



CITY OF MARSHFIELD

MEETING NOTICE

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

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

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Reading of items added to the agenda
- E. Public Comment Period/Correspondence
At this time, the Mayor will recognize members of the public who have indicated a desire to address the Council. Upon recognition by the Mayor, persons may address the Council from the podium, first stating their name and address. The Council may take action on emergency matters introduced by members of the public.
- F. Approval of Minutes: February 23, 2016 (special meeting)
March 22, 2016 (regular meeting)
- G. Consideration of a request from Nutz Deep II, 809 S. Central Ave. for a variance of noise levels as permitted by Chapter 10-33(7) for an outside beer garden and live music on Saturday, June 4th from 11 a.m. - 11 p.m. Presented by Steve Barg, City Administrator

Recommended Action: Grant the variance
- H. Staff updates
- I. Mayor's Comments
 - 1) Employee Recognitions
Joel Binder, Street Division, April 21, 1986, 30 years
Michael Topness, Police Department, April 26, 2006, 10 years
 - 2) Recognition of AmeriCorps members and program
- J. Council Comments

COMMON COUNCIL AGENDA
APRIL 12, 2016

- K. Reports from commissions, boards, and committees
- L. Consent Agenda:
1. Meeting minutes/reports
 - a. Zoning Board of Appeals (February 9, 2016)
 - b. Community Development Authority (February 25, 2016)
 - c. Cable TV Committee (February 29, 2016)
 - d. Committee on Aging (March 3, 2016)
 - e. Community Development Authority Finance & Strategic Planning Committees (March 15, 2016)
 - f. Airport Committee (March 24, 2016)
 - g. Historic Preservation (April 4, 2016)
 - h. Board of Public Works (April 4, 2016)
 - i. Judiciary and License Committee (April 5, 2016)
 - j. Finance, Budget, and Personnel Committee (April 5, 2016)
 1. Revised Policy 3.800, Compensation (employee merit pay)

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

- M. Presentation - Current value of Marshfield Utilities, and presenting annual PILOT and dividend checks. Presented by Bob Trussoni/Mike Eberl, Marshfield Utilities

- N. First Reading – Ordinance No. 1330, Municipal Code Amendment Request by the City of Marshfield to amend Chapter 10, Public Peace and Good Order, Section 10-132 and Chapter 13, Public Works, Section 13-66, allowing exceptions to the regulations pertaining to use of sidewalks as well as obstructions and encroachments of public sidewalks and public spaces when valid Public Right-of-Way Enhancement Program (PROW) permit is issued. Presenter: Josh Miller, City Planner

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the April 26, 2016 meeting.

- O. Request to approve Budget Resolution No. 03-2016, transferring \$8,336 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

- P. Request to approve Budget Resolution No. 04-2016 transferring a total of \$585,000 consisting of \$529,800 from a State Trust Loan and \$55,100 of unused 2014 State Trust Loan proceeds from TID #9 to the TID #10 mall expansion project. Presented by Jason Angell, Director of Development Services

Recommended Action: Approve Budget Resolution No. 04-2016

- Q. Request to approve Budget Resolution No. 08-2016 transferring a total of \$90,000 within the Economic Development Fund consisting of \$85,000 of Fund Balance Applied and \$5,000 Donations to offset a \$50,000 reduction in Dividend transfer revenue budget and increase the Façade Improvement budget by \$40,000. Presented by Jason Angell, Director of Development Services

Recommended Action: Approve Resolution No. 08-2016

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- R. Request to approve Budget Resolution No. 05-2016, transferring \$11,000 from State Trust Loan proceeds to the TID #11 Urban Development budget for the creation of TID #11. Presented by Steve Barg, City Administrator

Recommended Action: Approve Budget Resolution No. 05-2016

- S. Request to approve Budget Resolution No. 07-2016 transferring \$155,000 within the TID #4 Downtown Redevelopment Fund from Fund Balance Applied (unexpended Maple Avenue Project funds) to the Omaha Parking Lot project. Presented by Dan Knoeck, Director of Public Works

Recommended Action: Approve Budget Resolution No. 07-2016

- T. Request to approve Budget Resolution No. 09-2016 transferring \$150,000 within the TID #4 Downtown Redevelopment Fund for improvements on 2nd Street from Chestnut Avenue to Maple Avenue and the 1st & Cedar intersection projects. Presented by Dan Knoeck, Director of Public Works

Recommended Action: Approve Budget Resolution No. 09-2016

- U. Request to approve Budget Resolution No. 10-2016 transferring \$16,210 from Donations and the Room Tax fund to the Jack Hackman Field Storage Building Project budget to construct Hackman Field Storage Building. Presented by Justin Caspersen, Director of Parks and Recreation

Recommended Action: Approve Budget Resolution No. 10-2016

- V. Request to approve Resolution No. 2016-21, Creating Tax Incremental Finance District #11. Presented by Steve Barg, City Administrator

Recommended Action: Approve Resolution No. 2016-21

- W. Possible pay increase for Council members, effective May 1, 2018. Presented by Steve Barg, City Administrator

Recommended Action: Discretion of the Council

- X. 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."

- Development agreement for property located in TID #7
- Negotiation for sale of City Hall to Gorman & Company
- Negotiations for purchase of Forward Financial building

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."

- Tax/fee delinquencies – Completion Industrial Minerals
- Litigation concerning liquor license issue – Rear End

- Y. Reconvene into open session

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- Z. Action on matters discussed in closed session, if appropriate
- AA. Suggested items for future agendas
- BB. Adjournment

Posted this day, April 8, 2016 at 4:00 p.m., by Deb M. Hall, City Clerk

Notice

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

SPECIAL COMMON COUNCIL MEETING MINUTES FEBRUARY 23, 2016

PRESENT: Buttke, Earll, Feddick, Feirer, Hendler, Jockheck, Spiros, Wagner.

ABSENT: Cummings, Reinart

OTHERS: Mayor Meyer, City Administrator Barg, City Engineer Turchi

Barg called the meeting to order at 5:37 p.m. in Room 108 of the City Hall Plaza.

After a brief review, it was agreed to accept the following mission/vision statements, and not to review them at future strategic planning meetings:

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

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

Members discussed the values statements crafted at the January 26th meeting, and made changes to shorten and better clarify them as follows:

- Community: We celebrate our differences, engage all generations, and seek to create a feeling of belonging.
- Integrity: We safeguard the public trust through honest business practices and open communication, and strong, ethical stewardship of resources.
- Innovative: We are imaginative in addressing the evolving needs of our community.
- Safety: We ensure the security, and sense of well-being of our residents through responsive and proactive policies.
- Collaboration: We work as a team and partner with others to improve performance and achieve success.

Discussion occurred on the 6 categories and 44 possible action items. After reviewing ideas that had previously been raised the categories of recreation/quality of life, city facilities, and infrastructure, the following areas were identified for further review and possible action in the next few years:

- Recreation/quality of life
 - Water amenities
 - ADA compliance
 - Better use of existing parks (including fairgrounds)
- City facilities
 - Determination of need
 - Best use of current facilities
 - Criteria for determining when expansion or new facilities are warranted
- Infrastructure
 - Water pipes
 - Referendum on streets (\$1/\$1000; 3-5 years)
 - Tree replacement
 - Stormwater compliance

The next meeting to continue this process will be Tuesday, April 12th at 5:30 p.m. in Room 108 of City Hall. It was agreed to invite department/division heads to attend these meetings and participate in the strategic planning process going forward.

With no other business before the Council, Jockheck moved and Feirer seconded a motion to adjourn. Motion carried unanimously. Mayor Meyer declared the meeting adjourned at 6:48 p.m.

Respectfully submitted,
Steve Barg, City Administrator

MARCH 22, 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, Chris Jockheck, Gordon H. Earll, Rich Reinart, Gary Cummings, Rebecca Spiros, and Peter Hendler.

EXCUSED: Alanna Feddick, Ed Wagner, and Tom Buttke

The flag was saluted and the pledge given.

No items were added to the agenda.

PUBLIC COMMENT PERIOD

The following spoke in support of the City of Marshfield giving a donation of \$100,000 to the St. Vincent DePaul: Jason Zelski, 1603 S. Washington Ave. and Roni Steines-Machtan, 7600 Cty Rd B, Pittsville

Kathy Rogers, 509 N. Willow Ave. spoke regarding the insurance claims for the coal dust damage to her property from slag sealing.

CC16-045 Motion by Feirer, second by Hendler to approve the minutes of the Common Council regular meeting of March 8, 2016.

Motion carried

STAFF UPDATES

Special Council meeting (strategic planning) - Tuesday, April 12th at 5:30 p.m.

MAYOR'S COMMENTS

Employee recognitions:

Bruce Tibbett, Police Department, March 31, 2006, 10 years

Jason Schad, Fire and Rescue Department, April 3, 2006, 10 years

Committee openings:

Committee on Aging

COUNCIL COMMENTS

None

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC16-046 Motion by Cummings, second by Reinart to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Fire & Police Commission of February 4, 2016; Parks, Recreation, & Forestry Committee of February 11, 2016; Library Board of February 16, 2016; Airport Committee of February 25, 2016; Capital Improvement Program Administrative Committee of March 1, 2016; Capital Improvement Program Administrative Committee of March 2, 2016; Fire & Police Commission of March 3, 2016; Economic Development Board of March 3, 2016; Historic Preservation Committee of March 7, 2016; Utility Commission of March 14, 2016 (JO #7458, McMillan Substation Relay Upgrades, \$362,400; JO #17835, County Road A - Single Phase Rebuild to Replace Aging System and Copper Conductor, \$115,002); Board of Public Works of March 14, 2016; Finance, Budget, and Personnel Committee of March 15, 2016 (Payroll Resolution No. 2016-20, adding the position of Forestry Technician to the Seasonal/Casual payroll resolution); Judiciary & License Committee of March 15, 2016; Plan Commission of March 15, 2016 (Resolution No. 2016-17, CUP by Security Health Plan to allow an

off-site parking addition to the south; 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, 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); Capital Improvement Program Administrative Committee of March 17, 2016; Board of Public Works Special Meeting of March 22, 2016

Motion carried

No items were removed from the consent agenda.

CC16-047 Motion by Jockheck, second by Spiros 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. Ayes – 6; Nay – 1 (Hendler)

Motion failed

This item will be brought back to the Common Council at their April 12th meeting.

CC16-048 Motion by Cummings, second by Reinart to approve the revised contract with the Marshfield Area Community Foundation (MACF) in connection with the City's Library & Community Center project.

Motion carried

CC16-049 Motion by Hendler second by Cummings to indefinitely postpone the funding request from St. Vincent DePaul. Ayes - 6; Nay 1 (Spiros)

Motion carried

CC16-050 Motion by Earl, second by Jockheck to refer the e-cigarettes and vapor cigarettes item to the Judiciary and License Committee for their consideration.

Motion carried

CC16-051 Motion by Feirer, second by Jockheck to go into closed session pursuant to Wisconsin Statutes, chapter 19.85(1)(g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved"

- Litigation involving liquor license issue - Rear End

and 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 with 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

Roll call vote, all ayes. (Time: 7:52 p.m.)

Motion carried

Present in closed session: Alderpersons Feirer, Jockheck, Earll, Reinart, Cummings, Spiros, and Hendler, Mayor Meyer, City Administrator Barg, City Attorney Wolfgram, Public Works Director Knoeck, City Engineer Turchi, Finance Director Strey, Human Resources Manager/Assistant to the City Administrator Rachu and Administrative Assistant III Krogman.

CC16-052 Motion by Feirer, second by Hendler to return to open session. Roll call vote, all ayes.

(Time: 9:18 p.m.)

Motion carried

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

Future Agenda Items

Budget Resolution

Community Center

Meeting adjourned at 9:18 p.m.

Amy Krogman

Administrative Assistant III443rgccccc

NUTZ DEEP II

809 S. Central Ave
Marshfield, WI 54449
Phone: 715-387-2597
www.nutzdeepbarwi.com



March 14, 2016

To Whom it May Concern:

I am writing this letter to request a one day noise variance on June 4th, 2016 at 809 S. Central Avenue in Marshfield, WI.

Nutz Deep II wishes to host an event during Dairyfest to include a beer garden and live music. Our event will take place on Saturday, June 4th, 2016 from 11am-11pm. We will have music outside throughout the day with a live band playing from 7pm-11pm. We will be notifying neighboring properties by mail that we are hosting this event one week prior to the event.

Thank you for your consideration,

A handwritten signature in blue ink that reads 'Ann Dieringer'.

Ann Dieringer
Marketing and Promotions Coordinator
Nutz Deep II
Work- 715-387-2597
Direct- 715-305-2286
www.nutzdeepbarwi.com

ZONING BOARD OF APPEALS MINUTES OF FEBRUARY 9, 2016

Meeting called to order by Chairperson Gerl at 5:02 p.m. in the 1st Floor Conference Room, Suite 108, City Hall Plaza.

PRESENT: Ken Bargender, Ed Gerl, Robert Lewerenz, Dean Markwardt and 2nd Alternate Adam Wegner

EXCUSED: Richard Kenyon

ALSO PRESENT: Zoning Administrator Schroeder, Gregory Collins, Dan O'Connell and Deputy Clerk Panzer

Wegner pointed out a typo in the first paragraph on page 3 of the minutes. The sentence "Harold did is so improperly." should read "Harold did it so improperly."

Deputy Clerk Panzer noted a few small changes as well. The word "Luan" on page 3 of the minutes should be capitalized. And the Building Inspector's notation "See attached estimate" should be removed from the Building Inspector's Background section on page 1 of the minutes, because the estimate is not included with the minutes.

ZB16-03 Motion by Bargender, second by Lewerenz to approve the minutes of January 12, 2016 with the above listed corrections. All Ayes.

Motion carried.

Deputy Clerk read the variance request by Gregory Collins representing WHPC-Laurel Gardens-Marshfield, LLC, for an 8 foot variance to the minimum required front yard setback, to allow the existing Laurel Garden apartment located at 620 Laurel Court, Marshfield, WI 54449, to remain as constructed in 1971 with a 17.99' front setback. Section 18-32 in the existing Zoning Code requires a minimum front setback of 25', as did the Zoning Code at the time of construction, under Section 13.15 which also required a minimum 25' setback.

Background

The Laurel Garden Apartments located at 620-622 Laurel Court and 617 Laurel Court includes three 20-unit apartment complexes that were all constructed in the early 1970's. As many investors do, prior to purchasing, the Appellant researched these properties to make sure it is in conformance and to identify any unknowns before purchasing. During this research process the Appellant had a survey done to identify site details including property boundaries, easements, structure locations, and other site improvements.

After the survey was completed, the Appellant requested a Zoning Verification Letter from the City to make sure the properties were in compliance with the Zoning Code. As pointed out by the Appellant and the survey submitted, there are multiple nonconforming situations regarding this existing development. As noted in the zoning verification letter there are multiple nonconforming situations which include not meeting the minimum lot size, not meeting the required setback, extending the parking area into the City ROW, and not officially combining the two properties of 620 and 622 Laurel Court. While there are multiple nonconforming situations to point out, the focus of this variance request is solely on the structure not meeting the required setback making it an illegal nonconforming situation.

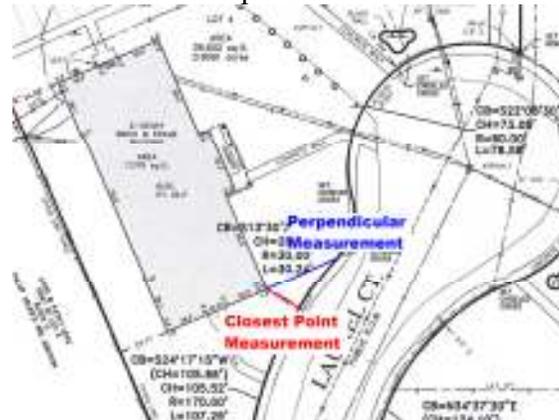
The survey shows that this development is setback from the front property line 17.99'. The current zoning code would require a minimum of a 25' front setback. The Appellant is proposing an 8' variance

to the property in hopes to bring the existing Laurel Garden apartment complex, at 620 Laurel Court, one step closer to compliance, and to allow this development to remain as constructed and approved in the early 1970's.

Analysis

In the early 1970's when this development was reviewed and constructed this property was zoned "B" Residential. "B" Residential required a minimum front yard setback of 25'. In reviewing the original building plans for the Laurel Garden development, the front setback that is on record is approximately 20'. This would lead us to assume one of two things: a) there was a discrepancy as to how the required setback is measured or b) there was a staff error at the time the building permits were approved permitting a 20' setback when the regulations required a 25' setback.

Currently a setback is measured as the shortest distance from the property line to the closest point of the structure. See definitions under "Applicable Ordinance Section(s)" below. Staff has firsthand observed where past employees interpreted the setback to be measured as a perpendicular line from the front building façade at closest point of the structure to the point where such perpendicular line intersects with the nearest property line. See Figure below. In this instance, measuring the setback as a perpendicular line, the existing development would meet the required setback.



Reviewing option b) above, even if there was an administrative error in reviewing the building permit application and the staff member at the time knowingly approved a 20' setback instead of the required 25' setback, the building was still constructed at a setback of 17.99' which is even closer to the property line by approximately 2 feet. However, there are a lot of unknowns about what took place at the time of this development because the staff members are no longer employed by the City of Marshfield and the lack of records prior to the 1990's – 2000's. In addition to approving the site plan for this development, we also do not know if staff inspected and approved the property in relationship to the setback. Case law has upheld that a Zoning Board may consider an error of local government staff when deciding whether to grant a variance (*Accent Developers, LLC v. City of Menomonie BOA and Timber Ridge Homes LLC*, 2007 WI Court of Appeals).

Zoning Administrator's statement of facts regarding the variance request:

1. The Appellant is Greg Collins representing the Owners, WHPC-Laurel Gardens, Marshfield, LLC.
2. The subject property is located at 620 Laurel Court.
3. The existing zoning district classification is "MR-24" Multifamily Residential.
4. The zoning district classification at the time of construction/permit approval was "B" Residential."
5. The required front setback in the current Zoning Code is 25' for "MR-24" Multifamily Residential properties.

6. The required setback at the time the permit was issued and the building was constructed was 25' for "B" Residential properties.
7. The building plan on record with the City shows an approximate setback of 20'.
8. The present structure was built in 1971 and has existed as is for 45 years.
9. The existing building setback per the submitted survey is 17.99'.
10. The requested variance is 8' (the required setback within current regulations of 25' minus the existing setback as constructed 17.99').

Applicable Ordinance Section(s)

1. Current Zoning Code (adopted January 1, 2013)
 - a. Section 18-32(7) of the current Municipal Zoning Code states that the minimum front setback for residential uses is 25 feet.
 - b. Setback as defined under the current Municipal Zoning Code under Section 18-12 is "the shortest distance between the exterior of a building or structure and the nearest point on the referenced lot line, excluding permitted intrusions per Section 18-73."
2. Previous Zoning Code (1947 to 1979)
 - a. Section 13.01 Definitions
 - i. (23) Setback is defined as "the minimum horizontal distance between the front line of the building, excluding steps and unenclosed porches, and the street line."
 - ii. (26)(e) Front yard is defined as a yard between the front line of the building and the front line of the lot.
 - b. Section 13.15(b) requires a setback line of not less than 25' for buildings erected in the "B" Residential District.

Variance Criteria (Section 18-165(6)(a))

The Zoning Board of Appeals shall review all variance requests against the standards provided under Wisconsin Statutes and applicable case law. To qualify for a variance, an applicant would have the burden of proof to demonstrate that the variance criteria are met. The following are the criteria and the Applicants response:

(How will the variance not be contrary to the public interest?) *"The variance will not result in harm to the public interest because permitting the building to remain in its present location does not have any negative impact on the neighborhood or the immediately surrounding properties. Furthermore, the public interest is served by allowing the building to remain because it affords quality housing to low-income families. Having to remove a portion of the building would displace residents."*

(Will substantial justice be done by granting the variance?) *By granting the variance "Substantial justice will be done by granting the area variance because low-income families who reside in the building will not be forced out and required to find alternative housing in the area."*

(Is the variance needed so that the spirit of the ordinance is observed?) *"The property's lot lines and the existing parking lot that serves the residents preclude the building from being moved. The only way to observe the setback ordinance is to remove a portion of the building."*

(Due to special conditions, will a literal enforcement of the provisions of the zoning ordinance result in unnecessary hardship?) *"By enforcing the zoning code the Owner will be forced to remove a portion of the building which will necessitate re-engineering the building and removing several families from the property. This is an unnecessary hardship especially considering the Owner did not cause the problem. Rather, the owner of the property in 1971 caused the problem when the building was constructed."*

Although a hardship is questionable because we do not have detailed records at the time the development was constructed, there are multiple justifications that the other three criteria are met; including that no harm has come to the public in the last 45 years the development has been in use, the existing owner did not cause the issue, there is no certainty as to what caused the issue, and that the spirit of the ordinance should reflect the continuance of existing development that have been constant for as long as this development has.

In addition to the criteria listed above which are stated in our Municipal Zoning Code that reflects Wisconsin State Statute, case law has historically viewed unique property limitations as an additional variance criterion, separate from the hardship requirement. Arguably, the unique property limitation specific to this property could be the shape of the lot. This lot is a trapezoid shape in addition to being located along the bulb of the cul-de-sac which can reduce the amount of usable space within the property.

Markwardt asked about the other possible code violations that were discovered.

Zoning Administrator Schroeder said the other non-conforming situations wouldn't get resolved through a variance or through the Zoning Board of Appeals and they are taking other routes to bring everything into compliance including a conditional use permit and other clean ups of the property to make sure that that property is conformant with the City's Zoning Code and in compliance.

Gregory Collins explained that Wisconsin Housing Preservation Corp is a statewide organization that acquires, renovates and preserves properties around the state and in doing so they try to do improvements appropriately and correctly. They try to make improvements as necessary but to do them appropriately and correctly they have surveys done of the properties. A lot of times the properties have little infringements or encroachments. This was a little more significant. They would like to get this property back into compliance by getting the variance so they can move forward making sure this property is rentable.

ZB16-04 Motion by Lewerenz, second by Markwardt to grant the variance request from Gregory Collins representing WHPC-Laurel Gardens-Marshfield, LLC, for an 8 foot variance to the minimum required front yard setback, to allow the existing Laurel Garden apartment located at 620 Laurel Court, Marshfield, WI 54449, to remain as constructed in 1971 with a 17.99' front setback for the following reasons:

- There is no harm to public interest. The building is not on a corner where line of sight for drivers is obstructed and it seems no harm has come to the public in the last 45 years since the building was constructed.
- Having to remove two apartments from one end of the building to move the wall in is an unreasonable thing to do considering low income families would be forced out of their homes and required to find alternative housing.
- Since no one knows why this all happened we should allow business to continue as it is.

Motion carried

Zoning Administrator Schroeder summarized the 2015 Zoning Board of Appeals decisions. The Zoning Board of Appeals only made one decision last year, which was on the Ministry Health Care's appeal.

Motion by Markwardt, second by Lewerenz to adjourn at 5:26 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

COMMUNITY DEVELOPMENT AUTHORITY

February 25th, 2016

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 9:00 a.m. in the Community Room at Parkview Apartments, 606 South Walnut, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted February 22nd, 2016 at 12:20 p.m.

ROLL CALL:

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

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

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

CDA 16-B02-1 Motion by LaFontaine, second by Marsh to approve the January 28th, 2016 CDA Board Minutes. 7 Ayes

MOTION CARRIED

CDA 16-B02-2 Motion by Buttke, second by Hendler to approve the February 16th, 2016 CDA Finance meeting minutes. 7 Ayes

MOTION CARRIED

Finance Committee Report:

CDA 16-B02-3 Motion by Hendler, second by LaFontaine to accept and place on file the Finance and Strategic Planning Committees Report. 7 Ayes

MOTION CARRIED

Strategic Planning Committee Report:

CDA 16-B02-4 Motion by Buttke, second by Hendler to accept and place on file the Strategic Planning Committees Report. 7 Ayes

MOTION CARRIED

Personnel Committee Update: No Update

Grievance Committee Update: No Update

Update on RAD Conversion Process:

Update was given during the Executive Director's Report.

Executive Director's Report:

Board was informed of current PHA occupancy rate.

An update of the Section 8 voucher two-year forecasting tool will be presented by Janet Southworth at the Finance Committee meeting in April.

A listing of the RAD conversion projects completed to date was reviewed and discussed. The public hearing for the RAD Significant Amendment will be held on March 17th in the Community Room at Cedar Rail Court.

CDA 16-B02-5 Motion by LaFontaine, second by Marsh to accept and place on file the Executive Director's Report. 7 Ayes

MOTION CARRIED

New Business: Discussion took place on the feasibility of allowing cell phone tower installation on the roof of Parkview Apartments to generate additional income for the CDA. This topic will be looked at in the future.

Next Board Meeting Date and Time: Thursday, March 24, 2016 at 9:00 a.m. at Cedar Rail Court.

Agenda Items for Next Month:

- Update on RAD Conversion Process
- Approval of RAD Significant Amendment

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

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
March 24, 2016

1. Public Housing Occupancy- 96.17% Occupancy Rate as of the day of this report

Parkview – Seven (7) openings. (4 applicants pending)

Cedar Rail – One (1)

Scattered Sites – One (1)

2. Section 8 Program- Fifty-two (52) vouchers leased with 4 issued.

3. RAD Project-

Completed to date:

- Legal Opinion PILOT (Payment in Lieu of Taxes)
- RAD Physical Conditions Assessment – Draft with CDA Revisions Provided by Ameresco
- Significant Amendment (SA) Posted- Open Meeting - March 17, 2016 at 2:00 pm.CR Common Room
- Initial Year Funding Tool Revisions Underway
- Affirmative Fair Housing Marketing Plan – National Housing Compliance (NHC) Draft Complete Friday, March 18
- Tenant Selection Plan-Updated by NHC
- 501 (c) (4) Application Pending (Von Briesen & Roper)

7. Recertification Update-

All milestones are being met by the recertification team with a new streamlined process for residents. Residents have been very cooperative, and all office staff, including new, have participated in one way or another to assist in meeting the deadlines. Housing Manager and Section 8 Manager have led the project and guided the team throughout.

