



CITY OF MARSHFIELD
MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, DECEMBER 9, 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 "F" on the agenda (below) provides an opportunity for the Mayor and Council to receive comments from members of the public. If you would like to make a comment, please write your name and address and indicate your topic on a form at a table near the entrance to the Council Chambers prior to the beginning of the meeting. After being recognized by the Mayor at the appropriate time, please address the Council from the podium, first stating your name and address.

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Minutes – November 25, 2014
- E. Reading of items added to the agenda
- F. 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.
- G. Reports from commissions, boards, and committees
- H. Consent Agenda:
 - 1) Meeting minutes/reports
 - a. Library and Community Center (September 3, 2014)
 - b. Library and Community Center (October 1, 2014)
 - c. Fairgrounds Commission (October 22, 2014)
 - d. Community Development Authority (October 23, 2014)
 - e. Cable TV Committee (October 27, 2014)
 - f. Main Street Marshfield (November 5, 2014)
 - g. Community Development Authority (November 18, 2014)
 - h. Airport Committee (November 20, 2014)
 - i. Board of Public Works (December 1, 2014)
 - j. Judiciary and License (December 2, 2014)

COMMON COUNCIL AGENDA
DECEMBER 9, 2014

- k. Finance, Budget, and Personnel (December 2, 2014)
- l. Main Street Marshfield (December 3, 2014)

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

- I. Consideration of items removed from the consent agenda, if any
- J. Second reading of Ordinance No. 1291, amending Section 9-58 of Marshfield Municipal Code – Pawnbrokers, Secondhand Articles, and Jewelry Dealers. Presented by Rick Gramza, Police Chief

Recommended Action: Approve Ordinance No. 1291

- K. First reading of Ordinance No. 1292 amending Section 3-05 of the Marshfield Municipal Code (Order of Business), modifying the agenda format for regular Council meetings. Presented by Steve Barg, City Administrator

Recommended Action: None at this time, unless the rules are suspended. Second reading and adoption would be scheduled for the December 16, 2014 Council meeting

- L. Request to approve Budget Resolution No. 29-2014, transferring \$225,000 from various budgets to the Snow & Ice Control budget (\$175,000) and 2014 Asphalt Paving budget (\$50,000). Presented by Dan Knoeck, Director of Public Works

Recommended Action: Approve Budget Resolution No. 29-2014

- M. Request to approve Resolution No. 2014-71, writing off various uncollectible accounts receivable totaling \$10,218.63. Presented by Brenda Hanson, Assistant Finance Director

Recommended Action: Approve Resolution No. 2014-71

- N. Request to approve Budget Resolution No. 28-2014, transferring \$2,550 from contingency to various fund budgets to cover the cost of Unemployment Compensation. Presented by Keith Strey, Finance Director

Recommended Action: Approve Budget Resolution No. 28-2014

- O. Request to approve Resolution No. 2014-73 authorizing the execution of a contract between the City of Marshfield and Running, Inc. Presented by Keith Strey, Finance Director

Recommended Action: Approve Resolution No. 2014-73

- P. Items for future agendas

- Q. Adjournment

COMMON COUNCIL AGENDA
DECEMBER 9, 2014

Posted this day, December 5, 2014 at 11:30 a.m., by Deb M. Hall, City Clerk

Notice

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

NOVEMBER 25, 2014

PUBLIC HEARING: Called to order by Mayor Meyer at 6:30 p.m., in the Council Chambers, City Hall Plaza regarding the proposed 2015 Budget.

FOR: None

AGAINST: None

COMMENTS: None

The public hearing closed at 6:32 p.m.

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

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

ABSENT: None

The flag was saluted and the pledge given.

CC14-251 Motion by Feirer, second by Cummings to approve the minutes of the Common Council meeting of November 11, 2014.

Motion carried

No items were added to the agenda but item P was removed, Payroll Resolution No. 2014-68, adjusting the pay for the City Clerk effective May 1, 2015. As of May 1, 2015 the City Clerk's position will be appointed therefore this payroll resolution is not needed.

Employee Recognitions

Jason Prickett, Police Department	November 27, 1989	25 years
Darren Larson, Police Department	November 28, 1989	25 years
Mark Kivela, Wastewater Utility	November 30, 1999	15 years
Samuel Tennesen, Fire & Rescue Department	November 30, 2009	5 years

PUBLIC COMMENT PERIOD

None

The Parks and Recreation Department's Volunteer of the Year Award was presented to Jim Wein.

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC14-252 Motion by Hendler, second by Wagner to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: University Commission of August 21, 2014; Committee on Aging of September 4, 2014; Library Board of September 9, 2014; Convention & Visitors Bureau of September 30, 2014; Committee on Aging of October 2, 2014; Library Board of October 14, 2014; Main Street Marshfield of November 5, 2014; Fire & Police Commission of November 6, 2014; Committee on Aging of November 6, 2014; Economic Development Board of November 6, 2014; Board of Canvassers of November 7, 2014; Utility Commission of November 10, 2014 (Job Order #17793, Ctk. 133 & 232 Rebuilding,

McMillan Sub to Center, \$420,352); Parks, Recreation, and Forestry of November 13, 2014; Board of Public Works of November 17, 2014; Judiciary and License of November 18, 2014; Finance, Budget, and Personnel of November 18, 2014; and Plan Commission of November 18, 2014.

Motion carried

CC14-253 Motion by Hendler, second by Earll 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. Ayes - 10

Motion carried

CC14-254 Motion by Buttke, second by Feirer to approve Budget Resolution No. 27-2014, transferring \$7,322 within the Room Tax Fund to fund repairs on the Ludwig Building. Ayes - 10

Motion carried

CC14-255 Motion by Cummings, second by Feddick to approve Resolution No. 2014-62, writing off various uncollectible ambulance accounts receivable totaling \$24,999.01.

Motion carried

CC14-256 Motion by Buttke, second by Earll to approve Payroll Resolution No. 2014-67, adjusting the pay for temporary, seasonal, and part-time positions effective January 1, 2015.

Ayes – 9; Nay – 1 (Smith)

Motion carried

CC14-257 Motion by Jockheck, second by Cummings to approve Payroll Resolution No. 2014-69, adjusting pay for the Municipal Judge effective May 1, 2015. Ayes - 10

Motion carried

CC14-258 Motion by Wagner, second by Feddick 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 E. 25th Street, zoned ‘CMU’ Community Mixed Use District.

Motion carried

First reading of Ordinance No. 1291, amending Section 9-58 of the Marshfield Municipal Code – Pawnbrokers, Secondhand Articles, and Jewelry Dealers.

CC14-259 Motion by Cummings, second by Jockheck to approve the appointment of Adam Wegner, 608 S. Felker Avenue as a 2nd Alternate on the Board of Appeals.

Motion carried

CC14-260 Motion by Earll, second by Feirer to approve the recommended changes to the format of the Council Agendas and direct staff to draft an ordinance to be placed on the December 9th Common Council agenda for a first reading.

Motion carried

CC14-261 Motion by Buttke, second by Hendler to approve the 2015 City Budget as presented. Ayes – 8; Nays – 2 (Feddick and Smith)

Motion carried

CC14-262 Motion by Earll, second by Feirer to approve Resolution No. 2014-72, determining and levying the amount to be raised by taxation for city purposes for the 2015 fiscal year.

Ayes – 9; Nay – 1 (Smith)

Motion carried

Future Agenda Items

None

There being no further business the meeting adjourned at 7:46 p.m.



Deb M. Hall
City Clerk



Minutes

Marshfield Library & Community Center Committee

Wednesday, September 3, 2014 4:00 p.m.

Marshfield Public Library, Beebee Forum Room

Chair Doty called the meeting to order at 4:01 p.m.

Attendance: Jean Doty, Kris Keogh, Becky Spencer, Mat Bartkowiak, Gary Cummings, Steve Barg, Kelly Cassidy, and Lori Belongia

Absent: Jason Angell and Mayor Meyer

Also present: Joanne Ampe, Floreine Kurtzweil,

Public comment: Spencer notes the opinion letter in support of the project by Dr. James Weber in the Hub City Times. She suggests that it also be shared with the Marshfield News Herald. Doty mentions seeing the replay of Bill Hocking's project update at the August 26, 2014 Common Council meeting.

Bartkowiak moves and Keogh seconds a motion to approve the minutes of the August 6, 2014 Library & Community Center Committee meeting. All ayes, motion carried.

In Thomalla's absence, Belongia shares that in cash, paid pledges and pledges in progress a total of \$2.4 has been committed to the project with the Marshfield Area Community Foundation.

Cummings reported that Hocking did a great job with the project update to the Common Council. The report was thorough and concise. The Council had no questions after the presentation.

Belongia reviews a number of grant possibilities. A WI Economic Development Corporation grant opportunity that is due on Sept. 15, 2015 and other future deadlines of Jan. 30, 2015 and April 17, 2015. This could be an opportunity for up

to \$500,000. Wal-mart Foundation's Community Engagement Giving Grant with a Sept. 13, 2014 deadline for over \$25,000. We are contemplating this grant as a means to obtain needed/upgraded furniture and shelving. Two other grants for smaller amounts with open application dates are for the Festival Foods Foundation and Delta Dental.

Doty, Ampe and Keogh met to review donor recognition methods and the answers needed before decisions are made. The group recommends that several possibilities and a range of options (including interior and exterior methods) be considered depending on the amount of funds raised. Below is a list of questions that they have developed.

- Who will be recognized? Donation amounts?
- How will in-kind donors be handled?
- How will donations from groups be recognized?
- Will people who have taken naming opportunities be also recognized with general donors, too?
- What is an acceptable percentage of total donations to be used for donor recognition?
- What would be reasonable donor recognition levels?
- What is the timeline for making these decisions?
- What would happen to the existing donor boards in the Library?

Ampe read information from the naming opportunities piece that would be the foundation for answering these questions. The group will develop recommendations on these questions and bring them back to this committee. Belongia was asked to check with Zimmerman for donor recognition ideas that would complement the architectural design.

The committee would also like to have a conversation/conference on donor recognition with some members of the Capital Campaign committee on Oct. 1, 2014. Jodi Bender Sweeney will be asked to be part of this discussion.

The date of our next meeting will be Wednesday, Oct. 1, 2014 at 4:00 p.m. at the Library.

Doty adjourned the meeting at 4:55 p.m.



Minutes

Marshfield Library & Community Center Committee

Wednesday, October 1, 2014 4:00 p.m.

Marshfield Public Library, Beebee Forum Room

Chair Doty called the meeting to order at 4:01 p.m.

