



## CITY OF MARSHFIELD

# MEETING NOTICE

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**COMMON COUNCIL  
CITY OF MARSHFIELD, WISCONSIN  
TUESDAY, SEPTEMBER 9, 2014  
Council Chambers, Lower Level, City Hall Plaza  
7:00 p.m.**

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

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Minutes – August 26, 2014
- E. Comments from the Mayor, specifically:
  - 1) Employee Recognitions:
    - Michael Trudeau, Street Division, September 12, 1989, 25 years
- F. Reading of items added to the agenda
- G. Public Comment Period/Correspondence  
At this time, the Mayor will recognize members of the public who have indicated a desire to address the Council. Upon recognition by the Mayor, persons may address the Council from the podium, first stating their name and address. The Council may take action on emergency matters introduced by members of the public.
- H. Election of one person to the Marshfield Utility Commission to serve a 5-year term beginning October 1, 2013 and ending September 30, 2018. Mayor Meyer has received letters of interest from the following persons:

Harry Borgman, 1207 E. 21<sup>st</sup> Street, Marshfield  
Ron Dickrell, 506 S. Lincoln Avenue, Marshfield

Recommended Action: None at this time, final action will be scheduled on September 23, 2014.

COMMON COUNCIL AGENDA  
SEPTEMBER 9, 2014

- I. Reports from commissions, boards, and committees.
- J. Consent Agenda:
  - 1) Meeting minutes/reports
    - a. Library & Community Center Committee (June 4, 2014)
    - b. Convention & Visitors Bureau (June 24, 2014)
    - c. Zoning Board of Appeals (July 8, 2014)
    - d. Convention & Visitors Bureau (July 22, 2014)
    - e. Cable TV Committee (July 28, 2014)
    - f. Library & Community Center Committee (August 6, 2014)
    - g. Airport Committee (August 21, 2014)
    - h. Marshfield Utility Commission (August 29, 2014)
    - i. Board of Public Works (September 2, 2014)
    - j. Judiciary and License Committee (September 2, 2014)

Recommended Action: Receive and place on file, approving all recommended actions.

- K. Consideration of items removed from the consent agenda, if any.
- L. Presentation of the 2014 “Vital Signs” report. Presented by Jason Angell, Planning & Economic Development Director; Paula Jero, Executive Director, United Way; and Amber Kiggins-Leifheit, Executive Director, Marshfield Area Community Foundation.

Recommended Action: None, for information only.

- M. First Reading – Charter Ordinance No. 25, requiring that the position of City Clerk be appointed by the Common Council for an indefinite term. Presented by Alderperson Ed Wagner.

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled on the September 23, 2014 meeting agenda.

- N. Second Reading – Ordinance No. 1284 Rezoning Request by John Iwaszczenko III to change the zoning from “SR-6” Single-Family Residential to “UMU” Urban Mixed Use District, for two parcels located at 201 West 4th Street and 306 South Chestnut Avenue. Presented by Josh Miller, City Planner.

Recommended Action: Approve Ordinance No. 1284.

- O. Second Reading – Ordinance No. 1285 Municipal Code amending to Sections 18-26 and 18-27 of the City of Marshfield Municipal Code, correcting the minimum street setback in the “SR-2” Single Family Residential District and increasing the height limitation of the “SR-3” Single Family Residential district to 35 feet. Presented by Josh Miller, City Planner.

Recommended Action: Approve Ordinance No. 1285.

COMMON COUNCIL AGENDA  
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- P. Second Reading – Ordinance No. 1286 Municipal Code Amendment to Sections 18-91, 18-92, and 18-95 of the City of Marshfield Municipal Code, Shoreline Zoning Regulations, adding general provisions to the ordinance per the Department of Natural Resources requirements. Presented by Josh Miller, City Planner.

Recommended Action: Approve Ordinance No. 1286.

- Q. Second Reading – Ordinance No. 1287 Planned Development-Specific Implementation Plan Amendment Request by Prairie Run, to vacate portions of Wildflower Drive and combine 4 lots into a 2-lot CSM, located north of 1920 Wildflower Drive, zoned “PD” Planned Development. Presented by Josh Miller, City Planner.

Recommended Action: Approve Ordinance No. 1287.

- R. Request to approve Budget Resolution No. 22-2014, transferring \$6,700 (total amount) within the TIF District Funds to complete a TIF District Strategic Plan update. Presented by Jason Angell, Director of Planning and Economic Development.

Recommended Action: Approve Budget Resolution No. 22-2014.

- S. Request to approve Budget Resolution No. 23-2014, transferring \$52,000 from the Wastewater Utility Equipment Replacement Fund to the Wastewater Utility General Plant Machinery and Equipment to fund emergency repairs to influent screw pump. Presented by Sam Warp, Wastewater Superintendent.

Recommended Action: Approve Budget Resolution No. 23-2014.

- T. Request to approve Resolution No. 2014-54, adopting the Wood County Hazard Mitigation Plan. Presented by Steve Barg, City Administrator.

Recommended Action: Approve Resolution No. 2014-54.

- U. Request to approve Resolution No. 2014-55, requesting the exemption from Wood County Library tax. Presented by Lori Belongia, Library Director.

Recommended Action: Approve Resolution No. 2014-55.

- V. Discuss status of Marshfield Utilities request for variance related to the construction of another water tower. Presented by Chris Meyer, Mayor.

Recommended Action: Discretion of the Council

- W. Overview of 2015 budget. Presented by Keith Strey, Finance Director.

Recommended Action: None, for information only.

- X. Items for future agendas

COMMON COUNCIL AGENDA  
SEPTEMBER 9, 2014

Y. Adjournment

Posted this day, September 5, 2014 at 4:00 p.m., by Deb M. Hall, City Clerk

Notice

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

**AUGUST 26, 2014**

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

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

**ABSENT:** None

The flag was saluted and the pledge given.

**CC14-176** Motion by Feirer, second by Hendler to approve the minutes of the Common Council meeting of August 12, 2014.

**Motion carried**

Employee Recognition

Brian Panzer, Street Division	September 4, 1984	30 years
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No items were added to the agenda.

**PUBLIC COMMENT PERIOD**

Phil Hiller, 751 S. Central Avenue, Hiller's True Value. He spoke about the Conditional Use Permit for Nutz Deep II. At the City Plan Commission meeting they voted to accept the Conditional Use Permit for Nutz Deep II which would have allowed for the elimination of the existing parking agreement between Hiller's and Nutz Deep. It has been positive for him to have an agreement because they are listed as an additional insured on Nutz Deep insurance for any of the customers that park in the Hiller's parking lot and there is also some minimal monetary remuneration. This agreement stands until January 1, 2015. He is concerned that the parking requirements are not adequate for that type of establishment which means that no matter how much parking is made on the adjacent properties there is still going to be over flow and people will continue to park in his lot. He requested that the Council not approve the Conditional Use Permit for Nutz Deep II. There is a need for an agreement between the two parties. He would also like city staff to use the parking requirements as stated in section 5 of the municipal code to determine whether there really is space available for Nutz Deep II without the use of his parking lot.

Alderperson Jockheck invited the citizens to the Marshfield Civility Project. It is cosponsored by the Republican and Democratic Parties of Wood County. It will be held on September 17, 2014 at the UW-Marshfield Wood County Campus from 6:30 – 8:30 p.m.

**CC14-177** Motion by Earll, second by Spiros to grant the request from Dustin Feltz for a variance of noise levels as permitted by Chapter 10-33(7) for a skateboarding competition on October 11<sup>th</sup> from 10:00 a.m. to 7:00 p.m. at the Marshfield Skatepark.

**Motion carried**

**REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES**

Dr. William Hocking from the Library & Community Center Capital Campaign Committee. He thanked the Council and Mayor for the support they have given. Campaign goal is to raise \$7 million; \$3 million from the city and \$4 million raised thru fundraising. They currently have raised \$2.4 million so about 77% of the overall goal. They are beginning to move into other segments of the fundraising campaign but they are also still working on several potential major gift and visionary donors. They are running out of naming opportunities because so many of them have been taken by donors and reserved for people that have made their commitments.

**CONSENT AGENDA**

**CC14-178** Motion by Wagner, second by Earll to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Town of McMillan – City of Marshfield Joint Plan Commission of April 25, 2014; University Committee of May 15, 2014; Fairgrounds Commission of June 11, 2014; Fire & Police Commission of July 17, 2014; Central Wisconsin State Fair of July 21, 2014; Main Street Marshfield of August 6, 2014; Fire & Police Commission of August 7, 2014; Economic Development Board of August 7, 2014; Committee on Aging of August 7, 2014; Library Board of July 8, 2014; Utility Commission of August 11, 2014 (1) Job Order #5665, Construction of well house #26 at a cost of \$182,440.44 and (2) Job Order #17711, Heritage Estates Apts: Overhead and underground primary line extension for new apartment complex totaling 7 buildings at a cost of \$56,871; Parks, Recreation, & Forestry of August 14, 2014; Cable TV Subcommittee of August 14, 2014; Board of Canvassers of August 15, 2014; Board of Public Works of August 18, 2014; Judiciary and License Committee of August 19, 2014; Finance, Budget, and Personnel Committee of August 19, 2014; Plan Commission of August 19, 2014 (Approval of Resolution 2014-47 - conditional use permit – 1401 East Becker Road; Approval of Resolution 2014-48 - conditional use permit – 405 East 17<sup>th</sup> Street; Approval of Resolution 2014-49 - conditional use permit – 1204 West McMillan Street; and Approval of Resolution 2014-50 - conditional use permit – 809 South Central Avenue); Business Improvement District Board of August 20, 2014 and Economic Development Board of August 21, 2014.

Aldersperson Earll requested to remove Resolution No. 2014-50, Conditional Use Permit for 809 S. Central Avenue and vote on it separately.

Vote on **motion CC14-178** as amended.

**Motion carried**

**CC14-179** Motion by Wagner, second by Buttke to recommit Resolution No. 2014-50, Conditional Use Permit for 809 S. Central Avenue to the Plan Commission.

**Motion carried**

**CC14-180** Motion by Wagner, second by Buttke to approve Resolution No. 2014-51, providing for the sale of \$2,050,000 sewerage system revenue bond anticipation notes, series 2014. Ayes - 10

**Motion carried**

**CC14-181** Motion by Hendler, second by Buttke to approve Resolution No. 2014-52, providing for the sale of \$3,900,000 water system revenue bonds, series 2014. Ayes – 8; Nays-2 (Feddick and Smith)

**Motion carried**

**CC14-182** Motion by Hendler, second by Jockheck to approve entering into an agreement for services with SCS Engineering for a TIF district strategic planning update, for an amount not to exceed \$6,700 and authorize staff to execute the contract. Ayes - 10

**Motion carried**

**First reading of Ordinance No. 1284**, Rezoning Request by John Iwaszczenko III to change the zoning from “SR-6” Single-Family Residential to “UMU” Urban Mixed Use District, for two parcels located at 201 West 4th Street and 306 South Chestnut Avenue.

First reading of Ordinance No. 1285, Municipal Code amending to Sections 18-26 and 18-27 of the City of Marshfield Municipal Code, correcting the minimum street setback in the “SR-2” Single Family Residential District and increasing the height limitation of the “SR-3” Single Family Residential district to 35 feet.

First reading of Ordinance No. 1286, Municipal Code Amendment to Sections 18-91, 18-92, and 18-95 of the City of Marshfield Municipal Code, Shoreline Zoning Regulations, adding general provisions to the ordinance per the Department of Natural Resources requirements.

First reading of Ordinance No. 1287, Planned Development-Specific Implementation Plan Amendment Request by Prairie Run, to vacate portions of Wildflower Drive and combine 4 lots into a 2 lot CSM, located north of 1920 Wildflower Drive, zoned “PD” Planned Development.

**CC14-183** Motion by Feirer, second by Earll to approve Resolution No. 2014-44, approving North Central Wisconsin Stormwater Coalition Cooperative Agreement and that the City Engineer or his designee be assigned to participate as a member of the Coalition representing the City of Marshfield.  
**Motion carried**

**CC14-184** Motion by Feirer, second by Cummings to approve Budget Resolution No. 21-2014, transferring \$21,000 within the Public Facilities Capital Outlay Fund for City Hall Plaza Façade and Water Leak Repairs.  
**Motion carried**

**CC14-185** Motion by Hendler, second by Cummings to approve Resolution No. 2014-46, adopting the assessment rate for 2014 assessments payable in 2015 for the Downtown Marshfield Business Improvement District. Ayes - 10  
**Motion carried**

**CC14-186** Motion by Wagner, second by Cummings to go into closed session pursuant to Wisconsin Statutes, chapter 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically the City Administrator had requested a closed session to discuss (1) possible financial assistance for a development located in TIF District #9 and (2) possible financial assistance for a project located north/east of Becker Road/Hume Avenue. Roll call vote, all ayes. (Time: 8:20 p.m.)  
**Motion carried**

Present in closed session: Alderpersons Feirer, Feddick, Jockheck, Earll, Wagner, Smith, Cummings, Spiros, Buttke and Hendler, Mayor Meyer, City Administrator Barg, Finance Director Strey, Planning/Economic Development Director Angell, Public Works Director Knoeck, City Attorney Gamoke, City Engineer Turchi and City Clerk Hall.

