



CITY OF MARSHFIELD

MEETING NOTICE

COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, MARCH 22, 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: March 8, 2016
- G. Staff updates
 - 1) Special Council meeting (strategic planning) - Tuesday, April 12th at 5:30 p.m.
- H. Mayor's Comments
 - 1) Employee Recognitions
 - Bruce Tibbett, Police Department, March 31, 2016, 10 years
 - Jason Schad, Fire & Rescue Department, April 3, 2016, 10 years
 - 2) Committee openings
 - Committee on Aging
- I. Council Comments
- J. Reports from commissions, boards, and committees

COMMON COUNCIL AGENDA
MARCH 22, 2016

- K. Consent Agenda:
1. Meeting minutes/reports
 - a. Fire & Police Commission (February 4, 2016)
 - b. Parks, Recreation, and Forestry Committee (February 11, 2016)
 - c. Library Board (February 16, 2016)
 - d. Airport Committee (February 25, 2016)
 - e. Capital Improvement Program Administrative Committee (March 1, 2016)
 - f. Capital Improvement Program Administrative Committee (March 2, 2016)
 - g. Fire & Police Commission (March 3, 2016)
 - h. Economic Development Board (March 3, 2016)
 - i. Historic Preservation Committee (March 7, 2016)
 - j. Utility Commission (March 14, 2016)
 1. JO #7458, McMillan Substation Relay Upgrades, \$362,400
 2. JO #17835, County Road A - Single Phase Rebuild to Replace Aging System and Copper Conductor, \$115,002
 - k. Board of Public Works (March 14, 2016)
 - l. Finance, Budget, and Personnel Committee (March 15, 2016)
 1. Payroll Resolution No. 2016-20, adding the position of Forestry Technician to the Seasonal/Casual payroll resolution
 - m. Judiciary & License Committee (March 15, 2016)
 - n. Plan Commission (March 15, 2016)
 1. Resolution No. 2016-17, CUP by Security Health Plan to allow an off-site parking addition to the south
 2. Resolution No. 2016-18, CUP by Marshfield Clinic to allow a temporary addition for a modular medical lab along the west side of the East Wing
 3. Resolution No. 2016-19, CUP by Malls 4 U representing the Marshfield Mall to allow an exception to the landscape requirements for a new building addition.
 - o. Capital Improvement Program Administrative Committee (March 17, 2016)
 - p. Board of Public Works Special Meeting (March 22, 2016)*

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

*Minutes are not included in packet

- L. Consideration of items removed from the consent agenda, if any
- M. Request to approve Budget Resolution No. 03-2016, transferring \$9,800 within the Cable Television Fund from Fund Balance to Capital Outlay to purchase camera equipment and accessories. Presented by Keith Strey, Finance Director
- Recommended Action: Approve Budget Resolution No. 03-2016
- N. Consider approval of a revised contract with Marshfield Area Community Foundation (MACF) in connection with the City's Library & Community Center project. Presented by Steve Barg, City Administrator

Recommended Action: Approve revised contract

COMMON COUNCIL AGENDA
MARCH 22, 2016

- O. Consider recent funding request from St. Vincent de Paul. Presented by Steve Barg, City Administrator

Recommended Action: Discretion of the Council

- P. Discuss possible actions in response to a recent presentation regarding e-cigarettes and vapor cigarettes. Presented by Steve Barg, City Administrator

Recommended Action: Discretion of the Council

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

- Litigation involving liquor license issue – Rear End

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."

- Request to purchase property located within TID #7
- Insurance claims resulting from 2015 slag sealing work
- Development agreements for property located in TID #7 (2 items)
- Negotiation for sale of City Hall to Gorman & Company
- Negotiations for purchase of Forward Financial building

- R. Reconvene into open session

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

- T. Suggested items for future agendas

- U. Adjournment

Posted this day, March 18, 2016 at 11:30 a.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.

MARCH 8, 2016

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

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

EXCUSED: Rich Reinart

The flag was saluted and the pledge given.

No items were added to the agenda.

PUBLIC COMMENT PERIOD

None

CC16-036 Motion by Hendler, second by Feirer to approve the minutes of the Common Council regular meeting of February 23, 2016.

Motion carried

STAFF UPDATES

None

MAYOR'S COMMENTS

None

COUNCIL COMMENTS

Aldersperson Earll asked to postpone item Q on the agenda until the next Council meeting.

CC16-037 Motion by Earll, second by Hendler to postpone item Q; possible pay increase for Council members, until the next Common Council meeting.

Motion carried

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC16-038 Motion by Wagner, second by Spiros to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Cable TV Committee of January 25, 2016; Community Development Authority of January 28, 2016; Economic Development Board of February 4, 2016; Community Development Authority Finance and Strategic Planning Committee of February 16, 2016; Board of Canvassers of February 22, 2016 and Judiciary and License Committee of March 1, 2016.

Motion carried

No items were removed from the consent agenda.

Second reading of Ordinance No. 1327, annexing Draxler Drive.

CC16-039 Motion by Buttke, second by Feirer to approve Ordinance No. 1327.

Motion carried

CC16-040 Motion by Hendler, second by Jockheck to refer Resolution No. 2016-16 vacating a portion of Draxler Drive, to the Plan Commission for recommendation.

Motion carried

Second reading of Ordinance No. 1329, Municipal Code Amendment Request by the City of Marshfield to amend Chapter 18, General Zoning Ordinance, Sections 18-37, 18-54, and 18-58, allowing “Outdoor Commercial Entertainment” uses as a permitted use in the Downtown Mixed Use (DMU) district and amending the land use regulations for the “Outdoor Commercial Entertainment” use. The proposed amendment would increase the bufferyard when abutting residentially zoned property, require the approval of the Board of Public Works for activities on city-owned property (including right-of-way), and reduce the parking requirement.

CC16-041 Motion by Spiros, second by Wagner to approve Ordinance No. 1329.
Motion carried

Second reading of Ordinance No. 1328, repealing Section 9.32(8), Improper Exhibitions.

CC16-042 Motion by Hendler, second by Earll to approve Ordinance No. 1328. Ayes – 8; Nay – 1 (Spiros)
Motion carried

CC16-043 Motion by Buttke, second by Spiros to go into closed session pursuant to Wisconsin Statutes, chapter 19.85 (1)(e) “Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.”

- Negotiation for sale of City Hall to Gorman & Company
- Negotiations for purchase of Forward Financial building

Roll call vote, all ayes. (Time: 7:17 p.m.)

Motion carried

Present in closed session: Alderpersons Feirer, Feddick, Jockheck, Earll, Wagner, Cummings, Spiros, Buttke and Hendler, City Administrator Barg, City Attorney Wolfgram, Development Services Director Angell, Public Works Director Knoeck, City Engineer Turchi, Parks & Recreation Director Casperson, Finance Director Strey, Human Resources Manager/Assistant to the City Administrator Rachu and City Clerk Hall.

CC16-044 Motion by Buttke, second by Hendler to return to open session. Roll call vote, all ayes. (Time: 8:29 p.m.)

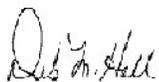
Motion carried

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

Future Agenda Items

E-Cigarettes prohibited in public places.

Motion by Buttke, second by Wagner to adjourn at 8:32 p.m.



Deb M. Hall
City Clerk

**MINUTES
FIRE AND POLICE COMMISSION/REGULAR MEETING
FEBRUARY 4, 2016**

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 Meyers, Mueller, Frankland, and Keogh.

EXCUSED: Commissioner Gershman.

ALSO PRESENT: Police Chief Gramza, Fire Chief Haight and Deputy Chief Owen, Firefighter/Paramedic Tackes (arrives at 7:33 a.m.), various members of fire and rescue department, and Council Member Earll.

FP16-007 Motion by Frankland, second by Mueller to approve the minutes of the 01/07/16 regular meeting.

Motion carried.

FP16-008 Motion by Mueller, second by Frankland to approve the fire department bills in the amount of \$36,713.60.

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

Motion carried.

Firefighter/Paramedic Paul Tackes was sworn in by Commission President Keogh and introduced to the commissioners.

Firefighter/Paramedic Tackes and various fire department personnel leave the meeting at 7:37 a.m.

FP16-009 Motion by Frankland, second by Mueller to approve the police department bills in the amount of \$396,279.63.

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

Motion carried.

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

Chief Haight indicated with the future addition of a new hospital in Marshfield, the current ambulance fee structure may be inadequate based on requirements set by both hospitals, one being the need to transport patients to other medical facilities as directed by the current hospital. The department will continue to study the ongoing dynamics and make changes to the ambulance rates as the situation develops over the next 18 to 24 months.

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

The crime reports were reviewed and placed on file.

Being there was no further business to discuss, the meeting adjourned at 7:57 a.m.

Fire and Police Commission Meeting Minutes

February 4, 2016

Page Two

**COMMISSIONER MEYERS IS SCHEDULED TO ATTEND THE FEBRUARY 23, 2016
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 the first name "Nate" and last name "Mueller" clearly distinguishable.

Marshfield Fire and Police Commission
Nate Mueller, Secretary

CITY OF MARSHFIELD
PARKS, RECREATION AND FORESTRY COMMITTEE
February 11, 2016 Meeting Minutes

I. CALL TO ORDER:

Meeting called to order by John White, Jr. at 5:30 p.m. in room 108 in City Hall Plaza, 630 S. Central Avenue.

II. ROLL CALL:

Present: Chairperson John White, Jr.; Vice Chairperson Jane Yaeger; Alderperson Rich Reinart; Members Ali Luedtke, Nick Faber; Zoological Society Representative Tom Buttke

Absent: Chris Viegut

Also Present: Justin Casperson, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Kelly Cassidy, Parks and Recreation Supervisor; Steve Burns, Zookeeper; Al Nystrom and Dan Knoeck, Rotary Winter Wonderland; Brandi Reed, Wildwood Zoological Treasurer; Mary Wilson, Wildwood Zoological Vice President; Erica Nikolai, Maureen Cassidy, Nora Rickman & Ashley Cherney, AP Environmental Science Students

III. APPROVAL OF MINUTES:

PR16-06 Motion by Luedtke, seconded by Yeager to approve the January 14, 2016 Parks, Recreation, and Forestry Committee meeting minutes. Motion Carried Unanimously.

IV. PUBLIC COMMENT:

None

V. NEW BUSINESS:

A. 2015 Rotary Winter Wonderland Presentation:

Al Nystrom and Dan Knoeck reported on the 2015-16 event.

B. Honey Bee Exhibit Presentation:

Steve Burns and four students from the Marshfield High School AP Environmental Science class gave a presentation about adding a beehive to the Wildwood Zoo. This exhibit would be put in the zoo store and a local honey producer would be found to take care of the hive. The students will be presenting this to the Zoological Society next.

C. 2015 Wildwood Zoo Presentation:

Steve Burns updated the committee on the zoo for 2015. The new exhibit was the Kodiak bear exhibit; the exhibits that were updated include vulture/crane and wolf. There were nine animals born at the zoo, 1 elk calf, 3 bison calves & 5 prairie dogs, as well as five new animals brought into the zoo including 2 Kodiak bear cubs and 3 timber wolves. In 2016, there will be a bighorn sheep added.

D. Hardacre Park MOU:

Justin explained the Memorandum of Understanding on the Hardacre Park.

PR16-07 Motion by Luedtke, second by Yeager to approve the MOU and send it forward.

VI. REPORTS:

A. Zoological Society:

Tom Buttke introduced two society members, Mary Wilson and Brandi Reed. They have been working on how Zoological Society will be giving the Zoo Society members something more than just the newsletter. They will be sending each member a business card that can be used in the gift shop for 10% off a purchase. For each level of membership, members will receive something else in addition, which has not been decided yet. There will be new items this year in the zoo store which include postcards, stuffed animals and a photo book.

B. Recreation:

Library/Community Center Project – No Report

Winter Programs

1. Tennis/Racquetball continues to be busy. We are using the door code on some of the weekend & this has been working well.
2. We have been offering tennis lessons for the grade school children and a hitting clinic for middle school and high school players.
3. Pickleball is being held at OACC on Tuesday nights from 6 - 8 pm and Thursday afternoons from 1 - 3 pm.
4. Open Gym & Swim is being held on Monday and Wednesday evenings. The pool is open from 5:45 – 8 pm and the gym is open from 7:15 – 9 pm.
5. Early Bird Lap Swim and Aquacise for the winter session continue to be held.

Ice Rinks

1. Outdoor Ice Rink at Pickle Pond opened on January 16th.

Adult Athletic Leagues

1. Adult volleyball is underway with leagues on Monday, Wednesday and Thursday evenings. There are a total of 53 teams.

Parks & Zoo

1. Winter Parks Maintenance Operations – Snow and ice removal along with ice maintenance at Pickle Pond and Jer Lang Show Palace are in full operation.
2. Forestry – Park Staff has been working on buckthorn and underbrush removal at Braem Park. Maintenance staff participated in a chainsaw safety training course held at Wildwood Station & Wildwood Park on Wednesday February, 10th.
3. Fairgrounds – Quality Door and Hardware will be re-keying several of the Fairground Park buildings. The project should be completed by May.
4. Zoo – Staff is in the process of hiring a zoo intern for the summer of 2016. We hope to have the position filled within the next two weeks.

Director

1. Hackman Field Storage Building – The Hackman Field Storage Building plans are complete. The bid opening was held on February 25th. The goal is to have the project complete by July 1st.
2. Zoo Maintenance Building – The Zoo Maintenance Building design is being drafted. The goal is to move all of the zoo operations into one building to improve efficacy. We hope to complete the project in 2016, however understand if the project gets pushed back to 2017.
3. 8th & Hemlock – The Board of Public Works approved the Department exploring options for the property at 8th & Hemlock

C. Committee:

VII. NEXT MEETING: 5:30pm, March 17, 2016.

VIII. ADJOURNMENT: **PR16-08** Motion by Yaeger, seconded by Luedtke to adjourn. Motion carried unanimously. Meeting adjourned at 7:10 p.m.

Respectfully Submitted: Kelly Cassidy, Parks & Recreation Supervisor

MARSHFIELD PUBLIC LIBRARY
BOARD MEETING
211 E. Second Avenue, Marshfield, WI 54449
February 16, 2016
7:00 a.m.

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

Present: Mary Hartl, Kris Keogh, Pat Saucerman, Don Schnitzler, Jean Swenson, Kim Vrana, and Library Director Lori Belongia.

Absent: Joanne Ampe, Gary Cummings, Xin Ruppel, Ruth Voss

Also Present: Amanda Duer

Citizen's comments, correspondence and announcements: None.

Changes or additions to the agenda: None.

LB16-10 Minutes of the Library Board Meeting: Motion by Vrana, second by Keogh to approve and place on file the minutes of the January 19, 2016 Library Board Meeting with the correction of adding a closing quote to section LB16-08. All ayes. Motion carried.

