



# CITY OF MARSHFIELD

# MEETING NOTICE

**COMMON COUNCIL**  
**CITY OF MARSHFIELD, WISCONSIN**  
**TUESDAY, JUNE 9, 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 – May 26, 2015 regular meeting  
May 26, 2015 strategic planning meeting
- G. Staff updates
- H. Mayor's Comments
  - a) Employee Recognition
    - Bob Haight, Fire & Rescue Department, June 10, 1990, 25 years
    - Hugh Nikolai, Street Division, June 10, 1985, 30 years
- I. Council Comments
- J. Reports from commissions, boards, and committees
- K. Consent Agenda:
  - 1) Meeting minutes/reports
    - a. Economic Development Board (April 9, 2015)
    - b. Central Wisconsin State Fair (April 20, 2015)
    - c. Community Development Authority (April 30, 2015)
    - d. Community Development Authority (May 11, 2015)

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- e. Community Development Authority (May 19, 2015)
- f. Fairgrounds Committee (May 20, 2015)
- g. Airport Committee (May 21, 2015)
- h. Historic Preservation Committee (June 1, 2015)
- i. Board of Public Works (June 1, 2015)
- j. Judiciary and License Committee (June 2, 2015)
- k. Finance, Budget, and Personnel Committee (June 2, 2015)
  - 1. Amend organizational chart by making change noted on attached memo, effective January 1, 2016
- l. Board of Public Works (June 9, 2015)\*

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

\*Minutes are not included in the packet.

- L. Consideration of items removed from the consent agenda, if any
- M. Second Reading – Ordinance No. 1302 Rezoning Request by Bernadine Kempf to change the zoning from "SR-2" Single Family Residential to "SR-4" Single Family Residential located at 3024 Popp Avenue to allow this property to be combined with the adjacent property to the west, 3023 West Veterans Parkway, zoned "SR-4" Single Family Residential. Presenter: Josh Miller, City Planner

Recommended Action: Approve Ordinance No. 1302

- N. Second Reading – Ordinance No. 1303 Municipal Code Amendment to amend Chapter 18, General Zoning Ordinance, Section 18-141(2)(b) under Article IX Historical Preservation, to clarify the powers and duties of the Historic Preservation Committee to collect and store historic data and records. Presented by Josh Miller, City Planner

Recommended Action: Approve Ordinance No. 1303

- O. Accept approval of the lease with the Marshfield Area Pet Shelter (MAPS) by the Wisconsin Bureau of Aeronautics (BOA) as acceptance also by the Federal Aviation Administration (FAA), and refer to the Plan Commission to consider amending Marshfield Airport's Campus Master Plan. Presented by Chris Meyer, Mayor

Recommended Action: Accept BOA's letter as approval by FAA, and refer to the Plan Commission to review and possibly amend the Airport's Campus Master Plan

- P. Adjourn to closed session under Wisconsin Statutes 19.85 (1)(e), Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
  - Possible development agreement for property located in TID #4 at the northeast corner of South Central Avenue and East 5<sup>th</sup> Street
  - Settlement offer on insurance claim

- Q. Reconvene into open session.

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- R. Action on matters discussed in closed session, if appropriate.
- S. Announce date/time for next strategic planning session – Tuesday, June 23<sup>rd</sup> at 5:30 p.m.
- T. Items for future agendas
- U. Adjournment

Posted this day, June 5, 2015 at 12:30 p.m., by Deb M. Hall, City Clerk

Notice

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

**MAY 26, 2015**

**PUBLIC HEARING #1:** Called to order by Mayor Meyer at 6:45 p.m., in the Council Chambers, City Hall Plaza regarding the special assessments for:

- Project No. 312178 – Street Maintenance – Apple Avenue (9<sup>th</sup> Street to 17<sup>th</sup> Street)
- Project No. 312179 – Street Maintenance – Cherry Avenue (Arnold Street to Edison Street)
- Project No. 352202 – Sanitary Sewer Rehab – Cherry Avenue (Arnold Street to Edison Street)
- Project No. 312179 – Street Maintenance – Cedar Avenue (Arnold Street to Blodgett Street)
- Project No. 352202 – Sanitary Sewer Rehab – Cedar Avenue (Arnold Street to Blodgett Street)
- Project No. 312179 – Street Maintenance – Ash Avenue (Arnold Street to Doege Street)
- Project No. 352202 – Sanitary Sewer Rehab – Ash Avenue (Arnold Street to Doege Street)
- Project No. 312212 – Street Maintenance – 12<sup>th</sup> Street (Maple Avenue to Cedar Avenue)
- Project No. 312213 – Street Maintenance – 28<sup>th</sup> Street (Felker Avenue to Washington Avenue)
- Project No. 312213 – Street Maintenance – Felker Avenue (29<sup>th</sup> Street to 27<sup>th</sup> Street extended)
- Project No. 312214 – Street Maintenance – Maple Avenue (9<sup>th</sup> Street to 14<sup>th</sup> Street)
- Project No. 312215 – Street Maintenance – Wildwood Court (Locust Avenue to Locust Avenue)

**FOR:** None

**AGAINST:** None

**COMMENTS:** None

**PUBLIC HEARING #2:** Pertaining to special assessments for:

- Project No. 312129 – Street Construction
- Project No. 352130 – Sanitary Sewer
- Project No. 312131 – Water Services
- Project No. 316761 – Storm Sewer with Paving for Maple Avenue – Veterans Parkway to 6<sup>th</sup> Street including:
  - 2<sup>nd</sup> Street – Central Avenue to Maple Avenue
  - 3<sup>rd</sup> Street – Central Avenue to Maple Avenue
  - 4<sup>th</sup> Street – Central Avenue to Maple Avenue
  - 5<sup>th</sup> Street – Central Avenue to Maple Avenue
  - 6<sup>th</sup> Street – Central Avenue to Maple Avenue

**FOR:** None

**AGAINST:** None

**COMMENTS:** None

**PUBLIC HEARING #3:** Pertaining to vacation of excess right of way at Yellowstone Drive and Galvin Avenue

**FOR:** None

**AGAINST:** None

**COMMENTS:** None

The public hearing closed at 6:48 p.m.

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

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

None

**CC15-105** Motion by Hendler, second by Feirer to approve the minutes of the Common Council meeting of May 12, 2015 regular meeting.

**Motion carried**

**CC15-106** Motion by Feirer, second by Cummings to grant the variance request from Main Street Marshfield for a variance of noise levels as permitted by Chapter 10-33(7) for the Kick Off Summer Block Party to be held on June 19, 2015 from 6:00 p.m. to 11:00 p.m. on the 300 Block of South Central Avenue.

**Motion carried**

**CC15-107** Motion by Spiros, second by Buttke to grant the variance request from Wisconsin Homes Inc. for a variance of noise levels as permitted by Chapter 10-33(7) for the annual Wisconsin Home Builder show to be held on August 3, 2015 from 8 p.m. to midnight at 425 West McMillan.

**Motion carried**

### **STAFF UPDATES**

Groundbreaking ceremony for Wildwood Zoo Bear Exhibit project will be held on Wednesday, May 27<sup>th</sup> at noon.

The Bid opening for the Library project will be held on Thursday, May 28<sup>th</sup> at 3:30 p.m. in the Council Chambers.

On Monday, June 1<sup>st</sup> at 1:00 p.m. at the CN Marshfield yard (off of Vine and Veterans) there is going to be the WI Railway Safety week kickoff.

### **MAYOR'S COMMENTS**

Employee Recognition

Travis Sherden, Police Department

June 1, 2005

10 years

### **COUNCIL COMMENTS**

Aldersperson Feirer – The Veterans Community thanked the citizens of Marshfield for giving up part of their Memorial Day weekend to come and help put out flags. They put out 1600 flags at the cemetery. They especially wanted to thank the Boy Scouts, Girl Scout and Cub Scouts. Without them it wouldn't get done.

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

None

## **CONSENT AGENDA**

**CC15-108** Motion by Feirer, second by Cummings to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Fairgrounds Commission of December 2, 2014; University Commission of January 15, 2015; University Commission Special Meeting of February 25, 2015; Library Board of April 14, 2015; Library Nomination Commission of May 1, 2015; Main Street Marshfield of May 6, 2015; Fire & Police Commission of May 7, 2015; Committee on Aging of May 7, 2015; Economic Development Board of May 7, 2015; Parks, Recreation, and Forestry of May 14, 2015; Economic Development Board Strategic Planning of May 18, 2015; Board of Public Works of May 18, 2015; Judiciary and License Committee of May 19, 2015; Finance, Budget, and Personnel Committee of May 19, 2015 (1. Increase room tax rate to 8% effective January 1, 2016 (An ordinance will be presented at a future meeting for approval) and 2. Amend organizational chart by making changes noted on attached memo, effective January 1, 2016); Plan Commission of May 19, 2015 (1. Resolution No. 2015-27, Conditional Use Request by Randell Kruger to allow the total area of “Residential Accessory Buildings” to exceed the maximum accessory construction allowance of 1, 200 square feet located at 412 West Park Street zoned “SR-3” Single Family Residential; 2. Resolution No. 2015-28, Conditional Use Request by Bernadine Kempf to allow the total area of “Residential Accessory Buildings” to exceed the first floor area of the principal structure and the maximum accessory structure allowance of 1,200 square feet located at 3023 West Veterans Parkway and 3024 Popp Avenue, zoned “SR-3” and “SR-2” Single Family Residential; and 3. Resolution No. 2015-22, vacating and discontinuing portions of relocated Yellowstone Drive and Galvin Avenue right of way).

Aldersperson Jockheck abstained from voting because Resolution 2015-27 is a Conditional Use request and the company he works for will be doing the work.

Aldersperson Buttke pulled out motion PC15-26 from Plan Commission minutes.

**PC15-26** *Motion by Wagner, second by Wood to recommend approval of the Conditional Use Request to rescind the Conditional Use Permit that was granted to allow off-site parking, for Duane Schutz, on behalf of Nutz Deep II, for property located at 809 South Central Avenue, zoned “DMU” Downtown Mixed Use district, to become effective after the lot has been paved.*  
***Motion Carried***

Vote on motion **CC15- 108 as amended.**  
**Motion carried**

**CC15-109** Motion by Buttke, second by Earll to refer PC15-26 back to the Plan Commission for further discussion. Ayes – 7; Nays – 3 (Jockheck, Wagner, Reinart)  
**Motion carried**

Second reading of Ordinance No. 1301 amending Section 3-66 (m) regarding the members of the Economic Development Board.

**CC15-110** Motion by Hendler, second by Cummings to approve Ordinance No. 1301.  
**Motion carried**

First reading of Ordinance No. 1302, Rezoning Request by Bernadine Kempf to change the zoning from “SR-2” Single Family Residential to “SR-4” Single Family Residential located at 3024 Popp Avenue to allow this property to be combined with the adjacent property to the west, 3023 West Veterans Parkway, zoned “SR-4” Single Family Residential.

First reading of Ordinance No. 1303, Municipal Code Amendment to amend Chapter 18, General Zoning Ordinance, Section 18-141(2)(b) under Article IX Historical Preservation, to clarify the powers and duties of the Historic Preservation Committee to collect and store historic data and records.

**CC15-111** Motion by Cummings, second by Hendler to approve Budget Resolution No. 8-2015, transferring \$83,530 from various budgets to the New Bear Exhibit Building budget for completion of the bear exhibit project. Ayes - 10

**Motion carried**

**CC15-112** Motion by Hendler, second by Feirer to approve Budget Resolution No. 9-2015, transferring \$22,000 from General Fund, Contingency Budget to the Senior Center Operations Budget for relocation and operations of the Senior Center in the Marshfield Mall. Ayes – 9; Nay – 1 (Feddick)

**Motion carried**

**CC15-113** Motion by Earll, second by Jockheck to approve Budget Resolution No. 10-2015, reallocating funds within the Machinery & Equipment Internal Service Fund for the purchase of a paint machine. Ayes - 10

**Motion carried**

**CC15-114** Motion by Earll, second by Cummings to approve Budget Resolution No. 11-2015, transferring \$60,000 from the General Fund, Contingency Budget, to the General Fund, Airport Terminal Building HVAC project for the Marshfield Area Pet Shelter temporary facility. Ayes - 7; Nays – 3 (Feddick, Wagner, Reinart)

**Motion carried**

**CC15-115** Motion by Spiros, second by Hendler to approve Resolution No. 2015-26 regarding special assessments for Project No. 312178–Street Maintenance–Apple Avenue (9<sup>th</sup> Street to 17<sup>th</sup> Street); Project No. 312179–Street Maintenance–Cherry Avenue (Arnold Street to Edison Street); Project No. 352202–Sanitary Sewer Rehab–Cherry Avenue (Arnold Street to Edison Street); Project No. 312179–Street Maintenance–Cedar Avenue (Arnold Street to Blodgett Street); Project No. 352202–Sanitary Sewer Rehab–Cedar Avenue (Arnold Street to Blodgett Street); Project No. 312179–Street Maintenance–Ash Avenue (Arnold Street to Doege Street); Project No. 352202–Sanitary Sewer Rehab–Ash Avenue (Arnold Street to Doege Street); Project No. 312212–Street Maintenance–12<sup>th</sup> Street (Maple Avenue to Cedar Avenue); Project No. 312213–Street Maintenance–28<sup>th</sup> Street (Felker Avenue to Washington Avenue); Project No. 312213–Street Maintenance–Felker Avenue (29<sup>th</sup> Street to 27<sup>th</sup> Street extended); Project No. 312214–Street Maintenance–Maple Avenue (9<sup>th</sup> Street to 14<sup>th</sup> Street); Project No. 312215–Street Maintenance–Wildwood Court (Locust Avenue to Locust Avenue).

