



CITY OF MARSHFIELD
MEETING NOTICE

COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, NOVEMBER 8, 2016
Council Chambers, Lower Level, City Hall Plaza
5:30 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: October 25, 2016 regular meeting
 October 25, 2016 budget meeting
 November 1, 2016 budget meeting
- G. Staff updates
 - 1 Common Council at Rotary Lights, December 11th from 4:45 p.m. - 7 p.m.
- H. Mayor's Comments
 - 1 Employee Recognitions
 - a. Melvin Smith, Street Division, November 11, 1991, 25 years
 - 2 Committee Openings
 - a. Zoning Board of Appeals, 2nd alternate
- I. Council Comments
- J. Reports from commissions, boards, and committees

COMMON COUNCIL AGENDA
NOVEMBER 8, 2016

K. Consent Agenda:

1 Meeting minutes/reports

- a. Central Wisconsin State Fair (May 16, 2016)
- b. Central Wisconsin State Fair (June 20, 2016)
- c. Central Wisconsin State Fair (July 18, 2016)
- d. Central Wisconsin State Fair (August 15, 2016)
- e. Central Wisconsin State Fair (September 19, 2016)
- f. Cable TV (September 26, 2016)
- g. Committee on Aging (September 29, 2016)
- h. Judiciary & License Committee (November 1, 2016)
- i. Board of Public Works (November 1, 2016)
 1. Resolution 2016-56, Internal Service Fund Machinery and Equipment Rates for 2017
 2. Resolution 2016-57, Wastewater Utility Machinery and Equipment Rates for 2017

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

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

L. Update on Pool Study Committee process. Introduced by Steve Barg, City Administrator; presented by Justin Casperson, Parks and Recreation Director

Recommended Action: None, for information only

M. Second Reading - Ordinance No. 1340 amending Section 14-69 (1)(a) and (b) of the Marshfield Municipal Code pertaining to provisions regarding holding tank service charges, portable toilet waste and septic tank waste. Presented by Sam Warp, Wastewater Superintendent

Recommended Action: Approve Ordinance No. 1340

N. Request to approve Budget Resolution No. 25-2016 transferring \$11,925 from Safe Routes to School Program Donations to the Development Services Safe Routes to School budget. Presented by Josh Miller, City Planner

Recommended Action: Approve Budget Resolution No. 25-2016

O. Discuss options for moving forward with the development of a 5-year strategic plan. Presented by Steve Barg, City Administrator

Recommended Action: Discretion of the Council

P. Request to approve the appointment of Marci Jackson, 1712 Heide Lane to the Library Board to fill the unexpired term of Kris Keogh who has resigned. This term will expire in 2018. Presented by Chris Meyer, Mayor

Recommended Action: None at this time, unless the rules are suspended; final action will be scheduled for the November 22, 2016 meeting

COMMON COUNCIL AGENDA
NOVEMBER 8, 2016

- Q. 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
- R. Suggested items for future agendas
- S. Adjournment

Posted this day, November 4, 2016 at 3:30 p.m., by Deb M. Hall, City Clerk

Notice

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

OCTOBER 25, 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

The flag was saluted and the pledge given.

No items were added to the agenda

PUBLIC COMMENT PERIOD

Linda Weitz, Executive Director of the Aging & Disability Resource Center of Central WI (ADRC). She thanked the Council for their consideration in offering the ADRC space to lease in the new Community Center building. The location is ideal for their customers. The City would benefit by receiving rent from the ADRC that they are currently paying to a private landlord. An inclusion of the ADRC would greatly enhance services at the Community Center. Their services are not going away. They are here to stay and are committed to Marshfield in the long run.

Jeff Gaier from the Marshfield Airport. On September 1st they celebrated 30 years of providing airport management services and aviation services at the Marshfield Airport. On behalf of his parents, Duffy and Alice Gaier and himself, he thanked all the Council members, Airport Committee members, city employees and the citizens of Marshfield. Without everyone's support the airport wouldn't be here.

CC16-219 Motion by Hendler, second by Feirer to approve the minutes of the Common Council regular meeting of October 11, 2016.

Motion carried

CC16-220 Motion by Buttke, second by Earll to approve the minutes of the Common Council budget meeting of October 17, 2016.

Motion carried

STAFF UPDATES

Fire Chief Haight updated the Council on the last Emergency Planning exercise that took place on August 24-25, 2016.

MAYOR'S COMMENTS

There is an opening on the Zoning Board of Appeals for a second alternate position. Anyone interested should contact the Mayor's office.

COUNCIL COMMENTS

Jason Zaleski thanked the residents that spoke during citizen comments.

Gordon Earll talked about the Benefit for Renee Schultz-Stangl. He urged his colleagues to donate to this cause. This is an opportunity to show their appreciation for the work that Renee has done.

Peter Hendler said that he is deeply concerned about an agenda item that the Wood County Health and Human Resources Committee is going to undertake pertaining to a draft lease with the WI State Department of Human Services to house persons charged with crimes but pleading insanity. He doesn't believe that Norwood is the right place for a correction facility. Security at Norwood is inadequate. He can foresee problems that could occur in the City. He encouraged everyone to discuss this issue thoroughly and find out what really is at stake here.

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC16-221 Motion by Feirer, second by Zaleski to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Fire & Police Commission of September 8, 2016; Airport Committee of September 22, 2016; Main Street Marshfield of October 5, 2016; Fire & Police Commission of October 6, 2016; Utility Commission of October 10, 2016 (1. JO #17881, Willow Ave. OH to UG Conversion Phase 1 (Water Tower 2nd feed) – installation of conduit for fiber and power from N. Willow Ave. to the Depot St. water tower at a cost of \$29,713; 2. JO# 30021, Fiber for AMI in Depot St. water tower at a cost of \$46,993); Comprehensive Plan Steering Committee of October 13, 2016; Board of Public Works of October 17, 2016; Library Board of October 18, 2016; Judiciary & License Committee of October 18, 2016; Finance, Budget & Personnel Committee of October 18, 2016; Plan Commission of October 18, 2016 (1. Resolution No. 2016-50 Final Plat approval request by Vern Berg for Popp Place; 2. Resolution No. 2016-52 CUP to allow the construction of a large accessory building to exceed 1,200 square feet located at 1216 North Lincoln Ave. (Parcel No. 33-04324A); 3. Resolution No. 2016-53 CUP to allow an expansion with property zoned “CD” Campus Development prior to the adoption of a campus master plan – adding a hyperbaric addition to the East Wing of the Marshfield Clinic, rescinding the original resolution for the new hospital facility; 4. Resolution No. 2016-54 CUP to allow an expansion within property zoned “CD” Campus Development prior to the adoption of a campus master plan - modifying the off-site parking on West McMillan Street and adding pedestrian trails to Security Health Plan, amending the original resolution; and 5. Resolution No. 2016-55 Extraterritorial Final Plat approval request by Jeff Hill for Bushman Estates) and Judiciary and License Committee of October 25, 2016 as read by the Clerk.

Motion carried

No items were removed from the consent agenda.

First reading of Ordinance No. 1340, amending Section 14-69 (1)(a) and (b) of the Marshfield Municipal Code pertaining to provisions regarding holding tank service charges, portable toilet waste and septic tank waste.

Second reading of Ordinance No. 1339, amending the Marshfield Municipal code to provide clarification that Transportation Network Companies, as defined by Wisconsin Statutes Chapter 44.40(6), are exempt from licensure requirements of Section 9-56(1).

CC16-222 Motion by Hendler, second by Wagner to approve Ordinance No. 1339. Ayes – 10

Motion carried

CC16-223 Motion by Buttke, second by Feirer to approve Budget Resolution No. 24-2016 removing \$223,500 from the Convention & Visitors Bureau Fund 203 and transferring \$188,000 with Room Tax Fund 202 from Other Financing Uses to Convention & Visitors Bureau budget to eliminate the separate budget (Fund 203) for the Convention & Visitors Bureau. Ayes – 10

Motion carried

CC16-224 Motion by Jockheck, second by Zaleski to approve Resolution No. 2016-51 approving a Certified Survey Map and dedication of right-of-way near the intersection of Galvin Avenue and CTH H. Ayes – 10

Motion carried

John Preuss from M3 presented information on the 2017 health insurance renewal options with Security Health Plan, Inc. and possible City contribution to employee health savings accounts (HSAs).

CC16-225 Motion by Feddick, second by Hendler to approve moving up the start time of the November 8th Council meeting to 6:30 p.m.

CC16-226 Motion by Buttke, second by Witzel to amend the main motion to change the time to 5:30 p.m. Ayes – 9; Nay – 1 (Jockheck)

Motion carried

Vote on motion **CC16-225 as amended**. Ayes – 9; Nay – 1 (Jockheck)

Motion carried

CC16-227 Motion by Hendler, second by Witzel to approve changing the date for the second Council meeting in December to Tuesday, December 20th at 7:00 p.m.

Motion carried

CC16-228 Motion by Wagner, second by Zaleski to approve the appointment of Adam Wegner, 608 East Felker Avenue to the Board of Appeals to fill the unexpired term of Richard Kenyon who has resigned. This term will expire in 2018.

Motion carried

CC16-229 Motion by Witzel, second by Spiros to 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

Roll call vote, all ayes. (Time: 8:09 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 (Lori Belongia, Justin Casperson, Dan Knoeck, Keith Strey and Deb Hall).

Lori Belongia, Justin Casperson and Dan Knoeck left the closed session at 8:50 p.m.

CC16-230 Motion by Witzel, second by Jockheck to return to open session. Roll call vote, all ayes. (Time: 8:56 p.m.)

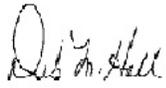
Motion carried

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

Future Agenda Items

None

There being no further business the Mayor adjourned the meeting at 8:57 p.m.

A handwritten signature in black ink, appearing to read "Deb M. Hall". The signature is written in a cursive style with a large initial "D".

Deb M. Hall
City Clerk

OCTOBER 25, 2016

Special Budget meeting was called to order by Mayor Meyer at 5:00 p.m., in the Council Chambers, City Hall Plaza.