LB16-11 Director's Report: Motion by Schnitzler, second by Hartl to receive and place on file the January 2016 Director's Report. All ayes. Motion carried.

LB16-12 5th December, 6th December, 7th December, 2nd January, and 1st February Vendor Lists: Motion by Saucerman, second by Schnitzler to approve Vendor Lists. All ayes. Motion carried.

LB16-13 January 2016 Financial Control Report: Motion by Keogh, second by Vrana to receive and place on file the January 2016 Financial Control Report. All ayes. Motion carried.

LB16-14 Business

Marshfield Public Library's 2015 State Annual Report: Motion by Schnitzler, second by Saucerman to authorize the Vice President to review and sign the report with final approval at the March 15, 2016 meeting. All ayes. Motion carried.

Library & Community Center Project: Belongia updated the board on the project. The link between the two building is enclosed now. Library shelf ends will be finished with the company Trimpac.

LB16-16 Minutes of other organizations: Motion by Hartl, second by Schnitzler, to accept and place on file the minutes of the December 15, 2015 FOMPL Board, and the January 28, 2016 SCLS Board of Trustees. All ayes. Motion carried.

Adjournment: Seeing no other business to come before the board, Swenson adjourned the meeting at 7:33 a.m.

Respectfully submitted,



Mary Hartl
Secretary

Marshfield Airport Committee Minutes

February 25th, 2016

Meeting called to Order at 6:02 p.m. by Chairman Berg

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

Absent: Dan Maurer

Also Present: Jeffrey Gaier

Citizens Comments: None

AP16-06 Motion by Jockheck Second by Bremer to approve the Airport Minutes of January 21st, 2016, All Ayes,

Motion Carried

AP16-07 Motion by Knauf Second by Bremer to approve the Airport Manager's February 2016 Report, All Ayes

Motion Carried

AP16-08 Motion by Jockheck, Second by Knauf to approve the February 2016 Activity Report, All Ayes

Motion Carried

AP16-09 Motion by Bremer, Second by Jockheck to approve the remaining Airport Bills for February 2016, All Ayes

Motion Carried

Meeting with the Wisconsin Bureau of Aeronautics March 30th, 2016 Discussed.

Additional Citizens Comments: None

Motion by Bremer, second by Jockheck to adjourn at 6:21 PM, All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

Airport Management Report February 18th, 2016



EAA992 held their annual Chili Feed on Feb 13th 2016. The temperatures that day started at below zero, so it dissuaded some pilots from flying in. The weather didn't stop people from coming out for chili though. Quite a few pilots and non-pilots drove in for the event. Ten aircraft did fly into the airport in the early afternoon for the chili event. Of those aircraft, three had skis, but only one landed on snow.



This year we tried something different with the chili feed and held it inside the terminal building. The location move was welcome by both EAA 992 and participants. The terminal offered a warm, relaxed atmosphere for the event. In years past it was held in the maintenance hangar. With the cold weather we were concerned the heaters would not be able to keep up once the large hangar door was opened to accommodate the table and chair carts into the hangar.



There were nine crock pots of chili served at the event, and one oven roaster. Each was provided by a volunteer who agreed to provide chili for the event. Each container held a different kind of chili. We had traditional kinds of chili, spicy kinds of chili, even one kind that had sauerkraut. By the end of the event EAA 992 had run out of all the chili that was provided. Several volunteers also brought in desserts.

A good time was had by all and EAA 992 is looking forward to 2017 and has already requested to host it again in the terminal for 2017.



There have been a few snow plowing events that have caused some wear and tear on the equipment. Walt checked on the tractor before the latest snow fall and noticed that one of the tires was deflated. Walt contacted Schierl tire to come out and fix the tire. Schierl Tire did come out, but the tire was too severely cracked to simply patch. Instead the tire was replaced.

We may be looking at replacing the others in the future. They are beginning to show their age and are cracking. This is something we will keep an eye on.

With the additional snow removal we have used up some fuel. We have contacted Weiler fuels to refuel the equipment before the next snowfall.

Big Bertha blowing snow off the edge of the taxiway.



March 30th members of airport management, the airport committee, and the City of Marshfield will be traveling to Madison to meet with members of the Bureau of Aeronautics, (BOA). This is our annual meet and greet meeting where we will find out about the 2016 and future funding levels of airport projects. The BOA will also bring us up to speed on any future issues we may have with getting projects for the airport.

While at Madison we will also be discussing the hopeful closure of the land acquisition project. We will also be discussing our current list of projects and our six year plan with the BOA.

Diamond Twin Star Aircraft



Spirit Transport picking up a patient at the airport.



Happy Flying - Duffy, Alice, Robert and Jeff Gaier

Jeff refueling a jet



Challenger Jet positioning from the ramp to the runway for departure.



Below: More images of the Chili Feed. Images by Chris Owens





Airport Activity Report February 2016

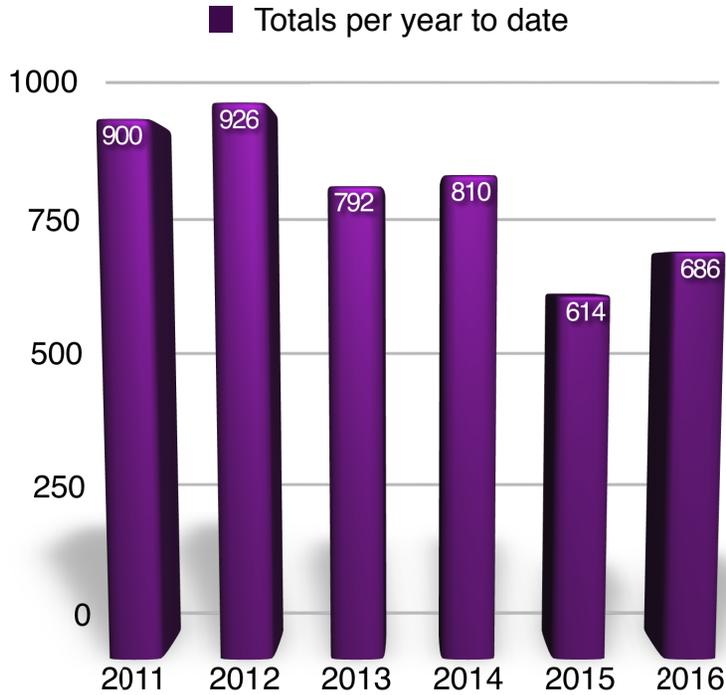


Departures and or Landings Information - Flight Operations - 36 Days Between Reports

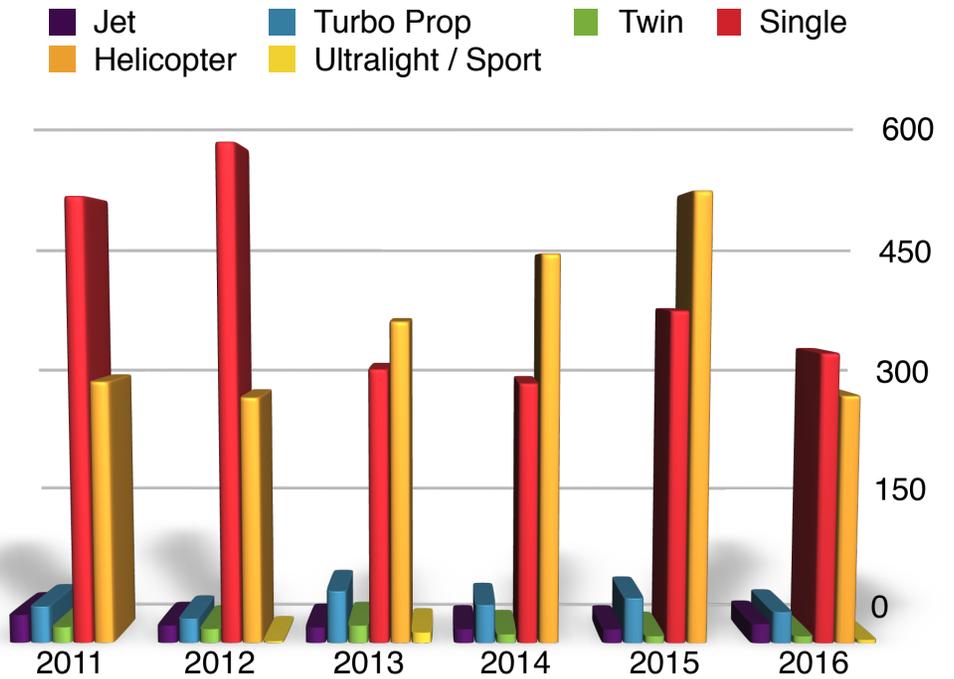
<i>Year</i>	<i>YTD 2011</i>	<i>YTD 2012</i>	<i>YTD 2013</i>	<i>YTD 2014</i>	<i>YTD 2015</i>	<i>Feb 2015</i>	<i>Feb 2016</i>	<i>YTD 2016</i>
<i>Jet</i>	32	20	18	16	16	14	14	22
<i>TurboProp</i>	42	28	60	44	52	26	28	36
<i>Twin</i>	18	16	20	10	8	4	4	8
<i>Single</i>	508	568	314	298	380	210	168	332
<i>Helicopter</i>	300	282	368	444	514	360	140	284
<i>Light Sport</i>	0	2	12	0	0	0	0	4
<i>Total</i>	900	926	792	810	970	614	354	686
Passengers								
<i>Total</i>	1199	1234	1056	1079	1788	818	472	914
Local and Transient Traffic								
<i>Transient</i>	150	280	274	304	192	122	142	208
<i>Local</i>	750	646	518	506	878	492	212	478
Training Flights								
<i>Total</i>	222	448	238	222	284	160	154	320
Fuel Dispensed								
<i>Av Gas</i>	2096	2433	1951	1443	1173	526	391	937
<i>Jet A</i>	6165	2823	6081	4895	6423	4357	6062	8210
<i>Total</i>	8261	5256	8032	6338	7596	4883	6453	9147

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.

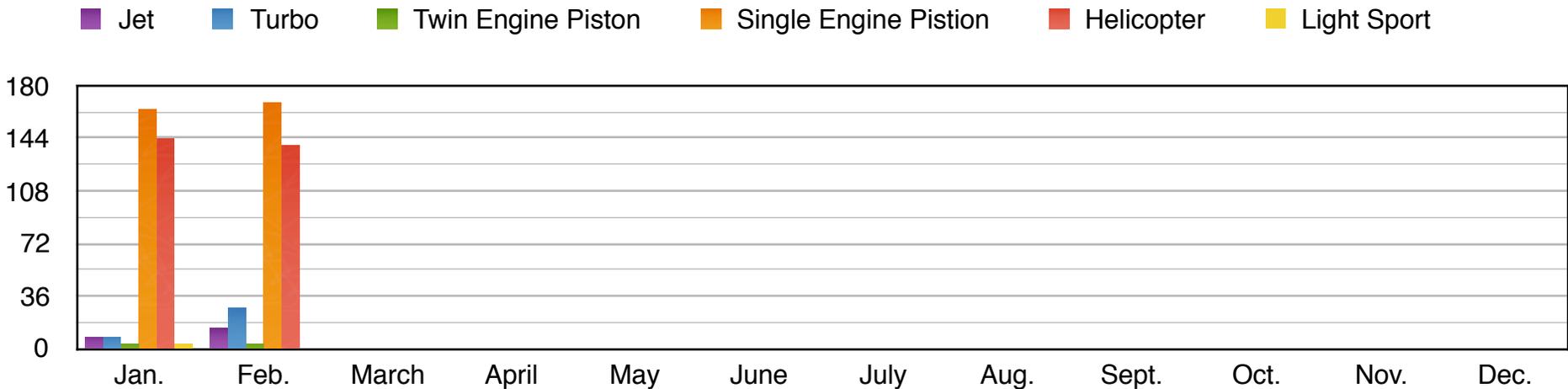
Flights Over the Past Five Years by the Present Month



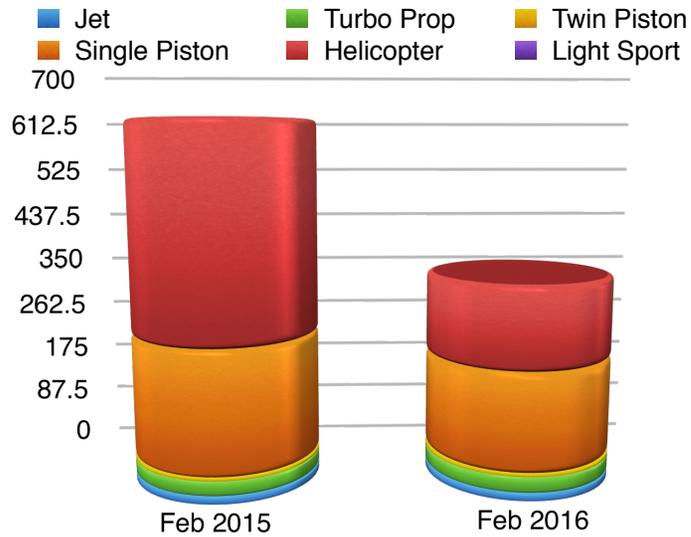
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



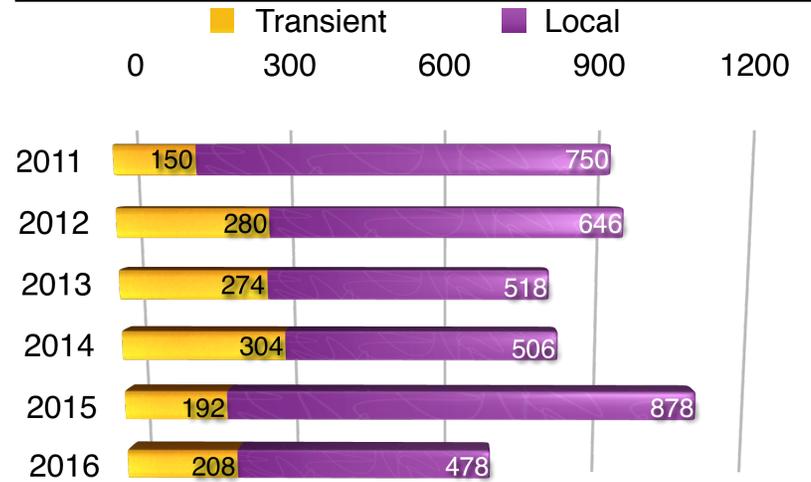
Operations by Aircraft for the Year of 2016



