



CITY OF MARSHFIELD
MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, DECEMBER 13, 2016
Council Chambers, Lower Level, City Hall Plaza
7:00 p.m.**

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

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Reading of items added to the agenda
- E. Public Comment Period/Correspondence
At this time, the Mayor will recognize members of the public who have indicated a desire to address the Council. Upon recognition by the Mayor, persons may address the Council from the podium, first stating their name and address. The Council may take action on emergency matters introduced by members of the public.
- F. Approval of Minutes: November 22, 2016 regular meeting
- G. Staff updates
 - Reminder of next regular Council meeting – Tuesday, December 20th at 7:00 p.m.
- H. Mayor's Comments
 - 1 Employee Recognitions
 - a. Lorrie Krokstrom, Police Department, November 14, 1986, 30 years
 - b. Sam Warp, Wastewater Utility, December 14, 2011, 5 years
 - 2 Committee Openings
 - a. Zoning Board of Appeals, 2nd alternate
- I. Council Comments
- J. Reports from commissions, boards, and committees

COMMON COUNCIL AGENDA
DECEMBER 13, 2016

K. Consent Agenda:

1 Meeting minutes/reports

- a. Community Development Authority (September 29, 2016)
- b. Community Development Authority (October 18, 2016)
- c. Cable TV Committee (October 24, 2016)
- d. Main Street Board (November 2, 2016)
- e. Community Development Authority (November 15, 2016)
- f. Library Board (November 15, 2016)
- g. Airport Committee (November 16, 2016)
- h. Comprehensive Plan Steering Committee (November 17, 2016)
- i. Committee on Aging (December 1, 2016)
- j. Economic Development Board (December 1, 2016)
- k. Historic Preservation Committee (December 5, 2016)
- l. Board of Public Works (December 5, 2016)
- m. Judiciary & License Committee (December 6, 2016)
- n. Finance, Budget, and Personnel Committee (December 6, 2016)
 1. Resolution No. 2016-65 approve the taxi contract with Running Inc. for 2017
 2. Resolution No. 2016-66 approving Committed Fund Balance classification related to fiscal year 2016 to be carried over into 2017

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

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

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

Recommended Action: Approve Ordinance No. 1341

N. Second 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: Approve Ordinance No. 1342

O. First reading of Ordinance No. 1343 amending Section 8-44 of Marshfield Municipal Code to modify the exception to the requirement regarding activation of flashing red or amber warning lights by school bus operators under certain circumstances. Presented by Rick Gramza, Police Chief

Recommended Action: None, at this time unless the rules are suspended; final action will be scheduled for the December 20th meeting

P. Request to approve Budget Resolution No. 27-2016, transferring \$1,900 to cover Unemployment Compensation Claims. Presented by Keith Strey, Finance Director

Recommended Action: Approve Budget Resolution No. 27-2016

COMMON COUNCIL AGENDA
DECEMBER 13, 2016

- Q. Request to approve Budget Resolution No. 28-2016, transferring \$4,600 from the General Fund, Contingency Budget to the General Fund, Assessor Budget. Presented by Steve Barg, City Administrator

Recommended Action: Approve Budget Resolution No. 28-2016

- R. Request to approve Budget Resolution No. 29-2016 transferring \$70,000 from the Snow and Ice Control Budget to the Forestry Budget. Presented by Mike Winch, Street Division Superintendent

Recommended Action: Approve Budget Resolution No. 29-2016

- S. 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.

- Service agreement involving Marshfield Fire & Rescue
- Request to amend development agreement with Malls4U, LLC

- T. Reconvene into open session

- U. Action on matters discussed in closed session, if appropriate

- V. Suggested items for future agendas

- W. Adjournment

Posted this day, December 9, 2016 at 11:30 a.m., by Deb M. Hall, City Clerk

Notice

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

NOVEMBER 22, 2016

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

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

EXCUSED: None

The flag was saluted and the pledge given.

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.

COMMENTS: Jean Swenson, 1111 E. 21st Street. She asked the Council to support the timely completion of the Community Center with funds in the 2017 budget. When her family made their financial commitment it was for the Library and Community Center. Groups in Marshfield are looking forward to meeting spaces, families and community groups await gathering places for social events and seniors will have a space for activities at the hub of our city.

No items were added to the agenda

PUBLIC COMMENT PERIOD

Ajith Varghese, 1108 W. 8th Street. He spoke about the approval by the Plan Commission for a Conditional Use permit for a CBRF. There is already a CBRF close to his home and now the City is planning to add one more next to his home. He is concerned about what it will do to the value of his home and his privacy.

Linda Weitz, ADRC Director. The ADRC Board has been waiting for the City to approve the Community Center project and begin lease negotiations. However there appears to be some hesitancy by the Council as far as including the ADRC in the Center. If the City and Community's vision has changed or if plans have changed let them know. They are currently housed in an adequate space with an accommodating landlord. But the ADRC is still committed and interested in moving into the Center. If given the opportunity she is confident that they would be able to negotiate a lease that would financially benefit the City and the ADRC but most importantly would demonstrate the City's continued commitment to older and disabled adults. She thanked the Council for their continued consideration.

CC16-240 Motion by Hendler, second by Feirer to approve the minutes of the Common Council regular meeting of November 8, 2016.

Motion carried

STAFF UPDATES

None

MAYOR'S COMMENTS

Employee recognition

Jamie Kizer, Police Department November 28, 2011 5 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

Tom Witzel thanked Officer Jamie Kizer for his service to the City.

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC16-241 Motion by Hendler, second by Wagner to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Fairgrounds Commission of September 8, 2016 (1. Accept amended Commission bylaws); Parks, Recreation & Forestry Committee of September 15, 2016; University Commission of September 15, 2016; Marshfield Pool Study Committee of October 13, 2016; Business Improvement District of October 19, 2016; Airport Committee of October 27, 2016; Fire & Police Commission of November 3, 2016; Committee on Aging of November 3, 2016; Historic Preservation Committee of November 7, 2016; Town of McMillan - City of Marshfield Joint Plan Commission of November 11, 2016; Board of Canvassers of November 14, 2016; Utility Commission of November 14, 2016; Board of Public Works of November 14, 2016 (1. Accept statue for Wildwood Zoo and liability waiver); Judiciary & License Committee of November 15, 2016; Finance, Budget, and Personnel Committee of 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; and 6. Approve sending revised RFP for contract assessing services); and Plan Commission of November 15, 2016 (1. Resolution No. 2016-64 Conditional Use Permit: 8-bed CBRF – 718 South Drake Avenue).

Aldersperson Buttke requested that the CUP for 718 S. Drake Avenue, Resolution No. 2016-64, be voted on separately.

Vote on motion **CC16-241**.

Motion carried

CC16-242 Motion by Wagner, second by Buttke to approve Resolution No. 2016-64. Ayes – 9; Nay – 1 (Spiros)

Motion carried

First reading of Ordinance No. 1341, amending Section 13-96 of Marshfield Municipal Code regarding special assessments.

First reading of Ordinance No. 1342, amending Section 13-66 of Marshfield Municipal Code on “Obstructions and Encroachments”.

CC16-243 Motion by Feirer, second by Hendler 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. Ayes - 10

Motion carried

CC16-244 Motion by Buttke, second by Witzel to approve the 2017 budget. Ayes – 9; Nay – 1 (Feddick)

Motion carried

CC16-245 Motion by Zaleski, second by Feirer to approve Resolution No. 2016-63, determining and levying the amount to be raised by taxation for city purposes for the 2017 fiscal year. Ayes - 10
Motion carried

CC16-246 Motion by Buttke, second by Earll to direct staff to recommend to the Common Council a committee to evaluate the ADRC lease in conjunction with the ADRC Board. Ayes – 4 (Feirer, Jockheck, Earll, Buttke); Nays - 6
Motion failed

Motion by Earll to direct staff to continue negotiations with the ADRC.
Motion died for lack of a second

CC16-247 Motion by Witzel, second by Zaleski to direct staff to present the same lease to the ADRC again for their consideration. Ayes – 3 (Feddick, Witzel, Zaleski); Nays – 7
Motion failed

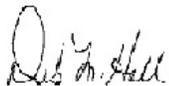
CC16-248 Motion by Witzel, second by Wagner to direct staff to approach the ADRC Board about presenting a counter-offer to the City by December 13th. Ayes – 3 (Feddick, Earll, Wagner); Nays – 7
Motion failed

The Mayor said that he will direct staff to notify ADRC that this was the City's final offer. If they want to reconsider it then they need to contact the City otherwise the City is no longer going to be negotiating with the ADRC to be located at the Community Center.

CC16-249 Motion by Witzel, second by Jockheck to approve the appointment of Marci Jackson, 1712 Heidi Lane to the Library Board to fill the unexpired term of Kris Keogh who has resigned.
Motion Carried

Future Agenda Items
None

There being no further business the Mayor adjourned the meeting at 8:17 p.m.



Deb M. Hall
City Clerk

COMMUNITY DEVELOPMENT AUTHORITY

September 29th, 2016

The monthly meeting of the Community Development Authority was called to order by Vice Chairperson Marilyn Hardacre at 9:00 a.m. in the Community Room at Parkview Apartments, 606 South Walnut Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted September 21st, 2016 at 12:21 p.m.

ROLL CALL:

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

EXCUSED: Andrew Keogh and Peter Hendler

OTHERS PRESENT: Mary James-Mork – Executive Director, Carol Kerper – Business Manager, Tim Geldernick – Environmental Services Manager, Mike Lensmire – CPA Principal with Clifton Larson Allen

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: Dawn Norton, Parkview resident, stated that residents have commented favorably about installation of the security camera system. She also said that residents wished to commend Jeff Fischer for being helpful and friendly to all residents.

Presentation of Annual Audit:

Findings of the 2016 fiscal year-end audit were presented and questions were answered. Final audit copies will be distributed to board members when received.

CDA 16-B09-1 Motion by LaFontaine, second by Katzenberg to accept and place on file the annual audit draft report. 4 Ayes

MOTION CARRIED

CDA 16-B09-2 Motion by LaFontaine, second by Buttke to approve the August 25th, 2016 CDA Board Minutes. 4 Ayes

MOTION CARRIED

CDA 16-B09-3 Motion by LaFontaine, second by Katzenberg to approve the September 20th, 2016 Finance and Strategic Planning Meeting Minutes. 4 Ayes

MOTION CARRIED

CDA 16-B09-4 Motion by LaFontaine, second by Buttke to accept and place on file the Finance Committee Report as presented. 4 Ayes

MOTION CARRIED

Strategic Planning Committee Report: No Update

Personnel Committee Update: No Update

Grievance Committee Update: No Update

Update on RAD Conversion Process:

RAD conversion update will be presented in Executive Director's report.

Executive Director's Report:

The current public housing occupancy rate is 98.5%. Public Housing Manager Wanca-Netzow was commended for her outstanding efforts to improve occupancy.

Housing Choice Voucher Program Manager is working diligently and doing an excellent job with issuing additional vouchers. The Board of Commissioners wished to acknowledge her exceptional work.

