



CITY OF MARSHFIELD  
**MEETING NOTICE**

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**COMMON COUNCIL**  
**CITY OF MARSHFIELD, WISCONSIN**  
**TUESDAY, NOVEMBER 25, 2014**  
**Council Chambers, Lower Level, City Hall Plaza**  
**7:00 p.m.**

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

6:30 p.m.     **PUBLIC HEARING** – On November 8, 2014, the proposed 2015 budget was published in the Marshfield News Herald. At this time, members of the public are invited to comment on the proposed 2015 budget.

- A.     Call to Order by Chris Meyer, Mayor
- B.     Roll Call
- C.     Pledge of Allegiance
- D.     Approval of Minutes – November 11, 2014
- E.     Reading of items added to the agenda
- F.     Comments from the Mayor
  - 1) Employee Recognition
    - Jason Prickett, Police Department, November 27, 1989, 25 years
    - Darren Larson, Policy Department, November 28, 1989, 25 years
    - Mark Kivela, Wastewater Utility, November 30, 1999, 15 years
    - Samuel Tennessen, Fire & Rescue Department, November 30, 2009, 5 years
- 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.     Presentation of the Parks and Recreation Department's Volunteer of the Year Award to Jim Wein. Presented by Ed Englehart, Director of Parks and Recreation and John White Jr., Chair of the Parks, Recreation, and Forestry Committee.
- I.     Reports from commissions, boards, and committees

COMMON COUNCIL AGENDA  
NOVEMBER 25, 2014

J. Consent Agenda:

- 1) Meeting minutes/reports
  - a. University Commission (August 21, 2014)
  - b. Committee on Aging (September 4, 2014)
  - c. Library Board (September 9, 2014)
  - d. Convention & Visitors Bureau (September 30, 2014)
  - e. Committee on Aging (October 2, 2014)
  - f. Library Board (October 14, 2014)
  - g. Main Street Marshfield (November 5, 2014)
  - h. Fire & Police Commission (November 6, 2014)
  - i. Committee on Aging (November 6, 2014)
  - j. Economic Development Board (November 6, 2014)
  - k. Board of Canvassers (November 7, 2014)
  - l. Utility Commission (November 10, 2014)
    1. Job Order #17793, Ctk. 133 & 232 Rebuilding, McMillan Sub to Center, \$420,352
  - m. Parks, Recreation, and Forestry (November 13, 2014)
  - n. Board of Public Works (November 17, 2014)
  - o. Judiciary and License (November 18, 2014)
  - p. Finance, Budget, and Personnel (November 18, 2014)
  - q. Plan Commission (November 18, 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. 26-2014, transferring \$1,446 from the General Fund Fire Donations account to the Fire Protection Budget to purchase four (4) rescue task force plate kits. Presented by Craig DeGrand, Deputy Chief, Fire and Rescue Department.

Recommended Action: Approve Budget Resolution No. 26-2014

- M. Request to approve Budget Resolution No. 27-2014, transferring \$7,322 within the Room Tax Fund to fund repairs on the Ludwig Building. Presented by Ed Englehart, Director of Parks and Recreation.

Recommended Action: Approve Budget Resolution No. 27-2014

- N. Request to approve Resolution No. 2014-62, writing off various uncollectible ambulance accounts receivable totaling \$24,999.01. Presented by Brenda Hanson, Assistant Finance Director.

Recommended Action: Approve Resolution No. 2014-62

- O. Request to approve Payroll Resolution No. 2014-67, adjusting the pay for temporary, seasonal, and part-time positions effective January 1, 2015. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve Payroll Resolution No. 2014-67

COMMON COUNCIL AGENDA  
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- P. Request to approve Payroll Resolution No. 2014-68, adjusting pay for the City Clerk effective May 1, 2015. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve Payroll Resolution No. 2014-68

- Q. Request to approve Payroll Resolution No. 2014-69, adjusting pay for the Municipal Judge effective May 1, 2015. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve Payroll Resolution No. 2014-69

- R. Request to approve Resolution No. 2014-70, Conditional Use Request by Jamie Strupp, on behalf of Identity Custom Imaging, to allow for "Light Industrial" uses, located at 501-511 East 25<sup>th</sup> Street, zoned "CMU" Community Mixed Use District. Presented by Jason Angell, Planning and Economic Development Director.

Recommended Action: Approve Resolution No. 2014-70

- S. First reading of Ordinance No. 1291, amending Section 9-58 of Marshfield Municipal Code – Pawnbrokers, Secondhand Articles, and Jewelry Dealers. Presented by Darren Larson, Lieutenant, Police Department.

Recommended Action: None at this time, unless the rules are suspended. Second reading and adoption would be scheduled for the December 9, 2014 Council meeting.

- T. Request to approve the appointment of Adam Wegner, 608 South Felker Avenue, as a 2<sup>nd</sup> Alternate on the Zoning Board of Appeals. Presented by Chris Meyer, Mayor.

Recommended Action: Approve the appointment

- U. Presentation on a new format for Common Council agendas. Presented by Steve Barg, City Administrator.

Recommended Action: Approve recommended changes and direct staff to draft an ordinance to be placed on the December 9<sup>th</sup> Common Council agenda for first reading.

- V. Final Action concerning the 2015 City budget

At this time, any final changes or amendments to the proposed 2015 city budget, as published, should be offered and considered prior to consideration of Resolution No. 2014-71 setting the City's 2015 tax levy. Presented by Steve Barg, City Administrator.

Recommended Action: Approve 2015 budget after any desired adjustments

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- W. Request to approve Resolution No. 2014-72, determining and levying the amount to be raised by taxation for city purposes for the 2015 fiscal year. Presented by Keith Strey, Finance Director.

Recommended Action: Approve Resolution No. 2014-72

- X. Items for future agendas  
Y. Adjournment

Posted this day, November 21, 2014 at 2:00 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.*

**NOVEMBER 11, 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 and Tom Buttke

**ABSENT:** Peter Hendler

The flag was saluted and the pledge given.

**CC14-244** Motion by Spiros, second by Cummings to approve the minutes of the Common Council meeting of October 28, 2014.

**Motion carried**

**CC14-245** Motion by Cummings, second by Wagner to approve the minutes of the Common Council Budget meeting of October 28, 2014.

**Motion carried**

No items were added to the agenda.

#### **PUBLIC COMMENT PERIOD**

None

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

Mayor Meyer said that there were some questions from Council members about the prior Marshfield Utility Commission meeting which they discussed a new potential office building. The commission members will be reviewing that again at their next meeting looking at some other options before coming to the Council with any decisions.

#### **CONSENT AGENDA**

**CC14-246** Motion by Buttke, second by Wagner to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Fairgrounds Commission of August 20, 2014; Cable TV Committee of August 25, 2014; Community Development Authority of September 18, 2014; Cable TV Committee of September 22, 2014; Economic Development Board of October 9, 2014; Community Development Authority of October 21, 2014; Historic Preservation Committee of November 3, 2014; Board of Public Works of November 3, 2014 and Judiciary and License Committee of November 11, 2014 as read by the Clerk.

**Motion carried**

Second reading of 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.

**CC14-247** Motion by Earll, second by Smith to approve Revised Ordinance No. 1289. Ayes - 6; Nays - 3 (Feirer, Feddick, Cummings)

**Motion carried**

**CC14-248** Motion by Jockheck, second by Cummings to approve Resolution No. 2014-64, approving the application for a \$70,000 State Trust Fund Loan for JT Marshfield LLC development agreement. Ayes - 9

**Motion carried**

**CC14-249** Motion by Feirer, second by Wagner to appoint Planning and Economic Development Director Angell as the City's primary representative to the Central Wisconsin Economic Development (CWED) Board of Directors, with Mayor Meyer and Finance Director Strey as designated alternates.

**Motion carried**

First reading of the appointment of Adam Wegner, 608 S. Felker Avenue as a 2<sup>nd</sup> Alternate on the Board of Appeals. Action will be taken at the November 25, 2014 meeting.

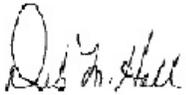
**CC14-250** Motion by Wagner, second by Buttke to move the Common Council second meeting in December to December 16, 2014.

**Motion carried**

Future Agenda Items

None

There being no further business the meeting adjourned at 7:22 p.m.



Deb M. Hall  
City Clerk

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION MEETING OF  
August 21, 2014

Rozar called the meeting to order at 5:02 p.m.

Present: Rozar, Breu, Stuhr, Earll, Feirer, Machon

Excused: Feddick

Absent: Meyer and Pliml

Also present: Michelle Boernke, Assistant Dean for Administrative & Financial Services; Larry Schuh, Maintenance Mechanic and Marcie Koziczkowski, Commission Bookkeeper.

Rozar declared a quorum present.

There were no public comments.

Motion (Machon/Breu) to approve and place on file the minutes of the May 15, 2014 regular meeting. Motion carried. (Minutes on file.)

Motion (Feirer/Earll) to receive and place on file the final 2013 Financial Statements and Audit Findings. Motion carried. (Reports on file.)

Motion (Breu/Machon) to receive and place on file the statement of accounts. Motion carried. (Statement of accounts on file.)

Motion (Feirer/Breun) to receive and place on file the list of bills. Motion carried. (List of bills on file.)

Boernke and Schuh distributed a work plan outline and provided explanations for the necessity for the work. Motion (Breu/Machon) to receive and place on file the Building and Grounds Report. Motion carried. (Report on file.)

The Assistant Dean's report was combined with the agenda item dealing with the 2015 budgets. Boernke presented an overview of the 2015 Operating and Facility Enhancement Budget and distributed several

(OVER)

handouts for necessary future repairs. Following discussion, motion (Feirer/Machon) to approve the 2015 Operating and Facility Enhancement Budget. Motion carried. (Budgets on file.)

Dean Stuhr distributed a flyer for the campus' upcoming 50<sup>th</sup> anniversary events. She reported that the final enrollment figures are quite known at this time and that classes resume September 2. Dean Stuhr invited everyone to the student housing open house to be held Tuesday, August 26 from 4-6 p.m. The Dean's annual open house to start the fall semester will be Friday, Sept. 5 from 5:30-8:30 p.m. She also reported that the fundraising for the future S.T.E.M. building is going well, and has a commitment of \$2.5 million from a donor who wishes to remain anonymous at this time. The donation comes with naming rights, which will be presented to the Commission for approval at an upcoming meeting.

The next meeting is November 20, 2014 at 5 p.m.

Rozar declared the meeting adjourned at 6:15 p.m.

*Minutes taken for Mike Feirer, Secretary, by Marcie Kozickowski.*

**City of Marshfield Committee on Aging  
630 S. Central Ave., Room 108  
Meeting Minutes – September 4, 2014**

The monthly meeting of the Committee on Aging was called to order at 9:32 a.m. by Mike Feirer.

**MEMBERS PRESENT:** Mike Feirer, Patty Ruder, Becky Huebner-Leu, Jean Doty, Dave Marsh, and Kathy Dieck

**ABSENT:** Elsie Anderson

**OTHERS:** Judy Carlson, Jennifer Cummings, Connie Jacobson and Kelly Cassidy

Motion by Doty, 2<sup>nd</sup> by Marsh to approve the minutes from the August 7, 2014 meeting.  
**Motion Carried**

**CITIZEN'S COMMENTS:**

Comments about taxi service were shared and Mike Feirer was going to check into them.

**AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN**

**UPDATE:** Jennifer Cummings updated the committee.

Kathy Diecks came at 9:42 am

**WOOD COUNTY TRANSPORATION UPDATE:** Connie Jacobson updated the committee.

**FORUM 55+:** Judy Carlson updated the committee.

**LIBRARY & COMMUNITY CENTER PROJECT UPDATE:** Jean Doty updated the committee on the fundraising activities are at 2.4 million. They are at 75% of the total 7 million including the city's 3 million. There will be a luncheon on Wednesday, September 10<sup>th</sup> at the Holiday Inn that is trying to raise money for the tribute wall.

**HEALTH FAIR UPDATE:** Reports were given by members on tasks that they have been assigned.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**FUTURE MEETING DATE:** The next meeting will be held at Jr Fair Expo Building at the Fairgrounds on October 2<sup>nd</sup> at 9:30 a.m.

Motion by Marsh, 2<sup>nd</sup> by Ruder to adjourn at 11:04 a.m.  
**Motion Carried**

Respectfully submitted,  
Kelly Cassidy

MARSHFIELD PUBLIC LIBRARY  
BOARD MEETING  
211 E. Second Avenue, Marshfield, WI 54449  
September 9, 2014  
7:00 a.m.

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

Present: Joanne Ampe, Gary Cummings, Mary Hartl, Kris Keogh, Pat Saucerman, Jean Swenson, Xin Ruppel, Ruth Voss, Kim Vrana and Library Director Lori Belongia.

Also present: Amanda Duer, Kathy Baker

Absent: Don Schnitzler

Citizen's comments, correspondence and announcements: Thank you note to the Library staff from the Kollross family for organizing the Summer Reading Program. Belongia noted a concern regarding e-cigarettes and vaping. She asked if the board would like to consider modifying the policy to address the matter. The Board asked that policy revision recommendations be presented to the board at a future meeting.

Changes or additions to the agenda: None.

LB14-54 Minutes of the Library Board Meeting: Motion by Hartl, second by Ampe to approve and place on file the minutes of the August 12, 2014 Library Board Meeting. All ayes. Motion carried.

LB14-55 Director's Report: Motion by Voss, second by Vrana to receive and place on file the August 2014 Director's Report. All ayes. Motion carried.

LB14-56 2<sup>nd</sup> August Vendor List and 1<sup>st</sup> September Vendor List: Motion by Ruppel, second by Keogh to approve Vendor Lists. All ayes. Motion carried.

LB14-57 August 2014 Financial Control Report: Motion by Ampe, second by Ruppel to receive and place on file the August 2014 Financial Control Report. All ayes. Motion carried.

LB14-58 Business

Updates:

Library & Community Center Project: Belongia updated the board on the project. She informed the board that 2.4 million dollars has been raised so far. Next portions of the campaign will involve medical professionals, a Tribute Wall and a plan to use neighborhood parties to inform people of the project.

2015 Library Budget Adjustments: Belongia informed the board that another employee will be taking health and dental insurance. Motion by Vrana, second by Ampe to approve the adjustments to the budget as Belongia presented them. All ayes. Motion carried.

Consider Grant Applications: Belongia updated the board on four possible grant applications. Motion by Ampe, second by Keogh to approve applying for the Wal-mart Foundation Community Engagement Giving Grant. All ayes. Motion carried.

LB14-59

Minutes of other organizations: Motion by Keogh, second by Cummings, to accept and place on file the minutes of the May 21, 2014 Marshfield Public Library Foundation Meeting, the July 15, 2014 FOMPL Board Meeting, the August 6, 2014 Library & Community Center Committee, and the August 28, 2014 SCLS Board of Trustees. All ayes. Motion carried.

Adjournment: Seeing no other business to come before the board, Swenson adjourned the meeting at 7:34 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Hartl".

