



CITY OF MARSHFIELD
MEETING NOTICE

ADDENDUM

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, MAY 12, 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.

- 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 – April 28 regular meeting
April 28 strategic planning meeting
- G. Presentation of the City of Marshfield Stewardship Award. Presented by Ken Wood, Chair of the Historic Preservation Committee
- H. Presentation of the John Christner Historian Award. Presented by Angie Eloranta, Main Street Marshfield Executive Director
- I. Consideration of a request from the Leadership Marshfield Project – Movies in the Park for a variance of noise levels as permitted by Chapter 10-33(7) for four outdoor movie events for the summer 2014 beginning around 9 p.m. and concluding around 11 p.m. The dates and locations are: Friday, May 29th at Columbia Park; Friday, June 26th at Marshfield Fairgrounds Park – (drive-in style off 17th Street); Friday, July 24th on Central Ave. (Between 3rd and 4th Streets); and Friday, August 7st at Wildwood Park (Upper Pond). Presented by Steve Barg, City Administrator

Recommended Action: Grant the variance.

COMMON COUNCIL AGENDA
MAY 12, 2015

- J. Staff updates
- K. Mayor's Comments
 - a) Employee Recognition
 - Mike Winch, Street Division, May 14, 1980, 35 years
 - Derek Iverson, Police Department, May 17, 2010, 5 years
 - Pat Kilty, Building Services, May 17, 2010, 5 years
 - Bryan Linzmeier, Street Division, May 17, 2010, 5 years
 - b) Emerald Ash Borer proclamation
 - c) Recognition of Library & Community Center Project volunteers
- L. Council Comments
- M. Reports from commissions, boards, and committees
- N. Consent Agenda:
 - 1) Meeting minutes/reports
 - a. Central Wisconsin State Fair (September 15, 2014)
 - b. Central Wisconsin State Fair (October 20, 2014)
 - c. Central Wisconsin State Fair (November 17, 2014)
 - d. Central Wisconsin State Fair (December 15, 2014)
 - e. Central Wisconsin State Fair (January 19, 2015)
 - f. Central Wisconsin State Fair (February 16, 2015)
 - g. Central Wisconsin State Fair (March 16, 2015)
 - h. Library & Community Center (March 4, 2015)
 - i. Cable TV (March 23, 2015)
 - j. Community Development Authority (March 26, 2015)
 - k. Main Street Marshfield (April 8, 2015)
 - l. Business Improvement District (April 15, 2015)
 - m. Airport (April 16, 2015)
 - n. Community Development Authority Strategic Planning (April 21, 2015)
 - o. Community Development Authority Finance Meeting (April 21, 2015)
 - p. Board of Public Works (May 4, 2015)
 - q. Historic Preservation (May 4, 2015)
 - r. Judiciary and License Committee (May 5, 2015)
 - s. Finance, Budget, and Personnel Committee (May 5, 2015)
 - t. Airport Minutes Special Meeting (May 7, 2015)
 - u. Finance, Budget, and Personnel (May 12, 2015)*
 - v. Board of Public Works (May 12, 2015)*

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

*Minutes are not included in packet

- O. Consideration of items removed from the consent agenda, if any
- P. First Reading of Ordinance No. 1301 amending Section 3-66(m) regarding the members of the Economic Development Board. Presented by Jason Angell, Director of Planning and Economic Development

Recommended Action None at this time unless the rules are suspended; final action will be scheduled for the May 26, 2015 meeting

COMMON COUNCIL AGENDA
MAY 12, 2015

- Q. Second reading of Revised Ordinance No. 1299 amending Section 9-58 of Marshfield Municipal Code (Pawnbrokers, Secondhand Article and Jewelry Dealers). Presented by Rick Gramza, Police Chief

Recommended Action: Per the Councils Discretion

- R. Second Reading of Ordinance No. 1300 amending Chapter 18, General Zoning Ordinance, Section 18-36 to allow "animal boarding" as a principal use permitted as a conditional use in the "UMU" Urban Mixed Use Zoning District. Presented by Josh Miller, City Planner

Recommended Action: Approve Ordinance No. 1300

- S. Consider issues pertaining to the Library & Community Center project. Presented by Steve Barg, City Administrator

- a) Authorize closing out the steering committee, per meeting the requirements of Resolution No. 2015-35
- b) Discuss and provide direction regarding Phase 2 work needing completion during Phase 1 of the project
- c) Update on bid process for new Library

Recommended Action: Authorize closeout of committee, and provide direction regarding timing of Phase 2 project work

- T. Request to approve lease with the Marshfield Area Pet Shelter. Presented by Steve Barg, City Administrator

Recommended Action: Approve the lease

- U. Request to consider Legal Services for the City of Marshfield. Presented by Steve Barg, City Administrator

- 1) Reappoint the law firm of Wolfgram, Gamoke, and Hutchinson, S.C. for an additional two years effective May 1, 2015 and authorize applicable staff to execute the agreement.
- 2) Enter into a three month extension with the law firm of Wolfgram, Gamoke, and Hutchinson, S.C. and develop a Request for Proposals to solicit bids from law firms.

Recommended Action: At the Council's discretion

- V. **Request to approve appointment of Alderperson Buttke to the Fairgrounds Commission to replace Alderperson Wagner. Presented by Chris Meyer, Mayor**

Recommended Action: Suspend the rules and approve the appointment

- W. **Announce special Council meeting (strategic planning) - Tuesday, May 26th at 5:30 p.m. in Room 108 of the City Hall Plaza.**

- X. Items for future agendas

COMMON COUNCIL AGENDA
MAY 12, 2015

Y. Adjournment

Original was posted this day, May 8, 2015 at 4:00 p.m., by Deb M. Hall, City Clerk

Addendum was posted this day, May 11, 2015 at 10:30 a.m., by Deb M. Hall, City Clerk

Notice

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

APRIL 28, 2015

Regular meeting of the Common Council was called to order by Mayor Meyer at 7:03 p.m., in the Council Chambers, City Hall Plaza.

PRESENT: Michael Feirer, Alanna Feddick, Chris Jockheck, Gordon H. Earll, Ed Wagner, Rich Reinart, 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

Angie Eloranta, Main Street Director spoke about Ordinance 1299. Businesses are concerned about the Leads On-line program. Asked for some clarification on what needs to be entered and recommended possibly putting a value on the merchandise.

CC15-081 Motion by Hendler, second by Feirer to approve the minutes of the Common Council meeting of April 14, 2015 regular meeting.

Motion carried

CC15-082 Motion by Cummings, second by Buttke to approve the minutes of the Common Council meeting of April 21, 2015 Organizational meeting.

Motion carried

City Administrator Barg presented Finance Director Strey with the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

STAFF UPDATES

City Administrator Barg gave an update on the status of the cell phone ordinance. This ordinance is currently suspended because there is a question if these types of ordinance are even lawful because of the way the State Statutes are written. Still don't have a final determination, discussions are continuing. The City is still not enforcing the ordinance and hoping that in the next couple of weeks a final determination will be made.

Director of Planning Miller talked about the Town of Cameron Attachment. They have put together a document that is called "Frequently Asked Questions" that will be given to the property owners within the township. A meeting will also be setup with the property owners to address any concerns that they may have. An Open House meeting will be held on May 20th and a public hearing will be held in July. The goal is to have everything approved by August 23rd because that is the date that the Corporate Boundary Agreement expires.

MAYOR'S COMMENTS

None

COUNCIL COMMENTS

None

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC15-083 Motion by Feirer, second by Earll to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Fairgrounds Commission of February 18, 2015; Convention & Visitors Bureau of February 24, 2015; Library Board of March 10, 2015; Community Center Leasing Committee of March 18, 2015; Fairgrounds Commission of March 25, 2015; Fairgrounds Commission of April 3, 2015; Board of Canvassers of April 7, 2015; Fire & Police Commission of April 9, 2015; Utility Commission of April 13, 2015 (JO #4708, Maple Avenue Reconstruction, 2nd Ave. to 6th Ave. at a cost of \$457,686.60); Board of Public Works of April 20, 2015 (1. Approval for early demolition of the current senior center; and 2. Approval to solicit bids for construction of the new library); Judiciary and License Committee of April 21, 2015; Finance, Budget, and Personnel Committee of April 21, 2015; and Plan Commission of April 21, 2015 (1. Resolution No. 2015-23 CUP for Mid-State Technical College to allow expansion of a structure within a property zoned “CD” Campus Development)

Aldersperson Wagner asked to have items L-1 & 2 removed from the consent agenda; Lease with the Marshfield Area Pet Shelter for the former airport terminal building; and Agreement with Pittsville Septic for payment of delinquent holding tank waste fees.

Aldersperson Earll asked to have item M-2 removed from the consent agenda; Resolution No. 2015-24, Conditional Use Permit by the Marshfield Area Pet Shelter to allow an “animal Boarding” pet shelter facility, including an outdoor run area, on the Marshfield Municipal Airport property.

Vote on motion **CC15-083 as amended.**

Motion carried

CC15-084 Motion by Wagner, second by Earll to postpone action on the lease with the Marshfield Area Pet Shelter for the former airport Terminal building until the May 12, 2015 Common Council meeting so that the appropriate changes can be made to the agreement per the request from the Bureau of Aeronautics.

Motion carried

CC15-085 Motion by Feirer, second by Buttke to approve the agreement with Pittsville Septic for payment of delinquent holding tank waste fees.

Motion carried

CC15-086 Motion by Earll, second by Jockheck to Resolution No. 2015-24, Conditional Use Permit by the Marshfield Area Pet Shelter to allow an “Animal Boarding” pet shelter facility, including an outdoor run area, on the Marshfield Municipal Airport property.

CC15-087 Motion by Earll, second by Buttke to amend the time for the outdoor run area from 8:00 a.m. – 7:00 p.m. to 7:00 a.m. – 8:00 p.m.

Motion carried

Vote on motion **CC15-086 as amended.**

Motion carried

CC15-088 Motion by Jockheck, second by Wagner to receive and place on file the fiscal year 2014 Comprehensive Annual Financial Report and Independent Audit Report.

Motion carried

Second reading of Ordinance No. 1298, amending Section 9-29 of the Marshfield Municipal Code (Processing of Applications) and Section 9-34 (Revocation and Suspension of Licenses; Nonrenewal).

CC15-089 Motion by Earll, second by Reinart to approve Ordinance No. 1298. Ayes - 10

Motion carried

Second reading of Ordinance No. 1299, amending Section 9-58 of Marshfield Municipal Code (Pawnbrokers, Secondhand Article and Jewelry Dealers).

Motion by Feirer, second by Hendler to approve Ordinance No. 1299.

CC15-090 Motion by Wagner, second by Hendler to refer Ordinance No. 1299 back to the Judiciary and License Committee for further review.

Motion carried

First reading of Ordinance No. 1300, amending Chapter 18, General Zoning Ordinance, Section 18-36 to allow “animal boarding” as a principal use permitted as a conditional use in the “UMU” Urban Mixed Use Zoning District.

CC15-091 Motion by Buttke, second by Cummings to approve the appointment of Justin Casperson to fill the vacant position of Parks & Recreation Director.

Motion carried

CC15-092 Motion by Cummings, second by Spiros to approve the request by the Marshfield Area Pet Shelter (MAPS) to waive the conditional use permit application fee, and direct staff to provide a refund in the amount of \$250. Ayes – 8; Nays – 2 (Feddick, Wagner)

Motion carried

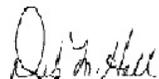
CC15-093 Motion by Buttke, second by Reinart to approve the Mayor’s appointments to various committees, boards, and commissions. Nay – 1 (Hendler)

Motion carried

Future Agenda Items

Economic Development Board ordinance to allow a member of the Utility Commission or their appointee to serve as a voting member of this Board.

Motion by Hendler to adjourn at 8:25 p.m.



Deb M. Hall
City Clerk

SPECIAL COMMON COUNCIL MEETING MINUTES

APRIL 28, 2015

PRESENT: Feirer, Feddick, Jockheck, Earll, Wagner, Reinart, Cummings, Spiros, Buttke, Hendler
ABSENT: None
OTHERS: City Administrator Barg, Mayor Meyer (left the meeting at 5:55 p.m.)

Meyer called the meeting to order at 5:31 p.m. in Room 108 of the City Hall Plaza.

On March 24th, Council discussed 3 of the 6 areas identified from the first strategic planning session on February 10th. At this meeting, Barg led discussion of the final 3 categories, with the results as follows:

Economic development

- High paying/quality jobs
- Development incentives
- Water capacity
- MACCI/Main Street/CVB teamwork
- Downtown
- Geographic constraints
- TIF strategy
- Business/industrial parks
- EDB
- Highway 10 corridor
- Business/workforce development
- Housing to support business

Financial management

- Role of City in funding community projects (guidelines?)
- Special referendum for specific projects
- Room tax increase?
- User fees – current?
- Sell our services (GIS, communications, etc.)
- Break from County taxes for services we already provide
- Debt policy
- Staffing levels

Communication/partnerships

- Identify our customers
- Communications manager (fund w/excess cable funds?)
- Communications strategy
- Tighten relationships w/other agencies, etc.

Barg advised that the next special Council strategic planning session would be on Tuesday, May 26th at 5:30 p.m. in Room 108 of City Hall. At that time, the Council will be asked to review and prioritize the areas identified from all of the 6 categories.

With no other business before the Council, Spiros moved and Jockheck seconded a motion to adjourn. Motion carried unanimously. The meeting was adjourned at 6:37 p.m.

Respectfully submitted,
Steve Barg, City Administrator



May 4, 2015

Common Council
City of Marshfield
630 S. Central Ave.
Marshfield, WI 54449

RE: Noise Variance

Dear Alderpersons,

We are writing on behalf of Leadership Marshfield Project – Movies in the Park. We are kicking off our sixth year of movie showings and have, again, organized four outdoor movie events for the summer 2015. The movie nights will begin at dusk or around 9 p.m. and conclude around 11 p.m. Since the noise ordinance is until 10:30 p.m., we are asking the council to please grant and waive the variance fee for the last half hour. Our event dates and locations are as follows:

Friday, May 29th at Columbia Park
Friday, June 26th at Marshfield Fairgrounds Park – (drive-in style off 17th St.)
Friday, July 24th on Central Avenue, Marshfield – (between 3rd & 4th Streets)
Friday, August 7th at Wildwood Park (Upper Pond)

The band shell at Columbia Park, tree coverings and shelter areas at other parks, as well as the flexibility of sound towers to direct and control the sound level will help keep the noise within a controlled area. We are also working with Main Street Marshfield and the City to ensure appropriate measures are taken for the downtown area event. An FM transmitter will be instituted to allow the audience to use personal sound equipment and also help minimize the sound impact on nearby residence areas. The group will be in attendance during the entire time of the four movie events monitoring several aspects, including community involvement/attendance, crowd behavior/enthusiasm, and visual/hearing impact on the surrounding neighbors.

We sincerely enjoy planning and making these events possible for our community. Thank you for considering this request.

Sincerely,

***Movies in the Park* Leadership Marshfield Project Team**

Karen Isaacson, Dennis Keffer, Curt Kracht, Brad Remmen, Denise Sonnemann, Renee Tolppi, Stacey Schultz, and Nathan Holland

MAYOR'S PROCLAMATION

CITY OF MARSHFIELD

"EMERALD ASH BORER"

WHEREAS, an average of 8.5% of urban street trees in the City of Marshfield are ash, helping residents reduce heating and cooling costs, reducing air pollution and storm water runoff, increasing property values and helping to make our City one of the most beautiful in the state; and,

WHEREAS, the invasive beetle, Emerald Ash Borer(EAB), threatens all of our community's ash trees and is as close as the Town of Monroe in Adams County; and,

WHEREAS, increasing public awareness and understanding of EAB benefits the City by curtailing the artificial spread of the beetle when firewood is moved from an infested area to a non-infested area; and,

WHEREAS, it is the desired goal of the City of Marshfield that citizens and visitors alike increase their understanding and awareness of EAB and its environmental, ecological, and economic impact on Marshfield, Wisconsin, and the nation; and,

WHEREAS, Emerald Ash Borer Awareness Week is an opportunity for the government to join forces with schools, businesses, industry, environmental groups, community organizations, tourists and citizens to take action against the spread and introduction of EAB;

THEREFORE, I, Chris Meyer, Mayor of the City of Marshfield, do hereby proclaim the week of May 17, 2015 – May 23, 2015 as

Emerald Ash Borer Awareness Week

in the City of Marshfield and I commend this observance to all people.

IN WITNESS WHEREOF, I have set my hand and seal this 1st day of May, 2015.



Chris Meyer, Mayor





City of Marshfield Memorandum

DATE: May 8, 2015
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Library & Community Center

For Tuesday's Council agenda, we've included 3 items under the umbrella of the Library & Community Center project as follows:

- Close out L&CC committee: As set forth in the attached 2 resolutions, the Council appointed a committee to raise funds, with this committee to stay in existence until the fundraising goal was met, or until the Council rescinded the resolution. As you are aware, fundraising efforts have far surpassed the goal for Phase 1, and on April 28th, the Council approved the plans and authorized moving forward with soliciting bids. At this point, it seems that the Committee's work is finished, with the project oversight is in the hands of the architect, construction manager, and City staff, all working together. Staff recommends that the Council approve a motion to formally close out the Committee, and to thank these volunteers for their outstanding work.
- Timing of Phase 2 details: Even as it was recently determined that razing the senior center at the start of Phase 1 could bring greater efficiency, we have been told that performing other site work, initially tied to Phase 2 plans, ahead of Phase 2, would make sense as well. Our construction manager will explain this further and answer your questions, as we seek your direction on moving up some of this project work.
- Update on the bid process: Since we will be talking about this project anyway, staff would like to use this as a chance to provide an update on the process of soliciting bids, and to highlight the details and timelines as we move forward

RESOLUTION NO 2012-23

WHEREAS, The City of Marshfield appointed a Library/Community Center Steering Committee to oversee the design of an expansion to the existing Library or the building of a new Library and remodeling of the existing Library as a Community/Senior Center, and the Steering Committee has completed its task and made their recommendation to the Common Council; and

WHEREAS, The Library/Community Center Steering Committee has recommended a design for a new Library, Community Center and Senior Center which carries an estimated cost of approximately \$11 Million; and,

WHEREAS, the City of Marshfield cannot contribute more than \$3 Million to the project without raising taxes; and,

WHEREAS, the remaining \$8 Million is to be raised by fundraising efforts in behalf of the City of Marshfield; and

NOW, THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MARSHFIELD: That a special committee be created that shall be called the Library/Community Center Committee; that said committee be authorized to raise funds in the name of the City of Marshfield, WI for financing a Library/Community Center; that members of said committee shall be elected by the Common Council, that said committee shall report at least quarterly to the Common Council; and that said committee shall remain in existence until its fund-raising goal is met or until this resolution is rescinded by the Common Council.

BE IT FURTHER RESOLVED, The total fundraising donations and/or grants must be at least equal to the difference between the total costs of the selected new library building, building fixtures and equipment, moving costs, and the renovation costs of the current (old) library building into a community center or other use and the city's contribution of \$3,000,000.