RAD Conversion Update: Requirements are being completed for a grant that specifically fits the scattered sites. HUD field office has stated that there is no cause for concern regarding possible delays in the closing process. RAD closing is possible at the end of 2016, but could be at a later date. Resident recertification will be required if the CDA has not received a closing date by November, 2016. National Housing Compliance has provided suggestions for streamlining the recertification process.

CDA 16-B09-5 Motion by LaFontaine, second by Katzenberg to accept the Executive Director's Report. 4 Ayes

MOTION CARRIED

Review of Security System Policy: A sequence of authority for CDA staff to view security camera footage will be added to policy. Copies of the final approved policy will be provided to current CDA residents and be inserted into new resident packets.

CDA 16-B09-6 Motion by LaFontaine, second by Buttke to submit the reviewed security camera system policy to the CDA's corporate attorney for review. 4 Ayes

MOTION CARRIED

New Business: None

Next Board Meeting Date and Time: Thursday, October 27th, 2016 at 9:00 a.m., Cedar Rail Court

Agenda Items for Next Month: RAD Conversion Update
Security System Policy Final Approval
Presentation on Homelessness and Poverty in City of Marshfield

CDA 16-B09-7 Motion by LaFontaine, second by Katzenberg to adjourn. 4 Ayes
MOTION CARRIED

Meeting was declared adjourned by Vice Chairperson Hardacre at 10:21 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Marilyn Hardacre
Vice Chairperson

COMMUNITY DEVELOPMENT AUTHORITY

Executive Director's Highlights November 17, 2016

1. Public Housing Occupancy-98.0 % Occupancy Rate as of the day of this report.

Parkview – 2-opening
Cedar Rail – 0 opening
Scattered Sites - 2 openings

Waiting list -3 Applications pending

Section 8 Program-

Projection = 60 leased .3 vouchers on the street...61 projected by December 1.

Waiting List -25 applications pending – 13 local applicants

2. Security System Update-

Scattered Sites- Installation completed. Training dates are being determined, and policies have been distributed to tenants in Parkview and the Scattered Sites

3. RAD Financing Update-

Grant announcements have yet to be made for the Initial Replacement Reserve Deposit for the Scattered Sites. The RAD Resource Desk has listed an estimated time for receipt of the contract of early May of 2017. The estimated closing date for RAD is listed as early July of 2017.

4. 501 (c) (4)

Narrative Description for the 501 (c)(4) Neighborhood Investments has been completed and submitted to Von Breisen & Roper.

5. Site Management-

Gordon Fischer has accepted the position of Site Manager, with his initial starting date of November 14, 2017. Orientation and initial training for Gordon will continue through December. Gordon's familiarity with the CDA along with his extensive experience in customer relations will contribute to a smooth transition into his new role.

6. Tenant Recertification –

The National Housing Compliance has provided guidance to the CDA in streamlining the Annual recertification of all tenants prior to the RAD transition. Staff leaders are in the process of establishing this new procedure for implementation in December of 2016.

COMMUNITY DEVELOPMENT AUTHORITY
Finance and Strategic Planning Committees
October 18th, 2016

The Finance and Strategic Planning meeting of the Community Development Authority was called to order by Finance Committee Chairperson Dave LaFontaine at 1:32 p.m. in the Cedar Rail Court Executive Conference Room, located at 601 S. Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Meeting posted October 17, 2016 at 10:05 a.m.

ROLL CALL:

PRESENT: Andy Keogh, Dave LaFontaine, Tom Buttke

EXCUSED: Peter Hendler

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

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

CDA 16-F09-1 Motion by Buttke, second by Keogh to accept and recommend the September, 2016 financial reports for board approval. 3 Ayes

MOTION CARRIED

Status of Current Capital Projects:

No capital projects are being completed at this time. In preparation for winter, heating furnaces are being checked and serviced at Parkview and Cedar Rail. The irrigation system at Parkview will be flushed also.

Update on RAD Conversion Process:

CDA has not yet received a RAD closing date. A grant has been submitted for the initial reserve deposit for the scattered sites.

Next meeting date will be held on Tuesday, November 15th, 2016 at 1:30 p.m. in the Cedar Rail Executive Conference room.

Conversations have taken place with two individuals who are interested in site manager positions. Details of the positions are being completed.

Meeting declared adjourned at 2:13 p.m. by Chairperson LaFontaine.

Respectfully submitted,

Mary James-Mork
Executive Director

Dave LaFontaine
Chairperson

**CABLE TV COMMITTEE MEETING MINUTES
OCTOBER 24, 2016**

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

PRESENT: Jim Daniels, Ed Gerl, Alderperson Earll, Dean Markwardt, Don Nystrom and April Gentz (arrived at 5:01 p.m.)

ALSO PRESENT: Acting Coordinator & Production Manager Breanna Speth, Brett Butler, Deputy Clerk Panzer and Public Access Coordinator Branden Bodendorfer (via cell phone 5:00-5:35 p.m.)

EXCUSED: Senen Siasoco

PUBLIC COMMENTS

April Gentz arrived at 5:01 p.m.

Public Access Coordinator Bodendorfer said we haven't purchased a lot of equipment this year and within the last week we have had about \$3,000-\$4,000 worth of equipment that has started to fail or has failed. We are waiting to see how our budget gets approved so we can exercise some of those capital purchases that we discussed and those items include audio equipment and Breanna's main computer.

Vice Chairperson Nystrom moved agenda item #7, Review suggested amendments to Cable Access Coordinator Contract, up on the agenda to accommodate Public Access Coordinator Bodendorfer who was traveling.

REVIEW SUGGESTED AMENDMENTS TO CABLE ACCESS COORDINATOR CONTRACT

Public Access Coordinator Bodendorfer said he met with City Administrator Barg since the last meeting and we came to the conclusion that we don't want anybody to feel like we are having to rush through putting together some type of RFP and kind of get ourselves backed into a corner about what we were going to do, so we discussed what the options would be of extending the current contract, so that we would be able to go through the process of redoing the contract so it would make sense when we request an RFP or request for bids.

Discussion was held as to whether or not the hourly staff rates could be increased legally if the contract is extended.

Alderperson Earll recommended that someone be present at the next Budget meeting to represent the Cable TV Committee and answer questions from the Common Council.

CTV16-045 Motion by Gerl, second by Daniels to hold over the review of suggested amendments to the Cable Access Coordinator Contract until the next meeting.

Motion carried

APPROVAL OF MEETING MINUTES

CTV16-046 Motion by Gerl, second by Gentz to approve the minutes of the September 26, 2016 meeting as submitted.

Motion carried

CORRESPONDENCE

Speth shared an email that she received from Parks & Recreation Director Casperson regarding the pool study meetings. Public Access Coordinator Bodendorfer will be meeting with City Administrator Barg regarding this matter.

Speth also shared Main Street Marshfield's Downtown Update which thanked MCTV for making their videos possible.

PUBLIC ACCESS COORDINATOR'S REPORT

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

Butler reported that the Nexus system has been updated with our only backup, because the government station went down. We are running without a backup now.

CTV16-047 Motion by Daniels, second by Gerl to receive and place on file the Public Access Coordinator's Report.

Motion carried

REVIEW OF EDITING SUITE USAGE POLICY

The proposed editing suite usage policy was reviewed and discussed. Committee members suggested making a few changes to the proposed policy. Speth will make recommended changes and bring the policy back to the next meeting for further review.

BILLS

The bill query report was reviewed.

CTV16-048 Motion by Gerl, second by Earll to authorize payment of the following bills as presented:

Advanced Disposal (September)	\$	58.34
Amazon.com		29.22
Breanna Speth (Reimbursement)		93.96
Spectrum Business (10/01/16 to 10/31/16)		99.11
Spectrum Business (09/26/16 to 10/25/16)		106.44
Telephone – City Hall		1.89
Granicus		600.00
Media Distributors		206.12
Mueller Publishing Inc.		248.00
Walmart		30.58
We Energies		9.90
Tri-Media (Invoices 1246, 1284 & 1330)		<u>5,880.00</u>

Total **\$7,363.56**

Motion carried

FINANCIAL REPORT

CTV16-049 Motion by Gentz, second by Markwardt to receive and place on file the financial report for the period of January 1, 2016 through September 30, 2016.

Motion carried

RECOMMENDED ITEMS FOR FUTURE AGENDAS

- Review of Editing Suite Usage Policy
- Review suggested amendments to Cable Access Coordinator Contract
- Update on budget meeting

Next meeting is scheduled for November 28, 2016 at 5:00 p.m.

Motion by Gerl, second by Daniels to adjourn at 5:55 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

Public Access Coordinator's Report

Cable TV Committee Meeting 10/24/16

PROGRAMMING UPDATE

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

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

For a full archive of government programming, please visit:

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

NEW PROGRAMS

- Meet with Al Labelle from DAV (Disabled American Veterans) and he has interest in doing a program
- Marshfield Area Coalition for Youth (MACY) has interest in doing a program

COMMUNITY PRODUCER SUBMITTED WORK

- Dana Speth: Christ Lutheran Worship, New Visions Gallery
- John Beck: Immanuel Lutheran Worship
- Mary Asplin: Lights, Camera, Polka!
- Don Schnitzler: A Star is Born- Adler Family History

OTHER SUBMITTED PROGRAMMING

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

SOCIAL MEDIA UPDATE - FACEBOOK

- We did not use Facebook Live much this month as we were borrowing equipment from Tri-Media. The one live post this month, Munsey & Boda (Kodiak Bears at Zoo) Wait for Breakfast, reached 3,500 people.
- Other popular posts included:
 - Photo post teasing our program on Emerald Ash Borer
 - Community Calendar slide posts for various events (HART, Columbus High School)
- As of October 17, we have 490 Likes on Facebook. That is a 62% increase YTD (303).
- We had 768 post engagements in the last 28 days (This is down, likely because of decline in live streaming.)

YOUTUBE CHANNEL UPDATE

93 Subscribers, 36,156 Views (as of October 17, 2016)

(322% subscriber increase, 500% view increase from one year ago)

(22,6021 in October 2015)

GOOGLE ANALYTICS (ONLINE ACTIVITY) SUMMARY

We had 1,406 sessions last month, with 1,163 users and 2,288 page views.

FALL WCM WORKSHOP

Branden, Breanna, and Brett attended the Wisconsin Community Media Fall Workshop in Eau Claire on October 12. The theme this year was "framing." (See attachment.) We heard from Emmy winner Steve Betchkal, State Senator Kathleen Vinehout, and photography expert Tom Loucks.

ELECTION COVERAGE

Our election coverage, in partnership with MACCI, included interviews with Mary Hoeft, Rep. Bob Kulp, Rep John Spiros, and Nancy Stencil. We also produced a "Voter Information" program with City Clerk Deb Hall and a program on the School District referendum.

