



CITY OF MARSHFIELD
MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, JUNE 14, 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.

- A. Call to Order by Gordon Earll, Council President
- 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 Council President will recognize members of the public who wish to address the Council. Upon recognition by the Council President, persons may speak 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 24, 2016 (Regular Meeting)
- H. Staff updates
- I. Mayor's Comments
 - 1 Employee Recognitions
 - Jeff Barth, Fire & Rescue Department, June 17, 1996, 20 years
 - Lester Sonnemann, Street Division, June 24, 1996, 20 years
- J. Council Comments
- K. Consideration of a request from the Marshfield Area Relay for Life for a variance of noise levels as permitted by Chapter 10-33(7) for the annual Relay for Life to be held at the Marshfield Middle School track beginning on Friday, August 5th at 4:30 p.m. and ending on Saturday, August 6th at 7:00 a.m. Presented by Steve Barg, City Administrator

Recommended Action: Approve the noise variance as requested

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- L. Consideration of a request from KLM Entertainment for a variance of noise levels as permitted by Chapter 10-33(7) for teen dance at the Holiday Inn parking lot Saturday, July 30th from 7:00-11:00 p.m. Presented by Steve Barg, City Administrator

Recommended Action: Approve the noise variance as requested

- M. Reports from commissions, boards, and committees

- N. Consent Agenda:

1 Meeting minutes/reports

- a Convention and Visitors Bureau (March 17, 2016)
- b Cable TV Committee (April 25, 2016)
- c Community Development Authority (April 28, 2016)
- d Parks, Recreation, and Forestry Committee (May 12, 2016)
- e Board of Review (May 16, 2016)
- f Community Development Authority Finance and Strategic Planning Committees (May 17, 2016)
- g Airport Committee (May 19, 2016)
- h Main Street Marshfield (June 1, 2016)
- i Town of McMillan - City of Marshfield Joint Plan Commission (June 3, 2016)
- j Historic Preservation Committee (June 6, 2016)
- k Utility Commission (June 6, 2016)
 - 1. JO No. 5731, Installation of Water Main on Veterans Parkway, 34th St. to Heritage Dr., \$376,686.40
 - 2. JO No. 5732, Replace Water Main & Appurtenances on 2nd St., between Central & Maple Ave., \$68,852.47
 - 3. JO No. 7453, VMWare Hosts Update for Primary Site, \$155,140.00
- l Board of Public Works (June 6, 2016)
- m Judiciary and License Committee (June 7, 2016)
- n Finance, Budget, and Personnel Committee (June 7, 2016)
 - 1. Approve EAP proposal – Employer Solutions
 - 2. Appoint City's management team for collective bargaining

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

- O. Presentation - update on 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

- P. Second reading and request to approve Ordinance No. 1331, amending Marshfield Municipal Code to update the City of Marshfield fence standards throughout Section 18-106. Presented by Josh Miller, City Planner

Recommended Action: Approve Ordinance No. 1331

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- Q. First Reading - Ordinance No. 1333, amending Section 10-30 of the Marshfield Municipal Code to grant certain authority to the designee of the chief of police. 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 28, 2016 meeting
- R. First Reading - Ordinance No. 1334, code amendment 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 28, 2016 meeting
- S. First Reading - Ordinance No. 1335, amending Section 11-11 of the Marshfield Municipal Code to include e-cigarettes and vaping. 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 28, 2016 meeting
- T. Request to approve Budget Resolution No. 14-2016, transferring \$120,000 from the Airport Outlay Fund to the Infrastructure Construction Fund to fund the engineering cost of the East 29th Street (Washington to Hume) project. Presented by Keith Strey, Finance Director
- Recommended Action: Approve Budget Resolution No. 14-2016
- U. Request to approve Budget Resolution No. 15-2016, providing assistance under TID #9 for Forward Financial's new facility. Presented by Steve Barg, City Administrator
- Recommended Action: Approve Budget Resolution No. 15-2016
- V. Request to approve Resolution No. 2016-26, setting referendum to fund major street work for the August 9, 2016 election. Presented by Steve Barg, City Administrator
- Recommended Action: Approve Resolution No. 2016-26
- W. Request to approve agreement with the Marshfield Convention & Visitors Bureau. Presented by Steve Barg, City Administrator
- Recommended Action: Approve the agreement as presented
- X. Closed Session pursuant to Wisconsin Statutes, chapter 19.85 (1)(e) "Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."
1. Negotiation for sale of City Hall to Gorman & Company
 2. Possible negotiation with YMCA related to its proposed improvement project
- And
- Chapter 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
1. Offer of settlement with respect to citations issued to Bluffstone (The Villas)

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

Posted this day June 10, 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.

MAY 24, 2016

The Mayor called the Public Hearing to order at 6:45 p.m. - 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 17th Street)
- 312257 – Street Maintenance – Madison Avenue (19th Street to 21st Street)
- 312257 – Street Maintenance – Madison Avenue (21st Street to Washington Avenue)

Comments: Ken Bargender, 206 S. Hawthorn Avenue. He spoke about the proposed referendum for street projects. He is displeased that the burden is once again being placed on the property owners in the City to provide quality roads for all people in the City and surrounding area to use. He recommended implementing a Wisconsin Wheel Tax. This would be a good alternative to the proposed referendum.

Public hearing closed at 6:51 p.m.

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, Tom Buttke and Peter Hendler.

EXCUSED: Rebecca Spiros

The flag was saluted and the pledge given.

No items were added to the agenda.

PUBLIC COMMENT PERIOD

None

CC16-102 Motion by Feirer, second by Buttke to approve the minutes of the Common Council Strategic Planning meeting of May 10, 2016.

Motion carried

CC16-103 Motion by Feirer, second by Reinart to approve the minutes of the Common Council regular meeting of May 10, 2016.

Motion carried

CC16-104 Motion by Wagner, second by Jockheck to approve the 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 9th 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.

Motion carried

STAFF UPDATES

Labor Negotiations with the Police and Fire Unions will begin shortly. Any members of the Council that would like to be a part of the negotiation team should contact either the Mayor or City Administrator.

MAYOR'S COMMENTS

Employee Recognitions

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

COUNCIL COMMENTS

Aldersperson Earll attended the Annual Police Officer Memorial Day Service. He attends this service every year because he thinks it is important for City officials to show support for police officers and to thank them for all they do to keep Marshfield safe. Out of 10 Council members and 5 Police and Fire Commissioner members he was the only city representative. Next year he hopes that the attendance will improve. He reminded the Council that the Fire Department will hold their Annual Memorial Service in September.

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC16-105 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: Central Wisconsin State Fair Board of October 19, 2015; Central Wisconsin State Fair Board of November 16, 2015; University Commission of January 21, 2016; Central Wisconsin State Fair Board of February 16, 2016; University Commission of February 22, 2016; University Commission of March 16, 2016; Parks, Recreation, and Forestry Committee of March 17, 2016; Central Wisconsin State Fair Board of March 21, 2016; Zoning Board of Appeals of March 22, 2016; Capital Improvement Program Administrative Committee of March 29, 2016; Central Wisconsin State Fair Board of April 18, 2016; University Commission of April 21, 2016; Fire and Police Commission of May 5, 2016; Committee on Aging of May 5, 2016; Economic Development Board of May 5, 2016; Utility Commission of May 9, 2016 (1. Job Order #5724, Upham Street Lining Project (St. Joseph's to Chestnut) at a cost of \$1,032,265.11); Comprehensive Plan Steering Committee of May 12, 2016; Board of Public Works of May 16, 2016; Judiciary and License Committee of May 17, 2016; Finance, Budget, and Personnel Committee of May 17, 2016 (Approve placing Assessor under City Administrator on organizational chart); and Plan Commission of 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).

Motion carried

No items were removed from the consent agenda.

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

First Reading of Ordinance No. 1334, municipal code amendment request to update Section 4-03(1)(b) regarding alderpersons compensation.

CC16-106 Motion by Wagner, second by Feirer to direct staff to include as part of Ordinance No. 1334 language that this would be effective May of 2018 and thereafter it will be tied to the pay increases for the non-represented staff. Ayes – 7; Nays – 2 (Feddick and Buttke)

Motion carried

CC16-107 Motion by Hendler, second by Buttke 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.

Motion carried

CC16-108 Motion by Wagner, second by Hendler 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. Ayes - 9

Motion carried

CC16-109 Motion by Buttke, second by Feirer 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. Ayes - 9

Motion carried

CC16-110 Motion by Earll, second by Reinart 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).

Motion carried

CC16-111 Motion by Zaleski, second by Hendler to approve the agreement with the Marshfield Area Community Foundation (MACF) establishing fund for donations to the Community Square project. Ayes – 6; Nays – 3 (Feddick, Earll, Hendler)

Motion carried

CC16-112 Motion by Wagner, second by Buttke to approve Option #1 for the ballot wording/explanation for the street funding referendum on the August 9, 2016 partisan primary:

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?

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.

Ayes - 5; Nays – 4 (Feirer, Feddick, Jockheck, Earll)

Motion carried

CC16-113 Motion by Earll, second by Jockheck to approve option #3 as the 2017 budget parameter: Increase the tax levy to the maximum amount permitted under the state’s levy limit law (approximately about a .25% to .5% increase). Ayes - 7; Nays – 2 (Feddick and Wagner)

Motion carried

The update on the building plans for the UW-Marshfield/Wood County’s STEM project was held over until the June 14th Council meeting. The architect was unable to make the meeting.

City Administrator Barg presented information on planning for the replacement of assessing software.

CC16-114 Motion by Zaleski, second by Reinart 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.”

- Developer’s agreement for project in TID #9
- Negotiation for sale of City Hall to Gorman & Company

Roll call vote, all ayes. (Time: 8:17 p.m.)

Motion carried

Present in closed session: Alderpersons Feirer, Feddick, Jockheck, Earll, Wagner, Reinart, Zaleski, Buttko, and Hendler, Mayor Meyer, City Administrator Barg, City Attorney Wolfgram, Public Works Director Knoeck, City Engineer Turchi, Development Services Director Angell, and City Clerk Hall.

CC16-115 Motion by Zaleski, second by Wagner to return to open session. Roll call vote, all ayes. (Time: 8:40 p.m.)

Motion carried

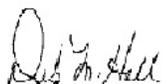
CC16-116 Motion by Wagner, second by Feirer to approve entering into a Development Agreement with Forward Financial Bank and authorize the appropriate staff to execute the agreement.

Motion carried

Future Agenda Items

Closed session to discuss the process by which the City Administrator is evaluated.

There being no further business the Mayor adjourned the meeting at 8:44 p.m.



Deb M. Hall
City Clerk



June 1, 2016

Relay for Life of the Marshfield Area is an annual event held at the Marshfield Middle School track. Relay is an event that brings people together to celebrate the lives of people who have battled cancer and remember those that we have lost to cancer. This year the event will be held beginning Friday August 5th at: 4:30 pm until Midnight. We are asking for a noise variance for Friday evening August 5th as we will be having a DJ the whole evening until Midnight. The DJ will be located in the East corner of the track as we are hoping the sound will not travel very far for neighbors to be bothered. We will be distributing door hangers to the neighbors in the area to give them a head's up about our event.

Thank you for your consideration,

Maribeth Pankratz

Relay for Life Chair 2016



219 West 26th Street
Marshfield, WI 54449
July 30th, 2016

Brandon N. Taylor (715) -305-9613
Derek M. Taylor (715) -305-9614
klmdjservices@gmail.com

Common Council
City Hall
P.O. Box 727
630 South Central Avenue
Marshfield, WI 54449

Dear council,

I am writing this on the behalf of KLM Entertainment and Holiday Inn. We will be holding a teen dance during The Hub City days, although it is during the same time we are not a part of the hub city day event. We are doing this event to be able to provide an alternative for the youth of Marshfield. We will be setup in the back parking lot of the Holiday Inn facing west bound towards Marshfield Furniture. The music choice will be majority EDM with some pop as well. The event starts at 7p.m. to 11p.m. We have security patrolling the event to help keep this a safe and drug free zone. We will also have the event enclosed by snow fence.

We wish to be granted for a noise variance on July 30th 2016. KLM Entertainment has taken noise into consideration which is why we are placing the speakers towards the tree line to help limit the minim noise. We will also be personally passing out or mailing out letters to the local residents of this area for they are aware of the upcoming event.

The KLM Team would like to thank you for your consideration in this matter. We are not opposed to moving the sound direction as you deem to be most appropriate, as well as any suggestions that you may have for us. If you have any concerns or concerns about this event you can contact us directly at the provided above phone number or the following email address.

Sincerely,


Brandon N. Taylor
The KLM Team


Derek M. Taylor

Marshfield Convention & Visitors Bureau

Board Meeting Minutes – March 17, 2016 – Chestnut Center

Present: Scott Berg, Todd Diedrich, Sandra Hanson, Scott Koran

Absent/Excused: Al Chaney, Alderman Gary Cummings

Non-Board Members Present: CVB Director Matt McLean / MACCI Director Scott Larson / Minutes taken by Lyn Anderson

Guests:

McLean called the meeting to order at 3:30. This meeting date and time was called so that a Board Meeting could be held this month prior to the Discover Wisconsin Premier Event this evening in Pittsville.

1. Minutes from January Meeting

Board also reviewed the unofficial meeting notes from the February meeting, which did not have a quorum, so all official business was tabled to this meeting.

Motion to approve the minutes from the January 26th Annual Board Meeting was made by Scott K, second by Scott B, and unanimously carried.

Motion to approve the minutes from the January 26th Regular Monthly Board Meeting was made by Scott B, second by Scott K, and unanimously carried.

2. January Financial Reports

McLean reviewed the financial reports, and noted that our room tax dollars were up 20% for the 3rd quarter, and 10% for the fourth quarter. The February financial reports were incomplete and Mclean was asked to have those presented at the April Meeting. ***Motion to approve the January Financial Reports was made by Scott B, second by Scott K, and unanimously carried.***

3. January/February Activity Reports/4 CVB Pillar Updates

McLean asked for any questions regarding the Activity Reports included in the Board Packet, and there were none.

4. Historical Society – Mike Meyers

Mike could not make our meeting, and was unable to attend today. He did drop off packets of information for the Board's review.

5. Baseball Group/Parks & Recreation Funding Request

The baseball groups together with Parks & Rec want to build a storage building at Hackman Field, which will cost approximately \$57,000, and they are \$7,000 short. It was suggested that instead of paying for a storage building we could match funds from Marshfield baseball to help overcome the shortfall. Todd D stated we should consider making it bigger due to the economic impact of baseball on the community. We could make a contribution to maintain a quality facility for the upcoming events generating (x # of room tax dollars). ***Motion to approve a contribution of up to \$4,000 matching funds with Marshfield Area Baseball, predicated upon signage, press release and marketing, was made by Todd D, second by Scott K, and unanimously carried.*** Scott B will talk to Kris and he can talk to Justin. The baseball group has acquired the necessary funds.

6. Grant Program Update/Voting

McLean reported that checks had been cut for the four Grant recipients previously voted upon: Marshfield Curling Club, Marshfield Youth Hockey, New Visions Gallery and AMS Bowfishing. Review and voting took place for the additional grant applicants:

- ***Motion to approve a grant of \$500 for the Central Wisconsin State Fair Draft Horse Show was made by Sandra H, second by Scott K, and unanimously carried.***
- ***Motion to approve a grant of \$1,000 for MACCI's Dairyfest was made by Todd D, second by Scott K, and unanimously carried.***
- ***Motion to approve a grant of \$1,000 for Main Street Marshfield's Hub City Days was made by Sandra H, second by Scott B, and unanimously carried.***
- ***Motion to approve a grant of \$1,000 for the Marshfield Area Kennel Club Dog Show was made by Todd D, second by Scott K, and unanimously carried.***

- ***Motion to approve a grant of \$1,000 for the Wisconsin Trappers Assoc. Annual Rendezvous was made by Todd D, second by Scott K, and unanimously carried.***
- ***Motion to approve a grant of \$1,000 for the Liberty Classic Quarter Horse Show was made by Todd D, second by Sandra H, and unanimously carried.***
- ***Motion to approve a grant of \$1,000 for the Marshfield Area Baseball Assn. Baseball Classic was made by Todd D, second by Scott K, and unanimously carried.***

7. 2016 Marketing Plan and Review Info

This plan was included in the Board Packet. There were no additional questions or comments from members.

8. Room Tax Discussion/Tourism Entity Update

No additional information to discuss at this time.

9. “Kodiak Bear Adventure” Package Promotion Update

McLean reported that seventy-five (75) packages were sold between the four participating hotels. He also reported that additional hotel stays were reported by guests who saw the press releases and articles, but did not book the promotion package, so the economic impact was even greater. We will be running this promotion again for May and June, and will report more information at the next Board meeting.

10. Governor’s Conference on Tourism

McLean, Todd D and Lyn gave a very brief overview of this conference, due to time constraints.

11. NASC – Sports Show in Michigan

McLean will be attending this show in Michigan, and will hopefully revisit the Powerman event.

12. 2016 Visitors Guide

We are currently waiting for delivery of our 2016 Guides. Premier Printing has notified us that they have been printed, but cannot be delivered until Thursday. Brandon from Premier will be picking up a couple thousand for us this afternoon, and ***McLean will try to deliver some of those to the hotels represented at our meeting today when we receive them.***

13. CVB Website

McLean distributed copies of our new web design concept.

14. New Business

McLean briefly discussed the Ginseng Festival that will be coming to Wausau in 2017, and could possibly impact our area.

Meeting adjourned at 5:00pm.

The next meeting is scheduled for Thursday, April 26, 2016, 11:30 am, at the Hotel Marshfield

**CABLE TV COMMITTEE MEETING MINUTES
APRIL 25, 2016**

The meeting was called to order by Chairperson Nystrom at 5:01 p.m. in Room 108 of City Hall Plaza.

PRESENT: Jim Daniels, Ed Gerl, Don Nystrom, Senen Siasoco and Alderperson Earl

ALSO PRESENT: Assistant Coordinator & Production Manager Breanna Speth, Brett Butler, Juanita Kummer, Deputy Clerk Panzer and Brandon Bodendorfer

EXCUSED: Dean Markwardt

PUBLIC COMMENTS

None.

APPROVAL OF MEETING MINUTES

CTV16-015 Motion by Gerl, second by Siasoco to approve the minutes of the March 28, 2016 meeting as submitted.

Motion carried

CORRESPONDENCE

Speth shared an email from Alderperson Wagner regarding phone calls and/or conversations that he had with people that had trouble receiving public access channels from Charter. The problem was on Charter's end and it has been resolved.

PUBLIC ACCESS COORDINATOR'S REPORT

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

The new cameras have arrived.

Speth shared a design idea for Dan Kummer's studio plaque. It was discussed. Several suggestions were made. Speth will get a quote from a sign company and bring it back to the Cable TV Committee for review.

CTV16-016 Motion by Siasoco, second by Daniels to receive and place on file the Public Access Coordinator's Report.

Motion carried

UPDATE ON STRATEGIC PLANNING ACTION ITEMS

Charter internet and phone have been cancelled.

UPDATE ON VIDCOM CONTRACT

Brandon Bodendorfer, President of Tri-Media LLC, met with Juanita Kummer and he is interested in purchasing VidCom LLC.