Attendance: Jean Doty, Kris Keogh, Becky Spencer, Mat Bartkowiak, Gary Cummings, Kelly Cassidy, and Lori Belongia

Absent: Jason Angell, Steve Barg, and Mayor Meyer

Also present: Joanne Ampe, Floreine Kurtzweil, Russ Stauber, Laura Drendel and Jodi Sweeney

Public comment: Belongia mentions an offer of two stained glass tryptichs for the new Library and/or Community center. Photos of the items were shared. The group did not have enough interest to pursue this offer and will respectfully decline. Belongia also notes that a group is forming to explore pursuit of an Art Place grant for Marshfield.

Bartkowiak moves and Keogh seconds a motion to approve the minutes of the September 3, 2014 Library & Community Center Committee meeting. All ayes, motion carried.

In Thomalla's absence, Belongia shares that in cash, paid pledges and pledges in progress a total of \$2.595 million has been committed to the project with the Marshfield Area Community Foundation.

Fundraising consultant, Sweeney reviewed fundraising progress on a number of fronts including: grants, a letter to the Roddis Foundation, a campaign for medical professionals, a neighborhood party campaign, corporations, as well as a kickstarter campaign that will be part of the general public campaign starting after January 1, 2015.

Keogh reviewed a set of recommendations from the donor recognition group (Ampe, Doty & Keogh) they included:

- Recognizing all donors in a book to be kept in the hub/link.
- Recognizing donors of \$500 and more on a permanent monument.
- Donor levels will be differentiated at \$500; \$1,000; \$5,000; \$25,000; \$100,000 and \$1,000,000 with category names (founder, patron, contributor, etc.) rather than dollar amounts.
- The method fits with the building design/character.
- The method has flexibility for the future.
- Cost is a concern.
- Method has high readability

Keogh then reviews drawings she made of a 3-dimensional structure with 5-7 vertical concrete slabs placed to echo the design of the new library northwest corner. Plaques with donor names would be applied to the slabs. Metal rods or connecting pieces, but not a solid roof would complete the design. Placement of the slabs would also create outdoor seating and "stage like" functions to the structure. Lighting and electrical access are recommended.

Belongia notes submission by the Marshfield Public Library Foundation for furniture that would be used in the existing library and see its best use in the new building. She also noted the possibility of new market tax credits as a beneficial way to fund the project. More information is being gathered.

Donor recognition, neighborhood party campaign and grants will be included on the next agenda.

The date of our next meeting will be Wednesday, Nov. 12, 2014 at 4:00 p.m. at the Library.

Doty adjourned the meeting at 4:55 p.m.

Respectfully submitted,
Lori Belongia

Board Of Marshfield Fairgrounds Commission Minutes of Wednesday
October 22, 2014

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

Also in attendance: Ed Englehart, Richard Pokorny, Bob Lewerenz, Josh Miller, Mayor Meyer, Larry Gilbertsen, Adam Fischer

1. Chairman Feirer called the meeting to order at 9:30 at the Marshfield City Hall Conference Room 108
2. Bids for the round barn concrete project were opened and discussed with Bob Lewerenz and the committee. Motion by Curry seconded by Buttke to have the building inspector and Mr. Englehart review the bids and report back to the committee at the next meeting. All ayes, motion carried
3. Motion by Curry seconded by Ashbeck to approve the fair commission report given by Buttke, all ayes motion carried.
4. Smith made a motion to have the Fairgrounds Commission funds undergo an audit, after which the Commission contracts with an entity, like the City Finance Department, to handle the accounting of the funds, and the adherence to state statutes for bidding and public notification of projects. A copy of the audit to be given to Fair Commission members, the County Board Chairman and Director of Finances and the City Mayor and Director of Finances. Motion dies for a lack of a second.
5. Curry made a motion to send financial documents to the Police Department and to obtain any financial information from the bank. Seconded by Winch, motion carried.
6. Motion by Ashbeck to extend lease for five years with the Fair Association, seconded by Winch, all ayes, motion carried. Motion to approve Fair Association report by Smith seconded by Curry, all ayes motion carried.
7. Park and Recreation report was given by Englehart. Motion to approve by Winch seconded by Curry, all ayes motion carried
8. Meeting was adjourned at 11:00

Tom Buttke Secretary/ Treasurer

COMMUNITY DEVELOPMENT AUTHORITY

October 23, 2014

The monthly meeting of the Community Development Authority was called to order by Vice-Chairperson, Marilyn Hardacre at 9:04 a.m. in the Cedar Rail Court Community Room, 601 S. Cedar Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted October 16, 2014 at 11:15 a.m.

ROLL CALL:

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

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

ABSENT: Andrew Keogh

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: Commissioner and Parkview resident John Conklin stated that residents at Parkview Apartments are experiencing problems with a resident who has mental disabilities. He further stated that he is concerned that this kind of occurrence could put the CDA and its Commissioners at risk for legal action. Executive Director James-Mork assured the Commission that the incidents have been documented and are being addressed with the resident's family and support agencies. It is crucial that procedures and guidelines set forth by HUD are being followed while resolving these concerns. Hendler stated that he is confident that the issues are being handled in the proper manner. LaFontaine stated that the CDA has Officers and Directors liability insurance to provide legal protection, should the need arise.

CDA 14-B10-1 Motion by LaFontaine, second by Buttke to accept the September 18th, 2014 Board meeting minutes. 6 Ayes

MOTION CARRIED

It was confirmed that the Board meeting agendas have been posted at Parkview Apartments and Cedar Rail Court at an earlier timeframe so that residents may better plan to attend the meetings.

CDA-14-B10-2 Motion by Hendler, second by Marsh to accept the October 21st, 2014 Finance meeting minutes. 6 Ayes

MOTION CARRIED

CDA-14-B10-3 Motion by LaFontaine, second by Buttke to accept the Financial report as presented. 6 Ayes

MOTION CARRIED

Strategic Planning Committee Update: No update

Personnel Committee Update: No update

Grievance Committee Update: No update

CDA-14-B10-4 Motion by Hendler, second by LaFontaine to accept and place on file the Executive Director's Report. 6 Ayes

MOTION CARRIED

Executive Director James-Mork distributed a budget draft designed to provide a comparison of the current budget with a budget that reflects the CDA reorganization. Positive results will continue to be seen as the year continues.

RMM Solutions is currently performing a number of system tests to determine the feasibility of the new phone system implementation.

Geldernick provided an update on maintenance projects that have been completed or are in process.

New Business: Executive Director James-Mork suggested that an annual gathering be held for the CDA Board and staff. This will be looked at further.

Next Board Meeting Date and Time: Thursday, November 20th, 2014 at 9:00 a.m. in the Community Room of Parkview Apartments.

Agenda Items for November: Request received for additional information on Economic Development Board activity to be included in future Executive Director Reports.

Motion by LaFontaine, second by Buttke to adjourn. Meeting adjourned at 9:49 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Marilyn Hardacre
Vice Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
November 18th, 2014

1. Occupancy-

Elderly/Disabled Housing- Parkview thirteen (13) openings, with four (4) on hold for modernization. Three (3) residents passed, and two (2) moved on to assisted living. Cedar Rail – Thirteen (13) openings. Five (5) residents passed and two (2) moved on to assisted living.

Scattered Sites- One (1) open

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

2. Economic Development Board (EDB)-

EDB met on November 7, 2014. Jason Angell provided updates from meetings on the Downtown Master Plan, the 200 Block Redevelopment, the recently completed TIF Strategic Plan. The Housing Sub- Committee is scheduled to meet on November 14th at Forward Financial.

3. RAD Project-

The CDA has received contingent approval on the 2012 RAD application, meaning that if HUD were to receive authority to convert assistance to RAD for additional units, we are being informed that the CDA application meets the eligibility requirements set forth in the RAD notice.

4. RMM Solutions-

RMM Solutions has completed the testing process and is set to proceed on the installation of the hosted phone system. Updates will be provided to the board as provided by RMM.

5. Capital Projects-(CFP)

ED, Environmental Services Manager, and Business Manager continue to meet regularly to finalize, the draft of a PHA plan for 2015 (5-year Capital Funding Plan).

6. Recertification - Public Housing

The management staff met on Tuesday, November 11th to review the checklist of assignments and timelines for completing required annual recertification. Janet Southworth has accepted responsibility for coordinating and guiding the process using updated methods create after meetings with the Executive Director identified a number of ways to make this process more efficient and educational for the residents. The time dedicated to this work will fall under the umbrella of Public Housing.

7. 2015 Health Benefits-

On November 13th, 2014, The Executive Director and Business Manager met with Julie Koplitz, Security Health Plan, and Bill Heiting, CDA liaison/agent for Health Benefits. 2014. Increases to the existing CDA plan were presented, along with a variety of other options, one of which is renewal through the Health Care Reform Benefit. Options will be shared with the CDA Finance Committee, with a recommendation forthcoming to the Board of Directors.

**CABLE TV COMMITTEE MEETING MINUTES
OCTOBER 27, 2014**

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

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

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

EXCUSED: Senen Siasoco

ABSENT: Shawn Warren

PUBLIC COMMENTS

Gerl mentioned that he has been noticing that Charter's lower and upper channels have been losing sound.

Holck said he noticed the same. He thought it was confined to channel 57, but then he noticed it on channel 53 as well.

Speth mentioned that Charter's quality control and how Wisconsin Community Media is working on legislation to basically force Charter to improve their service was discussed at the round table discussions at the WCM conference on Friday. These problems are statewide and she believes things are moving in the right direction.

APPROVAL OF MEETING MINUTES

CTV14-054 Motion by Gerl, second by Daniels to approve the minutes of the August 25, 2014 regular meeting and the minutes of the September 22, 2014 strategic planning meeting as submitted.

Motion carried

CORRESPONDENCE

Speth received a thank you note from ODC for giving their Community Career Exploration class a tour of MCTV.

Speth included the Wisconsin Community Media's Fall 2014 Workshop handout in the Cable TV Committee's agenda packet.

PUBLIC ACCESS COORDINATOR'S REPORT

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

CTV14-055 Motion by Daniels, second by Gerl to receive and place on file the Public Access Coordinator's Report.

Motion carried

MCTV SPONSORSHIP ACCOUNT SETUP

Speth explained that MCTV is allowed to get sponsorships for programs within the PEG Guidelines. This is not advertising. She said a lot of times; people are more willing to film something if they get something for doing it. The only problem is that the sponsorship fund doesn't exist, so we are looking at setting up a general ledger account for sponsorships. Shirley Gebert has been working with other stations to develop an outline for a sponsorship and underwriting fund and she will be working with the City's Finance Department to set up a general ledger account for sponsorships, so that MCTV can track all the money coming in and going out for programming purposes.