Mary Hartl  
Secretary

# Marshfield Convention & Visitors Bureau

Board Meeting Minutes – September 30, 2014 at DiLuca's, at The Holiday Inn

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

*Absent:* Al Chaney (excused)

*Non Board Members Present:* CVB Director Matt McLean / MACCI Director Scott Larson / Minutes taken by Lyn Anderson

*Guests:* Jeff Anderson, Travel Wisconsin  
Becky Rogers, Director of Operations for IDM

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

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Mayor Chris Meyer was at the Holiday Inn for the Vox Award Press Conference, and stopped at the Board Meeting to connect with Board members. He briefly discussed events, and specifically which types of events were best for the city, and had the most impact.

- I. **Minutes from August Meeting**  
*MOTION to approve the minutes from the August 26th meeting, as written, was made by Scott B., second by Gary C., and unanimously carried.*
- II. **Financial Report**  
Financials from August 2014 were reviewed, and McLean reported that income increased because room tax dollars were up, and briefly went over expenses. *MOTION to approve the July Financial Report was made by Scott K., second by Gary C., and unanimously carried.*
- III. **September Activity Report**
- IV. **American Legion 2016 AAA State Baseball Tournament**  
McLean passed around a bound copy of our proposal to host the 2016 American Legion AAA State Baseball Tournament, which will be presented later this week. Todd D. suggested that we add "sample itineraries" for the families accompanying tournament participants.
- V. **Vox Una Event/Grant**  
McLean discussed the Grant awarded to us and Vox Concert Series by the State Department of Tourism. We asked for, and received, \$18,000, for a total \$24,000 marketing plan budget. The press release announcing this grant took place just prior to today's board meeting. Brian Sauer, of Vox Concert Series, is working with The Holiday Inn, a sponsor for the event, to provide ticket/room packages. We will be focusing a large part of the grant to reach markets in Minneapolis, Milwaukee, Madison..
- VI. **Future Spending & Community Plan**  
McLean attended the "Chicago Sports Markets" meeting. After some investigation, he determined that to get a 3<sup>rd</sup> party to do a feasibility study would cost between \$30,000 and \$80,000. For now he suggested that studies be conducted by parties involved, as most of our events are not large enough to warrant that type of expenditure. We might want to consider it when it comes time to work on a major project, i.e., a new sheet of ice, where the expenditure will be over 2-3 million dollars.
- VII. **Small Town Baseball March Tradeshow**  
Rick, from Small Town Baseball is putting together an "Athletic Expo" for March of 2015, with reps from Easton, Rawlings, Team Sports, etc., where they will be showing new gear, equipment, uniforms . . . it will be free to have a booth. Small Town Baseball will also be hosting its awards banquet in conjunction with this event.
- VIII. **Wildwood Zoo Update**  
McLean gave an overview of the press conference held during Maple Fall Fest, to announce the new Bear Exhibit. There were 8 different speakers, including Senator Terry Multon, Mayor Chris Meyer and Ed Englehart from Parks and Recreation. Approximately 200-250 people attended, and they also kicked off the public fundraising campaign. Plans are to break ground in the spring, and have an "unveiling" at Maple Fall Fest next year.

**IX. Wisconsin Trappers Show Wrap-Up**

The Trappers held their show the week before Maple Fall Fest, with approximately 3,000 buttons (for entry all weekend) being sold, so they were very happy with the event. We will be putting a bid together to host the Fur Takers National Convention.

**X. Udder Mudder Wrap-Up**

The numbers were down this year, 550 versus over 900 last year. However, there were several competing events in the area, including several other mud races. It was a great event, very well organized at Memory Lane Farms, receiving a lot of national media coverage due to some of the participants doing the run to honor a "bride-to-be" that was killed in an auto accident just prior to the event.

**XI. Maple Fall Fest Wrap-Up**

McLean and Lyn gave an overview of the results from this year's Maple Fall Fest, including an increase in the number of vendors. Overall, the vendors reported they enjoyed increased sales over last year, with a couple of them selling out (of their merchandise) on Saturday, and not being able to return on Sunday. We also had a major increase in revenue, due to increased booth rates, increased number of vendors, and decreased marketing costs.

**XII. 2014 Goals Update**

McLean reviewed 2014 Goals, distributed copies of the CVB Goals Update Report 9/30, and brief discussion ensued.

**XIII. New Business**

**The next meeting with lunch provided will be held on Tuesday, October 28th, 2014 at 11:30 am  
(Location to be determined)**

**Meeting adjourned at 1:00 pm.**

**City of Marshfield Committee on Aging  
Jr. Fair Expo Building at the Fairgrounds  
Meeting Minutes – October 2, 2014**

The monthly meeting of the Committee on Aging was called to order at 9:36 a.m. by Mike Feirer.

**MEMBERS PRESENT:** Mike Feirer, Patty Ruder, Becky Huebner-Leu, Jean Doty, Dave Marsh, Kathy Dieck and Elsie Anderson

**OTHERS:** Judy Carlson, Connie Jacobson, Tom Buttke and Kelly Cassidy

Motion by Doty, 2<sup>nd</sup> by Marsh to approve the minutes from the September 4, 2014 meeting.

**Motion Carried**

**CITIZEN'S COMMENTS:**

None

**AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN UPDATE:** None.

**WOOD COUNTY TRANSPORTATION UPDATE:** Connie Jacobson updated the committee.

**FORUM 55+:** Judy Carlson updated the committee.

**LIBRARY & COMMUNITY CENTER PROJECT UPDATE:** Jean Doty updated the committee.

**HEALTH FAIR UPDATE:** The event is ready to go. Doors for the vendors will open at 7:00 am to get set up. The event will begin at 9:30 am for the participants.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**FUTURE MEETING DATE:** The next meeting will be held at City Hall Room 108 at 9:30 a.m.

Motion by Marsh, 2<sup>nd</sup> by Ruder to adjourn at 10:20 a.m.

**Motion Carried**

Respectfully submitted,  
Kelly Cassidy

MARSHFIELD PUBLIC LIBRARY  
BOARD MEETING  
211 E. Second Avenue, Marshfield, WI 54449  
October 14, 2014  
7:00 a.m.

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

Present: Joanne Ampe, Gary Cummings, Mary Hartl, Kris Keogh, Don Schnitzler, Jean Swenson, Ruth Voss, Kim Vrana and Library Director Lori Belongia.

Also present: Amanda Duer

Absent: Xin Ruppel, Pat Saucerman

Citizen's comments, correspondence and announcements: Two items from the suggestion box. One was a complaint from a non-smoker about being able to sit outside without a smoker sitting next to them. The other item was an idea for improving service by making sure the restrooms in the new library have double wide stalls so a wheelchair is able to get along the side of the toilets.

Changes or additions to the agenda: Change to IX. Business item A. It should be "2015 Subscription Fees for households in Marathon County".

LB14-60 Minutes of the Library Board Meeting: Motion by Keogh, second by Vrana to approve and place on file the minutes of the September 9, 2014 Library Board Meeting. All ayes. Motion carried.

LB14-61 Director's Report: Motion by Voss, second by Hartl to receive and place on file the September 2014 Director's Report. All ayes. Motion carried.

LB14-62 2<sup>nd</sup> September Vendor List and 1<sup>st</sup> October Vendor List: Motion by Schnitzler, second by Ampe to approve Vendor Lists. All ayes. Motion carried.

LB14-63 September 2014 Financial Control Report: Motion by Ampe, second by Vrana to receive and place on file the September 2014 Financial Control Report. All ayes. Motion carried.

LB14-64 Business

2015 Subscription Fees for households in Marathon County (not including the town of McMillan and the portion of the City of Marshfield): Motion by Schnitzler, second by Hartl to set the cost of subscriptions for 2015 to:  
\$127.33 for the standard subscription  
\$137.33 for it being paid in two installments  
\$3.70 per item  
All ayes. Motion Carried.

Consider revisions to Library Policy 3.220 Smoke Free Library and 5.130 Code of Behavior to address the issue of e-cigarettes or vaping: Motion by Voss, second by Cummings to approve the revisions. All ayes. Motion carried.

Updates:

Library & Community Center Project: Belongia updated the board on the project. She informed the board that 2.6 million dollars has been raised so far. The physician's campaign is starting. Belongia let the board know that she won't hear back regarding the NEH Grant until around December.

LB14-65

Minutes of other organizations: Motion by Schnitzler, second by Ampe, to accept and place on file the minutes of the May 21, 2014 Marshfield Public Library Foundation Meeting, the August 19, 2014 FOMPL Board Meeting, and the September 25, 2014 SCLS Board of Trustees. All ayes. Motion carried.

Adjournment: Seeing no other business to come before the board, Swenson adjourned the meeting at 7:33 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Hartl".

Mary Hartl  
Secretary

**Main Street Board of Directors Meeting  
Wednesday, Nov. 5th 2014  
Main Street Office**

**Present:** Lois TeStrake, Tom Henseler, CW Mitten, Trina Ignatowski, Josh Kilty, Scott Koran, Tony Abney, Cindy Cole, Kelly Korth, Jenna Hanson, Gary Cummings, Scott Larson, Nick Arnoldy

**Excused:**

**Not Present:** Ryan Baer

**Ex-Officio Present:** Steve Barg

**Staff Present:** Angela Dieringer, Executive Director

**Other Present:** Brian Sauer

**President Lois TeStrake called the meeting to order at 7:34am.**

- 1. Brain Sauer- Vox Concerts Presentation** – Bring musicians and invite them to Perform. To have something more to do in Marshfield. Vox Concerts are at Wildwood Station currently, but would like to be in the downtown. Need help to Create awareness of Vox Concerts and to work with Main Street Marshfield to bring in foot traffic. 3 day event with 20 musicians, this Thurs, Friday & Saturday Nov. 13, 14 & 15. Reserve Table \$50 and general seating \$14.

**2-5. Approval of Board and Executive Committee minutes:**

1<sup>st</sup>. Tom Henseler

2<sup>nd</sup> Mike Eberl

- 6. City Staff Updates** – Steve: City approved preliminary budget hearing Nov. 25. Library project moving forward, looking at different ways to really connect it to downtown. First Impressions program: Invite another town to come to our town and us to go there, Chippewa Falls in 2015. Police proposal looking at fees for parking permits or tickets to possibly get raised. Not to have free parking in December anymore. Downtown master plan meeting like an open house, same day as parade

- 7. MACCI Updates-** November 7- Rodger's & Hammerstein's State Fair 7:30 pm LuCille Tack Center for the Arts; November 11- Java Jump Start Commerce: The what, Why & How to Online Retail- 7:30 am Mid-state Technical College Rm 126; Tax Law Changes for 2014 Seminar 7:30 am Hotel Marshfield; November 12- Building Positive Attitudes in the Workplace Seminar 8 am- 11:30 MACCI, Dealing with Difficult People 1-4:30 pm MACCI, Business after 5 Belvedere Supper Club; November 13- Business Bowl 2pm Rose Bowl Lanes, Vox Concert Una Sessions 7pm Wildwood Station; November 14- Vox Concert Series; November 15- Vox Concert: Una Sessions 7pm Wildwood Station; November 20 – Leadership Marshfield "Education Day" 7:30 am Mid-state Tech, Main Street Holiday Parade 6:30 pm Downtown; November 28- Rotary Wonderland Opens At 5 pm. Wagon & Buggy Rides 5:30 pm Downtown.

- 8. Treasurers Report:** Everything is trending towards normal

- 9. Executive Director's Report:**

#### Downtown Master Plan

- Open House November 20<sup>th</sup> – Spread the word

#### Sponsor a Tree Program

- 22 Trees have been sponsored; 32 trees total

#### Blodgett Haus Open House

- Will have a confirmed date in 1 week
- Over 22 businesses already committed to participate

#### Library – Community Appreciation Open House – Nov 16<sup>th</sup>

- Main Street will have a booth
- Focus will be on education, promoting upcoming events, and recruiting volunteers

#### Business Retention Visits

- 9 This past month
- 2 new businesses: Jennifer's & V & Company Salon (opens today)
- Closing: Kandy Girl, Pampered Pooch
- Inviting businesses to present in front of our board; MS ambassadors for them

#### First Impressions

- Organizing this with Chippewa Falls
- Objective: getting recommendations for how we can improve our city; a fresh look
- Hoping to do the visits in April

WDLB/WLJY is doing a marketing promotion for the downtown. It starts next week. Every participating business will be donating a prize as is the radio station. The participant has to go to half of the businesses, get their card stamped and drop their completed card off at our office. The drawing will take place mid December

- I did a public service announcement with the cable tv to advertise our holiday events
- Annual Awards went well, thank you to everyone who attended and invited others
- Flower Power wrap up meeting was this past month. I received a lot of great feedback as to what they would like to see for next year;
- Dairyfest is in the planning for next year. Main Street will do the Sidewalk Chalk contest again, promoting it early will be key in getting more participants.

#### **10. Committee Reports-**

##### **Promotion Committee Updates-** Lois TeStrake

- Trick or Treat went well over 60 business participated.
- Heidi Olson is princess, Volunteers needed for Hot Choc. Run & Reindeer Day.
- 1 float will need to be decorated. Next meeting 1<sup>st</sup> Monday of Dec.
- Next meeting Dec. 1<sup>st</sup> at 8 am.

##### **Organization Committee Updates-** Tony Abney

- Recapped annual meeting. Went well & great turn out. Improve event reimburse ticket to winners or MACCI gift certificate.
- Winter fundraising event looking at Valentines Day.
- Volunteer recruitment and sending out survey in January.
- Next meeting Nov. 13<sup>th</sup> at 8 am.

##### **Design Committee Updates-** Trina

**Flash Galleries:** Talked about next years flash galleries possibly moving it

- Back to Thursdays or doing only one in June to kick off the event since the
- Attendance was down in September.
- There is still \$500 for Random Acts of Art that need to be used by June of next
- Year, so we are thinking about joining with the Hot Choc. Run and show case
- Ice Sculptors or Snow Art. Betsy will talk with local artists to see if there is
- Interest.

**Amenities:** We took inventory and there is a lot left to be sponsored. Looking

- Where the money goes when there is a sponsorship. Found the Amenity
- Brochure, just need to find out who might have done it for us.
- Parklets: Researching on how parklets could work for our downtown. Parklets
- Are used for outdoor dining during the summer months.

**Absentee Property Owner Incentive:** Main Street DePere is working on this

- Program. It basically gives the absentee owner incentives to market their
- Property. We will be discussing this at our next meeting once we find out more
- How there program works.

**Holiday Storefront Light Display Contest:** We will be having a Holiday Light

- Contest, the lights would need to be up by November 20<sup>th</sup>. The judging will
- Take place after the Holiday Parade, a Facebook Survey will be done to
- Determine the winner. The winner will receive a Free Feature in CVB courtesy
- Of Main Street.

#### **ER Committee Updates-** Nick Arnoldy

- Sculptures added to the downtown and having artists add some finishing touches on them. Handing over to Design Committee
- Looking at the health of downtown; focus on retention
- Seminars similar to Java Jumpstart or anything needed.
- Next meeting Nov. 19<sup>th</sup> at 7:30 am.

#### **11. Old Business-**

**Annual awards Reception** – was covered

**Downtown Trick or Treating** – was covered

#### **12. New Business:**

**12 a. Library Project:** Did get last of the first part of the fundraising covered. See how we can be more connected with the library. Fundraising will still be needed.

