



CITY OF MARSHFIELD

MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, NOVEMBER 11, 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 "H" 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 – October 28, 2014
October 28, 2014 (Budget Meeting)
- E. Comments from the Mayor, specifically:
 - 1) Employee Recognitions:
 - Jon Lucareli, Fire & Rescue Department, November 7, 1994, 20 years
- F. Reading of items added to the agenda
- G. Public Comment Period/Correspondence
At this time, the Mayor will recognize members of the public who have indicated a desire to address the Council. Upon recognition by the Mayor, persons may address the Council from the podium, first stating their name and address. The Council may take action on emergency matters introduced by members of the public.
- H. Reports from commissions, boards, and committees.

COMMON COUNCIL AGENDA
NOVEMBER 11, 2014

I. Consent Agenda:

- 1) Meeting minutes/reports
 - a. Fairgrounds Commission (August 20, 2014)
 - b. Cable TV Committee (August 25, 2014)
 - c. Community Development Authority (September 18, 2014)
 - d. Cable TV Committee (September 22, 2014)
 - e. Economic Development Board (October 9, 2014)
 - f. Community Development Authority (October 21, 2014)
 - g. Historic Preservation Committee (November 3, 2014)
 - h. Board of Public Works (November 3, 2014)
 - i. Judiciary and License Committee (November 11, 2014)*

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

*Minutes not included in packet

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

K. Second Reading – Revised Ordinance No. 1289, amending Section 18-66(10) of the Municipal Code adding additional regulations pertaining to the duration and quantity of temporary garage sale uses. Presented by Jason Angell, Director of Planning and Economic Development.

Recommended Action: Approve Revised Ordinance No. 1289.

L. Request to approve Resolution No. 2014-64, approving the application for a \$70,000 State Trust Fund Loan for JT Marshfield LLC development agreement. Presented by Keith Strey, Finance Director.

Recommended Action: Approve Resolution No. 2014-64.

M. Request to appoint new City representative to the Central Wisconsin Economic Development (CWED) Board of Directors. Presented by Steve Barg, City Administrator.

Recommended Action: Appoint Planning & Economic Development Director Angell as the City's primary representative, with Mayor Meyer and Finance Director Strey as designated alternates.

N. Request to approve the appointment of Adam Wegner, 608 S. Felker Ave. as a 2nd Alternate on the Board of Appeals. Presented by Chris Meyer, Mayor.

Recommended Action: None at this time, unless the rules are suspended; final action will be scheduled at the November 25, 2014 meeting.

O. Discuss date for second Council meeting in December. Presented by Steve Barg, City Administrator.

Recommended Action: Discretion of the Council

COMMON COUNCIL AGENDA
NOVEMBER 11, 2014

- P. Items for future agendas.
- Q. Adjournment

Posted this day, November 7, 2014 at 4:00 p.m., by Deb M. Hall, City Clerk

Notice

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

OCTOBER 28, 2014

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

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

ABSENT: None

The flag was saluted and the pledge given.

CC14-231 Motion by Feirer, second by Cummings to approve the minutes of the Common Council meeting of October 13, 2014.

Motion carried

CC14-232 Motion by Jockheck, second by Buttke to approve the minutes of the Common Council Budget meeting of October 13, 2014.

Motion carried

CC14-233 Motion by Spiros, second by Feirer to approve the minutes of the Common Council Budget meeting of October 20, 2014.

Motion carried

Employee Recognitions

Jon Lucareli, Fire & Rescue Department

November 7, 1994

20 years

Item R, Payroll Resolution No. 2014-61, was added to the agenda.

City Assessor Spencer recognized Barry Feig for his employment with the City. He began his employment in the Assessor's Office on July 18, 1994 and will retire as Deputy Assessor on October 31, 2014, after 20 years of service.

PUBLIC COMMENT PERIOD

Alders Feirer and Buttke thanked everyone that gave up their last two Saturdays to help lay brick on the Mural Parkway Project and they also thanked the National Guard for also helping.

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC14-234 Motion by Spiros, second by Buttke to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Convention & Visitors Bureau of August 26, 2014; Zoning Board of Appeals of August 26, 2014; Fire & Police Commission of September 4, 2014; Fairgrounds Commission of September 24, 2014; Fairgrounds Commission of October 7, 2014; Fire & Police Commission of October 9, 2014; Marshfield Utility Commission of October 13, 2014 (Job Order #5701, Wildwood Booster; Purchase and install new 40 H.P. motor at a cost of \$6,500; Job Order #5703, Replace hydrant at 1st Street and Cedar Avenue at a cost of \$5,788.13; Job Order #5705, Replace hydrant at Blodgett and Walnut at a cost of 5,628.98; Job Order #17784, Arby's 3 PH underground upgrade, 1501 N. Central Ave; replace aging 3 phase underground primary before failure and replace transformer due to corrosion at a cost of \$11,072; and Job Order #17786, John Seehafer OH Pri reroute, M424 Mann St; rerouting an old overhead primary line and pole to an accessible location for a new underground service. Also

removing a customer owned pole that is being used as a second pole at a cost of \$5,509.00); Business Improvement District of October 15, 2014; Airport Committee of October 16, 2014; Parks, Recreation, and Forestry Committee of October 16, 2014; Board of Public Works of October 20, 2014; Judiciary and License Committee of October 21, 2014; Finance, Budget and Personnel Committee of October 21, 2014; and City Plan Commission of October 21, 2014 (Approval of Resolution 2014-63 (conditional use permit – 1307 N. St. Joseph Ave.).

Motion carried

An update on the Strategic Plan for the City's TIF Districts was presented by Finance Director Strey, Dave Pawlisch from SCS Engineers and Dave Anderson from PFM Group.

CC14-235 Motion by Feddick, second by Earll to accept and place on file the Strategic Plan for the City's TIF Districts.

Motion carried

CC14-236 Motion by Buttke, second by Feirer to adopt the Comprehensive Outdoor Recreation Plan.

Motion carried

Second reading of Ordinance No. 1290, amending Section 14.69 pertaining to amount of sewer service charges.

CC14-237 Motion by Hendler, second by Smith to approve Ordinance No. 1290. Ayes - 10

Motion carried

First reading of Ordinance No. 1289, amending Section 18-66 (10) of the Municipal Code adding additional regulations pertaining to the duration and quantity of temporary garage sale uses.

Aldersperson Spiros suggested either removing (e) or changing it from 30 days to 14 days. Currently item (e) reads; not more than 2 sales shall be held within 30 days of one another.

CC14-238 Motion by Hendler, second by Buttke to authorize Zimmermann Architectural Studios, Inc. to proceed with Phase IV architectural services related to the Library and Community Center Project – preparing final construction and bidding documents. Ayes – 9; Nay – 1 (Smith)

Motion carried

CC14-239 Motion by Cummings, second by Feirer to approve the request for proposal for construction manager services for the Library and Community Center Project and authorize staff to begin the process to solicit proposals. Ayes - 10

Motion carried

CC14-240 Motion by Hendler, second by Smith to approve Budget Resolution No. 25-2014, transferring \$4,878 from State grants to the Fire Protection General Fund to pay for training on the PEAC-WMD software. Ayes - 10

Motion carried

CC14-241 Motion by Feddick, second by Earl to approve Payroll Resolution No. 2014-61, authorizing early swim Lifeguard rate to be \$9.75 an hour effective as of October 28, 2014.