**Main Street Board of Directors Meeting
Wednesday, November 2, 2016
Main Street Office**

Present: CW Mitten, Greg Ellious, Erin Howard, Kelly Korth, Caitlin Schulz, Brian Hopperdietzel, Ann Dieringer, Jeanie Klinke, Rhonda Urlaub, Jenna Hanson

Ex-Officio: Tom Weitzel, Steve Barg, Scott Larson, Rick Gramza

Excused: Brian Sauer, Josh Kilty, Dannielle Krohn

Staff Present: Angie Eloranta Executive Director

Other: Janet Heiting

Called to Order 7:30 am

- 1. Mission Statement**
- 2. Approval of Board Minutes and Executive Committee Minutes 10/5**
Kelly Korth 1st Caitlin Schulz 2nd
- 3. Approval of Minutes of Promotion Committee 10/3**
Brian Hopperdietzel 1st Caitlin Schulz 2nd
- 4. Approval of Minutes of Design Committee – No Quorum**
- 5. Approval of Minutes of Organization Committee – No Meeting**
- 6. Approval of Minutes of Economic Restructuring Committee 10/31**
Kelly Korth 1st CW Mitten 2nd
- 7. City Staff Updates – Steve Barg**
Working on 5 year Strategic Plan
Downtown Master Plan Implementation Update

Transportation enhancements

: 2nd street corridor - The project is now complete. (As indicated in the downtown master plan update, this represents both a “transportation enhancement” and a “gathering space”

: Downtown parking – The team met on October 12th to review the results from the downtown business owners/manager’s survey. They meet on November 9th and once more in December. In January, the team plans to give a report with recommendations to the Board of Public Works, Main Street, BID, and others for the review/comment. Possible recommendations include on-street parking changes, parking permits, parking/traffic enforcement, pedestrian safety.

New Public gathering spaces

: Community Square – Pledges totaling 2/3 of the \$900,000 of private Fundraising goal have been secured. With the City’s \$400,000 contribution, \$1 million of the \$1.3 million required is now in place for this project. Construction is anticipated in 2017. Will be scaled back if low on funding, likely to come close to goal of \$1.3 million.

Foster redevelopment opportunities

: parking needs- City acquired property behind Kitchen Table to expand Omaha Project is lot. Project is expected to be paved next week by the contractor, after which the city crew will paint it.

8. MACCI Updates – Scott Larson

- Program held to host students and help them learn about job opportunity
- Firm of the year – Marshfield Clinic Health System
- Scott & Karen attended summit related to Young Professionals
- November 9 – Ribbon cutting – 4:30 pm Staab Construction; Business after 5 (Staab Construction)
- November 10 – MACCI's Business Bowl – 2pm Rose Bowl
- November 12 – Homed based Business Expo- Marshfield Mall
- November 13 – Everett Roehl Marshfield Public Library grand opening Noon -5 pm.
- November 16 – MAHRA Meeting 8 am Nelson-Jameson
- November 17 – Leadership Marshfield Education Day -7:30Am – Mid-State Technical College
- November 19 – 37th Annual Wake up Santa – 10 am Marshfield Mall
- November 24 & 25 – MACCI Office Closed
- November 25 Rotary Wonderland opens

9. Financial Update – No updates

10. Executive Director Report- Angie Eloranta

Recap of Events

- Annual Awards Bash

Vacancies/New Businesses

- New Business inquiry – Farmhouse Brewery
- MFLD Technology has moved to 837 S. Central
- John Kruse Law Office has official closed up (4 offices, 1500 sq ft. \$820/mo)

Business Retention/Recruitment Visits

- Illusions and Designs; Still in set up mode, but will be having a Grand Re-Opening in December
- A lot of businesses already calling about participating in the Holiday Lights Contest

Professional Development activities

La Crosse – Downtown Summit Oct. 27th

- Focus on investing in existing and expanding businesses
- Downtown Walking Signs
- Strategies for increasing the online presence of downtown businesses
- Creating a downtown inventory (intern project?)

Other

- Veterans Parkway Flower Power

- Vandalism of Planters (15 mums, signs pulled out)
- Downtown Trick or Treat
 - o Businesses outside of the district

11. Committee Reports

a. Promotion Committee Updates – CW Mitten

Holiday Parade & Hot Chocolate Run

b. Organization Committee Updates – Jenna Hanson

Met re-caped annual meeting

c. Design Committee Updates

No quorum

d. Economic Restructuring Committee Updates – Brian Hopperdietzel

No quorum

12. Old Business

Rick Gramza discussed thanking community at wine walk

2nd and central – table with free hot dogs and hamburgers – 5:30 – 7 pm

13. New Business

- Holiday parade & Hot chocolate run volunteers
- Block captains – start in January
- Wisconsin Main Street assessment/Accreditation – Dec. 7
- Board Pictures – Dec. 7th at 7 am

14. Adjourn

Next meeting is Wednesday, December 7 at 7:00 am.
Please mark your calendar!

**Executive Meeting
Wednesday November 2, 2016
Main Street Office**

Present: CW Mitten, Kelly Korth, Erin Howard, Brian Hopperdietzel,
Jenna Hanson

Excused: Josh Kilty

Office Staff: Angie Eloranta

Reviewed Snow Prince/ Princess Applications & picked
Discussed next meeting, Picture, Main Street accreditation,
Don't need city officials, MACCI to attend next board meeting
Discussion of board expectations
Discussed holiday parade, sign up volunteers
Executive board meeting December 7 after accreditation
Discuss Friends of Main Street at Organization Meeting

Adjourned at 8:48

COMMUNITY DEVELOPMENT AUTHORITY
Finance and Strategic Planning Committees
November 15th, 2016

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

Affirmation of Proper Posting of Meeting: Meeting posted November 10, 2016 at 10:14 a.m.

ROLL CALL:

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

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

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

CDA 16-F11-1 Motion by Buttke, second by Hendler to accept and recommend the October, 2016 financial reports for board approval. 4 Ayes

MOTION CARRIED

Status of Current Capital Projects:

No capital projects are in process at this time. Spring 2017 projects include security camera installation and the installation of new carpeting on the 3rd floor at Cedar Rail.

The main entries at Parkview will be have industrial carpeting installed in the coming months.

Update on RAD Conversion Process:

The RAD website shows an estimated contract arrival date of May, 2017 and an estimated closing date of July, 2017.

No information has been received on the grant that was submitted for the initial reserve deposit for the scattered sites.

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

New Business:

Committee members reviewed the Security Health Plan premium renewal rate for 2017.

CDA 16-F11-2 Motion by Keogh, second by LaFontaine to accept the premium renewal rate and present for board approval. 4 ayes

MOTION CARRIED

Meeting declared adjourned at 2:27 p.m. by Chairperson LaFontaine.

Respectfully submitted,

Mary James-Mork
Executive Director

Dave LaFontaine
Chairperson

EVERTT ROEHL MARSHFIELD PUBLIC LIBRARY BOARD MEETING
105 S Maple, Marshfield, WI 54449
November 15, 2016
7:00 a.m.

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

Present: Joanne Ampe, Tom Buttke, Xin Ruppel, Pat Saucerman, Don Schnitzler, Jean Swenson, Kim Vrana, Ruth Voss, and Library Director Lori Belongia.

Absent: Mary Hartl, Kris Keogh

Also Present: Kathy Baker, Anna Linzmeier

Citizen's comments, correspondence and announcements: None.

Changes or additions to the agenda: None.

LB16-69 Minutes of the Library Board Meeting: Motion by Buttke, second by Voss to approve and place on file the minutes of the Oct. 18, 2016 Library Board Meeting. All ayes. Motion carried.

LB16-70 Director's Report: Motion by Vrana, second by Schnitzler to receive and place on file the October 2016 Director's Report. All ayes. Motion carried.

LB16-71 2nd October and 1st November Vendor Lists: Motion by Voss, second by Ruppel to approve Vendor Lists. All ayes. Motion carried.

LB16-72 October 2016 Financial Control Report: Motion by Saucerman, second by Voss to receive and place on file the October 2016 Financial Control Report. All ayes. Motion carried.

Business

Personnel Committee Meeting: Motion by Saucerman, second by Schnitzler to replace committee member Kris Keogh with Tom Buttke until a new appointment is made in April. All ayes. Motion carried. Belongia will poll committee members, Buttke, Hartl, Ruppel, Saucerman, and Swenson to set an agreeable meeting date and time.

2017 Budget: As mentioned in prior meetings, the library budget was decreased by \$30,000 due to city budget cuts. A public hearing and final approval is scheduled for November 22nd.

Grand Opening Recap: Belongia reported that the Grand Opening was well attended with over 1000 people passing through our gates that day. There were 200+ people in attendance for the Noon ceremony alone. It was an exciting, positive, busy day as it was also held in conjunction with our annual Great Things Are Happening Here event. Overall, a huge success!

LB16-73 Minutes of other organizations: Motion by Schnitzler, second by Buttke, to accept and place on file the minutes of the October 18, 2016 FOMPL Board and the October 27, 2016 SCLS Board of Trustees. All ayes. Motion carried.

Adjournment: Seeing no other business to come before the board, Swenson adjourned the meeting at 7:40 a.m.

Respectfully submitted,



Lori Belongia
Secretary Pro Temp

Marshfield Airport Committee Minutes

November 16th, 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: Duffy Gaier and Jeffrey Gaier

Citizens Comments: None

AP16-49 Motion by Maurer Second by Knauf to approve the Airport Minutes of October 27th, 2016, All Ayes,

Motion Carried

AP16-50 Motion by Maurer Second by Bremer to approve the Airport Manager's November 2016 Report, All Ayes

Motion Carried

AP16-51 Motion by Knauf, Second by Bremer to approve the November 2016 Activity Report, All Ayes

Motion Carried

AP16-52 Motion by Knauf, Second by Bremer to approve the Airport Bills for November 2016, All Ayes

Motion Carried

Additional Citizens Comments: None

Motion by Maurer, second by Knauf to adjourn at 6:18 PM, All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

Airport Management Report

November 16th 2016



Snow is just around the corner. It may not be this week or the next, but it will come eventually. We have been getting the snow equipment ready for the season. We are making sure Big Bertha and the Case plow tractor are running and in good working order. Blades for the plows are in good shape. Oil is changed if needed and levels are at the appropriate reading. The fuel tanks are filled up on the equipment so, we are just standing by for the first snow fall.

Duffy's Aircraft will not be offering Holiday Light Flights this year. The past few years the number of people interested in taking part in the flights has declined. 2015 was our slowest year for the flights with only 160 people flown. People consider it a novelty and perhaps only partake in the flight once. Also this year our pilots have other obligations that make it difficult to schedule.

Dave Wells the former flight instructor of Duffy's Aircraft cleaned the exterior brick of the General Aviation Terminal building. Dave worked with brick prior to being a flight instructor. Dave frequents the airport when he is visiting his family in Marshfield. He cleaned up the areas that were showing mold growth due to wetnesses.

Drone exams at Duffy's Aircraft continues to be a hot commodity. People that wish to fly drones professionally for commercial purposes are required to take the written exam in order to get a drone pilot license. We have continued to see a stream of people interested in taking the written exams for drones.

With the addition of the drone exams, this will make this year one of the all time high years for exams.

