



CITY OF MARSHFIELD  
**MEETING NOTICE**

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**COMMON COUNCIL  
CITY OF MARSHFIELD, WISCONSIN  
TUESDAY, MAY 24, 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 "F" on the agenda (below) provides an opportunity for the Mayor and Council to receive comments from members of the public. If you would like to make a comment, please write your name and address and indicate your topic on a form at a table near the entrance to the Council Chambers prior to the beginning of the meeting. After being recognized by the Mayor at the appropriate time, please address the Council from the podium, first stating your name and address.

6:45 P.M. - PUBLIC HEARING - pertaining to street improvements for Project No.

- 312230 – Street Maintenance – 8th Street (Oak Avenue to Pine Avenue)
- 312230 – Street Maintenance – Pine Avenue (Magee Street to 6th Street)
- 312231 – Street Maintenance – Cedar Avenue (21st Street to 17th Street)
- 312232 – Street Maintenance – Depot Street (Willow Avenue to Cul-de-sac)
- 312233 – Street Maintenance – Hemlock Avenue (8th Street to Weister Court)
- 312233 – Street Maintenance – Weister Court (Hemlock Avenue to Cul-de-sac)
- 312234 – Street Maintenance – Maple Avenue (9th Street to 8th Street)
- 312235 – Street Maintenance – State Street (Schmidt Avenue to Adler Road)
- 312236 – Street Maintenance – Apple Avenue (29th Street to 25th Street)
- 312237 – Street Maintenance – Locust Avenue (14th Street to 17<sup>th</sup> Street)
- 312257 – Street Maintenance – Madison Avenue (19<sup>th</sup> Street to 21<sup>st</sup> Street)
- 312257 – Street Maintenance – Madison Avenue (21<sup>st</sup> Street to Washington Avenue)

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

F. At this time, the Mayor will recognize members of the public who have indicated a desire to address the Council. Upon recognition by the Mayor, persons may address the Council from the podium, first stating their name and address. The Council may take action on emergency matters introduced by members of the public.

G. Approval of Minutes: May 10, 2016 (Strategic Planning)  
May 10, 2016 (Regular Meeting)

COMMON COUNCIL AGENDA  
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- H. Consideration of a request from Bey's Bar for a variance of noise levels as permitted by Chapter 10-33(7) for a beer garden located behind Bey's Bar on July 9<sup>th</sup> from 2:00 p.m - 10:00 p.m. for a Customer Appreciation Party. There will be a DJ/Karaoke from 2:00 p.m. - 6:00 p.m. and a band from 6:00 p.m. - 10:00 p.m. Presented by Steve Barg, City Administrator

Recommended Action: Grant the variance

- I. Staff updates

- J. Mayor's Comments

1 Employee Recognitions

- a Jeff Becker, Street Division, June 3, 1981, 35 years
- b Brian Gabel, Street Division, June 7, 2011, 5 years

- K. Council Comments

- L. Reports from commissions, boards, and committees

- M. Consent Agenda:

1 Meeting minutes/reports

- a Central Wisconsin State Fair Board (October 19, 2015)
- b Central Wisconsin State Fair Board (November 16, 2015)
- c University Commission (January 21, 2016)
- d Central Wisconsin State Fair Board (February 16, 2016)
- e University Commission (February 22, 2016)
- f University Commission (March 16, 2016)
- g Parks, Recreation, and Forestry Committee (March 17, 2016)
- h Central Wisconsin State Fair Board (March 21, 2016)
- i Zoning Board of Appeals (March 22, 2016)
- j Capital Improvement Program Administrative Committee (March 29, 2016)
- k Central Wisconsin State Fair Board (April 18, 2016)
- l University Commission (April 21, 2016)
- m Fire and Police Commission (May 5, 2016)
- n Committee on Aging (May 5, 2016)
- o Economic Development Board (May 5, 2016)
- p Utility Commission (May 9, 2016)
  - 1. Job Order #5724, Upham Street Lining Project (St. Joseph's to Chestnut) at a cost of \$1,032,265.11
- q Comprehensive Plan Steering Committee (May 12, 2016)
- r Board of Public Works (May 16, 2016)
- s Judiciary and License Committee (May 17, 2016)
- t Finance, Budget, and Personnel Committee (May 17, 2016)
  - 1. Approve placing Assessor under City Administrator on organizational chart

COMMON COUNCIL AGENDA  
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u Plan Commission (May 17, 2016)

1. Resolution No. 2016-25 CUP for Our Lady of Peace Parish Columbus High School to allow a new addition on the south end of high school building, including a reconfiguration of the existing parking lot and adding an access driveway

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

- N. Presentation - update on building plans for the UW-Marshfield/Wood County's STEM project. Presented by UW-Marshfield/Wood County's STEM project manager and architect

Recommended Action: None, for information only

- O. First reading - Ordinance No. 1331, municipal code amendment request to update the City of Marshfield fence standards throughout Section 18-106. Presented by Josh Miller, City Planner

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the June 14, 2016 meeting

- P. First Reading - Ordinance No. 1334, municipal code amendment request to update Section 4-03(1)(b) regarding alderpersons compensation. Presented by Steve Barg, City Administrator

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the June 14, 2016 meeting

- Q. Request to approve Budget Resolution No. 11-2016, transferring \$1,000 from an Enbridge grant to the Emergency Medical Services Fund for the purchase of four ballistic helmets. Presented by Bob Haight, Marshfield Fire & Rescue Chief

Recommended Action: Approve Budget Resolution No. 11-2016

- R. Request to approve Budget Resolution No. 12-2016, transferring \$600,000 from the State Trust Fund Loan proceeds; \$475,000 to the TID #11 Veteran's Parkway/Highway 10 Interchange Fund and \$125,000 to the Wastewater Utility Collection System Asset Account, for construction of sewer/water extensions to serve the recently annexed Draxler property. Presented by Dan Knoeck, Director of Public Works

Recommended Action: Approve Budget Resolution No. 12-2016

- S. Request to approve Budget Resolution No. 13-2016, transferring \$100,000 from State Trust Fund Loan proceeds to the General Public Facilities Fund, New City Hall Project budget for payment of earnest money for purchase of Forward Financial, and funding for professional services related to converting this building to a new City Hall. Presented by Dan Knoeck, Director of Public Works

Recommended Action: Approve Budget Resolution No. 13-2016

COMMON COUNCIL AGENDA  
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- T. Request to approve Final Resolution No. 2016-24 regarding Improvement Projects Nos. 312230 – Street Maintenance - 8th Street (Oak Avenue to Pine Avenue); 312230 – Street Maintenance - Pine Avenue (Magee Street to 6th Street); 312231 – Street Maintenance – Cedar Avenue (21st Street to 17th Street); 312232 – Street Maintenance - Depot Street (Willow Avenue to Cul-de-sac); 312233 – Street Maintenance - Hemlock Avenue (8th Street to Weister Court); 312233 – Street Maintenance - Weister Court (Hemlock Avenue to Cul-de-sac); 312234 – Street Maintenance - Maple Avenue (9th Street to 8th Street); 312235 – Street Maintenance - State Street (Schmidt Avenue to Adler Road); 312236 – Street Maintenance - Apple Avenue (29th Street to 25th Street); 312237 – Street Maintenance – Locust Avenue (14th Street to 17th Street); 312257 – Street Maintenance – Madison Avenue (19th Street to 21st Street); 312257 – Street Maintenance – Madison Avenue (21st Street to Washington Avenue). Presented by Tom Turchi, City Engineer

Recommended Action: Approve Final Resolution No. 2016-24

- U. Request to approve agreement with Marshfield Area Community Foundation (MACF) establishing fund for donations to the Community Square project. Presented by Jason Angell, Director of Development Services

Recommended Action: Approve the agreement with MACF

- V. Approve ballot wording for street funding referendum on August 9<sup>th</sup> primary election. Presented by Steve Barg, City Administrator

Recommended Action: Approve ballot wording

- W. Establish 2017 Budget parameters. Presented by Steve Barg, City Administrator

Recommended Action: Establish parameters for the 2017 budget

- X. Staff report - planning for replacement of assessing software. Presented by Steve Barg, City Administrator

Recommended Action: None, for information only

- Y. 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."

1. Developer's agreement for project in TID #9
2. Negotiation for sale of City Hall to Gorman & Company

- Z. Reconvene into open session

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

- BB. Suggested items for future agendas

- CC. Adjournment

COMMON COUNCIL AGENDA  
MAY 24, 2016

Posted this day, May 20, 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.*

**NOTICE OF PUBLIC HEARING**

**STREET IMPROVEMENTS**

**PROJECT NO.**

- 312230 – Street Maintenance – 8th Street (Oak Avenue to Pine Avenue)
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Take notice that the Common Council of the City of Marshfield has determined that it is for the best interests of the City and properties affected to improve the following streets with the following improvements at the cost of the properties benefited thereby:

Street reconstruction, concrete sidewalk, asphalt street paving, culvert replacement and asphalt milling.

A report showing proposed plans and proposed assessments is on file in the Engineering Division Office and may be inspected there on any business day between the hours of 8:00 AM and 5:00 PM.

Further notice is given that the Common Council will hear all persons interested, their agents or attorneys, concerning the matters contained in Preliminary Resolution No. 2016-06 and the report, including proposed assessments at 6:45 PM on Tuesday, May 24<sup>th</sup>, 2016 in the Council Chambers of City Hall Plaza, 630 South Central Avenue, Marshfield, WI 54449.

Deb M. Hall  
CITY CLERK

PUBLISH: News Herald – May 13th, 2016 - LEGAL

## SPECIAL COMMON COUNCIL MEETING MINUTES MAY 10, 2016

**PRESENT:** Buttke, Cummings, Earll, Feddick, Feirer, Jockheck, Reinart, Spiros, Wagner, Zaleski  
**ABSENT:** None  
**OTHERS:** Mayor Meyer, City Administrator Barg, numerous City staff, Bob Trussoni and Dave Wasserburger (Marshfield Utilities)

Barg called the meeting to order at 5:17 p.m. in the MACCI conference room.

### Review feedback to date from committees – proposed mission/vision statements

Barg advised that the City's various committees, boards, and commissions are reviewing the proposed mission/vision statements, giving comments and suggested changes. This process should take another month or so, after which Barg will bring back their input for the Council's consideration.

### Review prioritized ranking of the recent Council/staff survey on strategic goals

Barg highlighted the survey results, noting that among the top 10 strategic goals, the areas of economic development, financial management, and infrastructure were highly represented. Discussion occurred whether certain goals are the City's responsibility, and how much can be done to achieve them.

### Identify items to include on 5-year strategic plan

After considerable discussion, the following were identified as goals for the City's strategic plan:

- Establish sustainable approach to maintaining the City's infrastructure
- Adopt comprehensive economic development strategy
- Develop communication strategy (with residents and other entities)
- Enhance long-term financial planning
- Create "determination of need" system for replacing or upgrading City facilities

Barg noted that none of the goals related to recreation/quality of life, which has been a significant part of the strategic planning conversations in the past several months. After some discussion, it was agreed to let this go until the next meeting, when maybe one more goal will be added to address this subject.

Wagner moved and Earll seconded a motion to adjourn. With no objections, Barg declared the meeting adjourned at 6:36 p.m.

Respectfully submitted,  
Steve Barg, City Administrator

**MAY 10, 2016**

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

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

**EXCUSED:** None

The flag was saluted and the pledge given.

No items were added to the agenda.

### **PUBLIC COMMENT PERIOD**

The Mayor recognized Boy Scout Troop #392 from Zion Methodist Church.

#### Those speaking in favor of E-Cigarettes/Vaping:

1. Patti Arnold, owner of Central City Vapors, 817 S. Central Avenue. She submitted some written testimonials from people that were not able to make the meeting that have used this to quit smoking.
2. Ray Kesler, M331 State Hwy 97
3. Phil Maguire, 2301 S. Madison Avenue

#### Comments:

- Vaping has saved people from cigarettes; helps people quit smoking
- Healthier alternative
- Important for vape shops to be able to use the vaporizers in the store because the people that come in that are using these to quit smoking need to be able to try the devices, flavors and find what they need. They can change the hit on it and find what they are looking for from the cigarettes and then change to vaping.
- At Central City Vapors they have a wall of success that was put up in November. Currently they have over 30 signatures on that wall. In order to get your name on the wall you have to be 30 days tobacco free or more.
- Businesses should be able to choose if they want to ban this or not.
- Vaping is subjective.

#### Those speaking against E-Cigarettes/Vaping:

1. Dave Wille, 512 S. Cypress Avenue
2. Tammy Neumann, 716 S. Oak Avenue
3. Dr. Yakub Ellias, 1123 W. Onstad Drive.
4. Destinee Coenen, Central WI Tobacco Free Coalition Coordinator.

#### Comments:

- E-Cigarettes should be treated the same as regular cigarettes.
- Health Hazard
- Nicotine delivery system
- Falling into the hands of children because of the different flavors (bubblegum, cotton candy, etc.)
- Safety of e-cigarettes is not well documented yet so at this time it should be restricted.
- E-Cigarettes are not labeled with the ingredients.
- FDA Study found cancer causing substances in half of the e-cigarette samples tested.
- Public shouldn't have to breathe these substances.

- Requested that the City include E-Cigarettes into Marshfield's Clean Indoor Air Ordinance.
- Last week the FDA issued the regulations for e-cigarettes and will be implemented on August 8, 2016. Minimum sales age will be 18 which are the same for cigarettes and other tobacco products. There will also be a prohibition against free samples.

**CC16-088** Motion by Feirer, second by Spiros to approve the minutes of the Common Council meeting of April 26, 2016.

**Motion carried**

Vickie Schnitzler, Chair of the Historic Preservation Committee, presented the City of Marshfield Stewardship Award to the North Wood County Historical Society.

Angie Eloranta, Executive Director of Main Street Marshfield, presented the John Christner Historian Award to Lori Belongia and Lorraine Markee.

### **STAFF UPDATES**

City Administrator Barg handed out the budget calendar.

Mayor's breakfast will be held on Friday, June 3<sup>rd</sup>. They are still looking for volunteers.

### **MAYOR'S COMMENTS**

None

### **COUNCIL COMMENTS**

Jason Zaleski thanked everyone for speaking during citizen comments.

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

None

### **CONSENT AGENDA**

**CC16-089** Motion by Feirer, second by Hendler to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Main Street Board of March 2, 2016; Cable TV Committee of March 28, 2016; Community Development Authority of March 29, 2016; Main Street Board of April 6, 2016; Airport Committee of April 21, 2016; Joint Review Board of April 27, 2016; Board of Public Works of May 2, 2016; Historic Preservation Committee of May 2, 2016; Judiciary and License Committee of May 3, 2016; Main Street Board of May 4, 2016; and Board of Public Works Special Meeting of May 10, 2016 as read by the Director of Public Works.

**Motion carried**

No items were removed from the consent agenda.

**CC16-090** Motion by Wagner, second by Hendler to instruct the City Attorney to draft an ordinance amending the Clean Indoor Air Ordinance to ban e-cigarettes/vaping and exempt the vape shops. Ayes – 9; Nay – 1 (Reinart)

**Motion carried**

An overview of the City's Insurance Benefits was given by Dennis Tweedale from the League of Wisconsin Municipality Mutual Insurance.

**CC16-091** Motion by Jockheck, second by Reinart to approve the assignment of the City's Cable Access Coordinator's Agreement to Branden Bodendorfer, Tri-Media. Ayes – 6; Nays – 4 (Feddick, Wagner, Zaleski and Hendler)

**Motion carried**

**CC16-092** Motion by Buttke, second by Jockheck to approve the preliminary floor plan for the Community Center, and authorize staff to work with the construction manager (Boson) to develop cost estimates.

**CC16-093** Motion by Jockheck, second by Hendler to call the question.

**Motion carried**

Vote on Motion **CC16-092**; Ayes – 8; Nays – 2 (Feddick and Wagner)

**Motion carried**

**CC16-094** Motion by Buttke, second by Spiros to suspend the rules and vote on the appointment of Ken Bargender to the Board of Review. Ayes - 10

**Motion carried**

**CC16-095** Motion by Spiros, second by Wagner to approve the appointment of Ken Bargender, 206 Hawthorn Ave. to fill the vacant position on the Board of Review. This appointment will expire in 2021.

**Motion carried**

Recessed at 9:21p.m.

Reconvened at 9:28 p.m.

**CC16-096** Motion by Buttke, second by Wagner to postpone the 2017-2021 Capital Improvement Program until the next Council meeting. Ayes – 3 (Feddick, Buttke and Hendler); Nays - 7

**Motion failed**

**CC16-097** Motion by Wagner, second by Buttke to approve the CIP with Plan B with the exception of the \$1million for the Community Center. Ayes – 8; Nays – 2 (Jockheck and Earl)

**Motion carried**

**CC16-098** Motion by Buttke, second by Hendler to approve Option #1; Municipal tax rate to be increased (one-time) by \$1 per \$1000 of assessed value, for a period of 5 years, which is expected to generate approximately \$6.8 million, to be used exclusively for major street projects (reconstructions and overlays). Ayes – 8; Nays – 2 (Feddick and Wagner)

**Motion carried**

**CC16-099** Motion by Buttke, second by Zaleski to go into closed session pursuant to Wisconsin Statutes, chapter 19.85 (1)(e) "Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

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

Roll call vote, all ayes. (Time: 9:48 p.m.)

**Motion carried**

Present in closed session: Alderpersons Feirer, Feddick, Jockheck, Earll, Wagner, Reinart, Zaleski, Spiros, Buttke, and Hendler, Mayor Meyer, City Administrator Barg, City Attorney Wolfgram, Public Works Director Knoeck, City Engineer Turchi, Finance Director Strey, City Clerk Hall and Human Resources Manager/Asst. to the City Administrator Rachu

**CC16-100** Motion by Buttke, second by Hendler to return to open session. Roll call vote, all ayes. (Time: 9:59 p.m.)

**Motion carried**

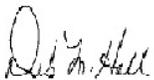
**CC16-101** Motion by Wagner, second by Feirer to approve the Agreement with Forward Financial to purchase the Forward Financial building.

**Motion carried**

Future Agenda Items

None

There being no further business the Mayor adjourned the meeting at 10:01 p.m.



Deb M. Hall  
City Clerk

To: J.L.C. and Common Council

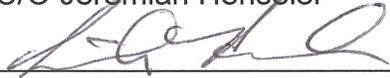
I would like to request a noise variance for July 9<sup>th</sup> from 2:00 p.m. - 10:00 p.m.  
For the purpose of a beer garden behind Bey's Bar.

DJ/Karaoke from 2:00 p.m. - 6:00 p.m.

Band from 6:00 p.m. - 10:00 p.m.

Bey's Bar

C/O Jeremiah Henseler



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# Central Wisconsin State Fair

Board Meeting Minutes – October 19, 2015 at Fair office

**Present:** Andy Keogh, Bob Ashbeck, Jeff Hartman, Jeff Viergutz, Larry Gilbertson and Marilyn Heiman

**Absent:** Carol Kerper, Keith Kay, Mike Feirer, Rob Posteluk and Sara Schmitt

**Non Board Members Present:** Adam Fischer, Executive Director

**Meeting called to order** by Larry Gilbertson at 7:35 PM

**Minutes from the September 21, 2015 Meeting:** A motion was made to accept the minutes by Andy Keogh and seconded by Jeff Hartman. The motion carried.

**Financial Report:** The financial report was given by Adam Fischer. Fischer went through each account giving a summary of the account and gave an update on the land sale. Discussion followed. A motion was made by Andy Keogh and seconded by Jeff Hartman to approve the financial report along with paying the debt down by allocating \$75,000 to the Line of Credit, \$50,000 to interest and other long term debt and \$20,000 to be paid toward the short term debt. The motion carried.

**Executive Directors Report:** Adam Fischer went through the Executive Director Report and talked about all of the planning for the 2016 Fair and some changes Fischer has made to the office. Fischer also discussed the sponsorship meetings he has been having to increase sponsorship revenue for the Fair.

**Junior Fair Report:** Larry Gilbertson gave the Junior Fair and Market Animal Sale Committee Report in the absence of Sara Schmitt. It was brought up that members of the Market Animal Sale Committee would like to address the Fair Board. It was decided through consensus that this should go through the Executive Director.

**Fair Commission Update:** Bob Ashbeck gave a short update on the Fairgrounds Commission.

## **Old Business:**

**Organizational Chart:** Adam Fischer handed out a proposed organizational chart for the Fair Board to review and vote on at a future meeting. Discussion followed.

## **New Business:**

**Strategic Planning:** Adam Fischer proposed to the Board that they plan to participate in a series of strategic planning sessions in early 2016. Discussion followed. Andy Keogh made a motion to have the Executive Director plan a series of strategic planning meetings in early 2016 after the Fair and City meet to discuss the future of the Fairgrounds. Jeff Viergutz seconded the motion. Motion carried.

**Staff Policy Manual:** Adam Fischer shared with the Board about the creation of a new staff policy manual that he will be bringing to the Board for their review in early 2016. The Board was pleased with this and was eager to see the new policy manual.

A motion was made by Bob Ashbeck and seconded by Jeff Hartman to adjourn the meeting. The motion carried. Meeting adjourned at 9:30 p.m.

Submitted by Andy Keogh  
Authored by CWSF Staff

**CENTRAL WISCONSIN STATE FAIR  
BOARD MINUTES  
November 16, 2015  
7:30 PM**

**ROLL CALL:**

**Present:** Marilyn Heiman, Bob Ashbeck, Larry Gilbertson, Andy Keogh, Rob Posteluk, Jeff Hartman, Sara Schmitt, Mike Feirer,

**Other:** Adam Fischer-Executive Director

**Absent:** Keith Kay Jeff Viergutz, Excused: Carol Kerper

Called to order at 7:33pm.

