



CITY OF MARSHFIELD
MEETING NOTICE

AMENDED

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, JANUARY 24, 2017
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: January 10, 2017 regular meeting
- G. Staff updates
 - Update on phosphorus compliance – Sam Warp, Wastewater Superintendent
- H. Mayor's Comments
 - 1 Committee Openings
 - a. Zoning Board of Appeals, 2nd alternate
- I. Council Comments
- J. Reports from commissions, boards, and committees
- K. Consent Agenda:
 - 1 Meeting minutes/reports
 - a. Marshfield Pool Study Committee (July 14, 2016)

COMMON COUNCIL AGENDA
JANUARY 24, 2017

- b. Convention and Visitors Bureau (August 30, 2016)
- c. Marshfield Pool Study Committee (September 15, 2016)
- d. Convention and Visitors Bureau (September 27, 2016)
- e. Marshfield Pool Study Committee (November 10, 2016)
- f. University Commission (November 16, 2016)
- g. Fairground Commission (December 1, 2016)
- h. Parks, Recreation, and Forestry Committee (December 8, 2016)
- i. Committee on Aging (January 5, 2017)
- j. Economic Development Board (January 5, 2017)
- k. Marshfield Pool Study Committee (January 12, 2017)
- l. Town of McMillan - City of Marshfield Joint Plan Commission (January 13, 2017)
- m. Utility Commission (January 16, 2017)
- n. Judiciary and License Committee (January 17, 2017)
- o. Finance, Budget, and Personnel Committee (January 17, 2017)
 - 1. Compensation consultant review and filling of Commercial Building Inspector position
 - 2. Filling of Civil Engineer I position
 - 3. MOU with Wood County for drug court
- p. Plan Commission (January 17, 2017)

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

- L. Action on items removed from the consent agenda, if any
- M. Presentation – 2016 Vital Signs report. Presented by Amber Kiggins-Leifheit, Executive Director, Marshfield Area Community Foundation and Paula Jero, Executive Director, Marshfield Area United Way

Recommended Action: None, for information only

- N. Presentation – pool study committee report. Introduction by Justin Casperson, Director of Parks and Recreation. Presented by Ayres and Associates

Recommended Action: None, for information only

- O. Request to task pool study committee with site selection. Presented by Steve Barg, City Administrator

Recommended Action: Discretion of the Council

- P. Approve revised floor plan for the new City Hall. Presented by Dan Knoeck, Director of Public Works

Recommended Action: Approve the floor plan and authorize proceeding with construction drawings and bid documents

- Q. Project update and approval of Community Center floor plan. Presented by Dan Knoeck, Director of Public Works

Recommended Action: Approve the floor plan and authorize proceeding with construction drawings and bid documents

COMMON COUNCIL AGENDA
JANUARY 24, 2017

- R. Approve 6-month Marshfield Mall lease extension. Presented by Steve Barg, City Administrator

Recommended Action: Approve the 6-month extension

- S. Approve amendment to Cable Access Coordinator Agreement. Presented by Steve Barg, City Administrator

Recommended Action: Approve the amendment as presented

- T. Election of four (4) Alderpersons to serve on the Capital Improvement Program Administrative Committee. Presented by Chris Meyer, Mayor

Recommended Action: Elect four Alderpersons to the CIP Administrative Committee

- U. Request to approve appointment of Andy Keogh, 1715 North Apple Avenue to the Capital Improvement Program Administrative Committee. Presented by Chris Meyer, Mayor

Recommended Action: None at this time, final action will be scheduled on the February 14, 2017 agenda

- V. 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.

- Possible sale of property within TID #5
- Proposed lease for community center space
- Management agreement with CWSFA

- W. Suggested items for future agendas

- X. Adjournment

Posted this day, January 23, 2017 at 4:00 p.m., by Deb M. Hall, City Clerk

Notice

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

JANUARY 10, 2017

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 and Tom Buttke.

EXCUSED: Alderperson Peter Hendler

The flag was saluted and the pledge given.

No items were added to the agenda

PUBLIC COMMENT PERIOD

None

CC17-001 Motion by Buttke, second by Feirer to approve the minutes of the Common Council regular meeting of December 20, 2016.

Motion carried

STAFF UPDATES

None

MAYOR'S COMMENTS

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

Alderperson Jockheck spoke about the Pool Study Committee and the ongoing work of that committee. He requested that the Council add a directive to the Pool Study Committee to look at alternate sites for the pool.

Alderperson Earll thanked the Street Department for the great job they did today in plowing the streets during the snow storm.

Police Chief Gramza recognized Dominic Poeschel for his 27 years of service to the City. Dominic began his employment with the Police Department on February 1, 1989 and retired on December 29, 2016.

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC17-002 Motion by Zaleski, second by Feirer to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Community Development Authority of November 17, 2016; Cable TV Committee of November 28, 2016; Fire & Police Commission Special Meeting of December 1, 2016; Fire & Police Commission of December 8, 2016; Airport Committee of December 14, 2016; Joint Municipal Court Advisory Committee of December 15, 2016; Comprehensive Plan Steering Committee of December 15, 2016; Library Board of December 20, 2016; Community Development Authority of December 20, 2016; Board of Public Works of January 3, 2017; Judiciary & License Committee of January 3, 2017; Finance, Budget, and Personnel Committee of January 3, 2017 (1. Compensation consultant review of new .5 FTE position in the City Clerk's office; 2. Amended joint municipal court agreement with

the Village of Spencer; and 3. Appointment of Pat Kilty as the Acting Building Inspector and adjusting his pay rate per City Policy 3.800)

Aldersperson Feddick removed motion CTV16-052 from the Cable TV Committee minutes.

CTV16-052 Motion by Nystrom, second by Earll to approve the editing suite usage guidelines as submitted.

Vote on motion **CC17-002**; Nay – Earll

Motion carried

CC16-003 Motion by Wagner, second by Witzel to refer CTV16-052 back to the Cable TV Committee for further review. Nay – Earll.

Motion carried

Melissa Breen, Director of Community Engagement, and Ned Wolf, Chief Administrative Officer gave an update on recent actions and future plans at the Marshfield Clinic.

CC17-004 Motion by Wagner, second by Zaleski to approve Budget Resolution No. 01-2017, transferring \$22,000 from the General Fund Contingency Budget to the General Fund Drug Court Program Budget to extend the Wood County Drug Court to provide services within the City of Marshfield. Ayes - 9

Motion carried

Director of Public Works Knoeck presented the proposed floor plan and cost estimate for relocation of City Hall to the Forward Financial building.

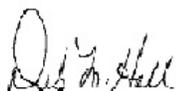
The Council reviewed the request from the Marshfield Utilities to waive the Payment in Lieu of Taxes (PILOT) for future system improvements pertaining to replacing certain portions of old water mains.

The Council reviewed the Cable TV Committee's request to consider possible extension of the Cable TV Coordinator contract with Vidcom, subject to the following amendments: 1. Section 3(B) of the agreement is amended to eliminate the hourly fee for fee-based (supplemental) services, replacing this with the flat monthly amount of \$9,534 for services rendered as shown in the 2017 budget; 2. Extend the current contract through December 31, 2018; and 3. Establish a subcommittee to review/develop by December 31, 2017 a new contract for services to put out for request for proposals (RFP).

Future Agenda Items

- ✓ Charging the Pool Study Committee with also evaluating alternate sites for the pool
- ✓ Meeting times for City Committees
- ✓ Asbestos removal at the Community Center
- ✓ Rental Property Inspection Program

There being no further business the Mayor adjourned the meeting at 8:44 p.m.



Deb M. Hall
City Clerk

City of Marshfield
Marshfield Pool Study Committee
Thursday, July 14, 2016 Meeting Minutes
Hefko Pool, 1805 S. Roddis Avenue

I. CALL TO ORDER:

The meeting was called to order by Justin Casperson at 7:15pm.

Present: Justin Casperson, Kelly Cassidy, Pat Gall, Chris Jockheck, Monica Koehn, Ben Lee, Ali Luedtke, Don Nystrom, Stephanie Smith, Rebecca Spiros, John White

Absent: Josh Cole, Bob Trussoni

II. ELECTION OF CHAIRPERSON:

Motion by Spiros, Second by White to nominate Ben Lee as Chairperson; motion carried

III. ELECTION OF VICE CHAIRPERSON:

Motion by Jockheck, Second by Nystrom to nominate John White as Vice-Chairperson; motion carried

IV. ELECTION OF SECRETARY:

Motion by White, Second by Spiros to nominate Justin Casperson as Secretary; motion carried

V. PUBLIC COMMENT:

None

VI. COMMITTEE GOALS:

The Committee members discussed their individual goals for the study. The Committee established the following goals for a potential new facility:

- Must meet all of the economic and social needs of the community
- Must be affordable to construct & operate
- Must have zero depth entry & concentrate on a family atmosphere
- A new facility should continue hosting free swim
- The new design will focus on Hefko pool location
- The City should seek funds from the County

VII. TOUR OF HEFKO:

The Committee toured Hefko pool.

VIII. NEXT MEETING:

Thursday, August 11, 2016 at 5:00pm at City Hall (Tour of neighboring pools)

IX. ADJOURNMENT:

Meeting was adjourned at 8:25pm

Marshfield Convention & Visitors Bureau

Board Meeting Minutes – AUGUST MEETING, August 30, 2016 – Hotel Marshfield

Present: Scott Berg, Al Chaney, Todd Diedrich, Scott Koran

Absent/Excused: Gary Cummings, Sandra Hanson

Non-Board Members Present: CVB Director Matt McLean / MACCI Director Scott Larson / Minutes taken by Lyn Anderson

Guests: Jeannie Klinke & Allie Owen, Holiday Inn

McLean called the meeting to order at 11:30 AM.

1. Minutes from the June Meeting (we did not have a quorum at the July meeting)

Board reviewed the meeting notes from the June meeting. ***Motion to approve the minutes from the June Meeting was made by Scott B., second by Scott K., and unanimously carried.***

2. June and July 2016 Financial Reports

McLean reviewed the financial reports, and noted that we were \$2,000 ahead of budget through June. In response to questions posed by Todd D., regarding the large in expenses, McLean stated that \$10,000 in bear marketing expenses and \$15,000 in unbudgeted legal fees, contributed to the overage. Todd D. requested that McLean Do a more thorough analysis of why cash reserves were down from \$288,000 in December to \$218,000 in July. Scott Larson will work with McLean on this for the September meeting. ***Motion to approve the June and July Financial Reports was made by Al C., second by Scott K., and unanimously carried.***

3. July/August Activity Report/4 CVB Pillar Updates

There were no questions or comments regarding the Activity Reports included in the board packet.

4. Room Tax Discussion/Tourism Entity Update

Once the City ordinance gets changed, we will be accepted as a separate entity under contract with the City as a Tourism Entity. The Board discussed the wordage of the proposed ordinance, and requested that McLean contact our attorney, Barry Chaet, regarding the wordage of the ordinance and how it relates to our Agreement. ***A motion for McLean to send an email to Barry Chait, asking him to look over the new City Ordinance as it relates to our Tourism Entity Agreement, as long as the billable hours would not total more than \$1,500, was made by Scott K., second by Scott B., and unanimously carried.*** It was also suggested that McLean meet with Tom Witzel, the new City Council member.

5. Downtown Park

After discussion, members requested that we table discussion until the full board is available for the discussion. In the meantime, Todd D. requested that McLean “extoll” on the projects we have funded that brought economic impact to the community.