PRESENT: Michael Feirer, Alanna Feddick, Chris Jockheck (arrived at 5:24 p.m.), Gordon H. Earll, Ed Wagner, Tom Witzel, Jason Zaleski, Rebecca Spiros, Tom Buttke and Peter Hendler.

ABSENT: None

The flag was saluted and the pledge given.

CITIZEN COMMENTS

None

Mayor Meyer turned the chair over to Alderperson Feddick, Chairperson of the Finance, Budget and Personnel Committee.

The Council reviewed the following budget:

1. Cable TV

City Administrator Barg updated the Council on the questions/issues that were raised at the last budget meeting.

- Cost of operations for the new community center. In the 2017 budget an amount of \$55,000 was budgeted for a 6-month period to cover the basics (heat, lights, etc). In addition to that a cost of approximately \$3,000 would be needed for a cleaning service.

Alderperson Jockheck joined the meeting.

Administrator Barg also said that the City is receiving \$52,000 more in General Transportation Aid from the State of Wisconsin. He also advised everyone that the Industrial Park Authority budget in the amount of \$6,000 was inadvertently omitted so that would leave \$46,000.

Finance Director Strey said that when the recommended budget was put together they were using the best estimates available at that point in time as far as the Expenditure Restraint Program. Since then the CPI has been updated and it came in lower than what was projected. When the budget was presented they had roughly a \$50,000 buffer with Expenditure Restraint. With the revised number the City now has \$14,200 to play with. What that means as far as the General Transportation & Connecting Highway Aids that came in \$52,000 higher, the City has additional revenue but we can't use it if you want to receive the \$400,000 in 2018 and qualify for the Expenditure Restraint Program. If you add back in the \$6,000 that was inadvertently omitted the City has roughly \$8,000 leeway under expenditure restraint.

Alderperson Hendler spoke about the feeding frenzy at the end of the year. He would like to see if there is money left in the budgets at the end of the year that it is put back in the general fund.

Alderperson Buttke would like to see the money that was put into the contingency fund for the proposed part-time position in the Clerk's office, in case the Finance Committee decides to fund that position, be put in the Clerk's budget. He doesn't like to up the contingency fund just in case they decide to do that, let's just do it. He also spoke about the budget for Dairyfest - \$12,000; Palm Sunday concerts - \$750; Civic Band - \$4,800; the license for the music - \$690; and Upham Mansion - \$7,500. Isn't this an opportunity for the Convention and Visitors Bureau to take this on?

Staff will have some discussions with them before next year.

Aldersperson Spiros also questioned the budgets for Palm Sunday, etc. City Administrator Barg explained that these are small grants issued by the City. She couldn't find the Heroin Project in the budget. The Heroin Project was not budgeted in 2017 because the monies that were allocated in 2016 will carry them through 2017. What was done with the budget as far as anticipating Emerald Ash Bore? Street Superintendent said that they purchased all of the equipment to do the treating themselves and all of the removals of the terrace trees have been completed this year. All they have to purchase now is the triage for \$580 which treats about 25 trees. The removal is done but every year they have to treat 50 trees.

Aldersperson Zaleski talked about the lack of communication from the City. Let's keep an eye on a communication plan. He encouraged everyone to attend the next budget meeting.

Aldersperson Witzel said that there is a perception by some in the community that the increase in the tax rate is due to the failed street referendum. It is important for the City to get the communication out to the public that the City is not raising taxes because the street referendum failed but the increase in tax has to do with operations.

Aldersperson Wagner spoke about the drug courts.

CC16-215 Motion by Wagner, second by Witzel to approve subsidizing the drug testing in Marshfield in the amount of \$7,000 and contribute up to \$15,000 towards the reimbursement of the medication costs for a total amount of \$22,000.

CC16-216 Motion by Wagner, second by Feirer to amend the main motion to earmark \$22,000 in the Contingency Fund for this program. Ayes – 7; Nays – 3 (Earll, Zaleski, Spiros)

Motion carried

Vote on motion **CC16-215 as amended**. Ayes – 10

Motion carried

Aldersperson Earll questioned the Economic Development budget. There is line item for \$73,000 to MACCI. \$53,000 is for the employee and \$20,000 is for supplies. The money doesn't come out of taxes but paid for by the Utility Dividend. But he would like to know how they measure the value of this person and what they are doing? Jason Angell responded that quarterly reports are provided both by Main Street Marshfield and MACCI. Monthly reports are also given verbally by all staff to the Economic Development Board. It is a well worth investment for this community.

Aldersperson Jockheck thanked the staff for putting together a good budget.

Aldersperson Feddick is concerned about the Downtown Community Square Project; Community Center Remodel; the high use of the General/Undesignated Fund Balance; and the Debt Limit.

CC16-217 Motion by Zaleski, second by Jockheck to put the \$6,000 back in the budget for Industrial Park Operations from the revenue received from the General Transportation & Connecting Highway Aids. Ayes – 10

Motion carried

CC16-218 Motion by Feirer, second by Witzel to reduce the Budgeted Fund Balance Applied for 2017 by \$46,510. Ayes – 10

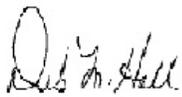
Motion carried

The Council was directed to notify staff before the next meeting if there were any other changes that they wanted made to the proposed budget.

The next budget session will be held on Tuesday, November 1, 2016 at 6:00 p.m. or immediately following the Board of Public Works meeting.

Motion by Witzel, second by Buttke to adjourn at 6:45 p.m.

Motion carried



Deb M. Hall
City Clerk

NOVEMBER 1, 2016

Regular meeting of the Common Council was called to order by Mayor Meyer at 6:00 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

The flag was saluted and the pledge given.

No items were added to the agenda

PUBLIC COMMENT PERIOD

Travis Sherden, 1130 W. Blodgett Street. He spoke about the health insurance. He was encouraged last year by some ensurances that the City would be more proactive in their efforts to meet and find better solutions to reduce costs besides continued benefit loss. It is reasonable for the City and employee to equally have to burden some of those losses. Over the last few years it feels like the burden has been much more heavily yoked on the employee. He as well as other employees would like to be a part of finding a solution to do things better and find different ways to reduce the cost instead of just cutting benefits. He asked the Council to consider a reasonable reduction of the employees share of premiums or continue the employer share of the HSA contribution from this year.

Michael Topness, 807 Roberts Street, Spencer, WI, representing the Police Union. He as well as other employees are happy with Security Health. Security Health Plan has been substantially better than WEA. The City needs to be more proactive and get employees involved. Consider some type of reduction and keep the HSA contribution where it currently is instead of reducing it.

CC16-231 Motion by Feddick, second by Spiros to approve the minutes of the Finance, Budget and Personnel Committee of November 1, 2016 as read by the Clerk.

Motion carried

CC16-232 Motion by Zaleski, second by Hendler to approve agreements for employee health insurance with Security Health Plan, Inc. for calendar year 2017, with 2 plan designs (traditional & HSA). Ayes - 10

Motion carried

CC16-233 Motion by Wagner, second by Buttke to approve a City contribution of \$600 single/\$1200 family toward employee HSA accounts in calendar year 2017. Ayes – 8; Nays – 2 (Feddick, Jockheck)

Motion carried

Mayor Meyer turned the chair over to Alderperson Feddick, Chairperson of the Finance, Budget and Personnel Committee.

City Administrator Barg presented a recommended change to the 2017 budget. Reduce the Vehicle & Equipment Fund 701 by removing the ¾ ton pickup truck in the amount of \$40,000.

Finance Director Strey spoke about the Expenditure Restraint Program. They started with a budget that was at \$14,000 away from the edge of not complying. That is tighter than they have done in all of the years he has been with the City. Generally they have tried to keep it at \$25,000 - \$30,000 because of the variances that can happen at the last minute. After the last budget meeting the City

currently is at \$1,211 over the ERP limit. He recommended reducing the Fund Balance Applied for 2017 to \$438,490 and the General Fund Contingency to \$105,000.

CC16-234 Motion by Earll, second by Hendler to direct the Economic Development Board to work with the Business Development Director to implement the written report as found on page 14 of the Economic Development Action Plan. Ayes – 9; Nay – 1 (Jockheck)

Motion carried

CC16-235 Motion by Zaleski, second by Spiros to reduce the \$1,000,000 budgeted for the Community Center Project to \$800,000. Ayes – 5 (Wagner, Zaleski, Spiros, Buttke, Hendler); Nays – 5 (Feirer, Feddick, Jockheck, Earll, Witzel)

Motion failed

CC16-236 Motion by Buttke, second by Wagner to reduce the recommended Vehicle/Equipment purchase in the 701 fund by removing the ¾ ton pickup truck purchase in the amount of \$40,000. Ayes – 10

Motion carried

CC16-237 Motion by Jockheck, second by Wagner to reduce Fund Balance Applied for 2017 to \$438,490 and the General Fund Contingency to \$105,000. Ayes – 10

Motion carried

CC16-238 Motion by Wagner, second by Witzel to reduce the amount earmarked for the drug court from \$22,000 to \$12,000. Ayes – 1 (Wagner); Nays - 9

Motion failed

CC16-239 Motion by Zaleski, second by Jockheck to authorize bringing the revised budget forward for a public hearing. Ayes – 10

Motion carried

CC16-240 Motion by Zaleski, second by Witzel to approve Resolution No. 2016-58, approving an increase in Committed Fund Balance classifications in the amount of \$200,000 for snow and ice removal operations. Ayes – 9; Nay – 1 (Feddick)

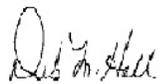
Motion carried

CC16-241 Motion by Wagner, second by Earll to set the date/time for the public hearing on the 2017 Budget & Tax Levy for Tuesday, November 22, 2016 at 7:00 p.m.

Motion carried

Mayor Meyer sent the City's condolences to former Mayor Mike Meyers and his family on the passing of his mom, Greta Meyers.

