



CITY OF MARSHFIELD

MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, AUGUST 12, 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 22, 2014
- E. Comments from the Mayor, specifically:
 - 1) Employee Recognitions:
 - Ted Bratton, Wastewater Utility, August 20, 1979, 35 years
- F. Reading of items added to the agenda
- G. Public Comment Period/Correspondence
At this time, the Mayor will recognize members of the public who have indicated a desire to address the Council. Upon recognition by the Mayor, persons may address the Council from the podium, first stating their name and address. The Council may take action on emergency matters introduced by members of the public.
- H. Consideration of a request from the Blue Heron Brewpub and West 14th Restaurant for a variance of noise levels as permitted by Chapter 10-33(7) for a Oktoberfest celebration to be held on September 13th from the hours of 11:00 a.m. to 11:00 p.m. Presented by Steve Barg, City Administrator.

Recommended Action: Approve the noise variance as requested.
- I. Reports from commissions, boards, and committees.

COMMON COUNCIL AGENDA
AUGUST 12, 2014

J. Consent Agenda:

- 1) Meeting minutes/reports
 - a. Cable TV Committee (June 23, 2014)
 - b. Airport Committee (July 24, 2014)
 - c. Board of Public Works (August 4, 2014)
 - d. Historic Preservation Committee (August 4, 2014)
 - e. Judiciary and License Committee (August 5, 2014)
 - f. Finance, Budget, and Personnel Committee (August 5, 2014)

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

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

L. Request to approve Budget Resolution No. 20-2014, transferring \$142,900 from various sources to the Hume Ave. and W. 26th Street projects. Presented by Dan Knock, Director of Public Works.

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

M. Request to approve Resolution No. 2014-45, vacating a portion of Wildflower Dr. in the Prairie Run subdivision. Presented by Dan Knoeck, Director of Public Works.

Recommended Action: Refer to Plan Commission.

N. Second 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: Approve Ordinance No. 1283.

O. Consider possible financial contribution toward Marshfield Area Pet Shelter project. Presented by Steve Barg, City Administrator.

Recommended Action: Discretion of the Council.

P. Discussion on the assignment of agenda items between the Board of Public Works and the Finance, Budget, & Personnel Committee. Presented by Steve Barg, City Administrator.

Recommended Action: Discretion of the Council.

Q. 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: Approve the appointment.

R. Items for future agendas.

COMMON COUNCIL AGENDA
AUGUST 12, 2014

S. 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 22, 2014

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

PRESENT: Michael Feirer, Alanna Feddick, Chris Jockheck, Gordon H. Earll, Ed Wagner, Char Smith, Gary Cummings, Tom Buttke and Peter Hendler

ABSENT: Rebecca Spiros

The flag was saluted and the pledge given.

CC14-160 Motion by Hendler, second by Feirer to approve the minutes of the Common Council meeting of July 8, 2014.

Motion carried

Employee Recognition

Troy Weiland, Fire & Rescue	August 2, 1999	15 years
Brian McClung, Street Division	August 8, 1994	20 years

No items were added to the agenda.

PUBLIC COMMENT PERIOD

Ron Dickrell of 506 S. Lincoln Avenue. He submitted his letter of interest for the Marshfield Utility Commissioner and wanted to introduce himself.

Lara Baehr, Human Resources Manager. She recognized the employees that received merit compensation this year.

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.

Aldersperson Buttke nominated all 3 candidates; Harry Borgman, John Maggitti and Ron Dickrell. There being no further nominations the Mayor declared the nominations closed.

The Council voted by ballot.

Vote: Borgman received 2 votes
Dickrell received 2 votes
Maggitti received 5 votes

John Maggitti was elected to the Marshfield Utility Commission.

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC14-161 Motion by Feirer, second by Buttke to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Main Street Marshfield of April 2, 2014; Main Street Marshfield of May 7, 2014; Board of Review of May 21, 2014; Main Street Marshfield of June 4, 2014; Zoning Board of June 10, 2014; Library

Board of June 10, 2014; Fire & Police Commission of June 12, 2014; Central Wisconsin State Fair of June 16, 2014; Community Development Authority of June 19, 2014; Main Street Marshfield of July 2, 2014; Historic Preservation Committee of July 7, 2014; Utility Commission of July 7, 2014; Sustainable Marshfield of July 8, 2014; Parks, Recreation, and Forestry of July 10, 2014; Economic Development Board of July 10, 2014; Board of Public Works of July 14, 2014; Judiciary and License Committee of July 15, 2014; Finance, Budget, and Personnel Committee of July 15, 2014; Plan Commission of July 15, 2014; Business Improvement District of July 16, 2014; Economic Development Board of July 17, 2014 and Board of Public Works Special Meeting of July 22, 2014 as read by the Director of Public Works.

Motion carried

A presentation regarding the Marshfield Area Pet Shelter (MAPS) project was given by MAPS Representatives. (Rita Blenker, Capital Campaign Chairperson, Karen Rau, President of the Marshfield Area Pet Shelter and Dan Helwig from Design Unlimited)

CC14-162 Motion by Buttke, second by Cummings 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. Ayes - 9

Motion carried

CC14-163 Motion by Wagner, second by Earll to approve Budget Resolution No. 19-2014, transferring \$1,715,000 from long-term debt proceeds to fund additional Wastewater Utility Capital Asset projects. Ayes - 9

Motion carried

CC14-164 Motion by Earll, second by Smith to refer Resolution No. 2014-39 to the Plan Commission, vacating the Schueller's City Lights plat.

Motion carried

First reading of 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).

CC14-165 Motion by Feirer, second by Wagner 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.

Motion carried

CC14-166 Motion by Cummings, second by Buttke 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.

Motion carried

CC14-167 Motion by Wagner, second by Feirer 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.

Motion carried

CC14-168 Motion by Feirer, second by Earll 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. Ayes – 8; Nay – 1 (Smith)

Motion carried

City Administrator Steve Barg gave an update on the staffing study action items. The Finance, Budget and Personnel Committee will discuss the Restructuring recommendations made in the staffing report.

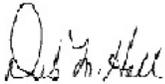
First reading of the appointment of Richard Reinart, 906 S. Ash Avenue to the City Plan Commission for a term expiring in 2017. Final action will take place at the August 12, 2014 meeting.

Future Agenda Items

None

Motion by Jockheck, second by Buttke to adjourn at 8:21 p.m.

Motion carried



Deb M. Hall
City Clerk



Oktoberfest Noise Variance

September 13, 2014

August 1, 2014

To Whom It May Concern,

Oktoberfest will be celebrated on September 13th, 2014 at the Blue Heron Brewpub. A special menu as well as the introduction of our fabulous Oktoberfest beer will mark the beginning of the Fall season.

Blue Heron Brewpub and West 14th Restaurant are requesting a noise variance for our Oktoberfest event September 13th 2014 from the hours of 11:00am to 11:00pm to allow our patrons to enjoy live music along with beer and German style food.

We will have a stage with live bands playing throughout the day. The stage will be placed on the corner of Central Avenue and 9th Street facing west. Since the stage is place on the north side of our building it will help muffle the noise to the residents on the south side of our business. We will be contacting our neighbors and disclosing our intentions for the celebration and possible noise issues. Please contact Kayla Ladwig with any questions at (715) 389-1868. Thank you for your time and consideration.

Kayla Ladwig
Front of House Manager

**CABLE TV COMMITTEE MEETING MINUTES
JUNE 23, 2014**

The meeting was called to order by Deputy Clerk Panzer at 5:03 p.m. in Room 108 of City Hall Plaza.

PRESENT: Jim Daniels, Ed Gerl, George Holck, Dean Markwardt, Senen Siasoco and Alderperson Earll

ALSO PRESENT: Assistant Coordinator & Production Manager Breanna Speth and Deputy Clerk Panzer

EXCUSED: Shawn Warren

ELECTION OF CHAIRPERSON & VICE CHAIRPERSON

Deputy Clerk Panzer asked for nominations for Chairperson.

Dean Markwardt nominated George Holck.

There being no further nominations Deputy Clerk declared nominations closed.

CTV14-026 Motion by Gerl, second by Earll to elect George Holck as Chairperson.

Motion carried

Holck assumed the chair.

Chairperson Holck asked for nominations for Vice Chairperson.

Jim Daniels nominated Dean Markwardt.

There being no further nominations Chairperson Holck declared nominations closed.

CTV14-027 Motion by Siasoco, second by Earll to elect Dean Markwardt as Vice Chairperson.

Motion carried

SET MEETING DATE AND TIME

CTV14-028 Motion by Earll, second by Gerl to keep the meeting date on the fourth Monday of the month at 5:00 p.m.

Discussion was held as to whether or not another Monday of the month would work for the committee members since the 4th Monday sometimes falls on a holiday. Alderperson Earll has other city meetings on the other three Mondays of the month.

Daniels asked if the Cable TV Committee was required to meet every month.

Deputy Clerk Panzer will check the Municipal Code to see if the Cable TV Committee is required to meet each month.

Markwardt suggested holding a strategic planning meeting on one of our regular meeting nights instead of our regular meeting if we aren't required to meet every month.

CTV14-029 Motion by Markwardt, second by Daniels to end discussion.
Motion carried

Vote on motion **CTV14-028**; **Motion carried**

PUBLIC COMMENTS

Chairperson Holck said Breanna Speth is doing a very excellent job. The correspondence that she included with the Public Access Coordinator's report confirms this.

APPROVAL OF MEETING MINUTES

CTV14-030 Motion by Gerl, second by Markwardt to approve the minutes of the April 28, 2014 meeting as submitted.

Motion carried

CORRESPONDENCE

Quarterly franchise fee payment in the amount of \$58,287.17 was received.

Breanna received an email from the office of the Lieutenant Governor. Lieutenant Governor Kleefisch visited MCTV's studio on May 16th and a follow-up email from her office revealed that she was impressed with her experience at MCTV's studio.

Breanna received an email from MACCI indicating that the Chamber is providing exposure to MCTV's videos on their new website.

Breanna received an email newsletter from Karen Rau, Marshfield Area Pet Shelter with a nice plug for MCTV and a link to MCTV's Breakfast video. That video received more than 200 views because of that email.

An article in the Marshfield News-Herald on MCTV's awards received at the Wisconsin Community Media Conference.

MCTV was featured on the Wisconsin Community Media homepage for receiving the "MACCI Service Award".

Breanna received a forwarded email from Master Gardeners indicating that the program MCTV produced on Master Gardeners was well-received.

Breanna received another Marshfield Area Pet Shelter email newsletter, highlighting MCTV's Paws for Brittany recap video. Many compliments were received on this!

Breanna and Dan received a thank you note from Marshfield Area Pet Shelter for attending and helping to promote the Paws for Brittany fundraiser on May 10th.

An article in the YOU Magazine on "Giving Hope a Home." The magazine is published by Gannett and circulated throughout Central Wisconsin. Breanna free-lances for this magazine and was asked by her editor to write a story on the show. The magazine is also available online, where links to the Giving Hope a Home program will be provided.

FOLLOW UP ON AUDITING CHARTER COMMUNICATIONS WITH A QUOTE FROM CITY AUDITORS, SCHENCK SC

Aldersperson Earll reported that Finance Director Strey contacted Schenck SC and they said they were not interested in doing this audit. It is too small of a job for them.

It hasn't been worth it in the past typically because what an auditor finds usually won't pay the fee of the auditor. We may spend more for the audit than what we would recover.

No action was taken.

PUBLIC ACCESS COORDINATOR'S REPORT

The Public Access Coordinator's Report for May and June 2014 was reviewed. (See attached report.)

Gerl expressed concerns with the utilizing of YouTube. We have copyright protection on the backside of our videos by Marshfield Community TV. Once it goes on YouTube that is now null and void. We don't have any release forms for this to let people know that we will be doing this and if they don't want their program on YouTube, we could be in a lot of trouble. No research was done on this to tell us that this is okay to do.

CTV14-031 Motion by Gerl, second by Siasoco to stop all YouTube and Facebook uploads as of tomorrow until all the legalities for the copyrights and release forms get worked out.