Ayes – 9; Nay – 1 (Smith)

Motion carried

City Attorney Wolfgram presented information on the process of bringing the water utility back under the City's direct control and oversight.

CC14-242 Motion by Buttke, second by Smith to approve Option #1, reducing the employee premium share of our health insurance premiums for 2015 from 15% to 13%, at an expected cost of \$52,558, with \$43,180 coming from the tax levy. Ayes - 10

Motion carried

CC14-243 Motion by Jockheck, second by Cummings to set Tuesday, November 25, 2014 at 6:30 p.m. for the public hearing regarding the 2015 budget and tax levy.

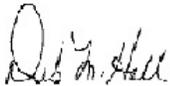
Motion carried

Mayor Meyer recognized the Co-Chairs of the Marshfield Public Library and Community Center Capital Campaign Committee; Tom & Laura Drendel, Bill & Karen Hocking and Joe and Ginny Mazza. This committee reached their fundraising goal of \$4,000,000 and will now start on Phase II.

Future Agenda Items

- Airport Manager give a presentation on the Airport and its importance to our community.
- City Committees and what they do.

Motion by Buttke, second by Spiros to adjourn at 8:22 p.m.



Deb M. Hall
City Clerk

OCTOBER 28, 2014

Special Budget meeting was called to order by Mayor Meyer at 6:15 p.m., in the Council Chambers, City Hall Plaza.

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

ABSENT: None

The flag was saluted and the pledge given.

CITIZEN COMMENTS

None

Mayor Meyer turned the chair over to Alderperson Feddick, Chairperson of the Finance, Budget and Personnel Committee.

The Council continued reviewing the 2015 Budget.

City Administrator recommended the following changes to the 2015 Budget:

Starting point	(300,000)
ED fund RLF administration transfer to tax levy	(5,122)
Levy reduction – manufacturing value change	(2,840)
	(307,962)

Subtract:

• Pet shelter (for additional study)	\$250,000	
• Heroin (add \$25,000 to contingency)	25,000	
• Contingency reduction (RLF offset)	<u>5,000</u>	
		<u>280,000</u>
		(27,962)

Add:

• Health insurance (put in contingency)		(<u>50,000</u>)
		(77,962)

Subtract:

• Assessing department restructuring	\$ 56,038	
• New IT position – later starting date	<u>21,924</u>	
		<u>77,962</u>
		- 0 -

Alderperson Wagner would like a committee set up to oversee the Heroin Task Force before any money is expended.

CC14-229 Motion by Buttke, second by Hendler to approve the City Administrator’s recommended changes to the 2015 Budget as outlined above. Ayes - 10

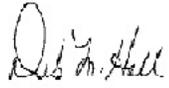
Motion carried

CC14-230 Motion by Hendler, second by Buttke to approve the 2015 Budget as amended. Ayes – 8; Nays – 2 (Feddick and Smith)

Motion carried

Motion by Hendler, second by Smith to adjourn at 6:28 p.m.

Motion carried

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

Deb M. Hall
City Clerk

Board Of Marshfield Fairgrounds Commission Minutes of Wednesday August 20,
2014

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

Also in attendance: Ed Englehart

1. Chairman Feirer called the meeting to order at 9:30 at the Marshfield City Hall Conference Room 108
2. Motion by Ashbeck seconded by Winch to approve Treasurer's report, all ayes motion carried
3. Motion to approve payment of \$4,522 to Pat Fellenz for the Expo windows installation, and office window partial payment of \$3,000 Motion by Curry seconded by Winch all ayes, motion carried
4. Reviewed Round barn concrete improvements and replacements specs. Also reviewed round barn roof revised specs. Motion by Curry seconded by Buttke, all ayes motion carried
5. Fair Association was given, motion by Buttke seconded by Ashbeck to approve, all ayes motion carried
6. Park and Recreation was given by Englehart. Motion by Winch seconded by Curry, all ayes motion carried
7. Meeting was adjourned at 11:00

Tom Buttke secretary/treasurer

**CABLE TV COMMITTEE MEETING MINUTES
AUGUST 25, 2014**

The meeting was called to order by Chairperson Holck at 5:01 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, Juanita Kummer, Finance Director Keith Strey, City Administrator Steve Barg and Deputy Clerk Panzer

EXCUSED: Shawn Warren

PUBLIC COMMENTS

Gerl mentioned that Charter was down over the weekend.

Daniels heard Charter did an upgrade in Stevens Point at midnight a week ago Saturday and it took them nine hours to fix it and everything from Marshfield to Medford was out.

Gerl said he noticed the outage this past Saturday and he heard something in Connecticut disrupted everything.

Markwardt mentioned that there was also an outage on Wednesday, August 13th.

APPROVAL OF MEETING MINUTES

CTV14-044 Motion by Markwardt, second by Gerl to approve the minutes of the July 28, 2014 regular meeting and the minutes of the August 14, 2014 subcommittee meeting as submitted.

Motion carried

CORRESPONDENCE

Quarterly franchise fee payment in the amount of \$58,721.81 was received.

PUBLIC ACCESS COORDINATOR'S REPORT

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

CTV14-045 Motion by Siasoco, second by Gerl to receive and place on file the Public Access Coordinator's Report.

Motion carried

BILLS

The bill query report was reviewed.

CTV14-046 Motion by Markwardt, second by Daniels to authorize payment of the following bills as presented:

Advanced Disposal (Invoices M10000754815 & M10000758474)	\$ 116.68
Charter Business (08/01/14 to 08/31/14)	259.08
Media Distributors	348.74
Quill	9.41
We Energies (06/04/14 to 07/07/14 & 07/07/14 to 08/04/14)	18.91

VIDCOM, LLC (Invoices 287, 289 & 290) 10,658.50

Total **\$11,411.32**

Motion carried

REVIEW AND APPROVAL OF THE MGTV BEHAVIORAL GUIDELINES

The proposed behavioral guidelines for Marshfield Government TV were reviewed.

Gerl suggested setting up similar behavioral guidelines for MCTV.

CTV14-047 Motion by Markwardt, second by Gerl to approve the MGTV Behavioral Guidelines as submitted.

Motion carried

FINANCIAL REPORT

CTV14-048 Motion by Gerl, second by Earll to receive and place on file the financial report for the period of January 1, 2014 through July 31, 2014.

Motion carried

DISCUSSION AND APPROVAL OF REDUCTIONS IN 2014 CABLE ACCESS BUDGET

The following Cable TV Subcommittee recommended 2014 Cable Access budget reductions were reviewed and discussed in detail:

• From object 52400 (repair/maintenance)	\$ 800
• From object 52900 (contractual - interns)	5,340
• From object 53360 (travel)	500
• From object 53940 (computer software)	<u>4,000</u>
Total 2014 budget reductions	\$10,640

CTV14-049 Motion by Markwardt, second by Gerl to accept the recommended 2014 Cable Access Budget adjustments as proposed by the Cable TV Subcommittee on August 14, 2014.

