



CITY OF MARSHFIELD
MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, NOVEMBER 10, 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 – October 26, 2015 (Special Meeting)
October 26, 2015 (Regular Meeting)
November 2, 2015 (Special Meeting)
- G. Presentation of the Parks and Recreation Department's Volunteer of the Year Award to Jan Altmann. Presented by Justin Casperson, Director of Parks and Recreation, and John White Jr. Chair of the Parks, Recreation, and Forestry Committee
- H. Staff updates
- I. Mayor's Comments
- J. Council Comments
- K. Reports from commissions, boards, and committees

COMMON COUNCIL AGENDA
NOVEMBER 10, 2015

L. Consent Agenda:

- 1) Meeting minutes/reports
 - a. Central Wisconsin State Fair (September 21, 2015)
 - b. Community Development Authority (September 24, 2015)
 - c. Cable TV Committee (September 28, 2015)
 - d. Economic Development Board (October 1, 2015)
 - e. Community Development Authority Finance, Strategic Planning and Personnel Committees (October 20, 2015)
 - f. Historic Preservation Committee (November 2, 2015)
 - g. Board of Public Works (November 2, 2015)
 1. Resolution No. 2015-52: revised rental rate - Vehicle/Equipment internal service fund effective January 1, 2016
 2. Resolution No. 2015-53: revised rental rates - Wastewater Utility machinery and equipment effective January 1, 2016
 - h. Judiciary and License Committee (November 3, 2015)
 - i. Finance, Budget, and Personal (November 3, 2015)

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

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

N. Presentation – Citizen Request Tracking program. Presented by David Buehler, GIS Coordinator

Recommended Action None, for information only

O. Presentation – update of permit and application fees. Presented by Jason Angell, Director of Planning & Economic Development

Recommended Action: None, for information only

P. Second Reading – Ordinance No. 1322 amending Section 14.69 relating to amount of sewer service charges. Presented by Sam Warp, Wastewater Superintendent

Recommended Action: Approve Ordinance No. 1322

Q. Request to approve Budget Resolution No. 26-2015, transferring \$9,763 within the approved 2015 CIP projects. Presented by Brian Panzer, UW – Marshfield/Wood County Buildings and Grounds Superintendent

Recommended Action: Approve Budget Resolution No. 26-2015

R. Request to approve Budget Resolution No. 27-2015, transferring \$53,530 from the Wildwood Zoo Bear Exhibit Project to Hackman Storage Building project (\$48,530) and Sustainable Marshfield Committee (\$5,000). Presented by Justin Casperson, Director of Parks and Recreation

Recommended Action: Approve Budget Resolution No. 27-2015

COMMON COUNCIL AGENDA
NOVEMBER 10, 2015

- S. Request to approve Budget Resolution No. 28-2015, transferring \$15,000 within the Public Facilities Capital Outlay Fund for the evaluation of the Forward Financial Building. Presented by Dan Knoeck, Director of Public Works

Recommended Action: Approve Budget Resolution No. 28-2015

- T. Request to approve the appointment of Brian Hopperditzel, 435 S. Central Ave. to the Business Improvement District Board to fill the unexpired term of Shelly Babcock. Presented by Chris Meyer, Mayor

Recommended Action: Approve the appointment

- U. 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 Tax Incremental District #7 (2 separate items)
- Possible financial assistance for a project located north/east of Becker Road/Hume Ave.

And

Closed session pursuant to Wisconsin Statutes, chapter 19.85(1)(g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."

- Litigation involving liquor license issue – Rear End

- V. Reconvene into open session

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

- X. Second Reading – Ordinance No. 1321, Rezoning Request by the City of Marshfield to change the zoning from "RH-35" Rural Holding to "GI" General Industrial, for property located east of the intersection of South Galvin Avenue and Yellowstone Drive (Parcel No. 33-07087) legally described as: SW ¼ of the SW ¼ of Section 15, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, excluding all dedicated rights-of-way. Presented by Jason Angell, Director of Planning and Economic Development

Recommended Action: Approve Ordinance No. 1321

- Y. Request to approve Resolution No. 2015-51 approving a Certified Survey Map for a possible development within Tax Incremental District #7. Presented by Dan Knoeck, Director of Public Works

Recommended Action: Approve Resolution No. 2015-51

- Z. Items for future agendas

- AA. Adjournment

COMMON COUNCIL AGENDA
NOVEMBER 10, 2015

Posted this day, November 6, 2015 at 2:00 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.

OCTOBER 26, 2015

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

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

ABSENT: None

The flag was saluted and the pledge given.

CITIZEN COMMENTS

None

Mayor Meyer turned the chair over to Alderperson Feddick, Chairperson of the Finance, Budget and Personnel Committee.

The Council reviewed the following budgets:

1. Public Works; Administration, Engineering, Street Division, Wastewater Utility and Vehicle & Equipment Internal Service Fund
2. Capital Projects

Alderperson Reinhart left the meeting at 5:50 p.m.

City Administrator Barg updated the Council on changes to the budget since the last meeting.

- The costs associated with the Joint Municipal Court had not been factored in the budget that was presented. About \$8,000 is needed for this so a special revenue account will be set up. This will not affect the ERP calculation or the budget.
- Accounting process changes; direct billing of staff charges - \$29,636. Originally this amount was included in the reductions for the Expenditure Restraint Program (ERP).
- Two items were proposed to be added back that were initially reduced from the 101 Fund; \$10,000 – Planning & ED Comp Plan Professional services; and \$25,000 – Highway and Street Maintenance – Crack filling.
- This would leave a buffer of \$11,930 for possible further CPI reductions.

CC15-245 Motion by Buttke, second by Hendler to direct staff to come back at the next meeting with a recommendation on how the \$22,743 for employee increases can be added back into the budget. Ayes – 5 (Feirer, Earll, Spiros, Buttke Hendler); Nays – 4 (Feddick, Jockheck, Wagner, Cummings)

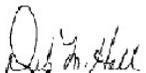
Motion carried

The Council was directed to notify staff before the next meeting if there were any other changes that they wanted made to the proposed budget.

The next budget session will be held on Monday, November 2, 2015 at 6:00 p.m. (or after Board of Public Works).

Motion by Spiros, second by Wagner to adjourn at 6:50p.m.

Motion carried



Deb M. Hall
City Clerk

OCTOBER 26, 2015

Regular meeting of the Common Council was called to order by Mayor Meyer at 7:06 p.m., in the Council Chambers, City Hall Plaza.

PRESENT: Michael Feirer, Alanna Feddick, Chris Jockheck, Gordon H. Earll, Ed Wagner, Rich Reinart (arrived at 7:21 p.m.), Gary Cummings, Rebecca Spiros, Tom Buttke and Peter Hendler.

EXCUSED: None

The flag was saluted and the pledge given.

No items were added to the agenda but item O was moved to after the closed session and item Q was moved up on the agenda to after item L.

PUBLIC COMMENT PERIOD

None

CC15-246 Motion by Cummings, second by Feirer to approve the minutes of the Common Council special meeting of September 22, 2015.

Motion carried

CC15-247 Motion by Feirer, second by Buttke to approve the minutes of the Common Council meeting of October 13, 2015.

Motion carried

CC15-248 Motion by Feirer, second by Cummings to approve the minutes of the Common Council budget meeting of October 19, 2015.

Motion carried

STAFF UPDATES

None

MAYOR'S COMMENTS

Employee Recognition

Tom Turchi, Engineering Division	20 years	October 30, 1995
Eric Lang, Fire & Rescue Department	10 years	October 31, 2005
Jean Coy, Wastewater Utility	10 years	November 3, 2005

The next budget meeting will be held on Monday, November 2, 2015. Two options will be presented; 1) A budget with the \$22,743 increase for employee wages and offsetting decreases; and 2) The proposed budget that was presented at the budget meeting on October 26, 2015. If there are any other changes that need to be made to the budget the Council should let staff know ahead of time.

COUNCIL COMMENTS

None

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC15-249 Motion by Hendler, second by Wagner to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Central Wisconsin State Fair of June 15, 2015; Central Wisconsin State Fair of July 20, 2015; Convention

and Visitor Bureau of July 28, 2015; Convention and Visitor Bureau of August 18, 2015; Fire & Police Commission of September 3, 2015; Library Board of September 15, 2015; Zoning Board Appeals of October 6, 2015; Main Street Marshfield of October 7, 2015; Fire & Police Commission of October 8, 2015; Utility Commission of October 12, 2015; Housing Rehab Committee of October 14, 2015; Joint Review Board of October 14, 2015; Judiciary and License Committee of October 19, 2015; Board of Public Works of October 19, 2015; Economic Development Board of October 20, 2015; City Plan Commission of October 20, 2015; and Judiciary and License Committee of October 26, 2015 as read by the Clerk.

Motion carried

No items were removed from the consent agenda.

CC15-250 Motion by Feirer, second by Wagner to accept the transfer of property from Rogers Cinema, Inc. for the Marilyn Hardacre Park. Ayes - 9

Motion carried

Aldersperson Reinart joined the meeting at 7:21 p.m.

A discussion was held regarding eliminating the shuttle service and creating a single blended rate of \$3.00 per ride effective January 1, 2016 for the shared-ride taxi service.

CC15-251 Motion by Wagner, second by Hendler to direct staff to prepare a public hearing for November 24, 2015 to discuss cutting the shuttle service to Tomah and holding the rate structure at the same levels as it currently is in 2015. Nay – 1 (Reinart)

Motion carried

John Nystrom, YMCA CEO, and Chairs Dave Meissner and Janet Stewart, presented information on the plans for a major expansion of the YMCA facility.

First reading of Ordinance No. 1322, amending Section 14.69 pertaining to amount of sewer service charges.

CC15-252 Motion by Earll, second by Buttke to approve the proposal from Zimmerman Architectural Studios, Inc. to provide architectural services related to the Forward Financial building and to authorize the Public Works Director to execute the requirement agreement and direct staff to prepare a budget resolution for consideration at a future meeting. Ayes - 10

Motion carried

CC15-253 Motion by Buttke, second by Earll to approve the amended lease with Marshfield Area Pet Shelter, Inc. (MAPS). Nay – 2 (Feddick, Wagner)

Motion carried

CC15-254 Motion by Wagner, second by Reinart to go into 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.

Roll call vote, all ayes. (Time: 8:05 p.m.)

Motion carried

Present in closed session: Alderpersons Feirer, Feddick, Jockheck, Earll, Wagner, Reinart, Cummings, Spiros, Buttke and Hendler, Mayor Meyer, City Administrator Barg, City Attorney Wolfgram, Finance Director Strey, Planning & Economic Development Director Angell, Public Works Director Knoeck, City Engineer Turchi and City Clerk Hall.

CC15-255 Motion by Spiros, second by Cummings to return to open session. Roll call vote, all ayes. (Time: 8:28 p.m.)

Motion carried

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

CC15-256 Motion by Wagner, second by Spiros to postpone until Monday, November 2, 2015, the first reading of Ordinance No. 1321, Rezoning Request by the City of Marshfield to change the zoning from "RH-35" Rural Holding to "GI" General Industrial, for property located east of the intersection of South Galvin Avenue and Yellowstone Drive (Parcel No. 33-07087) legally described as: SW ¼ of the SW ¼ of Section 15, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, excluding all dedicated rights-of-way.

Motion carried

CC15-257 Motion by Buttke, second by Spiros to postpone until Monday, November 2, 2015, Resolution No. 2015-51 Resolution No. 2015-51, approving a Certified Survey Map for a possible development within Tax Incremental District #7.