**Meeting Adjourned at 8:30 A.M.**

**MINUTES  
FIRE AND POLICE COMMISSION/REGULAR MEETING  
NOVEMBER 6, 2014**

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

**PRESENT:** Commissioners Keogh, Gershman, Mueller, and Meyers.

**EXCUSED:** Commissioner Frankland and Fire Chief Haight.

**ALSO PRESENT:** Police Chief Gramza, Deputy Fire Chief Owen, Mayor Meyer, Assistant Finance Director Hanson, and Alderman Earl; City Administrator Barg arrives at the meeting at 7:39 a.m.

**FP14-065** Motion by Mueller, second by Gershman to approve the minutes of the 10/09/14 regular meeting.

**Motion carried.**

**FP14-066** Motion by Gershman, second by Mueller to approve the 2014 ambulance accounts receivable write offs as presented by Assistant Finance Director Hanson.

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

**Motion carried.**

**FP14-067** Motion by Mueller, second by Gershman to approve the fire department bills in the amount of \$23,467.34.

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

**Motion carried.**

City Administrator Barg arrives at the meeting.

**FP14-068** Motion by Meyers, second by Mueller to approve the police department bills in the amount of \$24,376.28.

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

**Motion carried.**

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

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

**FP14-069** Motion by Mueller, second by Gershman to postpone until the next meeting a review of the proposed 2015 bank escort contract with Marshfield Utilities. A representative from Marshfield Utilities will be invited to attend the next meeting to provide additional information about the proposal.

**Motion carried.**

**FP14-070** Motion by Gershman, second by Meyers to adjourn into closed session pursuant to Section 19.85(1)(g), Wis. Stats., conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Specifically, to review the possible legal implications of terminating a contract.

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

**Motion carried.**

(time: 7:56 a.m.)

Present in closed session: Commissioners Mueller, Gershman, Meyers and Gershman; City Administrator Barg, Mayor Meyer, Police Chief Gramza, Deputy Fire Chief Owen, and Alderman Earll.

**FP14-071** Motion by Meyers, second by Gershman to emerge from closed session and reconvene into open session.

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

**Motion carried.**

(time: 8:24 a.m.)

Because no action was taken on matters discussed in closed session and there was no further business to discuss, the meeting was adjourned at 8:26 a.m.

**COMMISSIONER MEYERS IS SCHEDULED TO ATTEND THE NOVEMBER 25, 2014  
COMMON COUNCIL MEETING AT 7:00 P.M.**



**Marshfield Fire and Police Commission  
Nate Mueller, Secretary**

**City of Marshfield Committee on Aging  
City Hall Plaza, City Hall Plaza  
Meeting Minutes – November 6, 2014**

The monthly meeting of the Committee on Aging was called to order at 9:30 a.m. by Mike Feirer.

**MEMBERS PRESENT:** Mike Feirer, Patty Ruder, Becky Huebner-Leu, Jean Doty, Dave Marsh, and Elsie Anderson

**ABSENT:** Kathy Dieck

**OTHERS:** Rika Schmelzer, Celena Wauco-Netzow, Jennifer Cummings, Tom Buttke and Amy Krogman

Motion by Marsh, 2<sup>nd</sup> by Doty to approve the minutes from the October 2, 2014 meeting.  
**Motion Carried**

**CITIZEN'S COMMENTS:**

Buttke stated the bear pen will be built in the spring. Zoo Store was a huge success.

There will be a ribbon cutting at the "Lest We Forget" Museum on November 7<sup>th</sup>. This has been relocated to the basement of the Library.

The Fallen Warriors memorial bricks are have been laid. This will be completed in the spring.

**Taxi Concerns:** It was suggested that there be information posted in the taxi regarding how the shared-ride system works. Maybe a public service announcement as well.

**AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN**

**UPDATE:** Jennifer Cummings updated the committee.

**WOOD COUNTY TRANSPORATION UPDATE:** No update

**FORUM 55+:** No update

**LIBRARY & COMMUNITY CENTER PROJECT UPDATE:** All money has been raised for the Everett Roehl Marshfield Public Library. Project will be started in 2015. Plans are being completed.

**HEALTH FAIR UPDATE:** Health Fair went well. 192 people attended, which was down slightly from last year. The following was discussed:

- Need to revisit time of presenter. People visited booths first.
- Had a bottle neck at door. Set-up should be different
- Raffles went well. Vendor's liked this.
- Ask Marshfield Public Transit to have a booth
- Have vendor set up by 8:30 – open doors when vendors are set up. Maybe let people sit in speaker area.

- Next years' date will be October 2<sup>nd</sup>.
- Backdrops worked well.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**FUTURE MEETING DATE:** The next meeting will be held at Cedar Rail on December 4<sup>th</sup>.

Motion by Marsh, 2<sup>nd</sup> by Doty to adjourn at 10:34 a.m.

**Motion Carried**

Respectfully submitted,  
Amy Krogman

## **Economic Development Board meeting November 6, 2014**

Present: Dickrell, Meissner, Michalski, Sennholz, Staab, Wagner  
Absent: Hendler  
Others: Angell, Barg, Dieringer, Earll, James-Mork, Meyer, Olson

Sennholz called the meeting to order at 3:01 p.m. in Room 108 of the City Hall Plaza.

### **Approve minutes – October 9<sup>th</sup>**

**EDB14-45** Wagner moved and Michalski seconded a motion to approve the October 9<sup>th</sup> minutes as presented, with a change to reflect that Wagner was present and Hendler was absent. Motion carried unanimously.

### **Conflicts of interest**

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

### **Citizen comments**

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

### **Economic development reports**

- General updates
  - Angell noted that the Library & Community Center is moving forward, with Phase 4 architectural work and an RFP sent out for construction management services. A generous donation from Everett Roehl put the private fundraising campaign over its \$4 million goal. On the Penney Court project, the façade work is now expected to be \$178,000, above the \$125,000 first anticipated. Angell asked if the Board would increase its grant of \$53,000 to provide the remaining funds available for façade work (\$7,500), or consider more funds to reach the \$89,000 maximum (50%) allowed by program guidelines. It was the consensus to allocate the \$7,500 left in the fund, but nothing additional.
  - Dieringer advised said that Pampered Pooch is moving to a location on North Central Avenue, and Kandy Girl has closed. Jennifer's is opening when their sign arrives, and a nail salon business is opening soon as well. She has done 9 business retention visits in the last month, and she is working with Barg on a "First Impressions" exchange with Chippewa Falls to occur in April 2015.
  - Olson reported that the recent succession planning workshop went very well, although attendance was a bit light. The DNR Secretary spoke last week at a well-attended event, and it's clear that she recognizes the critical role that her agency plays in the overall economic development picture.
  
- Downtown master plan
  - Angell reported that an Open House is planned for November 20<sup>th</sup>. Hours are 11:00-2:00 and 4:00-6:00 in Room 108 of City Hall, and after Main Street's holiday parade at Holiday Inn. It will be an informal setting, and it's hoped to get a good turnout and helpful input from business owners and citizens. This project is still on track, and it's expected that the consultant will provide a final report by the end of January 2015.

- 200 block redevelopment
  - Angell noted that redevelopment of the 200 block of Central/Chestnut is still moving forward, but things have slowed down, due to extra time needed for the Penney Court renovation. Earth Tech of Arpin will raze the 2 structures next spring, and discussions continue with the party who originally showed interest in doing a project at this location. It was agreed we need a “Plan B”, in case development seems unlikely, and it was noted that “green space” was mentioned at the last meeting on the downtown master plan in September.
- Housing programs/projects
  - Angell stated that Wood County has expressed interest in partnering with the EDB on a City subdivision. Efforts continue to explore other ideas from the housing study and members discussed some of the areas identified, including how to best address the issue of dilapidated homes.
- 2015 City budget process
  - Angell noted that the Council has approved a preliminary budget, which goes to a public hearing on November 25<sup>th</sup>. Nothing changed from what the Board approved in August, and \$5,121 added later to offset the Finance Department staffing costs to administer the old revolving loan fund has been pulled, with this cost now being covered another way. Significant discussion occurred on concern raised at the Council level on funding for the Business Development Director position. It was agreed that the Board needs to portray its projects and successes as a team effort, so that we’re seen as one cohesive group.

**Review recently completed TIF strategic plan update**

Angell briefly highlighted a report drafted by SCS Engineers and accepted by the Council on October 28<sup>th</sup> showing the current status and opportunities of each of the City’s 5 active TIF districts. It was noted that recent projects in Mill Creek Business Park have greatly improved the financial outlook for TID #5. No action required.

**Consider possible revision to City Policy 4.320 – Economic Development Fund**

Wagner offered a proposed revision to City Policy 4.320 requiring a 75% majority of the Council to overturn an EDB decision involving the expenditure of utility dividend funds. **EDB14-46** Wagner moved and Dickrell seconded the motion to recommend approval to the City’s Finance, Budget & Personnel Committee. Motion approved unanimously.

**Announce next Board meeting date/time**

Sennholz announced that the next Board meeting will be held on Thursday, December 4<sup>th</sup> at 3:00 p.m. in Room 108 of the City Hall Plaza.

With no further business before the Board, Michalski moved and Meissner seconded the motion to adjourn. With no objection, Sennholz adjourned the meeting at 4:47 p.m.

Respectfully submitted,  
Steve Barg, City Administrator

**CITY OF MARSHFIELD  
BOARD OF CANVASSERS  
GENERAL ELECTION OF NOVEMBER 4, 2014  
MINUTES OF NOVEMBER 7, 2014**

The City of Marshfield Board of Canvassers convened at 4:05 p.m. on Friday, November 7, 2014 in the 7<sup>th</sup> Floor Conference Room, located in City Hall Plaza. The Board of Canvassers consists of City Clerk Deb M. Hall, Brenda Hanson and Amy Krogman.

The Board of Canvassers convened to process and count late-arriving absentee and provisional ballots. 2011 Act 75 provides that absentee ballots may be counted if postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election. Additionally, 2011 Act 23 provides that voters who cast provisional ballots may provide whatever documentation is required no later than 4:00 p.m. on the Friday after the election in order for their provisional ballot to be counted.

The following are the findings, by reporting unit, of the board upon review of the election records:

Late-Arriving Absentee Ballots

Wards 1 & 11:	6 outstanding absentee ballots; 1 returned
Ward 2:	4 outstanding absentee ballot; 2 returned
Wards 3 & 13:	4 outstanding absentee ballots; 3 returned
Wards 4 & 14:	1 outstanding absentee ballots; 0 returned
Wards 5 & 15:	6 outstanding absentee ballots; 2 returned
Wards 6 & 17:	3 outstanding absentee ballots; 0 returned
Wards 7 & 16:	2 outstanding absentee ballot; 0 returned
Wards 8,19,22,23:	1 outstanding absentee ballot; 0 returned
Wards 9 & 18:	1 outstanding absentee ballots; 0 returned
Ward 10:	5 outstanding absentee ballots; 1 returned
Wards 12,20,21,24:	1 outstanding absentee ballot; 0 returned

Ward 11 received one late-arriving absentee ballot from Evelyn Zurn, 305 S. Chestnut Avenue, Apt. 220. The certificate envelope was missing the voter and witness signatures. The ballot was rejected.

Ward 2 received two late-arriving absentee ballots.

1) Alexander R. Praxel, 1500 Immanuel Court. The certificate envelope was missing the witness signature. The ballot was rejected.

2) Laura A. Goeden, 1018 Laurel Street, Apt. 110. The ballot was hand delivered to the City Clerk's office on November 7, 2014. The ballot was rejected.

Ward 13 received three late-arriving absentee ballots.

1) Hatley Ann Christensen, 808 Adler Road. The Board found the certificate envelope to be sufficient so a voter number was assigned, #1011, and the ballot was counted.

2) Erin Marie Knoeck, 307 Mulberry Avenue. The Board found the certificate envelope to be sufficient so a voter number was assigned, #1012, and the ballot was counted.

3) Andrew Barton Stevning-Roe, 209 Columbus Drive. The Board found the certificate envelope to be sufficient so a voter number was assigned, #1013, and the ballot was counted.

Ward 5 received two late-arriving absentee ballots.

1) Christopher A. Graewin, 1511 S. Chestnut Avenue. The Board found the certificate envelope to be sufficient so a voter number was assigned, #699, and the ballot was counted.

2) Kathryn M. Hastreiter, 1708 S. Balboa Avenue. The Board found the certificate envelope to be sufficient so a voter number was assigned, #700, and the ballot was counted.

Ward 10 received one late-arriving absentee ballot from Jennifer Patricia King, 1007 E. Grant Street, Apt. 63. The Board found the certificate envelope to be sufficient so a voter number was assigned, #591, and the ballot was counted.

There were no other late-arriving absentee ballots.

A total of nine late-arriving absentee ballots were received. Of those nine late-arriving absentee ballots, six were counted and three were rejected.

#### Provisional Ballots

There were no provisional ballots issued according to the GAB-123r.

The votes were recorded on duplicate tally sheets.

The absentee ballots were secured in ballot bags. All paperwork was signed by the Board of Canvassers.

The Board adjourned at 4:55 p.m.

Lori A. Panzer  
Deputy City Clerk

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY**  
**MARSHFIELD UTILITY COMMISSION**  
**November 10, 2014**

**COMMISSION MEETING MINUTES**

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on November 10, 2014 in the downstairs meeting room of the utility office. Present were Commissioners Harry Borgman, Mike Eberl, Aaron Pitzenberger, and John Maggitti. Also present were Alderperson Charlotte Smith and the Utility staff. Absent were George Holck and Alderperson Gordon Earll.

**UC/14-81** Motion by Pitzenberger, seconded by Borgman, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

**UC/14-82** Motion by Maggitti, seconded by Borgman, to approve payroll for October in the amount of \$208,808.30 and general bills for October in the amount of \$3,789,596.45. All ayes, motion carried.

**UC/14-83** Motion by Borgman, seconded by Maggitti, to approve the following job orders:

JO #17793	Ctk. 133 & 232 Rebuild, McMillan Sub to Central	\$420,352
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All ayes, motion carried.

**September 2014 Financial Statement Notes**

**Electric Utility**

- Net income was \$346 thousand for the month, with a net income of \$1.565 million year-to-date.
- Net operating income was \$483 thousand for the month, compared to budgeted net operating income of \$247 thousand. Year-to-date net operating income was \$2.524 million, compared to budgeted net operating income of \$2.325 million.
- After adjusting for the PCAC timing, net operating income for the month was \$222 thousand.
- September consumption was down 3.55% from September 2013, with year-to-date consumption up 1.66%. For September, all classes of customers showed a decrease in consumption, with the exception of Large and Industrial customers. Year-to-date energy losses were 1.18%, compared to prior year losses of 2.06%.

**Water Utility**

- Net income was \$70 thousand for September and \$220 thousand year-to-date.
- Net operating income was \$90 thousand for the month, compared to budgeted net operating income of \$113 thousand. Year-to-date net operating income was \$405 thousand, compared to budgeted net operating income of \$586 thousand.
- Operating expenses included \$7 thousand for street repairs due to main breaks and service breaks.
- Overall September consumption was down 16.34% from September 2013, with all classes of customers showing a decrease. Year-to-date overall consumption was down 1.62% from the prior year. Year-to-date water losses were 14.97%, compared to prior year losses of 11.04%.