Motion carried

DISCUSSION AND APPROVAL OF THE 2015 CABLE ACCESS BUDGET

City Administrator Barg distributed a comparison schedule for the two proposed budget options that were submitted. (Option #1, Chairperson Holck's proposed 2015 budget and Option #2, Dan and Juanita Kummer's proposed 2015 budget).

Chairperson Holck mentioned that his option needed to be increased by \$600.00. He forgot to carry forward \$600.00 under object 53400, Operating Supplies for line item 1, Master Tapes, Dubbing Tapes, CD's, DVD's.

It was noted that the main difference between the two options was staffing costs.

Both options were reviewed and discussed in detail.

Channel 98 staffing was discussed in detail.

Juanita Kummer distributed a letter from Dan Kummer.

Chairperson Holck left meeting at 6:05 p.m.

Vice Chairperson Markwardt assumed the chair.

Discussion continued on Channel 98 staffing.

Gerl suggested finding more volunteers to help keep staffing costs down.

Daniels suggested finding a grant writer to solicit grants.

CTV14-050 Motion by Gerl, second by Earll to approve Option 1 as presented with the addition of item 1 for \$600 under object 53400, Operating Supplies for Master Tapes, Dubbing Tapes, CD's and DVD's bringing the total 2015 Cable Access Budget up to \$218,577.

Finance Director Strey suggested amending the contract if the Cable TV Committee wants to support additional hours for staffing and/or programming. The possibility of amending the contract was discussed.

Vote on motion **CTV14-050**; Nays – 4; Aye - 1 (Gerl)

Motion failed

CTV14-051 Motion by Daniels, second by Siasoco to approve Option 1 as presented with the following additions bringing the total 2015 Cable Access Budget up to \$225,577:

- Item 1 for \$600 under object 53400, Operating Supplies for Master Tapes, Dubbing Tapes, CD's and DVD's
- \$7,000 under object 52900, Other Contractual Services.

Ayes - 4; Nay – 1 (Gerl)

Motion carried

RECOMMENDED ITEMS FOR FUTURE AGENDAS

None.

SET UP A MEETING TO CONTINUE STRATEGIC PLANNING PROCESS

The next meeting on September 22, 2014 will be dedicated to approving the bills and strategic planning.

Next meeting is scheduled for September 22, 2014 at 5:00 p.m. It will be held at City Hall.

Motion by Gerl, second by Earll to adjourn at 7:00 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

Public Access Coordinator's Report
Cable TV Committee Meeting 8/25/14

New Shows August 2014 (Since 7/21/2014): for MCTV 98

- Insight: Ask the Mayor (monthly)
- Insight: Wood County Sheriff Tom Reichert (monthly)
- Marshfield School Board Meeting (monthly)
- Cooking With Ruth – Episode 34 (Apple Gallette)
- Cooking With Ruth – Episode 35 (Basil Pesto)
- Ribbon Cutting: Knight Berry Title Group
- Insight: In-depth with MAPS
- Public Service Announcement: Shirley's House of Hope Event
- Update with Police Chief Rick Gramza
- Wisconsin's Flying Trees Presentation by Sarah Witter Conner (with Don Schnitzler)
- Playin' For Paws event with Tom Brockman
- Loose Talk: Conversations with Friends - Episode 3 with Ron Fish
- 2014 Parish Pull: Tractor Division
- 2014 Parish Pull: Truck Division
- Tour of Wildwood Zoo in Marshfield, WI
- Medieval Education with Sir Ferris
- 2014 Fall Fest Preview
- Update with Police Chief Gramza

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)

Dana Speth

- New Visions Gallery: Flash Galleries on Central (Breanna edited)

River Cities Community Access

- MSTC Board of Directors July 2014
- Wood County Board of Supervisors Meeting - July

Other

- LaCrosse Catholic Diocese Mass
- Music & the Spoken Word

Personnel:

Dan Kummer has been out on medical leave since March 25, 2014. Breanna Speth has performed management duties in his absence. There has been no interruption of PEG services during this time period.

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

Brett Butler continues to oversee directing, graphics creation, and scheduling at MGTV, as well as assisting with studio shoots and on-site filming at MCTV.

Karen Din’s last day at MCTV will be Aug 24. We’ll miss her, but are so happy for her!

Shirley Gebert will work full time as our administrative assistant/PR representative.

Other News & Updates:

Outreach

Cub Scout Pack 392 visited the studio for a tour on August 13. We hosted a studio shoot that day with David Buehler, who makes chainmail. David taught the scouts how to make the armor and the kids had a blast seeing the green screen and set in action. They were even a part of the program, asking questions. It was interactive and a great educational and community outreach. It was fun! We have releases on file signed by each child’s parent.

Charter

We’ve had a few calls from people with Charter issues, regarding the digital conversion, but not as many as expected. The few calls we have had are from people who either did not call to get their box activated or were just curious about the change.

Number Spoofing

One of our phone numbers (line 2- 715-207-0381) kept calling a woman claiming to be an insurance company and asking for her identity. Further investigation revealed this to be a part of what’s called a “number spoofing” scam. The woman will have the call traced next time it calls. Doesn’t concern us except for the fact that it’s our number being used...sort of. (Not really our number, just impersonating our number.) According to Charter, nothing that we need to do.

Central Wisconsin State Fair

The fair is coming up (August 27-September 1) and we will be filming a couple of events, primarily Howie Sturtz, which is one of our most popular programs every year. The fair office gave us free passes to film these events, as they generously do every year.

Leadership Marshfield

Shirley was not accepted into this year’s class. This is very disappointing, especially given our good relationship with MACCI!

Underwriting

Shirley has been gathering information on underwriting and sponsorships, per our PEG Guidelines. She has spoken with other PEG stations and researched online. The goal is to

move ahead with underwriting to help offset the costs of certain programming. We will have something to present at the next meeting.

Audio Mixer

Had some minor issues with our mixer at 98, but have now resolved. Was a bad cable.

Programming

We continue to expand our outreach with local nonprofits, such as United Way, Shirley's House of Hope, and Hope Lodge. We completed a premiere episode of "Made in Marshfield" featuring Felker Brothers Corporation (which makes stainless steel piping right here in Marshfield...and distributes worldwide. Very cool!). We continue to work on developing programming with Marshfield Police Department and Marshfield Fire Department. A few Marshfield aldermen are working on putting together a Town Hall Meeting and they've been in touch with us regarding filming. Breanna and Dean Markwardt met with Marshfield School District Superintendent Wells about programming possibilities with the district.

Correspondence

No specific correspondence to share, but overall positive feedback on our programming.

COMMUNITY DEVELOPMENT AUTHORITY

September 18, 2014

The monthly meeting of the Community Development Authority was called to order by Chairperson Andy Keogh at 9:26 a.m. in the Parkview Apartments Community Room, 606 S. Walnut Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted September 16, 2014 at 10:40 a.m.

