



CITY OF MARSHFIELD  
**MEETING NOTICE**

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**COMMON COUNCIL  
CITY OF MARSHFIELD, WISCONSIN  
TUESDAY, JANUARY 12, 2016  
Council Chambers, Lower Level, City Hall Plaza  
7:00 p.m.**

NOTE TO VISITORS AND GUESTS: Welcome to this meeting of the Common Council. We appreciate your interest in the City of Marshfield. Item "E" on the agenda (below) provides an opportunity for the Mayor and Council to receive comments from members of the public. If you would like to make a comment, please write your name and address and indicate your topic on a form at a table near the entrance to the Council Chambers prior to the beginning of the meeting. After being recognized by the Mayor at the appropriate time, please address the Council from the podium, first stating your name and address.

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Reading of items added to the agenda
- E. Public Comment Period/Correspondence  
At this time, the Mayor will recognize members of the public who have indicated a desire to address the Council. Upon recognition by the Mayor, persons may address the Council from the podium, first stating their name and address. The Council may take action on emergency matters introduced by members of the public.
- F. Approval of Minutes – December 8, 2015 (Strategic Planning Meeting)  
December 15, 2015 (Regular Meeting)
- G. Staff updates
- H. Mayor's Comments
  - 1. Employee Recognitions
    - Steve Meek, Police Department, January 2, 1991, 25 years
    - Steve Barg, Administration, January 17, 2011, 5 years
    - Lance Oldham, Engineering, January 17, 2011, 5 years
    - Shawn Miller, Engineering, January 18, 2011, 5 years
  - 2. Proclamations
    - National Mentoring Month
    - Adult Crossing Guard Recognition Week January 10<sup>th</sup> – 16<sup>th</sup>
- I. Council Comments
- J. Reports from commissions, boards, and committees

COMMON COUNCIL AGENDA  
JANUARY 12, 2016

K. Consent Agenda:

1. Meeting minutes/reports
  - a. Library Board (November 17, 2015)
  - b. Community Development Authority (November 19, 2015)
  - c. Cable TV Committee (November 23, 2015)
  - d. Library Personnel Committee (December 3, 2015)
  - e. Fire & Police Commission (December 3, 2015)
  - f. Economic Development Board (December 3, 2015)
  - g. Utility Commission (December 14, 2015)
    1. Job Order #7456, Voice Over Internet Protocol (VoIP) Phone Systems – Shortel \$43,841
  - h. Community Development Authority Finance and Strategic Planning Committees (December 15, 2015)
  - i. Airport Committee (December 16, 2015)
  - j. Historic Preservation Committee (January 4 2016)
  - k. Judiciary and License Committee (January 5, 2016)

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

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

- M. Second Reading – Ordinance No. 1326, Rezoning Request by Dennis Boucher to change the zoning from “TR-6” Two Family Residential to “MR-12” Multi-Family Residential for the property located west of 1316 N Hume Avenue, Parcel No. 33-06846, legally described as: Phase 2 of the City of Marshfield Greenway Village Condominium, being part of the SE ¼ of the NW ¼ of Section 4, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin more particularly described as follows: Commencing at the North ¼ corner of Section 4, Township 25 North, Range 3 East; thence S01°05'58"W 1713.77 feet; thence S01°01'45"W 225.00 feet; thence N88°58'W 30.00 feet to the westerly line of Hume Avenue; thence continuing N88°58'W 150.32 feet; thence N01°01'45"E 65.00 feet; thence N88°58'W 350.00 feet to the point of beginning; thence N88°53'54"W 575.32 feet; thence S01°03'15"W 235.00 feet; thence S88°53'54"E 410.70 feet; thence 187.82 feet along the Arc of a curve concave to the southwest whose radius is 215.00 feet and whose chord is S63°52'28"E 181.90 feet; thence N01°01'45"E 311.95 feet to the point of beginning. Presented by Josh Miller, City Planner

Recommended Action: Approve Ordinance No. 1326

- N. Consider proposals for professional services to assist with creating a new tax increment finance district (TID #11) for the recently annexed Draxler property. Presented by Jason Angell, Director of Development Services

Recommended Action: Award contract for services to selected firm and authorize the City Administrator to execute the appropriate contract

COMMON COUNCIL AGENDA  
JANUARY 12, 2016

- O. 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."
- Offer to purchase from Gorman & Company, Inc. for City Hall Plaza
  - Development agreement for property located with TID #7
  - Right of First Refusal for property located within TID #7
  - Possible development within TID #10
- P. Reconvene into open session
- Q. Action on matters discussed in closed session, if appropriate
- R. Suggested items for future agendas
- S. Adjournment

Posted this day, January 8, 2016 at 3:30 p.m., by Deb M. Hall, City Clerk

Notice

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

## **SPECIAL COMMON COUNCIL MEETING MINUTES DECEMBER 8, 2015**

**PRESENT:** Buttke, Cummings, Earll, Feddick, Feirer, Hendler, Reinart, Spiros, Wagner. Jockheck arrived at 6:15 p.m.  
**ABSENT:** None  
**OTHERS:** Mayor Meyer, City Administrator Barg

Mayor Meyer called the meeting to order at 5:35 p.m. in Room 108 of the City Hall Plaza.

After much review and consideration, the following mission and vision statements were accepted:

Mission: It is the mission of the City of Marshfield to provide a fiscally-sound, family-oriented community with a full range of housing, business, cultural, educational, and recreational opportunities in a safe environment for residents and visitors.

Vision: We will be a city of diverse interests and values through advancement of policies and allocation of resources that promote innovative, sustainable growth and enterprises while recognizing the heritage and culture of the region.

Members then identified, discussed, and grouped the following key words for possible inclusion in our values statements:

- Resourcefulness, innovative, inspiring, engaging
- Collaboration, cohesion, synergy, unity
- Accountable, dependable, ethical, integrity, transparent
- Welcoming, accepting, inclusive
- Courage, tenacity
- Safety

The next special meeting to continue the strategic planning process will be on Tuesday, January 12<sup>th</sup> at 5:30 p.m. in Room 108 of the City Hall Plaza.

With no further business before the Council, Spiros moved and Buttke seconded the motion to adjourn. Motion carried unanimously. Mayor Meyer declared the meeting adjourned at 6:37 p.m.

Respectfully submitted,  
Steve Barg, City Administrator

**DECEMBER 15, 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, Rebecca Spiros, Tom Buttke and Peter Hendler.

**EXCUSED:** None

The flag was saluted and the pledge given.

**PUBLIC HEARING** regarding petitioning the Wisconsin Department of Transportation, Bureau of Aeronautics for potential projects that the Marshfield Airport would like to seek federal and state aid. These projects are as follows:

- Rehabilitate Medium Intensity Approach Lights (MALSR)
- Conduct wildlife site visit
- Construct perimeter fence
- Reconstruct & construct north hanger taxiways
- Remove old terminal building & adjacent ramp
- Construct south hangar area including taxiways
- Reconstruct parallel taxiway to Runway 16/25 (north portion)
- Conduct master plan and/or feasibility study for runway extension
- Sealcoat and crack fill airport pavements
- Land acquisition in Runway approaches

**COMMENTS:**

- Jeff Gaier from the Airport. He is in favor of this petition. This is the first step in asking the Federal Government and State for moneys. This is a wish list, not all of these projects will be done at the airport. Some of them might be pushed off for future projects. But they have to have them on record that they are interested in doing the project.

There being no other comments the Mayor closed the public hearing at 7:02 p.m.

No items were added to the agenda.

**PUBLIC COMMENT PERIOD**

None

**CC15-304** Motion by Cummings, second by Feirer to approve the minutes of the Common Council meeting of December 8, 2015.

**Motion carried**

**STAFF UPDATES**

City Planner Josh Miller gave an update on the Comprehensive Plan process.

Finance Director Keith Strey explained that the Wood County Finance Department will be designated as the fiscal agent for the Fairgrounds Commission.

Planning & Economic Development Director Angell updated the Council on the sale of City Hall. He also gave an update on the Community Square (200 block) proposal. Story boards have been placed throughout the downtown area. A survey has been placed on the City's website asking for people to provide their feedback on the project. They will also be meeting with business owners directly within that block and immediately adjacent to it.

## **MAYOR'S COMMENTS**

### Employee Recognitions

Cindy Gaetz, Police Department	December 19, 2005	10 years
Rochley Gross, Police Department	December 28, 2005	10 years
Dan Salacinski, Police Department	December 16, 1985	30 years

## **COUNCIL COMMENTS**

Aldersperson Hendler said that the designation of Wood County as a fiscal agent for the fairgrounds had been approved a week ago by the Executive Committee from the Wood County Supervisors. He also encouraged that the staff keep the CDA in mind when it comes to the City Hall project.

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

None

## **CONSENT AGENDA**

**CC15-305** Motion by Hendler, second by Wagner to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Comprehensive Plan Steering Committee of November 12, 2015; Historic Preservation Committee of December 7, 2015; Board of Public Works of December 14, 2015 as read by Public Works Director Knoeck; Plan Commission of December 14, 2015 as read by Public Works Director Knoeck (1. Resolution No. 2015-62, Conditional Use Request by Marshfield Clinic to allow the addition of a walk in incubator within property zoned "CD" Campus Development prior to the adoption of a Campus Master Plan, located at 510 North Saint Joseph Avenue (Parcel No. 33-02078); 2. Resolution No. 2015-63, Conditional Use Request by Marshfield Clinic to allow the use of a Mobile Breast Imaging Trailer within property zoned "CD" Campus Development prior to the adoption of a Campus Master Plan, located at 1000 North Oak Avenue (Parcel No. 33-03231B); and 3. Resolution No. 2015-64, amending Public Participation Plan for the Comprehensive Plan update); Judiciary and License Committee of December 15, 2015 as read by City Clerk Hall; and Finance, Budget and Personnel Committee of December 15, 2015 as read by City Clerk Hall (1. Resolution No. 2015-65; approving committed fund balances; and 2. Resolution No. 2015-71; 2016 taxi agreement with Running, Inc.)

**Motion carried**

No items were removed from the consent agenda.

**CC15-306** Motion by Buttke, second by Feirer to approve Resolution No. 2015-66, Initial Resolution authorizing General Obligation Bonds in an amount not to exceed \$3,080,000 for Library Improvement projects. Ayes - 10

**Motion carried**

**CC15-307** Motion by Hendler, second by Cummings to approve Resolution No. 2015-67, Initial Resolution authorizing General Obligation Bonds in an amount not to exceed \$810,000 for Community Development projects in Tax Incremental District No. 4. Ayes – 10

**Motion carried**

**CC15-308** Motion by Wagner, second by Reinart to approve Resolution No. 2015-68, resolution directing publication of notice to electors relating to bond issues. Ayes – 10

**Motion carried**

**CC15-309** Motion by Cummings, second by Jockheck to approve Resolution No. 2015-69, resolution providing for the sale of not to exceed \$3,890,000 General Obligation Corporate Purpose Bonds, Series 2016B. Ayes – 10

**Motion carried**

**CC15-310** Motion by Buttke, second by Feirer to approve Resolution No. 2015-70, resolution providing for the sale of approximately \$3,885,000 General Obligation Promissory Notes, Series 2016A. Ayes – 10

**Motion carried**

**CC15-311** Motion by Jockheck, second by Reinart to authorize the appropriate city officials to provide written support for WHEDA tax credits to improve Laurel Gardens Apartments. Aye – 8; Nay – 2 (Buttke & Hendler)

**Motion carried**

Second reading of Ordinance No. 1325, amending Section 4-03 (b), Compensation Schedule.

**CC15-312** Motion by Spiros, second by Earll to approve Ordinance No. 1325. Ayes – 5 (Jockheck, Earll, Reinart, Spiros, Hendler); Nay – 5 (Feirer, Feddick, Wagner, Cummings, Buttke)

**Motion failed**

First reading of Ordinance No. 1326, Rezoning Request by Dennis Boucher to change the zoning from “TR-6” Two Family Residential to “MR-12” Multi-Family Residential for the property located west of 1316 N Hume Avenue, Parcel No. 33-06846, legally described as: Phase 2 of the City of Marshfield Greenway Village Condominium, being part of the SE ¼ of the NW ¼ of Section 4, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin more particularly described as follows: Commencing at the North ¼ corner of Section 4, Township 25 North, Range 3 East; thence S01°05’58”W 1713.77 feet; thence S01°01’45”W 225.00 feet; thence N88°58’W 30.00 feet to the westerly line of Hume Avenue; thence continuing N88°58’W 150.32 feet; thence N01°01’45”E 65.00 feet; thence N88°58’W 350.00 feet to the point of beginning; thence N88°53’54”W 575.32 feet; thence S01°03’15”W 235.00 feet; thence S88°53’54”E 410.70 feet; thence 187.82 feet along the Arc of a curve concave to the southwest whose radius is 215.00 feet and whose chord is S63°52’28”E 181.90 feet; thence N01°01’45”E 311.95 feet to the point of beginning.

**CC15-313** Motion by Cummings, second by Buttke to approve Budget Resolution No. 29-2015 transferring funds per an approved development agreement with Yellowstone Partners, LLC.

Ayes – 10

**Motion carried**

**CC15-314** Motion by Feddick, second by Wagner to approve Budget Resolution No. 30-2015 transferring \$19,820 from the Canine Program Donations to the Law Enforcement Operating Supplies budget for the purchase of a new K9 unit. Ayes - 10

**Motion carried**

**CC15-315** Motion by Reinart, second by Spiros to approve Budget Resolution No. 31-2015 transferring \$30,000 to cover an excess in forestry operation costs in 2015. Ayes - 10

**Motion carried**

**CC15-316** Motion by Buttke, second by Reinart to approve Budget Resolution No. 32-2015 transferring \$3,578 for the replacement of a diving board at Hefko Pool. Ayes - 10  
**Motion carried**

**CC15-317** Motion by Wagner, second by Feddick to approve Budget Resolution No. 33-2015 transferring \$3,850 to cover added costs associated with the GIS aerial photography project. Ayes - 10  
**Motion carried**

**CC15-318** Motion by Hendler, second by Earll to approve Budget Resolution No. 34-2015 transferring \$10,000 to cover unexpected health insurance costs. Ayes - 10  
**Motion carried**

**CC15-319** Motion by Jockheck, second by Cummings to approve Budget Resolution No. 35-2015 transferring \$2,000 to cover added costs from special Council meetings (strategic planning). Ayes - 10  
**Motion carried**

**CC15-320** Motion by Buttke, second by Feirer to approve Budget Resolution No. 36-2015 transferring \$15,383 for repayment to the Cemetery Perpetual Care Fund. Ayes - 10  
**Motion carried**

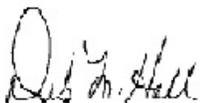
**CC15-321** Motion by Cummings, second by Feddick to approve Budget Resolution No. 37-2015 transferring \$1,000 to cover Unemployment Compensation claims. Ayes - 10  
**Motion carried**

**CC15-322** Motion by Feirer, second by Hendler to approve Budget Resolution No. 38-2015 transferring \$365,133 to cover Phase 2 of the Library & Community Center project costs. Ayes - 10  
**Motion carried**

**CC15-323** Motion by Jockheck, second by Reinart to approve Resolution No. 2015-57, petitioning the Secretary of Transportation for Airport Improvement Aid.  
**Motion carried**

Future Agenda Items  
None

There being no further business the Mayor adjourned the meeting at 8:08 p.m.



