



CITY OF MARSHFIELD

MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, NOVEMBER 24, 2015
Council Chambers, Lower Level, City Hall Plaza
7:00 p.m.**

NOTE TO VISITORS AND GUESTS: Welcome to this meeting of the Common Council. We appreciate your interest in the City of Marshfield. Item "F" 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. **PUBLIC HEARING** – On November 7, 2015, the proposed 2016 budget was published in the Marshfield News Herald. At this time, members of the public are invited to comment on the proposed 2016 budget.
- E. Reading of items added to the agenda
- F. 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.
- G. Approval of Minutes – November 10, 2015
- H. Introduction of Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator
- I. Staff updates
 - 1. Update on the 200 Block project by Jason Angell, Director of Planning and Economic Development
- J. Mayor's Comments
 - 1. Employee Recognition
 - Michael Scherr, Street Division, November 25, 1980, 35 years
 - David Mattheisen, Police Department, December 3, 1990, 25 years

COMMON COUNCIL AGENDA
NOVEMBER 24, 2015

2. Volunteering at Rotary Winter Wonderland on Sunday December 20th, 7:00 p.m. – 9:00 p.m.

- K. Council Comments

- L. Reports from commissions, boards, and committees

- M. Consent Agenda:
 - 1) Meeting minutes/reports
 - a. University Commission (August 20, 2015)
 - b. University Commission Taskforce (September 8, 2015)
 - c. Convention & Visitors Bureau (September 15, 2015)
 - d. Comprehensive Plan Steering Committee (September 17, 2015)
 - e. University Commission Taskforce (September 22, 2015)
 - f. University Commission Special Meeting (September 24, 2015)
 - g. University Commission Special Meeting (September 28, 2015)
 - h. Comprehensive Plan Steering Committee (October 8, 2015)
 - i. Parks, Recreation, and Forestry (October 8, 2015)
 - j. University Commission Special Meeting (October 21, 2015)
 - k. University Commission Special Meeting (October 23, 2015)
 - l. Airport Committee (October 22, 2015)
 - m. Economic Development Board (November 2, 2015)
 - n. Main Street Marshfield (November 4, 2015)
 - o. Committee on Aging (November 5, 2015)
 - p. Utility Commission (November 9, 2015)
 1. #5723, Painting and reconditioning of 500,000 gallon Grant Park Water Tower at a cost of \$475,000
 2. #17830, Rebuild 1 phase to replace aging system and copper conductor. Also relocating poles due to bridge construct project on County Rd B., \$31,071
 - q. Fire & Police Commission (November 12, 2015)
 - r. Board of Public Works (November 16, 2015)
 - s. Judiciary and License Committee (November 17, 2015)
 - t. Finance, Budget, and Personal (November 17, 2015)
 1. Resolution No. 2015-54, writing off uncollectible ambulance accounts
 2. Resolution No. 2015-55, approving the ambulanced rate schedule
 3. Approval of 2016 ambulance contracts with neighboring municipalities
 - u. Plan Commission (November 17, 2015)

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

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

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- O. First Reading – Ordinance No. 1323, Municipal Code Amendment Request to amend Chapter 18, General Zoning Ordinance, Sections 18-26 through 18-33, 18-54, and 18-62 pertaining to regulations of satellite dishes, amateur radio facilities, and mobile service facilities such as communication or cell towers, antennas, and related equipment buildings, to comply with 62.23(7)(hf) and 66.0404, Wis. Stats. Presented by Josh Miller, City Planner

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the December 8, 2015 meeting.

- P. First Reading – Ordinance No. 1324, Municipal Code Amendment Request to amend Chapter 15, Building Code, Chapter 16, Plumbing Code, Chapter 17, Electrical Code, 18, Zoning Code, Chapter 19, Subdivision Code, and Chapter 24 Sign Code to replace the listed fees in said Chapters with a reference to the City of Marshfield Fee Schedule. Presented by Jason Angell, Planning and Economic Development Director

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the December 8, 2015 meeting.

- Q. Recommend approval of withdrawing from Local Government Property Insurance Fund. Presented by Keith Strey, Finance Director

Recommended Action: Withdraw from Local Government Property Insurance Fund

- R. Final Action concerning the 2016 City budget

At this time, any final changes or amendments to the proposed 2016 city budget, as published, should be offered and considered prior to consideration of Resolution No. 2015-58 setting the City's 2016 tax levy. Presented by Steve Barg, City Administrator

Recommended Action: Approve 2016 budget, after any desired adjustments

- S. Request to approve Resolution No. 2015-58, determining and levying the amount to be raised by taxation for city purposes for the 2016 fiscal year. Presented by Keith Strey, Finance Director

Recommended Action: Approve Resolution No. 2015-58

- T. 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

and

COMMON COUNCIL AGENDA
NOVEMBER 24, 2015

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 financial assistance for a project located north/east of Becker Road and Hume Avenue
- U. Reconvene into open session
- V. Action on matters discussed in closed session, if appropriate
- W. Consider changing second December Council meeting to Monday, December 21st
- X. Items for future agendas
- Y. Adjournment

Posted this day, November 20, 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.

NOVEMBER 10, 2015

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

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

EXCUSED: Rebecca Spiros

The flag was saluted and the pledge given.

No items were added to the agenda.

PUBLIC COMMENT PERIOD

None

CC15-267 Motion by Cummings, second by Feirer to approve the minutes of the Common Council special meeting of October 26, 2015.

Motion carried

CC15-268 Motion by Jockheck, second by Buttke to approve the minutes of the Common Council meeting of October 26, 2015.

Motion carried

CC15-269 Motion by Feirer, second by Reinart to approve the minutes of the Common Council special meeting of November 2, 2015.

Motion carried

Justin Casperson, Director of Parks and Recreation, presented Jan Altmann and her family with the Parks and Recreation Department's Volunteer of the Year Award.

STAFF UPDATES

City Administrator Barg talked about the change in meetings for December. At the last meeting the Council agreed to change the 2nd meeting in December to December 17th. Subsequently staff realized that staff will be working Winter Rotary Lights on that night. So at the next Council meeting he will be proposing to change that date to December 15th.

Public Hearing for the 2016 budget will be held on Tuesday, November 24, 2015 at 7:00 p.m.

MAYOR'S COMMENTS

Mayor Meyer announced that they are looking for Alderpersons to volunteer at Winter Rotary Lights on December 20th.

COUNCIL COMMENTS

Aldersperson Feirer wished all his fellow veterans a Happy Veterans Day.

Aldersperson Jockheck thanked everyone that was involved with the new bear exhibit and wolves.

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC15-270 Motion by Buttke, 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 September 21, 2015; Community Development Authority of September 24, 2015; Cable TV Committee of September 28, 2015; Economic Development Board of October 1, 2015; Community Development Authority Finance, Strategic Planning and Personnel Committees of October 20, 2015; Historic Preservation Committee of November 2, 2015; Board of Public Works of November 2, 2015 (1. Resolution No. 2015-52: revised rental rate - Vehicle/Equipment internal service fund effective January 1, 2016; and 2. Resolution No. 2015-53: revised rental rates - Wastewater Utility machinery and equipment effective January 1, 2016); Judiciary and License Committee of November 3, 2015; and Finance, Budget, and Personal of November 3, 2015.

Motion carried

No items were removed from the consent agenda.

GIS Coordinator David Buehler gave a presentation on the Citizen Request Tracking Program.

Director of Planning & Economic Development Jason Angell gave an update on permit and application fees; creating a fee schedule.

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

CC15-271 Motion by Buttke, second by Hendler to approve Ordinance No. 1322. Ayes – 9

Motion carried

CC15-272 Motion by Earll, second by Wagner to approve Budget Resolution No. 26-2015, transferring \$9,763 within the approved 2015 CIP projects. Ayes - 9

Motion carried

CC15-273 Motion by Hendler, second by Earll 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). Ayes - 9

Motion carried

CC15-274 Motion by Cummings, second by Jockheck 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. Ayes – 9

Motion carried

CC15-275 Motion by Feirer, second by Buttke to approve the appointment of Brian Hopperdietzel, 435 S. Central Ave. to the Business Improvement District Board to fill the unexpired term of Shelly Babcock.

Motion carried

CC15-276 Motion by Jockheck, second by Wagner 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.
- Possible financial assistance for a project located north/east of Becker Road/Hume Avenue.

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

Roll call vote, all ayes. (Time: 7:36 p.m.)

Motion carried

Present in closed session: Alderpersons Feirer, Feddick, Jockheck, Earll, Wagner, Reinart, Cummings, 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.

CC15-277 Motion by Feirer, second by Jockheck to return to open session. Roll call vote, all ayes. (Time: 8:27 p.m.)

Motion carried

CC15-278 Motion by Feirer, second by Wagner to accept the Offer to Purchase a property in Yellowstone Industrial Park with Pearce Properties and authorize staff to execute the documents.

Motion carried

CC15-279 Motion by Cummings, second by Hendler to approve a Development Agreement with Yellowstone Partners, LLC and authorize staff to execute the documents.

Motion carried

Second 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.

CC15-280 Motion by Feirer, second by Buttke to approve Ordinance No. 1321.

Motion carried

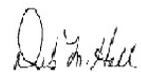
CC15-281 Motion by Feirer, second by Earll to approve Resolution No. 2015-51, approving a Certified Survey Map for a possible development within Tax Incremental District #7.

Motion carried

Future Agenda Items

None

There being no further business the Mayor adjourned the meeting at 8:30 p.m.



Deb M. Hall
City Clerk

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION MEETING OF
AUGUST 20, 2015

Chair Machon called the meeting to order at 5:15 p.m.

Present: Rozar, Breu, Earll, Spiros, Feddick, Machon, Pliml and
Montgomery.

Absent: Meyer.

Also present: Michelle Boernke, Assistant Dean for Administrative &
Financial Services; Brian Panzer, Building & Grounds Superintendent and
Marcie Kozickowski, Commission Bookkeeper.

Machon declared a quorum present.

There were no public comments.

Motion (Spiros/Breu) to approve and place on file the minutes of the May
21, 2015 regular meeting and the July 16, 2015 special meeting. Motion
carried. (Minutes on file.)

Motion (Earll/Spiros) to receive and place on file the statement of accounts.
Motion carried. (Statement of accounts on file.)

Motion (Spiros/Feddick) to receive and place on file the lists of bills.
Motion carried. (List of bills on file.)

Motion (Feddick/Spiros) to approve the naming of the S.T.E.M. building as
'Everett Roehl Science, Technology, Engineering and Math' building and to
approve the signing of the MOU with the UW Colleges. Motion carried.
(MOU on file.)

Motion (Breu/Earll) to approve the signing of the MOU with The
University Foundation: UW-Marshfield/Wood County. Motion carried.
(MOU on file.)

Motion (Feddick/Spiros) to approve the establishment of a taskforce to review the Commission bylaws. Motion carried. Machon will head the taskforce and invited other Commissioners to participate.

Motion (Breu/Earll) to receive and place on file the Building and Grounds Superintendent's report. Motion carried. (Report on file.)

Motion (Feddick/Breu) to amend agenda item 11A to read as follows: "Discuss/Approve the establishment of a taskforce to interview project managers for the S.T.E.M. building and bring their recommendation to the Commission for approval". Motion carried. Taskforce members will Machon, Boernke, Panzer, and Earll. Breu noted for the record that he does not like agenda items revised, but the Commission did not feel the amendment was substantive.

Motion (Spiros/Breu) to approve the establishment of a taskforce to interview project managers for the S.T.E.M. building and bring their recommendation to the Commission for approval. Motion carried.

Motion (Breu/Earll) to allow Wood County to serve as the fiscal agent for the S.T.E.M. building project. Motion carried.

Approval was given by consensus to allow the transfer of funds from one C.I.P. project to another.

Motion (Spiros/Earll) to approve the 2016 Operating and Facility Enhancement Budget. Motion carried. (Budgets on file.)

Motion (Spiros/Earll) to approve the purchase of a computer for the Commission. Motion carried.

The Dean thanked the City and the County for their support of the campus and especially the S.T.E.M. building. He distributed a letter addressing the concerns of several community members regarding the S.T.E.M. building. Montgomery reported that the UW Colleges has made a major investment in the upgrade to campus wireless. He announced that the process to select a regional Dean has begun and should be completed in September. The semester begins August 22 and invited everyone present to attend the campus picnic. He reported that there will be 15 international students on

campus this year; housing occupancy is down a bit, but enrollment and CESA classes are consistent with last year.

Chair Machon declared the meeting adjourned at 6:18 p.m.

Minutes taken for Gordon Earll, Secretary, by Marcie Koziczowski

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION TASKFORCE
MEETING OF SEPTEMBER 8, 2015

Chair Machon called the meeting to order at 4:00 p.m.

Present: Earll, Machon, Boernke and Panzer.

Also present: Marcie Koziczkowski, Commission Bookkeeper.

Machon declared a quorum present.

There were no public comments.

Boernke nominated Machon for Chair; he respectively declined and Panzer nominated Earll. Motion (Panzer/Boernke) to close the nominations and cast a unanimous vote for Earll. Motion carried.

Machon nominated Boernke for Secretary. Motion (Earll/Machon) to close the nominations and cast a unanimous vote for Boernke. Motion carried.

Following discussion about the process for hiring Project Manager services, a meeting was set for September 22, 2015 at 9:00 a.m. to conduct interviews and select a recommendation to be presented at the Commission's special meeting on September 24, 2015 at 5:15 p.m. Boernke was charged with discussing in-kind contribution process with City of Marshfield personnel.

Chair Earll declared the meeting adjourned at 4:50 p.m.

Minutes taken for Michelle Boernke, Secretary, by Marcie Koziczkowski

Marshfield Convention & Visitors Bureau

Board Meeting Minutes – September 15, 2015 – Scotty's Pizza

Present: Scott Berg, Alderman Gary Cummings, Scott Koran, Todd Diedrich
Absent/Excused: Sandra Hanson, Al Chaney
Non-Board Members Present: CVB Director Matt McLean / MACCI Director Scott Larson / Minutes taken by Lyn Anderson
Guests: Wendy Barnett & Jeanie Klinke, Holiday Inn

McLean called the meeting to order at 11:30.

I. Minutes from August Meeting

Lyn read the following motion from the August meeting, which was inadvertently omitted from the minutes: ***Motion to craft a letter (to the City) stating that we will continue to operate within state statutes was made by Scott K., second by Scott B., and carried with five (5) YES votes, and one (1) NO vote.*** Scott L. noted a typo in the motion made in "VI" wherein Lyn (unsuccessfully) attempted to change Scott K.'s name to "Scoot."

Motion to approve the minutes from the August 18th Board Meeting, with additional Motion and typo correction as noted above, was made by Scott K., second by Scott B., and unanimously carried.

II. August Financial Reports

McLean reviewed the financial reports. In response to questions from Todd D., regarding items included in Maple Fall Fest, Visitor Guide expense, New Events and Community Promotion, McLean stated that Branden from Premier has a check for about \$4,300 for us, as Visitor Guide income. This check has taken a while due to difficulty in collecting receivables from advertisers. McLean also explained that "New Events" includes Small Town Baseball and the Bear Exhibit. Community Promotion also includes miscellaneous items. McLean will dig into our categories for further detail, and report at the next meeting. ***Motion to approve the August Financial Reports was made by Scott B., second by Scott K., and unanimously carried.***

III. August & September Activity Report/4 CVB Pillar Updates

McLean reported that he and Lyn have been really busy with Maple Fall Fest, and also that the Wisconsin Trappers were in town at the Fairgrounds this weekend. There were no additional questions or comments from the Board.

IV. Room Tax Discussion

McLean distributed copies of a letter he drafted with Todd D. and Scott K., reviewed key points, and discussed if this was the direction that we (the Board) wished to proceed. Todd D. requested that it be addressed and dated appropriately, and suggested that it be "presented" (with no additional discussion, i.e., distribute to Council members), and that we form that community committee to look for the "Next Big Thing." ***Motion to approve this letter, with minor changes as discussed, to present to the City Council, the Mayor and Steve Barg was made by Scott K., second by Scott B., and unanimously carried.***

V. Powerman Race opportunity

McLean reported additional information regarding this "biathlon" race. The company, based in Europe, has established itself in the U.S. in the last 5 to 7 years. Kenosha planned to run the first race in Wisconsin in June; however, the sheriff shut it down due to several logistic challenges. There would be approximately 200-300 racers, and it would be a qualifier for a race in Switzerland. McLean discussed it with Denny at the Sports Den, and he would be willing to take it on if it could be combined with the Hub City Days Biathlon, which would defeat our purpose of bringing an additional event to Marshfield. The event will also take place in the Spring, or early Summer, to increase activity during a slower time for tourism. It was suggested that we could hire someone to coordinate/manage the event. McLean will continue working on it for 2017, and the Board agreed that it wants more information.

VI. Bear Exhibit Naming Rights / Promotion

McLean announced that the CVB, the Zoo, and the City Council Board will all have a booth at Maple Fall Fest, and the public will be able to submit names for the bears at all three locations over the weekend, as well as on our Facebook page. We will be accepting suggestions for names for the next two or three weeks, and will then pick the top 6, which will be posted in an online survey for two weeks, with the public choosing their favorite. The new bear cub names will be revealed at the Saturday, October 24th "Welcome Party" for the bears, 1:00 pm at the Wildwood Zoo.

McLean also announced that we did receive the JEM grant for \$34,500 for our bear promotion, the “Kodiak Bear Adventure” which will entail over \$50,000 in advertising for the 8-week promotion in December & January. On November 19th, Stephanie Klett from the State Dept. of Tourism will be here for a special ceremony at the Bear Exhibit, which will be a big media event.

VII. Maple Fall Fest Update

Lyn reviewed final status on the Maple Fall Fest on Friday, Saturday & Sunday, and McLean passed around a sheet requesting members to sign up if they will be available at any time to help over the weekend. Although vendor participation is down this year, due to the large event competing with us at the same time, we have additional entertainment scheduled, and well placed billboards, so we are anticipating another successful event.

VIII. New Business

No new business we discussed at this time.

Meeting adjourned at 1:00 pm.

**The next meeting, with lunch provided, is scheduled for Tuesday, October 27, 2015,
at 11:30 am at _____**

2017 COMPREHENSIVE PLAN UPDATE STEERING COMMITTEE MINUTES
OF THURSDAY, SEPTEMBER 17, 2015

Meeting called to order by Staff at 3:00 P.M. in Conference Room 108 of City Hall Plaza.

PRESENT: Alderperson Ed Wagner; Joe Gustafson; Justin Casperson; Bob Trussoni; Sam Warp; Bob Haight; Ann-Marie Nelson Brine; Michelle Morley (by telephone).

ABSENT: Mayor Chris Meyer (excused); Dan Knoeck (excused).

ALSO

PRESENT: Sam Schroeder, Zoning Administrator, Jason Angell, Planning and Economic Development Director, and Josh Miller, City Planner.

Elect a Chairperson

Nominations were held for Chairperson.

Ed Wagner nominated Joe Gustafson.

There being no further nominations Staff declared the nominations closed.

CPSC15-01 Motion by Ed Wagner second by Bob Haight to approve Joe Gustafson as Chairperson.

Motion Carried.

Joe Gustafson was elected Chairperson and took over as Chairperson of the meeting.

Introductions

Everyone in the room introduced themselves.

Review Committee Member's Role and Responsibilities

Miller reviewed the roles and responsibilities of the members of the Steering Committee.

Discuss Process for Amending the Comprehensive Plan

Miller explained the statutory process and process outlined in the Comprehensive Plan for amending the Comprehensive Plan.

Review 14 Goals of Comprehensive Planning

Miller went over the 14 Goals of Comprehensive Planning that the Steering Committee may want to consider throughout the planning process. The goals are requirements if a municipality received grant funding. Although they are not mandatory, they are sound principles to keep in mind.

Discuss Comprehensive Plan Elements

Miller explained the required 9 elements of a Comprehensive Plan: Issues and Opportunities; Housing; Transportation; Utilities and Community Facilities; Agricultural, Natural, and Cultural Resources; Economic Development; Intergovernmental Cooperation; Land Use; and Implementation. The City is not limited to these elements and may want to consider an element related to health, safety, and medical.

Angell explained and gave examples to the Medical chapter that is in the existing comprehensive plan and how the existing facility and future use of this specific use can put pressure on the community and utilities within the City of Marshfield.

Wagner mentioned that he will be particularly focusing on the intergovernmental communications specifically with the school districts.

Discuss Review Process and Schedule for the Steering Committee

Miller asked if there was a standing date that could be set for the Steering Committee moving forward.

Miller also covered the proposed schedule for the next 16 months with the hope of adopting the update by January, 2017.

The group discussed timeline and details of how to conduct a survey. Casperson gave examples of their survey success in Germantown doing direct mailings to every business and resident asking them to go to the City website and do a quick survey. He further suggested that keeping the answers for multiple choice questions to yes – no work much better to summarize and provide feedback at the end of the survey.

Nelson suggested doing SWOT exercises and consider conducting them at businesses.

It was suggested to have the survey results in before working on the Issues and Opportunities element.

Review Public Participation Plan

The public participation plan was included in the packet and Miller went over the highlights. He also explained that there will need to be an amendment to it to reflect requirements in the Statutes and asked the Steering Committee if they had any additional changes.

Discuss Town Hall Kickoff Meeting with the Public

Miller asked the Steering Committee for input on the first Town Hall Kickoff meeting.

Establishing a Public Information Officer for the Planning Process

Bob Haight suggested Josh Miller as the staff lead to be the Public Information Officer.

Gustafson suggested having a committee member to be the public information officer and going further into specifically a citizen committee member over a City staff member to show the community that there is commitment to this committee, to this plan, and to this community.

Gustafson was appointed public information officer or lead person for people within the community to contact for information on the progress of the comprehensive plan and Josh Miller will provide assistance.

Set Standing Meeting Date

The second Thursday of the month was agreed upon to have a standing meeting date. Location is to be determined depending on other meetings and the topic of the specific meeting.

Adjourn

Motion by Warp, second by Casperson to adjourn meeting at 4:15 P.M.
Motion Carried

Respectfully submitted,

Sam Schroeder
Zoning Administrator

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION TASKFORCE
MEETING OF SEPTEMBER 22, 2015

Chair Machon called the meeting to order at 9:00 a.m.

Present: Earll, Machon, Boernke and Panzer.

Machon declared a quorum present.

Motion (Panzer/Machon) to approve the minutes of the September 8, 2015 Taskforce meeting. Motion carried. (Minutes on file.)

There were no public comments.

Interviews/presentations commenced with The Boson Company, Ltd., followed by Earth Design Construction, Inc.

Following discussions there was a motion (Machon/Panzer) to select The Boson Company, Ltd. as the successful candidate to be recommended to the University Commission for Project Manager services. Boernke was asked to contact Boson with regarding a couple of questions. Motion carried. (Presentations/bids on file.)

Motion (Panzer/Machon) to accept the contract with the insertion of prices following a review by Wood County corporate council. Motion carried.

The meeting adjourned at 11:58 a.m.

(Minutes taken by Michelle Boernke, Secretary.)

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION SPECIAL
MEETING OF SEPTEMBER 24, 2015

Vice-Chair Breu called the meeting to order at 5:15 p.m.

Present: Breu, Earll, Feddick, Spiros and Montgomery.

Excused: Meyer, Rozar and Machon.

Absent: Pliml

Also present: Michelle Boernke, Assistant Dean for Administrative & Financial Services; Brian Panzer, Building & Grounds Superintendent; and Marcie Koziczowski, Commission Bookkeeper

Breu declared a quorum present.

There were no public comments.

There was no motion to approve the contract for Project Manager services; Commissioners preferred to wait for final review by Wood County Corporate Council. This will be voted on at the next special Commission meeting.

There was no motion to award a contract for Project Manager services. Commission members charged Boernke with discussing the possibility of a lower fee with The Boson Company, Inc. based on fees charged on similar area projects. A special meeting was scheduled for Monday, September 28, 2015 at 6:00 p.m. to vote on the agenda item.

Meeting adjourned at 5:50 p.m.

Minutes taken for Gordon Earll, Secretary, by Marcie Koziczowski.

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION SPECIAL
MEETING OF SEPTEMBER 28, 2015

Chair Machon called the meeting to order at 6:00 p.m.

Present: Breu, Earll, Feddick, Spiros, Machon, Rozar and Montgomery.

Excused: Meyer.

Absent: Pliml.

Also present: Michelle Boernke, Assistant Dean for Administrative & Financial Services; Brian Panzer, Building & Grounds Superintendent; Peter Kastenholz, Wood County Corporate Counsel and Marcie Koziczowski, Commission Bookkeeper

Machon declared a quorum present.

There were no public comments.

There was a motion (Earll/Machon) to approve the recommendation of the Commission Taskforce and award the contract for Project Manager services to The Boson Company. Concern was expressed as to cost. The motion failed with a vote of 5-1. Commission members asked Boernke and Kastenholz to re-draft the RFP and receive Commission input. Boernke will then redistribute it to a broader group for bidding. The next special meeting will be October 21st at 5:15 p.m. to compare bids from contractors, followed by a special meeting on October 23rd at 1:00 p.m. to interview candidates and select a project manager.

Meeting adjourned at 7:05 p.m.

Minutes taken for Gordon Earll, Secretary, by Marcie Koziczowski.

2017 COMPREHENSIVE PLAN UPDATE STEERING COMMITTEE MINUTES
OF THURSDAY, OCTOBER 8th, 2015

Meeting called to order by Secretary Schroeder at 3:04 P.M. in Conference Room 108 of City Hall Plaza.

PRESENT: Mayor Chris Meyer; Alderperson Ed Wagner; Joe Gustafson (arrived at 3:07); Dan Knoeck; Justin Casperson; Bob Haight; and, Ann-Marie Nelson Brine.

ABSENT: Michelle Morley (excused); Bob Trussoni (excused); and, Sam Warp (excused)

ALSO

PRESENT: Sam Schroeder, Zoning Administrator; and, Josh Miller, City Planner.

Approval of Minutes – September 17, 2015

CPSC15-02 Motion by Casperson second by Haight to approve the minutes of September 17, 2015.

Motion Carried.

Gustafson resumed Chair at 3:07 pm.

Citizen Comments

No comments.

Review Public Participation Plan

Miller asked if the Committee had any recommended changes to the Public Participation Plan.

No discussion.

Discuss Town Hall Kickoff Meeting with the Public

Miller asked for some suggested exercises for the initial Town Hall Kickoff Meeting.

Wagner agreed focusing on the visioning of the City and small focus groups.

Miller asked for a suggested date, time, and location for the meeting.

After much discussion the group is suggesting to have the kickoff meeting on a Saturday morning in mid-January, with the possible location in a vacant store front in the downtown or possibly the basement of the Thomas House.

Need to have a good moderator.

Invite Young Professionals group, school district, schools, PTO groups, Leadership Marshfield, etc.

Talk to Angie about using a vacant storefront downtown.

On the invites, ask how is the Comprehensive Plan going to impact you as an individual? Have that answer for the meeting and promotion of the meeting.

Possibly cross promote another event around mid-January.

Come up with a theme and market it.

Review Survey Questions

Miller briefly went over the survey and shared a couple of additional health related questions that were not included in the packet.

The following topics and questions were discussed: transportation, outsourcing the survey to maximize results, use of the word “City” to often, community gardens, quantifiable vs perception questions, ride share, Emerald Ash Bore, safety, the general outline of the survey, Question 5, Question 16, and Question 21.

Have questions that are both quantifiable and based on perceptions.