6. Maple Fall Fest Update

Lyn reported that we currently have over 125 vendors (over 150 booths), with a current income to date of \$20,000. Some of the new features this year include:

- Chainsaw Artist
- County Line Dancing Exhibition
- Soo Line Engine Exhibit
- “Sea-Hamster” Balls, kids’ ride in the Kidz Zone

7. New Business

No new business was discussed at this meeting.

Motion to adjourn the meeting was made by Scott K., second by Gary C., and unanimously carried. *Meeting adjourned at 1:30 pm.*

The next meeting is scheduled for Tuesday, September 26th, 2016, 5:30 pm, at the new River Grill in the Holiday Inn, followed by the City Council Meeting for the 2nd reading of the Ordinance.

City of Marshfield
Marshfield Pool Study Committee
Thursday, September 15, 2016 Meeting Minutes
City Hall, 630 S. Central Avenue

- I. **CALL TO ORDER:**
The meeting was called to order by Ben Lee at 7:00pm.
Present: Justin Casperson, Kelly Cassidy, Josh Cole, Chris Jockheck, Monica Koehn, Ben Lee, Ali Luedtke, Jim Wein, Stephanie Smith, Bob Trussoni, John White Jr.
Absent:, Pat Gall, Rebecca Spiros
Also Present: Blake Theisen, Ayers Associates.
- II. **APPROVAL OF MINUTES:** Motion by White, seconded by Luedtke to approve the July 14, 2016 meeting minutes. Motion Carried.
- III. **PUBLIC COMMENT:** None
- IV. **REVIEW POOL TOURS:** The Committee discussed the pros and cons with each facility they visited in August which included: Merrill, Wausau and Weston
- V. **AYERS INTRODUCTION:** Blake Theisen, Ayers Associates introduced himself and discussed the firms that would be involved in the planning process. Mr. Theisen handed out the Hefko Pool analysis, current site map and pictures of new trends in the aquatic industry. Mr. Theisen asked each committee member to talk about their vision or goals for a future aquatic center in Marshfield. Ayers would like to be able to bring back some preliminary facility designs by the October meeting.
- VI. **NEXT MEETING:** 5:30PM Thursday, October 13, 2016.
- VII. **ADJOURNMENT:** Lee adjourned the meeting at 8:35PM

Marshfield Convention & Visitors Bureau

Board Meeting Minutes – September 27, 2016 – Hotel Marshfield

Present: Scott Berg, Gary Cummings, Todd Diedrich, Al Chaney (phone for quorum for items 1 & 2)

Absent/Excused: Al Chaney, Scott Koran, Sandra Hanson

Non-Board Members Present: CVB Director Matt McLean / MACCI Director Scott Larson / Minutes taken by Lyn Anderson

Guests: David Bluer, new GM & Jeannie Klinke, Holiday Inn

McLean called the meeting to order at 5:00 pm. *Although a quorum was not present at the meeting, Al C. was able to join the members by phone for the voting portion of the meeting.*

1. Minutes from the August 30th Meeting

The Board reviewed the meeting notes from the August meeting. ***Motion to approve the minutes from the August Meeting was made by Scott B., second by Al C., and unanimously carried.***

2. August 2016 Financial Report

McLean reviewed the financial report, and noted that we now have a new account for grant reimbursements, currently reflecting the \$34,500 we received from the State for bear marketing expense. We have \$275,988 in our account, which includes room tax of \$55,958, a 20% increase over last year. ***Motion to approve the August Financial Report was made by Gary C., second by Scott B., and unanimously carried. Quorum was removed after this agenda item.***

No Quorum was present for remainder of meeting, no official business was conducted.

City of Marshfield
Marshfield Pool Study Committee
Thursday, November 10, 2016 Meeting Minutes
City Hall, 630 S. Central Avenue

I. CALL TO ORDER:

The meeting was called to order by Ben Lee at 7:00pm.

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

Absent:

Also Present: Blake Theisen (Ayers Associates), Ben Steinbach.

II. APPROVAL OF MINUTES: Motion by White, seconded by Luedtke to approve the October 13, 2016 meeting minutes. Motion Carried.

III. PUBLIC COMMENT: None.

IV. AYERS PRESENTATION:

Blake Theisen, from Ayers Associates reviewed the previous meeting's direction and presented one conceptual drawing. Mr. Theisen went through the recommendations made at the last meeting and noted the changes on drawing. Mr. Theisen was able to create a combination of rendering #1 and #2 with the parking lot located to the north. He explained the new bathhouse design.

The Committee made these recommendations:

- Move #8 to the right or northeast
- Flip lifeguard room with uni-sex restroom and add a lifeguard restroom in bathhouse
- For the two diving boards; one is preferred at 1-meter and a second at 3-meter
- Reduce the number of lockers
- Questioned the amount or need of private changing rooms

V. NEXT MEETING: Public Information Meeting, 5:30-7:00 PM Wednesday, December 7, 2016 at the Wildwood Station Building.

VI. ADJOURNMENT: Motion by White, seconded by Luedtke to adjourn the meeting at 8:43 PM. Motion Carried.

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION MEETING OF
NOVEMBER 16, 2016

Chair Machon called the meeting to order at 5:15 p.m.

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

Absent: Meyer and Pliml.

Also present: Michelle Boernke, Associate Regional Dean; Brian Panzer, Building & Grounds Superintendent; Marcie Koziczowski, Commission Bookkeeper and representatives wanting to lease land for the construction of a cellphone tower.

Machon declared a quorum present.

There were no public comments.

Motion (Earll/Spiros) to receive and place on file the minutes of the September 15, 2016 regular meeting. Motion carried. (Minutes on file.)

Chair Machon distributed copies of the Amendment to Memorandum of Understanding dated August 17, 2016 in which the University Foundation agreed to guarantee payment for additional S.T.E.M. Building costs for the Compressed Air System.

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

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

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

Representatives wishing to lease land to construct a cell phone tower for Parallel distributed a boilerplate lease agreement and explained why the site is desired as a location and some of the details surrounding the construction. Some discussion followed regarding the amount of the rent to be paid, but no commitment was made by either party. Following numerous questions, there was a motion (Breu/Feddick) to approve going ahead with a preliminary design which would be located on the alternate site (just to the south of the “community garden” plots). Motion carried. The item will appear on the January agenda as an action item during closed session. (Draft lease on file.)

No vote was taken regarding the salary increase for the Commission bookkeeper. Koziczkowski declined any increase.

Boernke reported on the October Safety Walk and that an L.T.E. employee had been hired to work on the needed moveable equipment for the S.T.E.M. building to be purchased by the State of Wisconsin.

Montgomery reported on the passing of Melvin Laird, Marshfield native and long-time campus patron. In 1998, Mr. Laird donated \$500,000 of which the interest was dedicated for Arts funding for events held in the Helen C. Laird Theater. Upon his death, the second half of the \$1 million endowment comes to the campus. Montgomery also reported on the resignation of Terry Classen.

There was no Project Manager’s report.

There was no other business.

The regular meeting dates for 2017 are: January 19, May 18, August 17, and November 16. All meetings will begin at 5:30 p.m. and held in Conference Room 101, unless noted.

Chair Machon declared the meeting adjourned at 6:35 p.m.

Marshfield Fairgrounds Commission
City Hall, Room 108, Marshfield, Wisconsin
December 1, 2016 Meeting Minutes

- I. Called to order at 5:32 by Chairperson Mike Feirer.
- II. Roll Call:
Present: Commissioners: Ken Curry, Bill Winch, Tom Buttke, Mike Feirer; Excused: Chris Jockheck & Bob Ashbeck; Also Present: Justin Casperson (Parks and Recreation Director), Adam Fischer (CWSF Manager), Mike Martin (Wood County Finance Director), Marilyn Cournoyer (4H Food Stand Building Committee Treasurer), Joe Behlen (Snyder 4H Food Stand Building Committee Secretary), and Gary Krause (Snyder 4H Food Stand Building Committee President)
- III. Approval of Minutes: Motion by Buttke, seconded by Winch to approve the September 8, 2016, meeting minutes. Motion Carried.
- IV. Fair Commission Report:
 - a. Financial Report – Mike Martin will touch base with Chris Jockheck about getting the checks to Mike’s office in Wisconsin Rapids.
 - b. Pay Bills – none
- V. Central Wisconsin State Fair Report:

Adam Fischer reported the CWSF officially closed the books on the 2016 Fair. The Fair finished the year with a positive balance, which is a first for the past seven or eight years. Adam would send out a profit/loss statement to the Commission. Adam also commented that the 15% collected from the vendors helped. Also, the Junior Fair and Animal Market Sale had a financially positive year. CWSF secured funds for the stage from the Wenzel family. Adam is working with the city on the bid documents. Meyer Building out of Dorchester is building the horse barn on the CWSF property.
- VI. Parks and Recreation Department:
 - a. Projects – Justin Casperson presented the projects approved by the Commission. He stated the next two major projects are the painting of the grandstands steel support structure and sealing of the grandstands concrete deck. See enclosed.
 - b. Property Usage – Justin Casperson shared his report to the Commission on the property usage. See enclosed.
 - c. Snyder 4H Agreement – Justin Casperson presented the Snyder 4H agreement. Much of the language remained the same as previous agreements. The Commission tabled any action on the Snyder 4H food stand until the City & County legal counsel along with the City insurance carrier review the lease. See enclosed.
- VII. Next Meeting: 5:30 pm, Thursday, February 2, 2017
- VIII. Adjournment: 6:28 pm

Respectfully Submitted by Justin Casperson

**CITY OF MARSHFIELD
PARKS, RECREATION AND FORESTRY COMMITTEE
December 8, 2016 Meeting Minutes**

- I. **CALL TO ORDER:**
Meeting called to order by John White, Jr. at 5:30 p.m. at City Hall Plaza, 630 S. Central Ave., Room 108.
- ROLL CALL:**
Present: Chairperson John White, Jr.; Vice Chairperson Jane Yaeger; Alderperson Tom Witzel; Zoological Society Representative Tom Buttke; Members Chris Viegut & Ali Luedtke
- Also Present: Justin Casperson, Parks and Recreation Director; Kelly Cassidy, Parks and Recreation Supervisor; Ben Steinbach, Parks Maintenance Supervisor, Mike Baltus, Cemetery Sexton; Nicolas Kumm, Marshfield Utilities; Chris Jockheck, Alderperson; Natasha Tompkins, resident at 101 N Adams
- II. **APPROVAL OF MINUTES:**
PR16-26 Motion by Buttke, seconded by Yaeger to approve the November 10, 2016 Parks, Recreation, and Forestry Committee meeting minutes. Motion Carried Unanimously.
- III. **PUBLIC COMMENT:** Natasha Tompkins spoke about the clear cut of trees along the powerlines. She is asking Marshfield Utilities to invest in replanting the trees that were taken down along the trail.
- IV. **NEW BUSINESS:**
- A. Wildwood Station Trail – Marshfield Utilities:**
Casperson explained why Marshfield Utilities was at the meeting and asked Nicolas Kumm to explain to the committee the reason for the tree removal and the replanting process. Kumm did explain to the committee that every 3 – 5 yrs. trees are trimmed. A storm went through this summer which caused the utilities to look at cutting trees in this area. The utilities did talk with the home owners about removal of the trees and gave them three options (side trimming, topping trees, and cutting the trees down). It was agreed that the best way was to cut the trees down and replant. There were also trees taken down along the trail to get to these trees along the powerlines. There was also a concern that the city was not notified about this work that was done and asked Kumm to make sure that the lines of communication be open in the future. Viegut gave the idea of planting white pines or Hemlock back in the area. Kumm was going to look into the possibility of planting more trees in the area that the trees were taken from along the trail.
- B. Food Drive Rental Fee Waiver Request:**
Casperson explained that Soup or Socks would like to use the Oak Ave. Community Center for Friday, May 12 through Monday, May 15, 2017 for their food drive.
PR16-27 Motioned by Buttke seconded by Luedtke to approve the usage of Oak Ave. Community Center in May for the 2017 food drive. Motion Carried Unanimously.
- C. 2017 Fees and Chrges:**
Casperson explained that the department was looking at a fee increase for the fairgrounds facilities and cemetery user fees. The increase for the fairgrounds is 5% and was last increased in 2011. The cemetery increase is being asked to narrow the gap between operation costs. The committee decided to vote on each increase separately.
PR16-28 Motioned by Viegut seconded by Yeager to approve the fee schedule for the fairgrounds facilities. Motion Carried Unanimously.
PR16-29 Motioned by Buttke seconded by Yeager to approve the cemetery fee increase. Motion Carried Unanimously.
- V. **OLD BUSINESS:**
- A. 2016 Pool Study Update:**
Casperson updated the Parks, Recreation & Forestry Committee on the open house that the committee held at Wildwood Station on December 7th.
- B. CORP Projects**
Casperson shared with the committee the final short, medium, and long-term list of projects for the department. This list includes the changes from the last month's meeting on changes. This will be reviewed each year with the committee.
PR16-29 Motioned by White seconded by Buttke to approve the CORP project lists. Motion Carried Unanimously.
- VI. **REPORTS:**
- A. Zoological Society:** Buttke reported that the society will be holding a Wild for Cats fundraiser at Rose Bowl Lanes.