CTV16-017 Motion by Siasoco, second by Gerl to recommend to the Finance, Budget and Personnel Committee and the Common Council the purchase of VidCom LLC by Tri-Media LLC, under the terms of the existing contract; effective June 1, 2016.

Motion carried

**CONTINUE DISCUSSION REGARDING FUTURE OPERATIONS OF MARSHFIELD
PUBLIC ACCESS**

Chairperson Nystrom deferred this discussion until a future meeting.

BILLS

The bill query report was reviewed.

CTV16-018 Motion by Gerl, second by Siasoco to authorize payment of the following bills as presented:

Advanced Disposal (October 2015 to March 2016)	\$ 350.04
Amazon.com	200.80
Spectrum Business (03/26/15 to 04/25/16)	106.44
Spectrum Business (04/01/16 to 04/30/16)	229.83
Frontier Communications	.08
Granicus (Invoice 75119)	600.00
Reimbursement - Leightronix (VIDCOM)	393.28
Media Distributors	206.12
Reimbursement - OfficeMax (VIDCOM)	44.63
Quill	48.58
Walmart	44.80
We Energies (03/09/16 to 04/08/16)	13.85
VIDCOM, LLC (Invoices 370 & 374)	<u>5,440.00</u>

Total \$7,678.45

Motion carried

FINANCIAL REPORTS

CTV16-019 Motion by Daniels, second by Gerl to receive and place on file the audited financial report for the period of January 1, 2015 through December 31, 2015, the financial report for the period of January 1, 2016 through January 31, 2016, the financial report for the period of January 1, 2016 through February 29, 2016 and the financial report for the period of January 1, 2016 through March 31, 2016.

Motion carried

RECOMMENDED ITEMS FOR FUTURE AGENDAS

- Election of Chairperson and Vice Chairperson
- Welcome new Cable TV Committee member
- Continue discussion regarding future operations of Marshfield Public Access

Next meeting is scheduled for May 23, 2016 at 5:00 p.m.

Motion by Gerl, second by Daniels to adjourn at 6:18 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

Public Access Coordinator's Report

Cable TV Committee Meeting 04/25/16

New Shows, April 18, 2016 (Since 03/22/16): for MCTV 98

- 63rd Annual Palm Sunday Chorus
- UW-Marshfield/Wood County "Picasso at the Lapin Agile" preview
- Leadership Marshfield "Buddy Bench" project video
- Around the World with Columbus Catholic High School Exchange Students- China
- Around the World with Columbus Catholic High School Exchange Students- Hungary
- Around the World with Columbus Catholic High School Exchange Students- Vietnam
- Legislative Update with State Senator Terry Moulton -3/31
- Working & Wellness – Episode 1 "Workplace Violence/Conflict"
- Insight: Ask the Mayor 4/1
- Legislative Update with State Representatives Bob Kulp & John Spiros
- Leadership Marshfield "Outdoor Learning Space" project video
- FOMPL's "Timeless Tales: Building Connections"
- Chat with the Chief – Fire Chief Bob Haight 4/13
- A Slice of Heaven- Cooking with Ruth Ep. 78
- A Slice of Heaven- Cooking with Ruth Ep. 79
- Central Wisconsin State Fair Lineup Announcement
- Working & Wellness – Episode 2 "Delegation"

PSA's

- Downtown Marshfield Cleanup (Mainstreet Marshfield)
- Paws for Brittany (Marshfield Area Pet Shelter)

Channel 991 Meetings

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

John Beck

- Immanuel Lutheran Worship Service (weekly)
- Immanuel Lutheran final Lenten Worship Service
- Immanuel Lutheran Maundy Thursday Worship Service
- Immanuel Lutheran Good Friday Worship Service
-

Dana Speth

- Christ Lutheran Church Worship Service (Weekly)
- Christ Lutheran final Lenten Worship Service
- Christ Lutheran Maundy Thursday Worship Service
- Christ Lutheran Good Friday Worship Service

Mary Asplin

- Lights, Camera, Polka (weekly)

River Cities Community Access

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

Other

- LaCrosse Catholic Diocese Mass (Weekly)
- Music & the Spoken Word (Weekly)

Personnel

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

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

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

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

Publicity/Updates

Social Media Update - FACEBOOK

As of April 18, we have 372 Likes on Facebook. (Up from 331 on March 22.)

Our most popular post during the period from March 22 – April 18 was a video Breanna posted on the April 2 snowfall called “April Fools Part II...?” This post reached 530 people and had an engagement rating of 88 (comments/likes/shares).

Other popular posts included the “Legislative Update with Kulp & Spiros” video, election results graphic, the Hub City Times story on MCTV Awards, and School Board Candidate Forum at MHS.

YouTube Channel Update

50 Subscribers, 16,360 Views (as of April 18 at 10:00am) (Up from last month’s 46 subscribers • 14,461 views)

A snapshot of some recent popular programs:

Palm Sunday Chorus (163 Views)

School Board Candidate Forum (137 Views)

FOMPL’S Timeless Tales (93 Views)

Central Chamber Chorale (41 Views)

We had international viewers from Hungary & Taiwan (likely because of the CCHS program)!

Google Analytics (Online Activity)

The full report is included in the attachments. About 2/3 of our website visitors are “New Users,” which means we are reaching new people.

WCM Update

Breanna attended a Board meeting on Wednesday, April 13. Brett and Breanna are preparing for the Best of the Midwest Media Fest from April 27-29 in Madison. We will compile a report for next month’s meeting about what we learned and the highlights.

MediaFire

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

Cooking with Ruth: Ep. 78

Cooking with Ruth: Ep. 79

Other past programs we have uploaded are still being downloaded:

Depression & Suicide Episode 1

PSA for Depression & Suicide Series

Jurustic Park Tour

WI Budget Update

Cooking with Ruth Ep. 68

Rotary Lights 2015
Rotary Winter Wonderland Studio Program
Madrigal Singers
Insight: Alice in Dairyland
Cooking with Ruth Ep. 69
Cooking with Ruth Ep. 70
Cooking with Ruth Ep. 71
Cooking with Ruth Ep. 72
Cooking with Ruth Ep. 73
Cooking with Ruth Ep. 74
Cooking with Ruth Ep. 75
Voter ID Information
Cooking with Ruth Ep. 76
Cooking with Ruth Ep. 77
Public Forum: Pipeline

Fiber/Phones

City IT has finished the transition to solely fiber Internet. We have cancelled Charter phone and Internet effective 4/15/16. The monthly cost will now be \$94.04, was \$229.83.

MGTV Update

CIP meetings are over and everything has been operating smoothly. Thank you to Jim Daniels for filling in at a meeting!

Outage

We arrived at the station on March 29 to find Channel 989 completely black and our Leightronix NEXUS unit dead. Brett found a way to use the Channel 991 NEXUS unit to broadcast both channels temporarily, so the channel was down for about 4 hours instead of the two weeks it would take to get it repaired (or months, if the unit was unable to be fixed). We were able to get that unit repaired (as it was a power supply issue).

Charter Issue

On March 30, Alerman Ed Wagner contacted us about an outage in his district. Brett was able to resolve the issue with Charter. Please see correspondence for more details. This issue was unrelated to the March 29 outage mentioned above.

Equipment Update

Our new equipment is ordered and expected to arrive on April 20. The Budget Resolution was not approved at the March 28 meeting of the Common Council. The Resolution required 7/10 members of the Council to approve, and there were only 7 members present. Aldermen Hendler voted “no”, with no reason given. We worked with Steve Barg and Keith Strey to re-introduce the resolution. The Council unanimously approved the Budget Resolution on April 12. We lost out on \$800 in rebates due to the delay, but still are within budget.

Editing Assistance/Training

We worked with two Leadership Marshfield groups to film and edit project videos.

We have a new program called “Working and Wellness” which is produced by Rachel Zaleski. We have been assisting her with editing.

Dan Kummer Studio Plaque Design

Breanna designed an idea for the Dan Kummer studio plaque. Please see your packets for the concept art. Feedback welcome. We have not done any pricing on this.

Strategic Planning

No Updates

New Community Producers

Rex Anderson

Brittanie Boeck

Rachel Zaleski

Leadership Marshfield Buddy Bench group (Wendi Brueggen, Miranda Gregory)

Correspondence/Publicity

- Mentioned in the Central Chamber Chorale program (no photo)
- Mentioned at Soup or Socks’ Empty Bowls fundraiser on table centerpiece (no photo)
- Thank-You card from Palm Sunday Chorus Board (brining to meeting)
- E-mail exchange regarding outage (Ed Wagner and Brett Butler)

COMMUNITY DEVELOPMENT AUTHORITY

April 28th, 2016

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 9:03 a.m. in the Community Room at Parkview Apartments, 606 South Walnut Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted April 25th, 2016 at 12:44 p.m.

ROLL CALL:

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

EXCUSED: Tim Geldernick – Environmental Services Manager

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

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: Parkview resident, Hulda Dix, expressed her concerns about the health of a resident neighbor and inquired about what is being done to resolve the situation. Mrs. Dix was assured by the board that her concerns are reasonable, that the CDA is doing everything possible to acquire assistance for the resident in need, and that the situation is moving forward to resolution.

CDA 16-B04-1 Motion by Buttke, second by LaFontaine to approve the March 29th, 2016 CDA Board Minutes. 7 Ayes

MOTION CARRIED

There was not a quorum present at the March Finance Committee meeting.

CDA 16-B04-2 Motion by LaFontaine, second by Marsh to consider and approve the March, 2016 financial reports. 7 Ayes

MOTION CARRIED

March, 2016 financial reports were reviewed and discussed.

CDA 16-B04-3 Motion by LaFontaine, second by Marsh to approve the March, 2016 CDA Financial reports. 7 Ayes

MOTION CARRIED

Finance Committee Report: Update presented during financials report review.

Strategic Planning Committee Report: No Update

Personnel Committee Update: No Update

Grievance Committee Update: No Update

Update on RAD Conversion Process:

The Executive Director's Report summarizes the various steps that have been met for RAD transition. Each step was briefly explained.

Executive Director's Report:

CDA 16-B04-4 Motion by LaFontaine, second by Katzenberg to accept and place on file the Executive Director's Report and to commend the CDA staff for improving operations of the CDA during the last years, increasing investment fund balances, and sustaining daily CDA operations during the last month. Executive Director thanked Carol Kerper, Business Manager for her leadership and was then commended for providing the guidance and training necessary to effectively maintain daily operations in her absence. 7 Ayes

MOTION CARRIED

Review of Quote for Cyber Insurance: Insurance quote has not been received and will be reviewed at the May meeting.

New Business: Buttke stated that he has expressed the CDA's desire for increased communication with the City of Marshfield regarding the City Hall Development Project.

Next Board Meeting Date and Time: Wednesday, May 25, 2016 at 9:00 a.m. at Cedar Rail Court.

Agenda Items for Next Month (Annual Meeting):

- Election of Board of Commissioners Officers
- Committee Assignments by Chairperson
- Update on RAD Conversion Process
- Director and Officers Insurance for 501(c)(4), Cyber Insurance Quotes

Motion by Hendler, second by LaFontaine to adjourn. Meeting declared adjourned by Chairperson Keogh at 10:07 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY

Executive Director's Highlights May 26, 2016

1. Public Housing Occupancy-98.5 % Occupancy Rate as of the day of this report

Cedar Rail – Full
Parkview – Three (3)
Scattered Sites – Full

Section 8 Program- Fifty one (51) leased. Of seven (7) vouchers issued, four (4) inspections are underway, and one port is in progress. Current goal is 57/58 leased vouchers by 7/1/2016.

2. RAD Project-

Resource desk uploads for submission have been reviewed and approved by Finance Transaction Manager. Updated data for Physical Conditions Assessment (PCA) is being completed by Ameresco. Target for beginning RAD closing is Mid July, 2016.

3. Security System Update-

The CDA is undergoing an assessment and review for updating security on all properties. Estimates and sources for this expenditure will be presented to the Finance Committee for review and discussion, with the goal of aligning completion of this upgrade with the RAD transition.

4. Staff Training-Multifamily Housing-

On June 6, and 7th, 2016, the National Housing Compliance Staff will provide training in Multifamily Housing to all staff. Sessions will be held in the MACCI conference room, and interested CDA Commission members are welcomed to attend.

5. Annual Commission Meeting-

The CDA annual meeting will be held on June 23, 2016. 2016-2017 Commission members will be announced, and assignments to committees will be made at that time.

CITY OF MARSHFIELD
PARKS, RECREATION AND FORESTRY COMMITTEE
May 12, 2016 Meeting Minutes

I. CALL TO ORDER:

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

ROLL CALL:

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

Also Present: Justin Casperson, Parks and Recreation Director; Kelly Cassidy, Parks and Recreation Supervisor; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Mike Baltus, Cemetery Sexton

II. ELECTION OF CHAIR

Casperson requested nominations for chairperson. Buttke nominated John White. No other nominations were made

PR16-11 Motion by Buttke seconded Viegut to close nominations and cast a unanimous ballot for John White. Motion Carried Unanimously.

III. ELECTION OF VICE CHAIR

White requested nominations for the vice-chairperson. Buttke nominated Jane Yaeger. No other nominations were made.

PR16-12 Motion by Buttke, seconded by Reinart to close nominations and cast a unanimous ballot for Jane Yaeger. Motion Carried Unanimously.

IV. APPROVAL OF MINUTES:

PR16-13 Motion by Yaeger, seconded by Reinart to approve the March 17, 2016 Parks, Recreation, and Forestry Committee meeting minutes. Motion Carried Unanimously.

V. PUBLIC COMMENT: None

VI. OLD BUSINESS: None

VII. NEW BUSINESS:

A. Cemetery Annual Report:

Mike Baltus gave the report for the Cemetery to the committee.

B. Community Center:

Justin Casperson updated the committee on the Community Center plans and questions about how the community center will be operated.

C. City of Marshfield New Vision & Mission Statement:

Justin Casperson gave a background of why this was being presented to the committee and asked the committee to give any feedback about the statements. White liked the statement and he liked that recreation was included in the statement, and Viegut added that it is nice to have visitors in the statement.

VIII. REPORTS:

A. Zoological Society: Tom reported that the zoo store is open and will have regular hours once school is out. There are several new items that have been added to the store. They have worked out an agreement to share the warming area during the Rotary lights. Zoofest will be held June 18th from 11am-2 pm at the zoo. Trick-or-Treating will be held in October. There will be a contest to name the wolves this summer.

B. Recreation

1. Library/Community Center Project – Floor plans have been approved by the common council for the community center. We will now get estimates from Boson for the remodel.
2. Programs
 - a. Tennis/Racquetball center will switch to the summer hours on Saturday, May 7th. Players can still use the court, but they need to enter the center with a code. Payment needs to be made before the code is given out.
 - b. Summer Brochure was released on Friday, April 15th, just in time for the children's festival. Registration for programs has been steady. We are seeing people use the online registration.
 - c. Pickleball is being held at OACC on Tuesday & Thursday nights from 6-8 pm and Thursday afternoons from 1-3pm.
 - d. Early Bird Lap Swim and Aquacise are being held on Tuesday and Thursday mornings at the Sr. High pool.
 - e. Staff trainings will begin May 16th for summer programs.

C. Parks & Zoo

1. Spring Parks Maintenance Operations – We have been working with several volunteer groups (Marshfield Friends of the Trails, Sunrise Rotary, Madison Elementary 2nd grade class, Wood County Master Gardeners) with park and trail clean-up days. All seasonal water meters have been installed; only the irrigation meters and Hefko Shower House still need to be tested for repairs. Staff has begun Hefko Pool start up; finished draining and power washing the pool today. So far it doesn't look like any out of the ordinary repairs need to be made before filling and opening for the season. Baseball, softball, and soccer seasons are in full swing. Daily preps and maintenance are occurring nearly seven days a week. American Pavement Solutions has started on asphalt maintenance in parks and trails. Patch work was completed earlier this week and crack filling should be performed next week, weather allowing. SJ Miller Tennis Court crack repair and color coat project is on the BPW agenda for 5.16.16. The tennis court will be relined and pickle ball courts will be added during this project.
2. Forestry –
 - a. The new seasonal forester position has been filled. His first day is Monday, May 16th.
 - b. Thirty 8-9 foot white pines were planted in Wildwood Park this past week. The trees we donated by Berry Kappel, Carol Berg/Kappel and their Grandson Christopher Berg.
3. Fairgrounds – The re-keying project on several of the main buildings at the Fairgrounds Park is nearly complete. We will start sprucing up the park soon in preparation of Dairy Fest.
4. Zoo – The new Honeybee Exhibit is open and on display in the Zoo Store. Temporary educational signage has been ordered and the High School Group is working on permanent signage. A female Big Horn has been added to the collection. She is pregnant and will be kept off display until after she gives birth. Thank you to the Zoological Society for the donation of money for the animal acquisition! Staff is working with a group from Kodiak Island on educational signage for the Kodiak Bear Exhibit. We hope to have final draft done soon so signs can be ordered.

D. Director

1. Hackman Field Storage Building – On April 4th the Board of Public works approved the low bid from Don Nikolai Construction for the Hackman field storage building project. The contractor is currently working on the building. It is scheduled to be complete by

- July 1st. I want to thank all the baseball groups for donating \$14,000 toward the project.
2. Zoo Maintenance Building – The zoo maintenance building design, construction documents, cost estimates, utility extensions and certified survey map are in full swing. The goal is to move all of the zoo operations into one building to improve overall efficiency of the zoo operations. We hope to complete the project in 2016; however, it will most likely bid out in early 2017.
 3. Fairgrounds –
 - a. The Director has been part of several fairgrounds long-term strategic 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 & develop clear communication.
 - b. This week the Lion's Den area was broken into. The individuals spray-painted and broke a water line. The Department is working with the group on repairs.
 - c. The Director has been working with the CWSF and Fair Commission on the development of a permanent stage in front of the grandstands.
 - d. The Director has been working with the Marshfield Area Friends of the Dog Park on the installation of lights for the dog park.
 - e. The Director has been actively soliciting quotes for the sandblasting and painting of the grandstands.
 4. Historical Society – The Director has been working with Josh Miller from Development Services and the Historical Preservation Society on display racks at Wildwood Park. The Society has donated one rack to the zoo store and purchased a rack to be placed next to Engine 2442.
 5. Hardacre Park – The painter has begun work on the murals at Hardacre Park.
 6. Wildwood Park – The Director has been working with the Lions Club on stocking fish in the upper pond at Wildwood Park.
 7. Wildwood-McMillian Trail – The Director has been working with the Public Works Director on forecasting and estimating the revenues and expenses association with the project. The state put a hold on funding until their 2017 fiscal year, which starts July 1, 2017.
 8. Hamus Park – A new fishing pier was added to Hamus Park pond.

E. Committee: None

IX. NEXT MEETING: June 9, 2016 at 5:30 p.m.

X. ADJOURNMENT: **PR16-10** Motion by Yeager, seconded by Reinart to adjourn. Motion carried unanimously. Meeting adjourned at 6:35 p.m.

Respectfully Submitted: Kelly Cassidy, Parks & Recreation Supervisor

BOARD OF REVIEW MINUTES OF MAY 16, 2016

Meeting called to order by City Clerk Hall at 9:10 a.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Sharon Helwig, Celia Patchett, Bob Lewerenz, and Ken Bargender

EXCUSED: Adam Fischer

ALSO PRESENT: City Assessor Joan Spencer, Property Appraiser Belinda Fechhelm, Commercial Appraiser Steve Shepro and City Clerk Hall

The City Clerk asked for nominations for Chairperson.