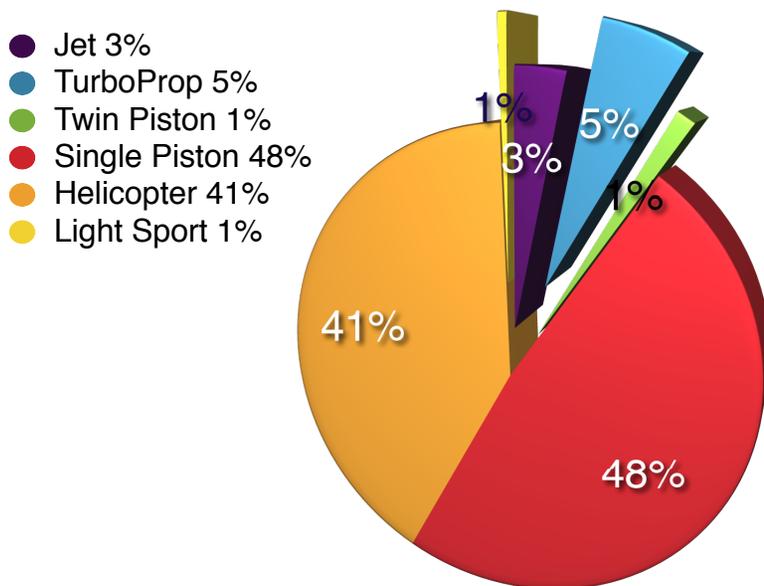
This Month Compared to the Same Month Last Year



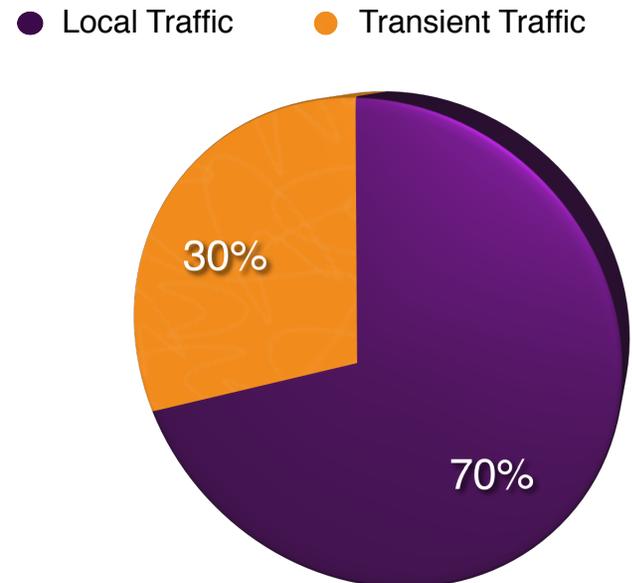
Transient Vs. Local Traffic



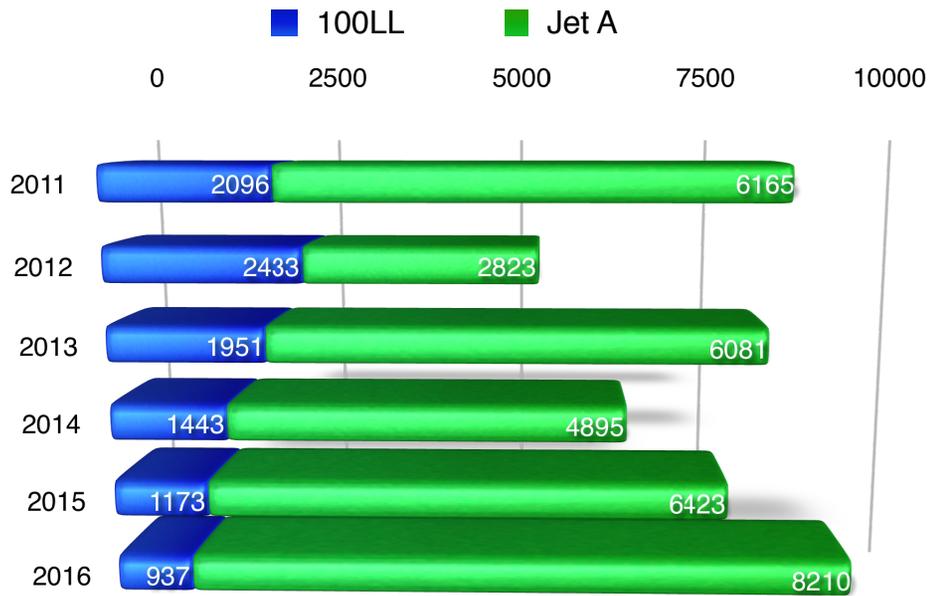
Percentage By Type Of Aircraft That Came Into Marshfield In 2016



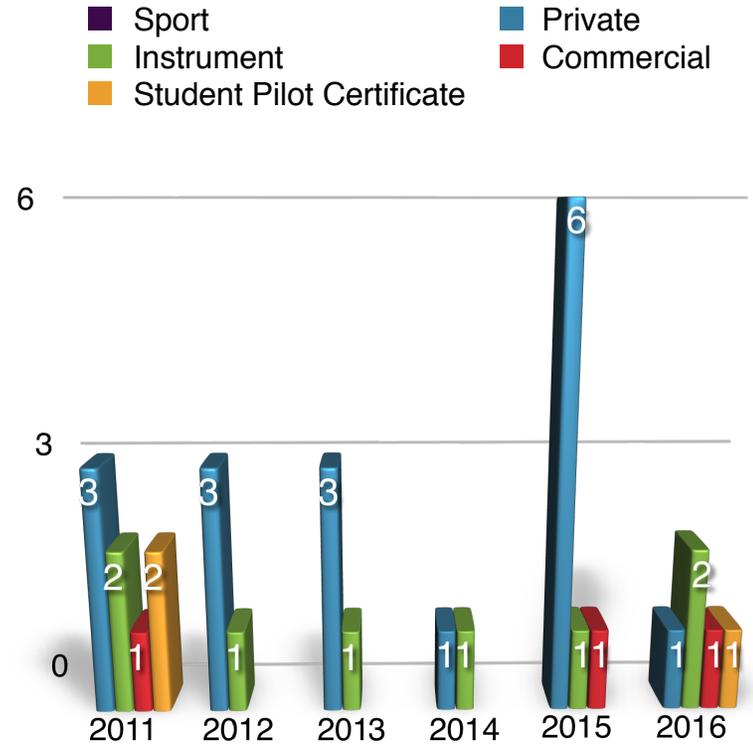
Percentage of Local Vs. Transient Traffic for 2016



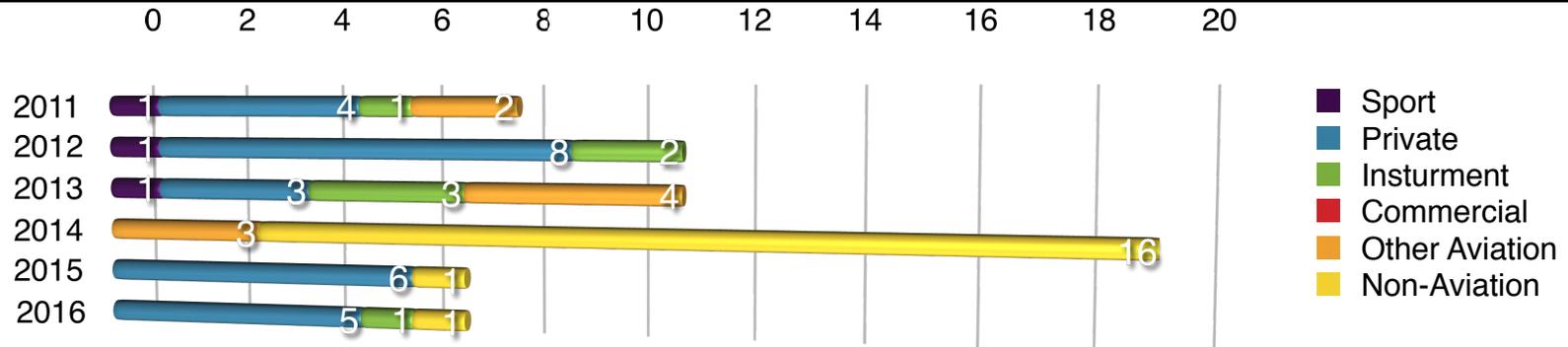
Fuel Sold - 6 Year Comparison



Duffy's Flight Checks for Pilots - 5 Year Comparison



Computerized Written Exams Given At The Airport



Individuals And Businesses That Have Used The Airport This Month

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
David Vance
Bruce Wineman
Medevac (Medflight Wausau)
Jake Jasinski
Troy Rens
Linus Snyder
Landis Senescing

Todd Masephol
Shennon Richter
Drew LePage
Medford Flying Club
Life Link III (Medflight New Richmond)
Enbridge
MQA Aviation LLC
Matt Thomas
Burrnett Co. Flying Service
Michael Tyler
Bob Thill
Don Winch
Valley Medical - Fixed Wing Medflight
Harry Dolan
Am I High Aviation
Wausau Flying Service
Festival Foods
Hawthorne Aviation (Medflight Fixed
Wing Eau Claire)
LJ Aviation
Roehl Transport
Grupe Bryce
P Gingrich
Theda Star (Medflight)
Patrick Colwell
Thomas Pue
Steve Mickel
Morey Airplane Company
Owen Knutson

George Hopkins
Emily Kutrieb

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	Kentucky Fried Chicken
St. Joseph's Hospital	Hardees	Lamers Smokehouse BBQ
Festival Foods	The Store	Nora's
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

February we have seen some better weather and more flight activity at the airport. It seems like everyone is getting hangar fever and needs to get out when the weather is nice. It helps that some of the local airports have been having winter events like Chili Feeds.

City of Marshfield - General Airport Budget - 2016						Page 1 of 2
Account # 101-53510-33						
Obj. #	Description	2016 Amount Approved	2016 February Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	46,073.00	3,839.42	Manager's contract	7,678.84	38,394.16
52210	Electric	16,062.00		Marshfield Utilities & Alliant Energies		16,062.00
52220	Water	408.10		Marshfield Utilities		408.10
52230	Sewer	315.91		Marshfield Utilities		315.91
52240	Fire Protection Charge	2,087.32		Marshfield Utilities		2,087.32
52260	Heating - Gas	2,278.00		General terminal	348.68	1,929.32
52300	Telephone	1,377.24	120.32	Frontier	245.22	1,132.02
52400	Rep/Maint. Serv-Streets	19,200.00	6,400.00	Duffy's Aircraft Sales - snowplowing - men and equipment.	8,850.00	10,350.00
52500	Repair/Mainte. Service	52,000.00	367.95	Schreiners - replaced pressure tank, repaired T&S faucet and Sloan urinal valve.	1,665.46	50,334.54
			55.78	Merkel Co., Inc. -Remove battery back up		
			172.69	Merkel Co., Inc. - Repaired Vasi on 34		
			50.95	Unifirst Corp. - Mats		
			200.00	Maid to Ordere - cleaning		
			263.50	Schreiners - replaced flushmeter valve		

City of Marshfield - 2016 Airport Budget continued					Page 2 of 2
		Amount Requested	February Expenses		Used To Date
					Balance
52900	Other Contractual Ser.	3,000.00			3,000.00
53100	Office Supplies & Exp.	500.00			500.00
53200	Publications & dues	200.00			200.00
53400	Operating supplies	1,600.00			1,600.00
53500	Rep/Mainte. Supplies	6,800.00	7.22	Duffy's Aircraft Sales - shear bolts	140.93
					6,659.07
55110	Buildings & Contents	2,722.72			2,722.72
55140	Professional Liability	320.48			320.48
55150	Airport Liability	4,350.00			4,350.00
55170	Boiler	375.18			375.18
58830	Airport Buildings				-
					-
Grand Totals		159,669.95	11,477.83		18,929.13
					140,740.82

CAPITAL IMPROVEMENT PROGRAM ADMINISTRATIVE COMMITTEE
Minutes of March 1, 2016

Members Present: Andy Keogh, Tom Buttke, Gordy Earll, Mike Feirer, Ken Wood

Member Absent: Ed Wagner

Others present: Jeff Gaier, Steve Barg, Keith Strey, Rick Gramza, Tom Turchi, Dan Knoeck, Amy Krogman, Mike Winch, Jason Angell, Bob Trussoni, Brian Panzer, Dick Pokorny, Rick Gramza, Roxie Wetterau, Michelle Boernke, Justin Casperson; Bob Haight; Keith Montgomery

Meeting called to order by Steve Barg at 8:00 a.m.

Steve Barg reviewed the goals and objectives of the CIP process as stated in policy #4.330. Historically the goals and objectives for the program have been to keep the tax levy and related tax rate stable. He also went over the committee's priority rating which is outlined in Section VII of the CIP policy.

Keith Strey gave an overview of the state budget and the City of Marshfield's debt levels and financial status. The city finances the CIP using the following funding sources:

- Tax Levy
- Fund Balance Applied (our savings account)
- Long Term Borrowing
- User Fees
- Room Tax

Keith presented options for goals for the committee to consider at a future meeting.