Motion by Witzel, second by Spiros to adjourn the meeting at 7:26 p.m.



Deb M. Hall
City Clerk

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

ROLL CALL:

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

Adam Fischer-Executive Director

Absent: none

Guest: Ken Zittleman

The meeting of the Central Wisconsin State Fair was called to order at 7:30 pm in the Fair Office boardroom. The meeting began with introductions as a new representative for the City was appointed, Jason Zaleski.

The orders of the Day were suspended to allow Ken Zittleman to address the BOD on the issue again of the nonprofit food vendor fee. A reduction is requested. Ken left the meeting and the meeting returned to the orders of the day.

Minutes of the March 21, 2016 Board Meeting It was moved by Andy Keogh, seconded by Jeff Hartman to approve the minutes as presented. Minutes were approved.

Executive Director's Report: Adam Fischer provided an Executive Director report. The Premium Book is complete and available; The Entertainment Guide will go to print June 15th, available early July; Grandstand entertainment reserve seating is selling; Round Barn is sponsored by the Marshfield Clinic and we will host a ribbon cutting rededication of the Round Barn on Sunday afternoon. The BOD was invited to comment; The issue of the Horse Pull being discontinued. An offer from the Horse Pullers Association was presented to the Executive committee. The Pullers will run the show, charge an entry fee, and seek sponsorship; State Bank met with Adam about promises made last year by Jr Fair persons not followed through on. We will give them exposure in the entertainment Guide and additional signage. Adam will be the contact person moving forward; We will develop a policy for securing sponsorships. President Larry Gilbertson presented the nominating committee report and recommendations. Committee met earlier this evening, two nominees are being offered for the BOD positions. Jeremy Carolfi, and Ed Wagner. Discussion and endorsements were heard. Andy Keogh moved and Kathy Banks seconded a motion to approve the nominees. Some background questions were asked and answered. These are positions that run until the December annual elections. They will be eligible at that time for reelection. The BOD approved the nominees.

Financial Report: Larry Gilbertson directed the board to the balance sheet and reviewed all the account balances. Jeff Hartman moved to accept the financial report. Carol Kerper seconded the motion. Motion Carried.

Consent Agenda: Includes: Capital Improvement committee: The stage project will be postponed until 2017 due to time limitations. Discussion. No objections from the BOD to move forward to hire someone to develop specs for the project. The Multi-Purpose Building project is still moving forward towards a late Fall construction date.

Executive Committee: nothing further.

Marketing Committee: Cathy Banks reviewed billboards.

Jr Fair: Meets Wednesday evening.

Fair Commission Update: Bob Ashbeck commented on the approval by the Commission for the Market Sale committee to install a plastic tube ventilation system in the sheep swine barn. The Market Sale committee is responsible for maintaining the system; The management of the Stage, following construction, was discussed.

Jeff Hartman moved, Jason Zaleski seconded, and the reports were approved as presented.

Review of the organizational flow chart for the operation of the Fair. Adam Fischer explained and commented. Other discussion. Kathy Banks moved to approve the organizational chart, Jason Zaleski seconded. Additional discussion. Positions will be appointed by the Executive Director and reviewed each year. Motion carried.

New Business:

Jason Zaleski asked about the history of the request that came at the beginning of the meeting. Explanation was given. The issue will not be revisited.

Jeff Hartman asked if the upcoming policy for sponsorship should be brought to the attention of the Jr Fair. It was agreed that it should be included in the Jr Fair report that a policy is being developed.

It was moved by Jeff Hartman and seconded by Andy Keogh to adjourn the meeting. Meeting adjourned at 8:23 pm.

Recorded by: Larry Gilbertson

Submitted by Kathy Banks, Secretary: _____

CENTRAL WISCONSIN STATE FAIR
BOARD MINUTES
June 20, 2016
7:30 PM

ROLL CALL:

Present; Board Members: Jeff Viergutz, Larry Gilbertson, Sara Schmitt, Kathy Banks, Carol Kerper, Ed Wagner, Bob Ashbeck (County), Jason Zaleski (City), Jeremy Carolfi.

Adam Fischer-Executive Director

Absent: Lisa Blanchard (Jr. Fair), Jeff Hartman, Andy Keogh

The meeting of the Central Wisconsin State Fair was called to order at 7:32 pm in the Fair Office boardroom. The meeting began with introductions of the two newly elected Board members, Ed Wagner and Jeremy Carolfi.

Minutes of the April 18, 2016 Board Meeting It was moved by Sara Schmitt, seconded by Jason Zaleski to approve the minutes as presented. Minutes were approved.

Financial Report: Larry Gilbertson directed the board to the balance sheet and reviewed all the account balances. Following a question and answer, with no additions or corrections the report was declared approved as presented.

Executive Director's Report: Adam Fischer provided an Executive Director report. Items: Office staff, entertainment guide, attending the Plan Commission meeting for a conditional use permit for a proposed barn project, marketing and radio advertising. Larry Gilbertson provided an update on the stage project. An architect has been secured to draw up specs to prepare the project for going out for bids in January 2017. Two conditional permits were needed for these projects at \$250.each. Carol Kerper moved, second by Kathy Banks to transfer \$500 out of the Wenzel Capital improvement Fund to cover these expenditures. Motion carried.

Consent Agenda: Includes:

Marketing Committee: nothing additional.

Jr Fair: On line entries for the youth. Superintendent workshop for the new electronic entry.

Fair Commission Update: Bob Ashbeck, no meeting.

Ed Wagner moved, Jason Zaleski seconded, and the reports were approved as presented.

Review of the organizational flow chart for the operation of the Fair. Adam Fischer explained this was approved at our May meeting. It is a bylaw change so this action needs to be ratified. Jason Zaleski moved to ratify the action, Kathy Banks seconded, the motion passed unanimously to adopt the organizational flow chart into the Bylaws.

Adam discussed the meeting time survey. With new membership on the Board, Adam requested to do the survey again. The members re-filled out the survey and will be reviewed later.

New Business:

A time of general ideas discussion took place with no decisions.

With no other business the meeting was declared adjourned at 8:07 pm.

Recorded by: Larry Gilbertson

Submitted by Kathy Banks, Secretary: _____

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

ROLL CALL:

Present: Board Members: Jeff Viergutz, Larry Gilbertson, Sara Schmitt, Kathy Banks, Ed Wagner, Bob Ashbeck (County), Lisa Blanchard (Jr. Fair), Jeff Hartman, Andy Keogh.
Adam Fischer-Executive Director

Absent: Jason Zaleski (City), Jeremy Carolfi, Carol Kerper,

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

Orders of the Day were suspended to allow Tom Stram and Ken Zittleman from the Lions Club to address the BOD on the food vendor's 15% assessment, to lower the rate to 7.5% for nonprofits. After discussion the BOD decided to thank the presenters and to maintain the current policy.

Minutes of the June 20, 2016 Board Meeting It was moved by Andy Keogh, seconded by Kathy Banks to approve the minutes as presented. Minutes were approved.

Executive Director's Report: Adam Fischer provided an Executive Director report. Items: Update on Shirley Post. She has resigned for medical reasons. Adam's report was interrupted by Dave Lang concerning a non-critical matter of moving State Fair storage items. Adam continued his report. New office support staff have been hired. Non Fair events. Last minute planning for the Fair. New Draft Horse committee leadership need to be chosen. Four co superintends have been proposed by the committee. Some discussion. It was moved by Andy Keogh to approve the proposed four superintendents for the draft horse committee. Jeff Hartman seconded the motion. The motion carried. Adam informed the BOD that the Parks and Rec director proposed to him the possibility of turning over the management of the fairgrounds. Some discussion followed. Jeff Hartman moved, Andy Keogh seconded the motion explore the possibility of managing the property. Motion carried. Sara Schmitt questioned Adam about the long term office staffing plans.

Financial Report: Larry Gilbertson directed the board to the balance sheet and reviewed all the account balances. Following a time of question and answer, Kathy Banks moved to accept, Lisa Blanchard seconded the motion to approve the report as presented. Motion carried.

Consent Agenda:

Fair Commission Update: Bob Ashbeck reported. The commission met in July. The locks have been changed. Ventilation project paid for by the Market Sale Committee have the parts on hand and are looking for a time to install.

Capital Improvement Committee: Building project on the Fair Grounds property: Adam gave an update. A conditional use permit has been approved by the City. We have five years to fulfill the conditions set forth. Discussion. The building plan has been put out to bid. Meyer Buildings offered the best price. Q and A's. Jeff Hartman moved to accept Meyers bid, Kathy seconded the motion, discussion, add in the condensation roofline blanket, and copulas. The motion carried. Ed Wagner moved to approve the use of the Wenzel Capital improvement funds to cover the project. Jeff Hartman seconded the motion. After additional discussion, the motion carried.

Bob Ashbeck asked about the Horse show; Lisa commented on the Fairest of the Fair contest on August 10 at the Eagles and encouraged the BOD members to attend in support; Jeff Hartman discussed his visit at the Chippewa County Fair and how things are done there.

Jeff Hartman moved to adjourn, Kathy Banks seconded, the meeting adjourned at 8:54 pm.

Recorded by: Larry Gilbertson

Submitted by Kathy Banks, Secretary: _____

**Central Wisconsin State Fair
Board Meeting Minutes
Monday, August 15, 2016**

Present: Andy Keogh, Bob Ashbeck, Ed Wagner, Jeff Hartman, Jeff Viergutz, Jeremy Carolfi, Kathy Banks Larry Gilbertson, Lisa Blanchard and Sara Schmitt

Absent: Carol Kerper (Excused) Jason Zaleski

Non Board Members Present: Adam Fischer, Executive Director

Meeting called to order on Monday, August 15, 2016 by Larry Gilbertson at 7:30 PM for the meeting of the Central Wisconsin State Fair Board of Directors.

Minutes from the July 18, 2016 Meeting: Minutes were reviewed and discussion followed on a couple items. A motion was made by Jeff Hartman and Sara Schmitt seconded the motion. The motion carried.