Congratulations to Bob Thill on successfully completing your Instrument Rating. Bob has been finishing his training at Duffy's Aircraft with flight instructor Howard Joling. Pictured to the right: Bob Thill and Duffy.



We are saddened to learn that Sheldon Michlig passed away on November 15th, 2016, he was 38. Sheldon was a former flight instructor at Duffy Aircraft. He was presently flight instructing in Ohio where he and his wife Roxanna lived with their two young children. He was working in the woods preparing wood for winter when he was struck by a tree. Our thoughts and prayers are with his family. Sheldon was originally from Edgar, WI.



Everyone be safe this upcoming holiday season. Enjoy your time with family.

Happy Flying

Duffy, Alice, Robert and Jeff Gaier

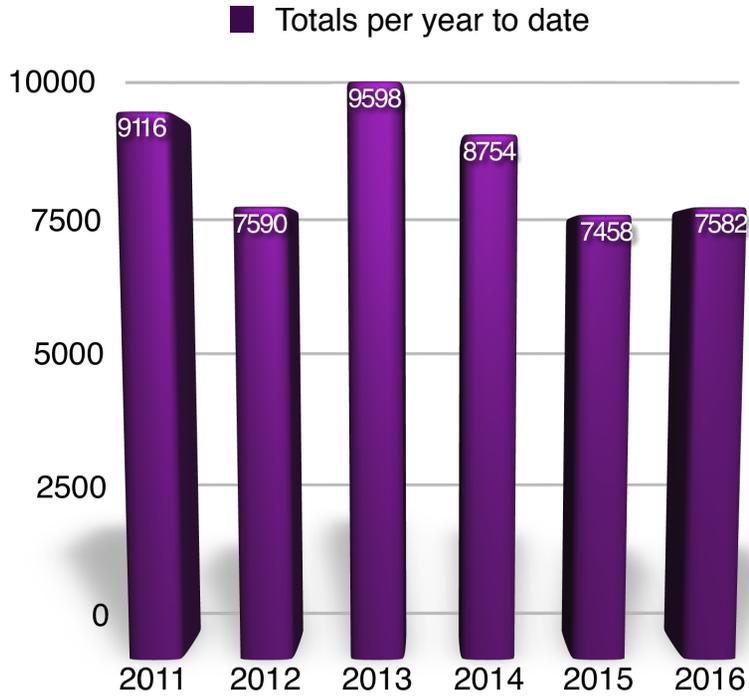


Airport Activity Report November 2016

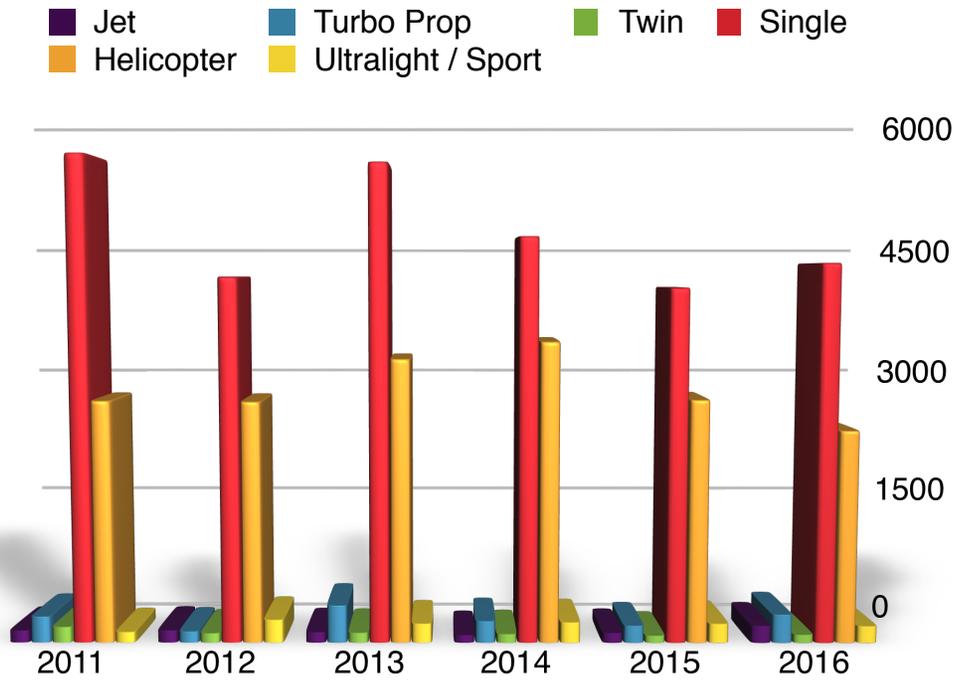


Departures and or Landings Information - Flight Operations - 20 Days Between Reports								
Year	YTD 2011	YTD 2012	YTD 2013	YTD 2014	YTD 2015	Nov. 2015	Nov. 2016	YTD 2016
Jet	140	142	122	88	116	6	8	198
TurboProp	300	130	430	250	198	10	14	326
Twin	180	108	114	100	82	6	4	94
Single	5560	4178	5460	4632	4054	216	240	4332
Helicopter	2778	2768	3252	3448	2788	162	120	2438
Light Sport	122	264	220	236	220	4	6	194
Total	9116	7590	9598	8754	7458	404	392	7582
Passengers								
Total	12150	10108	11720	12635	9177	538	522	9898
Local and Transient Traffic								
Transient	2852	2015	3390	3084	2536	162	134	3024
Local	6264	5575	6208	5670	4922	242	258	4558
Training Flights								
Total	2973	4298	4938	3940	4220	242	292	4091
Fuel Dispensed								
Av Gas	20285	20699	18105	17472	15162	2643	800	13745
Jet A	30331	33958	49156	34338	30646	3662	4665	76207
Total	50616	56353	67261	51810	45808	6305	5465	89952
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.								

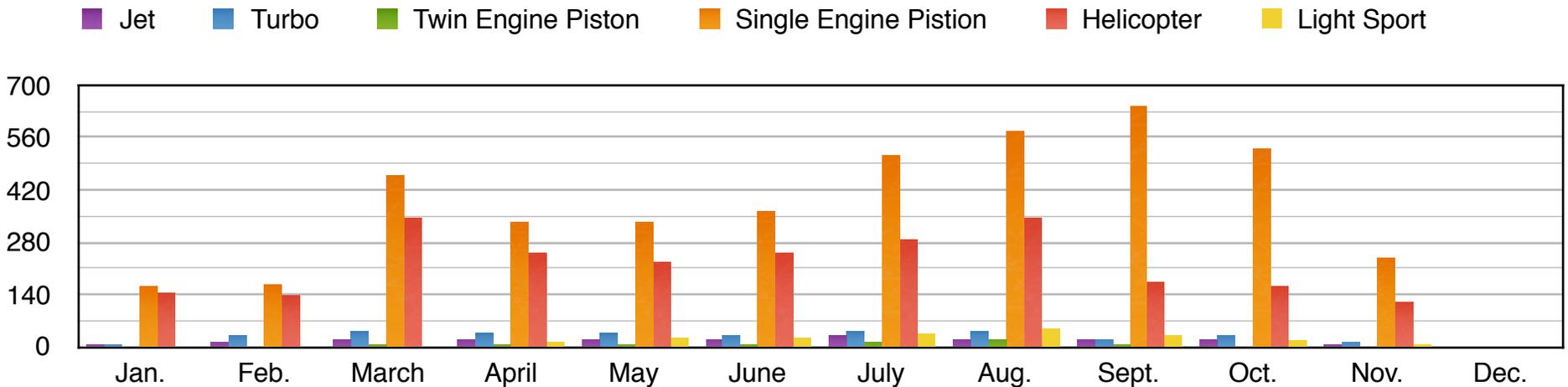
Flights Over the Past Five Years by the Present Month



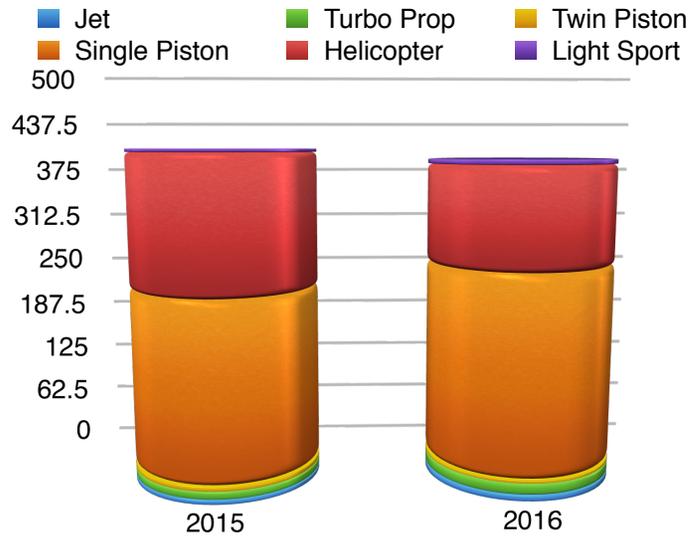
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



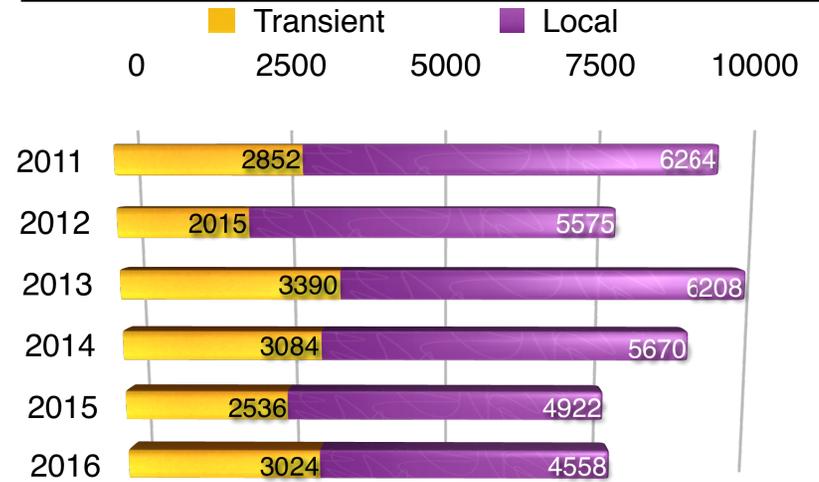
Operations by Aircraft for the Year of 2016



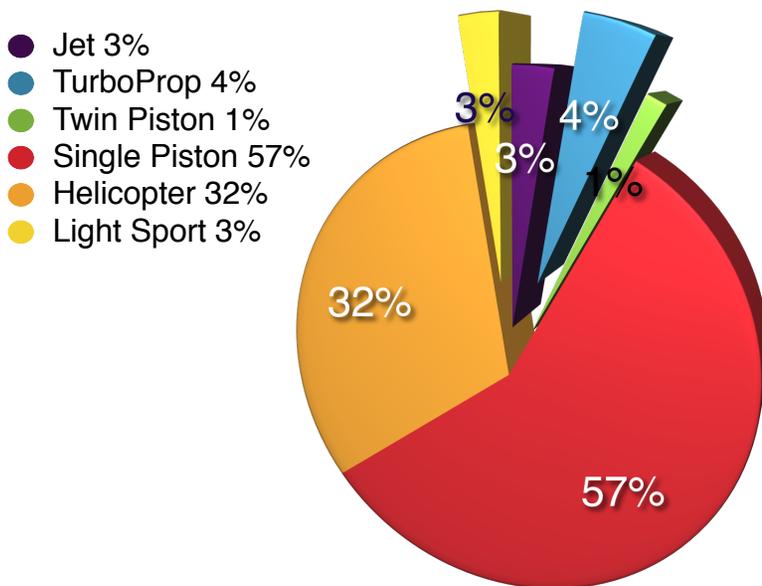
This Month Compared to the Same Month Last Year