B. Recreation

1. Winter/Spring program brochure – Will go out to the public on Friday, December 16th. Heinzen Printing will again be helping us to get this published and printed.
2. Programs
 - a. Tennis/Racquetball Center has seen an increase of usage as the weather has turned colder and the nets were taken down at Boson.
 - b. 2nd session of tennis lessons will conclude the week of December 12th.
 - c. Open Gym & Swim at the Sr. High is held on Monday and Wednesday evenings and will conclude for the Fall on December 7th.
 - d. The 4th grade co-ed basketball program has been running since Saturday, October 22nd and will conclude on December 17th. There are 31 participants signed up.
 - e. Pickleball is being held on Tuesdays from 6-8 p.m. and Thursdays from 1-3 p.m.
 - f. Gymnastics on Mondays will conclude on December 12th at the Sr. High. A class of tot-nastics was added on Wednesdays starting November 16th through December 14th. There were 16 children on the waiting list for a class and we were able to get 12 students in the class on Wednesdays.
 - g. Indoor ice rink has held a few open skate dates for early release and no school days.

B. Aquatics

1. Early Bird Lap Swim and Aquacise, being held on Tuesday and Thursday mornings at the Sr. High, will conclude for the fall on December 15th.

C. Parks & Zoo

1. Parks Maintenance Operations.
 - a. Park staff assisted with Rotary Winter Wonderland and Festival Turkey Trot.
 - b. The staff has completed the process of winterizing facilities. The final item was the bear exhibit waterfall. It was shut down for the season this afternoon.
 - c. The staff has started the preparation for outdoor ice rinks. We are hopeful to have ice available for use at Pickle Pond and Jr Lang Show Palace on Friday, December 16th.
 - d. Snow removal and de-icing are in full operation.
2. Forestry
 - a. Large oak risk tree was removed at Wildwood Park near Central Ave.
 - b. Friends of the Trail have been cutting and stacking buckthorn on the Wildwood Station Trail. The staff has been removing piles as needed.
 - c. We plan on starting ash tree removals as weather and staff scheduling allows.
3. Fairgrounds
 - a. Winter storage has been finalized.
4. Zoo
 - a. Zoo winter hours are currently 7:30 a.m. to 2:30 p.m. daily.
 - b. Rotary Winter Wonderland hours are daily 5:00 p.m. to 9:00 p.m. through December 31st.
 - c. Lexi, our Lynx, has been diagnosed with diabetes. She is currently on medication and a special diet to help treat her symptoms.
 - d. Held our annual zoo safety meeting. Staff reviewed the emergency protocols and held an emergency scenario.

D. Director

1. Zoo Maintenance Building – The staff is still working on design, construction documents, cost estimates, utility extensions and a certified survey map. The goal is to move all of the zoo operations into one building to improve the overall efficiency of the zoo operations. We anticipate the project planning to be complete in 2016 and built in 2017.
2. Fairgrounds - The long-term strategic planning meetings have been put on hold since July 2016. The Fair Commission wants to sandblast and paint of the grandstands steel roof structure and seal the concrete deck in 2017.
3. Wildwood-McMillian Trail – The state put a hold on funding until their 2017 fiscal year, which starts July 1, 2017.
4. Cemetery – At the Board of Public Works' December 5th meeting, the board discussed a new development of a possible donor willing to donate \$160,000 for the needed repairs and improvements. However, no repairs are authorized, as no future use has been identified. Discussions are still in the works.
5. Wenzel Family Plaza – The City had its first meeting with SEH, an engineering and architectural company, on Tuesday, November 8th. The next meeting is scheduled for December 13th.

VII. NEXT MEETING: January 12, 2017 at 5:30 p.m.

VIII. ADJOURNMENT: Meeting adjourned at 6:25 p.m.

Respectfully Submitted: Kelly Cassidy, Parks & Recreation Supervisor

**City of Marshfield Committee on Aging
Room 108, City Hall Plaza
Meeting Minutes – January 5, 2017**

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, Becky Huebner-Leu, Patty Ruder, Gary Cummings, and Jean Doty

MEMBERS ABSENT: Elsie Anderson and Kathy Dieck,

OTHERS: Amy Krogman, Kelly Cassidy, Jennifer Cummings, and Gordon Fischer

COA2017-01 Motion by Cummings, seconded by Ruder to approve the minutes from the December 1, 2016 meeting. Motion carried.

CITIZEN’S COMMENTS: Doty felt the Committee on Aging should have taken a stand on the ARDC moving into the Community Center.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN UPDATE:

- Wausau ADRC is moved into their new location
- Norwood started as their new caterer for Wausau. Meals have improved.
- Aging plan amendment has been approved
- Advisory Committee recruitment is going well. Have two people recruited for Langlade County

WOOD COUNTY TRANSPORTATION:

- Grant was approved so they will be getting a new van in the fall.

FORUM 55+ UPDATE: No update

LIBRARY & COMMUNITY CENTER UPDATE: Council has given the direction for the full removal of the asbestos. Not sure what plan is now going to be used since the ADRC isn’t moving in.

TAXI UPDATE: None

UNFINISHED BUSINESS: None

NEW BUSINESS: Taxes for seniors will resume in February

2016 SENIOR HEALTH FAIR

FUTURE MEETING DATE: The committee discussed the future meeting locations. The following list was developed:

January	Room 108, City Hall
February	Cedar Rail - Taxi update
March	Upham Village
April	Wildwood Regency
May	Norris Manor
June	Senior Center
June 29	Room 108, City Hall Plaza
August	Parkview Apartment - taxi update
September	Room 108, City Hall
October	Jr. Fair Expo
November	Wyndham Villas
December	Room 108, City Hall Plaza

Meeting was adjourned at 10:00 a.m.

Respectfully submitted,
Amy Krogman
Administrative Assistant III

**Economic Development Board meeting
January 5, 2017**

Present: Buttkke, Dickrell, Martin, Sennholz, Meissner, Wagner, Staab (arrived at 3:05 p.m.), and Trussoni (arrived at 3:30 p.m.)
Absent: None
Others: Angell, Krogman, Barg, Miller, Olson, McLean, Fischer, Casperson, Jockheck

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

EDB2017-01 Buttkke moved and Meissner seconded the motion to approve minutes from the December 1, 2016 meeting as presented. **Motion carried.**

Identify potential conflicts of interest

None

Citizen comments

Matt McLean from the Convention and Visitor Bureau stated their Visitor's Guides were completed and ready to be distributed.

Consider funding request by NCCAP for "Rural Crowdfunding Project:

Barg presented a request which was received from the North Central Community Action Program (NCCAP) for a \$5,000 pledge in support of a Small Business Innovative Research grant application to the U.W. Department of Agriculture to help rural areas provide technology necessary to help entrepreneurs solicit funding for start-up businesses. They requested \$5,000 in pledges from the City of Marshfield, the City of Wisconsin Rapids and Wood County. Wisconsin Rapids and Wood County have already made their pledges. The EDB was asked to provide the funds for this request.

EDB2017-02 Wagner moved and Buttkke seconded the motion to fund the request from North Central Community Action Program for a \$5,000 pledge from the 205 fund. **Motion carried**

Review Economic Development Chapter or 2017 Comprehensive Plan Update

Miller presented the economic development chapter for the 2017 comprehensive plan update. He explained how the chapter was written and the committee discussed the contents of the chapter. The committee was asked to review the Goals, Objectives, Programs, Policies, and Recommendations section.

Economic development activity updates

Housing - Recommending looking at housing inspection program. Committee discussed the rental property inspection program that was recently adopted by the City of Oshkosh and a property maintenance incentive program the City of Berlin has. Both items will be brought back to the committee at a later date.

Economic Development Corporation - no report

Wenzel Farm Plaza - Casperson, Angell, and Eloranta are going to Wausau to meet with the Parks & Recreation Director and Wausau Events to see how they manage the 400 Block. Angell is meeting with SEH regarding the final plans for the plaza. Still working on fundraising. The public fundraising campaign has not started yet.

Economic Development Activities Plans

Olson - No update

Angell - Dick Pokorny has retired as Building Inspector. Pat Kilty will become Acting Building Inspector.

Barg reported on the Downtown Parking team findings. The team consisted of 6 City employees, Angie Eloranta, Scott Larson, and four private business owners. The team is making the following recommendations:

On-street parking

- ✓ Remove 90-minute parking limit on side streets west of Chestnut and east of Maple
- ✓ Remove 90-minute parking limit along West 1st Street in front of the police station

Parking lots

- ✓ Designate 2 parking lots where permits are not required (Milwaukee, Omaha)
- ✓ Standardize signage among all City parking lots in order to clarify restrictions

Permit Parking

- ✓ Allow pro-rated payment plan
- ✓ Track permits to specific parking lots by asking applicants where they intend to park

Pedestrian safety

- ✓ Direct group (s) to review and make recommendations on pedestrian safety issues

This information will be presented at the Board of Public Works, Main Street Marshfield, and Business Improvement District looking for feedback. The team will get back together the first week of February to discuss any comments they have heard.

Items for future agendas

Pool Committee Update

Revisit the Redevelopment Plan

With no objections from Board members, Sennholz adjourned the meeting at 4:20 p.m.

Respectfully submitted,
Amy Krogman
Administrative Assistant III

City of Marshfield
Marshfield Pool Study Committee
Thursday, January 12, 2017 Meeting Minutes
City Hall, 630 S. Central Avenue

I. CALL TO ORDER:

The meeting was called to order by Ben Lee at 6:00pm.

Present: Justin Casperson, Kelly Cassidy, Chris Jockheck, Ben Lee, Ali Luedtke, Rebecca Spiros, , Jim Wein, and John White Jr.

Pat Gall arrived at 6:23pm.

Absent: Josh Cole, Monica Koehn, Stephanie Smith, and Bob Trussoni.

Also Present: Blake Theisen (Ayers Associates), Cathy Lotzer (Marshfield Utilities).

II. APPROVAL OF MINUTES: Motion by White, seconded by Luedtke to approve the November 10, 2016 meeting minutes. Motion Carried.