Motion carried

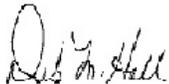
First reading of the appointment of Brian Hopperdietzel, 435 S. Central Ave. to the Business Improvement District Board to fill the unexpired term of Shelly Babcock. Action will be taken at the November 10, 2015 meeting.

The Council agreed to change the second Council meeting in December to Thursday, December 17th at 7:00 p.m.

Future Agenda Items

None

There being no further business the Mayor adjourned the meeting at 8:31 p.m.



Deb M. Hall
City Clerk

Special Budget meeting was called to order by Mayor Meyer at 6:00 p.m., in the Council Chambers, City Hall Plaza.

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

ABSENT: None

The flag was saluted and the pledge given.

CITIZEN COMMENTS

None

Mayor Meyer turned the chair over to Alderperson Feddick, Chairperson of the Finance, Budget and Personnel Committee.

City Administrator Barg presented proposed changes to the 2016 budget.

Additional revenues over expenses (noted at 10/26 meeting)

•Overstated pay/benefits (from Public Works & Engineering)	\$29,636
•Additional tax levy due to increase in final assessed value	<u>4,520</u>
	\$34,156
•Decrease Fire OT/ related benefits, due to reduced training	<u>6,183</u>
	\$40,339
•Additions (further cuts)	
➤ Reduction of EAP (new program) to start at mid-year	<u>5,000</u>
	\$45,339
•Subtractions (items added back)	
➤ Crackfilling (to \$195K total; was \$200K in 2015)	20,000
➤ Added pay raise (.5%) for non-represented staff	14,630
➤ Comprehensive plan project (community survey)	10,000
➤ Increase contingency (“plug” number to balance)	<u>709</u>
	\$45,339

Also, add \$35K to contingency from fund balance (bringing us to the ERP maximum, giving us the best possible chance to qualify in 2017)

CC15-258 Motion by Feirer, second by Jockheck to establish a Special Revenue Fund (250) for the new Joint Municipal Court with Spencer.

Increase: Fine Revenues 250.4500002.45112	\$8,000 Fines
Increase: Municipal Court Expenses 250.5121002.52100	\$8,000 Non-Levy

All Ayes

Motion carried

CC15-259 Motion by Wagner, second by Buttke to add in the Second Street Green Corridor project – Central to Chestnut (Fund 428 – TIF#4).

Increase: Fund Balance applied from unused debt 428.4900008.49300	\$287,021
Decrease: Debt for 2 nd Street – Central to Maple 428.4900008.49120	\$ 47,021
Increase: 2 nd Street Green Corridor project 428.5662070.706012.58820	\$240,000 Fund Balance

All Ayes

Motion carried

CC15-260 Motion by Buttke, second by Earll to restore the 0.5% for non-represented employee wage increases, for a total of 2.5% effective 7/01/16 (\$19,215 overall).

101 – General Fund	\$14,630 Tax Levy
401 – Infrastructure Capital Fund	\$ 956 Project Debt
420 – Parks/Recreation Capital Fund	\$ 10 Project Debt
428 – TIF #4 Capital Fund	\$ 208 TIF Project Debt
601 – Wastewater Utility	\$ 2,392 User Fees
605 – Emergency Medical Services	\$ 296 User Fees
701 – Machinery & Equipment Fund	\$ 723 User Fees

Aye – 7; Nay – 3 (Feddick, Wagner, Reinart)

Motion carried

CC15-261 Motion by Wagner, second by Cummings to reduce the Fire Protection overtime related to reduced training item.

Decrease:

Fire Protection Overtime/calculated benefits 101.522121.51120 \$ 6,183 Tax Levy

All Ayes

Motion carried

CC15-262 Motion by Jockheck, second by Reinart to restore the Comp Plan Funding.

Increase: Planning & ED Professional Services 101.5690170.52100 \$10,000 Tax Levy

All Ayes

Motion carried

CC15-263 Motion by Feirer, second by Wagner to restore the crackfilling funding.

Increase:

Highway & Street Maintenance Repair/Maint. 101.5331132.52400 \$20,000 Tax Levy

All Ayes

Motion carried

CC15-264 Motion by Cummings, second by Buttke to reduce funding for the Employee Assistance Program.

Decrease: City Administrator Professional Services 101.5141205.52100 \$ 5,000 Tax Levy

All Ayes

Motion carried

CC15-265 Motion by Buttke, second by Spiros to restore Contingency Funding.

Increase: General Contingency 101.5156008.57350 \$35,709*

*Tax Levy - \$709 and Fund Balance \$35,000

All Ayes

Motion carried

CC15-266 Motion by Wagner, second by Feirer to set the date/time for the public hearing for Tuesday, November 24, 2015 at 7:00 p.m.

Motion carried

The Mayor assumed the Chair.

The Closed Session was not held.

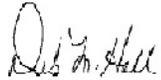
First reading of Ordinance No. 1321, rezoning request by the City of Marshfield to change the zoning from “RH-35” Rural Holding to “GI” General Industrial, for property located east of the intersection of South Galvin Avenue and Yellowstone Drive (Parcel No. 33-07087) legally described as: SW ¼ of the SW ¼ of Section 15, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, excluding all dedicated rights-of-way.

Resolution No. 2015-51 was removed from the agenda; approving a Certified Survey Map for a possible development within Tax Incremental District #7.

Future Agenda Items

None

There being no further business the Mayor adjourned the meeting at 6:27 p.m.



Deb M. Hall
City Clerk

**CENTRAL WISCONSIN STATE FAIR
BOARD MINUTES
September 21, 2015
7:30 PM**

ROLL CALL: Present; Board Members: Marilyn Heiman, Jeff Viergutz, Bob Ashbeck, Larry Gilbertson, Andy Keogh, Rob Posteluk, Jeff Hartman(7.39), Sara Schmitt, Carol Kerper, Mike Feirer, (one Open Position)

Adam Fischer-Executive Director

Absent: Keith Kay Guest: Lori Salzmann

Called to order at 7:30pm.

Minutes of August 17, 2015 Regular Board Meeting Moved by Andy Keogh, seconded by Carol Kerper to approve the minutes as presented. Motion carried.

Financial Report: Marilyn Heiman began by asking the BOD if they would like a printed copy of the report. They were provided. Marilyn directed the board to the balance sheet page and discussion followed. Andy Keogh moved to accept the financial report, Carol Kerper seconded the motion, the report was accepted.

Executive Director's Report: Adam Fischer handed out a vendor report. Explanations and discussion. One vendor has not paid, other issues, and negative comments on the midway and FB postings. District meeting is coming up in October. State convention comes in January. Thank you to those who helped at cleanup day. Randy Bliven has resigned from the BOD for personal reasons. The BOD decided to wait for the annual meeting in December to elect a replacement when normal elections are held. Adam turned the floor over to Lori Salzmann to discuss an issue that happened at the Jr Fair involving a parent questioning a judge's integrity and their confronting the judge. After much discussion, considering this individual is already on probation from last year, these events from this year will be documented along with last year and kept in a file for supporting evidence to bring disciplinary action if further offenses occur. It was suggested that the Executive Director or President contact the judge to offer reference support if there is ever any question that comes his way concerning his integrity. Also, contact the parent and inform the individual this behavior is unacceptable and document the

conversation. Adam continued. In the open class photo entries a copy write photo downloaded from the internet was displayed as one of their own by an exhibitor. As soon as this came to our attention and after investigation, all entries from this exhibitor were disqualified and removed from display. Due to the seriousness of this matter the BOD felt it necessary to take the following action. Jeff Hartman moved to ban this individual from entering exhibits at the fair for two years, and because this individual is a Jr Fair board member and a Jr Fair superintendent, this person shall be removed from these responsibilities indefinitely. Marilyn Heiman seconded the motion. Motion carried.

Another assistant superintendent and Jr Fair rep/ board member was discussed. This individual posted on FB very negative comments along with inappropriate language against the Fair's recent decisions, so much so that FB deleted the comments on their own. The BOD discussed and decided to remove this individual from serving as an assistant superintendent, and this year no compensation will be paid for assistant superintendent service. A letter should be sent to inform. Additional issues with two different individuals with claims against the old organization were heard. The Board spoke; these issues have been adjudicated previously. A revised organizational chart was distributed. This discussion will be tabled until next meeting. Adam asked that the BOD review his salary and terms of employment. Lori Salzmann left the meeting and Adam left the room for the discussion. Following a time of discussion the BOD decided to call the position full time, 15 days' vacation or PTO (three weeks) (annual accounting) (no time off during the Fair), and increase the salary, effective immediately. This will be reviewed when the budget is reviewed at the November meeting. Andy moved, Mike Firer seconded, the motion carried. This should be reviewed every six months. Rob and Larry shall develop a protocol to access revenue growth and any future salary increase. The need for a strategic plan was discussed. Adam was invited back to the room and was informed of the BOD's decision.

Fair Commission Report: no meeting.

Jr Fair Report: Sara Schmitt commented. Included: online registration, largest market sale on record, late record book from exhibitors, care to share forms, parking, Pat's Barn speakers, fill in Pat's barn, for sales signs in the Jr Fair show, use of bleachers, setup of display shelves, and more entertainment in the family tent.

Old Business: no

New Business: an entertainment budget was presented and discussion on a proposal for a corporate sponsor for the Fair. The proposed budget for entertainment was adopted and could change based on the securing of a corporate sponsor. Andy Keogh moved and Carol Kerper seconded the motion. Carried.

Jeff Hartman discussed an issue with a dairy exhibitor. Jeff and Adam will handle the issue.

The meeting was declared adjourned at 10:45pm. The next meeting will be held at 7:30 pm on October 19, 2015.

Recorded by Larry Gilbertson
Submitted by Andy Keogh, Secretary

COMMUNITY DEVELOPMENT AUTHORITY

September 24th, 2015

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 9:02 a.m. in the Community Room at Cedar Rail Court, 601 South Cedar Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted September 10, 2015 at 10:44 a.m.

ROLL CALL:

PRESENT: Andrew Keogh, Marilyn Hardacre, Dave LaFontaine, Tom Buttke

ABSENT: Dave Marsh, Peter O. Hendler, Jeannette Katzenberg

OTHERS PRESENT: Mary James-Mork – Executive Director, Carol Kerper – Business Manager, Tim Geldernick – Environmental Services Manager, Joy Palmer – CPA, Engagement Director at CliftonLarson Allen

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

Presentation of Annual Audit by CliftonLarsonAllen:

Preliminary findings of the 2015 fiscal year-end audit were presented and questions were answered. Final copies of the audit will be distributed to board members when received.

CDA 15-B09-1 Motion by Buttke, second by LaFontaine to approve the August 27th, 2015 CDA Board meeting minutes. 4 Ayes

MOTION CARRIED

CDA 15-B09-2 Motion by LaFontaine, second by Buttke to approve the September 15th, 2015 CDA Finance and Strategic Planning meeting minutes. 4 Ayes

MOTION CARRIED

Finance and Strategic Planning Committees Update:

CDA staff was commended for doing an excellent job of monitoring finances.

LaFontaine stated that the Finance Committee would like to have more funds allocated for staff training in the coming fiscal year, particularly with the upcoming transition to a new operating structure. Buttke questioned why there has been a significant increase in expenses for cable television services. Specifics of the cost increase will be provided at next month's committee meeting.