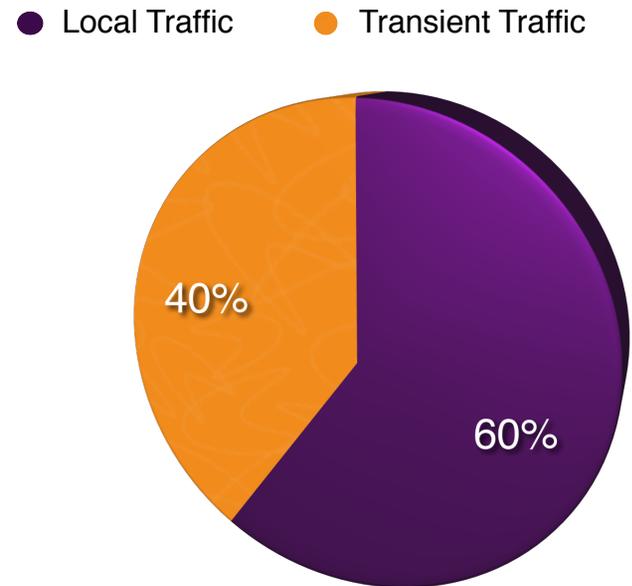
Transient Vs. Local Traffic



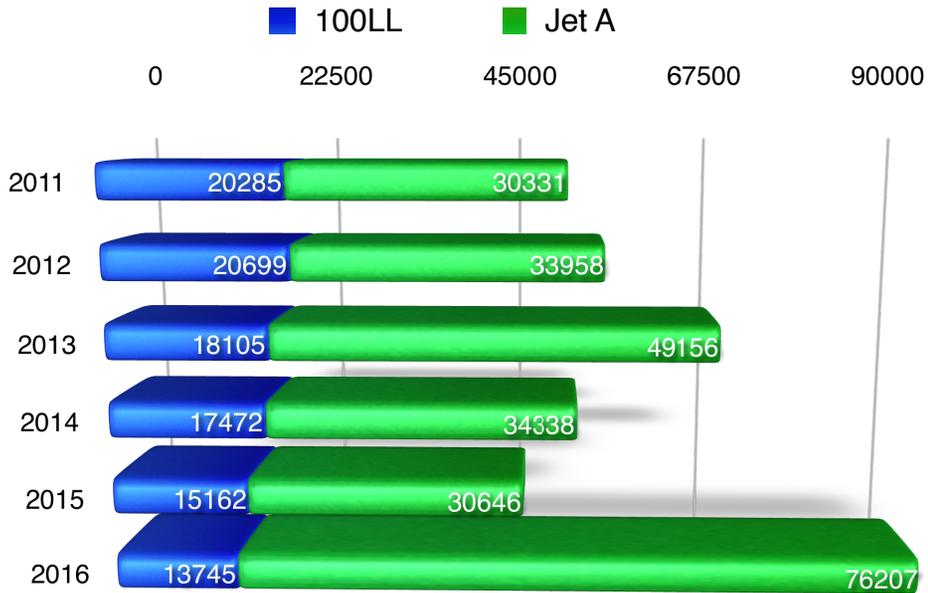
Percentage By Type Of Aircraft That Came Into Marshfield In 2016



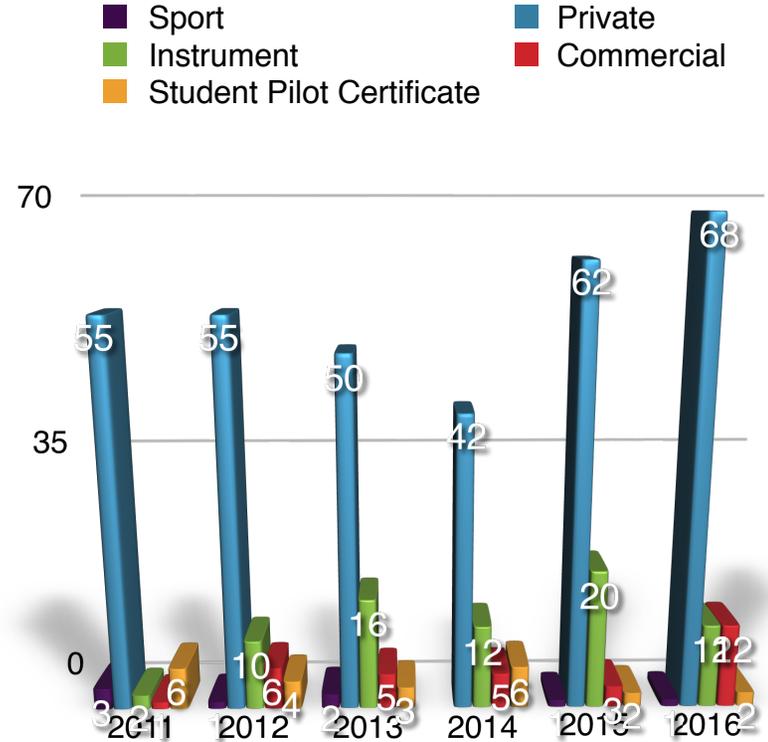
Percentage of Local Vs. Transient Traffic for 2016



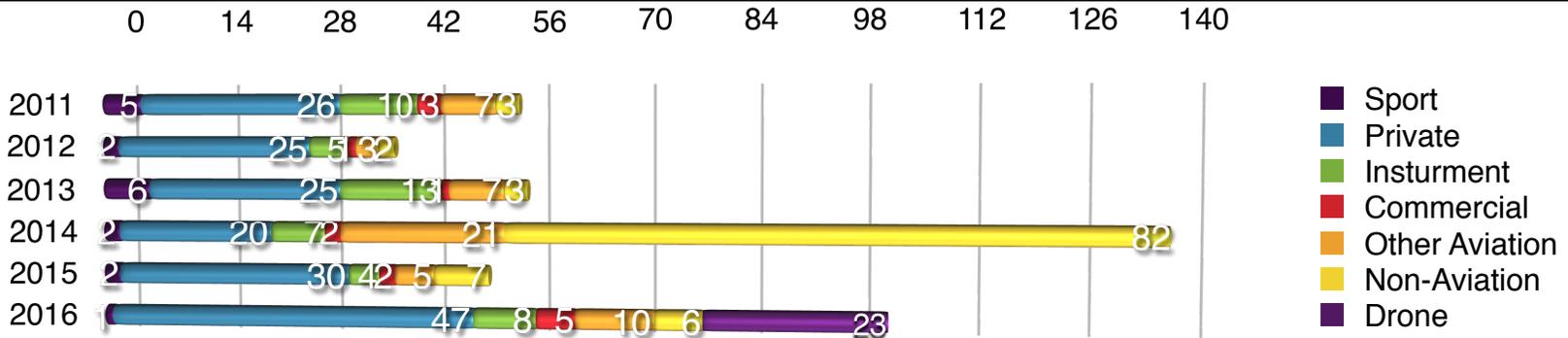
Fuel Sold - 6 Year Comparison



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
Carl Seider
Life Link III (Medflight New Richmond)
Enbridge
Burrnett Co. Flying Service
Michael Tyler
Bob Thill
Valley Medical - Fixed Wing Medflight
Harry Dolan
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
Tom Jablonicky
Dan Jurczyk
Dana Fern
Steve Mesner
Stick and Rudder Aviaiton LLC
Krist Oil
Kohl Department Store
Gary Mueller
Michael Wallace
John Hajewski
Eric Dombrowski
Lucas Schleppenbach
Timothy Olson
Micheal Campbell
Mark Knapmiller
John Dominick
Robert Kuhn
Dennis Pitcher
Brett Schnur
Connor Hanson
Colin Isom
Samuel Wiltzius
Geoffrey Gerrits
Bob Kauffman

James Ness
Steven Scott
Jay Hooper
Bruce Resnick
Steve Kennedy
Thomas Olson

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

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

Experimental Aircraft Association Chapter 992 (Marshfield & Medford Group)	Marshfield Youth Hockey
Toastmasters of Marshfield	C12 Group (Christian CEOs and owners building great businesses for a greater purpose)
Central Wisconsin Apple User Group	Tiger Blue Line Club

Summary Report -Activity is continuing to slow down as is typically for this time of year. Student activity is slowing as is flight checks for Duffy.

Account #	Obj. #	Description	2016 Amount Approved	2016 November Invoices	Firm Expenses Paid	Used To Date	Balance
101-53510-33							
	52100	Professional Services	46,073.00	3,839.42	Manager's contract	42,233.62	3,839.38
	52210	Electric	16,062.00	1,108.77	Marshfield Utilities & Alliant Energies	10,759.37	5,302.63
	52220	Water	408.00	39.90	Marshfield Utilities	761.09	(353.09)
	52230	Sewer	316.00	26.67	Marshfield Utilities	728.32	(412.32)
	52240	Fire Protection Charge	2,087.00	172.40	Marshfield Utilities	1,479.97	607.03
	52260	Heating - Gas	2,278.00	73.38	General terminal- We Energies	1,040.57	1,237.43
	52300	Telephone	1,377.00	121.80	Frontier	974.15	402.85
	52400	Rep/Maint. Serv-Streets	19,200.00	128.71	Frontier	10,925.00	8,275.00
	52500	Repair/Mainte. Service	52,000.00	71.89	Merkel Co., Inc. - repaired papi & odels	42,699.78	9,300.22
				200.00	Maid to Order - cleaning services		
				55.90	Unifirst - 4 mats		
				175.00	Duffy's Aircraft Sales - 3.5 hrs. Clean mold from fascia blocks & change wind tee bulbs @\$50.00.		
				1,694.41	Merkel Co., Inc. - repaired papi		

City of Marshfield - 2016 Airport Budget continued

	Amount Requested	November 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	716.73	883.27
			Duffy's Aircraft Sales - operating supplies for Big Bertha and 20' Case snowplow	
53500	Rep/Mainte. Supplies	6,800.00	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	7,811.46	126,988.73	32,680.27

2017 COMPREHENSIVE PLAN UPDATE STEERING COMMITTEE MINUTES
OF THURSDAY, NOVEMBER 17, 2016

Meeting called to order by Chairperson Gustafson 3:26 P.M. in Conference Room 108 of City Hall Plaza.

PRESENT: Chairperson Joe Gustafson; Vice Chairperson Ann-Marie Nelson Brine; Dan Knoeck; Bob Trussoni; Sam Warp; and Bob Haight.