8. Operations and Capital Funding 2016-

The CDA has submitted all documents for the 2016 Operations Subsidy. Capital Funding package has also been submitted for 2016. Calculations will be added to the initial year funding tool to address the 5 month period until calendar year end after RAD closing date.

9. Review of Staffing Roles for RAD Transition

Executive Director is working with the National Housing Compliance (NHC) staff to address any potential changes in roles/tasks for existing staff based upon the workflow requirements for Multifamily – Project Based Rental Assistance requirements.

**CABLE TV COMMITTEE MEETING MINUTES
FEBRUARY 29, 2016**

The meeting was called to order by Chairperson Nystrom at 5:03 p.m. in Room 108 of City Hall Plaza.

PRESENT: Jim Daniels, Ed Gerl, Don Nystrom and Alderperson Earll

ALSO PRESENT: Assistant Coordinator & Production Manager Breanna Speth, Brett Butler, Deputy Clerk Panzer and Jonathan Anderson, News Reporter for Marshfield News-Herald

EXCUSED: Dean Markwardt and Senen Siasoco

PUBLIC COMMENTS

Chairman Nystrom mentioned that Walter Friant passed away. He was a past valuable Cable TV committee member.

Chairman Nystrom mentioned that the Cable TV Committee still has one vacancy.

Chairman Nystrom said he spoke for the Lions Club recently and he passed out some of the Cable TV brochures at that meeting and several people afterwards said that they didn't know that they could get their programming on the internet outside the city and they had a lot of questions. He suggested putting together a Speakers Bureau. If any of the Cable TV Committee members or Public Access staff are interested in helping put one together they should contact Breanna.

APPROVAL OF MEETING MINUTES

CTV16-007 Motion by Gerl, second by Daniels to approve the minutes of the January 25, 2016 meeting as submitted.

Motion carried

CORRESPONDENCE

Quarterly franchise fee payment in the amount of \$62,229.13 was received.

Speth shared an email from Matt McLean of the Convention and Visitors Bureau indicating that their featured page on their website with the Kodiak Bears includes the links to the featured videos on the Public Access's webpage now.

Speth shared the Wisconsin Community Media Quarterly Newsletter that featured an article that she wrote about Nystrom and Markwardt. This article was also on the Wisconsin Community Media's website home page.

PUBLIC ACCESS COORDINATOR'S REPORT

The Public Access Coordinator's Report for February 2016 was reviewed. (See attached report.)

CTV16-008 Motion by Gerl, second by Daniels to receive and place on file the Public Access Coordinator's Report.

Motion carried

UPDATE ON STRATEGIC PLANNING ACTION ITEMS

Brochures are now printed.

INCREASE VIDCOM'S CONTRACT FEE PER CONTRACTUAL AGREEMENT

CTV16-009 Motion by Daniels, second by Earll to increase VIDCOM's contract fee per contractual agreement in line with the Consumer Price Index effective April 1, 2016.

Motion carried

BILLS

The bill query report was reviewed.

CTV16-010 Motion by Gerl, second by Daniels to authorize payment of the following bills as presented:

Spectrum Business (01/26/15 to 02/25/16)	\$ 106.44
Spectrum Business (02/01/16 to 02/29/16)	229.83
Granicus (Invoice 73255)	600.00
Walmart	28.48
We Energies	16.01
Vista Print	30.98
VIDCOM, LLC (Invoices 363 & 364)	<u>5,440.00</u>
Total	\$6,451.74

Motion carried

FINANCIAL REPORT

CTV16-011 Motion by Gerl, second by Daniels to receive and place on file the before-closing financial report for the period of January 1, 2015 through December 31, 2015.

Motion carried

RECOMMENDED ITEMS FOR FUTURE AGENDAS

- Update on possible transition of Cable Access to a City department

Next meeting is scheduled for March 28, 2016 at 5:00 p.m.

Motion by Daniels, second by Gerl to adjourn at 5:31 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

Public Access Coordinator's Report

Cable TV Committee Meeting 02/22/16

New Shows, February 16, 2016 (Since 01/15/16): for MCTV 98

- MACCI Annual Meeting video
- Chat with the Chief- Police Department 1/20/16
- Writers & Readers of Central Wisconsin – Episode 2
- Marshfield Area Pet Shelter Update 1/21/16
- Marshfield Mentoring Programs- Big Brothers Big Sister & Pathway Partners
- Tiger Tv: Episode 10, featuring "School District Budget"
- Marshfield School Board Candidates
 - Amber Leifheit
 - Dale Yakaites
 - Dan Wald
 - Mark Critelli
 - Thomas W Binder
- Wisconsin Voter ID Information 2016
- Tiger TV: Episode 11, featuring "Comprehensive Facilities Study"
- Insight: Wood County Sheriff Tom Reichert - 1/29/16
- Chestnut Center for the Arts Update - 2/4/16
- Do you have an idea for...Marshfield's Next BIG Thing!?
- Insight Ask The Mayor 02/05/2016
- Dance For Diabetes – An Event Preview
- Tiger TV: Episode 12, featuring “Visitors from Taiwan”

PSA's

- Dance for diabetes
- MAPS “Paws & Pancakes” Breakfast
- CVB's “Next Big Thing” short version
- CVB's “Next Big Thing” long version

Channel 991 Meetings

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

John Beck

- Immanuel Lutheran Worship Service (weekly)

Dana Speth

- Christ Lutheran Church Worship Service (Weekly)

River Cities Community Access

- MSTC Board of Directors Jan 2016
- Wood County Board of Supervisors Meeting – Jan 2016

Other

- LaCrosse Catholic Diocese Mass
- Music & the Spoken Word

Personnel

Dan Kummer, who had been out on medical leave since March 25, 2014, sadly passed away on January 27, 2016. Breanna Speth has performed management duties in his absence. There has been no interruption of PEG services during this time period.

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

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

Stephanie Wienke continues in her position as full time administrative assistant/PR representative.

Publicity/Updates

Social Media Update - FACEBOOK

As of February 16, we have 331 Likes on Facebook. (Up from 303 on January 15.)

Our most popular post during the period from January 15- February 16 was the announcement of Dan’s passing. This post reached 14,700 people and had 3.4K engagements and 743 comments/likes/shares.

Other popular posts were 1/20/16 Chat with the Chief episode post, reaching 1.8K people and the 2/9/16 “Something is always happening in Marshfield” post, reaching 468 people.

Our most popular time is 7-8pm.

YouTube Channel Update

42 Subscribers, 12,495 Views (as of 2/16 at 9:40am) (Up from last month’s 38 subscribers • 11,136 views)

A snapshot of some recent popular programs:

- Dance for Diabetes Event Preview (110 views)
- Chat with the Chief: Rick Gramza 1/20/16 (65 views)
- Council Preview of January 26 Meeting (54 views)

Google Analytics (Online Activity)

The full report is included in the attachments. We continue to expand in website hits, video views, and subscribers.

WCM Update

Judging for the WCM “Best of the Midwest” Mediafest took place on February 10. Thank you to Dana and Dean for assisting Breanna and Brett with that. Breanna attended a WCM Public Policy Committee Meeting on February 8. Topic of discussion was the new proposed bill that would help PEG stations have equal quality to commercial stations, among other things. She also attended a Board meeting on Wednesday, February 10. Topics of discussion included the new proposed bill, upcoming conference, and member update.

We entered the following into the videofest:

- Upham Mansion Tour (Documentary/Feature)
- Columbus High School Hair Donation Event (Short Form Documentary/Featurette)
- Central Wisconsin’s Got Talent (Performing Arts)
- Dave’s Auto: How to Buy a Used Car (How-to/Instructional Programming)
- Mayor’s Dairyfest Breakfast (Local Events)
- Cooking with Ruth (How-to/Instructional Programming)
- Chat with the Chief: Home Fire Safety, Bullet-Proof vest (Series)
- Rotary Winter Wonderland: The First Ten Years (Talk Show)
- Marshfield Area Pet Shelter Temporary Home (PSA)

MediaFire

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

- Cooking with Ruth Ep. 73
- Cooking with Ruth Ep. 74
- Cooking with Ruth Ep. 75
- Voter ID Information

Other past programs we have uploaded are still being downloaded:

- Depression & Suicide Episode 1
- PSA for Depression & Suicide Series
- Jurustic Park Tour
- WI Budget Update
- Cooking with Ruth Ep. 68
- Rotary Lights 2015
- Rotary Winter Wonderland Studio Program
- Madrigal Singers
- Insight: Alice in Dairyland
- Cooking with Ruth Ep. 69
- Cooking with Ruth Ep. 70
- Cooking with Ruth Ep. 71
- Cooking with Ruth Ep. 72

Fiber/Phones

We are still waiting on City IT to finish the transition to solely fiber internet. Upload and download speeds are amazing and have increased productivity. Our turnaround time for shows has improved significantly due to how fast programs upload to the web.

MGTV Update

Two meetings (Finance and JL) were cancelled on February 2 due to the snowstorm. Otherwise, it has been a busy period for government meetings.

Election Coverage

Don Nystrom hosted interviews with all five candidates for School Board. The four who progress to the General Election will have their interviews aired again after the primary.

Events Page Promotion

Our events page at www.Marshfieldtv.com/events is up and running. We have been promoting this on Facebook and through a MailChimp e-mail newsletter. We also tell everyone we can think of ☺



More hosts needed

With Carrie Lippert back in Florida, we are in need of program hosts. We have posted something on the community calendar, Facebook, and other online volunteer sites. So far, there has been no interest.

Hub City Times

We have been communicating with Hub City Times in an effort to have our programs advertised through the paper. They will be posting a short weekly article online (that Breanna submits each week) that highlights new programs for that week. In exchange, we have a slide on our broadcast schedule webpage and community calendar that looks like this:

Read about MCTV programs & more!



YOUR SOURCE FOR TRULY LOCAL NEWS.

www.HubCityTimes.com

Editing Assistance/Training

We worked with Don Schnitzler, teaching him to edit a history program he filmed. We also worked with Ashley Winch from Marshfield Area United Way to edit a video on the Nutrition On Weekends program.

Twitter

We are now on Twitter: https://twitter.com/marshfield_tv

New Community Producer

Greg Walsh from Palm Sunday Chorus

Correspondence/Publicity

- Article on Charter adding video subs in Q4, Year
- Kodiak Bear video is now featured on CVB website
- Don Nystrom and Dean Markwardt were featured in the WCM Quarterly Newsletter and also on the WCM website home page

Strategic Planning Action Item Updates – Nothing new

Branding/Marketing

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

Technology

- Replacement Program is in progress.

Financial Management

- Reserve Balance: Still at \$90,000

Communications

- Promo Video: This is completed and is airing/being promoted.

Human Resources

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

**City of Marshfield Committee on Aging
Senior Center
Meeting Minutes – March 3, 2016**

The monthly meeting of the Committee on Aging was called to order at 9:32 a.m. by Mike Feirer

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

ABSENT: Dave Marsh

OTHERS: Judy Carlson, Jennifer Cummings, and Kelly Cassidy

COA 16-02 Motion by Anderson, second by Dieck to approve the minutes of the February 4, 2016 meeting
Motion Carried

CITIZEN'S COMMENTS: None

Becky gave an introduction to what the committee's purpose is. Committee members and guests introduced themselves.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN UPDATE: Jennifer gave an update on classes for the spring and the farmers voucher program.

WOOD COUNTY TRANSPORTATION UPDATE: Victoria Wilson was not able to attend the meeting. .

FORUM 55+: Judy Carlson updated the committee

LIBRARY & COMMUNITY CENTER PROJECT UPDATE: Mike Feirer updated the committee

TAXI UPDATE: Discussion was held regarding delays in pickups.

HEALTH FAIR UPDATE: The speaker for the 2016 Health Fair was discussed. Judy Carlson reported that she has made contact with a representative from the Police Department, Associated Bank, and SMP – Medicare fraud. Judy Carlson will report back on which speakers have committed.

UNFINISHED BUSINESS: None

NEW BUSINESS: None.

FUTURE MEETING DATE: The next meeting will be held on Thursday, April 7th at Wildwood Regency.

Meeting was adjourned at 10:21 a.m.

Respectfully submitted,
Kelly Cassidy, Parks & Recreation Supervisor

COMMUNITY DEVELOPMENT AUTHORITY
Finance and Strategic Planning Committees
March 15th, 2016

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

Affirmation of Proper Posting of Meeting: Meeting posted February 11, 2016 at 3:35 p.m.

ROLL CALL:

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

EXCUSED: Peter Hendler

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

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

Overview of Current Insurance Coverage:

John Southworth with Ansay & Associates presented an overview of the CDA's current insurance coverages and three-year claims history. After some discussion Mr. Southworth was asked to submit a proposal for cyber risk insurance.

Buttke excused himself from remainder of meeting.

Review of Financial Reports/Documentation:

Janet Southworth provided an update of the Section 8 voucher leasing and spending projection tool, the current status of vouchers issued, and projections for the number of vouchers to be issued in the near future.

CDA 16-F03-1 Motion by LaFontaine, second by Keogh to accept and recommend the February, 2016 financial reports for board approval. 3 Ayes

MOTION CARRIED

Status of Current Capital Projects:

Capital project spending has been decelerated at this time in order to determine the best use of funds during the RAD transition.

Update on RAD Conversion Process:

The 501(c)(4) articles of incorporation has been filed. Reporting and processing of unit and tenant information in the HDS system will differ from the current procedures once the RAD conversion is complete. Staffing roles and responsibilities may be adjusted to ensure proper procedures when more information is obtained.

Review of Initial 2016 Operating Budget:

A draft of the 2016 operating budget incorporating one full year under the RAD program was distributed. A final operating budget will be completed once actual subsidy numbers are received from HUD for operating under both the current housing program and the RAD program.

Next meeting date will be Tuesday, April 19th, 2016 at 1:30 p.m. in the Cedar Rail Executive Conference room.

Meeting declared adjourned at 4:15 p.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Dave LaFontaine
Chairperson

Marshfield Airport Committee Minutes

March 24th, 2016

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

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

Absent: None

Also Present: Dan Knoeck, Duffy and Jeffrey Gaier

Citizens Comments: Dan Knoeck introduced himself to the committee and explained some changes happening in the city structure that the airport will fall under the Public Works department.

AP16-10 Motion by Jockheck Second by Knauf to approve the Airport Minutes of February 25th, 2016, All Ayes,

Motion Carried

AP16-11 Motion by Maurer Second by Bremer to approve the Airport Manager's March 2016 Report, All Ayes

Motion Carried

AP16-12 Motion by Jockheck, Second by Knauf to approve the March 2016 Activity Report, All Ayes

Motion Carried

AP16-13 Motion by Jockheck, Second by Knauf to approve the remaining Airport Bills for March 2016, All Ayes

Motion Carried

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

Additional Citizens Comments: None

Motion by Maurer, second by Knauf to adjourn at 6:55 PM, All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

Marshfield Airport Manager's Report March 2016



The State of Wisconsin, Bureau of Aeronautics has solicited engineering service for upcoming projects at the Marshfield Municipal Airport. The airport has received several packets of information from various engineering services across the State of Wisconsin expressing interest in providing those services. The State of Wisconsin will inform us what engineering companies they have received letters of interest from. They will also provide us their recommendations. The Marshfield Airport will have the opportunity to provide the Bureau with a letter with who they would like to utilize for an engineer.

We will be taking a trip to Madison on March 30th to meet with the Wisconsin Bureau of Aeronautics. We intend to leave around 8 am so that we can get there early and have lunch before our meeting with the Bureau. We hope to have an update on future funding levels for our projects.

The runways and expansion joints survived the winter and frost well this year. Each year we are concerned how much damage the runway will endure. Pictured to the right a expansion joint in the runway.



We are in the process of getting the leases signed for the farm land and the new hangar at the airport. The farm lease has been returned and is just awaiting signatures by the City. We have corrections being addressed by Attorney Wolfgram on the hangar lease. Once these changes are made, new contracts will be printed and delivered to RRH Realestate LLC for signatures.



This month we had one solo student. Congratulations Todd Masephol for successfully completing your first solo flight. Pictured above is Todd after his solo flight.

We had a special visitor this month to the airport. This snow owl was in the area for part of the winter and some of March. It landed on our sign by the intersection of 29th and Central Avenue. This is the second year we have seen a snow owl at the airport.



Happy Birthday to Jeff who celebrated his 45th birthday this month. Thank you to Jenny Richter who made Jeff a cake. Jenny's husband Shannon is taking flight lessons at Duffy's Aircraft.

Happy Flying - Duffy, Alice, Robert and Jeff Gaier

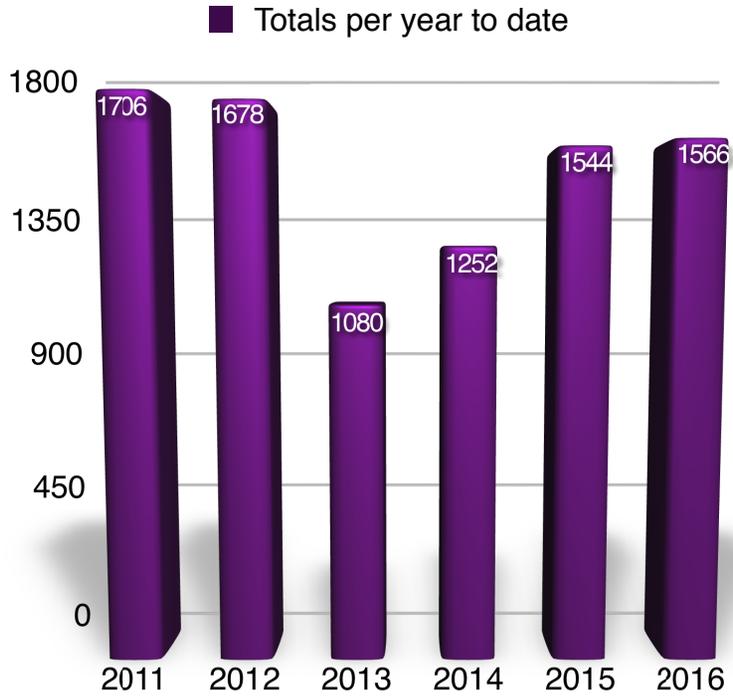


Airport Activity Report March 2016

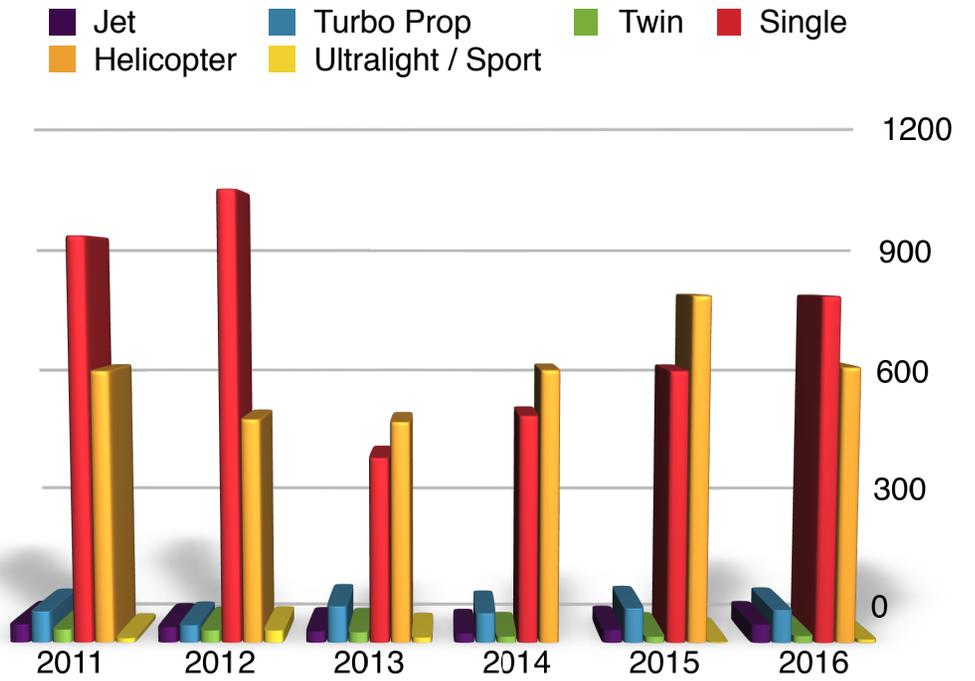


Departures and or Landings Information - Flight Operations - 29 Days Between Reports								
Year	YTD 2011	YTD 2012	YTD 2013	YTD 2014	YTD 2015	March 2015	March 2016	YTD 2016
<i>Jet</i>	42	36	26	22	30	14	20	42
<i>TurboProp</i>	72	40	84	68	80	28	40	76
<i>Twin</i>	30	28	24	14	14	6	8	16
<i>Single</i>	928	1032	426	522	624	244	460	792
<i>Helicopter</i>	624	514	508	626	794	280	348	632
<i>Light Sport</i>	10	28	12	0	2	2	4	8
Total	1706	1678	1080	1252	1544	574	880	1566
Passengers								
Total	2273	1678	1440	1668	2553	765	1173	2087
Local and Transient Traffic								
<i>Transient</i>	400	544	364	432	308	116	298	506
<i>Local</i>	776	1134	734	820	1336	458	582	1060
Training Flights								
Total	544	944	318	488	504	220	580	900
Fuel Dispensed								
<i>Av Gas</i>	3656	3652	2895	2376	1975	802	995	1932
<i>Jet A</i>	8127	6548	8565	7102	9839	3416	8666	16876
Total	11783	10200	11460	9478	11814	4218	9661	18808
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.								

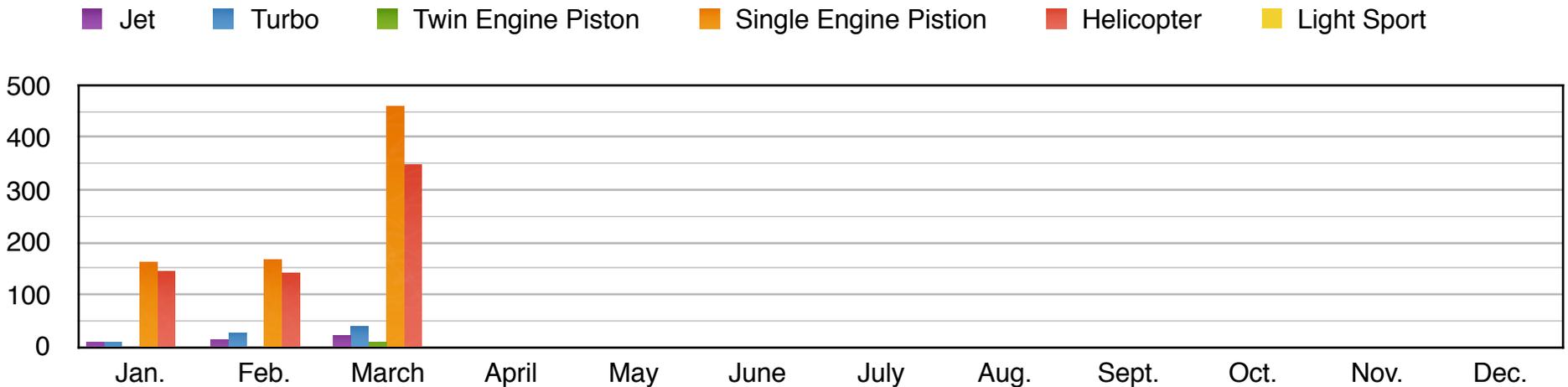
Flights Over the Past Five Years by the Present Month



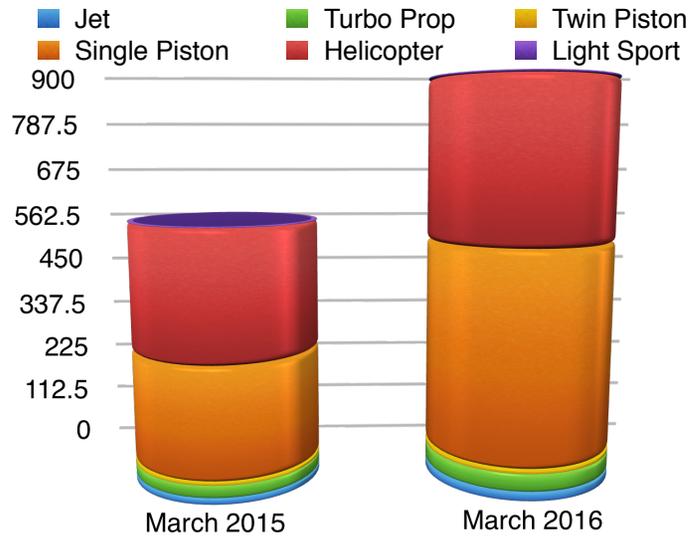
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



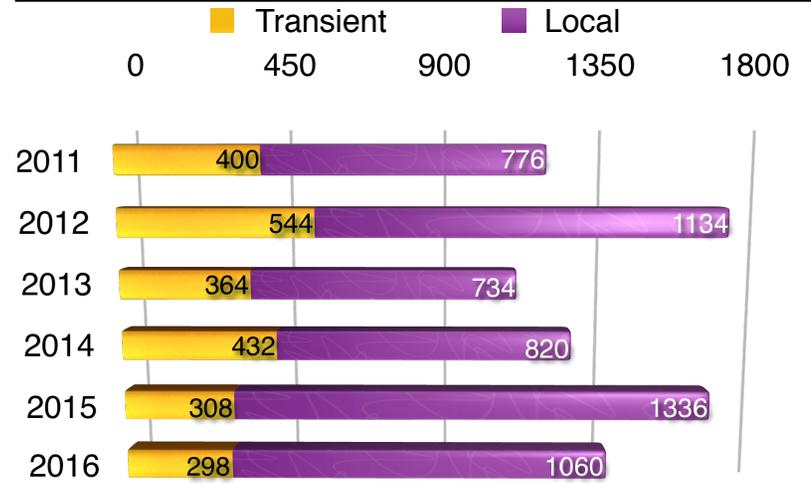
Operations by Aircraft for the Year of 2016