Operating Funds:

Option #1

Budget Year	Oper. Fund (OF) Commitment	Request	Request Variance Over/Under
2017	\$120,000	\$450,000	\$330,000
2018	140,000	532,000	392,000
2019	160,000	297,000	137,000
2020	180,000	311,000	131,000
2021	200,000	559,000	<u>359,000</u>
			\$1,349,000

Option #2

Budget Year	Oper. Fund (OF) Commitment	Request	Request Variance Over/ <u>Under</u>
2017	\$120,000	\$450,000	\$330,000
2018	120,000	532,000	412,000
2019	120,000	297,000	177,000
2020	120,000	311,000	191,000
2021	120,000	559,000	<u>439,000</u>
			\$1,549,000

Borrowed Funds – Recurring Projects:

Option #1

Budget Year	Recurring Project Debt Commitment	Request	Request Variance Over/ <u>Under</u>
2017	\$2,700,000	\$3,172,000	\$472,000
2018	2,800,000	3,003,000	203,000
2019	2,900,000	3,057,000	157,000
2020	3,000,000	4,136,000	1,136,000
2021	3,000,000	6,110,000	<u>3,110,000</u>
			\$5,078,000

Option #2

Budget Year	Recurring Project Debt Commitment	Request	Request Variance Over/ <u>Under</u>
2017	\$2,600,000	\$3,172,000	\$572,000
2018	2,600,000	3,003,000	403,000
2019	2,800,000	3,057,000	257,000
2020	2,800,000	4,136,000	1,336,000
20201	3,000,000	6,110,000	<u>3,110,000</u>
			\$5,678,000

Brain Panzer presented the following projects:

UW-K-7336, 2017 Projects; UW-K-7337, 2018 Projects; UW-K-7338, 2019 Project; UW-K-7339, 2020 Projects; UW-K-7340, 2021 Projects

Keith Montgomery presented the following project:

UW-K-7325, Remodel/Renovate Science Areas (STEM)

Jeff Gaier presented the following projects:

AI-N-3812, Replace MALSRs; AI-N-3816, Reconstruction of Pavement; AI-N-3821, Construct Hangar Area Including Taxiway; AI-N-3823, Construct Parallel Taxiway to RWY 26/34; AI-N-3825, Runway 16/34 Extend and Partial Parallel Taxiway; AI-N-3826, Construct South Hangar Area including Taxiways

Rick Gramza presented the following projects:

EM-N-5509, Hwy 13/Spencer EM warning Siren Replacement; PD-K-5705, Garage Expansion; PD-K-5706, Roof Replacement; PD-K-5707, Automation Controls; FD-K-5711, Emergency Generator Replacement

Justin Casperson presented the following projects:

FG-K-5600, Fairgrounds - Round Barn Improvements; PR-K-2867, Oak Avenue Community Center Gym Floor; PR-L-1647, Wildwood-McMillan Connector Trail; PR-L-2804, Playground Improvement Program; PR-L-2808, Softball Facilities; PR-L-2811, Hefko Pool; PR-L-2818, Zoo Pond & Stream, PR-L-2821, Columbia Park Bandshell; PR-L-2827, Braem Park Parking Lot; PR-L-2843, Parks Maintenance Building; PR-L-2845, Adler Road Trail; PR-L-2847, Zoo Welcome Center and Cougar Exhibit; PR-L-2849, UW Arboretum Trail; PR-L-2852, East 4th Street Trail; PR-L-2853, Galvin Avenue Trail; PR-L-2854 Parks Asphalt Maintenance Program; PR-L-2855, Park Forestry Improvement Program; PR-L-2857, Braem Park Tennis Courts; PR-L-2860, Parks ADA Improvement Program, PR-L-2863, Park Master Plans

Jason Angell presented the following projects:

DS-N-2866, Downtown Community Square

Dan Knoeck presented the following projects:

FM-K-3968, Forward Financial Building - Purchase and Remodel; FM-K-3969, Community Center Remodel

Dick Pokorny presented the following projects:

FM-K-3913, City Hall Plaza - Carpet Replacement; FM-K-3924, City Hall Plaza - Electrical Upgrade; FM-K-3927, City Hall Plaza Access Control System; FM-K-3942, City Hall Asbestos Removal; FM-K-3950, City Hall Plaza Penthouse Electrical Upgrade; FM-K-3955, City Hall Plaza 1st Floor East Roof Project; FM-K-3958, City Hall Plaza Basement Air Handler Replacement; FM-K-3962, City Hall Plaza Brick Waterproofing; FM-K-3963, City Hall Plaza Parking Lot Slurry Seal; FM-K-3964, City Hall Plaza Boiler Replacement

Dan Knoeck presented the following projects:

SW-G-6772, STH 13/Popp Avenue Area Storm Sewer; SW-G-6773, North Hills Storm Sewer; SW-G-6775, McMillan Street at Galvin Ave - Culvert Extension; SW-G-6776, Laemie Ave - 21st to 1,200 ft North - Storm Sewer

The schedule of meeting dates is as follows:

Tuesday March 1st - 8:00 a.m.
Wednesday March 2nd - 8:00 a.m.
Thursday March 17th - 7:00 a.m.
Tuesday March 29th - 7:00 a.m.
Thursday March 31st - 7:00 a.m.

Committee/Council review

- Board of Public Works - Monday, April 18th
- Plan Commission - Tuesday, April 19th
- Common Council - Tuesday, April 26th
- Common Council - Tuesday, May 10th (adoption)

Motion by Earll, second by Wood to adjourn the meeting at 9:55 a.m.

Motion carried

Respectfully submitted,

Amy Krogman
Administrative Assistant III

CAPITAL IMPROVEMENT PROGRAM ADMINISTRATIVE COMMITTEE
Minutes of March 2, 2016

Members Present: Andy Keogh, Tom Buttke, Gordy Earll, Mike Feirer, Ken Wood, Ed Wagner

Member Absent: None

Others present: Steve Barg, Keith Strey, Amy Krogman, Brian Panzer, Michelle Boernke, Bob Trussoni, Dan Knoeck, Tom Turchi, Justin Casperson, Sam Warp, Mike Winch, and Rick Gramza

Meeting called to order by Steve Barg at 8:00 a.m.

Strey gave an overview of the estimated 5 year debt summary which includes the CIP requests, Fire equipment, and Marshfield Utilities debt and what this means to the City.

CIP16-01 Motion by Keogh, second by Buttke to approve Option #1 for operating funds as follows:

Budget Year	Oper. Fund (OF) Commitment
2017	\$120,000
2018	140,000
2019	160,000
2020	180,000
2021	200,000

Motion carried

CIP16-02 Motion by Buttke, second by Feirer to approve Option #1 for borrowed funds as follows:

Budget Year	Recurring Project Debt Commitment
2017	\$2,700,000
2018	2,800,000
2019	2,900,000
2020	3,000,000
2021	3,000,000

Wagner voted naye.

Motion carried

CIP16-03 Motion by Wagner, second by Earll to direct staff to develop a scenario for a referendum levying 1 MIL for to be used to reduce debt and complete street projects for 5 years.

Motion carried

Staff was asked to bring this information to the March 17th meeting

Dan Knoeck presented on the following projects:

EN-A-2251, Central Ave - Arnold to Harrison - Pavement Rehab; EN-B-1916, Lincoln Ave - 5th to Adler - Reconstruction; EN-B-2074, E. 29th - Washington Hume - Reconstruction; EN-B-2195, E. 29th - Hume to Veterans Parkway - Reconstruction; EN-C-1837, West 5th Street - Chestnut to Oak - Reconstruction; EN-D-1851, Arnold Street - Peach to Elm - Reconstruction; EN-D-2067, E. 17th Street - Maple to Peach - Reconstruction; EN-D-2108, Alley Reconstruction - Central/Maple - 5th to 6th; EN-D-2114, Grant St - Central to Chestnut - Street Reconstruction; EN-D-2133, 9th - Central to Chestnut & Chestnut - Reconstruction; EN-D-2140, Asphalt Street Surfacing & Mill-in-Place - 2017; EN-D-2175, Broadway Ave - Blodgett to North - Reconstruction; EN-D-2192, Asphalt Street Surface & Mill-in-Place - 2019; EN-D-2202, Asphalt Street Surfacing & Mill-in-Place - 2018; EN-D-2216, Asphalt Street Surface & Mill-in-Place - 2020; EN-D-2239, Asphalt Street Surface & Mill-in-Place 2021; EN-D-2241, Cleveland Street - Walnut to Doege - Reconstruction; EN-D-2243, Blodgett W Street - St. Joseph to Wood - Reconstruction; EN-D-2247, Laurel Ct. - Laurel St to Cul-de-sac - Reconstruction; EN-D-2248, Schmidt Ave - State to Ives - Reconstruction; EN-F-2109, 4th Street & Peach Ave - Traffic Signal Upgrade; EN-F-2204 Traffic Signal Interconnect - Central & Vets Parkways; EN-F-2250, McMillan & St Joes - Traffic Signals or Roundabout; EN-J-1796, Sanitary sewer Lining - City Wide; EN-J-2205, Wood Ave - Blodgett to North - Sanitary Sewer; EN-N-2142, Sidewalk Reconstruction - 2017 Ordered Repairs; EN-N-2193, Sidewalk Reconstruction - 2019 Ordered Repairs; EN-N-2207, Sidewalk Reconstruction - 2018 Ordered Repairs; EN-N-2217, Sidewalk Reconstruction - 2020 Ordered Repairs; EN-N-2240, Sidewalk Reconstruction - 2021 Ordered Repairs

Wagner questioned the money that was put in the Community Center. He did not think any city money would be used for that project. Barg explained that staff wasn't sure what number should have been put in for that project. Part of the building will be city offices such as Parks and Recreation and the council chambers that would not be covered by fundraising. That amount is just a rough estimate. Knoeck explained that this is front money which could be repaid by lease payments. This project needs a placeholder in the CIP.

Next meeting will be Thursday, March 17th at 7:00 a.m.

Motion by Wagner, second by Wood to adjourn at 9:20 a.m.

Respectfully submitted,

Amy Krogman
Administrative Assistant III

**MINUTES
FIRE AND POLICE COMMISSION/REGULAR MEETING
MARCH 3, 2016**

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

EXCUSED: Commissioner Frankland and Fire Chief Haight.

ALSO PRESENT: Police Chief Gramza and Police Lieutenant Larson; Deputy Fire Chief Erickson, and Council Member Earll.

FP16-010 Motion by Mueller, second by Gershman to approve the minutes of the 02/04/16 regular meeting.

Motion carried.

FP16-011 Motion by Meyers, second by Gershman to approve the fire department bills in the amount of \$29,944.02.

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

Motion carried.

FP16-012 Motion by Gershman, second by Mueller to approve the police department bills in the amount of \$458,378.79.

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

Motion carried.

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

Marshfield News Herald reporter Anderson arrives at the meeting at 7:36 a.m.

Presentation of the 2015 Marshfield Fire and Rescue Department annual report was provided by Deputy Fire Chief Erickson. Special recognition given to Fire Chief Haight, Deputy Fire Chief Owen and Administrative Assistant Berger for their cooperative effort in preparing the report.

Presentation of the 2015 Marshfield Police Department annual report was provided by Police Chief Gramza. Special recognition to Administrative Assistant Lindner and all police staff for their assistance in preparing the report.

The crime reports were reviewed and placed on file.

Because there was nothing to report at this time, the commission did not move into closed session.

With there being no further business to discuss, the meeting adjourned at 8:15 a.m.

**COMMISSIONER MUELLER IS SCHEDULED TO ATTEND THE MARCH 22, 2016
COMMON COUNCIL MEETING AT 7:00 P.M.**



Marshfield Fire and Police Commission
Nate Mueller, Secretary

Economic Development Board meeting March 3, 2016

Present: Tom Buttke, Ron Dickrell, Bill Sennholz, Aaron Staab, Ed Wagner,
Tammy Meissner, and Al Michalski
Absent: Bob Trussoni
Others: Laura Mazzini, Angie Eloranta, Karen Olson, Jason Angell, Dan Knoeck,
and Amy Krogman

Sennholz called the meeting to order at 3:05 p.m. in Room 108 of the City Hall Plaza.

Approve minutes

EDB16-05 Buttke moved and Wagner seconded a motion to approve the February 4, 2016 minutes from the EDB Regular Board meeting and the January 11, 2016 minutes from the EDC Subcommittee meeting as presented.

Motion carried

Conflicts of interest

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

Citizen comments

Eloranta reported that she, Karen and Erin Howard will be going to Wisconsin Rapids for recruitment visits. They will be handing out information regarding the pop-up shops. Main Street Marshfield has applied for a grant for assistance with broadband. She has been meeting with retail business owners regarding staying open later. There are 15 businesses that will be staying open until 7:00 p.m. on Thursdays Memorial Day to Labor Day. This will be promoted to shop local on Thursday nights. They will be moving the 3rd Tuesday promotion to Thursdays.

Olson reported that broadband is a hot topic again. She attended a state program in Stevens Point they talked about CAP funding to provide broadband in rural areas. One of the speakers stated 1 in 5 millennials are not getting their driver's license. They want to be living within walking distance to their jobs.

Angell reported that he, Eloranta and Steve Barg met to review the 6 applications that were received for the façade program, total request of \$172,000 in matching funds. There was \$75,000 available. They awarded 4 projects for a total of \$62,500. Since then 3 additional applications have been received. Those three are eligible and will take up the balance of money. There are additional applications coming in. He asked the board if they would like to put in extra money and approaching the Main Street Board regarding putting money in at the same percentage that was originally done. Angell will look at budget and will call a special meeting to make the approval. Eloranta will talk to her board also.

Update on 2016 Utility Dividend Payment

The EDB budgeting \$268,000 for the Utility Dividend Payment which was the amount they had received last year. The actual adopted budget was \$267,000. The actual

payment was \$216,640; this is based on the dividend from ATC. EDB received \$30,500 from Wood County which wasn't included in the budget so the 2016 budget will need to be adjusted by \$21,000. There are some items in the budget that can be adjusted. Angell stated there is money in the 205 fund. We could do a budget adjustment for the façade program and this shortfall at the same time.

Future rail needs in Yellowstone Industrial Park

Knoeck gave a presentation on the future needs of railroad in Yellowstone Park. He explained what the original plans were and where the rails currently are. If the properties north of Yellowstone Drive are going to want rail service, the city needs to reserve land from the former Gust property. Knoeck will talk to the purchaser of the land to identify the property the City will need to reserve for a possible future rail extension in the park.

Industrial and manufacturing space needs

Olson reported that she has been getting calls for industrial and manufacturing space in the range of 10,000 to 20,000 square feet. Businesses want the building available immediately and would like to lease space rather than own. The committee discussed how the city could work with a developer to put up a spec building. It was decided that a RFP should be developed to see if any developers are interested in partnering with the City on this project. Staff will develop the RFP for the committee to approve at a future meeting.

Discussion and possible action on 2015-2016 EDB priorities

- **Housing**: Nothing new, committee will be meeting soon. Another apartment unit has been approved by the High School. It's the same developer that put up the apartments on Heritage Drive. Angell has two different developers looking at different housing options around the medical campus. The need for grants to remodel older homes was discussed.
- **Economic Development Corporation**: Sennholz reported they are starting to talk to position board meeting. This needs to continue to move forward.
- **Downtown redevelopment**: Buttke stated that Hub City Time did an excellent article on the Community Square. Committee discussed the community reaction to this project and fundraising efforts. Angell stated Public Access would like to do a program. He suggested the committee wait until the fundraising committee was formed and have them do the program.

Announce next Board meeting date/time

Sennholz announced that the next EDB meeting will take place on Thursday April 7th at 3:00 p.m. in Room 108 of the City Hall Plaza.

With no other business before the Board, Staab moved and Wagner seconded a motion to adjourn at 4:28 p.m.

Motion carried

Respectfully submitted,
Amy Krogman, Administrative Assistant III

HISTORIC PRESERVATION COMMITTEE MINUTES
OF MARCH 7, 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; Ken Bargender; and, Kris Keogh.

ABSENT: Bill Penker (excused), Keith Meacham (excused), and Vickie Schnitzler.

ALSO

PRESENT: Angie Eloranta, Executive Director of Main Street; Matt McLean, Director of the Convention and Visitors Bureau; and, Josh Miller, City Planner.

Approval of the Minutes of January 4, 2016 Meeting.

HP16-05 Motion by Cummings, second by Bargender to approve the minutes of the January 4, 2016 meeting.

Motion Carried.

Approval of the Minutes of February 6, 2016 (Special) Meeting.

HP16-06 Motion by Bargender, second by Cummings to approve the minutes of the February 6, 2016 Special meeting.

Motion Carried.

Citizen Comments.

Discussion of Main Street Historic Plaque Program.

