



CITY OF MARSHFIELD
MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, NOVEMBER 22, 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. **PUBLIC HEARING** - On November 5, 2016, the proposed 2017 budget was published in the Marshfield News Herald. At this time, members of the public are invited to comment on the proposed 2017 budget.
- E. Reading of items added to the agenda
- F. 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.
- G. Approval of Minutes: November 8, 2016 regular meeting
- H. Staff updates
- I. Mayor's Comments
 - 1 Employee Recognitions
 - a. Jamie Kizer, Police Department, November 28, 2011, 5 years
 - 2 Committee Openings
 - a. Zoning Board of Appeals, 2nd alternate
- J. Council Comments
- K. Reports from commissions, boards, and committees

COMMON COUNCIL AGENDA
NOVEMBER 22, 2016

L. Consent Agenda:

1 Meeting minutes/reports

- a. Fairgrounds Commission (September 8, 2016)
 - 1. Accept amended Commission bylaws
- b. Parks, Recreation & Forestry Committee (September 15, 2016)
- c. University Commission (September 15, 2016)
- d. Marshfield Pool Study Committee (October 13, 2016)
- e. Business Improvement District (October 19, 2016)
- f. Airport Committee (October 27, 2016)
- g. Fire & Police Commission (November 3, 2016)
- h. Committee on Aging (November 3, 2016)
- i. Historic Preservation Committee (November 7, 2016)
- j. Town of McMillan - City of Marshfield Joint Plan Commission (November 11, 2016)
- k. Board of Canvassers (November 14, 2016)
 - l. Utility Commission (November 14, 2016)
- m. Board of Public Works (November 14, 2016)
 - 1. Accept statue for Wildwood Zoo and liability waiver
- n. Judiciary & License Committee (November 15, 2016)
- o. Finance, Budget, and Personnel Committee (November 15, 2016)
 - 1. Resolution No. 2016-59 adopting City of Marshfield Fee Schedule to be effective as of January 1, 2017
 - 2. Resolution No. 2016-60 adopting an ambulance rate schedule to be effective as of January 1, 2017
 - 3. Resolution No. 2016-61 writing off various uncollectible ambulance accounts receivable – \$29,000
 - 4. Resolution No. 2016-62 writing off various uncollectible General Fund accounts receivable (non-ambulance) - \$63,813.22
 - 5. Approve 2017 ambulance contracts with 13 surrounding towns and villages
 - 6. Approve sending revised RFP for contract assessing services
- p. Plan Commission (November 15, 2016)
 - 1. Resolution No. 2016-64 Conditional Use Permit: 8-bed CBRF – 718 South Drake Avenue

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

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

N. First reading of Ordinance No. 1341 amending Section 13-96 of Marshfield Municipal Code regarding special assessments. Presented by Tom Turchi, City Engineer

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the December 13th meeting

O. First reading of Ordinance No. 1342 amending Section 13-66 of Marshfield Municipal Code on “Obstructions and Encroachments”. Presented by Tom Turchi, City Engineer

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the December 13th meeting

COMMON COUNCIL AGENDA
NOVEMBER 22, 2016

- P. Request to approve Budget Resolution No. 26-2016 transferring \$38,817 from General Fund Contingency and \$15,000 from General Fund Building Services & Inspection to General Fund Uncollectible Accounts. Presented by Keith Strey, Finance Director
Recommended Action: Approve Budget Resolution No. 26-2016
- Q. Discuss any desired changes to the City's proposed 2017 budget, as published, before consideration of Resolution No. 2016-63. Presented by Keith Strey, Finance Director
Recommended Action: Approve 2017 budget, after any desired adjustments
- R. Request to approve Resolution No. 2016-63, determining and levying the amount to be raised by taxation for city purposes for the 2017 fiscal year. Presented by Keith Strey, Finance Director
Recommended Action: Approve Resolution No. 2016-63
- S. Consider ADRC request to meet to negotiate terms for leasing space in the community center. Presented by Dan Knoeck, Director of Public Works
Recommended Action: Discretion of the Council
- T. 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: Approve the appointment
- U. Suggested items for future agendas
- V. Adjournment

Posted this day, November 18, 2016 at 4:00 p.m., by Deb M. Hall, City Clerk

Notice

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

NOTICE OF PUBLIC HEARING
FOR THE CITY OF MARSHFIELD'S
2017 PROPOSED BUDGET

Notice is hereby given that on Tuesday, November 22, 2016, 7:00 p.m. at City Hall Plaza a PUBLIC HEARING on the 2017 PROPOSED BUDGET of the City of Marshfield will be held. The detailed 2017 proposed budget is available for public inspection at the City Hall Finance Department from 8:00 a.m. to 5:00 p.m. Monday through Friday. The following is a summary of the 2017 proposed budget as approved by the Common Council:

	<u>2016</u> <u>Current</u> <u>Budget</u>	<u>2017</u> <u>Proposed</u> <u>Budget</u>	<u>Percentage</u> <u>Change</u>
<u>GENERAL FUND</u>			
Expenditures:			
General Government	\$3,416,813	\$3,374,366	
Public Safety	8,183,205	8,502,369	
Public Works	5,344,338	5,230,736	
Health and Human Services	235,012	233,145	
Culture, Recr., and Educ.	3,301,766	3,424,792	
Conservation & Development	514,755	556,413	
Other Financing Uses	10,000	0	
Total Expenditures	<u>\$21,005,889</u>	<u>\$21,321,821</u>	<u>1.50%</u>
Revenues:			
Taxes:			
General Property	\$9,402,304	\$9,325,978	
Other	2,173,295	2,191,965	
Special Assessments	327,000	280,000	
Intergovernmental	7,287,274	7,310,314	
Licenses and Permits	186,100	221,000	
Fines, Forfeitures and Pen.	163,000	166,000	
Public Charges for Services	569,792	614,015	
Intergovernmental Charges	53,577	52,280	
Miscellaneous	508,247	571,479	
Other Financing Sources	335,300	588,790	
Total Revenues	<u>\$21,005,889</u>	<u>\$21,321,821</u>	
Excess of Revenues			
Over (Under) Expenditures		\$0	
Fund Balance January 1		6,101,903	
Adjustments: Fund Balance Applied		(438,490)	
Fund Balance December 31		<u>\$5,663,413</u>	
<u>SPECIAL REVENUE FUNDS</u>			
Expenditures	<u>\$1,739,661</u>	<u>\$1,590,193</u>	<u>-8.59%</u>
Revenues:			
General Property Taxes	43,650	6,350	
Other	1,888,851	1,618,843	
Total Revenues	<u>\$1,932,501</u>	<u>\$1,625,193</u>	
Excess of Revenues			
Over (Under) Expenditures		\$35,000	
Fund Balances January 1		2,396,186	
Adjustments: Fund Balance Applied		(196,075)	
Fund Balances December 31		<u>\$2,235,111</u>	
<u>DEBT SERVICE FUNDS</u>			
Expenditures	<u>\$4,902,844</u>	<u>\$5,249,246</u>	<u>7.07%</u>
Revenues:			
General Property Taxes	2,855,566	3,244,171	
Other	2,047,278	2,005,075	
Total Revenues	<u>\$4,902,844</u>	<u>\$5,249,246</u>	
Excess of Revenues			
Over (Under) Expenditures		\$0	
Fund Balances January 1		159,682	
Adjustments: Fund Balances Applied		(150,000)	
Fund Balances December 31		<u>\$9,682</u>	
<u>CAPITAL PROJECT FUNDS</u>			
Expenditures	<u>\$12,804,396</u>	<u>\$8,390,769</u>	<u>-34.47%</u>
Revenues:			
General Property Taxes	65,000	25,000	
Other	12,691,430	8,444,193	
Total Revenues	<u>\$12,756,430</u>	<u>\$8,469,193</u>	
Excess of Revenues			
Over (Under) Expenditures		\$78,424	
Fund Balances January 1		(4,072,671)	
Adjustments: Fund Balances Applied		(195,526)	
Fund Balances December 31		<u>(\$4,189,773)</u>	
<u>PROPRIETARY FUNDS</u>			
Expenses	<u>\$7,161,213</u>	<u>\$7,238,315</u>	<u>1.08%</u>
Revenues:			
Other	10,033,946	10,165,253	
Total Revenues	<u>\$10,033,946</u>	<u>\$10,165,253</u>	
Excess of Revenues			
Over (Under) Expenditures		\$2,926,938	
Fund Balance January 1		42,740,565	
Adjustments: Fund Balances Applied		0	
Fund Balance December 31		<u>\$45,667,503</u>	
<u>FIDUCIARY FUND</u>			
Expenses	<u>\$300</u>	<u>\$300</u>	<u>0.00%</u>
Revenues:			
Other	3,800	2,800	
Total Revenues	<u>\$3,800</u>	<u>\$2,800</u>	
Excess of Revenues			
Over (Under) Expenditures		\$2,500	
Fund Balance January 1		224,889	
Fund Balance December 31		<u>\$227,389</u>	
<u>COMBINED TOTALS FOR ALL FUNDS</u>			
Expenditures/Expenses	<u>\$47,614,303</u>	<u>\$43,790,644</u>	<u>-8.03%</u>
Revenues:			
General Property Taxes	12,366,520	12,601,499	
Other	38,268,890	34,232,007	
Total Revenues	<u>\$50,635,410</u>	<u>\$46,833,506</u>	
Excess of Revenues			
Over (Under) Expenditures/Expenses		\$3,042,862	
Fund Balances January 1		47,305,008	
Adjustments: Fund Balances Applied		(980,091)	
Fund Balances December 31		<u>\$49,367,779</u>	

New / Discontinued Functions or Activities

There are no new / discontinued functions or activities included in the proposed 2017 budget presented above.

Keith R. Strey, CPA
Finance Director

NOVEMBER 8, 2016

Regular meeting of the Common Council was called to order by Mayor Meyer at 5:30 p.m., in the Council Chambers, City Hall Plaza.

PRESENT: Michael Feirer, Alanna Feddick, Chris Jockheck (arrived at 5:33), 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

Lori Belongia stated the grand opening of the Everett Roehl Marshfield Public Library is Sunday, November 13th at noon.

CC16-231 Motion by Feirer, second by Zaleski to approve the minutes of the Common Council regular meeting of October 25, 2016.

Motion carried

CC16-232 Motion by Spiros, second by Wagner to approve the minutes of the Common Council budget meeting of October 25, 2016.

Motion carried

CC16-233 Motion by Hendler, second by Buttke to approve the minutes of the Common Council budget meeting of November 1, 2016

Motion carried

STAFF UPDATES

Barg announced that the Common Council would be volunteering at Rotary Lights on Sunday, December 11th from 4:45 p.m. - 7:00 p.m. If interested please let Amy Krogman know. Buttke stated the Zoo Store will be open during Rotary Lights.

MAYOR'S COMMENTS

Employee recognition

Melvin Smith, Street Division, November 11, 1991, 25 years

Committee Openings

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

Hendler thanked Mayor Meyer and Steve Barg for meeting with Wood County Health and Human Services Committee to learn more about the possibility of a "competency unit" at Norwood.

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC16-234 Motion by Zaleski, second by Spiros to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports Central Wisconsin State Fair of May 16, 2016; Central Wisconsin State Fair of June 20, 2016; Central Wisconsin State Fair of July 18, 2016; Central Wisconsin State Fair of August 15, 2016; Central

Wisconsin State Fair of September 19, 2016; Cable TV of September 26, 2016; Committee on Aging of September 29, 2016; Judiciary & License Committee of November 1, 2016; Board of Public Works of November 1, 2016 (Resolution 2016-56, Internal Service Fund Machinery and Equipment Rates for 2017 and Resolution 2016-57, Wastewater Utility Machinery and Equipment Rates for 2017)

Motion carried

No items were removed from the consent agenda.

Barg stated in June the Council decided to form a committee to look at the feasibility of constructing a new municipal pool. Ben Lee, Chair of the Pool Study Committee, updated the Council on the progress of the committee. The first meeting was at Hefko Pool to look at the current facilities. They then went to Merrill, Wausau, and Weston to meet with people who were running their pools to see what did and didn't work. After that, they met with Ayres Associates and discussed what they wanted to see in a pool. Ayres will develop a rendering and bring back to the committee. Once the rendering is finalized and they have a cost estimate they will bring it back to the Common Council.

Second 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.

CC16-235 Motion by Buttke, second by Hendler to approve Ordinance No. 1340. Ayes – 10
Motion carried

CC16-236 Motion by Spiros, second by Wagner 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 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, Marshfield Young Professionals, and Denny Riedel at The Sports Den for their generous donations to the program. Ayes – 10

Motion carried

Barg updated the Council on the strategic plan. Barg asked the Council if they felt staff was on the right path, and how they would like him to proceed. He was asked to come back with a facilitator, what the cost will be, and what the timeline will look like.

First reading - 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

CC16-237 Motion by Jockheck 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

Roll call vote, all ayes. (Time: 6:13 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 (Jen Rachu, Rick Gramza – left at 6:20 p.m.), Dan Knoeck, Keith Strey, Tom Turchi and Amy Krogman).

CC16-238 Motion by Jockheck, second by Zaleski to return to open session. Roll call vote, all ayes. (Time: 6:47 p.m.)

Motion carried

CC16-239 Motion by Buttke, second by Zaleski to approve presenting the lease in its draft form to the ADRC. Ayes - 8, Nays - 2 (Feddick and Spiros)

Motion Carries

Future Agenda Items

None

There being no further business the Mayor adjourned the meeting at 6:49 p.m.

Amy Krogman
Administrative Assistant III

Fairgrounds Commission Minutes
Meeting of September 8, 2016
Room 108, City Hall

Called to order at 5:30 by Mike Feirer

Present: Commissioners Bob Ashbeck, Ken Curry, Bill Winch, Tom Buttke, Mike Feirer, Chris Jockheck. Also in attendance: Adam Fischer, and Justin Casperson, Steve Barg.

Minutes from July 7 meeting approved, 1st- Winch, 2nd-Curry

There were no citizens comments.

Election of Vice-chair, Buttke nominated Winch, Motion by Curry, 2nd Buttke to elect. Unanimous vote to approve.

Moved item 4.c. ahead, Steve Barg gave update on Fairgrounds Subcommittee. Discussions continuing, no decisions at this point.

Financial Report. Current balance in account- \$77,321.57. No bills presented

Amending by-laws. Jockheck explained changes to by-laws to reflect elimination of treasurers responsibilities from Secretary/ Treasurers position. Changes will give those responsibilities to the Wood County Finance Dept.

Motion to send on to Marshfield City Council and Wood County Board of Supervisors, 1st- Buttke, 2nd- Curry, motion passed.

Central Wisconsin Fair report. Adam Fischer, Fair Manager

It was a good fair this year. Great weather helped. Attendance up.

Stage will be built in 2017. Next project with Wenzel money will be a new horse barn. Looking at parking lot paving as well. Nothing set for now.

Park and Recreation report. Justin Casperson, Department Director

Casperson provided list of improvement projects needed to fairgrounds facilities.

Commission reviewed and prioritized four projects:

#1-Clean and paint grandstand roof (underside)

#2-Seal grandstand concrete decking.

#3- Repair roof of Jr. Fair Expo building

#4 Improvements to food vendor area below grandstands.

Casperson will continue to get estimates for these projects for further discussion.

Discussion on Lease agreement with Snyder 4H Club. Tabled to next meeting.

Next Meeting- December 8, Room 108, City Hall

Adjourned at 7:30

Submitted by Chris Jockheck, Secretary

FAIRGROUNDS COMMISSION BYLAWS

Adopted by Fair Commission March 17, 2010

ARTICLE 1

CREATION

Resolution No. 83-41 of the Common Council of the City of Marshfield, as adopted and approved on August 23, 1983, and similar Resolution No. 12, of the Wood County Board of Supervisors as adopted and approved on August 16, 1983, established a legal framework under which the Fairgrounds must function. That framework is the Board of Marshfield Fairgrounds Commissioners, commonly known as the Fairgrounds Commission. Attached to these Bylaws as Exhibit #1 is a reference map designating the "Fairgrounds" area which is under the direction and control of the Fairgrounds Commission.

ARTICLE II

DUTIES

Pursuant to Resolution No. 83-41 of the City of Marshfield, and Resolution No. 12 of the Wood County Board of Supervisors, The Fairgrounds Commission has been created for the purpose of having full, complete and exclusive jurisdiction of the fairgrounds including the advertising for and awarding of bids for the construction, improvement or maintenance of any building or buildings, or land improvements, the letting of contracts therefore, and the care, custody, maintenance and repair of said lands and buildings during its operation until changed by joint resolutions of the City of Marshfield and the Wood County Board of Supervisors. In creating the Fairgrounds Commission, both governmental entities recognize that the land upon which the Marshfield Fairgrounds is located and all of the improvements to the land are owned by the City of Marshfield. The Fairgrounds Commission is charged with the duty of overseeing the expenditure of funds provided by both governmental entities to the Fairgrounds Commission, to improve and maintain the Marshfield Fairgrounds and its facilities. Further, the City of Marshfield is responsible for daily operations and routine maintenance of said property using revenues generated from the operation of the Fairgrounds and funds appropriated by the City of Marshfield for that purpose.

ARTICLE III

BOARD MEMBERSHIP

Section 1 - Number of Board Members. The Board of the Marshfield Fairgrounds

Commission shall consist of 6 members with the City of Marshfield and the Wood County Board of Supervisors appointing 3 members each.

Section 2 - Qualifications and Selection of Board Members.

- (a) Three members of the Board of the Marshfield Fairgrounds Commission shall be aldermen of the City of Marshfield whose terms shall expire with the terms for which they were elected as aldermen, and who shall be appointed by the Mayor, with the approval of the Council at the first regular meeting of the City Council following the general election of said aldermen.
- (b) Three members of the Board of the Marshfield Fairgrounds Commission shall be Wood County Supervisors whose terms shall expire with the terms for which they were elected as supervisors and who shall be appointed by the Chairperson of the County Board of Wood County with the approval of the County Board at the first regular meeting of the Board following the general election of said supervisors.
- (c) Vacancies to the Board, for whatever reason shall be appointed by the appropriate governmental entity in the same manner as set forth above as soon as the vacancy is made known to said appointing entity.

ARTICLE N

OFFICERS

Section 1 - The Principal officers shall be a Chairperson, one Vice Chairperson, and a Secretary ~~treasurer~~. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Fairgrounds Commission.

Section 2 - The Mayor of the City of Marshfield and the Chairperson of the Wood County Board of Supervisors shall be ex-officio members of the Fairgrounds Commission.

Section 3- Election and Term of Office. The officers of the Fairgrounds Commission shall be elected annually at the regular May meeting of the Fairgrounds Commission. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Terms of office shall be for one (1) year only.

Section 4- Vacancies: A vacancy in any principal office shall be filled by special election at the regular meeting of the Fairgrounds Commission following the date which the vacancy occurred.

Section 5 - Chairperson. The Chairperson shall be the principal executive officer, and shall, in general, supervise and control all the business and affairs of the Fairgrounds

Commission. The Chairperson shall, when present, preside at all meetings of the Fairgrounds Commission. He or she shall ~~countersign checks and~~ sign options, contracts, and other instruments which the Fairgrounds Commission has authorized to be executed and, in general, shall perform all duties incidental to the office of Chairperson and such other duties as may be prescribed by the Fairgrounds Commission from time to time.

Section 6 - Vice Chairperson. In the absence of the Chairperson or in the event of the Chairperson's death, inability, or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson and shall perform such other duties as from time to time may be assigned to him or her by the Chairperson or by the Fairgrounds Commission.

Section 7 - ~~Secretary/Treasurer~~. The Secretary/~~Treasurer~~ shall: a) keep the minutes of the Fairgrounds Commission meetings; b) see that all notices are given in accordance with the provisions of these Bylaws and as required by law; c) sign documents as directed by the Fairgrounds Commission and as provided in the Bylaws; d) provide the offices of the Marshfield City Clerk and the Wood County Clerk with copies of the Fairgrounds Commission's minutes; ~~e) financial reports, issue checks for appropriate signatures and ensure that all expenses are paid and that prepare all revenues are accounted therefore;~~ and (e) in general, perform all duties as from time to time may be assigned by the Chairperson or the Fairgrounds Commission.

Section 8 - Legal Custodian of Records. The City Clerk of the City of Marshfield, or said Clerk's designee, shall be custodian of contracts and correspondence and maintain a file of the original minutes.

Section 9 – Legal Custodian of Financial Records. The Wood County Finance Department shall be responsible for preparing financial reports, issuing checks with appropriate signatures and to ensure that all expenses are paid and and that all revenues are accounted therefore. Monthly financial reports shall be provided to the Commission Chairperson.

ARTICLE V

MEETINGS

Section 1 - Regular Meeting. The regular meeting of the Fairgrounds Commission shall be held monthly for the transaction of such business as may come before the Fairgrounds Commission. The Fairgrounds Commission may decide to meet less often. The Fairgrounds Commission Chairperson may cancel a regular meeting due to a lack of business or lack of availability of Fairgrounds Commissioners.

Section 2 - Special Meeting. Special meetings of the Fairgrounds Commission for any purpose or purposes may be called by any one of the officers of the Fairgrounds Commission.

Section 3 -Place of Meeting. The Fairgrounds Commission may designate any place as the place of meeting for any regular meeting or for any special meeting called by the Fairgrounds Commission.

Section 4- Notice of Meeting. Wisconsin Statutes, Chapter 19, Subchapter V, *Open*

Meetings of Governmental Bodies, shall govern the conduct of all business before this Commission. The Wood County Clerk, or said Clerk's designee, shall issue the official meeting notice.

Section 5 - Quorum. Four Fairgrounds Commission members shall constitute a quorum. If a quorum is present, the affirmative vote of a majority of the members present shall be sufficient to transact business.

ARTICLE VI CONDUCT

OF BUSINESS

Section 1 - Request for Administrative Services. The Fairgrounds Commission Board may request the services of any administrative official of either the City of Marshfield or Wood County for aid, assistance and advice in the managing of its affairs.

Section 2 - Annual Budget- On or before the 1st day of August of each year, the Fairgrounds Commission Board shall submit to both the City Administrator for the City of Marshfield and the County Board, a budget showing the amounts to be required from each governing body to defray the costs of maintenance, care, custody, repair and improvements of the buildings or the construction of any new buildings, and the premises of the Marshfield Fairgrounds for the ensuing year and any other sources of revenues or grants that will be available for such costs.

Section 3 - USE OF FACILITIES BY THE CENTRAL WISCONSIN STATE FAIR ASSOCIATION. As part of the conduct of its usual business, the Fairgrounds Commission shall grant to the Central Wisconsin State Fair Association, the use of the fairgrounds for not less than three weeks per year for the purpose of conducting the annual Central Wisconsin State Fair. The use of the facilities shall be subject to reasonable terms as may be determined by the Fairgrounds Commission.

Section 4 - DEVELOPMENT OF FAIRGROUNDS. The Fairgrounds Commission shall be responsible for the overall development of the fairgrounds and shall promote year round use thereof.

ARTICLE VII

ACCOUNTS, DEPOSITS AND MONIES

Section 1 - Accounts: There shall be, at a minimum, an annual review of the books of

account of the Fairgrounds Commission. This review may be done by the City or County Finance Department on a rotating basis or on such other basis as they may agree upon. The Fairgrounds Commission shall have the authority as it deems necessary to require a formal audit by an independent auditing firm qualified to do the same.

Section 2 - Deposits: All monies received by the Fairgrounds Commission for its administration shall be deposited in a bank, trust company, or depository designated by the Fairgrounds Commission, and all funds, other than amounts designated by the Fairgrounds Commission for petty cash funds, shall be kept in the designated depository.

Section 3 - Monies: Money shall be disbursed only after approval by the Fairgrounds Commission at properly convened meetings. All disbursements shall be substantiated by invoices or statements kept in the voucher file to be available for detailed audit. Money disbursements shall be by check only. All checks, drafts, or other orders for payment issued in the name of the Fairgrounds Commission shall be **disbursed through the Wood County Finance Department.**

ARTICLE VIII

INSURANCE

Section 1 - The Fairgrounds Commission shall periodically verify that adequate insurance to reasonably protect the interest of the City of Marshfield and Wood County from loss and damage to property and from loss and damage resulting from operation of such property exists.

Section 2 - The Commission may require proof of liability insurance for events held at the Marshfield Fairgrounds.

ARTICLE IX

USE OF FAIRGROUNDS

No use shall be made of any portion of the Fairgrounds under the Fairgrounds Commission's jurisdiction without specific approval of the Fairgrounds Commission or its designated agent (example: Marshfield Parks, Recreation and Forestry Committee). Such approval shall be in such form as may be determined by the Fairgrounds Commission or its designated agent, and shall contain the terms of the proposed use, including but not limited to the following:

1. Date or dates to be used and name and address of user.
2. Purpose for which use is intended.

3. Area to be used.
4. When appropriate, amount and kind of insurance to be provided, naming the City of Marshfield, Wood County, Central Wisconsin State Fair Association and Fairgrounds Commission as additional insureds, and containing an adequate cancellation notice provision, said insurance to be designed to protect and/or indemnify the City and the County from and against liability for personal injury and/or property damage arising out of such use. The kind and amount of such insurance shall be determined in each case by the Fairgrounds Commission or its designated agent.
5. The amount of the fee for such use, which fee shall be based upon a schedule to be established by the Fairgrounds Commission or its designated agent.
6. Any other terms or conditions which may be appropriate in any specific case, as may be determined by the Fairgrounds Commission or its designated agent.