ROLL CALL:

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

OTHERS PRESENT: Mary James-Mork – Executive Director, Carol Kerper – Business Manager, Tim Geldernick – Environmental Services Manager

ABSENT: Marilyn Hardacre

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: Joan Conklin, Parkview resident, stated that CDA residents would like to take part in the discussion of topics that are talked over by CDA Commissioners during the monthly meetings, and not just during public comment. Joan further stated that residents would like to have more detail about what will be discussed during each monthly meeting so that residents can better plan to attend the meetings. In response, the board members explained the format for public meetings, and agreed to discuss whether more detail within the agenda in the future would be possible.

CDA 14-B09-1 Motion by LaFontaine, second by Marsh to accept the July 17th, 2014 Board meeting minutes. 6 Ayes

MOTION CARRIED

CDA-14-B09-2 Motion by Buttke, second by LaFontaine to accept the July 17, 2014 Finance meeting minutes. 6 Ayes

MOTION CARRIED

CDA-14-B09-3 Motion by LaFontaine, second by Marsh to accept the August 26, 2014 Finance meeting minutes with an amendment that the approval of the RMM phone system implementation be withdrawn for a separate motion. 6 Ayes

MOTION CARRIED

CDA-14-B09-4 Motion by LaFontaine, second by Marsh to approve the implementation of an office phone system by RMM Solutions. 6 Ayes

MOTION CARRIED

CDA-14-B09-5 Motion by LaFontaine, second by Buttke to approve the September 16, 2014 Finance meeting minutes. 6 Ayes.

MOTION CARRIED

CDA-14-B09-6 Motion by Marsh, second by Buttke to accept the Financial report as presented. 6 Ayes

MOTION CARRIED

Strategic Planning Committee Update: No update

Personnel Committee Update: No update

Grievance Committee Update: No update

CDA-14-B09-7 Motion by LaFontaine, second by Marsh to accept and place on file the Executive Director's Report. 6 Ayes

MOTION CARRIED

Motion by Hendler, second by Buttke to accept and place on file the audit presentation for fiscal year ending March 31, 2014. Discussion took place. Hendler called the question. Keogh seconded. 6 Ayes

MOTION CARRIED

NewBusiness: None

Next Board Meeting Date and Time: Thursday, October 23rd, 2014 at 9:00 a.m. in the Community Room of Cedar Rail Court. Board meetings will be held on the 3rd Thursday of the month (November 20th and December 18th) at 9:00 a.m. for the remainder of the calendar year. Beginning in 2015, Board meetings will take place on the 4th Thursday of the month at 9:00 a.m. Finance Committee meetings will continue to be held on the third Tuesday of each month.

Agenda Items for October: Review of Budget Draft
Phone System Implementation Update
End of Year Maintenance Project Closing Summary

Meeting adjourned at 10:08 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andy Keogh
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
October 23rd, 2014

1. Occupancy-

Elderly/Disabled Housing- Parkview thirteen (9) openings, with four (4) on hold for modernization.

Cedar Rail – Ten (10) openings.

Scattered Sites-Full

Section 8-The program has fifty-two (52) active, leased vouchers.

2. Meetings/Partnerships

Economic Development Board

Committee on Aging

RMM Solutions

Hawkins Ash

3. Economic Development Board (EDB)

EDB met on October 9, 2014. Convention and Visitors Bureau (CVB) Director, Matt McLean presented data regarding the economic impacts and tax collections for tourism & sports related activities. EDB members continued discussion about property maintenance standards then convened to closed session.

4. RAD Project-

Exec. Director contacted Baker Tilly and Gorman to obtain the status of the RAD submission for 2013. Baker Tilly stated that it is likely that a determination will be made early in 2015, as legislation is pending to increase the number of units that can be transitioned to the Section 8 Project Based Program through RAD. The goal is to increase the national level from 60,000 units to over 120,000.

5. RMM Solutions-

RMM Solutions met with the CDA management on September 30th, 2014 to review the onboarding process for the hosted phone system. The first step will be testing, and based upon findings, the group will reconvene and establish a timeline for completion.

9. Capital Projects-(CFP)

ED, Environmental Services Manager, and Business Manager are meeting regularly to discuss the PHA plan for 2015 (5 year Capital Funding Plan). With the completion of the discussion and recommendations to the finance committee the agency will submit the detailed formal plan to HUD. Prior to submission, the Board of Commissioners will review and approve by resolution.

10. Recertification - Public Housing

The management staff is scheduled to meet to firm up the final checklist of assignments and timelines for completing required annual recertification. This is an intense and time consuming process, particularly with limited trained staff. Exec. Director has spoken to the HUD field office to inform them that the CDA may be limiting office hours during recertification, though staff will be directly interacting with residents throughout the process.

**STRATEGIC PLANNING CABLE TV COMMITTEE MEETING MINUTES
SEPTEMBER 22, 2014**

The meeting was called to order by Chairperson Holck at 5:00 p.m. in Room 108 of City Hall Plaza.

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

ALSO PRESENT: Assistant Coordinator & Production Manager Breanna Speth, Kevin Kummer, Brett Butler, City Administrator Steve Barg and Deputy Clerk Panzer

PUBLIC ACCESS COORDINATOR'S REPORT

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

Kevin Kummer, Dan Kummer's son, introduced himself to the committee members. He has stepped in to help alleviate some of the strain for both Dan and MCTV as Dan deals with his health and focuses on his recovery. He said Breanna and Brett have been doing an amazing job keeping things running. Words can't describe how grateful he and Dan are. Things are running extremely smooth and they look forward to continuing keeping Cable Television running strong.

Committee members introduced themselves to Kevin.

Gerl asked if the intermittent issues from last month were resolved.

Breanna explained that a transmitter on McMillan Street that our signal goes to was dying and that is why we have had been having intermittent issues. They are replacing that transmitter tomorrow at midnight.

She said the government side is fine, except for the streamings and that has to do with the Granicus server. They had done some updates with some IP address thing and they were having issues. That has all been resolved and we now have a direct contact there.

Kummer said we now have a direct contact for Charter again as well.

CTV14-052 Motion by Gerl, second by Siasoco to receive and place on file the Public Access Coordinator's Report.

Motion carried

BILLS

The bill query report was reviewed.

CTV14-053 Motion by Markwardt, second by Earll to authorize payment of the following bills as presented:

B & H	\$ 16.20
Quill (Invoices 5435437 & 5668851)	128.28
Granicus, Inc. (Invoices 56862 & 57549)	1,200.00
Charter Business (09/01/14 to 09/30/14)	272.37
Charter Business (07/26/14 to 08/25/14)	15.21
Charter Business (08/26/14 to 09/24/14)	15.21
We Energies (08/04/14 to 09/03/14)	9.30
Advanced Disposal	58.34

VIDCOM, LLC (Invoices 292 & 293) 6,597.50

Total **\$8,312.41**

Motion carried

STRATEGIC PLANNING SESSION

Establish "baseline":

Who are we now?

- Creative outlet
- Government conduit (provider) / community portal
- Locally produced programs
- Marketing/promotional tool for non-profits
- Community information source
- Educational info/services
- Community resources

What is our current mission and vision?