Deb M. Hall  
City Clerk

CITY OF MARSHFIELD  
MAYOR'S OFFICE  
NATIONAL MENTORING MONTH

**Whereas**, in 2002, the Harvard T.H. Chan School of Public Health and MENTOR: The National Mentoring Partnership created National Mentoring Month; and

**Whereas**, the goals of National Mentoring Month are to raise awareness of mentoring, recruit individuals to mentor, and encourage organizations to engage and integrate quality in mentoring into their efforts; and

**Whereas**, a mentor is a caring, consistent presence who devotes time to a young person to help that young person discover personal strength and achieve their potential through a structured and trusting relationship; and

**Whereas**, quality mentoring encourages positive choices, promotes self-esteem, supports academic achievement and introduces young people to new ideas; and

**Whereas**, mentoring programs have shown to be effective in combating school violence and discipline problems, substance abuse, incarceration and truancy; and

**Whereas**, research shows that young people who were at risk for not completing high school but who had a mentor were 55 percent more likely to be enrolled in college, 81 percent more likely to report participating regularly in sports or extracurricular activities, more than twice as likely to say they held a leadership position in a club or sports team, and 78 percent more likely to volunteer regularly in their communities; and

**Whereas**, youth development experts agree that mentoring is critical to the social, emotional and cognitive development of youth, helping them navigate the path to adulthood more successfully; and

**Whereas**, mentors help young people set career goals and use their personal contacts to help young people meet industry professionals and find jobs; and

**Whereas**, all of the above listed benefits serve to link youth to economic opportunity while also strengthening the fiber of our communities; and

**Whereas**, despite these benefits, one in three youth will reach age 19 without a mentor – constituting a “mentoring gap” that demonstrates a need for collaboration and resources; and

**Whereas**, Big Brothers Big Sisters of Wood County and Pathway Partners Mentoring Program recognize and support the need for quality mentors for young citizens of the Marshfield area; and

**Whereas**, Big Brothers Big Sisters of Wood County and Pathway Partners Mentoring Program wish to engage the community of Marshfield in support of quality mentoring to enhance the lives of our young people and to promote community engagement in mentoring.

NOW, THEREFORE, I, CHRIS L. MEYER, Mayor of the City of Marshfield do hereby declare January 2016

NATIONAL MENTORING MONTH

in the city of Marshfield and call upon public officials, business and community leaders, and educators, and encourage all Marshfield WI citizens to observe this month with appropriate ceremonies, activities and programs in order to:

1. recognize the men and women who serve as staff and volunteers at quality mentoring programs and who help our young people find inner strength and reach their full potential;
2. acknowledge that mentoring is beneficial because it encourages educational achievement, reduces juvenile delinquency, improves life outcomes, and strengthens communities;
3. promote the creation and expansion of quality mentoring programs across the country to equip young people with the tools needed to lead healthy and productive lives; and
4. support initiatives to close the “mentoring gap.”



IN TESTIMONY WHEREOF, I have hereunto set my hand this 4<sup>th</sup> day of January, 2016

  
Chris Meyer, Mayor

CITY OF MARSHFIELD

MAYOR'S OFFICE

ADULT SCHOOL CROSSING GUARD RECOGNITION WEEK

WHEREAS, Wisconsin's adult school crossing guards provide an invaluable service in helping to ensure the safe passage of our youngest, most vulnerable pedestrians, children walking between home and school; and

WHEREAS, adult school crossing guards typically serve with a dedication that discounts the rigors of harsh weather, split shifts and heavy traffic; and

WHEREAS, for more than five decades, adult school crossing guards have served communities across Wisconsin; and

WHEREAS, that service has helped to drive down the rates of young pedestrian deaths and injuries, despite increases in traffic volume; and

WHEREAS, adult school crossing guards add to the effectiveness of the student safety patrol members with whom they often serve and whose activity they help direct; and

WHEREAS, adult school crossing guards help reinforce in the minds of the young people they assist, the importance of traffic-hazard identification and safe street-crossing behavior; and

WHEREAS, school assemblies, school board resolutions, police department honors, parent-teacher organization observances, local news coverage, and especially smiles and kind words from children will help to convey the gratitude of our communities for the life-saving, injury-reducing role Wisconsin's adult school crossing guards play.

NOW, THEREFORE, I, CHRIS MEYER, Mayor of the City of Marshfield, do hereby proclaim January 10 – 16, 2016

ADULT SCHOOL CROSSING GUARD RECOGNITION WEEK

in the City of Marshfield and urge all citizens to convey the gratitude of our community for the life-saving, injury-reducing role that Marshfield's adult school crossing guards play.



IN TESTIMONY WHEREOF, I have hereunto set my hand this 4<sup>th</sup> day of January, 2016.

  
Chris Meyer, Mayor

MARSHFIELD PUBLIC LIBRARY  
BOARD MEETING  
211 E. Second Avenue, Marshfield, WI 54449  
November 17, 2015  
7:00 a.m.

The meeting was called to order at 7:00 a.m. by Jean Swenson. Attendance was taken.

Present: Joanne Ampe, Garry Cummings, Pat Saucerman, Kris Keogh, Xin Ruppel, Ruth Voss, Don Schnitzler, Jean Swenson, Kim Vrana, and Library Director Lori Belongia.

Absent: Mary Hartl

Citizen's comments, correspondence and announcements: Thank you cards from MACCI for the Leadership Marshfield Quality of Life Day tours and Innovative Services for meeting space for interviews with their clients. Program. Belongia shared obituaries of David Laird and Lorraine Markee. Both were regular library users, supporters and advocates. Jean Swenson recommended that a sympathy card be sent on the Board's behalf to former Library Board member Helen Laird.

Changes or additions to the agenda: None.

LB15-65 Minutes of the Library Board Meeting: Motion by Vrana, second by Voss to approve and place on file the minutes of the Oct. 20, 2015 Library Board Meeting. All ayes. Motion carried.

LB15-66 Director's Report: Motion by Keogh, second by Ampe to receive and place on file the October 2015 Director's Report. All ayes. Motion carried.

Vrana asks for comparative data with other libraries.

LB15-67 2<sup>nd</sup> October and 1<sup>st</sup> November Vendor Lists: Motion by Voss, second by Ruppel to approve Vendor Lists. All ayes. Motion carried.

LB15-68 October 2015 Financial Control Report: Motion by Schnitzler, second by Vrana to receive and place on file the October 2015 Financial Control Report. All ayes. Motion carried.

Business

Personnel Committee Meeting Date: Belongia will poll committee members Saucerman, Hartl, Keogh, Ruppel and Swenson to set an agreeable meeting date and time.

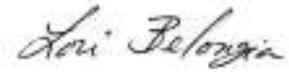
2016 Budget Changes: Belongia notes that the final 2016 budget restored .5% to the wage/salary adjustments for staff bringing that total to 2.5%.

Library & Community Center Project: Belongia updated the board on the project.

LB15-69 Minutes of other organizations: Motion by Schnitzler, second by Ampe, to accept and place on file the minutes of the August 5, 2015 Marshfield Public Library Foundation Board, September 15, 2015 and October 20 FOMPL Board, and the October 22, 2015 SCLS Board of Trustees. All ayes. Motion carried.

Adjournment: Seeing no other business to come before the board, Swenson adjourned the meeting at 7:37 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lori Belongia".

Lori Belongia  
Secretary Pro Temp

COMMUNITY DEVELOPMENT AUTHORITY

November 19th, 2015

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 9:05 a.m. in the Community Room at Cedar Rail Court, 601 South Cedar, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted November 13<sup>th</sup> 2015 at 3:51 p.m.

ROLL CALL:

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

OTHERS PRESENT: Mary James-Mork – Executive Director

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

CDA 15-B11-1 Motion by LaFontaine, second by Hendler to approve the October 22, 2015 CDA Board Minutes with the following change: List Dave Marsh as excused for this meeting.

MOTION CARRIED

CDA 15-B11-2 Motion by Marsh, second by Hendler to approve the November 17, 2015 CDA Finance/Strategic Planning meeting minutes with the following change: The approval of the Security Health Plan proposal for 2016 should be amended from 3 Ayes to 2 Ayes. 6 Ayes

MOTION CARRIED

Personnel Committee Report:

Executive Director reported that interviews for the Management Assistant have been completed with two highly qualified candidates. In addition, the CDA has hired a casual employee to bridge the gap until this position is filled and for future project needs of the management staff.

NO ACTION TAKEN

Grievance Committee Update: No update

Executive Director's Report:

ED provided an update on the RAD transition which included concerns about the estimated closing date for the transition. That date occurs within days after the close of the CDA fiscal year, which would extend the months that the CDA would need to provide gap funding for the project. The original closing dates suggested by HUD allowed the CDA to provide sufficient gap funding through the fiscal year end. Executive Director is working with the RAD transition Manager to determine options for closing dates that will mitigate the financial impact upon the CDA. The board will be in communication with the ED for each step of the discussion on this matter, and if necessary will schedule a meeting to discuss any changes or revisions in planning for the closing.

CDA 15-B11-3 Motion by Hardacre, second by Marsh to accept and placed on file the Executive Director's Report. 6 Ayes

MOTION CARRIED

New Business: Board will be available for a phone conference with Wisconsin Redevelopment, LLC on Wednesday, November 25<sup>th</sup> at 10:30 a.m. to review their proposal for City Hall Redevelopment. ED was directed to contact City Administration to request the time set for the proposal presentations on December 1, 2015.

Next Board Meeting Date and Time: Thursday, December 17, 2015 at 9:00 a.m. at Parkview Apartments, Community Room.

Agenda Items for December: RAD Update  
Update City Hall Redevelopment

CDA 15-B11-4 Motion by Hendler, with a second by Hardacre to adjourn. Meeting declared adjourned by Chairperson Keogh at 10:35 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Andrew Keogh  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY**  
**Executive Director's Highlights**  
**December 17<sup>th</sup>, 2015**

**1. Public Housing Occupancy-** 97.6% Occupancy Rate as of the day of this report

Parkview – Five (5) openings.

Cedar Rail – 0

Scattered Sites – 0

**2. Section 8 Program-** 54 leased vouchers, with three (3) issued.

**3. RAD Project-**

- The Physical Conditions Inspection (Ameresco) results for all properties have been completed and will be presented by Marc Retish at a date to be confirmed in January, 2016. Portions of the report are being reviewed by the RAD Transitional Manager (TM), Reggie Samuel.
- The new estimated closing for RAD has been clarified by the TM to be July, 2016. Because of that time frame, the CDA will not be applying for 501(c) (4) status until after the calendar year end.
- Von Briesen has been contacted to provide a required opinion on the transfer to RAD, assuring that the CDA's mission will remain after the new model is implemented.

**4. City Hall Redevelopment**

- The Common Council has selected Gorman & Company's proposal for the City Hall Redevelopment Project. (Gorman provided resources and guidance to the CDA that enabled our successful RAD application.) Both the CDA and City look forward to potential opportunities with Wisconsin Redevelopment in the years ahead.

**5. Overview of RPCA – City Administration**

- The CDA will offer an educational session on the general RPCA findings for City Administrators in January of 2016. Although dates have not been confirmed, the goal will be to schedule this session on the same day as the final RPCA is presented to the Finance/Strategic Planning Committee of the CDA.

**CABLE TV COMMITTEE MEETING MINUTES  
NOVEMBER 23, 2015**

The meeting was called to order by Chairperson Nystrom at 5:06 p.m. in Room 108 of City Hall Plaza.

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

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

**EXCUSED:** Jeremy Lenzo

**PUBLIC COMMENTS**

None.

**APPROVAL OF MEETING MINUTES**

**CTV15-047** Motion by Gerl, second by Markwardt to approve the minutes of the October 26, 2015 meeting as submitted.

**Motion carried**

**CORRESPONDENCE**

Quarterly franchise fee payment in the amount of \$60,151.81 was received.

Speth shared a page from the program from “The God Committee” play which thanked Marshfield Community Television.

Speth also shared a page from the program for the Central Chamber Chorale which recognized her for her support of the Central Chamber Chorale’s twice-a-year concert series.

**PUBLIC ACCESS COORDINATOR'S REPORT**

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

Speth announced that Vidcom worked with ODC and hired a new MGTV camera operator.

Speth reported that MCTV has 290 likes on Facebook. The most popular post was when the Kodiak bears’ names were announced and their filming. She also posted a video on her phone which was published and it reached 1300 people. There has been an increase in activity on our website and You Tube pages.

Chairperson Nystrom mentioned that Marshfield Clinic’s 100<sup>th</sup> Anniversary is coming up the middle of October of next year and he asked that MCTV be included in on the events.

**CTV15-048** Motion by Gerl, second by Markwardt to receive and place on file the Public Access Coordinator's Report.

**Motion carried**

**UPDATE ON STRATEGIC PLANNING ACTION ITEMS**

Speth and Butler have been looking at cameras. They’ve done a lot of research on what models would be good that are user friendly and fit our budget and they have narrowed it down to two cameras.

Butler explained that they would like a camera that a beginner community producer could take out into the field and use that is easier to handle and more user friendly than the ones we have now.

The two cameras that they are looking at are the Canon XA30 and the Panasonic AG-AC130A. He explained the pros and cons of both models.

There is a \$500 price differential between the two.

Speth will email the camera model information for the two cameras to the Cable TV Committee members prior to the next meeting.

Gerl suggested that we start looking at what we may need to do if City Hall moves from its current location.

## **BILLS**

The bill query report was reviewed.

**CTV15-049** Motion by Siasoco, second by Daniels to authorize payment of the following bills as presented:

Spectrum Business (10/26/15 to 11/25/15)	\$ 20.75
Spectrum Business (11/01/15 to 11/30/15)	279.86
Granicus (Invoice 70269)	600.00
Quill (Invoices 8681300 & 9187575)	98.68
Breanna Speth (Reimbursement)	23.17
VIDCOM, LLC (Reimbursement)	4.99
We Energies	9.90
Wisconsin Community Media	55.00
VIDCOM, LLC (Invoices 349 & 352)	<u>5,440.00</u>

**Total** **\$6,532.35**

**Motion carried**

## **FINANCIAL REPORT**

**CTV15-050** Motion by Gerl, second by Siasoco to receive and place on file the financial report for the period of January 1, 2015 through October 31, 2015.

**Motion carried**

## **RECOMMENDED ITEMS FOR FUTURE AGENDAS**

- Update on status of City Hall move

Next meeting is scheduled for December 28, 2015 at 5:00 p.m. Chairperson Nystrom asked the Cable TV members to look at their calendar for the holidays and let Deputy Clerk Panzer know if they won't be able to attend the December 28<sup>th</sup> meeting.

**CTV15-051** Motion by Markwardt, second by Daniels to authorize the Chairman and Vice Chairman to approve the bills in the event that the Cable TV Committee is unable to meet in December.

**Motion carried**

Motion by Markwardt, second by Gerl to adjourn at 5:38 p.m.

**Motion carried**

Lori A. Panzer  
Deputy City Clerk

# Public Access Coordinator's Report

Cable TV Committee Meeting 11/23/15

## **New Shows, November , 2015 (Since 10/20/15): for MCTV 98**

- Hill 875 Veterans Day Special Program
- New Visions: Shelter & Love Exhibit
- Arrival of Timber Wolves at Wildwood Zoo
- Writers & Readers of Central WI: Episode 1
- Insight: Ask the Mayor
- Insight: Wood County Sheriff
- MCTV Promo Video
- Wisconsin State Budget: The Good, The Bad, & The Ugly
- Adler Kodiak Bear Exhibit Grand Opening & Ribbon Cutting
- Chat with the Chief: Fire & Rescue 10/26
- UW-M/WC Campus Community Players "The God Committee" Preview
- New Visions Gallery Exhibit Preview
- Shirley's House of Hope Iron Chef
- MACCI: Affordable Care Act Update
- MACCI: Workforce Development
- In-Depth Look at Kodiak Bear Exhibit

## **Channel 991 Meetings**

- Common Council
- Public Works
- Finance, Budget, Personnel
- City Plan Commission
- Parks, Recreation, & Forestry Committee
- Marshfield Utilities Commission
- Judiciary & License Commission
- Police & Fire Commission
- Marshfield School Board (METV 990)
- Council Preview (biweekly)

## **John Beck**

- Immanuel Lutheran Worship Service (weekly)

## **Dana Speth**

- Christ Lutheran Church Worship Service (Weekly)

## **River Cities Community Access**

- MSTC Board of Directors Oct 2015
- Wood County Board of Supervisors Meeting – Oct 2015

## **Other**

- LaCrosse Catholic Diocese Mass
- Music & the Spoken Word

## ***Personnel***

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

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

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

Stephanie Wienke began her position as full time administrative assistant/PR representative on October 5 and has been doing a fantastic job!

Working with Opportunity Development Center (ODC) Vidcom has hired a new MGTV camera operator. His name is Wayne and he filmed his first meeting on November 10. We think he will be a great addition!

## **Publicity/Updates**

### ***Social Media Update - FACEBOOK***

As of November 16, we have Likes on Facebook. (Up from on October 19.)  
Our most popular post during the period from September 17- October was XXX reaching 669 people.