CDA 15-B09-3 Motion by Buttke, second by LaFontaine to accept and place on file the Finance and Strategic Planning Committees Report. 4 Ayes

MOTION CARRIED

Personnel Committee Update: No update

Grievance Committee Update: No update

Executive Director's Report:

CDA 15-B09-4 Motion by LaFontaine, second by Buttke to accept and place on file the Executive Director's Report. 4 Ayes

MOTION CARRIED

REAC Inspection Report Results:

An on-line inspection report will not be made available for small PHAs. The CDA received a score of 93% from the recent inspection. Environmental Services Manager Geldernick informed the Board of what findings had an effect on the inspection score.

New Business: None

Next Board Meeting Date and Time: Thursday, October 29th, 2015 at 9:00 a.m. at Parkview Apartments.

Agenda Items For Next Month:

RAD Update

Final Annual Audit Status

Meeting declared adjourned by Chairperson Keogh at 10:04 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
October 22nd, 2015

1. Occupancy- 97.6 % Vacancy Rate as of the day of this report

Parkview- Four (4) vacancies, (2 pre-assigned)
Cedar Rail – No (0) vacancies,
Scattered Sites –One (1) vacancy

Section 8- Fifty-two (52) leased vouchers, with two (2) vouchers issued.

2. RAD Project-

- Ameresco (Marc Retish) will be presenting the results of the Physical Conditions Assessment to the Finance and Strategic Planning Committee on Monday, November 9th at 11:30 am
- National Housing Compliance (NHC) Consulting staff lead is now Jan Beall, who replaced Julie Fawcett. Jan is currently assisting us on a variety of areas and has been a part of the original team from NHC.
- Brittany Finlayson of Von Briesen awaits approval of the resolutions for Articles of Incorporation and By-Laws so that she can submit for 501(c) (4) designation. Consent resolution will be presented for approval at the October 22nd board meeting.
- Reggie Samuel and members of the Milwaukee Field Office joined the CDA in the second conference call on progress with RAD transition. Mr. Samuel noted on the call that he is pleased with our progress and stated that the CDA is moving forward aggressively to meet goals.
- Exec. Director is working with the Milwaukee Field Office and National Housing Compliance to complete a Significant PHA Plan Amendment required for the final RAD transition. Business Manager and ED are also working on additional documentation required for submission. (Plat Map, Declaration of Trust including the Scattered sites).
- Materials have arrived relating to the required Environmental Review for the RAD transition. The NHC, our transitional Manager Reggie Samuel of D.C. and Field office are providing guidance on this process.

3. HUD Requests-

- Other requests from HUD apart from RAD include completion of an Executive Compensation Study, and required 2015 HUDQC study questionnaire, with project specific information.

4. Personnel/Finance-

- Executive Director presented an adjusted budget to Finance/Personnel at this month's meeting updating the committees on recent personnel changes. As requested, a wage-range history for current staff leaders was shared along with recommendations for a revised interim budget preceding the transition to RAD. Section 8 Manager hours have been increased due to additional administrative fees available for that program.

**CABLE TV COMMITTEE MEETING MINUTES
SEPTEMBER 28, 2015**

The meeting was called to order by Chairperson Nystrom at 4:02 p.m. in Room 108 of City Hall Plaza.

PRESENT: Jim Daniels, Dean Markwardt, Don Nystrom and Alderperson Earll

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

EXCUSED: Ed Gerl, Jeremy Lenzo and Senen Siasoco

PUBLIC COMMENTS

Alderperson Earll announced that he is now a Charter customer.

APPROVAL OF MEETING MINUTES

CTV15-039 Motion by Markwardt, second by Daniels to approve the minutes of the August 24, 2015 meeting as submitted.

Motion carried

CORRESPONDENCE

An email was received from Mayor Meyer regarding the conduct of the camera operators. Appropriate action has been taken to remedy the situation.

Quarterly franchise fee payment in the amount of \$59,838.51 was received.

CAPITAL EQUIPMENT LIST FOLLOW UP

There were no changes since the last meeting.

Jim Daniels took Breanna and Brett on a tour of the Froehlke Center at the Marshfield Clinic and they looked at their robotic cameras. Breanna said it is an extremely expensive system and she doesn't think it will work for Marshfield Public Access.

PUBLIC ACCESS COORDINATOR'S REPORT

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

Speth reported that Shirley Gebert resigned her position as full time administrative assistant/PR representative. Stephanie Wienke will be replacing Shirley and she starts on Monday.

Carrie Lippert is back in town for a month and she has been hosting programs.

Our most popular Facebook post was Mayor Chris Meyer's interview; "Meet Your Alderman", which reached 669 people.

We are up to 17 subscribers and nearly 4,000 views on the YouTube channel. The highest viewed video was "Central Wisconsin's Got Talent" with 283 views.

Butler reported on Google Analytics online activity.

Speth reported that they distributed flyers at the Fair.

Speth attended the WCM Board meeting on September 9th via phone. A survey went out today asking Cable stations to provide input on their providers and the quality of their providers. The WCM Board is looking at putting some sort of petition together for providers that aren't doing their job.

Markwardt mentioned that he is still continuing to have problems with digital breakup. A black screen appeared again last night while he was watching "60 Minutes".

Chairperson Nystrom reported that he is also experiencing black screen periodically too; particularly with Channel 7.

Speth explained that this problem is something with Charter because the government and community channels will be down while the education channel is up and the community and education channels originate from the same system, so we know that it is something with Charter. There is no reason that two random channels should be down.

Butler believes the problem may be an issue with their digital boxes. Usually when we lose a channel it usually isn't the entire population that loses the channel. It is usually a group of people with an older model of the digital boxes.

Chairperson Nystrom asked Speth to share the committee's comments in regards to periodic interruptions on basic channels when she fills out WCM's survey.

New phones are up and phase III will begin soon.

Speth and Butler are currently working on a project for the Hardacre Park opening on October 15th, which will be shown on the big Mega screen. They are troubleshooting the audio.

The arrival of the Kodiak bears was discussed and Speth said she would like to get footage of that if possible.

CTV15-040 Motion by Earll, second by Markwardt to receive and place on file the Public Access Coordinator's Report.

Motion carried

UPDATE ON STRATEGIC PLANNING ACTION ITEMS

We made a flyer for the Fair.

The promo video is still in progress.

BILLS

The bill query report was reviewed.

CTV15-041 Motion by Daniels, second by Earll to authorize payment of the following bills as presented:

Advanced Disposal (July 31, 2015 & August 31, 2015)	\$116.68
B&H (Invoices 98281968 & 100069574)	173.75
Spectrum Business (08/26/15 to 09/25/15)	19.92
Spectrum Business (09/01/15 to 09/30/15)	281.02
Granicus (Invoices 67082 & 67820)	1200.00

Quill	69.46
Telephone (City Hall)	.04
VIDCOM, LLC (Reimbursement)	21.50
Walmart	34.74
We Energies (07/08/15 to 08/06/15)	9.57
We Energies (08/06/15 to 09/04/15)	9.57
VIDCOM, LLC (Invoices 340, 341, 342 & 344)	<u>10,880.00</u>
Total	\$12,816.25

Motion carried

FINANCIAL REPORT

CTV15-042 Motion by Daniels, second by Markwardt to receive and place on file the financial report for the period of January 1, 2015 through August 31, 2015.

Motion carried

RECOMMENDED ITEMS FOR FUTURE AGENDAS

- Welcome new Cable TV Committee member Jeremy Lenzo

Next meeting is scheduled for October 26, 2015 at 5:00 p.m.

Motion by Markwardt, second by Daniels to adjourn at 4:33 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

Public Access Coordinator's Report

Cable TV Committee Meeting 9/28/15

New Shows, September 17, 2015 (Since 8/14/15): for MCTV 98

Insight Ask the Mayor August
Howie Sturtz Interview
School Board 8/12/15
Portage County Humane Society MAPS
Parks, Recreation and Forestry
Central Wisconsin State Fair Preview
Council Preview 8/19/15
Cooking with Ruth Episode 61
Christ Lutheran Church Service
Christ Lutheran Worship Service
Fall Fest Preview
Insight: Wood County Sheriff
Christ Lutheran Church Service
Council Preview of 9-8-15
Cooking with Ruth: Ep 62
Police and Fire Commission
Marshfield Recovering Community
Insight: Ask the Mayor
Central Wisconsin's Got Talent
Parks, Recreation and Forestry
Howie Sturtz Farewell Concert
New Visions Gallery
Marshfield School Board
Public Works Bus Tour 2015
Christ Lutheran Worship Service
Marshfield Utility Commission
Cooking with Ruth: Ep 64
Council Preview of 9/22/15 Meeting
MAPS Dinner PSA

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 Aug 2015
- Wood County Board of Supervisors Meeting – Aug 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 resigned her position as full time administrative assistant/PR representative. Her last day was September 15, 2015.

Dana Speth has been filling in as administrative assistant until a new person is hired. Interviews began on September 18.

Publicity/Updates

Social Media Update - FACEBOOK

As of September 17, we have 271 Likes on Facebook. (Up from 266 on August 11.)
The Howie Sturtz post I shared last month reached more than 800 people at final count.

Our most popular post during the period from August 11-September 17 was Mayor Chris Meyer's interview on "Meet Your Alderman," reaching 669 people.

8:00pm is peak time for Facebook visits to our page.

 Published	Post	Type	Reach	Engagement
09/16/2015 4:15 pm	Marshfield Convention and Visitors Bureau is hosting Maple Fall Fest this weekend! Learn more about what fun activities are taking place, and get the details on the Chestnut Avenue Center for Arts new fundraiser! https://www.youtube.com/watch?v=yu27nZjlpJQ	<u>Photo</u>	15 Organic 15 Paid 0	1 0 1 0
09/16/2015 12:44 pm	Timeline Photos	<u>Photo</u>	36 Organic 36 Paid 0	1 1 1 1
09/16/2015 9:38 am	In case you missed it...our very own Ruth Elderbrook was on Channel 7 this morning! http://www.wsaw.com/home/headlines/LIVE-at-6-Maple-Fall-Fest-preview-art-recipes-more-327837041.html	<u>Link</u>	31 Organic 31 Paid 0	4 1 4 1
09/12/2015 5:20 pm	More angles...bear bridge at Wildwood Park & Zoo	<u>Photo</u>	58 Organic 58 Paid 0	11 1 11 1
09/12/2015 5:19 pm	The Bears have a bridge at Wildwood Park & Zoo!	<u>Photo</u>	66 Organic 66	3 1 3 1

desc Published	Post	Type	Reach	Engagement
			Paid 0	
09/10/2015 8:00 am	Insight - Marshfield's Own AM1450 WDLB with Mayor Chris Meyer is now online. Watch here! https://youtu.be/Hqpc-neJ7UU	<u>Link</u>	32 Organic 32 Paid 0	3 0 3 0
09/09/2015 5:25 pm	The Public Works Bus Tour leaves in 5 minutes...stay tuned for video!	<u>Photo</u>	35 Organic 35 Paid 0	2 1 2 1
09/09/2015 10:43 am	Howie Sturtz and his orchestra performed their farewell performance to a packed grandstand at the Central Wisconsin State Fair last week. Watch the historic concert here: http://youtu.be/fCbEymGHJt0	<u>Link</u>	195 Organic 195 Paid 0	17 5 17 5
09/09/2015 8:00 am	September is National Recovery Month. Learn more about local resources in this program: https://youtu.be/hepO1P_8yyn	<u>Link</u>	61 Organic 61 Paid 0	1 1 1 1
09/08/2015 2:45 pm	Central Wisconsin definitely has talent! Check out the finale performance from the Central Wisconsin State Fair! https://youtu.be/vkb8PTOIYY4	<u>Link</u>	29 Organic 29 Paid 0	4 0 4 0
09/04/2015 6:34 pm	Please drive carefully! Impatience can lead to danger or death!	<u>Shared Video</u>	35	4 4