**Motion carried**

**CC15-116** Motion by Hendler, second by Feirer to approve Resolution No. 2015-25 regarding special assessments for Project No. 312129-Street Construction; Project No. 352130-Sanitary Sewer; 312131-Water Services; 316761-Storm Sewer with Paving for Maple Avenue-Veterans Parkway to 6<sup>th</sup> Street including 2<sup>nd</sup> Street-Central Avenue to Maple Avenue; 3<sup>rd</sup> Street-Central Avenue to Maple Avenue; 4<sup>th</sup> Street-Central Avenue to Maple Avenue; 5<sup>th</sup> Street-Central Avenue to Maple Avenue; 6<sup>th</sup> Street-Central Avenue to Maple Avenue.

**Motion carried**

**CC15-117** Motion by Buttke, second by Spiros to reinstate the cell phone ordinance. Ayes – 7; Nays – 3 (Feddick, Wagner, Hendler)

**Motion carried**

**CC15-118** Motion by Jockheck, second by Feirer to establish a 2016 budget parameter that would allow the tax levy to be increased to the maximum amount permitted under the state's levy limit calculations. The increase would likely be small, perhaps 2 – 5 cents (in the range of .25% to .5%). Ayes - 7; Nays – 3 (Feddick, Wagner, Spiros)

**Motion carried**

**CC15-119** Motion by Feddick, second by Wagner to go into closed session pursuant to Wisconsin Statutes, chapter 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

- Specifically to discuss possible litigation over a liquor license issue.

Roll call vote, all ayes. (Time: 8:23 p.m.)

**Motion carried**

Present in closed session: Alderpersons Feirer, Feddick, Jockheck, Earll, Wagner, Reinart, Cummings, Spiros, Buttke and Hendler, Mayor Meyer, City Administrator Barg, City Attorney Wolfgram, City Clerk Hall, Planning & Economic Development Director Angell and Planner Miller.

**CC15-120** Motion by Buttke, second by Feddick to return to open session. Roll call vote, all ayes. (Time: 8:57 p.m.)

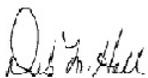
**Motion carried**

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

Future Agenda Items

None

Motion by Buttke, second by Spiros to adjourn at 8:58 p.m.



Deb M. Hall  
City Clerk

**SPECIAL COMMON COUNCIL MEETING MINUTES**  
**MAY 26, 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 5:25 p.m. in Room 108 of the City Hall Plaza.

At its last 2 strategic planning meetings, the Council discussed 6 areas identified from the first session on February 10<sup>th</sup>. At this meeting, members looked at broad themes and high-level goals, starting with the area of recreation and quality of life. The following key points were embraced by the Council:

- Evaluate “recreation complex” idea
- Increase communication/cooperation with others
  - Effectively promote recreational opportunities
- Strive to develop a greater sense of community

Barg advised that the next strategic planning session is set for Tuesday, June 23<sup>th</sup> at 5:30 p.m. in Room 108 of City Hall. At that time, the Council will continue its work toward identifying broad themes and high-level goals, focusing on one or more of the remaining 5 categories.

With no other business before the Council, Wagner moved and Jockheck seconded a motion to adjourn the meeting. Motion carried unanimously. Meyer declared the meeting adjourned at 6:36 p.m.

Respectfully submitted,  
Steve Barg, City Administrator

## **Economic Development Board meeting April 9, 2015**

Present: Meissner, Dickrell, Michalski, Sennholz, Staab, Wagner  
Absent: Hendler  
Others: Alderperson Earll, Jason Angell, Karen Olson, Bob Trussoni, Mary James-Mork, Dan Knoeck

Sennholz called the meeting to order at 3:00 p.m. in Room 108 of the City Hall Plaza.

### **Approve minutes – March 5<sup>th</sup> and 25<sup>th</sup>**

Wagner moved and Meissner seconded a motion to approve the March 5<sup>th</sup> and 25<sup>th</sup> minutes as presented. Motion carried.

### **Conflicts of interest**

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

### **Citizen comments**

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

### **Economic development reports**

Angell and Staab updated the Board of the ongoing discussions with ACE Academy. School District Staff are very interested in the partnership and are continuing to work through things on their end. The next meeting related to this possible partnership will be conducted in May.

### **Quarterly Update on Service Contracts – MACF/Business Development Director**

Olson distributed materials and summarized activities related to the service contract that EDB has entered into for services being delivered by MACF. Areas updated by Olson consisted of:

- Business Attraction/Marketing
- Business Creation/Entrepreneurial
- Business Retention/Expansion
- Workforce
- Real Estate
- Technology & Innovation

Olson distributed a brief survey that she plans to email out to area businesses to help her and the EDB better understand the “needs” for local small business development. The consensus of the Board was that this was a good approach and would help them to determine how the entrepreneurial funding (\$20,000) could be invested. With that understanding, Olson was asked to send out the survey and bring the results back in May or June.

### **Property Maintenance Standards**

A memo prepared by Sam Schroeder was distributed to the Board summarizing discussions that have taken place since the March 5<sup>th</sup> EDB meeting. Angell and Knoeck further explained that staff who would be engaged in any program felt the best chance at gaining compliance was to provide some sort of funding assistance – low interest loan or grant.

The consensus of the Board was that they wanted to see some sort of program developed. Member's felt this was an important program to help establish community pride as well as a critical part of growing the value of the community. Wagner and Staab agreed to meet and prepare something that could be brought back to the May meeting for the Board to consider.

### **Rental Rating Program**

James-Mork recommended that the individuals working on the property maintenance standards sit down with the individuals who are working on programs related to rental properties. Both groups are discussing similar issues and the benefit of merging their efforts will likely benefit both areas.

### **City Subdivision**

Angell informed the Board that we are still in negotiations and that he had worked with Staab and Sennholz to develop and send a recent counter offer for the property of interest.

Staab suggested that we get a better understanding of what our total development costs would be before we accept any offer. The Board agreed.

### **“200 Block” Redevelopment**

Knoeck brought forward a request from Earth Inc. who is interested in using the property as a temporary staging site while they reconstruct Maple Avenue. After a brief discussion, the consensus of the Board was to allow Earth Inc. to use the site as long as the agreement contained some sort of out clause that allowed us to begin redevelopment of the site if a project came forward before they vacated the site.

### **Closed Session**

Angell informed the board that the closed session was not necessary as we were still waiting for a response from the property owner.

### **Set date and time for Strategic Planning Session**

The Board agreed on Monday, May 18<sup>th</sup> from 11:30 – 3:00 PM. The meeting will be conducted in Room 108 of City Hall Plaza with lunch provided.

### **Announce next Board meeting date/time**

Sennholz announced that the next Board meeting will be held on Thursday, May 7<sup>th</sup> at 3:00 p.m. in Room 108 of City Hall Plaza.

With no more business before the Board, Wagner moved and Michalski seconded a motion to adjourn. Motion carried unanimously. Sennholz adjourned the meeting at 4:35 p.m.

Respectfully submitted,  
Jason Angell, Honorary Secretary

## **Central Wisconsin State Fair**

Board Meeting Minutes – April 20, 2015

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

**Absent:** Carol Kerper and Keith Kay

**Non Board Members Present:** Adam Fischer, Executive Director

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

**Minutes from the March 16, 2015 Meeting:** Two corrections were made to the minutes. John Garbisch made the first correction and Rob Posteluk made the second correction.

Larry Gilbertson shared that the Executive Committee met twice the week prior. The first meeting was to do a performance evaluation of Adam Fischer and the second was to discuss a financial proposal.

**Financial Report:** Marilyn Heiman gave the financial report. She went through the Account Summary. The Board then went through the P&L too.

Discussion followed concerning the short-term loan and long-term loan.

Adam G. Fischer shared information about the financial proposal being made by State Bank Financial. Discussion followed.

A motion was made by Ed Wagner and seconded by Jeff Hartman to instruct the Executive Director to inquire if the short-term loan could be put in with the long-term loan. If this is not allowed then the Executive Director should pay \$15,000 of the \$25,000 back by the next Board meeting. The motion carried.

The Board decided to move forward with the proposal from State Bank Financial. A final review will take place upon completion of the proposal.

A motion was made to accept the Financial Report and the motion carried.

**Executive Directors Report:** Adam Fischer went through the Executive Director Report sharing what has been happening over the last month. Discussion followed.

**Committee Reports:**

- **Marketing Committee:** Rob Posteluk went through the Marketing Committee Report. Adam also made additional comments. The Marketing Committee asked the Board to approve a 25% commission rate for contracted individuals to sell sponsorships for the Fair. It was also mentioned that the Executive Director will manage those contracted individuals and the database of contacts. Discussion followed. Andy Keogh made a motion to establish a 25% commission rate for contracted sales persons to sell sponsorships as long as the Executive Director would manage the contacts, database and all contracts. Jeff Hartman seconded the motion. The motion carried.
- **Building and Grounds Committee Report:** John Garbisch shared the Building and Grounds Committee Report. John talked about the upcoming issues concerning the building and grounds on the Fair Association property. Discussion followed.

**Junior Fair Report:** Sarah Schmitt gave a report on the two Junior Fair Management Team Meetings. She went through the financial reports. Sarah also discussed the conversations the Junior Fair had regarding the Market Animal Sale and the Junior Fair Dairy Group becoming more aligned with the Junior Fair leadership.

**Fair Commission Update:** Bob Ashbeck gave a brief update on the Fair Commission. Discussion followed.

**Old Business:**

**Kevin Lindow Situation**

Larry Gilbertson and Adam Fischer brought forth information regarding the Kevin Lindow situation and how to handle it going forward. Discussion followed. A motion was made to accept Larry's letter and put the Kevin Lindow family on probation moving forward.

**New Business:**

**Ad Hoc Committee Formation**

Adam Fischer asked the Board to create an Ad Hoc Committee to research and study the issues concerning the gates. A motion was

made by Andy Keogh and seconded by Jeff Hartman to allow the Executive Director to form this committee.

#### Organizational Name Change

Adam Fischer brought forth the information regarding the organizational name change that was suggested by legal counsel last fall.

Ed Wagner made a motion to change the legal name of the organization from the Central Wisconsin State Fair Association of Marshfield Inc. to Central Wisconsin State Fair Inc. Jeff Hartman seconded the motion. The motion carried.

#### Other Business from the floor

Ed Wagner announced this might be his last board meeting as Chris Jockheck has asked for placement and Ed believed the Mayor would appoint someone else to the Fair Board. The Board thanked Ed for his service.

John Garbisch moved to adjourn and Bob seconded the motion. The motion carried.

Submitted by Andy Keogh  
Authored by CWSF Staff

COMMUNITY DEVELOPMENT AUTHORITY

April 30, 2015

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

Affirmation of proper posting of meeting: Meeting posted April 23, 2015 at 8:06 a.m.

ROLL CALL:

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

ABSENT: Peter O. Hendler, Tom Buttke

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

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

CDA-15-B04-1 Motion by LaFontaine, second by Marsh to approve the March 26<sup>th</sup>, 2015 CDA Board Minutes. 5 Ayes

MOTION CARRIED

CDA-15-B04-2 Motion by Marsh, second by Conklin to approve the April 21st, 2015 CDA Finance meeting minutes. Dave LaFontaine provided a correction re: changing the number from 6 Ayes to 3 Ayes. Correction made, motion carried. 5 Ayes

MOTION CARRIED

Strategic Planning Committee Update:

CDA-15-B04-3 Keogh moved and LaFontaine seconded a motion to provide authority for Executive Director to move forward with existing proposals for current consultant(s) support for the RAD transition. 5 Ayes

MOTION CARRIED

Personnel Committee Update: No update

Grievance Committee Update: No update

CDA-15-B04-4 Motion by LaFontaine, second by Marsh to accept and place on file the Executive Director's Report. 5 Ayes

MOTION CARRIED

RAD Update: Requirements for the first 30 days of the RAD transition have been met. Conference calls, meetings and trainings with key personnel from HUD, National Housing Compliance and Von Briesen continue with the goal of ongoing compliance with established timelines.