Financial Report: Larry Gilbertson gave the financial report. A brief discussion followed. Larry Gilbertson and Adam Fischer fielded questions. A motion was made by Jeff Hartman and seconded by Kathy Banks to accept the financial report. The motion carried.

Executive Directors Update: Adam Fischer gave an update. Fischer shared some updates on the Draft Horse Show, Horse Pull, Wenzel Capital Improvement, Liberty Classic Horse Show, Fairest of the Fair Coronation, Future Sponsorship Guidelines and on the issue of sleeping in the barns.

A motion was made by Jeff Viergutz to allow the Draft Horse Committee to reinstate the Fun Night for Sunday night and Jeremy Carolfi seconds the motion. The motion carried.

It was the overall consensus of the Board to approve the Horse Pull to drop the entry fee from \$50 to \$30.

A motion was made by Andy Keogh and Ed Wagner seconded the motion to bring the Liberty Classic Horse Show down by \$100. Discussion followed. The motion was amended by Andy Keogh to strike the language of dropping the bill by \$100 off of the bill and change it to dropping the bill by \$838.00. The motion carried to amend the previous motion. The following motion carried to drop the bill by \$838.00

Old Business:

Reorganization of Soliciting Funds: Adam Fischer proposed a reorganizing of soliciting funds and creating a Sponsorship Guidelines for future use for people going out to solicit funds for sponsorship. A motion was made by Jeff Hartman and seconded by Kathy Banks to reorganize the soliciting of sponsorships and to have him Adam Fischer create a Sponsorship Guidelines.

New Business:

Sleeping in Barns: Adam Fischer shared the letter from the Marshfield Fire Department indicating that the Fire Department will no longer allow any sleeping in the barns on the Marshfield Fairgrounds. This rule is for 365 days a year. It was the consensus of the Fair Board to self police this new policy for the week of the Fair.

A motion was made by Jeff Hartman and seconded by Kathy Banks to adjourn the meeting. The motion carried. The meeting was adjourned at 8:55 PM.

Submitted by Kathy Banks

Authored by CWSF Staff

Central Wisconsin State Fair

Board Meeting Minutes – September 19, 2016 at Fair office

Present: Andy Keogh, Bob Ashbeck, Carol Kerper, Ed Wagner, Jason Zaleski, Jeff Hartman, Jeff Viergutz, Jeremy Carolfi, Larry Gilbertson, Lisa Blanchard & Sara Schmidt

Absent: Kathy Banks

Non Board Members Present: Adam Fischer, Executive Director & Duane Bauer for a short time to present.

Meeting called to order by Larry Gilbertson at 7:30 PM

Minutes from the August 15, 2016 Meeting: Andy Keogh made a motion to approve the minutes and Carol Kerper seconded the motion. The motion carried.

Financial Report The financial report was given by Larry Gilbertson. Gilbertson fielded questions concerning the Fairest of the Fair account. The report was approved as presented.

Executive Directors Report: Adam Fischer gave an Executive Director Report. Fischer highlighted several items from the report and fielded several questions as a result. The report was approved as presented.

Junior Fair Update: Lisa Blanchard gave an update from the Junior Fair. She highlighted some things that the Junior Fair had been discussing.

Fairgrounds Commission: Mike Feirer gave a brief update concerning the Fairgrounds Commission. He highlighted some potential projects they have been discussing as priority.

Old Business:

Organizational Chart: Fischer did a quick review of the organizational chart that was approved earlier in the summer.

Review Sponsorship Guidelines: Adam Fischer went over the guidelines that he had drafted. Fischer fielded some questions and discussion followed. It was decided to have Fischer go back and make some changes to the guidelines. They will be reviewed at the next meeting.

Truck and Tractor Pull Report: Larry Gilbertson allowed for a short break in the agenda for Duane Bauer who is the promoter of the NTPA Truck and Tractor Pull to give a verbal report and update to the Board on his desire to see the show continue to grow.

New Business:

Market Animal Sale Committee Update: Larry Gilbertson gave a short report concerning the MASC and the Market Animal Sale auction.

Llama and Goat New Building Request: Adam Fischer presented the request from the Llama and Goat departments concerning their desire to raise funds to try and build a permanent barn. Discussion followed. A motion was made by Andy Keogh and seconded by Sara Schmitt to allow this group to go out and solicit funds. The motion carried.

2016 Entertainment Profit and Loss Report: Larry Gilbertson presented the 2016 Entertainment Profit and Loss. Discussion followed. The 2016 Entertainment Profit and Loss Report was approved as presented.

2017 Entertainment Budget: Adam Fischer presented the proposed the 2017 Entertainment Budget. Discussion followed. Andy Keogh made a motion to accept the 2017 Entertainment Budget and Jeff Viergutz seconded the motion. The motion carried.

Lisa Blanchard took some time to share with the rest of the Board some of her concerns she had concerning the Fair. Discussion followed.

Larry Gilbertson adjourned the meeting at 9:30 PM.

Authored by CWSF Staff
Submitted by Kathy Banks

**CABLE TV COMMITTEE MEETING MINUTES
SEPTEMBER 26, 2016**

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

PRESENT: April Gentz, Ed Gerl, Alderperson Earll, Dean Markwardt, Don Nystrom, Senen Siasoco and Jim Daniels (arrived at 5:13 p.m.)

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

PUBLIC COMMENTS

City Administrator Barg spoke in regards to the Cable Access Coordinator's contract. The current agreement ends on March 31, 2017 with an option for up to two additional two year renewals of the agreement. Public Access Coordinator Bodendorfer is suggesting possible changes of the contract. If the proposal changes of the contract are minor in nature or fairly limited the contract could just routinely be extended. If the proposal changes are substantial then an RFP (Request for Proposal) should be done.

The process for an RPF was briefly discussed.

City Administrator Barg suggested allowing 60-90 days to do an RFP. If more time is needed to analyze the changes in the contract an extension with Branden Bodendorfer for another few months beyond March 31, 2017 could perhaps be worked out while the RFP is being put together.

City Administrator Barg left the meeting at 5:10 p.m.

APPROVAL OF MEETING MINUTES

CTV16-041 Motion by Markwardt, second by Nystrom to approve the minutes of the August 22, 2016 meeting as submitted.

Motion carried

CORRESPONDENCE

None.

PUBLIC ACCESS COORDINATOR'S REPORT

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

Jim Daniels arrived at 5:13 p.m.

The proposed non-profit video application was reviewed and discussed.

Bodendorfer believes this process will create more community producers. The projects that MCTV does will now have a small icon that will pop up for 15 seconds every 90 seconds in the corner with MCTV's logo on it as a watermark to give MCTV credit for the projects they do.

Markwardt pointed out that MCTV's Mission is as follows and asked that it be corrected on the application: Allow, maintain and encourage media access for all citizens of the City of Marshfield, Wisconsin area and enhance communication within the community.

CTV16-042 Motion by Nystrom, second by Gerl to receive and place on file the Public Access Coordinator's Report.

Motion carried

REVIEW AND DISCUSS THE STRATEGIC PLAN AND ACTION STEPS BASED ON MCTV'S GOALS

Bodendorfer reported that MCTV's staff started working on their planning for the educational programming. They put together a list of the Marshfield School District schools, parochial schools, other educational offerings such as the School of Performing Arts, Marshfield Children's House of Montessori, Driver's Ed Education, the higher educational locations of Mid-State and the UW as well as some of the area schools like Auburndale, Pittsville, Stratford, Spencer, Greenwood, and Granton as well as educational related entities like the education center, UW Extensions office, Library, Marshfield School Forest and Tiny Tigers Child Care. Their goal is to draft a letter that they are going to send out to people who would typically be the person that would be in the communication role at each one of these institutions that they can basically reach out to and start to develop and meet with them to develop different programming ideas for the educational series. Some meetings have already been set up starting in November with these different contacts and they hope to have a good outline ready by November to get the educational channel up and running again.

Bodendorfer explained his plan for replacing the computer equipment in the production studios.

COORDINATOR CONTRACT RFP

Public Access Coordinator Bodendorfer mentioned that Chairperson Siasoco, City Administrator Barg and him have met and discussed the Coordinator's contract. He shared some of the changes he would like to see in the contract be able to reach the Cable TV Committee's goals and to have three stable channels. He will email his proposed changes to the Cable TV Committee members to review prior to the next regular Cable TV Committee meeting.

BILLS

The bill query report was reviewed.

CTV16-043 Motion by Gerl, second by Earl to authorize payment of the following bills as presented:

Advanced Disposal (August)	\$ 58.34
Spectrum Business (09/01/16 to 09/30/16)	99.11
Spectrum Business (08/26/16 to 09/25/16)	106.44
Telephone – City Hall (August & September)	.31
Granicus (Invoices 75845 & 79522)	1,200.00
Walmart (Transactions 3395 & 3880)	46.34
We Energies	19.80
Wisconsin Community Media	75.00
Tri-Media (Invoices 1183, 1191, 1215 & 1245)	<u>8,930.00</u>

Total \$10,535.34

Motion carried

FINANCIAL REPORT

CTV16-044 Motion by Nystrom, second by Gentz to receive and place on file the financial report for the period of January 1, 2016 through August 31, 2016.

Motion carried

RECOMMENDED ITEMS FOR FUTURE AGENDAS

- Review suggested amendments to Coordinator Contract

Next meeting is scheduled for October 24, 2016 at 5:00 p.m.

Motion by Gerl, second by Markwardt to adjourn at 6:29 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

Public Access Coordinator's Report

Cable TV Committee Meeting 9/26/16

PROGRAMMING UPDATE

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

HYPERLINK "https://www.youtube.com/channel/UC03I-m9S_ZjduXjuIvczM5Q"
https://www.youtube.com/channel/UC03I-m9S_ZjduXjuIvczM5Q

For a full archive of government programming, please visit:

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

COMMUNITY PRODUCER SUBMITTED WORK

- Dana Speth: Christ Lutheran Worship, New Visions Gallery
- John Beck: Immanuel Lutheran Worship
- Mary Asplin: Lights, Camera, Polka!
- Scott Peterson: Church Event at Cornerstone
- Don Schnitzler: Purdy School Reunion

OTHER SUBMITTED PROGRAMMING

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

EDUCATION PROGRAMMING

We have started to plan for the education channel. Upon approval of the budget, we will start developing programming in Nov/Dec.

