



CITY OF MARSHFIELD  
**MEETING NOTICE**

---

**COMMON COUNCIL  
CITY OF MARSHFIELD, WISCONSIN  
TUESDAY, FEBRUARY 24, 2015  
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 "E" 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.

**PUBLIC HEARING – 6:50 P.M.** – vacating and discontinuing the alley and a portion of East First Street

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Reading of items added to the agenda
- E. 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.
- F. Approval of Minutes – February 10, 2014 (regular meeting)  
February 10, 2014 (special meeting)
- G. Staff updates
- H. Mayor's Comments
  - 1) Employee Recognition
    - a. William Braunsky, Cemetery, March 6, 1995, 20 years
- I. Council Comments
- J. Reports from commissions, boards, and committees

COMMON COUNCIL AGENDA  
FEBRUARY 24, 2015

- K. Consent Agenda:
- 1) Meeting minutes/reports
    - a. Convention & Visitors Bureau (November 25, 2014)
    - b. Community Development Authority (January 22, 2015)
    - c. Main Street Marshfield (February 4, 2015)
    - d. Utility Commission (February 9, 2015)
      1. JO #7452, Upgraded switches for fiber infrastructure for redundant system and camera project, \$114,440
      2. JO #7455, Hume substation relay upgrades: Replace bank 6 feeder relays and Hume substation RTU cabinet. Orion LX substation automation platform and HMI installation, \$170,000
    - e. Parks, Recreation, and Forestry (February 12, 2015)
    - f. Board of Public Works (February 16, 2015)
    - g. Community Development Authority Finance Committee (February 17, 2015)
    - h. Community Development Authority Strategic Planning (February 17, 2015)
    - i. Judiciary and License (February 17, 2015)
    - j. Finance, Budget, and Personnel (February 17, 2015)
      1. Resolution No. 2015-07, carryover of 2014 appropriations
    - k. Plan Commission (February 17, 2015)
      1. Resolution No. 2015-08 CUP for 304 and 308 West 27<sup>th</sup> Circle

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

- L. Consideration of items removed from the consent agenda, if any
- M. Presentation of debt status and policy review. Introduction by Keith Strey, Finance Director. Presentation by PFM representative

Recommended Action: None, for information only

- N. Request to approve Resolution No. 2015-10 providing for the sale of approximately \$2,830,000 General Obligation Promissory Notes, Series 2015A. Presented by Keith Strey, Finance Director

Recommended Action: Approve Resolution No. 2015-10

- O. Request to approve initial Resolution No. 2015-11 authorizing General Obligation Bonds in an amount not to exceed \$3,435,000 for Community Development projects in Tax Incremental Districts. Presented by Keith Strey, Finance Director

Recommended Action: Approve Resolution No. 2015-11

- P. Request to approve Resolution No. 2015-12 directing publication of notice to electors relating to bond issue. Presented by Keith Strey, Finance Director

Recommended Action: Approve Resolution No. 2015-12

COMMON COUNCIL AGENDA  
FEBRUARY 24, 2015

- Q. Request to approve Resolution No. 2015-13 providing for the sale of \$3,435,000 General Obligation Community Development Bonds, Series 2015B. Presented by Keith Strey, Finance Director

Recommended Action: Approve Resolution No. 2015-13

- R. First Reading – Ordinance No. 1294 Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-94, pertaining to an update to the Wellhead Protection section of code and Wellhead Protection map to bring the ordinance into compliance with the Department of Natural Resources regulations and add a new well to the map. Presented by Dave Wasserburger, Marshfield Utilities

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the March 10, 2015 meeting

- S. First Reading – Ordinance No. 1295 Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-12, pertaining to the definition of “Gross Floor Area”, Section 18-114 pertaining to the standards for a Group and Large Development, and Section 18-161 pertaining to the procedures for a Conditional Use Permit. The amendment is being proposed in an effort to clarify the regulations and allow more administrative approval for minor amendments. Presented by Josh Miller, City Planner

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the March 10, 2015 meeting

- T. First Reading – Ordinance No. 1296 Municipal Code Amendment to Chapter 3. General Government, Section 3-66(2), amending this chapter to include the supervision of leases of city facilities. Presented by Steve Barg, City Administrator

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the March 10, 2015 meeting

- U. Request to approve Resolution No. 2015-03 vacating and discontinuing the alley and a portion of East First Street. Presented by Dan Knoeck, Director of Public Works

Recommended Action: Approve Resolution No. 2015-03

- V. Request to approve Budget Resolution No. 04-2015 transferring \$15,000 within the Cable Television fund to extend fiber from McMillan Street to the Marshfield Community Television Studio at 101 West McMillan Street. Presented by Steve Barg, City Administrator

Recommended Action: Approve Budget Resolution No. 04-2015

COMMON COUNCIL AGENDA  
FEBRUARY 24, 2015

W. Receive update on Library & Community Center from the architect and construction manager, and continue discussion/action from February 10<sup>th</sup> meeting on Phase 2 of this project. Presented by Steve Barg, City Administrator

1) Request to approve Resolution No. 2015-14 on construction of Phase 2.

Recommended Action: Approve Resolution No. 2015-14

2) Review current floor plan detailing available Community Center space.

Recommended Action: No action necessary at this time

3) Approve guidelines for leasing space in the Community Center.

Recommended Action: Approve the proposed leasing guidelines

4) Discuss recouping individual unit build-out costs through tenant leases.

Recommended Action: Provide direction on this issue

5) Discuss appointing team (with 2 Council members) to study leasing options and opportunities, and report to the Finance, Budget & Personnel Committee.

Recommended Action: None at this time, but would schedule this for action on the March 10<sup>th</sup> Council agenda

X. Consideration of electing one individual to the Marshfield Utility Commission to fill the unexpired term of Aaron Pitzenger. This term begins immediately, and it ends on September 30, 2017. One letter of interest was received (Kathy Heintz-Dzikowich). Presented by Chris Meyer, Mayor

Recommended Action: Elect one member to the Utility Commission

Y. Closed Session pursuant to Wisconsin Statutes, chapter 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically the City Administrator has requested a closed session to discuss collective bargaining strategy with Firefighters Local 1021, IAFF.

Z. Reconvene into open session.

AA. Action on matters discussed in closed session, if appropriate.

BB. Items for future agendas

CC. Adjournment

Posted this day, February 20, 2015 at 4:00 p.m., by Deb M. Hall, City Clerk

COMMON COUNCIL AGENDA  
FEBRUARY 24, 2015

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.*

NOTICE AND LIS PENDENS



\* 2 0 1 5 R 0 0 7 3 9 \*

2015R00739

SUSAN E. GINTER  
WOOD COUNTY

REGISTER OF DEEDS  
RECORDED ON

01/29/2015 09:36AM

REC FEE: 30.00

EXEMPT #: N/A

PAGES: 3

Document No.

IN THE MATTER OF AN INTRODUCED RESOLUTION NUMBER 2015-03 OF THE COMMON COUNCIL OF THE CITY OF MARSHFIELD VACATING AND DISCONTINUING THE ALLEY AND A PORTION OF EAST FIRST STREET LOCATED WITHIN THE LIBRARY SITE, CITY OF MARSHFIELD, WOOD COUNTY, WISCONSIN:

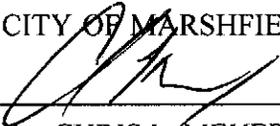
TO WHOM IT MAY CONCERN:

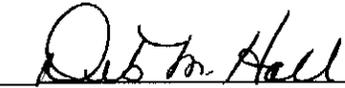
NOTICE IS HEREBY GIVEN, that the Common Council of the City of Marshfield, Wisconsin, will hold a public hearing on Resolution No. 2015-03 to vacate and discontinue the alley and a portion of east first street located in within the library site in the City of Marshfield, and is more particularly described below, which hearing will be held on the 24th day of February, 2015, at 6:50 P.M., in the Marshfield City Hall, 630 South Central Avenue, in the City of Marshfield, Wisconsin, concerning the following described property, to-wit:

A Resolution vacating and discontinuing the 16-foot wide alley abutting Lots 1 through 9 of Block F of the Village (now city) Plat of Marshfield, abutting Lots 10 through 18 of Block F of the First Addition to the Village (now city) Plat of Marshfield, and abutting Wood County Certified Survey Map No. 4935; and removing from the Master Street Map, vacating and Discontinuing that portion of East First Street lying west of the west line of South Cedar Avenue, located adjacent to Lot 10 and 12 of Block F of the First Additon to the Village (now city) Plat of Marshfield, and abutting Wood County Certified Survey Map No. 4935, all located in the SE 1/4 of the NW 1/4 of Section 8 Township 25 North Range 3 East, City of Marshfield, Wood County, Wisconsin.

A map of the street to be vacated is attached hereto and is fully incorporated herein by this reference.  
Dated this 28 day of January, 2015.

CITY OF MARSHFIELD

  
\_\_\_\_\_  
(Seal)  
By: CHRIS L. MEYER, Mayor

  
\_\_\_\_\_  
Attest: DEB M. HALL, City Clerk



RETURN TO:  
Wolfram, Gamoke & Hutchinson, S.C.  
PO Box 1178  
Marshfield, WI 54449

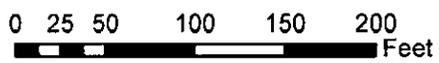
*300-P*

330-0071, 330-0078, 330-0083,  
330-0088A, 330-3561C  
(Parcel Identification Number)





**EXISTING RIGHT-OF-WAY  
TO BE VACATED**



**East First Street and Alley**

**FEBRUARY 10, 2015**

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.

No items were added to the agenda.

### **PUBLIC COMMENT PERIOD**

None

**CC15-017** Motion by Buttke, second by Hendler to approve the minutes of the Common Council meeting of January 27, 2015.

**Motion carried**

### **STAFF UPDATES**

None

### **EMPLOYEE RECOGNITION**

Lori Panzer, Clerk's Office	February 14, 1990	25 years
Kelly Cassidy, Parks & Recreation Dept.	February 19, 1990	25 years
Paul Schlagenhaft, Parks & Recreation Dept.	February 20, 1975	40 years

### **COUNCIL COMMENTS**

Aldersperson Jockheck announced that there will be another Marshfield Civility Project Forum on Wednesday, March 4<sup>th</sup> at 6:30 p.m. at the Marshfield Public Library in the Beebe Forum Room.

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

Mike Eberl from the Marshfield Utility Commission said that the Commission addressed the rate case for both the electric and water at their last meeting. This would be a rate increase so he encouraged everyone to watch their meeting on public access if interested in more information. The three main reasons behind the rate increases in both electric and water are: Electric – (1) They are following a philosophy change of more frequent but smaller rate increases to reduce the price shock; (2) To more fairly distribute actual costs to their customer base; and (3) Maintain the consistent investment in their infrastructure needs for the long term. Water – (1) Looking to offset the extreme costs encountered in past winters; (2) Looking to fund the upcoming replacement of water mains; and (3) To better reflect the real costs of a quality water distribution system.

### **CONSENT AGENDA**

**CC15-018** Motion by Cummings, second by Earll to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Cable TV Committee of December 22, 2014; Library & Community Center Committee of January 7, 2015; Economic Development Board of January 15, 2015; Historic Preservation Committee of February 2, 2015; Board of Public Works of February 2, 2015; Judiciary and License Committee of February 3, 2015 and the Finance, Budget and Personnel Committee of February 3, 2015.

Aldersperson Earll asked for motion FBP15-017 to be pulled from the consent agenda. This motion is from the Finance, Budget and Personnel Committee minutes of February 3, 2015. (**FBP15-017** Motion by Smith, second by Hendler that the Finance, Budget and Personnel Committee will supervise all leases of City facilities between the City and other parties. Nay - Earll )

Vote on motion **CC15-018 as amended.**

**Motion carried**

**CC15-019** Motion by Earll, second by Cummings to overturn the decision of the Finance, Budget and Personnel Committee regarding motion FBP15-017 and confirm the current practice of sending all leases to the Board of Public Works. Ayes – 4 (Feirer, Earll, Cummings, Buttke); Nays – 6 (Feddick, Jockheck, Wagner, Smith, Spiros, Hendler)

**Motion failed**

**CC15-020** Motion by Wagner, second by Smith to approve motion FBP15-017. Ayes – 6 (Feddick, Jockheck, Wagner, Smith, Spiros, Hendler); Nays – 4 (Felier, Earll, Cummings, Buttke).

**Motion carried**

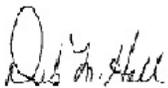
Consideration of electing one individual to the Marshfield Utility Commission to fill the unexpired term of Aaron Pitzenberger. This term begins immediately, and it ends on September 30, 2017. One letter of interest was received from Kathy Heintz-Dzikowich. Kathy introduced herself and gave some background information and explained why she was interested in serving on the commission. The election will be held at the February 24, 2015 Council meeting.

City Administrator Barg gave an update on the Library & Community Center Project. Discussion was held on the details of Phase 2, including expectations for space use in the Community Center. A resolution will be presented to the Common Council at a future meeting regarding Phase 2 of the Library & Community Center Project.

Future Agenda Items

None

Motion by Buttke to adjourn at 8:00 p.m.



Deb M. Hall  
City Clerk

**SPECIAL COMMON COUNCIL MEETING MINUTES  
FEBRUARY 10, 2015**

Special meeting of the Common Council was called to order by Mayor Meyer at 5:32 p.m., in room 108, 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

Meyer gave a short introduction, explaining the purpose of these strategic planning meetings, and what he hopes might be accomplished through these sessions.

Barg facilitated the identification/discussion of potential issues, concerns, and opportunities that should be addressed in the next 5+ years. Major categories that were targeted for more review and discussion were as follows: 1) recreation/quality of life; 2) city facilities; 3) economic/community development; 4) infrastructure; 5) financial management; 6) partnership/communication with other organizations and our citizens. Barg advised that the eventual goal is to further refine and narrow this list, creating action items to be pursued by the Council and staff.

Meyer announced that the next special Council strategic planning session will be held Tuesday, March 24<sup>th</sup> at 5:30 p.m. in Room 108 of City Hall.

Motion by Wagner, second by Earll to adjourn at 6:47 p.m.

Respectfully submitted,

Steve Barg  
City Administrator

# Marshfield Convention & Visitors Bureau

Board Meeting Minutes – November 25, 2014 at Hotel Marshfield

*Present:* Al Chaney, Alderman Gary Cummings, Todd Diedrich, Scott Koran, Cory Latourell  
*Absent/Excused:* Excused: Scott Berg  
*Non-Board Members Present:* CVB Director Matt McLean / MACCI Director Scott Larson / Minutes taken by Lyn Anderson  
*Guests:* Brian Sauer, Vox Concerts and Doreen, documentary film maker

---

The Board met at 11:30 am, but at the request of Todd D., Matt, Lyn, Brian and Doreen were asked to leave while the board discussed a confidential matter. **McLean called the regular meeting to order at 12:00 pm**

## I. Minutes from October Meeting

***MOTION to approve the minutes from the September 30th meeting, as written, was made by Gary C., second by Al C., and unanimously carried.***

## II. Financial Report

Financials from October 2014 were reviewed. McLean explained \$30,000 decline in assets, as \$24,000 was spent on the Vox Una Sessions, but \$18,000 of that will be reimbursed by the State Dept. of Tourism. Expenses for social media for Vox/Una were distributed under “New Events” and “General Promotion.” After some discussion of questions regarding room tax, Todd D. requested that McLean provide a copy of the final budget for board members at the next meeting. ***MOTION to approve the October Financial Report was made by Scott K., second by Al C., and unanimously carried.***

McLean informed the board that a “Statement of Conflicts of Interest” should be signed at each Board meeting. Al C. requested a list of what constitutes a conflict of interest. McLean will investigate by-laws and report at the next meeting.

## III. November Activity Report

McLean gave an update on activity. Of note, Memory Lane Farms does not want to continue the event by themselves, and the goal is to find someone else to run it. Brief discussion of the downtown redevelopment plan, Cory L. stated there was a small portion included in the feasibility study regarding hotels. McLean stated that there is be a separate study for the hotels.

## IV. Vox Una Event/Grant

Brian Sauer gave a brief update/overview of the Una Sessions Concert Series held last weekend and, after crunching some numbers, reported there were a total of 278 tickets sold for the event. The goal was 300, but considering this was a new 3-day event, and with the bad weather on Saturday hampering travel, the concert was a success. They targeted a lot of people using Facebook, and utilized Shepherd Express in Milwaukee, as well as the City Pages in Wausau, which featured a wonderful two-page article with pictures about the event. Surveys were passed out at the door, being entered into a drawing for a free t-shirt, and with 37 surveys being returned, two-thirds of the attendees were from out of town, and stayed in local hotels.

## V. Grant Program Update

Lyn distributed the new “Grant Application Packet” currently being developed, and explained some of the changes and focal points. The first page of the packet states the mission of the CVB and gives the guidelines for applying for a grant, followed by a 2-page Grant Application form and a Grant Report Summary form. The biggest changes to this year’s Grant program include:

- Funding will be limited to 3 years, decreasing yearly and dissolved after the 3<sup>rd</sup> year.
- Host hotel(s) must be designated, and the Grant Summary Form and Hotel Reservation Report must be completed and submitted to MCVB within 2 weeks following the conclusion of the event.

## VI. Future Spending & Community Plan

McLean addressed discussion at the last board meeting regarding the possibility of using the proposed additional room tax to help fund a new “sports complex.” Because those funds are projected to be about \$70,000, it would not position the CVB as a “major player” but we could participate in an advisory role.

**VII. Rotary Winter Wonderland**

The State Dept. of Tourism added this event to their website, at no charge. Brian is also helping to set up some Vox events for this year's Winter Wonderland, and we are assisting with the marketing and promotion as well. Last night was preview night, and Channels 7 and 9 were there. Scott L. reported that all went well, and we are all ready to go on Friday evening, opening day.

**VIII. 2015 Visitors Guide**

McLean gave a brief update. Original goal for completion/distribution was December 12<sup>th</sup>, but we've since changed that to be able to distribute before Christmas. One of the hold-ups has been obtaining calendar event dates from all of the people responsible.

**IX. 2014 Goals Update**

McLean reviewed 2014 Goals, distributed copies of the CVB Goals Update Report, and briefly discussed them.

- The Badger State Games "Snowshoe" event is being held at RiverEdge on January 24<sup>th</sup>;
- We received another convention lead for 2016, for the Great Lakes Eagles, which will be held in October of 2016;
- We should be notified on the results of our bid for the American Legion AAA 2016 Baseball Tournament sometime in January;
- We should also know in a couple of months if we have been chosen to host the BBS Families Convention; and
- The Marshfield Clinic will be celebrating its 100<sup>th</sup> Anniversary in 2016. Al C. stated they are still developing a strategic plan for the celebration, but the majority of the events will take place towards the end of 2016, as the actual anniversary date is in December of 2016.

**X. Board Elections in January**

**XI. New Business**

No new business was discussed this month.

**The next meeting will be a "Holiday" Celebration, with lunch provided, and will be held on Tuesday, December 15th, 2014, 11:30 am, at RiverEdge Golf Club**

**Meeting adjourned at 1:30 pm.**

COMMUNITY DEVELOPMENT AUTHORITY

January 22<sup>nd</sup>, 2015

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 9:00 a.m. in the Community Room of Parkview Apartments, 606 S. Walnut Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted January 15, 2015 at 9:58 a.m.  
Addendum posted January 19, 2015 at 1:59 p.m.

ROLL CALL:

PRESENT: Andrew Keogh, Marilyn Hardacre, Dave LaFontaine, Dave Marsh, Tom Buttke, John Conklin

ABSENT: Peter O. Hendler

OTHERS PRESENT: 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: Commissioner and Parkview Apartment resident John Conklin questioned why residents are saying that they have been asked to move their vehicles for snowplowing at an earlier time than was previously designated.

Director James-Mork stressed that residents are encouraged to make staff aware of these types of concerns by filling out a suggestion form or by contacting staff directly. Tim Geldernick, Environmental Services Manager, will consult with Mr. Conklin on this issue.