Discussion was held.

Markwardt said uploading to YouTube and Facebook is a service and it is distributing our product more widely which is a good thing.

Vote on motion **CTV14-031**.

Motion failed

CTV14-032 Motion by Markwardt, second by Daniels to refer the matter of legal liability regarding YouTube or Facebook postings to our City Attorney for further clarification.

Motion carried

Breanna will also check with Mary Cardona, Executive Director of Wisconsin Community Media regarding this matter.

CTV14-033 Motion by Gerl, second by Siasoco to receive and place on file the Public Access Coordinator's Report.

Motion carried

BILLS

The bill query reports for May and June were reviewed.

CTV14-034 Motion by Siasoco, second by Markwardt to authorize payment of the following bills as presented:

May Invoices:

Walmart (Trans. #5812, 1621 & 804)	\$ 439.91
Breanna Speth (Reimbursement)	166.28
B & H (Invoices 82416857 & 82443930)	75.70
Advanced Disposal	34.87
Quill	52.87
Charter Business (04/26/14 to 05/25/14)	15.21
Charter Business (05/01/14 to 05/31/14)	258.16
Events Etc (Invoices 6567 & 6696)	18.00
Gene Michael Productions Inc.	300.00
Granicus, Inc. (April 2014)	600.00
We Energies (04/03/14 to 05/05/14)	32.64
VIDCOM, LLC (Invoices 277 & 279)	<u>7,397.00</u>
Total	\$9,390.64

June Invoices:

B & H (Invoices 83074856, 83608649 & 83913226)	\$ 485.76
Charter Business (06/01/14 to 06/30/14)	258.73
Electronic Services (Invoices 11552 & 11568)	137.50
Granicus, Inc. (May 2014)	600.00
VIDCOM, LLC (Invoices 280 & 281)	3,895.90
VIDCOM LLC (Reimbursement)	664.62
Walmart (Trans. #8019)	89.98
Walmart (Credit)	(89.98)
Walmart (Credit)	<u>(52.71)</u>
Total	\$5,989.80

Motion carried

FINANCIAL REPORTS

Markwardt noticed that the Treasurer's Working Cash beginning balance was the same on both the April and May balance sheets. The committee members wondered what the Treasurer's Working Cash beginning balance was and how it is derived.

Chairperson Holck will try to get some clarification from Finance Director Strey and report back at next month's meeting.

CTV14-035 Motion by Siasoco, second by Gerl to receive and place on file the financial report for the period of January 1, 2014 through April 30, 2014 and the financial report for the period of January 1, 2014 through May 31, 2014.

Motion carried

RECOMMENDED ITEMS FOR FUTURE AGENDAS

- Clarification on the Financial Report balance sheet for the Cable Television Fund
- Follow up on Cable TV Committee meeting mandates. Is the committee required to meet monthly?
- Clarification and follow up on the legalities of YouTube and Facebook postings
- Set up a meeting to continue strategic planning process

SET UP A MEETING TO CONTINUE STRATEGIC PLANNING PROCESS

Committee members decided to put this on hold for another month. It will be discussed again at the next regular Cable TV Committee meeting.

Next meeting is scheduled for July 28, 2014 at 5:00 p.m.

Motion by Gerl, second by Earll to adjourn at 5:55 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

Public Access Coordinator's Report
Cable TV Committee Meeting 6/23/14

New Shows June 2014 (Since 4/18/2014): for MCTV 98

- Insight: Ask the Mayor (monthly)
- Insight: Wood County Sheriff Tom Reichert (monthly)
- Insight: Mayor's Dairyfest Breakfast
- Marshfield School Board Meeting (monthly)
- President Address/GOP Reply (weekly)
- The Great Climate Debate – Lecture 2 of 3
- Aber Suzuki Center PSA
- Cooking With Ruth – Episode 27 (Hummus)
- Cooking With Ruth – Episode 28 (Poppysseed Dressing)
- Cooking With Ruth – Episode 28 (Walnut Bars)
- Cooking With Ruth – Episode 28 (Summer Salad)
- Ribbon Cutting: Taqueria El Sol
- Insight: Paws for Brittany
- Chloride Awareness & Reduction Project
- Chestnut Avenue Center for the Arts Exhibit: April (Vibrancy of Nature)
- Chestnut Avenue Center for the Arts Exhibit: May (WWI)
- Chestnut Avenue Center for the Arts Exhibit: June (Cows: A Close Up)
- Marshfield Police Department – Police Chief Finalists
- Library Corner- Meet the Author: Barbara Bolton
- Business Profile: Episode 13 featuring The Sports Den
- Announcement of new Marshfield Police Chief - April 29, 2014
- Dairyfest Preview 2014
- City of Marshfield Arbor Day Celebration - May 9, 2014
- Stairwell Art For the Heart at City Hall
- Compassion in Action Fundraiser - May 3, 2014
- Marshfield Police Department - Ride-Along #2 “Summer Safety”
- Visit from Wisconsin Lt. Governor Rebecca Kleefisch
- Common Core State Standards - with Dr. Duke Pesta
- Marshfield CVB Tourism Banquet & "Best of Marshfield" Award Presentation
- Paws for Brittany Event Recap
- Peace Officer Memorial Day
- Loose Talk: Conversations with Friends - Episode 1 with Greg Rindfleisch (produced by Dean Markwardt)
- Loose Talk: Conversations with Friends - Episode 2 with John Wing (produced by Dean Markwardt)
- MACCI Small Business of the Year Recognition: Wickersham Jewelry
- Giving Hope A Home: Episode 4 (produced by Hope Lodge)
- The Great War - A Lecture by Dr. Jeff Kleiman
- A Tour of Jurustic Park with Clyde Wynia
- Dairyfest Parade 2014
- Ribbon Cutting Ceremony: Anytime Fitness

- Marshfield Public Library Summer Reading Program Kickoff

Channel 96 Meetings

- Common Council Preview
- Common Council
- Public Works
- Finance, Budget, Personnel
- City Plan Commission
- Parks, Recreation, & Forestry Committee
- Marshfield Utilities Commission
- Judiciary & License Commission
- Police & Fire Commission

John Beck

- Immanuel Lutheran Worship Service (weekly)

Don Schnitzler

- The Life & Cooperage of Frank J. Hess (Brett edited)
- Bicentennial Wagon Train (Brett edited)
- "Marshfield Past, Present, & Future" Student Art Exhibit (Brett edited)

Dana Speth

- New Visions Gallery: Longing & Lace (Breanna edited)

Don Nystrom

- Affordable Care Act Update (Breanna edited)

Susan Speth

- Grant Elementary School Spring Concert (Breanna edited)

River Cities Community Access

- MSTC Board of Directors April 2014
- MSTC Board of Directors May 2014
- Wood County Board of Supervisors Meeting - April
- Wood County Board of Supervisors Meeting - May

Other

- LaCrosse Catholic Diocese Mass
- House of Yahweh
- Conversations from St. Norberts
- Music & the Spoken Word

Personnel:

Dan Kummer has been out on medical leave since March 25, 2014. Breanna Speth has assumed management duties in his absence. There has been no interruption of PEG services during this time period. Dan hopes to return to work in at least a limited capacity soon.

Breanna Speth has assumed the new title of Assistant Coordinator, and she also continues in her role as “Production Manager,” overseeing all stages of show development.

Brett Butler has completed his training at MGTV and is an invaluable asset to both the station and METV/MCTV. He is now responsible for directing, graphics creation, and scheduling at MGTV, as well as assisting with studio shoots and on-site filming at MCTV.

Karen Din continues in her administrative and PR role, in the mornings.

Shirley Gebert manages all administrative aspects at MCTV in the afternoons (when Karen is at SJH). Karen and Shirley continue to expand our community calendar and Facebook pages. www.Facebook.com/MarshfieldTv is our Facebook address.

Jared Coffren has been on leave due to his involvement in Marshfield High School Golf. He is expected to return during the summer, or at least in the fall.

Dan and Breanna will be meeting soon to discuss the 2015 budget. It is Breanna’s recommendation that staff compensation be evaluated in an effort to better provide a competitive rate to employees.

Dan and Breanna worked out an agreement with Felker Brothers (we scaled down the project) so that we could assist them with their Open House video. Felker covered costs of production, script, safety gear, and talent, and the program will air on MCTV as a “Made in Marshfield” special, as well as at Felker’s Open House. The program will be shown to hundreds of people and be a great advert for MCTV’s quality of service. Dan will be discussing the future of such arrangements and the opportunities they offer the station.

Breanna is teaching a Community Producer course on June 30. There are six individuals interested in this course, but only two will be attending that evening. Two of the six are students home from school for the summer and will be shadowing studio shoots. Two others are interested in the editing process and government meetings, respectively. They will be supervised accordingly, but have been encouraged to sign up for the course in an effort to better understand the equipment and what we do here at MCTV.

Other News & Updates:

Our live production of the Dairyfest Parade went very well. We had a crew of two camera operators (Mike Weigel and John Beck), camera assistant (Kaylin Speth), director

(Breanna Speth), and assistant director (Brett Butler). Hosts were Jeff Cannon (WDLB Radio) and Dana Upton (MACCI Ambassador/Prudential Success Realtor). Breanna's family (sister, Dana and mom, Sue) also assisted on a pro-bono capacity (thank you!). The most challenging part of the production was during the week, during setup, as we were experiencing technical difficulties. With help from Jay Holbrook and Randy Hastreiter (Electronic Services), we were able to pinpoint the problem and create a temporary fix for the parade. We will need to have the cord reels looked at before the next parade (Holiday Parade in November).

We have had some technical issues at MGTV as well, related to an S-Video cable. We have ordered the necessary part and expect that to arrive by the end of this week (6/13). Randy will assist with getting this working again. In the meantime, one camera will be broadcasting in composite video, which is fine but not ideal.

On April 29, we were the first media to announce the news of Marshfield's New Police Chief, Rick Gramza. That was exciting! Members of the public thanked us for providing this service.

We have begun to utilize YouTube more for some programming, due to its quicker upload speeds. For example, the announcement of Marshfield's new police chief was posted to YouTube (and then later uploaded to PEG Central) because, as a hot-hitting news item, it could be posted right away. PEG Central is still a valuable resource for our archives, however. All programs uploaded to YouTube are also made available on PEG Central.

MailChimp continues to be used for Breanna's "New Shows" e-mail. Features in MailChimp allow us to track which videos are being opened and by whom. If someone deletes an e-mail without reading, we are able to tell this. This feature is proving useful in highlighting which videos are most popular, thereby helping us to determine what types of programming we should consider producing more of.

Some new organizations that Breanna is working with on programming are The Hannah Center and Wildwood Zoo. We are also planning a Library & Community Center Update, new episodes of Library Corner, a feature on Volunteer Marshfield, and more programs with the Marshfield Police Department. In short, a lot of great programming is in the works!

Breanna is participating in the Marshfield Fire & Rescue Department's Firefighter Academy, a 5-week course held once per week (skipping July 3 on account of the holiday) for 3 hours that teaches citizens what firefighters do on a day-to-day basis. The course will provide us with a better understanding of how our services can better help the department.

Correspondence:

- A. Praise from the office of the Lt. Governor
 - a. Lt. Governor Kleefisch visited our studio on May 16 and a follow-up e-mail from her office reveals that she was impressed with her experience here.
- B. An e-mail from MACCI indicating that the Chamber is providing exposure to our videos on their new website
- C. E-mail newsletter from Marshfield Area Pet Shelter with a nice plug for MCTV and a link to our Breakfast video. That video received more than 200 views because of that e-mail.
- D. Article in the Marshfield News-Herald on our awards received at the Wisconsin Community Media conference.
- E. MCTV was featured on the WCM homepage for receiving the “MACCI Service Award” (They call me Breanna “Smith”, but I’ll forgive them!)
- F. E-mail forward from Master Gardeners indicating that the program we produced on MG was well-received
- G. Another MAPS e-mail newsletter, this time highlighting our Paws For Brittany recap video. Many compliments were received on this!
- H. Thank-you note from MAPS for attending and helping to promote the Paws For Brittany fundraiser on May 10.
- I. Article in YOU Magazine on “Giving Hope A Home.” The magazine is published by Gannett and circulated throughout Central Wisconsin. Breanna free-lances for this magazine and was asked by her editor to write a story on the show. The magazine is also available online, where links to the GHAAH program will be provided.

