



CITY OF MARSHFIELD  
**MEETING NOTICE**

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**COMMON COUNCIL  
CITY OF MARSHFIELD, WISCONSIN  
TUESDAY, OCTOBER 13, 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 – September 22, 2015 (Regular Meeting)  
September 30, 2015 (Special Meeting)
- G. Staff updates
  - a. Services provided by MAPS. Presented by Rick Gramza, Police Chief
  - b. Budget meeting update. Presented by Steve Barg, City Administrator
  - c. Reminder of next Common Council regular meeting date – Monday, October 26.
- H. Mayor's Comments
  - 1. Proclamation
    - a. Cyber Security Month
    - b. Domestic Abuse Awareness Month
    - c. Walk to School Month
    - d. DAV Day
- I. Council Comments
- J. Reports from commissions, boards, and committees

COMMON COUNCIL AGENDA  
OCTOBER 13, 2015

K. Consent Agenda:

- 1) Meeting minutes/reports
  - a. Parks, Recreation & Forestry Committee (August 13, 2015)
  - b. Cable TV Committee (August 24, 2015)
  - c. Community Development Authority (August 27, 2015)
  - d. Zoning Board of Appeals (September 8, 2015)
  - e. Parks, Recreation & Forestry Committee (September 10, 2015)
  - f. Community Development Authority Finance & Strategic Planning Meeting (September 15, 2015)
  - g. Airport Committee (September 24, 2015)
  - h. Historic Preservation Committee (October 5, 2015)
  - i. Board of Public Works (October 5, 2015)
  - j. Judiciary and License Committee (October 6, 2015)
  - k. Finance, Budget and Personnel Committee (October 6, 2015)

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

L. Consideration of items removed from the consent agenda, if any

M. Presentation and request to approve group health insurance contracts with Security Heal Plan for the period from January 1, 2016 through December 31, 2016 for all benefit eligible employees. Introduction by Steve Barg, City Administrator, and presented by John Preuss, M3 Insurance

Recommended Action: Approve the contracts for group health insurance coverage with Security Health Plan for 2016

N. Presentation – citizen request tracking system. Presented by David Buehler, GIS Coordinator

Recommended Action: None, for information only

O. Second Reading – Ordinance No. 1317, Annexation request by Draxler Enterprizes, LLC., including a request for ‘LI’ Light Industrial and “CMU” Community Mixed Use zoning, related to a Petition for Direct Annexation for lands consisting of 69.129 acres to be detached from the Town of Marshfield and annexed to the City of Marshfield; located east of State Highway “13” and north of Heritage Drive, generally described as: part of Certified Survey Map Number’s 164, 165, 2098, 7603, 7631 and all of Certified Survey Map Number 9661 and part of the NW ¼ of the SW ¼ and SW ¼ of the SW ¼ Section 22, Township 25 North, Range 3 East, Town of Marshfield, Wood County, Wisconsin. Presented by Jason Angell, Director of Planning and Economic Development

Recommended Action: Approve Ordinance No. 1317

P. Second reading – Ordinance No. 1318 creating a joint municipal court with the Village of Spencer. Presented by Steve Barg, City Administrator

Recommended Action: Approve Ordinance No. 1318

COMMON COUNCIL AGENDA  
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- Q. Request to approve RFP for redevelopment of City Hall Plaza. Presented by Jason Angell, Planning & Economic Development Director

Recommended Action: Authorize soliciting proposals through RFP process

- R. Update on plans for Phase 2 of the Library & Community Center project. Presented by Steve Barg, City Administrator

Recommended Action: None, for information only

- S. Closed Session pursuant to Wisconsin Statutes, chapter 19.85 (1)(e) "Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

- Possible development within the Tax Incremental District #7

- T. Reconvene into open session.

- U. Action on matters discussed in closed session, if appropriate.

- V. Items for future agendas

- W. Adjournment

Posted this day, October 9, 2015 at 4:00 p.m., by Deb M. Hall, City Clerk

Notice

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

**SEPTEMBER 22, 2015**

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

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

**EXCUSED:** Rich Reinart

The flag was saluted and the pledge given.

No items were added to the agenda.

### **PUBLIC COMMENT PERIOD**

Kris Keogh, 1715 N. Apple Avenue. She is convinced that the \$1 million of taxpayer money going towards a STEM (Science, Technology, Engineering & Math) building on the local UW campus is a mistake. The College system is currently facing a budget crisis. Cutting has already begun. By the end of this semester the Marshfield campus will no longer have a Dean of its own. Some positions will be centralized in Madison. Given the current circumstances this is not the time to spend \$8 million on a STEM building when there is no guarantee that they will ever offer the classes that would make it a STEM facility; when there is no guarantee that enrollment will increase; and full-time student enrollment is low. This whole proposed STEM project needs to be totally rethought because circumstances are very different now than they were when this project was first brought forward for support.

Al Labelle, 1505 S. Cherry Avenue. He said that the Disabled American Veterans (DAV) will be receiving a new van in the next two weeks. Since 2009 they have had a van that is used to take veterans to medical appointments. On October 17, 2015 at 10:00 a.m. there will be a dedication ceremony held at the Library.

Josh Miller, City Planner announced that the International Walk to School Day will be held on October 7<sup>th</sup>. There is a month long challenge that is sponsored by Nasonville Dairy that will encourage students to walk and bike to school. Prizes will be given away based on participation.

**CC15-216** Motion by Jockheck, second by Feirer to approve the minutes of the Common Council Strategic Planning meeting of August 25, 2015.

**Motion carried**

**CC15-217** Motion by Spiros, second by Cummings to approve the minutes of the Common Council meeting of September 8, 2015.

**Motion carried**

**CC15-218** Motion by Feirer, second by Wagner to approve the minutes of the Common Council Special meeting of September 14, 2015.

**Motion carried**

### **STAFF UPDATES**

City Administrator Barg reported on the status of the City's room tax reserves.

There will be a Special Common Council meeting on Wednesday, September 30, 2015 at 5:30 p.m. regarding TID #10 and update on the budget process.

**MAYOR'S COMMENTS**

Employee Recognition

Dennis Keffer, Police Department	October 2, 1995	20 years
Gregory Kieffer, Street Division	October 8, 1990	25 years

**COUNCIL COMMENTS**

None

Election of one person to the Marshfield Utility Commission to serve a 5-year term beginning on October 1, 2015 and ending September 30, 2020. The Mayor announced that he received one letter of interest from John Maggitti of 300 S. Vine Avenue.

**CC15-219** Motion by Wagner, second by Feirer to nominate John Maggitti to the Marshfield Utility Commission to serve a 5-year term beginning on October 1, 2015 and ending September 30, 2020 and close the nominations and cast a unanimous ballot for John Maggitti.

**Motion carried**

The election of one person to the Marshfield Utility Commission to serve an unexpired term beginning immediately and ending September 30, 2017. The Mayor announced that he received one letter of interest from Alen Johnson, 2100 Adler Road.

**CC15-220** Motion by Wagner, second by Hendler to suspend the rules and vote on the election of one person to the Marshfield Utility Commission.

**Motion carried**

**CC15-221** Motion by Feirer, second by Earll to nominate Alen Johnson to the Marshfield Utility Commission to serve the unexpired term beginning immediately and ending September 30, 2017 and close the nominations and cast a unanimous ballot for Alen Johnson.

**Motion carried**

**REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES**

None

**CONSENT AGENDA**

**CC15-222** Motion by Jockheck, second by Buttke to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Zoning Board of Appeals of October 14, 2014; Library Board of July 21, 2015; Library Board of August 18, 2015; Committee on Aging of August 26, 2015; Economic Development Board of September 1, 2015; Main Street Board of Directors of September 2, 2015; Utility Commission Special Meeting of September 8, 2015; Utility Commission of September 14, 2015; Board of Public Works of September 14, 2015 (1. Resolution No. 2015-44 supporting Wood County's request for grant funds for a Clean Sweep in Marshfield in 2016; and 2. Resolution No. 2015-45, Absence of Need for sidewalk on the south side of East 29<sup>th</sup> Street from Hume Avenue to 975 feet east); Finance, Budget, and Personnel Committee of September 15, 2015 and Plan Commission of September 15, 2015.

**Motion carried**

No items were removed from the consent agenda.

Item O was removed from the agenda; presentation on the Marshfield Convention & Visitor's Bureau 2016 budget, including use of proposed 2% increase in room tax.

**CC15-223** Motion by Buttke, second by Hendler to direct staff to draft a revision to the grant application with the Department of Transportation to adjust both the service levels for the shuttle service as well as to look at options for a blended rate.

**Motion carried**

Parks & Recreation Director Justin Casperson & staff presented information on the Marshfield's Urban Forestry program.

**CC15-224** Motion by Wagner, second by Feddick to approve Revised Budget Resolution No. 24-2015, transferring \$7,618 within the Protective Services Special Revenue Fund from State Shared Proceeds to Operating Supplies for the purchase of investigative camera equipment, mobile radio, and digital radio encryption card. Ayes - 9

**Motion carried**

**CC15-225** Motion by Feirer, second by Cummings to approve Budget Resolution No. 25-2015, transferring \$6,800 from the Law Enforcement budget to the Public Safety Capital Outlay Fund GPS Emergency Vehicle Preemptive Lighting project for installation of preemptive lighting equipment on 9 intersections. Ayes - 9

**Motion carried**

Second reading of Ordinance No. 1308, amending Section 4-38 of the Municipal Code pertaining to Room Tax.

**CC15-226** Motion by Wagner, second by Jockheck to postpone indefinitely Ordinance No. 1308.

**Motion carried**

First Reading of Ordinance No. 1317, Annexation request by Draxler Enterprizes, LLC., including a request for 'LI' Light Industrial and "CMU" Community Mixed Use zoning, related to a Petition for Direct Annexation for lands consisting of 69.129 acres to be detached from the Town of Marshfield and annexed to the City of Marshfield; located east of State Highway "13" and north of Heritage Drive, generally described as: part of Certified Survey Map Number's 164, 165, 2098, 7603, 7631 and all of Certified Survey Map Number 9661 and part of the NW ¼ of the SW ¼ and SW ¼ of the SW ¼ Section 22, Township 25 North, Range 3 East, Town of Marshfield, Wood County, Wisconsin.

First reading of Ordinance No. 1319, creating new wards due to annexations/attachments to the City of Marshfield.

**CC15-227** Motion by Buttke, second by Wagner to suspend the rules and vote on Ordinance No. 1319.

**Motion carried**

**CC15-228** Motion by Wagner, second by Spiros to approve Ordinance No. 1319.

**Motion carried**

First reading of Ordinance No. 1320, amending Ordinance No.1306 on establishment of the ward for property attached to the City of Marshfield from the Town of Cameron on August 21, 2015.

**CC15-229** Motion by Buttke, second by Jockheck to suspend the rules and vote on Ordinance No. 1320.

**Motion carried**

**CC15-230** Motion by Buttke, second by Spiros to approve Ordinance No. 1320.

**Motion carried**

First reading of Ordinance No.1318, creating a joint municipal court with the Village of Spencer.

**CC15-231** Motion by Earll, second by Cummings to approve the agreement with the Marshfield Area Pet Shelter (MAPS) for accepting and housing impounded cats. Nay - Feddick

**Motion carried**

**CC15-232** Motion by Spiros, second by Jockheck to approve the appointment of Jeremy Lenzo, 409 W. 14<sup>th</sup> Street to the Cable TV Committee to fill the unexpired term of Shawn Warren.

**Motion carried**

**CC15-233** Motion by Feirer, second by Cummings to approve the reappointments of the following members to the Housing Rehab Committee:

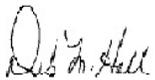
1. Robert Leshner, 1040 Colonial Street
2. Tom Henseler, 2807 S. Peach Avenue
3. Jim Benson, 1410 S. Erickson Avenue

**Motion carried**

Future Agenda Items

None

Motion by Buttke to adjourn at 8:54 p.m.



Deb M. Hall  
City Clerk

**SEPTEMBER 30, 2015**

Special meeting of the Common Council was called to order by Mayor Meyer at 5:30 p.m., in the Council Chambers, City Hall Plaza.

**PRESENT:** Michael Feirer, Gordon H. Earll, Ed Wagner, Rich Reinart, Gary Cummings, Rebecca Spiros, Tom Buttke and Peter Hendler.

**EXCUSED:** Alanna Feddick and Chris Jockheck

The flag was saluted and the pledge given.

**PUBLIC COMMENT PERIOD**

None

**CONSENT AGENDA**

**CC15-234** Motion by Wagner, second by Cummings to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Plan Commission Special Meeting of September 28, 2015 as read by Public Works Director Knoeck (A. Resolution No. 2015-46 CUP by Hannah Shilts for a 4-bed Adult Family Home; B. Resolution No. 2015-47 CUP by Tanya Esser for an exception to the Accessory Height requirement; C. Resolution No. 2015-48 CUP by Marshfield Clinic for additions to the East Wing, expanding a "Large Scale Indoor Institutional Use"; and D. Resolution No. 2015-49 CUP by Marshfield Clinic for use of a temporary construction trailer for more than 365 days).

**Motion carried**

No items were removed from the consent agenda.

Daniel J. Lindstrom from Vierbicher Associates Inc. presented information on the proposed Project Plan and Boundary for the creation of Tax Increment District No 10 (TID #10).

**CC15-235** Motion by Feirer, second by Hendler to approve Resolution No. 2015-50, creating TID #10.

**Motion carried**

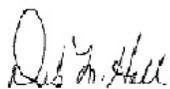
City Administrator Barg and Finance Director Strey updated the Council on the issues pertaining to preparing the proposed 2016 Budget. The intent is to draft a proposed budget meeting ERP and trying to work with the list of proposed cuts, pulling some back, but trying to meet as many guidelines and goals as they can to keep the City moving forward.

Budget meetings are scheduled for October 13<sup>th</sup>, October 19<sup>th</sup> and October 26<sup>th</sup> but there is a possibility that the meetings will have to be pushed back a week to October 19<sup>th</sup>, October 26<sup>th</sup> and November 2<sup>nd</sup>.

Future Agenda Items

Discussion on City Hall/Request for Proposals asking Developers to submit their ideas on what they would do with City Hall Plaza and what would be required from the City.

There being no further business the meeting adjourned at 6:23



Deb M. Hall  
City Clerk

**MAYOR'S PROCLAMATION  
CITY OF MARSHFIELD**

**Support of National Cyber Security Awareness Month**

**WHEREAS**, the City of Marshfield recognizes that it has a vital role in identifying, protecting, and responding to cyber threats that may have significant impact to our individual and collective security and privacy; and

**WHEREAS**, critical infrastructure sectors are increasingly reliant on information systems to support financial services, energy, telecommunications, transportation, utilities, health care, and emergency response systems; and

**WHEREAS**, the Stop.Think.Connect.™ Campaign ([www.dhs.gov/stopthinkconnect](http://www.dhs.gov/stopthinkconnect) or [www.stopthinkconnect.org](http://www.stopthinkconnect.org)) has been designated as the National Public Awareness Campaign, implemented through a coalition of private companies, nonprofit and government organizations, as well as academic institutions working together to increase the understanding of cyber threats and empowering the American public to be safer and more secure online; and

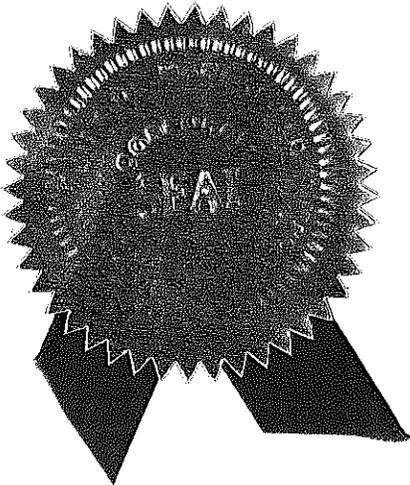
**WHEREAS**, the National Institute of Standards and Technology Cybersecurity Framework and the U.S. Department of Homeland Security's Critical Infrastructure Cyber Community (C3) Voluntary Program have been developed as free resources to help organizations (large and small, both public and private) implement the Cybersecurity Framework and improve their cyber practices through a practical approach to addressing evolving threats and challenges; and

**WHEREAS**, President Barack Obama signed Executive Order 13691, Promoting Private Sector Cybersecurity Information Sharing, to encourage and promote sharing of cybersecurity threat information within the private sector and between the private sector and government through the development of Information Sharing and Analysis Organizations; and

**WHEREAS**, maintaining the security of cyberspace is a shared responsibility in which each of us has a critical role to play, and awareness of computer security essentials will improve the security of City of Marshfield's information infrastructure and economy; and

**WHEREAS**, the President of the United States of America, the U.S. Department of Homeland Security ([www.dhs.gov/cyber](http://www.dhs.gov/cyber)), the Multi-State Information Sharing and Analysis Center ([www.msisac.org](http://www.msisac.org)), the National Association of State Chief Information Officers ([www.nascio.org](http://www.nascio.org)), and the National Cyber Security Alliance ([www.staysafeonline.org](http://www.staysafeonline.org)) have declared October as National Cyber Security Awareness Month and all citizens are encouraged to visit these sites, along with [ci.marshfield.wi.us](http://ci.marshfield.wi.us) and the Stop.Think.Connect. Campaign website ([www.dhs.gov/stopthinkconnect](http://www.dhs.gov/stopthinkconnect) or [www.stopthinkconnect.org](http://www.stopthinkconnect.org)) to learn about cyber security; and put that knowledge into practice in their homes, schools, workplaces, and businesses.

**Now, therefore**, I, Chris Meyer, Mayor of the City of Marshfield do hereby proclaim that the City of Marshfield is officially supporting National Cyber Security Awareness Month and the National Public Awareness Campaign, Stop.Think.Connect.



IN TESTIMONY WHEREOF, I have hereunto set my hand this 23<sup>rd</sup> day of September, 2015.

Chris Meyer, Mayor

MAYOR'S PROCLAMATION  
DOMESTIC VIOLENCE AWARENESS MONTH  
CITY OF MARSHFIELD

Whereas, home should be a place of warmth, unconditional love, tranquility, and security, and for most of us, home and family can indeed be counted among our greatest blessings. Tragically, for many Americans, these are blessings that are tarnished by violence and fear; and

Whereas, domestic violence is more than the occasional family dispute but the systematic use of physical, emotional, sexual, psychological and economic control and/or abuse, in order to gain power and control; and

Whereas, in our state of Wisconsin 43 lives were lost to domestic violence homicides in 2014.

Whereas, Personal Development Center, Inc. served 575 victims within this same year.

Whereas, women are not the only targets; young children, men, elderly and the disabled also are counted among the victims, and, sadly, emotional scars are often permanent; and

Whereas, a coalition of organizations has emerged to directly confront this crisis. Law enforcement officials, domestic violence programs, health care providers, the clergy and other concerned citizens are helping in the effort to end domestic violence. We must recognize the compassion and dedication of these volunteers and professionals, applaud their efforts and increase public understanding of this important problem; and

Whereas, it is victims themselves who have been in the forefront of efforts to bring peace and equality to the home.

NOW, THEREFORE, I, CHRIS L. MEYER, Mayor of the City of Marshfield do hereby proclaim the month of October as

Domestic Violence Awareness Month

and urge all citizens to observe this month by becoming aware of the tragedy of domestic violence, supporting those who are working toward its end, and participating in community efforts.

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



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Chris L. Meyer, Mayor

MAYOR'S PROCLAMATION  
INTERNATION WALK TO SCHOOL DAY AND  
WALK AND BICYCLE TO SCHOOL MONTH  
CITY OF MARSHFIELD

WHEREAS, the National Safe Routes to School Partnership, the Wisconsin Department of Transportation, Healthy Lifestyles, Marshfield Area Coalition, and the City of Marshfield are promoting walking to and from school and the Safe Routes to School Program,

WHEREAS, the health and safety of our children is of highest concern to the citizens of Marshfield;  
and

WHEREAS, a lack of physical activity plays a leading role in rising rates of obesity, diabetes and other health problems among children and being able to walk or bicycle to school offers an opportunity to build activity into daily routine.

WHEREAS, driving students to school by private vehicle contributes to traffic congestion and air pollution, creating over 25% of community traffic at the beginning and end of each school day; and

WHEREAS, an important role for parents and caregivers is to teach children about pedestrian safety and become aware of the difficulties and dangers that children face on their trip to school each day and the health and environmental risks related to physical inactivity and air pollution.

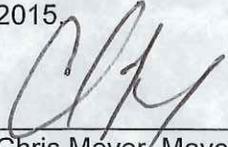
WHEREAS, community members and leaders should make a plan to make immediate changes to enable the children to safely walk and bicycle in our community and develop a list of suggestions for improvements that can be done over time.

WHEREAS, Walk and Bicycle to School Month in October and International Walk to School Day have proven to be helpful in encouraging children to safely walk and bicycle to school and in creating and promoting local Safe Route to Schools programs across the United States and throughout the world:

NOW THEREFORE, BE IT RESOLVED that I, Chris Meyer, Mayor, proclaim the month of October, 2015 as Walk and Bicycle to School Month and Wednesday, October 7, 2015 as International Walk to School Day in the City of Marshfield, and urge all students, parents, teachers, administrators, and schools within the Marshfield School District to participate in these events, and encourage everyone to consider the safety and health of children this month and every month.



IN TESTIMONY WHEREOF, I have hereunto  
set my hand this 23rd day of September,  
2015.

  
Chris Meyer, Mayor

SUGGESTED PROCLAMATION



FULFILLING OUR PROMISES  
TO THE MEN AND WOMEN WHO SERVED

WHEREAS, our community has a continuing sense of gratitude to those veterans who sacrificed so much to preserve the American way of life; and

WHEREAS, DAV or Disabled American Veterans single purpose is to empower veterans to lead high-quality with respect and dignity; and

WHEREAS, DAV fulfills its single purpose through Service and Advocacy; and

WHEREAS, one of its prominent Service programs is the DAV Transportation Network; and

WHEREAS, DAV offers free rides to all veterans who need help getting to and from scheduled VA medical appointments; and

WHEREAS, since 2009, DAV has stationed a van in the City of Marshfield which has provided rides to thousands of veterans who reside in the Marshfield area; and

WHEREAS, DAV will replace the current van with a new van which will continue these rides for Marshfield areas veterans free of charge; and

WHEREAS, DAV will hold a Dedication Ceremony for the new DAV Marshfield Van on October 17, 2015 at the Marshfield Public Library;

NOW, THEREFORE I, Chris Meyer, Mayor of the City of Marshfield, do hereby proclaim October 17, 2015 as

DAV Day

and urge the support of all citizens and organizations for that day.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Marshfield to be affixed this 6<sup>th</sup> day of October, 2015.

A handwritten signature in black ink, appearing to read 'Chris Meyer', is written over a horizontal line.