Parkview resident Doreen Fuller questioned what hours are being designated for housekeeping personnel to staff the Parkview office and assist with the resident store. She was informed that housekeeping assists in the office on occasion in the absence of office staff in addition to using the office to enter work orders. Ms. Fuller was asked to address these questions to CDA staff in the future using the existing systems in place for communication.

CDA 15-B01-1 Motion by LaFontaine, second by Buttke to approve the December 18<sup>th</sup>, 2014 CDA Board meeting minutes. 6 Ayes

MOTION CARRIED

CDA-15-B01-2 Motion by Marsh, second by Conklin to approve the January 20<sup>th</sup>, 2015 CDA Finance meeting minutes. 6 Ayes

MOTION CARRIED

CDA-15-B01-3 Motion by Buttke, second by Marsh to approve the January 16<sup>th</sup>, 2015 Executive Committee meeting minutes. 6 Ayes

MOTION CARRIED

CDA-15-B01-4 Motion by LaFontaine, second by Conklin to accept the Finance committee report as presented. 6 Ayes

MOTION CARRIED

Strategic Planning Committee Update: No update

Personnel Committee Update: No update

Grievance Committee Update: No update

CDA-15-B01-5 Motion by LaFontaine, second by Buttke to accept and place on file the Executive Director's Report. 6 Ayes

MOTION CARRIED

RAD Update: Update information was covered in the Finance committee report. Information received from National Housing Compliance pertaining to the RAD program indicates that the CDA should receive formal notification of application acceptance in February and a notification of further RAD program requirements in March.

Employee Health Insurance Plan Update: The transition to the new group insurance plan is complete. A representative with Security Health Plan held an informational session with employees.

New Business: None

Next Board Meeting Date and Time: Thursday, February 19<sup>th</sup>, 2015 at 9:00 a.m. in the Community Room of Cedar Rail Court.

Agenda Items for February: HUD Communication as it Pertains to RAD  
Capital Project Update

Agenda Items for March: Finance Committee Review of Employee Health Insurance Costs

CDA-15-B01-6 Motion by Buttke, second by Hardacre to adjourn. Meeting declared adjourned by Chairperson Keogh at 9:56 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Andrew Keogh  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY**  
**Executive Director's Highlights**  
**February 19, 2015**

**1. Occupancy-**

Parkview- Eight (8), two (2) departures to assisted living, four (4) units on hold for modernization  
Cedar Rail – Seven (7), one (1) departure to assisted living  
Scattered Sites- Two (2) open, two (2) tours scheduled  
Section 8-The program has fifty-one (51) active, leased vouchers, and two (2) vouchers issued.

**2. Economic Development Board (EDB)-**

EDB met on February 12<sup>th</sup>, 2015. Discussion items included the Hospitality Study, the Downtown Master Plan, and progress on Housing Initiatives underway. The next meeting date will be March 5<sup>th</sup>, 2015.

**3. RAD Project-**

Executive Director has been in communication with National Housing Compliance (NHC) Consultants to learn that if the model for a RAD transition places the CDA as the owner, it is advised to pursue 501(c) (4) early in the transition. ED has been working with legal staff from Von Briesen to outline the steps and process for this designation, and will share that information with the Strategic Planning Committee for recommendation to the full Board. ED will provide an outline of the time-frame and milestones at the February Board of Commissioners meeting.

**4. RMM Solutions-**

Hosted voiced system is working well, with the majority of issues the result of user error. ED will share an example of the CDA monthly System Health Report from RMM at the February 19, 2015 meeting.

**5. Building/Grounds-**

Cedar Rail experienced water issues on the first floor beginning on February 12<sup>th</sup>. Tim Geldernick Identified the source of the problem and worked with Suda Plumbing to rectify and to assure that the Issue will not reoccur.

**6. Recertification - Public Housing-**

Janet continues to guide the recertification for Public Housing process with considerable progress. Work will be completed in time to allow a 30 day notice for tenants before fiscal year end. A special thank you to Don Zais, Ken Krahn, and team for their time and work in assisting the CDA staff and residents with the recertification process.

**7. Tax Credits-**

Don Zais and a team of volunteers also worked to assist tenants in processing Tax Credits for 2014. This service to our residents provides convenience and expert guidance to assure that anyone interested will have the opportunity for assistance.

**Main Street Board of Directors Meeting  
Wednesday, February 4, 2015  
Main Street Office**

**Present:** Lois TeStrake, Tom Henseler, CW Mitten, Trina Ignatowski, Scott Koran, Tony Abney, Nick Arnoldy, Jenna Hanson, Gary Cummings, Scott Larson,

**Excused:** Kelly Korth, Cindy Cole, Jason Angell,

**Not Present:** Ryan Baer, Mike Eberl, Josh Kilty

**Ex-Officio Present:** Steve Barg

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

**Other Present:**

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

**1-5. Approval of Board and Executive Communities minutes:**

1<sup>st</sup>. CW Mitten

2<sup>nd</sup> Tom Henseler

**6. City Staff Updates** - Council Strategic Planning Feb. 10 at 5pm at City Hall.  
Downtown master plan is getting good feedback, presented to council on Feb. 24<sup>th</sup>.  
Maple Ave. meeting Feb. 9 at 5pm to talk about concerns.

**7. MACCI Updates-** February 3 – 2015 Crystal Apple Kickoff; February 4 – 2015 Crystal Apple Kickoff; February 10 – Java Jump Start “Sourcing Candidates” 7:30 am- MSTC Rm 126; February 11- Wisconsin DOT Secretary Mark Gottlieb-12:30pm- Roehl Transport; February 12- Press Conference 11:30am – Shirley’s House of Hope; February 12- Business After 5 – Elks Lodge; February 16- Todd Tax Planning Governor Budget Proposal Comment TV Studios 3pm; February 17- Associated Banks’ EMV are ready? Presentation- noon MACCI; February 18- 35<sup>th</sup> Annual Farm Show 10am – 4pm Marshfield Mall; February 19- Leadership Mfld Healthcare Day 7:30am, February 19 – 35<sup>th</sup> Annual Farm Show 10am – 4pm Marshfield Mall; February 28 – Annual Cultural Fair 10am – 4 pm – UW Marshfield Wood County

**8. Treasurers Report:** Everything is on track

**9. Executive Director’s Report:**

**Recap of Past Events**

Blodgett Haus Open House

- 25 businesses participated
- 622 attendees
- Channel 7 Coverage

Hot Chocolate Run

- 181 Runners (up 56 runners from 2013) 45% increase

**Vacancies/New Businesses**

- New business
  - Granny’s Attic
  - Browns Living
- Closed

- Bottoms Up
- Moved/Moving
- Wiggles & Wags

#### **Business Retention Visits**

- Parking Discussions
  - Coupons
- Summer Hours
- Feedback
  - Negative comments about upcoming construction and parking

#### **Professional Development activities**

- Roundtable in Menomonee last week (Event Planning and Volunteer Management)

#### **Upcoming....**

- Visiting Omro on Tuesday, Feb. 17<sup>th</sup> during their Business Retention Tech Visit day
- National Main Street Conference (March 29<sup>th</sup>-April 2<sup>nd</sup> in Atlanta)

#### **Main Street accomplishment/special projects**

##### **A. New assessment process; received accreditation**

- First Impressions
  - Had our 1<sup>st</sup> meeting last week, putting together a survey suitable to our needs
  - Putting together a mixed team with different points of view (business owner, elected official, 2 residents, board member, and MS Director)
  - Setting date for visitation sometime in April

##### **B. State Main Street Award Nominations due this Friday, Feb. 6<sup>th</sup>; Awards Reception is April 17<sup>th</sup> in DePere**

##### **C. Main Street Makeover**

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

- **Promotion Committee Updates- No meeting in January**

- **Organization Committee Updates-** Sponsorship form- follow up calls to businesses. Sweets for your Sweet – 7 different packages to choose from. Hub City Hoops is in the planning. Early bird registration is already out there. Next meeting Feb. 12 at 8am
- **Design Committee Updates –** Our January meeting we had with Joe Lawniczak from the WEDC to go over our design guidelines. He thought our guidelines are doing a good job, based on how our current downtown looks, but recommends us to review 3 other communities Design Guidelines to come up with ideas to reformatting it. This will help it to flow better and make it easier to find things in.

Also to put in more examples, pictures and to have our guidelines available Online. Joe can do up to 5 complimentary renderings per year. These renderings can be used to entice owners to make improvements to their buildings.

RECOMMENDATION: We feel that during the Maple Street & Library Construction it would be ideal for businesses from 2<sup>nd</sup> street to Veterans off of Maple St. to make improvements to their back alley entrances. We are Requesting funds from MS Budget for this 50/50 Grant we would like to offer. We will discuss this further at our next Design meeting.

Next meeting is Tuesday February 10<sup>th</sup> at 10am.

- **Economic Restructuring Committee Updates-** Coupon book – do 2 dozen Businesses in book when there's baseball tournaments and during other events  
Updating website either updating or totally redoing.  
Looking at hiring an Intern - helping businesses update their online presence;  
32 inch TV in Window scrolling power point and promotion – 25<sup>th</sup> 8am

**11. Old Business-** We are accredited, mission and vision statement every year make sure it is revisited.

-----

**12. New Business-**

**12a. Recommendation for Approval of the Downtown Master Plan;** 17 strategies. Look it over to see if any changes or comments to be made. Feb.17 public hearing with Plan Commission at 7pm. Public hearing on March 10 with Council.

**12b. 990 Board Questionnaire** – turn those in please

**13. Meeting Adjourned at 8:15 A.M.**

1<sup>st</sup> Tom

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY  
MARSHFIELD UTILITY COMMISSION  
February 9, 2015**

**COMMISSION MEETING MINUTES**

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on February 9, 2015 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, Harry Borgman, and George Holck. Also present were Alderperson Charlotte Smith, Alderperson Gordon Earll, Utility staff, Jason Angell, and Bill Sennholz.

- During citizen comments, Dorothy Schnitzler addressed the commission regarding the AMI meters, presented a letter, and requested a response in writing within 30 days.
- During citizen comments, Tom Binder stated he had questions related to the building project and asked whom he should direct those questions to. President Eberl directed him to the General Manager.

**UC/15-13** Motion by Borgman, seconded by Maggitti, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

**UC/15-14** Motion by Borgman, seconded by Holck, to approve payroll for January in the amount of \$136,478.42 and general bills for January in the amount of \$4,058,490.96. All ayes, motion carried.

**UC/15-15** Motion by Maggitti, seconded by Holck, to approve the following job orders:

JO #7452	Upgraded switches for fiber infrastructure for redundant system and camera project.	\$114,440
JO # 7455	Hume substation relay upgrades: Replace bank 6 feeder relays and Hume substation RTU cabinet. Orion LX substation automation platform and HMI installation.	\$170,000

All ayes, motion carried.

- The Department Managers reviewed noteworthy projects including:
  - Electric stated the System Reliability Study was included with the department report.
  - Water shared that a new employee has started in the department. A customer letter was received addressing excellent service provided by the water department.
  - Office gave an update on Act 274 and on the local government insurance pool fund.
- The General Manager presented information on the American Transmission Company dividend.
- Jason Angell, the Director of Planning & Economic Development, presented further information on a housing development incentive plan.
- The General Manager presented information on a claim by Staab Machine.

**UC/15-16** Motion by Borgman, seconded by Maggitti, to deny the claim. All ayes, motion carried.

- The Office Manager presented information on interdepartmental fund transfers.
- The General Manager presented information related to a full rate case for electric.

**UC/15-17** Motion by Borgman, seconded by Eberl, to authorize to proceed with the rate case. Eberl, Borgman, and Holck voted aye; Maggitti recused himself from the vote due to a conflict of interest. Motion carried.

- The General Manager, Office Manager, and Water Superintendent presented information related to a full and simplified rate case for water.

**UC/15-18** Motion by Borgman, seconded by Eberl, to authorize to proceed with the rate cases with a recommended target of a million dollars a year to go toward main replacements. All ayes, motion carried.

- The General Manager and Technical Services Manager presented updated information on the building project.
- The General Manager presented information on future staffing plans.

**UC/15-19** Motion by Holck, seconded by Maggitti, to go into closed session per Wisconsin State Statutes Section 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of discussing General Manager performance guidelines and staffing plans.

Closed session per Wisconsin State Statutes 19.85(1)(g) 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 for the purpose of discussing DNR Notice of Violation update.

All ayes, motion carried. Closed session at 5:41 p.m.

Open session resumed at 6:41 p.m.

**UC/15-20** Motion by Borgman, seconded by Maggitti, to authorize the hire of an Executive Assistant. All ayes, motion carried.

Meeting adjourned at 6:43 p.m.



---

John Maggitti, Secretary

**Department: Office**  
**Manager: Kent S. Mueller**  
**Month: January 2015**

- We have been working on year-end closing activities. This is a very busy time of the year for accounting, due to the many closing and recording requirements we have. We will be ready for the Schenck audit team to begin their work on Monday, February 9<sup>th</sup>. The financial statements will be presented to the Commission at the March 16<sup>th</sup> meeting.
- Some statistical highlights for 2014:
  1. The number of deferred payment agreements negotiated in 2014 was 1,217, up from 1,153 in 2013. 2012 was our highest year, with 1,364 deferred payment agreements.
  2. The number of customers participating in our PowerPay™ program continued to grow. We recorded an average of 2,684 ACH customers in 2014 compared to 2,600 in 2013. Now, over 20.5% of all bills are paid through our ACH program.
- A \$28,388 payment for an additional voluntary capital call was made to ATC on January 23<sup>rd</sup>. On January 31<sup>st</sup>, an ATC earnings distribution for the fourth quarter 2014 totaling \$98,423 was received. Since our initial investment in 2001, the utility has received over \$5.9 million in cash distributions from ATC.
- We started receiving collections for delinquent accounts registered with the Wisconsin DOR Tax Refund Intercept Program (TRIP) in 2010. Uncollectible customer accounts that are turned over to Alliance Collections are now automatically enrolled through the TRIP system. In 2014, we collected \$24,514 through this program, which is down from the 2013 collections of \$27,745. In total, \$38,149 was collected in 2014 on accounts that were sent to our collection agency.
- As a result of Act 274, landlords need to be provided notices of the past due water and sewer of their tenants within 14 days after the bills become past due. We have adjusted our schedule to comply with this requirement. We have heard positive comments from the landlords about this change.
- On January 13<sup>th</sup> through January 16<sup>th</sup>, the office staff received training on our Sensus AMI software.
-

**Department:** Water  
**Manager:** Dave Wasserburger  
**Month:** January 2015

- Sensus RNI software shows 3516 AMI water meters have been installed. This represents a 42.7% completion factor.
- Interviews were conducted in early January for the selection of a new Water Supply Specialist to replace Randy Eiden, who retired on January 2<sup>nd</sup>. A job offer was made and a new employee will be starting on February 3<sup>rd</sup>, 2015. The new employee is a graduate of Mid-State Technology College with an Associate Degree in Civil Engineering and was born and raised in the Marshfield area.
- Crews repaired 4 water main breaks in January of 2015. This compares to 15 water main breaks repaired in the same month last year. So far the winter has been pretty mild.
- Crews are working on AMI and our large water meter maintenance program. These duties, along with operating the Treatment Facility and reading meters is filling our schedule. We have been a bit short staffed with 2 men gone.
- John has completed the engineering and design of the water main replacement for the 2015 Maple Avenue reconstruction project. He is in the process of submitting the plans and specifications to the DNR for their approval.
- Sensus and H.D. Supply representatives were on site to provide training for the AMI software on January 13-16. John Richmond, Jeff Nikolai and I attended most of the sessions representing the Water Department.
- Shawn Wall, our MEUW Safety Coordinator, provided Blood Born Pathogen training on January 6<sup>th</sup> and on January 26<sup>th</sup>. Crews were split and some attended each session.
- Chad Harycki has mounted the old Electric Department stick welder onto our large portable generator trailer and provided a 480 volt circuit for the operation of the welder. We have purchased 500 feet of 4/0 welding cable the required connectors which will enable us to use the generator/welder unit to thaw out frozen water services. We chose to do this over the purchase of a new \$18,000 mobile welder when we were informed the Electric Department was going to get rid of the old welder and replace it with a new wire feed welder. Last winter we rented a portable welder for several months to thaw out 46 frozen water services. I am not sure if we will have any this year but we now have equipment to deal with them if we do.

**Department: Electric**

**Manager: Nicolas Kumm**

Contributing: Derrek Caflisch

Month: January 2015

- M-1 didn't run during the month of January.
- Electric AMI meters installed: 2,058 out of 13,100 (15.7%). Bruce Ackerman, Al Derge, Cole Eswein, and Dustin Oleson have completed all of the meter change-outs thus far.
- Sean Wall with MEUW provided Bloodborne Pathogen training on January 6<sup>th</sup>.
- The water department provided cross-training to the electric department on January 7<sup>th</sup>.
- Nicolas Whipple, Derrek and I attended the CEMA class on the NEC code at the Eagle's Club January 15<sup>th</sup>.
- Staff received training on the RNI and Logic software on January 13<sup>th</sup> through the 16<sup>th</sup>. The software is part of the AMI system.
- Derrek and I attended the MEUW Joint Superintendent's conference in Wisconsin Dells on January 21<sup>st</sup> and 22<sup>nd</sup>.
- On January 26<sup>th</sup>, the water, office, and electric (meter) departments had a quarterly meter reader meeting. During the meeting customer electric meter violations, handheld status update, customer contact in the field, and AMI project update were discussed.
- I attended the Public Service Commission of Wisconsin Gas conference in Wisconsin Dells January 28<sup>th</sup> through the 30<sup>th</sup>.
- Jeff Holbrook, Mike Vanderwyst, Randy Ayer, Robert Olwell, and Tim Habermeyer replaced a broken pole by the University on January 2<sup>nd</sup>.
- Mike Vanderwyst attended a MEUW – Troubleshooting Seminar January 6<sup>th</sup>-7<sup>th</sup>.
- Tim and Robert attended linemen apprenticeship school January 12<sup>th</sup>-16<sup>th</sup>.
- Dean Bohman, Mike Vanderwyst, Robert Olwell and Tim Habermeyer have been working on Circuit 133/232 rebuild. Ckt. 232 all poles are in as well as the ropes to pull wire.
- Jim Seefluth, Ryan Steffen and Randy Ayer cut over one mile of new line on South Washington Ave.
- Sean Wall with MEUW and the Linemen tested sticks and grounds on January 26<sup>th</sup>.
- Jeff Irish and Jeff Holbrook went through all of Veteran's Parkway street lights when not working on services. They also handled a pole kill in Hewitt on January 28<sup>th</sup>.

**Department: Technical Services**

**Manager: Cathy Lotzer**

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: January 2015

- Cathy submitted the annual applications to the Groundwater Foundation for Groundwater Guardian, as well as the Groundwater Guardian Green Site for MU.
- Cathy and Jim participated in the monthly Utility-wide Safety Committee. Cathy, Heather, Jim, and Shawn participated in the utility Website Committee.
- Cathy, Jim, Heather, and Shawn participated in MEUW Bloodborne Pathogens training.
- Heather and Cathy attended an ATC Reliability Directives Training Workshop.
- Heather prepared and submitted quarterly reports to the DNR and EPA, as well as semi-annual reporting to the EPA. She also submitted capacity factor and gas usage information for the peaking unit and gas-fired unit qualification in the electronic monitoring plan via ECMPS Client Tool. She also updated initial calibration results in ECMPS.
- Heather has been working on amending all previous excess emission reports to correct the 4-hour rolling average water to fuel ratio calculation to correspond with EPA guidance.
- Heather has been working on finalizing the Emission Control Action Program and working with Nick to get the Coriolis flow meters retested for accuracy. These are both requirements for our Environmental Audit.
- Heather and Shawn worked on updating MUs website. Heather worked with the Website Committee to finalize the “Understanding your Marshfield Utilities’ Statement” document.
- Shawn worked with the office on a Datasync job to automatically upload PCS system data to our AMI system.
- Shawn worked on moving several PCs and equipment for staff, troubleshooting several PCs, installing new computers, troubleshooting VPNs, and moving network files for better security with databases.
- Shawn and Jim reassigned the main entrance camera for better facial recognition.
- Jim worked with Derrek on researching several different wire feed welders. A new welder was purchased for the main garage and the old welder will be used for the water thaw out rig.
- Jim worked on routine building maintenance including: a short in heated steps, replacing heat pump filters, semiannual fire alarm test, and office painting.
- Jim is working on expanding our toilet rebate program for multi-family home dwellings. These rebates will have restrictions and limits. We are awaiting PSC approval for the rebates.
- Jim visited several local farmers to explain 2015 Focus on Energy Incentives.