NON-PROFIT APPLICATION

We received our first application from a non-profit requesting extensive video assistance (Main Street Marshfield). (See attached for full description.) Application was approved.

INTERN

Tri-Media hired an intern, Jared Coffren. Jared will be assisting with education programming.

WOOD COUNTY PROGRAM

We are working with Wisconsin Rapid Community Media to develop a Wood County Program to grow awareness of topics in Wood County.

FACEBOOK LIVE

We have continued to use Facebook Live to air programming, and in doing so have reached 7,000 people.

- Fair Welcome – August 31 – Reached 3,493 people
- Round Barn Re-dedication – August 31 – Reached 1,842 people
- Library Opening – September 6 – Reached 1,756 people.
- Alice in Dairyland – September 15 – Reached 246 people.

SOCIAL MEDIA UPDATE - FACEBOOK

As of September 19, we have 484 Likes on Facebook. That is a 59% increase YTD (303).

Video views on the page have increased 203%.

We have had 1,678 post engagements in the last 28 days.

YOUTUBE CHANNEL UPDATE

32,221 Views (as of September 19) (126% subscriber increase, 18% view increase YTD)

**City of Marshfield Committee on Aging
Jr. Fair Building – Fairgrounds
Meeting Minutes – September 29, 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, Elsie Anderson, Patty Ruder, Kathy Dieck, Jean Doty and Gary Cummings

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

MINUTES: Motion made by Doty and seconded by Ruder to approve the minutes from the September 1, 2016 meeting. Motion carried.

CITIZEN'S COMMENTS: None

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN

UPDATE: Cummings reported that registrants are needed for Marshfield's two "Stepping On" classes – would like 10 per class and only have 2-3 registered right now. Classes are FREE and anybody who is aged 60+, is cognitively intact and using no assisting devices for balance can participate. Classes are held at the Fire Station. Wisconsin Rapids Walgreen's was recognized as the city's first Dementia Friendly business. ADRC Advisory Committee needs one more member from Wood County. The Wausau ADRC office will relocate to a new building near the 2510 Restaurant on December 1, 2016. Relocating the Marshfield office to the Community Center is still being discussed. Build out costs of \$417,000 will be recouped through a lease agreement. Feirer reported some Common Council members believe that in five years from now the ADRC will cease to exist and feel that the fundraisers didn't raise enough money to remodel the Community Center. A vote at a recent Common Council meeting as to whether to include the ADRC in the Community Center was 5 "ayes" and 5 "nays" with Mayor Chris Meyers breaking the tie with an "aye" in favor of the plan. The Café 60 location at the Gathering Place Restaurant in Pittsville tried to reopen, but closed after just a week. ADRC is looking for another location. Per ADRC board policy that contracts be reviewed every three years an RFP was sent out to gather bids for Wausau's catering.

WOOD COUNTY TRANSPORTATION: Victoria is hopeful that the 53.10 grant allocates enough money to purchase a new van. They have a fleet of 9 but one is not drivable. Wisconsin Rapids' River City cab prices recently went up for seniors and disabled from \$1.75 to \$2.00.

TAXI UPDATE: It was decided to invite Running, Inc. to the December meeting.

FORUM 55+ UPDATE: Carlson reported there has been no decision made to continue the Forum 55+ program, but both (Clinic and Hospital) sides are talking. There are no monthly educational meetings or social programs planned at this time.

LIBRARY/COMMUNITY CENTER PROJECT: The new Everett Roehl Marshfield Library opened early in September and it is beautiful! November 13 is the official grand opening celebration.

2016 SENIOR HEALTH FAIR: After adjournment of this meeting, committee members will tidy up the building in preparation for the health fair scheduled for tomorrow, September 30.

UNFINISHED BUSINESS: None

NEW BUSINESS: It was agreed that the taxi update from Running, Inc. and wrap-up of the senior health fair will be done at the December meeting to be held in room 108 at City Hall.

FUTURE MEETING DATE: **The next meeting will be held on November 4 at Wyndham Villas located at 1307 N. Hinman Ave.** (When going north on Peach, turn right on Kalsched – into the mobile home park - and then turn right again at the end of Kalsched.) Meeting will be held in the office/community center building at 9:30 a.m.

Respectfully submitted,
Jean Doty

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF NOVEMBER 1, 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, Alanna Feddick and Gordon Earll

EXCUSED: None

ALSO PRESENT: Alderpersons Buttke and Feirer, Police Chief Gramza and City Clerk Hall

JLC16-077 Motion by Earll, second by Feddick to approve the minutes of the October 18, 2016 and October 25, 2016 meetings.

Motion carried

CITIZEN COMMENTS

None

JLC16-078 Motion by Feddick, second by Earll to approve by unanimous consent the following:

- a) One (1) Beverage Operator License for the 2015-2017 license year to Miranda Fabian.
- b) Secondhand Article Dealer license to GameStop, 1827 N. Central Avenue.
- c) Secondhand Article Dealer license to Walmart, 2001 N. Central Avenue.
- d) Garbage and Refuse Collector's license to Advanced Disposal, 501 S. Hume Avenue.
- e) Change of Agent for the Marshfield Curling Club "Class B" Combination liquor license from Paul Logan to Jacob Roberts.

Motion carried

No items were removed from the consent agenda.

Eight bartender applications were not included as part of the consent agenda because they were given to the committee after the motion was approved so they took action on those applications separately.

JLC16-079 Motion by Earll, second by Feddick to approve eight (8) Beverage Operator Licenses for the 2015-2017 license year to: Miracle Cole, Lori Dawson, Ronetta Discher, Miranda Fabian, Tia Gaulke, Tina Hiles, Jessica Klimek, and Megan Vobora.

Motion carried

JLC16-080 Motion by Feddick, second by Earll to grant a Beverage Operator License to Jessica Matuszewski with 25 demerit points assessed for failure to list her violations.

Motion carried

CC16-081 Motion by Feddick, second by Earll to deny a Beverage Operator License to Greg Scheuer with 50 demerit points; 25 for failure to list all of his violations and 25 for the alcohol violations that are directly related to the licensed activity.

Motion carried

CC16-082 Motion by Wagner, second by Feddick to grant a Beverage Operator License to Amanda Zaruba with 25 demerit points for failure to list her violations.

Motion carried

Future Agenda Items

- Secondhand/Pawnshop Ordinance
- Bartenders that failed the last Compliance Check

Motion by Feddick, second by Earll to adjourn the meeting at 5:19 p.m.

Motion carried

A handwritten signature in black ink, appearing to read "Deb M. Hall". The signature is written in a cursive style with a large initial "D".

Deb M. Hall
City Clerk

BOARD OF PUBLIC WORKS MINUTES
OF NOVEMBER 1, 2016

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

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

EXCUSED: None

ALSO PRESENT: City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Accounting Manager VanWhye; the media; and others.

PW16-122 Motion by Feirer, second by Wagner to recommend approval of the minutes of the October 17, 2016 Board of Public Works meeting.

Motion Carried

Citizen Comments: None

PW16-123 Motion by Earll, second by Feirer to recommend approval of the revised 2017 Machinery and Equipment Rates and refer Resolutions 2016-56 and 2016-57 to the Common Council for consideration.

Buttke, Feirer, Jockheck & Earll voted 'Aye', Wagner voted 'No' Motion Carried

PW16-124 Motion by Jockheck, second by Earll to recommend approval of the quotation submitted by Vermeer Wisconsin of West Salem, WI for a Model BC1000XL Brush Chipper at a cost of \$30,575 and authorize execution of a purchase agreement.

Buttke, Feirer, Jockheck & Earll voted 'Aye', Wagner voted 'No' Motion Carried

PW16-125 Motion by Feirer, second by Earll to recommend 'No Parking' on the north side of West 2nd Street beginning 120 feet west of the west right of way line of Chestnut Avenue to a distance of 200 feet west of the west right of way line of Chestnut Avenue and that the Administrative Code of Traffic and Parking Regulations be amended to reflect this change.

Motion Carried

PW16-126 Motion by Jockheck, second by Earll to recommend that traffic control be changed at the intersection of West 8th Street and South Pine Avenue with 8th Street yielding to Pine Avenue and that the Administrative Code of Traffic and Parking Regulations be amended to reflect this change.

Motion Carried

Recommended items for future agendas: None

Motion by Jockheck, second by Wagner that the meeting be adjourned at 5:48 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

City of Marshfield
City Hall Plaza
630 S. Central Avenue
Suite 502
Marshfield, WI 54449



Keith R. Strey, CPA
Finance Director
(715) 387-3033
Fax (715) 384-7831
keith.strey@ci.marshfield.wi.us

DATE: November 1, 2016
TO: Board of Public Works
FROM: Amy Van Wyhe
Accounting Manager
RE: Proposed 2017 Machinery and Equipment Rates

BACKGROUND

The Internal Service Fund was created by the City of Marshfield with the adoption of the 1991 budget to better accumulate costs related to fleet equipment, greater ease in costing and pricing services provided to user departments and agencies, and to accumulate resources to replace equipment at appropriate intervals. The rate structure of the Internal Service Fund is periodically reviewed to ensure that all costs are captured in the rates charged to users of the vehicles and equipment in the fleet.

ANALYSIS

The 2017 Machinery and Equipment Rate review was conducted using an average cost of operation for each vehicle or piece of equipment divided by the average usage. The average cost of operation is calculated using detailed records of operation and maintenance costs for a fifteen year period (2001-2015), with depreciation, insurance, and indirect costs per unit of equipment added to arrive at a total. The rate review determines the average cost and usage for each vehicle or piece of equipment using DOT classification types. The average costs and cash flow rates are used to project the future rates of the Internal Service Fund and analyzed to determine the solvency of the fund. Based on the projected cash flows for the Internal Service Fund, the increase in rental rates should generate sufficient cash to keep the fund solvent and to replace capital equipment included in the 2017 requested budget.