**Communication Utility**

- Net income was \$10,223 for the month, compared to budgeted net income of \$13,740. Year-to-date net income was \$172,303, compared to budget net income of \$119,732.

- The Department Managers reviewed noteworthy projects including:
  - Electric gave a substation update.
  - Water updated the progress on the new water tower.
  - Office shared that the courier service is being reviewed.
- The General Manager discussed information regarding the potential building project including timing of financing and additional evaluations being conducted by Birschbach & Associates.
- The Office Manager presented the capital budget for a second review.
- The Office Manager presented the operations & maintenance budget for first review.
- The General Manager discussed the timing of the capital budget. The consensus was to move the capital budget process to April and May to be able to coordinate better with the city.
- The General Manager and Office Manager presented information on an insurance claim from Leonard Moore.

**UC/14-84** Motion by Pitzenberger, seconded by Borgman, to deny the claim. All ayes, motion carried.

**UC/14-85** Motion by Maggitti, seconded by Borgman, to go into closed session per Wisconsin State Statutes Section 19.85(1)(g) concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved, specifically for the purpose of discussing the potential effects of the Wisconsin Energy Corporation merger.

All ayes, motion carried. Closed session at 4:40 p.m.

Open session resumed at 5:07 p.m.

Meeting adjourned at 5:08 p.m.



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John Maggitti, Secretary

**Department: Electric**  
**Manager: Nicolas Kumm**  
Contributing: Greg Geiger  
Month: October 2014

- M-1 didn't run during the month of October.
- The M-1 fall outage was completed during the week of October 6<sup>th</sup> through the 10<sup>th</sup>. Cole Eswein, Dustin Oleson, and Ray Burrill completed calibrations, general inspections, filter change out, over-speed testing, first system calibration (by contractor) and winter prep.
- Contractors completed the installation of the ceiling located in the fuel unloading bay on the demineralization building at the Mill Creek generating plant.
- The substation construction was completed at McMillan Substation from September 22<sup>th</sup> through October 24<sup>th</sup>. Energis completed the replacement of the 199 oil circuit breaker with a gas circuit breaker with the assistance of Cole, Dustin, & Nicolas Whipple. Currently, work is being completed at Wildwood Substation. All work is currently on schedule.
- Electric AMI meters installed: 483 out of 13,100 (3.7%). New meters are scheduled to be delivered at 500 new meters every other week. The software update has been completed and currently being reviewed. Training and testing of the billing interface for wireless reads is scheduled for the middle of November.
- Cole completed Week 2 of year 3 of the Substation Electrical Apprenticeship at Northeast Wisconsin Technical College during the week of October 13<sup>th</sup>.
- Jeff Holbrook, Ryan Steffen, and Faith Schmidt assisted the Heavy Metal Tour of area 8<sup>th</sup> graders on October 8<sup>th</sup>. The tour provided 8<sup>th</sup> graders hands on exposure to line work along with other utility functions and careers.
- Session 2 of the MEUW Job Training and Safety Program was completed on October 23<sup>rd</sup>. The session covered rescue training for bucket trucks and poles.
- Jim Seefluth and Jeff Irish attended the MEUW JT&S Overhead/Underground Workshop in Green Bay October 6<sup>th</sup> – 8<sup>th</sup>.
- Randy Ayer attended week one of year four in his journeyman lineworker program. Topics of discussion included, OCR, fusing, and metering. They also toured a combustion turbine and methane digester.
- Mike Vanderwyst and Robert Olwell have been working on the Day Road rebuild.
- Jeff Holbrook and Ryan Steffen finished up the installation portion of the Peach St upgrade and have moved to the Washington rebuild.
- Jim Seefluth, Jeff Irish, and Randy Ayer have been working on the Highland overhead to underground conversion.
- Greg has been working to close job orders for the year, and has been working to set new inventory levels.

**Department: Office**  
**Manager: Kent S. Mueller**  
**Month: October 2014**

- Patti has been working to complete the 2015 budgets. The first draft of the O&M Budget is in process of being completed and will be reviewed at the November Commission meeting, along with the second review of the capital budget. Final approval for both budgets is planned for the December Commission meeting.
- On October 15<sup>th</sup>, water and sewer tax roll notices were mailed to customers and property owners. A 10% penalty is applied to unpaid balances after November 1<sup>st</sup>. A final submission to the City for placement on the tax roll is completed after November 15<sup>th</sup>.
- The last disconnections for non-payment for the year were October 29<sup>th</sup>. There were 581 disconnections in 2014, compared to 503 in 2013.
- A billing system review of all residential customers disconnected for non-payment this past season was performed. A field check was conducted by meter personnel and followed up by office staff to ensure remaining dwellings were either reconnected or unoccupied by the end of the month. No residences that were disconnected are still occupied. After November 1<sup>st</sup>, a status report is provided to the PSC.
- On October 24<sup>th</sup>, we sent \$56,777 to ATC for their 4<sup>th</sup> request in 2014 for voluntary additional capital. This increases our investment in ATC.
- On October 31<sup>st</sup>, we received an ATC, LLC cash distribution totaling \$149,700. For 2014, \$580,000 in ATC cash earnings has been received from ATC.
- Each year, we need to send to the state our unclaimed property. For Marshfield Utilities, this consists of uncashed checks over one year old, which were for customer refunds on closed accounts. We attempt to make contact with anyone that has uncashed checks. \$248.57 was sent to the state this year as unclaimed property.

**Department: Technical Services**

**Manager: Cathy Lotzer**

**Contributing: Heather Young, Shawn Marsh, Jim Benson**

**Month: October 2014**

- Cathy attended a Groundwater Foundation Board of Directors meeting where she was elected as Board Chair for a two-year term. She also attended a Groundwater forum and spoke on Marshfield's successful Groundwater Guardian activities.
- Cathy arranged multiple meetings with Allan Birschbach and our management team to provide feedback to the preliminary design plans.
- Cathy participated in MEUW assisted interviews for a new Safety Coordinator.
- Cathy and Shawn attended the MRO Security Conference in Minnesota.
- Cathy and Heather attended the annual FET Environmental Conference in Pewaukee.
- Heather and Cathy have been working with GDS Associates, Inc. to prepare for the environmental audit to be conducted in November. They have also been finishing up work from the 2014 NERC self-assessment.
- Shawn has been working on multiple upgrades to our website. Our YouTube videos will also be added in the near future.
- Shawn has been working with Jason from Priority Business on testing the SAN drives. They are also working on recovering from a failed SAN controller (Saturday 18<sup>th</sup>) and getting systems back to a fully functional state after the recovery.
- Shawn and Cathy worked to set up automated reports from our Access Control system. These will monitor battery status on all doors and routine access status.
- Jim is working on HVAC updates and repairs, addressing door adjustments/modifications at the Water Treatment Facility, and working with Ray to prep two vehicles for the auction.
- Jim continues work with Doine and American Asphalt on our parking lot. Paving is now complete. Vegetation cleanup should take place in the next week.
- Jim is working with Dick Pokorny regarding CEMA and working to find a speaker for this year's event.
- Jim is also working on several commercial energy audits via FOE. He is also assisting FOE on a new wave of direct installs. (This time, no additional cost to the Utility.)

**Department:** Water  
**Manager:** Dave Wasserburger  
**Month:** October 2014

- John Richmond, Marshfield Utility Civil Engineer, and Josh Mauritz, City of Marshfield Civil Engineer, have started the design of the Maple Street reconstruction project. This will be a complete reconstruction of Maple Street and the side streets located between Central Avenue and Maple Street from Veterans Parkway to 6<sup>th</sup> Street.
- We had 132 appointments to install AMI meters in October. This puts us at about 3000 meters installed or at about 38% complete. We have completed most of the construction projects and maintenance of the distribution system for the year and are increasing the number of letters being sent out to our customers to set up appointment for meter installations. If the winter is mild we can install meters all winter long. If the winter becomes severe we will likely have to stop as we were forced to do last year.
- We have found and repaired 14 leaks since starting our leak survey in June. These leaks totaled an estimated 236 gallons per minute or 339,840 gallons per day. Joe Dierickx has been heading up this effort.
- The fabric and subgrade materials for the road to the water tower site have been installed. The contractor is excavating for the footings and foundation walls. The goal is to pour the footings the first week in November and the walls the second week. This will be dependent to some extent on the weather.
- Pumping equipment has been installed in Well 26. We are waiting for the delivery of the SCADA equipment which is scheduled for November 6<sup>th</sup>.
- The CIPP project on Adler Road is complete.
- Crews are also making a second round check hydrants to ensure they are all pumped dry before freezing temperatures arrive.
- Erick Boon, Jeff Tisdell and John Richmond met with Melissa to discuss a possible future community event project.
- Hydro Design was in town completing commercial and industrial cross connection inspections the weeks of October 20<sup>th</sup> and 27<sup>th</sup>.

### **Groundwater Guardians**

The Police Department is still collecting and storing unused and expired meds.

## Parks, Recreation, and Forestry Committee Minutes of November 13, 2014

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

**Present:** John White, Jr.; Jane Yaeger; Rich Reinart; Chris Viegut; Kristy Palmer and Alderman Tom Buttke

**Excused:** None

**Absent:** None

**Also Present:** Ed Englehart, Parks and Recreation Director; Kelly Cassidy, Parks & Recreation Supervisor; Tara Mannigel and Tammy Simon, Marshfield Youth Soccer Association officers.

**PR14-34** Motion by Buttke, seconded by Yaeger to approve the minutes of the October 16, 2014 meeting.

**Motion Carried 6-0**

**Public Comments:** None

The committee set Thursday, December 11, 2014 at 5:30 p.m. in room 108 for the date and time of their next meeting.

Tara Mannigel and Tammy Simon presented information regarding the MYSA's request to install player shelters on Figi and Weinfurtner Fields at Greise Park. They would like to complete the shelters on Figi Field in the spring of 2015 and the shelters on Weinfurtner Field in either the fall of 2015 or spring of 2016. Funding for the project will be provided from the Marshfield High School, Columbus High School and the Marshfield Youth Soccer Association. The Parks and Recreation Department may assist in the installation of the concrete pad or other elements of the project. They provided information on two styles of player shelters; a wood construction type and a prefabricated style. They shared the pros and cons of each style. A poll of the coaches indicated a strong preference for the wood construction style and it is felt to be less expensive. Many of the area fields where the school teams hold games have the player shelters. Committee members expressed concerns about possible field damage during the construction, possible player safety depending on proximity to field and fully completing the structures versus phasing the construction.

**PR14-35** Motion by White, seconded by Palmer to approve moving ahead with the design and installation plans with the approval by the Parks and Recreation Maintenance Supervisor and to report back to the Parks, Recreation, and Forestry Committee for approval to proceed with any additional required city approvals.

**Motion Carried 5-1** Viegut voted no

Englehart reviewed the volunteer services that have been offered by Staab Construction Corporation and Schalow's Nursery to assist in the construction of the new Grizzly Bear Exhibit. Staab Construction is offering Construction Manager Advisor services and Schalow's Nursery is offering to provide the landscape design services. Both would be at no cost to the City. Englehart reviewed briefly the decision to bid the project as a single prime bidder versus multiple bid packages. With the single prime bid method, many of the items listed by Staab Construction in their letter would not be needed; however, their service will be very valuable to the project beginning with the conceptual estimating of the design development plans prior to the completion of the final bid documents by HGA. The donation of both of these services will provide a cost savings to the project.

**PR14-36** Motion by White, seconded by Reinart to recommend approval and acceptance of the volunteer services from Staab Construction and Schalow's Nursery for the Grizzly Bear Exhibit to the Board of Public Works.

**Motion Carried 6-0**

### **Information Items:**

Staff updated the Committee on their respective areas of responsibility and answered questions regarding the monthly report. Cassidy commented that senior bingo held at the library while the Senior Center was being used for voting went well. Approximately 38 individuals participated. Englehart informed the committee that the DNR completed the stocking of large bass in the upper and lower ponds at Wildwood Park today at no cost to the City. Earlier they provided bluegills and crappies to both ponds. Buttke and Palmer stated that the Zoological Society held their annual meeting in October. Volunteer and sponsor awards were presented and officers were elected. The Zoological Society will again be holding their spring education program for area school children. Cassidy commented that thank you letters were sent to all Fall Soccer Volunteer Coaches and to the participants and sponsors of the Senior Health Fair. Englehart briefly discussed the 2015 City budget that is currently scheduled for a public hearing later in November, along with adoption. There were a number of minor reductions by the City Administrator prior to sending his budget for consideration by the Common Council. The largest reduction was the elimination of the Zoo Maintenance Building. Staff hopes that it can be funded in 2016. They are working on alternatives for 2015.

**Committee Member Questions, Comments, and Suggestions:** White shared information regarding the George Wilson Service award that Englehart received last week at the Wisconsin Park and Recreation Association annual conference. Yaeger commented that Jim Wein will be able to attend the November 25<sup>th</sup> Common Council meeting to receive the Volunteer of the Year award.

**Future Agenda Items:** Approval of the 2015 schedule of fees and charges.

**PR14-37** Motion by Yaeger, seconded by Palmer to adjourn.

**Motion Carried 6-0**

Meeting adjourned at 6:43 p.m.

Ed Englehart, Parks & Recreation Director

**BOARD OF PUBLIC WORKS MINUTES**  
**OF NOVEMBER 17, 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; Parks & Recreation Director Englehart; the media; and others.

**PW14-153** Motion by Wagner, second by Cummings to recommend approval of the minutes of the November 3, 2014 Board of Public Works meeting.

**Motion Carried**

**Citizen Comments - None**

**PW14-154** Motion by Buttke, second by Jockheck to recommend approving and accepting the donation of services from Staab Construction Corp. and Schalow's Nursery, Inc. to assist in the completion of the new bear exhibit at Wildwood Zoo at no cost to the City of Marshfield, contingent upon receiving input from the City Attorney as to whether Schalow's Nursery, Inc. would be eligible to bid on the landscape work.

**Motion Carried**

**PW14-155** Motion by Buttke, second by Cummings to recommend approval of the prequalified contractors for the North East Lift Station project as presented.

**Motion Carried**

**PW14-156** Motion by Cummings, by Wagner to recommend approval of the Request for Proposals for design engineering services for East 29<sup>th</sup> Street (Hume Avenue to Veterans Parkway) and authorize staff to solicit proposals.

**Motion Carried**

**Recommended items for future agendas - None**

Motion by Jockheck, second by Wagner that the meeting be adjourned at 5:48 PM.

**Motion Carried**

Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS

**JUDICIARY AND LICENSE COMMITTEE**  
**MINUTES OF NOVEMBER 18, 2014**

Meeting called to order by Chairperson Wagner at 4:45 p.m., in the Common Council Chambers, City Hall Plaza.