- To provide and promote local viewpoints and perspectives for our local community.
- Current Mission Statement: Allow and maintain video media access for all citizens of the City of Marshfield Wisconsin area and to enhance communication within the community.

Right now:

- Better at providing than promoting
- Good at "conduit" and transparency

What are our available resources?

- Resources/opportunities:
- Underwriting
- Branding/logo/etc.
- Grant writing

Analysis at present:

Strengths

- Studio is good
- Dedicated staff
- Computer equipment
- Programming quality
- Technical quality (for standard definition)

Weaknesses

- Cameras need to be replaced
- Need replacement schedule
- Standard definition
- Under staffed for expectations/opportunities
- Promotion/Community outreach

- Volunteerism
- Funding limitations

Areas for improvements

- Develop Plan for equipment replacement (including financing it!)
- Develop strategic plan (including staffing changes)
- Increase networking to solicit local programming
- Develop guidelines and standards for underwriting/sponsorship
- Develop logo/branding
- Performance metrics
- Reserve fund balance/use policy

RECOMMENDED ITEMS FOR FUTURE AGENDAS

None.

Next regular Cable TV Committee meeting is scheduled for October 27, 2014 at 5:00 p.m.

Next strategic planning meeting is scheduled for November 24, 2014 at 5:00 p.m.

Motion by Gerl, second by Markwardt to adjourn at 6:23 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

Public Access Coordinator's Report
Cable TV Committee Meeting 9/22/14

New Shows September 2014 (Since 8/20/2014): for MCTV 98

- Insight: Ask the Mayor (monthly)
- Insight: Wood County Sheriff Tom Reichert (monthly)
- Marshfield School Board Meeting (monthly)
- Cooking With Ruth – Episode 36 (Gazpacho)
- Cooking With Ruth – Episode 37 (Guacamole)
- Public Service Announcement: MAPS Dinner
- ALS Ice Bucket Challenge with Mike Warren
- Insight: Marshfield Civility Project
- Groundbreaking: Paget Equipment
- Vision. Hope. Safety. “End Domestic Abuse” Press Conference at City Hall
- Made in Marshfield: Felker Brothers Corporation
- Howie Sturtz Orchestra 2014
- Tiger Football vs. Wausau East
- Giving Hope A Home: Episode 5
- Marshfield Police Dept. Ride-Along “School Safety”
- Wildwood Zoo Grizzly Bear Exhibit Announcement
- Marshfield Public Library Owl Naming Ceremony
- Public Works Bus Tour

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)

Dana Speth

- New Visions Gallery: Journeys in Transparency (Breanna edited)

River Cities Community Access

- MSTC Board of Directors Aug 2014
- Wood County Board of Supervisors Meeting – Aug 2014

Other

- LaCrosse Catholic Diocese Mass
- Music & the Spoken Word

Personnel:

Dan Kummer has been out on medical leave since March 25, 2014. Breanna Speth has performed management duties in his absence. There has been no interruption of PEG services during this time period.

Dan's son, Kevin Kummer, began work on September 1 as a liaison between MCTV staff and Dan.

Breanna Speth continues in her role as Assistant Coordinator, and she also continues in her role as "Production Manager," overseeing all stages of show development.

Brett Butler continues to oversee directing, graphics creation, and scheduling at MGTV, as well as assisting with studio shoots and on-site filming at MCTV.

Shirley Gebert is now full time as our administrative assistant/PR representative.

Other News & Updates:

Charter

Channel 989 went out on September 7 and was out until 5:00pm on September 9. This was an issue on Charter's end, something with Channel mapping.

September 12-15

Channel was "scrambled". We worked with Dwayne at Charter to resolve this issue. A Charter transmitter is dying, but is scheduled to be replaced on 9/23, so we should not have these problem at all after that. Problem may occur intermittently between now and then. (PLEASE SEE Shirley's attached notes in regards to all Charter correspondence and issues.)

Central Wisconsin State Fair

Howie Sturtz was a huge success. We've received numerous positive calls about the program.

Hub City Times

Kevin and Breanna talked with Hub City Times about them embedding MCTV videos from our site onto their website. This would be great exposure for MCTV, and they are interested in pursuing the idea.

Underwriting

Shirley has been gathering information on underwriting and sponsorships, per our PEG Guidelines. She has spoken with other PEG stations and researched online. The goal is to move ahead with underwriting to help offset the costs of certain programming. She would like to present this information at a future Cable Committee meeting.

Granicus

On 9/9/14, our Granicus live-stream online service experienced an outage. After speaking with Granicus customer support, they have isolated the issue and it is now resolved.

Brett's report after speaking with Customer Service:

“What happened was for whatever reason the external IP address changed and the live-stream service could not communicate with the network. There are a few theories on why this may have happened. One possible reason is an ISP change or internet service provider at City Hall.

I am not sure if that is the case but we received no such notice of that change. Another possibility is that the city may have put that specific computer on an added block list or under a different firewall. We are looking into the root of that problem to make sure it does not happen again.

I will be in contact with the City’s IT department to find out if any such changes have been made and to reiterate the importance of communication with our department in any changes are to be made, so we can plan accordingly.

The customer service representative I spoke with was very helpful and went the extra mile by upgrading that computer's software to help prevent any further errors. I am now more versed in the error codes with Granicus and know which error to look out for and how to go about troubleshooting that issue.

I do not believe this will be a reoccurring event but again I will look in to the root cause to prevent further outages. Feel free to ask me any questions and I will do my best to answer them.”

Update: Breanna spoke with Eng at City of Marshfield and IT will now update us when they make changes to the network and computers at City Hall.

Programming

- We continue to expand our outreach with local nonprofits.
- As election season approaches, we are working with MACCI’s Business & Governmental Affairs committee on programming (“Questions for Candidates” program and a forum).
- We have a new volunteer host for programs. Carrie Lippert is a recent graduate of UW-Milwaukee, and majored in Broadcast Journalism. She is looking to build her resume.

Correspondence

1. Documentation of Charter Issues (from Shirley Gebert)
2. MAPS Dinner poster (Marshfield Area Pet Shelter did not find a corporate sponsor for their annual dinner, so as a thank-you to local media that have helped them get the word out about their mission, they have listed WDLB Radio and Marshfield Community Television as complimentary sponsors. MAPS volunteers have distributed more than 200 of these posters have been distributed throughout area communities.
3. Screenshot of Hub City Times website, embedding our Grizzly Bear Pen video
4. E-mail from Mary Cardona updating on the WCM’s filing regarding the merger of Time Warner and Comcast.

Economic Development Board meeting October 9, 2014

Present: Meissner, Michalski, Sennholz, Wagner
Absent: Dickrell, Staab, Wagner
Others: Angell, Barg, Dieringer, James-Mork, Knoeck, Meyer, Schroeder. Matt McLean (Marshfield Convention & Visitors Bureau). Olson arrived at 3:07 p.m. Barg and Meyer both left at 3:45 p.m.

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

Approve minutes – September 11th

EDB14-42 Motion by Michalski, 2nd by Wagner to approve the September 11th meeting minutes as presented.

Motion carried.

