



CITY OF MARSHFIELD
MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, JULY 26, 2016
Council Chambers, Lower Level, City Hall Plaza
7:00 p.m.**

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

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Reading of items added to the agenda
- E. Public Comment Period/Correspondence
At this time, the Mayor will recognize members of the public who have indicated a desire to address the Council. Upon recognition by the Mayor, persons may address the Council from the podium, first stating their name and address. The Council may take action on emergency matters introduced by members of the public.
- F. Approval of Minutes: July 12, 2016 regular meeting
- G. Staff updates
- H. Mayor's Comments
 - 1 Committee Openings
 - a Committee on Aging
- I. Council Comments
- J. Reports from commissions, boards, and committees
- K. Consideration of a request from Wisconsin Homes for a variance of noise levels as permitted by Chapter 10-33(7) for a band to play at the builder's show to be held on Monday, August 1st from 5:30-11:00 p.m. at 425 West McMillan Street. Presented by Steve Barg, City Administrator

Recommended Action: Approve the variance

COMMON COUNCIL AGENDA
JULY 26, 2016

L. Consent Agenda:

1 Meeting minutes/reports

- a Parks, Recreation, and Forestry Committee (June 9, 2016)
- b Library Board (June 21, 2016)
- c Committee on Aging (June 23, 2106)
- d Economic Development Board (July 7, 2016)
- e Historic Preservation Committee (July 11, 2016)
- f Utility Commission (July 11, 2106)
 - 1. JO #5725, Replace 1321' of 6" water main with 8" water main on Locust Ave. \$124,151.68
 - 2. JO #5726, Replace 550" of 4" water main with 8" water main on Hemlock Ave. \$54,767.74
 - 3. JO #5727, Replace 350' of 4" water main with 8" water main on Weister Court, \$83,913.75
- g Comprehensive Plan Steering Committee (July 14, 2016)
- h Board of Public Works (July 18, 2016)
- i Plan Commission (July 19, 2016)
 - 1. Resolution No. 2016-36 CUP by Shannon Schnitzler to permit a 4-bed Adult Family Home located at 414 East 19th Street
 - 2. Resolution No. 2016-37 CUP by Midwest Auto Movers to allow an exception to the hard surfacing requirements at 2909 South Mallard Avenue
 - 3. Resolution No. 2016-38 CUP by Josh Gluege to exceed the maximum allowable accessory building area at 2405 South Peach Avenue
 - 4. Resolution No. 2016-39 CUP by Ric Kuse to exceed the maximum allowable accessory building area at 511 North Hinman Avenue

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

- M. Second Reading - Ordinance No. 1337 repealing Section 9-25(1)(g)(3) of the Marshfield Municipal Code, Economic Development Grant for Reserve Class B License. Presented by Deb Hall, City Clerk

Recommended Action: Approve Ordinance No. 1337

- N. First Reading - Ordinance No. 1338 amending Section 2-104 and 4-38 of the Municipal Code pertaining to room tax. Presented by Steve Barg, City Administrator

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the August 9, 2016 meeting

- O. Request to approve Resolution No. 2016-35, Decision not to participate in Marathon County's "Uniform Addressing" project. Presented by Steve Barg, City Administer.

Recommended Action: Approve Resolution No. 2016-35

- P. Request Council direction on filling the vacancy for the unexpired term of Alderperson Reinhart. Presented by Steve Barg, City Administrator

Recommended Action: Discretion of the Council

COMMON COUNCIL AGENDA
JULY 26, 2016

- Q. Report on possible creation of Economic Development Organization. Presented by Steve Barg, City Administrator

Recommended Action: None, for information only

- R. Request to approve the appointment of Kyle Weik, 300 E. 5th Street, to fill the vacant position on the Plan Commission. This appointment will expire in 2017. Presented by Chris Meyer, Mayor

Recommended Action: Approve the appointment

- S. Suggested items for future agendas

- T. Adjournment

Posted this day, July 22, 2016 at 11:30 a.m., by Deb M. Hall, City Clerk

Notice

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

JULY 12, 2016

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

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

EXCUSED: None

The flag was saluted and the pledge given.

No items were added to the agenda.

PUBLIC COMMENT PERIOD

None

CC16-146 Motion by Hendler, second by Feirer to approve the minutes of the Common Council regular meeting of June 28, 2016.

Motion carried

STAFF UPDATES

None

MAYOR'S COMMENTS

Committee Openings

Committee on Aging has an opening. Anyone interested should contact the Mayor's office.

COUNCIL COMMENTS

Aldersperson Earll encouraged his fellow members of the Council to sign up for some of the presentations in regard to the street referendum.

Aldersperson Jockheck met with the Young Professionals group to discuss the street referendum. On July 20th and August 3rd Aldersperson Earll and himself will be holding a Town Hall Forum at the University at 6:30 p.m.

Aldersperson Feirer thanked Festival Foods for the wonderful fireworks display.

Aldersperson Buttke thanked Hiller's Hardware for all the flags that they put out in the City. There will also be an informational meeting held on Wednesday, July 27th at 6:00 p.m. at the Marshfield Public Library in the Beebe Forum Room to discuss the street referendum.

Aldersperson Zaleski added that there are still some appointments to be filled to speak to local organizations regarding the street referendum. He will send out another email.

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC16-147 Motion by Jockheck, second by Buttke to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Fairgrounds Commission of May 5, 2016; Cable TV Committee of May 23, 2016; Community Development Authority of May 25, 2016; Community Development Authority Finance and Strategic Planning Committees of June 21, 2016; Airport Committee Special Meeting of June 27, 2016; Board

of Public Works of July 5, 2016; and Judiciary and License Committee of July 12, 2016 as read by the Clerk.

Motion carried

Second reading of Ordinance No. 1332, amending Chapter 18, General Zoning Ordinance, 18-156(7), amending the required votes by the Zoning Board of Appeals to reverse any order, requirements, decision, or determination for a requested appeal from four concurring votes to a majority vote of members present.

CC16-148 Motion by Feirer, second by Zaleski to approve Ordinance No. 1332. Ayes – 10
Motion carried

Second reading of Ordinance No. 1336, amending Section 18-12 and 18-65 amending the definitions of an accessory building, referencing the Wisconsin Uniform Dwelling Code to determine the separation requirements between a detached accessory building and a dwelling unit, and to clarify the setback requirements for a garage on a corner lot.

CC16-149 Motion by Buttke, second by Feirer to approve Ordinance No. 1336. Ayes - 10
Motion carried

First reading of Ordinance No. 1337, repealing Section 9-25 (1)(g)(3) of the Marshfield Municipal Code, Economic Development Grant for Reserve Class B Licenses.

CC16-150 Motion by Hendler, second by Earll to approve Resolution No. 2016-34, asking the State of Wisconsin to adjust its bonding level and raise user fees to fund Wisconsin's multi-modal transportation system.

Motion carried

CC16-151 Motion by Hendler, second by Spiros to direct staff to proceed with the next step in the Strategic Planning process – setting a timeline to complete each objective, and identifying the key person(s) responsible for accomplishing that objective. Ayes – 8; Nays – 2 (Wagner & Buttke)

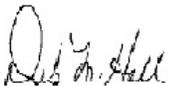
Motion carried

First reading of the appointment of Kyle Weik, 300 E. 5th Street, to fill the vacant position on the Plan Commission. This appointment will expire in 2017.

Future Agenda Items

None

There being no further business the Mayor adjourned the meeting at 7:38 p.m.



Deb M. Hall
City Clerk

Wisconsin Homes Inc.

425 West McMillan • P.O. Box 250 • Marshfield, WI 54449
715/384-2161 Fax: 715/387-3627
www.wisconsinhomesinc.com

July 12th, 2016

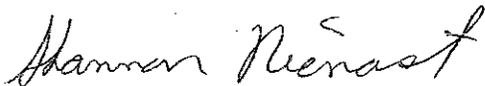
City of Marshfield, Deb Hall
630 South Central Avenue
Marshfield, WI 54449

RE: Request for Noise Variance

Dear City Council,

Our annual Wisconsin Homes builder show this year will be held on Monday August 1st in the company parking lot. We respectfully request a noise variance for that night to allow a band to play from 6:30pm-11pm similarly to last year. The band will face toward our model homes and be in a tent. Thank you for your consideration and support on this matter.

Sincerely,



Shannon Nienast
General Manager
715-384-2161



Building Your Future with Quality

CITY OF MARSHFIELD
PARKS, RECREATION AND FORESTRY COMMITTEE
June 9, 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 Ali Luedtke & Nick Faber
Excused: Chris Viegut

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

II. APPROVAL OF MINUTES:

PR16-15 Motion by Buttke, seconded by Yaeger to approve the May 12, 2016 Parks, Recreation, and Forestry Committee meeting minutes. Motion Carried Unanimously.

III. PUBLIC COMMENT: None

IV. OLD BUSINESS:

A. CORP Plan:

1. Connor Park - 5.60-acre park located on Blodgett Street on the east end of Marshfield, this park contains picnic tables, biking /walking trail, and a nature area.
2. Strohman Park - .18 acres located on the corner of Central Ave. and 6th Street, this park serves as a local fire fighters memorial park and contains picnic tables, landscape beds, and a fountain.
3. Praschak Wayside - 6.78-acre park located just east of Wildwood Zoo between Central and Maple Avenue, this park contains picnic tables and a nature area.

V. NEW BUSINESS:

A. Community Center:

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

PR16-16 Motioned by Luedtke, seconded by Yaeger to recommend the Community Center design and the procedural and policy questions and answers as presented.

B. Zoo Maintenance Building:

- Justin Casperson shared the drawings of the zoo maintenance building. Discussion was held about the building plans.

VI. 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-2pm at the zoo. Trick-or-Treating will be held in October. There will be a contest to name the wolves this summer.

Recreation

1. Library/Community Center Project – On June 20th, cost estimates will be received from Boson for the remodel.

Programs

1. Tennis/Racquetball center is operating under the summer hours. Players can still use the courts after hours, but they need to enter the center with a code. Payment needs to be made before the code is given out.

2. Summer Adventure Camp was canceled due to lack of enrollment.
3. Summer staff has been hired during the month of May for all the summer programs.
4. Pickleball is being held at OACC on Tuesday & Thursday nights from 6-8pm and Thursday afternoons from 1–3pm.
5. Staff trainings started May 19th for summer programs.

Aquatics

1. Staff training for Hefko Pool lifeguards began Monday, May 16th. Lifeguard skills check was held on May 18th & 19th. All other training for staff will be held May 31st – June 3th. Hefko Pool will open for the summer on Saturday, June 4th.
2. Early Bird Lap Swim and Aquacise are being held on Tuesday and Thursday mornings at the Sr. High pool.

Parks & Zoo

1. Parks Maintenance Operations
 - a. Park staff assisted with the AMS State Bow Fishing event.
 - b. Park staff assisted in Dairy Fest. This is a city-wide event that takes a large amount of resources. It usually takes staff about 2-3 weeks to get things ready and cleaned up after the event.
 - c. Hefko Pool is up and running for the summer. Staff spent about 4 weeks patching, cleaning, painting, etc. No major setbacks to-date.
 - d. We were proud to host both high school sectional finals games for softball and baseball this spring. One was at Hackman Field and one at Lee Field. MSA also hosted a sanctioned co-ed softball tournament over Dairy Fest weekend.
2. Forestry
 - a. The new seasonal forester position has been filled. He is currently working on updating the parks, trails and cemetery tree inventory that was last completed in 2010.
3. Fairgrounds – The re-keying project on several of the main buildings at the Fairgrounds Park is complete.
4. Zoo
 - a. The USDA inspection has been completed; no violations were reported.
 - b. The City of Marshfield Parks and Recreation Department regrets to announce the death of its beloved male Canada Lynx, Kiki. He was born on May 19, 2001 at Wildwood Wildlife Park in Minocqua, WI. Kiki had just turned 15 years old, which is the top life expectancy of a lynx in the wild. Over the past year, Kiki's health had been declining, and for the past month he had been receiving medicine daily for an infection. When he showed no signs of improvement, Kiki was brought to the Athens Veterinary Clinic on May 27th for additional examinations. Their staff, along with our own, decided that the most humane course of action for Kiki would be to euthanize him, given his current, irreversible quality of life. Kiki will be greatly missed by both the staff and many visitors to the zoo.

Director

1. Hackman Field Storage Building – The project is progressing nicely. Don Nikolai Construction anticipates completion in two weeks.
2. Zoo Maintenance Building – The zoo maintenance building design, construction documents, cost estimates, utility extensions and certified survey map are on-going. The goal is to move all of the zoo operations into one building to improve overall efficiency of the zoo operations. We anticipate the project planning to be complete in 2016 and built in 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. The Director has been working with the CWSF and Fair Commission on the development of a permanent stage in front of the grandstands.
 - c. The Director has been working with the Marshfield Area Friends of the Dog Park on the

installation of lights for the dog park.

- d. 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 one rack to be placed next to Engine 2442. They are also conducting an Engine 2442 open house on June 18.
5. Hardacre Park – The painter has begun work on the murals at Hardacre Park.
6. Wildwood-McMillian Trail – The Director has been working with the Public Works Director on forecasting and estimating the revenues and expenses associated with the project. The state put a hold on funding until their 2017 fiscal year, which starts July 1, 2017.