III. PUBLIC COMMENT: None.

IV. REVIEW PUBLIC INFORMATION MEETING AND SURVEY:

The committee reviewed the December 7, 2016 public information meeting. Overall the committee was happy with the information gathered, but concerned with the very small turn-out. The committee was pleased with the over 2,000 responses from the on-line survey and felt it was a good idea to extend the public information gathering phase to an on-line survey. Mr. Lee went through the survey and allowed the committee to make comments and observations. For the most part the survey seemed positive and the community supported the direction of the committee.

V. AYERS PRESENTATION:

Blake Theisen, from Ayers Associates reviewed the previous meeting's direction and the information gathered from the public information gathering phase. The committee recommended the following changes to the plans:

- Remove lanes lines, but keep two lines to represent the option of lane lines.
- Add a second shelter on the eastside of the facility.
- Change the title of 'Current Chanel/Lazy River' to just 'Current Channel'.

Motion by Lee, Seconded by Gall to approve the pool design as presented with the noted changes and present to the Common Council. Motion Carried.

Aldersperson Jockheck asked the pool committee to consider the second phase of the project which is the research of potential alternative pool locations. At the January 10th Common Council meeting, Aldersperson Jockheck requested this item to be placed on the January 24th, 2017 meeting agenda for the Council's consideration. The Pool Committee did not take any formal action, however there was general consensus of the request. If the Council charges the committee with the task of researching potential alternative pool locations, the committee will take a more formal action at their next meeting.

The next step is a presentation to Common Council by Committee and Ayers Associates on Tuesday, January 24, 2017 at their regular schedule meeting.

VI. NEXT MEETING: None at this time.

VII. ADJOURNMENT: Motion by White, seconded by Luedtke to adjourn the meeting at 6:51 PM. Motion Carried.

CITY OF MARSHFIELD/TOWN OF MCMILLAN JOINT PLAN COMMISSION MINUTES
OF JANUARY 13, 2017 MEETING

Meeting called to order at 10:00 AM by Chairperson Penker in Conference Room 108 of City Hall Plaza.

PRESENT: Chairperson Bill Penker, Vice-Chairperson Dave Swenson, John Bujalski, Michael Stockheimer, and Alderman Ed Wagner.

ABSENT: John Kaprelian (excused).

ALSO PRESENT: Alderman Gordy Earll; Alderperson Chris Jockheck; Carolyn Opitz, Town of McMillan Chairperson; and, Josh Miller, City Planner.

Approval of Minutes – November 11, 2016.

- Miller mentioned that the November 11, 2016 minutes should have a start time of 10:00 am, not 11:00 am.

Corrected minutes approved without objection.

Citizen Comments.

- Miller said Tom Turchi will have a stormwater update at the next meeting.

Discussion to address transportation concerns including intersections on State Highway 97 and the bicycle and pedestrian situation in the Joint Planning Area.

- Opitz said she didn't have anything in writing, but had a phone call with DOT's Jack Kiefer. The State has hired a consultant to handle the scope of procedures to address the concerns from the City limits to County Highway C West.
- Looking at potential bicycle accommodations. Penker asked for a consistency for definitions on the transportation system. Penker prefers the term route, instead of a trail as trail is more recreational.
- Stockheimer said that enough people use the roads with bicycles so he would say they are transportation, not recreational.
- Do we let it go, or look at connecting to the City's routes? Most are recreational.
- Wagner said the most recent plan we did concerning bikes are handled by Parks and Recreation, but should be handled by the Public Works Department. Is there any different treatment to differentiate trails from routes?
- Bujalski referenced that Marshfield Area Friends of the Trail have been involved.
- Penker asked about the off-road bike accommodation on McMillan. Miller said it was a plan more to reserve the route, but no plans are in place for that connection.
- Bujalski asked about the trail to the north.
- Wagner said if there's that connection there would likely be a slight jog to go north.
- If they are being used for transportation they are a route, if they are used for recreation it would be called a trail.
- Are electric vehicles allowed on the trails?

- Is there a distinction between a trail and route? And would motorized vehicles be allowed on the trail? What are the levels of maintenance? Miller will look at how the City has defined these.
- Miller will also obtain materials from Wausau and Marathon County bicycle trail routes and bring to the next meeting.

Review of the Town of McMillan's subdivision checklist.

- Bujalski said there were two checklists presented to the Board. One from the Plan Commission and one from MSA. The Town Board will be looking at them.
- Penker asked if the Township has a naming policy for roads and the numbering system. Bujalski said no, the County takes care of it. The uniformity will be there. In some instances, they want to change road names that will impact businesses and residential addresses. They have opted in to the Marathon County addressing system.
- The subdivision checklist will be reviewed by the Town and submitted to City staff to bring back to the Joint Plan Commission.

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

- Bujalski said a subdivision map has not been approved for Robert Hansen. Nothing is really official at this time. The original Redetzke subdivision was already approved.
- Miller asked that we keep an open dialog on this issue and when an application is submitted that it be brought back for review.

Update on Comprehensive Planning efforts.

- Miller gave an update on the timeline for updating the City's Comprehensive Plan. He added that on Monday (January 16, 2017) the City will be holding a forum with the Marshfield Clinic.
- The Steering Committee is currently working on the Intergovernmental Cooperation chapter.
- Bujalski said that once a town reached 2,500 in population, they have to provide police protection for their township.
- Penker asked if the Town think their Board could come up with a list of potential agreement opportunities in the future. Bujalski thought they could.
- Alderperson Jockheck mentioned talking about working with all the adjacent townships and asked if we could work together as a greater Marshfield area. Looking at how to pay for public facilities like a pool.
- Penker mentioned an article in Firehouse Magazine about providing services. He said we need to be proactive.
- Wagner said we are doing a lot of cooperation right now. We just formed a municipal court with Spencer, and looking at one with Stratford. This Commission is one of the better avenues we have and would like to see that relationship established with all the surrounding townships.

Update on the Town of McMillan and County Zoning.

- Bujalski said they Town is going to finalize the PowerPoint presentation for January 23 (Plan Commission) and have a large meeting set for February 6th as a public hearing at the McMillan Town Hall at 7:00 pm. The Town Board will act on February 14th. They must inform the County by February 16th of their decision.
- It's relatively simple to opt out; the Board adopts Town Zoning and use Chapter 17 of County Zoning.

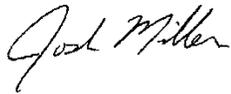
- Wagner asked about how the Town handles Farmland Preservation. You have to adhere to the rules of Farmland Preservation or you have to pay money back.
- Wagner mentioned the Wisconsin Law Journal just published findings. Somebody moves next to an agricultural zoned parcel and they were cropping it, but converted it to a pig farm, they have no recourse about stopping it. He suggested being careful about designating so much land agricultural.
- Penker said it is critical to get good information and work with people at the beginning to make sure you have good information. We don't want to get blindsided in the future.

Set Next Meeting & Agenda

- Next meeting is tentatively scheduled for Friday, March 10, 2017 at 10:00 am in the 1st Floor Conference Room.
- The agenda should include minutes from January 13, 2017, update on the Comprehensive Plan, update on Town and County zoning, definitions of trails and bicycle routes, Hilltop Park Apartments stormwater runoff, update on Farm Tech Days, and other items that may arise.

With no other business on the agenda or comments from the Commission, Chairperson Penker declared the meeting adjourned at 11:05 AM.

Respectfully submitted,



Josh Miller
City Planner

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
JANUARY 16, 2017**

COMMISSION MEETING MINUTES

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on January 16, 2017 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, Alen Johnson and George Holck. Also present were Alderperson Gordon Earll, City Administrator Steve Barg and Utility staff. Absent were Alderperson Peter Hendler, Commissioner Harry Borgman and Attorney John Adam Kruse.

- During commissioner, council and staff comments, Commissioner Maggitti informed that he was appointed to the APPA Public Policy Makers Council. He also shared that he had difficulties reaching our after-hours service during a recent power outage and asked staff to look at the process. Commissioner Eberl asked that an update be given on a customer comment from December's meeting. Alderperson Earll asked if the staff knew why the cable TV was not there to film the meeting and stated he would follow up.
- The Financial Manager gave an update on the water rate case.

UC/17-01 Motion by Maggitti, seconded by Holck, to approve payroll for December in the amount of \$358,856.85 and general bills for December in the amount of \$3,101,358.28. All ayes, motion carried.

November 2016 Financial Statement Notes

Electric Utility

- Net income was \$118 thousand for the month, with a net income of \$1.277 million year-to-date.
- Net operating income was \$243 thousand for the month, compared to budgeted net operating income of \$84 thousand. Year-to-date net operating income was \$2.294 million, compared to budgeted net operating income of \$1.555 million.
- Operating expenses for the month included \$11 thousand for relay testing and calibration at the Mill Creek Substation and \$25 thousand for landscaping work for the State Street project.
- After adjusting for the PCAC timing, net operating income for the month was \$111 thousand.
- November consumption was down 4.97% from November 2015, with year-to-date consumption down 2.20%. All major customer classes, other than Residential, are showing a decrease for the year. Year-to-date energy losses were 1.99%, compared to prior year losses of 2.07%.

Water Utility

- Net income was \$73 thousand for November, with a net income of \$1.055 million year-to-date.
- Net operating income was \$108 thousand for the month, compared to budgeted net operating income of \$130 thousand. Year-to-date net operating income was \$1.443 million, compared to budgeted net operating income of \$1.442 million.
- Operating expenses for the month included \$24 thousand for main break street repairs.
- November consumption was up 3.03% from November 2015. Year-to-date consumption was down 4.12% from the prior year, with all major customer classes showing a decrease. Year-to-date water losses were 15.15%, compared to prior year losses of 15.59%.

Communication Utility

- Net income was \$12,750 for the month, compared to budgeted net income of \$18,805. Year-to-date net income was \$150,757, compared to budgeted net income of \$197,843.

UC/17-02 Motion by Johnson, seconded by Holck, to dispense with reading the minutes of the previous meeting and accept them as submitted. All ayes, motion carried.

- The General Manager reviewed the operations and financial reports.
- The General Manager gave an update on the strategic plan.

- The Water Manager discussed information on thawing frozen services.

UC/17-03 Motion by Maggitti, seconded by Holck, to go into closed session per Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of discussing employment incentive plans and General Manager review.

Closed session per Wisconsin State Statutes 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved for the purpose of discussing DNR notice of violation update.

All ayes, motion carried. Closed session at 5:04 p.m.

UC/17-04 Motion by Holck, seconded by Johnson, to resume in open session. All ayes, motion carried. Open session resumed at 5:46 p.m.

UC/17-05 Motion by Holck, seconded by Johnson, to adjourn. All ayes, motion carried. Meeting adjourned at 5:47 pm.



John Maggitti, Secretary

Operations Report
January 9 2017

The Water Department is in the process of creating a Lead Service Line Replacement Program. Marshfield Utilities has a \$300,000.00 grant from the Wisconsin DNR to replace Lead Service Lines on the private side of the service that will be spent in the summers of 2017 and 2018. The program will detail the contribution per service replacement and the priority of those replacements. We are also working in conjunction with the City of Marshfield Engineering Department to coordinate possible main replacements with future street projects. We are looking for options to reduce the street replacement costs which add significantly to our construction costs.

The winter main break season has begun. The crews fixed 5 main breaks in the month of December. This compares to 7 main breaks in December of 2015, 2 main breaks in 2014, and 9 in 2013. More to come.

The DNR conducted an Air Inspection on December 8th with Tony, Kathy, Cathy, and Nick. MU received the DNR's inspection summary report on December 15th which concluded that there were no new findings of noncompliance. It was also noted that MU was very organized and the DNR looked forward to continued organization at MU. The inspector provided a few general comments in process improvements, many of which have already been implemented. Thanks to those whose diligent efforts brought about this result.