**Minutes of the October 19, 2015 Regular Board Meeting** Minutes were approved as presented.

**Financial Report: Marilyn Heiman.** Marilyn directed the board to the balance sheet page and discussion followed. Loan balances were reviewed along with the closing of the property sale with the City. Treasurer's report stood approved as presented.

**Executive Director's Report:** Adam Fischer commented on the following:

- Reorganization of the UW extension and how this may affect our Jr. Fair
- Capital Improvement fund and a priority list plan
- Marketing committee report: Changing the advertising approach, and the recommendation to combine the Jr. Fair and Open class books with a separate Entertainment Guide. Two books replacing three. Also to do this project in house. The current arrangement with Buyers Guide will see a major cost increase. Discussion followed concerning cost of production and staff requirements doing this in house. It was moved by Jeff Hartman and seconded by Marilyn Heiman to bring the fair books to in house production and to have two books in place of three. Motion carried.
- Adam discussed the issue of paying superintendents and assistant superintendents in open show. As all the livestock superintends take no compensation it is suggested to move to an entire volunteer based open show. Following discussion, Sara Schmitt moved to eliminate paying superintendents and assistant superintendents in the open show. Andy Keogh seconded the motion. The motion carried.
- Adam brought forth an admission price sheet and times proposal for all the various tickets for the 2016 Fair. Discussion. This matter was tabled for more consideration and information to be revisited next month. Jeff Hartman asked how we are coming on getting more help in the office. January we will begin searching for a replacement for Shirley who will be retiring sometime during the next year up through the 2016 Fair. Jeff pointed out this needs to be a priority.

**Jr Fair Report:** No market sale meeting. Jr Fair: The Dairy committee has given resistance to an accounting of their books. This will be rectified. Sara Schmitt discussed the policies of the Jr Fair Board and how the rep to the Fair Board is chosen. This may be considered for change in the future. Currently the Jr Fair president elect is the rep.

**Fair Commission Report:** No meeting. Mike Feirer commented a meeting is coming up December 10. Larry Gilbertson informed Mike of the Market Committee's desire to add fan tube ventilation to the swine barn along with eve tough over the hog wash rack.

**Old Business:** None

**New Business:**

Jeff Hartman asked about release times for the animals on the last day, Monday, of the Fair. An earlier release time is requested of 2pm. Due to the late afternoon demo derby show an early release would leave the grounds empty for fairgoers to see exhibits before the last show of the Fair. As no consensus was agreed on, this will be revisited next meeting.

Copies of the proposed budget were distributed and Larry Gilbertson walked the Board through line by line. Comments and discussion took place along with the concern with holding to the approved budget. Rob Posteluk moved, seconded by Jeff Hartman to approve the budget as presented. Motion carried.

Mike Feirer discussed the issue of managing the Fair Grounds. This generated comments and discussion.

The Board was reminded the next meeting elections will be held and it is our annual meeting. Jeff Hartman questioned about the attendance policies of the Board. This needs to be addressed in the Bylaws. No action taken.

Jeff Hartman moved to adjourn, Marilyn Heiman seconded, and the meeting was declared adjourned at 9:47pm. The next meeting will be held at 7:30 pm on December 21, 2015.

Submitted by Andy Keogh, Secretary

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION MEETING OF  
JANUARY 21, 2016

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

Present: Rozar, Breu, Earll, Spiros, Montgomery and Machon. Feddick joined the meeting at 5:20 p.m.

Absent: Meyer, Pliml.

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

Machon declared a quorum present.

There were no citizens' comments.

Motion (Breu/Spiros) to approve and place on file the minutes of the November 12 meeting (correction from agenda listing November 19), and the November 16, December 9 and December 14, 2015 special meetings. Motion carried. (Minutes on file.)

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

Motion (Earll/Spiros) to approve and place on file the list of bills. Motion carried. (List of bills on file.)

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

Following a detailed breakdown of the Five-Year Capital Plan, there was a motion (Spiros/Earll) to approve the plan as presented. Motion carried. (C.I.P. on file.)

Motion (Feddick/Spiros) to approve the contract with Point of Beginning for Property Survey and the contract with Brey Architects – pending final review and approval by Peter Kastenholz. Motion carried. (Contracts on file.)

Discussion followed regarding authorization to approve S.T.E.M. project contracts. Motion (Rozar/Breu) to appoint Gordy Earll as the Commission representative on a Steering Committee for the project. Motion carried. Other Committee members will be representatives from Miron Construction, Michelle Boernke and Brian Panzer. Motion (Rozar/Earll) to appoint the Commission bookkeeper to sign contracts after being reviewed by the Steering Committee. Motion failed. Motion (Rozar/Breu) that subcontractor contracts will be handled by the project manager with Boernke appointed to sign contracts on behalf of the Commission until her new position begins and then it shall be the new Regional Building & Grounds Superintendent, and that any other contracts will be approved by the full Commission. Motion carried.

Dean Montgomery reported that Semester II classes begin Monday and that he has been busy traveling between the four for which he is Regional Dean, attending Rotary meetings and Wood County Board meetings. He hopes to attend a City of Marshfield meeting soon.

There was no other business.

The next regular meeting date is May 19, 2016, but a special meeting may be required to discuss environmental findings.

Chair Machon declared the meeting adjourned at 6:23 p.m.

*Minutes taken for Gordon Earll, Secretary, by Marcie Kozickowski*

**CENTRAL WISCONSIN STATE FAIR  
BOARD MINUTES  
February 16, 2016  
7:30 PM**

**ROLL CALL:**

Present: Board Members: Andy Keogh, Bob Ashbeck (County), Carol Kerper, Jeff Hartman, Jeff Viergutz, Kathy Banks, Larry Gilbertson Lisa Blanchard (Jr. Fair) and Sara Schmitt

Adam Fischer-Executive Director

Absent: Mike Fierer (City)\_\_\_\_\_

The meeting of the Central Wisconsin State Fair was called to order at 7:30pm in the Fair Office boardroom.

**Minutes of the January 18, 2016 Board Meeting** It was moved by Andy Keogh, seconded by Kathy Banks to approve the minutes. Minutes were approved as presented.

**Financial Report:** Adam Fischer directed the board to the balance sheet and reviewed all the account balances. Discussion followed. Jeff Hartman moved to accept the financial report and Carol Kerper seconded. Motion carried.

**Executive Director's Report:** Adam Fischer provided an Executive Director report. Fischer shared detailed information about the sponsorships that have been coming in and further information about the entertainment. It was the consensus of the board to increase the entertainment budget with the increases in sponsorships. Fischer also shared that he has already begun looking to hire an additional staff person. Fischer and Bob Ashbeck also discussed some changes with UW Extension and how that could impact the Junior Fair. Fischer also gave an update on the contract with A&P Carnival. Fischer gave a brief update on the Horse Pull. The report was approved as presented.

**Consent Agenda:** The Consent Agenda was approved as presented.

**Fair Commission Report:** Adam Fischer gave an update on the Fairgrounds Commission. It was noted that the Commission unanimously approved the building of the stage. Fischer shared the Commission's concerns about the ventilation system in the Hog Barn. Discussion followed. The report was approved as presented.

**Other Business:**

Jeff Hartman shared some ideas he had about new exhibits and displays that could be brought to the Central Wisconsin State Fair. Discussion followed.

Larry Gilbertson brought up the discussion about release times. It was decided to keep the release times as is for the 2016 Fair.

Meeting adjourned at 9:00 pm.

Recorded by: CWSF Staff  
Submitted by: *Anthony Banks*

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION SPECIAL  
MEETING OF FEBRUARY 22, 2016

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

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

Absent: Meyer and Pliml.

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

Machon declared a quorum present.

There were no public comments.

Motion (Earll/Feddick) to table agenda item #5 to the next special University Commission meeting. The motion carried.

Motion (Rozar/Feddick) to approve NorthStart Environmental Testing, LLC as environmental consultant. The motion carried. (Proposals on file.)

Chair Machon noted the necessity of tabling agenda item #5 was due to information received as a result of a meeting today with the project manager and architects.

Meeting adjourned at 5:22 p.m.

*Minutes taken by Marcie Koziczkowski for Gordon Earll, Secretary.*

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION SPECIAL  
MEETING OF MARCH 16, 2016

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

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

Absent: Meyer

Also present: Michelle Boernke, Assistant Campus Dean for Administrative & Financial Services and Brian Panzer, Building & Grounds Superintendent and Marcie Koziczowski, University Commission Bookkeeper, as well as representatives from Bray Architects and Miron Construction.

Machon declared a quorum present.

There were no public comments.

With no objection, agenda items 5 and 6 were combined to one action item. Motion (Rozar/Spiros) to select the site/design option and schematic design for the S.T.E.M. building as recommended by the Steering Committee. Following discussion, the motion carried.

Motion (Feddick/Spiros) to award the contract for the summer roofing project to the low bidder, Quality Roofing, at a cost of \$41,456. The motion carried.

Chair Machon thanked Commissioner Earll for his work with the S.T.E.M. building Steering Committee and Dean Montgomery reported that faculty have been invested in the design.

Meeting adjourned at 6:07 p.m.

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

**CITY OF MARSHFIELD**  
**PARKS, RECREATION AND FORESTRY COMMITTEE**  
**March 17, 2016 Meeting Minutes**

**I. CALL TO ORDER:**

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

**ROLL CALL:**

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

Also Present: Justin Casperson, Parks and Recreation Director; Kelly Cassidy, Parks and Recreation Supervisor; Josh Skattum, Zoo Assistant; and Nathaniel Fore, UW-Stevens Point Student

**II. APPROVAL OF MINUTES:**

**PR16-09** Motion by Faber, seconded by Reinart to approve the February 11, 2016 Parks, Recreation, and Forestry Committee meeting minutes. Motion Carried Unanimously.

**III. PUBLIC COMMENT:**

None

**IV. OLD BUSINESS:**

None

**V. NEW BUSINESS:**

**A. Zoo Education Program:**

Josh Skattum and Nathaniel Fore gave a presentation on the Zoo Education programs that will be taking place this spring.

**B. 2016 Summer Program:**

Kelly Cassidy presented information about offering a summer all day camp at the Oak Avenue Community Center after hearing that the YMCA's summer camp filled so quickly. We will be offering a day camp from 7:30 am – 5:30 pm. This will be advertised in our summer brochure.

**C. 2017 – 2021 CIP:**

Justin Casperson updated the committee on the 2017 projects that are in the CIP.

**VI. REPORTS:**

**A. Zoological Society:**

No Report

**B. Recreation:**

1. Library/Community Center Project – Floor plans are being worked on for the community center.

**Winter Programs**

1. Tennis/Racquetball continues to be busy. As the weather gets nicer outside we will start to have less reservations.

2. We are offering tennis lessons for the grade school children which started March 8<sup>th</sup> and will run for 6 weeks.

3. Pickleball is being held at OACC on Tuesday nights from 6-8 pm and Thursday afternoons from 1-3 pm. Once volleyball ends in March, we will be offering a Thursday night session from 6 – 8 pm.

4. Open Gym & Swim is done for the winter session. This concluded on Wednesday, March 16<sup>th</sup>.

5. Early Bird Lap Swim and Aquacise for the winter session will continue to be held through April 7<sup>th</sup>.

**Ice Rinks**

1. Outdoor Ice Rink closed for the season Friday, February 26<sup>th</sup>.

2. Indoor Ice Skating held their last day on Monday, February 15<sup>th</sup>.

**Adult Athletic Leagues**

1. Adult volleyball leagues are starting to wrap up; Thursday, March 24<sup>th</sup> will be the last evening.

### Summer Programs

1. Summer brochure is being organized and will be out to the public on Friday, April 15<sup>th</sup>. We are working with Heinzen Printing to put this brochure together.
2. Summer returning staff letters have gone out to the seasonal staff that worked last summer. These are due back in our office on Friday, March 25<sup>th</sup>.

### **C. Parks & Zoo**

1. Winter Parks Maintenance Operations – Park staff has begun the spring start up process. We have started installing water meters and charging restrooms. Playground inspections and swing installations have begun. Litter pick-up and branch collecting will be ongoing.
2. Forestry – No update
3. Fairgrounds – No update
4. Zoo – The Zoo Intern and Zookeeper Assistant positions have been filled. Maintenance staff has been performing improvements in the Hay Barn. We have been working on acquiring a new animal transport trailer, which we hope to pick up next week and have ready for acquiring a new Big Horn Sheep in April. New educational programs are scheduled to start in April

### **D. Director**

1. Hackman Field Storage Building – The Hackman field storage building bid opening was held on February 25<sup>th</sup>. Bids were submitted by eight companies for the project. All bids came in over the budgeted estimate. The Department is working with local baseball groups and the schools for financial assistance. The project will be presented at the April 4<sup>th</sup> Board of Public Works meeting.
2. Zoo Maintenance Building – The zoo maintenance building design is being drafted. The goal is to move all of the zoo operations into one building to improve efficiency. We hope to complete the project in 2016, however understand if the project gets pushed back to 2017.
3. Community Center – The Community Center design phase is going well. The Common Council walked through the building on March 3<sup>rd</sup> to determine the desire to relocate the chambers if City Hall moves to the Forward Financial Building.
4. Fairgrounds – There have been two fairgrounds long term planning meetings. The goals of the meetings are to ensure the fair's sustainability, increase property usage, define stakeholder's roles, streamline event management, improvement of facilities, and develop clear communication.

### **E. Committee:**

None

**VII. NEXT MEETING:** 5:30pm, April 14, 2016.

**VIII. ADJOURNMENT:** **PR16-10** Motion by Reinart, seconded by Viegut to adjourn. Motion carried unanimously. Meeting adjourned at 6:15 p.m.

Respectfully Submitted: Kelly Cassidy, Parks & Recreation Supervisor

**CENTRAL WISCONSIN STATE FAIR  
BOARD MINUTES  
March 21, 2016  
7:30 PM**

**ROLL CALL:**

Present: Board Members: Andy Keogh, Bob Ashbeck (County), Carol Kerper, Jeff Hartman, Jeff Viergutz, Larry Gilbertson, Lisa Blanchard (Jr. Fair) and Sara Schmitt

Adam Fischer-Executive Director

Absent: Kathy Banks and Mike Feirer (City)

The meeting of the Central Wisconsin State Fair was called to order at 7:31 pm in the Fair Office boardroom.

The Orders of the Day were suspended to allow a representative from the Lion's Club (Ken Zittleman) to address the Board of Directors over their concerns regarding the nonprofit food vendors paying 15% of their sales to the Fair. Following, the meeting returned to the Orders of the Day.

**Minutes of the February 16, 2016 Board Meeting** It was moved by Andy Keogh, seconded by Sara Schmitt to approve the minutes as presented. Minutes were approved.

**Financial Report:** Larry Gilbertson directed the board to the balance sheet and reviewed all the account balances. Adam Fischer and Larry Gilbertson also directed the board to the Budget to Actual report and reviewed the various line items. Discussion followed.

Larry Gilbertson brought forward the possibility to prepay the loan note due in October. The Board discussed their desire and concerns to early pay the loan note to Forward Financial Bank. Adam Fischer recommended that the board pay half now and review things over the next couple months to see when and how much we could continue to pay down before October. Discussion followed.

It was moved by Andy Keogh, seconded by Sara Schmitt to pay half now and look at it in a month. The motion carried.  
The Financial Reports stand as presented.

**Consent Agenda:** Includes: Nominating Committee report. Jeff Hartman moved to approve the Consent Agenda. Carol Kerper seconded the motion. Motion carried.

**Executive Director's Report:** Adam Fischer provided an Executive Director report. Fischer gave a detailed update about the 2016 Sponsorships that have been coming in and further information about the Grandstand Entertainment. Fischer also gave an update about the Draft Horse Committee, Needed Superintendents, the Strategic Planning meetings with the City of Marshfield and Wood County. Also discussed was a letter delivered to the Fair Board from the Farm Bureau concerning their supply trailer



## ZONING BOARD OF APPEALS MINUTES OF MARCH 22, 2016

Meeting called to order by Chairperson Gerl at 5:03 p.m. in the 1<sup>st</sup> Floor Conference Room, Suite 108, City Hall Plaza.

**PRESENT:** Ed Gerl, Richard Kenyon, Robert Lewerenz, Dean Markwardt and 2<sup>nd</sup> Alternate Adam Wegner

**Excused:** Ken Bargender

**ALSO PRESENT:** Zoning Administrator Schroeder, Bill Schofield, David Johnson, Joe Fonti and Deputy Clerk Panzer

**ZB16-05** Motion by Markwardt, second by Lewerenz to approve the minutes of February 9, 2016 as submitted. All Ayes.

**Motion carried.**

Deputy Clerk read the variance request of Joe Fonti representing the Marshfield Mall, to increase the maximum building coverage of a lot, to allow a building addition located at 503 East Ives Street. Section 18-35(7) states that the maximum building coverage of a lot for nonresidential uses is 40 percent in properties zoned "CMU" Community Mixed Use. The existing development currently exceeds the maximum lot coverage allowance, approximately covering 47 percent of the lot. The proposed addition will increase the lot coverage by approximately 6 percent. This addition would bring the total lot coverage to roughly 53 percent, which would be an approximate variance of 13 percent.

### **Background**

The Marshfield Mall with the address 503 West Ives Street is currently located across three separate parcels: 33-03216BA, 33-03216, and 33-03216C. The exact history of how this structure came to be about at its existing condition being located across three properties is unknown. The ownership of these three properties is made up of multiple parties, which restrict all of the properties from being combined into one lot. Malls 4 U owns the property furthest to the west, parcel 33-03216BA and a group of individuals own the other two parcels, 33-03216 and 33-03216C; however, to add to the confusion Malls 4 U, has a current land lease in place with the group of individuals who own the other two properties giving them rights to the property.

With plans to bring a new tenant into the Mall, the Applicant is currently working on constructing an addition approximately 25,000 square feet near the southeast corner of the Mall site. The location of the addition is proposed to be constructed across two properties, parcels 33-03216 and 33-03216C. In order to meet the standards of the Building Code and the Zoning Code, these two properties must be combined into one lot/tax parcel.

Further reviewing the project, even if the two parcels, 33-03216 and 33-03216C are combined into one lot, the proposed addition would still increase the building lot coverage further past the maximum building lot coverage for the "CMU" Community Mixed Use Zoning District. This leaves the Mall with two options: 1.) Transfer the ownership of all the properties under one party which would allow all three lots to be combined and meet the maximum building lot coverage or 2.) Get a variance to grant a waiver from the maximum building lot coverage requirement.

### **Analysis**

Discussing these options described above, the Applicant has explained that option 1 is simply not possible or at all feasible because they cannot force a group of owners to sell them their property. This leaves us with the second option of requesting a variance to allow the project to move forward.

Section 18-35(7) states that the maximum building coverage of a lot for nonresidential uses is 40 percent in properties zoned “CMU” Community Mixed Use. Viewing the parcels, 33-03216 and 33-03216C, as one lot, the existing development currently exceeds the maximum lot coverage allowance by approximately 7 percent, covering 47 percent of the lot. This makes the existing lot a legal nonconforming situation. The proposed addition would increase the lot coverage by approximately 6 percent, bringing the final lot coverage to roughly 53 percent, which is approximately a 13 percent variance.

Although the proposed development simply cannot meet the zoning code requirements, it can be taken into account that the Marshfield Mall is one site and functions as one development. If we were to take into account the third parcel, 33-03216BA, even though it is technically located on a separate lot, the existing development and proposed development would meet the minimum lot coverage. Using the information provided by the Assessor Department the total area of all three lots is 861,515 square feet. The existing building footprint of the Mall is 282,454 square feet. The proposed addition, per the state approval and the plan set is 25,584 square feet, for a total proposed square footage of 308,038 square feet. Using these figures the Mall site, including all three parcels, has a building coverage of 35.8 percent, which is under the maximum allowable building coverage of 40 percent.

### **Statement of Facts**

1. The subject property is 503 E Ives Street.
2. The Marshfield Mall is currently located across three separate parcels: 33-03216BA, 33-03216, and 33-03216C.
3. The Applicant is Joe Fonti, part owner of Malls4U representing the Marshfield Mall.
4. Mall4U, LLC is the property owner of parcel 33-03216BA.
5. The property owners of parcels 33-03216 and 33-03216C are a group of individuals including:
  - a. Ted and Shirley Cichonski – 50%
  - b. Anderson Connor – 10%
  - c. Thelma Connor – 10%
  - d. Kathryn Kent Connor – 10%
  - e. Daniel Rupar – 10%
  - f. Anderson Connor, Jr. – 10%
6. To meet building and zoning code requirements, parcels 33-03216 and 33-03216C are required to be combined.
7. The existing development already exceeds the 40 percent maximum building lot coverage by approximately 7 percent.
8. The proposed addition will increase the building coverage for this lot by approximately 6 percent, for a total building coverage of 53 percent.

### **Applicable Ordinance Section(s)**

1. Section 18-35(7) requires a maximum building coverage of a lot for nonresidential uses in the “CMU” Community Mixed Use zoning district is 40 percent.