E. Committee: None

VII. NEXT MEETING: July 14, 2016 at 5:30 p.m.

VIII. 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

MARSHFIELD PUBLIC LIBRARY
BOARD MEETING
211 E. Second Avenue, Marshfield, WI 54449
June 21, 2016
7:00 a.m.

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

Present: Joanne Ampe, Mary Hartl, Kris Keogh (left 8:12 a.m.), Don Schnitzler, Jean Swenson, Ruth Voss, Kim Vrana, and Library Director Lori Belongia.

Also present: Kathy Baker, Anna Linzmeier

Absent: Tom Buttke, Xin Ruppel, Pat Saucerman,

Citizen's comments, correspondence and announcements: Thank you card from Christy Weisz to Mary Adler for her assistance in finding information about the Veterans' Memorial Ceremony. Thank you card to Kim Ropson from Lincoln Elementary 5th Grade for a library tour. Jean Swenson presented the new library logo.

Changes or additions to the agenda: None.

- LB16-35 Minutes of the Library Board Meeting: Motion by Vrana, second by Hartl to approve and place on file the minutes of the May 17, 2016 Library Board Meeting. All ayes. Motion carried.
- LB16-36 Minutes of the June 8, 2016 Nominations Committee Meeting: Ampe gave a report of the meeting. Motion by Schnitzler, second by Hartl to approve and place on file the minutes of the June 8, 2016 Nominations Committee Meeting. All ayes. Motion carried.
- LB16-37 Director's Report: Motion by Ampe, second by Keogh to receive and place on file the May 2016 Director's Report. All ayes. Motion carried.
- LB16-38 2nd May and 1st June Vendor List: Motion by Voss, second by Schnitzler to approve Vendor Lists. All ayes. Motion carried.
- LB16-39 May 2016 Financial Control Report: Motion by Schnitzler, second by Vrana to receive and place on file the May 2016 Financial Control Report. All ayes. Motion carried.
- Business
- LB16-40 Election of Officers: Motion by Keogh, second by Schnitzler to accept the slate of officers as presented and suspend the rules to allow for an extension of another year for current officers. All ayes. Motion carried.
- LB16-41 Resignation of Staff Member – July 16th, 2016: Motion by Ampe, second by Hartl to formally ask Bud to extend this time here in order to supervise the sale of furniture and items not being moved to the new building. All ayes. Motion carried.

LB16-42 Motion by Voss, second by Keogh to authorize Belongia to fill the Custodian's Assistant position at 16 hours per week. All ayes. Motion carried

Library & Community Center Project: Belongia updated the board on the project. August 1st has been given as a start date for shelving set up in the new library. August 15th will begin the move of materials from the old library to the new library with an expected 2-3 week closure until moving is complete. A Sunday November, 13th grand opening will correlate with November's Great Things Are Happening Here event along with a week's worth of activities for the community. A committee will be needed to coordinate events. The lawn equipment shed will no longer be able to be used as is, so a rental agreement with an established storage shed close to the library is currently being considered to house the library lawn and snow removal equipment

LB16-43 Lion's Club Fundraising Opportunity: Motion by Schnitzler, second by Vrana to allow the Lion's Club to pursue the fundraising partnership of a wishing well to be placed in the new building. All ayes. Motion carried.

LB16-44 Minutes of other organizations: Motion by Hartl, second by Voss, to accept and place on file the minutes of the April 19, 2016 FOMPL Board, and the May 26, 2016 SCLS Board of Trustees. All ayes. Motion carried.

Adjournment: Seeing no other business to come before the board, Swenson adjourned the meeting at 8:14 a.m.

Respectfully submitted,



Mary Hartl
Secretary

**City of Marshfield Committee on Aging
Room 108, City Hall
Meeting Minutes – June 23, 2016**

The monthly meeting of the Committee on Aging was called to order at 9:30 a.m. by Chairman Mike Feirer

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

ABSENT: Jean Doty

OTHERS: Judy Carlson, Jennifer Cummings, Amy Krogman, Celena Wanca-Netzow, Victoria Wilson, and Kelly Cassidy

COA 16-10 Motion by Huebner-Leu, 2nd by Ruder to approve the minutes from the May 5, 2016 meeting.

Motion Carried

CITIZEN'S COMMENTS: There were no citizen comments

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN

UPDATE: Jennifer Cummings updated the committee

WOOD COUNTY TRANSPORTATION UPDATE: Victoria Wilson updated the committee

FORUM 55+: Judy Carlson updated the committee

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

TAXI UPDATE: No update was given

HEALTH FAIR UPDATE: The speaker for the 2016 Health Fair was discussed. Judy Carlson is working on confirming the speakers. Becky Huebner-Lue will check with the Police Department to see if someone can be there with the prescription take back program. Kelly Cassidy will be sending out postcards asking people to save the date.

UNFINISHED BUSINESS: None

NEW BUSINESS: None.

FUTURE MEETING DATE: The next meeting will be held on Thursday, August 4th, Parkview Apartments

Meeting was adjourned at 10:27 a.m.

Respectfully submitted,
Amy Krogman, Administrative Assistant III

Economic Development Board meeting July 7, 2016

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

Absent:

Others: Angell, Krogman, Olson

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

Approve minutes – June 2nd

Wagner moved and Buttker seconded a motion to approve the June 2nd meeting minutes as presented. Motion carried.

Conflicts of interest

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

Citizen comments

There were no citizen comments

Consideration of proposal from Redevelopment Resources

Angell updated the committee on the proposal from Kristen Fish of Redevelopment Resources to assist in the creation of the new economic development/redevelopment organization. The committee discussed what the scope of services would be.

Meissner moved and Dickrell seconded the motion to authorize city staff to enter into an agreement for services with Redevelopment Resources as outlined in the proposal.
Motion Carried

Discussion and possible action on matters related to EDB priorities

- Housing: No update
- Economic development corporation: This item was discussed when considering the proposal from Redevelopment Resources.
- Downtown redevelopment: The campaign committee has been developed. Dave Krause and Scott Wucherpfennig from Forward Financial have joined the committee. The naming opportunities were finalized. The information is on the Community Foundation website.

Economic development activity updates

- Olson reported on the Heavy Metal bus tour which will be held in October. Eighth grade students will be making stops at various manufacturing facilities to learn about the type of jobs and careers available in the world of manufacturing. Sponsorship opportunities are still available.

Wagner moved and Buttke seconded the motion to give \$1,000 for sponsorship of the Heavy Metal Bus Tour. Motion Carried

Announce next Board meeting date/time

Sennholz announced that the next meeting will be held on Tuesday, August 2nd at 3:00 p.m. in Room 108 of the City Hall Plaza.

With no other business before the Board, Dickrell moved and Trussoni seconded a motion to adjourn. Motion carried. Dickrell adjourned the meeting at 3:43 p.m.

Respectfully submitted,
Steve Barg, City Administrator

HISTORIC PRESERVATION COMMITTEE MINUTES
OF JULY 11, 2016 MEETING

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

PRESENT: Ken Wood; Ken Bargender; Bill Penker; Vickie Schnitzler; Alderperson; and, Kris Coleman (arrived late).

ABSENT: Jason Zaleski; and, Kris Keogh

ALSO

PRESENT: Josh Miller, City Planner.

Approval of the Minutes of June 6, 2016 Meeting.

HP16-20 Motion by Penker, second by Wood to approve the minutes of the June 6, 2016 meeting.
Motion Carried.

Citizen Comments.

None.

Recap of Soo Line Steam Locomotive No. 2442 Open Event at Wildwood and Discussion of Possible Future Promotional Events at Hub City Days and Maple Fall Fest.

Schnitzler reported that they had 206 people go through the gates of 2442 that day. It was a very successful event with a good turnout.

Bargender said they heard very positive feedback. One person thought they could go up inside the cab, but they couldn't allow that.

Kris Coleman arrived at 4:04 P.M.

There was enough interest, we should hold other events.

Schnitzler said that because of all the comments they got of people wanting it to be open more, maybe they could be open again for Hub City Days and Maple Fall Fest. She had some reservations for Hub City Days because there aren't as many people in the park.

Bargender was in favor of Maple Fall Fest because of the draw that that event is at Wildwood Park. Penker agreed. Bargender suggested maybe just tie it with Zoofest and Maple Fall Fest each year.

Coleman suggested putting signs or table tents in some of the restaurants. Members came up with ideas such as Chips, Hub City Ice Cream, Melody Gardens, Kitchen Table, Hardee's, and Culvers.

Look at holding an event at Maple Fall Fest. Check with the Convention and Visitors Bureau about the event and borrowing a tent. Maybe rent the pavilion for Zoofest 2017. Schnitzler will invite Keith Meacham to the event.

Miller stated that moving forward Committee members are not permitted to purchase or sell items in the future on behalf of the Historic Preservation Committee. This will make the accounting and financial activities of the Committee straight forward.

HP16-21 Motion by Wood, second by Coleman to promote an event on Saturday, September 17, 2016 from 10:00 A.M. – 2:00 P.M. at the Soo Line Steam Locomotive No. 2442.

Motion Carried.

Request to Reimburse Ken Bargender for Flags for the Soo Line Steam Locomotive No. 2442 for approximately \$80.

HP16-22 Motion by Wood, second by Penker to reimburse Ken Bargender for up to \$79.63 for the flags on the Soo Line Steam Locomotive No. 2442.

Bargender abstained. **Motion Carried.**

Discuss Purchasing Brochures for Soo Line Steam Locomotive No. 2442 for a cost not to exceed \$650.

Schnitzler said Tom Ptak would like his name added to the photo for credit.

HP16-23 Motion by Wood, second by Penker to spend up to \$650 for 2,500 copies of the Soo Line Steam Locomotive No. 2442 brochures with the addition of Tom Ptak's name for the cover photo credit.

Motion Carried.

Discussion of Paying 2016 Historic Preservation Conference Registration Fees up to \$500.

HP16-24 Motion by Penker, second by Wood to spend up to \$500 for the 2016 Fall Historic Preservation Conference.

Motion Carried.

Discussion of Downtown Plaque Program and Budget.

Miller gave an update on the Downtown Historic Plaque program. If the Committee can set aside \$400 and the Main Street Design Committee can set aside \$400, approximately 10 plaques could be completed next year. The Main Street Design Committee is currently working on a prototype plaque for the Main Street Office.

Discussion Items for 2017 Budget.

Wood said the Committee has been running bare bones the past few years. Thinks the increase is appropriate. Penker agreed with Wood on that point and feels that a lot of what the Committee is proposing is related to positive communication and the City needs to do more of that. Bargender said he feels we definitely contribute towards tourism.

HP16-25 Motion by Penker, second by Wood to approve the proposed 2017 Historic Preservation Budget of \$5,000.

Motion Carried.

Discussion of Developing a Hungry Hollow Historic District.

Wood passed out a newspaper article from 2010 about Hungry Hollow. The buildings that were built were not all the same. Roddis did not build them, but guaranteed the loans from every loan his employees purchased.

Schnitzler said there isn't an official Hungry Hollow designation anywhere.

Bargender said his grandfather worked for Roddis. Growing up that's (Hungry Hollow) what people called the area.

Eventually, Wood would like a plaque describing the district. Postpone further discussion until September.

Staff Updates

- Comprehensive Plan Update. Miller stated that the Existing Conditions report is now available.

Set Meeting Date and Future Agenda Items.

The next regular Historic Preservation Committee meeting in August will be canceled. The next meeting will be held on Monday, September 12, 2016. The agenda of the next regularly scheduled meeting should include approval of the Monday, July 11, 2016 meeting minutes, promote historic tax credits, buildings of historical interest brochures, Hungry Hollow historic area, brochure display case, 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 5:08 P.M.

Respectfully submitted,



Josh Miller
City Planner

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
JULY 11, 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 July 11, 2016 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, Alen Johnson, Harry Borgman and George Holck. Also present were Alderperson Gordon Earll, Attorney John Adam Kruse, and Utility staff. Absent was Alderperson Peter Hendler.

- During commissioner, council, and staff comments Commissioner Borgman stated he thought the recent presentation given to City Council was very good. Alderperson Earll shared that he also thought the presentation went well and was well received. The Electric, Communications, & Gas Manager presented Cole Eswein with his diploma for the successful completion of the Substation Electrician Apprenticeship. The General Manager shared that an update on the solar project will be presented at the August commission meeting.
- The Human Resources Manager presented a final draft of the General Manager Review form.

UC/16-39 Motion by Holck, seconded by Borgman, to adopt the General Manager Review form. All ayes, motion carried.

- The Human Resources Manager and General Manager reviewed the employee wage policy document. The final draft of the policy to be presented at the August commission meeting.

UC/16-40 Motion by Maggitti, seconded by Borgman, to approve the following job orders:

5725	Replace 1321' of 6" water main with 8" water main on Locust Ave	\$124,151.68
5726	Replace 550' of 4" water main with 8" water main on Hemlock Ave	\$54,767.74
5727	Replace 350' of 4" water main with 8" water main on Weister Court	\$83,913.75

All ayes, motion carried.

UC/16-41 Motion by Borgman, seconded by Maggitti, to approve payroll for June in the amount of \$250,894.26 and general bills for June in the amount of \$2,631,701.59. All ayes, motion carried.