Nick attended the UWEX Broadband & E-Commerce Education, Broadband Boot Camp 2016: Talk to Action on December 6th in Wisconsin Rapids. He continues to look for ways to develop our fiber utility.

Insurance renewals were finalized during the month. We will continue our coverage for liability, auto liability, auto physical damage, and workers' compensation s with the League of Wisconsin Municipalities Mutual Insurance (LWMMI) group. We will also continue with Cincinnati Insurance as our provider of crime insurance for 2016. The total premium for these policies in 2017 is \$125,432, compared to \$109,351 for 2016. Workers' compensation accounted for \$14,211 of this increase, due to changes in workers' compensation rates and a higher experience ratio.

Our property insurance in 2017 will continue to be provided by Municipal Property Insurance Company (MPIC). The premium for 2016 is \$63,108, compared to \$55,296 for 2016. This includes coverage for the electric distribution system. Starting in 2017, MPIC has begun offering equipment breakdown insurance (also known as boiler insurance). This will include all of our property, including the M-1 combustion turbine unit. After negotiating with MPIC, they have agreed to make changes to the calculation of the deductible for the M-1 (\$100,000, which is the same as our previous deductible), and also remove any exclusions for testing for the M-1. With recommendation from our insurance consultant, we will be switching to MPIC for our equipment breakdown insurance for 2017. This will replace a separate policy for the M-1 and a joint policy with the City and school district for the non- M-1 property. The MPIC premium for 2017 will be

55,000, compared to an estimated \$81 thousand if we would have used our existing insurance companies.

As part of the agreement with the City of Marshfield on the water tower space leases for cell phone antennas, 10% of the yearly revenues are given to the City. For 2016, this amount was \$6,903, compared to \$6,303 in 2015. We continue to work with both ATT and Verizon with contract issue related to the installation of upgraded facilities, which has be frustrating.

Starting in December, PSN, our partner for processing debit card, credit card, and e-check payments from customers, has expanded to include capturing bank bill payments. In the past, we received paper checks for customers that used their bank to make online payments to Marshfield Utilities. Now, these payments are being captured electronically and deposited to our bank, along with a batch that includes the customer information and payment amount. This saves our Cashier from having to process the paper checks. In December, we received 524 bank bill pay payments.

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF JANUARY 17, 2017

Meeting called to order by Vice-Chairperson Earll at 5:07 p.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Alderpersons Rebecca Spiros and Gordon Earll

EXCUSED: Alderperson Ed Wagner and Alanna Feddick

ALSO PRESENT: Alderperson Hendler, Police Chief Gramza, and City Clerk Hall

JLC17-006 Motion by Spiros, second by Earll to approve the minutes of the January 3, 2017 meeting.

Motion carried

CITIZEN COMMENTS

None

JLC17-007 Motion by Spiros, second by Earll to approve seven (7) Beverage Operator Licenses for the 2015-2017 license year to: James Copet, Rochelle Ott, Scott Ruth, Richard Sayre, Betty Smazal, Misty Vaneyck and Miranda Wellnitz.

Motion carried

JLC17-008 Motion by Spiros, second by Earll to grant a Beverage Operator License to Trevor Haumschild with 25 demerit points assessed for failure to list his violation.

Motion carried

JLC17-009 Motion by Spiros, second by Earll to grant a Beverage Operator License to Ashley Meharg with 25 demerit points assessed for failure to list her violations.

Motion carried

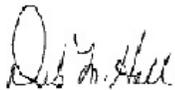
The closed session regarding the reconsideration hearing for the bartender license of Adam Karau was not held because Mr. Karau did not show up.

Future Agenda Items

Peddle Pubs

Motion by Spiros, second by Earll to adjourn at 5:14 p.m.

Motion carried



Deb M. Hall
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF JANUARY 17, 2017

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

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

ABSENT: Alderperson Jason Zaleski

ALSO PRESENT: Alderperson Earll, City Administrator Barg, media and City Personnel (Jennifer Rachu, Keith Strey, Jason Angell, Tom Turchi, Dan Knoeck, Amy VanWyhe and Deb M. Hall)

Citizen Comments

None

FBP17-006 Motion by Witzel, second by Hendler to approve the items on the consent agenda:

1. Minutes of the January 3, 2017 meeting.
2. Payroll in the amount of \$960,516.24 and Bills in the amount of \$1,026,154.47
3. Report of Personnel Actions of January 17, 2017.
4. December 2016 Treasury Report

Motion carried

No items were removed from the consent agenda.

FBP17-007 Motion by Hendler, second by Witzel to authorize the Human Resources Manager/Assistant to the City Administrator to submit the Commercial Building Inspector job description to Carlson-Dettmann for consideration of possible compensation adjustment, and to allow the process to fill the position, and any internal subsequent vacancies that may be created, to begin immediately.

Motion carried

FBP17-008 Motion by Witzel, second by Spiros to authorize the Human Resources Manager/Assistant to the City Administrator to begin the process to fill the vacant Civil Engineer I position within the Engineering Division.

Motion carried

FBP17-009 Motion by Hendler, second by Witzel to approve the Memorandum of Understanding (MOU) with Wood County for drug court services to be provided in Marshfield.

FBP17-010 Motion by Feddick, second by Spiros to amend the agreement to change the wording from the City agrees to pay the full cost of the services provided to the full cost attributable to the City of Marshfield

Motion carried

Vote on motion **FBP17-009 as amended.**

Motion carried

The item pertaining discussing opportunities/ideas to improve communication with citizens and increase civic engagement was removed from the agenda.

FBP17-011 Motion by Spiros, second by Witzel to go into closed session under Wisconsin Statutes, Chapter 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- City Hall Leases

Roll call vote, all ayes. (Time: 5:51 p.m.)

Motion carried

Present in closed session: Alderpersons Feddick, Spiros, Witzel, Hendler and Earll, City Administrator Barg and staff (Jen Rachu, Dan Knoeck, Keith Strey and Deb Hall).

FBP17-012 Motion by Hendler, second by Spiros to return to open session. Roll call vote, all ayes. (Time: 6:00 p.m.)

Motion carried

FBP17-013 Motion by Hendler, second by Spiros to approve the amendment to the Lease Agreement with Mary Luepke, Greater Insurance Services Corp., and authorize execution of the same.

Motion carried

FUTURE AGENDA ITEMS

- Improving Communications
- Explanation on the Pay Classification/Scale

There being no further business the Chairperson adjourned the meeting at 6:02 p.m.

Motion carried



Deb M. Hall
City Clerk



City of Marshfield Memorandum

TO: Finance, Budget and Personnel Committee
FROM: Jason Angell, Director of Development Services
DATE: January 17, 2017

RE: Commercial Building Inspector

Background

At the January 3, 2017 meeting, the Finance, Budget and Personnel Committee were informed of the recent retirement of our former Building Inspector/Project Manager. It was at this meeting that the Committee appointed Pat Kilty Interim Building Inspector, with the understanding that staff would be taking time to evaluate options on how to fill the position.

Analysis

Since the January 3rd meeting, staff has taken the time to evaluate the duties of the position and how the position should be structured in order to meet the needs of the construction industry we serve. After careful consideration, staff has decided to revise the job description and retitle the position as Commercial Building Inspector. The main change that was made to the job description was the removal of all responsibilities related to facilities management.

Attached is a copy of both the redlined and clean copy of the revised job description. Please note that this revised job description has not yet been submitted to Carlson-Dettman for them to consider a possible adjustment in compensation for the position. However, to help expedite the process, staff is asking that the Committee allow staff to begin advertising for the position immediately, while Carlson-Dettman is doing their evaluation. This request is largely based upon the fact that staff is certain that the pay will not be adjusted up from its current compensation grade – M. The other important aspect is timing. Our goal is to be at full staff by the time construction season kicks into high gear.

In relation to the compensation, once Carlson-Dettman has completed their evaluation of the position, staff will come back to the Committee at the February 7th meeting to request their approval to slot the position. This will allow the salary range to be set prior to interviews being conducted for the position.

The elimination of the facility management references within the position should not be construed as there isn't a need for someone to handle these duties. The fact is that these duties were included in the previous job description because of the previous

employee had extensive knowledge of City Hall Plaza and the maintenance requirements that went along with it. With the plan to move City Hall in the near future, staff is continuing to look at how best to shape the facilities management requirements so that it is more encompassing of all City owned facilities and not just City Hall. Once staff has finished evaluating how best to handle facilities management, a plan will be brought forward and presented to the Committee for their consideration.

Staff Recommendation

Authorize the Human Resources Manager/Assistant to the City Administrator to submit the Commercial Building Inspector job description to Carlson-Dettman for consideration of a possible compensation adjustment. And to allow the process to fill the position, and any internal subsequent vacancies that may be created, to begin immediately.



JOB TITLE: Commercial Building Inspector/~~Project Manager~~
DEPARTMENT: Development Services
SUPERVISOR: Development Services Director
COMPENSATION GRADE: M

JOB SUMMARY

The Commercial Building Inspector provides building inspection services and all necessary documentation for all buildings in the City; Assures code compliance to provide safe and sanitary buildings; Conducts code enforcement inspections under various municipal codes relating to public peace and good order and miscellaneous nuisances. ~~This position coordinates with the Facilities Coordinator on building maintenance, and assists the Public Works Director with capital project planning for City Hall Plaza.~~—This position requires strong interpersonal skills, customer service mentality, and problem solving ability serving both internal and external customers.

JOB DESCRIPTION

Task No.	Description	Frequency
1.	Issues permits, conducts plan reviews and building code inspections based on local and state codes to provide safe and sanitary residential and non-residential property.	48 <u>55</u> %
2.	Oversees and conducts various nuisance code inspections to ensure public peace and order. Documents complaints; views problem properties; issues orders for correction; follow-up with inspections when the compliance date is due; issues follow-up letters and/or citations as needed; and works with the Municipal Court and the City Attorney for gaining compliance as needed. Provides and implements a systematic approach to identifying nuisance properties and abatement of these issues.	10 <u>15</u> %
3.	Conducts and participates in training seminars and meetings with Fire Department, Department of Commerce, personnel, and local contractors and developers to promote professional development and public awareness of safety and health rules.	5%
4.	Provides phone and walk-in coverage for Building Services office when Administrative Assistant II is out of the office or is already	2 <u>10</u> %

	assisting other customers as needed. Answers customer questions and helps citizens' complete appropriate forms all in an effort to provide outstanding customer service.	
5.	Participates in annual Operation and Maintenance budget and Capital Improvement Budget for City Hall Plaza; Conducts periodic reviews during the budget year to accomplish goals at lowest cost.	5%
6.	Works with the Facilities Maintenance Coordinator regarding maintenance of City Hall Plaza. Oversees bidding of City Hall Plaza improvement projects and supervision of service contracts. Assists with developing preventive maintenance control programs for City Hall Plaza.	15%
7.	Assists the Director of Public Works with the development of the a framework for a citywide facilities management function through outreach to various city departments, looking for opportunities to share resources, service contracts, maintenance functions, capital project planning and management.	10%
5.	<u>Assists other City Departments as needed with facility assessments and improvements.</u>	10%
86.	Performs various other duties as necessary.	5%

QUALIFICATIONS

Education:

Associates degree in Engineering, Construction or related field is required. Equivalent combination of education and experience may be considered in lieu of formal education.

Experience: with s

Six to nine years building inspection or construction experience is required. ~~Equivalent combination of education and experience may be considered in lieu of formal education.~~
Valid Wisconsin Class D driver's License required. Supervisory code enforcement experience in a municipality certified by the Department of Commerce for commercial building plan review and inspection preferred.