The overall recommended rate increase is 3.91%. This rate increase is based on the current financial condition of the Machinery and Equipment Fund, projected cash flow requirements, and City Administrator's Recommended 2017 Budget.

RECOMMENDATION:

I recommend that the Board of Public Works approve Resolution 2016-56 and 2016-57 as presented.

Concurrence – Keith Strey, Finance Director

Concurrence – Steve Barg, City Administrator

Attachments

CITY OF MARSHFIELD

MARSHFIELD, WI

MACHINERY AND EQUIPMENT

RATE STUDY

November 1, 2016

Compiled & Submitted by:
City of Marshfield Finance Department
Amy Van Wyhe
Accounting Manager

CITY OF MARSHFIELD, WI
MACHINERY AND EQUIPMENT RATE STUDY
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CITY OF MARSHFIELD, WI
INTERNAL SERVICE FUND MACHINERY AND EQUIPMENT
SUMMARY OF OPERATIONS CASH FLOW

	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Estimated Expenditures	2017 Admin Rec Budget	2017 Rate Study
Revenues									
Property taxes	\$0	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$0
Motor Pool Charges	1,396,447	1,507,351	1,418,255	1,703,019	1,670,404	1,268,219	1,590,921	1,550,921	2,295,060
Gas & Diesel	314,100	437,339	416,288	469,245	452,509	267,514	417,269	417,269	417,269
Miscellaneous	57,968	17,435	74,205	87,760	19,757	10,317	21,000	10,000	10,000
	<u>1,768,515</u>	<u>1,962,125</u>	<u>1,908,748</u>	<u>2,260,024</u>	<u>2,143,170</u>	<u>1,546,050</u>	<u>2,029,190</u>	<u>1,978,190</u>	<u>2,722,329</u>
Expenditures									
Building & Shop	130,435	111,627	107,550	121,061	117,446	119,594	136,558	138,953	138,953
Machinery	872,601	971,598	877,960	1,088,025	1,018,092	893,402	1,052,411	1,051,229	1,051,229
Gas & Diesel	312,374	433,126	400,736	447,884	436,695	255,218	421,134	370,584	370,584
Depreciation & Other	285,839	278,003	327,473	368,642	524,470	570,198	411,700	409,600	409,600
	<u>1,601,249</u>	<u>1,794,354</u>	<u>1,713,719</u>	<u>2,025,612</u>	<u>2,096,703</u>	<u>1,838,412</u>	<u>2,021,803</u>	<u>1,970,366</u>	<u>1,970,366</u>
Net Income (Loss)	167,266	167,771	195,029	234,412	46,467	(292,361)	7,387	7,824	751,963
Equity - beginning	2,852,992	3,020,258	3,188,029	3,383,058	3,617,470	3,663,938	3,371,576	3,378,963	3,378,963
Equity - ending	<u>\$3,020,258</u>	<u>\$3,188,029</u>	<u>\$3,383,058</u>	<u>\$3,617,470</u>	<u>\$3,663,938</u>	<u>\$3,371,576</u>	<u>\$3,378,963</u>	<u>\$3,386,787</u>	<u>\$4,130,927</u>
Net Available Cash - beginning (1)	\$769,792	\$791,989	\$713,812	\$726,974	\$793,482	\$549,751	\$140,045	(\$25,368)	(\$25,368)
Net Income per above	167,266	167,771	195,029	234,412	46,467	(292,361)	7,387	7,824	751,963
Add (Subtract) items									
Capital Purchases (Equip / Bldgs / Misc)	(56,010)	(495,815)	(237,445)	(403,670)	(139,694)	(320,211)	(441,000)	(537,000)	(500,000)
Depreciation	(32,263)	276,240	55,799	235,766	81,081	319,080	411,700	409,600	409,600
(Increase) Decrease in inventory	(6,159)	(2,988)	(85,127)	15,822	(9,222)	24,734	0	0	0
(Gain) Loss on disposal of fixed assets	(46,374)	1,365	6,843	4,451	(78,863)	2,552	0	0	0
(2) Transfer Contribution	0	0	0	0	(143,500)	(143,500)	(143,500)	(143,500)	(143,500)
Debt Interest Payments	(3,035)	(1,258)	(440)	0	0	0	0	0	0
Debt Principal Payments	(84,599)	(56,796)	(26,373)	0	0	0	0	0	0
Miscellaneous	83,371	33,305	104,876	(20,273)	0	0	0	0	0
Net Available Cash - ending	<u>\$791,989</u>	<u>\$713,812</u>	<u>\$726,974</u>	<u>\$793,482</u>	<u>\$549,751</u>	<u>\$140,045</u>	<u>(\$25,368)</u>	<u>(\$288,444)</u>	<u>\$492,695</u>
Less three months cash flow reserve (25% of expenditures)								(492,592)	(492,592)
Net Available for Future Capital Purchases								<u>(\$781,036)</u>	<u>\$103</u>

- (1) Cash balance is cash on hand net of other current assets (except inventory) and current liabilities.
(2) Transfer to Protective Service Capital Outlay (Fund 410)

CITY OF MARSHFIELD, WI
 RATE ADJUSTMENT SCHEDULE
 October 2016

CLASS	AVERAGE COST OF OPERATION	2015 COST OF OPERATION	AVERAGE USAGE	2015 USAGE	CURRENT RATE (AVG USE)	REVENUE AT CURRENT RATE (2015 USE)	PROPOSED RATE	REVENUE AT PROPOSED RATE (AVG USE)	INC./DECR. RATE
1 Motor Graders	75,008	51,791	850	347	\$99.40	34,492	\$103.40	\$87,890	4.02%
2 <u>Endloaders</u>									
#36	30,176	21,328	324	174	\$71.10	12,371	\$73.90	23,944	3.94%
#38	37,075	40,800	542	355	\$71.10	25,241	\$73.90	40,054	3.94%
all others	141,564	102,323	2,231	541	\$71.10	38,465	\$73.90	164,871	3.94%
	208,816	164,451	3,097	1,070	220,197	76,077		228,868	
3 Bobcat	98,908	88,437	2,436	1,584	\$24.30	38,491	\$25.30	61,631	4.12%
4 <u>Snowblower</u>									
#36F	2,210	2,053	12	9	\$175.10	1,576	\$182.10	2,185	4.00%
#37F	9,713	41,451	100	429	\$175.10	75,118	\$182.10	18,164	4.00%
#38F	12,981	4,627	80	5	\$175.10	876	\$182.10	14,592	4.00%
	24,904	48,130	192	443	33,599	77,569		34,942	
5 <u>Bulldozer</u>	22,984	14,611	215	173	\$93.20	16,124	\$96.90	20,834	3.97%
6 <u>Rollers</u>									
#43	565	410	12	4	\$38.70	464	\$40.20	482	3.88%
#41 & #42	14,008	12,536	190	3	\$57.10	171	\$59.40	11,315	4.03%
	14,573	12,946	202	7	11,341	326		11,797	
7 <u>Backhoes</u>									
#35 & #44	103,161	108,891	1,339	468	\$78.30	36,644	\$81.40	108,957	3.96%
	173,604	191,455	3,141	1,514	199,774	91,769		207,707	
8 Utility Vehicles	7,054	6,504	227	269	\$21.90	5,891	\$22.80	5,180	4.11%
9 Compressors	4,098	2,898	92	84	\$83.70	7,031	\$87.00	7,979	3.94%
10 <u>Dump Trucks</u>									
2 yard (Miles)	11,479	11,099	4,635	5,192	\$2.50	11,586	\$2.60	12,050	4.00%
2 yard (Hours)	107,582	76,997	15,583	2,290	\$25.90	403,611	\$26.90	419,194	3.86%
6 yard	253,101	363,419	4,523	2,629	\$51.50	232,926	\$53.60	242,424	4.08%
14 yard	247,536	219,344	5,392	2,541	\$46.40	117,902	\$48.30	260,427	4.09%
	619,698	670,859	30,133	12,652	898,306	325,587		934,095	

CITY OF MARSHFIELD, WI
RATE ADJUSTMENT SCHEDULE
October 2016

CLASS	AVERAGE COST OF OPERATION	2015 COST OF OPERATION	AVERAGE USAGE	2015 USAGE	REVENUE AT CURRENT		REVENUE AT PROPOSED		RATE INC./DECR.	
					RATE	REVENUE	RATE	REVENUE		
11 Boom Truck	39,596	14,060	436	223	\$104.00	45,311	23,192	\$108.20	47,141	4.04%
12 Sweepers	114,010	123,181	1,680	1,548	\$47.60	79,987	73,685	\$49.50	83,180	3.99%
13 <u>Pickups</u> Miles Hourly	83,468 50,151 133,619	65,647 117,453 183,100	52,043 7,039 59,082	39,348 4,932 44,280	\$1.70 \$9.90	88,474 69,687 158,160	66,892 48,827 115,718	\$1.80 \$10.30	93,678 72,502 166,180	5.88% 4.04%
14 <u>Sewer Assets</u> #74 Sewer Jet	6,411	4,148	97	45	\$58.70	5,677	2,642	\$61.00	5,900	3.92%
15 Mounted Pressure Washer	154	10	0	0	\$0.00	0	0	\$60.50	NA	
16 Automobiles	9,400	17,478	8,423	7,096	\$0.60	5,054	4,258	\$0.60	5,054	0.00%
17 #70 Sewer Cleaner #72 TV Van	6,411 3,230 9,641	4,148 2,929 7,077	97 95 191	45 125 170	\$90.20 \$55.80	8,724 5,277	4,059 6,975	\$93.80 \$58.00	9,072 5,485	3.99% 3.94%
18 Automobiles	9,400	17,478	8,423	7,096	\$0.60	5,054	4,258	\$0.60	5,054	0.00%
19 <u>Tractors</u>	84,362	68,089	1,517	787	\$46.80	70,995	36,808	\$48.70	73,877	4.06%
20 Paint Machines Paint Truck	1,368 7,846	3,372 6,933	61 35	39 0	\$44.40 \$74.60	2,714 2,622	1,732 0	\$46.20 \$77.60	\$2,824 \$2,728	4.05% 4.02%
21 Hot Patch Machine	5,279	10,617	231	222	\$15.20	3,508	3,374	15.80	\$3,647	3.95%
Push Mowers	4,938 4,938	2,936 2,936	79 79	76 76	\$19.30	1,529 1,529	1,467 1,467	20.10	1,592 1,592	4.15%
22 <u>Wings</u> Wings	27,208	18,508	1,494	1,053	\$35.20	52,594	37,066	36.60	54,686	3.98%