May 2016 Financial Statement Notes

Electric Utility

- Net loss was \$270 thousand for the month, with a net income of \$726 thousand year-to-date.
- Net operating loss was \$145 thousand for the month, compared to budgeted net operating income of \$84 thousand. Year-to-date net operating income was \$1.230 million, compared to budgeted net operating income of \$1.030 million.
- After adjusting for the PCAC timing, net operating income for the month was \$152 thousand.
- The League of Wisconsin Municipalities Mutual Insurance, which provides our liability and workers compensation insurance, declared a dividend of \$1.6 million for the 2015 policy year. Our portion of the dividend was \$3,664; \$2,565 of which was allocated to the electric utility.
- May consumption was down 3.55% from May 2015, with year-to-date consumption down 4.67%. Year-to-date energy losses were 0.91%, compared to prior year losses of -0.06%.

Water Utility

- Net income was \$112 thousand for May, with a net income of \$421 thousand year-to-date.
- Net operating income was \$147 thousand for the month, compared to budgeted net operating income of \$136 thousand. Year-to-date net operating income was \$600 thousand, compared to budgeted net operating income of \$549 thousand.
- Operating expenses included \$15 thousand for modifying the hand railing at the Water Treatment Facility to allow safe access to filter cells.
- The water utility portion of the League of Wisconsin Municipalities Mutual Insurance dividend for the 2015 policy year was \$1,099.
- May consumption was down 9.44% from May 2015, with all major customer classes showing a decrease. Year-to-date consumption was down 3.55% from the prior year. Year-to-date water losses were 16.35%, compared to prior year losses of 16.73%.

Communication Utility

- Net income was \$17,356 for the month, compared to budgeted net income of \$18,805. Year-to-date net income was \$84,827, compared to budgeted net income of \$89,606.

UC/16-42 Motion by Holck, seconded by Maggitti, 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 Technical Services Manager shared information on a recent Groundwater Guardian event for the Girl Scouts.

UC/16-43 Motion by Maggitti, seconded by Borgman, to adjourn. All ayes, motion carried. Meeting adjourned at 4:46 p.m.



John Maggitti, Secretary

Operations Report July 2016

At the last commission meeting, there was a question about the breakeven point for the investment in the M-1 generator and if it would be before or after our purchased power agreement with WPSC expires in 2028. Our investment in the M-1 is currently at \$34 million and the net revenues and cost savings over expenses is \$3 million for a typical year. The breakeven point is therefore slightly more than 11 years. Since the M-1 started in 2011, the breakeven point is in 2022, which is prior to the expiration of the current purchased power agreement with WPSC.

We have received notice that our Regulatory Compliance Coordinator is resigning. We will look at some potential candidates inside the utility to replace her before looking to the outside. She has generously offered to stay on until we have a replacement candidate on board.

We are working on the rate case applications for both the electric and water utilities. These will be submitted to the PSC by July 31st to meet their deadline for using 2016 as our test year for revenues and expenses. For the water utility, we will request a 7.5% rate of return as enthusiastically endorsed by both the Utility Commission and City Council.

The water main lining project on Upham Street is progressing. All of the water main has been lined. They are now pressure testing, reinstating water services and installing new hydrants and valves. Most of the water main should be back in service in about 3 weeks and road repairs will start at that time.

You may have seen the work on the Grant Park Water Tower painting. A heavy tarp surrounds the tower during the sand blasting and paint process to contain the overspray. About 60% of the primer coat has been applied at this time. There have been zero complaints from the public as of July 1st.

We are at the approximate 75% point for the AMI installations 10,070 of 13,100 (77.3%) of the electric meters installed and 5446 of 8300 (66%) water meters installed as of June 30th.

From July 2015 to date, Marshfield Utilities has been responsible for the recycling of 2561 pounds of batteries, 5481 fluorescent bulbs, and 1086 HID street lights. Our recycling program continues to be successful. Hillers True Value's and Reigle Plumbing's willingness to participate in our program has been paramount to our success.

Another huge success is the drug collection program. Below is a summary of pounds of drugs collected in Wood County during the past DOJ event. Marshfield is doing a great job!

Wood County	DOJ Event April 30, 2016	From Permanent Site	Total
Marshfield	185	726	911.0
Grand Rapids/Nekoosa	20	139	159.0
Pittsville		30	30.0
Port Edwards			0.0
Rome			0.0
Wisconsin Rapids	3	398	401.0

Wood County Sheriff's Depart.

24.4	<u>31</u>	<u>55.4</u>
	TOTAL	
	DISPOSED:	<u>1,556</u>

2017 COMPREHENSIVE PLAN UPDATE STEERING COMMITTEE MINUTES
OF THURSDAY, JULY 14, 2016

Meeting called to order by Chairman Gustafson 3:03 P.M. in Conference Room 108 of City Hall Plaza.

PRESENT: Chairperson Joe Gustafson; Alderperson Ed Wagner; Ann-Marie Nelson Brine; Dan Knoeck; Justin Casperson; and Sam Warp

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

ALSO

PRESENT: Josh Miller, City Planner; Sam Schroeder, Zoning Administrator; and Jason Angell, Director of Development Services.

Approval of the Minutes – May 12, 2016

CPSC16-06 Motion by Nelson Brine second by Casperson to approve the minutes of May 12, 2016.

Motion Carried.

Citizen Comments

No citizen's comments.

Review of the Existing Conditions Report

Miller opened up the discussion by stating that the existing conditions report has been posted on the City website and is still in draft form so he is still accepting comments and can still make changes.

Nelson Brine brought up a few topics that she believed could make a good impact within the existing conditions report including tourism, land marks, historical places, water quality issues, sidewalk requirements for new development, electrical service requirements, contaminated sites within Marshfield, and water usage. These topics were briefly discussed among the group in more detail.

Discussion of Future Public Participation Efforts

Miller gave a brief overview of past public participation efforts and the possible future public participation efforts including the schools which will be revisited in the fall, open houses, and interviews with the Alderpersons. Miller explained that another public participation event is likely over the next coming months seeing as we are at the midpoint of the process. The committee discussed after school starts or use on another event such as the library grand opening to maximize the potential interactions.

Angell suggested keeping the questions for the interviews with Alderpersons short and focused: what concerns/visions do they have for their district? and what concerns/visions do they see for the overall community?

Gustafson asked miller if we could keep people engaged using summaries of the process with the email list that has been compiled through the public participation process.

Identify Issues and Opportunities

The committee discussed the issues they see facing Marshfield but also the opportunities for Marshfield's future. Many of the issues in a sense can be directly tied to an opportunity. The following is a list of discussed topics: City population, water quality, housing stock, buildable residential 1-2 family lots, community appearance, Peach Ave Corridor – reaching capacity, W McMillan St and N St. Joseph Ave intersection – congestion, funding for street improvement and maintenance, a simple strategic plan, quality of life, recreational opportunities – aquatic, redevelopment areas, screening/landscaping entry corridors, Hwy 10 corridor, partnerships with the City and other organizations (medical), senior housing, etc.

Discuss Overall Goals, Objectives, and Policies for the Comprehensive Plan

Miller gave a brief overview of the State Statute requirements and the Mission and Vision statements taken from the Common Council Strategic Planning process. The group concurred that we could likely reference this document in the Comprehensive Plan as coming from the Council.

Nelson Brine brought up the consideration of an implementation committee after the Comprehensive Plan is adopted to take goals or objectives and make them reality.

Set Meeting Date and Future Agenda Items

The next meeting will be held on Thursday, August 18, 2016 in Conference Room 108 of City Hall Plaza at 3:00 PM.

Adjourn

Respectfully submitted,

Sam Schroeder
Zoning Administrator

BOARD OF PUBLIC WORKS MINUTES
OF JULY 18, 2016

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

PRESENT: Tom Buttke, Ed Wagner, Mike Feirer, Chris Jockheck (arrived at 5:34 PM) & Gordon Earll

EXCUSED: None

ALSO PRESENT: City Administrator Barg; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; the media; and others.

PW16-78 Motion by Feirer, second by Wagner to recommend approval of the minutes of the July 5, 2016 Board of Public Works meeting.

Motion Carried

Citizen Comments – None

City Engineer Turchi presented an Engineering Division construction update. Street Superintendent Winch presented a Street Division construction update. Jockheck stated that he is not happy with the condition of North Central Avenue.

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

City Administrator Barg presented an update on the Vaughn-Hansen Memorial Chapel. Myron Silberman spoke in favor of keeping the Chapel and options for use. This item will be brought back to the Board of Public Works for further discussion in mid-September.

PW16-79 Motion by Wagner, second by Earll to recommend approval of the right of way plat for Project ID 6380-06-25, STH 97 – North Central Avenue (Arnold Street to Harrison Street) and authorize the Director of Public Works to sign the plat on behalf of the City.

Motion Carried

PW16-80 Motion by Jockheck, second by Earll to recommend approval of the Request for Proposals for Real Estate Acquisition Services for North Central Avenue (Arnold Street to Harrison Street) and direct staff to solicit proposals.

Motion Carried

PW16-80 Motion by Earll, second by Jockheck to recommend approval of the final assessments for the Alley Project – Central Avenue/Chestnut Avenue – 4th Street/5th Street as presented and request that the City Clerk's office send out the invoices.

Motion Carried

PW16-81 Motion by Feirer, second by Wagner to recommend approval of the final assessments for 26th Street – Central Avenue to Wittman Avenue as presented and request that the City Clerk's office send out the invoices.

Motion Carried

PW16-82 Motion by Earll, second by Jockheck to recommend approval of the final assessments for 2015 Asphalt Mill-in-Place Projects as presented and request that the City Clerk's office send out the invoices.

Motion Carried

City Engineer Turchi presented information on alternate side parking regulations. This was a discussion item only.

Recommended items for future agendas: None

Motion by Jockheck, second by Earll that the meeting be adjourned at 6:38 PM.

Motion Carried

Thomas R. Turchi, Acting Secretary
BOARD OF PUBLIC WORKS

**CITY PLAN COMMISSION
MARSHFIELD, WISCONSIN
MINUTES OF JULY 19, 2016**

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

PRESENT: Mayor Meyer, Ed Wagner, John Kaprelian, Bill Penker & Ken Wood

EXCUSED: Joe Gustafson

ABSENT: None

ALSO PRESENT: City Administrator Barg; City Planner Miller; Zoning Administrator Schroeder; the media and others.

PC16-32 Motion by Wood, second by Wagner to recommend approval of the minutes of the June 21, 2016 City Plan Commission meeting.

Motion Carried

Citizen Comments: Bill Schofield, representing the Marshfield Mall introduced himself and made it aware to the Plan Commission that he is available for questions if needed for items 10 and 11 of the PC agenda.

PUBLIC HEARING - Conditional Use Request by Shannon Schnitzler on behalf of Bradley and Connie Porter, to permit a 4-bed Adult Family Home, “Community Living Arrangement” use in the “SR-3” Single Family Residential district, with plans to construct an addition in the backyard and expand to an 8-bed Community Based Residential Facility in the future. The request includes an exception for the total “Community Living Arrangement” population to exceed 1% of the City population and 1% of the Aldermanic District population in addition to being located within 2,000 feet of another Community Living Arrangement, located at 414 East 19th Street (Parcel 33-06485).

COMMENTS:

- Richard Abel – residing at 1900 S Vine Ave – questioned the Plan Commission if this type of use would have direct impact on neighboring property values. Wagner responded that there is no empirical evidence that’s happened in other CBRF locations. Mr. Abel also brought up traffic concerns, specifically the increase. Mr. Abel has resided at this home for 18 years and he believes this use will increase traffic. Mayor Meyer stated that we can’t discriminate and prohibit cars from being there. Mr. Abel lastly brought up that the view from his property would greatly be reduced with this type of use and wondered whose responsibility it would be to install a fence.
- Tom Forbish – residing at 407 E 19th St – received the noticed and felt that the voice of the neighborhood was not heard after everyone in the surrounding area signed a petition stating they were not in favor of this proposed use. Mayor Meyer explained that it is very difficult by Statute, Americans with Disabilities Act, and the Fair Housing Act to deny a request similar as the request tonight. The Statute and exceptions in place are not there to protect the neighborhood from this use but rather to protect the residents of the use from being placed in an institutional neighborhood.
- Laura Abel – residing at 1900 S Vine Ave – the City has already exceeded the 1% aldermanic district population by approximately 4%. At what point is the community living arrangement population too high in the City and in the Aldermanic district? Mayor Meyer responded that the 1% is not a maximum allowable; the 1% is just a threshold to review these types of uses in front of the City Plan Commission to make sure we are not creating an institutional district. He added that these requests will continue to be made because we are a medical based community.

- Sheri Carlson – residing at 406 E 19th St – Do we have the right to request this property be a 4 bed ADF instead of an 8 bed CBRF? Mayor Meyer and Planner Miller believe Attorney Wolfram explained that a 4 bed ADF is not any different than an 8 CBRF from an allowable use standpoint. Wagner explained that we can only limit certain aspects including parking, screening to protect the living arrangement freedom, and possibly noise. He further explained the two regulations we can deny a request on is allowing this type of use in an industrial area or in an institutional area that was never clearly defined.
- Mr. Abel – came back to the podium, to state that if there is a problem with this use after it has been approved it will be too late.
- Dave Schraeder – residing at 411 E 19th St – There are a lot of children in the neighborhood where the traffic is a big concern. He believes that the property values will go down, however, this is just a guess and he does not have any supporting facts.