Patchett nominated Helwig for Chairperson.

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

BR16-001 Motion by Patchett, second by Bargender to elect Sharon Helwig as Chairperson.

Motion carried

Chairperson Helwig asked for nominations for Vice-Chairperson.

Bargender nominated Patchett for Vice-Chairperson.

There being no further nominations the Chairperson declared nominations closed.

BR16-002 Motion by Bargender, second by Lewerenz to elect Celia Patchett as Vice-Chairperson.

Motion carried

Chairperson Helwig asked for nominations for Alt. Vice-Chairperson.

Bargender nominated Lewerenz for Alt. Vice-Chairperson.

There being no further nominations the Chairperson declared nominations closed.

BR16-003 Motion by Bargender, second by Helwig to elect Bob Lewerenz as Alt. Vice-Chairperson.

Motion carried

The City Clerk certified that Bob Lewerenz and Celia Patchett have met the mandatory training requirements specified in Sec. 70.46 (4) of the Wisconsin Statutes.

The clerk received the assessment roll.

Report from the City Assessor

List of Statutory Dates/Appeal Dates & Process.

City Assessor Spencer submitted her Department's Staffing Assessor Credentials to the Board.

The Board was also given a copy of Chapter 70.47 Wisconsin Statutes for Board of Review and the Assessment Process for Uniformity.

2015 Assessment Ratio
Wood County 99.73%
Marathon County 101.02%

2016 Statement of Assessment
Wood County Aggregate Assessed Value - \$1,270,710,600
Marathon County Aggregate Assessed Value - \$108,098,500

Roll Changes (excluding Manufacturing)
Increase of \$13,381,400 for Real Estate

TID's (Real Estate & Personal Property)
TID Value Increase of \$2,413,310

Personal Property (transferred buildings on leased land from Real Estate to Personal Property)
Increase of \$15,248,300

Local Roll Totals (Real Estate & Personal Property)
Wood County - \$1,270,710,600 (Increased \$18,181,200 from 2015)
Marathon County - \$108,098,500 (Increased \$2,282,400 from 2015)
TOTAL - \$1,378,809,100 (Increased \$20,463,600 from 2015)

SALES WORK

Single Family Housing
Average Sale - \$136,135
Median Sale - \$127,640

Average Assessed Value - \$131,208

Manufacturing Values
2015 - \$66,821,600
2016 – Not Available Yet

Miscellaneous Information
Copy of 2016 Assessment Change Notice
Top Taxpayer List – 2015

The City Clerk introduced the cases of Mark Hastreiter

<u>Address</u>	<u>Tax Key #</u>	<u>Classification</u>	<u>2016 Value</u>
200 S. Sycamore Ave.	33-07221	Residential	\$ 22,700 – Land
			\$ _____ 0 – Improvements
			\$ 22,700 – Total

<u>Address</u>	<u>Tax Key #</u>	<u>Classification</u>	<u>2016 Value</u>
208 S. Sycamore Ave.	33-07220	Residential	\$ 17,600 – Land \$ _____ 0 – Improvements \$ 17,600 – Total

<u>Address</u>	<u>Tax Key #</u>	<u>Classification</u>	<u>2016 Value</u>
212 S. Sycamore Ave.	33-07219	Residential	\$ 17,600 – Land \$ _____ 0 – Improvements \$ 17,600 – Total

<u>Address</u>	<u>Tax Key #</u>	<u>Classification</u>	<u>2016 Value</u>
309 S. Sycamore Ave.	33-07225	Residential	\$ 22,100 – Land \$ _____ 0 – Improvements \$ 22,100 – Total

The City Clerk swore in City Assessor Spencer.

She explained that they fielded these parcels on 4 different occasions in 2015 and found that the parcels were being mowed and not used for crop production therefore changed the classification to Residential from Ag. After they mailed out the assessment notices she heard from the farmer who has a contract to farm these lots for 5 years. Mark Hastreiter who is the owner of the lots had the lots mowed after he received a weed notice letter from the City. He doesn't feel it's fair for the City to require them to mow these lots while it is contracted to be cropped. There are no noxious weeds and harvesting from a lot is no different than harvesting from a garden. The City Assessor instructed Mark Hastreiter that he should appeal this to the Board of Review otherwise the same thing will happen year after year. This is not a valuation issue, it's a classification issue which results in a value change.

The City Clerk swore in Mike Winch, City of Marshfield Street Superintendent.

Mike explained that he is also the Weed Commissioner and he has one person that handles all the weed complaints. They receive a lot of complaints on the lot closest to Adler Road because the grasses are high in the vision triangle but they also receive complaints on the other lots in question. Pictures were taken of the lots and when they sent out the letter to Mr. Hastreiter he told them that he has someone on staff that does his mowing and he would take care of it. Mike handed out a copy of the City of Marshfield Municipal Code Section 11-06 pertaining to weed control. This was the first year that he was weed commissioner so he didn't know what was considered agriculture and what was undeveloped. It was a learning process for him.

The City Clerk swore in Mark Hastreiter.

Mark stated that to keep the neighbors happy they have been going beyond the requirement for mowing. They have been mowing the terrace and if there were any complaints they would mow near the other property. This is beyond the farming aspect of it. They were trying to work with the neighbors to keep everyone happy. This past summer, Larry Hannum who is the farmer, was about

to take the grass crop which was a very clean hay crop. It was ready to harvest but was too wet the day they got the call from the city to mow it down within 2 or 3 days (couldn't remember the exact time frame). So he reminded the city that this land was zoned Ag and that they have the right to take the crop off of it. The city told him to cut it down. So they did. After cutting it Larry lost the crop. Some time goes by and then he received a notice that the city was taking it out of Ag because they didn't take crop. He would like to continue having Larry farm the land. He has done it for almost 30 years.

The City Clerk swore in Larry Hannum (the farmer) and Harry Wallis (contracted lawn mower).

Harry had been mowing these parcels for about 5 years before they became Ag. He mowed it last year because the city said that it had to be mowed and he maintained it from that point on. He always consulted with the city and Mark before cutting the grass. He said that it was more like a hay type grass with very few weeds in there.

Larry said that prior to Harry mowing the grass it was grass intended to be harvested for feed. He said that nobody contacted him when they wanted these parcels mowed. They just went in and mowed it. He puts fertilizer on it and tries to grow a decent crop. He has been farming this land for almost 30 years. Who is doing the complaining? He is out the money now.

Mike Winch said that if he had been weed commissioner two years ago and knew that it was under Ag and it met all the guidelines that are underneath Ag use then they wouldn't be here discussing this right now because it would have been handled differently. The information that this property was under Ag use was not passed on to him.

BR16-004 Motion by Patchett, second by Lewerenz to change the classification to Ag use which changes the value to the following:

- 200 S. Sycamore Ave.; Parcel 33-07221; Land Value - \$100
- 208 S. Sycamore Ave.; Parcel 33-07220; Land Value - \$100
- 212 S. Sycamore Ave., Parcel 33-07219; Land Value - \$100
- 309 S. Sycamore Ave., Parcel 33-07225; Land Value - \$100

Roll call vote, all ayes

Motion carried

The Notice of Board of Review Determination was handed to Mark Hastreiter by the City Clerk.

Recessed at 10:46 a.m.

Reconvened at 11:00 a.m.

The City Clerk introduced the case of Menards

<u>Address</u>	<u>Tax Key #</u>	<u>Classification</u>	<u>2016 Value</u>
2116 N. Central Ave.	33-0MM095	Commercial	\$2,037,600 – Land
			<u>\$6,188,100</u> – Improvements
			\$8,225,700 – Total

The City Clerk swore in Brendan Douylliez.

Brendan Douylliez from Paradigm Tax Group, is the agent representing Menards in this case. They are located at 30 N. LaSalle Street, Suite 3520, Chicago, IL 60602. He handed out an appraisal report that was prepared for the Menards Store located at 2801 Stewart Avenue in Wausau, WI which they felt was the most comparable store to the Marshfield store. Their opinion of assessed value is \$5,945,160.

The City Clerk swore in Steve Shepro from Bowmar Appraisal, Commercial Appraiser for the City of Marshfield.

Steve said that when looking at the adjustments on the appraisal that was submitted by Brendan it looks like they are making all of these adjustments and they are based on dark stores. So they are taking stores that are closed up and working backwards into the numbers. He asked if that was correct.

Brendan replied that this was correct.

City Assessor Spencer passed out her evidence. There was no change between the 2015 and 2016 assessed values. Area land sales in that area are:

1. Menards - \$5 sq/ft
2. Aldi's - \$5 sq/ft
3. Applebee's - \$5 sq/ft
4. Good Will Store - \$5 sq/ft
5. El Mezcal - \$6 sq/ft
6. Therapy Center - \$4 sq/ft

Asking prices for vacant lands in the area are an indicator of the land value for the subject property. The prices Menards is asking for unsold out lots suggest the owner is in agreement with the value of the land in this area.

Three sales of smaller retail buildings across the street from Menards sold at \$104, \$128 and \$72 per square foot and they have much smaller lot sizes. This shows that the value in this area is there. She also presented some information on high end sales that took place in the City of Marshfield.

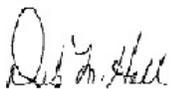
BR16-005 Motion by Patchett, second by Lewerenz to sustain the Assessor's value of \$8,225,700 for parcel 33-0MM095. Roll call vote, all ayes.

Motion carried

The Notice of Board of Review Determination was handed to Brendan Douylliez by the City Clerk.

Motion by Bargender, second by Lewerenz to adjourn sine die at 11:30 a.m.

Motion carried



Deb M. Hall
City Clerk

COMMUNITY DEVELOPMENT AUTHORITY

Finance and Strategic Planning Committees

May 17th, 2016

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

Affirmation of Proper Posting of Meeting: Meeting posted May 12, 2016 at 5:46 p.m.

ROLL CALL:

PRESENT: Andy Keogh, Dave LaFontaine, Peter Hendler,

EXCUSED: Dave Marsh, Tom Buttke

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

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

Review of Monthly Tenant Fund and Investment Summary Financials for April, 2016:

CDA 16-F05-1 Motion by Hendler, second by Keogh to accept and recommend the April, 2016 Tenant Fund and Investment Summary financial reports for board approval. 3 Ayes

MOTION CARRIED

Review of Quote for Cyber Insurance:

Quote provided by Ansay and Associates for cyber insurance was reviewed and discussed. LaFontaine questioned what the timeframe for resolution of an incident could be, should one occur. John Southworth will be invited to attend a future Finance Committee meeting to answer questions on this topic. The IT firm that the CDA currently uses has been provided with a copy of the insurance quote for review and commentary.

CDA 16-F05-2 Motion by Hendler, second by Keogh to accept and recommend the purchase of a cyber-insurance policy pending review of the insurance plan by RMM Technologies. 3 Ayes

MOTION CARRIED

Status of Current Capital Projects:

2014 capital funds have been obligated. Current capital project of installation of new exterior doors at Parkview and Cedar Rail has been completed.

Update on RAD Conversion Process:

Approval of all submission via the RAD Resource Desk has been received. Ameresco is currently entering cost revisions based on CDA review of estimates and adjustment. National Housing Compliance will be providing CDA staff with training on Multifamily Housing on June 6 and 7, 2016. Closing documents for the RAD transition will be forthcoming.

New Business:

Potential candidates for open CDA Board of Commissioners position were discussed.

Letter of commendation for CDA staff was reviewed.

All PHAs built before 1978 are required to document lead based paint testing. If past documentation is not available, it will be necessary to implement a State approved testing and submit current documentation. A proposal for lead based paint inspection for the Parkview facility has been received, and the CDA will move forward in meeting this requirement.

Next meeting date will be Tuesday, June 21st, 2016 at 1:30 p.m. in the Cedar Rail Executive Conference room.

Meeting declared adjourned at 3:11 p.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Dave LaFontaine
Chairperson

Marshfield Airport Committee Minutes

May 19th, 2016

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

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

Absent: None

Also Present: Jeffrey Gaier

Citizens Comments: None

AP16-18 Motion by Bremer Second by Maurer to approve the Airport Minutes of April 21st, 2016, All Ayes,

Motion Carried

AP16-19 Motion by Jockheck Second by Knauf to approve the Airport Manager's May 2016 Report, All Ayes

Motion Carried

AP16-20 Motion by Maurer, Second by Jockheck to approve the May 2016 Activity Report, All Ayes

Motion Carried

AP16-21 Motion by Bremer, Second by Knauf to approve the Airport Bills for May 2016, All Ayes

Motion Carried

Additional Citizens Comments: None

Motion by Bremer, second by Maurer to adjourn at 6:26 PM, All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

Marshfield Airport Manager's Report May 19th, 2016



Becher and Hoppe is coordinating a meeting between the airport management, Bureau of Aeronautics and Becher & Hoppe representatives. The reason for the meeting is to begin to plan the scope of the land development project to improve the drainage, taxiway and fencing by the hangars near the zoo property. Engineering for the project is scheduled for this year with construction scheduled for 2017.



The Federal Aviation Administration, (FAA) technicians have removed the runway end identifier lights on the approach end of 05. The lights were owned and maintained by the FAA. They were strobe lights used to mark the runway for the instrument approaches on 05. The FAA had decommissioned the lights in 2014. This is part of FAA's plan to

decommission many of the ground base stations and and instrument approach related aids they maintain. In addition to the removal of the lights, they have removed the electrical control pedestal in the woods that was controlling the lights. The support bars, concrete posts and underground conduits still remain.

The Bureau of Aeronautics has informed us that PowerPac let the deadline expire for contacting them regarding the purchase of the land in the easement zone on the PowerPac property. The Bureau will now begin the next phase of the land acquisition.

The way we issue notams to Lockheed Martin on behalf of the FAA will be changing. Right now we issue a notam on the entire runways, a notam on the taxiways and a notam on the ramp conditions. Now a notam will only be issued for the runways. The runways will receive a notam on the touch down point of the runway, the roll out point of the runway and the braking point of the runway.

Braking condition for notams will also change. Instead of the airport reporting a braking condition, the condition of the runway and the airplane's operating manual will determine if the aircraft will be able to brake in the runway conditions. Each weather condition will be given a code and it will be the pilot's responsibility to look up in the airplane's operating manual and determine if the aircraft can successfully brake on the runway.



Duffy has received his medical for 2016 to May 2017. Duffy receives a special issuance medical each year due to his 2007 bypass surgery. He is able to complete the test required of him each year to pass the medical requirements, but at a financial cost to him. We are hopeful that the pilot bill of rights 2 will be passed this year because it has provisions for people like Duffy. Anyone with a current special issuance medical will not need to get another special issuance again.

Happy Flying

Duffy, Alice, Robert and Jeff Gaier



Airport Activity Report May 2016

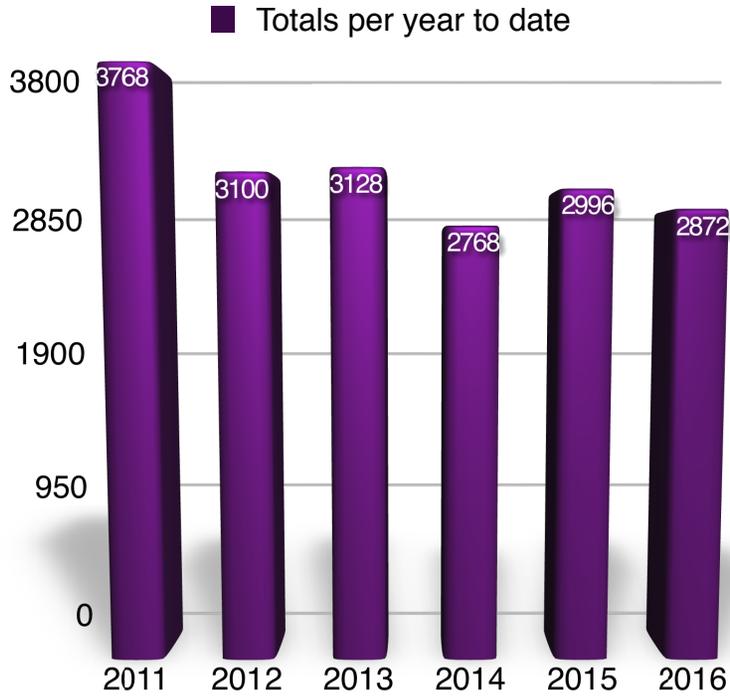


Departures and or Landings Information - Flight Operations - 28 Days Between Reports

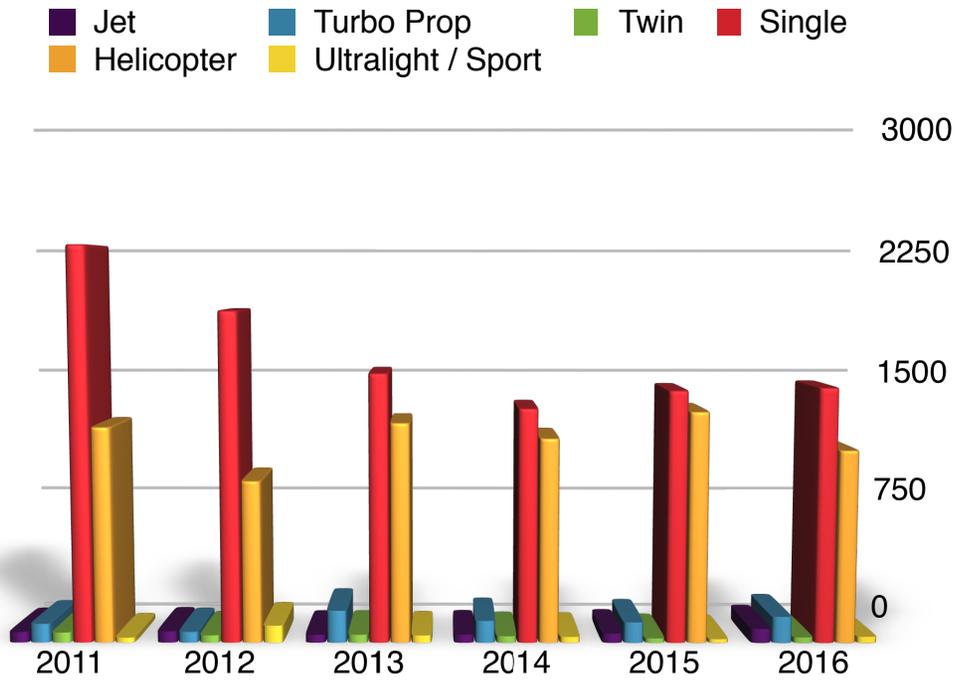
<i>Year</i>	<i>YTD 2011</i>	<i>YTD 2012</i>	<i>YTD 2013</i>	<i>YTD 2014</i>	<i>YTD 2015</i>	<i>May 2015</i>	<i>May 2016</i>	<i>YTD 2016</i>
<i>Jet</i>	62	66	46	48	54	12	20	82
<i>TurboProp</i>	108	62	184	126	118	14	36	150
<i>Twin</i>	58	42	46	38	26	8	8	32
<i>Single</i>	2272	1900	1546	1346	1448	432	336	1464
<i>Helicopter</i>	1240	932	1264	1176	1328	246	224	1108
<i>Light Sport</i>	28	98	42	34	22	10	24	36
<i>Total</i>	3768	3100	3128	2768	2996	722	648	2872
Passengers								
<i>Total</i>	5022	4129	4170	3689	4488	962	864	3838
Local and Transient Traffic								
<i>Transient</i>	972	845	954	984	802	246	357	1257
<i>Local</i>	2796	2255	2174	1784	2294	476	291	1615
Training Flights								
<i>Total</i>	1560	1878	1078	1094	1488	484	388	1628
Fuel Dispensed								
<i>Av Gas</i>	7155	7445	6615	6449	4047	999	660	3123
<i>Jet A</i>	11124	13690	22349	16004	17097	2929	5782	29261
<i>Total</i>	18279	21135	28964	22453	21144	3928	6442	32384