desc Published	Post	Type	Reach	Engagement
			Organic 35 Paid 0	0 0
09/04/2015 3:00 pm	<p>Marshfield Community Television is hiring for an administrative assistant. Job Description: • Organize office operations & procedures • Manage daily correspondence • Manage usage data & reporting and monitor equipment check-outs • Maintain & update contact databases • Process invoices, maintain accounts payables & receivables • Process DVD orders • Design & publish Community Calendar submissions • Manage office inventory & housekeeping • Contribute to social media content & increasing online presence • Scheduling of government meeting camera operators • Granicus publishing agendas/minutes & clip trimming as needed • Set design/coordination/set-up as needed • Manage reception area & greeting • Plan & implement public relations initiatives to promote service • Design & disseminate marketing & promotional materials • Volunteer recruitment & retention • Intern programs & education development • Non-profit programming • Prepare & present information talks • Research funding & grant opportunities Please direct any questions to Breanna or Brett at 715-207-0379. Applications can be picked up at MCTV during regular business hours (9am-5pm, Monday-Friday), located at 101 W McMillan 1A in Marshfield, WI. Learn more about us at www.MarshfieldTv.com.</p>	<u>Photo</u>	17 Organic 17 Paid 0	3 3 0 0
09/04/2015 10:16 am	<p>Tune into Insight - Marshfield's Own AM1450 WDLB right now to hear Mayor Chris Meyer live from the Central Wisconsin State Fair! Program being filmed for rebroadcast on MCTV!</p>	<u>Photo</u>	101 Organic 101 Paid 0	4 4 3 3
09/03/2015 3:59 pm	<p>Full crowd at Howie Sturtz's last show!</p>	<u>Video</u>	110 Organic 110 Paid 0	14 14 8 8
09/03/2015 2:13 pm	<p>We are ready for Howie Sturtz at the Central Wisconsin State Fair!</p>	<u>Photo</u>	48 Organic	4 4 2 2

desc Published	Post	Type	Reach	Engagement
			48 Paid 0	
09/02/2015 6:34 pm	We are on-site at the Central Wisconsin State Fair to film Central Wisconsin's Got Talent!	<u>Photo</u>	51 Organic 51 Paid 0	11 2 11 2
09/02/2015 12:43 pm	Cooking with Ruth: Episode 62 "English Muffin Pizzas"	<u>Link</u>	38 Organic 38 Paid 0	1 0 1 0
09/01/2015 1:42 pm	Timeline Photos	<u>Photo</u>	99 Organic 99 Paid 0	0 1 0 1
08/28/2015 4:19 pm	Marshfield Community Television - Marshfield, WI shared Central Wisconsin State Fair's photo.	<u>Photo</u>	17 Organic 17 Paid 0	0 0 0 0
08/26/2015 8:49 am	This Thursday!	<u>Link</u>	23 Organic 23 Paid 0	0 1 0 1

desc Published	Post	Type	Reach	Engagement
08/25/2015 7:13 am	Welcome, Alex!	<u>Photo</u>	88 Organic 88 Paid 0	11 2 11 2
08/22/2015 7:06 am	Congrats, Hub City Times!	<u>Link</u>	271 Organic 271 Paid 0	18 5 18 5
08/20/2015 10:16 am	Tune in on August 27 to watch Howie Sturtz Orchestra performances from past years at Central WI State Fair, and for a special interview with Howie himself!	<u>Link</u>	411 Organic 411 Paid 0	24 3 24 3
08/13/2015 6:00 am	Though not an alderman, Chris is an integral part of the Common Council. What's the deal with that? Learn all about Chris and his interests in this episode of "Meet Your Alderman." https://www.youtube.com/watch?v=EYudm7kexmU&list=PL3GIBpSbDIDzXoLbnWWhlo-13I8SZ1ZfY&index=1	<u>Link</u>	669 Organic 669 Paid 0	44 11 44 11
08/12/2015 9:17 am	Howie Sturtz reflects on a legendary career in this interview, hosted by Mike Warren. Howie's final performance will take place on September 3 at the Central Wisconsin State Fair. http://youtu.be/-u8GRXDIXCw	<u>Link</u>	192 Organic 192 Paid 0	14 7 14 7
08/12/2015 6:30 am	In which country was Peter Hendler born? Learn this and more in this episode of "Meet Your Alderman" with City of Marshfield District 10 representative, Pete. https://www.youtube.com/watch?v=lhbZKuh7kKg&list=PL3GIBpSbDIDzXoLbnWWhlo-13I8SZ1ZfY&index=2	<u>Link</u>	40 Organic 40 Paid	1 0 1 0

desc Published	Post	Type	Reach	Engagement
			0	
08/11/2015 7:47 am	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!	<u>Photo</u>	804 Organic 804 Paid 0	103 103 51 51
08/11/2015 6:20 am	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." https://www.youtube.com/watch?v=IE5_sgM8GXs&index=3&list=PL3GIBpSbDIDzXoLbnWWHlo-13I8SZ1ZfY	<u>Link</u>	42 Organic 42 Paid 0	0 0 0 0
08/10/2015 10:56 am	Marshfield Community Television - Marshfield, WI's cover photo	<u>Photo</u>	77 Organic 77 Paid 0	2 2 0 0
08/10/2015 6:00 am	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." https://www.youtube.com/watch?v=O2wTABEANmU&index=4&list=PL3GIBpSbDIDzXoLbnWWHlo-13I8SZ1ZfY	<u>Link</u>	37	

YouTube Channel Update
17 subscribers • 3,699 views



Marshfield Community Television

Created: Feb 21, 2014 • Videos: 93 • Lifetime views: 7,021

CHANNEL

Last 28 days (Aug 19, 2015 – Sep 15, 2015)

Performance



Engagement



Top 10 Videos

[Browse all content](#)

Video	Views	Estimated minutes watched
Central Wisconsin's Got Talent! - September 2...	283 (23%)	2,942 (33%)
Marshfield Recovery Community - September ...	234 (19%)	1,443 (16%)
Howie Sturtz Interview - August 10, 2015	89 (7.2%)	1,039 (12%)
Central Wisconsin State Fair Preview 2015	47 (3.8%)	149 (1.7%)
Marshfield Recovering Community	45 (3.7%)	352 (3.9%)
Tour of Governor William H Upham House (Up...	39 (3.2%)	223 (2.5%)
New Visions Gallery: Metalpoint Selections fro...	38 (3.1%)	145 (1.6%)
Maple Fall Fest Preview (& Chestnut Center "L...	36 (2.9%)	147 (1.6%)
Council Preview of September 8, 2015 Meeting	35 (2.8%)	320 (3.5%)
Howie Sturtz Orchestra - Farewell Performanc...	33 (2.7%)	575 (6.4%)

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 hosted the finale for the “Central Wisconsin’s Got Talent” talent show. We filmed the event and supplied the interview videos included within the program. The program was very popular.

Cooking with Ruth at Fall Fest

Ruth and Gary Elderbrook hosted a live cooking segment at Maple Fall Fest this year (September 19). We filmed and it went really well.

WCM Update

Breanna attended a WCM Board Meeting on September 9 (via phone).

Hardacre Park Program

We are continuing work with Paul Rogers on a program highlighting the Hardacre Park project.

Howie Sturtz

We filmed Howie's Farewell Performance at the Central Wisconsin State Fair on September 3.

Fiber

Fiber is installed. Phase II (installation of the VoIP phones) is completed. Phase III (Hooking up our computers to the fiber network) will begin soon.

Remote Cameras

We toured the Froelke Center on 9/1/15 with Jim Daniels.

PDC Videos

We are working on a video with PDC for October's Domestic Violence Awareness Month.

Lots of Meetings

There will be a lot of Government meetings this month (and there were last month) as there have been a lot of special meetings and there will be budget meetings. We'll be very busy with those!

Correspondence

None of significance.

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.

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)

Economic Development Board meeting October 1, 2015

Present: Dickrell, Michalski, Staab, Trussoni, Wagner. Buttke arrived at 3:09 p.m.
Absent: Meissner, Sennholz
Others: Angell, Barg, Eloranta, Knoeck, Olson. Mayor Meyer arrived at 3:29 p.m.
Angell left at 4:32 p.m.

Michalski called the meeting to order at 3:03 p.m. in Room 108 of the City Hall Plaza.

Approve minutes (3 sets)

Trussoni moved and Dickrell seconded a motion to approve 3 sets of minutes as follows:

- Regular Board meeting – September 1, 2015
- 2nd Street Development Subcommittee meeting – August 28, 2015
- “200 block” Subcommittee meeting – September 22, 2015

Motion carried unanimously.

Citizen comments

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

Conflicts of interest

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

2015-2016 EDB priority items

- Housing: Nothing new since last meeting on ACE project. Angell will reconvene the subcommittee soon to discuss the future of the City subdivision project.
- EDC: The team recently met with Jim Sheriff. It appears that our goal should be to develop a 501(c)(3) organization (EDC) capable of performing urban revitalization, historic preservation, and/or affordable housing. After that, we could follow-up to create a CDFI.
- 200 block redevelopment: The team discussed options, including bandshell, splash pad, skating rink, etc., and Randy Lueth will be preparing a sketch of what may be possible on this site. The team will review this preliminary plan at its next meeting later in October.
- 2nd Street redevelopment: The team continued to discuss possible opportunities for the northwest portion of downtown, including the Public Works garage area. This item will soon be sent to the full EDB for further review and to identify next steps. After some discussion, the EDB asked that Olson feel out possible opportunities with developers, and directed that this item otherwise be placed “on hold” for now.
- Recreational opportunities: This team has not met recently, so there’s nothing new to report at this time. Considerable discussion took place on why we can’t seem to get other entities to attend a meeting on recreation planning, and how we might get a “summit” pulled together to begin this discussion. Members will work to identify possible representatives from each of the appropriate organizations/groups.

Dickrell moved and Staab seconded a motion to adjourn to closed session under Chapter 19.85(1)(e) of Wisconsin Statutes to review 2 offers for the redevelopment of 2 separate sites located within TIF District #4. Motion carried unanimously and the Board adjourned into closed session at 4:05 p.m.

The Board reconvened into open session at 4:32 p.m. No action was taken on either of the two closed session items.

Updates

- Olson noted the MACCI/Main Street/City ad in “Focus” magazine, along with the “heavy metal bus tour” planned for October 7th, which includes several Marshfield companies. She will attend the ICSC event next week. On October 14th, there will be an event in connection with UWSP called “Partnering Campus to Community”, which will include a community tour with local sponsors.
- Eloranta mentioned the “Pop-up shop” program, which provides an opportunity for potential businesses to try out our market. They will be tenants of some downtown property owners for Thursday-Sunday for a short time during the holiday season, with the hope that a long-term business may result.
- Meyer reported that the City will soon seeking proposals for redevelopment of City Hall Plaza, with the intent that the City would perhaps purchase and move into the Forward Financial building.

Announce next Board meeting date/time

Michalski announced that the next Board meeting would be held on Thursday, November 5th at 3:00 p.m. in Room 108 of the City Hall Plaza.

With no more business before the Board, Staab moved and Dickrell seconded the motion to adjourn. Motion carried unanimously. Michalski adjourned the meeting at 4:52 p.m.