BE IT FURTHER RESOLVED, that the Library/Community Center Committee is tasked with retaining the services of a fundraising concern and may commit funds as allocated by the City for that purpose subject to periodic reporting to and oversight by the Common Council.

BE IT FURTHER RESOLVED, that The Marshfield Community Foundation shall act as the fiscal agent and depository for funds collected by the Library/Community Center Committee.

BE IT FURTHER RESOLVED, that within 90 days from passage of this resolution, the Parks and Recreation Director and Library Director shall submit to the Common Council an estimate of the annual staffing costs for the completed facility including costs for Library, Senior Center and Community Center.

BE IT FURTHER RESOLVED, no construction, site preparation, or groundbreaking event for a new library building/addition or renovation of the current library into a community center shall

be started until the private funding guarantees have been received and the Common Council approves the necessary borrowing for the City's portion.

BE IT FURTHER RESOLVED, that if donations sufficient for building the approved plan are not received by September 30, 2014, a new building/addition shall be designed based on the amount of funds available. Any costs related to redesigning a proposed library building/addition must be paid for with private funds. The Common Council must approve the re-design library building/addition.

ADOPTED _____

Chris L. Meyer, Mayor

APPROVED _____

Deb M. Hall, City Clerk

RESOLUTION NO. 2014-35

**RESOLUTION TO AMEND RESOLUTION NO. 2012-23 ON FUNDING FOR
CONSTRUCTION OF A NEW LIBRARY AND COMMUNITY CENTER**

WHEREAS, The City of Marshfield appointed a Library/Community Center Steering Committee to oversee the design of an expansion to the existing Library or the building of a new Library and remodeling of the existing Library as a Community/Senior Center, and the Steering Committee has completed its task and made their recommendation to the Common Council; and

WHEREAS, The Library/Community Center Steering Committee has recommended a design for a new Library, Community Center and Senior Center which carries an estimated cost of approximately \$11 Million; and,

WHEREAS, receiving the fundraising consultant's report, and further discussions with the project architect, the Committee redesigned this to a \$7 million initial project, with the intent to construct a new library and to complete renovation of the existing library sufficient to make it functional for the new community center, with construction expected to begin in the spring of 2016. In addition, it is hereby acknowledged that any future improvements to the community center, currently estimated to cost \$2 million; shall constitute a new and fully separate project, for which the City has made no financial commitment, and which is expected to be fully paid for through private fundraising efforts or other outside sources, such as grants, subject to approval by the Common Council; and,

WHEREAS, the City of Marshfield cannot contribute more than \$3 Million to the project without raising taxes; and,

WHEREAS, the remaining \$4 Million is to be raised by fundraising efforts in behalf of the City of Marshfield; and

NOW, THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MARSHFIELD: That a special committee be created that shall be called the Library/Community Center Committee; that said committee be authorized to raise funds in the name of the City of Marshfield, WI for financing a Library/Community Center; that members of said committee shall be elected by the Common Council, that said committee shall report at least quarterly to the Common Council; and that said committee shall remain in existence until its fund-raising goal is met or until this resolution is rescinded by the Common Council.

BE IT FURTHER RESOLVED, The total fundraising donations and/or grants must be at least equal to the difference between the total costs of the selected new library building, building fixtures and equipment, moving costs, and the renovation costs of the current (old) library building into a community center or other use and the city's contribution of \$3,000,000.

BE IT FURTHER RESOLVED, that the Library/Community Center Committee is tasked with retaining the services of a fundraising concern and may commit funds as allocated by the City for that purpose subject to periodic reporting to and oversight by the Common Council.

BE IT FURTHER RESOLVED, that The Marshfield Community Foundation shall act as the fiscal agent and depository for funds collected by the Library/Community Center Committee.

BE IT FURTHER RESOLVED, no construction, site preparation, or groundbreaking event for a new library building/addition or renovation of the current library into a community center shall be started until the private funding guarantees have been received and the Common Council approves the necessary borrowing for the City's portion.

BE IT FURTHER RESOLVED, that if donations sufficient for building the approved plan are not received by September 30, 2015, a new building/addition shall be designed based on the amount of funds available. If more than \$4 million is secured through private fundraising, the project may be expanded, subject to review and approval by the Common Council. Any costs related to redesigning a proposed library building/addition must be paid for with private funds. The Common Council must approve the re-design library building/addition.

ADOPTED _____

Chris L. Meyer, Mayor

APPROVED _____

Lori A. Panzer, Deputy City Clerk

CENTRAL WISCONSIN STATE FAIR
BOARD MINUTES
September 15, 2014
7:30 PM

ROLL CALL: Present: Board Members: Marilyn Heiman, Jeff Viergutz(7:55), Ed Wagner, Carol Berg-Kappel, Bob Ashbeck, Larry Gilbertson, Chris Jockheck., Kathy Banks, Melissa Hanke, John Garbisch, Andy Keogh, Gary Bymers, Dan McGiveron, Tim Heeg(8:00), Keith Kay,

Adam Fischer-General Manager.

Absent: Alanna Feddick, Dennis Stroetz

Guest: Major Chris Meyer

Called to order at 7:35pm.

Minutes of August 18, 2014 Regular Board Meeting Larry Gilbertson offered a correction on the last page to change the recorded date of the next meeting to September 15, 2014. Andy Keogh moved to approve the minutes; Gary Bymers seconded the motion, the motion carried.

Treasurer's Report: Marilyn Heiman Larry Gilbertson began by directing the board to the balance sheet page in the board packet and walked through the balances. John Garbisch moved to approve, Marilyn Heiman seconded, and report was approved as presented.

Manager's Report: Adam included a written report in the BOD packet. Adam highlighted: It's been a whirlwind and he has one Fair under his belt, finances and sponsors, employees, Pat Fellenz, staff and overtime. Staff job descriptions, concerns about sponsorship confusion. The office needs to be central. This inspired discussion in a different direction and ended with:

Chris Jockheck moved to refer the discussion of how to handle sponsorship appeal coordination to the executive committee, seconded by Tim Heeg. Question was called. The motion carried.

Adam continued: Meeting structure will change. Bring your binders to the meetings.

Committee Reports:

Junior Fair: Melissa Hanke reported the meeting was held with the superintendents and some Jr fair issues were discussed.

Market Animal: Larry Gilbertson reported the Market Sale went well, no final numbers yet available, however, a record sale. Adult meeting is next week.

Draft Horse: Dennis Stroetz Larry Gilbertson reported stall tear down and stall changeover has taken place, it is a big job. Need help in the future.

Building & Grounds: John Garbisch reported the campground project will take place in the near future as weather cooperates. Dan McGiveron asked about the parking lots. Tim Heeg asked about the Beef Barn door trim. John will look at the door trim.

Advertising: Jeff Viergutz reported on: the committee meeting. Social media response, signage.

Parking & Signage: Dan McGiveron Not at the meeting. Meeting was held. See the written report.

Livestock: Larry Gilbertson No Meeting, Ongoing discussions with superintendents on livestock issues.

Vendor Relations: John Garbisch reported a meeting was held the Saturday before the fair. Some changes were made to the plans but worked out well. Need a couple of people to work with the vendors. Current fellows are retiring.

Non-Fair: No Meeting. Adam reported a meeting will be held on Thursday.

Fairest of the Fair: Marilyn Heiman. No meeting since the Fair. The Fairest did a great job for us. The kids crown building went very well.

Entertainment: Adam Fischer: will meet next week.

Ad Hoc committee on the Future of the Fair: President Larry Gilbertson Committee held a meeting to find the direction we wish to go, looked at a mission statement and other issues.

Bob Ashbeck expressed concerns. Ed Wager commented.

Fair Commission Report: **Bob Ashbeck** reported: Issues with the maintenance personal. The planned repairs to the round barn. Office window project completion.

Old Business: Reimbursement of Larry Gilbertson. Adam commented. Discussion. Andy moved to refer to the executive committee for a recommendation using the process based on annual salary of the manager position and hire as a private contractor. Carol Berg-Kappel seconded the motion, the motion carried.

The Pat Fellenz invoice was pasted around the table. Adam commented. Discussion followed. Based on research Adam made recommendations. Additional discussion. Invoiced amount was over budget. The budgeted amount was set at \$27000. Andy Keogh moved to pay the \$27000 and end the relationship now. Cathy Banks seconded the motion. Discussion. Question was called. Dan objected and discussed. Ed Wagner called the question. No objection. Motion carried. Ed Wagner called for the Division of the House. Hand vote was taken. Motion carried.

New Business: Adam distributed information on healthy Board operations and a questioner. Discussion followed and will continue at future meetings.

A brief budget and financial discussion was held.

The meeting adjourned at 9:50pm.

The next meeting will be held at 7:30 pm on October 20, 2014 at the MACCI office, 700 S. Central Avenue.

Submitted by Larry Gilbertson

**CENTRAL WISCONSIN STATE FAIR
BOARD MINUTES
October 20, 2014
7:30 PM**

ROLL CALL: Present; Board Members: Marilyn Heiman, Jeff Viergutz, Bob Ashbeck, Larry Gilbertson, Chris Jockheck(7:45)., Melissa Hanke, John Garbisch, Andy Keogh, Tim Heeg, Keith Kay, Adam Fischer-General Manager.

Absent: Alanna Feddick, Dennis Stroetz, Ed Wagner
Called to order at 7:33pm.

Minutes of September 15, 2014 Regular Board Meeting Moved by John Garbisch, seconded by Andy Keogh to approve the minutes as presented. Motion carried.

Minutes of the Special Meeting on Tuesday October 7, 2014 at 7:30 pm. The minutes were read. Andy Keogh moved to approve, Marilyn Heiman seconded, and the minutes were approved.

Treasurer's Report: Marilyn Heiman Larry Gilbertson began by directing the board to the balance sheet page in the board packet. Marilyn Heiman reported. Tim Heeg moved to approve, John Garbisch seconded, and report was approved.

Manager's Report: Adam included a written report in the BOD packet. Adam offered additional items. Carol Berg-Kappel has resigned from the board for family reasons. A fundraising event is planned for Tuesday November 18 at Hotel Marshfield. The Board members were strongly encouraged to be in attendance. Duane Bauer would like to meet with the board on scheduling the Truck Tractor Pull for 2015. Ideas on grandstand entertainment were shared. Commented on Shirley's last day. Meeting with sponsors. An un-agreed upon hotel bill from VOX and the damage to the Musicians hospitality room by the Thursday VOX performers, bylaw changes, five year plan, a marketing plan. Tim Heeg asked additional information about the fund raiser.

Committee Reports:

Junior Fair: Melissa Hanke asked to delay her report until New Business. Granted.

Market Animal: Larry Gilbertson reported the Market Sale was a record sale. Adult meeting is Wednesday evening. Possible Swine barn ventilation is being explored.

Draft Horse: Dennis Stroetz called in a report. Meeting this Friday.

Building & Grounds: John Garbisch No meeting. Campground upgrade project this weekend. In need of volunteer help.

Advertising: Jeff Viergutz reported: No meeting.

Parking & Signage: Adam Fischer No meeting

Livestock: Larry Gilbertson No Meeting, We received our review form the State Vet for the 2014 Fair.

Vendor Relations: John Garbisch No meeting.

Non-Fair: No Meeting. Adam reported a meeting will be held on Thursday. November 20TH

Fairest of the Fair: Marilyn Heiman. No meeting.

Entertainment: Adam Fischer: Had one meeting. Will need to meet again.

Ad Hoc committee on the Future of the Fair: President Larry Gilbertson No meeting, however a subcommittee met to develop proposed bylaw changes. The subcommittee is made up of Andy Keogh, Tim Heeg, Adam Fischer, and Larry Gilbertson.

Fair Commission Report: Bob Ashbeck reported: Bids on the Round Barn roof. Concrete renovations in the round barn. Will meet this Wednesday. Will sign a five year lease with the Fair for use of the city owned property at fair time.

Old Business: Adam discussed the different types of Boards and proposed to work on this discussion starting again in January.

New Business: Approval of bylaw changes to submit to the Association. The proposed changes were read and reviewed by the board. Following discussion and tweaking of the phrasing, Andy Keogh moved to present the proposed bylaw changes to the Association for approval. No further discussion. The motion carried. Adam brought forth a recommendation to form a Central Wisconsin State Fair Foundation. Explanation and discussion followed. By general consensus it was decided that this issue be tabled until next meeting.

Delayed Jr Fair report: Tim Heeg and Melissa Hanke passed along an approved recommendation from the Junior Fair Board to the Fair Association Board. A detailed explanation was given. Discussion with questions and answers followed. Melissa Hanke moved to band the Kevin Lindow family from showing in the Junior Fair and Open Class for five years in all categories and revisit the issue after that time because of ethics violations. Chris Jockheck seconded the motion. Additional discussion. Motion Carried.

Entertainment study was reviewed on the costs of the grandstand entertainment and all the costs connected with the grandstand acts. Discussion, however, no action was taken.

Other financial concerns were voiced.

Meeting Adjourned 10:40 pm

The next meeting will be held at 7:30 pm on November 17, 2014 at the MACCI office, 700 S. Central Avenue.

Submitted by Larry Gilbertson

CENTRAL WISCONSIN STATE FAIR
BOARD MINUTES
November 17, 2014
7:30 PM

ROLL CALL: Present: Board Members: Marilyn Heiman, Jeff Viergutz, Bob Ashbeck, Larry Gilbertson, Chris Jockheck, John Garbisch, Andy Keogh, Keith Kay, Dennis Stroetz, Alanna Feddick, and Ed Wagner
Adam Fischer-General Manager.

Absent: Melissa Hanke and
Tim Heeg

Guests: Dale Christiansen, President of the Wisconsin Association of Fairs, Jayme Buttke Exec. Sec/Treas of the Wisconsin Association of Fairs and representing the IAFE (International Association of Fairs and Expositions), Steve Ward representing Jason Promotions, Hendersonville, TN, Mayor Chris Meyer and Steve Barg, city administrator, both from Marshfield.

Called to order at 7:30pm.

Meeting began with introductions followed by a presentation from Steve Ward on grandstand entertainment. Some discussion. At the conclusion of Q's and A's, Steve left the meeting.

Minutes of October 20, 2014 Regular Board Meeting Dennis Stroetz offer an addition to the minutes that he was in attendance. Moved by Andy Keogh, seconded by John Garbisch to approve the minutes. Motion carried.

Special Meeting Minutes of Monday November 3, 2014. Meeting was called to listen to an appeal of the board's decision against the Kevin Lindow family, by Kevin and Ann Lindow. After hearing the appeal the board made no additional decision. October 20 BOD decision stands. Minutes were declared approved as read.

Treasurer's Report: Marilyn Heiman Marilyn presented the balances. Ed Wagner moved to approve, Andy Keogh seconded, and report was approved.

Manager's Report: Adam included a written report in the BOD packet. Adam offered additional items. Adam has met with the county to request an advance in the yearly support of Junior Fair. Spending time with sponsors and donors. Working on a five year plan, and web site updates.

Committee Reports:

Advertising: Jeff Viergutz reported: No meeting.

Building & Grounds: John Garbisch No meeting. Committee met last Saturday. Campground upgrade project is installed, wiring and ground restoration remains for spring. Garbage area needs restoration, discussed a possible storage building.

Draft Horse: Dennis Stroetz reported. Held a wrap-up meeting October 24th. 117 horses this year. No gripes or troubles. Temporary arena worked well. Popcorn stand made \$70. Next year is the 25th year for the draft Horse show. Two exhibitors have shown for the whole 25 years. Chris Jockheck moved the Draft horse committee can keep the \$70 popcorn money. John Garbisch seconded the motion, the motion carried.

Entertainment: Adam Fischer: no meeting.

Fairest of the Fair: Marilyn Heiman. No meeting. Planning on

Junior Fair: Melissa Hanke Larry Gilbertson reported no meeting since the last board meeting.

Livestock: Larry Gilbertson No Meeting,

Market Animal: Larry Gilbertson reported the Market Sale committee met October 22. Market sale requirements, alternatives to weigh ins, ventilation in the swine barn, fair book changes, and election of officers.

Non-Fair: Adam Fischer No Meeting.

Parking & Signage: Adam Fischer

No meeting **Vendor Relations: John**

Garbisch No meeting.

Fair Commission Report: Bob Ashbeck reported: Bids on the Round Barn Concrete renovations in the round barn were reviewed. Historical society is reviewing the proposed renovations.

Old Business: No old business.

New Business: An executive meeting was held on November 3, 2014 following the BOD special meeting. John Garbisch read the minutes, followed by a proposal by the executive board. Minutes: *Adam Fischer informed the members of the problem issues with our current Bylaws and Articles of Incorporation. After questions and discussion, some history, possible solutions, and information on the consequences of not acting on these concerns, The Executive Board approved the following motion recommendation to the BOD:*

Due to the lack of compliance for a number of years with State and Federal regulations, and after consultation with legal counsel, we propose to reorganize by forming a new entity and to dissolve the Association.

John continued with additional information. Adam offered some

background information, and the Junior Fair situation. Discussion, questions, and answers followed.

The resolution to dissolve was read by President Larry Gilbertson.

WHEREAS, The Central Wisconsin State Fair Association of Marshfield (hereinafter referred to as the Association) was organized as a not-for-profit Corporation under Chapter 501C (3) of the Internal Revenue Code to provide a sustainable Fair honoring the agricultural traditions of Wood County for our children and generations yet to come; and

WHEREAS, The Central Wisconsin State Fair Association Board of Directors is responsible for the preservation, protection and well-being of the Association and its mission; and, **WHEREAS**, the by-laws of the Association provide that the Non-profit Corporation can be dissolved by a majority vote of the members of the Board of Directors, for the well-being, and protection of the Central Wisconsin State Fair; and,

WHEREAS, the current structure of the Association is no longer compatible with the provisions of the Internal Revenue code for non-profit corporations, and continuance of those practices could result in consequences which would be incompatible with the stated mission and sustainability of the Association.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CENTRAL WISCONSIN STATE FAIR ASSOCIATION OF MARSHFIELD, that in order to protect the integrity, reputation and sustainability of the Central Wisconsin State Fair that effective at 11:59 PM, CST, on November 19, 2014 the non-profit Corporation known as the Central Wisconsin State Fair Association of Marshfield is hereby dissolve.

BE IT FURTHER RESOLVED, that the Fair Manager, President and other officers of the Board as may be necessary are authorized to prepare and execute all required documentation to the State of Wisconsin and Internal Revenue Service required to implement this resolution.

BE IT FURTHER RESOLVED, that copies of this resolution be sent to members of the Association through the United States Postal Service to addresses as they may be on file. Discussion and voiced concerns continued.

At the request of the members the second resolution to form a new organization was read by President Larry Gilbertson.

WHEREAS, it is the desire of persons in Marshfield and Wood County Wisconsin to establish and maintain a County Fair for the purposes of education of the general public and promotion of the Agricultural traditions of Wood County; and,

WHEREAS, it is the desire of persons in Wood County to establish

an organization to promote, manage and sustain a State Fair for Wood County; and

WHEREAS, it is necessary for the creation of that organization to be a non-profit corporation under the auspices of Internal Revenue Service Code 501 (C)(3) in order to receive gifts and grants to complete its mission, and

WHEREAS, the Central Wisconsin State Fair Association established in 1982 will be dissolved effective at 11:59 PM on November 19, 2014;

NOW, THEREFORE BE IT RESOLVED, that the Central Wisconsin State Fair Association of Marshfield is hereby established and incorporated effective at 12:01 AM on November 20, 2014.