**CC14-187** Motion by Feddick, second by Jockheck to return to open session. Roll call vote, all ayes. (Time: 8:58 p.m.)  
**Motion carried**

**CC14-188** Motion by Spiros, second by Wagner to direct staff to enter into a Development Agreement with JT Marshfield LLC for development of a project in TIF #9.

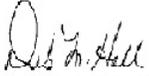
**Motion carried**

Future Agenda Items

None

Motion by Feddick, second by Buttke to adjourn at 9:00 p.m.

**Motion carried**



Deb M. Hall  
City Clerk

August 21, 2014

Hon Mayor Chris Meyer  
Office of the Mayor  
City of Marshfield  
630 S. Central Ave  
Marshfield, WI 54449

Dear Mayor Meyer:

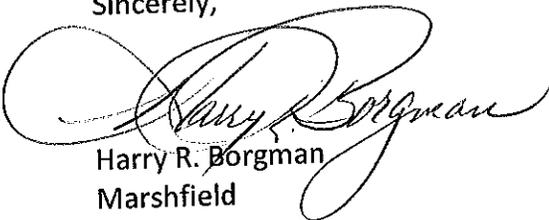
Please accept this letter indicating my interest in serving as a commissioner on the Utility Commission.

I recently retired from my position as Chief Financial Officer at Heritage Bank, having served in that position in excess of ten years. Prior to that I held positions as operations manager (Vice President & Cashier) and as auditor with various independent community and corporate banks. In these positions I dealt with operational, financial, and regulatory issues and reports. I worked closely with regulators and auditors, as well as bank staff, management, and boards.

During my career I have been involved in numerous civic, charitable, and volunteer organizations, and have extensive experience working with others. I am an alumnus of Leadership Marshfield class of 2004. Additionally, I am a veteran of the armed services having served on active duty and subsequently as a member of the active reserve components.

My interest in serving on the commission is to make continued use of my background and experience. I believe the City would be well served with someone on the commission with experience in budgetary and financial matters. As a former banker and CFO, I am familiar with the regulated financial industry and understand the regulatory environment.

Sincerely,



Harry R. Borgman  
Marshfield

# Ron Dickrell

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506 S. Lincoln Avenue  
Marshfield, Wisconsin 54449  
Phone: (715) 387-1464  
Email: [rdickrell@gmail.com](mailto:rdickrell@gmail.com)

August 21, 2014

Mayor Chris Meyer  
City of Marshfield  
630 S Central Ave  
Marshfield WI 54449

Dear Mayor Meyer:

I am pleased to submit my application of interest to serve on the Marshfield Utilities Commission. I retired in 2012 and have served the City of Marshfield as wastewater treatment plant operator and lab technician for 3 years and as Superintendent of the Marshfield Wastewater Utility for 32 years.

As Marshfield Utilities Commissioner, I would offer my leadership skills and knowledge based on my service to the Wastewater Utility in the areas of strategic planning, financial planning and rate structures, capital improvement planning, budgeting, an excellent working relationship with regulatory agencies, staffing and personnel experience, new facilities construction, wastewater and plumbing code enforcement, industrial relations, and more.

I have had the opportunity to work closely with Water Utility Superintendent Dave Wasserberger and his staff on water line construction and repairs as they related to sanitary sewer lines, and participated in research projects studying copper levels in the drinking water. I am a member of the Groundwater Guardians for the Marshfield Area and was instrumental in the establishment of the Pharmaceutical Take-Back Program that is still successful and widely used today.

For the past two years, I have also served on the City of Marshfield Economic Development Board. As a member of this Board, I have utilized my public utility and management experience to facilitate and advance economic development strategies for the City of Marshfield.

I have a deep passion and commitment for the success and growth of the City of Marshfield, and I would respectfully ask for your consideration for me to serve as a member of the Marshfield Utilities Commission.

Sincerely,

*Ronald W. Dickrell*

Ronald W. Dickrell

Minutes  
Marshfield Library & Community Center Committee  
Wednesday, June 4, 2014 4:00 p.m.  
Marshfield Public Library, Beebee Forum Room

Doty called the meeting to order at 4:01 p.m.

Attendance: Kris Keogh, Jean Doty, Becky Spencer, Gary Cummings, Steve Barg, Jason Angell, and Lori Belongia

Absent: Mayor Chris Meyer, Mat Bartkowiak, and Kelly Cassidy

Also present: Floreine Kurtzweil, Gail Thomalla, Bill Hocking, and Joanne Ampe

Public Comment: Cummings thanks everyone for attending and speaking at the May 27, 2014 Common Council meeting.

Keogh moves and Spencer seconds approval of the minutes of the May 7, 2014 meeting. All ayes, motion carried.

Thomalla shared that with cash, paid pledges, pledges pending and pending pledges \$1,792,924 has been raised.

Barg speaks about the Finance Committee discussion regarding borrowing to cover pledges in progress. He also notes information gathered by City Finance Director Strey regarding a low interest bond anticipation note that would entail interest payments only until the pledges have been realized. This type of note should not have an impact on city borrowing. The question of extending the fundraising deadline was also raised at the May 6<sup>th</sup> meeting. It seemed to be accepted with a favorable outlook, but when placed on the agenda for the Finance Committee's May 20<sup>th</sup> meeting, it failed on a 3 – 1 vote. The item was eventually pulled from those minutes at the May 27 Common Council meeting with a motion and amendment to extend the fundraising deadline to Sept. 30, 2015 which passed with a 7 – 3 vote. Other parts of that discussion included adjustments to the original resolution and the expectation that the project would be moving back to a 2016 groundbreaking. The door was left open to request advancing the groundbreaking to 2015 if fundraising permits.

Hocking addressed the committee on behalf of the Capital Campaign CoChairs. He stated that those soliciting donations are encountering questions about the definition of and need for the Community Center. He asked the

committee to help develop talking points regarding the Community Center with regard to types of activities it will support, the need for space for youth activities and other expected uses. The question of cost for using space will have to be answered. The Committee on Aging survey results were mentioned. Committee members are asked to send their ideas and thoughts to Bill Hocking via email.

Ampe asked about an RFP for construction manager services. Barg noted that development of this RFP would take place about 6 – 8 weeks before we anticipate moving to the construction and bidding document development phase with the architects.

Belongia shared information on the development of the “Tribute Wall” fundraising idea, which might have an impact on the interior of the hub. That group is asking for input from the architects and possibly a visit from them on July 2<sup>nd</sup> when the fundraising committees meet again with the consultant.

Keogh asks if there are new drawings that they be brought to the next meeting.

The next agenda should contain a discussion of donor recognition methods and coordinating the work of the capital campaign committee with this one.

The next meeting will be Wednesday, June 2, 2014 at 4:00 p.m.

Seeing no other business, Doty adjourned the meeting at 5:23 p.m.

Respectfully submitted,

Lori Belongia

# Marshfield Convention & Visitors Bureau

Board Meeting Minutes – June 24, 2014 at The Gondolier Restaurant

*Present:* Todd Diedrich, Scott Berg, Al Chaney, Alderman Gary Cummings, Scott Koran,

*Absent:* Cory Latourell

*Non Board Members Present:* CVB Director Matt McLean / Guest – Bill Heiting, Wildwood Zoological Society /  
Minutes taken by Lyn Anderson

**McLean called the meeting to order at 11:30 am.**

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Guest Bill Heiting, Wildwood Park Zoological Society, presented an overview of their successful fundraising history, and plans for their new fundraising efforts for the new bear exhibit, and how it is expected to impact Marshfield, specifically the CVB. He also requested a sponsorship commitment in the amount of \$75,000. In response to questions from McLean, Bill stated that fundraising activities would not be made public until 90% of fundraising goal had been reached, at which time the marketing plan for the exhibit would be launched.

**I. Minutes from May Meeting**

***MOTION to approve the minutes from May 27<sup>th</sup> meeting, as written, was made by Al C., second by Gary C., and unanimously carried.***

**II. Financial Report**

Financials from May 2014 were reviewed, and McLean some changes he requested to better reflect our figures; Todd D. requested that McLean check previous minutes to determine amount for Money Market Account.

***MOTION to approve the May Financial Report was made by Al C., second by Scott C., and unanimously carried.***

**III. Activity Report**

McLean gave a brief overview of recent activity at the CVB.

**IV. Wildwood Zoo / Bear Exhibit Sponsorship**

Members discussed sponsorship participation in depth. It was noted that although the CVB has a healthy bank balance, it is required that all non-profits maintain a balance of \$90,000 as a reserve for one year's expenses. Donating \$75,000 would leave a balance of approximately \$125,000 in working capital.

***MOTION to donate \$75,000 for the Wildwood Zoo Bear Exhibit was made by Gary C., second by Scott B., and unanimously carried, with a written agreement containing the following caveats:***

***Parks & Rec will waive all associated fees for all CVB sponsored events;***

***CVB will obtain exclusive rights to handle bear naming contests, and bear naming for both bears;***

***CVB will have a recognition plaque in the exhibit; and***

***CVB will be able to release marketing announcements in conjunction with, and at the time of, the Wildwood Zoo announcement to the public regarding the fundraising for the new exhibit.***

***Agreement to be reviewed by legal council.***

Todd D. further requested that McLean investigate the possibility of any funding/grants from the State for the marketing of this project.

**V. Maple Fall Fest**

Lyn reported that we now have approximately 95 craft vendors and 7 food vendors currently committed to the Fest. Last year we had 160 craft vendors and 10 food vendors, so we are progressing as expected. The Blue Heron Brew Pub is hosting an Oktoberfest "after party" to the festival on Saturday, and they will be one of the beer vendors sharing space with the American Legion at the Maple Fall Fest. MACCI is contemplating the sponsorship of a "run" in conjunction with the Fest as well.

**VI. Central Wisconsin State Fair**

McLean reported the GM hired for the Fair quit after two weeks on the job, and brief discussion ensued by the members.

**VII. Medical Tourism / Marshfield Clinic**

McLean reported the CVB is working with Pete Schmelling, Marshfield Clinic Development Office, to bring the BBS (Bardet Biedl Syndrome) Family Association Conference for 2016 to Marshfield. We have submitted RFPs to the Hotel Marshfield and The Holiday Inn Marshfield, and Pete is taking that information to Iowa City for the 2014 Conference, to try to bring the Conference here in 2016.

As a side note, Al C. stated that Marshfield Clinic will only post hotel information on their website if that information is required by their patients, not as advertising for area hotels.

**VIII. Hotel RFP (Request for Proposal) Program**

McLean reported that CVB staff has developed a form for RFPs, to facilitate receiving information from the hotels in a timely, professional manner.

**IX. FCA/BMX Skate Wrap-Up**

We hosted this event two weeks ago at Braem Park, and although overnight room stays were disappointing, this event was strengthened with over double the participants of last year's event. McLean reported that in the future the CVB will support this event with marketing efforts, rather than cash support. We have also strengthened our alliance with the FCA (Fellowship of Christian Athletes) to bring other events to Marshfield, including a softball tournament.

**X. 2014 Goals Update**

Goals were updated and progress was noted.

**XI. New Business**

No new business was reported at this meeting.

**The next meeting with lunch provided will be held on Tuesday, July 22<sup>nd</sup>, 2014 at 11:30 am  
(Place to be announced)**

**Meeting adjourned at 1:12 pm.**

## ZONING BOARD OF APPEALS MINUTES OF JULY 8, 2014

Meeting called to order by Chairperson Gerl at 5:00 p.m. in the 1<sup>st</sup> Floor Conference Room, Suite 108, City Hall Plaza.

**PRESENT:** Ken Bargender, Ed Gerl, Robert Lewerenz and Dean Markwardt

**ALSO PRESENT:** City Planner Miller, Zoning Administrator Schroeder, Deputy Clerk Panzer and Dave Wasserburger

**EXCUSED:** Richard Kenyon and 1<sup>st</sup> Alternate Todd Zieglmeier

**ZB14-013** Motion by Markwardt, second by Lewerenz to approve the minutes of June 10, 2014 as submitted.

### **Motion carried**

Deputy Clerk read the variance request from Marshfield Utilities, for property located at 607 West Cleveland Street (Water Tower parcel at Grant Mini Park), zoned “SR-6” Single-Family Residential District, for a 29 foot variance, to construct a “Small Scale Public Services and Utilities” building (water system maintenance building with an approximate size of 10’ x 10’) at a front yard setback of 6 feet from the Cleveland Street right-of-way. Section 18-29(7) requires a minimum front yard setback of 35 feet for nonresidential uses.

### Background

Marshfield Utilities is requesting a 29 foot variance along the south property line to construct a needed water system maintenance building, located at 607 West Cleveland Street, zoned “SR-6” Single Family District.

Marshfield Utilities needs to construct an approximate 10’ x 10’ building that is located approximately 6 feet north of the Cleveland Street right-of-way. This building will house an altitude valve and will allow maintenance and operation of the valve in a non-confined space condition. The altitude valve will be necessary to operate the public water system when both the existing Grant Tower and the new Depot Street Tower will be run on-line simultaneously. The building will be pre-manufactured similar to the existing cell phone provider buildings currently on site. The location of the proposed building is necessary due to the existing location of the water main that is supplying the water to the tower and the tower location. As neither can be relocated in a manner to meet the existing setback conditions, Marshfield Utilities is requesting a variance.