### **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 harm the public, in fact the variance will serve the best interest of the people of Marshfield. The variance will result in promoting economic growth in the City of Marshfield by adding a national retailer in the Mall.”*

**(Will substantial justice be done by granting the variance?)** *“The granting of the variance will promote substantial justice. Marshfield citizens look at the Mall land and buildings as one shopping complex, the fact that the land is owned by different property owners should not impinge on the best use of this land to increase the square feet of buildings at this Mall complex. The overall Mall complex building currently occupy 30.4% of the land area of the Mall complex and with the proposed 25,000 square foot addition, the buildings would total 33.3% of the land area.”*

**(Is the variance needed so that the spirit of the ordinance is observed?)** *“The Mall buildings are in an unusual placement in relation to the land that is owned by Malls 4 U, LLC and the Ground Lessor’s, the Connor’s and Cichonski’s. This same building configuration has existed since 1979 and since 1979 the Connor’s and Cichonski’s have owned 11 acres of the Mall complex and various Mall owners have owned the 8.78 acres that make up tax parcel 33-03216BA.”*

**(Due to special conditions, will a literal enforcement of the provisions of the zoning ordinance result in unnecessary hardship?)** *“The ordinance does result in undue hardship to the Mall property owners and will result in land locking the Mall from any further development of the Mall property. The Mall which comprises almost 20 acres could not bring the proposed national retailer that would greatly benefit the Mall and the other stores in the mall. The Mall is viewed as an entire complex and only 33.3% of the land that comprises the Mall complex would be occupied by buildings*

Although making a determination to grant a variance is based on whether it meets all the criteria described under our local ordinance, state statutes, and case law, there are multiple justifications as why the criterion is met: no harm to public interest, viewing the lot as one site meets the intent of the code, the unique property boundaries splitting the building with multiple owners was existing, and there is no reasonable additional uses without such approval.

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. As described above being an existing property splitting the current building with multiple interests could arguably be a unique property limitation specific to this property.

### **Zoning Board of Appeals Options**

1. To grant the variance.
2. To deny the variance.
3. Table the request for further study.

Chairperson Gerl opened the public hearing.

Comments: None

Chairperson Gerl declared the public hearing closed.

**ZB16-06** Motion by Lewerenz, second by Kenyon to grant the variance request of Joe Fonti representing the Marshfield Mall, to increase the maximum building coverage of a lot, to allow the building addition located at 503 East Ives Street for the following reasons:

- Granting this variance will result in promoting economic growth for the City of Marshfield.
- Bringing in a national retailer will promote a substantial justice to the Marshfield citizens.
- Nobody knows why the property is split up or why it all got this way, but as long as all parties have long term agreements it should be looked at as one property and that follows the spirit of the ordinance.

The proposed building addition will increase the lot coverage by approximately 6 percent. This addition would bring the total lot coverage to roughly 53 percent, which would be an approximate variance of 13 percent.

All Ayes.

**Motion carried**

Motion by Kenyon, second by Markwardt to adjourn at 5:34 p.m.

**Motion carried**

Lori A. Panzer  
Deputy City Clerk

CAPITAL IMPROVEMENT PROGRAM ADMINISTRATIVE COMMITTEE  
Minutes of March 29, 2016

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

Member Absent: Ed Wagner & Mike Feirer

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

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

**CIP16-06** Motion by Wood, second by Buttke to approve the minutes from the March 17, 2016 meeting

**Motion carried**

**CIP16-07** Motion by Keogh, second by Wood to approve deleted projects as follows:

AI-N-3821	Construct Hangar Area Including Taxiway	Delete \$30,000 in 2017 (Operating Fund)
PR-L-2855	Parks Forestry Improvement Program	Delete project as follows: \$20,000 (Operating Funds) in 2017; \$20,000 (Room Tax) in 2018; \$20,000 (Room Tax) in 2019; \$20,000 (Room Tax) in 2020; \$20,000 (Operating Funds) in 2021

**Motion carried**

**CIP16-08** Motion by Buttke, second by Keogh to approve the non-year projects as follows:

EN-C-1837	West 5th Street - Chestnut to Oak - Reconstruction	Move to non-year. Total project cost is \$1,160,000. Funding as follows: \$860,000 borrowed funds - recurring projects and \$300,000 fees-Wastewater Utility
EN-D-1851	Arnold Street - Peach to Elm - Reconstruction	Move to non-year. Total project cost is \$224,000 (borrowed Funds - recurring projects)
EN-D-2114	Grant St. - Central to Chestnut - Street Reconstruction	Move to non-year. Total project cost is \$237,000. Funding as follows: \$158,000 borrowed fund - recurring projects and \$79,000 fees - wastewater utility
EN-D-2133	9th - Central to Chestnut & Chestnut	Move to non-year. Total project cost is \$842,000. Funding as follows: \$787,000 borrowed fund - recurring projects and \$55,000 fees - wastewater utility

EN-D-2175	Broadway Ave - Blodgett to North - Reconstruction	Move to non-year. Total project cost is \$500,000. Funding as follows: \$392,000 borrowed fund - recurring projects, \$16,000 operating funds and \$92,000 fees - wastewater utility
EN-D-2241	Cleveland Street - Walnut to Doege - Reconstruction	Move to non-year. Total project cost is \$840,000. Funding as follows: \$638,000 borrowed fund - recurring projects and \$202,000 fees - wastewater utility
EN-D-2243	Blodgett Street - St. Joseph to Wood - Reconstruction	Move to non-year. Total project cost is \$658,000. Funding as follows: \$601,000 borrowed fund - recurring projects and \$57,000 fees - wastewater utility
EN-D-2247	Laurel Ct. - Laurel St. to Cul-de-sac - Reconstruction	Move to non-year. Total project cost is \$253,000 (borrowed funding - recurring projects).
EN-D-2248	Schmidt Ave - State to Ives - Reconstruction	Move to non-year. Total project cost is \$1,072,000 borrowed fund - recurring projects in 2021
FM-K-3913	City Hall Plaza Carpet Replacement	Move to non-year. Funding is operating funds in the following years: 2019 \$25,000, 2020 \$39,000, and 2021 \$40,000
FM-K-3924	City Hall Plaza - Electrical Upgrade	Move to non-year. Total project cost is \$124,000 borrowed - recurring projects in 2021
FM-K-3927	City Hall Plaza Access Control System	Move to non-year. \$45,000 borrowed - recurring projects (2019) and \$45,000 borrowed - recurring projects (2020)
FM-K-3942	City Hall Asbestos Removal	Move to non-year. \$40,000 operating funds in 2020
FM-K-3950	City Hall Plaza Penthouse Electrical Update	Move to non-year. \$28,000 operating funds in 2020
FM-K-3955	City Hall 1st Floor East Roof	Move to non-year. \$40,000 borrowed funding - recurring projects in 2017
FM-K-3958	City Hall Plaza Basement Air Handler Replacement	Move to non-year. \$20,000 in 2017 and \$196,000 in 2018 borrowed - recurring projects
FM-K-3963	City Hall Plaza Parking Lot Slurry Seal	Move to non-year. \$93,000 in 2019 borrowed funds - recurring projects
FM-K-3964	City Hall Plaza Boiler Replacement	Move to non-year. \$21,000 in 2021 borrowed projects - recurring projects
PR-L-2804	Playground Improvement Program	Move \$25,000 in 2017 (operating funds) to non-year
PR-L-2845	Adler Road Trail	Move to non-year. \$40,000 in 2018 operating funds and \$355,000 in 2019 borrowed - non-

recurring projects

PR-L-2849	UW Arboretum Trail	Move to non-year. \$85,000 in 2021 operating funds
PR-L-2852	E. 4th Street Trail	Move to non-year. \$40,000 in 2019 room tax and \$315,000 in 2020 borrowed - non-recurring projects
PR-L-2853	Galvin Avenue Trail	Move to non-year. \$20,000 operating funds
PR-L-2863	Park Master Plan move to non-year	Move to non-year. \$10,000 in 2017, \$10,000 in 2018, and \$10,000 in 2021 operating funds
SW-G-6773	North Hills Storm Sewer	Move to non-year. \$154,000 in 2021, borrowed funds - recurring projects
UW-K-7338	UW 2019 Project	Move \$50,000 (operating) to non-year which is funding for the kitchen remodel
UW-K-7340	2021 Project	Move \$50,000 (borrowed-recurring funds) to non-year which is the funding for the City Soccer/parking lot and fence

**Motion carried**

**CIP16-09** Motion by Earll, second by Wood to approve the Airport changes as follows:

AI-N-3823	Construct Parallel Twy to Rwy 16/34	Change funding as follows: \$9,000 in 2020 from operating funds to borrowed -recurring projects
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**Motion carried**

**CIP16-10** Motion by Earl, second by Buttke to approve Emergency Management changes as follows:

EM-N-5509	Hwy 13/Spencer Em Warning Siren Replacement	Move from 2017 (\$18,000 operating) to 2018 (\$18,000 borrowed - recurring projects)
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**Motion carried**

**CIP16-11** Motion by Wood, second by Buttke to approve Engineering changes as follows:

EN-D-2108	Alley Reconstruction - Central/Maple - 5th/6th	Move from 2017 (\$88,000 borrowed - recurring projects) to 2019 (\$88,000 borrowed - recurring projects).
EN-F-2204	Traffic Signal Interconnect - Central & Vets Pkwy	Move project to 2021 and reduce funding/change funding source from \$120,000 (operating) to \$60,000 (borrowed - recurring project)
EN-F-2250	McMillan & St. Joes - Traffic Signals or Roundabout	Move funding in 2020 (\$250,000 borrowed - recurring projects ) to 2021 (\$250,000 borrowed - recurring projects)

EN-J-1796 Sanitary Sewer Lining - City Wide

Increase funding as follows: 2018 \$92,000 and 2019 \$202,000, Reduce funding in 2021 by \$94,000. Funding is Fees - Wastewater Utility

**Motion carried**

**CIP16-12** Motion by Keogh, second by Earll to approve Facility Management changes as follows:

FM-K-3968 Forward Financial Building - Purchase & Remodel Change funding in 2017 from \$75,000 operating funds to \$75,000 borrowed - recurring projects

**Motion carried**

**CIP16-13** Motion by Buttke, second by Wood to approve Park and Recreation changes as follows:

PR-L-2808 Softball Facility Move funding in 2018 to 2019 and increase project by \$10,000 (room tax). Change funding \$30,000 (operating) in 2019 to room tax. Total Room Tax in 2019 is \$110,000

PR-L-2843 Parks Maintenance Building Change funding in 2020 from \$15,000 (operating) to \$15,000 (room tax)

PR-L-2847 Zoo Welcome Center and Cougar Exhibit Change funding in 2018 from \$375,000 (borrowed-nonrecurring projects) to \$200,000 (donations), \$20,000 (room tax) and \$155,000 (borrowed - recurring projects)

PR-L-2854 Parks Asphalt Maintenance Program Change funding in 2017 from \$20,000 (operating) to \$20,000 (borrowed-recurring projects)

PR-L-2857 Parks ADA Improvement Program Increase project in 2020 by \$5,000 (room tax)

**CIP16-14** Motion by Keogh, second by Wood to approve Police Department change as follows:

PD-K-5706 Roof Replacement Move project from 2018 (\$54,000 operating funds) to 2019 (\$54,000 operating funds)

PD-K-5707 Automation Control Move project and change funding as follows: from \$60,000 in 2017 (operating) to \$60,000 in 2018 (borrowed - recurring projects)

PD-K-5711 Emergency Generator Replacement Move project and change funding as follows: from \$53,000 in 2021 (operating) to \$53,000 in 2019 (borrowed - recurring projects)

**Motion carried**

**CIP16-15** Motion by Earll, second by Buttke to approve Stormwater changes as follows:

SW-G-6772 STH 13/Popp Avenue Area Storm Sewer Move project from 2017 to 2018 Funding remains borrowed - recurring projects

**Motion carried**

**CIP16-16** Motion by Keogh, second by Buttke to change UW Marshfield/Wood County changes as follows:

UW-K-7336	UW 2017 Projects	Move \$48,000 for sidewalk/parking repairs and for greenhouse to 2019. Change remaining funding from \$15,000 (operating) to \$15,000 (borrowed-recurring projects)
UW-K-7337	UW 2018 Project	Move \$25,000 for roof replacement to 2021 and change funding in 2018 from \$77,000 (operating) to \$77,000 (borrowed-recurring projects).
UW-K-7338	UW 2019 Projects	change funding from \$58,000 operating to \$58,000 borrowed - recurring projects. Funding remains in 2019
UW-K-7340	UW 2021 projects	Change funding in 2021 from \$31,000 (operating) to \$31,000 (borrowed)

**Motion carried**

The committee reviewed a list of changes that was provided by Alderman Wagner who was unable to attend.

**CIP16-17** Motion by Wood, second by Earll for Asphalt Street Surfacing & Mill-in-Place changes as follows:

EN-D-2140	Asphalt Street Surfacing & Mill-in-Place - 2017	Reduce project by \$9,000 (operating) and \$384,000 (borrowed - recurring projects)
EN-D-2202	Asphalt Street Surfacing & Mill-in-Place - 2018	Increase project by \$25,000 (borrowed - recurring projects)
EN-D-2192	Asphalt Street Surfacing & Mill-in-Place - 2019	Change project as follows: Add \$291,000 (borrowed - recurring projects) and \$30,000 in operating funds. Reduce funding by \$7,000 (operating funds) and change the remaining \$129,000 operating funds to borrowed - recurring projects
EN-D-2216	Asphalt Street Surfacing & Mill-in-Place - 2020	Reduce project by \$63,000 Borrowed
EN-D-2239	Asphalt Street Surfacing & Mill-in-Place - 2021	Reduce project by \$58,000 (borrowed - recurring projects) and change funding from \$75,000 operating funds to \$75,000 borrowed - recurring projects

**Motion carried**

**CIP16-18** Motion by Buttke, second by Earll to refer Plan B to the Common Council for their consideration to hold a referendum.

**2017**

E. 17th Street - Maple to Peach - Reconstruction

This project was originally shown in 2020 with funding sources of borrowed - recurring projects and fees-wastewater utility

Operating funds	\$1,304,000
Fees - wastewater utility	\$40,000
Asphalt Street surfacing & Mill-in-place - 2017	
Operating	\$60,000

**2018**

Arnold Street - Peach to Elm - Reconstruction		This project was originally shown in 2021 with a funding sources of borrowed - recurring projects
Operating	\$224,000	
Broadway Ave - Blodgett		This project was originally shown in 2018 with funding sources of borrowed - recurring projects and fees - wastewater utility
Operating	\$416,000	
Fees - wastewater utility	\$92,000	
Blodgett Street - St. Joseph to Wood - Reconstruction		This project was originally shown in 2021 with funding sources of borrowed - recurring projects and fees - wastewater utility
Operating	\$601,000	
Fees - wastewater utility	\$57,000	
Asphalt Street Surfacing & Mill-in-Place - 2018		
Operating	\$123,000	

**2019**

9th - Central to Chestnut & Chestnut		This project was originally shown in 2020 with funding sources of borrowed - recurring projects and fees - wastewater utility
Operating	\$787,000	
Fees - wastewater utility	\$55,000	
Laurel Ct. - Laurel St. to Cul-de-sac - Reconstruction		This project was originally shown in 2021 with a funding source of borrowed funds - recurring projects
Operating	\$253,000	
Asphalt Street Surfacing & Mill-in-Place - 2019		
Operating	\$324,000	

**2020**

Lincoln Ave - 5th to Adler - Reconstruction		This project was originally shown in 2021 with funding sources of borrowed - recurring projects and fees - wastewater utility
Operating	\$598,000	
Fees - wastewater utility	\$146,000	
Cleveland Street - Walnut to Doege - Reconstruction		This project was originally shown in 2019 with funding sources of borrowed - recurring projects and fees - wastewater utility

Operating	\$638,000
Fees - wastewater utility	\$202,000
Schmidt Ave - State to Ives - Reconstruction	
Borrowed - recurring projects	\$1,072,000
Asphalt Street Surfacing & Mill-in-Place - 2020	
Operating	\$128,000
Borrowed - recurring projects	\$232,000

This project was originally shown in 2021 with a funding source of borrowed - recurring projects

**2021**

West 5th Street - Chestnut to Oak - Reconstruction

This project was originally shown in 2021 with funding sources of borrowed-recurring projects and fees - wastewater utility

Operating	\$860,000
Fees - wastewater utility	\$30,000
Grant St. - Central to Chestnut - Street Reconstruction	

This project was originally shown in 2021 with funding sources of borrowed-recurring projects and fees - wastewater utility

Operating	\$158,000
Fees - wastewater utility	\$79,000
Asphalt Street Surfacing & Mill-in-Place - 2021	
Operating	\$346,000

**Motion carried**

**CIP16-20** Motion by Wood, second by Buttke, to recommend approval of the 2017-2021 Capital Improvement Program to the Board of Public Works, Plan Commission and Common Council.

**Motion Carried**

Motion by Buttke, second by Keogh to adjourns at 7:34 a.m.

Respectfully submitted,

Amy Krogman  
Administrative Assistant III

**CENTRAL WISCONSIN STATE FAIR  
BOARD MINUTES  
April 18, 2016  
7:30 PM**

**ROLL CALL:**

Present: Board Members: Andy Keogh, Bob Ashbeck, Carol Kerper, Jeff Hartman, Jeff Viergutz, Kathy Banks, Larry Gilbertson, Mike Fierer and Sara Schmitt

Adam Fischer-Executive Director

Absent: Lisa Blanchard

The meeting of the Central Wisconsin State Fair was called to order at 7:30 pm in the Fair office boardroom.

Larry Gilbertson opened the meeting by requesting unless there was objection to suspend the order of the day and allow the representatives of the Dog Park to address the Board of Directors.

Steve Coy, Phil Moritz, and Dennis Boucher of the Dog Park addressed the Board of Directors by requesting the Board to approve a capital improvement project on the Dog Park property, which is owned by the Central Wisconsin State Fair. The project would consist of putting in two permanent lights in the Dog Park. Discussion followed. A motion was made by Kathy Banks to approve the project. Andy Keogh seconded the motion. The motion carried as presented.

Steve Coy addressed the Board of Directors to further ask if the permanent structure of the Dog Park shed could be moved next to one of the permanent lights. A motion was made by Kathy Banks to approve moving the shed. Carol Kerper seconded the motion. The motion carried as presented.

**Minutes of March 21, 2016:** It was moved by Andy Keogh to approve the minutes as presented. Sara Schmitt seconded the motion. The motion carried as presented.

**Financial Report:** Larry Gilbertson and Adam Fischer directed the board to the balance sheet and reviewed all the account balances. The Budget to Actual was also shared with the Board. The report stood approved as presented.

**Executive Director's Update:** Adam Fischer provided an update on the progress of the Fair's Open Class and Junior Fair Premium Books. Fischer also addressed the future changes to the UW Extension office were also discussed during this update along with a staffing update.

**Consent Agenda:** The Capital Improvement Report was discussed. Fischer addressed the report by talking more in detail about the Russell R. Wenzel Stage and the issue of ownership and management of the stage. The Consent Agenda was approved as presented pending the further discussion be made concerning the Fair managing the stage.

**Fair Commission Update:** Mike Fierer gave a brief update on the Fairgrounds Commission. The ventilation project in the Sheep and Swine Barn was discussed.

**Future Meeting Times:** It was discussed that a few board members wanted to see the time of the Board meetings changed. Discussion followed. It was decided that Fischer would create a survey and send the results of the survey back to Board of Directors before the next meeting.

**Other Business:** Jeff Hartman requested information concerning when the Central Wisconsin State Fair will take over possession of the fairgrounds. Sara Schmitt asked about the 2016 Central Wisconsin State Fair theme. It was also discussed whether or not the Board should pay the remaining half of the October payment toward Forward Financial Bank. Andy Keogh moved to pay the remainder of the principal due in October 2016 to Forward Financial Bank. Carol Kerper seconded the motion. The motion carried. Sara Schmitt also asked about the use of the Hockey Building during the Fair. Discussion followed.

Jeff Hartman moved to adjourn and Bob Ashbeck seconded the motion. The motion carried and the meeting adjourned at 8:38 pm. The next meeting will be held at 7:30 pm on Monday, May 16, 2016.

Recorded by: CWSF Staff  
Submitted by: *Barbara Baum*

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION SPECIAL  
MEETING OF APRIL 21, 2016

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

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

Excused: Spiros.

Absent: Meyer and Pliml.

Also present: Michelle Boernke, Regional Associate Dean of Administration and Financing; Brian Panzer; Marcie Koziczowski, University Commission Bookkeeper; Chemistry faculty; Roxie Wettereau, University Foundation Executive Director; Terry Classen, Regional Director of Facility Planning and Management; Peter Kastenholtz, Wood County Corporate Counsel; Mike Martin, Wood County Comptroller and representatives from Bray Architects and Miron Construction.

Machon declared a quorum present.

There were no public comments.

With no objection, agenda item 6 was moved ahead of item 5. Wettereau announced that the current University Foundation fundraising is at \$3.6 million and has a goal of \$6 million, with six months of fundraising to go. She will disburse funds to the fiscal agent as required on a flexible schedule. Also discussed was the routing of invoices for the fiscal agent's planning.

Bray Architects presented the final design and Miron Construction presented the final budget figures for the S.T.E.M. building. Following discussion, motion (Rozar/Feddick) to approve the final S.T.E.M. building design schematics and budget. The motion carried.

Panzer distributed a bid summary sheet for the parking lot paving project. Motion (Feddick/Breu) to award the contract for the C.I.P. parking lot

paving project to the low bidder, Fahrner Asphalt Sealers. The motion carried. (Bids on file.)

Panzer then distributed a draft memo outlining savings from a C.I.P. project and the need to address some safety concerns in the theatre. Following discussion, there was a motion (Rozar/Earll) to approve the request to the City of Marshfield to reallocate partial C.I.P. funds for the new project. The motion carried. (Memo on file.)

Meeting adjourned at 6:11 p.m.