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

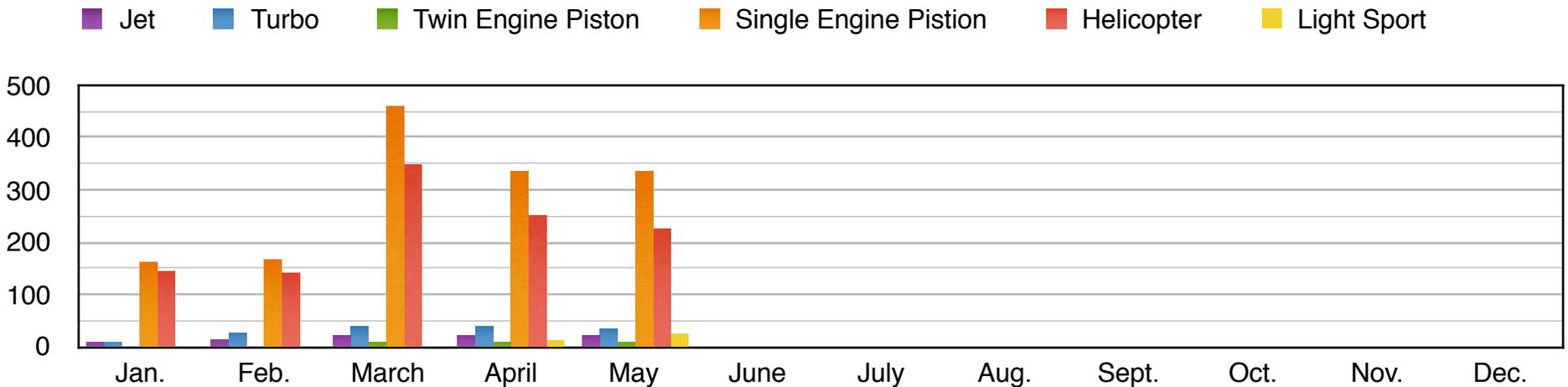
Flights Over the Past Five Years by the Present Month



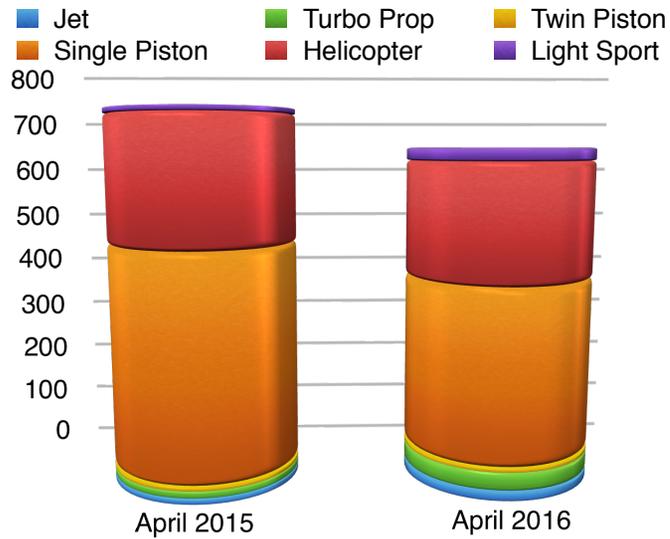
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



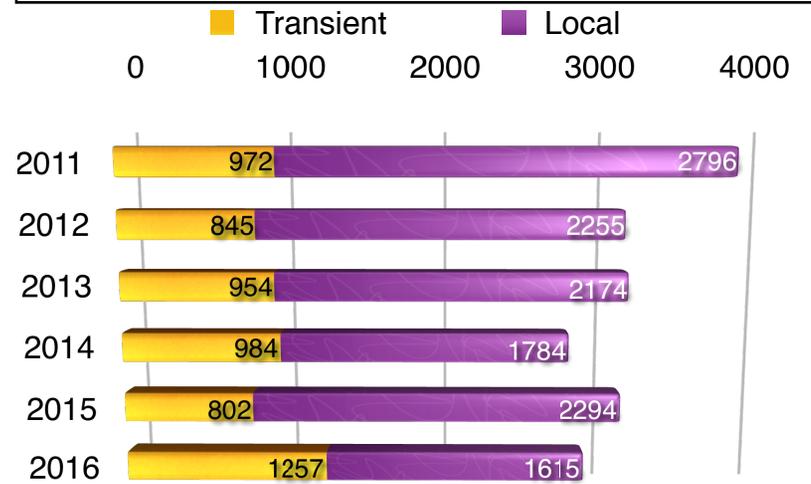
Operations by Aircraft for the Year of 2016



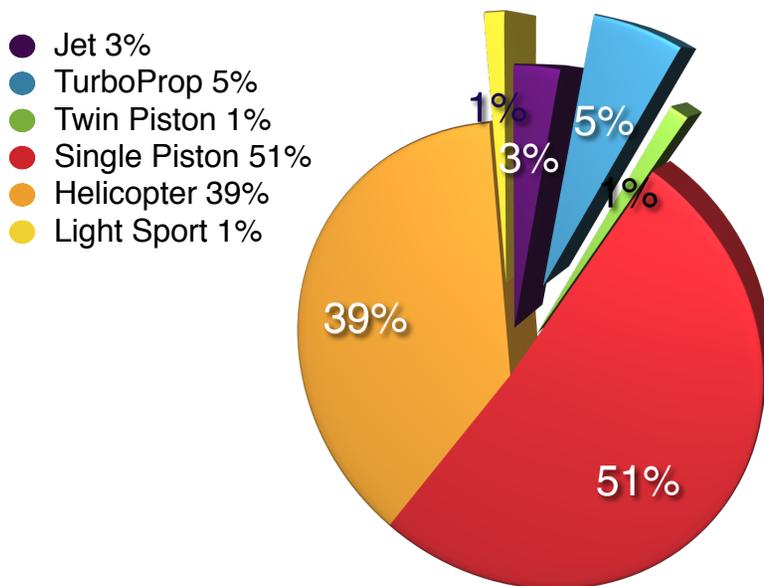
This Month Compared to the Same Month Last Year



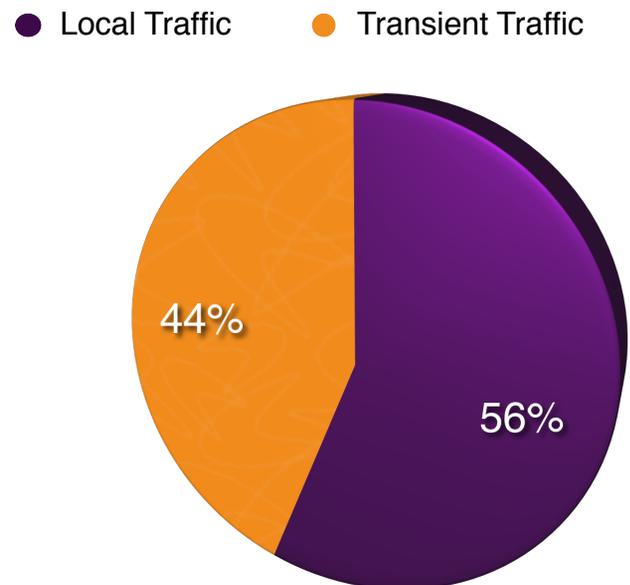
Transient Vs. Local Traffic



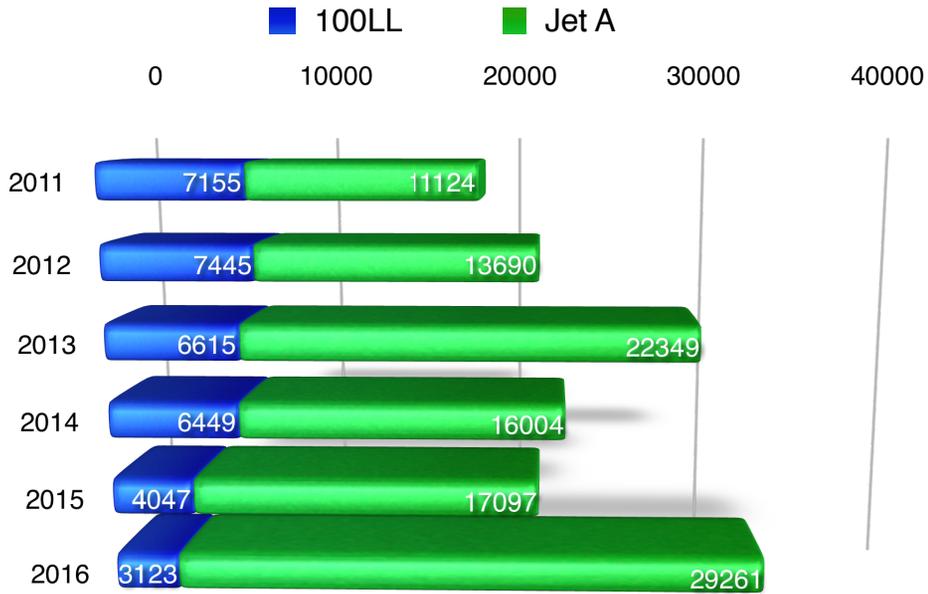
Percentage By Type Of Aircraft That Came Into Marshfield In 2016



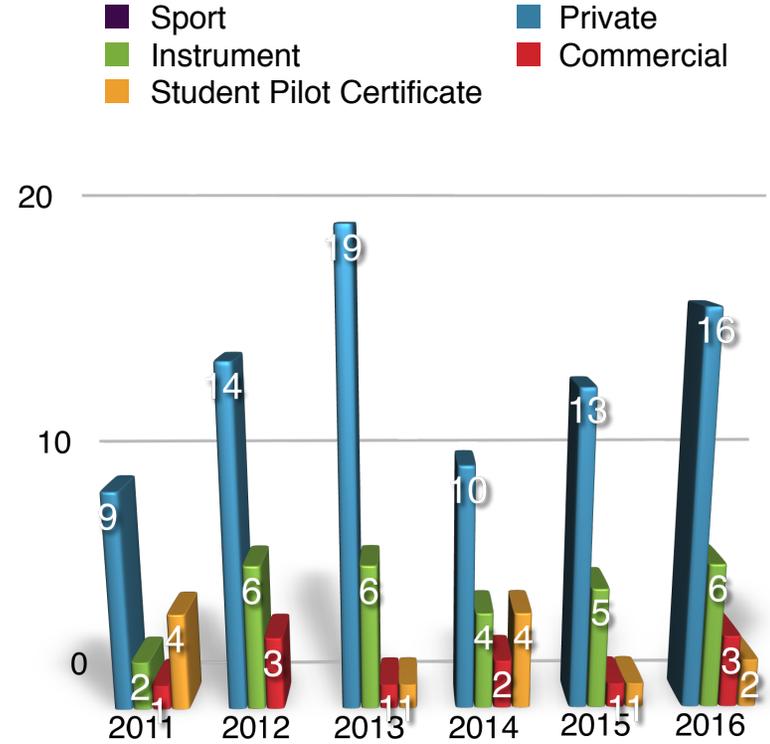
Percentage of Local Vs. Transient Traffic for 2016



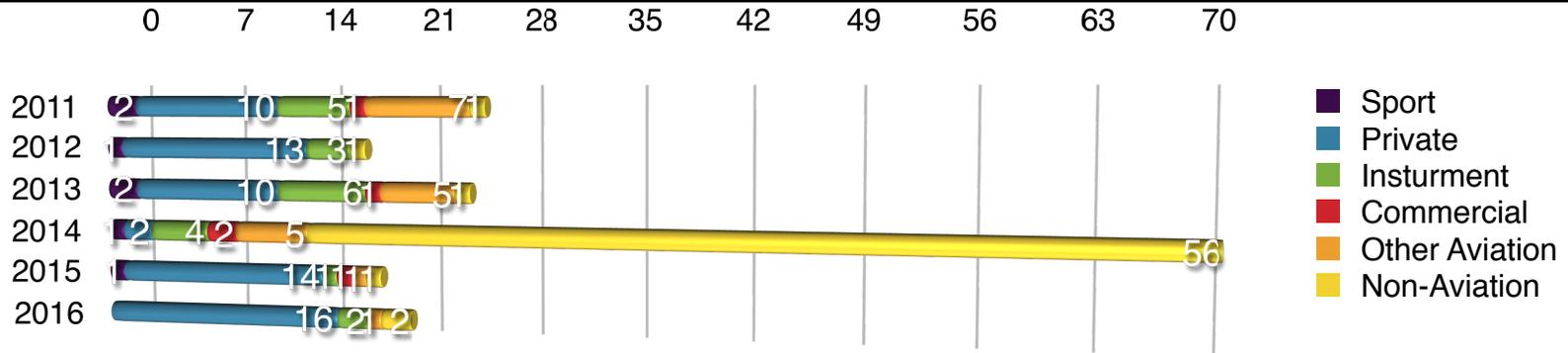
Fuel Sold - 6 Year Comparison



Duffy's Flight Checks for Pilots - 5 Year Comparison



Computerized Written Exams Given At The Airport



Individuals And Businesses That Have Used The Airport This Month

Duffy's Aircraft Sales and Leasing Inc.
Aviation On Demand
Spirit Transport
Dan Hiller
CrossWind Aviation LLC
Wheeler's Chevy Olds Pontiac Cadillac
Inc.,
Dan Wheeler
Duffy Gaier
Bob Gaier
Jeffrey & Elizabeth Gaier
Al Hatz
Georgi Georgiev
Don Halloran
Howard Rand
Steve Humphrey
Mayo One (Medflight Eau Claire)
Custom Fabrication and Repair
Brian Barnett
Kirk Haslow
Haslow Farms
Father Eric Berns
David Vance
Bruce Wineman
Medevac (Medflight Wausau)
Jake Jasinski
Norm Brown
William Brady
Troy Rens
Linus Snyder

Todd Masephol
Shennon Richter
Life Link III (Medflight New Richmond)
Enbridge
Burrnett Co. Flying Service
Michael Tyler
Bob Thill
Valley Medical - Fixed Wing Medflight
Harry Dolan
Am I High Aviation
Wausau Flying Service
Festival Foods
Hawthorne Aviation (Medflight Fixed
Wing Eau Claire)
LJ Aviation
Roehl Transport
Grupe Bryce
P Gingrich
Theda Star (Medflight)
Patrick Colwell
Thomas Pue
Scott Singkofer
Art Scottberg
Steve Mickel
Morey Airplane Company
Nathaniel Fritsch
Ray Fritsch
Randy Musack
Wisconsin Aviation

State of Wisconsin - Donor Flight
Beau Serchen
Jeff Veers
Novak Timothy
MQ Aviation
Matt Thomas
Joshua Duchow
Paul Bach
Dagmar Beckel Machyckova
Kyle Kraemer
Michael Jelinek
Todd Klees
Timothy Dixon
Civil Air Patrol
Chris Maestranzi
David Phillips
Jason Dekan
Doug German
Tyler Noel
Andrea Bradley
Chriss Persson
Steve Morabu
Agusta Westland Philadelphia
Epps Airservices Inc.
Hooper Corp.
SC Aviation Inc.
AGP Aviation LLC
R & J Avaiton
53 PM LLC
Marvin Leasing LLC

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

Marshfield Hotel	Chips	Nuts Deep
Holiday Inn	McDonalds	Crabby Daves
Blue Heron / West 14th	Little Casears	Kentucky Fried Chicken
Marshfield Clinic	Target	Lamers Smokehouse BBQ
St. Joseph's Hospital	Hardees	Nora's
Festival Foods	The Store	
V & H Heavy Trucks	Baltus	
Roehl Transport	Wildwood Zoo	
Custom Fabrication and Repair	Nasonville Dairy	
Subway	El Mexical	

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

Experimental Aircraft Association Chapter 992 (Marshfield & Medford Group)

Toastmasters of Marshfield

Central Wisconsin Apple User Group

Marshfield Youth Hockey

C12 Group (Christian CEOs and owners building great busi-

Summary Report

Activity has continued to be slow for the month. Howard Joling has started working with students so student activity has been steady. There seems to be very little business traffic and general aviaiton traffic.

Obj. #	Description	2016 Amount Approved	2016 May Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	46,073.00	3,839.42	Manager's contract	19,197.10	26,875.90
52210	Electric	16,062.00	3,165.74	Marshfield Utilities & Alliant Energies	3,165.74	12,896.26
52220	Water	408.10	160.94	Marshfield Utilities	160.94	247.16
52230	Sewer	315.91	159.40	Marshfield Utilities	159.40	156.51
52240	Fire Protection Charge	2,087.32	312.30	Marshfield Utilities	312.30	1,775.02
52260	Heating - Gas	2,278.00	77.52	General terminal	1,232.65	1,045.35
52300	Telephone	1,377.24	120.12	Frontier	605.18	772.06
52400	Rep/Maint. Serv-Streets	19,200.00			10,925.00	8,275.00
52500	Repair/Mainte. Service	52,000.00	200.00	Maid to Order	6,482.18	45,517.82
			53.90	Unifirst - 4 mats		
			55.00	Merkel Co., Inc. - checked rails		
			2,215.50	Duffy's Aircraft Sales - mowing, mainte., & men and equipment.		

	Amount Requested	May Expenses	Used To Date	Balance
52900	Other Contractual Ser.	3,000.00	4,968.75	Northway Communications - annual IFR landing checks (1,968.75)
53100	Office Supplies & Exp.	500.00		500.00
53200	Publications & dues	200.00		200.00
53400	Operating supplies	1,600.00	175.99	1,424.01
53500	Rep/Mainte. Supplies	6,800.00	467.24	6,332.76
55110	Buildings & Contents	2,722.72		2,722.72
55140	Professional Liability	320.48		320.48
55150	Airport Liability	4,350.00	4,350.00	-
55170	Boiler	375.18		375.18
58830	Airport Buildings			-
Grand Totals	159,669.95	19,678.59	52,202.47	107,467.48

**Main Street Board of Directors Meeting
Wednesday, June 1st 2016
Main Street Office**

Present: CW Mitten, Nick Arnoldy, Scott Koran, Kelly Korth, Josh Kilty, Lois TeStrake, Rich Reinart, Jenna Hanson

Excused: Tom Henseler, Brian Hopperdietzel, Greg Ellious, Erin Howard, Scott Larson

Staff Present: Angie Eloranta Executive Director

Call to order at 7:30 am

1. **Mission statement**
2. **Approval of Board Minutes & Executive Committee Minutes**
3. **Approval of Minutes of Promotion Committee 5/9/16**
4. **Approval of Minutes of Design Committee n/a**
5. **Approval of Minutes of Organization Committee 5/12/16**
6. **Approval of Minutes of Economic Restructuring Committee 5/26/16**

Lois 1st

Kelly 2nd

7. City Staff Updates – city officials – Rich

City is moving forward with move to Forward Financial
E-cigarettes being added to smoking ban – likely to pass
Community Center – not being funded by city, planned for donations to pay for that
Property tax increase on August referendum

8. MACCI Updates – Scott Larson

June 1 – The transportation Development Association is holding a listening Session on how to fund transportation infrastructure in Wisconsin.
June 3 & 5 – 35th Annual Dairyfest (refer to DF brochure)
June 8 – MACCI is holding a forum on the US Dept. of Labor's changes to Overtime rules. Starts at 7:30 am at MACCI. Two of the presenters are Attorneys Sara Ackerman and Kevin Terry from Ruder Ware.
Ribbon Cutting – Simplicity
June 15 – Ribbon cutting at Schalow's new retail center with Macci Business After 5 to follow the ribbon cutting.
June 23 – Marshfield Young Professionals Social at this & that Wisconsin Store From 6 to 8.
June 24- Movies in the Park at the Fairgrounds at dusk
June 24, 25&26 – Small Town Baseball State Championship at the Steve J. Miller Recreation Area.