PC16-33 Motion by Penker, second by Kaprelian to recommend approval of the Conditional Use Request by Shannon Schnitzler on behalf of Bradley and Connie Porter, to permit a 4-bed Adult Family Home, “Community Living Arrangement” use in the “SR-3” Single Family Residential district, with plans to construct an addition in the backyard and expand to an 8-bed Community Based Residential Facility in the future, and include an exception for the total “Community Living Arrangement” population to exceed 1% of the City population and 1% of the Aldermanic District population in addition to being located within 2,000 feet of another Community Living Arrangement, located at 414 East 19th Street (Parcel 33-06485), subject to the following conditions:

1. The Conditional Use Permit shall expire if the proper license to establish a 4-bed Adult Family Home is not obtained within 12 months of Common Council approval or if the license is not maintained for a period of 12 or more consecutive months.
2. The site plan for the ramps and addition are approved, allowing minor modifications to be approved administratively, including future driveway expansions needed to meet the parking requirements as long as the changes do not result in development becoming non-compliant with this conditional use permit or other zoning code requirements.
3. Applicant is responsible for applying for any building permits needed.
4. Any exterior changes or additions to the facility must be constructed of similar building materials and visual appearance as the house.
5. Construction for the addition for the 8-bed facility must be completed within 3 years of acquiring the property. Failure to complete the addition within the allotted timeframe shall trigger a Plan Commission review of the Conditional Use Permit prior to the issuance of a Certificate of Occupancy for the addition.

Motion by Wagner to recommend amending Motion PC16-33 to include the following conditions:

1. All staff parking must be provided on-site.
2. The property should be screened from the abutting residential neighbors.
3. The Conditional Use Permit shall be reviewed within one year of Common Council approval.

Motion Fails for a Lack of Second

PC16-34 Motion by Wagner, second by Penker to recommend amending Motion PC16-33 to include the following conditions:

1. All staff parking must be provided on-site.
2. The Conditional Use Permit shall be reviewed within one year of Common Council approval.

Motion Carried

Vote on Motion PC16-33 as amended

Motion Carried

PUBLIC HEARING - Preliminary Plat Request by Tim Vreeland, representing Vern Berg to review the map and other materials for conformity with all ordinances, administrative rules and regulations located across Highway 13 from Berg Equipment (Parcel 33-0MS058C), currently zoned “CMU” Community Mixed Use.

COMMENTS: None

PC16-35 Motion by Kaprelian, second by Wood to recommend approval of the Preliminary Plat of Popp Place, located across Highway 13 from Berg Equipment (Parcel 33-0MS058C), as presented.

Motion Carried

PUBLIC HEARING - Conditional Use Request by Midwest Auto Movers to allow an exception to the hard surfacing requirement to allow a large portion of the traffic circulation and parking areas to be gravel within property zoned “GI” General Industrial, located at the southeast corner of South Mallard Avenue and East Yellowstone Drive intersection with the preliminary address of 2909 South Mallard Avenue (part of Parcel 33-07091).

COMMENTS:

- Sam Reseburg – the applicant and owner of Midwest Auto Movers. Sam stated that he is available for questions and wants it to be on record that without this conditional use this project will not be built within the City of Marshfield city limits.

PC16-36 Motion by Wagner, second by Kaprelian to approve the conditional use permit request by Midwest Auto Movers to allow an exception to the hard surfacing requirement to allow a large portion of the traffic circulation and parking areas to be gravel as presented, within property zoned “GI” General Industrial, located at the southeast corner of South Mallard Avenue and East Yellowstone Drive intersection with the preliminary address of 2909 South Mallard Avenue (part of Parcel 33-07091) with the following conditions:

1. In addition to the proposed hard surfaced staff parking area shown on the plan, an additional paved area shall be extended to include the driveway portion north of the proposed building apron, connecting to the north access point, within one year of Conditional Use approval.
2. Onsite truck traffic flow will be from the south to the north.
3. Minor site changes may be administratively approved.

Motion Carried

Mayor Meyer noted that this approval was made upon the assumption from the applicant that flow of truck traffic will enter the property at the southernmost access point on South Mallard Avenue and exit the northern access point on South Mallard Avenue and that staff could make administrative adjustments as needed.

PUBLIC HEARING - Conditional Use Request by Josh Gluege to exceed the maximum allowable accessory building area for a residential zoned property, exceeding 1,200 square feet and the footprint of the principal dwelling unit, zoned “SR-4” Single Family Residential, located at 2405 South Peach Avenue (Parcel 33-03469L).

COMMENTS:

- Josh Gluege – the applicant and owner of the subject property – Made one final plea to allow the 10’ x 10’ utility storage shed and said he was available for questions.
- Leon Knaak – owner of 615-617 E 25th St – Stated that he had a concern with the change in zoning and that he had to follow the zoning when he built his homes in the City. He said everyone would like a bigger garage, but it should be an even playing field for everyone.

PC16-37 Motion by Penker, second by Wood to recommend approval of the Conditional Use Request by Josh Gluege, excluding the 10’ x 10’ utility shed, based on the information presented and the conditional use criteria being met, exceeding the maximum allowable accessory building area for a residential zoned property of 1,200 square feet, zoned “SR-4” Single Family Residential, located at 2405 South Peach Avenue (Parcel 33-03469L) with the following conditions:

1. The property may be developed as presented excluding the utility shed allowing up to 1,612 square feet of accessory space.
2. Minor site changes may be administratively approved.
3. The driveway apron measured at the sidewalk may not exceed 26 feet wide.

Motion Carried

PUBLIC HEARING - Conditional Use Request by Ric Kuse to exceed the maximum allowable accessory building area for a residential zoned property, exceeding the footprint of the principal dwelling unit, zoned “SR-4” Single Family Residential, located at 511 North Hinman Avenue (Parcel 33-02545BAB).

COMMENTS: None

PC16-38 Motion by Wood, second by Kaprelian to recommend approval of the Conditional Use Request by Ric Kuse to exceed the maximum allowable accessory building area for a residential zoned property, exceeding the footprint of the principal dwelling unit, zoned “SR-4” Single Family Residential, located at 511 North Hinman Avenue (Parcel 33-02545BAB), subject to the following conditions:

1. The garage addition may be constructed as presented allowing minor site changes to be administratively approved.
2. The existing shed space must be removed as depicted on the plan prior to the completion of the garage addition.
3. The new garage addition shall match the existing garage with similar materials.

Motion Carried

PC16-39 Motion by Wood, second by Penker to recommend approval of the Master Sign Plan Request by Malls4U representing the Marshfield Mall to amend the Master Sign Plan to allow for a new freestanding pylon sign, additional signage for a new tenant space and future wall signage within a large development, zoned “CMU” Community Mixed Use located at 503 East Ives Street (Parcels 33-03216BA and 33-03216) with the following signed permitted as presented:

1. Two new Kohl's signs
2. Three face changes to the existing JC Penny's signs
3. Relocation of one of the World Buffet signs
4. Relocation of the Community Care sign
5. Modification of the existing directional sign at the North Peach Avenue entrance
6. Modification to the existing freestanding monument sign – increasing the sign height to 25 feet and the sign size to 220 square feet.

Motion Carried

Mayor Meyer suggested that the representative for Malls4U look into having the Kohl's sign facing Ives Street turned off after the store closes or at 10:00 p.m.

PC16-40 Motion by Wood, second by Kaprelian to recommend approval of the Alternative Sign Permit Request by Ross Ingman with D&L Signs to allow a 120 square foot temporary banner sign for the new Kohl's development exceeding the maximum size allowance of 50 square feet, zoned "CMU" Community Mixed Use zoning district, located at 503 East Ives Street (Parcels 33-03216).

Motion Carried

City Planner Miller presented information on allowing duplexes in the "SR-4" and "SR-6" Single Family zoning district as a conditional use. The Plan Commission asked staff to research this issue in more detail and come back with some options to address the demand for new duplexes.

Items for Future Agendas: Discussion of Highway Sign Regulations

Staff Updates:

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

There being no objections, Mayor Meyer adjourned the meeting at 9:18 PM



**Josh Miller, Acting Secretary
CITY PLAN COMMISSION**



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, City Planner
DATE: July 26, 2016

RE: Resolutions 2016-36, 2016-37, 2016-38, and 2016-39 – July 2016
Conditional Use Permits.

Background

On July 19, 2016, the Plan Commission reviewed four Conditional Use Permit requests. The requests include the following:

- Request to establish a 4-bed Adult Family Home with plans to expand to an 8-bed Community Based Residential Facility.
- Request to allow an exception to the hard surface requirements for a proposed new Freight Terminal business.
- Request to allow the construction of a large accessory building to exceed 1,200 square feet.
- Request to allow the construction of a large accessory building exceeding the footprint of the principal single family dwelling unit.

Analysis

For more details on the projects below, please review the application materials in the packet from the July 19, 2016 Plan Commission meeting. The packet is available on the City's website.

Resolution 2016-36

Conditional Use Request by Shannon Schnitzler, on behalf of Bradley and Connie Porter, to permit a 4-bed Adult Family Home, "Community Living Arrangement" use in the "SR-3" Single Family Residential district, with plans to construct an addition in the backyard and expand to an 8-bed Community Based Residential Facility in the future. The request includes exceptions for the total "Community Living Arrangement" population to exceed 1% of the City and Aldermanic District population capacity and an exception to the 2,000 for separation requirement, located at 414 East 19th Street (Parcel 33-06485).

A public hearing was held on Tuesday, July 19, 2016 where some of the neighbors expressed concerns over the proposed Community Living Arrangement. Below is a summary of their comments:

- Richard Abel – residing at 1900 S Vine Ave – questioned the Plan Commission if this type of use would have direct impact on neighboring property values. Wagner responded that there is no empirical evidence that's happened in other CBRF locations. Mr. Abel also brought up traffic concerns, specifically the increase. Mr. Abel has resided at this home for 18 years and he believes this use will increase traffic. Mayor Meyer stated that we can't discriminate and prohibit cars from being there. Mr. Abel lastly brought up that the view from his property would greatly be reduced with this type of use and wondered whose responsibility it would be to install a fence.
- Tom Forbish – residing at 407 E 19th St – received the noticed and felt that the voice of the neighborhood was not heard after everyone in the surrounding area signed a petition stating they were not in favor of this proposed use. Mayor Meyer explained that it is very difficult by Statute, Americans with Disabilities Act, and the Fair Housing Act to deny a request similar as the request tonight. The Statute and exceptions in place are not there to protect the neighborhood from this use but rather to protect the residents of the use from being placed in an institutional neighborhood.
- Laura Abel – residing at 1900 S Vine Ave – the City has already exceeded the 1% aldermanic district population by approximately 4%. At what point is the community living arrangement population too high in the City and in the Aldermanic district? Mayor Meyer responded that the 1% is not a maximum allowable; the 1% is just a threshold to review these types of uses in front of the City Plan Commission to make sure we are not creating an institutional district. He added that these requests will continue to be made because we are a medical based community.
- Sheri Carlson – residing at 406 E 19th St – Do we have the right to request this property be a 4 bed ADF instead of an 8 bed CBRF? Mayor Meyer and Planner Miller believe Attorney Wolfgram explained that a 4 bed ADF is not any different than an 8 CBRF from an allowable use standpoint. Wagner explained that we can only limit certain aspects including parking, screening to protect the living arrangement freedom, and possibly noise. He further explained the two regulations we can deny a request on is allowing this type of use in an industrial area or in an institutional area that was never clearly defined.
- Mr. Abel – came back to the podium, to state that if there is a problem with this use after it has been approved it will be too late.
- Dave Schraeder – residing at 411 E 19th St – There are a lot of children in the neighborhood where the traffic is a big concern. He believes that the property values will go down, however, this is just a guess and he does not have any supporting facts.

The Plan Commission recommended the following action:

APPROVE the Conditional Use Request by Shannon Schnitzler on behalf of Bradley and Connie Porter, to permit a 4-bed Adult Family Home, "Community Living Arrangement" use in the "SR-3" Single Family Residential district, with plans to construct an addition in the backyard and expand to an 8-bed Community Based Residential Facility in the future, and include an exception for the total "Community Living Arrangement" population to exceed 1% of the City population and 1% of the Aldermanic District population in addition to being located within 2,000 feet of another Community Living Arrangement, located at 414 East 19th Street (Parcel 33-06485), subject to the following conditions:

1. The Conditional Use Permit shall expire if the proper license to establish a 4-bed Adult Family Home is not obtained within 12 months of Common Council approval or if the license is not maintained for a period of 12 or more consecutive months.
2. The site plan for the ramps and addition are approved, allowing minor modifications to be approved administratively, including future driveway expansions needed to meet the parking requirements as long as the changes do not result in development becoming non-compliant with this conditional use permit or other zoning code requirements.
3. Applicant is responsible for applying for any building permits needed.
4. Any exterior changes or additions to the facility must be constructed of similar building materials and visual appearance as the house.
5. Construction for the addition for the 8-bed facility must be completed within 3 years of acquiring the property. Failure to complete the addition within the allotted timeframe shall trigger a Plan Commission review of the Conditional Use Permit prior to the issuance of a Certificate of Occupancy for the addition.
6. All staff parking must be provided on-site.
7. The Conditional Use Permit shall be reviewed within one year of Common Council approval.

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

Resolution 2016-37

Conditional Use Request by Midwest Auto Movers to allow an exception to the hard surfacing requirement to allow a large portion of the traffic circulation and parking areas to be gravel as presented, within property zoned "GI" General Industrial, located at the southeast corner of South Mallard Avenue and East Yellowstone Drive intersection with the preliminary address of 2909 South Mallard Avenue (part of Parcel 33-07091).