ARTICLE X

AMENDMENTS

Any amendment or change in the Bylaws shall be subject to the approval of the Common Council of the City of Marshfield and the Board of Supervisors of Wood County. The Commission may, from time to time, by a two-thirds vote of its membership, recommend to the Common Council and the Board of Supervisors, the adoption, amendment, or repeal of any bylaw of this Fairgrounds Commission.

CITY OF MARSHFIELD
PARKS, RECREATION AND FORESTRY COMMITTEE
September 15, 2016 Meeting Minutes

I. CALL TO ORDER:

Meeting called to order by John White at 5:30 p.m. at Wildwood Station, 1800 S. Roddis Avenue.

ROLL CALL:

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

Excused: Alderperson Tom Witzel

Also Present: Justin Casperson, Parks and Recreation Director; Kelly Cassidy, Parks and Recreation Supervisor; and Ben Steinbach, Parks Maintenance Supervisor, Residents Jack Farris and Jeff Kleiman

II. APPROVAL OF MINUTES:

PR16-21 Motion by Buttke, seconded by Yaeger to approve the July 14, 2016 Parks, Recreation, and Forestry Committee meeting minutes. Motion Carried Unanimously.

III. PUBLIC COMMENT: None

IV. NEW BUSINESS:

A. Free Little Library on Wildwood Station Trail:

Justin Casperson explained to the committee where the library would be going along the trail, and Jack Farris & Jeff Kleiman talked about the size and look of the library. They also explained that they will be the ones taking care of filling and repairing the library should something happen to it. During the discussion, the location from behind the home of Jeff changed to be located next to the bench that will be off of State Street as a better place to have this library.

PR16-22 Motioned by Viegut seconded by Luedtke to work with staff for the placement and installation of the little free library, and have Jeff and Jack come back in the spring to let the committee know how things are going with the little free library.

B. Swim Lesson Agreement:

Kelly Cassidy went over the changes to the agreement from the approval in 2013. The YMCA would like the wording about the joint program brochure removed and the lessons in 2017 to increase by \$1.00 to take prices for YMCA members to \$39.00, City residents to \$47.00 and non-residents to \$57.00.

PR16-23 Motioned by Yaeger, seconded by Faber to approve the renewal of the agreement for 2017, 2018 & 2019 with the YMCA for swim lessons with the proposed fees and charges.

C. 2016 Pool Study Update:

Justin asked the individuals that are on the Pool Study Committee to give an update to the Parks, Recreation & Forestry Committee on where we are at and what the committee is looking at for a new pool. Allie, John and Kelly all shared information with the committee.

V. REPORTS:

A. Zoological Society: Tom reported that the Trick-or-Treat in the zoo on October 8th. They will be having a booth at Fall Fest and selling items from the zoo store. The Zoo store will be open on weekends for now.

B. Recreation

1. Library/Community Center Project – Library opened their doors to the public on Monday, September 6th. The council is looking at options and costs to remodel the community center.

2. Fall program brochure - Went out to the public on Friday, August 5th.

3. Programs

a. Tennis/Racquetball center started fall hours on Tuesday, September 6th. There is now an employee that is in the center for appointments.

b. Tennis Lessons will begin Monday, September 12th.

c. Fall Soccer is in full swing and has three weeks left. There are 474 participants enrolled.

d. This past weekend we started a soccer program for children 3-5 years of age on Sunday afternoons.

e. Adult volleyball league meeting was held Wednesday, September 7th. Leagues begin the week of October 17th.

f. Open Gym & Swim will start at the Sr. High on Monday, September 19th.

g. Senior Health Fair will be held at the Jr. Fair Expo Building at the Fairgrounds on Friday, September 30th from 9:30 a.m. – Noon.

- h. Pickleball hours no longer include Thursday evenings. Participants are playing on Tuesdays from 6-8 p.m. and Thursdays from 1-3 p.m.

C. Aquatics

1. Hefko Pool closed for the season on August 30th.
2. Early Bird Lap Swim and Aquacise resumed for the fall on Tuesday, September 6th. They are being held on Tuesday and Thursday mornings at the Sr. High pool.

D. Parks & Zoo

1. Parks Maintenance Operations
 - a. Maple Fall Fest Preparation.
 - b. Park staff assisted with Hub City Days, American Legion Regional and State Baseball Tournaments, Columbus and Senior High Cross Country events, MSA Tournament, Fall Soccer, Liberty Classic Horse Show, Fair Time, and Be a Hero 5K walk.
 - c. Staff installed concrete flat work at Griese Park including: press box on Figi Field, player shelter extensions on home & guest shelters on Figi Field, & home & guest shelters on Weinfurter Field.
 - d. Staff installed new playground chips at Wildwood Park and Upper Pond play areas.
2. Forestry
 - a. Thirty-seven park ash trees were treated to help prevent EAB: (26) at Wildwood Park and Zoo, (5) at SJ Miller, (3) at Griese, (2) at Pickle Pond and (1) at Veterans Park.
3. Fairgrounds
 - a. The park is under "Fair Time" agreement through September 21st.
4. Zoo
 - a. Steve Burns was off for extended time for birth of child.
 - b. Little Free Library was installed in core area of zoo.
 - c. Loss of Big Horn Sheep.

E. Director

1. Zoo Maintenance Building – Staff is still working on design, construction documents, cost estimates, utility extensions and a certified survey map. The goal is to move all of the zoo operations into one building to improve overall efficiency of the zoo operations. We anticipate the project planning to be complete in 2016 and built in 2017.
2. Fairgrounds - The Director has been part of several fairgrounds long-term strategic planning meetings. The goals of the meetings are to ensure the fair's sustainability, increase property usage, define stakeholder's roles, streamline event management, improvement of facilities & develop clear communication. The Director has been soliciting cost estimates for the sandblasting and painting of the grandstands steel roof structure and sealing the concrete deck.
3. Hardacre Park – The painter has begun work on the murals at Hardacre Park. On September 22nd, there will be a Fall Block Party hosted by Main Street Marshfield.
4. Wildwood-McMillian Trail – The state put a hold on funding until their 2017 fiscal year, which starts July 1, 2017.
5. 8th & Hemlock – On August 25th there was a neighborhood meeting for the 8th & Hemlock property. At the meeting, it came to light that the property is used for parking quite extensively by Marshfield School District users for various fall events. The Director would like resume conversations with the School District about their use of the property.
6. Cemetery – The Board of Public Works requested a proposal to design an interior niche room within the existing chapel. The services will include an initial concept design, construction documents, sales projections & cost estimates. It is staff's recommendation to remove the chapel because of significant restoration costs, lack of function and future use.
7. Wenzel Family Plaza – The City is requesting proposals for design & engineering services. The goal is to complete design and engineering by February, with construction commencing in spring 2017.
8. Zoo Signage – A new directional sign was installed on the drive-around section of the zoo in August. New entrance signs will be installed at all three pedestrian entrances in September.

VI. OLD BUSINESS:

A. CORP Plan:

1. Wildwood Park & Zoo – a tour of the park and zoo was taken by the committee.

VII. NEXT MEETING: October 13, 2016 at 7:00 p.m.

VIII. ADJOURNMENT: Meeting adjourned at 7:10 p.m.

Respectfully Submitted: Kelly Cassidy, Parks & Recreation Supervisor

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION MEETING OF
SEPTEMBER 15, 2016

Chair Machon called the meeting to order at 5:17 p.m.

Present: Breu, Earll, Rozar, Pliml, and Machon. Feddick arrived at 5:20 p.m.

Excused: Montgomery.

Absent: Spiros, Meyer

Also present: Michelle Boernke, Associate Regional Dean; Brian Panzer, Building & Grounds Superintendent; Terry Classen, Regional Facility Planning and Managing; and Marcie Koziczkowski, Commission Bookkeeper.

Machon declared a quorum present.

There were no public comments.

Motion (Earll/Breu) to receive and place on file the minutes of the May 19, 2016 regular meeting and the June 20, 2016 and August 18, 2016 special meetings. Motion carried. (Minutes on file.)

Motion (Earll/Breu) to receive and place on file the statement of accounts. Motion carried. (Statement of accounts on file.)

Motion (Breu/Earll) to receive and place on file the lists of bills. Motion carried. (List of bills on file.)

Motion (Rozar/Breu) to approve changing the name of the UW-Marshfield/Wood County Everett Roehl S.T.E.M. Building to the UW-Marshfield/Wood County Everett Roehl S.T.E.M. Center. Motion carried.

Brian Panzer presented his report. Motion (Feddick/Breu) to receive and place on file the Building and Grounds Superintendent's report. Motion

carried. (Report on file.) Motion (Rozar/Earll) to award the snow and ice removal contract to Turf Tamers with the increase in the cost when plowing of 4" of snow and salting is required, following the recommendation by Panzer. The motion carried.

Motion (Rozar/Feddick) to approve the 2017 Operating & Facility Enhancement Budget. Motion carried. (Budget on file.) Classen spoke to being contacted by a cellular service requesting the construction of a cell tower. Following discussion, Rozar agreed to serve as a negotiator with the firm. The Commission will act on this item at their next meeting.

Boernke reported a failing key entry system. She will come back to the next meeting with some cost estimates.

Boernke reported for Keith Montgomery that enrollment is down 13% across the UW Colleges, which is in line with high school student population figures. She also reported there are 46 international students enrolled this year which helps with the apartment residency and tuition figures.

In his report, Machon thanked everyone for their hard work preparing for the S.T.E.M. Center groundbreaking event, noting that it was a great event. Pliml concurred and thanked the Commissioners for their role in the entire process.

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

Minutes taken for Gordon Earll, Secretary, by Marcie Koziczkowski

City of Marshfield
Marshfield Pool Study Committee
Thursday, October 13, 2016 Meeting Minutes
City Hall, 630 S. Central Avenue

I. CALL TO ORDER:

The meeting was called to order by Ben Lee at 5:32pm. Chairperson Lee left the meeting at 6:15pm. Vice Chairperson White assumed the Chairperson position.

Present: Justin Casperson, Kelly Cassidy, Josh Cole, Chris Jockheck, Ben Lee, Ali Luedtke, Pat Gall, Rebecca Spiros, Jim Wein, Stephanie Smith, Bob Trussoni, John White Jr.

Absent: Monica Koehn.

Also Present: Blake Theisen (Ayers Associates), Tom Witzel, Ben Steinbach, Jonathan Anderson, and Aaron Heiss.

II. APPROVAL OF MINUTES: Motion by Trussoni, seconded by Spiros to approve the September 15, 2016 meeting minutes. Motion Carried.

III. PUBLIC COMMENT: None.

IV. AYERS PRESENTATION:

Blake Theisen, from Ayers Associates reviewed the previous meeting's direction and presented three and one-half conceptual renderings for the committee's review. Mr. Theisen went over each rendering and received feedback from the committee. The committee:

- preferred a combination of the rendering #1 and #2 with the parking lot located to the north.
- liked the idea of the tall slides and bathhouse being located closest to Central Avenue to create the best curb appeal.
- decided to eliminate the drop slides, but keep two pool vessels, and add a toddler slide to the zero-depth area and incorporate a lazy river/current channel.
- wanted to see the toddler play feature moved to the central part of the zero-depth area.
- wanted to add the diving boards and basketball hoops to the large main pool vessel.
- preferred to have large tube slides be runout slides and not drop-in slides.
- liked the idea of the open air shelters for possible rentals.

V. NEXT MEETING: 7:00PM Thursday, November 10, 2016.

VI. ADJOURNMENT: Motion by Luedtke, seconded by Spiros to adjourn the meeting at 7:24PM. Motion Carried.

BUSINESS IMPROVEMENT DISTRICT BOARD
Minutes of Wednesday, October 19, 2016 meeting

Members Present: Carol Knauf, Pat Schreiner, Scott Koran, Brian Hopperdietzel, and Dewey Schutz and Tom Buttke

Members Absent: Al Nystrom

Others Present: Amy Krogman, Angie Eloranta, Ann Dieringer, Erin Howard,

Meeting called to order at 8:00 a.m. by Vice Chair Scott Koran

BID16-10 Motion by Knauf, second by Schutz to accept the minutes of the July 20, 2016 and August 24, 2016 meetings. **Motion carried**

BID16-01 Motion by Schreiner, second by Knauf to approve the financial statement as presented.

Motion carried

Marshfield Street Marshfield Update

Eloranta reported on the following:

Business calls for the last quarter.

- Businesses tried having extended hours on the same day. Some did well; some did not continue to stay open.
- Eloranta has been meeting with the new businesses.
- Looking at developing a block captain concept to stay involved with MSM

Board Changes:

- Lois TeStrake, Tom Henseler, Nick Arnoldy, Cindy Cole, and Scott Koran finished their terms
- New members are Ann Dieringer, Brian Sauer, Rhonda Urlaub, Jeanie Klinke, and Danielle Krohn

Promotion:

- Fall block party went well
- Annual awards banquet had 70 attendees
- Downtown trick or treating will be held October 28th. 4 or 5 crossing guards will be on Central Ave.
- Holiday Open House and Wine Walk will be held November 4 and 5
- Holiday parade will be November 17th
- Reindeer Day and Hot Chocolate Run will be December 10th

Vacancies/new businesses

- Spring Green Floral is moving to the corner of 2nd and Central
- Fairway Mortgage is moving into Iggy Auction House. Eventually they are expected to have 50 employees.

City of Marshfield Update

Jason Angell report on:

- He was asked to speak to the LaCrosse Main Street regarding our façade program; this is the 4th community that has asked him to speak regarding the program.
- Parking Committee will be meeting in November or December and then bringing recommendations to the MSM Board and Common Council
- Downtown Master Plan - 2nd Street is open.
- 200 Block Plaza - fundraising has begun. MSM has committed \$10,000 for demo and \$10,000 towards development. Council approved the hiring of SEH to put together the final plans.

Next meeting date will be Wednesday, January 18th at 8:00 a.m.

Motion by Hopperdietzel, second by Knauf to adjourn at 8:45 a.m. **Motion carried**

Respectfully submitted,

Amy Krogman
Administrative Assistant III

Marshfield Airport Committee Minutes

October 27th, 2016

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

Present: Chairman John Berg, Vice Chairman Jack Bremer, Dan Maurer and Paul Knauf

Absent: Chris Jockheck

Also Present: Jeffrey Gaier

Citizens Comments: None

AP16-45 Motion by Knauf Second by Maurer to approve the Airport Minutes of September 22nd, 2016, All Ayes,

Motion Carried

AP16-46 Motion by Bremer Second by Maurer to approve the Airport Manager's October 2016 Report, All Ayes

Motion Carried

AP16-47 Motion by Knauf, Second by Maurer to approve the October 2016 Activity Report, All Ayes

Motion Carried

AP16-48 Motion by Maurer, Second by Knauf to approve the Airport Bills for October 2016, All Ayes

Motion Carried

Additional Citizens Comments: None

Motion by Bremer, second by Knauf to adjourn at 6:15 PM, All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

Airport Manager's Report October 27th, 2016



Becher-Hoppe has started the engineering surveys for the land development / pavement replacement and drainage repairs by the T-Hangars and private hangars. Soil samples have been taken as well as initial survey work of the area. Construction on the project with the help of the Bureau of Aeronautics will begin sometime next year. Some projects are getting late starts in August due to Federal funding availability. Hopefully this isn't one of them as it is a smaller project in the scale of the projects the Bureau typically does at the Marshfield Airport. The project is intended to improve drainage, add electrical for future hangar growth replace the asphalt and add fencing around the area.

The Federal Aviation Administration (FAA), has conducted a flight check on the runway 34 Simplified Directional Frequency (SDF), approach. There have been five previous appointments since September to get this flight checked, but weather and mechanical issues with the FAA airplane have caused delays. Unfortunately, there is yet another appointment for a flight check coming up. During the time the FAA was able to fly the approach, the SDF system began performing incorrectly and the FAA aircraft was not able to get an accurate read from the aircraft. The FAA were short on time and not able to complete another pass at that time. Bill from Northway communications is in contact with the FAA and will let us know when the FAA has scheduled another flight check. At this time our SDF system is possibly the only one left in operation in the Nation. We are attempting to keep the approach going for another few years yet.

Wednesday Oct. 26th, We had Jurg Grossenbacher from the FAA at the airport to put on a safety seminar for the local pilots. Jurg presented a very unique situation that was photographed while it happened. It was a good learning experience for all the pilots in the room. Afterwards there was a great question and answer session which lasted a good hour after the seminar. Thank you to everyone who attended.



Lawn mowing season is coming to an end. With the wonderful weather this summer, it has been a good lawn mowing season as the grass kept growing. As the weather has gotten colder, we have put the lawn mowers away and have begun preparing the equipment for the upcoming snow season. As always we are looking forward to the changing seasons.

Be mindful of the kids on their upcoming trick or treat adventures. Drive Safely and Happy Flying.

Duffy, Alice, Robert and Jeff Gaier.





Airport Activity Report October 2016

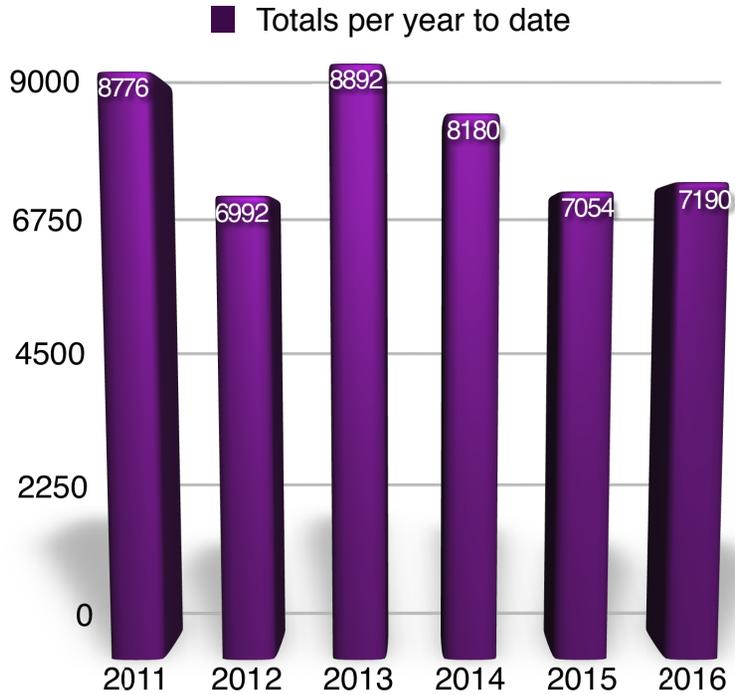


Departures and or Landings Information - Flight Operations - 35 Days Between Reports

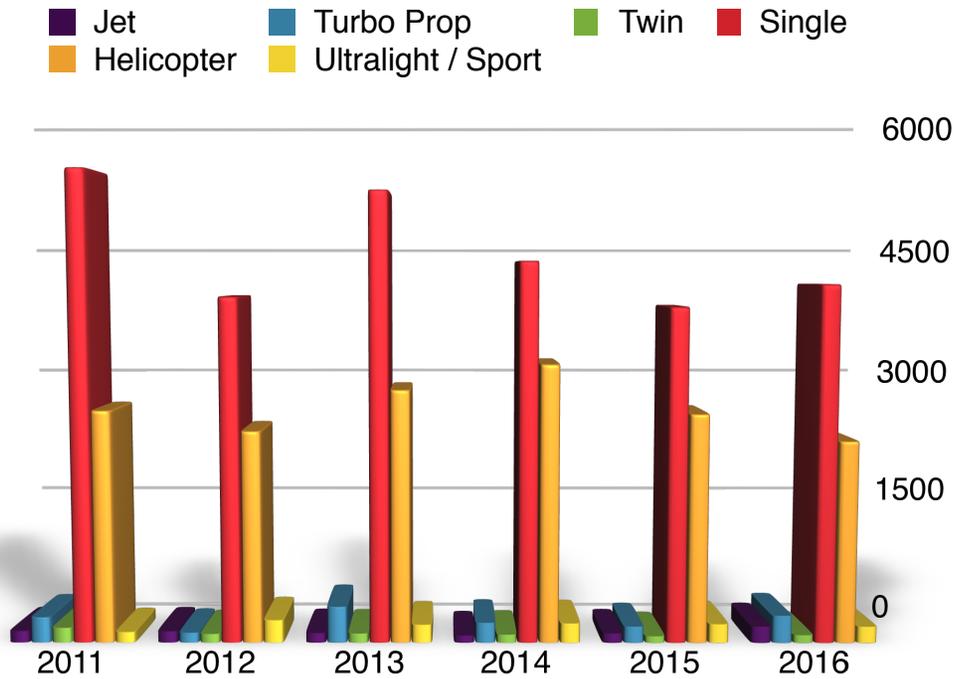
<i>Year</i>	<i>YTD 2011</i>	<i>YTD 2012</i>	<i>YTD 2013</i>	<i>YTD 2014</i>	<i>YTD 2015</i>	<i>Oct. 2015</i>	<i>Oct 2016</i>	<i>YTD 2016</i>
<i>Jet</i>	134	132	112	84	110	10	18	190
<i>TurboProp</i>	292	114	414	230	188	16	30	312
<i>Twin</i>	170	100	106	94	76	10	4	90
<i>Single</i>	5398	3954	5150	4356	3838	460	532	4092
<i>Helicopter</i>	2666	2432	2902	3192	2626	260	164	2318
<i>Light Sport</i>	122	260	208	224	216	16	16	188
<i>Total</i>	8776	6992	8892	8180	7054	772	764	7190
Passengers								
<i>Total</i>	11697	9311	11720	11870	8639	1029	1018	9376
Local and Transient Traffic								
<i>Transient</i>	2784	1817	3120	2940	2374	254	198	2891
<i>Local</i>	5992	5175	5772	5240	4680	518	566	4299
Training Flights								
<i>Total</i>	2973	3904	4492	3654	3938	662	504	3799
Fuel Dispensed								
<i>Av Gas</i>	18758	19249	16718	16097	12519	1254	1272	12945
<i>Jet A</i>	28487	31500	46582	31118	26984	3350	6928	71542
<i>Total</i>	47245	50749	63300	47215	39503	4604	8200	84487

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.

