



CITY OF MARSHFIELD
MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, SEPTEMBER 13, 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: August 23, 2016 regular meeting
- G. Staff updates
- H. Mayor's Comments
 - 1 Employee Recognitions
 - a Peter Winistorfer, Fire & Rescue Department, 15 years, September 24, 2001
 - 2 Committee Openings
 - a Zoning Board of Appeals
- I. Council Comments
- J. Mr. Jerry Esser began employment in the Street Division on August 12, 1975 and has retired on September 1, 2016 after over 41 years of service. Mike Winch, Street Division Superintendent, will recognize Jerry on behalf of the City.

COMMON COUNCIL AGENDA
SEPTEMBER 13, 2016

- K. Election of one person to the Marshfield Utility Commission to serve a 5-year term beginning October 1, 2016 and ending September 30, 2021. Mayor Meyer has received letters of interest:

Mr. Mike Eberl, 1213 W. Jefferson
Mr. Paul Kapla, 1012 Laird St.

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the September 27, 2016 meeting

- L. Reports from commissions, boards, and committees

- M. Consent Agenda:

1 Meeting minutes/reports

- a Zoning Board of Appeals (May 10, 2016)
- b Library Board (July 19, 2016)
- c Cable TV Committee (July 25, 2016)
- d Community Development Authority (July 28, 2016)
- e Committee on Aging (August 4, 2016)
- f Community Development Authority Finance and Strategic Planning Committees (August 16, 2016)
- g Airport Committee (August 18, 2016)
- h Comprehensive Plan Steering Committee (August 18, 2016)
- i Library Board (August 16, 2016)
- j Business Improvement District (August 24, 2016)
- k Committee on Aging (September 1, 2016)
- l Economic Development Board (September 1, 2016)
- m Board of Public Works (September 6, 2016)
 - 1. Approval of Certified Survey Map in the southeast quadrant of the 4th Street and Galvin Avenue intersection
- n Judiciary and License Committee (September 6, 2016)
- o Finance, Budget, and Personnel Committee (September 6, 2016)
 - 1. Approval of contracted assessing RFP

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

*Minutes are not included in packet

- N. Action on items removed from the consent agenda, if any.

COMMON COUNCIL AGENDA
SEPTEMBER 13, 2016

- O. Request to approve the following resolutions. Introduction by Keith Strey, presentation by a PFM representative
- a. Resolution No. 2016-42 authorizing general obligation bonds in an amount not to exceed \$955,000 for community development projects in tax incremental districts.
Recommended Action: Approve Resolution No. 2016-42
 - b. Resolution No. 2016-43 providing for the sale of approximately \$2,135,000 general obligation promissory notes, series 2016C
Recommended Action: Approve Resolution No. 2016-43
 - c. Resolution No. 2016-44 authorizing not to exceed \$1,255,000 general obligation refunding bonds.
Recommended Action: Approve Resolution No. 2016-44
 - d. Resolution No. 2016-45 providing for the sale of not to exceed \$2,210,000 taxable general obligation corporate purpose bonds, series 2016D
Recommended Action: Approve Resolution No. 2016-45
 - e. Resolution No. 2016-46 directing publication of notice to electors relating to bond issue.
Recommended Action: Approve Resolution No. 2016-46
- P. Update on the strategic plan for the City's TIF districts. Presented by a PFM representative
- Recommended Action: None, for information only
- Q. Request to approve Budget Resolution No. 22-2016, transferring \$1,000,000 from the Long-Term Debt proceeds to the UW Marshfield/Wood County STEM project. Presented by Keith Strey, Finance Director
- Recommended Action: Approve Budget Resolution No. 22-2016
- R. Request to approve Budget Resolution No. 23-2016 transferring \$50,000 in Long-Term Debt proceeds and \$32,000 of Fund Balance to Development Incentives, TIF District #7, for the Midwest Auto Movers Development Agreement. Presented by Steve Barg, City Administrator
- Recommended Action: Approve Budget Resolution 23-2016
- S. First Reading - Ordinance No. 1308, amending Section 2-104 and 4-38 of the Marshfield Municipal Code relating to Room Tax within the City of Marshfield. Presented by Steve Barg, City Administrator
- Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the September 27, 2016 meeting

COMMON COUNCIL AGENDA
SEPTEMBER 13, 2016

- T. Request to approve Resolution No. 2016-41, adopting the assessment rate for 2016 assessments payable in 2017 for the Downtown Marshfield Business Improvement District. Presented by Steve Barg, City Administrator

Recommended Action: Approve Resolution No. 2016-41

- U. Adjourn to closed session pursuant to Wisconsin Statutes 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

➤ Lease terms with ADRC for community center space

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

➤ Tax/fee delinquencies – Completion Industrial Minerals

- V. Reconvene into open session
- W. Action on matter discussed in closed session, if appropriate
- X. Suggested items for future agendas
- Y. Adjournment

Posted this day, September 9, 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.

AUGUST 23, 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, Tom Witzel, Jason Zaleski, Rebecca Spiros, Tom Buttke and Peter Hendler.

EXCUSED: None

RESIGNED: Rich Reinart

The flag was saluted and the pledge given.

Consideration of appointment of a successor to complete the unexpired term of Alderperson for the Sixth District. The following persons have indicated interest in the position and introduced themselves to the Council.

- Richard Abel, 1900 S. Vine Avenue
- Russell L. Stauber, 900 S. Vine Avenue
- Thomas W. Witzel, 1500 S. Cedar Avenue

Alderperson Buttke nominated all 3 candidates; Richard Abel, Russell Stauber and Thomas Witzel.

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

The Common Council voted by ballot to narrow the field to two candidates.

Abel received 1 vote.

Stauber received 4 votes.

Witzel received 4 votes.

The top 2 candidates were Stauber and Witzel.

The Common Council voted by ballot.

Stauber received 4 votes.

Witzel received 5 votes.

Thomas Witzel was elected to fill the unexpired term of Alderperson for the 6th District.

City Clerk Hall gave the Oath of Office to Thomas Witzel.

No items were added to the agenda

PUBLIC COMMENT PERIOD

Lori Belongia, Library Director, gave an update on the progress of the move into the new library. There will be a ribbon cutting & soft opening at 9:00 a.m. on September 6, 2016 and the grand opening will be on Sunday, November 13, 2016 at noon.

William Penker, 600 S. Sycamore Avenue, thanked the UW Dean for allowing him to use the computers at the UW Library. He also spoke about the failed street funding referendum. There is some debate as to the extent to which the whole referendum question was communicated to the public. What was the marketing plan for the referendum? What was the particular message; how was that message to be presented; who was doing the presentation; to whom was the message directed; where was it presented; when was it presented; and what was going to be done to overcome the 2nd Street affect? Recall the lead up to the last school funding referendum, were there marketing lessons in that lead up and were there marketing lessons that were not followed for the street referendum?

CC16-170 Motion by Hendler, second by Feirer to approve the minutes of the Common Council regular meeting of August 9, 2016.

Motion carried

STAFF UPDATES

Dan Knoeck announced that the annual Board of Public Works bus tour will be held on Wednesday, September 7, 2016 leaving City Hall at 5:15 p.m. Anyone that would like to attend should call the Engineering office.

MAYOR'S COMMENTS

Employee Recognitions

JoAnn Oppman, Finance Department 30 years September 5, 1986

COUNCIL COMMENTS

Council President Earll read the City of Marshfield Employee Appreciation Day Proclamation.

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CC16-171 Motion by Feirer, second by Zaleski to approve the request from Main Street Marshfield for a variance of noise levels as permitted by Chapter 10-33(7) for their Fall Block Party to be held on September 15, 2016 on East 5th Street in the 100 block from 5:00 p.m. to 9:00 p.m.

Motion carried

CONSENT AGENDA

CC16-172 Motion by Buttke, second by Feddick to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Fairground Commission of July 7, 2016; Business Improvement District Board of July 20, 2016; Fire & Police Commission of July 21, 2016; Economic Development Board of July 28, 2016; Economic Development Board of August 2, 2016; Marshfield Utility Commission of August 8, 2016 (1. JO#17857-Replace failed single phase underground primary and secondary at 19th Street and Butternut Pkwy - \$43,542.00); Fire & Police Commission of August 11, 2016; Board of Public Works of August 15, 2016; Judiciary and License of August 16, 2016; Plan Commission of August 16, 2016; Board of Public Works of August 23, 2016 as read and Finance, Budget, and Personnel Committee of August 23, 2016 as read.

Motion carried

No items were removed from the agenda.

CC16-173 Motion by Earll, second by Spiros to approve Budget Resolution No. 19-2016, transferring \$25,000 from the General Fund Contingency budget to the General Fund Law Enforcement budget, Heroin Prevention Project. Ayes - 10

Motion carried

CC16-174 Motion by Zaleski, second by Hendler to approve Budget Resolution No. 20-2016, transferring \$10,000 from the General Fund Contingency budget to the Taxi Service budget to purchase a 4th rear-loading ADA minivan for the City's shared-ride taxi service. Ayes - 10

Motion carried

CC16-175 Motion by Earll, second by Feirer to approve Budget Resolution No. 21-2016, transferring \$5,405 within the Deferred Revenue Law Enforcement Restitution Fund to the Protective Services Contractual Repair and Maintenance Fund for painting the police department's new armored rescue vehicle. Ayes - 10

Motion carried

CC16-176 Motion by Buttke, second by Jockheck to approve Resolution No. 2016-40, exemption from Wood County Library tax.

Motion carried

CC16-177 Motion by Wagner, second by Jockheck to authorize staff to provide the commitment of a \$5,000 pledge in connection to an application from North Central Community Action Program for a Small Business Innovative Research grant under the "Rural Crowdfunding Project" with 2 conditions; 1) Confirmation that the City of Wisconsin Rapids and Wood County are onboard to make their \$5,000 pledges; and 2) Identify the most appropriate funding source for this expense. Ayes – 7; Nays – 3 (Feddick, Zaleski, Spiros)

Motion carried

CC16-178 Motion by Hendler, second by Spiros to authorize including the City's \$1,000,000 contribution to the UW-Marshfield/Wood County STEM project in the Fall 2016 borrowing plan, and direct staff to prepare the required budget resolution for approval on September 13, 2016.

Ayes – 9; Nay – 1 (Wagner)

Motion carried

Finance Director Strey gave an overview of the 2017 budget.

City Administrator Barg presented options for renovation and funding Community Center project improvements.

Aldersperson Spiros asked for projected operational costs for the Community Center.

Aldersperson Buttke requested that the next time this is discussed he would like to hear a plan on how this will be financed.

First reading of the appointment of Gary Cummings, 1709 S. Washington Avenue to fill the vacant position on the Committee on Aging. This appointment will expire in 2018.

CC16-179 Motion by Feirer, second by Earll to suspend the rules and vote on the appointment.

Motion carried

CC16-180 Motion by Feirer, second by Spiros to approve the appointment of Gary Cummings to the Committee on Aging.

Motion carried

CC16-181 Motion by Wagner, second by Zaleski to go into closed session pursuant to Wisconsin Statutes, chapter 19.85 (1)(e) "Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

- Development Agreement for project located in TIF District #7.

Roll call vote, all ayes (Time: 8:55 p.m.)

Motion carried

Present in closed session: Alderpersons Feirer, Feddick, Jockheck, Earll, Wagner, Witzel, Zaleski, Spiros, Buttke, and Hendler, Mayor Meyer, City Administrator Barg, City Attorney Wolfgram, and City Staff (Jason Angell, Keith Strey, Dan Knoeck, Tom Turchi and Deb Hall).

CC16-182 Motion by Wagner, second by Zaleski to return to open session. Roll call vote, all ayes (Time: 9:04 p.m.)

Motion carried

CC16-183 Motion by Wagner, second by Zaleski to approve the Development Agreement between the City of Marshfield and Midwest Auto Movers, Inc.

Motion carried

CC16-184 Motion by Feirer, second by Buttke to approve the Early Occupancy Agreement with Midwest Auto Movers, Inc.

Motion carried

CC16-185 Motion by Feirer, second by Spiros to approve the Certified Survey Map.

Motion carried

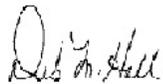
CC16-186 Motion by Feirer, second by Zaleski to direct staff to counter offer on the purchase of the land.

Motion carried

Future Agenda Items

None

There being no further business the Mayor adjourned the meeting at 9:07 p.m.



Deb M. Hall
City Clerk

July 20, 2016

Mayor Chris Meyer
City of Marshfield
630 S. Central Ave.
Marshfield, WI 54449

Mayor Meyer, City Council Members,

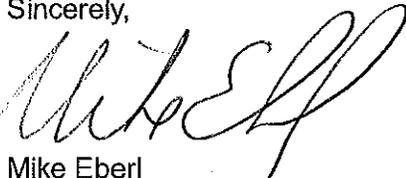
Please consider this letter my request to be re-appointed to the Marshfield Utility Commission as my term ends this fall.

From your initial appointment of me to the Commission five years ago I think you will agree that I've contributed to:

- Improved communication between the Utility and City
- Improved cooperation and participation in each other's planning and processes
- Successful transition of the General Manager position at the Utility
- Implementation of a philosophy of more frequent, but smaller rate increases
- Re-implementation of the dividend payment by the Utility to the City
- More active and inquisitive oversight of the Utility as opposed to "rubber stamping"
- Driving a more strategic, forward-looking and proactive approach to the Utility's thinking

If re-appointed It is my goal to continue to work toward balanced growth of the Utility's ROI to it's three constituents....the City as owner, the citizens as ratepayers, and the Community at large.

Sincerely,



Mike Eberl
Utility Commission, Chair
715-330-0266 cell

Cc: Bob Trussoni

Paul Kapla
1012 Laird St
Marshfield, WI 54449
August 23, 2016

RE: Marshfield Utilities Commission

Mayor Chris Meyer
Marshfield City Hall
Marshfield, WI 54449

Dear Mr. Mayor:

I am writing to express my interest in serving on the Marshfield Utilities Commission. I believe my background and work experience qualify me to provide the leadership required to move our utilities in a positive direction and maintain a strong public utility presence in our community.

During my work career in healthcare I was a leader in various management positions for thirty-five years. For sixteen years I was the Director of Rehab Services at Ministry Saint Joseph's Hospital leading over 100 employees in the provision of high quality therapy and nursing services. For the past ten years I was a Black Belt Lean Leader for Ministry Health Care leading a variety of initiatives to improve the quality of care and work flow processes at several Ministry facilities. My recent retirement now allows me the time to focus on community service.

In the early 2000's I served two years as the citizen member of the Capital Improvement Project Committee (CIP). That service was a very rewarding learning experience as to how city government works together to prioritize the needs of the entire city and create a capital plan that maximizes limited resources to move the city forward. During that same time I completed the Leadership Marshfield program and learned firsthand how all elements of our community must come together for Marshfield to prosper.

I believe that the Utilities Commission will play a key role in the continued development of Marshfield over the next 5 to 10 years. As Marshfield changes and grows our utilities will need to change as well. We have an aging infrastructure in Marshfield and that includes the utilities portion. We need to ensure that as we redo, modernize, replace, and add to the existing infrastructure, utilities are included as a vital part of that plan and are incorporated in the most fiscally responsible manner.

I believe my background and desire to see Marshfield move forward as a vital community in central Wisconsin would serve well on the Utilities Commission. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Paul L. Kapla". The signature is written in black ink and is positioned above the printed name.

Paul L. Kapla

ZONING BOARD OF APPEALS MINUTES OF MAY 10, 2016

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

PRESENT: Ken Bargender, Richard Kenyon, Dean Markwardt, 1st Alternate Todd Zieglmeier, 2nd Alternate Adam Wegner, Ed Gerl (arrived at 5:05 p.m.) and Robert Lewerenz (arrived at 5:05 p.m.)

ALSO PRESENT: Zoning Administrator Schroeder, Dave Schreiner and Deputy Clerk Panzer

Mayor Meyer by duty of statute appointed Dean Markwardt as Chairman for the Zoning Board of Appeals at the Common Council meeting of April 19, 2016.

Chairman Markwardt moved agenda item #3, Election of Vice Chairman down to follow agenda item #5, Variance Request by Dave Schreiner.

ZB16-07 Motion by Kenyon, second by Wegner to approve the minutes of March 22, 2016 as submitted. All Ayes.

Motion carried

Ed Gerl and Robert Lewerenz arrived at 5:05 p.m.

Deputy Clerk read the variance request of Dave Schreiner for an 18 foot variance to the minimum street side yard setback along a Major Street, to allow the construction of a 12 foot by 16 foot detached accessory structure, located at 2511-2513 East Becker Road, zoned "TR-6" Two Family Residential (parcel 33-06279). Section 18-65(7) requires all detached accessory buildings to comply with either the required street side yard setbacks or the setback of the existing façade facing the street side yard, whichever is more permissive. North Galvin Avenue is classified as a major street requiring a 50 foot street setback; however, the existing duplex is setback 35.5 feet from North Galvin Avenue right-of-way making this the minimum required setback.

Background

Because of the lack of storage space, Dave Schreiner is requesting to construct a 12 foot by 16 foot detached accessory structure within the minimum required street side yard between the principal dwelling unit located at 2513 East Becker Road and the right-of-way of North Galvin Avenue. A similar variance was requested by the Applicant in 2003 to allow the addition of a 20 foot wide attached garage. The Zoning Board of Appeals denied the variance based on the following (highlighted in the October 14, 2003 Zoning Board of Appeals minutes):

- They felt that this property is located near a heavy intersection and that the proposed garage would encroach in the vision triangle.
- They felt that there were other options, such as a storage shed or garage in the back of the existing house, since the lot depth is 135 feet.

Although previously denied, the Applicant and staff do feel there are valid unique property circumstances that were not brought into account in 2003. While it is a heavy intersection, the proposal would not encroach into the vision triangle. Also because of the heavy intersection, requiring the Applicant to install a shed in his rear yard could possibly give him unreasonable use of his property.

Analysis

A detached accessory building cannot be constructed between the principal structure and the front property line and must meet the underlying zoning district setback requirements, which in the "TR-6" Two-Family Residential Zoning District would be a 15 foot setback off of the North Galvin Avenue right-

of-way. With that said, North Galvin Avenue is however classified as a minor arterial or major street, which requires a 50 foot setback. The purpose of this higher standard for major streets is to allow for the growth, expansion, or widening of these highly used streets that may show an increase in traffic from one year to the next. If traffic ever increased to a point that it caused traffic concerns, safety issues, or major congestions, this increased setback for new development would allow the City to possibly acquire additional right-of-way to widen a road. Often times a city can look to either construct additional lanes or install designated turn lanes to mediate traffic. The general idea is if additional right-of-way was ever to be acquired that all of the existing development would still meet the minimum underlying zoning district setback requirements and not make any nonconforming situations.

Section 18-65(7)(k)2 states that a detached accessory buildings must comply with either the required street side yard setback (50') or the setback of the existing façade facing the street side yard street (35.5'), whichever is more permissive. In this case the existing dwelling unit is already located within the required major street setback which would make this the minimum required setback.

The Applicant is proposing to construct a 12 foot by 16 foot detached accessory building between the dwelling unit and North Galvin Avenue right-of-way with a 6 foot separation from the principal building as required by the Zoning Code. This would leave the proposed building to be setback 17.5 feet from the North Galvin Avenue right-of-way which would be an 18 foot variance request.

While the proposed structure is within the required setback because Galvin Avenue is considered a major street it does meet the minimum 15 foot setback of the underlying zoning district. In addition it could be argued that the 50 foot major street setback requirement is no longer needed.

- This intersection was reconstructed in 2006 to configure the lanes for future traffic projections, which added a turn lane.
- After 17 feet of the subject property was dedicated to the right-of-way during the creation of the subdivision plat, the existing right-of-way width for North Galvin Avenue at this location is 83 feet wide which is greater than the recommended width of 80 feet in the Subdivision Ordinance.
- It is likely that this road will never be widened again and if it did need to be widened it already has an adequate right-of-way width.

In most instances, Section 18-72 allows for a setback adjustment by averaging adjacent properties to allow for new development to blend with existing development. A major street setback adjustment does not work in the Applicants case for two reasons. The first reason is that the adjustment and setbacks are measured from the right-of-way line; while the subject property and all the properties to the north dedicated 17 feet of right-of-way, none of the properties south of East Becker Road dedicated any. The second reason is that all of the properties to the north are the rear yards, which are already typically greater than 50 feet for larger properties.