## Parks, Recreation, and Forestry Committee Minutes of February 12, 2015

Meeting called to order by John White, Jr. at 5:30 p.m. at the Senior Community Center, 111 S. Maple Avenue.

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

**Excused:** None

**Absent:** None

**Also Present:** Ed Englehart, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor, Lori Belongia, Library Director, and Dennis Keffer, representing Movies in the Park.

**PR15-04** Motion by Buttke, seconded by Luedtke to approve the minutes of the January 8, 2015 meeting.

**Motion Carried 6-0**

**Public Comments:** Dennis Keffer, wanted to thank and recognize Marshfield Utilities for their cooperation in agreeing to install an on/off switch on the security light pole at Columbia Park to provide a better situation for the community movies in the park events. Dennis also thanked the Parks and Recreation Department and the City Electrical Inspector for their assistance in addressing the problem.

The committee set Thursday, March 12, 2015 at 5:30 p.m. in room 108 for the date and time of their next meeting.

White noted that he was going to skip item E at this time and address it at the bottom of the agenda so the committee could proceed with the tour of the Senior Center and Library following the comments on the proposed new Community Center.

### **Information Items:**

Staff updated the Committee on their respective areas of responsibility and answered questions regarding the monthly report. Englehart updated the committee regarding the status of the Wildwood-McMillan Connector Trail project, the Hewitt-Marshfield Connector Trail project, and the new Grizzly Bear Exhibit project.

Palmer arrived at 5:48 p.m.

Englehart pointed out Dan Umhoefer's Weber Park forestry report that was included in the agenda packet. Dan continues to do a substantial amount of volunteer work at the park and each year provides an overview of his forestry efforts. Dan's work has totally transformed the park with the new plantings and the invasive species removal. Buttke and Palmer updated the committee on the Zoological Society business and their plans for their annual Spring Education Week. Palmer has coordinated the event for a number of years and over 3,000 children and adults attend the program.

Englehart informed the committee that Schalow's Nursery will be donating 25 new trees to be planted in the city parks this spring. They are also donating 25 new trees to the Marshfield School District in celebration of being in business for 50 years.

**Committee Member Questions, Comments, and Suggestions:** Luedtke commented that she recently attended the outdoor Pickle Pond ice rink and wanted to acknowledge that the rink staff was very cordial and helpful. Palmer inquired how the attendance at the Tennis/Racquetball Center was going and offered that racquetball courts also can be used for tennis instruction.

**Future Agenda Items:** Ten-year history of Parks and Recreation Department C.I.P. requests and funded projects, zoo store operations for 2015, policy updates for Ludwig Building and Senior Center usage, M.Y.S.A. scoreboard sponsorship proposal, soccer player shelters, and Wood County grant application for funding to stock fish in ponds at Wildwood Park.

Englehart and Belongia reviewed diagrams of the proposed new Community Center and the new Library and shared information regarding the current planning, time table and fundraising for the new Library. The committee took a quick tour of the Senior Community Center to see the current spaces and how they are used. They then toured the current library and saw the different areas of the building and locations for the possible renovations for a new community center.

**PR15-05** Motion by Buttke, seconded by Yaeger to adjourn.

**Motion Carried 7-0** Meeting adjourned at 6:32 p.m.

Ed Englehart, Parks & Recreation Director

**BOARD OF PUBLIC WORKS MINUTES**  
**OF FEBRUARY 16, 2015**

Meeting called to order by Chairman Feirer at 5:30 PM in the Council Chambers of City Hall Plaza.

**PRESENT:** Tom Buttke, Ed Wagner, Mike Feirer and Chris Jockheck

**EXCUSED:** Gary Cummings

**ALSO PRESENT:** Mayor Meyer, Alderman Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Building Services Supervisor Pokorny; the media; and others.

**PW15-20** Motion by Jockheck, second by Buttke to recommend approval of the minutes of the February 2, 2015 Board of Public Works meeting.

**Motion Carried**

**Citizen Comments - None**

**PW15-21** Motion by Buttke, second by Wagner to recommend approval of a three year HVAC service agreement with Complete Control for City Hall Plaza and authorize execution of a contract.

**Motion Carried**

**PW15-22** Motion by Wagner, second by Jockheck to recommend approval of the plans for Maple Avenue reconstruction as presented and authorize soliciting for bids.

**Motion Carried**

**PW15-23** Motion by Buttke, second by Wagner to recommend approval of the Street Surface Replacement Costs as presented, effective January 1, 2015.

**Motion Carried**

**PW15-24** Motion by Jockheck, second by Buttke to recommend approval of final assessments for Park Street (7<sup>th</sup> Street to Oak Avenue) as presented.

**Motion Carried**

**PW15-25** Motion by Buttke, second by Jockheck to adjourn to closed session at 5:54 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.

- Acquisition of property at 306 South Maple Avenue

**Roll call vote, all 'Ayes' Motion Carried**

**Present in Closed Session:** Mayor Meyer, Aldermen Wagner, Buttke, Jockheck, Feirer, & Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi.

**PW15-26** Motion by Buttke, second by Jockheck to reconvene in open session at 6:06 PM.

**Roll call vote, all 'Ayes' Motion Carried**

**PW15-27** Motion by Wagner, second by Jockheck to recommend approval of a Purchase Agreement with Arlon and Gail Haessly for property at 306 South Maple Avenue and request the City Attorney draft an Offer to Purchase.

**Motion Carried**

**Recommended items for future agenda - None**

Motion by Buttke, second by Jockheck that the meeting be adjourned at 6:08 PM.

**Motion Carried**

Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS

**COMMUNITY DEVELOPMENT AUTHORITY**

***Finance Committee***

February 17<sup>th</sup>, 2015

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 on February 12<sup>th</sup>, 2015 at 8:43 a.m.  
Addendum posted on February 16, 2015 at 1:23 p.m.

**ROLL CALL:**

PRESENT: Dave LaFontaine, Dave Marsh, Tom Buttke

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

ABSENT: Peter O. Hendler

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

**Review of Financial Reports for January of 2015:**

CDA 15-F02-1 Motion by Marsh, second by LaFontaine to accept and recommend the financial reports for board approval. 3 Ayes

MOTION CARRIED

CDA 15-F02-2 Motion by Marsh, second by LaFontaine to accept and recommend to board to proceed on working with Von Briesen to secure 501(c)(4) status. 3 Ayes

MOTION CARRIED

Next meeting date and time: Tuesday, March 17<sup>th</sup>, 2015 at 1:30 p.m. in the Cedar Rail Court Executive Conference room.

Meeting declared adjourned by Chairperson Dave LaFontaine at 2:01 p.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Dave LaFontaine  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY**

***STRATEGIC PLANNING MEETING***

February 17th, 2015

The Strategic Planning Committee meeting of the Community Development Authority was called to order by Strategic Planning Committee Chairperson Dave LaFontaine at 2:02 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 on February 12, 2015 at 8:43 a.m.

ROLL CALL:

Present: Dave LaFontaine, Dave Marsh, Tom Buttke

Absent: Peter Hendler

Others Present: Andrew 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

Public Comment: None

RAD Project Process Planning:

Board members will review documents included in their meeting packet that explain the steps to be taken for obtaining 501(c)(4) status, incorporation of a Wisconsin tax exempt entity, and RAD timeline webinar information in preparation for possible RAD conversion.

Next meeting date and time: Tuesday, March 17, 2015 at 2:00 p.m.

Meeting adjourned at 2:32 p.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Dave LaFontaine  
Chairperson

**JUDICIARY AND LICENSE COMMITTEE**  
**MINUTES OF FEBRUARY 17, 2015**

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:** Alanna Feddick

**ALSO PRESENT:** Administrative Assistant III Krogman and Chief Gramza

**JLC15-011** Motion by Earll, second by Wagner to approve the minutes of the February 3, 2015 meeting.

**Motion carried**

**CITIZEN COMMENTS**

None

**JLC15-012** Motion by Earll, second by Wagner to approve the following:

- a) Seven (7) Beverage Operator Licenses for the 2013-2015 license year to: Romero Acosta, Alexandra Kallenbach, Jaime Lorbeck, Terri Buttke, Stephanie LeRoy, Ashley Richardson, and Dillon Taylor

**Motion carried**

**JLC15-013** Motion by Earll, second by Wagner to approve the following:

- a) Secondhand Article Dealer Application for ecoATM, Inc.

**Motion carried**

**Future Agenda Items**

None

Motion by Earll, second by Wagner to adjourn at 5:02 p.m.

**Motion carried**

Amy Krogman  
Administrative Assistant III

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF FEBRUARY 17, 2015**

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, Rebecca Spiros, Peter Hendler and Char Smith

**ABSENT:** None

**ALSO PRESENT:** Alderperson Wagner, Buttke, Feirer, City Administrator Barg and City Personnel (Keith Strey, Lara Baehr, Brenda Hanson, Lori Belongia, Dan Knoeck, Amy Beauchamp, Ben Steinbach, Jeff Becker, Breanna Speth, Ed Englehart, and Amy Krogman)

**Citizen Comments**

None

**FBP15-018** Motion by Smith, second by Spiros to approve the items on the consent agenda:

1. Minutes of the February 3, 2015 meeting
2. Payroll in the amount of n/a and the Bills in the amount of \$614,987.28
3. Report of Personal Actions
4. Treasurer's report

**Motion carried**

No items were removed from the consent agenda.

**FBP15-018** Motion by Earll, second by Hendler to recommend approval of Budget Resolution No. 04-2015 transferring \$15,000 within the Cable Television fund to extend fiber from McMillan Street to the Marshfield Community Television Studio at 1010 West McMillan Street.

**Motion carried**

**FBP15-019** Motion by Earll, second by Hendler to recommend approval of Resolution No. 2015-07 authorizing the carry-over of the 2014 appropriations into 2015 for various capital outlay projects and other operation/maintenance projects that were not expended/completed in 2014 to the Common Council.

**Motion carried**

**FBP14-020** Motion by Earll, second by Spiros to authorize the Human Resource Manager to fill the position of Parks and Recreation Director.

**Motion carried**

**FBP14-021** Motion by Earll, second by Spiros to appoint Mayor Meyer, Alanna Feddick (or designee), Mike Feirer (or designee), Steve Barg, Keith Strey, John White, Adam Fischer, and Marty Kosobucki to the search team.

**Motion carried**

City Administrator Barg stated that Lara Baehr has submitted her resignation as of March 6, 2015. He will be bringing a recommendation on the filling of this position to the March 3<sup>rd</sup> meeting.

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

- A Strategic Planning Session was held on Tuesday, February 10, 2015. It was a very productive meeting. The next meeting will be March 24 at 5:30 p.m. in Room 108.
- He is still working on putting together a committee that will look at some of the other recommendations made by the consultant. He is hoping to have a group pulled together in the next couple of weeks.

**FUTURE AGENDA ITEMS**

None

Motion by Spiros to adjourn at 6:00 p.m.

Amy Krogman  
Administrative Assistant III



# CITY OF MARSHFIELD

## MEMORANDUM

---

**TO:** FINANCE, BUDGET AND PERSONNEL COMMITTEE & COMMON COUNCIL  
**FROM:** KEITH R. STREY, FINANCE DIRECTOR  
**SUBJECT:** RESOLUTION 2015-07 12/31/2014 COMMITTED FUND BALANCES  
**DATE:** 2/12/2015

---

### **BACKGROUND**

As a result of Governmental Accounting Standards Board (GASB) 54 requirements, the City of Marshfield recently updated Fund Balance Policy 4.310 and Policy 4.370 Continuing Appropriations & Budget Resolutions. Policy 4.310, in part, establishes a framework for reporting classification of fund balances. Policy 4.370 states, in part, that “appropriations may be made by the Council, to be paid out of income of the current year, in furtherance of improvement or other objects or works which will not be completed within such year, and any such appropriation shall continue in force until the purpose for which it was made has been accomplished or abandoned.”

### **ANALYSIS**

To comply with requirements of GASB 54, the previous one step procedure related to Policy 4.370 Continuing Appropriations was split into two. Step one requires the Common Council to take specific action to identify and approve items they “Commit” to funding beyond the current fiscal year. GASB 54 requires approval action to occur before fiscal year end to classify these specific items as committed. This was accomplished for fiscal year 2014 with approval of Resolution 2014-76 in December 2014.

Following fiscal year end, the second step requires the Common Council to take separate action to approve amounts for items the Council wishes to commit funding for when determined for financial reporting purposes. These actions are only required for General Fund items as other fund classifications and continuing appropriations are addressed in Policies 4.310 & 4.370.

Several department/division heads have requested that various 2014 appropriations for specific general fund capital outlay, operations and projects be carried over to 2015 so they can be completed. When appropriate, the respective committees/boards have previously approved these items. The attached resolution summarizes the 2014 appropriation items and amounts requested to be carried over into 2015 and classified as Committed Fund Balance. Other than updates for final amounts requested, the Parks project to install Automated Door Locks was completed in 2014 and is not included in Resolution 2015-07 in comparison to Resolution 2014-76.

### **RECOMMENDATION**

I recommend approval of Resolution 2015-07 approving Committed Fund Balance classifications for 2014 continuing appropriations, as presented.

---

Concurrence- Steve Barg, City Administrator

**RESOLUTION NO. 2015-07**

A resolution of the Common Council approving Committed Fund Balance classifications for continuing certain appropriations related to fiscal year 2014 to be carried over into 2015.

BE IT RESOLVED by the COMMON COUNCIL of the City of Marshfield, as follows:

- 1. The appropriations and accounts set forth in Exhibit "A" attached hereto are hereby classified as committed and carried forward into 2015; and
- 2. The Finance Director is hereby authorized to make the necessary entries in the ledgers of the City of Marshfield to reflect the foregoing.

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

ADOPTED \_\_\_\_\_

\_\_\_\_\_  
Mayor

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Clerk

**EXHIBIT "A"**

**ESTIMATED**  
12/31/14  
**AMOUNTS**

General Fund #101

Building Services/Inspection: Nuisance Property Abatement	\$ 2,250
Engineering Sidewalk Repair	10,000
Information Systems Enterprise Business System Software Upgrade	95,855
Electronic Document Management System	57,235
Library Net Operations & Maintenance per WI Statutes Ch. 43.58(1)	70,234
Parks and Recreation Special Recreation Programs	4,130
Tennis/Racquetball Center	11,156
Adult Athletics	2,257
Planning & Economic Development Downtown Master Plan – general fund 50% share	3,750
	<hr/>
	<b><u>\$ 256,867</u></b>

**CITY PLAN COMMISSION  
MARSHFIELD, WISCONSIN  
MINUTES OF FEBRUARY 17, 2015**

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, Ken Wood, Bill Penker

**EXCUSED:** None

**ABSENT:** None

**ALSO PRESENT:** Aldermen Smith and Spiros, City Administrator Barg, Director of Public Works Knoeck; Planning & Economic Development Director Angell; City Planner Miller; Zoning Administrator Schroeder; Bob Trussoni and Dave Wasserburger, Marshfield Utilities; Angie Eloranta, Main Street Marshfield; Scott Larson, MACCI; the media; and others.

**PC15-03** Motion by Beck, second by Penker to recommend approval of the minutes of the January 20, 2015 City Plan Commission meeting.

**Motion Carried**

**PUBLIC HEARING** - Conditional Use Request by John Simonson to allow for the total area of “Residential Accessory Buildings” to exceed the first floor area of the principal structure and the maximum accessory structure allowance of 1,200 square feet located at 304 and 308 West 27<sup>th</sup> Circle, zoned “SR-3” Single Family Residential.

**COMMENTS: None**

**PC15-04** Motion by Wood, second by Reinart to recommend approval of the Conditional Use Request by John Simonson to allow for the total area of “Residential Accessory Buildings” to exceed the first floor area of the principal structure and the maximum accessory structure allowance of 1,200 square feet located at 304 and 308 West 27<sup>th</sup> Circle, zoned “SR-3” Single Family Residential, subject to the following condition:

1. The property is allowed a maximum gross floor area of 1,428 square feet for residential accessory structures, which includes the 180 square feet of open framed porch area.

**Motion Carried**

**PUBLIC HEARING** - Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-94, pertaining to an update to the Wellhead Protection section of code and Wellhead Protection map to bring the ordinance into compliance with the Department of Natural Resources regulations and add a new well to the map.

**COMMENTS: None**

**PC15-05** Motion by Penker, second by Wood to recommend approval of the Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-94, pertaining to an update to the Wellhead Protection section of code and Wellhead Protection map to bring the ordinance into compliance with the Department of Natural Resources regulations and add a new well to the map, and request an ordinance be drafted for Common Council consideration.

**Motion Carried**

**PUBLIC HEARING** - Approval of the Downtown Master Plan.

City Planner Miller introduced Michael Stumpf, Place Dynamics, who gave a presentation on the downtown Master Plan update.

**COMMENTS:** Randy Lueth, Landscape Architect, 1826 Pheasant Run Drive, often times discussions like this can become amenity driven, or a non-useable type of document. He wanted to complement the gentlemen that prepared the plan because it does have very strong ties between the amenity improvements and a good list of projects that can really enliven the downtown. Also, how those can turn into economic improvements with economic benefit. Those things have to work together or we are just putting flower pots out there and nothing is really happening.

**PC15-06** Motion by Wagner, second by Mazzini to recommend approval of Resolution No. PC2015-01, supporting the adoption and recommending the approval of the Downtown Master Plan update to the Common Council.

**Motion Carried**

**PUBLIC HEARING** - Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-12, pertaining to the definition of “Gross Floor Area”, Section 18-114 pertaining the standards for a Group and Large Development, and Section 18-161 pertaining the procedures for a Conditional Use Permit. The amendment is being proposed in an effort to clarify the regulations and allow more administrative approval for minor amendments.

**COMMENTS: None**

**PC15-05** Motion by Wood, second by Beck to recommend approval of the Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-12, pertaining to the definition of “Gross Floor Area”, Section 18-114 pertaining the standards for a Group and Large Development, and Section 18-161 pertaining the procedures for a Conditional Use Permit. The amendment is being proposed in an effort to clarify the regulations and allow more administrative approval for minor amendments, and request an ordinance be drafted for Common Council consideration.

**Motion Carried**

Zoning Administrator Schroeder presented a summary of 2015 Development-Related Activity and Plan Commission Actions.

There being no objections, Chairman Meyer adjourned the meeting at 8:16 PM.

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



# City of Marshfield Memorandum

---

TO: Mayor Meyer & Common Council  
FROM: Josh Miller, City Planner  
DATE: February 24, 2015

RE: Resolutions 2015-08 – February Conditional Use Permit.

## **Background**

On February 17<sup>th</sup>, the Plan Commission reviewed one Conditional Use Permit request. The request is to allow the applicant to exceed the accessory area allowance and combine his two lots together.

## **Analysis**

### **Resolution 2015-08**

Conditional Use Request by John Simonson to allow for the total area of “Residential Accessory Buildings” to exceed the first floor area of the principal structure and the maximum accessory structure allowance of 1,200 square feet located at 304 and 308 West 27<sup>th</sup> Circle, parcel 33-07166 and 33-07167, zoned “SR-3” Single Family Residential. The Applicant has a single family home on one lot and a detached garage on a separate lot and he would like to combine them. The lots together exceed the accessory structure area allowance and a Conditional Use Permit is being requested to allow for an exception.

A public hearing was held on Tuesday, February 17, 2015 where no public comments were made.

Staff provided the following recommendation to the Plan Commission:

APPROVE the Conditional Use Request by John Simonson to allow for the total area of “Residential Accessory Building” to exceed the footprint of the principal structure and the maximum accessory structure allowance of 1,200 square feet located at 304 and 308 West 27<sup>th</sup> Circle, parcel 33-07166 and 33-07167, zoned “SR-3” Single Family Residential with the following conditions:

1. The property is allowed a maximum gross floor area of 1,428 square feet for residential accessory structures, which includes the 180 square feet of open framed porch area.