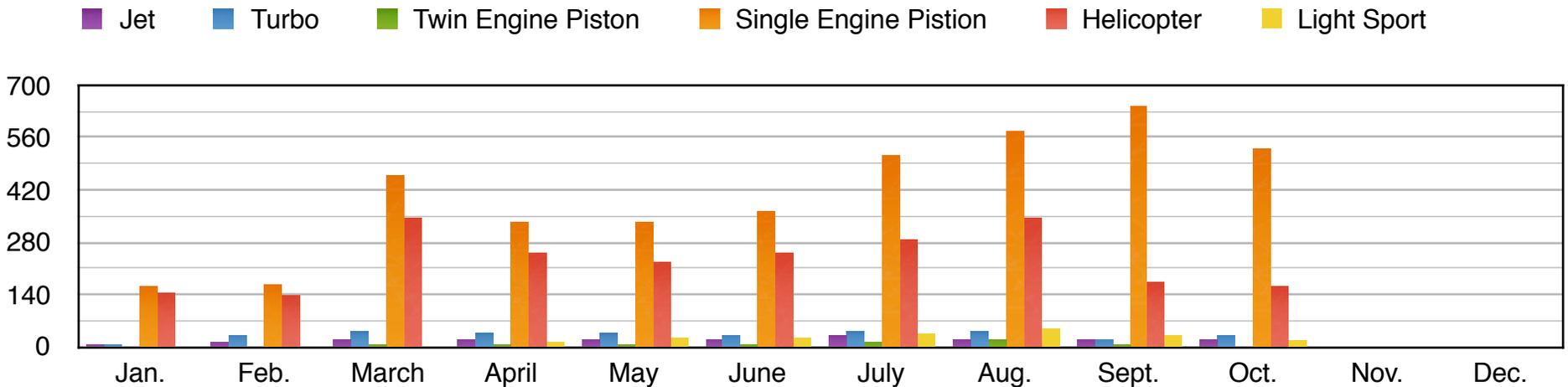
Flights Over the Past Five Years by the Present Month



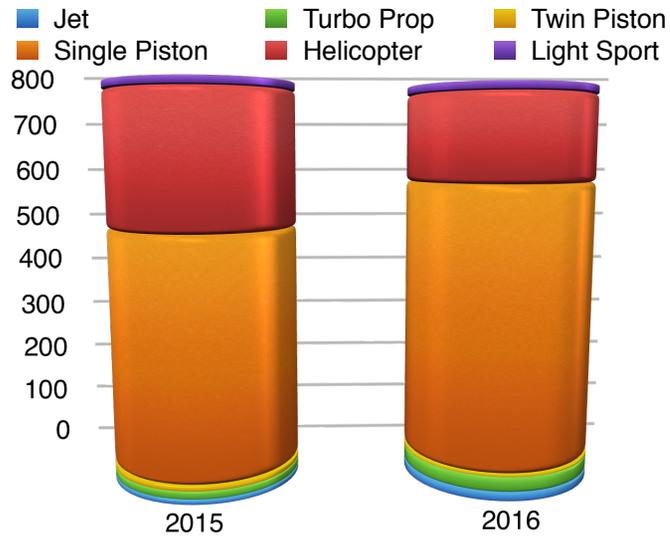
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



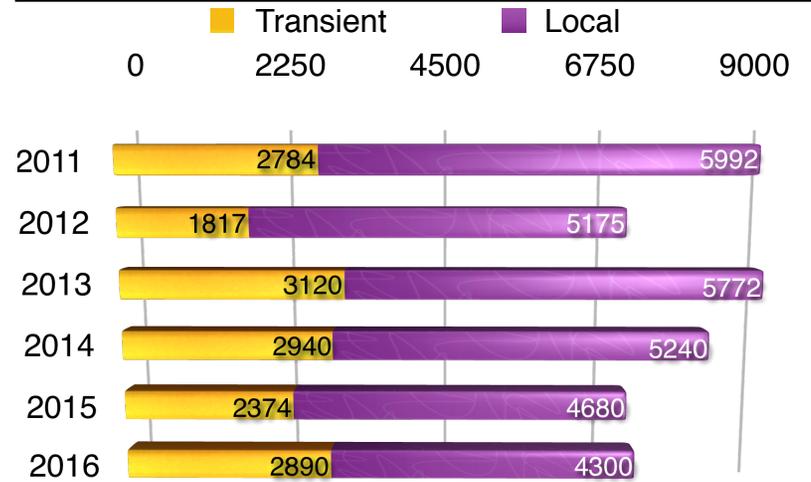
Operations by Aircraft for the Year of 2016



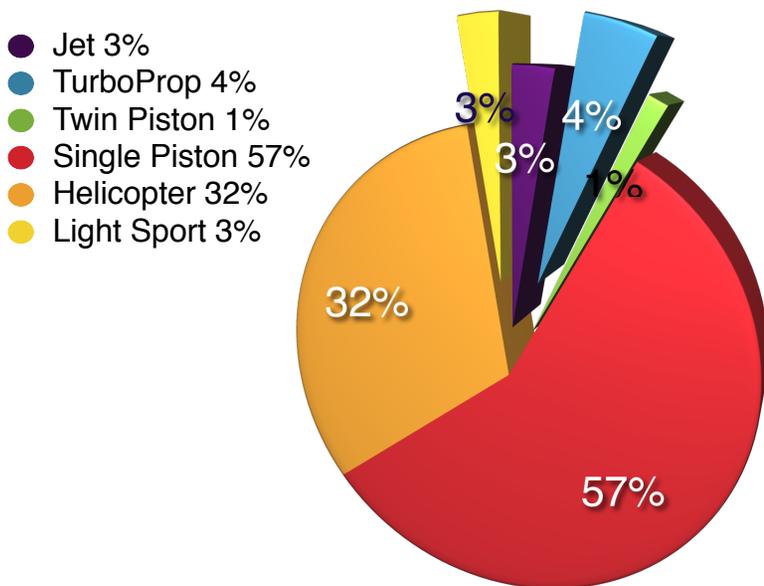
This Month Compared to the Same Month Last Year



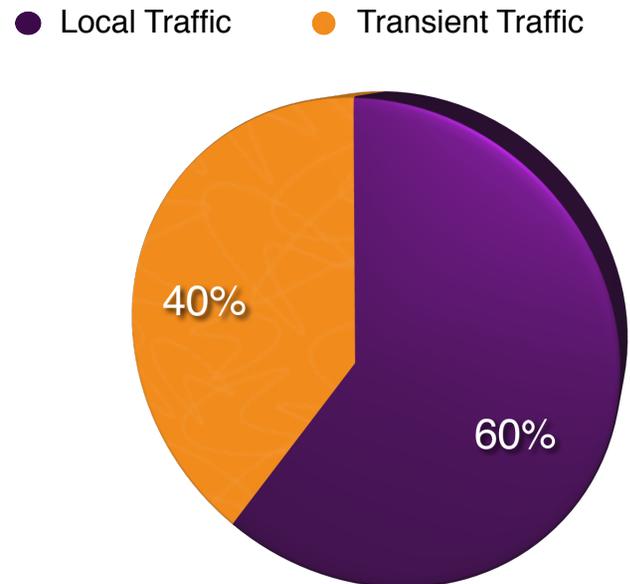
Transient Vs. Local Traffic



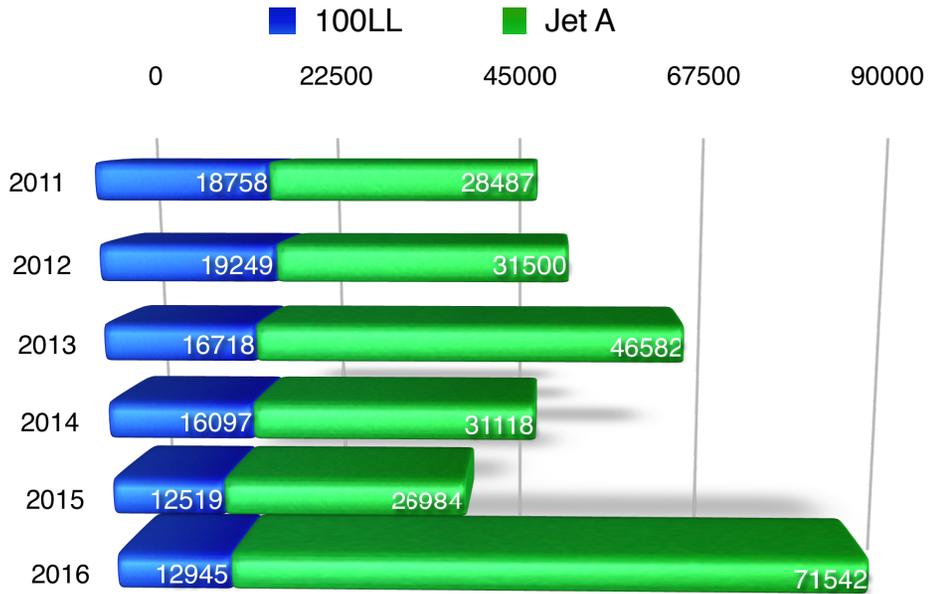
Percentage By Type Of Aircraft That Came Into Marshfield In 2016



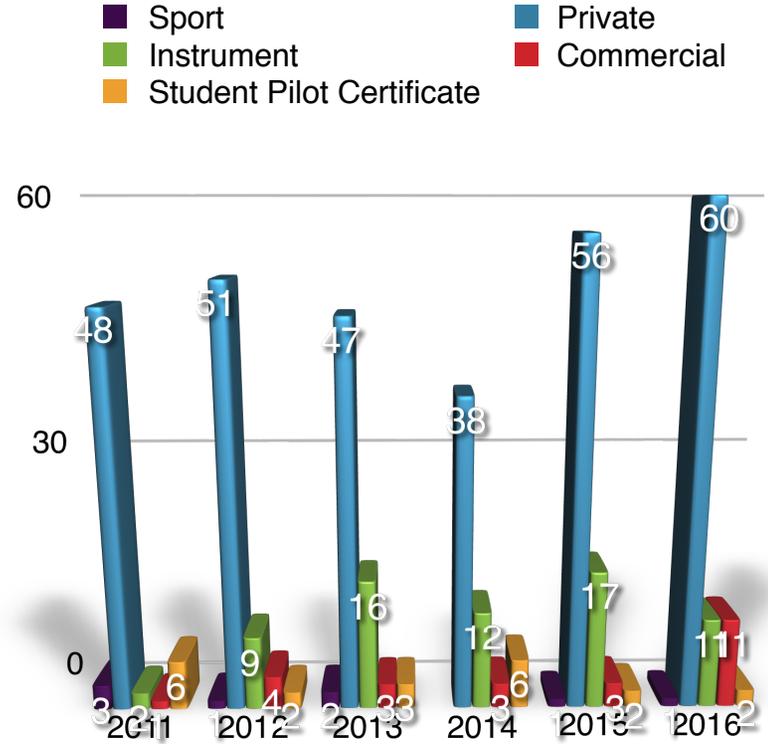
Percentage of Local Vs. Transient Traffic for 2016



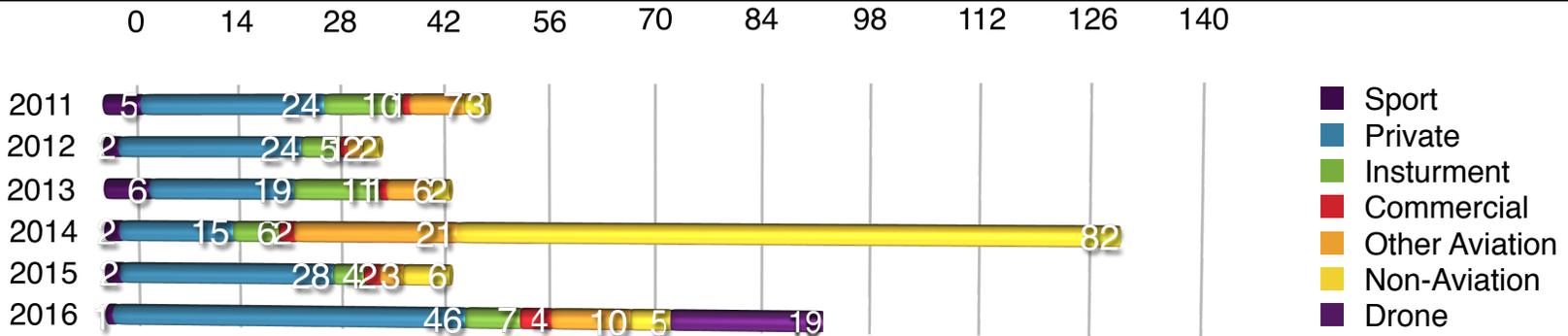
Fuel Sold - 6 Year Comparison



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
MQ Aviation
Matt Thomas
Civil Air Patrol
Dan Reis
Brad Honish
Derek Ahl
Tom Jablonicky
Dan Jurczyk
Steve Mesner
Stick and Rudder Aviaiton LLC
William O'Donnell III
Krist Oil
Seth Pinter
Jeffrey Casper
Grant Southworth
Andrew Harris
Daniel Schummer
Chad Lemmens
Travis Geary
Nickolas Phillips
Brent Simpson
Bradley Werger
Nathan Kluge
Elizabeth Later
Rodney Pevytoe
James Merrill
Bill Taylor
Heather Mickelson
Joseph Paul

Scott Reber
Gregory Dorn
Matthew Spence
Andrew Smrekar
Zachary Barry
Scott Reber
Thomas Davis
Kyle Keehner
Sebastian Nabb
Grabber Air LLC
Quam Aviation LLC
SC Aviation (Swiss Colony)

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

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

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

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

Summary Report -Activity started to show a decline this month which is common this time of year.

Drone exams are still going strong.

Account # 101-53510-33

Obj. #	Description	2016 Amount Approved	2016 October Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	46,073.00	3,839.42	Manager's contract	38,394.20	7,678.80
52210	Electric	16,062.00	1,019.16	Marshfield Utilities & Alliant Energies	9,650.60	6,411.40
52220	Water	408.00	53.70	Marshfield Utilities	721.19	(313.19)
52230	Sewer	316.00	43.11	Marshfield Utilities	701.65	(385.65)
52240	Fire Protection Charge	2,087.00	163.07	Marshfield Utilities	1,307.57	779.43
52260	Heating - Gas	2,278.00	25.49	General terminal- We Energies	967.19	1,310.81
52300	Telephone	1,377.00		Frontier	723.64	653.36
52400	Rep/Maint. Serv-Streets	19,200.00			10,925.00	8,275.00
52500	Repair/Mainte. Service	52,000.00	394.64	Merkel Co., Inc. - repair vasis	40,502.58	11,497.42
			200.00	Maid to Order - cleaning services		
			55.90	Unifirst - 4 mats		
			5,577.50	Duffy's Aircraft Sales - 4.5 hrs. Dixon, 17.5 hrs. JD950, JD2630 29.0 hrs.,6.0 hrs. pumping water around fuel tanks, change blades on city mower, runway light maintenance,		

City of Marshfield - 2016 Airport Budget continued					Page 2 of 2	
		Amount Requested	October Expenses		Used To Date	Balance
52900	Other Contractual Ser.	3,000.00			5,318.75	(2,318.75)
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	52.75	Duffy's Aircraft Sales - Pump - centrifugal trash	930.44	5,869.56
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			510.36	(135.36)
58830	Airport Buildings					-
						-
Grand Totals		159,669.95	11,424.74		119,177.27	40,491.73

**MINUTES
FIRE AND POLICE COMMISSION/REGULAR MEETING
NOVEMBER 3, 2016**

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

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

ALSO PRESENT: Fire Chief Haight, Deputy Fire Chiefs Owen and Erickson, Police Chief Gramza, Police Lieutenant Larson, Accounting Manager Van Wyhe, Finance Director Strey and Alderman Earll.

FP16-053 Motion by Mueller, second by Gershman to approve the minutes of the 10/06/16 regular meeting.

Motion carried.

FP16-054 Motion by Gershman, second by Mueller to approve the 2017 ambulance contracts presented by Accounting Manager Van Wyhe.

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

Motion carried.

FP16-055 Motion by Frankland, second by Mueller to approve the 2017 ambulance rates presented by Accounting Manager Van Wyhe.

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

Motion carried.

FP16-056 Motion by Mueller, second by Gershman to approve the ambulance accounts receivable write-offs presented by Accounting Manager Van Wyhe.

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

Motion carried.

Finance Director Strey and Accounting Manager Van Wyhe leave the meeting at 7:51 a.m.

FP16-057 Motion by Gershman, second by Meyers to approve the police department bills in the amount of \$339,712.92.

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

Motion carried.

FP16-058 Motion by Frankland, second by Meyers to approve the fire department bills in the amount of \$36,509.74.

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

Motion carried.

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

The crime reports were discussed.

Chief Gramza discussed merit pay for police department employees. He was instructed to move forward with the proposal and to bring city policy and specific examples to the December meeting.

FP16-059 Motion by Meyers, second by Gershman to approve police department policy 433: medical aid and response.

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

Motion carried.

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

A plaque that will be presented to Shaw's Wrecking recognizing them for 39 years of providing junk vehicles for the fire department personnel to use for training purposes was displayed.

Chief Haight presented the fire department's strategic plan. After further discussion it was determined the commissioners in an effort to be more involved in the strategic planning process will meet as a group before the December meeting to prioritize and focus on items to pursue.

Because there was no further business to discuss, the meeting was adjourned at 8:08 a.m.

COMMISSIONER FRANKLAND IS SCHEDULED TO ATTEND THE COMMON COUNCIL MEETING ON NOVEMBER 22, 2016 AT 7:00 P.M.



Marshfield Fire and Police Commission
Nate Mueller, Secretary

**City of Marshfield Committee on Aging
Wyndham Senior Villas
Meeting Minutes – November 3, 2016**

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

MEMBERS PRESENT: Mike Feirer, Elsie Anderson, Patty Ruder, and Jean Doty

MEMBERS ABSENT: Becky Huebner-Leu, Kathy Dieck, and Gary Cummings

OTHERS: Judy Carlson, Amy Krogman, Victoria Wilson, Jennifer Cummings and residents of Wyndham Senior Villas

MINUTES: Motion made by Ruder and seconded by Doty to approve the minutes from the September 29, 2016 meeting. Motion carried.

CITIZEN’S COMMENTS: None

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN

UPDATE: Cummings gave an overview of the Aging and Disability Resource Center. She updated the committee on the following:

- Wausau Office will be moving December 1st
- State wide survey results ranked our ADRC as top in State
- Working with current caregivers to use funding from a grant they received
- Norwood received the contract for the nutrition program
- Hoping to move ADRC into the Community Center

WOOD COUNTY TRANSPORTATION: Wilson gave overview of the Wood County transportation.

LIBRARY & COMMUNITY CENTER UPDATE: Feirer updated the committee on the Library and Community Center

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

FORUM 55+ UPDATE: No update

2016 SENIOR HEALTH FAIR: No update

UNFINISHED BUSINESS: None

NEW BUSINESS: None.

FUTURE MEETING DATE: December 1, 2016 in Room 108, City Hall Plaza

Respectfully submitted,
Amy Krogman

HISTORIC PRESERVATION COMMITTEE MINUTES
OF NOVEMBER 7, 2016 MEETING

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

PRESENT: Ken Wood; Ken Bargender; Alderperson; Jason Zaleski; Vickie Schnitzler; and, Kris Coleman.

ABSENT: Kris Keogh; and, Bill Penker (excused).

ALSO

PRESENT: Josh Miller, City Planner.

Approval of the Minutes of October 3, 2016 Meeting.

HP16-29 Motion by Wood second by Coleman to approve the minutes of the October 3, 2016 meeting.

Motion Carried.

Citizen Comments.

Bargender said that he pulled the flags off the 2442 about 10 days ago. Some wear, but should be able to get 3 years out of the flags.

Review of 2016 Fall Conference from Attendees.

Both Ken Wood and Vickie Schnitzler attended the 2016 Fall Conference in Wisconsin Dells. Wood felt the meetings were really good with good speakers. Schnitzler attended a session on cemeteries and the types of tours they do. She received some good ideas for tours and for funding. She also did a tour of the Robert L. Parkinson's Library and Research Center connected to Circus and it was phenomenal. Wood said he attended a session on walking tours like they had in La Crosse.

Discussion on Possible Plaque on Power House Building at 311 E 2nd St.

Miller explained that at the last meeting Ken Wood brought up the possibility of placing a plaque on the former Power House Building at 311 East 2nd Streets. Wood said it was the Power House for the City at an early time in our history. Making us one of the first electrified cities in the State. He thought a plaque would be the way to go to signify its history.

Miller spoke to Penker over the phone and he asked if there were remnants of the actual power house and if so, where would the plaque go. If there we are looking at making the building historic, he has some concerns about it given the plan to expand and redevelop the 2nd Street Corridor. Just designating the site itself likely wouldn't be a problem.

Wood said they have photos of where the turbines sat.

Bargender asked what year the building was. Wood didn't know the exact date. They estimated to be in the 1880's.

Wood brought it up to see if there was an interest in pursuing some sort of plaque. Schnitzler suggested that if something is redeveloped in that area (West 2nd Street), something should be incorporated into the design to show the history. There was a hotel where Baltus currently sits.

Bargender asked if there are any postcards from that area. Schnitzler said there are.

Coleman said that rather than to have a plaque on the powerhouse building, it would be neater to have something referencing the entire area.

The Committee would like to look at the history of this area for historic resources at the annual workshop meeting in 2017.

2016 Historic Preservation Committee Budget Update.

The 2016 Budget was \$2,250. Miller reported that the Committee has \$533.03 remaining in the budget. This does not include an estimated \$100 for mileage reimbursement for the 2016 Fall Conference. The remaining \$433 is currently not dedicated for anything, but could be used for items such as waterproof labels for the yard signs. If the Committee does not spend the money this year, it goes back into the General Fund for the City and will not be carried forward in 2017. This does not mean it needs to be spent, but staff wanted to make sure all the Committee members was aware of the process.

Discussion on Upcoming Great Things Are Happening Here Event.

The Great Things Are Happening Here event is coming up on Sunday, November 13th from 1-4 pm. We will need volunteers in preferably two shifts. Wood and Coleman have other booths to tend to, but could help out with the Historic Preservation Committee booth as needed.

Miller asked how the Committee was going to implement the bell ringing. He mentioned there might be a challenge with parking and making sure there is someone attending at the opening of the Rotary lights.

The Committee decided to not do the bell ringing and opt for another prize for the Great Things Are Happening Here event.

Consider Purchasing Weatherproof Labels for Yard Signs and Prizes for the Great Things are Happening Here Event for No More than \$100.

Miller explained the need for weatherproof labels.

HP16-30 Motion by Wood second by Zaleski to approve spending up to \$100 for the purchase of weatherized labels for yard signs.

Motion Carried.

Zaleski left at 4:46 pm

HP16-31 Motion by Coleman second by Wood to approve spending up to \$25 for the purchase of \$25 MACCI gift card for prize.

Motion Carried.

Review Draft of Buildings of Historical Interest Brochures.

Schnitzler explained the layout of the draft. The front side will have the homes and the back side will have architectural and historical terms. These are buildings of architectural significance. She will continue to work on the layout as time permits.

Review of Hungry Hollow Historic Neighborhood Information.

Because of the location, he thinks we should drop the idea about putting up an historic designation for this area. Coleman said that if we did it in the future, we should look at many neighborhoods and do a brochure on them.

Miller suggested making a list of neighborhoods that could be considered historic and from there select one that the Committee could focus on for making a brochure.

Update on Opportunities to Promote Historic Tax Credits.

The Committee suggested doing the article and presentation sometime late winter. It will be discussed at the annual workshop meeting.

Staff Updates

- Comprehensive Plan Update. Miller went over the layout of the goals, objectives, and programs, policies, and recommendations for the cultural resources section in the Comprehensive Plan Update. Coleman suggested visiting Cedarburg, Wisconsin during the Plein Air Exhibit in May. The Committee will review these in more detail at the December meeting.

Set Meeting Date and Future Agenda Items.

The next meeting will be held on Monday, December 5, 2016. The agenda of the next regularly scheduled meeting should include approval of the Monday, November 7, 2016 meeting minutes, review Cultural Resources Goals, Objectives, and Programs, Policies, and Recommendations in the Comprehensive Plan update, and other topics that may come up.

Adjourn.

Motion by Bargender, second by Wood to adjourn meeting at 5:05 P.M.

Motion Carried

Respectfully submitted,



Josh Miller
City Planner

CITY OF MARSHFIELD/TOWN OF MCMILLAN JOINT PLAN COMMISSION MINUTES
OF NOVEMBER 11, 2016 MEETING

Meeting called to order at 11:00 AM by Secretary Miller in Conference Room 108 of City Hall Plaza.

PRESENT: John Bujalski, Michael Stockheimer, John Kaprelian, and Alderman Ed Wagner.

ABSENT: Bill Penker (excused): and Dave Swenson (excused)

ALSO PRESENT: Alderman Gordy Earll; Carolyn Opitz, Town of McMillan Chairperson; Tom Turchi, City Engineer; Paul Mancl, Town of McMillan resident; Steve Barg, City Administrator; and, Josh Miller, City Planner.

Approval of Minutes – June 3, 2016.

JPC 16-07 Motion by Bujalski, second by Stockheimer to approve the minutes of June 3, 2016.

Motion Carried

Citizen Comments.

- None.

Miller stated that if there were no objections, agenda items would be moved so Tom Turchi could address topics while he was present.

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

- Turchi provided an update. The stormwater is now rerouted back to the pond at Hilltop. He has not seen about the ditch restoration. He will keep on them for that. He is also working on a stormwater drainage plan for Zyg.

Discussing on Addressing Transportation Concerns including the Bicycle and Pedestrian Situation in the Joint Planning Area Transportation Plan.

- Turchi said the crash rate from 2010-2016 is 0.79 crashes per year, but he can't calculate the intersection rating without the updated traffic counts. The DOT would need to be contacted about it.
- Bujalski said that people are still breaking the law and not following the sign and there is no enforcement.
- Opitz said the DOT made the intersection more dangerous than it was before. She has been talking to Jack Keefer with the DOT. The Town has concerns about Staadt and Galvin intersections at State Highway 97. We have to tell the DOT what information we want before talking to the state representatives.
 - Safety is the number one priority.
 - Lower the speed and/or add a round about?
- Wagner said that all the intersections that were a concern on Highway 10 east of Appleton were addressed with roundabouts. Wagner would be in favor of a roundabout.
- Bujalski said that Staadt has an issue with topography, but feels a roundabout at Galvin is necessary.

- Wagner asked if we know what the plans are for State Highway 97. There have been a lot of articles on the accidents, including fatal accidents that have taken place on the stretch between Stratford and Marshfield.
- Bujalski mentioned if they are planning on bringing State Highway 80 through to Galvin, we may have more support to get a roundabout.
- Opitz asked what we need from the DOT to go to the representatives in the legislature.
- Bujalski said we need to get information from the experts. We need traffic counts and accident history. Maybe take a video of people passing on the right. That is information that can be taken to the representatives.
- Kaprelian suggested Opitz tell the DOT that our idea is to add roundabout, but maybe there are other ideas.

Discussion about the Town of McMillan and County Zoning.