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

1. The Applicant is Dave Schreiner.
2. The subject property is located at 2511-2513 East Becker Road.
3. The current zoning district is "TR-6" Two-Family Residential.
4. East Becker Road and North Galvin Avenue are both considered minor arterials/major streets, requiring a minimum setback of 50 feet.
5. The minimum required setback for a detached accessory structure abutting a major street is either the required street side yard setback (50') or the setback of the existing façade facing the street side yard (35.5'), whichever is more permissive.
6. The principal structure is currently setback 35.5' from the North Galvin Avenue right-of-way.
7. The street side yard setback for the underlying zoning district if North Galvin Avenue was not

classified as a major street would be 15 feet.

8. The Applicant is requesting an 18 foot variance (existing principal building setback of 35.5' minus the accessory building separation of 6' minus the proposed width of the accessory building of 12' for a remaining setback of 18 feet).

Applicable Ordinance Section(s)

1. Section 18-30(7) Density, Intensity and Bulk Regulations for the Two Family Residential - 6 District, residential uses:
 - a. Minimum Street Side Setback: 15 feet.
 - b. Major Street Setback: 50 feet or mean of adjoining lots
2. Section 18-65(7)(i) Separation from principal dwelling units. Detached accessory buildings shall be located a minimum of 6 feet from a residential dwelling unit on the same lot, except where the structure will be constructed to fire-rating standards of the uniform Dwelling Code. If the fire-rating standards are met, an accessory building may be located in the required separation area and do not render the structures attached for setback purposes.
3. Section 18-65(7)(k)2. Street side yards: detached accessory buildings must comply with either the required street side yard setback or the setback of the existing façade facing the street side yard street, whichever is more permissive.
4. Section 18-102(4) Vision Triangles at Public Streets. A vision triangle extending 30 feet from all public street right of way intersections shall be maintained. No wall, fence, structure, utility structure or appurtenance, or vegetation shall be permitted within such vision triangle which materially impedes vision between the height of 2 ½ feet and 8 feet.
5. Section 13-126(7)(b)2. At all intersections where traffic devices are installed, a sight triangular area at all corners shall be established by measurements along intersecting street centerlines ... The triangle area shall be determined by connecting points on the street centerlines which are 90 feet from the intersection of the centerline as through streets. The triangular area shall be determined by connecting points on the street centerlines which are 60 feet from the intersection of the centerline, as to all other streets.
6. Section 19-64(f) states the right-of-way width shall not be less than 80 feet for a minor arterial.

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

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

(How will the variance not be contrary to the public interest?) *“No”*

(Will substantial justice be done by granting the variance?) *“The current single car garage does not allow for safe keeping of tools, snow blower, motorcycle, boat, etc. In addition most properties along Galvin are in violation of the required setbacks.”*

(Is the variance needed so that the spirit of the ordinance is observed?) *“Currently Galvin and Becker require a 50 foot setback however a large part of my property along Galvin was already dedicated to right of way. Also Galvin has a right turn lane and will likely not need widening again.”*

(Due to special conditions, will a literal enforcement of the provisions of the zoning ordinance result in unnecessary hardship?) *“If the shed is to be placed in my backyard it defeats the purpose of having access to a snow blower which I would have to snow blow a trail from back yard to the front where it is needed. Also safe keeping of my motorcycle from back yard would require me to drive on wet grass which could result in accidents.”*

Although making a determination to grant a variance is always difficult, there are multiple justifications as to why the criterion is met based on all the criteria described under our local ordinance, state statutes, and case law:

- There is no harm to public interest – although this is a busy intersection, the proposed shed is well outside either of the required vision triangles.
- Substantial justice will be done – allowing this shed will allow the Applicant reasonable use of his property. The Applicant will still be able to use the rear yard without a safety concern and this will allow the Applicant to remove the temporary structure. In addition, a small one stall garage is not a reasonable amount of storage space in this day and age.
- Would the spirit of the ordinance be observed – the reason for a major street setback is to allow for future expansion if needed, North Galvin Avenue was recently reconstructed to allow a right turn lane, the right-of-way is already 83 feet wide which is wider than most, and it is unlikely in the near future that North Galvin Avenue would ever need to be expanded.
- Will literal enforcement result in unnecessary hardship – although there is room to construct a shed of this size in the rear yard, this will likely leave the applicant with an unreasonable use of his property specifically the street side yard. The high traffic volume could be a safety concern if the Applicant had to do activities in the street side yard instead of the back yard if he were forced to install the shed in the back yard. In addition, the City of Marshfield would not grant an additional ingress or egress into the property off of North Galvin Avenue if the shed were to be installed in the back yard. Also with a previously portion of the property previously dedicated to the right-of-way, the City will likely not need to acquire additional right-of-way in addition to the major street will likely not need to be expanded for many years to come.

In addition to the criteria listed above which are stated in our Municipal Zoning Code that reflects Wisconsin State Statute, case law has historically viewed unique property limitations as an additional variance criterion, separate from the hardship requirement. Being a property abutting two major streets could possibly be viewed as a unique property circumstance having an unreasonable use of a large portion of the lot.

Zoning Board Options

The Zoning Board can make the following recommendations:

1. Approval of the variance request with justification the criteria are met as stated by the Zoning Board.
2. Denial of the request with justification the criteria are not met stated by the Zoning Board.
3. Table the request for further study.

Chairperson Markwardt opened the public hearing.

Dave Schreiner stated the reason he didn't further pursue this after his request was denied in 2003 was because he ended up taking a job in New Jersey and moved in 2005. He kept his duplex and rented it out as is, so it wasn't a major issue for him to pursue it at that time. He just moved back to Marshfield a few years ago and he actually has more stuff than he had when he left Marshfield.

Zoning Administrator Schroeder said he received two phone calls from neighbors, but there were no concerns.

1. Richard Haigh, 2601 E Becker Road
2. Janet Schaefer, 2505 E Becker Road

Dave Schreiner explained that the shed will be color coordinated with his house and garage like his shed in the back already is.

Zoning Administrator Schroeder explained the different vision triangles.

Chairperson Markwardt declared the public hearing closed at 5:37 p.m.

Deliberations were held.

ZB16-08 Motion by Kenyon, second by Gerl to grant the variance request from Dave Schreiner for an 18 foot variance to the minimum street side yard setback along a Major Street, to allow the construction of a 12 foot by 16 foot detached accessory structure with a 6 foot separation from the dwelling unit, located at 2511-2513 East Becker Road, zoned “TR-6” Two Family Residential (parcel 33-06279) for the following reasons:

- There is a hardship. Applicant has already given up land for the right-of-way and the City won’t give him access off of Galvin Avenue for a driveway.
- Both Becker Road and Galvin Avenue have been widened to their maximum, so there is no risk of the vision triangle being encroached upon in the future.
- No concerns from the neighbors.
- No place to store anything.

All Ayes.

Motion carried

Chairperson Markwardt asked for nominations for Vice Chairman.

Kenyon nominated Ken Bargender. No other nominations were made.

Ken Bargender accepted the nomination.

There being no further nominations the Chair declared the nominations closed and cast a unanimous ballot for Ken Bargender.

All Ayes.

Motion carried

There being no further business the Chair adjourned the meeting at 5:45 p.m.

Lori A. Panzer
Deputy City Clerk

MARSHFIELD PUBLIC LIBRARY
BOARD MEETING
211 E. Second Avenue, Marshfield, WI 54449
July 19, 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, Tom Buttke, Mary Hartl, Xin Ruppel (arrived 7:02 am, left 7:57am), Ruth Voss, Don Schnitzler, Jean Swenson, and Library Director Lori Belongia.

Also present: Kathy Baker, Anna Linzmeier

Absent: Kris Keogh, Pat Saucerman, Kim Vrana

Citizen's comments, correspondence and announcements: Thank you card from Sammy and Katelyn Becker for the Summer Reading Program. Thank you card from the Wood County Libraries SCLS for being partners for 20 years.

Changes or additions to the agenda: none

LB16-45 Minutes of the Library Board Meeting: Motion by Ampe, second by Voss, to approve and place on file the minutes of the June 21, 2016 Library Board Meeting. All ayes. Motion carried.

LB16-46 Director's Report: Motion by Hartl, second by Schnitzler, to receive and place on file the June 2016 Director's Report. All ayes. Motion carried.

LB16-47 2nd June and 1st July Vendor List: Motion by Voss, second by Ruppel, to approve Vendor Lists. All ayes. Motion carried.

LB16-48 June 2016 Financial Control Report: Motion by Ampe, second by Schnitzler, to receive and place on file the June 2016 Financial Control Report. All ayes. Motion carried.

LB16-49 Business

2017 Library Budget: Motion by Buttke, second by Hartl, to approve the 2017 Budget. All ayes. Motion carried.

Wood County Library Tax Exemption: Motion by Schnitzler, second by Ruppel, recommending that the common council approve a resolution requesting an exemption from the Wood County Library Tax for Marshfield residents. All ayes. Motion carried.

Redistribution of staff hours: Motion by Ampe, second by Buttke, to approve the recommended redistribution of staff hours as outlined in the Director's memo. All ayes. Motion carried.

Library & Community Center Project: Belongia updated the board regarding the upcoming move, finishing of the parking lots, and the options to best utilize the current generator to accommodate the needs of the new library.

Review & approve lease for storage space for yard equipment: Motion by Schnitzler, second by Hartl, to approve the lease agreement with Jim Immerfall for \$1500 per year to rent storage space for the library yard equipment. Lease to begin October 12th. All ayes. Motion carried.

LB16-50

Minutes of other organizations: Motion by Voss, second by Ampe, to accept and place on file the minutes of the June 23, 2016 SCLS Board of Trustees. All ayes. Motion carried.

Adjournment: Seeing no other business to come before the board, Swenson adjourned the meeting at 8:04 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Hartl".

Mary Hartl
Secretary

CABLE TV COMMITTEE MEETING MINUTES JULY 25, 2016

The meeting was called to order by Vice Chairperson Nystrom at 5:00 p.m. in Room 108 of City Hall Plaza.

PRESENT: Jim Daniels, April Gentz, Ed Gerl, Alderperson Earll, Dean Markwardt and Don Nystrom

ALSO PRESENT: Acting Coordinator & Production Manager Breanna Speth, Brett Butler, Public Access Coordinator Branden Bodendorfer and Deputy Clerk Panzer

EXCUSED: Senen Siasoco

PUBLIC COMMENTS

Gerl mentioned that he had been in contact with Charter last week because he was having trouble getting Channels 3, 95 and 96 and it was because Charter was having problems with their servers in St. Louis and also because of the big wind storms that knocked out a lot of things.

Nystrom mentioned that his neighborhood had issues with 989 on Saturday and Sunday and he asked if this was system wide.

Butler said the issue was system wide and he spoke with the Charter representative about it today. He power cycled our distribution amplifier and it started working again. If we continue to have an issue it might be a frequency thing which he can adjust our frequency higher or lower based on its needs, but right now it seems to be working fine.

APPROVAL OF MEETING MINUTES

CTV16-031 Motion by Earll, second by Gerl to approve the minutes of the June 27, 2016 meeting as submitted.

Motion carried

TRI-MEDIA'S VISION

Bodendorfer asked the Cable TV Committee members for their input on what they thought MCTV's role, duty and goals are.

The Cable TV Committee members came up with the following:

Role of MCTV

- Communicate local government
- Promote the community
- Produce educational programming
- Provide a vehicle for community promotion

Duties of MCTV

- Viewership access to all
- Provide timely content and information
- Increase outreach of staffing
- Provide high quality media
- Market MCTV
- Provide educational services to increase community production

Goals of MCTV

- Develop educational programming, including sports and extracurricular activities
- Increase viewership
- Implement a strategic plan for equipment replacement, one that ensures stability through any transition
- Expand staffing plans

Current Challenges

- Limited Viewership Access
- Distribution Channels
- Lack of support from community partners
- Limited engaging community producers
- Ability to live broadcast
- Community awareness of MCTV
- Limited presence in educational systems
- Aging Equipment
- No clear direction of organization

Speth, Butler and Bodendorfer will look at the goals and develop action steps based on these goals before the next meeting.

CORRESPONDENCE

None.

PUBLIC ACCESS COORDINATOR'S REPORT

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

CTV16-032 Motion by Gerl, second by Gentz to receive and place on file the Public Access Coordinator's Report.

Motion carried

APPROVAL OF PROPOSED 2017 CABLE ACCESS BUDGET

Bodendorfer prepared three different budgets for 2017. He distributed his proposed budgets and explained the differences between the three budgets.

Bodendorfer will email his budget spreadsheet in excel file to the Cable TV Committee members for further review.

Action will be taken at the next regular Cable TV Committee meeting.

STRATEGIC PLAN UPDATE/SOFTWARE AND EQUIPMENT PURCHASE PLAN

Bodendorfer reported that he included the software and equipment purchase plan in all three 2017 budget proposals under Capital Outlay and this item will be discussed further at the next regular Cable TV Committee meeting.

BILLS

The bill query report was reviewed.

CTV16-033 Motion by Gerl, second by Markwardt to authorize payment of the following bills as presented:

Advanced Disposal (May & June)	\$ 116.68
Amazon.com	153.91
Spectrum Business (6/26/16 to 7/25/16)	106.44
Spectrum Business (7/1/16 to 7/31/16)	99.11
EO Johnson	392.00
Telephone –May & June (City Hall)	.22
Granicus	600.00
PERMAR Security Services	253.99
Walmart	19.95
We Energies	11.05
Tri-Media (Invoices 1078 & 1107)	<u>5,440.00</u>

Total **\$7,193.35**

Motion carried

FINANCIAL REPORT

CTV16-034 Motion by Markwardt, second by Earll to receive and place on file the financial report for the period of January 1, 2016 through June 30, 2016.

Motion carried

RECOMMENDED ITEMS FOR FUTURE AGENDAS

- Approval of 2017 Cable Access Budget
- Strategic Plan Update/Software equipment purchasing plan
- Review of action steps based on MCTV's goals

Next meeting is scheduled for August 22, 2016 at 5:00 p.m.

Motion by Gerl, second by Earll to adjourn at 6:04 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

Public Access Coordinator's Report

Cable TV Committee Meeting 7/25/16

PROGRAMMING UPDATE

For a full list of new programs, please visit the MCTV YouTube Channel:

https://www.youtube.com/channel/UC031-m9S_ZjduXjuIvczM5Q

For a full archive of government programming, please visit:

<http://legacyweb.ci.marshfield.wi.us/video/>

NEW PROGRAMS

We have developed four new magazine-style programs to better repurpose videos that we are producing. This also allows us to produce more dynamic content, as the time put into these programs will be more worthwhile. They are:

- a. Arts in Marshfield – featuring arts and music (Episode 1 featured Chestnut Center)
- b. Focus on Marshfield – Government-focused program highlighting different City committees, economic development, and updates with organizations like the library
- c. Explore Marshfield – This program will highlight restaurants, events, attractions, recreation, and history
- d. Public Safety - This program will feature a segment with the Police Dept, Fire Dept, and then one misc. safety topic. The first episode featured “bike safety” with The Sports Den.

For an example of how we are re-purposing, we filmed a segment on “how to properly start and stop a fire (in a fire pit)”. This segment is a stand-alone segment, it is included in “Chat with the Chief,” and it will be part of the “Safety in Marshfield” program.

COMMUNITY PRODUCER SUBMITTED WORK

- Ashley Winch: United Way Campaign
- Dana Speth: Christ Lutheran Worship, New Visions Gallery
- John Beck: Immanuel Lutheran Worship
- Mary Asplin: Lights, Camera, Polka!
- Don Schnitzler: Upham Ice Cream Social & Chad Lewis Hauntings
- Alex Wehrman: Parish Pull
- Bob Kulp: Drone footage of Round Barn & July 4th Flags
- Jim Benson: Drone footage

OTHER SUBMITTED PROGRAMMING

- MSTC Board of Directors
- LaCrosse Catholic Diocese Mass (Weekly)
- Music & the Spoken Word (Weekly)
- Scripture Verse by Verse

FACEBOOK LIVE

We started to use Facebook Live to air programming

- Council Preview - July 6th - 102 Views 402% increase over the previous episode.
- Street Referendum - 172 Views

SOCIAL MEDIA UPDATE - FACEBOOK

As of July 18, we have 442 Likes on Facebook. That is a 49% increase YTD.

We have reached over 13,500 people this year.

This month, we had 2751 video views – a 159% increase over May

YOUTUBE CHANNEL UPDATE

67 Subscribers, 23,457 Views (as of July 18) (Almost 100% increase YTD.)

GOOGLE ANALYTICS (ONLINE ACTIVITY) SUMMARY

We had 1,735 sessions last month, with 1,415 users and 2,804 page views. 24.3% of visitors are returning. With 8,469 YTD sessions, this means that the last month accounts for nearly 20% of our entire year's traffic.

COMMUNITY DEVELOPMENT AUTHORITY

July 28th, 2016

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 9:02 a.m. in the Community Room at Cedar Rail Court, 601 South Cedar Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted July 26th, 2016 at 12:21 p.m.

ROLL CALL:

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

EXCUSED: Peter Hendler

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

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment:

Parkview resident, Dawn Norton, requested that the CDA staff review the wording found in the tenant lease document as it pertains to utilities provided. Staff will review and discuss at the August board meeting.

Overview of Cyber Insurance Coverage: John Southworth, Ansay & Associates Insurance, presented an overview of cyber insurance coverage and answered questions.

CDA 16-B07-1 Motion by LaFontaine, second by Buttke to purchase cyber insurance as offered by Ansay & Associates. 5 Ayes

MOTION CARRIED

CDA 16-B07-2 Motion by LaFontaine, second by Buttke to approve the June 30th, 2016 CDA Board Minutes. 5 Ayes

MOTION CARRIED

CDA 16-B07-3 Motion by LaFontaine, second by Katzenberg to approve the July 19th, 2016 Finance and Strategic Planning Meeting Minutes. 5 Ayes

MOTION CARRIED

CDA 16-B07-4 Motion by LaFontaine, second by Buttke to accept and place on file the Finance Committee Report as presented. 5 Ayes

MOTION CARRIED

Strategic Planning Committee Report: No Update

Personnel Committee Update: No Update

Grievance Committee Update: No Update

Update on RAD Conversion Process:

Update on conversion process will be provided in Executive Director's Report.

Executive Director's Report:

CDA 16-B07-5 Motion by LaFontaine, second by Katzenberg to accept and place on file the Executive Director's Report. 5 Ayes

MOTION CARRIED

New Business: None.

Next Board Meeting Date and Time: Thursday, August 25th, 2016 at 9:00 a.m., Cedar Rail Court

Agenda Items for Next Month: Review wording in tenant lease document as it pertains to utilities provided.

Meeting was declared adjourned by Chairperson Keogh at 10:00 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Chairperson

**City of Marshfield Committee on Aging
Parkview Apartments
Meeting Minutes – August 4, 2016**

The monthly meeting of the Committee on Aging was called to order at 9:33 a.m. by Chairman Mike Feirer

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

ABSENT: Kathy Dieck

OTHERS: Celena Wanca-Netzow, Victoria Wilson, and Kelly Cassidy

COA 16-11 Motion by Ruder, 2nd by Anderson to approve the minutes from the June 23, 2016 meeting. With the correction of the spelling of Becky Huebner-Lue name under the Health Fair Updates.

Motion Carried

CITIZEN'S COMMENTS: There were no citizen comments

Committee members were introduced to the residents of Parkview.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN

UPDATE: Jennifer Cummings was not present but had sent information to update the committee.

WOOD COUNTY TRANSPORTATION UPDATE: Victoria Wilson updated the committee

FORUM 55+: No update

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

TAXI UPDATE: No update was given

HEALTH FAIR UPDATE: Kelly reported that sign up has been going good for the event, 21 vendors have replied that they will be having a booth. Marshfield Clinic has still not committed to providing the flu vaccine. Postcards to participants will be sent out the end of August. Flyers will be finalized and sent out to vendors.

UNFINISHED BUSINESS: None

NEW BUSINESS: None.

FUTURE MEETING DATE: The next meeting will be held on Thursday, September 1st, City Hall, Room 108

Meeting was adjourned at 10:30 am.

Respectfully submitted,
Kelly Cassidy

COMMUNITY DEVELOPMENT AUTHORITY
Finance and Strategic Planning Committees
August 16th, 2016

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

Affirmation of Proper Posting of Meeting: Meeting posted August 11, 2016 at 2:39 p.m.

ROLL CALL:

PRESENT: Andy Keogh, Dave LaFontaine, Tom Buttke, Peter Hendler

OTHERS PRESENT: Mary James-Mork – Executive Director, Trish McIlwain – Administrative Assistant, Tim Geldernick – Environmental Services Manager

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

Review of Financial Reports/Documentation: Discussion of expenses for plants from Hefko Floral for the Sunroom at Parkview.