Angie Eloranta, shared what the City of Omro, Wisconsin is doing for their plaque program. They used lightweight aluminum signs. The sign includes description and pictures. She will send them out to the Committee members so they can see what they look like. Joe Lawniczak thought it would be a good design for Marshfield Brick. Omro purchased 100 signs for \$6,800 and most of them lasted 20 years. She will continue to talk to Brian Hopperdietzel at Marshfield Monument to see if we can work with him.

Bargender suggested working with Burt Awards or Events Etc., to see if they do any engraving. Angie said it would be something we would have to budget for next year. Matt McLean said he could possibly allocate some money towards it. Cummings suggested spreading out the cost over a number of years.

Review of the 2016 Cultural Fair from Attendees.

Wood said that the Cultural Fair had a good turnout and there were a lot of people that didn't know the walking tour brochures were available. It was good to be next to North Wood County Historical Society. A lot of people didn't know where they could pick up the brochures. There were probably a couple of hundred people that stopped by.

Renew Membership to the Wisconsin Association of Historic Preservation Commissions for \$40.

HP16-07 Motion by Cummings second by Keogh to renew membership to the Wisconsin Association of Historic Preservation Commission for \$40.

Motion Carried.

Update on Brochure Displays in the Wildwood Park and Zoo.

Miller explained that he met with Justin Casperson, Parks and Recreation Department Director, to measure how much space is available for brochures in the bathroom hallway of the Wildwood Pavilion. He was very open to having brochures in this location. Miller also talked to Matt McLean, Director of the Convention and Visitors Bureau, and he was interested in working together on a brochure for that location to share on the cost. They have displays for other locations and he will be sending the information on those displays to Miller in the near future.

Wood asked for Matt's email address and he will send a photo of a display from the airport. He said Tom Buttke was also in favor of having it in the Zoo Store.

Update on Historic Preservation Month Activities.

Wood said that he's doing the bus tours again this year for those in senior housing. They will be doing a video tour with the other groups that don't have a bus. Miller explained that the latest available minutes were included in the packet. He invited those that have attended the meetings to share the projects that are being considered for Historic Preservation Month.

Bargender said they haven't come up with a theme yet. Similar activities to previous years will continue to go on. They are looking at having the kickoff event at the Round Barn. He believes they may be having a meeting tomorrow to discuss the Historic Preservation Month activities.

Consideration to Sponsor School District Art Display Awards for up to \$500.

Miller said that the budget for this year was \$500. Last year the Committee spent \$318 on the ten awards. The ribbons cost \$68 and the MACCI gift certificates were \$250.

The awards are tentatively scheduled for May 12th. They are trying to avoid conflicts with the sports calendar.

Bargender said the second semester projects are focused on the Round Barn.

HP16-08 Motion by Cummings second by Bargender to spend up to \$500 on MACCI gift certificates and ribbons for the Student Art Display Awards.

Motion Carried.

Discussion of Possible Stewardship Award Nominations.

Bargender asked this item to be placed on the agenda. In the past they've kicked around the idea of nominating the School District for their work on the Middle School. Cummings asked who do you give the award to? Bargender suggested talking to Ron Sturomski.

Miller will send Ken the contact information for Ron Sturomski.

Wood also mentioned Lorraine Markee as a possible future nominee for the award.

Continue Discussion on Buildings of Architectural Interest Brochure Materials.

There are no updates at this time.

Staff Updates

- **Comprehensive Plan Update.** Miller said they are continuing to work on the Existing Conditions Report.

Set Meeting Date and Future Agenda Items.

The next regular Historic Preservation Committee meeting will be held on Monday, April 4, 2016. The agenda of the next regularly scheduled meeting should include approval of the Monday, March 7, 2016 meeting minutes, and other topics that may come up. The next meeting is Cummings's last meeting with the Historic Preservation Committee.

Adjourn.

Motion by Cummings, second by Bargender to adjourn meeting at 4:52 P.M.

Motion Carried

Respectfully submitted,



Josh Miller
City Planner

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
MARCH 14, 2016**

COMMISSION MEETING MINUTES

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on March 14, 2016 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, Harry Borgman, Alen Johnson and George Holck. Also present were Alderperson Gordon Earll, Attorney John Adam Kruse, John Trautman, Paul Pasko and Utility staff. Absent was Alderperson Peter Hendler.

- During commissioner, council, and staff comments, Commissioner Maggitti thanked the staff for excellent coordination for attending the APPA Legislative event. The Human Resources Manager introduced Ross Larson, the new Office Supervisor.
- Al Derge was presented with an award for fifteen years of service.
- John Trautman with Schenck reviewed the annual audit reports.

UC/16-15 Motion by Maggitti, seconded by Borgman, to approve the audit. All ayes, motion carried.

- The General Manager presented information on the city dividend.

UC/16-16 Motion by Maggitti, seconded by Borgman, to accept the recommendation of the dividend amount as presented. All ayes, motion carried.

- The General Manager presented the recommendations from the water main lining bid. Paul Pasko with SEH answered questions related to the recommendations. Harvey Helms and Dan DeBore with Earth shared their perspective on their bid proposal.

UC/16-17 Motion by Johnson, seconded by Maggitti, to set aside the SEH recommendation document and approve the bid from Earth. Aye: Holck, Johnson, Maggitti; Nay: Eberl, Borgman, motion carried.

UC/16-18 Motion by Maggitti, seconded by Johnson, to approve the following job orders:

7458	McMillan Substation Relay Upgrades	\$362,400.00
17835	County Road A - Single Phase Rebuild to Replace Aging System and Copper Conductor	\$115,002.00

All ayes, motion carried.

UC/16-19 Motion by Holck, seconded by Borgman, to approve payroll for February in the amount of \$236,243.44 and general bills for February in the amount of \$2,961,826.85. All ayes, motion carried.

UC/16-20 Motion by Johnson, seconded by Borgman, to dispense with reading the minutes of the previous meeting and accept them as submitted. All ayes, motion carried.

- The General Manager reviewed the operations and financial reports.
- The Electric, Communications, & Gas Manager presented information on community solar.

UC/16-21 Motion by Maggitti, seconded by Holck, to adjourn. All ayes, motion carried. Meeting adjourned at 5:03 p.m.

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

John Maggitti, Secretary

Operations Report March 2016

As you may know, there was an effort in the state legislature to make it easier for a city to sell its water utility. The measure passed through the assembly on a voice vote and after considerable pressure, the senate took it off the agenda for discussion. Hopefully it is now dead. The league of municipalities at first supported it and then reversed itself after much pressure. The league favored it because it basically put the decision in the hands of the council without public input. I had sent letter to our representatives against this bill as did many electric and water utilities. We anticipated that this could be the first step in making it easier for a municipal to sell the electric utility as well. The mayor also supported our effort.

I am attending the CIP meetings with the city where they discuss long range city projects. Kent and I have been meeting periodically with Keith and Steve to review our long term financing of projects as it relates to theirs.

The 2015 payment in lieu of tax (PILOT) to the City has been calculated at \$1,833,249 and will be paid in mid-April. The PILOT is based on plant in service, inventory, and construction in process within the city as of 1/1/15 for the electric and water utilities. The previous PILOT paid to the City totaled \$1,769,896. We are estimating the 2016 PILOT (paid in April 2017) to be approximately \$1,893,068 using the tax rates from 2015. The actual 2016 PILOT will be calculated in December when the 2016 tax rates are available.

The rate of return for the electric and water utilities has been calculated for 2015. For the electric utility, the rate of return was 5.04%, compared to the authorized rate of return of 6%. The rate of return for the water utility was 4.77%, compared to the authorized rate of return of 4%. The rate of return for the water utility was increased to 5.25% effective January 1, 2016, as part of our rate increase. We do plan to file rate cases on both utilities and will be requesting higher rates of return.

Sensus AMI software shows 4812 water meters installed as of 3-3-2016. This number represents 58.8% completion for the water portion of the AMI project. We continue to mail out 50 letters per week to our customers requesting them to schedule an appointment to have an AMI meter installed. Electric AMI meters installed: 8,275 out of 13,100 (63.5%).

Water Crews repaired 7 water main breaks in February. This compares to 5 repaired for February of last year. We have had a total of 35 main breaks this year. This compares to totals of 32 in 2015 and 74 in 2014, which was the unusually cold winter.

We have overbilled Sensory Effects for their sewer surcharges from September 2013 through February 2016. The wrong meter multiplier was set up for these charges when this was put into their name resulting in overcharging them by a factor of 10. Quality Ingredients, the prior customer, was billed

correctly. We also verified that all other customers that were billed these sewer surcharges were billed properly. We will be implementing procedure changes to ensure that this never happens again.

The amount that they were overbilled is quite large – excluding February, which hasn't yet been paid by Sensory Effects, the overbilled amount is \$341,001.05. This is a pass through billing to the wastewater so it will not have any impact on our financial statements since the wastewater utility has offered to issue a check directly to Sensory Effects to refund the overbilled amount.

BOARD OF PUBLIC WORKS MINUTES
OF MARCH 14, 2016

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

PRESENT: Mike Feirer, Tom Buttke & Gary Cummings

EXCUSED: Ed Wagner and Chris Jockheck

ALSO PRESENT: Alderman Earll; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Wastewater Superintendent Warp; City Planner Miller; Library Director Belongia; Angie Eloranta – Main Street Marshfield; Joe Dolezal – The Boson Company; the media; and others.

PW16-29 Motion by Cummings, second by Feirer to recommend approval of the minutes of the February 15, 2016 Board of Public Works meeting.

Motion Carried

Citizen Comments – None

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

PW16-30 Motion by Cummings, second by Feirer to recommend approval of the revisions to Policy 5.080 – Public Right-of-Way Enhancement program, as presented, and further recommend revisions to Section 10-132 and Section 13-66(2) of the Municipal Code and that an ordinance change be drafted for Common Council consideration.

Motion Carried

PW16-31 Motion by Feirer, second by Cummings to recommend approval of the low quotation submitted by Truck Country of Rothschild, WI for a Freightliner Tandem Axle Truck Chassis for the Street Division at a cost of \$92,162 and authorize execution of a purchase agreement.

Motion Carried

PW16-32 Motion by Feirer, second by Cummings to recommend approval of the list of Prequalified Contractors for 2016 City contracts as presented, to include Pember Companies, Inc. of Menomonie, WI and Haas Sons, Inc. of Thorp, WI.

Motion Carried

Recommended items for future agendas: None

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

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF MARCH 15, 2016

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

PRESENT: Alderpersons Rich Reinart, Gordon Earll, Alanna Feddick, Rebecca Spiros and Peter Hendler.

ABSENT: None

ALSO PRESENT: Mayor Meyer, City Administrator Barg and City Personnel (Keith Strey, Amy VanWyhe, Justin Casperson, Jason Angell, Jennifer Rachu, Dan Knoeck and Deb Hall)

Citizen Comments

None

FBP16-016 Motion by Hendler, second by Reinart to approve the items on the consent agenda:

1. Minutes of the February 16, 2016 meeting.
2. Payroll in the amount of \$812,528.36 and Bills in the amount of \$8,122,816.66 and \$1,105,150.17
3. Monthly Position Control Report as of February 29, 2016.
4. Report of Personnel Actions as of March 15, 2016.
5. February 2016 Treasury Report.

Motion carried

No items were removed from the consent agenda.

FBP16-017 Motion by Hendler, second by Earll to approve revised Personnel Policy No. 3.525, Family and Medical Leave.

Motion carried

FBP16-018 Motion by Earll, second by Reinart to recommend approval of Payroll Resolution No. 2016-20 to the Common Council, adding the position of Forestry Technician to the Seasonal/Casual payroll resolution.

Motion carried

FBP16-019 Motion by Earll, second by Spiros to authorize the Human Resources Manager/Asst. to the City Administrator to fill the position of Payroll Technician. Hendler voted Nay.

Motion carried

FBP16-020 Motion by Earll, second by Reinart to recommend approval of Budget Resolution No. 03-2016 to the Common Council, transferring \$9,800 within the Cable Television Fund from Fund Balance to Capital Outlay to purchase camera equipment and accessories.

Motion carried

FBP16-021 Motion by Spiros, second by Earll to go into closed session pursuant to Wisconsin Statutes, chapter 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.

- Position title and pay grade adjustments (2 positions)

Roll call vote, all ayes. (Time: 5:45 p.m.)

Motion carried

Present in closed session: Alderpersons Feddick, Reinart, Earll, Spiros and Hendler, Mayor Meyer, City Administrator Barg and City Staff (Keith Strey, Jennifer Rachu, Dan Knoeck, Jason Angell and Deb Hall).

FBP16-022 Motion by Spiros, second by Hendler to return to open session. Roll call vote, all ayes.
(Time: 6:02 p.m.)

Motion carried

FBP16-023 Motion by Hendler, second by Reinart to approve the placement of the Facilities Maintenance Coordinator (incumbent) from Step 4 of pay grade G (\$22.17 per hour) to Step 1 of pay grade I (\$23.68 per hour) of the 2015 Compensation Scale. The employee would move then to the 2016 scale (\$24.27) following 6 months in the position.

Motion carried

FBP16-024 Motion by Hendler, second by Reinart to approve redlining the Building Inspector/Project Manager's (incumbent) rate of pay at \$35.03. The incumbent pay range would decrease from pay grade N to pay grade M on the 2015 Compensation Scale. The employee's rate of pay would continue to be redlined upon completion of 6 months in the role. The employee would be eligible for an increase when the rate of \$35.03 exceeds the rate of pay in Step 5 of the pay scale.

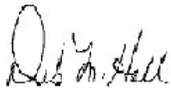
Motion carried

FUTURE AGENDA ITEMS

Merit Policy

Motion by Spiros, second by Hendler to adjourn at 6:05 p.m.

Motion carried



Deb M. Hall
City Clerk



City of Marshfield Memorandum

DATE: March 15, 2016
TO: Finance, Budget and Personnel Committee
FROM: Justin Casperson, Parks and Recreation Director
RE: Resolution No. 2016-20, 2016 Seasonal Pay Rate Plan

Summary:

As Emerald Ash Borer (EAB) continues to move closer Marshfield, the City is compelled to address the impact the invasive insect will cause. The City of Marshfield's EAB response plan includes preemptive ash tree removals, select ash tree treatments and new tree plantings. To help execute the plan, the Street Department applied for two grants, however the funding did not come through. The Street Department and Parks and Recreation Department have been working together to develop an alternative plan.

In order to efficiently reduce EAB's impact on the community, the Street Department and Parks and Recreation Department propose the hiring of a seasonal forestry technician. The City does not employ personnel solely dedicated to the management our urban forestry. A seasonal forestry technician will be a valuable resource that will provide the time and expertise required to ensure urban sustained health of the urban and public safety. The technician will perform treatments, evaluations, routine pruning, inspections, plantings and update the our forestry inventory on GIS.