The building will be placed on the west side of the park and away from the playground area. The nearest home on the north side of Cleveland Street is nearly 400 feet away and would not have any impact on abutting property. This is an older part of the City with small lots where the homes have been built closer to the street and many of the homes in the area are not meeting the required setback (average setback of 14 feet). The building would also be south of the water tower and would not have any impacts on visibility for Cleveland Street traffic turning onto Doege Street.

City Planner’s statement of facts regarding the variance request:

1. The property is located at 607 West Cleveland Street (Water Tower parcel at Grant Mini Park).
2. The property is zoned “SR-6” Single Family Residential District.
3. The property has 309 feet of frontage along West Cleveland Street and is 70,050 square feet in area (1.6 acres).
4. The property meets the minimum lot size and width requirements of the “SR-6” Single Family Residential District.
5. The property has a unique triangle shape with two street frontages to the north and south and one unopened right-of-way to the east.

6. Section 18-29(7) requires a minimum front setback of 35 feet from the right-of-way in the “SR-6” Single Family Residential District.
7. The proposed setback is 6 feet, which requires a variance of 29 feet.

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

**(How will the variance not be contrary to the public interest?)** *The building is necessary to operate and maintain the altitude valve in a non-confined space condition and to operate the two (water) towers in a simultaneous condition. To operate the towers in a simultaneous condition will allow the Utility to provide proper static and residual pressures to the City throughout the Primary (water pressure) Zone. To maintain the valve in a non-confined space condition is the safest condition for Public Employees that have to maintain/operate the valve. Since it is not feasible to re-locate the Grant Tower, the building also cannot be re-located to meet the normal setback conditions. From an aesthetic point of concern, the building will be made to look similar to the existing buildings that are currently in the park. All points above are in the public’s best interest.*

**(Will substantial justice be done by granting the variance?)** *Yes. By granting the variance it will allow Marshfield Utilities to optimize the use of the two water towers at the same time. This will help provide continued excellent water services for both potable water use and fire protection.*

**(Is the variance needed so that the spirit of the ordinance is observed?)** *Yes. Marshfield Utilities understands the need for the setback rules and if it was possible to construct the building to meet the setback limits we would do so. Since the tower cannot be feasibly relocated to meet the setback limits from Doege, Marshfield Utilities has no other choice to build the building as proposed.*

**(Due to special conditions, will a literal enforcement of the provisions of the zoning ordinance result in unnecessary hardship?)** *A literal enforcement of the setback rules will result in the Utility not being able to build the building and thereby to not install an altitude valve. Without the altitude valve, the Utility will not be able to use the two towers at the same time to their full design capacity. This will lower static and residual pressures throughout the City in the Primary Zone. It will also affect the overall storage capacity of the combined towers.*

City Planner Miller mentioned that the front yard setback is generally 25’ for most residential homes in the city. The average setback along the north side of Cleveland Street in this block is approximately 14’, so the general setback is not being met on this block. Many of the houses along that street are much closer. Cleveland Street will probably never be widened.

City Planner Miller pointed out that the proposed building will be much smaller than the existing building that is there. The existing building is 300 square feet almost three times the size of the proposed building.

Committee members expressed concerns with the appearance of security fencing and the proposed building structure.

Dave Wasserburger said the ideal fence would be bigger than what the top of the ball is on the water tower, so people don’t get hurt if ice slides off of it.

Lewerenz pointed out that chain link fencing is available with vinyl coating in different colors.

City Planner Miller recommended that the door of the proposed building not face Cleveland Street.

There were no objections from anyone in the neighborhood.

Dave Wasserburger said Marshfield Utilities has used split faced rock on other buildings before.

Gerl suggested putting fencing around all three buildings at that site.

**ZB14-014** Motion by Markwardt, second by Lewerenz to grant the variance request from Marshfield Utilities for a 29 foot variance at 607 West Cleveland Street (Water Tower parcel at Grant Mini Park) to construct a “Small Scale Public Services and Utilities” building (water system maintenance building with an approximate size of 10’ x 10’) at a front yard setback of 6 feet from the Cleveland Street right-of-way.

**Motion carried**

Committee members would like the proposed building to look good since it will be right across the street from residential homes. They suggested that Marshfield Utilities use split faced block on the building.

Motion by Markwardt, second by Bargender to adjourn at 5:31 p.m.

**Motion carried**

Lori A. Panzer  
Deputy City Clerk

# Marshfield Convention & Visitors Bureau

## Board Meeting Minutes – July 22, 2014 at Hotel Marshfield

*Present:* Scott Berg, Alderman Gary Cummings, Todd Diedrich, Scott Koran, Cory Latourell

*Absent:* Al Chaney

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

*Guests:* Steve Barg, City Administrator / Jessica Barrett, Director of Sales, Hotel Marshfield /  
Angie Dieringer, Director, Main Street Marshfield

**McLean called the meeting to order at 11:30 am.**

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McLean introduced guest Angie Dieringer, new Director of Main Street Marshfield, who gave an update on this year's Hub City Days. There are 23 teams signed up for the 3 on 3 Basketball Tournament. Angie also reported that the Farmers Markets are growing, now accepting EDT so people with food stamps are able to participate.

Prior to introducing Steve Barg, Marshfield City Administrator, was introduced and a discussion regarding room tax ensued. Steve Barg presented an overview of the proposed room tax rate, and stated we are currently low in comparison to our neighboring cities. However, it would be important to decide what would be done with the additional funds. He suggested that the CVB Board consider support of Main Street Marshfield. They have been supported by the Economic Development Board, but Steve requested that we look at the difference between tourism events vs. attraction and retention of businesses when deciding our level of support. Steve also stated that if we decide to pursue the additional 2% room tax, we will need to have more meetings regarding strategic planning, and he would be happy to work with us in that regard.

### **I. Minutes from June Meeting**

***MOTION to approve the minutes from June 24<sup>th</sup> meeting, as written, was made by Gary C., second by Scott K., and unanimously carried.***

### **II. Financial Report**

Financials from June 2014 were reviewed, and McLean reported that our room tax percentage was overpaid, due to some errors made in hotel reporting, which will be reflected in next month's check. Todd D. had several questions, which were satisfactorily explained by Matt M. & Scott L. ***MOTION to approve the June Financial Report was made by Cory L., second by Scott K., and unanimously carried.***

### **III. July Activity Report**

McLean asked if there were any questions or comments regarding the July Activity Report included in the Board Meeting Packets, and there were none.

### **IV. Main Street Marshfield**

Scott K. reported that Main Street Marshfield is working on a budget deficit, and with their current reserves, after 4 years they will not be able to exist. McLean further reported that he has investigated the legality of funneling a portion of the room tax revenue to Main Street, and state regulations will not support that.

### **V. Room Tax**

McLean would like to pursue the idea of 2% increase, as he has found that other CVBs in the area have more dollars to spend, but more strategic planning needs to be done. One suggestion was the possibility of a new sheet of ice for additional tournament/ event capacity. We currently have only 1 sheet of ice, which is only able to handle 8 teams for hockey tournaments. Scott B. added that it would not just be for hockey, but could also encompass figure skating, etc. McLean reported that a new ice facility would cost 2 to 3 million dollars, and would definitely be a long term goal. Todd D. suggested we think more "globally" and investigate the economic impact on the area.

Regarding the proposed 2% room tax increase, Todd D. questioned the by-in process for the hotels in the area. He requested that McLean personally visit each of the hotels, and asked that he put together some options for the next meeting that would show value, to present to the hotel community.

McLean suggested a half day "Board Retreat" to discuss some of these issues in depth. Todd D. asked Matt to present something to the Board prior to a retreat, regarding CVB reserves, and put together something in writing. Put in all the "pieces" that we will need in the next 3 years. Cory L. asked Matt how the City portion of

the room tax revenue is earmarked, and Matt replied that the city has earmarked it to be spent on parks and recreation capital improvements, following state statutes regarding spending of room tax dollars.

**VI. 2015 CVB Budget**

After questions from members, McLean reported that the CVB website is in pretty good shape, but we might want to “streamline” it a little bit. **MOTION to approve the 2015 Budget was made by Gary C., second by Cory L., and unanimously carried.**

**VII. Wildwood Zoo Update**

McLean has been working with Ed Englehart, and discussed an agreement with Parks & Recreation Board request regarding CVB sponsored sporting events. The CVB/Zoo will announce the Bear project at Maple Fall Fest. Matt has verified the agreement with Tom, and would like to put together a little press conference. He hopes to wrap this up by mid-August.

**VIII. Maple Fall Fest Update**

Lyn reported that we now have approximately 120 craft vendors and 10 food vendors currently committed to the Fest. Last year we had 160 craft vendors and 10 food vendors, so we are progressing as expected, with the addition of quite a few new vendors. Lyn distributed copies of the 2014 Brochure, and a sheet showing current advertising plans for the new banners, the new billboard (which will be on Hwy. 29 near Abbottsford), and the new logo.

McLean further discussed new events this year, including the MACCI sponsored “Light Up The Night” 2K glow walk on Saturday, September 13th. This event will end at the Blue Heron Brew Pub, where they will be hosting the Maple Fall Fest “after party” Oktoberfest, also new this year.

Gary C. reported that he heard several complaints last year from craft vendors who had to set up on the asphalt, as they were unable to stake their tents down. McLean stated booth sites have not yet been assigned, but when they are, he will check with any vendors assigned to asphalt, and if they need to stake their tents, he will move them.

**IX. Small Town Baseball / Local Baseball 2014 - Wrap-Up**

The tournaments were held weekend before last, and the World Series was held this past weekend, with 22 teams, 17 of them from out of state. This was the first year for the World Series, and attendance was down a little from what was expected, but still produced a lot of revenue. McLean reported CVB was able to track 250 room nights for the state Tournament, and 300 for the World Series. These events will continue in 2015, but they are looking at changing the dates, possibly to June for the state tourney.

**X. 2014 Goals Update**

McLean gave update and progress report, including:

- View Finder Project – Pushed back, because Central WI State Fair is a huge part of the project, and they are currently going through administration challenges;
- Signage for Overpass – Not going to happen, unable to comply with Department of Transportation regulations;
- Winter Wonderland – Rotary does not have their committee together as of yet;
- Bike Share Program – Is beginning today, with Hotel Marshfield being the first and only location to launch. McLean distributed brochures; and
- New Conventions coming to Marshfield!

**XI. New Business**

Gary C. suggested that McLean contact Ho Chunk Casino for possible Maple Fall Fest sponsorship.

**MOTION to approve a pay raise of \$0.50 per hour for CVB Marketing Associate Lyn Anderson was made by Scott K. with the stipulation that Todd D. approves, second by Cory L., and unanimously carried.**

**The next meeting with lunch provided will be held on Tuesday, August 26<sup>th</sup>, 2014 at 11:30 am  
(tbd)**

**Meeting adjourned at 1:00 pm.**

**CABLE TV COMMITTEE MEETING MINUTES  
JULY 28, 2014**

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

**PRESENT:** Ed Gerl, George Holck, Dean Markwardt, Senen Siasoco, Shawn Warren and Alderperson Earl

**ALSO PRESENT:** Assistant Coordinator & Production Manager Breanna Speth, Public Access Coordinator Dan Kummer, Juanita Kummer, City Administrator Steve Barg and Deputy Clerk Panzer

**EXCUSED:** Jim Daniels

**PUBLIC COMMENTS**

None.

**APPROVAL OF MEETING MINUTES**

**CTV14-036** Motion by Markwardt, second by Gerl to approve the minutes of the June 23, 2014 meeting as submitted.

**Motion carried**

**CORRESPONDENCE**

A letter was received from Charter Communications announcing that they are going “all-digital”, and they will be adding more than 90 new high definition (HD) channels to their lineup in the Marshfield area. On or after August 5, 2014, Charter will begin removing the analog format of every channel from their lineup and delivering only high-quality digital signals to each television outlet in the home.

Another letter was received from Charter Communications announcing that they will be eliminating any dual carriage of channels from their channel lineup. All Public, Government and Educational (PEG) Access Channels will continue to be located together in the “neighborhood” on the line-ups in the 900 channels range as they currently are today. Any analog channel(s) that a PEG channel occupied will no longer be available as of August 5, 2014.

Speth received a thank you note from Gail Thomalla for her coverage of the update on the Library news conference.

Markwardt referred to the lower right side of the back page of Charter’s letter. It shows that WSAW – CBS Channel 7 is going to be Channel 7. According to this letter it doesn’t look like we are losing those channels. Are the channels that have been analog such as Channel 7 still going to be there?

Markwardt also referred to Charter’s second letter that referred to Public Access Channels 98, 99 and 96. According to this letter, these channels are all going away and we will have to tune to the 900 series numbers. Will people with Basic service still be able to get these channels?

Speth will try to get some clarification from Charter on these questions.

**CLARIFICATION ON THE FINANCIAL REPORT BALANCE SHEET FOR THE CABLE TELEVISION FUND**

Chairperson Holck read an email that he received from Finance Director Strey. The treasurer’s cash balance is simply the cash available at the end of the month, i.e. checkbook balance for Cable Access net of year to date activity, nothing else. The ending balances for the treasurer’s cash balance for April

and May were not the same. The beginning balances on the financial reports which are January 1, 2014 balances won't change until January 1, 2015.