BE IT FURTHER RESOLVED, that the by-laws of the Corporation attached to this resolution are hereby adopted by the initial Board of Directors

BE IT FURTHER RESOLVED, that the Central Wisconsin State Fair Association of Marshfield may accept as gifts and transfers properties and assets including title to real property as may be deemed necessary for the operation of a State Fair in Marshfield, Wood County, Wisconsin.

BE IT FURTHER RESOLVED that the Central Wisconsin State Fair Association of Marshfield may incur liabilities as necessary to meet the mission of providing a sustainable State Fair for the citizens of Marshfield and Wood County.

BE IT FURTHER RESOLVED, that the initial Board of Directors and Officers are hereby authorized to execute all documents deemed necessary to implement this resolution.

The resolution to dissolve was moved by Andy Keogh, and seconded by Ed Wagner. No further discussion. The motion carried unanimously.

The resolution to create the new Central Wisconsin State Fair Association was moved by Andy Keogh, seconded by John Garbisch. No further discussion. The motion carried unanimously.

Discussion was held on how to proceed. A motion by John Garbisch was made to approve the proposed Bylaws for the new organization, seconded by Ed Wagner. Discussion. The Bylaws were adopted by unanimous vote.

Andy Keogh moved to retain the current board until the December meeting. Jeff Viergutz seconded the motion. Discussion. Motion carried.

Andy Keogh moved to keep the officers the same until the December meeting. Marilyn Heiman seconded the motion. Discussion. Motion carried.

John Garbisch moved to hire Adam Fischer as our Executive Director. Marilyn Heiman seconded the motion. Discussion. John moved to amend his motion by adding the words: to keep the salary the same as the old organization. Marilyn seconded the amendment. No discussion. The amendment carried. The motion as amended passed.

Liabilities were discussed and assets. Marilyn moved to accept all liabilities and assets of the previous organization. Marilyn withdrew her motion. John Garbisch moved to accept all assets and liabilities except any from Par Fellenz. Following legal advice from Alanna Feddick John's motion was lost. John moved that the BOD will work on the winding up of the old organization and have a determination as to the assets and liabilities that we will be assuming at the December meeting. Marilyn seconded the motion. The motion carried.

Adam passed out bios for individuals seeking a position on the board. A nominating committee was appointed from volunteers by President Larry Gilbertson. They are Marilyn Heiman, John Garbisch, Andy Keogh, with Larry Gilbertson and Adam Fischer.

Adam brought forth a request to set a budget for the grandstand entertainment. Following discussion, Adam proposed a budget of \$81,500. Not including commission. Denny Stroetz moved the \$81,500 budget, John Garbisch seconded the motion, the motion carried.

Meeting Adjourned 9:52 pm. The next meeting will be held at 7:30 pm on December 15, 2014 at the MACCI office, 700 S. Central Avenue.

Submitted by Larry Gilbertson.

Central Wisconsin State Fair

Board Meeting Minutes – December 15, 2014 at MACCI

Present: Alana Feddick, Andy Keogh, Bob Ashbeck, Carol Kerper, Chris Jockheck, Ed Wagner, John Garbisch, Larry Gilbertson, Marilyn Heiman, Rob Posteluk and Tim Heeg

Absent: Dennis Stroetz, Jeff Hartman, Jeff Viergutz and Keith Kay

Non Board Members Present: Adam Fischer, Executive Director

Meeting called to order by Larry Gilbertson at 7:35 PM

Minutes from the November 17, 2014 Meeting: A motion was made to accept the minutes by John Garbisch and Bob Ashbeck seconded the motion. The motion carried as presented.

Nominating Committee Report: John Garbisch presented the Nominating Committee Report and introduced each member being nominated by the Nominating Committee.

Rob Posteluk and Carol Kerper each were given an opportunity to share a little about themselves, what they feel they can offer to the Central Wisconsin State Fair and why they were excited to join the Board.

Larry Gilbertson gave a brief description of Jeff Hartman who was also a nominee, but absent due to a family emergency.

Adam Fischer also gave a brief description of the other candidates that the nominating committee considered, but decided against.

Election of New Board Members: Larry Gilbertson asked the nominees to leave the room as the current Board participated in the election process.

Adam Fischer shared a little bit more in detail about the nominating committee's process of proposing new candidates for the Board of Directors.

A motion was made by Andy Keogh and seconded by Chris Jockheck to accept the nominees as they stand. The Board voted unanimously to accept all the candidates presented by the Nominating Committee.

Appreciation of Outgoing Members: Adam Fischer gave a speech thanking the outgoing members from the Board of Directors. He thanks both Tim Heeg and Denny Stroetz for their passionate commitment to the Fair.

Election of Officers: *President* - A motion was made by Andy Keogh and seconded by Marilyn Heiman to nominate Larry Gilbertson as President of the Central Wisconsin State Fair Board of Directors. A motion was made by Andy Keogh and seconded by Ed

Wagner for a unanimous ballot. The motion carried.

Vice President - A motion was made by Marilyn Heiman and seconded by Chris Jockheck to nominate John Garbisch as Vice President of the Central Wisconsin State Fair Board of Directors. Ed Wagner makes a motion for a unanimous ballot and it was seconded by Andy Keogh. The motion carried.

Treasurer - A motion was made by John Garbisch and seconded by Andy Keogh to nominate Marilyn Heiman as the Treasurer of the Central Wisconsin State Fair. Ed Wagner moves for a unanimous ballot and Andy Keogh seconds the motion. The motion carried.

Secretary - A motion was made by John Garbisch and seconded by Marilyn Heiman to nominate Andy Keogh as the Secretary of the Central Wisconsin State Fair Board of Directors. Rob Posteluk moves for a unanimous ballot and John Garbisch seconds. The motion carried.

Financial Report The financial report was given by Larry Gilbertson. He spoke to the fact that \$5,100.00 was transferred out of a secure capital improvement fund with the approval of the Board and the Executor of the Estate to do electrical upgrades needing to be done on the campground. Larry Gilbertson went through each account giving a detailed summary.

Ed Wagner talked about his desire to see a master plan be created for the Marshfield Fairgrounds Park by the Central Wisconsin State Fair staff that would bring clarity and vision to the capital improvement needs that would enhance the Fair.

Executive Directors Report: Adam Fischer passed out the Annual Report of the Central Wisconsin State Fair along with the Executive Directors Report. Fischer highlighted a few items from the report. He talked about the need for the Board to monthly review a section of the bylaws to educate the Board on the bylaws as a whole and to clean up the various sections and make changes if necessary. Fischer also gave an update on the Junior Fair and Market Animal Sale Committees. He spoke about the Round Barn project that the Fairgrounds Commission was heading up. Fischer is working on securing sponsorships for the Central Wisconsin State Fair. Adam talked about his desire to try and find a corporate sponsor who would sponsor 10% of the annual budget of the Central Wisconsin State Fair's Budget.

Committee Reports: No committee reports were presented as no committees met.

Fair Commission Update: Bob Ashbeck gave a brief update on the Fair Commission and the project they started on the roof of the Round Barn and the upcoming project of the cement work that will be done in the Round Barn. Larry Gilbertson gave some further comments to clarify questions that various board members were asking.

John Garbisch asked if the windows in the office were completed and Adam Fischer

answered that question by stating that Pat Fellenz had finished that project on behalf of the Fairgrounds Commission.

Old Business

Junior Fair Board Update – Tim Heeg gave an update on the Junior Fair Board’s decision to become a program of the Central Wisconsin State Fair. He stated that the Junior Fair Board met on Wednesday, December 10, 2014 to discuss their reorganization and whether or not they would come under the new Fair Association or decide to go independent from the Fair Association. Tim also shared the Junior Fair Board’s strong recommendation to the Fair Association Board to add representation from the Junior Fair Board back on the Fair Association Board.

Heeg also discussed the desire of the Junior Fair Board to see additional representation added to the Fair Association Board from the Market Animal Sale Committee regardless of the decision on if they go under the Junior Fair Board as a committee or to become a program of the Fair Association.

Adam Fischer shared some background for the Board concerning conversations he had with the Junior Fair Board Executive Committee to help clarify some of the items that Heeg was sharing. It was Fischer’s recommendation to add the Junior Fair Board representation back on the Fair Association Board. He thought that the adding of the Market Animal Sale representation should be tabled until the Market Animal Sale Committee makes a decision regarding their future.

Fischer fielded questions concerning the size of the Board with adding additional representation. John Garbisch then added that he shared Fischer’s opinion concerning tabling the decision of adding representation from the Market Animal Sale until they made a decision.

Heeg added remarks concerning the reasoning behind the Junior Fair Board wanting to see the additional representation of the Market Animal Sale regardless of what they decide concerning the reorganization.

A motion was made by Andy Keogh and seconded by Ed Wagner to add a representative of the Junior Fair Board by one member. The motion carried. The motion will need to be ratified at the next Board meeting to officially make the change in the bylaws.

A motion was made by John Garbisch and seconded by Carol Kerper to table the decision on the additional representation of the Market Animal Sale until they have made a decision about whether or not they will go under the Junior Fair or Fair Association. Discussion followed. The motion carried.

Board Member Terms – Adam Fischer talked about the need reform Board member terms that cycle on a three year basis. He handed out a term sheet that lays out how the terms are being proposed. Discussion followed. A motion was made by John Garbisch and it was seconded by Marilyn Heiman to accept the proposed model by Fischer. The motion

carried. The proposed model is attached to these minutes.

Review Proposed Bylaws and Amendments – Adam Fischer passed out proposed changes to the bylaws. Discussion followed. A motion was made by Andy Keogh and seconded by Ed Wagner to table the proposed changes to the bylaws.

Assets and Liabilities – Larry Gilbertson handed out a list of liabilities and assets that the Board needed to make decisions on whether or not the new organization wanted to take them on as continued assets and liabilities.

The list was looked over and it was divided into two sections. The first section was the assets and liabilities that the new organization was going to honor. The second section was the list they were not going to honor from the previous entity. This list is attached to the minutes. Discussion was lengthy. A motion was made by Andy Keogh and seconded by Ed Wagner to accept the two lists.

New Business

2014-2015 Budget – Adam Fischer and Larry Gilbertson shared the proposed budget for the 2015 fiscal year. Ed Wagner made a motion due to the lateness of the hour to table the budget so that members could look over it before the next Board meeting. It was seconded by John Garbisch. The motion carried.

John Garbisch made a motion to adjourn and Bob Ashbeck seconded. The motion carried. Meeting Adjourned at 10:25 PM.

Submitted by Andy Keogh

Central Wisconsin State Fair

Board Meeting Minutes – January 19, 2015 at MACCI

Present: Bob Ashbeck, Carol Kerper, Ed Wagner, Jeff Hartman, Jeff Viergutz, John Garbisch, Larry Gilbertson, Marilyn Heiman, Sara Schmidt, Rob Posteluk

Absent: Andy Keogh and Keith Kay

Non Board Members Present: Adam Fischer, Executive Director

Meeting called to order by Larry Gilbertson at 7:31 PM

Minutes from the December 15, 2014 Meeting: Corrections were brought forth and noted. A motion was made to accept the minutes by John Garbisch and Marilyn Heiman seconded the motion. The motion carried.

Financial Report The financial report was given by Larry Gilbertson. Gilbertson went through each account giving a detailed summary. Discussion followed. A motion was made by John Garbisch and seconded by Marilyn Heiman. The motion carried.

Executive Directors Report: Adam Fischer passed out the Executive Director Report. Fischer highlighted a few items from the report. He talked about the changes that have been made through the reorganization and how he feels these changes will have a positive impact on the Fair and the organization. Fischer also talked about the upcoming Fair and some changes that will be made to the programming. He also gave a sponsorship update.

Committee Reports

Building and Grounds Committee: The Building and Grounds Report were passed out and John Garbisch highlighted various aspects of the report. Discussion followed. A motion was made by Jeff Hartman and seconded by Marilyn Heiman to accept the Building and Grounds Report. The motion carried.

Ratifying Bylaws for Junior Fair Board Representation

The Board voted unanimously to ratify the a motion made at the last Board meeting to add a representative from the Junior Fair Board to the Central Wisconsin State Fair Association Board.

Fair Commission Update: Bob Ashbeck gave a brief update on the Fair Commission and the current project being done and the upcoming project this spring. Discussion followed. A motion was made by John Garbisch and seconded by Jeff Hartman to accept the Fair Commission Update.

Old Business

Budget: Larry Gilbertson as Board President and Adam Fischer as Executive Director went through the Budget line by line. Discussion followed throughout the process. A motion was made by Carol Kerper and second by Jeff Hartman to accept the Budget as

proposed. The motion carried.

New Business

Review Bylaws – Adam Fischer facilitated a review of Section I and Section II of the Bylaws. The Board read through Section I and Section II and made a motion to change the following wording:

- **Section 2.03. Powers and Duties.** The Board of Directors **shall have**, except as otherwise provided in the Articles of Incorporation or in these Bylaws, all of the duties, functions, and powers of the Corporation conferred by the Articles of Incorporation, these Bylaws, state statutes, common law, court decisions, or otherwise, shall be exercised, performed ~~or~~ **and** controlled by the Board of Directors.
- **Section 2.04. Notice of meetings.** The Executive Director shall give at least five (5) days written notice to each member of the Board of Directors for all meetings. (Notice may be given by electronic media, if meeting notice consent **to electronic notification** is on record)
- **Section 2.09. Compensation.** Members of the Board of Directors shall serve without compensation except for **reimbursement of** reasonable expenses incurred on behalf of the Corporation.

Food Vendors: John Garbisch presented the idea of changing the Food Vendors from a flat fee to a percentage based payment of 15% of total sales. Discussion followed. A motion was made by Marilyn Heiman and seconded by Carol Kerper to go to a 15% commission on all Food Vendor Sales. The motion carried.

Larry Gilbertson adjourned the meeting at 10:00 PM.

Authored by CWSF Staff
Submitted by Andy Keogh

Central Wisconsin State Fair

Board Meeting Minutes – February 16, 2015 at Fair office

Present: Andy Keogh, Bob Ashbeck, Carol Kerper, Ed Wagner, Jeff Hartman, Jeff Viergutz, John Garbisch, Larry Gilbertson, Marilyn Heiman, Rob Posteluk and Sara Schmitt

Absent: Keith Kay

Non Board Members Present: Adam Fischer, Executive Director

Meeting called to order by Larry Gilbertson at 7:30 PM

Guest Comments: Larry Gilbertson opened up a time for a group of Food Vendors to address the Board concerning the changes being made on how Food Vendors pay at the Fair. Six different groups were present and they addressed the Board concerning the issue of the payment of the Food Vendors changing from a flat fee to 15% of the Gross Sales.

Closed Session:

The Board went into closed session under Chapter 19.85(1)(e) of the State Statutes, for the purpose of 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. Specifically, the Board discussed negotiating positions for dealing with vendors both for profit or nonprofit of the Fair for the 2015 Fair Season.

Minutes from the January 19, 2015 Meeting: A motion was made to accept the minutes by Andy Keogh and Ed Wagner seconded the motion. The motion carried as presented.

Financial Report: The financial report was given by Marilyn Heiman. She went through each account giving a detailed summary. Discussion followed. A motion was made to accept the minutes and the motion carried.

Executive Directors Report: Adam Fischer went through the Executive Director Report and talked about all of the planning going into this year's Fair. He also went through the past month and the various activities of the Fair office.

Committee Reports:

Building & Grounds Committee:

John Garbisch went through the Building & Grounds Committee Report. Discussion followed.

Marketing Committee:

Rob Posteluk went through the Marketing Committee Report. Adam also made a few comments. Discussion followed.

Draft Horse Committee:

Larry Gilbertson went through the Draft Horse Committee Report. Discussion followed.

Market Animal Sale Committee Report:

Larry Gilbertson gave a report concerning the Market Animal Sale Committee and their legal standing. A motion was made by Jeff Hartman and seconded by Sara Schmitt to make the Market Animal Sale Committee a subcommittee of the Junior Fair. The motion carried.

Fairest of the Fair Committee:

Marilyn Heiman gave a report concerning the Fairest of the Fair Committee and some of the planning going into the event this year.

A motion was made to accept the other committee reports. A second was made and the motion carried as the reports were presented.

Fair Commission Update: Bob Ashbeck gave a brief update on the Fair Commission. Discussion followed. John Garbisch made a motion to approve the Fair Commission Update. Marilyn seconded. The motion carried.

Old Business:

Ratify Changes to the Bylaws:

A motion was made to ratify the changes of the Bylaws from the previous meeting. A motion was made by Andy Keogh and seconded by Ed Wagner to accept ratify the changes.

Review section of the Bylaws:

The Board went through a specific section of the Bylaws. Discussion followed during the reading of the section.

A recommendation was made to discontinue the Non-Fair Committee and merge that committee with the Marketing Committee.

A recommendation was made to change the verbiage in section 7.03 to include three Board members on each standing committee.

A recommendation was made to change the verbiage of section 8.01 on the recommendation of the Fair's attorney.

A recommendation was made to change the verbiage of section 8.04 to take out the word issued.

A motion was made by John Garbisch and seconded by Jeff Hartman to accept each

recommendation as stated. The motion carried.

Jeff Hartman made a motion to adjourn and the motion was seconded by John Garbisch.
The motion carried. Meeting Adjourned at 10:00 PM.

Submitted by Andy Keogh
Authored by CWSF Staff

Central Wisconsin State Fair

Board Meeting Minutes – March 16, 2015 at MACCI

Present: Bob Ashbeck, Carol Kerper, Ed Wagner, Jeff Viergutz, John Garbisch, Larry Gilbertson, Marilyn Heiman, and Sara Schmitt

Absent: Andy Keogh, Jeff Hartman, Keith Kay and Rob Posteluk

Non Board Members Present: Adam Fischer, Executive Director

Meeting called to order by Larry Gilbertson at 7:30 PM

Guest Comments: Larry Gilbertson opened up the floor for further vendor comments from Wayne Meyer who is a vendor with the Central Wisconsin State Fair. Wayne shared his concerns about the new policy concerning the 15% commission off of gross sales from the Food Vendors.

Discussion followed with a few questions being asked of Wayne. The Board then talked further about the new policy after Wayne left. The decision was made to not take any further action on the matter.

Minutes from the February 16, 2014 Meeting: A correction to the minutes was made by Larry Gilbertson to read “The motion passed to go out of closed session.” A motion was made to accept the minutes with the correction by Carol Kerper and seconded by Bob Ashbeck. The motion carried.

Financial Report: The financial report was given by Marilyn Heiman. She went through each account giving a summary of the accounts. Discussion followed. A motion was made to accept the minutes and the motion carried.

Executive Directors Report: Adam Fischer went through the Executive Director Report and talked about all of the activities of the Fair office and went through a summary of various situations that he has been addressing.