9 Financial Update – Josh Kilty

- a. 2017 Budget

Looking for ways to increase revenue & decrease expenses.

10. Executive Director Report – Angie Eloranta

- Wine Walk – 140 Participants at \$25 each. Sponsored by Nasonville.
- Retail Meeting was held on May 17th – went over Third Thursday promotions. Not a great turnout, but I had a few people tell me the time just didn't work out. These will now be held quarterly.
- Banners – some have gone up
- Explore Marshfield Publication
- Third Thursdays – 29 on board
- Flower Power in full force; Mill Creek doing the watering, refreshed soil this year, ordered all flowers through them
 - Gardens have been planted. McMillan 4H Group did Santa Fe Lot
- Historic Preservation Month – May
 - John Christner Award was presented at Common Council to recognize Lori Belongia and Lorraine Markee
- Downtown Apple Path Painting
 - Apples painted. Need someone to paint the numbers
- Parking Surveys - Update
- Property Owners meeting – Next one will be held when we have all the Parking Surveys returned and tabulated
- Danielle Starting on Monday – working about 10-15 hours per week.
- Farmers Market starts on Tuesday June 7th 8am – 1pm.
- 5 Burglaries in downtown businesses over the weekend

11. Committee Reports

- a. Promotion Committee Updates – Lois TeStrake
- b. Organization Committee Updates – Jenna Hanson
- c. Design committee Updates – n/a
- d. Economic Restructuring Committee Updates – Scott Koran

12. Old business

- a. Strategic Planning session – May 11
 - Focus on informational sheets for businesses regarding regarding 2nd St. and 200 block

13. New Business

- a. Danielle Krohn Starting June 6th
- b. Bid Operating Plan 2017
- c. Parking Survey Update
 - Board members to follow up with those still needing to return survey. 70% returned so far.

14. Adjourn – 8:14 am

Josh 1st Nick 2nd.

Next meeting is Wednesday July 6th at 7:30 am
Please mark your calendar

Main Street Marshfield, Inc.
Minutes of Executive Committee Meeting
Wednesday, June 1, 2016

Present: CW Mitten, Lois TeStrake, Josh Kilty, Jenna Hanson

Staff Present: Angie Eloranta

- Office hours will be difficult due to maternity leave.
 - Decide to leave sign & cell phone number on door.
- Discussed Danielle's Schedule; Diane's Schedule
 - Diane will open door & take minutes for Scheduled Meetings.
- EDB budget request – CW to present, Operating plan to bid board CW & Lois to present
 - (Angie will follow up with Steve & Jason to get put in)
- Not doing Wagon Buggy Rides or Façade Program in 2017
- Survey people to see what to add to Hub city Days
 - Idea – pick 3 activities, have people vote on face book

New Fundraiser ideas:

- Discussion of Zombie run in October, coordinate with Octoberfest 2nd-9th ST.
- Discussion of another "run" with dogs – bandana for dog

Adjourned 9am

CITY OF MARSHFIELD/TOWN OF MCMILLAN JOINT PLAN COMMISSION MINUTES
OF JUNE 3, 2016 MEETING

Meeting called to order at 11:01 AM by Secretary Miller in Conference Room 108 of City Hall Plaza.

PRESENT: John Bujalski, Dave Swenson, Michael Stockheimer, John Kaprelian, Bill Penker, and Alderman Ed Wagner.

ABSENT:

ALSO PRESENT: Alderman Gordy Earll; Jason Angell, Director of Development Services; Carolyn Opitz, Town of McMillan Chairperson; Tom Turchi, City Engineer; and, Josh Miller, City Planner.

Election of Chairperson.

Miller first asked everyone to go around the room and introduce themselves.

Nominations were held for Chairperson.

Penker nominated Mazzini.

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

JPC 16-03 Motion by _____ second by _____ to approve _____ as Chairperson unanimously.
Motion Carried

_____ was elected Chairperson and took over as Chairperson of the meeting.

Everyone introduced themselves.

Election of Vice-Chairperson.

Nominations were held for Chairperson.

Penker nominated _____.

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

JPC 16-04 Motion by _____ second by _____ to approve _____ as Vice-Chairperson unanimously.
Motion Carried

Approval of Minutes – January 22, 2016.

JPC 16-05 Motion by _____, second by _____ to approve the minutes of the January 22, 2016.
Motion Carried

Citizen Comments.

-

Discussion regarding neighborhood concerns with runoff and drainage along County Road E.

-

Discussion about Mann Road repairs.

-

Draft Town of McMillan/City of Marshfield Joint Planning Area Transportation Plan.

- Bujalski

Discussion of Hansen Subdivision (corner of Tammy Lane and Mann Street).

- Miller

Update on Comprehensive Planning efforts.

- Miller gave an update on the timeline for updating the City's Comprehensive Plan.

Set Next Meeting & Agenda

- Next meeting is tentatively scheduled for at 10:00 am in the 1st Floor Conference Room.
- The agenda should include minutes from June 3, 2016, .

Motion by , second by to adjourn at .

Motion Carried

Submitted by, Josh Miller
City Planner

HISTORIC PRESERVATION COMMITTEE MINUTES
OF JUNE 6, 2016 MEETING

Meeting called to order by Chairperson Schnitzler at 4:02 P.M. in Conference Room 108 of City Hall Plaza.

PRESENT: Ken Wood; Ken Bargender; Bill Penker; Kris Coleman; Vickie Schnitzler; and, Kris Keogh.

ABSENT: Alderperson Jason Zaleski (excused).

ALSO

PRESENT: Josh Miller, City Planner.

Approval of the Minutes of May 2, 2016 Meeting.

HP16-18 Motion by Wood, second by Penker to approve the minutes of the May 2, 2016 meeting.
Motion Carried.

Citizen Comments.

Thank you notes from the Art Student winners were passed around, thanking the Committee for the awards. One of the winners also sent a thank you note to the Genealogy Group.

Bargender said the cemetery tours did well. They had about 266 students and adults attend the events. There were 8 reenactors.

Wood said he held 2 bus tours of the Historic Walking Tours and 5 video tours of the videos that were made. They will be doing 5 more by bus with Stoney River.

The local TV station videotaped Taps at the cemetery, at the Pie and Ice Cream Social, the 2442 song, etc.

Discuss Ideas for the Press Release for the Soo Line Steam Locomotive No. 2442.

Bargender gave an update on the status of the restoration work. It just needs a little touch up paint and window has been reinstalled. June 18th is Zoofest and he'll get it done before then.

Schnitzler will ask Keith Meacham to be part of the restoration promotion event.

Coleman asked about the brochure about if the 2442 was the last remaining example of its class.

Wood pointed out a typo in the press release.

Penker asked the CVB was promoting it. If not, who should be releasing the press release? Could it come from both of us? If we do something, it would be nice to get it on Channel 7 or 9.

Schnitzler asked if Bargender could go and finish up cleaning up the area. Add in the press release that it will be open for close-up viewing during Zoofest.

Keogh asked if Keith Meacham could be dressed up to do a photo op with visitors.

Bargender asked about possible flags on the tender and engine. They could be year-round in the future. It might cost around \$60. Bargender will look at acquiring flags.

Staff will ask Matt McLean about the TV coverage for Zoofest.

Miller already asked Tom Buttke about using the train they use in the Fair, but he said they were unable to use it last time and that we would have to talk to the Adam Fischer at the Central Wisconsin State Fair Association and Adam is presently out of the county.

Review Historic Preservation Committee 2016 Budget.

Miller explained that the year to date expenses total \$673.75, leaving \$1,576.25 remaining. Of the remaining amount, \$500 is dedicated to conference registrations and travel expenses for the members.

Discussion Items for 2017 Budget.

Miller gave an update on the current status of the printed walking tour brochures. Based on the current inventory, additional orders of the Park Street and Upham Mansion could be made. Plus if the Committee would like to develop the Buildings of Architectural Interest, printing them would be an additional expense.

There are plenty of historic yard signs so the Committee shouldn't need additional signs at this time.

Bargender suggested getting more stickers for the signs telling people who to call.

Miller also mentioned the cost for the downtown plaques would be about \$70 per plaque which includes installation. Depending on the number of plaques Main Street and the Committee would like to do, the Committee could look to budget money for them as well. Ask the Committee about a building to start with. Maybe would do a total of 26-30 plaques. Add the plaques as a discussion item at the next meeting.

The budget should also be on the next agenda.

Review Brochures and Cost Estimates for Soo Line Steam Locomotive No. 2442 Historic Brochure.

Heinzen Printing provided a cost estimate to set up the brochure for the 2442 (\$25-\$60) plus gave us a range of prices depending on the quantity.

250 brochures = \$248.00
500 brochures = \$398.00
1000 brochures = \$428.00

So it should be less than \$500 to print 1,000 copies of the brochure. Included in the brochure is a prototype. The trifold size is proposed to match the current historic walking tour brochures, but will only be a half sheet.

The Committee asked staff to get additional cost estimates for 2,000 – 2,500 brochures to get the unit

cost down. The Committee also asked staff to print 200 brochures for the Zoofest event in-house.

Coleman suggested fixing the last sentence in the brochure as it got cut off.

Review City's Mission and Vision Statement.

Miller explained the Common Council has requested feedback on proposed mission/vision statements. All feedback will be passed along to Steve so he can share that information with the Common Council.

- Mission: It is the mission of the City of Marshfield to provide a fiscally-sound, family-oriented community with a full range of housing, business, cultural, educational, and recreational opportunities in a safe environment for residents and visitors.
- Vision: We will be a city of diverse interests and values through advancement of policies and allocation of resources that promote innovative, sustainable growth and enterprises while recognizing the heritage and culture of the region.

Coleman suggested in the vision statement that 'history' might be a better term to use than 'heritage' in this use.

It was suggested to change region to community in the vision statement as we are talking about a vision for the City.

Penker mentioned the term sustainable growth. What does that mean? Is it in reference to the City operations or from an ecological perspective.

HP16-19 Motion by Keogh, second by Wood to recommend a change in the Vision statement, changing the word "region" to "community".

Motion Carried.

Staff Updates

- Comprehensive Plan Update. Miller stated that the Existing Conditions report is nearly complete and should be available to the public by July. A presentation about the Community Survey results will be given by the UWRF Survey Research Center on Tuesday, June 28, 2016 at 6:30 pm at the Common Council meeting.

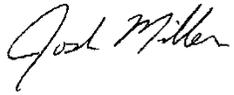
Set Meeting Date and Future Agenda Items.

The next regular Historic Preservation Committee meeting will be held on Monday, July 11, 2016. The agenda of the next regularly scheduled meeting should include approval of the Monday, June 6, 2016 meeting minutes, approval to purchase brochures for the 2442, discussion to create a non-walking tour historic district for Hungry Hollow to mark with a sign, plaque program for 2017 Budget, update on the buildings of historical interest brochures, and other topics that may come up.

Adjourn.

With no other business on the agenda or comments from the Committee, Chairperson Schnitzler declared the meeting adjourned at 5:02 P.M.

Respectfully submitted,

A handwritten signature in black ink that reads "Josh Miller". The signature is written in a cursive, flowing style.

Josh Miller
City Planner

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
JUNE 6, 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 June 6, 2016 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, Alen Johnson, and George Holck. Also present were Alderperson Gordon Earll, Attorney John Adam Kruse, and Utility staff. Absent were Commissioner Harry Borgman and Alderperson Peter Hendler.

- During commissioner, council, and staff comments Commissioner Maggitti shared that his water meter was recently upgraded to the AMI meter and he complimented the staff and whole process. The Electric, Communications & Gas Manager showed the gold level safety award received from MEUW for the utility safety program. The General Manager shared that the utility may qualify and is applying for a DNR grant that helps the customers pay for lead service replacement.
- Andy Busscher was presented with an award for ten years of service.
- The General Manager presented information on a proposed employee wage policy.
- The Human Resources Manager presented a proposed General Manager review process.
- The General Manager and Financial Manager presented information on water facility finance options.

UC/16-34 Motion by Maggitti, seconded by Johnson, to recommend moving forward with the proposal. All ayes, motion carried.

- Commissioner Johnson left at 5:01 p.m.

UC/16-35 Motion by Maggitti, seconded by Holck, to approve the following job orders:

5731	Installation of Water Main on Veterans Parkway, 34 th St to Heritage Dr.	\$376,686.40
5732	Replace Water Main & Appurtenances on 2 nd St, Between Central & Maple Ave	\$63,852.47
7453	VMWare Hosts Update for Primary Site	\$155,140.00

All ayes, motion carried.

UC/16-36 Motion by Holck , seconded by Maggitti, to approve payroll for May in the amount of \$247,994.26 and general bills for May in the amount of \$3,212,825.50. All ayes, motion carried.

April 2016 Financial Statement Notes

Electric Utility

- Net income was \$547 thousand for the month, with a net income of \$996 thousand year-to-date.
- April's net operating income was \$534 thousand, and was \$198 thousand after adjusting for PCAC timing, compared to budgeted net operating income of \$124 thousand. Year-to-date net operating income was \$1.375 million, and \$937 thousand after adjusting for PCAC timing, compared to budgeted net operating income of \$946 thousand.
- Operating expenses for the month included \$4 thousand for M-1 environmental software reports, \$6 thousand for M-1 Borescope testing and \$9 thousand for M-1 water meters calibration.

- The 2015 dividend payment was sent to the City on April 8th, and it is shown under the Equity section of the Balance Sheet. The amount allocated to the electric utility was \$149,482, compared to the prior year amount of \$179,164.
- April consumption was down 1.78% from April 2015, with year-to-date consumption down 4.92%. All major classes showed a decrease in consumption for the year. Year-to-date energy losses were 0.04%, compared to prior year losses of -0.40%.

Water Utility

- Net income was \$100 thousand for April, with a year-to-date net income of \$309 thousand.
- Net operating income was \$135 thousand for the month, compared to budgeted net operating income of \$122 thousand. Year-to-date net operating income was \$452 thousand, compared to budgeted net operating income of \$413 thousand.
- Operating expenses for the month included \$7 thousand for a VFD replacement at the Southside Booster Station and \$5 thousand for the Wood County clean sweep program.
- The City dividend payment amount allocated to the water utility was \$67,158, compared to the prior year amount of \$88,245.
- April consumption was down 0.78% from April 2015. Year-to-date consumption was down 1.88% from the prior year, with all major customer classes showing a decrease. Year-to-date water losses were 15.28%, compared to prior year losses of 17.28%.

Communication Utility

- Net income was \$18,213 for the month, compared to budgeted net income of \$18,805. Year-to-date net income was \$67,472, compared to budget net income of \$70,801.

UC/16-37 Motion by Maggitti, seconded by Holck, 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 shared a financial analysis of M-1.

UC/16-38 Motion by Holck, seconded by Maggitti, to adjourn. All ayes, motion carried. Meeting adjourned at 5:15 p.m.



John Maggitti, Secretary

Operations Report June 2016

We are always looking for ways to improve the customer payment process and to reduce costs in the process. Customers that pay their bill through their online banking services will soon have the payment deposited in our bank and a payment entry automatically created in our Cashiering module. Currently, the banks send us paper checks that we manually process. We estimate that up to 400 payments are provided to us monthly for these bank bill payments. Payment Services Network, a partner with PCS, our billing and accounting software provider, has the ability to take customer payments with an automated phone system, and be assisted by a live operator if needed. Customers will be able to choose this payment method when they call us. Both of these changes will be happening in the next several months, and will result in increased efficiency.

Since we started promoting the PowerPay program in December, 203 customers have signed up for PowerPay. The promotion, which included incentives for customers to sign up, ends at the end of May. We will continue to promote PowerPay by including a brochure in the first bill of each new customer so that they are aware of all of our payment options, including PowerPay. We may have another incentive driven campaign later in the year.

ATT and Verizon have removed their equipment from Grant Tower and the painting project has started. FAA approval for the temporary tower to hold the equipment took about 6 weeks longer than anticipated and as a result the project is 6 weeks behind schedule. Overhead power and fiber lines were relocated to avoid conflicts with the shrouding that will be used to prevent paint overspray.

The Upham Street water main project started on May 23rd. There were some issues with insurance between the prime and sub that took about a month to get worked out. This project is about a month behind the schedule we had planned, but we should still be able to complete it in time for the city to get the overlay project completed on time.

M-1 ran in May for annual and five year testing. There was a problem with water injection which required us to do some additional tuning on the engines to get the control software to operate properly. That has been completed and the unit is now ready to resume testing.

BOARD OF PUBLIC WORKS MINUTES
OF JUNE 6, 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, & Gordon Earll

EXCUSED: Christ Jockheck

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

PW16-66 Motion by Feirer, second by Wagner to recommend approval of the minutes of the May 16, 2016 Board of Public Works meeting.

Motion Carried

Citizen Comments:

- Darrell Kasner, Carl's Landscape, Arpin, WI, stated he was puzzled by action taken by the Board of Public Works with regard to their contract for the Everett Roehl Marshfield Public Library & Community Center. He did receive the April 7, 2016 letter from the City and then did turn their contract documents into Boson right after that. He was surprised to see that the City was pulling his contract. They do stand behind their work 100%. He feels mistreated the way this went down. He was asked to donate towards the project and his original bids reflected a contribution through a lower bid price. Now that the City didn't allow him to bid this last time, he is wondering what the problem is. No one from the City called him to explain the problem. Boson didn't give him a direct answer either. He acknowledged that he should have had his contract in, but he didn't realize that it was a big issue. He received a letter from the City on May 11 with his bonds back and notice that his contract was pulled. He wondered why it took so long to get that notice. He asked for some response for the City.

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

Director of Public works Knoeck provided an explanation on the rebidding of the landscape contract for the Library project. The landscape plan was amended with some additional features. Now that the project is far enough along, there are enough contingency funds available to add back in some landscaping that had previously been removed. Knoeck also responded to comments for Mr. Kasner. The concern of the City was that the original contract requires bonds and other contract documents to be returned within 20 days of award, not 6 months. When we didn't see a response from the bidder, we questioned the ability of the bidder to complete the work. The City did not have direct contact with the bidder. Our construction manager was in contact with the bidder and provided dates and times that contact was made with Carl's asking for the required information. It did not come until notice was given to Carl's in April that the City would be considering rescinding the award of contract. The contract documents did finally arrive but the feeling at that time was that it was too late and that is what prompted the re-bid.