Need a Transportation section to the survey.

Look to hire a consultant to assist with the survey and analysis.

Set Meeting Date and Future Agenda Items

The next meeting will be scheduled for Thursday, November 12, 2015, in Conference Room 108. Topics for the agenda will include existing conditions, update on the survey and moderator, and kick-off meeting.

Adjourn at 5:00 P.M.

Respectfully submitted,

Sam Schroeder
Zoning Administrator

CITY OF MARSHFIELD
PARKS, RECREATION AND FORESTRY COMMITTEE
October 8, 2015 Meeting Minutes

- I. **CALL TO ORDER:** Meeting called to order by John White, Jr. at 5:30 p.m. in room 108 in City Hall Plaza, 630 S. Central Avenue.
- II. **ROLL CALL:** Present: Chairperson John White, Jr.; Vice Chairperson Jane Yaeger; Alderperson Rich Reinart; Zoological Society Representative, Tom Buttke; Members: Ali Luedtke, Chris Viegut; Nick Faber; Absent: None.

Also Present: Justin Casperson, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor.

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

- IV. **PUBLIC COMMENT:** None

V. **OLD BUSINESS:**

A. **CORP Review:**

1. Benedict Park – Casperson discussed the various items scheduled and suggested in the CORP plan associated with Braem Park. He explained the biggest needs at Braem Park were the parking lot, tennis courts and shelter. There is some concern with creek stabilization, horseshoe pit fencing, and skatepark's pergola. The Committee discussed their concern with the amount of litter surrounding the skatepark and the park itself.
2. Columbia Park – Casperson discussed the various items scheduled and suggested in the CORP plan associated with Columbia Park. He noted the band shell weather panels need to be replaced in the next few years. The Committee expressed some desire to improve the band shell wood walls and restrooms.

B. **Bounce House Rental Policy & Procedures:**

Casperson explained the Department's bounce house policy as: (1) Inflatable structures are allowed in parks; (2) No pounding or driving of stakes into the ground; (3) Inflatable structures that require staking must contact the Parks and Recreation Department office two-weeks in advance, pay a \$33.00 fee and call for utility locates. Motion by White, seconded by Buttke to approve the presented bounce house policy, motion carried unanimously.

VI. **NEW BUSINESS:**

- A. **Volunteer of the Year:** Motion by Yaeger, Seconded by Reinhart to approve Jan Altmann and family as the Parks, Recreation & Forestry Committee Volunteer of the Year.

VII. **REPORTS:**

A. **Chairperson:** None

B. **Zoological Society:**

Buttke noted the Zoological Society will be holding its election of officers on Thursday, October 15. They no longer have a banquet because of waning attendance. The Trick-or-Treating in the Zoo will be held on Saturday, October 10.

C. **Recreation:**

Hefko Pool - No pool report this month as all bills are not in for the season. We will have one next month.

Library/Community Center Project - We are going to begin to look at layout and options for the community center with Zimmermann.

Fall Programs - Tennis/Racquetball center started fall hours on Tuesday, September 8. Tennis Lessons for the first fall session began on Monday, September 14. Fall Soccer program wrapped up on Sunday, October 4. We were able to hold the program every Sunday for the seven weeks. Adult Volleyball league will begin the week of October 12th. There will only be leagues on Monday, Wednesday & Thursday this year. Pickleball will be switching to Tuesday nights from 6:00 to 8:00 p.m. and Thursday afternoons from 1:00 to 3:00 p.m.

Senior Health Fair - The Fair was held at the Jr. Fair Expo Building at the Fairgrounds on Friday, October 2nd from 9:30 a.m. to Noon with an attendance of about 264 participants. There were 80 flu shots and 50 pneumonia shots given, with 37 vendors present.

Indoor open skate – The Indoor open skate will be held on Monday, October 19th from 1:00 to 3:15 p.m.

C. Parks & Zoo:

Soccer Player Shelters - Player Shelters were completed on Figi Field. Thank you to Marshfield Youth Soccer Association for their efforts in the project. Tammy Simon, Tara Mannigel & Greg Urban were the lead individuals for the project.

Cross Country Meets - Columbus and Marshfield High Schools held their annual Cross Country events on September 5th and 8th. These are large events that bring 1000+ athletes and spectators to Wildwood Park.

Fundraisers - There were several walk/run fundraisers held at Wildwood Park throughout the month of September and early October. The K.E.E.P. event was held at Marshfield Fairgrounds Park October 3rd.

Fairgrounds - CWSF continues their work on cleaning the Fairgrounds Park from fair use. Hopefully the grounds will be restored shortly. Parks staff has begun the process of winterizing facilities. Irrigation lines have been blown out, water meters and lines of been shut down at several unheated locations.

Vacant Position - The Parks Pool Technician position has been filled. We are currently advertising for the open Building Technician position.

D. Director:

Bear Exhibit - The project is approximately seven days from completion. Private donations are still coming in. No arrival date has been picked for the bears. The bear exhibit grand opening will be held at 1:00 p.m. on October 24th.

Wildwood/McMillian Connector Trail - Final details and plans are being completed. The plan is being bid out for the project in late 2015 or early 2016 with completion by the end of 2016.

2016 Budget - The 2016 budget preparation is in full swing. Our Department has submitted operations budgets to the Finance Department. The first public meeting is scheduled for October 6th and final approval by November 24th.

VIII. NEXT MEETING: November 12, 2015.

IX. FUTURE AGENDA ITEMS: Casperson suggested the Committee discuss options in regard to run/walk/bike events in City Parks. Viegut explained his concern with the Zoological Society's store at its current location, and the store being displaced by special events that visit the zoo. Viegut wants to set a precedence that the Zoological Society store trumps all of other events or activities that take place at the zoo.

X. ADJOURNMENT: Motion by Yaeger, seconded by Luedtke to adjourn. Motion Carried Unanimously. Meeting adjourned at 6:16 p.m.

Respectfully Submitted: Justin Casperson, Parks & Recreation Director

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION SPECIAL
MEETING OF OCTOBER 21, 2015

Chair Machon called the meeting to order at 5:15 p.m.

Present: Breu, Earll, Spiros, Machon, and Feddick.

Excused: Montgomery and Rozar.

Absent: Meyer, Pliml.

Also present: Michelle Boernke, Assistant Campus Dean for Administrative & Financial Services; Brian Panzer, Building & Grounds Superintendent; Dan Knoecke, City of Marshfield and Marcie Koziczowski, Commission Bookkeeper.

Machon declared a quorum present.

There were no public comments.

Following discussion of the five bids submitted for project manager services, there was a motion (Spiros/Breu) to invite Boson, Miron and Market & Johnson to interview on Friday, October 23, 2015. Interviews/presentations will begin at 1:00 p.m. Each interview will have a 20 minute presentation, followed by a 30 minute question and answer session. Boernke will compile a list of interview questions and distribute them prior to Friday's meetings, incorporating Commission members' suggestions. She was also asked to contact the two firms not selected for interviews and inform them of tonight's action. Motion carried. (Bids on file.)

Meeting adjourned at 6:14 p.m.

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION SPECIAL
MEETING OF OCTOBER 23, 2015

An informal session began at 1:00 p.m. for the purpose of hearing presentations by and conducting interviews for project manager services. Candidates were: The Boson Company, Miron Construction and Market & Johnson.

Chair Machon called the special meeting to order at 4:15 p.m.

Present: Breu, Earll, Spiros, Machon, Rozar, Pliml and Feddick.

Excused: Montgomery and Meyer.

Also present: Michelle Boernke, Assistant Campus Dean for Administrative & Financial Services and Brian Panzer, Building & Grounds Superintendent.

Machon declared a quorum present.

There were no public comments.

Following discussion, there was a motion (Rozar/Spiros) to select Miron Construction for construction manager services, contingent upon a reference check from prior STEM building clients and review by Wood County Corporate Counsel, Peter Kastenholtz. A roll call vote was taken, as follows: AYES – Feddick, Rozar, Machon and Spiros; NAYS – Breu, and Earll. The motion carried.

Meeting adjourned at 5:18 p.m.

Minutes taken by Gordon Earll, Secretary

Marshfield Airport Committee Minutes

October 22nd, 2015

Meeting called to Order at 6:03 p.m. by Chairman Berg

Present: Jack Bremer, Chris Jockheck, and John Berg

Absent: Paul Knauf and Dan Maurer,

Also Present: Ken Bell, Duffy, and Jeffrey Gaier

Citizens Comments: None

AP15-51 Motion by Bremer Second by Jockheck to approve the Airport Minutes of September 24th, 2015, All Ayes,

Motion Carried

AP15-52 Motion by Jockheck Second by Bremer to approve the Airport Manager's October 2015 Report, All Ayes

Motion Carried

AP15-53 Motion by Jockheck, Second by Bremer to approve the October 2015 Activity Report, All Ayes

Motion Carried

AP15-54 Motion by Jockheck, Second by Bremer to approve the Airport Bills for October 2015, All Ayes

Motion Carried

AP15-55 Motion by Jockheck, Second by Bremer to approve Bell's Runway Acres LLC 9717 Airport Road, Marshfield, WI for a five year lease of the farmable land at the airport. One Year termination notice will be given in the event termination is required. This will allow Bell's Runway Acres to harvest all available crops on the fields. Bell's Runway Acres will be given the first option to renew.

2016 rate \$65 per acre

2017 rate \$70 per acre

2018 rate \$75 per acre

2019 rate \$75 per acre

2020 rate \$75 per acre

AP15-56 Motion by Bremer, Second by Jockheck to approve a land lease for a hangar at the airport with RRL RealEstate LLC. Lease will be for a term of 25 years at a beginning rate of \$3.50 per front foot. Total front footage of the building is 100 feet.

Additional Citizens Comments: None

Motion by Jockheck, second by Bremer to adjourn at 7:12 PM, All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

Marshfield Airport Management Report October 22nd, 2015



Security Fence came to the airport this week and completed the fencing around the Office Terminal Building's South side which effectively blocks the building from accessing the airport. This building is now being utilized for the Marshfield Area Pet Shelter. The enclosed area the fence creates will work out well for MAPS as a dog run area.



The RRL Realestate LLC hangar is proceeding. On 10/22/2015 the cranes and lifts showed up to begin setting up the initial support structure of the building. There was a slight delay in the building as Don Nikolai Construction was waiting for the building materials to arrive. At present time they expect the building to be completed in November of this year. Hopefully they can get everything enclosed and ready before the snow starts flying.

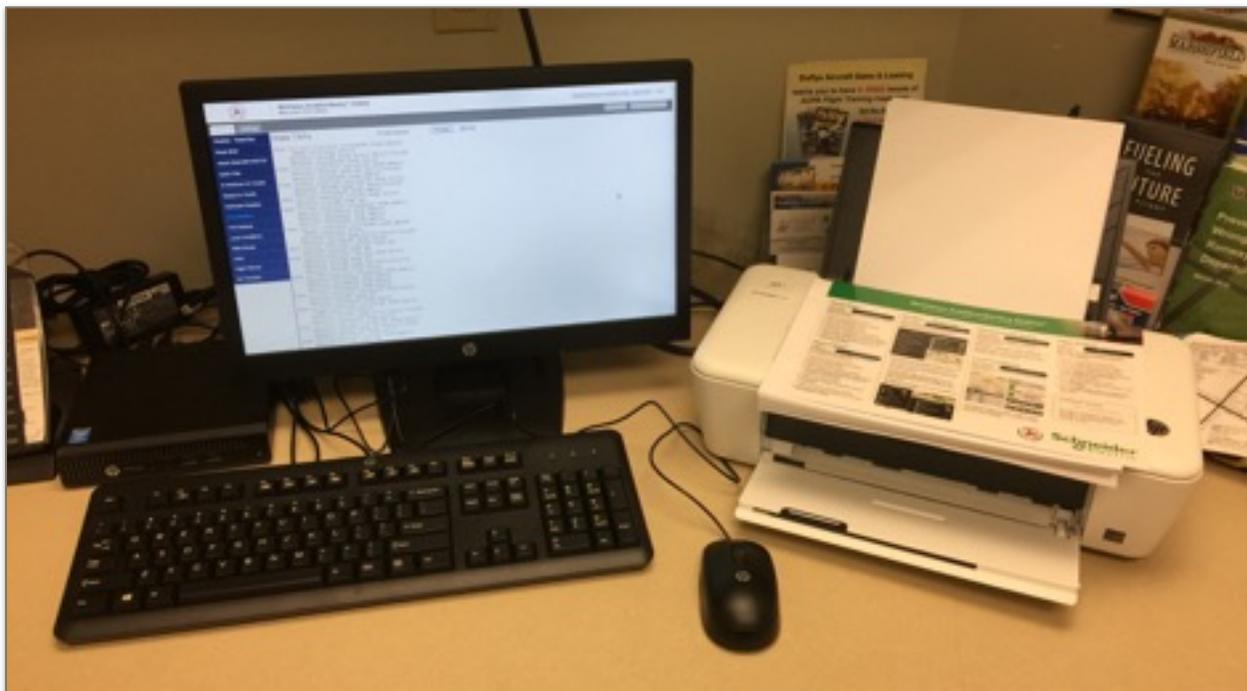


The local petroleum inspector was out at the airport to perform the annual inspection of the fuel system for the State of Wisconsin. This inspection is conducted by the State of Wisconsin and samples of the fuel are sent in to a lab in Madison for verification that the product in the tanks is what it says it is.

We have contacted METCO petroleum to perform a filter change and annual inspection of our fuel system. METCO was the company that put our fuel system in 2008. As soon as the filters arrive at their shop, they will send someone up to change them and perform our annual Comm 10 inspection on the system.

This month we had some damage to the credit card reader cabinet by the fuel farm. One of the doors had fallen apart. We suspect that a helicopter or strong wind had broken the door. It was put back together and attached to the cabinet.

This month a package showed up at the airport unexpectedly. It was a welcome surprise though as it was a new weather computer from the State of Wisconsin and Schneider Electric who provides Aviation Sentry an aviation weather program for pilots. We did not know that the State would be providing a new system for us. Thankfully it arrived before we purchased a computer to use in place of the old weather system. The City of Marshfield pays the State of Wisconsin an annual fee of \$241 for a cost share program with the Bureau of Aeronautics for the system and the services that Schneider Electric provide for the weather and upkeep of the computer system



Happy Flying - Duffy, Alice, Robert and Jeff



Congratulations to Kamil Duda for successfully completing his Private Pilot Rating at Duffy's Aircraft. Pictured Left to Right: Greg Marchel - Flight Instructor, Kamil Duda, and Duffy



Pictured Above: This month a Vulcan Air P68C aircraft came in. These were formerly known as Partenavia aircraft. This particular aircraft is privately owned. The pilot stopped in to conduct some business in Marshfield



This month we had several King Aires in on one day. Each was in for separate activities / business in Marshfield.



Airport Activity Report October 2015



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

<i>Year</i>	<i>YTD 2011</i>	<i>YTD 2012</i>	<i>YTD 2013</i>	<i>YTD 2014</i>	<i>Oct 2014</i>	<i>Oct 2015</i>	<i>YTD 2015</i>
<i>Jet</i>	134	132	112	84	6	10	110
<i>TurboProp</i>	292	114	414	230	16	16	188
<i>Twin</i>	170	100	106	94	6	10	76
<i>Single</i>	5398	3954	5150	4356	434	460	3838
<i>Helicopter</i>	2666	2432	2902	3192	362	260	2626
<i>Light Sport</i>	122	260	208	224	12	16	216
<i>Total</i>	8776	6992	8892	8180	836	772	7054

Passengers

<i>Total</i>	11697	9311	11720	11870	1114	1029	8639
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Local and Transient Traffic

<i>Transient</i>	2784	1817	3120	2940	284	254	2374
<i>Local</i>	5992	5175	5772	5240	552	518	4680

Training Flights

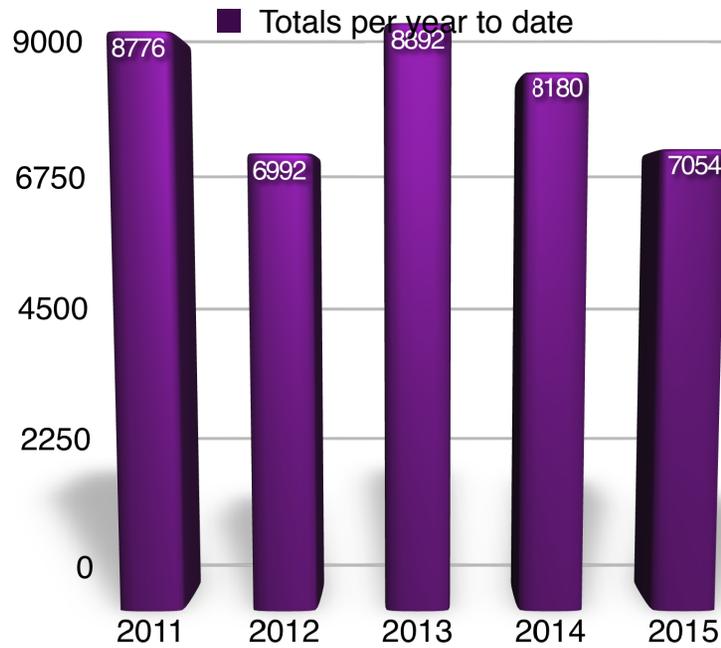
<i>Total</i>	2973	3904	4492	3654	662	464	3938
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Fuel Dispensed

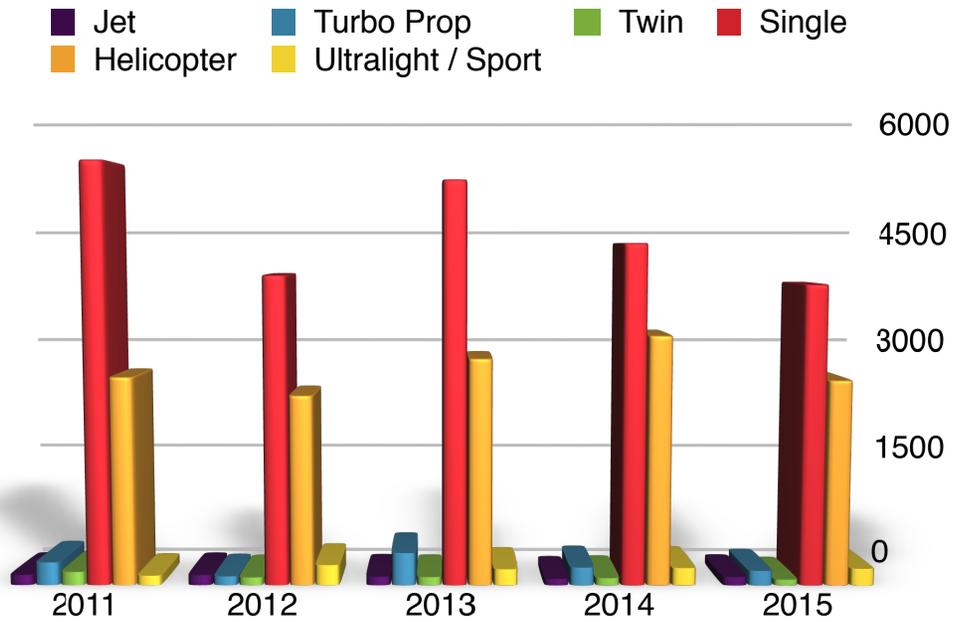
<i>Av Gas</i>	18758	19249	16718	16097	1254	1693	12519
<i>Jet A</i>	28487	31500	46582	31118	3350	1949	26984
<i>Total</i>	47245	50749	63300	47215	4604	3642	39503

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

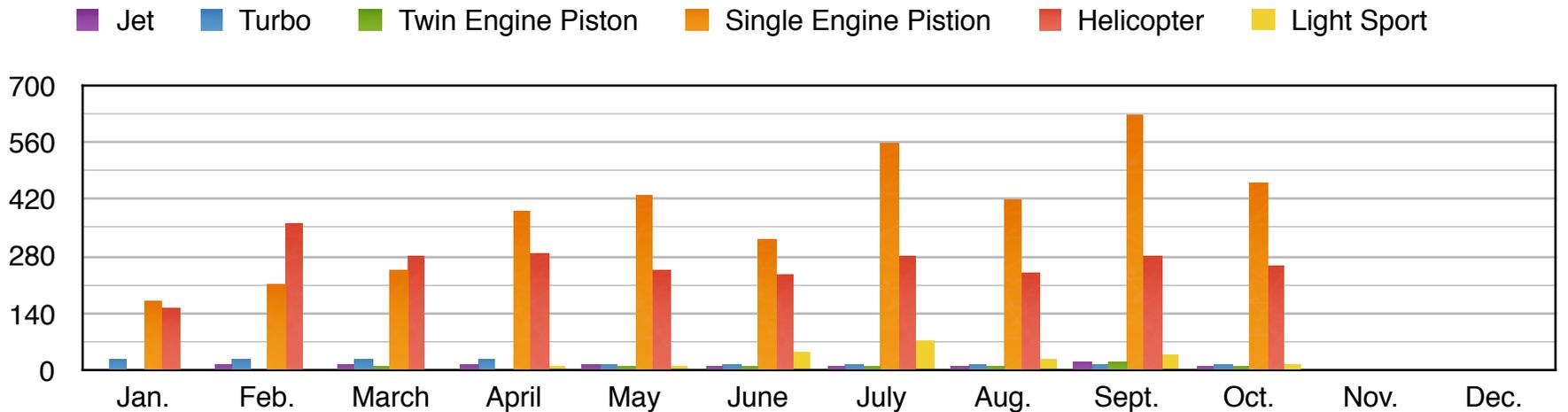
Flights Over the Past Five Years by the Present Month



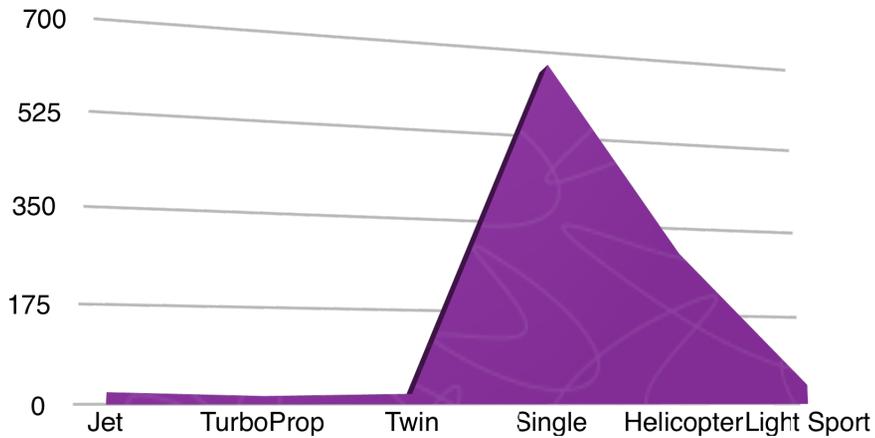
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



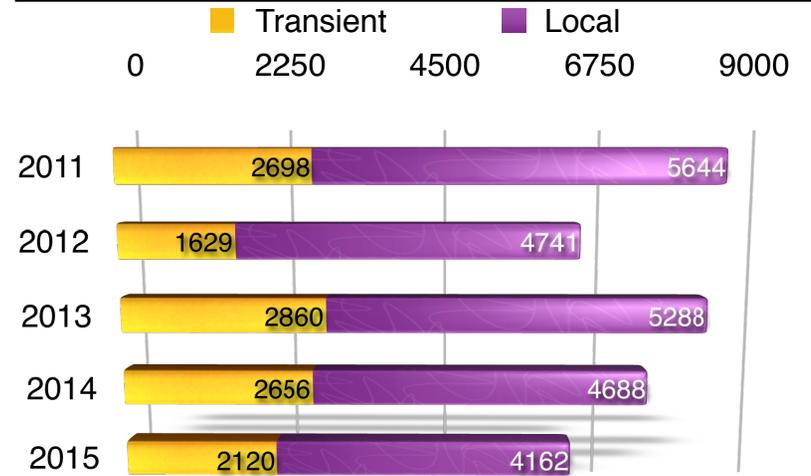
Operations by Aircraft for the Year of 2014



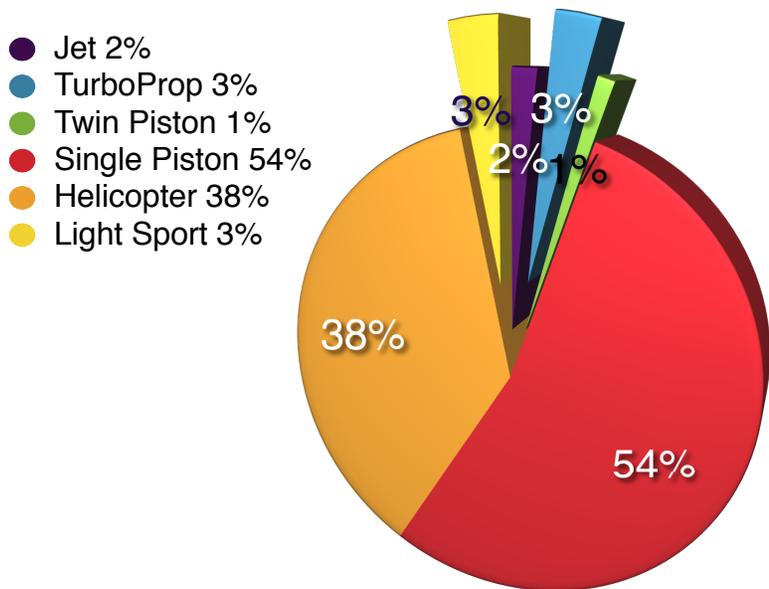
Traffic Activity For This Month



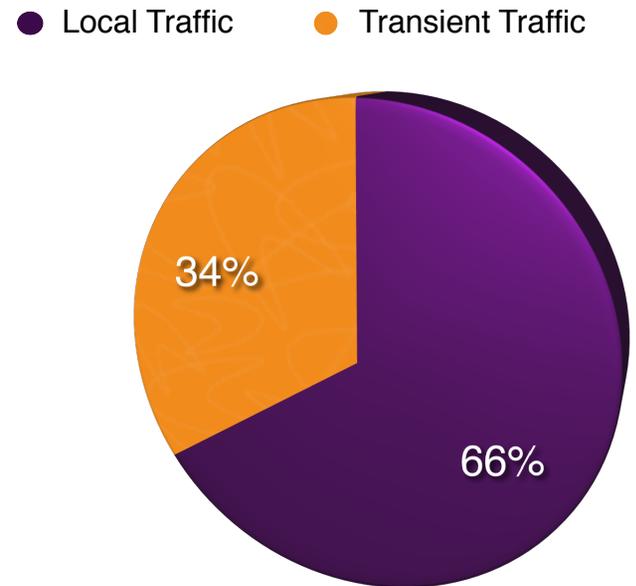
Transient Vs. Local Traffic



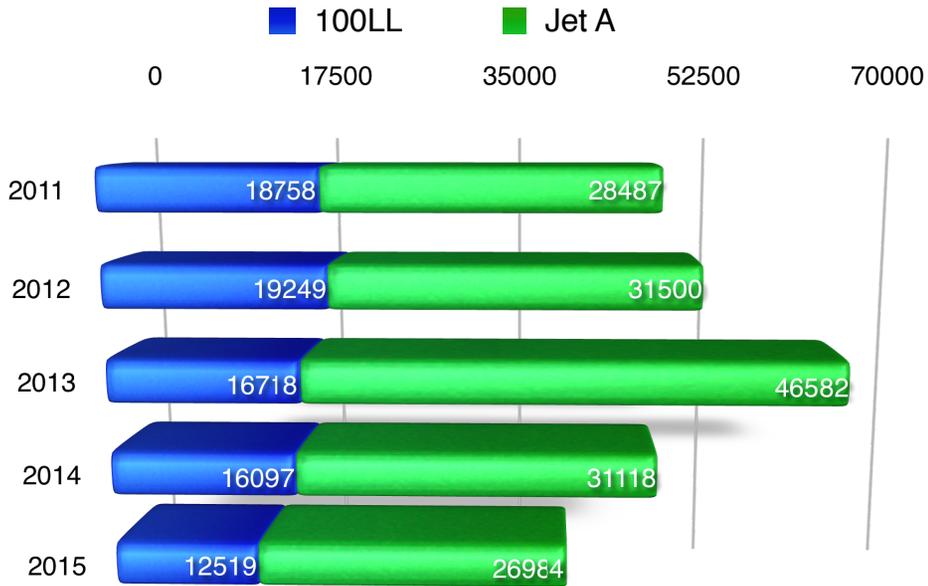
Percentage By Type Of Aircraft That Came Into Marshfield In 2015