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

### **Council Options**

The Common Council can take the following actions:

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

### **Recommendation**

Approve Resolution 2015-08.

### **Attachments**

1. Resolution 2015-08

Concurrence:



---

Jason Angell  
Planning and Economic Development Director



---

Steve Barg  
City Administrator

**RESOLUTION NO. 2015-08**

Document Title

Document Number

A Resolution approving a Conditional Use request by John Simonson to allow for the total area of "Residential Accessory Buildings" to exceed the footprint of the principal structure and the maximum accessory structure allowance of 1,200 square feet, zoned "SR-3" Single Family Residential, located at 304 and 308 West 27<sup>th</sup> Circle, 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 17<sup>th</sup> day of February, 2015 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

All of Lot 12 and Lot 13 of the Parkview Height Subdivision Plat, located in the SW ¼ of the SE ¼ of Section 18, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

**SECTION 2.** The total area of residential accessory buildings at the above described property, is allowed to exceed the footprint of the principal structure and the maximum accessory structure allowance of 1,200 square feet, zoned "SR-3" Single Family Residential, located at 304 and 308 West 27<sup>th</sup> Circle.

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

- The property is allowed a maximum gross floor area of 1,428 square feet for residential accessory structures, which includes the 180 square feet of open framed porch area.

**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, Samuel Schroeder  
Planning and Economic Development Department  
630 South Central Avenue  
6<sup>th</sup> Floor, Suite 602  
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**

**33-07166 & 33-07167**

Parcel Identification Number (PIN)

RESOLUTION NO. 2015 - 10

RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY  
\$2,830,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2015A

WHEREAS, the City of Marshfield, Wood and Marathon Counties, Wisconsin (the "City") is presently in need of approximately \$2,830,000 for public purposes, including street improvement projects, trail improvement projects, and improvements to City Hall and University of Wisconsin Marshfield/Wood County buildings (collectively, the "Project"); and refunding the 2016 and 2017 maturities of the City's General Obligation Promissory Notes, Series 2007B, dated December 15, 2007 (the "Refunded Obligations") for the purpose of achieving debt service cost savings (the "Refunding");

WHEREAS, the Common Council hereby finds and determines that the Project is within the City's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, the Common Council of the City hereby finds and determines that general obligation promissory notes in an amount of approximately \$2,830,000 should be issued to pay the cost of the Project and the Refunding.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Issuance of the Notes. The City shall issue general obligation promissory notes designated "General Obligation Promissory Notes, Series 2015A" in an amount of approximately \$2,830,000 for the purposes above specified.

Section 2. Sale of the Notes. The Common Council hereby authorizes and directs that the Notes be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Notes as may have been received and take action thereon.

Section 3. Notice of Sale. The City Finance Director (in consultation with the City's financial advisor, Public Financial Management, Inc. ("PFM")) is hereby authorized and directed to cause the sale of the Notes to be publicized at such times and in such manner as the City Finance Director may determine and to cause copies of a complete Official Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Finance Director may determine.

Section 4. Official Statement. The City Finance Director (in consultation with PFM) shall also cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Section 5. Award of the Notes. Following receipt of bids for the Notes, the Common Council shall consider taking further action to provide the details of the Notes; to award the Notes to the lowest responsible bidder therefor; and to levy a direct annual irrepealable tax sufficient to pay the principal of and interest on the Notes as the same becomes due as required by law.

Section 6. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded February 24, 2015.

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

ATTEST:

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

(SEAL)

RESOLUTION NO. 2015 - 11

INITIAL RESOLUTION AUTHORIZING  
GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED  
\$3,435,000 FOR COMMUNITY DEVELOPMENT PROJECTS  
IN TAX INCREMENTAL DISTRICTS

BE IT RESOLVED by the Common Council of the City of Marshfield, Wood and Marathon Counties, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$3,435,000 for the public purpose of providing financial assistance to community development projects under Section 66.1105, Wisconsin Statutes, in the City's Tax Incremental Districts.

Adopted, approved and recorded February 24, 2015.

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

ATTEST:

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

(SEAL)

RESOLUTION NO. 2015 - 12

RESOLUTION DIRECTING PUBLICATION OF NOTICE TO ELECTORS  
RELATING TO BOND ISSUE

WHEREAS, an initial resolution authorizing general obligation bonds has been adopted by the Common Council of the City of Marshfield, Wood and Marathon Counties, Wisconsin (the "City") and it is now necessary that said initial resolution be published to afford notice to the residents of the City of its adoption;

NOW, THEREFORE, BE IT RESOLVED that the City Clerk shall, within 15 days, publish a notice to the electors in substantially the form attached hereto in the official City newspaper as a class 1 notice under ch. 985, Wis. Stats.

Adopted, approved and recorded February 24, 2015.

---

Chris L. Meyer  
Mayor

Attest:

---

Deb M. Hall  
City Clerk

(SEAL)

RESOLUTION NO. 2015 - 13

RESOLUTION PROVIDING FOR THE SALE OF  
\$3,435,000 GENERAL OBLIGATION COMMUNITY DEVELOPMENT BONDS,  
SERIES 2015B

WHEREAS, the City of Marshfield, Wood and Marathon Counties, Wisconsin (the "City") has adopted an initial resolution (the "Initial Resolution") authorizing the issuance of general obligation bonds in an amount not to exceed \$3,435,000 for the public purpose of providing financial assistance to community development projects under Section 66.1105, Wisconsin Statutes, in the City's Tax Incremental Districts (the "Project");

WHEREAS, the Common Council hereby finds and determines that the Project is within the City's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, the Common Council of the City hereby finds and determines that general obligation bonds in an amount not to exceed \$3,435,000 should be issued pursuant to the Initial Resolution for the purpose of paying the cost of the Project.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Issuance of the Bonds. The City shall issue bonds authorized by the Initial Resolution and designated "General Obligation Community Development Bonds, Series 2015B" (the "Bonds") in an amount not to exceed \$3,435,000 for the purpose above specified.

Section 2. Sale of the Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, provided no petition for referendum shall have been received on the Initial Resolution, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The City Finance Director (in consultation with the City's financial advisor, Public Financial Management, Inc. ("PFM")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the City Finance Director may determine and to cause copies of a complete Official Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Finance Director may determine.

Section 4. Official Statement. The City Finance Director (in consultation with PFM) shall also cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Section 5. Award of the Bonds. Following receipt of bids for the Bonds, the Common Council shall consider taking further action to provide the details of the Bonds; to award the Bonds to the lowest responsible bidder therefor; and to levy a direct annual irrevocable tax sufficient to pay the principal of and interest on the Bonds as the same becomes due as required by law.

Section 6. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded February 24, 2015.

---

Chris L. Meyer  
Mayor

ATTEST:

---

Deb M. Hall  
City Clerk

(SEAL)



## MEMO

**DATE:** January 29, 2015  
**TO:** City Plan Commission   
**FROM:** Dave Wasserburger  
**SUBJECT:** Update of Wellhead Protection Plan Ordinance. Section 18-94 of Municipal Code.

The City of Marshfield created a Wellhead Protection Ordinance in 2007. The purpose of the Ordinance is to institute land use regulations and restrictions to protect the City's municipal water supply and well fields, and to promote the public health, safety and general welfare of the residents of the City of Marshfield.

The Ordinance refers to and specifies many separation distances between existing wells and various hazards such as storm and sanitary sewers as referenced in Wis. Administrative Code.

In 2013 the Wis. Administrative Code was rewritten and changes were made in code sequencing and separation distances. As a result there several areas in our existing Ordinance that are incorrect and should be made proper.

In addition, a new Municipal well was recently constructed for Marshfield. The city must obtain DNR approval prior to placing the new well into service. The approval letter, dated December 18, 2014, requires that the Wellhead Protection Plan Ordinance be updated to include information for the new well. The update must be completed within 3 months of the date on the approval letter and 3 copies of the updated Ordinance must be sent to the DNR for their records.

A copy of the DNR approval letter is attached.

State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
101 S. Webster Street  
Box 7921  
Madison WI 53707-7921

Scott Walker, Governor  
Cathy Stepp, Secretary  
Telephone 608-266-2621  
FAX 608-267-3579  
TTY Access via relay - 711



December 18, 2014

DEB HALL CLERK  
CITY OF MARSHFIELD  
PO BOX 727  
MARSHFIELD WI 54449

Project Number:  
PWSID#:  
DNR Region:  
County:

W-2014-0714  
77201652  
WCR  
WOOD

SUBJECT: WATER SYSTEM WELLHEAD PROTECTION PLAN APPROVAL

Dear Ms. Hall:

The Wisconsin Department of Natural Resources, Division of Water, Bureau of Drinking Water and Groundwater, is conditionally approving a Wellhead Protection Plan (WHPP) for new well No. 26. Information of sufficient detail to meet the requirements of s. NR 811.09 (3), Wis. Adm. Code, was submitted along with the WHPP.

**Water system name:** City of Marshfield Waterworks

**Date received:** 12/15/2014

**Consulting firm:** Leggette, Brashears & Graham, Inc., Madison

**Consultant:** Ted L. Powell, P.G.

**Regional DNR Contact:** Glenn Falkowski, Wausau, (715) 359-5284, [glenn.falkowski@wisconsin.gov](mailto:glenn.falkowski@wisconsin.gov)

**Project description:** A Wellhead Protection Plan (WHPP) was submitted for new well No. 26. The WHPP is hereby approved subject to the conditions below.

The WHPP included a copy of the City's existing Wellhead Protection Ordinance (WHPO). The Department has provided comments on necessary revisions to the WHPO. The revised WHPO must be formally adopted and three copies of the adopted revised ordinance forwarded to Norman Hahn of this Department within three months of the date of this letter.

**Variances being issued to Chapters NR 810 or NR 811, Wis. Adm. Code:** None.

**Approval conditions related to Chapters NR 810 and NR 811, Wis. Adm. Code:**

1. The revised Wellhead Protection Ordinance shall be formally adopted and three copies of the adopted revised ordinance forwarded to Norman Hahn of this Department within three months of the date of this letter. (s. NR811.12 (6) (i), Wis. Adm. Code)
2. Glenn Falkowski shall be notified upon completion of construction of all of the water system improvements so that he can inspect the improvements as he deems it necessary and so that he can approve placing new well No. 26 in service. (s. NR810.26 (1), Wis. Adm. Code)

**Approval conditions related to other Department requirements:** None.



**Approval constraints:** The project was reviewed in accordance with ss. 281.34 and 281.41, Wis. Stats. for compliance with Chapters NR 108, NR 810, NR 811 and NR 820, Wis. Adm. Code and is hereby approved in accordance with ss. 281.34 and 281.41, Wis. Stats., subject to the conditions listed above. This approval is valid for two years from the date of approval. If construction or installation of the improvements has not commenced within two years the approval shall become void and a new application must be made and approval obtained prior to commencing construction or installation.

This approval is based upon the representation that the plans submitted to the Department are complete and accurately represent the project being approved. Any approval of plans that do not fairly represent the project because they are incomplete, inaccurate or of insufficient scope and detail is voidable at the option of the Department.

Be advised that this project may require permits or approvals from other federal, state or local authorities. For example: a certificate of authority from the Public Service Commission of Wisconsin, under Wis. Stats. 196.49 and Wis. Adm. Code, ch. PSC 184, may be required.

**Appeal rights:** If you believe that you have a right to challenge this decision, you should know that the Wisconsin Statutes and administrative rules establish time periods within which requests to review Department decisions must be filed. To request a contested case hearing pursuant to s. 227.42, Wis. Stats., you have 30 days after the decision is mailed, or otherwise served by the Department, to serve a petition for hearing on the Secretary of the Department of Natural Resources. Requests for contested case hearings must be made in accordance with ch. NR 2, Wis. Adm. Code. Filing a request for a contested case hearing does not extend the 30 day period for filing a petition for judicial review. For judicial review of a decision pursuant to ss. 227.52 and 227.53, Wis. Stats., you must file your petition with the appropriate circuit court and serve the petition on the Department within 30 days after the decision is mailed. A petition for judicial review must name the Department of Natural Resources as the respondent.

STATE OF WISCONSIN  
DEPARTMENT OF NATURAL RESOURCES  
For the Secretary



Norman A. Hahn, Jr., P.E. (608-267-7661)  
Public Water Engineering Section  
Bureau of Drinking Water and Groundwater

cc: John Richmond - Marshfield Utilities (e-mail only)  
David Wasserburger - Water Superintendent, Marshfield Utilities (e-mail only)  
Ted Powell - Leggette, Brashears & Graham, Inc., Madison (e-mail only)  
Glenn Falkowski - DNR, Wausau (e-mail & WHPP)  
Mike Blodgett - DNR, Eau Claire (e-mail only)  
Dave Johnson - DNR, Madison, DG/5 (e-mail & WHPP)  
Mary E. Wagner - DNR, Madison, CF/2 (e-mail only)  
Jim Witthuhn - DNR, Madison, DG/5 (e-mail only)  
Peter Feneht - PSC, Madison (e-mail only)  
Norman Hahn - DNR, Madison, DG/5, Plan reviewer

## ORDINANCE NO. 1294

### **An Ordinance amending Section 18-94 of the City of Marshfield Municipal Code pertaining to the Wellhead Protection Overlay District.**

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

SECTION 1. Section 18-94 of the Marshfield Municipal Code is hereby amended to read as follows:

#### **Section 18-94: Wellhead Protection Overlay District**

- (1) Purpose and Authority
  - (a) Purpose. The residents of the City of Marshfield depend exclusively on groundwater for a safe drinking water supply. Certain land use practices and activities can seriously threaten or degrade groundwater quality. The purpose of this Wellhead Protection Overlay District is to institute land use regulations and restrictions to protect the City's municipal water supply and well fields, and to promote the public health, safety and general welfare of the residents of the City of Marshfield.
  - (b) Authority. Statutory authority to enact these regulations is established in Wis. Stat. s. 62.23(7)(c), which grants the City of Marshfield the authority to enact zoning regulations for the protection of groundwater resources.
- (2) Application of Regulations. The regulations specified in this Section shall apply to the incorporated areas of the City of Marshfield and extraterritorial areas of intergovernmental agreements that lie within the Wellhead Protection Area. The regulations of this Section are in addition to the requirements in the underlying zoning district. If there is a conflict between this Overlay District and the underlying zoning district, the more restrictive provision shall apply.
- (3) Definitions. As used in this section, the following terms shall have the following meanings:
  - (a) Existing Facilities. Current facilities and uses which may cause or threaten to cause environmental contamination within the Wellhead Protection Area. Existing facilities include but are not limited to the type listed in the Department of Natural Resources Form 3300-215, Public Water Supply Potential Contaminant Use Inventory.
  - (b) Well Field. A piece of land used primarily for the purpose of locating wells to supply a municipal water system.
  - (c) Wellhead Protection Area. Multiple areas lying both within and outside the incorporated areas of the City of Marshfield and within a 1,200-foot radius, or 5-year time of travel, whichever is greater, of each municipal well of the City of Marshfield.
- (4) District Boundaries. The Wellhead Protection Overlay District shall include the Wellhead Protection Area as defined in this Section. The location and boundaries of the District are set forth on the City of Marshfield Well Head Protection Areas Map, on file in the offices of the Marshfield Utilities Water Superintendent and Planning and Economic Development Department, electronically stored in the Marshfield Geographic Information System (GIS), and adopted herein by reference.
- (5) Separation Distance Requirements from contamination sources. The well shall be adequately separated from potential sources of contamination. Unless a hydrogeologic investigation indicates lesser separation distances would provide adequate protection of a well from contamination or department approved treatment is installed to address the potential contamination concerns. The following minimum Separation Distances, as specified in Section NR 811-16(4)(d), .12(5)(d), Wis. Adm. Code, shall be maintained in the Wellhead Protection Overlay District between the well and certain land uses and facilities as follows:

- ~~(a) 60 feet between the well and any storm sewer main.~~
  - ~~(b) 200 feet between the well and any sanitary sewer main, sanitary sewer manhole, lift station or single family residential fuel oil tank. A lesser separation distance may be allowed for sanitary sewer main where the sanitary sewer main is constructed of water main materials and joints and pressure tested in place to meet the then current American Water Works Association C600 specification. In no case may the separation distance between the well and any sanitary sewer be less than 60 feet.~~
  - ~~(c) 400 feet between the well and any septic tank or soil adsorption system receiving less than 8,000 gallons per day, a cemetery or storm water drainage pond.~~
  - ~~(d) 600 feet between the well and any gasoline or fuel oil storage tank installation that has received written approval from the Wisconsin Department of Commerce or its designated agent under s. Comm. 10.10.~~
  - ~~(e) 1,000 feet between the well and land application of municipal, commercial or industrial waste; the boundaries of a land spreading facility for spreading of petroleum contaminated soil regulated under Wisconsin Department of Natural Resources ch. NR 718 while that facility is in operation; industrial commercial or municipal waste water lagoons or storage structures; manure stacks or storage structures; and septic tanks or soil adsorption systems receiving 8,000 gallons per day or more.~~
  - ~~(f) 1,200 feet between the well and any solid waste storage, transportation, transfer, incineration, air curtain destructor, processing, wood burning, one time disposal or small demolition facility; sanitary landfill; any property with residual groundwater contamination that exceeds Wisconsin Department of Natural Resources ch. NR 140 enforcement standards that is shown on the department's geographic information system stem registry of closed remediation sites; coal storage area; salt or deicing material storage area; gasoline or fuel oil storage tank installations that have not received written approval from the Wisconsin Department of Commerce or its designated agent under s. Comm. 10.10; bulk fuel storage facilities; and pesticide or fertilizer handling or storage facilities.~~
- (a) Ten (10) feet between a well and an emergency or standby power system that is operated by the same facility which operates the well and that has a double wall above ground storage tank with continuous electronic interstitial leakage monitoring. These facilities shall meet the installation requirements of s. SPS 310.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. 310.110.
  - (b) Fifty (50) feet between a well and a storm sewer main or sanitary sewer main where the sanitary sewer main is constructed of water main class materials and joints. Gravity sanitary sewers shall be successfully air pressure tested in place. The air pressure test shall meet or exceed the requirements of the 4 psi low pressure air test for plastic gravity sewer lines found in the latest edition of Standard Specifications for Sewer & Water Construction in Wisconsin. Force mains shall be successfully pressure tested with water to meet the AWWA C600 pressure and leakage testing requirements for one hour at 124% of the pump shut-off head.
  - (c) Two hundred (200) feet between a well and any sanitary sewer main not constructed of water main class materials, sanitary sewer manhole, lift station, one or 2 family residential heating fuel oil underground storage tank or above ground storage tank or POWTS treatment tank or holding tank component and associated piping.
  - (d) Three hundred (300) feet between a well and any farm underground storage tank system or other underground storage tank system with double wall and with electronic interstitial monitoring for the system, which means the tank and any piping connected to it. These installations shall meet the most restrictive installation requirements of s. SPS 310.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. SPS 310.110. These requirements apply to tanks containing gasoline, diesel, bio-diesel,

ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances.