**PRESENT:** Alderpersons Ed Wagner, Alanna Feddick and Gordon Earll

**ABSENT:** None

**ALSO PRESENT:** Alderperson Smith, Police Chief Gramza and City Clerk Hall

**JLC14-105** Motion by Feddick, second by Earll to approve the minutes of the November 11, 2014 meeting.

**Motion carried**

**CITIZEN COMMENTS**

None

**JLC14-106** Motion by Feddick, second by Earll to approve by unanimous consent the following:

- a) Seven (7) Beverage Operator Licenses for the 2013-2015 license year to: Peter Becker, Jessie Brown, Laurie Carteron, Rachel Cowling, Christopher Hokenson, Stephanie McCain and Angela Young.
- b) Secondhand Article Dealer and Secondhand Jewelry Dealer license to Iggy's Auction House.
- c) Secondhand Article Dealer license to UltraCom Wireless Communications.
- d) Secondhand Jewelry Dealer license to Wickersham Jewelry.
- e) Auto Salvage Dealer and Scrap Metal Dealer license to Asylum Scrap Services, Inc.
- f) Auto Salvage Dealer license to Leonhard's Small Auto Sales.
- g) Auto Salvage Dealer license to Schmidty's Auto Sales, LLC.

**Motion carried**

**JLC14-107** Motion by Feddick, second by Earll to grant a Beverage Operator License to Adam Winer with 25 demerit points assessed for failure to list his violations.

**Motion carried**

**JLC14-108** Motion by Feddick, second by Wagner to grant a Beverage Operator License to Trevor Fleischman.

**Motion carried**

**JLC14-109** Motion by Earll, second by Feddick to approve the recommended changes to Section 9-58; Pawnbrokers, Secondhand Article and Jewelry Dealers and forward to the Common Council for approval.

**Motion carried**

**JLC14-110** Motion by Earll, second by Feddick to go into Closed Session pursuant to Wisconsin Statute chapter 19.85 (1)(b) considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person. Specifically the Chairperson had requested a closed session in order to discuss the liquor license of Elixir Nite Club LLC; Agent – Scott Kurzynski. Roll call vote, all ayes. (Time: 4:58 p.m.)

**Motion carried**

Present in closed session: Alderpersons Wagner, Feddick, Earll and Smith, Police Chief Gramza and City Clerk Hall.

**JLC14-111** Motion by Earll, second by Feddick to return to open session. Roll call vote, all ayes.  
(Time: 5:10 p.m.)

**Motion carried**

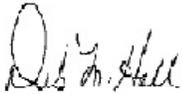
No action was taken in open session regarding the closed session item.

Future Agenda Items

None

Motion by Earll, second by Feddick to adjourn at 5:11 p.m.

**Motion carried**



Deb M. Hall  
City Clerk

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF NOVEMBER 18, 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, Gordon Earll, Peter Hendler and Char Smith

**ABSENT:** Alderperson Rebecca Spiros

**ALSO PRESENT:** Alderperson Wagner, City Administrator Barg and City Personnel (Lara Baehr, Brenda Hanson, Rick Gramza, Craig DeGrand, Scott Owen, Kelly Cassidy, Ed Englehart, Keith Strey and Deb Hall)

**Citizen Comments**

None

**FBP14-087** Motion by Smith, second by Hendler to approve the items on the consent agenda:

1. Minutes of the October 21, 2014 meeting.
2. Payroll in the amount of \$1,246,093.32 and the bills in the amount of \$597,188.26 and \$639,546.33.
3. Monthly Position Control Report as of October 31, 2014
4. October 2014 Treasurer's Report

**Motion carried**

No items were removed from the consent agenda.

**FBP14-088** Motion by Hendler, second by Earll to approve the increase in certain fines/fees for parking tickets and parking permits.

	<u>Current</u>	<u>Recommended</u>
All Violations	\$ 13.00	\$ 15.00
Handicapped	\$100.00	\$100.00 (no change)
 Parking Permits		
<u>Type</u>	<u>Base + Tax = Total</u>	<u>Base + Tax = Total</u>
<b>Annual Permits</b>		
Day/Night	\$104.27 + \$5.73 = \$110.00	\$118.48 + \$6.42 = \$125.00
Tenant	\$132.70 + \$7.30 = \$140.00	\$146.92 + \$8.08 = \$155.00
 <b>Monthly Tenant Permits</b>		
1 week	\$4.74 + \$.26 = \$5	\$6.63 + \$.37 = \$7
2 weeks	\$9.48 + \$.52 = \$10.00	\$13.27 + \$.73 = \$14.00
3 weeks	\$14.22 + \$.78 = \$15.00	\$19.90 + \$1.10 = \$21.00
4 weeks	\$18.96 + \$1.04 = \$20.00	\$26.54 + \$1.46 = \$28.00
 <b>Day/Night Permits</b>		
1 week	\$3.32 + \$.18 = \$3.50	\$4.74 + \$.26 = \$5.00
2 weeks	\$6.63 + \$.37 = \$7.00	\$9.48 + \$.52 = \$10.00
3 weeks	\$9.95 + \$.55 = \$10.50	\$14.22 + \$.78 = \$15.00
4 weeks	\$13.27 + \$.73 = \$14.00	\$18.96 + \$1.04 = \$20.00

**Motion carried**

**FBP14-089** Motion by Earll, second by Smith to recommend approval of Budget Resolution No. 26-2014 to the Common Council, transferring \$1,446 from the General Fund Fire Donations account to the Fire Protection Budget to purchase four (4) rescue task force plate kits.

**Motion carried**

**FBP14-090** Motion by Earll, second by Smith to recommend approval of Budget Resolution No. 27-2014 to the Common Council, transferring \$7,322 within the Room Tax Fund to fund repairs on the Ludwig Building.

**Motion carried**

**FBP14-091** Motion by Hendler, second by Smith to approve Revised Policy 4.320, Utility Transfers for General Government Utilization.

**FBP14-092** Motion by Earll, second by Feddick to amend the Policy to reflect that the Common Council may override any line item expenditure approved by the Board only upon a 2/3 vote of the entire Council instead of 3/4 vote.

**Motion carried**

Vote on motion **FBP14-091 as amended**.

**Motion carried**

**FBP14-093** Motion by Earll, second by Smith to recommend approval of Resolution No. 2014-62, writing off various uncollectible ambulance accounts receivable totaling \$24,999,01.

**Motion carried**

**FBP14-094** Motion by Earll, second by Hendler to recommend approval of Payroll Resolution No. 2014-67 to the Common Council, adjusting the pay for temporary, seasonal, and part-time positions effective January 1, 2015.

**Motion carried**

**FBP14-095** Motion by Earll, second by Smith to recommend approval of Payroll Resolution No. 2014-68 to the Common Council, adjusting the pay for the City Clerk effective May 1, 2015.

**Motion carried**

**FBP14-096** Motion by Earll, second by Smith to recommend approval of Payroll Resolution No. 2014-69 to the Common Council, adjusting the pay for the Municipal Judge effective May 1, 2015.

**Motion carried**

City Administrator Barg presented proposed guidelines for recruitment and hiring practices.

The committee needed some time to review the proposed guidelines. This item will be placed on the January agenda in policy format. In the meantime anyone that has any changes or comments should contact the City Administrator.

City Administrator Barg updated the committee on the implementation of the staffing study recommendations.

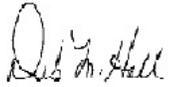
- Support Technician Position – Originally this was to be effective July 1, 2015 but will be moved back to September 1, 2015.
- The relocation of the Finance Department to the 5<sup>th</sup> floor is done.

**FUTURE AGENDA ITEMS**

Recruitment Policy to be placed on the January agenda.

Motion by Hendler, second by Smith to adjourn at 6:27 p.m.

**Motion carried**

A handwritten signature in black ink, appearing to read "Deb M. Hall". The signature is written in a cursive style with a large initial "D".

Deb M. Hall  
City Clerk

**CITY PLAN COMMISSION  
MARSHFIELD, WISCONSIN  
MINUTES OF NOVEMBER 18, 2014**

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

**PRESENT:** Mayor Meyer, Ed Wagner, Laura Mazzini, Rich Reinart, John Beck and Bill Penker

**EXCUSED:** Ken Wood

**ABSENT:** None

**ALSO PRESENT:** Director of Public Works Knoeck; Planning & Economic Development Director Angell; City Planner Miller; the media; and others.

**PC14-78** Motion by Penker, second by Beck to recommend approval of the minutes of the October 21, 2014 City Plan Commission meeting.

**Motion Carried**

**PUBLIC HEARING** – Conditional Use Request by the Jamie Strupp, on behalf of Identity Custom Imaging, to allow for “Light Industrial” uses, located at 501-511 East 25<sup>th</sup> Street, zoned “CMU” Community Mixed Use District.

**COMMENTS: None**

**PC14-79** Motion by Penker, second by Reinart to recommend approval of the Conditional Use Request by the Jamie Strupp, on behalf of Identity Custom Imaging, to allow for “Light Industrial” uses, located at 501-511 East 25<sup>th</sup> Street, zoned “CMU” Community Mixed Use District subject to the following condition:

1. Any major expansions, including additions over 1,200 square feet in area or a new building on the property, shall require an amendment to the Conditional Use Permit.

**Motion Carried**

**PC14-80** Motion by Beck, second by Penker to recommend approval of the Certificate of Appropriateness Request by the City of Marshfield for reroofing the Round Barn, located at 513 East 17th Street.

**Motion Carried**

City Planner Miller updated the Plan Commission on temporary cranes. Staff has drafted language and sent it to the Bureau of Aeronautics for review. This item will be brought back to the December, 2014 City Plan Commission meeting.

The open house for the Downtown Master Plan will be held on Thursday, November 20, 2014 at City Hall Plaza from 11 AM to 2 PM and 4 PM to 6 PM, and at the Holiday Inn and Conference Center from 6 PM to 8 PM.

Staff is working on a training session for Plan Commission and Zoning Board of Appeals members to refresh newer members on basic considerations for conditional uses, variance requests, etc. This session will be held on Wednesday, January 21, 2015.

The December Plan Commission meeting needs to be rescheduled due to the Common Council meeting at 7:00 PM on December 16. The preference from the Plan Commission members is to meet on Monday, December 15.

There being no objections, Mayor Meyer adjourned the meeting at 7:15 PM.

**Daniel G. Knoeck, Secretary  
CITY PLAN COMMISSION**

# Marshfield Fire and Rescue Department Memorandum

**Date:** October 21, 2014

**To:** Finance, Budget, and Personnel Committee (11-04-2014) Marshfield Common Council (11-11-2014)

**Through:** Chief Haight



**From:** Deputy Fire Chief Craig De Grand

**Ref:** Budget Resolution # 26-2014 (Purchase of Rescue Task Force Equipment)

## History:

The Marshfield Fire and Rescue Department has never had to worry about entering into a potentially deadly situation. Over the past 5 years world events have caused this thought process to evolve.

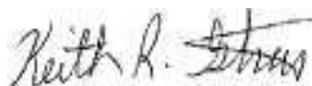
## Analysis:

Active threats are alarmingly becoming more of a common place in today's society. In the past the Marshfield Fire and Rescue Department would wait for the Police department to make the scene safe before we would enter. As we have found out this practice could prove to be fatal to victims who could have possibly been saved by quicker medical triage and treatment. In order for us to be successful in this area we need to have the equipment for us to enter these situations. Enbridge Corporation has a Community Grant program where they give to local departments who request funds from them. We applied to Enbridge for a grant of \$1,396.00 to purchase four (4) Plate Rack Carriers (Bullet Proof Vests). We were successful in the grant process and have been awarded the amount of \$1,000.00. We have received a private donation earlier to cover the remaining \$446.00.

## Recommendation:

I recommend that the budget resolution be passed allowing for the transfer of \$1,446.00 from FD Donation/Contribution from Private Organization/Individual account 101-48000-21-48500 to FD Fire Protection Operating Supplies 101-52210-21-53400 for the purchase of four (4) sets of Rescue task Force Plate Rack Kits at the cost of \$1,446.00.

## Concurrence:



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Steven Barg, City Administrator

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Keith Strey, City Finance Director

BUDGET RESOLUTION NO. 26-2014

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

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

1. That the sum of \$1,446 is hereby transferred from the General Fund Fire Donations account, a/c#1014800021.210000 to the Fire Protection Budget, a/c #1015221021.210000
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED \_\_\_\_\_

\_\_\_\_\_  
Mayor

APPROVED \_\_\_\_\_

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

PUBLISHED \_\_\_\_\_

DETAIL OF BUDGET RESOLUTION NO. 26-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

1. General Fund, a/c #1014800021.210000:
  - a. 48500 – Fire Donations/Contributions \$ 1,446

TRANSFERRED TO:

1. General Fund Fire Protection Budget, a/c# 1015221021.210000:
  - a. 53400 – Operating Supplies \$ 1,446

\* \* \* \*

# Memo

**To:** Finance, Budget and Personnel Committee

**From:** Ed Englehart, Parks and Recreation Director

**Date:** November 12, 2014

**Re:** Budget Resolution 27- 2014 Rotary Donation - Ludwig Building Renovation

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## **Background**

Earlier this year the Board of Public Works approved the plans for the renovation of the Ludwig Building at the Wildwood Zoo and recommended approval of a budget resolution for funding assistance from the Marshfield Rotary Clubs. The primary improvements have now been completed and the City has received a donation in the amount of \$7,321.50 to assist with the project. The re-shingling of the roof remains to be completed and is scheduled for spring 2015.

## **Analysis**

Budget Resolution 27-2014 will transfer the \$7,321.50 donation amount from the miscellaneous revenue account 202-48000-63-48500 to the Parks and Recreation Department's Ludwig Building Renovation Project expenditure account 632862 202-55410-63-58830.

## **Recommendation**

I recommend approval of Budget Resolution 27-2014.

Concurrence:



\_\_\_\_\_  
Steve Barg, City Administrator



\_\_\_\_\_  
Keith Strey, Finance Director

BUDGET RESOLUTION NO. 27-2014

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 \$7,322 is hereby transferred within the Room Tax Fund, from Rotary Clubs Donation, a/c# 2024800063.630000 to the Ludwig Building Renovation Project budget, a/c# 2025541063.632862.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

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

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

PUBLISHED \_\_\_\_\_

DETAIL OF BUDGET RESOLUTION NO. 27-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

Room Tax Fund, a/c# 2024800063.630000:

1. 48500 – Donations \$ 7,322

TRANSFERRED TO:

Room Tax Fund Ludwig Building Renovation, a/c# 2025541063.632862:

1. 58830 – Building \$ 7,322

\* \* \* \* \*



# CITY OF MARSHFIELD

## MEMORANDUM

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**TO:** FINANCE, BUDGET AND PERSONNEL COMMITTEE  
**FROM:** BRENDA HANSON, ASSISTANT FINANCE DIRECTOR  
**SUBJECT:** AMBULANCE ACCOUNTS RECEIVABLE WRITE-OFFS; RESOLUTION 2014-62  
**DATE:** 11/18/2014

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### BACKGROUND

The outstanding ambulance accounts receivable are analyzed on an annual basis to ascertain their collectability. Those charges outstanding that are deemed uncollectible are written off so the ambulance accounts receivable balance reflects a realistic number as required by Generally Accepted Accounting Principles (GAAP).

The City began providing an ambulance service in 1964. This service has grown today to a point where there are four ambulances and the necessary personnel to staff them when needed. In addition to serving the residents of the City of Marshfield, the City currently has thirteen (13) separate agreements with various surrounding towns and villages to provide this same service. The City charges each governmental unit a fee for this service; in 2014, the total fees charged were \$295,687. In addition, individuals that utilize this service are charged a user fee.

The City had 2,581 ambulance runs in 2013 with total charges, exclusive of contractual amounts, being \$1,098,923. The base ambulance rates were last changed to take effect January 1, 2015.