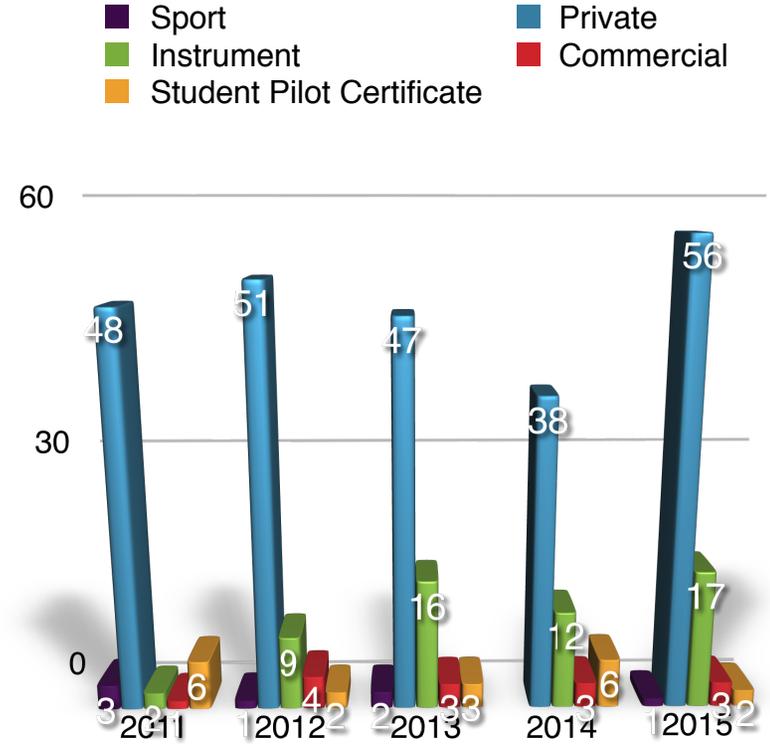
Percentage of Local Vs. Transient Traffic



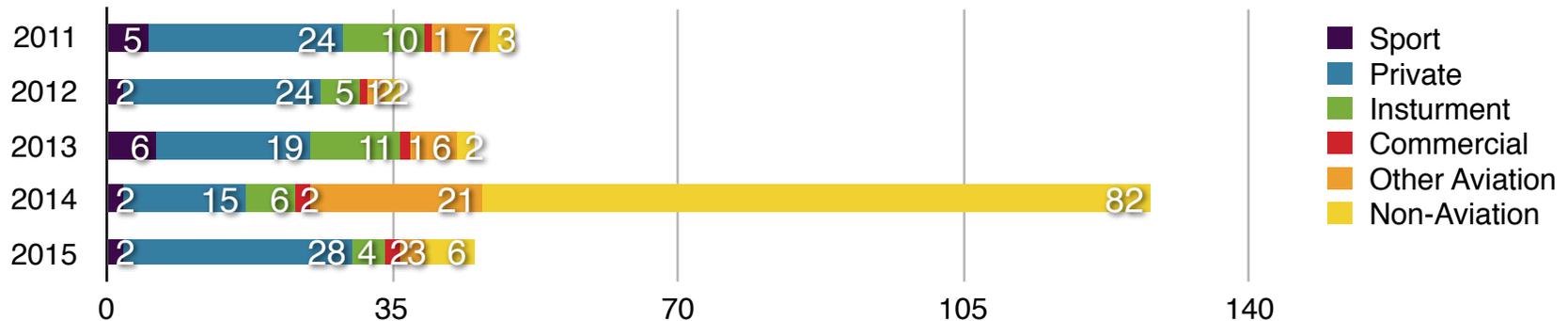
Fuel Sold - 5 Year Comparison



Duffy's Flight Checks for Pilots - 5 Year Comparison



Computerized Written Exams Given At The Airport



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

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

Medevac (Medflight Wausau)
Jake & LouAnna Jasinski
Jack Jasinski
Troy Rens
Life Link III (Medflight New Richmond)
Enbridge
MQA Aviation LLC
Matt Thomas
Burrnett Co. Flying Service
Michael Tyler
Bob Thill
Valley Medical - Fixed Wing Medflight
Randy Musack
Harry Dolan
Am I High Aviation
Wausau Flying Service
Krist Oil
Mark Preston
Festival Foods
State of Wisconsin - Donor Flight
Sanford Smith
Howard Joling
HJ Aviation
Bob Mohr
Hawthorne Aviation (formerly Heartland Aviation of Eau Claire) - Medflight
LJ Aviation
Roehl Transport

Dan Reis
Kyle Bradamore
Jake Lenz
Brett Veerman
Grupe Bryce
P Gingrich
Daniel Vieth
SkyService Business Aviation (Canada)
Frontier Medical Devices LLC
SJ Aviation
Quam Aviation
Noel Development LLC
Jason Keffeler
David Johnson
Terry Paulson
University of North Dakota
Justin Bauer
Eugene Wilhelm
TransCanada Pipelines
Winnebago Flying Club
Theda Star (Medflight)
George Saunders
Jack Dickerson
Seth Pinter
David Pinpoint
William Sullivan
GM Zemanski
Dan Niehaus

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

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

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

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

Summary Report

October weather has started to chill some pilots away from flying. Business traffic seemed down as did general traffic.

City of Marshfield - General Airport Budget - 2015

Account # 101-53510-33

Obj. #	Description	2015 Amount Approved	2015 October Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	44,950.00	3,745.83	Manager's contract	37,458.30	7,491.70
52210	Electric	18,925.00	1,262.00	Marshfield Utilities & Alliant Energies	12,506.87	6,418.13
52220	Water	496.00	44.64	Marshfield Utilities	335.47	160.53
52230	Sewer	560.00	48.42	Marshfield Utilities	369.71	190.29
52240	Fire Protection Charge	1,934.00	163.20	Marshfield Utilities	1,270.44	663.56
52260	Heating - Gas	3,386.00	8.91	west side of old terminal	1,861.56	1,524.44
			20.24	east side of old terminal		
			132.56	General terminal		
52300	Telephone	1,290.00		Frontier	1,077.58	212.42
52400	Rep/Maint. Serv-Streets	17,200.00			3,180.00	14,020.00
52500	Repair/Mainte. Service	60,967.00	514.22	Merkel Co., Inc. - repair REILS and parking lot lights	41,770.35	19,196.65
			3,281.00	Security Fence & Supply Co., Inc. - 144' of 8' high link fence - reinstall existing gate at edge of property		
			50.95	UniFirst - floor mats		
			250.00	Duffy's Aircraft Sales - mowing equipment, man hrs.		
			955.88	Nick De Nardis - Biennial LOM & NDB inspections		
			250.00	Maid to Order		
			720.00	Fahrner Asphalt Sealers, LLC - infrared patching		

City of Marshfield - 2015 Airport Budget continued			October		Used	Page 2 of 2
			Expenses		To Date	Balance
52900	Other Contractual Ser.	3,000.00				3,000.00
53100	Office Supplies & Exp.	500.00				500.00
53200	Publications & dues	400.00			130.00	270.00
53400	Operating supplies	1,600.00			585.22	1,014.78
53500	Rep/Mainte. Supplies	6,728.00	43.98	Hiller's Hardware - Two 6V security batteries	823.60	5,904.40
55110	Buildings & Contents	2,431.00			2,484.72	(53.72)
55140	Professional Liability	317.00			305.92	11.08
55150	Airport Liability	4,350.00			4,350.00	-
55170	Boiler	371.00			371.68	(0.68)
58830	Airport Buildings	6,120.00				6,120.00
						-
Grand Totals		175,525.00	11,491.83		108,881.42	66,643.58

Economic Development Board meeting November 2, 2015

Present: Dickrell, Michalski, Staab, Trussoni, Wagner, Buttke, Meissner, Sennholz
Absent: None
Others: Randy Lueth, Jason Angell, Angie Eloranta, Karen Olson, Amy Krogman.
Mayor Meyer, Bill Penker, Erin Howard, Adam Hocking, Johnathan
Anderson arrived at 3:52 p.m.

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

Approve minutes (3 sets)

Wagner moved and Meissner seconded a motion to approve 3 sets of minutes as follows:

- September 28th “2nd Street Development” Subcommittee Meeting
- October 1st Regular EDB Meeting
- October 14th “200 Block” Subcommittee Meeting

Motion carried

Citizen comments

There were no citizen comments.

Conflicts of interest

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

3rd Quarter reports from MACCI/MACF and Main Street Marshfield

The committee had received the reports in their agenda packets and had no questions/comments on the reports. Olson made one change to the report under the heading of “Business Retention/Expansion” it should have read three retentions completed, not two.

Buttke moved and Meissner seconded to approve the reports with the change.

Motion carried

2016 Façade Improvement Program

The 2016 Façade Improvement Program was discussed. The program will stay the same as in the past. Buildings in the BID are eligible. No tax exempt properties will be eligible. Preference will be given to rear entrance or alley projects. Applications will be available from January 1st through March 31st.

Buttke moved and Dickrell seconded to approve the 2016 Façade Program.

Motion carried

Conceptual Plans for “200 Block” Redevelopment

Randy Lueth gave a presentation on the conceptions plans for the “200 Block” redevelopment.

Buttke moved and Wagner seconded to approve amending Randy Lueth's contract up to \$3,500 for calculating the cost of the project and the development of a 3D drawing.

Motion carried

2015-2016 EDB Priorities

Housing

Staab, Sennholz, and Angell met to look at a housing program with a sliding scale. Looking at the possibility of developing a program that would provide incentives to convert duplexes back to single family residences. It was noted that LaCrosse had recently developed a program similar to this.

Economic Development Corporation

Hasn't met since last EDB meeting.

2nd Street Development

On hold

Recreational Opportunities

At this point Parks, Recreation, & Forestry will drive this issue.

Economic Development Activity Updates

Angell reported there are a couple of development agreements being worked on. One is going to council on 11/2. Mall TIF has been established.

Olson reported they are working on bring a developer to Marshfield to critique our community. She recently attended the ICSC (International Council of Shopping Centers) conference. It was one of the best events that she has been too. EDB and MACCI were sponsors of the Heavy Metal Tour. EDB's name did not get on the shirts and their sponsorship monies were refunded. Centergy is working on developing a supply chain. Business would enter their products into a database and businesses would work together to buy local.

Eloranta reported on the pop-up shop for the holiday season. 3 businesses have committed to the shop. They will be located in the old Candy Girl store.

Closed Session

Wagner moved and Dickrell seconded 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. The purchase of the closed session is to consider an offer to purchase for a property located with TIF District #7. Roll Call vote, all ayes (time 4:39 p.m.) **Motion carried**

Present in closed session: Dickrell, Michalski, Staab, Trussoni, Wagner, Buttke, Meissner, Sennholz, Krogman, Angell, Olson, and Eloranta

Wagner moved and Buttke seconded to go into open session. Roll Call vote, all ayes
(4:48 p.m.) **Motion Carried**

There was no action on matters discussed in closed session.

Next meeting will be held on Thursday, December 3rd at 3:00 p.m.

Meeting adjourned at 4:49 p.m.

Respectfully submitted

Amy Krogman
Administrative Assistant III



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

Present: Kelly Korth, Erin Howard, Tom Henseler, Scott Larson, Rich Reinart, CW Mitten, Lois TeStrake, Steve Barg, Brian Hopperditzel, Scott Koran, Jenna Hanson, Janet Heiting (subbing for Josh Kilty), Tony Abney

Staff Present: Angela Eloranta, Executive Director

Excused: Nick Arnoldy, Cindy Cole

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

1st. Kelly

2nd Lois

6. City Staff Updates –

- Budget being finalized
- Maple essentially finished
- Library still progressing – until snow starts
- Questions about cuts, Steve can share
- City Hall – RFP put out; opportunity to purchase Forward Financial; developer possible – deadline next week sale must be close to cost of forward Financial & remodel

7. MACCI Updates- * Farm Tech will be hosted in 2018 at Sternweis and Heiman farms – 3 days = \$2 million economic input, 15 committees to run this* Nov. 4, -Business After 5- Ministry Saint Joseph's Hospital; Nov. 10, Help Wanted Workforce Challenges – 3:30 pm Hotel Marshfield; November 11,- Ribbon Cutting 4:30 PM Dunk'in Donuts; MAHRA Meeting 8AM Grassland; Health Care Update – 3:30 pm Hotel Marshfield; Nov. 12,- MACCI's Business Bowl 1:30 pm –Rose Bowl Lanes; Nov.17, Business Valuation & Succession Planning Seminar 3:30 pm MACCI; Nov. 18,- Ribbon cutting 8:30 am Java Junction; Nov.19,- Leadership Marshfield Education Day 7:30 am Mid-State Tech.; Nov 27,- RWW Opens 10th year.

8. Treasurers Report: Angie – Annual awards – broke even (shows differently on statement, but will be fixed by next meeting) On course to meet budget for end of year.- have sponsors for new events.

9. Executive Director's Report:

Vacancies/New Businesses

- Amber Waves Farm Boutique
- Cranberry Open
- Out of the Blue Tattoo
- Magic Moments – leaving
- Traditions on Chestnut – event venue reopening

Professional Development activities

- Wisconsin Rapids – Downtown Summit
 - BIDs
 - Art in the downtown
 - Strategic Planning
 - Recruitment efforts

Main Street accomplishment/special projects

- Property Owners Meeting this Friday, Nov. 6th at 8am

Other

- Small Business Saturday
 - Bill 236
- Christmas Trees – still looking for sponsorships
- Healthy Lifestyles Walking Path
- Get Christmas Décor from down stairs
- Take posters with you today

10. Committee Reports-

- **Promotion Committee Updates-** See attached committee minutes
- **Organization Committee Updates-** See attached committee minutes
- **Design Committee Updates-** See attached committee minutes
- **ER Committee Updates-** See attached committee minutes

11. Old Business- None

12. New Business-

12a. Volunteers for Holiday Parade, Small Biz Saturday, Hot Chocolate Run
Sign- up sheet went around for all, anyone welcome to help

Annual Assessment- 12/2/15 next meeting

Not having regular meeting

Assessment – Point system based on what we are doing- tracking to accredit us each year.

Other

Board Picture that Day – be here between 7 – 7:15 AM
Looking for carolers for holiday season

13. Meeting Adjourned at 8:10 A.M.

1st Lois

2nd Tony

**Next meeting is Wednesday, December 2nd at 7:30 am.
Please mark your calendar**

**City of Marshfield Committee on Aging
Wyndham Senior Villas, 1307 N. Hinman, Marshfield
Meeting Minutes – November 5, 2015**

The monthly meeting of the Committee on Aging was called to order at 9:30 a.m. by Mike Feirer

MEMBERS PRESENT: Mike Feirer, Becky Huebner-Leu, Elsie Anderson, Jean Doty, Kathy Dieck, Dave Marsh, and Patty Ruder

ABSENT: None

OTHERS: Judy Carlson, Celena Wanca-Netzow, Brandon Vruwink, Amy Krogman, Linda Weitz, Josh Kilty, Doug Seubert

Motion by Ruder, second by Huebner-Lue to approve the minutes of the October 1, 2015 meeting, with one correction, Mike Feirer's name is spelled wrong

Motion Carried

CITIZEN'S COMMENTS: None

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN

UPDATE: Linda Weitz updated the committee.

WOOD COUNTY TRANSPORTATION UPDATE: Brandon Vruwink updated the committee. He will have the new bus in Marshfield for the next meeting.

FORUM 55+: Judy Carlson updated the committee

LIBRARY & COMMUNITY CENTER PROJECT UPDATE: Construction is on schedule. Hopefully it will be enclosed before winter. Phase 2 plans are moving ahead.

TAXI UPDATE: Discussion was held regarding delays and the possibility of a blended fare. There will be a public hearing at the December 8th Common Council meeting regarding discontinuing the shuttle and the blended rate.

Reverse Mortgages Presentation: Josh Kilty gave a presentation on the reverse mortgages and how they can be helpful to senior citizens. He would like to participate in the Health Fair.

Marshfield Area Purple Angels: Doug Seubert gave a presentation on the Marshfield Area Purple Angels, Inc. Their mission is to provide education and raise awareness regarding Alzheimer's disease, dementia, home care, and end of life issues, and to support individuals with dementia and their families through education, individual, and community-based projects and programs.

HEALTH FAIR UPDATE: The committee decided to not discuss how the 2015 Health Fair had gone until Kelly Cassidy could be present. There is a scheduling conflict for the 2016 Health Fair. The building was available either September 30th or October 14th.

Motion by Doty, seconded by Marsh to hold the 2016 Senior Health Fair on September 29th.

Motion carried

UNFINISHED BUSINESS: None

NEW BUSINESS: None

FUTURE MEETING DATE: The next meeting will be held on Thursday, December 3rd at Cedar Rail Apartments.

Motion by Dieck, 2nd by Marsh to adjourn at 10:45 a.m.

Respectfully submitted,
Amy Krogman
Administrative Assistant III

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

COMMISSION MEETING MINUTES

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on November 9, 2015 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, Harry Borgman, George Holck, and Alen Johnson. Also present were Alderperson Gordon Earll, Attorney John Adam Kruse and Utility staff. Absent was Alderperson Peter Hendler.

- During commissioner, council and staff comments, the General Manager reported on the result of internal discussions about exploring fluoridation options. It was decided to make no changes to the current practice.
- The group discussed board governance and presented a motion stating that staff will prepare and annually update a presentation on the value of the utility to the community to be presented to the common council by the utility commission in the spring of each year.

UC/15-82 Motion by Borgman, seconded by Holck to approve the motion as presented. All ayes, motion carried.

- The General Manager and Financial Manager presented information on the Local Government Property Insurance Fund.

UC/15-83 Motion by Holck, seconded by Maggitti to approve the withdrawal from the Local Government Property Insurance Fund. All ayes, motion carried.

- The General Manager presented committee findings on the building project.
- The Financial Manager presented the first draft of the Operations and Maintenance budget.

UC/15-84 Motion by Maggitti, seconded by Borgman, to approve the following job orders:

Job Order #	Description	Cost
5723	Painting and reconditioning of 500,000 gallon Grant Park Water Tower	\$475,000.00
17830	Rebuild 1phase to replace aging system and copper conductor. Also relocating poles due to bridge const project on County Rd B.	\$31,071.00

All ayes, motion carried.

UC/15-85 Motion by Holck, seconded by Borgman, to approve payroll for October in the amount of \$225,127.53 and general bills for October in the amount of \$3,294,275.07. All ayes, motion carried.

September 2015 Financial Statement Notes

Electric Utility

- Net income was \$148 thousand for the month, with a net income of \$1.031 million year-to-date.
- Net operating income was \$283 thousand for the month, compared to budgeted net operating income of \$121 thousand. Year-to-date net operating income was \$2.006 million, compared to budgeted net operating income of \$1.846 million.
- After adjusting for the PCAC timing, net operating income for the month was \$225 thousand.

- September consumption was up 2.85% from September 2014, with year-to-date consumption down 0.21%. For September, all classes of customers showed an increase in consumption, with the exception of Industrial customers. Year-to-date energy losses were 1.62%, compared to prior year losses of 1.18%.

Water Utility

- Net income was \$11 thousand for September and \$488 thousand year-to-date.
- Net operating income was \$127 thousand for the month, compared to budgeted net operating income of \$72 thousand. Year-to-date net operating income was \$835 thousand, compared to budgeted net operating income of \$543 thousand.
- Overall September consumption was up 12.46% from September 2014, with all major classes of customers showing an increase. Year-to-date overall consumption was up 5.03% from the prior year, with Industrial showing a 20% increase. Year-to-date water losses were 13.10%, compared to prior year losses of 14.97%.

Communication Utility

- Net loss was \$16,229 for the month, compared to budgeted net income of \$17,717. Year-to-date net income was \$130,215, compared to budget net income of \$153,790.
- There was an adjustment of \$30 thousand for revenue previously recorded. The looped billing rates started being billed in the first quarter of 2015, due to an oversight, to the Electric and Water Utilities. The correction was made in September after the third quarter billing was completed.

UC/15-86 Motion by Johnson, seconded by Holck, to dispense with reading the minutes of the previous meeting and accept them as submitted. All ayes, motion carried.

- The Department Managers reviewed noteworthy projects including:
 - Electric shared information on an article in Energy & Infrastructure magazine featuring Marshfield Utilities.
 - Water gave an update on the water tower and the final inspection.
 - Office gave an update on the water rate case.
- The Technical Services Manager presented information on the Rx Round-Ups.

UC/15-87 Motion by Maggitti, seconded by Borgman, to go into closed session per Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of discussing staffing plans, Human Resources and General Manager reviews.

All ayes, motion carried. Closed session at 4:27 p.m.

UC/15-88 Motion by Holck, seconded by Johnson, to resume in open session. All ayes, motion carried. Open session resumed at 5:58 p.m.

UC/15-89 Motion by Borgman, seconded by Holck, to adjourn. All ayes, motion carried. Meeting adjourned at 5:59 p.m.



John Maggitti, Secretary

Department: Office
Manager: Kent S. Mueller
Month: October 2015

- Patti has been working to complete the 2016 O&M budget. The first draft of the O&M Budget is in process of being completed and will be reviewed at the November Commission meeting. Final approval for the O&M budget is planned for the December Commission meeting.
- On October 15th, water and sewer tax roll notices were mailed to customers and property owners. This is the first step in the tax roll process. The past due water and sewer on these notices totaled almost \$97 thousand, compared to \$152 thousand in 2014. The next step in the process is a 10% penalty that is applied to unpaid balances after November 1st. A final submission to the City for placement on the tax roll is completed after November 15th. As a result of Act 274, a lien is created against the tenant, and the landlord can request that the lien be transferred to them. The landlord will have to go to small claims court to collect on this lien.
- The last disconnections for non-payment for the year were October 30th. There were 493 disconnections in 2015, compared to 581 in 2014.
- Each October, a review is completed to determine which residences that were disconnected due to non-payment are still occupied. A field check was conducted by meter personnel and followed up by office staff to ensure remaining dwellings were either reconnected or unoccupied by the end of the month. Two of the residences had re-connected the electric meters themselves. Seven residences that were disconnected were presumed to be occupied and were reconnected. After November 1st, a status report is provided to the PSC.
- On October 23rd, we sent \$28,388 to ATC for their 3rd request in 2015 for voluntary additional capital. This increases our investment in ATC.
- On October 30th, we received an ATC, LLC cash distribution totaling \$140,416. For 2015, \$477 thousand in ATC cash earnings has been received from ATC.
- Each year, we need to send to the state our unclaimed property. For Marshfield Utilities, this consists of uncashed checks over one year old, which were for customer refunds on closed accounts. We attempt to make contact with anyone that has uncashed checks. \$25 was sent to the state this year as unclaimed property.
- Kent is working on insurance renewals for property, liability and auto, and boiler insurance policies. Although the LGPIF will still exist in 2016 and we could continue with them for our property insurance, the premiums would be \$88,527 for 2016. We recommend that we transfer our property insurance and contractors' equipment from LGPIF to MPIC, effective January 1, 2016. Our premium with MPIC would be \$47,349, which includes a \$4600 savings by changing our deductible from \$5 thousand to \$10 thousand.
- PCS, our billing and accounting software provider, has partnered with PSN to provide additional payment options. Kent and Patti have been working with PSN to set up our

services with PSN. These services include eChecking and eSavings payments, and debit and credit card payments with different payment venues. These services will be available towards the end of November. We started using their outbound auto-call messaging in October.

Department: Water
Manager: Dave Wasserburger
Month: October 2015

All fire hydrants have been winterized.

All well houses and pumping stations have been winterized.

All street patches have been repaired.

The aeration tower replacement tower has been completed.

The Depot Street water tower has been filled and 2 consecutive bacteriology samples 24 hours apart have been taken and processed by our lab. The sample results were clean and indicated the water is safe for consumption. The tower will be put into service the first week of November.

The Grant Park Water Tower Painting project has been advertised for bids. The bid opening for this project will be at 2000 S. Central Avenue at 2:00 PM on November 18, 2015.

John Richmond and Paul Pasko of S.E.H. Engineering teamed up and did a Cured-in-place-pipe water main rehabilitation presentation at the **National Water Infrastructure Conference** which was held in Bethesda, Maryland. John reported "The presentation went really well and there were many questions that spilled off into a second informal presentation."

AT&T has started an upgrade to their communication equipment located on Grant Park Water Tower. The Land/Space Rent Agreement has been amended to allow them more space for equipment to be placed onto the Water Tower.

Sensus RNI shows 4289 AMI water meters installed. This represents 52% completion for the water portion of the project.

Aaron Paun attended Competent Person training at the Wisconsin Rural Water training center in Plover.

MEUW Safety Coordinator Sean Wall conducted a Fall Protection Training session to the Water Department Employees on October 28th.

John Richmond completed the sixth and final session of the MEUW Management Training Program in October. The program is designed for both existing management and future management prospects offering relevant and engaging sessions.

Groundwater Guardians

The DEA's 10th National Prescription Drug Take-Back Day on September 26, 2015 collected more than 350 tons of unneeded medications, the agency announced in a press release.

Department: Electric

Manager: Nicolas Kumm

Contributing: Derrek Caflisch & Tony Nelson

Month: October 2015

- M-1 didn't run during the month of October.
- Electric AMI meters installed: 7,812 out of 13,100 (60.0%). Bruce Ackerman, Al Derge, Cole Eswein, and Dustin Oleson have completed all of the meter change-outs thus far. Ray Burrill has helped with check reads and transfers to allow others to focus on meter change outs.
- Dean Bohman, Jeff Holbrook, Robert Olwell, Mike Vanderwyst, and I participated in the Heavy Metal Tour at our Main Office on October 7th. The event provided local 8th grade students an opportunity to learn more about the utility. We provided students hands-on experiences like installing line hose and nuts on bolts with high voltage gloves on. Students also, learned about power outages and typical causes. Everyone did a great job!
- Nick Whipple and I attended the 2015 Sensus User Groups Conference in Orlando, Florida October 25th – 28th. The conference provided updates on current and future software and hardware releases, technical workshops, and opportunities to network with Sensus staff and other AMI owner.
- The M-1 fall outage was completed during the week of October 12th through the 16th. Cole Eswein and Dustin Oleson, completed calibrations, general inspections, filter change out, over-speed testing, fire system calibration (by contractor), forwarding pumps had a 5 year overhaul (by contractor), and winter prep.
- Tony attended a UW-Madison course on Substation Fundamentals Equipment and Control systems from October 28th-30th.
- Sean Wall with MEUW provided new electric department staff CPR training on October 8th.
- Nick Whipple attended the UW-Madison course on Principals of Substation Design and Construction from October 19th - 21st.
- Jim Benson and I presented an overview on electric generation, transmission, & distribution, conservation, and utility careers to about 30 Auburndale High School Students on October 23rd.
- All linemen attended the MEUW Fall Protection Training October 12th.
- Jim Seefluth, Dean Bohman, and Tony Nelson attended the MEUW Substation Training October 13th and 14th at Kaukauna Utilities.
- Jeff Holbrook and Mike Vanderwyst have been working the Underground Primary Cable Replacement on Hume Avenue between Blodgett and Fillmore.
- Jeff Irish and Tim Habermeyer have been working services, street lights, and many small projects.
- Dean Bohman and Randy Ayer tested for neutral isolation with Mark Cook Consulting on the new Sternweis Robotic Dairy Farm October 27th -29th. They have also been working through Ckt. 433 inspection.
- Ryan Steffen and Robert Olwell finished inspection repairs on Ckt.332 and 333.