PW16-67 Motion by Earll, second by Feirer to recommend approval of the low bid submitted by Central Wisconsin Landscape for the Everett Roehl Marshfield Public Library & Community Center Landscape Contract in the amount of \$47,617.00 and authorize execution of a contract.

Motion Carried

PW16-68 Motion by Wagner, second by Earll to recommend approval of the low bid submitted by Scott Construction, Inc. of Lake Delton, WI for slag sealing at \$1.698/SY and the low bid of Fahrner Asphalt Sealers, LLC of Plover, WI for micro surfacing at \$2.35/SY with the total cost of 2016 Seal Coating not to exceed \$106,300 and authorize execution of contracts.

Motion Carried

Director of Public Works Knoeck presented information on maintenance of easements on unopened street right-of-way for private driveways. The City does not maintain these private driveways and staff is sometimes questioned why not. Staff was looking for direction from the Board as to whether or not we should be handling these situations differently. After much discussion, the Board asked staff to look at the cost of extending 21st Street at Tamarack Avenue to eliminate a private driveway easement situation. Staff will bring back additional information at a future meeting for Board consideration. Alderman Wagner asked that the minutes reflect that the Board would like to end this practice of temporary easements. This was a discussion item only.

Wastewater Superintendent Warp presented the 2015 Wastewater Compliance Maintenance Annual Report.

PW16-69 Motion by Feirer, second by Earll to thank staff for an excellent job and recommend approval of the 2015 Wastewater Compliance Maintenance Annual Report and refer Resolution 2016-27 to the Common Council for approval.

Motion Carried

PW16-70 Motion by Earll, second by Feirer to recommend approval of the Request for Proposals for Architectural Services for Forward Financial Bank Building Remodeling and authorize solicitation of proposals.

Motion Carried

PW16-71 Motion by Wagner, second by Buttke to amend Motion PW16-70 to solicit up to four architects for Request for Proposals for Forward Financial Bank Building Remodeling.

Motion Carried

Director of Public Works Knoeck reviewed the current Weed Ordinance. Alderman Buttke raised a concern that it's taking too long to address some properties. He is not blaming staff but would like to see if there is a way to address this. Street Superintendent Winch explained how the process works and where there can be delays. He did feel that the notice provision is important. It was suggested that we look at higher fees to encourage property owners to comply with the ordinance. Staff will look at some options and bring back a recommendation. This was a discussion item only.

PW16-72 Motion by Wagner, second by Earll to adjourn to closed session at 6:35 PM pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- Possible purchase of land for Downtown Parking Lot Expansion.

Roll call vote, all 'Ayes' Motion Carried

Present in Closed Session: Aldermen Feirer, Wagner, Earll and Buttke; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi.

PW16-73 Motion by Feirer, second by Earll to reconvene in open session at 6:44 PM.

Roll call vote, all 'Ayes' Motion Carried

There was no action taken in open session on the closed session item.

Recommended items for future agendas: None

Motion by Wagner second by Earll that the meeting be adjourned at 6:45 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF JUNE 7, 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

City Clerk Hall asked for nominations for Chairperson.

Alderperson Earll nominated Alderperson Wagner.

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

JLC16-034 Motion by Feddick, second by Earll to elect Alderperson Wagner as Chairperson.

Motion carried

Chairperson Wagner asked for nominations for Vice-Chair.

Alderperson Feddick nominated Alderperson Earll.

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

JLC16-035 Motion by Wagner, second by Feddick to elect Alderperson Earll as Vice-Chair.

Motion carried

JLC16-036 Motion by Earll, second by Feddick to approve the minutes of the May 17, 2016 meeting.

Motion carried

CITIZEN COMMENTS

None

JLC16-037 Motion by Earll, second by Feddick to approve by unanimous consent the following:

- a) Twelve (12) Beverage Operator Licenses for the 2015-2017 license year to: Jason Berry, Julie Burkhalter, Gang Chen, Stephen Cousins, Jasmine McHugh, Faith Moen, Eric Pongratz, Jodi Richardson, Cynthia Schroeder, Ashley Schuh, Dane Thompson and Kevin Weinfurter.
- b) Secondhand Article Dealer License to J & J Games, 503 E. Ives Street, Suite 205.
- c) Temporary Class "B" Retailer's License (Picnic) to India Mission Joy for August 27, 2016.
- d) Temporary Class "B" Retailer's License (Picnic) to the Friends of the Marshfield Dog Park for August 31 – September 5, 2016.
- e) Transient Merchant License to Tree-Ripe Citrus Co.
- f) 5 "Class B" Combination Liquor and Fermented Malt Beverage Licenses for the 2016-2017 license year:
 1. Apple Hospitality Group, LLC; 2114 N. Central Avenue
 2. Jacobson Bros., LLC; 1651 N. Central Avenue
 3. Marshfield Elks Lodge #665; 113 E. 2nd Street
 4. Southway Pub & Grub, Inc.; 1212 S. Central Avenue
 5. TRJE, Inc.; 114 E. 14th Street

Motion carried

No items were removed from the consent agenda.

JLC16-038 Motion by Feddick, second by Earll to grant a Beverage Operator License to Paul Anderson with 25 demerit points assessed for failure to list his violations.

Motion carried

Future Agenda Items

None

Motion by Feddick, second by Earll to adjourn at 5:07 p.m.

Motion carried



Deb M. Hall
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF JUNE 7, 2016

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

PRESENT: Alderpersons Alanna Feddick, Rich Reinart, Jason Zaleski (arrived at 5:40 p.m.), Rebecca Spiros, and Peter Hendler.

ABSENT: None

ALSO PRESENT: Alderpersons Wagner and Earll, City Administrator Barg, and City Personnel (Keith Strey, Jennifer Rachu, Dan Knoeck, Eng Ng, Joan Spencer, Bob Haight and Deb M. Hall)

Citizen Comments

None

FBP16-049 Motion by Spiros, second by Reinart to approve the items on the consent agenda:

1. Minutes of the May 17, 2016 meeting.
2. Bills in the amount of \$3,595,146.68.
3. Monthly Position Control Report as of May 31, 2016.
4. Report of Personnel Actions of June 7, 2016.

Motion carried

No items were removed from the consent agenda.

FBP16-050 Motion by Hendler, second by Spiros to recommend approval to the Common Council of Budget Resolution No. 14-2016, transferring \$120,000 from Airport Outlay Fund to the Infrastructure Construction Fund to fund the engineering cost of the 29th Street (Washington to Hume) project.

Motion carried

FBP16-051 Motion by Reinart, second by Spiros to recommend approval to the Common Council of Budget Resolution No. 15-2016, transferring \$2,000,000 from long-term borrowing to TIF #9 for Financial Incentives per the Development Agreement with Forward Financial.

Motion carried

FBP16-052 Motion by Reinart, second by Spiros to approve Employer Solutions as the City of Marshfield's EAP provider and implementation of the program as of July 1, 2016.

Motion carried

FBP16-053 Motion by Hendler, second by Spiros to approve the alignment of the Life Insurance benefits for benefit-eligible non-represented City Employees and WRS eligible employees as of July 1, 2016.

Motion carried

Aldersperson Zaleski joined the meeting.

FBP16-054 Motion by Spiros, second by Hendler to authorize staff to solicit quotes for assessing software, and bring back a recommendation for the Committee's review and consideration next month.

Motion carried

FBP16-055 Motion by Hendler, second by Zaleski to approve management's collective bargaining team for negotiations with the police/fire unions. The bargaining team will be comprised of the following members:

- Ed Wagner, Council Member
- Steve Barg, City Administrator
- Jennifer Rachu, Human Resource Manager/Asst. to the City Administrator
- Rick Gramza, Police Chief
- Bob Haight, Fire Chief

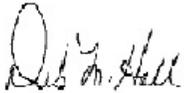
Motion carried

FUTURE AGENDA ITEMS

None

Motion by Spiros, second by Reinart to adjourn at 5:45 p.m.

Motion carried



Deb M. Hall
City Clerk



City of Marshfield Memorandum

Date: June 7, 2016
To: Finance, Budget, and Personnel Committee
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: Employee Assistance Program

BACKGROUND

The Common Council had approved the implementation of an Employee Assistance Program for the City of Marshfield during the 2016 Budget process. The cost of the program was budgeted at \$10,000 per year with a targeted implementation date of July 1, 2016.

ANALYSIS

A Request for Proposal (RFP) was conducted this spring to select an Employee Assistance Program for the City of Marshfield. Department & Division Heads attended presentations from three vendors, including REALiving, Employer Solutions and Lincoln. Based on the initial presentations, staff determined the top two contenders. References from various municipalities and school districts were completed for both companies. Following the completion of the reference checks, staff reconvened as a group to review the proposals, references and costs.

Based upon our review, staff is recommending Employer Solutions as the EAP vendor for the City of Marshfield. Highlights of this program include:

- 24/7 access by phone
- Local offices for in-person sessions
- Team of certified Masters-prepared counseling on staff
- Up to 8 counseling sessions per individual
- Monthly newsletters to employees
- Training Sessions (minimum of 2 per year)

The annual cost of the program is \$5850.00 per year and will provide coverage for both full-time and seasonal/casual employees.

RECOMMENDATION

We are requesting the Finance Budget and Personnel Committee to approve the selection of Employer Solutions as the City of Marshfield's EAP provider and implementation of the program as of July 1, 2016.



City of Marshfield Memorandum

DATE: June 8, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Appointment of management team for collective bargaining negotiations

Background

The current labor contracts with our police and fire unions expire on December 31, 2016, and efforts to negotiate new agreements should begin later this summer. In advance of the collective bargaining process, I want to get the City's management team in place and start preparing to meet with union representatives. Under the model used in the past, our team would be comprised of 1-2 elected officials (Mayor and/or Council), City Administrator, Human Resources Manager/Assistant to the City Administrator, and Police/Fire Chiefs.

At the May 24th Council meeting, I asked that the Mayor/Council members let me know if they had interest in serving on the negotiating team, and I followed that with an e-mail. So far, the only reply that I have received was from Councilmember Wagner, who served on this team 3 years ago, and who wishes to continue in this capacity.

FBP Committee action

On June 7th, the Finance, Budget & Personnel Committee unanimously recommended the approval of the management bargaining team as set forth in the recommendation section of this memo.

Recommendation

Staff recommends that the Committee recommend Council appointment of a management bargaining team comprised of the following members:

- Ed Wagner, Council member
- Steve Barg, City Administrator
- Jennifer Rachu, Human Resource Manager/Assistant to the City Administrator
- Rick Gramza, Police Chief
- Bob Haight, Fire Chief



City of Marshfield Memorandum

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:



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

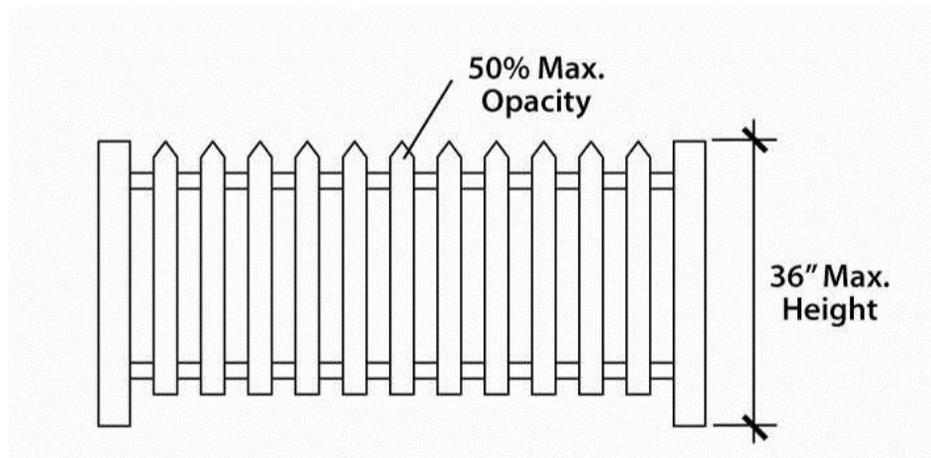


Figure 18-106(b): Fencing Standards

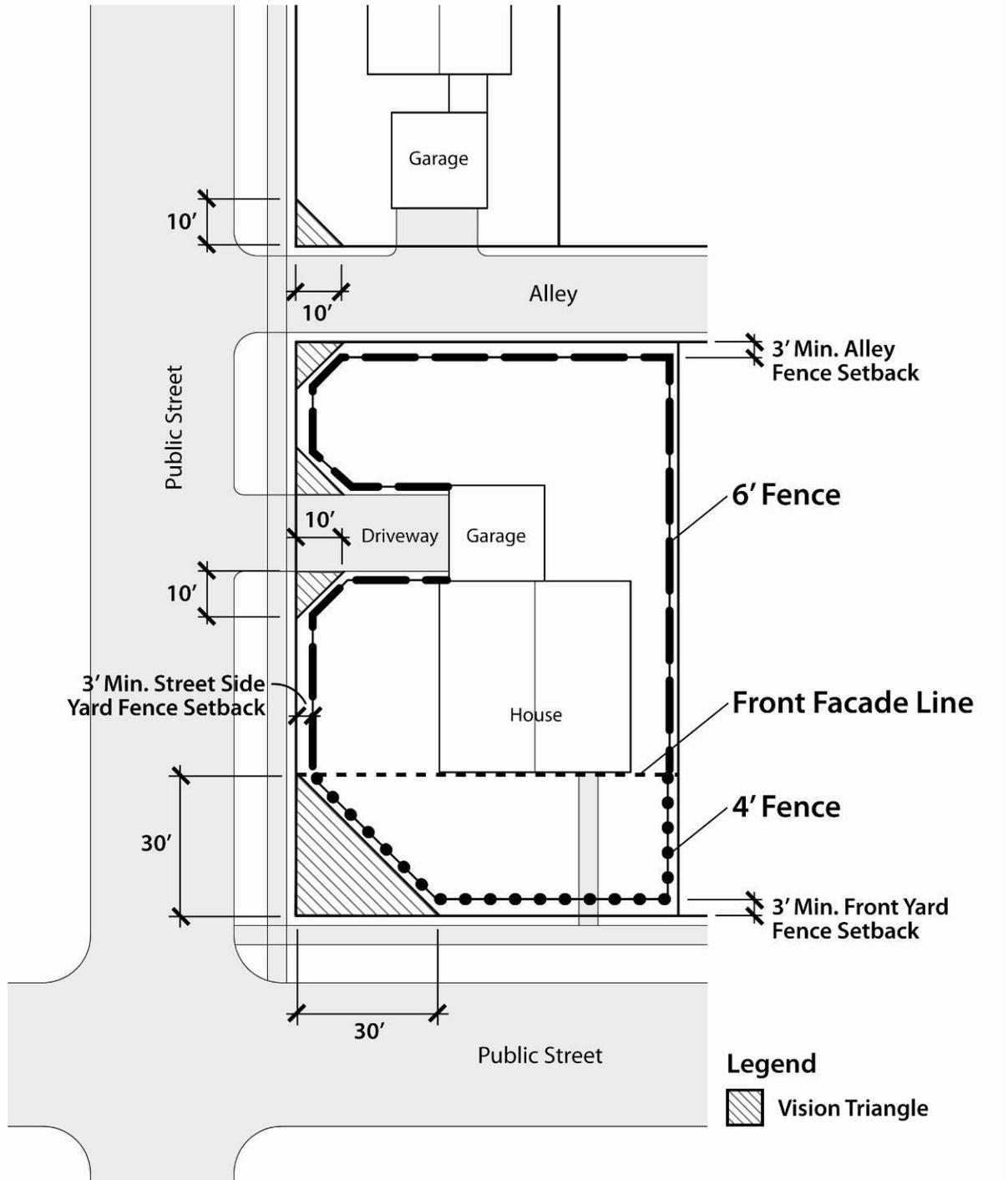
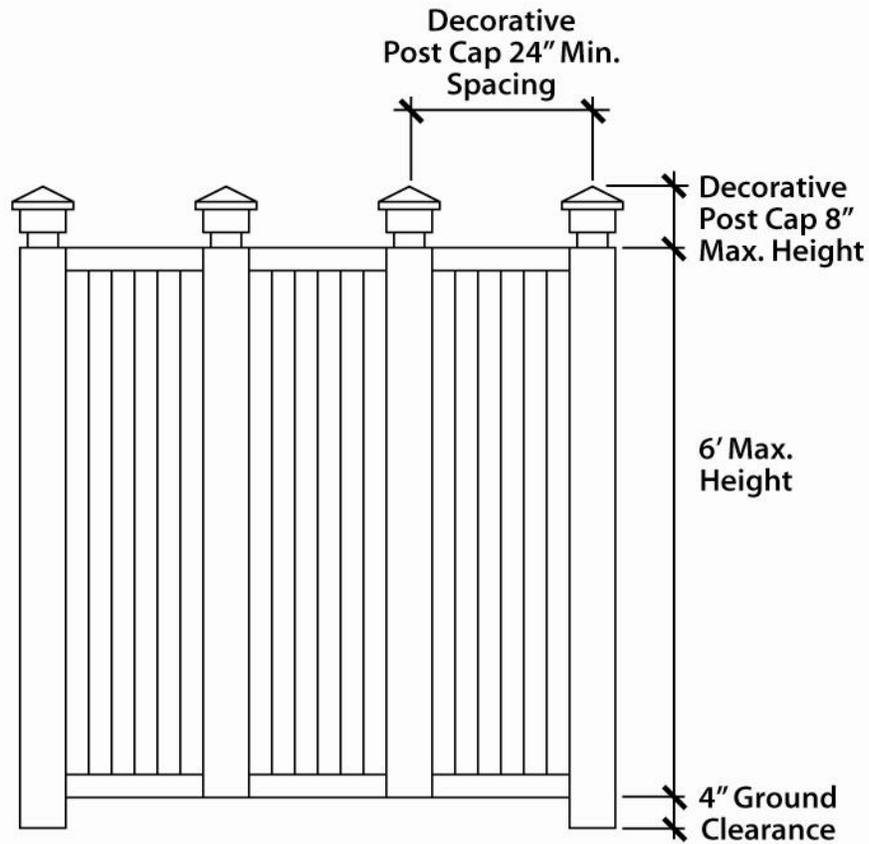