### **FOLLOW UP ON CABLE TV COMMITTEE MEETING MANDATES. IS THE COMMITTEE REQUIRED TO MEET MONTHLY?**

City Administrator Barg reported that there are some committees in the city that by code are required to meet on a certain timeline. The Cable TV Committee is not one of them. There is nothing obligating the Cable TV Committee to meet on a monthly basis. The only issue would be to make sure that the bills are being paid through some understanding or arrangement.

Markwardt suggested to continue meeting monthly but scheduling meetings every other month for strategic planning opportunities and perhaps to authorize payment of the bills at the strategic planning meetings as well.

**CTV14-037** Motion by Markwardt, second by Earll to schedule alternate Cable TV Committee meetings for the period of the next four months dedicated to strategic planning as well as approval of the bills only.

**Motion carried**

### **CLARIFICATION AND FOLLOW UP ON LEGALITIES OF YOUTUBE AND FACEBOOK POSTINGS**

Chairperson Holck read an email that he received from City Attorney Wolfgram. We would not have any legal liability if someone edits or otherwise changes something that we've put on Facebook or YouTube. This could possibly be troubling, but this would be a policy issue not a legal one.

Chairperson Holck asked if the committee wanted to create a policy to or not to upload programs to YouTube and Facebook.

Speth pointed out the benefits of using Facebook and YouTube. It is free, it reaches a wider audience and social media is where it is at right now. She recommended continuing to use it.

City Administrator Barg said from our City Attorney's standpoint as our legal counsel we would not be responsible if someone comes along and edits one of those posts and someone comes back on the City and says that we are putting out wrongful information.

The option of putting a disclaimer on the programs posted to Facebook was discussed in detail.

City Administrator Barg cautioned calling attention to the postings with disclaimers.

It was decided to allow Public Access to continue with their postings to Facebook and YouTube. A policy can be created at a later date if need be if potential abuse occurs or someone tries to edit Public Access's programs.

### **PUBLIC ACCESS COORDINATOR'S REPORT**

The Public Access Coordinator's Report for July 2014 was reviewed. (See attached report.)

Speth pointed out a typo error in the PEG Guidelines. The reference to the "Public Broadcasting System" should read "Public Broadcasting Service".

**CTV14-038** Motion by Markwardt, second by Warren to replace the word reference “Public Broadcasting System” with “Public Broadcasting Service” in the PEG Guidelines.

**Motion carried**

Speth will update the PEG Guidelines to include this change and email them to Deputy Clerk Panzer to email to the committee members.

**CTV14-039** Motion by Gerl, second by Siasoco to receive and place on file the Public Access Coordinator's Report.

**Motion carried**

### **BILLS**

A revised bill query report was distributed and reviewed.

The following three invoices were removed from the original bill query report because they were approved at last month’s meeting:

B & H invoice #83608649, \$12.57

B & H invoice #83913226, \$137.27

Electronic Services invoice #11568, \$82.50

**CTV14-040** Motion by Gerl, second by Warren to authorize payment of the following bills as presented:

Charter Business (07/01/14 to 07/31/14)	\$ 263.90
Charter Business (06/26/14 to 07/25/14)	15.21
Mueller Publishing Inc	174.00
Granicus, Inc. (June 2014)	600.00
We Energies (05/05/14 to 06/04/14)	10.38
EO Johnson (Invoices 706298 & 711335)	328.22
B & H (Invoices 83439681, 84118722 & 84130474)	259.52
Quill	46.33
Telephone (City Hall)	.06
Electronic Services (Invoices 11571)	137.50
Advanced Disposal	58.34
VIDCOM, LLC (Invoices 283, 284 & 285)	<u>6,944.50</u>
<b>Total</b>	<b>\$8,837.96</b>

**Motion carried**

### **LEADERSHIP MARSHFIELD**

Shirley Gebert is interested in doing the Leadership Marshfield Program. She will be applying for a scholarship.

**CTV14-041** Motion by Markwardt, second by Warren to support sending Shirley Gebert to the Leadership Marshfield Program and to cover the cost of up to \$500.00 from account 53360, travel line item for that purpose.

**Motion carried**

## **FINANCIAL REPORT**

**CTV14-042** Motion by Siasoco, second by Gerl to receive and place on file the financial report for the period of January 1, 2014 through June 30, 2014.

**Motion carried**

## **DISCUSS PREPARATION OF THE 2015 BUDGET**

Chairperson Holck distributed the 2015 proposed Cable Access budget worksheet and explained that our expenses are \$17,000 more than our income. We have a deficit. We can't continue to operate with spending more than what our income is.

He pointed out the following line items under account 52900, Other Contractual Services, in the budget that may have caused this to happen:

- Item 12: Additional intern, \$6,006
- Item 13: Additional part-time Channel 98 staffing, \$6,000
- Item 4: School to Work Interns, \$5,340

City Administrator Barg suggested the Cable TV Committee set an amount that is expected from the franchise fees and have Dan and Juanita come back prior to the next meeting with a budget that fits into that total revenue.

Speth left the meeting at 6:40 p.m.

**CTV14-043** Motion by Warren, second by Markwardt to set an advisory anticipated revenue figure of \$225,000 for the estimated 2015 franchise fees to work the 2015 budget off of. Ayes – 5; Nay – 1 (Gerl)

**Motion carried**

## **CONTINUE STRATEGIC PLANNING PROCESS (TIME PERMITTING)**

Strategic planning was held over due to the length of the meeting.

## **RECOMMENDED ITEMS FOR FUTURE AGENDAS**

- Discussion and approval of the 2015 Cable Access Budget
- Update on how Cable Access can stay under budget for 2014
- Discuss School Channel

Markwardt mentioned that he and Speth will be meeting with the School Superintendent on Monday, August 4<sup>th</sup> to wrap up school contributions for the School Focus Program and this might be an opportunity for us to approach the subject of the school's involvement in production of it.

Next meeting is scheduled for August 25, 2014 at 5:00 p.m. It will be held at City Hall.

Motion by Markwardt, second by Gerl to adjourn at 7:08 p.m.

**Motion carried**

Lori A. Panzer  
Deputy City Clerk

Public Access Coordinator's Report  
Cable TV Committee Meeting 7/28/14

**New Shows July 2014 (Since 6/16/2014): for MCTV 98**

- Insight: Ask the Mayor (monthly)
- Insight: Wood County Sheriff Tom Reichert (monthly)
- Marshfield School Board Meeting (monthly)
- President Address/GOP Reply (weekly)
- The Great Climate Debate – Lecture 3 of 3
- The Great Climate Debate- Bonus Lecture 4
- Cooking With Ruth – Episode 31 (Dip & Veggie Delight)
- Cooking With Ruth – Episode 32 (July 4<sup>th</sup> Trifle Dessert)
- Cooking With Ruth – Episode 33 (Rhubarb Bars)
- Ribbon Cutting: Pampered Pooch Pet Emporium & Barkery
- Insight: Truck & Tractor Parish Pull
- Public Service Announcement: Truck & Tractor Parish Pull
- Rotary “Service Above Self” Award to Dr. Tom Nikolai
- Local Vocals Karaoke Contest 2014
- Meet Marshfield’s New Police Chief, Rick Gramza
- Wood County Board Update 6-18-14
- Meet Pastor Andrew Wilson, Christ Lutheran Church
- Insight: UW-M/WC Summer Sizzler
- BMX Bike Contest at Marshfield Skate Park
- Stay True BeatBox
- Library & Community Center Project Update
- A Message from Stay True Ministries
- Wonder Wheels event at Marshfield Skate Park
- Insight: Wood County Foster Care Program
- School Focus: New Superintendent of Schools
- Interview with Attorney General Candidate
- Insight: Marshfield Area Pet Shelter Fundraiser and Update

**Channel 96 Meetings**

- Common Council Preview
- Common Council
- Public Works
- Finance, Budget, Personnel
- City Plan Commission
- Parks, Recreation, & Forestry Committee
- Marshfield Utilities Commission
- Judiciary & License Commission
- Police & Fire Commission

**John Beck**

- Immanuel Lutheran Worship Service (weekly)

### **Dana Speth**

- New Visions Gallery: Culture & Agriculture (Breanna edited)

### **River Cities Community Access**

- MSTC Board of Directors June 2014
- Wood County Board of Supervisors Meeting - June

### **Other**

- LaCrosse Catholic Diocese Mass
- House of Yahweh
- Conversations from St. Norberts
- Music & the Spoken Word

## **Personnel:**

Dan Kummer has been out on medical leave since March 25, 2014. Breanna Speth has performed management duties in his absence. There has been no interruption of PEG services during this time period. Dan hopes to return to work in at least a limited capacity soon.

Breanna Speth continues in her role as Assistant Coordinator, and she also continues in her role as “Production Manager,” overseeing all stages of show development.

Brett Butler continues to oversee directing, graphics creation, and scheduling at MGTV, as well as assisting with studio shoots and on-site filming at MCTV.

Karen Din has been accepted into a Doctorate program and will be decreasing her hours at MCTV. (Congrats, Karen!)

Shirley Gebert manages all administrative aspects at MCTV in the afternoons (when Karen is at SJH). Karen and Shirley continue to expand our community calendar and Facebook pages. [www.Facebook.com/MarshfieldTv](http://www.Facebook.com/MarshfieldTv) is our Facebook address.

## **Other News & Updates:**

### *Follow-Up on YouTube Inquiry from last meeting*

-Talked to Mary Cardona (WCM Executive Director) and she advised posting on the WCM forum

-Posed a question on the WCM forum and received only one response, from Dawn Wills of River Falls Public Access:

“I have mentioned to my directive that YouTube has copyright of material but he believes it’s a more easily shareable way to get the message out. Plus it's easier for people to find our videos than our PEG Central. I'm just posting our short burst of city information on YouTube. I have no answer for the liabilities and really no exact answer on copyright issues.”

-Conducted research on Terms of Service (See Attachment)

### *Question Regarding PEG Guidelines*

-We were investigating the parameters in which MCTV may seek underwriting to fund programming. We noticed that it states “Public Broadcasting System” instead of “Public Broadcasting Service” in PEG Guidelines. There is no “Public Broadcasting System” that we can find. Is this a typo? If so, it would probably need to be fixed before we pursue the possibility of underwriting.

K. Duplications:

1. MCTV will set fee rates for copies (dubs) of MCTV programming. Such rates will be based upon charges incurred for media and dubbing costs.
2. If Community producers need to make dubs, they will be subject to normal dubbing costs.

L. Sponsorship & Underwriting:

1. Underwriter Acknowledgements: MCTV community producers may choose to solicit underwriting funds to cover production expenses. Community producers may list acknowledgements of program sponsors in accordance with Public Broadcasting System (PBS) Guidelines.
2. Commercial: Community producers are not allowed to promote the goods or services of any underwriter or donor. In order to avoid “promoting,” announcements made regarding entities who have furnished some consideration must NOT include any:
  - a. Mention of price: no interest rate, pricing information, discount, savings, or value of any kind may be included in acknowledging a contribution.
  - b. This does not prohibit non-profit organizations from promoting their services or fundraising campaigns.
  - c. Call to action: any announcement regarding a company or person who furnishes remuneration to the public broadcaster may not suggest that the viewer take action—the listener cannot be encouraged to “call,” “come by,” “try,” or even “be sure” in relation to a product or service.
  - d. Inducements to buy: it is improper to entice the viewer to make a purchase by offering bonuses, freebies, or other specials.
  - e. Qualitative or comparative language: this area prohibits descriptive or comparative language of a product or service. An announcement may not explain, for example, that something is “perfect,” “less filling,” or is the “largest,” “smallest,” or “most” anything.

M. Non-Locally Produced Programs (Imported):

1. Non-locally produced public access programs (programs produced outside the city of Marshfield) may be cablecast on the PEG channels provided the following:
  - a. The program is sponsored by a resident with a Marshfield address or lives in the Marshfield School District and meets all the technical requirements and administrative requirements as listed within these guidelines.
  - b. The sponsor of the program completes the necessary cablecast agreement.
  - c. The sponsor obtains all necessary rights to the program. This includes all necessary literary, artistic, intellectual, performing, and music rights as well as all necessary clearances from the owners of licenses of such material.
  - d. Sponsors must be able to document, in writing, that the cablecasting of such material does not violate the rights of third party.

*Citizens Fire Academy*

Breanna finished the Marshfield Fire & Rescue Department’s Citizens Fire Academy, a 6-week course held once per week (skipping July 3 on account of the holiday) for 3 hours that taught citizens what firefighters do on a day-to-day basis. The course was a great opportunity to network with the department and learn how to better serve them at MCTV.

### *Outreach*

We've been working with many local nonprofits on a variety of projects. Specifically, United Way, ODC, and Marshfield Public Library have been particularly involved of late. We've also been approached by organizations hearing about us for the first time and being impressed with our services, including StayTrue Ministries, Crossroads, and St. John the Baptist. Overall, exciting things happening!

Minutes  
Marshfield Library & Community Center Committee  
Wednesday, August 6, 2014 4:00 p.m.  
Marshfield Public Library, Beebee Forum Room

Doty called the meeting to order at 4:02 p.m.