ABSENT: Mayor Chris Meyer (excused); Alderperson Ed Wagner (excused); Michelle Morley (excused); and Justin Casperson (excused).

ALSO

PRESENT: Josh Miller, City Planner.

Approval of the Minutes – October 13, 2016

CPSC16-10 Motion by Haight second by Warp to approve the minutes of October 13, 2016.

Motion Carried.

Citizen Comments

No citizen's comments.

Review Transportation Chapter Goals, Objectives, and Policies

After a brief discussion at the October 13, 2016 CPSC meeting, the committee suggested discussing the Transportation Community Values, Chapter Goals, Objectives, and Policies for additional review. The Committee reviewed that section and provided the following feedback:

The last bullet in the Community Design section should be looked at. If we allow private alleys, standards should be developed to make sure they are properly designed.

Transportation Goal 1 should change the "all" in front of "modes" to "multi".

Number 8 under Objectives should change "Define" to "Identify".

Number 4 under Programs, Policies, and Recommendations should change "reduce" to "consider".

Review Utilities and Community Facilities Chapter

Miller gave an overview of the Utilities and Community Facilities Chapter Goals, Objectives, and Programs, Policies, and Recommendations.

The Committee discussed looking at paring down some of the information and include it in the Existing Conditions report. Miller said he would look at it a bit more.

Add the following number to the Utilities and Community Facilities Programs, Policies, and Recommendations: Consider extending sewer and water services as private systems start to fail or when an extension is warranted by development.

Update the Timetable for Improvements

- Fire and Rescue include: Explore opportunities to provide Fire and EMS services to surrounding rural areas.
- City Garage: Conduct necessary studies prior to making a decision on moving the City Garage.

Discuss Education Forum Meetings

Miller has set two educational forum meetings, one at Mid-State Technical College and another at UW-Marshfield/Wood County. The MSTC forum is scheduled for Monday, November 21, 2016 at noon in Room 105 and the UW forum is scheduled for Wednesday, November 30, 2016 at noon in Room 131 at the UW. Miller invited members of the steering committee to attend. The Committee would also like to see a forum with high school students.

The Committee discussed the specific questions they would like to ask students or other individuals present.

- What do you like/dislike about Marshfield?
- Where do you see Marshfield growing?
- What type of uses and activities would make Marshfield a better place to live, work, and play?
- What is Marshfield missing that a community of its size should have?
- Are there areas of Marshfield you avoid and why?
- Do you have an interest in staying in Marshfield after you complete your schooling? Why/why not?
- What's the best way for the City to engage students?

Set Meeting Date and Future Agenda Items

The next tentative meeting date will be held on Thursday, December 15, 2016 in Conference Room 108 of City Hall Plaza at 3:00 PM. Miller will send out a Doodle poll to determine availability.

Adjourn.

With no other business on the agenda or comments from the Committee, Chairperson Gustafson declared the meeting adjourned at 4:32 pm.

Motion Carried.

Respectfully submitted,

Josh Miller
City Planner

**City of Marshfield Committee on Aging
Room 108, City Hall Plaza
Meeting Minutes – December 1, 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, Gary Cummings, and Jean Doty

MEMBERS ABSENT: Becky Huebner-Leu and Kathy Dieck,

OTHERS: Amy Krogman, Kelly Cassidy, Jennifer Cummings, Justin Running and Richard Running

MINUTES: Motion made by Anderson and seconded by Ruder to approve the minutes from the November 3, 2016 meeting. Motion carried.

CITIZEN'S COMMENTS: None

TAXI UPDATE: Justin and Richard Running from Running, Inc. attended this meeting. Ridership has continued to grow. They are on track to have over 100,000 rides this year. Discussion was held regarding long wait times. The fleet is all mini-vans that are wheelchair accessible. This should help with wait times.

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 today
- Recruitment for Advisory Committee is continuing. All spots are filled except for Langlade County
- Committee discussed ways to get more people introduced to the nutrition meals.

WOOD COUNTY TRANSPORTATION: No Update

FORUM 55+ UPDATE: No update

LIBRARY & COMMUNITY CENTER UPDATE: Committee discussed ADRC not moving into the Community Center.

UNFINISHED BUSINESS: None

NEW BUSINESS: Taxes for seniors will resume in February

2016 SENIOR HEALTH FAIR: Great turnout. Everything went well, nicely organized. There were no complaints. A discussion was held regarding how to handle the flow of door prizes and the luncheon.

FUTURE MEETING DATE: January 5, 2017 in Room 108, City Hall Plaza

Meeting was adjourned at 11:05

Respectfully submitted,
Amy Krogman
Administrative Assistant III

**Economic Development Board meeting
December 1, 2016**

Present: Buttker, Dickrell, Martin, Meissner (left at 3:45 p.m.), Trussoni, Wagner, Staab
(arrived at 3:05 p.m.), and Sennholz
Absent: None
Others: Angell, Krogman, Eloranta, Olson, Casperson and Knoeck

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

Approve minutes – September 1, 2016 and September 15, 2016

Buttker moved and Dickrell seconded the motion to approve minutes from the September 1st and September 15th meetings as presented. Motion carried.

Identify potential conflicts of interest

None

Citizen comments

None

Discussion and possible action on EDB priorities

Housing: There is nothing to report. After 1st of year this needs to be worked on. Angell has talked to the ACE Academy and doesn't know if there is any interest on their part.

Economic Development Corporation: Sennholz has people who are interested in being involved.

Wenzel Family Plaza: So far \$875,000 has been raised. This includes the \$200,000 from the City and \$200,000 from EDB. Looking for a donor for naming rights for the performance stage. Goal was to get fundraising done by the 1st of the year.

The CDI grant was resubmitted. Made some changes based on feedback they had received. Optimistic they will get a \$250,000 grant

Committee discussed who would be responsible for maintenance. Knoeck stated currently the planters and parking lots are taken care of by volunteers, but this could be ending soon due to the fact that not enough volunteers are coming forward. He stated upkeep on the park would be very extensive. Angell will contact Wausau to see who is responsible for upkeep of the 400 Block.

Discussion was held as to whether or not we could pay another entity with Room Tax dollars to manage the park.

Dickrell moved and Buttker seconded the motion to have staff come back to the committee with a plan as to who will be responsible for the maintenance and scheduling of Wenzel Family Plaza. Motion carried

Knoeck stated that SEH has questions as to what events they committee is thinking will be held at the park. The following is a list of possible events:

- 3 to 5 member bands
- Farmer's Markets

Block Parties - 2 x a year, 500 people
Hub City Days
Movies in the Park
Food Trucks
Picnic in the Park
Holiday parade/tree lighting
Art show
Car show
Reindeer day
5K run/walks
Winter festivals

The ice skating rink was discussed. Casperson said ice over grass is very hard on the grass.

Economic development activity updates

Olson reported on the following:

Working with business retention
Meeting with Wolfcraft next week
Retailers did well on Black Friday
ICE Retailer Show had 60 attendees. Was hoping for more
New Tech Council involving Clinic, Alliance, and Prevention Genetics

Eloranta reported on the following:

Homestead Pantry open Wednesday and Saturday. Had around 200 people at their grand opening. A lot of interest
Really pushing the pop up shops
Bella's Boutique & Antique Attic opened
Spring Green moved into the old Derrico's building
Fairway Mortgage has expanded into the 301 building

Angell reported on the following:

The City of Marshfield Inspection staff is working on getting Muscle & Fitness building issues addressed.
Next month the Economic Development Chapter of the Comp Plan will be discussed

With no objections from Board members, Sennholz adjourned the meeting at 4:30 p.m.

Respectfully submitted,
Amy Krogman
Administrative Assistant III

HISTORIC PRESERVATION COMMITTEE MINUTES
OF DECEMBER 5, 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 (arrived late); Vickie Schnitzler; Kris Keogh; Bill Penker; and, Kris Coleman.

ABSENT:

ALSO

PRESENT: Josh Miller, City Planner.

Approval of the Minutes of November 7, 2016 Meeting.

HP16-32 Motion by Wood second by Bargender to approve the minutes of the November 7, 2016 meeting.

Motion Carried.

Zaleski arrived at 5:02 P.M.

Citizen Comments.

Penker said that last month he was up in Ashland. Their downtown doesn't label anything historic, similar to Marshfield.

Bargender said that Spring Green is now downtown on the 200 block and asked the owner how they like the one-way and angled parking. She said her customers love it.

Wood passed out the City of Rhinelander's historic walking tour brochures.

Comprehensive Plan Update – Review Cultural Resources Goals, Objectives, and Policies.

Miller reviewed the Cultural Resources Goals, Objectives, and Policies with the Committee.

Penker said history hasn't been brought up at the sessions he's attended. A lot of the policies listed, the Committee is already doing. Maybe it is time to take a new look at the Historic Preservation Plan. Maybe look at it as an action oriented document. He does have a concern at some point someone will come into town and they will ask to look at the Historic Preservation Plan and feel the plan is too disjointed and then decide not to come here.

Bargender feels the City is already preserving the downtown with the Façade Improvement program. He said they did the same with reconstruction of Chestnut and Maple Avenues.

Penker feels the preservation is a global issue for the entire City, not just downtown.

Coleman said that new developments in other communities are encouraged to incorporate traditional buildings with the façade and look to it. Look at other cities as to how they are requiring new development to look like it's always been there.

Zaleski agreed that it would be good to look at what other communities do. It's important to look at the economy at the time the policies were written.

Miller asked for the Committee to provide comments by April.

Review of Great Things Are Happening Here Event.

Wood manned the table for the Committee. There were a lot of people that came through that did not know about the walking tours. He ran out of brochures. It was a great turnout and crowded all day long.

Discuss Annual Workshop Agenda Items and Date.

Wood provided some more history on the power house. He will provide a written report at the next meeting. The Johnson family is still around and may have additional information.

Bargender asked if there was some information from the History of Marshfield books. Schnitzler will check.

Items to be included on the agenda include:

- Historic marker or recognition for the 200-300 blocks of West 2nd Street
- Identify historic neighborhoods and select one for a brochure
- Promotion of historic tax credits
- Comprehensive Plan Goals, Objectives, and Policies

Miller suggested having the annual workshop meeting on Saturday, February 4, 2017. The Committee was in support of holding it that day at the Fire Station. He will check with the Fire Department for availability.

Staff Updates

- Comprehensive Plan Update. Miller had nothing to add.

Set Meeting Date and Future Agenda Items.

HP16-33 Motion by Bargender second by Penker to cancel the January meeting.
Motion Carried.

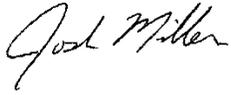
The next regularly scheduled meeting will be held on Monday, February 6, 2016. The agenda of the next meeting should include approval of the Monday, December 5, 2016 meeting minutes, summary of the workshop on Saturday, February 4, 2017, and other topics that may come up.

Adjourn.

Motion by Penker, second by Wood to adjourn meeting at 4:51 P.M.