*Minutes taken by Marcie Kozickowski for Gordon Earll, Secretary.*

**MINUTES  
FIRE AND POLICE COMMISSION/REGULAR MEETING  
MAY 5, 2016**

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

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

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

**FP16-019** Motion by Frankland, second by Mueller to approve the minutes of the 04/07/16 regular meeting.

**Motion carried.**

**FP16-020** Motion by Gershman, second by Frankland to nominate Commissioner Keogh as president. Three calls for other nominations made. No other nominations made.

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

**Motion carried.**

**FP16-021** Motion by Frankland, second by Gershman to nominate Commissioner Meyers as vice president. Three calls for other nominations made. No other nominations made.

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

**Motion carried.**

**FP16-022** Motion by Gershman, second by Frankland to nominate Commissioner Mueller as secretary. Three calls for other nominations made. No other nominations made.

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

**Motion carried.**

**FP16-023** Motion by Frankland, second by Meyers to approve the police department bills in the amount of \$20,213.16.

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

**Motion carried.**

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

The police department crime report was reviewed and placed on file.

**FP16-024** Motion by Mueller, second by Gershman to allow the police department to move forward with the occupational fitness preparedness testing agreement.

**Motion carried.**

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

Fire and Police Commission Meeting Minutes  
May 5, 2016  
Page Two

**FP16-025** Motion by Gershman, second by Frankland to approve the revised fire and rescue department's 106.1P-Technology Usage policy.

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

**Motion carried.**

**FP16-026** Motion by Frankland, second by Mueller to approve the fire and rescue department's budget resolution 11-2016 to purchase tactical helmets from grant funds.

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

**Motion carried.**

Because there was no further business to discuss, the meeting was adjourned at 8:11 a.m.

**COMMISSIONER GERSHMAN IS SCHEDULED TO ATTEND THE MAY 24, 2016  
COMMON COUNCIL MEETING AT 7:00 P.M.**



Marshfield Fire and Police Commission  
Nate Mueller, Secretary

**City of Marshfield Committee on Aging  
Norris Manor  
Meeting Minutes – May 5, 2016**

The monthly meeting of the Committee on Aging was called to order at 9:30 a.m. by Amy Krogman, Administrative Assistant III

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

**ABSENT:**

**OTHERS:** Judy Carlson, Jennifer Cummings, Amy Krogman, Celena Wanca-Netzow, Victoria Wilson, Kelly Cassidy, and residents of Norris Manor

Huebner- Lue nominated Mike Feirer as chairperson

**COA 16-04** Motion by Ruder, 2<sup>nd</sup> by Doty to close nominations for Chairperson.  
**Motion Carried**

**COA16-05** Motion by Huebner-Leu, 2<sup>nd</sup> by Dieck to elect Mike Feirer as Chairperson  
**Motion Carried**

Mike Feirer took the chair

Doty nominated Becky Huebner-Leu as Vice-Chairperson

**COA 16-06** Motion by Dieck, 2<sup>nd</sup> by Ruder to close nominations for Vice-Chairperson  
**Motion Carried**

**COA-16-07** Motion by Doty, 2<sup>nd</sup> by Ruder to elect Becky Huebner-Leu Vice-Chairperson  
**Motion Carried**

**COA 16-08** Motion by Doty, 2<sup>nd</sup> by Dieck to approve the minutes from the March 3, 2016 meeting.  
**Motion Carried**

**CITIZEN'S COMMENTS:** Mary Purkapile stated there is an interfaith volunteer group that works in Clark County. The committee felt that would be a good addition to the City of Marshfield

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

**COA 16-09** Motion by Huebner-Leu, 2<sup>nd</sup> by Doty to endorse the City of Marshfield's proposed mission and vision statement  
**Motion Carried**

**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 TRANSPORATION UPDATE:** Victoria Wilson updated the committee

**FORUM 55+:** Judy Carlson updated the committee

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

**TAXI UPDATE:** Discussion was held regarding transportation needs for people who live out of city limits. Due to the restrictions on the grant funding they receive, Marshfield Transit can no longer pick them up.

**HEALTH FAIR UPDATE:** The speaker for the 2016 Health Fair was discussed. Judy Carlson will report on which speakers have committed at the next meeting. Kelly Cassidy will be sending out postcards asking people to save the date.

**UNFINISHED BUSINESS:** The location of the September 1<sup>st</sup> and November 3<sup>rd</sup> meetings have been switched. September 1<sup>st</sup> will be at Wyndham Villas and November 3<sup>rd</sup> will be at City Hall.

**NEW BUSINESS:** None.

**FUTURE MEETING DATE:** The next meeting will be held on Thursday, June 23<sup>rd</sup>, City Hall, Room 108

Meeting was adjourned at 10:40 a.m.

Respectfully submitted,  
Amy Krogman, Administrative Assistant III

## **Economic Development Board meeting May 5, 2016**

Present: Buttker, Dickrell, Martin, Meissner, Sennholz, Trussoni, Wagner

Absent: Staab

Others: Barg, Eloranta, Olson

Sennholz called the meeting to order at 3:02 p.m. in Room 108 of the City Hall Plaza.

### **Approve minutes – April 7<sup>th</sup>**

Meissner moved and Trussoni seconded a motion to approve the April 7<sup>th</sup> EDB minutes as presented. Motion carried.

### **Welcome new member – Andy Martin**

Members welcomed Andy Martin to the Board, replacing Al Michalski. Martin owns and operates Innovative Machine Specialists.

### **Elect chairperson**

Buttker nominated Sennholz for chairperson. With no further nominations, Wagner moved that nominations be closed and a unanimous ballot cast for Sennholz. Motion carried.

### **Elect vice-chairperson**

Meissner nominated Dickrell for vice-chairperson. With no further nominations, Buttker moved nominations be closed, and a unanimous ballot cast for Dickrell. Motion carried.

### **Conflicts of interest**

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

### **Citizen comments**

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

### **Review City's proposed mission and vision statements**

Members reviewed draft mission/vision statements now under consideration by the City Council. No concerns were raised, but Dickrell suggested and members agreed, to request that the word “enduring” be added before “values” on the first list of the vision statement.

### **Discussion and possible action on 2015-2016 EDB priorities**

- Housing: No specific report was given, but general discussion occurred on whether the City should continue giving assistance to new rental housing projects. Wagner requested that the Housing Subcommittee meet again soon. It was also suggested that Donna Rozar be invited to a future EDB meeting to address what CAP does or can do for us, and to ask Mary James-Mork to attend. Other issues raised included downtown apartments, keeping open lines of communication with the County and others on bringing back the city housing subdivision in another form, (assisting in development of “infill” lots), requesting the GIS coordinator to prepare a “blighted areas” map, and asking the Police Department to work with landlords to emphasize issues like tenant screening.

- Economic development corporation: Sennholz advised that not much has occurred since the last Board meeting. He's working on a plan to create a Board of Directors for the proposed new entity and looking at opportunities for possible EDC projects.
- Downtown redevelopment: It was reported that a proposed agreement between the City and Marshfield Area Community Foundation (MACF) to establish a fund for donations to the Community Square project will go to Council this month. Efforts to pull together a fundraising team are ongoing. Barg asked about using local cable TV for promotion, but members want to hold off until plans are further along.

### **Economic development activity updates**

- Eloranta noted that Main Street and the City have partnered to provide an additional \$40,000 for the façade program, with efforts are being made to get applications for rear entrances, if possible. The downtown parking team is reviewing a wide variety of ideas, and a survey of downtown business owners/managers is being conducted. May 25<sup>th</sup> is the deadline for the July 1 Pop-Up Shops applications. The condition of downtown properties was discussed; staff was asked to have the building inspector check for deterioration of structures on the 300 block. It was also noted that a recent News Herald article provided positive PR on efforts to extend hours of downtown businesses, and with 3<sup>rd</sup> Thursdays about to start, positive momentum is occurring.
- Olson updated everyone on the latest ICSC event, and mentioned a presentation by Bill Schofield at the last Marshfield Business Roundtable, where he discussed how central Wisconsin, and Marshfield in particular, is viewed by potential developers.
- Barg reported on some recent TIF projects, including Kohl's, new housing by MHS, Draxler, and the "incubator" development, and provided a brief status report on the economic development portion of the Council's strategic planning process.

### **Announce next Board meeting date/time**

It was agreed to hold the next meeting on Thursday, June 2<sup>nd</sup> at 3:00 p.m. in Room 108 of the City Hall Plaza. Sennholz cannot attend, but Vice-Chair Dickrell will run the meeting.

With no other business before the Board, Buttke moved and Wagner seconded the motion to adjourn. Motion carried. Sennholz adjourned the meeting at 4:25 p.m.

Respectfully submitted,  
Steve Barg, City Administrator

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY  
MARSHFIELD UTILITY COMMISSION  
MAY 9, 2016**

**COMMISSION MEETING MINUTES**

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on May 9, 2016 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, Harry Borgman, Alen Johnson, and George Holck. Also present were Alderperson Gordon Earll, Steve VanderMeer, and Utility staff. Absent were Alderperson Peter Hendler and Attorney John Adam Kruse .

- During commissioner, council, and staff comments, Alderperson Earll stated that the value of the utility presentation given to the common council was well received and he suggests continuing annually.
- The Financial Manager presented the final draft of the capital budget for review and approval.

**UC/16-29** Motion by Borgman, seconded by Johnson, to approve the capital budget. All ayes, motion carried.

**UC/16-30** Motion by Holck, seconded by Maggitti, to approve the following job orders:

5724	Upham Street Lining Project (St. Joseph's to Chestnut)	\$1,032,265.11
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All ayes, motion carried.

**UC/16-31** Motion by Johnson, seconded by Borgman, to approve payroll for April in the amount of \$361,849.61 and general bills for April in the amount of \$4,702,553.05. All ayes, motion carried.

**March 2016 Financial Statement Notes**

Electric Utility

- Net loss was \$104 thousand for the month, with a net income of \$449 thousand year-to-date.
- Net operating income was \$23 thousand for the month. Year-to-date net operating income was \$840 thousand, compared to budgeted net operating income of \$822 thousand.
- After removing the effects of the PCAC timing, the net operating income was \$165 thousand for the month and \$739 thousand year-to-date.
- March consumption was down 7.70% from March 2015, with year-to-date consumption down 5.86%. Year-to-date energy losses were 0.80%, compared to prior year losses of -0.02%.

Water Utility

- Net income was \$61 thousand for the month, with a net income of \$210 thousand year-to-date.
- Net operating income was \$96 thousand for the month, compared to budgeted net operating income of \$89 thousand. Year-to-date net operating income was \$317 thousand, compared to budgeted net operating income of \$291 thousand.
- Operating expenses included \$24 thousand for well rehabilitation on Well #6.
- March consumption was down 4.68% from March 2015. Year-to-date consumption was down 2.26%. Year-to-date water losses were 15.39%, compared to prior year losses of 16.86%.

Communication Utility

- Net income was \$17,974 for the month, compared to budgeted net income of \$18,805. Year-to-date net income was \$49,259, compared to budgeted net income of \$51,996.

**UC/16-32** Motion by Maggitti, seconded by Borgman, to dispense with reading the minutes of the previous meeting and accept them as submitted. All ayes, motion carried.

- The General Manager reviewed the operations and financial reports.
- The General Manager gave an update on MEUW and reviewed information compiled on the services they provide.

**UC/16-33** Motion by Maggitti, seconded by Holck, to adjourn. All ayes, motion carried. Meeting adjourned at 4:10 p.m.



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John Maggitti, Secretary

## Operations Report May 2016

We are continuing discussion with the PSC on the electric and water rate cases. I have received a positive response from the PSC on the possibility of raising the water ROR to 7.5% in order to generate an extra \$500,000 per year for additional main replacement. This is not an approval, just an agreement that we should submit our rate case with that proposed. We will be verifying the actual ROR required to generate the amount of needed cash and submitting that data along with the updated long range plan, a commitment and plan to ensure the money goes to main replacements, and an indication of support of the plan from the commission and the council. We should have that ready for the June commission meeting.

We have set up a key accounts program. Any large customer contacts, whether for water, electric, or efficiency matters, will be recorded in a database where all involved can monitor activity. Minimum frequencies of contact will be established for the customers. Customers will be asked what they need from us and at what frequency. We will discuss energy and water efficiency matters with them. Multiple contacts may need to be established for different purposes. Much of this is already being done, just not in as organized of a fashion.

It is disconnect season as the winter disconnection moratorium ended April 15<sup>th</sup>. Over 1600 payments were made by customers in our office in April. Customer service employees have been working with customers on payment arrangements. In April, 176 payment arrangements were signed by customers. The past due balance was \$111,850 at the end of April compared to \$188,364 at the end of March. In April, 83 customers were disconnected for non-payment, compared to 108 last April.

You may have seen in the paper that the clinic and DOJ are getting involved in the drug take back program. This is good news even though Groundwater Guardians may have felt a little slighted by the article. Thanks to the Groundwater Guardians, Marshfield has been doing this for 10 years already. They met again at the Police Department on April 28<sup>th</sup> to sort for the upcoming DOJ Take Back event on Saturday, April 30<sup>th</sup>. 726.6 pounds were collected over the past six months, bringing the total collection since May 2006 to 9,378.6 pounds.

This summer, we will be conducting our lead and copper survey which is done on a three year cycle. Joe Dierickx has arranged to collect lead and copper water samples from 30 homeowners. We have completed interior plumbing surveys in these homes to assure that the sites are suitable for collecting the samples. Sample collection will begin in June. It is very important that we successfully complete these samples. Failure to obtain good samples could force us into a program to remove the lead services. The DNR is planning to make some grant money available to homeowners for these service replacements. This would be coordinated through the water utilities. We will monitor this activity for an opportunity to get some of the services in Marshfield replaced with this grant money.

**2017 COMPREHENSIVE PLAN UPDATE STEERING COMMITTEE MINUTES**  
**OF THURSDAY, MAY 12, 2016**

Meeting called to order by Chairman Gustafson 3:05 P.M. in Conference Room 108 of City Hall Plaza.

**PRESENT:** Chairperson Joe Gustafson; Alderperson Ed Wagner; Ann-Marie Nelson Brine (via phone); Dan Knoeck; Justin Casperson; Sam Warp; and Bob Haight (arrived at 3:23pm).

**ABSENT:** Mayor Chris Meyer (excused); Bob Trussoni (excused); and Michelle Morley (excused).

**ALSO**

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

*No quorum at the start of the meeting.*

**Review Young Professionals Forum Summary**

Miller gave a brief overview of the Young Professional forum. The committee reviewed the summary of responses from the discussion forum that was held with the Marshfield Young Professionals on Monday, April 25, 2016 at 6:00 pm at the Marshfield Curling Club.

*Haight arrived late at 3:23 pm meeting the quorum requirements.*

**Election of Vice-Chairperson**

Nominations were held for Vice-Chairperson.

Wagner nominated Nelson Brine.

There being no further nominations the Chairperson declared the nominations closed.

**CPSC16-03** Motion by Wagner second by Warp to elect Ann-Marie Nelson Brine as Vice-Chairperson of the Comprehensive Plan Update Steering Committee.

**Motion Carried.**

**Approval of Minutes – February 11, 2016 and April 14, 2016**

**CPSC16-04** Motion by Casperson second by Haight to approve the minutes of February 11, 2016.

**Motion Carried.**

**CPSC16-05** Motion by Knoeck second by Haight to approve the minutes of April 14, 2016.

**Motion Carried.**

**Citizen Comments**

No citizen's comments.

**Review Community Survey Draft Report**

The committee reviewed the draft results of the Community Survey and had the following comments:

- Good demographic
- Mostly males taking the survey was interesting
- Nelson Brine: safe community with safe schools, biggest thing is the road condition, amusing comments – no access b/c of handicap, update Hefko water park, shortage of living wage jobs, 82% of people wanted manufacturing jobs however a lot of the people that answered this question was older, year round sports complex?
- Outdoor Water Park
- High percent of people 60/40 were okay with taxes in reference to services
- Downtown Park – really dislike park

**Set Meeting Date and Future Agenda Items**

The next meeting will be held on Thursday, June 9, 2016 in Conference Room 108 of City Hall Plaza.

**Adjourn**

Motion by Haight second by Warp to adjourn the meeting at 3:52 pm.

**Motion Carried.**

Respectfully submitted,

Sam Schroeder  
Zoning Administrator

**BOARD OF PUBLIC WORKS MINUTES**  
**OF MAY 16, 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, Mike Feirer, Chris Jockheck & Gordon Earll

**EXCUSED:** None

**ALSO PRESENT:** City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Library Director Belongia; Parks & Recreation Supervisor Steinbach; Joe Dolezal – The Boson Company; the media; and others.

**PW16-61** Motion by Feirer, second by Jockheck to recommend approval of the minutes of the May 2, 2016 and May 10, 2016 Board of Public Works meetings.

**Motion Carried**

**Citizen Comments – None**

Joe Dolezal, The Boson Company, presented an update on the Everett Roehl Marshfield Public Library & Community Center.

City Engineer Turchi presented an Engineering Division construction update. Street Superintendent Winch presented a Street Division construction update.

**PW16-62** Motion by Earll, second by Feirer to recommend approval of the quotation submitted by Yerges Van Liners, Inc. of Fort Atkinson, WI for Library moving services at a cost of \$35,135.20 and authorize execution of a contract.

**Motion Carried**

**PW16-63** Motion by Wagner, second by Jockheck to recommend approval of the low quotation submitted by Valley Sealcoat, Inc. of Appleton, WI in the amount of \$42,599 for SJ Miller Park Tennis Court Resurfacing and authorize execution of a contract.

**Motion Carried**

**PW16-64** Motion by Earll, second by Jockheck to recommend approval of the low quotation submitted by Power Pac, Inc. of Marshfield, WI for a John Deere 1575 Terrain Cut with Comfort Cab Commercial Front Mower with 72 inch fast back commercial rear discharge deck for the Street Department at a cost of \$28,917.48 and authorize execution of a purchase agreement.

**Motion Carried**

**PW16-65** Motion by Feirer, second by Earll to recommend approval of the easement to WHPC – Laurel Gardens – Marshfield, LLC for encroachment into unopened Ives Street right-of-way and authorize execution of the easement.

**Motion Carried**

**Recommended items for future agendas: None**

Motion by Jockheck second by Wagner that the meeting be adjourned at 5:57 PM.

**Motion Carried**

Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS

**JUDICIARY AND LICENSE COMMITTEE**  
**MINUTES OF MAY 17, 2016**

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

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

**ABSENT:** None

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

**JLC16-030** Motion by Earll, second by Feddick to approve the minutes of the May 3, 2016 meeting.  
**Motion carried**

**CITIZEN COMMENTS**

None

**JLC16-031** Motion by Earll, second by Feddick to approve by unanimous consent the following:

- a) Eight (8) Beverage Operator Licenses for the 2015-2017 license year to: Gabrielle Campbell, DuWayne Deglow, Pamalyn Garbisch, Crystal Hlavac, Ashley Larson, Julie LeMahieu, Jennifer Martin, and Rena Rogers.
- b) Transient Merchant License to R and M Enterprises, Inc. dba Snap Fireworks (6-month).
- c) Request from Bey's Bar to amend their premise description on their "Class B" Combination Liquor License for a 1-day event to be held on July 9, 2016.
- d) Request from LHM Brew Pub to amend the premise description on their "Class B" Combination Liquor License to include the front sidewalk from May – November 1, 2016.
- e) 30 "Class B" Combination Liquor and Fermented Malt Beverage Licenses for the 2016-2017 license year per the attached list.
- f) 4 Class "B" Fermented Malt Beverage Licenses for the 2016-2017 license year per the attached list.
- g) 15 "Class A" Combination Liquor and Fermented Malt Beverage Licenses for the 2016-2017 license year per the attached list.
- h) 3 Class "A" Fermented Malt Beverage Licenses for the 2016-2017 license year per the attached list.
- i) 1 "Class A" Liquor License for the 2016-2017 license year per the attached list.
- j) 1 Class C Wine License for the 2016-2017 license year per the attached list.
- k) Original "Class B" Combination Liquor and Fermented Malt Beverage Application of Airway Enterprises, Inc., Agent – Mike Phillips, 311 E. Heritage Dr. for 2016-2017.
- l) Original "Class B" Combination Liquor and Fermented Malt Beverage Application of Ashley Marie's Viaduct, LLC, Agent – Ashley Schreiner, 1701 W. McMillan St. for 2016-2017.

**Motion carried**

**JLC16-032** Motion by Earll, second by Feddick to grant a Beverage Operator License to Emmanuel Stauber with 25 demerit points assessed for his OWI violation.

**Motion carried**

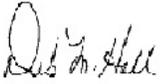
**JLC16-033** Motion by Feddick, second by Earll to grant a Beverage Operator License to Jason McGlone with 25 demerit points assessed for failure to list his violations.

**Motion carried**

Future Agenda Items  
Railroad Citation Ordinance

Motion by Feddick, second by Earll to adjourn at 5:12 p.m.

**Motion carried**



Deb M. Hall  
City Clerk

## NOTICE

NOTICE IS HEREBY GIVEN the applications for a **"Class B" Combination liquor and fermented malt beverage license** have been filed with the City Clerk, City of Marshfield, Wood/Marathon Counties, Wisconsin, by the following named premises and by the following named individuals or corporations.

Mfld Hospitalities LLC  
Coral Latourell, Agent  
2700 S. Central Ave.

Airway Enterprises Inc.  
Mike Phillips, Agent  
311 E. Heritage Dr.

Thomas House, LLC  
Lyman Smith, Agent  
103 S. Central Avenue

Marshfield Development  
LLC  
Wendy Barnett, Agent  
750 S. Central Ave.

