NOTE TO VISITORS AND GUESTS: Welcome to this meeting of the Common Council. We appreciate your interest in the City of Marshfield. Item “D” 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/Roll Call – Bob McManus, Mayor
B. Pledge of Allegiance
C. PUBLIC HEARING – In the matter of state and federal aid for the improvements at Marshfield Municipal Airport, Roy Shwery Field
D. Public Comment Period/Correspondence
   At this time, the Mayor will recognize members of the public who have indicated their 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.
E. Approval of Minutes: November 26, 2019 Council Meeting
F. Staff Updates
   • Introduction of new employee: James Perton, (Civil Engineer); introduced by Tom Turchi, City Engineer
G. Mayor’s Comments
   • Louis Kuhlka, Wastewater, December 15, 2014, 5 years
H. Council Comments
I. Reports from Commissions, Boards, and Committees
J. Consent Agenda:
   1. Meeting minutes/reports
      a. Zoning Board of Appeals (August 13, 2019)
      b. Fire & Police Commission (September 25, 2019 special meeting)
      c. Fire & Police Commission (October 23, 2019 special meeting)
      d. Marshfield Airport Committee (October 23, 2019)
      e. Community Development Authority Board (October 31, 2019)
      f. Community Development Authority Finance & Strategic Planning (October 31, 2019)
      g. Parks, Recreation & Forestry Committee (November 13, 2019)
COMMON COUNCIL AGENDA
December 10, 2019

h. Fire & Police Commission (November 13, 2019)
i. Marshfield Airport Committee (November 20, 2019)
j. Historic Preservation Committee (December 2, 2019)
k. Board of Public Works (December 2, 2019)
  1. Parking/traffic change on East 2nd Street by 2nd Street Community Center
  2. Final special assessments for East 29th Street Project
l. Judiciary and License Committee (December 3, 2019)
m. Finance, Budget and Personnel Committee (December 3, 2019)
  1. Approve Resolution No. 2019-52 (Continuing appropriations)
n. Marshfield Airport Committee (December 5, 2019 special meeting)

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

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

L. Request to approve revised Budget Resolution No. 07-2019, revising certain account numbers. Presented by Ron Aumann, Finance Director.

  Recommended Action: Approve revised Budget Resolution No. 07-2019

M. Request to approve list of 2020-2021 Election Inspectors. Presented by Deb M. Hall, City Clerk

  Recommended Action: Approve list of election inspectors

N. Request to approve Resolution 2019-50, requesting state aid for airport improvements. Presented by Jeff Gaier, Airport Manager.

  Recommended Action: Approve Resolution No. 2019-50

O. Request for extension of time to complete exterior site improvements required under an existing development agreement with Dental Crafters. Presented by Josh Miller, Development Services Director

  Recommended Action: Approve requested extension

P. Report on development agreement process. Presented by Josh Miller, Development Services Director

  Recommended Action: None, for information only

Q. Adjourn to closed session pursuant to 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.”
  • Possible purchase of property located within TIF District #7

R. Reconvene in open session

S. Action on matters discussed in closed session, if appropriate

T. Suggested items for future agendas

U. Adjournment
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 207 West 6th Street or by calling (715) 384-3636.

This meeting can be viewed “LIVE” on the City of Marshfield website at www.ci.marshfield.wi.us, City of Marshfield Facebook page at www.facebook.com/CityofMarshfieldWI/ and on Charter Cable Channel 991. The meeting is also archived on the City of Marshfield’s YouTube Channel and Facebook Page located on the City website at www.ci.marshfield.wi.us and replayed the following day and throughout the week on Charter Cable Channel 991. Please see your cable listing for the City Government Channel at http://ci.marshfield.wi.us/departments/communications/index.php

Posted this day December 6, 2019 at 10:30 a.m. by City Clerk, Deb Hall
NOTICE OF PUBLIC HEARING
Marshfield Municipal Airport
400 West 29th Street, Marshfield, WI
54449

The City of Marshfield is considering petitioning the State of Wisconsin, Department of Transportation, for state and federal aid to undertake the following developments at the Marshfield Municipal Airport:

- Master Plan for runway extension & parallel taxiway; airport layout plan with narrative;
- relocation of Automated Surface Observation System; fuel farm rehabilitation; land acquisition in runway approaches; conduct wildlife site visit;
- rehabilitate Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR); reconstruct primary runway 16/34;
- replace/rehabilitate runway lighting;
- remove old terminal building & adjacent ramp (related to hangar taxiway construction); conduct aerial obstruction survey; clear runway approaches, including for instrument approach;
- extend runway 16/34, including lighting;
- install/replace Precision Approach Path Indicators (PAPIs); reconstruct access road; construct parallel taxiway to runway 16/34;
- construct snow removal equipment storage (SRE) building; rehabilitate/reconstruct runway 5/23;
- construct south hangar area including taxiways; construct hangars; sealcoat surfaces; ramp expansion; replace the credit card machine at the fuel farm; and any necessary related work.

Notice is hereby given that the City of Marshfield will hold a public hearing at 6:00pm on December 10, 2019 in the Council Chambers in City Hall, located at 207 West 6th Street.

All interested persons are invited to attend and present their views on the need for the proposed airport development.

Parking for people with disabilities and an accessible entrance are available near the front entrance of City Hall. Please call the City of Marshfield at 715-367-6597 in advance of the hearing to make specific accessibility requests.

Deb M. Hall
CITY CLERK

For additional information regarding this public hearing, or to view related materials, please contact Jeffrey Gaier, Airport Manager at 715.389.9385.

Run: November 23, 2019    WNAXLP
Regular meeting of the Common Council was called to order by Mayor McManus at 6:00 p.m., in the Council Chambers, City Hall.

**PRESENT:** Mike Feirer, Nick Poeschel, Chris Jockheck (arrived at 6:11 p.m.), Ken Bargender, Steve Mac Swain, Tom Witzel, Adam Fischer, Rebecca Spiros, Tom Buttke, and Peter Hendler.

**EXCUSED:** None

The flag was saluted and the pledge given.

Public Hearing – On November 5, 2019, the proposed 2020 budget was published in the official City newspaper (Marshfield News Herald). At this time, members of the public are invited to comment on the proposed 2020 budget.

Comments: None

Public hearing closed at 6:03 p.m.

**PUBLIC COMMENT PERIOD**
- None

**CC19-262** Motion by Feirer, second by Spiros to approve the minutes of the Common Council meeting of November 12, 2019. Ayes - 9

**Motion carried**

**STAFF UPDATES**
- None

**MAYOR’S COMMENTS**
- Darren Larson, Police Department November 28, 1989 30 years
- Mark Kivela, Wastewater November 30, 1999 20 years
- Employee Recognition Dinner was held on Wednesday, November 20, 2019 and it was very well received from the employees.

**COUNCIL COMMENTS**
- Alderperson Feirer congratulated the Mayor and his wife on their 25th Wedding Anniversary.
- Alderperson Spiros sits on the University Commission and she shared some information on their enrollment. Enrollment is ahead of last year at this time. First year students at UWSP at Marshfield is up 100% in total applications and up 200% in total admits.

**REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES**
- None

**CONSENT AGENDA**

**CC19-263** Motion by Feirer, second by Buttke to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports:
- University Commission of August 8, 2019; Marshfield Fairgrounds Commission of October 10, 2019; Library Board of October 15, 2019; Economic Development Board of November 7, 2019; Marshfield Utility Commission of November 11, 2019; Fire & Police Commission of November 13, 2019; Board of Public Works of November 18, 2019 (1. Authorize agreement for sewer service area plan update; 2. Approve housing incentive project for 2020 – Prairie Run; and 3. Approve revised list of 2020 asphalt paving projects); Judiciary and License Committee of November 19, 2019;

**Motion carried**

No items were removed from the consent agenda.

Alderperson Jockheck joined the meeting.

**CC19-264** Motion by Witzel, second by Spiros to approve Option 2 for the funding of the Outdoor Aquatic Center, the $6 million includes all construction costs, but not soft costs ($500,000); as a result, bids need to be at or below $6 million and the City will pay for the soft costs.

**Motion carried**

**CC19-265** Motion by Buttke, second by Witzel to call the question. Ayes - 10

**Motion carried**

Vote on motion **CC19-264**: Ayes – 8, Nays – 2 (Mac Swain and Fischer)

**Motion carried**

**CC19-266** Motion by Witzel, second by Feirer to refer construction of a new aquatic center on the current Hefko Pool site to the Plan Commission for review and comment under Wisconsin Statutes Chapter 62.23 (5). Ayes – 10

**Motion carried**

**CC19-267** Motion by Buttke, second by Spiros to approve the request to extend the Development Agreement with Innovative Machine Specialists to complete the landscaping and parking improvements by June 1, 2020. Ayes - 10

**Motion carried**

**CC19-268** Motion by Hendler, second by Jockheck to refer operating an Airbnb in the City of Marshfield to the Plan Commission for further study and recommendation. Ayes – 10

**Motion carried**

**CC19-269** Motion by Buttke, second by Hendler to approve Resolution No. 2019-51, determining and levying the amount to be raised by taxation for city purposes for fiscal year 2020. Ayes – 8, Nays – 2 (Fischer and Spiros)

**Motion carried**

City Administrator Barg gave an update on the City’s 2019-2021 Strategic Plan.

**CC19-270** Motion by Buttke, second by Poeschel to approve the change of date and time of the second Council meeting in December to Tuesday, December 17, 2019 at 7:00 p.m., or after the Plan Commission meeting. Ayes - 10

**Motion carried**
CC19-271  Motion by Witzel, second by Buttke to adjourn to 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.”

- Sale of City-owned property located at 305 West 3rd Street
- Possible assistance for project located within TIF District #7

AND

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

- Possible litigation regarding copyright claim

Roll call vote, Ayes - 10.  (Time: 7:15 p.m.)
Motion carried

Present in closed session:  Alderpersons Feirer, Poeschel, Jockheck, Bargender, Mac Swain, Witzel,
Fischer, Spiros, Buttke, and Hendler, Mayor McManus, City Administrator Barg, City Attorney
Wolfgram, and City Personnel (Josh Miller and Deb Hall).

CC19-272  Motion by Witzel, second by Hendler to return to open session.  Roll call vote,
Ayes – 10.  (Time: 7:50 p.m.)
Motion carried

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

Future Agenda Items
- None

Motion by Witzel, second by Poeschel to adjourn the meeting at 7:51 p.m.
Motion carried

Deb M. Hall
City Clerk
Meeting called to order by Chairperson Markwardt at 5:30p.m. 1st Floor Conference Room, Marshfield City Hall

PRESENT:  Dean Markwardt, Adam Wegner, Steve Okonek, Todd Ziegmeier

EXCUSED: Adam Schnabel

ALSO PRESENT:  Staff members: Evan Monson, Josh Miller, Jan Altmann.
Guests present: Alex Fiebig – Excel Engineering, Terry Frankland, Larry Shortess, Lourdes Magalhaes

ZB19-05  Motion by Okonek, second by Ziegmeier to approve minutes of April 9, 2019 as submitted. All Ayes.  
Motion carried

These minutes will be placed on file with the Common Council at their August 27, 2019 meeting.


ZB19-06: Motion by Wegner, second by Ziegmeier to appoint Okonek as vice-chair.  All ayes  
Motion Carried

Identify potential conflicts of interest: none reported

Chair declares the Public Hearing Open. Secretary Altmann reads the request:

**Variance Request** by Wesley United Methodist Church for a 9’ variance to the minimum required rear yard setback, to allow for a principal structure to be located at a setback of no less than 11’ from the east property line, located at 205 E 3rd Street, zoned “DMU” Downtown Mixed-Use (parcel 33-00879).  
Section 18-37(7) requires a minimum rear yard setback of 20’ for principal buildings.

**Background**

The Applicant, Wesley United Methodist Church, is looking to construct a new church on the property located at 205 E 3rd Street. The previous church was tragically destroyed by a fire last fall. The congregation would like to build a new facility that has a similar footprint to the previous one. As a result, the property was rezoned from “SR-6” to “DMU” in December of 2018. The “DMU” zoning district provides more flexibility in terms of building coverage, setbacks, and other regulations compared to single-family zones like “SR-6”. The site plan that the Applicant is moving forward with shows the rear setback being just over 11 feet from the rear property line. A principal structure in the “DMU” zoning district requires a 20 foot setback from the rear property line, hence the request for a variance.

**Analysis**

The subject property is zoned “DMU” Downtown Mixed-Use, a district that requires a 20 foot rear yard setback for principal structures. Section 18-37(7) lists the density, intensity, and bulk regulations for this zoning district. A principal structure in the “DMU” zoning district is required to have a maximum setback of 0 feet from the front, side, or street side property lines, unless a Conditional Use permit is granted for
setbacks greater than 0 feet. This would require the church to be built up to the property line along the North, South, and West sides. The Applicant will have their request for a Conditional Use permit to allow for the building to be setback further than 0 feet away reviewed at next week’s Plan Commission meeting.

The subject property is to be combined with the property located to the north of it, 209 South Maple Ave, once 209 South Maple is rezoned to “DMU”. The additional property would provide another ~6,900 square feet of space to work with, bringing the property to a size of 20,702 square feet. The proposed church would occupy approximately 65% of the property, with the footprint of the proposed church being 13,378 square feet.

The submitted plans show the church, or principal structure, has a rear yard setback of just over 11 feet from the east property line at its closest point. About half of the building will have a rear yard setback of over 25 feet to allow for parking stalls to be added in the NE corner of the site.

The previous structure was legally non-conforming, since it was lawfully built before the current zoning code was adopted. Based off of original building plans that could be found, the previous church was to have a rear setback of 7’6” from the east property line. Unfortunately, there is no survey on file to confirm that setback is what the building was built to. A survey confirming the previous footprint would’ve allowed the Church to be rebuilt to its former footprint, as a result of it being a non-conforming structure destroyed by nature. Assuming the old church was 7’6” from the rear property line, though, the new church at its closest point would be located 3’6” further from the east property line than before.

Statement of Facts

1. The Applicant is Wesley United Methodist Church.
2. The subject property is located at 205 E 3rd St.
3. The subject property is currently vacant.
4. The current zoning district is “DMU” Downtown Mixed-Use District.
5. The proposed Church is considered a “Large Scale Indoor Institutional” land use in Chapter 18 of the Municipal Code.
6. The proposed land use is permitted by right in the “DMU” zoning district.
7. The subject property is currently 13,816 square feet in area, according to Assessor’s records.
8. The subject property does meet the minimum lot size of 3,000 square feet for the “DMU” district.
9. Once the subject property is combined with 209 S Maple Ave, the subject property would be 20,702 square feet in size.
10. The proposed principal structure is to have a footprint of 13,378 square feet.
11. The required rear yard setback for the “DMU” zoning district is 20’.
12. The Applicant is requesting a 9’ rear yard setback variance for the new principal structure, which would equate to a new required rear yard setback of 11’.

Applicable Ordinance Section(s)

- Section 18-37(7) Density, Intensity and Bulk Regulations for the “DMU” Downtown Mixed-Use District:

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

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

**Are there unnecessary hardships present that are not self-created?**

“As noted previously, the Church is a use permitted by right in the DMU District. The old Church had a basement that provided ancillary space for Church functions but was not handicap accessible. The new Church will not result in an increase in the intensity of the use. In addition to worship, respite services are offered at the Church; the building placement allows off-street accessible parking on the east side of the Church to provide ease of entry for users of those services. Existing grade differences from Maple Avenue to the alley present challenges for site drainage with regards to existing sidewalks and alley paving. The finish floor elevation has been set to accommodate these drainage issues (as to not have back up into the building) as well as handicap accessibility to the entrances. Purchasing the building towards Maple Street (Avenue) will adversely affect the optimal finish floor elevation and either create accessibility challenges or potentially allow water to enter the building during heavy storm events.