This is not a request for additional funding. All staff expenditures will remain within the 2016 budget requests. Worked performed with the Parks and Recreation Department will be accounted separately from work performed with the Street Department. The is a request for the addition of a position to the Marshfield Seasonal/Casual resolution.

Recommendation:

To approve payroll Resolution 2016-20 for the addition of the aforementioned forestry technician seasonal position.

Attachment(s):

Marshfield Seasonal/Casual

Concurrence:

Steve Barg,
City Administrator

Jennifer Rachu,
Human Resources Manager
Assistant to the City Administrator

CITY OF MARSHFIELD

POSITION DESCRIPTION

JOB TITLE: Seasonal Forestry Technician

DEPARTMENT: Parks & Recreation Department

TITLE OF IMMEDIATE SUPERVISOR: Parks and Recreation Maintenance Supervisor

JOB SUMMARY: Duties include but not limited to the maintenance, care, education and improvement of the City's urban forest.

ESSENTIAL FUNCTIONS:

1. Performs regular forestry duties and tasks associated with a typical of park and recreation and/or public works department.
2. Tree planting; including new tree inspection, location selection, hole preparation, tree installation, staking, mulching, and watering
3. Treatment of street and park ash trees using soil- and trunk- injected insecticides for treatment of the Emerald Ash Borer.
4. Operates vehicles and equipment to assist in the removal and pruning of public trees. Tasks included: falling, cutting, loading, chipping, hauling, stump grinding, and site restoration.
5. Update the City's Forestry Plan on GIS that includes: tree identification, evaluation, maintenance needs.
6. Performs invasive tree & plant management and eradication. Tasks included but are not limited to: invasive plant identification, control measures and eradication.
7. Performs preventive maintenance and inspections to equipment and vehicles.
8. Answers customer's inquiries, complaints, and concerns as they relate to urban forestry and invasive species.
9. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested.
10. Establish and maintain a positive working relationship with peers, supervisor, seasonal employees and the general public.
11. Assisting the public as needed in a positive and professional manner.
12. Other related duties as required.

QUALIFICATIONS:

1. Pursuit or possession of a college degree in Forestry, Natural Resources, Outdoor Recreation Management, or other related degree required.
2. Experience operating various types of equipment including but not limited to: chainsaws, trucks, tractors, chippers, stump grinders, misc. yard equipment, etc...
3. A valid State of Wisconsin driver license.
4. A Wisconsin Commercial Pesticide Applicators License

PAY RANGE: \$10.00 - \$13.00

RESOLUTION NO. 2016-20
PAYROLL RESOLUTION

WHEREAS, the City of Marshfield offers a wide variety of recreational programs and services in the community on a year-long basis (including a Seasonal Forestry Technician); and

WHEREAS, it is necessary to attract qualified employees to ensure that these programs and services can be offered; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Marshfield that the attached revised pay plan be adopted effective January 1, 2016 as specifically designated.

ADOPTED: _____
Chris L. Meyer, Mayor

APPROVED: _____
Lori A. Panzer, Deputy City Clerk

**Marshfield Seasonal/Casual
Payroll Resolution No. 2016-20 Detail
Rates Effective 1/1/16**

	STEP A	STEP B	STEP C	STEP D	STEP E
LEVEL I	\$7.40	\$7.65	\$7.90	\$8.15	*
Ice Rink Supervisor					
Pool Attendant/Cashier					
Scorekeeper					
Special Event Assistant					
LEVEL II	\$7.75	\$8.00	\$8.25	\$8.50	*
Facility Supervisor					
Program Instructor					
LEVEL III	\$8.25	\$8.50	\$8.75	\$9.00	*
Lifeguard					
LEVEL IV	\$8.75	\$9.25	\$9.75	\$10.25	*
Program Director					
LEVEL V	\$10.00	\$10.50	\$11.00	\$11.50	*
Pool Manager					
Early Bird Lap Swim Guard					
Program Coordinator					
LEVEL VI	\$11.00	\$12.00	\$13.00	\$13.50	***
Recreation Program Supervisor					
ADULT OFFICIALS					
Adult Basketball Scorekeeper 1 hour gm.	\$7.25	\$7.75	\$8.25	\$8.75	
Adult Basketball Supervisor 1 hour gm.	\$8.00	\$8.50	\$9.00	\$9.50	*
Adult Volleyball (1/ma) 45 min match	\$10.00	\$10.50	\$11.50	\$12.50	*
YOUTH OFFICIALS					
Baseball (1/gm)	\$8.00	\$8.50	\$9.00	\$9.50	***
Soccer Referee					
Non-Certified	\$8.00	\$8.50	\$9.00	\$9.50	
Certified	\$10.00	\$10.50	\$11.00	\$11.50	
PARKS AND RECREATION OFFICE OPERATIONS					
Parks and Recreation Casual Temp I	\$8.25	\$8.50	\$8.75	\$9.00	\$10.00
ZOO OPERATIONS	0-480 hrs.	481-960 hrs.	961-1441 hrs.	1442 + hrs.	
Zoo Intern	\$8.00	\$8.50	\$8.75	\$9.25	**
Zoo Attendant	\$7.75	\$8.00	\$8.25	\$8.50	**
Zookeeper Assistant	\$8.75	\$9.25	\$9.75	\$10.25	**
Zoo Education Coordinator	\$12.50-\$15.00				
PARK/STREET OPERATIONS	0-480 hrs.	481-960 hrs.	961-1441 hrs.	1442 + hrs.	
Seasonal Parks Maintenance	\$8.50	\$9.00	\$9.50	\$10.00	**
Seasonal Street Maintenance					
Facility Maintenance					
Seasonal CDL Street Maintenance	\$12.50-\$15.00				
Seasonal Forestry Technician	\$10.00-\$13.00				
CEMETERY OPERATIONS					
Cemetery Laborer	\$7.43 - \$10.00				*

**Marshfield Seasonal/Casual
Payroll Resolution No. 2016-20 Detail
Rates Effective 1/1/16**

INTERNS	1st Summer	2nd Summer	3rd Summer		
Engineering Intern Level I (H.S.Student)	\$9.18	\$10.20	\$11.22		
Engineering/WW Intern Level II (Engineering Student - College)	\$11.22	\$12.24	\$13.26		
Engineering Intern Level III (Civil Engineering Student)	\$13.26	\$14.28	\$15.30		
Technology Interns	\$9.00 - \$16.00				
Scanner	\$8.00 - \$11.00				
POLICE DEPARTMENT	1st Step	1040 hrs	2080 hrs		
Park Patrol	\$8.72	\$9.81	\$10.06		
Transport Coordinator	\$15.00				
Transport Officers	\$12.00-\$15.00				
Parking Enforcement I	\$8.00-\$9.25				
	1-4 years	5 + years			
Crossing Guards	\$10.82	\$11.22			
OFFICE OPERATIONS	(1st Step)	1040 hrs	2080 hrs		
Casual Temporary Clerical I	\$9.36	\$10.40	\$10.92		
Casual Temporary Clerical II	\$10.72	\$11.79	\$12.86		
ELECTION WORKERS					
Election Inspector	\$8.50				
Voter Registration Deputy	\$9.00				
Chief Election Inspector	\$18.19				
*Level I, II, III, Adult Official's and Cemetery laborer rates rates increase by \$.25 each year for no more than a \$1.00 increase.					
**Park/Street Operations rates increase by \$.30 each year for no more than a \$1.50 increase.					
***Level V, VI, and Youth Official's rates increase by \$.50 each year for no more than a \$2.00 increase.					
Home/ad/resolutions/2016 Seasonal and Casual Resolution					

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF MARCH 15, 2016

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

PRESENT: Alderpersons Gordon Earll, Rebecca Spiros and Alanna Feddick (arrived at 5:03 p.m.)

ABSENT: None

EXCUSED: Alderperson Wagner

ALSO PRESENT: Police Chief Gramza and City Clerk Hall

CITIZEN COMMENTS

None

JLC16-012 Motion by Spiros, second by Earll to approve the minutes of the Judiciary and License Committee of March 1, 2016.

Motion carried

JLC16-013 Motion by Spiros, second by Earll to approve by unanimous consent the following:

- a) Six (6) Beverage Operator Licenses for the 2015-2017 license year to: Casey Borchardt, Samantha Fuehrer, Danielle Hardy, Michelle Kramer, Ryan Mullen and Mindy Schwabe.
- b) Temporary Class "B" Retailer's License to the Marshfield Area Chamber of Commerce & Industry for May 31, 2016.
- c) Amend the premise description on the "Class B" Combination Liquor license of Liston & Melendez LLC (Di-Lucas) effective March 23, 2016.
- d) "Class B" Combination Liquor license to Marshfield Development LLC (Holiday Inn) located at 750 S. Central Avenue.

Motion carried

JLC16-014 Motion by Feddick, second by Spiros to grant a Beverage Operator license to Veronica Fernandez with 25 demerit points assessed for failure to list her violations.

Motion carried

JLC16-015 Motion by Feddick, second by Spiros to grant a Beverage Operator license to Aubrey Mason with 25 demerit points assessed for failure to list her violations.

Motion carried

JLC16-016 Motion by Spiros, second by Feddick to grant a Beverage Operator license to Miranda Dieringer with no demerit points. Earll voted Nay.

Motion carried

JLC16-017 Motion by Feddick, second by Spiros to grant a Beverage Operator license to Tanner West with no demerit points.

Motion carried

JLC16-018 Motion by Feddick, second by Spiros to postpone until the next meeting the discussion on developing a procedure for replacing Section 9-32(8) Improper Exhibitions.

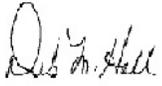
Motion carried

Future Agenda Items

None

Motion by Spiros, second by Feddick to adjourn at 5:11 p.m.

Motion carried

A handwritten signature in cursive script, appearing to read "Deb M. Hall".

Deb M. Hall
City Clerk

**CITY PLAN COMMISSION
MARSHFIELD, WISCONSIN
MINUTES OF MARCH 15, 2016**

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

PRESENT: Mayor Meyer; Bill Penker, Ken Wood, Joe Gustafson & Laura Mazzini

EXCUSED: Ed Wagner and Josh Witt

ABSENT: None

ALSO PRESENT: City Administrator Barg; Director of Public Works Knoeck; Planning & Economic Development Director Angell; City Planner Miller; Dave Rasmussen – MSA Professional Services; the media and others.

PC16-08 Motion by Penker, second by Mazzini to recommend approval of the minutes of the February 16, 2016 City Plan Commission meeting.

Motion Carried

Citizen Comments: None

PUBLIC HEARING - Public Hearing and Presentation of Proposed Project Plan and Boundary for the creation of Tax Increment District No. 11 (TID #11).

COMMENTS: None

PC16-09 Motion by Wood, second by Penker to recommend approval of the Proposed Project Plan and Boundary for the creation of Tax Increment District No. 11 (TID #11) and request a Plan Commission resolution be drafted for consideration.

Motion Carried

PUBLIC HEARING - Conditional Use Request by Security Health Plan, to allow an off-site parking addition to the south, including exceptions to the landscape requirements, within property zoned “CD” Campus Development zoning district prior to the adoption of a Campus Master Plan, located at 1515 North Saint Joseph Avenue (Parcels 33-03224N and 33-03224P).

COMMENTS: None

PC16-10 Motion by Penker, second by Wood to recommend approval of the Conditional Use Request by Security Health Plan, to allow an off-site parking addition to the south, including exceptions to the landscape requirements, within property zoned “CD” Campus Development zoning district prior to the adoption of a Campus Master Plan, located at 1515 North Saint Joseph Avenue (Parcels 33-03224N and 33-03224P), contingent on the following:

1. The proposed use and general site plan is approved as presented.
2. Minor adjustments to the site plan such as setbacks or modification of the landscaping and lighting plans may be approved administratively.
3. The landscaping plan and lighting plan must meet the requirements in the zoning code.
4. All required landscape islands/peninsulas must be installed according to the standards in the zoning code.

Motion Carried

PUBLIC HEARING - Conditional Use Request by Marshfield Clinic, to allow a temporary addition for a modular medical lab along the west side of the East Wing within property zoned “CD” Campus Development zoning district prior to the adoption of a Campus Master Plan, located at 1001 North Oak Avenue (Parcel 33-03233).

COMMENTS: None

PC16-11 Motion by Wood, second by Gustafson to recommend approval of the Conditional Use Request by Marshfield Clinic, based on the information presented and the conditional use criteria being met, to allow a temporary addition for a modular medical lab along the west side of the East Wing within property zoned “CD” Campus Development zoning district prior to the adoption of a Campus Master Plan, located at 1001 North Oak Avenue (Parcel 33-03233), contingent on the following:

1. The proposed developments may be constructed as presented. Minor site changes may be administratively approved.
2. Any disturbed portion of the site must return to the previous approved state by April 1, 2017 including the reinstallation of any landscaping that was removed.

Motion Carried

PUBLIC HEARING - Conditional Use Request by Malls 4 U representing the Marshfield Mall, to allow an exception to the landscape requirements for a new building addition for property zoned “CMU” Community Mixed Use, located at 503 East Ives Street (Parcel 33-03216).

COMMENTS: None

PC16-12 Motion by Gustafson, second by Wood to recommend approval of the Conditional Use Request by Malls 4 U representing the Marshfield Mall, based on the information presented and the conditional use criteria being met, to allow an exception to the landscape requirements for a new building addition for property zoned “CMU” Community Mixed Use, located at 503 East Ives Street (Parcel 33-03216), contingent on the following:

1. The landscaping may be planted as presented allowing an exception for no street landscaping along North Peach Avenue.
2. Minor landscaping changes may be administratively approved.

Motion Carried

PC16-13 Motion by Wood, second by Penker to recommend approval of the vacation of a portion of Draxler Drive located north of Heritage Drive and adjacent to Lot 2, Wood County Certified Survey Map No. 9992, being part of the SW ¼ of the SW ¼ of Section 22, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, and refer Resolution No., 2016-16 to the Common Council for consideration, contingent on the following:

1. An easement shall be granted for a temporary cul-de-sac to the east of Draxler Drive at a location to be determined by the City Engineer.

Motion Carried

Items for Future Agendas:

- City Planner Miller informed the Plan Commission that staff is still working on bicycle routes for transportation purposes.

Staff Updates:

- City Planner Miller gave an update on the Comprehensive Plan process. The last committee meeting was cancelled due to lack of a quorum. Miller stated that the City is seeing good response on the survey with over 30% response to date.

There being no objections, the Mayor adjourned the meeting at 7:32 PM

Daniel G. Knoeck, Secretary
CITY PLAN COMMISSION



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, City Planner
DATE: March 22, 2016

RE: Resolutions 2016-17, 2016-18, and 2016-19 – March 2016
Conditional Use Permits.