- Bujalski said the Town has had two public hearings so far and will probably have a third. If the Town does not go with the County Zoning and they adopt their own, they always have the option to go back to County Zoning.
- If they opt out, they would adopt their own ordinance, but would likely take portions of the County code that pertains to the Township.
- Wagner asked if there would be a gap from opting out and where the Town would have no zoning. Bujalski said they would have something in place right away.
- Miller asked that if there are changes to the zoning that impact the Joint Planning Area to bring that back to the Joint Plan Commission as a courtesy.

Discussion about Town of McMillan Capital Improvements Plan and Mann Street repairs.

- Opitz said they are starting the work today from St. Joseph Ave to State Highway 13. Then the Town is entertaining the option for a larger grant to complete work from County Road E to St. Joseph Ave.
- She reported that the Town has a very basic CIP plan in place right now, but won't adopt it until the first of the year. The decision that was made is there are people that have petitioned the Town to get the road blacktopped. They made the decision to not bring any new blacktop until they bring the existing blacktop up to good conditions.
- The Town has not raised the mill rate in several years. May have to raise it, but hoping not to if they can get enough done with the budget they get or get more state aid/grants.
- The traffic count on Mann was closer to 4,800 based on their own counts.
- Regarding the repairs on Mann, there are several areas where they will totally dig it out and replace it.
- Knoeck asked what the grant program was. Opitz said the LRIP and the TRIP (using for Mann). And the one grant program they would be going for is TRID. Knoeck mentioned the other grant out there is the STP funds.

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

- John Bujalski said the Town has a signed maintenance agreement. He also has the latest Certified Survey Map, which he believed was recorded. Opitz didn't think the Town ever approved the last Certified Survey Map. Miller added that the City did not either. The main concern is the private drive needs to be brought to Town standards and dedicated to the public. The Town will look into which map has been approved.

Update on Comprehensive Planning efforts.

- Miller gave an update on the timeline for updating the City's Comprehensive Plan.
- The Town is updating the demographic data in the plan. Hoping to make the plan available on the Town's website once the changes are approved.

Set Next Meeting & Agenda

- Next meeting is tentatively scheduled for Friday, January 13, 2017 at 10:00 am in the 1st Floor Conference Room.
- The agenda should include minutes from November 11, 2016, update on the Comprehensive Plan, future roads, bicycle, and pedestrian considerations for the Transportation Plan, update on Tammy Lane, intersections on State Highway 97, subdivision checklist from the Town, and other items that may arise.

Meeting adjourned at 11:14 AM.

Respectfully submitted,



Josh Miller
City Planner

**CITY OF MARSHFIELD
BOARD OF CANVASSERS
GENERAL OF NOVEMBER 8, 2016
MINUTES OF NOVEMBER 14, 2016**

The City of Marshfield Board of Canvassers convened at 8:02 a.m. on Monday, November 14, 2016 in the 5th Floor Conference Room, located in City Hall Plaza. The Board of Canvassers consists of City Clerk Deb M. Hall, Amy Van Wyhe and Lori Panzer.

The Board of Canvassers convened to process provisional ballots. 2011 Act 23 provides that voters who cast provisional ballots may provide whatever documentation is required no later than 4:00 p.m. on the Friday after the election in order for their provisional ballot to be counted.

The following are the findings, by reporting unit, of the board upon review of provisional ballots:

Provisional Ballots

Wards 1 & 11: 0
Ward 2: 0
Wards 3 & 13: 0
Wards 4 & 14: 0
Wards 5 & 15: 0
Wards 6, 17, 25 & 26: 1
Wards 7, 16 & 27: 0
Wards 8, 19, 22 & 23: 0
Wards 9 & 18: 0
Ward 10: 1
Wards 12, 20, 21 & 24: 0

WILDWOOD STATION

Ward 6 issued one provisional ballot to Cindy McCurtis, 111 East 17th Street. Ms. McCurtis did not provide valid proof of identification to the City Clerk's office by 4:00 p.m. on Friday, November 11^h, so her ballot was not counted.

The Election results in Wards 6, 17, 25 & 26 from Election night remain the same.

All paperwork was signed by the Board of Canvassers.

OAK AVENUE COMMUNITY CENTER

Ward 10 issued one provisional ballot to Elizabeth Marchiafava, 1300 North Hume Avenue. She provided valid proof of identification to the Clerk's office on Friday, November 11th at 10:00 a.m., so a voter number was assigned, 763, and the ballot was counted.

The votes were recorded on duplicate tally sheets.

The provisional ballot was secured in a ballot bag.

All paperwork was signed by the Board of Canvassers.

COMMUNITY CENTER (OLD LIBRARY)

No provisional ballots were issued on Election night at the Community Center (Old Library).

Two provisional ballots were issued on Election Day and of those two, one was counted.

The Board adjourned at 8:12 a.m.

Lori A. Panzer
Deputy City Clerk

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
NOVEMBER 14, 2016**

COMMISSION MEETING MINUTES

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on November 14, 2016 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, Harry Borgman, and George Holck. Also present were Alderperson Gordon Earll, Attorney John Adam Kruse, and Utility staff. Absent were Alderperson Peter Hendler and Commissioner Alen Johnson.

- During commissioner, council, and staff comments, John Maggitti questioned the reason for the utility website being down. Mike Eberl confirmed that work being done on Central and Upham was the city and not the utility.
- The Financial Manager presented the operations and maintenance budget for second review.

UC/16-64 Motion by Borgman, seconded by Maggitti, to approve the operations and maintenance budget. All ayes, motion carried.

UC/16-65 Motion by Borgman, seconded by Holck, to approve payroll for October in the amount of \$254,533.06 and general bills for October in the amount of \$3,623,788.48. All ayes, motion carried.

September 2016 Financial Statement Notes

Electric Utility

- Net income was \$444 thousand for the month, with a net income of \$1.199 million year-to-date.
- Net operating income was \$569 thousand for the month, compared to budgeted net operating income of \$165 thousand. Year-to-date net operating income was \$2.091 million, compared to budgeted net operating income of \$1.471 million.
- After adjusting for the PCAC timing, net operating income for the month was \$314 thousand.
- September consumption was down 0.17% from September 2015, with year-to-date consumption down 2.08%. Year-to-date energy losses were 1.38%, compared to prior year losses of 1.62%.

Water Utility

- Net income was \$120 thousand for September and \$914 thousand year-to-date.
- Net operating income was \$155 thousand for the month, compared to budgeted net operating income of \$148 thousand. Year-to-date net operating income was \$1.233 million, compared to budgeted net operating income of \$1.188 million.
- Overall September consumption was down 8.41% from September 2015, with all major classes of customers showing a decrease. Year-to-date overall consumption was down 4.72% from the prior year, with Industrial and Multifamily Residential each showing an approximate 11% increase. Year-to-date water losses were 14.85%, compared to prior year losses of 15.79%.

Communication Utility

- Net loss was \$5,727 for the month, compared to budgeted net income of \$18,805. Year-to-date net income was \$125,385, compared to budget net income of \$160,407.
- There was a revision to the contract for the school district billing, which resulted in decreased revenue of \$16,239 for the quarter. One-third of the estimated quarterly revenue is recorded each month, based on the billing from the prior quarter and the billing schedules. Since two months of revenue had been recorded before the new amount for the school district was known, the adjustment resulted in a net loss for the month.

UC/16-66 Motion by Eberl, seconded by Maggitti, to dispense with reading the minutes of the previous meeting and accept them as submitted. All ayes, motion carried.

- The General Manager and Human Resources Manager reviewed the operations and financial reports.

- The Water Superintendant shared information on hydrant flushing and water main maintenance.

UC/16-67 Motion by Maggitti, seconded by Borgman, to adjourn. All ayes, motion carried. Meeting adjourned at 4:39 pm.

A handwritten signature in black ink, appearing to read "J. Maggitti", written over a horizontal line.

John Maggitti, Secretary

Operations Report

November 14 2016

On October 17th, water and sewer tax roll notices were mailed to customers and property owners. This is the first step in the tax roll process. The past due water and sewer on these notices totaled almost \$87 thousand, compared to \$97 thousand in 2015. The next step in the process is a 10% penalty that is applied to unpaid balances after November 1st. A final submission to the City for placement on the tax roll is completed after November 15th. As a result of Act 274, a lien is created against the tenant, and the landlord can request that the lien be transferred to them. The landlord will have to go to small claims court to collect on this lien.

Each October, a review is completed to determine which residences that were disconnected due to non-payment are still occupied. A field check was conducted by meter personnel and followed up by office staff to determine which residences are still occupied. Letters were sent to the customer as well as to the address. A notice was also hung on the door of each of these residences requesting that the customer at any occupied residences contact the utility. After November 1st, a status report is provided to the PSC.

The annual fall outage at M-1 was completed between October 10th and the 21st. Cole Eswein and Dustin Oleson completed the annual fall inspection, including the calibration of gauges, pulling oil samples, and ensuring all heating elements are functioning properly. JF Ahern completed the annual fire suppression system maintenance. Energis High Voltage completed the NERC required relay testing. Central Mechanical Systems installed a hydronic heating system to aid in cold weather startups.

All four positions at MEUW have now been filled. Heather Breunig was the first to be hired as Marketing and Members Services Manager. Mike Czuprynko was then hired as Regional Safety Manager. Just last week, Jamie Keough was hired as Office Coordinator and later that same week, Jeff Stone was hired as Executive Director. With the MEUW office now fully staffed, my duties as President of MEUW will be back to normal.

On October 18 we held an all-employee meeting. We discussed the strategic plan and emphasized how it sets the direction for the utility. Employees were encouraged to review it and they were encouraged to challenge us to ensure that our actions align with the plan. We also reviewed the employee survey. We plan to make some changes for the next survey to address employee concerns.

BOARD OF PUBLIC WORKS MINUTES
OF NOVEMBER 14, 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: Alderman Zaleski; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Parks & Recreation Director Casperson; Street Superintendent Winch; the media; and others.

PW16-127 Motion by Feirer, second by Earll to recommend approval of the minutes of the November 1, 2016 Board of Public Works meeting.

Motion Carried

Citizen Comments: None

Street Superintendent Winch presented a report of 2016 weed ordinance enforcement and discussed possible ordinance changes. No changes are being proposed at this time.

City Engineer Turchi gave a presentation of the Second Street Green Corridor improvements.

PW16-128 Motion by Wagner, second by Feirer to recommend approval of the changes to Section 13-66 of the Municipal Code regarding 'Obstructions and Encroachments' and request an ordinance be drafted for Common Council consideration.

Motion Carried

PW16-129 Motion by Earll, second by Jockheck to recommend approval of the changes to Section 13-96 of the Municipal Code regarding 'Special Assessments' and request an ordinance be drafted for Common Council consideration.

Motion Carried

PW16-130 Motion by Wagner, second by Feirer to adjourn to closed session at 5:57 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 a 8th Street and Hemlock Avenue
- Consideration of accepting donation and Liability Waiver for statue at the Zoo

Roll call vote, all 'Ayes' Motion Carried

Present in Closed Session: Aldermen Feirer, Wagner, Buttke, Jockheck, Earll & Zaleski; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Parks & Recreation Director Casperson.

PW16-131 Motion by Jockheck, second by Wagner to reconvene in open session at 6:54 PM.

Roll call vote, all 'Ayes' Motion Carried

PW16-134 Motion by Wagner, second by Earll to recommend accepting the gift of a sculpture from Clyde Wynia with the conditions of a) having an acceptable liability waiver, as drafted by City Attorney Wolfgram, and b) based on the sculpture being placed at a location within the Wildwood Zoo.

Motion Carried

Recommended items for future agendas: None

Motion by Earll, second by Feirer that the meeting be adjourned at 6:56 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS



City of Marshfield

Memorandum

DATE: November 22, 2016
TO: Mayor Meyer & City Council
FROM: Justin Casperson, Parks and Recreation Director
RE: Sculpture Donation at Wildwood Zoo

Summary:

Clyde Wynia from Jurustic Park would like to donate a sculpture to the Wildwood Zoo. The sculpture would be a crane and cattails approximately 12-15 feet tall, similar to that shown in the attached photo. At their November 10th meeting, the Parks, Recreation & Forestry Committee accepted the sculpture donation and made a positive recommendation to the Board of Public Works for their consideration.

City Administrator's review

The City Administrator raised potential concern, as the donor is asking the City to sign a broad-reaching liability waiver. He said the City has been fortunate not to have had accidents resulting from the dragon statue on Veteran's Parkway, but a 15-foot sculpture on city property brings the possibility that someone (child, intoxicated person, etc.) could sustain serious injury falling from this statue, and that this must be considered. Since a 15-foot metal sculpture is not a typical recreational amenity (like a swing set, tennis court, pool, etc.), the recreational immunity limit on claims of \$50,000 would not apply. As a result, our insurance carrier (Dennis Tweedale of LWMMI) recommended against accepting liability for the dragon statue many years ago, and that same recommendation carries over to the current request.

Three versions of a liability waiver were reviewed. The first was provided by the donor, the second was a draft of a similar one marked up by the UW Commission attorney in 2013, and the third was similar to the first, but with some language added by the City Attorney. (Attorney Wolfram favored #2, but he doubted it would be acceptable to the donor, and the donor confirmed this.) The City Administrator has suggested that, at the very least, this third version should be used instead of the one submitted by the donor.

Board of Public Works review

The Board discussed this at length on November 14th, and approved a motion recommending acceptance of the sculpture, subject to the donor and the City Attorney agreeing on an acceptable liability waiver, and placement at a location within the Wildwood Zoo.

Recommendation:

Based on the recommendation of the Parks, Recreation & Forestry Committee and Board of Public Works (subject to the conditions noted above), staff recommends acceptance of the donation. The liability waiver prepared by the donor and modified by the City Attorney is attached for your approval.

Concurrence:

Dan Knoeck
Director of Public Works

Concurrence:

Steve Barg
City Administrator



Acknowledgement and Assumption of Risk and Hold Harmless Agreement.

The City of Marshfield Wood County Wisconsin (the City), through the Wildwood Park and Zoo (the Zoo) has requested that Jurustic Park LLC (Donor) contribute an iron metal sculpture of a crane and cat tails to the City for the zoo. The sculpture is given without any monetary consideration to Donor or Clyde Wynia. The City and the Zoo accept the sculpture as an added value to the City and the Zoo.

The City understands that there may be risks involved in placing metal sculpture on City property. The City agrees to accepts any and all risks associated with the sculpture, including but not limited to, property damage or loss, bodily injury, and with the knowledge of the risks involved hereby agree to accept any and all inherent risks of property damage, bodily injury, or death including, but not limited to, children.

In consideration of the gifts of the sculpture given to the City, the City agrees to indemnify, defend and hold harmless Jurustic Park LLC and Clyde Wynia, from, and against all claims or law suits arising out of or resulting from the donated sculpture. "Claim" as used in this agreement means any financial loss, claim suit, action, damage, or expense, including but not limited to attorney's fees, bodily injury, sickness, death, or injury to or destruction of property including loss of use resulting therefrom. The City voluntarily holds harmless Jurustic Park LLC and Clyde Wynia, from any and all claims, both present and future, that may be made by or against the City or the Zoo or Clyde Wynia or Donor or their assigns including by way of subrogation and agrees that this agreement is intended to be, and shall be, a complete bar to, and shall prohibit the City or the Zoo from ever bringing any legal or other action of any nature against Jurustic Park LLC and/or Clyde Wynia, their heirs or assigns arising out of claims of damage to property, injury, or death resulting from the donated iron metal sculpture of the crane and cattails

The City and the Zoo understand that Jurustic Park LLC and/or Clyde Wynia may not provide any medical, liability, property, or life insurance to cover my injury or death nor loss of property and understands that The City is responsible for any insurance it may desire for these items. The City understands that this acknowledgement of risk and hold harmless is intended to be as broad and inclusive as permitted by the laws of the State of Wisconsin and that if any portion hereof is held invalid, the City agrees that the balance shall continue in full legal force and effect.

The City and the Zoo acknowledge that if this waiver of liability was not as broad as it is, Donor would have to charge for the sculpture and since the City does not wish to incur this cost it hereby waives the right to bargain for different waiver of liability terms.

In signing this release the City acknowledges that their officers have read it, understand it and sign it voluntarily, are authorized, and agree and intend to bind the City by it.

The City acknowledges receiving a copy of this agreement.

Dated _____

The City of Marshfield, Wisconsin by

Signed: _____

Signed: _____

Jurustic Park LLC by

Nancy Wynia

Clyde Wynia for Jurustic Park and as an individual

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF NOVEMBER 15, 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: Alderperson Hendler, Police Chief Gramza and City Clerk Hall

JLC16-083 Motion by Earll, second by Feddick to approve the minutes of the November 1, 2016 meeting.

Motion carried

CITIZEN COMMENTS

None

JLC16-084 Motion by Earll, second by Feddick to approve by unanimous consent the following:

- a) Five (5) Beverage Operator Licenses for the 2015-2017 license year to: Lauren Ehrendreich, Nancy Frodl, Devon Griepentrog, Joey Hewuse and Veronica Zdun.
- b) Secondhand Article Dealer license to J & J Games, 503 E. Ives Street.
- c) Transient Merchant License to Tree-Ripe Citrus.

Motion carried

No items were removed from the consent agenda.

JLC16-085 Motion by Feddick, second by Earll to grant a Beverage Operator License to Judy Christiansen with 0 demerit points assessed.

Motion carried

CC16-086 Motion by Feddick, second by Earll to grant a Beverage Operator License to Matthew May with 25 demerit points assessed for the drug related charge.

Motion carried

CC16-087 Motion by Earll, second by Feddick to grant a Beverage Operator License to Andrea Parrson with 25 demerit points for failure to list all her violations.

Motion carried

CC16-088 Motion by Feddick, second by Earll to grant a Beverage Operator License to Lacey Raasch with 25 demerit points for failure to list all her violations.

Motion carried

CC16-089 Motion by Feddick, second by Earll to disallow the claim of Linda Kalmon per Wisconsin Statute 893.80 (1g).

Motion carried

CC16-090 Motion by Feddick, second by Earll to assess 25 demerit points to the following individuals for failing the compliance check that was conducted on September 23, 2016: Alison Snyder, Brian Hergert, Mercedes Loining, Michael Kaczmarek, Rena Rogers, Hunter Paul, Bruce Stargardt and Chelsea Veers.

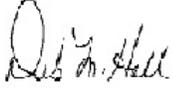
Motion carried

Future Agenda Items

- Secondhand/Pawnshop Ordinance

There being no further business the Chair adjourned the meeting at 5:24 p.m.

Motion carried



Deb M. Hall
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF NOVEMBER 15, 2016

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

PRESENT: Alderpersons Alanna Feddick, Jason Zaleski, Tom Witzel, Peter Hendler and Rebecca Spiros

ABSENT: None

ALSO PRESENT: Alderpersons Earll and Wagner, City Administrator Barg and City Personnel (Jennifer Rachu, Keith Strey, Jason Angell, Amy VanWyhe, Bob Haight and Deb M. Hall)

Citizen Comments

None

FBP16-098 Motion by Spiros, second by Zaleski to approve the items on the consent agenda:

1. Minutes of the November 1, 2016 meeting.
2. Payroll in the amount of \$839,878.95 and the Bills in the amount of \$1,536,334.91.
3. October 2016 Treasury Report.

Motion carried

No items were removed from the consent agenda.

FBP16-099 Motion by Hendler, second by Witzel to recommend approval of Resolution No. 2016-59 to the Common Council, adopting the City of Marshfield Fee Schedule.

Motion carried

FBP16-100 Motion by Zaleski, second by Witzel to recommend approval of Resolution No. 2016-60 to the Common Council, adopting an ambulance rate schedule to be effective January 1, 2017.

Motion carried

FBP16-101 Motion by Hendler, second by Spiros to recommend approval of Resolution No. 2016-61 to the Common Council, writing off various uncollectible ambulance accounts receivable totaling \$29,000.

Motion carried

FBP16-102 Motion by Zaleski, second by Witzel to approve the 2017 ambulance contracts with 13 surrounding towns and villages.

Motion carried

FBP16-103 Motion by Hendler, second by Zaleski to recommend approval of Resolution No. 2016-62 to the Common Council, writing off various non-ambulance general fund accounts totaling \$63,813.22.

Motion carried

FBP16-104 Motion by Witzel, second by Zaleski to recommend approval of Budget Resolution No. 26-2016 to the Common Council, transferring \$38,817 from General Fund Contingency and \$15,000 from General Fund Building Services & Inspection to General Fund Uncollectible accounts.

Motion carried

FBP16-105 Motion by Spiros, second by Zaleski to approve revised Policy #3.960, Safety Shoe, Safety Glasses, Tools and Clothing.

Motion carried

FBP16-106 Motion by Witzel, second by Hendler to approve the revised Request for Proposals for assessing services.

Motion carried

FBP16-107 Motion by Hendler, second by Zaleski to approve keeping the assessing function under the City Administrator.

Motion carried

FUTURE AGENDA ITEMS

None

Motion by Witzel, second by Spiros to adjourn at 6:12 p.m.

Motion carried



Deb M. Hall
City Clerk



City of Marshfield Memorandum

TO: Mayor Meyer and Common Council
FROM: Sam Schroeder, Zoning Administrator
DATE: November 22, 2016

RE: Annual Adoption of the "City of Marshfield Fee Schedule"

Background

Last year the Common Council reviewed and approved the adoption and establishment of the City of Marshfield Fee Schedule. Upon approval, it was determined that the Fee Schedule be reviewed and adopted annually by the Common Council through a resolution. This fee schedule is a comprehensive list of permit and review fees that primarily take place within the Development Services Department. Included in this list are building permits fees, electrical permits fees, plumbing permits fees, signs permits fees, Plan Commission review fees, Board of Appeals fees, and subdivision review fees.

Analysis

There are some minor corrections made to the 2016 adopted fee schedule including the following:

- Correct the reference for other mobile service facilities from "S." to "V." and format the cost to conform to the overall document (1.W.)
- Corrected the pyramid fee for miscellaneous electrical work over \$250,000 (2.C.v.)

Staff is also recommending a few additional changes to the 2017 City of Marshfield Fee Schedule. These changes include reducing the temporary sign permit fee and adding a zoning/building verification letter fee.

- The individual review process and follow-up work associated with a temporary sign permit to ensure the regulations of the Sign Code are met are very minimal. Staff is recommending this fee be reduced from "\$25.00" to "\$10.00" (4.A.)
- As for the verification letter fee, staff has seen a small spike in private companies requesting detailed information related to the compliance of a property as it relates to zoning and building information. Depending on the property and history, it can take staff a considerable amount of time to thoroughly review the files and draft a letter back to these companies. These requests are needed for various reasons including the sale of a property, insurance purposes, and environmental analysis to name a few. In comparison to other municipalities, most that were researched do have a zoning verification fee. The average cost of this fee is \$30.00; however, staff is recommending a \$25.00 verification fee. (8.A.)

The Finance, Budget, and Personnel Committee has reviewed and approved the updated 2017 Fee Schedule as presented at its November 15, 2016 FBP meeting. If the Council so chooses to approve the "Fee Schedule", it will become effective January 1, 2017. Moving forward the Common Council will still review and adopt an annual fee schedule by resolution prior to the first of every year.

Council Options

The Common Council can take the following actions:

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

Recommendation

Approve Resolution 2016-59

Attachments

1. 2016 Changes to City of Marshfield Fee Schedule
2. 2017 City of Marshfield Fee Schedule
3. Resolution 2016-59

Concurrence:



Jason Angell
Director of Development Services



Steve Barg
City Administrator

- U. Fence Permit \$5.00 per \$1,000, minimum of \$30.00
- V. New Communication Towers or Substantial Modifications for Mobile Service Facilities \$3,000.00
- W. Other Mobile Service Facilities or Minor Modifications not listed in V. above \$5.00 per \$1,000, minimum of \$50.00, maximum of \$500.00

2. Electrical Permit

- A. Residential including Multi-Family
 - i. Minimum electrical permit fee..... \$40.00
 - ii. New Constructions and Additions..... \$0.05 per square foot of building Construction
 - iii. Remodeling, alteration..... 2.5% of electrical construction cost
 - iv. 1-Family, owner occupied remodel..... See 1.I. above
 - v. Service change, repair or temporary..... \$45.00
- B. New Commercial & Industrial (based on developed square footage of new building, addition, or a level 2 or 3 alteration)
 - i. Minimum electrical permit fee..... \$70.00
 - ii. Square footage for Group S and U \$0.04 per square foot
 - iii. Square footage for Groups A, B, E, F, M, R, and I..... \$0.07 per square foot
Group Descriptions: Groups A (Assembly), Group B (Business), Group E (Educational), Group F (Factory & Industrial), Group I (Institutional), Group M (Mercantile), Group R (Residential), Group S (Storage), and Group U (Utility and Miscellaneous)
 - iv. Level 2 or 3 Alteration \$0.06 per square foot
- C. Miscellaneous Commercial, Industrial, Institutional, and Low Voltage Work excluding the cost of racking & equipment(based on value of job)
 - i. Minimum electrical permit fee..... \$40.00
 - ii. \$500.01 to \$2,500.00 \$40.00 plus 1.25% over \$500
 - iii. \$2,500.01 to \$25,000.00 \$65.00 plus 0.75% over \$2,500
 - iv. \$25,000.01 to \$250,000.00 \$233.75 plus 0.05% over \$25,000
 - v. Over \$250,000.00 \$346.25 plus 0.03% over \$250,000
- D. Mobile Home Connection \$40.00
- E. All Carnival or Circus Operations \$125.00 per event for the duration of the event as stated on the approved permit.
- F. Swimming Pools \$40.00

3. Plumbing Permits

- A. Minimum plumbing permit fee..... \$40.00
- B. Backflow preventer..... \$15.00
- C. Grease Interceptor..... \$15.00
- D. Mobile Home Connector..... \$20.00
- E. Modify water distribution system \$30.00
- F. Modify waste drain and venting system..... \$30.00
- G. Plumbing fixtures \$10.00 each
- H. Private interceptor main sewers..... \$10.00 per 100 feet
- I. Private water main..... \$10.00 per 100 feet
- J. Sanitary new/repair/reconstruction/replacement..... \$30.00

City of Marshfield Fee Schedule Adopted January 1, 2017

The permit/review fees listed below cover the following Chapters of the Municipal Code: Chapter 15 – Building Code, Chapter 16 – Plumbing Code, Chapter 17 – Electrical Code, Chapter 18 – Zoning Code, Chapter 19 – Subdivision and Platting Code, and Chapter 24 – Sign Code. Please note that that this list is not an all-inclusive list for the entire City of Marshfield and that other fees may be implemented by other departments or enforced through other Chapters.