CDA 16-F07-1 Motion by Keogh, second by Peter to accept and recommend the July, 2016 financial reports for board approval. 4 Ayes

MOTION CARRIED

Status of Current Capital Projects:

The installation of security cameras at Parkview is currently taking place. The Scattered Sites and Cedar Rail will be the next installation process with the possibility dates of fall of 2016 and during 2017. Executive Director recommended moving forward with the Scattered Sites as the next project given the time frame for completion and reasonable costs.

Update on RAD Conversion Process:

CDA has submitted documents for grant applications through Federal Home Loans (FHL). Michael Bowen Revitalization Services LLC is facilitating the application process for the CDA. Closing dates will be dependent upon finalization of the financial package portions allocated to grants received. Earliest date could be December 31, 2016. Keogh urged support to ongoing efforts to complete the transition.

Next meeting date will be held on Tuesday, September 20th, 2016 at 1:30 p.m. in the Cedar Rail Executive Conference room.

Motion by Hendler to adjourn. Meeting declared adjourned at 2:20 p.m. by Chairperson LaFontaine.

Respectfully submitted,

Mary James-Mork
Executive Director

Dave LaFontaine
Chairperson

Marshfield Airport Committee Minutes

August 18th, 2016

Meeting called to Order at 6:00 p.m. by Chairman John Berg

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

Absent: None

Also Present: Dan Knoeck and Jeffrey Gaier

Citizens Comments: None

AP16-34 Motion by Knauf Second by Bremer to approve the Airport Minutes of July 14th, 2016, All Ayes,

Motion Carried

AP16-35 Motion by Maurer Second by Jockheck to approve the Airport Manager's August 2016 Report, All Ayes

Motion Carried

AP16-36 Motion by Knauf, Second by Jockheck to approve the August 2016 Activity Report, All Ayes

Motion Carried

AP16-37 Motion by Jockheck, Second by Bremer to approve the Airport Bills for August 2016, All Ayes

Motion Carried

Additional Citizens Comments: None

Motion by Maurer, second by Knauf to adjourn at 6:29 PM, All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

Airport Manager's Report August 18th, 2016



We have received the application for the Fuel Permits for the fuel farm at the Marshfield Airport. It has been sent to Keith in Finance to provide the financial responsibility reports for the City. The permits are then being mailed back to the Wisconsin Department of Weights and Measures.

The fuel farm recently underwent an annual inspection at the Marshfield Airport. This is required inspection that we had completed by Northwest Petroleum. The inspection is to make sure that the system is working and working properly. We also had the filters changed.



Phillips 66 will be sending an independent assessor to Marshfield on the 23rd to assess the fuel farm at the airport. Duffy's Aircraft is a branded fuel distributor with Phillips 66. Phillips 66 has assisted the airport on the past by providing free upgrades to the computer within the credit card reader at the fuel farm. While the assessor is here, they will be looking over inspection documents on the fuel farm, documents on fuel types, maintenance inspections, etc.

On August 17th a representative of the Transportation Security Agency stopped by the airport for an inspection of the flight training records. The representative looks to see if the flight instructors are documenting new students and collecting information to prove that the student is a U.S. resident. There are additional procedures we need to and additional items we need to collect if the student is not a U.S. resident. Right now all our students at Duffy's Aircraft are U.S. born.

The Wisconsin Bureau of Aeronautics will be offering an Airport Operations and Land Use Seminar in Stevens Point, WI again this year. Attached is a tentative agenda and application if anyone is interested in going. Jeff will be attending.

AirVenture in Oshkosh had another successful year. We did see some traffic into Marshfield because of AirVenture. The traffic came to Marshfield to wait out weather because Marshfield happened to be an ideal spot to land. We don't receive as much traffic as the airports closer to Oshkosh receive, but we typically always have a few that stop in.

The Federal Aviation Administration (FAA) has issued a new rule making called part 107 for small unmanned vehicles (UAV), drones, radio controlled aircraft. As part of the licensing requirements, UAV pilots must register their aircraft if they fly outside and the aircraft weighs .55 lbs or more. The pilots are also required to obtain a drone pilot certificate. To get the certificate they must first complete an FAA written exam. The written exam will be available at Duffy's Aircraft on August 29th when it goes into effect. We have received numerous inquiries into the drone written exam. The UAV pilots like any other FAA test will need a passing score of 70% to pass the test. If they fail, they have to wait 14 days before they can retake the test. The test needs no endorsement from an instructor. If the UAV pilot passes the test, they can then file an FAA 8710-13 application on the FAA's Integrated Airman Certification and Rating Application (IACRA) system. The Written exam, 8710-13 form, and U.S. government issued driver's license can then be presented to a FAA representative, designated pilot examiner or flight instructor for the issuance of a UAV pilot license. This license can then be used by the UAV to fly the drone commercially. We expect to see an increase in the amount of written exams we give because of the new UAV test. Jeff presently has four people signed up to take the test on August 29th or after.



Existing pilots can complete an online application to have a drone license added to their certificate. The process for new drone pilots and existing pilots is meant to streamline the growing demand for commercial drone certificates. In the past a person would have to apply for a 333 certificate which would be a six month to year long process.

Duffy's Aircraft employed a new Inspector Authorized Aviation Mechanic this past month. Of the candidates who applied, Duffy's Aircraft selected Lee Taylor of Marshfield. Lee previously worked at the Experimental Aircraft Association, Kimberly Clark's Aviation division, and Gulfstream. Welcome aboard Lee.

This past month we saw several crop spraying operators come to the airport to use Marshfield for their operations. Clark County Sheriff did send a detective to visit us inquiring about one of the planes. Someone in Clark County reported a low flying plane. We did identify it as one of the crop sprayers.

Duffy's Aircraft will be hosting one of the last Flying Hamburger Socials of the season. We expect anywhere from 40 to 200 people to fly or drive in for the social on August 24th. The Wisconsin social



and national hamburger social is organized all by Jeff at Marshfield.

There may be a potential telecommunications line request to go through airport property. We were contacted to see if there were any phone line utility easements through the airport. At present we have an easement for a pipelines that go through the airport property. The Bureau of Aeronautics and Dan Knoeck have been informed of this request.

Happy Flying
Duffy, Alice, Robert and Jeff
Gaier



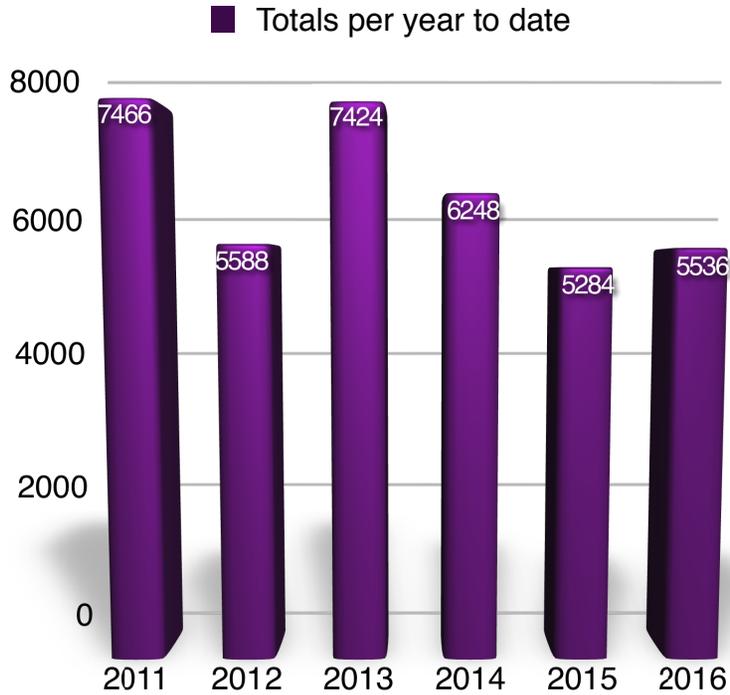


Airport Activity Report August 2016

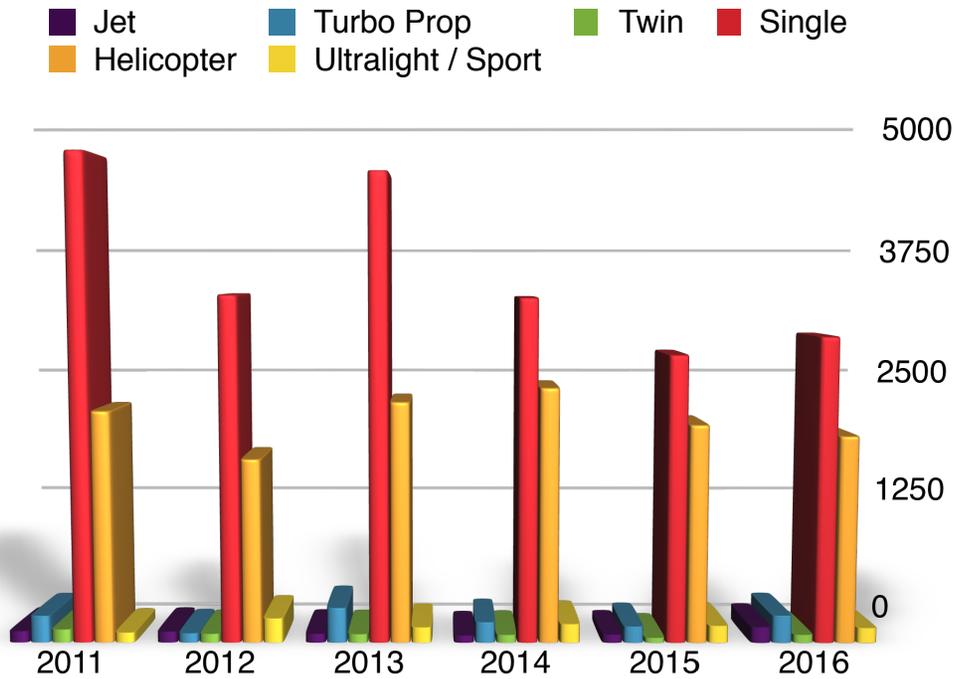


Departures and or Landings Information - Flight Operations - 35 Days Between Reports								
Year	YTD 2011	YTD 2012	YTD 2013	YTD 2014	YTD 2015	August 2015	August 2016	YTD 2016
<i>Jet</i>	110	106	86	70	80	10	20	152
<i>TurboProp</i>	256	90	334	198	158	12	40	262
<i>Twin</i>	126	84	82	76	48	6	16	78
<i>Single</i>	4660	3314	4470	3286	2748	420	580	2920
<i>Helicopter</i>	2218	1760	2304	2438	2086	242	346	1980
<i>Light Sport</i>	96	234	148	180	164	24	48	144
<i>Total</i>	7466	5588	7424	6248	5284	714	1050	5536
Passengers								
<i>Total</i>	9951	7445	9763	9295	6280	952	1400	7305
Local and Transient Traffic								
<i>Transient</i>	2400	1433	2716	2164	1820	286	420	2337
<i>Local</i>	5066	4155	4708	4086	3464	428	630	3199
Training Flights								
<i>Total</i>	2497	3356	3624	2430	2816	478	735	3295
Fuel Dispensed								
<i>Av Gas</i>	14664	15609	11638	13141	8613	1126	2284	8033
<i>Jet A</i>	19222	20796	29892	25475	22005	1422	8680	50350
<i>Total</i>	36572	39703	47158	38616	30618	2548	10964	58383
All Information In This Report Is Estimated Based On The Activity At The Airport For The Month. An Operation is considered a take-off or a landing.								

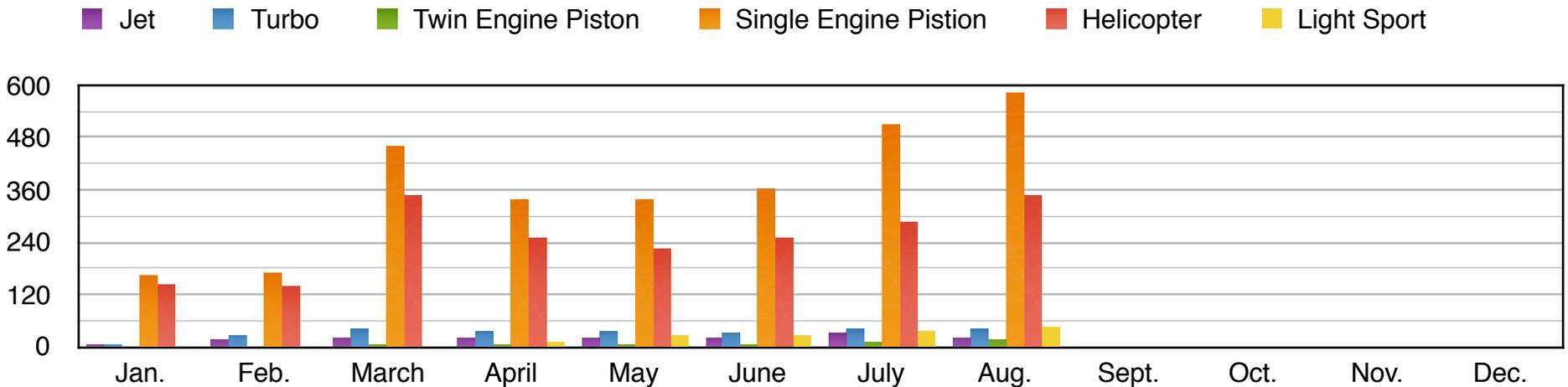
Flights Over the Past Five Years by the Present Month



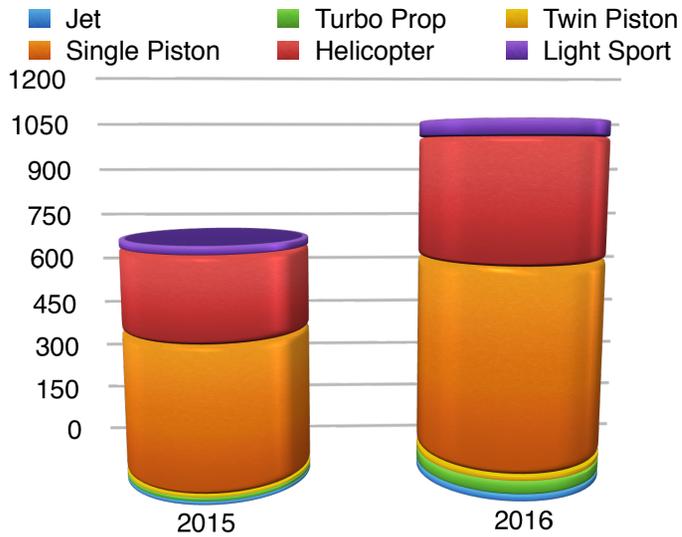
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



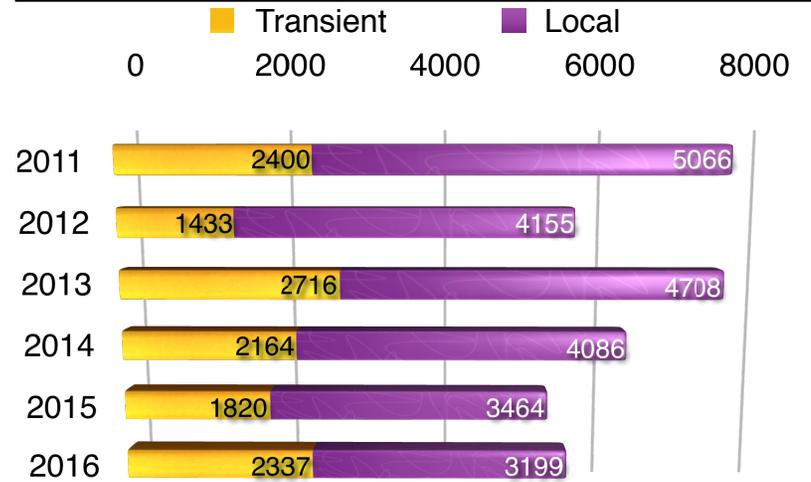
Operations by Aircraft for the Year of 2016



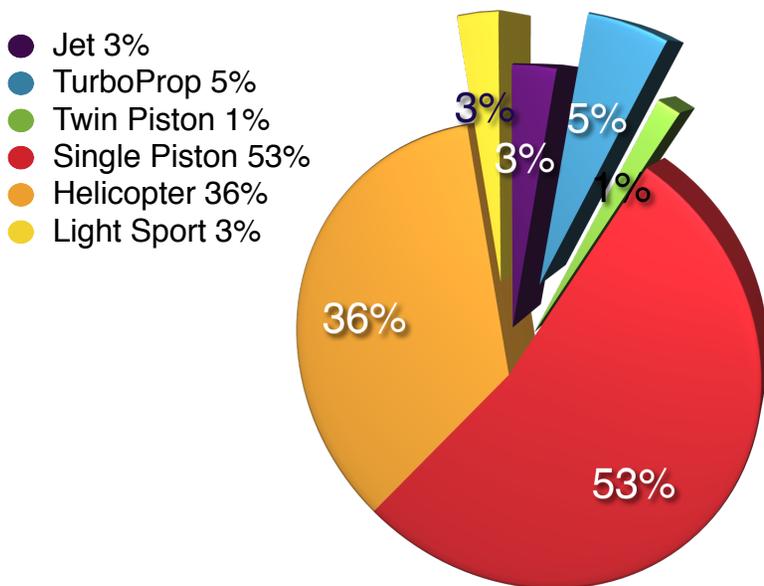
This Month Compared to the Same Month Last Year



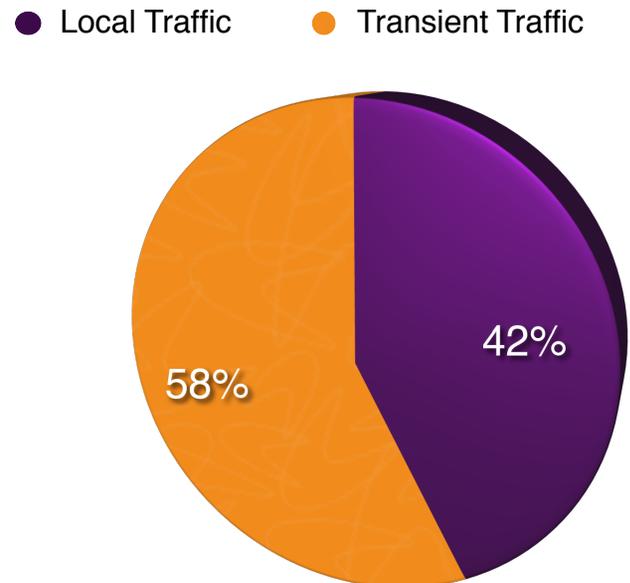
Transient Vs. Local Traffic



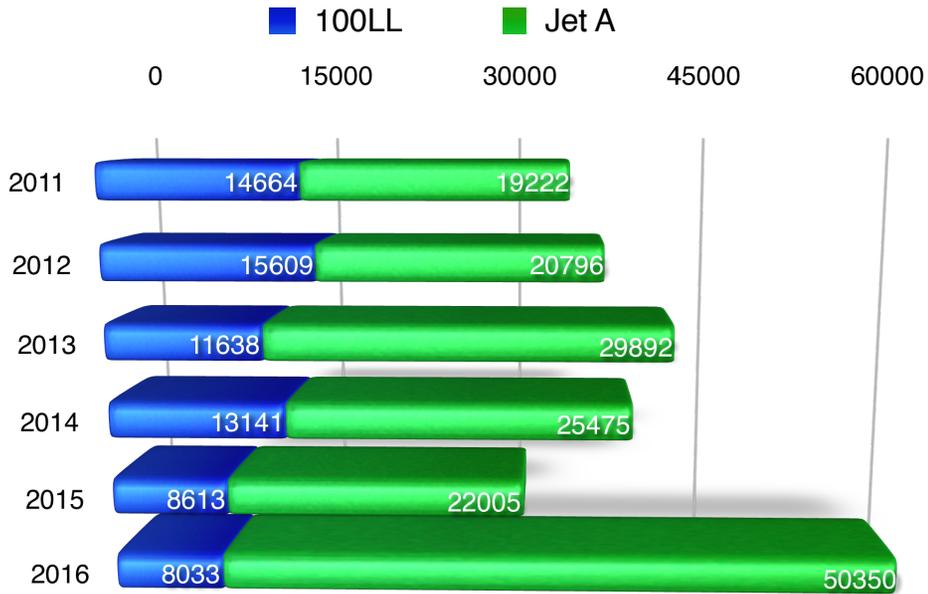
Percentage By Type Of Aircraft That Came Into Marshfield In 2016