Attendance: Mayor Chris Meyer, Kris Keogh, Jean Doty, Becky Spencer, Gary Cummings, Steve Barg, and Lori Belongia

Absent: Jason Angell, Mat Bartkowiak, and Kelly Cassidy

Also present: Floreine Kurtzweil, Ed Engelhart, Dick Pokorny, Jim Alexander and Joanne Ampe

There were no public comments.

Keogh moves and Spencer seconds approval of the minutes of the June 4, 2014 meeting with the correction of the next expected meeting date to be July 2, 2014. All ayes, motion carried.

As Thomalla was not in attendance, Belongia shared that with cash, paid pledges, pledges pending and pending pledges \$2.3 million has been raised. Belongia shared that efforts on the visionary, major gifts and corporate portions of the campaign continue as work begins on facets focused on medical professionals, a tribute wall and neighborhood parties to inform the public about the project.

In recognition of the focus of efforts and the success of the fundraising efforts, one of the Capital Campaign Committee members will be asked to present the update to the Common Council at the August 26, 2014 meeting.

Keogh elaborated on the requests for information on project cost, architectural drawings and the purpose of the Library & Community Center Committee. There was much discussion addressing and seeking clarification on each of the concerns.

The Capital Campaign Co-Chairs have asked that the L&CC Committee seek donor recognition methods for various donors. Preference is for a method that has a physical presence for donors over a certain amount and ways to recognize every donor regardless of the size of donation. Keogh, Doty and Ampe volunteered to seek, review and recommend donor recognition methods

including interior and exterior possibilities. Zimmerman Architectural Studios and fundraising consultant Sweeney will be asked to share samples of methods used by other organizations.

Belongia shared that the Marshfield Public Library Foundation voted to provide funds to extend fundraising consultant services for another 6 months after the current agreement with Brakeley Briscoe ends on August 31, 2015. Spencer moves and Keogh seconds a motion to endorse this extension with Marshfield Public Library Foundation Funds.

Doty will attend meetings of the Capital Campaign Committee as a conduit for information to this committee.

The next agenda should contain a discussion of donor recognition methods, a report on the update to the Common Council and the fundraising consultant services extension.

The next meeting will be Wednesday, Sept. 3, 2014 at 4:00 p.m.

Seeing no other business, Doty adjourned the meeting at 5:45 p.m.

Respectfully submitted,

Lori Belongia

# Marshfield Airport Committee Minutes

## August 21st, 2014

Meeting called to Order at 6:02 p.m. by Chairman Berg

Present: Jack Bremer, Dan Maurer, Chris Jockheck, Paul Knauf and John Berg

Absent:None

Also Present: Ed Wagner, Sam Schroeder, Walt Embke, Duffy, Alice, and Jeffrey Gaier

Citizens Comments: Dan Maurer said Steve Mickel still hasn't seen the hole filled by his hangar.

AP14-38 Motion by Jockheck Second by Bremer to approve the Airport Minutes for July 24th, 2014 All Ayes,

Motion Carried

AP14-39 Motion by Maurer Second by Knauf to approve the Airport Manager's August 2014 Report, All Ayes

Motion Carried

AP14-40 Motion by Knauf, Second by Jockheck to approve the August 2014 Activity Report, All Ayes

Motion Carried

AP14-41 Motion by Maurer, Second by Jockheck to approve the Airport Bills for August 2014, All Ayes

Motion Carried

AP14-42 Motion by Jockheck, Second by Maurer to Not Approve the request by Marshfield Utilities for the use of cranes to build a tower.

Roll Call Vote:

Chairman John Berg - Aye

Paul Knauf - Aye

Jack Bremer - Aye

Dan Maurer - Aye

Chris Jockheck - Aye

All Aye

Motion Carried

AP14-43 Motion by Maurer, Second by Knauf to approve the use of cranes for construction at Pagent equipment with the following conditions

1. The crane be flagged and or have a strobe light on the tip
2. The crane be used during daylight hours only and down during night

3. The crane not be used during bad weather or low visibility.
4. Coordinate with Airport Management on prevailing wind days and when in use.

All Aye

Motion Carried

Airport Sign - Discussed, No Action Taken

Project Update - Discussed, No Action Taken

No Additional Citizens Comments.

Motion by Jockheck, second by Knauf to adjourn at 7:02 p.m. All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier

## Marshfield Airport Manager Report August 21st, 2014



We received notice from the Federal Aviation Administration that the FAA is considering decommissioning the REIL lights on the approach end of runway 05. These lights are strobe lights that flash continuously to mark the runway. The lights are owned and maintained by the FAA. The winter of 2013 caused several breaks in the main electrical line servicing the REIL lights. The FAA would have a substantial cost putting new wiring from Lincoln Avenue to the lights. Being that 05 is our short runway, the FAA would instead like to remove the lights as opposed to replacing the wiring.

The tree harvesting on the airport is going good. So far the majority of the trees have been harvested. There is some young trees and brush that has been left. These smaller trees and brush do not pose a height risk like the mature trees did. The younger trees and brush still provide ample coverage for wildlife.



This month we received a call from a representative of the Highway DOT saying that our Marshfield Municipal Airport sign by Central avenue needs a Highway DOT permit. The cost for the permit would be \$175 for the initial year and \$35 every year after. The Highway DOT spoke with Josh Miller that the sign is what they believe to be as "off premises", (not within 50' range of a drive way or building), therefore it needs the permit. The Bureau of Aeronautics had not heard of this type of issue happening before for an airport.

Howard Joling, Duffy and Jeff Gaier went to the Wood County Finance Committee and requested an increase in the contribution that Wood County provides to the airports. Wood County seemed receptive to the request. What amount they contribute will be the question.

Duffy and Jeff had a deposition by a lawyer for PowerPac this month. The deposition was regarding litigation for the City of Marshfield vs. PowerPac in the Easement. There has been no additional news regarding this.

The Chicago FAA sent us an invitation to a video conference regarding airport compliance with FAA funding. This video conference is scheduled for September 17th at 1 to 3 pm. Jeff will set

up the TV in the conference room for the video of the conference if anyone would like to attend. Jeff has registered that he will be attending.

The Wisconsin Bureau of Aeronautics has invited us to the Land Use and Operations Seminar in Wisconsin Rapids. It is a good seminar to attend as the Bureau goes over a lot of policy and procedures there for projects. The seminar is Sept 24th & 25th at the Stevens Point Holiday Inn Conference Center. The cost is \$70 per person.

EAA992 Pancake Breakfast was a success again this year. EAA992 sold about 600 breakfast during the event. Duffy's Aircraft offered discounted flights throughout the day in-between showers. Due to the weather that day, only two transient aircraft flew in.

EAA Traffic this year was once again slow stopping into the airport. We say a few planes, but not more than a handful. Oshkosh said they had a record turnout this year, but one vendor we spoke with said attendance to him seemed down.



Congratulations to Brad Traver for successfully soloing this past month. Brad was visiting his Grandparents for the month of July, but wanted to keep up with his flying lessons. Gary managed to get him to solo just before he had to leave to go home to California. Congratulations Brad.

Happy Flying  
Duffy, Alice, Bob and Jeff

Pictured on the next page, various images from the Pancake Fly-In Breakfast at Marshfield



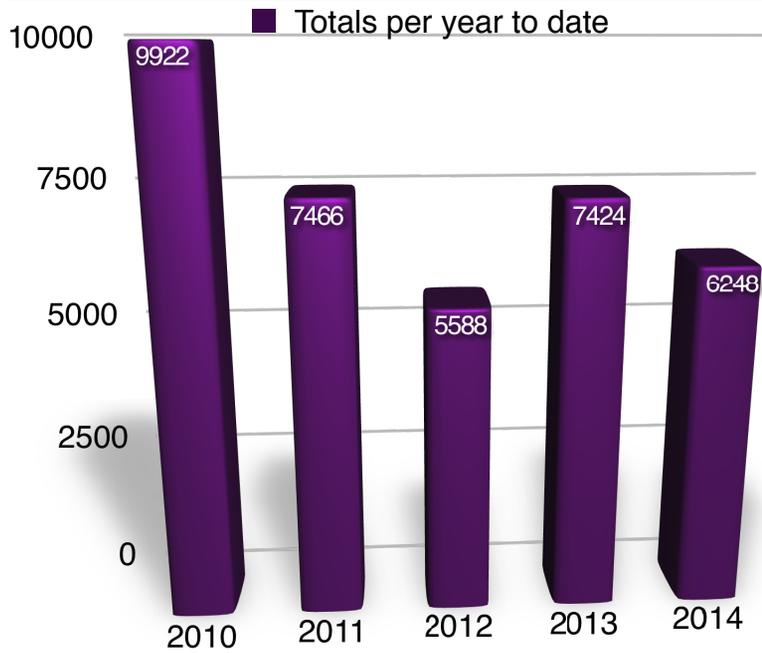


# Airport Activity Report August 2014

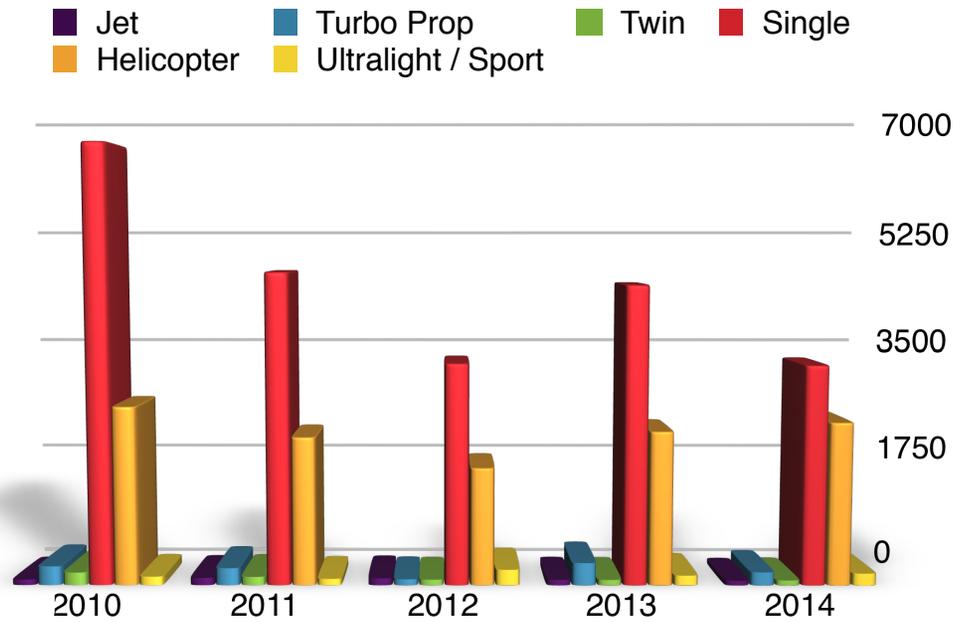


Departures and or Landings Information - Flight Operations - 28 Days Between Reports							
Year	YTD 2010	YTD 2011	YTD 2012	YTD 2013	August 2013	August 2014	YTD 2014
Jet	84	110	106	86	12	6	70
TurboProp	282	256	90	334	40	16	198
Twın	190	126	84	82	8	6	76
Single	6566	4660	3314	4470	952	964	3286
Helicopter	2672	2218	1760	2304	336	436	2438
Light Sport	128	96	234	148	46	62	180
<b>Total</b>	<b>9922</b>	<b>7466</b>	<b>5588</b>	<b>7424</b>	<b>1394</b>	<b>1490</b>	<b>6248</b>
Passengers							
<b>Total</b>	<b>13222</b>	<b>9951</b>	<b>7445</b>	<b>9763</b>	<b>1858</b>	<b>2954</b>	<b>9295</b>
Local and Transient Traffic							
Transient	3268	2400	1433	2716	614	396	2164
Local	6338	5066	4155	4708	780	1094	4086
Training Flights							
<b>Total</b>	<b>3640</b>	<b>2497</b>	<b>3356</b>	<b>3624</b>	<b>920</b>	<b>640</b>	<b>2430</b>
Fuel Dispensed							
Av Gas	20479	14664	15609	11638	2722	2058	13141
Jet A	22862	19222	20796	29892	5628	2246	25475
<b>Total</b>	<b>49339</b>	<b>36572</b>	<b>39703</b>	<b>47158</b>	<b>8350</b>	<b>4304</b>	<b>38616</b>
All Information In This Report Is Estimated Based On The Activity At The Airport For The Month. An Operation is considered a take-off or a landing.							