Fees for permits shall be paid to the City of Marshfield prior to the issuance of any permit.

1. Building Permits

A. Minimum Residential Fee for all building permits.....	\$40.00 unless otherwise stated
B. Minimum Nonresidential & Multi-Family Fee for all building permits	\$50.00 unless otherwise stated
C. Residential (1-2 family) New & Addition	\$0.16 per square foot plus WI UDC Permit Seal
D. Manufactured Home (built after 4/1/07)	\$100.00
E. Nonresidential & Multi-Family – New & Addition.....	\$0.18 per square foot
F. Residential (1-2 Family) Foundation	\$100.00
G. Nonresidential & Multi-Family Foundation	\$150.00
H. All remodel or alteration excluding “I.” below, \$1,000 or more, or where square footage cannot be calculated ¹	\$5.00 per \$1,000
I. Residential (1 Family) Remodel which includes plumbing and electrical work ²	\$60.00
J. Residential (1-2 Family) Garage & Accessory Structure	\$0.15 per square foot minimum of \$30.00
K. HVAC – Residential (1-2 Family) New	\$0.015 per square foot
L. HVAC – Residential (1-2 Family) Install or Replace.....	\$5.00 per \$1,000
M. HVAC – Nonresidential & Multi-Family.....	\$5.00 per \$1,000
N. Razing Residential Accessory (1-2 Family)	\$50.00 per residential accessory structure
O. Razing – All other structures.....	\$100.00
P. Moving - Residential Accessory Structures.....	\$100.00 per building over 8’ wide
Q. Moving – Dwellings & other structures	\$200.00 per building over 8’ wide
R. Roof Replacement Nonresidential & Multi-family	\$50.00, up to 2,500 square feet \$75.00, 2,500-10,000 square feet \$150.00, over 10,000 square feet
S. Nonresidential & Multi-Family Parking Lots or Driveways	\$100.00
T. Residential (1-2 family) Driveways.....	\$30.00

¹ Residential (1-2 family) roofing shingle replacement do not require a permit.

² Single family home must be owner occupied and the work being done including electrical and plumbing must be done by the owner.

- U. Fence Permit \$5.00 per \$1,000, minimum of \$30.00
- V. New Communication Towers or Substantial Modifications for Mobile Service Facilities \$3,000.00
- W. Other Mobile Service Facilities or Minor Modifications not listed in V. above \$5.00 per \$1,000, minimum of \$50.00, maximum of \$500.00

2. Electrical Permit

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 - iii. Remodeling, alteration..... 2.5% of electrical construction cost
 - iv. 1-Family, owner occupied remodel..... See 1.I. above
 - v. Service change, repair or temporary..... \$45.00
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- H. Private interceptor main sewers..... \$10.00 per 100 feet
- I. Private water main..... \$10.00 per 100 feet
- J. Sanitary new/repair/reconstruction/replacement..... \$30.00

RESOLUTION NO. 2016-59
COMMON COUNCIL OF THE CITY OF MARSHFIELD, WISCONSIN

RESOLUTION TO ADOPT THE
CITY OF MARSHFIELD FEE SCHEDULE

WHEREAS, the Common Council of the City of Marshfield has determined that it is in the best interests of the City of Marshfield to provide a single, efficient, and convenient Fee Schedule; and

WHEREAS, said Fee Schedule shall cover the following chapters of the Municipal Code: Chapter 15 – Building Code, Chapter 16 – Plumbing Code, Chapter 17 – Electrical Code, Chapter 18 – Zoning Code, Chapter 19 – Subdivision and Platting Code, and Chapter 24 – Sign Code; and

WHEREAS, said Fee Schedule shall be on file in the office of the City Clerk and shall be open to public inspection during business hours; and

WHEREAS, said Fee Schedule will better facilitate the updating and uniform review of all such fees on a periodic basis; and

WHEREAS, said Fee Schedule may be amended hereafter by resolution of the Common Council; and

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF MARSHFIELD, WISCONSIN, HERBY RESOLVES the adoption of the “2017 City of Marshfield Fee Schedule” attached as “Exhibit A” to this resolution.

ADOPTED this 1st day of January, 2017.

APPROVED this _____.

Chris L. Meyer, Mayor

ATTEST:

Deb M. Hall, City Clerk

City of Marshfield
City Hall Plaza
630 S. Central Avenue
Ste 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 15, 2016
To: Finance, Budget and Personnel Committee
From: Amy Van Wyhe
Accounting Manager
Re: 2017 Ambulance Service Rate Study

SUMMARY

Attached is a copy of information that was submitted to the Fire and Police Commission regarding the Ambulance Rate Study. The commission discussed this topic at their November 3, 2016 meeting, and the recommended rates were approved at the dollar amounts proposed.

Please review the attachments. If you have any questions, please don't hesitate to call me.

RECOMMENDATION

I recommend approving Resolution 2016-60 to the Common Council at the proposed rates listed on the resolution attachment.



Concurrence – Steve Barg
City Administrator



Keith R. Strey
Finance Director

Attachments

Cc: Fire Chief (w/o attachment)

CITY OF MARSHFIELD, WISCONSIN

AMBULANCE SERVICE RATE STUDY

November 3, 2016

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

CITY OF MARSHFIELD, WISCONSIN
AMBULANCE SERVICE RATE STUDY
November 3, 2016

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Rate Schedule to be Effective January 1, 2017	9

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 3, 2016
TO: Fire and Police Commission
FROM: Amy Van Wyhe
Accounting Manager
RE: 2017 Ambulance Service Rate Study

Goals

To perform an analysis of ambulance usage, current rates, Medicare/Medicaid reimbursements and 2016 proposed budget costs and recommend new rates to be effective January 1, 2017. The recommended new rates will maximize Medicare reimbursement, provide an estimated 16.2% return on investment (ROI) and accumulate funds for future capital purchases.

Applicable Ambulance Costs

The costs intended to be covered by user fees are the 2017 proposed budget expenditures for Fund 605 EMS. Using 2017 proposed budget costs to determine contracts and rates provides the revenue to cover 2016 projected costs.

Comparison of Rates with Surrounding Communities

Rate schedules were obtained and included from 13 other Wisconsin communities including Wisconsin Rapids, Stevens Point, Wausau and Eau Claire. In comparing the ALS1, ALS2 and BLS rates, the recommended rates for the City of Marshfield are comparable to the Mean (Average) and the Median (Mid-point).

Effect of Rate Adjustment on Medicare Reimbursement

Medicare will reimburse 80% of the approved charges. **Approved charges** are the lowest of the following:

1. The customary charge (the amounts we bill for the services)
2. The prevailing charge (average billed amounts within the applicable Medicare region) or
3. The Inflationary Index Charge (increase limitation percentage allowed within any single year)

The charges for Medicare have amounted to 63.7% of 2015 calls, 66.7% of 2014 calls and 66.1% of 2013 calls.

The City of Marshfield has been recouping most, if not all, of the charges not paid by Medicare (i.e. 20% of the approved charges) from secondary payers such as Medicaid, Security Health, the patient and other sources. We would expect to continue recouping that portion of the new rates not approved by Medicare from secondary payment sources. We may, however, incur a modest increase in the amount of write-offs as a result of the increased rates due to the usual uncollectability associated with any account receivable.

Findings

An increase in the base rate (BLS), the advance life support 1 (ALS1) and the advance life support 2 (ALS2) is needed to adjust Marshfield's rates.

Various assumptions (except volume) and rate adjustments were reviewed with projected revenues and net subsidies computed.

It would be appropriate to raise the BLS rates by 15.0% for resident, 15.0% for non-resident users and 10% for Calls for Assistance. These charges would equate to increases of \$90 for resident and \$121 for non-resident users. The new recommended BLS rates are \$690 for resident users (currently \$600) and \$925 for non-resident users (currently \$804).

It would also be appropriate to raise the ALS1 rates by 15.0% for resident, 15.0% for non-resident users and 10% for Calls for Assistance. These charges would equate to increases of \$108 for resident and \$140 for non-resident users for the ALS1 rate. The new recommended ALS1 rates are \$828 for resident users (currently \$720) and \$1076 for non-resident users (currently \$936).

It would also be appropriate to raise the ALS2 rates by 10.0% for resident and 10.0% for non-resident users. These charges would equate to increases of \$79 for resident and \$98 for non-resident users for the ALS2 rate. The new recommended ALS2 rates are \$867 for resident users (currently \$788) and \$1075 for non-resident users (currently \$977).

Finally, this year two new rates were introduced. The first being extended transports. This will be charged for patients who decide to be transported to a facility other than Marshfield. The rate will be \$200 an hour with a two hour minimum and then charged at fifteen minute increments. The second rate will be for critical care transports. There is no historical data for this new service, so the rate will be set at \$1,100, which is the average for all of the comparable rates used in this study. This rate will be reviewed annually and the revenue from this service has not been included in the 2017 rate study.

The projected rate increases will provide an estimated ROI of 16.1% for 2017. The projected increase in fund balance of \$113,572 as of December 31, 2019 is warranted as this rate study maximizes Medicare reimbursable amounts and continues to establish a cash flow reserve for future capital purchases. The overall recommended rate increase in comparison with the 2016 rate study is 5.0%.

Projections

With the following assumptions:

1. Increase BLS (base) rate for residents \$90 (15.0%) to \$690
2. Increase BLS (base) rate for non-residents \$121 (15.0%) to \$925
3. Increase BLS (base) Calls for Assistance \$19 (10.0%) to \$212
4. Maintain Loaded mileage at \$11.00 per mile
5. Increase Resident Intergovernmental Agency Call \$19 (10.0%) to \$212
6. Increase Non-Resident Intergovernmental Agency Call \$28 (10%) to \$303
7. Intergovernmental Agency Mileage equal to current IRS business mileage rate
8. Increase ALS1 (advance life support 1) rate for residents \$108 (15.0%) to \$828
9. Increase ALS1 (advance life support 1) rate for non-residents \$140 (15.0%) to \$1076
10. Increase ALS1 (advance life support 1) Calls for Assistance \$28 (10.0%) to \$303
11. Increase ALS2 (advance life support 2) rate for residents \$79 (10.0%) to \$867
12. Increase ALS2 (advance life support 2) rate for non-residents \$98 (5.0%) to \$1075

The following projection is presented:

Expenditures:	
Total 2017 Proposed Budget	<u>\$1,314,010</u>
Revenue and Other Sources:	
Projected fees using the new rates	\$1,754,347
Medicare/Medicaid Adjustment	(620,000)
Proposed contracts with contract communities	352,172
Contract with St. Joseph's for backup service	19,000
State Medical Transportation Supplement	55,930
Act 102 Grant	<u>6,809</u>
Subtotal	1,568,258
Excess revenues over expenditures	<u>(254,248)</u>
Total Revenues and Other Sources	<u>\$1,314,010</u>

cc Fire Chief
City Administrator

CITY OF MARSHFIELD AMBULANCE SERVICE
 PROJECTION OF COSTS, REVENUES AND NET TAX LEVY SUBSIDY
 BUDGET YEAR 2017

	3 YEAR AVG ALLOCATION OF RUMS			PROJECTED										2017				
	Current Rates	Proposed Increase	Proposed Rates	3 Yr Avg Tmp/ Miles	Billed Supplies	2017 FEE REVENUE	Personnel	Supplies	Vehicles	Defibrillator	Other Equip	Total Direct	Total Indirect	TOTAL COST	Fee (Revenue)/ Shortfall	Grant/ Contract Revenue	Net (Revenue)/ Shortfall	
PROPOSED INCREASES																		
ALS1 Rate - Resident	15.0%																	
ALS1 - Non-Resident	15.0%																	
ALS2 Rate - Resident	10.0%																	
ALS2 - Non-Resident	10.0%																	
BLS Rate - Resident	15.0%																	
BLS - Non-Resident	15.0%																	
Calls for Assistance (BLS)	10.0%																	
Calls for Assistance (ALS)	10.0%																	
Mileage	0.0%																	
Other	0.0%																	
Supplies-Cost plus	0.0%																	
ADVANCED LIFE SUPPORT 1 (ALS1)																		
Resident/Contract area	720.00	108.00	828.00	837		683,096.00												
Non-Resident/Out of contract area	986.00	140.00	1,078.00	20		21,520.00												
Neonatal & Special Peds	430.00		430.00	21		8,887.00												
Calls for Assistance	275.00	28.00	303.00	0		0.00												
No pick-up	0.00	0.00	0.00	215		0.00												
Intercept Service Contract - S/H	410.00	0.00	410.00	64		26,240.00												
ADVANCED LIFE SUPPORT 2 (ALS2)																		
Resident/Contract area	788.00	79.00	867.00	22		19,074.00												
Non-Resident/Out of contract area	977.00	98.00	1,075.00	1		1,075.00												
No pick-up	0.00	0.00	0.00	6		0.00												
STANDARD BASE RATE #1 (BLS1)																		
Resident/Contract area	600.00	60.00	660.00	1,212		836,280.00												
Non-Resident/Out of contract area	804.00	121.00	925.00	29		26,826.00												
Calls for Assistance	193.00	19.00	212.00	81		17,172.00												
No pick-up	0.00	0.00	0.00	0		0.00												
Resident Intergovernmental Agency Call	193.00	19.00	212.00	0		0.00												
Non-Resident Intergovernmental Agency Call	275.00	28.00	303.00	0		0.00												
EXTENDED TRANSPORTS																		
Transports to Hospitals outside Marshfield (2 hour min / then every quarter hour)	0.00	0.00	\$200 /hour	10													2,000.00	
CRITICAL CARE TRANSPORTS																		
Critical care transports	0.00	0.00	1,100.00	0														
MILEAGE CHARGES PER LOADED MILE																		
Resident/Contract area	11.00	0.60	11.00	7,801		83,811.00												
Non-Resident/Out of contract area	11.00	0.60	11.00	885		9,738.00												
Neonatal & Special Peds	7.50	0.00	7.50	1,452		10,889.00												
Resident/Non-Resident Intergovernmental Agency Call			Current IRS Business Mileage Rate	0		0.00												
				9,939		104,238.00												
GRAND TOTALS																		
						0.00	1,754,347.00	833,546.84	67,158.00	100,321.84	6,700.00	5,364.00	1,018,990.68	289,350.47	1,302,441.14	(461,906.88)	(179,844.00)	(270,281.88)

Projected Return on Investment (ROI) (net income/total assets)

2015 Total Assets	1,567,210
2016 Asset Additions	212,272
2016 Asset Deletions	0
2017 Asset Depreciation	(89,000)
2017 Asset Additions	67,518
2017 Asset Deletions	0
2017 Asset Depreciation	(93,000)
2017 Projected Total Assets	1,665,000
2017 Projected Net Fee Revenue (Shortfall)	270,282
2017 Projected ROI	16.2%

Utilizing Ambulance Contract & Rate Study

Account Number	Account Title	Balance 12/31/2015	
605.11100	Treasurer's Working Cash	(\$126,121)	
605.13810	Other Accounts Receivable	75	
605.13820	Ambulance Accounts Receivable	205,701	
605.16200	Prepaid Expenses	3,000	
605.21100	Accounts Payable	(15,860)	
605.21420	GO Notes Payable	(33,012)	
605.21538	PEHP Payable	(11,057)	
605.21700	Accrued Wages Payable	(27,663)	
605.21900	Other Accounts Payable	0	
605.23500	Ambulance Contracts Deposit	(18,819)	
	Net Cash 12/31/15		(\$23,757)

2016 Operation (From 2017 Department Estimated Budget)

Revenues

605.43000	Intergovernmental	\$62,739	
605.46000	Public Charges for Service	858,871	
605.47000	Intergovernmental Charges (Contracts)	328,000	
605.48000	Miscellaneous	29,819	1,279,429

Expenses

605.51510	Finance	(\$115,763)	
605.52310	Ambulance	(\$1,027,945)	
605.53665	Depreciation	(\$93,900)	
605.58291	Debt Interest Expense	(\$16,723)	(1,254,331)

Add-back Depreciation (noncash expense)	93,900
Less cash used for debt principal payments	(33,012)
Less cash used for capital additions	(212,272)

Projected Net Cash 12/31/16 (150,043)

2017 Operations (From 2017 Admin Rec Budget)

Revenues

605.43000	Intergovernmental	\$62,739	
605.46000	Public Charges for Service (includes rate study)	1,153,347	
605.47000	Intergovernmental Charges (incl proposed contracts)	350,000	
605.48000	Miscellaneous	6,100	1,572,186

Expenses

605.51510	Finance	(\$119,164)	
605.52310	Ambulance	(1,080,428)	
605.53665	Depreciation	(93,000)	
605.58291	Debt Interest Expense	(15,661)	(1,308,253)

Add-back Depreciation (noncash expense)	93,000
Less cash used for debt principal payments (estimated)	(42,490)
Less cash used for capital additions (2017 Dept Request Budget)	(67,518)

Projected Net Cash 12/31/17 96,882

Less three months cash flow reserve (25% of expenditures) (327,063)

Net Available for Future Capital Purchases (\$230,181)

2018 Operations (From 2017 Adm Rec Budget)

Revenues

605.43000	Intergovernmental	\$62,739	
605.46000	Public Charges for Service (includes rate study)	1,153,347	
605.47000	Intergovernmental Charges (incl proposed contracts)	350,000	
605.48000	Miscellaneous	<u>6,100</u>	1,572,186

Expenses

605.51510	Finance	(\$119,164)	
605.52310	Ambulance	(\$1,080,428)	
605.53665	Depreciation	(\$93,000)	
605.58291	Debt Interest Expense	<u>(15,661)</u>	(1,308,253)

Add-back Depreciation (noncash expense)	93,000
Less cash used for debt principal payments (estimated)	(42,490)
Less cash used for capital additions (2017 Dept Request Budget)	<u>(66,423)</u>

Projected Net Cash 12/31/18 344,902

Less three months cash flow reserve (25% of expenditures) (327,063)

Net Available for Future Capital Purchases \$17,839

2019 Operations (From 2017 Adm Rec Budget)

Revenues

605.43000	Intergovernmental	\$62,739	
605.46000	Public Charges for Service (includes rate study)	1,153,347	
605.47000	Intergovernmental Charges (incl proposed contracts)	350,000	
605.48000	Miscellaneous	<u>6,100</u>	1,572,186

Expenses

605.51510	Finance	(\$119,164)	
605.52310	Ambulance	(1,080,428)	
605.53665	Depreciation	(93,000)	
605.58291	Debt Interest Expense	<u>(15,661)</u>	(1,308,253)

Add-back Depreciation (noncash expense)	93,000
Less cash used for debt principal payments (estimated)	(42,490)
Less cash used for capital additions (2017 Dept Request Budget)	<u>(200,000)</u>

Projected Net Cash 12/31/19 459,345

Less three months cash flow reserve (25% of expenditures) (327,063)

Net Available for Future Capital Purchases \$132,282

CITY OF MARSHFIELD AMBULANCE SERVICE
COMPARATIVE RATES OF AREA COMMUNITIES

COMMUNITY/SERVICE	BLS RATE		BLS RATE		ALS1 RATE		ALS1 RATE		ALS2 RATE		ALS2 RATE	
	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT
Chippewa Falls Fire & Emergency	725	800	825	900	925	1000	925	1000	925	1000	925	1000
Eau Claire Fire & Rescue	860	1,050	1,000	1,150	1,000	1,250	1,000	1,250	1,000	1,250	1,000	1,250
Chippewa Fire Protection District	825	950	950	1,050	950	1,125	1,050	1,125	1,050	1,125	1,050	1,125
Stevens Point	675	825	875	975	875	1,075	875	1,075	875	1,075	875	1,075
Wausau Fire Department	575	750	650	850	650	950	725	950	725	950	725	950
Wisconsin Rapids	472	472	613	613	613	896	896	896	896	896	896	896
Allouez	500	600	625	700	625	825	725	825	725	825	725	825
Ashwaubenon	525	650	625	750	625	800	650	800	650	800	650	800
DePere	575	780	675	825	675	900	725	900	725	900	725	900
Fond du Lac	550	550	700	700	700	750	750	750	750	750	750	750
Kaukauna	550	600	650	700	650	750	700	750	700	750	700	750
Manitowoc	625	725	750	850	750	870	770	870	770	870	770	870
Two Rivers	660	735	750	825	750	845	770	845	770	845	770	845
Marshfield (Current)	720	804	720	936	720	977	788	977	788	977	788	977
Mean (Average)	\$631	\$735	\$743	\$845	\$811	\$930	\$811	\$930	\$811	\$930	\$811	\$930
Median (Mid-point)	\$600	\$743	\$710	\$838	\$770	\$898	\$770	\$898	\$770	\$898	\$770	\$898
Marshfield (Proposed)	\$690	\$925	\$828	\$1,076	\$867	\$1,075	\$867	\$1,075	\$867	\$1,075	\$867	\$1,075
Estimated 2016 Marshfield Medicare emergency		348		413		591		591		591		591
Estimated 2016 Marshfield Medicare non-emergency		218		413		591		591		591		591
Current Marshfield Medicare emergency		348		413		591		591		591		591
Current Marshfield Medicare non-emergency		218		413		591		591		591		591

(Medicare pays 80% of these allowable amounts)

RESOLUTION NO. 2016-60

WHEREAS, the ambulance rates are set with the goal to recover costs of providing ambulance service; and

WHEREAS, the justification for setting service rates is to spread the costs of the ambulance service primarily to the user as opposed to the general taxpayer; and

WHEREAS, a periodic analysis of the rate structure for the ambulance service is essential to ensure that appropriate costs are captured in the ambulance rates; and

WHEREAS, the Finance Department has examined the rate structure of the Ambulance Service to recommend changes, as appropriate; and

WHEREAS, the Assistant Finance Director presented the findings and study conclusions to the Fire and Police Commission and the Finance, Budget and Personnel Committee on November 3, 2016 and November 15, 2016 respectively; and

WHEREAS, the Finance Department computed new rates by comparing the Ambulance Service's current rates with those of surrounding communities; reviewed the costs to be recovered by the new rates (2017 EMS Fund Proposed Budget) and taking into account the rules, regulations and laws determining Medicare and Medical Assistance reimbursements; and

WHEREAS, it is highly appropriate for the users to be charged for the cost of operating an ambulance service; and

WHEREAS, the proposed 2017 budget assumes the implementation of new ambulance rates.