Department: Technical Services

Manager: Cathy Lotzer

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: October 2015

- Cathy and Shawn fielded questions from potential bidders on our VoIP phone system. Bids are due November 4th.
- Cathy, Bob, Nick, and Kent met with representatives from Wisconsin Public Service to discuss their merger with We Energies and associated personnel changes. Purchase power supply pricing was also discussed.
- Cathy, Heather, and Jim met with PD staff to conduct our semi-annual drug sort in preparation for the DOJ collection held on October 17th. Since May of 2006, 8,652 pounds of meds have been collected.
- Cathy attended a Board of Directors meeting for the Groundwater Foundation which was held prior to the Groundwater Foundation's 2015 National Conference and 30th Anniversary Celebration.
- Heather also attended the Groundwater Foundation's 2015 National Conference.
- Heather has been working on updating several NERC Policies, Guidelines, and Procedures (PGPs) and associated plans and programs.
- Heather has been in communication with WDNR regarding the resolution of issues that occurred during third quarter operations of M-1.
- Shawn has been working with the Water Department and AllMax to get the SCADA reporting completed. He has also worked with Wonderware to restore some of the functionality to the SCADA Historian.
- Shawn has been working with LW Allen to get the new water tower set up in SCADA.
- Shawn is working on rolling out Windows 10 to all PCs. He is currently testing a few PCs prior to the complete rollout.
- Jim participated in a presentation at the Auburndale High School with Nick Kumm discussing large power distribution and utility energy conservation.
- Jim worked with Marshfield Wastewater Utility and Suda plumbing to repair a blockage within our aging sewer line.
- Jim has completed repairs and corrected deficiencies noted by the MEUW safety inspection of our building.

**MINUTES
FIRE AND POLICE COMMISSION/REGULAR MEETING
NOVEMBER 12, 2015**

The meeting was called to order by Commissioner Andy Keogh at 7:30 a.m. in the Marshfield Fire and Rescue Department training room located at 514 East Fourth Street, Marshfield, Wisconsin.

PRESENT: Commissioners Mueller, Meyers, Gershman, and Keogh.

EXCUSED: Commissioner Frankland.

ALSO PRESENT: Police Chief Gramza, Lieutenant Zeps, and Detective Foemmel; Fire Chief Haight and Deputy Fire Chief Owen; Finance Director Strey and Accounting Manager Van Wyhe, Council Member Earll, and Bernie and Marcy Binning.

FP15-069 Motion by Mueller, second by Gershman to approve the minutes of the 10/08/15 regular meeting.

Motion carried.

FP15-070 Motion by Gershman, second by Mueller to approve and accept with gratitude the Binning Children and Fire Safety Fund.

Motion carried.

FP15-071 Motion by Meyers, second by Mueller to approve the promotion of Officer Foemmel to the position of detective.

Motion carried.

Detective Foemmel leaves the meeting at 7:36 a.m.

FP15-072 Motion by Mueller, second by Gershman to approve and recommend the 2016 ambulance contracts, as presented by Accounting Manager Van Wyhe, to the Finance Committee.

Roll call: Mueller yes, Meyers yes, Gershman yes, and Keogh yes.

Motion carried.

FP15-073 Motion by Mueller, second by Keogh to approve and recommend the 2016 ambulance rates, as presented by Accounting Manager Van Wyhe, to the Finance Committee.

Roll call: Mueller yes, Meyers yes, Gershman yes, and Keogh yes.

Motion carried.

FP15-074 Motion by Mueller, second by Keogh to approve and recommend the 2015 ambulance accounts receivable write offs, as presented by Accounting Manager Van Wythe, to the Finance Committee.

Roll call: Mueller yes, Meyers yes, Gershman yes, and Keogh yes.

Motion carried.

Finance Director Strey leaves the meeting at 7:46 a.m.

FP15-075 Motion by Gershman, second by Meyers to approve the fire department bills in the amount of \$28,449.74.

Roll call: Mueller yes, Meyers yes, Gershman yes, and Keogh yes.

Motion carried.

FP15-076 Motion by Meyers, second by Mueller to approve the police department bills in the amount of \$344,651.45.

Roll call: Mueller yes, Meyers yes, Gershman yes, and Keogh yes.

Motion carried.

Bernie and Marcy Binning and Accounting Manager Van Wyhe leave the meeting at 7:45 a.m.

The fire department activities, training reports, and correspondence packet was reviewed and placed on file.

FP15-077 Motion by Meyers, second by Mueller to accept with regret the retirement/resignation of Firefighter/EMT Dan Jonas.

Roll call: Mueller yes, Meyers yes, Gershman yes, and Keogh yes.

Motion carried.

FP15-078 Motion by Mueller, second by Gershman to approve the hiring of a replacement firefighter.

Roll call: Mueller yes, Meyers yes, Gershman yes, and Keogh yes.

Motion carried.

Discussed and recognized Shaw's 38 years of providing junk vehicles for the fire department personnel to use for training purposes.

The police department activities, training reports, and correspondence packet was reviewed and placed on file.

Crime reports were reviewed.

Discussed benefits of switching from current policy provider CSI to Lexipol in 2016 to develop and update all police department policies. This would mean starting over with a goal of completing the process in six to twelve months with regular updates and future policies being developed by Lexipol.

Fire and Police Commission Meeting Minutes
November 12, 2015
Page Three

Because there was no further business to discuss, the meeting was adjourned at 8:22 a.m.

**COMMISSIONER GERSHMAN IS SCHEDULED TO ATTEND THE NOVEMBER 24,
2015 COMMON COUNCIL MEETING AT 7:00 P.M.**

A handwritten signature in black ink, appearing to read "Nate Mueller".

**Marshfield Fire and Police Commission
Nate Mueller, Secretary**

BOARD OF PUBLIC WORKS MINUTES
OF NOVEMBER 16, 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; Alderman Earll, City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Wastewater Superintendent Warp; Planning & Economic Development Director Angell; Library Director Belongia; Joe Dolezal – The Boson Company; the media; and others.

PW15-126 Motion by Cummings, second by Feirer to recommend approval of the minutes of the November 2, 2015 Board of Public Works meeting.

Motion Carried

Citizen Comments – None

City Engineer Turchi presented an Engineering Division construction update. Director of Public Works Knoeck presented a Street Division construction update. Knoeck also reported that the recent Urban Forestry Grant application was not funded and the STP Urban Grant for East 29th Street reconstruction from Washington Avenue to Hume Avenue was selected for funding by WisDOT.

Joe Dolezal, The Boson Company, presented an update on the construction of the Everett Roehl Marshfield Public Library & Community Center. This was an informational item only.

PW15-127 Motion by Wagner second by Jockheck to recommend approval of the Municipal Code Amendment request to amend Chapter 15, Building Code, Chapter 16, Plumbing Code and Chapter 17, Electrical Code, to replace the listed fees in said Chapters with a reference to the City of Marshfield Fee Schedule and to recommend fees for said Fee Schedule, and request an ordinance be drafted for Common Council consideration.

Motion Carried

PW15-128 Motion by Jockheck, second by to recommend that the following firms be invited for a presentation to the Common Council on December 1, 2015 regarding proposals for the City Hall Plaza Building:

1. Gorman & Company Inc
2. Iconicare LLC
3. Wisconsin Redevelopment LLC

Motion Carried

City Engineer Turchi reviewed on-street parking during football games. Jockheck suggested that the easiest to understand would be to post NO PARKING permanently on one side of the street or the other which would supersede the alternate street parking. There seemed to be consensus among the Board of Public Works that this would make sense City-wide. Turchi pointed out that the cost to put up signs on ditched streets could be as high as \$200,000. The Board heard from Ken Zittleman, 700 South Apple Avenue, who agreed that permanent no parking on one side or the other would be best. This was a discussion item only.

PW15-130 Motion by Wagner, second by Jockheck to recommend approval of the low bid submitted by Visu-Sewer, Inc. of Pewaukee, WI in an amount not to exceed the budgeted amount of \$1,349,000 and authorize execution of a contract.

Motion Carried

PW15-131 Motion by Feirer, second by Cummings to recommend approval of the prequalification of additional contractors for the 8th Street Lift Station project as presented.

Motion Carried

PW15-132 Motion by Feirer, second by Cummings to recommend that the first Board of Public Works meeting of December be held on Monday, November 30, 2015 and the second Board of Public Works meeting of December be held on Monday, December 14, 2015.

Motion Carried

Recommended items for future agendas: Continued discussion/action on alternate side parking ordinance and overnight parking restrictions.

Motion by Jockheck, second by Cummings that the meeting be adjourned at 6:11 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF NOVEMBER 17, 2015

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

PRESENT: Alderpersons Ed Wagner, Gordon Earll and Alanna Feddick

ABSENT: None

ALSO PRESENT: Chief Gramza, City Clerk Hall, Angie Eloranta and Makailee Sova

JLC15-133 Motion by Earll, second by Feddick to approve the minutes of the November 3, 2015 meeting.

Motion carried

CITIZEN COMMENTS

None

JLC15-134 Motion by Feddick, second by Earll to approve by unanimous consent the following:

- a) Eight (8) Beverage Operator Licenses for the 2015-2017 license year to: Nicholas Brown, Zoey Fleischman, Adam Fleisner, Jessica Gresser, Kaci Hohl, John Pettingill, David Rasmussen and Mason Tysver.
- b) Temporary "Class B" Retailer's License (Picnic) to Main Street Marshfield for November 28, 2015.
- c) Transient Merchant License to Tree-Ripe Citrus Co.

Motion carried

JLC15-135 Motion by Earll, second by Feddick to grant a Beverage Operator License to Ryan Collins with 25 demerit points assessed for failure to list his violations.

Motion carried

JLC15-136 Motion by Feddick, second by Earll to go into closed session pursuant to Wisconsin Statute chapter 19.85 (1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Specifically, the Chairperson had requested a closed session in order to hold a reconsideration hearing regarding the beverage operator application of Makailee Sova. Roll call vote, all Ayes. (Time: 5:08 p.m.)

Motion carried

Present in closed session: Alderpersons Wagner, Earll and Feddick, Police Chief Gramza, City Clerk Hall and Makailee Sova.

Police Chief Gramza and Makailee Sova left the closed session at 5:17 p.m.

JLC15-137 Motion by Feddick, second by Earll to return to open session. Roll call vote, all ayes. (Time: 5:19 p.m.)

Motion carried

JLC15-138 Motion by Feddick, second by Earll to grant Beverage Operator license to Makailee Sova with 0 demerit points assessed.

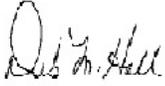
Motion carried

Future Agenda Items

- Substantial Relationship to the Duties of the Licensee
- Double-fencing requirements for Temporary Liquor Licenses

There being no further business the Chair adjourned the meeting at 5:22 p.m.

Motion carried



Deb M. Hall
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF NOVEMBER 17, 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: Mayor Meyer, Alderpersons Wagner and Buttke, City Administrator Barg and City Personnel (Keith Strey, Bob Haight, Sam Warp, Dan Knoeck, Jennifer Rachu and Deb M. Hall)

Citizen Comments

Mayor Meyer talked about Expense Reports. There was a request by an Alderperson to expedite the processing of their expense reports from the conference in order to be paid sooner than December 1st. This can be done but it goes against the normal policies & procedures. If the committee wants him to authorize the Finance Department to expedite this process then they should give him some direction.

The committee agreed to follow the policies and procedures and let it run its course. But the City should look into revising this policy and maybe look into getting a City credit card.

Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator, introduced herself to the committee.

FBP15-116 Motion by Hendler, second by Spiros to approve the items on the consent agenda:

1. Minutes of the November 3, 2015 meeting.
2. Bills in the amount of \$691,121.44.
3. Report of Personnel Actions of November 17, 2015.

Motion carried

No items were removed from the consent agenda.

Fire Chief Haight updated the committee on the refilling of the vacant Firefighter/Paramedic position at the Marshfield Fire & Rescue Department as approved at the November 12, 2015 Police and Fire Commission meeting.

FBP15-117 Motion by Hendler, second by Spiros to approve filling the position of Wastewater Operator at the Wastewater Utility.

Motion carried

FBP15-118 Motion by Earll, second by Reinart to approve the 2016 ambulance contracts with 13 surrounding towns and villages.

Motion carried

FBP15-119 Motion by Spiros, second by Earll to recommend approval of Resolution No. 2015-54 to the Common Council, writing off various uncollectible ambulance accounts receivable totaling \$27,000.

Motion carried

FBP15-120 Motion by Earll, second by Feddick to recommend approval of Resolution No. 2015-55, adopting an ambulance rate schedule to be effective January 1, 2016. Nay - Spiros

Motion carried

Discussion was held on the Mayor and Council salaries.

The committee directed the City Administrator to come back with more information regarding the comparisons used for the Common Council.

- How many members are on their Council
- Size of their budgets
- Community Population

The Mayor's salary will remain the same.

FBP15-121 Motion by Spiros, second by Reinart to go into closed session pursuant to Wisconsin Statutes Chapter 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- Possible renewal of City Hall Lease

Roll call vote, all ayes. (Time: 6:22 p.m.)

Motion carried

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

FBP15-122 Motion by Spiros, second by Reinart to return to open session. Roll call vote, all ayes. (Time: 6:27 p.m.)

Motion carried

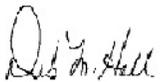
FBP15-123 Motion by Hendler, second by Earll to approve the Lease Amendment with Dr. Funk and authorize staff to execute the same.

Motion carried

FUTURE AGENDA ITEMS

None

Motion by Spiros to adjourn at 6:29 p.m.



Deb M. Hall
City Clerk



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: AMY VAN WYHE, ACCOUNTING MANAGER
SUBJECT: AMBULANCE ACCOUNTS RECEIVABLE WRITE-OFFS; RESOLUTION 2015-54
DATE: 11/17/2015

BACKGROUND

The outstanding ambulance accounts receivable are analyzed on an annual basis to ascertain their collectability. Those charges outstanding that are deemed uncollectible are written off so the ambulance accounts receivable balance reflects a realistic number as required by Generally Accepted Accounting Principles (GAAP).

The City began providing an ambulance service in 1964. This service has grown today to a point where there are four ambulances and the necessary personnel to staff them when needed. In addition to serving the residents of the City of Marshfield, the City currently has thirteen (13) separate agreements with various surrounding towns and villages to provide this same service. The City charges each governmental unit a fee for this service; in 2015, the total fees charged were \$313,656. In addition, individuals that utilize this service are charged a user fee.

The City had 2,876 ambulance runs in 2014 with total charges, exclusive of contractual amounts, being \$1,181,386. The base ambulance rates were last changed to take effect January 1, 2016.

ANALYSIS

Attached is Resolution 2015-54. This resolution, if approved, would authorize the write-off of \$27,000 of outstanding ambulance accounts receivable as uncollectible. The 2015 budget reflects a \$27,000 allowance for these write-offs. These write-offs are for patients that typically are hard to contact, from out of the area or do not have medical insurance. These accounts, where appropriate, have been turned over to a local collection agency and/or entered into the WI Tax Return Intercept Program with minimal success in collection.

In 2006, the city implemented the process of entering eligible accounts into the TRIP program as an additional collection method. Collection efforts will continue until the outstanding amounts due are paid or legal restrictions impact the City's ability to collect. The Fire and Police Commission was presented the attached information at their November 12th, 2015 meeting and the write-offs were approved by them.

RECOMMENDATION

I recommend the write-off of the ambulance accounts receivable be approved as submitted on Resolution 2015-54.

Steve Barg

Concurrence - Steve Barg

Keith R. Strey

Concurrence - Keith R Strey

City Administrator

Finance Director

RESOLUTION 2015-54

A resolution authorizing the City Finance Director to charge off certain unpaid ambulance accounts receivable invoices.

WHEREAS, certain ambulance accounts receivable invoices are being carried on the books of the City of Marshfield as outstanding; and

WHEREAS, these ambulance accounts receivable remain unpaid for the reasons set forth in Exhibit "A"; and

WHEREAS, all reasonable means of collecting the same have been exhausted; and

WHEREAS, the City Finance Director is desirous of charging off said invoices so they do not appear in the ambulance accounts receivable balance to comply with Generally Accepted Accounting Principles (GAAP);

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

1. That the unpaid ambulance accounts receivable invoices, set forth in Exhibit "A" attached hereto, are hereby declared to be uncollectible;
2. That the City Finance Director is hereby authorized and directed to charge off such unpaid ambulance accounts receivable invoices and to remove them from the records of the City of Marshfield.

Note: This resolution is recommended by the Fire and Police Commission.

ADOPTED _____

Mayor

APPROVED _____ ATTESTS: _____

City Clerk

EXHIBIT (A)

2012 Alliance, deceased & Trip	\$ 13,946.28
2013 Alliance, deceased & Trip	<u>13,053.72</u>
TOTAL WRITE OFFS FOR THE YEAR 2015	<u>\$27,000.00</u>

Call Detail
2012 OUTSTANDING REPORT

Call No	LgRk Pat No	Patient Account Name	Call Date	Current Payer	Charges	Credits	Balance
121107	1 A 23341	MILLER, JAMES B	06/17/2012	PRIVATE (SELF PAY	498.72	413.39	85.33
121120	1 A 24577	SNYDER, ALISON C	06/19/2012	PRIVATE (SELF PAY	511.20	0.00	511.20
121232	1 A 19068	HISERMAN, SANDRA J	07/03/2012	PRIVATE (SELF PAY	493.52	409.23	84.29
121293	1 A 24626	DARNELL, BOBBY R	07/13/2012	PRIVATE (SELF PAY	580.40	0.00	580.40
121346	1 A 24640	KUHLKA, CODY J	07/20/2012	PRIVATE (SELF PAY	580.40	486.23	94.17
121421	1 A 24661	PELTIER, KRISTEN E	07/30/2012	PRIVATE (SELF PAY	552.46	0.00	552.40
121576	1 A 24713	MCCROSSEN, MARK	08/21/2012	PRIVATE (SELF PAY	420.80	272.50	148.30
121634	1 A 24729	KAVANAUGH, JESSIE J	08/29/2012	PRIVATE (SELF PAY	410.40	223.00	187.40
121651	1 A 24735	HOCKING, DANIEL J	08/31/2012	PRIVATE (SELF PAY	410.40	0.00	410.40
121658	1 A 24737	COLLINS, RICHARD R	09/01/2012	PRIVATE (SELF PAY	410.40	0.00	410.40
121703	1 A 24745	BLANCHARD, TROY C	09/07/2012	PRIVATE (SELF PAY	500.80	23.00	477.80
121752	1 A 24766	ANDEREGGEN, JOHN W	09/16/2012	PRIVATE (SELF PAY	420.80	0.00	420.80
121781	1 A 23341	MILLER, JAMES B	09/21/2012	PRIVATE (SELF PAY	408.32	337.95	70.37
121836	1 A 24036	HART, BRADLEY J	09/28/2012	PRIVATE (SELF PAY	619.36	469.36	150.00
121834	1 A 24797	LASEE, KEITH J	09/28/2012	PRIVATE (SELF PAY	441.60	0.00	441.60
121850	1 A 24800	RABIDEAUX, BERNARD	09/29/2012	PRIVATE (SELF PAY	500.80	0.00	500.80
121887	1 A 24815	AKBER, MUSSARAT	10/05/2012	PRIVATE (SELF PAY	508.72	0.00	508.72
121885	1 A 24813	PAROCHKA, ROBERT	10/05/2012	PRIVATE (SELF PAY	175.00	0.00	175.00
121899	1 A 24820	YOUNG, JEREMIAH R	10/08/2012	PRIVATE (SELF PAY	601.20	450.00	151.20
121981	1 A 24813	PAROCHKA, ROBERT	10/19/2012	PRIVATE (SELF PAY	175.00	0.00	175.00
122001	1 A 24856	ALLORD, TIFFANY J	10/22/2012	PRIVATE (SELF PAY	521.20	234.48	286.72
122008	1 A 24857	HERRERA RAMIREZ, MILVI	10/23/2012	PRIVATE (SELF PAY	420.80	0.00	420.80
122005	1 A 11755	HEWITT, WILLIAM D	10/23/2012	PRIVATE (SELF PAY	500.80	0.00	500.80
122031	1 A 23341	MILLER, JAMES B	10/28/2012	PRIVATE (SELF PAY	408.24	336.28	69.96
122044	1 A 23341	MILLER, JAMES B	10/30/2012	PRIVATE (SELF PAY	408.32	337.95	70.37
122062	1 A 24872	SODERSTROM, SCOTT W	11/02/2012	PRIVATE (SELF PAY	500.80	0.00	500.80
122111	1 A 24888	WATERMAN, MICHAEL L	11/11/2012	PRIVATE (SELF PAY	500.40	0.00	500.40
122146	1 A 18023	BRANDT, CHARLENE E	11/16/2012	Insurance - Other	420.80	0.00	420.80
122143	1 A 24903	STONE, LLOYD C	11/16/2012	PRIVATE (SELF PAY	490.40	408.73	83.67
122150	1 A 23341	MILLER, JAMES B	11/17/2012	PRIVATE (SELF PAY	407.28	337.11	70.17
122175	1 A 24210	ERMELING, CHANCE P	11/20/2012	PRIVATE (SELF PAY	410.40	0.00	410.40
122184	1 A 22476	LANGRECK, GENEVIEVE	11/22/2012	PRIVATE (SELF PAY	419.76	0.00	419.76
122230	1 A 19014	CARRILLO, LORI A	11/29/2012	PRIVATE (SELF PAY	420.80	65.00	355.80
122235	1 A 10555	PARSONS, SR., BARRY K	11/29/2012	PRIVATE (SELF PAY	410.40	365.38	45.02
122249	1 A 21853	GULDAN, DARREN W	12/02/2012	PRIVATE (SELF PAY	431.20	0.00	431.20
122246	1 A 24933	STAHL, NEAL H	12/02/2012	PRIVATE (SELF PAY	420.80	0.00	420.80
122282	1 A 24947	BORSTAD, JEFFREY S	12/05/2012	PRIVATE (SELF PAY	490.40	0.00	490.40
122302	1 A 23341	MILLER, JAMES B	12/08/2012	PRIVATE (SELF PAY	487.28	404.23	83.05
122332	1 A 24969	LONG, GREGORY	12/12/2012	PRIVATE (SELF PAY	490.40	0.00	490.40
122361	1 A 15135	KOLLER, SHERYL	12/16/2012	PRIVATE (SELF PAY	500.80	294.62	206.18
122409	1 A 24992	SANTOS, DIANA	12/22/2012	PRIVATE (SELF PAY	511.20	0.00	511.20
122429	1 A 24735	HOCKING, DANIEL J	12/25/2012	PRIVATE (SELF PAY	431.20	0.00	431.20
122450	1 A 25008	JANSEN, ANTHONY R	12/27/2012	DEPARTMENT OF V	590.80	0.00	590.80
Total For All				43	19812.72	5866.44	13946.28

Call Detail
2013 OUTSTANDING REPORT

<u>Call No</u>	<u>Lg Rk Pat No</u>	<u>Patient Account Name</u>	<u>Call Date</u>	<u>Current Pavor</u>	<u>Charges</u>	<u>Credits</u>	<u>Balance</u>
130019	1 A 25017	REDMOND, TIMOTHY P	01/02/2013	PRIVATE (SELF PAY	561.20	0.00	561.20
130049	1 A 25025	FERRY, JOSEPH S	01/06/2013	PRIVATE (SELF PAY	550.80	0.00	550.80
130067	1 A 23580	FLEISCHMAN, ASHLEY N	01/08/2013	PRIVATE (SELF PAY	585.80	0.00	585.80
130136	1 A 24920	CAPELLE, DELMER D	01/19/2013	ADVOCARE	468.00	0.00	468.00
130176	1 A 16717	BERG, JAN	01/24/2013	PRIVATE (SELF PAY	175.00	0.00	175.00
130219	1 A 25073	PEDERSEN, DAVID P	01/30/2013	PRIVATE (SELF PAY	460.80	0.00	460.80
130269	1 A 20462	FLORENCE, JEANETTE C	02/07/2013	PRIVATE (SELF PAY	175.00	0.00	175.00
130348	1 A 25113	LAY, DERICK	02/18/2013	PRIVATE (SELF PAY	550.80	223.00	327.80
130385	1 A 25127	DERGE, RICHARD	02/25/2013	PRIVATE (SELF PAY	575.40	0.00	575.40
130403	1 A 25130	BIESTERVELD, REGINAL	02/28/2013	PRIVATE (SELF PAY	689.80	689.30	0.50
130440	1 A 13668	COLLINS, KERRY R	03/05/2013	PRIVATE (SELF PAY	550.80	0.00	550.80
130554	1 A 22970	ETLICHER, JODY A	03/21/2013	PRIVATE (SELF PAY	546.64	461.08	85.58
130561	1 A 25185	WHEELER, ANITA F	03/21/2013	PRIVATE (SELF PAY	550.80	0.00	550.80
130569	1 A 25189	PETRIZIO, ARLENE	03/24/2013	PRIVATE (SELF PAY	550.80	100.00	450.80
130593	1 A 25196	HAHM, CRAIG A	03/26/2013	PRIVATE (SELF PAY	450.40	0.00	450.40
130698	1 A 21122	GOODE, WILLIAM J	03/27/2013	PRIVATE (SELF PAY	561.20	0.00	561.20
130828	1 A 26208	VUE, LYKOU	03/31/2013	PRIVATE (SELF PAY	1001.20	440.00	561.20
130677	1 A 12326	BANGART, ROSEMARIE	04/05/2013	PRIVATE (SELF PAY	469.12	394.04	75.08
130683	1 A 25222	FOOTE, TONIA	04/05/2013	PRIVATE (SELF PAY	471.20	0.00	471.20
130758	1 A 25252	CROSSLIN, DONALD	04/16/2013	PRIVATE (SELF PAY	460.80	0.00	460.80
130813	1 A 25279	CLARK, KAREN	04/22/2013	PRIVATE (SELF PAY	575.40	335.04	240.36
130850	1 A 25293	HUNTER, FLOYD D	04/28/2013	PRIVATE (SELF PAY	456.64	0.00	456.64
130862	1 A 25295	GUMS, MARK R	04/30/2013	PRIVATE (SELF PAY	451.44	0.00	451.44
130959	1 A 25330	SERIFIN, JOSEPH	05/13/2013	PRIVATE (SELF PAY	250.00	150.00	100.00
131017	1 A 23341	MILLER, JAMES B	05/21/2013	PRIVATE (SELF PAY	538.32	454.41	83.91
131024	1 A 25362	SMITH, WILLIAM	05/23/2013	PRIVATE (SELF PAY	451.44	0.00	451.44
131038	1 A 21613	THEURER, MICHAELA	05/26/2013	PRIVATE (SELF PAY	547.68	461.89	85.79
131079	1 A 25222	FOOTE, TONIA	06/02/2013	PRIVATE (SELF PAY	450.40	0.00	450.40
131102	1 A 18078	YONKER, SAMUEL C	06/06/2013	PRIVATE (SELF PAY	541.44	0.00	541.44
131153	1 A 18078	YONKER, SAMUEL C	06/12/2013	PRIVATE (SELF PAY	454.56	0.00	454.56
131194	1 A 23341	MILLER, JAMES B	06/19/2013	PRIVATE (SELF PAY	448.32	377.40	70.92
131215	1 A 25423	NORMAN, MICHAEL J	06/22/2013	PRIVATE (SELF PAY	452.48	0.00	452.48
131262	1 A 25444	WEIS, MICHAELA	06/28/2013	PRIVATE (SELF PAY	544.56	0.00	544.56
131278	1 A 25445	JOHNSON, ELIZABETH A	06/30/2013	PRIVATE (SELF PAY	450.40	0.00	450.40
131282	1 A 23341	MILLER, JAMES B	07/01/2013	PRIVATE (SELF PAY	538.32	454.41	83.91
131310	1 A 25459	STEINHILBER, JAMES H	07/04/2013	PRIVATE (SELF PAY	663.12	680.25	39.31

Total For All

36

\$13,053.72

City of Marshfield
City Hall Plaza
630 S. Central Avenue
Ste 502
Marshfield, WI 54449



Keith R. Strey, CPA
Finance Director
(715) 387-3033
Fax (715) 384-7831
keith.strey@ci.marshfield.wi.us

Date: November 17, 2015
To: Finance, Budget and Personnel Committee
From: Amy Van Wyhe
Accounting Manager
Re: 2016 Ambulance Service Rate Study

SUMMARY

Attached is a copy of information that was submitted to the Fire and Police Commission regarding the Ambulance Rate Study. The commission discussed this topic at their November 12, 2015 meeting, and the recommended rates were approved at the dollar amounts proposed.