Committee Reports:

- **Building & Grounds Committee:** John Garbisch went through the Building & Grounds Committee Report. Discussion followed.
- **Marketing Committee:** Rob Posteluk went through the Marketing Committee Report. Adam also made a few comments. Discussion followed.
- **Draft Horse Committee:** Larry Gilbertson went through the Draft Horse Committee Report. Discussion followed.
- **Market Animal Sale Committee Report:** Larry Gilbertson gave a report concerning the Market Animal Sale Committee and their legal standing. A motion was made

by Jeff Hartman and seconded by Sara Schmitt to make the Market Animal Sale Committee a subcommittee of the Junior Fair. The motion carried.

- Fairest of the Fair Committee: Marilyn Heiman gave a report concerning the Fairest of the Fair Committee and some of the planning going into the event this year.

A motion was made and seconded by to accept the committee reports. The motion carried as presented.

Junior Fair Report: Sarah Schmitt gave a report on the Junior Fair and was discussed at the Junior Fair Management Team meeting. Discussion followed. A motion was made and seconded to approve the Junior Fair Report. The motion carried.

Fair Commission Update: Bob Ashbeck gave a brief update on the Fair Commission. Discussion followed. A motion was made and seconded to approve the Fair Commission Update.

Old Business:

Kevin Lindow Situation: Adam Fischer gave an update on the Kevin Lindow situation. He also shared the advice of the Fair's legal counsel was regarding the issue. Larry Gilbertson also shared a letter that was given to him in defense of Kevin Lindow. Discussion followed.

A motion was made and seconded to have Adam talk with the legal counsel again to receive further clarification regarding how to move forward with Kevin Lindow and the decision to either honor the five year ban or to drop the decision.

New Business:

John Garbisch asked if the bylaws allowed for a member of the Board to be removed due to lack of attendance. Adam Fischer and Larry Gilbertson said no section of the bylaws existed. Gilbertson suggested that Garbisch bring a recommendation to the Board at the next meeting if he felt that it such a section should be added.

A motion was made by John Garbisch and seconded by Bob Ashbeck to adjourn the meeting. The motion carried. Meeting adjourned at 9:12 p.m.

Submitted by Andy Keogh
Authored by CWSF Staff

Minutes
Marshfield Library & Community Center Committee
Wednesday, March 4, 2015 4:00 p.m.
Marshfield Public Library, Beebee Forum Room

Doty called the meeting to order at 4:02 p.m.

Attendance: Jean Doty, Kris Keogh, Becky Spencer, Gary Cummings, Steve Barg, Kelly Cassidy, Jason Angell and Lori Belongia, Mat Bartkowiak (arrived 4:20)

Absent: Mayor Chris Meyer

Also present: Jack Blume, Lisa Jansen, Bridget Martin, Eric Kopp, Joe Dolezal, Floreine Kurtzweil, Jessica Gaedtker, Joanne Ampe and Dick Pokorny

There were no public comments.

Spencer moves and Keogh seconds approval of the minutes of the February 4, 2015 meeting with the addition of a request for cost information on installing the mechanicals halfway below grade and that other ways to include other solar features will be sought if funding allows. All ayes, motion carried.

As Thomalla was not in attendance, Belongia shared that with cash, paid pledges, pledges pending and pending pledges \$4,552,325 has been raised, of that \$1,469,479 is cash in hand. Angell notes that we have not heard anything on the WEDC grant submitted at the end of January and that we are still considering a CDBG grant application.

Angell gave an update on the Common Council discussion of leasing space in the Community Center. At the February 24th Common Council meeting a resolution to move fundraising into Phase II was passed. The resolution also included language stating that funds raised in Phase 2 will be applied to any gap in funding or overruns for the Library project first before being applied to the Community Center and a paragraph stating if the private fundraising goal is not reached by the end of the capital campaign, it is understood that the scope of the project would be reduced to match the available funds. The Council also voted that night to approve the appointment of the Chairs of the Finance, Budget and Personnel Committee – Alanna Feddick and the Board of Public Works – Mike Feirer (or their designee), along with Dan Knoeck, Lori Belongia and Kelly Cassidy as the Community Center Leasing Committee to develop recommendations on leasing space within the Community Center. In other votes they also referred to the Leasing Committee the

guidelines for leasing space in the Community Center, and voted that any build-out costs will be recovered from the tenant(s) or the tenant(s) can provide them on their own within a reasonable amount of time and they have to meet City standards.

Blume, Jansen and Kopp reviewed recently updated drawings, lighting options floor plans, color palette, carpeting and wall colors. Ampe asks whether the exterior air handling units and backup generator will remain when the Community Center work is completed. They will, but landscaping and other methods will be sought to conceal them. We have not seen a view of the entrance to the new Library from the interior of the link/hub, an image of the future fireplace in the NW quiet corner on the second floor or link/hub directional signage.

Angell leaves the meeting at 4:48 p.m.

Belongia conveys a request from the Capital Campaign Co-Chairs that the donor recognition piece be installed in the link/hub to be sure that it is place when the new Library opens. A question arose about where the donor boards in the existing Library will go before the Community Center opens.

The entrance to the new Library from the interior of the link/hub, fireplace in the NW quiet corner on the second floor and link/hub directional signage will be developed for a future meeting.

The next meeting date was set for Wednesday May 6, 2015.

Seeing no other business, Doty adjourns the meeting at 5:47 p.m.

Respectfully submitted,

Lori Belongia

**STRATEGIC PLANNING CABLE TV COMMITTEE MEETING MINUTES
MARCH 23, 2015**

The meeting was called to order by Chairperson Holck at 5:01 p.m. in Room 108 of City Hall Plaza.

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

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

EXCUSED: Shawn Warren

APPROVAL OF MEETING MINUTES

CTV15-010 Motion by Siasoco, second by Earll to approve the minutes of the February 23, 2015 meeting as submitted.

Motion carried

UPDATE ON FIBER EXTENSION PROJECT

City Administrator Barg reported that the Council approved a Budget Resolution to transfer funds to extend fiber from McMillan Street to the Marshfield Community Television Studio in late February and Technology Director, Eng Ng has been talking to individuals on this project and is getting quotes from vendors to get this work done. The process is moving forward.

Chairperson Holck suggested that VIDCOM notify Fred Schindler of Marawood of what is happening.

FOLLOW UP ON VIDCOM INVOICES

Speth distributed a handout regarding the VIDCOM invoice that was questioned at last month's meeting. Per Juanita Kummer the invoice date was entered in error, however, the service dates are accurate for the contracted period of time.

BILLS

The bill query report was reviewed.

CTV15-011 Motion by Gerl, second by Daniels to authorize payment of the following bills as presented:

Advanced Disposal	\$ 58.34
B&H	97.45
Charter Business (03/01/15 to 03/31/15)	269.11
Charter Business (02/26/15 to 03/25/15)	15.22
Granicus	600.00
Menards	5.58
Quill	268.99
(Inv. 1411957, 1483833, 1689863, 1726802, 1850537, 1884547 & 1893976)	
Quill (Credit)	-39.44
Walmart	9.00
We Energies (Credit)	-18.83
VIDCOM (MACCI)	100.00
VIDCOM, LLC (Invoices 318 & 320)	<u>5,440.00</u>

Total \$6,805.42

Motion carried

STRATEGIC PLANNING SESSION

Branding/Marketing

- 1) Logo
 - Staff to propose to committee; approve this summer!
- 2) Flyer (single sheet)
 - Distribute at events
 - Template to committee in early summer.
 - Need to budget for this in 2016 and beyond.
- 3) Survey
 - Develop mail survey form and plan later in 2015 for use in 2016.
 - Budget for this expense.
 - Use other methods (Marshfield News Herald, Hub City Times, website, etc.)

Technology

- 1) Replacement program
 - Adopt a plan with estimated costs by about August 1st.

Financial Management

- 1) Reserve balance
 - Review with staff, committee and Finance Director this summer (June/July?)
- 2) Sponsorship/Underwriting
 - Pursue creative methods to inform public of this opportunity (ongoing).

Communications

- 1) Promotional Video
 - Help from subcommittee to develop promo video for home page of website and other PR uses.
 - Goal: Fall 2015

Human Resources

- 1) Organizational structure
 - Discussion with VIDCOM on future plans (start by late spring/early summer)

RECOMMENDED ITEMS FOR FUTURE AGENDAS

- Update on strategic planning action items (every month)
- Discuss organizational structure
- Form a subcommittee to meet with VIDCOM

Next regular Cable TV Committee meeting is scheduled for April 27, 2015 at 5:00 p.m.

Motion by Gerl, second by Earll to adjourn at 6:00 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

COMMUNITY DEVELOPMENT AUTHORITY

March 26th, 2015

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 9:00 a.m. in the Executive Conference Room of Cedar Rail Court, 601 S. Cedar Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted March 16, 2015 at 4:55 p.m.
Addendum posted March 25, 2015 at 8:50 a.m.

ROLL CALL:

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

EXCUSED: Peter O. Hendler, Marilyn Hardacre

OTHERS PRESENT: Mary James-Mork – Executive Director (via conference phone), Carol Kerper – Business Manager, Tim Geldernick – Environmental Services Manager

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

CDA-15-B03-1 Motion by LaFontaine, second by Marsh to approve the February 19th, 2015 CDA Board meeting minutes. 5 Ayes

MOTION CARRIED

CDA-15-B03-2 Motion by LaFontaine, second by Marsh to approve the March 17th, 2015 CDA Finance meeting minutes. 5 Ayes

MOTION CARRIED

CDA-15-B03-3 Motion by Buttke, second by LaFontaine to approve the March 17th, 2015 Strategic Planning meeting minutes. 5 Ayes

MOTION CARRIED

CDA-15-B03-4 Motion by LaFontaine, second by Marsh to accept the Finance committee report as presented. 5 Ayes

MOTION CARRIED

CDA-15-B03-5 Motion by Buttke, second by Marsh to accept the Strategic Planning committee report as presented. 5 Ayes

MOTION CARRIED

Personnel Committee Update: No update

Grievance Committee Update: No update

CDA-15-B03-6 Motion by Buttke, second by Marsh to accept and place on file the Executive Director's Report. 5 Ayes

MOTION CARRIED

RAD Update: Information for upcoming RAD webinars will be emailed to all Board members so that they may participate if they are available.

Capital Project Update: None

New Business: Chairperson Keogh shared information regarding correspondence with HUD personnel as it pertains to CDA vacancies.

Next Board Meeting Date and Time: Thursday, April 30th, 2015 at 9:00 a.m. in the Community Room of Cedar Rail Court.

Meeting declared adjourned by Chairperson Keogh at 9:24 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
April 23, 2015

1. Occupancy-

Parkview- Thirteen (13) vacancies, (3 units filled, 1 resident passed.

Cedar Rail – Five (5) vacancies, (2 units filled, 1 resident passed.

Scattered Sites- 2 units filled this month. 0 vacancies.

Section 8-The program has fifty-two (52) active, leased vouchers, with (1) one issued.

Tours- 25+ individuals toured both facilities this month.

2. RAD Project-

- CDA has met the first deadline for the RAD requirements PHA units have been transferred into the RAD/PIC database to prepare for the transition.
- National Housing Compliance (NHC) Consultants have submitted a proposal for their services in supporting the CDA through the RAD transition.
- Von Briesen has also submitted fee estimates for obtaining 501(c) (4) status.
- Finance committee members will review proposals at the April 21st meeting and make recommendations to the board at the April meeting.
- ED is currently working with Marc Retish of Ameresco re: the Physical Conditions Assessment and RFP. (Minneapolis based firm serving the Mid-West- specializing in Public Housing Energy Projects) A detailed guide for this assessment will be shared with the Strategic Planning Committee.

3. Capital Funds Planning-

Environmental Services Manager continues to gather estimates for a variety of approved capital projects with the parameters established by the Finance Committee. Updates will be provided at the April 2015 board meeting.

4. REAC Inspection for 2015-

The CDA and HUD inspectors have set the date of Wednesday, June 10th for the annual REAC inspection. Environmental Services Manager and team are currently working to prepare for the inspection, and prioritizing projects accordingly.

5. Residents-

Resident Newsletter communication and postings re: Interest in serving as a nominee for the Resident Commissioner will be posted after the April 23rd Board Meeting. Application will be made available at the CDA Office. Names will be submitted for approval/appointment to the Mayor along with those of the other CDA Board of Commissioners prior to the May 2015 Annual Board Meeting.

**Main Street Board of Directors Meeting
Wednesday, April 8, 2015
Main Street Office**

Present: Lois TeStrake, Tom Henseler, CW Mitten, Josh Kilty, Scott Koran, Cindy Cole, Jenna Hanson, Gary Cummings, Scott Larson,

Excused: Tony Abney, Kelly Korth, Trina

Not Present: Ryan Baer, Mike Eberl, Nick Arnoldy

Staff Present: Angie Eloranta, Executive Director

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

1. Approval of Board and Executive Committee Minutes:

1st. C W Mitten

2nd Tom Henseler

2. City Staff Updates – Jason – Nothing at this time.

3. MACCI Updates- Scott Larson – April 7 – Ribbon Cutting- 11:00 am- Paget Equipment; April 8 – Maximize your membership- noon-1:00pm-MACCI; Spring Central WI. Job Fair- Mid-State Tech College WI. Rapids; Java Jump Start “Onboarding 101” – 7:30- 8:45 am- MSTC, Rm 126; April 14- Reality Store- 8 am – 2 pm- Marshfield Middle School; April 16 – Leadership Marshfield Graduation 5:45 pm – Holiday Inn; April 21- Business After 5 – Chestnut Avenue Center for the Arts; April 22- Working Women’s Wednesday 11:00 – 1:00 Hotel Marshfield; April 28 – Crystal Apple TOD interviews MACCI; April 29 – Crystal Apple TOD Interviews – MACCI; April 30- Leaders Influence Determination Workshop 8:00 am – noon MACCI; Change your Grip Sales Training Workshop 1:00 – 4:30 pm MACCI. May 27-June 6 Dairyfest , WSAW Channel 7, Your Town Marshfield- Special Advertising Opportunity Broadcast Morning at Mayor’s Breakfast, afternoon at Columba park; May 14- 8 – 11:30 Customer Service Program

4. Treasurers Report: Josh Kilty

Nothing new, change of month reported, Budget in line, cleaned up some items.

5. Executive Director’s Report: Angie Eloranta

Vacancies/New Businesses

- New business
- Vapor Shop by Nutz Deep
- Someone is possibly buying Back Porch
- Closing
- Railroad Antique

Professional Development activities

- Director’s training in Algoma in June

Main Street accomplishment/special projects

- First Impressions
- Date set for April 20th

- Awards Reception is April 17th in DePere. Registration open til Friday! (Main Street is paying for all Board Members, hotel & travel on your own)
- Third Tuesdays
 - Underway, first meeting a few weeks ago
 - 23 businesses on board
- Property Owner Quarterly Gathering
- Business Owners – Quarterly Business and Bagels
- National Main Street Conference
 - Lots of new ideas and some reinforcement to old ideas
 - Crowdfunding for business and for community projects
 - Pop-Up Retail Program

6. Committee Reports-

- **Promotion Committee Updates-** Lois TeStrake
April meeting was postponed. Past notes.
Next meeting 5/6 at 8am
- **Organization Committee Updates-** Jenna Hanson
Working on Block Party 6/19/2015
Next meeting 5/14 at 8am
- **Design Committee Updates-** Angie Eloranta
Update Guidelines
Looked at landscaping back alley
Considering Mural – Mitten’s Building
Students, local artist to do Mural
- **ER Committee Updates-** Angie Eloranta
Coupon Books for Downtown Businesses
Working on local Main Street Makeover Program
Next meeting Wednesday 4/29 at 8 am

7. Old Business-

8. New Business:

- State Awards – 4/ 17 – De Pere
- May meeting – Josh Miller present 2nd St. Corridor Concepts
- Bid Meeting – 8 am 4/15

9. Meeting Adjourned at 8:45 am - Josh Kilty

Business Improvement District Board
Minutes of the April 15, 2015 Meeting

Meeting called to order by Al Nystrom, Chairman, at 8:04 am in Room 108 of City Hall.

Board Members Present: Duane Schutz, Tom Buttke, Scott Koran, Carol Knauf, and Al Nystrom, and Pat Schreiner

Board Members Absent: Shelly Babcock

Others Present: Lois TeStrake, Jason Angell, Angie Eloranta, and Amy Krogman.

BID14-14 Motion by Buttke , second by Knauf to approve the minutes of the January 14, 2015 meeting

Motion carried

There were no citizen comments

BID14-15 Motion by Knauf, second by Koran to approve the financial statements as presented.

Motion carried

Eloranta updated the committee on the following

- Business Visits:
 - ✓ She has been averaging 2 businesses a week. People are looking for financial assistance such as façade program or help with back alleys. Main Street ER committee is working on developing a program to help with this.
 - ✓ Still have parking issues
 - ✓ She has been working with Josh Miller with the businesses on 2nd Street to discuss the possible options for the Street
- Upcoming events:
 - ✓ 3rd Tuesday of each month during summer businesses will stay open until 7 p.m. There are 30 businesses who have agreed to stay open until 7. Farmer's Market will also run until 7 p.m.
- Recent promotions
 - ✓ Sweets for Your Sweet went well. Had approximately \$1,000 in sales.
 - ✓ Efflorescence Fashion show was a success. 72 people attended, many of which shopped the next day.
- Special Projects:
 - ✓ Putting together a coupon book to place at the hotels for downtown businesses
 - ✓ Main Street Marshfield is participating in a First Impression program with Chippewa Falls. Angie will be going to Chippewa Falls on April 20th and representatives from Chippewa Falls will be coming to Marshfield. At the next BID meeting she will update the committee on what the feedback was.
 - ✓ Block party will be held on June 19th.
 - ✓ Hub City Days in July
 - ✓ Main Street Awards reception on Friday, April 17th. Circle the Date won a state award for their store front.
 - ✓ Working on updating the design guidelines. Trying to get information on line.

- ✓ Working on getting a summer intern to work with Main Street. The intern will work with social media. Also do some tracking measures at their events.
- Professional Development:
 - ✓ Leadership Marshfield graduation on April 16th
 - ✓ Attended the National Main Street Conference in Atlanta

Jason Angel updated the committee regarding the 2nd Street Project. There are currently three different concepts being considered. There is a survey on the City's webpage for people to give their opinion. This will be discussed by the Plan Commission in May and the Board of Public Works in June. It will need to be wrapped up in June and ultimately it will be the decision of the Board of Public Works as to what option they want.

Nystrom asked the committee to think about the 2016 Operating Plan and what they would like to see included in that plan. Koran liked the idea of the back alley/façade program. Angell reported the Economic Development Board has an interest in this program as well. They are looking for a partnership in funding.

The next meeting will be held on June 17th at 8:00 a.m.

Motion by Buttke, second by Schutz to adjourn at 8:49 a.m.