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

ADOPTED _____

Chris L. Meyer, Mayor

APPROVED _____

Deb M. Hall, City Clerk

ATTACHMENT TO RESOLUTION NO. 2016-60

CITY OF MARSHFIELD AMBULANCE SERVICE
RATE SCHEDULE EFFECTIVE JANUARY 1, 2017

	<u>Current Rates</u>	<u>Proposed Increase</u>	<u>Proposed Rates</u>
<u>ADVANCED LIFE SUPPORT 1 (ALS1)</u>			
Resident/Contract Area	720.00	108.00	828.00
Non-Resident/Out of contract area	936.00	140.00	1,076.00
Neonatal & Special Peds	430.00	0.00	430.00
Calls for Assistance	275.00	28.00	303.00
No pick-up	0.00	0.00	0.00
Intercept Service Contract - SJH	410.00	0.00	410.00
<u>ADVANCED LIFE SUPPORT 2 (ALS2)</u>			
Resident/Contract Area	788.00	79.00	867.00
Non-Resident/Out of contract area	977.00	98.00	1,075.00
No pick-up	0.00	0.00	0.00
<u>STANDARD BASE RATE #1 (BLS)</u>			
Resident/Contract Area	600.00	90.00	690.00
Non-Resident/Out of contract area	804.00	121.00	925.00
Calls for Assistance	193.00	19.00	212.00
No pick-up	0.00	0.00	0.00
Resident Intergovernmental Agency Call	193.00	19.00	212.00
Non-Resident Intergovernmental Agency Call	275.00	28.00	303.00
<u>EXTENDED TRANSPORTS</u>	NA	NA	\$100/per hour
Transports to Hospitals outside Marshfield (2 hour min./ then every quarter hour)			
<u>CRITICAL CARE TRANSPORTS</u>	NA	NA	1,100.00
Critical care transports			
<u>MILEAGE CHARGES PER LOADED MILE</u>			
Resident/Contract Area	11.00	0.00	11.00
Non-Resident/Out of contract area	11.00	0.00	11.00
Neonatal & Special Peds	7.50	0.00	7.50
Resident/Non-Resident Intergovt Agency Call	Current IRS Business Mileage Rate		



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: AMY VAN WYHE, ACCOUNTING MANAGER
SUBJECT: AMBULANCE ACCOUNTS RECEIVABLE WRITE-OFFS; RESOLUTION 2016-61
DATE: 11/15/2016

BACKGROUND

The outstanding ambulance accounts receivable are analyzed on an annual basis to ascertain their collectability. Those charges outstanding that are deemed uncollectible are written off so the ambulance accounts receivable balance reflects a realistic number as required by Generally Accepted Accounting Principles (GAAP).

The City began providing an ambulance service in 1964. This service has grown today to a point where there are four ambulances and the necessary personnel to staff them when needed. In addition to serving the residents of the City of Marshfield, the City currently has thirteen (13) separate agreements with various surrounding towns and villages to provide this same service. The City charges each governmental unit a fee for this service; in 2016, the total fees charged were \$327,567. In addition, individuals that utilize this service are charged a user fee.

The City had 2,658 ambulance runs in 2015 with total charges, exclusive of contractual amounts, being \$1,279,904. The base ambulance rates were last changed to take effect January 1, 2016.

ANALYSIS

Attached is Resolution 2016-61. This resolution, if approved, would authorize the write-off of \$29,000 of outstanding ambulance accounts receivable as uncollectible. The 2016 budget reflects a \$29,000 allowance for these write-offs. These write-offs are for patients that typically are hard to contact, from out of the area or do not have medical insurance. These accounts, where appropriate, have been turned over to a local collection agency and/or entered into the WI Tax Return Intercept Program with minimal success in collection.

In 2006, the city implemented the process of entering eligible accounts into the TRIP program as an additional collection method. Collection efforts will continue until the outstanding amounts due are paid or legal restrictions impact the City's ability to collect. The Fire and Police Commission was presented the attached information at their November 3rd, 2016 meeting and the write-offs were approved by them.

RECOMMENDATION

I recommend the write-off of the ambulance accounts receivable be approved as submitted on Resolution 2016-61.

Concurrence - Steve Barg
City Administrator

Concurrence - Keith R Strey
Finance Director

RESOLUTION 2016-61

A resolution authorizing the City Finance Director to charge off certain unpaid ambulance accounts receivable invoices.

WHEREAS, certain ambulance accounts receivable invoices are being carried on the books of the City of Marshfield as outstanding; and

WHEREAS, these ambulance accounts receivable remain unpaid for the reasons set forth in Exhibit "A"; and

WHEREAS, all reasonable means of collecting the same have been exhausted; and

WHEREAS, the City Finance Director is desirous of charging off said invoices so they do not appear in the ambulance accounts receivable balance to comply with Generally Accepted Accounting Principles (GAAP);

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

1. That the unpaid ambulance accounts receivable invoices, set forth in Exhibit "A" attached hereto, are hereby declared to be uncollectible;
2. That the City Finance Director is hereby authorized and directed to charge off such unpaid ambulance accounts receivable invoices and to remove them from the records of the City of Marshfield.

Note: This resolution is recommended by the Fire and Police Commission.

ADOPTED _____

Mayor

APPROVED _____ ATTESTS: _____

City Clerk

2016 WRITE-OFF REPORT

EXHIBIT A

2013 Alliance, deceased & Trip	\$ 12,555.54
2014 Alliance, deceased & Trip	\$ 16,444.46
	<hr/>
<i>TOTAL WRITE OFFS FOR 2016</i>	<u>\$ 29,000.00</u>

Call Detail

2013 END OF YEAR OUTSTANDING

<u>Call No</u>	<u>Lg Rk Pat No</u>	<u>Patient Account Name</u>	<u>Call Date</u>	<u>Current Payor</u>	<u>Charges</u>	<u>Credits</u>	<u>Balance</u>
131310	1 A 25459	STEINHILBER, JAMES H	07/04/2013	PRIVATE (SELF PAY	663.12	619.56	43.56
131423	1 A 25504	BURT, ALBERTA	07/21/2013	PRIVATE (SELF PAY	175.00	0.00	175.00
131419	1 A 25502	GRAY, TAMARA J	07/21/2013	PRIVATE (SELF PAY	682.88	596.05	86.83
131435	1 A 25509	CLIFTON, ALAN	07/22/2013	PRIVATE (SELF PAY	670.40	536.32	134.08
131478	1 A 25470	RUCINSKI, EDWARD J	07/28/2013	PRIVATE (SELF PAY	576.24	505.70	70.54
131490	1 A 23295	HOEFS, DONALD C	07/30/2013	PRIVATE (SELF PAY	452.48	307.48	145.00
131519	1 A 23295	HOEFS, DONALD C	08/02/2013	PRIVATE (SELF PAY	175.00	10.00	165.00
131523	1 A 23295	HOEFS, DONALD C	08/02/2013	PRIVATE (SELF PAY	175.00	10.00	165.00
131683	1 A 23341	MILLER, JAMES B	08/03/2013	PRIVATE (SELF PAY	448.32	377.40	70.92
131561	1 A 25548	DIX, JERED K	08/08/2013	PRIVATE (SELF PAY	538.32	382.00	156.32
131560	1 A 25547	ZILK, NATHANIEL W	08/08/2013	PRIVATE (SELF PAY	703.68	0.00	703.68
131612	1 A 25569	WEINFURTER, EDWARD C	08/16/2013	PRIVATE (SELF PAY	668.32	0.00	668.32
131679	1 A 23341	MILLER, JAMES B	08/25/2013	PRIVATE (SELF PAY	458.72	385.72	73.00
131691	1 A 25592	CWIKLO, KURTIS J	08/27/2013	PRIVATE (SELF PAY	538.32	0.00	538.32
131707	1 A 25599	DRAKE, STEPHANI E	08/30/2013	PRIVATE (SELF PAY	459.76	0.00	459.76
131751	1 A 25619	PRITCHARD, SARA E	09/05/2013	PRIVATE (SELF PAY	580.60	0.00	580.60
131750	1 A 25618	SCHOFIELD, JODY L	09/05/2013	PRIVATE (SELF PAY	584.76	0.00	584.76
131772	1 A 12326	BANGART, ROSEMARIE	09/08/2013	PRIVATE (SELF PAY	469.12	394.04	75.08
131768	1 A 25628	GREINER, GEORGE R	09/08/2013	PRIVATE (SELF PAY	578.52	0.00	578.52
131770	1 A 25628	GREINER, GEORGE R	09/08/2013	PRIVATE (SELF PAY	582.68	0.00	582.68
131835	1 A 25656	STONE, DANIELLE M	09/15/2013	PRIVATE (SELF PAY	462.88	0.00	462.88
131846	1 A 25663	MANZELLA ESTATE, DOMI	09/19/2013	PRIVATE (SELF PAY	440.00	79.31	360.69
131874	1 A 25674	KRAFT ESTATE, SCOTT F	09/25/2013	PRIVATE (SELF PAY	705.40	0.00	705.40
131918	1 A 25693	SWANSON, JUNE F	10/03/2013	PRIVATE (SELF PAY	666.24	556.74	109.50
131925	1 A 25619	PRITCHARD, SARA E	10/04/2013	PRIVATE (SELF PAY	455.60	35.00	420.60
131962	1 A 22097	CODY, GARY D	10/09/2013	PRIVATE (SELF PAY	466.00	391.54	74.46
131963	1 A 25708	KORNTVED, HEIDI J	10/09/2013	PRIVATE (SELF PAY	457.68	357.68	100.00
131987	1 A 25715		10/13/2013	PRIVATE (SELF PAY	445.20	83.00	
131995	1 A 23341	MILLER, JAMES B	10/14/2013	PRIVATE (SELF PAY	450.40	379.06	71.34
132001	1 A 23341	MILLER, JAMES B	10/15/2013	PRIVATE (SELF PAY	449.36	378.23	71.13
132012	1 A 25721	WROBLEWSKI, GENEVIEV	10/17/2013	PRIVATE (SELF PAY	450.40	379.06	71.34
132053	1 A 25736	LANE, SAMANTHA M	10/23/2013	PRIVATE (SELF PAY	550.80	440.64	110.16
132076	1 A 23295	HOEFS, DONALD C	10/28/2013	PRIVATE (SELF PAY	452.48	302.48	150.00
132162	1 A 25619	PRITCHARD, SARA E	11/08/2013	PRIVATE (SELF PAY	456.64	0.00	456.64
132235	1 A 23341	MILLER, JAMES B	11/19/2013	PRIVATE (SELF PAY	538.32	454.41	83.91
132273	1 A 25801	MITCH, JOSHUA A	11/24/2013	PRIVATE (SELF PAY	575.40	0.00	575.40
132282	1 A 25803		11/25/2013	PRIVATE (SELF PAY	559.12	412.00	
132296	1 A 23341	MILLER, JAMES B	11/26/2013	PRIVATE (SELF PAY	448.32	377.40	70.92
132298	1 A 25807	FRISBEY, PHYLLIS	11/27/2013	PRIVATE (SELF PAY	559.12	0.00	559.12
132373	1 A 25807	FRISBEY, PHYLLIS	12/06/2013	PRIVATE (SELF PAY	469.12	0.00	469.12
132404	1 A 10049	DUPEE, BRANDON	12/11/2013	PRIVATE (SELF PAY	450.40	0.00	450.40
132414	1 A 20853		12/13/2013	PRIVATE (SELF PAY	562.24	193.00	
132441	1 A 23341	MILLER, JAMES B	12/17/2013	PRIVATE (SELF PAY	448.32	377.40	70.92
132434	1 A 22590	SYRING, MARTIN R	12/17/2013	PRIVATE (SELF PAY	175.00	0.00	175.00
132445	1 A 24711	SALZMANN, ALFRED J	12/18/2013	PRIVATE (SELF PAY	175.00	0.00	175.00
132462	1 A 23341	MILLER, JAMES B	12/19/2013	PRIVATE (SELF PAY	453.52	381.56	71.96
132507	1 A 25863	GAFFNEY, BARBARA J	12/27/2013	PRIVATE (SELF PAY	457.68	0.00	457.68
132532	1 A 22159	STANGL, RONALD L	12/29/2013	PRIVATE (SELF PAY	175.00	0.00	175.00

Call Detail
2013 END OF YEAR OUTSTANDING

<u>Call No</u>	<u>Lg Rk Pat No</u>	<u>Patient Account Name</u>	<u>Call Date</u>	<u>Current Payor</u>	<u>Charges</u>	<u>Credits</u>	<u>Balance</u>
Total For All				48	23136.88	9702.78	12,555.54

Call Detail

2014 OUTSTANDING REPORT

<u>Call No</u>	<u>Lg Rk Pat No</u>	<u>Patient Account Name</u>	<u>Call Date</u>	<u>Current Pavor</u>	<u>Charges</u>	<u>Credits</u>	<u>Balance</u>
140031	1 A 23341	MILLER, JAMES B	01/04/2014	PRIVATE (SELF PAY	478.32	406.81	71.51
140070	1 A 25888	ROBISON, LEN W	01/10/2014	PRIVATE (SELF PAY	486.64	0.00	486.64
140078	1 A 22695	BERGHAMMER, JESSE J	01/11/2014	PRIVATE (SELF PAY	497.04	0.00	497.04
140099	1 A 25898	SWANK, RONALD L	01/14/2014	PRIVATE (SELF PAY	480.40	0.00	480.40
140124	1 A 23341	MILLER, JAMES B	01/18/2014	PRIVATE (SELF PAY	478.32	406.81	71.51
140146	1 A 23505	CUSICK, HARMON E	01/22/2014	PRIVATE (SELF PAY	482.48	410.13	72.35
140153	1 A 17444	CARMICHAEL, HIRAM D	01/23/2014	PRIVATE (SELF PAY	619.52	495.62	123.90
140200	1 A 23341	MILLER, JAMES B	01/29/2014	PRIVATE (SELF PAY	478.32	406.81	71.51
140216	1 A 23626	VERKILEN, GARY P	02/01/2014	PRIVATE (SELF PAY	595.60	398.61	196.99
140253	1 A 23341	MILLER, JAMES B	02/07/2014	PRIVATE (SELF PAY	588.32	503.71	84.61
140279	1 A 25025	FERRY, JOSEPH S	02/12/2014	PRIVATE (SELF PAY	594.56	0.00	594.56
140301	1 A 23341	MILLER, JAMES B	02/15/2014	PRIVATE (SELF PAY	481.44	409.30	72.14
140368	1 A 23341	MILLER, JAMES B	02/26/2014	PRIVATE (SELF PAY	478.32	406.81	71.51
140387	1 A 25981	HEMMINGER, RICHARD G	02/28/2014	PRIVATE (SELF PAY	482.48	257.48	225.00
140381	1 A 23341	MILLER, JAMES B	02/28/2014	PRIVATE (SELF PAY	477.28	405.97	71.31
140420	1 A 25993	LUTTRELL, JESSICA L	03/06/2014	PRIVATE (SELF PAY	761.44	0.00	761.44
140430	1 A 25998	BRAAKSMA, BYRON L	03/07/2014	PRIVATE (SELF PAY	640.40	568.47	71.93
140425	1 A 18061	TRIMBERGER, PATTI	03/07/2014	PRIVATE (SELF PAY	593.52	507.87	85.65
140453	1 A 26004	HEMMINGER, SHIRLEY J	03/10/2014	PRIVATE (SELF PAY	592.48	367.48	225.00
140529	1 A 21332	SCHILLING, RYAN P	03/25/2014	PRIVATE (SELF PAY	597.68	0.00	597.68
140549	1 A 21006	LAMBERT, ELMER N	03/28/2014	PRIVATE (SELF PAY	478.32	100.00	378.32
140563	1 A 18533	READING, SHERI M	03/30/2014	PRIVATE (SELF PAY	486.64	0.00	486.64
140669	1 A 26070	COLLINGS, BILL G	04/12/2014	DEPARTMENT OF V	595.60	0.00	595.60
140654	1 A 23341	MILLER, JAMES B	04/12/2014	PRIVATE (SELF PAY	478.32	406.81	71.51
140668	1 A 18061	TRIMBERGER, PATTI	04/14/2014	PRIVATE (SELF PAY	591.44	506.20	85.24
140679	1 A 23341	MILLER, JAMES B	04/16/2014	PRIVATE (SELF PAY	478.32	406.81	71.51
140710	1 A 20244	VOLLMER, MATTHEW J	04/20/2014	PRIVATE (SELF PAY	648.72	0.00	648.72
140765	1 A 21686		04/28/2014	PRIVATE (SELF PAY	175.00	155.00	
140778	1 A 25431	MAURITZ, PHILLIP E	04/30/2014	DEPARTMENT OF V	597.68	0.00	597.68
140845	1 A 23341	MILLER, JAMES B	05/08/2014	PRIVATE (SELF PAY	478.32	406.81	71.51
140868	1 A 23341	MILLER, JAMES B	05/13/2014	PRIVATE (SELF PAY	478.32	406.81	71.51
140881	1 A 23106	SCHAR, DEBRA J	05/15/2014	BCBS of WISCONSII	598.72	435.00	163.72
140924	1 A 24976	KWICK, DEVIN L	05/20/2014	PRIVATE (SELF PAY	480.40	307.32	173.08
140936	1 A 26004	HEMMINGER, SHIRLEY J	05/21/2014	PRIVATE (SELF PAY	482.48	257.48	225.00
140959	1 A 22354	OLAZABAL, JOLENE R	05/25/2014	PRIVATE (SELF PAY	476.24	0.00	476.24
140968	1 A 18454	FURLER, KATHLEEN M	05/27/2014	DEPARTMENT OF V	609.12	0.00	609.12
141005	1 A 26172	MILLER, KATRINA R	06/01/2014	PRIVATE (SELF PAY	648.72	0.00	648.72
141030	1 A 26181	BALTZELL, JEREMIAH L	06/06/2014	PRIVATE (SELF PAY	779.12	0.00	779.12
141026	1 A 13568	COLLINS, KERRY R	06/06/2014	PRIVATE (SELF PAY	491.84	0.00	491.84
141040	1 A 23341	MILLER, JAMES B	06/10/2014	PRIVATE (SELF PAY	477.28	405.97	71.31
141041	1 A 18056	TRIMBERGER, MARK E	06/10/2014	PRIVATE (SELF PAY	481.44	391.20	90.24
141054	1 A 23341	MILLER, JAMES B	06/12/2014	PRIVATE (SELF PAY	477.28	405.97	71.31
141079	1 A 26197	BELK, SANDRA	06/17/2014	PRIVATE (SELF PAY	175.00	0.00	175.00
141107	1 A 26211	KIRSCHBAUM, THOMAS V	06/20/2014	PRIVATE (SELF PAY	483.52	0.00	483.52
141097	1 A 23341	MILLER, JAMES B	06/20/2014	PRIVATE (SELF PAY	477.28	405.97	71.31
141109	1 A 18061	TRIMBERGER, PATTI	06/21/2014	PRIVATE (SELF PAY	484.56	411.80	72.76
141181	1 A 26004	HEMMINGER, SHIRLEY J	07/04/2014	PRIVATE (SELF PAY	592.48	507.03	85.45
141191	1 A 26241	GOLEMBIEWSKI, GLENN	07/06/2014	PRIVATE (SELF PAY	648.72	575.13	73.59



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: AMY VAN WYHE, ACCOUNTING MANAGER
SUBJECT: WRITE-OFF OF VARIOUS NON-AMBULANCE ACCOUNTS, RESOLUTION 2016-62 & BUDGET RESOLUTION 26-2016
DATE: 11/15/2016

BACKGROUND

Each year the outstanding account receivables of the City are reviewed to determine those accounts that have little chance of collection. The last approved resolution to write-off various accounts, not including ambulance accounts, was Resolution 2015-59 which wrote off \$4,047.68 of delinquent accounts.

ANALYSIS

The attached resolution summarizes various accounts that have not been collected as of this date that are recommended to be written off. These accounts, where appropriate, were turned over to the City Attorney or a collection agency, with limited success. The total amount recommended to write-off is \$63,813.22 related to three properties with significant delinquent special charges for demolition costs as listed on the attached Resolution Exhibit "A". This is \$53,813.22 more than the 2016 budgeted amount of \$10,000. This will also require approval of a budget resolution to fund the recommended write-offs as presented in the attached budget resolution.

The recommended write-offs are required under Generally Accepted Accounting Principles (GAAP). GAAP standards require that the City of Marshfield financial statements accurately state account balances. If the likelihood of collecting balances due to the City is reduced to the point of being highly questionable or improbable, then it is required to write-off these balances. That does not mean that the Finance Department stops attempting to collect on these balances, when allowed, as we still do so. It just allows the Finance Department to adjust the financial records in accordance with GAAP.

By approving this resolution as well as the corresponding budget resolution, the City will be reducing the accounts receivable balances to more accurately reflect collectible amounts. The City will still attempt to collect those accounts that are not bankrupt or otherwise prohibited from pursuing collection. In accordance with Municipal Code Section 9-02(16), these individuals and businesses will not be issued any licenses or permits until their balances are paid in full.

RECOMMENDATION

Staff recommends approval of the following separate actions:

1. Resolution 2016-62 writing off \$63,813.22 of various non-ambulance general fund accounts.
2. Budget Resolution 26-2016 transferring \$53,813 to the Uncollectible Accounts budget, \$15,000 from Building Services & Inspection budget and \$38,817 from Contingency.

Concurrence - Steve Barg
City Administrator

Concurrence – Keith R Strey
Finance Director

RESOLUTION NO. 2016-62

A resolution authorizing the City Finance Director to write-off certain unpaid amounts owing to the City of Marshfield.

WHEREAS, certain account balances are being carried on the books of the City of Marshfield as outstanding; and

WHEREAS, all reasonable means of collection the same have been exhausted and it is deemed that said accounts are not collectible.

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

1. That the unpaid amounts set forth in Exhibit "A" attached hereto are hereby declared uncollectible;
2. That the City Finance Director is hereby authorized and directed to write-off such unpaid amounts to remove them from the records.
3. That, in the event that said amounts are ultimately collected, in full or in part, the City Finance Director is hereby directed to thereupon reimburse the General Fund of the City of Marshfield as appropriate.

ADOPTED: _____

Mayor

APPROVED: _____

Clerk

RESOLUTION 2016-62
Exhibit "A"

Delinquent Special Charges

<u>Name</u>		<u>Year</u>	<u>Amount</u>
Lang, Ralph - Chimney Demo	(3)	2011	\$ 13,872.67
Lang, Ralph - Bldg Demo	(3)	2012	36,452.84
Perushek, Michael – Bldg Raze	(3)	2012	<u>13,491.71</u>

Total Delinquent Special Charges \$ 63,817.22

GRAND TOTAL \$63,817.22

- (1) Turned over to a collection agency or city attorney with limited success
- (2) No longer in business
- (3) This is balance left after proceeds from sale of tax deed property were received and no other amounts will be received by City from Wood County or held as long-term tax lien on property without sale.
- (4) Bankrupt
- (5) Other adjustment due to limited collection success
- (6) Common Council direction
- (7) Adjustment per Common Council approved settlement agreement
- (8) No longer eligible for action under Wis. Stat. 74.55(1)
- (9) Deceased

BUDGET RESOLUTION NO. 26-2016

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 \$38,817 is hereby transferred within the General Fund, from Contingency Budget, a/c #1015156008.080000 to Uncollectible Accounts Budget, a/c #1015191008.080000.
2. That the sum of \$15,000 is hereby transferred within the General Fund, from Building Services & Inspection Budget, a/c #1015241023.230000 to Uncollectible Accounts Budget, a/c #1015191008.080000.
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. 26-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Contingency, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency \$ 38,817

General Fund Building Services & Inspection, a/c# 1015241023.230000:

1. 52900 – Other Contractual Services \$ 15,000

TRANSFERRED TO:

General Fund Uncollectible Accounts, a/c# 1015191008.080000:

1. 57410 - Bad Debt Expense \$ 53,817

* * * * *

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



Keith R. Strey, CPA
Finance Director
(715) 387-3033
Fax (715) 384-9310
keith.strey@ci.marshfield.wi.us

DATE: November 15, 2016
TO: Finance, Budget and Personnel Committee
FROM: Amy Van Wyhe
Accounting Manager
RE: 2017 Ambulance Service Contracts

SUMMARY

Attached is a copy of information submitted to the Fire and Police Commission regarding renewal of Ambulance Service Contracts with 13 surrounding Towns and Villages for 2017. The Fire and Police Commission was presented the attached information at their November 3rd, 2016 meeting and the renewals were approved by them at the dollar amounts proposed on the last page of the attached memo.

Please review the attached memo regarding the proposed Ambulance Service Contracts with the 13 Towns and Villages.

RECOMMENDATION

I recommend that the Ambulance Service Contracts with the 13 Towns and Villages are renewed at the proposed rates on the last page of the attached document.

Concurrence – Steve Barg
City Administrator

Keith R. Strey
Finance Director

Attachments

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 3, 2016
TO: Fire and Police Commission
FROM: Amy Van Wyhe
Accounting Manager
RE: 2017 Ambulance Service Contracts

SUMMARY

The City of Marshfield provides ambulance service to St. Joseph's Hospital for neo-natal and special pediatric runs, to 13 towns and villages, and to the residents of the City itself. The City has a separate contract with St. Joseph's Hospital for backup ambulance service. This memo concerns only the ambulance service contracts with the 13 towns and villages.

BACKGROUND

The City initially entered into these contracts on January 1, 1981 after Wood County discontinued its subsidies to various communities, including Marshfield, that were providing ambulance service to outlying towns and villages that did not have their own ambulances or personnel. The City began servicing the Town of Sherry in 1991. The Town of Rock did not renew their contract for 1995, but did renew their contract with the City beginning in 2009. The Town of Arpin did not renew for 1998 and the Village of Arpin did not renew for 2001.

The contract amounts for 1981 were determined by multiplying the lost subsidy from Wood County by a weighted percentage. Beginning with the 1982 contract year, the cost allocated to the towns and villages was based upon the prorated cost, using mileage, to the City for the entire ambulance service. For the 1996 the cost allocated to the towns and villages was based upon the same percentage increase as the percentage increase of the ambulance service cost (5.7%). For the 1997 through 2013 contracts, the amount of mileage driven within the contract areas was used to determine the total cost allocated to the participating communities.