Background

On March 15, the Plan Commission reviewed three Conditional Use Permit requests. Two of the requests were to allow expansions within property zoned “CD” Campus Development prior to the adoption of a campus master plan on the medical campus. The third request was for an exception to the landscape requirement for the Marshfield Mall property. For more details on the projects below, please review the application materials in the packet from the March 15, 2016 Plan Commission meeting. The packet is available on the City’s website.

Analysis

Resolution 2016-17

Conditional Use Request by Security Health Plan, to allow an off-site parking addition to the south, including exceptions to the landscape island requirements, within property zoned “CD” Campus Development zoning district prior to the adoption of a Campus Master Plan, located at 1515 North St. Joseph Avenue (Parcels 33-03224N and 33-03224P).

A public hearing was held on Tuesday, March 15, 2016 where no public comment was made. The Plan Commission recommended the following action:

APPROVE the Conditional Use Request by Security Health Plan, to allow an off-site parking addition to the south of the existing parking area, within property zoned “CD” Campus Development zoning district prior to the adoption of a Campus Master Plan, located at 1515 North St. Joseph Avenue (Parcels 33-03224N and 33-03224P).

1. The proposed use and general site plan is approved as

- presented.
2. Minor adjustments to the site plan such as setbacks or modification of the landscaping and lighting plans may be approved administratively.
 3. The landscaping plan and lighting plan must meet the requirements in the zoning code.
 4. All required landscape islands/peninsulas must be installed according to the standards in the zoning code.

The Clerk will submit the resolution to the appropriate Register of Deeds upon approval by the Common Council.

Resolution 2016-18

Conditional Use Request by Marshfield Clinic to allow the temporary addition for a modular medical lab along the west side of the East Wing within property zoned "CD" Campus Development zoning district prior to the adoption of a Campus Master Plan, located at 1001 North Oak Avenue (Parcel 33-03233).

A public hearing was held on Tuesday, March 15, 2016 where no public comment was made. The Plan Commission recommended the following action:

Recommend approval of the Conditional Use Request by Marshfield Clinic based on the information presented and the conditional use criteria being met, to allow the temporary addition for a modular medical lab along the west side of the East Wing within property zoned "CD" Campus Development zoning district prior to the adoption of a Campus Master Plan, located at 1001 North Oak Avenue (Parcel 33-03233) with the following condition:

1. The proposed developments may be constructed as presented. Minor site changes may be administratively approved.
2. Any disturbed portion of the site must return to the previous approved state by April 1, 2017 including the reinstallation of any landscaping that was removed.

The Clerk will submit the resolutions to the appropriate Register of Deeds upon approval by the Common Council.

Resolution 2016-19

Conditional Use Request by Malls 4 U representing the Marshfield Mall, to allow an exception to the landscape requirements for a new building

addition for property zoned "CMU" Community Mixed Use, located at 503 East Ives Street (Parcel 33-03216).

A public hearing was held on Tuesday, March 15, 2016 where no public comment was made. The Plan Commission recommended the following action:

Recommend approval of the conditional use request by Malls 4 U representing the Marshfield Mall based on the information presented and the conditional use criteria being met, to allow an exception to the landscape requirements for a new building addition for property zoned "CMU" Community Mixed Use, located at 503 East Ives Street (Parcel 33-03216) with the following conditions/exceptions:

1. The landscaping may be planted as presented allowing an exception for no street landscaping along North Peach Avenue.
2. Minor landscaping changes may be administratively approved.

The Clerk will submit the resolutions to the appropriate Register of Deeds upon approval by the Common Council.

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

Approve Resolution 2016-17, Resolution 2016-18, and Resolution 2016-19.

Attachments

1. Resolution 2016-17
2. Resolution 2016-18
3. Resolution 2016-19

Concurrence:



Jason Angell
Director of Development Services



Steve Barg
City Administrator

RESOLUTION NO. 2016-17

Document Title

Document Number

A Resolution approving a Conditional Use Request by Security Health Plan to allow the construction of an off-site parking area, to accommodate parking demand within property zoned "CD" Campus Development prior to the adoption of a Campus Master Plan, located at 1515 North St. Joseph Avenue, including the parcel directly south of Security Health Plan, City of Marshfield, Wood County, Wisconsin.

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

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 15th day of March, 2016 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

Lot 1 and Lot 2 of Wood County Certified Survey Map No. 6727, recorded in Volume 23, , Page 127, and being all of Wood County Certified Survey Map No. 6607, located in the NW ¼ of the NW ¼, Section 5, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

SECTION 2. The above described property is allowed to construct an off-site parking area, located off of North St. Joseph Avenue to the South of Security Health connecting to 1515 North St. Joseph Avenue.

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

1. The proposed use and general site plan is approved as presented.
2. Minor adjustments to the site plan such as setbacks or modification of the landscaping and lighting plans may be approved administratively.
3. The landscaping plan and lighting plan must meet the requirements in the zoning code.
4. All required landscape islands/peninsulas must be installed according to the standards in the zoning code.

SECTION 4. The City Clerk is hereby directed to record a certified copy of this Resolution as the Conditional Use Permit in the office of the Register of Deeds of Wood County, Wisconsin, upon approval by the Common Council.

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

ADOPTED _____

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED _____

DEB M. HALL, City Clerk

Drafted by: City of Marshfield, Josh Miller
Development Services Department
630 South Central Avenue
6th Floor, Suite 602
Marshfield, WI 54449

STATE OF WISCONSIN COUNTY OF _____

Personally came before me, this _____ day of _____, 20 ____ the above named **CHRIS L. MEYER & DEB M. HALL** to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Wood County, Wisconsin
My Commission Expires: _____

Recording Area

Name and Return Address

**City of Marshfield
Attn: City Clerk
630 S Central Ave, Suite 502
Marshfield, WI 54449**

33-03224N & 33-03224P

Parcel Identification Number (PIN)

RESOLUTION NO. 2016-18

Document Title

Document Number

A Resolution approving a Conditional Use Request by Marshfield Clinic to allow a temporary addition for a modular medical lab along the west side of the East Wing within property zoned "CD" Campus Development zoning district prior to the adoption of a Campus Master Plan located at 1001 North Oak Avenue, City of Marshfield, Wood County, Wisconsin.

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

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 15th day of March, 2016 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

Being Lot 1 of Wood County Certified Survey Map #7430, recorded in Volume 25, Page 230, located in the SW 1/4 of the NW 1/4 and in the SE 1/4 of the NW 1/4, all in Section 5, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, also including parts of Wood County Certified Survey Map #192 and 7337, also including all of Wood County Certified Survey Map #2874 and 7042, also including part of Medical View Subdivision.

SECTION 2. The above described property, is allowed to install a temporary modular medical lab along the west side of the East Wing within property zoned "CD" Campus Development zoning district prior to the adoption of a Campus Master Plan, located at 1001 North Oak Avenue.

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

1. *The proposed developments may be constructed as presented. Minor site changes may be administratively approved.*
2. *Any disturbed portion of the site must return to the previous approved state by April 1, 2017 including the reinstallation of any landscaping that was removed.*

SECTION 4. The City Clerk is hereby directed to record a certified copy of this Resolution as the Conditional Use Permit in the office of the Register of Deeds of Wood County, Wisconsin, upon approval by the Common Council.

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

ADOPTED _____

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED _____

DEB M. HALL, City Clerk

Drafted by: City of Marshfield, Samuel Schroeder
Development Services Department
630 South Central Avenue
6th Floor, Suite 602
Marshfield, WI 54449

STATE OF WISCONSIN COUNTY OF _____

Personally came before me, this _____ day of _____, 20 ____ the above named **CHRIS L. MEYER & DEB M. HALL** to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Wood County, Wisconsin
My Commission Expires: _____

Recording Area

Name and Return Address

City of Marshfield
Attn: City Clerk
630 S Central Ave, Suite 502
Marshfield, WI 54449

33-03233

Parcel Identification Number (PIN)

RESOLUTION NO. 2016-19

Document Title

Document Number

A Resolution approving a Conditional Use Request by Malls 4 U representing the Marshfield Mall, to allow an exception to the landscape requirements for a new building addition for property zoned "CMU" Community Mixed Use, located at 03 East Ives Street, City of Marshfield, Wood County, Wisconsin.

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

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 15th day of March, 2016 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

Being Lot 1 of Wood County Certified Survey Map #10000, recorded in Volume 36, Page 100, located in the SE ¼ of the NE ¼ of Section 5, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

SECTION 2. The above described property, is allowed an exception to the landscape requirements for a new building addition for property zoned "CMU" Community Mixed Use, located at 503 East Ives Street.

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

1. *The landscaping may be planted as presented allowing an exception for no street landscaping along North Peach Avenue.*
2. *Minor landscaping changes may be administratively approved.*

SECTION 4. The City Clerk is hereby directed to record a certified copy of this Resolution as the Conditional Use Permit in the office of the Register of Deeds of Wood County, Wisconsin, upon approval by the Common Council.

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

ADOPTED _____

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED _____

DEB M. HALL, City Clerk

Drafted by: City of Marshfield, Samuel Schroeder
Development Services Department
630 South Central Avenue
6th Floor, Suite 602
Marshfield, WI 54449

STATE OF WISCONSIN COUNTY OF _____

Personally came before me, this _____ day of _____, 20 ____ the above named **CHRIS L. MEYER & DEB M. HALL** to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Recording Area

Name and Return Address

**City of Marshfield
Attn: City Clerk
630 S Central Ave, Suite 502
Marshfield, WI 54449**

33-03216 and 33-03216C

Parcel Identification Number (PIN)

Notary Public, Wood County, Wisconsin
My Commission Expires: _____

CAPITAL IMPROVEMENT PROGRAM ADMINISTRATIVE COMMITTEE
Minutes of March 17, 2016

Members Present: Andy Keogh, Tom Buttke, Gordy Earll, Mike Feirer, Ken Wood, Ed Wagner, Chris Meyer

Member Absent: Ed Wagner

Others present: Steve Barg, Keith Strey, Amy Krogman, Michelle Boernke, Keith Montgomery, Roxie Wetterau, Sam Warp, Dan Knoeck, Mike Winch, Tom Turchi, Bob Trussoni, Brian Panzer, Rick Gramza, Justin Casperson

Meeting called to order by Chris Meyer at 7:00 a.m.

CIP16-04 Motion by Feirer, second by Earll to approve the minutes from the March 1, 2016 meeting
Motion carried

CIP16-05 Motion by Wood, second by Keogh to approve the minutes from the March 2, 2016 meeting
Motion carried

Barg distributed a list of items that staff is suggesting moving off the 5 year plan. There are additional items that may be moving between years, but these projects will be discussed at the next meeting.

The list is as follows:

DELETED/NON YEAR		
Project #	Project Description	Amount
AI-N-3821	Construct Hangar Area including Taxiway	30,000
FM-K-3913	City Hall Plaza Carpet Replacement	104,000
FM-K-3924	City Hall Plaza - Electrical Upgrade	124,000
FM-K-3927	City Hall Plaza Access Control System	90,000
FM-K-3942	City Hall Plaza Asbestos Removal	40,000
FM-K-3950	City Hall Plaza Penthouse Electrical Update	28,000
FM-K-3958	City Hall Plaza Air Handler Replacement	216,000
FM-K-3963	City Hall Plaza Parking Lot Slurry Seal	93,000
FM-K-3964	City Hall Plaza Boiler Replacement	21,000
PR-L-2804	Playground Improvement Program (Partial)	25,000
PR-L-2845	Adler Road Trail	40,000
PR-L-2849	UW Arboretum Trail	85,000
PR-L-2853	Galvin Avenue Trail	20,000
PR-L-2863	Park Master Plan	30,000
SW-G-6773	North Hills Storm Sewer	154,000
UW-K-7336	2017 Projects (Partial)	34,000
UW-K-7340	2021 Projects (Partial)	50,000

CHANGE OF FUNDING

Project #	Project Description	Original Funding	New Funding
PR-L-2847	Zoo Welcome Center and Cougar	Borrowed Non-recurring	Borrowed - Recurring
PR-L-2853	East 4th Street Trail	Borrowed Non-recurring	Borrowed - Recurring

A list of the reconstruction projects which are included in the 2017-2021 CIP was also distributed. The list is as follows:

Reconstruction Projects

2017	17th Street - Maple to Peach	\$1,304,000
2018	Broadway - Blodgett to North	\$416,000
2019	Cleveland - Walnut to Doege	\$638,000
2020	9th - Central to Chestnut & Chestnut	\$787,000
2021	Lincoln - 5th to Adler	\$598,000
	West 5th Street - Chestnut to Oak	\$860,000
	Grant Street - Central to Chestnut	\$158,000
	Arnold - Peach to Elm	\$224,000
	Blodgett - St Joseph to Wood	\$601,000
	Laurel Court	\$253,000
	Schmidt Ave - State to Ives	\$1,072,000
Grand Total - 5 Years		\$6,911,000

The committee was asked for their input on these projects. There is not enough funding available to keep all of the projects in the CIP.

Brian Panzer stated UW Marshfield/Wood County would prefer to have the kitchen remodel in 2019 (\$50,000) removed instead of the Greenhouse rebuild in 2017 (\$34,000).

The committee discussed the merits of the different reconstruction projects and what would happen to the streets if the work wasn't done.

Barg distributed a list of items that could be done with the passing of the referendum of 1 MIL over 5 years:

	Referendum Funding -	\$1,363,548	per year
2017	17th Street - Maple to Peach Asphalt Program	\$1,304,000 \$59,548	
2018	Broadway - Blodgett to North Blodgett - St Joseph to Wood Arnold - Peach to Elm Asphalt Program	\$416,000 \$601,000 \$224,000 \$122,548	
2019	9th - Central to Chestnut & Chestnut Laurel Court Asphalt Program	\$787,000 \$253,000 \$323,548	
2020	Lincoln - 5th to Adler Cleveland - Walnut to Doege Asphalt Program	\$598,000 \$638,000 \$127,548	
2021	West 5th Street - Chestnut to Oak Grant Street - Central to Chestnut Asphalt Program	\$860,000 \$158,000 \$345,548	
	Grand Total - 5 Years	\$6,817,740	
	Asphalt Program	\$978,740	
	Reconstruction Projects	\$5,839,000	

After much discussion regarding each of the reconstruction projects, the committee ranked the projects as follows:

- #1 - 17th Street - Maple to Peach (2017)
- #2 - Lincoln 5th to Adler (2021)
- #3 - Cleveland - Walnut to Doege (2022)

Staff will meet and bring their recommendations to the March 29th meeting.

Next meeting will be Tuesday, March 29, 2016 at 7:00 a.m.

Meeting was adjourned at 8:00 a.m.