### ***YouTube Channel Update***

28 Subscribers, 7,840 Views (as of 1/16/15 at 3:20pm) (Up from last month's 22 subscribers • 6,021 views)

A snapshot of some recent popular programs:

[An In-Depth Look at the JP Adler Kodiak Bear Exhibit](#) – 178 Views

[Arrival of Timber Wolves at Wildwood Zoo in Marshfield, WI \(HD\)](#) – 312 Views

[UW-M/WC Campus Community Players "The God Committee" Preview](#) – 104 Views

[Hardacre Park Dedication Ceremony - October 15, 2015](#) – 160 Views

[NO MORE Campaign - Wood County](#) – 342 Views

[Adler Kodiak Bear Exhibit Grand Opening & Ribbon Cutting \(HD\)](#) – 71 Views

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

The full report is included in the attachments. Online activity is up significantly. We attribute this to our plethora of new programming and better marketing of these programs.

### ***WCM Update***

Breanna attended a phone Board meeting on November 11. There was some discussion on the Charter/Time Warner merger, and on the Electronic Programming Guide. Most WCM members are dissatisfied with their cable providers, and the WCM submitted comments to the FCC about this sentiment.

The “Best of the Midwest MediaFest” entry deadline is January 14 and we plan to submit a few videos.

### ***MediaFire***

Wisconsin Community Media has an online videosharing account with MediaFire. Member stations from around the state can upload programs that they think other parts of the state might find relevant and interesting. We have four programs currently uploaded, including:

Depression & Suicide Episode 1 (70 Downloads)

PSA for Depression & Suicide Series (38 Downloads)

Jurustic Park Tour (66 Downloads)

WI Budget Update (6 Downloads) (Note: Was only added on November 13)

### ***Fiber/Phones***

Fiber is installed. Phase II (installation of the VoIP phones) is completed. Phase III (Hooking up our computers to the fiber network) will begin soon (we hope!). Our new phones are working and we are very happy with them so far.

### ***Charter Outage***

Channels 989 and 990 were down on November 11 and 12. Dwayne (our Charter contact) said that it was a power supply failure in some of their equipment. There was no issues on our end. The issue was resolved by Charter by 5pm on November 12.

### ***Holiday Parade Coverage***

Holiday parade was filmed with two cameras on November 19.

### ***Altrusa Club***

A new group that we are working with – Altrusa- filmed an in-studio program on November 17. Thanks for hosting, Dean!

### ***New Show***

Our newest series is called “Writers and Readers of Central WI” and is a program dedicated to exploring the stories of Central Wisconsin's writers, readers and everything in between. Host is Lisa Boero, a local attorney and author. The series has its own Facebook page where viewers can join the conversation: [www.facebook.com/WRCentWis](http://www.facebook.com/WRCentWis)

### ***MACCI***

Don Nystrom filmed two programs for MACCI, including a “Workforce Update” and “Affordable Care Act” Update. Thanks, Don!

### ***MGTV***

Budget Meetings are done! There were a lot of meetings in October, but things will slow down now a little bit with the holidays.

### ***Veterans Day***

Jim Daniels submitted a really cool program on his time in Vietnam. Thanks, Jim!

### ***In the Works***

Several programs are in the works, including: Upham Christmas Decorations, Madrigal Singers, “How to Run for Public Office,” Legislative Update with Kulp/Spiros, and Rotary Lights.

### ***New Community Producer***

-Eddie Antoniewicz (Iron Chef)

## **Correspondence/Publicity**

- “The God Committee” Program
- Central Chamber Chorale Program
- Another great shout-out from Mayor Chris Meyer on latest Insight program 11/6/15
- Mention in MACCI weekly e-mail updates with links to programs
- Tiger TV is included in School District of Marshfield newsletter

## **Strategic Planning Action Item Updates – Nothing new**

### ***Branding/Marketing***

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

### ***Technology***

- Replacement Program.

### ***Financial Management***

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

### ***Communications***

- Promo Video: Develop promo video for home page of website and other PR uses (Goal, fall 2015)

### ***Human Resources***

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

MARSHFIELD PUBLIC LIBRARY  
211 East Second Street  
Marshfield, Wisconsin 54449

Personnel Committee  
Dec. 3, 2015  
7:00 a.m.

Call to Order: Swenson called the meeting to order at 7:00 a.m.

Election of a Chair: Keogh moves and Saucerman seconds the election of Hartl as chair. Swenson calls three times for other nominations. There were none. All ayes, motion carried.

Present: Mary Hartl, Kris Keogh, Pat Saucerman (left the meeting at 7:55), Xin Ruppel, Jean Swenson, and Library Director Lori Belongia (left the closed session at 7:35 and returned at 8:10)

Recommendations on pay range adjustments: Motion by Saucerman, second by Ruppel to approve pay ranges as submitted effective on January 1, 2016. All ayes. Motion carried. Any staff members who are below the entry level for their range on January 1, 2016 will be moved to the entry level wage/salary.

Motion by Keogh, second by Saucerman to approve the recommended 2.5% for wage/salary adjustments effective July 1, 2016 assuming positive employee performance. All ayes, motion carried.

Motion by Swenson, second by Ruppel recommending to the Library Board, 0.5% of wages/salaries be available to recognize meritorious service. Any such adjustments take effect on July 1, 2016. All ayes, motion carried.

Hartl called for a roll call vote to enter closed session at 7:50 a.m. to discuss the Library director's performance. Motion by Swenson, second by Keogh to go into closed session. Roll call vote:

Hartl – aye  
Swenson – aye  
Ruppel – aye  
Keogh – aye  
Saucerman - aye

Hartl called for a roll call vote to reconvene in open session at 8:10 a.m.

Motion by Swenson, second by Ruppel to enter into open session. Roll call vote:

Hartl – aye  
Swenson – aye  
Ruppel – aye  
Keogh – aye  
Saucerman – left the meeting at 7:55 a.m.

Hartl reviewed Belongia's performance. Based on the Director's 2015 performance, Keogh moved and Ruppel seconded a motion to increase Belongia's salary by 2.5% with an additional

0.5% increase to recognize merit to take effect on July 1, 2016. Motion carried, all ayes. Hartl will submit a written statement for addition to the Director's personnel folder.

Hearing no other business, Hartl adjourned the meeting at 8:20 a.m.

Respectfully submitted,

Lori Belongia  
Secretary pro tem

**MINUTES  
FIRE AND POLICE COMMISSION/REGULAR MEETING  
DECEMBER 3, 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.

**ABSENT:** Commissioner Frankland.

**ALSO PRESENT:** Police Chief Gramza, Fire Chief Haight, Deputy Fire Chief Owen and Council Member Earll.

**FP15-079** Motion by Mueller, second by Meyers to approve the minutes of the 11/12/15 regular meeting.

**Motion carried.**

**FP15-080** Motion by Gershman, second by Meyers to approve the police department bills in the amount of \$357,718.29.

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

**Motion carried.**

**FP15-081** Motion by Mueller, second by Gershman to approve the fire department bills in the amount of \$22,667.26.

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

**Motion carried.**

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

The crime reports were reviewed and placed on file.

**FP15-082** Motion by Gershman, second by Mueller to approve and recommend the police department's budget resolution for a replacement K9 in the amount of \$19,820 be presented to the Finance, Budget and Personnel Committee as well as the Marshfield Common Council for their approval.

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

**Motion carried.**

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

Deputy Fire Chief Owen provided an update of the accreditation process.

**FP15-083** Motion by Meyers, second by Mueller to approve and accept the two fire department grants awarded by Enbridge, Incorporated.

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

**Motion carried.**

Fire and Police Commission Meeting  
December 3, 2015  
Page Two

Because there was no further business to discuss, the meeting was adjourned at 8:03 a.m.

**COMMISSIONER KEOGH IS SCHEDULED TO ATTEND THE DECEMBER 22, 2015  
COMMON COUNCIL MEETING AT 7:00 P.M.**

A handwritten signature in black ink, appearing to read "Nate Mueller". The signature is fluid and cursive, with a long horizontal stroke at the end.

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

## **Economic Development Board meeting December 3, 2015**

Present: Michalski, Trussoni, Wagner, Buttke, Meissner, Sennholz  
Absent: Dickrell and Staab  
Others: Randy Lueth, Justin Casperson, Karen Olson, Randy Lueth, Chris Meyer, Jason Angell, Angie Eloranta, Amy Krogman. Mayor Meyer, Josh Miller and Adam Hocking,

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

### **Approve minutes**

Buttke moved and Meissner seconded a motion to approve the minutes of the November 10<sup>th</sup> 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.

### **2015-2016 EDB Priorities**

#### Housing

The committee is working on different programs and incentives for builders

#### Economic Development Corporation

Jim Sheriff is preparing an outline on an Economic Development Corporation. Sennholz will contact Jim to check on the status and report back to the EDB.

#### 200 Block

Randy Lueth presented the 3D renderings of the project. Cost for the project is estimated at \$1,277,378. Public input will be sought. Storyboards will be placed throughout the downtown area with comment boxes. Jason and Angie will put together a list of business owners within the project area and email it out to the Board. Members will be asked to indicate which businesses they are willing to meet with to discuss the project.

Josh Miller gave a presentation on a parking survey he did for the downtown area. The subcommittee felt the proposed parking for the plan was adequate based upon the information presented.

Discussion was held regarding the maintenance of this park.

#### 2<sup>nd</sup> Street Development

Haven't met

### **Economic Development Activity Updates**

Angell reported that Silvercoat has broken ground. There are a number of other developments in the works. Jason had recently presented at a 7 Rivers Alliance seminar regarding our façade program. He received a lot of positive feedback. The city received 3 proposals for City Hall which were presented to the Common Council in November. Council will pick one to start negotiations.

Eloranta reported the pop-up shop is going well. Stampin’N Scrapin’ and John H. Keel are closing.

Olson reported that the developer who critiqued Marshfield gave the city good ratings. It was great feedback for free. Centergy is developing a supply chain. This will help identify gaps in Central Wisconsin, plus help businesses know what other businesses have to offer.

Next meeting will be held on Thursday, January 7<sup>th</sup> at 3:00 p.m.

Meeting adjourned at 4:51 p.m.

Respectfully submitted

Amy Krogman  
Administrative Assistant III

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY  
MARSHFIELD UTILITY COMMISSION  
DECEMBER 14, 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 December 14, 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, Bill Hocking, Lori Belongia, Steve Barg and Utility staff. Absent was Alderperson Peter Hendler.

- Bill Hocking presented information on a contribution for the library project.
- The group discussed board governance and the strategic plan timing.
- The Financial Manager presented the final draft of the operations and maintenance budget.

**UC/15-90** Motion by Borgman, seconded by Maggitti, to approve the operations and maintenance budget. Aye-Borgman, Nay-Johnson, Holck, Maggitti, Eberl; motion denied.

- The Technical Services Manager presented the bids for a phone system.

**UC/15-91** Motion by Maggitti, seconded by Borgman, to approve the following job order:

<b>Job Order #</b>	<b>Description</b>	<b>Cost</b>
7456	Voice Over Internet Protocol (VoIP) Phone Systems - Shoretel	43,841.00

All ayes, motion carried.

**UC/15-92** Motion by Maggitti, seconded by Borgman, to approve the recommended bid. All ayes, motion carried.

- The Water Superintendent presented the bids for a water tower painting project.

**UC/15-93** Motion by Borgman, seconded by Johnson, to approve the recommended bid. All ayes, motion carried.

**UC/15-94** Motion by Holck, seconded by Maggitti, to approve payroll for November in the amount of \$236,389.64 and general bills for November in the amount of \$5,449,533.03. All ayes, motion carried.

**October 2015 Financial Statement Notes**

**Electric Utility**

- Net income was \$288 thousand for the month, with a net income of \$1.319 million year-to-date.
- Net operating income was \$281 thousand for the month, compared to budgeted net operating income of \$96 thousand. Year-to-date net operating income was \$2.287 million, compared to budgeted net operating income of \$1.941 million.
- After adjusting for the PCAC timing, net operating income for the month was \$142 thousand.
- M-1 operating expenses included \$23 thousand for the rebuild of an existing actuated gas valve.
- October consumption was down 6.00% from October 2014, with year-to-date consumption down 0.75%. Year-to-date energy losses were 1.92%, compared to prior year losses of 1.43%.

Water Utility

- Net income was \$19 thousand for October, with a net income of \$508 thousand year-to-date.
- Net operating income was \$67 thousand for the month, compared to budgeted net operating income of \$68 thousand. Year-to-date net operating income was \$902 thousand, compared to budgeted net operating income of \$611 thousand.
- Operating expenses for the month included \$55 thousand for street repairs from main breaks and service breaks.
- Bond issuance costs totaling \$11 thousand are located in the Other Income (Expense) section of the Income Statement.
- Overall October consumption was up 1.96% from October 2014. Year-to-date consumption was up 4.73% from the prior year, with Industrial showing an increase of 18%. Year-to-date water losses were 13.16%, compared to prior year losses of 15.29%.

Communication Utility

- Net income was \$15,475 for the month, compared to budgeted net income of \$18,077. Year-to-date net income was \$145,690, compared to budget net income of \$171,867.

**UC/15-95** Motion by Borgman, seconded by Johnson, 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:
  - Office recapped the water rate case hearing details.
- The Electric, Communications, & Gas Manager presented information on voltage regulators.

**UC/15-96** 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 position evaluation, non-exempt wages and General Manager review.

Closed session per Wisconsin State Statutes 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 for the purpose of discussing the potential purchase of real estate.

All ayes, motion carried. Closed session at 4:54 p.m.

**UC/15-97** Motion by Maggitti, seconded by Borgman, to resume in open session. All ayes, motion carried. Open session resumed at 6:57 p.m.

**UC/15-98** Motion by Borgman, seconded by Maggitti, to approve moving the Human Resources Manager into pay grade 8. All ayes, motion carried.

**UC/15-99** Motion by Borgman, seconded by Holck, to approve the non-exempt 2016 wages as proposed. All ayes, motion carried.

**UC/15-100** Motion by Maggitti, seconded by Holck, to approve the position of Office Supervisor at a pay grade 6. All ayes, motion carried.

**UC/15-101** Motion by Maggitti, seconded by Borgman, to adjourn. All ayes, motion carried. Meeting adjourned at 6:59 p.m.

A handwritten signature in black ink, appearing to read 'J. Maggitti', is written above a horizontal line.

John Maggitti, Secretary

**Department: Electric**

**Manager: Nicolas Kumm**

Contributing: Derrek Caflisch & Tony Nelson

Month: November 2015

- M-1 ran once during the month of November.
- Electric AMI meters installed: 8,140 out of 13,100 (62.5%). 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.
- Lonnie Mesar with MEUW Job Training and Safety Program provided Overhead Distribution training to the electric department staff on November 9<sup>th</sup>.
- Dean Bohman and Ryan Steffen attended the MEUW Lineman Seminar on November 10-11, 2015 in the Wisconsin Dells.
- Derrek, Tony and I received Media Training on November 10<sup>th</sup>.
- Tim and Robert attended Apprentice Linemen School November 16<sup>th</sup>-20<sup>th</sup>.
- Cole Eswein, Dustin Oleson, Jeff Holbrook, Robert Olwell, and Mike Vanderwyst installed conduit, conductor, poles, and new LED light fixtures at McMillan Substation. Security cameras will be installed on the poles in early December.
- 2 New Control Panels for the Hume substation upgrade were delivered and set in the control house; they will begin wiring in December.
- Jeff Holbrook and Mike Vanderwyst finished the Heritage Hill Apartments project located East of Walmart.
- Ryan Steffen, Robert Olwell, Dean Bohman, Randy Ayer, Jeff Holbrook, and Mike Vanderwyst worked on inspection of circuits 432, 433, and 741.
- Jeff Irish and Jim Seefluth handled services and Veteran's Parkway street light troubleshooting while beginning underground primary installations at the Marshfield Library and Marawood Structures.
- Jim Seefluth worked with Stratford Utility and Mueller Electric on two new underground primary extensions.
- Dean Bohman and Ryan Steffen handled three outages on Thanksgiving Day.
- Infrared inspection repairs were completed at various locations including Marshfield Clinic, Lawton, and Laird North.