Respectfully submitted,
Steve Barg, City Administrator

COMMUNITY DEVELOPMENT AUTHORITY
Finance, Strategic Planning, and Personnel Committees
October 20th, 2015

The Finance, Strategic Planning, and Personnel meeting of the Community Development Authority was called to order by Finance Committee Chairperson Dave LaFontaine at 1:31 p.m. in the Cedar Rail Court Executive Conference Room, located at 601 S. Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Meeting posted October 14, 2015 at 5:04 p.m.

ROLL CALL:

PRESENT: Andy Keogh, Dave LaFontaine, Dave Marsh, Peter Hendler, Marilyn Hardacre, Tom Buttke

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

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

Review of Financial Reports/Documentation:

CDA 15-F10-1 Motion by Marsh, second by Hendler to accept and recommend the September 2015 financial reports for board approval. 6 Ayes

MOTION CARRIED

Review of Initial Consent Resolution 501(c)(4):

CDA 15-F10-2 Motion by Keogh, second by Hendler to recommend the Initial Consent Resolution 501(c)(4) for conditional approval by the Board of Commissioners. Conditions of the approval are to receive additional explanation of liability coverage for Directors and Officers as well as committee members of the 501(c)(4) and to obtain clarification on whether Board members are to be compensated for their service or can be volunteer board members. 6 Ayes

MOTION CARRIED

CDA 15-F10-3 Motion by Keogh, seconded by LaFontaine to convene to Closed Session pursuant to Wisconsin Statutes, 19.85(1)(c), (f) to discuss information involving personnel management of CDA financial information and to discuss employment, promotion, compensation or performance evaluation data of specific public employees over which the Board has jurisdiction or exercises responsibility.

Roll Call Vote: Keogh, LaFontaine, Buttke, Hardacre, Marsh, Hendler (Time 2:36 pm) 6 Ayes

MOTION CARRIED

Buttke moved to go to open session. Keogh seconded.

CDA 15-F10-4 Motion by LaFontaine that the Finance and Personnel Committee support proposed increases to various staff. Marsh approved and Buttke seconded.

Next meeting date will be Tuesday, November 17th, 2015 at 1:30 p.m. in the Cedar Rail Executive Conference room.

LaFontaine moved to adjourn. Keogh seconded. Meeting adjourned at 3:09 p.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Dave LaFontaine
Chairperson

HISTORIC PRESERVATION COMMITTEE MINUTES
OF NOVEMBER 2, 2015 MEETING

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

PRESENT: Ken Wood; Alderperson Gary Cummings; Ken Bargender; Keith Meacham; Bill Penker; Kris Keogh; and, Vickie Schnitzler (arrived at 4:01 pm).

ABSENT:

ALSO

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

Approval of the Minutes of October 5, 2015 Meeting.

HP15-29 Motion by Cummings, second by Meacham to approve the minutes of the October 5, 2015 meeting.

Motion Carried.

Citizen Comments.

None.

Discuss Lighting and Future Projects for the Soo Line Steam Locomotive No. 2442.

Miller stated that now that the J.P. Adler Kodiak Bear Exhibit is open, Justin will be looking into the cost of getting the headlight and other lights on the engine and get back to the Committee.

Schnitzler arrived at 4:01 pm.

Penker said pick this up as a discussion item in the annual winter workshop.

Bargender wants whatever we do to compliment the trail.

Schnitzler would like to see some benches near the steam engine.

The Committee recommended reviewing this in more detail at the annual winter workshop meeting.

Volunteers Needed for the Great Things Are Happening Here Event.

Keogh will be there if she isn't out of town.

Review QR Code Analytics from Walking Tour Brochures.

The dates on the QR Code analytics are since the codes have been created, not just for this year. They've been up about 2.5 years ago. Many of the locations have not had codes in a while which is part of the reason for the low numbers.

The Committee suggested talking to restaurants about using the QR Codes such as adding them to a coaster or table tent. Maybe Marshfield Family restaurant or Scotty's Pizza would be willing to do that.

Continue Discussion on the Buildings of Historical Interest Brochures.

Vickie Schnitzler said she will work on the brochures and discuss it after the Central Avenue brochures are done.

Discussion on Developing a Community Historic Information Directory.

Main Street would let that directory be on there as well as the City website.

Penker would like to see this item as a focus for a mid-winter meeting or the annual workshop meeting.

Schnitzler said a mockup would be nice to go to the other historical groups in the community.

The Committee recommended reviewing this in more detail at the annual winter workshop meeting.

Discussion on Meeting with Convention and Visitors Bureau and Main Street Marshfield to Promote and Advertise Historic Resources.

The Committee discussed some ideas to promote and advertise Marshfield's historic resources:

- Take a look and see what other communities are doing.
- In addition to the QR Codes, update the website.
- Get the brochures on the website.
- Webinar that explains the QR Code app and what they do and put that on the website.
- Promote and advertise our historical assets. Find out what is promotable.
- Get our infrastructure of historical resources figured out here first.
- How could we make a day of historic resource tours?
- What kind of resources can we tap into Main Street and CVB? What resources are available to the Committee? What attracts the most people? A business tour, homes, other?
- Follow up with Chestnut Avenue Center about their historic tourism plaque.
- Define what we mean by history.
- Maybe come up with a day planner approach and invite people to spend the day in Marshfield on a historic tour.
- Let's make sure Matt McLean and Angie Eloranta are available and focus the December meeting on what do we have that might attract people and how do we get the message out? Need both electronic and traditional approach.

Staff Updates

Miller stated that the Comprehensive Plan Update Steering Committee is working on an existing conditions report, a community-wide survey, and a kickoff meeting in January.

Set Meeting Date and Future Agenda Items.

The next regular Historic Preservation Committee meeting will be held on Monday, December 7, 2015. The agenda of the next regularly scheduled meeting should include approval of the Monday, November 2, 2015 meeting minutes, lighting for the 2442, and brainstorming session on promoting historic resources with Main Street and CVB.

Adjourn.

With no other business on the agenda or comments from the Committee, the Chairperson Wood declared the meeting adjourned at 4:50 P.M.

Respectfully submitted,



Josh Miller
City Planner

BOARD OF PUBLIC WORKS MINUTES
OF NOVEMBER 2, 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, Gary Cummings, & Chris Jockheck

EXCUSED: None

ALSO PRESENT: Mayor Meyer; Aldermen Earll, Hendler, Spiros and Reinart, City Administrator Barg; Director of Public Works Knoeck; Accounting Manager VanWyhe; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Wastewater Superintendent Warp; the media; and others.

PW15-120 Motion by Jockheck, second by Feirer to recommend approval of the minutes of the October 19, 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.

PW15-121 Motion by Feirer second by Wagner to recommend approval of the low bid submitted by SJS Excavating, LLC of Curtiss, WI for demolition of buildings at 708 East 2nd Street at a cost not to exceed \$9,600 and authorize execution of a contract.

Motion Carried

PW15-122 Motion by Jockheck, second by Wagner to recommend approval of the revised 2016 Machinery and Equipment Rates and refer Resolutions 2015-52 and 2015-53 to the Common Council for consideration.

Motion Carried

PW15-123 Motion by Feirer, second by Cummings to recommend approval of the 2016 Yard Waste Collection Schedule as presented.

Motion Carried

PW15-124 Motion by Cummings, second by Jockheck to recommend approval of the Release of Easement at 1410 North Central Avenue and authorize execution of the release.

Motion Carried

PW15-125 Motion by Feirer, second by Cummings to recommend approval of the Release of Easement at 702 North Chestnut Avenue subject to full payment of delinquent property taxes and authorize execution of the release upon confirmation that delinquent property taxes are paid in full.

Motion Carried

The closed session item regarding City Hall Leases was not held and will be placed on a future Finance, Budget and Personnel meeting agenda.

Recommended items for future agendas: None

Motion by Jockheck, second by Cummings that the meeting be adjourned at 5:48 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

RESOLUTION NO. 2015 - 52

WHEREAS, the Vehicle/Equipment Internal Service Fund was created as part of the Common Council's action in adopting the 1991 budget, with an effective date of January 1, 1991; and

WHEREAS, the justification for creating the fund included 1) the ability to readily accumulate the costs related to the fleet; 2) the greater ease in costing and pricing services provided to user departments and agencies; and 3) the ability to accumulate resources to replace equipment at appropriate intervals; and

WHEREAS, a periodic analysis of the rate structure for any internal service fund operation (including the Vehicle and Equipment Fund) is essential to ensure that all costs (i.e., Operations, Maintenance and Depreciation) are captured in the rates charged to users of the vehicles and equipment in the fleet; and

WHEREAS, the Finance Department has examined the rate structure of the Vehicle and Equipment Internal Service Fund vehicles and equipment to recommend changes, as appropriate; and

WHEREAS, the Accounting Manager presented the cash flow analysis findings and conclusions to the Board of Public Works on November 2, 2015; and

WHEREAS, it is highly appropriate for rental rates of an internal service fund to capture all related costs, including operations, maintenance, and depreciation costs; and

WHEREAS, the City Administrator's Recommended 2016 Budget for the Vehicle/Equipment Internal Service Fund and the user departments' budgets assumes the implementation of new rental rates effective January 1, 2016 and that such recommendation is clearly set forth in the budget documentation; and

WHEREAS, the City Administrator's Recommended 2016 Budget contains appropriations and budget authority to accommodate the implementation of new rental rates for the Vehicle and Equipment Internal Service Fund as recommended by the Accounting Manager.

NOW, THEREFORE, BE IT RESOLVED, that the attached rental rate schedule as recommended by the Assistant Finance Director be implemented effective January 1, 2016, and that management be authorized to charge these rental rates to users of the listed equipment.

ADOPTED: _____
Chris L. Meyer, Mayor

APPROVED: _____
Deb M. Hall, City Clerk

RESOLUTION NO. 2015 - 53

WHEREAS, the Vehicle/Equipment Internal Service Fund was created as part of the Common Council's action in adopting the 1991 budget, with an effective date of January 1, 1991; and

WHEREAS, the justification for creating the fund included 1) the ability to readily accumulate the costs related to the fleet; 2) the greater ease in costing and pricing services provided to user departments and agencies; and 3) the ability to accumulate resources to replace equipment at appropriate intervals; and

WHEREAS, a periodic analysis of the rate structure for any internal service fund operation (including certain Wastewater Utility Fund assets) is essential to ensure that all costs (i.e., Operations, Maintenance and Depreciation) are captured in the rates charged to users of the vehicles and equipment in the Wastewater Utility fleet; and

WHEREAS, the Finance Department has examined the rate structure of the Vehicle and Equipment Internal Service Fund vehicles and equipment to recommend changes, including the transfer of equipment from the Internal Service Fund that were determined to be more appropriately recorded as Wastewater Utility machinery and equipment; and

WHEREAS, the Accounting Manager presented the cash flow analysis findings and conclusions to the Board of Public Works on November 2, 2015 along with the Internal Service Fund; and

WHEREAS, it is highly appropriate for rental rates of the Wastewater Utility Fund to capture all related costs, including operations, maintenance, and depreciation costs; and

WHEREAS, the City Administrator's Recommended 2016 Budget for the Wastewater Utility Fund and user departments' budgets assumes implementation of new rental rates effective January 1, 2016 and that such recommendation is clearly set forth in the budget documentation; and

WHEREAS, the City Administrator's Recommended 2016 Budget contains appropriations and budget authority to accommodate the implementation of new rental rates for the Wastewater Utility Fund as recommended by the Accounting Manager.

NOW, THEREFORE, BE IT RESOLVED, that the attached rental rate schedule as recommended by the Assistant Finance Director be implemented effective January 1, 2016 and that management be authorized to charge these rental rates to users of the listed equipment.