Conflicts of interest

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

Citizen comments

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

Update on Marshfield Convention & Visitors Bureau (CVB) activities

Matt McLean, Executive Director, gave an update on what the CVB has been working on lately, noting that 2014 has been a terrific year for Marshfield's lodging facilities so far, and that last month's Maple Fall Fest produced an estimated overall economic impact of \$300,000, including \$1,800 in room taxes. On behalf of CVB, McLean said that he looks forward to working with EDB, Main Street, MACCI, and other organizations, to promote tourism and economic growth in Marshfield.

Economic development reports

- General updates
 - Angell noted that the consultant's work is underway on the hospitality study, with the report on the possible need for more lodging expected in December. He attended the recent WEDA conference held in Oshkosh, where the focus was on the site selection process, business retention, and a legislative update.
 - Olson expanded on the WEDA conference, which she also attended; noting that an important area covered was how to properly prepare for site selectors. She also went to an ICSC event in Chicago, where among the contacts made were with representatives from CVS Pharmacies and Panda Express.
 - Dieringer advised that "Jennifer's" is opening soon, where "Beach & Nails" used to be located, and Kandy Girl is closing soon. She is looking at doing a "First Impression" visit with Chippewa Falls, in which people from each city visit the other community and give feedback on what they see. Penny Court renovation should be completed soon, and an Open House will be scheduled shortly after that.

- Downtown Master Plan
 - Angell reported that the September 17th public meeting went well, although attendance was weak. Green space was raised as an issue, along with moving the City's public works garage. The next public meeting will likely be held sometime in November.
- Housing Programs and projects
 - Staff continues to work on developing various programs to advance a variety of housing initiatives. Specific updates will be provided later on in the agenda.
- 2015 City budget process
 - Angell informed the board that the City will begin its budget review process on Monday at 6:00 PM.

Reconsider demolition of property within Yellowstone Industrial Park

Angell and Knoeck informed the members that they have received a request from a business owner that has a possible interest in the former "Gust property". As part of the interest the prospective business has asked if the City would consider holding off on the demolition of the buildings and consider the demolition part of any negotiations related to the property.

After discussing things further, the board directed staff to continue to move toward demolition of the property but to allow the prospective business to prepare and submit a proposal for consideration. If an agreement cannot be reached in the near future, the City would then still be in a position to complete the demolition in the spring of 2015.

Continue discussion on existing property maintenance standards to determine if possible amendments are necessary

Schroeder provided the members with some additional information he has gathered in researching other communities and how they approach property maintenance as well as information/language that currently exists in the City and building codes. After discussing the matter the Board agreed that we should be able to work with the language that exists within our current code(s), but the key will be how we approach enforcement. Angell noted that the current challenge in enforcement is that the building code sections are currently administered under the Building Inspections Division, which is under a different department.

Wagner noted that the recently completed staffing study recommends the Building Inspection Division be moved under the Planning Department and that Administrator Barg has indicated he agreed with this reorganization. Not knowing when/if this reorganization would take place, members expressed an interest in seeing it proceed as soon as possible to help with moving housing initiatives forward.

EDB14-43 Motion by Wagner, 2nd by Meissner to adjourn to closed session under Wisconsin Statutes 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”, with the purpose to consider possible acquisition of land for future development. Roll call vote, all ayes (time 4:40 p.m.) **Motion Carried**

Present in closed session: Sennholz, Michalski, Wagner, Meissner, and Angell

EDB14-44 Motion by Michalski, 2nd by Meissner to reconvene in open session. Roll call vote, all ayes, (Time 5:18 p.m.)

There was no action on matters discussed in closed session.

Announce next Board meeting date/time

Sennholz announced that the next Board meeting will be held on Thursday, November 6th at 3:00 p.m. in Room 108 of the City Hall Plaza.

With no further business before the Board, Sennholz adjourned the meeting at 5:20 p.m.

Respectfully submitted,

Steve Barg, City Administrator
Jason Angell, Planning & Economic Development Director
Dan Knoeck, Public Works Director

COMMUNITY DEVELOPMENT AUTHORITY

Finance Committee

October 21st, 2014

The Financial meeting of the Community Development Authority was called to order by Finance Committee Chairperson Dave LaFontaine at 1:30 p.m. in the Cedar Rail Court Executive Conference Room, located at 601 S. Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Meeting posted October 16th, 2014 at 11:15 a.m.

ROLL CALL:

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

OTHERS PRESENT: Andy Keogh – Commission Chair, Mary James-Mork - Executive Director, Carol Kerper – Business Manager, Tim Geldernick – Environmental Services Manager

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

Review of Financial Reports for September of 2014:

CDA 14-F10-1 Motion by Hendler, second by Marsh to accept and recommend the financial reports for board approval. 3 Ayes

MOTION CARRIED

Committee members reviewed a budget draft showing one year of operations under the recent CDA reorganization. The CDA budget draft proposed for F/Y 2015-2016 will be reviewed in February of 2015.

Next meeting date and time: Tuesday, November 18th, 2014 at 2:00 p.m. in the Cedar Rail Court Executive Conference room.

Motion by Hendler, second by Marsh to adjourn. Meeting adjourned at 3:14 p.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Dave LaFontaine
Chairperson

HISTORIC PRESERVATION COMMITTEE MINUTES
OF NOVEMBER 3, 2014 MEETING

Meeting called to order by Chairperson Wood at 4:01 P.M. in Conference Room 108 of City Hall Plaza.

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

ABSENT: Kris Keogh (excused)

ALSO

PRESENT: Charlotte Smith, Alderperson; Dennis Bargander, Contractor; Matt McLean, Director of the Convention and Visitors Bureau; Angie Eloranta, Executive Director of Main Street; and, Josh Miller, City Planner.

Approval of the Minutes of October 6, 2014 Meeting.

HP14-32 Motion by Penker second by Schnitzler to approve the minutes of the October 6, 2014 meeting.

Motion Carried.

Citizen Comments.

Miller - Reminded everyone of the Great Things are Happening Here event on Sunday, November 16th from 1-4 pm.

Bargender - The military history museum ribbon cutting is on November 7th at 5 pm by invitation at the library. Open to the public on Veterans Day.

Angie Eloranta – Blodgett House is having an open house on a Sunday in December.

Update on the Soo Line Steam Engine No. 2442 Restoration Work.

Dennis Bargander gave an update on the Soo Line Steam Engine No. 2442 restoration project. There was difficulty finding an exact match in the ceiling boards. He ended up buying pine that looks the same. He is hoping to finish the ceiling up this week and then finish the windows and glass to wrap it up at the end of next week, November 15th.

Cummings asked if we could have a meeting at Wildwood Station in the spring so the Committee can see it. Miller will look into it.

Miller met on site with Meacham and after some discussion they decided to recommend waiting until the space can be open to the public before building and installing seats in the steam engine. We could make them removable when they do get made.

Wood will check with Appleton to see how they handled the seats on that engine.

Update Regarding the Historic Tourism Plaques.

Matt McLean stated they still have two options for language and the Chestnut Avenue Center for the

Arts Board will vote on language later this month. The meeting is tentatively scheduled for Tuesday, November 18th at 7:30 am. They are trying to make the plaque have more of a historic reference. Staff will continue to reach out to them to keep the project moving forward.