- (e) Three hundred (300) feet between a well and any farm above ground storage tank with double wall, or single wall tank with other secondary containment and under a canopy; other above ground storage than system with double wall, or single wall tank with secondary containment and under a canopy and with electronic interstitial monitoring for a double wall tank or electronic leakage monitoring for a single wall tank secondary containment structure. These installations shall meet the most restrictive installation requirements of s. SPS 310.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. SPS 310.110. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances.
- (f) Four hundred (400) feet between a well and a POWTS dispersal component with a design capacity of less than 12,000 gallons per day, a cemetery or a storm water retention or detention pond.
- (g) Six hundred (600) feet between a well and any farm underground storage tank system or other underground storage tank system with double wall and with electronic interstitial monitoring for the system, which means the tank and any piping connected to it; any farm above ground storage tank with a double wall, or single wall tank with other secondary containment and under a canopy or other above ground storage tank system with double wall, or single wall tank with secondary containment and under a canopy; and with electronic interstitial monitoring for a double wall tank or electronic leakage monitoring for a single wall tank secondary containment structure. These installations shall meet the most restrictive installation requirements of s. SPS 310.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. SPS 310.110. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances.
- (h) One thousand (1,000) feet between a well and land application of municipal, commercial, or industrial waste; the boundaries of a landspreading facility for spreading of petroleum-contaminated soil regulated under ch NR 718 while that facility is in operation; agricultural, industrial, commercial or municipal waste water treatment plant treatment units, lagoons, or storage structures; or POWTS dispersal component with a design capacity of 12,000 gallons per day or more.
- (i) Twelve hundred (1,200) feet between a well and any solid waste storage, transportation, transfer, incineration, air curtain destructor, processing, wood burning, one time disposal or small demolition facility; sanitary landfill; any property with residual groundwater contamination that exceeds ch. NR 140 enforcement standards; coal storage area; salt or deicing material storage area; any single wall farm underground storage tank or single wall farm above ground storage tank or other single wall underground storage tank or above ground storage than that has or has not received written approval from the department of safety and professional services or its designated Local Program Operator under s. SPS 310.110 for a single wall tank installation. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances; and bulk pesticide or fertilizer handling storage facilities.

(6) Administration.

- (a) Applications. Requests for approval to undertake development in the Overlay District are subject to procedures outlined in Article X and shall be submitted in writing to the City of Marshfield Zoning Administrator. The Zoning Administrator shall determine if the proposed use is located

within the Wellhead Protection Overlay and render a determination on use and decision on the permit.

- (b) Classification of Use. In case of a question as to the classification of a proposed use by the Zoning Administrator, the application shall be forwarded to the City of Marshfield Utilities Commission. The Commission may require additional information as deemed necessary for a determination. The Utility shall determine the use as being permitted or prohibited according to the Separation Distances set forth in this Section. The determination of the City of Marshfield Utilities Commission shall be rendered in writing within 60 days of any request for approval, provided however, that this 60 day period of limitation may be extended by the City of Marshfield Utilities Commission for “good cause,” as determined in the sole and absolute discretion of the City of Marshfield Utilities Commission.
- (7) Appeals. Appeals of Decision to this Section to the Zoning Board of Appeals shall be taken pursuant to procedures outlined in Section 18-170.
- (8) Nonconforming Structures and Uses. The existing use of the land, structure or building or its accessory use which is not in conformity with the provisions of this section may be continued subject to the following:
- (a) No modifications or additions to a nonconforming structure or use shall be permitted unless they are made in conformity with the provisions of this section. For the purposes of this section, the words “modification” and “addition” shall include, but not be limited to, any alteration, addition, modification, rebuilding or replacement of any such existing structure or accessory use.
  - (b) Ordinary maintenance repairs are not considered structural repairs, modifications or additions (ordinary maintenance repairs include internal and external painting, decorating, paneling and the replacement of doors, windows and other nonstructural components).
  - (c) If a nonconforming use is discontinued for 12 consecutive months, any future use of that lands structure or building shall conform to the appropriate provisions of this ordinance.
- (9) Requirements for Existing Facilities within Wellhead Protection Areas.
- (a) Owners shall provide copies of all federal, state and local facility operation approvals or certificates and on-going environmental monitoring results to the Marshfield Water Utility.
  - (b) Owners shall provide additional environmental or safety structure/monitoring as deemed necessary by the Marshfield Water Utility, which may include (but is not limited to) storm water runoff management and monitoring.
  - (c) Owners shall replace equipment or expand in a manner that improves the existing environmental and safety technologies already in existence.
  - (d) Owners shall have the responsibility of devising and filing a method approved by the Water Utility for the immediate notification of Marshfield Water Utility officials in the event of an emergency.
  - (e) In the event of any release of any contaminants which endanger any well, the activity causing said release shall immediately cease and a cleanup by the owner, satisfactory to the Marshfield Water Utility shall occur.
  - (e)(f) The City will monitor and keep informed of spills or releases and other identified potential contaminant sources within the Well Head Protection and Recharge areas. If spills or other releases are detected, the City will notify and work with the responsible government agencies such as WDNR and Wood and Marathon County’s Emergency Management Departments, as applicable, to achieve investigation and cleanup of spills and releases or other contaminant sources deemed a threat to the shallow sand and gravel aquifer.

(g) The owner shall be responsible for all costs of cleanup, including Marshfield Water Utility consultant and inspection fees at the invoice amount, plus administrative costs for oversight, review and documentation.

(10) Enforcement and Penalties.

(a) It shall be unlawful to construct or use any structure, land or water in violation of any of the provisions of this Section. In case of any violation, the City of Marshfield may institute appropriate action or proceedings to enjoin a violation of this ordinance.

(b) Any person, firm or corporation who fails to comply with the provisions of this ordinance shall, upon conviction thereof, be subject to a penalty as provided in Section 1-05 of the Municipal Code.

(ORD 1240, 11/13/12)

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

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

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

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

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

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

ATTEST: \_\_\_\_\_

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

Deb M. Hall, City Clerk

## ORDINANCE NO. 1294

### **An Ordinance amending Section 18-94 of the City of Marshfield Municipal Code pertaining to the Wellhead Protection Overlay District.**

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

SECTION 1. Section 18-94 of the Marshfield Municipal Code is hereby amended to read as follows:

#### **Section 18-94: Wellhead Protection Overlay District**

- (1) Purpose and Authority
  - (a) Purpose. The residents of the City of Marshfield depend exclusively on groundwater for a safe drinking water supply. Certain land use practices and activities can seriously threaten or degrade groundwater quality. The purpose of this Wellhead Protection Overlay District is to institute land use regulations and restrictions to protect the City's municipal water supply and well fields, and to promote the public health, safety and general welfare of the residents of the City of Marshfield.
  - (b) Authority. Statutory authority to enact these regulations is established in Wis. Stat. s. 62.23(7)(c), which grants the City of Marshfield the authority to enact zoning regulations for the protection of groundwater resources.
- (2) Application of Regulations. The regulations specified in this Section shall apply to the incorporated areas of the City of Marshfield and extraterritorial areas of intergovernmental agreements that lie within the Wellhead Protection Area. The regulations of this Section are in addition to the requirements in the underlying zoning district. If there is a conflict between this Overlay District and the underlying zoning district, the more restrictive provision shall apply.
- (3) Definitions. As used in this section, the following terms shall have the following meanings:
  - (a) Existing Facilities. Current facilities and uses which may cause or threaten to cause environmental contamination within the Wellhead Protection Area. Existing facilities include but are not limited to the type listed in the Department of Natural Resources Form 3300-215, Public Water Supply Potential Contaminant Use Inventory.
  - (b) Well Field. A piece of land used primarily for the purpose of locating wells to supply a municipal water system.
  - (c) Wellhead Protection Area. Multiple areas lying both within and outside the incorporated areas of the City of Marshfield and within a 1,200-foot radius, or 5-year time of travel, whichever is greater, of each municipal well of the City of Marshfield.
- (4) District Boundaries. The Wellhead Protection Overlay District shall include the Wellhead Protection Area as defined in this Section. The location and boundaries of the District are set forth on the City of Marshfield Well Head Protection Areas Map, on file in the offices of the Marshfield Utilities Water Superintendent and Planning and Economic Development Department, electronically stored in the Marshfield Geographic Information System (GIS), and adopted herein by reference.
- (5) Separation Distance Requirements from contamination sources. The well shall be adequately separated from potential sources of contamination. Unless a hydrogeologic investigation indicates lesser separation distances would provide adequate protection of a well from contamination or department approved treatment is installed to address the potential contamination concerns. The following minimum Separation Distances, as specified in Section NR 811.12(5)(d), Wis. Adm. Code, shall be maintained in the Wellhead Protection Overlay District between the well and certain land uses and facilities as follows:

- (a) Ten (10) feet between a well and an emergency or standby power system that is operated by the same facility which operates the well and that has a double wall above ground storage tank with continuous electronic interstitial leakage monitoring. These facilities shall meet the installation requirements of s. SPS 310.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. 310.110.
- (b) Fifty (50) feet between a well and a storm sewer main or sanitary sewer main where the sanitary sewer main is constructed of water main class materials and joints. Gravity sanitary sewers shall be successfully air pressure tested in place. The air pressure test shall meet or exceed the requirements of the 4 psi low pressure air test for plastic gravity sewer lines found in the latest edition of Standard Specifications for Sewer & Water Construction in Wisconsin. Force mains shall be successfully pressure tested with water to meet the AWWA C600 pressure and leakage testing requirements for one hour at 124% of the pump shut-off head.
- (c) Two hundred (200) feet between a well and any sanitary sewer main not constructed of water main class materials, sanitary sewer manhole, lift station, one or 2 family residential heating fuel oil underground storage tank or above ground storage tank or POWTS treatment tank or holding tank component and associated piping.
- (d) Three hundred (300) feet between a well and any farm underground storage tank system or other underground storage tank system with double wall and with electronic interstitial monitoring for the system, which means the tank and any piping connected to it. These installations shall meet the most restrictive installation requirements of s. SPS 310.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. SPS 310.110. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances.
- (e) Three hundred (300) feet between a well and any farm above ground storage tank with double wall, or single wall tank with other secondary containment and under a canopy; other above ground storage tank system with double wall, or single wall tank with secondary containment and under a canopy and with electronic interstitial monitoring for a double wall tank or electronic leakage monitoring for a single wall tank secondary containment structure. These installations shall meet the most restrictive installation requirements of s. SPS 310.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. SPS 310.110. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances.
- (f) Four hundred (400) feet between a well and a POWTS dispersal component with a design capacity of less than 12,000 gallons per day, a cemetery or a storm water retention or detention pond.
- (g) Six hundred (600) feet between a well and any farm underground storage tank system or other underground storage tank system with double wall and with electronic interstitial monitoring for the system, which means the tank and any piping connected to it; any farm above ground storage tank with a double wall, or single wall tank with other secondary containment and under a canopy or other above ground storage tank system with double wall, or single wall tank with secondary containment and under a canopy; and with electronic interstitial monitoring for a double wall tank or electronic leakage monitoring for a single wall tank secondary containment structure. These installations shall meet the most restrictive installation requirements of s. SPS 310.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. SPS 310.110. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances.

- (h) One thousand (1,000) feet between a well and land application of municipal, commercial, or industrial waste; the boundaries of a landspreading facility for spreading of petroleum-contaminated soil regulated under ch NR 718 while that facility is in operation; agricultural, industrial, commercial or municipal waste water treatment plant treatment units, lagoons, or storage structures; or POWTS dispersal component with a design capacity of 12,000 gallons per day or more.
  - (i) Twelve hundred (1,200) feet between a well and any solid waste storage, transportation, transfer, incineration, air curtain destructor, processing, wood burning, one time disposal or small demolition facility; sanitary landfill; any property with residual groundwater contamination that exceeds ch. NR 140 enforcement standards; coal storage area; salt or deicing material storage area; any single wall farm underground storage tank or single wall farm above ground storage tank or other single wall underground storage tank or above ground storage tank that has or has not received written approval from the department of safety and professional services or its designated Local Program Operator under s. SPS 310.110 for a single wall tank installation. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances; and bulk pesticide or fertilizer handling storage facilities.
- (6) Administration.
- (a) Applications. Requests for approval to undertake development in the Overlay District are subject to procedures outlined in Article X and shall be submitted in writing to the City of Marshfield Zoning Administrator. The Zoning Administrator shall determine if the proposed use is located within the Wellhead Protection Overlay and render a determination on use and decision on the permit.
  - (b) Classification of Use. In case of a question as to the classification of a proposed use by the Zoning Administrator, the application shall be forwarded to the City of Marshfield Utilities Commission. The Commission may require additional information as deemed necessary for a determination. The Utility shall determine the use as being permitted or prohibited according to the Separation Distances set forth in this Section. The determination of the City of Marshfield Utilities Commission shall be rendered in writing within 60 days of any request for approval, provided however, that this 60 day period of limitation may be extended by the City of Marshfield Utilities Commission for “good cause,” as determined in the sole and absolute discretion of the City of Marshfield Utilities Commission.
- (7) Appeals. Appeals of Decision to this Section to the Zoning Board of Appeals shall be taken pursuant to procedures outlined in Section 18-170.
- (8) Nonconforming Structures and Uses. The existing use of the land, structure or building or its accessory use which is not in conformity with the provisions of this section may be continued subject to the following:
- (a) No modifications or additions to a nonconforming structure or use shall be permitted unless they are made in conformity with the provisions of this section. For the purposes of this section, the words “modification” and “addition” shall include, but not be limited to, any alteration, addition, modification, rebuilding or replacement of any such existing structure or accessory use.
  - (b) Ordinary maintenance repairs are not considered structural repairs, modifications or additions (ordinary maintenance repairs include internal and external painting, decorating, paneling and the replacement of doors, windows and other nonstructural components).
  - (c) If a nonconforming use is discontinued for 12 consecutive months, any future use of that lands structure or building shall conform to the appropriate provisions of this ordinance.
- (9) Requirements for Existing Facilities within Wellhead Protection Areas.

- (a) Owners shall provide copies of all federal, state and local facility operation approvals or certificates and on-going environmental monitoring results to the Marshfield Water Utility.
  - (b) Owners shall provide additional environmental or safety structure/monitoring as deemed necessary by the Marshfield Water Utility, which may include (but is not limited to) storm water runoff management and monitoring.
  - (c) Owners shall replace equipment or expand in a manner that improves the existing environmental and safety technologies already in existence.
  - (d) Owners shall have the responsibility of devising and filing a method approved by the Water Utility for the immediate notification of Marshfield Water Utility officials in the event of an emergency.
  - (e) In the event of any release of any contaminants which endanger any well, the activity causing said release shall immediately cease and a cleanup by the owner, satisfactory to the Marshfield Water Utility shall occur.
  - (f) The City will monitor and keep informed of spills or releases and other identified potential contaminant sources within the Well Head Protection and Recharge areas. If spills or other releases are detected, the City will notify and work with the responsible government agencies such as WDNR and Wood and Marathon County's Emergency Management Departments, as applicable, to achieve investigation and cleanup of spills and releases or other contaminant sources deemed a threat to the shallow sand and gravel aquifer.
  - (g) The owner shall be responsible for all costs of cleanup, including Marshfield Water Utility consultant and inspection fees at the invoice amount, plus administrative costs for oversight, review and documentation.
- (10) Enforcement and Penalties.
- (a) It shall be unlawful to construct or use any structure, land or water in violation of any of the provisions of this Section. In case of any violation, the City of Marshfield may institute appropriate action or proceedings to enjoin a violation of this ordinance.
  - (b) Any person, firm or corporation who fails to comply with the provisions of this ordinance shall, upon conviction thereof, be subject to a penalty as provided in Section 1-05 of the Municipal Code.

(ORD 1240, 11/13/12)

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

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

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

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

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

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

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

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



# City of Marshfield Memorandum

---

TO: Mayor Meyer & Common Council  
FROM: Josh Miller, Planner/Zoning Administrator  
DATE: February 24, 2015

RE: First Reading – Ordinance No. 1295 Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-12, pertaining to the definition of “Gross Floor Area”, Section 18-114 pertaining to the standards for a Group and Large Development, and Section 18-161 pertaining to the procedures for a Conditional Use Permit. The amendment is being proposed in an effort to clarify the regulations and allow more administrative approval for minor amendments. Presenter: Josh Miller, City Planner.

## **Background**

Since the adoption of the latest zoning code, two years ago, staff has been making notes on areas of the code that could be improved. Often, the changes are identified when applications come in on a frequent basis for similar requests. A request we get a lot is the ability to slightly modify the site plan of a Conditional Use Permit and Group Development. Many cases, the changes are minor and staff feels that such changes may be better addressed administratively by staff, rather than come back to the Plan Commission for a new public hearing.

In addition, there are some inconsistencies and lack of flexibility in the Plan Commission’s approval in the Group Development section. Staff is proposing to correct them as part of this amendment.

## **Analysis**

The following is a list of proposed changes to the zoning code to:

- The definition of Gross Floor Area would be amended to exclude unfinished basements or penthouses when used for storage or mechanical purposes. This will help to clarify how to calculate the size of a development for the purposes of defining Group Developments and determining the minimum required parking for a project.
- Large Development is now defined as: Any new nonresidential development or additions to an existing structure on which the new gross

- floor area exceeds 50,000 square feet. Existing structures or previous additions are not counted towards the new gross floor area.
- The exceptions listed below were added so they are not considered part of a Group Development. These were already listed in Section 18-52 as allowable exceptions to the limitation of only one principal structure per lot. For consistency, we added the same exceptions to the Group Development section.
    - Industrial Land Uses (see Section 18-59).
    - Storage Land Uses (see Section 18-60).
    - Accessory Structures
    - Temporary Structures.
    - Mobile Home Parks.
    - We also added these two land uses for a practical standpoint:
      - Small Scale Public Services and Utilities (see Section 18-57).
      - Telecommunication Land Uses (see Section 18-62).
  - Amendments to Group and Large Developments shall comply with the amendments to the Conditional Use Permit standards.
  - Standards to Group and Large Developments may be granted exceptions by the Plan Commission through the Conditional Use Permit process. This gives the Plan Commission more flexibility for approvals.
  - The General Layout and divisibility section was removed. The Group Development was to allow projects that were intended to remain in a group long-term, regardless of future divisibility.
  - Proposing to remove the requirement that justification is needed to allow a 25% increase over the minimum required parking. The Plan Commission already has the ability to restrict parking if deemed too excessive.
  - Proposing to remove the requirement that only 75% of the parking spaces can be placed between the building and primary street frontage. Again, the Plan Commission is already reviewing the parking and could make that a conditional upon approval, so it is unnecessary to include in the zoning code.
  - Proposed to remove the vacation of existing building section.
  - Changes the review and action by the Common Council procedures from requiring a new hearing if the Common Council makes significant changes to the proposal to:
    - If the Common Council fails to make a decision within 90 days of the public hearing, the application shall be considered approved, unless an extension is granted in writing by both Applicant and the City.
  - Amendments to a Conditional Use Permit will be as follows:
    - Amendments. Modification, alteration, or expansion of a previously approved conditional use shall require a public hearing, review by Plan Commission, and approval by the Common Council unless otherwise stated within the Chapter. . The following are exempt from this requirement:

- A modification, alteration, or expansion which has been approved as part of a prior valid conditional use permit does not require a new conditional use approval.
- Minor amendments to the site plan, such as small additions to structures and parking areas that are 1,200 square feet or less, new accessory structures that are 1,200 square feet or less, moving the location of structures or parking areas a short distance and changes to the outdoor display areas, outdoor storage areas and uses, and landscape or lighting plan, may be approved administratively, provided the conditions of the Conditional Use Permit, regulations for design and performance standards, and the bulk regulations for the underlying zoning district are met. If the changes are determined to be significant or have the potential to adversely impact adjacent properties, the Zoning Administrator may require the Conditional Use Permit to be amended following the procedures of Section 18-161.
- The Zoning Administrator will be able to approve changes to the Outdoor Display Areas, Outdoor Storage Areas and Uses, Landscaping, Lighting, and Signage, for a Conditional Use Permit (including Group or Large Developments), provided they still meet the provisions in the Zoning Code. If conditions are placed on any of the above as part of the Conditional Use Permit approval, the Zoning Administrator would not be able to allow changes. If the Zoning Administrator felt the changes were significant or had the potential to impact adjacent properties, he could require the changes be reviewed by the Plan Commission.
- Cleaned up the Formerly Approved Conditional Uses section to state the following:
  - A use now regulated as a conditional use which was approved as a legal land use, either permitted by right or as a conditional use, prior to the effective date of this Chapter, shall be considered as a legal, conforming land use so long as the previously approved conditions of use and previously approved site plan are followed. Any modification of the previously approved conditions of use or site plan shall require application and City consideration be reviewed under this Section.

### **Plan Commission Recommendation**

A public hearing will be held on February 17, 2015 where no comments were made. The Plan Commission recommended approving the proposed ordinance as presented.

## **Council Options**

The Common Council can take the following actions:

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

## **Recommendation**

None at this time unless the rules are suspended; final action will be requested after the second reading scheduled for the March 10, 2015 Common Council meeting.