ADOPTED: _____
Chris L. Meyer, Mayor

APPROVED: _____
Deb M. Hall, City Clerk

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF NOVEMBER 3, 2015

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

PRESENT: Alderpersons Ed Wagner, Gordon Earll and Alanna Feddick (arrived at 5:10 p.m.)

ABSENT: None

ALSO PRESENT: Police Lt. Larson and City Clerk Hall

JLC15-129 Motion by Earll, second by Wagner to approve the minutes of the October 26, 2015 meeting.

Motion carried

CITIZEN COMMENTS

None

JLC15-130 Motion by Earll, second by Wagner to approve by unanimous consent the following:

- a) Two (2) Beverage Operator Licenses for the 2015-2017 license year to: Naomi McCall and Jennifer Trimble.

Motion carried

No items were removed from the consent agenda.

JLC15-131 Motion by Earll, second by Wagner to grant a Beverage Operator license to Linda Milligan with 25 demerit points assessed for failure to list her violations.

Motion carried

Aldersperson Feddick joined the meeting.

JLC15-132 Motion by Earll, second by Feddick to deny a Beverage Operator license to Makailee Sova with 50 demerit points assessed for failure to list her violations (25 points) and the alcohol violation (25 points).

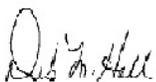
Motion carried

Future Agenda Items

E-Cigarettes

There being no further business the Chair adjourned the meeting at 5:17 p.m.

Motion carried



Deb M. Hall
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF NOVEMBER 3, 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, Alanna Feddick and Peter Hendler.

ABSENT: None

ALSO PRESENT: City Administrator Barg, Brian Panzer and City Personnel (Amy VanWyhe, Ben Steinbach, Dan Knoeck, and Deb M. Hall)

Citizen Comments

None

FBP15-111 Motion by Hendler, second by Earll to approve the items on the consent agenda:

1. Minutes of the October 6, 2015 meeting.
2. Payroll in the amount of \$1,229,349.49 and bills in the amount of \$2,801,369.57 and \$610,370.80.
3. Report of Personnel Actions of November 3, 2015.
4. Monthly Position Control Report as of October 31, 2015.
5. September 2015 Treasury Report.

Motion carried

No items were removed from the consent agenda.

FBP15-112 Motion by Hendler, second by Earll to recommend approval of Budget Resolution No. 26-2015 to the Common Council, transferring \$9,763 from CIP Project #647330 Library Roof Repairs to CIP Project #647328 Repave 7th Street Entrance.

Motion carried

FBP15-113 Motion by Earll, second by Reinart to recommend approval of Budget Resolution No. 27-2015 to the Common Council, transferring \$53,530 from the Wildwood Zoo Bear Exhibit Project to Hackman Storage Building project (\$48,530) and Sustainable Marshfield Committee (\$5,000).

Motion carried

FBP15-114 Motion by Earll, second by Spiros to recommend approval of Budget Resolution No. 28-2015 to the Common Council, transferring \$15,000 within the Public Facilities Capital Outlay Fund to contract with Zimmerman Architectural Studios for the evaluation of the Forward Financial Building.

Motion carried

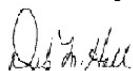
FBP15-115 Motion by Hendler, second by Earll to authorize the Finance Director to execute a Service Engagement with Schenck, SC in an amount not to exceed \$4,000 for assistance with new Federal Affordable Care Act reporting requirements..

Motion carried

FUTURE AGENDA ITEMS

None

Motion by Hendler, second by Earll to adjourn at 5:41 p.m.



Deb M. Hall
City Clerk



City of Marshfield Memorandum

TO: Mayor Meyer and Common Council
FROM: Jason Angell, Director of Planning & Economic Development
DATE: November 10, 2015

RE: Creation of a “City of Marshfield Fee Schedule”

Background

Currently permit/review fees for various requests such as sign permit, conditional use permit, building permit, etc. are scattered throughout various Chapters in the Municipal Code. It is the goal of the forthcoming code amendments to create a comprehensive “City of Marshfield Fee Schedule” to provide a single, efficient, and convenient location for residents or other users to review and look up individual fees without searching through individual Chapters. Said Fee Schedule will, at this time, cover the listed fees for the following Chapters: Chapter 15 – Building Code, Chapter 16 – Plumbing Code, Chapter 17 – Electrical Code, Chapter 18 – Zoning Code, Chapter 19 – Subdivision Code, and Chapter 24 – Sign Code. Creating such Fee Schedule will also grant the Common Council and other various Boards/Commissions the ability to better facilitate the updating and uniform review of all such fees annually or on a periodically basis.

Analysis

Staff has spent the past couple of weeks preparing the appropriate code amendment’s to create the “Fee Schedule”, and is prepared to bring them forward for the appropriate reviews. Accompanying the proposed amendments will be a fee comparison between our local fees and other municipalities within the region and/or of similar size. Every couple years the City reviews their fees to assure we remain in line with other municipalities and more importantly to make sure we are covering applicable costs related to the various services that are provided through different review processes. Where appropriate, staff will recommend adjustments to certain fees with justifications.

The creation of a “Fee Schedule” allows the City to establish a central location for all municipal fees to be located, saving individuals time in having to search through sometimes hundreds of pages just to figure out what a charge would be for a certain service. Although the fees that would be included at this time are only those that would be charged by the soon to be “Development Services Department”, it is staff’s goal to create a comprehensive fee schedule by this time next year which includes all fees charged by the City (from copying charges to waste water rates). The comprehensive list is not being done at this time simply due to the lack of time.

The following is a breakdown of the review process that will take place over the course of the next few weeks to create the “Fee Schedule”:

November 16th – BPW will review the following amendments and any fee adjustments within:

- Chapter 15 – Building Code
- Chapter 16 – Plumbing Code
- Chapter 17 – Electrical Code

November 17th – PC will review the following amendments and any fee adjustments within:

- Chapter 18 – Zoning Code
- Chapter 19 – Subdivision Code
- Chapter 24 – Sign Code

December 1st – FBP will review the proposed “Fee Schedule”, including any adjustments recommended by BPW and PC.

December 8th – CC 1st reading of proposed code amendments and review of the proposed “Fee Schedule”.

2nd meeting in December – CC 2nd reading and ADOPTION of the proposed code amendments and resolution establishing the “Fee Schedule”.

Once approved, the proposed amendments and “Fee Schedule” would become effective January 1, 2016.

Finally, staff is proposing that the “Fee Schedule” be reviewed annually and that the Common Council adopt an annual fee schedule by resolution prior to January 1st of the effective year.

Recommendation

Although no action is requested at this time, staff would appreciate the Council’s feedback on the proposal prior to undertaking the process outlined above.

Concurrence:



Steve Barg
City Administrator

ORDINANCE NO. 1322

An ordinance amending subsections (a) and (b) of subsection (1), of Section 14-69 pertaining to amount of sewer service charges; and amending subsection (b) of subsection (16) of Section 14-72 of the Municipal Code of the City of Marshfield, Wisconsin, pertaining to provisions regarding holding tank service charges, portable toilet waste, and septic tank waste.

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

SECTION 1. Subsections (a) and (b) of subsection (1) of Section 14.69 of the Municipal Code of the City of Marshfield, are hereby amended to read as follows:

“14-69 AMOUNT OF SEWER SERVICE CHARGES.

(1) SEWER SERVICE CHARGE UNIT COSTS. The unit costs for the sewer service charge system are as follows:

(a) Category A Sewer Service Charge. The sewer service charge for Category A sewer users is as follows:

	<u>Effective 01/01/15</u>	<u>Effective 01/01/16</u>
Fixed Monthly Charge	\$18.35	\$18.45
Volume Charge	\$4.04/100 cu. ft. \$5.40/1000 gal.	\$4.11/100 cu. ft. \$5.50/1000 gal.

(b) Category B Sewer Service Charge. The sewer service charge for Category B sewer users is as follows:

	<u>Effective 01/01/15</u>	<u>Effective 01/01/16</u>
Fixed Monthly Charge	\$18.35	\$18.45
Volume Charge	\$4.04/100 cu. ft.	\$4.11/100 cu. ft.
Surcharges:		
BOD greater than 200/mg/l =	\$0.66/lb.	\$0.66/lb.
Suspended Solids greater Than 250 mg/l =	\$0.54/lb.	\$0.54/lb.
TKN greater than 40 mg/l	\$0.87/lb.	\$0.87/lb.
P greater than 7 mg/l	\$7.26/lb.	\$7.26/lb.

SECTION 2. Subsection (b) of subsection (16) of Section 14-72 of the Municipal Code of the City of Marshfield, are hereby amended to read as follows:

“14-72 USE OF THE PUBLIC SEWER.

(16) PROVISIONS REGARDING HOLDING TANK AND PORTABLE TOILET WASTEWATER

(b) Sewer Service Charges. The wastewater haulers shall pay the City for wastewater treatment and disposal. This charge shall consist of the following:

	<u>Effective 01/01/15</u>	<u>Effective 01/01/16</u>
Holding Tank Waste:		
Volume Charge	\$12.72/100 cu. ft. or \$17.00/1000 gal.	\$12.79/100 cu. ft. or \$17.10/1000 gal.
Portable Toilet Waste:		
Volume Charge	\$39.09/ 100 cu. ft. or \$52.25/1000 gal.	\$39.24/100 cu. ft. or \$52.45/1000 gal.
Septic Tank Waste:		
Volume Charge	\$74.06/100 cu. ft. \$99.00/1000 gal.	\$74.43/100 cu. ft. \$99.50/1000 gal.

SECTION 34. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

NOTE: This ordinance is recommended by the Board of Public Works.

ADOPTED:	_____	_____
		Chris L. Meyer, Mayor
APPROVED:	_____	
		Attest: _____
PUBLISHED:	_____	Deb M. Hall, City Clerk



**City of
Marshfield**
Memorandum

October 29, 2015

TO: Mayor Meyer and members of the Common Council
FROM: UW-Marshfield/Wood County
SUBJECT: Budget Resolution 26-2015 2015 Campus project funding transfers

BACKGROUND

The City of Marshfield and Wood County have a 50/50 joint ownership venture of facilities on the UW-Marshfield/Wood County (UWMWC) campus. As such, capital project costs are shared on the same basis.

For 2015, both the City of Marshfield and Wood County approved equal funding for capital improvement projects on campus. As projects were bid out, adjustments were identified as required to the City portion of 2015 funding as the City records each project separately in our budget vs. an annual single project like Wood County. Starting in the 2016 Adopted CIP and recommended budget, the City is matching the Wood County approach to avoid the difference in reporting budgeting leading to this request.

ANALYSIS

UWMWC is requesting approval to transfer remaining funds of the City 50% cost share amount of \$9,762.50 from CIP Project #647330 Library Roof Repairs to CIP Project #647328 Repave 7th Street Entrance. This is not a request for additional funds, but a transfer between approved 2015 projects to match costs.

RECOMMENDATION

Recommend approval of Budget Resolution 26-2015.

Steve Barg
City Administrator

Keith Strey
Finance Director

BUDGET RESOLUTION NO. 26-2015

A resolution changing the 2015 budget of the City of Marshfield, Wisconsin.