New Business: None

Next Board Meeting Date and Time: Thursday, May 28th, 2015 at 9:00 a.m. in the Community Room of Parkview Apartments

Agenda Items for May:           Welcome New Board Members  
  Appreciation John Conklin- Resident Board Member

CDA-15-B04-5 Motion by Marsh, second by Hardacre to adjourn. Meeting declared adjourned by Chairperson Keogh at 9:57 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Andrew Keogh  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY**  
**Executive Director's Highlights**  
**May 28th, 2015**

**1. Occupancy-Over 92% Vacancy Rate**

Parkview- Thirteen (13) vacancies, (3 units filled).  
Cedar Rail – Three (3) vacancies, (3 units filled).  
Scattered Sites - 0 vacancies.  
Section 8-The program has fifty-one (51) active, leased vouchers, with (3) issued.  
Approximately 6 tours per week.

**2. RAD Project-**

- After review by Finance Committee members, the CDA has completed the RFP for the Physical Conditions Assessment. ED and Business Manager are reviewing the proposed revisions to the PHA plan for submission as the next step.
- National Housing Compliance (NHC) Consultants have clarified billing and next steps in their guidance for the CDA's transition.
- Steps to 501(c) (4) complete: Draft of Mission Statement & Initial recommendations for Board of Directors to be reviewed by Strategic Planning Committee
- ED will be communicating with CDA tenants re: the upcoming RAD transition process during the month of June, 2015. Beyond the initial presentation to them in 2013 describing the opportunity, residents will be provided with regular updates and assurances regarding any impact upon the CDA and any potential changes for tenants in the year ahead.

**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 May 28<sup>th</sup>, 2015 board meeting.

**4. REAC Inspection for 2015- Update**

The maintenance and housekeeping staff members continue to prepare for the REAC inspection scheduled for June 10<sup>th</sup>, 2015. The inspector will spend the day with the Environmental Services Manager visiting all of the CDA properties, and will be assigned a workspace while on site.

**5. 2015 Commissioners**

New Resident Commissioner- We will be welcoming our new Resident Commissioner at the May 28th meeting. Jeanette Katzenberg is a resident of Cedar Rail Court. She is a retired teacher with extensive experience on committees, service as an active member of the school's WEA board, and a member of her church council. Jeanette is very interested in how programs affect citizens/residents of our community. She has a background of cooperative work with leadership, students and colleagues. She also has public speaking and planning experience.

**COMMUNITY DEVELOPMENT AUTHORITY**

***Finance and Strategic Planning Committees***

May 11<sup>th</sup>, 2015

The Financial and Strategic Planning Committees meeting of the Community Development Authority was called to order by Board of Commissioners Chairperson Andrew Keogh at 2:07 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 May 6<sup>th</sup>, 2015 at 2:23 p.m.

**ROLL CALL:**

PRESENT: Andy Keogh, Dave Marsh, Peter O. Hendler

OTHERS PRESENT: Mary James-Mork - Executive Director, Carol Kerper – Business Manager

ABSENT: Dave LaFontaine, Tom Buttke

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

**Review of Sample RFP for Physical Conditions Assessment (PCA):**

CDA 15-FSP05-1 Motion by Marsh, second by Hendler to proceed forward with the RFP submission upon review by Commissioner Dave LaFontaine. 3 Ayes

MOTION CARRIED

**Review of Steps for Obtaining 501(c)(4) Status:**

Committee members reviewed a list of requirements, provided by Von Briesen, that will need to be completed in order to obtain 501(c)(4) status. A number of the requirements were discussed and completed. Additional prerequisites will continue to be discussed and completed at future committee meetings.

Meeting declared adjourned by Board of Commissioners Chairperson Andy Keogh at 2:59 p.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Andy Keogh  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY**

***Finance Committee***

May 19<sup>th</sup>, 2015

The Financial meeting of the Community Development Authority was called to order by Finance Committee Chairperson Dave LaFontaine at 1:32 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 May 18<sup>th</sup>, 2015 at 8:46 a.m.

ROLL CALL:

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

Others Present: Mary James-Mork - Executive Director, Carol Kerper – Business Manager

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

Review of Financial Reports for April of 2015:

Investment Summary and Resident Funds reports were reviewed. There were no monthly reports from the fee accountant to review at this time.

Review of Current CDA Financial Procedures:

Financial procedures were reviewed and discussed, with appropriate revisions made.

CDA 15-F05-1 Motion by Hendler, second by Marsh to recommend the CDA Financial Procedures as approved with revisions. 3 Ayes

MOTION CARRIED

Next meeting date and time: Tuesday, June 16<sup>th</sup>, 2015 at 1:30 p.m. in the Cedar Rail Court Executive Conference room.

Agenda Items for Next Month: Update on Physical Conditions Assessment RFP

Review of Monthly Financials for March 2015 Fiscal Year End and April 2015

Meeting declared adjourned by Chairperson Dave LaFontaine at 2:19 p.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Dave LaFontaine  
Chairperson

Fairgrounds Commission Minutes  
Meeting of May 20, 2015  
Fair Office

Call to order at 5:30 by Mike Feirer

Present: Commissioners Bob Ashbeck, Ken Curry, Bill Winch, Tom Buttke, Mike Feirer, Chris Jockheck. Also Bill Clendenning, Adam Fischer, and Jonathan Anderson from NewsHerald.

Election of officers: Done individually and unanimously.  
Chair: Mike Feirer  
Vice Chair: Bill Winch  
Secretary/ Treasurer: Chris Jockheck

Minutes from April 3 meeting approved, 1<sup>st</sup>- Winch, 2<sup>nd</sup>- Ashbeck.

Fair Association report. Adam Fischer, Fair Manager. Updated on preparation for CWS Fair. Also brought concern about Legion stand and its appearance. Following discussion all felt meeting of Commission and Association Board may be helpful to list priorities on improvements. Motion to accept report approved, 1<sup>st</sup>-Buttke, 2<sup>nd</sup>- Ashbeck.

Fairgrounds Commission Report,

- A. Financial – Money will be transferred from River Cities and put in Forward Financial Bank so we will only be dealing with one institution.
- B. Discussion on issues raised regarding function and operation of Commission. City Attorney will review legal issues. Recommended that we have outside audit to review history, function, and operation of Commission.  
Motion: To request the City Council and County Board to hire an auditor to review work of Commission and bring us into compliance.  
1<sup>st</sup> - Curry, 2<sup>nd</sup> - Jockheck. approved.

No bills presented.

Fairgrounds project, Round Barn. Interior concrete work continuing. Current Balance in account, \$175,619.05

No Parks and Recreation Report

Next meeting – June 24, 5:30 PM. Fair Office.

Toured construction in Round Barn.

Adjourned at 7:05PM

Submitted by Chris Jockheck, Secretary

# Marshfield Airport Committee Minutes

## May 21st, 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: Myles Richmond, Duffy Gaier and Jeffrey Gaier

Citizens Comments: None

AP15-22 Motion by Maurer Second by Knauf to approve the Airport Minutes for April 16th 2015, All Ayes,

Motion Carried

AP15-23 Motion by Bremer Second by Maurer to approve the Airport Minutes for May 7th, 2015. All Ayes,

Motion Carried

AP15-24 Motion by Maurer Second by Jockheck to approve the Airport Manager's May 2015 Report, All Ayes

Motion Carried

AP15-25 Motion by Knauf, Second by Maurer to approve the May 2015 Activity Report, All Ayes

Motion Carried

AP15-26 Motion by Bremer, Second by Jockheck to approve the Airport Bills for May 2015, All Ayes

Motion Carried

AP15-27 Motion by Maurer, Second by Bremer to transfer the farming activities on the airport to Ken Bell dba Bell's Runway Acres LLC for the remainder of 2015 for the amount of \$30 per acre.

Motion Carried

Future Hangar Development At The Airport - Discussed, No Action Taken

Project Updates - Discussed, No Action Taken

Additional Citizens Comments: None

Motion by Bremer, second by Jockheck to adjourn at 6:52 PM, All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

## Airport Manager's Report May 21st, 2015



The City of Marshfield received notice of judgement that was made in the City of Marshfield vs. Power Pac Inc. case. The judge did rule in the City's favor that the property easement over the Power Pac property was a valid easement. The easement allows for agricultural operations only on the property. Power Pac does have the opportunity to appeal the decision. In the meantime, the Bureau of Aeronautics will proceed with the next steps towards the purchase of the part of the property that is owned by Power Pac within the easement area.

The Bureau of Aeronautics did inform us that we would have a bill coming for the remainder of the purchase of the Power Pac property as well as for cleanup costs associated with removing the buildings on the Mike Grosbier Property.

The Bureau of Aeronautics selected Bob Nikolay and his company to remove the trees and buildings on the former Mike Grosbier property. Tree removal has begun on the property. The Bureau thought it was best to remove the trees to lesson the impact of any future height issues.

Don Nikolai company has approached airport management about building a spec hangar on the airport that would be utilized to potentially attract a corporate business to the airport. Duffy has been working with Rob Nikolai on the project as well as the Bureau of Aeronautics.

Approval for the lease of the Office Terminal Building to Marshfield Area Pet Shelter (MAPS) has been granted by the Marshfield Common Council. The City and MAPS will work together to get the building ready for occupation. MAPS will be meeting with the City to do a walk through of the building and a punch list of items that will need to be addressed.

Jeff wrote to Clyde Wynia regarding the globe in the office terminal building. Mr Wynia had no issue with the airport restoring and relocating the stain glass globe to the new terminal.



Life Link III from New Richmond, WI



The City of Marshfield has received a check from Wood County for \$7500 for annual contribution from the county. The money typically goes to helping maintain the instrument approaches at the airport.



June 3rd  
Marshfield  
Airport will be  
hosting the  
season opener  
of the  
Wisconsin Flying

Hamburger Social. If weather is good we can expect a full ramp of airplanes and lots of people.

Happy Flying - Duffy, Alice, Bob and Jeff Gaier



Full Ramp May 13th, 2015.



Three Corporate aircraft that were in this month.



Wood County Head Start had several class out for a tour this month at the airport.