BILLS

The bill query report was reviewed.

CTV14-056 Motion by Markwardt, second by Earll to authorize payment of the following bills as presented:

Charter Business (10/01/14 to 10/31/14)	\$ 269.47
Wisconsin Community Media	55.00
Dan Kummer (Reimbursement)	169.78
Granicus	600.00
B&H	11.29
ServiceMaster	437.92
Northside Computers	119.90
VIDCOM, LLC (Invoice 295)	<u>2,720.00</u>

Total **\$4,383.36**

Motion carried

FINANCIAL REPORT

CTV14-057 Motion by Gerl, second by Earll to receive and place on file the financial report for the period of January 1, 2014 through August 31, 2014.

Motion carried

RECOMMENDED ITEMS FOR FUTURE AGENDAS

None.

SET UP A MEETING TO CONTINUE STRATEGIC PLANNING PROCESS

The next meeting on November 24, 2014 will be dedicated to approving the bills and strategic planning.

The next regular meeting is scheduled for December 22, 2014 at 5:00 p.m. and will be held at City Hall.

Motion by Gerl, second by Markwardt to adjourn at 5:34 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

Public Access Coordinator's Report
Cable TV Committee Meeting 10/27/14

New Shows October 2014 (Since 9/17/2014): for MCTV 98

- Insight: Ask the Mayor (monthly)
- Insight: Wood County Sheriff Tom Reichert (monthly)
- Marshfield School Board Meeting (monthly)
- Cooking With Ruth – Episode 38 (Cheesy Crab Dip)
- Cooking With Ruth – Episode 39 (Pumpkin Crunch Cake)
- Public Service Announcement: Chestnut Center's "Bone Shaking Bash"
- Public Service Announcement: CWTP Event on October 4
- Tiger Football vs. Oshkosh West
- Tiger Football vs. Stevens Point
- Giving Hope A Home: Episode 6
- Marshfield Civility Project - September 17, 2014
- The Hannah Center: Giving For Life Banquet on October 9
- Ribbon Cutting Ceremony: Stoney River Memory Center
- The Hannah Center: About the Center
- Heritage Bank Rededication
- Marshfield Area United Way Video
- Voter Photo ID Information
- CVB's VOX Concert Series Press Announcement
- Ribbon Cutting: Westland Insurance Agency
- Wastewater Treatment Facility Update: Flushable Wipes
- "Remembering Our Own" Marshfield Fire-fighter Memorial
- Ribbon Cutting: Outpost Recreational Sales & Service
- Listening Session: Aldermanic Districts 2, 5, & 6
- Ribbon Cutting: AgSource Laboratories
- Ribbon Cutting: Outpost Recreational Sales & Service
- Chat with the Chief: Marshfield Fire & Rescue Chief Robert (Bob) Haight III
- Meet the Candidate: Paul DeMain (29th Senate District)
- Meet the Candidate: Rep. Sean Duffy (7th Congressional District)
- Meet the Candidate: Kelly Westland (7th Congressional District)
- Meet the Candidate: Brad Schimel (Attorney General)
- Meet the Candidate: Senator Terry Moulton (23rd Senate District)
- Meet the Candidate: Rep. Bob Kulp (69th Assembly District)
- Meet the Candidate: Norbert Salamonski (69th Assembly District)
- Meet the Candidate: Rep. John Spiros (86th Assembly District)
- Meet the Candidate: Nancy Stencil (86th Assembly District)

Channel 96 Meetings

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

- Judiciary & License Commission
- Police & Fire Commission

John Beck

- Immanuel Lutheran Worship Service (weekly)
- Central Wisconsin Tea Party Speaker: Ben Domenech (Breanna edited)
- Central Wisconsin Tea Party: Jake Jacobs, Ph.D (Breanna edited)

Don Schnitzler

- "Logging Deadheads" presented by R. McDougal (Brett edited)
- Logging on the Menominee (Brett edited)

River Cities Community Access

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

Other

- LaCrosse Catholic Diocese Mass
- Music & the Spoken Word

Personnel:

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

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

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

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

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

Other News & Updates:

Meet the Candidates

In preparation for the November 4, 2014 election, we have been hosting studio programs that feature voting topics like Photo ID and the candidates themselves. Nine candidates took advantage of this opportunity, with three not responding and two unable to coordinate with their schedules.

Get To Know The Candidate Schedule

	Candidate	Program Length	
7th Congressional District	Rep. Sean Duffy	16:44	
	Kelly Westlund	13:53	
Attorney General	Brad Schimel	16:23	
	Susan Happ	(no response)	X
23rd Sen District	Sen. Terry Moulton	17:43	
	Phillip Swanhorst	(cancelled x3)	X
29th Sen District	Sen. Jerry Petrowski	(no response)	X
	Paul DeMain	21:32	
69th Assembly	Rep. Bob Kulp	19:05	
	Norbert Salamonski	19:54	
86th Assembly	Rep. John Spiros	21:12	
	Nancy Stencil	15:20	

Governor's Race: No response from Governor Walker. Mary Burke's office responded, but her schedule was full.

Leadership Marshfield "Quality of Life" Day

On October 16, the Leadership Marshfield Class of 2015 toured MCTV for Quality of Life day. There were five groups and each made a "commercial" in front of the green screen as part of their visit.

MACCI

Our ribbon cutting videos are not yet embedded on the MACCI site, so we will keep asking about this. We have also talked to MACCI about informing us more promptly about political visits. We did not hear about Senator Ron Johnson's visit to Marshfield until the day before his arrival, and we had a shoot that we could not reschedule.

Chat with the Chief

On October 14, Fire & Rescue Chief Robert Haight III filmed his first "Chat With the Chief" program. Police Chief Rick Gramza is scheduled for October 22. Both Chiefs are interested in continuing this as a regular series.

WCM Fall Conference

Breanna and Brett will be attending the WCM Fall Conference on October 24 in Wisconsin Rapids. Breanna will be a speaker at the event, talking about MailChimp.

Animated ID "Your Community Connection" Clips

Jim Daniels has been donating his time and talents to develop clips to air before and after programs, like promos and animated ID's. They are very awesome! Thanks, Jim!

Correspondence/Appendix

1. Thank-You note from ODC class.
2. WCM Fall Conference brochure



Brianna - Thank you for hosting
our Community Career Exploration
class at the TV station. It was a
new environment for most of us
and we learned a lot!

Wendy Radetzke
Vivian Olejniczak
Colleen Bluchin
Sara Johnson
Krieh
Miranda

**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: Jason Angell

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 Communities minutes:

1st. Tom Henseler

2nd 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 20th – 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 16th

- 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 1st Monday of Dec.

Next meeting Dec. 1st 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. 13th 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 20th. 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.

Shark Tank (focus on recruitment)

Seminars similar to Java Jumpstart or anything needed.

Next meeting Nov. 19th 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. Fundraising will still be needed.

Meeting Adjourned at 8:30 A.M.

COMMUNITY DEVELOPMENT AUTHORITY

Finance Committee
November 18th, 2014

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

Affirmation of Proper Posting of Meeting: Meeting posted November 12th, 2014 at 3:16 p.m.

ROLL CALL:

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

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

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

Review of Financial Reports for October of 2014:

CDA 14-F11-1 Motion by Marsh, second by Hendler to accept and recommend the financial reports for board approval. 3 Ayes

MOTION CARRIED

Committee members discussed a number of capital projects to be included in the 2015 – 2019 Capital Funding Plan (CFP). Discussion focused on options for facility improvement, modernization, and construction.

CDA 14-F11-2 Motion by LaFontaine, second by Hendler to refer discussion of operational planning as it pertains to the five-year capital project plan to the Strategic Planning Committee. 3 Ayes

MOTION CARRIED

A Strategic Planning committee meeting will take place on **Wednesday, December 3rd at 1:30 p.m.**

Finance Committee members were given an update of employee health care plan options beginning in 2015. The Security Health Plan account representative will be contacted to schedule a presentation and educational session on the Health Care Exchange for CDA Board members.

Next meeting date and time: Tuesday, December 16th, 2014 at 1:30 p.m. in the Cedar Rail Court Executive Conference room.

Motion by Hendler, second by Marsh to adjourn. Meeting adjourned at 2:35 p.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Dave LaFontaine
Chairperson

Marshfield Airport Committee Minutes

November 20th, 2014

Meeting called to Order at 6:00 p.m. by Chairman Berg

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

Absent: Chris Jockheck

Also Present: Duffy and Jeffrey Gaier

Citizens Comments: None

AP14-52 Motion by Maurer Second by Knauf to approve the Airport Minutes for October 16th, 2014, All Ayes,

Motion Carried

AP14-53 Motion by Maurer Second by Knauf to approve the Airport Manager's November 2014 Report, All Ayes

Motion Carried

AP14-54 Motion by Knauf, Second by Bremer to approve the November 2014 Activity Report, All Ayes

Motion Carried

AP14-55 Motion by Knauf, Second by Bremer to approve the Airport Bills for November 2014, All Ayes

Motion Carried

No Height Limitation Zone Variance Requests - No Action Taken - Zoning did send a draft of the temporary crane zoning change which the airport committee looked over.

Project Update - Land Purchase - Discussed, No Action Taken - The Mike & Kelly Grosbier property has been purchased by the Wisconsin Bureau of Aeronautics for the airport on Nov 17th, 2014. The City is in litigation over the Power Pac land use easement.

Additional Citizens Comments: None

Motion by Bremer, second by Maurer to adjourn at 6:56 p.m. All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

Airport Manager Report November 20th 2014



The Wisconsin Bureau of Aeronautics closed on the Mike & Kelly Grosbier property south of the airport on Nov 17th, 2014. Officially, it is now part of the Marshfield Airport. The two acre property has several buildings on it that we will need to address in the future. The Federal Aviation Administration would like us to eventually remove the buildings. At this time we do have electric and gas service to the house transferred to the airport. We are maintaining heat in the house on the property. The storage buildings had their heat removed long before the purchase. Come spring, after the snow melts, we will begin looking at options for the buildings. The City / airport owns the existing property surrounding the Grosbier property.