A public hearing was held on Tuesday, July 19, 2016 where the applicant and owner of Midwest Auto Movers, Sam Reseburg, stated that he is available for

questions and wants it to be on record that without this conditional use this project will not be built within the City of Marshfield city limits. Staff recommended denial of the request. The Plan Commission recommended the following action:

APPROVE the conditional use permit request by Midwest Auto Movers to allow an exception to the hard surfacing requirement to allow a large portion of the traffic circulation and parking areas to be gravel within property zoned "GI" General Industrial, located at the southeast corner of South Mallard Avenue and East Yellowstone Drive intersection with the preliminary address of 2909 South Mallard Avenue (part of Parcel 33-07091) with the following conditions:

1. In addition to the proposed hard surfaced staff parking area shown on the plan, an additional paved area shall be extended to include the driveway portion north of the proposed building apron, connecting to the north access point, within one year of Conditional Use approval.
2. Onsite truck traffic flow will be from the south to the north.
3. Minor site changes may be administratively approved.

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

Resolution 2016-38

Conditional Use Request by Josh Gluege to exceed the maximum allowable accessory building area for a residential zoned property, exceeding 1,200 square feet and the footprint of the principal dwelling unit, zoned "SR-4" Single Family Residential, located at 2405 South Peach Avenue (Parcel 33-03469L).

A public hearing was held on Tuesday, July 19, 2016 where the applicant and owner of the subject property, Josh Gluege, stated that he is available for questions and made one final plea to allow the 10' x 10' utility storage shed. Leon Knaak, owner of 615-617 E 25th St, stated that he had a concern with the change in zoning and that he had to follow the zoning when he built his homes in the City. He said everyone would like a bigger garage, but it should be an even playing field for everyone. The Plan Commission recommended the following action:

APPROVE a Conditional Use Request by Josh Gluege, excluding the 10' x 10' utility shed, based on the information presented and the conditional use criteria being met, exceeding the maximum allowable accessory building area for a residential zoned property of 1,200 square feet, zoned "SR-4" Single Family Residential, located at 2405 South Peach Avenue (Parcel 33-03469L) with the following conditions:

1. The property may be developed as presented excluding the utility shed allowing up to 1,612 square feet of accessory space.
2. Minor site changes may be administratively approved.

3. The driveway apron measured at the sidewalk may not exceed 26 feet wide.

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

Resolution 2016-39

Conditional Use Request by Ric Kuse to exceed the maximum allowable accessory building area for a residential zoned property, exceeding the footprint of the principal dwelling unit, zoned "SR-4" Single Family Residential, located at 511 North Hinman Avenue (Parcel 33-02545BAB).

A public hearing was held on Tuesday, June 21, 2016 where no public comment was made. The Plan Commission recommended the following action:

APPROVE a Conditional Use Request by the by Ric Kuse to exceed the maximum allowable accessory building area for a residential zoned property, exceeding the footprint of the principal dwelling unit, zoned "SR-4" Single Family Residential, located at 511 North Hinman Avenue (Parcel 33-02545BAB), subject to the following conditions:

1. The garage addition may be constructed as presented allowing minor site changes to be administratively approved.
2. The existing shed space must be removed as depicted on the plan prior to the completion of the garage addition.
3. The new garage addition shall match the existing garage with similar materials.

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

Council Options

The Common Council can take the following actions:

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

Recommendation

Approve Resolution 2016-36, Resolution 2016-37, Resolution 2016-38, and Resolution 2016-39.

Attachments

1. Resolution 2016-36
2. Resolution 2016-37
3. Resolution 2016-38
4. Resolution 2016-39

Concurrence:



Jason Angell
Director of Development Services



Steve Barg
City Administrator

RESOLUTION NO. 2016-36

Document Number

Document Title

A Resolution approving a Conditional Use Request by Shannon Schnitzler on behalf of Bradley and Connie Porter to permit a 4-bed Adult Family Home, "Community Living Arrangement" use in the "SR-3" Single Family Residential district, with plans to construct an addition in the backyard and expand to an 8-bed Community Based Residential Facility in the future, located at 414 East 19th Street, City of Marshfield, Wood County, Wisconsin.

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

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 19th day of July, 2016 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

Lots 3 & 4 of Block 5, Mau's Third Cherry Court Subdivision, located in the SW 1/4 of the NW 1/4 and SE 1/4 of the NW 1/4 of Section 17, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

SECTION 2. The above described property, is permitted to establish a 4-bed Adult Family Home, "Community Living Arrangement" use in the "SR-3" Single Family Residential district, with plans to construct an addition in the backyard and expand to an 8-bed Community Based Residential Facility in the future, and include an exception for the total "Community Living Arrangement" population to exceed 1% of the City population and 1% of the Aldermanic District population in addition to being located within 2,000 feet of another Community Living Arrangement, located at 414 East 19th Street.

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

See Attachment A – Conditions/Exceptions for CUP Request

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

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

ADOPTED _____

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED _____

DEB M. HALL, City Clerk

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

STATE OF WISCONSIN COUNTY OF _____

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

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

Recording Area

Name and Return Address

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

33-06485

Parcel Identification Number (PIN)

CITY OF MARSHFIELD, WI

RESOLUTION NO. 2016-36

ATTACHMENT A

CONDITIONS AND EXCEPTIONS

1. The Conditional Use Permit shall expire if the proper license to establish a 4-bed Adult Family Home is not obtained within 12 months of Common Council approval or if the license is not maintained for a period of 12 or more consecutive months.
2. The site plan for the ramps and addition are approved, allowing minor modifications to be approved administratively, including future driveway expansions needed to meet the parking requirements as long as the changes do not result in development becoming non-compliant with this conditional use permit or other zoning code requirements.
3. Applicant is responsible for applying for any building permits needed.
4. Any exterior changes or additions to the facility must be constructed of similar building materials and visual appearance as the house.
5. Construction for the addition for the 8-bed facility must be completed within 3 years of acquiring the property. Failure to complete the addition within the allotted timeframe shall trigger a Plan Commission review of the Conditional Use Permit prior to the issuance of a Certificate of Occupancy for the addition.
6. All staff parking must be provided on-site.
7. The Conditional Use Permit shall be reviewed within one year of Common Council approval.

RESOLUTION NO. 2016-37

Document Title

Document Number

A Resolution approving a Conditional Use Request by Midwest Auto Movers to allow an exception to the hard surfacing requirement to allow a large portion of the traffic circulation and parking areas to be gravel within property zoned "GI" General Industrial, located at the southeast corner of South Mallard Avenue and East Yellowstone Drive intersection with the preliminary address of 2909 South Mallard Avenue, City of Marshfield, Wood County, Wisconsin.

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

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 19th day of July, 2016 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

Being Lot 1 of Wood County Certified Survey Map No. 9217, recorded in Volume 32 of Survey Maps, Page 117, located in the NW ¼ of the NW ¼ and NE ¼ of the NW ¼ and NW ¼ of the NE ¼ of Section 22, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

SECTION 2. The above described property, is granted an exception to the hard surfacing requirement to allow a large portion of the traffic circulation and parking areas to be gravel as presented, within property zoned "GI" General Industrial, located at the southeast corner of South Mallard Avenue and East Yellowstone Drive intersection with the preliminary address of 2909 South Mallard Avenue.

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

1. In addition to the proposed hard surfaced staff parking area shown on the plan, an additional paved area shall be extended to include the driveway portion north of the proposed building apron, connecting to the north access point, within one year of Conditional Use approval.
2. Onsite truck traffic flow will be from the south to the north.
3. Minor site changes may be administratively approved.

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

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

ADOPTED _____

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED _____

DEB M. HALL, City Clerk

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

STATE OF WISCONSIN COUNTY OF _____

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

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

Recording Area

Name and Return Address

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

33-07091

Parcel Identification Number (PIN)

RESOLUTION NO. 2016-38
Document Title

Document Number

A Resolution approving a Conditional Use Request by Josh Gluege to exceed the maximum allowable accessory building area for a residential zoned property, exceeding 1,200 square feet and the footprint of the principal dwelling unit, zoned "SR-4" Single Family Residential, located at 2405 South Peach Avenue, City of Marshfield, Wood County, Wisconsin.

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

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 19th day of July, 2016 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

Being Lot 2 of Wood County Certified Survey Map No. 5835, recorded in Volume 20 of Survey Maps, Page 135, located in the NE ¼ of the SW ¼ of Section 17, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

SECTION 2. The above described property, is permitted to construct a single family dwelling unit with an attached garage up to 780 square feet in area while retaining the existing 832 square foot detached garage on the property, exceeding the maximum allowable accessory building area for a residential zoned property, exceeding 1,200 square feet, zoned "SR-4" Single Family Residential, located at 2405 South Peach Avenue.

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

1. The property may be developed as presented excluding the utility shed allowing up to 1,612 square feet of accessory space.
2. Minor site changes may be administratively approved.
3. The driveway apron measured at the sidewalk may not exceed 26 feet wide.

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

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

ADOPTED _____

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED _____

DEB M. HALL, City Clerk

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

STATE OF WISCONSIN COUNTY OF _____

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

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

Recording Area

Name and Return Address

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

33-03469L

Parcel Identification Number (PIN)

RESOLUTION NO. 2016-39

Document Title

Document Number

A Resolution approving a Conditional Use Request by Ric Kuse to exceed the maximum allowable accessory building area for a residential zoned property, exceeding the footprint of the principal dwelling unit, zoned "SR-4" Single Family Residential, located at 511 North Hinman Avenue, City of Marshfield, Wood County, Wisconsin.

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

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 19th day of July, 2016 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

A part of Lot 6 of Block "V" of John P. Hume's First Addition to the City of Marshfield, Wisconsin and further described as follows: Commencing at the intersection of the Easterly line of Hinman Avenue and the Southerly line of Fillmore Street extended, thence Southeasterly along the Southerly line of Fillmore Street extended 135 feet, thence Southwesterly parallel to Hinman Avenue 380 feet which is the point of beginning, thence continue Southwesterly parallel to Hinman Avenue 109.4 feet, thence Northwesterly parallel to the Southerly line of Fillmore Street extended 135 feet to the Easterly line of Hinman Avenue, thence Northeasterly along the Easterly line of Hinman Avenue 109.4 feet, thence Southeasterly parallel to the Southerly line of Fillmore Street extended 135 feet to the point of beginning.

SECTION 2. The above described property, is permitted to construct a garage addition, exceeding the maximum allowable accessory building area for a residential zoned property, exceeding the footprint of the principal dwelling unit, zoned "SR-4" Single Family Residential, located at 511 North Hinman Avenue.

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

- 1. The garage addition may be constructed as presented allowing minor site changes to be administratively approved.
2. The existing shed space must be removed as depicted on the plan prior to the completion of the garage addition.
3. The new garage addition shall match the existing garage with similar materials.

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

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

ADOPTED _____

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED _____

DEB M. HALL, City Clerk

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

STATE OF WISCONSIN COUNTY OF _____

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

Recording Area

Name and Return Address

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

33-02545BAB

Parcel Identification Number (PIN)

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



City of Marshfield Memorandum

TO: Judiciary and License Committee
FR: Deb M. Hall, City Clerk
DT: July 12, 2016
RE: Ordinance No. 1337

BACKGROUND

On July 22, 2003, the Common Council passed Ordinance No. 980 creating an Economic Development Grant for holders of Reserve “Class B” Liquor Licenses - \$10,000. The holder of such license could apply for a grant in an amount not to exceed \$9,000 within twelve (12) months of the date of issuance of the Reserve License.

The State passed Act 286 – Creating Additional Exceptions to State Imposed Quotas on Intoxicating Liquor Licenses. In exchange for these new quotas, Act 286 made two changes to current law sought by the Tavern League. One of those changes specifies that the initial \$10,000 fee charged for any Reserve “Class B” Liquor license may not be rebated or refunded after June 1, 2016.

ANALYSIS

With the passage of Act 286 the City of Marshfield needs to repeal Municipal Code Section 9-25 (1)(g)(3).

RECOMMENDATION

I recommend that the Judiciary and License Committee forward Ordinance No. 1337 to the Common Council for a first reading.

Concurrence:

Steve Barg, City Administrator

ORDINANCE NO. 1337

An Ordinance amending Chapter 9 of the City of Marshfield Municipal Code.