Please review the attachments. If you have any questions, please don't hesitate to call me.

RECOMMENDATION

I recommend approving Resolution 2015-55 to the Common Council at the proposed rates listed on the resolution attachment.

Concurrence – Steve Barg
City Administrator

Keith R. Strey
Finance Director

Attachments

Cc: Fire Chief (w/o attachment)

CITY OF MARSHFIELD, WISCONSIN

AMBULANCE SERVICE RATE STUDY

November 5, 2015

**Compiled & Submitted by:
Finance Department
Amy Van Wyhe
Accounting Manager**

CITY OF MARSHFIELD, WISCONSIN
AMBULANCE SERVICE RATE STUDY
November 5, 2015

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City of Marshfield
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Keith R. Strey, CPA
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(715) 387-3033
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keith.strey@ci.marshfield.wi.us

DATE: November 5, 2015
TO: Fire and Police Commission
FROM: Amy Van Wyhe
Accounting Manager
RE: 2016 Ambulance Service Rate Study

Goals

To perform an analysis of ambulance usage, current rates, Medicare/Medicaid reimbursements and 2016 proposed budget costs and recommend new rates to be effective January 1, 2016. The recommended new rates will maximize Medicare reimbursement, provide an estimated 11.0% return on investment (ROI) and accumulate funds for future capital purchases.

Applicable Ambulance Costs

The costs intended to be covered by user fees are the 2016 proposed budget expenditures for Fund 605 EMS. Using 2016 proposed budget costs to determine contracts and rates provides the revenue to cover 2015 projected costs.

Comparison of Rates with Surrounding Communities

Rate schedules were obtained and included from 13 other Wisconsin communities including Wisconsin Rapids, Stevens Point, Wausau and Eau Claire. In comparing the ALS1, ALS2 and BLS rates, the recommended rates for the City of Marshfield are comparable to the Mean (Average) and the Median (Mid-point).

Effect of Rate Adjustment on Medicare Reimbursement

Medicare will reimburse 80% of the approved charges. **Approved charges** are the lowest of the following:

1. The customary charge (the amounts we bill for the services)
2. The prevailing charge (average billed amounts within the applicable Medicare region) or
3. The Inflationary Index Charge (increase limitation percentage allowed within any single year)

The charges for Medicare have amounted to 66.7% of 2014 calls, 68.1% of 2013 calls and 65.1% of 2012 calls.

The City of Marshfield has been recouping most, if not all, of the charges not paid by Medicare (i.e. 20% of the approved charges) from secondary payers such as Medicaid, Security Health, the patient and other sources. We would expect to continue recouping that portion of the new rates not approved by Medicare from secondary payment sources. We may, however, incur a modest increase in the amount of write-offs as a result of the increased rates due to the usual uncollectability associated with any account receivable.

Findings

An increase in the base rate (BLS), the advance life support 1 (ALS1) and the advance life support 2 (ALS2) is needed to adjust Marshfield's rates.

Various assumptions (except volume) and rate adjustments were reviewed with projected revenues and net subsidies computed.

It would be appropriate to raise the BLS rates by 20.0% for resident, 20.0% for non-resident users and 10% for Calls for Assistance. These charges would equate to increases of \$100 for resident and \$134 for non-resident users. The new recommended BLS rates are \$600 for resident users (currently \$500) and \$804 for non-resident users (currently \$670).

It would also be appropriate to raise the ALS1 rates by 20.0% for resident, 20.0% for non-resident users and 10% for Calls for Assistance. These charges would equate to increases of \$120 for resident and \$156 for non-resident users for the ALS1 rate. The new recommended ALS1 rates are \$720 for resident users (currently \$600) and \$936 for non-resident users (currently \$780).

It would also be appropriate to raise the ALS2 rates by 5.0% for resident and 5.0% for non-resident users. These charges would equate to increases of \$38 for resident and \$47 for non-resident users for the ALS2 rate. The new recommended ALS2 rates are \$788 for resident users (currently \$750) and \$977 for non-resident users (currently \$930).

Finally, the addition of a Resident and Non-Resident Intergovernmental Agency Call of \$175 and \$250 respectively and mileage for that call as the current IRS business mileage rate were added in the prior year as there is the potential for these types of calls and this would establish a rate for when needed.

The projected rate increases will provide an estimated ROI of 11.0% for 2016. The projected increase in fund balance of \$245,563 as of December 31, 2018 is warranted as this rate study maximizes Medicare reimbursable amounts and continues to establish a cash flow reserve for future capital purchases. The overall recommended rate increase in comparison with the 2015 rate study is 10.0%.

Projections

With the following assumptions:

1. Increase BLS (base) rate for residents \$100 (20.0%) to \$600
2. Increase BLS (base) rate for non-residents \$134 (20.0%) to \$804
3. Increase BLS (base) Calls for Assistance \$18 (10.0%) to \$193
4. Increase Loaded mileage from \$10.40 to \$11.00
5. Increase Resident Intergovernmental Agency Call \$18 (10.0%) to \$193
6. Increase Non-Resident Intergovernmental Agency Call \$25 (10%) to \$275
7. Intergovernmental Agency Mileage equal to current IRS business mileage rate
8. Increase ALS1 (advance life support 1) rate for residents \$120 (20.0%) to \$720
9. Increase ALS1 (advance life support 1) rate for non-residents \$156 (20.0%) to \$936
10. Increase ALS1 (advance life support 1) Calls for Assistance \$25 (10.0%) to \$275
11. Increase ALS2 (advance life support 2) rate for residents \$38 (5.0%) to \$788
12. Increase ALS2 (advance life support 2) rate for non-residents \$47 (5.0%) to \$977

The following projection is presented:

Expenditures:	
Total 2016 Proposed Budget	\$1,252,000
Revenue and Other Sources:	
Projected fees using the new rates	\$1,538,200
Medicare/Medicaid Adjustment	(450,000)
Proposed contracts with contract communities	327,567
Contract with St. Joseph's for backup service	15,225
State Medical Transportation Supplement	43,000
Act 102 Grant	7,500
Subtotal	1,481,492
Excess revenues over expenditures	(229,492)
Total Revenues and Other Sources	\$1,252,000

cc Fire Chief
City Administrator
Finance Director

Utilizing Ambulance Contract & Rate Study

Account Number	Account Title	Balance 12/31/2014	
605.11100	Treasurer's Working Cash	(\$110,735)	
605.13810	Other Accounts Receivable	2,914	
605.13820	Ambulance Accounts Receivable	222,966	
605.16200	Prepaid Expenses	0	
605.21100	Accounts Payable	(12,961)	
605.21420	GO Notes Payable	(29,219)	
605.21538	PEHP Payable	(9,994)	
605.21700	Accrued Wages Payable	(21,240)	
605.21900	Other Accounts Payable	0	
605.23500	Ambulance Contracts Deposit	(18,071)	
Net Cash 12/31/14			\$23,660

2015 Operation (From 2016 Department Estimated Budget)

Revenues

605.43000	Intergovernmental	\$50,500	
605.46000	Public Charges for Service	884,041	
605.47000	Intergovernmental Charges (Contracts)	313,658	
605.48000	Miscellaneous	900	1,249,097

Expenses

605.51510	Finance	(\$114,046)	
605.52310	Ambulance	(994,445)	
605.53665	Depreciation	(98,000)	
605.58291	Debt Interest Expense	(17,980)	(1,224,471)

Add-back Depreciation (noncash expense)	98,000
Less cash used for debt principal payments	(29,219)
Less cash used for capital additions	(117,643)

Projected Net Cash 12/31/15 (576)

2016 Operations (From 2016 Department Proposed Budget)

Revenues

605.43000	Intergovernmental	\$50,500	
605.46000	Public Charges for Service (includes rate study)	1,103,425	
605.47000	Intergovernmental Charges (incl proposed contracts)	328,000	
605.48000	Miscellaneous	6,100	1,488,025

Expenses

605.51510	Finance	(\$116,255)	
605.52310	Ambulance	(1,029,663)	
605.53665	Depreciation	(89,000)	
605.58291	Debt Interest Expense	(17,082)	(1,252,000)

Add-back Depreciation (noncash expense)	89,000
Less cash used for debt principal payments (estimated)	(39,786)
Less cash used for capital additions (2016 Dept Request Budget)	(212,272)

Projected Net Cash 12/31/16 72,391

Less three months cash flow reserve (25% of expenditures) (313,000)

Net Available for Future Capital Purchases (\$240,609)

2017 Operations (From 2016 Department Proposed Budget)

Revenues

605.43000	Intergovernmental	\$50,500	
605.46000	Public Charges for Service (includes rate study)	1,103,425	
605.47000	Intergovernmental Charges (incl proposed contracts)	328,000	
605.48000	Miscellaneous	6,100	1,488,025

Expenses

605.51510	Finance	(\$116,255)	
605.52310	Ambulance	(\$1,029,663)	
605.53665	Depreciation	(\$89,000)	
605.58291	Debt Interest Expense	(17,082)	(1,252,000)

Add-back Depreciation (noncash expense)	89,000
Less cash used for debt principal payments (estimated)	(39,786)
Less cash used for capital additions (2016 Dept Request Budget)	(57,625)

Projected Net Cash 12/31/17 300,005

Less three months cash flow reserve (25% of expenditures) (313,000)

Net Available for Future Capital Purchases (\$12,995)

2018 Operations (From 2016 Department Proposed Budget)

Revenues

605.43000	Intergovernmental	\$50,500	
605.46000	Public Charges for Service (includes rate study)	1,103,425	
605.47000	Intergovernmental Charges (incl proposed contracts)	328,000	
605.48000	Miscellaneous	6,100	1,488,025

Expenses

605.51510	Finance	(\$116,255)	
605.52310	Ambulance	(1,029,663)	
605.53665	Depreciation	(89,000)	
605.58291	Debt Interest Expense	(17,082)	(1,252,000)

Add-back Depreciation (noncash expense)	89,000
Less cash used for debt principal payments (estimated)	(39,786)
Less cash used for capital additions (2016 Dept Request Budget)	(56,681)

Projected Net Cash 12/31/18 528,563

Less three months cash flow reserve (25% of expenditures) (313,000)

Net Available for Future Capital Purchases \$215,563

CITY OF MARSHFIELD AMBULANCE SERVICE
COMPARATIVE RATES OF AREA COMMUNITIES

COMMUNITY/SERVICE	BLS RATE		ALS1 RATE		ALS2 RATE	
	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT
Chippewa Falls Fire & Emergency	725	800	825	900	925	1000
Eau Claire Fire & Rescue	850	1,050	900	1,150	1,000	1,250
Chippewa Fire Protection District*	825	950	950	1,050	1,050	1,125
Stevens Point	625	700	775	850	775	850
Mausau Fire Department	575	750	650	850	725	950
Wisconsin Rapids*	472	585.50	613	726.50	752.50	896
Altoona*	500	600	625	700	725	825
Ashwaubenon*	525	650	625	750	650	800
DePere	575	780	675	825	725	900
Fond du Lac*	600	600	700	700	750	750
Kaukauna*	550	600	650	700	700	750
Manitowoc*	625	725	750	850	770	870
Two Rivers	660	735	750	825	770	845
Marshfield (Current)	500	570	600	780	750	930
Mean (Average)	\$615	\$728	\$721	\$833	\$793	\$910
Median (Mid-point)	\$598	\$713	\$698	\$825	\$760	\$883
Marshfield (Proposed)	\$600	\$804	\$720	\$936	\$788	\$977
Estimated 2015 Marshfield Medicare emergency	348		413		591	
Estimated 2015 Marshfield Medicare non-emergency	218		413		591	
Current Marshfield Medicare emergency	348.08		413.35		590.69	
Current Marshfield Medicare non-emergency	217.55		413.35		590.69	

* Indicates rates from 2014, no updated rates provided by community

RESOLUTION NO. 2015-55

WHEREAS, the ambulance rates are set with the goal to recover costs of providing ambulance service; and

WHEREAS, the justification for setting service rates is to spread the costs of the ambulance service primarily to the user as opposed to the general taxpayer; and

WHEREAS, a periodic analysis of the rate structure for the ambulance service is essential to ensure that appropriate costs are captured in the ambulance rates; and

WHEREAS, the Finance Department has examined the rate structure of the Ambulance Service to recommend changes, as appropriate; and

WHEREAS, the Assistant Finance Director presented the findings and study conclusions to the Fire and Police Commission and the Finance, Budget and Personnel Committee on November 5, 2015 and November 17, 2015 respectively; and

WHEREAS, the Finance Department computed new rates by comparing the Ambulance Service's current rates with those of surrounding communities; reviewed the costs to be recovered by the new rates (2016 EMS Fund Proposed Budget) and taking into account the rules, regulations and laws determining Medicare and Medical Assistance reimbursements; and

WHEREAS, it is highly appropriate for the users to be charged for the cost of operating an ambulance service; and

WHEREAS, the proposed 2016 budget assumes the implementation of new ambulance rates.

NOW, THEREFORE, BE IT RESOLVED, that the attached ambulance service rate schedule as recommended by the Accounting Manager be implemented effective January 1, 2016 and that management be authorized to charge these rates to users of the ambulance service.

ADOPTED _____

Chris L. Meyer, Mayor

APPROVED _____

Deb M. Hall, City Clerk

ATTACHMENT TO RESOLUTION NO. 2015-55

CITY OF MARSHFIELD AMBULANCE SERVICE
RATE SCHEDULE EFFECTIVE JANUARY 1, 2016

	<u>Current Rates</u>	<u>Proposed Increase</u>	<u>Proposed Rates</u>
<u>ADVANCED LIFE SUPPORT 1 (ALS1)</u>			
Resident/Contract Area	600.00	120.00	720.00
Non-Resident/Out of contract area	780.00	156.00	936.00
Neonatal & Special Peds	430.00	0.00	430.00
Calls for Assistance	250.00	25.00	275.00
No pick-up	0.00	0.00	0.00
Intercept Service Contract - SJH	410.00	0.00	410.00
<u>ADVANCED LIFE SUPPORT 2 (ALS2)</u>			
Resident/Contract Area	750.00	38.00	788.00
Non-Resident/Out of contract area	930.00	47.00	977.00
No pick-up	0.00	0.00	0.00
<u>STANDARD BASE RATE #1 (BLS)</u>			
Resident/Contract Area	500.00	100.00	600.00
Non-Resident/Out of contract area	670.00	134.00	804.00
Calls for Assistance	175.00	18.00	193.00
No pick-up	0.00	0.00	0.00
Resident Intergovernmental Agency Call	175.00	18.00	193.00
Non-Resident Intergovernmental Agency Call	250.00	25.00	275.00
<u>MILEAGE CHARGES PER LOADED MILE</u>			
Resident/Contract Area	10.40	0.60	11.00
Non-Resident/Out of contract area	10.40	0.60	11.00
Neonatal & Special Peds	7.50	0.00	7.50
Resident/Non-Resident Intergovt Agency Call	Current IRS Business Mileage Rate		

City of Marshfield
City Hall Plaza
630 S. Central Avenue
Ste. 502
Marshfield, WI 54449



Keith R. Strey, CPA
Finance Director
(715) 387-3033
Fax (715) 384-9310
keith.strey@ci.marshfield.wi.us

DATE: November 17, 2015
TO: Finance, Budget and Personnel Committee
FROM: Amy Van Wyhe
Accounting Manager
RE: 2016 Ambulance Service Contracts

SUMMARY

Attached is a copy of information submitted to the Fire and Police Commission regarding renewal of Ambulance Service Contracts with 13 surrounding Towns and Villages for 2016. The Fire and Police Commission was presented the attached information at their November 12th, 2015 meeting and the renewals were approved by them at the dollar amounts proposed on the last page of the attached memo.

Please review the attached memo regarding the proposed Ambulance Service Contracts with the 13 Towns and Villages.

RECOMMENDATION

I recommend that the Ambulance Service Contracts with the 13 Towns and Villages are renewed at the proposed rates on the last page of the attached document.

Handwritten signature of Steve Barg in cursive.

Concurrence – Steve Barg
City Administrator

Handwritten signature of Keith R. Strey in cursive.

Keith R. Strey
Finance Director

Attachments

City of Marshfield
City Hall Plaza
630 S. Central Avenue
Suite 502
Marshfield, WI 54449



Keith R. Strey, CPA
Finance Director
(715) 387-3033
Fax (715) 384-7831
keith.strey@ci.marshfield.wi.us

DATE: November 5, 2015
TO: Fire and Police Commission
FROM: Amy Van Wyhe
Accounting Manager
RE: 2016 Ambulance Service Contracts

SUMMARY

The City of Marshfield provides ambulance service to St. Joseph's Hospital for neo-natal and special pediatric runs, to 13 towns and villages, and to the residents of the City itself. The City has a separate contract with St. Joseph's Hospital for backup ambulance service. This memo concerns only the ambulance service contracts with the 13 towns and villages.

BACKGROUND

The City initially entered into these contracts on January 1, 1981 after Wood County discontinued its subsidies to various communities, including Marshfield, that were providing ambulance service to outlying towns and villages that did not have their own ambulances or personnel. The City began servicing the Town of Sherry in 1991. The Town of Rock did not renew their contract for 1995, but did renew their contract with the City beginning in 2009. The Town of Arpin did not renew for 1998 and the Village of Arpin did not renew for 2001.

The contract amounts for 1981 were determined by multiplying the lost subsidy from Wood County by a weighted percentage. Beginning with the 1982 contract year, the cost allocated to the towns and villages was based upon the prorated cost, using mileage, to the City for the entire ambulance service. For the 1996 the cost allocated to the towns and villages was based upon the same percentage increase as the percentage increase of the ambulance service cost (5.7%). For the 1997 through 2013 contracts, the amount of mileage driven within the contract areas was used to determine the total cost allocated to the participating communities.

In 2014, due to sequestration's impact on Medicare as well as minimal increases over the past five years, the contract cost is based upon the amount of mileage driven within the contract areas as a basis, a minimum of the CPI Medical Professional Services inflationary factor as of August, 2015 (1.7%), or the previous five year contract increase average and the five year revenue percentage average of the Medicare adjustment (19.9%).

The language of the contracts has basically remained the same over time. The towns and villages are responsible for paying their contract amounts and also for paying uncollectible accounts within their boundaries up to \$3,000 per contract year. A sample copy of the contract is attached for your information.

ANALYSIS

Also attached are the following three documents:

- . Summary of additional data pertinent to the determination of the contract amounts;
- . Worksheet showing the calculation of the weighted percentages; and
- . Ambulance contract amount comparisons for the last four years detailed by each town and village.

A brief discussion of each of these three documents follows:

The first document compares the total estimated 2016 ambulance costs, the percentage of miles driven within the contract area to the total miles driven (including actual and recommended), and a comparison of the weighted percentages for the last five years. Historically, except for the 1996 contract year, the total amount to be contracted with the municipalities has been determined as the percentage of miles driven within the contracted areas to the total miles driven multiplied by the total estimated ambulance cost. This percentage is 63.679% for 2014.

The contract amounts based on the average 5-year actual percentage of 60.989% would result in an allocated cost of \$792,012.17. Using the 60.989% figure, the minimum CPI 1.7% and each communities five year average, the overall result is an increase of 3.88% (4.44% to the contract communities).

Inclusion of the Saint Joseph's Hospital projected contract fees was made as they offset costs budgeted for operating the ambulance service and for making capital purchases. These budgeted operating costs and capital purchases are included in the projected 2016 ambulance service costs and therefore any revenue received to subsidize these costs should be included in the calculation of costs to allocate to the contracted communities.

As mentioned above, the cost of providing the ambulance service is allocated to the various towns and villages using a weighted formula. The second document is a worksheet showing the calculation that determines this weighted percentage.

There are three components to the formula: population, square miles, and the number of runs for each town and village. A weighted percentage of 75%, 5% and 20% respectively is given to these factors. The population data is based upon estimates provided by the State; the square miles was obtained from the City of Marshfield Public Works Director, and the number of runs was provided in the 2015 Marshfield Fire and Rescue Annual Report.

The third document is a comparison of the contract amounts for the last four years. It also shows the 2016 recommended contract amounts.

RECOMMENDATION:

I recommend that the Fire and Police Commission approve renewal of the contracts with these 13 towns and villages for the 2016 contract year at the amounts shown in the third document. The Commission should also recommend this to the Finance, Budget and Personnel Committee for their consideration.

Attachments

cc: Fire Chief
City Administrator
Finance Director

AMBULANCE SERVICE CONTRACT

This contract, made this 24th day of November, 2015 between the City of Marshfield, Wisconsin, a municipal corporation, hereinafter referred to as "City", party of the first part, and the <<MUNICIPAL>> of <<NAME>>, <<COUNTY>>, Wisconsin, hereinafter referred to as the "Municipality", WITNESSETH:

WHEREAS, the City is the owner and operator of an ambulance service and the Municipality is desirous of entering into an agreement under the terms of which the City will provide ambulance service to said Municipality; and

WHEREAS, the City is willing to provide such ambulance service to the Municipality on the terms and conditions set forth herein;

THEREFORE, IT IS AGREED AS FOLLOWS:

1. The City shall provide ambulance service to the Municipality, which shall include ambulance equipment, personnel and services that meet required standards. Operating personnel shall be agents and employees of the City, not of the Municipality.
2. The user shall have the option of being transported to St. Joseph's Hospital at Marshfield, Wisconsin; Riverview Hospital at Wisconsin Rapids, Wisconsin; St. Michael's Hospital at Stevens Point, Wisconsin; or Memorial Hospital at Neillsville, Wisconsin, EXCEPT users with cardiac and trauma problems shall be transported to St. Joseph's Hospital, Marshfield, Wisconsin only.
3. The City shall retain all ambulance user fees charged for such service and shall have control of all of the details of such service. The City assumes all responsibility in providing the ambulance service, including the collection of all user fees and other charges for said service. The Municipality shall be responsible for uncollectible accounts for ambulance charges incurred during the term of the contract, after the same have been unpaid for six (6) months, but not to exceed the sum of Three Thousand and no/100 (\$3,000.00) Dollars for said term. The Municipality shall reimburse the City for these uncollectible accounts when any account becomes six (6) months old. If the service is performed on a boundary street or road between two municipalities, they shall share such account equally.
4. Any time that an ambulance is called for a vehicle accident in the undersigned Municipality, the Fire Department providing protection shall respond to provide fire protection and assist in rescue.

AMBULANCE SERVICE CONTRACT

5. The Municipality shall pay to the City for the ambulance service to be performed under the terms hereof the sum of <<AMOUNT>>, <<Figure>> Dollars in two equal installments, due on February 15th and August 15th respectively. If any of these installment payments become delinquent, the total remaining contract outstanding becomes payable immediately.

6. This document constitutes a one-year contract, commencing January 1, 2016 but may be renewed for such period and on such terms and conditions as may mutually be agreed upon between the parties. If renewed, said renewal shall be agreed upon no later than November 30, <<YEAR>> or the 15th day of October of any subsequent year of a renewal term.