Certifications:

State of Wisconsin Certificates are required for the following:

- a) Commercial Building Inspector-Construction
- b) Uniform Dwelling Code Inspector-Construction,
- c) Uniform Dwelling Code Inspector-HVAC,

Other desired-Additional preferred qualifications/certifications:

- a) Uniform Dwelling Code Inspector-Plumbing (Or ability to obtain within twelve months of hire)
- b) Uniform Dwelling Code Inspector-Electrical (Or ability to obtain within twelve months of hire)

Skills:

~~Supervisory code enforcement experience in a municipality certified by the Department of Commerce for commercial building plan review and inspection preferred.~~ Ability to effectively communicate, delegate, follow-up, ~~and evaluate the work of subordinate personnel~~ and the ability to maintain effective communications and relationships hips with the general public is required.

1/~~2016~~2017





JOB TITLE: Commercial Building Inspector
DEPARTMENT: Development Services
SUPERVISOR: Development Services Director
COMPENSATION GRADE: M

JOB SUMMARY

The Commercial Building Inspector provides building inspection services and all necessary documentation for all buildings in the City; Assures code compliance to provide safe and sanitary buildings; Conducts code enforcement inspections under various municipal codes relating to public peace and good order and miscellaneous nuisances. This position requires strong interpersonal skills, customer service mentality, and problem solving ability serving both internal and external customers.

JOB DESCRIPTION

Task No.	Description	Frequency
1.	Issues permits, conducts plan reviews and building code inspections based on local and state codes to provide safe and sanitary residential and non-residential property.	55%
2.	Oversees and conducts various nuisance code inspections to ensure public peace and order. Documents complaints; views problem properties; issues orders for correction; follow-up with inspections when the compliance date is due; issues follow-up letters and/or citations as needed; and works with the Municipal Court and the City Attorney for gaining compliance as needed. Provides and implements a systematic approach to identifying nuisance properties and abatement of these issues.	15%
3.	Conducts and participates in training seminars and meetings with Fire Department, Department of Commerce, personnel, and local contractors and developers to promote professional development and public awareness of safety and health rules.	5%
4.	Provides phone and walk-in coverage for Building Services office when as needed. Answers customer questions and helps citizens' complete appropriate forms all in an effort to provide outstanding customer service.	10%

5.	Assists other City Departments as needed with facility assessments and improvements.	10%
6.	Performs various other duties as necessary.	5%

QUALIFICATIONS

Education:

Associates degree in Engineering, Construction or related field is required. Equivalent combination of education and experience may be considered in lieu of formal education.

Experience:

Six to nine years building inspection or construction experience is required. Valid Wisconsin Class D driver's License required. Supervisory code enforcement experience in a municipality certified by the Department of Commerce for commercial building plan review and inspection preferred.

Certifications:

State of Wisconsin Certificates are required for the following:

- a) Commercial Building Inspector-Construction
- b) Uniform Dwelling Code Inspector-Construction,
- c) Uniform Dwelling Code Inspector-HVAC,

Additional preferred qualifications/certifications:

- a) Uniform Dwelling Code Inspector-Plumbing (Or ability to obtain within twelve months of hire)
- b) Uniform Dwelling Code Inspector-Electrical (Or ability to obtain within twelve months of hire)

Skills:

Ability to effectively communicate, delegate, follow-up and the ability to maintain effective communications and relationships with the general public is required.

To: Finance, Budget, and Personnel Committee
From: Thomas Turchi, City Engineer
RE: Request to fill vacancy in the Engineering Division due to a position resignation.
Date: January 12, 2017

Background

The staff of the Engineering Division of the Department of Public Works currently consists of City Engineer, Assistant City Engineer, Civil Engineer II, Civil Engineer I, and Engineering Technicians (2).

On Thursday, January 12th, 2017 Nate Ulness (Civil Engineer I) notified me that he has accepted another position and that his last day with the Engineering Division will be Friday, February 3rd, 2017. Nate has worked for the Engineering Division since April 20th, 2015.

The pay range for the Civil Engineer I is \$24.27/hour (minimum), \$26.24/hour (control point), \$29.52/hour (maximum).

Analysis

Nate Ulness was hired when the position of City Surveyor was vacated by Kris Hawley in December of 2014. At that time I requested that the position be changed from a City Surveyor to a Civil Engineer I as responsibilities, needs and duties have changed within the Engineering Division.

With this recent vacancy within the Engineering Division I feel it would be in the City's best interest continue with an entry level Civil Engineering position thus maintaining the same number of FTE positions within the Engineering Division. One area we regularly struggle with is keeping up with completion of our design work ahead of our Street Division as well as our contracted projects. With the vacancy we are again left with only one Civil Engineer in the division, and while he is highly proficient in the utilization of design software, an entry level Civil Engineer will allow Engineering Division staff to keep pace with the design workload. An entry level Civil Engineer (Civil Engineer I) is expected to do street, storm sewer, water main and sanitary sewer design utilizing GeoPack design software. Re-hiring a Civil Engineer I would allow the Engineering Division the ability to complete design work in a more timely fashion which in many instances allows our larger projects to be bid earlier when competition for summer projects is greatest, thus providing more competitive bids and ultimately lower construction costs. Having multiple users fluent with our GeoPack design software will create safeguards and increase the efficiency of our design team.

This year we will receive new requirements for Storm Water Management which will be imposed upon our City. The city will be required to begin planning and design to meet the specific requirements to reduce the Total Maximum Daily Loads (TMDL) of Phosphorous from our community's stormwater runoff. These requirements of our community will supersede previous constraints put on hold by ACT 10. The new TMDL requirements for the Wisconsin River Watershed are being enacted by the Wisconsin DNR and the Environmental Protection Agency (EPA). Hiring a Civil Engineer I will aid in implementing, planning and design of the necessary physical improvements needed to meet the pending TMDL requirements.

Succession planning: A new buzzword in the operation of many successful organizations is 'succession planning'. This is the training, mentoring and growth of personnel within your own organization to become leaders as current staff progress towards retirement. Even though current Engineering Division staff may be a decade away from retirement it is in the City's best interest to continue planning for the future replacement of staff by mentoring and coaching new and existing employees.

The City of Marshfield and our infrastructure is growing and our existing infrastructure is aging. Since the position of City Surveyor was created in 1998 the city's infrastructure has grown as shown in the comparisons noted below:

	<u>1998</u>	<u>2014</u>	
• Street Miles	116.88 MI	142.27 MI	22% Increase
• Sanitary Sewer	125.13 MI	137.77 MI	10% Increase
• Storm Sewer	62.69 MI	103.74 MI	Increase
○	The specific percentage increase is not shown because in 2010 catch basin leads were added to the overall length of the storm sewer system.		
• Storm water ponds	5 ponds	83 ponds	1560% Increase.
○	Note these include public and private ponds within the municipal limits. Since the implementation of MS4 stormwater permits issued by the DNR for Phase II communities stormwater ponds are required to not only contain the increased flows to predevelopment flows but are now required to clean the stormwater by reducing Total Suspended Solids (TSS).		
• CIP Public Works	\$ 3,685,000	\$ 5,286,000	43% Increase

Even though infrastructure has been growing and there continues to be an increase in CIP projects we have been able to hold and maintain operations within the Engineering Division without the addition of full time staff by use of consultants to fill the gap in staffing when needed. As we look forward, technology will continue to expand, projects will require more complex designs, the City will continue to grow in size and population and more restrictive environmental requirements will be placed upon communities. All of these items will require innovative ways to meet these increased demands with limited funding and resources, therefore, it will be even more important for the City to require higher levels of education as we look into the future and hire new employees.

There have been numerous discussions in the past about the utilization of consultants versus having staff on hand for the completion of projects within the Engineering Division. It has been demonstrated how communities such as Marshfield are more cost-effective by having

engineering staff on hand. When comparisons are done for an identical entry level Civil Engineer position of a consultant versus City staff you will find that it is typically 43% more costly to hire a consultant as 'in-house' engineering staff does not work for a profit. City staff has an intimate knowledge of our community and takes ownership in the projects they design and build because they themselves have to live with the final results. Please note that hiring a Civil Engineer I position will not completely eliminate the need for engineering consultants for specialty projects or to fill the gaps where numbers of projects exceed the quantity that can be completed by in-house staff.

Since Nate was approaching the mid-point of the salary there will be a minor saving by hiring another entry level Civil Engineer.

Recommendation

I recommend that the Finance, Budget, and Personnel Committee authorize the filling of a 'Civil Engineer I' position within the Engineering Division.

If you have any questions in advance of the meeting, please feel free to contact me.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Thomas R. Turchi', written in a cursive style.

Thomas R. Turchi, P.E., City Engineer

CITY OF MARSHFIELD
Position Cost Estimate

	Civil Engineer 1	
2017 Estimated Annual Base Wage:	\$	51,168.00
FICA - 7.65%:		3,914.35
Retirement (Employer) - 6.8%:		3,479.42
Workers Compensation - 4.34%:		2,220.69
Health Insurance (Family):		17,309.52
Dental Insurance (Family):		1,482.36
Life Insurance:		37.00
Post Employment Health Plan:		1,279.20
2017 Estimated Annual Wage & Benefit:	\$	80,890.55
Hourly Rate with Wage and Benefit	\$	38.89



City of Marshfield Memorandum

DATE: January 20, 2017
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Memorandum of Understanding (MOU) – Wood County Drug Court

Background

On January 10th, the Council approved Budget Resolution No. 01-2017 which transferred \$22,000 from the City's 2017 contingency budget to the drug court program budget. The next step in this process is now to enter into an MOU with Wood County for provision of these services (outlined in the attached document) by ATTIC Correctional Services, Inc. On January 17th, the Wood County Board is expected to authorize the appropriate county officials to execute the necessary agreements with ATTIC and the City of Marshfield.

FBP Committee action

On January 17th, the FBP Committee reviewed and recommended approving the attached MOU, with the addition of the yellow highlighted language to confirm that the City's responsibility is limited to the cost of services provided to the City. This was the original intention, but the added phrase is designed to clarify this point.

Recommendation

Staff recommends that Council approve the attached MOU with Wood County to provide the outlined drug court services to serve the City of Marshfield.

Memorandum of Understanding

ATTIC Correctional Services, Inc. has an agreement with Wood County for provision of services related to Wood County's drug court program. A summary of services to be provided, including case management and drug testing, are detailed below:

Case Management time of 18 hours per week will be provided and include case management and drug testing for offenders admitted to the Wood County Drug Court Program. This person will be a Team member of the Wood County Drug Court Team and is accountable to the Team and is required to adhere to all agency and program policies and procedures related to agency, program and client information confidentiality. Duties will include, but may not be limited to: maintain data on all referrals, accepted or denied; disseminate/distribute by verbal communication and written correspondence case information on a regular and timely basis keeping Team members up to date on progress or lack of; complete intake and orientation; prepare service/treatment plan with input from Team members/treatment providers and client; maintain up to date case plan on each case; ensure that all required data is collected and tracked on client activity and program activity and entered in the Drug Court database; collect and send urine samples to be tested according to policy & procedures (maintain data on results); monitor program fees; establish the payment plan with the client; perform case collateral contacts on a regular basis and document findings; conduct and document face to face sessions with the client to address issues pertinent to AODA, health, leisure, family, parenting, anger management, transportation, child care, mental health, housing, criminality, education, employment, personal issues; prepare progress notes/discharge summaries as required; link participants to needed community resources.