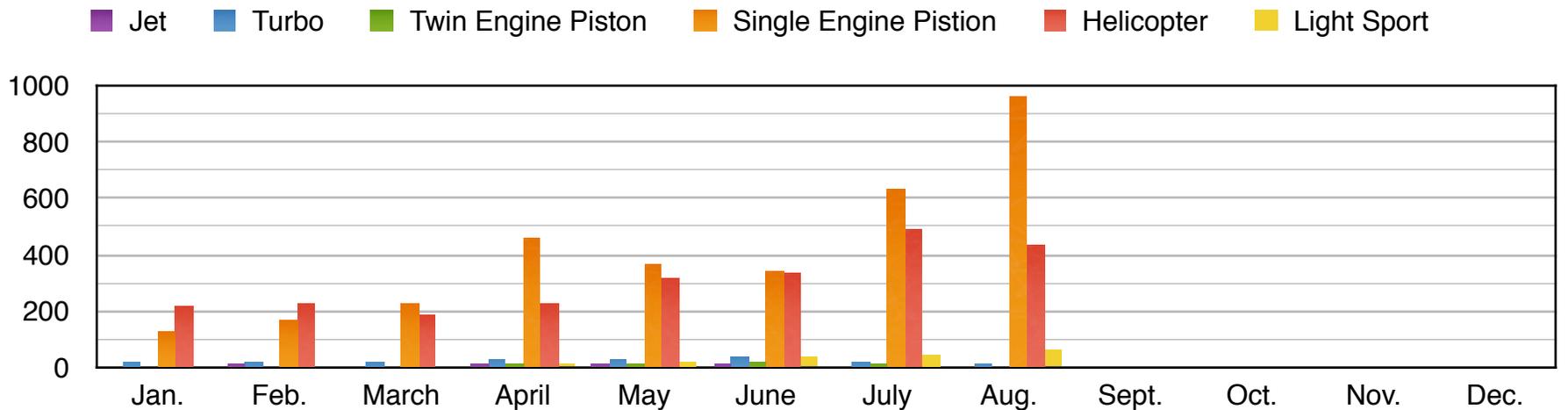
Flights Over the Past Five Years by the Present Month



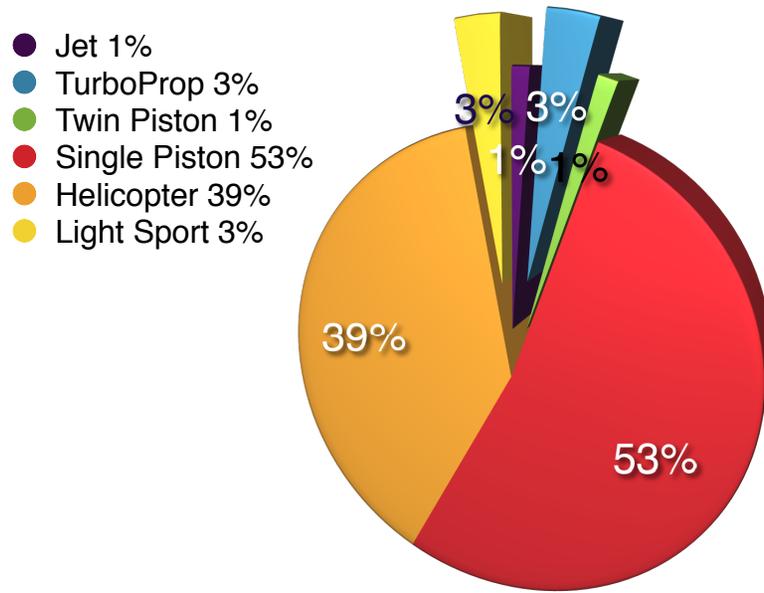
Types Of Aircraft That Have Visited Marshfield Per Year by the Present Month



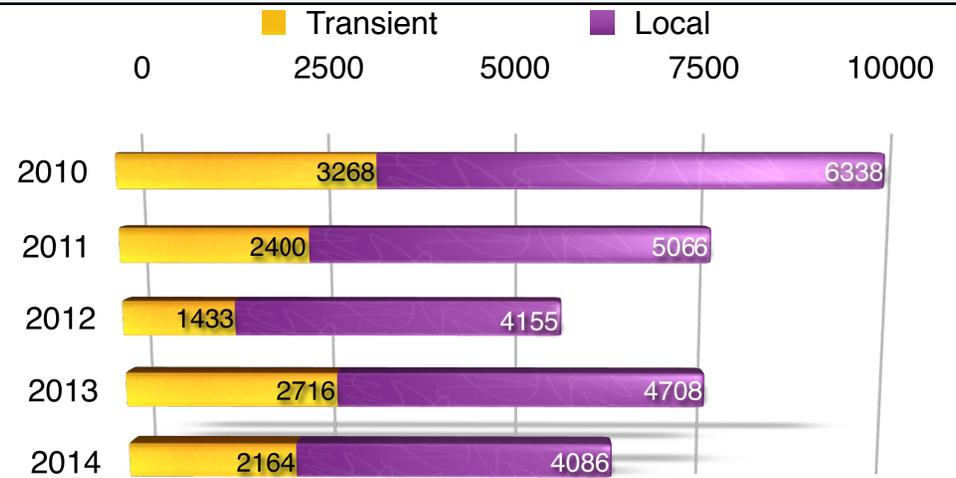
Operations by Aircraft for the Year of 2014



Percentage By Type Of Aircraft That Came Into Marshfield In 2014

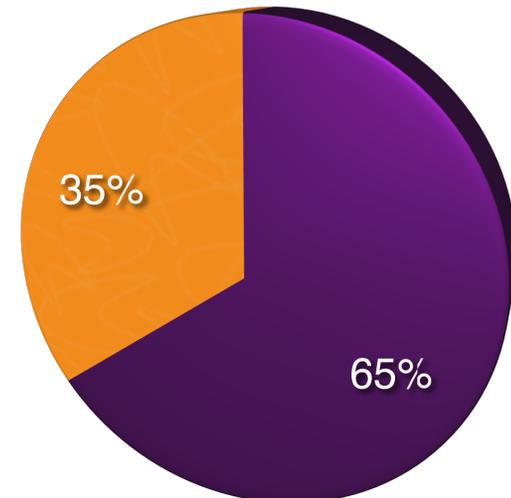


Transient Vs. Local Traffic



Percentage of Local Vs. Transient Traffic

● Local Traffic ● Transient Traffic



### Summary of Activity

Compared to last year at this time last year:

Jet Engine traffic is down

Turbo Prop Engine Traffic is down

Twin Engine Piston Traffic is the same

Single Engine Piston Traffic is up

Helicopter Traffic is up

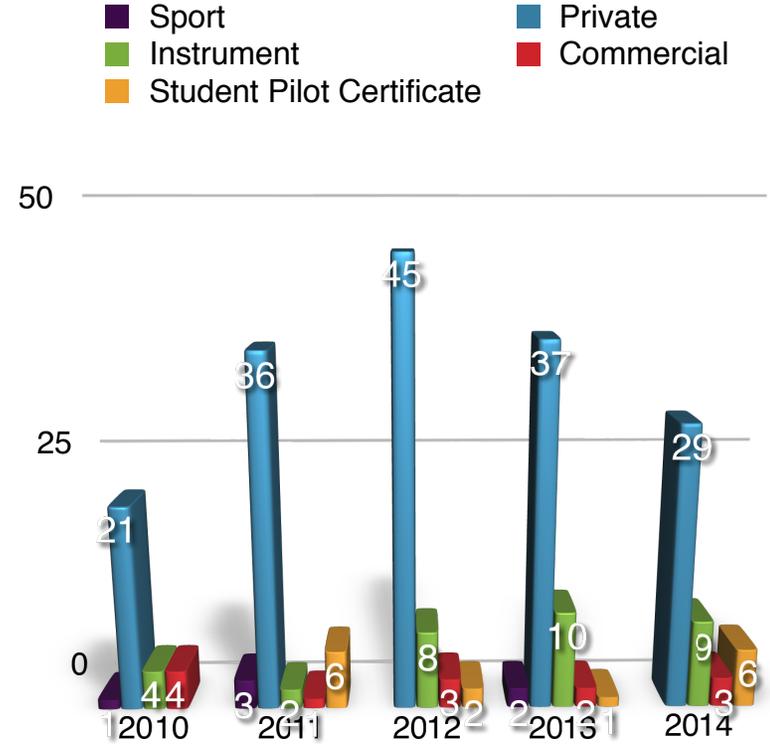
Light Sport is the up.



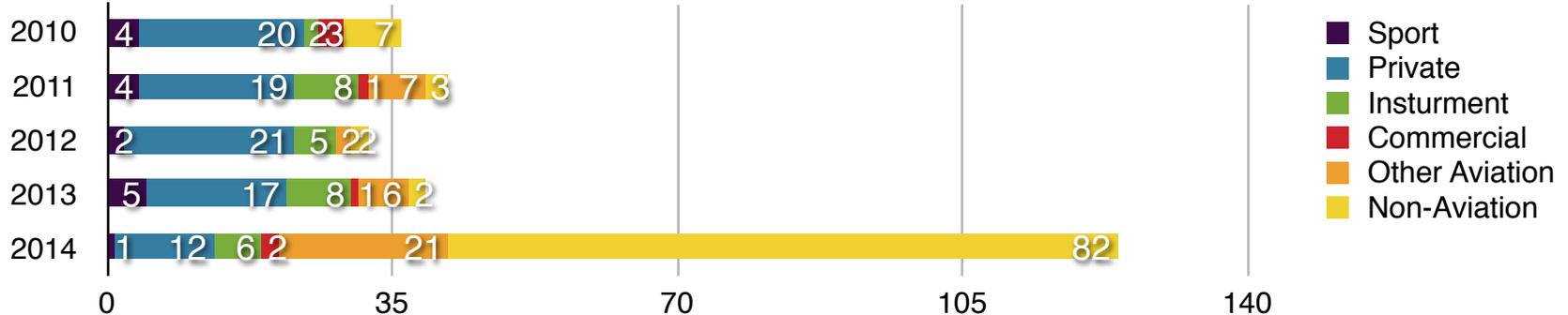
Fuel Sold - 5 Year Comparison



Duffy's Flight Checks for Pilots - 5 Year Comparison



Computerized Written Exams Given At The Airport



# ***Individuals and Businesses that have used the Airport The Month of August 2014***

Duffy's Aircraft Sales and Leasing Inc.  
Aviation On Demand  
Spirit Transport  
Dan Hiller  
CrossWind Aviation LLC  
Wheelers Chevy Olds Pontiac Cadillac Inc.,  
Dan Wheeler and Family  
Myles Richmond  
Duffy Gaier  
Bob Gaier  
Jeffrey & Elizabeth Gaier  
Al Hatz  
Gary Buchanan  
Georgi Georgiev  
Craig Cook  
Don Halloran  
Howard Rand  
Steve Humphrey  
Steve Mickel  
Mayo One (Medflight Eau Claire)  
Custom Fabrication and Repair  
Brian Barnett  
Kirk Haslow  
Haslow Farms  
Jim Hills  
Grassland Dairy  
Sanford Smith  
Father Eric Berns  
Medevac (Medflight Wausau)  
Tom Witt

Country Flyers Education  
Jake Jasinski  
Grant Tarpinain  
Troy Rens  
Life Link III (Medflight New Richmond)  
Bob Lee  
Wayne Short  
Enbridge  
MQA Aviation LLC  
Matt Thomas  
Burrnett Co. Flying Service  
Michael Tyler  
Air Methods  
Citation Air  
Roehl Transport  
Everett Roehl & Family  
Reven Untiedt  
Matt Keifer  
Brittany Lueth & Rico  
Bob Thill  
Valley Medical - Fixed Wing Medflight  
Randy Musack  
Harry Dolan  
Bruce Wineman  
Ed Plotka  
Dan Bull  
FerrSpray Aerial Application, LLC  
Steve Mickelson  
Elisha Mullikin

Todd Ponick  
Richard Morey  
Morey Airplane Company  
Megan Giese  
Krist Oil / Krist Transportation LLC  
DeBoer Trucking  
William Siebert  
Michael Umland  
Keith Krzanowski  
Tyler Stargardt  
Jeff Veers  
Dane Gehrman  
Daniel Paine  
Paul Clark  
Tanner O'Brien  
Greg O'Brien  
Patrick Doolan  
Erik Hennlich  
Jodi Debroux  
David Martens  
Ketih Holmes  
Matthew Leis  
Boston Air Charter  
Jay Jet LLC  
Festival Foods  
Anthony Donagan

Justin Davis  
Keith Holmes  
Zachary Norrgran  
Brayton Hackbarth  
Michael Shawl  
Suited Aviation LLC  
Brad Boon  
Bryan Atkinson  
William Atkinson  
Weston Hall  
Brian Parker

Rob Solberg  
Terry Ewert  
Grupe Bryce  
Jeffrey Kilponen  
Chris Persson  
Dennis Ohm  
JA Michaels  
David Vance  
Sheldon Michlig  
Daniel Reis  
Michael Shaw

Dan Zank  
troy Zupanc  
Daniel Fandler  
Steve Hilstad  
Calvin Brandt  
Phillip Mattison  
Bob Krueger  
Thomas Weber  
Rand Africano  
Paul Ranieri  
Richard Gorkes Jr.