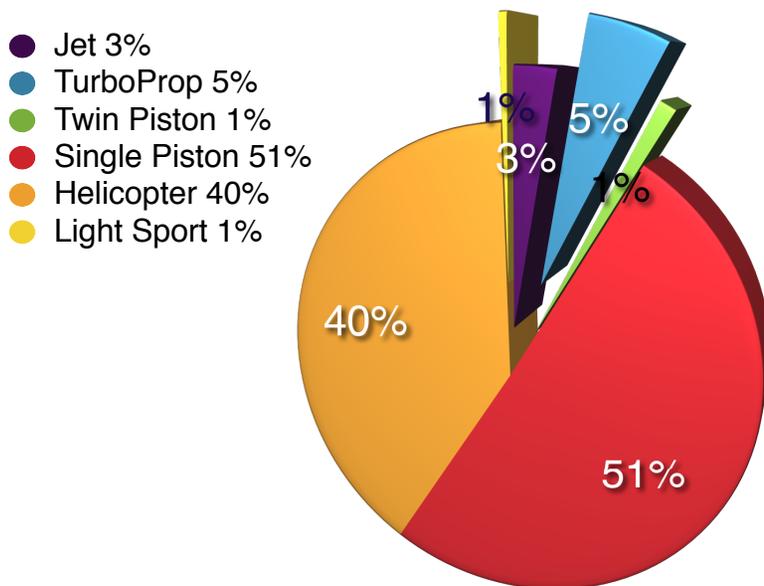
This Month Compared to the Same Month Last Year



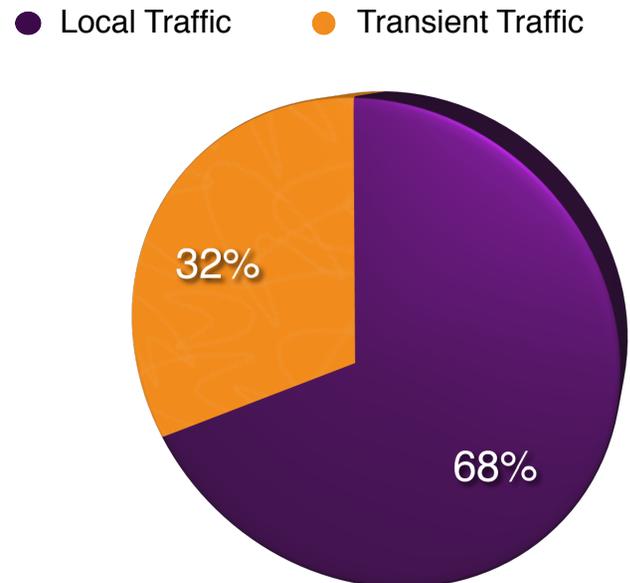
Transient Vs. Local Traffic



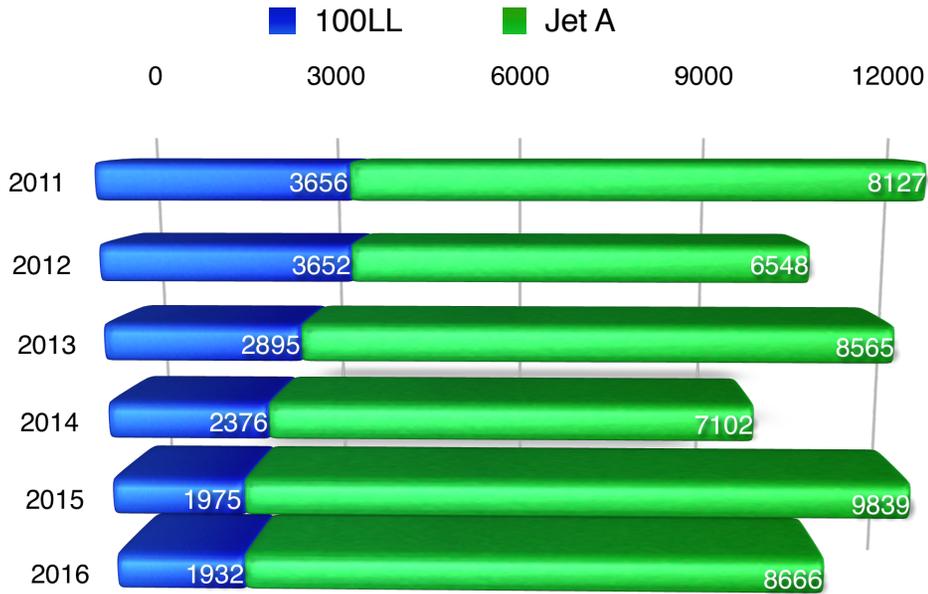
Percentage By Type Of Aircraft That Came Into Marshfield In 2016



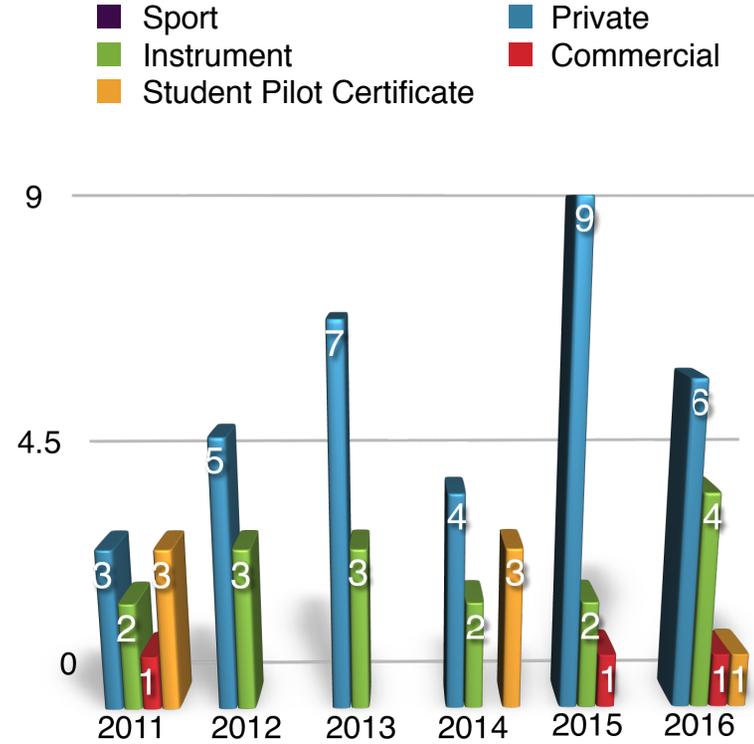
Percentage of Local Vs. Transient Traffic for 2016



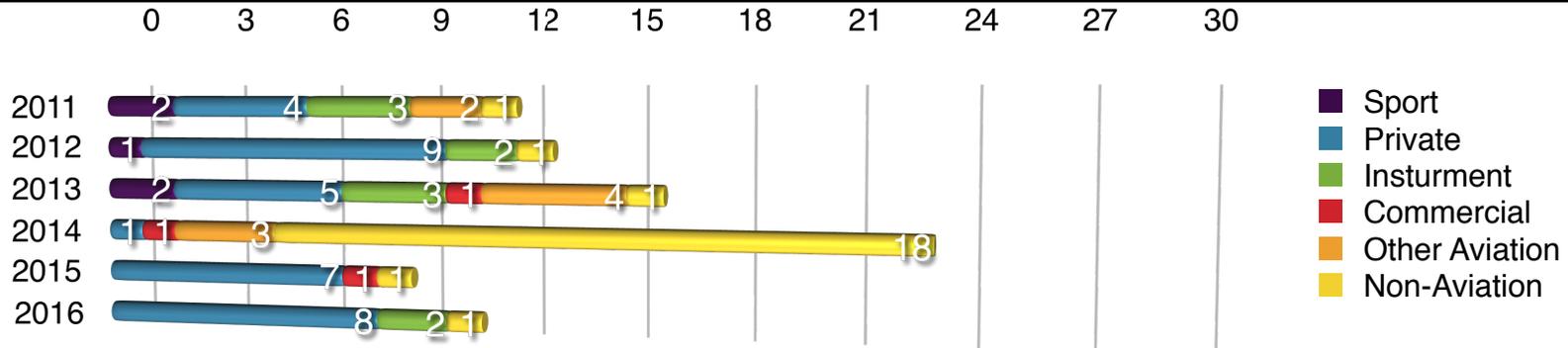
Fuel Sold - 6 Year Comparison



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
Norm Brown
William Brady
Troy Rens

Linus Snyder
Landis Senescing
Todd Masephol
Shennon Richter
Life Link III (Medflight New Richmond)
Enbridge
Burrnett Co. Flying Service
Michael Tyler
Bob Thill
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
Tammy Waterhouse
William Krueger
Steve Chaney
Nathaniel Fritsch

Ray Fritsch
Andrei Biesinger
Dylan Goss
Randy Musack
Alex Sxarzynski
Andrew Ricks
Wings of Tomorrow LLC
Wisconsin Aviation
State of Wisconsin - Donor Flight
Silver Eagle Aviation LLC
Michael Jacobs
Jim Perrin - Crop Seeder
James Dominik
Benjamin West
Beau Serchen
Dan McGiveron
Jeff Veers

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

March really started out with a lot of activity. We had our first crop sprayer of the season. They were here to seed fields in the area. We have seen an increase in business traffic between jets and turbo props. Our typical activity has picked up some with students and rentals. Hopefully this trend continues.

City of Marshfield - General Airport Budget - 2016

Account # 101-53510-33

Obj. #	Description	2016 Amount Approved	2016 March Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	46,073.00	3,839.42	Manager's contract	11,518.26	34,554.74
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	383.07 241.99	General terminal - February General terminal - March	973.74	1,304.26
52300	Telephone	1,377.24	119.74	Frontier	364.96	1,012.28
52400	Rep/Maint. Serv-Streets	19,200.00	475.00	Duffy's Aircraft Sales - snowplowing - men and equipment.	9,325.00	9,875.00
52500	Repair/Mainte. Service	52,000.00	200.00 1,023.32 53.90 661.20	Maid to Order Schierl Tire & Service Centers - service call to dismount to repair tire. Unifirst - 4 mats rotated Merkel Co., Inc. - repair strobe lights	3,603.88	48,396.12

HISTORIC PRESERVATION COMMITTEE MINUTES
OF APRIL 4, 2016 MEETING

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

PRESENT: Ken Wood; Alderperson Gary Cummings; Ken Bargender; Bill Penker; Keith Meacham; Vickie Schnitzler; and, Kris Keogh.

ABSENT:

ALSO

PRESENT: Josh Miller, City Planner.

Approval of the Minutes of March 7, 2016 Meeting.

HP16-09 Motion by Cummings, second by Keogh to approve the minutes of the March 7, 2016 meeting.

Motion Carried.

Citizen Comments.

Gary Cummings thanked everything the Committee and volunteers do for the community. Miller thanked Gary Cummings for his 6 years of service to the Historic Preservation Committee.

Bargender said the window on the 2442 was blown in. Wants a key and he'll take care of it.

Update Main Street Historic Plaque Program.

Miller stated that Main Street Marshfield is still waiting on information about being able to put together similar plaques as the Omro program with Marshfield Monument. The biggest challenge so far is finding a way to do the black bordering that the Omro plaques have. Staff will be reaching out to Events Etc. and has spoken to Jill from Burt Trophy and Awards and she is looking into options for the plaques. Staff will continue to work on this project and update the Committee with new information.

Update on Brochure Displays in the Wildwood Park and Zoo.

Miller reported that the space that we have to work with for the brochure display in the Wildwood Pavilion is 3.85 feet between the light switch and the drinking fountain. Staff has found a variety of display options in an office furniture catalog and has included those pages in this packet for the Committee's review. The dimensions of the different displays are included in the brochure, but the pocket dimensions are not shown. Most of the smaller pockets won't fit the Historic Walking Tour brochures, but you can typically put two sets of brochures in the larger magazine style pockets and just overlap them a bit. The second to last picture is a display rack that Matt McLean sent over as another option. Staff would like the Committee to review the options and come up with a recommendation at the meeting on the style of rack they would like to see in the Wildwood Pavilion.

Staff is recommending Item C. Acrylic Oak Literature Racks on page 854. The 9 pocket style rack is in the lobby of the 6th floor in City Hall and each pocket can hold approximately 50 Historic Walking Tour brochures (25 brochures of two separate districts – photo is included). Staff would recommend going with the 6 pocket rack to reduce cost and while providing enough space between the rack and drinking

fountain. Although staff has a recommendation, we wanted to include other options so the Committee could see what else is out there and consider other display racks.

Matt McLean said that MACCI has been considering replacing their racks in the MACCI office and he would look into the possibility of donating one of the racks to the Committee. Unfortunately, none of the racks would fit the space in the pavilion. However, if the Zoo Store would allow a rack and it would fit in the store, that might be an option. Once we get the rack for the pavilion taken care of, we'll look at one for the Zoo Store.

Penker suggested asking the high school to see if they could design a custom rack. Wood said you would have to give them a year lead time.

Miller will send out pictures of the wall racks from MACCI.

Meacham liked letter F on page 857 for an outdoor box by the 2442.

The Committee felt getting something in the Zoo Store sooner than later would be a good idea. This will be a busy year for the Zoo so we should reach out to them.

This item will be on the agenda for next month and staff will begin discussion with the Zoo Store.

Update on Historic Preservation Month Activities and the Installation of Yard Signs.

Miller passed around the poster and latest email from the Historic Preservation Planning Committee. The reception will be held on May 12th at 5:30 pm at the Marshfield Public Library. Wood will be doing the walking tours by bus and by video.

Miller also asked for volunteers to put up the yard signs. The signs will be set up by Friday, April 29th and an email reminder will be sent out.

Discussion of Possible Stewardship Award Nominations – North Wood County Historical Society, Upham Mansion, 212 West 3rd Street.

Donald Schnitzler has submitted a nomination for the North Wood County Historical Society for their work on the Upham Mansion. The nomination is included in the packet.

Penker stated that the renovation of the roof was a significant project. He believes because of the repainting, we have a more significant building than we've had in the past.

Wood said the garage is next on the list and will match the house.

Wood will be abstaining from voting as the Vice-Chair of the Society.

HP16-10 Motion by Penker second by Meacham to accept the nomination for the Stewardship Award by Donald Schnitzler for the North Wood County Historical Society for the work and preservation of the Upham Mansion.

Motion Carried.

This will be presented at a Common Council meeting in May. Miller will send out reminders about the meeting to the Committee.

Continue Discussion on Buildings of Architectural Interest Brochure Materials.

There are no updates at this time.

Update on 2016 Budget.

Miller gave an overview of the budget and explained that last month, staff reported that the Historic Preservation Committee's 2016 Budget had \$500 for the student art awards and the Committee recommended spending up to \$500 for this year's awards. When reviewing the budget for the April update, staff realized that the 2016 Budget was only \$350, not \$500. The \$350 budgeted was still more than what was spent in 2015, but less than the approved amount by the Committee last month. Staff will work to keep the award and ribbon cost at or below the \$350 budget number.

Schnitzler will order the ribbons and MACCI gift certificates once the names of the winners are revealed.

The Committee will decide who will judge for the awards at the May meeting.

With the expenses made and committed to date, the Committee has approximately \$1,750 remaining in the budget.

Discussion of Covering the Spring Historic Preservation Conference Registration Fee in Green Bay for \$50.

Wood is asking for the Committee to cover the registration fee of \$50 for the Spring conference in Green Bay. He will cover the remaining expenses. No other Committee member requested to attend.

HP16-11 Motion by Penker second by Cummings to pay for the Spring Historic Preservation Conference Registration Fee in Green Bay for \$50.

Motion Carried.

Renew the One Year QR Code Subscription for \$99.95.

HP16-12 Motion by Penker second by Cummings to renew the QR Code subscription for \$99.95.

Motion Carried.

Renew Membership to the National Trust for Historic Preservation for \$20.

HP16-13 Motion by Penker second by Keogh to renew membership to the National Trust for Historic Preservation for \$20.

Motion Carried.

Staff Updates

- **Comprehensive Plan Update.** Press release for the 2442. Meacham said this is the 60th year of the 2442 being in Marshfield in November. Cummings said we could get someone from the railroad to speak. Bargender said we could have an event with people already at the park and zoo. Get the brochure stand up and brochures made by Hub City Days. The Committee will discuss this more at the May meeting.

Set Meeting Date and Future Agenda Items.

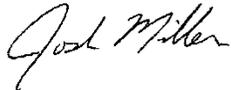
The next regular Historic Preservation Committee meeting will be held on Monday, May 2, 2016. The agenda of the next regularly scheduled meeting should include approval of the Monday, April 4, 2016 meeting minutes, outdoor brochure for the 2442, putting out a press release for the 2442, deciding on judges for the student art awards, and other topics that may come up.

Adjourn.

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

Motion Carried

Respectfully submitted,



Josh Miller
City Planner

BOARD OF PUBLIC WORKS MINUTES
OF APRIL 4, 2016

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

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

EXCUSED: Mike Feirer

ALSO PRESENT: Alderman Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Assistant Street Superintendent Hawley, Assistant Street Superintendent Bornbach; Wastewater Superintendent Warp; Randy Leuth – Landscape Architect; the media; and others.

PW16-34 Motion by Cummings, second by Jockheck to recommend approval of the minutes of the March 14, 2016 Board of Public Works and the March 22, 2016 Board of Public Works meeting.

Motion Carried

Citizen Comments – None

PW16-35 Motion by Wagner, second by Cummings to recommend approval of the low bid submitted by Merrill Gravel & Construction Co., Inc. of Merrill, WI for Contract 2016-01 in the amount of \$886,189.88 and authorize execution of a contract. Further recommend that a budget resolution be drafted for Common Council consideration to transfer funds to balance the funding needed to complete these projects.

Motion Carried

PW16-36 Motion by Jockheck, second by Cummings to recommend approval of the low bid submitted by Don Nikolai Construction for Hackman Field Storage Building in the amount of \$63,210 and authorize execution of a contract. Further recommend that a budget resolution be drafted for Common Council consideration to transfer funds to balance the funding needed to complete this project.

Buttke, Jockheck & Cummings voted ‘Aye’, Wagner voted ‘No’ Motion Carried

PW16-37 Motion by Cummings, second by Jockheck to recommend approval of the low quotation submitted by V & H Automotive, Inc. of Marshfield, WI for a Ford Transit 350 work van for the Wastewater Utility in the amount of \$29,512.50 and authorize execution of a purchase agreement.

Motion Carried

PW16-38 Motion by Wagner, second by Jockheck to recommend approval of the revised project agreement with WisDOT for North Central Avenue and authorize execution of the agreement.

Motion Carried

PW16-39 Motion by Cummings, second by Buttke to recommend approval of the quotation submitted by Monroe Truck Equipment of Marshfield, WI for plow truck equipment for the Street Department in the amount of \$56,735 and authorize execution of a purchase agreement.

Buttke, Jockheck & Cummings voted ‘Aye’, Wagner voted ‘No’ Motion Carried

PW16-40 Motion by Wagner, second by Jockheck to recommend approval of the Maintenance Agreement with the Town of Cameron for Heritage Drive as presented, and authorize execution of the agreement.

Motion Carried

PW16-41 Motion by Jockheck, second by Cummings to recommend approval of the Engineering Services Agreement with MSA for East 29th Street (Washington Avenue to Hume Avenue) and authorize execution of the agreement.

Motion Carried

Director of Public Works Knoeck discussed the 2016 Slag Seal Program including an overview of the proposed streets for 2016, proposed changes to the specifications, the use of a double chip seal process on a few select streets to extend the life prior to reconstruction, the possible use of a micro surfacing process that could achieve similar benefits as slag seal, and a brief discussion on bidder qualifications.

City Engineer Turchi presented the Annual Storm Water Management Report.

PW16-42 Motion by Wagner, second by Jockheck to recommend that the Annual Storm Water Management Report be received and placed on file.

Motion Carried

Recommended items for future agendas:

- Alderman Wagner requested an update on the Downtown Parking Subcommittee.

Motion by Cummings second by Wagner that the meeting be adjourned at 6:44 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF APRIL 5, 2016

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

PRESENT: Alderpersons Ed Wagner, Gordon Earll, and Alanna Feddick (arrived at 5:08 p.m.)

ABSENT: None

EXCUSED: None

ALSO PRESENT: Police Chief Gramza and Administrative Assistant III Krogman

CITIZEN COMMENTS

None

JLC16-019 Motion by Earll, second by Wagner to approve the minutes of the Judiciary and License Committee of March 15, 2016.

Motion carried

There were no citizen comments

JLC16-020 Motion by Earll, second by Wagner to approve by unanimous consent the following:

- a) Five (5) Beverage Operator Licenses for the 2015-2017 year to: Leah Glodowski, Chase Grambsch, Jacey Schlagenhaft, Tabitha Thomas, and Daniel Zdun
- b) Temporary Class "B" Retailer's License from the Marshfield Baseball Association (Marshfield Chaparrals) for the 2016 Baseball Season
- c) Temporary Class "B" Retailer's License from the Marshfield American Legion Baseball for the 2016 Baseball Season
- d) Temporary Class "B"/"Class B" Retailer's License from the Lucille Tack Center for the Arts for May 11, 2016
- e) Request from John Eisen Corporation (KC Hall) to change the agent on the "Class B" Combination Liquor License.
- f) Amend premise description on the "Class B" Combination Liquor License of Nutz Deep II LLC for a one day event to be held on Saturday, June 4, 2016.
- g) Renewal application for a 6-month Class "B" Fermented Malt Beverage License from the Marshfield Softball Association located at 513 E. 17th Street

JLC16-021 Motion by Earll, second by Wagner to hold over the Temporary Class "B" Retailer's License from the Marshfield Baseball Association (Marshfield Chaparrals) for the 2016 Baseball Season and the Temporary Class "B" Retailer's License from the Marshfield American Legion Baseball for the 2016 Baseball Season until the April 19th meeting.

Motion carried

Vote on Motion JLC16-20 **Motion carried**

JLC16-022 Motion by Wagner, second by Earll to grant a Beverage Operator license to Jesssica Schmitt with 25 demerit points assessed for failure to list her violations.

Motion carried

JLC16-023 Motion by Feddick, second by Earll to refer the language change for Section 10.30(2) of the Municipal Code to City Attorney Wolfgram for his review and to draft an ordinance.

Motion carried

The committee discussed the e-cigarettes and vape shop item. The Central Wisconsin Tobacco free Coalition wants to speak to the committee at their next meeting regarding amending the non-smoking ordinance. A public hearing on this subject will be held on May 3rd. Invitations will be sent to the owners and patrons of the vape shops, schools, Central Wisconsin Tobacco Free Coalition and others. Alderman Wagner will work with Chief Gramza to prepare a list to send the invitation to.

Alderman Wagner had researched adding language to the code regarding the licensing of establishments that provide adult entertainment. This item will be discussed at the April 19th meeting.

Future Agenda Items

None

Motion by Feddick, second by Earll to adjourn at 5:25 p.m.

Motion carried

Amy Krogman

Administrative Assistant III

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF APRIL 5, 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, and Peter Hendler.

ABSENT: Rebecca Spiros

ALSO PRESENT: Mayor Meyer, City Administrator Barg and City Personnel (Keith Strey, Amy VanWyhe, Mike Winch, Sam Warp, Kurt Bornbach, Kris Hawley, Jason Angell, Jennifer Rachu, Dan Knoeck, members of the Cable TV Committee and Amy Krogman)

Citizen Comments

None

FBP16-024 Motion by Hendler, second by Earll to approve the items on the consent agenda:

1. Minutes of the March 15, 2016 meeting
2. Payroll in the amount of \$816,192.28 and Bills in the amount of \$1,060,683.41
3. Monthly Position Control Report as of March 31, 2016
4. Report of Personnel Actions as of April 5, 2016

Motion carried

No items were removed from the consent agenda.

FBP16-025 Motion by Hendler, second by Earll to authorize the Human Resources Manager/Assistant to the City Administrator to fill the position of Wastewater Operator in the Wastewater Utility

Motion carried

FBP16-026 Motion by Earll, second by Reinart to authorize the Human Resources Manager/Assistant to the City Administrator to fill the position of Classification IV Laborer in the Street Division and any internal subsequent vacancies caused by that hiring.

Motion carried

FBP16-028 Motion by Hendler, second by Reinart to recommend approval to the Common Council of Budget Resolution No. 04-2016 transferring a total of \$585,000 consisting of \$529,800 from a State Trust Loan and \$55,100 of unused 2014 State Trust Loan proceeds from TID #9 to the TID #10 mall expansion project.

Motion carried

FBP16-029 Motion by Reinhart, second by Earll to recommend approval to the Common Council of Budget Resolution No. 05-2016, transferring \$11,000 from State Trust Loan proceeds to the TID #11 Urban Development budget for the creation of TID #11.

Motion carried

FBP16-030 Motion by Earll, second by Reinart to recommend approval to the Common Council of Budget Resolution No. 07-2016 transferring \$155,000 within the TID #4 Downtown Redevelopment Fund from Fund Balance Applied (unexpended Maple Avenue Project funds) to the Omaha Parking Lot project.

Motion carried

FBP16-031 Motion by Hendler, second by Reinart to recommend approval to the Common Council of Budget Resolution No. 08-2016 transferring a total of \$90,000 within the Economic Development Fund consisting of \$85,000 of Fund Balance Applied and \$5,000 Donations to offset a \$50,000 reduction in Dividend transfer revenue budget and increase the Façade Improvement budget by \$40,000.

Motion carried

FBP16-032 Motion by Earll, second by Reinart to approve revised Policy 3.800, amending employee merit program.

FBP16-033 Motion by Feddick, second by Hendler to amend Motion FBP16-032 to remove the Police Department and Fire & Rescue Department represented personnel from the merit program

Motion carried

Administration was asked to encourage the Fire & Police Commission look into developing their own merit program for the represented personnel.

Vote on FBP16-032 as amended. **Motion carried**

Steve Barg and Jennifer Rachu presented options for the future of Cable TV operations. They discussed two options: 1) put out a RFP for the service or 2) bring them into the city and make them city employees. This item will be referred back to Cable TV Committee to discuss what level of service they would like to see in the future.

FUTURE AGENDA ITEMS

Motion by Hendler, second by Earll to adjourn at 6:21 p.m.