# Airport Activity Report May 2015

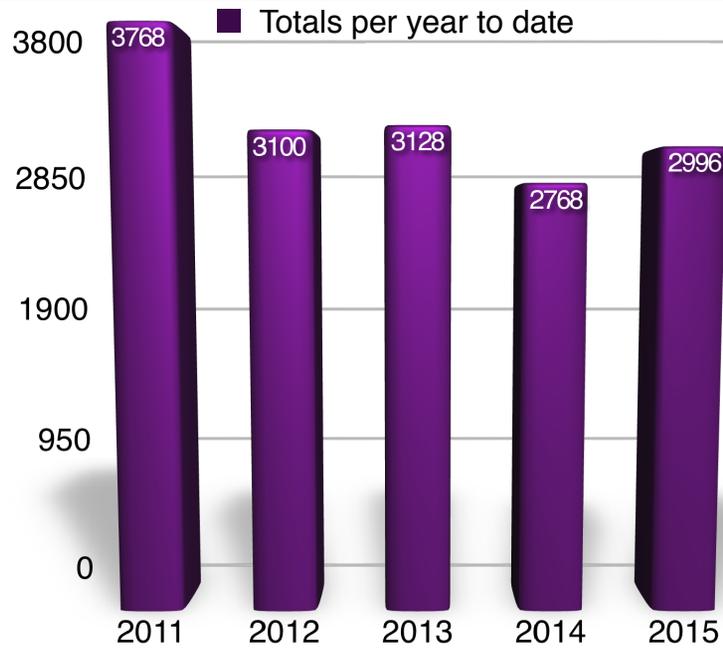


## Departures and or Landings Information - Flight Operations - 28 Days Between Reports

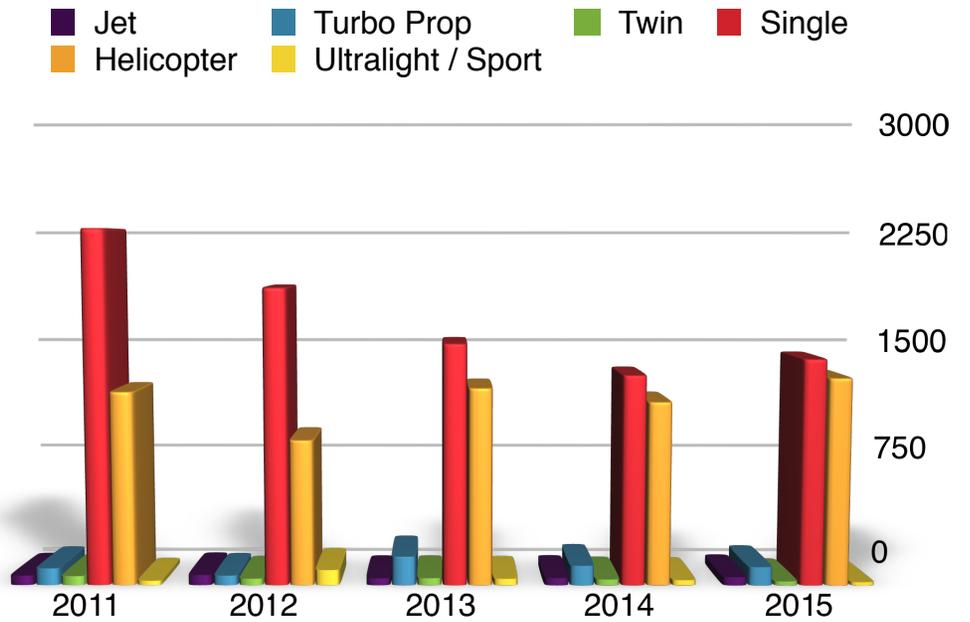
<i>Year</i>	<i>YTD 2011</i>	<i>YTD 2012</i>	<i>YTD 2013</i>	<i>YTD 2014</i>	<i>May 2014</i>	<i>May 2015</i>	<i>YTD 2015</i>
<i>Jet</i>	62	66	46	48	10	12	54
<i>TurboProp</i>	108	62	184	126	32	14	118
<i>Twin</i>	58	42	46	38	12	8	26
<i>Single</i>	2272	1900	1546	1346	368	432	1448
<i>Helicopter</i>	1240	932	1264	1176	320	246	1328
<i>Light Sport</i>	28	98	42	34	24	10	22
<i>Total</i>	3768	3100	3128	2768	766	722	2996
<b>Passengers</b>							
<i>Total</i>	5022	4129	4170	3689	1021	962	4488
<b>Local and Transient Traffic</b>							
<i>Transient</i>	972	845	954	984	306	246	802
<i>Local</i>	2796	2255	2174	1784	460	476	2294
<b>Training Flights</b>							
<i>Total</i>	1560	1878	1078	1094	260	484	1488
<b>Fuel Dispensed</b>							
<i>Av Gas</i>	7155	7445	6615	6449	2038	999	4047
<i>Jet A</i>	11124	13690	22349	16004	4773	2929	17097
<i>Total</i>	18279	21135	28964	22453	6811	3928	21144

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.

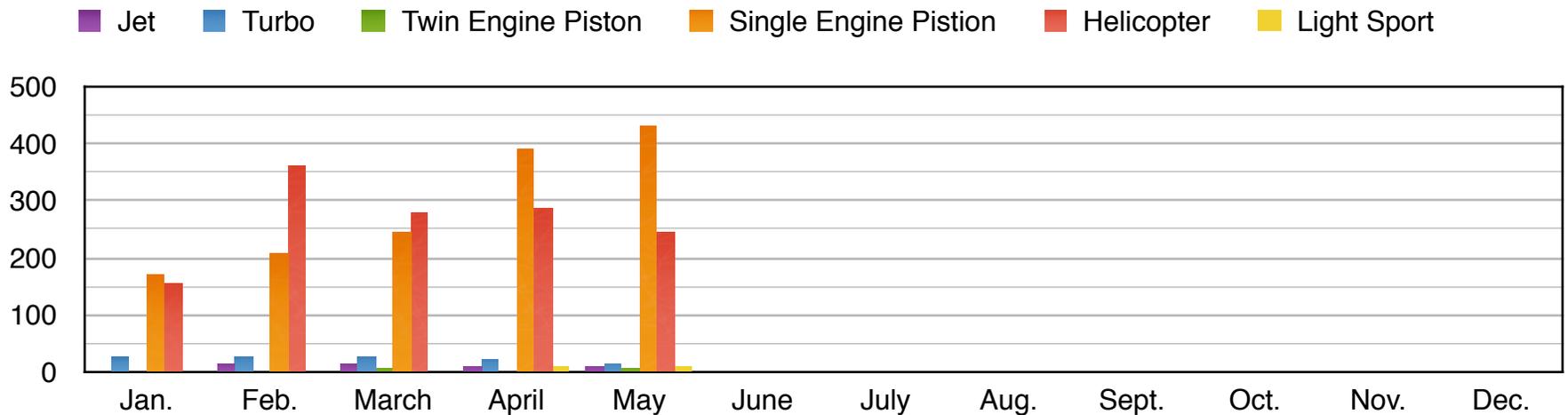
Flights Over the Past Five Years by the Present Month



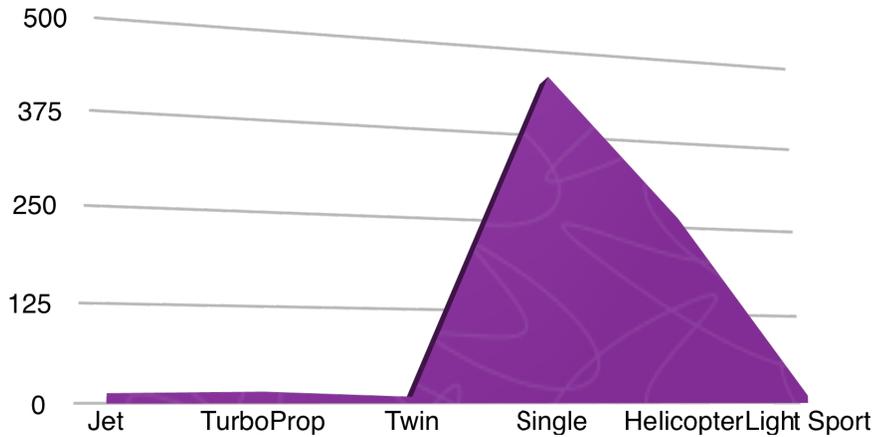
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



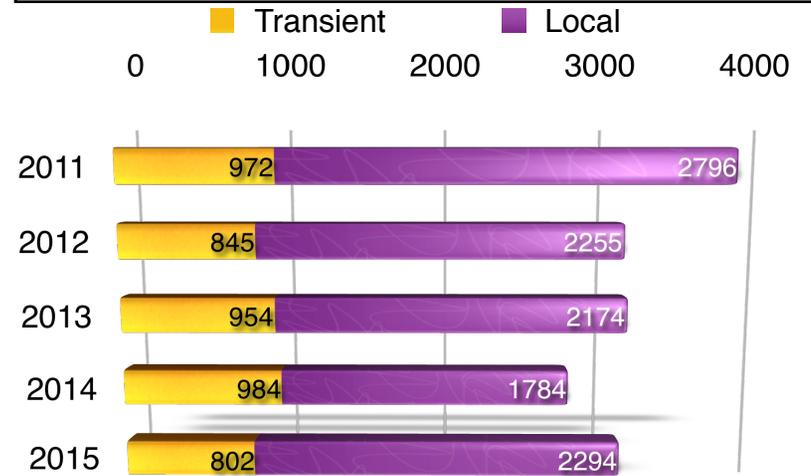
Operations by Aircraft for the Year of 2014



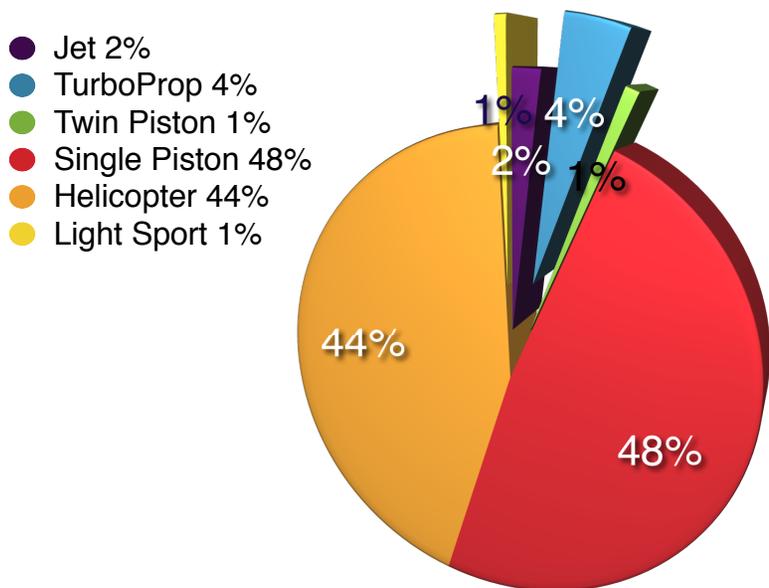
Traffic Activity For This Month



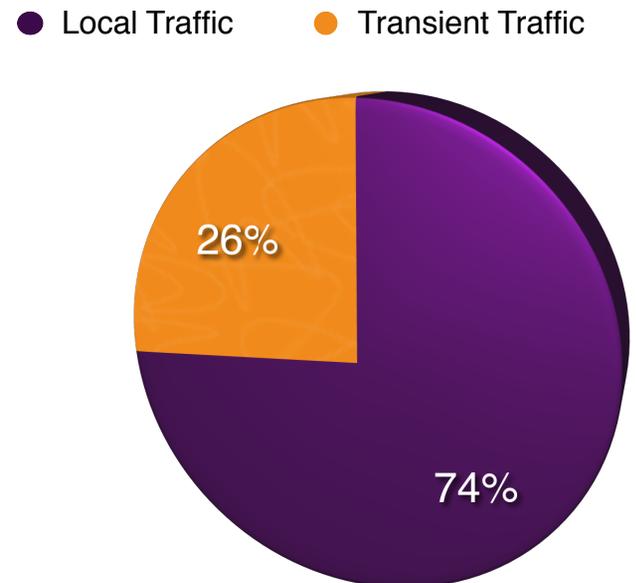
Transient Vs. Local Traffic



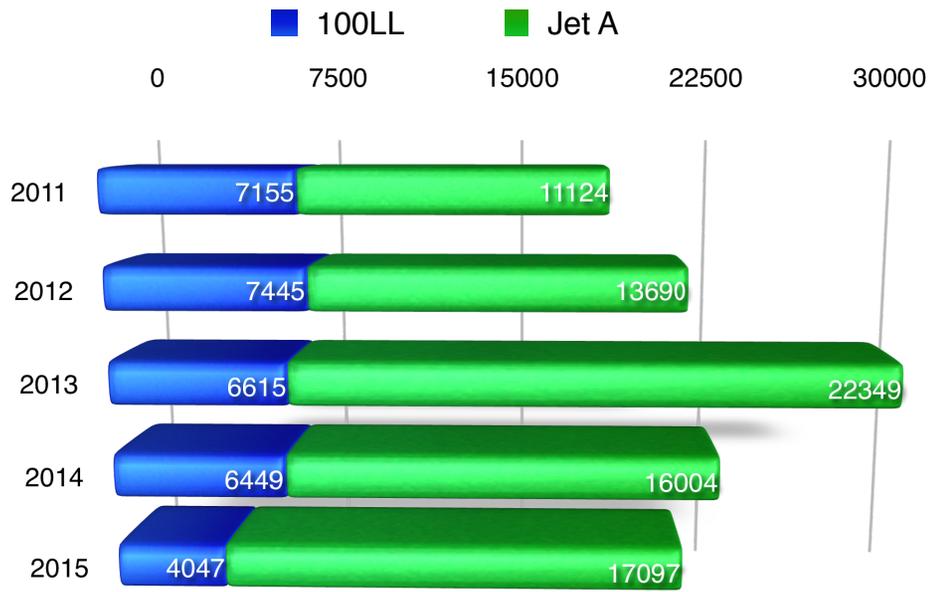
Percentage By Type Of Aircraft That Came Into Marshfield In 2015