Certificate of Appropriateness Request by the City of Marshfield for reroofing the Round Barn, located at 513 East 17th Street.

HP14-33 Motion by Penker second by Meacham to approve the Certificate of Appropriateness for reroofing the Round Barn as presented.

Motion Carried.

Miller stated that the Fair Commission has awarded a bid to refoof the Round Barn to Tri-County Contracting. The new shingles will be asphalt, similar to the existing shingles. The pattern and style will be similar to the existing shingles. The color chosen will have a slightly reddish tint (hickory). As part of the project, the contractor will replace any deteriorated or rotted decking under the shingles. Bid documents are attached.

Discussion on the Concrete Replacement Work on the Interior of the Round Barn, Located at 513 East 17th Street.

Miller provided an update of the concrete work for the Round Barn and the response from the State Historic Preservation Office (SHPO). The repairs are needed to make the facility safe for the animals, functional, and ADA accessible. The SHPO wants the design of the feed bunk replacement to be different so it matches a certain style found in the Round Barn. They also do not want the stanchions replaced.

The replacement of the feed bunks are being proposed the way they are as the curved style (the preferred style by the SHPO) would be very challenging replicate and there is no guarantee that was the original style. In addition, the squared off style will be more functional and much easier to clean and will allow them to include rebar so the concrete will last longer.

The stanchions are in need of replacement in areas where the concrete is being replaced. It is unlikely they will be able to be reused as most of them are too small for the size cattle that are there and the portion within the concrete is likely rusted, making them impossible to reuse.

Penker asked how often the Round Barn is used? Members responded that it gets used few times per year. He agreed that there is an obvious animal health and safety issue and wondered if DATCP would have advice on this regarding animal disease.

Bargender asked if they got an estimate for the sloped bunkers. Miller responded he did not believe so.

Do we have original blue prints? Miller asked if the Wood County Historical Society had them and no one was certain, but it was unlikely.

Charlotte Smith said that the Fair Commission is concerned about what is underneath the existing concrete.

McLean asked about repurposing the building to allow other events instead of replacing the stanchions.

Members of the Committee felt the safety and health aspect is vital so replacing the concrete made sense.

Review of the 2014 Historic Preservation Conference from Attendees.

Wood gave a review of some of the sessions he attended. Overall there were a number of very good programs. Lunch a presentation was given on the sunken ships of Lake Michigan. He picked up some of the brochures at the conference. Evansville’s historic walking tour brochure has all of their districts in one brochure and also included in the brochure were sketches of architectural features.

Update on Downtown Master Plan.

Miller gave an update on the planning process for the Downtown Master Plan and invited the Committee members to attend an open house for the Downtown Master Plan on Thursday, November 20th. The consultants will be available from 11:00 am – 2:00 pm and 4:00 pm – 6:00 pm in the 1st floor conference room in City Hall. They will also be available at the back of the Holiday Inn from 6:00 pm until whenever the parade disperses. Miller will send out information on the open house and the link to the survey via email.

Set Meeting Date and Future Agenda Items.

The December meeting is tentatively canceled. The next regular Historic Preservation Committee meeting will be held on Monday, January 5, 2014. The agenda of the next regularly scheduled meeting should include approval of the November 3, 2014 meeting minutes, 2015 Budget, and Cultural Fair registration.

Adjourn.

Meeting adjourned at 4:56 P.M.

Motion Carried

Respectfully submitted,



Josh Miller
City Planner

BOARD OF PUBLIC WORKS MINUTES
OF NOVEMBER 3, 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: Alderman Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Wastewater Superintendent Warp; the media; and others.

PW14-148 Motion by Cummings, second by Buttke to recommend approval of the minutes of the October 20, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments - None

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

PW14-149 Motion by Buttke, second by Wagner to recommend approval of the quotation submitted by Bruce Municipal Equipment for a Vactor jetting and vacuum unit for the Wastewater Utility at a cost of \$384,755 and authorize execution of a purchase agreement.

Motion Carried

PW14-150 Motion by Buttke, second by Cummings to recommend approval of the low bid submitted by Dakota Electric of Marshfield, WI for underground conduit installation at the Northeast Lift Station at a cost of \$15,910, authorize execution of a contract and direct staff to publish a Class 1 notice in accordance with Wisconsin Statute 62.15(1).

Motion Carried

PW14-150 Motion by Wagner, by Cummings to recommend stop signs be posted at Hume Avenue and McMillan Street with Hume Avenue stopping both north and southbound for McMillan Street and that the Administrative Code of Traffic and Parking Regulations be amended to reflect the changes.

Motion Carried

City Engineer Turchi presented an overview of the Maple Avenue Reconstruction Project for 2015. Feirer asked if there would be any way to get a ramp to replace the steps on 5th Street for Crabby Dave's. Jockheck encouraged that we take this opportunity to tie the street project together with the library project. We need to soften the area to encourage more pedestrian use, possibly with more trees and less parking in this area. Cummings felt it was important to have bike lanes on both sides of Maple, just like Chestnut. Buttke said he is willing to sacrifice on street parking near municipal parking lots to allow more room for trees. Wagner is concerned about the ability of south bound traffic at 4th Street to go straight or turn right when a left turner holds up traffic. He would rather forgo the bump out on this corner to maintain the existing right turn lane.

This was a discussion item only.

PW14-151 Motion by Cummings, second by Wagner to adjourn to closed session at 6:22 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.

- Sale of land on Adler Road near Concord Avenue.

Roll call vote, all 'Ayes' Motion Carried

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

PW14-152 Motion by Wagner, second by Buttke to reconvene in open session at 6:41 PM.

Roll call vote, all ‘Ayes’ Motion Carried

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

Recommended items for future agendas - None

Motion by Buttke, second by Jockheck that the meeting be adjourned at 6:44 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

REVISED REDLINE ORDINANCE NO. 1289

An Ordinance amending Section 18-66(10) of the City of Marshfield Municipal Code pertaining to the temporary use of Garage or Estate Sales.

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

SECTION 1. Section 18-66(10) of the Marshfield Municipal Code is hereby amended to read as follows:

(10) Garage or Estate Sale (Auction). Garage or Estate Sales include the sale or offering for sale of miscellaneous used items commonly associated with residential use.

Regulations:

(a) Permits are not required for Garage or Estate Sales.

(b) Sales shall occur only during daylight hours.

(c) No sale shall exceed 4 consecutive days in duration.

(d) Not more than 4 sales shall be held within one calendar year.

SECTION 2. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 3. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 4. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



City of Marshfield

Memorandum

To: Mayor and Common Council

From: Keith Strey, Finance Director

Subject: Resolution No. 2014-64

Date: November 11, 2014

BACKGROUND:

On August 26th, the Common Council approved a second Development Agreement with JT Marshfield, LLC for the construction of a 3,500+ square foot multi-tenant retail facility in TIF District #9. Within the development agreement, the City is to provide \$70,000 in assistance to the project. The allocation of these funds is based upon 3 milestones being met: building foundation, substantial completion of the building and total completion of the project. In return for the assistance being provided by the City, the Developer has agreed to a minimum assessed value of \$600,000 for the project.