### ANALYSIS

Attached is Resolution 2014-62. This resolution, if approved, would authorize the write-off of \$24,999.01 of outstanding ambulance accounts receivable as uncollectible. The 2014 budget reflects a \$25,000 allowance for these write-offs. These write-offs are for patients that typically are hard to contact, from out of the area or do not have medical insurance. These accounts, where appropriate, have been turned over to a local collection agency and/or entered into the WI Tax Return Intercept Program with minimal success in collection.

In 2006, the city implemented the process of entering eligible accounts into the TRIP program as an additional collection method. Collection efforts will continue until the outstanding amounts due are paid or legal restrictions impact the City's ability to collect.

### RECOMMENDATION

I recommend the write-off of the ambulance accounts receivable be approved as submitted on Resolution 2014-62.

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Concurrence - Steve Barg  
City Administrator

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Concurrence - Keith R Strey  
Finance Director

**RESOLUTION 2014-62**

A resolution authorizing the City Finance Director to charge off certain unpaid ambulance accounts receivable invoices.

WHEREAS, certain ambulance accounts receivable invoices are being carried on the books of the City of Marshfield as outstanding; and

WHEREAS, these ambulance accounts receivable remain unpaid for the reasons set forth in Exhibit "A"; and

WHEREAS, all reasonable means of collecting the same have been exhausted; and

WHEREAS, the City Finance Director is desirous of charging off said invoices so they do not appear in the ambulance accounts receivable balance to comply with Generally Accepted Accounting Principles (GAAP);

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

1. That the unpaid ambulance accounts receivable invoices, set forth in Exhibit "A" attached hereto, are hereby declared to be uncollectible;
2. That the City Finance Director is hereby authorized and directed to charge off such unpaid ambulance accounts receivable invoices and to remove them from the records of the City of Marshfield.

Note: This resolution is recommended by the Fire and Police Commission.

ADOPTED \_\_\_\_\_

Mayor

APPROVED \_\_\_\_\_ ATTESTS: \_\_\_\_\_

City Clerk

EXHIBIT (A)

2011 Alliance, deceased & trip	\$ 11,388.59
2012 Alliance, deceased & trip	<u>13,610.42</u>
TOTAL write offs for the year 2014	\$ 24,999.01

**Call Detail**  
**2011 OUTSTANDING REPORT**

<u>Call No</u>	<u>Lg Rk Pat No</u>	<u>Patient Account Name</u>	<u>Call Date</u>	<u>Current Payor</u>	<u>Charges</u>	<u>Credits</u>	<u>Balance</u>
110990	1 A 23580	FLEISCHMAN, ASHLEY N	05/27/2011	PRIVATE (SELF P/	449.80	0.00	449.80
111025	1 A 23651	BURDICK, DALE J	05/31/2011	PRIVATE (SELF P/	376.80	256.80	120.00
111039	1 A 19156	KRAUSE, SCOTT	06/02/2011	PRIVATE (SELF P/	450.84	366.45	84.39
111106	1 A 23699	RANGEL ESCOVAR, VANES	06/14/2011	PRIVATE (SELF P/	447.80	0.00	447.80
111124	1 A 23580	FLEISCHMAN, ASHLEY N	06/17/2011	PRIVATE (SELF P/	562.20	0.00	562.20
111219	1 A 23741	TRACY, ANTHONY R	07/01/2011	PRIVATE (SELF P/	447.80	0.00	447.80
111231	1 A 23748	TAGGART, MURIEL E	07/02/2011	PRIVATE (SELF P/	386.16	312.74	73.42
111273	1 A 16762	ULMAN, DAVID	07/08/2011	PRIVATE (SELF P/	250.00	0.00	250.00
111289	1 A 23772	HARDRATH, JASON R	07/11/2011	PRIVATE (SELF P/	500.40	0.00	500.40
111300	1 A 23598	CONRAD, DAVID A	07/12/2011	PRIVATE (SELF P/	450.84	366.45	84.39
111377	1 A 23811	PRYGA, MICHAEL J	07/22/2011	PRIVATE (SELF P/	531.60	397.93	133.67
111407	1 A 23817	LOEFFLER, RUPERT J	07/27/2011	ANTHEM BLUE CF	506.80	434.52	72.28
111418	1 A 23822	NEUBERGER, JUSTIN L	07/27/2011	PRIVATE (SELF P/	439.40	0.00	439.40
111472	1 A 23341	MILLER, JAMES B	08/06/2011	PRIVATE (SELF P/	437.32	355.64	81.68
111485	1 A 23626	VERKILEN, GARY P	08/07/2011	PRIVATE (SELF P/	439.40	357.30	82.10
111511	1 A 23859	PIONTEK, SCOTT D	08/11/2011	PRIVATE (SELF P/	449.80	0.00	449.80
111524	1 A 23129	BERG, JAN	08/12/2011	PRIVATE (SELF P/	460.20	0.00	460.20
111532	1 A 23871	CIESIELCZYK, MARK	08/13/2011	PRIVATE (SELF P/	366.40	362.69	3.71
111554	1 A 23882	DUDMAN, JERI S	08/16/2011	PRIVATE (SELF P/	437.40	0.00	437.40
111564	1 A 23887	RITTER, RYANA	08/17/2011	PRIVATE (SELF P/	447.80	0.00	447.80
111574	1 A 20927	CHAMBERLAIN, RICKY C	08/19/2011	PRIVATE (SELF P/	449.80	0.00	449.80
111621	1 A 22971	SMITH, JACK C	08/27/2011	PRIVATE (SELF P/	449.80	0.00	449.80
111711	1 A 23934	FISCHER, GINA M	09/12/2011	PRIVATE (SELF P/	439.40	0.00	439.40
111715	1 A 23341	MILLER, JAMES B	09/12/2011	PRIVATE (SELF P/	440.44	358.13	82.31
111862	1 A 23998	LANGRECK, KENNETH J	10/05/2011	PRIVATE (SELF P/	387.20	80.86	306.34
111880	1 A 17021	SCHUELLER, GARY	10/07/2011	PRIVATE (SELF P/	632.40	0.00	632.40
111892	1 A 23341	MILLER, JAMES B	10/09/2011	PRIVATE (SELF P/	437.32	355.64	81.68
111931	1 A 24029	BANTZ, LUCILLE M	10/16/2011	PRIVATE (SELF P/	503.52	420.80	82.72
111964	1 A 24038	WEGNER, JAMES P	10/20/2011	PRIVATE (SELF P/	439.40	351.52	87.88
111997	1 A 24058	CASE, DONNA L	10/25/2011	PRIVATE (SELF P/	376.80	305.25	71.55
112012	1 A 23341	MILLER, JAMES B	10/27/2011	PRIVATE (SELF P/	366.40	296.93	69.47
112016	1 A 23341	MILLER, JAMES B	10/27/2011	PRIVATE (SELF P/	366.40	322.20	44.20
112059	1 A 24078	PERLOCK, DIANE M	11/03/2011	PRIVATE (SELF P/	449.80	403.00	46.80
112074	1 A 22751	WINKER, TORREY L	11/04/2011	PRIVATE (SELF P/	376.80	0.00	376.80
112097	1 A 24095	KINTOP, PETER M	11/07/2011	PRIVATE (SELF P/	455.00	369.78	85.22
112112	1 A 24058	CASE, DONNA L	11/11/2011	PRIVATE (SELF P/	376.80	305.25	71.55
112121	1 A 23341	MILLER, JAMES B	11/12/2011	PRIVATE (SELF P/	437.32	355.64	81.68
112145	1 A 23341	MILLER, JAMES B	11/15/2011	PRIVATE (SELF P/	437.32	355.64	81.68
112168	1 A 24115	PETERSON, DANIEL R	11/19/2011	PRIVATE (SELF P/	366.40	0.00	366.40
112199	1 A 24129	JENKINS, SHARI	11/24/2011	PRIVATE (SELF P/	447.80	0.00	447.80
112211	1 A 23341	MILLER, JAMES B	11/26/2011	PRIVATE (SELF P/	367.44	297.76	69.68
112241	1 A 24095	KINTOP, PETER M	12/02/2011	PRIVATE (SELF P/	455.00	369.78	85.22
112249	1 A 23341	MILLER, JAMES B	12/03/2011	PRIVATE (SELF P/	437.32	355.64	81.68
112296	1 A 24165	MOORE, JOHN F	12/12/2011	PRIVATE (SELF P/	397.60	0.00	397.60
112307	1 A 14695	WENTA, STEVEN J	12/13/2011	PRIVATE (SELF P/	811.00	683.66	127.34
112324	1 A 24095	KINTOP, PETER M	12/15/2011	PRIVATE (SELF P/	455.00	369.78	85.22
112344	1 A 23258	HASTREITER, ALMA J	12/17/2011	PRIVATE (SELF P/	440.44	358.13	82.31

**Call Detail**  
**2011 OUTSTANDING REPORT**

<u>Call No</u>	<u>Lg Rk Pat No</u>	<u>Patient Account Name</u>	<u>Call Date</u>	<u>Current Payor</u>	<u>Charges</u>	<u>Credits</u>	<u>Balance</u>
112349	1 A 23341	MILLER, JAMES B	12/18/2011	PRIVATE (SELF P/	364.32	295.27	69.05
112359	1 A 23341	MILLER, JAMES B	12/19/2011	PRIVATE (SELF P/	437.32	355.64	81.68
112383	1 A 24191	KULKE, JACOB N	12/23/2011	PRIVATE (SELF P/	460.20	368.16	92.04
112410	1 A 23341	MILLER, JAMES B	12/27/2011	PRIVATE (SELF P/	436.28	354.80	81.48
112424	1 A 23341	MILLER, JAMES B	12/29/2011	PRIVATE (SELF P/	439.40	357.30	82.10
112427	1 A 23341	MILLER, JAMES B	12/30/2011	PRIVATE (SELF P/	366.40	296.93	69.47
<b>Total For All</b>				<b>54</b>	<b>23557.10</b>		<b>\$11,388.59</b>

## Call Detail

### 2012 OUTSTANDING REPORT

<u>Call No</u>	<u>Lg Rk Pat No</u>	<u>Patient Account Name</u>	<u>Call Date</u>	<u>Current Payor</u>	<u>Charges</u>	<u>Credits</u>	<u>Balance</u>
120010	1 A 23341	MILLER, JAMES B	01/03/2012	PRIVATE (SELF P/	410.40	339.61	70.79
120037	1 A 18721	GAULKE, CHRIS W	01/05/2012	PRIVATE (SELF P/	410.40	0.00	410.40
120093	1 A 22751	WINKER, TORREY L	01/12/2012	PRIVATE (SELF P/	420.80	0.00	420.80
120213	1 A 24260	HARWOOD, JAMES T	02/05/2012	PRIVATE (SELF P/	650.80	0.00	650.80
120222	1 A 24265	OSTROWSKI, PAMELA R	02/06/2012	PRIVATE (SELF P/	580.40	525.40	55.00
120221	1 A 24264	SALTER, JEFFREY S	02/06/2012	PRIVATE (SELF P/	500.80	0.00	500.80
120278	1 A 21853	GULDAN, DARREN W	02/16/2012	PRIVATE (SELF P/	420.80	0.00	420.80
120313	1 A 24302	MCKEE, DAVID M	02/22/2012	PRIVATE (SELF P/	420.80	0.00	420.80
120332	1 A 23341	MILLER, JAMES B	02/25/2012	PRIVATE (SELF P/	408.32	337.95	70.37
120361	1 A 24321	PETERSON, GARETT J	02/29/2012	PRIVATE (SELF P/	510.80	0.00	510.80
120440	1 A 23341	MILLER, JAMES B	03/12/2012	PRIVATE (SELF P/	488.32	405.07	83.25
120485	1 A 24358	ARNESON, JOSEPH C	03/17/2012	PRIVATE (SELF P/	500.80	0.00	500.80
120492	1 A 18895	COULTHURST, DENNIS R	03/18/2012	PRIVATE (SELF P/	521.60	401.11	120.49
120510	1 A 24366	ZILLMER, RANDY A	03/21/2012	PRIVATE (SELF P/	500.80	0.00	500.80
120515	1 A 23129	BERG, JAN	03/22/2012	PRIVATE (SELF P/	500.80	0.00	500.80
120533	1 A 23129	BERG, JAN	03/24/2012	PRIVATE (SELF P/	420.80	0.00	420.80
120548	1 A 11598	SZAFLARSKI, KENNETH D	03/26/2012	PRIVATE (SELF P/	511.20	0.00	511.20
120586	1 A 24395	DUPEE, MEGAN R	04/02/2012	PRIVATE (SELF P/	524.80	279.96	244.84
120602	1 A 23505	CUSICK, HARMON E	04/05/2012	PRIVATE (SELF P/	498.72	423.39	75.33
120611	1 A 22971	SMITH, JACK C	04/07/2012	PRIVATE (SELF P/	420.80	0.00	420.80
120636	1 A 23341	MILLER, JAMES B	04/12/2012	PRIVATE (SELF P/	408.32	337.95	70.37
120719	1 A 22845	DUCHOW, PAUL F	04/26/2012	PRIVATE (SELF P/	410.40	0.00	410.40
120771	1 A 24454	GARDNER, MARK E	05/02/2012	PRIVATE (SELF P/	531.60	0.00	531.60
120784	1 A 23505	CUSICK, HARMON E	05/04/2012	PRIVATE (SELF P/	417.68	355.43	62.25
120803	1 A 16717	BERG, JAN	05/06/2012	PRIVATE (SELF P/	500.80	0.00	500.80
120822	1 A 21844	SPATZ, DARLA J	05/09/2012	PRIVATE (SELF P/	414.56	342.94	71.62
120830	1 A 24471	CRUZ MONTEJO, JULIO	05/10/2012	PRIVATE (SELF P/	590.80	0.00	590.80
120837	1 A 23505	CUSICK, HARMON E	05/11/2012	PRIVATE (SELF P/	418.72	371.27	47.45
120884	1 A 23223	THIEL, JANET E	05/16/2012	PRIVATE (SELF P/	372.50	305.16	67.34
120948	1 A 24358	ARNESON, JOSEPH C	05/26/2012	PRIVATE (SELF P/	410.40	0.00	410.40
120970	1 A 23341	MILLER, JAMES B	05/29/2012	PRIVATE (SELF P/	408.32	337.95	70.37
120973	1 A 23341	MILLER, JAMES B	05/29/2012	PRIVATE (SELF P/	409.36	0.00	409.36
120984	1 A 24530	PACETTI, CAROL L	05/31/2012	PRIVATE (SELF P/	409.36	338.78	70.58
120985	1 A 22643	PHELPS, JACK	05/31/2012	PRIVATE (SELF P/	411.44	228.44	183.00
121003	1 A 24539	BERENDES, SHARI L	06/03/2012	PRIVATE (SELF P/	431.20	0.00	431.20
121002	1 A 24538	JOLES, JAMES	06/03/2012	PRIVATE (SELF P/	500.40	0.00	500.40
121033	1 A 19897	BLUEMER, RANDALL J	06/08/2012	PRIVATE (SELF P/	409.36	338.78	70.58
121062	1 A 23389	HUSCHLE, MELISSA A	06/11/2012	PRIVATE (SELF P/	420.80	0.00	420.80
121081	1 A 23341	MILLER, JAMES B	06/14/2012	PRIVATE (SELF P/	408.32	337.95	70.37
121087	1 A 24194	FRITZ, DUSTIN J	06/15/2012	PRIVATE (SELF P/	420.80	0.00	420.80
121158	1 A 21853	GULDAN, DARREN W	06/22/2012	PRIVATE (SELF P/	410.40	0.00	410.40
121161	1 A 24593	BIRGE, DANIEL R	06/23/2012	PRIVATE (SELF P/	420.80	0.00	420.80
121200	1 A 22104	ALLESHASKI, BENJAMIN J	06/28/2012	PRIVATE (SELF P/	410.40	0.00	410.40
122097		Wittman, Nathan	11/09/2012	Priv	500.80	452.94	47.86

TOTAL

\$ 13,610.42



# City of Marshfield Memorandum

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TO: Finance, Budget and Personnel Committee  
FROM: Lara Baehr, Human Resources Manager  
DATE: November 11, 2014  
RE: Payroll Resolution No. 2014-67

## **BACKGROUND**

Payroll Resolution No. 2014-67 Detail lists the proposed pay rates for Seasonal/Casual positions effective January 1, 2015 with recommended changes shaded.