CITY OF MARSHFIELD, WI.
RATE ADJUSTMENT SCHEDULE
October 2016

CLASS	AVERAGE COST OF OPERATION	2015 COST OF OPERATION	AVERAGE USAGE	2015 USAGE	CURRENT RATE (AVG USE)	REVENUE AT CURRENT RATE (2015 USE)	PROPOSED RATE	REVENUE AT PROPOSED RATE (AVG USE)	INC./DECR. RATE
23 <u>Plows</u>									
Patrol Trucks	43,526	52,183	1,702	1,914	\$27.90	53,401	\$29.00	49,359	3.94%
24 Sanders	33,693	24,898	1,333	542	\$29.10	15,772	30.30	40,392	4.12%
25 Brush Chipper	9,766	40,250	281	309	\$29.10	8,992	30.30	8,518	4.12%
26 Screen/Shredder	20,974	24,923	491	499	\$30.10	15,020	31.30	15,362	0.00%
27 <u>Trailers</u>									
All others	9,087	4,871	790	1,594	\$13.90	10,981	14.50	11,455	4.32%
# 40E	5,596	1,119	58	24	\$88.40	5,151	91.90	5,355	3.96%
# 41E	2,048	972	36	173	\$33.40	1,186	34.70	1,232	3.89%
	16,731	6,962	884	1,791	17,317	30,056		18,041	
28 Water Pumps	756	4,558	430	42	\$14.10	6,057	14.70	6,315	4.26%
29 <u>Concrete Equipment</u>									
Cement Saw #143R	4,250	3,779	3,772	3,172	\$4.50	16,973	4.50	16,973	0.00%
Cement Saw #144	16,420	12,587	5,350	6,402	\$11.00	58,845	11.00	58,845	0.00%
	20,670	16,366	9,121	9,574	75,818	84,696		75,818	
30 <u>Portable Welders</u>									
# 135	0	0	0	0	\$178.20	0	185.30	0	3.98%
#175	0	0	0	0	\$178.20	0	185.30	0	3.98%
31 Brush Saws/Weed	3,477	3,254	210	163	\$8.50	1,784	8.80	1,847	3.53%
32 Plate Tamper	1,317	707	318	274	33.5	10,657	34.80	11,070	3.88%
33 Infield Groomer	11,817	7,940	166	146	\$20.00	3,325	20.80	3,458	4.00%
34 Laser	1,721	2,565	1,259	1,134	\$7.80	9,818	8.10	10,196	3.85%
35 Total Station	4,508	5,031	1,369	0	\$16.20	22,170	16.80	22,991	0.00%
36 Other Equipment	31,403	31,536	1,618	193	0	0	0	0	N/A
Grand Totals	\$1,899,168	\$1,946,395	\$140,421	\$97,621	\$2,208,621	\$1,210,143		\$2,295,060	3.91%

CITY OF MARSHFIELD, WI
RATE ADJUSTMENT SCHEDULE
October 2016

CLASS	AVERAGE COST OF OPERATION	2015 COST OF OPERATION	AVERAGE USAGE	2015 USAGE	CURRENT		REVENUE AT CURRENT		PROPOSED		REVENUE AT PROPOSED		RATE INC./DECR.
					RATE	RATE (AVG USE)	RATE (AVG USE)	RATE (AVG USE)	RATE	RATE (AVG USE)	RATE	RATE (AVG USE)	
WW Sewer Assets													
#M70 Sewer Cleaner	\$6,411	\$4,148	97	45	\$90.20	\$8,724	\$4,059	\$93.80	\$58.00	\$9,072	3.99%		
#72 TV Van	3,230	2,929	95	127	\$55.80	5,277	7,087	\$8.20	\$8.20	5,485	3.94%		
Quadtector	234	0	1	0	\$7.90	8	0	\$11.00	\$11.00	8	3.80%		
Lateral Camera	516	1,325	13	20	\$10.60	138	541	\$34.40	\$34.40	143	3.77%		
Mainline Televising Equipment	4,226	14,142	83	121	\$33.10	2,747	3,299	\$5.50	\$5.50	2,855	3.93%		
Mainline Televising Equipment Trail	344	555	90	125	\$5.30	478	2,288	\$22.00	\$22.00	496	3.77%		
Manhole Inspection Vehicle	1,189	949	7.5	0	\$21.20	159	1,028			165	3.77%		
Grand Totals	\$16,150	\$24,048	386	438		\$17,531	\$18,302			\$18,224			

RESOLUTION NO. 2016 - 56

WHEREAS, the Vehicle/Equipment Internal Service Fund was created as part of the Common Council's action in adopting the 1991 budget, with an effective date of January 1, 1991; and

WHEREAS, the justification for creating the fund included 1) the ability to readily accumulate the costs related to the fleet; 2) the greater ease in costing and pricing services provided to user departments and agencies; and 3) the ability to accumulate resources to replace equipment at appropriate intervals; and

WHEREAS, a periodic analysis of the rate structure for any internal service fund operation (including the Vehicle and Equipment Fund) is essential to ensure that all costs (i.e., Operations, Maintenance and Depreciation) are captured in the rates charged to users of the vehicles and equipment in the fleet; and

WHEREAS, the Finance Department has examined the rate structure of the Vehicle and Equipment Internal Service Fund vehicles and equipment to recommend changes, as appropriate; and

WHEREAS, the Accounting Manager presented the cash flow analysis findings and conclusions to the Board of Public Works on November 1, 2016; and

WHEREAS, it is highly appropriate for rental rates of an internal service fund to capture all related costs, including operations, maintenance, and depreciation costs; and

WHEREAS, the City Administrator's Recommended 2017 Budget for the Vehicle/Equipment Internal Service Fund and the user departments' budgets assumes the implementation of new rental rates effective January 1, 2017 and that such recommendation is clearly set forth in the budget documentation; and

WHEREAS, the City Administrator's Recommended 2017 Budget contains appropriations and budget authority to accommodate the implementation of new rental rates for the Vehicle and Equipment Internal Service Fund as recommended by the Accounting Manager.

NOW, THEREFORE, BE IT RESOLVED, that the attached rental rate schedule as recommended by the Accounting Manager be implemented effective January 1, 2017, and that management be authorized to charge these rental rates to users of the listed equipment.

ADOPTED: _____
Chris L. Meyer, Mayor

APPROVED: _____
Deb M. Hall, City Clerk

**INTERNAL SERVICE FUND
MACHINERY AND EQUIPMENT RATES EFFECTIVE 1/1/2017
ATTACHMENT TO RESOLUTION NO. 2016-56**

<u>Equipment/Vehicle Classification</u>	<u>Unit of Measure</u>	<u>Rate:1/1/17</u>
Motor Graders	Hourly	\$103.40
Endloaders	Hourly	73.90
Bobcat (Loader)	Hourly	25.30
Snowblower	Hourly	182.10
Bulldozer	Hourly	96.90
Rollers		
#43	Hourly	40.20
#41 & #42	Hourly	59.40
Backhoes		
Tracked	Hourly	81.40
Rubber Tired	Hourly	54.80
Utility Vehicles	Hourly	22.80
Compressors	Hourly	87.00
Dump Trucks		
2 yard	Per Mile	2.60
2 yard	Hourly	26.90
6 yard	Hourly	53.60
14 yard	Hourly	48.30
Boom Truck	Hourly	108.20
Sweepers	Hourly	49.50
Pickups		0.00
	Hourly	10.30
	Per Mile	1.80
(>25 miles roundtrip)	Per Mile	0.70
Sewer Assets		
Sewer Jet - Street #74	Hourly	61.00
#73 Sewer Rodder	Hourly	15.00
Mounted Pressure Washer	Hourly	60.50
Tractors	Hourly	48.70
Paint Machines	Hourly	46.20
Paint Truck	Hourly	77.60
Hot Patch Machine	Hourly	15.80
Lawn Mowers		
Push & Shoulder	Hourly	20.10
Specialized	Hourly	36.70
Wings	Hourly	36.60
Plows		
Pickup Truck	Hourly	29.00

**INTERNAL SERVICE FUND
MACHINERY AND EQUIPMENT RATES EFFECTIVE 1/1/2017
ATTACHMENT TO RESOLUTION NO. 2016-56**

<u>Equipment/Vehicle Classification</u>	<u>Unit of Measure</u>	<u>Rate:1/1/17</u>
Sanders	Hourly	30.30
Brush Chipper	Hourly	30.30
Screen/Shredder	Hourly	31.30
Trailers		
Bulldozer	Hourly	91.90
Skidster Loader	Hourly	34.70
Utility	Hourly	14.50
Water Pumps	Hourly	14.70
Concrete Saws		
#143R	Hourly	4.50
#144	Hourly	11.00
#144	Hourly	11.00
Handheld Saws	Hourly	11.00
Portable Welders	Hourly	185.30
Brush Saws/Weed	Hourly	8.80
Plate Tamper	Hourly	34.80
Garden Tillers	Hourly	0.00
Laser	Hourly	8.10
Total Station	Hourly	16.80
Portable Generator	Hourly	6.90

RESOLUTION NO. 2016 - 57

WHEREAS, the Vehicle/Equipment Internal Service Fund was created as part of the Common Council's action in adopting the 1991 budget, with an effective date of January 1, 1991; and