SUMMARY:

In the subsequently approved Budget Resolution, the identified funding source is a State Trust Fund Loan. Allocation of these funds to JT Marshfield, LLC is based upon 3 milestones being met: building foundation, substantial completion of the building and total completion of the project. In return for the assistance being provided by the City, the Developer has agreed to a minimum assessed value of \$600,000 for the project.

RECOMMENDATION:

I recommend approval of Resolution No. 2014-64 approving the application for a \$70,000 State Trust Fund Loan to finance the Development Agreement with JT Marshfield, LLC.

Concurrence: 

Steve Barg, City Administrator

STATE OF WISCONSIN
BOARD OF COMMISSIONERS OF PUBLIC LANDS
101 EAST WILSON STREET, 2ND FLOOR
POST OFFICE BOX 8943
MADISON, WISCONSIN 53708-8943

APPLICATION FOR STATE TRUST FUND LOAN

CITY - 20 YEAR MAXIMUM

Chapter 24 Wisconsin Statutes

CITY OF MARSHFIELD

Date sent: October 28, 2014

Received and filed in Madison, Wisconsin:

ID # 05604073

RAS

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned **Mayor** and clerk of the City of **Marshfield**, in the County(ies) of **Marathon And Wood**, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **Seventy Thousand And 00/100 Dollars (\$70,000.00)** from the Trust Funds of the State of Wisconsin for the purpose of **financing TID #9 development incentives**.

The loan is to be continued for a term of **20** years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of **4.25** percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the City with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the common council of the City of **Marshfield**, in the County(ies) of **Marathon And Wood**, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the 11th day of November, 2014.

At the aforesaid meeting a resolution was passed by a majority vote of the members of the common council approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **Seventy Thousand And 00/100 Dollars (\$70,000.00)** from the Trust Funds of the State of Wisconsin to the City of **Marshfield** in the County(ies) of **Marathon And Wood**, Wisconsin, for the purpose of **financing TID #9 development incentives**. That at the same time and place, the common council of the City of **Marshfield** by a majority vote of the members, adopted a resolution levying upon all the taxable property in the city, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the city clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the City of **Marshfield**, certified to by the **Mayor** and clerk, accompanies this application.

Given under our hands in the City of **Marshfield** in the County(ies) of **Marathon And Wood**, Wisconsin, this 11th day of November, 2014.

Mayor, City of Marshfield

Clerk, City of **Marshfield**

FORM OF RECORD

The following preamble and resolutions were presented by Finance Director Strey and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of **Marshfield**, in the County(ies) of **Marathon And Wood**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Seventy Thousand And 00/100 Dollars (\$70,000.00)** for the purpose of **financing TID #9 development incentives** and for no other purpose.

The loan is to be payable within **20** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **4.25** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of **Marshfield**, in the County(ies) of **Marathon And Wood**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of **Marshfield** by such loan from the state be applied or paid out for any purpose except **financing TID #9 development incentives** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the **Mayor** and clerk of the City of **Marshfield**, in the County(ies) of **Marathon And Wood**, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The **Mayor** and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

Alderman _____ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

- | | | | | |
|-----|----------|-------|-------|-------|
| 1. | Alderman | _____ | voted | _____ |
| 2. | Alderman | _____ | voted | _____ |
| 3. | Alderman | _____ | voted | _____ |
| 4. | Alderman | _____ | voted | _____ |
| 5. | Alderman | _____ | voted | _____ |
| 6. | Alderman | _____ | voted | _____ |
| 7. | Alderman | _____ | voted | _____ |
| 8. | Alderman | _____ | voted | _____ |
| 9. | Alderman | _____ | voted | _____ |
| 10. | Alderman | _____ | voted | _____ |
| 11. | Alderman | _____ | voted | _____ |
| 12. | Alderman | _____ | voted | _____ |

A majority of the members of the common council of the City of **Marshfield**, in the County(ies) of **Marathon And Wood**, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

STATE OF WISCONSIN

County(ies) of **Marathon And Wood**

I, Deb M. Hall, Clerk of the City of **Marshfield**, in the County(ies) of **Marathon And Wood**, State of Wisconsin, do hereby certify that the foregoing is a true copy of the record of the proceedings of the common council of the City of **Marshfield** at a meeting held on the 11th day of November, 2014 relating to a loan from the State Trust Funds; that I have compared the same with the original record thereof in my custody as clerk and that the same is a true copy thereof, and the whole of such original record.

I further certify that the common council of the City of **Marshfield**, County(ies) of **Marathon And Wood**, is constituted by law to have _____ members, and that the original of said preamble and resolutions was adopted at the meeting of the common council by a vote of _____ ayes to _____ noes and that the vote was taken in the manner provided by law and that the proceedings are fully recorded in the records of the city.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the City of **Marshfield** this 11th day of November, 20 14.

Clerk (Signature)

Deb M. Hall

Clerk (Print or Type Name)

City of **Marshfield**

County(ies) of **Marathon And Wood**

State of Wisconsin

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY



State of Wisconsin • DEPARTMENT OF REVENUE

DIVISION OF STATE AND LOCAL FINANCE | BUREAU OF LOCAL GOVERNMENT SERVICES | MADISON, WI

ADDRESS MAIL TO:

Area 6-97
2135 Rimrock Road | P.O. Box 8971
Madison, WI 53708-8971
FAX (608) 264-6887

August 29, 2014

DEB M. HALL
CITY OF MARSHFIELD
PO BOX 727
MARSHFIELD WI 54449 0727

CoMun: 71251
Taxation District: 1963

Re: Certificate of Equalized Value - City of Marshfield, WOOD COUNTY

I hereby certify that I am the Director of the Bureau of Local Government Services of the Wisconsin Department of Revenue. The equalized value of all taxable property of the City of Marshfield of Marathon, Wood County(ies), Wisconsin as last determined by the Wisconsin Department of Revenue pursuant to sections 70.57 and 67.03, Wis. Stats., is \$1,405,306,700. This value was determined as of January 1, 2014.

This equalized value is certified each August 15th and is effective August 15th, 2014 through August 14th, 2015.

Sincerely,

A handwritten signature in cursive script, appearing to read "Valeah Foy".

Valeah Foy, Director
Local Government Services Bureau
valeah.foy@revenue.wi.gov



**BCPL State Trust Fund Loan Program
Anticipated Schedule of Disbursements**

City of Marshfield
Worksheet # 05604073
Finance Tid #9 Development Incentives
\$70,000.00

Please tell us when you anticipate the need for loan funds:

Disbursement Date	Disbursement Amount
ASAP (By 12/31/20140)	\$70,000.00
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: Fill out this form using your best estimates as of the loan application date. *This is not an actual disbursement form.* We request this information to help us better manage the investment of State of Wisconsin Trust Funds. After your loan has been approved, you will receive a "Request for Loan Disbursement" form to request the actual distribution of funds.

Please return form to:

Board of Commissioners of Public Lands
PO Box 8943
Madison, WI 53708-8943

fax 608.267.2787
richard.sneider@wisconsin.gov