Chris L. Meyer, Mayor



## Parks, Recreation, and Forestry Committee Minutes of August 13, 2015

- I. **CALL TO ORDER:** Meeting called to order by John White, Jr.; at 5:30 p.m. in room 108 in City Hall Plaza, 630 S. Central Avenue.
- II. **ROLL CALL:** Present: Chairperson John White, Jr.; Vice Chairperson Jane Yaeger; Alderperson; Rich Reinart; Alderperson Tom Buttke; Members: Ali Luedtke. Excused: Chris Viegut. Absent: None. Also Present: Justin Casperson, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Kelly Cassidy, Parks and Recreation Supervisor II.
- III. **APPROVAL OF MINUTES:** PR15-17 Motion by Buttke, seconded by Reinart to approve the June 18, 2015 Parks, Recreation, and Forestry Committee meeting minutes. Motion Carried Unanimously.
- IV. **PUBLIC COMMENT:** None
- V. **OLD BUSINESS:**
  - A. **CORP Review**
    1. Grant Park – Casperson discussed the various items scheduled and suggested in the CORP plan. He explained the Wildwood/McMillian Trail will bisect the park which will assist with tackling some maintenance items. The Committee suggested sidewalk replacement on Cleveland Street as a top priority followed by more and improved picnic tables, and possible partnership with the neighboring medical employers.
    2. Pickle Pond – Casperson discussed the various items scheduled and suggested in the CORP plan. The committee suggested improved road conditions on Arnold as a top priority, followed by improved lighting and the conversion of propane to natural gas as a heat source.
    3. Northern Hills Park – Casperson discussed the various items scheduled and suggested in the CORP plan. The committee suggested improved picnic tables as the top priority.
- VI. **NEW BUSINESS:**
  - A. **Bounce House Rental Policy & Procedures:**

Casperson explained the current practice as it pertains to bounce house usage in Parks and the concerns as it pertains to City tort risk, liability and staff time. The Committee suggested staff draft some options to bring back at the next meeting.
  - B. **Soo Line Steam Locomotive No. 2442:**

Casperson explained he has been in communication with City Planner, Josh Miller in regard to the Historic Preservation Committee's desire to improve ascetics and accessibility at the site. The Committee was open to discussing the Historic Preservation Committee's desire to improve ascetics and accessibility and directed staff to work Josh Miller on ideas.
- VII. **REPORTS:**
  - A. **Chairperson:** None
  - B. **Recreation:**
    1. **Hefko Pool:** Hefko had a very steady usage for the month of July with attendance being 8,890, compared to 6,060 last year for the month. There were only three days the pool was closed due to rain or lower temps.
    2. **Library/Community Center Project:** The groundbreaking for the new library was held on Friday, July 31<sup>st</sup> and very well attended. Fundraising concluded on July 31<sup>st</sup> and a total of 4.7 million dollars was raised for the project.
    3. **Fall Brochure:** The Fall brochure went out to the public on Friday, August 7<sup>th</sup>. We do not mail the brochures out, but they can be picked up at the grocery stores, gas stations, mall, Marshfield Public Library, 1<sup>st</sup> floor of City Hall, YMCA, Chamber, & our office. These are typeset and printed by the Buyers' Guide at no cost to our department or the YMCA.
    4. **Fall Soccer League:** The program starts Sunday, August 16<sup>th</sup>, there are 450 children registered for the program this year. There will also be a 3-week program for children ages 3 – 5 that is being offered by MYSA. A coaches meeting was held on Thursday, August 6<sup>th</sup>. There are a total of 38 teams and most teams have two coaches.
  - C. **Parks & Zoo**
    1. **Paul Schlagenhaft Retirement/Replacement:** Paul's last day was Monday, August 3<sup>rd</sup>. Common Council approved filling the position of Classification III and any other vacancy that occurs during the recruitment process within the Parks and Recreation Department. Advertising for the position is going on now with an application deadline of Wednesday, September 2<sup>nd</sup> at 5:00 p.m. Information can be found on the city website.
    2. **Griese Park Soccer Player Dugouts:** Parks and Recreation Maintenance Staff completed concrete work for the project on July 30<sup>th</sup>. Shelter Construction is scheduled to begin on August 14<sup>th</sup> headed by Greg

Urban with the MYSA. The backup date for rain and/or final construction is August 22<sup>nd</sup>. Following final construction, Parks and Recreation staff will finish landscaping. To-date, the department has \$1,388.78 invested in material expense in the project.

3. Big Horn Sheep exhibit improvements: The Big Horn Sheep Exhibit improvements have been completed. In high traffic areas of the exhibit, the Parks and Recreation maintenance staff removed top soil and added crushed concrete and compacted stone to give the sheep a more natural sub straight to walk on. This will help prevent hoof rot and other hoof discomforts for the sheep by giving them a well-drained, hard surface area to use. Steve Burns is in the process of researching possible additional sheep acquisitions.
4. Grey Wolf Exhibit Improvements: Parks and Recreation Maintenance Staff is in the process of making improvements to the Wolf Exhibit. All risk trees, ash trees, underbrush and rotted tree material has been removed from the exhibit. A water feature will be added and fencing and kennel areas improvements will be made. Steve Burns is in the process of researching possible additional wolf acquisitions.
5. 4<sup>th</sup> of July: The 4<sup>th</sup> of July Celebration was once again held at the Fairgrounds Park. The firework display is sponsored by Festival Foods and Marshfield Clinic sponsors the inflatables and magician. Hillers Hardware is also a key contributor toward the inflatables and placing American flags throughout the community.
6. Parish Pull: The Parish Pull was held at the Fairgrounds Park on July 10<sup>th</sup>. Event coordinators reported that it was a successful event and they hope to continue the event again next year.
7. Small Town Baseball: The Small Town Baseball State Tournament was held at SJ Miller Park June 26<sup>th</sup> - 28<sup>th</sup>. The tournament was a success & all games were played as scheduled. Maintenance staff had \$903.11 invested in staff time, fleet expenses and materials used for the event. Small Town Baseball Would Series Tournament was held at SJ Miller Park July 17<sup>th</sup> – 19<sup>th</sup>. The tournament was a success & all games were played as scheduled. Maintenance staff had \$1,823.72 invested in staff time, fleet expenses and materials used for the event.
8. Hub City Days Recap: Hot Time in the City and Hub City Days were held on Main Street July 23<sup>rd</sup> – 27<sup>th</sup>. Parks and Recreation Maintenance staff had \$1,427.97 invested in staff time and fleet expenses for special event assistance for these events.

#### **D. Zoological Society**

1. Buttke handed out the sign-in sheet people complete when visiting the Zoo store. He explained his concern about the zoo visitor's lack of knowledge in regard to the drivable section of zoo. Buttke expressed the same concern in regard to the location of the public restrooms. The society would like to work with Zoo staff on improved and additional signage. Buttke stated there was record participation in Wild Wednesdays this year. He explained the society's desire to end Zoo Education Week because the presenter is not returning for 2016, and amount of work is demanding.

#### **E. Director**

1. Bear Exhibit: The project is approximately 60 days from completion. Private donations are still coming in. Final plans are being worked out for the mural, donor plaques, landscaping, maintenance road improvements & pathway construction. No arrival date has been picked for the bears. The tentatively scheduled arrival is late October or Early November.
2. Wildwood/McMillian Connector Trail: Final details and plans are being completed. The plan is being bid out for the project in late 2015 or early 2016 with completion by the end of 2016.
3. Marshfield/Hewitt Connector Trail: The project has substantial completion. Asphalt is scheduled for the week of August 17<sup>th</sup>. The City is working with the other municipalities about a possible ribbon-cutting.
4. Central Wisconsin State Fair: The Central Wisconsin State Fair is scheduled for September 2<sup>nd</sup> – 7<sup>th</sup>. The Park and Recreation Department has been working with CWSFA on last-minute repairs and improvements. The Common Council agreed to purchase 4.5 acres of land from the CWSFA for \$172,100 on Tuesday night. The land is located on the south east section of the property and primarily used for soccer practices and overflow parking for large events. The sale will not impact our operations or maintenance schedules.
5. 2016 Budget: The 2016 budget preparation is in full swing. Our Department has submitted operations budgets to the Finance Department. The first public meeting is scheduled for October 6<sup>th</sup> and final approval by November 24<sup>th</sup>.
6. Forestry Presentation: The Streets Division and Parks Division will be doing a presentation on its current urban forestry program. The presentation will educate the Common Council and residents on its operation and challenges.

**VIII. NEXT MEETING:** September 10, 2015

**IX. FUTURE AGENDA ITEMS:** None suggested.

**X. ADJOURNMENT:** PR15-18: Motion by Buttke, seconded by Luedtke to adjourn. Motion Carried Unanimously. Meeting adjourned at 6:39 p.m.

Respectfully Submitted: Justin Casperson, Parks & Recreation Director

**CABLE TV COMMITTEE MEETING MINUTES  
AUGUST 24, 2015**

The meeting was called to order by Chairperson Nystrom at 5:00 p.m. in Room 108 of City Hall Plaza.

**PRESENT:** Jim Daniels, Ed Gerl, Dean Markwardt, Don Nystrom, Senen Siasoco and Alderperson Earll

**ALSO PRESENT:** Assistant Coordinator & Production Manager Breanna Speth, Brett Butler, Juanita Kummer and Deputy Clerk Panzer

**EXCUSED:** Shawn Warren

**PUBLIC COMMENTS**

None.

**APPROVAL OF MEETING MINUTES**

**CTV15-035** Motion by Daniels, second by Siasoco to approve the minutes of the July 27, 2015 meeting as submitted.

**Motion carried**

**CORRESPONDENCE**

Speth received a thank you email from Library Director Lori Belongia for making, recording the program on the Library groundbreaking ceremony and for MCTV's speediness to sharing the link to the video.

Speth shared Marshfield Convention and Visitors Bureau's Press Release announcing Maple Fall Fest 2015 which will be held on September 19<sup>th</sup> and 20<sup>th</sup>. Ruth and Gary Elderbrook will be hosting a live cooking segment at Maple Fall Fest this year on September 19<sup>th</sup> at 1:00 p.m.

Speth shared Hub City Times 'Meet Your Alderman' printed newspaper and online articles.

**APPROVAL OF CAPITAL EQUIPMENT LIST**

Public Access staff is currently looking at several other options to the proposed capital equipment list that was reviewed with the Cable TV committee at last month's meeting. Dan Kummer and Juanita Kummer spoke with the Public Access staff and they came up with some other proposals.

Gerl suggested researching possible remotes for the Council Chambers. He believes seven remotes may be needed for the Council Chambers. One camera person could control all the remotes.

Butler mentioned that he is looking into the possibility of getting someone from ODC that could be trained to run a camera. ODC would pay the person's salary.

Daniels said the Clinic went with a robotic system. They have a three camera system and one person runs all three cameras. They eliminated two camera people by doing this. He offered to take Public Access staff on a tour at the Clinic.

**PUBLIC ACCESS COORDINATOR'S REPORT**

The Public Access Coordinator's Report for August 2015 was reviewed. (See attached report.)

Speth explained the Facebook social media and YouTube channel updates that she included in her report.

Butler explained the Google Analytics report for the sessions of June 20th-July 15th and July 16th-August 10th that was included in the Public Access Coordinator's Report.

Speth shared an office supplies cost comparison analysis.

**CTV15-036** Motion by Gerl, second by Siasoco to receive and place on file the Public Access Coordinator's Report.

**Motion carried**

**UPDATE ON STRATEGIC PLANNING ACTION ITEMS**

Speth emailed the link to the promo video to the Cable TV Committee members to review. The narrative is complete, but they are still working on adding video to complete the video.

Siasoco suggested putting captions under the video clips of who is who.

**BILLS**

The bill query report was reviewed.

**CTV15-037** Motion by Gerl, second by Markwardt to authorize payment of the following bills as presented:

Advanced Disposal	\$ 58.34
Spectrum Business (07/26/15 to 08/25/15)	19.92
Spectrum Business (08/01/15 to 08/31/15)	280.10
Mueller Publishing Inc	177.00
Susan Speth (Reimbursement)	11.97
VIDCOM, LLC (Reimbursement)	19.13
Walmart	15.53
We Energies (06/04/15 to 07/08/15)	11.22
VIDCOM, LLC (Invoice 338)	<u>2,720.00</u>

**Total \$3,313.21**

**Motion carried**

**FINANCIAL REPORT**

**CTV15-038** Motion by Gerl, second by Siasoco to receive and place on file the financial report for the period of January 1, 2014 through July 31, 2015.

**Motion carried**

**RECOMMENDED ITEMS FOR FUTURE AGENDAS**

- Capital equipment list follow up

Next meeting is scheduled for September 28, 2015 at 5:00 p.m.

Motion by Markwardt, second by Gerl to adjourn at 5:40 p.m.

**Motion carried**

Lori A. Panzer  
Deputy City Clerk

# Public Access Coordinator's Report

Cable TV Committee Meeting 8/24/15

## New Shows, August 14, 2015 (Since 7/16/15): for MCTV 98

2015 Parish Pull	Parish Pull at Marshfield Fairgrounds
UW Capital Campaign	UW Capital Campaign STEM Building
Christ Lutheran Church Service	Christ Lutheran Service July 9, 2015
Police and Fire Commission	Police and Fire Commission July 2015
Wisconsin State Budget Update	Wisconsin State Budget Update
Senior Center	Senior Center New Location
Tiger Talk Ep. 6	Tiger Talk Ep. 6 Curriculum with Ziembo and Drevlow
Cooking with Ruth Ep. 59	Cooking with Ruth Ep. 59 Great Big Globe and Turkish Fritters
Disc Golf Live #66	Disc Golf Live #66 July/August 2015
Library/Community Center Update	Library/Community Center Update With Mat Bartkowiak and Lori Belongia
Upham Mansion	Upham Mansion Tour and Rose Garden
Hardacre Park Preview	Hardacre Park Preview with Don Nystrom, Jason Angell, Gordy Schalow
Meet Your Alderman District One	Meet Your Alderman District One Michael Feirer
Meet Your Alderman District Two	Meet Your Alderman District Two Alanna Feddick
Meet Your Alderman District Three	Meet Your Alderman District Three Chris Jockheck
Meet Your Alderman District Four	Meet Your Alderman District Four Gordy Earll
Meet Your Alderman District Five	Meet Your Alderman District Five Ed Wagner
Meet Your Alderman District Six	Meet Your Alderman District Six Rich Reinart
Meet Your Alderman District Seven	Meet Your Alderman District Seven Gary Cummings
Meet Your Alderman District Eight	Meet Your Alderman District Eight Rebecca Spiros
Meet Your Alderman District Nine	Meet Your Alderman District Nine Tom Buttke
Meet Your Alderman District Ten	Meet Your Alderman District Ten Pete Hendler
Meet Your Alderman Mayor	Meet Your Alderman Mayor Chris Meyer
Christ Lutheran Church Service	Christ Lutheran Service July 19, 2015
Cooking with Ruth Ep. 60	Cooking with Ruth Episode 60 Gluten-free Chocolate Cake
Library/Community Center Groundbreaking	Library/Community Center Groundbreaking
Insight Wood County Sheriff July 31, 2015	Insight with Wood County Sheriff Reichert & Jon Anderson July 31, 2015
Council Preview 8/11/15	Council Preview 8/11/15/ meeting
Tiger Talk Ep. 7	Tiger Talk Ep. 7 International Experience China
Ribbon Cutting Legacy Homes	Ribbon Cutting Legacy Homes

### Channel 991 Meetings

- Common Council
- Public Works
- Finance, Budget, Personnel
- City Plan Commission
- Parks, Recreation, & Forestry Committee
- Marshfield Utilities Commission
- Judiciary & License Commission
- Police & Fire Commission

### John Beck

- Immanuel Lutheran Worship Service (weekly)

### Dana Speth

- Christ Lutheran Church Worship Service (Weekly)

### River Cities Community Access

- MSTC Board of Directors Jun 2015
- Wood County Board of Supervisors Meeting – Jul 2015

**Other**

- LaCrosse Catholic Diocese Mass
- Music & the Spoken Word

***Personnel***

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

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

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

Shirley Gebert is working full time as our administrative assistant/PR representative. She has also hosting more programs and operating camera when needed.

Susan Speth is filling in as administrative assistant when Shirley is unable to be here.

Claire Lafferty (student) has been assisting with shoots. She goes back to school at the end of August, but plans to help out on breaks.

# Publicity/Updates

## Social Media Update - FACEBOOK

As of August 11, we have 266 Likes on Facebook. (Up from 265 on July 16.)

Our most popular post this month was the Howie Sturtz/Mike Warren photo, reaching 237 people.

Post Message	Type	Posted	Lifetime Post Total Reach	Lifetime Post organic reach
			Lifetime: The total number of people your Page post was served to. (Unique Users)	Lifetime: The number of people who saw your Page post in news feed or ticker, or on your Page's timeline. (Unique Users)
In studio yesterday...the man, the legend: Howie Sturtz! As his final live performance approaches, host Mike Warren sat down with Howie to reminisce about an amazing career and fond memories of years gone by... Stay tuned for video!	Photo	8/11/15 5:47 AM	237	237
See whom Tom Buttke brings in as his special guest and hear about his involvement in the Zoological Society! Learn more about Tom, City of Marshfield alderman for District 9, in this episode of "Meet Your Alderman." <a href="https://www.youtube.com/watch?v=IE5_sgM8GXs&amp;index=3&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY">https://www.youtube.com/watch?v=IE5_sgM8GXs&amp;index=3&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY</a>	Link	8/11/15 4:20 AM	18	18
Marshfield Community Television - Marshfield, WI's cover photo	Photo	8/10/15 8:56 AM	58	58
What does Rebecca Spiros wish more citizens of Marshfield would consider doing? Tune in to find out! Learn more about Rebecca, City of Marshfield alderman for District 8, in this episode of "Meet Your Alderman." <a href="https://www.youtube.com/watch?v=O2wT ABEANmU&amp;index=4&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY">https://www.youtube.com/watch?v=O2wT ABEANmU&amp;index=4&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY</a>	Link	8/10/15 4:00 AM	23	23
Before settling down in Marshfield, Gary Cummings served his country in the military. Learn more about Gary, City of Marshfield alderman for District 7, in this episode of "Meet Your Alderman." <a href="https://www.youtube.com/watch?v=GCxVeTmApzs&amp;index=5&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY">https://www.youtube.com/watch?v=GCxVeTmApzs&amp;index=5&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY</a>	Link	8/9/15 4:00 AM	40	40
Odds are, if you're in his district, you've seen Rich Reinart before! Rich made sure to meet each person in his district when he was campaigning last fall. As the newest member of the Common Council, learn what sparked his interest in running! Meet Rich, Alderman for District 6 in the City of Marshfield, in this episode of "Meet Your Alderman": <a href="https://www.youtube.com/watch?v=d-zDErgZ2fU&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY&amp;index=6">https://www.youtube.com/watch?v=d-zDErgZ2fU&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY&amp;index=6</a>	Link	8/8/15 4:00 AM	42	42

Check out our new series! (Thanks for the feature, Hub City Times!)	Link	8/7/15 10:50 AM	48	48
What project does Ed Wagner find to be the most exciting undertaking that Marshfield has seen in years? Tune in to find out! Meet Ed, Alderman for District 5 in the City of Marshfield, in this episode of "Meet Your Alderman": <a href="https://www.youtube.com/watch?v=FGpvhfghJqs&amp;index=7&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY">https://www.youtube.com/watch?v=FGpvhfghJqs&amp;index=7&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY</a>	Link	8/7/15 4:00 AM	31	31
Did you know that Gordy Earll goes to so many meetings that a colleague questioned whether he was living at City Hall? Meet Gordy, Alderman for City of Marshfield District 4, in this episode of "Meet Your Alderman": <a href="https://www.youtube.com/watch?v=5-cxDgK9Utl&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY&amp;index=8">https://www.youtube.com/watch?v=5-cxDgK9Utl&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY&amp;index=8</a>	Link	8/6/15 4:00 AM	73	73
Did you know that Chris Jockheck was once Mayor? Meet Chris, Alderman for City of Marshfield District 3, in this episode of "Meet Your Alderman": <a href="https://www.youtube.com/watch?v=tTjrTvUeKSM&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY&amp;index=9">https://www.youtube.com/watch?v=tTjrTvUeKSM&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY&amp;index=9</a>	Link	8/5/15 4:00 AM	42	42
Did you know that Alanna Feddick has a hobby farm with goats? Meet Alanna, Alderman for City of Marshfield District 2, in this premiere episode of "Meet Your Alderman": <a href="https://www.youtube.com/watch?v=nUGY8f9J8f0&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY&amp;index=10">https://www.youtube.com/watch?v=nUGY8f9J8f0&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY&amp;index=10</a>	Link	8/4/15 4:00 AM	27	27
Congrats, Chief!	Link	8/3/15 3:39 PM	72	72
Did you know that Mike Feirer is also on the Wood County Board and very active in the Historical Society? Meet Mike, Alderman for City of Marshfield District 1, in this premiere episode of "Meet Your Alderman": <a href="https://www.youtube.com/watch?v=cf07ZrUmNZM&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY&amp;index=11">https://www.youtube.com/watch?v=cf07ZrUmNZM&amp;list=PL3GIBpSbDIDzXoLbnWWhIo-13I8SZ1ZfY&amp;index=11</a>	Link	8/3/15 4:00 AM	124	124
Cooking with Ruth: Episode 60 "Gluten-Free Chocolate Cake"	Link	8/1/15 9:32 AM	58	58
The Marshfield Public Library celebrated an historic moment today! The Everett Roehl Marshfield Public Library & Community Center groundbreaking ceremony took place at the future location of the new library (right next to the current library). Watch it here! <a href="http://youtu.be/xIOb5bnqGjE">http://youtu.be/xIOb5bnqGjE</a>	Link	7/31/15 12:59 PM	111	111
A big day at Marshfield Public Library! The groundbreaking for the new Marshfield Library and Community Center Capital Campaign!	Photo	7/31/15 8:50 AM	92	92

Government can often seem intimidating and inaccessible, but local government is totally within your reach! Our renewed "Meet Your Alderman" series aims to eliminate some of the mystery surrounding local City of Marshfield public servants! Watch the series here: <a href="https://www.youtube.com/playlist?list=PL3GIBpSbDIDzXoLbnWWHio-13I8SZ1ZfY">https://www.youtube.com/playlist?list=PL3GIBpSbDIDzXoLbnWWHio-13I8SZ1ZfY</a>	Photo	7/31/15 4:00 AM	404	404
We had the great opportunity to work with the North Wood County Historical Society/ Upham Mansion to document the historic Governor William H Upham House! What an amazing historical place right here in Marshfield! Take the tour here!: <a href="https://www.youtube.com/watch?v=ZqRukFqArv0">https://www.youtube.com/watch?v=ZqRukFqArv0</a>	Photo	7/30/15 1:59 PM	148	148
Photo Gallery: Chalk it Up! - Hub City Times	Link	7/25/15 12:33 PM	82	82
Are you planning to stop down at Hub City Days? Lots of fun stuff happening downtown!	Photo	7/25/15 9:43 AM	29	29
Congrats, Julie!	Photo	7/24/15 9:21 AM	150	150
This weekend!	Link	7/22/15 8:25 AM	81	81
Marshfield Community Television - Marshfield, WI shared Marshfield Fire and Rescue Department's photo.	Photo	7/20/15 3:31 PM	57	57
Our beloved Carrie Lippert has moved to Florida! We are going to miss her so much, but are very happy for her and Casey! With Carrie moving south, we are in search of more hosts! If you've ever thought about volunteering and seeing your face on television, please contact us at 715-207-0379! Hope to hear from you soon!	Photo	7/20/15 1:03 PM	350	350
Bear exhibit at Wildwood Park & Zoo is underway!	Photo	7/19/15 1:39 PM	191	191
<a href="http://www.MarshfieldTv.com">www.MarshfieldTv.com</a>	Photo	7/18/15 10:36 AM	55	55
The latest episode from Ruth is now online! Enjoy an update about Matt & Alana's around-the-world adventures and learn the recipe for Turkish Zucchini Fritters!	Link	7/17/15 6:12 PM	89	89
Marshfield Community Television - Marshfield, WI shared Marshfield Area Pet Shelter's photo.	Photo	7/16/15 6:35 AM	68	68

***Meet Your Alderman***

Mailchimp E-mail

*Views as of 8/11 at 11:00am*

Mayor: 28 Views

D1: 19 Views

D2: 26 Views

D3: 26 Views

D4: 25 Views

D5: 27 Views

D6: 17 Views  
 D7: 12 Views  
 D8: 26 Views  
 D9: 16 Views  
 D10: 26 Views

**YouTube Channel Update**  
 17 subscribers • 3,699 views



**Marshfield Community Television** 📄

Created: Feb 21, 2014 • Videos: 74 • Lifetime views: 5,547

CHANNEL

Last 28 days (Jul 13, 2015 – Aug 9, 2015)

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**Performance**



**VIEWS**  
580 ▲



**ESTIMATED MINUTES WATCHED**  
4,306 ▲



**AVERAGE VIEW DURATION**  
7:25 ▲

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**Engagement**



**LIKES**  
1 ▼



**DISLIKES**  
3 ▲



**COMMENTS**  
15 ▲



**SHARES**  
4 ▼



**VIDEOS IN PLAYLISTS**  
14 ▲



**SUBSCRIBERS**  
1 ▼

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**Top 10 Videos** [Browse all content](#)

Video	Views <span style="font-size: 0.7em;">📄</span>	Estimated minutes watched <span style="font-size: 0.7em;">📄</span>	Likes <span style="font-size: 0.7em;">📄</span>
Marshfield School Board Meeting - July 8, 2015	79 (14%)	1,009 (23%)	0
Everett Roehl Marshfield Public Library & Com...	50 (8.6%)	350 (8.1%)	0
Tour of Governor William H Upham House (Up...	33 (5.7%)	313 (7.3%)	0
Meet Your Alderman: District 5, Ed Wagner	27 (4.7%)	266 (6.2%)	0
Meet Your Alderman: District 10, Peter Hendler	26 (4.5%)	131 (3.0%)	0
Meet Your Alderman: Mayor Chris Meyer	26 (4.5%)	247 (5.7%)	0
Meet Your Alderman: District 8, Rebecca Spiros	26 (4.5%)	109 (2.5%)	0
Meet Your Alderman: District 4, Gordy Earll	25 (4.3%)	290 (6.7%)	0
Meet Your Alderman: District 2, Alanna Feddick	25 (4.3%)	212 (4.9%)	0
Meet Your Alderman: District 3, Chris Jockheck	25 (4.3%)	254 (5.9%)	0

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**Demographics**

**TOP GEOGRAPHIES**

- United States
- Russia
- Germany
- United Kingdom
- Brazil



**GENDER**

- Male 90%
- Female 9.6%



### ***Google Analytics (Online Activity)***

The full report is included in the attachments. It shows the sessions from June 20-July 15 and July 15-August 10. Our sessions have increased by 27%. The number of users and page views have also increased. The pages per session and session duration has decreased marginally. The bounce rate continues to increase (which is great, because this means visitors are going from one page to another on our website). In summary, this shows that our numbers are trending upwards. We had a spike after the Hub City Times article on "Meet Your Alderman."