Motion Carried

Respectfully submitted,

A handwritten signature in black ink that reads "Josh Miller". The signature is written in a cursive style with a large initial 'J'.

Josh Miller
City Planner

BOARD OF PUBLIC WORKS MINUTES
OF DECEMBER 5, 2016

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

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

EXCUSED: None

ALSO PRESENT: City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Assistant Street Superintendent Bornbach; Building Inspector/Project Manager Pokorny; Cemetery Coordinator Baltus; the media; and others.

PW16-135 Motion by Wagner, second by Feirer to recommend approval of the minutes of the November 14, 2016 Board of Public Works meeting.

Motion Carried

Citizen Comments:

- Ken Bargender, 206 South Hawthorn Avenue, spoke regarding truck traffic on Central Avenue. He agrees that the City should look at a ban on trucks on Central Avenue.
- Bill Penker, 600 South Sycamore Avenue, feels that trucks pose a problem on Central Avenue simply due to their size and the limits of how fast they can come to a stop. Speed can also be an issue. He feels much of this is an enforcement issue.
- Dick Pokorny, 113 East 11th Street, stated that trucks on Central Avenue that we thought may find alternate routes after Central Avenue was reconstructed did not actually do that.

PW16-136 Motion by Feirer, second by Earll to recommend approval of the low bid submitted by Don Nikolai Construction of Marshfield for demolition of problem properties at 315 West 5th Street and 404 West 6th Street at a total cost not to exceed \$29,400 and authorize execution of a contract.

Motion Carried

PW16-137 Motion by Jockheck, second by Earll to recommend approval of the low quotations submitted by Beaver Creek Nursery & Landscaping, LLC of Marshfield for mowing of Zones 1, 2 & 3 and Turf Tamers LLC of Marshfield for mowing of greenways and detention basins and authorize execution of contracts.

Motion Carried

City Administrator Barg reviewed the final report and recommendations from the Downtown Parking Team. The Board will be asked to take action on the recommendations in February or March. Alderman Wagner suggested several items for consideration including improved enforcement, removing time limits entirely, eliminate permits entirely, and if permits are issued, issuing them by lot with a maximum number per lot. Alderman Jockheck asked for a map of parking lot locations and names, where problems exist currently and what the current regulations are. This was a discussion item only.

Director of Public Works Knoeck presented a possible revision to Policy 5.120 – Driveway Entrances. There are 2 primary goals for this policy update which include levying special assessments for asphalt driveway entrances and requiring that gravel entrances and aprons get hard surfaced when there is a street improvement project. There was consensus from the Board to move forward with these changes. Staff will bring back a final version of the policy for approval in the near future. This was a discussion item only.

City Administrator Barg reviewed the disposition of the Vaughn Hansen Chapel and the offer of a generous donor to fund renovations of the chapel. Alderman Earll suggested that the City should look to transfer ownership of the building to a non-profit to undertake the improvements, operate and maintain the building. Alderman Wagner suggested that Myron Silberman be notified of this opportunity to see if he would be willing to find a group that would be interested in taking over ownership of the chapel.

PW16-138 Motion by Wagner, second by Earll to recommend approval of revocable occupancy permits for 500 and 600 North Central Avenue private encroachments into North Central Avenue right-of-way.

Motion Carried

PW16-139 Motion by Jockheck, second by Feirer to recommend approval of the Certified Survey Map for Wildwood Zoo as presented.

Motion Carried

Director of Public Works Knoeck discussed truck traffic on Central Avenue. This has been discussed in the past with no good solution. Knoeck suggested that a committee of stakeholders be established to address such things as the limits of concern, alternate truck routes, potential unintended consequences of trucks using other streets, and enforcement. This was a discussion item only.

Recommended items for future agendas: None

Motion by Earll, second by Wagner that the meeting be adjourned at 6:35 PM.

Motion Carried

Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF DECEMBER 6, 2016

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

PRESENT: Alderpersons Ed Wagner, Alanna Feddick and Gordon Earll

EXCUSED: None

ALSO PRESENT: Police Chief Gramza and City Clerk Hall

JLC16-091 Motion by Earll, second by Feddick to approve the minutes of the November 15, 2016 meeting.

Motion carried

CITIZEN COMMENTS

None

JLC16-092 Motion by Feddick, second by Earll to approve by unanimous consent the following:

- a) Thirteen (13) Beverage Operator Licenses for the 2015-2017 license year to: Carol Bahem, Cassy Bakr, Kyle Everson, Sally Giles, Jamie Hause, Ashlee Heier, Heather Holland, Helen Kirchoff, Aldora Lucek, Austin Matthews, Katrina VanDusen, Paula Widmann and Jana Wolfe.
- b) Secondhand Article Dealer License to Northside Computers, 907 S. Central Avenue.
- c) Secondhand Article Dealer License to UltraCom Wireless, 911 N. Central Avenue.
- d) Secondhand Article Dealer License to What Goes Around Comes Around, 107 W. 2nd Street.
- e) Secondhand Article Dealer License to Kids Korner Clothes & More LLC, 205 W. Upham Street.
- f) Secondhand Jewelry Dealer License to Christensen Jewelers, 1823 N. Central Avenue.
- g) Secondhand Jewelry Dealer License to Jewelers Palette LLC, 242 S. Central Avenue.
- h) Secondhand Jewelry Dealer License to Wickersham Jewelry, 1921 N. Central Avenue.
- i) Secondhand Jewelry/Article Dealer License to Central Wisconsin Coin Co., Inc., 231 S. Central Avenue.
- j) Secondhand Jewelry/Article Dealer License to Iggy's Auction House, 206 E. Depot Street.
- k) Pawnbroker/Secondhand Jewelry Dealer License to E-Ways Sales LLC, 1004 S. Central Avenue.
- l) Auto Salvage Dealer License to Leonhard's Small Auto Sales, 305 W. 14th Street.
- m) Auto Salvage/Scrap Metal Dealer License to Asylum Scrap Services, 2304 S. Galvin Avenue.

Motion carried

No items were removed from the consent agenda.

Discussion was held on the City of Marshfield Social Hosting Ordinance. The League of Wisconsin Municipalities sent out information regarding that Social Host ordinances are likely unenforceable following a court decision. Municipal social host ordinances aimed at preventing adults from hosting underage drinking parties at private homes are likely unenforceable following the Wisconsin court of appeals October 26th decision in County of Fond du Lac v. Mucbe. The court concluded that the county's ordinance did not strictly conform to state law and therefore exceeded the county's authority. The County has not yet decided whether to appeal the decision. If the decision is not appealed, it is likely that the legislature will be asked to clarify municipal authority regarding social host ordinances.

The Police Chief said that he will be meeting with the City Attorney and City Administrator on Wednesday to discuss this issue.

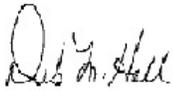
The Committee decided not to do anything about the Social Hosting ordinance at this time. They want to see if the County of Fond du Lac is going to appeal the decision. If they don't appeal it the legislature will be asked to clarify municipal authority.

Future Agenda Items

None

Motion by Feddick, second by Earll to adjourn at 5:18 p.m.

Motion carried



Deb M. Hall
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF DECEMBER 6, 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, and City Personnel (Jennifer Rachu, Keith Strey, Mike Winch, Amy VanWyhe and Deb M. Hall)

Citizen Comments

None

FBP16-108 Motion by Hendler, second by Witzel to approve the items on the consent agenda:

1. Minutes of the November 15, 2016 meeting.
2. Payroll in the amount of \$893,462.79 and the Bills in the amount of \$1,162,361.98.
3. October 2016 Treasury Report.

Motion carried

No items were removed from the consent agenda.

FBP16-109 Motion by Spiros, second by Zaleski to recommend approval of Budget Resolution No. 27-2016 to the Common Council, transferring \$1,900 to cover Unemployment Compensation Claims.

Motion carried

FBP16-110 Motion by Spiros, second by Hendler to recommend approval of Budget Resolution No. 28-2016 to the Common Council, transferring \$4,600 from the General Fund, Contingency Budget to the General Fund, Assessor Budget.

Motion carried

FBP16-111 Motion by Hendler, second by Zaleski to recommend approval of Budget Resolution No. 29-2016 to the Common Council, transferring \$70,000 from the Snow and Ice Control Budget to the Forestry Budget.

Motion carried

FBP16-112 Motion by Hendler, second by Witzel to recommend approval of Resolution No. 2016-65 to the Common Council, approving the taxi contract with Running, Inc. for calendar year 2017.

Motion carried

FBP16-113 Motion by Zaleski, second by Witzel to recommend approval of Resolution No. 2016-66 to the Common Council, approving Committed Fund Balance classifications for continuing certain appropriations related to fiscal year 2016 to be carried over into 2017.

Motion carried

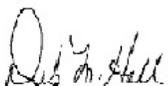
A presentation was given by Finance Director Keith Strey regarding the EBS Assessment Report.

FUTURE AGENDA ITEMS

None

Motion by Spiros, second by Witzel to adjourn at 5:52 p.m.

Motion carried



Deb M. Hall
City Clerk

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



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

TO: FINANCE, BUDGET & PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: RESOLUTION 2016-65 SHARED-RIDE TAXI SERVICE CONTRACT APPROVAL FOR 2017
DATE: 11/30/2016

BACKGROUND

In fall of 2013, the City of Marshfield completed an RFP process soliciting bids for providing Shared-ride and shuttle bus service.

The Common Council, following WI DOT grant guidelines and requirements, awarded a 5-year contract, renewed annually, to Running Inc starting January 1, 2014. These services are required to be bid out a minimum of once every five years to meet Federal and State grant requirements, and the City is in compliance with these requirements with the 2013 RFP process.

On September 27, 2016, the Common Council approved exercising the option year for 2017 with Running, Inc. and directed staff to prepare the 2017 contract for approval. Attached are the resolution and 2017 contract for review and approval.

RECOMMENDATION

I recommend approval of Resolution 2016-65 authorizing execution of contract between the City of Marshfield and Running Inc. to provide Shared-ride Taxi Service for 2017.

Concurrence – Steve Barg, City Administrator

RESOLUTION NO. 2016-65

A resolution authorizing the execution of a contract between the City of Marshfield and Running Inc.

WHEREAS, the City of Marshfield operates, through a third party provider, a door-to-door, demand-responsive, advanced reservation, shared-ride taxi service (the service) available to the general public and disabled patrons throughout the City; and

WHEREAS, these services are subsidized with state and federal transit operating funds; and

WHEREAS, Running Inc. a taxi service operator, is willing to provide such service if a subsidy is granted; and

WHEREAS, the Common Council, has determined that the proposal of Running Inc. is in the best interest of the City.

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

1. That the proposed contract between the City of Marshfield and Running Inc. in substantially the form attached hereto, for the year 2017 is hereby approved.
2. That the Mayor, City Clerk and Finance Director are hereby authorized and directed, to execute said contract in its final form, as approved by the Wisconsin Department of Transportation.