WHEREAS, the justification for creating the fund included 1) the ability to readily accumulate the costs related to the fleet; 2) the greater ease in costing and pricing services provided to user departments and agencies; and 3) the ability to accumulate resources to replace equipment at appropriate intervals; and

WHEREAS, a periodic analysis of the rate structure for any internal service fund operation (including certain Wastewater Utility Fund assets) is essential to ensure that all costs (i.e., Operations, Maintenance and Depreciation) are captured in the rates charged to users of the vehicles and equipment in the Wastewater Utility fleet; and

WHEREAS, the Finance Department has examined the rate structure of the Vehicle and Equipment Internal Service Fund vehicles and equipment to recommend changes, including the transfer of equipment from the Internal Service Fund that were determined to be more appropriately recorded as Wastewater Utility machinery and equipment; and

WHEREAS, the Accounting Manager presented the cash flow analysis findings and conclusions to the Board of Public Works on November 1, 2016 along with the Internal Service Fund; and

WHEREAS, it is highly appropriate for rental rates of the Wastewater Utility Fund to capture all related costs, including operations, maintenance, and depreciation costs; and

WHEREAS, the City Administrator's Recommended 2017 Budget for the Wastewater Utility Fund and user departments' budgets assumes implementation of new rental rates effective January 1, 2017 and that such recommendation is clearly set forth in the budget documentation; and

WHEREAS, the City Administrator's Recommended 2017 Budget contains appropriations and budget authority to accommodate the implementation of new rental rates for the Wastewater Utility Fund as recommended by the Accounting Manager.

NOW, THEREFORE, BE IT RESOLVED, that the attached rental rate schedule as recommended by the Accounting Manager be implemented effective January 1, 2017 and that management be authorized to charge these rental rates to users of the listed equipment.

ADOPTED: _____
Chris L. Meyer, Mayor

APPROVED: _____
Deb M. Hall, City Clerk

**INTERNAL SERVICE FUND
MACHINERY AND EQUIPMENT RATES EFFECTIVE 1/1/2017
ATTACHMENT TO RESOLUTION NO. 2016-57**

<u>Equipment/Vehicle Classification</u>	<u>Unit of Measure</u>	<u>Rate:1/1/17</u>
Wastewater Utility Assets		
#70 Sewer Cleaner	Hourly	93.80
#72 TV Van	Hourly	58.00
Quadtector	Hourly	8.20
Lateral Camera	Hourly	11.00
Mainline Televising Equipment	Hourly	34.40
Mainline Televising Equipment Trailer	Hourly	5.50
Manhole Inspection Vehicle	Hourly	22.00

ORDINANCE NO. 1340

An ordinance amending subsections (a) and (b) of subsection (1), of Section 14-69 pertaining to amount of sewer service charges; and amending subsection (b) of subsection (16) of Section 14-72 of the Municipal Code of the City of Marshfield, Wisconsin, pertaining to provisions regarding holding tank service charges, portable toilet waste, and septic tank waste.

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

SECTION 1. Subsections (a) and (b) of subsection (1) of Section 14.69 of the Municipal Code of the City of Marshfield, are hereby amended to read as follows:

“14-69 AMOUNT OF SEWER SERVICE CHARGES.

(1) SEWER SERVICE CHARGE UNIT COSTS. The unit costs for the sewer service charge system are as follows:

(a) Category A Sewer Service Charge. The sewer service charge for Category A sewer users is as follows:

	<u>Effective 01/01/16</u>	<u>Effective 01/01/17</u>
Fixed Monthly Charge	\$18.45	\$18.45
Volume Charge	\$4.11/100 cu. ft. \$5.50/1000 gal.	\$4.19/100 cu. ft. \$5.60/1000 gal.

(b) Category B Sewer Service Charge. The sewer service charge for Category B sewer users is as follows:

	<u>Effective 01/01/16</u>	<u>Effective 01/01/17</u>
Fixed Monthly Charge	\$18.45	\$18.45
Volume Charge	\$4.11/100 cu. ft.	\$4.19/100 cu. ft.
Surcharges:		
BOD greater than 200/mg/l =	\$0.66/lb.	\$0.66/lb.
Suspended Solids greater Than 250 mg/l =	\$0.54/lb.	\$0.54/lb.
TKN greater than 40 mg/l	\$0.87/lb.	\$0.87/lb.
P greater than 7 mg/l	\$7.26/lb.	\$7.26/lb.

SECTION 2. Subsection (b) of subsection (16) of Section 14-72 of the Municipal Code of the City of Marshfield, are hereby amended to read as follows:

“14-72 USE OF THE PUBLIC SEWER.

(16) PROVISIONS REGARDING HOLDING TANK AND PORTABLE TOILET WASTEWATER

(b) Sewer Service Charges. The wastewater haulers shall pay the City for wastewater treatment and disposal. This charge shall consist of the following:

	<u>Effective 01/01/16</u>	<u>Effective 01/01/17</u>
Holding Tank Waste:		
Volume Charge	\$12.79/100 cu. ft. or \$17.10/1000 gal.	\$12.79/100 cu. ft. or \$17.10/1000 gal.
Portable Toilet Waste:		
Volume Charge	\$39.24/ 100 cu. ft. or \$52.45/1000 gal.	\$39.24/100 cu. ft. or \$52.45/1000 gal.
Septic Tank Waste:		
Volume Charge	\$74.43/100 cu. ft. \$99.50/1000 gal.	\$54.61/100 cu. ft. \$73.00/1000 gal.

SECTION 34. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

NOTE: This ordinance is recommended by the Board of Public Works.

ADOPTED: _____
APPROVED: _____
PUBLISHED: _____

_____ Chris L. Meyer, Mayor
Attest: _____ Deb M. Hall, City Clerk



City of Marshfield Memorandum

TO: Finance, Budget, and Personnel Committee
FROM: Josh Miller, City Planner
DATE: November 1, 2016

RE: Budget Resolution No. 25-2016 to create an expenditure account for the Safe Routes to School Program.

Background

As part of the Safe Routes to School Program, one of the events we do each year in October is the Walk/Bike to School Challenge with the elementary school students. This event provides incentives to encourage kids to walk or bike to school, or complete a similar activity in order to qualify for various levels of prizes. The prizes include water bottles, reflector strips, t-shirts, bike helmets, and a new bike. The more days the student participates, the greater prize level he or she is eligible for.

Historically, the costs to put on the event range from \$1,200-\$2,000 to purchase prizes and incentives. The program has either been funded by grant dollars or donations by local area businesses. In the past, we have partnered with Healthy Lifestyles, Marshfield Area Coalition to accept donations and therefore, have not needed a City expenditure account for the Safe Routes program. Last year, Nasonville Dairy had generously donated \$4,000 to the program to ensure that we can give away a bike for each participating school. The previous year, we were able to give away three bikes because of donations from local businesses. Before that, we were giving away only one bike per year.

This year, Nasonville has committed another \$4,000, plus the Marshfield Clinic has donated \$6,000 to the program. On top of that, we have also received contributions and commitments from the following local businesses and organizations: V&H Heavy Trucks, Draxler Transport, Laura Schmitt Photography, CAVU Landscaping, TEAM Sporting Goods, and Marshfield Young Professionals. Along with bike helmets, t-shirts, and other prizes, we will be giving away 2 bikes (\$350 gift certificates towards the purchase of a new bike from the Sports Den) for each participating elementary school.

Analysis

The Finance Department has created a revenue account to place the money in, however, until an expenditure account is created, we cannot spend the money on

the prizes needed for the program. So far we have \$7,075 from the businesses to date, but have commitments of \$11,925. We would be looking to carry forward any remaining funds for the program next year.

Recommendation

Staff recommends that the Committee approve Budget Resolution No. 25-2016 and thank Kim and Ken Heiman from Nasonville Dairy, Marshfield Clinic, V&H Heavy Trucks, Draxler Transport, Laura Schmitt Photography, CAVU Landscaping, TEAM Sporting Goods, and Marshfield Young Professionals for their generous donations to the program.

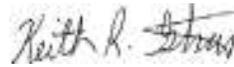
Attachments

1. Budget Resolution No. 25-2016

Concurrence:



Steve Barg
City Administrator



Keith Strey
Finance Director

BUDGET RESOLUTION NO. 25-2016

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

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

1. That the sum of \$11,925 is hereby transferred from Safe Routes to School Program Donations, a/c#2054800070.702671 to the Development Services Safe Routes to School budget, a/c #2055690170.702671.

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 – Deputy City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 25-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

Economic Development Fund, Safe Routes to School Revenue, a/c#
2054800070.702671:

1. 48500 – Donations \$11,925

TRANSFERRED TO:

Economic Development Fund, Safe Routes to School Expenditures, a/c#
2055690170.702671:

1. 57330 – Prizes & Awards \$11,925

* * * * *



City of Marshfield Memorandum

DATE: November 4, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Strategic planning project

Background

As you know, the Council held a number of strategic planning meetings during 2015 and the first half of 2016. On July 12th, presented with the attached strategic plan framework, several Council members expressed concern with the list of goals/objectives, questioning whether these truly reflect the issues and challenges that the City should be addressing in the coming years. As a result, staff took a big step back, and we've been discussing ideas on how to best move forward with this process in order to get an approved strategic plan that will serve as a guide for the future use of our time and resources.

On Tuesday, we'll present and highlight a somewhat revised framework for your review and consideration. (I'll make every effort to get this to you before Tuesday night.) At that time, we will seek your direction on which of the following 2 options you wish to pursue:

- Option #1: You believe that we are on the right track, and you'd like us to continue "baking" this further, returning to the Council next month with possible objectives, timelines, etc. for each goal.
- Option #2: You're uncomfortable with this approach, and prefer to get outside help from a professional facilitator to do a more intense strategic planning effort (fewer sessions, but longer ones, over a shorter time period), starting after January 1st.

Recommendation

No action is needed, but as noted above, staff will seek your direction on which approach you wish to follow as we work to adopt a 5-year strategic plan for the City of Marshfield.