Howard Joling, the airport manager at Wisconsin Rapids, has been talking with Northway Communication in Wausau regarding the possibility of servicing the Simplified Directional Frequency, (SDF), instrument approach. Howard has been in communication with the Federal Aviation Administration, (FAA), to get the Northway Communication's technician certified. If approved by the FAA, Northway could then maintain Marshfield's SDF as well. While no cost has been provided as to what this service would be, Howard says that the estimates they have provided Wisconsin Rapids are more than what we were providing Verlyn Swantes. Wisconsin Rapids presently only has Global Positioning System (GPS) approaches available at their airport while Marshfield has GPS and Non-Directional Beacon Frequency (NDB), approaches.

The Portable Instrument Receiver, (PIR), used to test the SDF and tune it is presently out of certification. Verlyn Swantes had dropped it off here at Marshfield in case we decided to get the SDF up and running. The PIR was purchased with Sturgeon Bay, Wisconsin Rapids, Marshfield and the Bureau of Aeronautic's assistance. Sturgeon Bay has decommissioned their SDF so they no-longer need to use the PIR. If Marshfield wants to get in with Wisconsin Rapids and get the SDF up and running again, they would split the cost with Wisconsin Rapids to get it PIR re-calibrated and re-certified.

We have received a check from Wood County for their contribution towards towards the airports in Wood County. They provide \$4500 each to Wisconsin Rapids and Marshfield to be used in the upkeep of the airport.



We had a bit of a first for us this month. This aircraft on the left landed here to drop a patient off. But not for St. Joseph's Hospital. Instead they were dropping a patient off for Aspirus in Medford. They landed in Marshfield because we have a hangar that we could turn the heat on and thaw them out if they had any

frost on the wings.

The snow has decided to come early this year. If this is a precursor to the remainder of the snow season, we are going to be very busy removing snow. Flight activity has been slow lately due to the weather.

Happy Flying - Duffy, Alice, Bob and Jeff

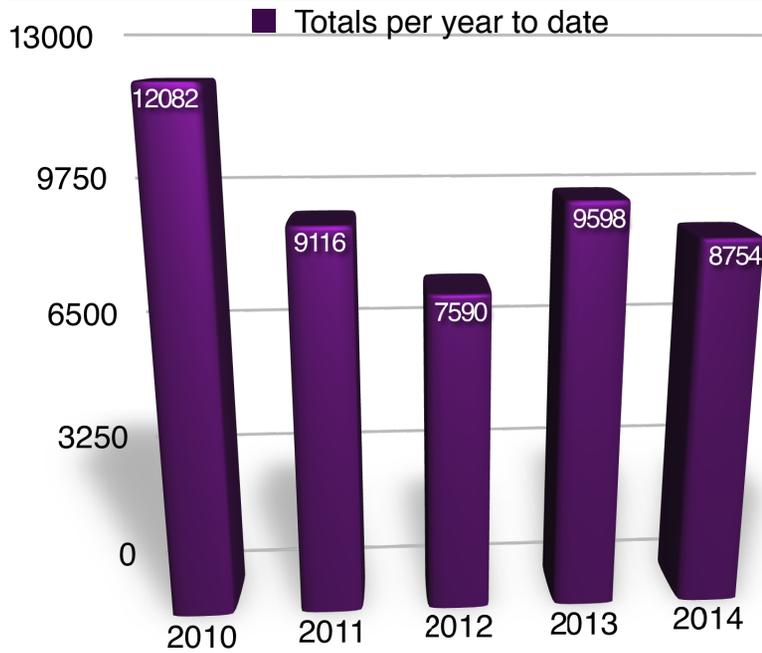


Airport Activity Report November 2014

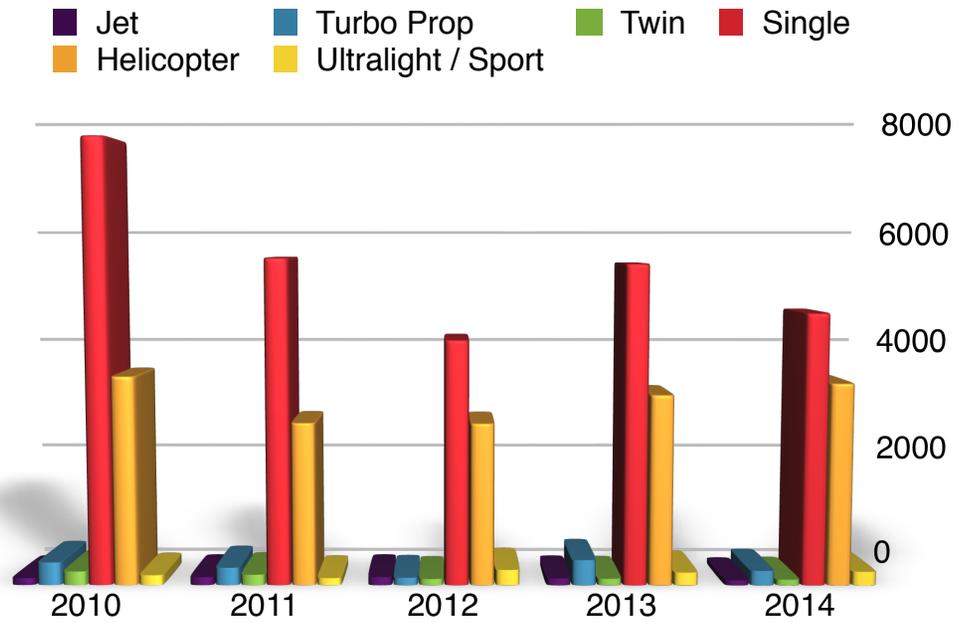


Departures and or Landings Information - Flight Operations - 28 Days Between Reports							
<i>Year</i>	<i>YTD 2010</i>	<i>YTD 2011</i>	<i>YTD 2012</i>	<i>YTD 2013</i>	<i>Nov 2013</i>	<i>Nov 2014</i>	<i>YTD 2014</i>
<i>Jet</i>	122	140	142	122	10	4	88
<i>TurboProp</i>	388	300	130	430	16	20	250
<i>Twın</i>	234	180	108	114	8	6	100
<i>Single</i>	7590	5560	4178	5460	310	276	4632
<i>Helicopter</i>	3566	2778	2768	3252	350	256	3448
<i>Light Sport</i>	170	122	264	220	12	12	236
<i>Total</i>	12082	9116	7590	9598	676	574	8754
Passengers							
<i>Total</i>	16101	12150	10108	11720	901	765	12635
Local and Transient Traffic							
<i>Transient</i>	4090	2852	2015	3390	270	144	3084
<i>Local</i>	7992	6264	5575	6208	406	430	5670
Training Flights							
<i>Total</i>	4940	2973	4298	4938	446	286	3940
Fuel Dispensed							
<i>Av Gas</i>	26289	20285	20699	18105	1387	1375	17472
<i>Jet A</i>	42686	30331	33958	49156	2574	3220	34338
<i>Total</i>	68975	50616	56353	67261	3961	4595	51810
All Information In This Report Is Estimated Based On The Activity At The Airport For The Month. An Operation is considered a take-off or a landing.							

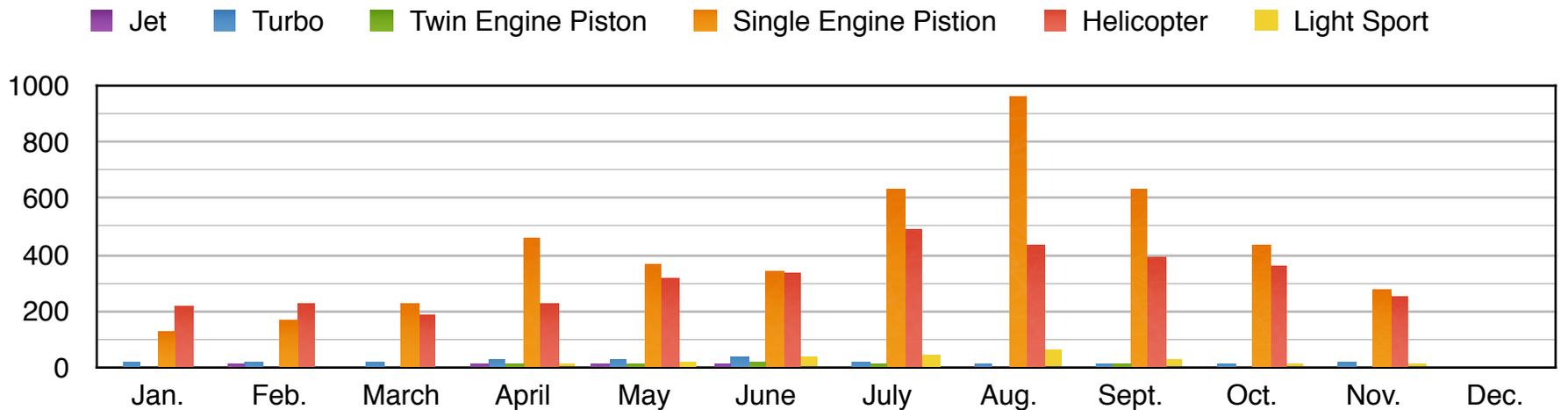
Flights Over the Past Five Years by the Present Month



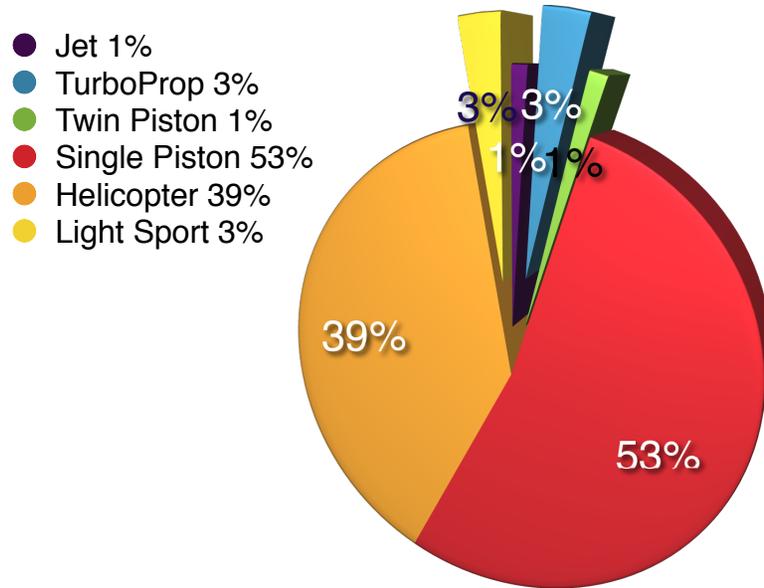
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