By signing this Memorandum of Understanding, the City of Marshfield hereby agrees to pay for the full cost of the services provided to the City, as set forth above, for calendar year 2017. The maximum monthly payment is \$1,833.33. Wood County is responsible for overseeing the services provided by ATTIC Correctional Services, Inc., and for ensuring that ATTIC Correctional Services, Inc. fully complies with all program requirements and industry standards. This agreement may only be terminated for cause and upon notice such that Wood County is not responsible for paying for the above-described services of ATTIC Correctional Services, Inc. without reimbursement from the City of Marshfield therefore. This agreement expires on December 31, 2017; however, it may be extended by mutual agreement in writing of the parties.

Todd Wolf, Wood County Circuit Court Judge

Chris Meyer, Mayor, City of Marshfield

Date

Date

**CITY PLAN COMMISSION
MARSHFIELD, WISCONSIN
MINUTES OF JANUARY 17, 2017**

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

PRESENT: John Kaprelian, Bill Penker, Ken Wood, Joe Gustafson & Kyle Weik

EXCUSED: Mayor Meyer & Ed Wagner

ABSENT: None

ALSO PRESENT: Development Services Director Angell; Director of Public Works Knoeck, Parks & Recreation Director Casperson; the media and others.

PC17-01 Motion by Wood, second by Kaprelian to recommend approval of the minutes of the December 20, 2016 City Plan Commission meeting.

Motion Carried

Citizen Comments - None

PC17-02 Motion by Wood, second by Penker to recommend approval of the location and architectural design of the Wildwood Zoo Maintenance Building as presented.

Motion Carried

Development Services Director Angell presented a summary of 2016 Development-Related Activity and Plan Commission Actions. This was an information item only.

Secretary Knoeck asked for volunteers to serve as a non-elected Plan Commissioner to the CIP Administrative Committee. Commissioner Wood volunteered.

PC17-03 Motion by Gustafson, second by Weik to appoint Commissioner Wood to the CIP Administrative Committee.

Motion Carried

Items for Future Agendas:

- Commissioner Penker requested a speaker from the Wausau Bike Program come to a City Plan Commission meeting to talk about their program..

Staff Updates:

- Comprehensive Plan Issues and Opportunities Review and Discussion – Development Services Director Angell reported on a meeting at the Clinic.
- Future Municipal Code Amendments will be coming forward from staff.

There being no objections, Secretary Knoeck adjourned the meeting at 7:17 PM

**Daniel G. Knoeck, Secretary
CITY PLAN COMMISSION**



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Justin Casperson, Parks and Recreation Director
DATE: January 24, 2017
RE: Marshfield Pool Study Committee Presentation

Summary:

On June 28, 2016, the Common Council approved the pool study committee and the hiring of a professional architectural/engineering firm to assess Hefko Pool, develop concept plans and provide cost estimates, and operational expenses and revenues. The City retained the services of Ayers Associates to help the committee come up with a long-term solution for the community.

The Committee met seven times over a seven-month period. The Committee toured three aquatic facilities, held a public information meeting and conducted an on-line survey. On behalf of the Parks and Recreation Department, I want to thank the following for volunteering their time and effort:

- | | |
|-------------------|----------------------|
| 1. Kelly Cassidy | 8. Jim Wein |
| 2. Josh Cole | 9. Stephanie Smith |
| 3. Pat Gall | 10. Rebecca Spiros |
| 4. Chris Jockheck | 11. Bob Trussoni |
| 5. Monica Koehn | 12. John White Jr. |
| 6. Ben Lee | 13. Justin Casperson |
| 7. Ali Luedtke | |

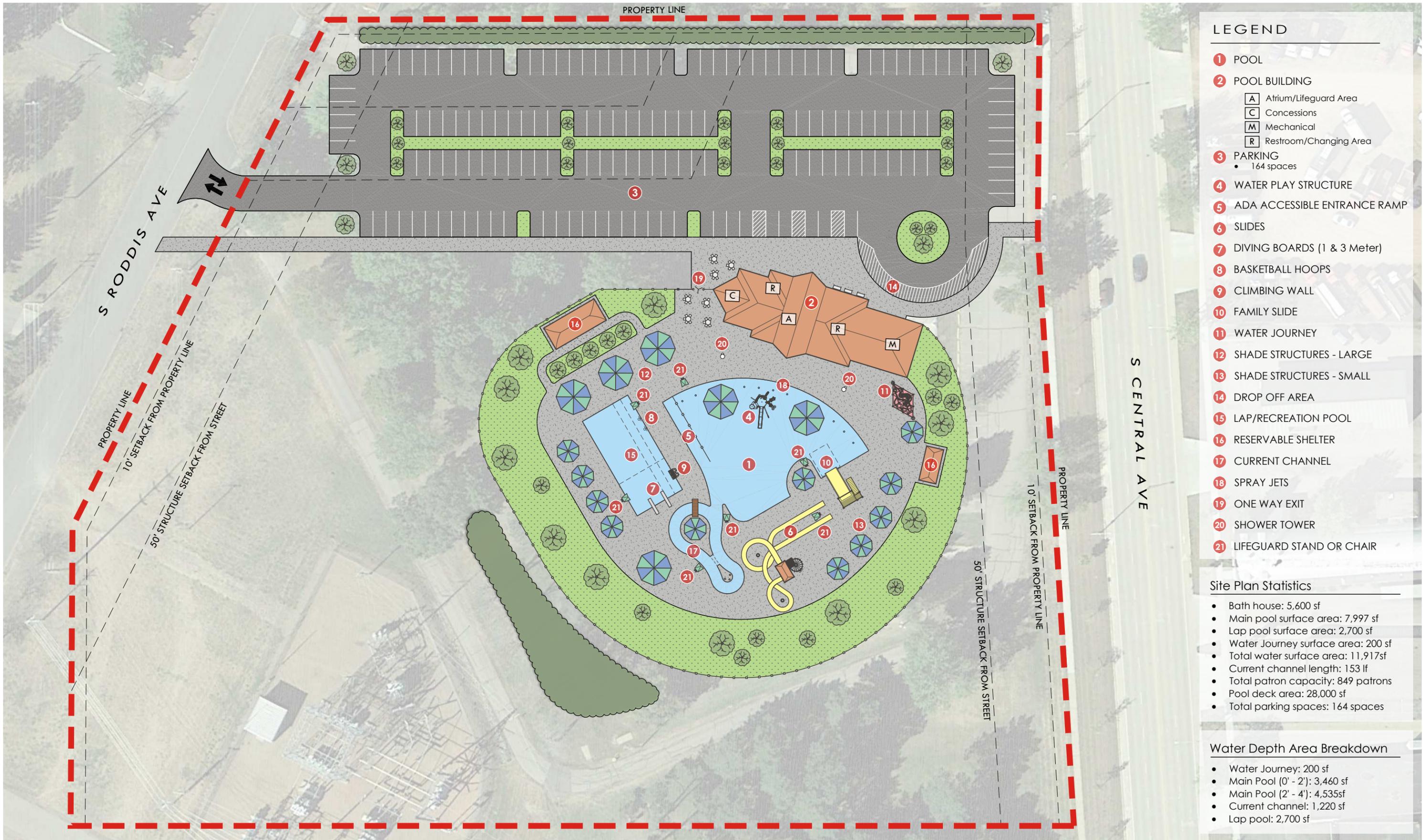
Ayers Associates will conduct a presentation detailing their findings.

Recommendation

The Committee sends forth a positive recommendation of the pool report presented by Ayers Associates.

Attachments

Pool Conceptual Drawing



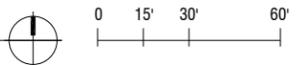
Hefko Pool Reconstruction - Concept Plan

Marshfield, Wisconsin



ID |27-1069

01 16 | 2017





City of
Marshfield
Memorandum

January 19, 2017

TO: Mayor Meyer and Members of the Common Council

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Revised Floor Plan for City Hall Remodeling

BACKGROUND

At the January 10 Council meeting, staff presented a revised floor plan for the new City Hall project that locates the Common Council Chambers on the first floor. We are very pleased with this layout and believe that this is a significant improvement over our current Council Chambers location and critical to the success of the new building. Staff is now seeking approval of the revised floor plan so that we may move into construction drawings, detailed furniture layouts, and move planning.

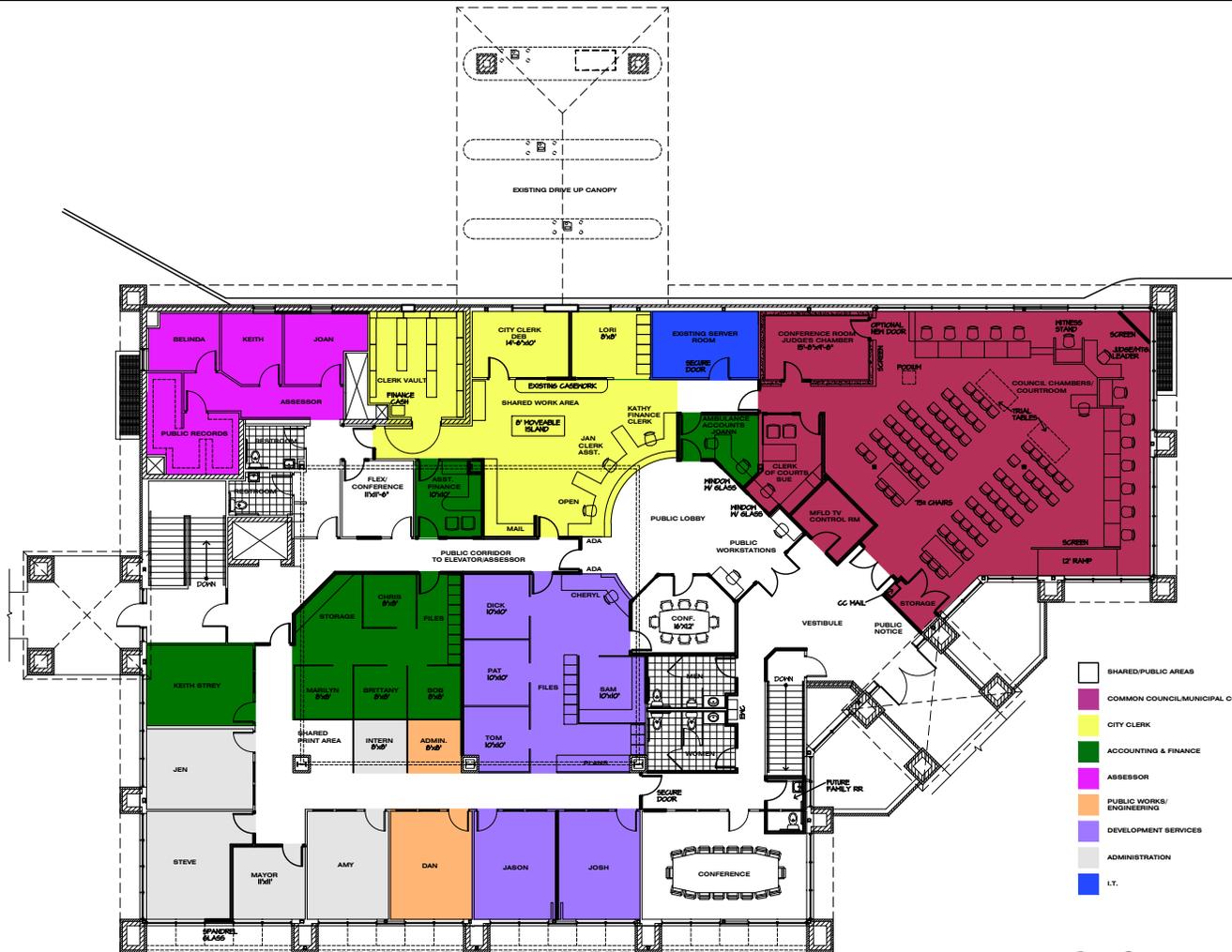
ANALYSIS

Two items that did come up during the discussion on the 10th were exiting from the Council Chambers and access to parking for members of the public coming to meetings.