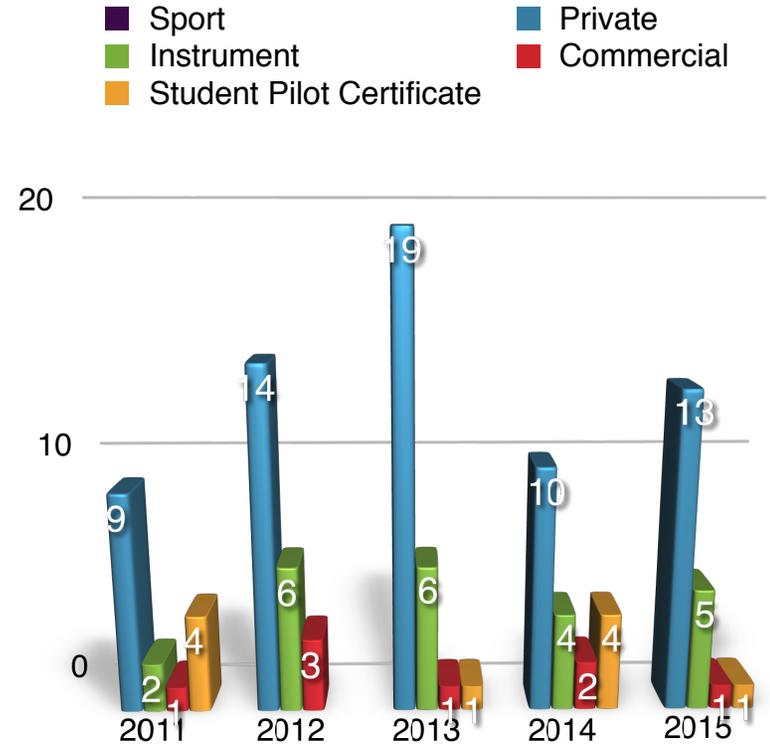
Percentage of Local Vs. Transient Traffic



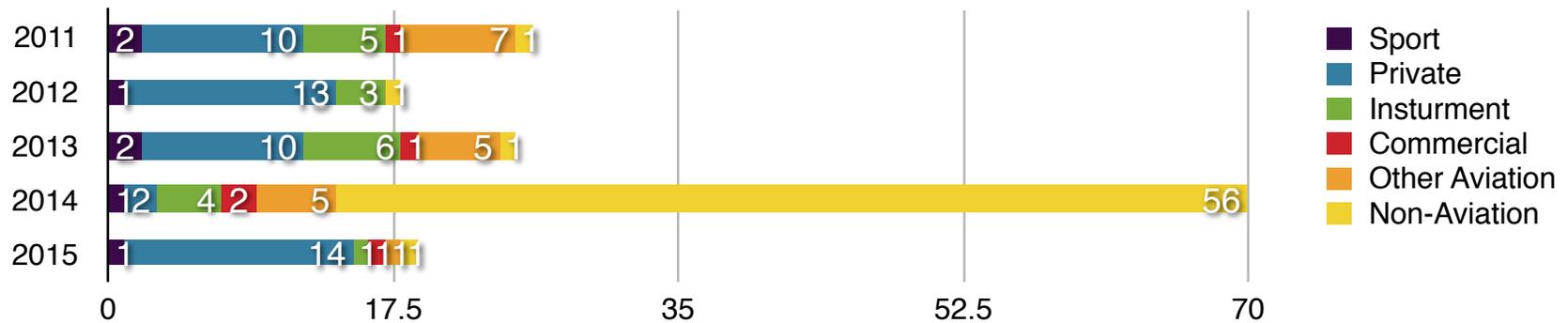
Fuel Sold - 5 Year Comparison



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  
Wheeler's 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  
Am I High Aviation  
Wausau Flying Service  
Krist Oil  
Mark Preston  
Festival Foods  
State of Wisconsin - Donor Flight

Wisconsin Aviation  
Le Ciel Bleu LLC  
SC Aviation  
Spuddy Properties LLC  
Texas Citation X II Management LLC  
Skisail Aviation LLC  
AVN Air LLC  
Jeffries Lockland  
J Bros LLC

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

Experimental Aircraft Association Chapter 992 (Marshfield & Medford Group)

Toastmasters of Marshfield

Central Wisconsin Apple User Group

Marshfield Youth Hockey

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

Chips

McDonalds

Little Casears

**Summary Report**

This month was a bit slow. Some of the locals were not flying as much and it seemed like business traffic was slow coming into the airport. The week of the 13th we had a full ramp with business and transient traffic.

Obj. #	Description	2015 Amount Approved	2015 May Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	44,950.00	3,745.83	Manager's contract	18,729.15	26,220.85
52210	Electric	18,925.00			2230.26	16,694.74
52220	Water	496.00			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	54.66	west side of old terminal	1884.47	1,501.53
			21.47	west side of old terminal		
			20.18	house on Co. Rd. BB		
			41.48	General terminal		
52300	Telephone	1,290.00	119.01	Frontier	456.37	833.63
52400	Rep/Maint. Serv-Streets	17,200.00			3,180.00	14,020.00
52500	Repair/Mainte. Service	60,967.00	263.49	Merkel Co., Inc. Repaired PAPI, VOSI, & REILS	8,574.94	52,392.06
			200.00	Maid to Order Cleaning Service		
			673.85	Merkel Co., Inc. - Repaired ODELS		
			47.05	Unifirst - floor mats		
			3,462.50	Duffy's Aircraft Sales - Mowing with JD950 - 34.5 hrs.		
				Mowing with Dixon 5.5 hrs., & 40.0 hrs. @40.00 to		
				operate equipment		
			440.00	Duffy's Aircraft Sales - Man hrs. picking rocks,		
				discing field by windsock, & runway light mainte.		

			May Expenses		Used To Date	Balance	
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	1,325.88	
53500	Rep/Mainte. Supplies		6,728.00	37.85	Duffy's Aircraft Sales - grease & weed killer	37.85	6,690.15
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	9,127.37		39,953.37	135,571.63

**HISTORIC PRESERVATION COMMITTEE MINUTES**  
**OF JUNE 1, 2015 MEETING**

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

**PRESENT:** Ken Wood; Alderperson Gary Cummings; Ken Bargender; Vickie Schnitzler; and, Kris Keogh.

**ABSENT:** Bill Penker (excused), Keith Meacham (excused).

**ALSO**

**PRESENT:** Angie Eloranta, Executive Director of Main Street; and, Josh Miller, City Planner.

**Approval of the Minutes of May 4, 2015 Meeting.**

**HP15-20** Motion by Cummings second by Keogh to approve the minutes of the May 4, 2015 meeting.

**Motion Carried.**

**Citizen Comments.**

Miller stated that the only brochure that is low is Central Avenue (770 brochures in stock). All other districts have over 1,400 brochures remaining. Central Avenue also does not have the QR Codes yet. Staff could get a cost estimate and put something together for this year or for next year's budget. Staff will include the 2016 Budget on the July agenda.

Bargender suggested putting the stickers on all of them letting people know where they can turn the signs if they don't want them. The Committee will have to budget for that.

Angie asked how we can incorporate the Central Avenue district brochure into the walking tour path downtown. They would like to do two miles for their path. She would like a list of historical buildings to plan a path around.

Vickie Schnitzler arrived (4:13 pm).

**Update on the QR Code Analytics.**

Schnitzler presented an update on the QR Codes. She handed out a list of the number of hits for each QR Code that we have. She wants to update the QR Codes downtown. Will do laminated sheets when they are done. She passed out a brochure for cemetery tours and includes QR Codes within the brochures and links to pictures of the characters from the re-enactment. Could place brochures at cemetery office and MACCI.

**Discuss Possible Memberships to Wisconsin Historical Society (\$24-\$168) and Wisconsin Trust for Historic Preservation (\$75).**

Miller presented the membership opportunities and explained the benefits weren't clearly defined. The Committee agreed to not join either of the organizations at this time.

## **Review of Tasks from the Special March Meeting.**

Miller presented Bill Penker's draft timeframe for completion of the tasks identified at the special March meeting. Some Committee members felt the items to be completed by September 2015 would on-going such as the development of the brochure. Miller stated this was a draft and a good starting point for discussion and that the Committee can modify it. The Committee wanted to discuss this item next month when we have a full committee present.

Keogh asked about what the cost would be for getting the negatives developed. Schnitzler said she doesn't know how many there are and her source is still looking for them. Once we find them, we'll have a better idea of how many there are.

## **Review Photos of Buildings of Historical Interest.**

Schnitzler asked what the Committee wants to achieve with these buildings. Do brochures? How many buildings can we include in the brochure? The Committee needs to decide what we are looking for.

Bargender said there should be a brochure of architecturally significant structures.

Cummings asked about getting the homeowner's permission to put in the brochure? Schnitzler suggested we should. If we don't have a map, they should probably be in some kind of order. Schnitzler asked if we wanted to include the QR Codes in the brochures.

Miller suggested making it an architectural tour over having it as an historical tour as the State doesn't generally endorse promotion of historic programs if the structures aren't on the register.

Schnitzler said the Wisconsin Historical Society has buildings listed in the Architectural and Historical Inventory (AHI). The AHI gives a lot of architectural information. Do we want a brochure of historic buildings outside of the historic districts?

Cummings said we don't want to overwhelm the public.

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

Bargender said we could have 30 properties, 10 on each page with a map. He suggested starting with the houses. Come up with unique architectural design or homes from 1890-1930. The next page could be 1930-1946. Group them in chronological segments.

Wood says that most time periods have a particular style.

Schnitzler will try to pull things together and put them in chronological order. First thing we'll look at historical homes. Then look at architectural homes. Something important happened at the home or one of the owners is an important figure. Have ready for next month

## **Staff Updates.**

- a. Soo Line Steam Locomotive No. 2442 Restoration Work. Miller stated work is not done yet and he will get in touch with Dennis Bargender.
- b. Historic Preservation Ordinance Amendment. Miller stated the amendment was recommended by the Plan Commission and had a first reading before the Common Council with no comment.

- c. Thank You Notes from Art Students. Miller passed around the thank you notes from Eric Nelson and the art students.

**Set Meeting Date and Future Agenda Items.**

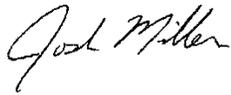
The next regular Historic Preservation Committee meeting will be held on Monday, July 6, 2015. The agenda of the next regularly scheduled meeting should include approval of the Monday, June 1, 2015 meeting minutes, buildings of historical interest brochures, cost for laminating QR Codes, and 2016 Budget,

**Adjourn.**

Motion by Schnitzler, second by Bargender to adjourn meeting at 5:03 P.M.

**Motion Carried**

Respectfully submitted,



Josh Miller  
City Planner

**BOARD OF PUBLIC WORKS MINUTES**  
**OF JUNE 1, 2015**

Meeting called to order by Chairman Buttke 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 Earl; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Wastewater Superintendent Warp; the media; and others.

**PW15-69** Motion by Feirer, second by Jockheck to recommend approval of the minutes of the May 18, 2015 Board of Public Works meetings.

**Motion Carried**

**Citizen Comments – None**

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

**PW15-70** Motion by Wagner, second by Jockheck to recommend approval of the bid submitted by Scott Construction, Inc. of Lake Delton, WI for 2015 seal coating at a cost not to exceed the budgeted amount of \$100,000 and authorize execution of a contract.

**Motion Carried**

**PW15-71** Motion by Cummings, second by Feirer to recommend approval of the donation of retired Christmas decorations to Rotary Winter Wonderland.

**Motion Carried**

**PW15-72** Motion by Wagner, second by Jockheck to recommend approval of the high quotations for the sale of logs and firewood as follows, and authorize execution of agreements:

Row A – Kevin Prust - \$400.00 plus \$22.00 sales tax = \$422.00

Row B – Shawn Miller - \$625.00 plus \$34.38 sales tax = \$659.38

Row C – Dennis Willman - \$800.00 plus \$44.00 sales tax = \$844.00

Row D – Dennis Willman - \$500.00 plus \$27.50 sales tax - \$527.50

**Motion Carried**

**PW15-73** Motion by Jockheck, second by Cummings to recommend rejecting all bids for the 8<sup>th</sup> Street Lift Station project and rebidding this project later this year.

**Motion Carried**

**Recommended items for future agendas:**

- There will be a special Board of Public Works meeting on Tuesday, June 9, 2015 to reject and re-advertise certain bid packages for the Everett Roehl Marshfield Public Library project.

Motion by Jockheck, second by Wagner that the meeting be adjourned at 5:44 PM.

**Motion Carried**

**JUDICIARY AND LICENSE COMMITTEE**  
**MINUTES OF JUNE 2, 2015**

Meeting called to order by Chairperson Wagner at 4:30 p.m., in the Common Council Chambers, City Hall Plaza.

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

**ABSENT:** None

**ALSO PRESENT:** Chief Gramza and City Clerk Hall

A Listening Session was held regarding Ordinance No. 1299, Pawnbrokers, Secondhand Article and Jewelry Dealers.

