footprint of the ground floor area of the principal building located at 3013 West Veterans Parkway, zoned “SR-4” Single Family Residential District with the following conditions:

1. Construction of the garage must commence within one year of approval.
2. The garage must be constructed of similar building materials and visual appearance as the principal structure located on premise.
3. Any expansion to the driveway must be hard-surfaced within one year of the completion of the garage.
4. Final approval shall be contingent on the approval of a building permit.

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

Resolution 2014-42

- Conditional Use Request by TJ Esser, representing TJ’s Customs and Auto Repair LLC to allow a “Vehicle Repair” commercial land use facility in the “GI” General Industrial District, located at 1606 South Popple Avenue.

A public hearing was held on Tuesday, July 15, 2014 where no public comments were made.

The Plan Commission recommended the following action:

APPROVE a Conditional Use Permit by TJ Esser, representing TJ's Customs and Auto Repair LLC to allow a "Vehicle Repair" commercial land use facility in the "GI" General Industrial District, located at 1606 South Popple Avenue with the following conditions:

1. Except for semi-trailers, the property may not have any exterior storage pertaining to vehicle repair and service.
2. All vehicle repair and service work shall be by appointment only.

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

Council Options

The Common Council can take the following actions:

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

Recommendation

Approve Resolution 2014-40, Resolution 2014-41, and Resolution 2014-42

Attachments

1. Resolution 2014-40
2. Resolution 2014-41
3. Resolution 2014-42

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

RESOLUTION NO. 2014-40

Document Title

Document Number

A Resolution approving a Conditional Use Permit request by Dennis Immerfall, on behalf of Paget Equipment to allow a 10 foot height exception, to construct a 60 foot tall addition to the existing building, including an exception to the landscape requirements along the South Vine Avenue street frontage, located at 417 East 29th Street, zoned "LI" Light Industrial 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 15th day of July, 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 2of Certified Survey Map No. 9550 recorded in Volume 34 of CSMs on Page 50 and being part of the SW ¼ of the SW ¼ of Section 17, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

SECTION 2. The above described property, is permitted a 10 foot height exception, to construct a 60 foot tall addition to the existing building, including an exception to the landscape requirements along the South Vine Avenue street frontage, located at 417 East 29th Street, zoned "LI" Light Industrial District.

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

- Lighting meeting the requirements of the FAA shall be placed at the top of the new addition but must stay below an elevation of 1,284 feet AMSL.
- No landscaping is required along Vine Avenue.

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

33-03473A

Parcel Identification Number (PIN)

RESOLUTION NO. 2014-41

Document Title

Document Number

A Resolution approving a Conditional Use Permit request by George and Anne Lescynski to allow an accessory structure to exceed the footprint of the principal structure and exceed the maximum size allowance of 1,200 square feet., zoned 'SR-4' Single Family Residential zoning district, located at 3013 West Veterans Parkway, City of Marshfield, Marathon 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 15th day of July, 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 Marathon County Certified Survey Map No. 14578 recorded in Volume 65 of CSMs on Page 40 and being part of the NE ¼ of the NW ¼ of Section 36, Township 26 North, Range 2 East, City of Marshfield, Marathon County, Wisconsin.

SECTION 2. The above described property, is permitted to construct a 1,280 square foot accessory structure with exceptions to exceed the footprint of the principal structure and exceed the maximum size allowance of 1,200 square feet, located at 3013 West Veterans Parkway, zoned 'SR-4' Single Family Residential zoning district.

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

- Construction of the garage must commence within one year of approval.
- The garage must be constructed of similar building materials and visual appearance as the principal structure located on premise.
- Any expansion to the driveway must be hard-surfaced within one year of the completion of the garage.
- Final approval shall be contingent on the approval of a building permit.

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

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

ADOPTED _____

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED _____

DEB M. HALL, City Clerk

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

STATE OF WISCONSIN COUNTY OF _____

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

Recording Area
Name and Return Address

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

33-OMS040

Parcel Identification Number (PIN)

Notary Public, Wood County, Wisconsin
My Commission Expires: _____

RESOLUTION NO. 2014-42

Document Title

Document Number

A Resolution approving a Conditional Use Permit request by TJ Esser, representing TJ's Customs and Auto Repair LLC to allow a vehicle repair commercial land use in the 'GI' General Industrial zoning district, located at 1606 South Popple Avenue, City of Marshfield, Wood County, Wisconsin.

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

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 15th day of July, 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 4 of Wood County Certified Survey Map No. 236 recorded in Volume 1 of CSMs on Page 236, located in the Greater Marshfield Inc., Third Certified Survey and being part of the NE ¼ of the NW ¼ in Section 16, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

SECTION 2. The above described property, is allowed to repair and service vehicles in the 'GI' General Industrial district, located at 1606 South Popple Avenue, zoned 'GI' General Industrial zoning district.

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

- Except for semi-trailers, the property may not have any outside storage pertaining to vehicle repair and service.
- All light vehicle repair and service work shall be by appointment only.

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, Sam Schroeder
Planning and Economic Development Department
P. O. Box 727
Marshfield, WI 54449-0727

STATE OF WISCONSIN COUNTY OF _____

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

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

33-03418-8

Parcel Identification Number (PIN)



City of Marshfield Memorandum

Date: July 22, 2014
To: Common Council
From: Lara Baehr, Human Resources Manager
RE: Ordinance Enforcement Officer (OEO) Payroll Resolution No. 2014-43

BACKGROUND

The City of Marshfield Non-Represented Compensation Plan (excluding Library personnel) was first implemented on October 27, 2013 after a salary survey was completed to determine the market value of jobs and job groups. The salary plan establishes a range, minimum, control point (market rate), maximum, and a dollar value for each job group. The control point is defined as the value of the job in the market. When implementing a compensation plan condensing six employee groups into one, we know that things will come up along the way that requires us to clarify or clean up the new plan.

ANALYSIS

OEO's were historically paid \$.25 per hour in shift differential or premium pay for all hours worked per their labor contract which expired on December 31, 2013. This shift differential, for all hours worked, came into play as an effort to bump up wages with comparables at some point before the last sixteen years. Since the pay was in addition to base wages, payroll processed it via a specific pay code. The pay code was not inactivated when the OEO's contract expired. It recently came to the Police Departments attention when preparing their 2015 budget that the City is paying OEO's a shift differential. The shift differential should have ended on December 31, 2013 however I suggest that the City consider ending the shift differential as of August 1, 2014 since it is an employer error that would require a lot of staff time to correct and ultimately punish the two employees through a retro reduction in wages of \$.25 per hour back to January 1, 2014.

This is not a request for additional funding. All staff expenditures will remain within the 2014 budget requests.

RECOMMENDATION

I recommend that you approve Payroll Resolution No. 2014-43, which would pay the two positions of OEO a shift differential or premium pay of \$.25 per hour for all hours worked January 1, 2014 through July 31, 2014.

Concurrence: _____
Steve Barg, City Administrator

CC: Keith Strey, Finance Director
Brenda Hanson, Assistant Finance Director

**RESOLUTION NO. 2014-43
PAYROLL RESOLUTION**

WHEREAS, the adopted 2014 budget of the City of Marshfield includes sufficient funds in the Police Department budget.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Marshfield that the Ordinance Enforcement Officers receive \$.25 per hour premium for all hours worked (as historically paid) between the dates of January 1, 2014 through July 31, 2014.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

Deb M. Hall, City Clerk