ADOPTED _____
Chris L. Meyer, Mayor

ADOPTED _____ ATTEST: _____
Deb M. Hall, City Clerk

**2017 SHARED RIDE TAXI OPERATING CONTRACT
BETWEEN THE CITY OF MARSHFIELD AND
RUNNING INC.**

This Contract is made by and between City of Marshfield, hereinafter referred to as "City " and Running Inc. hereinafter referred to as "Contractor."

PRELIMINARY STATEMENT

The City sponsors a Shard-Ride Taxi Service as a public transportation program to serve its residents. On September 27, 2016, the City approved exercising the option year for 2017 per terms of the awarded RFP proposal from Running Inc. following WI DOT requirements for operation of this service from the period commencing January 1, 2017 and ending on December 31, 2017.

This contract shall include all the necessary performance standards outlined in the RFP and the Contractor's response to that RFP by reference, including, but not limited to, service area, service standards, hours of service, service levels, fares schedule, handling of revenues, reservation policies, maintenance, insurance, licensing, complaint handling, promotion and publicity and other requirements. Effective January 8, 2016, Shuttle Service to Tomah was discontinued and those contracted hours reassigned to Shared-Ride Taxi Service in the City per Common Council approval on December 8, 2015.

CONTRACT CONDITIONS

The contractor shall, throughout the term of this contract, be responsible for maintaining proper licensing for operation as a taxicab company in the service area described in the RFP. All revenues collected by the provider, shall belong to the City and shall be shown as a separate line item on each invoice.

The Contractor shall submit invoices for the total number of hours of service provided to the City no more frequently than monthly, and the City shall review said invoice and reimburse the Contractor within 20 working days after receipt of a properly submitted invoice.

Additionally, the Contractor shall provide to the City within 25 days of the conclusion of any calendar month, the following reports as detailed in the RFP:

A monthly report showing total passenger trips, passenger revenue, package delivery revenue, total miles operated and total driver hours worked. The Contractor is also responsible for preparing and submitting to the City quarterly and annual reports required by the Wisconsin Department of Transportation.

The Contractor shall maintain and retain for a period of three years driver logs and dispatch records to allow the City or the Wisconsin Department of Transportation to verify any data reported or billed to the City.

The City reserves the right to discontinue the contract's remaining option years at any time and may elect to re-bid the contract in whole or in part when changes in scheduled hours or hourly costs are not mutually acceptable between the Contractor and the City. Any such discontinuation of the contract shall have at least 120 days written notice to the Contractor, including the decision to not exercise an option year.

The City may terminate this contract with 120 days written notice to the Contractor. This contract shall not be assigned, transferred or encumbered in any manner without the prior written consent of the City, which consent shall not be unreasonably withheld.

The maximum amount of funding for this contract shall be \$711,114 based on 29,278 hours of service at the rate of \$24.29 per hour as agreed to by City and Contractor documented in the signed Exercise of Option for 2017. This maximum contract amount is calculated based on the hours submitted to WI DOT for 2017 operating assistance grant funding. If these hours are reduced in the final grant funding awards, the City and Contractor will adjust this maximum amount to align with total grant funded hours for 2017 when provided by WI DOT.

All Federal Certifications, Assurances and Clauses included in the RFP document and certified by the Contractor shall be included in this contract by reference.

Dated this 13th day of December, 2016,

CITY OF MARSHFIELD

RUNNING INC.

Chris L. Meyer, Mayor

Authorized Representative

Deb M. Hall, City Clerk

Authorized Representative

Keith R. Strey, Finance Director



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE & COMMON COUNCIL
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: RESOLUTION 2016-66 COMMITTED FUND BALANCE CLASSIFICATIONS
DATE: 11/30/2016

BACKGROUND

As a result of Governmental Accounting Standards Board (GASB) 54 requirements, the City of Marshfield updated Fund Balance Policy 4.310 and Policy 4.370 Continuing Appropriations & Budget Resolutions in late 2014. Policy 4.310, in part, establishes a framework for reporting classification of fund balances. Policy 4.370 states, in part, that “appropriations may be made by the Council, to be paid out of income of the current year, in furtherance of improvement or other objects or works which will not be completed within such year, and any such appropriation shall continue in force until the purpose for which it was made has been accomplished or abandoned.”

ANALYSIS

To comply with requirements of GASB 54, the previous one step procedure related to Policy 4.370 Continuing Appropriations was split into two. Now, step one requires the Common Council to take specific action to identify and approve items they “Commit” to funding beyond the current fiscal year. GASB 54 requires approval action to occur before fiscal year end to classify these specific items as committed. Following fiscal year end, the second step requires the Common Council to take separate action to approve amounts for items the Council wishes to commit funding for when determined (historically in February) for financial reporting purposes. These actions are only required for General Fund items as other fund classifications and continuing appropriations are addressed in Policies 4.310 & 4.370.

Several department/division heads have requested that various 2016 appropriations for specific general fund capital outlay, operations and projects be carried over to 2017 so they can be completed. When appropriate, the respective committees/boards have previously approved these items. The attached resolution summarizes the 2016 appropriation items and estimated amounts requested to be carried over into 2017 and classified as Committed Fund Balance.

RECOMMENDATION

I recommend approval of Resolution #2016-66 approving Committed Fund Balance classifications for 2016 continuing appropriations, as presented.

Concurrence- Steve Barg, City Administrator

RESOLUTION NO. 2016-66

A resolution of the Common Council approving Committed Fund Balance classifications for continuing certain appropriations related to fiscal year 2016 to be carried over into 2017.

BE IT RESOLVED by the COMMON COUNCIL of the City of Marshfield, as follows:

- 1. The appropriations and accounts set forth in Exhibit "A" attached hereto are hereby classified as committed and carried forward into 2017; and
- 2. The Finance Director is hereby authorized to make the necessary entries in the ledgers of the City of Marshfield to reflect the foregoing.

This resolution is recommended by the Finance, Budget and Personnel Committee.

ADOPTED _____

Mayor

APPROVED _____

Clerk

EXHIBIT "A"

	<u>ESTIMATED</u>
	12/31/16
	<u>AMOUNTS</u>
<u>General Fund #101</u>	
Building Services/Inspection:	
Nuisance Property Abatement	\$ 25,000
Information Systems	
Enterprise Business System Software Upgrade	46,976
Electronic Document Management System	53,882
Market Drive Assessment Software Implementation	11,644
Library	
Net Operations & Maintenance per WI Statutes Ch. 43.58(1)	37,736 (5 yr. average)
Parks and Recreation	
Special Recreation Programs	4,184
Tennis/Racquetball Center	20,926
Adult Athletics	2,648
Planning & Economic Development	
Comprehensive Plan Intern per approved motion FBP16-092	<u>7,500</u>
	<u>\$ 210,496</u> * *

* * Amounts listed are **preliminary estimates** for information only. Final amounts will be presented in February 2017 for approval



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

ORDINANCE NO. 1343

An Ordinance amending Section 8-44 of the Marshfield Municipal Code to provide an exception to the requirement that flashing red or amber warning lights be activated by school bus operators in a residence or business district when pupils or other authorized passengers are to be loaded or unloaded at a location at where a sidewalk and curb are laid on both sides of the road.

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

SECTION 1. Section 8-44 of the Marshfield Municipal Code shall be amended to create subsection 1 (a) which shall read as follows:

(a) The requirement for the activation of flashing red or amber warning lights under this section may be excused for a specific stop designated by street location by prior written authorization from the City of Marshfield Police Chief or his or her designee.

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: Finance, Budget and Personnel Committee

From: Keith Strey, Finance Director

Subject: Budget Resolution No. 27-2016

Date: November 29, 2016

SUMMARY:

The attached budget resolution, if approved, transfers \$1,900 from the General Fund Contingency budget to the identified budgets to cover costs of unemployment compensation claims for 2016 paid by the City. The contingency account has \$10,000 specifically allocated for this purpose in 2016.

RECOMMENDATION:

I recommend approval of Budget Resolution No. 27-2016.

Concurrence: _____

Handwritten signature of Steve Barg in cursive.

Steve Barg, City Administrator

BUDGET RESOLUTION NO. 27-2016

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

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

1. That the sum of \$1,900 is hereby transferred from the Contingency Fund, a/c #1015156008.080000 to the following accounts:
 - a. School Crossing Guards, a/c #1015214020.200000 \$ 1,250
 - b. Aging/Senior Center, a/c #1015461050.500000 150
 - c. Recreation Programs, a/c #1015532162.620000 500

2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
Mayor

APPROVED _____
Attest - City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 27-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Contingency, a/c# 1015156008.08000:

- 1. 51580 – Unemployment Compensation \$ 1,900

TRANSFERRED TO:

General Fund (101):

- 1. School Crossing Guards, a/c#1015214020.200000:
51580 - Unemployment Compensation \$ 1,250
- 2. Aging/Senior Center, a/c#1015461050.500000:
51580 - Unemployment Compensation \$ 150
- 3. Recreation Programs, a/c#1015532162.620000:
51580 - Unemployment Compensation \$ 500

* * * *

BUDGET RESOLUTION NO. 28-2016

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 \$4,600 is hereby transferred from the General Fund, Contingency Budget, a/c # 1015156008.080000 to the General Fund, Assessor Budget, a/c#1015153009.090000.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____

Mayor

APPROVED _____

Attest – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 28-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency	\$	4,600
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TRANSFERRED TO:

General Fund Assessor Budget, a/c# 1015153009.090000:

1. 51540 – Health Insurance	\$	4,600
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**City of
Marshfield**

Memorandum

December 8, 2016

TO: Mayor Meyer and Members of the Common Council
FROM: Dan Knoeck, Director of Public Works
SUBJECT: Budget Resolution 29-2016 Forestry and Snow & Ice Budget Transfers

BACKGROUND

With the mild winter at the beginning of the 2016 budget year, City crews were able to spend more time on forestry operations, specifically addressing ash tree removals as part of our Emerald Ash Borer readiness plan. In fact, crews were able to complete all of the planned removals in one year rather than over multiple years. This is especially important because there is not always enough time for forestry operations when we do get an extended or even normal winter. Getting a head start with EAB preparedness on street trees will put us in a better position to respond when EAB does arrive. As a result of this successful year, we are projecting a \$70,000 shortfall in the 2016 Forestry Budget.

ANALYSIS

The good news is that there will be an unspent balance in the Snow and Ice Budget. Staff is proposing that funds be transferred from the Snow and Ice budget to the Forestry Budget to make up the shortfall. The attached Budget Resolution 29-2016 shows the details of the proposed transfers.

RECOMMENDATION

Approve Budget Resolution 29-2016.

Concurrence: 
Steve Barg, City Administrator


Keith Strey, Finance Director

DETAIL OF BUDGET RESOLUTION NO. 29-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund, Snow and Ice Control Budget, a/c# 1015331232.320000:

1. 51000 Series– Permanent Employee – Wages & Benefits	\$	20,000
2. 53310 – Motor Pool	\$	25,000
3. 54500 – Raw Materials	\$	25,000

TRANSFERRED TO:

General Fund, Forestry Budget, a/c# 1015690532.32000:

1. 51000 Series – Permanent Employee – Wages & Benefits	\$	40,000
2. 53310 – Motor Pool	\$	30,000

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