Marshfield Airport Committee Minutes

July 24th, 2014

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

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

Absent:None

Also Present: Myles Richmond, Gary Buchanan, Duffy, Alice, and Jeffrey Gaier

Citizens Comments: Dan Maurer said he spoke with Steve Mickel, a tenant on the airport in one of the T-Hangars, that the airport needs to address a hole by the hangars.

AP14-33 Motion by Bremer Second by Jockheck to approve the Airport Minutes for June 19th, 2014 All Ayes,

Motion Carried

AP14-34 Motion by Maurer Second by Knauf to approve the Airport Manager's July 2014 Report, All Ayes

Motion Carried

AP14-35 Motion by Maurer, Second by Jockheck to approve the July 2014 Activity Report, All Ayes

Motion Carried

AP14-36 Motion by Knauf, Second by Bremer to approve the Airport Bills for July 2014, All Ayes

Motion Carried

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

AP14-37 Motion by Bremer, Second by Knauf to approve a 2015 budget for the airport and submit it to City Administration / Finance for inclusion in the city budget process All Ayes

Motion Carried

Project Updates - Discussed, no action taken

No Additional Citizens Comments.

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

Respectfully Submitted - Jeffrey Gaier

Marshfield Municipal Airport Manager's Report July 24th, 2014



The tree harvesting at the airport is proceeding. There has been quite a few trees removed already adjacent to the runway. We will be talking with the harvester about removing some additional trees. If they are not interested in taking them, we may find someone to remove them before they become a hazard by the Federal Aviation Administration



The crack filling project conducted by the Bureau of Aeronautics is completed. Struck and Irwin finished filling the last cracks this past month. Mike Gabor from the Bureau stopped by Tuesday and was happy with what he saw. He estimates with our pavement conditions that we could possibly go another four or six years before any major work is needed to be completed on the surfaces again.

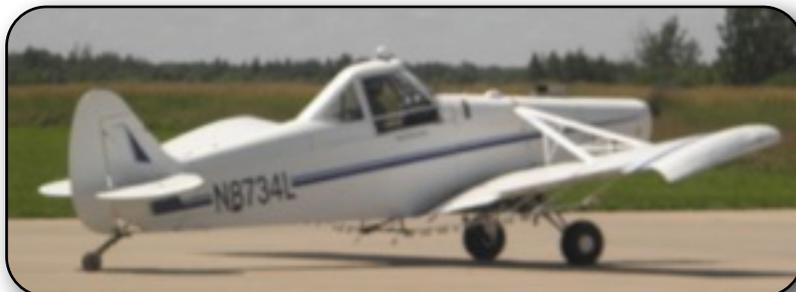
This month Randy and Ryan Ferris with FerrSpray Aerial Applications LLC were back at the airport to crop dust some local fields. They were anticipating also coming back sometime in August or September depending upon the needs of their clients in the area. It has been a unique opportunity to have them at



the airport this year. Quite a few people have stopped out to take a look at the yellow biplane. We have received one complaint from their operations this year. A resident in the township of Lincoln was not happy with them flying over his house. This resident even called and showed up at the airport. Duffy took him down to

meet with the Randy and Ryan, so they could explain their operation and procedures with him. The primary complaint was that the aircraft was flying low. Crop Dusters do fly low and they have special waivers to provide the services they do.

The budget line item transfer within the airport budget has been approved by a resolution of the common council. Since the airport committee has approved the bill to be paid, we have submitted it to the 7th floor finance for payment.



Pictured Left, This crop duster was just transitioning through the area this month and stopped in for fuel on the way to his next job.



We have been getting the airport ready for the upcoming EAA 992 Aviation Days Pancake Breakfast Fly-in / Drive-in. As part of the Hub City Days weekend we are expecting many people to come out locally for breakfast. EAA 992 is ready and will be setting up Saturday for the Sunday breakfast. We hope that they have an excellent participation from the local community for the breakfast. Duffy's

Aircraft will also be providing airplane rides at a reduced rate for the day.

Oshkosh AirVenture is again upon us. It is the biggest aviation event held and it is located in Oshkosh, WI by the Experimental Aircraft Association. Duffy's Aircraft will not be running a shuttle to Oshkosh this year. AirVenture is the week of July 28th to August 3rd, 2014

For written exams, the stream of National Transportation of Certified Medical Examiners has slowed. We are now seeing an increase in pilots wanting to take their airline transport pilot written exam. There are new changes being handed down to pilots for requirements for the airline transport pilot (ATP). The rush of people trying to complete their written exam for the ATP are trying to get it done before the date when the changes will be made.

Duffy's Aircraft is proud to announce two new flight instructors at the Marshfield Airport. We have



employed Gary Buchanan as a primary and commercial flight instructor at Duffy's Aircraft. Gary comes to us from Britt Solverson at the Reedsburg Airport. Britt was one of our flight instructors at Duffy's back around 2005. We had asked Britt if he knew of anyone looking for a job and he recommended Gary to us. Gary is a brand new certified flight

instructor and he looks forward to learning the skills of the trade and teaching new students.

This month Marshfield resident George Georgiev also completed his certified flight instructor training. George will also be assisting us with flight training at Marshfield in the future. George is a former military pilot, so with his hours we hope to also work him into the 135 charter operation along with flight training.

Happy Flying

Duffy, Alice, Bob and Jeff Gaier

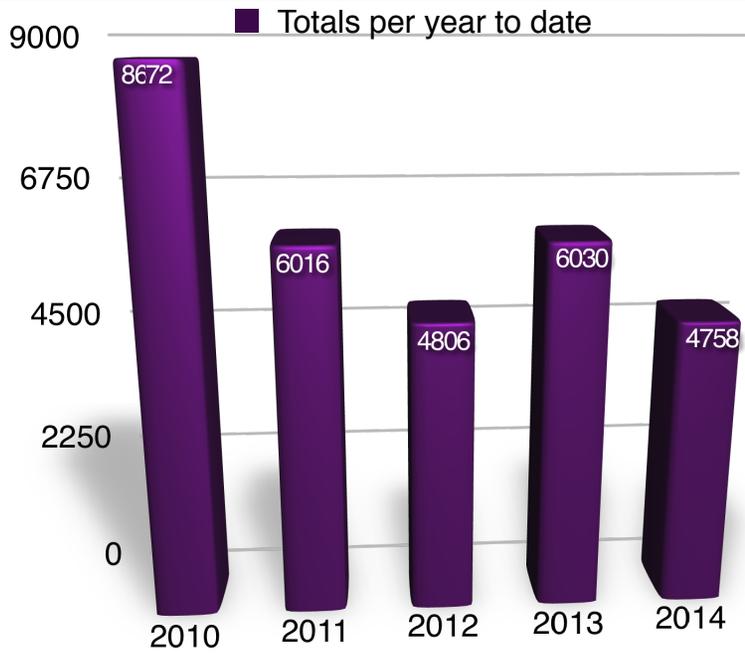


Airport Activity Report July 2014

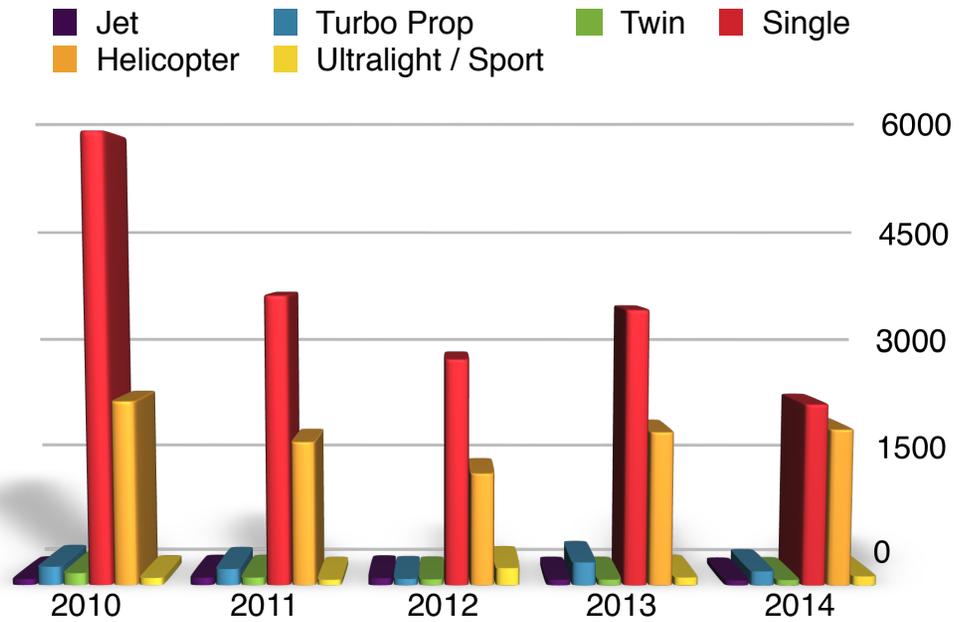


Departures and or Landings Information - Flight Operations - 35 Days Between Reports							
Year	YTD 2010	YTD 2011	YTD 2012	YTD 2013	July 2013	July 2014	YTD 2014
<i>Jet</i>	76	98	92	74	12	6	64
<i>TurboProp</i>	236	208	82	294	42	22	182
<i>Twin</i>	154	98	76	74	12	12	70
<i>Single</i>	5754	3700	2894	3518	964	630	2322
<i>Helicopter</i>	2360	1842	1440	1968	268	490	2002
<i>Light Sport</i>	92	70	222	102	36	48	118
<i>Total</i>	8672	6016	4806	6030	1334	1208	4758
Passengers							
<i>Total</i>	11556	8018	6403	7905	1645	1610	6341
Local and Transient Traffic							
<i>Transient</i>	2842	1820	1187	2102	518	484	1780
<i>Local</i>	5514	4196	3619	3928	816	724	2980
Training Flights							
<i>Total</i>	3228	2497	2776	2704	814	384	1790
Fuel Dispensed							
<i>Av Gas</i>	13858	10991	11440	8916	2301	2504	11083
<i>Jet A</i>	22862	19222	20796	29892	7543	3371	23229
<i>Total</i>	36720	30213	32236	38808	9844	5875	34312
All Information In This Report Is Estimated Based On The Activity At The Airport For The Month. An Operation is considered a take-off or a landing.							