This proposal also provides green space for gathering in front of the Church (a common practice before and worship services of all denominations) that is a safe distance from the street to avoid potential hazards to passing motorists, pedestrians, and those gathering before and after worship services (i.e. visibility, street, and sidewalk congestion).

The rear yard encroachment is required to provide adequate and efficiently planned space for all Church services and activities on one accessible level. Strict compliance would be unreasonably burdensome and prevent the Church from making the most efficient use of the property for a permitted purpose.”

**Are there unique property limitations that limit the ability to observe the spirit of the ordinance?**

“The subject property is bounded by public streets on two (2) sides and a public alley on another; the grades of the streets and alley are already established. The established street and alley grades require placement of the Church as proposed for the reasons stated in the ‘Hardship’ section of this narrative”

**Will granting the variance be contrary to or harm the public interest?**

“The requested exceptions will not harm the public interest and/or adjacent or nearby properties. The Church is a permitted use in the DMU District. The design of the Church results in an increased rear yard setback over what previously existed, provides ease of access to all services and functions, on-site parking on the east end of the Church, no restrictions to alley access, and a safe area for outside gathering without restricting automobile traffic in the street and pedestrian traffic on the public sidewalk in the front of the Church.”

Conditions on development may also be added, provided they are “designed to remedy a harm to public interests or to address a need for public services likely to result from the proposed development” and “are commensurate with the extent of the resulting harm or need for services” (Zoning Board Handbook, Chapter 14).

**Zoning Board Options**

The Zoning Board can make the following recommendations:

1. Approval of the variance request with justification the criteria are met as stated by the Zoning Board.
2. Denial of the request with justification the criteria are not met stated by the Zoning Board.
3. Table the request for further study.
Alex Fiebig from Excel Engineering presents information regarding drainage issues from the adjacent residential sites that prove exceptionally challenging. The finish floor of the new building has been set at an optimal grade and the building has been moved as far west as possible to allow rainwater from the building to flow toward the street. This will also allow for handicap access of the building. The alley also poses a drainage problem.

Terry Frankland spoke of the Respite Care program that will return to the newly constructed building. This population as well as the aging congregation will greatly benefit from the new building as the entrance and parking will be much better suited to their needs regarding handicap access. He also spoke of the green space on the front of the building. This will present a very attractive building that will be in keeping with the Downtown Development and the new Library that is just up the block. Moving the building further to the west would be very challenging and take away from the aesthetic value of the property.

Staff and guests present reviewed the plans and schematics of the new building and site plan.

Public hearing closed at 5:50pm.

Comments and questions from the Board Members:

Okonek: We are not sure of the original setback of the building. According to Evan Monson the best estimate is 7.5’ so we would be gaining about 3.5 feet with the new setback. As the old building was grandfathered in with a non-existing ordinance, a strict enforcement of the ordinance would create a hardship because of the unique nature of the property.

Markwardt: Adjacent property at 207 S Maple Ave has been purchased and the existing building will be demolished in the next few weeks. Property will be re-zoned to “DMU” at which time the two properties can be joined.

Findings of Facts:

Ziegmeier: Previous structure existed on site with no issues. Replacement of building will serve the same purpose and increase rear yard setback with this proposal.

Okonek: Should make mention that the previous building was destroyed by fire and the congregation is simply replacing the structure. The decision to replace this building was not optional; it was forced due to the fire.

A: Unnecessary hardship is present since strict application of the terms of the zoning ordinance would deny the applicant all reasonable use of the property because it would deny the rebuilding of a new structure to replace one destroyed by fire. It will address multiple drainage issues relating to three adjoining rights of way and it will allow for updated ADA and handicap access to the building.

B: The hardship is due to physical limitations of the property rather than the circumstances of the appellant because of the unique grading from the streets, the public rights of way on three sides of the building and the physical limits of the property.

C: The variance will not be contrary to the public interest and will observe the purpose of the ordinance and do justice because the use of the original structure will continue. There has been no public objection to the rebuilding of the structure and it will be built with enhanced ADA and handicap access to make the building more functional than in the past.
Final thoughts: Zieglmeyer, the variance does meet all three of the tests as listed above.

**ZB19-07**: Motion by Okonek, second by Wegner to approve the variance request by Wesley United Methodist Church for a 9’ variance to the minimum required rear yard setback. All ayes **Motion carried.**

Guests present leave the meeting as well as Josh Miller.

Zoning Administrator’s Report: Monson presented a summary of past decisions to the Board from 2016-2018.

2016 – one zoning appeal for condemnation denied, two variance requests approved

2017 – one variance request approved, one variance request denied.

2018 – one variance for major street setback tabled. One variance for rear yard setback approved. One variance for street yard setback approved. One variance for side yard setback denied.

Question by Okonek regarding the denied side yard setback from 2018: has this resident requested any further litigation on this parcel. Monson replied no, there is a statute of limitations to appeal the decision.

Okonek asked regarding the approval of the ISG (Forward Financial) request that was approved in 2018. Since the approval was given and plans for building have stopped, where does this approval stand?

Monson states that the variance approval stays with the property indefinitely. Future owners can use the variance to their benefit. The only time it would be null or void would be if the property lines were to change.

Board members discussed the results of their zoning decisions for future land owners regarding construction that does not take place after a zoning variance has been granted. This was informational only.

There being no further business the Chair adjourned the meeting at 6:21 p.m.

Janice Altmann
Administrative Associate
The meeting was called to order by Commissioner Andy Keogh at 7:30 a.m. in the Marshfield Police Department conference room located at 110 West First Street.

PRESENT: Commissioners Meyers, Earll, Meece, Gershman, and Keogh.

ALSO PRESENT: Fire Chief Owen, Deputy Fire Chiefs Clement and Fletty; and Police Chief Gramza.

OTHER: Mayor McManus.

Mayor McManus leaves the meeting at 7:35 a.m.

Following review and discussion of fire department fitness policy draft, Fire Chief Owen will incorporate the recommended changes made by the commissioners and bring it back to the October 9, 2019, Fire and Police Commission for review and approval.

FP19-065 Motion by Gershman, second by Meece to adjourn the meeting at 8:55 a.m. Motion carried.

Marshfield Fire and Police Commission
Gordon Earll, Secretary
MINUTES
SPECIAL MEETING
FIRE AND POLICE COMMISSION
OCTOBER 23, 2019

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

PRESENT: Commissioners Earll, Meyers, Gershman, Meece, and Keogh.
ALSO PRESENT: Police Chief Gramza, Fire Chief Owen and Deputy Chiefs Lucarelli and Bakos, Firefighters Local 1021 Executive Board members, City Administrator Barg, and Mayor McManus.

FP19-071 Following a discussion about the fire department fitness policy draft, motion by Gershman, second by Meece to approve the fire department fitness policy draft.
Roll call: Gershman yes, Meece no, Meyers no, Earll no, and Keogh no.
Motion did not carry.

The fire department fitness policy draft will be brought up for review and approval at a future meeting.

Police Chief Gramza, City Administrator Barg, Mayor McManus, and Firefighters Local 1021 Executive Board members leave the meeting at 8:34 a.m.

FP19-072 Motion by Earll, second by Gershman to adjourn into closed session pursuant to Section 19.85(1)(e), ‘Wis. Stats., “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.”

Specifically, to discuss/approve a contract with the Marshfield Clinic Health System.
Motion carried.
time: 8:35 am.)

Roll call: Gershman yes, Earll yes, Meece yes, Meyers yes, Keogh yes.
Motion carried.

Present in closed session: Commissioners, Fire Chief Owen, and Deputy Chiefs Bakos and Lucarelli.

FP19-073 Motion by Meece, second by Gershman to emerge from closed session and reconvene into open session.
Roll call: Gershman yes, Earll yes, Meece yes, Meyers yes, and Keogh yes.
Motion carried.
time: 8:46 a.m.)

FP19-074 Motion by Gershman, second by Meece to approve the contract with the Marshfield Clinic Health System.
Roll call: Gershman yes, Earll yes, Meece yes, Meyers yes, and Keogh yes.
Motion carried.
FP19-075  Motion by Gershman, second by Meece to adjourn the meeting at 8:50 a.m.
Motion carried.

Marshfield Fire and Police Commission
Gordon Earll, Secretary
Meeting called to Order at 6:00 PM by Chairman John Berg

Present: John Berg, Dan Maurer, and Paul Knauf

Absent: Chris Jockheck and Lee Taylor

Also Present: Duffy Gaier and Jeffrey Gaier

Citizens Comments: None

AP2019-43 Motion by Knauf Second by Maurer to approve the airport meeting minutes of September 25th, 2019. All Ayes

Motion Carried

AP2019-44 Motion by Maurer Second by Knauf to approve the airport management report of October 2019. All Ayes,

Motion Carried

AP2019-45 Motion by Knauf, Second by Maurer to approve the airport activity report of October 2019. All Ayes,

Motion Carried

AP2019-46 Motion by Maurer Second by Knauf to approve the airport bills for October 2019. All Ayes,

Motion Carried

Airport Projects - Discussed No Action Taken

Motion by Maurer, Second by Knauf to adjourn at 6:16 P.M. , All Ayes Meeting Adjourned.
We are required by the State of Wisconsin to have a yearly inspection of the fuel farm at the Marshfield airport to ensure that it is in proper working order and is calibrated to dispense the correct amount of product into aircraft. The inspection is completed by Northwest Petroleum of Wausau, WI. At the time of the inspection, we also have them change our filters on the both the Jet A and 100LL dispensers.

We have received the hydraulic rams back for the snow plow on the Oshkosh Truck. This past snow season it was noticed the rams that operate the positioning of the plow were leaking hydraulic fluid. During the off season, the rams were removed and taken to Wausau Hydraulics and Machine where they were repaired. The rams are now back on the Oshkosh Truck.

Big Bertha with the 450 HP Kodiak snow blower has been operating without brakes. We had a person come in that is more familiar with the system to help us diagnose why the brakes were not operating. We are happy to report we have brakes again.

The remainder of the snow equipment which consists of a John Deere tractor that was just reassigned from the street department to the airport, as well as Duffy’s plow trucks are ready to go for the upcoming snow season.

If anyone wants to attend the Wisconsin Bureau of Aeronautics Land Use and Operations Seminar, at Wisconsin Rapids October 29th and 30th, you still have time to sign up online. Jeff will be attending the event. It is being held at Hotel Mead this year.

We would like to wish a very Happy Birthday to Alice, who celebrates her birthday this month.

Watch out for the ghost, goblins and other costume characters as many different locations have different Halloween trick or treat hours.

Happy Flying! Duffy, Alice, Robert and Jeff
Flight Operations at the airport, (a departure or landing), for this month **2019**

<table>
<thead>
<tr>
<th></th>
<th>Jet</th>
<th>Turbo Prop</th>
<th>Twin</th>
<th>Single</th>
<th>Helicopter</th>
<th>Light Sport</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2019</strong></td>
<td>16</td>
<td>36</td>
<td>24</td>
<td>280</td>
<td>210</td>
<td>16</td>
<td>582</td>
</tr>
</tbody>
</table>

Flight Operations at the airport, (a departure or landing), for this month last **2018**

<table>
<thead>
<tr>
<th></th>
<th>Jet</th>
<th>Turbo Prop</th>
<th>Twin</th>
<th>Single</th>
<th>Helicopter</th>
<th>Light Sport</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2018</strong></td>
<td>12</td>
<td>50</td>
<td>12</td>
<td>544</td>
<td>420</td>
<td>12</td>
<td>1050</td>
</tr>
</tbody>
</table>

Six Year Comparison Of Operations

<table>
<thead>
<tr>
<th>Year</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jet</td>
<td>84</td>
<td>110</td>
<td>190</td>
<td>136</td>
<td>136</td>
<td>128</td>
</tr>
<tr>
<td>Turbo Prop</td>
<td>230</td>
<td>188</td>
<td>312</td>
<td>198</td>
<td>274</td>
<td>228</td>
</tr>
<tr>
<td>Twin</td>
<td>94</td>
<td>76</td>
<td>90</td>
<td>104</td>
<td>134</td>
<td>82</td>
</tr>
<tr>
<td>Single</td>
<td>4356</td>
<td>3838</td>
<td>4092</td>
<td>4056</td>
<td>4542</td>
<td>3856</td>
</tr>
<tr>
<td>Helicopter</td>
<td>3192</td>
<td>2626</td>
<td>2318</td>
<td>1450</td>
<td>3014</td>
<td>1870</td>
</tr>
<tr>
<td>Light Sport</td>
<td>224</td>
<td>216</td>
<td>188</td>
<td>212</td>
<td>204</td>
<td>224</td>
</tr>
<tr>
<td>Total</td>
<td>8180</td>
<td>7054</td>
<td>7190</td>
<td>6156</td>
<td>8304</td>
<td>6388</td>
</tr>
</tbody>
</table>

*All information in this report is estimated based on the activity at the airport for the month. An Operation is considered a take off or a landing.*
### Local Traffic and Transient Traffic

<table>
<thead>
<tr>
<th>Year</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transient</td>
<td>2940</td>
<td>2374</td>
<td>2891</td>
<td>2070</td>
<td>2970</td>
<td>1900</td>
</tr>
<tr>
<td>Local</td>
<td>5240</td>
<td>4680</td>
<td>4299</td>
<td>4086</td>
<td>5334</td>
<td>5228</td>
</tr>
</tbody>
</table>

### Federal Aviation Administration Computerized Aviation Exams

Provided by Duffy’s Aircraft at the Marshfield Airport. The Only FAA Testing Site in Central and Northern Wisconsin.

### Percentage Of Local And Transient Traffic For This Year

- Local Traffic: 73%
- Transient Traffic: 27%

### 2014-2019 Traffic Breakdown

- **Private / Sport:**
  - 2014: 17
  - 2015: 30
  - 2016: 47
  - 2017: 28
  - 2018: 29
  - 2019: 47

- **Instrument:**
  - 2014: 62
  - 2015: 43
  - 2016: 74
  - 2017: 8
  - 2018: 16
  - 2019: 7

- **Commercial:**
  - 2014: 21
  - 2015: 6
  - 2016: 19
  - 2017: 8
  - 2018: 5
  - 2019: 9

- **Drone:**
  - 2014: 82
  - 2015: 8
  - 2016: 10
  - 2017: 8
  - 2018: 6
  - 2019: 10

- **Other Aviation:**
  - 2014: 126
  - 2015: 144
  - 2016: 162

- **Non-Aviation:**
  - 2014: 18
  - 2015: 36
  - 2016: 54
  - 2017: 72
  - 2018: 90
  - 2019: 108

Pictured left to right: Instructor Dave Wells with new Private Pilot Eldon Klasson 09/26/2019
Trickle Effect - These are businesses that we know of that have been utilized by the patrons of the airport this month. They spend money in Marshfield and the surrounding communities. This information is gathered from conversations we have with the pilots and passengers. There are many more locations and business that do benefit from the airport each month. These are just the ones we were informed about from the people discussing their time at Marshfield.