In 2014, due to sequestration's impact on Medicare as well as minimal increases over the past five years, the contract cost was based upon the amount of mileage driven within the contract areas as a basis, a minimum of the CPI Medical Professional Services inflationary factor, or the previous five year contract increase average and the five year revenue percentage average of the Medicare adjustment. In 2016, due to the increased mandatory Medicare/Medicaid Adjustment amount, the contract cost is based upon the minimum of Medical Professional Services amount (3.3% as of August 2016), or five year average percentage increase of Medicare/Medicaid adjustment (29.44%) applied to each community by their weighted percentage.

The language of the contracts has basically remained the same over time. The towns and villages are responsible for paying their contract amounts and also for paying uncollectible accounts within their boundaries up to \$3,000 per contract year. A sample copy of the contract is attached for your information.

ANALYSIS

Also attached are the following four documents:

- . Summary of additional data pertinent to the determination of the contract amounts;
- . Worksheet showing the calculation of the weighted percentages; and
- . Ambulance contract amount comparisons for the last four years detailed by each town and village.
- . Medicare/Medicaid adjustment history

A brief discussion of each of these four documents follows:

The first document compares the total estimated 2016 ambulance costs, the percentage of miles driven within the contract area to the total miles driven (including actual and recommended), and a comparison of the weighted percentages for the last five years. Historically, except for the 1996 contract year, the total amount to be contracted with the municipalities has been determined as the percentage of miles driven within the contracted areas to the total miles driven multiplied by the total estimated ambulance cost. This percentage is 61.24% for 2015.

Inclusion of the Saint Joseph's Hospital projected contract fees was made as they offset costs budgeted for operating the ambulance service and for making capital purchases. These budgeted operating costs and capital purchases are included in the projected 2017 ambulance service costs and therefore any revenue received to subsidize these costs should be included in the calculation of costs to allocate to the contracted communities.

As mentioned above, the cost of providing the ambulance service is allocated to the various towns and villages using a weighted formula. The second document is a worksheet showing the calculation that determines this weighted percentage.

There are three components to the formula: population, square miles, and the number of runs for each town and village. A weighted percentage of 75%, 5% and 20% respectively is given to these factors. The population data is based upon estimates provided by the State; the square miles was obtained from the City of Marshfield Public Works Director, and the number of runs was provided in the 2016 Marshfield Fire and Rescue Annual Report.

The third document is a comparison of the contract amounts for the last four years. It also shows the 2017 recommended contract amounts.

The fourth document shows the Medicare/Medicaid adjustment history.

RECOMMENDATION:

I recommend that the Fire and Police Commission approve renewal of the contracts with these 13 towns and villages for the 2017 contract year at the amounts shown in the third document. The Commission should also recommend this to the Finance, Budget and Personnel Committee for their consideration.

Attachments

cc: Fire Chief
City Administrator
Finance Director

AMBULANCE SERVICE CONTRACT

This contract, made this 8th day of November, 2016 between the City of Marshfield, Wisconsin, a municipal corporation, hereinafter referred to as "City", party of the first part, and the «MUNICIPAL» of «NAME», «COUNTY» County, Wisconsin, hereinafter referred to as the "Municipality", **WITNESSETH:**

WHEREAS, the City is the owner and operator of an ambulance service and the Municipality is desirous of entering into an agreement under the terms of which the City will provide ambulance service to said Municipality; and

WHEREAS, the City is willing to provide such ambulance service to the Municipality on the terms and conditions set forth herein;

THEREFORE, IT IS AGREED AS FOLLOWS:

1. The City shall provide ambulance service to the Municipality, which shall include ambulance equipment, personnel and services that meet required standards. Operating personnel shall be agents and employees of the City, not of the Municipality.
2. The user shall have the option of being transported to the nearest, most appropriate medical facility, that includes, but is not solely limited to, St. Joseph's Hospital in Marshfield, Wisconsin; Aspirus Riverview Hospital, Wisconsin Rapids, Wisconsin; St. Michael's Hospital, Stevens Point, Wisconsin; St. Clare's Hospital, Weston, Wisconsin, Aspirus Hospital, Wausau, Wisconsin, or Memorial Medical Center, Neillsville, Wisconsin, with the EXCEPTION of users with cardiac and trauma related emergencies, who shall be transported to the nearest, most appropriate hospital, such as St. Joseph's Hospital, Marshfield, Wisconsin.
3. The City shall retain all ambulance user fees charged for such service and shall have control of all of the details of such service. The City assumes all responsibility in providing the ambulance service, including the collection of all user fees and other charges for said service. The Municipality shall be responsible for uncollectible accounts for ambulance charges incurred during the term of the contract, after the same have been unpaid for six (6) months, but not to exceed the sum of Three Thousand and no/100 (\$3,000.00) Dollars for said term. The Municipality shall reimburse the City for these uncollectible accounts when any account becomes six (6) months old. If the service is performed on a boundary street or road between two municipalities, they shall share such account equally.
4. Any time that an ambulance is called for a vehicle accident in the undersigned Municipality, the Fire Department providing protection shall respond to provide fire protection and assist in rescue.
5. The city ambulance service shall not respond outside of the city limits for non-medical responses, (e.g., lift assist with no injury reported) unless on scene EMR's request medical intervention or EMR's are unavailable.

AMBULANCE SERVICE CONTRACT

6. The Municipality shall pay to the City for the ambulance service to be performed under the terms hereof the sum of «AMOUNT», «FIGURE» Dollars in two equal installments, due on February 15th and August 15th respectively. If any of these installment payments become delinquent, the total remaining contract outstanding becomes payable immediately.

7. This document constitutes a one-year contract, commencing January 1, 2017 but may be renewed for such period and on such terms and conditions as may mutually be agreed upon between the parties. If renewed, said renewal shall be agreed upon no later than November 30, «YEAR» or the 15th day of October of any subsequent year of a renewal term.

Dated: _____, 20 _____

CITY OF MARSHFIELD

«MUNICIPAL» of «NAME»

By _____
Mayor

By _____
Chairman

Attest: _____
City Clerk

Attest: _____
Clerk

CITY OF MARSHFIELD
ESTIMATED 2017 AMBULANCE EXPENDITURE
ACCOUNTS RECEIVABLE

ADDITIONAL DATA 00-2

Sheet B

Budget Comparisons	<u>Amount</u>	<u>Dollar Increases</u>	<u>Percentage Increases</u>
2013 Final Revised Budget	1,206,223	21,406	1.81%
2014 Final Revised Budget	1,265,400	59,177	4.91%
2015 Final Revised Budget	1,201,275	(64,125)	-5.07%
2016 Revised Budget	1,224,296	23,021	1.92%
2017 Admin Recommend Budget	1,278,254	53,958	4.41%

Summary of Miles Driven	<u>Contract Area</u>	<u>Total Miles</u>	<u>Percentage</u>	
			<u>Actual</u>	<u>Used</u>
2015 for the 2017 contract year	7,764	12,678	61.239%	60.668%
2014 for the 2016 contract year	7,262	11,405	63.679%	60.989%
2013 for the 2015 contract year	7,227	12,170	59.385%	59.454%
2012 for the 2014 contract year	6,723	11,286	59.570%	59.757%
2011 for the 2013 contract year	7,281	12,244	59.466%	59.852%
2010 for the 2012 contract year	7,451	11,856	62.846%	61.243%
2009 for the 2011 contract year	7,534	13,453	56.002%	61.593%

Allocation of Total Cost to Contract Area

Past Practice:

	<u>Actual</u>	<u>Recommended</u>
Total: Net Budgeted 2017 Ambulance Service Costs	\$1,278,254	\$1,278,254
Less: Budgeted 2017 SJH Service Contract Fees	(19,000)	(19,000)
Budgeted Act 102 Grants Received in 2017 for FY 2016	(6,809)	(6,809)
	<u>\$1,252,445</u>	<u>\$1,252,445</u>

Percentage of Contract Area Miles to Total Miles 61.239% 60.668%

Costs Allocated to Contract Area \$766,982.90 \$759,831.80

Comparison of Weighted Percentages

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Towns: Arpin	0.000%	0.000%	0.000%
Auburndale	2.760%	2.756%	2.673%
Cameron	1.441%	1.475%	1.389%
Lincoln	4.504%	4.462%	4.417%
Marshfield	2.395%	2.405%	2.245%
Milladore	2.321%	2.305%	2.204%
Richfield	5.970%	5.782%	6.101%
Rock	2.761%	2.756%	2.776%
Sherry	2.601%	2.554%	2.540%
McMillan	5.454%	5.582%	5.670%
Fremont	3.686%	3.728%	3.702%
Villages: Arpin	0.000%	0.000%	0.000%
Auburndale	1.872%	1.885%	1.886%
Hewitt	2.120%	2.112%	2.179%
Milladore	0.707%	0.711%	0.716%
City of Marshfield	61.408%	61.488%	61.502%
	<u>100.000%</u>	<u>100.000%</u>	<u>100.000%</u>

CITY OF MARSHFIELD
ESTIMATED 2017 AMBULANCE
CONTRACT COMPARISONS

Sheet A

CONTRACT COMPARISONS 00-1

Contract Year:

	2013	2014	2015	2016	2017	Dollar	2017	5yr Avg	Weighted
	Actual	Actual	Actual	Actual	Projected	Difference	Percentage	Percentage	Percentage
							Change	Change	Change
Towns:									
Auburndale	\$19,559	\$20,218	\$21,547	\$22,574	\$24,452	\$1,878	8.3%	4.6%	2.67%
Cameron	10,998	11,473	12,136	\$12,621	\$13,597	\$976	7.7%	3.6%	1.39%
Lincoln	34,213	35,355	37,336	\$38,750	\$41,854	\$3,104	8.0%	4.1%	4.42%
Marshfield	16,821	17,837	18,980	\$19,878	\$21,455	\$1,577	7.9%	4.2%	2.24%
Milladore	16,805	17,462	18,224	\$18,649	\$20,198	\$1,549	8.3%	3.2%	2.20%
Richfield	44,564	45,544	48,317	\$50,422	\$54,709	\$4,287	8.5%	3.5%	6.10%
Rock	19,991	20,609	21,618	\$22,551	\$24,502	\$1,951	8.7%	5.8%	2.78%
Sherry	19,149	19,935	21,095	\$21,948	\$23,733	\$1,785	8.1%	3.7%	2.54%
McMillan	39,994	41,847	44,704	\$47,040	\$51,024	\$3,984	8.5%	5.0%	5.67%
Fremont	26,943	28,149	29,781	\$30,977	\$33,578	\$2,601	8.4%	3.8%	3.70%
Villages:									
Auburndale	\$15,485	\$15,826	\$16,802	\$17,550	\$18,876	\$1,325	7.6%	3.4%	1.89%
Hewitt	15,467	15,807	17,178	\$18,448	\$19,980	\$1,531	8.3%	5.8%	2.18%
Milladore	5,504	5,625	5,937	\$6,158	\$6,661	\$503	8.2%	4.7%	0.72%
Cities:									
Total Contracts	\$285,493	\$295,687	\$313,656	\$327,567	\$354,617	\$27,050	8.3%	4.5%	38.50%
Marshfield	444,424	469,188	494,454	511,915	580,944	69,029	13.5%	5.6%	61.50%
	<u>\$729,917</u>	<u>\$764,875</u>	<u>\$808,110</u>	<u>\$839,482</u>	<u>\$935,561</u>	<u>\$96,079</u>	<u>11.4%</u>	<u>5.2%</u>	<u>100.00%</u>
Contracts Total									
Yearly Percentage Chg	0.37%	3.57%	6.08%	4.44%	8.26%				
5 Year Percentage Chg					24.21%				
Total (including City of Marshfield)									
Yearly Percentage Chg	0.14%	4.79%	5.65%	3.88%	13.48%				
5 Year Percentage Chg					30.72%				
Medical Care Professional Services CPI	1.90%	1.60%	1.70%	3.30%					

CITY OF MARSHFIELD
 MEDICARE/MEDICAID ADJUSTMENT
 SUPPLEMENTAL INFORMATION

	2009	2010	2011	2012	2013	2014	2015	Estimated 2016
Ambulance Fee Revenue	805,622	797,459	919,651	987,514	1,098,923	1,181,386	1,279,904	1,418,463
Medicare/Medicaid Adjustment	(82,627)	(94,512)	(123,876)	(181,682)	(286,932)	(352,939)	(431,938)	(553,895)
Percentage of Fees Adjusted	-10.26%	-11.85%	-13.47%	-18.40%	-26.11%	-29.87%	-33.75%	-39.05%

5 year average
 -29.44%



City of Marshfield Memorandum

Date: November 22, 2016
To: Common Council Members
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: Revised RFP for Assessing Services

BACKGROUND

During the November 1, 2016 Finance Budget and Personnel Meeting, the committee approved staff to decline the applicant for the initial Assessing Services RFP based on the single RFP response and to repost a revised RFP for these services. The document was revised and attached for your review.

Key changes include:

- Extended submission period for proposals (November 28, 2016-January 27, 2017)
- Effective start date of contract work (moved to May 1, 2017) with full responsibility by September 1, 2017
- Reduction of overlap period with current assessor from 5 months to 4 months
- Removal of responsibility for the 2017 tax roll
- Change in completion of 2017-2019 tax rolls to 2018-2020 tax rolls.
- Clarification surrounding the conversion from GVS to Market Drive and the expectation of the bidders involvement in the transition
- Removal of the statement, "No pre-proposed meetings shall be scheduled." The City will provide prospective bidders with the ability to meet with staff during an "open house"
- Clarification regarding the contractors need to address outstanding questions/defense of the roll regarding the 2020 tax roll following completion of the role (expected 7/31/2020) as needed

The Finance Budget and Personnel Committee voted unanimously in favor for the revised RFP for Assessing Services during the 11/15/2016 Finance Budget and Personnel Committee Meeting.

RECOMMENDATION

We are requesting approval to repost the revised 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:
January 27, 2017
AT 12:00 PM

CITY OF MARSHFIELD
REQUEST FOR PROPOSAL FOR
ASSESSMENT SERVICES
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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 2018, 2019, and 2020 assessment rolls**. The City is seeking a firm/individual to serve as its statutory assessor and to provide annual maintenance work in a competent, timely, efficient, cost-effective and customer service-oriented manner.

The City will provide overlap with the current assessor from May 1, 2017 through August 31, 2017 before assuming full Assessing Services as of September 1, 2017.

It is important to note that the City is currently in the process of converting from GVS to Market Drive software for future assessment rolls, and the successful bidder will be expected to assist with the software transition.

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 98.76% in Wood County, and 99.85% 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 January 27, 2017. The effective date when the contract work is to begin is May 1, 2017 with full responsibility as of September 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

A pre-proposal “open house” will be scheduled in January to enable bidders to meet with staff and ask questions. 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 May 1, 2017 and ending upon completion of the 2020 assessment roll (estimated on or before July 31, 2020). In addition, the bidder must be willing to answer questions/defend the tax roll if needed beyond the completion of the roll as needed.

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:	January 27, 2017
Selected firm notified (anticipated):	March 15, 2017
Coverage beginning date (no later than):	May 1, 2017

III. SPECIFIC SERVICES REQUIRED

1. The assessor shall be responsible for all of the work performed to properly and professionally assess and defend values for 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 and report 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 with approval of planned hours by the City Administrator or designee. (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 may be required following assessment notices are sent out, during open book review, and prior to the Board of Review. In addition, the assessor may be required to attend city meetings as requested by the City Administrator.**
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 and email address for City officials to contact the assessor during regular business hours, Monday through Friday, and shall return calls and emails 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 from property tax, and will mail written determinations to owners when requests are received.**
 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 Statute.
 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 work with the City Clerk who is statutorily responsible for scheduling and coordinating the annual Board of Review proceedings.** The assessor will conduct open book sessions in accordance with Wisconsin State Statutes. Assessor shall prepare written hearings, incorporating record of open book contacts to file with the State required AAR (Annual Assessor’s Report).
 23. The assessor will prepare an annual report of assessment roll changes for the Board of Review. **The assessor shall update the 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, the Marathon County Property Lister, and Wood County Treasurer.**

24. 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 assessment modifications as approved.
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 **in parks** 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) coordinating that process with the IT Department and Marshfield Utilities.**
30. **The assessor shall also perform all other duties incidental to the normal duties of the assessor, including, but not limited to, generating a report for the business improvement district (BID), reports necessary for the tax incremental financing districts (TIDS), coordinating payments in lieu of tax and a top taxpayer report with the Finance Department, tracking omitted property values for future rolls, work associated with ag use conversion notices, and municipal boundary agreements.**
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 actively certified and 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 converting from GVS (Global Valuation Systems) to Market Drive software for future assessment roll work. 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 a total of 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 including overlap assistance along with conversion of GVS to Market Drive in 2017 for 2018, and full responsibility of services in 2018, 2019 and 2020. Beginning not later than May 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 for the proposed contract 2017 services and full service 2018, 2019, and 2020 tax rolls 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 as approved by City Administrator or designee. 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 possess the Assessor 2 level of certification (or the level prescribed by the Wisconsin Property Assessment Manual). Staff should be competent and certified 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. 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.
9. 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.
10. 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.

11. 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.
12. The assessor is not permitted to assign, subcontract, or transfer the work of providing assessment services, without the prior written approval of the City.
13. 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.
14. 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.
15. 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.
16. 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 **January 27, 2017**. 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 for 2017 (limited as noted above), 2018, 2019, and 2020.

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 by approximately March 15, 2017. Following notification of the respondent selected, it is expected a contract will be executed between both parties prior to May 1, 2017. It is anticipated that the work under the contract will begin on no later than May 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.

**CITY PLAN COMMISSION
MARSHFIELD, WISCONSIN
MINUTES OF NOVEMBER 15, 2016**

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

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

EXCUSED: Joe Gustafson

ABSENT: None

ALSO PRESENT: Alderman Earll; City Administrator Barg; Development Services Director Angell; City Planner Miller; Director of Public Works Knoeck; the media and others.

PC16-55 Motion by Wood, second by Penker to recommend approval of the minutes of the October 18, 2016 City Plan Commission meeting.

Motion Carried

Citizen Comments - None

PUBLIC HEARING - Conditional Use Request by Pam Johns, to permit an 8-bed Community Based Residential Facility (CBRF), “Community Living Arrangement” use in the “SR-2” Single Family Residential district. The request includes exceptions to being located within 2,000 feet and across the street from another Community Living Arrangement, and for the total “Community Living Arrangement” population to exceed 1% of the City population and 1% of the Aldermanic District population, located at 718 South Drake Avenue.

COMMENTS:

- Alderman Earll brought forward concerns of neighbor at 8th Street and Drake Avenue who was not able to attend the meeting. Her concerns include increased traffic on Drake Avenue; parking restrictions on the west side of Drake Avenue will encourage parking along the east side of the street, possibly causing damage to the terrace area along her house and she would get charged for repair; and she is concerned about property values being impacted.

PC16-56 Motion by Penker, second by Wood that based on findings that the proposed community living arrangement will provide housing to residents that fall within the protected class under the Americans with Disabilities Act and the Fair Housing Amendments Act, recommend approval of a Conditional Use Permit for an 8-Bed Community Based Residential Facility at 718 South Drake Avenue zoned “SR-2” Single Family Residential District with exceptions to the 2,000 foot separation requirement and the Aldermanic and City population limitations, subject to the following conditions:

1. The Conditional Use Permit shall expire if the proper license to establish the regulated care facility is not obtained within 12 months of Common Council approval or if the license is not maintained for a period of 12 or more consecutive months.
2. The site plan for the driveway addition is approved, allowing minor modifications to be approved administratively, including future ramps as long as the changes do not result in development becoming non-compliant with this conditional use permit or other zoning code requirements.
3. Applicant is responsible for obtaining any and all building permits needed.
4. Any exterior changes or additions to the facility must be constructed of similar building materials and visual appearance as the house.
5. Staff must park on-site during shifts.

Motion Carried

PC16-57 Motion by Wagner, second by Kaprelian to recommend approval of the updated Marshfield Urban Area Boundary and Functional Classification System Map as presented.

Motion Carried

City Planner Miller presented a review of Comprehensive Plan Issues and Opportunities. The Commission discussed various issues and opportunities related to the transportation system including our fractured bike trail and route system, heavy truck traffic on Central Avenue, pedestrian safety downtown and the possibility of a trolley system for Marshfield.

Items for Future Agendas:

- Discussion on definition of Institutional Neighborhoods as related to CBRF's.

Staff Updates:

There being no objections, Mayor Meyer adjourned the meeting at 8:22 PM

Daniel G. Knoeck, Secretary
CITY PLAN COMMISSION



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, City Planner
DATE: November 22, 2016

RE: Resolution 2016-64 – November 2016 Conditional Use Permit.

Background

On November 15, 2016, the Plan Commission reviewed one Conditional Use Permit request. The request was to establish an 8-bed Community Based Residential Facility.

Analysis

For more details on the projects below, please review the application materials in the packet from the November 15, 2016 Plan Commission meeting. The packet is available on the City's website.

Resolution 2016-64

Conditional Use Request by Pam Johns to permit an 8-bed Community Based Residential Facility (CBRF), "Community Living Arrangement" use in the "SR-2" Single Family Residential district. The request includes exceptions to being located within 2,000 feet and across the street from another Community Living Arrangement, and for the total "Community Living Arrangement" population to exceed 1% of the City population and 1% of the Aldermanic District population, located at 718 South Drake Avenue (Parcel 33-03353A).

A public hearing was held on Tuesday, November 15, 2016 where comments from one of the neighbor's, Linda Hill, located at 1107 West 8th Street, was not able to attend the meeting, but asked staff (comments shared during the presentation) and Alderperson Earll to share her concerns with the Plan Commission. Below is a summary of their comments:

- Property values could be negatively impacted.
- Having an increase in the amount of ambulance calls.
- Deliveries for food.
- Parking for nursing visits besides just staff.

- Driveway lighting not shining into the neighbor's houses.
- Increased traffic on Drake Avenue
- Parking restrictions on the west side of Drake Avenue will encourage parking along the east side of the street, possibly causing damage to the terrace area along her house and she would get charged for repair.

The Plan Commission recommended the following action:

Based on findings that the proposed community living arrangement will provide housing to residents that fall within the protected class under the Americans with Disabilities Act and the Fair Housing Amendments Act, staff recommends that the Plan Commission APPROVE a Conditional Use Permit for an 8-Bed Community Based Residential Facility at 718 South Drake Avenue zoned "SR-2" Single Family Residential District with exceptions to the 2,000 foot separation requirement and the Aldermanic and City population limitations, with the following conditions:

1. The Conditional Use Permit shall expire if the proper license to establish the regulated care facility is not obtained within 12 months of Common Council approval or if the license is not maintained for a period of 12 or more consecutive months.
2. The site plan for the driveway addition is approved, allowing minor modifications to be approved administratively, including future ramps as long as the changes do not result in development becoming non-compliant with this conditional use permit or other zoning code requirements.
3. Applicant is responsible for obtaining any and all building permits needed.
4. Any exterior changes or additions to the facility must be constructed of similar building materials and visual appearance as the house.
5. Staff must park on-site during shifts.

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

Recommendation

Approve Resolution 2016-64.

Attachments

1. Resolution 2016-64

Concurrence:



Jason Angell
Director of Development Services



Steve Barg
City Administrator

RESOLUTION NO. 2016-64

Document Number

Document Title

A Resolution approving a Conditional Use Request by Pam Johns to permit an 8-bed Community Based Residential Facility (CBRF), "Community Living Arrangement" use in the "SR-2" Single Family Residential district. The request includes exceptions to being located within 2,000 feet and across the street from another Community Living Arrangement, and for the total "Community Living Arrangement" population to exceed 1% of the City population and 1% of the Aldermanic District population, located at 718 South Drake Avenue, City of Marshfield, Wood County, Wisconsin.

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

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 15th day of November, 2016 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

See Attachment A – Legal Description

SECTION 2. The above described property, is permitted to establish an 8-bed Community Based Residential Facility, "Community Living Arrangement" use in the "SR-2" Single Family Residential district, with exceptions to the 2,000 foot separation requirement and the Aldermanic and City population limitations, located at 718 South Drake Avenue.

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

1. The Conditional Use Permit shall expire if the proper license to establish the regulated care facility is not obtained within 12 months of Common Council approval or if the license is not maintained for a period of 12 or more consecutive months.
2. The site plan for the driveway addition is approved, allowing minor modifications to be approved administratively, including future ramps as long as the changes do not result in development becoming non-compliant with this conditional use permit or other zoning code requirements.
3. Applicant is responsible for obtaining any and all building permits needed.
4. Any exterior changes or additions to the facility must be constructed of similar building materials and visual appearance as the house.
5. Staff must park on-site during shifts.