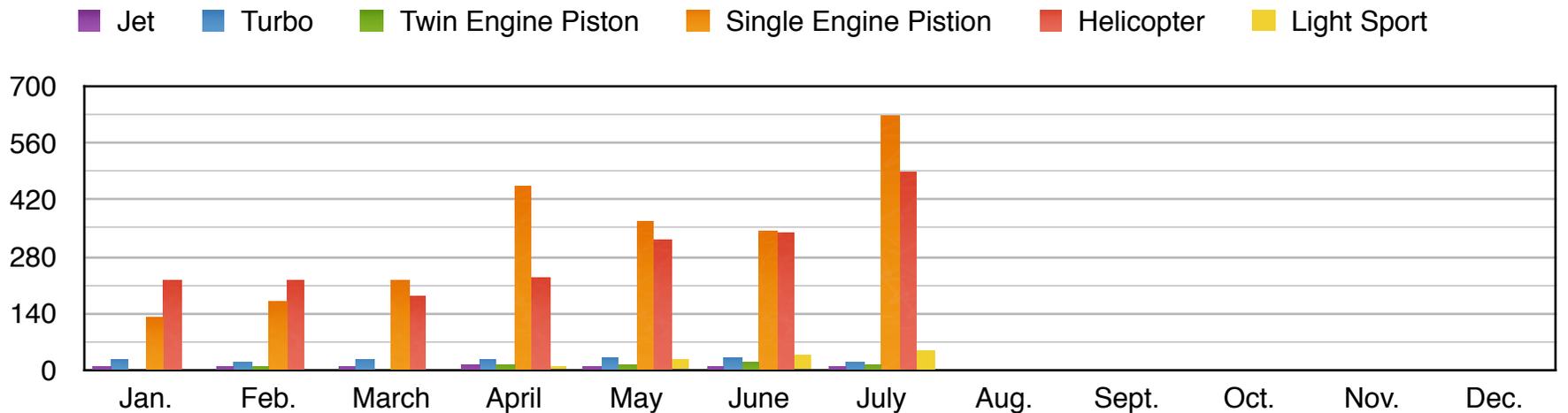
Flights Over the Past Five Years by the Present Month



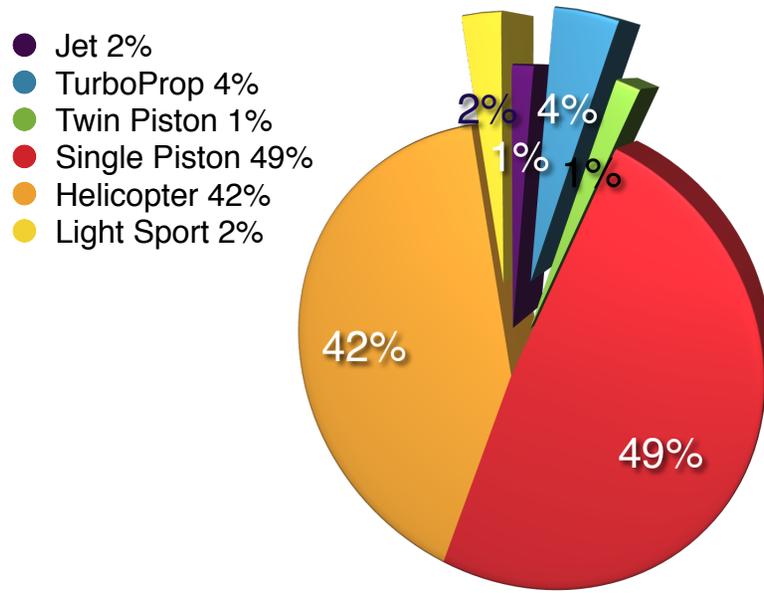
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



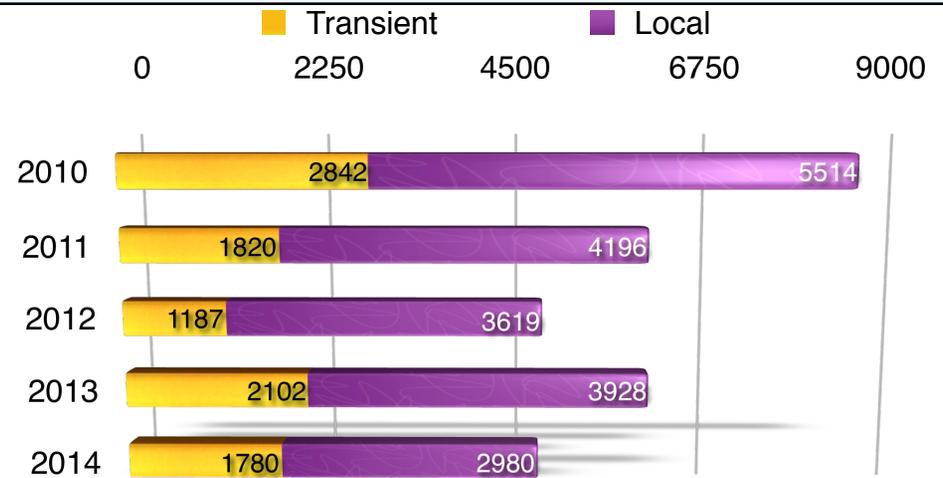
Operations by Aircraft for the Year of 2014



Percentage By Type Of Aircraft That Came Into Marshfield In 2014

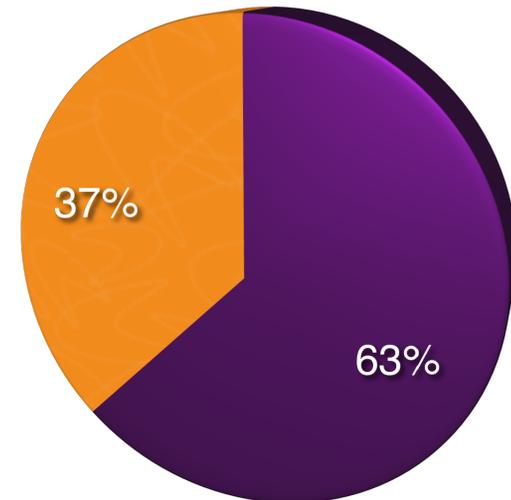


Transient Vs. Local Traffic



Percentage of Local Vs. Transient Traffic

● Local Traffic ● Transient Traffic



Summary of Activity

Compared to last year at this time last year:

Jet Engine traffic is down

Turbo Prop Engine Traffic is down

Twin Engine Piston Traffic is the same

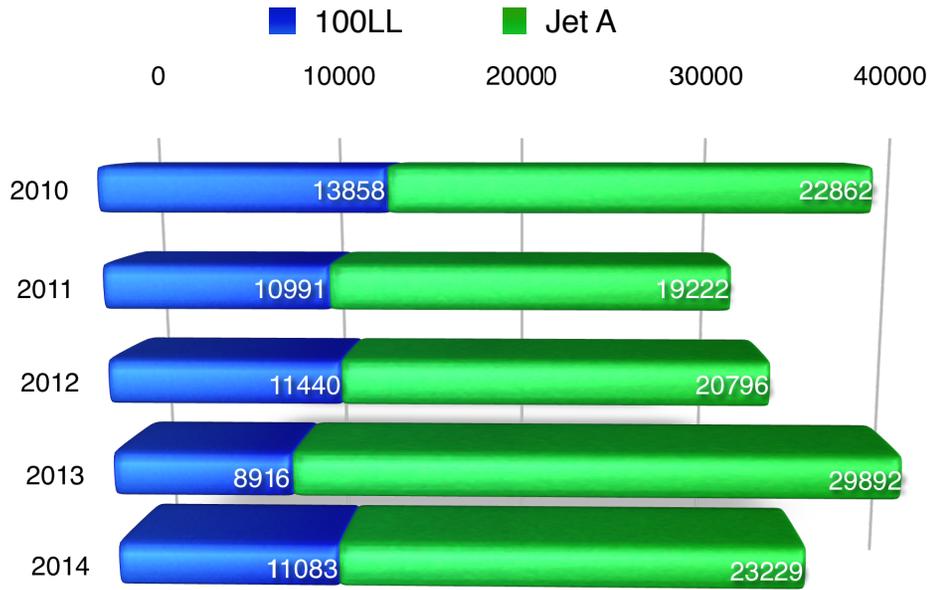
Single Engine Piston Traffic is down

Helicopter Traffic is up

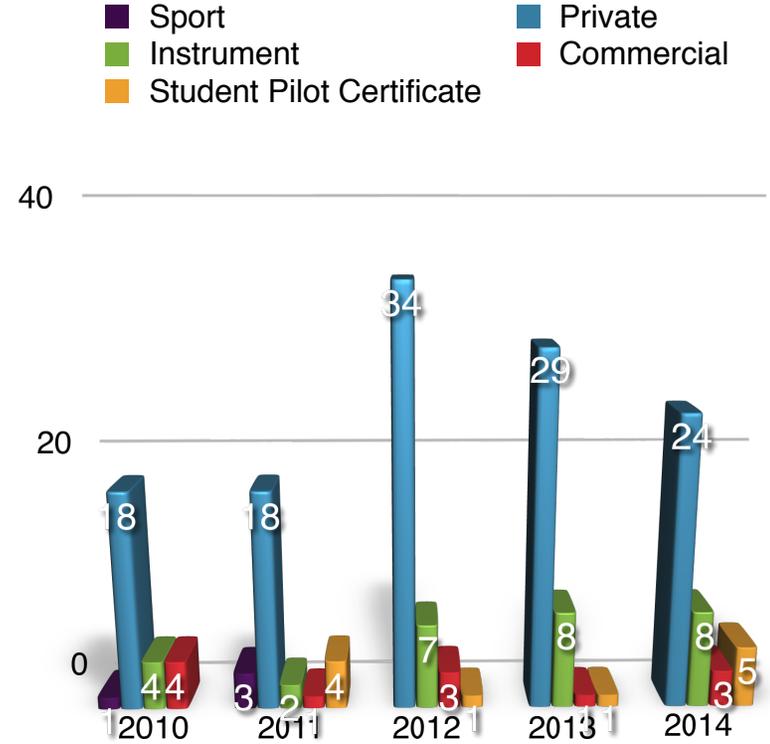
Light Sport is the up.



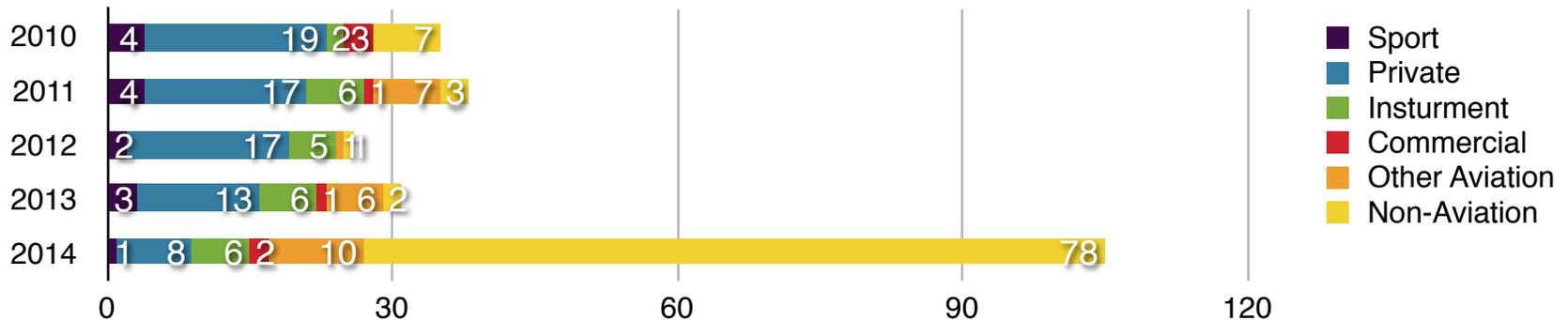
Fuel Sold - 5 Year Comparison



Duffy's Flight Checks for Pilots - 5 Year Comparison



Computerized Written Exams Given At The Airport



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

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

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

Todd Ponick
Clear Blue Aviation LLC
Edward Rygiel
Robert Mercado
Nathan Saari
Richard Morey
Morey Airplane Company
Megan Giese
Michelle Evans
Michelle Tell-Peck
Joan Hauer
Mary Stevenson
Stacy Bailey
Gunnar Wenz
Michael Umland
Larkin Meghan
Leon Plank
Erik Shepard
Jaime Bunn
Peter Kendler
Sandra Slane
Scott Moore
Krist Oil / Krist Transportation LLC
Steven Schumacher
Thunderbird Aviation
Midwest Aviation Partners Inc.

DeBoer Trucking
Arnold Jonathan
William Siebert
Sinha Aerials
Pat Zakrzewski
Todd Gurney
Chris Persson
Anders Vetch
Southern Transportation Inc.