Central Wisconsin Apple User Group
Marshfield Youth Hockey
Disabled American Veterans
Experimental Aircraft Association Chapter 992
**Individuals and Businesses That Have Utilized The Airport In Some Form Or Way This Month**

<table>
<thead>
<tr>
<th>Duffy's Aircraft Sales and Leasing Inc.</th>
<th>Thomas Kirschbaum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Link III - Marshfield - Med Flight</td>
<td>Dan Reis</td>
</tr>
<tr>
<td>Dan Hiller</td>
<td>Ben Palmer</td>
</tr>
<tr>
<td>Wheelers Chevy Olds Pontiac Cadillac Inc.,</td>
<td>Chris Michalski</td>
</tr>
<tr>
<td>Dan Wheeler</td>
<td>Doug Lichten</td>
</tr>
<tr>
<td>Duffy Gaier</td>
<td>Austin Kopp</td>
</tr>
<tr>
<td>Bob Gaier</td>
<td>Eldon Klassen</td>
</tr>
<tr>
<td>Jeffrey &amp; Elizabeth Gaier &amp; Nathan</td>
<td>Bob Lee</td>
</tr>
<tr>
<td>Al Hatz</td>
<td>Medford Flying Club</td>
</tr>
<tr>
<td>Georgi Georgiev</td>
<td>TAS Air LLC</td>
</tr>
<tr>
<td>Howard Joling</td>
<td>Mayo One (Medflight Helicopter from Eau Claire)</td>
</tr>
<tr>
<td>David Wells</td>
<td>Medevac (Medflight Wausau)</td>
</tr>
<tr>
<td>Don Halloran</td>
<td>Life Link III (Medflight New Richmond - Helicopter)</td>
</tr>
<tr>
<td>Dana Fern</td>
<td>Life Link III (Medflight Minneapolis - Fixed Wing)</td>
</tr>
<tr>
<td>David Vance</td>
<td>Life Link III (Medflight from Anoka, MN - Helicopter)</td>
</tr>
<tr>
<td>Jeron Hiller</td>
<td>Valley Medical (- Fixed Wing</td>
</tr>
<tr>
<td>Troy Rens</td>
<td>Medflight Iron Mountain, MI)</td>
</tr>
<tr>
<td>Howard Rand</td>
<td>Spirit One - (Med Flight Stevens Point)</td>
</tr>
<tr>
<td>Steve Humphrey</td>
<td>Spirit Two - (Med Flight Rhinelander)</td>
</tr>
<tr>
<td>Todd Ward</td>
<td>PetJet LLC</td>
</tr>
<tr>
<td>Dan Reis</td>
<td>Guardian Flight LLC (Medflight from Iron Mountain, MI)</td>
</tr>
<tr>
<td>Custom Fabrication and Repair</td>
<td>Three Amigos Aviation LLC</td>
</tr>
<tr>
<td>Brian Barnett</td>
<td>Civil Air Patrol (Stevens Point)</td>
</tr>
<tr>
<td>Loyal Aviation</td>
<td>Jordan Thompson</td>
</tr>
<tr>
<td>Kirk Haslow</td>
<td>Paul Ostrum</td>
</tr>
<tr>
<td>Bruce Wineman</td>
<td>Bradley Strobel</td>
</tr>
<tr>
<td>Bruce Reynolds</td>
<td>Luke Parmeter</td>
</tr>
<tr>
<td>Troy Rens</td>
<td>James Hanson</td>
</tr>
<tr>
<td>Thomas Pue</td>
<td>Paul Reinertson</td>
</tr>
<tr>
<td>William Schreiber</td>
<td>Jon Perrin</td>
</tr>
<tr>
<td>Shannon Richter</td>
<td>Parker Eberhardt</td>
</tr>
<tr>
<td>Bob Thill</td>
<td>Michael Howard</td>
</tr>
<tr>
<td>Mark Nelles</td>
<td>Axel Eberhardt</td>
</tr>
<tr>
<td>Justin Smith</td>
<td>Johnson Heath</td>
</tr>
<tr>
<td>Sanford Smith</td>
<td>Karl Salmon</td>
</tr>
<tr>
<td>Dale Mar Enterprises</td>
<td>Cody Wirtala</td>
</tr>
<tr>
<td>Wayne Short</td>
<td>Mark Thomas</td>
</tr>
<tr>
<td>Jim Shires</td>
<td>Randy Musack</td>
</tr>
<tr>
<td>Ben Palmer</td>
<td>Matt Thomas</td>
</tr>
<tr>
<td>Kafka Land Clearing LLC</td>
<td>Carl Seider</td>
</tr>
<tr>
<td>Car Mesner</td>
<td>Steve Mesner</td>
</tr>
<tr>
<td>Wausau Flying Service</td>
<td>Roehl Transport</td>
</tr>
<tr>
<td>Rhinelander Flying Service</td>
<td>Enbridge</td>
</tr>
<tr>
<td>Festival Foods</td>
<td>MQ Aviation</td>
</tr>
<tr>
<td>LJ Aviation</td>
<td>Matt Thomas</td>
</tr>
<tr>
<td>Roehl Transport</td>
<td>Randy Musack</td>
</tr>
<tr>
<td>Enbridge</td>
<td>Karl Salmon</td>
</tr>
<tr>
<td>MQ Aviation</td>
<td>Cody Wirtala</td>
</tr>
<tr>
<td>Matt Thomas</td>
<td>Randy Musack</td>
</tr>
<tr>
<td>Randy Musack</td>
<td>Karl Salmon</td>
</tr>
<tr>
<td>Karl Salmon</td>
<td>Cody Wirtala</td>
</tr>
<tr>
<td>Obj. #</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>52100</td>
<td>Professional Services</td>
</tr>
<tr>
<td>52210</td>
<td>Electric</td>
</tr>
<tr>
<td>52220</td>
<td>Water</td>
</tr>
<tr>
<td>52230</td>
<td>Sewer</td>
</tr>
<tr>
<td>52240</td>
<td>Fire Protection Charge</td>
</tr>
<tr>
<td>52260</td>
<td>Heating - Gas</td>
</tr>
<tr>
<td>52300</td>
<td>Telephone</td>
</tr>
<tr>
<td>52400</td>
<td>Rep/Maint. Serv-Streets</td>
</tr>
<tr>
<td>52500</td>
<td>Repair/Mainte. Service</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Category</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>52900</td>
<td>Other Contractual Ser.</td>
</tr>
<tr>
<td>53100</td>
<td>Office Supplies &amp; Exp.</td>
</tr>
<tr>
<td>53200</td>
<td>Publications &amp; dues</td>
</tr>
<tr>
<td>53400</td>
<td>Operating supplies</td>
</tr>
<tr>
<td>53500</td>
<td>Rep/Mainte. Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hiller's Hardware - bleach</td>
</tr>
<tr>
<td></td>
<td>162.08 Mid-State Truck Serv. - valve, brk</td>
</tr>
<tr>
<td></td>
<td>180.70 Advance Auto Parts - 2 lube &amp; 2 15W40</td>
</tr>
<tr>
<td></td>
<td>18.39 Hiller's Hardware - cleaning supplies</td>
</tr>
<tr>
<td></td>
<td>36.62 Hiller's Hardware - cleaning supplies</td>
</tr>
<tr>
<td></td>
<td>455.36 Robert Reinwand Tractor Repair-375.00, NAPA pump hose clamps-9.16, non ethanol fuel for water pump-18.25, &amp; galv. Coupling &amp; galv. nipple.</td>
</tr>
<tr>
<td>55110</td>
<td>Buildings &amp; Contents</td>
</tr>
<tr>
<td>55140</td>
<td>Professional Liability</td>
</tr>
<tr>
<td>55150</td>
<td>Airport Liability</td>
</tr>
<tr>
<td>55170</td>
<td>Boiler</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Totals</td>
<td></td>
</tr>
</tbody>
</table>

(labor - 376.00, Parts - 1450.91)
Chairperson Andrew Keogh called the monthly meeting of the Community Development Authority to order at 9:02 a.m. in the Community Room at Parkview Apartment, 606 South Walnut Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted October 22, 2019 at 3:52 p.m.

ROLL CALL:
PRESENT: Andrew Keogh, Dave LaFontaine, Steve Mac Swain, Eddie Antoniewicz
EXCUSED: Marissa Steinbach
ABSENT: Peter Hendler
OTHERS PRESENT: Mary James-Mork – Executive Director, Carol Kerper – Director of Business Services, Tim Geldernick – Environmental Services Manager

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: John Conklin, Parkview resident, noted that the date for the Board meeting was listed as October 24 in the resident newsletter. It was explained to him that the meeting date was changed after the newsletter had been printed.

CDA 19-B10-1 Motion by LaFontaine, second by Antoniewicz to approve the September 26, 2019 CDA Board meeting minutes. 4 Ayes
MOTION CARRIED

CDA 19-B10-2 Motion by LaFontaine, second by Antoniewicz to approve the September 26, 2019 Finance and Strategic Planning meeting minutes. 4 Ayes
MOTION CARRIED

Finance Committee Report:
Finances were reviewed and found to be in order. CDA staff was commended for adhering to the operations budget and the improved financial health of the organization.

CDA 19-B10-3 Motion by LaFontaine, second by Keogh to accept and place on file the Finance Committee report. 4 Ayes
MOTION CARRIED

Personnel Committee Report:
No update

Grievance Committee Report:
No update
RAD Conversion Update:
Update will be provided during the Executive Director’s report.

Executive Director’s Report:
Current occupancy rate is 97.1%.

Executive Director and Director of Business Services have completed required training and are now Certified by WHEDA for the 2020 Tax Credit Application Process.

The application for Historical Tax Credits was recently submitted by Lee Riccetti of Heritage Consulting Group. The PDF has been printed and will be made available for review by interested Commission members in the CDA office.

Environmental Services Manager updated the Finance Committee on progress toward replacement of refrigerators at Cedar Rail Court and Parkview Apartments. He also gave an update on the progress with the Fob system for Security at Cedar Rail and any challenges/resolutions that have presented themselves to date.

Clifton Larson Allen has completed the on-sight portion of their review for the 2018-2019 Audit. It is likely that results will be presented after the calendar year end.

CDA 19-B10-4 Motion by LaFontaine, second by Keogh to accept the Executive Director’s report. 4 Ayes

MOTION CARRIED

Next Board Meeting Date and Time: Thursday, November 21, 2019 at 9:00 a.m. at Cedar Rail Court.

Agenda Items for Next Month: None

Meeting declared adjourned by Chairperson Keogh at 9:38 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Chairperson
1. Public Housing Vacancy Report - 97.1% Occupancy at the time of this report.

Cedar Rail – 0

Parkview – 0 (Five apartments being held for RAD)

Scattered Sites – 2—2 BDR

Waiting List
Public Housing – 4
Family Public Housing – 1 (Three Bedroom)

2. RAD Transition

Executive Director and Director of Business Services have completed required training and are now Certified by WHEDA for the 2020 Tax Credit Application Process.

The application for Historical Tax Credits was recently submitted by Lee Riccetti of Heritage Consulting Group. The PDF has been printed and will be made available for review by interested Commission members in the CDA office. Please phone in advance if you’d like the opportunity to learn more about the history of Parkview Apartments.

2. Capital Funds

Environmental Services Manager will update the Finance Committee on progress toward replacement of refrigerators at Cedar Rail Court and Parkview Apartments at the October 24th Meeting. He will also update progress with the Fob system for Security at Cedar Rail and any challenges/resolutions that have presented themselves to date.

3. 2018-2019 Audit

Clifton Larson Allen has completed the on-sight portion of their review for the 2018-2019 Audit. It is likely that results will be presented after the calendar year end.
The Finance and Strategic Planning meeting of the Community Development Authority was called to order by Finance Committee Chairperson Dave LaFontaine at 8:30 a.m. in the Community Room at Parkview Apartments located at 606 South Walnut Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Meeting posted October 22, 2019 at 3:52 p.m.

PRESENT: Andy Keogh, Dave LaFontaine and Steve Mac Swain

ABSENT: Pete Hendler

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

Declaration of a Quorum

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

Review of Month-End Financials for September 2019:
CDA 19-F10-1 Motion by Andy Keogh to approve the September 2019 financials. Second by Steve Mac Swain.
3 Ayes

MOTION CARRIED

Section 8 Program Update:
Program continues operating as it should.

RAD Conversion Process Update:
Update will be provided during Board meeting.

Status of Current Projects:
Purchase and installation of refrigerators at Cedar Rail and the scattered sites have been completed. New refrigerators have been ordered for installation at the Parkview facility.
Installation of the FOB system is currently underway at Cedar Rail. Wiring and installation of mechanisms at exterior doors are complete.
Energy efficient furnaces have been installed at all Weber Avenue and Marcy Court duplexes.
Water shut off valves will be installed at Parkview to allow for cut off of water supply to apartment units during future renovations under the RAD program.

The next Finance & Strategic Planning meeting will be held on Thursday, November 21, 2019 at 8:30 a.m. in the Community Room at Cedar Rail Court.

New Business: None

Meeting declared adjourned by LaFontaine at 8:58 a.m.

Respectfully submitted,

Mary James-Mork  Dave LaFontaine
Executive Director  Chairperson
1. **CALL TO ORDER:** Meeting called to order by John White, Jr. at 5:32 p.m. in the Wein Room at 2nd Street Community Center.

**ROLL CALL:**
Present: John White, Jr.; Jane Yaeger; Ali Luedtke; Tom Witzel; Steve Wilhelm & Chris Meyer.  
Excused: Randy Krogman.  
Also Present: Justin Casperson, Parks & Recreation Director; Kelly Cassidy, Recreation Manager; Amy Beauchamp, Technical Services Coordinator; Ben Steinbach, Parks Superintendent; Bryce Hembrook, City Planner; Brian Parker, M.D.; Kaylin Speth, Focus OnMarshfield.

2. **APPROVAL OF MINUTES:**
   PR19-16 Motion by Yaeger, seconded by Luedtke to approve the September 11, 2019 Parks, Recreation, and Forestry Committee meeting minutes. Motion carried unanimously.

3. **CONFLICTS OF INTEREST:** None.

4. **PUBLIC COMMENTS:** None.

5. **GIS BIKE TRAIL MAPPING PRESENTATION:**
   Dr. Brian Parker, on behalf of the Marshfield Area Friends of the Trail, presented to the committee their most recent project on a bike map using GIS. All completed trails in the City of Marshfield are listed on the map as well the miles for each route. The trails are color-coded, indicating which trails are paved, gravel, off-road, etc. The committee commended Parker for his hard work and dedication to this project.

6. **HISTORIC PLAQUES AT COLUMBIA PARK & WILDWOOD PARK & ZOO:**
   Bryce Hembrook, City Planner, spoke to the committee on behalf of the Historic Preservation Committee (HPC), seeking approval to install historic plaques at Columbia Park & Wildwood Park & Zoo. These are 14” x 22” granite plaques, donated by Marshfield Convention and Visitors Bureau, and will list the name of the site or structure and will give a brief description of the history.  
   PR19-19 Motion by Meyer, seconded by Luedtke to approve and allow the HPC to install historic plaques in Columbia Park and Wildwood Park & Zoo. The Committee also requests that the HPC work with Steinbach on location of placement. Motion carried unanimously.

7. **POLICY 6.010 RECREATION PROGRAM REGISTRATION POLICIES AND PROCEDURES:**
   Casperson reviewed the final recommendations to Policy 6.010, with the only significant change being the method of payment to include credit cards. The edited version was presented to the committee for approval.  
   PR19-20 Motion by Luedtke, seconded by Yaeger to approve the changes to Policy 6.010 Recreation Program Registration Policies and Procedures. Motion carried unanimously.

8. **POLICY 6.020 SCHOLARSHIP PROGRAM/FINANCIAL ASSISTANCE:**
   Casperson requested the next policy to be reviewed and/or updated at the committee’s December meeting is Policy 6.020 Scholarship/Program Financial Assistance. This policy is in regard to financial assistance to families to participate in recreation programs.