Comments/Questions were heard from the following:

- Scott Schoenherr, Bull's Eye Sports
- Andrew Claude, Gamestop.
- Rob Wickersham, Wickersham Jewelry
- Jonathan Ruder, E-Way Sales
- Dennis Riedel, Sports Den

**JLC15-056** Motion by Earll, second by Feddick to approve the minutes of the May 19, 2015 meeting.  
**Motion carried**

**CITIZEN COMMENTS**

None

**JLC15-057** Motion by Earll, second by Feddick to approve by unanimous consent the following:

- a) Two (2) Beverage Operator Licenses for the 2013-2015 license year to: Sheri Delis and Emily Ziebell.
- b) Fifty-one (51) Beverage Operator Licenses for the 2015-2017 license year to: Pamela Acker, Jazmine Adair, Katie Adams, Taylor Ball, Alexander Becker, Breanna Boley, Joseph Breu, Barbara Burkart, Helen Burkhalter, Jacqueline Cournoyer, James Davia, Mark Decker, Sheri Delis, Jaime Drummond, Michael Feirer, Kari Fischer, Derek Fravert, Mike Gillette, Lonie Gregorich, Stephen Hanen, Marie Heintz, Jane Hooser, Ashley Humphrey, Nicholas Humphrey, Ashley Jeske, Lynsey Kaszuba, Richard Kenyon, Michael Klein, Robin Kubatzki, Tammy Livingston, Jamie Martin, Stephanie McCain, Warren Miranda, Michelle Murphy, Minyon Page, Abigale Peterson, Richard Quirt, Dawn Ridpath, Jason Robertson, Tia Roggenbauer, Adam Severt, Bruce Stargardt, Chad Steiner, Matthew Strey, Deborah Varsho, James Varsho, Kaylee Vetrone, Pamela Messman Voelker, Paul Weber, Michael Wirkus and Carie Zimmermann.
- c) Temporary Class "B"/"Class B" Retailer's License (Picnic) to the Marshfield Tiger Booster Club for September 26, 2015.
- d) Transient Merchant License to R and M Enterprises, Inc. dba Snap Fireworks.
- e) Transient Merchant License to TNT Fireworks.

**Motion carried**

No items were removed from the consent agenda.

**JLC15-058** Motion by Earll, second by Wagner to grant a Beverage Operator License to Tiffany Martens with 25 demerit points assessed for failure to list her violations.

**Motion carried**

The committee discussed Ordinance No. 1299 regarding Pawnbrokers, Secondhand Article and Jewelry Dealers. After listening to the comments from the business owners the committee wanted additional time to discuss this and possibly make some additional changes. The words Primarily and Occasional need to be defined; what items need to be photographed (ex. tool box with tools; does each tool need to be photographed or can it be included with the tool box in one picture); add a dollar value. This will be brought back to the next meeting.

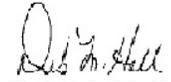
The Police Chief will give a demo of the Leads Program.

Future Agenda Items

Ordinance No. 1299

Motion by Earll, second by Feddick to adjourn at 5:26 p.m.

**Motion carried**



Deb M. Hall

City Clerk

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF JUNE 2, 2015**

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

**PRESENT:** Alderpersons Rebecca Spiros, Gordon Earll, Alanna Feddick, and Peter Hendler

**ABSENT:** Alderperson Rich Reinart

**ALSO PRESENT:** Alderperson Wagner, City Administrator Barg, Media and City Personnel (Dan Knoeck, Roy Dolens, Sam Warp, Amy VanWyhe and Deb Hall)

**Citizen Comments**

None

**FBP15-059** Motion by Feddick, second by Earll to approve the items on the consent agenda:

1. Minutes of the May 19, 2015 meeting.
2. Payroll in the amount of \$1,208,660.46 and the Bills in the amount of \$597,804.56.
3. Report of Personnel Actions of June 2, 2015.
4. Monthly Position Control Report as of May 31, 2015.

**Motion carried**

No items were removed from the consent agenda.

Deputy Fire Chief Dolens presented information regarding the filling of the vacant firefighter position at the Marshfield Fire & Rescue Department.

**FBP15-060** Motion by Earll, second by Spiros to authorize the filling of the position of Accountant within the Finance Division.

**Motion carried**

**FBP15-061** Motion by Earll, second by Spiros to recommend approval to the Common Council the Facilities Management section in the Public Works Department effective January 1, 2016.

**Motion carried**

The recommendation to create an Administrative Services Department to oversee the Finance, Technology and Assessing Departments was held over until the next meeting. The committee would like a clearer picture of what role this person would be playing; where the Administrator sees them intervening; give some examples.

**FBP15-062** Motion by Feddick, second by Spiros to go into closed session pursuant to Wisconsin Statutes Chapter 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- Lease amendment with Verizon for their equipment on the roof of City Hall.

Roll call vote, all ayes. (Time: 5:58 p.m.)

**Motion carried**

**Present in closed session:** Alderpersons Hendler, Spiros, Earll and Feddick, City Administrator Barg, Public Works Director Knoeck and City Clerk Hall.

**FBP15-063** Motion by Feddick, second by Spiros to return to open session. Roll call vote, all ayes.  
(Time: 6:02 p.m.)

**Motion carried**

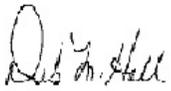
**FBP15-064** Motion by Feddick, second by Spiros to approve the First Amendment to the Building and Rooftop Lease Agreement with Verizon.

**Motion carried**

**FUTURE AGENDA ITEMS**

None

Motion by Spiros to adjourn at 6:03 p.m.



Deb M. Hall  
City Clerk



# City of Marshfield Memorandum

---

DATE: June 5, 2015  
TO: Mayor Meyer & City Council  
FROM: Steve Barg, City Administrator  
RE: Proposed changes to City's organizational chart

## **Background**

In a report provided to the City in January 2014, Springsted recommended changes to our organizational structure for more effectiveness and efficiency. I've attached Springsted's proposed organizational chart, along with one offered by our internal staffing study team.

## **Analysis**

Over the past few months, a study team comprised of 5 staff members has reviewed these suggestions, and the team generally agrees with Springsted. We have met with staff who would be most directly affected, and we've offered changes for review and consideration as listed below, and as noted on the attached new organizational chart proposal:

- Change Planning & Economic Development to Development Services Department
- Move GIS Coordinator to under the Engineering Division
- Move Inspection Services from Public Works to Planning & Economic Development
- Reassign oversight of Airport to Public Works Department
- Reassign oversight of Cemetery to Parks & Recreation Department
- Begin efforts to create a Facilities Management section in Public Works Department
- Create Administrative Services Department to oversee the Finance, Technology and Assessing Departments; appoint one of the 3 department heads as Coordinator

## **Council action – May 26<sup>th</sup>**

On May 26<sup>th</sup>, the Council, on recommendation of the FBP Committee, authorized moving ahead with the first 5 changes above, effective January 1, 2016, and postponed action on the other 2 ideas until the FBP Committee reviewed these further.

## **FBP Committee action – June 2<sup>nd</sup>**

On June 2<sup>nd</sup>, the FBP recommended moving ahead with creating a Facilities Management section, but the Committee asked that staff bring back additional information supporting the request to create an Administrative Services Department.

## **Recommendation**

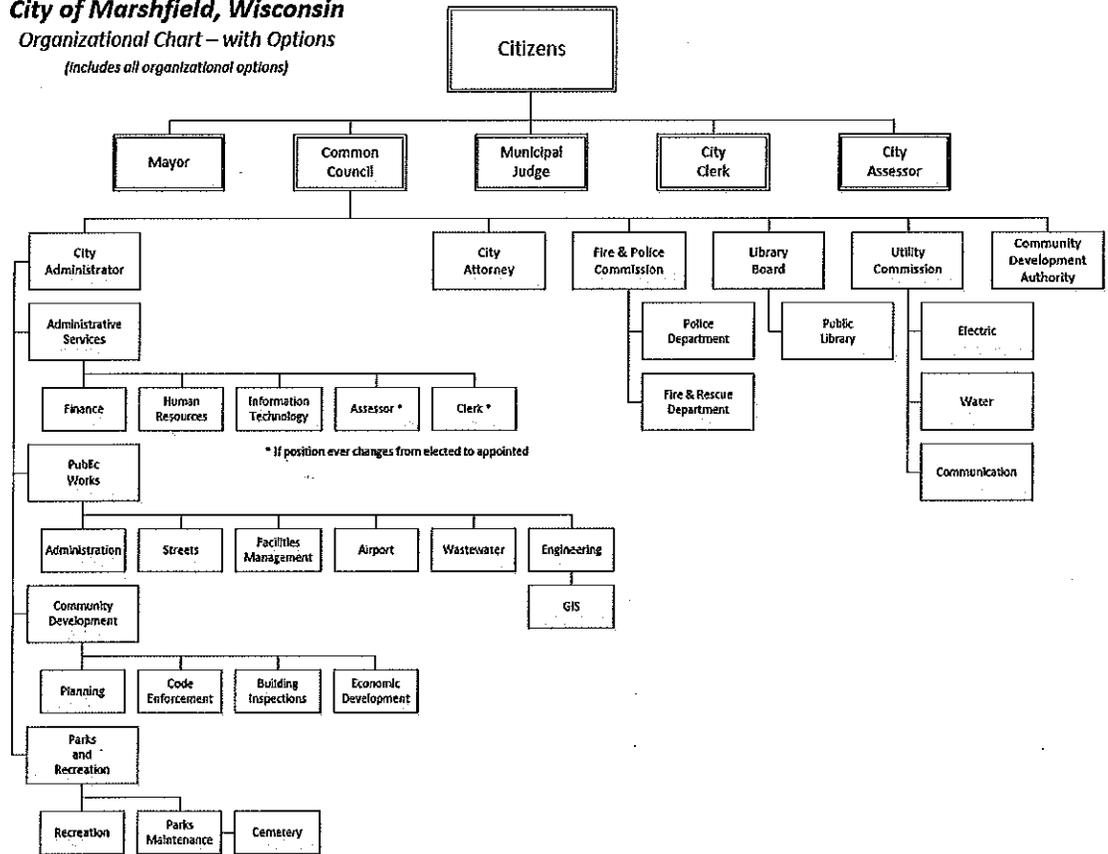
Staff recommends that Council authorize moving ahead with efforts to create a Facilities Management section, effective on January 1, 2016.

# Springsted's recommendation

## Implementation of Organizational Options

Organizational changes often occur over time, instead of all at once. However, if the City adopted all of the options presented in this report, an illustration of the new organizational chart is shown below.