Liston & Melendez LLC  
Nicholas Cochran, Agent  
750 S. Central Avenue

Goodfellas Pub Inc.  
Benjamin Bayerl, Agent  
141 S. Central Avenue

China Chef, Inc.  
Jason Tham, Agent  
233 S. Central Avenue

Mr. G's Saloon  
Thomas Gilbertson, Owner  
136 S. Central Avenue

Ashley Tavern &  
Ballroom, LLC  
Leonard Kurzynski, Agent  
500 N. Central Avenue

Nutz Deep II, LLC  
Lisa Schutz, Agent  
809 S. Central Avenue

Jack's  
Tammy Livingston,  
Owner  
317 N. Central Avenue

T-Bone's Bar & Grill  
Timothy Winch, Owner  
400 N. Central Avenue

American Legion Post 54  
William Feirer, Agent  
2100 S. Maple Avenue

Royal Tokyo, LLC  
Hui K. Law, Agent  
112 E. Veterans Pkwy

Ashley Marie's Viaduct  
LLC  
Ashley Schreiner, Agent  
1701 W. McMillan Street

Ashley Tavern &  
Ballroom, LLC  
Leonard Kurzynski, Agent  
434 S. Central Avenue

Crabby Dave's LLC  
David Steinmetz, Agent  
501 S. Central Avenue

Rose Bowl Inc.  
Jamie Leonhardt, Agent  
1600 N. Central Avenue

Sunrise Family Restaurant  
Selim Mustafa, Owner  
511 N. Central Avenue

El Mezcal, Inc.  
Victor Ceron, Agent  
2312 N. Central Avenue

John Eisen Corp.  
Karrie Lang, Agent  
400 W. Upham Street

Badger Aerie #624 F.O.E.  
Inc.  
Richard A. Weis, Agent  
1104 S. Oak Avenue

LHM BrewPub, LLC  
Rita Meier, Agent  
108 W. 9<sup>th</sup> Street

The Neighborhood Bar,  
Inc.  
Thomas Breu, Agent  
600 W. Blodgett Street

Market on Sixth, LLC  
Charles McCauley, Agent  
113 W. 6<sup>th</sup> Street

Mfld Curling Club Inc.  
Paul Logan, Agent  
1500 S. Vine Avenue

Nutz Deep II LLC  
Lisa Schutz, Agent  
511 S. Central Avenue

Coyote's Bar & Grill LLC  
Joseph Fischer, Agent  
501 W. Washington Ave.

Brown's Bar  
Michael Brown, Owner  
504 E. 4<sup>th</sup> Street

Bottom's Up Corner  
Saloon 2  
Sharon Weigel, Owner  
301 N. Central Avenue

*Bey's Bar  
Jeremiah Henseler, Owner  
305 N. Central Ave.*

*Supermarket La Central  
Anastacia Ojeda - Agent  
1705 S. Central Ave.*

The following have applied for a **“Class A” Combination liquor and fermented malt beverage license:**

Baltus Oil Co., Inc.  
John Baltus, Agent  
1502 S. Central Avenue

Markfest, Inc.  
Josh Versteegen, Agent  
1613 N. Central Avenue

Baltus Oil Co., Inc.  
John Baltus, Agent  
1000 N. Central Avenue

Ultra Mart Foods LLC  
Kimberly Verburgt, Agent  
641 S. Central Avenue

Weiler Enterprises LLC  
Krystal Boese, Agent  
2401 E. 5<sup>th</sup> Street

Weiler Enterprises, LLC  
Trisha Mayer, Agent  
2005 N. Central Avenue

Schierl Sales Corp.  
Jackie Willfahrt, Agent  
1505 W. McMillan Street

Kwik Trip, Inc.  
Tyler Steinke, Agent  
121 W. Upham St.

Baltus Oil Co., Inc.  
John Baltus, Agent  
1727 N. Central Avenue

Weiler Enterprises LLC  
Amanda Vanderhoof,  
Agent  
600 N. Central Avenue

Wal-Mart Stores East, LP  
Randi Thom, Agent  
2001 N. Central Avenue

Aldi, Inc.  
Mary Panek, Agent  
2107 N. Peach Ave.

Walgreen Co.  
Michael Vraney, Agent  
1012 N. Central Avenue

Target Corp.  
Donald Kulinski, Agent  
1708 N. Central Avenue

Schierl Sales Corp.  
Paula Saba, Agent  
1304 S. Central Avenue

The following have applied for a **Class “A” fermented malt beverage license & Cider Only\*:**

Baltus Oil Co., Inc.  
John Baltus, Agent  
539 S. Central Avenue

\*Shopko Stores Operating  
Co. LLC  
Neil Krogman, Agent  
1306 N. Central Avenue

\*Kwik Trip, Inc.  
Kristina Evans, Agent  
101 N. Central Avenue

The following have applied for a **“Class A” Liquor license:**

Illusions & Design LLC  
Richard Dana, Agent  
505 N. Central Ave.

The following have applied for a **Class “B” fermented malt beverage license:**

PH Hospitality Group,  
LLC  
Lisa Sanders, Agent  
1407 N. Central Avenue

City Gourmet, Inc.  
Lei Chen, Owner  
503 E. Ives Street

Bamboo Garden, Inc.  
Yong Feng Yu, Agent  
1637 N. Central Ave.

Scotty’s of Marshfield,  
Inc.  
Scott Berg, Owner  
100 S. Chestnut Avenue

The following have applied for a **Class C Wine license:**

Bamboo Garden, Inc.  
Yong Feng Yu, Agent  
1637 N. Central Ave.

Anyone having an objection to the granting of such license shall file the objection with the City Clerk, 630 S. Central Avenue, Marshfield, WI on or before May 16, 2016.

Deb M. Hall, WCPC  
City Clerk

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF MAY 17, 2016**

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

**PRESENT:** Alderpersons Rich Reinart, Gordon Earll, Alanna Feddick, and Rebecca Spiros

**ABSENT:** Peter Hendler

**ALSO PRESENT:** Alderpersons Wagner, Earll and Jockheck, City Administrator Barg, Brian Panzer, and City Personnel (Keith Strey, Amy VanWyhe, Jennifer Rachu, Dan Knoeck, Craig DeGrand, and Deb M. Hall)

The City Clerk asked for nominations for Chairperson.

Aldersperson Spiros nominated Aldersperson Feddick.

There being no further nominations the City Clerk declared the nominations closed.

**FBP16-039** Motion by Spiros, second by Reinart to elect Aldersperson Feddick as Chairperson.  
**Motion carried**

Chairperson Feddick asked for nominations for Vice-Chair.

Aldersperson Reinart nominated Aldersperson Spiros.

Aldersperson Spiros nominated Aldersperson Reinart.

There being no further nominations the Chair declared the nominations closed.

Feddick voted for Spiros

Reinart voted for Spiros

Zaleski voted for Spiros

Spiros voted for Reinart

Aldersperson Spiros was elected Vice-Chairperson.

**Citizen Comments**

None

**FBP16-040** Motion by Reinart, second by Spiros to approve the items on the consent agenda:

1. Minutes of the April 19, 2016 meeting
2. Payroll in the amount of \$1,264,120.65 and Bills in the amount of \$810,658.89 and \$886,409.07.
3. Monthly Position Control Report as of April 30, 2016.
4. Report of Personnel Actions of May 17, 2016.
5. April 2016 Treasurer's Report

**Motion carried**

UW-Marshfield/Wood County Buildings and Grounds Superintendent Brian Panzer explained that they are reallocating \$12,500 from the funds approved by the City for the HVAC Project (#UW-K-7335) to a new project for the rigging, cabling and piping that supports the lights, curtains and other hanging items above the stage in the theater.

**FBP16-041** Motion by Spiros, second by Reinart to recommend approval to the Common Council of Budget Resolution No. 11-2016, transferring \$1,000 from an Enbridge grant to the Emergency Medical Services Fund for the purchase of four ballistic helmets.

**Motion carried**

**FBP16-042** Motion by Reinart, second by Zaleski to recommend approval to the Common Council of Budget Resolution No. 12-2016, transferring \$600,000 from the State Trust Fund Loan proceeds; \$475,000 to the TID #11 Veteran's Parkway/Highway 10 Interchange Fund and \$125,000 to the Wastewater Utility Collection System Asset Account, for construction of sewer/water extensions to serve the recently annexed Draxler property.

**Motion carried**

**FBP16-043** Motion by Reinart, second by Zaleski to approve the placement of the Assessor to report to the City Administrator as of June 1, 2016 and review the outsourcing options for some or all assessing services including a formal RFP for Assessing Services for the City of Marshfield.

**Motion carried**

**FBP16-044** Motion by Spiros, second by Zaleski to authorize the Finance Director to solicit proposals for Purchase Card program.

**Motion carried**

**FBP16-045** Motion by Zaleski, second by Reinart to postpone action on the creation of Administrative Services Department to oversee Finance, Technology, Assessing, and City Clerk Departments.

**Motion carried**

The committee asked for more information:

- Who would be considered for this job? (Offer a couple of scenarios of "If this happens then this would be how it is accomplished.
- Give some examples of things that have happened and how it was solved but could have been solved if there was an Administrative Services Director.
- Can they fit it in with their current job responsibilities?
- How much will they have to pass downstream?
- How much is this going to cost? Staff will have this position reviewed by the City's compensation consultant.
- How is the issue of a Director reporting to a Director going to be accomplished?

**FBP16-046** Motion by Zaleski, second by Reinart to go into closed session pursuant to Wisconsin Statutes, chapter 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises control.

- Placement of employee on compensation plan.

Roll call vote, all ayes. (Time: 6:10 p.m.)

**Motion carried**

Present in closed session: Alderpersons Feddick, Reinart, Zaleski, Spiros, Earll and Wagner, City Administrator Barg and City Personnel (Keith Strey, Jennifer Rachu and Deb Hall).

**FBP16-047** Motion by Spiros, second by Reinart to return to open session. Roll call vote, all ayes.  
(Time: 6:24 p.m.)

**Motion carried**

**FBP16-048** Motion by Zaleski, second by Reinart to approve placement of the candidate for the Streets Division Classification IV position in Step 6 of Pay Grade F in the 2015 scale and the 2016 increase would be effective 7/1/2016

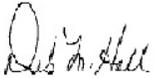
**Motion carried**

**FUTURE AGENDA ITEMS**

None

Motion by Spiros, second by Reinart to adjourn at 6:25 p.m.

**Motion carried**



Deb M. Hall  
City Clerk



# City of Marshfield Memorandum

---

Date: May 17, 2016  
To: Finance, Budget and Personnel Committee  
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator  
RE: City of Marshfield Assessing Department Review

## **BACKGROUND**

The current City Assessor's term as an elected official is scheduled to end on May 31, 2016. As noted in the Staffing Study by Springsted, the City of Marshfield is one of the only cities of its size with an elected official serving as City Assessor.

In line with the recommendations of the study, effective June 1, 2016, the current Assessor's employment status will change from elected to appointed. The current job title will remain the same and the Assessor will report directly to the City Administrator unless an Administrative Services Department is implemented. The current rate of pay for the Assessor will remain unchanged, including current benefit elections. Vacation will be provided based on the incumbent's years of service to the City.

## **ANALYSIS**

The Staffing Study also recommended the City consider a more in-depth review of the cost and benefits of outsourcing some or all of the assessing services. Several area communities, including Stevens Point, Wausau, and Wisconsin Rapids are currently outsourcing some or all of the assessing services.

The City of Marshfield's Assessing Department consists of an elected Assessor (1.0 FTE), Property Appraiser (1.0 FTE) and Account Clerk (1.0 FTE) and contracts with an independent appraisal company to handle our commercial valuations and appeals. The current Assessor has indicated her intent to retire in 12 months. Based on the Springsted recommendation and the upcoming retirement, the timing is appropriate to complete this review and look to determine the value of outsourcing this function yet maintaining a level of local presence.

## **RECOMMENDATION**

We are requesting approval to review the outsourcing options for some or all assessing services including a formal RFP for Assessing Services for the City of Marshfield. Once a model is determined, we are asking for approval to overlap contracted and/or in-house services in early 2017 to ensure a successful transition to the new model.

Concurrence: \_\_\_\_\_

Steve Barg, City Administrator

**CITY PLAN COMMISSION  
MARSHFIELD, WISCONSIN  
MINUTES OF MAY 17, 2016**

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

**PRESENT:** Mayor Meyer (arrived at 7:15 PM); Ed Wager, John Kaprelian, Bill Penker, & Ken Wood

**EXCUSED:** Joe Gustafson

**ABSENT:** None

**ALSO PRESENT:** Director of Public Works Knoeck; Development Services Director Angell; City Planner Miller; Zoning Administrator Schroeder; Joe Dolezal – The Boson Company; the media and others.

**PC16-17** Motion by Wood, second by Wagner to recommend approval of the minutes of the April 19, 2016 City Plan Commission meeting.

**Motion Carried**

Commissioner Penker nominated Commissioner Wagner for Vice-Chairman of the City Plan Commission.

**PC16-18** Motion by Wood, second by Penker to close nominations and elect Commissioner Wagner as Vice-Chairman of the City Plan Commission.

**Motion Carried**

Commissioner Wagner took the chair.

**Citizen Comments: None**

**PUBLIC HEARING** - Conditional Use Request by Marcus Zettler, on behalf of Our Lady of Peace Parish Columbus High School, amending the site plan of a “Large Scale Indoor Institutional Use” in the “SR-2” Single Family Residential district, to allow a new addition on the south end of the existing high school building, including a reconfiguration of the existing parking lot and adding an access driveway on to West 8th Street, located at 710 South Columbus Avenue (Parcel 33-03354A).

**COMMENTS: None**

**PC16-19** Motion by Penker, second by Wood to recommend approval of the Conditional Use Request by Marcus Zettler, on behalf of Our Lady of Peace Parish Columbus High School, amending the site plan of a “Large Scale Indoor Institutional Use” in the “SR-2” Single Family Residential district, to allow a new addition on the south end of the existing high school building, including a reconfiguration of the existing parking lot and adding an access driveway on to West 8th Street, located at 710 South Columbus Avenue (Parcel 33-03354A), subject to the following:

1. The site plan for the building, parking and outdoor classroom are approved, allowing minor modifications to be approved administratively.
2. If exterior lighting is proposed for the project, a lighting plan, in compliance with the Zoning Code, shall be submitted to the City for staff to review and approve administratively.

**Motion Carried**

The Conditional Use Request by Shannon Schnitzler, on behalf of Christopher and Lindsey Bishop, to permit a 4-bed Adult Family Home, “Community Living Arrangement” use in the “SR-2” Single Family Residential district, with plans to construct an addition in the backyard and expand to an 8-bed Community Based Residential Facility in the future was withdrawn prior to the meeting.

Ryan Roberts, representing Kwik Trip, 1626 Oak Street, LaCrosse, WI, wanted to point out that the site is geared toward highway traffic which is professional drivers, tractor trailer, etc. Their sign package is geared to guide the truck traffic to their site and on the site. Because of geographic location of the site to the highway, they feel a high-rise sign is needed to bring in highway traffic. The current code is pretty restrictive. The highway sign is of significant importance to the site. He is asking the Plan Commission to consider the full sign package that has been requested, including the highway sign.

**PC16-20** Motion by Wood, to recommend approval of the Master Sign Plan Request by Cindy Bluske, representing Kwik Trip for new signage for their proposed new site at 4000 South Draxler Drive zoned “CMU” Community Mixed Use with exceptions as follows (Parcel 33-07393):

1. All of proposed signage, excluding the highway sign is allowed as presented with exceptions to:
  - a. Draxler Drive Pylon Sign #12 – exceeding the maximum sign area and exceeding the maximum size allowance for individual fuel signs.
  - b. CAT Scale Sign #14 – second freestanding sign, exceeding the maximum sign area and no landscape area.
  - c. DEF “Fuel” sign #6 – exceeding maximum size allowance for individual fuel sign.
2. A third freestanding sign is permitted to replace the highway sign provided this sign is monument style sign and meets all of the monument sign requirements found under Section 24-03(13).
3. Minor site changes may be administratively approved provided no additional exceptions are needed including the option to swap the two freestanding “Kwik Trip” signs.

**Motion Dies for Lack of Second**

**PC16-21** Motion by Wagner, second by Penker to recommend approval of the Master Sign Plan Request by Cindy Bluske, representing Kwik Trip with high rise signs for their proposed new site at 4000 South Draxler Drive zoned “CMU” Community Mixed Use with exceptions as follows (Parcel 33-07393) and direct staff to come back with possible changes to the Sign Code that would allow highway signs in this area.

1. All of proposed signage, including the highway sign is allowed as presented with exceptions to:
  - a. Draxler Drive Pylon Sign #12 – exceeding the maximum sign area and exceeding the maximum size allowance for individual fuel signs.
  - b. CAT Scale Sign #14 – second freestanding sign, exceeding the maximum sign area and no landscape area.
  - c. DEF “Fuel” Sign #6 – exceeding maximum size allowance for individual fuel sign.
  - d. Highway Sign #13 – exceeding the maximum sign area, exceeding the maximum sign height allowance, within the minimum required setback and exceeding the maximum size allowance for individual fuel signs.
2. A third freestanding sign is permitted to replace the highway sign provided this sign is monument style sign and meets all of the monument sign requirements found under Section 24-03(13).
3. Minor site changes may be administratively approved provided no additional exceptions are needed.

**Motion Carried**

**PUBLIC HEARING** - Municipal Code Amendment Request to update the City of Marshfield Fence Standards throughout Section 18-106.

**COMMENTS: None**

**PC16-22** Motion by Wood, second by Penker to recommend approval of Municipal Code Amendment Request to update Section 18-106, Fencing Standards in Chapter 18, General Zoning Ordinance, to prevent the creation of further nuisances and to promote the general safety and welfare of the public, and request an ordinance be drafted for Common Council consideration.

**Motion Carried**

Zoning Administrator Schroeder reviewed the City's draft Mission and Vision Statement which is being developed as part of the Common Council Strategic Planning Process. Penker had concerns about the definition of "sustainable growth" – are we looking at growth sustainable by the finite ability of the taxpayers to support that, the finite resources of the City or in terms of an environmental context? Penker also questioned intent of heritage and culture – how is this defined and how will all this be communicated to the public? Communication is not addressed in either the vision or mission statement.

Kaprelian is concerned with the phrase "heritage and culture of region" and feels that the way it is written, it could be construed as a hindrance to achieving some of the other goals outlined, which was not likely the intent.

Commissioner Wagner nominated Commissioner Penker to the Historic Preservation Committee.

**PC16-23** Motion by Meyer, second by Wagner to recommend the appointment of Commissioner Penker to the Historic Preservation Committee.

**Motion Carried**

Commissioner Wagner nominated Commissioner Kaprelian to serve on the City of Marshfield – Town of McMillan Joint Plan Commission.

**PC16-24** Motion by Meyer, second by Wagner to recommend the appointment of Commissioner Kaprelian to serve on the City of Marshfield – Town of McMillan Joint Plan Commission.

**Motion Carried**

**Items for Future Agendas:**

- Possible sign code change for highway signs.

**Staff Updates:**

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

There being no objections, the Mayor adjourned the meeting at 8:03 PM

**Daniel G. Knoeck, Secretary**  
**CITY PLAN COMMISSION**



# City of Marshfield Memorandum

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TO: Mayor Meyer & Common Council  
FROM: Josh Miller, City Planner  
DATE: May 24, 2016

RE: Resolution 2016-25 – May 2016 Conditional Use Permit.

## **Background**

On May 17, the Plan Commission reviewed one Conditional Use Permit request. The request was to allow a two classroom science wing addition to a Large Scale Indoor Institutional use (Columbus Catholic High School) for property zoned “SR-2” Single Family Residential district. The request included a modification of the parking area as well as an outdoor classroom area. For more details on the project below, please review the application materials in the packet from the May 17, 2016 Plan Commission meeting. The packet is available on the City’s website.

## **Analysis**

### **Resolution 2016-25**

Conditional Use Request by Marcus Zettler, on behalf of Our Lady of Peace Parish Columbus High School, amending the site plan of a “Large Scale Indoor Institutional Use” in the “SR-2” Single Family Residential district, to allow a new addition on the south end of the existing high school building, including a reconfiguration of the existing parking lot and adding an access driveway on to West 8th Street, located at 710 South Columbus Avenue (Parcel 33-03354A).

A public hearing was held on Tuesday, May 17, 2016 where no public comment was made. The Plan Commission recommended the following action:

Based on findings that the Conditional Use Review criteria is being met, APPROVE a Conditional Use Request by Marcus Zettler, on behalf of Our Lady of Peace Parish Columbus High School, amending the site plan of a “Large Scale Indoor Institutional Use” in the “SR-2” Single Family Residential district, to allow a new addition on the south

end of the existing high school building, including a reconfiguration of the existing parking lot and adding an access driveway on to West 8th Street, located at 710 South Columbus Avenue (Parcel 33-03354A) with the following provisions/conditions:

1. The site plan for the building, parking, and outdoor classroom are approved, allowing minor modifications to be approved administratively.
2. If exterior lighting is proposed for the project, a lighting plan, in compliance with the zoning code, shall be submitted to the City for staff to review and approve administratively.

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

### **Council Options**

The Common Council can take the following actions:

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

### **Recommendation**

Approve Resolution 2016-25.