9. **YMCA & CITY SWIM LESSON AGREEMENT:**
   Cassidy reviewed the current YMCA swimming lesson agreement with the committee. The Parks & Recreation Department and the YMCA have been offering a joint swimming lesson program for city residents since 1994. Cassidy explained that this is the most cost-effective way to offer youth lessons to the community.  
   PR19-21 Motion by Yaeger, seconded by Meyer to approve the renewal of the YMCA Swimming Lesson agreement for the years 2020, 2021 & 2022 with the proposed fees and changes.

10. **SPECIAL EVENT EQUIPMENT FEES UPDATE:**
   The Parks, Recreation & Forestry Committee approved a fee schedule for equipment rental for special events starting in 2019 to try to recoup some costs, pay for damaged or worn products, and control requests. Steinbach gave a brief overview of the various rentals over 2019 and that approximately $1,700 in revenue was collected.
   Luedke left the meeting at 6:30 p.m.

11. **REPORTS:**
   **Recreation**
   A. **Tennis/Racquetball Center** – Tennis lessons are being held at the indoor tennis courts. We are offering two sessions for the fall.
   B. **Art Classes** – A pumpkin craving class was held on Saturday, October 26.
   C. **Adult Volleyball** – Started on Monday October 14. There are leagues on Monday, Wednesday and Thursday nights.
   D. **Pickleball** – is being held on Tuesdays from 6:00 – 8:00 p.m. and Thursdays from 1:00 – 3:00 p.m.
E. **Open Gym & Swim** – started September 16. This program is held on Monday & Wednesday evenings. Hefko Pool – closed for the season on Tuesday, August 27.

F. **Lap Swim and Aquacise** – For the fall session is still running and will conclude on December 19.

G. **Senior Center** – Held a Health Fair on Friday, October 4 from 9:30 a.m. - Noon. There were 280 people who attended the event. The Marshfield Clinic Health System was at the event and gave 111 flu shots. We are also working with ADRC to open up the meal site here at the Community Center. This is open to people 60 and over to eat a noon meal Monday- Friday for the cost of $3.75.

H. **Winter Program Brochure** – We are in the process of developing the winter brochure that will be available to the public on Friday, December 6.

I. **Fall Soccer** – Concluded for the season on Sunday, October 13. The season was wet and cold, similar to last year.

J. **Indoor Open Skate** – Started on Saturday, October 5. We will be offering the program on early release or no school days at the indoor ice rink. This program goes through February.

### Parks, Forestry & Zoo

#### A. Parks Maintenance Operations

1. **Athletics**
   i. Aerovated and slit seeded baseball, softball, and soccer fields as needed.
   ii. Staff took down batting cages, soccer nets, tennis nets, inventoried athletic equipment, and supplies. Staff brought in all bases, pitching nets, and scoreboard controllers.
   iii. Performing winterization tasks on all athletic complexes, irrigation systems, weed maintenance, and addressing turf repairs.
   iv. Staff ordered new equipment for Hackman batting cage repairs.
   v. Repair entry driveways to Peach St. soccer fields and back lot of Oak Ave Community Center.

2. **Special Events**
   i. Fall Maple Fest
   ii. Cornstalks for Main Street Marshfield / Central Ave decorating
   iii. Rotary Winter Wonderland operations
   iv. Health Fair at 2nd St Community Center
   v. K.E.E.P. event
   vi. Marshfield Utilities event at Wenzel Plaza

3. **Volunteers**
   a. None at this time

4. **Parks**
   i. Tree bed was completed at the zoo (see photos)
   ii. Asphalt maintenance was completed by contractors (see photos)
   iii. Fall herbicide applications were completed
   iv. Four Celebration Benches were installed
   v. Play structure (bridge replacement) was completed at Benedict Park (see photos)
   vi. Repaired sidewalk stone in Wildwood Park near the Wildwood Station Building. While repairs were made, staff installed a 4’ pipe under the sidewalk section for Fall Maple Fest use. They will be able to run cords and hoses under the sidewalk to help eliminate trip hazards (see photos).
   vii. Wenzel Plaza final punch list walkthrough was completed
   viii. Pond compressor PM maintenance was completed on the Wildwood Ponds
   ix. Boiler start up and PM maintenance was completed at OACC
   x. Park Superintendent attended the WPRA annual Conference November 6th – 8th

#### B. Forestry

1. Cleaned up landscape beds. Areas included were seven parking lots, one “round a bout” on south end of town, three “Welcome to Marshfield” signs, Rotary garden bed, and the Veterans Memorial.
2. Finished working with David Buehler on updating the GIS tree inventory. The tree inventory was split into two platforms, parks and streets. We consolidated it to one platform, made the symbols universal throughout, and stream-lined search queries.
3. Started winter pruning.
4. Street Department is preparing to start removals.
5. Working in Braem Park clearing downed trees and debris.

#### C. Zoo

1. Current zoo hours are 7:30 a.m. to 2:30 p.m. daily.
2. Cougar Exhibit and Welcome Center ribbon-cutting was held on October 25th
3. Kelsey finished her internship; back to school at UWSP. She designed all new signs for the interpretive trail system. Signs will be installed as time allows.
4. Sarah is working a Wed, Thurs, Fri schedule until spring.
5. Zoo had 25,459 guests through the walk-in gates and 16,378 cars on the drive route in August.
6. On Sunday morning, Wildwood Zoo’s newest additions arrived; Tom and Ruby, Mountain Goats from the Sacred Lakes/Olympus area of Olympic National Park. Tom and Ruby were placed as part of a relocation project partnership with the Washington Department of Fish and Wildlife. We plan to make an official announcement once they have settled in a bit more. You’re among the first to know about this great addition to the Zoo!

Cemetery
A. Beauchamp shared before & after photos of gravestones in Flander’s Field. With funds from the Salute a Soldier Run, a local Eagle Scout, Alex Weis, organized, purchased supplies and completed the project with a number of volunteers who he enlisted to assist him.
B. Interments: There were 9 interments in September (3 traditional & 6 cremation burials). There were 15 interments in October (9 traditional & 4 cremation burials and 2 niche entombments).
C. Lawn Care: Continued with mowing operations.
D. Other:
   1. Adjusted stones as time allowed.
   2. Removed hazardous branches from trees and also arborvitae removals.
   3. Fall cemetery clean-up was advertised in the newspaper, on the City’s webpage, as well as the City’s Facebook page. Signs were also placed at the cemetery, asking that all gravesite decorations be removed for the winter by October 1st.
   4. Began mulching leaves in October.
   5. Gravesite clean-up in October.
   7. Secured flag poles from private donor and local veteran organizations.
   8. Inspected & serviced snow removal equipment.

Director
A. WPRA Conference – Casperson, Steinbach & Cassidy attended the 3-day conference.
B. Marshfield Outdoor Aquatic Center – Updates shared with the committee.
C. Smoking in Parks – The policy didn’t pass at the Council meeting to make an ordinance, but it will stay a department policy.
D. Jurustic Park – Casperson was approached regarding the idea of displaying the items from Jurustic Park in the future at one of the City parks.
E. 2nd Street One-Way – The trial period ended and will be addressed again in the spring.
F. Volunteer of the Year Award – The Committee was asked to brainstorm possible volunteers for 2019 and share with Casperson prior to the December meeting.

12. NEXT MEETING: Wednesday, December 11, 2019 at 5:30 p.m.
13. ADJOURNMENT: Meeting adjourned at 6:44 p.m.

Respectfully Submitted: Amy Beauchamp, Technical Services Coordinator
The meeting was called to order by Commissioner Jennifer Meece at 7:30 a.m. in the Marshfield Fire and Rescue Department training room located at 514 East Fourth Street, Marshfield, Wisconsin.

**PRESENT:** Commissioners Meece, Gershman, and Earll.

**EXCUSED:** Commissioners Meyers and Keogh.

**ALSO PRESENT:** Police Chief Gramza, Deputy Fire Chiefs Fletty and Bakos, and Accounting Manager Van Wyhe.

**FP19-076** Motion by Gershman, second by Earll to approve the minutes of the 10/09/19 regular and 10/23/19 special meetings.

*Motion carried.*

**FP19-077** Motion by Gershman, second by Earll to approve the 2019 ambulance accounts receivable write-offs as presented by Accounting Manager Van Wyhe.

Roll call: Gershman yes, Earll yes, and Meece yes.

*Motion carried.*

Accounting Manager Van Wyhe leaves the meeting at 7:35 a.m.

**FP19-078** Motion by Gershman, second by Earll to approve the police department bills in the amount of $489,525.58.

Roll call: Gershman yes, Earll yes, and Meece yes.

*Motion carried.*

**FP19-079** Motion by Earll, second by Gershman to approve the fire department bills in the amount of $58,027.06.

Roll call: Gershman yes, Earll yes, and Meece yes.

*Motion carried.*

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

**FP19-080** Motion by Gershman, second by Earll to accept with regrets the upcoming retirement of Lieutenant Darren Larsen.

Roll call: Gershman yes, Earll yes, and Meece yes.

*Motion carried.*

**FP19-081** Motion by Gershman, second by Earll to have Police Chief Gramza begin the promotional process to fill the open lieutenant position.

*Motion carried.*

The residency restrictions discussion was tabled until the December 4, 2019, meeting when all of the commissioners will be present.
The fire department activities, training reports, and correspondence packet was reviewed and placed on file.

**FP19-082**  Motion by Gershman, second by Earll to accept the resignation of recruit Firefighter/Paramedic Kyle Kilty.
Roll call: Gershman yes, Earll yes, and Meece yes.
*Motion carried.*

Per Police Chief Gramza’s request, the December 11, commission meeting has been moved to December 4, 2019.

Because there was no further business to discuss, the meeting adjourned at 8:11 a.m.

**COMMISSIONER MEYERS IS SCHEDULED TO ATTEND THE NOVEMBER 26, 2019, COMMON COUNCIL MEETING AT 6:00 P.M.**

Marshfield Fire and Police Commission
Gordon Earll, Secretary
Marshfield Airport Committee Minutes  
November 20th, 2019

Meeting called to Order at 6:00 PM by Chairman John Berg

Present: John Berg, Dan Maurer, and Lee Taylor

Absent: Chris Jockheck and Paul Knauf

Also Present: Duffy Gaier and Jeffrey Gaier

Citizens Comments: None

- AP2019-47 Motion by Taylor Second by Maurer to approve the airport meeting minutes of October 23rd, 2019. All Ayes

  Motion Carried

- AP2019-48 Motion by Maurer Second by Taylor to approve the airport management report of November 2019. All Ayes,

  Motion Carried

- AP2019-49 Motion by Taylor, Second by Maurer to approve the airport activity report of November 2019. All Ayes,

  Motion Carried

- AP2019-50 Motion by Maurer Second by Taylor to approve the airport bills for November 2019. All Ayes,

  Motion Carried

Airport Projects - Discussed No Action Taken

Airport Hangar Leases - Discussed No Action Taken

Motion by Maurer, Second by Taylor to adjourn at 6:59 P.M. , All Ayes Meeting Adjourned.

Respectfully submitted by Jeffrey Gaier - Airport Management
Thankfully November has been a light snow month. We had one snow event November 6th that we did require snow removal. So far the snow has been light enough that we can just let it melt off.

Jeff has now been trained and is authorized to issue notams on the Federal Aviation Administration (FAA), approved website called Notam Manager. The FAA is transitioning away for the need to work with Flight Service to issue notams. Notam Manager skips the middleman and goes directly into the FAA's database. There are some really good features with this program. The first is that the FAA set the account up specifically for Marshfield, so a map of the airport appears and Jeff can select where he wants to put a Notam by clicking on the area on
the map of the airport. Next these notams go directly in the FAA database. In the past Notams had to be approved by Flight Service before going into the FAA database. Jeff can also pull up a 13 month Notam history of the airport to see when notams were issued and why. Another feature the program has is that we can invite local pilots to join a mailing list that will send them emails when a Notam is issued on Marshfield or canceled.

Life Link III’s PC-12 Pilatus aircraft was here for the day on Saturday November 16th. The aircraft was stationed here for the day as some of the crew was helping at the Life Link III base at the Marshfield Clinic. The aircraft was kept inside a hangar for the day and was on stand by in case it was needed for an emergency transport. The base mechanics brought over a heater to put inside the aircraft to keep the equipment warm. The plane was plugged into power so the medical supplies could remain at the temperatures they needed to remain at in storage within the aircraft. Because we receive a good share of medical flights using PC-12 aircraft, we purchased towing pins that fit our towbar and a PC-12 so that we can move them with our aircraft tug.

Jeff has been in communication with Ed from the National Weather Service and Tuyen Kieu from the FAA regarding the ASOS relocation. Plans are in development for the relocation of the ASOS equipment in 2020 from 210 West 29th Street to 400 West 29th Street. The relocation will consist of moving phone / telecommunications equipment and lines. The computers that process the information will also need to be relocated. Marshfield’s primary responsibility is going to have to be putting in electrical outlets where the computer equipment will be placed as well as putting up a new antenna mount that is accessible on the roof of the terminal building. The ASOS antennas cannot be mounted on our antenna mount as there is the potential for radio interference from our unicorn antenna. The ASOS
system also has a unicom antenna for pilots to pick up the ASOS transmission in the air or on the airport grounds. There is one paperwork problem Tuyen has run into and that is that in the FAA’s database, the equipment is already listed at 400 West 29th Street. That is more than likely because the airport management office was at that address when the ASOS was installed in the 1990’s. Tuyen is working on getting that corrected so he can have phone services brought from 210 west 29th to 400 West 29th Street. The ASOS is our automated surface observation system which reports the current weather conditions 24/7 at Marshfield.

Duffy’s Aircraft will be offering Holiday Light Flights Fridays and Saturdays in December over the City of Marshfield and Rotary Winter Wonderland. We will be taking donations for the Clark County Humane Society and Marshfield Area Pet Shelters. Donations received toward either of these organizations at the time of the flight will grant the participants a discount on the flight.

Happy Flying and Happy Thanks Giving!

Duffy, Alice, Robert and Jeff Gaier
Flight Operations at the airport, (a departure or landing), for this month 2019

<table>
<thead>
<tr>
<th></th>
<th>Jet</th>
<th>Turbo Prop</th>
<th>Twin</th>
<th>Single</th>
<th>Helicopter</th>
<th>Light Sport</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>14</td>
<td>38</td>
<td>14</td>
<td>220</td>
<td>168</td>
<td>36</td>
<td>490</td>
</tr>
</tbody>
</table>

Flight Operations at the airport, (a departure or landing), for this month last 2018

<table>
<thead>
<tr>
<th></th>
<th>Jet</th>
<th>Turbo Prop</th>
<th>Twin</th>
<th>Single</th>
<th>Helicopter</th>
<th>Light Sport</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>10</td>
<td>20</td>
<td>6</td>
<td>168</td>
<td>126</td>
<td>6</td>
<td>336</td>
</tr>
</tbody>
</table>

Six Year Comparison Of Operations

<table>
<thead>
<tr>
<th>Year</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jet</td>
<td>88</td>
<td>116</td>
<td>198</td>
<td>150</td>
<td>146</td>
<td>142</td>
</tr>
<tr>
<td>Turbo Prop</td>
<td>250</td>
<td>198</td>
<td>326</td>
<td>210</td>
<td>294</td>
<td>266</td>
</tr>
<tr>
<td>Twin</td>
<td>100</td>
<td>82</td>
<td>94</td>
<td>110</td>
<td>140</td>
<td>96</td>
</tr>
<tr>
<td>Single</td>
<td>4632</td>
<td>4054</td>
<td>4332</td>
<td>4322</td>
<td>4710</td>
<td>4076</td>
</tr>
<tr>
<td>Helicopter</td>
<td>3448</td>
<td>2788</td>
<td>2438</td>
<td>1590</td>
<td>3140</td>
<td>2038</td>
</tr>
<tr>
<td>Light Sport</td>
<td>236</td>
<td>220</td>
<td>194</td>
<td>224</td>
<td>210</td>
<td>260</td>
</tr>
<tr>
<td>Total</td>
<td>8754</td>
<td>7458</td>
<td>7582</td>
<td>6606</td>
<td>8640</td>
<td>6878</td>
</tr>
</tbody>
</table>

All information in this report is estimated based on the activity at the airport for the month. An Operation is considered a take off or a landing.
### Operations Totals Over The Past Six Years

The chart illustrates the total operations per year for various types of aircraft. The data is presented for the years 2014 to 2019.