### ***Central Wisconsin's Got Talent***

The Central Wisconsin State Fair is hosting a "Central Wisconsin's Got Talent" talent show at the fair. The talent search has been taking place all summer at various fairs/festivals/events throughout the area. The winner from each of these talent shows will compete at the final CWGT at the fair. When their videographer dropped out unexpectedly, Kelly from the Fair Office contacted us to film interview segments with each of the area winners who will be competing. The interviews will air on the day of the event on the big screen in the grandstand. We will also be recording the competition and airing it (along with interviews edited in) on the channel. This is exciting because it will reach a large audience. The contest is expected to draw hundreds of spectators. We will make sure to have our logo on all the videos and have handouts to promote the program (to disperse on the day-of).

### ***Recovering Community***

We are working with the Central Wisconsin Recovering Community to help produce a video for Recovery Month (which is September). The program consists of testimonials from addict survivors and program participants and is an effort to get the word out about these services. They have been awesome to work with!

### ***Fair & Fall Fest Preview Programs***

With these two big community events approaching, we are filming in-studio previews.

### ***Cooking with Ruth at Fall Fest***

Ruth and Gary Elderbrook will be hosting a live cooking segment at Maple Fall Fest this year (September 19). (I have included the press release in the attachments.) This was an idea that we had chatted about with Matt McLean when we were at the Mayor's Dairyfest Breakfast!

From the Convention & Visitors Bureau Press Release:

*"New for 2015 will be "Cooking with Ruth Elderbrook" on Saturday, September 19th, at 1:00 pm. Ruth is the owner of "A Slice of Heaven" Catering and star of "Cooking with Ruth" on Charter cable channel 98, MCTV and www.marshfieldTV.com. Ruth is well known for her cheesecakes, and she and Gary (her husband and business partner) will share some of her baking and cooking secrets, as well as some tasty samples. Did we mention she likes maple syrup too? Check out her website at: www.sliceofheavenwi.com."*

We will film that day and air the program as part of the show. Great publicity opportunity and should be a lot of fun- stop by if you can!

### ***WCM Update***

Breanna attended a WCM Board Meeting on August 12 (via phone).

### ***Insight: Ask the Mayor Shout-out***

Once again, host Jeff Cannon and Mayor Chris Meyer gave us great props on their monthly program on WDLB Radio (which we also film).

### ***Hub City Times Article***

Breanna submitted an article on "Meet Your Alderman" to the Hub City Times. (See attachments for online and print articles.)

<http://www.hubcitytimes.com/news/government/meet-your-alderman-series-marshfield-community-television/>

### ***Library Groundbreaking***

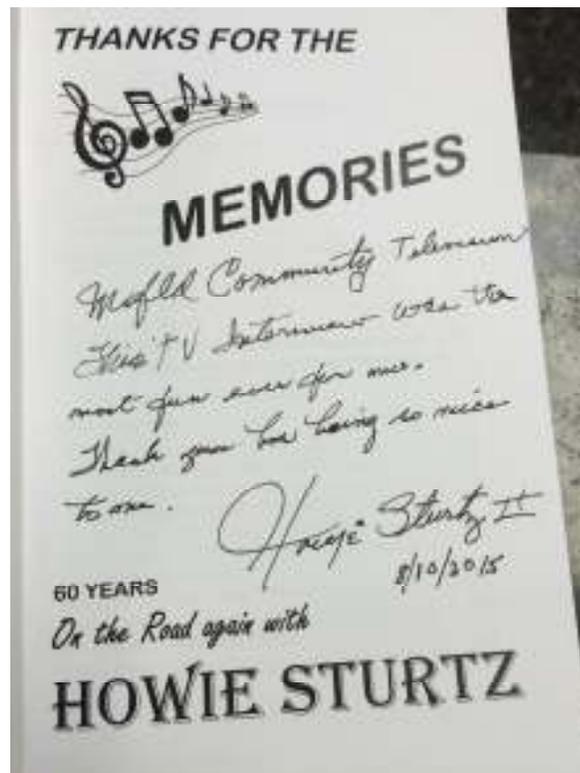
The Everett Roehl Marshfield Public Library and Community Center broke ground on July 31. We filmed the event and posted it online later that day. Great response!

### ***Hardacre Park Program***

We are working with Paul Rogers on a program highlighting the Hardacre Park project. The first portion is complete, featuring an interview with Gordy Schalow and Jason Angell being interviewed by Don Nystrom.

### ***Howie Sturtz***

Howie Sturtz travelled to the studio on August 10 to film a reflection program on his career and to preview his grand finale performance which will take place at the Central Wisconsin State Fair on September 3. This is probably the last sit-down television interview Howie will do, so we were honored to host him. Mike Warren did a great job! Howie autographed a copy of his book for us, thanking MCTV for all of our support throughout the past few years.



### ***Office Supplies Cost Comparison Analysis***

At the June meeting, the committee discussed researching local options for supply purchases. Attached is an analysis that compares prices between Quill, Officemax, Wal-Mart, and Marshfield Book & Stationary. Highlighted is the least expensive option. Wal-Mart, though a national franchise, does give back to the local community and is probably our most cost-effective option.

### ***Fiber***

Fiber is installed. We are still waiting on the City to start Phase II, which involved installation of the VoIP phones. We were given an ETA of "a couple of weeks".

### ***Community Producer Update***

-Jay Harwood (Interested in hosting Chat with the Chief, and subbing for Mike on Council Preview when needed)

## **Correspondence**

See attachments.

-Meet Your Alderman Article (Online and Print versions)

-Maple Fall Fest Press Release

-Thank-you from Lori Belongia

# Strategic Planning Action Item Updates

## ***Branding/Marketing***

- Flyer & Brochure is completed: In order to print, will need to budget for this in 2016

## ***Technology***

- Replacement Program: Adopt plan at August 24 Meeting.

## ***Financial Management***

- Reserve Balance: Review with staff, committee, and finance director (June/July)
  - *This is not started yet.*

## ***Communications***

- Promo Video: Develop promo video for home page of website and other PR uses (Goal, fall 2015)
  - *We want to show you what we have so far! ☺*

## ***Human Resources***

- Organizational change: Have discussion with Vidcom on future plans (start by late spring/early summer)

COMMUNITY DEVELOPMENT AUTHORITY

August 27th, 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 Parkview Apartments, 606 South Walnut Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted August 13, 2015 at 8:02 a.m.

ROLL CALL:

PRESENT: Andrew Keogh, Marilyn Hardacre, Dave LaFontaine, Dave Marsh, Tom Buttke, Peter O. Hendler, Jeannette Katzenberg

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

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

CDA 15-B08-1 Motion by LaFontaine, second by Marsh to approve the July 30<sup>th</sup>, 2015 CDA Board meeting minutes. 7 Ayes

MOTION CARRIED

CDA 15-B08-2 Motion by Buttke, second by LaFontaine to approve the August 18<sup>th</sup>, 2015 CDA Finance and Strategic Planning meeting minutes. 7 Ayes

MOTION CARRIED

Finance Committee Update:

LaFontaine stated that the continued efforts of the Executive Director and the CDA staff have resulted in positive cash flow for the month of July and for the fiscal year-to-date in Public Housing. The Housing Choice Voucher program is also showing a positive cash flow due to the efforts of the HCV Program Manager.

CDA 15-B08-3 Motion by Marsh, second by LaFontaine to accept and place on file the Finance Committee Report. 7 Ayes

MOTION CARRIED

Strategic Planning Committee Update:

Executive Director's Report will include details of the Strategic Planning Meeting as it pertains to the RAD conversion.

Personnel Committee Update: No update

Grievance Committee Update: No update

Executive Director's Report:

CDA 15-B08-4 Motion by LaFontaine, second by Marsh to accept and place on file the Executive Director's Report. 7 Ayes

MOTION CARRIED

REAC Inspection Report Results:

Inspection results are not yet available.

New Business: HUD Milwaukee Field Office staff will be in Marshfield to perform a CDA site review on Tuesday, September 15<sup>th</sup> from 10:00 a.m. to 1:00 p.m. Discussion took place on the compilation of questions to be asked of HUD staff pertaining to Public Housing and Section 8 Voucher programs.

Next Board Meeting Date and Time: Thursday, September 24th, 2015 at 9:00 a.m. at Cedar Rail Court.

Meeting declared adjourned by Chairperson Keogh at 9:12 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Andrew Keogh  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY**  
**Executive Director's Highlights**  
**September 24th, 2015**

**1. Occupancy-** 95.6 % Vacancy Rate as of the day of this report

Parkview- Seven (7) vacancies, (2 pre-assigned)

Cedar Rail – Two (2) vacancies

Scattered Sites - 0 vacancies

Section 8- 50 leased vouchers, with 5 vouchers issued

**2. RAD Project-**

- The Physical Conditions Inspection (Ameresco) results on Parkview will be available on September 30<sup>th</sup>. Cedar Rail and Scattered Sites will be available in 3-4 weeks.
- National Housing Compliance (NHC) Consulting Staff continue to have brief conference calls with the CDA staff to assure that we are on target with milestones.
- Brittany Finlayson of Von Briesen By-Laws for CDA/NI will be reviewed by the Strategic Planning Committee at the October meeting.
- CDA Executive Director and Business Manager joined Reggie Samuel and members of the Milwaukee Field Office for an introductory conference call on September 10, 2015.

**3. HUD Review-**

- John Finger, Director of the Milwaukee HUD Field Office, along with Scott C. Koegler, Portfolio Management Specialist visited the CDA on September 15<sup>th</sup> for a site review of areas of operation. The review and visit were positive and cooperative, allowing both the CDA and the Field Office to align information and data as the CDA continues to transition to the RAD model.
- Board members presented various challenges faces by the CDA as the organization works to maintain quality and progress during times of reduced funding and increasing regulations. HUD staff recognized the challenges faced by the CDA and others in the housing industry, encouraged staff and board to continue working toward changes in policy that would lighten the burden.

**4. WAHA Regional HUD Training–**

- CDA staff leaders attended the September 17<sup>th</sup> Regional meeting and training in Wausau. All agreed that the majority of the information was good reinforcement. Two of the sessions offered new information related to increasing guidance relating to privacy, as well as examples of future project development.

**5. Audit- Clifton-Larson-Allen-**

- Joy Palmer from Clifton Larson Allen will present the 2014-2015 Financial Audit at the September 24<sup>th</sup> meeting.

## ZONING BOARD OF APPEALS MINUTES OF SEPTEMBER 8, 2015

Meeting called to order by Chairperson Gerl at 5:00 p.m. in the 1<sup>st</sup> Floor Conference Room, Suite 108, City Hall Plaza.

### ROLL CALL:

**PRESENT:** Ken Bargender, Ed Gerl, Richard Kenyon, Robert Lewerenz, Dean Markwardt, 1<sup>st</sup> Alternate Todd Zieglmeier and 2<sup>nd</sup> Alternate Adam Wegner

**ALSO PRESENT:** Zoning Administrator Schroeder, City Attorney Wolfgram, Mayor Meyer, Planning and Economic Development Director Angell, Building Services Supervisor Pokorny, City Administrator Barg, Tim Feeley, Chris Richardson, Layton Anderson, Eric LeJeune, Dan Kirschnik, Jim Colburn, Teresa Derfus, Daniel Ramsey, Donald Schreiber, Narayana Murali, Susan Turney, Jerard Jensen and Deputy Clerk Panzer

Mayor Meyer by duty of statute appointed Ed Gerl as Chairman for the Zoning Board of Appeals at the Common Council meeting of April 21, 2015.

**ZB15-01** Motion by Gerl, second by Kenyon to move agenda item #3, Election of Vice Chairman down to follow agenda item #5, Appeal by Ministry Health Care, Inc. and Saint Joseph's Hospital of Marshfield, Inc. All Ayes.

**Motion carried**

**ZB15-02** Motion by Markwardt, second by Bargender to approve the minutes of October 14, 2014 as submitted. All Ayes.

**Motion carried.**

Deputy Clerk read the appeal of Ministry Health Care, Inc. and Saint Joseph's Hospital of Marshfield, Inc. appealing a code interpretation by the City of Marshfield Zoning Administrator that prior to issuing building permits to Marshfield Clinic to remodel the 2<sup>nd</sup> and 4<sup>th</sup> floor of the East Wing located at 1001 North Oak Avenue, Marshfield Clinic should have received a conditional use permit. The Appellant references Section 18-166 which states "Development in the Absence or Expiration of a Campus Master Plan: In the absence of an approved CMP [Campus Master Plan], or within an expired CMP, any development within the Campus Development zoning district shall be regulated as a conditional use." The Appellant believes that because no Campus Master Plan exists, the zoning interpretation to not require a conditional use permit and issue the building permits was contrary to the City's Ordinance, Wisconsin Statutes Chapters 62 and 68 and the City's interpretation also violates the Appellants' constitutional rights to substantive due process and equal protection.

### General Zoning Background

On January 1, 2013 the City of Marshfield repealed and replaced the City of Marshfield Zoning Code, which is Chapter 18 of the Municipal Code, and all of the zoning classifications. With completely new zoning classifications or districts, the City also needed to conduct a City wide rezoning. One of the new zoning districts that were adopted was "CD" Campus Development. The intent of this district is to recognize the presence of large scale facilities that may be made up of several properties and often times multiple owners that all share a similar use. A group of these properties is viewed by the City as a "Campus".

There are currently four campuses that are recognized by the City of Marshfield. The Airport Campus, the Fairgrounds Campus – *made up of the City owned and Central Wisconsin State Fair Association owned properties*, the Educational Campus – *made up of the UW-Marshfield/Wood County and Mid-State Technical College*, and the Medical Campus – *made up of Ministry Saint Joseph's Hospital and Marshfield Clinic*.

In addition to recognizing the presence of a large scale facility, the “CD” Campus Development district is also intended to coordinate the growth of these campuses with surrounding neighborhoods and community as a whole, recognize the sharing of resources between properties, balance the ability for a campus to evolve and the public benefit associated with such development, and also encourage the preparation and adoption of Campus Master Plan.

A Campus Master Plan is basically to establish full conforming zoning status to the campus, facilitate predictable campus development, and enable nearby property owners, residents and the community to understand short-term development proposals, impacts and mitigation strategies within the context of long-term development possibilities.

Of these four campuses, the Airport is the only campus that has an approved and adopted Campus Master Plan.

### **Analysis**

Marshfield Clinic applied for two separate building permits earlier this summer for interior remodels of the 2<sup>nd</sup> and 4<sup>th</sup> floor in the East Wing located at 1001 North Oak Avenue. Because the proposed remodels were existing land uses, “large scale indoor institutional”, and because the remodels did not expand the facility or require additional parking, staff did not require conditional use permit.

The City of Marshfield Zoning Code addresses the “CD” Campus Development zoning district twice in the code. The first is under Section 18-42, the “Campus Development Zoning District” and the second is under Section 18-166, the “Process to Establish Campus Development Zoning.” Once under each said Section, the Zoning Code refers to development within the Campus Development district, prior to Campus adopting a Campus Master Plan as described as follows:

- *Section 18-42(4) of the Zoning Code states “Interim Campus Development Zoning. The following shall apply to properties zoned Campus Development prior to the adoption of a Campus Master Plan.*
  - (a) All existing land uses, structures, paved areas, and lots are legal conforming, consistent with Article V.*
  - (b) All future land uses, structures, and paved areas shall be regulated as conditional uses per the requirements of Section 18-161.*
  - (c) All future development is exempt from the requirements of Section 18-114 Group and Large Developments.”*
- *Section 18-166(3) of the Zoning Code states “Development in the Absence or Expiration of a Campus Master Plan: In the absence of an approved CMP, or within an expired CMP, any development within the Campus Development zoning district shall be regulated as a conditional use.”*

The Appellant appeal references the second bullet point above, Section 18-166(3) which states “any development within the Campus Development zoning district shall be regulated as a conditional use” prior to the adoption of a Campus Master Plan. As described in the Appellants appeal, Ministry feels that by not requiring a conditional use permit that this Section in the Zoning Code was misinterpreted by the Zoning Administrator and therefore the building permit for the remodel work for Marshfield Clinic should not have been granted.

The interpretation by the Zoning Administrator to not require a conditional use permit for the interior remodel of the 2<sup>nd</sup> and 4<sup>th</sup> floor of the Marshfield Clinic East Wing was based on Section 18-42(4)(a) which states prior to a Campus Master Plan, all existing land uses, structures, paved areas, and lots are legal conforming. The interior remodels were not a change in land uses by our Zoning Code, there were no structural additions to the building, and it did not affect the required parking for the facility. Staff has continuously interpreted the code to mean physical structural expansions or changes in land use. For example a change in land use would be

converting a clinic or large scale indoor institutional use to a car dealership or a manufacturing facility.

According to the Assessor's records, since the adoption of the new zoning code in 2013, the East Wing property (parcel 33-03233) has had 7 interior remodel permits and 2 heating permits. The primary property owned by the Appellant (parcel 33-03228) has had 10 interior remodel permits, 8 heating permits, and 1 roofing permit since the adoption of the current Zoning Code. If these interior remodels and other improvements were considered "development" by the Appellants definition, all of these permits should have gotten approval from the City Plan Commission and Common Council through a resolution.

In addition, the intent of the district is to facilitate large scale facilities and coordinate their futures with the surrounding neighborhood and community. Staff believes that without a change in land use, no structural additions, and no additional needs for parking that the surrounding physical neighborhood would not be affected except during the temporary reconstruction of these floors.

### **Statement of Facts**

1. The aggrieved and interested persons or the Appellant is Ministry Health Care, Inc. and Saint Joseph's Hospital of Marshfield, Inc.
2. The Appellant is appealing the interpretation of the Zoning Administrator to not require a conditional use prior to approval of the building permits for Marshfield Clinic.
3. The subject property is located at 1001 North Oak Avenue.
4. This property is zoned "CD" Campus Development District.
5. The Appellant is located within the same Medical Campus as the Marshfield Clinic.
6. The Marshfield Clinic does not have and has never had an approved Campus Master Plan.

### **Applicable Ordinance Section(s)**

1. Section 18-42(1) of the Municipal Code states "Intent [of the "CD" Campus Development Zoning District]. This district is intended to recognize the presence and importance of large-scale governmental, office, educational, medical, and research and development facilities in the City; to facilitate their development; and to coordinate their futures with those of their neighbors and the community as a whole. This district is also intended to:
  - a. Permit appropriate campus growth, while minimizing adverse impacts associated with modifications, infill development, and/or expansion;
  - b. Recognize the sharing of parking, green space, and other efficiencies that come with integrated campus planning and development;
  - c. Balance the ability of a campus to evolve and the public benefits associated with such development, with the need to protect the livability and vitality of nearby properties and neighborhoods; and,
  - d. Encourage the preparation of campus master plans that establish full conforming zoning status, facilitate predictable campus development, and enable nearby property owners, residents and the community to understand short-term development proposals, impacts and mitigation strategies within the context of long-term development possibilities."
2. Section 18-42(2) of the Municipal Code states "See Section 18-166 for the process to establish Campus Development Zoning."

3. Section 18-42(4) of the Municipal Code states “Interim Campus Development Zoning. The following shall apply to properties zoned Campus Development prior to the adoption of a Campus Master Plan.
  - a. All existing land uses, structures, paved areas, and lots are legal conforming, consistent with Article V.
  - b. All future land uses, structures, and paved areas shall be regulated as conditional uses per the requirements of Section 18-161.
  - c. All future development is exempt from the requirements of Section 18-114 Group and Large Developments.”
4. Section 18-166(3) of the Municipal Code states “Development in the Absence or Expiration of a Campus Master Plan: In the absence of an approved CMP, or within an expired CMP, any development within the Campus Development zoning district shall be regulated as a conditional use.”

### **Zoning Board of Appeals Options**

The Zoning Board can make one of the following determinations and must include the grounds of the determination:

1. Affirm the Zoning Administrator’s decision, with any exceptions, conditions, or modifications, based on findings and justification of the Zoning Board.
2. Reverse the decision of the Zoning Administrator, based in findings and justification of the Zoning Board.
3. Table the request for further study.

Tim Feeley, representative for Ministry Health Care and Saint Joseph’s Hospital presented the appellants’ case.

### **Ministry Health Care and Saint Joseph’s Hospital’s two main arguments:**

- The Zoning Administrator did not construe the new construction occurring at the Marshfield Clinic as a development as it is stated in 18-166. We believe the language of 18-166 is clear and unambiguous and should have been applied as written, not how it was interpreted but what the language says.
- To the extent that it is being interpreted; otherwise we believe it is unconstitutionally vague. The language used in the code is “*any development*”. “*Any*” means “*all*”. Outside of those two words there is no definition of what development means. It could be construed or interpreted to mean a new use, not a new use, an existing structure, a new structure. He believes the Wisconsin Supreme Court would hold that this language is vague per some of the decisions that they have made. An ordinance just like a statute that is passed by our legislature or even the federal government has to provide criteria to be applied in interpreting and or applying to that ordinance. By just saying new development and leaving that up to the discretion of the Zoning Administrator is unconstitutionally vague if the language isn’t clear.

Tim Feeley referred to Section 18-166 of the Municipal Code. Subsection 3 of Section 18-166 is very clear; that in the absence of a Campus Master Plan, the ordinance says any development shall be regulated as a conditional use. Wisconsin Law states that when you are applying the language of a law, a statute, an ordinance; if the language is clear and unambiguous it is improper to resort to anything other than the dictionary to get the plain meaning of the word. “Any” is basically defined as “all” in any dictionary and Merriam-Webster’s dictionary defines development as: the act or process of growing or causing something to grow or become larger or more advanced, the act or process of creating something over a period of time, or the state of being created or made more advanced. We believe that under any of those definitions of the word “development” the construction that is occurring on the second and fourth floor with respect to the skilled nursing beds and/or the acute care inpatient beds meet the definition of what would be defined as the development. So we believe that applying the language as written meaning any development in the absence of

a Campus Master Plan shall be regulated by conditional use, and that a conditional use permit application and the conditional use process should have been followed other than just issuing a building permit that gave the public no opportunity for any input.

First, Section 18-42, the general ordinance that describes what a Campus Development district is; says all existing land uses, existing structures, paved areas, and lots that are preexisting as of the date that the ordinance is enacted and we believe that it is an error to construe that language to mean that it is consistent with what a development is. Part of the Zoning Administrator's argument is that because 18-42 refers to existing structures, existing paved areas, existing land uses; we can assume that when 18-166 talks about any development it means something other than those existing uses and paved areas and what not. We believe that is an erroneous conclusion because throughout the ordinance when the Common Council enacted and adopted the ordinance it used both those examples; existing uses, paved areas, and lots. It also used in other places the word development. A good example, is 18-42 (4)(c). If the Zoning Administrator relies on Section 18-42 (4)( a) all existing land uses, structures, paved areas, and lots are legal conforming, consistent with Article V as of the date of the enactment of the new ordinance; in subsection c, the Council adopted language in that same section that used even broader terminology. It says all future development. So if it meant all future development was supposed to be the same thing as future uses, structures, and paved areas it would have used the same language. There would have been no reason for the Council to enact language. The word development which is much broader than just saying existing uses, paved areas, land uses and lots. It didn't do that. Wisconsin law would say we have to presume the Council knew what it was doing when it enacted the ordinance and when it used the language that it did for a reason. And we think it did so for a reason. We believe the Council used development in 18-166 for the specific reason that they wanted it to be broader.