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

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

ADOPTED _____

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED _____

DEB M. HALL, City Clerk

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

STATE OF WISCONSIN COUNTY OF _____

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

Recording Area

Name and Return Address

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

33-03353A

Parcel Identification Number (PIN)

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

CITY OF MARSHFIELD, WI

RESOLUTION NO. 2016-64

ATTACHMENT A

LEGAL DESCRIPTION

That part of the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 7, T25 N, Range 3 East, City of Marshfield, Wood County, Wisconsin, described as follows: Commencing at a point on the East and West Quarter line of section (the line also being the South line of the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 7, T25 N, Range 3 East) which is 326- $\frac{1}{2}$ feet West of the SE corner of the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$, proceeding thence North and parallel with the East line of the Section, 499 feet; proceeding thence at left angles West and parallel with the South line of the Section, 160- $\frac{3}{4}$ feet; proceeding thence at left angles South and parallel with the East line of the Section, 499 feet to the South line of the Section; proceeding thence at left angles East along the Quarter line, 160- $\frac{3}{4}$ feet to the place of beginning, excepting therefrom however, those parts thereof as are described in and conveyed by the Deeds recorded in Volume 417 of Deeds on page 215, and in Volume 444 of Deeds on page 509, Wood County Records, and except and subject to highways, easements and rights of way of record. Also, except easements, restrictions, reservations and zoning ordinances and rights of way of record.



City of
Marshfield
Memorandum

TO: Common Council
FROM: Thomas R. Turchi
DATE: November 17, 2016
RE: Change to Municipal Code for Special Assessments.

Background

An issue arose this year with the processing of special assessments that our Municipal Clerk requested a change to improve and maintain the efficiency of processing special assessments.

Analysis

Calculating special assessments for large projects consumes a great deal of time to ensure all calculations are done correctly due to the variety of assessable items. Such as driveway areas, sidewalk quantities, storm sewer laterals, sanitary sewer laterals and finally water service laterals. Each of these items differ for each parcel which consumes a great deal of time to ensure these calculations are correct for each and every parcel.

With the large number of parcels that have been affected by special assessments the process and the extended time property owners have been given for initial payment of special assessments has created a situation where bills can be mailed out and the assessment doesn't make it to the tax roll until the following year. This causes difficulties especially if there is a change in ownership between the time the bill is mailed and the time it is placed upon the tax roll.

Previously, residents were only given 30 days and this was changed a few years ago to 90 days. What we are looking for now would be to split the difference and change the 90 day timeline to 60 days.

This change to the Municipal Code has been recommended by the Board of Public Works.

Recommendation

I recommend that Ordinance 1341 timeline for payment of special assessments without interest be adjusted from 90 days to 60 days and that section 13-97 of the Municipal Code be amended to reflect these changes.

Concurrence

Steve Barg
City Administrator

Dan Knoeck
Director of Public Works

ORDINANCE NO. 1341

An Ordinance amending Section 13-97 of the Marshfield Municipal Code providing payment of special assessments without interest from 90 days to 60 days.

SECTION 1. Section 13-97(9) of the Marshfield Municipal Code shall be deleted in its entirety and replaced with the following:

(9) Terms for repayment of special assessments. The following terms shall be used in the repayment of special assessments:

- **\$ 0.00 - \$ 500.00** 60 days from date of receipt of invoice of final assessments without interest, or until the next property tax bill is due with interest accrued from the date of the final invoice.
- **\$ 501.00 to \$5,000.00** 60 days from date of receipt of invoice of final assessments without interest. If not paid in full, remaining balance will be added to the tax bill in 10 equal payments with interest accrued from the date of the final invoice for all types of construction.
- **Over \$5,000** 60 days from date of receipt of invoice of final assessments without interest. If not paid in full, remaining balance will be added to the tax bill in 20 equal payments with interest accrued from the date of the final invoice for all types of construction.

a) Upon sale or conveyance by deed of any property subject to a special assessment which is authorized to be paid in installments and which has been placed on the tax roll, the entire amount of the special assessment then outstanding shall be immediately due and payable and shall not be assumed by the purchaser of the property, except as provided for in subsection (b) below. In the event of nonpayment, the entire outstanding special assessment balance shall be placed on the next ensuing tax roll and collected in the same manner as taxes upon real estate. Following such a conveyance, the city clerk shall make appropriate modifications to the city's special assessment roll and records to reflect such change. The entire balance of special assessments must be paid when property subject to a special assessment is divided by re-platting in a certified survey map or any portion of the land subject to a special assessment is sold or conveyed by a separate legal description.

b) The provisions of subsection (a) above shall not apply to any conveyance:

1. Which, executed for nominal, inadequate or no consideration, confirms, corrects or reforms a conveyance previously recorded.
2. Pursuant to mergers of corporations.
3. By a subsidiary corporation to its parent for no consideration, nominal consideration or in sole consideration of cancellation, surrender or transfer of capital stock between parent and subsidiary corporations.
4. Between husband and wife, parent and child, step parent and step child, parent and son-in-law or parent and daughter-in-law for nominal or no consideration.
5. Between agent and principal or from a trustee to a beneficiary without actual consideration.
6. Solely in order to provide or release security for a debt or obligation except as required by Wis. Stats. 77.22(2)(b).

7. By will, descent or survivorship.
 8. Pursuant to or in lieu of condemnation.
 9. Under a foreclosure or a deed in lieu of a foreclosure to a person holding a mortgage or to a seller under a land contract.
 10. Between a corporation or partnership and its shareholders or partners if all of the stock is owned by, or all the partners are, spouses or lineal ascendants or descendants of each other, if the transfer is for no consideration except stock of the corporation or an interest in the partnership and if, in the case of transfers from corporations, the corporation owned the property for at least three years.
 11. To a trust if a transfer from the grantor to the beneficiary of the trust would be exempt from this section.
 12. Between a limited liability company and its shareholders if all of the stock is owned by, or all the partners are, spouses or lineal ascendants or descendants of each other, if the transfer is for no consideration except stock of the corporation or an interest in the partnership and if, in the case of transfers from limited liability companies the limited liability company owned the property for at least three years.
- c) In the event that a parcel subject to special assessments is subdivided by plat or certified survey map and the remaining balance of special assessment due is in excess of \$10,000, said balance may be divided among the newly created parcels on a prorated basis. Any prorated special assessments shall remain on the same payment schedule as the special assessments on the original parcel except if the prorated special assessment is \$500 or less, in which case, the prorated special assessment shall be paid in full within 60 days of the date of proration or until the next property tax bill is due. Interest shall continue to accrue at the original rate for all prorated special assessments.

SECTION 2. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 3. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 4. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



City of
Marshfield
Memorandum

TO: Common Council
FROM: Thomas R. Turchi
DATE: November 16, 2016
RE: Change to Municipal Code for Obstructions and Encroachments.

Background

In the past week while reviewing a sign request staff noted that there was a discrepancy between the zoning code and the public works code for the distance of signs over the right of way.

Analysis

The Municipal Code (Sign Code) Chapter 24, Section 24-03 (18) (a) (6) reads that the minimum sign height over the right of way is 8 feet noted below:

6. If projecting into the right-of-way, the city may require a certificate of liability insurance.
- (b) Sign Height.
 1. May not extend above top of the roof or parapet line of the building to which it is attached.
 2. Sign clearance must be a minimum of **8 feet** above finished grade immediately below the sign.

The Municipal Code (Public Works) Chapter 13-66 (2) (a) states that the sign shall be ten feet above the right of way noted below:

- (a) Signs and clocks attached to buildings which project not more than six feet from the face of such building and which do not extend at any point lower than **ten feet** above the sidewalk, street or alley.

This discrepancy was discovered last week and needs to be rectified before he permit can be issued. The sign codes limits signs within 2 feet of the curb and gutter / roadway therefore it is not likely that we need the ten foot clearance due to vehicles so I would recommend that the Public Works code be amended to 8 feet as referenced in the Sign Code.

This change to the Municipal Code has been recommended by the Board of Public Works.

Recommendation

I recommend that Ordinance 1342 height of signs and clocks be adjusted from 10 feet to 8 feet and that section 13-66 of the Municipal Code be amended to reflect these changes as shown.

Concurrence

Steve Barg
City Administrator

Dan Knoeck
Director of Public Works

ORDINANCE NO. 1342

An Ordinance amending Section 13-66 of the Marshfield Municipal Code providing for the height of a private sign over the municipal right of way. Reducing the minimum height over the right of way from 10 feet to 8 feet above the right of way to coincide with Chapter 24 of the Municipal Code (Sign Code).

SECTION 1. Section 13-66(2)(a) of the Marshfield Municipal Code shall be deleted in its entirety and replaced with the following:

(a) Signs and clocks attached to buildings which project not more than six feet from the face of such building and which do not extend at any point lower than eight (8) above the sidewalk, street or alley.

SECTION 2. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 3. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 4. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



City of
Marshfield
Memorandum

TO: Common Council
FROM: Thomas R. Turchi
DATE: November 16, 2016
RE: Change to Municipal Code for Obstructions and Encroachments.

Background

In the past week while reviewing a sign request staff noted that there was a discrepancy between the zoning code and the public works code for the distance of signs over the right of way.

Analysis

The Municipal Code (Sign Code) Chapter 24, Section 24-03 (18) (a) (6) reads that the minimum sign height over the right of way is 8 feet noted below:

6. If projecting into the right-of-way, the city may require a certificate of liability insurance.
- (b) Sign Height.
 1. May not extend above top of the roof or parapet line of the building to which it is attached.
 2. Sign clearance must be a minimum of **8 feet** above finished grade immediately below the sign.

The Municipal Code (Public Works) Chapter 13-66 (2) (a) states that the sign shall be ten feet above the right of way noted below:

- (a) Signs and clocks attached to buildings which project not more than six feet from the face of such building and which do not extend at any point lower than **ten feet** above the sidewalk, street or alley.

This discrepancy was discovered last week and needs to be rectified before the permit can be issued. The sign codes limit signs within 2 feet of the curb and gutter / roadway therefore it is not likely that we need the ten foot clearance due to vehicles so I would recommend that the Public Works code be amended to 8 feet as referenced in the Sign Code.

This change to the Municipal Code has been recommended by the Board of Public Works.

Recommendation

I recommend that Ordinance 1342 height of signs and clocks be adjusted from 10 feet to 8 feet and that section 13-66 of the Municipal Code be amended to reflect these changes as shown.

RESOLUTION NO. 2016-63

A Resolution establishing the 2017 budget, and determining and levying the amount to be raised by taxation for City purposes for the City of Marshfield, for the 2017 fiscal year.

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Marshfield, Wisconsin, and after a public hearing, held November 22, 2016, pursuant to notice published by law on November 5, 2016.

1. That the 2017 adopted budget (excluding Marshfield Utilities) be established in the amount of \$43,790,644; and
2. That the sum of \$12,601,499 (excludes estimated TID levy) be and hereby determined to be the amount to be raised by taxation for City purposes for the City of Marshfield, for the 2017 fiscal year; and
3. That a tax rate of \$9.115507 per One Thousand Dollars of assessed valuation be established to realize the above levy amount.

ADOPTED _____

MAYOR

APPROVED _____

CITY CLERK



City of Marshfield Memorandum

DATE: November 18, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Consider ADRC request to negotiate lease for space in community center

Background

On November 8th, after closed session, Council returned to open session and voted 8-2 to direct staff to send the attached lease proposal to ADRC for consideration. On November 10th, the ADRC Board approved the following motion: “Give the Executive Director the authority to express to the City of Marshfield that the ADRC-CW Board of Directors is interested in moving into the new community center, but the terms of the proposed draft lease are unacceptable, and the Board would like to enter into formal, open negotiations.”

Recommendation

Staff recommends that the Council consider this request and advise how you wish staff to reply. If the Council wants to enter into negotiations, staff strongly suggests authorizing a team (from among the Mayor and Council members) to meet with ADRC representatives for this purpose.

LEASE

DATE: November 1, 2016

LANDLORD: City of Marshfield, Wisconsin

TENANT: Aging and Disability Resource Center of Central Wisconsin, a four-county governmental organization organized under Section 66.0301 of the Wisconsin Statutes.

RENTED PREMISES: Approximately 3,585 square feet on the first floor of the City of Marshfield Community Center Building, 211 East Second Street, Marshfield, Wisconsin.

INITIAL TERM: Commencing July 1, 2017 and ending June 30, 2029

1. **TERM.** The initial term of this lease shall be twelve (12) years beginning on July 1, 2017 and ending on June 30, 2029. After the initial term, the lease shall continue as tenancy from month to month. The lease shall automatically renew each month unless either party provides a 30 day written notice to the other of its intent to terminate the lease.

Landlord and Tenant acknowledge that the rented premises may be available for occupancy prior to commencement of the initial term. In that case, and upon approval of the Landlord, Tenant will be allowed to occupy the rented premises prior to the commencement date with rent prorated for the partial month and paid in advance of occupancy. All terms and conditions of the Lease will apply to the early occupancy period.

2. **IMPROVEMENTS BY LANDLORD**

The Landlord will make improvements to the rented premises as represented on Exhibit ____, to include finishing the leased space in the configuration depicted therein and providing all heating and ventilation to meet all applicable building codes. The Tenant shall deposit with the Landlord the sum of \$100,000 upon execution of this lease to be applied to the costs of the improvements and Landlord shall fund the remaining balance of said costs. The costs of said improvements have been estimated to exceed \$400,000.

Upon the termination of this lease all improvements constructed under this section shall remain the property of Landlord and Tenant shall not be entitled to any credit, equity, reimbursement or set off for its contribution thereto.

3. **RENT.** Landlord leases unto Tenant, Tenant leases from Landlord, the Rented Premises together with the improvements now thereon for the Term.

The annual rent for the initial year of the lease shall be as follows:

<u>Year</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
7/1/2017 – 6/30/2018	\$41,227.50	\$3,435.62

Beginning July 1, 2018, rent payments shall increase by a percentage amount equal to the increase in the Consumer Price Index for all Urban Consumers (CPI-U), Midwest Urban Size D - Nonmetropolitan (less than 50,000) as currently published by the United States Department of Labor, Bureau of Labor Statistics for the preceding calendar year. The minimum annual increase shall be 1% and the maximum increase shall be 4%. For each subsequent 12 month period, the monthly rental rate shall be increased in a similar manner.

Monthly payments under this lease shall commence on July 1, 2017 and shall be paid prior to the first day of each month during the term of said lease, and any renewals thereof.

Notwithstanding any other terms in this Lease Agreement, if Tenant's funding sources are significantly reduced to such extent that Tenant's office located in Marshfield Wisconsin will be effectively closed such that the Aging and Disability Resource Center of Central Wisconsin will no longer have an office presence within the City of Marshfield, then this Lease Agreement shall terminate upon closing and vacation of the office within the City of Marshfield or within 60 days of the notice of funding source change herein whichever is longer. Tenant shall provide written notice to Landlord no later than 30 days after a determination that funding source changes will result in the Marshfield office closure. Said notice shall provide a specific date upon which the office shall be closed and the premises vacated. Tenant shall be obligated to pay the Gross Rent through the month of any occupancy of the leased premises or the expiration of the 60 day notice period if that is longer than the period of occupancy. The parties agree that in the event of termination as specifically provided in this provision, there shall be no imposition of sanctions against the Tenant. The Tenant shall surrender the premises herein to the Landlord as provided herein as if the full term of the Lease Agreement had passed.

In the event that Tenant reopens an office within the City of Marshfield at any time within 24 months of the termination of this Lease Agreement on the grounds of reduction in funding sources, Tenant shall be obligated to pay a penalty in the form of liquidated damages in the amount of 10% of the amount of the rent which would have been paid had Tenant not terminated the Lease Agreement due to the reduction of funding sources. The parties agree and stipulate that due to the difficulty in assessing the damages for an early termination of the Lease Agreement the provision setting a calculation for liquidated damages is fair and reasonable.

4. **QUIET ENJOYMENT.** Landlord covenants that the Tenant on paying the said rent and performing the covenants to be performed shall and may peaceably and quietly have, hold and enjoy the demised premises for the term hereof.
5. **USE.** Tenant shall use the Premises for the purpose of operating its community service programs and tenant agrees that it will use the premises in such a manner as to not interfere with or infringe on the rights of other tenants and users of the buildings. Tenant shall not use, permit or authorize the use of said Premises in any unlawful manner and shall at all times during the term comply with applicable governmental regulations relating to the demised premises including regulations and requirements of public utilities.
6. **COVENANTS OF LANDLORD.** Landlord agrees that it shall:
 - a) Furnish air conditioning and heat to provide a reasonable temperature and humidity condition required in Tenant's judgment for comfortable occupancy of the Premises.
 - b) Make all structural repairs to the Premises including repairs to ceilings, floors, windows, walls, partitions, and doors. Tenant shall be responsible for repairs to any special treatment of walls, partitions, floors, ceilings, or doors made by or at the request of the Tenant, glass doors, glass windows, glass walls, and glass partitions, and repairs made necessary as a result of misuse or neglect by Tenant.
 - c) Provide water for drinking, lavatory and toilet purposes drawn through common area fixtures installed by Landlord.

It is understood that Landlord does not warrant that any of the services referred to above or any other services which Landlord may supply will be free from interruption. Tenant acknowledges that any one or more of such services may be suspended by reason of accident or of repairs, alterations or improvements necessary to be made, or by reason of causes beyond the reasonable control of Landlord. Any such interruption of service shall never be deemed an eviction of Tenant's use and possession of the Premises or any part thereof. In the case of interruption of services or of necessary repairs to leased space and/or adjacent areas, Landlord shall make every effort to make such temporary adjustments as may be required to allow Tenant to operate Tenant's business in a normal manner, with minimal inconveniences.

7. COVENANTS OF TENANT. Tenant agrees that it shall:

- a) Observe such reasonable rules and regulations as from time to time may be put in effect by Landlord for the general safety, comfort, and convenience of Landlord, occupants and tenants of the building. Any failure by Landlord to enforce any rules and regulations against either Tenant or any other tenant in the building shall not constitute a waiver thereof;
- b) Give Landlord, its agents and employees, and any other persons authorized by Landlord, access to the Premises at all reasonable times, without charge or diminution of Rent, to enable them to examine the same and to make such repairs, additions and alterations as Landlord may reasonable deem advisable. Such access shall be coordinated by Landlord so as not to diminish business operations of Tenant. Except as expressly provided otherwise in this lease, there shall be no allowance to Tenant or diminution of Rent and no liability on the part of Landlord by reason of any inconvenience, annoyance arising from the making of any reasonable repairs, alterations, additions or improvements in or to any portion of the building or the Premises or in and to the fixtures, appurtenances and equipment thereof;
- c) Keep the Premises in good order and condition, make all repairs which are not Landlord's obligations pursuant to subsection (b) of Section 6, above, and commit no waste on the Premises;
- d) Carry public liability insurance covering injury or death to persons and damage to property in amounts not less than \$500,000.00 with respect to injuries to any one person, and not less than \$1,000,000.00 with respect to injuries or damages suffered in any one accident; to name LANDLORD as an additional insured relative to TENANT's use of the Premises; and to deliver to LANDLORD a certificate of insurance which shall provide that a policy or policies shall not be canceled without at least ten (10) days prior written notice to LANDLORD; and
- e) Not place signs on or in the outside walls, windows, or roof of the building, or on the Premises except as approved in writing by the Landlord.

8. INDEMNITY. Tenant shall defend, indemnify and save Landlord and Landlord's agents harmless from any and all liability, damage, expense, claims, suits, or judgments for injury or damage to persons or property, including property of Tenant, incurred within the Rented Premises arising directly or indirectly from Tenant's use or occupancy of the Rented Premises.

Landlord shall defend, indemnify and save Tenant, Tenant's agents and Tenant's guests harmless for any and all liability, damage, expense, claims, suits, or judgments for injury or damage to persons or property incurred outside the Rented Premises in control of Landlord including but not limited to the Landlord-owned common areas of hallways, walkways, patio or waiting areas, restrooms, elevators, sidewalks, parking lot, or space leased to other tenants and arising out of care, maintenance or negligence of the Landlord.

9. **REMODELING, INSTALLATION AND REMOVAL OF FIXTURES.** Tenant may install removable partitions, counters, racks, shelving and equipment incidental to Tenant's trade, and other fixtures or equipment, all of which may be removed by the Tenant upon expiration of this lease or any renewal thereof; provided, that the Tenant shall leave the Premises in good condition and substantially as they were before such removal, reasonable wear and tear excepted. Any additional remodeling of the Premises in subsequent years of this lease shall be subject to written permission from the Landlord.
10. **UTILITIES.** Landlord shall be responsible for paying all heat, water, sewer, public fire protection, snow removal, common areas, and garbage collection costs incurred by Tenant in regard to its use of the leased Premises. Tenant shall be responsible for all electricity, phone, internet, cable TV, Wi-Fi, and data costs, including any necessary wiring or cabling beyond the initial improvements.
11. **ASSIGNMENT.** The Tenant may not assign this lease, or sublet any portion of the rented Premises, without the prior written consent of the Landlord. The parties agree that the Tenant provides unique services to citizens of the City of Marshfield and that the City has extended terms under this Lease that may not have been otherwise offered to other wholly commercial parties.
12. **DESTRUCTION OF PREMISES.** In the event the leased Premises shall during the term be damaged either partially or totally by fire or for any other reason, or made such that Tenant's normal business operations cannot be performed for an unreasonable period, thus depriving Tenant of expected income, either party may terminate this lease by giving written notice to the other within fifteen (15) days thereafter, and if so terminated, no Rent shall accrue to the Landlord after such partial or total destruction.
13. **CLEANING SERVICES.** The Tenant shall be responsible for providing, at the Tenant's own cost, any and all cleaning services for the rented Premises.
14. **PARKING.** Parking for the building in which the leased space is contained is a municipal parking lot, and therefore, parking of vehicles owned by Tenant or its agents shall subject to the Marshfield Municipal Code and no special parking privileges or spaces are provided as part of this Lease.
15. **TENANT'S DEFAULT.** Anything to the contrary notwithstanding, if Tenant shall fail to pay Landlord any installment of Rent, or other charges as and when the same are required to be paid hereunder, and such default shall continue for a period of ten (10) days after written notice, or if Tenant shall default in the performance of any of the other terms, covenants, or conditions of the lease, or if Tenant shall vacate or abandon the rented Premises, and such default or vacation or abandonment shall continue for a period ten (10) days after written notice (except if Tenant shall, within said period of time, commence to remedy such default and diligently take the necessary steps to remedy such default) or if any execution or attachment shall be issued against Tenant or any of Tenant's property whereby the rented Premises shall be taken or occupied or attempted to be taken or occupied by someone other than Tenant, Landlord shall have the right, at Landlord's option, to terminate this lease and the term, as well as the right, title and interest of Tenant hereunder, by giving Tenant fifteen (15) days notice in writing of such intention, and upon the expiration of the time fixed in such latter notice, if Tenant has neither cured such default nor is diligently proceeding to cure such default, this Lease and the term, as well as the right, title and interest of Tenant hereunder, shall wholly cease and expire in the same manner and with the same force and effect as if the date fixed by such latter notice were the expiration of the term; and Tenant shall immediately quit and surrender to Landlord the rented Premises and each and every part thereof, and Landlord may enter into and repossess the rented Premises. Termination by the Landlord of said lease shall not relieve the Tenant of its' obligation

to pay Rent under the terms of this lease, until such time as the Premises are rented to a third party or the lease term expires, or upon mutual written agreement between said parties.

- 16. **NOTICES.** All notices and demands herein required or provided for shall be in writing and shall be served in person or given by United States Registered or Certified Mail, postage prepaid, and if intended for Landlord shall be served on or addressed to Landlord in care of:

City of Marshfield
Facilities Management
630 South Central Avenue, Suite 622
Marshfield, WI 54449-0727

and if intended for Tenant, shall be served on or addressed to Tenant in care of:

Aging and Disability Resource Center

Either party may change its address for the purposes of notices at any time or from time to time by giving written notice to the other party as above provided. Any notice or demand hereunder which is given by United States Registered or Certified Mail, shall be deemed to have been given when deposited in the United States Mail enclosed in a Registered or Certified letter with proper postage prepaid, addressed as above provided.

- 17. **AMENDMENT.** This lease contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the parties hereto or their respective successors in interest.
- 18. **SUCCESSORS AND ASSIGNS.** This lease shall be binding upon and shall apply and inure to the benefit of the heirs, successors and assigns of the respective parties.
- 19. **HOLDOVER.** If Tenant holds over and remains in possession of the Premises, or any portion thereof, after the expiration or other termination of this lease, whether or not with the consent of the Landlord, such holding over shall be construed as a tenancy from month to month only. Tenancy shall be subject to all the terms and provisions of this lease and shall be at the same monthly rental provided under the terms of this lease.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

APPROVED AS TO FORM:

CITY OF MARSHFIELD, LANDLORD:

Harold Wolfgram, City Attorney

BY: _____
Chris Meyer, Mayor

ATTEST: _____
Deb M. Hall, City Clerk

ATTEST: _____
Keith Strey, Finance Director

AGING and DISABILTY RESOURCE CENTER of
Central Wisconsin, TENANT:

BY: _____
Doug Mahon, ADRC-CW Board Chair

BY: _____
Linda Weitz, ADRC-CW Executive Director