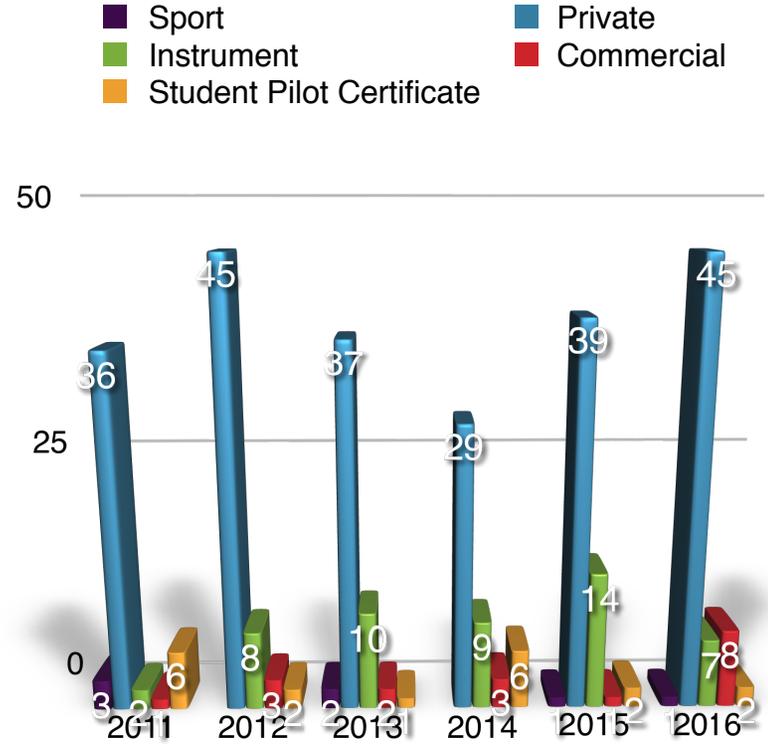
Percentage of Local Vs. Transient Traffic for 2016



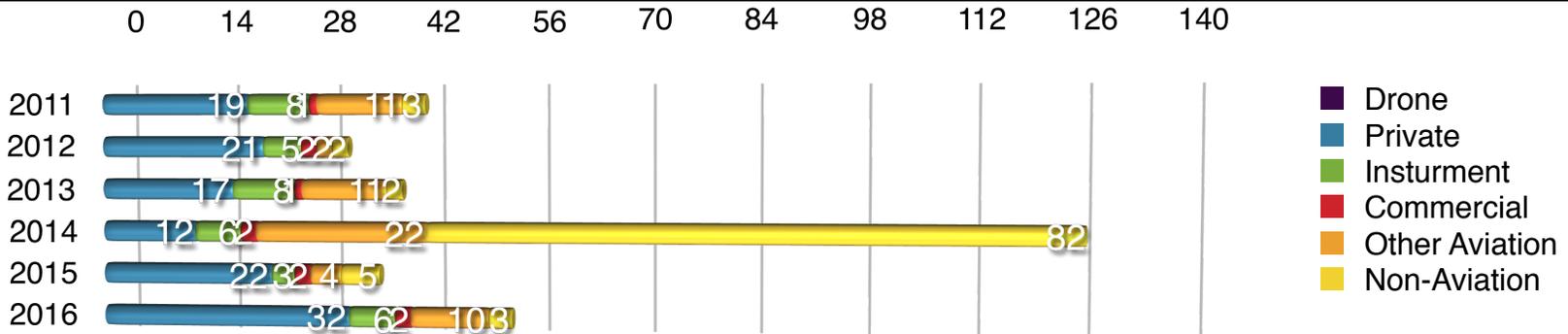
Fuel Sold - 6 Year Comparison



Duffy's Flight Checks for Pilots - 5 Year Comparison



Computerized Written Exams Given At The Airport



Individuals And Businesses That Have Used The Airport This Month

Duffy's Aircraft Sales and Leasing Inc.
Aviation On Demand
Spirit Transport
Dan Hiller
CrossWind Aviation LLC
Wheelers Chevy Olds Pontiac Cadillac
Inc.,
Dan Wheeler
Duffy Gaier
Bob Gaier
Jeffrey & Elizabeth Gaier
Georgi Georgiev
Don Halloran
Howard Rand
Steve Humphrey
Mayo One (Medflight Eau Claire)
Custom Fabrication and Repair
Brian Barnett
Kirk Haslow
Haslow Farms
Father Eric Berns
David Vance
Bruce Wineman
Medevac (Medflight Wausau)
Troy Rens
Linus Snyder
Todd Masephol
Shennon Richter
Life Link III (Medflight New Richmond)
Enbridge
Burrnett Co. Flying Service
Michael Tyler
Bob Thill
Valley Medical - Fixed Wing Medflight
Harry Dolan
Am I High Aviation
Wausau Flying Service
Festival Foods
Hawthorne Aviation (Medflight Fixed
Wing Eau Claire)

LJ Aviation
Roehl Transport
Grupe Bryce
P Gingrich
Theda Star (Medflight)
Patrick Colwell
Thomas Pue
Scott Singkofer
Art Scottberg
Steve Mickel
Morey Airplane Company
Randy Musack
Wisconsin Aviation
Jeff Veers
MQ Aviation
Matt Thomas
Civil Air Patrol
Dan Reis
Brad Honish
Derek Ahl
Tim Hoefs
Tom Jablonicky
Dan Jurczyk
Duane LeVoy
Christine LeVoy
Steve Mesner
Landon Now
Stick and Rudder Aviaiton LLC
William O'Donnell III
Jerry Dahl
Kevin Valley
Dana Bennis
Henry Schwartz
Brandon Lohr
Jenny Wiegmann
Philipp Grajewski
Howard Rice
Dale Kunitz
Tyler Unertl
Sarah Upton
Kyle Keehner
Christopher Boltz

Arnold Beamish
Tyler Seamans
Dennis Fischer
Samuel Krah
Paige Wallery
Thomas Davis
Ryan Krokstrom
Amanda Brzezinski
Owen Knutson
Nathan Eversole
Michael Noethe
Cayley Dyni
Pace Balster
Jason Frank
Ronald Falch
Evan Nelson
John Dorcey
William McCullough
George Plautz Jr.
Mary Fredrick
Joe Morten and Sons
Barry Deyton
Ronn DeNouden
Thomas Brown
Daniel McGiveron
Steve Krueger
jerry Fisher
Curtiss Meister
G. Whyte
Reabe Spraying service
R. O'Reilly
Gregory Herrick
Brandon Backspin
Gary Shiner
Sarah boltz
Brian Wilson
Don Hrabe
John Beck
Joh Harden
Aviation Insurance Resources
Doug Hoffman
William Lloyd
Douglas nemeth
Dean Zimmerman
Anthony Anderson
Marc Stamsta

Scott Brideger
James Younggren
Phillip Grajewski
James Voss
Jenny Wiegmann
Neil Wienk
David Tolsdorf
Mark Nelles
UW Flying Club Inc.
Allen Jones
Bank of America Leasing
Greater Financial
Amadeus Aviation LLC
Air Charity Network (Angel Flight)
Tango Inc.
Krist Oil

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

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

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

Experimental Aircraft Association Chapter 992 (Marshfield & Medford Group)	Central Wisconsin Apple User Group
Toastmasters of Marshfield	Marshfield Youth Hockey
	C12 Group (Christian CEOs and owners building great

Summary Report - Activity was certainly up this month. We have quite a few new students training at Marshfield that helped.

Jeff's Written Exams have gone up due to that we are now the only testing center in Central and Northern Wisconsin.

There is a change in the way written exams are presented in the report. Sport exams are now combined with "other aviation tests" and drone written exams have now been added. We expect a high demand for drone written exams

Account #	Obj. #	Description	2016 Amount Approved	2016 August Invoices	Firm Expenses Paid	Used To Date	Balance
Account # 101-53510-33							
52100		Professional Services	46,073.00	3,839.42	Manager's contract	30,715.36	15,357.64
52210		Electric	16,062.00	35.29	Marshfield Utilities & Alliant Energies	5,790.35	10,271.65
52220		Water	408.00		Marshfield Utilities	354.59	53.41
52230		Sewer	316.00		Marshfield Utilities	348.37	(32.37)
52240		Fire Protection Charge	2,087.00		Marshfield Utilities	645.18	1,441.82
52260		Heating - Gas	2,278.00	9.57	General terminal- We Energies	931.80	1,346.20
				10.89	General terminal- We Energies		
52300		Telephone	1,377.00	121.98	Frontier	602.26	774.74
52400		Rep/Maint. Serv-Streets	19,200.00			10,925.00	8,275.00
52500		Repair/Mainte. Service	52,000.00	176.50	Fire & Safety Equipment IV - one new extinguisher and all other extinguishers checked.	23,809.07	28,190.93
				53.90	Unifirst - 4 mats		
					Duffy's Aircraft Sales - mowing, men, equipment, spraying weeds, & runway light maintenance		
				4,712.50	Duffy's Aircraft Sales mowing, men & equipment		
				575.00	Duffy's Aircraft Sales - service weed sprayer, spray weeds, break out concwrw to straighten post on 29th St.		

	Amount Requested	August Expenses	Used To Date	Balance
52900	Other Contractual Ser.	3,000.00	4,968.75	(1,968.75)
53100	Office Supplies & Exp.	500.00		500.00
53200	Publications & dues	200.00	130.00	70.00
53400	Operating supplies	1,600.00	613.52	986.48
53500	Rep/Mainte. Supplies	6,800.00	680.05	6,119.95
55110	Buildings & Contents	2,723.00	3,116.17	(393.17)
55140	Professional Liability	320.00	314.41	5.59
55150	Airport Liability	4,350.00	4,350.00	-
55170	Boiler	375.00	512.66	(137.66)
58830	Airport Buildings			-
Grand Totals	159,669.95	10,112.52	88,807.54	70,861.46

2017 COMPREHENSIVE PLAN UPDATE STEERING COMMITTEE MINUTES
OF THURSDAY, AUGUST 18, 2016

PRESENT: Chairperson Joe Gustafson; Alderperson Ed Wagner; Dan Knoeck; Justin Casperson; and Bob Haight.

ABSENT: Mayor Chris Meyer (excused); Sam Warp (excused); Ann-Marie Nelson Brine (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.

Due to a lack of a quorum, no action was taken, but the following items were discussed.

Discuss Issues and Opportunities Listed in the Issues and Opportunities Chapter

The Committee discussed the issues and opportunities listed at the end of the Chapter and the layout of the overall Chapter.

Review Natural, Cultural, and Agricultural Resources Chapter

The Committee reviewed the Cultural Resources Section, Community Values Section and the Goals, Objectives, and Programs, Policies, and Recommendations Sections.

Gustafson leaves at 3:40 pm

Discuss Mid-Term Town Hall Meeting

The committee discussed dates that could possibly work to hold the next Town Hall meeting tentatively sometime in September for the purpose of presenting the existing conditions report and providing an opportunity for more public review, questions, and comments. Miller will finalize a date, time, and location and then market accordingly.

Set Meeting Date and Future Agenda Items

The next meeting will likely be held on Thursday, September, 8, 2016 or Thursday, September 15, 2016 in Conference Room 108 of City Hall Plaza at 3:00 PM. Miller will send out an email to confirm the date.

Knoeck leaves at 4:40 pm

Discussion ended at 4:50 pm.

Respectfully submitted,

Sam Schroeder
Zoning Administrator

MARSHFIELD PUBLIC LIBRARY
BOARD MEETING
211 E. Second Avenue, Marshfield, WI 54449
August 16, 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, Tom Buttke, Mary Hartl (arrived 7:18am), Kris Keogh, Xin Ruppel, Ruth Voss, Don Schnitzler, Jean Swenson, Kim Vrana, and Library Director Lori Belongia.

Absent: Pat Saucerman

Also present: Kathy Baker, Anna Linzmeier

Citizen's comments, correspondence and announcements: Amber France of the Wood County Breastfeeding Coalition presented Lori with the Breastfeeding Friendly Individual of the Year 2016 award for her efforts to provide a breastfeeding friendly environment in the new library by establishing a family room. A thank you card from Lynnea Miller to Lori for talking with her and setting up a job shadowing opportunity. A thank you card from Kathryn Wiesen to Natalie Kruse for her help with genealogy research.

Changes or additions to the agenda: None.

LB16-51 Minutes of the Library Board Meeting: Motion by Voss, second by Ruppel to approve and place on file the minutes of the July 19, 2016 Library Board Meeting. All ayes. Motion carried.

LB16-52 Director's Report: Motion by Buttke, second by Schnitzler to receive and place on file the July 2016 Director's Report. All ayes. Motion carried.

LB16-53 2nd July and 1st August Vendor List: Motion by Voss, second by Ampe to approve Vendor Lists. All ayes. Motion carried.

LB16-54 July 2016 Financial Control Report: Motion by Vrana, second by Keogh to receive and place on file the July 2016 Financial Control Report. All ayes. Motion carried.

LB16-55 Business

Consider Vacancy in the Children's part-time Library Assistant II position and possibly reclassifying the position: Motion by Buttke, second by Schnitzler to authorize changing and filling the recently vacated part-time Library Assistant II position at 16 hours per week to a Library Specialist III position at 12 hours per week. All ayes. Motion carried.

Library & Community Center Project: Belongia updated the board on the project. The move has begun with well over 100 volunteers signed up to assist the staff and the moving company. The backup generator is being moved to the new building with the assistance of a crane. She also noted an open records request from the Marshfield News Herald related to shelving in the new library.

LB16-56 Minutes of other organizations: Motion by Hartl, second by Vrana to accept and place on file the minutes of the May 4, 2016 Marshfield Public Library Foundation meeting, the June 21, 2016 Friends of the Marshfield Public Library meeting, and the July 28, 2016 SCLS Board of Trustees meeting. All ayes. Motion carried.

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

Respectfully submitted,


Mary Hartl
Secretary

Business Improvement District Board
Minutes of the August 24, 2016 Meeting

Meeting called to order by Al Nystrom, Chairman, at 8:00 a.m. in Room 108 of City Hall Plaza.

Members present: Scott Koran, Dewey Schutz, Al Nystrom, and Brian Hopperdietzel

Members Absent: Tom Buttke, Pat Schreiner, and Carol Knauf

Others Present: Steve Barg, Angie Eloranta, and Amy Krogman

There were no citizen's comments

Eloranta went over the differences between the 2016 and 2017 Operating Plan

BID16-10 Motion by Koran, second by Hopperdietzel to approve the 2017 Operating Plan with the following changes: Add the wording "Continue to work on implementation of downtown master plan"

Motion carried

BID16-11 Motion by Hopperdietzel, second by Schutz to recommend approval of Resolution No. 2016-41 to the Common Council.

Motion carried

Next meeting date will be October 19th at 8:00 a.m.

Motion by Koran, second by Schutz to adjourn at 8:21 a.m.

Respectfully submitted,

Amy Krogman
Administrative Assistant III

**City of Marshfield Committee on Aging
City Hall Plaza, Room 108
Meeting Minutes – September 1, 2016**

The monthly meeting of the Committee on Aging was called to order at 9:35 a.m. by Chairperson Mike Feirer.

MEMBERS PRESENT: Mike Feirer, Becky Huebner-Leu, Patty Ruder, Jean Doty and Gary Cummings

ABSENT: Kathy Dieck

EXCUSED: Amy Krogman, Kelly Cassidy and Elsie Anderson

OTHERS: Celena Wanca-Netzow and Jennifer Cummings

MINUTES: Motion made by Doty and seconded by Ruder to approve the minutes from the August 4, 2016. Motion carried.

CITIZEN’S COMMENTS: None

WELCOME: Welcome extended to new Committee on Aging member Gary Cummings. Introductions of other members followed.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN

UPDATE: Cummings reported that ADRC Advisory Committee needs members to replace outgoing members. The Wausau ADRC office will relocate to a new building near the 2510 Restaurant on December 1, 2016. There’s a Wausau group that is working on forming a senior center. Seniors have been gathering at the current ADRC location for cards, exercise classes and socializing. With the ADRC leaving North Central Health Care, there is a concern as to where these activities will continue and/or IF they will continue. Relocating the Marshfield office to the Community Center is still being discussed. Build out costs will be recouped through a lease agreement. The Café 60 location at the Gathering Place Restaurant in Pittsville closed August 30th. ADRC is looking for another location—Spike’s and Pinecrest Supper Club were suggested. Trauma Informed approach is being implemented throughout the four ADRC county locations. Presentations have been made to all staff and the ADRC board of directors. Brainstorming took place at the all-staff conference as to what currently is being done, what is to be kept and what needs to be changed in order to revitalize staff and provide “super” quality service.

WOOD COUNTY TRANSPORTATION: No report

TAXI UPDATE: Feirer may have the taxi service manager come to the November meeting. Four new vans have been ordered and will replace the sedans, making the taxi service “all van” and handicapped accessible.

FORUM 55+ UPDATE: None

LIBRARY/COMMUNITY CENTER PROJECT: The library closed for three weeks in order to make the move to the new Everett Roehl Marshfield Public Library. A “soft” opening and ribbon cutting has been scheduled for September 6 at 9:00 a.m. November 13 will be the official grand opening. On September 13th the Common Council will decide to approve option A or B as they were presented on August 30th. Senior Citizen activities currently at the mall will be relocated to the Community Center once remodeling and asbestos removal is completed.

2016 SENIOR HEALTH FAIR: The 2016 fair is scheduled for Friday, September 30 and will be held at the Fair Grounds. A to-do list was discussed and assignments were made. Doty will email the list and questions that arose to all COA members. Feirer reported that Kris Leonhart from *Hub City News* will attend and the local cable TV will also be present.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

FUTURE MEETING DATE: The next meeting will be held on September 29 at the Jr. Fair Exposition Building at 9:30 a.m. Board members will set up for the fair after the meeting.

Meeting adjourned at 10:29 a.m.

Respectfully submitted,
Jean Doty (for Amy Krogman who was excused)

Economic Development Board meeting September 1, 2016

Present: Buttkke, Dickrell, Martin, Meissner, Trussoni, Wagner (Staab at 3:05 p.m.)
Absent: Sennholz
Others: Angell, Barg, Eloranta, Olson

Vice Chairman Dickrell called the meeting to order at 3:02 p.m. in City Hall, Room 108.

Approve minutes – August 2nd and August 16th

Buttkke moved and Wagner seconded the motion to approve minutes from the August 2nd and August 16th meetings as presented. Motion carried.

Consider amending 2017 budget - additional request from Main Street Marshfield

Angell stated that the 2017 budget approved last month included \$5,750 for Main Street: \$5,000 for Flower Power; \$750 for the Executive Director. But Main Street is requesting a total allocation of \$12,250 as follows: Flower Power - \$8,000; Pop Up Shop - \$1,750; Recruitment visits – \$1,000; Third Thursdays - \$1,000; Downtown property/business owner meetings – \$500. Wagner expressed thanks for the Pop Up Shop program, saying he prefers to see \$1,000 more for Pop Up Shop, taking out \$1,000 from Third Thursdays.

Wagner moved and Dickrell seconded the motion to approve Main Street's 2017 budget request, with the one change suggested by Wagner. Motion carried.

Discuss Community Square project

Angell said that the next step is to get proposals for the design engineering services. The timeline would be as follows: Board of Public Works/Council approval on October 11th, solicit project bids in February 2017, begin construction in April 2017.

Buttkke moved and Meissner seconded the motion to recommend that the Board of Public Works/Council approve an RFP for design engineering services, authorizing appropriate city staff to execute the necessary agreement. Motion carried.

Angell gave an update on fundraising. So far \$450,000 has been pledged by large donors. Naming rights are being assigned for donations to the full park, splash pad, dining area, 3 corners, and 16 benchers. The goal is to get the necessary funds by January 1, 2017. The City and EDB are providing \$400,000 in total, and a \$250,000 grant application has been submitted. Eloranta stated that Main Street has also applied for a \$25,000 grant.

Continue Economic Development Organization discussion

Angell noted that this agenda item was canceled for today as Sennholz wasn't able to line up those interested in the EDO concept to attend today's meeting. However, he believes that will have people ready for the Board's next meeting on September 15th.

With no objections from Board members, Dickrell adjourned the meeting at 3:35 p.m.