Second, Section 18-42 is a general ordinance. It sets forth the general requirements; what a Campus Development District is and what type of uses are permitted in that specific zoning district as opposed to 18-166 which is much more specific, much more in depth, that specifically goes through the process that an applicant is required to follow to get Campus Master Plan approval; everything that needs to be submitted, the conditional use process, the public hearing process that occurs before the plan is adopted; and he believes that the law in Wisconsin is that when you are looking at two different laws the more specific controls over the general. Section 18-166 is much more specific, it uses the broader terminology which we have to presume the Council knew what it was doing when it picked the language that it did and 18-166 (3) says in the absence of an approved Campus Master Plan any development shall be regulated by a conditional use.

Third, with respect to the same argument, under the interpretation of the Zoning Administrator and the definition; this is a new way of use. This is a new, separate use that pre-exists the adoption of the ordinance. It requires new state licensing. It is not a use that occurred on that campus prior to this date. For the same reason that we believe that if we were building a medical clinic on our property in an existing building, or a daycare center or a CBRF if we wanted to develop a new model even though it would be within the existing four walls, we would fully expect the City to require a conditional use permit. Why is that? Because, when you look at the whole Campus Master Plan and the intent of that ordinance; first of all we know the City encourages the plan, and you can't make somebody within the zoning district adopt a plan. You encourage it and when a plan is adopted, you go through a process that requires staff review, Zoning Administrator review, Plan Commission review and Plan Commission approval, public hearings and then finally review and adoption by the Common Council. After that lengthy process, there is an expedited process as long as the development that you propose is consistent with the Master Plan that was passed and approved by the Common Council. He believes that the City used the words "new development" in 18-166, because one of the stated intents of the ordinance is that you want to balance the expansion of the proposed business with consistency with public benefits and neighbors. That is one of the stated intents of the ordinance. How do you do that if the public doesn't get any input into the process and you just issue a building permit? If there is a radiation vault going into that building the people that live around that area are going to want to know about that. By just issuing the building permit, public gets no input into the process. In fact, similar to Ministry, we found out about it after the fact as well. We didn't have any notice of it either. He believes that is the reason why the Council included the language "any development"

in 18-166, because whether you went through the Campus Master Plan process and all those steps which included the conditional use, public hearings, public hearing before the Council or you don't have a Campus Master Plan, you have to go through the conditional use process. The ordinance says in which case you get public input on both ends. He believes that is important, because it is consistent with the language and intent of the ordinance and specifically the zoning description.

The other argument that we have with respect to the interpretation by the Zoning Administrator is that we believe the ordinance is unconstitutionally vague in the manner in which it is being applied if you believe development means something or whatever it means to the Zoning Administrator. Under Wisconsin law, when there is a standard set forth in an ordinance; courts have found the ordinance unconstitutional if it doesn't provide a guiding criteria to the Administrator or public officials that apply the ordinance and courts require that. The issue isn't whether or not it has been consistently applied or it hasn't been consistently applied, but the way the ordinance is written. It could be applied based on the discretion of whoever happens to interpret it at any given time. The next Zoning Administrator looking at that language which simply says any development could construe that to not apply to new construction, to construction outside of the existing walls, to any new uses. You could just as easily apply the language as it is written in that ordinance to come to an opposite result than the Zoning Administrator did in this case and why is that? Because again if the Council would have said any development except existing uses, except existing paved areas, except existing lots, except existing medical uses, then there would have been standards with respect to okay what does that mean; development. Does it mean new or does it mean not new? Does it mean outside walls or does it mean new walls? Does it mean a medical use or can it be any use as long as it is consistent with the theme of the campus? Outside of standards like that it can be applied different ways by different people depending on how their discretion is exercised and that is the definition of unconstitutionally vague. Ministry just applied for and is going through the application process now for an additional mobile imaging dock on its campus. It already has that use. It will require an expansion to part of the building, but the use is already in existence. We are just adding another dock. We could just as easily look at that ordinance and say no conditional use permit should be required. But it is being required and we understand that and we are complying with that process. But in the way that it gives discretion to the Zoning Administrator it can be applied discriminatorily and again that is the definition of a law that is unconstitutionally vague.

Tim Feeley distributed a handout with two court cases. Humble Oil case by the Wisconsin Supreme Court and the Guse case by the Wisconsin Court of Appeals both of which he believes make pretty clear that under the analysis of the courts in those cases this ordinance too would be found unconstitutionally vague if it is going to be continued to be applied in the manner that it has been to date.

We believe this is a new use and a conditional use permit should still have been required.

Chris Richardson, Architect with FreemanWhite, said he has been working in hospitals and healthcare for 35 years and FreemanWhite was asked to review this situation in terms of what is being done and make comment on it based on whether we saw it as a substantially different use. Currently, the second and fourth floors are being used as outpatient facilities and that is substantially different in our view in all practices of healthcare from using them as any kind of inpatient facility whether it is skilled nursing or whether it is acute care.

Chris Richardson distributed some of the plans and explained that the work being done is what is called a gut and renovate. Everything is really being removed within the framework of the building itself and being rebuilt, so essentially the only thing that is not being reconfigured is the exterior walls. The fourth floor is going to be identified as skilled nursing and an interesting aspect of that is that one of the functions that is not currently in the building today is a dietary kitchen to provide food service for inpatients which is of course a new use. This actually adds that function to the building. The requirements for supporting inpatients are much different than outpatients. There are different codes, different statutes, and different levels of safety that are required. There are different staffing requirements and certainly different licensure on the part of the State. He gave an example of converting a daycare or day school to a boarding school. There is a substantial difference in the level of

safety and support and the kind of construction too. In this situation, we are going from an area ambulatory standard where the occupants are assumed to have more or less the ability to save themselves or exit themselves from the facility. When you go into a skilled nursing or acute care the occupants are assumed to require the assistance of the staff to save themselves. They are assumed to be incapacitated according to codes, so from that standpoint, as healthcare architects we see that there is a substantial difference in use whether that qualifies as a new development; that is something the Board of Appeals needs to determine and decide in terms of agreeing with the law and of the codes, but we certainly see this as a substantially different use in terms of how the building is going to function.

Tim Freely emphasized that the acute care beds for all practical purposes are inpatient hospital beds, so the second floor will in effect need to be approved as a hospital. The Clinic has never had a hospital on campus. The fourth floor will need to be licensed separately by the State of Wisconsin as well as the skilled nursing facility. The Clinic has never had a skilled nursing facility on their property. To say these are not new uses or even more significant not a development, something that is being created is inconsistent with the City's ordinance.

Kenyon asked if the campus designation for Ministry Health Care and the Marshfield Clinic was considered a medical complex as far as the zoning goes.

Zoning Administrator Schroeder said normally it would be looked at as one campus similar to the Fairgrounds how there are different entities. We look at it as one full campus. Up until recently, both parties have always kind of gotten along. He is not sure how we would look at a campus moving forward. He wasn't around to write the code, but he believes the intent of it was for the two parties to develop a Campus Master Plan together.

Markwardt asked if it was the expectation that Ministry Health Care and the Marshfield Clinic would develop a common campus development master plan or would they each develop their own master plans that would exist side by side.

Planning and Economic Development Director Angell said at the time in which we were rewriting the zoning code and we were looking at the Campus Master Plan, we were looking at it as a Medical Campus (two entities, one campus with common services). It was at that time that we were hopeful that the two could come together and develop one master plan based upon infrastructure, traffic flow and all of that in that area however; we also recognized that we couldn't require them to come together so they could still submit separate campus plans for the properties in which they control in that general area thereby even though it is a campus zoning district each entity could develop their own separate plan and still move forward that way.

Lewerenz asked Chris Richardson if the construction of the building would have to be any different than it is now for the purpose of acute care under the class it is currently designated as.

Chris Richardson said he doesn't have personal knowledge of how the building was constructed. We do understand in talking with the folks with Saint Joseph's Hospital that they understand the building was built to accommodate hospital or institutional occupancy. What we don't have is the original life safety plans that indicate what classification it was originally constructed as in terms of the occupant, so it could be retrofitted to accommodate the requirements for institutional or a hospital but it would definitely require additional costs because then essentially if it was built at all to hospital grade initially and it was classified as a clinic that would affect the cost of all your receptacles, switches and the way you wire things.

Lewerenz said the cost would be up to them. The fact is that the building probably is useable for the use.

Chris Richardson said yes, it could be.

Dan Kirschnik from Marshfield Clinic, Assistant Legal Counsel said the Clinic was built to hospital standards.

Chairperson Gerl asked Zoning Administrator Schroeder how he determined or decided the work being done for both parties with the prior permits that were issued needed just building permits and not conditional uses.

Zoning Administrator Schroeder explained that in the instance of the mobile tech docking example that Tim Feeley brought up, that was an additional structure that increased the footprint of that building. It decreased the setback from the property line. That type of permit would have to get a conditional use. This remodel was obviously at a larger scale of an entire floor, but it could be argued that to their definition; development could mean hanging a coat rack up in a room or just repainting one room. He still doesn't think it was the intent of the code as it is interpreted to require all those things to come back for a conditional use permit.

Kenyon stated that the Zoning Administrator gave the hospital ten interior permits, eight heating permits and one roofing permit without conditional use. He asked Tim Feeley if he believed that he was wrong in not doing a point of order and demanding a conditional use for the hospital's 19 permits. And the clinic had seven interior permits and two heating permits and you didn't cry boo on those. So are you saying that any development means any and every improvement; is that basically your argument?

Tim Feeley said that is true and that is a very good point. He believes there were things that were done on both sides that applying the ordinance as written should have required a conditional use. If you take the interpretation that the Zoning Administrator has with respect to existing land uses, I can probably guarantee that every one of those whatever they were heating permits or application permits didn't involve a new use. The hospital didn't build a clinic. The hospital didn't build anything that required state approval or that required additional or separate state licensing or that was something that didn't exist on that campus before. That is different than what we are talking about today. The Zoning Administrator made the best point in terms of our argument in saying that construing our definition of development could mean hanging a coat rack or painting the walls and that actually is the just of the whole issue. The ordinance doesn't provide any guidance as to what is development that should be excluded from the conditional use permit process and what should not. It could have been handled to be clear so that whether Sam Schroeder interprets it or ten years down the road there is another Zoning Administrator or whatever the future holds. The language isn't written in a manner that it is going to guarantee consistently, because whoever interprets that language can interpret it different because there is no criteria to apply in terms of what is a development. It says any development and to me that seems pretty clear. Any means all. Development means something that wasn't there before. Did we do wrong in the past or did the clinic do wrong in the past? Maybe, nobody challenged it. Theoretically, the way the ordinance is written this is what it means and this is how it should be applied.

Markwardt asked what the Clinic's Mission Statement was.

Susan Turney, CEO for Marshfield Clinic Health System, said the Clinic's purpose really is to serve our communities for generations and to be innovative in care that will be provided at a lower cost. We are here to enrich lives. We are very committed to this community. We are celebrating our 100<sup>th</sup> birthday and we have most of our assets for the whole system in the City of Marshfield. We are here to stay. We have made that commitment to the community. We have met with the community leaders on multiple occasions to express that in great detail. We hope that we can move through this process and get a satisfactory outcome because we would be very disappointed if we could not move forward with our plans as we have outlined them to the City. It is very important that we move fast on our timeline, because right now we have situations where our patients could potentially be at risk for care in this community.

Dan Kirschnik from Marshfield Clinic said he believes the City did get it right in how they interpreted the zoning ordinance. This isn't a new development and he believes that is demonstrated by the fact that the building is not expanding in any fashion and parking is not expanding in any fashion. The use within the building is remaining the same as it was before we applied for these building permits. We applied for these building permits in good faith. The goal in applying for these permits and moving forward with this

construction work is really to lower the cost of care while improving quality of care. That is what this is geared towards. The appellants talk about acute care and skilled nursing facility and yes those are the proposed uses that we are talking about but those are also uses that have been in existence within this building for as long as construction last occurred. We have acute care that has been provided in the past on the first floor of this facility. All we will be doing is providing acute care on a different floor of this facility. Relative to the skilled nursing facility, you are talking about rehabilitative care, recovery care. We already do that. That is a service provided within this structure, so it is not changing. The appellant also brought up the fact that state licensing is required for the skilled nursing facility as well as the acute care on the second floor. That is true. There are regulations that come into play but they are not relevant to what we are doing from a land use perspective in that building and we will deal with those regulations appropriately. There is no impact on the neighbors and what we decide to do within the building relative to the allowed and permitted use within that building is really our own business.

Bargender asked what the criteria is in the City of Marshfield to obtain a conditional use permit and what the definition of a condition use permit is.

Zoning Administrator Schroeder said the purpose of the conditional use procedure is to provide regulations which govern the procedure and requirements for the review and approval or denial of the proposed conditional use permit.

Planning and Economic Development Director Angell said that is a long section of the code. Is your question specifically who can apply? When do they apply?

Bargender asked for the definition of a conditional use permit.

Zoning Administrator Schroeder said a conditional use is a development in which would not generally be appropriate within the district that might be allowed in certain locations within the district if specific requirements are met. He referenced Section 18-161 (6) and listed the criteria that he uses to review conditional use applications:

- Is it in harmony with the recommendations of the Comprehensive Plan?
- Will it result in substantial or undue adverse impact on nearby properties, character of the neighborhood?
- Maintains a desired consistency of land uses, land use intensity. The land use impacts as relevant to the environs of the subject property.
- Located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services.
- The potential public benefit outweighs any and all potential adverse impacts of the proposed conditional use.

Zoning Administrator Schroeder said it is up to the Plan commission to approve or deny a conditional use request.

Markwardt felt the need for a conditional use permit has to do with exterior alterations or additions to an existing building. It also has to do with a drastic alteration of the use of the building which is what is Mr. Feeley implied by suggesting that, but that isn't the fact of the case. So far the proposal doesn't seem to have anything to do with the exterior impact because there are no significant exterior changes being made. The footprint is the same. Apparently the entrances, exits and parking will remain the same, which is why the Zoning Administrator entered the conclusion that he did. The only thing that was raised during Mr. Feeley's comments that caused me some concern was something about a radiation vault which if there is one that would be a part of the altered use of the facility and might mean some sort of exposure to neighbors. Is there some concern about leaking radiation perhaps from this new facility?

Jim Colburn, Director of Facilities and Property for the Marshfield Clinic said there is no radiation producing devices in the remodeling. It is all inpatient care. It is beds and support for those beds. No diagnostic or treatment facilities.

Markwardt said he looked up the description of the Zoning Board of Appeals as it exists in our new code and it reads in Section 18-156 (7) the concurring vote of four members of the Board shall be necessary to reverse any order, requirement, decision or determination for which an appeal has been requested. He asked for some clarification of that.

Zoning Administrator Schroeder said he did review that and ran it by our City Attorney and we would need four out of five votes to reverse the interpretation.

Chairperson Gerl declared the public hearing closed.

Deliberations were held.

**ZB15-03** Motion by Markwardt, second by Kenyon to deny the appeal of Ministry Health Care, Inc. and Saint Joseph's Hospital of Marshfield, Inc., based on the following findings of fact:

1. The decision that was made by City staff was appropriate given that the development that is being done in no way will impact negatively the neighborhood or the community.
2. There is not a significant change in use of the facility in question. The use continues to be health care and in a broad sense that is exactly what it will continue to be used for.

All Ayes.

**Motion carried**

Chairperson Gerl asked for nominations for Vice Chairman.

Rich Kenyon nominated Robert Lewerenz.

**ZB15-04** Motion by Bargender, second by Markwardt to close nominations. All Ayes.

**Motion carried**

Chairperson Gerl declared nominations closed.

**ZB15-05** Motion by Bargender, second by Gerl to elect Robert Lewerenz as Vice Chairman. All Ayes.

**Motion carried**

Motion by Kenyon, second by Lewerenz to adjourn at 6:08 p.m.

**Motion carried**

Lori A. Panzer  
Deputy City Clerk

**CITY OF MARSHFIELD**  
**PARKS, RECREATION AND FORESTRY COMMITTEE**  
**September 10, 2015 Meeting Minutes**

- I. **CALL TO ORDER:** Meeting called to order by John White, Jr.; at 5:30 p.m. in room 108 in City Hall Plaza, 630 S. Central Avenue.
- II. **ROLL CALL:** Present: Chairperson John White, Jr.; Vice Chairperson Jane Yaeger; Zoological Society Representative Tom Buttke; Members: Ali Luedtke. Absent: Alderpersons Rich Reinart & Nick Faber.

Also Present: Justin Casperson, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Kelly Cassidy, Parks and Recreation Supervisor II; Phil Hiller from Hillers True Value

- III. **APPROVAL OF MINUTES:** PR15-19 Motion by Buttke, seconded by Luedtke to approve the August 13, 2015 Parks, Recreation, and Forestry Committee meeting minutes with following changes: "change Tom Butke title from Alderperson to Zoological Society Representative & change Nick Faber from absent to present." Motion Carried Unanimously.

- IV. **PUBLIC COMMENT:** None

V. **OLD BUSINESS:**

A. **CORP Review:**

1. **Benedict Park** – Casperson discussed the various items scheduled and suggested in the CORP plan associated with Benedict Park. He explained the biggest need at Benedict Park was the need for a new basketball court. There is some concern with the basketball court close proximately to one of the homes adjoining the park.
2. **Forest Ridge Park** – Casperson discussed the various items scheduled and suggested in the CORP plan associated with Forest Ridge Park. He noted the playground surfacing needs to be addressed, the backstop needs repairs, and possible soccer goals to be added. The Committee asked about additional fencing around the perimeter to avoid lost balls in the bushes. The Committee asked about improving the road access off of Onstad Drive.
3. **Bounce House Rental Policy & Procedures:**  
Casperson explained the Department's various bounce house rental policy options & asked the committee for feedback. Phil Hiller from Hillers True Value expressed his concerns in regard to the requirement of staking the bounce houses, people having to call in utility locates, renters having to be charged an additional fee and the requirement of insurance. The Committee had a lengthy discussion on the merits of each option. The Committee asked the Department come back with a possible policy based on the items discussed.

VI. **NEW BUSINESS:**

- A. **None.**

VII. **REPORTS:**

A. **Chairperson:** None

B. **Zoological Society:**

Buttke noted Fall Fest is coming up September 19<sup>th</sup> and that Boo at the Zoo is coming up October 10<sup>th</sup>. Buttke stated there was record participation in Wild Wednesdays this year and the Society's desire to expand the program. He explained the Society's desire to end Zoo Education Week because the presenter is not returning for 2016, and the amount of work is demanding.

C. **Recreation:**

1. **Hefko Pool** – Hefko had a cool August. There were seven days that free swim was not held and nine days that we didn't open the pool at all due to cool temps/rain which, in turn, brought attendance down for the month of August. We closed the pool on Friday, August 28<sup>th</sup> for the season due to staffing issues with college students returning to school. This did not create any issues for our department. We will bring a pool report to the next meeting.
2. **Library/Community Center Project** – On September 3<sup>rd</sup>, bids were received and opened for the 3<sup>rd</sup> time. After significant work by the construction manager (Boson) in conjunction with the architect (Zimmerman) and City staff to revise the plans/specifications, the effort paid off,

as the overall project package has been brought within budget (under \$7 million for Phase 1 alone; under \$7.32 million including the Phase 2 work authorized by the Council as part of Phase 1). The item will go in front of the Common Council at Monday, September 14<sup>th</sup> special to seek your approval to move forward with the project.

3. Fall Programs – Tennis/Racquetball center started fall hours on Tuesday, September 8<sup>th</sup>. Tennis Lessons will begin Monday, September 14<sup>th</sup>. The fall soccer league comprising of 38 teams and 450 children is in full swing and has four weeks left. This weekend we will start a soccer program for children 3-5 years of age on Sunday afternoons. Adult Volleyball league meeting was held last night. Leagues will begin the week of October 12<sup>th</sup>. Open Gym & Swim will start at the Sr. High on Monday, September 21<sup>st</sup>. Senior Health Fair will be held at the Jr. Fair Expo Building at the Fairgrounds on Friday, October 2<sup>nd</sup> from 9:30 a.m. to Noon.

**D. Parks & Zoo:**

1. CWSFA – Fair Time began on August 19<sup>th</sup> and ends September 21<sup>st</sup>. Total Electric was hired to make electrical repairs to the grounds before the fair began. Repairs still need to be coordinated at the Grand Stand roof and Jer Lang Show Palace alarm system.
2. Athletic Fields – All fall soccer programs have begun. All fields at Griese and UW have been prepped and ready for play. Player shelters on Figi are near complete; a few touch-up items still need to be finalized. They have been used for both Senior High and Columbus events.
3. Herbicide Treatments – Fall Herbicide applications of general park areas are taking place this week. Had one phone call from a concerned citizen asking that we eliminate the spraying of herbicide in the park areas.
4. Wildwood Park – Cross Country race events were held on September 5<sup>th</sup> and 8<sup>th</sup>. Both events were a success. Parks maintenance staff assists in the set-up and take-down of the events. Cross Country Team donated approximately 15 yards of material that park staff spread and compacted on a portion of the trails in Wildwood Park.
5. Zoo Exhibit – The wolf exhibit maintenance repairs are complete. Steve Burns is coordinating the arrival of three wolves this fall.
6. Parks Employee – The process of filling the Parks Technician III open position is still in process. Hope to have all positions filled in October.

**E. Director**

1. Bear Exhibit – The project is approximately 40 days from completion. Private donations are still coming in. Final plans are being worked out for the mural, donor plaques, landscaping, maintenance road improvements & pathway construction. No arrival date has been picked for the bears. The bear exhibit grand opening will be 1:00 p.m. October 24<sup>th</sup>.
2. Wildwood/McMillian Connector Trail – Final details and plans are being completed. The plan is being bid out for the project in late 2015 or early 2016 with completion by the end of 2016.
3. Marshfield/Hewitt Connector Trail – The project has substantial completion. The only remaining items that remain are painting & a few additional signs.
4. 2016 Budget – The 2016 budget preparation is in full swing. Our Department has submitted operations budgets to the Finance Department. The first public meeting is scheduled for October 6<sup>th</sup> and final approval by November 24<sup>th</sup>.
5. Forestry Presentation – The Street Division and Parks Division will be doing a presentation on its current urban forestry program to the Common Council on September 22<sup>nd</sup>. The presentation will educate the Common Council and residents on its operation and challenges looking forward.

**VIII. NEXT MEETING:** October 8, 2015.

**IX. FUTURE AGENDA ITEMS:** None suggested.

**X. ADJOURNMENT:** PR15-20: Motion by Yaeger, seconded by Luedtke to adjourn. Motion Carried Unanimously. Meeting adjourned at 6:28 p.m.

Respectfully Submitted: Justin Casperson, Parks & Recreation Director

COMMUNITY DEVELOPMENT AUTHORITY  
*Finance and Strategic Planning Committees*  
September 15<sup>th</sup>, 2015

The Finance and Strategic Planning meeting of the Community Development Authority was called to order by Finance Committee Chairperson Dave LaFontaine at 1:33 p.m. in the Cedar Rail Court Resident Computer Room, located at 601 S. Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Meeting posted September 10, 2015 at 10:44 a.m.

ROLL CALL:

PRESENT: Andy Keogh, Dave LaFontaine, Dave Marsh, Peter Hendler

OTHERS PRESENT: Carol Kerper – Business Manager

EXCUSED: Tom Buttke

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

Review of Financial Reports/Documentation:

Finance Committee requested information showing salary ranges of staff from comparable public housing agencies.

CDA 15-F09-1 Motion by Hendler, second by Marsh to accept and recommend the August 2015 financial reports for board approval. 4 Ayes

MOTION CARRIED

Update of RAD Conversion Process:

An update of the RAD process will be deferred to the September 24<sup>th</sup> Board of Commissioners meeting and be included in the Executive Director's report.