### Types Of Aircraft That Have Visited Marshfield Per Year

The chart shows the total operations for different types of aircraft for each year. The data is segmented by type:
- Jet
- Turbo Prop
- Twin
- Single
- Helicopter
- Ultralight / Sport

### Fuel Sold

<table>
<thead>
<tr>
<th>Year</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>Sold This Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>100LL</td>
<td>17472</td>
<td>15162</td>
<td>13745</td>
<td>12764</td>
<td>12398</td>
<td>10844</td>
<td>844</td>
</tr>
<tr>
<td>Jet A</td>
<td>34338</td>
<td>30646</td>
<td>76207</td>
<td>52578</td>
<td>63213</td>
<td>52168</td>
<td>4136</td>
</tr>
</tbody>
</table>

### This Month Compared To The Same Month Last Year

The chart compares the current month's operations to the same month last year for different types of aircraft.

### Percentage Of Operations ByType of Aircraft

The pie chart illustrates the percentage distribution of operations by type for the current year.
Federal Aviation Administration Computerized Aviation Exams. Provided by Duffy’s Aircraft at the Marshfield Airport. The Only FAA Testing Site in Central and Northern Wisconsin.
Trickle Effect - These are businesses that we know of that have been utilized by the patrons of the airport this month. They spend money in Marshfield and the surrounding communities. This information is gathered from conversations we have with the pilots and passengers. There are many more locations and business that do benefit from the airport each month. These are just the ones we were informed about from the people discussing their time at Marshfield.

- Marshfield Hotel
- Holiday Inn
- Woodfield Inn
- Baymont Hotel
- Blue Heron / West 14th
- Marshfield Clinic & Marshfield Medical Center
- Festival Foods
- The Kitchen Table
- Target
- Walmart
- Menards
- Fleet Farm
- Subway
- Chips
- Little Casears
- Hardees
- The Store
- Baltus
- Nasonville Dairy
- El Mexical
- Logjam
- Nuts Deep
- Crabby Daves
- Daily Grind
- Kentucky Fried Chicken
- Weber’s Farm Store
- Central Cafe
- Melody Gardens

Enterprise Rental Car
Associated Sales and Leasing / USAVE Auto Rental

Conference Room Use - The conference room at the airport is free on an appointment basis. People, Groups or Organizations who would like to use the conference room contact Jeff at the airport to schedule the use and time.
Individuals and Businesses That Have Utilized The Airport In Some Form Or Way This Month

Duffy's Aircraft Sales and Leasing Inc.
Life Link III - Marshfield - Med Flight
Dan Hiller
Wheelers Chevy Olds Pontiac Cadillac Inc.,
Dan Wheeler
Duffy Gaier
Bob Gaier
Jeffrey & Elizabeth Gaier & Nathan
Al Hatz
Georgi Georgiev
Howard Joling
David Wells
Don Halloran
Dana Fern
David Vance
Jeron Hiller
Troy Rens
Howard Rand
Steve Humphrey
Todd Ward
Dan Reis
Custom Fabrication and Repair
Brian Barnett
Loyal Aviation
Kirk Haslow
Bruce Wineman
Bruce Reynolds
Troy Rens
Thomas Pue
William Schreiber
Shennon Richter
Bob Thill
Justin Smith
Sanford Smith
Dale Mar Enterprises
Wayne Short
Jim Shires
Ben Palmer
Kafka Land Clearing LLC
Carl Seider
Steve Mesner
Wausau Flying Service
Rhinelander Flying Service
Festival Foods
LJ Aviation
Roehl Transport
Enbridge
MQ Aviation
Matt Thomas
Randy Musack
Karl Salmon
Cody Wirtala
Thomas Kirschbaum

Dan Reis
Austin Kopp
Austin Pickhard
Eldon Klassen
Bob Lee
Medford Flying Club
TASAir LLC
TTX Air LLC
Mayo One (Medflight Helicopter from Eau Claire)
Medevac (Medflight Wausau)
Life Link III (Medflight New Richmond - Helicopter)
Life Link III (Medflight Minneapolis - Fixed Wing)
Life Link III (Medflight from Anoka, MN - Helicopter)
Valley Medical (- Fixed Wing)
Medflight Iron Mountain, MI
Spirit One - (Med Flight Stevens Point)
Spirit Two - (Med Flight Rhinelander)
PetJet LLC
Guardian Flight LLC (Medflight from Iron Mountain, MI)
Three Amigos Aviation LLC
Civil Air Patrol (Stevens Point)
Brent Kelley
Lauren Brodzik
Paige Campbell
Lucas O'Brien
Michael Ackerley
Rick Bajema
Tyler Hess
Cory Rictmyre
Heath Johnson
Kevin Truitt
Jack Henry & Associates Inc.
Air Lake Aero Inc.
America's Best Remodeling LLC
Matt Nelson
<table>
<thead>
<tr>
<th>Obj. #</th>
<th>Description</th>
<th>2019</th>
<th>2019</th>
<th>Firm Expenses Paid</th>
<th>Used To Date</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Approved</td>
<td>November Invoices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>52100</td>
<td>Professional Services</td>
<td>49,132.00</td>
<td>4,094.33</td>
<td>Manager</td>
<td>45,037.63</td>
<td>4,094.37</td>
</tr>
<tr>
<td>52210</td>
<td>Electric</td>
<td>14,464.00</td>
<td></td>
<td></td>
<td>10,317.01</td>
<td>4,146.99</td>
</tr>
<tr>
<td>52220</td>
<td>Water</td>
<td>551.00</td>
<td></td>
<td></td>
<td>412.08</td>
<td>138.92</td>
</tr>
<tr>
<td>52230</td>
<td>Sewer</td>
<td>346.00</td>
<td></td>
<td></td>
<td>255.09</td>
<td>90.91</td>
</tr>
<tr>
<td>52240</td>
<td>Fire Protection Charge</td>
<td>2,131.00</td>
<td>177.30</td>
<td>Fire Protection</td>
<td>1,765.80</td>
<td>365.20</td>
</tr>
<tr>
<td>52260</td>
<td>Heating - Gas</td>
<td>2,685.00</td>
<td>95.73</td>
<td>heating</td>
<td>1,681.37</td>
<td>1,003.63</td>
</tr>
<tr>
<td>52300</td>
<td>Telephone</td>
<td>1,690.00</td>
<td>140.77</td>
<td>phone</td>
<td>1,542.76</td>
<td>147.24</td>
</tr>
<tr>
<td>52400</td>
<td>Rep/Maint. Serv-Streets</td>
<td>21,200.00</td>
<td>775.00</td>
<td>Duffy's Aircraft Sales - 5.5 hrs. plowing with our plow truck @$50.00, plus 10.0 hrs. @$50.00 to operate truck and Kodiak.</td>
<td>17,660.00</td>
<td>3,540.00</td>
</tr>
<tr>
<td>52500</td>
<td>Repair/Mainte. Service</td>
<td>56,500.00</td>
<td>450.85</td>
<td>House of Heating - blower-329.60 &amp; service-121.25.</td>
<td>48,563.83</td>
<td>7,936.17</td>
</tr>
</tbody>
</table>

- 50.00 Duffy's Aircraft Sales - 1 hr. pumping water around fuel tanks.
- 225.00 Jenny Richter - cleaning
- 205.00 WI Emergency Management - Tier II fuel farm 2014
- 205.00 WI Emergency Management - Tier II fuel farm 2015
- 205.00 WI Emergency Management - Tier II fuel farm 2016
- 205.00 WI Emergency Management - Tier II fuel farm 2017
- 205.00 WI Emergency Management - Tier II fuel farm 2018
<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>November</th>
<th>Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>52900</td>
<td>Other Contractual Ser.</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>53100</td>
<td>Office Supplies &amp; Exp.</td>
<td>800.00</td>
<td></td>
</tr>
<tr>
<td>53200</td>
<td>Publications &amp; dues</td>
<td>200.00</td>
<td>130.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>70.00</td>
</tr>
<tr>
<td>53400</td>
<td>Operating supplies</td>
<td>1,400.00</td>
<td>1,522.29</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(122.29)</td>
</tr>
<tr>
<td>53500</td>
<td>Rep/Mainte. Supplies</td>
<td>6,600.00</td>
<td>585.10</td>
</tr>
<tr>
<td></td>
<td>585.10 Northwest Petroleum Service - manway lid</td>
<td></td>
<td>3,456.85</td>
</tr>
<tr>
<td></td>
<td>107.36 Weiler Transportation - diesel fuel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>32.17 Duffy's Aircraft Sales - Isopropyl, diesel conditioners &amp; anti-gel, starting fluids &amp; chain lube.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>55110</td>
<td>Buildings &amp; Contents</td>
<td>2,387.00</td>
<td>2,610.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(223.60)</td>
</tr>
<tr>
<td>55140</td>
<td>Professional Liability</td>
<td>347.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>321.13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>25.87</td>
</tr>
<tr>
<td>55150</td>
<td>Airport Liability</td>
<td>3,100.00</td>
<td>3,411.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(311.00)</td>
</tr>
<tr>
<td>55170</td>
<td>Boiler</td>
<td>206.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>212.36</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(6.36)</td>
</tr>
<tr>
<td><strong>Grand Totals</strong></td>
<td></td>
<td>164,739.00</td>
<td>7,758.61</td>
</tr>
</tbody>
</table>
Meeting called to order by Chairperson Vickie Schnitzler at 3:33pm in the Public Conference Room of Marshfield City Hall.

PRESENT: Vickie Schnitzler; Alderperson Ken Bargender; Bill Penker; Ken Wood; and Kris Coleman.

ABSENT: Allison Hawks and Kris Keogh.

ALSO PRESENT: Bryce Hembrook, City Planner.

Approval of the Minutes of November 4, 2019 Meeting

Penker suggested removing “arch” before diocese on page 2.

HP 19-42 Motion by Wood, second by Coleman to approve the minutes of the November 4, 2019 meeting as corrected.
Motion Carried.

Citizen Comments

Cindy Penker sent information with Bill Penker to show the Committee some of the things that the City of La Crosse has around the city. Bill showed pictures of markers used to identify historic sites, passed out information that was available around La Crosse and Winona, and talked about how La Crosse re-used some building material from their former post office to use as a display in a park. Bill Penker also showed pictures of Winona’s 4-sided kiosk with maps and brochures with information on the downtown area.

Ken Wood mentioned that La Crosse has radio guided tours.

Discussion and action on the purchase and wording of the plaque to display at Columbia Park for $275

Hembrook mentioned that the Committee decided to table the discussion on the purchase of the Columbia Park plaque during the November meeting. The Parks, Recreation, and Forestry Committee (PRF) reviewed and approved the recommended plaques, and proposed locations, for both Columbia Park and Wildwood Park & Zoo and the Committee. Hembrook will be in contact with Marshfield Monument and the Parks and Recreation Supervisor concerning the project.

Penker provided a list of 3 possible descriptions. The Committee decided on the 3rd option.

The description reads as follows: “Donated to the city in 1875, the former Northside City Park was named Columbia Park in 1915. Long a place for various community activities, the park is home to a 1931 band shell listed as a National Historic Site.”
HP 19-43 Motion by Penker, second by Wood to approve the purchase and wording of the plaque to display at Columbia Park for $275.

Motion Carried.

Discussion and action on the approval of the Additional Buildings of Architectural Interest brochure

Hembrook mentioned that another staff member noticed on Page 15 that the description says “Main” instead of Central Avenue. We should make that change and make sure there are not any other instances similar to this one.

Schnitzler and Coleman informed the Committee of the progress they have made and explained the descriptions of some of the buildings included in the brochures.

Keogh has taken additional pictures that will likely be added to the QR Codes.

There are a few more descriptions or pictures needed, but over the brochure should be ready to purchase shortly. The Committee has agreed to accept and approve the Additional Building of Architectural Interest Brochure and to allow for any content editing by committee members or staff.

HP 19-44 Motion by Penker, second by Wood to accept and approve the Additional Building of Architectural Interest Brochure and to allow for any content editing by committee members or staff.

Motion Carried.

Discussion and action on the approval of the Additional Buildings of Historical Interest brochure

Schnitzler went through the selected properties that were chosen and explained the history to the group.

Penker mentioned to keep 507 E 8th Street in the brochure but to remove the old Marshfield City Hall Plaza from the brochure.

Coleman recommended to change the picture for the Marshfield Monument to show the stone plaques in the modern picture.

Hembrook will talk with the city attorney concerning what permission is needed if borrowing pictures from property owners.

Overall, the group believed that the content for the brochure will look good and that there will be some content editing required but should be ready to purchase shortly after edits are made.

HP 19-45 Motion by Penker, second by Wood to accept and approve the Additional Building of Historical Interest Brochure and to allow for any content editing by committee members or staff.

Motion Carried.

Discussion on the Marshfield Municipal Airport brochure

Hembrook mentioned that the Committee originally approved paying for a portion of the airport brochures costs, with the understanding that the airport would pay the majority of the cost. The Airport Committee is no longer able to provide funding. The content and format of the brochure has already been approved.
Coleman mentioned that we should remove the Airport from being mentioned in the “funded by” section of the brochure. Hembrook will make sure to inform Heinzen of the change.

**Discussion and action on the approval to purchase 2,000 copies each of the Additional Buildings of Architectural Interest, Additional Buildings of Historical Interest, and Marshfield Municipal Airport brochures for up to $2,600**

Hembrook informed the Committee that there is currently $2,600 left in the operating supplies portion of the budget. The estimated price for 3 brochures (2,000 copies each) is approximately $2,193.45 plus design time.

The Committee stated that city staff should work with Heinzen to determine the amount of brochures that can be printed and still be under budget.

**HP 19-46** Motion by Wood, second by Coleman to direct staff to purchase the Additional Buildings of Architectural Interest, Additional Buildings of Historical Interest, and Marshfield Municipal Airport brochures for up to $2,600 and allow minor changes to be made, if needed, by staff.  
**Motion Carried.**

**Discussion and action on selecting the annual meeting location and date**

The Committee decided that January 18\(^{th}\), 2020 from 9am-12pm works best for everyone. The plan is to meet in the public conference room.

**HP 19-47** Motion by Wood, second by Penker to direct staff to set the annual meeting date on January 18\(^{th}\), 2020 from 9am-12pm at Marshfield City Hall.  
**Motion Carried.**

**Staff updates**

Hembrook informed the Committee that the City is currently in the process of selling the Weinbrenner building to the Weinbrenner Shoe Company and the building will still remain on the National and State Registers.

**Set meeting date and future agenda items**

The Committee decided to not hold the January 6\(^{th}\) meeting since the annual meeting is soon after. The next meeting will be the annual meeting on January 18\(^{th}\).