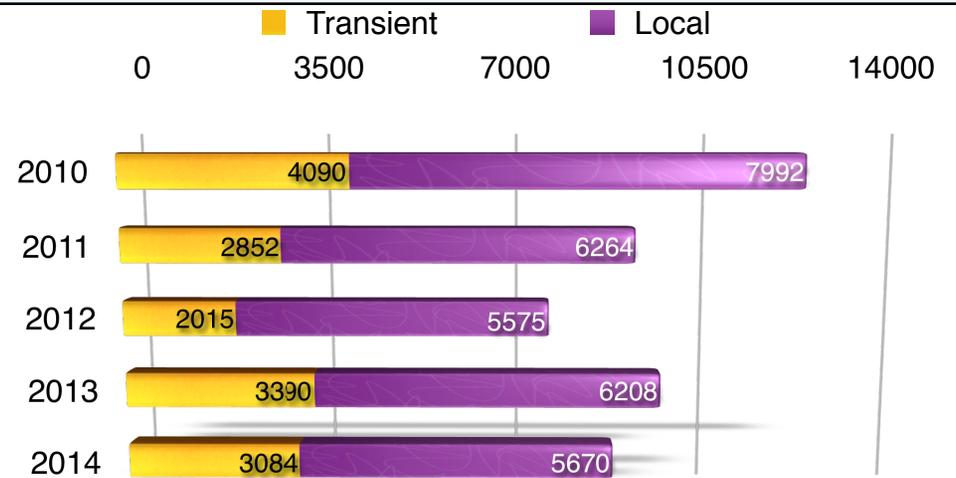
Operations by Aircraft for the Year of 2014



Percentage By Type Of Aircraft That Came Into Marshfield In 2014

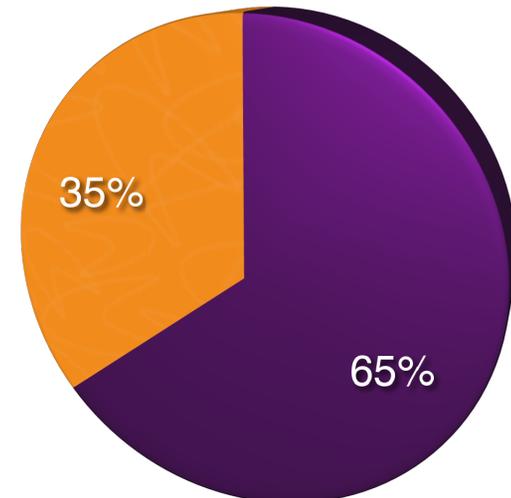


Transient Vs. Local Traffic



Percentage of Local Vs. Transient Traffic

● Local Traffic ● Transient Traffic



Summary of Activity

Compared to last year at this time last year:

Jet Engine traffic is the down.

Turbo Prop Engine Traffic is up.

Twin Engine Piston Traffic is down.

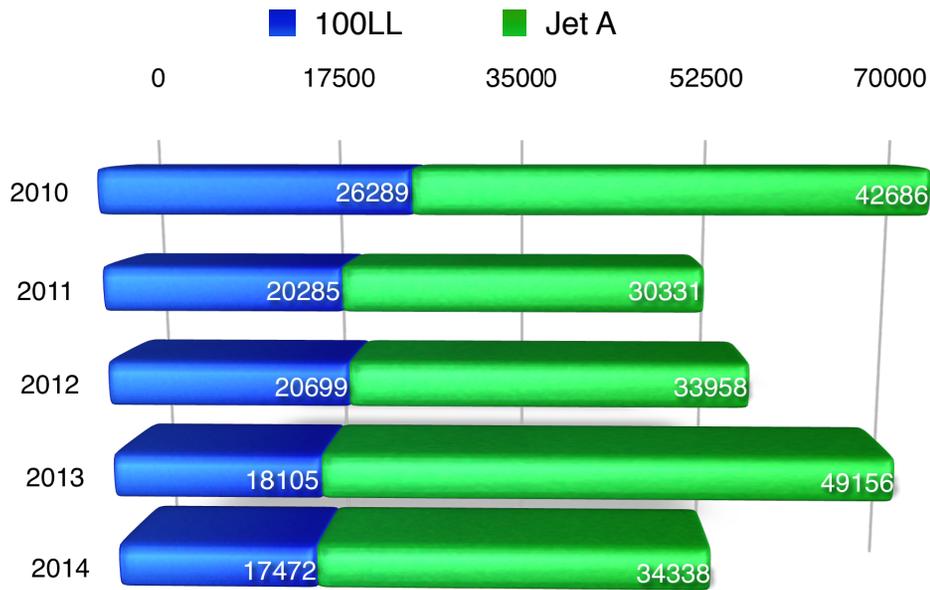
Single Engine Piston Traffic is down.

Helicopter Traffic is down.

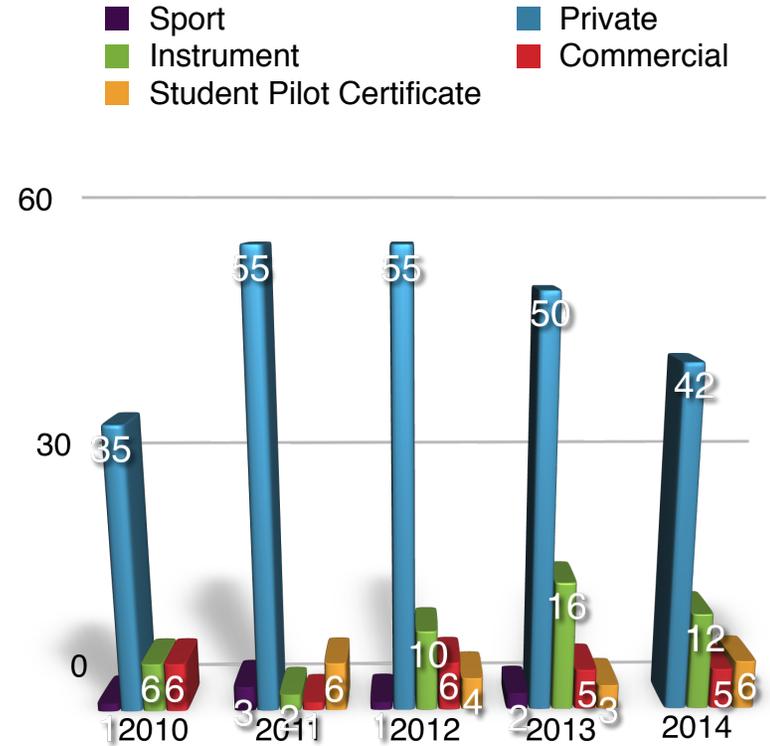
Light Sport is the same.



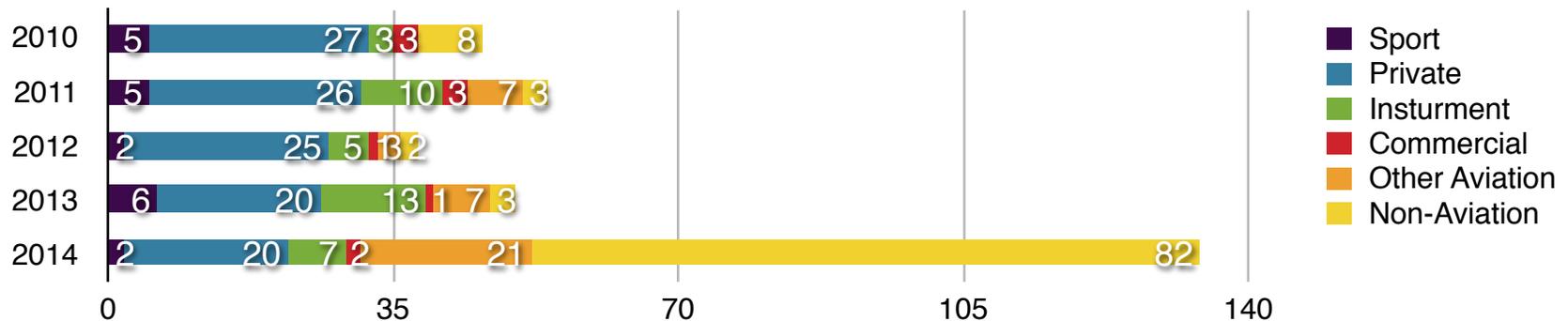
Fuel Sold - 5 Year Comparison



Duffy's Flight Checks for Pilots - 5 Year Comparison



Computerized Written Exams Given At The Airport



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

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

Life Link III (Medflight New Richmond)
Bob Lee
Wayne Short
Enbridge
MQA Aviation LLC
Matt Thomas
Burrnett Co. Flying Service
Michael Tyler
Bob Thill
Valley Medical - Fixed Wing Medflight
Randy Musack
Harry Dolan
Bruce Wineman
Ed Plotka
Bryan Atkinson
William Atkinson
Brian Parker
HJ Aviation
Howarld Joling
Tom Pue
Medlink Air (Medflight)
Am I High Aviation
Wausau Flying Service
Heartland Aviation
Michael Kuhn
Jacob Kuhn
Jason Teynor

Stephen DeVries
Timothy Evans
Dennis Smith
Gibson Aviation
Karl Stump
Brayton Hackbarth
Mitchel Stingl - Buetow
Boone Air LLC
Creatigy Holding LLC
Krist Oil
Aircraft Sales LLC

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

Experimental Aircraft Association Chapter 992 (Marshfield & Medford Group)

Toastmasters of Marshfield

Central Wisconsin Apple User Group

Marshfield Youth Hockey

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

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

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

Holiday Inn

Little Casears

Blue Heron / West 14th

Target

Marshfield Clinic

Hardees

St. Joseph's Hospital

The Store

Festival Foods

Baltus

V & H Heavy Trucks

Wildwood Zoo

Roehl Transport

Marshfield Hotel

Custom Fabrication and Repair

Nasonville Dairy

Subway

El Mexical

Chips

Kitchen Table

McDonalds

Melody Skating Gardens

Account # 101-53510-33

Obj. #	Description	2014 Amount Approved	2014 November Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	44,286.00	3,690.50	Manager's contract	40,595.50	3,690.50
52210	Electric	16,926.00	2,381.59	Electric	13,324.01	3,601.99
52220	Water	497.00	83.13	Marshfield Utilities	317.94	179.06
52230	Sewer	426.00	92.45	Marshfield Utilities	354.58	71.42
52240	Fire Protection Charge	1,641.00	311.66	Marshfield Utilities	1,232.84	408.16
52260	Heating - Gas	3,272.00	103.74	WE Energies general aviation terminal	2,998.55	273.45
			25.65	WE Energies - East unit		
			10.47	WE Energies - West unit		
			22.54	NDB		
52300	Telephone	1,244.00	113.80	Frontier	1,084.84	159.16
52400	Rep/Maint. Serv-Streets	17,200.00	1,705.00	Duffy's Aircraft Sales - snowplowing 11-10-14 thru 11-17-14	13,515.00	3,685.00
52500	Repair/Maint. Service	50,967.00	47.05	UniFirst - mat service	35,592.32	15,374.68
			200.00	Maid to Order - cleaning services		
			1,310.00	Duffy's Aircraft Sales - Mowing- 5.0 JD950, 21.5 hrs. maintenance on Big Bertha & big snowplow		
			200.00	Nikolay Companies 2.0 hrs. JD650 dozer		
			383.92	Vital Communications, Inc. - Install new UPS.		
			772.64	Merkel Co., Inc. - windsock lights and runway lights.		