### **Attachments**

1. Resolution 2016-25

Concurrence:



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Jason Angell  
Director of Development Services



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Steve Barg  
City Administrator

**RESOLUTION NO. 2016-25**

Document Number

Document Title

A Resolution approving a Conditional Use Request by Marcus Zettler, on behalf of Our Lady of Peace Parish Columbus High School, amending the site plan of a "Large Scale Indoor Institutional Use" in the "SR-2" Single Family Residential district, to allow a new addition on the south end of the existing high school building, including a reconfiguration of the existing parking lot and adding an access driveway on to West 8th Street, located at 710 South Columbus Avenue, City of Marshfield, Wood County, Wisconsin.

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

**WHEREAS**, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 17<sup>th</sup> day of May, 2016 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

The Southerly 853' of the West 1/2 of the SE 1/4 of the NW 1/4 of Section 7, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, excluding all dedicated road right-of-ways.

**SECTION 2.** The above described property, is allowed to construct a new addition on the south end of the existing high school building, including a reconfiguration of the existing parking lot and adding an access driveway on to West 8<sup>th</sup> Street, as presented, for property zoned "SR-2" Single Family Residential District, located at 710 South Columbus Avenue.

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

1. The site plan for the building, parking, and outdoor classroom are approved, allowing minor modifications to be approved administratively.
2. If exterior lighting is proposed for the project, a lighting plan, in compliance with the zoning code, shall be submitted to the City for staff to review and approve administratively.

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

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

ADOPTED \_\_\_\_\_

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED \_\_\_\_\_

DEB M. HALL, City Clerk

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

STATE OF WISCONSIN COUNTY OF \_\_\_\_\_

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

Recording Area

Name and Return Address

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

**33-03354A**

Parcel Identification Number (PIN)

Notary Public, Wood County, Wisconsin  
My Commission Expires: \_\_\_\_\_



# City of Marshfield Memorandum

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TO: Common Council  
FROM: Sam Schroeder, Zoning Administrator  
DATE: May 24, 2016

RE: Municipal Code Amendment Request by the City of Marshfield to update the Fence Standards throughout Section 18-106.

## **Background**

The purpose of this code amendment is to better define existing vague language currently under Section 18-106, Fencing Standards, as well as allow greater flexibility to a code that staff believes is currently too restrictive.

## **Analysis**

The following is a brief summary of the recommended changes:

- Include an exception to temporary fencing used for the protection of construction/excavation sites and individual plants.
- Add exception for garden fences over 36" tall provided they are not located in the front yard and are a minimum of 5' from any other lot line.
- Specify what zoning districts are considered residential versus nonresidential.
- Specify what constitutes residential style fencing and what types of fencing is prohibited in residential area: corrugated metal, chicken wire, livestock fencing, barb wire, razor wire, t post, u post, and electrical fencing.
- Allow for fencing to cross property lines when the abutting property is under the same ownership.
- Specify a 3 foot clearance from any utility equipment.
- Allow for a greater fence height of 8 feet for residential property when the property is directly abutting a nonresidential district or a major street.
- Clarify how the heights of fences are measured – measured from the ground or structure immediately under the fence to the top of the fence face.

## **Plan Commission Recommendation**

A public hearing was held at the May 17, 2016 Plan Commission meeting where no public comment was made. The Plan Commission recommended approval of the Municipal Code Amendment to update Section 18-106, Fencing Standards in Chapter 18, General Zoning Ordinance, to prevent the creation of further nuisances and to promote the general safety and welfare of the public and request an ordinance to be drafted for Common Council consideration.

### **Common Council Options**

The Common Council can make the following recommendations:

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 Plan Commission.
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 June 14, 2016 Common Council Meeting.

### **Attachments**

1. Ordinance No. 1331
2. Redline Ordinance No. 1331

Concurrence:



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Jason Angell  
Director of Development Services



---

Steve Barg  
City Administrator

## **ORDINANCE NO. 1331**

### **An Ordinance amending Sections 18-106 to update the Fencing Standards for the City of Marshfield.**

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

SECTION 1. Section 18-106 is hereby amended to read as follows:

#### **Section 18-106: Fencing Standards**

- (1) Purpose: The purpose of this section is to regulate the materials, location, height, and maintenance of fencing, and decorative posts in order to prevent the creation of nuisances and to promote the general safety and welfare of the public.
- (2) Applicability: Except for situations where exceptions are explicitly stated in this Chapter, the requirements of this Section apply to all fencing and decorative posts equal to, or exceeding, 36 inches in height, in all zoning districts.
- (3) Review and Approval: Except for situations where exceptions are explicitly stated in this Chapter, all fences which are equal to or greater than 36 inches in height located in any district shall obtain a building permit prior to installation.
  - (a) Permit application and site plan. A building permit application for a fence shall consist of a standard building permit application together with a site plan. The site plan should show abutting streets, lot lines and their dimensions, existing buildings, existing easements, existing utilities, the proposed fence location and proposed setbacks. A drawing or picture of the fence indicating its style and height should also be provided.
  - (b) Exemptions from permit and permit standards.
    1. Temporary Fencing including the protection of excavation and construction sites, the protection of individual plants, and snow fencing which shall be permitted in all districts not exceeding 4 feet in height provided it is removed between May 1 and November 1 of each year.
    2. Decorative fencing, fences encompassing a garden, and other similar fences including pet kennels are exempt from a required permit provided they are not located in the required or provided front yard, are setback a minimum of 5 feet from all property lines, and do not exceed 6 feet in height.
  - (c) Exceptions to the requirements of this Section may be granted through a conditional use permit.
- (4) Permit Standards:
  - (a) Materials: Materials of any fence or decorative post shall be as follows:

1. In Residential Districts including SR-2, SR-3, SR-4, SR-6, TR-6, MR-12, MR-24, and MH-8 zoning districts, fences shall be installed/constructed using residential-style fencing.
    - a. Residential-style fencing includes the following: naturally resistant or treated wood, wood composite, brick, stone, masonry, wrought iron, vinyl, galvanized/coated chain link, and wire mesh.
    - b. All fencing shall require a top rail support.
    - c. Any fence within the required or provided front yard, whichever is less shall be a maximum of 50 percent opaque (such as a wrought iron or picket or wood rail fence). On a corner lot where no other location is suitable for a fence, a front yard may be determined by the Zoning Administrator. Chain link fencing is not permitted within the required or provided front yard, except when used in conjunction with parks and schools.
    - d. The following are prohibited materials in residential districts unless exempt elsewhere in this Section: corrugated metal, chicken wire, livestock fencing, barb wire, razor wire, "t/u-post", and electric fencing.
  2. In all other districts not listed above, fences shall be installed/constructed using residential-style fencing in addition to corrugated metal, other solid metal fences, or security fencing.
    - a. All fencing shall require a top rail support.
    - b. Except a security fence, any fence within the required or provided front yard, whichever is less as determined by the Zoning Administrator, shall be a maximum of 50 percent opaque.
    - c. Barb wire fencing is only permitted on the top of a security fence when located at least 6.5 feet above the ground.
    - d. The following are prohibited materials in nonresidential districts unless exempt elsewhere in this Section: livestock fencing, "t/u-post", electric fence, and razor wire.
    - e. Wire fencing, livestock fencing, "t/u-posts", electric fencing and other fencing associated with an agricultural use shall be permitted within the "RH-35" zoning district.
- (b) Location: The location of any fence or decorative post shall be as follows:
1. On all properties, no fence or decorative post shall be located closer than 3 feet of the right-of-way line in the provided front yard, provided street side yard property line, or when abutting an alley.
  2. Fences may be located up to a parcel property line abutting a side or rear yard. Fences may cross property lines when used in conjunction with parks, schools, and airports or when the abutting property is under the same ownership.
  3. All fences must meet the visibility standards in Section 18-102.

4. Fences may be located within easements per the provisions of the easement.
  5. Fences shall be located a minimum of 3 feet from any utility equipment. Some utility equipment may require a greater clearance.
- (c) Maximum Height: The maximum height of any fence or decorative post shall be the following:
1. In Residential Districts including SR-2, SR-3, SR-4, SR-6, TR-6, MR-12, MR-24, MH-8 zoning districts:
    - a. Four feet when located within the required or provided front yard, whichever is closer to the street.
    - b. Six feet within the side, rear, or street side yard, but not in the required or provided front yard, whichever is closer to the street.
    - c. Eight feet where such portions of a Residential property is directly abutting a nonresidential zoning district or major street for the purpose of increasing privacy or decreasing noise levels, within the side, rear, or street side yard, but not in the required or provided front yard, whichever is closer to the street.
  2. In all other zoning districts:
    - a. Eight feet when located behind the front façade of the building or required yard, whichever is closer to the street.
    - b. Four feet when located in the required or provided front yard, whichever is closer to the street.
    - c. Eight feet for security fences in any yard.
  3. Height shall be measured from the ground or structure immediately under the fence to the top of the fence face.
  4. Height exceptions:
    - a. Decorative posts at a minimum spacing of 24 inches may extend 8 inches above the maximum height.
    - b. To accommodate slopes and/or lawn maintenance, up to 6 inches of ground clearance shall be allowed which will not contribute to the measurement of maximum fence height.
    - c. Berms with slopes less than or equal to a minimum of 3 feet of horizontal to a maximum of every 1 foot of vertical (i.e. 3:1) shall not contribute to the measurement of maximum fence height.
- (d) On Fence Lighting: On fence lighting is permitted and shall conform to all requirements of Section 18-104 as well as the State electrical and building codes.
- (e) Orientation: Any and all fences or decorative posts shall be erected so as to locate visible supports and other structural components toward the subject property.

- (f) Replacement: Any existing fence as of the effective date of this Chapter may be replaced to their current location and height.
- (g) Maintenance:
  - 1. Any and all fences or decorative posts shall be maintained in a structurally sound and attractive manner.
  - 2. Any utility equipment located within a fence shall be safe and accessible. If the metering location becomes unsafe or inaccessible, the owner shall be required to remove the fence or have the utility equipment moved at the owner's expense.
- (h) Swimming Pools: Fencing for swimming pools shall be provided per the Model Swimming Pool Enclosure Code established by the National Spa and Pool Institute (NSPI).

**Figure 18-106(a): Fencing Standards**

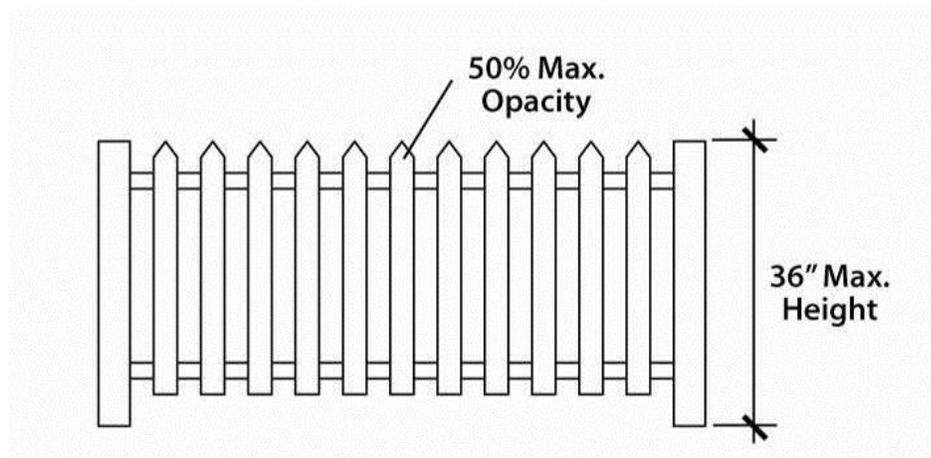


Figure 18-106(b): Fencing Standards

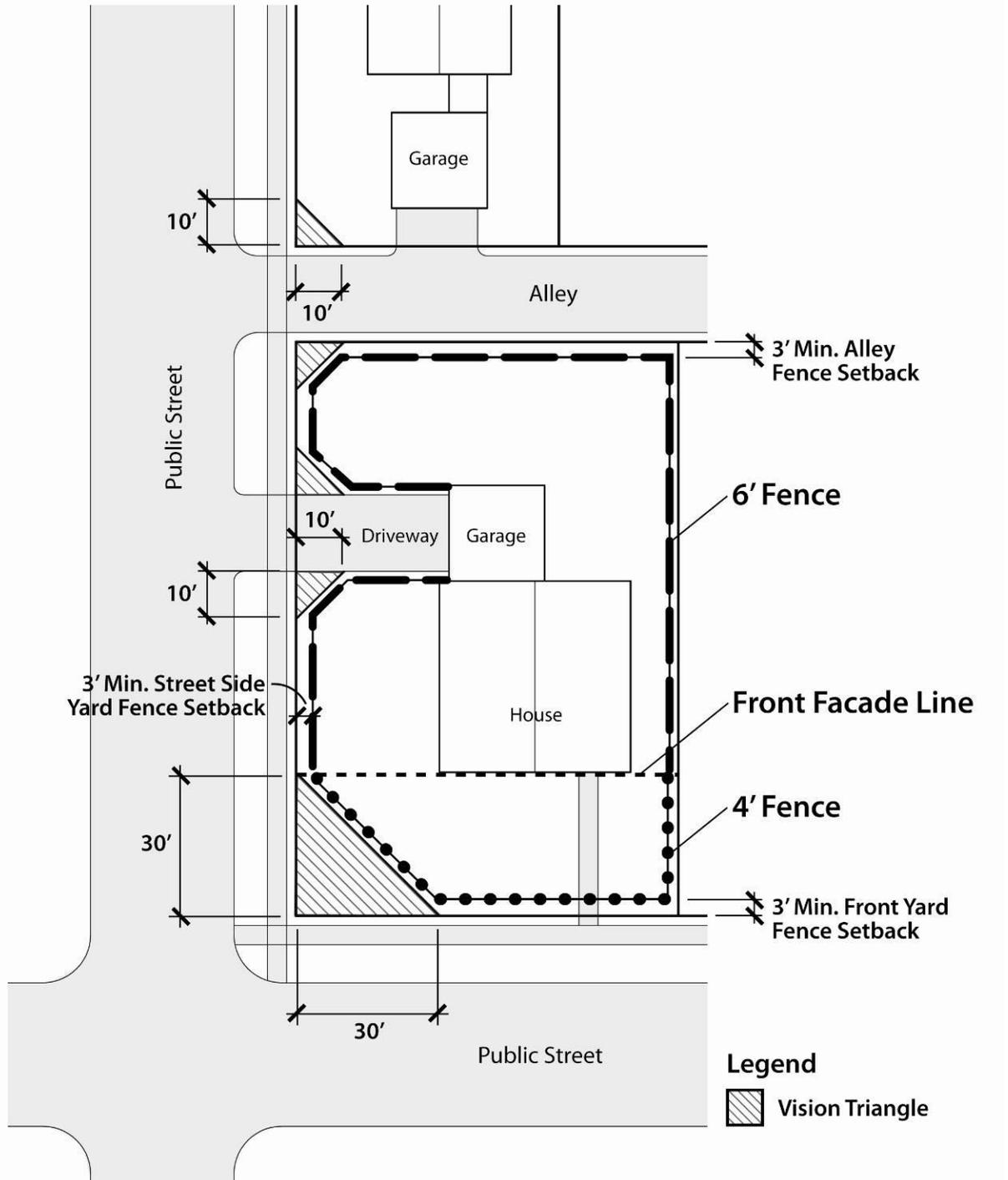
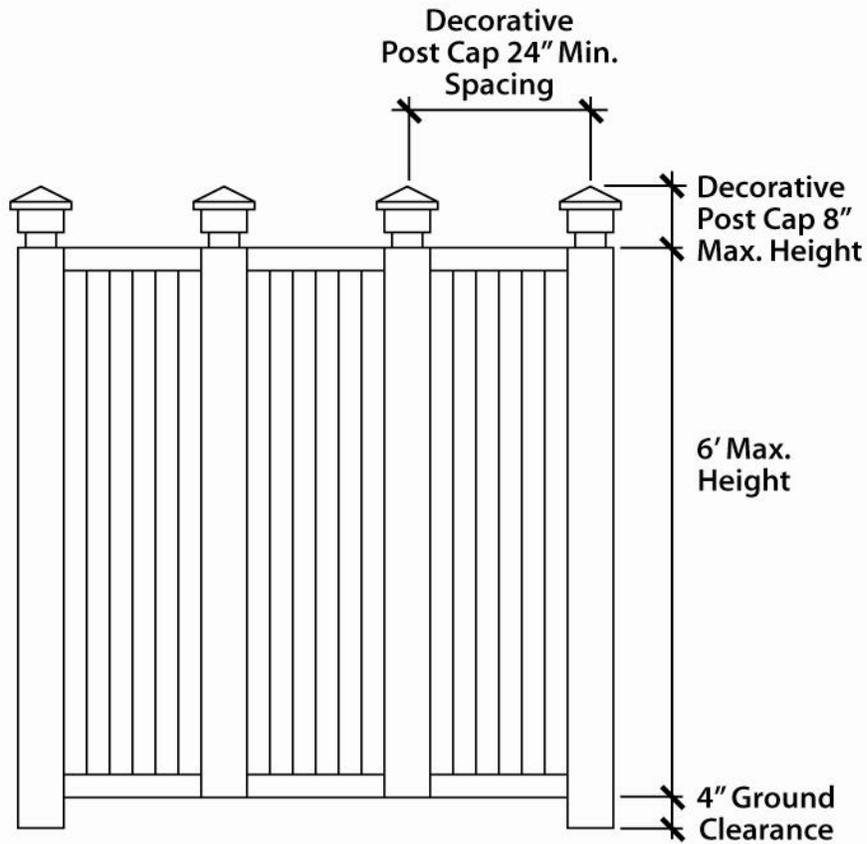


Figure 18-106(c): Fencing Standards



(ORD 1240, 11/13/12)

SECTION 2. 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 3. 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 4. 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

## REDLINE ORDINANCE NO. 1331

### An Ordinance amending Sections 18-106 to update the Fencing Standards for the City of Marshfield.

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

SECTION 1. Section 18-106 is hereby amended to read as follows:

#### Section 18-106: Fencing Standards

- (1) Purpose: The purpose of this section is to regulate the materials, location, height, and maintenance of fencing, and decorative posts in order to prevent the creation of nuisances and to promote the general safety and welfare of the public.
- (2) Applicability: ~~The~~ Except for situations where exceptions are explicitly stated in this Chapter, the requirements of this Section apply to all fencing and decorative posts equal to, or exceeding, 36 inches in height, in all zoning districts.
- (3) Review and Approval: ~~All~~ Except for situations where exceptions are explicitly stated in this Chapter, all fences which are equal to or greater than 36 inches in height located in any district shall obtain a building permit ~~from the Building Inspector before commencing construction.~~ prior to installation.
  - (a) Permit application and site plan. A building permit application for a fence shall consist of a standard building permit application together with a site plan. The site plan ~~must~~ should show abutting streets, lot lines and their dimensions, existing buildings, existing easements, existing utilities, the proposed fence location and proposed setbacks. A drawing or picture of the fence indicating its style and height ~~should, height, and shall~~ also be provided.
  - (b) Exemptions from permit and permit standards.
    1. Temporary Fencing including the protection of excavation and construction sites, the protection of individual plants, and snow ~~snow~~ fencing which shall be permitted in all districts not exceeding 4 feet in height provided it is removed between May 1 and November 1 of each year.
    2. Decorative Fencing, fences encompassing a garden, and other similar fences including pet kennels are exempt from a required permit provided they are not located in the required or provided front yard, are setback a minimum of 5 feet from all property lines, and do not exceed 6 feet in height.
    3. ~~Decorative fences and garden fences not exceeding 36 inches in height are exempt provided they do not present a hazard to pedestrians on any public or private sidewalk. Other fences exempt from permits include pet enclosures within the buildable area for the principal structure.~~
  - (c) Exceptions to the requirements of this ~~section~~ Section may be granted through a conditional use permit.