- An exit will be added out of the north side of the Council Chambers to serve as an emergency exit.
- Due to parking availability on the west side of the building, it was suggested that we may want to allow the public to enter through the west entrance to get to the Council Chambers for evening meetings. This would complicate building security and is not recommended. Staff has done a parking inventory and we believe there is enough parking on the east side of the building to accommodate most meetings. For large meetings, it should be expected that parking may be farther from the building, similar to large meetings in our current location. Additional detail on the parking can be provided at the meeting if there are questions.

RECOMMENDATION

Approve the revised floor plan for the new City Hall and authorize staff to proceed with construction drawings, detailed furniture layouts and move planning.



FLOOR PLAN
SCALE: 1/8"=1'-0"

1/5/11
1210 561 FT.



MARSHFIELD CITY HALL REMODELING OPTION 'A'

DESIGN UNLIMITED

DAN HELWIG, ARCHITECT, AIA, 1029 WEST McMILLAN STREET, MARSHFIELD, WI 54449 (715) 384-3207 (800) 814-8451 www.designunlimitedmfd.com



LOWER LEVEL FLOOR PLAN
SCALE: 1/8"=1'-0"

1/5/11
1210 SQ. FT.
TRUE PLAN



MARSHFIELD CITY HALL REMODEL OPTION 'A'

DESIGN UNLIMITED

DAN HELWIG, ARCHITECT, AIA, 1029 WEST McMILLAN STREET, MARSHFIELD, WI 54449 (715) 384-3207 (800) 814-8451 www.designunlimitedmfd.com



City of
Marshfield
Memorandum

January 19, 2017

TO: Mayor Meyer and Members of the Common Council
FROM: Dan Knoeck, Director of Public Works
SUBJECT: Approval to Proceed with Construction Drawings and Bidding for the
Community Center Project

BACKGROUND

The last Council discussion on this project centered around what to do with the extra available space on first floor of the new Community Center now that ADRC will not be a tenant in the building. Many suggestions have come forward and several may be worth pursuing but nothing is certain at this point. Waiting to bid the project until an appropriate use is determine and then to secure a tenant, if that is the direction, will continue to delay the project and add costs. Staff is suggesting that the space simply be left open as part of the initial renovation which will give the greatest flexibility for future uses and get the Community Center project back on track.

ANALYSIS

Attached is the most recent floor plan which shows the proposed ADRC space in blue. The ADRC space was 3,585 square feet and a bit irregular in its shape. Staff is proposing that the space be squared off at a logical point and then be left vacant. This would allow the space to be available should a suitable tenant be identified or it could be available for a future City use. If a tenant is secured in the future, they could be required to participate in the build out costs. In the short term, the space would undergo asbestos abatement and then be finished with basic finishes for the walls, ceiling and floor. We would not anticipate cutting in any new windows or doors for this space. This minor change in the floorplan will require a slight modification of the drawings.

Once the Council authorizes proceeding with construction drawings and bid documents, we anticipate it will be about 90 days to get through the bid process. This would put us in position to award a contract in late April or early May. During this timeframe, we would also be bidding a standalone asbestos abatement project with the goal of having the abatement complete by June 1.

RECOMMENDATION

Approve a slight revision to the Community Center floor plan and authorize staff to proceed with construction drawings and bidding.

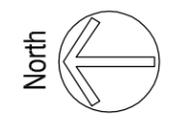


**MARSHFIELD COMMUNITY CENTER
FIRST FLOOR**





**MARSHFIELD COMMUNITY CENTER
LOWER LEVEL**





City of Marshfield Memorandum

DATE: January 17, 2017
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: 6-month lease extension with Marshfield Mall (senior center space)

Background

On May 12, 2015, the Council authorized staff to execute a lease for space for the senior center from Marshfield Mall. The term was 18 months (July 1, 2015 through December 31, 2016), with an option for up to two 6-month extensions upon mutual agreement of the parties. This has worked well as a temporary site for our seniors until a permanent space is available in the new community center. Extending the lease should probably have been discussed a couple of months ago, but this wasn't noted by either party until recently. No changes are contained in the attached lease extension agreement, and the lease rate would remain at \$3,000 per month.

Recommendation

Staff recommends approval of this lease extension agreement through June 30, 2017.

Lease Extension Agreement

This lease extension agreement was created on December 12, 2016,
Between Malls4u, LLC, dba Marshfield Mall, 503 E. Ives St., #313, Marshfield, WI 54449, (hereinafter the LESSOR),

and

City of Marshfield dba Marshfield Senior Community Center, 630 S. Central Ave. Suite 201R, Marshfield, WI 54449, (hereinafter the LESSEE), for the property Located at 503 E. Ives St., #101, Marshfield, WI 54449.

The agreement certifies that the parties agree to extend the lease agreement for an additional time period starting on January 1, 2017, and ending on December 31, 2017,

If tenant wishes to terminate this Lease Extension earlier than December 31, 2017, a 60 day notice must be received after June 30, 2017.

This lease will be extended at a gross rate of \$3000.00 per month to cover Rent, CAM, & RE-TX.

This document binds the Lessor and the Lessee to the terms and conditions of the original lease. This lease extension agreement, along with the attached original lease, is the entire agreement between both parties.

Lessor

Printed Name:

Title:

Signature:

Date:

Lessee

Printed Name:

Title:

Signature:

Date:

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF MAY 12, 2015

Meeting called to order by Chairperson Hendler at 6:10 p.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Alderpersons Rich Reinart, Gordon Earll, Rebecca Spiros, Alanna Feddick and Peter Hendler

ABSENT: None

ALSO PRESENT: Alderpersons Feirer, Buttke, Wagner and Cummings, Mayor Meyer, City Administrator Barg and City Personnel (Keith Strey, Lori Belongia, Kelly Cassidy, Ben Steinbach and Deb Hall)

FBP15-049 Motion by Feddick, second by Earll to go into Closed Session pursuant to Wisconsin Statute Chapter 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

(1) Lease for temporary location for Marshfield Senior Center.

Roll call vote, all ayes. (Time: 6:12 p.m.)

Motion carried

Present in closed session: Alderpersons Earll, Spiros, Hendler, Reinart, Feddick, Cummings, Buttke, Feirer and Wagner, City Administrator Barg and City Personnel (Keith Strey, Lori Belongia, Ben Steinbach, Kelly Cassidy and Deb Hall).

FBP15-050 Motion by Earll, second by Reinart to return to open session. Roll call vote, all ayes. (Time: 6:29 p.m.)

Motion carried

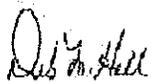
FBP15-051 Motion by Earll, second by Reinart to authorize staff to execute a proposed lease with the Marshfield Mall to serve as a temporary location for the Marshfield Senior Center for an initial term of 18 months, with two additional 6-month extensions possible, subject to Common Council approval, and review/approval by the City Attorney.

Motion carried

FUTURE AGENDA ITEMS

None

Motion by Earll to adjourn at 6:30 p.m.



Deb M. Hall
City Clerk

MAY 12, 2015

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

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

ABSENT: None

The flag was saluted and the pledge given.

Items V and W were added to the agenda; (V) Appointment of Alderperson Buttke to the Fairgrounds Commission; and (W) Announcement of Special Council meeting.

PUBLIC COMMENT PERIOD

None

CC15-094 Motion by Hendler, second by Feirer to approve the minutes of the Common Council meeting of April 28, 2015 regular meeting.

Motion carried

CC15-095 Motion by Wagner, second by Cummings to approve the minutes of the Common Council meeting of April 28, 2015 Strategic Planning meeting.

Motion carried

Chair of the Historic Preservation Committee Ken Wood presented the City of Marshfield Stewardship Award to Terry, Chris, Carol and Erin Howard.

Main Street Marshfield Executive Director Angie Eloranta presented the John Christner Historian Award to Thomas Ptak.

CC15-096 Motion by Wagner, second by Cummings to grant the variance request from the Leadership Marshfield Project – Movies in the Park for a variance of noise levels as permitted by Chapter 10-33(7) for four outdoor movie events for the summer 2015 beginning around 9 p.m. and concluding around 11 p.m. The dates and locations are: Friday, May 29th at Columbia Park; Friday, June 26th at Marshfield Fairgrounds Park – (drive-in style off 17th Street); Friday, July 24th on Central Ave. (Between 3rd and 4th Streets); and Friday, August 7th at Wildwood Park (Upper Pond).

Motion carried

STAFF UPDATES

None

MAYOR'S COMMENTS

Employee Recognition

Mike Winch, Street Division	May 14, 1980	35 years
Derek Iverson, Police Department	May 17, 2010	5 years
Pat Kilty, Building Services	May 17, 2010	5 years
Bryan Linzmeier, Street Division	May 17, 2010	5 years

He read a proclamation declaring the week of May 17 – 23, 2015 as Emerald Ash Borer Awareness Week.

Mayor Meyer and Library Director Belongia recognized the Library & Community Center Project volunteers for all of their hard work on this project.

COUNCIL COMMENTS

None

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC15-097 Motion by Buttke, second by Hendler to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Central Wisconsin State Fair of September 15, 2014; Central Wisconsin State Fair of October 20, 2014; Central Wisconsin State Fair of November 17, 2014; Central Wisconsin State Fair of December 15, 2014; Central Wisconsin State Fair of January 19, 2015; Central Wisconsin State Fair of February 16, 2015; Central Wisconsin State Fair of March 16, 2015; Library & Community Center of March 4, 2015; Cable TV of March 23, 2015; Community Development Authority of March 26, 2015; Main Street Marshfield of April 8, 2015; Business Improvement District of April 15, 2015; Airport of April 16, 2015; Community Development Authority Strategic Planning of April 21, 2015; Community Development Authority Finance Meeting of April 21, 2015; Board of Public Works of May 4, 2015; Historic Preservation of May 4, 2015; Judiciary and License Committee of May 5, 2015; Finance, Budget, and Personnel Committee of May 5, 2015; Airport Minutes Special Meeting of May 7, 2015; Finance, Budget, and Personnel of May 12, 2015 as read by the Clerk; and Board of Public Works of May 12, 2015 as read by the Director of Public Works.

Motion carried

First reading of Ordinance No. 1301 amending Section 3-66 (m) regarding the members of the Economic Development Board.

Second reading of Revised Ordinance No. 1299, amending Section 9-58 of Marshfield Municipal Code (Pawnbrokers, Secondhand Article and Jewelry Dealers).

CC15-098 Motion by Wagner, second by Jockheck to refer Ordinance No. 1299 back to the Judiciary and License Committee in order to hold a public listening session. Nay – 1 (Earll)

Motion carried

Second reading of Ordinance No. 1300, amending Chapter 18, General Zoning Ordinance, Section 18-36 to allow “animal boarding” as a principal use permitted as a conditional use in the “UMU” Urban Mixed Use Zoning District.

CC15-099 Motion by Earll, second by Reinart to approve Ordinance No. 1300. Ayes – 5; Nays – 5 (Feddick, Jockheck, Wagner, Buttke and Hendler). Mayor broke the tie and voted Nay.

Motion failed

CC15-100 Motion by Feirer, second by Wagner to authorize closing out the Library & Community Center Steering committee, per meeting the requirements of Resolution No. 2014-35.

Motion carried