Respectfully submitted,
Steve Barg, City Administrator

BOARD OF PUBLIC WORKS MINUTES
OF SEPTEMBER 6, 2016

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

PRESENT: Tom Buttke, Ed Wagner, Mike Feirer, Chris Jockheck & Gordon Earll

EXCUSED: None

ALSO PRESENT: Mayor Meyer; City Engineer Turchi; Assistant City Engineer Cassidy; Development Services Director Angell; Street Superintendent Winch; John Adam Kruse; the media; and others.

PW16-92 Motion by Wagner, second by Feirer to recommend approval of the minutes of the August 15, 2016 and August 23, 3016 Board of Public Works meetings.

Motion Carried

Citizen Comments: John Adam Kruse, 806 East 19th Street, Marshfield – has had some conversations with Alderman Wagner regarding the street referendum. He has run 5 school referendums in the past and it was important to show how the school mill rate compared to others which was one of the lowest around. The City can't say that so you need to focus on other things to promote the referendum. You need a mission and vision statement and then need to build public trust by sharing information with the public. Social media should be used. He is working with a team of citizens to discuss how to move forward from the failed referendum. He referenced the 2007 Strategic Plan which identified several things that need to be address, including a communication strategy, before attempting another referendum. With regard to the downtown park, he feels that we have enough parks and the focus should be on activities, not bricks and mortar.

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

PW16-93 Motion by Earll, second by Jockheck to recommend approval of the quotation submitted by Aring Equipment Company for a 2016 Volvo ECR40D mini excavator at a cost of \$47,700 and authorize execution of a purchase agreement.

Motion Carried

PW16-94 Motion by Wagner, second by Jockheck to recommend approval of the Request for Proposals for Community Square Design Services

Motion Carried

PW16-95 Motion by Wagner, second by Jockheck to recommend approval of the contract amendment with MSA Professional Services for East 29th Street Reconstruction as presented, and authorize execution of the amendment.

Motion Carried

PW16-96 Motion by Feirer, second by Earll to recommend approval of the proposal submitted by Timbers Selissen Rudolph Land Specialists, Inc. of Eau Claire, WI for North Central Avenue Real Estate Acquisition Services and authorize execution of an agreement.

Motion Carried

PW16-97 Motion by Feirer, second by Jockheck to recommend approval of the Preliminary 2017 Asphalt Paving List as presented.

Motion Carried

PW16-98 Motion by Earll, second by Jockheck to recommend approval of ‘No Parking This Side of Street’ be posted on the ditched streets as described below and that the Administrative Code of Traffic and Parking Regulations be amended to reflect these changes:

- Apple Avenue from 25th Street to 29th Street – west side
- 25th Street from Peach Avenue to Palmetto Avenue – south side
- Wallonnie Drive from Palmetto Avenue to Palmetto Avenue – east side

Motion Carried

The Board of Public Works discussed the referendum results and other possible funding options for street improvements. While a wheel tax has been suggested, the consensus was to wait at least a year before pursuing that further.

PW16-99 Motion by Jockheck, second by Feirer to adjourn to closed session at 6:30 PM pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- Sale of land at East 4th Street and Galvin Avenue

Roll call vote, all ‘Ayes’ Motion Carried

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

PW16-100 Motion by Feirer, second by Jockheck to reconvene in open session at 6:38 PM.

Roll call vote, all ‘Ayes’ Motion Carried

PW16-101 Motion by Wagner, second by Earll to recommend approval of a purchase agreement and Certified Survey Map for sale of City owned land at 4th Street and Galvin Avenue.

The Board of Public Works was reminded that the Board of Public Works Bus Tour will be held on Wednesday, September 7, 2016, leaving City Hall at 5:15 PM.

Recommended items for future agendas: None

Motion by Jockheck second by Wagner that the meeting be adjourned at 6:41 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

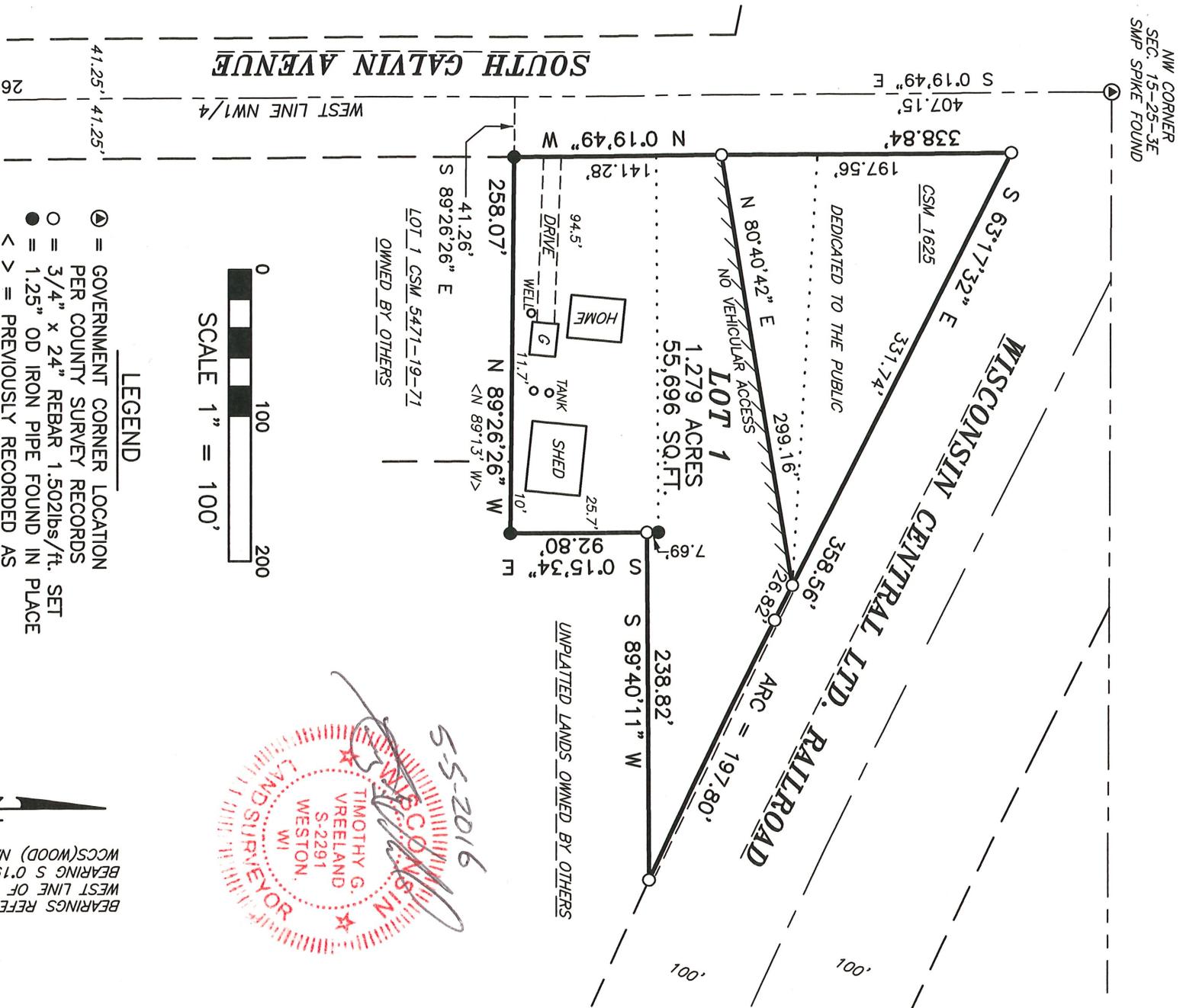
CERTIFIED SURVEY MAP

WOOD COUNTY NO. _____ VOL. _____ PAGE _____

PART OF CSM 1625 AND THAT PART OF THE NW1/4 OF THE NW1/4 OF SECTION 15,
TOWNSHIP 25 NORTH, RANGE 3 EAST, CITY OF MARSHFIELD, WOOD COUNTY, WISCONSIN.

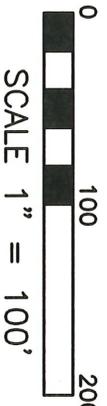
VREELAND ASSOCIATES, INC.		PREPARED FOR:	
6103 DAWN STREET WESTON, WI. 54476 PH (715) 241-0947 OR TOLL FREE (866) 693-3979 FAX (715) 241-9826 tim@vreelandassociates.us		CITY OF MARSHFIELD	
FILE #: M-54 MARSHFIELD	DRAFTED BY: TIMOTHY G. VREELAND	DRAWN BY: TIMOTHY G. VREELAND	

SHEET 1 OF 3 SHEETS



5-5-2016

 TIMOTHY G. VREELAND
 S-2291
 WESTON, WI
 LAND SURVEYOR



- LEGEND**
- ⊙ = GOVERNMENT CORNER LOCATION PER COUNTY SURVEY RECORDS
 - = 3/4" x 24" REBAR 1.502lbs/ft. SET
 - = 1.25" OD IRON PIPE FOUND IN PLACE
 - < > = PREVIOUSLY RECORDED AS

RADIUS = 5828.75'
 CHORD = S 64°13'10" E 197.79'
 CENTRAL ANGLE = 1°56'40"



BEARINGS REFERENCED TO THE
 WEST LINE OF THE NW1/4
 WCCS(WOOD) NAD83 (2011)

W1/4 CORNER
 SEC. 15-25-3E
 SMP SPIKE FOUND

CERTIFIED SURVEY MAP

WOOD COUNTY NO. _____ VOL. _____ PAGE _____

PART OF CSM 1625 AND THAT PART OF THE NW1/4 OF THE NW1/4 OF SECTION 15, TOWNSHIP 25 NORTH, RANGE 3 EAST, CITY OF MARSHFIELD, WOOD COUNTY, WISCONSIN.

SHEET 2 OF 3 SHEETS

SURVEYORS CERTIFICATE

I, TIMOTHY G. VREELAND, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT AT THE DIRECTION OF KRIS HAWLEY FROM THE CITY OF MARSHFIELD, I SURVEYED, MAPPED AND DIVIDED PART OF CERTIFIED SURVEY MAP NUMBER 1625 AND THAT PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 15, TOWNSHIP 25 NORTH, RANGE 3 EAST, CITY OF MARSHFIELD, WOOD COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS.

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 15; THENCE S 0°19'49" E ALONG THE WEST LINE OF THE NORTHWEST QUARTER 407.15 FEET; THENCE S 89°26'26" E 41.26 FEET TO THE EAST LINE OF SOUTH GALVIN AVENUE AND TO THE POINT OF BEGINNING; THENCE N 0°19'49" E ALONG THE EAST LINE OF SOUTH GALVIN AVENUE 338.84 FEET TO THE SOUTHERLY LINE OF THE WISCONSIN CENTRAL LTD. RAILROAD; THENCE S 63°17'32" E ALONG THE SOUTHERLY LINE OF THE WISCONSIN CENTRAL LTD. RAILROAD 358.56 FEET; THENCE 197.80 FEET ALONG THE ARC OF A CURVE CONCAVE TO THE NORTH WHOSE RADIUS IS 5828.75 FEET, WHOSE CENTRAL ANGLE IS 1°56'40" AND WHOSE CHORD BEARS S 64°13'10" E 197.79 FEET; THENCE S 89°40'11" W 238.82 FEET; THENCE S 0°15'34" E 92.80 FEET; THENCE N 89°26'26" W 258.07 FEET TO THE POINT OF BEGINNING. SUBJECT TO ALL EASEMENTS, RESTRICTIONS AND RIGHTS OF WAY OF RECORD AND USE.

THAT SUCH MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE CERTIFIED SURVEY MAP THEREOF MADE.

THAT I HAVE FULLY COMPLIED WITH SECTION 236.34 OF THE WISCONSIN STATUTES, CHAPTER A-E 7 OF THE WISCONSIN ADMINISTRATIVE CODE AND THE LAND DIVISION ORDINANCE OF THE CITY OF MARSHFIELD, ALL TO THE BEST OF MY KNOWLEDGE AND BELIEF IN SURVEYING, DIVIDING AND MAPPING THE SAME.



TIMOTHY G. VREELAND P.L.S. 2291

DATED THIS 5TH DAY OF MAY, 2016

CERTIFIED SURVEY MAP

WOOD COUNTY NO. _____ VOL. _____ PAGE _____

PART OF CSM 1625 AND THAT PART OF THE NW1/4 OF THE NW1/4 OF SECTION 15, TOWNSHIP 25 NORTH, RANGE 3 EAST, CITY OF MARSHFIELD, WOOD COUNTY, WISCONSIN.

SHEET 3 OF 3 SHEETS

OWNERS CERTIFICATE OF DEDICATION

AS OWNERS, WE HEREBY CERTIFY THAT WE CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS REPRESENTED ON THE MAP. I ALSO CERTIFY THAT THIS MAP IS REQUIRED BY s.236.10 OR s.236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: CITY OF MARSHFIELD

WITNESS THE HAND AND SEAL OF SAID OWNERS ON THIS _____ DAY OF _____ 2016.

CHRIS L MEYER, MAYOR _____

DEB M. HALL, CITY CLERK _____

STATE OF WISCONSIN) SS
WOOD COUNTY)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2016, THE ABOVE NAMED CHRIS L. MEYER AND DEB M. HALL TO ME KNOWN TO BE THE SAME PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, WOOD COUNTY, WISCONSIN _____

MY COMMISSION EXPIRES _____

COMMON COUNCIL RESOLUTION

RESOLVED THAT THIS CERTIFIED SURVEY MAP IN THE CITY OF MARSHFIELD, IS HEREBY APPROVED BY THE COMMON COUNCIL OF THE CITY OF MARSHFIELD. THE CITY OF MARSHFIELD, OWNERS OF THE LANDS.

DATE APPROVED _____ MAYOR _____ CHRIS MEYER

DATE SIGNED _____ MAYOR _____ CHRIS MEYER

CITY CLERK

I, HEREBY CERTIFY THAT THE FOREGOING IS A COPY OF A RESOLUTION ADOPTED BY THE COMMON COUNCIL OF THE CITY OF MARSHFIELD.

DEB M. HALL _____

5-5-2016



JUDICIARY AND LICENSE COMMITTEE
MINUTES OF SEPTEMBER 6, 2016

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

PRESENT: Alderpersons Ed Wagner and Gordon Earll

EXCUSED: Alderperson Alanna Feddick

ALSO PRESENT: Mayor Meyer, Police Chief Gramza and City Clerk Hall

JLC16-062 Motion by Earll, second by Wagner to approve the minutes of the August 16, 2016 meeting.

Motion carried

CITIZEN COMMENTS

None

JLC16-063 Motion by Earll, second by Wagner to approve by unanimous consent the following:

- a) Eleven (11) Beverage Operator Licenses for the 2015-2017 license year to: Rhiannon Baierl, Wendy Cummings, Daniel Dadabo, Caryn Degneau, Tina Escutia, Kristin Fetting, Sandra Hill, Katelyn Johnston, Mercedes Loining, Cheyenne Masanz and Chelsa Veers.
- b) Temporary Class "B" Retailer's License (Picnic) to Main Street Marshfield, Inc. for September 15, 2016.
- c) Temporary Class "B"/"Class B" Retailer's License (Picnic) to the Chestnut Center for the Arts for September 17, 2016.
- d) Temporary Class "B" Retailer's License (Picnic) to the Thomas Baer Veterans Memorial Fund for September 24-25, 2016.
- e) Temporary Class "B" Retailer's License (Picnic) to Columbus Catholic Schools for November 11, 2016.

Motion carried

JLC16-064 Motion by Earll, second by Wagner to grant a Beverage Operator License to Jason Zaleski with 25 demerit points assessed for failure to list his violation.

Motion carried

JLC16-065 Motion by Earll, second by Wagner to grant a Beverage Operator License to Brittney Averill with 25 demerit points assessed for failure to list her violation.

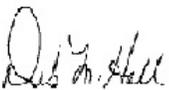
Motion carried

Future Agenda Items

None

Motion by Earll, second by Wagner to adjourn at 5:05 p.m.

Motion carried



Deb M. Hall
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF SEPTEMBER 6, 2016

Meeting called to order by Vice-Chairperson Spiros at 5:30 p.m., in Room 108, City Hall Plaza.

PRESENT: Alderpersons Rebecca Spiros, Jason Zaleski, Tom Witzel, Peter Hendler and Alanna Feddick (arrived at 5:33 p.m.).

ABSENT: None

ALSO PRESENT: City Administrator Barg, and City Personnel (Jennifer Rachu, Amy VanWyhe and Deb M. Hall)

Citizen Comments

None

FBP16-076 Motion by Zaleski, second by Hendler to approve the items on the consent agenda:

1. Minutes of the August 23, 2016 meeting.
2. Payroll in the amount of \$870,300.95 and Bills in the amount of \$1,623,403.50.
3. Report of Personnel Actions of September 6, 2016.
4. Monthly Position Control Report as of August 31, 2016.

Motion carried

No items were removed from the consent agenda.

Aldersperson Feddick joined the meeting.

FBP16-077 Motion by Zaleski, second by Hendler to recommend approval of Budget Resolution No. 22-2016 to the Common Council, transferring \$1,000,000 from the Long-Term Debt proceeds to the UW Marshfield/Wood County STEM project.

Motion carried

FBP16-078 Motion by Feddick, second by Hendler to recommend approval of Budget Resolution No. 23-2016 to the Common Council, transferring \$50,000 in Long-Term Debt Proceeds and \$32,000 of Fund Balance to Development Incentives, TIF #7 for the Midwest Auto Movers Development Agreement.

Motion carried

FBP16-079 Motion by Hendler, second by Witzel to approve revised Policy #3.850, Compensation for Elected Officials.

Motion carried

FBP16-080 Motion by Zaleski, second by Spiros to authorize staff to solicit proposals for contracted assessment services.

Motion carried

Discussion was held on setting aside the Administrative Services Department approach and placing the assessing function under the Finance Department, at such time as we no longer have a City Assessor (expected in June 2017).

The Committee recognized that somebody needs to be in control of making sure that the contracted assessor (Assessing Company) that we take on does what they are supposed to but at this point they don't know if the Finance Department is the best place for this. Staff will gather more information and bring it back to the Committee for further discussion.

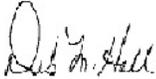
City Administrator Barg gave an update on the operation of the joint municipal court with the Village of Spencer; and the request from the Village of Stratford to join the municipal court.

FUTURE AGENDA ITEMS

None

Motion by Feddick, second by Hendler to adjourn at 6:03 p.m.

Motion carried

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

Deb M. Hall
City Clerk



City of Marshfield Memorandum

Date: September 6, 2016
To: Finance, Budget and Personnel Committee
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: RFP for Assessment Services

BACKGROUND

In follow up to the May 17, 2016 meeting, the Finance, Budget and Personnel Committee approved staff review of outsourcing options for some or all assessing services, including a formal RFP for Assessing Services for the City of Marshfield. It was also approved that the City would overlap contracted and/or in-house services in early 2017 to ensure a successful transition to the new model.

ANALYSIS

Since the initial review, staff has developed a formal RFP for contracted assessment services. The RFP is attached for your review. The intent is to accept proposals through October 7, 2016 with final section by November 23, 2016. Contracted services would begin January 1, 2017 and would extend for complete of annual assessment years 2017, 2018 and 2019. The contract is anticipated to run through June 2020 once all 2019 tax rolls are complete. Overlap of our current Assessor and contracted services would run January-June 2017.

RECOMMENDATION

We are requesting approval submit the RFP for contracted Assessing Services for the City of Marshfield.

Concurrence: 
Steve Barg, City Administrator

**REQUEST FOR PROPOSAL
FOR
ASSESSMENT SERVICES
FOR THE
CITY OF MARSHFIELD, WISCONSIN**

DUE DATE: OCTOBER 7, 2016, AT 12:00 PM

CITY OF MARSHFIELD
REQUEST FOR PROPOSAL FOR
ASSESSMENT SERVICES
Table of Contents

I.	INTRODUCTION.....	1
	Purpose of Document.....	1
	Background Information.....	1
	Due Date of Proposal.....	1
	Cost of Information Preparation.....	2
	Acceptance/Rejection of Process.....	2
	Amendments and Withdrawal.....	2
	Questions/Surveying Premises.....	2
	Term of Engagement.....	3
II.	TIME REQUIREMENTS.....	3
III.	SPECIFIC SERVICES REQUIRED.....	3
IV.	ASSESSMENT SOFTWARE.....	7
V.	CITY OBLIGATIONS.....	7
VI.	GENERAL PROPOSAL REQUIREMENTS.....	8
VII.	OTHER INFORMATION.....	10
VIII.	EVALUATION CRITERIA.....	10
IX.	FINAL SELECTION.....	11
X.	RIGHT TO REJECT PROPOSALS.....	11

I. INTRODUCTION

Purpose of Document

The City of Marshfield is seeking proposals from qualified assessment firms/individuals to provide annual assessment services for the City of Marshfield, Wisconsin, (hereafter, referred to as “City”) located in Wood and Marathon County, for the years 2017 through 2019. The City is seeking a firm/individual to serve as its statutory assessor and to provide annual maintenance work in a competent, timely, efficient, and cost effective and customer service-oriented manner.