			November Expenses		Used To Date	Balance
52900	Other Contractual Ser.	7,000.00			5,000.00	2,000.00
53100	Office Supplies & Exp.	100.00			85.00	15.00
53200	Publications & dues	400.00			130.00	270.00
53400	Operating supplies	1,600.00			852.70	747.30
53500	Rep/Mainte. Supplies	6,500.00	503.22	Duffy's Aircraft Sales - Gear lube, piston oiler, starting fluid, oil filter, Plus 50 oil OW40, Case tractor manual, & D-Con.	3,734.12	2,765.88
			70.66	Tractor Central		
			1,420.08	V & H Ford - 4 5/8" cutting edge & 24 carriage bolts		
			274.80	Chili Implement Co. - 2 oil filters, 2 5-gal.15W40, & 1 5-gal. hytran oil		
55110	Buildings & Contents	2,487.00			2,383.33	103.67
55140	Professional Liability	321.00			310.31	10.69
55150	Airport Liability	4,486.00			4,350.00	136.00
55170	Boiler	359.00			371.47	(12.47)
58830	Airport Buildings	6,000.00				
Grand Totals		165,712.00	13,722.90		126,232.51	39,479.49

BOARD OF PUBLIC WORKS MINUTES
OF DECEMBER 1, 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; Planning & Economic Development Director Angell; Building Services Supervisor Pokorny; Library Director Belongia; Kurt Boson and Joe Dolezal – The Boson Company; the media; and others.

PW14-157 Motion by Jockheck, second by Cummings to recommend approval of the minutes of the November 17, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments - None

PW14-158 Motion by Buttke, second by Wagner to recommend approval of the selection of The Boson Company, Inc. of Marshfield, WI as the firm to perform construction management services for the Library & Community Center project and authorize staff to execute the appropriate contract for services.

Motion Carried

PW14-159 Motion by Buttke, second by Cummings to recommend approval of the bid of Staab Construction Corp. of Marshfield, WI for equipment installation at the Northeast Lift Station in the amount of \$328,500 and authorize execution of a contract.

Motion Carried

PW14-160 Motion by Buttke, second by Jockheck to recommend approval of changing the scope of work for 2nd and 5th floor remodeling project, BS-K-3957, to include \$13,800 for carpeting and painting of the southwest portion of 7th floor of City Hall Plaza.

Feirer, Buttke, Cummings & Jockheck voted ‘Aye’, Wagner voted ‘No’ Motion Carried

PW14-161 Motion by Cummings, second by Buttke to recommend approval of the low bid submitted by Michels Corporation of Brownsville, WI for sewer lining at a cost not to exceed the budgeted amount of \$900,000 and authorize execution of a contract.

Motion Carried

PW14-162 Motion by Buttke, second by Cummings to recommend approval of the quotation submitted by Solutions LLC of Marshfield, WI for janitorial services for the Street Division and authorize execution of a contract.

Motion Carried

City Engineer Turchi presented the intersection layout for 4th Street and Maple Avenue. Approval of the layout will be scheduled for the December 15, 2014 meeting.

PW14-163 Motion by Jockheck, second by Buttke to recommend extending the Downtown Parking Coupon Books for one year, delaying a final decision on this program’s future until the November 30, 2015 Board of Public Works meeting.

Feirer, Buttke, Cummings & Jockheck voted ‘Aye’, Wagner voted ‘No’ Motion Carried

PW14-164 Motion by Wagner, second by Jockheck to adjourn to closed session at 6:15 PM pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- City Hall Leases

Roll call vote, all 'Ayes' Motion Carried

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

PW14-165 Motion by Wagner, second by Jockheck to reconvene in open session at 6:27 PM.

Roll call vote, all 'Ayes' Motion Carried

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

Recommended items for future agendas

- Alderman Cummings requested a discussion on the height of the Central Avenue railroad crossing.

Motion by Buttke, second by Cummings that the meeting be adjourned at 6:28 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF DECEMBER 2, 2014

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

PRESENT: Alderpersons Ed Wagner and Gordon Earll

ABSENT: Alderperson Alanna Feddick

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

JLC14-112 Motion by Earll, second by Wagner to approve the minutes of the November 18, 2014 meeting.

Motion carried

CITIZEN COMMENTS

None

JLC14-113 Motion by Earll, second by Wagner to approve by unanimous consent the following:

- a) Two (2) Beverage Operator Licenses for the 2013-2015 license year to: Jacob Alger and Chitra Dombrowski.
- b) Secondhand Jewelry Dealer License to Jewelers Palette LLC
- c) Secondhand Jewelry Dealer License to Christensen Jewelers LLC
- d) Secondhand Article Dealer License to GameStop, Inc.
- e) Secondhand Article Dealer License to Granny's Attic
- f) Secondhand Article Dealer License to What Goes Around Comes Around
- g) Pawnbroker and Secondhand Article Dealer License to AJ's Buy Sell & Pawn

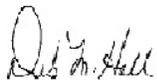
Motion carried

Future Agenda Items

None

Motion by Earll, second by Wagner to adjourn at 5:03 p.m.

Motion carried



Deb M. Hall
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF DECEMBER 2, 2014

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

PRESENT: Alderpersons Rebecca Spiros, Gordon Earll, Peter Hendler and Char Smith

ABSENT: Alderperson Alanna Feddick

ALSO PRESENT: Mayor Meyer, Alderperson Wagner, City Administrator Barg and City Personnel (Brenda Hanson, Dan Knoeck, Mike Winch, Keith Strey and Deb Hall)

Citizen Comments

None

FBP14-097 Motion by Spiros, second by Smith to approve the items on the consent agenda:

1. Minutes of the November 18, 2014 meeting
2. Bills in the amount of \$1,491,296.11
3. Monthly Position Control Report as of November 30, 2014

Motion carried

No items were removed from the consent agenda.

FBP14-098 Motion by Smith, second by Earll to recommend approval of Budget Resolution No. 29-2014 to the Common Council, transferring \$225,000 from various budgets to the Snow & Ice Control budget (\$175,000) and 2014 Asphalt Paving budget (\$50,000).

Motion carried

FBP14-099 Motion by Earll, second by Spiros to recommend approval of Resolution No. 2014-71 to the Common Council, writing off various uncollectible accounts receivable totaling \$10,218.63.

Motion carried

FBP14-100 Motion by Earll, second by Smith to recommend approval of Budget Resolution No. 28-2014 to the Common Council, transferring \$2,550 from contingency to various fund budgets to cover the cost of Unemployment Compensation.

Motion carried

FBP14-101 Motion by Spiros, second by Earll to recommend approval of Resolution No. 2014-73 to the Common Council, authorizing the execution of a contract between the City of Marshfield and Running Inc. for the Shared-Ride Taxi Service.

Motion carried

FBP14-102 Motion by Earll, second by Spiros to approve the 2015 combined casualty insurance and workers compensation coverage with the League of Wisconsin Municipalities Mutual Insurance (LWMMI).

Motion carried

FBP14-103 Motion by Smith, second by Spiros to approve Revised Policy 4.150, Fixed Assets.

Motion carried

FBP14-104 Motion by Earll, second by Spiros to approve Revised Policy 4.310, Fund Balance Policy. Nay – 1 (Smith)

Motion carried

FBP14-105 Motion by Spiros, second by Earll to approve Revised Policy 4.370, Continuing Appropriations and Budget Resolutions.

Motion carried

FBP14-106 Motion by Smith, second by Spiros to approve Revised Policy 4.800, Procurement of Goods and Services with the amendment to take out the dollar amount and just refer to the State Statute.
Nay – 1 (Earll)

Motion carried

FBP14-107 Motion by Earll, second by Spiros to approve Revised Policy 4.180, Engagement of Professional Services.

Motion carried

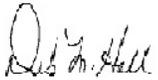
City Administrator Barg updated the committee on the implementation of the staffing study recommendations. There are no significant updates at this time but with the move of the 7th floor Finance Department to the 5th Floor the Board of Public Works discussed the issue of possibly doing some work on 7th floor where the Finance Department used to be located.

FUTURE AGENDA ITEMS

None

There being no further business the meeting adjourned at 6:35 p.m.

Motion carried



Deb M. Hall
City Clerk

**Main Street Board of Directors Meeting
Wednesday, December 3, 2014
Main Street Office**

Present: Lois TeStrake, Tom Henseler, Josh Kilty, CW Mitten, Nick Arnoldy, Trina Ignatowski, Cindy Cole, Kelly Korth, Ryan Baer, Jenna Hanson, Mike Eberl,

Excused: Scott Koran, Tony Abney

Not Present:

Ex-Officio Present: Steve Barg, Gary Cummings

Staff Present: Angela Eloranta, Executive Director

Other Present: Mike Stecker

President Lois TeStrake called the meeting to order at 7:28am.

1. Mike Stecker-Thrivent Financial Presentation: Located in Thomas House. Thrivent works and helps the local community. 101 ways enables any person with Thrivent to create an action team and receive \$250 towards an idea to help the community. Lots of opportunities to help the community thru Thrivent. Angela will meet with Mike to learn more.

2-5. Approval of Board and Executive Communities minutes:

1st. Cindy Cole

2nd Kelly Korth

6. City Staff Updates: -Steve – City passed budget. Main Street Allocations is all set for 2015. Maple Street project continues, watch for meetings on this. Library project looking to start Sept. 2015 –end of fall 2016. Parking permits & fees have gone up and have been approved. Parking fines \$13 to \$15. Snow removal- city will keep

Plowing and salting as usual and will keep street clean. Extending for 1 year the coupon Booklets to see how it goes .Snow removal for businesses done within 24 hrs. After it stops snowing.