Respectfully submitted,

Amy Krogman
Administrative Assistant III



City of
Marshfield
Memorandum

TO: Finance, Budget & Personnel Committee (3/15/16)
Common Council (3/22/16)

FROM: Marshfield Cable TV Committee

SUBJECT: Budget Resolution 03-2016, MCTV Replacement Equipment Purchase

BACKGROUND

During the January 25, 2016 Cable TV Committee meeting, a proposal to purchase replacement camera equipment was presented and discussed. The Cable committee passed motion CTV16-004, recommending the purchase of new camera equipment and their accessories as proposed. The recommended capital purchases are one Canon XA30 and two Panasonic AG-AC130A cameras and accessories at a total cost of \$9,800.

ANALYSIS

Vidcom staff contacted Finance Director Strey to assist with preparing the necessary budget resolution for approval. Attached to this memo is the MCTV Equipment Plan document presented to the Cable TV Committee along with Budget Resolution 03-2016. The funding for this purchase is from available Fund Balance in the 235 Cable TV Fund.

RECOMMENDATION

I recommend approval of Budget Resolution 02-2016 and referral to the Common Council for consideration.

Concurrence: 
Steve Barg, City Administrator


Keith Strey, Finance Director

MCTV Equipment Plan

Currently, we have:

- (3) - JVC Studio Cameras at MCTV (101 W McMillan)
- (2) - JVC Studio Cameras at MGTV (Council Chambers)

- (3) - Panasonic AC160
- (1) - Panasonic AC130

In 2016, two JVC studio cameras will be transferred from MCTV studio to MGTV Council Chambers. (The two cameras in the Council Chambers can be sold.)

(3) Panasonic AC-160 cameras will be installed in the MCTV studio.

That will leave (1) Panasonic AC-130 camera for checkout. Ideally, we would like to have (4) cameras available for checkout at any given time.

We recommend ordering (1) Canon XA30 and (2) Panasonic AC-130.

This transition will require the purchase of the follow equipment:

Item	Cost	Additional Notes
(1) Canon XA30	\$2,000	B&H # CAXA30 MFR # 1004C002
(2) Panasonic AG-AC-130	\$5,800	Each unit it \$2,899 with \$400 rebate until March 31, 2016. B&H # PAAGAC130A MFR # AG-AC130APJ
(2) Tripods for checkout	\$1200	Sachtler Ace M Tripods at \$600 each B&H #SASACEMMS MFR#1001
(1) Studio Tripod w/Dolly	\$700	Sachtler Ace M Tripods at \$600 + Magnus - DWF-2 Universal Tripod Dolly at \$100 B&H# MADWF2 MFR# DWF-2
(3) 50-Ft SDI Cables	\$100	Pearstone 50' SDI Video Cable - BNC to BNC B&H # PESBBSDI50 MFR # SDI-1050

Total Cost: \$9,800

This plan means that there will be:

- (2) JVC Studio Cameras at MGTV Council Chambers
- (3) Panasonic AC-160 Studio Cameras at MCTV
- (3) Panasonic AC-130 Checkout Cameras
- (1) Canon XA30 Checkout Camera

As an FYI, the following cameras can be sold:

- (2) MGTV Council Chambers JVC Cameras
- (1) SONY HVR-A1U
- (1) SONY DCR-VX2100
- (1) CANON at Council Chambers

BUDGET RESOLUTION NO. 03-2016

A resolution changing the 2016 budget of the City of Marshfield, Wisconsin.

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

1. That the sum of \$9,800 is hereby transferred within the Cable Television Fund, from Cable Access Fund Balance Applied a/c# 2354900008.080000 to the Cable Access capital outlay budget, a/c# 2355112001.010000.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
_____ Mayor

APPROVED _____
_____ Attest – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 03-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

Cable Television Fund Other Financing Sources, a/c# 2354900008.080000:

1. 49300 – Fund Balance Applied \$ 9,800

TRANSFERRED TO:

Cable Television Fund Cable Access capital budget, a/c# 23515112001.010000:

1. 58200 – Equipment 9,800

* * * *



City of Marshfield Memorandum

DATE: March 17, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Revised agreement with Marshfield Area Community Foundation

Background

In 2012, the City signed an agreement with the Marshfield Area Community Foundation (MACF), establishing a fund for the Library & Community Center project. At that time, MACF agreed to charge .5% interest on the fund balance to help offset its administrative costs. But because the project is taking more time to be completed than initially expected, and has required more administrative work anticipated, MACF is now seeking approval of a new contract adjusting the interest rate to 1% on the fund balance going forward, still below its standard rate of 2%. A few other relatively minor changes have also been made, including clarifying that the project will be fully completed by December 31, 2018, with all pledged payments received by December 31, 2020. (I have attached copies of both the original and proposed agreements for your review.)

Recommendation

Staff recommends approval of the proposed agreement with Marshfield Area Community Foundation as presented.



Project Specific Fund Agreement

Attention: Amber Kiggens-Leifheit
Executive Director

This agreement is made effective as of the ~~15th day of December, 2015~~ March 22, 2016 by and between City of Marshfield, as authorized agent(s) of the Donors, and the Marshfield Area Community Foundation (MACF) for the purpose of continued operation of an established Fund within the Marshfield Area Community Foundation. The fund is known as the Marshfield Public Library and Community Center Fund.

The Donor(s) and MACF acknowledge that the Project commenced in the fall of 2015.

- The Donor(s) and MACF mutually agree that the Project will be completed by the end of the 2018, with all pledged payments received in full by the end of 2020.

The Project Specific Fund Agreement for Marshfield Public Library and Community Center Fund dated October 4, 2011 is replaced with this agreement.

The Marshfield Area Community Foundation (MACF) will provide administrative services to charitable activities of the City of Marshfield.

Administrative services include:

- Receiving gifts;
- Maintaining records and reporting quarterly to fund raisers;
- Carrying out correspondence with fundraisers, donors, vendors and others.
- Properly acknowledging donations of all sizes;
- Managing existing pledges which extend through 2020.
- Continuing to collect existing payroll deductions;
- Continuing to collect automatic deposits;
- With proper authorization, disbursing funds to vendors, etc. for the project.
- Preparing special reports for interested parties in a timely manner
- Meeting with interested parties as necessary
- Managing the funds by investing in short term, cash equivalent securities;

All fund raising projects must meet with MACF approval.

MACF will modify the usual and customary charge for a project specific fund as our charitable contribution towards this community project as follows:

- As of October 1, 2015 a total \$2,281,793.53 had been received by MACF in donations. MACF has received an additional \$2,578,522.66 in outstanding pledges not yet collected.
- The donations that have been received by MACF as of October 1, 2015 (\$2,281,793.53) will be disbursed by MACF from the Fund and charged a 0.5% fee on those funds as those funds are disbursed.
- The pledges when collected, as well as any future donations collected subsequent to October 1, 2015, will be disbursed by MACF from the Fund and charged a 1.0% fee on those funds as those funds are disbursed.

This administrative fee will help MACF recover MACF costs, while helping the community with this project. This fee does not include the entirety of MACF administrative costs. The difference between what MACF charges and what MACF charges other project specific funds will be considered a charitable donation to the project and MACF will be acknowledged for this service.

At the completion of the project, as determined by the MACF, all residual principal, subject to the policy of MACF concerning named funds and with the consent and cooperation of the Donor or Donor(s)' agent(s) or designee(s), will be transferred to a Designated Fund with the MACF for maintenance of the Project. If the Fund has not received any gift and has not paid any expense for a continuous period of 3 months, the MACF will provide written notice to the Donor or Donor's agent(s) of the requirement to convert the Fund, within ninety (90) days of the notice, to a Designated fund as set forth above but failing same to a new fund type acceptable to the MACF. Failing timely conversion by the Donor or Donor(s)' agent(s) as required herein, the entire balance of the Fund will be transferred to the unrestricted Forever Fund with the MACF. If the project cannot be completed for any reason, the MACF Board of Trustees will determine disposition of the fund.

The Budget and Financial Committee Chairman is responsible for approving all requests for project specific funds.

The Fund shall be held and administered subject to the provisions of the Foundation's Trust Document, By-laws and/or other governing instrument(s) as presently in effect or as each may from time to time be amended, including those provisions which may permit the MACF Board to amend, modify, or vary any of the directions, restrictions or conditions set forth herein. Upon notice to the donor, authorized agent(s) or other designee(s) of the Donor, under the MACF governing instrument(s) and in accordance with federal tax laws, the MACF may modify any restriction(s) but only if it determines that such restriction(s) is/are no longer necessary, are incapable of fulfillment, or have become inconsistent with the charitable needs of the community which it serves.

Accepted as of the date set forth above.

By: _____ Title _____

On behalf of _____

By: _____ Title _____

On behalf of _____

By: _____
Amber Kiggins-Leifheit Executive Director
Ron Wilczek Budget and Finance Chair

On behalf of the Marshfield Area Community Foundation



PROJECT SPECIFIC FUND AGREEMENT

AMENDED

Attention: Amber Kiggins-Laifheit
Executive Director

This agreement is made this 13th day of December, 2012 to be effective the 4th day of October, 2011 by and between City of Marshfield, as authorized agent(s) of the Donor, and the Marshfield Area Community Foundation (MACF) for the purpose of establishing a Fund within the Marshfield Area Community Foundation. The Fund will be known as the Marshfield Public Library and Community Center Fund.

The Donor(s) anticipate the Project to commence on 10/5/2011.

The Donor(s) anticipate the Project to be completed 10/5/2015.

The Donor(s) anticipate the portion of the project to be funded through MACF to cost approximately \$8,000,000 (total cost of the project estimated at about \$11,000,000).

- If a legal entity exists, proper documentation is required (articles of incorporation, bylaws, tax-exempt ruling, etc.)
- If no legal entity exists, a written statement of purpose, individuals involved, those benefited and other pertinent information is required.

The Marshfield Area Community Foundation (MACF) will provide administrative services to charitable activities regardless of whether or not a legal entity exists.

Administrative services include:

- Receiving collected funds;
- Maintaining records and reporting quarterly to fund raisers;
- Carrying out correspondence with fundraisers, donors, vendors and others;
- Properly acknowledging donations of all sizes;
- Managing the funds by investing in short term, cash equivalent securities;
- With proper authorization, disbursing funds to vendors, etc. for the project.

Services are rendered on a project basis to be completed within schedule or within a reasonable time frame thereafter.

All fund raising projects must meet with MACF approval.

MACF will modify the usual and customary charge for a project specific fund as our charitable contribution towards this community project. MACF will cover our costs, while helping the community with this project by charging 0.5% of the money that passes through the fund each year. (Usually MACF retain all earnings from the fund or 1% of the Fund per year, whichever is greater.) In addition, MACF will waive the charge for an initial set-up fee consistent with the following schedule:

Fund of less than \$25,000.00.....	\$250.00
Fund of \$25,000.00 - \$50,000.00.....	\$300.00
Fund of \$50,001.00 - \$100,000.00.....	\$750.00
Fund of over \$100,000.00.....	\$Established by MACF Board

At the completion of the project, as determined by the MACF, all residual principal, subject to the policy of MACF concerning named funds and with the consent and cooperation of the Donor or Donor(s) agent(s) or designee(s), will be transferred to a Donor Advised Fund with the MACF, for maintenance of the Project. If the Fund has not received any gift and has not paid any expense for a continuous period of 3 months, the foundation will provide written notice to the Donor or Donor's agent(s) of the requirement to convert the Fund, within ninety (90) days of the notice, to a Donor Advised Fund as set forth above but falling same to a new fund type acceptable to the Foundation. Failing timely conversion by the Donor as required herein, the entire balance of the Fund will be transferred to the unrestricted Forever Fund with the Foundation. If the project cannot be completed for any reason, the MACF Board of Trustees, following consultation with the City of Marshfield and the Marshfield Public Library Board of Trustees, will dispose of the Fund for some purpose(s) serving the Marshfield Public Library and/or the Marshfield Senior Center.

The Budget and Financial Committee Chairman is responsible for approving all requests for project specific funds.

The Fund shall be held and administered subject to the provisions of the Foundation's Trust Document, By-laws and/or other governing instrument(s) as presently in effect or as each may from time to time be amended, including those provisions which may permit the Foundation's Board to amend, modify, or vary any of the directions, restrictions or conditions set forth herein. Upon notice to the Donor, authorized agent(s) or other designee(s) of the Donor, under the Foundation's governing instrument(s) and in accordance with federal tax laws, the Foundation may modify any restriction(s) but only if it determines that such restriction(s) is/are no longer necessary, are incapable of fulfillment, or have become inconsistent with the charitable needs of the community which it serves.

Accepted as of the date set forth above.

By: Steve Berg Title City Administrator

On behalf of City of Marshfield

By: Amber Kiggins-Leifheit
Amber Kiggins-Leifheit
Executive Director

Alan L. Billings
Alan L. Billings
Internal Operations Committee Chair

On behalf of the Marshfield Area Community Foundation



City of Marshfield Memorandum

DATE: March 17, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Funding request – St. Vincent De Paul

Background

Last month, St. Vincent De Paul (SVDP) representatives approached the Council, seeking \$100,000 toward its improvement project (façade, interior accessibility, etc.) SVDP runs a thrift store and food pantry, serves fellowship meals, and operates a transitional shelter.

Analysis

SVDP is a worthy organization whose work benefits many persons in need in Marshfield and the surrounding area. But the question is whether the City should provide financial assistance to a nonprofit entity. Their façade grant request was not considered, as SVDP doesn't pay property taxes. (Improving tax base is a goal of the façade grant program.)

Recommendation

Under the circumstances, staff cannot recommend any financial assistance. If the Council wishes to make a financial contribution, I strongly recommend that it be done as a limited one-time donation. Regardless of the Council's decision, I suggest encouraging SVDP to consider making an annual payment in lieu of taxes (PILOT) to the City and/or an annual contribution to the Business Improvement District (BID), since this could provide at least some basis for possible future funding eligibility, when appropriate.



City of Marshfield Memorandum

DATE: March 17, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: E-cigarettes and vape shops

Background

Last month, Destinee Coenen from the Central Wisconsin Tobacco Free Coalition made a presentation to the Council, expressing concern with the health and safety of e-cigarettes and vaping. Subsequently, she provided information from other cities that are working to address this issue. As I understand, the Coalition would like to see the City of Marshfield consider the following 2 initiatives:

- Extend our smoke free workplace policy to prohibit e-cigarettes and vaping in all city buildings/facilities, given potential health impacts to co-workers, citizens, etc.
- Adopt an ordinance prohibiting underage persons from being in vape shops.

Analysis

E-cigarettes and vaping are relatively new, and more research is ongoing with respect to possible health risks, both for the person using these products, and to those around them. While this is somewhat uncharted territory, some Wisconsin communities have adopted ordinances and policies in response to e-cigarettes and vaping.

Recommendation

At Tuesday night's meeting, I'll seek your direction about pursuing this further, including possibly working to address one or both of the requested action items.