**Department: Office**  
**Manager: Kent S. Mueller**  
**Month: November 2015**

- On November 17<sup>th</sup>, unpaid water and sewer charges were sent to the City Clerk's office for placement on the tax roll. The total amount sent to tax roll was \$44,519, compared to \$98,645 for 2014, which is a decrease of 54%. The water portion that went on the taxes this year (\$15,705) was also lower than last year (\$29,406).
- Work continued on finalizing operating budgets, preparing cash flow forecasts, and planning the year-end key events schedule. The electric, water and communications physical inventory is scheduled for 12/16/15.
- On November 30<sup>th</sup>, bond principal and interest payments totaling \$2,302,616.88 were wired to the Bank of New York Mellon. The breakdown is as follows:
  - Electric – 2008 bonds: Principal \$500,000 and interest \$72,121.88
  - Electric - 2010 bonds (M-1): Principal \$695,000 and interest \$682,350
  - Water – 2006 bonds: Principal \$70,000 and interest \$24,178.75
  - Water – 2009 bonds: Principal \$145,000 and interest \$58,160.00
  - Water – 2014 bonds: Principal \$0 and interest \$55,806.25
- We have received the invoice for the 2015 boiler insurance (which excludes the M-1) which is shared with the City and School District. The Utilities' portion of this coverage for 2015 is \$4,751.17, which is down slightly from \$4,793.79 in 2014.
- Harry Borgman met with Kent to discuss what the Commission would like to see for monthly financial statements. Starting with the January meeting, the proposed financial statements that are provided to the Commission would be: 1. Summary income statements with comparison to prior year, 2. Summary income statements with comparison to budget, 3. Graphs of the net operating income for the last 12 months, 4. Consumption recaps for both the electric and water utilities, with graphs of the last 12 months. Please let Kent know of any comments, questions, or concerns that you have regarding this proposed change.

**Department: Technical Services**

**Manager: Cathy Lotzer**

**Contributing: Heather Young, Shawn Marsh, Jim Benson**

**Month: November 2015**

- Cathy and Shawn have been reviewing bids received for the VoIP Phone System. A recommendation will be presented to the Commission in December.
- Cathy has been working with staff on converting to new smart cell phones and also providing training on new app use.
- Cathy, Heather, and Jim participated in Media training.
- Heather and Cathy are working to complete an MRO self-certification of NERC Standard PRC-001 and working with Terracon to complete a 5-year review of the Spill Prevention Control and Countermeasure plans for various facilities.
- Heather attended a webinar with Nick and Tony on the Best Practice in Developing Relay Maintenance and Testing Program in support of NERC Standard PRC-005.
- Heather completed annual contact information validation in support of NERC Standard EOP-004 and completed draft compliance for the annual CSAPR NOx Ozone Season allowances to ensure MU holds enough emission allowance for the respective program.
- Heather submitted a draft version of MU's revised Monitoring Plan for review with the WDNR, Ashley Gray.
- Shawn has been working on updating PCs to Win10 and with staff on setting up functions such as email and calendar on their new cell phones.
- Shawn has been working with Wonderware, AllMax, and LW Allen getting reporting for the SCADA system completed.
- Jim is working on a utility service announcement for customers. The main subject is "What to do when the power goes out."
- Jim is working with Scott Larson on a staging sight for Rotary Winter Wonderland trailers.
- Jim coordinated with the Street Division on the removal of an old collapsed culvert and the restoration of the creek back behind the tin shed.

**Department:** Water  
**Manager:** Dave Wasserburger  
**Month:** November 2015

Sensus RNI shows 4442 AMI water meters installed. This represents 54% completion for the water portion of the project.

The Depot Street water tower is full of water and in service. The final DNR inspection has been completed and a letter of project approval placed in the file.

Bids for the painting of the Grant Park water tower were opened November 18<sup>th</sup>.

AT&T has completed the upgrade of their equipment on Grant Park water tower.

We have been working with Wonderware Midwest and AllMax representatives to complete the SCADA reporting software. This project should be completed by the end of 2015.

John Richmond and Amanda Lucas are working on the private well abandonment program. Well inspection reports and bacteriological samples are due in the first quarter 2016 for those located in the city limits.

Crews continue to work on the EPA and WDNR mandated residential cross connection control program. Overall cooperation with the customers has been generally good.

John Richmond attended the Wisconsin Water Association Leadership Meeting held at UW Oshkosh on November 6<sup>th</sup>. This is a business meeting of the Section Chairs to plan the goals and objectives for the upcoming year. John has been Chair of the Legislative Committee for a year and one half.

Preliminary survey work has started for the upcoming CIPP project on Upham Street. We would like to get this project put together and bid in February.

Crews attended safety training for hoists and grinders. This training was hosted by the MEUW Safety Instructor.

We have continued on with the Unidirectional Flushing Program in preparation for next year's lead and copper sampling. We will continue as long as the weather remains favorable for flushing.

### **Groundwater Guardians**

Remember to drop off your unused or expired prescriptions and health care products at the Marshfield Police Department for proper disposal.

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

The Finance and Strategic Planning meeting of the Community Development Authority was called to order by Finance Committee Chairperson Dave LaFontaine at 1:30 p.m. in the Cedar Rail Court Executive Conference Room, located at 601 S. Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Meeting posted December 8, 2015 at 4:31 p.m.

ROLL CALL:

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

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

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

Review of Financial Reports/Documentation:

CDA 15-F12-1 Motion by Marsh, second by Hendler to accept and recommend the November, 2015 financial reports for board approval. 5 Ayes

MOTION CARRIED

Status of Current Capital Projects:

Executive Director Mork stated that the low flow toilets have been installed at Parkview and are presently being installed at Cedar Rail. Reroofing of the Cedar Rail garage has been completed.

Update on RAD Conversion Process:

Ameresco has agreed to present the final draft of our RPCA to the Committee. Members agreed that the appropriate time for the presentation would be at the January Finance/Strategic Planning meeting. Members also recommended that we contact City Administration and Planning to determine their interest in a presentation by Ameresco regarding life cycle planning of CDA properties. Executive Director Mork will contact City Administration to determine their availability on the 19<sup>th</sup>.

Review of 2016 DentalCom Insurance Premiums:

CDA 15-F12-2 Motion by Marsh, second by LaFontaine to accept and recommend to the Board the DentalCom 2016 insurance premium amount. 5 Ayes

MOTION CARRIED

Discussion of RFP for City Hall Plaza Redevelopment Project:

The City of Marshfield has selected Gorman and Company as the developer for City Hall Plaza Redevelopment. The CDA has been assisted by Ted Matkom of Gorman, who provided guidance and resources in the early stages of the RAD transition.

Next meeting date will be Tuesday, January 19th, 2015 at 1:30 p.m. in the Cedar Rail Executive Conference room.

LaFontaine declared the meeting adjourned at 2:57 p.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Dave LaFontaine  
Chairperson

# Marshfield Airport Committee Minutes

Dec 16th, 2015

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

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

Absent: None

Also Present: Duffy, Robert, and Jeffrey Gaier

Citizens Comments: None

AP15-61 Motion by Knauf Second by Jockheck to approve the Airport Minutes of November 18th, 2015, All Ayes,

Motion Carried

AP15-62 Motion by Maurer Second by Bremer to approve the Airport Manager's December 2015 / Year End Report, All Ayes

Motion Carried

AP15-63 Motion by Jockheck, Second by Bremer to approve the December 2015 Activity Report, All Ayes

Motion Carried

AP15-64 Motion by Jockheck, Second by Knauf to approve the Airport Bills for December 2015, All Ayes

Motion Carried

Additional Citizens Comments: None

Motion by Jockheck, second by Maurer to adjourn at 6:40 PM, All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

# Marshfield Airport Manager's Year End Report Dec 15th, 2015



## January

Minus temperatures have kept traffic down for the month.

Credit Card reader by the fuel pump will not work in minus temperatures. The heaters in the unit cannot keep up with the cold. We can still pump fuel using the airport cash cards from the FBO.



The airport received a tax notice for one of the properties was purchased with the help of the Bureau.

## February

The Bureau of Aeronautics put a bid packet together for clean up of the former Mike Grosbier Property.

Jeff filmed a video about the airport for the City with the Marshfield Community Television

EAA 992 hosted their 15th annual Chili Feed on Feb 14th. Wind gust kept planes from coming. One local pilot flew his family members that day with his aircraft.

The cold temperatures continue to affect the equipment at the airport.



## March

March 25th members of airport management, members of the airport committee and members of the City of Marshfield went to Madison to meet with the Bureau of Aeronautics to discuss the future funding and projects at the airport.

Marshfield and Wisconsin Rapids airport have been working to find a technician to work on the Simplified Directional Frequency (SDF) approach.

The Portable Instrument Receiver (PIR) has been sent in for recalibration and recertification. It is good for another four years. Marshfield and Wisconsin Rapids use the PIR for the calibration and testing of the SDF equipment at the airport.

The Recreation department is going to remove the four foot fence between the airport and the zoo. The fence has been a problem for snow removal operations in the zoo. By removing it we are also opening access for Ken Bell who farms the land between the armory and the airport.

Duffy's Aircraft underwent their annual inspection for their CATS testing facility and passed.

Jeff gave a presentation of the airport to the Marshfield Sunrise Rotary.



## April

The VASI system and PAPI system at the airport has been giving us a bit of a headache this month. We are assuming with the frost coming out of the ground that it is throwing the angle sensor out adjustment.

April Thums successfully completed her first solo flight this month. (Pictured to the right: Gary Buchanan, Instructor, with April Thums).

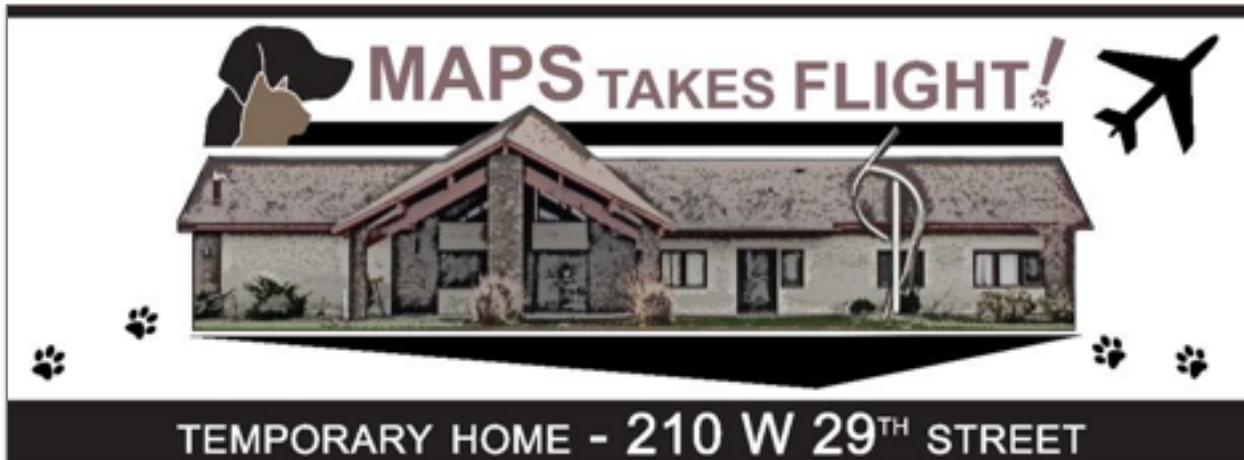
## May

The City of Marshfield received notice on the case of the City of Marshfield vs. Power Pac Inc. in determination if the easement on the Power Pac property is a valid easement. The judge did rule that the easement is a valid easement.

The Bureau of Aeronautics selected Bob Nikolay and his company to remove the trees and buildings at the former Mike Grosbier property.

The Don Nikolai company has approached the airport about building a spec hangar on the airport that could be used to attract a potential corporate business.

The Marshfield Common Council approved the lease of the Office Terminal Building to the Marshfield Area Pet Shelter.



Marshfield received a check from Wood County for the \$7500 that they receive from the county. This goes to maintaining the instrument approaches at the airport.

Marshfield will be hosting the season opener of the 2015 Wisconsin Flying Hamburger Social.

## June

The University of Wisconsin has paid their outstanding bill for the land lease at the airport.

Removal of the trees and buildings has begun at the former Mike Grosbier Property.



Ken Bell and his family have been tasked to farm the airport for 2015. This is after the cancellation of the lease of the farm land with the University of Wisconsin.

EAA chapter 992 has informed us that the Aviation Days and Pancake Breakfast have been canceled. The reason is lack of participation by the members of EAA 992.



Gary Buchanan, one of the flight instructors at Duffy's Aircraft has announced he will be attending the University of Iowa on a Navy ROTC program. (Pictured to the left: Gary Buchanan).

Marshfield hosted the first 2015 Wisconsin Flying Hamburger Social. We had over 40 aircraft and over 120 people attend.



## July

The clean-up at the former Grosbier property has been going well. Trees have been removed as have the trailer homes and storage building. The Ranch Style house was moved out and relocated by Granton, WI. The fire extinguishers have been re-certified this month

The globe at the Office Terminal Building has been removed and put in storage at the airport. It is in need of repair.



Some traffic has stopped at Marshfield for EAA AirVenture. Most are smaller aircraft that don't have the range to make it to AirVenture without a fuel stop or several stops.

Duffy's Aircraft hosted another hamburger social on July 15th and had an overwhelming turnout for the event. We had 44 aircraft arrive and over 200 people show up. We ran out of food by 6:30 PM.



## August



The clean-up of the former Grosbier property is now complete.

We are getting estimates from several fence installers on adding some additional fencing by the Office Terminal building for the Marshfield Area Pet Shelter.

Congratulations to Brad Traver for successfully completing his Private Pilot Rating. (Pictured to the Right: Duffy Gaier - Examiner, Brad Traver, Georgi Georgiev - Instructor).



## September

September 2015 marks 29 years the Gaier family has been at the Marshfield Municipal Airport as Airport Managers.

Members of the Wood County Economic Development Board came to the airport this month to tour the airport. It was wonderful to have them come to the airport for a visit.

Foundation has been poured on a new hangar being developed at the airport.



A contract has been signed with Security Fence to add additional fencing around the Office Terminal Building and move a security gate by the former Grosbier property.



One of the areas Fawner

The airport received a request by Flyer 411 LLC to put up a display in the airport. At this time the airport committee decided not to allow the display, but will consider it again in the future.

The Bureau of Aeronautics canceled the contract for weather computer services with WSI and has awarded the contract to Schneider Electric Cloud Services for their MxVision Aviation Sentry. This will cost the airport roughly \$240 a year.

Fawner Asphalt has completed some patch

repairs of the asphalt by the private hangars on the field.

Crack filling service was at the airport this year to repair expansion joints on the runway.

Congratulations to Jake Lenz on successfully completing his commercial pilot rating this month. Pictured to the Right: Duffy Gaier - Examiner and Jake Lenz



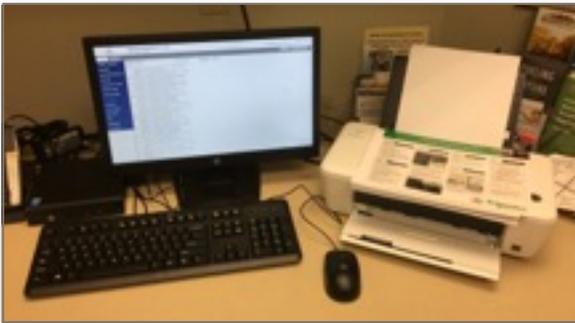
### October

Security Fence came to the airport and installed the additional fencing for the Marshfield Area Pet Shelter. A gate was also relocated on the former Mike Grosbier property to block access to the former driveway to the property.



Jeff and Liz Gaier became guardians of their eight year old nephew Nathan.

RRL Realestate LLC hangar construction is proceeding. They have extended the ramp in front of the hangar as well as have started construction on the building.



The local petroleum inspector was out at the airport to perform the annual inspection of the fuel system. Samples of the fuel were sent to a lab in Madison.

A new weather computer system showed up at the airport this month. The system was brought to us by the Bureau of Aeronautics and Schneider Electric.



Congratulations to Kamil Duda for successfully completing his Private Pilot rating this month. Pictured to the left: Greg Marchel - Instructor, Kamil Duda, and Duffy Gaier - Examiner.