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

Experimental Aircraft Association Chapter 992 (Marshfield & Medford Group)

Toastmasters of Marshfield

Central Wisconsin Apple User Group

Marshfield Youth Hockey

VNA Home Health

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

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

Custom Fabrication and Repair

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

Holiday Inn

Kitchen Table

Blue Heron / West 14th

Melody Skating Gardens

Marshfield Clinic

Neva Jean

St. Joseph's Hospital

Festival Foods

V & H Heavy Trucks

Roehl Transport

Custom Fabrication and Repair

Subway

Chips

McDonalds

Little Casears

Target

Hardees

The Store

Baltus

Wildwood Zoo

Marshfield Hotel

Nasonville Dairy

Hub City Ice Cream

Dairy Queen

El Mexical

City of Marshfield - General Airport Budget - 2014		Page 1 of 2				
Account # 101-53510-33						
Obj. #	Description	2014 Amount Approved	2014 July Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	44,286.00	3,690.50	Manager's contract	25,833.50	18,452.50
52210	Electric	16,926.00	1,475.61	Electric	9,660.63	7,265.37
52220	Water	497.00	39.50	Marshfield Utilities	194.65	302.35
52230	Sewer	426.00	44.26	Marshfield Utilities	216.97	209.03
52240	Fire Protection Charge	1,641.00	153.53	Marshfield Utilities	767.65	873.35
52260	Heating - Gas	3,272.00	73.68	WE Energies general aviation terminal	2,717.52	554.48
			29.84	WE Energies - East unit		
			32.10	WE Energies - West unit		
			126.12	Alliant Energy		
52300	Telephone	1,244.00	106.86	Frontier	639.84	604.16
52400	Rep/Maint. Serv-Streets	17,200.00			11,810.00	5,390.00
52500	Repair/Mainte. Service	50,967.00	42.80	UniFirst - mat service	21,899.92	29,067.08
			200.00	Maid to Order - cleaning services		
			7,412.50	Duffy's Aircraft Sales - Mowing- 40.0 JD950 - 9.0 Dixon 18.5-JD1530, 17.5-JD2630		
			92.0	hrs. equipemtn operators, hand mowing & spraying weeds		
			132.20	Merkel Co., Inc.-Installed disconnects, sealtite & anchor pipes.		
			4,427.00	WI Dept. of Transportation-land acquisition		
			178.75	Fire & Safety Equip. IV, Inc. - fire extinguisher inspection		

City of Marshfield - 2014 Airport Budget continued

			July		Used	Balance
			Expenses		To Date	
52900	Other Contractual Ser.	7,000.00	5,000.00	WI Dept. of Transportation - land acquisition	5,000.00	2,000.00
53100	Office Supplies & Exp.	100.00			85.00	15.00
53200	Publications & dues	400.00			130.00	270.00
53400	Operating supplies	1,600.00			852.70	747.30
53500	Rep/Mainte. Supplies	6,500.00	10.50	Duffy's Aircraft Sales - DR Trimmer air filter - NAPA	1,265.50	5,234.50
55110	Buildings & Contents	2,487.00			2,383.33	103.67
55140	Professional Liability	321.00			310.31	10.69
55150	Airport Liability	4,486.00			4,350.00	136.00
55170	Boiler	359.00			371.47	(12.47)
58830	Airport Buildings	6,000.00				
Grand Totals		165,712.00	23,175.75		88,488.99	77,223.01

BOARD OF PUBLIC WORKS MINUTES
OF AUGUST 4, 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; Assistant City Engineer Cassidy; Parks & Recreation Director Englehart; Wastewater Superintendent Warp; the media; and others.

PW14-104 Motion by Cummings, second by Wagner to recommend approval of the minutes of the July 14, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments - None

Director of Public Works Knoeck presented a Street Division construction update and an Engineering Division construction update.

PW14-105 Motion by Buttke, second by Cummings to recommend approval of the quotations submitted by Don Nikolai Construction of \$230,530 and Over the Top Roofing of \$5,500 for the Ludwig Building Renovation Project and authorize execution of a contract. Further recommend that a budget resolution be drafted for Common Council consideration accepting the donation from Rotary Winter Wonderland and applying it toward the project.

Motion Carried

PW14-106 Motion by Buttke, second by Jockheck to recommend approval of the revised Rotary Winter Wonderland Use Agreement, subject to a favorable recommendation by the Parks, Recreation and Forestry Committee at their meeting on August 14 and authorize execution of the agreement.

Motion Carried

PW14-107 Motion by Wagner to amend Motion PW14-06 and the draft Use Agreement to add specific language to identify the financial contribution at not less than \$10,000 and to extend the Use Agreement for 5 years, from 2014 to 2019.

Motion fails for lack of second.

PW14-108 Motion by Buttke, second by Jockheck to amend Motion PW14-106 and the draft Use Agreement by striking the words "In exchange for a significant financial contribution from Rotary Winter Wonderland toward the Ludwig Building Project" in the proposed new paragraph under Section 1.

Wagner Voted No, Motion Carried

Vote on original motion PW14-106 as amended, Wagner voted No, Motion Carried

PW14-109 Motion by Buttke, second by Wagner to recommend approval of the Engineering Agreement with Strand Associates for 2014 Wastewater Rate Review and authorize execution of the agreement.

Motion Carried

PW14-110 Motion by Cummings, second by Buttke to recommend approval of the Stormwater Management Cooperative Agreement as presented, recommend that the City Engineer or his designee be assigned to participate as a member of the Coalition representing the City of Marshfield, and that Resolution No. 2014-44 be referred to the Common Council for their consideration.

Motion Carried

PW14-111 Motion by Wagner, second by Cummings to recommend approval of the final assessments for Chestnut Avenue (7th Street to Veterans Parkway) and side streets from Central Avenue to Chestnut Avenue as presented.

Motion Carried

PW14-112 Motion by Cummings, second by Wagner to recommend that the annual Board of Public Works bus tour be held on Monday, September 8, 2014, leaving City Hall at 5:30 PM.

Motion Carried

2

PW14-113 Motion by Cummings, second by Jockheck to adjourn to closed session at 6:06 PM pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- **Purchase of land interests for Wildwood/McMillan Bicycle/Pedestrian Trail**

Roll call vote, all 'Ayes' Motion Carried

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

PW14-114 Motion by Jockheck, second by Buttke to reconvene in open session at 6:21 PM.

Roll call vote, all 'Ayes' Motion Carried

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

Recommended items for future agendas - None

Motion by Jockheck, second by Buttke that the meeting be adjourned at 6:21 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

HISTORIC PRESERVATION COMMITTEE MINUTES
OF AUGUST 4, 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 Bargander; Vickie Schnitzler; Bill Penker; and, Keith Meacham.

ABSENT:

ALSO

PRESENT: Brian Hopperdietzel, Marshfield Monument; Dennis Bargander, Contractor; Matt McLean, Director of the Convention and Visitors Bureau; Angie Dieringer, Executive Director of Main Street; and, Josh Miller, City Planner.

Approval of the Minutes of July 7, 2014 Meeting.

HP14-26 Motion by Penker second by Cummings to approve the minutes of the 7/7/2014 meeting.
Motion Carried.

Citizen Comments.

Matt McLean thanked the Committee for inviting him. Angie Dieringer, Executive Director of Main Street, introduced herself.

Approval of the Proposal for Restoration Work on the Soo Line Steam Engine No. 2442 for the Amount Not to Exceed \$3,200.

HP14-27 Motion by Penker second by Keogh to approve the proposal for the Restoration of the Soo Line Steam Locomotive No. 2442 as presented for an amount not to exceed \$3,200.
Motion Carried.

Miller explained the background of the proposal. Dennis Bargander, of Dennis Bargander Construction, was the only proposal to come in. The proposal was for \$3,200 and included all the work as presented in the request for proposals, except for the construction and upholstering of the cab seats. He would be happy to supply a proposal for that work as well.

Cummings asked if the seats would be weather proof. Originally the seats were mohair and did not hold up to the weather.

Staff will check with the State Historic Preservation Office to see if the fabric of the seats can differ from the original or if some covering to protect against the weather could be included – something similar to boat covers.

Since part of the funding is coming from the Parks and Recreation Department, staff will work with Ed Englehart on the financial side of things to make sure there is enough to pay for the seats and to leave \$500 in the budget for Committee members to attend the State Conference.

Discussion Regarding the Historic Tourism Plaques.

HP14-28 Motion by Penker second by Bargender to ask that City Staff be directed to approach the Chestnut Center Board of Directors to be a pilot project for the Historic Tourism Plaques.

Motion Carried.

Miller gave the background on the plaques. The Committee suggested starting with Chestnut Avenue Center for the Arts. A plaque cannot be placed on the St. John's property without permission from the Diocese.

Brian Hopperdietzel, Marshfield Monument, showed the example plaque – $\frac{3}{4}$ of an inch in height for body for the plaque and it seemed like it was readable from a distance. Smaller plaque was a $\frac{1}{2}$ inch. Any true type font can be used.

The writing should be visible and readable for pedestrians. The logo for the Yellowstone Trail should be able to be incorporated into the plaque without a problem.

Matt McLean and staff will plan on attending the Board Meeting for the Chestnut Avenue Center for the Arts on August 20th to get approval for placing a plaque on that building.

Update on the QR Code Analytics.

Schnitzler reviewed the QR Code information. She is working on more stories. The main issue now is a lot of the stories aren't being displayed as many of them faded and the businesses eventually took them out of the window. Staff will look at the cost to laminate the QR Code stories so they would be more durable. The traffic for the genealogy website has increased.

Approval of Early Bird Registrations for the Fall Historic Preservation Committee Conference.

Miller explained that the State Historic Preservation Conference will be held on Friday, October 24th – Saturday, October 25th. The cost for the full two day conference is \$105 for the early bird price and that the Committee has a budget of up to \$500 for the conference and travel. Miller wanted to know who would go so the registration can get processed in time to meet the early bird deadline of September 5, 2014. Ken Wood will go and Kris Keogh is interested in going and will let staff know. Staff will take care of getting members registered for the conference. Committee members are responsible for their own hotels and transportation, but may be reimbursed for some of those expenses if there is remaining budget.

Matt asked about a trade show for historic tourism. The Committee suggested getting in touch with State Historical Society about bidding on the conference.

Set Meeting Date and Future Agenda Items.

The next regular Historic Preservation Committee meeting will be held on Monday, September 8, 2014. The agenda of the next regularly scheduled meeting should include approval of the August 4, 2014 meeting minutes, requirements for seat restoration for the Soo Line Steam Locomotive No. 2442, and Chestnut Avenue Center for the Arts plaque language.

Adjourn.

Motion by Bargender, second by Schnitzler to adjourn meeting at 4:50 P.M.

Motion Carried

Respectfully submitted,

A handwritten signature in cursive script that reads "Josh Miller".

Josh Miller

Planner/Zoning Administrator

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF AUGUST 5, 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, Rebecca Spiros (alt.) and Gordon Earll

ABSENT: None

ALSO PRESENT: Alderperson Feddick (arrived at 5:05 p.m.), Police Chief Gramza and City Clerk Hall

JLC14-073 Motion by Earll, second by Wagner to approve the minutes of the July 15, 2014 meeting.

Motion carried

CITIZEN COMMENTS

None

JLC14-074 Motion by Spiros, second by Earll to approve by unanimous consent the following:

- a) Nine (9) Beverage Operator Licenses for the 2013-2015 license year to: Kristin Blaser, Lavina Hudock, Richard Kenyon, Khia Kramer, William Mader, Mackenzie Purvis, Rebekah Raschke, Laura Schley and Lindzy Zwicke.
- b) Temporary Class "B" Retailer's License (Picnic) to the Marshfield Curling Club for August 27 – September 1, 2014.
- c) Temporary Class "B" Retailer's License (Picnic) to the Marshfield Lions Club for August 27 – September 1, 2014.
- d) Temporary Class "B"/"Class B" Retailer's License (Picnic) to the Marshfield Tiger Booster Club for September 27, 2014.

Motion carried

JLC14-075 Motion by Earll, second by Spiros to approve the request of Blue Heron BrewPub to amend the premise description on their "Class B" Combination Liquor and Fermented Malt Beverage License for a one-day event to be held on Saturday, September 13, 2014.

Motion carried

JLC14-076 Motion by Earll, second by Wagner to approve a Beverage Operator License to Zachary Casperson with 25 demerit points assessed for failure to list his violations. Nay – 1 (Spiros)

Motion carried

JLC14-077 Motion by Earll, second by Spiros to approve a Beverage Operator License to Kelly Carolfi with 25 demerit points assessed for failure to list her violations.

Motion carried

JLC14-078 Motion by Spiros, second by Earll to grant a Class "B" Fermented Malt Beverage/Class C Wine License to Edith Ismaili for 1209 S. Central Avenue.