Dated: _____, 20_____

CITY OF MARSHFIELD

<<MUNICIPAL>> of <<NAME>>

By _____
Mayor
Chairman

By _____

Attest: _____
City Clerk
Clerk

Attest: _____

CITY OF MARSHFIELD
ESTIMATED 2016 AMBULANCE EXPENDITURE
ACCOUNTS RECEIVABLE

ADDITIONAL DATA 00-2

Sheet B

Budget Comparisons	Amount	Dollar Increases	Percentage Increases
2012 Final Revised Budget	1,184,817	(16,351)	-1.36%
2013 Final Revised Budget	1,206,223	21,406	1.81%
2014 Final Revised Budget	1,285,400	59,177	4.91%
2015 Revised Budget	1,201,275	(64,125)	-5.07%
2016 Department Request Budget	1,321,334	120,059	9.99%

Summary of Miles Driven	Contract Area	Total Miles	Percentage	
			Actual	Used
2014 for the 2016 contract year	7,262	11,405	63.679%	60.989%
2013 for the 2015 contract year	7,227	12,170	59.385%	59.454%
2012 for the 2014 contract year	6,723	11,286	59.570%	59.757%
2011 for the 2013 contract year	7,281	12,244	59.466%	59.852%
2010 for the 2012 contract year	7,451	11,856	62.846%	61.243%
2009 for the 2011 contract year	7,534	13,453	56.002%	61.593%
2008 for the 2010 contract year	7,818	12,837	60.902%	63.317%

Allocation of Total Cost to Contract Area

Past Practice:

	Actual	Recommended
Total: <i>Net Budgeted</i> 2016 Ambulance Service Costs	\$1,321,334	\$1,321,334
Less: <i>Budgeted</i> 2016 SJH Service Contract Fees	(15,225)	(15,225)
<i>Budgeted</i> Act 102 Grants Received in 2016 for FY 2016	(7,500)	(7,500)
	<u>\$1,298,609</u>	<u>\$1,298,609</u>

Percentage of Contract Area Miles to Total Miles 63.679% 60.989%

Costs Allocated to Contract Area \$826,941.75 \$792,012.17

Comparison of Weighted Percentages

	2014	2015	2016
Towns: Arpin	0.000%	0.000%	0.000%
Auburndale	2.657%	2.760%	2.756%
Cameron	1.508%	1.441%	1.475%
Lincoln	4.646%	4.504%	4.462%
Marshfield	2.344%	2.395%	2.405%
Milladore	2.295%	2.321%	2.305%
Richfield	5.722%	5.970%	5.782%
Rock	2.708%	2.761%	2.756%
Sherry	2.620%	2.601%	2.554%
McMillan	5.499%	5.454%	5.582%
Fremont	3.699%	3.686%	3.728%
Villages: Arpin	0.000%	0.000%	0.000%
Auburndale	1.875%	1.872%	1.885%
Hewitt	2.052%	2.120%	2.112%
Milladore	0.720%	0.707%	0.711%
City of Marshfield	61.655%	61.408%	61.488%
	<u>100.000%</u>	<u>100.000%</u>	<u>100.000%</u>

CALCULATION OF WEIGHTED PERCENTAGES 00-3

CITY OF MARSHFIELD
ESTIMATED 2016 AMBULANCE EXPENDITURES
ACCOUNTS RECEIVABLE

Sheet C

	Population - 75%		Squats Miles - 5%		Number of Runs - 20%		Total Weighted Percentage
	Municipal Population(1)	Percent of Total	Municipal Area(2)	Percent of Total	Number of Runs (3)	Percent of Total	
Townships:							
Wood County							
Auburndale	843	2.641%	30,200	9.624%	34	1.468%	0.264%
Cameron	463	1.513%	7,226	2.303%	29	1.123%	0.225%
Lincoln	1,572	4.925%	34,192	10.877%	26	1.123%	0.225%
Marshfield	777	2.435%	15,723	5.011%	38	1.641%	0.328%
Milladore	634	2.143%	32,936	10.498%	20	0.864%	0.173%
Richfield	1,622	5.082%	34,800	11.090%	164	7.081%	1.419%
Rock	868	2.688%	34,500	10.894%	22	0.950%	0.190%
Shery	810	2.533%	35,400	11.281%	10	0.432%	0.086%
Marathon County							
McMillan	2,002	6.273%	35,564	11.333%	36	1.554%	0.311%
Clark County							
Fremont	1,265	3.964%	36,000	11.472%	21	0.907%	0.181%
Villages:							
Wood County							
Auburndale (located in Town of Auburndale)	707	2.215%	2,100	0.668%	22	0.950%	0.190%
Hewitt (located in Town of Marshfield)	827	2.591%	0,800	0.255%	18	0.777%	0.155%
Milladore	277	0.868%	1,063	0.335%	5	0.216%	0.043%
Cities:							
Marshfield (Wood County and Marathon County)	19,188	60.123%	13,355	4.256%	1,874	80.915%	16.183%
Totals	37,976	100.000%	313,801	100.000%	2,315	100.000%	20.000%

(1) Population data obtained from Wisconsin Official Population Estimates @ <http://www.dba.state.wi.us/dhir/bois/demographic>.

(2) See annexation worksheet

(3) See the most recent annual report by ambulance department (2014)

Town Name	Total Town Share	Village Share	Net Town
Arpin	33,000	0.800	\$2,200
Auburndale	32,300	2,100	30,200
Marshfield	16,523	0.300	15,723
Milladore	94,000	1,063	\$2,936

Out of service area
No pick-up
Neonatal
Total trips

CITY OF MARSHFIELD
ESTIMATED 2016 AMBULANCE EXPENDITURES
ACCOUNTS RECEIVABLE

Sheet A

CONTRACT COMPARISONS 00-1

2016

Contract Year:

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Projected	Dollar Difference	2016		Weighted Percentage
							Percentage Change	5yr Avg Percentage Change	
Towns:									
Auburndale	\$19,559	\$19,559	\$20,218	\$21,547	\$22,574	\$1,027	4.8%	3.8%	2.76%
Cameron	10,998	10,998	11,473	12,136	\$12,621	\$485	4.0%	2.8%	1.47%
Lincoln	34,213	34,213	35,355	37,336	\$38,750	\$1,414	3.8%	2.5%	4.46%
Marshfield	16,821	16,821	17,837	18,980	\$19,878	\$898	4.7%	3.4%	2.40%
Milladore	16,805	16,805	17,462	18,224	\$18,649	\$425	2.3%	2.1%	2.30%
Richfield	44,564	44,564	45,544	48,317	\$50,422	\$2,105	4.4%	2.5%	5.78%
Rook	19,991	19,991	20,509	21,618	\$22,551	\$933	4.3%	5.2%	2.76%
Shery	19,149	19,149	19,935	21,095	\$21,948	\$853	4.0%	2.8%	2.55%
McMillan	39,337	39,394	41,847	44,704	\$47,040	\$2,336	5.2%	4.3%	5.58%
Framont	26,943	26,943	28,149	29,781	\$30,977	\$1,196	4.0%	2.9%	3.73%
Villages:									
Auburndale	\$15,485	\$15,485	\$15,826	\$16,802	\$17,550	\$748	4.5%	2.6%	1.88%
Hewitt	15,467	15,467	15,807	17,178	\$18,448	\$1,270	7.4%	5.3%	2.11%
Milladore	5,112	5,504	5,625	5,837	\$6,158	\$221	3.7%	4.0%	0.71%
Cities:									
Total Contracts	\$284,444	\$285,493	\$295,687	\$313,656	\$327,567	\$13,911	4.4%	3.1%	36.51%
Marshfield	444,424	444,424	469,188	494,454	511,915	17,461	3.5%	2.9%	61.49%
Contracts Total	\$728,868	\$729,917	\$764,875	\$808,110	\$839,482	\$31,372	3.7%	3.0%	100.00%
Contracts Total									
Yearly Percentage Chg	1.17%	0.37%	3.57%	6.08%	4.44%				
5 Year Percentage Chg					15.16%				
Total (Including City of Marshfield)									
Yearly Percentage Chg	0.45%	0.14%	4.79%	5.65%	3.88%				
5 Year Percentage Chg					15.18%				

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

Meeting called to order by Chairman Meyer at 7:00 PM in the Council Chambers of City Hall Plaza.

PRESENT: Mayor Meyer, Ed Wagner, Bill Penker, Ken Wood, Joe Gustafson, Josh Witt & Laura Mazzini

EXCUSED: None

ABSENT: None

ALSO PRESENT: City Administrator Barg; Director of Public Works Knoeck; Planning & Economic Development Director Angell; John Berg - Airport Committee; Carolyn Opitz - Town of McMillan; the media and others.

PC15-71 Motion by Wood, second by Penker to recommend approval of the minutes of the October 20, 2015 City Plan Commission meeting.

Motion Carried

Citizen Comments: None

PUBLIC HEARING - Municipal Code Amendment Request by the City of Marshfield to amend Chapter 18, General Zoning Ordinance, Sections 18-26 through 18-33, 18-54, and 18-62 pertaining to regulations of satellite dishes, amateur radio facilities, and mobile service facilities such as communication or cell towers, antennas, and related equipment buildings, to comply with 62.23(7)(hf) and 66.0404, Wis. Stats. The primary changes of the amendment include: increasing the allowable height of communication towers to 200 feet; revising the setbacks for a communication tower; defining the application process; and allowing communication towers in all residential zoning districts as a conditional use.

COMMENTS: None

PC15-72 Motion by Wood, second by Witt to recommend approval of the Municipal Code amendment request by the City of Marshfield to amend Chapter 18, General Zoning Ordinance, Sections 18-26 through 18-33, 18-54, and 18-62 pertaining to regulations of satellite dishes, amateur radio facilities, and mobile service facilities such as communication or cell towers, antennas, and related equipment buildings, to comply with 62.23(7)(hf) and 66.0404, Wisconsin Statutes and direct staff to prepare an ordinance for Common Council consideration.

Motion Carried

PUBLIC HEARING - Municipal Code Amendment Request by the City of Marshfield to amend Chapter 18, Zoning Code, Chapter 19, Subdivision Code, and Chapter 24 Sign Code to replace the listed fees in said Chapters with a reference to the City of Marshfield Fee Schedule.

COMMENTS: None

PC15-73 Motion by Penker, second by Wood to recommend approval of the Municipal Code Amendment Request by the City of Marshfield to amend Chapter 18, Zoning Code, Chapter 19, Subdivision Code, and Chapter 24 Sign Code to replace the listed fees in said Chapters with a reference to the City of Marshfield Fee Schedule.

Motion Carried

PC15-74 Motion by Wagner, second by Wood to recommend approval of the related fees to Zoning Code, Sign Code, and Subdivision Code for the “City of Marshfield Fee Schedule” and direct staff to prepare a resolution for Common Council consideration.

Motion Carried

PC15-75 Motion by Wagner, second by Gustafson to cast a unanimous ballot for Penker as Plan Commission member to the Town of McMillan – City of Marshfield Joint Plan Commission.

Motion Carried

Items for Future Agendas: Penker would like to see a discussion on bicycle routes.

Barg reported that the December Plan Commission meeting will be Monday, December 14, 2015 at 7:00 PM.

Staff Updates:

- Miller gave an update on the Comprehensive Plan Update process.

There being no objections, Chairman Meyer adjourned the meeting at 7:30 PM.

Daniel G. Knoeck, Secretary
CITY PLAN COMMISSION



City of Marshfield Memorandum

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

RE: First Reading – Ordinance No. 1323 Municipal Code Amendment Request by the City of Marshfield to amend Chapter 18, General Zoning Ordinance, Sections 18-26 through 18-33, 18-54, and 18-62 pertaining to regulations of satellite dishes, amateur radio facilities, and mobile service facilities such as communication or cell towers, antennas, and related equipment buildings, to comply with 62.23(7)(hf) and 66.0404, Wis. Stats.

Background

As part of the approved State of Wisconsin Budget in 2013, legislation was included that limited how and to what extent local municipalities could regulate cell towers and related equipment. Staff is proposing a number of changes pertaining to telecommunication land uses so that the City may continue to regulate the use of cell towers, albeit in a much more limited capacity.

Analysis

The recent legislation significantly restricts how local municipalities can regulate telecommunication land uses. Below are the primary elements related to telecommunication land uses that the State limits what the City can regulate:

- Location of satellite dishes
- Cell tower height
- Location of a cell tower
- Setbacks
- Cost of permits
- Application process

Satellite Dishes

Wis. Stats. 62.23(7)(he) states the following:

The governing body of a city may not enact an ordinance or adopt a resolution on

or after May 6, 1994, or continue to enforce an ordinance or resolution on or after May 6, 1994, that affects satellite antennas with a diameter of 2 feet or less unless one of the following applies:

- 1. The ordinance or resolution has a reasonable and clearly defined aesthetic or public health or safety objective.*
- 2. The ordinance or resolution does not impose an unreasonable limitation on, or prevent, the reception of satellite-delivered signals by a satellite antenna with a diameter of 2 feet or less.*
- 3. The ordinance or resolution does not impose costs on a user of a satellite antenna with a diameter of 2 feet or less that exceed 10% of the purchase price and installation fee of the antenna and associated equipment.*

Therefore, staff is proposing the following changes to comply with State Statutes.

- Satellite dishes 3 feet or less in diameter can be placed in any yard except the required or provided front or street side yards. If an applicant still cannot get reception, the Zoning Administrator may approve a location in the front yard, provided the placement of a satellite dish in a location that does not adversely affect health, safety, general welfare, or aesthetics of the general public.

The reason staff chose 3 feet is the standard satellite dish of one of the major networks is 30 inches and it makes enforcement uniform for all of the satellite dish network providers.

Personal Antennas and Towers

Wis. Stats. 62.23(7)(hf) states the following:

(hf) Amateur radio antennas. The governing body of a city may not enact an ordinance or adopt a resolution on or after April 17, 2002, or continue to enforce an ordinance or resolution on or after April 17, 2002, that affects the placement, screening, or height of antennas, or antenna support structures, that are used for amateur radio communications unless all of the following apply:

- 1. The ordinance or resolution has a reasonable and clearly defined aesthetic, public health, or safety objective, and represents the minimum practical regulation that is necessary to accomplish the objectives.*
- 2. The ordinance or resolution reasonably accommodates amateur radio communications.*

Therefore, staff is proposing the following changes to comply with State Statutes.

- Land Use Permits are only required for personal antennas if the tower/antenna exceeds 35 feet in height from the ground, or 15 feet above the roof when attached to the roof of a building.

Staff felt 35 and 15 feet would cover most towers and antennas that people want to install. Additionally, 35 feet is the maximum height allowed for a principal structure in a residential zoning district. Anything shorter than that likely won't have an impact on the neighborhood and could be installed without a permit. A Land Use Permit does not require a fee. The Plan Commission may decide to remove or modify the limit that triggers a Land Use Permit.

- Personal antennas shall meet the required setback of the underlying zoning district unless mounted on the sides of buildings with the exception that an antenna may encroach into the required setback provided it shall not protrude more than 2.5 feet from the side of the building.
- There will no longer be a height limit for personal towers or antennas.

In discussions with the City Attorney, unless a study was done to address what height would be reasonable to accommodate amateur radio communications, it would be difficult to set a height limit on personal antennas based on the State's criteria. The manufactured specifications (if there are any) would have to be met. The 2.5 foot protrusion that we are proposing is consistent with a roof overhang extension allowed by code and we felt that is a reasonable regulation without being too restrictive.

Communication Antennas and Towers

Wis. Stats. 66.0404(4) states the following:

LIMITATIONS. With regard to an activity described in sub. (2)(a) or a class 2 collocation, a political subdivision may not do any of the following:

- (a) Impose environmental testing, sampling, or monitoring requirements, or other compliance measures for radio frequency emissions, on mobile service facilities or mobile radio service providers.*
- (b) Enact an ordinance imposing a moratorium on the permitting, construction, or approval of any such activities.*
- (c) Enact an ordinance prohibiting the placement of a mobile service support structure in particular locations within the political subdivision.*
- (d) Charge a mobile radio service provider a fee in excess of one of the following amounts:*
 - 1. For a permit for a class 2 collocation, the lesser of \$500 or the amount charged by a political subdivision for a building permit for any other type of commercial development or land use development.*
 - 2. For a permit for an activity described in sub. (2)(a), \$3,000.*

(e) Charge a mobile radio service provider any recurring fee for an activity described in sub. [\(2\)\(a\)](#) or a class 2 collocation.

(f) Permit 3rd party consultants to charge the applicant for any travel expenses incurred in the consultant's review of mobile service permits or applications.

(g) Disapprove an application to conduct an activity described under sub. [\(2\)\(a\)](#) based solely on aesthetic concerns.

(gm) Disapprove an application to conduct a class 2 collocation on aesthetic concerns.

(h) Enact or enforce an ordinance related to radio frequency signal strength or the adequacy of mobile service quality.

(i) Impose a surety requirement, unless the requirement is competitively neutral, nondiscriminatory, and commensurate with the historical record for surety requirements for other facilities and structures in the political subdivision which fall into disuse. There is a rebuttable presumption that a surety requirement of \$20,000 or less complies with this paragraph.

(j) Prohibit the placement of emergency power systems.

(k) Require that a mobile service support structure be placed on property owned by the political subdivision.

(L) Disapprove an application based solely on the height of the mobile service support structure or on whether the structure requires lighting.

(m) Condition approval of such activities on the agreement of the structure or mobile service facility owner to provide space on or near the structure for the use of or by the political subdivision at less than the market rate, or to provide the political subdivision other services via the structure or facilities at less than the market rate.

(n) Limit the duration of any permit that is granted.

(o) Require an applicant to construct a distributed antenna system instead of either constructing a new mobile service support structure or engaging in collocation.

(p) Disapprove an application based on an assessment by the political subdivision of the suitability of other locations for conducting the activity.

(q) Require that a mobile service support structure, existing structure, or mobile service facilities have or be connected to backup battery power.

(r) Impose a setback or fall zone requirement for a mobile service support structure that is different from a requirement that is imposed on other types of commercial structures.

(s) Consider an activity a substantial modification under sub. [\(1\)\(s\) 1.](#) or [2.](#) if a greater height is necessary to avoid interference with an existing antenna.

(t) Consider an activity a substantial modification under sub. [\(1\)\(s\) 3.](#) if a greater protrusion is necessary to shelter the antenna from inclement weather or to connect the antenna to the existing structure by cable.

(u) Limit the height of a mobile service support structure to under 200 feet.

(v) Condition the approval of an application on, or otherwise require, the applicant's agreement to indemnify or insure the political subdivision in connection with the political subdivision's exercise of its authority to approve the application.

(w) Condition the approval of an application on, or otherwise require, the applicant's agreement to permit the political subdivision to place at or collocate with the applicant's

support structure any mobile service facilities provided or operated by, whether in whole or in part, a political subdivision or an entity in which a political subdivision has a governance, competitive, economic, financial or other interest.

Therefore, staff is proposing the following changes to comply with State Statutes.

- Except for the GI and LI district (permitted by right), communication towers are now allowed in all districts as a Conditional Use.

We can no longer restrict the location of cell towers.

- The height of a communication tower and antenna is limited to 200 feet.

We can no longer restrict the height of cell towers below 200 feet in height. It is unlikely that too many towers would extend above that height given the Airport Height Limitation Zoning Overlay district. Anything over 200 feet could still be granted approval as part of the Conditional Use Permit process.

- Setbacks must meet the setbacks for a principal structure of the underlying zoning district.
- Communication antennas shall meet the required setback of the underlying zoning district unless mounted on the sides of buildings with the exception that an antenna may encroach into the required setback provided it shall not protrude more than 2.5 feet from the side of the building.

We can no longer require a greater setback than what a standard principal building would require. Therefore, no additional fall zone setback can be imposed.

- Any exceptions to the height, setback, or to allow substantial modifications shall require a Conditional Use Permit.
- Substantial modification means any of the following (requires a Conditional Use Permit):
 - For structures with an overall height of 200 feet or less, increases the overall height by more than 20 feet.
 - For structures with an overall height of more than 200 feet, increases the overall height of the structure by 10 percent or more.
 - Measured at the width of the appurtenance added to the structure as a result of the modification, increases the width of the support structure by 20 feet or more, unless a larger area is necessary for collocation.
 - Increases the square footage of the equipment compound by a total of more than 2,500 square feet. The equipment compound is the area surrounding or adjacent to the base of an existing support structure within which is located mobile service facilities.

The City already grants exceptions through the Conditional Use Permit process. The State has defined the term substantial modification and we are including that definition, or at least what activities are included under that term, in this amendment.

- A surety bond, not to exceed \$20,000 was included in the abandonment language in the code when reviewing with the Plan Commission, however, since talking to the City Attorney, we feel this requirement should be removed since we don't require it for any other building permit. The Plan Commission was informed of this possibility during the presentation.
- The application process for siting a new tower, collocating an antenna, or for substantial modification is now defined based on the requirements of the Wisconsin Statutes.

The Statutory language is specific as to what has to be included in the application and we include that language in this amendment.

- Permit fee for a new antenna is proposed at \$5 per \$1,000 of new value, minimum fee of \$50 (not to exceed \$500 per State Statute).
- Permit fee for a new tower or substantial modification is proposed at \$5 per \$1,000 of new value, minimum fee of \$50 (not to exceed \$3,000 per State Statute).

The State put a limit on the maximum amount that could be charged for each type of activity and we followed those regulations.

In addition to the changes to comply with Statute, staff has made a number of changes simplifying language and correcting references.

Section 18-159(4) requires that the Zoning Administrator evaluate whether the proposed amendment meets the criteria. However, because these changes are required by State Statute, some of the criteria are unlikely to be met.

Plan Commission Recommendation

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

Council Options

The Common Council can take the following actions:

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

3. Table the request for further study.

Recommendation

None at this time unless the rules are suspended; final action will be requested after the second reading scheduled for the December 8, 2015 Common Council meeting.

Attachments

1. Redline Ordinance 1323
2. Ordinance 1323

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

REDLINE ORDINANCE NO. 1323

An Ordinance amending Sections 18-26 through 18-33, 18-54, and 18-62, pertaining to the installation of satellite dishes and mobile service facilities to comply with 62.23(7)(hf) and 66.0404, Wis. Stats.

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

SECTION 1. Purpose. The purpose of this ordinance is to regulate by zoning permit (1) the siting and construction of any new mobile service support structure and facilities; (2) with regard to a class 1 collocation, the substantial modification of an existing support structure and mobile service facilities; (3) with regard to a class 2 collocation, collocation on an existing support structure which does not require the substantial modification of an existing support structure and mobile service facilities; and (4) the siting and allowance of satellite dishes and personal antennas per the requirements under ss. 62.23 and 66.0404, Wis. Stats.

SECTION 2. Authority. The Common Council for the City of Marshfield has the specific authority under ss. 62.23 and 66.0404, Wis. Stats., to adopt and enforce this ordinance.

SECTION 3. Adoption of Ordinance. This ordinance, adopted by a majority of the Common Council on a roll call vote with a quorum present and voting and proper notice having been given, provides for the regulation by zoning permit (1) the siting and construction of any new mobile service support structure and facilities; (2) with regard to a class 1 collocation, the substantial modification of an existing support structure and mobile service facilities; (3) with regard to a class 2 collocation, collocation on an existing support structure which does not require the substantial modification of an existing support structure and mobile service facilities; and (4) the siting and allowance of satellite dishes and personal antennas per the requirements under ss. 62.23 and 66.0404, Wis. Stats.

SECTION 4. Section 18-26 (3) is hereby amended to add the following principal land use as a conditional use in the "SR-2" Single Family Residential District:

- (b) Communication Tower

SECTION 5. Section 18-27 (3) is hereby amended to add the following principal land use as a conditional use in the "SR-3" Single Family Residential District:

- (b) Communication Tower

SECTION 6. Section 18-28 (3) is hereby amended to add the following principal land use as a conditional use in the "SR-4" Single Family Residential District:

- (b) Communication Tower

SECTION 7. Section 18-29 (3) is hereby amended to add the following principal land use as a conditional use in the “SR-6” Single Family Residential District:

- (b) Communication Tower

SECTION 8. Section 18-30 (3) is hereby amended to add the following principal land use as a conditional use in the “TR-6” Single Family Residential District:

- (b) Communication Tower

SECTION 9. Section 18-31 (3) is hereby amended to add the following principal land use as a conditional use in the “MR-12” Multi-Family Residential District:

- (b) Communication Tower

SECTION 10. Section 18-32 (3) is hereby amended to add the following principal land use as a conditional use in the “MR-24” Multi-Family Residential District:

- (b) Communication Tower

SECTION 11. Section 18-33 (3) is hereby amended to add the following principal land use as a conditional use in the “MH-8” Mobile Home Residential District:

- (b) Communication Tower

SECTION 12. Section 18-54, Telecommunication Land Uses section, is hereby amended to add the following principal land use as a conditional use in the “SR-2”, SR-3”, SR-4”, “SR-6”, TR-6”, “MR-12”, “MR-24”, and “MH-8” districts and change the numbering system for Communication Antenna to (3) and for Communication Tower to (4) in the table:

- (4) Communication Tower

SECTION 13. Sections 18-62(1) Code is hereby amended to read as follows:

- (1) Satellite Dish: A bowl-shaped antenna with which signals are transmitted to or received from a communications satellite. This land use applies to dishes for personal use and private businesses (e.g. taverns and restaurants).

Regulations:

- (a) In all districts, satellite dishes less than 3 feet in diameter may be located anywhere on a lot, or on any principal or accessory building, except in the required or provided front yard or the provided street side yard, or can be located on any principal or accessory building whichever is more permissive.

- ~~(b) In the RH-35, SR-2, SR-3, SR-4, TR-6, MR-12, MR-24, and MH-6 districts satellite dishes 3 feet in diameter and larger may only be located in provided rear yards or on the roof of a detached garage, so long as the height of the detached garage and the dish is equal to or less than the height of the principal building.~~
- (b) In all other districts, satellite dishes larger than 3 feet in diameter ~~and larger~~ may be erected on the roof of any principal or accessory buildings, ~~and in street, side, or rear yards; but shall not be located in any yard except the required or provided front or street side yards, whichever is more permissive.~~
- (c) No advertising or graphic designs are permitted on satellite dishes in any zoning district.
- (d) In the event that a usable signal cannot be obtained by locating a satellite dish in locations permitted by this chapter, the Zoning Administrator ~~Board of Appeals~~ may ~~grant a variance to~~ allow the placement of a satellite dish in a location that does not adversely affect health, safety, general welfare, or aesthetics of the general public. ~~any location except a front yard.~~
- (e) There is no permit or fee required for the installation of a satellite dish.

SECTION 14. Sections 18-62(2) Code is hereby amended to read as follows:

- (2) Personal Antenna or Tower: Devices used for the transmission or reception of electromagnetic waves, external to or attached to the exterior of any building or structure. This definition includes the structure, supports, antennas, and equipment buildings. This land use applies to antenna and towers for personal use. Examples include amateur radio antenna and personal television antenna.

Regulations:

- (a) ~~No antenna or tower shall be installed unless a permit is first obtained by the owner or his agent from the building services division. A building permit is not required for a personal antenna or tower. However, a Land Use Permit is required for freestanding personal antennas and towers greater than 35 feet tall (measured from the ground) or 15 feet tall when attached to the roof of a building (measured from the roof where attached to the roof of a structure). With the Land Use Permit, the owner shall provide a drawing which shows the proposed method of installation, the manufacturer's specifications (if any), and a site plan which depicts the location of the proposed antenna, any existing antenna, property lines and all buildings. The permit fee shall be based on the value of the proposed installation.~~
- (b) Personal antennas and towers shall be installed pursuant to the manufacturer's specifications.
- (c) Personal antennas and towers shall not encroach into airspace prescribed by FAR part 77 and the most current Marshfield Municipal Airport Height Limitation Zoning Map.

- ~~(d) In the RH-35, SR-2, SR-3, and SR-4 districts there may only be one roof-mounted antenna and one tower per lot. In all other districts there may be one antenna for each dwelling unit or business and one tower per lot.~~
- (d) ~~In all districts, freestanding antennas and towers~~ Personal antennas mounted on the sides of buildings shall not protrude more than 2.5 feet from the side of the building. ~~may not be located in a provided front yard or provided street side yard or closer to the right of way than the closest edge of the principal building, whichever is less.~~
- ~~(e) Towers are restricted to 70 feet and roof-mounted antennas are restricted to 30 feet above the highest peak of the roof.~~
- (e) ~~No part of an antenna array or tower shall extend beyond any property boundary. Buried radials shall not encroach into a utility easement. Guyed wires shall, at a minimum, meet the setbacks of a nonresidential accessory building. not be anchored within a provided front yard or provided street side yard or closer to the right of way than the closest edge of the principal building, whichever is less.~~ It shall be installed in such a manner as to protect the public safety and to minimize the visual impact on surrounding properties and from public streets.
- (f) The attachment to a personal antenna or tower of any flag, decorative or commercial sign, streamers, pennants, ribbons, spinners or waving, fluttering or revolving devices is prohibited. This regulation does not include weather devices.

SECTION 15. Sections 18-62(3) Code is hereby amended to read as follows:

- (3) Communication Antenna: Devices used for the transmission or reception of electromagnetic ~~waves~~ radio signals used in the provision of mobile services, attached to a Communication Tower, building, or alternative tower structures, including equipment buildings/cabinets.