**Adjourn.**

Motion by Penker, second by Wood to adjourn meeting at 4:53pm.  
**Motion Carried**

Respectfully submitted,

\[signature\]

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

**PRESENT:** Tom Buttke, Mike Feirer, Chris Jockheck, Ken Bargender, Adam Fischer

**EXCUSED:** None

**ABSENT:** None

**ALSO PRESENT:** Alderman Witzel; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Parks and Recreation Director Casperson, Library Director Belongia, the media; and others.

**PW19-97** Motion by Jockheck, second by Feirer, to recommend approval of the minutes of the November 18, 2019 Board of Public Works meeting.  
Motion Carried

**Citizen Comments:** None.

**PW19-98** Motion by Bargender, second by Feirer, to recommend approval of option 3 pertaining to parking and one-way street on East 2nd Street from Maple Avenue to Cedar Avenue and to implement as soon as possible in 2020, if funding can be allocated.  
Ayes – 4; Nays – 1 (Fischer)  
Motion Carried

**PW19-99** Motion by Bargender, to amend Motion PW19-98 to recommend implementing option 3 on a temporary basis in 2020 as soon as weather allows and then in 2021 implement the permanent angle parking and one-way street on East 2nd Street from Maple Avenue to Cedar Avenue.  
Motion Fails for Lack of Second

Note: Option 3 includes one-way eastbound traffic, angle parking on the north (16 stalls), and no parking on the south. If funding is not available in 2020 for the permanent improvement, Board consensus was to re-implement the temporary angle parking angle solution that was in place in fall of 2019.

**PW19-100** Motion by Jockheck, second by Feirer, to recommend approval of the final assessments for 29th Street (Washington Avenue to Veterans Parkway), to include

- 312195 Street Construction East 29th Street (Hume Avenue to Veterans Parkway)
- 312196 Sidewalk Construction East 29th Street (Hume Avenue to Veterans Parkway)
- 316767 Storm Sewer East 29th Street (Hume Avenue to Veterans Parkway)
- 311988 Sidewalk Construction East 29th Street (Butternut Pkwy to Hume Avenue) North Side
- 312074 Street Reconstruction East 29th Street (Washington Avenue to Hume Avenue)
- 316750 Storm Sewer East 29th Street (Washington Avenue to Hume Avenue)
- 352274 Sanitary Sewer East 29th Street (Washington Avenue to Veterans Parkway):

Motion Carried

**Recommended items for future agendas:** None.

Motion by Jockheck, second by Bargender, that the meeting be adjourned at 5:58 PM.  
Motion Carried

Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS
November 26, 2019

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: East 2nd Street Parking and One-Way Considerations

BACKGROUND

At their November 18 meeting, the Board of Public Works reviewed the temporary angle parking layout with a one-way street eastbound for 2nd Street from Maple Avenue to Cedar Avenue. A question was raised about the option to allow parallel parking on both sides of 2nd Street while maintaining 2-way traffic. It was implied that this might actually provide more stalls than the angle parking alternative. Staff was asked to look at this option and bring back additional information to the Board.

ANAYSIS

Since this discussion began, staff has looked at the following options:

Option 1 – Do Nothing. Maintain 2-way traffic, No Parking on the north side of the street, parallel parking on the south side of the street with 9 stalls available.

Option 2 – Create eastbound one-way street with angle parking on the north side and parallel parking on the south side at an estimated cost of $56,000. Total stalls available include 16 angle stalls and 9 parallel stalls for a total of 25 stalls.

Option 3 - Create eastbound one-way street with angle parking on the north side and No Parking on the south side at an estimated cost of $34,000. Total stalls available equals 16 angle stalls.

Option 4 – Maintain 2-way traffic, remove parking restrictions on the north side of the street to allow for parallel parking on both sides of the street. Total stalls available equals 19 stalls.

See the attached graphic for layouts of each of the options. A comparison of alternatives is shown in the table below:
<table>
<thead>
<tr>
<th>OPTION</th>
<th>DESCRIPTION</th>
<th>TOTAL STALLS</th>
<th>ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Do Nothing</td>
<td>Maintain 2-way traffic, parallel parking on south side only</td>
<td>9</td>
<td>Nominal</td>
</tr>
<tr>
<td>2-One-way with angle and parallel parking</td>
<td>One-way eastbound traffic, angle parking on the north and parallel on the south</td>
<td>25</td>
<td>$56,000</td>
</tr>
<tr>
<td>3-One-way with angle parking only</td>
<td>One-way eastbound traffic, angle parking on the north, No parking on the south.</td>
<td>16</td>
<td>$34,000</td>
</tr>
<tr>
<td>4-Two-way with parallel parking</td>
<td>Maintain 2-way traffic, parallel parking on both sides</td>
<td>19</td>
<td>Nominal</td>
</tr>
</tbody>
</table>

There are pros and cons to each alternative and these will be discussed at the meeting.

**RECOMMENDATION**

A permanent change to angle parking will require CIP funding, however a short term solution that would add parking stalls would be to simply remove the parking restriction on the north side of the street.
Option 1 – Do Nothing

Option 2 – One-way Eastbound with Angle Parking on the North and Parallel Parking on the South

Option 3 – One-way with Angle Parking on the North and No Parking on the South

Option 4 – Two-way Traffic with Parallel Parking on Both Sides
City of Marshfield

Memorandum

TO: Board of Public Works
FROM: Tom Turchi, City Engineer
DATE: November 27, 2019
RE: Final Assessments – East 29th Street

- 312195 Street Construction East 29th Street (Hume Avenue to Veterans Parkway)
- 312196 Sidewalk Construction East 29th Street (Hume Avenue to Veterans Parkway)
- 316767 Storm Sewer East 29th Street (Hume Avenue to Veterans Parkway)
- 311988 Sidewalk Construction East 29th Street (Butternut Pkwy to Hume Avenue) North Side
- 312074 Street Reconstruction East 29th Street (Washington Avenue to Hume Avenue)
- 316750 Storm Sewer East 29th Street (Washington Avenue to Hume Avenue)
- 352274 Sanitary Sewer East 29th Street (Washington Avenue to Veterans Parkway)

BACKGROUND
The final assessments for the above noted projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated Commercial</th>
<th>Final Commercial</th>
<th>Estimated Residential</th>
<th>Final Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>6” Asphalt Driveway</td>
<td>$ 7.91/ SY</td>
<td>$ 7.91/ LF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8” Asphalt Driveway</td>
<td>$ 11.81/ SY</td>
<td>$ 11.81/ LF</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parcel</th>
<th>Owner</th>
<th>Prop Address</th>
<th>FC</th>
<th>FR</th>
<th>SC</th>
<th>SR</th>
<th>Total</th>
<th>Estimated</th>
</tr>
</thead>
<tbody>
<tr>
<td>3303431</td>
<td>Marshfield Assembly LLC</td>
<td>1523 E 29th St</td>
<td>494.47</td>
<td></td>
<td></td>
<td></td>
<td>$11,124.30</td>
<td>$17,043.21</td>
</tr>
<tr>
<td>3303548D</td>
<td>Roehl Properties of Marshfield LLC</td>
<td>E 29th St</td>
<td>388.40</td>
<td></td>
<td></td>
<td></td>
<td>$11,901.05</td>
<td>$18,226.78</td>
</tr>
<tr>
<td>3303548E</td>
<td>Roehl Properties of Marshfield LLC</td>
<td>1916 E 29th St</td>
<td>969.41</td>
<td></td>
<td></td>
<td></td>
<td>$21,472.44</td>
<td>$36,849.54</td>
</tr>
<tr>
<td>3303548G</td>
<td>Vandy Properties LLC</td>
<td>2100 E 29th St</td>
<td>442.74</td>
<td></td>
<td></td>
<td></td>
<td>$12,968.66</td>
<td>$19,522.78</td>
</tr>
<tr>
<td>3303549-1</td>
<td>Backaus Properties [LC]</td>
<td>1710 E 29th St</td>
<td>526.93</td>
<td></td>
<td></td>
<td></td>
<td>$13,489.90</td>
<td>$20,331.24</td>
</tr>
<tr>
<td>3305212A</td>
<td>OCB Restaurant Co LLC</td>
<td>1915 E 29th St</td>
<td>544.50</td>
<td></td>
<td></td>
<td></td>
<td>$16,193.01</td>
<td>$20,363.99</td>
</tr>
<tr>
<td>3305212B</td>
<td>Valley Acquisition LLC</td>
<td>2001 E 29th St</td>
<td>500.00</td>
<td></td>
<td></td>
<td></td>
<td>$15,374.99</td>
<td>$20,233.30</td>
</tr>
<tr>
<td>3305212C</td>
<td>Purpose Driven Holdings LLC</td>
<td>1811 E 29th St</td>
<td>900.00</td>
<td></td>
<td></td>
<td></td>
<td>$24,112.15</td>
<td>$30,906.99</td>
</tr>
<tr>
<td>3305219</td>
<td>Off Center Holding Company II</td>
<td>1601 E 29th St</td>
<td>533.25</td>
<td></td>
<td></td>
<td></td>
<td>$13,650.45</td>
<td>$18,250.86</td>
</tr>
<tr>
<td>3305219A</td>
<td>Off Center Holding Company II</td>
<td>2808 S Hume Ave</td>
<td>581.00</td>
<td></td>
<td></td>
<td></td>
<td>$12,872.38</td>
<td>$16,329.20</td>
</tr>
<tr>
<td>3305219B</td>
<td>Heikenen Services Inc</td>
<td>1625 E 29th St</td>
<td>145.00</td>
<td></td>
<td></td>
<td></td>
<td>$ 4,330.05</td>
<td>$4,451.50</td>
</tr>
<tr>
<td>Invoice</td>
<td>Name</td>
<td>Address</td>
<td>Rate</td>
<td>Amount</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------</td>
<td>-------------------</td>
<td>------</td>
<td>----------</td>
<td>---------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3305573</td>
<td>David J &amp; Theresa A Meyer</td>
<td>1401 E 29th St</td>
<td>88.00</td>
<td>$1,546.78</td>
<td>$3,355.31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3305574</td>
<td>Deloris M Gentleman</td>
<td>1405 E 29th St</td>
<td>88.00</td>
<td>$1,572.71</td>
<td>$3,355.31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3305575</td>
<td>Benjamin A &amp; Holly A Larson</td>
<td>1411 E 29th St</td>
<td>88.00</td>
<td>$1,333.67</td>
<td>$3,212.82</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3305576</td>
<td>Donald H Schmude</td>
<td>1415 E 29th St</td>
<td>88.00</td>
<td>$1,298.08</td>
<td>$3,184.34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3305577</td>
<td>Lawrence &amp; A Lynch Kelhofer</td>
<td>1419 E 29th St</td>
<td>88.00</td>
<td>$1,506.14</td>
<td>$3,355.31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3305578</td>
<td>Marilyn Weiler</td>
<td>1423 E 29th St</td>
<td>88.00</td>
<td>$1,417.97</td>
<td>$3,366.78</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3305579</td>
<td>Robert M Wittig</td>
<td>1427 E 29th St</td>
<td>88.00</td>
<td>$1,379.49</td>
<td>$3,355.31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3305580</td>
<td>Karen A Lappe</td>
<td>1431 E 29th St</td>
<td>86.00</td>
<td>$1,266.86</td>
<td>$3,143.07</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommendation**

I recommend approval of the revised final assessments for the following projects:

- **312195** Street Construction  
  East 29th Street (Hume Avenue to Veterans Parkway)
- **312196** Sidewalk Construction  
  East 29th Street (Hume Avenue to Veterans Parkway)
- **316767** Storm Sewer  
  East 29th Street (Hume Avenue to Veterans Parkway)
- **311988** Sidewalk Construction  
  East 29th Street (Butternut Pkwy to Hume Avenue) North Side
- **312074** Street Reconstruction  
  East 29th Street (Washington Avenue to Hume Avenue)
- **316750** Storm Sewer  
  East 29th Street (Washington Avenue to Hume Avenue)
- **352274** Sanitary Sewer  
  East 29th Street (Washington Avenue to Veterans Parkway)
JUDICIARY AND LICENSE COMMITTEE
MINUTES OF DECEMBER 3, 2019

Meeting called to order by Chairperson Spiros at 5:00 p.m., in the Common Council Chambers, City Hall.
PRESENT: Alderpersons Rebecca Spiros, Nick Poeschel, and Tom Witzel
EXCUSED: None
ALSO PRESENT: Alderpersons Mac Swain and Hendler, Police Chief Gramza and City Clerk Hall

CITIZEN COMMENTS: None

JLC19-120 Motion by Witzel, second by Poeschel to approve the minutes of the November 19, 2019 meeting.
Motion carried

JLC19-121 Motion by Poeschel, second by Witzel to approve by unanimous consent the following:
b. Secondhand Jewelry Dealer/Secondhand Article Dealer License to AJ’s Pawn Shop, 135 S. Central Avenue.
c. Secondhand Article Dealer License to ecoATM, LLC, 641 S. Central Avenue.
d. Auto Salvage Dealer/Scrap Metal Dealer license to Asylum Scrap Services, Inc., 2304 S. Galvin Avenue.
Motion carried

JLC19-122 Motion by Poeschel, second by Witzel to grant a Beverage Operator License to Bryce Olson with 0 demerit points assessed.
Motion carried

JLC19-123 Motion by Witzel, second by Poeschel to grant a “Class B” Combination Liquor license to Back to Nature Green Technologies, LLC; Jared Hill – Agent; 301 N. Central Avenue.
Motion carried

Future Agenda Items
None

There being no further business Chairperson Spiros adjourned the meeting at 5:05 p.m.

Deb M. Hall
City Clerk
Meeting called to order by Chairperson Hendler at 5:30 p.m., in the Common Council Chambers, City Hall.

PRESENT: Peter Hendler, Nick Poeschel, Rebecca Spiros, Tom Witzel, and Steve Mac Swain.
EXCUSED: None

ALSO PRESENT: Darrel Zaleski from Spectrum Insurance Group, Matt Becker from the League of WI Municipalities Mutual Insurance, City Administrator Barg and City Personnel (Jen Rachu, Ron Aumann, Amy Van Wyhe, and Deb Hall)

Identify potential conflicts of interest: None

Citizen Comments
None

FBP19-088 Motion by Spiros, second by Poeschel to approve the items on the consent agenda:
1. Minutes of the November 19, 2019 meeting.
3. Payroll in the amount of $972,708.07 and Bills in the amount of $930,665.54.
Motion carried

No items were removed from the consent agenda.

FBP19-089 Motion by Spiros, second by Poeschel to recommend approval of Resolution No. 2019-52, approving Committed Fund Balance estimated to be $299,074.80 for continuing appropriations for fiscal year 2019 to be carried over into 2020.
Motion carried

Darrel Zaleski from Spectrum Insurance Group and Matt Becker from the League of WI Municipalities Mutual Insurance presented information on various insurance renewals for 2020.

Finance Director Ron Aumann presented information on the City’s General Fund – Fund Balance history.

FUTURE AGENDA ITEMS
None

There being no further business Chairperson Hendler adjourned the meeting at 6:11 p.m.

Deb M. Hall
City Clerk
December 3, 2019

TO: Finance, Budget & Personnel Committee
FROM: Ron Aumann, Finance Director
SUBJECT: 2019 Continuing Appropriations to 2020 – Step 1 / Resolution No. 2019-52

BACKGROUND
To comply with GASB 54 (Fund Balance and Governmental Fund Type Definitions – 2009), the City established Policy 4.310 (Fund Balance) and Policy 4.370 (Continuing Appropriations & Budget Resolutions). Policy 4.310, in part, establishes reporting classifications of fund balances. Policy 4.370 states, that “appropriations may be made by the Council, to be paid out of income of the current year, in furtherance of improvement or other objects or works which will not be completed within such year, and any such appropriation shall continue in force until the purpose for which it was made has been accomplished or abandoned.”