**City of Marshfield, Wisconsin**  
**Organizational Chart – with Options**  
*(includes all organizational options)*



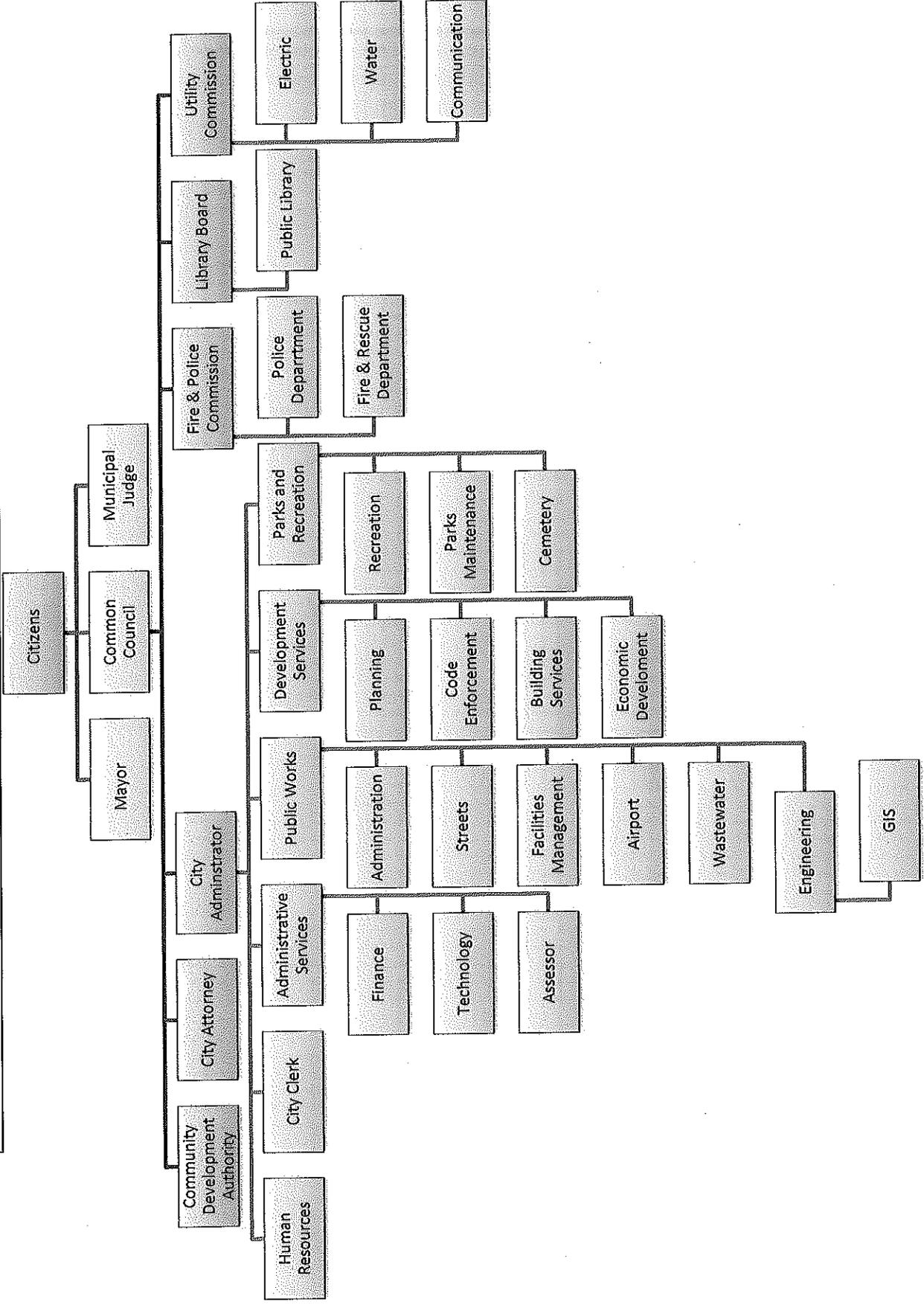
The optional organizational chart shows a more equitable distribution of functions among four department heads. The reduced span of control expands the time the City Administrator will have available for other functions such as building partnerships with other organizations and public entities, providing support to the Common Council and engaging in public relations. In this illustration, the four department heads serve as the core management team, however that does not preclude other interdepartmental teams from being formed as well as drawing team members from department head and division manager levels.

While this study presents organizational options for the City's consideration, we expect that implementing any option will be preceded by additional staff discussion and review. Of these options, making Cemetery part of the Parks and Recreation Department is the most straightforward to implement.

Conversely, the creation of a Community Development Department is the most complex option but its implementation will provide alignment with the priorities for economic growth and community

Staff team's proposal

City of Marshfield  
Shown by Function





# City of Marshfield Memorandum

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TO: Mayor Meyer & Common Council  
FROM: Sam Schroeder, Zoning Administrator  
DATE: May 26, 2015

RE: First Reading – Ordinance No. 1302 Rezoning request by Bernadine Kempf to change the zoning of the south half of the property located at 3024 Popp Avenue from “SR-2” Single Family Residential to “SR-4” Single Family Residential to allow the south half of the property to be combined with the abutting property to the southwest, 3023 West Veterans Parkway, zoned “SR-4” Single Family Residential.

## **Background**

The Applicant is proposing to combine the south half of 3024 Popp Avenue, zoned “SR-2” Single Family Residential with the abutting property to the southwest, 3023 West Veterans Parkway, zoned “SR-4” Single Family Residential. Prior to combining the two properties the City requires both properties to have the same zoning classification to eliminate the possibility of having a split zoned parcel.

In order to join the properties, the Applicant is requesting to rezone the south half of 3024 Popp Avenue from “SR-2” to “SR-4” Single Family Residential.

## **Analysis**

According to the 2007 City of Marshfield 20 year Comprehensive Plan, this area is identified as “New Neighborhood Residential.” This area is a mixture of properties either zoned “SR-2” or “SR-4”. The primary difference between the two zoning classification is the density requirements. The “SR-2” classification is intended to preserve and enhance existing areas of very low single family density requiring greater minimum lot sizes and setback restrictions. The “SR-4” classification is intended to create, preserve, and enhance moderate single family density.

By allowing this property to be rezoned from low density to moderate density, which allows three lots to be divided into two lots, we are inversely allowing a lower density because the option of ever constructing another principal dwelling unit off of Popp Avenue is no longer feasible.

In addition, because the existing principal structure at 3028 Popp Avenue does not meet the required side setback of 10 feet, allowing this rezoning the City would be allowing the Certified Survey Map to be recorded and this nonconforming structure to become conforming.

Based on the neighborhood context and the surrounding land uses, it is reasonable to consider a rezoning of this property to "SR-4."

### **Plan Commission Recommendation**

A public hearing was held on May 19, 2015 where no comments were made.

The Plan Commission recommends approval of the rezoning request by Bernadine Kempf to change the zoning of the south half of the property located at 3024 Popp Avenue from "SR-2" Single Family Residential to "SR-4" Single Family Residential to allow the south half of the property to be combined with the abutting property to the southwest, 3023 West Veterans Parkway, zoned "SR-4" Single Family Residential

### **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 June 9, 2015 Common Council meeting.

### **Attachments**

1. Ordinance 1302
2. Location Map
3. Preliminary Survey

Concurrence:



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Jason Angell  
Planning and Economic Development Director



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Steve Barg  
City Administrator

**ORDINANCE NO. 1302**

**AN ORDINANCE REZONING THE SOUTH HALF OF 3024 POPP AVENUE FROM THE “SR-2” SINGLE-FAMILY RESIDENTIAL DISTRICT TO “SR-4” SINGLE-FAMILY RESIDENTIAL DISTRICT.**

WHEREAS, the Common Council of the City of Marshfield, having reviewed the recommendation of the City Plan Commission regarding the proposed change in zoning classification for the property described below; and

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such change in zoning and, pursuant thereto, a public hearing having been held on the 19<sup>th</sup> day of May, 2015 at 7:00pm, and the Plan Commission having heard all interested parties or their agents and attorneys;

NOW, THEREFORE, the Common Council of the City of Marshfield, Wisconsin, do ordain as follows:

**SECTION I. Zoning**

The following described property is hereby rezoned from “SR-2” Single-Family Residential District to “SR-4” Single-Family Residential District, as set forth in, and regulated by, the provisions of Chapter 18, Marshfield Municipal Code:

The south half of Lot 35 of Assessor’s Plat No. 1, located in the NE ¼ of the NW ¼ of Section 36, Township 26 North, Range 2 East, City of Marshfield, Marathon County, Wisconsin, described as follows:

Commencing at the north quarter corner of said Section 36, thence N 89°41’22” W along the north line of the northwest quarter 1,034.51 feet; thence S 0°00’00” W 797.81 feet to the south line Popp Avenue and to the Point of Beginning; thence S 45°21’37” W along the south line of said Lot 35 149.87 feet; thence N 44°36’34” W along the west line of said Lot 35 50.06 feet; thence N 45°21’37” E 149.87 feet to the south line of Popp Avenue; thence S 44°38’28” E along the south line of Popp Avenue 50.06 feet to the Point of Beginning. Subject to all easements, restrictions and rights of way of record and use.

**SECTION II. Effective Date**

This Ordinance shall be effective upon passage and publication as required by law and the Zoning Administrator is hereby directed to make the necessary changes to the Zoning Maps forthwith.

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

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

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

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

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

Deb M. Hall, City Clerk



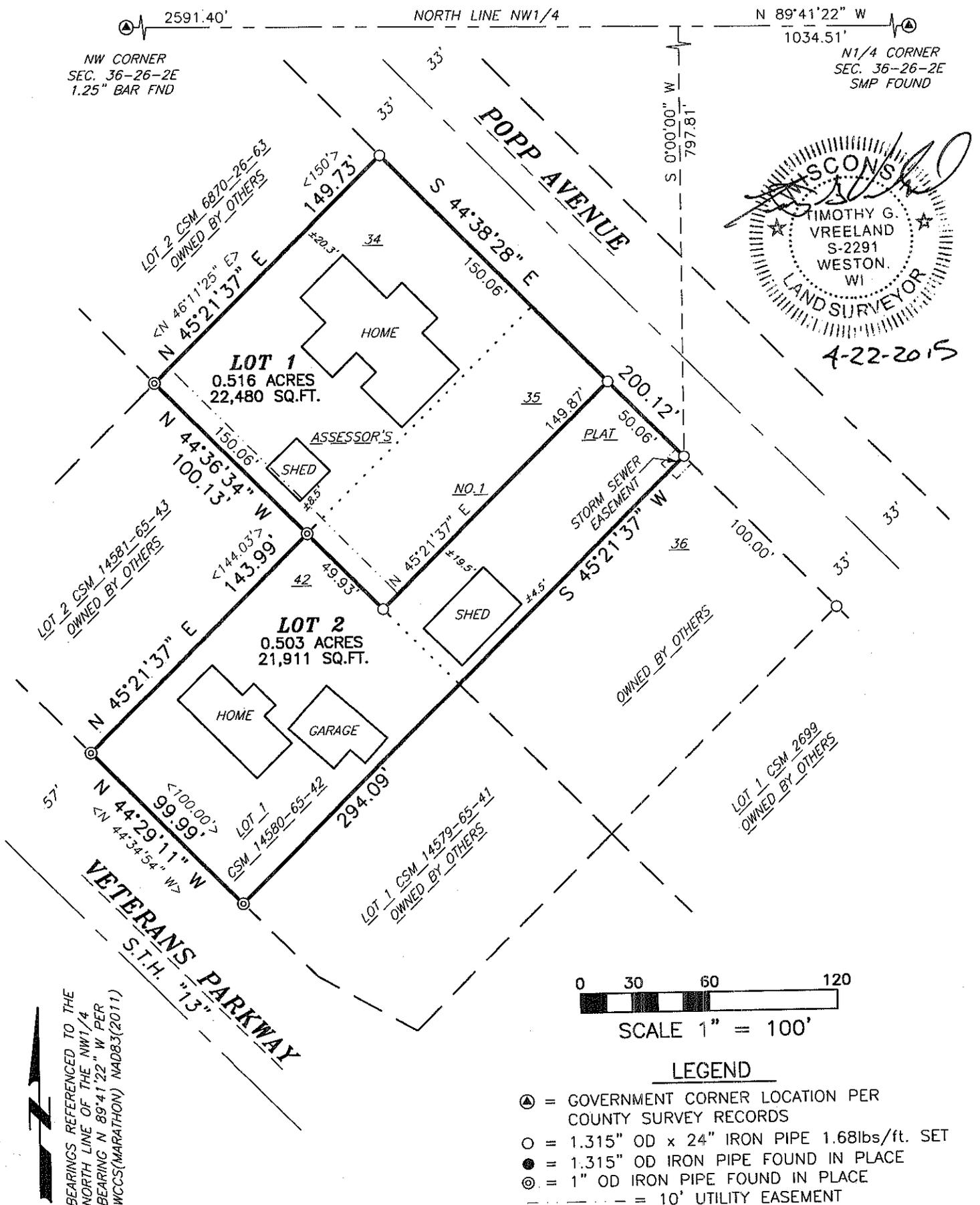
# CERTIFIED SURVEY MAP

**MARATHON COUNTY NO.** \_\_\_\_\_ **VOL.** \_\_\_\_\_ **PAGE** \_\_\_\_\_

ALL OF LOTS 34, 35, AND 42 OF ASSESSOR'S PLAT NO.1, AND LOT 1 OF CSM 14580-65-42, LOCATED IN THE NE1/4 NW1/4 OF SECTION 36, TOWNSHIP 26 NORTH, RANGE 2 EAST, CITY OF MARSHFIELD, MARATHON COUNTY, WISCONSIN.

<b>VREELAND ASSOCIATES, INC.</b> 6103 DAWN STREET WESTON, WI. 54476 PH (715) 241-0947 OR TOLL FREE (866) 693-3979 FAX (715) 241-9826 tim@vreelandassociates.us	PREPARED FOR: <h2 style="text-align: center; margin: 0;">BERNADINE KEMPF</h2>
FILE #: W-341 GOODWIN	DRAFTED BY: TIMOTHY G. VREELAND    DRAWN BY: JASON J. PFLIEGER

SHEET 1 OF 2 SHEETS



# CERTIFIED SURVEY MAP

MARATHON COUNTY NO. \_\_\_\_\_ VOL. \_\_\_\_\_ PAGE \_\_\_\_\_

ALL OF LOTS 34, 35, AND 42 OF ASSESSOR'S PLAT NO.1, AND LOT 1 OF CSM 14580-65-42, LOCATED IN THE NE1/4 NW1/4 OF SECTION 36, TOWNSHIP 26 NORTH, RANGE 2 EAST, CITY OF MARSHFIELD, MARATHON COUNTY, WISCONSIN.