### November

Bill from Northway Communication in Wausau, WI came to Marshfield and got our SDF up and running again. Bill we be servicing the unit now.

Minneapolis Flight Center contacted the airport this month asking what our intentions were with the SDF approach. The FAA would like to decommission the approach. We informed them that we intend on keeping it going for another few years.

Don Nikolai Construction has been busy with the new hangar construction. The door for the building has been delayed and is expected to arrive sometime in December.



METCO performed the annual Comm 10 inspection at the airport.

Duffy's Aircraft has become the only fixed based operator in Central and Northern Wisconsin to offer written testing. Wausau Flying Service has discontinued the service they offered. We expect an increase in traffic for written exams in 2016.



## December

The lack of snow this year has been very beneficial on our budget this year. We have only plowed once so that the snow did not solidify into a chunk of ice on the runway.

We have contacted the Bureau of Aeronautics if it is possible that we can petition for snow removal equipment. An airport is allowed to use entitlement funding once every 10 years to petition for snow removal equipment. It has been over 10 years since we petitioned for the snow blower attached to Big Bertha, so we are eligible to petition for a new piece of equipment.

With the good weather, we had gravel added to the the access road south of runway 34. This access road allows us access to the approach lights on runway 34.

Holiday Light Flights are going well so far this year. This year we have reduced the days we are offering the flights to just Friday and Saturdays. So far this has seemed to go well as most of the people taking the flight are from out of town and are coming to Marshfield just to see the lights.

Congratulations to April Thums for completing her private pilot rating this month. Pictured to the left, from left to right: Duffy Gaier - Examiner, April Thums, Greg Marchel - Instructor.



Congratulations to Nick Wimme for completing his first solo flight this month. Not Pictured.

Congratulations to Shennon Richter for completing his first solo flight this month. Pictured Below: Greg Marchel - Instructor and Shennon Richter.



The lights on the new hangar have been connected. The hangar door is presently being assembled inside the hangar. The temporary partition fills the area where the door would be so that the workers could finish working inside the building and get the heating system operational.



Nathan, Jeff and Liz's nephew helps Jeff in the office during the Holiday Light Flights. Nathan gets paid in Pizza. It was a really good pizza.

On behalf of the Gaier family, have a safe and happy Merry Christmas, Happy New Year and Happy Holidays.

Duffy, Alice, Robert and Jeff



# Airport Activity Report December 2015

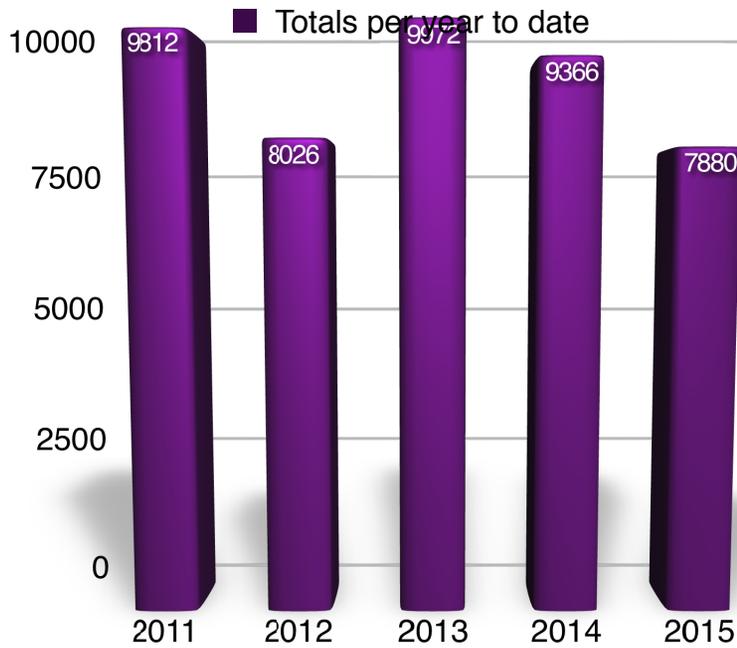


## Departures and or Landings Information - Flight Operations - 28 Days Between Reports

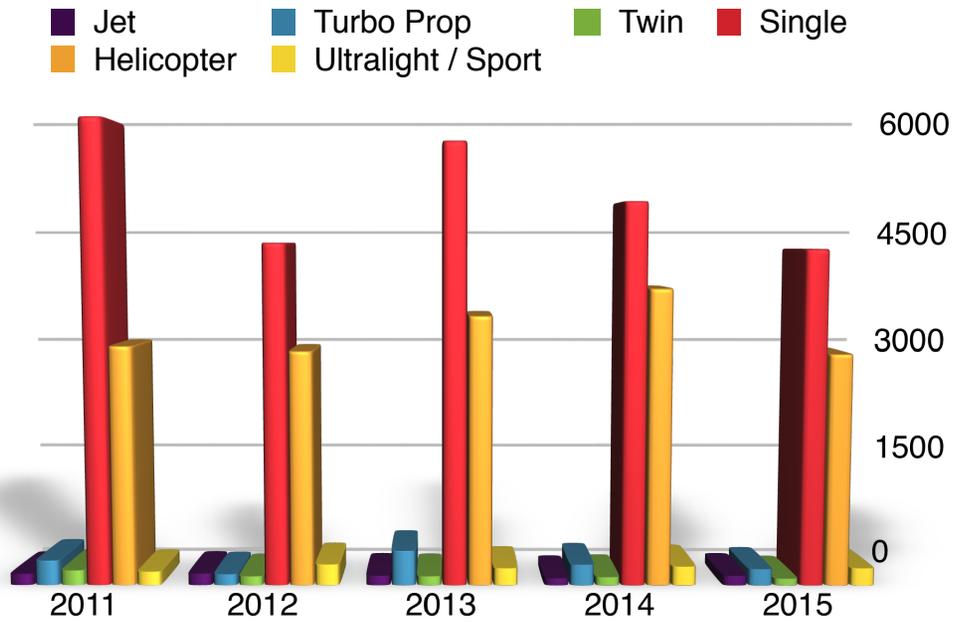
<i>Year</i>	<i>YTD 2011</i>	<i>YTD 2012</i>	<i>YTD 2013</i>	<i>YTD 2014</i>	<i>Dec 2014</i>	<i>Dec 2015</i>	<i>YTD 2015</i>
<i>Jet</i>	146	150	124	92	4	10	126
<i>TurboProp</i>	316	142	442	266	16	12	210
<i>Twın</i>	190	114	116	106	6	6	88
<i>Single</i>	5928	4358	5628	4876	244	224	4278
<i>Helicopter</i>	3058	2994	3440	3784	336	168	2956
<i>Light Sport</i>	174	268	220	242	6	2	222
<i>Total</i>	9812	8026	9972	9366	612	422	7880
<b>Passengers</b>							
<i>Total</i>	13078	10689	12216	13869	816	562	9839
<b>Local and Transient Traffic</b>							
<i>Transient</i>	3026	2125	3504	3278	194	76	2612
<i>Local</i>	6786	5901	6468	6088	430	346	5268
<b>Training Flights</b>							
<i>Total</i>	3097	4439	5048	4430	490	296	4516
<b>Fuel Dispensed</b>							
<i>Av Gas</i>	21623	21751	18487	17886	414	1028	16190
<i>Jet A</i>	32113	36710	50942	35917	1579	2252	32898
<i>Total</i>	53736	58431	69429	53803	1993	3280	49088

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.

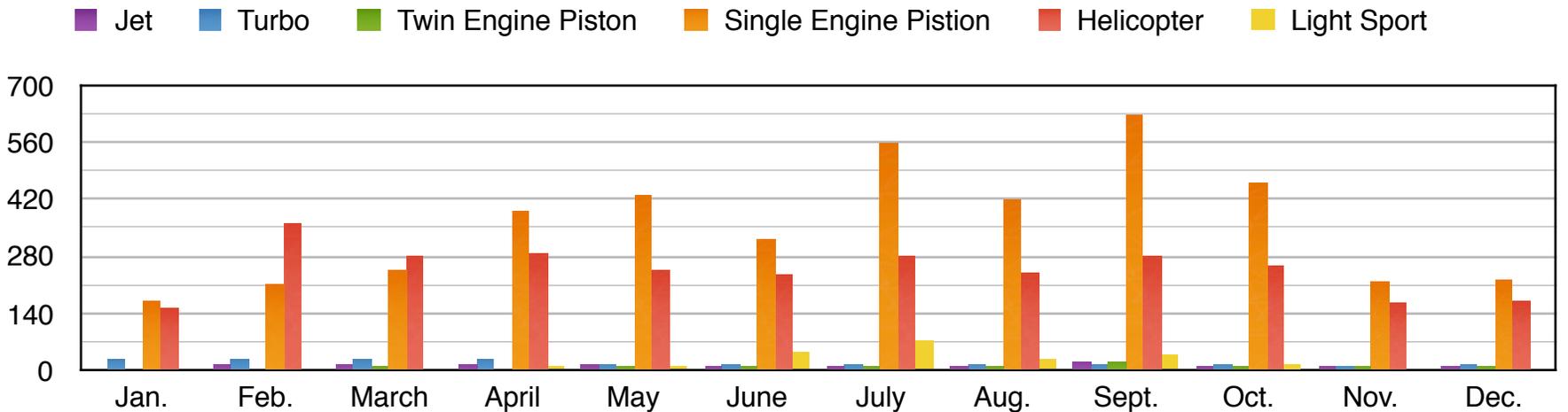
Flights Over the Past Five Years by the Present Month



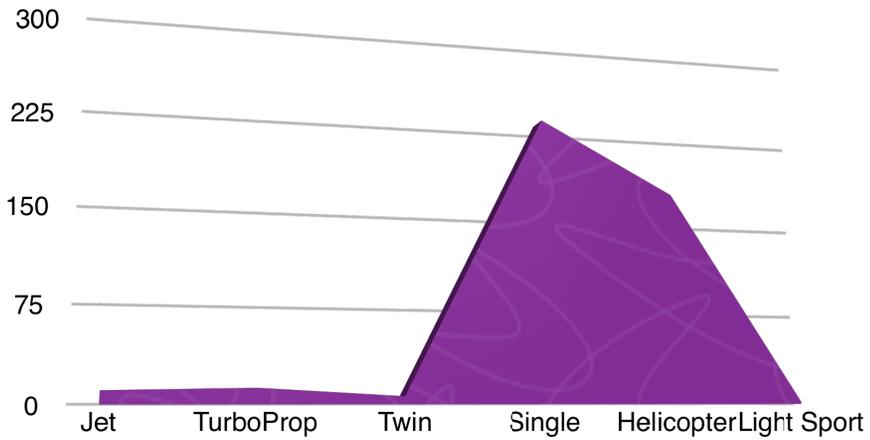
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



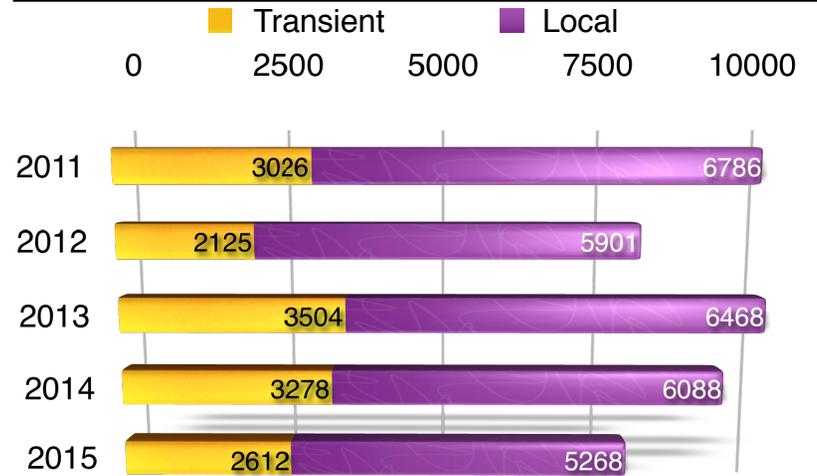
Operations by Aircraft for the Year of 2014



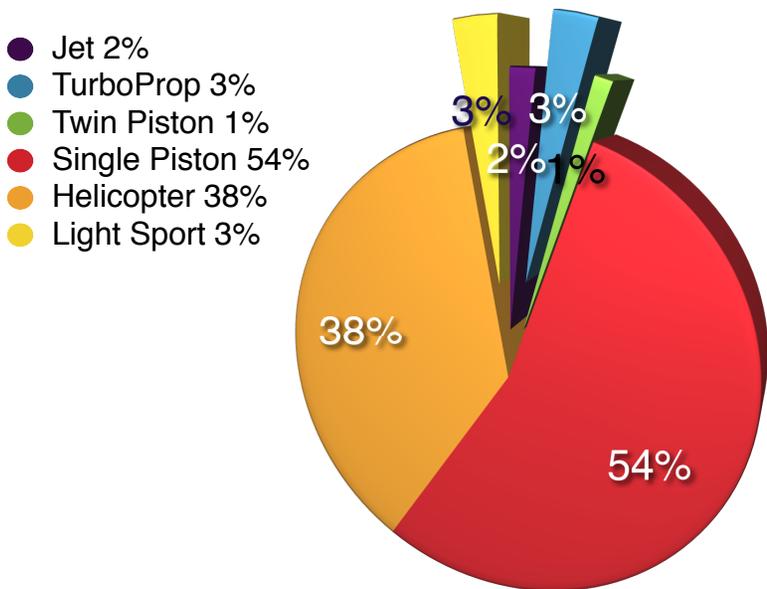
Traffic Activity For This Month



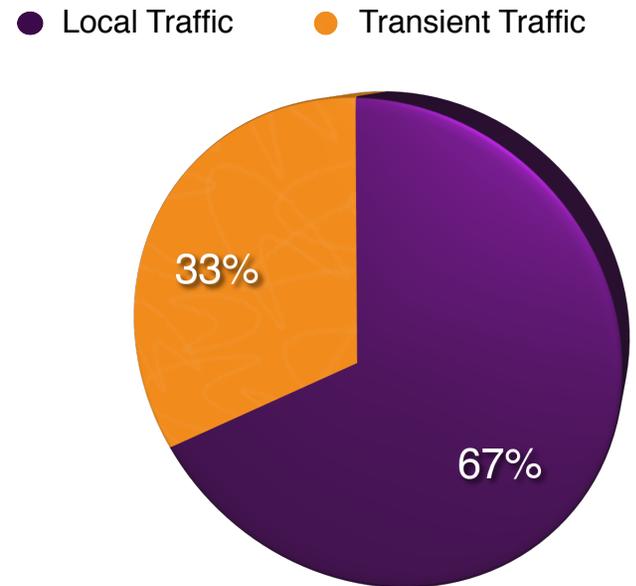
Transient Vs. Local Traffic



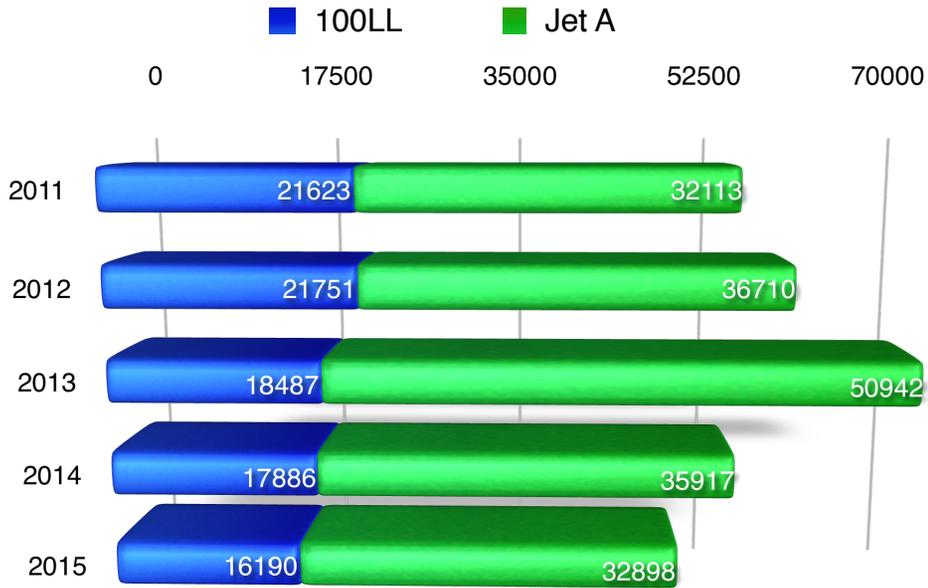
Percentage By Type Of Aircraft That Came Into Marshfield In 2015