Motion carried

Amy Krogman
Administrative Assistant III



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

- | | |
|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL |
| 2. ADMINISTRATIVE | 5. PUBLIC WORKS |
| 3. PERSONNEL | 6. PARKS AND RECREATION |

CHAPTER: Compensation

SUBJECT: Compensation Plan Administration

POLICY NUMBER: 3.800

PAGES: 7

EFFECTIVE DATE: February 8, 1994

REVISION DATE: February 23, 2016

PERMANENT DELETION DATE:

APPROVED BY:

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

BACKGROUND:

The City of Marshfield conducted a comprehensive compensation study which included both internal and external analysis of positions and resulted in a formal classification system and salary structure for all non-represented positions (excluding Library personnel) in March 2012 and incorporated on May 28, 2013. A point factor evaluation system was used to determine where a position is classified on the non-represented pay schedule.

The study was completed in the following steps: project orientation, job analysis and evaluation, market analysis, base pay plan design, and interaction with City leadership. Employee communication and participation were accomplished in the project through employee preparation of detailed job description questionnaires (JDQ), department head review of the questionnaires and follow up questions posed to department heads as needed.

Project orientation was accomplished by (1) conducting strategic meetings with City administration leaders to refine the purpose and goals of the study, (2) group meetings with all affected employees to explain the study and how to fill out the Job Description Questionnaire (JDQ), and (3) gathering documentation on the City's current classification and compensation plan and practices.

The Job Evaluation System defines five key job-related factors that were objectively measured by the Compensation Consultant. The five key factors are: Formal Preparation and Experience, Decision Making (Impact), Thinking Challenges and Problem Solving, Interactions and Communication, and Work Environment. Each factor includes definitions of various levels that can be applied to job content to determine an appropriate "score" on that factor. The evaluation factors and the defined levels for each factor correspond to sections of the JDQ, so the evaluation is verifiable in the sense that one could actually observe work being performed that corresponds to the written description. The validity of the rating system is achieved through use of the proper job evaluation factors as well as the consistent application of the system.

The integrity of the salary structure is maintained by adjusting the ranges according to economic trends. The need for range adjustments will be assessed annually by the Human Resources Manager and City Administrator. The City will conduct a salary survey on benchmark positions through an independent consultant approximately every five years. When adjustments are necessary, recommendations will be made through the Finance, Budget and Personnel Committee to the Common Council. If there are budget constraints the City will prioritize budgeting as 1) steps to the control point, 2) merit compensation, 3) annual wage adjustments, and 4) steps above the control point.

Administration of the Pay Plan:

POLICY:

The City of Marshfield considers its staff to be key assets. The salary and benefits program provided to the non-represented employees of the City is intended to attract, retain, and motivate highly qualified, enthusiastic, productive, and committed employees. The program is designed to assist the City in providing high quality services to the public. This objective is attained by providing compensation based on internal equity and external competitiveness within the City's fiscal capabilities and awarding employees based on performance on the job.

The objectives of the City of Marshfield's compensation program are to:

- Attract and retain highly qualified, enthusiastic, productive, and committed employees;
- Maintain and motivate and reward employees to help the City achieve its short- and long-term goals;
- Communicate expectations regarding different rates of pay;

- Maintain appropriate controls for payroll costs;
- Recognize the internal worth of jobs and pay accordingly;
- Meet competitive pay levels within chosen market and within our available resources; and
- Ensure consistent administration and application of pay policies.
- Ensure that pay plan administration decisions are not based upon or influenced by an employee's sex, race, color, age, religion, or any other legally protected personal characteristic.

PROCEDURES:

1. New Employees will be placed at a salary within the pay grade established for their specific position classification. Most entry-level employees will be placed at the minimum value of the range.

A salary above the minimum but below the control point may be granted in consideration of skills and experience. Newly appointed employees may be placed above the midpoint value of their respective range only upon the approval of the Finance, Budget, and Personnel Committee.

2. Progression to Control Point: The classification and pay study defined the control point value of each range. The control point of the respective pay range represents the estimated market value of the job, i.e. the estimated economic value that other employers with whom the city competes for employees place on the same or similar job. Pay adjustments for non-represented employees below the control point are based on:

- a) Salary ranges adjusted to maintain economic parity. When ranges are adjusted an employee's position in the range will be maintained.
- b) Employees whose wage is below the control point of the range will move through the steps below the control point of the range annually. Employees will be hired into the current year's compensation scale time of hire or promotion. Employees may be eligible for the annual increase following six (6) months of employment if the annual wage scale has been increased and the employee is meeting performance expectations.

For example: If an employee is hired on April 1st and the compensation scale is adjusted on July 1st, the employee would receive the compensation scale increase for their current step following 6 months of employment, October 1st.

- c) Movement from one step to the next is contingent upon the employee receiving a satisfactory performance appraisal in the preceding performance review period.
- d) Progression to control point is not subject to annual approval by the Common Council.

3. Progression to Maximum: The classification and pay study defined the maximum as 112.5% of the range. Pay adjustments for non-represented employees at or above control point are based on:
 - a) Salary ranges adjusted to maintain economic parity. When ranges are adjusted an employee's position in the range will be maintained;
 - b) **and** on the basis of satisfactory performance, as documented in a written performance appraisal, based upon cost parameters developed annually by the City Administrator and approved by the Common Council through the Finance, Budget, and Personnel Committee. Employees would step annually from control point to step seven and bi-annually for step eight and nine.

4. Merit Performance Recognition: Pay adjustments for merit are provided on the basis of an employee exceeding the performance standards, as documented in a the annual written performance appraisal. The purpose of the merit plan is to provide an incentive that is related to performance. It is an extension of both the pay plan and appraisal system. Non-represented eE employees are eligible for for a "one-time" merit payments of \$250, \$500 or up to \$1,000 (non-base building) regardless of their current step in the compensation scale that they are at.
 - a) Who is covered? All non-represented full and part time employees on the non-represented pay plan are eligible for merit consideration. Seasonal/Casual employees are not eligible.
 - b) What is covered? Performance during the current review period only is covered. The performance must be while in the employ of City of Marshfield and the individual must be an employee at the time of recommendation to qualify for the program. Accomplishments recognized may include any work done by an employee that is directed, authorized or sanctioned by the employee's supervisor or department. Employees cannot be rewarded twice for the same merit consideration. Merit will be considered based upon:
 - An employee who provides exceptional service to internal/external customers that make them more effective and/or efficient. Example: Stream lined process.
 - Through the employee's initiative, developed a new work method or way of doing business/operations which had a major impact on his or her department.
 - Extraordinary effort during times of critical department need (e.g. meeting critical deadline that could otherwise have an adverse impact on critical operations or major project (this is not for employees that are compensated for additional duties).

- Significant cost savings or cost avoidance realized beyond normally expected or established standards.
- Something that furthers public/private cooperation or partnerships with MACCI, Marshfield School District, Marshfield Utilities, Marshfield Public Library, Community Development Authority, Marshfield Main Street, University of Wisconsin – Marshfield, etc.
- Contribution on major or special projects that clearly and significantly impact the accomplishment of important and critical business operational goals, deliverables and/or time line or other merit worthy considerations that are over and above regular work duties.

- c) How does the selection process work? ~~The e~~Employee's overall performance review ~~has to~~ must be a satisfactory ~~review~~. ~~An~~ The employee's supervisor, coworker, or ~~their supervisor~~ a Council member may complete the Recommendation for Merit Performance Recognition Form. The employee's supervisor and department head will sign the form showing that it was received by them and detail any concerns or comments below their signature area. The signed form should be sent to the Human Resources Manager. The Mayor, City Administrator, Common Council President or their designee, Chair of the Finance Budget and Personnel Committee or their designee, and Human Resources Manager will review all merit recommendations and make a decision to approve or not approve the merit request. The Human Resources Manager will notify the appropriate Department/Division Head of the decision made by the Review Committee. Merit requests for the positions of City Administrator and Human Resources Manager will be reviewed for approval or non-approval separately by the Mayor, Common Council President or their designee, and Chair of the Finance Budget and Personnel Committee or their designee. If the merit request is denied, an employee may appeal to the Finance, Budget and Personnel Committee for final decision.
- d) What will finalists receive? Employees who are approved for merit will receive a commendation letter from the Mayor of Marshfield with a copy to their personnel file and one-time (non-base building) merit compensation of ~~\$250, \$500 or up to~~ \$1,000.
- e) Funding: If more employees qualify than there is funding for the Human Resources Manager will ask the Finance, Budget and Personnel Committee for consideration of contingency funds, departmental budget funds, and/or additional vacation hours in lieu of dollars. If contingency funds, departmental budget funds, or additional vacation hours are not approved then the City Administrator and Human Resources Manager will prioritize merit recipients with the top recipients' only receiving merit.

The City of Marshfield reserves the right to modify any portion or all of the program on an annual basis as determined by the needs of the City and cost of the program.

5. Employees Above the Maximum: Employees above the maximum of the salary range are available for merit compensation if earned. Additionally, employees above the maximum will receive half of any annual adjustments made to the range. Example: If the range is adjusted by two percent a year, employees above the maximum would be eligible for a one percent one-time payment (non-base building) assuming a successful performance appraisal.
6. Internal Promotions: An employee promoted to a position in the non-represented pay plan will be brought to the minimum of that range on the date of promotion. At the recommendation of Administration and final approval by the Common Council
 - a) The employee may be placed at a salary within the pay grade established for their specific position classification per Paragraph 1;
 - b) or upon documentation of satisfactory performance in the new position, the employee may progress to midpoint of the new range;
 - c) or be placed at midpoint of the new range upon successful completion of the probationary period. This discretion is based on an assessment of the skills and experience required for the position and those possessed by the employee prior to promotion.
7. Internal Demotions: An employee who is affected by a decrease in paygrade due to re-evaluation of the position (with consultation of the third party compensation consultant) or demotes to a position in a lower pay grade, at the recommendation of Administration and final approval by the Common Council
 - a. The employee's current rate of pay will be redlined until the employee's wage scale exceeds the employee's current rate of pay; or
 - b. The employee's rate of pay will decrease to the appropriate step in the wage scale of the new position.
8. Temporary Assignment (Acting Duties): Upon the vacancy of an executive, administrative, or professional position or an extended leave of absence of such employee, the Human Resources Manager will confer with appropriate departmental personnel to determine who, if anyone will assume the additional duties and responsibilities. In the event an employee assumes additional work duties and responsibilities resulting from the vacancy or extended leave of absence for one full day or greater, he/she shall be temporarily reclassified to the supervisor's salary grade. Accordingly, he/she will assume the title of "acting (position title)" during this period of time. Temporary reclassifications are effective only upon recommendation of the City Administrator and approval of the Common Council.

An employee temporarily reclassified to a higher salary grade based on the circumstances described above will be compensated at the rate of pay corresponding to the minimum of the respective higher pay grade; or five percent above their current salary whichever is greater.

At the time the temporary assumption of additional work duties and responsibilities ceases, the employee will revert to the salary grade and step held at the time of the temporary reclassification occurred.

8. Out of Class Compensation: Employees in the Street Division and Parks and Recreation Department (Park employees) who work out of class will receive compensation according to the pay grade they are performing work when performing a higher level or more skilled level of work. The work performed in each classification is summarized on the non-represented compensation plan (detail). When working out of class an employee would be placed at the same step but in the appropriate pay grade for the time worked.
9. Classification Process of New Positions and Current Positions: The City will retain a compensation firm to classify newly approved positions and positions where a significant change is made in the duties and responsibilities of a position to the extent that the level of decision-making in the position is appreciably changed. A department/division head may request that the classification of the position be reviewed. A Job Description Questionnaire should be completed by the employee with department/division head review and concurrence prior to forwarding the questionnaire to the Human Resources Manager. The Human Resources Manager will review the questionnaire and coordinate the classification process with a compensation consultant if appropriate. The Human Resources Manager will bring recommendations from the compensation consultant to the City Administrator and Finance, Budget and Personnel Committee for their review and approval.
10. Appeal Process of Merit and Classification: If merit or a classification request is denied, an employee may appeal to the Finance, Budget and Personnel Committee for final decision.



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, City Planner
DATE: April 12, 2016

RE: First Reading – Ordinance No. 1330, Municipal Code Amendment Request by the City of Marshfield to amend Chapter 10, Public Peace and Good Order, Section 10-132 and Chapter 13, Public Works, Section 13-66, allowing exceptions to the regulations pertaining to use of sidewalks as well as obstructions and encroachments of public sidewalks and public spaces when valid Public Right-of-Way Enhancement Program (PROW) permit is issued.

Background

The Public Right-of-Way Enhancement Program (PROW) was designed to allow the businesses along Central Avenue in the downtown to take advantage of the wider sidewalks and display signs or allow outdoor decorations to attract pedestrians to their storefronts. The policy was amended in March to allow outdoor seating and dining areas and to expand the area to include properties between and adjacent to Chestnut Avenue and Maple Avenue.

When the PROW policy was adopted in 2009, there were other sections of the Municipal Code pertaining to public nuisances and encroachments into the sidewalk that prohibited the uses allowed by the PROW policy. At that time, these sections of code were identified as needing to be amended, but that never happened. As staff was preparing to amend the PROW policy last month, it was discovered that those sections of code still prohibited the uses allowed by the policy.

Analysis

Chapter 10 of the Municipal Code deals with Public Peace and Good Order. Section 10-132(2) addresses the use of sidewalks and states the following:

(2) *Sale of merchandise on festival days.* Persons displaying or selling merchandise on city sidewalks shall be permitted only in compliance with the following:

(a) Such person displays or sells merchandise customarily sold by him or her on or from the sidewalk immediately adjacent to his or her regular place of business, or and with the consent of the owner or occupant of the business place adjacent to the sidewalk. Sales shall only be permitted on days specified and authorized by the chief of police or his designee.

(b) A clear space is provided for pedestrian travel of not less than one-half of the width of the sidewalk or a minimum of four feet, whichever is greater.

(c) Except for instances where enhancements have been placed on a public sidewalk or public property and meet the requirements of Policy 5.080 (PROW) and have an approved PROW permit, the sidewalk shall be cleared of all merchandise, produce and other wares, and all paper and debris within one hour after the close of business on each day and left in a clean, sanitary condition, and such sidewalk shall be cleared entirely and left in a clean, sanitary condition within one hour after the close of business on the last day concerned. No merchandise, produce, other wares, paper or debris shall be swept, shoveled or dumped into the street.

(d) Such displays or sales shall be restricted as to the number of days in each year, designated by the department of public works, at the request of the mayor or the Marshfield Area Chamber of Commerce and Industry.

Staff is recommending an exception for the Policy 5.080 (PROW) to be incorporated into Section 10-132(2)(c).

Staff also noticed a typo in that the first paragraph "Policy Established" of Section 10-132. The subsection is listed as (2), but should be (1). As part of this ordinance staff is recommending to change that subsection to (1).

Chapter 13 of the Municipal Code pertains to Public Works. Section 13-66 addresses Obstructions and Encroachments on public property and states the following:

(1) *Prohibited.* No person shall encroach upon or obstruct or encumber any street, alley, sidewalk, public grounds or land dedicated to public use, or any part thereof, or permit such encroachment or encumbrance to be placed or remain on any public way adjoining the premises of which he is the owner or occupant, except as provided in subsection (2) of this section. No person shall prohibit or obstruct the flow of water in any ditch, sewer, gutter or culvert in, along or across any street, alley, lane, sidewalk or natural surface drain in the city.

(2) *Exceptions.* The prohibitions of subsection (1) of this section shall not apply to the following:

(a) Signs and clocks attached to buildings which project not more than six feet from the face of such building and which do not extend at any point lower than ten feet above the sidewalk, street or alley.

(b) Awnings which do not extend at any point lower than seven feet above the sidewalk, street or alley.

(c) Public utility encroachments authorized by the city.

(d) Goods, wares, merchandise or fixtures being loaded or unloaded which do not extend more than three feet on a sidewalk, provided such goods, wares, etc., do not remain thereon for more than three hours.

(e) Building materials when a permit therefor has been issued by the director of public works. Such permission shall be granted for periods not to exceed four months.

(f) Debris resulting from automobiles which have been wrecked or damaged, if the owner or operator removes such debris within 12 hours of the accident. (g) Newspaper vending boxes, provided, however, that such boxes shall not be installed within four feet of any public or private driveway, shall not exceed a size reasonably necessary to effect their purpose, shall be placed at either the outside or inside edge of the sidewalk, if a sidewalk is available, and shall be limited to one such box for any newspaper publication on any street between two intersecting streets. The owner of such boxes shall provide liability insurance covering personal injury and property damage which might or could result from the establishment of such boxes in an amount of \$25,000.00/50,000.00 for personal injury and \$5,000.00 for property damage; such policies shall name the City of Marshfield

as an additional insured, and a certificate of insurance showing the existence of such policy, containing not less than a ten-day cancellation provision, shall be filed with the city clerk. Such insurance policy shall describe the location of the box covered by the policy, and the city shall be furnished a copy of such policy, or the description of such location shall be included in the certificate of insurance referred to in this subsection.

(g) Any enhancements placed on public sidewalk or public property that follow Policy 5.080 (PROW) and have an approved PROW permit.

Staff is recommending adding a section (g) as part of Section 16-66(2), allowing exceptions for enhancements placed on a public sidewalk or on public property that follow the requirements in Policy 5.080 (PROW).

Board of Public Works Recommendation

The Board of Public Works approved the proposed changes to Policy 5.080 (PROW) on Monday March 14, 2016. As part of staff's recommendation, it was noted that for the PROW policy to be in place, an ordinance would need to be adopted, amending Sections 10-132 and 13-66 of the municipal code.

Common Council Options

The Common Council can take the following actions:

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

Recommendation

None at this time unless the rules are suspended; final action will be requested after the second reading scheduled for the April 26, 2016 Common Council meeting.

Attachments

1. Ordinance No. 1330
2. Redline Ordinance No. 1330

Concurrence:



Dan Knoeck
Director of Public Works



Steve Barg
City Administrator

ORDINANCE NO. 1330

An Ordinance amending Sections 10-132, and 13-66 of the City of Marshfield Municipal Code pertaining to allowing exceptions to the uses of sidewalks and the encroachment standards for enhancements that adhere to Policy 5.080 (PROW).

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

SECTION 1. Section 10-132 of the Marshfield Municipal Code, is hereby amended to read as follows:

Sec. 10-132. Use of sidewalks.

(21) *Policy established.* The board of public works shall establish a policy governing temporary sidewalk closing. The city engineer shall administer the policy. No person shall close, block or cause to be blocked any sidewalk in the City of Marshfield with vehicles, equipment, material storage, dumpsters, excavation, scaffolding, or any other item without a permit from the city engineer.

(2) *Sale of merchandise on festival days.* Persons displaying or selling merchandise on city sidewalks shall be permitted only in compliance with the following:

(a) Such person displays or sells merchandise customarily sold by him or her on or from the sidewalk immediately adjacent to his or her regular place of business, or and with the consent of the owner or occupant of the business place adjacent to the sidewalk. Sales shall only be permitted on days specified and authorized by the chief of police or his designee.

(b) A clear space is provided for pedestrian travel of not less than one-half of the width of the sidewalk or a minimum of four feet, whichever is greater.

(c) Except for instances where enhancements that have been placed on a public sidewalk or public property and meet the requirements of Policy 5.080 (PROW) and have an approved PROW permit, the sidewalk shall be cleared of all merchandise, produce and other wares, and all paper and debris within one hour after the close of business on each day and left in a clean, sanitary condition, and such sidewalk shall be cleared entirely and left in a clean, sanitary condition within one hour after the close of business on the last day concerned. No merchandise, produce, other wares, paper or debris shall be swept, shoveled or dumped into the street.

(d) Such displays or sales shall be restricted as to the number of days in each year, designated by the department of public works, at the request of the mayor or the Marshfield Area Chamber of Commerce and Industry.

SECTION 2. Section 13-66(2) of the Marshfield Municipal Code, is hereby amended to include the following section:

(g) Any enhancements placed on public sidewalk or public property that follow Policy 5.080 (PROW) and have an approved PROW permit.

SECTION 3. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 4. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 5. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk

ORDINANCE NO. 1330

An Ordinance amending Sections 10-132, and 13-66 of the City of Marshfield Municipal Code pertaining to allowing exceptions to the uses of sidewalks and the encroachment standards for enhancements that adhere to Policy 5.080 (PROW).

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

SECTION 1. Section 10-132 of the Marshfield Municipal Code, is hereby amended to read as follows:

Sec. 10-132. Use of sidewalks.

(1) *Policy established.* The board of public works shall establish a policy governing temporary sidewalk closing. The city engineer shall administer the policy. No person shall close, block or cause to be blocked any sidewalk in the City of Marshfield with vehicles, equipment, material storage, dumpsters, excavation, scaffolding, or any other item without a permit from the city engineer.

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(a) Such person displays or sells merchandise customarily sold by him or her on or from the sidewalk immediately adjacent to his or her regular place of business, or and with the consent of the owner or occupant of the business place adjacent to the sidewalk. Sales shall only be permitted on days specified and authorized by the chief of police or his designee.

(b) A clear space is provided for pedestrian travel of not less than one-half of the width of the sidewalk or a minimum of four feet, whichever is greater.

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(d) Such displays or sales shall be restricted as to the number of days in each year, designated by the department of public works, at the request of the mayor or the Marshfield Area Chamber of Commerce and Industry.

SECTION 2. Section 13-66(2) of the Marshfield Municipal Code, is hereby amended to include the following section:

(g) Any enhancements placed on public sidewalk or public property that follow Policy 5.080 (PROW) and have an approved PROW permit.

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SECTION 4. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 5. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



City of
Marshfield
Memorandum

DATE: April 8, 2016
TO: Mayor Meyer and City Council
FROM: Marshfield Cable TV Committee
RE: 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 help 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.

UPDATE/CHANGES

The Finance, Budget & Personnel Committee recommended approving the original budget resolution on March 15th; however the Council voted 6-1 in favor on March 22nd, falling one short of the 7 votes required to pass a budget resolution. Since then, the amount has been reduced to \$8.336, which is now reflected in the updated budget resolution

RECOMMENDATION

Staff, the FBP Committee, and the Cable TV Committee recommend approval of attached Budget Resolution 03-2016.

Concurrence: 
Steve Barg, City Administrator


Keith Strey, Finance Director

BUDGET RESOLUTION NO. 03-2016 (REVISED)

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 \$8,336 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 (REVISED) BY OBJECT NUMBER

TRANSFERRED FROM:

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

1.	49300 – Fund Balance Applied	\$	8,336
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TRANSFERRED TO:

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

1.	58200 – Equipment	\$	8,336
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Attn: Shirley Gebert
MARSHFIELD, WI 54449

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Date	Customer Code	Terms	Salesperson	Ship Via
03/16/16	67518107	N/A	W8	EXPEDITED DELIVERY
Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
1	CANON XA30 HD PROFESSIONAL CAMCORDER/REG Price After \$200.00 Instant Rebate Exp. 06/30/16	CAXA30 (1004C002)	1,609.00	1,609.00
2	PANASONIC AG-AC130A AVCCAM CAMCORDER 21X ZOOM LN/REG	PAAGAC130A (AGAC130APJ)	2,809.00	5,618.00
2	SACHTLER SYSTEM ACE M MS/REG	SASACEMMS (1001)	499.00	998.00
1	MAGNUS UNIVERSAL TRIPOD DOLLY/REG	MADWF2 (DWF2)	41.95	41.95
3	PEARSTONE STND SERS CABLE/BNC to BNC (SDI) - 50'/REG	PESBBSDI50 (SDI1050)	23.00	69.00

Continued on Next Page ...



Government, Education, and Corporate Department

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Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
<p>PLEASE NOTE: -----</p> <p>*****UPCOMING SCHEDULE CHANGE *****</p> <p>We will be closed From Friday April 22nd through Friday April 29th</p> <p>We will reopen on Sunday May 1st, at 10:00AM</p> <p>**** Please reference your BID number on all PO's ****</p> <p>Certain items may be enforced by vendor to sell at the vendor-imposed price posted at the time of order.</p>				

Payment Type - NO PAYMENT TYPE SELECTED	- Amount	Sub-Total: 8,335.95
		Shipping: Free STND
		Total: 8,335.95

BNH_quote



City of Marshfield Memorandum

TO: Finance, Budget and Personnel Committee
FROM: Jason Angell, Director of Development Services
DATE: April 5, 2016

RE: Budget Resolution 04-2016

At their March 1, 2016 regular meeting, the Common Council approved entering into a development agreement with Malls 4 U, LLC for 25,000 square foot addition to the Marshfield Mall to accommodate a new anchor tenant space. As part of the development agreement the City agreed to contribute \$585,000 toward the project. \$500,000 is for development related incentives. The remaining \$85,000 is to reimburse the developer for the work they are doing on behalf of the City to relocate a segment of storm sewer that is currently located on the site. Keep in mind that according to the development agreement the City agreed to pay for the actual cost related to the storm sewer work, up to a maximum of \$85,000 – therefore the actual cost could be less to the City.

In order for the City to fulfill their obligations within the development agreement, the attached budget resolution is necessary. Funding for this project is broken down as follows:

- \$529,800 in general borrowing through TID #10.
- \$55,200 transferred from unused 2014 State Trust loan proceeds from TID #9 to TID #10. (These proceeds were the result of a borrowing for Phase II development that was planned next to Dunkin Donuts that never occurred).

In order for the City to fulfill their obligations within the development agreement, the attached budget resolution is necessary.

Recommendation

I recommend approval of Budget Resolution 04-2016 as presented.

Concurrence:

Steve Barg, City Administrator

Keith R. Strey, Finance Director

DETAIL OF BUDGET RESOLUTION NO. 04-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

1. TID #10 Marshfield Mall Area Fund, a/c #4344900008.080000:
 - a. 49140 – Proceeds of State Trust Fund Loan \$ 529,800

2. TID #9 Central Ave & Ives Street Fund, a/c #4344900008.080000:
 - a. 49300 – Fund Balance Applied (1) \$ 55,200

3. TID #10 Marshfield Mall Area Fund, a/c #4354900008.080434:
 - a. 49240 – Transfer from Capital Projects Fund \$ 55,200

TRANSFERRED TO:

1. TID #9 Central Ave & Ives Street Fund, a/c #4345900008.080435:
 - a. 59240 – Transfer to Capital Projects Fund (1) \$ 55,200

2. TID #10 Marshfield Mall Area Fund, a/c #4355662008.080000:
 - a. 57260 – Financial Incentives \$ 585,000

Note:

- (1) Funding is from unexpended 2014 State Trust Fund loan proceeds in TID #9

* * * *



City of Marshfield Memorandum

TO: Economic Development Board
FROM: Jason Angell, Director of Development Services
DATE: April 7, 2016

RE: Budget resolution 08-2016

The attached budget resolution was prepared by staff and is based upon the discussions that took place at last month's EDB meeting. There are two components with the resolution that addressed funding needs identified by the Board.