SHEET 2 OF 2 SHEETS

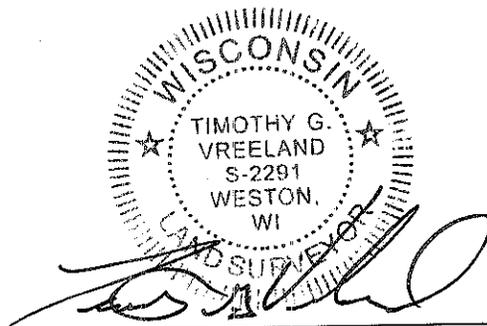
## SURVEYORS CERTIFICATE

I, TIMOTHY G. VREELAND, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT AT THE DIRECTION OF BERNADINE KEMPF, I SURVEYED, MAPPED AND DIVIDED ALL OF LOTS 34, 35, AND 42 OF ASSESSOR'S PLAT NO.1 AND ALL OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 14580, RECORDED IN VOLUME 65 OF SURVEYS ON PAGE 42, LOCATED IN THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 36, TOWNSHIP 26 NORTH, RANGE 2 EAST, CITY OF MARSHFIELD, MARATHON COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 36; THENCE N 89°41'22" W ALONG THE NORTH LINE OF THE NORTHWEST QUARTER 1034.51 FEET; THENCE S 0°00'00" W 797.81 FEET TO THE SOUTH LINE POPP AVENUE AND TO THE POINT OF BEGINNING; THENCE S 45°21'37" W ALONG THE SOUTH LINES OF SAID LOTS 35 AND 42 294.09 FEET TO THE EAST LINE OF VETERANS PARKWAY; THENCE N 44°29'11" W ALONG THE EAST LINE OF VETERANS PARKWAY 99.99 FEET; THENCE N 45°21'37" E ALONG THE NORTH LINE OF SAID LOT 42 143.99 FEET; THENCE N 44°36'34" W ALONG THE WEST LINE OF SAID LOT 34 100.13 FEET; THENCE N 45°21'37" E ALONG THE NORTH LINE OF SAID LOT 34 149.73 FEET TO THE SOUTH LINE OF POPP AVENUE; THENCE S 44°38'28" E ALONG THE SOUTH LINE OF POPP AVENUE 200.12 FEET TO THE POINT OF BEGINNING. SUBJECT TO ALL EASEMENTS, RESTRICTIONS AND RIGHTS OF WAY OF RECORD AND USE.

THAT SUCH MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION AND THE CERTIFIED SURVEY MAP THEREOF MADE.

THAT I HAVE FULLY COMPLIED WITH SECTION 236.34 OF THE WISCONSIN STATUTES IN SURVEYING, MAPPING AND DIVIDING THE LANDS, CHAPTER A-E 7 OF THE WISCONSIN ADMINISTRATIVE CODE AND THE LAND DIVISION ORDINANCE OF THE CITY OF MARSHFIELD, ALL TO THE BEST OF MY KNOWLEDGE AND BELIEF IN SURVEYING, DIVIDING AND MAPPING THE SAME.



DATED THIS 22ND DAY OF APRIL, 2015

TIMOTHY G. VREELAND P.L.S. 2291

THIS CERTIFIED SURVEY MAP IS APPROVED IN ACCORDANCE WITH CHAPTER 19-61(3) OF THE MUNICIPAL CODE.

DATE \_\_\_\_\_

\_\_\_\_\_  
CITY OF MARSHFIELD ENGINEER



# City of Marshfield Memorandum

---

TO: Mayor Meyer & Common Council  
FROM: Josh Miller, City Planner  
DATE: May 19, 2015

RE: First Reading – Ordinance No. 1303 Municipal Code Amendment  
Request to amend Chapter 18, General Zoning Ordinance, Section 18-141(2)(b) under Article IX Historical Preservation, to clarify the powers and duties of the Historic Preservation Committee to collect and store historic data and records.

## **Background**

At their winter workshop, the Historic Preservation Committee reviewed Article IX Historical Preservation of the General Zoning Ordinance, Chapter 18. In doing so, they felt that some of the language under “Power and Duties” was ambiguous with regard to the collection of historical data. Section 18-141(2)(b) current states:

- (b) To collect necessary data, including photographs, drawings, descriptions, recorded interviews and written documentation, and to survey and permanently record the origin, development, use and historical significance of structures, sites and districts.

The Committee felt the ordinance did not give them the option of what data to collect, nor did it describe what to do with the data they collected. They felt a minor change would give them enough direction as well as enough flexibility to perform the duties listed in that subsection.

## **Analysis**

The Committee is proposing the following changes to this section of code:

- (b) To collect, as determined necessary by the Committee, ~~necessary~~ data, including photographs, drawings, descriptions, recorded interviews and written documentation, and to survey and permanently record the origin, development, use and historical significance of structures, sites and districts, and place in an appropriate facility.

This language allows the Committee to make the determination of what data is necessary and also gives them the option of turning that data over to another

entity or group that would be more suitable to retain such information. Currently, the Committee does not have space to hold or display historical archives.

Before changes can be made to the Historic Preservation ordinance, the State Historic Preservation Office (SHPO) must review and approve the proposed changes. On Friday, April 17<sup>th</sup>, Joe DeRose, Survey and Registration Historian with the SHPO, sent an email to staff approving the proposed changes.

This request is to clarify the regulations for the duties of the Historic Preservation Committee.

### **Plan Commission Recommendation**

A public hearing was held on May 19, 2015 where no public comment was made. The Plan Commission recommended approving the proposed ordinance as presented.

### **Council Options**

The Common Council can take the following actions:

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

### **Recommendation**

None at this time unless the rules are suspended; final action will be requested after the second reading scheduled for the June 9, 2015 Common Council meeting.

### **Attachments**

1. Redline Ordinance 1303
2. Ordinance 1303

Concurrence:



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Jason Angell  
Planning and Economic Development Director



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Steve Barg  
City Administrator

**REDLINE ORDINANCE NO. 1303**

**An Ordinance amending Section 18-141(2)(b) of the City of Marshfield Municipal Code pertaining to duties of the Historic Preservation Committee.**

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

SECTION 1. Section 18-141(2)(b) of the Marshfield Municipal Code is hereby amended to read as follows:

- (b) To collect, as determined necessary by the Committee, ~~necessary~~ data, including photographs, drawings, descriptions, recorded interviews and written documentation, and to survey and permanently record the origin, development, use and historical significance of structures, sites and districts, and place in an appropriate facility.

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. 1303**

**An Ordinance amending Section 18-141(2)(b) of the City of Marshfield Municipal Code pertaining to duties of the Historic Preservation Committee.**

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

SECTION 1. Section 18-141(2)(b) of the Marshfield Municipal Code is hereby amended to read as follows:

- (b) To collect, as determined necessary by the Committee, data, including photographs, drawings, descriptions, recorded interviews and written documentation, and to survey and permanently record the origin, development, use and historical significance of structures, sites and districts, and place in an appropriate facility.

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

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

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

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

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

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

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

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

Deb M. Hall, City Clerk



# City of Marshfield Memorandum

---

DATE: June 3, 2015  
TO: Mayor Meyer & City Council  
FROM: Steve Barg, City Administrator  
RE: Approval of lease with MAPS

## **Background**

Recently, the Council approved entering into a lease with the Marshfield Area Pet Shelter (MAPS) for use of the former airport terminal building, subject to approval by the City's Airport Committee, along with the Wisconsin Bureau of Aeronautics (BOA) and Federal Aviation Administration (FAA). Subsequently, the Airport Committee gave its approval at a meeting on May 7<sup>th</sup>, and BOA sent the attached letter of approval on May 21<sup>st</sup>. In his letter, Hal Davis of BOA suggested that FAA approval would not be needed in this case; but the airport's campus master plan requires approval from both BOA and FAA for any non-aviation related uses, and this was also included as a condition of the conditional use permit approved for MAPS back in April (copy attached).

## **Recommendation**

Given the limited length of this lease, the intent to raze the building after this use, and the BOA letter concluding that FAA review is not required, I recommend that Council accept Mr. Davis' letter as approval from both BOA and FAA, and authorize staff to execute the lease with MAPS. Going forward, I recommend that the airport's campus master plan be referred to the Plan Commission to consider adding language to clarify that FAA review may not be required in cases where BOA has determined that such action is unnecessary.



Division of Transportation  
Investment Management  
PO Box 7914  
Madison, WI 53707-7914

**Scott Walker, Governor**  
**Mark Gottlieb, P.E., Secretary**  
Internet: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

Telephone: 608-266-3351  
Facsimile (FAX): 608-267-6748

---

May 21, 2015

Steve Barg  
City Administrator  
City of Marshfield  
630 S. Central Ave  
Marshfield, WI 54449

Dear Mr. Barg,

Regarding the proposal to lease the former Marshfield Municipal Airport terminal building on a temporary basis to the Marshfield Area Pet Shelter, Inc., the Wisconsin Department of Transportation's Bureau of Aeronautics (BOA) Property Committee has determined that Federal Aviation Administration (FAA) review and approval is not necessary in this case due to the short-term, temporary nature of the proposal. In addition, BOA has conducted a comprehensive review of the proposal for compliance with federal requirements and found no outstanding areas of concern which would otherwise prompt FAA review.

I would recommend you keep language in your zoning ordinance requiring BOA and FAA approval for any future proposals to use federally-obligated airport property for non-aeronautical purposes as FAA approval would be required in most cases.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Hal Davis".

**Hal Davis, C.M. | Airport Compliance Manager**  
Wisconsin Department of Transportation | Bureau of Aeronautics  
[howard.davis@dot.wi.gov](mailto:howard.davis@dot.wi.gov) | 608-267-2142



RESOLUTION NO. 2015-24  
Document Title

Document Number



2015R03583

A Resolution approving a Conditional Use request by the Marshfield Area Pet Shelter (MAPS) to allow an "Animal Boarding" pet shelter facility, including an outdoor run area, on the Marshfield Municipal Airport property, located at 210 West 29th Street, zoned "CD" Campus District, City of Marshfield, Wood County, Wisconsin.

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

**WHEREAS**, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 21<sup>st</sup> day of April, 2015 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

All of the NE 1/4 of the NE 1/4, excluding part included in Wood County CSM No. 2087 and all dedicated road rights-of-way, of Section 19, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

**SECTION 2.** The above described property, is allowed to have an "animal boarding" pet shelter facility, zoned "CD" Campus Development, located at 210 West 29<sup>th</sup> Street.

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

- Use of the exterior run area is limited to 7 am – 8 pm.
- All exterior lighting must be full cut-off, compliant with the FAA standards, and must be submitted to the City for review prior to approval.
- Exterior run areas extending east and west of the terminal building shall be screened to the north.
- A copy of any required state or county license to operate a pet shelter must be submitted to the City prior to the facility accepting animals.
- Approval for a temporary Animal Boarding pet shelter facility must be submitted in writing from the Bureau of Aeronautics and Federal Aviation Administration prior to occupancy or signing of a lease agreement.
- Other than housing shelter animals, animal boarding is not permitted.
- No other animal care related services may be offered to non-shelter animals.
- No retail sales are permitted, except for the sale of MAPS promotional items for fundraising purposes at the site.
- Outdoor run area must be fenced in.

**SECTION 4.** The City Clerk is hereby directed to record a certified copy of this Resolution as the Conditional Use Permit in the office of the Register of Deeds of Wood County, Wisconsin, upon approval by the Common Council and receiving written approval for the use by the Bureau of Aeronautics and Federal Aviation Administration.

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

ADOPTED 4-28-15

CHRIS L. MEYER, Mayor

APPROVED 4-28-15

ATTEST:  
  
DEB M. HALL, City Clerk

Drafted by: City of Marshfield, Josh Miller  
Planning and Economic Development Department  
630 South Central Avenue  
6<sup>th</sup> Floor, Suite 602  
Marshfield, WI 54449-0727

STATE OF WISCONSIN COUNTY OF Wood

Personally came before me, this 30th day of April, 2015 the above named **CHRIS L. MEYER & DEB M. HALL** to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Lori E. Lange  
Lori E. Lange  
Notary Public, Wood County, Wisconsin  
My Commission Expires: 12-20-18

Recording Area PAGES: 1  
Name and Return Address  
**City of Marshfield**  
Attn: City Clerk  
P.O. Box 727 630 S Central Ave Ste 502  
Marshfield, WI 54449-0727 30 W C

33-03565 & 33-03565A

Parcel Identification Number (PIN)