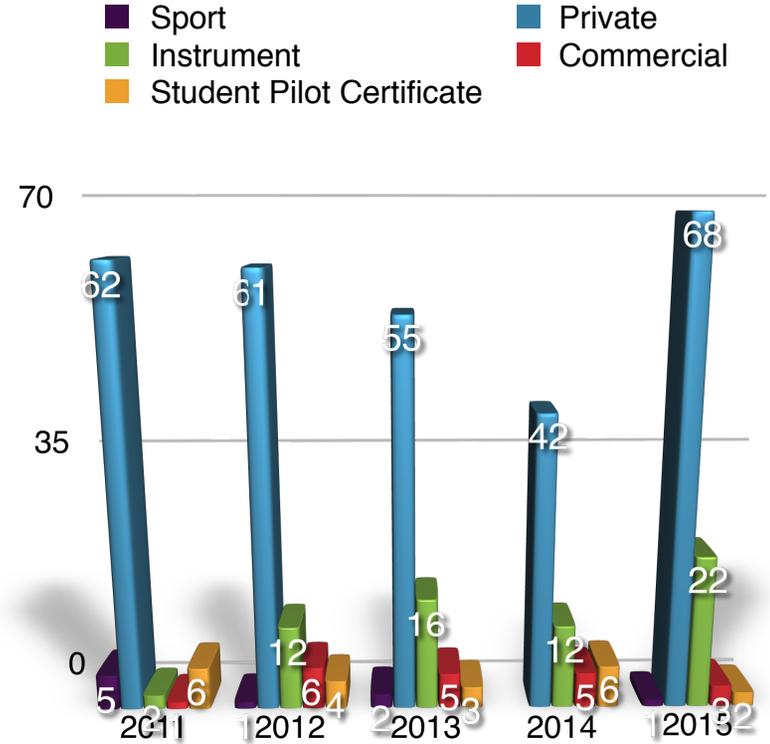
Percentage of Local Vs. Transient Traffic



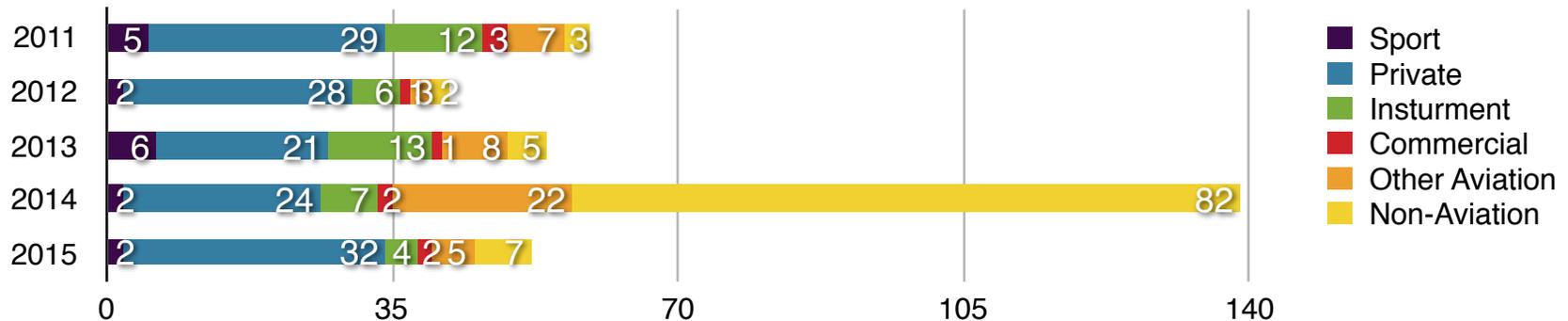
Fuel Sold - 5 Year Comparison



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 December 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  
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  
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  
Harry Dolan  
Am I High Aviation  
Wausau Flying Service  
Krist Oil  
Festival Foods  
Hawthorne Aviation (formerly Heartland Aviation of Eau Claire) - Medflight  
LJ Aviation  
Roehl Transport  
Kyle Bradamore  
MSA Pinnacle LLC  
Grupe Bryce  
P Gingrich  
Theda Star (Medflight)  
Seth Pinter  
Patrick Colwell  
Thomas Pue  
Steve Mickel  
Morey Airplane Company

Harold Green  
Patrick Schmidt  
Michael Kutreid  
King Air LLC  
West Bend Air  
Gran Aire  
Ministry Health Care  
Seven Oaks Leasing  
Saz Properties  
Pal Day Aero Club  
Med Air LLC - Medflight from Texas  
Bill Siebert  
Scott Zimmerman  
Michael Zaremba  
Mike Chase  
Greg Langman  
Tammy Waterhouse  
Thomas Davis  
Dana Anderson  
William Brady

**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	Chips	Starbucks (in Target)
Holiday Inn	McDonalds	Nuts Deep
Blue Heron / West 14th	Little Casears	Crabby Daves
Marshfield Clinic	Target	
St. Joseph's Hospital	Hardees	
Festival Foods	The Store	
V & H Heavy Trucks	Baltus	
Roehl Transport	Wildwood Zoo	
Custom Fabrication and Repair	Nasonville Dairy	
Subway	El Mexical	

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

Experimental Aircraft Association Chapter 992 (Marshfield & Medford Group)

Toastmasters of Marshfield

Central Wisconsin Apple User Group

Marshfield Youth Hockey

C12 Group (Christian CEOs and owners building great busi-

**Summary Report**

December was also an unusually warm month. One pilot even commented that he was taking the open cockpit biplane out of the hangar for another flight. He couldn't remember the last time he flew it in a December. The rainy days have kept some people from flying, but the good weather days have been active. Student activity has been good as has been the Holiday Light Flights.

Account # 101-53510-33

Obj. #	Description	2015 Amount Approved	2015 December Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	44,950.00	3,745.83	Manager's contract	44,950.00	-
52210	Electric	18,925.00	1,191.67	Marshfield Utilities & Alliant Energies	13,698.54	5,226.46
52220	Water	496.00	46.97	Marshfield Utilities	382.44	113.56
52230	Sewer	560.00	51.53	Marshfield Utilities	421.24	138.76
52240	Fire Protection Charge	1,934.00	163.20	Marshfield Utilities	1,433.64	500.36
52260	Heating - Gas	3,386.00	110.27	General terminal	2,126.49	1,259.51
52300	Telephone	1,290.00	120.63	Frontier	1,324.85	(34.85)
52400	Rep/Maint. Serv-Streets	17,200.00	695.00	Duffy's Aircraft Sales - snow removal	3,875.00	13,325.00
52500	Repair/Mainte. Service	60,967.00	50.95	UniFirst - floor mats	57,055.37	3,911.63
			200.00	Maid to Order Cleaning Service		
			110.60	Nick De Nardis - clean, repair, & test joystick controller for city snow plow		
			82.50	Merkel Co., Inc. - checked sign by highway		
			2,598.00	Gaier Const. Corp. - insulate Midstate hangar door		
			3,538.98	Merkel Co., Ins. - fix rails & gas pump lites		

City of Marshfield - 2015 Airport Budget continued			December		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	192.94	Carquest - 2 batteries for Kodiak blower	3,341.59	3,386.41
			657.60	Merkel Co., Inc. - 6.6 amp 30 W lamps, 12 6.6 amps 200 W lamps, & 30 Par38 N flight		
			1,302.96	V & H Inc. - 4 5/8" X 10' cutting edge		
			206.94	Hillers Hardware - roundup		
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			6,334.00	(214.00)
Grand Totals		175,525.00	15,066.57		143,170.70	32,354.30

**HISTORIC PRESERVATION COMMITTEE MINUTES**  
**OF JANUARY 4, 2016 MEETING**

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

**PRESENT:** Ken Wood; Alderperson Gary Cummings; Vickie Schnitzler; and, Bill Penker.

**ABSENT:** Ken Bargender (excuse), Keith Meacham (excused), and Kris Keogh

**ALSO**

**PRESENT:** Shirley Mook, Marshfield Historic Preservation Association; Angie Eloranta, Executive Director of Main Street; and, Josh Miller, City Planner.

**Approval of the Minutes of December 7, 2015 Meeting.**

**HP16-01** Motion by Cummings, second by Penker to approve the minutes of the December 7, 2015 meeting.

**Motion Carried.**

**Citizen Comments.**

Shirley Mook came to discuss promoting historic resources.

**Cultural Fair Registration – Fee of \$25.**

**HP16-02** Motion by Schnitzler second by Cummings to participate in the Cultural Fair and pay the \$25 registration fee.

**Motion Carried.** Penker voted no.

Wood said the booth has been a good opportunity to get exposure.

Wood will volunteer. Cummings cannot be there as he will be out of town.

**Continue Discussion on Historical Tourism.**

Miller asked for additional direction on historical tourism.

Shirley Mook was in attendance and stated there is opportunity for historic tourism. She handed out a list of locations where people came from when visiting the History Military Museum. Some came specifically for the museum. Word of mouth has been the biggest source. We have a historic downtown. We should have little plaques on all the buildings downtown. She also handed out an older historic brochure she thought was associated with the Convention and Visitors Bureau. The potential is there for promotion, but it would take a lot of work.

Wood said if we want to put plaques on our buildings downtown, we would have to reconsider the materials used for the plaques. Our current plaques are too heavy.

Shirley Mook said the Marshfield Historic Preservation Association has talked about having a plaque about the Marshfield fire on 2<sup>nd</sup> Street. She has also discussed reenactment opportunities with Main Street.

Angie Eloranta said it seems a lot of people seem to have an interest in historic resources. If something is done, we may want to start small in May and then see how it goes over the summer. She said that many of the visitors may have visit the area for something else, but they are looking for something related to our historic resources while in town.

Shirley Mook said people like to see people in costume on special occasions.

Penker said we've talked about signage for a long time and haven't gotten very far. A consensus needs to be reached on what needs to be promoted. We've recognized the historic assets that we have in Marshfield. The Round Barn, neighborhoods, downtown historic district. Looking at the list that Shirley provided, 60% of those are greater than 40 miles and 30% are from out of state. First we have to decide what should be promoted, how we are going to do that, and for the downtown, how we are going to get viable markers on buildings. We've been discussing it for years without a solution. Another problem is when you look at the defined goals of the Committee and how far are we treading away from those goals with promoting the resources.

Wood said we have to realize we have history north of the railroad tracks. The only time he's heard concerns north of the railroad tracks is when Kwik Trip came in. History is a perception issue that takes a considerable amount of time to change.

Mook suggested a kiosk in Columbia Park talking about the history of it.

Schnitzler said even after a significant amount of promotion, many still didn't know the Upham Mansion was there.

Angie Eloranta is happy to reach out to property owners to see if people are willing to have plaques. Miller will send her our list of buildings for possible plaques the Committee had talked about a while back. She said we could look at using Hardacre Park for reenactments when the murals are done.

Shirley Mook said the Fire Anniversary walking tour went over well.

The Committee recommended that staff follow up with Matt about the press release for the 2442.

### **Discuss Topics and Set Date and Location for Annual Workshop Meeting.**

Over the past couple of months, the Committee has mentioned a variety of topics that should be discussed at the annual workshop meeting. Topics include:

- Historic Tourism
- Historic Information Directory
- Lighting and Improvements for the 2442
- Buildings of Historical Interest Brochures

The Committee thought those were good topics for the meeting.

**HP16-03** Motion by Schnitzler second by Penker to hold the Annual Workshop meeting at 9:00 am at the Fire Station on February 6, 2016.

**Motion Carried.**

## Staff Updates

- **Comprehensive Plan Update.** The City will be holding a kickoff meeting on Saturday, January 16<sup>th</sup> from 9am – 12 pm at the Wildwood Pavilion. This will be a great opportunity to share your vision for the community and assist with identifying issues and opportunities for planning. Miller invited everyone to attend if available.

## Set Meeting Date and Future Agenda Items.

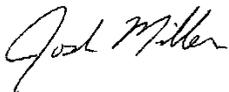
The next regular Historic Preservation Committee meeting will be held on Monday, February 1, 2016. The agenda of the next regularly scheduled meeting should include approval of the Monday, January 4, 2016 meeting minutes, and other topics that may come up.

## Adjourn.

Motion by Penker, second by Schnitzler to adjourn meeting at 4:50 P.M.

## Motion Carried

Respectfully submitted,



Josh Miller  
City Planner

**JUDICIARY AND LICENSE COMMITTEE**  
**MINUTES OF JANUARY 5, 2016**

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

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

**ABSENT:** None

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

**JLC16-001** Motion by Earll, second by Feddick to approve the minutes of the December 15, 2015 meeting.

**Motion carried**

**CITIZEN COMMENTS**

None

**JLC16-002** Motion by Feddick, second by Earll to approve by unanimous consent the following:

- a) Five (5) Beverage Operator License for the 2015-2017 license year to: Kayla Foemmel, Jane Frederickson, Suzanne Gregg, Tami Kobs and Natasha Wheeler.
- b) "Class B" Combination Liquor License to Crabby Dave's LLC; Agent – David Steinmetz; 501 S. Central Avenue.

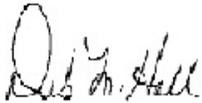
**Motion carried**

**Future Agenda Items**

None

Motion by Feddick, second by Earll to adjourn at 5:31 p.m.

**Motion carried**



Deb M. Hall  
City Clerk



# City of Marshfield Memorandum

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TO: Mayor Meyer & Common Council  
FROM: Josh Miller, City Planner  
DATE: December 15, 2015

RE: First Reading – Ordinance No. 1326 Rezoning Request by Dennis Boucher to change the zoning from “TR-6” Two Family Residential to “MR-12” Multi-Family Residential for the property located west of 1316 N Hume Avenue, Parcel No. 33-06846.

## **Background**

Dennis Boucher is requesting to rezone one parcel located west of the Greenway Village Condo Plate Phase I from “TR-6” Two Family Residential to “MR-12” Multifamily Residential to allow this property to be developed for multifamily development. The subject property is just over 3 acres.

## **Analysis**

According to the 2007 City of Marshfield 20 year Comprehensive Plan, this specific area is identified as “Existing City Residential – 6-10 units per acre.” Rezoning the property to “MR-12” Multifamily Residential, would match the designated land use shown on the Future Land Use map as a limit on the density could be placed on the Conditional Use Permit required for multifamily development over 4 units or for developments with multiple buildings.

Based on the neighborhood context, the surrounding land uses, similar properties, and future growth patterns, it is reasonable to consider a rezoning of this property and adjacent properties in the future to “MR-12” Multifamily Residential.

The property is currently landlocked, so to develop it, the parcel would have to be combined with an already developed parcel along Hume Avenue to the east. Utilities are available from Hume Avenue and would have to be run through the existing development to get to any new development in the back portion of the lot. The lot to the east is part of a condo plat and that would also have to be amended before the properties could be combined.

This past summer, staff has received some phone calls from the neighbors as the applicant had been doing some clearing of the property prior to the rezoning

application. The neighbors were concerned about some of the clearing that had taken place in the wetlands and had questions about what development was taking place. The Department of Natural Resources (DNR) was contacted and the wetlands were delineated. The applicant is allowed to do site grading on his own property prior to any building permit if the proper stormwater management practices are in place and proper permits are taken out. Since the wetlands were delineated, quite a bit of site grading and ditching has taken place. The City Engineer, DNR, and Army Corps of Engineers have been involved, trying to resolve the permitting issues.

Staff was also contacted by one of the neighbors stating that the ditching has caused their basement to flood. The City Engineer tried calling them back multiple times and have left messages with them, but have not heard back.

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

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

Section 18-03 refers to the protection of health, safety, morals, comfort, convenience, and general welfare of the public. Rezoning land to multifamily that is already located adjacent and near other multifamily zoning, would allow future multifamily uses to be located near other multifamily uses. The western part of the property does contain wetlands that have been delineated and the eastern part of the property is located within 1,000 feet of a pond (shoreland zoning). If the parcel does become developed, any regulations pertaining to wetlands and shorelands will have to be followed. Based on the available data, the property is located outside the floodplain.