Background Information

The City has a population of 19,186, and it is located in both Wood County and Marathon County, WI. The City’s 2016 Equalized Value (including manufacturing and TID) is \$1,462,938,600. The City has 7 active Tax Incremental Financing districts and one Business Improvement District. The assessment ratio for 2016 was 98.02% in Wood County, and 98.09% in Marathon County.

The City has the following parcel counts (from 2016 Statement of Assessment for Wood County and Marathon County):

	<u>Total Land</u>	<u>Improvements</u>
Residential	6,513	6092
Commercial	753	640
Manufacturing	72	63
Agricultural	68	0
Undeveloped	24	0
Agricultural Forest	4	0
Forest Lands	23	0
Other	<u>3</u>	<u>3</u>
Total	7460	6798
Exempt Value for PFP (Public Fire Protection roll)	364	188

Personal Property Accounts: For 2016, 949 accounts, including 13 buildings on leased land and airport hangars. In addition, there are 5 mobile home parks located in the city, with a total of 458 home sites.

A city-wide market revaluation was completed in 2010.

Due Date of Proposal

Proposals must be received by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator, by 12:00 p.m. on October 7, 2016. The effective date when the contract work is to begin is January 1, 2017.

Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator
630 South Central Avenue
Marshfield, WI 54449

Cost of Information Preparation

The costs of developing and submitting a proposal, discussions required to clarify items related to the proposal, and/or future interviews is entirely the responsibility of the applicant. All proposals and other information provided to the City become the property of the City. The City reserves the right to use such proposals and other material or information and any of the ideas presented therein without cost to the City.

Acceptance/Rejection Process

The City may schedule discussions with applicants submitting proposals if it becomes necessary to clarify elements of the proposal. The City will award the contract for assessment services based upon the proposal that the City determines is in the best interests of the City.

The City reserves the right to reject any and/or all proposals received. The City will reject any proposal that does not meet all of the terms, services, and conditions requested in this RFP.

Amendments and Withdrawal

The City reserves the right to amend or withdraw this RFP at any time at its sole discretion prior to the due date of the RFP. If it becomes necessary to amend any part of the RFP, an addendum will be provided. **Responders must include acknowledgment of all addenda as part of the RFP.** Any withdrawal is effective upon issuance of such notice.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the respondent of the conditions contained in this RFP, unless clearly and specifically noted in a subsequent contract between the City and the selected applicant.

Questions/Surveying Premises

No pre-proposal meetings shall be scheduled. Questions regarding desired services or general operations are to be directed to:

Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator
City of Marshfield
630 South Central Avenue
Marshfield, WI 54449
Ph: (715) 486-2004
Fax: (715) 384-9310
Email: jennifer.rachu@ci.marshfield.wi.us

All site visits must be scheduled in advance and confirmed by contacting the Human Resource Manager/Assistant to the City Administrator.

Applicants are encouraged to carefully inspect the community and facilities of the City, and judge for themselves, the circumstances affecting the cost of the work and the time requirements for its completion. Failure to do so will not relieve the assessor of the

obligation to furnish and perform the work, to carry out the provisions of the contract or to complete the contemplated work for the consideration set forth in the proposal in a timely manner.

Term of Engagement

This proposal is for the term beginning January 1, 2017 and ending July 1, 2020.

II. TIME REQUIREMENTS

The following is a list of key dates up to and including the date proposals are due to be submitted:

Due date for proposals:	October 7, 2016
Selected firm notified (anticipated):	November 23, 2016
Coverage beginning date (no later than):	January 1, 2017

III. SPECIFIC SERVICES REQUIRED

1. The assessor will perform all of the work required to properly and professionally assess the real and personal property of the City in accordance with applicable Wisconsin State Statutes and in full compliance with all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue. The assessor shall designate a qualified and responsible employee to supervise the operation of the assessor's staff for the entire contract period. The individual shall be certified Assessor Level II. The individual designated as such shall be available to the City for the entire contract. Should the project supervisor be reassigned, that person shall be replaced by an equally qualified individual, subject to review and approval of the City.

The assessor shall be accountable to the City Council, with frequent reporting to the City Administrator or his/her designee. The assessor shall meet with the City Administrator or designee on a regularly scheduled basis as applicable (not less than monthly to discuss the progress of the work and to review the data and the reports completed. The City reserves the right to inspect the data and the progress of the work performed at any time without limitation.

2. The assessor and his/her City-approved designee(s) will maintain regular office hours at the Marshfield City Hall Plaza, 630 South Central Avenue, Marshfield, WI 54449, for at least eight (8) hours per week. (NOTE: City Hall will relocate to 207 West 6th Street sometime during 2018.) Office hours shall be during 8:00 AM to 5:00 PM Monday through Friday. Additional hours should be planned after assessment notices are sent out, during the open book review, and prior to the Board of Review. In addition, the assessor may be required to attend city meetings as requested.
3. The assessor shall oversee and assist in all assessment-related clerical duties and customer service, as needed.

4. The assessor will provide a phone number for City officials to contact the assessor during regular business hours, Monday through Friday, and shall return calls within twenty-four (24) hours.
5. The assessor will assist in the field review and assessment of all properties that were under partial construction as of January 1st of the previous year.
6. The assessor will assist in the field review and assessment of new construction as of January 1st of the current year.
7. The assessor will assist in the performance of interior inspections on all newly constructed homes, partially constructed homes from the previous year, any interior remodeling including kitchen, bath, basement remodeling, and additions.
8. The assessor will assist in the field visit and measurement of all properties with building permits for exterior remodeling and for detached buildings and decks, air conditioning and other miscellaneous permits.
9. The assessor will assist in the field review, as deemed necessary, for properties that have been sold, for which a building permit has not been issued.
10. The assessor will be diligent in discovering and assessing all personal property. Assessor will assist in the field visit of all personal property accounts annually to discover new accounts and account for business that may have closed prior to the assessment year. Assessor will cross reference personal property account with the corresponding real property and parcel number.
11. The assessor will oversee the mailing out of State approved Personal Property Forms to all holders of personal property in the City by January 15th of each year, audit the returned forms, and place the new values in the assessment roll. Assessor will assist in the collection of the name and address of each personal property contact person, separate from the business name. The assessor shall keep on file in the office a doorage listing prior to open book review.
12. The assessor will assist in the accounting of all buildings destroyed or demolished.
13. The assessor will assist in the implementing of use value assessments of agricultural lands per specifications set forth by the Wisconsin Department of Revenue.
14. The assessor will be responsible for determining whether an organization or individual meets the requirements for exemption in determining a property's tax exempt status.
15. The assessor will assist in the processing of parcel subdivisions, lot line adjustments, new subdivision plats, certified survey maps, and any other land divisions – forwarding any changes to the City's GIS Coordinator.
16. The assessor will assist in taking digital photographs of new construction on or about January 1st annually, and also during the review process if needed.

17. The assessor will assist in maintaining and annually updating property owner lists, with current name and address changes.
18. The assessor will assist in validating sales and providing assessment data through the Department of Revenue PAD System, and recording of sales information to property record cards electronically.
19. The assessor will annually update all property owner information with new legal descriptions electronically.
20. The assessor will assist in the mailing of Notice of Assessment to property owners and others as required by Wisconsin Statutes.
21. The assessor shall notify the City Clerk for the publication of open book and Board of Review notices prior to open book – at least 40 days prior to a revaluation year, or 25 days in a maintenance year.
22. The assessor will conduct open book sessions in accordance with Wisconsin State Statutes. Assessor shall prepare a written record of open book contacts to file with the State required AAR (Annual Assessor's Report).
23. The assessor will be responsible for preparing for the annual Board of Review hearing proceedings as required by State Statutes. The assessor shall work with the City Clerk to arrange for the hearings. The assessor will prepare an annual report of assessment roll changes for the Board of Review. The assessor will attend the Board of Review hearings, serve as City staff at the hearings and defend the assessor's valuations and work products. The assessor will promptly and adequately follow up and respond to any appeals made at the Board of Review hearing, incorporating assessment modifications as approved.
24. The assessor shall assist in the updating of City's assessment computer records within fourteen (14) days of the final adjournment of the Board of Review.

The assessor shall oversee updating the City's assessment computer data. Assessment roll summaries and totals shall be forwarded to the City Clerk, Finance Director, City Administrator, and County Treasurers.
25. The assessor will be responsible for providing the Wisconsin Department of Revenue with final reports as required by the DOR.
26. The assessor will assist in valuing all mobile homes as required by law.
27. The assessor will assist in valuing all airport hangers and buildings on leased land as required by law.
28. The assessor will assist in the coordination with the Register of Deeds/ Real Property Listing offices of both Wood and Marathon County to facilitate the digital and manual transfer of data and values.

29. The assessor will ensure all exempt properties are assessed at market values for purposes of PFP (Public Fire Protection).
30. The assessor shall also perform all other duties incidental to the normal duties of the assessor.
31. The assessor will be required to provide 100% performance bond or stand-by letter of credit to the City prior to the start of the contract in the amount of the full contract price.
32. All assessment files and records created and data collected by the assessor shall remain the property of the City. Records removed for work in progress shall be returned to the City offices.
33. The assessor shall communicate openly and in a timely manner with proper City personnel and the public regarding assessment matters. The assessor is encouraged to interface with the business and residential community and the media to provide greater clarity of the assessor's role in the property taxation and valuation process.
34. The assessor is expected to present a positive, professional image in both dress and conduct while interfacing with City staff and the public.
35. All assessment personnel shall carry proper photo identification provided by the city to assure the public of their identity and purpose for gaining access to private property.
36. The assessor is not permitted to assign, subcontract, or transfer the work without the written permission of the City.
37. All personnel providing services requiring Wisconsin Department of Revenue Certifications shall be currently certified in compliance with Wisconsin Statute Chapter 73.09 as prescribed in the Wisconsin Property Assessment Manual.
38. The assessor will provide and update the City with a listing of all personnel assigned. All personnel shall be approved by the City. Copies of each employee's certificate shall be supplied to the City.
39. The assessor shall review any complaint relative to the conduct of his/her employee(s). If the City deems the performance of any of the assessor's employees to be unsatisfactory, the assessor shall remove such employee(s) from working for the City upon written request from the City.
40. The assessor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action arising from any act, error, or omission of the assessor, their agents and employees in the execution of work. Further, the assessor shall be responsible for any and all of their agents while performing acts under the terms of this contract. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the City, listing the City as an additional insured.
 - Limits of Liability shall not be less than:
 - a. Workers compensation statutory limits

- b. Comprehensive general liability, including personal injury and blanket contractual liability in the amount of \$2,000,000 per occurrence, combined single limit
 - c. Comprehensive auto liability, including property damage and non-ownership coverage in the amount of \$2,000,000 per occurrence, combined single limit
41. The assessor agrees to carry proper and sufficient insurance to cover loss of the City's records, as well as assessor's records in process under this agreement, which are in possession of the assessor. The assessor shall not be responsible for loss of records accidentally destroyed by fire, theft, or Act of God while kept in office space supplied by the City.
 42. The assessor shall be responsible for the proper completion of the assessment roll in accordance with State law. Final assessment figures for each property shall be provided by the assessor to the Register of Deeds/Land Description offices of Wood and Marathon Counties. All necessary measures and cooperation shall be exercised to balance said roll between the county and assessor. The assessor shall prepare and submit the Municipal Assessment Report (MAR) and the TID Assessment Reports to the Department of Revenue in a timely manner.
 43. It is the responsibility of the Assessor to produce and present the Annual Assessment Report (AAR) as required by the Wisconsin Department of Revenue.
 44. The assessor shall insure that employees maintain strict confidence regarding all privileged information received by reason of this contract. Disclosure of this or any appraisal information to any individual, firm, or corporation other than appropriate public officials or their authorized agents is expressly prohibited.
 45. The assessor shall be required to execute a contract with the City that incorporates the information included in this RFP.
 46. If during the term of the contract state statutes are amended regarding regulatory reporting for assessment liability, the contract may be altered or amended.

IV. ASSESSMENT SOFTWARE

The City of Marshfield is in the process of licensing Market Drive software for its assessment purposes. Conversion is currently taking place for future assessment roll work. The transition is from GVS (Global Valuation Systems). The City is also currently licensed to use APEX sketching software and the Marshall Valuation program from Core Logic.

V. CITY OBLIGATIONS

1. The City currently employs two full-time employees, currently a property appraiser and an administrative assistant. The property appraiser has an Assessor II Certification.

Currently, the property appraiser completes the field work and value for residential properties with oversight by the assessor. The City will consider alternate Assessing Department staffing models as recommended by the consultant.

2. The City shall furnish adequate space at City Hall at no cost to the assessor. Office space may include desks, tables, chairs, file cabinets, computer, printer, copier, fax machine, heating, lighting, telephone, and janitorial services.
3. The City shall allow access by the assessor to City records including, but not limited to, prior assessment rolls, sewer and water layouts, building permits, tax records, building plans, records of special assessments, plats or any other maps and property files at no cost.
4. The City shall furnish the name and correct address of the owner and block and lot number size or other identifying description of each parcel to be appraised.
5. The City shall furnish the name and correct address, if known, to the assessor for notices to be sent for changes in assessed values.
6. The City shall aid the assessor with a reasonable promotion of public information concerning the work under this agreement.
7. Postage and envelopes, with the City's return address, will be provided by the City, along with the typical office supplies.

VI. GENERAL PROPOSAL REQUIREMENTS

1. Submit six (6) copies of proposal, with one being unbound and single-sided.
2. All proposals must identify the firm name, address, and specific assessment service experience in Wisconsin. The proposals shall also include: the names, educational background, and municipal assessment experience of the person or persons to be assigned as the City's point of contact for the work to be performed; experience with conducting a revaluation process; identify experience with assessment evaluation of potential tax-exempt properties, demonstrate accuracy of assessment work.
3. The proposal shall include a listing of Wisconsin municipalities with a population that is reasonably comparable to the City of Marshfield for which your firm currently provides assessment services. Please indicate whether your firm provides the municipality with general annual assessment services, revaluation services, or both.
4. The proposal shall include the total annual compensation rate to provide the assessment services described in the above "Specific Services Required" and in accordance with the laws of the State of Wisconsin for assessment years 2017, 2018, and 2019, beginning not later than January 1, 2017. The City will pay the annual compensation pro-rata on a monthly basis.

5. Proposals shall clearly list the fee for each assessment year of the proposed contract 2017, 2018, and 2019 in a not-to-exceed sum to include all of the assessor's costs including but not limited to: labor, materials, supplies, equipment, transportation costs, meals, lodging, computer software, and Board of Review expenses. All expense reimbursements will be the responsibility of the firm/individual.
6. The assessor must keep regular office hours of at least eight (8) hours per week. These hours shall be during normal business hours of 8:00 AM – 5:00 PM Monday through Friday.
7. For future planning, the assessor shall provide a cost estimate for a future revaluation of City property. The assessor shall have successfully completed a revaluation in a municipality of similar size and stature. The assessor shall have Assessor Level II or higher staff competent to perform such a revaluation of commercial and residential property. The revaluation will not be part of the services for this contact, as this would be through a separate agreement.
8. All work shall be accomplished in accordance with the provisions of the laws of the State of Wisconsin and in full compliance with the rules and regulations promulgated by the Wisconsin Department of Revenue.
9. The proposal shall identify five (5) references from Wisconsin municipal clients of a size similar to the City of Marshfield for which the assessor and the person/persons to be assigned as the City's point of contact for the work to be performed and has provided assessment and/or revaluation services with the past two (2) years. References must include the name, title, address, and business phone number of the contact person.
10. The assessor shall provide a detailed resume of the person or persons assigned as the City's statutory assessor/point of contact for the work to be performed.
11. All personnel providing assessing services shall be currently certified in compliance with Wisconsin State Statutes and Administration rules of the Wisconsin Department of Revenue, and shall maintain certification throughout the duration of the assignment, and a valid driver's license.
12. The assessor is advised to carefully inspect the community, the assessment records, and facilities of the City of Marshfield and examine the above referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work or the time requirements for its completion. Failure to do so will not relieve the successful bidder of the obligation to furnish and perform the work, to carry out the provisions of the contract, and to complete the contemplated work for the consideration set forth in this bid on a timely basis.
13. The assessor is not permitted to assign, subcontract, or transfer the work of providing assessment services, without the prior written approval of the City.

14. The successful assessor will have five (5) years' experience in Wisconsin municipal government assessing, including re-evaluation, and will have advanced knowledge and experience in the utilization of computer applications for assessments.
15. The proposals will be reviewed and awarded to the assessor whose quote is the most responsive to the RFP and is the most advantageous to the City of Marshfield considering experience, price, and other factors. The City reserves the right to accept or reject any and all proposals received.
16. If a proposal is accepted, the assessor shall provide a certificate of insurance naming the City as additionally insured for the purposes of general and professional liability protection.
17. The assessor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action arising from any act, error or omission of the assessor, their agents, and employees in the execution of work. Further, the assessor shall be responsible for any and all of their agents and employees while performing acts ostensibly under the terms of this contract. Certificates of Insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the City, listing the City as an additional insured.

Limits of Liability shall not be less than:

- a) Worker's compensation Statutory Limits
- b) Comprehensive general liability, including personal injury and blanket contractual liability in the amount of \$2,000,000 per occurrence, combined single limit.
- c) Comprehensive auto liability, including property damage and non-ownership coverage in the amount of \$2,000,000 per occurrence, combined single limit.

VII. OTHER INFORMATION

A "sealed" original (unbound and single-sided) and five (5) copies of the Assessment Services Proposal must be received at the address listed below by no later than 12:00 PM on October 7, 2016. Sealed envelopes shall be marked: City of Marshfield Assessor Services Proposal.

Include the dollar cost bid in a separate sealed envelope marked as follows: Sealed Dollar Cost Bid Proposal for City of Marshfield Assessment Services 2017, 2018, 2019.

Proposals shall be submitted to:

City of Marshfield
Attn: Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator
630 South Central Avenue
Marshfield, WI 54449

VIII. EVALUATION CRITERIA

The following evaluation criteria will be used to review the Assessment Services Proposals that are received and which meet the RFP specifications requirements:

1. Demonstration of successful experience in providing general assessment services and assessment software to Wisconsin municipalities of similar size as the City of Marshfield.
2. Personnel management experience.
3. Past experience with providing assessment and revaluation services.
4. Ability to provide and maintain a computerized database of property assessment records.
5. Demonstration of a high level of accuracy in assessment work for municipal clients.
6. Cost of Assessment Services.
7. Evidence of positive customer interaction.

IX. FINAL SELECTION

The City Council will select an assessment firm based upon the recommendation of the selection committee. It is anticipated that a firm will be selected on approximately November 15, 2016. Following notification of the respondent selected, it is expected a contract will be executed between both parties prior to January 1, 2017. It is anticipated that the work under the contract will begin on January 1, 2017. This Request for Proposal will serve as the basis of the initial services contract with the firm that is selected.

X. RIGHT TO REJECT PROPOSALS

By responding to this RFP an individual respondent accepts the process outlined in this RFP and fully acknowledges that the final determination of the City is binding and without appeal.

The City reserves the right to reject any or all proposals, without prejudice and/or waive any irregularities if deemed in the best interests of the City. In addition, the City reserves the right to reissue all or part of this Request for Proposal and/or not award any contract at its discretion and without penalty.

The City reserves the right to accept the proposal considered most advantageous to the City, which, in its opinion, meets the specifications of the RFP regardless of whether or not the terms are the lowest cost.

All respondents accept the preceding terms and procedures in submitting a proposal.

RESOLUTION NO. 2016-42

INITIAL RESOLUTION AUTHORIZING
GENERAL OBLIGATION BONDS
IN AN AMOUNT NOT TO EXCEED
\$955,000 FOR COMMUNITY DEVELOPMENT PROJECTS
IN TAX INCREMENTAL DISTRICTS

BE IT RESOLVED by the Common Council of the City of Marshfield, Wood and Marathon Counties, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$955,000 for the public purpose of providing financial assistance to community development projects under Section 66.1105, Wisconsin Statutes, in the City's Tax Incremental Districts.