7. MACCI Updates- (Scott Larson) December 3 at 11 am Ribbon Cutting Ceremony E Wireless Authorized AT&T Retailer 203 A West Upham; December 3 at Noon Maximize Your Membership Program MACCI; December 9 at 7:30 am Java Jump Start Program – “The Importance of “key” words – Room 126; December 11 at 5 pm MACCI Christmas Business After 5 Hotel Marshfield; December 13 from 8:30 am to 3:00 pm MACCI Young Professionals Gift Wrapping MACCI; December 13 Main Street Marshfield’s Hot Chocolate 5K Run/Walk 9 am -9th street start/end; Main Street Marshfield’s reindeer day 10 am – 1 pm Holiday Inn parking lot behind MACCI; December 19 Wagon Rides 5:30 – 7:30 pm China Chef’ Romantic Buggy Rides 6-8 pm Holiday Inn.

8. Financial Update (Josh Kilty) – not much has changed from last update

9. Executive Director’s Report:

Downtown Master Plan Update

- Conference call scheduled for next week
- Fairly good turnout at the last open house
- MS Recommendations for parking count and upper level apartments

Blodgett Haus Open House

- January 11th
- 33 businesses secured for event

Business Retention Visits

- Sun Tan, P&M, Perfect Fit, V & Co Salon and Spa
- 2 new businesses: Pink Zebra & Pink Smoke, Grandma's Attic
- Pink Zebra – Late Friday Night Hours
- Jennifer's is open on 3rd Street now, sign still isn't hung

Workplans need to be completed in January

- I will send these out to each committee chair to review and approve

First Impressions Update

- Putting together a mixed team with different points of view (business owner, elected official, 2 residents, board member, and MS Director)
- Setting date for some time in April
- Will be getting the team together in January to layout our plan

10. Committee Reports-

- **Promotion Committee Updates-** Holiday Parade went very well and very cold. Float take down was a lot easier. Donate snow castle to High School or someone in need. Recap with promotion WDLB is underway. X-mas trees- look into some kind reason –talking with Gene's about 4' size trees. Hot Chocolate Run sign up sheet – looking for volunteers. Frank Baltus came to last meeting – keep his lane open during Hub City Days. To move Hub City Days to 6th block; Angie talked with Merkel's about power. Will talk with Dan Kinect to see how that is done. Tell Brian we will scale the car show back and see if he will take it over or go with Rodney Feltz to take over Will go with Rodney Feltz.
- Next meeting on Monday Feb. 2 at 8 am.
- **Organization Committee Updates-** Went over sponsorship request sheets for all events- on one sheet and send out in January to businesses. Also volunteer sign up will be on that sheet. Hopefully that will help the businesses look ahead and can allocate, follow up calls will be done in February. Sweets for your sweet – looking to include all businesses that could provide a gift. \$50 business to participate- promotion will go out to MACCI, our newsletter. Hub City Hoops – Tony Abney. Early bird \$40 registration, \$50 after March 1st. Tossing around idea of Winter fundraising event ideas: Dinner theatre or comedian.
- **Design Committee Updates-** Holiday Light Contest: How many stores signed up? 9 stores; JH keel to photo. Facebook survey to decide winner. Over 200 people took survey. Circle the Date won. That picture is header for shopping section. At Main Street annual awards reception next year awards will be given out. And the winner will also receive a free feature in CVB courtesy of Main Street along with a press release.
- Random Act of Art: looking for someone to step forward to do snow or ice sculptures. Anything can be done, they get \$500 to do it.
- Amenities: The amenities brochure file was found and can make changes as needed, but will wait for the downtown master plan to be updated before we reproduce the brochure.
- Sponsored Banners: Was pitched the idea of having banners sponsored on Main Street by premier printing. Concerns were brought up about them not being uniform enough and that they might not look good if they are all different. Will

-

need to have a better idea as to what they would look like. When banners are worn and torn we will revisit that idea.

- Next meeting is Monday December 8th at 10 am.
- **ER Committee Updates-** Brochure for retail and restaurants- day trip guide? Brochure ready for Jan. 11 for Blodgett open house. Looking into doing info graphics sheet for recruitment – continue working with Karen Olsen on that. Looking at Large events in 2015; doing a possible coupon book for visitor's bag. Vacancies getting word out- getting a TV to face Central Ave and have vacancies scrolling to gather attention. Clyde Wynia project fits better with Design Committee.

11. Old Business-

- a. **Tree Sponsorships** – Talked about

12. New Business-

12a. 2015 Wisconsin Main Street Awards – April 17th in DePere. Kelly and Cindy, Lois and Angie to meet to go over this.

12b. Main Street Accreditation & Assessment – due January 7th. We need to assess ourselves on accreditation and Darrin from WEDC will be coming Jan 7th

12c. Parking Coupons & parking Discussions – talked about

12d. Board Holiday Get Together – January 13th 5 pm at Crabby's

13. Meeting Adjourned at 8:34 A.M.

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

ORDINANCE NO. 1292

An Ordinance amending Section 3-05 of the City of Marshfield Municipal Code.

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

SECTION 1. Sec. 3-05. Of the Marshfield Municipal Code is hereby amended to read as follows:

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.)~~
- ~~(11) Consideration of items removed from the consent agenda.~~
- ~~(12) New business, including the introduction of ordinances and resolutions.~~
- ~~(13) Adjournment.~~
- (1) Call to order
- (2) Roll call
- (3) Pledge of allegiance
- (4) Citizen comments
- (5) Approval of past Council minutes
- (6) Staff updates
- (7) Mayor's comments

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- (8) Council comments
- (9) Reports from commissions, boards, and committees
- (10) Consent agenda (with resolutions not needing separate approval placed under minutes)
- (11) Consideration of any items removed from the consent agenda
- (12) Presentations (for information only, with no action required)
- (13) Action items (this includes budget resolutions, resolutions requiring separate approval, ordinances, contracts, etc., but with flexibility on the order in which they are presented)
- (14) Discussion items
- (15) Closed session (if applicable)
- (16) Items for future agendas
- (17) Adjournment

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(*Note: "Mayor's comments" and "Council comments" are intended for information purposes only, and must clearly indicate the subject matter in a manner reasonably likely to advise the news media and general public if any discussion or debate is anticipated. **Consent agenda may include communications, minutes and reports of committees, boards, and commissions, and any resolutions not requiring separate approval motions.)

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

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ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk

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ADOPTED: _____

APPROVED: _____

PUBLISHED: _____

Chris L. Meyer, Mayor

ATTEST: _____
Deb M. Hall, City Clerk



**City of
Marshfield**

Memorandum

December 4, 2014

TO: Mayor Meyer and Members of the Common Council
FROM: Dan Knoeck, Director of Public Works
SUBJECT: Budget Resolution 29-2014 Snow & Ice and Asphalt Program Budget Transfers

BACKGROUND

Work is now complete on all budgeted street improvement projects for 2014. As we have done in the past, it is necessary to redistribute available funds between projects and Street Division budget accounts to balance out project funding. In addition, due to the extended length of the 2013-2014 snow season, the 2014 snow budget is projected to end the year with a significant short fall. Redistribution of available funds will balance these budgets.

ANALYSIS

There are 2 primary reasons that are contributing to the need for redistributing funds. The first was the extended winter season in spring of 2014 coupled with a reduction in the 2014 requested snow budget. Snow operations continued much later into the spring of 2014 than we have experienced in recent years. Also, during development of the 2014 budget, the requested snow budget was reduced by \$55,000 and that amount was added to the contingency account.

The second reason is additional costs incurred on 2014 Asphalt Paving Program projects. Specifically, more materials and concrete base patching than normal was necessary on several overlay and projects. We are finding that more concrete patching is necessary on concrete overlay projects as our concrete streets continue to age.

To balance these shortfalls, funds will be transferred from the Contingency Fund Budget, the Highway and Street Maintenance Budget, the Storm Sewer Maintenance Budget, the Highway and Street Cleaning Budget and the Forestry Budget to the Snow and Ice Control Budget and to the 2014 Asphalt Paving Program. The attached Budget Resolution, 29-2014 redistributes available funds between these projects and budgets.

RECOMMENDATION

I recommend approval of Budget Resolution 29-2014.

Concurrence: 
Steve Barg, City Administrator


Keith Strey, Finance Director

DETAIL OF BUDGET RESOLUTION NO. 29-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

<u>General Fund Contingency, a/c# 1015156008.080000:</u>		
1. 57350 – Reserved for Contingency	\$	50,000
<u>General Fund, Taxes, a/c# 1014100008.080000:</u>		
1. 41110 – General Property Taxes	\$	50,000
<u>General Fund, Storm Water Management Budget, a/c# 1015344132.320000:</u>		
4. 53500 – Repair and Maintenance Supplies	\$	50,000
<u>General Fund, Highway and Street Maintenance Budget, a/c# 1015331132.32000:</u>		
1. 52400 – Repair & Maintenance Services-Street	\$	30,000
2. 52400 – Repair & Maintenance Services-Other	\$	20,000
<u>General Fund, highway & Street Cleaning Budget, a/c# 1015331332.32000:</u>		
1. 53310 – Motor Pool	\$	25,000
<u>General Fund, Forestry Budget, a/c# 1015690532.32000:</u>		
1. 53310 – Motor Pool	\$	50,000

TRANSFERRED TO:

<u>General Fund, Snow and Ice Control Budget, a/c# 1015331232.320000:</u>		
1. 51000 Series– Permanent Employee – Wages & benefits	\$	50,000
2. 53310 – Motor Pool	\$	75,000
3. 54500 – Raw Materials	\$	50,000
<u>Infrastructure Construction Capital Outlay Fund, a/c# 4014100008.080000:</u>		
1. 41110 General Property Taxes	\$	50,000
<u>Infrastructure Construction Capital Outlay Fund, a/c# 4015733132.312022:</u>		
1. 52400 – Repair & Maintenance Services - Street	\$	50,000

* * * *



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: BRENDA HANSON, ASSISTANT FINANCE DIRECTOR
SUBJECT: WRITE-OFF OF VARIOUS NON-AMBULANCE ACCOUNTS, RESOLUTION NO. 2014-71
DATE: 12/2/2014

BACKGROUND

Each year the outstanding account receivables of the City are reviewed to determine those accounts that have little chance of collection. The last approved resolution to write-off various accounts, not including ambulance accounts, was Resolution 2013-54 which wrote off \$8,635.57 of delinquent accounts.