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

SECTION 1. Section 9-25(1)(g)(3) of the Marshfield Municipal Code is hereby repealed and shall read as follows:

(1)(g)(3) REPEALED – ~~Economic Development Grant for Reserve Class B License~~

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~~3. The City of Marshfield hereby finds that it is in the interests of the public welfare to increase the property tax base, provide employment opportunities, attract tourists and generally enhance the economic and cultural climate of the community by providing additional economic incentives for new businesses with liquor licenses.~~

~~a. The holder of a Reserve Class B license may apply for an Economic Development Grant in an amount not to exceed \$9,000 within twelve (12) months of the date of issuance of the Reserve Class B License. The holder shall complete an Application for Economic Development Grant for Reserve Class B Liquor Licenses, available from the City Clerk, and shall attach complete, legible copies of paid invoices or receipts evidencing or documenting improvements made to the licensed premises in an amount equal to or greater than the amount requested in the Economic Development Grant application.~~

~~b. The Reserve Liquor License Grant Review Team (hereinafter "Review Team"), consisting of the Clerk, Finance Director and the Planning and Economic Development Director, shall review the grant application and either approve or deny the application, as appropriate. The grant funds shall not be disbursed until the licensed premises listed on the application is operating and open to the public.~~

~~e. If the Review Team determines that the licensee is not in compliance with the approved license or grant application requirements set forth above, the Economic Development Grant request shall be denied and the Clerk shall make such findings in writing and cause to be delivered a copy of the findings to the licensee. If the licensee disagrees with the Review Team's determination, the licensee may file a written notice of appeal upon the Clerk within ten (10) calendar days of the delivery of the Review Team's findings to the licensee. The Clerk shall forward said notice of appeal to the Judiciary, License and Cemetery Committee, which shall hold a hearing thereon within fifteen (15) business days.~~

~~— If the Judiciary, License and Cemetery Committee finds that the licensee is in compliance with license requirements and the grant application satisfies requirements set forth in sub paragraph 2. above, then Judiciary, License and Cemetery Committee shall notify the Review Team and the Review Team shall authorize the payment of the Economic Development Grant in accordance with subparagraph 3. above.~~

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: _____

~~Gary Cummings, Council President~~
Chris L. Meyer Mayor

APPROVED: _____

ATTEST: _____
Deb M. Hall, City Clerk

PUBLISHED: _____

ORDINANCE NO. 1337

An Ordinance amending Chapter 9 of the City of Marshfield Municipal Code.

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

SECTION 1. Section 9-25(1)(g)(3) of the Marshfield Municipal Code is hereby repealed and shall read as follows:

(1)(g)(3) REPEALED

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: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



City of Marshfield Memorandum

DATE: July 21, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Ordinance No. 1338 - room tax rate increase to 8% as of January 1, 2017

Background

Wisconsin Statutes allows municipalities to impose a tax on rooms provided at hotels and other lodging facilities. These monies are to be used for tourism and promotion activities. Marshfield's room tax rate is 6%, but State law provides that a maximum rate of 8% may be charged, and Wausau, Stevens Point, and Wisconsin Rapids are all currently at 8%.

Analysis

Under State law and Marshfield Municipal Code, funds collected through the first 4% are split evenly by the Convention & Visitors Bureau (CVB) and City of Marshfield (for use by our Parks & Recreation Department). The remaining 2% is divided as follows: 70% to CVB; 30% to the City for Parks & Recreation. Total room tax collection in Marshfield is now estimated at \$325,000, with \$185,000 going to CVB and \$140,000 going to the City. Assuming no changes in room rates, vacancies, etc., a 2% increase would generate about \$108,000. The additional funds (and maybe some of the City's current allocation) would go entirely to CVB, due to recent changes made to Chapter 66 of Wisconsin Statutes. See the attached portion of the State's room tax law for more details.

Benefits

I've attached a request from Matt McLean, Executive Director of Marshfield Convention & Visitors Bureau, Inc. outlining how the additional revenue could help them improve tourism/promotion efforts, bringing more visitors to Marshfield and enhancing economic development. As stated on his request, they've talked with lodging owners, who are quite supportive of this requested increase in the City's room tax rate.

Recommendation

Staff recommends that the Council hold the first reading of attached Ordinance No. 1308, asking questions and raising any concerns you might have. No action is requested at this time, but this item would be scheduled for second reading and adoption on August 9th.

*Recent change to Wisconsin Statutes 66.0615
(allocation of room taxes generated)*

6. If a municipality issued debt or bond anticipation notes before January 1, 2005, to finance the construction of a municipally owned convention center or conference center, nothing in this section may prevent the municipality from meeting all of the terms of its obligation.

7. Notwithstanding the provisions of subds. 1. and 2., any amount of room tax revenue that a municipality described under s. 77.994 (3) is required to spend on tourism promotion and tourism development shall be forwarded to, and spent by, the municipality's tourism entity, unless the municipality creates a commission and forwards the revenue to the commission.

8. The governing body of a tourism entity shall include either at least one owner or operator of a lodging facility that collects the room tax described in this section and that is located in the municipality for which the room tax is collected or at least 4 owners or operators of lodging facilities that collect the room tax described in this section and that are located in the zone for which the room tax is collected. Subdivision 4., as it applies to a commission, applies to a tourism entity.

(dm) Beginning with the room tax collected on January 1, 2017, by a municipality that collected a room tax on May 13, 1994, as described in par. (d) 2., and retained more than 30 percent of the room tax collected for purposes other than tourism promotion and tourism development, such a municipality may continue to retain, each year, 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 retained as the municipality retained in its 2012 fiscal year.

4. For fiscal year 2020, the same dollar amount of the room tax retained 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.

(e)

1. Subject to subd. 2., a district may adopt a resolution imposing a room tax under par. (a) in an amount not to exceed 3% of total room charges. A majority of the authorized members of the district's board may vote that, if the balance in a special debt service reserve fund of the district is less than the requirement under s. 229.50 (5), the room tax imposed by the district under this subdivision is 3% of total room charges beginning on the next January 1, April 1, July 1 or October 1 after the payment and this tax is irrevocable if any bonds issued by the district and secured by the special debt service reserve fund are outstanding. A room tax imposed by a district under this subdivision applies within the district's jurisdiction, as specified in s. 229.43, and the proceeds of the tax may be used only for the district's debt service on its bond obligations. If a district stops imposing and collecting a room tax, the district's sponsoring municipality may impose and collect a room tax under par. (a) on the date on which the district stops imposing and collecting its room tax.

2. In addition to the room tax that a district may impose under subd. 1., if the district's only sponsoring municipality is a 1st class city, the district may adopt a resolution imposing an additional

ORDINANCE NO. 1338

An Ordinance amending Sections 2-104 and 4-38 of the Marshfield Municipal Code relating to Room Tax within the City of Marshfield.

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

SECTION 1. The Convention and Visitors Bureau is hereby dissolved and Section 2-104 of the Marshfield Municipal Code shall be deleted in its entirety and replaced with the following:

Sec. 2-104. Tourism Entity.

The Common Council shall contract with a tourism entity or another organization to perform the functions of a tourism entity if no tourism entity exists within the City pursuant to § 66.0615 Wis. Stats.

SECTION 2. Sub-Section 4-38(1), Definitions, is hereby amended to read as follows:

(1) *Definitions.* The following terms shall have the designated meanings in this section:

“*Gross receipts*” has the meaning defined in § 77.51(4)(a), (b) and (c) Wis. Stats., insofar as applicable.

“*Hotel and motel*” means a building or group of buildings in which the public may obtain accommodations for a consideration, including, without limitation, such establishments as inns, motels, tourist homes, tourist houses or courts, lodging houses, rooming houses, summer camps, apartment hotels, resort lodges and cabins and any other building or group of buildings, including mobile homes as defined in § 66.0435(1)(d) Wis. Stats., in which accommodations are available to the public, except accommodations rented for a continuous period of more than one month and accommodations furnished by any hospital, sanitarium or nursing home, or by corporations or associations organized and operated exclusively for religious, charitable or educational purposes provided that no part of the net earnings of such corporations and associations inures to the benefit of any private shareholder or individual.

“*Tourism entity*” shall have the same meaning as set forth in § 66.0615 Wis. Stats.

“*Transient*” means any person residing for a continuous period of less than one month in a hotel, motel or other furnished accommodations available to the public.

SECTION 2. Sub-Section 4-38(2), Imposition of tax, is hereby amended to read as follows:

(2) *Imposition of tax.* Pursuant to § 66.0615 Wis. Stats. a tax is hereby imposed on the privilege and service of furnishing, at retail, except sales for resale, of rooms or lodging to transients by hotel keepers, motel operators and other persons furnishing accommodations that are available to the public, irrespective of whether membership is required for the use of the accommodations, but such tax shall apply only if such services are subject to the Wisconsin Sale Tax imposed by §§ 77.52—77.62 Wis. Stats. Such tax shall be at the rate of eight percent of the gross receipts from such retail furnishing of rooms or lodgings, which tax is an increase of two percent from

the previous tax rate. Such tax shall not be subject to the selective sales tax imposed by § 77.52(2)(a)1 Wis. Stats.

SECTION 3. Sub-section 4-38(3)(a), Collection of tax, is hereby amended to read as follows:

- (a) Collection of tax. This section shall be administered by the finance director. The tax imposed is due and payable on the last day of the month next succeeding the calendar quarter for which imposed. A return shall be filed with the finance director, by those furnishing at retail such lodging, on or before the same date on which such tax is due and payable. Such return shall show the gross receipts of the preceding calendar quarter from such retail furnishing of rooms or lodging, the amount of taxes imposed for such period, and other such information as the finance director deems necessary. Every person required to file such quarterly return shall, with his first return, elect to file an annual calendar year or fiscal year return. Such annual return shall be filed within 90 days of the close of each such calendar or fiscal year. The annual return shall summarize the quarterly returns, reconcile and adjust for errors in the quarterly returns, and contain certain such additional information as the finance director requires. Such annual returns shall be made on forms as prescribed by the finance director. All such returns shall be signed by the person required to file a return or his duly authorized agent, but need not be verified by oath. The finance director may, for good cause, extend the time for filing any return, but in no event longer than one month from the filing date.

SECTION 4. Sub-section 4-38(3)(b) is hereby amended to read as follows:

- (b) Distribution of tax. The room tax collected shall be allocated as follows:
1. Two percent or one-third of the gross receipts from such tax shall be allocated for public parks and/or Wildwood Park and Zoo development.
 2. Two percent or one-third of the gross receipts from such tax shall be allocated to a Tourism Entity as defined in § 66.0615(1)(f) Wis. Stats.
 3. Thirty percent of the increase in room tax of four percent of the gross receipts of such tax shall be allocated for public parks and/or Wildwood Park and Zoo development.
 4. Seventy percent of the increase in room tax of four percent shall be allocated to a Tourism Entity as defined in § 66.0615(1)(f) Wis. Stats.

SECTION 5. Sub-section 4-38(3)(c) is hereby created to read as follows:

- (c) Beginning with room tax collected on January 1, 2017 the City shall retain only such room tax for purposes other than tourism promotion and tourism development as provided for in § 66.0615(dm) Wis. Stats.

SECTION 6. Section 4-38(8), Office Audit, of the Marshfield Municipal Code shall be recreated by replacement of said subsection in its entirety to read as follows:

(8) *Enforcement of Room Tax Collection.* The City as a means of collecting room tax may exchange audit and other information with the department of revenue and may do any of the following:

- (a) If the City has probable cause to believe that the correct amount of room tax has not been assessed or that the tax return is not correct, inspect and audit the financial records of any person subject to the room tax to determine whether the correct amount of room tax is assessed and whether any room tax return is correct.
- (b) Any person who fails to comply with a request to inspect and audit the person's financial records under par. (a) shall be subject to a forfeiture, not to exceed 5% of the room tax under section 4-38(2) of this Code or under section 4-38(8)(c).
- (c) Determine the room tax due according to its best judgment if a person required to make a return fails, neglects or refuses to do so for the amount, in the manner and form and within the time prescribed by the City.
- (d) Require each person who is subject to paragraph (c) to pay an amount of taxes that the City determines to be due under paragraph (c) plus interest at the rate of 1% per month on the unpaid balance. No refund or modification of the payment determined may be granted until the person files a correct room tax return and permits the municipality or district to inspect and audit his or her financial records under paragraph (a).
- (e) If a person subject to the room tax fails to pay under section 4-38(2), the person shall be subject to a forfeiture, not to exceed 25% of the room tax due for the previous year under 4-38(2) or paragraph (c) herein, or \$5,000 whichever is less.

SECTION 7. Section 4-38(9), Field Audit, of the Marshfield Municipal Code shall be recreated by replacement of said subsection in its entirety to read as follows:

(9) *Late filing fee.* Delinquent tax returns shall be subject to a late filing fee of \$25. The room tax imposed under this section shall become delinquent if not paid:

- (a) In the case of a timely filed return, within 30 days after the due date of the return, or within 30 days after expiration of an extension period if one has been granted.
- (b) In the case of no return being filed or a return filed late, by the due date of the return.

SECTION 8. Section 4-38(10), Estimated assessment, of the Marshfield Municipal Code shall be recreated by replacement of said subsection in its entirety to read as follows:

(10) *Records.* Every person liable for payment of room tax shall keep or cause to be kept such books, records, memoranda, receipts, invoices and other pertinent papers, property, or other forms necessary for the City to verify the tax liability of the person or of another person.

SECTION 9. Section 4-38(11), Interest, of the Marshfield Municipal Code shall be recreated by replacement of said subsection in its entirety to read as follows:

(11) *Confidentiality*. Confidentiality shall be maintained in accordance with the following:

- (a) All tax returns, schedules, exhibits, writings or audit reports relating to such returns, on file with the finance director, are deemed to be confidential, except the finance director or his or her designee may divulge their contents to the following and no others:
 1. The person who filed the return.
 2. Officers, agents or employees of the federal Internal Revenue Service or the Wisconsin Department of Administration.
 3. The assessor; city attorney; mayor; city administrator; or finance, budget and personnel committee chairperson.
 4. Such other public officials of the City of Marshfield as may be deemed necessary by the finance director.
- (b) No person shall make known in any manner the business affairs, operations or information obtained by an investigation of records received or obtained under this section of any person on whom a tax is imposed by this section, or the amount or source of income, profits, losses or expenditures, or any particular thereof, set forth or disclosed in any return, or to permit any return or copy thereof to be seen or examined by any persons unless provided by this section except:
 1. As may be necessary in the discharge of duties imposed by law or of the duties of his or her office or by order of a court.
 2. Publishing of statistics is authorized if classified so as not to disclose the identity of particular returns.
 3. Any person violating this subpart as to confidentiality shall be subject to a forfeiture of not less than \$100 nor more than \$500.