## **ANALYSIS**

Changes in Payroll Resolution No. 2014-67 include wage increases to remain competitive and to be able to attract applicants. Payroll Resolution Detail adds the title of Scanner in the Technology Department and eliminates the titles for Planning Intern and Weed Commissioner. The Planning Intern is no longer needed since the creation of the Zoning Administrator position. Weed Commissioner oversight was incorporated into the Street Superintendent's job duties with the new non-represented compensation plan. Historically the Weed Commissioner was paid \$1,200 per year as a separate position. My understanding is that the City originally set up the position hoping to attract a part-time person. The Street Superintendent is assisted in the role of Weed Commissioner with seasonal office help. With the retirement of the current Street Superintendent position along with incorporating the job duty into the Street Superintendent job description with the new compensation plan, the time is right to eliminate the additional compensation.

Wage comparables were gathered where practical. Those include the position of Poll Workers, Crossing Guards, Parks and Recreation Department seasonals and Street Division/Parks and Recreation Department seasonal help. Additionally, a city, county, village and township survey for Wisconsin shows the average Poll Worker rate to be \$8.96 for 2013. Surveys are incorporated into Payroll Resolution 2014-67 Detail attached.

This is not a request for additional funding. All staff expenditures will remain within the 2015 budget requests.

The Marshfield Temporary/Seasonal Pay Classification Plan Guidelines lists guidelines for Payroll Resolution No. 2014-67. The guidelines are track changed to show a change to allow staff to adjust seasonal/casual compensation as

needed within the Common Council approved salary range listed in the Seasonal/Casual payroll resolution detail.

If there are any questions or other information you would like to see, please contact me prior to the meeting so that I can prepare the information for you.

**RECOMMENDATION**

I recommend that the Finance, Budget and Personnel Committee approve Payroll Resolution No. 2014-67 which would set the Seasonal/Casual pay rates effective January 1, 2015.

Attachments

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

Concurrence: \_\_\_\_\_

Steve Barg, City Administrator

**Marshfield Seasonal/Casual  
Payroll Resolution No. 2014-67 Detail  
Rates Effective 1/1/15**

		STEP A	STEP B	STEP C	STEP D	STEP E
<b>LEVEL I</b>	From	\$7.25	\$7.40	\$7.65	\$7.80	*
Ice Rink Supervisor from Level II to Level I	Same Rate	\$7.40	\$7.65	\$7.90	\$8.15	
Pool Attendant/Cashier	From					
Scorekeeper from Level II to Level I	Same Rate					
Special Event Assistant	From					
Pool Attendant/Cashier						
	Wis. Rapids	\$7.25	\$7.40	\$7.65	\$7.80	
	Wausau	\$7.55	\$8.05	\$8.55		
	Stevens Point	\$8.50	\$8.70	\$8.90		
	Total	\$7.64	\$7.89	\$8.19	\$7.80	
<b>LEVEL II</b>	From	\$7.40	\$7.65	\$7.90	\$8.05	*
Facility Supervisor from Level III to Level II	Same Rate	\$7.75	\$8.00	\$8.25	\$8.50	
Youth Baseball Coach from Level III to Level II	Same Rate					
Program Instructor	From					
<b>LEVEL III</b>		\$7.75	\$8.00	\$8.25	\$8.50	*
Lifeguard		\$8.25	\$8.50	\$8.75	\$9.00	
	Life Guard Survey					
	WI Rapids	\$8.25	\$8.50	\$8.75	\$9.00	
	Wausau	\$9.20	\$9.70	\$10.20	\$10.20	
	Stevens Point	\$8.80	\$9.00	\$9.20	\$9.30	\$0.10
	Neillsville	\$9.00	\$9.25	\$9.50	\$9.75	
	Mfld YMCA	\$7.50	\$7.75	\$8.00	\$9.00	
	Average w/o MFLD	\$8.55	\$8.84	\$9.13	\$9.45	
<b>LEVEL IV</b>		\$8.75	\$9.25	\$9.75	\$10.25	*
Program Director						
<b>LEVEL V</b>		\$10.00	\$10.50	\$11.00	\$11.50	*
Pool Manager from Level IV to Level V	From \$8.75 - \$11.25					
Early Bird Lap Swim Guard (From \$9.75 to Level V)						
Program Coordinator						
	Early Bird Lifeguard Swim					
	Neillsville	\$12.00				
	MFLD YMCA	\$15.00				
	Pool Manager					
	Wis. Rapids	\$9.95	\$10.20	\$10.45	\$10.70	
	Wausau	\$10.05	\$10.55	\$11.05		
	Average with MFLD	\$10.00	\$10.42	\$10.83	\$11.10	
<b>LEVEL VI</b>		\$11.00	\$12.00	\$13.00	\$13.50	***
Recreation Program Supervisor						
<b>ADULT OFFICIALS</b>						
Adult Basketball Scorekeeper 1 hour gm.		\$7.25	\$7.75	\$8.25	\$8.75	
Adult Basketball Supervisor 1 hour gm.		\$8.00	\$8.50	\$9.00	\$9.50	*
Adult Volleyball (1/ma) 45 min match		\$10.00	\$10.50	\$11.50	\$12.50	*
<b>YOUTH OFFICIALS</b>						
Baseball (1/gm)		\$8.00	\$8.50	\$9.00	\$9.50	***
Soccer Referee	Non-Certified	\$8.00	\$8.50	\$9.00	\$9.50	
	Certified	\$10.00	\$10.50	\$11.00	\$11.50	

**Marshfield Seasonal/Casual  
Payroll Resolution No. 2014-67 Detail  
Rates Effective 1/1/15**

<b>PARKS AND RECREATION OFFICE OPERATIONS</b>					
Parks and Recreation Casual Temp I	\$8.25	\$8.50	\$8.75	\$9.00	\$10.00
<b>ZOO OPERATIONS</b>					
	<b>0-480 hrs.</b>	<b>481-960 hrs.</b>	<b>961-1441 hrs.</b>	<b>1442 + hrs.</b>	
Zoo Intern	\$7.75	\$8.25	\$8.50		
Zoo Attendant	\$7.50	\$7.75	\$8.00	\$8.25	
Zoo Attendant Weekend	\$7.75	\$8.00	\$8.50	\$8.75	
Zookeeper Assistant	\$8.55	\$9.00	\$9.50	\$10.00	**
Zoo Education Coordinator	\$12.50-\$15.00				
<b>PARK/STREET OPERATIONS</b>					
	<b>0-480 hrs.</b>	<b>481-960 hrs.</b>	<b>961-1441 hrs.</b>	<b>1442 + hrs.</b>	
Seasonal Parks Maintenance	\$8.00 to \$8.50	\$8.50 to \$9.00	\$9.00 to \$9.50	\$9.50 to \$10.00	**
Seasonal Street Maintenance					
Facility Maintenance					
	WI Rapids	\$10.00			
	Wausau	\$11.84	\$12.54	\$13.23	\$13.93
Seasonal CDL Street Maintenance	\$12.50-\$15.00				
<b>CEMETERY OPERATIONS</b>					
	<b>From</b>	<b>To</b>			
Cemetery Laborer	\$7.43-\$9.02	\$7.43-\$10.00			*
<b>INTERNS</b>					
	<b>1st Summer</b>	<b>2nd Summer</b>	<b>3rd Summer</b>		
Engineering Intern Level I (H.S.Student)	\$9.18	\$10.20	\$11.22		
Engineering/WW Intern Level II (Engineering Student - College)	\$11.22	\$12.24	\$13.26		
Engineering Intern Level III (Civil Engineering Student)	\$13.26	\$14.28	\$15.30		
Planning Interns <del>DELETE</del>	\$11.00	\$12.00			
	<b>From</b>	<b>To</b>			
Technology Interns	\$7.25-\$16.00	\$9.00 - \$16.00			
Scanner	\$8.00 - \$11.00				
<b>POLICE DEPARTMENT</b>					
	<b>1st Step</b>	<b>1040 hrs</b>	<b>2080 hrs</b>		
Park Patrol	\$8.72	\$9.81	\$10.06		
Transport Coordinator	\$15.00				
Transport Officers	\$12.00-\$15.00				
Parking Enforcement I	\$8.00-\$9.25				
		<b>From</b>	<b>To</b>		
	<b>1-4 years</b>	<b>5 + years</b>	<b>5 + years</b>		
Crossing Guards	\$10.82	\$11.09	\$11.22		
	Stevens Point	\$9.14	\$9.14		
	WI Rapids (non-hazard)	\$10.15	\$10.46		
	WI Rapids (hazard)	\$11.17	\$11.48		
	Wausau	\$11.84	\$13.93		
	Average with MFLD	\$10.62	\$11.22		
<b>OFFICE OPERATIONS</b>					
	<b>(1st Step)</b>	<b>1040 hrs</b>	<b>2080 hrs</b>		
Casual Temporary Clerical I	\$9.36	\$10.40	\$10.92		
Casual Temporary Clerical II	\$10.72	\$11.79	\$12.86		
Weed Commissioner <del>DELETE</del>	\$1,200/annually				
<b>ELECTION WORKERS</b>					
Election Inspector	\$8 to \$8.50				

**Marshfield Seasonal/Casual  
Payroll Resolution No. 2014-67 Detail  
Rates Effective 1/1/15**

Voter Registration Deputy	\$8.50 to \$9.00			
Chief Election Inspector	\$18.19			
<b>*Level I, II, III, Adult Official's and Cemetery laborer rates increase by \$.25 each year for no more than a \$1.00 increase.</b>				
<b>**Park/Street Operations rates increase by \$.30 each year for no more than a \$1.50 increase.</b>				
<b>***Level V, VI, and Youth Official's rates increase by \$.50 each year for no more than a \$2.00 increase.</b>				
<b>Home/ad/resolutions/2015 Seasonal and Casual Resolution</b>				

**RESOLUTION NO. 2014-67  
PAYROLL RESOLUTION**

WHEREAS, the City of Marshfield offers a wide variety of recreational programs and services in the community on a year-long basis; and

WHEREAS, it is necessary to attract qualified employees to ensure that these programs and services can be offered; and

WHEREAS, the City of Marshfield's pay plan for seasonal/casual employees of the City has not been adjusted since February 12, 2013.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Marshfield that the attached pay plan be adopted effective January 1, 2015 as specifically designated.

This resolution is recommended by the Finance, Budget and Personnel Committee.

ADOPTED: \_\_\_\_\_

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

APPROVED: \_\_\_\_\_

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

## **MARSHFIELD TEMPORARY/SEASONAL PAY CLASSIFICATION PLAN GUIDELINES**

1. Positions within the Department will be assigned to the first step within that pay level providing they do not have any previous experience in a like position.
2. An employee may receive an annual step increase above the first step for 1 year previous experience in a like position (beginning rate would be step B); a two-step increase for 3 years previous experience in a like position (beginning rate would be step C); a three step increase for 5 years previous experience in a like position (beginning rate would be step D). Previous experience is not restricted to work with the City of Marshfield.
3. Employees who transfer to positions in a higher pay level will be placed at the step which is closest to their current rate without resulting in a decrease in pay. Employees transferring to different position within the same level or in a lower level will generally be placed at step A if they have less than one full season of employment with the department and in Step B if they have one or more full seasons and have demonstrated the ability to adequately perform the duties of the new position.
4. All employees will receive a job evaluation at the end of each season.
  - a. The rates of pay for employees in Levels I, II, III, IV, V will be reviewed after each season for the addition or expiration of any certifications. All returning employees will be eligible for a step increase the following year given they worked a minimum of 60% of the season and received a positive evaluation.
  - b. Park Maintenance, Zoo Attendant, Fairground Facility Maintenance/Supervisor and Casual Temporary Clerical progression through the pay plan will be based on the number of hours worked and have received a positive evaluation.
5. Temporary/Seasonal employees will not be scheduled to work more than 599 hours in a calendar year. Exceptions to this must be approved by the respective Department Head.
6. Employees appointed on a temporary/seasonal basis shall not be eligible for any fringe benefits offered by the city, except for Social Security and Worker's Compensation.
7. Temporary/Seasonal employees will be subject to all rules and regulations of their respective departments and the general rules governing all city employees.
8. No seasonal employee may work overtime unless approved by their supervisor in advance. Overtime is defined as "time over 40 hours in a pay period from midnight Sunday through midnight Saturday."

9. Any requests to pay an employee [outside of the salary range described in the Seasonal/Casual resolution detail at a rate not described herein](#), must be recommended by the department head and a request will be sent to the Finance, Budget and Personnel Committee and a final decision will be made by the Common Council.

### **Parks and Recreation Temporary/Seasonal Employees Only**

1. Employees working in recreation programs are eligible for a step increase for each current certification held beyond the minimum requirements of the position. Accepted certifications for which an employee will receive a step increase are as follows:
  - a. All employees: First Aid & CPR
  - b. Aquatics: Lifeguard Training, water safety Instructor or Swim America Instructor, Lifeguard Training Instructor, water Safety Instructor Training, and adaptive Aquatics Certificate.
  - c. Officials: WIAA certification in relevant sport or ASA Certification for slow-pitch softball.
  - d. Instructors: N.Y.S.C.A., A.C.E.P. or other recognized certifications through professional associations.

The employee must provide proof of certification through the display of valid certification card. Increases for certification will only be given for those which pertain to the position of hire.

2. Head Lifeguards will be paid a premium of \$.25 more per hour over their current Lifeguard rate.
3. Officials and scorekeepers for adult athletic leagues who work alone will be paid time and a half.