Next meeting date will be Tuesday, October 20<sup>th</sup>, 2015 at 1:30 p.m in the Cedar Rail Executive Conference room.

Agenda Items for October:

- Capital Projects Update
- Discussion of Budget Dollars Allocated for CDA Staff Training
- Update on Information/Suggestions Obtained from HUD Onsite Visit that Relate to Finance
- Preliminary Discussion of 2016-2017 CDA Operating Budget Preparation
- Update on number of CDA employees who have paid a health insurance deductible dollar amount over the agreed upon deductible limit and have utilized the employee reimbursement benefit.

Meeting adjourned at 2:24 p.m.

Respectfully submitted,

Carol Kerper  
Business Manager

Dave LaFontaine  
Chairperson

# Marshfield Airport Committee Minutes

## September 24th, 2015

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

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

Absent: Paul Knauf

Also Present: Duffy, and Jeffrey Gaier

Citizens Comments: None

AP15-46 Motion by Maurer Second by Bremer to approve the Airport Minutes of August 20th, 2015, All Ayes,

Motion Carried

AP15-47 Motion by Maurer Second by Jockheck to approve the Airport Manager's September 2015 Report, All Ayes

Motion Carried

AP15-48 Motion by Maurer, Second by Bremer to approve the September 2015 Activity Report, All Ayes

Motion Carried

AP15-49 Motion by Bremer, Second by Jockheck to approve the Airport Bills for September 2015, All Ayes

Motion Carried

AP15-50 Motion by Bremer, Second by Jockheck to pass on the Flyer411 Weather / Advertising Device for pilots at this present time.

Additional Citizens Comments: None

Motion by Jockheck, second by Bremer to adjourn at 6:50 PM, All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

# Marshfield Municipal Airport Manager's Report September 24th, 2015



Various members of Wood County Economic Development Board came to the Marshfield Airport on Thursday September 18th for a tour of the airport. This is the first time that they have toured the Marshfield Airport. They were also touring other locations around Wood County that day. Wood County has contributed financial assistance to help maintain the ground based approaches at the airport. We thank them for their contribution and assistance.

Construction on the new hangar has begun at the airport. The foundation has been poured as has the ramp space in front of the hangar. The actual building will be assembled sometime in October. Completion of the building is expected the end of October / beginning of November.



We have signed a contract with Security Fence to have additional fencing added to the existing fence at the Marshfield Area Pet Shelter. This additional fence will enclose the back area for a dog run. We are also having a gate relocated on the former Grossbier property

We have received a request from Flyer411 LLC to put an aviation advertising / weather display in the airport. This display would feature touch screen weather as well as other information about the local airport. It would also feature aviation related advertising in a video format in one corner of the screen. There would be no cost to the airport for this display other than providing electricity and internet. Flyer411's contract does ask for a 12 month commitment in which they will be the sole provider of marketing for the airport within the terminal building for that time.



Flyer411 Display at the Wausau Downtown Airport

Below, a typical representation of the Flyer411 display. The device dimensions are 24" x 36" and about 5 inches out from the wall.

The State of Wisconsin, Bureau of Aeronautics ended their contract with WSI systems to provide weather computers and weather services at the airports in Wisconsin. WSI contacted us to let us know that their services would be ending August 31st, 2015. They did not want their computer equipment back. The BOA has established a new contract with Schneider Electric Cloud Services for their MxVision AviationSentry® Online access for weather. This online support can be used on any computer, phone or tablet as long as the person has access to the user name and password. The WSI computer that we had is set up so it only starts with WSI and does not provide an option to access the internet through a web browser. The airport may need to invest in an internet capable computer for the pilot planning area. The Marshfield Airport

was provided a username and password for access. This access is a cost share with the BOA and costs Marshfield roughly \$240 a year.



One of the areas Fahner Repaired

Fahner Asphalt completed the patches on the asphalt by the T- hangars. We had several areas that had developed a pot hole. This patching process would make a smoother seam between the existing asphalt and the patch. Filling a pot hole on the airport isn't like filling a pot hole on the street. Derby from the potholes or wrong patching material could easily be picked up by the wind from the propeller, or intake of a jet engine and cause potential damage.

Crack Filling Service (CFS), was at the airport this month repairing the expansion joints on runway 16/ 34.

CFS exchanged the material we have been stockpiling the last few years for material that is better served for expansion joints as opposed to typical cracks. We had them only fill the expansion joints on the first 40 feet from either side of the centerline. This is because an aircraft typically lands on the center of the runway and not on the edges. This allowed the filling product to go a lot farther on the runway.



Crack Filling Service working on the runway.

Marshfield closed out the 2015 Wisconsin Flying Hamburger Social. This year was a fantastic year for both the Marshfield socials and for the Wisconsin Flying Hamburger social as a whole. Attendance was way up and the weather was cooperative most events. Unfortunately the weather created an issue for Marshfield's last social so only about 40 people attended.



Merkels were busy around the airport this month. They removed two taxiway lights for the new hangar construction. They installed a conduit under the new ramp area of the hangar project for the existing taxiway lighting. They also reconnected the taxiway lighting after running it through the conduit. They also changed some of the various hard to reach lights around the area. These are just a few

things they were busy helping us with this month.

(Pictured Right) Congratulations Jake Lenz on successfully completing your Commercial Pilot Certificate. Jake did his commercial training with Wanda Zuege of Stevens Point, WI. Jake did most of his other training at Duffy's Aircraft.

The jet below made multiple trips into Marshfield this past month.



This jet on the right had a switch that broke before takeoff. Two mechanics that specialize in jets flew in from Michigan in a Beechcraft to do the repairs. While the repairs were quick, it took most of the day for the parts to arrive by special delivery.



The Cirrus picture above came from Texas and was going to Eau Claire. They stopped at Marshfield to wait out some weather.

Below - Just one of many jets that stopped into Marshfield this month.

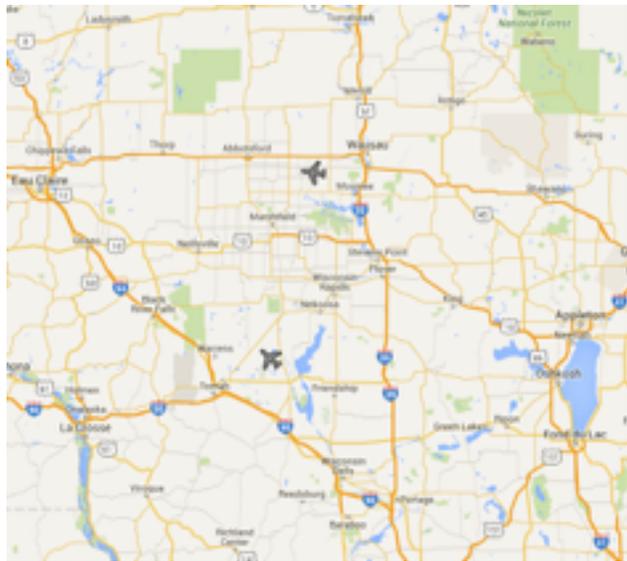


We replaced some parts around the fuel facility. The credit card enclosure received some new hinges as well as a new glass roof. This will allow more light in so pilots can read the display at night or day. Also we received some new hydraulic struts for the fuel cabinet doors.



Marshfield Municipal Airport now has an Automatic Dependent Surveillance - Broadcast (ADS-B), base station on the airport. ADS-B has many uses for pilots and is part of the Federal Aviation's Administration's NextGen initiative to upgrade approaches and the airspace system. [Flightaware.com](http://Flightaware.com) provided the online instruction that Jeff used to create an ADS-B receiver using a Linux Raspberry Pi Computer. This receiver / base station receives a signal from ADS-B out capable aircraft in the area and allows us to know their location, altitude and sometimes registration. Flight Schools can also use it to track their aircraft in our airspace as it is shared with flightaware's flight tracking website.





Local Time UTC Time

[ Reset Map ] [ Settings ]

DUMP1090

Altitude: n/a Squawk: n/a  
 Speed: n/a SCAD (deg): n/a  
 Track: n/a

Lat/Long: n/a

Pictured above - The ADS-B receiver in the windowsill of Jeff's office and the display on flightware that Jeff can use to see planes in the immediate area of Marshfield.

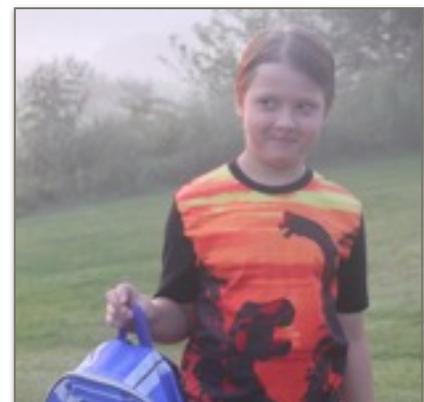
Greg Marchel joined the staff at Duffy's Aircraft as a flight instructor. Greg will also be providing pilot services and 135 air charter as our pilot.



This month Duffy's bug met an unfortunate situation. A local hunter had spooked a deer out of a field. It ran into Hwy 10 and in front of Duffy

while he was driving. Fortunately, Duffy was not hurt during the impact. However the deer wasn't so fortunate. The hunter was able to get his deer.

Jeff and Liz Gaier have an announcement. They have recently become the guardians of their nephew Nathan Kohl. Nathan will be living with Jeff and Liz so he can attend the school district they reside in. Nathan may be seen at the airport from time to time as he likes to spend time with Uncle Jeff. Nathan is attending the second grade.



Happy Flying - Duffy, Alice, Robert and Jeff Gaier



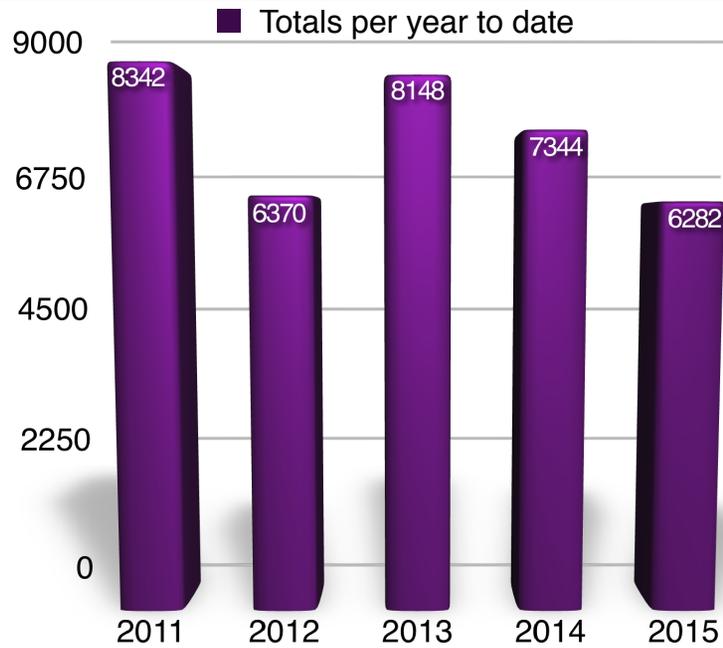
# Airport Activity Report

September 2015

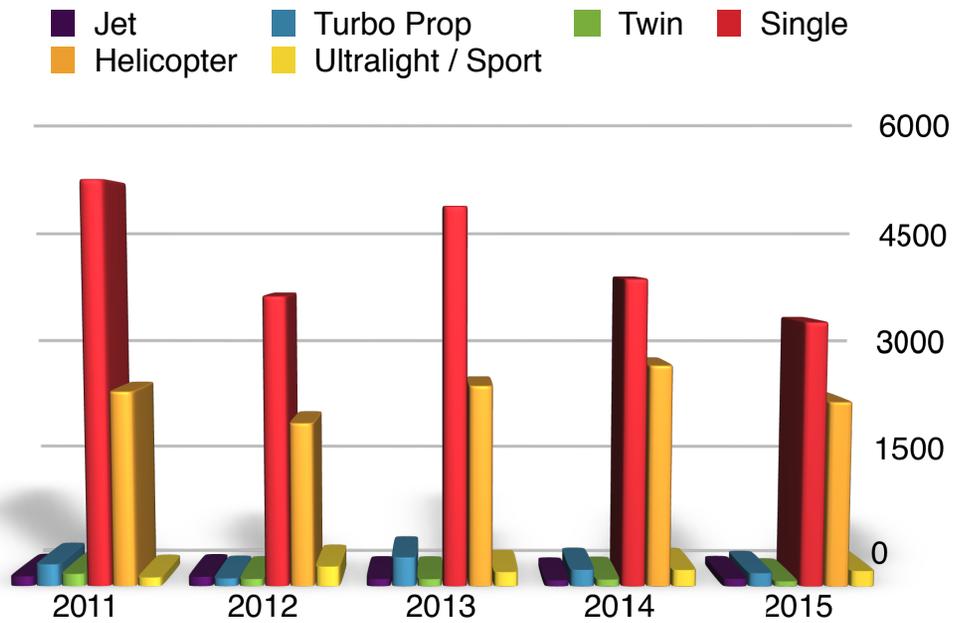


Departures and or Landings Information - Flight Operations - 35 Days Between Reports							
<i>Year</i>	<i>YTD 2011</i>	<i>YTD 2012</i>	<i>YTD 2013</i>	<i>YTD 2014</i>	<i>Sept 2014</i>	<i>Sept 2015</i>	<i>YTD 2015</i>
<i>Jet</i>	126	122	94	78	8	20	100
<i>TurboProp</i>	280	100	372	214	16	14	172
<i>Twin</i>	158	92	92	88	12	18	66
<i>Single</i>	5168	3706	4834	3922	636	630	3378
<i>Helicopter</i>	2498	2096	2572	2830	392	280	2366
<i>Light Sport</i>	112	254	184	212	32	36	200
<i>Total</i>	8342	6370	8148	7344	1096	998	6282
Passengers							
<i>Total</i>	11119	8482	10728	10756	1461	1330	7610
Local and Transient Traffic							
<i>Transient</i>	2698	1629	2860	2656	492	300	2120
<i>Local</i>	5644	4741	5288	4688	604	698	4162
Training Flights							
<i>Total</i>	2829	3698	4058	2992	562	658	3474
Fuel Dispensed							
<i>Av Gas</i>	17380	17438	13727	14843	1702	2213	10826
<i>Jet A</i>	25093	27407	41105	27768	2293	3030	25035
<i>Total</i>	42473	39703	54832	42611	3995	5243	35861
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.							

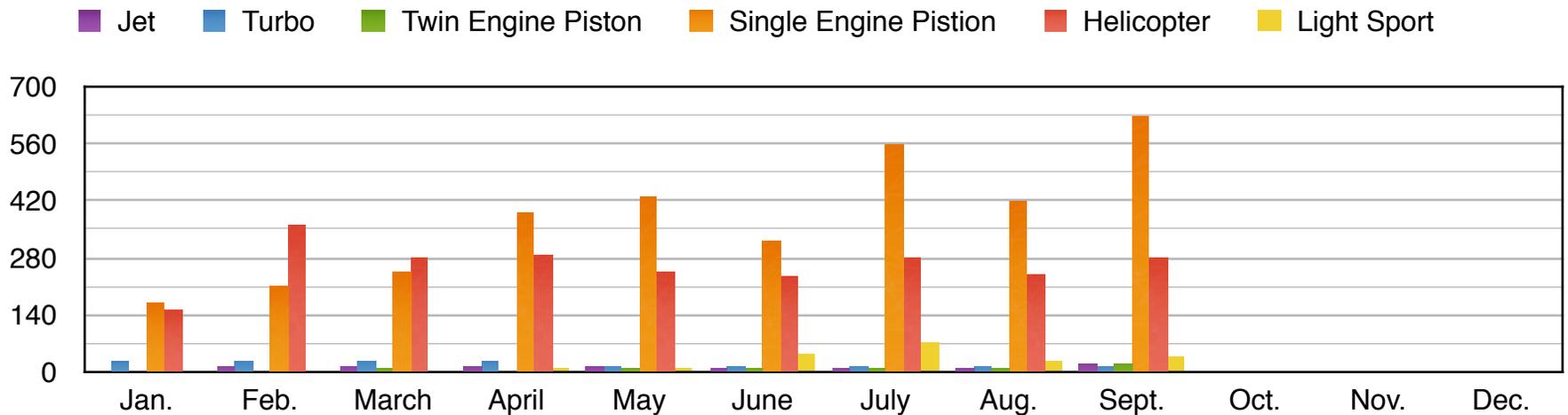
Flights Over the Past Five Years by the Present Month



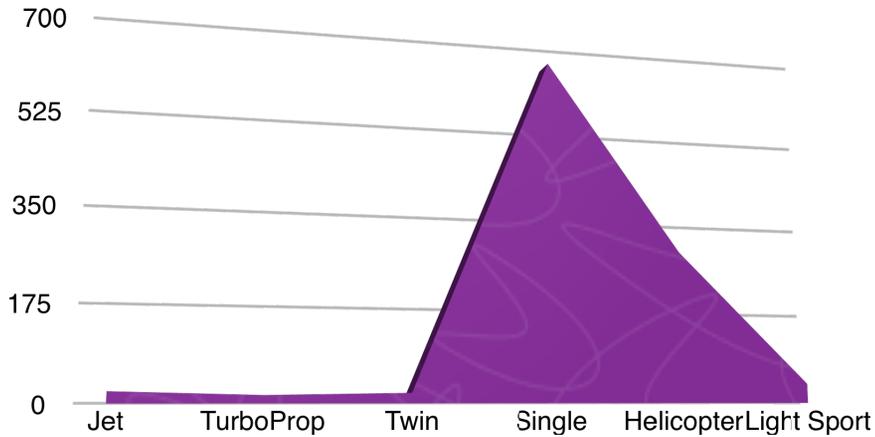
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



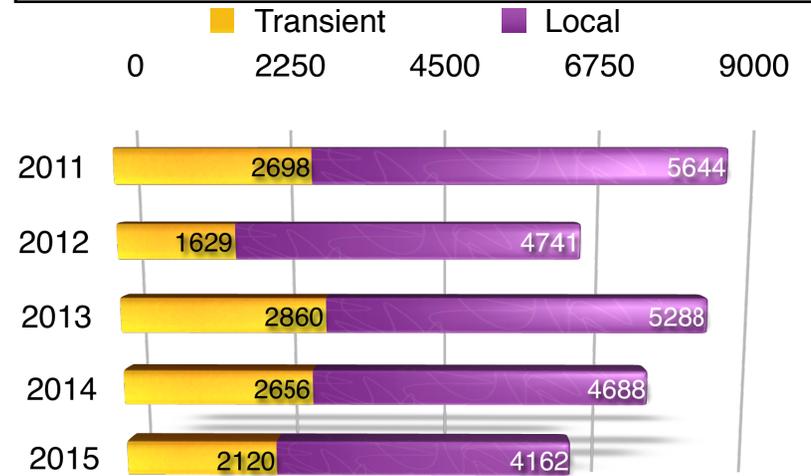
Operations by Aircraft for the Year of 2014



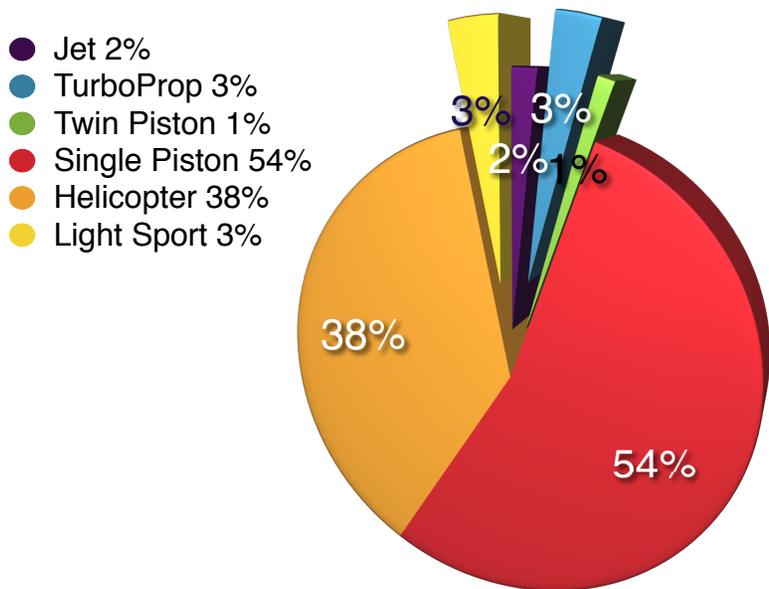
Traffic Activity For This Month



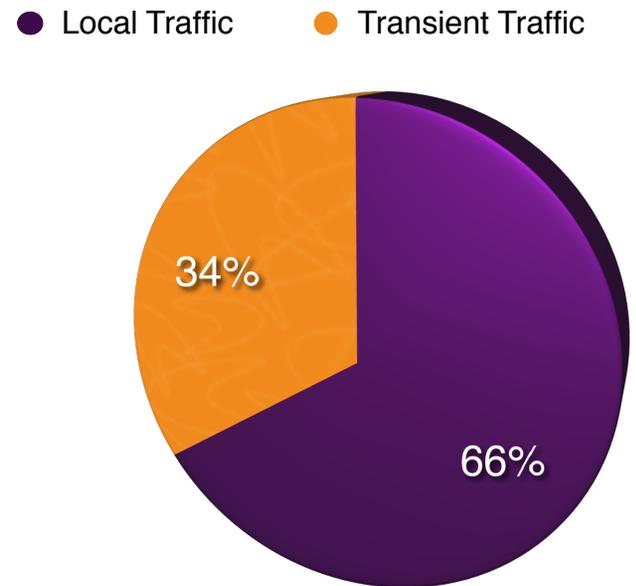
Transient Vs. Local Traffic



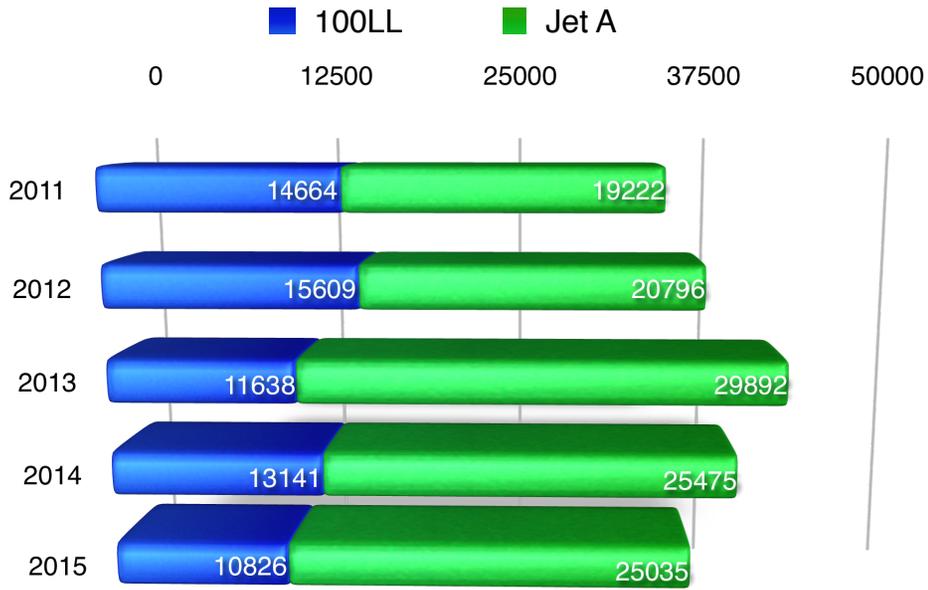
Percentage By Type Of Aircraft That Came Into Marshfield In 2015