SECTION 10. Section 4-38(12), Late filing fee, of the Marshfield Municipal Code shall be recreated by replacement of said subsection in its entirety to read as follows:

(12) *Tax collection fee*. Any person who collects and remits the tax imposed by this section shall be entitled to a collection fee of two percent of the tax so collected. The fee shall be itemized on the tax return and shall be retained from the amount collected and remitted.

SECTION 11. Section 4-38(13), Nonfiling or late filing penalty, of the Marshfield Municipal Code shall be recreated by replacement of said subsection in its entirety to read as follows:

(13) *Penalty*. Any person who is subject to the room tax as provided in this section and fails to obtain a permit as required in subsection (4) of this section or any person who violates any other provision of this section the penalty for which has not been specifically provided for shall be subject to a forfeiture of not less than \$100 nor more than \$500.

SECTION 12. Sections 4-38(14) Security required, (15) Records, (16) Confidentiality, (17) Tax collection fee and (18) Penalty of the Marshfield Municipal Code shall be amended, deleted and replaced as provided herein. The entire section 4-38 of the Marshfield Municipal Code shall consist of the numbered subsections 4-38(1) through 4-38(13), as reflected in this Ordinance 1308 as set forth in sections 2 through 9 above. And a redlined version of section 4-38 as amended hereby shall be attached hereto at the time of adoption by the Common Council.

SECTION 13. 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 14. 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 15. This ordinance shall take effect and be in force on January 1, 2017.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



City of Marshfield Memorandum

DATE: July 20, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Resolution No. 2016-35: Decision not to participate in Marathon County's
"Uniform Addressing System" project

Background

As outlined on the attached letter and documents, Marathon County is inviting the City of Marshfield to take part in its "Uniform Addressing System" initiative. For reasons noted on the attached resolution, staff believes that the City shouldn't participate in this project.

Recommendation

Staff recommends Council approval of Resolution No. 2016-35.

RESOLUTION NO. 2016-35

DECISION NOT TO PARTICIPATE IN MARATHON COUNTY'S
"UNIFORM ADDRESSING SYSTEM" PROJECT

WHEREAS, Marathon County is moving ahead with a Uniform Addressing System project in its attempt to improve safety throughout the county; and

WHEREAS, under Marathon County's Uniform Addressing System Ordinance, unincorporated municipalities must participate, while incorporated communities are invited to do so; and,

WHEREAS, the vast majority of lands within the corporate boundaries of the City of Marshfield are located in Wood County; and

WHEREAS, the City of Marshfield has very little, if anything, to gain from participation in this Marathon County initiative; and,

WHEREAS, implementing a Uniform Addressing System could possibly cause some unintended consequences, including costs to the City, along with impacts to voter registration and the selection of municipal street names.

NOW, THEREFORE BE IT RESOLVED that the Marshfield Common Council hereby decides not to participate in Marathon County's Uniform Addressing System project, and directs the City Administrator to convey this decision to the appropriate County officials.

Approved by the Common Council of the City of Marshfield this 26th day of July, 2016.

ADOPTED _____

Chris L. Meyer, Mayor

APPROVED _____

Lori A. Panzer, Deputy City Clerk



July 6, 2016

Chris L. Meyer Mayor
City of Marshfield
630 S Central Ave Ste 502
Marshfield WI 54449

MARATHON COUNTY UNIFORM ADDRESSING

Mayor Meyer,

On behalf of Marathon County, I am inviting City of Marshfield to participate in the implementation of the Uniform Addressing System. As a result of the Marathon County Uniform Addressing System Ordinance adopted by the Marathon County Board on February 16, 2016, all unincorporated municipalities are required to participate in a uniform address system. However, the Marathon County Board understands that in order to be the safest county in the state, incorporated municipalities should be invited to voluntarily participate in the implementation of the uniform addressing system. The Marathon County Board is committed to ensuring the safety of all residents and visitors.

To support all communities with the conversion to a uniform addressing system, the county has allocated \$1.2 million to assist municipalities. However, this financial assistance to local communities is limited to the initial implementation efforts scheduled to begin in 2017.

My hope is that you, as your community's leader, will share our belief that a county-wide uniform addressing system creates a safer community ensuring we provide residents and visitors with the "right emergency response to the right location at the right time." I encourage you to discuss this opportunity to join with Marathon County in the implementation of the uniform addressing system with your council or board.

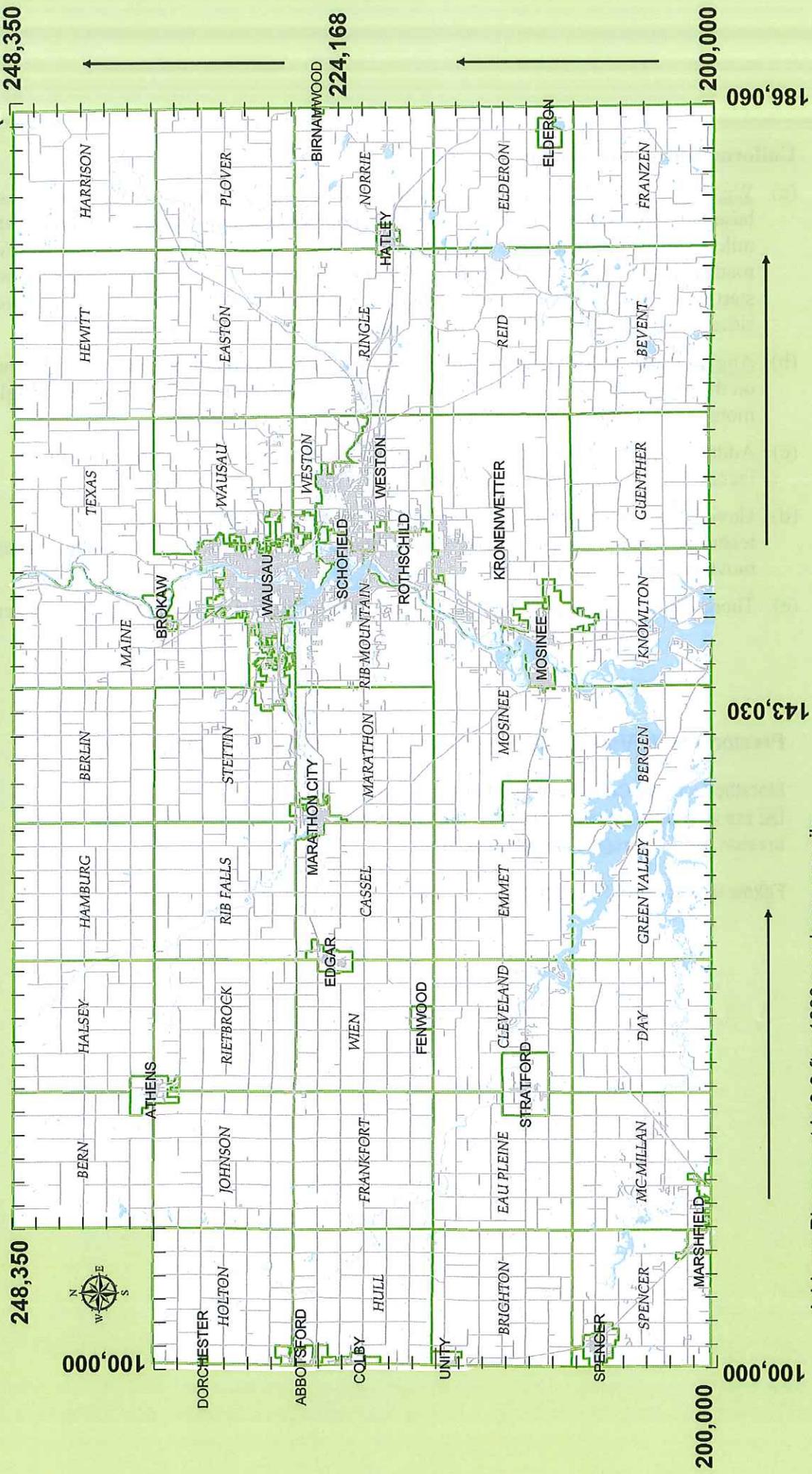
Marathon County is currently drafting the *Uniform Addressing Implementation Plan*. The plan is a collaboration of Marathon County and two advisory groups representing emergency response managers and municipal leaders. We hope to begin the initial implementation of the new uniform addressing system in 2017.

We will be asking your community to inform Marathon County of your decision to participate later this fall. As you discuss the topic, please refer to the two informational enclosures, or feel free to contact us for additional information which may help you. I have directed the Conservation, Planning and Zoning Department to be available for your assistance. Please feel free to contact Preston Vande Voort at 715.261.6000 or email Preston.VandeVoort@co.marathon.wi.us for additional information or to invite him to your upcoming meetings.

Sincerely,

Kurt Gibbs
Marathon County Board of Supervisors, Chairman
cc/enc: Deb M Hall, Clerk, City of Marshfield
Enclosures: 2

Marathon County Proposed Uniform Addressing Grid



Note:*** Addresses in the Proposed Uniform Address Grid are six digit numbers due to incorporated areas currently using a five digit address number.

Address Placement is 3.3 ft = 1600 numbers per mile

Uniform Addressing System

- (a) West-East or South-North Roads. There shall be an established west baseline and south baseline. The address number is a six digit number based on a grid of 1600 numbers per mile. The grid starts at the southwest corner of the county. A predominately west/east road will start at the west baseline of 100,000. A predominately south/north road will start from the south baseline of 200,000. Even numbers will be on the north and west sides of a road; odd numbers will be on the south and east sides of the road.
- (b) Angled Roads will be determined by CPZ and be assigned numbers accordingly, based on the significant direction of the road. Roads with a change of direction at an angle more than 75 degrees shall be numbered by adjusting the numbers.
- (c) Addresses in the Proposed Uniform Address Grid are six digit numbers due to incorporated municipalities currently using a five digit address number.
- (d) Having the starting point in the southwest corner of Marathon County uses the techniques and methods from the United States National Grid. Numbers increase as you move east and north in the grid.
- (e) There will be no alpha leaders used in the address in the new uniform address system.

Preston Vande Voort | GIS Specialist | County Addressing Coordinator

Marathon County Conservation, Planning & Zoning

✉ 210 River Drive | Wausau, WI 54403 ☎ 715.261.6048

preston.vandervoort@co.marathon.wi.us

Follow us: [Website](#) | [Facebook](#)



Marathon County Uniform Addressing

Communication & Education

- Who will this affect?
Town participation is required as the County has jurisdiction over addressing in unincorporated areas. Marathon County (MC) has offered its villages and cities an opportunity to participate in the uniform addressing system and cost-sharing.
- How are the voices in the participating communities heard?
Community participation is being conducted through advisory meetings and stakeholder input for the County Addressing Implementation Plan.
- What would help people going through this addressing change process?
MC will develop communication methods and check lists of what/how to do, and personal assistance will be provided.

Finance

- Who will pay for this?
MC has authorized \$1.2 million cost sharing to reimburse communities up to \$20/address.
- What are the procedures for reimbursement to participating communities?
Policies and procedures to be determined by MC
- What personal information will people have to change on their own?
Driver's license, billing statements, letterhead, financial/banking, etc.

Marathon County Uniform Addressing



Process

- Can you create the address system as simple as possible?
The proposed address system will start in the southwest corner of Marathon County. Addresses will be a 6 digit number. Addresses will increase moving east and north, with 1600 addresses per mile.
- How will emergency response areas be changed to not create confusion?
What we know is that implementation will begin in 2017. The phasing in and sequencing is to be determined.
- How will the Post Office handle such a large change?
MC will coordinate with the Post Office. Individuals will not need to fill out a Change of Address Form. The address conversion will happen between MC and the United States Post Office headquarters in Madison.
- How will Diggers Hotline be involved?
MC will coordinate with towns/sign installers to provide Diggers Hotline an Appointment Ticket "Multiple Vertical Dig Sites." Diggers Hotline gathers the information for each municipality and forwards it to Wisconsin Locating Companies. The project will receive the appropriate number of locators due to the magnitude of the project.

Technology

- How soon will Google Maps/Garmin/etc. update?
MC is in the process of contacting these companies to notify them of the changes. However, as these are private companies, we have little control over their update cycles.
- Will adjoining counties have access to the new addressing system data?
Yes, MC will contact adjoining counties to share information.
- Will I be able to match an old address to the new one?
MC will develop and make available a cross reference table with old and new addresses.



Marathon County Uniform Addressing

Road Naming

- Who will name new roads?
Towns will have the discretion over naming roads. Duplicate/similar road names will not be accepted. New road names need to be submitted to CPZ for approval. CPZ will place the name on the Road Name Master List under reserved names.
- Who determines which community keeps a duplicate/similar name?
MC needs the Municipal Advisory Group to help determine a road naming criteria to eliminate duplicate/similar road name. The final decision on criteria will be made by the Public Safety Committee.
- What happens to the name of the road that crosses into a non participating incorporated municipality that has a different road name?
This has not been determined.

Address Signs

- What kind of sign will you use?
The sign will be double sided, have the municipality name, street name and number.
- What is the best sign selection regarding visibility?
MC needs the Emergency Management Services advisory group to help determine the color and placement of signs.
- What will happen to my decorative stone address?
This has not been determined.