## **Attachments**

1. Redline Ordinance 1295
2. Ordinance 1295

Concurrence:



---

Jason Angell  
Planning and Economic Development Director



---

Steve Barg  
City Administrator

## ORDINANCE NO. 1295

### **An Ordinance amending Section 18-12, 18-114, 18-161 of the City of Marshfield Municipal Code pertaining to the definition of gross floor area, and standards for Group and Large Development and Conditional Use Permit approvals.**

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

SECTION 1. Section 18-12 of the Marshfield Municipal Code is hereby amended to include the following changes to the definition of Gross floor area:

Gross floor area: The total floor area on all levels of a building, but does not include unfinished basements or penthouses when used for storage or mechanical purposes.

SECTION 2. Section 18-114 of the Marshfield Municipal Code is hereby amended to read as follows:

- (1) Purpose. The purpose of this section is to establish standards that ensure group developments and large developments are properly located and are compatible with the surrounding area and the overall community character of the City of Marshfield.
- (2) Definitions.
  - (a) Group Development. Any development located on one lot and comprised of any single instance or any combination of the following development types:
    1. One or more principal multi-family residential buildings with 9 ~~to 24 or greater~~ or more residential units on the same lot.
    2. Two or more principal structures on the same lot, whether currently serving a single use or more than one use.
    3. Any addition of principal buildings that increases the total number of principal structures on the same lot to two or more.
  - (b) Large Development. ~~Any new development containing any single structure or combination of structures on one or more contiguous lots or building sites on which the total combined gross floor area of all new development exceeds 50,000 square feet of gross floor area. Does not include new additions less than 50,000 square feet, or basements and penthouses when used primarily for storage and mechanical equipment. Any new nonresidential development or additions to an existing principal structure on which the new gross floor area exceeds 50,000 square feet. Existing principal structures or previous additions are not counted towards the new gross floor area.~~
- (3) Common Examples.
  - (a) Common examples of group developments include apartment or condominium complexes with 9 ~~to 24 or more~~ total units, commercial centers, shopping centers, and office centers where there are two or more principal buildings. Planned Developments are *not* considered group developments.
  - (b) Common examples of developments ~~that are both group developments and of~~ large developments include multi-tenant, nonresidential buildings that are in excess of 50,000 gross square feet, ~~and any multi-building developments in which the combined total of all structures on a site, regardless of diverse ownership, use, or tenancy, combine to exceed 50,000 gross square feet.~~

- (4) Exceptions to Group Developments. The following situations are exempt from the group development requirements of this Section.
- (a) Structures within City parks.
  - (b) Development in the Campus Development District.
  - (c) Development in the Planned Development District.
  - (d) Industrial Land Uses (see Section 18-59).
  - (e) Storage Land Uses (see Section 18-60).
  - (f) Accessory Structures
  - (g) Temporary Structures.
  - (h) Mobile Home Parks.
  - (i) Structures in Public Parks.
  - (j) Small Scale Public Services and Utilities (see Section 18-57).
  - ~~(k)~~ Telecommunication Land Uses (see Section 18-62).
  - ~~(l)~~ Nonresidential buildings where it can be demonstrated to the satisfaction of the Zoning Administrator that any principal building can be subsequently detached with a lot and yards conforming to the requirements of this Chapter.
- (5) Review and Approval.
- (a) All new group developments and large developments require a conditional use permit (see Section 18-161 for review and approval procedure) regardless of whether individual use(s) within the development are permitted by right within the applicable district, ~~except where such developments are approved as Planned Developments per Section 18-167 or with an approved conditional use permit.~~
  - (b) Any land use that is either a permitted by right land use or a use allowed by conditional use permit within the applicable zoning district may be included within a group development and/or large development.
  - (c) Land uses permitted by right in the applicable zoning district shall be permitted by right within an approved group and/or large development, subject to the provisions of this section, unless otherwise restricted by the conditions of approval imposed during the conditional use approval for the group development and/or large development as a whole.
  - (d) Land uses allowed by conditional use permit within the applicable zoning district shall be allowed within the group development and/or large development only with conditional use approval for that land use category ~~such outdoor dining or a drive-through~~. The consideration of the conditional use for the group development and/or large development may occur in conjunction with the review for additional conditional land uses.
  - (e) The detailed land use regulations in Article III that pertain to each proposed land uses shall also apply within a group development and/or large development, as will all other applicable provisions of this Chapter.
- (6) Changes to ~~an Approved~~ Group and/or Large Development.
- (a) Amendments to an approved Large Development. Following initial issuance of a conditional use permit ~~of a for the group development and/or large development~~, the subsequent ~~addition of structures~~, additions to structures, and expansions of parking or storage areas ~~in the group development and/or large development shall require an amendment to the approved conditional use permit regardless of individual land use(s).~~ shall comply with Section 18-161(15).
  - ~~(a)~~ (b) Amendmets to an existing Group Development. Any subsequent addition of structures, additions to structures, increase in the number of units, and expansions of parking or storage

areas to an existing development, that meets the definition of group development in Section 18-114(2)(a), shall comply with Section 18-161(15).

~~(b)~~(c) Changes to individual land uses within a group development and/or large development listed as permitted by right uses within the applicable zoning district are allowed without amendment to the group development and/or large development conditional use permit, unless said conditional use permit placed restrictions on change of use.

~~(e)~~(d) Changes to individual land uses within a group development and/or large development listed as conditional uses within the applicable zoning district may be allowed only by amendment to the conditional use permit, regardless of whether said use entails modifications to the building and/or site layout in the group development and/or large development.

(7) Standards Applicable to All Group Developments and to All Large Developments.

(a) All land uses and development shall comply with the applicable requirements of this Chapter, including, but not limited to, density, intensity, bulk, setback, and building separation requirements; ~~building~~ Building and site design standards; landscaping and green space preservation requirements; access, parking, loading, and unloading requirements shall also comply with the requirements of this Chapter unless granted an exception through the issuance of a conditional use permit; ~~and signage requirements.~~

(b) All group developments and/or large developments shall be subject to the site plan review and approval process. The applicant shall demonstrate how the proposed development relates to each of the following criteria:

1. Complements the design and layout of nearby buildings and developments.
2. Enhances, rather than detracts from, the desired character of the City.

~~(8) General Layout and Future Divisibility. All development located within a group development and/or large development shall be located so as to comply with the intent of this Chapter regarding setbacks of structures and buildings from lot lines. As such, individual principal and accessory buildings and buildings located within group developments and/or large developments shall be situated within building envelopes that are in complete compliance with said intent. Said building envelopes shall be depicted on the site plan required for review of group developments and/or large developments. The use of this approach to designing group developments and/or large developments will facilitate the subdividing of group developments and/or large developments in the future (if such action is so desired).~~

~~(9) Roadway Connections.~~

~~(a) All nonresidential projects shall have direct access or through an easement to an arterial street or to a collector level street deemed appropriate by the City Engineer.~~

~~(10) Parking.~~

~~(a) Parking lot designs in which the number of spaces exceeds the minimum number of parking spaces required in Section 18-103 by 25 percent shall be allowed only with specific and reasonable justification.~~

~~(11)~~(8) Outdoor Display Areas. Exterior display areas shall be permitted ~~only~~ where clearly depicted on the approved site plan. ~~All exterior display areas shall be separated from motor vehicle routes by a physical barrier visible to drivers and pedestrians, and by a minimum of 10 feet. Display areas on building aprons must maintain a minimum walkway width of 10 feet between the display items and any vehicle drives.~~

~~(12)~~(9) Outdoor Storage Uses and Areas. Exterior storage structures or uses, including the parking or storage of vehicles, trailers, equipment, containers, crates, pallets, merchandise, materials, forklifts, trash,

recyclables, and all other items shall be permitted ~~only~~ where clearly depicted and labeled on the approved site plan.

~~(13)~~(10) Landscaping. Landscaping shall meet the standards in See Article VIII.

~~(14)~~(11) Lighting. On-site exterior lighting shall meet the standards in Section 18-104.

~~(15)~~(12) Signage. See Chapter 24 of the City of Marshfield Code of Ordinances for sign regulations.

~~(16)~~(13) Noise. Noise associated with activities at the site shall not create a nuisance to nearby properties.

~~(17)~~(14) Natural Resources Protection. Existing natural features shall be integrated into the site design as a site and community amenity. Maintenance of any storm water detention or conveyance features are solely borne by the developer/owner unless dedicated to and accepted by the City.

~~(18)~~(15) Additional Rules Applicable to All Group and Large Developments (per Section (2)~~(b)~~, above).

- (a) Compatibility Report. The City may require a written Compatibility Report siting adequate evidence that the proposed building and overall development project shall be compatible with the City's Comprehensive Plan and any detailed neighborhood or special area plan for the area. The Compatibility Report shall specifically address the following items:
  1. Traffic Impact Analysis. The City may require that a traffic impact analysis be completed in accordance with the most current revision of the Traffic Impact Analysis Guidelines published by the Wisconsin Department of Transportation. It shall be conducted by a third party agreed upon by both the applicant and City at the applicant's expense. Such Traffic Impact Analysis shall require the following components:
    - a. A demonstration that vehicle access shall be designed to accommodate peak on-site traffic volumes without disrupting traffic on public streets or impairing pedestrian safety. This shall be accomplished through adequate parking lot design and capacity; access drive entry throat length; design, location, and number of traffic control devices; and sidewalks.
    - b. Where the traffic impact analysis indicates that a project may cause off-site public roads, intersections, or interchanges to function below a level of service (LOS) C, the City may deny the application, require a size reduction in the proposed development, and/or require the developer to construct and/or pay for required off-site improvements to achieve a LOS C for a planning horizon of a minimum of 10 years assuming full build-out of the development.
    - c. The City has the option to require a trip generation study.
- (b) Economic and Fiscal Analysis. The City may require completion of an economic and fiscal impact analysis containing the following items:
  1. Estimate to what extent the proposed project would reduce the proposed market area's economic base by eliminating existing businesses.
  2. Compare and evaluate the projected costs and benefits to the community resulting from the project, including:
    - a. Projected costs arising from increased demand for and required improvements to public services and infrastructure.
    - b. Value of improvements to public services and infrastructure to be provided by the project.
    - c. Projected tax revenues to the City to be generated by the project in the first 5 years of business.
    - d. Projected impact of the project in the first 5 years on land values (both residential and nonresidential) and potential loss or increase in tax revenues to the City of Marshfield.

- (c) Building Placement and Site Layout. ~~Where buildings are proposed to be distant from a public street, as determined by the Plan Commission, the overall development design shall include smaller buildings on pads or out lots closer to the street.~~ Placement and orientation must facilitate appropriate land use transitions and appropriate traffic flow to adjoining roads and neighboring commercial areas and neighborhoods, and must forward community character objectives as described in the City's Comprehensive Plan.
- (d) The City may require that a detailed neighborhood plan be submitted and approved by the Plan Commission and Common Council. The detailed neighborhood plan shall be prepared for all areas within 1,500 feet of the subject property, as measured from the outer perimeter of the subject property or group of properties proposed for development, and any other nearby lands as determined by the Plan Commission to be part of the defined neighborhood. The developer is encouraged to hold neighborhood meetings with nearby property owners. The detailed neighborhood plan shall contain the following specific elements ~~at a scale of not less than 1" = 400'~~:
1. Land use with specific zoning districts and/or land uses.
  2. Transitional treatments such as berms and/or landscaping between areas with differing land uses or character.
  3. Complete transportation network, including pedestrian and bicycle facilities and transit routes and stops, where applicable.
  4. Conceptual stormwater management facilities.
  5. Proposed public facility sites, including parks, schools, conservation areas, public safety facilities and public utility facilities.
  6. Proposed community character themes, including building materials, landscaping, streetscaping, and signage.
  7. Demonstrate that the proposed detailed neighborhood plan is in harmony with the land use, multi-modal transportation, utility, stormwater management, community character provisions of the City's Comprehensive Plan.
- ~~(e) Building and Parking Placement. A maximum of 75 percent of all parking spaces located anywhere on the site shall be located between the primary street frontage right of way line and line of equal setback to the most distant front wall of the building. The remainder of parking on the site shall be set back a greater distance from this setback line to the sides, street sides, and rear of the building unless the applicant can demonstrate a hardship and is approved by the Plan Commission.~~
- ~~(f) Vacation of Existing Buildings in Large Developments.~~
- ~~1. Where any Large Development is vacated because the commercial use (sale of goods or merchandise at the building) conducted thereon is being relocated to a different building, the party shall be subject to the following provisions:
    - ~~a. The party that vacated the site shall not impose limits on the type of reuse of the vacated site through conditions of sale or lease.~~
    - ~~b. The development agreement for the new development at the new site shall include provisions therein whereby the developer of the new site commits to the requirements contained herein.~~~~
  - ~~2. Any building within a Large Development that is vacated for any reason shall be subject to the following provisions:
    - ~~a. The owner must file with the City a written statement as to the names, phone numbers, and addresses for all persons who are in control of the property and building.~~~~

~~b. The owner shall be required to meet the requirements defined below based on the amount of time the building remains vacant:~~

**Figure 18-114(a): Steps for Addressing Building Vacancy**

<del>Time Period Building is Vacant</del>	<del>Requirement</del>
<del>Within 1 Year of Vacancy</del>	<del>Install a fire department Access Box for annual fire inspection if the Fire Department determines it is necessary. Remove signage and sign structures.</del>
<del>Within 3 Years of Vacancy</del>	<del>City may require owner to paint the building a neutral color, if not already done.</del>
<del>Within 5 Years of Vacancy</del>	<del>City may require the removal of all hard surfaces, with the exception of the main driveway and fire lane around the building, restore the former hard surfaced areas with black dirt and grass, or any combination of the above.</del>

~~c. Within the first quarter of each year of vacancy, the owner shall provide the Zoning Administrator with a statement as to the condition of the building and prospects for removal or re-occupancy of the building(s).~~

~~d. At any time following vacancy, the City may utilize other enforcement options available to it to ensure property maintenance and upkeep of the building and site.~~

~~e. Temporary occupancy of the building(s) and/or the exterior grounds for a period of 365 consecutive days or less shall not be considered to remove the vacancy status of the building under this Section.~~

~~(g) Additional Requirements. All large developments are subject to the following additional requirements:~~

~~1. The developer shall enter into a development agreement with the City, which shall include the payment of all utilities including but not limited to stormwater, sanitary sewer, and street infrastructure. Off-site improvements may also be required as part of the development agreement.~~

~~2. All buildings located between the large building on the site and a public street shall be of architectural quality comparable to the primary structure, as determined by the Plan Commission.~~

(ORD 1240, 11/13/12)

**SECTION 3. Section 18-161 of the Marshfield Municipal Code is hereby amended to include the following:**

- (1) Purpose. The purpose of this Section is to provide regulations which govern the procedure and requirements for the review and approval, or denial, of proposed conditional uses.
- (2) Applicability. There are certain uses, which because of their unique characteristics make impractical the predetermination of permissibility. In these cases, specific standards, regulations, or conditions may be established.

- (3) Limited Conditional Use. Limited conditional uses are those in which the Common Council has found that any of the following should be of lesser permanence than regular conditional uses, and the duration or term of existence may be established until time certain or be limited to a future happening or event at which time the same shall terminate:
  - (a) Their particularly specialized nature.
  - (b) Their particular locations within a district.
  - (c) The peculiar unique relationships or needed compatibility of uses to involved individuals.
  - (d) Any other reason(s) the Common Council deems specially relevant and material to delimit the scope thereof.
- (4) Initiation of Request. Proceedings for approval of a conditional use may be initiated by an application of the owner(s) or authorized representative of the subject property.
- (5) Application. An application for a conditional use permit shall contain the following (digital files should be submitted rather than paper copies whenever possible, if applicable):
  - (a) A map of the subject property to scale depicting:
    1. All lands for which the conditional use is proposed and all other lands within 100 feet of the boundaries of the subject property.
    2. Names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Wood or Marathon County.
    3. Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
    4. All lot dimensions of the subject property.
    5. A graphic scale and a north arrow.
  - (b) Written description of the proposed conditional use including the type of activities, buildings, structures, and off-street parking proposed for the subject property and their general locations.
  - (c) A site plan of the subject property if proposed for development conforming to all requirements of Section 18-164. If the proposed conditional use is a group or large development (per Section 18-114), a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan.
  - (d) Written justification for the proposed conditional use, including evidence that the application is consistent with the Comprehensive Plan.
  - ~~(e) For Group and Large Development, a Transportation Demand Management (TDM) Plan meeting Wisconsin Department of Transportation requirements for content and format may be required by the City if deemed necessary by the City Engineer.~~
- (6) Review by Zoning Administrator.
  - (a) The Zoning Administrator shall determine whether the application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator shall notify the applicant.
  - (b) The Zoning Administrator may coordinate review with the City's Development Review Team.
  - (c) The Zoning Administrator shall review the complete application and evaluate whether the proposed amendment:
    1. Is in harmony with the recommendations of the Comprehensive Plan.
    2. Will result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public

property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future.

3. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
  4. The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.
  5. The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.
- (d) The Zoning Administrator shall prepare a written report addressing items (6)(c)1.-5. above, to be forwarded to the Plan Commission for the Commission's review and use in making its recommendation to the Common Council. If the Zoning Administrator determines that the proposal may be in conflict with the provisions of the Comprehensive Plan, the Zoning Administrator shall note this determination in the report.
- (7) Public Hearing. Within 50 days of filing of a complete application, the Plan Commission shall hold a public hearing in compliance with Section 18-158 to consider the request.
- (8) Review and Recommendation by the Plan Commission.
- (a) Within 60 days after the public hearing, the Plan Commission may make a written report to the Common Council, and/or may state in the minutes its recommendations regarding the application. Said report and/or minutes may include a formal finding of facts developed and approved by the Plan Commission concerning the requirements of Subsection (6)(c)1.-5. above.
  - (b) If the Plan Commission fails to make a report within 60 days after the filing of a complete application, the Common Council may hold a public hearing within 30 days after the expiration of said 60 day period. Failure to receive said written report from the Plan Commission shall not invalidate the proceedings or actions of the Common Council. If a public hearing is necessary, the Common Council shall provide notice per the requirements so Section 18-158.
- (9) Review and Action by Common Council.
- (a) The Common Council shall consider the recommendation of the Plan Commission regarding the proposed conditional use. The Common Council may request further information and/or additional reports from the Plan Commission, Zoning Administrator, applicant, and/or from any other source.
  - (b) The Common Council may take final action (by resolution) on the application at the time of its initial meeting or may continue the proceedings at applicant's request. The Common Council may approve the conditional use as originally proposed, may approve the proposed conditional use with modifications, or may deny approval of the proposed conditional use.
  - (c) ~~If the Common Council wishes to make significant changes in the proposed conditional use, as recommended by the Plan Commission, then the procedure set forth in Section 62.23(7)(d) of the Wisconsin Statutes shall be followed prior to Common Council action. If the Common Council fails to make a decision within 90 days of the public hearing, the application shall be considered approved, unless an extension is granted in writing by both Applicant and the City.~~
- (10) Effect of Denial. No application which has been denied (either wholly or in part) shall be resubmitted for a period of 12 months from the date of said order of denial, except on grounds of new evidence or proof of change of factors found valid by the Zoning Administrator.
- (11) Revocation of an Approved Conditional Use. Upon approval by the Common Council, the applicant must demonstrate that the proposed conditional use meets all general and specific conditional use

requirements in the site plan required for initiation of development activity on the subject property per Section 18-164. Once a conditional use is granted, no erosion control permit, site plan, certificate of occupancy, or building permit shall be issued for any development which does not comply with all requirements of this Chapter. Any conditional use found not to be in compliance with the terms of this Chapter shall be considered in violation of this Chapter and shall be subject to all applicable procedures and penalties. A conditional use may be revoked for such a violation by majority vote of the Common Council, following ~~the procedures outlined in Subsection (g), above~~ a public hearing and recommendation by the Plan Commission.