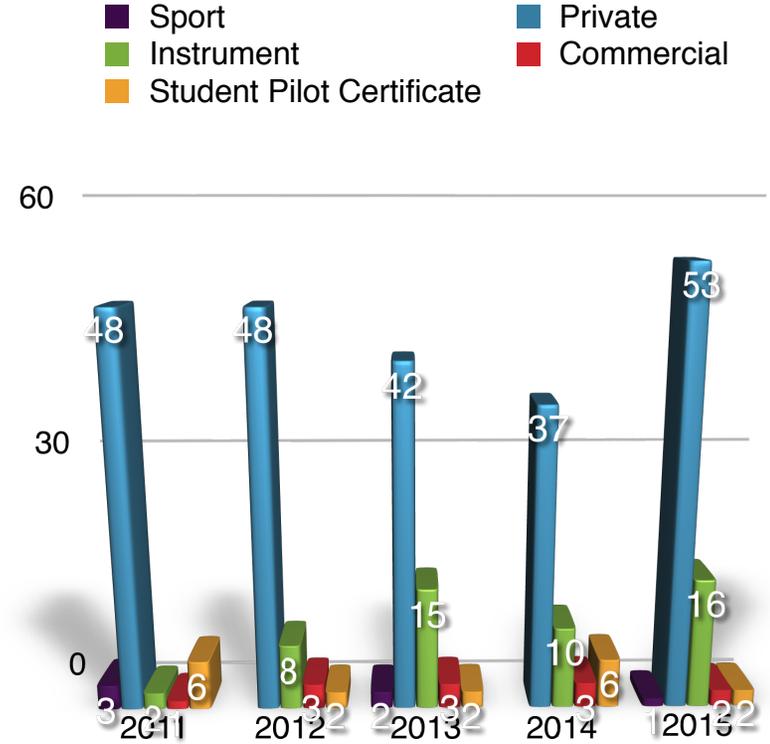
Percentage of Local Vs. Transient Traffic



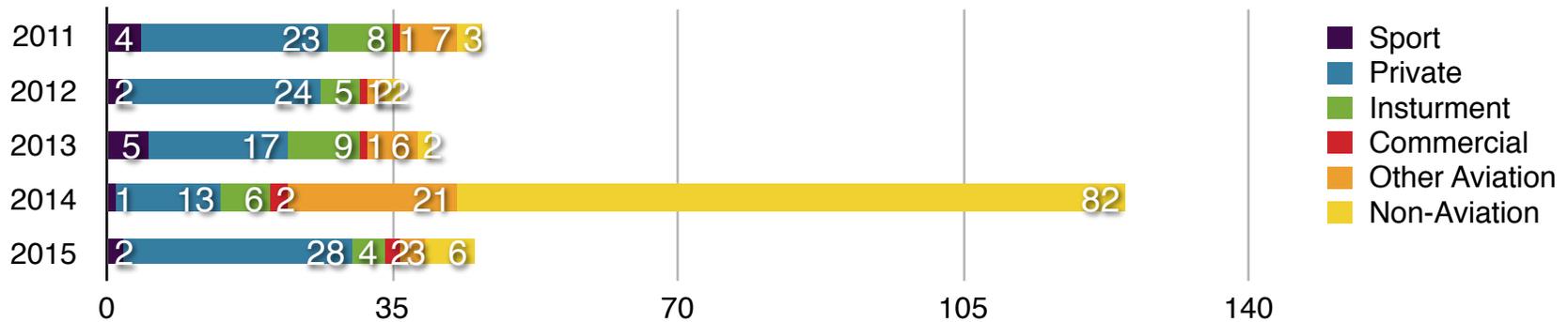
Fuel Sold - 5 Year Comparison



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 September 2015***

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

Bruce Wineman  
Medevac (Medflight Wausau)  
Jake & LouAnna Jasinski  
Jack 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  
Sanford Smith  
Howard Joling  
HJ Aviation  
Bob Moh  
Hawthorne Aviation (formerly Heartland Aviation of Eau Claire) - Medflight

LJ Aviation  
Roehl Transport  
Dan Reis  
Steve Chaney  
David Machus  
Kyle Bradamore  
Jeffrey Gray  
Jake Lenz  
Christian Peterson  
Mohammad Rastgaar Aagaah  
Kevin Kurt  
Michelle Jelinek  
Brett Veerman  
John Bowman  
Maria Banach  
Christian Peterson  
Brandon Balts  
John Bowman  
Titus Bolles  
Kyle Keehner  
Bryce Zesiger  
Stephen Montgomery  
Jennifer Kososki  
Sarah Parsch  
Noah Langenfeld  
Tami Burns  
Grupe Bryce  
P Gingrich  
Jacob Kuhn  
Tom Ronger  
Drew Irwin

Marty Schmidt  
 Grant Nielsen  
 Maria Barnch  
 JL Davis  
 Ed Frederick  
 Dan McGerion  
 Mike Demulling  
 Norman Headings  
 Luke Schank  
 Scott Singkofer  
 Cirrus Design Corp  
 Shane Vanderwaal  
 Robert Van Zant

**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 their time at Marshfield

Marshfield Hotel	McDonalds
Holiday Inn	Little Casears
Blue Heron / West 14th	Target
Marshfield Clinic	Hardees
St. Joseph's Hospital	The Store
Festival Foods	Baltus
V & H Heavy Trucks	Wildwood Zoo
Roehl Transport	Nasonville Dairy
Custom Fabrication and Repair	El Mexical
Subway	Hub City Ice Cream
Chips	Nuts Deep

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

Experimental Aircraft Association Chapter 992 (Marshfield & Medford Group)	Central Wisconsin Apple User Group
Toastmasters of Marshfield	Marshfield Youth Hockey
Wood County Economic Board	C12 Group (Christian CEOs and owners building great businesses for a greater purpose)
	Tiger Blue Line Club

**Summary Report**

Busy Month - Activity was up will everything.

Account #	101-53510-33	2015	2015	2016	Firm	Used	Balance
Obj. #	Description	Amount	Approved	September Invoices	Expenses Paid	To Date	
52100	Professional Services	44,950.00		3,745.83	Manager's contract	33,712.47	11,237.53
52210	Electric	18,925.00		3,711.44	Marshfield Utilities & Alliant Energies	11,244.87	7,680.13
52220	Water	496.00		128.07	Marshfield Utilities	290.83	205.17
52230	Sewer	590.00		142.58	Marshfield Utilities	321.29	238.71
52240	Fire Protection Charge	1,834.00		(167.80)	Marshfield Utilities	1,107.24	826.76
52280	Heating - Gas	3,386.00		9.34	west side of old terminal east side of old terminal	1,832.41	1,553.59
52300	Telephone	1,290.00		3.78	General terminal	946.02	344.98
52400	Repair/Maint. Serv-Streets	17,200.00		530.76	Merkel Co., Inc. - repair lights in conference room and ladies washroom.	3,180.00	14,020.00
52500	Repair/Maint. Services	60,967.00		55.00	Merkel Co., Inc. - locate wire for new hangar	36,748.30	25,218.70
				50.95	UniFirst - floor mats 08-24-15		
				3,694.56	Nikolay Companies - site work		
				155.00	Robert Galer - rental of pump & hoses		
				1,437.42	Merkel Co., Inc. - extend taxi duct for new hangar		
				439.65	Merkel Co., Inc. - repair VASI & replace one lamp		
				376.00	Comer to Comer Cleaning - carpet cleaning		
				186.69	Sparling Corp. - 4 fuel pump cabinet closures		
				5,000.00	Crack Filling Serv., Corp. - crack sealing		
				4,732.50	Duffy's Aircraft Sales - mowing equipment, man hrs. picking rocks, spraying weeds, pumping water from fuel tank area, & removing sill fence.		

City of Marshfield - 2015 Airport Budget continued

		September Expenses	Used To Date	Page 2 of 2 Balance
52900	Other Contractual Ser.	3,000.00		3,000.00
53100	Office Supplies & Exp.	500.00		500.00
53200	Publications & dues	400.00	130.00	270.00
53400	Operating supplies	1,800.00	585.22	1,014.78
53500	Rep/Mainte. Supplies	6,728.00	25.00	6,948.38
			Duffly Aircraft Sales - Gas for use of pickup & bobcat picking rocks.	
55110	Buildings & Contents	2,431.00		
55140	Professional Liability	317.00	2,484.72	(63.72)
55150	Airport Liability	4,350.00	305.92	11.08
55170	Boiler	371.00	4,350.00	
58930	Airport Buildings	6,120.00	371.68	(0.68)
Grand Totals		175,525.00	24,445.99	97,389.59
				78,135.41

**HISTORIC PRESERVATION COMMITTEE MINUTES**  
**OF OCTOBER 5, 2015 MEETING**

Meeting called to order by Chairperson Wood at 4:03 P.M. in the Wildwood Station Pavilion – Chicago-Northwest side 1800 South Roddis Avenue, Wildwood Park.

**PRESENT:** Ken Wood; Alderperson Gary Cummings; Ken Bargender; Keith Meacham; and, Vickie Schnitzler.

**ABSENT:** Bill Penker (excused), Kris Keogh.

**ALSO**

**PRESENT:** Justin Casperson, Parks and Recreation Director; Michelle Boernke, Assistant Campus Dean for UW – Marshfield Wood County; Dennis Bargander, contractor; and, Josh Miller, City Planner.

**Approval of the Minutes of August 3, 2015 Meeting.**

**HP15-25** Motion by Cummings, second by Bargender to approve the minutes of the August 3, 2015 meeting.

**Motion Carried.**

**Citizen Comments.**

Miller thanked Keith Meacham for his dedication and effort regarding his work guiding and helping out on the Soo Line Steam Locomotive No. 2442 cab restoration project. Keith has not only provided guidance for the contractor, but also helped to install a lot of the hardware back on the locomotive.

**Item #10, Staff Updates was moved to follow Citizen Comments.**

**Staff Updates.**

- a. Comprehensive Plan Update. Staff met with the Steering Committee in mid-September and will continue to meet with them on a monthly basis to update the Comprehensive Plan. There will be a number of public participation opportunities and staff will keep the Committee informed on the progress and share information related to the historical aspect of the Community to the Committee for their feedback. Miller asked if there were any historical related survey questions the Committee would like to see asked in the survey.
- b. UW-STEM Building Update. Back in August, the Committee asked for additional information on the UW-STEM building project. Michelle Boernke was in attendance and gave an update on the STEM Building. The UW just put out RFP for a construction manager. Once a construction manager is hired, they will put out an RFP for architect/engineer. They will be including faculty and staff when deciding the use of that space. She listed a number of key things they wanted to consider, including having the same architectural design as the current facility.

Cummings asked if the main reason the building is going in the front is because of the existing utilities. And Michelle said that was part of it.

## **Discuss and Review Status of Soo Line Steam Locomotive No. 2442.**

Dennis Bargander gave an overview of the work that he did on restoration project. The Committee walked to the locomotive to review the work that has been completed so far. He will still add the steel plates in front of the windows.

Ken Bargander suggested a wrought iron fence that is shorter. There are a lot of visitors to the engine as it is one of our best historic assets. Dennis suggested having a light in the cab for future improvements or a light on the back.

Justin Casperson also presented some ideas for improvements to the site such as removing the fence and adding some lighting. He asked if there is a point of having a sidewalk around it if there is a fence around it. The Committee suggested maybe having it accessible at various times of the year. Steven's Point and Appleton locomotives are unfenced.

Justin will be looking into the cost of getting the headlight and other lights on the engine and get back to the Committee.

Committee asked staff to talk to Matt McLean at CVB about a press release for restoration of 2442 or ask Breanna to do a video of it.

## **Discussion about the Great Things Are Happening Here Event.**

**HP15-26** Motion by Cummings second by Meacham to sign up for the Great Things Are Happening Here Event and direct staff to submit the registration form.  
**Motion Carried.**

Miller explained that the Great Things Are Happening Here event is coming up on Sunday, November 15<sup>th</sup> from 1-4 pm. There is no cost for the event and setup begins at noon. At least two volunteers are needed to staff the display and the time could be split into multiple shifts. Miller asked for volunteers.

Wood just asked that the Committee is separated from the North Wood County Historical Society to avoid confusion. We will be asking for volunteers at the next meeting.

## **Update on 2015 Budget.**

Miller went over the breakdown of the approved, spent, and remaining budget for 2015. The Committee had an approved budget of \$2,110 for 2015. To date, the Committee has spent \$686.94 with \$1,423.06 remaining.

## **Continue Discussion on the Buildings of Historical Interest Brochures.**

Wood passed some brochures from Neilsville and Thorp. Vickie Schnitzler said she will work on the brochures and discuss it next time.

## **Discussion to Reprinting Historic Walking Tour Brochure for \$986, Plus Design Time.**

**HP15-27** Motion by Meacham second by Bargander to purchase up to 2,500 copies of the Central Avenue Walking Tour Brochure for a maximum of \$1,000 plus setup and design costs.  
**Motion Carried.**

Schnitzler will be working on the QR Codes for the brochure.

Bargender asked for an update on the QR Code analytics at the next meeting.

**Discussion to Repair Historic District Sign for \$60.**

**HP15-28** Motion by Cummings second by Meacham to spend up to \$60 to remove the broken edge and smooth off the bottom part of the sign.

**Motion Carried.**

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

The next regular Historic Preservation Committee meeting will be held on Monday, November 2, 2015. The agenda of the next regularly scheduled meeting should include approval of the Monday, October 5, 2015 meeting minutes, updates on the Architectural Walking Tour Brochures, lighting for the 2442, update on QR Code analytics, discussion on putting together an historic directory as a community resource, and discussing dedicating a future meeting to brainstorming on promoting historic resources with Main Street and CVB.

**Adjourn.**

Motion by Meacham, second by Schnitzler to adjourn meeting at 5:14 P.M.

**Motion Carried**

Respectfully submitted,



Josh Miller  
City Planner

**BOARD OF PUBLIC WORKS MINUTES**  
**OF OCTOBER 5, 2015**

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

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

**EXCUSED:** None

**ALSO PRESENT:** Mayor Meyer; Aldermen Earll, City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Library Director Belongia; Waste Water Superintendent Warp; the media; and others.

**PW15-108** Motion by Feirer, second by Cummings to recommend approval of the minutes of the September 14, 2015 Board of Public Works meeting.

**Motion Carried**

**Citizen Comments – None**

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

**PW15-109** Motion by Feirer, second by Jockheck to recommend approval of an amendment to the agreement with Zimmerman Architectural Studios, Inc. for construction related services on the Everett Roehl Marshfield Public Library & Community Center at a cost not to exceed \$66,500 and authorize execution of the amendment.

**Wagner voted No, rest Aye, Motion Carried**

**PW15-110** Motion by Cummings, second by Wagner to recommend approval of the schedule for the 2015-2016 Sewer Lining contract as presented and authorize advertising for bids.

**Motion Carried**

**PW15-111** Motion by Feirer, second by Cummings to recommend approval of the WISCORS agreement with the Department of Transportation and authorize the Director of Public Works to sign the agreement.

**Motion Carried**

Director of Public Works Knoeck and City Engineer Turchi presented information regarding curb and gutter vs. ditches for certain improvement projects. Wagner suggested that we need to take a step back and figure out our vision and our goals for what we want to do. We have said that we should go to curb and gutter and get rid of ditches. He sees this as a quality of life issue that enhances our community. We need to figure out how to subsidize it to a point that it is no more costly to the property owners than mill-in-place with ditches. That means either do less streets or raise more money. He has supported the idea of a referendum to raise taxes specifically for street improvements. Buttke agreed that there are certain streets that are not suited for ditches and should have curb & gutter. Jockheck suggested that larger drain tile or storm sewer might be an option to eliminate the deep ditches. Cummings said a referendum would help but we still may not be able to do everything we want to. This was a discussion item only.

City Administrator Barg presented information regarding the Vaughn-Hansen Chapel building at the Cemetery. The public has been asked for input on future of the building. A recommendation will be brought to the October 19, 2015 Board meeting and the Board will be asked to provide some direction on the matter. This was a discussion item only.

Director of Public Works Knoeck presented an update on improvements to the Central Avenue railroad crossing. Knoeck reported that the crossing work will not occur any more this year. The railroad is working with WisDOT to include the work in the STH 13 resurfacing project planned for 2016. This was an informational item only.

**Recommended items for future agendas:**

- Wagner reported that there will be a recommendation coming from the Police Department on possible ordinance changes related to Central Avenue parking.

Motion by Jockheck, second by Feirer that the meeting be adjourned at 6:40 PM.

**Motion Carried**

Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS

**JUDICIARY AND LICENSE COMMITTEE**  
**MINUTES OF OCTOBER 6, 2015**

Meeting called to order by Chairperson Wagner at 4:48 p.m., in the Common Council Chambers, City Hall Plaza.

**PRESENT:** Alderpersons Ed Wagner, Alanna Feddick and Rebecca Spiros (alt.)

**ABSENT:** Alderperson Gordon Earll

**ALSO PRESENT:** Alderperson Reinart, Police Chief Gramza, City Clerk Hall, Jasper Graap and Charles McCauley.

**JLC15-110** Motion by Feddick, second by Spiros to approve the minutes of the September 8, 2015 meeting.

**Motion carried**

**CITIZEN COMMENTS**

None

**JLC15-111** Motion by Feddick, second by Spiros to approve by unanimous consent the following:

- a) Nineteen (19) Beverage Operator Licenses for the 2015-2017 license year to: John Barwick, Alyssa Beers, Kevin Bradley, Matthew Colby, Natalie Hampton, Carrie Johns, Catherine Kleckner, Jose Neville, Kent Petersen, Nadine Pyka, Mary Jo Robus, Paul Rojek, Diane Scheunemann, Mary Schroth, Tyler Stuttgart, William Watts, Brandon White, Janel Zahn and Donna Zaleski.
- b) Temporary Class "B"/"Class B" Retailer's License (Picnic) to Main Street Marshfield for October 14, 2015.
- c) Temporary Class "B" Retailer's License (Picnic) to the Marshfield Area Chamber of Commerce & Industry for November 4, 2015.
- d) Class "A" Fermented Malt Beverage License to Shopko Stores Operating Co., LLC located at 1306 N. Central Avenue.
- e) Amend the premise description on Crabby Dave's "Class B" Combination Liquor license for a one day event to be held on October 15, 2015.

**Motion carried**

**JLC15-112** Motion by Feddick, second by Spiros to grant a Beverage Operator License to Deborah Bennett with 25 demerit points assessed for her 3<sup>rd</sup> OWI.

**Motion carried**

**JLC15-113** Motion by Feddick, second by Spiros to grant a Beverage Operator License to Melissa Brey with 25 demerit points assessed for her DUI.

**Motion carried**

**JLC15-114** Motion by Feddick, second by Spiros to grant a Beverage Operator License to Jennifer Krug with 25 demerit points assessed for her OWI.

**Motion carried**

**JLC15-115** Motion by Spiros, second by Feddick to grant a Beverage Operator License to Jeremy Folsom with 25 demerit points assessed for failure to list all his violations.

**Motion carried**

**JLC15-116** Motion by Feddick, second by Wagner to deny a Beverage Operator License to Luke Strey based on his failure to list all his violations and felony drug charge and OWI. Nay - Spiros

**Motion carried**

**JLC15-117** Motion by Feddick, second by Spiros to grant a Beverage Operator License to Ciara Haupt with 25 demerit points assessed for failure to list all her violations.

**Motion carried**

**JLC15-118** Motion by Feddick, second by Wagner to grant a Beverage Operator License to Nicole Meckley.

**Motion carried**

**JLC15-119** Motion by Feddick, second by Spiros to grant a Beverage Operator License to Katrina Miller.

**Motion carried**

**JLC15-120** Motion by Spiros, second by Feddick to grant a Beverage Operator License to Amanda Retzlaff with 25 demerit points assessed for failure to list all her violations. Nay - Wagner

**Motion carried**

**JLC15-121** Motion by Feddick, second by Spiros to go into closed session pursuant to Wisconsin Statute chapter 19.85 (1)(b) considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person. Specifically, the Chairperson had requested a closed session in order to hold a reconsideration hearing regarding the beverage operator application of Jasper Graap. Roll call vote, all ayes.

(Time: 5:13 p.m.)

**Motion carried**

Present in closed session: Alderpersons Wagner, Feddick, Spiros and Reinart, City Clerk Hall, Police Chief Gramza, Jasper Graap and Charles McCauley.

Police Chief Gramza, Jasper Graap and Charles McCauley left the closed session at 5:23 p.m.

**JLC15-122** Motion by Feddick, second by Spiros to return to open session. Roll call vote, all ayes.

(Time: 5:25 p.m.)

**Motion carried**

**JLC15-123** Motion by Feddick, second by Spiros to grant a Beverage Operator License to Jasper Graap with 25 demerit points assessed for his OWI.

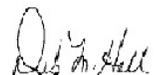
**Motion carried**

Future Agenda Items

None

Motion by Spiros, second by Feddick to adjourn at 5:27 p.m.

**Motion carried**



Deb M. Hall  
City Clerk

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF OCTOBER 6, 2015**

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

**PRESENT:** Alderpersons Rich Reinart, Gordon Earll, Rebecca Spiros and Alanna Feddick

**ABSENT:** Peter Hendler

**ALSO PRESENT:** Alderperson Wagner, City Administrator Barg and City Personnel (Keith Strey, Mike Winch, Amy VanWyhe, Justin Casperson and Deb M. Hall)

**Citizen Comments**

None

**FBP15-106** Motion by Earll, second by Spiros to approve the items on the consent agenda:

1. Minutes of the September 15, 2015 meeting.
2. Payroll in the amount of \$854,687.16 and bills in the amount of \$1,948,813.34.
3. Report of Personnel Actions of October 6, 2015.
4. Monthly Position Control Report as of September 30, 2015.

**Motion carried**

No items were removed from the consent agenda.

**FBP15-107** Motion by Earll, second by Reinart to authorize the City Administrator to fill the position of Classification II in the Street Division.

**Motion carried**

**FBP15-108** Motion by Spiros, second by Reinart to go into closed session pursuant to Wisconsin Statutes Chapter 19.85 (1)(c) "Consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises control."

- Placement of employee on compensation plan.
- Benefit issue with prospective new employee.

Roll call vote, all ayes. (Time: 5:35 p.m.)

**Motion carried**

**Present in closed session:** Alderpersons Feddick, Reinart, Spiros, Earll and Wagner, City Administrator Barg, Finance Director Strey, Parks and Recreation Director Casperson and City Clerk Hall.

Casperson left the closed session at 5:45 p.m.

**FBP15-109** Motion by Earll, second by Spiros to return to open session. Roll call vote, all ayes. (Time: 5:48 p.m.)

**Motion carried**

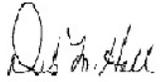
**FBP15-110** Motion by Earll, second by Spiros to authorize the City Administrator to make an offer of \$21.68 per hour to Charles Adamski for the position of Parks Technician, and also allow the City Administrator to immediately start the process of filling the vacancy left by Mr. Adamski's promotion.

**Motion carried**

**FUTURE AGENDA ITEMS**

None

Motion by Spiros to adjourn at 5:50 p.m.