1. As was reported in March, the annual dividend payment from Marshfield Utilities came in approximately \$50,000 less than what was estimated at the time the EDB was preparing the 2016 Budget. Although this represents approximately 20% of the approved budget, the gap is reduced when we build in the \$30,500 from Wood County that was not anticipated as part of the budget. Therefore, the attached budget resolution transfers \$20,000 from the "205 Reserve Account" to the EDB's General Operating Budget.

***Note – Wood County funding of \$30,500 was just recently received and has already been deposited into the EDB account.*

2. Based upon the number of applications received to date, and the continued interest we are seeing in the Downtown Façade Improvement Program, the EDB has requested additional funding to help support the program. The second part of the budget resolution transfers \$35,000 from the "205 Reserve Account" to the Façade Improvement budget. Main Street is also being asked to contribute additional funding of \$5,000 to continue the program – their Board is expected to take action on April 6th. If both entities approve the additional funding at the levels outlined, this would bring the total available funding in 2016 to \$115,000 (\$100,000 – EDB and \$15,000 – Main Street).

In establishing the original funding for the Façade Program this year, the Board agreed to contribute \$65,000 subject to Main Street contributing \$10,000, which is also reflected as an 87% - EDB and 13% - Main Street funding breakdown. The request for an additional \$35,000 – EDB and \$5,000 – Main Street continues the same 87%, 13% match.

Staff Recommendation

Staff recommends approval of the attached budget resolution 08-2016 subject to EDB recommendation prior to Common Council presentation.

Concurrence:

Steve Barg, City Administrator

Keith R. Strey, Finance Director

BUDGET RESOLUTION NO. 08-2016

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 \$90,000 is hereby transferred within the Economic Development Fund
FROM:
 - a. \$85,000 - Fund Balance Applied, a/c# 2054900008.080000
 - b. \$5,000 - Donations, a/c# 2054800008.080000TO:
 - a. \$50,000 - Dividend Transfer budget, a/c#2054900008.080000
 - b. \$40,000 - Façade Improvement budget, a/c# 2055673008.089001.

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 – Deputy City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 08-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

Economic Development Fund Miscellaneous Revenue, a/c# 2054800008.080000:

1. 48500 – Donations \$ 5,000

Economic Development Fnd Other Financing Sources, a/c# 2054900008.080000:

1. 49300 – Fund Balance Applied \$ 85,000

TRANSFERRED TO:

Economic Development Fnd Other Financing Sources, a/c# 2054900008.080000:

1. 49260 – Dividend Transfer from MU \$ 50,000

Economic Development Fund Façade Improvement a/c# 2055673008.089001:

2. 57990 – Contributions \$ 40,000

* * * *



City of Marshfield Memorandum

DATE: March 31, 2016
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Budget Resolution No. 05-2016 (Expenses associated with TID #11)

Background

On October 13, 2015, the Council approved annexation of approximately 69 acres located east of Veteran's Parkway and north of Heritage Drive. On January 12, 2016, the Council authorized City staff to enter into a contract with MSA Professional Services for creation of TIF District #11, providing for future development of this area. At this time, efforts are ongoing to create TID #11, and this process should be completed within the next 45 days.

Request

Initial expenses related to this new TIF district are \$11,000 for administrative expenses for creation (MSA contract, DOR filing fee, audit, etc.).

Approval of the attached budget resolution is needed in order for the City to fulfill its obligations for these initial expenses to create TID #11.

Recommendation

Staff recommends approval of the attached Budget Resolution No. 05-2016 as presented.

Concurrence:

A handwritten signature in black ink, reading "Keith R. Strey". The signature is written in a cursive style and is positioned above a horizontal line.

Keith R. Strey, Finance Director

BUDGET RESOLUTION NO. 05-2016

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 \$11,000 is hereby transferred from State Trust Fund Loan proceeds in TID #11 Veterans Parkway/Highway 10 Interchange, a/c # 4364900008.080000 to the Urban Development budget, a/c # 4365662008.080000.

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. 05-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

TID #11 Veterans Parkway/Hwy 10 Interchange Fund, a/c# 4364900008.080000:

1. 49140 – Proceeds of State Trust Fund Loan \$11,000

TRANSFERRED TO:

TID #11 Veterans Parkway/Hwy 10 Interchange Fund, a/c# 4365662008.080000:

1. 52100 – Professional Services \$11,000

* * * *



**City of
Marshfield**
Memorandum

April 6, 2016

TO: Mayor Meyer and Members of the Common Council

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Budget Res. 07-2016, 4th & Maple Parking Lot (Omaha Lot) Reconstruction

BACKGROUND

The 2016 budget includes funding to reconstruct the Omaha parking Lot near the corner of 4th Street and Maple Avenue. On February 25, 2016, the Board of Public Works approved the purchase of property at 302 S Maple for the expansion of this parking lot. As the purchase of the property and construction of the expanded parking lot was not considered in the original project budget, it is necessary for a budget resolution to complete funding for the project.

ANALYSIS

The estimated cost of property acquisition, demolition and construction of the parking lot expansion is \$155,000. The funding source for this additional cost is unexpended funds on the Maple Avenue reconstruction project from 2015. The attached Budget Resolution provides the detail for that transfer.

RECOMMENDATION

Approve Budget Resolution 07-2016.

Concurrence: 
Steve Barg, City Administrator


Keith Strey, Finance Director

BUDGET RESOLUTION NO. 07-2016

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 \$155,000 is hereby transferred within the TID #4 Downtown Redevelopment Fund; from fund balance applied, a/c # 4284900008.080000 to the 4th Street and Maple Avenue Parking Lot (Omaha Lot) Project, a/c #4285662031.312071.
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. 07-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

TID #4 Downtown Redevelopment Fund, a/c# 4284900008.080000:
1. 49300 – Fund Balance Applied \$155,000

TRANSFERRED TO:

4th Street and Maple Avenue Parking Lot Project, a/c# 4285662031.312071:
1. 52100 – Professional Services \$ 5,000
2. 52400 – Contractual Services, Repair and Maintenance Services \$ 90,000
3. 58810 – Land \$ 60,000

* * * *

Note: Funding is from unexpended funds from the 2015 Maple Avenue Reconstruction Project, Project No. 312129.



**City of
Marshfield**
Memorandum

April 5, 2016

TO: Mayor Meyer and Members of the Common Council.

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Budget Resolution 09-2016 - 2nd Street Reconstruction and 1st & Cedar Intersection Projects

BACKGROUND

On April 4, 2016 the Board of Public Works recommended awarding bids for Contract 2016-01 which includes improvements on 2nd Street from Chestnut Avenue to Maple Avenue, including green street improvements, and the 1st & Cedar intersection near the library. A budget resolution is necessary to transfer funds within the TID #4 Downtown Redevelopment Fund (428) to balance funding for the projects.

ANALYSIS

Funding for the 1st and Cedar Intersection project, \$42,300, will be transferred from excess funding from the 2015 Maple Avenue Reconstruction project. After balancing the remaining TIF projects in contract 2016-01, there is still a shortfall for 2nd Street of \$78,800. Funds will be transferred from the Burlington Parking Lot (Post Office Lot) to make up this shortfall. \$200,000 is included in the 2016 budget for improvements to the Burlington Lot, however, that project has been put on hold until the Community Square concept can be further developed. The attached budget resolution accomplishes these transfers.

RECOMMENDATION

I recommend approval of Budget Resolution 09-2016.

Concurrence: Steve Barg
Steve Barg, City Administrator

Keith R. Strey
Keith Strey, Finance Director

BUDGET RESOLUTION NO. 09-2016

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 \$42,300 is hereby transferred within the TID #4 Downtown Redevelopment Fund from fund balance applied, a/c # 4284900008.080000 to the 1st & Cedar Intersection Project, a/c #4285662031.312238.
2. That the sum of \$15,500 is hereby transferred within the TID #4 Downtown Redevelopment Fund from the Alley Reconstruction Project – Central to Chestnut, 5th to 6th, a/c # 4285662031.312017 to the West 2nd Street Reconstruction Project, a/c #4285662031.312219.
3. That the sum of \$76,300 is hereby transferred within the TID #4 Downtown Redevelopment Fund from the Burlington Parking Lot Reconstruction Project, a/c # 4285662031.312222 to the 2nd Street Reconstruction Project, a/c #4285662031.312219.
4. That the sum of \$13,400 is hereby transferred within the TID #4 Downtown Redevelopment Fund from the East 2nd Street Water Main Reconstruction Project, a/c # 4285749031.312220 to the 2nd Street Reconstruction Project, a/c #4285662031.312219.
5. That the sum of \$2,500 is hereby transferred within the TID #4 Downtown Redevelopment Fund from the Burlington Parking Lot Reconstruction Project, a/c # 4285662031.312222 to the East 2nd Street Storm Sewer Reconstruction Project, a/c #428734531.316774.
6. 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. 09-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

- 1. TID #4 Downtown Redevelopment Fund, a/c# 4284900008.080000:
 - 1. 49300 – Fund Balance Applied \$ 42,300 *

- 2. Alley Reconstruction – Central to Chestnut, 5th to 6th, a/c# 4285662031.312017:
 - 1. 52400 – Contractual Services, Repair and Maintenance Services \$ 15,500

- 3. Burlington Parking Lot Reconstruction, a/c# 4285662031.312222:
 - 1. 52400 – Contractual Services, Repair and Maintenance Services \$ 78,800

- 4. East 2nd Street Water Main Reconstruction, a/c# 4285749031.312220:
 - 1. 52400 – Contractual Services, Repair and Maintenance Services \$ 13,400

TRANSFERRED TO:

- 1. 1st & Cedar Intersection Project, a/c# 4285662031.312238:
 - 1. 52400 – Contractual Services, Repair and Maintenance Services \$ 42,300

- 2. 2nd Street Reconstruction Project, a/c# 4285662031.312219:
 - 1. 52400 – Contractual Services, Repair and Maintenance Services \$ 105,200

- 3. 2nd Street Storm Sewer Reconstruction, a/c# 4285734531.316774:
 - 1. 52400 – Contractual Services, Repair and Maintenance Services \$ 2,500

* * * *

*Note: Funding is from unexpended funds from the 2015 Maple Avenue Reconstruction Project, Project No. 312129.



City of Marshfield Memorandum

DATE: April 12, 2016
TO: Mayor & Common Council
FROM: Justin Casperson, Parks and Recreation Director
RE: Budget Resolution 10-2016 Hackman Field Storage Building Project

Background:

The project entails the design and construction of a new building that will allow onsite storage of baseball equipment and materials at the Hackman Field in Steve J. Miller Park. The Park is home to all of community's baseball groups including the Marshfield School District, Columbus Catholic, American Legion, Chaparrals, Small Town Baseball State and National tournaments, and Varsho Baseball.

The budgeted amount for the project was \$50,000, with \$3,000 for design and \$47,000 for construction. Monies were allocated out of the 202 fund (room tax). Sealed bids were opened on February 25th with eight bidders. All bids came in over budget. The Department was able to secure some private donations to help cover the financial gap. The Marshfield Youth Baseball Association along with other groups agreed to financially support the project with donations of \$14,000. The remaining balance would come from the 202 fund balance. The Board of Public Works awarded the project to Don Nikolai Construction and authorized the execution of contracts to not to exceed \$63,210.00 on April 4th, contingent on the approval of a budget resolution by the Common Council.

Recommendation:

I recommend that the Common Council approve Budget Resolution No. 10-2016.

Concurrence:

Steve Barg
City Administrator

Concurrence:

Keith Strey
Finance Director



City of Marshfield Memorandum

DATE: April 4, 2016
TO: Board of Public Works
FROM: Justin Casperson, Parks and Recreation Director
RE: Hackman Field Storage Building Project (#61-2856) Bid Approval

Summary:

The Hackman field storage building project entails the construction of a new building that would allow onsite storage of equipment and materials for improving operations and increase efficiency. The project was approved in 2013, but placed on hold during the construction of the bear exhibit. The budgeted amount for the project was \$50,000 with \$3,000 going toward design fees and \$47,000 construction. The monies were allocated out of the 202 Fund (Room Tax). On January 18, 2016 the Board of Public Works granted approval for the Parks and Recreation Department to solicit bids for the construction of the project. Sealed bids were opened on Thursday, February 25, 2016. Bids were submitted by eight (8) companies. See attached bid summary sheet.

All bids came in over the budgeted amount, \$47,000. The Department was able to secure private donations to cover the financial gap. The Marshfield Youth Baseball Association along with other organizations agreed to financially support the project with donations of \$14,000.00.

The Department drafted two (2) options for the Board of Public Works consideration. Option 1 details the project if the City were to perform the project with alternate No. 1. Option 2 details the project if the City were to perform the project without alternate No. 1. Eagle Construction was the low bidder without alternate No. 1, while Don Nikolai Construction was the low bidder with alternate No. 1.

	<u>Option 1</u>	<u>Option 2</u>
	Don Nikolai Construction Marshfield, WI	Eagle Construction Company WI Rapids, WI
Base Bid	55,000.00	52,995.00
Alternate No. 1	5,200.00	NA
Contingency 5%	<u>3,010.00</u>	<u>2,650.00</u>
Total w/ Contingency	63,210.00	55,645.00
 Funding Source		
202 Fund	47,000.00	47,000.00
Private Donation	14,000.00	8,645.00
Room Tax Fund Balance	<u>2,210.00</u>	<u>0.00</u>
	63,210.00	55,645.00

Recommendation:

To approve the low base bid with alternate No. 1 from Don Nikolai Construction and authorize the execution of contracts to not to exceed \$63,210.00 contingent on the approval of a budget resolution allocating the necessary monies.

Attachment(s):

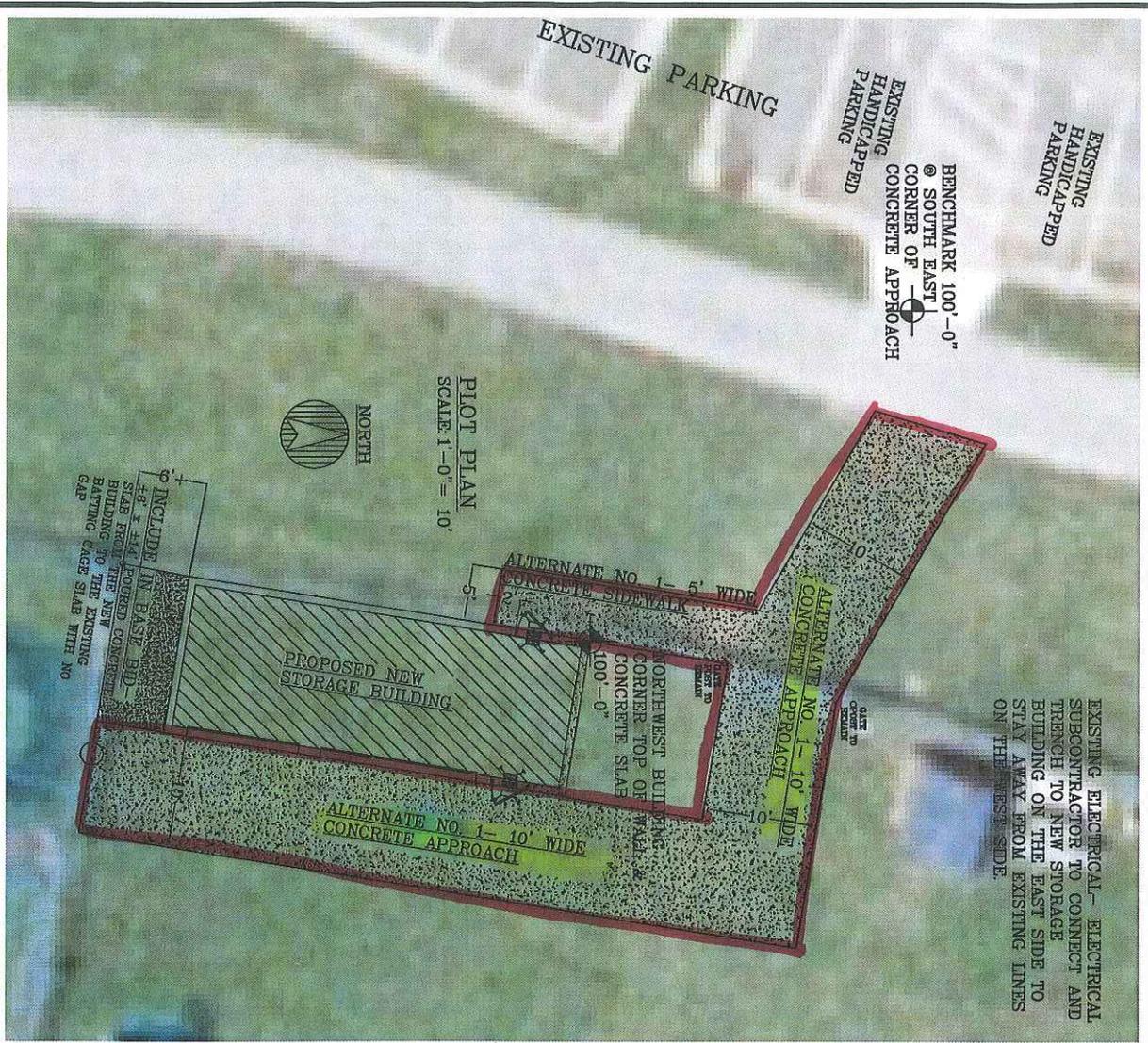
Hackman Field Storage Project #61-2856 Bid Summary Sheet
Alternate No. 1 Map

Concurrence:

Concurrence:

Daniel G. Knoeck
Director of Public Works

Steve Barg
City Administrator



CONSTRUCTION NOTES

MATERIAL	EXISTING PRODUCT TO MATCH EXACTLY
CONCRETE BLOCK	COUNTY CONCRETE SPLIT FACE BLOCK IS "PEBBLE BRACH" #18-002C & MATCHING MORTAR COLOR IS "WESTERN" ULTRALITE
SHINGLE	CERTAINTEED "LANDMARK" 30 YEAR "HUNTER GREEN"
STEEL SOFFIT & FASCIA	EDCO 16" CENTER VENT SOFFIT, ROOF EDGE, FASCIAS & MISCELLANEOUS TRIM IS "HARTFORD GREEN"

MATCH EXISTING BUILDING EXTERIOR FINISHES- ANY PRODUCT SUBSTITUTED MUST BE APPROVED IN WRITING BY THE OWNER OR IT MUST BE REMOVED AT CONTRACTORS EXPENSE AND REPLACED WITH EXACT MATCH.

BUILDING LOADS	
COMMERCIAL SNOW LOAD PER IBC TABLE 1608.2	50# /SF
RAFTER LIVE LOAD	40# /SF
RAFTER DEAD LOAD	15# /SF
WIND LOAD PER IBC TABLE 1609 (3 SECOND BURST)	90 MPH
SOIL BEARING CAPACITY	3,000PSI
CONCRETE MIN. PSI	3,500
REINFORCING STEEL TO BE 60,000 KSI- MIN. 3 " COVER	

PAGE	DESCRIPTION
A1 OF 6	PILOT PLAN & CONSTRUCTION NOTES
A2 OF 6	SPECIFICATIONS- PAGE 1
A3 OF 6	SPECIFICATIONS- PAGE 2
A4 OF 6	FLOOR PLAN & ELEVATIONS
A5 OF 6	FOUNDATION PLAN & EXTERIOR CONCRETE
A6 OF 6	CROSS SECTION, DETAILS & ELEVATIONS
E1 OF 1	ELECTRICAL PLAN & SPECIFICATION



DETAIL OF BUDGET RESOLUTION NO. 10-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

Room Tax Fund, Miscellaneous Revenue, a/c# 2024800061.610000:

1. 48500 – Donations \$ 14,000

Room Tax Fund, Other Financing Sources Budget, a/c# 2024900061.610000:

1. 49300 – Fund Balance Applied \$ 2,210

TRANSFERRED TO:

Room Tax Fund, Hackman Field Storage Building Project Budget, a/c# 2025521061.612856:

1. 58830 - Buildings \$ 16,210

* * * * *



City of Marshfield Memorandum

DATE: April 8, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Resolution No. 2016-21 (approving the creation of TIF District #11)

Background

On October 13, 2015, the Council approved annexation of approximately 69 acres located east of Veteran's Parkway and north of Heritage Drive. On January 12, 2016, the Council authorized City staff to enter into a contract with MSA Professional Services for creation of TIF District #11, providing for the future development of this area. After reviewing the proposed project plan on March 15th, the Plan Commission recommended approval.

Recommendation

If the Council finds the attached project plan to be acceptable, staff recommends approval of attached Resolution No. 2016-21 authorizing the creation of TID #11, and referring the matter to the Joint Review Board for final approval.

RESOLUTION NO. 2016-21

**COMMON COUNCIL
RESOLUTION APPROVING CREATION OF
TAX INCREMENTAL FINANCE DISTRICT NO. 11
CITY OF MARSHFIELD, WISCONSIN**

WHEREAS, the City of Marshfield desires to promote development, job growth, infrastructure improvements, and broaden the property tax base in the designated area of Tax Incremental Finance District No. 11; and

WHEREAS, pursuant to sec. 66.1105, Wisconsin Statutes, the Plan Commission, City of Marshfield, Wood County, Wisconsin has held a public hearing on the proposed Project Plan and Tax Incremental Finance District No. 11 (herein "Project Plan" and "District") on March 15th, 2016 after notice as required by law; and

WHEREAS, prior to publication of notice of said public hearing, a copy of the notice was sent by first class mail to the chief executive officer or administrator of the Marshfield School District, Mid-State Technical College, and Wood County; and

WHEREAS, after the public hearing was held the Plan Commission recommended adoption of the Project Plan by resolution, subject to the approval of the Common Council; and

WHEREAS, the Project Plan, which is attached to this Resolution and incorporated herein by reference, meets all of the following requirements of sec. 66.1105, Wisconsin Statutes, to wit:

- A. Includes a statement listing the kind, number and location of all proposed public works and improvements within such District; and
- B. Contains an economic feasibility study; and
- C. Contains a detailed list of estimated project costs; and
- D. Contains a description of the methods of financing, all estimated project costs, and the time when such costs or monetary obligations related thereto are to be incurred; and
- E. Includes maps showing boundary of the District, existing land use, zoning, future land use, and proposed improvements of real property in such District; and
- F. Includes proposed changes, if any, in zoning ordinances, master plan, map, building codes, and City ordinances; and
- G. Contains a list of estimated non-project costs; and
- H. Contains a statement of the proposed method for the relocation, if any, of persons to be displaced by District projects; and
- I. Contains a statement indicating how creation of the District promotes the development of the City; and
- J. Includes an opinion of the City Attorney advising that the Project Plan is complete and complies with sec. 66.1105, Wisconsin Statutes.

WHEREAS, the Common Council makes the following findings:

1. The name of the District shall be "Tax Increment Finance District #11, City of Marshfield", a mixed-use district; and
2. The boundaries of the District are described in the attached Project Plan that is incorporated by reference, and such boundaries are contiguous and of sufficient definiteness to identify with ordinary and reasonable certainty the territory included therein. Boundaries include only those whole units of property that are assessed for general tax purposes. The boundaries of the District include annexed territory that was not within the boundaries of the City within the last three years. As such, the City has pledged to pay the Town of Marshfield an amount equal to the property taxes the town levied on the territory for each of the next five years; and
3. The creation date of the District for purposes of determining the expenditure and termination periods shall be the date upon which the City Council approves a resolution adopting the Project Plan. For purposes of allocating tax increment the creation date shall be January 1, 2016; and
4. Not less than 50% of the real property in the District is suitable for mixed-use development, as defined under State Statute §66.1105(2)(cm); and
5. Newly platted residential development, as defined under State Statute §66.1105, will not exceed 35% of the area in the District; and
6. The City will only allow tax increment revenue to be spent on newly platted residential development in the District if one of the following three applies:
 - Density of the residential housing is at least three (3) units per acre, or
 - Residential housing is located in a conservation subdivision, as defined in sec. 66.1027(1)(a), Wis. Stats., or
 - Residential housing is located in a traditional neighborhood development, as defined in sec. 66.1027(1)(c), Wis. Stats.
7. The estimated percentage of territory within the District that will be devoted to retail business at the end of the maximum expenditure period is not anticipated to exceed 35 percent of the area of the District; and
8. The improvement of such area is likely to enhance significantly the value of substantially all other real property in the District; and
9. The project costs directly serve to promote orderly development consistent with the purposes for which the District is created; and
10. The equalized value of the taxable property of the District plus the aggregate value increment of all existing districts within the City does not exceed 12% of the total value of equalized taxable property within the City; and
11. The Project Plan for the District is feasible; and
12. Improvements to the District are likely to encourage and promote conformity with the City's planning policies and procedures; and
13. The development described in the Project Plan would not occur without the creation of TID #11.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Marshfield, Wood County, Wisconsin hereby approves and adopts the Project Plan for Tax Incremental Finance District No. 11 and creates Tax Incremental Finance District No. 11, said Project Plan being attached and incorporated by reference.

BE IT FURTHER RESOLVED, that the Common Council does recommend the Project Plan for adoption by the Joint Review Board for the City of Marshfield, Wood County, Wisconsin.

Dated this 12th day of April 2016.

OFFERED BY:

APPROVED BY:

Council Member

Chris Meyer, Mayor

SECONDED BY:

ATTESTED:

Council Member

Deb Hall, City Clerk

Voted Yes:

Voted No:

Project Plan

Creation of Tax Incremental Finance District No. 11

City of Marshfield, WI
Project No. 584093

Drafted: March 9, 2016

TID #11:

District Type: Mixed Use

Creation Date: 04/12/2016

Expenditure Period: 04/12/2031

Termination Date: 04/12/2036

MSA

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More ideas. Better solutions.