(4) Permit Standards:

(a) Materials: Materials of any fence or decorative post shall be as follows:

1. In Residential Districts including SR-2, SR-3, SR-4, SR-6, TR-6, MR-12, MR-24, and MH-8 zoning districts, fences shall be installed/constructed using residential-style fencing.
  - a. Residential-style fencing includes the following: naturally resistant or treated wood, wood composite, brick, stone, masonry, wrought iron, vinyl, galvanized/coated chain link, and wire mesh.
  - b. All fencing shall require a top rail support.
  - c. Any fence within the required or provided front yard, whichever is less shall be a maximum of 50 percent opaque (such as a wrought iron or picket or wood rail fence). On a corner lot where no other location is suitable for a fence, a front yard may be determined by the Zoning Administrator. Chain link fencing is not permitted within the required or provided front yard, except when used in conjunction with parks and schools.
  - d. The following are prohibited materials in residential districts unless exempt elsewhere in this Section: corrugated metal, chicken wire, livestock fencing, barb wire, razor wire, "t/u-post", and electric fencing.
2. In all other districts not listed above, fences shall be installed/constructed using residential-style fencing in addition to corrugated metal, other solid metal fences, or security fencing.
  - a. All fencing shall require a top rail support.
  - b. Except a security fence, any fence within the required or provided front yard, whichever is less as determined by the Zoning Administrator, shall be a maximum of 50 percent opaque.
  - c. Barb wire fencing is only permitted on the top of a security fence when located at least 6.5 feet above the ground.
  - d. The following are prohibited materials in nonresidential districts unless exempt elsewhere in this Section: livestock fencing, "t/u-post", electric fence, and razor wire.
  - e. Wire fencing, livestock fencing, "t/u-posts", electric fencing and other fencing associated with an agricultural use shall be permitted within the "RH-35" zoning district.
- ~~3. Residential fences shall be constructed using residential-style fencing including, but not limited to, naturally resistant or treated wood, brick, natural stone, masonry, wrought iron, vinyl, galvanized and/or coated chain link (minimum thickness of 9 gauge and a required top rail support). Chain link fence slats are subject to provisions of this section regarding open and solid fences.~~

- ~~4. Nonresidential fences shall use the materials listed in Subsection 1., above. Corrugated metal or other solid metal fences may only be used in the CMU, LI, and GI zoning districts.~~
  - ~~5. Except of a security fence, any fence within any residential or mixed use within the required or provided front yard, whichever is less restrictive, shall be a maximum of 50 percent opaque (such as a wood or metal picket or wood rail fence), except with the granting of a conditional use permit per Section 18-161.~~
  - ~~6. Wire mesh and chain link fencing is not permitted within the required or provided front yard, whichever is less restrictive, in the RH-35, SR-2, SR-3, SR-4, TR-6, MR-12, MR-24, and MH-8 zoning districts, except when used in conjunction with parks, schools, and airports.~~
  - ~~7. Barb wire fencing is only permitted on the top of security fencing when located at least 6½ feet above the ground.~~
  - ~~8. Temporary fencing, including the use of wood or plastic snow fences for the purposes of limiting snow drifting between November 1 and April 1, protection of excavation and construction sites, and the protection of plants during grading and construction is permitted. Permits are not required for temporary fencing.~~
- (b) Location: The location of any fence or decorative post shall be as follows:
1. On all properties, no fence or decorative post shall be located closer than 3 feet of the right-of-way line in the provided front yard, provided street side yard property line, or when abutting an alley.
  2. Fences ~~shall~~ may be located up to a parcel within any property line abutting a side or year yard. Fences may cross property lines when used in conjunction with parks, schools, and airports or when the abutting property is under the same ownership.
  3. All fences must meet the visibility standards in Section 18-102.
  4. Fences may be located within easements per the provisions of the easement.
  5. Fences shall be located a minimum of 3 feet from any utility equipment. Some utility equipment may require a greater clearance.
  - ~~6. Replacement of fences existing as of the effective date of this Chapter in their current location shall be permitted.~~
- (c) Maximum Height: The maximum height of any fence or decorative post shall be the following:
1. In Residential Districts including the SR-2, SR-3, SR-4, SR-6, TR-6, MR-12, MR-24, MH-8 zoning districts:
    - a. Four feet when located within the required ~~front~~ or provided front yard, whichever is closer to the street.

- b. Six feet within the side, rear, or street side yard, but not in the required ~~front yard or beyond the front façade of the house~~ or provided front yard, whichever is closer to the street.
  - c. Eight feet where such portions of a Residential property is directly abutting a nonresidential zoning district or major street for the purpose of increasing privacy or decreasing noise levels, within the side, rear, or street side yard, but not in the required or provided front yard, whichever is closer to the street.
2. In the ~~NMU, CMU, UMU, DMU, IP, LI, GI, RD, CD, PD~~ all other zoning districts:
    - a. Eight feet when located behind the front façade of the building or required yard, whichever is closer to the street.
    - b. Four feet when located in the required or provided front yard ~~or between the front façade of the building~~, whichever is closer to the street.
    - c. Eight feet for security fences in any yard.
  3. Height shall be measured from the ground or structure immediately under the fence to the top of the fence face.
  4. Height exceptions:
    - a. Decorative posts at a minimum spacing of 24 inches may extend 8 inches above the maximum height. ~~This exception is not allowed for front yard fences.~~
    - b. To accommodate slopes and/or lawn maintenance, up to 4-6 inches of ground clearance shall be allowed which will not contribute to the measurement of maximum fence height. ~~This exception is not allowed for front yard fences.~~
    - c. Berms with slopes less than or equal to a minimum of 3 feet of horizontal to a maximum of every 1 foot of vertical (i.e. 3:1) shall not contribute to the measurement of maximum fence height.
- (d) On Fence Lighting: On fence lighting is permitted and shall conform to all requirements of Section 18-104 as well as the State electrical and building codes.
  - (e) Orientation: Any and all fences or decorative posts shall be erected so as to locate visible supports and other structural components toward the subject property.
  - (f) Replacement: Any existing fence as of the effective date of this Chapter may be replaced to their current location and height.
  - (g) Maintenance:
    1. Any and all fences or decorative posts shall be maintained in a structurally sound and attractive manner.
    2. Any utility equipment located within a fence shall be safe and accessible. If the metering location becomes unsafe or inaccessible, the owner shall be required

to remove the fence or have the utility equipment moved at the owner's expense.

- (h) Swimming Pools: Fencing for swimming pools shall be provided per the Model Swimming Pool Enclosure Code established by the National Spa and Pool Institute (NSPI).

**Figure 18-106(a): Fencing Standards**

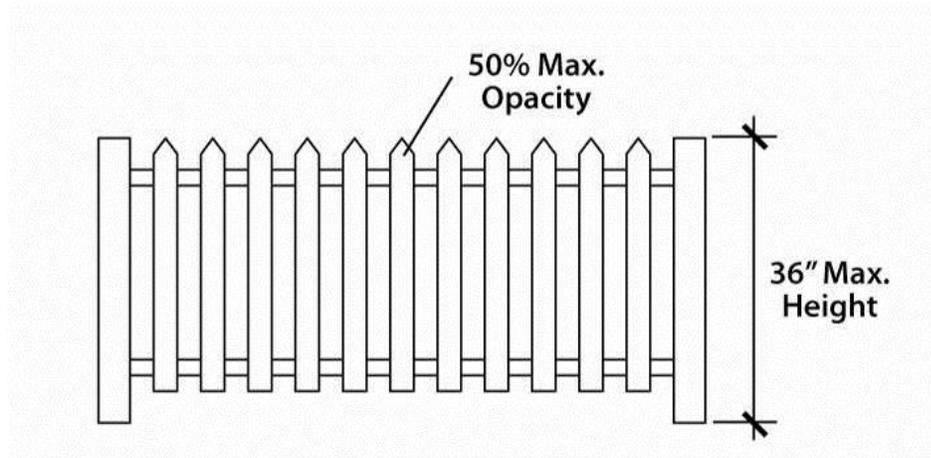


Figure 18-106(b): Fencing Standards

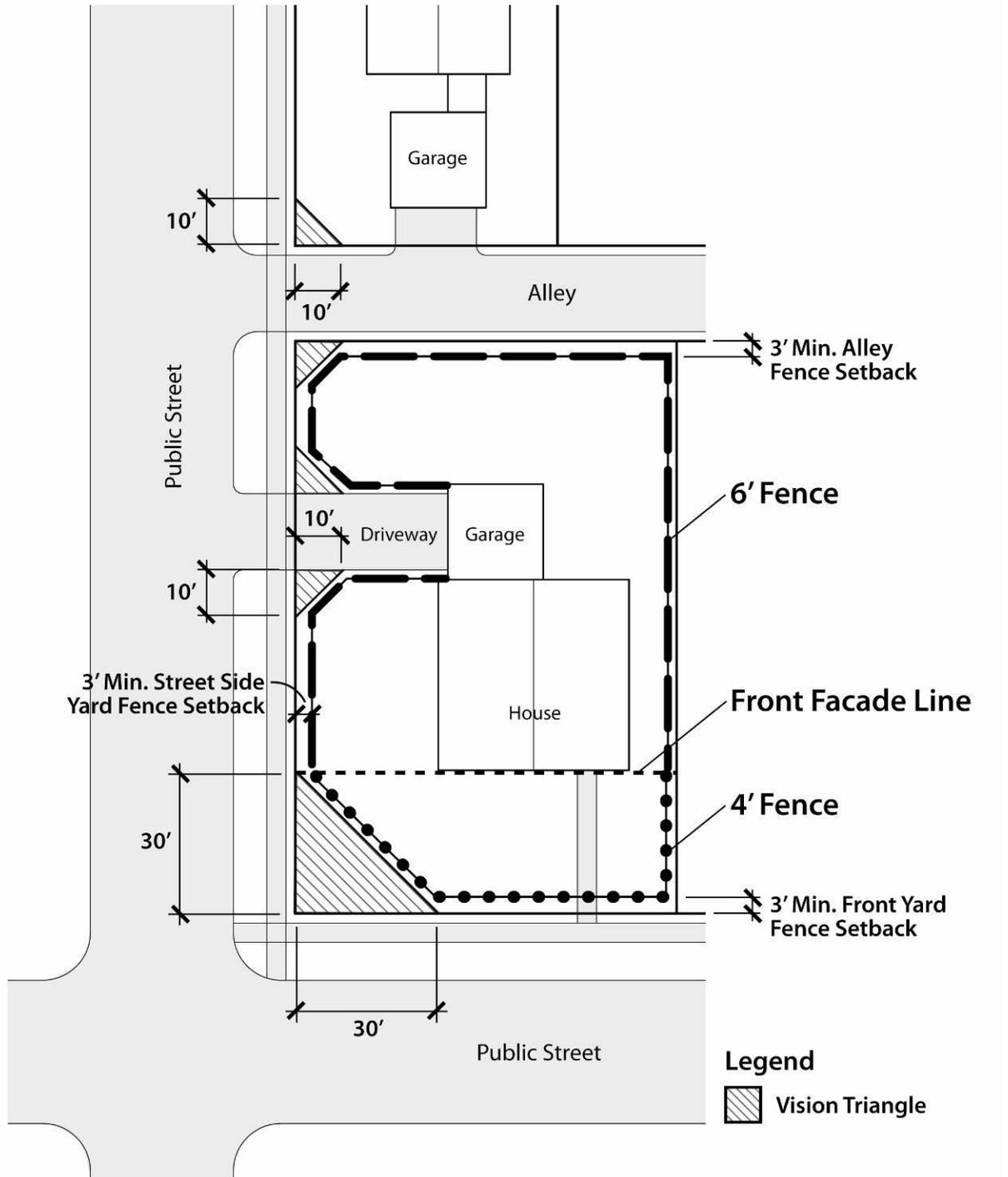
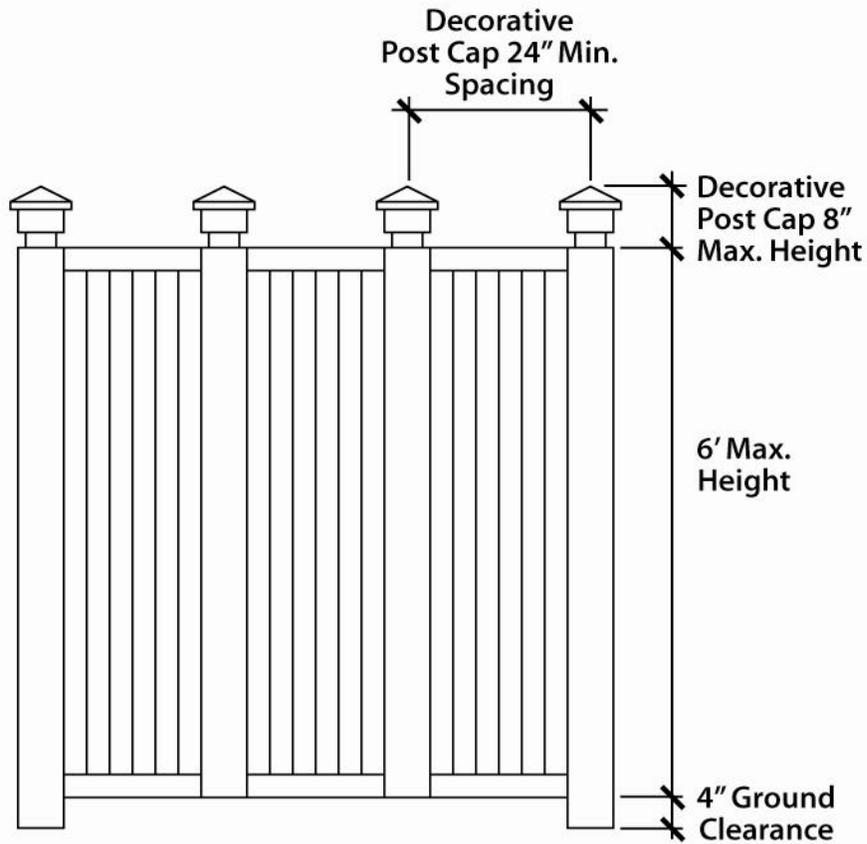


Figure 18-106(c): Fencing Standards



(ORD 1240, 11/13/12)

SECTION 2. 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 3. 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 4. 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:** May 19, 2016  
**TO:** Mayor Meyer & City Council  
**FROM:** Steve Barg, City Administrator  
**RE:** Ordinance No. 1334 – increasing Council pay, effective May 1, 2018

## **Background**

On April 26<sup>th</sup>, the Council voted to increase pay for Council members to \$375 per month, effective as of May 1, 2018. Pay will be a flat rate of \$375/month (\$4,500/year), reduced by \$100 for any month in which a member misses 2 or more required Council/Committee meetings (Board of Public Works or Finance, Budget & Personnel Committee). Attached Ordinance No. 1334 has been drafted to make this change in the Marshfield City Code.

## **Recommendation**

Staff recommends that the Council hold the 1<sup>st</sup> reading of Ordinance No. 1334 at Tuesday night's meeting, and to set the 2<sup>nd</sup> reading and adoption for the June 14<sup>th</sup> meeting.

ORDINANCE NO. 1334

**An Ordinance amending Section 4-03 (1)(b) Compensation Schedule.**

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

SECTION 1. Section 4-03 (1)(b) of the Marshfield Municipal Code, is hereby amended to read as follows:

**1. Sec. 4-03. Compensation schedule.**

(1) Except as provided in this section, the following schedule of compensation shall be in effect for the following elective officers of the City of Marshfield, until changed by ordinance adopted in conformity with Wisconsin law:

(a) Mayor. Compensation of the mayor shall be \$22,500.00 per year plus an in-town expense account of \$150.00 per month. Meal expenses incurred by the mayor for himself or on behalf of guests of the city incidental to the conduct of city business shall be reimbursable over and above the expense account payment of \$150.00 per month.

~~(b) Alderpersons. Compensation of alderpersons shall be \$45.00 per regular or special meeting attended and \$2,920.00 per year for committee work, except that the alderpersons shall not during the term of such office collect salary in excess of the salary provided at the commencement of his/her term of office. \$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). In addition, alderpersons shall receive \$45.00 per special Common Council meeting attended.~~

~~(e)~~(b) Other elected officials. Other elected officials shall receive an annual salary to be set by the council, to be paid monthly. Such salary shall not be adjusted during the term of office. No salary shall be paid for any time during the term for which any such officer has not executed and filed his or her official oath and bond.

SECTION 4. 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.

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SECTION 5. 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 6. This ordinance shall take effect ~~and May 1, 2018. 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

514 East Fourth Street  
Marshfield, WI 54449  
PHONE (715) 486-2094  
FAX (715) 384-8868  
Email: mfrd@ci.marshfield.wi.us



Robert P. Haight III  
Fire Chief

## FIRE & RESCUE DEPARTMENT

---

### MEMORANDUM

**TO:** Finance, Budget and Personnel Committee Members

**FROM:** Robert P. Haight III, Fire Chief

A handwritten signature in black ink that reads "Robert Haight III".

**DATE:** April 29, 2016

**SUBJECT:** Budget Resolution 11-2016

### Background

The Marshfield Fire & Rescue Department embarked on implementing our Rescue Task Force program in conjunction with Marshfield Police over 16 months ago. This program is intended to allow paramedics and their assigned Police team members to quickly enter an active shooter situation to provide medical attention and possibly remove any victims encountered. The training and acquisition of equipment needed was begun. It was determined that we would require a mix of budgeted monies as well as donations to be able to acquire sufficient equipment to fully equip all four ambulances.

### Analysis

There are only four ballistic helmets left to acquire and we just received a \$1,000 grant check from Enbridge to enable the purchase of these helmets. This grant was specifically for these helmets and must be used for this purpose.

### Summary/Recommendation

Rescue Task force is in place and active. This purchase will meet the objectives of the grant we received and will enable us to finish equipping all four ambulances. This resolution was approved by the Police and Fire Commission at their May 5, 2016 meeting. I recommend approval of Budget Resolution 11-2016 as presented.

Concurrence:

A handwritten signature in black ink that reads "Steve Barg".

---

Steve Barg, City Administrator

A handwritten signature in black ink that reads "Keith R. Strey".

---

Keith Strey, Finance Director

BUDGET RESOLUTION NO. 11-2016

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 \$1,080 is hereby transferred from an Enbridge grant ac# 6054800022.220000 to the Emergency Medical Services Fund ac# 6055231022.220000.
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. 11-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

1. EMS Fund, a/c #6054800022.220000:
  - a. 48500 – Contributions/Donations \$1,000

TRANSFERRED TO:

1. EMS Fund, a/c# 6055231022.220000:
  - a. 53400 – Operating Supplies \$1,000

\* \* \* \*



**City of  
Marshfield**  
**Memorandum**

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May 18, 2016

TO: Mayor Meyer and Members of the Common Council

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Budget Resolution 12-2016 – TIF 11, Veterans Parkway Sewer and Water Extension

**BACKGROUND**

Bids were awarded on May 10, 2016 for construction of the sewer and water extension to serve the recently annexed Draxler property. This project will be funded through the recently created Tax Incremental Financing District No. 11. A budget resolution is necessary to establish the construction budget for the project.

**ANALYSIS**

The attached budget resolution provides the detail for the project. The total construction cost is projected at \$533,651. Adding engineering and contingency, staff is recommending that the budget be set at \$600,000, broken down as follows:

Sanitary Sewer (352225)	\$125,000
Water Main (312224)	\$475,000

These improvements are consistent with the TIF 11 Project Plan adopted by the Common Council on April 12, 2016. This Budget Resolution has been recommended for approval by the Finance, Budget and Personnel Committee.

**RECOMMENDATION**

Approve Budget Resolution 12-2016.

Concurrence: \_\_\_\_\_

  
Steve Barg, City Administrator

  
Keith Strey, Finance Director

BUDGET RESOLUTION NO. 12-2016

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 \$475,000 is hereby transferred from State Trust Fund Loan proceeds, a/c #4364900008.080000 to the TID #11 Veterans Parkway/Highway 10 Interchange Fund, a/c #4365749031.312224.
2. That the sum of \$125,000 is hereby transferred from State Trust Fund Loan proceeds, a/c #601.29175 to the Wastewater Utility Collection System Asset Account, a/c #601.18410.
3. 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. 12-2016 BY OBJECT NUMBER

**TRANSFERRED FROM:**

- 1. TID #11 Veterans Parkway/Highway 10 Interchange Fund,  
a/c #4364900008.080000:
  - a. 49140 – Proceeds of State Trust Fund Loan \$475,000
  
- 1. 601 Wastewater Utility Fund Liabilities **(MEMO ONLY)**:
  - a. 29175 – 2016 State Trust Fund Loan \$125,000

**TRANSFERRED TO:**

- 1. TID #11 Veterans Parkway/Highway 10 Interchange Fund,  
a/c #4365749031.312224:
  - a. 52100 – Contracted Services \$475,000
  
- 2. 601 Wastewater Utility Fund Assets **(MEMO ONLY)**:
  - a. 18410 – Collection System Improvements \*\* \$125,000

Note:

\*\* Sewer Main project expenditures will be recorded in an expenditure account number and transferred to the asset account as appropriate

\* \* \* \*



# City of Marshfield Memorandum

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TO: Common Council  
FROM: Keith Strey, Finance Director  
DATE: May 24, 2016

RE: Budget Resolution 13-2016

At their May 10, 2016 regular meeting, the Common Council approved extending an Offer to Purchase the current Forward Financial building for a new City Hall location. Forward Financial signed the Offer to Purchase on May 12, 2016. As part of the Offer to Purchase, the City agreed to deposit \$18,000 earnest money with Wolfgram, Gamoke & Hutchinson, S.C. Trust Account within 10 business days of acceptance.

Given the project timeline previously discussed, City staff will need to begin the planning process for this new location. That will involve engagement of outside professional services of up to \$82,000. Expected contracted services include those to design building layout and determine the estimated remodeling costs to convert the building to City government use.

In order for the City to fulfill the Offer to Purchase obligations and move forward with project planning, the attached budget resolution is necessary. Funding for this project is expected to be long-term debt.

### **Recommendation**

I recommend approval of Budget Resolution 13-2016 as presented.

Concurrence:

Steve Barg, City Administrator

Keith R. Strey, Finance Director

BUDGET RESOLUTION NO. 13-2016

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 \$100,000 is hereby transferred from State Trust Fund Loan proceeds, a/c #4054900008.080000 to the General Public Facilities Fund, New City Hall Project Budget, a/c #4055714023.233968.
  
3. 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. 13-2016 BY OBJECT NUMBER

**TRANSFERRED FROM:**

- 1. General Public Facilities Fund, a/c #4054900008.080000:
  - a. 49140 – Proceeds of State Trust Fund Loan \$ 100,000

**TRANSFERRED TO:**

- 1. General Public Facilities Fund, New City Hall, a/c #4055714023.233968:
  - a. 58830 – Buildings \$ 100,000

\* \* \* \*

## **RESOLUTION NO. 2016-24**

Final Resolution in the matter of Improvement Project Nos.