Adopted, approved and recorded September 13, 2016.

Chris L. Meyer
Mayor

ATTEST:

Deb M. Hall
City Clerk

(SEAL)

RESOLUTION NO. 2016-43

RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY
\$2,135,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2016C

WHEREAS, the City of Marshfield, Wood and Marathon Counties, Wisconsin (the "City") is presently in need of the sum of approximately \$2,135,000 for public purposes, including tax incremental project costs and improvements to University of Wisconsin Marshfield/Wood County facilities (collectively, the "Project") and refunding the City's State Trust Fund Loans, dated November 7, 2012 and February 17, 2016 (the "Refunded Obligations") for the purpose of achieving debt service cost savings;

WHEREAS, the Common Council hereby finds and determines that the Project is within the City's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, the Common Council of the City hereby finds and determines that general obligation promissory notes in an amount of approximately \$2,135,000 should be issued pursuant to Section 67.12(12), Wisconsin Statutes for the purpose of paying the cost of the Project and refunding the Refunded Obligations.

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

Section 1. Issuance of the Notes. The City shall issue general obligation promissory notes designated "General Obligation Promissory Notes, Series 2016C" (the "Notes") in an amount of approximately \$2,135,000 for the purposes above specified.

Section 2. Sale of the Notes. The Common Council hereby authorizes and directs that the Notes be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Notes as may have been received and take action thereon.

Section 3. Notice of Sale. The City Finance Director (in consultation with the City's financial advisor, Public Financial Management, Inc. ("PFM")) is hereby authorized and directed to cause the sale of the Notes to be publicized at such times and in such manner as the City Finance Director may determine and to cause copies of a complete Official Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Finance Director may determine.

Section 4. Official Statement. The City Finance Director (in consultation with PFM) shall also cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Section 5. Award of the Notes. Following receipt of bids for the Notes, the Common Council shall consider taking further action to provide the details of the Notes; to award the Notes to the lowest responsible bidder therefor; and to levy a direct annual irrevocable tax

sufficient to pay the principal of and interest on the Notes as the same becomes due as required by law.

Section 6. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded September 13, 2016.

Chris L. Meyer
Mayor

ATTEST:

Deb M. Hall
City Clerk

(SEAL)

RESOLUTION NO. 2016-44

INITIAL RESOLUTION AUTHORIZING NOT TO EXCEED
\$1,255,000 GENERAL OBLIGATION REFUNDING BONDS

BE IT RESOLVED by the Common Council of the City of Marshfield, Wood and Marathon Counties, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$1,255,000 for the public purpose of refunding obligations of the City, including interest on them.

Adopted, approved and recorded September 13, 2016.

Chris L. Meyer
Mayor

ATTEST:

Deb M. Hall
City Clerk

(SEAL)

RESOLUTION NO. 2016-45

RESOLUTION PROVIDING FOR THE SALE OF NOT TO EXCEED
\$2,210,000 TAXABLE GENERAL OBLIGATION CORPORATE PURPOSE BONDS,
SERIES 2016D

WHEREAS, the City of Marshfield, Wood and Marathon Counties, Wisconsin (the "City") has adopted initial resolutions (the "Initial Resolutions") authorizing the issuance of general obligation bonds for the following public purposes and in the following not to exceed amounts: \$955,000 for the public purpose of paying the cost of providing financial assistance to community development projects under Section 66.1105, Wisconsin Statutes, in the City's Tax Incremental Districts (collectively, the "Projects"); and \$1,255,000 for the public purpose of refunding obligations of the City, including interest on them (the "Refunding");

WHEREAS, the Common Council hereby finds and determines that the Projects are within the City's power to undertake and therefore serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the Common Council deems it to be necessary, desirable and in the best interest of the City to undertake the Refunding to refund the City's State Trust Fund Loans dated April 30, 2009, January 14, 2014, December 30, 2014 and February 17, 2016 (the "Refunded Obligations") for the purpose of achieving debt service cost savings;

WHEREAS, the Common Council of the City hereby finds and determines that general obligation bonds in an amount not to exceed \$2,210,000 should be issued pursuant to the Initial Resolutions; and

WHEREAS, due to certain provisions contained in the Internal Revenue Code of 1986, as amended, it is necessary to issue such general obligation bonds on a taxable rather than tax-exempt basis.

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

Section 1. Combination of Issues. The issues referred to above are hereby combined into one issue of bonds designated "Taxable General Obligation Corporate Purpose Bonds, Series 2016D" (the "Bonds") in an amount not to exceed \$2,210,000 for the purposes above specified.

Section 2. Sale of the Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The City Finance Director (in consultation with the City's financial advisor, Public Financial Management, Inc. ("PFM")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the City Finance Director may determine and to cause copies of a complete Official Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Finance Director may determine.

Section 4. Official Statement. The City Finance Director (in consultation with PFM) shall also cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Section 5. Award of the Bonds. Following receipt of bids for the Bonds, the Common Council shall consider taking further action to provide the details of the Bonds; to award the Bonds to the lowest responsible bidder therefor; and to levy a direct annual irrevocable tax sufficient to pay the principal of and interest on the Bonds as the same becomes due as required by law.

Section 6. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded September 13, 2016.

Chris L. Meyer
Mayor

ATTEST:

Deb M. Hall
City Clerk

(SEAL)

RESOLUTION NO. 2016-46

RESOLUTION DIRECTING PUBLICATION OF NOTICE TO ELECTORS
RELATING TO BOND ISSUE

WHEREAS, an initial resolution authorizing general obligation bonds has been adopted by the Common Council of the City of Marshfield, Wood and Marathon Counties, Wisconsin (the "City") and it is now necessary that said initial resolution be published to afford notice to the residents of the City of their adoption;

NOW, THEREFORE, BE IT RESOLVED that the City Clerk shall, within 15 days, publish a notice to the electors in substantially the form attached hereto in the official City newspaper as a class 1 notice under ch. 985, Wis. Stats.

Adopted, approved and recorded September 13, 2016.

Chris L. Meyer
Mayor

Attest:

Deb M. Hall
City Clerk

(SEAL)



City of Marshfield Memorandum

TO: Finance, Budget and Personnel Committee
FROM: Keith Strey, Finance Director
DATE: September 6, 2016

RE: Budget Resolution 22-2016

At their August 23, 2016 regular meeting, the Common Council approved inclusion of the UW Marshfield / Wood County STEM project contribution in the fall 2016 debt issue plans. The Common Council approved funding commitment per Resolution 2015-20 is in the amount of \$1,000,000. The identified funding source for this contribution is long-term debt per the Council adopted Capital Improvement Program.

Therefore, attached is the necessary budget resolution required to authorize expenditure of these funds for this Council approved contribution when debt proceeds are received.

Recommendation

Recommend approval of Budget Resolution 22-2016 to the Common Council transferring \$1,000,000 from Long-term Debt proceeds to the UW Marshfield / Wood County STEM project.

Concurrence:

A handwritten signature in cursive script that reads "Steve Barg".

Steve Barg, City Administrator

BUDGET RESOLUTION NO. 22-2016

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

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

1. That the sum of \$1,000,000 is hereby transferred from Long-term Debt proceeds, a/c #4054900008.080000 to the General Public Facilities Fund, UW STEM Project Budget, a/c #4055765064.647735.
3. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
Mayor

APPROVED _____
Attest – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 22-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

- 1. General Public Facilities Fund, a/c #4054900008.080000:
 - a. 49120 – Proceeds of Long-term Debt \$ 1,000,000

TRANSFERRED TO:

- 1. General Public Facilities Fund, UW STEM, a/c #4055765064.647335:
 - a. 58830 – Buildings \$ 1,000,000

* * * *



City of
Marshfield
Memorandum

TO: Mayor Meyer and Common Council
FROM: Jason Angell, Director of Development Services
Keith Strey, Finance Director
Steve Barg, City Administrator
DATE: September 9, 2016
RE: Budget Resolution No. 23-2016

At their August 23rd regular meeting, the Common Council approved entering into a development agreement with Midwest Auto Movers, Inc. for the construction of a 5,000 square foot freight distribution center within the Yellowstone Industrial Park. As part of the development agreement the City agreed to contribute \$82,000 toward the project. \$32,000 of the funds would be a reimbursement of the land cost and the remaining \$50,000 would be for development related incentives.

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

- \$50,000 - Long-term Debt
- \$32,000 – Fund Balance Applied

Finance, Budget & Personnel Committee review

On September 6th, the Finance, Budget & Personnel Committee reviewed this budget resolution, and approved a motion recommending that the Council grant its approval.

Recommendation

Staff recommends approval of Budget Resolution No. 23-2016 as presented.

Concurrence:

Steve Barg, City Administrator

Keith R. Strey, Finance Director

BUDGET RESOLUTION NO. 23-2016

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

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

1. That the sum of \$50,000 is hereby transferred from Long-term Debt proceeds, a/c #4324900008.080000 to the TID #7 Yellowstone Industrial Park Fund Urban Development, a/c #4325662008.080000.
2. That the sum of \$32,000 is hereby transferred from Fund Balance Applied, a/c #4324900008.080000 to the TID #7 Yellowstone Industrial Park Fund Urban Development, a/c #4325662008.080000.
3. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
Mayor

APPROVED _____
Attest – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 23-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

- 1. TID #7 Yellowstone Industrial Park Fund, a/c #4324900008.080000:
 - a. 49120 – Proceeds of Long-term Debt \$ 50,000
 - b. 49300 – Fund Balance Applied **(1)** 32,000

TRANSFERRED TO:

- 1. TID #7 Yellowstone Industrial Park Fund, a/c #4325662008.080000:
 - a. 57260 – Financial Incentives \$ 82,000

(1) Fund Balance Applied is from Land Sale proceeds related to the develop agreement.

* * * *



City of Marshfield Memorandum

DATE: September 8, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Ordinance No. 1308 - room tax

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 Marshfield City Code, funds collected through the first 4% are now split evenly by the Convention & Visitors Bureau (CVB) and City of Marshfield (for use by our Park & Recreation Department). The remaining 2% is split as follows: 70% to CVB; 30% to City for Park & Recreation. Room tax collection for 2016 is estimated at \$325,000; \$185,000 to CVB and \$140,000 to City. Assuming no changes in room rates, vacancies, etc., a 2% increase generates \$108,000. The additional funds (and maybe some of the City's current allocation) would go entirely to CVB under changes made to Wisconsin Statutes Chapter 66. As of January 1, 2017, cities can keep 30% of room tax revenues, or the amount they received in previous years on a sliding scale (for 2017 – what they kept in 2014; for 2018 - what they kept in 2013, and so on until 2021), whichever is greater. (See attached DOR information for more details.) In working with the City Attorney and CVB officials, the attached ordinance also includes other changes that were prompted by the new state law.

Benefits

I have attached a request from Matt McLean, Executive Director of CVB, Inc., outlining how the new revenue could help with their tourism/promotion efforts, bringing visitors to Marshfield and enhancing economic development. As noted in his request, they've talked with the lodging owners, who are supportive of the requested room tax rate increase.

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 will be scheduled for second reading and adoption on September 27th.

ORDINANCE NO. 1308

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)(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 5. 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 finance director 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 finance director 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 finance director.
- (d) Require each person who is subject to paragraph (c) to pay an amount of taxes that the finance director 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 6. 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 7. 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 finance director to verify the tax liability of the person or of another person.

SECTION 8. 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:
 1. The person who filed the return.
 2. Officers, agents or employees of the Wisconsin Department of Revenue.
 3. The assessor; city attorney; mayor; city administrator; or finance, budget and personnel committee chairperson as may be required in the performance of their duties of office.
 4. Such other public officials of the City of Marshfield as may be deemed necessary by the finance director in the performance of the duties of any office.
 5. Any person who may be authorized by operation of law or court order.

(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 9. 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 10. 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 11. 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 12. 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 13. 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 14. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

APPROVED: _____

PUBLISHED: _____

Chris L. Meyer, Mayor

ATTEST: _____
Deb M. Hall, City Clerk

ORDINANCE NO. 1308

Field Code Changed

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 finance director ~~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-finance director 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-finance director.
- (d) Require each person who is subject to paragraph (c) to pay an amount of taxes that the City-finance director 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-finance director 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 state department of commerce~~ Wisconsin Department of Revenue.

3. The assessor; city attorney; mayor; city administrator; or finance, budget and personnel committee chairperson as may be required in the performance of their duties.

4. Such other public officials of the City of Marshfield as may be deemed necessary by the finance director in the performance of the duties of any office.

5. Any person who is authorized by operation of law or court order.

(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 December 31, 2016.~~ from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk

Local Room Tax

(sec. 66.0615, Wis. Stats.)

2015 Wisconsin Act 55

Within the 2015-2017 budget (2015 Wisconsin Act 55), the state modified sec. 66.0615, Wis. Stats.

Summary of Changes

- "Tourism promotion and development" is replaced with "tourism promotion and tourism development"
- Effective with taxes collected and expenditures made on January 1, 2017:
 - » A municipality must forward to a tourism entity or commission, any room tax revenue exceeding the amount the municipality may retain. This room tax revenue must be spent on tourism promotion and tourism development. It cannot be spent directly by the municipality.
 - » A municipality that collected room tax on May 13, 1994 and retained more than 30% for purposes other than tourism promotion and development, may continue to retain the greater of either 30% of its current year room tax revenues, **or**:

For Fiscal Year	Room Tax Amount Retained in Fiscal Year
FY2017	FY2014
FY2018	FY2013
FY2019	FY2012
FY2020	FY2011
FY2021 and forward	FY2010

- A tourism entity's governing body must include at least one owner or operator of a lodging facility that collects room tax and is located within the municipality

Definitions

- **Tourism Entity** – a nonprofit organization that came into existence before January 1, 1992, spends at least 51% of its revenues on tourism promotion and tourism development, and provides destination marketing staff and services for the tourism industry in a municipality. **Exception:** If no such organization exists in a municipality on January 1, 2016, a municipality may contract with such an organization if one is created in the municipality.
- **Commission** – an entity created by one municipality (or by two or more municipalities in a zone) to coordinate tourism promotion and tourism development for the zone
- **Tourism Promotion and Tourism Development** – any of the items listed below that are significantly used by transient tourists and reasonably likely to generate paid overnight stays at more than one establishment where a tax may be imposed, that are owned by different persons and located within the municipality where a tax is in effect.
Note: If the municipality has only one such establishment, it must be reasonably likely to generate paid overnight stays in that establishment.

Tourism promotion and tourism development includes:

- » Marketing projects, including: advertising media buys; creation and distribution of printed or electronic promotional tourist materials; or efforts to recruit conventions, sporting events, or motor coach groups
- » Transient tourist informational services
- » Tangible municipal development, including a convention center

New Reporting Requirements in 2017

Starting in 2017, every municipality that imposes room tax must file an annual report with the Wisconsin Department of Revenue (DOR). The form reporting 2016 activity is due May 1, 2017.

The following information from the previous year (2016) must be reported:

- Amount of room tax collected
- Room tax rate imposed
- Detailed accounting of:
 - » Amounts forwarded to a tourism entity or commission
 - » Expenditures of \$1,000 or more made by the tourism entity or commission
- For each tourism entity or commission that received room tax revenues in the previous year, a list of the commission's or tourism entity's governing body members, and the name of the business entity each member owns, operates, or is employed by (if any)
- For 2017 only, if a municipality collected room tax on May 13, 1994, the municipality must also attach:
 - » The room tax ordinance that was in effect on May 13, 1994
 - » A copy of the municipality's financial statement that was completed nearest to May 13, 1994 showing the percentage of room tax revenues the municipality retained for purposes other than tourism promotion and development

Common Questions

1. What is local room tax?

A municipality (town, village, or city) may impose room tax on the privilege of furnishing at retail (except sales for resale), rooms or lodging to transients by hotelkeepers, motel operators and other persons furnishing accommodations that are available to the public. The tax may not exceed 8%, unless exempt under sec. 66.0615(1m)(am), Wis. Stats.

2. How does a municipality submit its annual room tax report?

DOR will provide an electronic form with instructions including how to complete and submit the annual room tax report.

3. Will annual room tax reports be available to the public?

Yes. Annual room tax reports will be available on the DOR website.

4. What does a municipality do if it cannot provide the room tax ordinance in effect on May 13, 1994?

The municipality should still complete and submit the annual room tax report. The municipality should still attach the financial statement that was completed nearest in time to May 13, 1994, which shows the percentage of room tax revenues retained by the municipality for purposes other than tourism promotion and development.

5. The annual room tax report requires a municipality to detail expenditures made by a tourism commission or tourism entity of \$1,000 or more. How should "Payroll" expenditures be recorded in the annual room tax report?

On the DOR e-file form, a municipality will be allowed to report 'Payroll' as one expenditure.

6. What happens if a municipality does not file the required annual room tax report?

If a municipality does not file the required annual report, DOR may impose a penalty of up to \$3,000.

The Marshfield Convention & Visitors Bureau (CVB) supports the proposal of a 2% hotel/motel room tax increase in the City of Marshfield.

The Marshfield Convention & Visitors Bureau's mission is to develop and market Marshfield as a destination to attract visitors to our area, encourage overnight stays at our lodging establishments and foster economic activity.

- The CVB has reached out to partner hotel owners and managers and received support from a strong majority to increase promotion and development of our tourism elements with a 2% room tax increase for Marshfield.
- Room tax on average in Wisconsin is at 8% with some regions as high as 10-11% for tourism funding. Marshfield, at a 6% room tax is behind the competition in our state for tourism funding. Our main competitors in Stevens Point, Wisconsin Rapids, Wausau and approx. 70% of the CVBs in the state are at an 8% room tax or more.
(Source: Wisconsin Association of CVB's numbers)
- A 2% Room tax increase would generate approx. **\$100,000** in revenue. Based on Wisconsin State Statute 66.0615, 70% would go to tourism funding and **30%** would go to the city. The Marshfield CVB would utilize this additional funding of approximately **\$70,000** per year to increase marketing & development of Marshfield as a leisure, sports, and meeting/convention destination.
- The tax will be paid by visitors staying in Marshfield hotels and will not be an advertised cost. Hotels advertise their room rates not including tax. The average room rate in Marshfield over the last 12 months as of May 2016 is advertised at \$87.15 referenced via Smith Travel Research. So a total of \$97.17 is on the bill as the guest checks out including all taxes of 11.5%. If we increase the room tax by 2% it would be an average of \$98.92, so an increase of only \$1.75.
- Marshfield CVB will utilize new funding in conjunction with current resources to:
 - (1) Increase work with local sports organizations and Marshfield Parks and Recreation to increase sports development and the amount and size of sporting tournaments in Marshfield
 - (a) Such as success with Small Town Baseball, Marshfield Youth Hockey, and Great North West Basketball League that bring thousands of visitors to Marshfield and capturing future events such as American Legion Baseball 2016 & 2017 Tournaments, 2016 & 2017 Cornhole State Championships
 - (2) Increase promotion and draw more visitors for established festivals including: Dairyfest, Hub City Days, Central Wisconsin State Fair, Maple Fall Fest, and Rotary Winter Wonderland. Marshfield and Wood County were recently chosen to host Farm Technology Days 2018.
- We will use funding to increase marketing of our #1 tourist attraction as voted by the Best of Marshfield, Wildwood Zoo, and the new attraction of the unique Kodiak Bear Exhibit. The CVB has already committed **\$75,000** towards building the Kodiak Bear Exhibit project and also wrote

and received grant funding in excess of **\$50,000** in marketing of the Wildwood Zoo and Kodiak Bear Exhibit for a total of **\$125,000** in expenditures.

Tourism in Marshfield & Wood County is moving in the right direction and with additional room tax funding we can continue this trend and grow it.

- In Wood County, Direct Visitor spending in 2012 was roughly \$77.9 million and was tracked at **\$88 million** in 2015. This was an increase of **\$10.1 million** from 2012-2015. State and local taxes generated by tourism in Wood County equated to **\$11.3 million**. Tourism also supports **1 in 13** jobs and over **2,187** jobs in Wood County, and Marshfield is the main driver of this data with the largest population hub and most hotel rooms.
(Source: State Department of Tourism, Oxford Tourism Economics)
- *“For every \$1 spent on Wisconsin Tourism promotion on 2015 summer and fall advertising campaigns, \$8 was returned to state and local governments in incremental tax revenue.”*
(Source: State Department of Tourism)
- Examples of the economic impact for the Marshfield CVB related events are: Maple Fall Fest in 2015 was calculated at an estimated **\$250,000** in visitor spending. Small Town Baseball State Championships & World Series in 2015 had an estimated economic impact of **\$500,000**. This information was calculated using data from the State Department of Tourism, local hotels, and event organizers.