Project Plan – Creation of Tax Incremental Finance District No. 11

City of Marshfield, WI

Project No. 584093

Prepared by:

MSA Professional Services, Inc.
146 North Central Ave.
Suite 200
Marshfield, WI 54449
(715) 384-2133

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 - TID Boundary Map
 - Existing Land Use Map
 - Zoning Map
 - Future Land Use Map
 - Project Locations Map
- Appendix B: Boundary Description
- Appendix C: Letters to Taxing Jurisdictions
- Appendix D: Affidavit of Publications
- Appendix E: Meeting Minutes
- Appendix F: Resolutions
- Appendix G: Joint Review Board Letter of Approval
- Appendix H: Legal Opinion

**Note Appendices C-H will be compiled upon completion of the project meetings for submission to the Wisconsin Department of Revenue.*



Section I. Introduction and Planning Schedule

Wisconsin State Statute §66.1105 prescribes the process for creating a Tax Increment Finance District (TID). The law requires public input in the TID creation process, including a public hearing held by the Planning Commission at which TID information is discussed and citizens can reasonably voice their opinions on the proposed TID and TID Project Plan. A three-phased approval process is required to adopt TIF Districts including approval by the Planning Commission, City Council, and the Joint Review Board (JRB). The following is the formal meeting/action calendar for the City of Marshfield TID #11 creation process.

Table 1: Project Schedule

Date	Meeting/Action
February 10, 2016	City Staff and MSA meeting: Review initial TID Boundary, TID Type, and Project List
March 15, 2016	JRB meeting: Election of chair and public member
March 15, 2016	Public Hearing
March 15, 2016	Planning Commission Meeting: Project Plan Recommendation
April 12, 2016	City Council Meeting: Project Plan Approval
DATE PENDING, 2016	JRB Meeting: Project Plan Approval
By October 31, 2016	Base Packet and Project Plan submitted to the Department of Revenue (WIDOR) for Certification

The Project Plan for TID #11 in the City of Marshfield, Wisconsin, has been prepared in compliance with Section 66.1105, Wis. Stats. The Project Plan establishes the need for the TID, lists the expected improvements within the TID, provides an estimated time schedule for completion of the projects and an estimated budget. The Project Plan is to be adopted by resolution of the Joint Review Board and City Council on the recommendation of the City Planning Commission as the official plan and guide for public and private sector development activities within the boundaries of TID #11.

Implementation of the Project Plan and construction of the public and private improvements listed will still require individual consideration and authorization by the City Council. Public expenditures for projects listed in the Project Plan should and will be based on the ability of the City to finance the projects, market conditions, and the status of development at the time a project is scheduled for construction. The City Council is not mandated to make the public expenditures described in this plan, but is limited to the types of expenditures listed herein. Any changes to the territory or types of eligible projects will require a formal amendment to the Project Plan with public review (including a public hearing), Planning Commission, City Council and Joint Review Board approval. Redistribution of project expenditures from one project category to another will not require an amendment to the Project Plan.

The current status of Wisconsin state legislation allows TID #11 to have a 15-year expenditure period (i.e. through April 12, 2031) and a maximum life of 20 years (i.e. through April 12, 2036), not including potential extensions of three additional years. The District boundary may be amended only four times during the life of the TID under current law. In addition, the City may also amend the project types and costs at any time during the 15-year expenditure period. There are no limitations to the number of times the City can complete a non-territory Project Plan amendment.

It is the intent of the City to continually monitor State legislative changes regarding Section 66.1105, Wis. Stats., in order to determine its potential effect on this and future TIF Districts within the City of Marshfield. As required by Section 66.1105, Wis. Stats., a copy of this Project Plan will be submitted to the Department of Revenue and used as the basis of their certification of the creation TID #11 in the City of Marshfield.

Section II. Statement of Purpose & Orderly Development

TID #11 (aka the District) is being proposed as a “Mixed Use” TIF District and generally includes those properties identified as the Draxler Enterprise, LLC 2015 annexation area of approximately 70 acres located just east of Veterans Parkway and north of Heritage Drive. The City desires to develop these lands as a new mixed-use business district to promote tax base growth, job creation, and orderly development within this community gateway. The purpose for creating TID #11 is to provide the City with a financial tool to promote economic development through public infrastructure improvements and private development incentives within the District boundaries, or within 0.5 miles of the boundary of the District. The City recognizes that without the creation of TID #11 the City would not have sufficient financial resources to complete public infrastructure improvement projects within the District. Furthermore, the City recognizes that by using tax increment financing to offset some costs, the municipality may convince developers and property owners to make improvements to private development within the District that may not otherwise occur. This allows the City greater control over economic activity in order to ensure that development and/or growth is orderly, harmonious with adjoining land uses, and enhances the health and welfare of the community. It is for these reasons that the City of Marshfield is creating TID #11.

Summary of Findings

In creating TID #11, the City of Marshfield has made the following findings, consistent with Section 66.1105 of Wisconsin Statutes:

- ✓ The District is contiguous and contains only whole units of parcels. The boundaries of the District are of sufficient definiteness to identify with ordinary and reasonable certainty the territory included therein; and
- ✓ The creation date of the district for purpose of allocating tax increment is January 1, 2016; and
- ✓ Not less than 50% of the real property in the District is suitable for mixed-use development, as defined under State Statute §66.1105; and
- ✓ Newly platted residential development, as defined under State Statute §66.1105, will not exceed 35% of the area in the District; and
- ✓ The City will only allow tax increment revenue to be spent on newly platted residential development in the District if one of the following three applies:
 - Density of the residential housing is at least three (3) units per acre, or
 - Residential housing is located in a conservation subdivision, as defined in sec. 66.1027(1)(a), Wis. Stats., or
 - Residential housing is located in a traditional neighborhood development, as defined in sec. 66.1027(1)(c), Wis. Stats.
- ✓ The estimated percentage of territory within the District that will be devoted to retail business at the end of the maximum expenditure period is not anticipated to exceed 35 percent of the area of the District; and
- ✓ The improvement of such area is likely to enhance significantly the value of substantially all other real property in the District; and
- ✓ The project costs directly serve to promote orderly development consistent with the purposes for which the District is created; and

Project Plan – Creation of Tax Incremental Finance District No. 11

City of Marshfield, WI

- ✓ The equalized value of the taxable property of the District plus the aggregate value increment of all existing districts within the City does not exceed 12% of the total value of equalized taxable property within the City; and
- ✓ The Project Plan for the District is feasible; and
- ✓ Improvements to the District are likely to encourage and promote conformity with the City's planning policies and procedures; and
- ✓ The development described in the Project Plan would not occur without the creation of TID #11.

Section III. District Description

Boundary Description

TID #11 includes two properties (parcel # 3307392 and 3307393) identified as the Draxler Enterprise, LLC 2015 annexation area of approximately 69.129 acres located just east of Veterans Parkway and north of Heritage Drive. Maps depicting the boundary of the District are provided in Appendix A. The formal boundary description of TID #11 is provided in Appendix B.

Existing Land Uses and Property Conditions

The Existing Land Use Map in Appendix A includes the existing uses and conditions of property in the District. Parcel 3307392 includes three predominant land uses:

- The northern third of the property includes undeveloped open space. Mill Creek runs east-west through the property. These lands include areas designated as floodplains and wetlands.
- The middle third of the property includes an existing Freight Terminal, light industrial use. The freight terminal has access via a driveway off of Draxler Drive.
- The southern third of the property includes agricultural uses.

Parcel 3307393 includes agricultural uses. This property has access off of Draxler Drive. South of this property is a WisDOT Park-n-Ride lot, which is not in the District. A recreational trail connects the lot to the City via E. Veterans Parkway.

Zoning

The City of Marshfield is zoned in accordance with an ordinance formally adopted by the City Council. A map identifying the zoning of property within the District is included in Appendix A. Upon annexation of the Draxler Properties the City zoned Parcel 3307392 for LI-Light Industrial Use and Parcel 3307393 for CMU-Community Mixed Use.

Proposed Changes in the Community Development Plan, Map, Building Codes & Ordinances

No Official Map, Zoning Ordinance, or Building Code changes are necessary to create this District. Individual redevelopment proposals may require changes in zoning designations consistent with the intent of this Project Plan and the City of Marshfield Comprehensive Plan, as implemented through City Zoning and Building Ordinances. Appendix A includes a map of future land uses within the District as identified in the City's Comprehensive Plan, Map 4.4 Future Land Use, dated April 2007. The plan describes future development of "Employment, Retail Mixed Use" for Parcel 3307393 and the developable areas of Parcel 3307392. The floodplain areas on Parcel 3307392 are identified as "Environmental Corridor." Note, the City was in the process of updating the Comprehensive Plan while this Project Plan was developed. The plan update is not anticipated to significantly impact future land use designations within the District.

Section IV. Statement of Kind, Number, and Location of Public Works & Other Projects

The City of Marshfield intends to implement a number of public works projects that will positively impact the development of the District. These projects will be undertaken within the first 15 years of the TID's existence (i.e. through April 12, 2031), subject to change based upon the relative needs of the City and the ability of the District to recoup expenses through the generation of tax increment. A description of each TID eligible project type is provided below.

A. Infrastructure for (Re)Development of the District:

Proposed infrastructure improvements to public or private property may include:

1. Street (re)construction, relocation, removal, upgrading, or maintenance to facilitate development within TID #11. Street infrastructure includes sidewalks, curb & gutter, bike lanes, parking lanes, street lights, traffic signals, signage, markings and other appurtenances and amenities for the safety and comfort of motor vehicle, bicycle and pedestrian traffic.
2. Pedestrian and bicycle path (re)construction and related appurtenances.
3. Construct, upgrade and/or relocate sanitary sewer system components and related appurtenances.
4. Construct, upgrade and/or relocate storm water drainage facilities, storm water detention or retention areas, and related appurtenances serving the District.
5. Construct, upgrade and/or relocate water system components and related appurtenances.
6. Construct, upgrade and/or relocate natural gas system components and related appurtenances.
7. Install or improve primary and secondary electric service including installing below ground electric distribution lines and related appurtenances.
8. Install or improve telecommunication, fiber optic, and/or cable television service including installing below ground distribution lines and related appurtenances.

B. Streetscaping Improvements:

Streetscaping improvements designed to improve the aesthetics of the District including installation of gateway, wayfinding, and street signage; public art installations; landscaping; lighting; information kiosks; other streetscaping furnishings (e.g. benches, trash receptacles, bike racks, flower pots, etc.).

C. Site Improvements:

Site improvement activities required to make sites suitable for (re)development including, but not limited to: access drives; parking areas/facilities; landscaping, signage; entryway features; walkways; lighting; fencing; remodeling or rehabilitating existing buildings; razing buildings; stripping topsoil; grading; compacted granular fill; topsoil replacement; soil stabilization; relocating power lines; utilities; and related activities.

D. Environmental Studies and Remediation

This may include costs associated with environmental studies; regulatory fees; wetland delineations; floodplain delineations; floodplain hydraulic and hydrologic analysis; environmental remediation including the removal of above or below ground contamination or hazardous materials.

E. Development Funds/Incentives:

Payments made at the City Council's discretion to assist private developers in projects that carry out the goals of the TID #11 Project Plan or other adopted City plans including lands governed by this Project Plan. Such payments could include cash grants, loan guarantee, land write down, zero-interest loans, forgivable loans, or low interest loans for the purposes of land acquisition, environmental remediation, site and building improvements to non-residential or residential properties. No cash grants or loans will be provided until a developer agreement has been signed between the developer and the City. The City of Marshfield prefers development financing assistance in the form of a "Developer-Financed TIF" note, also known as "PayGo" or "Pay-As-You-Go" developer incentive.

F. Planning, Promotion & Development:

Promotion and development of TID #11 including professional services for planning, recruitment, marketing services and materials, advertising costs, administrative costs and support of development organizations responsible for promotion of the District are all eligible costs under this section. In addition the proportionate costs related to the creation or amendment of other City planning or engineering studies which include land area within the District are an eligible project expense. Costs related to establishing or amending developer incentive policy manuals, developer incentive applications, or development agreements are eligible project expenses.

G. Real Estate Inspection, Acquisition, Vacating, and Relocation for Public Works and Other TID Eligible Projects:

This may include, but is not limited to purchase of fee title, easements, inspections, appraisals, consultant fees, closing costs, real estate commissions and fees in lieu of commissions, surveying and mapping, lease and/or sale of property at or below market or purchase price to encourage or make feasible a public infrastructure or (re)development project. Relocation costs in the event any property is acquired for the above projects, including the cost of a relocation plan, staff, publications, appraisals, land and property acquisition costs and relocation benefits as required by Wisconsin Statutes 32.19 and 32.195 are eligible costs.

H. Contributions to the City's Community Development Authority (CDA):

The City may provide funds to its Community Development Authority (CDA) to be used for administration, planning and operations related to the purposes for which it was established to implement the goals or projects outlined in this Project Plan.

I. Administrative/Organizational Costs:

Imputed administrative costs including, but not limited to, a portion of the salaries of the City employees and elected officials, professional fees for audits, legal review, planning and engineering services, grant applications, professional assistance with the creation, amendment, and general administration of TID #11 over the life of the District. Also included as an eligible administrative cost is all creation and annual fees charged by the Wisconsin Department of Revenue related to the District.

J. Financing Costs:

Interest, finance fees, bond discounts, bond redemption premiums, legal opinions, ratings, capitalized interest, bond insurance and other expenses related to financing TID #11 projects.

Project Plan – Creation of Tax Incremental Finance District No. 11

City of Marshfield, WI

The projects listed in this section will provide necessary facilities, land area, and support to enable and encourage the (re)development of TID #11. These projects may be implemented by the City Council in varying degrees in response to development needs and will be guided by the TID #11 Project Plan, the City's Comprehensive Plan, other existing plans and policies of the City.

A map identifying project locations in TID #11 is provided in Appendix A. Locations of new streets, utilities or other infrastructure improvements shown on the map are preliminary and subject to change based on final engineering design. In addition, pursuant to Wisconsin Statutes Section 66.1105(2)(f)(1)(n), the City may undertake projects within territory located within one-half (1/2) mile of the boundary of the District, and pay for them using tax increment, provided that:

1. The project area is located within the City's corporate boundaries; and
2. The projects are an eligible TID expenditure within this Project Plan; and
3. The expenditure must be made within the expenditure period; and
4. Prior approval of the expenditure must be obtained from the Joint Review Board.

Any of the projects listed in this Project Plan may occur within the half-mile boundary of TID #11, upon adoption of this Project Plan and authorization by the City Council, provided adherence to items 1-4 above. The one-half mile boundary of TID #11 is illustrated on the Project Locations Map in Appendix A.



Section V. List of Estimated Project Costs & Expenditures

Table 2 lists the estimated total expenditures for each project category. This format follows Wisconsin Department of Revenue guidance on detailed project costs (pe-209), which states the project list should include “estimated expenditures expected for each major category of public improvements.” It is important to note that this Project Plan is not meant to be an appropriation of funds for specific projects, but a framework with which to manage projects. All costs identified are preliminary estimates made prior to final design considerations, or engineering studies, and are subject to change after planning is complete. All of the customary expenses are considered in these estimates, including but not limited to: legal fees, engineering fees, architectural fees, planning fees, surveying and mapping fees, inspection, construction costs, materials and apparatus, restoration work, permits, reports, judgments, claims for damages and other expenses.

Table 2: Estimated Project Costs & Expenditures

Project Categories	Total Project Cost	TID Share of Cost
A. Infrastructure for (Re)Development of the District	\$1,150,000	\$1,100,000
B. Streetscaping Improvements	\$0	\$0
C. Site Improvements	\$0	\$0
D. Environmental Studies and Remediation	\$0	\$0
E. Development Funds/Incentives	\$1,250,000	\$1,250,000
F. Planning, Promotion & Economic Development	\$0	\$0
G. Real Estate Inspections, Acquisition, Vacating, and Relocation for Public Works and Other TID Eligible Projects	\$0	\$0
H. Contributions to a Community Development Authority (CDA) or Redevelopment Authority (RDA)	\$0	\$0
I. Administrative/Organizational Costs	\$22,500	\$22,500
J. Financing Costs (Interest on Debt Service, Financing Fees, etc.)	\$768,932	\$699,337
Subtotal	\$ 3,191,432	\$3,071,837

All costs are stated in 2016 prices and are preliminary estimates. The City reserves the right to increase the costs to reflect inflationary increases and other unforeseen or uncontrollable circumstances between 2016 and the time of construction/implementation, such as higher than anticipated financing costs. The City reserves the right to increase and decrease particular project costs within the Total TID Expenditure budget estimate without amending this Project Plan. For example, reallocating funds from one project category to another.

Wisconsin Statute 66.1105 does not obligate the City to complete all of the proposed projects listed in the Project Plan; however, the expenditure period for TID #11 is limited to April 12th, 2016 through April 12th, 2031. The City retains the right to change the scope and/or timing of projects implemented as they are individually authorized by the City Council, without further amending this Project Plan. Public debt and expenditures should be made at the pace private development occurs to assure increment is sufficient to cover expenses. The needs of the City and the performance of the TID will be reviewed annually to determine if change is required to any of the proposed activities. Should the needs of the City change, projects may have to be slightly or substantially altered or even eliminated.

Section VI. Ineligible / Estimated Non-Project Costs

No ineligible project costs were identified at the time this Project Plan was considered for adoption. The following identifies public works projects that are not eligible to be paid with tax increments under Wis. Stat. 66.1105(2)(f).2.

- The cost of constructing or expanding administrative buildings, police and fire buildings, libraries, community and recreational buildings and school buildings, unless the administrative buildings, police and fire buildings, libraries and community and recreational buildings were damaged or destroyed before January 1, 1997, by a natural disaster.
- The cost of constructing or expanding any facility, except a parking structure, if the City generally finances similar facilities only with utility user fees.
- General government operating expenses, unrelated to the planning or development of a tax incremental district.
- Cash grants made by the City to owners, lessees, or developers of land that is located within the tax incremental district unless the grant recipient has signed a development agreement with the City, a copy of which shall be retained by the City in the official records for that tax incremental district.

Non-project costs are public works projects that only partly benefit the District or are not eligible to be paid with tax increments. Examples of non-project costs include projects undertaken within the District as part of the implementation of this Project Plan, the costs of which are paid fully or in part by impact fees, grants, or special assessments. Other examples include public works projects that only partly benefit the District, such as a new water tower which serves properties both inside and outside of the District, and its ½ - mile boundary. That portion of the total project costs allocable to properties outside of the District, and its ½ - mile boundary, would be a non-project cost. **A portion of the planned 2016 water main extension from E. 34th Street to Lot A is a non-project cost. Although the entire project is within the ½ boundary of the District, a portion of the project is not located within the City and is thus a non-project cost. The proportionate share of the principal and financing costs for that portion of the project outside the City limits is a non-project cost, estimated as the difference between the Total Project Cost and TID Share of Cost in Table 2.**

Section VII. Economic Feasibility

The projected income of TID #11 depends on the tax incremental revenue generated from within the District. There are three critical components in determining the future tax incremental revenue of a TID: New development increases in property value, inflation driven increases in property value, and the change in the full value tax rate. In projecting the future increment and income generated by TID #11, assumptions were made for each of the above-mentioned critical components. These assumptions are identified below.

New Development Activities

The TID is projected to realize **\$12,468,450** in new value over its anticipated 20-year life (2016-2036). This new value is projected to come from the development of vacant parcels within the District (Refer to Table 3). Since the District is being created from just two large parcels, it is assumed that future lots will be subdivided to create smaller development lots (Refer to Figure 1). The lot layout shown in Figure 1 is conceptual and developed only for the purposes of estimating future tax increment in the District. At the time this Project Plan was developed two immediate development projects were anticipated based on feedback provided by City

Staff. Parcel 3307393 (Lot A) has been identified as a future gas station. In addition, the existing Freight Terminal (Lot F) has indicated the need for some parking lot expansion. This Project Plan does not assume additional expansion of Lot F beyond a small parking lot addition over the life of the District.

Table 3: Estimated Value of New Development

Parcel No.	Type of New Development	Total Acres	Estimated Base Value	Estimated Improved Value	Estimated Growth in New Development Value	Estimated Construction Year
3307393	Commercial (Lot A)	3.97	\$ 1,369	\$ 2,800,000	\$ 2,798,631	2016
3307392	Commercial (Lot B)	6.11	\$ 2,760	\$ 4,582,500	\$ 4,579,740	2018
3307392	Light Industrial (Lot C)	5.03	\$ 2,273	\$ 1,634,750	\$ 1,632,477	2022
3307392	Light Industrial (Lot D)	4.73	\$ 2,137	\$ 1,537,250	\$ 1,535,113	2024
3307392	Light Industrial (Lot E)	5.89	\$ 2,661	\$ 1,914,250	\$ 1,911,589	2020
3307392	Light Industrial (Lot F)	41.67	\$ 489,100	\$ 500,000	\$ 10,900	2016
Total		67.40	\$ 500,300	\$ 12,968,750	\$ 12,468,450	

In developing Table 3, the following assumptions were used for each Type of New Development:

- Estimated Growth in New Development for Lot A is based on 70% of the anticipated construction costs (\$4,000,000) for the anticipated gas station as provided by City Staff.
- Lot B is assumed to also develop as commercial use given its highway frontage. Estimated Growth in New Development value is based on an average per acre assessment value of a sample of existing commercial developments along N. Central Ave. A value of \$750,000 per acre was used.
- Lots C-E are assumed to develop as light industrial use based on the zoning of the property. Estimated Growth in New Development Value is based on an average per acre assessment value of a sample of comparable light industrial properties near E. Veterans Parkway. A value of \$350,000 per acre was assumed.
- Draxler Drive would be extend north and east to provide access to the development lots and adjacent properties.

Figure 1: Map of Potential TID #11 Development Lots



Estimated Construction Years are also an approximation based, in part, on the anticipated schedule of known development projects, public and private improvement projects, and the readiness for development or marketability of each parcel. Estimated Construction Years may vary significantly from those shown in Table 3. All values are expressed in 2016 dollars.

The identification of Types of New Development in Table 3 is not an indication of the zoning of property or allowable uses. Identification of proposed Types of New Development does not compel, or in any way obligate, the City to approve future redevelopment requests for these areas. In addition, the City may consider other uses, or lot configurations, than those envisioned within this Project Plan without amending this Project Plan. The City's Comprehensive Plan and Zoning Ordinance will guide decisions regarding appropriate use of properties within the District. It is anticipated that when specific development proposals/applications/projects are submitted to the City a change in the City's Official Zoning Map and/or Comprehensive Plan may be necessary to facilitate the development envisioned in this Project Plan.

In summary the methodology used to calculate the Estimated Growth in Value of New Development for any one development site is based in-part on using assessment values from comparable existing development sites found in the City. This methodology could be considered a "conservative" approach since projected future development is likely to have higher construction costs than those existing developments. In addition, the assumptions used in Table 3 also do not include a construction cost inflation factor. Over the past 10 years the annual rate of inflation in the construction industry has averaged 2.9% (Turner Building Cost Index). The absence of a construction cost inflation factor will provide a conservative estimate since an increase in construction costs would likely result in an increase in tax increment for the District. The assumptions used in Table 3 should be updated during any future amendments of this Project Plan.

Inflation Rate

Property value inflation is assumed to be 0% over the life of the District. The annual average inflation rate for the United States from 1999 to 2016 has been 2.2%, and 1.1% from 2013 through 2015 (www.usinflationcalculator.com). During this same period the Consumer Price Index has averaged a 3.02% annual percentage increase, and 0.78% in the past three years (Bureau of Labor Statistics). Using a 0% annual inflation rate for property assessment values will provide a conservative estimate.

Full Value Tax Rate

Over the last nine years the full value tax rate for the City has ranged between a high of \$26.60 in 2009 to a low of \$24.00 in 2014. The analysis in Table 4 assumes that the gross tax rate will remain constant at 2015 levels over the life of the District, or \$24.48 per thousand dollars of assessment value. This will provide a conservative estimate since an increase in the gross tax rate would result in an increase in tax increment for the District.

Table 4 presents the projected income for TID #11 commencing in 2016 and running over the remaining life of the District). Over the life of the District the projected total amount of tax increment collected is estimated to be **\$4,847,504** (Column J, Table 4).

The numbers presented in Table 4 are estimates subject to change based upon the actual development and construction activity in the District.