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

The Future Land Use Map identifies this area as “Existing City Residential 6-10 units per acre”. Based on the density, this planning district is capable of allowing residential development of medium density. Although “MR-12” would allow a density of up to 12 units per acres, the approval of a Conditional Use Permit should not exceed the density standards provided in the Comprehensive Plan. Because much of the southwestern portion of the parcel is wetlands, a lot of the parcel is undevelopable, naturally reducing the number of units that could ultimately be developed.

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

The property to the east is zoned for multifamily residential (“MR-12”). The property to the south is a City owned greenway that handles stormwater (zoned “TR-6”). To the south of that is higher density residential development, zoned “MR-24”. Property to the west and north is single family. Any future development would be subject to a bufferyard requirement. A more significant bufferyard could be required as a condition of the Conditional Use Permit approval.

4. Addresses any of the following factors that are not properly addressed on the current Official Zoning Map:
  - a. The designations of the Official Zoning Map are not in conformance with the Comprehensive Plan.
  - b. A mapping mistake was made. If this reason is cited, it must be demonstrated that the discussed inconsistency between actual land use and designated zoning is not intended, as the City may intend to stop an undesirable land use pattern from spreading.
  - c. Factors have changed (such as new data, infrastructure, market conditions, development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.
  - d. Growth patterns or rates have changed, creating the need for an amendment to the Official Zoning Map.

The 2014 Housing Study identified a demand for more rental options in the community. The newest apartment buildings behind Wal-Mart on North Hume Avenue are already full with a waiting list. Rezoning is the first step to allowing multifamily development on this parcel. If the rezoning request is approved, before the applicant can develop multifamily dwellings, both a variance to the minimum lot size standards and a Conditional Use Permit will need to be obtained.

### **Plan Commission Recommendation**

A public hearing is scheduled for December 14, 2015. Staff will provide an update to the Common Council on any public hearing comments as well as the decision of the Plan Commission.

### **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 January 12, 2016 Common Council meeting.

**Attachments**

1. Ordinance 1326
2. Location Map

Concurrence:

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Jason Angell  
Planning and Economic Development Director

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Steve Barg  
City Administrator

**ORDINANCE NO. 1326**

**AN ORDINANCE REZONING AN UNADDRESSED PARCEL WEST 1316 NORTH HUME AVENUE, PARCEL 33-06846, FROM “TR-6” TWO FAMILY RESIDENTIAL DISTRICT TO “MR-12” MULTI-FAMILY RESIDENTIAL DISTRICT.**

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

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such change in zoning and, pursuant thereto, a public hearing having been held on the 14<sup>th</sup> day of December, 2015 at 7:00pm, and the Plan Commission having heard all interested parties or their agents and attorneys;

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

**SECTION I. Zoning**

The following described property is hereby rezoned from “TR-6” Two Family Residential District to “MR-12” Multi-Family Residential District, as set forth in, and regulated by, the provisions of Chapter 18, Marshfield Municipal Code:

Phase 2 of the City of Marshfield Greenway Village Condominium, being part of the SE ¼ of the NW ¼ of Section 4, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, more particularly described as follows:

Commencing at the North ¼ corner of Section 4, Township 25 North, Range 3 East; thence S01°05’58”W 1713.77 feet; thence S01°01’45”W 225.00 feet; thence N88°58’W 30.00 feet to the westerly line of Hume Avenue; thence continuing N88°58’W 150.32 feet; thence N01°01’45”E 65.00 feet; thence N88°58’W 350.00 feet to the point of beginning; thence N88°53’54”W 575.32 feet; thence S01°03’15”W 235.00 feet; thence S88°53’54”E 410.70 feet; thence 187.82 feet along the Arc of a curve concave to the southwest whose radius is 215.00 feet and whose chord is S63°52’28”E 181.90 feet; thence N01°01’45”E 311.95 feet to the point of beginning.

**SECTION II. Effective Date**

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

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

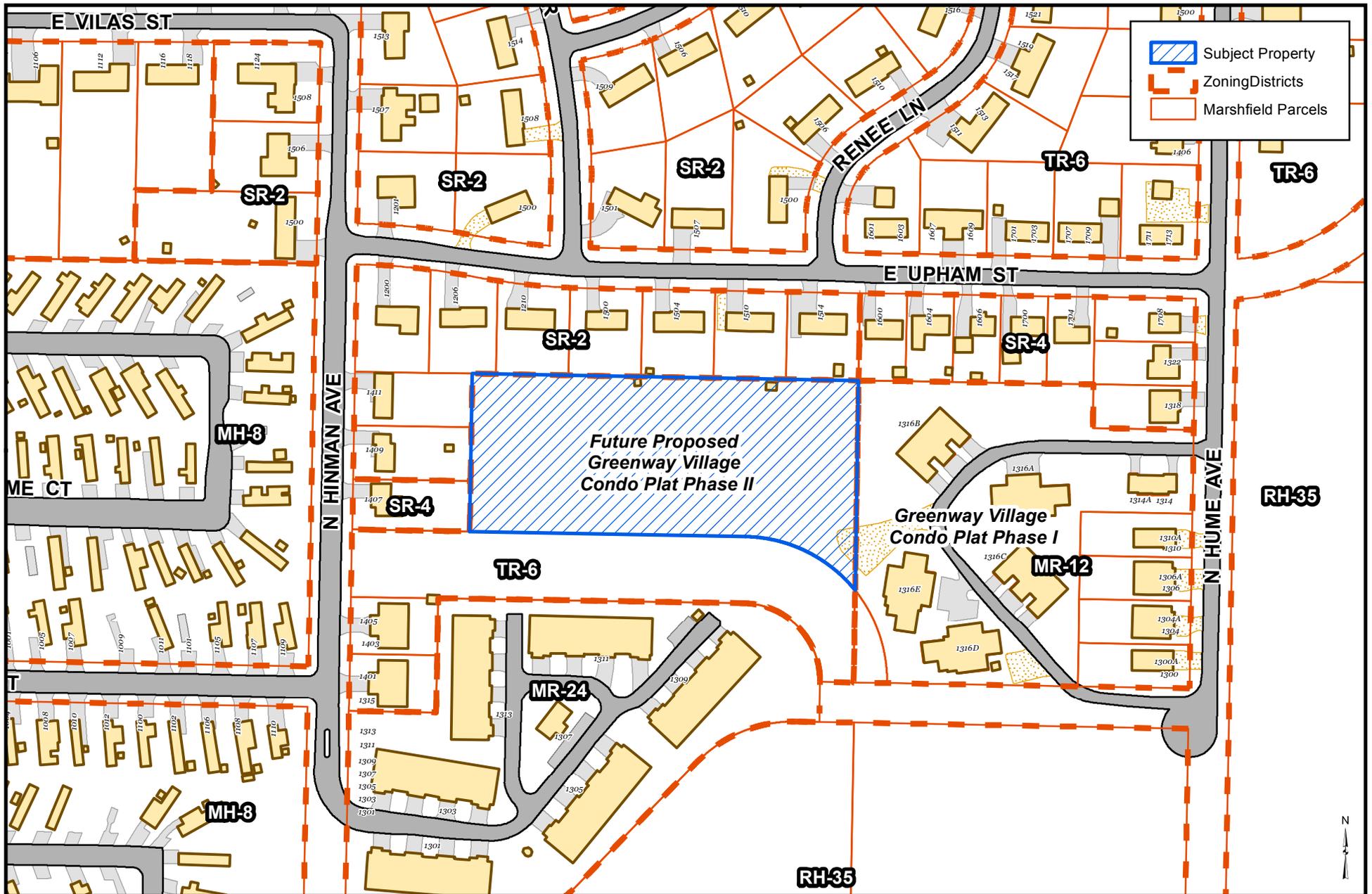
Chris L. Meyer, Mayor

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

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

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

Deb M. Hall, City Clerk



**RZN Request: 'TR-6' to 'MR-12' Parcel 33-06846**  
**City of Marshfield - Plan Commission**  
**Meeting Date: December 14, 2015**

Map Not To Scale  
 For Reference Only

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



# City of Marshfield Memorandum

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TO: Mayor Meyer and Common Council Members  
FROM: Jason Angell, Director of Development Services  
DATE: January 12, 2016

RE: Possible creation of TID #11 – Draxler Property

## **Background**

In October 2015 the City approved the annexation of approximately 70 acres located east of State Highway “13” and north of Heritage Drive – commonly referred to as the “Draxler Property”.

As part of the annexation process the owner requested, and was granted, commercial zoning for a development that is currently in the works for a 4 acre lot on the southern portion of the property. The northern 40 acres would be reserved for existing Draxler Transport, leaving approximately 25 acres for future development.

## **Analysis**

The primary reason the owner requested annexation was so city services could be provided for the planned and future developments. Sanitary sewer services are currently available along Veterans Parkway and extend south of Highway 10. Water mains would have to be extended from near the Veterans Parkway and 34<sup>th</sup> Street intersection. Water would have to be extended south to be able to adequately serve the property.

With the extension of utilities to this area, the City will be in a strong position to provide services for future annexations and development north of Highway 10 between Veterans Parkway and S. Central Avenue.

How to pay for the extension of services to this area is something the Council will need to decide upon. Establishing a new Tax Increment District (TID #11) would provide the City with a funding mechanism to pay for the infrastructure improvements needed in the area through the new increment that is created as part of future developments. Although the current development that is in the works is not requesting TID assistance, other than utilities, having a TID in place would allow the City to offer incentives to future developments in the area.

Should the Council wish to consider creating a TID in this location, staff has included two proposals (MSA Professionals and Vierbicher) from firms that would be able to assist with the creation of the district. Both firms have worked with the City in the past and have a history of working with communities to help create and manage TID's.

### **Council Options**

The Common Council may 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.

### **Staff Recommendation**

If the Council believes creating a Tax Increment District on the Draxler Property would be in the best interest of the City, staff would recommend the Council authorize staff to execute a contract with MSA Professional Services and to proceed with the creation of TID #11.

Concurrence:

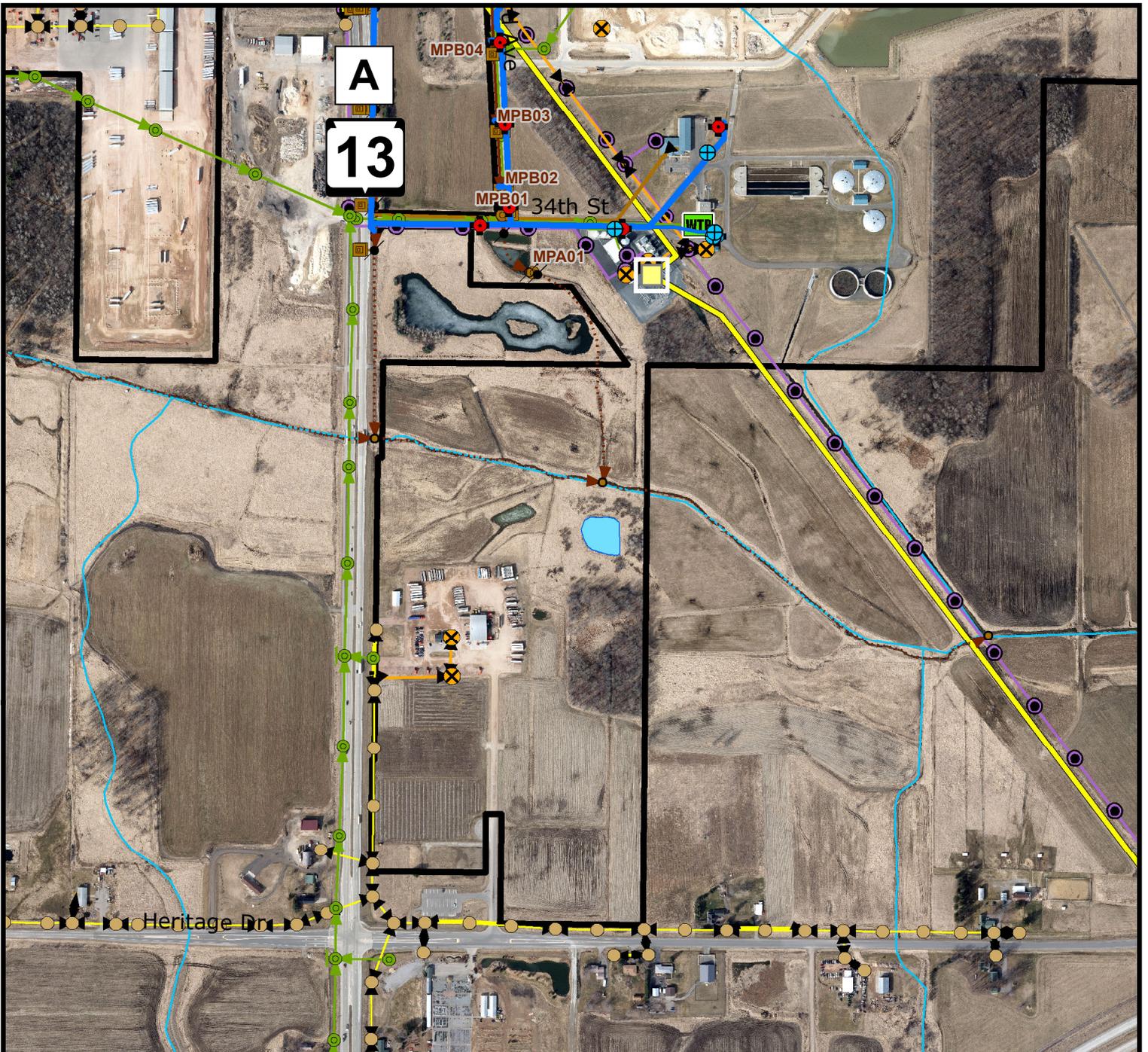
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Steve Barg,  
City Administrator



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Dan Knoeck,  
Director of Public Works

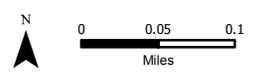





# Draxler Annexation Area

City of Marshfield

1/6/2016



Sources: City of Marshfield GIS Dept., Marshfield Utilities  
 Document Path: F:\Home\GIS\Depts\Planning\proj\Requests\Draxler Annexation Area\UD.mxd



146 North Central Avenue  
Suite 201  
Marshfield, WI 54449  
Tel: (715) 384-2133  
Fax: (715) 384-9787  
www.msa-ps.com

December 22, 2015

Jason Angell, Planning and Economic Development Director  
City of Marshfield  
630 S. Central Avenue, Suite 602  
Marshfield, Wisconsin 54449

Re: City of Marshfield TIF District #11 Creation

Dear Jason,

MSA Professional Services, Inc., (MSA) is committed to the success of Marshfield, as a City, economy and community. We would very much like to be part of the process to facilitate growth through the creation of TIF District #11. The City has been smart and proactive in its use of Tax Incremental Financing, and MSA has a very strong track record helping Wisconsin communities optimize this important funding tool. We are efficient and effective in this work, based on a high volume of successful projects.

Dave Rasmussen will be the Project Manager for this project. Mr. Rasmussen has more than 30 years of experience working with the creation and amendment of TIDs in Wisconsin. Last year, Mr. Rasmussen was one of 12 public members appointed to the Joint Legislative Council Study Committee on Review of Tax Increment Financing. That Committee has forwarded eight pieces of legislation to the Wisconsin Legislature.

We propose a concise scope of services based on our current understanding of your needs and wishes for the proposed TIF District #11. MSA's fee for the creation of TIF District #11 is \$9,250 (lump sum). This price assumes attendance at five (5) meetings, development of the Project Plan, and other items as outlined in the attached Scope of Services. As an option, the City may deduct \$500 if City staff assumes the responsibility to prepare maps. We will work with you to fine-tune the scope and cost as necessary. A proposed timetable is also attached.

If you have any questions or would like to discuss details about the process, please contact either of us. We are available to begin work on this project immediately upon your approval and look forward to working with you.

Sincerely,  
MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Jason Valerius".

Jason Valerius

Principal in Charge | Client Liaison  
jvalerius@msa-ps.com | 608-242-6629

A handwritten signature in black ink that reads "David Rasmussen".