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the sum of \$9,763 is hereby transferred within the Public Facilities Capital Outlay Fund between UW Marshfield/Wood County Library Roof Repair project, a/c#4055765064.647330 and UW Marshfield/Wood County Repave 7th Street Entrance project, a/c#4055765064.647328.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
_____ Mayor

APPROVED _____
_____ Attest - City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 26-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

Public Facilities Capital Outlay Fund, a/c# 4055765064.647330

1. 58830 – Buildings \$ 9,763

TRANSFERRED TO:

Public Facilities Capital Outlay Fund, a/c# 4055765064.647328

1. 58820 – Land Improvements \$ 9,763

* * * *



City of Marshfield

Memorandum

TO: Finance, Budget and Personnel Committee
FROM: Justin Casperson, Parks and Recreation Director
RE: Budget Resolution 27-2015 Bear Exhibit Expansion Project
DATE: November 3, 2015

Summary

In May 2015, the Common Council approved budget resolution No. 8-2015 for projected cost increases associated with the Wildwood Zoo Bear Exhibit Project. Since May, the Fundraising Committee secured enough private donations to complete the project on budget without the need of budget resolution No. 8-2015 monies.

Budget resolution No. 8-2015 transferred \$83,530 from other projects/sources and organizations. It is the intent to transfer non-project related monies back to the original slated projects/sources. Displayed below are the amounts and adjoining projects/sources.

- \$48,530 Hackman Storage Building project
- \$ 5,000 Sustainable Marshfield Committee

Recommendation

I recommend that the Finance, Budget and Personnel Committee approve Budget Resolution No. 27 - 2015 for the amount of \$53,530 and refer to the Common Council for consideration.

Concurrence:

Steve Barg; City Administrator

Keith Strey; Finance Director

DETAIL OF BUDGET RESOLUTION NO. 27-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

Room Tax Fund, Taxes, a/c# 2024100008.080000:

1. 41110 – General Property Taxes	\$	5,000
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Room Tax Fund, New Bear Exhibit Building Project Budget, a/c# 2025541063.632805:

1. Buildings	\$	53,530
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TRANSFERRED TO:

General Fund, Taxes, a/c# 1014100008.080000:

1. 41110 – General Property Taxes	\$	5,000
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General Fund, Contingency, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency (1)	\$	5,000
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Room Tax Fund, Other Financing Sources Budget, a/c# 2024900008.080000:

1. 49300 – Fund Balance Applied (2)	\$	48,530
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Note:

- (1) Budget resolution 08-2015 transferred these funds from Sustainable Marshfield
- (2) Fund Balance Applied is from unused Hackman Storage Building Project funds, project 612856, budgeted in 2013 and 2014 transferred in budget resolution 08-2015.

* * * * *



City of
Marshfield
Memorandum

October 27, 2015

TO: Mayor Meyer and members of the Common Council
FROM: Dan Knoeck, Director of Public Works
SUBJECT: Budget Resolution 28-2015 - Architectural Services for Evaluation of the Forward Financial Building

BACKGROUND

With the potential for sale and redevelopment of City Hall Plaza, it is necessary for us to start looking at options for relocation of City Hall. The first option under consideration is the purchase of the Forward Financial Building at the corner of 6th Street and Chestnut Avenue. Architectural services are needed to determine what remodeling cost would be necessary to fit City Hall functions into that building.

ANALYSIS

Zimmerman Architectural Studios recently completed a space needs study for City Hall. The required space identified in that report is very similar to the space available in the Forward Financial Building. Zimmerman has provided a proposal (attached) to review the functionality of the Forward building and develop a conceptual floor plan for city hall purposes. The proposal also includes a physical condition assessment of the Forward building. Even though the building is fairly new, it would be prudent to have such an assessment done, as part of our due diligence in evaluating the building. The total cost of the proposal is \$13,500.

At the October 26, 2015 Council Meeting, the proposal from Zimmerman Architectural Studios, in the amount of \$13,500 was approved and staff was directed to draft a budget resolution to establish funding for the project. The proposed funding source is from fund balance in the Public Facilities Capital Project Fund, specifically from the City Hall Penthouse Guardrail Project from 2014 that was not completed. I am proposing a budget transfer of \$15,000 to cover any other additional expenses that may come up relative the Forward building analysis.

RECOMMENDATION

I recommend approval of Budget Resolution 28-2015.

Concurrence:



Steve Barg, City Administrator



Keith Strey, Finance Director

October 12, 2015

Mr. Dan Knoeck
City of Marshfield
630 South Central Avenue
Marshfield, WI 54449

RE: **City Hall Feasibility Study – Forward Financial Building**

Dear Dan:

Thank you for giving me a call on Friday to study the Forward Financial Building for possible relocation of **Marshfield City Hall**. The requested proposal is to perform an existing building feasibility study to help determine whether the City Hall services can perform functionally at the former Forward Financial Building, 207 West 6th Street. The feasibility study initially includes architectural programming space layouts, based on the findings from the City Hall Needs Analysis report, dated March 31, 2014. The scope is defined as such:

1. Evaluate the report, and backup interview information, and determine spatial needs for each department that currently resides in the City Hall Building, 630 South Central Avenue.
2. Review the 2009 International Existing Building Code, for code conformance as an alteration.
3. Up to one (1) site visit will be included in the fee to discuss a preliminary layout of the space.

The deliverable will be a written narrative that describes the overall findings, as well as a concept floor plan that indicates departmental adjacencies and furniture layouts, along with conceptual budget data.

Our fee for these efforts during design is five thousand dollars (**\$5,000.00**).

Additionally, the report can be expanded to evaluate the physical condition of the Forward Financial Building. The scope to add this service is defined as such:

1. Up to one (1) site visit will be included to tour the building and inspect the architectural, mechanical, electrical and plumbing conditions. Harwood Engineering will provide the mechanical, electrical and plumbing assessment and add to the report. The original construction drawings have been provided for the building in pdf form. Building usage data is not anticipated to be provided.
2. Review the conceptual layout as identified above, and relate the amount of alteration work needed. The information will aid in providing better conceptual budget data.

The deliverable will be added information to the narrative identified above. The additional fee for this effort is eight thousand five hundred dollars (**\$8,500.00**).

City Hall Feasibility Study – Forward Financial Building

October 12, 2015

Page 2 of 2

It is my understanding from our conversation that because of the dynamics of possibly selling City Hall in the coming months, the urgency of the report is high, as the timing of departmental relocation is not known. Zimmerman and Harwood would be prepared to get started on the project very soon after an agreement can be reached. I would be happy to discuss the scope and a fee with you to determine what best fits this project. If you have any questions about this proposal and the scope, feel free to contact me.

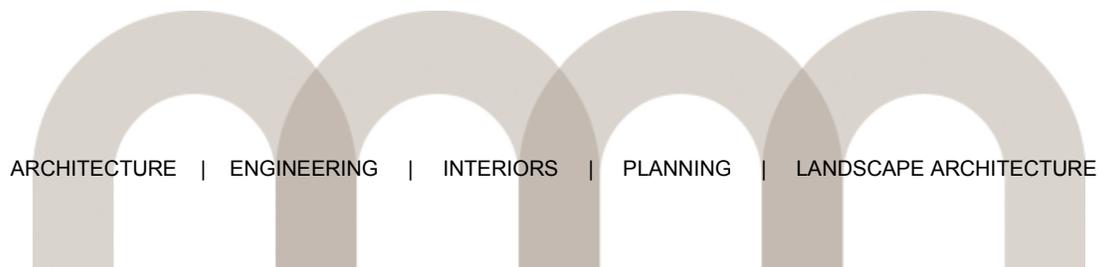
Respectfully Submitted,

Zimmerman Architectural Studios, Inc.

Jack T. Blume, AIA, CDT

Project Architect | Vice President

jack.blume@zastudios.com



BUDGET RESOLUTION NO. 28-2015

A resolution changing the 2015 budget of the City of Marshfield, Wisconsin.

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the sum of \$15,000 is hereby transferred within the Public Facilities Capital Outlay Fund, from Fund Balance Applied a/c #4054900008.080000 to the City Hall Plaza Planning – Forward Financial Building Project, a/c #4055574023.233968.
2. That upon the adoption of this resolution by a two thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
_____ Mayor

APPROVED _____
_____ Attest – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 21-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

<u>Public Facilities Capital Outlay Fund, a/c# 4054900008.080000:</u>	
1 49300 – Fund Balance Applied (1)	\$15,000

TRANSFERRED TO:

<u>Public Facilities Capital Outlay Fund, a/c# 4055574023.233968:</u>	
1 58830 – Buildings	\$ 15,000

(1) Available funds from City Hall Penthouse Roof Guardrail Project in 2014



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, City Planner
DATE: October 26, 2015

RE: First Reading – Ordinance No. 1321 Rezoning Request by the City of Marshfield to change the zoning from “RH-35” Rural Holding to “GI” General Industrial, for property located east of the intersection of South Galvin Avenue and Yellowstone Drive (Parcel No. 33-07087).

Background

The City of Marshfield is proposing to rezone one parcel located east of the intersection of South Galvin Avenue and Yellowstone Drive from “RH-35” Rural Holding to “GI” General Industrial to allow this property to be developed for manufacturing. Although it is one parcel, it was split by the realignment of Yellowstone Drive with a small triangular piece lying south of Yellowstone Drive. This rezoning request covers both pieces of land.

The 35-acre property is currently being farmed and is part of the Yellowstone Industrial Park, located in Tax Incremental District #7. If the rezoning is approved, the southern half of the parcel would be planned for manufacturing development, and the north half would likely remain as farmland until it is developed in the future.

Analysis

According to the 2007 City of Marshfield 20 year Comprehensive Plan, this specific area is identified as “General Industrial.” Rezoning the property to “GI” General Industrial, would match the designated land use shown on the Future Land Use map for this area.

Based on the neighborhood context, the surrounding land uses, similar properties, and future growth patterns it is reasonable to consider a rezoning of this property and adjacent properties in the future to “GI” General Industrial.

The Zoning Code requires a review of any zoning map amendment with the following criteria:

1. Advances the purposes of this Chapter as outlined in Section 18-03 and the applicable rules of Wisconsin Department of Natural Resources (WisDNR) and the Federal Emergency Management Agency (FEMA).

Section 18-03 refers to the protection of health, safety, morals, comfort, convenience, and general welfare of the public. Rezoning land that is located in an industrial park, to industrial zoning, would allow future manufacturing uses to be located near other manufacturing uses and away from incompatible residential uses. The northern part of the property does contain an intermittent stream based on GIS data. If that area does become developed, any regulations pertaining to shoreland zoning will be followed. Based on the available data, there are no identified floodplains or wetlands on the subject property.

2. Is in harmony with the recommendations of the Comprehensive Plan.

The Future Land Use Map identifies this area as "General Industrial". According to the Comprehensive Plan, this planning district has been designated to provide locations for the various manufacturing and industrial districts and intensities allowed by City zoning. This includes the M1, M2, and M3 (now the IP, LI, and GI) districts. Areas given this planning designation have good highway access and limited conflicts with residential areas. Thus, this area is planned to support a range of employment uses, including more intense uses as allowed by zoning. As opportunities for reinvestment and redevelopment occur, the appearance of building facades exposed to the public view, especially those visible from Veterans Parkway should be improved. Aesthetic treatments should include the use of high quality building materials, improved window treatments, screening, and landscaping.

3. Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts.

The surrounding properties to the north and south are zoned "GI" General Industrial. Property to the west of Galvin Avenue is zoned "CMU" Community Mixed Use. Property to the east of the subject property is zoned "RD" Research and Development, but the majority is zoned for general industrial. Since the majority of the surrounding properties are zoned "GI" General Industrial, rezoning this parcel to "GI" is consistent with the Comprehensive Plan and the future growth pattern of the industrial park.

4. Addresses any of the following factors that are not properly addressed on the current Official Zoning Map:
 - a. The designations of the Official Zoning Map are not in conformance with the Comprehensive Plan.
 - b. A mapping mistake was made. If this reason is cited, it must be demonstrated that the discussed inconsistency between actual land

use and designated zoning is not intended, as the City may intend to stop an undesirable land use pattern from spreading.