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Table 4: Projected Income

City of Marshfield		TID #11										
A	B	C	D	E	F	G	H	I	J	K		
IMPROV. DURING YEAR	BEGINNING OF YEAR VALUE	EST. GROWTH IN VALUE OF NEW DEVELOP. ¹	CUMULATIVE VALUE	INFLATION INCREMENT ²	END OF YEAR VALUE	TAX INCREMENT VALUE	TAX VALUE YEAR	TAX RATE ³ \$1,000	TAX INCREMENT COLLECTED	TAX COLLECTION YEAR		
2016	\$500,300	\$2,809,531	\$3,309,831	\$0	\$3,309,831	\$2,809,531	2017	\$24.48	\$68,777	2018		
2017	\$3,309,831	\$0	\$3,309,831	\$0	\$3,309,831	\$2,809,531	2018	\$24.48	\$68,777	2019		
2018	\$3,309,831	\$4,579,740	\$7,889,571	\$0	\$7,889,571	\$7,389,271	2019	\$24.48	\$180,889	2020		
2019	\$7,889,571	\$0	\$7,889,571	\$0	\$7,889,571	\$7,389,271	2020	\$24.48	\$180,889	2021		
2020	\$7,889,571	\$1,911,589	\$9,801,160	\$0	\$9,801,160	\$9,300,860	2021	\$24.48	\$227,685	2022		
2021	\$9,801,160	\$0	\$9,801,160	\$0	\$9,801,160	\$9,300,860	2022	\$24.48	\$227,685	2023		
2022	\$9,801,160	\$1,632,477	\$11,433,637	\$0	\$11,433,637	\$10,933,337	2023	\$24.48	\$267,648	2024		
2023	\$11,433,637	\$0	\$11,433,637	\$0	\$11,433,637	\$10,933,337	2024	\$24.48	\$267,648	2025		
2024	\$11,433,637	\$1,535,113	\$12,968,750	\$0	\$12,968,750	\$12,468,450	2025	\$24.48	\$305,228	2026		
2025	\$12,968,750	\$0	\$12,968,750	\$0	\$12,968,750	\$12,468,450	2026	\$24.48	\$305,228	2027		
2026	\$12,968,750	\$0	\$12,968,750	\$0	\$12,968,750	\$12,468,450	2027	\$24.48	\$305,228	2028		
2027	\$12,968,750	\$0	\$12,968,750	\$0	\$12,968,750	\$12,468,450	2028	\$24.48	\$305,228	2029		
2028	\$12,968,750	\$0	\$12,968,750	\$0	\$12,968,750	\$12,468,450	2029	\$24.48	\$305,228	2030		
2029	\$12,968,750	\$0	\$12,968,750	\$0	\$12,968,750	\$12,468,450	2030	\$24.48	\$305,228	2031		
2030	\$12,968,750	\$0	\$12,968,750	\$0	\$12,968,750	\$12,468,450	2031	\$24.48	\$305,228	2032		
2031	\$12,968,750	\$0	\$12,968,750	\$0	\$12,968,750	\$12,468,450	2032	\$24.48	\$305,228	2033		
2032	\$12,968,750	\$0	\$12,968,750	\$0	\$12,968,750	\$12,468,450	2033	\$24.48	\$305,228	2034		
2033	\$12,968,750	\$0	\$12,968,750	\$0	\$12,968,750	\$12,468,450	2034	\$24.48	\$305,228	2035		
2034	\$12,968,750	\$0	\$12,968,750	\$0	\$12,968,750	\$12,468,450	2035	\$24.48	\$305,228	2036		
2035	\$12,968,750	\$0	\$12,968,750	\$0	\$12,968,750	\$12,468,450	2036	\$24.48	\$305,228	2037		
2036	\$12,968,750	\$0	\$12,968,750	\$0	\$12,968,750	\$12,468,450	2037	\$24.48	\$305,228	2038		
TOTAL		\$12,468,450	\$0	\$0	\$12,468,450	\$12,468,450	2037	\$24.48	\$4,847,504	2038		

ASSUMPTION

1. Refer to Table 3 for Development Assumptions
2. 0% annual inflation of assessed values
3. Gross tax rate remains constant at 2015 levels (Wood County portion of City)

TID DATES

Creation Date: April 12th, 2016
Expenditure Period: April 12th, 2031
Termination Date: April 12th, 2036

Table 5 presents the annual performance analysis. There are three critical components in determining the future annual performance of the TID: the amount of annual revenue (see Table 4), the cost and timing of public improvement projects and the terms of debt service associated with these projects. In projecting the future performance of TID #11, assumptions were made for each of the above-mentioned critical components. These assumptions are identified below.

Schedule of Public Improvements/Debt Issuance

Table 5 assumes the City will incur new debt in support of the TID on five different occasions. The timing of debt occurrence is coordinated with anticipated private development projects from Table 3. The timing, amount, and methods of financing are general assumptions for the purposes of estimating the economic feasibility of the Project Plan. The values in Table 5 should not be construed as commitments by the City to finance any particular TID project.

- 2016 – includes project expenditures (e.g. Infrastructure Improvements and Streetscaping, totaling \$450,000) to extend water and sewer main services to the District and improve Draxler Drive in association with development of Lot A.
- 2018 – includes project expenditures (e.g. Infrastructure Improvements, Streetscaping, Site Improvements and Development Incentives, totaling \$1,175,000) for extension of Draxler Drive and associated utilities for development of Lots B-E.
- 2020 – includes project expenditures (e.g. Development Incentives and Site Improvements, totaling \$275,000) in association with development of Lot E.
- 2022 – includes project expenditures (e.g. Development Incentives and Site Improvements, totaling \$225,000) in association with development of Lot C.
- 2024 – includes project expenditures (e.g. Development Incentives and Site Improvements, totaling \$225,000) in association with development of Lot D.

For the purposes of projecting the performance of the District, this Project Plan assumes the following TID eligible cost estimates for public infrastructure improvements:

- Extension of water main and sewer main to Lot A in 2016. Total estimated cost \$450,000.
- Draxler Road north extension to Lot F in 2018, assumes street improvements, street lights, streetscaping, etc. Total estimated cost \$610,000.
- Roadway extension to eastern District boundary from Draxler Road in 2018, assumes street improvements and utility extensions (e.g. water main, sanitary main, stormwater main, street lights, etc.). Total estimated cost of \$430,000 in year 2018.

The timing of projects and debt occurrence may vary from that described in Table 5 and the City is not obligated to complete all of the proposed projects listed in the Project Plan.

Debt Service Terms

Table 5 assumes the City will borrow for the costs to implement projects within each phase as previously noted. For the purpose of projecting TID #11 performance, the terms of anticipated debt services are 3.5% interest fixed over 20 years for debt issuance in year 2016. These terms are consistent with existing Wisconsin State Trust Fund¹ terms at the time this Project Plan was developed. For debt issuances in years 2018, a rate of 4.5% over ten years was used to account for potential increases to interest rates between 2016 and 2018. For debt issuances in years 2020, 2022, and 2024 a 5.0% interest rate fixed over 10 years was assumed to account for potential increases to interest rates from 2016. In addition, it is assumed that any Annual Cash Flow deficits in the TID will be made whole by advances from the City's General Fund, or other utility fund. Table 5 assumes the City charges interest to the TID Fund at a rate of 3% for annual advances. The principal on any annual advances would be paid back by the TID prior to termination. Over the life of the TID the projected total amount of debt service is estimated at \$3,049,337 (Column N, Table 5). This includes principal costs and interest on debt.

Other Costs

Table 5 includes a separate column for other TID eligible reimbursable costs for which debt issuance isn't anticipated such as Project Categories F (Planning) and I (Administration/Organizational Costs), \$22,500 total. This includes \$11,000 for creation fees in 2016, \$500 per year thereafter for annual tax increment certification fees and \$1,000 on three separate occasions for additional fees for required audits: 30% costs expended (~2020), project expenditure period termination (2031), and TID termination (2036)

Other Income

Includes other income received in support of the TID, for example grant payments. No sources of other income are anticipated at the time this project plan was created.

Estimated Interest on Income

Equal to the previous year's TIF Increment Balance (Column T) multiplied by 0.5%. Interest is calculated only if there is a positive TIF Increment Balance.

Table 5 presents the projected performance for TID #11 over the life of the District. Given the projected income and expenditure assumptions the District is expected to close with a positive cash flow of \$1,802,989 in year 2036. Based on the assumptions provided, the District would have sufficient cash flow to close in year 2032.

The numbers presented in Table 5 are estimates subject to change based upon the actual performance of the District and City approval of specific TID eligible expenditures.

1 This is not a recommendation by MSA Professional Services regarding the particular financing option the City should use to finance TID #11 projects, nor should it be considered an obligation by the City to use this funding source.

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City of Marshfield, WI



Table 5: Performance Analysis

City of Marshfield					TID #11				
L	M	N	O	P	Q	R	S	T	U
PAYMENT YEAR	PROJECT EXPENDITURE COSTS ¹	ANNUAL DEBT SERVICE ²	ADMIN & OTHER COSTS ³	TOTAL USES TID FUNDS	TAX INCREMENT COLLECTED	OTHER INCOME	EST. INVESTM INCOME ⁴	ANNUAL CASH FLOW	CUMULATIVE TID FUND BALANCE
2016	\$450,000	\$0	\$11,000	\$11,000	\$0	\$0	\$0	(\$11,000)	(\$11,000)
2017	\$0	\$31,648	\$500	\$32,148	\$0	\$0	\$0	(\$32,148)	(\$43,148)
2018	\$1,175,000	\$32,612	\$500	\$33,112	\$68,777	\$0	\$0	\$35,665	(\$7,483)
2019	\$0	\$177,672	\$500	\$178,172	\$68,777	\$0	\$0	(\$109,395)	(\$116,878)
2020	\$275,000	\$180,954	\$1,000	\$181,954	\$180,889	\$0	\$0	(\$1,065)	(\$117,943)
2021	\$0	\$215,988	\$500	\$216,488	\$180,889	\$0	\$0	(\$35,599)	(\$153,541)
2022	\$225,000	\$217,056	\$500	\$217,556	\$227,685	\$0	\$0	\$10,129	(\$143,412)
2023	\$0	\$245,390	\$500	\$245,890	\$227,685	\$0	\$0	(\$18,205)	(\$161,617)
2024	\$225,000	\$245,936	\$500	\$246,436	\$267,648	\$0	\$0	\$21,212	(\$140,405)
2025	\$0	\$273,937	\$500	\$274,437	\$267,648	\$0	\$0	(\$6,789)	(\$147,194)
2026	\$0	\$274,141	\$500	\$274,641	\$305,228	\$0	\$0	\$30,587	(\$116,607)
2027	\$0	\$273,223	\$500	\$273,723	\$305,228	\$0	\$0	\$31,504	(\$85,102)
2028	\$0	\$272,278	\$500	\$272,778	\$305,228	\$0	\$0	\$32,450	(\$52,653)
2029	\$0	\$125,174	\$500	\$125,674	\$305,228	\$0	\$0	\$179,553	\$126,901
2030	\$0	\$123,595	\$500	\$124,095	\$305,228	\$0	\$635	\$181,767	\$308,668
2031	\$0	\$88,593	\$1,000	\$89,593	\$305,228	\$0	\$1,543	\$217,178	\$525,846
2032	\$0	\$88,593	\$500	\$89,093	\$305,228	\$0	\$2,629	\$218,764	\$744,609
2033	\$0	\$59,956	\$500	\$60,456	\$305,228	\$0	\$3,723	\$248,495	\$993,105
2034	\$0	\$59,956	\$500	\$60,456	\$305,228	\$0	\$4,966	\$249,738	\$1,242,842
2035	\$0	\$31,318	\$500	\$31,818	\$305,228	\$0	\$6,214	\$279,624	\$1,522,466
2036	\$0	\$31,318	\$1,000	\$32,318	\$305,228	\$0	\$7,612	\$280,522	\$1,802,989
TOTAL	\$2,350,000	\$3,049,337	\$22,500	\$3,071,837	\$4,847,504	\$0	\$27,322		

ASSUMPTION

1. Excludes Project Categories F, I, and J
2. Principal and Interest Payments on Debt for Project Expenditures, plus interest on Advances at 3%
3. Projects F & I, includes 2016 creation, annual DOR fees, required audits
4. Interest on Investment Income = 0.05%

TID DATES

Creation Date: April 12th, 2016
 Expenditure Period: April 12th, 2031
 Termination Date: April 12th, 2036

Note that the assumptions used to create Table 4 and Table 5 illustrate that the Project Plan is feasible and that the anticipated revenues are sufficient to cover anticipated expenditures. Any annual shortfalls in the TID Fund Balance are anticipated to be recovered within the TID's maximum life.

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The value of the District when it terminates in 2036 is projected to be **\$12,968,750** (Column F, Table 4), or a growth of assessed values of **\$12,468,450** (Column G, Table 4). This development would likely not occur or would likely occur at significantly lower values but for the creation of the District. TID #11 is a mechanism to make improvements in an area of Marshfield which is in need of mixed use developments and the construction of associated public infrastructure. All taxing jurisdictions will benefit from the increased property values, job creation, creation of developable lots where none currently exist, other economic activity, public safety, and community vitality which will result from the projects and development planned in TID #11. For these reasons the project costs shown in this Project Plan should not be paid by the owners of property that benefit from improvements within the District, or exclusively by the City, but should be shared among all taxing jurisdictions.

Table 6 provides a summary of the impact on overlying taxing jurisdictions over the life of the District.

Table 6: Analysis of Impact on Overlying Taxing Jurisdictions

	Percentage of Mill Rate by Jurisdiction	Annual Taxes Collected on Base Value	Annual Taxes Collected After TID Closure	Increase in Annual Tax Collections After TID	Proportionate Share of Tax Increment Diverted Over Life of District
City	37.05%	\$4,537	\$117,618	\$113,081	\$1,796,042
County	19.70%	\$2,412	\$62,530	\$60,118	\$954,844
School	39.14%	\$4,793	\$124,245	\$119,452	\$1,897,234
Tech	3.42%	\$419	\$10,850	\$10,432	\$165,685
State	0.70%	\$85	\$2,207	\$2,122	\$33,699
Total	100%	\$12,246	\$317,450	\$305,204	\$4,847,504

Section VIII. Equalized Value Test

Per Wisconsin State Statute 66.1105(4)(gm)4.c., municipalities are restrained in their use of TIF such that the equalized value of taxable property of the (new/amended) district area plus the value increment of all existing districts does not exceed 12 percent of the total equalized value of taxable property within the municipality. The total assessed value of taxable property in TID #11 as of January 1, 2015 is \$500,300. The City has six other active TIDs (2, 4, 5, 7, 9, 10), with a combined value increment as of January 1, 2015 of \$61,780,800. The total municipal equalized value as of January 1, 2015 for the City is \$1,427,677,300. Table 7 indicates that creation of TID #11 may bring the City’s TID to total municipal value ratio to approximately 4.36%, well within the 12% limit.

Table 7: Equalized Value Test²

Total Assessed Value of Parcels in TID #11 (as of January 1, 2015)	\$	500,300
Aggregate Value Increment of All Active TIF Districts (as of January 1, 2015)	\$	61,780,800
Total Value	\$	62,281,100
Total Municipal Equalized Value (as of January 1, 2015)	\$	1,427,677,300
12% Test - Compliance		4.36%

² Note, at the time this Project Plan was drafted January 2016 values were not available; however, these values are not anticipated to change such that creation of TID #11 would place the City above the 12% threshold.

Section IX. Methods of Financing³ & Timetable

Financing Methods

Under Wisconsin law there are several methods of borrowing, some of which apply against a municipality's debt limit, and others that do not apply against the limit. The state sets this limit at five percent (5%) of the municipality's total equalized property valuation. The feasibility of financing specific projects at any given time using a particular method can be determined based on the municipality's current fiscal situation, anticipated non-TIF related capital needs, the amount of money to be borrowed, interest rates, and lending terms. Possible funding sources for TID eligible expenditures include any of the following:

- A. General Obligation Borrowing. General Obligation Borrowing includes all types of municipal borrowing from banks, the State Trust Fund, or other lending institutions. This method of borrowing requires little effort or legal expenditures and works particularly well for smaller projects.
- B. General Obligation Bonding. General Obligation Bonds are a debt instrument backed by the full faith and credit of the municipality and its ability to raise revenue through taxation. In the case of default, the municipality is liable for repayment of the debt. As a result, this type of debt can often result in lower interest rates than regular General Obligation Borrowing. The high fees associated with the issuance of these bonds make them more attractive for larger projects.
- C. Revenue Bonds. Revenue Bonds are a debt instrument backed by revenue generated from the project. These types of bonds are also mainly used for larger debt issuances due to their relatively high associated fees. They are typically issued by municipal bodies that raise revenues on a fee for service type basis, such as the Water & Sewer Utility. These types of bonds generally do not count against a municipality's five percent debt limit.
- D. Special Assessment "B" Bonds. Special Assessment "B" Bonds are a debt instrument backed by the municipality's ability to raise revenue from special assessments charged to persons, organizations, or businesses receiving benefits from the project. These bonds also do not normally count against a municipality's debt limit.
- E. Federal/State Loan and Grant Programs. The State and Federal Government often sponsor grant and loan programs that municipalities may potentially use to supplement TIF expenditures or provide financing for capital costs which positively impact the District. These programs include Wisconsin Community Development Block Grants, Rural Development Administration Community Facility Loan/Grants, Transportation Economic Assistance Grants, and Economic Development Administration Grants. These programs require local match funding to insure State and Federal participation in the project.
- F. General Fund Expenditures. The City may choose to pay for some projects using advances from General Fund revenues. Each TIF-related expenditure is in effect a loan to the TID, which the TID repays into the General Fund as increment accrues. The City may charge interest on the outstanding balance of any such advances/loans at a variable rate equal to the Wisconsin Local Government Investment Pool rate, plus 3.0%.

³ The listing of potential financing options is not a recommendation by MSA Professional Services regarding the particular financing option the City should use to finance TID #11 projects.

Project Plan – Creation of Tax Incremental Finance District No. 11

City of Marshfield, WI

- G. **Utility Fund Expenditures.** The City may choose to pay for some projects using advances from Utility Fund revenues (e.g. Water, Sewer, Stormwater). Each TIF-related expenditure is in effect a loan to the TID, which the TID repays into the appropriate utility fund as increment accrues. The City may charge interest on the outstanding balance of any such advances/loans at a variable rate equal to the Wisconsin Local Government Investment Pool rate, plus 3.0%.

- H. **Developer Financed TIF Agreements.** Another option to pay for TID eligible expenditures is through a Developer Funded or Pay-As-You-Go TIF Agreement. Under this option the Developer borrows funds that the City would have borrowed under a traditional developer's agreement to complete an improvement project. The Developer is refunded through payments by the City, including possible interest charges, as increment is generated from the improvement project.

If financing as outlined in this Project Plan proves unworkable, the City of Marshfield reserves the right to use alternate financing solutions for the projects as they are implemented.

Financing Timetable

The City Council is not mandated to make improvements defined in this Project Plan; each project will require case-by-case review and approval. The decision to proceed with a particular project will be based on the economic conditions, budgetary constraints and merits of the project at the time a project is scheduled for consideration. The actual implementation of projects and the timing of financing may be accelerated or deferred from the timing described in this Project Plan, depending on conditions existing at the time. The expenditure period for TID #11 is April 12th 2016 through April 12th 2031.

Section X. Relocation

Although relocation is currently not anticipated, if relocation were to become necessary in the future as a result of proposed projects in TID #11, the following is the method proposed by the City, or Community Development Authority, for displacement or relocation. Before negotiations begin for the acquisition of property or easements, all property owners will be contacted to determine if there will be displaced persons as defined by Wisconsin Statutes and Administrative Rules. If it appears there will be displaced persons, all property owners and prospective displaced persons will be provided an informational pamphlet prepared by the Wisconsin Department of Administration (WDOA) on Relocation Benefits. The City will file a relocation plan with the DOA and shall keep records as required in Wisconsin Statutes 32.27. The City will provide each owner a full narrative appraisal, a map showing the owners of all property affected by the proposed project and a list of neighboring landowners to whom offers are being made as required by law.

Section XI. Legal Opinion

An opinion from the City legal counsel regarding the Project Plan for TID #11 and its compliance with s. 66.1105 of Wisconsin Statutes is provided in Appendix H.

Section XII. Glossary of TIF Related Terms

Base Value: The aggregate value, as equalized by DOR, of the real, personal, and non-exempt municipal-owned property located within the TID as of the valuation date.

Estimated Growth in Value of New Development: The estimated growth in tax assessment value attributed to new development or redevelopment of parcels in the TID, stated in 2016 dollars. Calculated by subtracting the 2016 equalized value of parcels from an estimated post (re)development equalized value.

Equalized Value: The estimate of the State of Wisconsin Department of Revenue of the full market value of property; used to apportion property tax levies of counties, school districts and municipalities among tax districts.

Expenditure Period: The time during which expenses may be incurred for the implementation of the approved Project Plan and the completion of the projects outlined therein. The current maximum expenditure period for all districts ends five years before the unextended maximum life of the TID.

Non-Project Costs: As part of the Project Plan, there may be investments that are not eligible for TIF, or that are paid for with revenue other than tax increment revenue – such as a grant.

Project Plan: The plan, properly submitted and approved by the Wisconsin Department of Revenue, for the financial development or redevelopment of a TID, including all properly approved amendments.

Tax Incremental District (TID): The contiguous geographical area within a municipality consisting solely of whole units of property as are assessed for general property tax purposed not including railroad rights of way, rivers or highways, or wetlands as defined in Wisconsin Statutes 23.32.

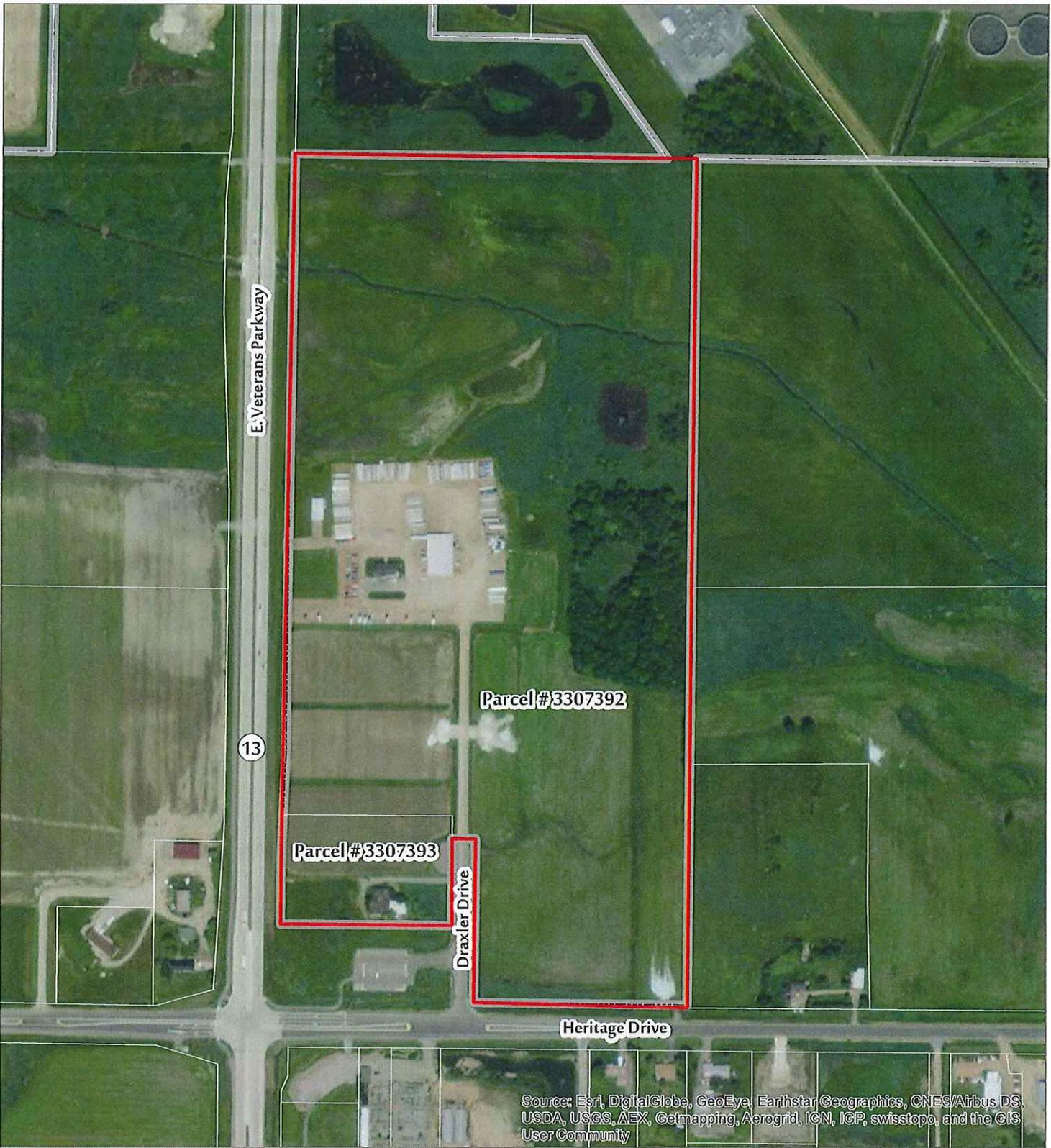
Tax Incremental Financing (TIF): A mechanism for financing development and redevelopment projects whereby property tax revenue from increased property values in a defined geographic district is used to pay for public improvements, such as roads, sewer and water lines. Once the improvements are paid for, the property taxes go to the municipality, county and school districts.

Tax Increment: The taxes levied by all overlying taxing jurisdictions on the value between the base value and the current value of the TID, also known as the value increment. These taxes are sent to the municipality who operates the TID, and used to pay for the approved project costs laid out in the Project Plan.

Tax Increment Value: The difference in value between the base value and the current value. This is the amount of property value that can be attributed to the TIF investment, and as such is the portion of the tax base that is used to generate the tax increment that pays for the investment.

Tax Rate: The rate, usually expressed in terms of dollars per one thousand dollars of assessed valuation, at which taxes are levied against the total assessed valuation of the municipality. Due to changes in the total assessed valuation of the municipality from year to year, the tax levy change and the tax rate change will not be the same. The tax rate change reflects what impact the property owner will see in their total taxes.