# City of Marshfield Memorandum

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**DATE:** November 18, 2014  
**TO:** Finance, Budget and Personnel Committee  
**FROM:** Lara Baehr, Human Resources Manager  
**RE:** City Clerk and Municipal Court Judge Salary

## **BACKGROUND**

An election is currently scheduled in the City of Marshfield on April 7, 2015, for the positions of City Clerk and Municipal Court Judge. Per City policy a salary level for the positions must be established by December 1, 2014. The position of Municipal Court Judge would take office on May 1, 2015. On August 13, 2013, the Common Council approved placement and implementation of both the City Assessor and City Clerk onto the Non-Represented Compensation plan either in accordance to their title specific payroll resolution or as their current term expired (City Assessor transitioned on October 27, 2013 and the City Clerk's term expires on May 1, 2015). In addition, the Common Council recently approved the positions of City Clerk and City Assessor to become appointed as their current terms expire (City Clerk's expires on May 1, 2015 and the City Assessor's expires on June 1, 2016). Due to the fact that there is a sixty day period of time that the change to appointments can be contested, the City should set a payroll resolution for compensation of the City Clerk as a backup plan. The resolution would become void if the position is appointed.

## **ANALYSIS**

I have conducted a salary survey for the Finance, Budget and Personnel Committee's consideration for the position of Municipal Court Judge. The survey results are as follows:

### **Municipal Court Judge**

<b>Comparable</b>	<b>2014 Salary</b>
City of Marshfield	\$18,434
City of Wausau	\$19.45/hr, roughly 4 hours a day \$20,228
City of WI Rapids	\$16,099
City of DePere	\$19,646
Average (w/MFLD)	\$18,602
Average w/o MFLD)	\$18,658

The survey shows that the Municipal Court Judge's salary is approximately average with comparable cities (\$224 below the average salary in 2014). The term of the Municipal Court Judge is for a period of four years (May 1, 2015 to May 1, 2019). It is hard to set compensation for a period of time beyond twelve months. An option is to have the Municipal Court Judge's compensation increases follow the range increases of the non-represented employees as set by the Common Council on an annual basis.

**RECOMMENDATION**

- I recommend that you approve Resolution No. 2014-69 setting the compensation for the elected Municipal Court Judge to follow the non-represented range increases as set by the Common Council on an annual basis.
- I recommend that you approve Resolution No. 2014-68 setting the compensation for the elected City Clerk to follow the Non-Represented Compensation Plan as set annually by the Common Council. Resolution No. 2014-68 would become void if the position is appointed.

Concurrence:   
\_\_\_\_\_  
Steve Barg, City Administrator

CC: Mayor Meyer  
Common Council

**RESOLUTION NO. 2014-68  
PAYROLL RESOLUTION**

WHEREAS, an election will be held in the City of Marshfield on April 7, 2015; and

WHEREAS, the position of City Clerk will be filled pursuant to such election for a term beginning on May 1, 2015;

WHEREAS, it is appropriate for a salary level for the position to be established prior to the end of the filing period for candidates interested in such position; and

WHEREAS, Section 4-03 (1)(c) of the municipal code provides that compensation for the above-named office be established by resolution adopted by the Common Council.

NOW, THEREFORE, BE IT RESOLVED that the schedule below for the position of City Clerk is hereby adopted. This resolution will be used only in the event the position is elected. If the position is appointed this payroll resolution becomes void.

This resolution is recommended to the Common Council by the Finance, Budget, and Personnel Committee.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Mayor

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

Schedule of Compensation

Effective May 1, 2015: \$61,422

Effective July 1, 2015: City Clerk compensation will follow the City Policy No. 3.800, Compensation Plan with annual increases to follow the Non-Represented Compensation Plan as set annually by the Common Council.

**RESOLUTION NO. 2014-69  
PAYROLL RESOLUTION**

WHEREAS, on June 25, 1996 the Common Council passed Ordinance No. 757, establishing a Municipal Court; and

WHEREAS, an election will be held in the City of Marshfield on April 7, 2015; and

WHEREAS, the position of Municipal Court Judge will be filled pursuant to such election for a term beginning on May 1, 2015;

WHEREAS, it is appropriate for a salary level for the position to be established prior to the end of the filing period for candidates and interested in such positions; and

NOW, THEREFORE, BE IT RESOLVED that the schedule below for the position of Municipal Judge is hereby adopted.

This resolution is recommended to the Common Council by the Finance, Budget, and Personnel Committee.

ADOPTED: \_\_\_\_\_

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

APPROVED: \_\_\_\_\_

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

\*\*\*\*\*

Schedule of Compensation

Effective May 1, 2015: \$18,434

Effective July 1, 2015: Municipal Court Judge compensation will follow the Non-Represented Compensation salary range adjustments as set annually by the Common Council.



# City of Marshfield Memorandum

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TO: Mayor Meyer & Common Council  
FROM: Josh Miller, City Planner  
DATE: November 25, 2014

RE: Resolution 2014-70 – November Conditional Use Permit.

## **Background**

On November 18<sup>th</sup>, the Plan Commission reviewed one Conditional Use Permit request for a “Light Industrial” land use in the “CMU” Community Mixed Use zoning district.

## **Analysis**

### **Resolution 2014-70**

- Conditional Use request by Jamie Strupp, on behalf of Identity Custom Imaging, to allow for “Light Industrial” uses, located at 501-511 East 25th Street, zoned “CMU” Community Mixed Use District.

A public hearing was held on Tuesday, November 18, 2014 where no public comments were made.

The Plan Commission recommended the following action:

APPROVE a Conditional Use request by Jamie Strupp, on behalf of Identity Custom Imaging, to allow for “Light Industrial” uses, located at 501-511 East 25th Street, zoned “CMU” Community Mixed Use District with the following condition:

1. Any major expansions, including additions over 1,200 square feet in area or a new building on the property, shall require an amendment to the Conditional Use Permit.

## **Council Options**

The Common Council can take the following actions:

1. Approval of the request with any exceptions, conditions, or modifications the Council feels are justifiable and applicable to the request.

2. Denial of the request with justification stated by the Council.
3. Table the request for further study.

**Recommendation**

Approve Resolution 2014-70.

**Attachments**

1. Location Map
2. Resolution 2014-70

Concurrence:



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Jason Angell  
Planning and Economic Development Director



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Steve Barg  
City Administrator



 Subject Property

**Conditional Use Request: ICI 501-511 E 25th St**  
**City of Marshfield - Plan Commission**  
**Meeting Date: November 11, 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.



**RESOLUTION NO. 2014-70**

Document Title

Document Number

A Resolution approving a Conditional Use Permit request by Jamie Strupp, on behalf of Identity Custom Imaging, to allow for "Light Industrial" uses, zoned "CMU" Community Mixed Use District, located at 501-511 East 25<sup>th</sup> Street, City of Marshfield, Wood County, Wisconsin.

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

**WHEREAS**, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 18<sup>th</sup> day of November, 2014 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

The North 327 feet of the South 360 feet of the East 297.55 feet of the West 330.55 feet of the Northeast Quarter of the Southwest Quarter (NE ¼ - SW ¼) of Section 17, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

**SECTION 2.** The above described property, is allowed to conduct "Light Industrial" uses in the "CMU" Community Mixed Use zoning district, located at 501-511 East 25<sup>th</sup> Street.

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

- Any major expansions, including additions over 1,200 square feet in area or a new building on the property, shall require an amendment to the Conditional Use Permit.

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

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

ADOPTED \_\_\_\_\_

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED \_\_\_\_\_

DEB M. HALL, City Clerk

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

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

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

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

Recording Area

Name and Return Address

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

**33-03469D**

Parcel Identification Number (PIN)

## ORDINANCE NO. 1291

An Ordinance amending Section 9-58(2) of the City of Marshfield Municipal Code.

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

### SECTION 1. Purposes and Findings.

- (a) The City finds that a paper-based system of tracking and recording secondhand dealer sales and purchases is technologically outdated, inefficient and environmentally irresponsible. This proposed ordinance amendment implements and establishes the required use of an electronic reporting system to record transactions by secondhand dealers.
- (b) The City recognizes that pawnshops are legitimate businesses authorized by state law. However, the City finds that the services offered by pawnshops provide an opportunity for individuals to potentially transfer stolen property to those businesses. The City also finds that consumer protection regulation is warranted in transactions involving these businesses. The City further finds that pawnshop transactions have outgrown the City's current ability to effectively or efficiently identify criminal activity related to them. The purpose of the City's regulation of pawnshops is to prevent pawnshops from being used to facilitate the commission of crimes and to assure that they comply with basic consumer protection standards, thereby protecting the public health, safety and general welfare of citizens, pursuant to authority granted by Wis. § 134.71.

SECTION 2. Now therefore, Section 9-58(2) of the City of Marshfield Municipal Code is hereby amended to read as follows:

(2) *Statutes adopted.* The provisions of § 134.71 Wis. Stats., as such section now exists and as hereafter amended, are hereby adopted in full as provided at § 134.71 (14) Wis. Stats., and violation of such statute may be enforced as a violation of this section of the Municipal Code.

- (a) Upon receipt of second hand articles, second hand jewelry, scrap precious metals, and pawn items, the licensee shall photograph all such item(s) received and maintain such photographs for a period of one year, or import a digital copy of such photographs into an off-site database maintained by the Marshfield Police Department.
- (b) The licensee shall enter a digital record of second hand articles, second hand jewelry, scrap precious metals, and pawn items into a database maintained by the Marshfield Police Department for purposes of tracking such records.

SECTION 3. 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 4. 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 5. Effective Date. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

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

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



# City of Marshfield Memorandum

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DATE: November 20, 2014  
TO: Mayor Meyer & City Council  
FROM: Steve Barg, City Administrator  
RE: Proposed changes to Council agenda format

## **Background**

Over the past year, I've observed situations where I think that our current agenda format as set forth in the Marshfield Municipal Code (copy of Section 3-05 attached) sometimes prevents our meetings from being as efficient and productive as they might otherwise be. For this reason, I have prepared the attached proposal for your review and consideration. On Tuesday night, I'll highlight the proposed changes and the reasons behind them, and I'll seek your comments and suggestions. I ran this by department/division heads for their input prior to bringing this proposal forward.

## **Recommendation**

Should the Council find this to be acceptable, I'll recommend that staff be directed to put it into ordinance format, and schedule first reading for the December 9<sup>th</sup> Council meeting.

MARSHFIELD MUNICIPAL CODE

**Sec. 3-03. Presiding officer.**

- (1) *Designated.* The mayor shall preside, except for council meetings in regard to the budget, at which the chairman of the finance, budget and personnel committee shall preside. In the absence of the mayor, the president of the council shall preside. In the absence of both the mayor and the president, the clerk shall call the meeting to order and preside until the alderpersons present elect one of their number acting mayor for that meeting.
- (2) *Duties.* The presiding officer shall preserve order and decorum, decide all questions of order and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Robert's Rules of Order, Newly Revised, unless otherwise provided by statute or by the rules in this chapter.
- (3) *Appeals from decisions.* Any member may appeal from a decision of the presiding officer. An appeal shall be sustained by a vote of the council.

(Code 1982, § 2.03)

**Sec. 3-04. Roll call; quorum.**

- (1) *Roll call; procedure when quorum not in attendance.* As soon as the council is called to order, the clerk shall proceed to call the roll. If there is not a quorum present, the fact shall be entered on the journal and the council may adjourn.
- (2) *Quorum.* Two-thirds of the members shall constitute a quorum, as provided by § 62.11(3)(b) Wis. Stats. The mayor shall not be counted in computing a quorum.

(Code 1982, § 2.04)

**Sec. 3-05. Order of business**

The business of the council shall be conducted in the following order:

- (1) Call to order by presiding officer.
- (2) Roll call.
- (3) Pledge to flag.
- (4) Invocation.
- (5) Recommendations from mayor.\*
- (6) Approval of minutes of the preceding meeting.
- (7) Items added to the agenda.
- (8) Citizen's comments.
- (9) Alderman's comments.\*
- (10) Consent Agenda.\*\* (Consent agenda items will be acted upon by the Common Council at one time without discussion unless a council member requests an item(s) be removed for discussion and separate consideration.)

## GOVERNING BODY

(11) Consideration of items removed from the consent agenda.

(12) New business, including the introduction of ordinances and resolutions.

(13) Adjournment.

(\*Note: Mayor's recommendations and alderman's comments must include enumeration of subject matter(s) to be discussed in a way reasonably likely to apprise members of the public and the news media thereof.

\*\*Consent agenda may include communications, minutes and reports of committees, boards, and commissions.)

(Code 1982, § 2.05; Ord. No. 1019, § 1, 4-27-2004)

### **Sec. 3-06. Clerk pro tem.**

In the absence of the clerk, the deputy clerk or designee shall act as clerk pro tem.

(Code 1982, § 2.06)

### **Sec. 3-07. Call of the council.**

A call of the council may be requested at any time by two or more members and a police officer designated as bailiff shall be sent for absent members, but a call shall not be made after voting has commenced. When a call of the council has been requested and ordered, the door shall be closed until the report of the police officer has been received and acted upon or until further proceedings under the call are dispensed with by a majority of the entire council.

(Code 1982, § 2.08)

### **Sec. 3-08. Disturbances and disorderly conduct.**

Whenever any disturbance or disorderly conduct occurs in any meeting of the council, the presiding officer may cause the room to be cleared of all persons guilty of such disorderly conduct except any alderperson. If any alderperson is guilty of disorderly conduct, the presiding officer may order the police to take him into custody for the time being or until the meeting adjourns. Such member may appeal from such order to the council as in other cases.

(Code 1982, § 2.09)

### **Sec. 3-09. Publication and effect of ordinances.**

- (1) *Publication.* All general ordinances of the city and all regulations imposing a penalty shall be published in the official papers of the city as required by law and shall be immediately recorded with the affidavit of publication by the city clerk in a book kept for that purpose. A printed copy of such ordinance or resolution on any book, pamphlet or newspaper and published or purporting to be published therein by direction of the council shall be prima facie proof of due passage, publication and recording thereof.

*Effective date.* Unless otherwise provided, all ordinances shall take effect and be in force from and after passage and publication, and published copies thereof shall have appended the date of first publication.

(Code 1982, § 2.15)

**Proposed new Council agenda format  
(November 25, 2014)**

- Call to order
- Roll call
- Pledge of allegiance
- Citizen comments
- Approval of past Council minutes
- Staff updates
- Mayor's comments
- Council comments
- Reports from commissions, boards, and committees
- Consent agenda (with resolutions not needing separate approval placed under minutes)
- Consideration of any items removed from the consent agenda
- Presentations (for information only, with no action required)
- Action items (examples below, but not necessarily presented in the exact order shown)
  - Budget resolutions, resolutions for separate approval, ordinances, contracts, etc.
- Discussion items
- Closed session (if applicable)
- Items for future agendas
- Adjournment

**RESOLUTION NO. 2014-72**

A Resolution establishing the 2015 budget, and determining and levying the amount to be raised by taxation for City purposes for the City of Marshfield, for the 2014 fiscal year.

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Marshfield, Wisconsin, and after a public hearing, held November 25, 2014, pursuant to notice published by law on November 8, 2014.

1. That the 2015 adopted budget (excluding Marshfield Utilities) be established in the amount of \$50,258,643; and
2. That the sum of \$12,127,010 (excludes estimated TID levy) be and hereby determined to be the amount to be raised by taxation for City purposes for the City of Marshfield, for the 2015 fiscal year; and
3. That a tax rate of \$9.019330 per One Thousand Dollars of assessed valuation be established to realize the above levy amount.

ADOPTED \_\_\_\_\_

\_\_\_\_\_  
MAYOR

APPROVED \_\_\_\_\_

\_\_\_\_\_  
CITY CLERK