- c. Factors have changed (such as new data, infrastructure, market conditions, development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.
- d. Growth patterns or rates have changed, creating the need for an amendment to the Official Zoning Map.

There is demand for new manufacturing development in the Yellowstone Industrial Park and the current zoning does not match the designation of the Future Land Use map in the Comprehensive Plan.

Plan Commission Recommendation

A public hearing was held on October 20, 2015 where no public comment was made. The Plan Commission recommended approving the proposed ordinance as presented.

Council Options

The Common Council can take the following actions:

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

Recommendation

To allow the proposed project to continue moving forward, and to break ground yet this year, staff is requesting that the rules be suspended and action be taken after the first reading. Staff is recommending approval of Ordinance No. 1321 to rezone the property from "RH-35" Rural Holding to "GI" General Industrial.

Attachments

1. Ordinance 1321
2. Location Map

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

ORDINANCE NO. 1321

AN ORDINANCE REZONING AN UNADDRESSED PARCEL EAST OF THE INTERSECTION OF SOUTH GALVIN AVENUE AND YELLOWSTONE DRIVE, PARCEL 33-07087, FROM "RH-35" RURAL HOLDING DISTRICT TO "GI" GENERAL INDUSTRIAL DISTRICT.

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

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such change in zoning and, pursuant thereto, a public hearing having been held on the 20th day of October, 2015 at 7:00pm, and the Plan Commission having heard all interested parties or their agents and attorneys;

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

SECTION I. Zoning

The following described property is hereby rezoned from "RH-35" Rural Holding District to "GI" General Industrial District, as set forth in, and regulated by, the provisions of Chapter 18, Marshfield Municipal Code:

The SW ¼ of the SW ¼ of Section 15, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, excluding all dedicated rights-of-way.

SECTION II. Effective Date

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

ADOPTED: _____

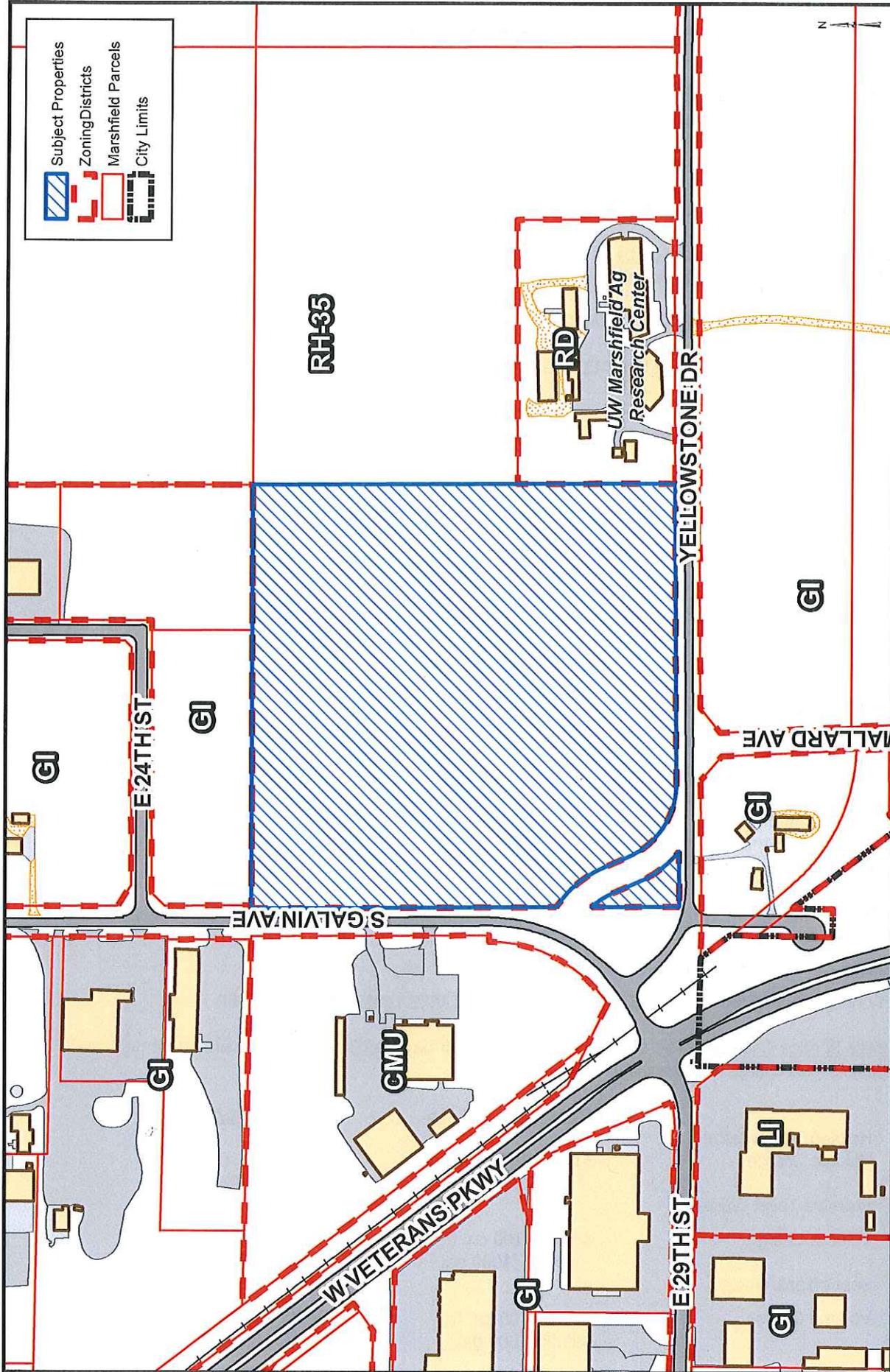
Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



RZN Request: 'RH-35' to 'G1' Parcel 33-07087
City of Marshfield - Plan Commission
Meeting Date: October 20, 2015

Map Not To Scale
 For Reference Only

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.

RESOLUTION NO. 2015-51

Resolved, by the Common Council of the City of Marshfield, Wood County, Wisconsin, that this Certified Survey Map and dedication of public right-of-way for Galvin Avenue, located in the SE ¼ of the SE ¼ of Section 15, Town 25 North, Range 3 East, done for the City of Marshfield, owner, by Land Surveyor Timothy Vreeland, be approved and accepted.

Chris L. Meyer, Mayor
City of Marshfield

Date

I, Deb M. Hall, City Clerk, City of Marshfield, do hereby certify that the above Resolution was adopted by the Common Council of the City of Marshfield, Wood County, Wisconsin at its regular meeting this ____ day of _____, 2015.

Deb M. Hall, City Clerk
City of Marshfield

Date

ADOPTED: _____

APPROVED: _____

CERTIFIED SURVEY MAP

WOOD COUNTY NO. _____ VOL. _____ PAGE _____

PART OF THE SW1/4 OF THE SW1/4 OF SECTION 15, TOWNSHIP 25 NORTH, RANGE 3 EAST, CITY OF MARSHFIELD, WOOD COUNTY, WISCONSIN.

SHEET 2 OF 3 SHEETS

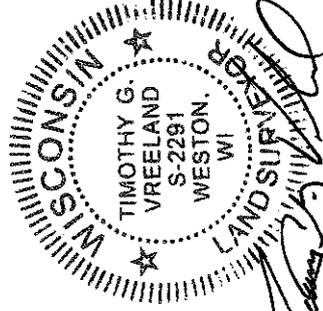
SURVEYORS CERTIFICATE

I, TIMOTHY G. VREELAND, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT AT THE DIRECTION OF DAN KNOECK, I SURVEYED, MAPPED AND DIVIDED THAT PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 25 NORTH, RANGE 3 EAST, CITY OF MARSHFIELD, WOOD COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS.

COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 15; THENCE N 0°19'23" W ALONG THE WEST LINE OF THE SOUTHWEST QUARTER 439.99 FEET; THENCE N 89°32'19" E 41.25 FEET TO THE EAST LINE OF GALVIN AVENUE AND TO THE POINT OF BEGINNING; THENCE CONTINUING N 89°32'19" E 786.20 FEET; THENCE S 0°14'05" E 400.00 FEET TO THE NORTH LINE OF YELLOWSTONE DRIVE; THENCE S 89°32'19" W ALONG THE NORTH LINE OF YELLOWSTONE DRIVE 420.74 FEET; THENCE 273.15 FEET ALONG THE ARC OF A CURVE CONCAVE TO THE NORTH WHOSE RADIUS IS 235.00 FEET, WHOSE CENTRAL ANGLE IS 66°35'49" AND WHOSE CHORD BEARS N 57°09'35" W 258.03 FEET; THENCE N 23°51'41" W 86.60 FEET; THENCE 180.40 FEET ALONG THE ARC OF A CURVE CONCAVE TO THE SOUTHWEST WHOSE RADIUS IS 315.00 FEET, WHOSE CENTRAL ANGLE IS 32°48'50" AND WHOSE CHORD BEARS N 40°16'07" W 177.95 FEET TO THE EAST LINE OF GALVIN AVENUE; THENCE N 0°19'23" W ALONG THE EAST LINE OF GALVIN AVENUE 42.15 FEET TO THE POINT OF BEGINNING. SUBJECT TO ALL EASEMENTS, RESTRICTIONS AND RIGHTS OF WAY OF RECORD AND USE.

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

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



DATED THIS 5TH DAY OF OCTOBER, 2015

TIMOTHY G. VREELAND P.L.S. 2291

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

DATE _____ CITY ENGINEER _____

CERTIFIED SURVEY MAP

WOOD COUNTY NO. _____ **VOL.** _____ **PAGE** _____

PART OF THE SW1/4 OF THE SW1/4 OF SECTION 15, TOWNSHIP 25 NORTH, RANGE 3 EAST, CITY OF MARSHFIELD, WOOD COUNTY, WISCONSIN.

SHEET 3 OF 3 SHEETS

OWNERS CERTIFICATE OF DEDICATION

AS OWNERS, WE HEREBY CERTIFY THAT WE CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS REPRESENTED ON THE MAP. WE ALSO CERTIFY THAT THIS MAP IS REQUIRED BY s.236.10 OR s.236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: CITY OF MARSHFIELD

WITNESS THE HAND AND SEAL OF SAID OWNERS ON THIS _____ DAY OF _____ 2015.

CHRIS L MEYER, MAYOR _____ DEB M. HALL, CITY CLERK _____

STATE OF WISCONSIN) SS
WOOD COUNTY)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2015, THE ABOVE NAMED CHRIS L. MEYER AND DEB M. HALL TO ME KNOWN TO BE THE SAME PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, WOOD COUNTY, WISCONSIN

MY COMMISSION EXPIRES _____

COMMON COUNCIL RESOLUTION

RESOLVED THAT THIS CERTIFIED SURVEY MAP IN THE CITY OF MARSHFIELD, IS HEREBY APPROVED BY THE COMMON COUNCIL OF THE CITY OF MARSHFIELD. THE CITY OF MARSHFIELD, OWNERS OF THE LANDS.

DATE APPROVED _____ MAYOR _____ CHRIS MEYER _____

DATE SIGNED _____ MAYOR _____ CHRIS MEYER _____

CITY CLERK

I, HEREBY CERTIFY THAT THE FOREGOING IS A COPY OF A RESOLUTION ADOPTED BY THE COMMON COUNCIL OF THE CITY OF MARSHFIELD.

DEB M. HALL