Motion carried

JLC14-079 Motion by Spiros, second by Earll to disallow the claim of Tarun Bassi pursuant to Wisconsin Statute for disallowance of claim 893.80 (1g).

Motion carried

JLC14-080 Motion by Earll, second by Spiros to disallow the claim of Robert Roggenbauer pursuant to Wisconsin Statute for disallowance of claim 893.80 (1g).

Motion carried

JLC14-081 Motion by Spiros, second by Earll to disallow the claim of Barry Weiler pursuant to Wisconsin Statute for disallowance of claim 893.80 (1g).

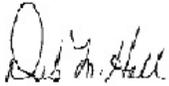
Motion carried

Future Agenda Items

None

Motion by Earll, second by Spiros to adjourn at 5:18 p.m.

Motion carried



Deb M. Hall
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF AUGUST 5, 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, Peter Hendler and Char Smith

ABSENT: None

ALSO PRESENT: Alderperson Wagner, City Administrator Barg and City Personnel (Keith Strey, Lara Baehr, Brenda Hanson, Lori Belongia, Jason Angell and Deb Hall)

Citizen Comments

None

FBP14-060 Motion by Hendler, second by Spiros to approve the items on the consent agenda:

1. Minutes of the July 15, 2014 meeting.
2. Payroll in the amount of \$849,866.08 and Bills in the amount of \$846,359.23.
3. Monthly Position Control Report as of July 31, 2014.

Motion carried

No items were removed from the consent agenda.

Implementation of staffing study recommendations was presented by City Administrator Barg.

This item will be kept on the Finance agendas so the committee will be kept up-to-date on how things are progressing.

Human Resources Manager Baehr reviewed the staff merit award policy.

The committee had the following recommendations:

- Adding one Finance Committee member to the Review Committee.
- The Finance Committee will review/approve the merit recommendations in a closed session.
- Reinstate the \$250 award.
- Add in language as to who would review the City Administrator and Human Resources Manager applications if they would put in for merit.
- Review if an employee should be able to submit their own application for merit.

FBP14-062 Motion by Hendler, second by Earll to authorize a contribution of \$500 from the 2014 Committee on Youth budget to the Marshfield Area Coalition for Youth (MACY), specifically to support an approved event or events for the youth in our community. Ayes – 3; Nay – 2 (Feddick and Smith)

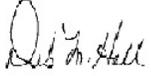
Motion carried

FUTURE AGENDA ITEMS

1. Staffing Study
2. Merit Policy

Motion by Spiros to adjourn at 6:14 p.m.

Motion carried

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

Deb M. Hall
City Clerk



City of
Marshfield
Memorandum

August 4, 2014

TO: Mayor Meyer and Members of the Common Council

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Budget Resolution 20-2014 – Hume Avenue and West 26th Street Projects

BACKGROUND

Bids were opened for these projects on July 16, 2014. Only one bid was received and it was approximately 25% higher than expected. Reasons for the higher than expected bid include the aggressive schedule, and the fact that many contractors are busy with full schedules. Staff looked at several alternatives to rebid the projects or reduce the scope, but in the end recommended to the Board of Public Works that the projects be awarded as bid, which the Board endorsed at a special meeting on July 22, 2014. The Board also recommended that a budget resolution be drafted for Common Council consideration to complete funding for the project.

ANALYSIS

Attached is Budget Resolution 20-2014 which will transfer \$128,000 from the asphalt paving program and \$14,900 from contingency to complete funding for the projects. Two asphalt projects will be deferred until 2015, making the \$128,000 available. These projects are Apple Avenue (15th to 17th) and Cherry Avenue (Cleveland to Edison). They were not likely to be completed in 2014 anyway due to the very late spring and late start to the construction season.

RECOMMENDATION

I recommend approval of Budget resolution 20-2014.

Concurrence: _____


Steve Barg, City Administrator


Keith Strey, Finance Director

BUDGET RESOLUTION NO. 20-2014

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 \$53,500 is hereby transferred within the Infrastructure Construction Capital Projects Fund, from the Asphalt Street Surfacing & Mill-in-Place Project a/c #4015331132.312022 to the West 26th Street (Central Ave to Wittman Ave) Reconstruction Project, a/c #4015733131.312116.
2. That the sum of \$74,500 is hereby transferred within the Infrastructure Construction Capital Projects Fund, from the Asphalt Street Surfacing & Mill-in-Place Project a/c #4015331132.312022 to the Hume Avenue (McMillan Street to 300 feet North) Street Opening Project, a/c #4015331532.312197.
3. That the sum of \$14,900 is hereby transferred from the General Fund, Contingency Budget, a/c # 1015156008.080000 to the Infrastructure Construction Capital Projects Fund, to the Hume Avenue (McMillan Street to 300 feet North) Street Opening Project, a/c #4015331532.312197.
4. 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. 20-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

<u>Infrastructure Construction Capitol Projects Fund, a/c# 4015331132.312022:</u>	
1 52400 – Repair & Maintenance Services	\$128,000
<u>General Fund, a/c# 1015156008.080000:</u>	
1. 57350 – Reserved for Contingency	\$ 14,900
<u>Infrastructure Construction Capital Projects Fund, a/c# 4014900008.080101:</u>	
1. 49210401 – Transfer from General Fund	\$ 14,900

TRANSFERRED TO:

<u>General Fund Other Financing Uses, a/c# 1015900008.080401:</u>	
1. 59240101 – Transfers to Capital Projects Fund	\$ 14,900
<u>Infrastructure Construction Capitol Projects Fund, a/c# 4015733131.312116:</u>	
1 52400 – Repair & Maintenance Services	\$ 53,500
<u>Infrastructure Construction Capitol Projects Fund, a/c# 4015733132.312190:</u>	
1 52400 – Repair & Maintenance Services	\$ 89,400



City of
Marshfield
Memorandum

August 7, 2014

TO: Members of the Common Council

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Vacation of a portion of Wildflower Drive in the Prairie Run Subdivision

BACKGROUND

The developers of the Prairie Run Subdivision are proposing some changes to lot configurations in a small portion of the development. They have asked that the City vacate a portion of Wildflower Drive as shown on the attached map.

ANALYSIS

Upon vacation of a portion of Wildflower Drive, the developer will be completing a 2-lot Certified Survey Map to attach the vacated right-of-way to the adjacent parcels. In the near future they will also be vacating a portion of the plat and recreating several larger lots.

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 2014-45 is attached.

RECOMMENDATION

I recommend that Resolution 2014-45 be referred to the Plan Commission for a recommendation.



Concurrence: Steve Barg, City Administrator

Sunflower St

Unopened right-of-way to be removed from the Master Street Map and vacated

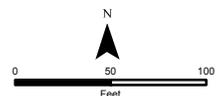
Prairie Run Subdivision

Prairie Dr

Wildflower Dr

Town of McMillan

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



Wildflower Dr
Right-of-Way Vacation
 City of Marshfield
 8/8/2014

RESOLUTION NO. 2014-45

Document Title

Document Number

A Resolution removing from the Master Street Map, vacating and discontinuing that portion of unopened Wildflower Drive from the end of the existing cul-de-sac to the unopened cul-de-sac on Sunflower Street lying within the Prairie Run Subdivision, located adjacent to Lots 7 through 10 and Outlot 1, Prairie Run Subdivision, all located in the SW 1/4 of the SE 1/4 of Section 31, 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:

That portion of Wildflower Drive from the end of the existing cul-de-sac to the unopened cul-de-sac on Sunflower Street, lying within the Prairie Run Subdivision, located in the SW 1/4 of the SE 1/4 of Section 31, Township 26 North, Range 3 East; City of Marshfield, Marathon County, Wisconsin.

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

- None

SECTION 3. The land where said public street is located shall be annexed to the lots to which it originally belonged.

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 street hereinabove vacated in the office of the Register of Deeds of Marathon County, Wisconsin.

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

330MM080G, 330MM080P,
330MM080Q, 330MM080R,
330MM080S

Parcel Identification Number (PIN)



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: _____

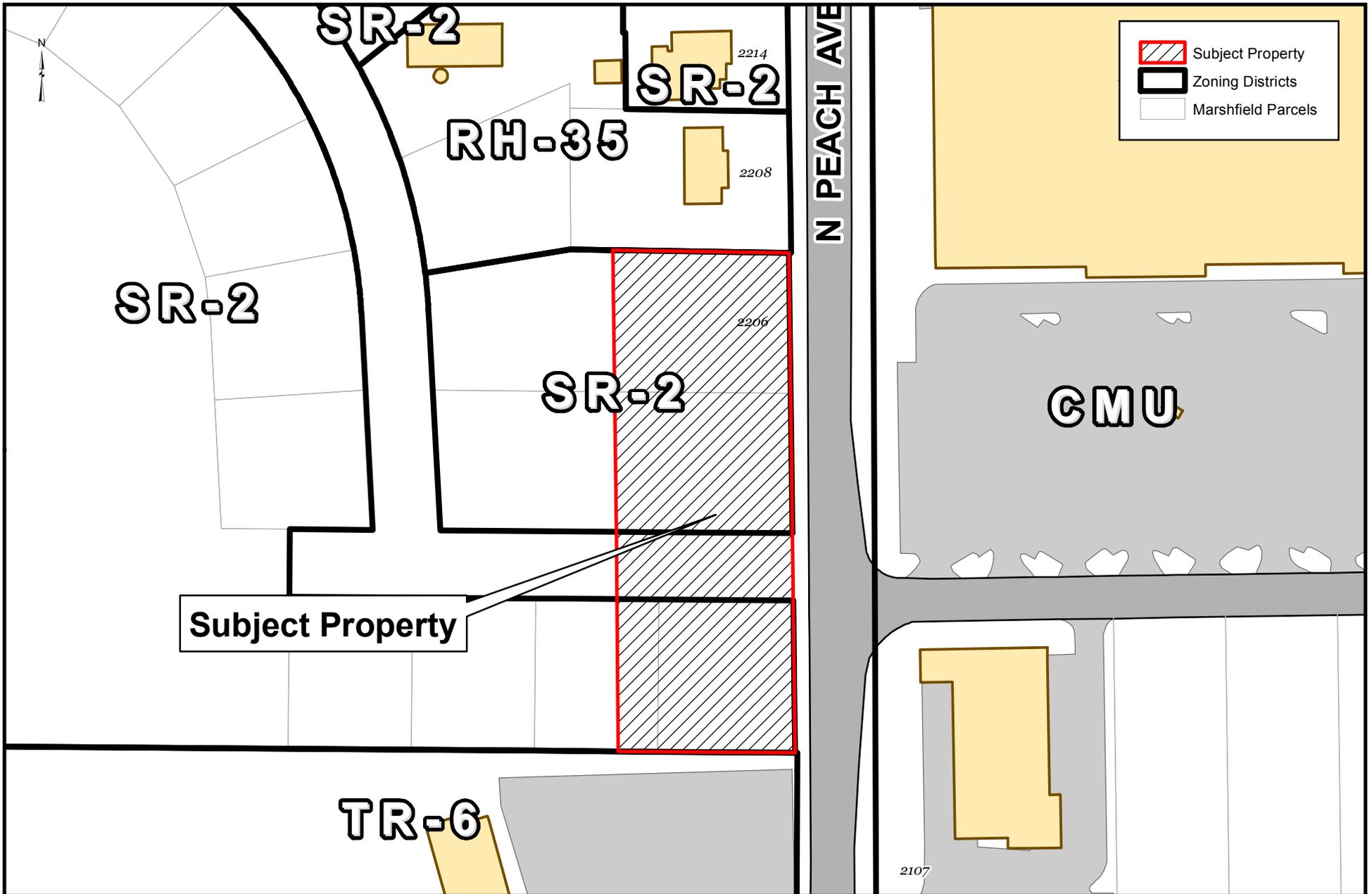
Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk

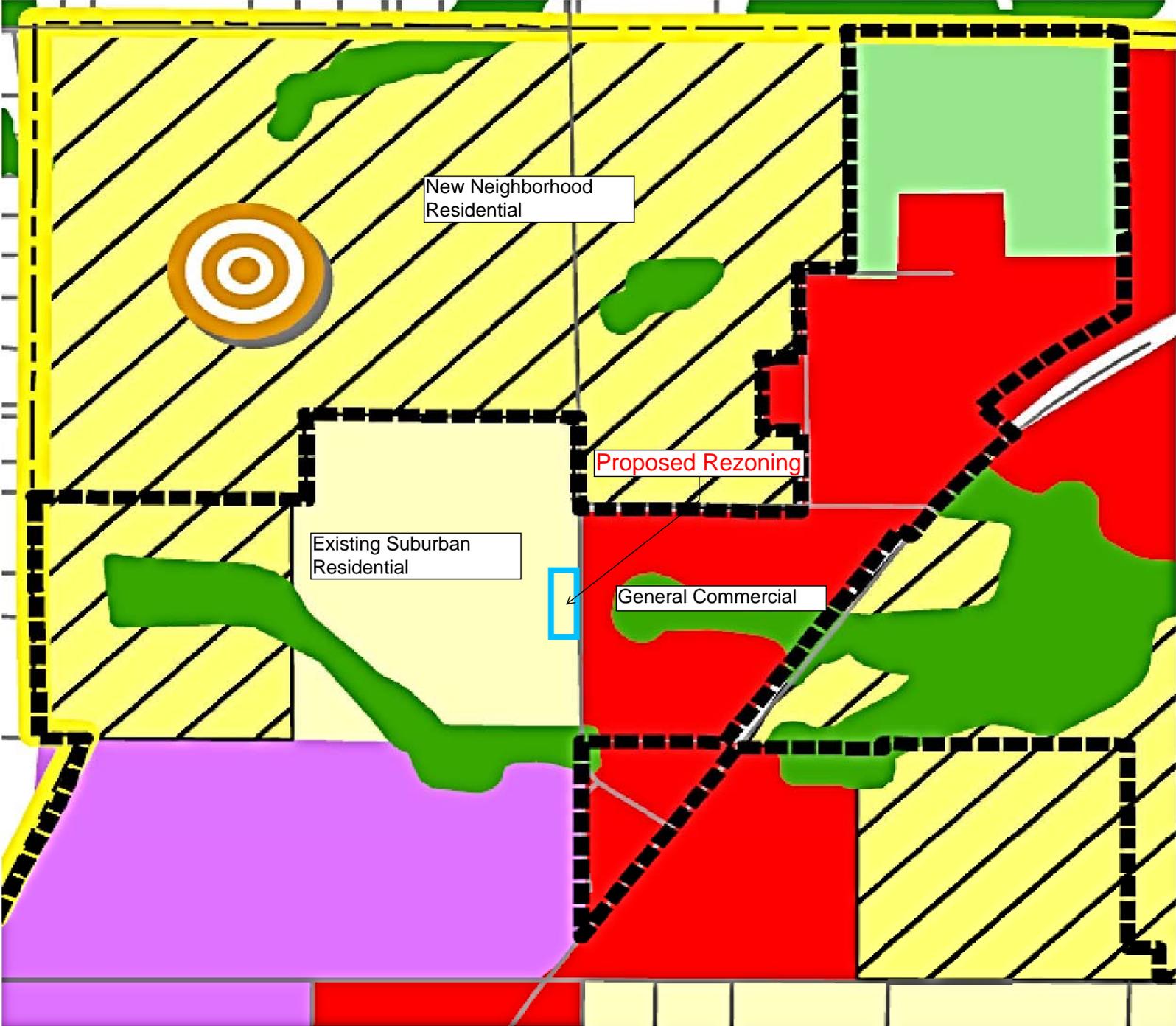


Rezoning Request: "SR-2" to "CMU"
City of Marshfield - Plan Commission
Meeting Date: July 15, 2014

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

DATE: August 7, 2014
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Assignment of agenda items: Board of Public Works vs. Finance, Budget & Personnel Committee

Background

Late last year, concern was raised on which of the 2 primary Council committees – Board of Public Works or Finance, Budget & Personnel – are assigned certain items for meeting agendas. Since then, the Mayor, Committee chairs, and affected staff have met a couple of times to try to resolve these issues, but it seems there are still differences of opinion or lack of clarity in some situations, especially when city infrastructure and/or city facilities are involved, and the allocation or transfer of funds is also requested.

Analysis

For your review, I've attached the Wisconsin Statutes language pertaining to the Board of Public Works (there is no statutory language on finance committees), and the appropriate Marshfield Municipal Code sections. From discussions noted above, the most significant issue seems to be with budget resolutions. As changes to an official budget, consideration of these would seem to belong to the Finance, Budget & Personnel Committee; however, budget resolutions are often proposed in connection with adopting or modifying public projects, which are otherwise considered by the Board of Public Works.

Recommendation

Staff will provide a more detailed report and analysis, and a recommendation, at Tuesday night's Council meeting, after which we will seek your guidance and/or direction.

MARSHFIELD MUNICIPAL CODE

The rules of order or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of two-thirds of the members present.

Secs. 3-39—3-65. Reserved.

Article III. Committees

Sec. 3-66. Standing committees.

Appointment. The following committees shall be appointed by the mayor at the organizational meeting in April of each year. All appointments shall be for a term of three years, except for alderpersons whose terms shall be for one year, commencing on May 1 of each year, subject to confirmation by the council. All vacancies for an unexpired term on any such committee shall be filled in the same manner as the appointment for a full term.

1. *Board of public works.* The board of public works shall be composed of five alderpersons, who are not also serving on the finance, budget and personnel committee. The director of public works or his designee shall act as nonvoting secretary. It shall be the duty of the board, under the direction of the council, to superintend all public works and keep the streets, alleys, sewers and public works and places in repair. The board of public works shall perform the duties prescribed, as applicable, in § 62.14 Wis. Stats. and shall in addition recommend all actions necessary or proper in connection with the management, supervision, improvement and operation of the city cemetery, including a schedule of charges to be made for lots therein. The committee shall make such additional regulations for the government and operation of portions thereof and the care of graves, both annual and perpetual, as the committee deems advisable and necessary. Such regulations, after approval by the council and publication in the official newspaper, shall have the force of law.
2. *Finance, budget and personnel committee.* This committee shall be composed of five alderpersons who are not also serving on the board of public works. The city clerk or designee shall serve as nonvoting secretary. This committee, or its designee, shall examine all bills against the city, except those bills over which some other body has lawful jurisdiction, and except those claims arising outside of the ordinary course of business operations of the city, but this committee shall recommend such bills for payment. The committee also shall supervise all debt issues; shall supervise all insurance carried by the city; shall have general supervision of the employment and dismissal of all city employees subject to the recommendation of the departments concerned and the approval of the council; and shall have such other duties as may, from time to time, be designated by the council.
3. *Judiciary and license committee.* This committee shall be composed of three alderpersons. The mayor shall also appoint an alderperson as an alternate member of the committee, subject to confirmation of the council. The alternate shall act, with full power, only when a member of the committee is absent. The city clerk or designee shall serve as nonvoting secretary. This committee shall investigate and recommend for payment or disallowance all claims against the city other than the regular bills and claims received in the ordinary course of the city's business operations; shall conduct the investigation for and shall recommend the issuance or rejection of all licenses granted by the city, except as otherwise wise specifically provided by law or ordinance; This committee shall also have general supervision of the preparation of all charter ordinances proposed for adoption by the council unless otherwise designated by the council.
4. *Airport committee.* This committee shall be composed of five members, one of whom shall be an alderperson, appointed by the mayor and confirmed by the council to a one year term at the organizational meeting in April of each year. The remaining members shall be appointed in April to staggered terms. The airport manager shall serve as nonvoting secretary. Jurisdiction for the construction, improvement, equipment, maintenance and operation of the municipal airport and authority to adopt regulations, fees and charges, is hereby vested in the airport committee, subject to the approval of the council.

mission under this section. *City of Janesville v. WERC*, 193 Wis. 2d 492, 535 N.W.2d 34 (Ct. App. 1995).

Suppression of evidence is not required when a law enforcement officer obtains evidence outside of his or her jurisdiction. Any jurisdictional transgression violates the appropriate jurisdiction's authority not the defendant's rights. *State v. Mieritz*, 193 Wis. 2d 571, 534 N.W.2d 632 (Ct. App. 1995).

Service of a notice of appeal under sub. (5) (i) is sufficient when served on the secretary of the police and fire commission. There is no requirement that the notice must first be filed with the court. *Trutschel v. Martin*, 208 Wis. 2d 361, 560 N.W.2d 315 (Ct. App. 1997), 96-2183.

Sub. (5) (i) deprives the court of appeals jurisdiction to review orders issued by a circuit court under sub. (5) (i). *Younglove v. City of Oak Creek*, 219 Wis. 2d 133, 579 N.W.2d 294 (Ct. App. 1998), 97-1522.

It is unconstitutional to condition continued public employment upon a waiver of the privilege against self-incrimination. An employee may be required to answer questions in a disciplinary hearing when granted immunity from criminal prosecution. There is no immunity for coerced false statements made during a disciplinary investigation. There also is no requirement for *Miranda*-like warnings, which in their absence would require the suppression of all statements made in the disciplinary proceedings. *Herak v. Police & Fire Commission of Menomonee Falls*, 226 Wis. 2d 504, 595 N.W.2d 113 (Ct. App. 1999), 98-1927.

A police officer promoted to sergeant, subject to a one-year period of probation, could not be demoted without a just cause hearing under sub. (5) (em). An original appointment is on a probationary basis under s. 165.85 (4) (b). Once that period has passed, no promotion can be taken away without a hearing under sub. (5) (em). *Antidel v. City of Oak Creek Police and Fire Commission*, 2000 WI 35, 234 Wis. 2d 154, 609 N.W.2d 464, 97-3818.

The court properly determined whether salaries had been decreased under sub. (7) by comparing the plaintiff police officer's total cash receipts for each year at issue with his total cash receipts for the immediately preceding year. *Gold v. City of Adams*, 2002 WI App 45, 251 Wis. 2d 312, 641 N.W.2d 446, 01-1173.

The department of workforce development has statutory authority to receive and investigate a firefighter's employment discrimination claim under s. 111.321 that is tied directly to the charges sustained and disciplinary sanctions imposed by a police and fire commission under this section, to which claim preclusion is no bar. *City of Madison v. DWD*, 2002 WI App 199, 257 Wis. 2d 348, 651 N.W.2d 292, 01-1910.

There are two ways to appeal PFC decisions: 1) under sub. (5) (i) where the court determines, on the evidence in the administrative record, if there is just cause to sustain the charges against the accused, and 2) by certiorari action, by which legal defects in the administrative record for which there is no statutory judicial review under sub. (5) (i) may be reviewed. An accused may file both and the trial court may address them in any order it deems prudent. *State ex rel. Heil v. Green Bay Police and Fire Commission*, 2002 WI App 228, 256 Wis. 2d 1008, 652 N.W.2d 118, 01-1781.

Having a common council liaison to the PFC was not a reasonable local adaptation of the statute. The liaison effectively was a representative of one of the parties yet sat with the PFC at hearings and, although nonvoting, participated in deliberations, tainting the appearance of PFC independence and rendering the PFC's decision void. *State ex rel. Heil v. Green Bay Police and Fire Commission*, 2002 WI App 228, 256 Wis. 2d 1008, 652 N.W.2d 118, 01-1781.

Sub. (4) (a) and (c) grant police chiefs and PFCs the authority to promote subordinates, subject to a reasonable probationary period. Sub. (5) (em) requires just cause to act only in disciplinary actions. A promoted officer who does not successfully complete the probationary period may be returned to a former rank without either a sub. (5) (em) or due process hearing as the demotion is not discipline. *Kraus v. City of Waukesha*, 2003 WI 51, 261 Wis. 2d 485, 662 N.W.2d 294, 01-1106.

Fire chiefs, police chiefs, and PFCs are exclusively empowered to make, and are responsible for, appointment and promotion decisions in their respective departments. An arbitrator may not overrule decisions that are specifically entrusted to the chiefs and the PFC. Nothing in s. 111.70 requires such an interpretation of s. 62.13. *City of Madison v. WERC*, 2003 WI 52, 261 Wis. 2d 423, 662 N.W.2d 318, 99-0500.