Bill Siebert  
Billy Williams



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

Experimental Aircraft Association Chapter 992 (Marshfield & Medford Group)

Toastmasters of Marshfield

Central Wisconsin Apple User Group

Marshfield Youth Hockey

The Bridge Center (group that helps families with autistic children)

C12 Group (Christian CEOs and owners building great businesses for a greater purpose)

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

Holiday Inn

Kitchen Table

Blue Heron / West 14th

Melody Skating Gardens

Marshfield Clinic

Neva Jean

St. Joseph's Hospital

Festival Foods

V & H Heavy Trucks

Roehl Transport

Custom Fabrication and Repair

Subway

Chips

McDonalds

Little Casears

Target

Hardees

The Store

Baltus

Wildwood Zoo

Marshfield Hotel

Nasonville Dairy

Hub City Ice Cream

Dairy Queen

El Mexical

Account # 101-53510-33

Obj. #	Description	2014 Amount Approved	2014 August Invoices	Firm Expenses Paid	Used To Date	Balance
52100	Professional Services	44,286.00	3,690.50	Manager's contract	29,524.00	14,762.00
52210	Electric	16,926.00		Electric	9,660.63	7,265.37
52220	Water	497.00		Marshfield Utilities	194.65	302.35
52230	Sewer	426.00		Marshfield Utilities	216.97	209.03
52240	Fire Protection Charge	1,641.00		Marshfield Utilities	767.65	873.35
52260	Heating - Gas	3,272.00	8.68	WE Energies general aviation terminal	2,744.52	527.48
			9.16	WE Energies - East unit		
			9.16	WE Energies - West unit		
52300	Telephone	1,244.00	109.52	Frontier	749.36	494.64
52400	Rep/Maint. Serv-Streets	17,200.00			11,810.00	5,390.00
52500	Repair/Mainte. Service	50,967.00	42.80	UniFirst - mat service	24,819.01	26,147.99
			200.00	Maid to Order - cleaning services		
			2,165.00	Duffy's Aircraft Sales - Mowing- 18.5 JD950 - 4.0 Dixon		
			145.05	28.5 hrs. equipment operator - mowing & spraying		
			366.24	Merkel Co., Inc. - installed 3-way switch		
				Merkel Co., Inc.-16 HIX-A lamps @\$22.89.		

City of Marshfield - 2014 Airport Budget continued

			August Expenses	Used To Date	Balance
52900	Other Contractual Ser.	7,000.00		5,000.00	2,000.00
53100	Office Supplies & Exp.	100.00		85.00	15.00
53200	Publications & dues	400.00		130.00	270.00
53400	Operating supplies	1,600.00		852.70	747.30
53500	Rep/Mainte. Supplies	6,500.00		1,265.50	5,234.50
55110	Buildings & Contents	2,487.00		2,383.33	103.67
55140	Professional Liability	321.00		310.31	10.69
55150	Airport Liability	4,486.00		4,350.00	136.00
55170	Boiler	359.00		371.47	(12.47)
58830	Airport Buildings	6,000.00			
Grand Totals		165,712.00	6,746.11	95,235.10	70,476.90

## **This is the Response The Marshfield Airport Committee Provided the Zoning Board Against the Placement of the Water Tower in the Height Limitation Zone**

### **The Case of the Marshfield Airport Committee in Opposition to the Petition of the Marshfield Water Utility to grant a variance to the Airport Height Limitation Ordinance to build a water tower exceeding the height limitations**

1. The variance will not be contrary to the public interest.

The public interest in aviation safety as well as the maintenance of commerce has been well-established in the creation of the airport height limitation overlay to the zoning map. The location of the water tower at that site and at that height is clearly contrary to well-established public interest.

It is recognized that the City of Marshfield is in need of stabilizing its water supply and maintaining water pressures to assure public health, safety and welfare. The Airport committee recognizes and supports that effort. It does not, however, support an effort at the expense of another matter of public interest: the safety of the flying public and protection of property from accidents that may occur.

The City of Marshfield, the owner of the Marshfield Municipal Airport, exposes themselves to a potential serious liability by allowing a variance into the height limitation zoning.

2. Substantial justice will be done by granting the variance.

There is no issue of justice involved here. The ordinance to which the variance is being requested has been in existence for some time and the Water Utility has been fully aware of it, having requested variances in the past for precisely the same subject. To purchase land directly in the path of an instrument approach and propose a structure that is clearly in excess of the limits provided in an ordinance which they were fully aware of speaks poorly of respect for the public interest concept embodied in the ordinance.

3. The variance is needed so that the spirit of the ordinance is observed

This is exactly the opposite of the case before you. The siting of an obstruction in the path of an instrument approach is by definition a violation of the spirit of the ordinance and should not be allowed.

4. Due to special conditions, a literal enforcement of the provisions of the zoning ordinance will result in unnecessary hardship.

The Water Utility argues that because of hydraulic concerns, the elevation of the land in the proposed area makes it the ideal site, if not the only site in which a new tower to provide the desired water pressure can be located. The Airport Committee acknowledges their concern but argues that in the interest of public safety, the utility could locate the tower elsewhere even though some additional costs would be incurred.

On the other hand, the Airport Committee rejects the argument that the money to purchase the land upon which the proposed water tower is to be located would be “wasted rate-payer’s money” because it was poor planning by the Utility to assume that a variance would be granted.

Further, there is a need for this water tower but the utility has not established the need as either urgent or emergency which would necessitate a deviation from the long-established and stringently enforced airport height overlay.

Based upon these considerations, the Marshfield Airport Committee respectfully requests that the Board of Zoning Appeals reject the petition of the Marshfield Water Utility.

The City of Marshfield is going to keep expanding and as it expands the infrastructure of the City will need to expand with it. This means that new power lines, sewer lines, waterlines, etc. will need to be laid down to serve the residents. The airport is a fixed asset that has limited growth potential outside of the existing area that is designated as airport property. Eventually the City will surround the airport. As a City, we need to have a plan in place to make sure that we have a viable infrastructure for transportation and utilities. Utilities have much more flexibility of where they can be placed as opposed to relocating the airport. The costs today to find enough land, redevelop easements, clear zones, height limitations, zoning requirements, and completely build a whole new airport is improbable. The last new airport built in Wisconsin was 1973. In 1997 Rice Lake airport was relocated outside of city limits. Those have been the last two new airport built in Wisconsin.

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY  
MARSHFIELD UTILITY COMMISSION  
August 29, 2014**

**COMMISSION MEETING MINUTES**

A special meeting of the Marshfield Utility Commission was called to order by Vice President Aaron Pitzenberger at 2:00 pm on August 29, 2014 in the downstairs meeting room of the utility office. Present were Commissioners Harry Nienaber, George Holck, Aaron Pitzenberger, and John Maggitti. Also present were the Utility staff. Absent were Commissioner Mike Eberl, Alderperson Charlotte Smith, and Alderperson Gordon Earll.

- The General Manager reviewed the parking lot bids with a recommendation for the low bid by Doine Excavating, Inc.

**UC/14-63** Motion by Maggitti, seconded by Holck, to approve the revised bid from Doine Excavating, Inc for a total of \$237,969.57. All ayes, motion carried.

**UC/14-64** Motion by Holck, seconded by Nienaber, to adjourn. All ayes, motion carried. Meeting adjourned at 2:21 p.m.



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John Maggitti, Secretary

**BOARD OF PUBLIC WORKS MINUTES**  
**OF SEPTEMBER 2, 2014**

Meeting called to order by Chairman Feirer at 6:00 PM in the Council Chambers of City Hall Plaza.

**PRESENT:** Mike Feirer, Tom Buttke, Gary Cummings, Chris Jockheck and Ed Wagner

**EXCUSED:** None

**ALSO PRESENT:** Alderperson Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Parks & Recreation Director Englehart; Parks & Recreation Supervisor Steinbach; Building Services Supervisor Pokorny; Assistant Street Superintendent Winch; Wastewater Superintendent Warp; the media; and others.

**PW14-121** Motion by Jockheck, second by Cummings to recommend approval of the minutes of the August 18, 2014 Board of Public Works meeting.

**Motion Carried**

**Citizen Comments - None**

Director of Public Works Knoeck presented a Street Division construction update. City Engineer Turchi presented an Engineering Division construction update.

**PW14-122** Motion by Buttke, second by Cummings to recommend approval of the snow removal contracts with Scheider Construction, Pro Cut Lawn Service, Beaver Creek Nursery and Allar Service for snow removal at City of Marshfield parks at the current prices until May 15, 2015.

**Wagner voted 'No' Motion Carried**

**PW14-123** Motion by Wagner, second by Jockheck to recommend approval of the low bid submitted by Don Nikolai Construction, Inc. of Marshfield for demolition of buildings at 204 and 206 South Peach Avenue at a cost of \$22,500 and authorize execution of a contract.

**Motion Carried**

**PW14-124** Motion by Cummings, second by Jockheck to recommend approval of the agreement with Hammel, Green and Abrahamson, Inc. of Milwaukee, WI for architectural services for the new bear exhibit at Wildwood Zoo in the amount of \$77,000, plus reimbursable expenses not to exceed a total cost of \$90,000, and authorize execution of a contract.

**Motion Carried**

**PW14-125** Motion by Buttke, second by Cummings to recommend approval of the hiring Innovative Machine Specialties to fabricate replacement baffles for the three effluent screw pumps at the Wastewater Treatment Plant at a cost of \$22,890, hiring Staab Construction to supply the necessary hardware and complete the installation of these baffles at a cost not to exceed \$29,100, and recommend approval of budget resolution 23-2014 transferring \$52,000 from the wastewater equipment replacement fund to the wastewater utility fixed asset account and refer to the Common Council for consideration.

**Motion Carried**

**PW14-126** Motion by Wagner, second by Buttke to recommend approval of the plans for the Northeast Lift Station improvements and direct Town and Country Engineering to prepare the two bid packages and proceed to solicit bids.

**Motion Carried**

**PW14-126** Motion by Wagner, second by Buttke to recommend that traffic control be changed at the intersection of Laemle Avenue and 21<sup>st</sup> Street to that Laemle Avenue yields to 21<sup>st</sup> Street and that the yield signs on 21<sup>st</sup> Street be removed and that the Administrative Code of Traffic and Parking Regulations be amended to reflect the changes.

**Motion Carried**

**PW14-127** Motion by Buttke, second by Jockheck to recommend that Cedar Avenue from 29<sup>th</sup> Street to the north be included as a Heavy Truck Route within the City of Marshfield and that the Administrative Code of Traffic and Parking Regulations be amended to include the recommended change.

**Motion Carried**

**PW14-128** Motion by Cummings, second by Wagner to recommend approval of the State/Municipal Agreement with WisDOT for East 29<sup>th</sup> Street (Hume Avenue to Veterans Parkway) and authorize execution of the agreement.

**Motion Carried**

City Engineer Turchi presented a review of Section 13-126 of the Municipal Code – Trees and Shrubs – regarding private trees over public sidewalks.

**Recommended items for future agendas –**

Knoeck offered a reminder of the upcoming Board of Public Works annual bus tour which is scheduled for Monday, September 8, 2014, leaving City Hall at 5:30 PM.

Motion by Jockheck, second by Cummings that the meeting be adjourned at 6:54 PM.

**Motion Carried**

Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS

**JUDICIARY AND LICENSE COMMITTEE**  
**MINUTES OF SEPTEMBER 2, 2014**

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

**PRESENT:** Alderpersons Ed Wagner, Alanna Feddick and Gordon Earll

**ABSENT:** None

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

**JLC14-084** Motion by Earll, second by Feddick to approve the minutes of the August 19, 2014 meeting.

**Motion carried**

**CITIZEN COMMENTS**

None

**JLC14-085** Motion by Feddick, second by Earll to approve by unanimous consent the following:

- a) Nine (9) Beverage Operator Licenses for the 2013-2015 license year to: Douglas Adler, Joshua Beeh, Barbara Burkart, Stephen Hanen, Ashley Kowal, Hannah Krueger, Jeanette Peplinski, Krista Reinart and Maricela Rodriguez.
- b) "Class B" Combination Liquor License to Liston & Melendez, LLC; 750 S. Central Avenue; Agent – Nicholas Cochran.

**Motion carried**

**JLC14-086** Motion by Feddick, second by Earll to deny a Beverage Operator License to Markie Geske based on his underage drinking violation and failure to list his violations.

**Motion carried**

**JLC14-087** Motion by Feddick, second by Earll to deny a Beverage Operator License to Andrew Hilgart based on his drug charge and failure to list his violations.

**Motion carried**

**JLC14-088** Motion by Earll, second by Wagner to deny a Beverage Operator License to Ashley Seidel based on the recommendation of her probation officer.

**Motion carried**

**JLC14-089** Motion by Feddick, second by Earll to deny a Beverage Operator License to Brittany Wolter based on her OAR-OWI charge and failure to list.

**Motion carried**

**JLC14-090** Motion by Feddick, second by Earll to disallow the claim of Ryan Grissman pursuant to Wisconsin Statute for disallowance of claim 893.80 (1g).

**Motion carried**

**Future Agenda Items**

None

Motion by Feddick, second by Wagner to adjourn at 5:20 p.m.

**Motion carried**

A handwritten signature in cursive script, appearing to read "Deb M. Hall".