Regulations:

- (a) Applicability.
 1. Communication Antennas may be installed, erected and maintained pursuant to the provisions of this section. ~~This land use shall not be regulated or permitted as Essential Services, Small Scale Public Services and Utilities, or Large Scale Public Services and Utilities.~~ All ~~new~~ antennas in the City of Marshfield shall be subject to these regulations.
 2. ~~Antennas may be considered either principal or accessory uses.~~ A different use on the same lot shall not preclude the installation of an antenna ~~or tower~~ on such lot.
 3. This land use category includes the placement of new antennas and equipment buildings used in conjunction with an existing tower.
 4. ~~Municipal sites. Antennas installed on a structure, water tower, building, or communication tower, including the placement of ground mounted and roof mounted equipment buildings, shall be permitted where located on property~~

~~owned, leased or otherwise controlled by the City of Marshfield, irrespective of zoning district, provided that a lease or other agreement to authorize such antenna has been approved by the City, and the requirements and conditions in Section 18-62(3)(c) are met.~~

(b) General Requirements.

1. Compliance with Federal Regulations. ~~Towers~~ Communication antennas and towers shall be erected and installed in accordance with the state electrical code adopted by reference in Chapter 17 of the Municipal Code §10-31 et seq., National Electrical Safety Code, Federal Communications Commission, Federal Aviation Administration, and the instructions of the manufacturer. In cases of conflict, the stricter requirements shall govern.
2. Communication antennas shall not encroach into airspace prescribed by FAR part 77 and the most current Marshfield Municipal Airport Height Limitation Zoning Map.
3. Communication Tower and Commercial Nonresidential Buildings: Communication antennas may be placed on ~~commercial~~ communication towers and ~~commercial nonresidential~~ buildings.
4. Height Requirements. Communication antenna height shall be restricted to ~~150~~ 200 feet above grade when located on a ~~commercial~~ communication tower or alternative structure. ~~Antenna height shall be restricted to 20 feet above the height of the commercial building roof or alternative tower structure when located on such structure. District height restrictions shall not apply to antennas.~~
5. Alternative Structures. Communication antennas may be placed ~~s~~ on alternative tower structures such as clock towers, bell steeples, light poles, water towers, or similar structures.
6. Other Limitations. ~~The~~ A communication antenna shall not adversely impact surrounding property; specifically, it shall not have ~~aesthetic~~, economic, or safety impact on surrounding public or private property or interfere with transmission or reception.
7. Advertising. No form of advertising or identification, sign or mural is allowed on the antenna other than the customary manufacturer identification plate.
8. All antennas shall at a minimum meet the required setbacks of a principal structure for the underlying zoning district, but may encroach into a required setback up to 2.5 feet and shall meet all applicable building code requirements. Communication antennas mounted on the sides of buildings shall not protrude more than 2.5 feet from the side of the building.
9. No part of an antenna array shall extend beyond any property boundary. Guyed wires shall meet the setbacks of a nonresidential accessory building. It shall be

installed in such a manner as to protect the public safety and to minimize the visual impact on surrounding properties and from public streets.

10. The attachment to an antenna or tower of any flag, decorative or commercial sign, streamers, pennants, ribbons, spinners or waving, fluttering or revolving devices is prohibited. This regulation does not include weather devices.
 11. Substantial Modification. Substantial modification requires a Conditional Use Permit. Substantial modification of a mobile service support structure, including the mounting of an antenna on such a structure, includes the following:
 - a. For structures with an overall height of 200 feet or less, increases the overall height by more than 20 feet.
 - b. For structures with an overall height of more than 200 feet, increases the overall height of the structure by 10 percent or more.
 - c. Measured at the width of the appurtenance added to the structure as a result of the modification, increases the width of the support structure by 20 feet or more, unless a larger area is necessary for collocation.
 - d. Increases the square footage of the equipment compound by a total of more than 2,500 square feet. The equipment compound is the area surrounding or adjacent to the base of an existing support structure within which is located mobile service facilities.
 12. Substantial Modification Exceptions. If a greater height is necessary than the height listed in Section 18-62(3)(b)(11)(a) or (b) to avoid interference with an existing antenna, or if a greater protrusion is necessary than the increase listed in 18-62(3)(b)(11)(c) to shelter the antenna from inclement weather or to connect the antenna to the existing structure by cable, such activity shall not be considered a substantial modification. Along with the request for such exceptions, proper documentation must be provided from a reliable source that a greater height or protrusion is necessary.
- (c) Equipment buildings. Equipment buildings, including cabinets, used in connection with ~~commercial~~ communication antennas will be subject to the following conditions:
1. Whenever wireless telecommunications facilities are established, all related ground mounted equipment buildings shall be considered ancillary to any existing or proposed primary use. Any impact of the equipment buildings shall be made as minimal as possible so as not to detract from the principal use of the property.
 2. ~~Exterior storage of~~ Except for wiring or similar materials needed to connect antennas with equipment buildings or power sources, ground mounted equipment ~~or and~~ materials shall not be permitted may only be stored in an enclosed building.

3. ~~Except when located in the LI and GI zoning district, the maximum size of a single ground mounted equipment building shall not exceed 360 square feet. Additional ground mounted equipment buildings and buildings larger than 360 square feet may be granted by issuance of a conditional use permit, but may not exceed a total of 1,000 square feet of ground mounted equipment shelters per site.~~
 3. Equipment buildings or structures may be mounted on the roof of a building provided that such building or structure is placed as unobtrusively as possible.
 4. Any ground mounted equipment building used for accessory equipment must either be screened from view from all abutting residential uses and potentially incompatible municipal uses with a minimum of a 6 foot tall evergreen hedge or other suitable vegetation, or the equipment building must be constructed with similar materials, style, roof pitch, etc., to complement the architectural character of the surrounding neighborhood. Alternative screening materials may be used in nonresidential areas.
 5. ~~Equipment buildings needed for accessory equipment may be allowed prior to the construction of a principal building.~~
 5. All ground mounted equipment buildings shall at a minimum meet the required setbacks of a principal structure for the underlying zoning district and shall meet all applicable building code requirements.
 6. Increasing the total square footage of the equipment compound area by more than 2,500 square feet shall require a Conditional Use Permit.
- (d) Exceptions. Exceptions to the setbacks and height requirements listed above may be granted by a conditional use permit if appropriate engineering data is submitted showing that failure characteristics of the structure will not adversely impact abutting property and the structure does not encroach into airspace prescribed by FAR part 77 and the most current Marshfield Municipal Airport Height Limitation Zoning Map.
- (e) Application Process. See Section 18-62(4)(n) and (o) for application requirements.

SECTION 16. Section 18-62(4) Code is hereby amended to read as follows:

- (4) Communication Tower: ~~Any structure that is designed and constructed for the purpose of supporting one or more antennas for communication purposes such as cellular telephones or similar, including self-supporting lattice towers, guyed towers, or monopole towers. Height shall be measured from finished grade to the highest point on the tower or other structure, including the base pad. This definition includes the structure, supports, and equipment buildings. A communication tower is a freestanding structure (referred to as a mobile service support structure in 66.0404, Wis. Stat.) designed to support a mobile service facility. A mobile service facility includes the set of equipment and network components, including antennas, transmitters, receivers, base~~

stations, power supplies, cabling, and associated equipment, that is necessary to provide mobile service to a discrete geographic area.

Regulations:

- (a) ~~Applicability. This land use shall not be regulated or permitted as Essential Services, Small Scale Public Services and Utilities, or Large Scale Public Services and Utilities. All new communication towers in the City of Marshfield shall be subject to these regulations. Preexisting towers are considered grandfathered and this section shall only apply to new towers and the expansion of a preexisting tower. This section shall apply to the following:~~
- ~~1. New towers. All new towers in the City of Marshfield shall be subject to these regulations.~~
 - ~~2. Preexisting towers. Preexisting towers shall not be required to meet the requirements of this section, other than the requirements of Subsection (4)(b) of this section.~~
 - ~~1. Towers may be considered either principal or accessory uses. A different use on the same lot shall not preclude the installation of an antenna or tower on such lot.~~
- (b) Compliance with Federal Regulations. Communication towers shall be erected and installed in accordance with the state electrical code adopted by reference in Chapter 17 of the Municipal Code §10-31 et seq., National Electrical Safety Code, Federal Communications Commission, Federal Aviation Administration, and the instructions of the manufacturer. In cases of conflict, the stricter requirements shall govern.
- (c) Placement Requirements.
- ~~1. It is the intention of the city to accommodate expansion of communication technology while minimizing the number of tower sites. New communication towers shall be structurally and electrically designed to meet the requirements of this chapter. ~~accommodate the applicant's antenna and comparable antennas for 2 additional users. Towers shall be designed to allow for future rearrangement of antennas and to accept antennas mounted at varying heights.~~~~
 - ~~2. No freestanding (not attached to an existing structure) monopole or tower structure shall be located closer than 100 percent of the height of the tower to any property line. This shall not apply to alternative tower structures.~~
 - ~~3. Towers shall be located no closer than 200 percent the height of the tower to any residential zone or any zone designated for future residential use by the Future Land Use Map in the City of Marshfield Comprehensive Plan. Tower separation shall be measured from the base of the tower to the lot line of the off-site use and/or designated area as specified in this section. This shall not apply to alternative tower structures.~~

2. All communication towers shall at a minimum meet the required setbacks of a principal structure for the underlying zoning district and shall meet all applicable building code requirements.
 3. Communication tower guyed wires shall comply with requirements the required setbacks for a principal structure of the underlying zoning district in which the tower is located.
 4. The placement of towers on the roof of existing buildings must maintain a setback ~~from residential zones or properties~~ that is the same as the building setback required for new buildings and cannot exceed a maximum height of 30 feet 200 feet above grade. the roof of the building or the maximum height of the district where it is placed, whichever is greater.
 5. Substantial Modification. Substantial modification requires a Conditional Use Permit. Substantial modification of a mobile service support structure, including the mounting of an antenna on such a structure, includes the following:
 - a. For structures with an overall height of 200 feet or less, increases the overall height by more than 20 feet.
 - b. For structures with an overall height of more than 200 feet, increases the overall height of the structure by 10 percent or more.
 - c. Measured at the width of the appurtenance added to the structure as a result of the modification, increases the width of the support structure by 20 feet or more, unless a larger area is necessary for collocation.
 - d. Increases the square footage of the equipment compound by a total of more than 2,500 square feet. The equipment compound is the area surrounding or adjacent to the base of an existing support structure within which is located mobile service facilities.
 6. Substantial Modification Exceptions. If a greater height is necessary than the height listed in Section 18-62(4)(c)(5)(a) or (b) to avoid interference with an existing antenna, or if a greater protrusion is necessary than the increase listed in 18-62(4)(c)(5)(c) to shelter the antenna from inclement weather or to connect the antenna to the existing structure by cable, such activity shall not be considered a substantial modification.
- (d) Equipment buildings. See Section 18-62(3)(c) for requirements. Equipment buildings, including cabinets, used in connection with commercial communication antennas will be subject to the following conditions:
1. ~~Whenever wireless telecommunications facilities are established, all related ground mounted equipment buildings shall be considered ancillary to any existing or proposed primary use. Any impact of the equipment buildings shall be made as minimal as possible so as not to detract from the principal use of the property.~~

- ~~2. Exterior storage of Except for wiring or similar materials needed to connect antennas with equipment buildings or power source, ground mounted equipment or and materials shall not be permitted may only be stored in an enclosed building.~~
 - ~~3. Except when located in the LI and GI zoning district, the maximum size of a single ground mounted equipment building shall not exceed 360 square feet. Additional ground mounted equipment buildings and buildings larger than 360 square feet may be granted by issuance of a conditional use permit, but may not exceed a total of 1,000 square feet of ground mounted equipment shelters per site.~~
 - ~~3. Equipment buildings or structures may be mounted on the roof of a building provided that such building or structure is placed as unobtrusively as possible.~~
 - ~~4. Any ground mounted equipment building used for accessory equipment must either be screened from view from all abutting residential uses and potentially incompatible municipal uses with a minimum of a 6 foot tall evergreen hedge or other suitable vegetation, or the equipment building must be constructed with similar materials, style, roof pitch, etc., to complement the architectural character of the surrounding neighborhood. Alternative screening materials may be used in nonresidential areas.~~
 - ~~5. Equipment buildings needed for accessory equipment may be allowed prior to the construction of a principal building.~~
 - ~~5. All ground mounted equipment buildings shall at a minimum meet the required setbacks of a principal structure for the underlying zoning district and shall meet all applicable building code requirements.~~
 - ~~6. Increasing the square footage of the equipment buildings by a total of more than 2,500 square feet shall require a Conditional Use Permit.~~
- (e) Height Requirements. Communication tower height shall be restricted to 150 200 feet. District height restrictions shall not apply to ~~commercial~~ communication towers.
 - (f) Communication towers shall not encroach into airspace prescribed by FAR part 77 and the most current Marshfield Municipal Airport Height Limitation Zoning Map.
 - (g) Collocation. ~~A proposed~~ Unless granted an exception through the Conditional Use Permit process, a communication tower shall be structurally and electrically designed to accommodate the applicant's antenna and comparable antennas for 2 additional users., where the communication Ttowers shall be designed to allow for future rearrangement of antennas and to accept antennas mounted at varying heights.
 - ~~(h) Insurance. The applicant will provide adequate liability insurance for damage antennas or towers could cause to surrounding property and execute a lease~~

~~agreement which includes equitable compensation for the use of public property along with provisions and safeguards as deemed necessary by the city.~~

- (h) Other Limitations. The communication tower shall not adversely impact surrounding property; specifically, it shall not have ~~aesthetic~~, an economic, or safety impact on surrounding public or private property or interfere with transmission or reception.
- (i) Advertising. No form of advertising or identification, sign or mural is allowed on the tower other than the customary manufacturer identification plate.
- (j) Lighting. Communication towers shall not be artificially illuminated unless required by the FAA or any other applicable authority. If lighting is required, the lighting alternatives and design chosen must cause the least disturbance to the surrounding views.
- (k) Fencing. A communication tower shall be enclosed by security fencing not less than 6 feet in height and secured so that it is not accessible by the general public. Fence design, materials and colors shall reflect the character of the surrounding area (such as vinyl fences in residential areas or chain link fences with slats in industrial areas).
- (l) Abandonment.
 - 1. For all new towers, the applicant shall provide a written agreement stating that if the tower or transmitters are unused for a period exceeding 12 months, the applicant shall remove the tower or transmitters upon written request from the Zoning Administrator within 60 days of such request.
 - 2. If unused facilities are not removed within 60 days of such notification, the City may remove the items at the expense of the holder of the conditional use permit. Within 30 days of the date on which the tower use ceases, the permit holder shall provide the commission written notice of the cessation of use.
 - ~~3. The applicant will submit a letter of credit, performance bond, or other security acceptable to the City to cover the cost of facility removal.~~
- (m) Exceptions. Exceptions to the setbacks and height requirements listed above may be granted by a conditional use permit if appropriate engineering data is submitted showing that failure characteristics of the structure will not adversely impact abutting property and the structure does not encroach into airspace prescribed by FAR part 77 and the most current Marshfield Municipal Airport Height Limitation Zoning Map.
- (n) Application Process for siting and construction of any new mobile services support structures and facilities.
 - 1. A building permit is required for the siting and construction of any new mobile service support structure and facilities.
 - 2. A written permit application must be completed by any applicant and submitted to the City. The application must contain the following information:
 - a. The name and business address of, and the contact individual for, the applicant.

- b. The location of the proposed or affected support structure.
 - c. The location of the proposed mobile service facility.
 - d. If the application is to substantially modify an existing support structure, a construction plan which describes the proposed modifications to the support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment associated with the proposed modifications.
 - e. If the application is to construct a new mobile service support structure, a construction plan which describes the proposed mobile service support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment to be placed on or around the new mobile service support structure.
 - f. If an application is to construct a new mobile service support structure, an explanation as to why the applicant chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has responsibility over the placement of the mobile service support structure attesting that collocation within the applicant's search ring would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome to the mobile service provider.
3. A permit application will be provided by the City upon request to any applicant.
4. If an applicant submits to the City an application for a permit to engage in an activity described in this ordinance, which contains all of the information required under this ordinance, the City shall consider the application complete. If the City does not believe that the application is complete, the City shall notify the applicant in writing, within 10 days of receiving the application, that the application is not complete. The written notification shall specify in detail the required information that was incomplete. An applicant may resubmit an application as often as necessary until it is complete.
5. Within 90 days of its receipt of a complete application, the City shall complete all of the following or the applicant may consider the application approved, except that the applicant and the City may agree in writing to an extension of the 90 day period:
 - a. Review the application to determine whether it complies with all applicable aspects of the political subdivision's building code and, subject to the limitations in this section, zoning ordinances.
 - b. Make a final decision whether to approve or disapprove the application.
 - c. Notify the applicant, in writing, of its final decision.
 - d. If the decision is to deny the application, include with the written notification substantial evidence which supports the decision.

6. The City may deny an application if an applicant refuses to evaluate the feasibility of collocation within the applicant's search ring and provide the sworn statement described under Section 18-62(4)(n)(2)(f) above.
 7. Fees shall be as stated in the City of Marshfield Fees Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.
- (o) Application Process for collocation on existing mobile services support structures and facilities.
1. A building permit is required for the siting and construction of any new mobile service support structure and facilities.
 2. A written permit application must be completed by any applicant and submitted to the City. The application must contain the following information:
 - a. The name and business address of, and the contact individual for, the applicant.
 - b. The location of the proposed or affected support structure.
 - c. The location of the proposed mobile service facility.
 3. A permit application will be provided by the City upon request to any applicant.
 4. Collocation on existing mobile services support structures and facilities is subject to the same requirements for the issuance of a building permit to which any other type of nonresidential development or land use development is subject (Section 15-02 of the Municipal Code).
 5. If an applicant submits to the City an application for a permit to engage in an activity described in this ordinance, which contains all of the information required under this ordinance, the City shall consider the application complete. If the City does not believe that the application is complete, the City shall notify the applicant in writing, within 5 days of receiving the application, that the application is not complete. The written notification shall specify in detail the required information that was incomplete. An applicant may resubmit an application as often as necessary until it is complete.
 6. Within 45 days of its receipt of a complete application, the City shall complete all of the following or the applicant may consider the application approved, except that the applicant and the City may agree in writing to an extension of the 45 day period:
 - a. Review the application to determine whether it complies with all applicable aspects of the political subdivision's building code and, subject to the limitations in this section, zoning ordinances.
 - b. Make a final decision whether to approve or disapprove the application.
 - c. Notify the applicant, in writing, of its final decision.
 - d. If the decision is to disapprove the application, include with the written notification substantial evidence which supports the decision.

7. Fees shall be as stated in the City of Marshfield Fees Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.

SECTION 17. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 18. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 19. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk

ORDINANCE NO. 1323

An Ordinance amending Sections 18-26 through 18-33, 18-54, and 18-62, pertaining to the installation of satellite dishes and mobile service facilities to comply with 62.23(7)(hf) and 66.0404, Wis. Stats.

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

SECTION 1. Purpose. The purpose of this ordinance is to regulate by zoning permit (1) the siting and construction of any new mobile service support structure and facilities; (2) with regard to a class 1 collocation, the substantial modification of an existing support structure and mobile service facilities; (3) with regard to a class 2 collocation, collocation on an existing support structure which does not require the substantial modification of an existing support structure and mobile service facilities; and (4) the siting and allowance of satellite dishes and personal antennas per the requirements under ss. 62.23 and 66.0404, Wis. Stats.

SECTION 2. Authority. The Common Council for the City of Marshfield has the specific authority under ss. 62.23 and 66.0404, Wis. Stats., to adopt and enforce this ordinance.

SECTION 3. Adoption of Ordinance. This ordinance, adopted by a majority of the Common Council on a roll call vote with a quorum present and voting and proper notice having been given, provides for the regulation by zoning permit (1) the siting and construction of any new mobile service support structure and facilities; (2) with regard to a class 1 collocation, the substantial modification of an existing support structure and mobile service facilities; (3) with regard to a class 2 collocation, collocation on an existing support structure which does not require the substantial modification of an existing support structure and mobile service facilities; and (4) the siting and allowance of satellite dishes and personal antennas per the requirements under ss. 62.23 and 66.0404, Wis. Stats.

SECTION 4. Section 18-26 (3) is hereby amended to add the following principal land use as a conditional use in the “SR-2” Single Family Residential District:

- (b) Communication Tower

SECTION 5. Section 18-27 (3) is hereby amended to add the following principal land use as a conditional use in the “SR-3” Single Family Residential District:

- (b) Communication Tower

SECTION 6. Section 18-28 (3) is hereby amended to add the following principal land use as a conditional use in the “SR-4” Single Family Residential District:

- (b) Communication Tower

SECTION 7. Section 18-29 (3) is hereby amended to add the following principal land use as a conditional use in the “SR-6” Single Family Residential District:

- (b) Communication Tower

SECTION 8. Section 18-30 (3) is hereby amended to add the following principal land use as a conditional use in the “TR-6” Single Family Residential District:

- (b) Communication Tower

SECTION 9. Section 18-31 (3) is hereby amended to add the following principal land use as a conditional use in the “MR-12” Multi-Family Residential District:

- (b) Communication Tower

SECTION 10. Section 18-32 (3) is hereby amended to add the following principal land use as a conditional use in the “MR-24” Multi-Family Residential District:

- (b) Communication Tower

SECTION 11. Section 18-33 (3) is hereby amended to add the following principal land use as a conditional use in the “MH-8” Mobile Home Residential District:

- (b) Communication Tower

SECTION 12. Section 18-54, Telecommunication Land Uses section, is hereby amended to add the following principal land use as a conditional use in the “SR-2”, SR-3”, SR-4”, “SR-6”, TR-6”, “MR-12”, “MR-24”, and “MH-8” districts and change the numbering system for Communication Antenna to (3) and for Communication Tower to (4) in the table:

- (4) Communication Tower

SECTION 13. Sections 18-62(1) Code is hereby amended to read as follows:

- (1) Satellite Dish: A bowl-shaped antenna with which signals are transmitted to or received from a communications satellite. This land use applies to dishes for personal use and private businesses (e.g. taverns and restaurants).

Regulations:

- (a) In all districts, satellite dishes less than 3 feet in diameter may be located anywhere on a lot, or on any principal or accessory building, except in the required or provided front street side yard, whichever is more permissive.

- (b) In all districts, satellite dishes larger than 3 feet in diameter may be erected on the roof of any principal or accessory buildings, or any yard except the required or provided front or street side yards, whichever is more permissive.
- (c) No advertising or graphic designs are permitted on satellite dishes in any zoning district.
- (d) In the event that a usable signal cannot be obtained by locating a satellite dish in locations permitted by this chapter, the Zoning Administrator may allow the placement of a satellite dish in a location that does not adversely affect health, safety, general welfare, or aesthetics of the general public.
- (e) There is no permit or fee required for the installation of a satellite dish.

SECTION 14. Sections 18-62(2) Code is hereby amended to read as follows:

- (2) Personal Antenna or Tower: Devices used for the transmission or reception of electromagnetic waves, external to or attached to the exterior of any building or structure. This definition includes the structure, supports, antennas, and equipment buildings. This land use applies to antenna and towers for personal use. Examples include amateur radio antenna and personal television antenna.

Regulations:

- (a) A building permit is not required for a personal antenna or tower. However, a Land Use Permit is required for freestanding personal antennas and towers greater than 35 feet tall (measured from the ground) or 15 feet tall when attached to the roof of a building (measured from the roof where attached to the roof of a structure). With the Land Use Permit, the owner shall provide a drawing which shows the proposed method of installation, the manufacturer's specifications (if any), and a site plan which depicts the location of the proposed antenna, any existing antenna, property lines and all buildings.
- (b) Personal antennas and towers shall be installed pursuant to the manufacturer's specifications.
- (c) Personal antennas and towers shall not encroach into airspace prescribed by FAR part 77 and the most current Marshfield Municipal Airport Height Limitation Zoning Map.
- (d) Personal antennas mounted on the sides of buildings shall not protrude more than 2.5 feet from the side of the building.
- (e) Guyed wires shall, at a minimum, meet the setbacks of a nonresidential accessory building. It shall be installed in such a manner as to protect the public safety and to minimize the visual impact on surrounding properties and from public streets.
- (f) The attachment to a personal antenna or tower of any flag, decorative or commercial sign, streamers, pennants, ribbons, spinners or waving, fluttering or revolving devices is prohibited. This regulation does not include weather devices.

SECTION 15. Sections 18-62(3) Code is hereby amended to read as follows:

- (3) Communication Antenna: Devices used for the transmission or reception of electromagnetic radio signals used in the provision of mobile services, attached to a Communication Tower, building, or alternative tower structures, including equipment buildings/cabinets.

Regulations:

(a) Applicability.

1. Communication Antennas may be installed, erected and maintained pursuant to the provisions of this section. All antennas in the City of Marshfield shall be subject to these regulations.
2. A different use on the same lot shall not preclude the installation of an antenna on such lot.
3. This land use category includes the placement of new antennas and equipment buildings used in conjunction with an existing tower.

(b) General Requirements.

1. Compliance with Federal Regulations. Communication antennas and towers shall be erected and installed in accordance with the state electrical code adopted by reference in Chapter 17 of the Municipal Code, National Electrical Safety Code, Federal Communications Commission, Federal Aviation Administration, and the instructions of the manufacturer. In cases of conflict, the stricter requirements shall govern.
2. Communication antennas shall not encroach into airspace prescribed by FAR part 77 and the most current Marshfield Municipal Airport Height Limitation Zoning Map.
3. Communication Tower and Nonresidential Buildings: Communication antennas may be placed on communication towers and nonresidential buildings.
4. Height Requirements. Communication antenna height shall be restricted to 200 feet above grade when located on a communication tower or alternative structure.
5. Alternative Structures. Communication antennas may be placed on alternative tower structures such as clock towers, bell steeples, light poles, water towers, or similar structures.
6. Other Limitations. A communication antenna shall not adversely impact surrounding property; specifically, it shall not have economic or safety impact on surrounding public or private property or interfere with transmission or reception.
7. Advertising. No form of advertising or identification, sign or mural is allowed on the antenna other than the customary manufacturer identification plate.

8. All antennas shall at a minimum meet the required setbacks of a principal structure for the underlying zoning district, but may encroach into a required setback up to 2.5 feet and shall meet all applicable building code requirements. Communication antennas mounted on the sides of buildings shall not protrude more than 2.5 feet from the side of the building.
 9. No part of an antenna array shall extend beyond any property boundary. Guyed wires shall meet the setbacks of a nonresidential accessory building. It shall be installed in such a manner as to protect the public safety and to minimize the visual impact on surrounding properties and from public streets.
 10. The attachment to an antenna or tower of any flag, decorative or commercial sign, streamers, pennants, ribbons, spinners or waving, fluttering or revolving devices is prohibited. This regulation does not include weather devices.
 11. Substantial Modification. Substantial modification requires a Conditional Use Permit. Substantial modification of a mobile service support structure, including the mounting of an antenna on such a structure, includes the following:
 - a. For structures with an overall height of 200 feet or less, increases the overall height by more than 20 feet.
 - b. For structures with an overall height of more than 200 feet, increases the overall height of the structure by 10 percent or more.
 - c. Measured at the width of the appurtenance added to the structure as a result of the modification, increases the width of the support structure by 20 feet or more, unless a larger area is necessary for collocation.
 - d. Increases the square footage of the equipment compound by a total of more than 2,500 square feet. The equipment compound is the area surrounding or adjacent to the base of an existing support structure within which is located mobile service facilities.
 12. Substantial Modification Exceptions. If a greater height is necessary than the height listed in Section 18-62(3)(b)(11)(a) or (b) to avoid interference with an existing antenna, or if a greater protrusion is necessary than the increase listed in 18-62(3)(b)(11)(c) to shelter the antenna from inclement weather or to connect the antenna to the existing structure by cable, such activity shall not be considered a substantial modification. Along with the request for such exceptions, proper documentation must be provided from a reliable source that a greater height or protrusion is necessary.
- (c) Equipment buildings. Equipment buildings, including cabinets, used in connection with communication antennas will be subject to the following conditions:
1. Whenever wireless telecommunications facilities are established, all related ground mounted equipment buildings shall be considered ancillary to any existing or proposed primary use. Any impact of the equipment buildings shall

be made as minimal as possible so as not to detract from the principal use of the property.