David Rasmussen

Project Manager | Municipal Advisor  
drasmussen@msa-ps.com | 715-304-0303

Enclosures: Scope of Services  
Tentative Timetable

## **SCOPE OF SERVICES FOR: CITY OF MARSHFIELD TIF DISTRICT #11 CREATION**

### **SECTION I: BASIC SERVICES**

MSA agrees to provide professional planning services to assist the City of Marshfield to create TIF District #11 (hereinafter sometimes referred to as the PROJECT) as required under Wisconsin Statutes 66.1105, including the following:

- 1.1 Conduct three meetings with City representatives (Discuss anticipated development projects and related TID expenditures), the Plan Commission (Public Hearing and Recommendation), and City Council (Adoption/Creation) during the creation process and adoption of the TIF Project Plan.
- 1.2 Prepare letter for Joint Review Board formation. Conduct two meetings with the Joint Review Board.
- 1.3 Prepare Project Plan, Tax Incremental District (TID) boundary, and TIF Project Plan maps, as required under Wisconsin Statutes 66.1105. Note, MSA's basic scope of services assumes the boundary description provided in the annexation request by Draxler Enterprises LLC, as approved by the City, can be reused, without modification, for the required metes and bounds description in the TIF District #11 Project Plan.
- 1.4 Prepare economic feasibility study and projected tax increment shares for inclusion in the TIF Project Plan as required.
- 1.5 Draft and prepare for signature all resolutions, letters, documents and notices required for TIF Project Plan(s) approval.
- 1.6 Preparation and submittal of documents required by the Department of Revenue (DOR) for TIF Project Plan(s) approval, including DOR-required "base packet" information. Respond to any questions by the Department of Revenue.

### **SECTION II: OWNER'S RESPONSIBILITIES**

- 2.1 Designate in writing a person to act as the OWNER's representative with respect to the services to be performed under this Agreement; and such person shall have complete authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to the services. This person is assumed to be Jason Angell, Director of Planning and Economic Development
- 2.2 Provide up-to-date tax parcel information or documentation (i.e., tax parcel descriptions) for purposes of defining TIF District boundaries, descriptions, and determining property valuations within the District.
- 2.3 Provide copies of studies, plans and reports that include information on community goals, objectives, needs, and capacities of public facilities (as applicable).
- 2.4 Advertise for the required public hearings.

**SCOPE OF SERVICES FOR:  
CITY OF MARSHFIELD TIF DISTRICT #11 CREATION**

- 2.5 Publish, as required, all project meetings. Document official meeting minutes for all project meetings
- 2.6 Review, approve and sign all documents and submittals.
- 2.7 Provide the services of the Attorney, Assessor and Clerk as needed in preparing the TIF Project Plan and/or DOR base packet.
- 2.8 Provide such legal, accounting, and insurance counseling services as may be required for the Project, and such auditing service as the OWNER may require.

**SECTION III: COMPENSATION**

- 3.1 The OWNER will pay MSA for Basic Services provided under Section 1, a lump sum fee.

TIF District #11 Project Plan: \$9,250

**CITY OF MARSHFIELD  
TIF DISTRICT #11 CREATION  
Tentative Timetable**

Date	Meeting/Action
January 12, 2016	City authorizes MSA to prepare the Project Plan and related documents for Tax Increment Financing (TIF) District #11.
Week of January 25, 2016	Meet with City Planning Staff to review timetable, discuss potential projects, etc.
February 29, 2016	City notifies taxing entities (school district, county, vocational college, and any special taxing districts) on proposed TIF District #11 and upcoming meetings. MSA provides the letter for the City's review and distribution.
March 1, 2016	First Notice of Public Hearing is published in the local newspaper (Class 2). MSA prepares the Notice of Public Hearing.
March 8, 2016	Second Notice of Public Hearing is published in local newspaper. Joint Review Board public meeting is published. MSA prepares the public meeting notice.
March 15, 2016	Joint Review Board - Meeting #1 to include representatives of taxing jurisdictions. Chairperson and member-at-large are selected at this meeting and a review of the draft Project Plan occurs.
March 15, 2016	Plan Commission holds the Public Hearing on the Project Plan and proposed boundaries. Following the Public Hearing, the Plan Commission shall meet and act on a resolution recommending approval to the City Council. MSA attends the Public Hearing and the Plan Commission meeting.
March 29, 2016 (Special) or April 12, 2016 (Regular)	City Council action on the adoption of Project Plan and creation of TIF District #11. Approval by resolution contains findings that detail the TID's consistency with state statutes. MSA attends this meeting.
Week of April 25 <sup>th</sup> , 2016	Upon approval of the City Council, the Joint Review Board holds a second meeting to review the TID and act, by resolution, on the creation of TIF District #11. The Council submits its decision to the City no more than 7 days after the vote. MSA attends this meeting.
May 2, 2016	Department of Revenue is notified of the creation of TIF District #11 by the City of Marshfield and subsequent approval by the Joint Review Board.
On or Before September 30, 2016	Submit base packet documentation and Project Plan for Wisconsin Department of Revenue certification.



January 05, 2016

Jason Angell  
Director of Planning & Development  
City of Marshfield  
630 S. Central Avenue  
Marshfield, WI 54449

Re: Agreement to Create Tax Increment District (TID) No. 11

Dear Mr. Angell:

Vierbicher Associates, Inc. (Consultant) is pleased to submit this Agreement to provide Tax Increment District planning services to the City of Marshfield (Client).

## **I. PROJECT UNDERSTANDING**

The Client is considering the creation of what would be Tax Increment District No.11 to establish infrastructure and potentially support development in an area recently annexed by the City. TID No.11 would be an industrial TID.

The Client would like to complete this TID process by April 30, 2016.

## **II. SCOPE OF SERVICES**

1. Discuss and develop TID options, project lists, financial projections, timelines, and responsibilities with City staff. Draft TID boundary and Project Plan in consultation with City staff and provide draft of Plan and boundary to Plan Commission for initial discussion.
2. Prepare and coordinate publishing of notices and agendas for Public Meetings and Public Hearing related to the TID creation process.
3. Coordinate with the Client, Technical College, School District, and County on Joint Review Board representation, meeting schedule, and Tax Increment Financing information.
4. Facilitate a meeting of the Joint Review Board to review an initial draft proposal to create the TID.

5. Revise draft TID boundary and Project Plan in response to initial Plan Commission comments and provide an updated draft TID Plan to the Plan Commission for a Public Hearing on the proposed TID Project Plan.
6. Draft TID Project Plan for discussion at the Plan Commission Public Hearing shall include:
  - a. Statement of the type, number, and location of the proposed public works or improvements within the district.
  - b. Economic feasibility study.
  - c. Detailed list of estimated project costs.
  - d. Description of finance methods and estimated timeline for costs or monetary obligations.
  - e. Maps showing existing land use, proposed land use, existing and proposed zoning, conditions of the property, and proposed improvements within the TID boundary.
  - f. Proposed changes in zoning ordinances.
  - g. Present and potential value of property.
  - h. Comparison of program to the master plan, official map, building codes, and local ordinances.
  - i. List of estimated non-project costs.
  - j. Statement of a proposed method for the relocation of any displaced persons.
  - k. Statement indicating how creation of the TID promotes the orderly development of the community.
7. Prepare recommending resolution and present a summary of the TID creation at the public hearing and be available to respond to questions or issues that arise during the hearing.
8. Prepare final Project Plan and boundary map as recommended by the Plan Commission.
9. Prepare boundary description.
10. Prepare City Council adoption resolutions and required findings. Provide final Project Plan draft to City for discussion by the City Council.
11. Prepare approval resolution and facilitate a meeting of the Joint Review Board to solicit input and to obtain a final decision regarding creation of the TID.
12. Submit a copy of the Project Plan, TID map, legal notices, and Legal Requirements Reports to the Department of Revenue and the Client.
13. Submit two (2) copies of the final TID Project Plan to the Client, along with an electronic copy suitable for reproduction.

### **III. SERVICES NOT PROVIDED AS PART OF THIS PROJECT**

- A. In addition to the "Services Not Provided as Part of This Contract" section indicated in the attached General Terms and Conditions, the following services are not included as part of this work.
  - 1. Project cost estimates other than those specifically identified in section II.
  - 2. Services related to implementation of projects including financing, development agreements, design, permitting, and other related implementation activities.

### **IV. INFORMATION PROVIDED BY OTHERS & CLIENT RESPONSIBILITY**

- A. The Client will solicit public input and will work with Consultant to develop an appropriate TIF program.
- B. The Client will review TIF program materials and schedule meetings and public hearings in a timely manner.
- C. The Client will provide planning studies and GIS data at project kick-off. Client will also provide cost estimates for project costs other than those to be provided by Consultant as described in section II 2.
- D. The Plan Commission will review and recommend a final TIF program to the City Council for adoption.
- E. The City Council will accept a TIF program and take appropriate action.
- F. The Client will convene a Joint Review Board.
- G. The Client and Client's Assessor will provide property and tax information; and prepare and submit the Base Year Package to the Department of Revenue.
- H. The Client will provide the services of their attorney to review all elements of the TID creation process and project plan; and provide an opinion whether the plan is complete and complies with state statute required by Wisconsin Statute 66.1105.
- I. The Client will review cost estimates for project costs to be included in the project plan including land acquisition, infrastructure improvements, utility extensions, etc.
- J. The Client will provide copies of all studies, reports, and other available information that may be helpful in the creation of the TID.
- K. If a whole parcel of real property needs to be split on the tax roll to accommodate the amendment of the TID, the Client will be responsible for facilitating the parcel split.
- L. The Client will be responsible for obtaining the financing for the TID projects.
- M. The Client will pay for all newspaper publications costs.

## V. SCHEDULE

Consultant anticipates completion of the TID creation process by April 30, 2016 assuming authorization to proceed is received from Client by January 13, 2016. A preliminary timetable is included with this document.

## VI. SCHEDULE OF DELIVERABLES

- A. Notices and agendas for public meetings.
- B. Resolutions.
- C. PDF copies of draft documents throughout the process will be provided to Client for printing and distribution.
- D. Two (2) hard copies of the final TID project plan for the Client, along with an electronic copy suitable for reproduction.
- E. Copy of the project plan, TID map, legal notices, and legal requirements reports for the Department of Revenue and the Client.

## VII. DESIGNATION OF RESPONSIBLE PARTIES

The designated responsible parties representing the Client and Consultant, respectively, shall have authority to transmit instructions, receive information, and render decisions relative to the project on behalf of each respective party.

Overall project supervision for Consultant is the responsibility of Gary Becker, CEcD, Project Principal. Daniel Lindstrom will provide the services required for the various aspects of the project. Please direct all communications that have a substantive impact on the project to Daniel.

The Client designates Jason Angell, Director of Planning & Development, as its representative. Consultant will direct all communications that have a substantive impact on the project to Jason.

## VIII. FEES

The estimated fee to provide the scope of services described herein is: **\$11,500**. Consultant will not bill beyond this estimate without authorization from the Client. Consultant will promptly notify the Client if additional effort is required beyond that anticipated by the described scope of services.

The above fee includes five meetings in the City of Marshfield:

- *Staff meeting, site visit and Plan Commission meeting #1*: Discuss first draft of a new TID project plan, budget, boundary, and anticipated project costs.
- *Joint Review Board (JRB) meeting #1*: Introduce draft TID Project Plan, confirm JRB chair, confirm at-large JRB member.
- *Plan Commission meeting #2*: Public hearing to discuss draft TID plan and boundary.
- *City Council meeting*: Discuss adoption of TID plan and boundary
- *Joint Review Board meeting #2*: Consider adoption of TID Project Plan.

The above fee estimate is for a TID of up to 10 parcels. Reimbursable expenses are included in the above stated fees. **All fees associated with this contract are eligible for recovery from the TID.**

**IX. GENERAL TERMS AND CONDITIONS**

The General Terms and Conditions dated 7/1/14 and attached hereto are incorporated herein by reference.

We appreciate the opportunity to work with you on this project. If this Agreement is acceptable to you, please sign the Authorization below and return one copy to our Madison office. Should you have any questions or require any additional information, please feel free to contact us.

Sincerely,



Gary Becker, CEcD  
Project Principal

Enclosure: General Terms and Conditions

**AUTHORIZATION TO PROCEED**

In witness whereof, the parties have made and executed this Agreement as of the day and year written below.

Client

By: \_\_\_\_\_  
Jason Angell, Director of Planning &  
Development  
City of Marshfield  
416 Freemont Street  
Marshfield, WI 54166

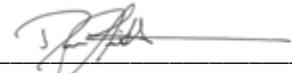
\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

Consultant

  
\_\_\_\_\_  
Gary Becker, CEcD  
Project Principal  
Vierbicher Associates, Inc.  
999 Fourier Drive, Suite 201  
Madison, WI 53717

\_\_\_\_\_  
January 05, 2016  
Date

  
\_\_\_\_\_  
Witness

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**CITY OF MARSHFIELD**  
**TAX INCREMENT DISTRICT #11 CREATION**  
Preliminary Summary of Activities and Timetable  
1/5/2016

Action	Party Responsible	Date Range
1. <b>City Council Meeting:</b> Authorization to proceed with creation/amendment of TID.	City Council	1/12/16
2. Staff meeting and site visit (concurrent with first plan commission meeting)	City Staff/ Vierbicher	2/16/16
3. <b>Plan Commission Meeting:</b> <ul style="list-style-type: none"> <li>• Review TID budget, boundary, and Project Plan elements</li> <li>• Schedule Plan Commission public hearing for TID (if no major further discussion needed)</li> </ul>	Vierbicher/ City Staff / Plan Commission	2/16/16
4. Prepare Draft TID Project Plan, resolutions, preliminary TID budget.	Vierbicher	2/1/16 – 2/22/16
5. Letters to taxing jurisdictions confirming JRB appointments.	Vierbicher	2/1/16
6. JRB notice to newspaper.	Vierbicher	2/22/16
7. Public hearing notice to newspaper.	Vierbicher	2/22/16
8. Mail out JRB packets.	Vierbicher	2/22/16
9. Send hearing notices to taxing entities.	Vierbicher	2/22/16
10. Publish notice for TID JRB meeting ( <i>Class I</i> ) – 5 Days min	Newspaper	2/25/16 to 3/1/16
11. Publish notice for TID boundary & Project Plan public hearing ( <i>Class II</i> )	Newspaper	2/29/16
12. <b>JRB – First Meeting on TID Creation/Amendment:</b> Confirm chairperson and at-large member, discuss draft TID Project Plan and boundary ( <i>at least 5 days after publication of JRB meeting notice; latest date 14 days after first notice of Public Hearing</i> )	Vierbicher / City Staff / JRB	3/1/16 to 3/8/2016
13. <b>Plan Commission Meeting:</b> <ul style="list-style-type: none"> <li>• Public hearing – TID boundary and Project Plan (<i>at least 7 days after last insertion of public notice</i>)</li> <li>• Consider adoption of TID boundary and Project Plan, refer to City Council for Approval</li> </ul>	City Staff / Plan Commission	3/15/16
14. Provide information to City Attorney for attorney opinion letter.	Vierbicher	3/21/16
15. <b>City Council Meeting:</b> <ul style="list-style-type: none"> <li>• Review TID boundary and Project Plan</li> <li>• Consider approval of TID boundary and Project Plan (<i>Not less than 14 days after public hearing</i>)</li> </ul>	City Staff / City Council	4/12/16
16. JRB notice to newspaper	Vierbicher	TBD
17. Mail out JRB packets.	Vierbicher	TBD
18. Publish JRB meeting notice.	Newspaper	TBD
19. <b>JRB – Final Meeting on TID Creation/Amendment:</b> Approval of TID boundary and Project Plan by JRB ( <i>At least 5 days after publication of meeting notice and within 30 days of City Council approval</i> )	City Staff / JRB	TBD
20. Notify DOR of TID creation/amendment.	City Staff	Following JRB
21. Submit TID boundary and Project Plan package to Wisconsin Department of Revenue (with \$1,000 certification fee)	City Clerk/ Assessor	By Oct 31, 2016

The official newspaper of the City of Marshfield is the Marshfield News-Herald, published 7 days a week. Notices should be sent by the day prior to publication – 888-774-7744. Plan Commission meets the 3<sup>rd</sup> Tuesday of each month. City Council meets 2<sup>nd</sup> & 4<sup>th</sup> Tuesday at 7:00 p.m.