Preston Vande Voort
Marathon County
Conservation, Planning, and Zoning

Preston.VandeVoort@co.marathon.wi.us

(715) 261-6048

Last edited 7/6/16



City of Marshfield Memorandum

DATE: July 21, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Vacancy – unexpired term of Councilmember Reinart

Background

On July 19th, Rich Reinart resigned (effective immediately) as the Council representative from District #6. He was elected in April 2015 and would have been up for re-election in April 2017. Under Section 2-06 of the Marshfield City Code (copy attached), the Council may fill the vacancy through the procedure outlined, if so desired. On the other hand, the Council can choose to let the position remain vacant until the next election; however, that would leave District #6 unrepresented for a period of approximately 8 months.

Recommendation

If the Council wishes to fill the vacant position in District #6, staff will look for a motion directing the City Clerk to begin the process as outlined in Section 2-06.

Sec. 2-06. Vacancies.

(1) *How occurring.* Vacancies in elective and appointive positions are caused as provided in §§ 17.03 and 17.035 Wis. Stats.

(2) *How filled.* Vacancies in elective and appointive offices shall be filled as provided in § 17.23 Wis. Stats.

(3) Procedure for Filling Vacancies. The following procedures shall apply to fill vacancies in elective offices except the City Clerk and the City Assessor:

(a) The City Clerk shall advertise the vacancy by (i) publication of a notice in the local newspaper for the City of Marshfield once a week for two (2) weeks and (ii) simultaneously posting a notice on the City's website for a continuous period of not less than fourteen (14) calendar days. The notice shall contain the qualification requirements for the elective office including, but not limited to, a statement that the applicant must be eighteen (18) years of age or older, a qualified elector of the City and any additional specific qualifications for the elected office. In addition, the notice shall set forth a date and time (deadline) for submitting applications and an address to which the applications must be sent.

(b) Applicants shall submit a statement or letter of interest together with a resume not later than the deadline set forth by the City Clerk in the published notice.

(c) The City Clerk shall notify all applicants of the date, time and location of the Common Council meeting at which all applicants shall appear before the Common Council to give an oral presentation and to answer questions. The notice shall be given not less than five (5) days before the date of the Common Council meeting.

(d) At the next succeeding Common Council meeting, alderpersons may ask questions of candidates for the elective position. The Common Council shall then vote by written ballot. If there are less than three (3) candidates for the elective office, the candidate with the most votes on the first ballot shall be deemed elected to the position. If there are three (3) or more candidates for the elective office on the first ballot, the Common Council shall vote on the entire group of candidates and the two candidates receiving the highest number of votes shall be considered for election to the elective office. Then, the Common Council shall vote a second time as to the two (2) remaining candidates and the candidate securing the most votes shall be deemed elected to the elective office.



City of Marshfield Memorandum

DATE: July 21, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Possible creation of an Economic Development Organization (EDO)

Background

During the past year, the Economic Development Board (EDB) has looked at the possible creation of an Economic Development Organization (EDO). This organization would be entirely separate from city government, and it would be well positioned to encourage and promote business development through innovative approaches, including raising venture capital, securing “angel” investors, forging new partnerships with business and industry, and helping pull together development proposals. The EDO is not intended to replace any of our existing economic development structure (EDB, city staff, Business Development Director at MACCI), but to be a private development arm of our economic development efforts. The EDB has entered into an agreement with Redevelopment Resources (copy attached) for the professional consulting services necessary to help create an EDO.

Recommendation

This item is for informational purposes only; however staff would welcome questions, concerns, or comments as this process gets underway.



REDEVELOPMENT RESOURCES

Marshfield Economic Development Board

Proposal for Services
June 21, 2016

Redevelopment Resources
211 S. Paterson St. Suite 320, Madison, WI 53703
www.redevelopment-resources.com
715.581.4339



Introduction:

Redevelopment Resources has been asked to provide a proposal for services to assist the Marshfield Economic Development Board with creating a private sector economic development organization (EDO). There are several levels of assistance and many things to consider when creating a stand-alone organization.

The basic needs of an organization would include creating an organizational structure and funding model, drafting by-laws, developing mission/vision/goals, a work plan and budget for the first few years. A review of activities most appropriately carried out by the new organization would be essential to ensure the focus is on the work with the most opportunity for biggest impact. The City of Marshfield is at the unique and challenging community size where implementation of economic development activities teeters between limited municipal staff, regional organizations and free-standing, private sector groups.

Redevelopment Resources is well-positioned, experientially, to assist the EDB with a host of services to guide the creation of a new entity to best serve the community and meet stated goals.

Organizational Description:

Redevelopment Resources provides development and redevelopment solutions to municipalities, business and organizations which enhance the vitality of the community and improve the local economy. Redevelopment Resources team members have a combined 130 years of experience in communities working to create vibrant business districts and successful economies. Team members have worked together for years in varying capacities and from different vantage points actually doing development work and producing successful results, not just consulting on it.

Our clients include municipalities, non-profit organizations, businesses and property owners. Our economic development, real estate, organizational and planning advisory services can assist in realizing market opportunities, seizing a competitive advantage and implementing the plan to achieve public and private sector goals.

We specialize in identifying opportunities, conducting the proper due diligence, bringing resources (financial, human, technical etc.) and providing solutions to projects necessary to meet community goals and produce intended results.

Redevelopment Resources' collective experience with economic, community and re-development is extensive. Having the vision combined with the knowledge and experience to execute complete projects from conception to implementation gives Redevelopment Resources, and thus the communities in which we work a competitive edge in today's marketplace.

Services offered in the following areas:

Marketing organizations, products and services
Organization Structure and Management
Fundraising and incentives/deal structure
Seminars and Training
Networking and relationship building

Economic Development/Redevelopment
Community Development
Public Speaking
Market and project analysis/feasibility

"Redevelopment Resources did a tremendous job in working with the Community Development Authority Board for policy updates, organizational structure, strengthening the agency, compliance with current federal guidelines and general education of board members. After four months of involvement from Redevelopment Resources, we now have a much more effective, efficient organization to carry out the very important development and redevelopment work that needs getting done".

- Mayor Andrew Halverson, City of Stevens Point, WI.

"Redevelopment Resources met with our City Council and provided insight and advised the City on important issues of future growth and financing measures. Thanks for the work you did in directing our steps ... we're headed in that direction, and progress is in MOTION!"

- Mayor Karyn Hippen, Thompson, ND

Personal attention, impartial recommendations, targeted experience These qualities are ones the City of West Bend sought and ultimately found when we contracted with Redevelopment Resources. Of their government constituents demand Value, Transparency, and Results. Redevelopment Resources helped my office; the City Council and Administration deliver on these expectations in a timely and professional manner. We are pleased with the relationship we have developed and look forward to partnering again in the future.

- Mayor Kraig Sadownikow, City of West Bend, WI

I am very pleased with the work that Redevelopment Resources provided to Downtown Eau Claire Inc., and the South Barstow BID District on a new downtown master plan. They engaged a good representation of downtown stakeholders in the process and listened carefully to the comments. The local sub-committee responsible for working closely with Redevelopment Resources felt they got more than their money worth of work product. In addition, Redevelopment Resources has started introducing us to potential developers and partners that can help us implement our new downtown plan.

-Mike Schatz, Economic Development Director, City of Eau Claire, WI

"The team at Redevelopment Resources conducted an in depth market analysis on our city and provided us with valuable insights and recommendations to put the data to work. We are now better equipped to meet existing business needs and attract new business to our community. They also provided realistic tactics we can employ to make lasting changes in our community for the benefit of all residents and visitors. Thanks RR!"

- Brian Olson, Mayor, City of Elkhorn, WI

"Redevelopment Resources' work on the City's Economic Development Action Plan was professional, customized and realistic. They listened and provided a usable strategy and action plan to guide our efforts well into the future. They recommended steps that are bold but implementable and provided organizational structure solutions to facilitate the implementation of the strategy. Their work went beyond our expectations."

- Jason Angell, Director of the Planning and Economic Development Department and Steve Barg, City Administrator, City of Marshfield, WI

Scope of Work:

Redevelopment Resources proposes the following activities to assist in the establishment of an independent, private economic development/redevelopment organization. These activities can be contracted in pieces or as a group of activities, depending on the needs of the organization.

- 1. Meet with Board to Establish Needs** 3-4 hours
 - a) Redevelopment Resources will meet with the EDB or other individuals wishing to establish new economic development/redevelopment organization.
 - b) Discuss reasons for formation and anticipated goals/hopes, possible funding sources.
 - c) Establish level of outside assistance desired based on list of activities below, and others not readily apparent

- 2. Development of Organizational Structure** 20-36 hours
 - a) Facilitate establishment of organizational structure; name, leadership, terms, duties, roles.
 - b) Establish entity type: Not-for-profit or Non-profit
 - c) Create by-laws

- 3. Develop Mission, Vision, Goals and Work Plan** 18 hours
 - a) Develop mission, vision,
 - b) Guide the existing membership in setting goals for the organization with
 - c) Create a framework for work plan and/or help prioritize projects

- 4. Create Funding Strategy** 18 hours
 - a) Develop understanding of how organization will be funded
 - b) Establish protocol for on-time vs. ongoing funding
 - c) Set up budget for organization
 - d) Generate list of options for funding for a variety of projects and types of work

Redevelopment Resources' approach to the work:

Kristen Fish and Mary Rajek will work together to meet with the group and provide the assistance listed above. Kristen Fish will serve as project manager and be the main point of contact.

Where Kristen and Mary's skills and experience cross and match up, this team offers solid representation and a consistent level of service for the organization and will work in earnest for its best short- and long-term interest.

Investment: Based on the items identified in the scope of work, an estimated 76 hours is projected to be invested. At the hourly rate of \$105/hour, an investment of \$7,980 can be expected. Only hours worked will be invoiced. Consultant team will not work more than 76 hours without express written permission prior to incurring the hours.

Mileage will be reimbursed at the current IRS rate of \$.54 per mile.

Project to be completed no later than 120 days from contract date.

Team Bios



**Kristen Fish, CEcD, Principal and Managing Partner
Redevelopment Resources**

Ms. Fish has 20 years of direct experience leading the business development efforts of a small municipality, and working in both media and manufacturing sectors. In 2009 she and two colleagues started Redevelopment Resource, an economic development consulting firm which operates throughout the Midwest. She has managed all aspects of a business development program including business recruitment, retention, entrepreneurial programming, marketing, loan fund management and deal structuring. She managed development in a 400+ acre industrial park, and also managed multiple Tax Increment Financing Districts from creation to fulfillment.

Her work through Redevelopment Resources focuses on bringing results to businesses and communities through proactive business recruitment, retention, creative financing, tax incremental financing district creation and implementation, organizational structure consulting and commercial real estate development and redevelopment.

Ms. Fish was President of the Wisconsin Economic Development Association (WEDA) in 2008 and served as the Executive Director from 2011-2014. Other organizational structure work through Redevelopment Resources includes department reorganization and executive search for the City of West Bend, WI; Interim Executive Director and Executive Search for the Fond du Lac County Economic Development Corporation (FCEDC); and Executive Search work for the City of Whitewater, WI.

She is a Board Member of the International Economic Development Council (IEDC) from 2006-2008, and again currently. She is a Certified Economic Developer (CEcD) through the International Economic Development Association, and an Economic Development Finance Professional, (EDFP) through the National Development Council. She has her Master of Business Administration from the University of Wisconsin, Oshkosh, and her Bachelor of Business Administration in Marketing from the University of North Dakota.

Mary Rajek, Economic Development Associate
Redevelopment Resources, LLC



Mary Rajek is an Economic Development professional with Redevelopment Resources focused on client project management, research and implementation. She has been working in economic development since 2008, where she served both the Platteville Area Industrial Development Corporation and with the Economic Development team at Alliant Energy Corporation.

She served as an Economic Development Specialist with the Rock County Development Alliance, and as the Executive Director of the Evansville Area Chamber of Commerce & Tourism. She has had experience in providing economic development services and support at Community, County, and Regional levels, and has had the opportunity to spearhead business and entrepreneurship support programs at the County level.

Ms. Rajek holds a B.S. in Communications for UW-Superior (2005), as well as B.S. degrees in both Business Administration and Business Economics Comprehensive from UW-Platteville (2009). She is currently working towards her Certified Economic Developer designation through the IEDC.

Evansville Area Chamber of Commerce & Tourism

Executive Director

- Enhanced and maintained website content, with a focus on providing right-sized, effective information that works to bolster Economic Development efforts in the Evansville Area
- Synthesized datasets to develop a targeted, searchable market saturation database for the Evansville Area
- Worked daily to enhance membership value through local, state, and regional advocacy; planning and facilitation of community and Chamber events; and provision of small business counseling as requested

Rock County Economic Development Alliance

Economic Development Specialist

- Researched, developed and administered the Rock County 5.0 Accelerate Your Business Plan Contest, serving more than 30 area businesses and conferring up to \$65,000 in cash and in-kind sponsor services
- Coordinated and/or facilitated workshops and seminars for entrepreneurs and existing small businesses
- Worked to bolster local and regional supply chain connectivity through the development of the Manufacturer's Directory and B2B Directory found at www.rockcountyalliance.com
- Maintained databases on targeted industry retention, attraction and incentivized development throughout the United States, resulting in an overview of regional best practices for local research and application

Marshfield Organizational Establishment Project Timeline