Respectfully submitted by:

Amy Krogman
Administrative Assistant III

Marshfield Airport Committee Minutes

April 16th, 2015

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

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

Absent: None

Also Present: Shawna Knauf, Myles Richmond, Duffy Gaier and Jeffrey Gaier

Citizens Comments: None

AP15-17 Motion by Knauf Second by Jockheck to approve the Airport Minutes for March 19th 2015, All Ayes,

Motion Carried

AP15-18 Motion by Jockheck Second by Bremer to approve the Airport Minutes for March 26th with the as amended with the corrected starting time. All Ayes,

Motion Carried

AP15-19 Motion by Maurer Second by Jockheck to approve the Airport Manager's April 2015 Report, All Ayes

Motion Carried

AP15-20 Motion by Jockheck, Second by Maurer to approve the April 2015 Activity Report, All Ayes

Motion Carried

AP15-21 Motion by Bremer, Second by Knauf to approve the Airport Bills for April 2015, All Ayes

Motion Carried

Land Lease of the airport farm land by the UW Board of Regents - Discussed, No action taken

Trip the Wisconsin Bureau of Aeronautics Discussed, No action Taken

Lease of the Office Terminal at 210 West 29th Street Discussed, No action taken.

Additional Citizens Comments: None

Motion by Jockheck, second by Bremer to adjourn at 7:00 PM, All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

Marshfield Airport Manager Report

April 16th, 2015



John Berg, Chris Meyer, Duffy and Jeff Gaier traveled to Madison this past month for the annual meeting with the Wisconsin Bureau of Aeronautics, (BOA). The BOA puts on this seminar to discuss federal and state funding requirements as well as if there are any changes with the funding levels for future projects. The meeting went well and we received some good responses to questions we asked. There will certainly be some developments at the airport in the future.

Mike Gabor from the BOA stopped by on April 7th to chat with us about the upcoming Grosbier property demolition. It also gave Mike the opportunity to look over the property again to assess what utilities were on the property. The BOA assisted the City of Marshfield with the purchase of the property in 2014. The BOA is now putting a bid packet together for the demolition of the buildings and trees on the property. Our goal is to incorporate it into the existing farmable airport land that is adjacent to the property.

The VASIs and PAPI light systems have been giving us a bit of a headache this past month. Brad from Merkels electric was out getting those and other lights running again at the airport. Both the VASI on 16 and the PAPI on 05 have been shutting off and not coming back on. Brad said that everything checks out on the PAPI, but that it does sound like a electrical transformer may be going bad. Brad thinks the VASI may have been shut down when the frost started coming out. The frost more then likely heaved the VASI to a different angle. The frost affects the angle sensor in the VASI so it automatically shuts down when the angle is off.

Randy Ferris of FerrSpray LLC stopped by this month. Randy and his sone Ryan are the crop dusters who fly the Gruman yellow bi-plane the past few summers. Randy asked if he could again use Marshfield as a staging area, to which we happily replied yes. He will let us know when it gets closer when they will be up for crop spraying.

Lawn mowing season will soon be upon us. We will be cleaning up the snow equipment for the season and will be getting the lawn mowing equipment prepared shortly.



Some important dates to remember coming up.

Marshfield Pancake Breakfast - July 12th, EAA 992 moved it up as AirVenture is moved up a week this month.

Wisconsin Flying Hamburger Social - Marshfield Nights

June 10th 2015

September 2nd, 2015

Congratulations to April Thums who successfully completed her first solo flight on 04/10/2015. Gary Buchanan the flight instructor at Duffy's and April are pictured to the left.

Happy Flying - Duffy, Alice, Robert and Jeff



Airport Activity Report April 2015

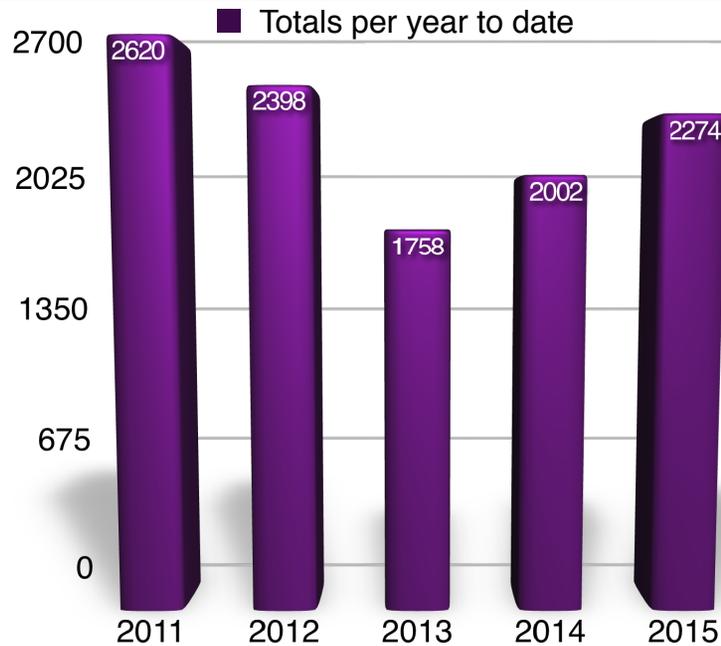


Departures and or Landings Information - Flight Operations - 28 Days Between Reports

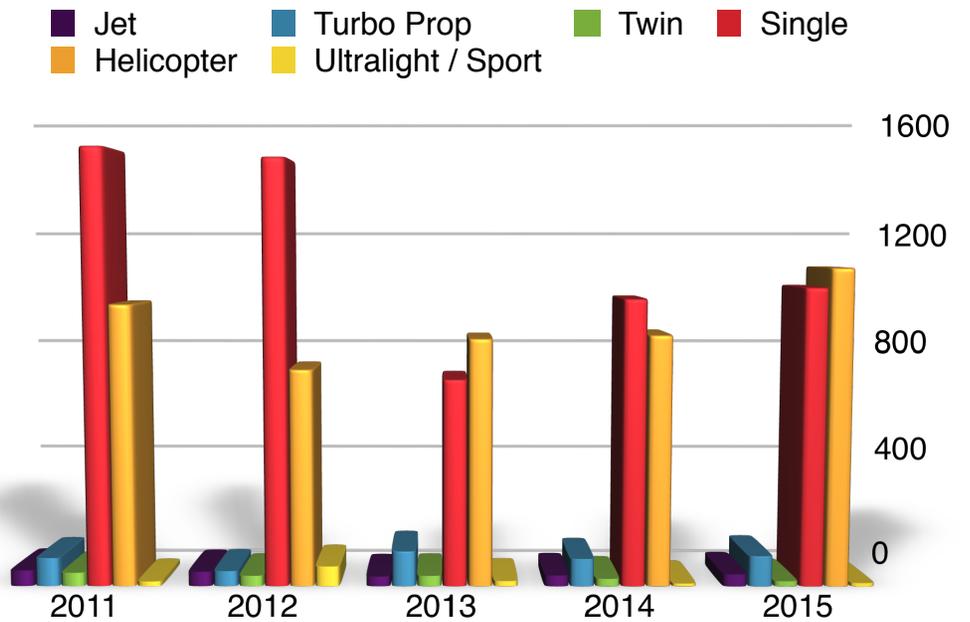
<i>Year</i>	<i>YTD 2011</i>	<i>YTD 2012</i>	<i>YTD 2013</i>	<i>YTD 2014</i>	<i>April 2014</i>	<i>April 2015</i>	<i>YTD 2015</i>
<i>Jet</i>	54	50	34	38	16	12	42
<i>TurboProp</i>	96	52	120	94	26	24	104
<i>Twin</i>	46	36	36	26	12	4	18
<i>Single</i>	1488	1452	706	978	456	392	1016
<i>Helicopter</i>	960	740	844	856	230	288	1082
<i>Light Sport</i>	16	68	18	10	10	10	12
<i>Total</i>	2620	2398	1758	2002	750	730	2274
Passengers							
<i>Total</i>	3545	3193	2344	2668	1000	973	3526
Local and Transient Traffic							
<i>Transient</i>	600	690	512	678	246	248	556
<i>Local</i>	2060	1708	1256	1324	504	482	1818
Training Flights							
<i>Total</i>	1116	1414	530	834	346	500	1004
Fuel Dispensed							
<i>Av Gas</i>	5301	5749	4334	4411	2035	1073	3048
<i>Jet A</i>	9760	10310	13630	11231	4129	4329	14168
<i>Total</i>	15601	16059	17964	15642	6164	5402	17216

All Information In This Report Is Estimated Based On The Activity At The Airport For The Month. An Operation is considered a take-off or a landing.

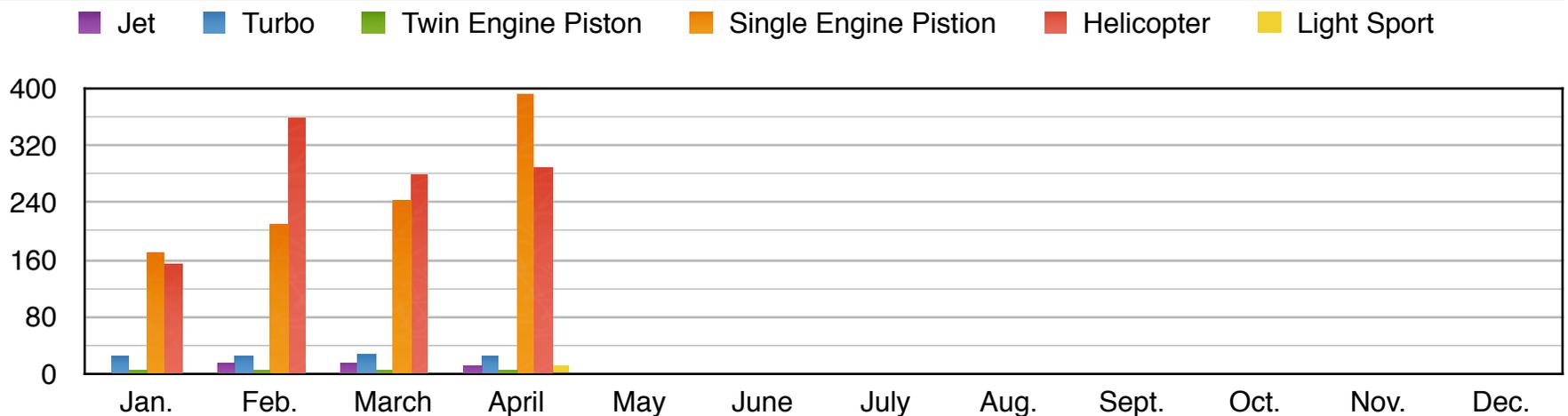
Flights Over the Past Five Years by the Present Month



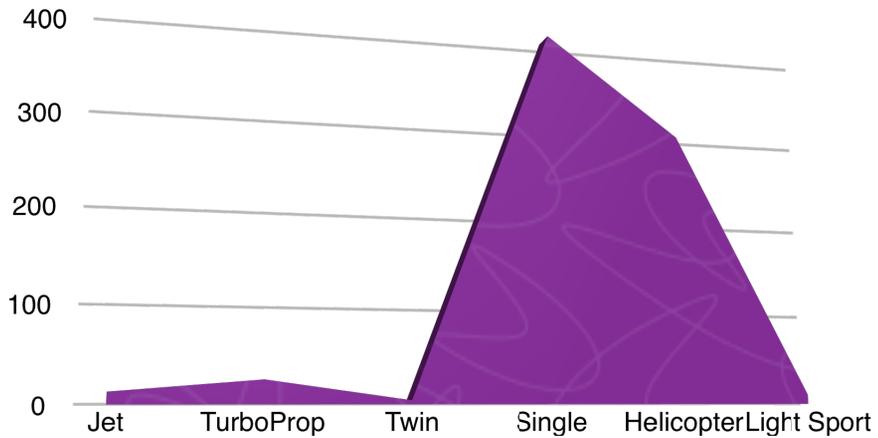
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



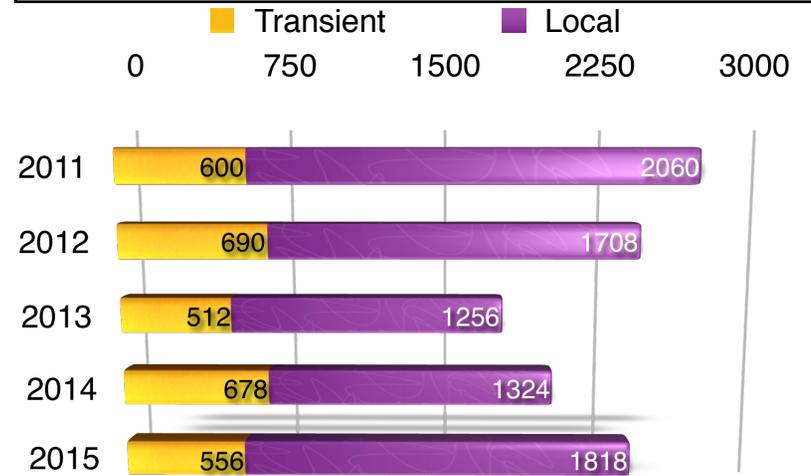
Operations by Aircraft for the Year of 2014



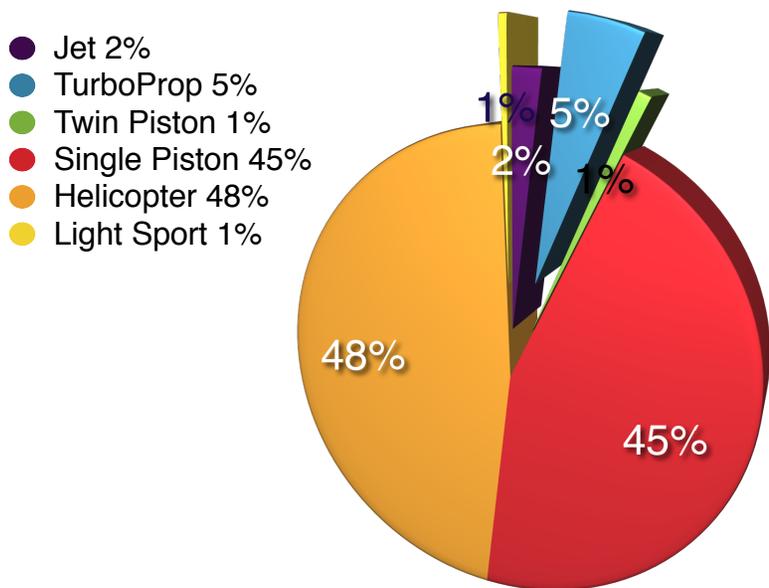
Traffic Activity For This Month



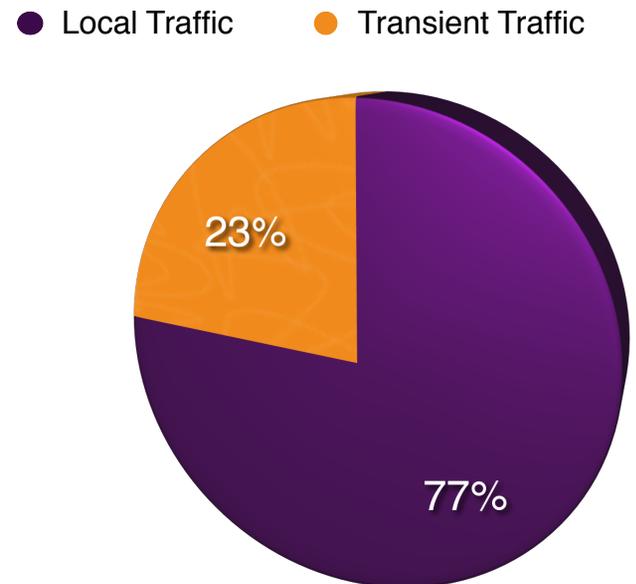
Transient Vs. Local Traffic



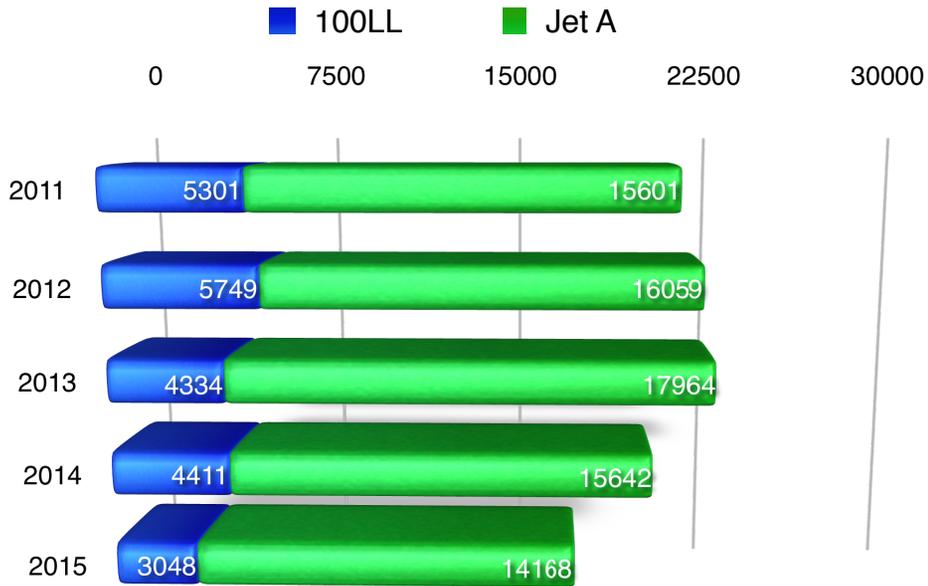
Percentage By Type Of Aircraft That Came Into Marshfield In 2015



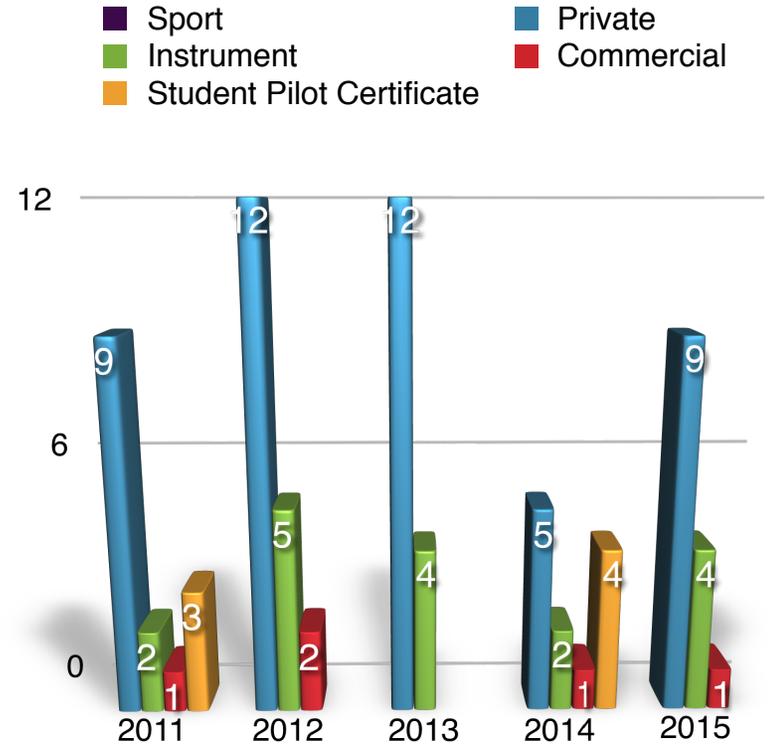
Percentage of Local Vs. Transient Traffic