Deb M. Hall  
City Clerk



# Health Savings Account (HSA) Option

Common Council Presentation

October 13, 2015



**GIVING YOU THE FREEDOM TO MOVE YOUR BUSINESS FORWARD.**

# Agenda

2016 Plan Options

Employer Perspective / Employee  
Cost Savings

Employee Impact

Health Savings Accounts

# Your 2016 Plan Options

(In-network example)

Plan Benefit	Traditional Plan	HSA Plan
Deductible	\$1,000 Single \$2,000 Family	\$1,300 Single \$2,600 Family
Annual City HSA Deposit*	N/A	\$600/\$1,200
Coinsurance	90%	90%
Maximum Out-of-Pocket	\$3,000 Single \$6,000 Family	\$3,500 Single \$7,000 Family
Preventive Care	100%	100%
Office Visits and Chiropractic Visits Specialty Visits	\$25 copay \$50 copay	Deductible & Coinsurance
Prescription Drug (Preventative RX 100%)	\$0/\$10/\$30/\$60 Or actual cost if less	Deductible & Coinsurance
ER Copay	\$150 copay	Deductible & Coinsurance

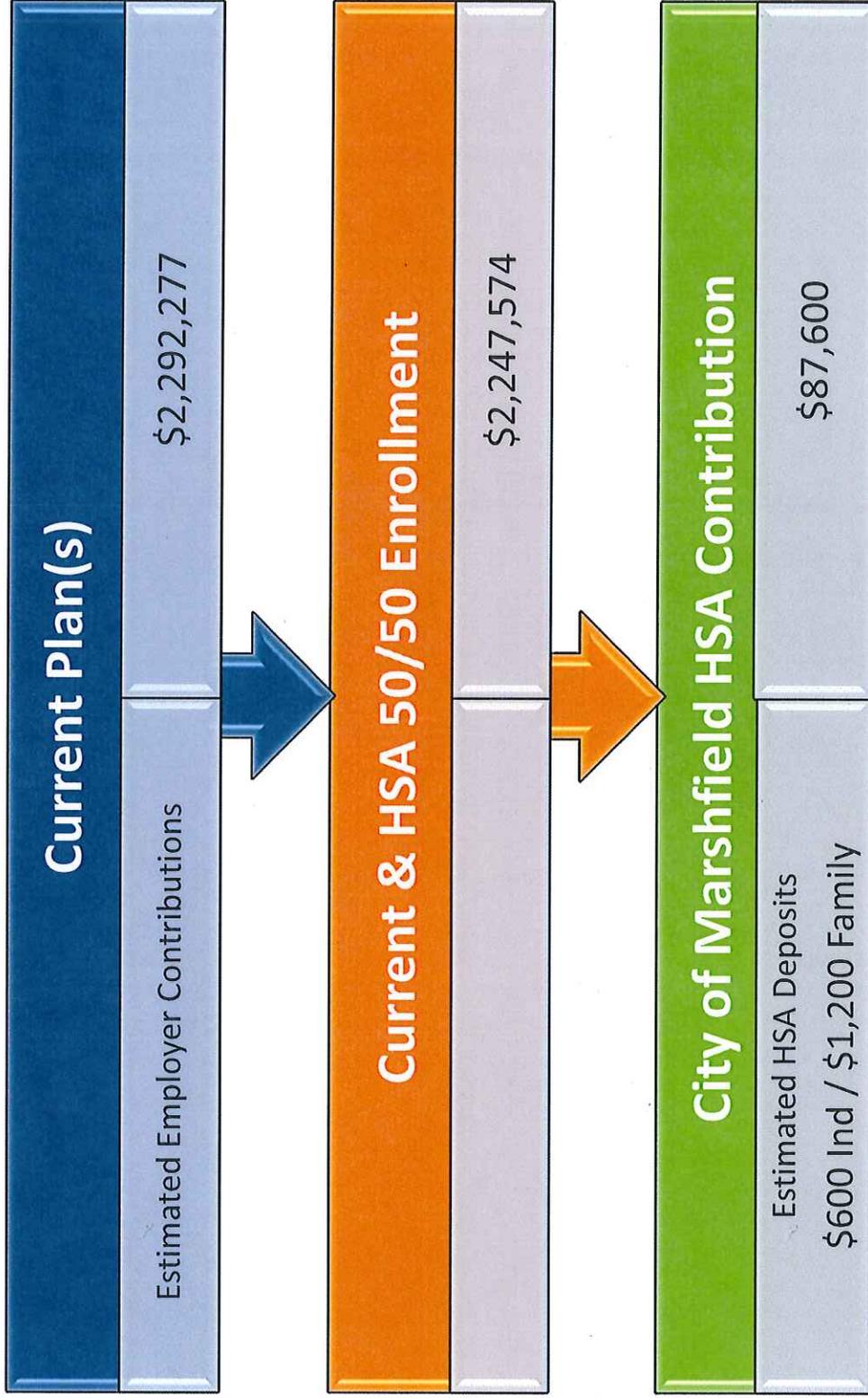
Please refer to the schedule of benefits provided by SHP for out of network benefit coverage.



\*HSA deposits will be made by the City in January.

## HSA Option : Employer Perspective

Dual Choice : Current Plan and HSA \$1,300 Ind / \$2,600 Family



**Employer Increase from Current : \$42,897**

**2016 Employer Increase from current with no changes: \$286,537**

# HSA Option: Employer Perspective

## Employer Contribution Comparison

2016		Premium	Monthly Employer Contributions	Annual Cost	ER HSA Deposit	Savings
<b>\$1,000 / \$2,000 Deductible Plan</b>	Single	\$ 694.74	\$ 590.53	<b>\$7,086.36</b>		
	Family	\$ 1,605.75	\$ 1,364.89	<b>\$16,378.68</b>		
<b>\$1,300 / \$2,600 Deductible HSA</b>	Single	\$ 630.80	\$ 536.18	<b>\$6,434.16</b>	\$ 600	\$ 52.20
	Family	\$ 1,457.97	\$ 1,239.27	<b>\$14,871.24</b>	\$ 1,200	\$ 307.44

# HSA Option: Employee Perspective

## Employee Contribution Comparison

2016		Premium	Monthly Employee Contributions	EE %	Annual Cost for Employee	Savings
<b>\$1,000 / \$2,000 Deductible Plan</b>	Single	\$ 694.74	\$ 104.21	<b>15%</b>	<b>\$1,250.53</b>	
	Family	\$ 1,605.75	\$ 240.86	<b>15%</b>	<b>\$2,890.53</b>	
<b>\$1,300 / \$2,600 Deductible HSA</b>	Single	\$ 630.80	\$ 94.62	<b>15%</b>	<b>\$ 1,135.44</b>	<b>\$ 115.09</b>
	Family	\$ 1,457.97	\$ 218.70	<b>15%</b>	<b>\$ 2,624.35</b>	<b>\$ 266.00</b>



# HSA Plan Effective 1.01.16

**Employee Deductible**

<b>\$1,300</b> Single	<b>\$2,600</b> Family
--------------------------	--------------------------

**Employer HSA Deposits**

<b>\$600</b> Single	<b>\$1,200</b> Family
------------------------	--------------------------

**Employee Premium Savings**

<b>\$115.09</b>	<b>\$266</b>
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**Employee Liability – Deductible Only**

<b>\$584.91</b> Single	<b>\$1,134</b> Family
---------------------------	--------------------------

# Eligible Participants & Expenses for 2016

## Eligible

### Participants:

HSA qualifying high deductible plan

No other "first dollar" health coverage

Not enrolled in Medicare or Medicaid

Can't be claimed as a dependent

No VA benefits within last 3 months

US resident with valid SSN

Over 18 years of age

# HSA

## Minimum Deductibles

\$1,300 Single

\$2,600 Family

## Maximum Out of Pocket

(including deductibles)

\$6,550 Single

\$13,100 Family

## Qualified Medical Expenses:

Only includes expenses incurred after HSA is established

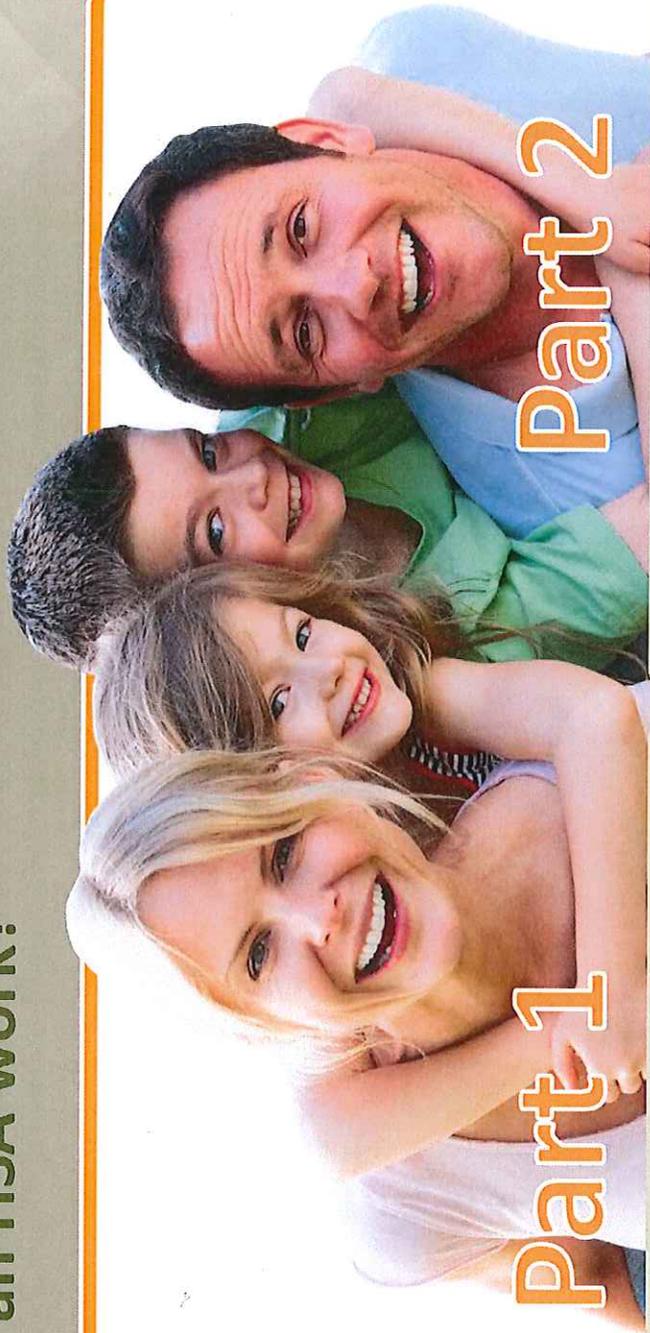
Expenses that qualify for medical & dental expenses deductions

Doesn't include non-prescription drugs (OTC) with the exception of insulin

## Qualified Medical Expenses Allowed For:

- You and your spouse
- Dependents: up to age 19, or 23 if full time student

# How does an HSA work?



## Qualifying High Deductible Health Plan

Intended to cover serious illness or injury after the deductible has been met; however, preventive services are still covered at 100% without having to meet the deductible.

## Health Savings Account

Pays for out-of-pocket expenses incurred before the deductible is met.

# 2016 HSA Contribution Rules

The maximum amount that can be contributed to an HSA from all sources

**Individual \$3,350**

**Family \$6,750**

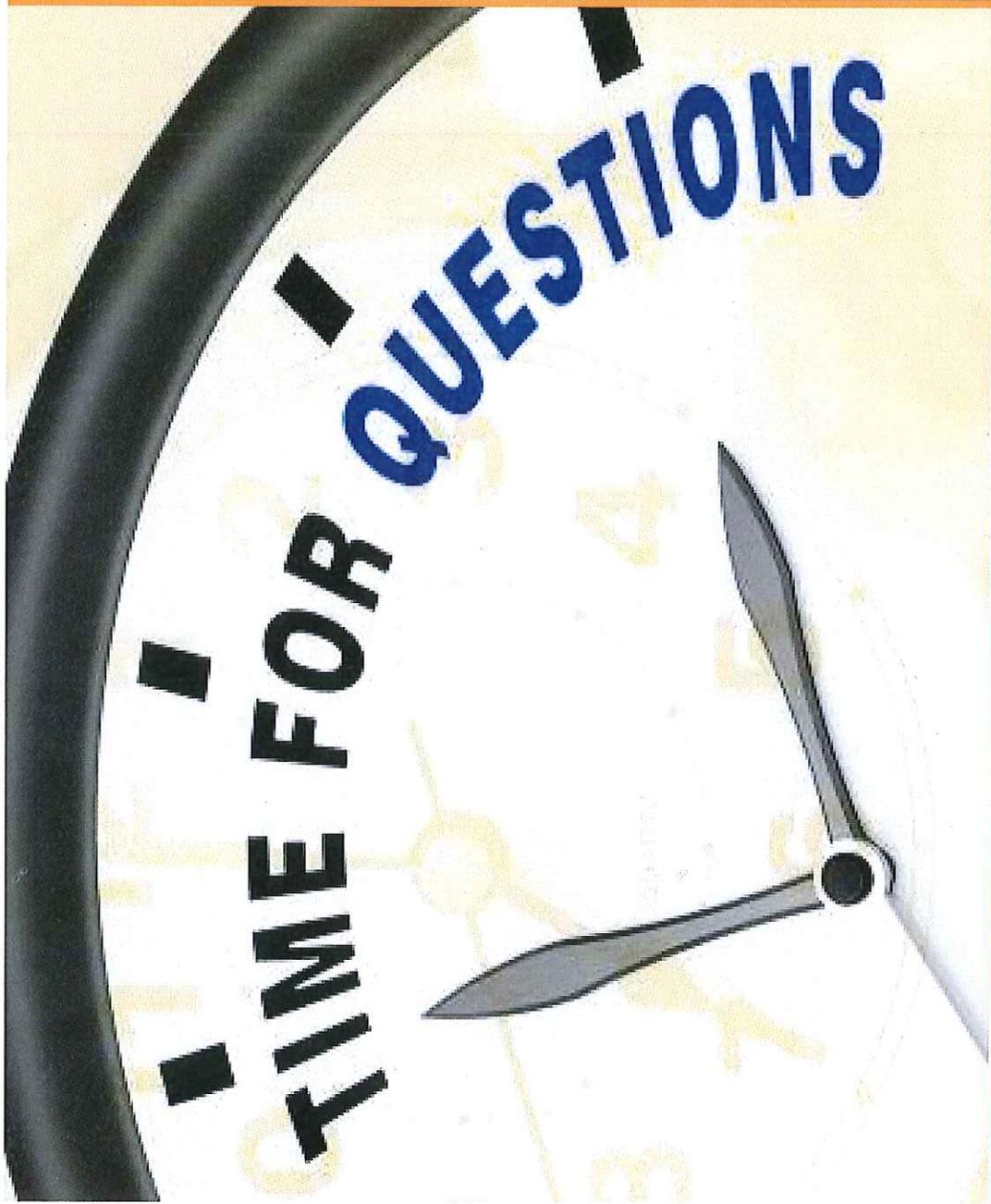
- ❖ Can be made by the employer or the individual, or both
- ❖ Are always excluded from employees' income (pretax)
- ❖ For individuals ages 55+, additional "catch-up" contributions to their HSA are allowed

Amount: \$1,000

- ❖ Must stop once an individual is enrolled in any type of Medicare

**These amounts are indexed annually**





**We're  
here  
to help**





# City of Marshfield Memorandum

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TO: Mayor Meyer & Common Council  
FROM: Josh Miller, Planner/Zoning Administrator  
DATE: September 22, 2015

RE: First Reading – Ordinance No. 1317 Annexation request by Draxler Enterprizes, LLC., for 'LI' Light Industrial and "CMU" Community Mixed Use related to a Petition for Direct Annexation for lands consisting of 69.129 acres to be detached from the Town of Marshfield and annexed to the City of Marshfield; located east of State Highway "13" and north of Heritage Drive.

## **Background**

A petition for annexation has been submitted by Draxler Enterprizes, LLC., to annex 69.129 acres, located just east of Veterans Parkway and north of Heritage Drive. The property would be detached from the Town of Marshfield. The request was brought forward due to the need for sanitary sewer and water services as the property owner is proposing commercial development on a portion of the land included in the annexation.

The petitioner is proposing commercial development on the southern 4 acre lot. To be able to build the development, City services are required. Sanitary sewer services are available along Veterans Parkway. Water mains would have to be extended from near the Veterans Parkway and 34<sup>th</sup> Street intersection. Mains would have to be extended south to be able to adequately serve the property. After the property has been annexed, staff plans on preparing a generalized plan for future commercial development in this area.

## **Analysis**

The majority of the proposed annexation falls within the Employment and Retail Mixed Use future land use category. The north portion of the property falls within the Environmental Corridor area which includes floodplains and wetlands and is not suitable for development.

## ***Evaluating Annexation and Utility Extensions***

*Marshfield should approve proposals for annexation into Marshfield only when they meet the following utilities and community facilities criteria in the Comprehensive Plan, or if other important community goals are met:*

- *The area proposed for annexation has access to or can be easily connected to areas already served by the City, thereby allowing efficient delivery of services, facilities, and utilities.*
  - The City already has sanitary sewer beyond the proposed annexation along Veterans Parkway. Water service would need to be extended. Access will be provided off of Heritage Drive (to Draxler Drive).
  - Although the annexation is contiguous to the current City Limits, the only connecting portion of the annexation is a 70 foot stretch along the south property line of Marshfield Utilities Peaking Plant.
- *The City can readily provide services, utilities, and facilities to the area.*
  - Water service could be added within the first year of annexation.
- *The annexation is in an area designated for growth on the City's Future Land Use Map.*
  - The majority of the area is within the City's Future Land Use Map. There is a strip along the east side that appears to fall outside the limits of the designated growth area, but since it's all part of the same parcel, bringing in a small portion in seems reasonable considering the Future Land Use Map is generalized.
- *All public improvements, both off-site and on-site, necessary to serve the annexation area shall be constructed and financed in accordance with City standards and policies, and with goals and objectives within the plan.*
  - Yes.
- *The annexation area can be developed in a timely manner so the City does not invest in development costs without the timely return of necessary fees and taxes.*
  - Yes. While only a portion of the proposed annexation land is planned for development in the short term, extending the City boundaries closer to the Veterans Parkway and U.S. Highway 10 interchange will provide some excellent growth opportunities for the City.
- *State Annexation Statutes.*
  - Yes. This is a direct petition of 100% of all property owners. The Department of Administration has reviewed the proposed annexation and has stated that the annexation was reviewed and found to be in the public interest.

The Applicant is requesting "LI" Light Industrial zoning for the northern and eastern 65 acres of the proposed annexed area. This proposed zoning is

consistent with the Comprehensive Plan which designates the area for Employment, Retail Mixed Use development. The Comprehensive Plan prohibits the more intense industrial uses, which are only allowed in the "GI" General Industrial district, in this area. The current use of the property (south of the floodplain area) is a trucking company, "Freight Terminal" land use. This is a conditional use in the "LI" Light Industrial zoning district. Any expansion of the trucking company would require a Conditional Use Permit.

"CMU" Community Mixed Use is being request for the remaining portion (approximately 4 acres) of the annexed area to the southwest. This area is proposed for future commercial development. Once this development takes place, it is likely additional properties zoned "LI" would be rezoned in the future to accommodate more commercial development.

The subject property is surrounded by undeveloped land to the north, Veterans Parkway to the west, Schalow's Nursery to the south, and agricultural land to the east (some of which is owned by the petitioner).

This area also falls within the City's Sewer Service Area Boundary.

The Comprehensive Plan recommends that the City approve annexation petitions from property owners when they are consistent with the Plan, adopted intergovernmental agreements, and State Statutes.

### **Plan Commission Recommendation**

A public hearing was held on September 15, 2015 where two nearby property owners asked questions about the annexation and inquired about the possibility for them to annex as well. They were instructed to get in touch with staff if they were interested in annexing to the City. The Plan Commission recommended approving the proposed annexation and requested zoning 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 October 13, 2015 Common Council meeting.

**Attachments**

1. Ordinance 1317
2. Location Map

Concurrence:



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Jason Angell  
Planning and Economic Development Director



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Steve Barg  
City Administrator

## ORDINANCE NO. 1317

### **AN ORDINANCE ATTACHING CERTAIN LANDS FROM THE TOWN OF MARSHFIELD, WOOD COUNTY TO THE CITY OF MARSHFIELD, WISCONSIN, AND ESTABLISHING ZONING AS “LI” LIGHT INDUSTRIAL ZONING DISTRICT AND “CMU” COMMUNITY MIXED USE ZONING DISTRICT.**

The Common Council of the City of Marshfield, Wisconsin, does hereby ordain as follows:

#### **SECTION I. Territory Attached**

In accordance with the Petition for Direct Annexation By Unanimous Approval filed with the City Clerk on or about the 6<sup>th</sup> day of August 2015 which Petition is acknowledged by the City to be a Petition for Attachment, and which Petition was signed by all of the owners of all of the real property within the territory proposed to be attached, now, therefore, the following described territory, part of Certified Survey Map Number's 164, 165, 2098, 7603, 7631 and all of Certified Survey Map Number 9661 and part of the NW ¼ of the SW ¼ and SW ¼ of the SW ¼ Section 22, Township 25 North, Range 3 East, Town of Marshfield, Wood County, Wisconsin, legally described as follows, is hereby attached to the City of Marshfield, Wisconsin, and is detached from the Town of Marshfield, Wood County, Wisconsin, to-wit:

Commencing at the West Quarter corner of said Section 22; Thence S 89°23'11" E along the North line of the NW ¼ of the SW ¼ 74.96 feet to the East line of State Highway "13" and to the Point of Beginning; Thence continuing S 89°23'11" E along the North line of the NW ¼ of the SW ¼ 1,227.65 feet; Thence S 0°27'59" W along the East line of the West ½ of the SW ¼ 2,562.90 feet to the North line of Heritage Drive; Thence N 89°29'41" W along the North line of Heritage Drive 646.05 feet to the East line of Draxler Drive; Thence N 0°54'19" W along the East line of Draxler Drive 200.49 feet; Thence N 0°31'42" E along the East line of Draxler Drive 294.66 feet; Thence N 89°32'23" W along the North line of Draxler Drive 70.00 feet; Thence S 0°36'41" W along the West line of Draxler Drive 120.27 feet; Thence S 0°23'49" W along the West line of Draxler Drive 142.02 feet; Thence N 89°28'49" W 525.99 feet to the East line of State Highway "13"; Thence N 0°38'25" E along the East line of State Highway "13" 510.26 feet; Thence S 89°16'29" E 9.95 feet; Thence N 0°38'03" E along the East line of State Highway "13" 450.13 feet; Thence N 0°43'27" E along the East line of State Highway "13" 1,372.01 feet to the Point of Beginning.

Said lands contain 3,011,244 square feet (69.129 acres) and include Wood County Parcels 1100211, 1100211A, 1100211B, 1100211D, and 1100212. The annexed territory is contiguous to the City of Marshfield.

#### **SECTION II. Effect of Annexation**

From and after the date of the adoption and publication of this Ordinance, the territory described in Section I shall be a part of the City of Marshfield for any and all purposes provided by law and all persons coming and residing within such territories shall be subject to all ordinances, rules and regulations governing the City of Marshfield.

### **SECTION III. Zoning**

The attached territory described below shall be classified for zoning purposes as “LI” Light Industrial District, as of the effective date to this ordinance:

Commencing at the West Quarter corner of Section 22, Township 25 North, Range 3 East, Town of Marshfield, Wood County, Wisconsin; Thence S 89°23’11” E along the North line of the NW ¼ of the SW ¼ 74.96 feet to the East line of State Highway “13” and to the Point of Beginning; Thence continuing S 89°23’11” E along the North line of the NW ¼ of the SW ¼ 1,227.65 feet; Thence S 0°27’59” W along the East line of the West ½ of the SW ¼ 2,562.90 feet to the North line of Heritage Drive; Thence N 89°29’41” W along the North line of Heritage Drive 646.05 feet to the East line of Draxler Drive; Thence N 0°54’19” W along the East line of Draxler Drive 200.49 feet; Thence N 0°31’42” E along the East line of Draxler Drive 294.66 feet; Thence N 89°32’23” W along the North line of Draxler Drive 70.00 feet; Thence N 0°36’41” E 69.71 feet along the West line of Draxler Drive extended; Thence N 89°28’49” W 525.29 feet to the East line of State Highway “13”; Thence N 0°38’25” E along the East line of State Highway “13” 178.26 feet; Thence S 89°16’29” E 9.95 feet; Thence N 0°38’03” E along the East line of State Highway “13” 450.13 feet; Thence N 0°43’27” E along the East line of State Highway “13” 1,372.01 feet to the Point of Beginning.

The attached territory described below shall be classified for zoning purposes as “CMU” Community Mixed Use District, as of the effective date to this ordinance:

Commencing at the West Quarter corner of Section 22, Township 25 North, Range 3 East, Town of Marshfield, Wood County, Wisconsin; Thence S 89°23’11” E along the North line of the NW ¼ of the SW ¼ 74.96 feet to the East line of State Highway “13”; Thence S 0°43’27” W along the East line of State Highway “13” 1,372.01 feet; Thence S 0°38’03” W along the East line of State Highway “13” 450.13 feet; Thence N 89°16’29” W 9.95 feet; Thence S 0°38’25” W along the East line of State Highway “13” 178.26 feet to the Point of Beginning; Thence S 89°28’49” E 525.29 feet to the West line of Draxler Drive extended; Thence S 0°36’41” W along the West line of Draxler Drive 189.98 feet; Thence S 0°23’49” W along the West line of Draxler Drive 142.02 feet; Thence N 89°28’49” W 525.99 feet to the East line of State Highway “13”; Thence N 0°38’25” E along the East line of State Highway “13” 332.00 feet to the Point of Beginning.

### **SECTION IV. Aldermanic District**

The territory described in Section I of this Ordinance is hereby made a part of the 7th Aldermanic District and the 27<sup>th</sup> Ward of the City of Marshfield, subject to the ordinances, rules and regulations of the City, County and State governing districts.