- (12) Time Limits on the Development of Conditional Use. Unless extended as a condition of approval, the start of construction of any and all conditional uses shall be initiated within 365 days of their approval by the Common Council and shall be operational within 730 days of said approval. Failure to initiate development within this period shall automatically constitute a revocation of the conditional use. For the purposes of this Section, “operational” shall be defined as the granting of a certificate of occupancy for the conditional use. Prior to such a revocation, the applicant may request an extension of this period. Said request shall require formal approval by the Common Council and shall be based upon a showing of acceptable justification (as determined by the Common Council). However, as a condition of approval, the 365 and/or 730 day time limits may be extended for any specific period including ~~not~~ time limit to accommodate phased or multi-stage development.
- (13) Discontinuing an Approved Conditional Use. Any and all conditional uses which have been discontinued for a period exceeding 365 days shall have their conditional use invalidated automatically. The burden of proof shall be on the property owner to conclusively demonstrate that the subject conditional use was operational during this period.
- (14) Change of Ownership. All requirements of the approved conditional use shall be continued regardless of ownership of the subject property; however, submittal of a plan of operation may be required prior to the change in ownership.
- (15) ~~Modification, Alteration, or Expansion~~ Amendments. Modification, alteration, or expansion of ~~any a previously approved conditional use shall require a public hearing, review by Plan Commission, and approval by the Common Council unless otherwise stated within the Chapter. without approval by the Common Council, shall be considered in violation of this Chapter and shall be grounds for revocation of said conditional use approval per Subsection (11), above. The following are exempt from this requirement:~~
  - (a) A modification, alteration, or expansion which has been approved as part of a prior valid conditional use permit does not require a new conditional use approval.
  - ~~(a)~~(b) Minor amendments to the site plan, such as small additions to structures and parking areas that are 1,200 square feet or less, new accessory structures that are 1,200 square feet or less, moving the location of structures or parking areas a short distance and changes to the outdoor display areas, outdoor storage areas and uses, and landscape or lighting plans, may be approved administratively, provided the conditions of the conditional use permit, regulations for design and performance standards, and the bulk regulations for the underlying zoning district are met. If the changes are determined to be significant or have the potential to adversely impact adjacent properties, the Zoning Administrator may require the conditional use permit to be amended following the procedures of Section 18-161.
- ~~(15)~~(16) Recording of Conditional Use Requirements. Except for conditional use approvals for temporary uses, a certified copy of the authorizing resolution, containing identifiable description and any specific requirements of approval, shall be recorded by the City with the Register of Deeds for the subject property.
- ~~(16)~~(17) Formerly Approved Conditional Uses. A use ~~now regulated as a conditional use~~ which was approved ~~as a legal land use, either permitted by right or~~ as a conditional use, prior to the effective date of this

Chapter, shall be considered as a legal, conforming land use ~~so long as the previously approved conditions of use and previously approved site plan are followed~~. Any modification of the previously approved conditions of use or site plan shall ~~require application and City consideration~~ be reviewed under ~~this~~ Section 18-161.

(ORD 1240, 11/13/12)

SECTION 4. 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 5. 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 6. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

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

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

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

ATTEST: \_\_\_\_\_

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

Deb M. Hall, City Clerk

## ORDINANCE NO. 1295

### **An Ordinance amending Section 18-12, 18-114, 18-161 of the City of Marshfield Municipal Code pertaining to the definition of gross floor area, and standards for Group and Large Development and Conditional Use Permit approvals.**

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

SECTION 1. Section 18-12 of the Marshfield Municipal Code is hereby amended to include the following changes to the definition of Gross floor area:

**Gross floor area:** The total floor area on all levels of a building, but does not include unfinished basements or penthouses when used for storage or mechanical purposes.

SECTION 2. Section 18-114 of the Marshfield Municipal Code is hereby amended to read as follows:

- (1) Purpose. The purpose of this section is to establish standards that ensure group developments and large developments are properly located and are compatible with the surrounding area and the overall community character of the City of Marshfield.
- (2) Definitions.
  - (a) Group Development. Any development located on one lot and comprised of any single instance or any combination of the following development types:
    1. One or more principal multi-family residential buildings with 9 or more residential units on the same lot.
    2. Two or more principal structures on the same lot, whether currently serving a single use or more than one use.
    3. Any addition of principal buildings that increases the total number of principal structures on the same lot to two or more.
  - (b) Large Development. Any new nonresidential development or additions to an existing principal structure on which the new gross floor area exceeds 50,000 square feet. Existing principal structures or previous additions are not counted towards the new gross floor area.
- (3) Common Examples.
  - (a) Common examples of group developments include apartment or condominium complexes with 9 or more total units, commercial centers, shopping centers, and office centers where there are two or more principal buildings. Planned Developments are *not* considered group developments.
  - (b) Common examples of developments of large developments include multi-tenant, nonresidential buildings that are in excess of 50,000 gross square feet.
- (4) Exceptions to Group Developments. The following situations are exempt from the group development requirements of this Section.
  - (a) Structures within City parks.
  - (b) Development in the Campus Development District.
  - (c) Development in the Planned Development District.
  - (d) Industrial Land Uses (see Section 18-59).
  - (e) Storage Land Uses (see Section 18-60).
  - (f) Accessory Structures

- (g) Temporary Structures.
  - (h) Mobile Home Parks.
  - (i) Structures in Public Parks.
  - (j) Small Scale Public Services and Utilities (see Section 18-57).\_
  - (k) Telecommunication Land Uses (see Section 18-62).
  - (l) Nonresidential buildings where it can be demonstrated to the satisfaction of the Zoning Administrator that any principal building can be subsequently detached with a lot and yards conforming to the requirements of this Chapter.
- (5) Review and Approval.
- (a) All new group and large developments require a conditional use permit (see Section 18-161 for review and approval procedure) regardless of whether individual use(s) within the development are permitted by right within the applicable district.
  - (b) Any land use that is either a permitted by right or a use allowed by conditional use permit within the applicable zoning district may be included within a group development and/or large development.
  - (c) Land uses permitted by right in the applicable zoning district shall be permitted by right within an approved group and/or large development, subject to the provisions of this section, unless otherwise restricted by the conditions of approval imposed during the conditional use approval for the group development and/or large development as a whole.
  - (d) Land uses allowed by conditional use permit within the applicable zoning district shall be allowed within the group development and/or large development only with conditional use approval for that land use category. The consideration of the conditional use for the group development and/or large development may occur in conjunction with the review for additional conditional land uses.
  - (e) The detailed land use regulations in Article III that pertain to each proposed land uses shall also apply within a group development and/or large development, as will all other applicable provisions of this Chapter.
- (6) Changes to Group and/or Large Development.
- (a) Amendments to an approved Large Development. Following initial issuance of a conditional use permit of a large development, the subsequent additions to structures, and expansions of parking or storage areas shall comply with Section 18-161(15).
  - (b) Amendments to an existing Group Development. Any subsequent addition of structures, additions to structures, increase in the number of units, and expansions of parking or storage areas to an existing development, that meets the definition of group development in Section 18-114(2)(a), shall comply with Section 18-161(15).
  - (c) Changes to individual land uses within a group development and/or large development listed as permitted by right uses within the applicable zoning district are allowed without amendment to the group development and/or large development conditional use permit, unless said conditional use permit placed restrictions on change of use.
  - (d) Changes to individual land uses within a group development and/or large development listed as conditional uses within the applicable zoning district may be allowed only by amendment to the conditional use permit, regardless of whether said use entails modifications to the building and/or site layout in the group development and/or large development.
- (7) Standards Applicable to All Group Developments and to All Large Developments.
- (a) All land uses and development shall comply with the applicable requirements of this Chapter, including, but not limited to, density, intensity, bulk, setback, and building separation

requirements. Building and site design standards; landscaping and green space preservation requirements; access, parking, loading, and unloading requirements shall also comply with the requirements of this Chapter unless granted an exception through the issuance of a conditional use permit.

- (b) All group developments and/or large developments shall be subject to the site plan review and approval process. The applicant shall demonstrate how the proposed development relates to each of the following criteria:
  - 1. Complements the design and layout of nearby buildings and developments.
  - 2. Enhances, rather than detracts from, the desired character of the City.
- (8) Outdoor Display Areas. Exterior display areas shall be permitted where clearly depicted on the approved site plan.
- (9) Outdoor Storage Uses and Areas. Exterior storage structures or uses, including the parking or storage of vehicles, trailers, equipment, containers, crates, pallets, merchandise, materials, forklifts, trash, recyclables, and all other items shall be permitted where clearly depicted and labeled on the approved site plan.
- (10) Landscaping. Landscaping shall meet the standards in See Article VIII.
- (11) Lighting. On-site exterior lighting shall meet the standards in Section 18-104.
- (12) Signage. See Chapter 24 of the City of Marshfield Code of Ordinances for sign regulations.
- (13) Noise. Noise associated with activities at the site shall not create a nuisance to nearby properties.
- (14) Natural Resources Protection. Existing natural features shall be integrated into the site design as a site and community amenity. Maintenance of any storm water detention or conveyance features are solely borne by the developer/owner unless dedicated to and accepted by the City.
- (15) Additional Rules Applicable to All Group and Large Developments (per Section (2), above).
  - (a) Compatibility Report. The City may require a written Compatibility Report siting adequate evidence that the proposed building and overall development project shall be compatible with the City's Comprehensive Plan and any detailed neighborhood or special area plan for the area. The Compatibility Report shall specifically address the following items:
    - 1. Traffic Impact Analysis. The City may require that a traffic impact analysis be completed in accordance with the most current revision of the Traffic Impact Analysis Guidelines published by the Wisconsin Department of Transportation. It shall be conducted by a third party agreed upon by both the applicant and City at the applicant's expense. Such Traffic Impact Analysis shall require the following components:
      - a. A demonstration that vehicle access shall be designed to accommodate peak on-site traffic volumes without disrupting traffic on public streets or impairing pedestrian safety. This shall be accomplished through adequate parking lot design and capacity; access drive entry throat length; design, location, and number of traffic control devices; and sidewalks.
      - b. Where the traffic impact analysis indicates that a project may cause off-site public roads, intersections, or interchanges to function below a level of service (LOS) C, the City may deny the application, require a size reduction in the proposed development, and/or require the developer to construct and/or pay for required off-site improvements to achieve a LOS C for a planning horizon of a minimum of 10 years assuming full build-out of the development.
      - c. The City has the option to require a trip generation study.

- (b) Economic and Fiscal Analysis. The City may require completion of an economic and fiscal impact analysis containing the following items:
  - 1. Estimate to what extent the proposed project would reduce the proposed market area's economic base by eliminating existing businesses.
  - 2. Compare and evaluate the projected costs and benefits to the community resulting from the project, including:
    - a. Projected costs arising from increased demand for and required improvements to public services and infrastructure.
    - b. Value of improvements to public services and infrastructure to be provided by the project.
    - c. Projected tax revenues to the City to be generated by the project in the first 5 years of business.
    - d. Projected impact of the project in the first 5 years on land values (both residential and nonresidential) and potential loss or increase in tax revenues to the City of Marshfield.
- (c) Building Placement and Site Layout. Placement and orientation must facilitate appropriate land use transitions and appropriate traffic flow to adjoining roads and neighboring commercial areas and neighborhoods, and must forward community character objectives as described in the City's Comprehensive Plan.
- (d) The City may require that a detailed neighborhood plan be submitted and approved by the Plan Commission and Common Council. The detailed neighborhood plan shall be prepared for all areas within 1,500 feet of the subject property, as measured from the outer perimeter of the subject property or group of properties proposed for development, and any other nearby lands as determined by the Plan Commission to be part of the defined neighborhood. The developer is encouraged to hold neighborhood meetings with nearby property owners. The detailed neighborhood plan shall contain the following specific elements:
  - 1. Land use with specific zoning districts and/or land uses.
  - 2. Transitional treatments such as berms and/or landscaping between areas with differing land uses or character.
  - 3. Complete transportation network, including pedestrian and bicycle facilities and transit routes and stops, where applicable.
  - 4. Conceptual stormwater management facilities.
  - 5. Proposed public facility sites, including parks, schools, conservation areas, public safety facilities and public utility facilities.
  - 6. Proposed community character themes, including building materials, landscaping, streetscaping, and signage.
  - 7. Demonstrate that the proposed detailed neighborhood plan is in harmony with the land use, multi-modal transportation, utility, stormwater management, community character provisions of the City's Comprehensive Plan.

(ORD 1240, 11/13/12)

SECTION 3. Section 18-161 of the Marshfield Municipal Code is hereby amended to include the following:

- (1) Purpose. The purpose of this Section is to provide regulations which govern the procedure and requirements for the review and approval, or denial, of proposed conditional uses.
- (2) Applicability. There are certain uses, which because of their unique characteristics make impractical the predetermination of permissibility. In these cases, specific standards, regulations, or conditions may be established.
- (3) Limited Conditional Use. Limited conditional uses are those in which the Common Council has found that any of the following should be of lesser permanence than regular conditional uses, and the duration or term of existence may be established until time certain or be limited to a future happening or event at which time the same shall terminate:
  - (a) Their particularly specialized nature.
  - (b) Their particular locations within a district.
  - (c) The peculiar unique relationships or needed compatibility of uses to involved individuals.
  - (d) Any other reason(s) the Common Council deems specially relevant and material to delimit the scope thereof.
- (4) Initiation of Request. Proceedings for approval of a conditional use may be initiated by an application of the owner(s) or authorized representative of the subject property.
- (5) Application. An application for a conditional use permit shall contain the following (digital files should be submitted rather than paper copies whenever possible, if applicable):
  - (a) A map of the subject property to scale depicting:
    1. All lands for which the conditional use is proposed and all other lands within 100 feet of the boundaries of the subject property.
    2. Names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Wood or Marathon County.
    3. Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
    4. All lot dimensions of the subject property.
    5. A graphic scale and a north arrow.
  - (b) Written description of the proposed conditional use including the type of activities, buildings, structures, and off-street parking proposed for the subject property and their general locations.
  - (c) A site plan of the subject property if proposed for development conforming to all requirements of Section 18-164. If the proposed conditional use is a group or large development (per Section 18-114), a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan.
  - (d) Written justification for the proposed conditional use, including evidence that the application is consistent with the Comprehensive Plan.
- (6) Review by Zoning Administrator.
  - (a) The Zoning Administrator shall determine whether the application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator shall notify the applicant.
  - (b) The Zoning Administrator may coordinate review with the City's Development Review Team.
  - (c) The Zoning Administrator shall review the complete application and evaluate whether the proposed amendment:
    1. Is in harmony with the recommendations of the Comprehensive Plan.

2. Will result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future.
  3. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
  4. The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.
  5. The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.
- (d) The Zoning Administrator shall prepare a written report addressing items (6)(c)1.-5. above, to be forwarded to the Plan Commission for the Commission's review and use in making its recommendation to the Common Council. If the Zoning Administrator determines that the proposal may be in conflict with the provisions of the Comprehensive Plan, the Zoning Administrator shall note this determination in the report.
- (7) Public Hearing. Within 50 days of filing of a complete application, the Plan Commission shall hold a public hearing in compliance with Section 18-158 to consider the request.
- (8) Review and Recommendation by the Plan Commission.
- (a) Within 60 days after the public hearing, the Plan Commission may make a written report to the Common Council, and/or may state in the minutes its recommendations regarding the application. Said report and/or minutes may include a formal finding of facts developed and approved by the Plan Commission concerning the requirements of Subsection (6)(c)1.-5. above.
  - (b) If the Plan Commission fails to make a report within 60 days after the filing of a complete application, the Common Council may hold a public hearing within 30 days after the expiration of said 60 day period. Failure to receive said written report from the Plan Commission shall not invalidate the proceedings or actions of the Common Council. If a public hearing is necessary, the Common Council shall provide notice per the requirements so Section 18-158.
- (9) Review and Action by Common Council.
- (a) The Common Council shall consider the recommendation of the Plan Commission regarding the proposed conditional use. The Common Council may request further information and/or additional reports from the Plan Commission, Zoning Administrator, applicant, and/or from any other source.
  - (b) The Common Council may take final action (by resolution) on the application at the time of its initial meeting or may continue the proceedings at applicant's request. The Common Council may approve the conditional use as originally proposed, may approve the proposed conditional use with modifications, or may deny approval of the proposed conditional use.
  - (c) If the Common Council fails to make a decision within 90 days of the public hearing, the application shall be considered approved, unless an extension is granted in writing by both Applicant and the City.
- (10) Effect of Denial. No application which has been denied (either wholly or in part) shall be resubmitted for a period of 12 months from the date of said order of denial, except on grounds of new evidence or proof of change of factors found valid by the Zoning Administrator.
- (11) Revocation of an Approved Conditional Use. Upon approval by the Common Council, the applicant must demonstrate that the proposed conditional use meets all general and specific conditional use

requirements in the site plan required for initiation of development activity on the subject property per Section 18-164. Once a conditional use is granted, no erosion control permit, site plan, certificate of occupancy, or building permit shall be issued for any development which does not comply with all requirements of this Chapter. Any conditional use found not to be in compliance with the terms of this Chapter shall be considered in violation of this Chapter and shall be subject to all applicable procedures and penalties. A conditional use may be revoked for such a violation by majority vote of the Common Council, following a public hearing and recommendation by the Plan Commission.

- (12) **Time Limits on the Development of Conditional Use.** Unless extended as a condition of approval, the start of construction of any and all conditional uses shall be initiated within 365 days of their approval by the Common Council and shall be operational within 730 days of said approval. Failure to initiate development within this period shall automatically constitute a revocation of the conditional use. For the purposes of this Section, “operational” shall be defined as the granting of a certificate of occupancy for the conditional use. Prior to such a revocation, the applicant may request an extension of this period. Said request shall require formal approval by the Common Council and shall be based upon a showing of acceptable justification (as determined by the Common Council). However, as a condition of approval, the 365 and/or 730 day time limits may be extended for any specific period including no time limit to accommodate phased or multi-stage development.
- (13) **Discontinuing an Approved Conditional Use.** Any and all conditional uses which have been discontinued for a period exceeding 365 days shall have their conditional use invalidated automatically. The burden of proof shall be on the property owner to conclusively demonstrate that the subject conditional use was operational during this period.
- (14) **Change of Ownership.** All requirements of the approved conditional use shall be continued regardless of ownership of the subject property; however, submittal of a plan of operation may be required prior to the change in ownership.
- (15) **Amendments.** Modification, alteration, or expansion of a previously approved conditional use shall require a public hearing, review by Plan Commission, and approval by the Common Council unless otherwise stated within the Chapter. The following are exempt from this requirement:
  - (a) A modification, alteration, or expansion which has been approved as part of a prior valid conditional use permit does not require a new conditional use approval.
  - (b) Minor amendments to the site plan, such as small additions to structures and parking areas that are 1,200 square feet or less, new accessory structures that are 1,200 square feet or less, moving the location of structures or parking areas a short distance and changes to the outdoor display areas, outdoor storage areas and uses, and landscape or lighting plans, may be approved administratively, provided the conditions of the conditional use permit, regulations for design and performance standards, and the bulk regulations for the underlying zoning district are met. If the changes are determined to be significant or have the potential to adversely impact adjacent properties, the Zoning Administrator may require the conditional use permit to be amended following the procedures of Section 18-161.
- (16) **Recording of Conditional Use Requirements.** Except for conditional use approvals for temporary uses, a certified copy of the authorizing resolution, containing identifiable description and any specific requirements of approval, shall be recorded by the City with the Register of Deeds for the subject property.
- (17) **Formerly Approved Conditional Uses.** A use which was approved as a conditional use, prior to the effective date of this Chapter, shall be considered as a legal, conforming land use. Any modification of the previously approved conditions of use or site plan shall be reviewed under Section 18-161.

(ORD 1240, 11/13/12)

SECTION 4. 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 5. 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 6. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

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

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

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

ATTEST: \_\_\_\_\_

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

Deb M. Hall, City Clerk



# City of Marshfield Memorandum

---

DATE: February 19, 2015  
TO: Mayor Meyer & City Council  
FROM: Steve Barg, City Administrator  
RE: Ordinance No. 1296 – assigning leases of City property to FBP Committee

## **Background**

On February 10<sup>th</sup>, the Council voted to assign the responsibility for review and approval of leases for City property to the FBP Committee, rather than the Board of Public Works. The attached ordinance has been prepared to codify this change.