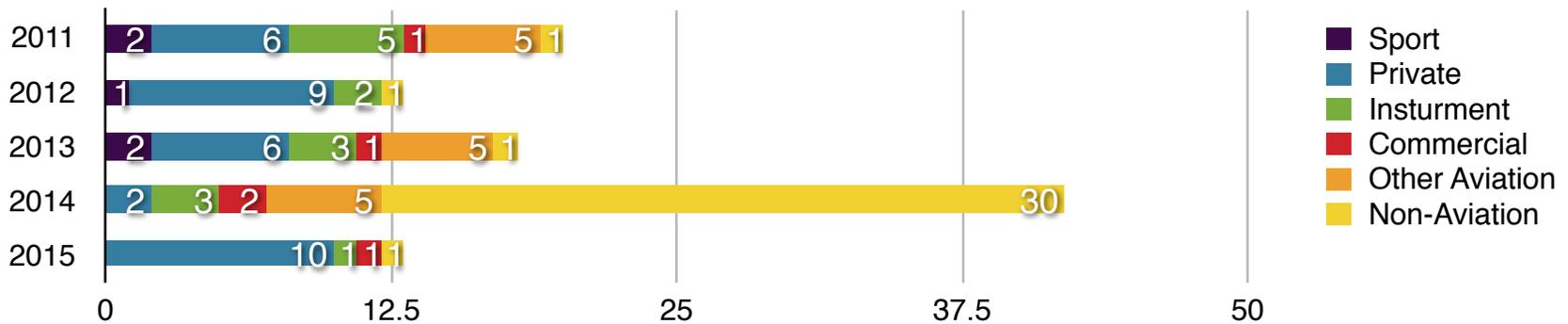
Fuel Sold - 5 Year Comparison



Duffy's Flight Checks for Pilots - 5 Year Comparison



Computerized Written Exams Given At The Airport



Individuals and Businesses that have used the Airport The Month of April 2015

Duffy's Aircraft Sales and Leasing Inc.
Aviation On Demand
Spirit Transport
Dan Hiller
CrossWind Aviation LLC
Wheelers Chevy Olds Pontiac Cadillac Inc.,
Dan Wheeler
Myles Richmond
Duffy Gaier
Bob Gaier
Jeffrey & Elizabeth Gaier
Al Hatz
Gary Buchanan
Georgi Georgiev
Craig Cook
Don Halloran
Howard Rand
Steve Humphrey
Steve Mickel
Mayo One (Medflight Eau Claire)
Custom Fabrication and Repair
Brian Barnett
Kirk Haslow
Haslow Farms
Father Eric Berns
April Thums
James Weber
Ben Wolf
Nathen Holland

Tom Mueller
Tim Hoefs
Dick Rau
Brian Parker
Scott Singkofer
Art Scottberg
Medevac (Medflight Wausau)
Tom Witt
Country Flyers Education
Jake Jasinski
Troy Rens
Life Link III (Medflight New Richmond)
Wayne Short
Enbridge
MQA Aviation LLC
Matt Thomas
Burrnett Co. Flying Service
Michael Tyler
Bob Thill
Valley Medical - Fixed Wing Medflight
Randy Musack
Harry Dolan
Medlink Air (Medflight)
Am I High Aviation
Wausau Flying Service
Krist Oil
Mark Preston
Festival Foods

Max Air
Tim Evans
Andrew Peterson
Ben Hanson
Norman Vick
Jackson Aviation LLC
Daniel Green
L.J Aviation
Roehl Transport
State of Wisconsin - Donor Flight

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

Experimental Aircraft Association Chapter 992 (Marshfield & Medford Group)

Toastmasters of Marshfield

Central Wisconsin Apple User Group

Marshfield Youth Hockey

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

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

Marshfield Hotel

Target

Holiday Inn

Hardees

Blue Heron / West 14th

The Store

Marshfield Clinic

Baltus

St. Joseph's Hospital

Wildwood Zoo

Festival Foods

Nasonville Dairy

V & H Heavy Trucks

El Mexical

Roehl Transport

Hub City Ice Cream

Custom Fabrication and Repair

Nuts Deep

Subway

Team Sports

Chips

McDonalds

Little Casears

Summary Report

More people were flying this month and flight training has seen an increase in activity. We have a ground school class going that has seven people enrolled.

Account # 101-53510-33

Obj. #	Description	2015 Amount Approved	2015 April Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	44,950.00	3,745.83	Manager's contract	14,983.32	29,966.68
52210	Electric	18,925.00		Marshfield Utilities - Co. Rd. BB	2230.26	16,694.74
52220	Water	496.00		Marshfield Utilities	37.75	458.25
52230	Sewer	560.00		Marshfield Utilities	40.33	519.67
52240	Fire Protection Charge	1,934.00		Marshfield Utilities	158.13	1,775.87
52260	Heating - Gas	3,386.00		east side of old terminal	1746.68	1,639.32
				west side of old terminal		
			44.15	house on Co. Rd. BB		
			107.37	General terminal		
52300	Telephone	1,290.00	122.21	Frontier	337.36	952.64
52400	Rep/Maint. Serv-Streets	17,200.00	655.00	Duffy's Aircraft Sales - snowplowing, man & equip.	3,180.00	14,020.00
52500	Repair/Mainte. Service	60,967.00	47.05	UniFirst - floor mats	3,488.05	57,478.95
			47.36	Chili Implement Co. - washer parts & shipping.		
			200.00	Maid to Order Cleaning Service		
			269.00	Vital Communication, Inc		
			1,342.06	Merkel Co., Inc. - Repaired rails & odels		
			165.30	Chili Implement Co. - testing injectors.		
			55.00	Merkel Co., Inc. - replaced beacon light		
			340.00	Duffy's Aircraft Sales - maintenance on runway lights		
52900	Other Contractual Ser.	3,000.00				3,000.00
53100	Office Supplies & Exp.	500.00				500.00

53200	Publications & dues	400.00				400.00
53400	Operating supplies	1,600.00	274.12	Duffy's Aircraft Sales- car rental & fuel to attend WI Bureau of Aeronautics meeting.	274.12	1,325.88
City of Marshfield - 2015 Airport Budget continued						Page 2 of 2
			April Expenses		Used To Date	Balance
53500	Rep/Mainte. Supplies	6,728.00				6,728.00
55110	Buildings & Contents	2,431.00				2,431.00
55140	Professional Liability	317.00				317.00
55150	Airport Liability	4,350.00			4,350.00	-
55170	Boiler	371.00				371.00
58830	Airport Buildings	6,120.00				6,120.00
						-
Grand Totals		175,525.00	7,414.45		30,826.00	144,699.00

COMMUNITY DEVELOPMENT AUTHORITY

Strategic Planning Committee

April 21st, 2015

The Strategic Planning Committee meeting of the Community Development Authority was called to order by Board of Commissioners Chairperson Andrew Keogh at 2:23 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 April 20, 2015 at 12:06 p.m.

ROLL CALL:

Present: Andrew Keogh, Dave LaFontaine, Dave Marsh, Tom Buttke, Peter Hendler

Others Present: Mary James-Mork - Executive Director, Carol Kerper – Business Manager
Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

RAD Project Process Planning:

Committee members were given cost proposals from National Housing Compliance and Von Briesen & Roper for guidance with policy, training, and the 501(c)(4) application required for RAD transitioning.

CDA 15-S04-1 Motion by LaFontaine, second by Marsh to obligate up to a maximum dollar amount of \$65,000.00 for RAD conversion. 5 Ayes

MOTION CARRIED

Discussion was held on projects for growth and development within the city of Marshfield. Executive Director James-Mork will continue exploring available opportunities.

Next meeting date and time: Tuesday, May 19, 2015 at 2:00 p.m.

Meeting declared adjourned at 3:32 p.m. by Keogh.

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY

Finance Committee

April 21st, 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 April 20th, 2015 at 12:06 p.m.

ROLL CALL:

Present: Dave LaFontaine, Andy Keogh, Dave Marsh, Tom Buttke, 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: None

Review of Financial Reports for March of 2015:

CDA 15-F04-1 Motion by Marsh, second by Hendler to accept and recommend the financial reports for board approval. 5 Ayes

MOTION CARRIED

Review of Check Signing Procedure for Regular Monthly Expenses:

Committee members were provided with a list of CDA vendors that submit invoices for payment on a regular monthly basis.

CDA 15-F04-2 Motion by LaFontaine, second by Marsh to authorize the Executive Director or designated representative to pay regular monthly invoices that are submitted by vendors exclusive to the documented approved vendor list, by single signature. Authorization of single signature check payment to be effective June 1, 2015. 5 Ayes

MOTION CARRIED

Discussion was held on authorization of single signature check payments up to a specific dollar amount. Executive Director James-Mork will get recommendations from the auditor currently used for by Community Development Authority. Current financial procedures will also be reviewed. Policies will be revised, if necessary, as RAD transition takes place.

Next meeting date and time: Tuesday, May 19th, 2015 at 1:30 p.m. in the Cedar Rail Court Executive Conference room.

Agenda Items for Next Month: Review of current CDA financial procedures

Meeting declared adjourned by Chairperson Dave LaFontaine at 2:21 p.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Dave LaFontaine
Chairperson

BOARD OF PUBLIC WORKS MINUTES
OF MAY 4, 2015

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

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

EXCUSED: None

ALSO PRESENT: Alderman Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; City Planner Miller; Street Superintendent Winch; Assistant Street Superintendent Hawley; Angie Eloranta – Main Street Marshfield; Paul & Rita Meier; the media; and others.

Nominations were held for Board of Public Works Chairman.

Alderman Wagner nominated Alderman Buttke for Chairman of the Board of Public Works.

PW15-54 Motion by Jockheck, second by Wagner to close nominations for Chairman of the Board of Public Works and to elect Alderman Buttke.

Motion Carried

Alderman Buttke took the chair.

Nominations were held for Board of Public Works Vice-Chairman.

Alderman Feirer nominated Alderman Cummings for Vice-Chairman of the Board of Public Works.

PW15-55 Motion by Wagner, second by Jockheck to close nominations for Vice-Chairman of the Board of Public Works and to elect Alderman Cummings.

Motion Carried

PW15-56 Motion by Cummings, second by Feirer to recommend approval of the minutes of the April 20, 2015 Board of Public Works meeting.

Motion Carried

Citizen Comments

- Alderman Jockheck noticed gardeners working in the median on Veterans Parkway and wanted to thank them publically for their efforts.

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

PW15-57 Motion by Feirer, second by Wagner to recommend approval of the following variance to the PROW Policy, to allow an outdoor dining area, based on the applicant's request as presented, located at 108 West 9th Street:

- An outdoor dining area is permitted at 108 West 9th Street until October 1, 2015.
- Allow service of alcoholic beverages while food is served within the outdoor dining area provided the liquor license is properly amended.
- Allow enhancements to remain in the outdoor dining area through the duration of the outdoor dining area use this year provided the applicant is able to anchor or lock the furniture.

With the following conditions/provisions:

- A 5-foot wide path on the sidewalk must remain clear outside of the outdoor dining area.
- The café area is designated a “No Smoking” area.
- Alcohol can only be consumed within the café area and only when food is served concurrently.
- Alcohol will be served in non-breakable containers such as cans or plastic glasses.
- No music or entertainment will be allowed except as specifically approved by special City permit.
- Patron seating and service will be limited to area defined by specified boundaries.
- The Applicant is able to clearly define the outdoor dining area with an appropriate barrier.
- The outdoor dining area shall be closed by __:__ PM daily.
- The outdoor dining area shall be properly lit when in use.
- A certificate of liability is required with the liquor license amendment in the amount of \$_____.

PW15-58 Motion by Wagner, second by Jockheck to amend Motion PW15-57 to recommend establishing 10:00 PM as closing time and set liability insurance at \$100,000.

Motion Carried

Vote on Motion PW15-57 as amended.

Motion Carried

PW15-59 Motion by Jockheck, second by Cummings to recommend approval of the low quotation submitted by Wheeler’s of Marshfield, WI for a 2015 GMC Sierra 2500HD pickup truck with the Monroe package at a cost of \$34,945 and authorize execution of a purchase agreement.

Motion Carried

Recommended items for future agenda:

- There will be a special Board of Public Works meeting on Tuesday, May 12, 2015 to award the bid for the Bear Exhibit.

Motion by Feirer, second by Jockheck that the meeting be adjourned at 5:53 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

HISTORIC PRESERVATION COMMITTEE MINUTES
OF MAY 4, 2015 MEETING

Meeting called to order by Secretary Miller at 4:00 P.M. in Conference Room 108 of City Hall Plaza.

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

ABSENT:

ALSO

PRESENT: Angie Eloranta, Executive Director of Main Street; Matt McLean, Director of the Convention and Visitors Bureau; and, Josh Miller, City Planner.

Election of Chairman.

Nominations were held for Chairperson.
Keogh nominated Wood.

There being no further nominations the Secretary declared the nominations closed.

HP15-15 Motion by Penker second by Cummings to approve as Chairperson unanimous.
Motion Carried.

Wood was elected Chairperson and took over as Chairperson of the meeting.

Election of Vice-Chairman.

Nominations were held for Vice-Chairperson.
Penker nominated Meacham.

There being no further nominations the Chairperson declared the nominations closed.

HP15-16 Motion by Schnitzler second by Keogh to approve Meacham as the Vice-Chairperson.
Motion Carried.

Meacham was elected Vice-Chairperson.

Approval of the Minutes of April 6, 2015 Meeting.

HP15-17 Motion by Cummings second by Schnitzler to approve the minutes of the April 6, 2015 meeting.
Motion Carried.

Citizen Comments.

Penker read an article about the show American Pickers being in Wisconsin in June that is asking for those to call if they have an interest in participating in the show.

Bargender said that they have a May Historic Preservation Month Activities kickoff event on Thursday, May 7th. The student art awards need to be judged by this evening at the Library. The category for the Committee is Historical Marshfield.

Miller thanked those that helped with yard signs – Schnitzler, Keogh, Cummings, and Bargender.

Miller asked who would present the Stewardship Award at the May 12th Common Council meeting. Wood said he will do it.

Miller mentioned next year is the 100 year anniversary of the Round Barn. Matt McLean said a committee will be formed to put together activities for the Round Barn and Marshfield Clinic celebrating the 100 year anniversary.

Wood said his article in the News-Herald has been canceled. There will be one more column on the houses.

Schnitzler said the kickoff event for Historic Preservation Month activities will be at the Froelke Auditorium in the Melvin R. Laird Building at the Marshfield Clinic. A video of Melvin Laird will be there. All the historic groups will have tables at that event that starts about 6:00 pm. Wood and Bargender will help setup the table.

Wood said they assisted living facilities will be doing a bus tour of modern Marshfield in a couple of weeks.

Review of Spring Historic Preservation Conference in La Crosse.

Wood discussed some experiences of the sessions he attended at the conference. A slide show of the photos he took while walking in La Crosse was shared with the group. Wood also shared some of the brochures he brought back with him. One of the major topics at the conference was cutting the tax credits for historic renovation in the upcoming State Budget. Marshfield's walking tour guides were big hits including the QR Codes.

Penker asked if the Hear Here program extended beyond the downtown. At this time it doesn't, but they are planning on expanding it.

Angie Eloranta asked how new that program was and if they changed the stories. Wood said that he thought the stories stayed the same. He will find out more about the program.

Matt McLean suggested you could have a QR Code linked to an mp3 file instead of calling in.

Discussion on Reimbursement of Expenses for the Spring Historic Preservation Conference in La Crosse.

Wood was the only one who attended. Cummings felt we should reimburse the \$264.95

HP15-18 Motion by Cummings second by Penker to reimburse Ken Wood for the \$264.95 for mileage and hotel.

Motion Carried.

Review of Tasks from the Special March Meeting.

Due to time constraints this item was not discussed, the Committee agreed to bring back this item next month and the Committee should look at prioritizing them at the next meeting.

Review Photos of Buildings of Historical Interest.

Schnitzler reviewed the photos of the buildings on a slideshow and gave brief histories of each. We will finish up the slideshow in June.

Discuss Criteria for Deciding Which Buildings of Historical Interest to Include in Brochures.

Due to time constraints this item was not discussed, the Committee agreed to bring back this item next month.

Staff Updates.

- a. Wisconsin Historic Society Individual Memberships. Miller presented two groups that the Committee could join. Staff will bring it back for discussion next month.
- b. Soo Line Steam Locomotive No. 2442 Restoration Work. Miller explained not much has been done since last month, but he will follow up with Dennis Bargander. Matt McLean asked if we wanted to showcase the restoration at Maple Fall Fest.
- c. Historic Preservation Ordinance Amendment. The public hearing notice was published on Saturday and the Public Hearing is set for May 19th at the Plan Commission meeting. Joe DeRose, with the State Historic Preservation Office, reviewed the proposed changes and gave approval.
- d. Committee Appointments. The Historic Preservation has not changed, but members Vickie Schnitzler and Bill Penker have been reappointed for 3 more years.

Set Meeting Date and Future Agenda Items.

The next regular Historic Preservation Committee meeting will be held on Monday, June 1, 2015. The agenda of the next regularly scheduled meeting should include approval of the Monday, May 4, 2015 meeting minutes, buildings of historical interest slide show, criteria for choosing which buildings are included in the buildings of historical interest brochure, historical memberships, QR Code updates, and identifying the location and discussing the agenda for the July meeting.

Adjourn.

Motion by Penker, second by Schnitzler to adjourn meeting at 5:05 P.M.

Motion Carried

Respectfully submitted,



Josh Miller
City Planner

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF MAY 5, 2015

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

PRESENT: Alderpersons Ed Wagner, Gordon Earll and Rebecca Spiros (Alt.)

ABSENT: Alanna Feddick

ALSO PRESENT: Alderperson Hendler, Chief Gramza, City Clerk Hall, Stephanie Dorn and Marvin Duerr.

City Clerk Hall asked for nominations for Chairperson.

Alderperson Spiros nominated Alderperson Wagner.

There being no further nominations the Clerk declared the nominations closed.

JLC15-033 Motion by Earll, second by Spiros to elect Alderperson Wagner as Chairperson.

Motion carried

Alderperson Wagner assumed the chair.

Chairperson Wagner asked for nominations for Vice-Chair.

Alderperson Spiros nominated Alderperson Earll.

There being no further nominations the Chair declared the nominations closed.

JLC15-034 Motion by Wagner, second by Spiros to elect Alderperson Earll as Vice-Chair.

Motion carried

JLC15-035 Motion by Earll, second by Spiros to approve the minutes of the April 21, 2015 meeting.

Motion carried

CITIZEN COMMENTS

None

JLC15-036 Motion by Spiros, second by Earll to approve by unanimous consent the following:

- a) Six (6) Beverage Operator Licenses for the 2013-2015 license year to: Joan Bores, Mark Gadke, Aaron Ratsch, Allen Schroeder, Alexander Spaeth and Tenille Tomfohrde.
- b) Seventeen (17) Beverage Operator Licenses for the 2015-2017 license year to: Marilyn Eckhart, Mark Gadke, Christopher Hokenson, Jeffrey Hook, Ji Mei Ju, Pamela Krause, Carla Kuehmichel, Sara Novitzke, Jacob Roberts, Lynn Schneider, Allen Schroeder, Michelle Schroeder, Gary Schutz, Megan Skwierzynski, Alexander Spaeth, Debra Staudenraus and Mark Yokimcus.
- c) Temporary Class "B" Retailer's License to the Marshfield Area Chamber of Commerce & Industry for May 20, 2015.
- d) Temporary Class "B" Retailer's License to the Marshfield Baseball Association for various dates.
- e) Temporary Class "B" Retailer's License to the Marshfield American Legion Baseball for various dates.
- f) Temporary Class "B" Retailer's License to Main Street Marshfield for June 19, 2015.