- **312230 – Street Maintenance - 8th Street (Oak Avenue to Pine Avenue)**
- **312230 – Street Maintenance - Pine Avenue (Magee Street to 6th Street)**
- **312231 – Street Maintenance – Cedar Avenue (21st Street to 17th Street)**
- **312232 – Street Maintenance - Depot Street (Willow Avenue to Cul-de-sac)**
- **312233 – Street Maintenance - Hemlock Avenue (8th Street to Weister Court)**
- **312233 – Street Maintenance - Weister Court (Hemlock Avenue to Cul-de-sac)**
- **312234 – Street Maintenance - Maple Avenue (9th Street to 8th Street)**
- **312235 – Street Maintenance - State Street (Schmidt Avenue to Adler Road)**
- **312236 – Street Maintenance - Apple Avenue (29th Street to 25th Street)**
- **312237 – Street Maintenance – Locust Avenue (14th Street to 17th Street)**
- **312257 – Street Maintenance – Madison Avenue (19<sup>th</sup> Street to 21<sup>st</sup> Street)**
- **312257 – Street Maintenance – Madison Avenue (21<sup>st</sup> Street to Washington Avenue)**

**WHEREAS**, the Common Council of the City of Marshfield, having held a Public Hearing in the Council Chambers of City Hall Plaza at 6:45 PM on Tuesday, May 24<sup>th</sup>, 2016 in the matter of reconstruction of the following: concrete streets, concrete sidewalk, drive aprons, concrete curb and gutter, sanitary sewer main and laterals, water main and service laterals, storm sewer and laterals, grading, placement of aggregates, other miscellaneous work in the following streets, after notice thereof having been duly published in the official newspaper according to law, and all parties desiring to be heard having been heard. All property fronting or abutting:

**All property fronting or abutting:**

- 8th Street from and including its intersection with Oak Avenue to and including its intersection Pine Avenue.
- Pine Avenue from and including its intersection with Magee Street to and including its intersection with 6th Street.
- Cedar Avenue from and including its intersection with 21st Street to and including its intersection with 17th Street.
- Depot Street from and including its intersection with Willow Avenue to the end of the Cul-de-sac.
- Hemlock Avenue from and including its intersection with 8th Street to and including its intersection with Weister Court.
- Weister Court from and including its intersection with Hemlock Avenue to the end of the Cul-de-sac.
- Maple Avenue from and including its intersection with 9th Street to and including its intersection with 8th Street.
- State Street from and including its intersection with Schmidt Avenue to and including its intersection with Adler Road.
- Apple Avenue from and including its intersection with 29th Street to and including its intersection with 25th Street.
- Locust Avenue from and including its intersection with 14th Street to and including its intersection with 17th Street.
- Madison Avenue from and including its intersection with 19<sup>th</sup> Street to and including its intersection with 21<sup>st</sup> Street.
- Madison Avenue from and including its intersection with 21<sup>st</sup> Street to and including its intersection with Washington Avenue.

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Marshfield:

**SECTION 1.** That the report of the City Engineer, Thomas R. Turchi, as prepared pursuant to Preliminary Resolutions No. 2016-06, adopted February 9<sup>th</sup>, 2016 be and the same is adopted, and that the Plans and Specifications included in said report are hereby adopted and approved.

**SECTION 2.** It is further directed that the work or improvements be carried out in accordance with the report as finally approved, and that payments be made therefore as therein provided, and by assessing the cost of said improvement to the abutting property owners, that no part of the cost need be paid in cash, but at the option of the property owners may be paid in cash or in annual installments as described by the installment assessment notice attached herein; that the assessments shown on said report are reasonable and correct, and are hereby determined to be proportional to the front footage, do not exceed the benefits accruing to the property and are hereby confirmed.

**SECTION 3.** In accordance with Section 13-98 of the Municipal Code of the City of Marshfield, the following shall apply to the number of annual installments for special assessments if a property owner chooses to utilize annual instalments:

- \$ 0.00 - \$ 500.00      One (1) annual installment
- \$ 501.00 to \$5,000.00      Ten (10) annual installments
- Over \$5,000      Twenty (20) annual installments

**SECTION 4.** That in the event the property affected by the final assessments of the project are sold in part, the unpaid assessment for the original parcel of the property shall be paid in full.

**SECTION 5.** That the interest to be charged on the special assessments provided for herein is three and forty five hundredths percent (3.45%) per annum.

**SECTION 6.** The City Clerk is directed to publish this Resolution in the official newspaper. The Clerk is further directed to mail a copy of this Resolution to every property owner whose name appears on the assessment roll whose post address is known or can with reasonable diligence be ascertained.

ADOPTED \_\_\_\_\_

\_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Deb M. Hall, City Clerk



# City of Marshfield Memorandum

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TO: Mayor Meyer and Common Council Members  
FROM: Jason Angell, Director of Development Services  
DATE: May 24, 2016

RE: MACF Agreement – Community Square Project

On January 26, 2016, the Common Council approved a motion approving the conceptual plan to construct a Community Square within the west 200 Block of the downtown. The same motion also directed the Economic Development Board (EDB) to proceed with fundraising efforts for the project.

The past couple of months, members of the EDB have been working diligently to establishing the fundraising campaign. As part of these efforts, they have worked with the Marshfield Area Community Foundation to develop the attached contract, which would establish the account for the project. The contract has also been reviewed with the City Attorney.

One key point that I wish to clarify at this time, is the \$400,000 shown as the City's commitment to the project. This figure represents the \$200,000 that was included in the recently approved CIP (TIF funding) and the other \$200,000 would be coming from the EDB (205 Account).

Staff will be available during the meeting to address any questions the Council may have regarding the contract or the status of the project.

### **Committee Recommendation**

The EDB is recommending approval of the contract with MACF.

### **Council Options**

The Common Council may take the following actions:

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

### **Staff Recommendation**

APPROVE the agreement with Marshfield Area Community Foundation and authorize the City Administrator to execute the contract.

Concurrence:

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Steve Barg, City Administrator



## PROJECT SPECIFIC FUND AGREEMENT

Attention: Amber Kiggens-Leifheit  
Executive Director

This Agreement is made as of the \_\_\_\_\_ day of \_\_\_\_\_ by and between the City of Marshfield and the Marshfield Area Community Foundation (MACF), hereinafter the Parties, for the purpose of establishing a Fund within the Marshfield Area Community Foundation. The Fund will be known as the Community Square Fund and shall be used for the development of a park on Chestnut Avenue between Second and Third Streets, City of Marshfield, hereinafter the "Project".

**Cost of Project.** The Project is estimated to cost \$1,300,000.00. The Parties anticipate \$900,000.00 of that cost to be collected by MACF through charitable cash and pledge donations. The Parties anticipate \$400,000.00 of that cost to be contributed by the City of Marshfield. The MACF shall be responsible for handling only those funds for the Project collected by the MACF through charitable cash and pledge donations.

**MACF Fundraising Period.** The fundraising period by the MACF through charitable cash and pledge donations for the Project will commence in May, 2016 and shall continue through June 30, 2017. The City of Marshfield hereby commits its \$400,000.00 to the Project. If the \$900,000.00 is not collected by the MACF through charitable cash and pledge donations by June 30, 2017, the MACF fundraising period may be extended by the Parties upon mutual agreement, and upon such mutual agreement this Agreement shall be accordingly amended by the Parties in writing. If the \$900,000.00 is not collected by the MACF through charitable cash and pledge donations by June 30, 2017, the Parties agree that the Project shall nevertheless proceed with the understanding and agreement of the Parties that the Project shall be redesigned at that time and at the same location based on the City of Marshfield's contribution of \$400,000.00 and based on the amount of funds collected by the MACF through charitable cash and pledge donations at that time.

**Construction of Project.** The physical construction of the project will begin in July, 2017 with the physical construction of the Project to be completed with the grand opening of the Project to occur no later than June 30, 2018.

**Administrative Services and Fees.** All Donor fundraising efforts must meet with MACF approval. The MACF will provide administrative services for this Project as part of the MACF's charitable activities. Administrative services rendered on this Project will be completed within the time frame set forth in this Agreement.

Administrative services to be provided by the MACF include:

- Receiving cash and pledge donations. The minimum cash donation for the Project shall be one hundred (\$100.00) dollars. All pledges for the Project must be for a minimum of \$1,000.00 and must be payable over 3 years or less. Pledges for \$50,000.00 or more may be payable for no more than five (5) years. All five (5) year pledges must be paid in full by June 30, 2022.
- No payroll deductions or ACH deductions will be accepted.
- Maintaining appropriate records.
- Reporting quarterly to fundraisers;
- Corresponding with the City of Marshfield, fundraisers, donors, vendors and others;
- Acknowledging all donations in compliance with IRS regulations and National Standards for Community Foundations.
- With prior written authorization from the City of Marshfield, disbursing funds to the City of Marshfield for payment of charges for the Project.

For the administrative services provided by MACF, MACF shall retain all earnings from the Fund. In addition, MACF may hereafter establish fee(s) from time to time for the administrative services provided by MACF. MACF will waive its usual and customary set-up fee for this Project. A modification of this Agreement by the Parties at the end of the fundraising period in June, 2017, may affect the MACF's fee structure set forth herein.

**Acknowledgment of MACF's Charitable Contribution.** MACF asks that the City of Marshfield recognize the MACF for its charitable contribution to the Community through its participation in this Project.

**Conversion of Unused Funds Upon Completion of Project.** At the completion of the Project, as determined in good faith by the MACF and the City of Marshfield, all unused monies in the Fund collected by MACF through charitable cash and pledge donations, subject to the policy of MACF concerning named funds and with the consent and cooperation of the Donor(s), Donor(s)' agent(s) and/or designee(s), will be transferred to a Designated Fund with the MACF for ongoing maintenance of the Project. If the Fund has not received any gift and has not paid any expense for a continuous period of 24 months, the MACF will provide written notice to the City of Marshfield of the requirement to convert the Fund within ninety (90) days of the notice, to a Designated Fund as set forth above, but failing same to a new fund type acceptable to the MACF. Failing mutual agreement between the City of Marshfield and the Marshfield Area Community Foundation (MACF) for timely conversion of the Fund as required herein, the entire balance of the Fund will be transferred to the unrestricted Forever Fund with the MACF.

**Donations Recognized as Being Irrevocable.** The Parties acknowledge and agree that all donations to the MACF and the Community Square Fund by all Donors through charitable cash and pledge donations

are irrevocable.

**Fund to be Administered and/or Modified According to Governing Instruments and Charitable Requirements.** The Parties acknowledge and agree that the Fund shall be held and administered subject to the provisions of the Foundation's Articles of Incorporation, By-laws and/or other governing instrument(s) as presently in effect or as each may from time to time hereafter be amended, including those provisions which may permit the Foundation's Board to amend, modify, or vary any of the directions, restrictions or conditions set forth in this Agreement. Upon notice to the City of Marshfield and consistent with the MACF's governing instrument(s) and in accordance with federal tax laws, the MACF may modify any restriction(s) herein but only if the MACF determines that such restriction(s) is/are no longer necessary, are incapable of fulfillment, or have become inconsistent with the charitable needs of the Community which MACF serves.

**Disbursements From Fund.** The Budget and Financial Committee Chairman is responsible for approving all disbursement requests for all project specific funds.

Accepted as of the date set forth above.

By: \_\_\_\_\_

Title City Administrator \_\_\_\_\_

On behalf of City of Marshfield

By: \_\_\_\_\_

Amber Kiggens-Leifheit  
Executive Director

\_\_\_\_\_  
Ron Wilczek  
Budget & Finance Committee Chair

On behalf of the Marshfield Area Community Foundation



# City of Marshfield Memorandum

---

**DATE:** May 20, 2016  
**TO:** Mayor Meyer & City Council  
**FROM:** Steve Barg, City Administrator  
**RE:** Ballot wording for August 9<sup>th</sup> referendum

## **Background**

As part of approving the 2017-2021 Capital Improvement Program on May 10<sup>th</sup>, Council directed moving ahead with plans for a referendum for major street work for the August 9<sup>th</sup> primary election. The City Attorney drafted preliminary ballot language, and staff has been working to modify this wording in an effort to give the most clarity possible. The main issue is to make sure that voters realize the referendum is separate from the annual budget process, and therefore, they may still see an increase in the property tax rate, even if the referendum fails. With this in mind, the attached two options are provided for your review and consideration.

## **Recommendation**

Staff recommends that the Council select one of the 2 attached options for wording, and directs staff to submit this to appropriate Wood County officials by May 31<sup>st</sup>, so that this referendum appears on the August 9<sup>th</sup> primary election ballot. Staff also requests that the Council give direction on the type of public information campaign that it wants to see for this referendum, including what is desired from staff in this process. Specifically, we will be looking for who will lead this campaign, manage the public outreach efforts, and what methods should be used to communicate with our citizens, etc.

# **OPTION #1 (clean copy)**

## **NOTICE OF REFERENDUM CITY OF MARSHFIELD AUGUST 9, 2016**

**To: Electors of the City of Marshfield, Wisconsin**

**TAKE NOTICE** that a referendum election will be held on August 9, 2016, in the City of Marshfield on the question of whether or not the question set forth below shall be approved. The question refers to a recommendation adopted by the Common Council of the City on May 24, 2016, and is available for inspection at City Hall, 630 South Central Avenue, Marshfield, Wisconsin 54449.

The question, which shall appear on the ballot, is as follows:

**Should the Common Council of the City of Marshfield increase the Municipal tax rate for a period of 5 years in order to generate funds that would be used exclusively for major street projects, with the increase not to exceed \$1.00 per \$1,000 of assessed value?**

### **EXPLANATORY STATEMENT AND EFFECT OF VOTE**

The referendum election ballot will ask City electors to vote “yes” or “no” on the referendum election question as set forth above.

A “yes” vote on the question would increase the Municipal tax rate by an amount not to exceed \$1.00 per \$1,000 of assessed value, for a period of 5 years, in order to generate approximately \$6.8 million that would be used exclusively for major street projects, including, but not limited to, reconstructions and overlays.

A “no” vote on the question would produce no additional funding for major street projects, and may result in major street projects, including, but not limited to, reconstructions and overlays, being delayed.

Persons with questions regarding the referendum election should contact Deb Hall, City Clerk, City of Marshfield, 630 South Central Avenue, Marshfield, WI 54449.

OPTION #1 (red-lined)

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**NOTICE OF REFERENDUM  
CITY OF MARSHFIELD  
AUGUST 9, 2016**

Field Code Changed

**To: Electors of the City of Marshfield, Wisconsin**

**TAKE NOTICE** that a referendum election will be held on August 9, 2016, in the City of Marshfield on the question of whether or not the question set forth below shall be approved. The question refers to a recommendation adopted by the Common Council of the City on May 24, 2016, and is available for inspection at City Hall, 630 South Central Avenue, Marshfield, Wisconsin 54449.

The question, which shall appear on the ballot, is as follows:

**Should the Common Council of the City of Marshfield increase the Municipal tax rate by \$1 per \$1000 of assessed value, for a period of 5 years in order to generate funds that would be used exclusively for major street projects, with the increase not to exceed \$1.00 per \$1,000 of assessed value?**

Field Code Changed

**EXPLANATORY STATEMENT AND EFFECT OF VOTE**

Field Code Changed

The referendum election ballot will ask City electors to vote “yes” or “no” on the referendum election question as set forth above.

A “yes” vote on the question would ~~(a)~~ increase the Municipal tax rate by an amount not to exceed \$1.00 per \$1,000 of assessed value, for a period of 5 years, in order to (b) generate approximately \$6.8 million that would be used exclusively for major street projects, including, but not limited to, reconstructions and overlays.

A “no” vote on the question would result produce ~~the Municipal tax rate remaining the same,~~ and no additional funding for major street projects, and may result in major street projects, including, but not limited to, reconstructions and overlays, being delayed.

Persons with questions regarding the referendum election should contact Deb Hall, City Clerk, City of Marshfield, 630 South Central Avenue, Marshfield, WI 54449.

## **OPTION #2 (clean copy)**

### **NOTICE OF REFERENDUM CITY OF MARSHFIELD AUGUST 9, 2016**

**To: Electors of the City of Marshfield, Wisconsin**

**TAKE NOTICE** that a referendum election will be held on August 9, 2016, in the City of Marshfield on the question of whether or not the question set forth below shall be approved. The question refers to a recommendation adopted by the Common Council of the City on May 24, 2016, and is available for inspection at City Hall, 630 South Central Avenue, Marshfield, Wisconsin 54449.

The question, which shall appear on the ballot, is as follows:

**Should the Common Council of the City of Marshfield increase the Municipal tax rate for a period of 5 years in order to generate funds that would be used exclusively for major street projects, with the increase not to exceed \$1.00 per \$1,000 of assessed value?**

#### **EXPLANATORY STATEMENT AND EFFECT OF VOTE**

The referendum election ballot will ask City electors to vote “yes” or “no” on the referendum election question as set forth above.

A “yes” vote on the question would increase the Municipal tax rate by an amount not to exceed \$1.00 per \$1,000 of assessed value, for a period of 5 years, in order to generate approximately \$6.8 million that would be used exclusively for major street projects, including, but not limited to, reconstructions and overlays. This increase would be in addition to any tax rate increase for operating costs that may be adopted by the Marshfield Common Council as part of its annual budget process during this 5-year period.

A “no” vote on the question would produce no additional funding for major street projects, and may result in major street projects, including, but not limited to, reconstructions and overlays, being delayed.

Persons with questions regarding the referendum election should contact Deb Hall, City Clerk, City of Marshfield, 630 South Central Avenue, Marshfield, WI 54449.

OPTION #2 (red-lined)

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**NOTICE OF REFERENDUM  
CITY OF MARSHFIELD  
AUGUST 9, 2016**

Field Code Changed

**To: Electors of the City of Marshfield, Wisconsin**

**TAKE NOTICE** that a referendum election will be held on August 9, 2016, in the City of Marshfield on the question of whether or not the question set forth below shall be approved. The question refers to a recommendation adopted by the Common Council of the City on May 24, 2016, and is available for inspection at City Hall, 630 South Central Avenue, Marshfield, Wisconsin 54449.

The question, which shall appear on the ballot, is as follows:

**Should the Common Council of the City of Marshfield increase the Municipal tax rate by \$1 per \$1000 of assessed value, for a period of 5 years in order to generate funds that would be used exclusively for major street projects, with the increase not to exceed \$1.00 per \$1,000 of assessed value?**

Field Code Changed

**EXPLANATORY STATEMENT AND EFFECT OF VOTE**

Field Code Changed

The referendum election ballot will ask City electors to vote “yes” or “no” on the referendum election question as set forth above.

A “yes” vote on the question would ~~(a)~~ increase the Municipal tax rate by an amount not to exceed \$1.00 per \$1,000 of assessed value, for a period of 5 years, in order to (b) generate approximately \$6.8 million that would be used exclusively for major street projects, including, but not limited, to reconstructions and overlays. This increase would be in addition to any tax rate increases for operating costs that may be adopted by the Marshfield Common Council as part of its annual budget process during this 5-year period.

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A “no” vote on the question would result produce ~~the Municipal tax rate remaining the same, and no additional funding for~~ major street projects, and may result in major street projects, including, but not limited to, reconstructions and overlays, being delayed.

Persons with questions regarding the referendum election should contact Deb Hall, City Clerk, City of Marshfield, 630 South Central Avenue, Marshfield, WI 54449.



# City of Marshfield Memorandum

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**DATE:** May 17, 2016  
**TO:** Mayor Meyer & City Council  
**FROM:** Steve Barg, City Administrator  
**RE:** 2017 budget parameters

## **Background**

On Tuesday night, staff will seek your direction on parameters for the 2017 budget. With the state maintaining its tax levy freeze, and shared revenue and transportation aid largely flat, it will be another challenging budget. Net new construction value and any changes in equalized value aren't yet known, but there may be an opportunity to slightly increase the tax levy, using all or part of the amount allowed under the state's levy limit calculations.

## **Options**

With the above constraints, staff would offer the same options as in the previous 3 years:

1. Maintain the same tax levy as last year, likely reducing the tax rate from the current rate of \$9.07 per \$1000 of assessed value.
2. Maintain the same tax rate as last year, capturing a portion of the additional amount permitted under the State's levy limit calculations.
3. Increase the tax levy to the maximum amount permitted under the state's levy limit law. (The increase would likely be small, perhaps 2-5 cents, or about .25% to .5%).

**NOTE: All of the options described above are outside of and unrelated to any impact that might occur as a result of the proposed referendum.**

## **Recommendation**

In the last 3 years, the Council has chosen Option #3, authorizing small tax rate increases which have amounted to a total of 12 cents (from \$8.95 to \$9.07; a total tax rate increase of 1.3% over the 3-year period). With the tight financial situation we anticipate again this year, staff recommends that Council again consider Option #3 for the 2017 budget.



# City of Marshfield Memorandum

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**DATE:** May 19, 2016  
**TO:** Mayor Meyer & City Council  
**FROM:** Steve Barg, City Administrator  
**RE:** Planning for replacement of assessing software

## **Background**

The City currently uses an assessing software system called GVS, which has done a good job for us over the years. However, there are increasing concerns and challenges, due in large part to the following reasons:

- Support for the GVS application ended in 2008
- Maintenance for the hardware server on which this program runs ended in 2012
- Support for the server operating system (Windows Server 2003) ended in 2015

Staff has made many efforts to address these concerns over the years, and we can discuss this in more detail on Tuesday night. However, none of this changes the fact that we find ourselves in a difficult position at the moment, and if we don't act in the coming months, we will risk some serious problems with uploading and using our assessment data.

A staff team is researching assessing software products that would meet the City's needs, taking into account we are also looking at potentially contracting with an outside vendor for a considerable portion of our assessing services. On June 7<sup>th</sup>, we intend to address the issue more with the Finance, Budget & Personnel Committee, seeking their authorization to solicit quotes for assessing software. The Mayor and Council should be aware that this will likely be a significant cost item, with great budgetary impact.

## **Recommendation**

No action is requested at this time, but staff will discuss this more at Tuesday's meeting, and we will seek your questions, comments, and concerns before we proceed further.