ANALYSIS

The attached resolution summarizes various accounts that have not been collected as of this date that are recommended to be written off. These accounts, where appropriate, were turned over to the City Attorney or a collection agency, with limited success. The total amount recommended to write-off is \$10,218.63. This is \$218.63 more than the 2014 budgeted amount of \$10,000 specifically for bad debt, but within overall department budget to cover this additional cost.

The recommended write-offs are required under Generally Accepted Accounting Principles (GAAP). GAAP standards require that the City of Marshfield financial statements accurately state account balances. If the likelihood of collecting balances due to the City is reduced to the point of being highly questionable or improbable, then it is required to write-off these balances. That does not mean that the Finance Department stops attempting to collect on these balances, when allowed, as we still do so. It just allows the Finance Department to adjust the financial records in accordance with GAAP.

By approving this resolution, the City will be reducing the accounts receivable balance to more accurately reflect the collectible amount. The City will still attempt to collect those accounts that are not bankrupt or otherwise prohibited from pursuing collection. In accordance with City Ordinance #410, these individuals and businesses will not be issued any licenses or permits until their balances are paid in full.

RECOMMENDATION

I recommend approval of Resolution 2014-71 writing off \$10,218.63 of various non-ambulance accounts as uncollectible.

Concurrence - Steve Barg
City Administrator

Concurrence - Keith R Strey
Finance Director

RESOLUTION NO. 2014-71

A resolution authorizing the City Finance Director to write-off certain unpaid amounts owing to the City of Marshfield.

WHEREAS, certain account balances are being carried on the books of the City of Marshfield as outstanding; and

WHEREAS, all reasonable means of collection the same have been exhausted and it is deemed that said accounts are not collectible.

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

1. That the unpaid amounts set forth in Exhibit "A" attached hereto are hereby declared uncollectible;
2. That the City Finance Director is hereby authorized and directed to write-off such unpaid amounts to remove them from the records.
3. That, in the event that said amounts are ultimately collected, in full or in part, the City Finance Director is hereby directed to thereupon reimburse the General Fund of the City of Marshfield as appropriate.

ADOPTED: _____

Mayor

APPROVED: _____

Clerk

RESOLUTION 2014-71
Exhibit "A"

Other Accounts Receivable

<u>Name</u>		<u>Invoice #</u>	<u>Date</u>	<u>Amount</u>
Mendoza, Desire E	(1)	WT189/GP7568	3/31/12	\$ 6,348.01
Macik, David & Mary	(4)	WT1973/GP10374	4/9/13	115.00
Total Other Accounts Receivable				\$ <u>6,463.01</u>

Delinquent Personal Property Taxes

A-Z Upholstery	(1, 2 & 8)	2007		\$ 5.42
B & K Builders Inc	(1, 2 & 8)	2007		1,919.65
Clippe Joint	(1 & 8)	2007		82.16
Marc's Auto	(1, 2 & 8)	2007		19.16
Rack 'N Roll Billards	(1, 2 & 8)	2007		50.66
Tropic Sun	(1, 2 & 8)	2007		1,594.36
Utopia Lounge	(2 & 8)	2007		<u>84.21</u>
Total Delinquent Personal Property Taxes				\$ <u>3,755.62</u>

Delinquent Special Assessments

None				
Total Delinquent Special Assessments				\$ <u>0.00</u>

GRAND TOTAL \$ 10,218.63

- (1) Turned over to a collection agency or city attorney with limited success
- (2) No longer in business
- (3) This is balance left after proceeds from sale of tax deed property were received and no other amounts will be received by City from Wood County or held as long-term tax lien on property without sale.
- (4) Bankrupt
- (5) Other adjustment due to limited collection success
- (6) Common Council direction
- (7) Adjustment per Common Council approved settlement agreement
- (8) No longer eligible for action under Wis. Stat. 74.55(1)
- (9) Deceased



City of Marshfield Memorandum

To: Finance, Budget and Personnel Committee

From: Keith Strey, Finance Director

Subject: Budget Resolution No. 28 -2014

Date: December 2, 2014

SUMMARY:

The attached budget resolution, if approved, transfers \$2,550 from the contingency account to the identified budgets to cover the costs of unemployment compensation claims for 2014 paid by the City. The contingency account has \$10,000 specifically allocated for this purpose in 2014.

RECOMMENDATION:

I recommend approval of Budget Resolution No. 28-2014.

Concurrence: _____

Handwritten signature of Steve Barg in cursive.

Steve Barg, City Administrator

DETAIL OF BUDGET RESOLUTION NO. 28-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Contingency, a/c# 1015156008.08000:

- 1. 51580 – Unemployment Compensation \$ 2,550

TRANSFERRED TO:

General Fund (101):

- 1. School Crossing Guards, a/c#1015214020.200000:
51580 - Unemployment Compensation \$ 1,200

- 2. Park Ops & Maint. – Wildwood Station, a/c#1015521061.612710:
51580 - Unemployment Compensation \$ 750

- 3. Oak Avenue Community Center, a/c#1015519162.620000:
51580 - Unemployment Compensation \$ 600

* * * *

City of Marshfield
City Hall Plaza
630 S. Central Avenue
Marshfield, WI 54449



Keith R. Strey, CPA
Finance Director
(715) 387-3033
Fax (715) 384-9310
Keith.Strey@ci.marshfield.wi.us

TO: FINANCE, BUDGET & PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: 2015 SHARED-RIDE TAXI CAB AND SHUTTLE BUS SERVICE CONTRACT
DATE: 11/25/2014

BACKGROUND

In fall of 2014, the City of Marshfield completed an RFP process soliciting bids for providing Shared-ride and shuttle bus service.

The Common Council, following WI DOT grant guidelines and requirements, awarded a 5-year contract, renewed annually, to Running Inc starting January 1, 2014. These services are required to be bid out a minimum of once every five-years to meet Federal and State grant requirements and the City is in compliance with these requirements with the 2013 RFP process.

The transition from Radio Cab to Running, Inc. had its' challenges as reported earlier in the year, but things continue to improve and we expect that to be the case in 2015. I discussed this renewal with the Mayor and City Administrator to see if they felt it was necessary to re-bid this service with less than 1-year completed on the current contract with Running, Inc. and all three of us agreed to recommend against doing so.

RECOMMENDATION

I recommend approval of Resolution 2014-73 authorizing the execution of contract between the City of Marshfield and Running Inc. to provide Shared-ride Taxi and Shuttle Bus Service for 2015.



Concurrence – Steve Barg, City Administrator

RESOLUTION NO. 2014-73

A resolution authorizing the execution of a contract between the City of Marshfield and Running Inc.

WHEREAS, the City of Marshfield operates, through a third party provider, a door-to-door, demand-responsive, advanced reservation, shared-rider taxi service (the service) available to the general public and disabled patrons throughout the City; and

WHEREAS, the City of Marshfield also operates, through a third party provider, a shuttle bus service between Marshfield and Tomah, for the Greyhound Bus connection and this service is also available to the general public and disabled patrons; and

WHEREAS, these services are subsidized with state and federal transit operating funds; and

WHEREAS, Running Inc. a taxi service operator, is willing to provide such service if a subsidy is granted; and

WHEREAS, the Common Council, has determined that the proposal of Running Inc. is in the best interest of the City.

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

1. That the proposed contract between the City of Marshfield and Running Inc. in substantially the form attached hereto, for the year 2015 is hereby approved.
2. That the Mayor, City Clerk and Finance Director are hereby authorized and directed, to execute said contract in its final form, as approved by the Wisconsin Department of Transportation.

ADOPTED _____
Chris L. Meyer, Mayor

ADOPTED _____ ATTEST: _____
Deb M. Hall, City Clerk

**2015 SHARED RIDE TAXI OPERATING CONTRACT
BETWEEN THE CITY OF MARSHFIELD AND
RUNNING INC.**

This Contract is made by and between City of Marshfield, hereinafter referred to as "City " and Running Inc. hereinafter referred to as "Contractor."

PRELIMINARY STATEMENT

The City sponsors a Shard-Ride Taxi / Shuttle Bus Service as a public transportation program to serve its residents. The City solicited proposals for the operation of this service from the period commencing January 1, 2015 and ending on December 31, 2015 and Running Inc. proposal was deemed to be most advantageous to the City and was accepted.

This contract shall include all the necessary performance standards outlined in the RFP and the Contractor's response to that RFP by reference, including, but not limited to, service area, service standards, hours of service, service levels, fares schedule, handling of revenues, reservation policies, maintenance, insurance, licensing, complaint handling, promotion and publicity and other requirements.

CONTRACT CONDITIONS

The contractor shall, throughout the term of this contract, be responsible for maintaining proper licensing for operation as a taxicab company in the service area described in the RFP. All revenues collected by the provider, shall belong to the City and shall be shown as a separate line item on each invoice.

The Contractor shall submit invoices for the total number of hours of service provided to the City no more frequently than monthly, and the City shall review said invoice and reimburse the Contractor within 20 working days after receipt of a properly submitted invoice.

Additionally, the Contractor shall provide to the City within 25 days of the conclusion of any calendar month, the following reports as detailed in the RFP:

A monthly report showing total passenger trips, passenger revenue, package delivery revenue, total miles operated and total driver hours worked. The Contractor is also responsible for preparing and submitting to the City quarterly and annual reports required by the Wisconsin Department of Transportation.

The Contractor shall maintain and retain for a period of three years driver logs and dispatch records to allow the City or the Wisconsin Department of Transportation to verify any data reported or billed to the City.

The City reserves the right to discontinue the contract's remaining option years at any time and may elect to re-bid the contract in whole or in part when changes in scheduled hours or hourly

costs are not mutually acceptable between the Contractor and the City. Any such discontinuation of the contract shall have at least 120 days written notice to the Contractor, including the decision to not exercise an option year.

The City may terminate this contract with 120 days written notice to the Contractor. This contract shall not be assigned, transferred or encumbered in any manner without the prior written consent of the City, which consent shall not be unreasonably withheld.

The maximum amount of funding for this contract shall be \$639,475 based on 26,667 hours of service at the rate of \$23.98 per hour.

All Federal Certifications, Assurances and Clauses included in the RFP document and certified by the Contractor shall be included in this contract by reference.

Dated this _____ day of December, 2014,

CITY OF MARSHFIELD

RUNNING INC.

Chris L. Meyer, Mayor

Authorized Representative

Deb M. Hall, City Clerk

Authorized Representative

Keith R. Strey, Finance Director