- g) Secondhand Jewelry & Article Dealer's License to Central WI Coin Company, Inc.
- h) Taxicab Operator License to Running, Inc.

Motion carried

JLC15-037 Motion by Spiros, second by Earll to approve a Beverage Operator License to Ariel Ippolito with 25 demerit points assessed for failure to list all her violations. Nay – 1 (Wagner)

Motion carried

The committee discussed Ordinance No. 1299, revising Section 9-58 Pawnbrokers, Secondhand Article and Jewelry Dealers.

JLC15-038 Motion by Earll, second by Spiros to recommend approval of Ordinance No. 1299 to the Common Council with the following amendment to Section 2 (2)a. Upon receipt of secondhand articles, secondhand jewelry, scrap precious metals, used personal property, and pawn items, the licensee shall photograph all such item(s) received and maintain such photographs for a period of one year, or import a digital copy of such photographs **within 72 hours** into an off-site database maintained by the Marshfield Police Department.

Motion carried

JLC15-039 Motion by Earll, second by Spiros go to into closed session pursuant to Wisconsin Statute chapter 19.85 (1)(b) considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person. Specifically, the Chairperson has requested a closed session in order to hold a reconsideration hearing regarding the beverage operator application of Stephanie Dorn. Roll call vote, all ayes. (Time: 5:17 p.m.)

Motion carried

Present in closed session: Alderpersons Wagner, Earll, Spiros and Hendler, Police Chief Gramza, City Clerk Hall, Stephanie Dorn and Marvin Duerr.

Police Chief Gramza, Stephanie Dorn and Marvin Duerr left the closed session at 5:29 p.m.

JLC15-040 Motion by Spiros, second by Earll to return to open session. Roll call vote, all ayes. (Time: 5:36 p.m.)

Motion carried

JLC15-041 Motion by Earll, second by Wagner to sustain the decision to deny the Beverage Operator License of Stephanie Dorn. Nay – 1 (Spiros)

Motion carried

Future Agenda Items

None

Motion by Spiros, second by Earll to adjourn at 5:38 p.m.

Motion carried



Deb M. Hall
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF MAY 5, 2015

Meeting called to order by Mayor Meyer at 5:40 p.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Alderpersons Rich Reinart, Gordon Earll, Rebecca Spiros, and Peter Hendler

ABSENT: Alderperson Alanna Feddick

ALSO PRESENT: Alderpersons Cummings and Wagner, Mayor Meyer, City Administrator Barg and City Personnel (Keith Strey, Lori Belongia, Dan Knoeck and Deb Hall)

The Mayor asked for nominations for Chairperson.

Alderperson Spiros nominated Alderperson Hendler.

Alderperson Earll nominated Alderperson Feddick.

There being no further nominations the Mayor declared the nominations closed.

Vote: Hendler – 3 votes

Feddick – 1 vote

Alderperson Hendler was elected Chair.

Chairperson Hendler asked for nominations for Vice-Chair.

Alderperson Spiros nominated Alderperson Feddick.

There being no further nominations the Chair declared the nominations closed.

FBP15-044 Motion by Spiros, second by Reinart to elect Alderperson Feddick as Vice-Chairperson.

Motion carried

Citizen Comments

None

FBP15-045 Motion by Spiros, second by Reinart to approve the items on the consent agenda:

1. Minutes of the April 21, 2015 meeting.
2. Payroll in the amount of \$791,510.06 and Bills in the amount of \$945,686.53.
3. Report of Personnel Actions of May 5, 2015.
4. Monthly Position Control Report as of April 30, 2015.

Motion carried

No items were removed from the consent agenda.

Library Director Belongia gave a presentation on the refilling of the vacant Program and Volunteer Coordinator position at the Marshfield Public Library.

City Administrator Barg gave an update on the implementation of the Staffing Study recommendations. The Staff Team met last week and they are getting close to presenting their recommendations to the Finance Committee at the next meeting. He is also planning on bringing information on the Human Resources Coordinator/Assist. to the City Administrator position.

FBP15-046 Motion by Spiros, second by Reinart to go into Closed Session 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.

(1) Possible lease for City Hall space.

(2) Possible leases for space in the new Community Center.

Roll call vote, all ayes. (Time: 5:47 p.m.)

Motion carried

Present in closed session: Alderpersons Earll, Spiros, Hendler, Reinart, Cummings and Wagner, City Administrator Barg, Director of Public Works Knoeck, Finance Director Strey and City Clerk Hall.

FBP15-047 Motion by Spiros, second by Reinart to return to open session. Roll call vote, all ayes. (Time: 6:04 p.m.)

Motion carried

No action was taken in open session regarding the possible leases for space in the new Community Center.

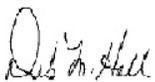
FBP15-048 Motion by Earll, second by Spiros to authorize staff to enter into a Lease Agreement with Mandy Zschernitz for 439 sq. ft. of space on the 3rd floor of City Hall Plaza.

Motion carried

FUTURE AGENDA ITEMS

None

Motion by Spiros to adjourn at 6:05 p.m.



Deb M. Hall
City Clerk

Marshfield Airport Committee Minutes

May 07th, 2015

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

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

Absent: None

Also Present: Steve Barg, Duffy and Jeffrey Gaier

Citizens Comments: None

AP15-17 Motion by Maurer Second by Bremer to accept the lease with amendments to the Marshfield Area Pet Shelter, contingent that it does not affect the airport budget. All Ayes,

Motion Carried

Motion by Maurer, second by Knauf to adjourn at 6:41 PM, All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

ORDINANCE NO. 1301

An Ordinance amending Section 3-66(m) to the Municipal Code of the City of Marshfield, Wisconsin, pertaining to the members of the Economic Development Board

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

SECTION 1. Sub-section 3-66(m), Economic Development Board, is hereby added to read as follows:

(m) Economic Development Board

Need. To direct, oversee, and coordinate all economic development activities related to the investment of City funds, to adopt plans and strategies designed to foster business growth and development, and to ensure that the City and participating organizations work in a cooperative manner to promote coordinated economic development in the community.

Duties. The Board shall perform a variety of duties related to its mission including, but not limited to: Prepare and maintain a comprehensive economic development plan; prepare and maintain bylaws and procedures; act as the City's agent in committing economic development resources; prepare an annual budget, with funding allocations for all participating organizations; identify other possible funding sources; coordinate efforts to effectively and efficiently meet its critical objectives; communicate frequently with all participating organizations, the general public, and the Common Council. To achieve its mission, the Board may seek assistance from all local, regional, and state organizations that may add value to economic development in the City of Marshfield.

Members. The Board of Directors will be comprised of ~~seven (7)~~ eight (8) members, including two (2) members of the Common Council, one (1) member representing Marshfield Utilities and five (5) members from the community at large. Ideal Board members shall have education, experience, or background in one or more areas related in some way to economic development. Common Council and Marshfield Utility representatives on the Board shall be appointed annually by their respective body. Community members serving on the Board shall initially be appointed for a term of one year. ~~Initial appointments shall be for a term of one year,~~ after which a schedule of staggered terms shall be implemented. The Board will initially meet monthly; however, the frequency may be reduced, once the comprehensive plan and initial strategies have been adopted.

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

ADOPTED: _____

Chris Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk

ORDINANCE NO. 1299

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

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

SECTION 1. Purposes and Findings.

- (a) The City finds inconsistencies with the ordinance as currently written.
- (b) The City finds the provisions of § 134.71 Wis. Stat., to be very restrictive regarding items classified as “articles” and not all encompassing related to personal property and valuables.
- (c) The City recognizes that pawnshops are legitimate businesses authorized by state law. However, the City finds that the services offered by pawnshops and second hand dealers provide an opportunity for individuals to potentially transfer stolen property to those businesses. The City also finds that consumer protection regulation is warranted in transactions involving these businesses. The City further finds that pawnshop transactions have outgrown the City’s current ability to effectively or efficiently identify criminal activity related to them. The purpose of the City’s regulation of pawnshops is to prevent pawnshops from being used to facilitate the commission of crimes and to assure that they comply with basic consumer protection standards, thereby protecting the public health, safety and general welfare of citizens, pursuant to authority granted by Wis. § 134.71.

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

Sec. 9-58. Pawnbrokers, secondhand article and jewelry dealers.

(1) *License required.* No secondhand article dealer, second hand jewelry dealer or pawnbroker as defined in §134.71, Wis. Stats. shall engage in business for the purchase and resale of used personal property to include lending on such personal property (pawnbrokering) without first obtaining a license to engage in such sales and/or lending.

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

- a. Upon receipt of second hand articles, second hand jewelry, scrap precious metals, used personal property, and pawn items, the licensee shall photograph all such item(s) received and maintain such photographs for a period of one year, or import a digital copy of such photographs **within 72 hours** into an off-site database maintained by the Marshfield Police Department.

b. The licensee shall enter a digital record of second hand articles, second hand jewelry, scrap precious metals, used personal property, and pawn items into a database maintained by the Marshfield Police Department for purposes of tracking such records.

(3) *Bond required.* With respect to the application for a secondhand article dealer's and/or secondhand jewelry dealer's license, pursuant to § 134.71(7)Wis. Stats., the applicant provides to the municipality a surety bond of \$200.00 for the observation of all municipal ordinances relating to secondhand article dealers and secondhand jewelry dealers. Provided, however, that upon application by the licensee after a period of one year, a personal bond may be accepted in lieu of the foregoing surety bond, if the license committee finds that the licensee has not violated any such ordinances during the previous year.

(Code 1982, § 12.14; ORD 1291 12/9/1

SECTION 3. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 4. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

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

ADOPTED: _____

APPROVED: _____

PUBLISHED: _____

Chris Meyer, Mayor

ATTEST: _____
Deb M. Hall, City Clerk



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Sam Schroeder, Zoning Administrator
DATE: April 28, 2015

RE: First Reading – Ordinance No. 1300 Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-36, pertaining to allowing “animal boarding” as a principal use permitted as a conditional use in the “UMU” Urban Mixed Use zoning district. Presenter: Josh Miller, City Planner.

Background

Jesse Kilty (the Applicant) is requesting a zoning code amendment to allow animal boarding as a conditional use in the “UMU” Urban Mixed Use zoning district.

Animal boarding is defined in Section 18-58(16) as facilities where short-term and/or long term animal boarding is provided, including commercial kennels, commercial stables, and animal shelters. Exercise yard, fields, training areas, and trails associated with such land uses are considered accessory to and do not require a separate consideration. The following are additional regulations that pertain to animal boarding uses:

- (a) Facility shall provide appropriate separation from animal containment areas to residential zoned property.
- (b) Each animal shall be provided with an indoor containment area.
- (c) The minimum permitted size of horse or similar animal stall shall be 100 square feet.
- (d) Minimum required parking: One space per every 1,000 square feet of gross floor area.

Analysis

The proposed change is to add “Animal Boarding” land use as a conditional use within the “UMU” Urban Mixed Use zoning district. The intent of the “UMU” Urban Mixed Use district defined by the Zoning Code under Section 18-36 is to permit areas, generally on the fringe of Downtown, that are mixed use in character and establish standards that are compatible with the existing mix of land uses and redevelopment objectives. This district is also intended to provide for a variety of

employment, retail, and community services opportunities, while allowing some residential uses. Uses allowed in the “UMU” Urban Mixed Use district should be compatible not only with other uses within the district, but land uses in abutting zoning districts as well.

The following is a list of uses that are permitted by right in the “UMU” district: single family, two flat, mixed dwelling units, community garden, small scale indoor institutional, outdoor open space institutional, passive outdoor recreation, active outdoor recreation, essential services, small scale public services and utilities, community living arrangements (1-8 residents), outdoor display, indoor commercial entertainment, office, personal or professional service, artisan studio, indoor sales or services, indoor maintenance service, and communication antenna.

The following is a list of uses that are permitted as a conditional use in the “UMU” district: twin-houses, duplex, townhouses, multiplex, apartments, market garden, large scale institutional, intensive outdoor recreation, institutional residential, community living arrangements (9+ residents), outdoor commercial entertainment, in-vehicle sales or services, bed and breakfast, commercial indoor lodging, boarding house, tourist house, group daycare center, indoor sales or services, vehicle sales, vehicle services, vehicle repair, communication tower, transit center, off-site parking, and communications tower.

Ultimately, the Applicant is proposing the amendment with plans to open a doggy daycare facility located at 402-404 East 4th Street, zoned “UMU” Urban Mixed Use. The current property has been vacant and on the market for some time and the Applicant feels they “would be utilizing and enhancing a vacant building to improve the quality of life for every dog owner in the City of Marshfield and surrounding areas” and that “it would also be diversifying the services and job base Marshfield has to offer.” If approved, this amendment would allow the Applicant the opportunity to apply for a Conditional Use Permit to request approval of an animal boarding facility in the “UMU” district.

Because of the outdoor exercise areas, the potential noise pollution that are generally associated with these uses, the small lot sizes of the “UMU” district (limited room to provide an adequate bufferyard), and the close proximity “UMU” properties generally have to residential zoned properties, staff feels this use would not be suitable use in the “UMU” zoning district and therefore recommended that the Plan Commission deny the amendment request.

Plan Commission Recommendation

A public hearing was held on April 21, 2015 where two public comments were made both in favor of the proposal and making the argument that an animal boarding use will not have a detriment on the neighborhood. 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 May 12, 2015 Common Council meeting.

Attachments

1. Redline Ordinance 1300
2. Ordinance 1300
3. Map of UMU District

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

REDLINE ORDINANCE NO. 1300

An Ordinance amending Section 18-36(3) of the City of Marshfield Municipal Code pertaining to allowing “Animal Boarding” as a conditional use in the “UMU” Urban Mixed Use zoning district.

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

SECTION 1. Section 18-36(3) of the Marshfield Municipal Code is hereby amended to include the following land use:

(z) Animal Boarding

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. 1300

An Ordinance amending Section 18-36(3) of the City of Marshfield Municipal Code pertaining to allowing “Animal Boarding” as a conditional use in the “UMU” Urban Mixed Use zoning district.

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

SECTION 1. Section 18-36(3) of the Marshfield Municipal Code is hereby amended to include the following land use:

- (z) Animal Boarding

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: _____

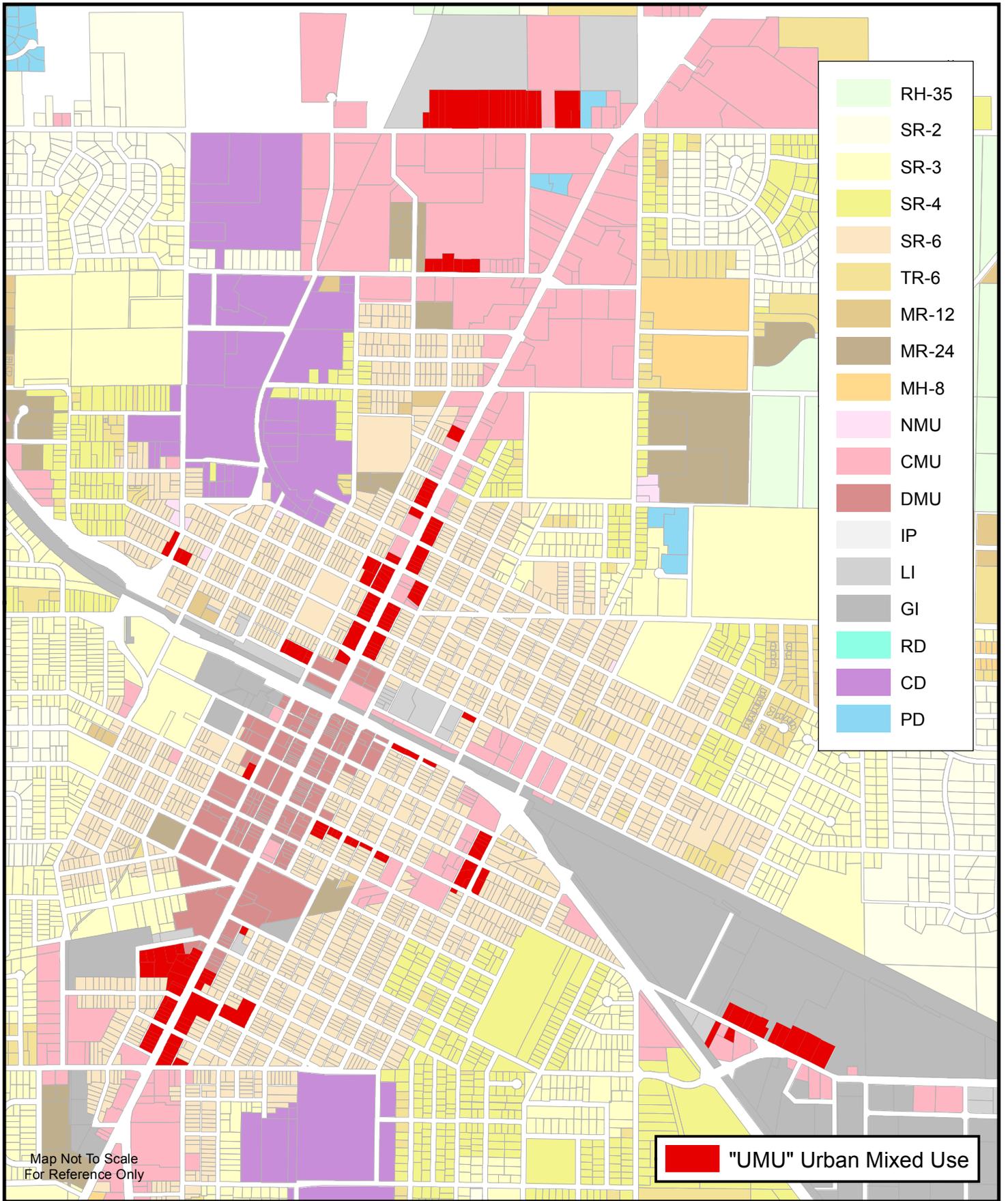
Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



UMU Urban Mixed Use

Map Not To Scale
For Reference Only



MCA: Allow Animal Boarding in "UMU" District
City of Marshfield
Meeting Date: April 21, 2015

ATTENTION: The representation of data presented herein is intended for reference purposes only; the City of Marshfield assumes no responsibility for the accuracy of the information provided. Any duplication without consent is prohibited.



City of Marshfield Memorandum

DATE: May 8, 2015
TO: Mayor Meyer and City Council
FROM: Steve Barg, City Administrator
RE: Lease with Marshfield Area Pet Shelter (MAPS)

Background

On April 28th, Council reviewed and gave conceptual approval to a lease with Marshfield Area Pet Shelter for the former terminal building at Marshfield Airport. Since that time, efforts have been ongoing to address a few minor items, and some language was added as requested by the State's Bureau of Aeronautics (BOA). On May 8th, the City's Airport Committee approved the proposed lease, and BOA is now in its review process.