## **Recommendation**

Staff recommends that the Council hold the first reading of Ordinance No. 1296, with no action taken until the March 10<sup>th</sup> Council meeting, when the second reading and adoption will be scheduled.

ORDINANCE NO. 1296

An Ordinance amending Section 3-66 of the City of Marshfield Municipal Code.

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

SECTION 1. Sec. 3-66(2) of the Marshfield Municipal Code is hereby amended to read as follows:

1. *Finance, budget and personnel committee.* This committee shall be composed of five alderpersons who are not also serving on the board of public works. The city clerk or designee shall serve as nonvoting secretary. This committee, or its designee, shall examine all bills against the city, except those bills over which some other body has lawful jurisdiction, and except those claims arising outside of the ordinary course of business operations of the city, but this committee shall recommend such bills for payment. The committee also shall supervise all debt issues; shall supervise all leases of City facilities between the city and other parties; shall supervise all insurance carried by the city; shall have general supervision of the employment and dismissal of all city employees subject to the recommendation of the departments concerned and the approval of the council; and shall have such other duties as may, from time to time, be designated by the council.

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

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

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

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

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

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

ATTEST: \_\_\_\_\_

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

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

ORDINANCE NO. 1296

An Ordinance amending Section 3-66 of the City of Marshfield Municipal Code.

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

SECTION 1. Sec. 3-66(2) of the Marshfield Municipal Code is hereby amended to read as follows:

1. *Finance, budget and personnel committee.* This committee shall be composed of five alderpersons who are not also serving on the board of public works. The city clerk or designee shall serve as nonvoting secretary. This committee, or its designee, shall examine all bills against the city, except those bills over which some other body has lawful jurisdiction, and except those claims arising outside of the ordinary course of business operations of the city, but this committee shall recommend such bills for payment. The committee also shall supervise all debt issues; shall supervise all leases of City facilities between the city and other parties; shall supervise all insurance carried by the city; shall have general supervision of the employment and dismissal of all city employees subject to the recommendation of the departments concerned and the approval of the council; and shall have such other duties as may, from time to time, be designated by the council.

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

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

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

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

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

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

ATTEST: \_\_\_\_\_

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

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

**RESOLUTION NO. 2015-03**

Document Title

Document Number

A Resolution vacating and discontinuing the 16-foot wide alley abutting Lots 1 through 9 of Block F of the Village (now City) Plat of Marshfield, abutting Lots 10 through 18 of Block F of the First Addition to the Village (now City) Plat of Marshfield, and abutting Wood County Certified Survey Map No. 4935; and removing from the Master Street Map, vacating and discontinuing that portion of East First Street lying west of the west line of South Cedar Avenue, located adjacent to Lot 10 and 12 of Block F of the First Addition to the Village (now City) Plat of Marshfield, and abutting Wood County Certified Survey Map No. 4935, all located in the SE ¼ of the NW ¼ of Section 8, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

**WHEREAS**, it is deemed that the public interest requires the vacation and discontinuance of those portions of the above described public ways in the City of Marshfield, Wood County, Wisconsin; and

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

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

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

That portion of the 16-foot wide alley from the north line of East 2<sup>nd</sup> Street to the south line of Veterans Parkway, abutting Lots 1 through 9 of Block F of the Village (now City) Plat of Marshfield, abutting Lots 10 through 18 of Block F of the First Addition to the Village (now City) Plat of Marshfield, and abutting Wood County Certified Survey Map No. 4935, all located in the SE ¼ of the NW ¼ of Section 8, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin; and that portion of East First Street lying west of the west line of South Cedar Avenue, abutting Lot 10 and 12 of Block F of the First Addition to the Village (now City) Plat of Marshfield and abutting Wood County Certified Survey Map No. 4935, all located in the SE ¼ of the NW ¼ of Section 8, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

**SECTION 2.** Vacation and discontinuance of said alley is subject to the following condition: None

**SECTION 3.** The title to this portion of the street and alley as so vacated and discontinued is hereby vested in the abutting property owners.

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

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

ADOPTED \_\_\_\_\_

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED \_\_\_\_\_

DEB M. HALL, City Clerk

Drafted by: City of Marshfield  
Engineering Division  
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, \_\_\_\_\_ County, Wisconsin  
My Commission Expires: \_\_\_\_\_

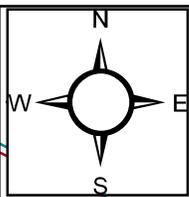
Recording Area

Name and Return Address

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

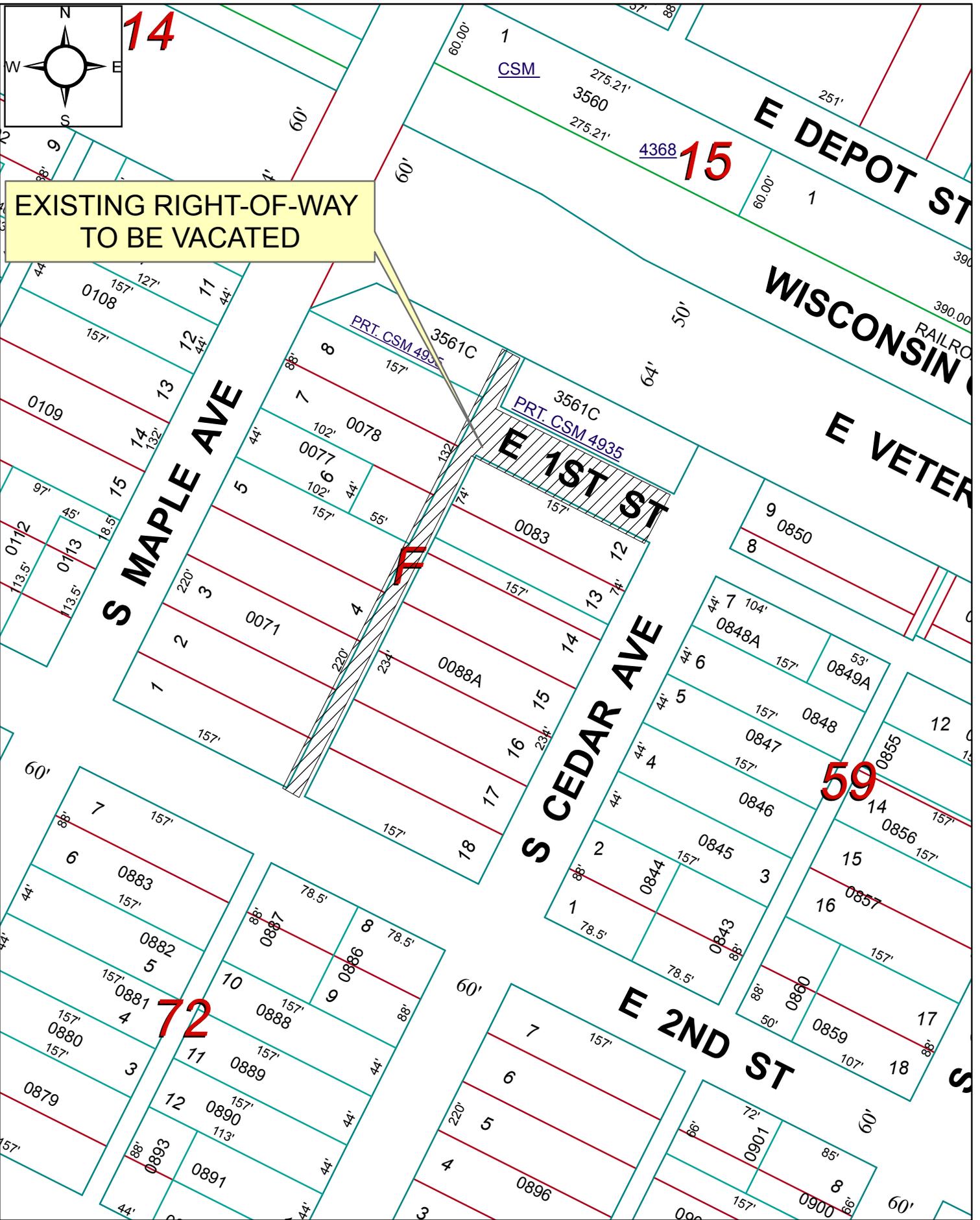
**330-0071, 330-0078, 330-0083,**  
**330-0088A, 330-3561C**

Parcel Identification Number (PIN)



14

EXISTING RIGHT-OF-WAY  
TO BE VACATED



CSM

4368

15

S MAPLE AVE

S CEDAR AVE

E DEPOT ST

WISCONSIN RAILROAD

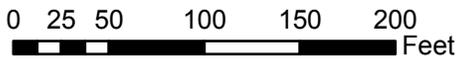
E VETERAN ST

E 1ST ST

E 2ND ST

59

72



East First Street and Alley



# City of Marshfield Memorandum

---

DATE: February 19, 2015  
TO: Mayor Meyer & City Council  
FROM: Steve Barg, City Administrator  
RE: Budget Resolution #04-2015: Extension of fiber to cable TV studio

## **Background**

Now that fiber is available on McMillan Street, there is an opportunity to extend it to the Marshfield Community Television (MCTV) location at 101 West McMillan Street. The attached report from Technology Director Eng Ng highlights the many benefits this could offer to MCTV and its staff. As noted in Eng's report, the initial cost of this extension is expected to be a little under \$15,000, and an annual savings of about \$2,000 is anticipated from reducing services required from Charter. On January 26<sup>th</sup>, the Cable TV Committee voted to recommend approval of funding this project as follows:

- \$7,000 from its 2015 budget for contractual services (52900)
- \$5,000 from its 2015 budget for repairs/maintenance (52500)
- \$3,000 from fund balance applied (surplus of at least \$10,000 surplus is estimated from the 2014 Cable TV budget)

## **Finance, Budget & Personnel Committee action**

On February 17<sup>th</sup>, the FBP Committee reviewed this proposal and recommended approval of the attached budget resolution authorizing the transfer of funds needed for this project.

## **Recommendation**

Staff recommends that Council approve Budget Resolution transferring \$15,000 to cover expenses required to extend fiber to the MCTV studio as noted on the attached resolution.



DETAIL OF BUDGET RESOLUTION NO. 04-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

Cable Television Fund Other Financing Sources, a/c# 2354900008.080000:

1. 49300 – Fund Balance Applied \$ 3,000

Cable Television Fund Cable Access operations, a/c# 23515112001.010000:

1. 52900 – Other Contractual Services 7,000  
2. 52500 – Repairs & Maintenance 5,000

TRANSFERRED TO:

Cable Television Fund Cable Access capital budget, a/c# 23515112001.010000:

1. 58890 – Other Capital Improvements 15,000

\* \* \* \*

## **Fiber Extension to MCTV Proposal**

**Project Scope:** To extend Fiber from East Side Fiber loop to the MCTV building, so that MCTV could be part of the City Network. Once connected, MCTV would be able to share and utilize many technology services that the City Data Center could offer.

### **Details of the Fiber Extension:**

Page 1 of the attached (Adobe) Maps is showing the area of the fiber extension in circle, which is in north side of the City on McMillan Street.

Page 2 of the attached Maps is showing the proposed fiber route. Marshfield Utilities is planning to string the fiber from pole number 12228 to pole number 8187. From pole 8187, it would go underground in a vacant 1.25" duct running parallel to the existing power duct feeding the MCTV building. The fiber pulled in would be 12 strands. A splice case would be placed on pole 12228.

### **Projected Cost**

Estimated Total Fiber Installation Fees	\$11,451.49
Cisco Network Switch	\$ 1,675.00
2 Cisco Fiber Modules	<u>\$ 1,204.00</u>
Total Estimated Initial Cost	\$14,330.49

\* The Fiber Cable also carries an estimated annual lease cost of \$281.65 (increases 3% annually) to cover for its maintenance.

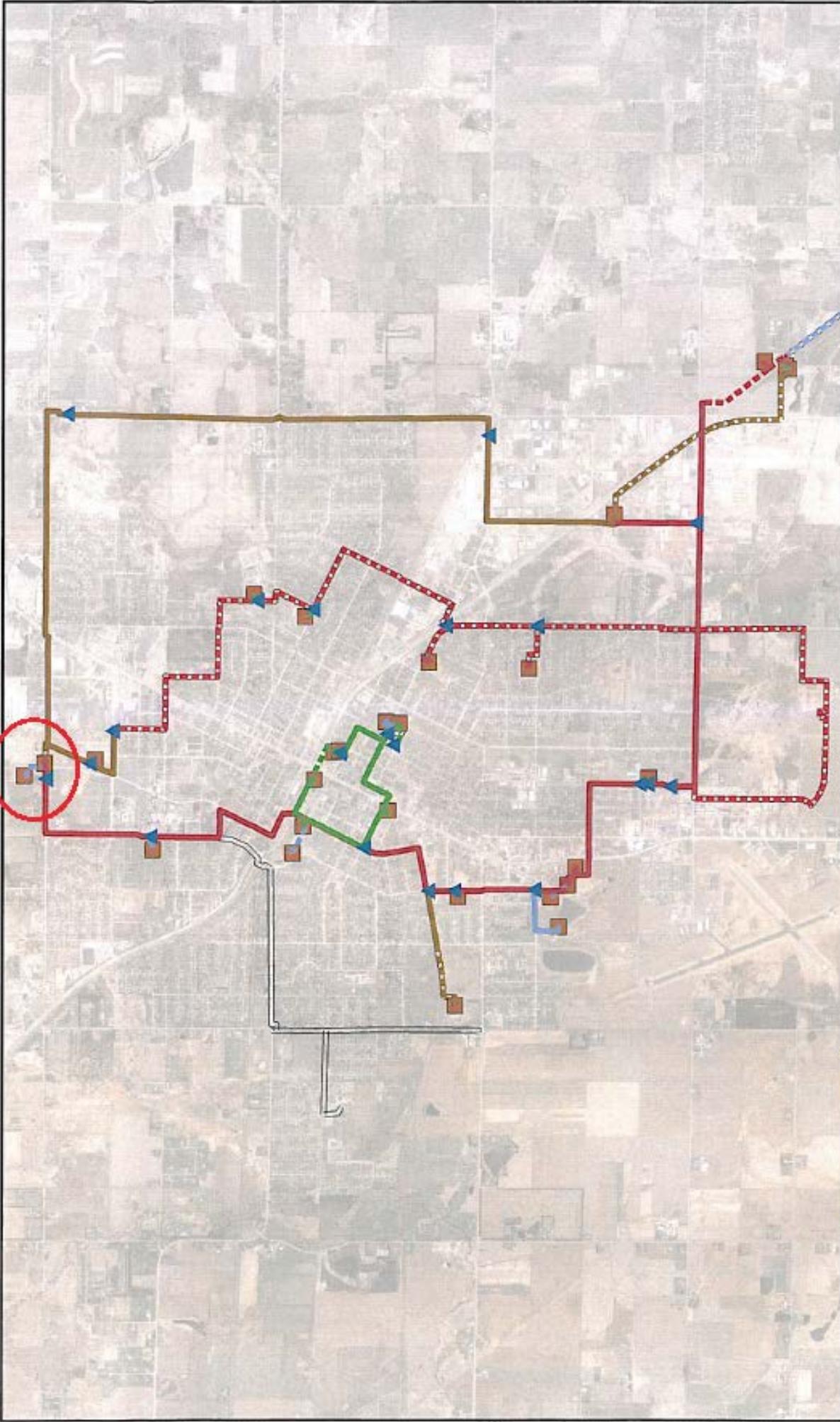
### **Benefits for MCTV**

- 1) **WISNet Internet Connection.** MCTV could utilize the City's internet connection and drop its current Charter Internet connection. The City has WISNet Internet connection that could deliver up to 1,000 Mbps (for both download and upload speed) vs. the current MCTV's Charter Internet speed of up to 80 Mbps download and 5 Mbps upload. Currently, time taken to upload videos is one of the major issues experienced by MCTV.
- 2) **Cisco VoIP Phone System.** MCTV could join the City's Cisco VoIP (Voice over IP) Phone System and drop its current phone system. The City has enough capacity to handle the additional VoIP phones that would be utilized by MCTV. If MCTV is willing to use the old surplus (spare) phones that the City has, it would be practically no cost for MCTV to join. If necessary, new Cisco VoIP phone could be purchased at around \$380 each.

**Return on Investment:** Breanna Speth has estimated that the cost savings from dropping the Charter Internet and Phone Services for MCTV would have paid for the total project cost in 6 to 7 years.

- 3) **Firewall Protection.** By joining the City's Network and utilizing the City's WISNet connection, MCTV internet connection would be protected by the City's Cisco Firewall.
- 4) **Anti-virus Protection.** The same anti-virus program that the City has been using to protect City's computers could be extended to include MCTV computers.

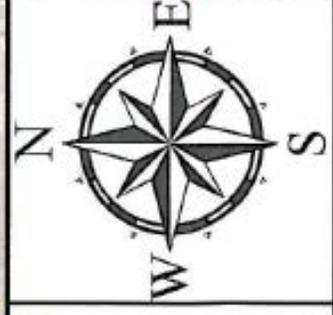
- 5) **File Serving, Backup and Recovery Services.** MCTV could utilize the existing City's file server, and the backup and recovery services that the City already have in place. The City's file server has the storage capacity and speed that would help alleviate file sharing issue that MCTV is currently experiencing between its computers in City Hall basement and the MCTV building.
- 6) **Technical Support.** Within reasons, the City's Technology Department could provide technical support for MCTV. The City utilizes remote control software (Team Viewer) that would allow us to provide technical help without physically being at the MCTV location. We would still visit the MCTV location, if necessary.
- 7) **Other Technology Services.** There are other technology services that the City's Data Center could share and enable for MCTV as the needs arise, such as email, VDI (Virtual Desktop Infrastructure), EDMS (Enterprise Document Management System), Video Conferencing etc. Any future technology services that the City acquires would potentially be sharable with MCTV as well.



## MU Fiber System

Drawn by: Nicolas Whipple  
 Title: Electrical Engineer  
 Date: December 18, 2014  
 Page: 1 of 1

Legend	
<b>Fiber Cable OH Fiber Cable UG Fiber Conduit</b>	<b>PROPOSED EQUIPMENT</b>
<b>Strand Count</b>	<b>Strand Count</b>
OH 144 (Brown line)	UG 144 (Dashed Brown line)
OH 96 (Red line)	UG 96 (Dashed Red line)
OH 48 (Green line)	UG 48 (Dashed Green line)
OH 12 (Blue line)	UG 12 (Dashed Blue line)
	No (White line)
	Yes (Yellow line)
	Splice (Blue triangle)
	Termination Cabinet (Brown square)



**MARSHFIELD Utilities**  
 2000 S. Central Ave.  
 Marshfield, WI 54449  
 Ph. (715) 387-1195 Fax (715) 389-2016







# City of Marshfield Memorandum

---

## MEMO

DATE: February 20, 2015  
TO: Mayor Meyer & City Council  
FROM: Steve Barg, City Administrator  
RE: Library & Community Center

### **Background**

On February 10<sup>th</sup>, staff offered possible leasing guidelines, and we reviewed other issues pertaining to Phase 2 of the Library & Community Center project. At that time, we didn't request action, but that we would come back to seek approval of leasing guidelines, and a resolution for Phase 2 similar to the one previously approved for Phase 1 of this project, and to also seek your overall direction on use of available space in the community center.

**NOTE: Later today (Friday), you will receive an e-mail with a draft resolution, the proposed leasing guidelines, and a current floor plan, for review and consideration.**

### **Tuesday's presentation/discussion**

On Tuesday night, Council will receive a project update from our architect (Zimmerman) and construction manager (Boson), review the preliminary community center floor plan, and once again discuss guidelines and parameters for leasing space in this new facility.

### **Recommendation**

Staff requests that Council take the following actions at Tuesday's meeting:

- Approve Resolution No. 2015-14 in support of Phase 2 of this project
- Approve the proposed guidelines for leasing community center space
- Provide direction on incorporating individual build-out costs into leases
- Show consensus support for appointment (on March 10<sup>th</sup>) of a team to study lease opportunities and make a recommendation to the FBP Committee