Conclusion

A 2% increase in hotel/motel room tax will create more revenue for area business by increasing visitors to Marshfield through marketing and development of attractions. More visitors, means more visitor spending, which will create more tax revenue for the city and tourism. By bringing more visitors to Marshfield and supporting events, tourism development, and attractions we can bring improvements in quality of life to local Marshfield residents as well.



City of Marshfield Memorandum

DATE: September 7, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Resolution No. 2016-41 – adopting 2017 BID Operating Plan

Background

On August 24th, the Business Improvement District (BID) Board approved the attached 2017 BID Operating Plan. The BID levy would stay at \$66,000, and while there has been a slight overall increase in property values, the assessment rate would remain at \$1.35 per \$1000 of assessed value.

Recommendation

Staff recommends approval of Resolution No. 2016-41 adopting the 2017 BID operating plan as presented.

RESOLUTION NO. 2016-41

A Resolution adopting the 2017 operating plan for the Downtown Marshfield Business Improvement District of Marshfield, Wisconsin.

WHEREAS, the Common Council of the City of Marshfield created a Downtown Business Improvement District on November 27, 1990 and authorized an initial levy of assessments within the district in November, 1990 to finance the 1991 initial operating plan; and

WHEREAS, the Downtown Marshfield Business Improvement District Board met on August 24, 2016 to consider a proposed 2017 operating plan; and

WHEREAS, the Board voted to recommend a 2017 Business Improvement District operating plan to the Common Council for its adoption; and

WHEREAS, the 2017 B.I.D. operating plan provides for an estimated assessment rate of \$1.35 per \$1,000 valuation, generating assessments totaling \$66,000, based upon an estimated valuation of \$49,083,200. The rate per \$1,000 of assessed value will be adjusted to realize a collection of \$66,000 once the final assessed value is determined. The estimated valuation of \$49,083,200 does not include manufacturing properties.

NOW, THEREFORE, BE IT RESOLVED, that the 2017 operating plan of the Downtown Marshfield Business Improvement District (attached hereto) is hereby adopted by the Common Council, and that the related assessments be levied.

DATED THIS _____ DAY OF _____, 2015

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

Deb Hall, City Clerk

**BUSINESS IMPROVEMENT DISTRICT
DOWNTOWN MARSHFIELD, WISCONSIN
2017 OPERATING PLAN**

**Operating Plan for the Calendar Year 2017
Business Improvement District
of the City of Marshfield, Wisconsin**

TABLE OF CONTENTS

I. Introduction.....1

II. BID Law.....1

III. OPERATING PLAN

 A. Plan Objectives.....3

 B. Proposed Activities.....4

 C. Expenditures and Financing Method.....8

 D. Organization of the BID Board.....8

IV. BID Assessment Method.....9

V. PROMOTION OF ORDERLY DEVELOPMENT OF THE CITY...9

VII. FUTURE YEAR OPERATING PLANS.....9

IX. APPENDICES

 A. Main Street Leadership.....10

 B. MARSHFIELD BID BOUNDARY DESCRIPTION.....13

 C. BID Board Members.....14

 D. Main Street 2017 Budget..... Separate Attachment

I. INTRODUCTION

In order to maintain the vitality of Downtown Marshfield, downtown property owners in 1990 proposed the creation of a Business Improvement District (BID). The creation of the BID enables the downtown business community to organize and implement improvement plans and promotional activities through the Main Street organization that will benefit the central commercial district and ultimately the entire Marshfield community.

The BID is an essential entity to the Central Business District of Marshfield. The BID has maintained its initial premise to promote the downtown, as well as proactively supports revitalization efforts. Through the BID, property owners assess themselves to pay for improvements and activities that will enhance and improve the downtown and to bring customers to the area.

The downtown continues to change as the mix of residential, commercial and professional customers fill the district. The BID welcomes these changes as opportunities to continue economic development in our central city.

II. BID LAW

On April 6, 1984, the State of Wisconsin passed law (Act 184), which allows for the creation of Business Improvement Districts. The law authorizes cities, villages, and towns to create one or more business improvement districts to allow businesses within those districts to develop, manage, maintain, and promote their districts and to establish an assessment method to fund these activities. A BID must be a geographic area within a municipality consisting of contiguous parcels that are subject to real estate taxes.

The formation of a Business Improvement District allows downtown business people, property owners, merchants, City officials and others to work together to determine what needs to be done to upgrade and strengthen the downtown and to pay the cost of those efforts, in whole or in part. It is a way for downtown stakeholders to decide what they want and to finance it.

A BID is the best available method for business people to organize, coordinate marketing and promotion efforts, provide management and maintenance programs, and encourage business development. It affords property owners and business people a viable role in directing those affairs within the district. It also ensures that all beneficiaries of District programs participate in the funding of the programs.

III. OPERATING PLAN

A. Plan Objectives

The objective of the Main Street Marshfield is to further promote the development, redevelopment, operation and promotion of the BID for the economic benefit of all businesses and property owners within the BID. Main Street Marshfield's will continue efforts to maintain and develop new initiatives in line with the 4 Point Approach, effectively supporting our overall mission.

Our Mission is to enhance our community identity and heritage, to foster a center of activity and to ensure economic stability for the heart of Marshfield through concentrated efforts of organization, promotion, design and economic restructuring.

Main Street will utilize work plans as a way to track and accomplish the projects that directly affect the development and promotion of the BID.

B. Proposed Activities

With the funding from the BID, the Main Street Program is planning the following projects for 2017. Some of the projects involve collaborative efforts with the City of Marshfield and MACCI. A lot of the projects are in line with the Downtown Master Plan and are either ongoing or year specific.

Organization

Our goal is to establish a strong program which encourages participation from a wide cross-section of the community by implementing and funding downtown revitalization, drafting an annual work plan, raising money, recruiting and managing volunteers, updating marketing campaigns and assessing grant options for promoting business growth.

Objectives:

- To ensure the continuation of the Main Street Marshfield program through reliable funding.
- Tell the Main Street Story to all investors and public at large as a way to build awareness and increase support and involvement
- Recruit, Develop, and Engage Board and Committee Members
- Guide the Organization in Annual Work Plans and Strategic Planning Processes

1st Quarter:

- Solicit event sponsorships to help with the funding of our special events
- Work with MCTV on telling the Main Street Story through the voices of our businesses, board members, volunteers, and director.

2nd Quarter:

- Conduct an annual evaluation of the Main Street Marshfield Executive Director
- Encourage State Meeting and Award Banquet Attendance
- Jointly implement special fundraising events with Promotion Committee; Hub City Hoops, Summer Block Party

- o Plan for the 2018 Work plan and Budget

3rd Quarter:

- o Organize and implement a Fall Block Party
- o Develop an annual report to publicize Main Street's accomplishments for the year
- o Organize and implement the Annual Meeting, a program for recognition of businesses and special happenings.
- o Recruit, orient, and train new board/committee members

4th Quarter:

- o Per the Downtown Masterplan: Develop a program of surveys to get stakeholder feedback.
- o Pursue National Main Street Accreditation
- o Evaluate our fundraising efforts, set goals for the next year, and make improvements as need be

Ongoing:

- o Update, print, and distribute all newsletters, downtown directory, & service brochures
- o Maintain website and database, monitor web use, and update functionally as needed
- o Meet with City officials on a consistent basis to guarantee municipal support
- o Regular informational presentations with community groups
- o Write and distribute press releases regarding organizational and community successes
- o Continue to recruit new volunteers, track hours, and reward their efforts at the Annual Awards meeting in October
- o Meet with BID Board members on a regular basis and prepare an annual Operating Plan
- o Main Street and City Staff will give quarterly updates at the Main Street Board meetings on the Downtown Masterplan progress

Promotion

Our goal is to market a unified, quality image of Marshfield's downtown business district as the center of activities, goods and services to retailers, shoppers, investors, and tourists.

Objectives:

- o Promote a positive image to current and potential downtown shoppers
- o Develop a program of special events appealing to the local and regional trade area and out of town visitors
- o Continue to assist in coordinating retail activities with other entities in the community that enhance and support our goals

- Develop Marketing Strategies for each event by solidifying a strong relationship with media, setting standards for each event, identifying target markets, and measuring the impact of events

1st Quarter:

- Continue to assist in coordinating retail activities with other entities in the community that enhance and support our goals.
 - Mother's Day Wine Walk
- Per Downtown Master Plan: Evaluate existing events, and assess new activities that will draw people to the downtown

2nd Quarter:

- Farmers Market
- Third Thursdays
- Encourage all businesses to stay open late on Thursdays, til at least 7pm throughout the summer.

3rd Quarter:

- Hot Time in the City
- Hub City Days
- Fall Retail Event: TBD

4th Quarter:

- Downtown Trick or Treating
- Christmas Promotions: Annual Holiday Parade, Reindeer Day, Hot Choc. 5K
- Holiday Retail Promotion: Small Business Saturday

Ongoing:

- Tracking and Measuring economic impact of each event through various means of tracking
- Per Downtown Master Plan: Develop a marketing strategy and budget to market Marshfield as a destination for local shopping, unique products, quality dining, entertainment, and an active environment.
- Develop a marketing strategy and budget for each event

Economic Restructuring

Our goal is to strengthen the economic base of the downtown by foster entrepreneurship, helping develop property, identifying new business opportunities, and supporting existing businesses.

Objectives:

- Gather, analyze and publish data on current market conditions
- Continue to conduct a business retention & recruitment program
- Establish a core retail area within the downtown
- Provide financial incentives and support for existing businesses

1st Quarter:

- Analyze available market survey information to determine: the downtown's current image as perceived by different consumer groups in our market area, and the reasons why they frequently do or do not patronize downtown
- Downtown Art Walk
 - Start working with vacant property owners on how they can take advantage of this program to draw positive attention to their storefronts

2nd Quarter:

- Market and solicit the Pop Up Shop program to potential new or expanding businesses
- Art Walk in the Downtown
 - Reach out to vacant building owners to participate in the Downtown Art Walk

3rd Quarter:

- Continue to market and solicit the Pop Up Shop program to potential new or expanding businesses
- Per the Downtown Master Plan: Continue to work with businesses to improve their online presence
 - Take on a Marketing Student from the UW-Wood County do this as an internship project.

4th Quarter:

- Implement Holiday Pop Up Shop
- Continue to inventory downtown's current business mix and track annually by category

Ongoing:

- Work with the Economic Development Board on the 200 Block Redevelopment
- Work with City of Marshfield on parking issues and efforts to make downtown more pedestrian friendly
- Quarterly Visit to surrounding communities (Location TBD) to promote downtown Marshfield and recruit new business
- Quarterly Property Owner Meetings to stay up to date on vacancies, share recruitment strategies, and educate them on the importance of maintaining a critical mass of retail and closely related businesses
- Quarterly Business Owner Meetings to educate and assist on topics that pertain to doing successful business in the downtown.
- 1 to 2 quality retention visits per week with business owners in downtown that requires forethought and reflection. Share information and concerns of both business and residential sectors in the Main Street district.
- Communicate regularly with businesses to determine any issues they may be having and resources we can offer and assist them with.
- Maintain property vacancy listings on website and TV display to initiate engagement with perspective business owners

Design

Our goal is to work in conjunction with the City Development Services Department, downtown partners and other entities to encourage improvement of the visual aspects of downtown, while maintaining its historic integrity, by using the basics of architectural style, façade rehabilitation, streetscape improvements and design incentives.

Objectives:

- Foster high quality building design including renovations, infill, and redevelopment
- Invest in improvements to the physical appearance of downtown and walkability of the downtown
- Establish the district as a regional center for arts, culture, and entertainment
- Promote restoration and adaptive reuse of key historic buildings as opportunities arise

1st Quarter:

- Develop opportunities to promote local art, particularly during the summer months.
 - Art Walk in the Downtown
- In partnership with the Historic Preservation Committee, continue our work on plaques to signify the historic buildings downtown.
 - Solidify which buildings, reach out to the owners about installation, finalize details and artwork for the plaques
- Start working on the 2017 Programming Calendar for Hardacre Park

2nd Quarter:

- Implement an Earth Day Clean Up of the Downtown, held in April.
- Continue with efforts to enhance the downtown with flower pot plantings, parking lot improvements, Veteran’s Parkway and other special spaces as identified by “Flower Power” coordinators.
 - Evaluate the volunteer resources we have and determine what our options are going forward
- Per the Downtown Master Plan: Implement Streetscape enhancements with an emphasis on adding landscaping, art installations, etc.
 - Implement the plan developed in 2016 to install local art, seating, and lighting on to the 2nd Street Corridor.

3rd Quarter:

- Per the Downtown Master Plan: Consider installing bike lockers and decorative bike racks.
 - Based on the plan and budget developed in 2016, enhance the current downtown bike racks.
- Depending on the 200 Block Community Square developments, consider this area as a priority for art installations in 2018.

4th Quarter:

- Implement a Fall Clean up Day for the Downtown - Make a Difference Day happens in October.

- o Flower Power Wrap Up Session

Ongoing:

- o Continue to work with property owners and storeowners interested in building improvements.
- o Work hand in hand with the ER Committee to explore/monitor development and redevelopment opportunities in the BID
- o Continue ongoing programs that promote the arts and cultural activities within the downtown district. Downtown Art Walk and Third Thursdays.
- o Make the preservation and presentation of culture and history an important role for the downtown district, and for its connection to business development.
- o Provide information and technical assistance to owners of targeted historic properties to assist them in planning and conducting restoration activities. Refer them to our newly updated Design Guidelines as a reference point.

Based on the resources, time and BID Board discretion, some of these programs may not be fully implemented. The BID Board acknowledges that the Main Street Program may conduct other activities similar to those above, to carry out the objectives identified above.

C. Expenditures and Financing Method

The operating budget for the District is 66,000, which will be collected through the BID assessment. The BID expenditure represents the partial funding of the 2017 Main Street Program. The projected revenue and expenditures for the year 2017 of the Main Street Program are identified on Appendix D. The actual budget will be adjusted if the actual revenue received is less than projected. The adjustments could include revising or eliminating certain budget line items as determined by the BID Board of Directors. Any surplus at the end of the year will result in the monies being carried over for expenditures in subsequent years.

D. Organization of the BID Board

According to Section 66.1109(3), Wisconsin Statutes, a Downtown Business Improvement District Board has been appointed by the Mayor and confirmed by the Common Council. The board is required to have at least five members and that majority of the Board members shall either own or occupy real property in the BID.

The Board shall be structured and operate as follows:

1. Board Size – 7 members
2. Composition –
 - 0 Non-Occupant Owners
 - 6 Owners/Occupants
 - 1 Common Council representative

A roster of the 2015 BID Board members and Secretary of board is included as Appendix B.

3. Term – The distribution of non-occupant owners and owners/occupants may vary from time to time, as members are appointed to staggering three (3) year terms. The Common Council representative is appointed annually.

4. Open Meeting Law - As a City entity, the Board will conduct its affairs under the open meetings law and public record requirements. A City staff representative shall serve as the Secretary of the Board.

6. Record Keeping – Files and records of the Board’s affairs shall be kept pursuant to the Wisconsin Public Records Law

7. Meetings - The BID Board will hold regular meetings on at least a quarterly basis, and they will expect Main Street leadership to be present at these meetings

8. A Main Street Executive Board Member will attend all BID Board meetings with the Executive Director.

IV. BID ASSESSMENT METHOD

The activities of the BID are funded by special assessment of properties and parcels within the BID area. Based on the funding details outlined in the Program Categories (totaling \$66,000), and the current assessed valuation for the BID area (estimated \$48,565,400), the anticipated 2016 BID assessment (funds collected in 2017) will be \$1.35 per \$1,000 valuation. This special assessment will be levied and collected by the City along with annual real estate taxes.

The assessment rate for 2016 is recommended by the BID Board of Directors and submitted for approval by the Common Council. The rate is dependent upon the BID budget and the value of the property within the BID area. The 2017 BID Program Budget is attached.

V. PROMOTION OF ORDERLY DEVELOPMENT OF THE CITY

Under Wisconsin Statutes section 66.1109 (1)(f) 4, this Operating Plan is required to specify how the creation of the District promotes the orderly development of the City.

VII. FUTURE YEAR OPERATING PLANS

A. Changes

Wisconsin Statutes Section 66.1109(3)(b) requires the Board and the City to annually consider and make changes to the Operating Plan and submit the Operating Plan to the Common Council for approval. A copy of the proposed Operating Plan will also be provided to the EDB for consideration in developing the City’s annual economic development budget.

Appendice A

Main Street Marshfield, Inc. Slate of Officers & Directors 2016-2017

Officers

Name	Position	Term Expires	Term on Board
C.W. Mitten	President	2017	2nd
Tony Abney	Vice President	Ended Spring 2016	1 st
Jenna Hanson	Secretary	2016	1st
Josh Kilty	Treasurer	2017	2nd
Lois TeStrake	Immediate Past President	2016	6th

Directors

Name	Term Expires	Term
Nick Arnoldy	2016	2 nd
Cindy Cole	2018	3rd
Scott Koran	2016	2 nd
Greg Ellious	2018	1st
Brian Hopperdietzel	2018	1st
Tom Henseler	2016	5th
Kelly Korth	2018	2 nd
Caitlin Schulz (replaced Tony)	2016	1 st
Erin Howard	2017	1st

Ex-Officio Members

Name	
Chris Meyer	Mayor
Steve Barg	City Administrator
Jason Angell	Economic Development Director
Scott Larson	Executive Director/MACCI
Rich Reinart	Aldermen

Terms begin October 1st of each year.

Downtown Businesses or Properties	Non-Downtown Businesses
Cindy Cole	Lois TeStrake
Erin Howard	Tom Henseler
Nick Arnoldy	Kelly Korth
CW Mitten	
Scott Koran	
Josh Kilty	
Greg Ellious	
Jenna Hanson	
Brian Hopperdietzel	

In accordance of the Memorandum of Understanding, Main Street Marshfield will include at least one BID Board member on the Main Street Marshfield Board at all times and ensure that a majority of MSM Board members own or occupy property in the BID District.

APPENDIX B

MARSHFIELD BUSINESS IMPROVEMENT DISTRICT BOUNDARY DESCRIPTION

Located in parts of Section 7 and Section 8, Town 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, Bound by the following described line:

Beginning at the centerline intersection of Arnold Street and Walnut Avenue; then southeasterly to the centerline intersection of Arnold Street and Maple Avenue; then southwesterly to the intersection of the centerline of Maple Avenue and the southerly right-of-way extended to the centerline of Cedar Avenue; then southwesterly to the centerline intersection of Cedar Avenue and Second Street; then northwesterly to the centerline intersection with the alley between Maple Avenue and Cedar Avenue; then southwesterly along said alley centerline to the centerline intersection of Sixth Street; then southeasterly to the centerline intersection of Cedar Avenue; then southwesterly along the centerline of Cedar Avenue 232.4 feet; then southwest parallel with the former railroad right-of-way to the centerline extended of the alley between Central Avenue and Maple Avenue; then southwesterly along the said alley centerline to the centerline intersection with Ninth Street; then northwesterly and then southwesterly on the centerline of Ninth Street to the intersection with the centerline (extended from the north) of Spruce Avenue; then northwesterly along the centerline (extended from the north) of Spruce Avenue 230 feet to the north line of the former railroad right-of-way; then northeasterly along said north line 450 feet; then northwesterly parallel with Spruce Avenue 130 feet; then northeasterly parallel with former railroad right-of-way 75 feet; then northwesterly parallel with Spruce Avenue 210 feet to the center line of Park Street; then southwesterly along the centerline of Park Street to the west boundary line (extended) of Veteran's Memorial Park; then northwesterly along the west boundary of said park to the intersection with the centerline of Walnut Avenue; then northeasterly along the said centerline of Walnut Avenue to the centerline intersection with Arnold Street, and that being the point of beginning.

APPENDIX C

Downtown Marshfield Business Improvement District Board Members

Board Member	Category	Term Expires
Al Nystrom	Owner/Occupant	2018
Carol Knauf	Owner/Occupant	2018
Brian Hopperdietzel	Owner/Occupant	2016
Duane Schutz	Owner/Occupant	2016
Patrick Schreiner	Owner/Occupant	2017
Scott Koran	Owner/Occupant	2017
Pete Hendler	Common Council Rep.	2018

BID Board Secretary (Non-Voting Member)
Administrative Assistant III from Mayor/Administration