Recommendation

Staff recommends that Council approve this lease, subject to final approval by BOA, and review/approval by the FAA, if BOA officials determine that federal review is required.

LEASE

DATE: May 12, 2015

LANDLORD: City of Marshfield, Wisconsin

TENANT: Marshfield Area Pet Shelter, Inc. (MAPS)

RENTED PREMISES: Property at 210 West 29th Street (former Airport terminal building)

INITIAL TERM: Access (without rent) as of May 15, 2015 with the actual lease term commencing July 1, 2015 (or immediately upon completion of all required improvements) and ending June 30, 2018

RENEWAL OPTION This lease may be renewed for a maximum of seven (7) additional one (1) year periods upon mutual agreement of both parties, with rental payment amounts to be subject Subsection 2 of this lease agreement. Notice of intent to renew shall be in writing and delivered to Landlord at least sixty (60) days before expiration of the initial term of this lease, or at least sixty (60) days before the expiration of a subsequent one-year extension.

1. **TERM.** The initial term of this lease shall be three (3) years starting on July 1, 2015 and ending on June 30, 2018, except for the early occupancy provided for in the "initial term" section above.
2. **RENT.** Landlord leases unto Tenant, Tenant leases from Landlord, the Rented Premises together with the improvements now thereon for the Term.

The annual rent for each year of the initial term of the lease shall be as follows:

<u>Year</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
7/1/2015 – 6/30/2018	\$6,000.00	\$500.00

For each subsequent year in which the lease is renewed, Rent shall be adjusted by a percentage amount equal to the increase in the Consumer Price Index for all Urban Consumers (CPI-U), Midwest Urban Size D - Nonmetropolitan (less than 50,000) as currently published by the United States Department of Labor, Bureau of Labor Statistics for the preceding calendar year, provided that the increase does not exceed a maximum of 3%.

Monthly payments under this lease shall start on July 1, 2015, and lease payments shall be made on or before the first day of each month during the term of said lease, and any renewals thereof.

3. **QUIET ENJOYMENT.** Tenant shall use the Premises for the purpose of operating a pet shelter as authorized under the terms and conditions of its conditional use permit, approved by the Plan Commission on April 21, 2015, and subsequently by the Common Council on April 28, 2015. The Tenant shall also comply with all of the applicable requirements of the City's Zoning Code and the Airport's campus zoning district, and shall not use, permit or authorize use of the Premises in any unlawful manner, and shall at all times comply with all other applicable governmental regulations.
4. **COVENANTS OF LANDLORD.** Landlord agrees that it shall:
 - a) Furnish air conditioning, heat, and ventilating systems required in Tenant's judgment for comfortable occupancy of the Premises.

- b) Make all structural repairs to the Premises including repairs to ceilings, floors, windows, walls, partitions, and doors. Tenant shall be responsible for repairs to any special treatment of walls, partitions, floors, ceilings, or doors made by or at the request of the Tenant, glass doors, glass windows, glass walls, and glass partitions, and repairs made necessary as a result of misuse or neglect by Tenant.
- c) Provide fixtures for purposes of drinking water, lavatory and toilets installed by Landlord. (Ornamental decorative lighting located in the main entryway of the building isn't part of this lease. Landlord will remove this fixture, including any finishing work necessary after removal, prior to occupancy by Tenant.)
- d) Extend and properly maintain security fencing along south side of the property to provide adequate separation from the land necessary for operation of the airport.
- e) Perform required mowing and landscape maintenance of areas outside of the perimeter of the parking lot and access drive.

It is understood that Landlord does not warrant that any of the services referred to above or any other services which Landlord may supply will be free from interruption. Tenant acknowledges that any one or more of such services may be suspended by reason of accident or of repairs, alterations or improvements necessary to be made, or by reason of causes beyond the reasonable control of Landlord. Any such interruption of service shall never be deemed an eviction of Tenant's use and possession of the Premises or any part thereof. In the case of interruption of services or of necessary repairs to leased space and/or adjacent areas, Landlord shall make every effort to make such temporary adjustments as may be required to allow Tenant to operate Tenant's business in a normal manner, with minimal inconveniences.

5. **COVENANTS OF TENANT.** Tenant agrees that it shall:

- a) Observe such reasonable rules and regulations as from time to time may be put in effect by Landlord for the general safety, comfort, and convenience of neighbors, Landlord, occupants and tenants of the building. Failure by Landlord to enforce any rules and regulations against either Tenant or any other tenant in the building shall not constitute a waiver thereof;
- b) Give Landlord, its agents and employees, and any other persons authorized by Landlord, access to the Premises at all reasonable times, without charge or diminution of Rent, to enable them to examine the same and to make such repairs, additions and alterations as Landlord may reasonable deem advisable. Such access shall be coordinated by Landlord so as not to diminish business operations of Tenant. Except as expressly provided otherwise in this lease, there shall be no allowance to Tenant or diminution of Rent and no liability on the part of Landlord by reason of any inconvenience, annoyance arising from the making of any reasonable repairs, alterations, additions or improvements in or to any portion of the building or the Premises or in and to the fixtures, appurtenances and equipment thereof;
- c) Keep the Premises in good order and condition, make all repairs which are not Landlord's obligations pursuant to subsection (b) of Section 4, above, and commit no waste on the Premises;
- d) Carry public liability insurance covering injury or death to persons and damage to property in amounts not less than \$1,000,000.00 with respect to injuries to any one person, and not less than \$2,000,000.00 with respect to injuries or damages suffered in any one accident; to name LANDLORD as an additional insured relative to TENANT's use

of the Premises; and to deliver to LANDLORD a certificate of insurance which shall provide that a policy or policies shall not be canceled without at least ten (10) days prior written notice to LANDLORD;

- e) Not place signs on or in the outside walls, windows, or roof of the building, or on the Premises, except as approved in writing by the Landlord.
 - f) Install and properly maintain fencing at the southwest corner of the building to serve as a "run area" for dogs as approved by the Airport Committee, and in full accordance with requirements of the Marshfield Municipal Code.
 - f) Perform required mowing and landscape maintenance of areas within the perimeter of the parking lot to the building, and "run area" adjacent to the building on the south side.
 - g) Provide snowplowing/ice control for the parking lot and access drive, with snow storage generally confined to the east side of the parking area.
6. **INDEMNITY.** Tenant shall defend, indemnify and save Landlord and Landlord's agents harmless from any and all liability, damage, expense, claims, suits, or judgments for injury or damage to persons or property, including property of Tenant, incurred within the Rented Premises arising directly or indirectly from Tenant's use or occupancy of the Rented Premises. Landlord shall defend, indemnify and save Tenant, Tenant's agents and Tenant's guests harmless for any and all liability, damage, expense, claims, suits, or judgments for injury or damage to persons or property incurred outside the Rented Premises in control of Landlord including but not limited to the Landlord-owned common areas of hallways, walkways, patio or waiting areas, restrooms, elevators, sidewalks, parking lot, or space leased to other tenants and arising out of care, maintenance of negligence of the Landlord.
7. **REMODELING, INSTALLATION AND REMOVAL OF FIXTURES.** Tenant may install removable partitions, counters, racks, shelving and equipment incidental to Tenant's trade, and other fixtures or equipment, all of which may be removed by the Tenant upon expiration of this lease or any renewal thereof; provided, that the Tenant shall leave the Premises in good condition and substantially as they were before such removal, reasonable wear and tear excepted. Any additional remodeling of the Premises in subsequent years of this lease shall be subject to written permission from the Landlord. Landlord reserves the right to remove the globe located in the entryway, and also the right to gain access to the building at a future date for the purpose of relocating the automated surface observation system (ASOS).
8. **UTILITIES.** Tenant shall be responsible for paying the full costs of all utilities, including but not limited to: water, sewer, heat, electricity, refuse, phone, internet, cable TV, and data costs.
9. **ASSIGNMENT.** Tenant may not assign this lease, or sublet any portion of the rented Premises, without the prior written consent of the Landlord. Landlord shall not unduly withhold consent on requested sublease agreements as long as all of the lease terms and conditions contained within this document are being upheld and shown to be assigned to sublessee.
10. **DESTRUCTION OF PREMISES.** In the event that at any time during the term of this lease, the leased Premises are damaged, either partially or fully by fire or for another reason, or made such that Tenant's normal business operations cannot be performed for an unreasonable period, thus depriving Tenant of expected income, either party may terminate this lease by giving written notice to the other within fifteen (15) days thereafter. If so terminated, no Rent shall accrue to the Landlord after such partial or total destruction.

11. **CLEANING SERVICES.** Tenant shall be responsible for providing, at the Tenant's own cost, any and all cleaning services for the rented Premises. Refuse and recycling services shall be provided by and paid for by the Tenant. Tenant shall make sure that animal waste is cleaned, stored, and removed from the property on a regular basis, and as frequently as necessary.
12. **ADDITIONAL COVENANTS.** Additional covenants of Tenant (for purposes of mitigating hazards to pilots):
 - a. Any construction on or improvement of the leased area must be approved by Landlord in writing prior to such use.
 - b. Tenant shall not burn any product of the land without expressed permission of Landlord.
 - c. Tenant shall not create or contribute to standing water.
13. **APPROACH PROTECTION.** Landlord reserves the right to take any action it considers necessary to protect the aerial approaches of the airport against obstruction, together with the right to prevent Tenant from erecting, or permitting to be erected, any building or other structure on the airport, which, in the opinion of Landlord, would limit the usefulness of the airport, or constitute a hazard to aircraft.
14. **TENANT'S DEFAULT.** Anything to the contrary notwithstanding, if Tenant fails to pay Landlord any installment of Rent, or other charges as and when the same are required to be paid hereunder, and such default shall continue for a period of ten (10) days after written notice, or if Tenant shall default in the performance of any of the other terms, covenants, or conditions of the lease, or if Tenant vacates or abandons the rented Premises, and such default or vacation or abandonment shall continue for a period ten (10) days after written notice (except if Tenant shall, within said period of time, commence to remedy such default and diligently take the necessary steps to remedy such default) or if any execution or attachment shall be issued against Tenant or any of Tenant's property whereby the rented Premises shall be taken or occupied or attempted to be taken or occupied by someone other than Tenant, Landlord shall have the right, at Landlord's option, to terminate this lease and the term, as well as the right, title and interest of Tenant hereunder, by giving Tenant fifteen (15) days notice in writing of such intention, and upon the expiration of the time fixed in such latter notice, if Tenant has neither cured such default nor is diligently proceeding to cure such default, this Lease and the term, as well as the right, title and interest of Tenant hereunder, shall wholly cease and expire in the same manner and with the same force and effect as if the date fixed by such latter notice were the expiration of the term; and Tenant shall immediately quit and surrender to Landlord the rented Premises and each and every part thereof, and Landlord may enter into and repossess the rented Premises. Termination by the Landlord of said lease shall not relieve the Tenant of its' obligation to pay Rent under the terms of this lease, until such time as the Premises are rented to a third party or the lease term expires, or upon mutual written agreement between said parties.
15. **NOTICES.** All notices and demands herein required or provided for shall be in writing and shall be served in person or given by United States Registered or Certified Mail, postage prepaid, and if intended for Landlord shall be served on or addressed to Landlord in care of:

City of Marshfield
Building Services Division
630 South Central Avenue, Suite 502
Marshfield, WI 54449-0727

and if intended for Tenant, shall be served on or addressed to Tenant in care of:
Marshfield Area Pet Shelter, Inc.
Attn: Karen Rau, President
P.O. Box 147
Marshfield, Wi 54449

Either party may change its address for the purposes of notices at any time or from time to time by giving written notice to the other party as above provided. Any notice or demand hereunder which is given by United States Registered or Certified Mail, shall be deemed to have been given when deposited in the United States Mail enclosed in a Registered or Certified letter with proper postage prepaid, addressed as above provided.

16. **AMENDMENT.** This lease contains the entire agreement between the parties, and it shall not be modified in any manner, except through an instrument in writing executed by the parties hereto or their respective successors in interest.
17. **SUCCESSORS AND ASSIGNS.** This lease shall be binding upon and shall apply and inure to the benefit of the heirs, successors and assigns of the respective parties.
18. **HOLDOVER.** If Tenant holds over and remains in possession of the Premises, or any portion thereof, after expiration or other termination of this lease, whether or not with the consent of the Landlord, such holding over shall be construed as a tenancy from month to month only. Tenancy shall be subject to all terms and provisions of this lease, and shall be at the same monthly rental provided under the terms of this lease.
19. **NONDISCRIMINATION:** Tenant, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that:
 - a. No person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of the Subject Property or Tenant's Improvements.
 - b. In the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination,
 - c. Tenant shall use the Subject Property and Tenant's Improvements in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination, in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.
20. **SUBORDINATION:** This lease shall be subordinate to the provisions of any existing or future agreement between the Landlord and the United States or the State of Wisconsin relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal or state funds for the development of the airport. Furthermore, this lease may be amended to include provisions required by those agreements with the United States or the State of Wisconsin.
21. **TERMINATION.** In addition to termination of this lease by Landlord for Tenant's failure to make timely rent payments, or noncompliance with any other terms of this lease, the Landlord reserves the right to give a 120-day notice to terminate this lease and remove the Tenant, should another use for the property arise that is substantially-related to the operation of an airport.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

APPROVED AS TO FORM:

Harold Wolfgram, City Attorney

TENANT (Marshfield Area Pet Shelter, Inc.)

BY: _____
Karen Rau, President

CITY OF MARSHFIELD, LANDLORD

BY: _____
Chris Meyer, Mayor

ATTEST: _____
Deb M. Hall, City Clerk

ATTEST: _____
Keith Strey, Finance Director



City of Marshfield Memorandum

DATE: May 6, 2015
TO: Mayor Meyer and City Council
FROM: Steve Barg, City Administrator
RE: Agreement for legal services

Background

The City's 2-year contract with Wolfgram, Gamoke and Hutchinson ended on April 30th. (I'm sorry this wasn't addressed earlier.) Attorney Wolfgram has proposed the attached new 2-year agreement, containing no change in fees for the first year, and a \$10/per hour increase for the second year. (This would be the first increase in several years.)

Analysis

It has been 4 years since the City last sought bids for legal services, so the Council might wish to do a request for proposals (RFP). As a result, I'd offer the following 2 options for your review and consideration:

- Reappoint Wolfgram, Gamoke and Hutchinson, S.C. as the City's legal counsel for 2 more years, and authorize the appropriate staff to execute this agreement.
- Approve an extension with Wolfgram, Gamoke and Hutchinson through August 31, 2015, and direct staff to develop an RFP for legal services.

Recommendation

Staff recommends that the Council provide direction on this matter at Tuesday's meeting. If the Council is favorable toward reappointing Wolfgram, Gamoke and Hutchinson, staff would have no objections, as we've been pleased with the services provided by Attorney Wolfgram and his office.

AGREEMENT FOR LEGAL SERVICES

It is hereby agreed by and between the City of Marshfield, a Municipal Corporation, (hereinafter "City") and Wolfgram, Gamoke & Hutchinson, S.C., (hereinafter "Attorneys") that City shall engage Attorneys to perform the duties of City Attorney pursuant to Wisconsin Statute 62.09(12), subject to the terms and conditions of this Agreement.

Now therefore, in consideration of the mutual obligations and covenants herein, the parties agree as follows:

SECTION ONE DUTIES AND RESPONSIBILITIES

City hereby engages Wolfgram, Gamoke & Hutchinson, S.C. to perform the duties of City Attorney for the City of Marshfield, Wisconsin including the following duties and services, unless otherwise specifically directed by order of the City Council and/or the City Administrator.

1. To perform the duties of City Attorney as provided in Section 2.40 of the municipal code.
2. To attend all regular Common Council meetings and to attend, upon request of the Mayor and/or City Administrator, any committee meetings which may require legal counsel.

City designates the City Administrator as the primary contact from which requests for legal counsel and research shall be conveyed to the City Attorney.

Attorney Harold C. Wolfgram is hereby designated City Attorney and Attorney William C. Gamoke is hereby designated to act as Assistant City Attorney during the term of this Agreement. Wolfgram, Gamoke & Hutchinson, S.C. reserves the right to re-designate the appointment of specific duties under this agreement.

SECTION TWO TERM

Except as otherwise provided, the term of this Agreement shall be two (2) years commencing May 1, 2015 and terminating April 30, 2017. Upon mutual agreement of the parties, this Agreement may be extended.

City may terminate this Agreement with not less than 60 days advance written notice at any time,

termination to be effective as of the end of a calendar month. Attorneys may terminate this Agreement at any time on not less than 60 days advance written notice, termination to be effective as of the end of a calendar month.

SECTION THREE COMPENSATION

In consideration of services rendered by Attorneys, City shall compensate Attorneys at a rate of \$150.00 per hour May 1, 2015, through December 31, 2015. City shall compensate Attorneys at a rate of \$160.00 per hour January 1, 2016 through April 30, 2017. Attorneys shall submit to the City Administrator a detailed itemized statement by the 5th business day following the end of each month of the Agreement reflecting the total time worked and the nature of the work performed in the previous billing period. City shall pay any amounts due within 10 days of the receipt of the itemized statement.

City shall reimburse Attorneys for all disbursements made in connection with the services provided to City including such items as long distance telephone calls, postage, title reports, filing fees, and necessary copies at 15 cents per page. City shall not pay Attorneys for attendance at seminars or conventions, for office equipment, or for secretarial services or charges, except on prior approval of City for the payment of Attorneys' costs for overtime secretarial services, and except compensation as provided herein do not include secretarial services for upkeep of the City Code.

City shall not compensate Attorneys for time spent commuting between Attorneys' office and the city offices. However, City shall compensate Attorneys for travel time to and from meetings held out of the City and shall compensate Attorney for mileage expense at the rate per mile allowed for Federal tax deductions for business travel.

SECTION FOUR CONFLICT OF INTEREST

Attorneys shall promptly notify the Common Council, through the City Administrator, of any real or perceived conflicts of interest as they arise. Attorneys shall have the right to withdraw from a matter as a result of any real or potential conflict of interest and request City to appoint special counsel.

SECTION FIVE CITY RECORDS AND FILES

Upon the expiration of this Agreement without renewal, Attorneys shall promptly deliver all of

the files related to the services it performed for City to the City or its designee, and the City shall be responsible to maintain such records for not less than 10 years. Attorneys may retain copies of all files, however all copies shall be produced at Attorneys' expense.

**SECTION SIX
RELATIONSHIP OF PARTIES**

City shall not provide secretarial services or employment benefits of any kind to Attorneys. Nothing in this Agreement shall be construed as to constitute an employment agreement, and it is agreed Attorneys are an independent contractor in regard to the services provided.

Effective the 1st day of May, 2015.

City of Marshfield, Wisconsin.

Wolfgram, Gamoke & Hutchinson, S.C.

By: _____
Chris Meyer, Mayor

Harold C. Wolfgram

Attest: _____
Deb M. Hall, City Clerk

Attest: _____
Keith Strey, Finance Director