ANALYSIS
The City uses 2 steps to comply with GASB 54, only for General Fund items.

- Step 1 - The Council takes action to identify and approve items they “Commit” to funding beyond the current fiscal year. GASB 54 requires approval action to occur before fiscal year end to classify these specific items as committed using estimated amounts.

- Step 2 - The Council takes action to Approve amounts for items the Council wishes to commit funding for when determined for financial reporting purposes using actual amounts in the subsequent fiscal year.

City staff has requested that appropriations for specific items be carried over to be completed, required by State Statute (Library), and/ or tracked separately by program (Parks and Rec items). When appropriate, the respective committees/boards have previously approved these items. The attached resolution summarizes the items and estimated amounts requested to be carried over and classified as Committed Fund Balance.

RECOMMENDATION
I recommend approval of Resolution No. 2019-52 approving Committed Fund Balance estimated to be $299,074.80 for continuing appropriations.
RESOLUTION NO. 2019-52

A resolution of the Common Council approving Committed Fund Balance classifications for continuing appropriations for fiscal year 2019 to be carried over into 2020.

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

1. The appropriations set forth in Exhibit "A" attached hereto are hereby classified as committed and carried forward into 2020; and

2. The Finance Director is hereby authorized to make the necessary entries in the ledgers of the City of Marshfield to reflect the foregoing.

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

ADOPTED: ____________________________ ____________________________

Mayor

APPROVED: ____________________________ ____________________________

Clerk
RESOLUTION NO. 2019-52

EXHIBIT A – Estimated 12/31/2019 Amounts for Continuing Appropriations

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Requestor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nuisance Property Abatement</td>
<td>Development</td>
<td>12,550.00</td>
</tr>
<tr>
<td>5-Year financial plan</td>
<td>Finance</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Enterprise Bus. Software System</td>
<td>Information Systems</td>
<td>65,196.00</td>
</tr>
<tr>
<td>Special Service Awards</td>
<td>Administration</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Electronic Document Mgmt. Sys</td>
<td>Information Systems</td>
<td>54,373.00</td>
</tr>
<tr>
<td>Library Operations/Maint (43.58(1))</td>
<td>Library</td>
<td>111,516.27</td>
</tr>
<tr>
<td>Special Recreation Programs</td>
<td>Parks &amp; Rec</td>
<td>4,184.00</td>
</tr>
<tr>
<td>Adult Athletics</td>
<td>Parks &amp; Rec</td>
<td>10,895.00</td>
</tr>
<tr>
<td>Tennis &amp; Racquetball Center</td>
<td>Parks &amp; Rec</td>
<td>17,860.53</td>
</tr>
</tbody>
</table>

$ 299,074.80
Meeting called to Order at 12:03 PM by Chairman John Berg

Present: John Berg, Dan Maurer, and Lee Taylor

Absent: Chris Jockheck and Paul Knauf

Also Present: Dan Knoeck, Duffy Gaier and Jeffrey Gaier

Citizens Comments: None

Airport Hangar Leases - Discussed No Action Taken

Motion by Maurer, Second by Taylor to adjourn at 12:44 P.M., All Ayes Meeting Adjourned.

Respectfully submitted by Jeffrey Gaier - Airport Management
December 10, 2019

TO: City of Marshfield – Common Council

FROM: Ron Aumann, Finance Director

SUBJECT: Revision to Budget Resolution 07-2019 Account Numbers

BACKGROUND

Resolution 07-2019 was passed by the Council at the June 11, 2019 meeting, to transfer funds from the Room Tax Fund (Fund 202) to the Parks and Rec Capital Outlay Fund (Fund 420) in support of the Wildwood Zoo Cougar Exhibit & Welcome Center project.

ANALYSIS

As part of year-end review and audit preparation, Finance staff reviewed all approved budget resolutions for 2019 and found that Budget Resolution 07-2019 contained a mix of budgetary and actual accounts, and needs to be revised. There is no change to the project or intent of the funds.

RECOMMENDATION

Staff recommends approval of the revised Budget Resolution 07-2019.
BUDGET RESOLUTION NO. 07-2019

A resolution changing the 2019 budget of the City of Marshfield, Wisconsin.

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

1. That the sum of $90,000 is hereby transferred from the Room Tax Fund #202, - Transfer to Capital Projects Fund a/c #202.59000.08.59240 to Parks / Recr / Zoo Capital Outlay Fund #420 – a/c #420.48000.63.48500 - Donations.

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

ADOPTED _______________    __________________________
         Mayor

APPROVED _______________    __________________________
            Attest – City Clerk

PUBLISHED _______________
DETAIL OF BUDGET RESOLUTION NO. 07-2019 BY OBJECT NUMBER

TRANSFERRED FROM:

Room Tax Fund a/c #202.59000.08.59240
59240 - Transfer to Capital Projects Fund $ 90,000

TRANSFERRED TO:

Parks / Recr / Zoo Capital Outlay Fund – a/c #420.48000.63.48500:
48500 – Donations $ 90,000

****
BUDGET RESOLUTION NO. 07-2019 (Revised)

A resolution changing the 2019 budget of the City of Marshfield, Wisconsin.

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

1. That the sum of $90,000 is hereby transferred from the Room Tax Fund #202, - Fund Balance Applied a/c #202.49000.08.080000 to Parks / Recr / Zoo Capital Outlay Fund #420 – a/c #420.57630.63.632847 – Professional Services.

   This resolution also includes an increase to #420.48000.63.632847 Private Donations.

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

ADOPTED ____________________________ ____________________________

Mayor

APPROVED ____________________________ ____________________________

Attest – City Clerk

PUBLISHED ____________________________
DETAIL OF BUDGET RESOLUTION NO. 07-2019 BY OBJECT NUMBER (REVISED)

TRANSFERRED FROM:

Room Tax Fund a/c #202.49000.08.080000
49300 – Fund Balance Applied $ 90,000

TRANSFERRED TO:

Cougar Exhibit - Parks / Recr / Zoo Capital Outlay Fund – a/c #420.57630.63.632847
52100 – Professional Services $ 90,000

INCREASE:

Cougar Exhibit - Parks / Recr / Zoo Capital Outlay Fund – a/c #420.48000.63.632847
48500 – Private Donations $ 10,000

****
TO: Mayor McManus  
Common Council  
FROM: Deb M. Hall, City Clerk  
DATE: December 10, 2019  
RE: Appointment of Election Inspectors and Special Voting Deputies

According to State Statute 7.30 (4)(a), the mayor, president or board chairperson of each municipality shall nominate to the governing body no later than their last regular meeting in December of each odd-numbered year the necessary election officials for each polling place.

The 2 dominant parties are each responsible for submitting a list of names. I received a list from the Democratic Party but not the Republican Party. All of the other names appearing on the list are to be appointed without party affiliation since their names were not submitted by a political party.

RECOMMENDATION  
I recommend approval of the attached list of Election Inspectors and Special Voting Deputies to serve a two year term beginning January 1, 2020 and ending December 31, 2021.
## 2020 - 2021

**ELECTION OFFICIALS**

and

**SPECIAL VOTING DEPUTIES**

<table>
<thead>
<tr>
<th>DEMOCRATS</th>
<th>NONPARTISAN</th>
<th>NONPARTISAN</th>
<th>NONPARTISAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bickner, Patricia</td>
<td>Barrett, Barb</td>
<td>Hansen, Marjorie</td>
<td>Nikolay, Nancy</td>
</tr>
<tr>
<td>Clendenning, Gale</td>
<td>Beck, Barb</td>
<td>Hastreiter, Julie</td>
<td>Norberg, Arlene</td>
</tr>
<tr>
<td>Krawisz, Bruce</td>
<td>Beck, John</td>
<td>Heier, Pat</td>
<td>Nowack, Karen</td>
</tr>
<tr>
<td>Taylor, Cathy</td>
<td>Becker, Joy</td>
<td>Hocking, Karen</td>
<td>Nowack, Mark</td>
</tr>
<tr>
<td></td>
<td>Bender, Larry</td>
<td>Holmes, Bonnie</td>
<td>Nystrom, Don</td>
</tr>
<tr>
<td></td>
<td>Berry, Ron</td>
<td>Johnson, Wayne</td>
<td>Olson, Phyllis</td>
</tr>
<tr>
<td></td>
<td>Bloczynski, Don</td>
<td>Jonas, Erik</td>
<td>Oppman, JoAnn</td>
</tr>
<tr>
<td></td>
<td>Bloczynski, Karen</td>
<td>Jones, Terre</td>
<td>Osborne, Kay</td>
</tr>
<tr>
<td></td>
<td>Carlson, Lois</td>
<td>Juncker, Ann</td>
<td>Pugh, Karen</td>
</tr>
<tr>
<td></td>
<td>Carter, Carol</td>
<td>Kadolph, Marian</td>
<td>Schlagenhaft, Mary</td>
</tr>
<tr>
<td></td>
<td>Casperson, Darrel</td>
<td>Kantz, Peggy</td>
<td>Senzig, Julie</td>
</tr>
<tr>
<td></td>
<td>Clark, Jackie</td>
<td>Kelly, David</td>
<td>Shefchik, Diann</td>
</tr>
<tr>
<td></td>
<td>Coy, Jean</td>
<td>Konitzer, Mary</td>
<td>Shepherd, Richard</td>
</tr>
<tr>
<td></td>
<td>Cummings, Karen</td>
<td>Konopa, Theresa</td>
<td>Steensen, Gwen</td>
</tr>
<tr>
<td></td>
<td>Cummings, Linda</td>
<td>Krawisz, Jane</td>
<td>Steensen, Tom</td>
</tr>
<tr>
<td></td>
<td>Delie, Debi</td>
<td>Krogman, Amy</td>
<td>Steingraber, Steven</td>
</tr>
<tr>
<td></td>
<td>Dick, Linda</td>
<td>Krueger, Christine</td>
<td>Steltenpohl, Ron</td>
</tr>
<tr>
<td></td>
<td>Dickrell, Ron</td>
<td>Kurtzweil, Floreine</td>
<td>Stram, Thomas</td>
</tr>
<tr>
<td></td>
<td>Dike, Lynn</td>
<td>Lappe, Karen</td>
<td>Suckow, Dennis</td>
</tr>
<tr>
<td></td>
<td>Drachenberg, Pete</td>
<td>Lossman, Nikki</td>
<td>Suckow, Elizabeth</td>
</tr>
<tr>
<td></td>
<td>Earll, Nancy</td>
<td>Ludford, Beverly</td>
<td>Swenson, Jean</td>
</tr>
<tr>
<td></td>
<td>Eckes, Sandy</td>
<td>Marsh, David</td>
<td>Tesmer, Joanne</td>
</tr>
<tr>
<td></td>
<td>Eckhart, Marilyn</td>
<td>Martin, Delores</td>
<td>Thomalla, Gail</td>
</tr>
<tr>
<td></td>
<td>Egstad, Sandy</td>
<td>Mauer, Lois</td>
<td>Tobin, Shirley</td>
</tr>
<tr>
<td></td>
<td>Feddick, Judy</td>
<td>Mimier, Robert</td>
<td>Wacholz, Shirley</td>
</tr>
<tr>
<td></td>
<td>Feldt, Linda</td>
<td>Moore, Len</td>
<td>Weiland, Troy</td>
</tr>
<tr>
<td></td>
<td>Gauerke, Bob</td>
<td>Morrow, Nancy</td>
<td>Weinfurtner, Jalayne</td>
</tr>
<tr>
<td></td>
<td>Gauerke, JoAnn</td>
<td>Morseth-Mayer, Mark</td>
<td>Wood, Ken</td>
</tr>
<tr>
<td></td>
<td>Gross, Ann Marie</td>
<td>Mueller, Camille</td>
<td>Ylitalo, Penny</td>
</tr>
<tr>
<td></td>
<td>Haight, Kay</td>
<td>Mullins, Ray</td>
<td>Zdun, Sandy</td>
</tr>
<tr>
<td></td>
<td>Haight, Robert</td>
<td>Nelson, Mary E.</td>
<td>Zoellner, Jackie</td>
</tr>
<tr>
<td></td>
<td>Hamann, Linda</td>
<td>Nennig, Mary Lou</td>
<td></td>
</tr>
</tbody>
</table>
RESOLUTION NO. 2019-50

RESOLUTION PETITIONING
THE SECRETARY OF TRANSPORTATION
FOR AIRPORT IMPROVEMENT AID
BY

Common Council of the City of Marshfield
Wood County, Wisconsin

WHEREAS, the City of Marshfield, Wood County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the Marshfield Municipal Airport, Wood County, Wisconsin,

"PETITION FOR AIRPORT PROJECT"

WHEREAS, the foregoing proposal for airport improvements has been referred to the city plan commission for its consideration and report prior to council action as required by Wis. Stat. §62.23(5), and

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a general aviation type airport as defined by the Federal Aviation Administration.

2. The character, extent, and kind of improvements desired under the project are as follows: Master Plan for runway extension & parallel taxiway; Airport Layout Plan with Narrative; Relocation of Automated Surface Observation System; Fuel Farm Rehabilitate; Land acquisition in Runway approaches; Conduct wildlife site visit; Rehabilitate Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR); Reconstruct primary Runway 16/34, Replace/Rehabilitate runway lighting; Remove old terminal building & adjacent ramp (related to hangar taxiway construction); Conduct aerial obstruction survey; Clear runway approaches, including for Instrument Approach; Extend Runway 16/34, including lighting; Install/Replace Precision Approach Path Indicators (PAPIs); Reconstruct access road; Construct parallel taxiway to Runway 16/34; Construct snow removal equipment storage (SRE) Building; Rehabilitate/Reconstruct Runway 5/23; Construct south hangar area including taxiways; Construct hangars; Sealcoat surfaces; Ramp expansion; Replace Fuel Farm Credit Card Machine and any necessary related work.

3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional
monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

"DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"

THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32.02; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.

"AIRPORT OWNER ASSURANCES"

AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a federal grant agreement.

AND BE IT FURTHER RESOLVED THAT THE ___________________________ and ___________________________ be authorized to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.

RESOLUTION INTRODUCED BY:

________________________________________

(TITLE)

________________________________________

(TITLE)

________________________________________

(TITLE)

CERTIFICATION

I, ___________________________, Clerk of the City of Marshfield, Wisconsin, do hereby certify that the foregoing is a correct copy of a resolution introduced at a _________ meeting of the ___________________ on __________, 20__, adopted by a majority vote, and recorded in the minutes of said meeting.

__________________________
Clerk

W:\Airports\Marshfield Municipal Airport\Petition\12-18MF\res.docx
AGENCY AGREEMENT AND
FEDERAL BLOCK GRANT OWNER ASSURANCES

Department of Transportation
Bureau of Aeronautics
Madison, Wisconsin

WHEREAS, the City of Marshfield, Wood County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Marshfield Municipal Airport project to:

- Master Plan for runway extension & parallel taxiway; Land acquisition in Runway approaches; Conduct wildlife site visit; Rehabilitate Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSs); Reconstruct primary Runway 16/34, Replace/Rehabilitate runway lighting; Remove old terminal building & adjacent ramp (related to hangar taxiway construction); Conduct aerial obstruction survey; Clear runway approaches, including for Instrument Approach; Extend Runway 16/34, including lighting; Install/Replace Precision Approach Path Indicators (PAPIs); Reconstruct access road; Construct parallel taxiway to Runway 16/34; Construct snow removal equipment storage (SRE) Building; Rehabilitate/Reconstruct Runway 4/22; Construct south hangar area including taxiways; Construct hangars; and any necessary related work.