Figure 18-106(c): Fencing Standards



(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

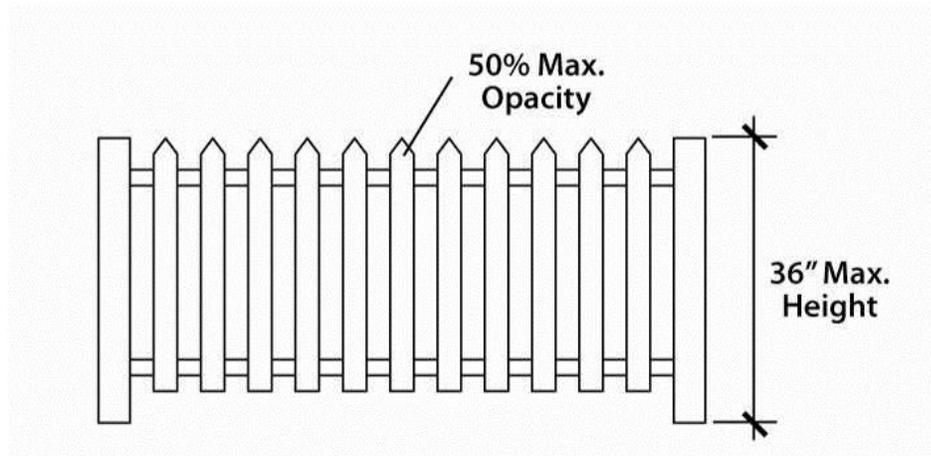


Figure 18-106(b): Fencing Standards

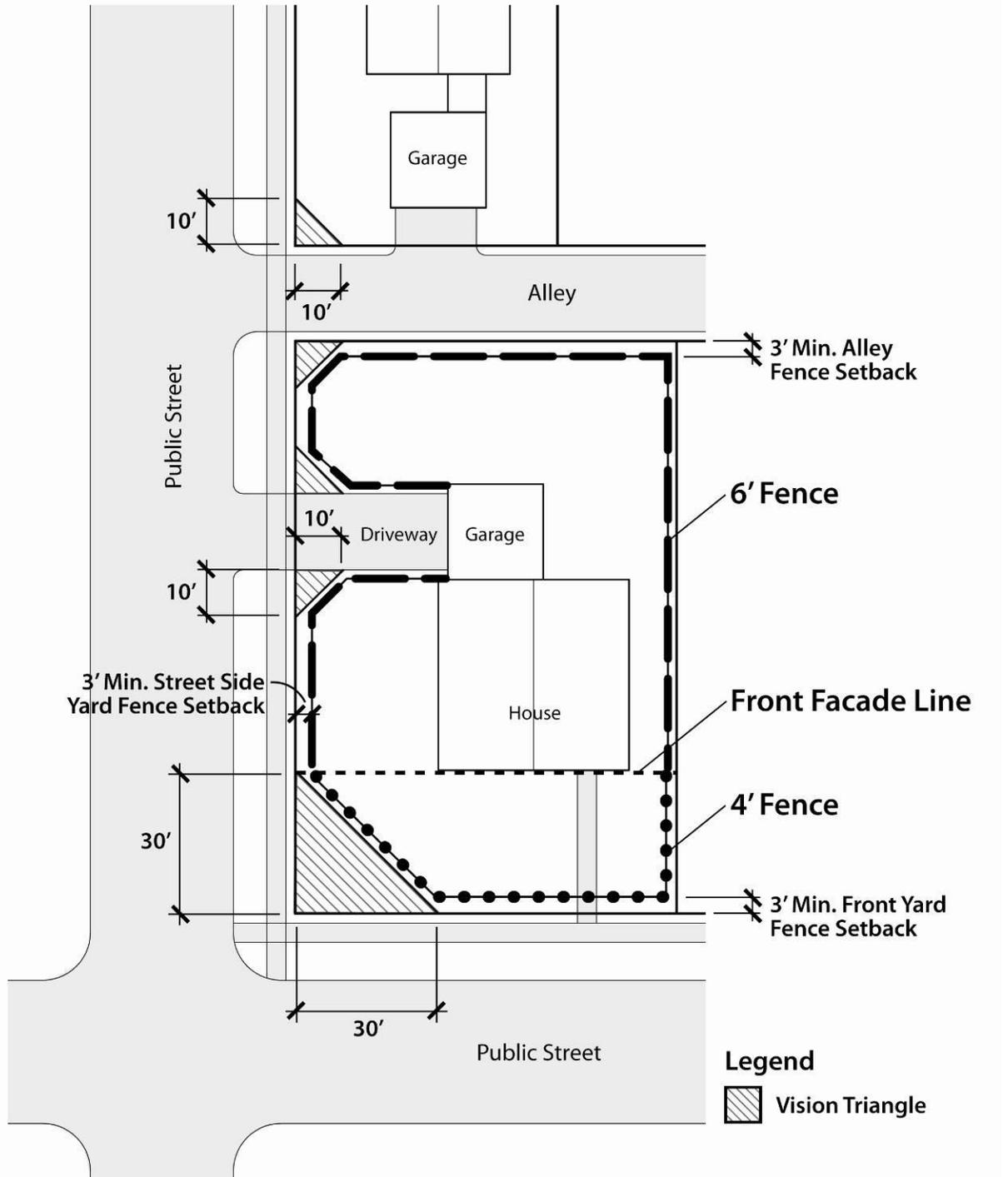
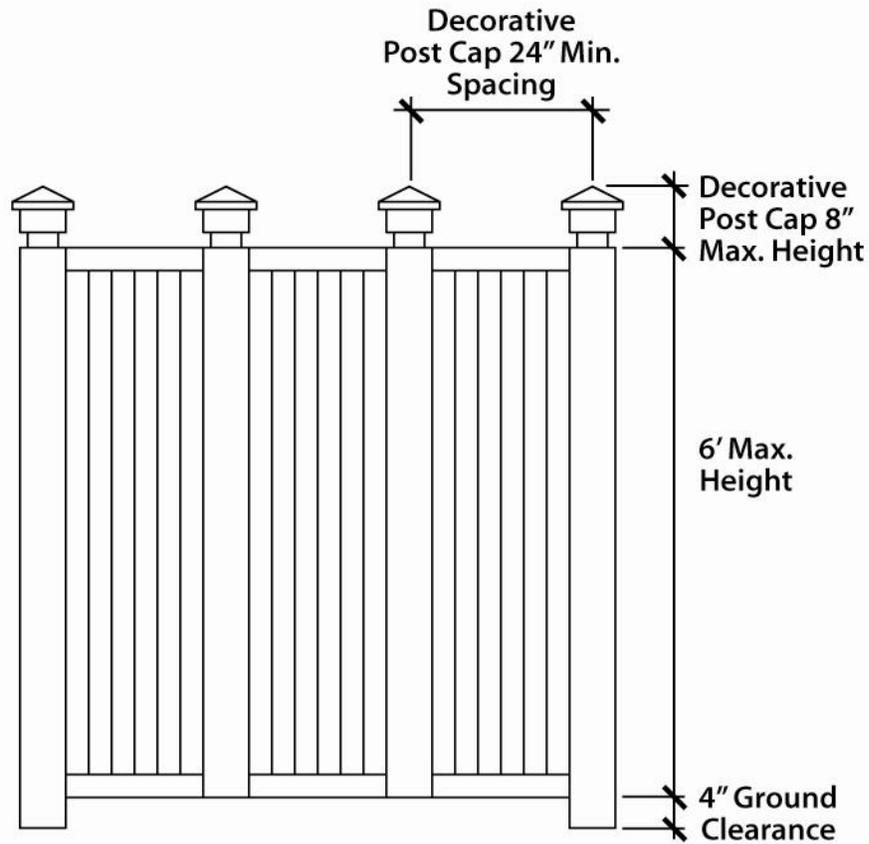


Figure 18-106(c): Fencing Standards



(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: June 8, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Ordinance No. 1333 – Amending Section 10-30 of the Municipal Code

Background

Section 10-30 of Marshfield Municipal Code grants authority to the police chief to issue a certificate of examination to a club or association for various activities, including target practice, archery practices/contests, etc. It is desired that this authority be extended to the chief's designee, should the chief be unavailable to issue such certificates for any reason.

Recommendation

Staff recommends that the Council hold the first reading of attached Ordinance No. 1333 amending Section 10-30 accordingly. No action is requested at this meeting; however, the second reading and adoption would be scheduled for the Council's June 28th meeting.

ORDINANCE NO. 1333

An Ordinance amending Section 10-30 of the Marshfield Municipal Code granting authority to the designee of the chief of police to issue a certificate of examination to a club or association engaged in the activity of target practice, aerial clay or archery practice or contests and determine whether a weapon or device may be used for any other purpose than permitted in 10-30(2) within the City of Marshfield.

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

SECTION 1. Section 10-30(2)(b) of the Marshfield Municipal Code shall be deleted in its entirety and replaced with the following:

(b) Subsection (2) of this section shall not apply to target practice, aerial clay, or archery practice or contests, where such activities are regular activities of a club or association of adult persons, organized for that purpose, and where, before engaging in such activities, there shall be issued by the chief of police or his designee, in writing, a certificate stating that he or his designee has examined the premises on which such activities are proposed to be conducted, and the rules and regulations of such club purposes, according to ordinance standards.

SECTION 2. Section 10-30(2)(c) of the Marshfield Municipal Code shall be deleted in its entirety and replaced with the following:

(c) The chief of police or his designee shall have the authority to determine, in any given case, whether a weapon or device may be used for any other purpose than permitted in this section, and may issue a written permit for such use.

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

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

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

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



City of Marshfield Memorandum

DATE: June 8, 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 26th, the Council voted to increase pay for Council members to \$375 per month, effective May 1, 2018. Pay would be a flat rate of \$375/month (\$4,500/year), reduced by \$100 for months when a member misses 2 or more required Council/Committee meetings (Board of Public Works/Finance, Budget & Personnel Committee). Ordinance No. 1334 was drafted to make this change to the Marshfield Municipal Code.

Council direction – May 24th

During the first reading of this ordinance on May 24th, the Council directed that language be added that future pay raises would be tied to annual percentage increases given to the non-represented staff. The attached version of Ordinance No. 1334 includes this addition.

Recommendation

Staff recommends that the Council conduct a new first reading of Ordinance No. 1334 on Tuesday night, and set the second reading and adoption for the June 28th 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. Effective May 1, 2018, increases will be equal to the percentage of pay raises given to City of Marshfield non-represented staff through the annual budget process, and will be effective on the same date of that year as non-represented employees receive their pay increases.~~

~~(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.

[f/ad/ordinance/alderman pay increase](#)

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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



City of Marshfield Memorandum

DATE: June 9, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Ordinance No. 1335 – amending Section 11-11 of Marshfield Municipal Code to include e-cigarettes and vaping

Background

On May 10th, the Council directed that an ordinance be drafted making certain changes to the municipal code to address e-cigarettes/vaping. The City Attorney prepared attached Ordinance No. 135 incorporating use of these products into Section 11-11.

Recommendation

Staff recommends that Council hold the first reading of Ordinance No. 1335 on Tuesday night, and set the second reading and adoption for the June 28th Council meeting.

FINDINGS AND PREAMBLE:

The Common Council finds that electronic delivery devices are currently unregulated and have been proven to emit nicotine, ultra-fine particles, volatile organic compounds and other toxins. Inhalation of nicotine is proven to be dangerous to everyone, especially children and pregnant women. Exposure to ultrafine particles may exacerbate respiratory illnesses, such as asthma and may constrict arteries which could trigger a heart attack. The volatile organic compounds, such as formaldehyde and benzene, found in electronic smoking device aerosols, as well as conventional cigarette smoke, are proven carcinogens.

This ordinance establishes a definition of electronic delivery devices, retail electronic delivery device store, and includes electronic delivery devices in the definition of smoking. Thereby, prohibiting the use of electronic delivery devices in places of employment and other areas defined within the ordinance.

The Common Council finds further that retail electronic delivery device stores are unique in that customers are matched to their products in an effort to stop smoking nicotine products and therefore requires sampling of the product in store. Therefore, this ordinance creates an exception to the smoking restrictions for retail electronic delivery device stores.

Sec. 11-11. Smoking prohibited.

(1) *Definitions.* As used in this section:

Assisted living facility means a community based residential facility, as defined in Wis. State Sec. 50.01(1g), a residential care apartment complex, as defined in s. 50.01(1d), or an adult family home, as defined in s.50.01 (1) (b).

Child care center has the meaning given in s. 49.136 (1)(ad), Stats.

Correctional facility means any of the following:

1. A state prison, as defined or named in Wis. Stat. Section 302.01, except a correctional institution under s. 301.046 (1) or 301.048 (4) (b) if the institution is the prisoners place of residence and no one is employed there to ensure the prisoners incarceration.
2. A juvenile detention facility, as defined in s. 938.02 (10r), or a juvenile correctional facility, as defined in s. 938.02 (10p), except a juvenile correctional facility authorized under s. 938.533(3)
3. (b), 938.538 (4)(b), or 938.539 (5) if the facility is a private residence in which the juvenile is placed and no one is employed there to ensure that the juvenile remains in custody.
4. A jail, as defined in s. 165.85 (2) (bg), a Huber facility under s. 303.09, a work camp under s. 303.10, a reforestation camp under s. 303.07, or a lockup facility under s. 302.30.

Educational facility means any building used principally for educational purposes in which a school is located or a course of instruction or training program is offered that has been approved or licensed by a state agency or board.

Electronic delivery device means any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking

through inhalation of vapor or aerosol from the product. This includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

Retail electronic delivery device store means a retail establishment that does not have a "Class B" or "Class A" intoxicating liquor license or a Class "B" or Class "A" fermented malt beverages license and that generates seventy-five percent (75%) or more of its gross annual income from the retail sale of electronic delivery devices and accessories.

Notwithstanding Wis. Stat. Sec. 101.01 (5), "employment" means any trade, occupation, or process of manufacture or any method of carrying on such trade, occupation, or process of manufacture in which any person may be engaged.

Enclosed place means a structure of area that has a roof and more than two substantial walls.

Inpatient health care facility means a hospital, as defined in Wis. Stat. Sec. 50.33(2), a county home established under s. 49.70, a county infirmary established under s. 49.72, a nursing home, as defined in s. 50.01(3), a hospice, as defined in s. 50.90 (1), a Wisconsin veterans home under s. 45.50, or a treatment facility.

Lodging establishment means any of the following:

- (a) A bed and breakfast establishment, as defined in s. 254.61 (1) Stats.;
- (b) A hotel, as defined in s. 254.61 (3) Stats.;
- (c) A tourist rooming house, as defined in s. 254.61 (6) Stats.

Person in charge means the person, or his or her agent, who ultimately controls, governs or directs the activities aboard a public conveyance or at a location where smoking is prohibited or regulated under this section.

Place of employment means any enclosed place that employees normally frequent during the course of employment, including an office, a work area, an elevator, an employee lounge, a restroom, a conference room, a meeting room, a classroom, a hallway, a stairway, a lobby, a common area, a vehicle, or an employee cafeteria. notwithstanding s. 101.01 (11), Stats.

Private club means a facility used by an organization that limits its membership and is organized for a recreational, fraternal, social, patriotic, political, benevolent, or athletic purpose.

Public conveyance means a mass transit vehicle as defined in Wis. Stat. Sec. 340.01 (28m), a school bus as defined in s. 340.01 (56), or any other device by which persons are transported, for hire, on a highway or by rail, water, air, or guidewire within this state, but does not include such a device while providing transportation in interstate commerce.

Public place means any enclosed place that is open to the public, regardless of whether a fee is charged or a place to which the public has lawful access or may be invited.

Restaurant means an establishment as defined in s. 254.61 (5), Stats.

Retail establishment means any store or shop in which retail sales is the principal business conducted.

Retail tobacco store means a retail establishment that does not have a Class B intoxicating liquor license or a Class B fermented malt beverages license and that generates 75 percent or more of its gross annual income from the retail sale of tobacco products and accessories.

Smoking means burning or holding, or inhaling or exhaling smoke from, any of the following items containing tobacco:

1. A lighted cigar.
2. A lighted cigarette.
3. A lighted pipe.
4. Any other lighted smoking equipment.

Smoking also includes the use of an electronic delivery device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device.

Sports arena means any stadium, pavilion, gymnasium, swimming pool, skating rink, bowling center, or other building where spectator sporting events are held.

State institution means a mental health institute as defined in s. 51.01 (12), Stats. or a center for the developmentally disabled as defined in s. 51.01 (3), Stats. or a secure mental health facility as which persons are committed under s. 980.06, Stats.

Substantial wall means a wall with no opening or with an opening that either does not allow air in from the outside or is less than 25 percent of the walls surface area.

Tavern means an establishment, other than a restaurant, that holds a “Class B” intoxicating liquor license or Class “B” fermented malt beverages license.

Tobacco bar means a tavern that generate 15 percent or more of its annual gross income from the sale on the tavern premises, other than from a vending machine, of cigars and tobacco for pipes.

Tobacco product means any form of tobacco prepared in a manner suitable for smoking but not including a cigarette.

Treatment facility means a publicly or privately operated inpatient facility that provides treatment of alcoholic, drug dependent, mentally ill, or developmentally disabled persons.

Type 1 juvenile correctional facility has the meaning given in s. 938.02 (19).

(2) **PROHIBITION AGAINST SMOKING.**

(a) Except as provided in subsection (4), no person may smoke in any of the following enclosed places:

1. Educational facilities.
 2. Residence halls or dormitories owned or operated by a college or university.
 3. Child care centers.
 4. Inpatient health care facilities.
 5. Theaters.
 6. Correctional facilities.
 7. State institutions.
 8. Restaurants
 9. Taverns
 10. Private clubs
 11. Retail establishments
 12. Common areas of multiple-unit residential properties.
 13. Lodging establishments
 14. State, county, city village, or town buildings
 15. All enclosed places, other than the places listed above, that are places of employment or that are public places.
- (b) No person may smoke at any of the following outdoor locations.
1. Anywhere on the premises of a child care center when children who are receiving child care services are present.
 2. Anywhere on the grounds of a Type 1 juvenile correctional facility.
 3. A location that is 35 feet or less from a residence hall or dormitory that is owned or operated by the Board of Regents of the University of Wisconsin System.
- (c) No person may smoke in any of the followings:
1. A sports arena.
 2. A bus shelter.
 3. A public conveyance.

(3) *RESPONSIBILITY OF PERSONS IN CHARGE.*

(a) No person in charge may allow any person to smoke in violation of subsection (2) at a location that is under the control or direction of the person in charge.

(b) A person in charge may not provide matches, ashtrays, or other equipment for smoking at the location where smoking is prohibited.

(c) A person in charge shall make reasonable efforts to prohibit persons from smoking at a location where smoking is prohibited by doing all of the following:

1. Posting signs setting forth the prohibition and providing other appropriate notification and information concerning the prohibition.
2. Refusing to serve a person, if the person is smoking in a restaurant or tavern or private club.
3. Asking a person who is smoking to refrain from smoking and, if the person refuses to do so, asking the person to leave the location.

(d) If a person refuses to leave a location after being requested to do so as provided in par. (c) 3., the person in charge shall immediately notify an appropriate law enforcement agency of the violation.

(e) A person in charge may take measures in addition to those listed in par. (b) and (c) to prevent persons from being exposed to others who are smoking or to further ensure compliance with this section.

(4) *Exceptions.*

(a) The prohibition against smoking in subsection (2) does not apply to the following places:

1. A private residence.
2. A room used by only one person in an assisted living facility as his or her residence.
3. A room in an assisted living facility in which 2 or more persons reside if every person that lives in that room smokes and each of those persons has made a written request to the person in charge of the assisted living facility to be placed in a room where smoking is allowed.
4. A retail tobacco store that is in existence on June 3, 2009, and in which only the smoking of cigars and pipes is allowed.
5. A tobacco bar that is in existence on June 3, 2009, and in which only the smoking of cigars and pipes is allowed.