APPENDIX A: TID MAPS



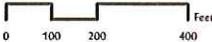
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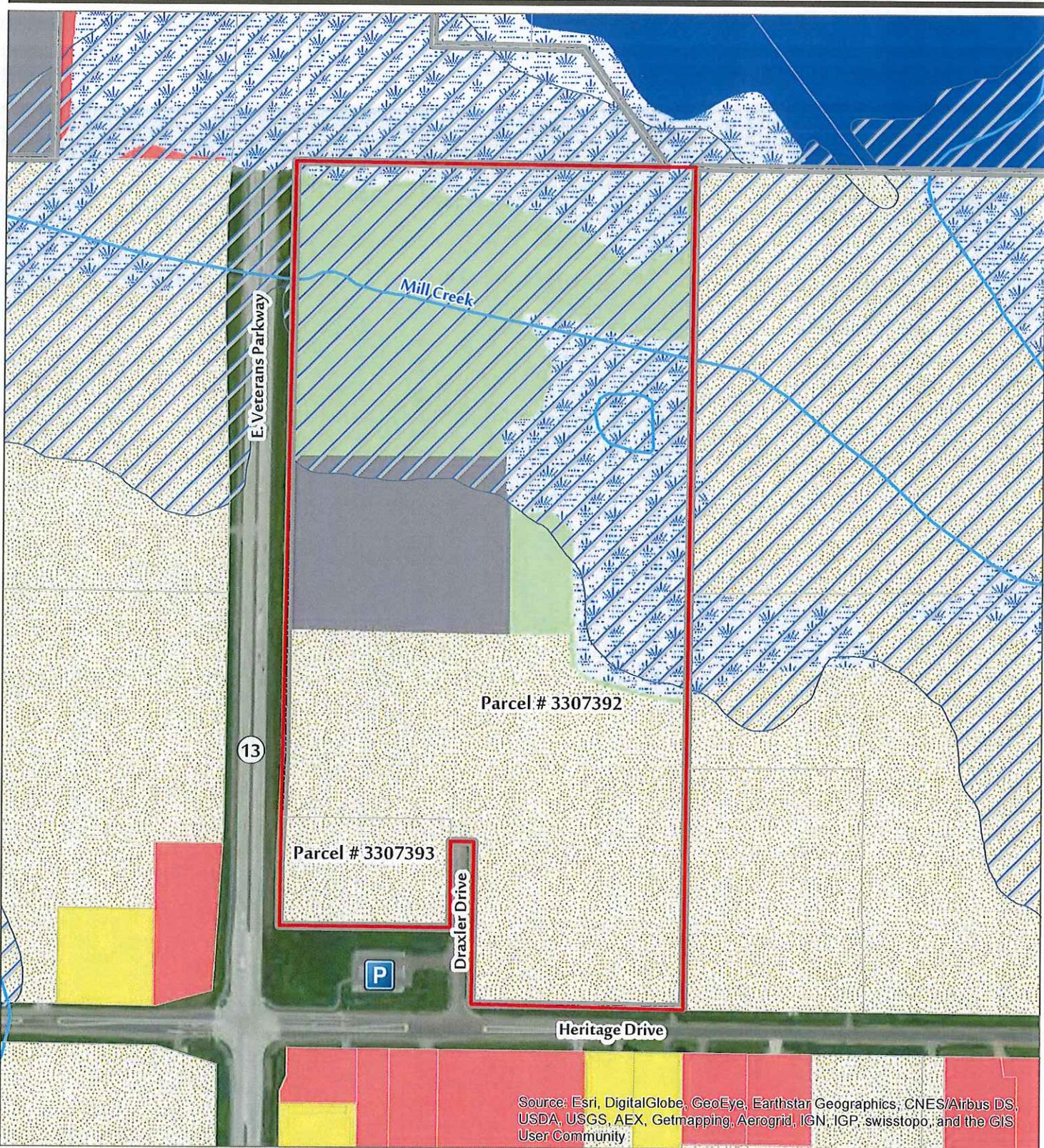
TID #11 BOUNDARY MAP

CITY OF MARSHFIELD
WOOD COUNTY, WI

- LEGEND**
-  Marshfield Corporate Limits
 -  TID #11 Boundary
 -  Parcels

DATA SOURCES:
BASE DATA PROVIDED BY WOOD COUNTY
AERIAL IMAGERY PROVIDED BY ESRI

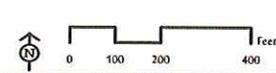
Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

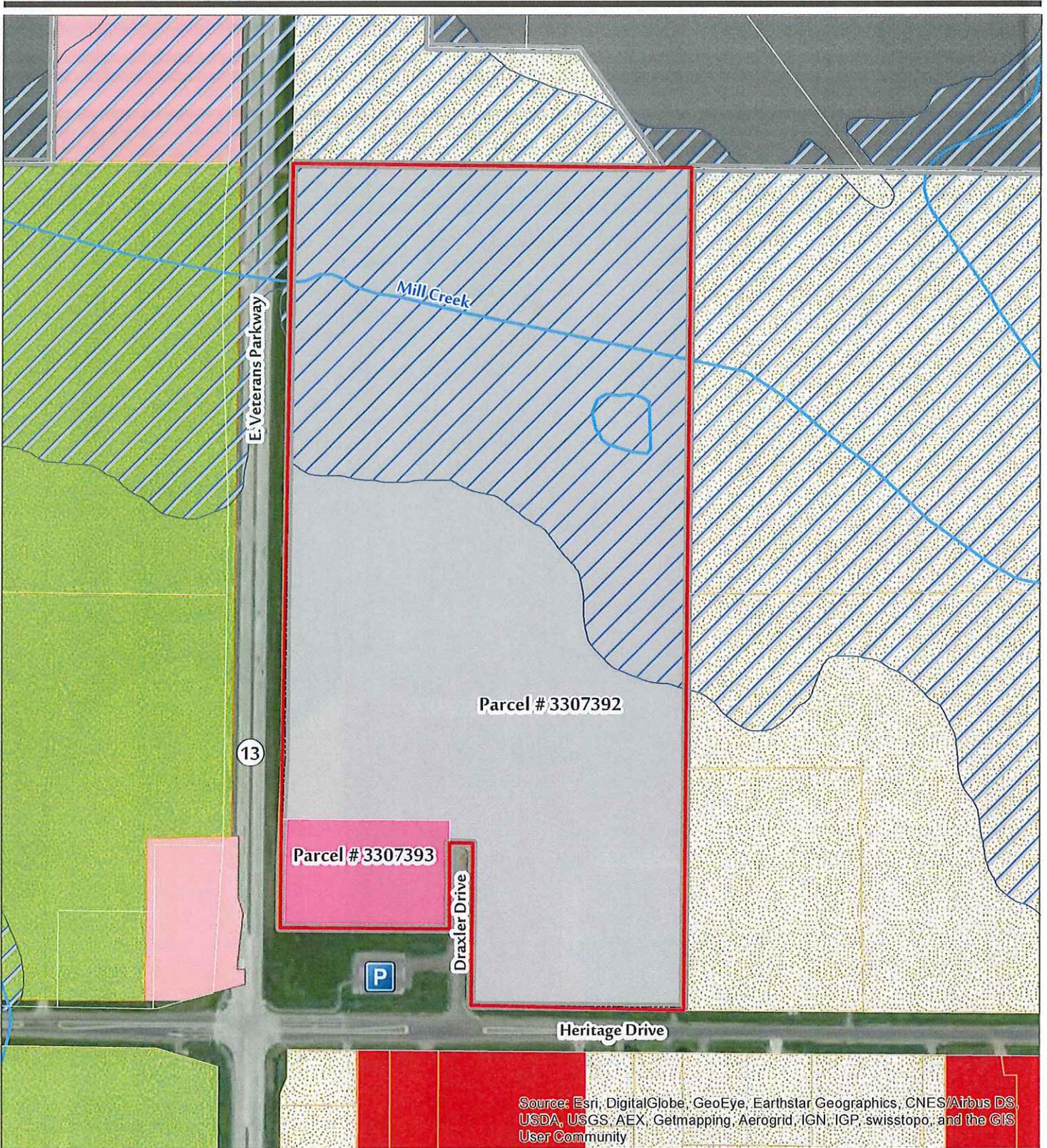
TID #11 EXISTING LAND USE

CITY OF MARSHFIELD
WOOD COUNTY, WI

LEGEND					
Marshfield Corporate Limits	Existing Land Use	Commercial	Stormwater Outlot	Floodplain	
TID #11 Boundary	Agriculture	Industrial	Open Space	Wetlands	
Parcels	Residential	Institutional	Streams		

DATA SOURCES:
BASE DATA PROVIDED BY WOOD COUNTY
AERIAL IMAGERY PROVIDED BY ESRI





Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

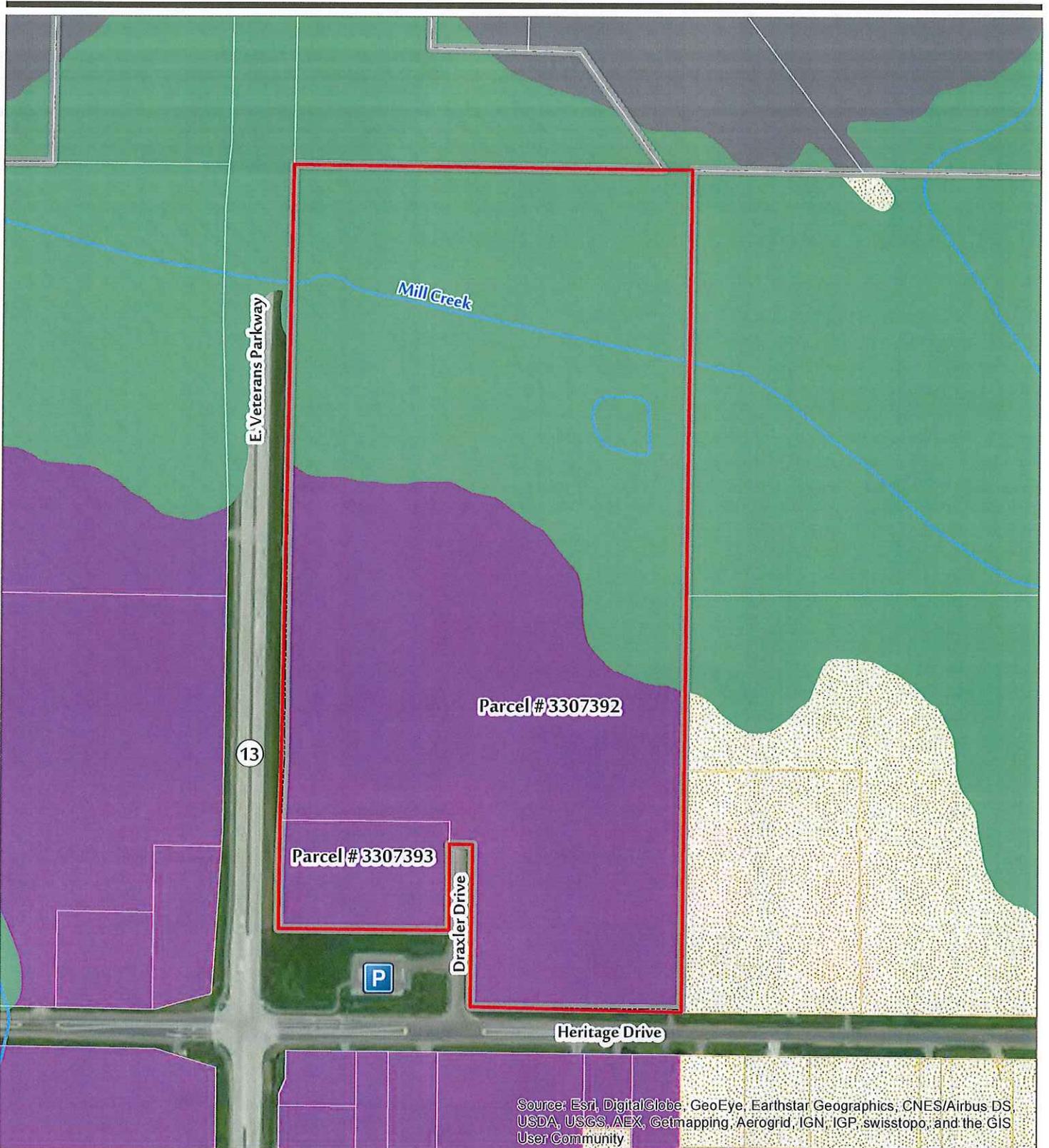
TID #11 ZONING

CITY OF MARSHFIELD
WOOD COUNTY, WI

LEGEND

Marshfield Corporate Limits	City of Marshfield Zoning	Town of Marshfield Zoning	Town of Cameron Zoning	Floodplain
TID #11 Boundary	CMU Community Mixed Use	Agricultural	A-1 Agriculture	
Parcels	Light Industrial	Commercial	C-1 Commercial	
Streams	GI General Industrial			

DATA SOURCES:
BASE DATA PROVIDED BY WOOD COUNTY
AERIAL IMAGERY PROVIDED BY ESRI



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

TID #11 FUTURE LAND USE

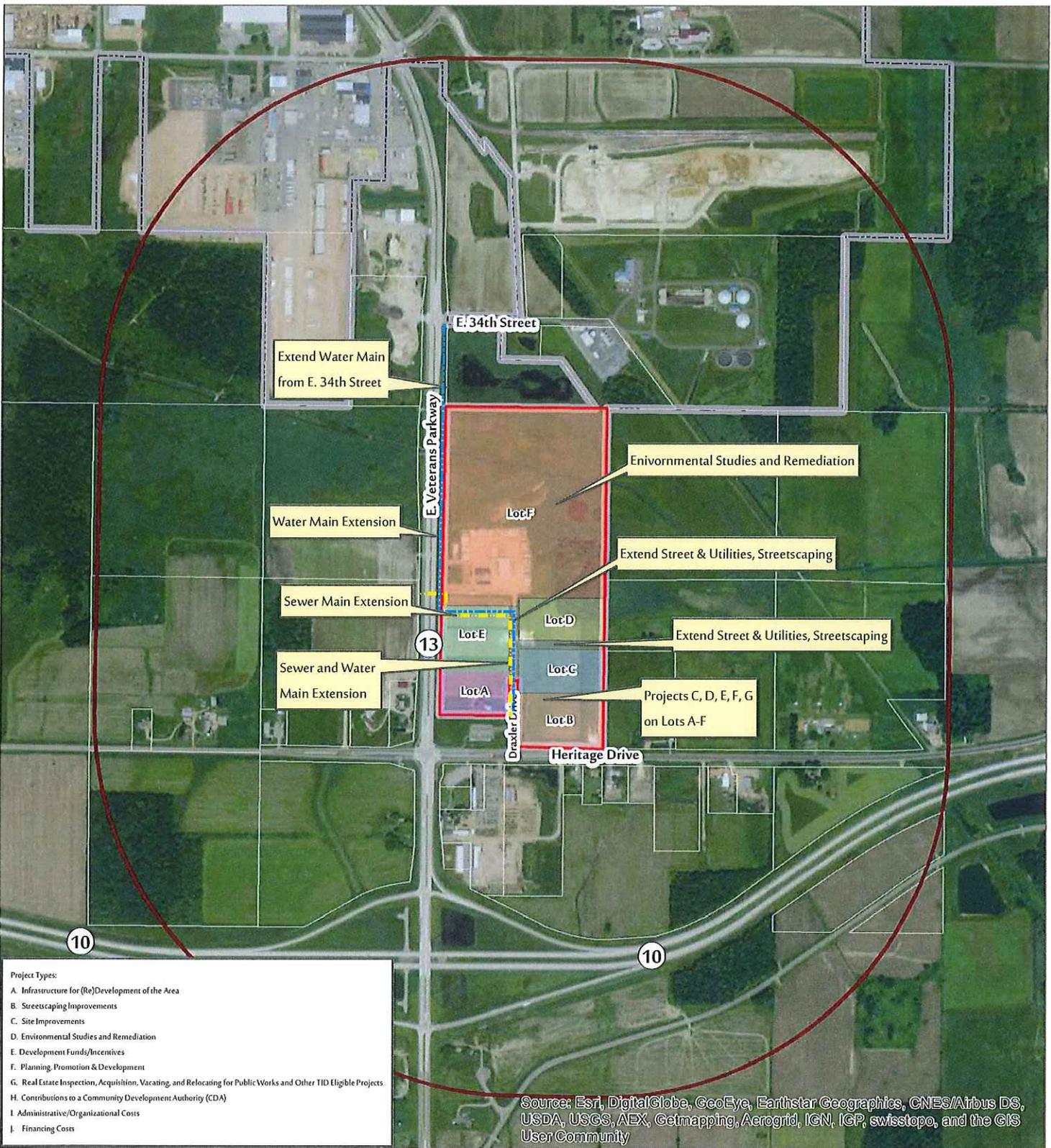
CITY OF MARSHFIELD
WOOD COUNTY, WI

LEGEND

Marshfield Corporate Limits	Future Land Use	Employment, Retail Mixed Use	Environmental Corridor
TID #11 Boundary	Agriculture	General Industrial	Streams
Parcels			

DATA SOURCES:
 BASE DATA PROVIDED BY WOOD COUNTY
 AERIAL IMAGERY PROVIDED BY ESRI
 FLU FROM CITY COMPREHENSIVE PLAN, MAP 4.4
 DATED APRIL 2007

0 100 200 400 Feet
MSA
 PROFESSIONAL SERVICES



- Project Types:**
- A. Infrastructure for (Re)Development of the Area
 - B. Streetscaping Improvements
 - C. Site Improvements
 - D. Environmental Studies and Remediation
 - E. Development Funds/Incentives
 - F. Planning, Promotion & Development
 - G. Real Estate Inspection, Acquisition, Vacating, and Relocating for Public Works and Other TID Eligible Projects
 - H. Contributions to a Community Development Authority (CDA)
 - I. Administrative/Organizational Costs
 - J. Financing Costs

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

TID #11 PROJECT LOCATIONS MAP

CITY OF MARSHFIELD
WOOD COUNTY, WI

- LEGEND**
- Marshfield Corporate Limits
 - TID #11 Half Mile Buffer
 - TID #11 Boundary
 - Parcels

Project A through J may occur anywhere within TID #11, or the area within 0.5 miles of the boundary of TID #11 in accordance with the adopted TID #11 Project Plan and Wisconsin State Statute 66.1105. Refer to the TID #11 Project Plan for more detail. Locations of public works improvements shown on the map are preliminary subject to change based on final design and approval by the City Council.

DATA SOURCES:
BASE DATA PROVIDED BY WOOD COUNTY.
AERIAL IMAGERY PROVIDED BY ESRI

0 250 500 1000 Feet

MSA
PROFESSIONAL SERVICES

APPENDIX B: BOUNDARY DESCRIPTION

TID #11 Boundary Description

(as provided in the Draxler Property Annexation Petition, dated August 6th, 2015)

PART OF CERTIFIED SURVEY MAP NUMBER'S 164, 165, 2098, 7603, 7631 AND ALL OF CERTIFIED SURVEY MAP NUMNER 9661 AND PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER AND SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 25 NORTH, RANGE 3 EAST, CITY OF MARSHFIELD, WOOD COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS.

COMMENCING AT THE WEST QUARTER CORNER OF SAID SECTION 22; THENCE S 89'23'11" E ALONG THE NORTH LINE OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER 74.96 FEET TO THE EAST LINE OF STATE HIGHWAY "13" AND TO THE POINT OF BEGINNING; THENCE CONTINUING

S 89'23'11" E ALONG THE NORTH LINE OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER 1227.65 FEET; THENCE S 0'27'59" W ALONG THE EAST LINE OF THE WEST ONE HALF OF THE SOUTHWEST QUARTER 2562.90 FEET TO THE NORTH LINE OF HERITAGE DRIVE; THENCE N 89'29' 41" W ALONG THE NORTH LINE OF HERITAGE DRIVE 646.05 FEET TO THE EAST LINE OF DRAXLER DRIVE; THENCE N 0'54'19" W ALONG THE WEST LINE OF DRAXLER DRIVE 200.49 FEET; THENCE N 0'31 '42" E ALONG THE EAST LINE OF DRAXLER DRIVE 294.66 FEET; THENCE N 89'32'23" W ALONG THE NORTH LINE OF DRAXLER DRIVE 70.00 FEET; THENCE S 0'36' 41" W ALONG THE WEST LINE OF DRAXLER DRIVE 120.27 FEET; THENCE S 0'23' 49" W ALONG THE WEST LINE OF DRAXLER DRIVE 142.02 FEET; THENCE N 89'28' 49" W 525.99 FEET TO THE EAST LINE OF STATE HIGHWAY "13"; THENCE N 0'38'25" E ALONG THE EAST LINE OF STATE HIGHWAY "13" 510.26 FEET; THENCE S 89'16'29" E 9.95 FEET; THENCE N 0"38'03" E ALONG THE EAST LINE OF STATE HIGHWAY "13" 450.13 FEET; THENCE N 0'43'27" E ALONG THE EAST LINE OF STATE HIGHWAY "13" 1372.01 FEET TO THE POINT OF BEGINNING.

Excluding all wetlands from TID #11.

RESOLUTION NO. _____

**PLAN COMMISSION
RESOLUTION APPROVING CREATION OF
TAX INCREMENTAL FINANCE DISTRICT NO. 11
CITY OF MARSHFIELD, WISCONSIN**

WHEREAS, the City of Marshfield desires to promote development, job growth, infrastructure improvements, and broaden the property tax base in the designated area of Tax Incremental Finance District No. 11; and

WHEREAS, pursuant to sec. 66.1105, Wisconsin Statutes, the Plan Commission, City of Marshfield, Wood County, Wisconsin has held a public hearing on the proposed Project Plan and Tax Incremental Finance District No. 11 (herein "Project Plan" and "District") on March 15th, 2016; and

WHEREAS, after notice as required by law, and prior to the vote on this Resolution, the Plan Commission held a hearing at which interested parties were afforded a reasonable opportunity to express their views on the proposed Project Plan; and

WHEREAS, prior to publication of notice of said hearing, a copy of the notice was sent by first class mail to the chief executive officer or administrator of the Marshfield School District, Mid-State Technical College, and Wood County; and

WHEREAS, the Project Plan, which is attached to this Resolution and incorporated herein by reference, meets all of the following requirements of sec. 66.1105, Wisconsin Statutes, to wit:

- A. Includes a statement listing the kind, number and location of all proposed public works and improvements within such District;
- B. Contains an economic feasibility study;
- C. Contains a detailed list of estimated project costs;
- D. Contains a description of the methods of financing, all estimated project costs, and the time when such costs or monetary obligations related thereto are to be incurred;
- E. Includes maps showing boundary of the District, existing land use, zoning, future land use, and proposed improvements of real property in such District;
- F. Includes proposed changes, if any, in zoning ordinances, master plan, map, building codes, and City ordinances;
- G. Contains a list of estimated non-project costs;
- H. Contains a statement of the proposed method for the relocation, if any, of persons to be displaced by District projects;
- I. Contains a statement indicating how creation of the District promotes the development of the City.

WHEREAS, the Plan Commission makes the following findings:

1. The name of the District shall be "Tax Increment Finance District #11, City of Marshfield", a mixed-use district; and
2. The boundaries of the District are described in the attached Project Plan that is incorporated by reference, and such boundaries are contiguous and of sufficient definiteness to identify with ordinary and reasonable certainty the territory included therein. Boundaries include only those whole units of property that are assessed for general tax purposes. The boundaries of the District include annexed territory that was not within the boundaries of the City within the last three years. As such, the City has pledged to pay the Town of Marshfield an amount equal to the property taxes the town levied on the territory for each of the next five years; and
3. The creation date of the District for purposes of determining the expenditure and termination periods shall be the date upon which the City Council approves a resolution adopting the Project Plan. For purposes of allocating tax increment the creation date shall be January 1, 2016; and
4. Not less than 50% of the real property in the District is suitable for mixed-use development, as defined under State Statute §66.1105(2)(cm); and
5. Newly platted residential development, as defined under State Statute §66.1105, will not exceed 35% of the area in the District; and
6. The City will only allow tax increment revenue to be spent on newly platted residential development in the District if one of the following three applies:
 - Density of the residential housing is at least three (3) units per acre, or
 - Residential housing is located in a conservation subdivision, as defined in sec. 66.1027(1)(a), Wis. Stats., or
 - Residential housing is located in a traditional neighborhood development, as defined in sec. 66.1027(1)(c), Wis. Stats.
7. The estimated percentage of territory within the District that will be devoted to retail business at the end of the maximum expenditure period is not anticipated to exceed 35 percent of the area of the District; and
8. The improvement of such area is likely to enhance significantly the value of substantially all other real property in the District; and
9. The project costs directly serve to promote orderly development consistent with the purposes for which the District is created; and
10. The equalized value of the taxable property of the District plus the aggregate value increment of all existing districts within the City does not exceed 12% of the total value of equalized taxable property within the City; and
11. The Project Plan for the District is feasible; and
12. Improvements to the District are likely to encourage and promote conformity with the City's planning policies and procedures; and
13. The development described in the Project Plan would not occur without the creation of TID #11.

NOW, THEREFORE, BE IT RESOLVED that the Plan Commission of the City of Marshfield, Wood County, Wisconsin hereby approves and adopts the Project Plan for Tax Incremental Finance District No. 11, said Project Plan being attached and incorporated by reference.

BE IT FURTHER RESOLVED, that the Plan Commission does recommend the Project Plan for adoption by the City Council for the City of Marshfield, Wood County, Wisconsin.

Dated this 15th day of March 2016.

OFFERED BY:

APPROVED BY:

Commission Member

Plan Commission Chair

SECONDED BY:

ATTESTED:

Commission Member

Plan Commission Secretary

Voted Yes:

Voted No:



City of Marshfield Memorandum

DATE: April 7, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Increased compensation for Council members

Background

On November 30th, after reviewing a survey of other cities shown below, and 3 options to increase pay for Council members, the FBP Committee selected Option #2:

<u>City</u>	<u>Pay</u>	<u>Pop.</u>	<u>Mayor/Council representation</u>
DePere	\$6,392	24,359	PT mayor & 8 Council members
WI Rapids	\$5,880	18,039	FT mayor & 8 Council members
Wausau	\$5,355	39,106	FT mayor & 11 Council members
Stevens Point	\$5,300	26,670	FT mayor & 11 Council members
Superior	\$4,800	26,869	FT mayor & 10 Council members
Marshfield	\$4,000	19,186	PT mayor & 10 Council members
Chippewa Falls	\$3,000	13,718	PT mayor & 7 Council members

- Option #1: Flat rate of \$250/month (\$3,000/year) with \$50 added for each regular meeting attended of the Council and the Council committee (Finance, Budget & Personnel or Board of Public Works) on which that member serves, to a combined maximum of 4/month. A member attending all required meetings could receive an additional \$200 per month (\$2400/year), for a total of \$5,400.
- Option #2: Flat rate of \$425/month (\$5,100/year), reduced by \$100 for any month in which a member misses 2 or more required Council/Committee meetings.
- Option #3: Flat rate of \$5,000 per year (regardless of meeting attendance).

On December 15th, the Council deadlocked 5-5, and the proposal failed. On January 12th, Councilmember Earll requested that this topic be revisited, given the level of interest.

Further analysis

While Council pay hasn't risen in 16 years, the proposed increase might have seemed too much. But it's clear that from the survey we've fallen behind other cities. To get us closer to our comparables, staff offered the following for the FBP Committee's consideration:

- Flat rate of \$375/month (\$4,500/year), reduced by \$100 per month for any month in which a member misses 2 or more required Council/Committee meetings (Board of Public Works or Finance, Budget & Personnel Committee)

This would advance us closer to comparable cities, and it would also reflect the concern that has been raised about meeting attendance.

FBP Committee action

After a brief discussion at its February 16th meeting, the FBP Committee voted 4-1 to just send this item to the full Council with no recommendation, based on the expectation that it would be debated at that time anyway. (Note: It has since been on the agenda twice, but it was postponed with the goal of having all Council members present for the discussion.)

Recommendation

Staff requests that the Council discuss this issue and provide its direction. If an increase is ultimately approved, the change won't take effect until May 1, 2018, following the April 2018 elections.