WHEREAS, the sponsor adopted a resolution on ________________, 20__, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

By: SECRETARY OF TRANSPORTATION

David M. Greene, Director
Bureau of Aeronautics
(Date)

FEDERAL BLOCK GRANT OWNER ASSURANCES

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity);

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: The City of Marshfield, Wood County, Wisconsin

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

W:\Airports\Marshfield Municipal Airport\Petition\12-18MF1res.docx
104dev\t.05/06/2014
November 5th, 2019

City of Marshfield - Planning Commission.

Dear Sirs,

In order for the airport to receive state and federal aid for airport improvement projects at Marshfield, the City needs to petition the Wisconsin Bureau of Aeronautics, (BOA). The petition contains a wish list of projects the airport would be interested in requesting assistance with.

This is a wish list and does not mean the projects would be required or approved to be completed by the BOA. Once the City approves the petition, it does reaffirm the City’s assurances that the airport will be maintained as an airport for an additional 20 years. It will also authorize the BOA to act as the City’s agent with the Federal Aviation Administration.

The Marshfield Airport Committee and Airport Management have compiled a list of potential projects that we would like to ask the BOA for financial assistance with. As part of the petition process, for the BOA, we are requested by the BOA to bring this forth to the City Planning Commission before it goes to the Common Council as a resolution.

The projects that we would like to request financial assistance with from the Federal and State Government are:

- Master Plan for runway extension & parallel taxiway;
- Airport Layout Plan with Narrative;
- Relocation of Automated Surface Observation System;
- Fuel Farm Rehabilitation;
- Land acquisition in Runway approaches;
- Conduct wildlife site visit;
- Rehabilitate Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR);
• Reconstruct primary Runway 16/34,

• Replace/Rehabilitate runway lighting;

• Remove old terminal building & adjacent ramp (related to hangar taxiway construction);

• Conduct aerial obstruction survey;

• Clear runway approaches, including for Instrument Approach;

• Extend Runway 16/34, including lighting;

• Install/Replace Precision Approach Path Indicators (PAPIs);

• Reconstruct access road;

• Construct parallel taxiway to Runway 16/34;

• Construct snow removal equipment storage (SRE) Building;

• Rehabilitate/Reconstruct Runway 5/23;

• Construct south hangar area including taxiways; Construct hangars;

• Sealcoat surfaces;

• Ramp expansion;

• Replace the credit card machine at the fuel farm

• and any necessary related work.

Please feel free to contact me if you have any questions or concerns. Thank you

Sincerely yours,

Jeffrey Gaier
TO: Mayor McManus & Common Council  
FROM: Josh Miller, Development Services Director  
DATE: December 10, 2019  

RE: Development Agreement Extension for Dental Crafters

**Background**

Back on September 11, 2018, the City of Marshfield entered into a Development Agreement with Dental Crafters, Inc., for them to construct a 6,500 square foot dental laboratory and manufacturing facility addition on 3.25 acres in the Mill Creek Business Park, located at 1000 Corporate Drive. The Development Agreement called for the assessed value of not less than $1,800,000 total and the City to reimburse the developer a total of $160,000. The developer completed the addition and received the Certificate of Occupancy in October. To date, the City has contributed $144,000 to the project and the remaining $16,000 would be paid upon project completion, including all required landscaping and parking lot improvements, which were to be completed by December 1, 2019. In November we received a request from the developer stating they could not complete seeding the lawn by the December 1, 2019 deadline, due to inclement weather.

**Analysis**

The incentive payments in the Development Agreement with Dental Crafters were broken into three payments. The first payment was made after completion of the building foundation work. The second payment was made upon substantial completion of the building. The final payment was to be made upon completion of the entire landscaping and parking lot improvements. The City made the first two payments, but due to inclement weather and an early cold snap, the developer will be unable to seed the lawn before the end of the year. The parking area and other landscaping have been completed. They would be asking for a deadline of July 1, 2020 to complete the work.

Because the TIF expenditure period for TID #5 is over, the incentive funds are held in an escrow account by Wood County, called the Business Improvement Fund. Wood County has been made aware of this extension request and are supportive of granting it.
Staff Recommendation

Approve the request to extend the Development Agreement with Dental Crafters, Inc., to complete the landscaping by July 1, 2020.

Attachments

1. Executed Development Agreement
CITY OF MARSHFIELD
DEVELOPMENT AGREEMENT

THIS AGREEMENT made and entered into this 11th day of September, 2018 by and between the CITY OF MARSHFIELD, a municipal corporation of the State of Wisconsin, hereinafter referred to as “City” and DENTAL CRAFTERS, INC., a Wisconsin company, together with its successors and assigns, hereinafter referred to as “DEVELOPER”.

RECITALS

WHEREAS:

A. City has created Tax Incremental District No. 5 (hereinafter “TID #5”) in the City of Marshfield, establishing boundaries for said Tax Incremental District and causing a Project Plan to go into effect; and

B. The Developer desires to develop certain real property to expand their full service dental laboratory and manufacturing facility, (hereinafter, the “Improvements”) under the present City zoning and land use plan.

NOW, THEREFORE, in consideration of the mutual premises and covenants herein made and agreed to be kept, the parties hereto agree as follows:

1. Subject Property. The Developer is the owner of certain real property described as approximately 3.25 acres located in the Mill Creek Business Park at 1000 Corporate Drive, legally described as Lot 3 of Wood County Certified Survey Map No. 7685, recorded in Volume 26, Page, 185, located in the SE1/4 of the SE1/4, Section 20, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, and attached as Exhibit 1 which is attached hereto and fully incorporated herein by this reference (hereinafter referred to as “Subject Property”) for purposes of the Development Project.

2. Development Project. Developer shall construct or cause to be constructed on the subject property an addition to the existing facility consisting of approximately 6,500 square feet for the purpose of expanding their full service dental laboratory and manufacturing facility. This expansion will also include a second parking lot.

3. Developer Requirements.

   (a) Except as otherwise set forth herein, Developer shall complete construction of Development Project including, but not limited to, all required landscaping and parking lot improvements on or before December 1, 2019.

4. City Performance Subject to Required Government Approvals.
(a) Developer acknowledges that the specific obligations of City described in paragraph 6. of this Agreement may require approval from the City's Common Council, or other City committees, some of which approvals may require public hearings and other legal proceedings as conditions precedent thereto. City's obligations under this Agreement are conditioned upon obtaining all approvals in the manner required by law. City cannot assure that all approvals will be obtained; however, City agrees to use its best, good faith efforts to obtain all necessary approvals in a timely manner.

5. Developer's Obligations.

(a) Developer shall construct on Subject Property the Development Project as described in paragraph 2. above. The total assessed value of the of the Subject Property including improvements shall have an assessed value of not less than One Million Eight Hundred Thousand and No/100 Dollars ($1,800,000) as of January 1, 2020. The current value of the existing building and land total $1,140,000. The estimated assed value of the addition totals $668,000. In the event that the Development Project does not have such an assessed value of the Subject Property including improvements, Developer shall make the payments set forth in Section 7 below.

(b) Prior to the issuance of a building permit, Developer shall submit the appropriate documentation demonstrating that the Development Project will comply with all applicable requirements of federal, state and local laws, rules, regulations and ordinances including but not limited to NR216 and NR151.

6. Undertakings of the City. Contingent upon Developer satisfying the requirements set forth in paragraph 3. above and subject to the contingencies set forth in paragraph 4. above, City agrees that it shall commit up to One Hundred Sixty Thousand and No/100 Dollars ($160,000) in total incentives to the Development Project. The commitment of these funds will be delivered as follows:

(a) Reimburse Developer upon written request from the Developer for funds to be released for direct costs of construction in the amount of One Hundred Sixty Thousand and No/100 Dollars ($160,000) payable as follows:
   (i) Thirty Two Thousand and No/100 Dollars ($32,000) upon completion of building foundation work; and
   (ii) One Hundred Twelve Thousand and No/100 Dollars ($112,000) upon substantial completion of the building; and
   (iii) Sixteen Thousand and No/100 Dollars ($16,000) upon completion of the entire Development Project to include all landscaping and parking lot improvements as required by Municipal Code and Protective Covenants and Restrictions of the Mill Creek Business Park with any conditions or exceptions granted by the Covenant Committee.

(b) Provide assistance to and cooperate with Developer with all permitting and regulatory matters associated with the project to the extent of the City's ability and expertise; and
7. **Tax Payment Guarantee:** Developer agrees that the annual incremental tax revenue generated by the Subject Property after completion of the Development Project shall equal or exceed the annual amount expected, based upon the minimum total assessed value of $1,800,000. Developer agrees to pay the City any deficiency in the expected tax revenue after the completion of the Development Project resulting from the difference between the minimum total assessed value and the actual total assessed value of the Subject Property by January 31st of each year for ten (10) taxable years after completion of the Development Project. Developer’s obligation under this paragraph shall survive any transfer of the Subject Property.

8. **Indemnification.** The Developer hereby agrees to indemnify, defend and hold harmless the City from and against all claims, damages, fines, judgments, penalties, costs, liabilities and losses, including reasonable attorneys’ fees and costs, suffered or incurred by the City in any manner in connection with the Subject Property and/or the Development Project including, without limitation:

   (a) The Developer’s failure to comply with any environmental law, rule, regulation or ordinance, or any order of any regulatory or administrative authority with respect thereto;

   (b) Any release of petroleum products or hazardous materials or Hazardous Substances on, upon or into the Subject Property and/or the Development Project;

   (c) Any and all damage to natural resources or real property or harm or injury to persons resulting or alleged to have resulted from any failure to comply with any law, rule, regulation or ordinance or any release of petroleum products or hazardous materials or Hazardous Substances;

   (d) Claims arising under the Americans With Disabilities Act, historic preservation laws and any other laws, rules, regulations or ordinances;

   (e) All damages, liabilities and expenses, to include loss of tax revenues, delay of construction, and damages to structures or improvements caused directly or indirectly by required remediation of environmental contamination by the City except physical damage caused by the negligent acts of the City, its agents, employees or contractors;

   (f) Damage to adjacent properties attributable to storm water run-off from Subject Property which, as part of the Developer’s Storm Water Management Plan, shall be controlled by Developer; and

All indemnities set forth in this paragraph 7. shall survive the execution, delivery, and termination of this Agreement and shall be binding on the heirs, assigns and successors in interest of each party.
9. **Restriction on Transfer.** The Developer shall not transfer, assign, convey or encumber, nor will the Developer agree to or permit the transfer, assignment, conveyance or encumbrance of the Development Project prior to termination of the TIF District in which the Subject Property is located to any person or in any manner which would render the Development Project and/or the Property exempt from property taxation unless the transferee expressly agrees to pay to the City annually, an amount equal to the property taxes which would have been paid on the Property and the Development Project if it were subject to property taxation. Notwithstanding the foregoing, no consent of City shall be required in connection with any financing or refinancing of the Development Project or Subject Property.

10. **Notice.** Any notice or request required or authorized to be given by the terms of this Agreement or under any applicable law by either party shall be in writing, hand delivered or sent by certified or registered mail postage prepaid, return receipt requested. Such written notice shall be addressed as follows:

As to the City:  
City of Marshfield  
207 West 6th Street  
Marshfield, WI 54449  
Attn: City Administrator

As to the Developer:  
Dental Crafters, Inc.  
1000 Corporate Drive  
Marshfield, WI 54449  
Attn: Andrew Wilkins

Either party may, by subsequent written notice, designate a different address or party for receiving notice;

11. **Governing Law.** This Agreement shall be governed by, and construed and interpreted in accordance with, the laws of the State of Wisconsin applicable to contracts made and wholly performed within such state;

**IN WITNESS WHEREOF,** this Agreement is executed as of the date first above written.

**DENTAL CRAFTERS, INC.**  
By:  
Print Name: Andrew J. Wilkins  
Title: General Manager

Attest:  
Print Name: Joel Miller  
Title: Director of Development Services

**CITY OF MARSHFIELD**  
By:  
Print Name: Bob McManus, Mayor

Attest:  
Print Name: Deb M. Hall, City Clerk

By:  
Print Name: Ron Aumann, Finance Director
EXHIBIT 1

Certified Survey Map of “Subject Property”
Surveyor’s Certificate

I, Kristopher S. Hawley, registered land surveyor, hereby certify:

That I have surveyed, and mapped part of Outlot 1, of Wood County Certified Survey Map Number 6686, located in part of the Northwest Quarter of the Southeast Quarter and the Southwest Quarter of the Southeast Quarter, of Section 20, Township 25 North, Range 3 East, City of Marshfield, Wood County Wisconsin.

That I have made such survey and plat by the direction of the City of Marshfield, owner of said land, containing 21.19 acres and described as follows:

Commencing at the South Quarter corner of said Section 20; thence North 00°07’49” East along the North-South Quarter line a distance of 855.59 feet; thence South 89°04’39” East a distance of 35.00 feet to the intersection of the East Right of Way line of Business Park Avenue and the North Right of Way line of Corporate Drive also being the POINT OF BEGINNING; thence continuing South 89°04’39” East along the said North Right of Way line of Corporate Drive a distance of 700.88 feet; thence along a curve to left a distance of 261.46 feet, chord bearing North 45°31’36” East, chord distance of 234.95 feet, and a radius of 165.00 feet; thence North 00°07’51” East along the West Right of Way line of said Corporate Drive a distance of 859.23 feet; thence North 59°36’36” West a distance of 92.60 feet to the South Right of Way line of Commerce Drive; thence North 88°40’44” West along the said South Right of Way line of Commerce Drive a distance of 741.30 feet; thence South 30°47’25” West a distance of 92.13 feet to the said East Right of Way line of Business Park Avenue; thence South 00°07’49” West along the said East Right of Way line of Business Park Avenue a distance of 997.35 feet to the POINT OF BEGINNING.

That such plat is a correct representation of all of the exterior boundaries of the land surveyed.

That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Marshfield, in surveying and mapping the same.

Dated this 12th day of February, 2003.

Subject to all easements of record.

Coordinate Table

<table>
<thead>
<tr>
<th>POINT</th>
<th>NORTH</th>
<th>EAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>291176.78</td>
<td>1955988.94</td>
</tr>
<tr>
<td>17</td>
<td>291255.93</td>
<td>1956036.10</td>
</tr>
<tr>
<td>31</td>
<td>289324.42</td>
<td>1955949.73</td>
</tr>
<tr>
<td>34</td>
<td>294617.13</td>
<td>1955961.76</td>
</tr>
<tr>
<td>403</td>
<td>290168.16</td>
<td>1956687.46</td>
</tr>
<tr>
<td>405</td>
<td>290332.76</td>
<td>1956855.12</td>
</tr>
<tr>
<td>407</td>
<td>291191.99</td>
<td>1956857.08</td>
</tr>
<tr>
<td>409</td>
<td>291238.84</td>
<td>1956777.20</td>
</tr>
<tr>
<td>116</td>
<td>290172.45</td>
<td>1956420.70</td>
</tr>
<tr>
<td>503</td>
<td>290512.51</td>
<td>1956421.48</td>
</tr>
<tr>
<td>504</td>
<td>290505.53</td>
<td>1956855.51</td>
</tr>
<tr>
<td>541</td>
<td>290179.44</td>
<td>1955986.67</td>
</tr>
</tbody>
</table>

NOTE: Coordinates are based on the Wisconsin State Plane Coordinate System, Central Zone, NAD 27, and are ground values. To obtain grid values multiply by 0.99989215. Coordinates are based on Wisconsin Dept. of Transportation values for the southwest and northwest corner of Section 20.