2. Except for wiring or similar materials needed to connect antennas with equipment buildings or power sources, ground mounted equipment and materials may only be stored in an enclosed building.
 3. Equipment buildings or structures may be mounted on the roof of a building provided that such building or structure is placed as unobtrusively as possible.
 4. Any ground mounted equipment building used for accessory equipment must either be screened from view from all abutting residential uses and potentially incompatible municipal uses with a minimum of a 6 foot tall evergreen hedge or other suitable vegetation, or the equipment building must be constructed with similar materials, style, roof pitch, etc., to complement the architectural character of the surrounding neighborhood. Alternative screening materials may be used in nonresidential areas.
 5. All ground mounted equipment buildings shall at a minimum meet the required setbacks of a principal structure for the underlying zoning district and shall meet all applicable building code requirements.
 6. Increasing the total square footage of the equipment compound area by more than 2,500 square feet shall require a Conditional Use Permit.
- (d) Exceptions. Exceptions to the setbacks and height requirements listed above may be granted by a conditional use permit if appropriate engineering data is submitted showing that failure characteristics of the structure will not adversely impact abutting property and the structure does not encroach into airspace prescribed by FAR part 77 and the most current Marshfield Municipal Airport Height Limitation Zoning Map.
- (e) Application Process. See Section 18-62(4)(n) and (o) for application requirements.

SECTION 16. Section 18-62(4) Code is hereby amended to read as follows:

- (4) Communication Tower: A communication tower is a freestanding structure (referred to as a mobile service support structure in 66.0404, Wis. Stat.) designed to support a mobile service facility. A mobile service facility includes the set of equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and associated equipment, that is necessary to provide mobile service to a discrete geographic area.

Regulations:

- (a) Applicability. All new communication towers in the City of Marshfield shall be subject to these regulations. Preexisting towers are considered grandfathered and this section shall only apply to new towers and the expansion of a preexisting tower.

1. A different use on the same lot shall not preclude the installation of an antenna or tower on such lot.
- (b) Compliance with Federal Regulations. Communication towers shall be erected and installed in accordance with the state electrical code adopted by reference in Chapter 17 of the Municipal Code, National Electrical Safety Code, Federal Communications Commission, Federal Aviation Administration, and the instructions of the manufacturer. In cases of conflict, the stricter requirements shall govern.
- (c) Placement Requirements.
1. It is the intention of the city to accommodate expansion of communication technology while minimizing the number of tower sites. New communication towers shall be structurally and electrically designed to meet the requirements of this chapter.
 2. All communication towers shall at a minimum meet the required setbacks of a principal structure for the underlying zoning district and shall meet all applicable building code requirements.
 3. Communication tower guyed wires shall comply with the required setbacks for a principal structure of the underlying zoning district in which the tower is located.
 4. The placement of towers on the roof of existing buildings must maintain a setback that is the same as the building setback required for new buildings and cannot exceed a maximum height of 200 feet above grade.
 5. Substantial Modification. Substantial modification requires a Conditional Use Permit. Substantial modification of a mobile service support structure, including the mounting of an antenna on such a structure, includes the following:
 - a. For structures with an overall height of 200 feet or less, increases the overall height by more than 20 feet.
 - b. For structures with an overall height of more than 200 feet, increases the overall height of the structure by 10 percent or more.
 - c. Measured at the width of the appurtenance added to the structure as a result of the modification, increases the width of the support structure by 20 feet or more, unless a larger area is necessary for collocation.
 - d. Increases the square footage of the equipment compound by a total of more than 2,500 square feet. The equipment compound is the area surrounding or adjacent to the base of an existing support structure within which is located mobile service facilities.
 6. Substantial Modification Exceptions. If a greater height is necessary than the height listed in Section 18-62(4)(c)(5)(a) or (b) to avoid interference with an existing antenna, or if a greater protrusion is necessary than the increase listed in 18-62(4)(c)(5)(c) to shelter the antenna from inclement weather or to connect the antenna to the existing structure by cable, such activity shall not be considered a substantial modification.

- (d) Equipment buildings. See Section 18-62(3)(c) for requirements.
- (e) Height Requirements. Communication tower height shall be restricted to 200 feet. District height restrictions shall not apply to communication towers.
- (f) Communication towers shall not encroach into airspace prescribed by FAR part 77 and the most current Marshfield Municipal Airport Height Limitation Zoning Map.
- (g) Collocation. Unless granted an exception through the Conditional Use Permit process, a communication tower shall be structurally and electrically designed to accommodate the applicant's antenna and comparable antennas for 2 additional users, where the communication towers shall be designed to allow for future rearrangement of antennas and to accept antennas mounted at varying heights.
- (h) Other Limitations. The communication tower shall not adversely impact surrounding property; specifically, it shall not have an economic or safety impact on surrounding public or private property or interfere with transmission or reception.
- (i) Advertising. No form of advertising or identification, sign or mural is allowed on the tower other than the customary manufacturer identification plate.
- (j) Lighting. Communication towers shall not be artificially illuminated unless required by the FAA or any other applicable authority. If lighting is required, the lighting alternatives and design chosen must cause the least disturbance to the surrounding views.
- (k) Fencing. A communication tower shall be enclosed by security fencing not less than 6 feet in height and secured so that it is not accessible by the general public. Fence design, materials and colors shall reflect the character of the surrounding area (such as vinyl fences in residential areas or chain link fences with slats in industrial areas).
- (l) Abandonment.
 1. For all new towers, the applicant shall provide a written agreement stating that if the tower or transmitters are unused for a period exceeding 12 months, the applicant shall remove the tower or transmitters upon written request from the Zoning Administrator within 60 days of such request.
 2. If unused facilities are not removed within 60 days of such notification, the City may remove the items at the expense of the holder of the conditional use permit. Within 30 days of the date on which the tower use ceases, the permit holder shall provide the commission written notice of the cessation of use.
- (m) Exceptions. Exceptions to the setbacks and height requirements listed above may be granted by a conditional use permit if appropriate engineering data is submitted showing that failure characteristics of the structure will not adversely impact abutting property and the structure does not encroach into airspace prescribed by FAR part 77 and the most current Marshfield Municipal Airport Height Limitation Zoning Map.
- (n) Application Process for siting and construction of any new mobile services support structures and facilities.

1. A building permit is required for the siting and construction of any new mobile service support structure and facilities.
2. A written permit application must be completed by any applicant and submitted to the City. The application must contain the following information:
 - a. The name and business address of, and the contact individual for, the applicant.
 - b. The location of the proposed or affected support structure.
 - c. The location of the proposed mobile service facility.
 - d. If the application is to substantially modify an existing support structure, a construction plan which describes the proposed modifications to the support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment associated with the proposed modifications.
 - e. If the application is to construct a new mobile service support structure, a construction plan which describes the proposed mobile service support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment to be placed on or around the new mobile service support structure.
 - f. If an application is to construct a new mobile service support structure, an explanation as to why the applicant chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has responsibility over the placement of the mobile service support structure attesting that collocation within the applicant's search ring would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome to the mobile service provider.
3. A permit application will be provided by the City upon request to any applicant.
4. If an applicant submits to the City an application for a permit to engage in an activity described in this ordinance, which contains all of the information required under this ordinance, the City shall consider the application complete. If the City does not believe that the application is complete, the City shall notify the applicant in writing, within 10 days of receiving the application, that the application is not complete. The written notification shall specify in detail the required information that was incomplete. An applicant may resubmit an application as often as necessary until it is complete.
5. Within 90 days of its receipt of a complete application, the City shall complete all of the following or the applicant may consider the application approved, except that the applicant and the City may agree in writing to an extension of the 90 day period:

- a. Review the application to determine whether it complies with all applicable aspects of the political subdivision's building code and, subject to the limitations in this section, zoning ordinances.
 - b. Make a final decision whether to approve or disapprove the application.
 - c. Notify the applicant, in writing, of its final decision.
 - d. If the decision is to deny the application, include with the written notification substantial evidence which supports the decision.
6. The City may deny an application if an applicant refuses to evaluate the feasibility of collocation within the applicant's search ring and provide the sworn statement described under Section 18-62(4)(n)(2)(f) above.
7. Fees shall be as stated in the City of Marshfield Fees Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.
- (o) Application Process for collocation on existing mobile services support structures and facilities.
 1. A building permit is required for the siting and construction of any new mobile service support structure and facilities.
 2. A written permit application must be completed by any applicant and submitted to the City. The application must contain the following information:
 - a. The name and business address of, and the contact individual for, the applicant.
 - b. The location of the proposed or affected support structure.
 - c. The location of the proposed mobile service facility.
 3. A permit application will be provided by the City upon request to any applicant.
 4. Collocation on existing mobile services support structures and facilities is subject to the same requirements for the issuance of a building permit to which any other type of nonresidential development or land use development is subject (Section 15-02 of the Municipal Code).
 5. If an applicant submits to the City an application for a permit to engage in an activity described in this ordinance, which contains all of the information required under this ordinance, the City shall consider the application complete. If the City does not believe that the application is complete, the City shall notify the applicant in writing, within 5 days of receiving the application, that the application is not complete. The written notification shall specify in detail the required information that was incomplete. An applicant may resubmit an application as often as necessary until it is complete.
 6. Within 45 days of its receipt of a complete application, the City shall complete all of the following or the applicant may consider the application approved, except that the applicant and the City may agree in writing to an extension of the 45 day period:

- a. Review the application to determine whether it complies with all applicable aspects of the political subdivision’s building code and, subject to the limitations in this section, zoning ordinances.
 - b. Make a final decision whether to approve or disapprove the application.
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7. Fees shall be as stated in the City of Marshfield Fees Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.

SECTION 17. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 18. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 19. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



City of Marshfield Memorandum

TO: Mayor Meyer and Common Council
FROM: Sam Schroeder, Zoning Administrator
DATE: November 24, 2015

RE: First Reading – Ordinance No. 1324 Municipal Code Amendment Request to amend Chapters 15 – Building Code, Chapter 16 – Plumbing Code, Chapter 17 – Electrical Code, Chapter 18 – Zoning Code, Chapter 19 – Subdivision and Platting, and Chapter 24 Sign Code to replace the listed fees in said Chapters with a reference to the City of Marshfield Fee Schedule.

Background

Previously permit/review fees for various requests such as sign permit, conditional use permit, building permit, etc. were scattered throughout various Chapters in the Municipal Code. It is the goal of this ordinance and resolution to create and adopt 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: Ch. 15 – Building Code, Ch. 16 – Plumbing Code, Ch. 17 – Electrical Code, Ch. 18 – Zoning Code, Ch. 19 – Subdivision Code, and Ch. 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

If approved it is staff’s goal to have said Fee Schedule approved by resolution through the Common Council and become effective January 1, 2016. Each of the 6 Chapters listed above will need an amendment to the ordinance to replace the listed fees relative to each Chapter and replace said language with “Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.”

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 in create the "Fee Schedule":

- November 16th – BPW reviewed the following amendments and any fee adjustments within:
Chapter 15 – Building Code, Chapter 16 – Plumbing Code, Chapter 17 – Electrical Code
- November 17th – PC reviewed the following amendments and any fee adjustments within:
Chapter 18 – Zoning Code, Chapter 19 – Subdivision Code, Chapter 24 – Sign Code
- November 24th – CC 1st reading of proposed code amendment.
- December 1st – FBP will review the proposed "Fee Schedule", including any adjustments recommended by BPW and PC.
- December 8th – CC 2nd reading of proposed code amendments and adoption of the 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.

Board of Public Works and Plan Commission Recommendation

The BPW recommended approval of the proposed ordinance on November 16, 2015. The Plan Commission also recommended approval of the proposed ordinance on November 17, 2015 – no public comment was made.

Council Options

The Common Council can take the following actions:

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

Recommendation

None at this time unless the rules are suspended; final action will be requested after the second reading scheduled for December 8, 2015 Common Council Meeting

Attachments

1. Ordinance 1324
2. Redline Ordinance 1324

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

ORDINANCE NO. 1324

An Ordinance amending Section 15-03, Section 16-04, Section 17-4, Section 18-172, and Section 24-14 and creating Section 19-06 of the City of Marshfield Municipal Code pertaining to the Fees for Chapter 15-Building Code, Chapter 16-Plumbing Code, Chapter 17-Electrical Code, Chapter 18-Zoning Code, Chapter 24-Sign Code, and Chapter 19-Subdivision and Platting Code.

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

SECTION 1. Section 15-03(2) of the Marshfield Municipal Code is hereby amended to read as follows:

- (2) *Fees.* Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.

SECTION 2. Section 15-52(6)(c) of the Marshfield Municipal Code is hereby removed.

SECTION 3. Section 16-04(6) of the Marshfield Municipal Code is hereby amended to read as follows:

- (6) *Fees.* Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.

SECTION 4. Section 17-41(4) of the Marshfield Municipal Code is hereby amended to read as follows:

- (4) *Fees.* Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.

SECTION 5. Section 18-172(1) of the Marshfield Municipal Code is hereby amended to read as follows:

- (1) Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.

SECTION 6. Section 24-14 of the Marshfield Municipal Code is hereby amended to read as follows:

Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.

SECTION 7. Section 19-06 of the Marshfield Municipal Code is hereby created to read as follows:

Sec. 19-06. Fees.

Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.

SECTION 8. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 9. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 10. This ordinance shall take effect and be in force January 1, 2016 and after its passage and publication as provided by law.

ADOPTED: this 1st day of January, 2016.

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk

REDLINE ORDINANCE NO. 1324

An Ordinance amending Section 15-03, Section 16-04, Section 17-4, Section 18-172, and Section 24-14 and creating Section 19-06 of the City of Marshfield Municipal Code pertaining to the Fees for Chapter 15-Building Code, Chapter 16-Plumbing Code, Chapter 17-Electrical Code, Chapter 18-Zoning Code, Chapter 24-Sign Code, and Chapter 19-Subdivision and Platting Code.

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

SECTION 1. Section 15-03(2) of the Marshfield Municipal Code is hereby amended to read as follows:

- (2) *Fees.* ~~Before receiving a building permit, the owner or his agent shall pay to the City of Marshfield the following fees: Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.~~
- (a) ~~Residential (one and two family) new construction and additions: \$0.14 per square foot, with a minimum of \$30.00, plus the cost of the applicable Wisconsin Uniform Building Permit Seal.~~
 - (b) ~~Manufactured homes manufactured after April 1, 2007 in mobile home courts and parks: \$75.00.~~
 - (c) ~~Commercial, institutional, industrial and multiple family construction and additions: \$0.15 per square foot up to 10,000 square feet plus \$0.05 per square foot over 10,000 square feet or fraction thereof, with a minimum of \$50.00.~~
 - (d) ~~Foundation permits: residential one and two family, \$50.00; all others, \$150.00.~~
 - (e) ~~Residential (single family, owner occupied) one bathroom, kitchen or laundry room remodel done by owner where plumbing and/or electrical permits are needed: \$60.00. If no plumbing or electrical work needed, the same fee as set forth in subsection g of this section with a minimum of \$30.00.~~
 - (f) ~~Residential garages, residential accessory buildings and additions thereto: the same fee as set forth in subsection a. of this section with a minimum of \$30.00.~~
 - (g) ~~All other remodeling and alterations \$1,000 or over, where square footage cannot be calculated (for all categories of occupancy): \$5.00 per \$1,000.00 of cost up to \$100,000.00, plus \$1.50 per \$1,000.00 over \$100,000.00 or fraction thereof, with a minimum of \$30.00.~~
 - (h) ~~For heating, ventilating and air conditioning, new and replacements:~~
 - 1. ~~New construction, residential one and two family: \$.015 per square foot with a minimum of \$30.00.~~
 - 2. ~~Residential one and two family, installation or replacements: \$30.00 per unit. All wood burning devices and fireplaces are subject to this subsection h.2.~~
 - 3. ~~Multiple family and nonresidential: \$5.00 per \$1,000.00 of cost up to \$100,000.00, plus \$1.50 per \$1,000.00 over \$100,000.00 or fraction thereof, with a minimum of \$50.00.~~
 - (i) ~~Razing of structures: \$30.00 per residential accessory structure; all other structures, \$50.00 per structure. Fee may be waived if structure has been ordered to be razed.~~
 - (j) ~~Moving permits onto public rights of way (all structures over 8 1/2 feet must complete the moving clearance form before a moving permit will be issued):~~
 - 1. ~~Residential garages and accessory buildings: \$50.00 per building over eight feet wide. Eight feet or less: \$30.00.~~
 - 2. ~~Dwellings and other structures: \$125.00 per building.~~
 - (k) ~~Roof replacement (full and partial): nonresidential and multiple family up to 2,500 square feet, \$30.00; over 2,500 square feet, \$60.00; over 10,000 square feet, \$125.00.~~

- (l) ~~Failure to obtain a building permit prior to commencing work: \$100.00 or double permit fee, whichever is more, except for emergency work. (Permits for the emergency work need to be taken out within 48 hours after the work was performed.)~~

SECTION 2. Section 15-52(6)(c) of the Marshfield Municipal Code is hereby removed.

- ~~(e) If any construction or work governed by the provisions of this section or the uniform dwelling code is commenced prior to the issuance of a permit, double fees shall be charged.~~

SECTION 3. Section 16-04(6) of the Marshfield Municipal Code is hereby amended to read as follows:

- (6) ~~Fees. The schedule of permit fees to be paid shall be as follows, and such fees must be paid before the plumbing permit is issued:~~ Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.
 - ~~(a) Backflow preventer: \$15.00~~
 - ~~(b) Grease Interceptor: \$15.00~~
 - ~~(c) Modify water distribution system: \$30.00~~
 - ~~(d) Modify waste drain and venting system: \$30.00~~
 - ~~(e) Plumbing fixtures: \$8.00 each.~~
 - ~~(f) Private interceptor main sewers: \$10.00 per 100 feet.~~
 - ~~(g) Private water main: \$10.00 per 100 feet.~~
 - ~~(h) Sanitary new/repair/reconstruction/replacement: \$20.00.~~
 - ~~(i) Sprinkler meter: \$15.00~~
 - ~~(j) Storm sewer new/repair/reconstruction/replacement: \$20.00.~~
 - ~~(k) Water service new/repair/reconstruction/replacement: \$20.00 up to two inch service pipe, plus \$2.00 for each additional inch over two inches (each service).~~
 - ~~(l) Water softener: \$15.00.~~
 - ~~(m) Water Heater—change in energy use: \$15.00.~~
 - ~~(n) Minimum plumbing permit fee: \$30.00~~
 - ~~(o) Residential (single family, owner occupied) one bathroom, kitchen or laundry room remodel done by owner. Section Section 15-03(2)e.~~
 - ~~(p) Failure to obtain a plumbing permit prior to commencing work: \$100.00 or double the permit fee, whichever is more, except for emergency work. (Permits for the emergency work need to be taken out within 48 hours after the work was performed.)~~

SECTION 4. Section 17-41(4) of the Marshfield Municipal Code is hereby amended to read as follows:

- (4) ~~Fees. Fees for the permits required to be obtained as set forth above shall be as follows, and they shall be paid to the City of Marshfield prior to the issuance of any such permits:~~ Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.
 - ~~(a) All residential:~~
 - 1. ~~Minimum electrical permit fee = \$30.00~~
 - 2. ~~New construction and additions five cents per square foot of building construction.~~
 - 3. ~~Remodeling and alterations 2.5% of electrical construction cost.~~

- 4. Residential (single family, owner occupied) one bathroom, kitchen or laundry room remodel done by owner. See Section 15-03(2) e.
- 5. Residential service change, repair or temporary = \$40.00
- (b) New Commercial & Industrial (Based on developed square footage of new building, addition, or a level 2 or 3 alteration)
 - 1. Minimum electrical permit fee = \$70.00
 - 2. Square Footage for group S & U construction = .40/sq. ft.
Group S (Storage) Group U (Utility and Miscellaneous)
 - 3. Square Footage for Groups A, B, E, F, M, R and I = .080/sq. ft.
Group A (Assembly) Group B (Business) Group I (Institutional) Group R (Residential)
Group E (Educational) Group F (Factory & Industrial) Group M (Mercantile)
- (c) Commercial, industrial, institutional and miscellaneous (based on value of job).
 - 1. Minimum electrical permit fee = \$30.00
 - 2. \$0—\$500.00 = \$30.00
 - 3. \$500.01—\$2,500.00 = \$30.00 plus 1.25% over \$500
 - 4. \$2,500.01—\$25,000.00 = \$55.00 plus .75% over \$2,500
 - 5. \$25,000.01—\$250,000.00 = \$223.75 plus .5% over \$25,000
 - 6. Over \$250,000.00 = \$1,348.75 plus 0.3% over \$250,000
- (d) Low Voltage Work (Exclude cost of racking and equipment)
- (e) Mobile home connection fees = \$30.00
- (f) All carnival or circus operations = \$125.00 per event for the duration of the event as stated on the approved permit.
- (g) Swimming pools = \$40.00
- (h) Failure to obtain an electrical permit prior to commencing work = \$100.00 or double permit fee whichever is more, (except for emergency work) or any work that requires reinspections.

SECTION 5. Section 18-172(1) of the Marshfield Municipal Code is hereby amended to read as follows:

- (1) Fees for procedures and permits established by this Chapter shall be as follows: Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.

Conditional Use	\$250.00
Variance	\$250.00
Appeal	\$100.00
Design Review	\$200.00 (> 25 units/50,000 sq. ft.) \$100.00 (less than above)
Zoning Text Amendment	\$200.00
Zoning Map Amendment	\$250.00 + \$10/acre
PUD	GDP= \$300.00 + \$5/acre ————— SIP= \$150.00 + \$5/acre

SECTION 6. Section 24-14 of the Marshfield Municipal Code is hereby amended to read as follows:

Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.

- ~~(1.) Standard sign permit for face change only when the structure is not modified or the movement of an on building sign when the sign is not modified: \$25.00.~~
- (2.) Temporary sign permit application: \$25.00 for each temporary sign permit.
- ~~(3.) Standard sign permit: \$50.00.~~
- (4.) Appeal a Zoning Administrator permit denial: \$100.00
- ~~(5.) Master sign plan permit application: \$150.00, plus \$50.00 for each individual sign requiring a permit.~~
- ~~(6.) Alternative sign permit and sign code amendment application: \$250.00.~~
- ~~(7.) Master sign plan permit application with exceptions: \$300.00, plus \$50.00 for each individual sign requiring a permit.~~

SECTION 7. Section 19-06 of the Marshfield Municipal Code is hereby created to read as follows:

Sec. 19-06. Fees.

Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk.

Secs. ~~19-6~~19-7 – 19-30. Reserved.

SECTION 8. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 9. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 10. This ordinance shall take effect and be in force January 1, 2016 and after its passage and publication as provided by law.

ADOPTED: this 1st day of January, 2016.

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



CITY OF MARSHFIELD

MEMORANDUM

TO: MAYOR MEYER AND COMMON COUNCIL
FROM: KEITH STREY, FINANCE DIRECTOR
SUBJECT: WITHDRAWAL FROM THE LOCAL GOVERNMENT PROPERTY INSURANCE FUND
DATE: 11/20/2015

BACKGROUND

The city carries its property insurance coverages with the State of WI Local Government Property Insurance Fund (LGF) and has been since 1986. This includes coverage for the University of Wisconsin Center and the Fairgrounds. Marshfield Utilities department has its' own separate policy for property coverage. The Fund has been a viable insurance alternative for local government units since 1908.

ANALYSIS

As part of the most recent State of WI budget process, a proposal was made and strong consideration given by the State of WI to end this program due to the poor financial condition of the fund. As a result of this proposal earlier this year, staff pursued options to ensure no gap in insurance coverage for our 2016 policy renewal. Ultimately, the State of WI decided to leave this program in place, but indicated that significant premium increases would be necessary in future policy renewals.

In reaction to this uncertainty, three member owned WI governmental insurance programs including the League of WI Municipalities, CVMIC and WMIC, jointly established a new replacement program to replace the State program. This new joint venture is the Municipal Property Insurance Company (MPIC).

Recently, the City received its' renewal quote from the State of WI LGF as well as three other viable quotes for property insurance (MPIC, EMC & Chubb) for 2016. Staff is in the process of completing a detailed analysis and comparison of these quotes prior to making a final recommendation in December. The WI LGF quote was, as expected, dramatically higher coming in at \$130,754. In comparison, the City of Marshfield paid \$60,029 for 2015 and the other 2016 quotes received were at least \$45,000 less than LGF.

One unique statutory requirement as a participating local unit of government in the State LGF program, the City Council has to pass specific motions to join and withdraw from the State program. In discussion with Administrator Barg, we've concluded that it is in the City's best interests to recommend withdrawal from the LGF due to the financial condition of the program, the uncertainty surrounding sustainability of this program and the significant premium increase that exceeds the budgeted amount by over \$40,000. Attached is the required notice form to be submitted to LGF if the Common Council was to approve this recommendation.

RECOMMENDATION

Staff recommends Withdrawal from the Local Government Property Insurance Fund effective 1/1/2016 and authorize the City Clerk to sign the attached notice to file as required.

Concurrence – Steve Barg, City Administrator

LOCAL GOVERNMENT PROPERTY INSURANCE FUND
2801 Crossroads Drive, Suite 2200
Madison, WI 53718
PHONE: 877-229-0009
FAX: 877-832-0122

WITHDRAWAL FROM THE LOCAL GOVERNMENT PROPERTY INSURANCE FUND

INSTRUCTIONS: Pursuant to the requirements of s.605.21(3) Wisconsin Statutes, provide certified notice to the Local Government Property Insurance Fund that by a majority vote, your Board or Council elected to withdraw from the Fund. **Withdrawal date cannot be prior to the date action was taken.** Send completed notice to above address.

Policyholder Name	Cancel Effective Date	Policy #
<u>City of Marshfield</u>	<u>12:01am 1/1/2016</u>	<u>14 0360</u>

As Clerk, I certify that by a majority vote, the above-named local governmental unit's Board/Council voted to withdraw from the Local Government Property Insurance Fund. This action was taken at the November 124 2015 meeting.
Month Day Year

<u>Deb M. Hall</u>	<u>11/24/15</u>
Name of Clerk (Type or Print)	Signature of Clerk
	Date

RESOLUTION NO. 2015-58

A Resolution establishing the 2016 budget, and determining and levying the amount to be raised by taxation for City purposes for the City of Marshfield, for the 2016 fiscal year.

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Marshfield, Wisconsin, and after a public hearing, held November 24, 2015, pursuant to notice published by law on November 7, 2015.

1. That the 2016 adopted budget (excluding Marshfield Utilities) be established in the amount of \$42,198,778; and
2. That the sum of \$12,366,520 (excludes estimated TID levy) be and hereby determined to be the amount to be raised by taxation for City purposes for the City of Marshfield, for the 2016 fiscal year; and
3. That a tax rate of \$9.069334 per One Thousand Dollars of assessed valuation be established to realize the above levy amount.

ADOPTED _____

MAYOR

APPROVED _____

CITY CLERK