A PFC has authority under sub. (5) (g) to adopt a rule permitting a hearing examiner to conduct initial and evidentiary hearings and to make reports to the PFC on the examiner's recommendations when the rule ensures that the ultimate decision-making authority remains with the PFC. *Conway v. Board of the Police and Fire Commissioners of the City of Madison*, 2003 WI 53, 262 Wis. 2d 1, 662 N.W.2d 335, 01-0784.

The PFC has exclusive statutory authority under s. 62.13 (5) to review disciplinary actions against firefighters. Any claim that a disciplinary termination is discriminatory under ch. 111 must be raised before the PFC. DWD may not take jurisdiction over a ch. 111 complaint arising out of a decision of a PFC to terminate a firefighter. *City of Madison v. DWD*, 2003 WI 76, 262 Wis. 2d 652, 664 N.W.2d 584, 01-1910.

Sub. (4) (a), providing appointments are to be made by promotion within the ranks when qualified insiders exist, neither specifies the promotion process nor restricts a chief's discretion in any way, other than making a chief's selection subject to departmental approval. If promotion from within the department cannot be "done with advantage" the alternative appointment process involving "an eligible list" comes into play, but those provisions are not triggered when a chief has appointed a subordinate who can be promoted "with advantage." *Baures v. North Shore Fire Department*, 2003 WI App 103, 264 Wis. 2d 815, 664 N.W.2d 113, 02-1936.

Sub. (5) (i) is not the exclusive remedy for a claim that the rules a subordinate was found to have violated were unconstitutionally vague and overbroad. Constitutional issues of vagueness or overbreadth may be considered under certiorari because they concern whether the PFC board kept within its jurisdiction and proceeded on a correct theory of the law. *Gentilli v. Board of the Police and Fire Commissioners of the City of Madison*, 2004 WI 60, 272 Wis. 2d 1, 680 N.W.2d 335, 02-3208.

A citizenship requirement for peace officers is constitutional. 68 Atty. Gen. 61.

A mayor in a city with a police and fire commission does not have the authority to order a police chief to reinstate a discharged probationary police officer. 81 Atty. Gen. 1.

A firefighter's dismissal violated due process. *Schulz v. Baumgart*, 738 F.2d 231 (1984).

Sub. (5) confers a property interest in employment protected by the 14th amendment to the U.S. Constitution on police officers and fire fighters. *Dixon v. City of New Richmond*, 334 F.3d 691 (2003).

There was no suspension under this section when police chief carried out an agreement that a part-time officer, normally assigned work on an as-needed basis, would not be assigned shifts pending the completion of disciplinary proceedings against the officer in another jurisdiction where he was also employed as a police officer. *Dixon v. City of New Richmond*, 334 F.3d 691 (2003).

Police accountability in Wisconsin. 1974 WLR 1131.

62.133 Ambulance service. The common council may purchase, equip, operate and maintain ambulances and contract for ambulance service with one or more providers for conveyance of the sick or injured. The common council may determine and charge a reasonable fee for ambulance service provided under this section.

History: 1991 a. 39.

62.135 Highway safety coordinator. In cities with a population of 150,000 and more, the mayor may appoint a city highway safety coordinator who shall be a member of the city agency or commission responsible for traffic accident analysis and traffic safety related matters. The commission or agency shall meet at least quarterly to review city traffic accident data and other traffic safety related matters.

History: 1983 a. 291.

62.14 Board of public works. (1) HOW CONSTITUTED;

TOWNS. There shall be a department known as the "Board of Public Works" to consist of 3 commissioners. In cities of the 2nd class the commissioners shall be appointed by the mayor and confirmed by the council at their first regular meeting or as soon thereafter as may be. The members of the first board shall hold their offices, 1, 2 and 3 years, respectively, and thereafter for 3 years or until their successors are qualified. In all other cities the board shall consist of the city attorney, city comptroller and city engineer. The council, by a two-thirds vote, may determine that the board of public works shall consist of other public officers or persons and provide for the election or appointment of the members thereof, or it may, by a like vote, dispense with such board, in which case its duties and powers shall be exercised by the council or a committee thereof, or by such officer, officers or boards as the council designates. The words "board of public works" wherever used in this subchapter shall include such officer, officers, or boards as shall be designated to discharge its duties.

(2) ORGANIZATION. The members of the board of public works shall, on the first Tuesday in May of each year, choose a president of the board from their number, and in cities of the first class a secretary; in other cities the city clerk shall be the secretary of the board.

(3) COMPENSATION. The commissioners of public works in cities of the second class shall receive a salary, but in all other cities the salaries of the attorney, comptroller and engineer respectively shall be in full for their services as members of such board.

(4) RULES FOR, BY COUNCIL. The council may make such rules as the council deems proper, not contravening this subchapter, for the government of the board of public works and the manner in which the business of said board shall be conducted.

(5) QUORUM; RECORD; REPORT. A majority of the board shall constitute a quorum for doing business. They shall keep a record of all their proceedings, which shall be open at all reasonable times to the inspection of any elector of such city, and shall make a report to the council on or before the first day of March in each year, and oftener if required.

(6) DUTIES AND POWERS. (a) In general. It shall be the duty of the board, under the direction of the council, to superintend all public works and keep the streets, alleys, sewers and public works and places in repair.

(b) Unusual use of streets. No building shall be moved through the streets without a written permit therefor granted by the board of public works, except in cities where the council shall, by ordinance authorize some other officer or officers to issue a permit therefor; said board shall determine the time and manner of using the streets for laying or changing water or gas pipes, or placing and

maintaining electric light, telegraph and telephone poles therein; provided, that its decision in this regard may be reviewed by the council.

(c) *Restoring streets.* In case any corporation or individual shall neglect to repair or restore to its former condition any street, alley or sidewalk excavated, altered or taken up, within the time and in the manner directed by the board, said board shall cause the same to be done at the expense of said corporation or individual. The expense thereof, when chargeable to a lot owner, shall be certified to the city clerk by the board, and if not paid shall be carried into the tax roll as a special tax against the lot.

(7) **RECORDS OF CITY ENGINEER.** The city engineer shall keep on file in the engineer's office, in the office of the city clerk, a record of all the engineer's official acts and doings and also a copy of all plats of lots, blocks and sewers embraced within the city limits, all profiles of streets, alleys and sewers and of the grades thereof, and of all drafts and plans relating to bridges and harbors and of any buildings belonging to the city; and shall at the same place keep a record of the location of all bench marks and permanent corner stakes from which subsequent surveys shall be started; which said records and documents shall be the property of the city and open to the inspection of parties interested, and shall be delivered over by said engineer to the engineer's successor or to the board of public works. Whenever requested, the engineer shall make a report of all doings of the engineer's department to the board of public works.

History: 1977 c. 151; 1991 a. 316.

62.15 Public works. (1) **CONTRACTS; HOW LET; EXCEPTION FOR DONATED MATERIALS AND LABOR.** All public construction, the estimated cost of which exceeds \$25,000, shall be let by contract to the lowest responsible bidder; all other public construction shall be let as the council may direct. If the estimated cost of any public construction exceeds \$5,000 but is not greater than \$25,000, the board of public works shall give a class 1 notice, under ch. 985, of the proposed construction before the contract for the construction is executed. This provision does not apply to public construction if the materials for such a project are donated or if the labor for such a project is provided by volunteers. The council may also by a vote of three-fourths of all the members—elect provide by ordinance that any class of public construction or any part thereof may be done directly by the city without submitting the same for bids.

(1a) **ESCALATOR CLAUSES.** Contracts may include escalator clauses providing for additional charges for labor and materials if as a result of general inflation the rates and prices of the same to the contractor increase during performance of the contract. Such escalator provision shall be applicable to all bidders and shall not exceed 15 percent of the amount of the firm bid nor the amount of the increase paid by the contractor. Each bid on a contract that is to include an escalator provision shall be accompanied by a schedule enumerating the estimated rates and prices of items of labor and materials used in arriving at the bid. Only as to such items as are enumerated shall an increased charge be allowed the contractor.

(1b) **EXCEPTION AS TO PUBLIC EMERGENCY.** The provisions of sub. (1) and s. 281.41 are not mandatory for the repair and reconstruction of public facilities when damage or threatened damage thereto creates an emergency, as determined by resolution of the board of public works or board of public utility commissioners, in which the public health or welfare of the city is endangered. Whenever the city council determines by majority vote at a regular or special meeting that an emergency no longer exists, this subsection no longer applies.

(1c) **INCREASED QUANTITY CLAUSES.** Contracts may include clauses providing for increasing the quantity of construction required in the original contract by an amount not to exceed 15 percent of the original contract price.

(1d) **LIMITATION ON HIGHWAY WORK PERFORMED BY A COUNTY.** Notwithstanding ss. 66.0131, 66.0301, and 83.035, a city having

a population of 5,000 or more may not have a highway improvement project performed by a county workforce except as provided under s. 86.31 (2) (b).

(2) **PLANS; CONTRACT; BOND.** When the work is required or directed to be let to the lowest responsible bidder, the board of public works shall prepare plans and specifications for the same, containing a description of the work, the materials to be used and such other matters as will give an intelligent idea of the work required and file the same with the city clerk for the inspection of bidders, and shall also prepare a form of contract and bond with sureties required, and furnish a copy of the same to all persons desiring to bid on the work.

(3) **ADVERTISEMENT FOR BIDS.** After the plans, specifications and form of contract have been prepared, the board of public works shall advertise for proposals for doing such work by publishing a class 2 notice, under ch. 985. No bid shall be received unless accompanied by a certified check or a bid bond equal to at least 5% but not more than 10% of the bid payable to the city as a guaranty that if the bid is accepted the bidder will execute and file the proper contract and bond within the time limited by the city. If the successful bidder so files the contract and bond, upon the execution of the contract by the city the check shall be returned. In case the successful bidder fails to file such contract and bond the amount of the check or bid bond shall be forfeited to the city as liquidated damages. The notice published shall inform bidders of this requirement.

(4) **SURETIES, JUSTIFICATION.** The sureties shall justify as to their responsibility and by their several affidavits show that they are worth in the aggregate at least the amount mentioned in the contract in property not by law exempt from execution. A certified check in amount equal to 5% of the bid, and a provision in the contract for the retention by the city of 20% of the estimates made from time to time may be accepted in place of sureties.

(4m) **SUBSTANTIAL COMPLIANCE.** If any certified check or bid bond is in substantial compliance with the minimum guaranty requirements of subs. (3) or (4), the letting authority may, in its discretion, accept such check or bid bond and allow such bidder 30 days to furnish such additional guaranty as may be required by said authority. Substantial compliance hereunder may be found if said check or bond is insufficient by not more than one-fourth of one percent of the bid.

(5) **REJECTION OF BIDS; PERFORMANCE OF WORK BY CITY.** (a) Unless the power has been expressly waived, the city may reject any bid. The board of public works may reject any bid, if, in its opinion, any combination has been entered into to prevent free competition.

(b) If the council finds that any of the bids are fraudulent, collusive, excessive, or against the best interests of the city, it may, by resolution adopted by two-thirds of its members, reject any bids received and order the work done directly by the city under the supervision of the board of public works.

(c) If a city performs any work under par. (b), it may secure all necessary materials to perform the work.

(d) The city shall collect the cost of all work performed under par. (b) in the same manner as if done by any other person under contract with the city and may, subject to par. (e), defray such costs by special assessment.

(e) If the city imposes a special assessment under par. (d), it may not assess against any property an amount that is greater than would have been assessed against the property had the lowest bid received under this section been accepted. The city shall bear any costs in excess of that bid.

(6) **INCOMPETENT BIDDERS.** Whenever any bidder shall be, in the judgment of said board, incompetent or otherwise unreliable for the performance of the work on which the bidder bids, the board shall report to the council a schedule of all the bids for such work, together with a recommendation to accept the bid of the lowest responsible bidder, with their reasons; and thereupon the council may direct said board either to let the work to such compe-