6. Retail electronic delivery device stores subject to the following:

(a) The store may provide electronic delivery devices and accessories for the purposes of sampling;

(b) The store must have an entrance opening directly to the outside;

(c) Smoking of tobacco products is prohibited; and

(d) Service of food is not permitted.

(5) *Penalties.*

(a) Any person who violates subsection (2) shall be subject to a forfeit not less than \$100 and not more than \$250 per violation.

(b) Except as provided in par. (c) or (d), any person in charge who violates subsection (3) shall be subject to a forfeiture of \$100 for each violation.

(c) For violations subject to the forfeiture under par. (b), if the person in charge has not previously received a warning notice for a violation of subsection (3), the law enforcement officer shall issue the person in charge a warning notice and may not issue a citation.

(d) No person in charge may be required under par. (b) to forfeit more than \$100 in total for all violations of subsection (3) occurring on a single day.

(6) *Injunction.* Notwithstanding s. 165.50, Stats., state or local officials or any affected party may institute an action in any court with jurisdiction to enjoin repeated violations of this section.

(7) All references to the Wisconsin statutes set forth herein shall include all acts amendatory thereof and supplementary thereto.

(Ord. No. 1108, § 1, 4-8-2008)



City of
Marshfield
Memorandum

June 7, 2016

TO: Mayor Meyer and members of the Common Council
FROM: Dan Knoeck, Director of Public Works
SUBJECT: Budget Resolution BR14-2016, Airport Projects and E. 29th Street Engineering

BACKGROUND

The 2016 Budget includes \$120,000 for replacement of runway approach lighting at the airport under project AI-N-3812. The project is loosely tied to the runway extension project, which would require relocation of some or all of the approach lighting. The recently adopted 2017-2021 Capital Improvement Program shows the runway extension in 2020, while previous CIP plans had the runway extension in a non-year. With the runway extension project now in the CIP, it makes sense to delay the approach lighting project to coincide with the bigger runway project. The \$120,000 in the 2016 budget has already been borrowed so it is necessary to reallocate those funds to a different capital project.

ANALYSIS

Project EN-B-2074, East 29th Street (Washington to Hume) Reconstruction is included in the adopted 2017-2021 CIP for construction in 2019 with engineering starting in 2017. The City has received funding through the Wisconsin Department of Transportation, STP Urban Program for this project, which is the same funding source that was received 2 years earlier for the East 29th Street project from Hume to Veterans Parkway. We have asked WisDOT that the projects be combined for construction in 2018, which WisDOT has approved. In order to meet the project schedule, engineering needed to start in 2016 and in March of this year, the Board of Public Works approved an agreement with MSA Professional Services to start that process. Staff is proposing that the \$120,000 from the approach lighting project be transferred to the 29th Street (Washington to Hume) project to fund the engineering. This will reduce the amount needed in 2017 for the project. The attached budget resolution provides the detail of the transfer.

RECOMMENDATION

Approve Budget Resolution BR14-2016.

Concurrence: 
Steve Barg, City Administrator


Keith Strey, Finance Director

BUDGET RESOLUTION NO. 14-2016

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 \$120,000 is hereby transferred from the Airport Outlay Fund (#415), from Project AI-N-3812 Replace MALRSs, a/c # 4155735133.333812 to the Infrastructure Construction Fund (#401), Project EN-B-2074 East 29th (Washington to Hume) Reconstruction, a/c #4015733131.312074.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
Mayor

APPROVED _____
Attest – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 14-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

Airport Outlay Fund, Other Financing Sources, a/c#4154900008.080000:
1. 49120 – Proceeds of Long-Term Debt \$ 121,548

Airport Outlay Fund, Project AI-N-3812, Replace MALRSs, a/c #4155735133.333812:
1. 58820 – Land Improvements \$ 120,000

Airport Outlay Fund, Debt Issue Expense, a/c #4155829108.080000:
1. 52100 – Professional Services \$ 1,548

TRANSFERRED TO:

Infrastructure Construction Fund, Other Financing Sources, a/c#4014900008.080000:
1. 49120 – Proceeds of Long-Term Debt \$ 121,548

Infrastructure Construction Fund, E. 29th Street (Washington to Hume) Reconstruction Project, a/c# 4015733131.312074:
1. 52100 – Professional Services \$ 120,000

Infrastructure Construction Fund, Debt Issue Expense, a/c #4015829108.080000:
1. 52100 – Professional Services \$ 1,548

* * * *



City of Marshfield Memorandum

DATE: June 9, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Budget Resolution No. 15-2016: TID #9 project – Forward Financial

Background

On May 24th, the Council approved a development agreement with Forward Financial for construction of a new 55,000 square foot facility near Burger King. Under the agreement, the City, based upon Forward's commitment of \$11 million minimum assessed value, has agreed to provide \$2 million in financial incentives, with the payments spread across the project timeline as certain milestones are reached. In order to have the funding available to meet the City's obligations, staff drafted the attached budget resolution transferring the necessary funds from long-term borrowing to TIF District #9.

FBP Committee action

On June 7th, the Finance, Budget & Personnel Committee unanimously recommended the approval of this budget resolution.

Recommendation

Staff recommends that the Council approve Budget Resolution No. 2016-15 as presented.

BUDGET RESOLUTION NO. 15-2016

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 \$2,000,000 is hereby transferred from Long-Term Debt proceeds, a/c #4344900008.080000 to the TID #9 Central Ave & Ives Street Fund Urban Development, a/c #4345662008.080000.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
_____ Mayor

APPROVED _____
_____ Attest – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 15-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

- 1. TID #9 Central Ave & Ives Street Fund, a/c#4344900008.080000:
 - a. 49120 – Proceeds of Long-Term Debt \$ 2,000,000

TRANSFERRED TO:

- 1. TID #9 Central Ave & Ives Street Fund, a/c #4345662008.080000:
 - a. 57260 – Financial Incentives \$ 2,000,000

* * * *



City of Marshfield Memorandum

DATE: June 8, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Resolution No. 2016-26 – submitting referendum for major street projects for the August 9, 2016 election

Background

On May 24th, the Council directed that a referendum to fund major street work be placed on the August 9th election ballot. As part of proceeding with the referendum, a resolution to this effect must be approved.

Recommendation

Staff recommends that the Council approve attached Resolution No. 2016-26 submitting this referendum to fund major street projects for inclusion with the August 9th election.

RESOLUTION NO. 2016-26

A Resolution recommending that the decision to increase the Municipal Tax Rate for major street projects be submitted to a vote of the public as a referendum.

WHEREAS, upon motion duly made and seconded, the Common Council approved the referendum question as presented to the Common Council at its regularly scheduled meeting on May 24, 2016; and

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Marshfield, Wisconsin, that the following question be submitted to the electorate as a referendum to be set forth on the August 9, 2016 ballot.

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?

ADOPTED _____

MAYOR

APPROVED _____

CITY CLERK



City of Marshfield Memorandum

DATE: June 9, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Tourism Entity Agreement – Marshfield Convention & Visitor’s Bureau

Background

Recently it was brought to my attention that under Chapter 66.0615 of Wisconsin Statutes (Room Tax Law), any municipality imposing a room tax on those who stay at its lodging facilities must either: 1) create a tourism commission to contract with and oversee a local tourism entity (CVB, etc.); or 2) contract directly with a local tourism entity.

In 2013, the Marshfield Convention & Visitor’s Bureau gained IRS approval for creation of a tax-exempt 501(c)(6) organization. (The Articles of Incorporation and Bylaws of this organization have been reviewed by city staff and the city attorney.) Since then, the CVB has effectively been contracting with itself, with the City’s appointed CVB serving as the “tourism commission”, and the non-profit organization acting as a “local tourism entity” with whom they contract to perform tourism and promotion services under the provisions of state law.

After considerable discussion between City and CVB officials, it was agreed that the best approach would probably be to abolish the current CVB Committee, and contract directly with the new entity, Marshfield Convention & Visitor’s Bureau, Inc. The proposed 5-year agreement is attached for your review and consideration. The CVB gave its approval at a regular Board meeting on May 10th.

Recommendation

Staff recommends that Council approve the attached Tourism Entity Agreement between the City of Marshfield and the Marshfield Convention & Visitor’s Bureau as presented.

TOURISM ENTITY AGREEMENT

This TOURISM ENTITY AGREEMENT ("Agreement") is entered into by and between the City of Marshfield or its designees or assigns ("City"), in accordance with §66.0615 Wis. Stat. ("Room Tax Act"), and the Marshfield Convention & Visitors Bureau, Inc., ("CVB") a Wisconsin Non-Profit 501(c) (6) Non-Stock Corporation ("CVB") on this ____ day of _____, _____.

WHEREAS, the CVB qualifies as a "tourism entity" as that term is defined in the Room Tax Act; and

WHEREAS, the City desires to enter into a contract with the CVB for it to provide the staff, support services and assistance in developing and implementing tourism promotion and development in the greater Marshfield area and the CVB desires to enter into such a contract with the City; and

WHEREAS, the agreements of the parties as to such services shall be as set forth herein; and

WHEREAS, the parties have determined that the execution of this Agreement is in the best interest of the City;

NOW THEREFORE, in consideration of the mutual promises, covenants and agreements herein contained and other good and valuable consideration, the sufficiency of which is acknowledged, the parties hereby agree as follows:

1. Recitals. The foregoing Recitals are hereby incorporated in and made a part of this Agreement.
2. Definitions.
 - a. "CVB" shall mean the Marshfield Convention & Visitors Bureau, Inc., a Wisconsin Non-Profit 501(c) (6) Non-Stock Corporation.
 - b. "Room Tax" shall mean a tax imposed on the privilege of furnishing, at retail, rooms or lodging to transients by hotelkeepers, motel operators and other persons furnishing accommodations which are available to the public pursuant to the Room Tax Act.
 - c. "Room Tax Act" shall mean §66.0615 Wis. Stat., as amended from time to time.
 - d. "Room Tax Ordinance" shall mean an ordinance to impose a uniform tax on the privilege of furnishing, at retail, rooms or lodging to transients by hotelkeepers, motel operators and other persons furnishing accommodations which are available to the public pursuant to the Room Tax Act in the City of Marshfield. The City currently imposes a room tax of 6% on tourists who stay at lodging properties within the greater Marshfield area.

3. Purpose. The purpose of this Agreement is to set forth the respective responsibilities, powers, duties and obligations of the parties hereto in collecting and utilizing Room Tax revenues generated in the City under the provisions of the Room Tax Act.
4. CVB to Provide Tourism Promotion and Development. The City hereby designates the CVB as its tourism entity as required under the Room Tax Act and the CVB agrees to develop and implement tourism promotion and development programs to promote the greater Marshfield area to tourists as provided in Room Tax Act.
5. CVB Room Tax Revenue. The City agrees to forward to the CVB 50% of the first 4% (2%) of the room tax revenue that the City collects and retain 50% (2% to City) for its own use. With respect to the remaining 2% of room tax revenues collected, the City agrees to forward 70% to the CVB and retain 30% for its own use. Thus, of the 6% of the room tax revenues collected, the City retains 2.6% and forwards 3.4% to the CVB.

Beginning with the room tax collected on January 1, 2017, the City shall retain the greater of either 30 percent of its current year revenues or one of the following amounts:

1. For fiscal year 2017, the same dollar amount of the room tax retained as the municipality retained in its 2014 fiscal year.
2. For fiscal year 2018, the same dollar amount of the room tax retained as the municipality retained in its 2013 fiscal year.
3. For fiscal year 2019, the same dollar amount of the room tax as the municipality retained in its 2012 fiscal year.
4. For fiscal year 2020, the same dollar amount of the room tax as the municipality retained in its 2011 fiscal year.
5. For fiscal year 2021 and thereafter, the same dollar amount of the room tax retained as the municipality retained in its 2010 fiscal year.

The City agrees to forward the balance of the room tax collections for each of the above stated years to the CVB. If the City increases the room tax rate beyond 6%, the City agrees to retain up to 30% of the increase in room tax and forward the remaining balance (70% or more) to the CVB.

If following the execution of this Agreement, the Wisconsin Room Tax Act changes the distribution as to what the City can retain and what it must forward to the CVB, upon written notice of either party, the parties agree to re-negotiate paragraph 5 of the Agreement.

6. Use of Room Tax Revenues. The CVB agrees to use the room tax revenue it receives to promote and develop tourism in the greater Marshfield area as defined in the Room Tax Statute and to make the greater Marshfield area a tourism destination. The parties agree that room tax revenues may also be used by the CVB for its administrative costs, such as, staffing costs, and other costs associated with the performance of its obligations under this Agreement. The CVB agrees that its administrative costs will be reasonable and proper.
7. Acknowledgement of Compliance. The CVB acknowledges and agrees that the imposition of a room tax as specified above complies with the Room Tax Act, and all other applicable statutes.
8. CVB Responsibilities. In addition to those other duties and responsibilities set forth herein, the CVB shall be responsible for the following:
 - a. Accounting. The CVB will provide the City (City Finance Director) with an accounting of all room tax revenues which supports CVB expenditures of room tax revenue and additional information which relates to CVB's operations and provided for informational purposes only, that is, the same financial information that was provided in its current form, through 2016, on a monthly basis.

Confidentiality. The parties agree that the City may disclose all CVB records that are used by the CVB to support its expenditures of room tax revenues and which are used to support the information provided in the CVB Room Tax Annual Report as provided in section b. below to anyone. With respect to information related to the CVB's operations but not used or necessary to support CVB expenditures of room tax revenues and which are deemed by the CVB to be confidential and proprietary, the City agrees to keep such information confidential and not subject to disclosure. If, unless otherwise required by law, the City deems it necessary to disclose any records or information that the CVB deems to be confidential and proprietary, the City agrees to provide the CVB with at least ten (10) business days prior written notice, to allow CVB to take legal action to prevent such disclosure, if any.

- b. CVB Room Tax Annual Report ("Report"). Not later than April 1st of each year, the CVB shall provide the City a Report, which information is intended to be used by the City on a form that the City must provide to the Wisconsin Department of Revenue ("DOR") on or before May 1st. The Report shall specify the amount of all room tax revenues it received from the City in the previous year and a detailed account of all expenditures or room tax revenue. The CVB agrees to certify to the City the truth and accuracy of the Report. The CVB further agrees to provide the City with a proposed DOR Room Tax Report, if one is created by the DOR. If DOR reporting requirements on deadlines change, CVB will provide City the report information necessary to file no later than 30 days prior to the DOR deadline.

- c. Business Plan. The CVB agrees to provide a written Business Plan to the City which provides a projection of proposed and/or planned tourism promotion and development activities by October 1st for the upcoming year.
9. Events of Default. Each of the following shall be considered to be an Event of Default (only following the applicable cure period) as to the CVB:
 - a. The failure to provide the City with the Room Tax Revenue Report as required herein. However, upon request of the CVB, the City will give the CVB an additional ten (10) days to cure. If, however, the City is granted an extension by the Department of Revenue, then the CVB will be given additional time to prepare the Report so that the City can file a timely Certified Report with the Department of Revenue.
 - b. The failure to provide the City with the financial records that support the Report as required herein after thirty (30) days written notice of CVB's failure to do so by the City, provided that if the CVB cannot in good faith provide the Plan of Business within the thirty (30) days of notice but has begun the process to provide such information, the cure period shall be extended an additional thirty (30) days to allow for CVB's good faith compliance.
 - c. The failure to provide the City with the Plan of Business as required herein after thirty (30) days written notice of CVB's failure to do so by the City, provided that if the CVB cannot in good faith provide the Plan of Business within the thirty (30) days of notice but has begun the process to provide such information, the cure period shall be extended an additional thirty (30) days to allow for CVB's good faith compliance.

10. Termination.

- A. This Agreement shall remain in effect for five (5) years following the date of execution of this Agreement, and shall automatically renew thereafter in successive increments of five (5) years each, unless either party provides written notice (a "Renegotiation Notice") to the other party of its intention to renegotiate this agreement within the last sixty (60) days of the 4th year of the current five (5) year period.

If either party timely gives a Renegotiation Notice to the other party pursuant to the previous sentence, then the parties shall negotiate in good faith to reach an agreement on the terms of an extension of this Agreement, and if, despite such good faith negotiations, the parties are unable to agree on the terms of an extension of this Agreement, this Agreement shall expire at the end of the current five (5) year period.

- B. Notwithstanding the above, this Agreement can be subject to termination earlier if any of the following occur:
- a. The City may terminate this Agreement at any time if the CVB commits an Event of Default that is not cured within the applicable time period.
 - b. The City may terminate this Agreement at any time if it is found that the CVB, or its agents, has committed a material breach of this Agreement, (including but not limited to, the intentional misuse of CVB Room Tax revenues for purposes outside of which are permitted by the Room Tax Act); or (ii) the CVB is no longer acting as a "Tourism Entity" as defined in the Room Tax Act. In the event of a material breach, and prior to terminating the Agreement, the City shall provide written notice, including a reasonable description of the material breach, of the material breach to the CVB. The CVB shall have thirty (30) days to cure said breach. The City may terminate the Agreement if the CVB fails to cure said breach within the thirty (30) day cure period.
 - c. In the event of termination, the funds in the CVB's Account as they relate to its receipt of room tax revenue shall be the property of the City. All other funds in the possession of CVB shall remain the property of CVB. However, the City shall make no further remittances to the CVB under this Agreement and those revenues shall instead be temporarily retained by the City until such time as they can be forwarded to another tourism entity as defined by the Room Tax Act.
 - d. Following termination, the City shall have no further obligation to the CVB. However, CVB shall remain under the duty to provide an accounting as requested and the audit as described above in this Agreement, through the date of termination.
11. Modification. This Agreement shall not be modified without an express written agreement executed by the parties.
12. Severability. If any provision or provisions of this Agreement shall be held to be invalid, such holding shall not in any way whatsoever affect the validity of the remainder of this Agreement.
13. Governing Law. This Agreement has been drawn and executed and shall be performed in the State of Wisconsin. All questions concerning this Agreement and the performance hereunder shall be judged and resolved in accordance with the laws of Wisconsin.
14. Invalidity. If any term or condition of this Agreement, or the application of this Agreement to any person or circumstance, shall be deemed invalid or unenforceable, the remainder of this Agreement, or the application of the term or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be

affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.

15. Waiver. No delay or omission by any party in exercising any right or power arising out of any default under any of the terms or conditions of this Agreement shall be construed to be a waiver of the right or power. A waiver by a party of any of the obligations of the other party shall not be construed to be a waiver of any breach of any other terms or conditions of this Agreement.
16. Enforcement. Enforcement of this Agreement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition in this Agreement, either to restrain or prevent the violation or to obtain any other relief. If a suit is brought to enforce this Agreement, the prevailing party shall be entitled to recover its costs, including reasonable attorney fees, from the non-prevailing Party.
17. Entire Agreement. This Agreement sets forth the entire understanding of the parties hereto and supersedes any and all prior agreements, arrangements and understandings relating to the subject matter hereof. There are no representations, arrangements, understandings, or agreements, oral or written, not contained herein.
18. Authority. In signing this Agreement, the parties represent and warrant that the terms herein have been approved by their respective governing bodies and that appropriate authority rests in the signatories on behalf of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Marshfield Convention & Visitors Bureau, Inc.

City of Marshfield

By: _____
Its: Chairperson

By: _____
Its: Mayor or designee

Attest: _____
Its: Secretary

Attest: _____
Its: Secretary