### **SECTION V. Required Filings**

The City Clerk shall file immediately with the Secretary of Administration a certified copy of the Ordinance, with a copy of the map and the legal description and the

City Clerk shall send one copy to each company that provides any utility service in the area that is attached. The City Clerk shall also record the Ordinance with the Register of Deeds and file a signed copy of the Ordinance with the Clerk of any affected school district. The Clerk's certificate shall include reference to the population of the territory being attached as set forth in the Petition, which population is zero (0) persons.

**SECTION VI. Municipal Boundary Review**

The Petition for Direct Annexation was found to be in the public interest by Wisconsin Department of Administration, Division of Intergovernmental Relations/Municipal Boundary Review, under **MBR number: 13875**.

**SECTION VII. Severability**

If any provision of this Ordinance is invalid or unconstitutional, or if the application of this Ordinance to any person or circumstance is invalid or unconstitutional, such unconstitutionality shall not affect the other provisions or obligations of this Ordinance which can be given effect without the invalid or unconstitutional provision or application.

**SECTION VIII. 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.

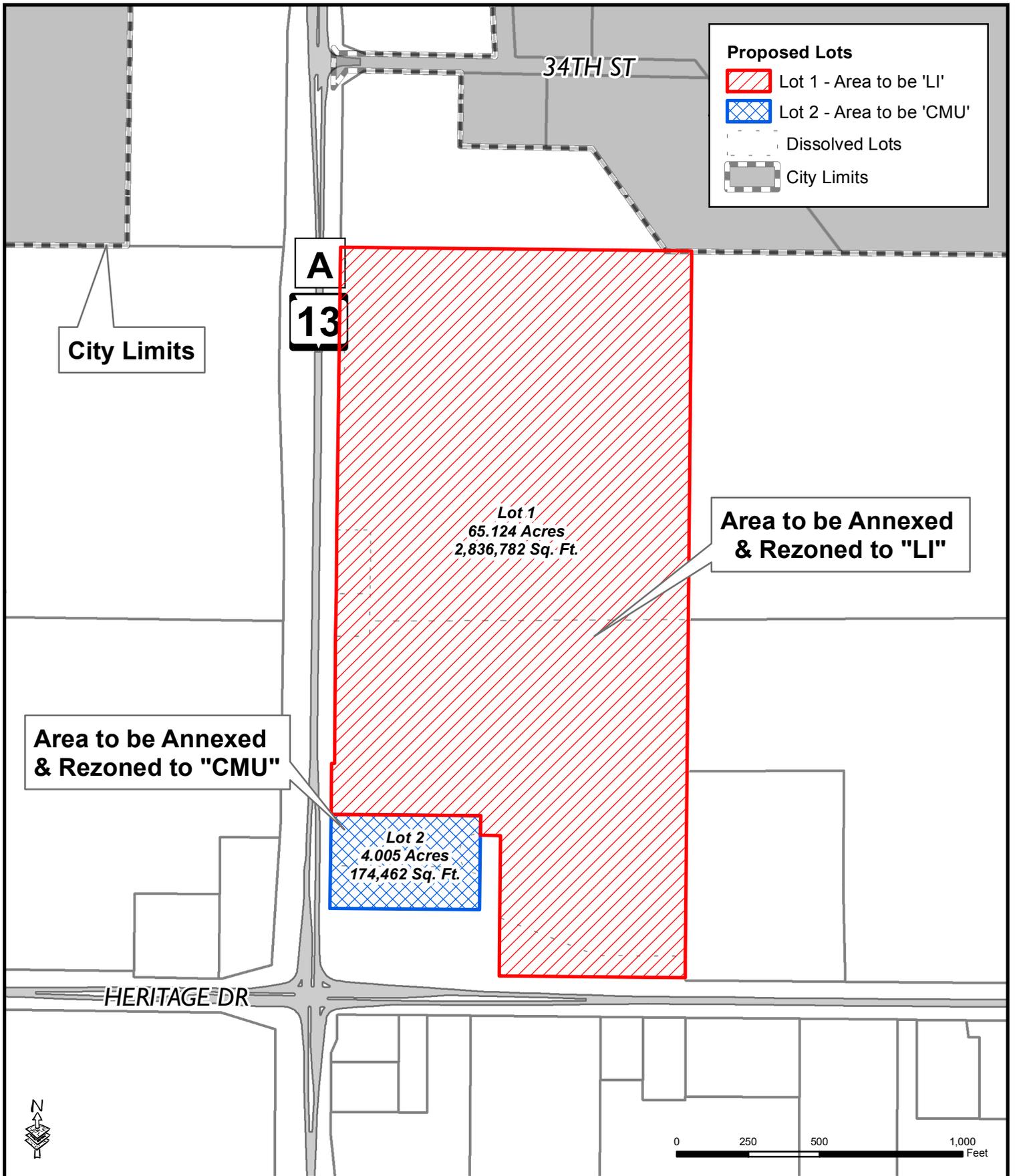
ADOPTED \_\_\_\_\_

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

APPROVED \_\_\_\_\_

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

PUBLISHED \_\_\_\_\_



**Proposed Annexation**  
**City of Marshfield - Common Council**  
**Meeting Date: September 22, 2015**

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

**ORDINANCE NO. 1318**

**An Ordinance Creating a Joint Municipal Court with  
the Village of Spencer**

An Ordinance repealing provision for the City of Marshfield Municipal Court and Judge and creating a Joint Municipal Court with the Village of Spencer.

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

**SECTION ONE. Repeal**

Section 2-39 of the Marshfield Municipal Code related to the Municipal Judge is hereby repealed in its entirety, to be effective January 1, 2016.

**SECTION TWO.** Chapter 2-314 of the Marshfield Municipal Code is hereby created to provide for the Joint Municipal Court with the Village of Spencer, which shall read as follows:

**2-314(1) AUHORITY.**

The City of Marshfield (City), and the Village of Spencer (Village), Marathon and Wood County, Wisconsin, acting pursuant to Sec. 61.34(1), Wis. Stats., are hereby authorized to and do establish a joint Municipal Court, as described in 2-414(4), below.

**2-314(2) PURPOSE.**

The purpose of this chapter shall be to promote the general health, safety, and welfare and to maintain required local uniformity of the enforcement of the participating City and Village.

**2-314(3) SCOPE.**

The scope of this ordinance includes enforcement of all ordinances adopted by the participating City and Village which ordinances are in effect as of the effective date of this chapter, together with all such ordinances adopted hereinafter and during the existence of the described Municipal Court.

**2-314(4) JOINT MUNICIPAL COURT.**

Pursuant to the authority granted by Chapter 755 Wis. Stats., there is hereby created and established a Municipal Court for the joint exercise of the power granted to the City of Marshfield and Village of Spencer under Sec. 755.01(1), Wis. Stats., to be designated as the "Marshfield Area Municipal Court" said court to become operative upon the date of the enactment of identical ordinances and ratification of an operating agreement by each affected municipality. For purposes of this requirement, the term "identical ordinances" shall refer to ordinances which contain the same, exact substantive terms and conditions; nonetheless, it shall not be required that each municipality number or otherwise include this ordinance within its respective code of ordinances using the same, exact nomenclature.

**2-314(5) MUNICIPAL JUDGE.**

(a) Office Created – Pursuant to Section 755.01, Wis. Stats., there is created the office of municipal judge for the City and Village. The Municipal Judge shall be a resident of the City of

Marshfield or Village of Spencer.

(b) Oath and Bond- The Judge shall, after election or appointment to fill a vacancy, take the official oath as prescribed in Sec. 757.02(1), Wis. Stats., and file such oath with the county City Clerk for the City of Marshfield. At the same time, the Judge shall execute and file an indemnity bond with the City Clerk for the City of Marshfield in an amount of \$5,000. The Judge shall not act until the oath and bond have been filed as required by Sec. 19.01(4)(c) Wis. Stats. and the requirements of Sec. 755.03(2) have been complied with.

(c) Salary- The salary of the Municipal Judge shall be set by resolution of the City Council of the City of Marshfield and shall be in lieu of fees and costs. No salary shall be paid for any time during the term during which such Judge has not executed the official bond or official oath. The salary may be increased by resolution of the Marshfield City Council before the start of the second or subsequent year of service of the term of the Judge, but shall not be decreased during the term.

(d) Election Term -The municipal judge shall be elected at large at the spring election in odd numbered years for a term of four (4) years commencing on May 1 next succeeding his or her election.

(e) Jurisdiction – The Municipal Court Judge shall have jurisdiction as provided by law and W.S.A. s.755.045 and exclusive jurisdiction of violations of City of Marshfield and Village of Spencer ordinances, resolutions, and bylaws.

#### 2-314(6) MUNICIPAL COURT.

(a) Hours- The Municipal Court shall be open on the days and hours established by the Municipal Court Judge subject to the approval of City Council and Village Board.

(b) Employees – The Municipal Judge shall appoint, in writing, such clerks and deputy clerks as are authorized by the City Council and Village Board. The compensation of any employees of the court shall be set by the City Council. The City Council shall also determine the fringe benefits to be provided and the hours of service.

(c) Location- The Municipal Judge shall keep his office and hold court sessions in the Marshfield City Hall or at a location as determined by the City of Marshfield Common Council.

#### 2-314(7) COLLECTION OF FORFEITURES AND COSTS.

The Municipal Judge shall collect all forfeitures, taxable costs, and assessments in any action or proceeding, shall pay over such moneys to the City of Marshfield Finance Director within seven (7) days of receipt. At such time, the Municipal Court shall report to the City of Marshfield Finance Director the title, nature of offenses, and amount of judgments imposed in actions and proceedings in which such monies were collected in accordance with Wis. Stats. Sec. 800.10(2). Should the Judge at any time fail to so report and deposit, his or her salary shall be suspended until such reports and deposits are made current.

#### 2-314(8) CONTEMPT OF COURT.

(a) The Municipal Judge may punish for contempt of Municipal Court persons guilty of any of the following acts. "Contempt of Court" means intentional:

(i) Misconduct in the presence of the Court, which interferes with the Court proceeding or with the administration of justice or which impairs the respect due the court.

(ii) Disobedience, resistance, or obstruction of the authority, process, or order of the Court (including refusal to pay a court-imposed forfeiture).

- (iii) Refusal as a witness to appear, be sworn, or answer a question.
- (iv) Refusal to produce a record, document, or other object.
- (v) The act of unlawfully detaining within Marathon and Wood County any witness or party to an action while going to, remaining at or returning from Court where such action has been set for hearing or trial and any other unlawful interference with the process or proceedings in any action within the County of Marathon and Wood.
- (b) Contempt committed in the immediate view or presence of the Municipal Judge, and after the party so charged being heard in his defense, may be punished summarily. In other cases, the party shall be notified of the accusation and have a reasonable time to make his defense.
- (c) The Municipal Judge may, upon finding any person guilty of contempt of court, order such person to forfeit not more than \$50. In default of payment of the forfeiture and the penalty assessment imposed by state statute, the person found guilty of contempt may be imprisoned in the county jail not to exceed seven days.

#### 2-314(9) STIPULATIONS AND DEPOSITS.

- (a) Deposits for Ordinance Violations. The Municipal Judge shall establish and submit to the City Council and Village Board for approval in accordance with Sec. 800.03(3), Wis. Stats., a schedule of deposits for violations of City and Village ordinances.
- (b) Deposits for Traffic and Boating violations. The deposit schedule established by the Wisconsin Judicial Conference and the procedures set forth in Chapters 23 and 345, Wis. Stats., shall apply to stipulation and deposits for violations of traffic regulations enacted in accordance with Sec. 345.27 and boating regulations enacted in accordance with Sec. 30.77 Wis. Stats.
- (c) Stipulations and Deposits in Lieu of Court Appearances. Persons cited for violations of City and Village ordinances, or violations of traffic or boating regulations for which a deposit has been established, shall be permitted to make a stipulation of no contest and a deposit in lieu of court appearance as provided in Sec. 800.03, Sec. 800.04, and Sec. 800.09 Wis. Stats.

#### 2-314(10) ALTERNATIVE JUVENILE DISPOSITIONS AND SANCTIONS

- (a) The Municipal Court shall have the authority to impose alternative dispositions and sanctions in Municipal Court.
- (b) For a juvenile adjudged to have violated a municipal ordinance, the Court is authorized to impose any of the dispositions listed in W.S.A. ss. 938.343 or 938.344, in accordance with the provisions of those statutes.
- (c) For a juvenile adjudged to have violated a municipal ordinance who violates a condition of a dispositional order of the Court under W.S.A. s. 938.343 or 938.344, the Municipal Court is authorized to impose any of the sanctions listed in W.S.A. s. 938.355(6)(d), in accordance with the provisions of those statutes.
- (d) The Municipal Court, in imposing a disposition under this section, shall order the juvenile to pay, in addition to any forfeiture, the costs of any counseling, safety program or alcohol or drug abuse assessment, including treatment, costs of electronic monitoring detention and placement in any detention facility.
- (e) This section is enacted under the authority of W.S.A. s. 938.17(2)(cm).

#### 2-314(11) MUNICIPAL COURT ABOLISHMENT.

- (a) In general, the Marshfield Area Municipal Court may be abolished at the end of any term

for which the Judge has been elected, upon action taken by the Marshfield City Council or Spencer Village Board to either repeal this ordinance and transmittal of a certified copy of an ordinance abolishing the Marshfield Area Municipal Court to the appropriate filing officer under s. 11.02(3e), Wis. Stats. To abolish the court it is not required that the City and Village take similar action. The act of one of the governing boards to repeal its ordinance in accord with the terms thereof shall be sufficient. In the event the City of Marshfield City Council or Spencer Village Board deem it to be in their best interests to abolish the Joint Municipal Court created under this ordinance, they shall take such action no less than 60 days prior to the date on which the first nomination papers must be filed for the Municipal Judge's next term.

(b) Delivery of Books and Records by Judge. In accordance with s. 755.12, Wis. Stats., within ten (10) days after the effective date of the abolition of the Marshfield Area Municipal Court, the Judge shall separate the court records, books, files, moneys and bonds according to the municipalities involved and deliver them to the appropriate City or Village Clerk

#### 2-314(12) TRANSITIONAL PERIOD OF JOINT MUNICIPAL COURT.

(a) Marshfield Area Municipal Judge to Preside Pending Initial Election. In the event that this ordinance is adopted by each of the City of Marshfield or Village of Spencer to take effect at a time in advance of the commencement of the next term of office for the Municipal Judge, the Municipal Judge of the City of Marshfield, an existing Municipal Court, shall continue to serve as the Judge of the Joint Municipal Court until the end of the current term of office.

(b) Vacancy in Office of Municipal Judge. In the *event* of a permanent vacancy in the office of the Marshfield Area Municipal Judge pending the initial election of the Joint Municipal Judge under this ordinance, the office of Municipal Judge may be filled by temporary appointment by the Marshfield City Council and Spencer Village Board acting jointly. The office shall then be permanently filled by special election by the electors of the City and Village held con-currently with the next spring election following the occurrence of the vacancy, except that a vacancy occurring during the period after December 1 and on or before the date of the spring election shall be filled at the succeeding spring election, and no such election may be held after the expiration of the term of office nor at any time of holding the regular election for the office.

#### 2-314(13) OPERATING AGREEMENT.

In accordance with s. 755.01(4), Wisconsin Statutes, the City of Marshfield and Village of Spencer shall enter into a joint operating agreement to exercise the authority under s. 755.01(1), Wisconsin Statutes.

#### 2-314(14) AMENDMENTS TO ORDINANCE.

This ordinance, whose substantive terms shall be adopted by the City of Marshfield and Village of Spencer, shall not be deemed to have been amended by either of the Governing Boards unless and until each of the Governing Boards shall adopt the same, exact ordinance amending or creating this ordinance.

SECTION THREE: The creation and maintenance of the Municipal Court, as adopted under Section One of this Ordinance shall be subject to the following terms and

conditions.

1. This ordinance shall not take effect in the City of Marshfield or Village of Spencer until each Governing Board has adopted an ordinance that contains the same substantive terms as this ordinance, and the transmittal of a certified copy of the ordinance adopted by each City and Village to the appropriate filing officer under s. 11.02(3e), Wis. Stats.
2. In accord with §8.50(4)(fm), 755.01 and 800.06(3), Wis. Stats., the initial judge to hold office shall be appointed to said office by the City Council and Village Board to *serve* a term which shall expire on April 30, 2019.
3. The first election to the office of judge shall be held concurrent with and on the date of the spring Election in April, 2019, in accord with Sec. 5.02(21), Wis. Stats., with the first regular term of office as defined in Ch. 33, Sec. 2}d) to commence on May 1, 2019.

SECTION FOUR. 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 FIVE. 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 SIX. All ordinances or parts of ordinances inconsistent with or contravening the provisions of this ordinance are hereby repealed.

SECTION SEVEN. Effective Date. This ordinance shall take effect and be in force on January 1, 2016.

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

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

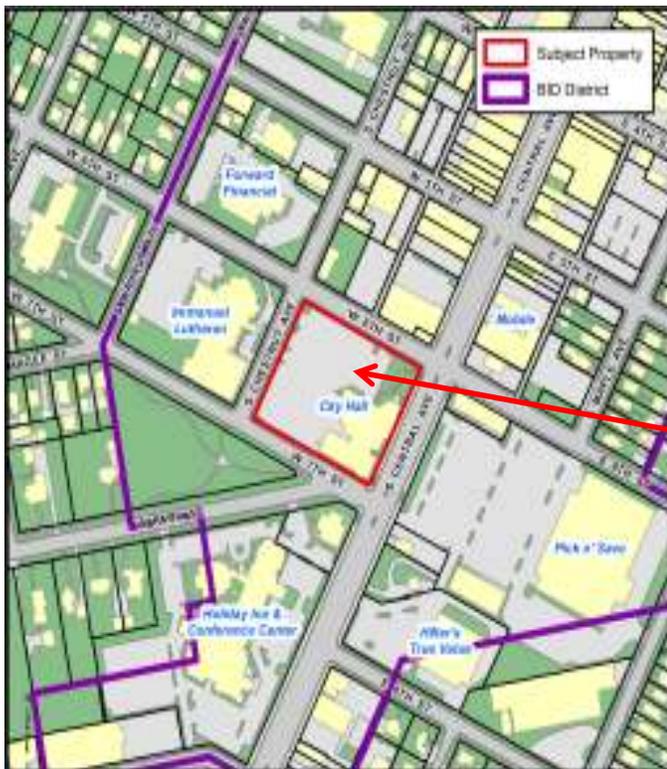
APPROVED: \_\_\_\_\_

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

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

**Request for Proposal**  
**REDEVELOPMENT OPPORTUNITY**  
**City Hall Plaza**  
**630 S. Central Avenue**  
**Marshfield, WI 54449**

Are you a business owner or developer looking for an opportunity in Downtown Marshfield? If so, the City of Marshfield wants to hear from you. Located in the heart of Downtown at the intersection of West 7<sup>th</sup> Street and South Central Avenue, the subject property consists of an entire city block which is currently home to City Hall Plaza – an approximately 70,000 square foot, 7-story, facility which currently houses government offices, retail services, and an indoor tennis and racquetball court. Public parking is also located within the subject property, the western half. Uses surrounding the site include: a grocery store, hotel and conference center, and a financial institute, along with 100's of downtown businesses.



### **ASKING PRICE**

Negotiable. Successful bidder must commit to developing/redeveloping the site in accordance with all zoning and building code requirements. No brokerage fee will be paid. The property will be sold “as is, where is” once a suitable site has been identify to relocate City services. All tenants currently operating within the building are anticipated to be out by December 2017.

### **PROPERTY**

The area offered for development is a full city block (approximately 108,000 square feet) with street frontage on all four sides. The property is currently occupied by a 7-story facility that was once home to Marshfield Clinic, but is currently occupied by Marshfield and Wood County government offices, an indoor tennis and racquetball court, along with 10 other office or retail services. 8 cellular antennas are also currently located on the site and are anticipated to be transferred with the property. Interested parties are asked to consider this annual revenue of approximately \$140,000 in their purchase price.

### **ENVIRONMENTAL**

A Phase I environmental assessment/report has not been done on the property yet. However, an asbestos report has been completed for the facility and can be made available to interested parties upon request.



## PROPERTY USE

The use must contribute to the Downtown Marshfield District and be fully taxable. Examples of preferred uses include, but are not limited to:

- Downtown housing – condos and/or apartments
- Mixed use development to include commercial and/or residential uses
- Restaurant, or venue that may include a cultural or historic focus
- Theater or entertainment venue for music, film, dance or other performances
- Artist gallery or studio including a broadcasting or recording studio
- Retail establishment(s)
- Outdoor elements such as dining area, patio, courtyard or other complementary use is encouraged

Prohibited uses include: tax exempt uses; day care center; social service facility; religious assembly; adult retail establishments; pawn shop; convenience store, liquor store, cigarette/cigar shop; gun shop; and automotive use.

## PROPERTY REDEVELOPMENT

- The new development must comply with local building and zoning code requirements.
- To minimize the amount of duplicate parking in the area, the EDB/City is interested in partnering with the selected developer to combine parking needs with the existing public parking lot that is currently located on site.

Proposals for speculative real estate development without a firm commitment from an end user may be rejected. The property is currently zoned DMU, Downtown Mixed Use. Please check the zoning code at <http://ci.marshfield.wi.us> for a complete list of permitted uses and district requirements.

## TAX INCREMENT FINANCING DISTRICT

Developers looking for TIF or any other public financial assistance shall clearly identify the amount requested with justifications stated as part of their proposal.

## SITE VISIT/FACILITY TOUR

Parties interested in submitting a proposal are asked to attend a tour of the subject property and existing facility on **Tuesday, October 27, 2015 at 10:00 AM**. The City's facility maintenance staff will conduct the tour and be able to address questions at that time.

## PROPOSAL PROCESS

Submit one (1) electronic copy (PDF format) of the following information on or before the deadline of **12:00 PM (Noon) Thursday, November 13, 2015**:

- Project Summary that clearly states or discusses:
  - Offering price
  - Proposed use(s) and its contribution to Downtown Marshfield
  - End user and owner's experience. Include a letter of interest if end user is different than purchaser.

- Development team and its experience with development projects
- Project budget (hard and soft costs for building and site improvements)
- Financing strategy, funding sources, and demonstrate ability to obtain financing; include a letter of interest from a financial institution if available
- Proforma income and expenses analysis for property operation
- Business plan, if the project will involve a start-up business
- Project schedule

Submission should also include a preliminary sketch of the proposed development. The sketch should be relative in scale with all materials identified and include:

- Parking needs/layout, including ingress and egress, trash storage area, etc.
- Site improvements and landscaping.

Proposals should be emailed to the Director of Planning and Economic Development at [jason.angell@ci.marshfield.wi.us](mailto:jason.angell@ci.marshfield.wi.us) and are due on or before **12:00 PM (Noon) on Thursday, November 13, 2015**. The email subject line should read "Proposal for City Hall Plaza Redevelopment". Proposals submitted after the deadline will be rejected.

#### **REVIEW & SELECTION**

Proposals will be reviewed according to the following criteria:

- Projects ability to help advance efforts as identified in the "2015 Downtown Master Plan"
- Ability to address housing needs and/or opportunities as identified in the "2014 Marshfield Housing Study"
- Contribution of the proposed use to Downtown Marshfield
- Quality and attractiveness of proposed rehabilitation, site improvements or new development
- Project schedule
- Estimated tax base to be generated by the project
- Financial feasibility and soundness of the financing strategy
- Developer's expertise and capacity to complete the project
- Experience of end user/operator
- Amount of proposed TIF/public funding participation
- Offering price

Finalists will be invited to present their proposals to the Common Council on Tuesday, December 8, 2015 and address any questions at that same time.

The selected proposal will be presented to the EDB and to the City's Common Council for formal acceptance and authorization of a purchase and sale agreement. Within 30 days of Council approval, the buyer will be expected to execute a purchase and sale agreement and submit \$10,000 in earnest money that will be credited toward the purchase price for a timely closing.

## QUESTIONS

Any questions related to this "Request for Proposals" are to be directed to:

Jason Angell  
Director of Planning & Economic Development  
Phone: (715) 486-2074  
Email: [jason.angell@ci.marshfield.wi.us](mailto:jason.angell@ci.marshfield.wi.us)