Deb M. Hall  
City Clerk

**CHARTER ORDINANCE NO. 25**

**A CHARTER ORDINANCE REQUIRING THAT THE CITY CLERK BE APPOINTED BY THE COMMON COUNCIL FOR AN INDEFINITE TERM**

The Common Council of the City of Marshfield, Wood/Marathon Counties, Wisconsin, do ordain as follows:

1. The City of Marshfield, Wood/Marathon Counties, Wisconsin, pursuant to Wisconsin Statute § 66.0101 elects to amend its charter to require that the City Clerk be appointed by the Common Council for an indefinite term of years.
2. The Municipal Code of the City of Marshfield, Chapter 2, Section 2-02 (1)(c) is hereby deleted.
3. The Municipal Code of the City of Marshfield, Chapter 2, Section 2-03 (1) is hereby amended by the addition of the following:

	<i>Official</i>	<i>How Appointed</i>	<i>Term</i>
(u)	City Clerk	Council	Indefinite

4. The Municipal Code of the City of Marshfield, Chapter 2, Section 2-37 (1) is hereby amended to read as follows:
  - (1) *Term.* The term of office of the City Clerk shall commence on the date of the year appointed by the Common Council and shall continue until a successor is duly appointed and qualified.
5. Any charter provision or any previously enacted ordinance or charter ordinance or part thereof inconsistent or in conflict with this Ordinance is hereby expressly repealed.
6. This is a Charter Ordinance and Notice of this Ordinance shall be published as required by Section 66.0101(3), Wisconsin Statutes. This Ordinance shall be in effect, except as specifically provided herein, upon 60 days after its passage and publication, unless a petition for referendum pursuant to Section 66.0101(5) is filed with the office of the City Clerk within said 60 days, in which event this Ordinance shall not take effect until approved by referendum.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Deb M. Hall, City Clerk



# City of Marshfield Memorandum

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TO: Mayor Meyer & Common Council  
FROM: Josh Miller, Planning/Zoning Administrator  
DATE: August 26, 2014

RE: First Reading – Ordinance No. 1284 Rezoning Request by John Iwaszczenko III to change the zoning from “SR-6” Single-Family Residential to “UMU” Urban Mixed Use District, for two parcels located at 201 West 4th Street and 306 South Chestnut Avenue.

## **Background**

John Iwaszczenko III, is requesting to rezone two parcels in the 300 block of South Chestnut Avenue. The present zoning is “SR-6”, which would allow primarily single family two flat residential. The Applicant is requesting “UMU” zoning which would allow a range of commercial and residential uses. The Applicant has a desire to open a restaurant at 201 West 4th Street and included the neighboring property to the north in the rezoning request so as not to create a spot zoning situation of “SR-6”. The present use of both parcels is single family residential.

## **Analysis**

According to the 2007 City of Marshfield 20 year Comprehensive Plan, this area is identified as “Downtown Mixed Use.” The Comprehensive Plan also states that any change in current uses in this district should be guided by the land use recommendations in the downtown plan. The proposed zoning district for the property is “UMU” Community Mixed Use, which is a mix of residential and commercial zoning, ideal for the fringe areas along the downtown commercial district that allow for a transition from the downtown to the neighborhood areas to the west. Because the homes are existing, changing the zoning to “DMU” Downtown Mixed Use would cause the homes to be nonconforming. The “UMU” district does allow single family homes, would not create a hardship for the existing property owners, and would still provide the flexibility of having service businesses. Staff feels this does not create a spot zoning situation as it is a transition between two zoning districts and the “UMU” district was created to act as a buffer between Downtown and residential uses.

The “UMU” district is intended to permit areas, generally on the fringe of Downtown, that are mixed use in character and establish standards that are

compatible with the existing mix of land uses and redevelopment objectives. This district is intended to provide for a variety of employment, retail and community service opportunities, while allowing some residential uses. Uses should be compatible, not only with other uses within the district, but land uses in abutting zoning districts as well.

The property to the north is a church (zoned "DMU" Downtown Mixed Use). The property to the east is an assisted living facility (zoned "DMU" Downtown Mixed Use). The property to the south is a bank (zoned "DMU" Downtown Mixed Use). And the property to the west is a single family residential home (zoned "SR-6" Single Family Residential) and a home that is owned by the church (zoned "DMU" Downtown Mixed Use).

Based on the neighborhood context and the surrounding land uses, it is reasonable to consider a rezoning of this property to Urban Mixed Use. If the Applicant does proceed with a restaurant, there will be a number of site considerations that will have to be reviewed by staff such as landscaping, lighting, and parking to make sure it would not be detrimental to the neighborhood.

### **Plan Commission Recommendation**

A public hearing was held on August 19, 2014 where the Applicant, John Iwaszczenko III, spoke in favor of the rezoning.

The Plan Commission recommends approval of the the rezoning request by John Iwaszczenko III., to change the zoning from "SR-6" Single-Family Residential to "UMU" Urban Mixed Use District, located at 201 West 4<sup>th</sup> Street and 306 South Chestnut Avenue, based on findings that rezoning would be a logical transition between commercial property from the downtown and the neighboring properties to the west and the request is consistent with the Comprehensive Plan.

### **Council Options**

The Common Council can take the following actions:

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

### **Recommendation**

None at this time unless the rules are suspended; final action will be requested after the second reading scheduled for the September 9, 2014 Common Council meeting.

**Attachments**

1. Ordinance 1284
2. Location Map
3. Permitted Uses

Concurrence:



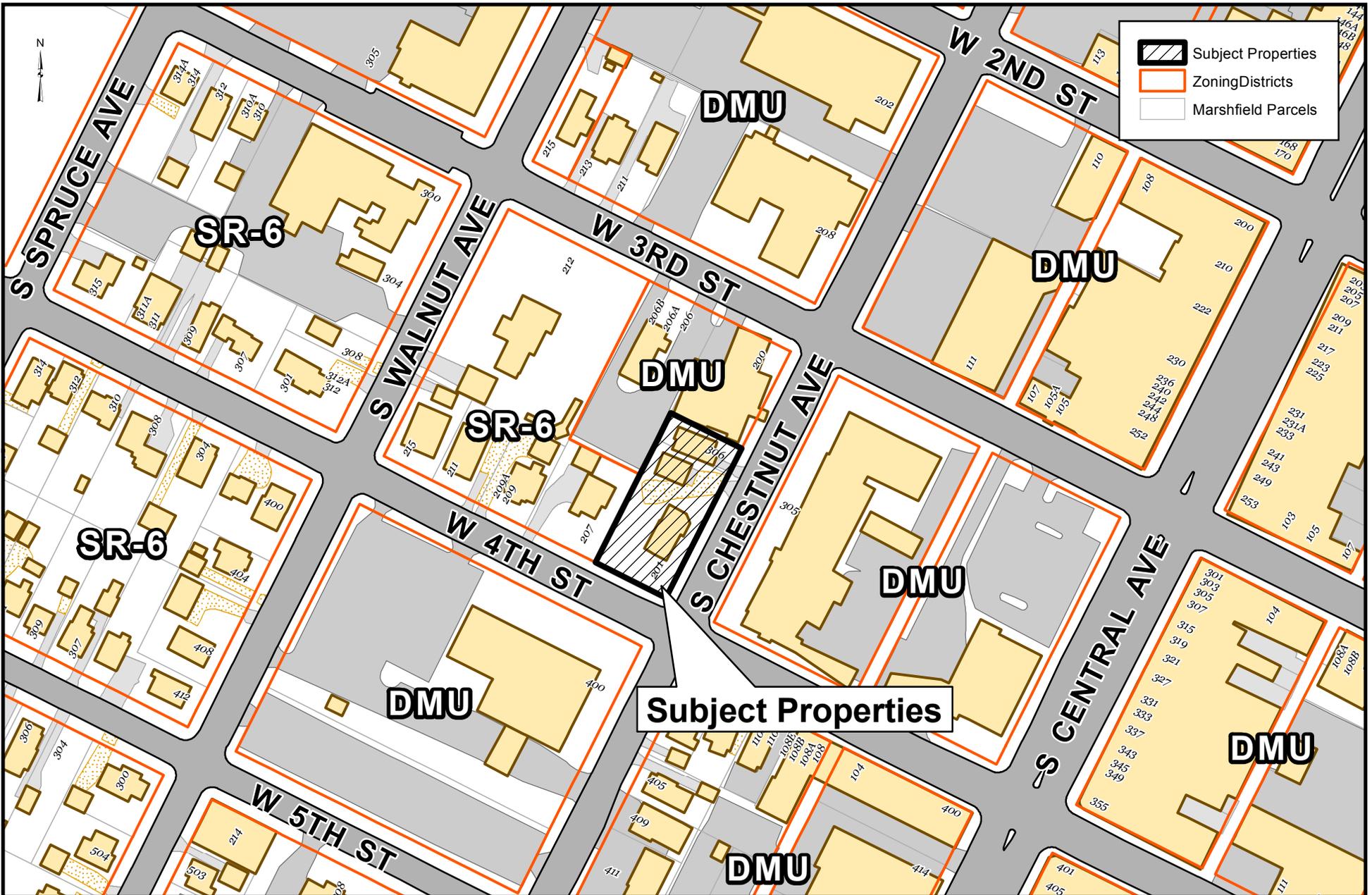
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Jason Angell  
Planning and Economic Development Director



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Steve Barg  
City Administrator



**Rezoning Request: 201 W 4th St & 306 S Chestnut Ave - "SR-6" to "UMU"**  
**City of Marshfield - Plan Commission**  
**Meeting Date: August 19, 2014**

Map Not To Scale  
 For Reference Only

ATTENTION: The representation of data presented herein is intended for reference purposes only; the City of Marshfield assumes no responsibility for the accuracy of the information provided. Any duplication without consent is prohibited.

**ORDINANCE NO. 1284**

**AN ORDINANCE REZONING TWO PARCELS LOCATED AT 201 WEST 4<sup>TH</sup> STREET AND 306 SOUTH CHESTNUT AVENUE FROM THE “SR-6” SINGLE-FAMILY RESIDENTIAL DISTRICT TO “UMU” URBAN MIXED USE DISTRICT.**

WHEREAS, the Common Council of the City of Marshfield, having reviewed the recommendation of the City Plan Commission regarding the proposed change in zoning classification for the property described below; and

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such change in zoning and, pursuant thereto, a public hearing having been held on the 19<sup>th</sup> day of August, 2014 at 7:00pm, and the Plan Commission having heard all interested parties or their agents and attorneys;

NOW, THEREFORE, the Common Council of the City of Marshfield, Wisconsin, do ordain as follows:

**SECTION I. Zoning**

The following described property is hereby rezoned from “SR-6” Single-Family Residential District to “UMU” Urban Mixed Use District , as set forth in, and regulated by, the provisions of Chapter 18, Marshfield Municipal Code:

Lot 1 of Wood County CSM No. 6408, recorded in Volume 22, Page 108 and being part of the SW ¼ of the NW ¼ of Section 8, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

ALSO

The Southerly 33' of the Northerly 154' of the Easterly 88' of Block 81, of the First Addition to the City of Marshfield, and being part of the SW ¼ of the NW ¼ of Section 8, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

**SECTION II. Effective Date**

This Ordinance shall be effective upon passage and publication as required by law and the Zoning Administrator is hereby directed to make the necessary changes to the Zoning Maps forthwith.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED: \_\_\_\_\_

ATTEST: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

Deb M. Hall, City Clerk

<b>Permitted Uses in SR-6</b>	<b>Permitted Uses in UMU</b>
Single Family	Single family
Two Flat	Two Flat
Community Garden	Mixed Use Dwelling Unit(s)
Small Scale Indoor Institutional	Community Garden
Outdoor Open Space Institutional	Small Scale Indoor Institutional
Passive Outdoor Recreation	Outdoor Open Space Institutional
Active Outdoor Recreation	Passive Outdoor Recreation
Essential Services	Active Outdoor Recreation
Small Scale Public Services and Utilities	Essential Services
Community Living Arrangement (1-8 residents) meeting the requirements of Section 18-57(10)	Small Scale Public Services and Utilities
Communication Antenna	Community Living Arrangement (1-8 residents)
	Outdoor Display
	Indoor Commercial Entertainment
	Office
	Personal or Professional Service
	Artisan Studio
	Indoor Sales or Service
	Indoor Maintenance Service
	Communication Antenna



# City of Marshfield Memorandum

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TO: Mayor Meyer & Common Council  
FROM: Sam Schroeder, Zoning Administrator  
DATE: August 26, 2014

RE: First Reading – Ordinance No. 1285 Municipal Code Amendment to Sections 18-26 and 18-27 of the City of Marshfield Municipal Code, to correct the minimum street setback in the “SR-2” Single Family Residential District and increase the height limitation in the “SR-3” Single Family Residential District to standardize the maximum height requirement in the Single Family Residential District.

## **Background**

Staff is proposing an amendment to the City of Marshfield Municipal Zoning Code to standardize the maximum height allowance in the single family residential districts to 35 feet and remove an unneeded regulation in the “SR-2” single family district pertaining to street setbacks.

## **Analysis**

*Section 18-26: Correct the minimum street setback in the “SR-2” district.*

Throughout the zoning code, minimum street setbacks are regulated with the following five categories:

- minimum front setback
- minimum street side setback
- minimum major street setback
- minimum rear setback - in the case of a double frontage
- minimum garage setback to alley

In addition to the setbacks listed above, the “SR-2” single family residential district mistakenly also requires a “minimum street setback”. This minimum street setback is an unneeded regulation because the street setbacks are already regulated by the other five categories.

*Section 18-27: Increase the height allowance in the “SR-3” district.*

The Zoning Code breaks single family residential zoning districts into four separate districts: “SR-2”, “SR-3”, “SR-4”, and “SR-6”. The major difference

between these districts is the minimum lot size which directly correlates to residential density within an area. Other restrictions such as setbacks are fairly standard throughout each district. According to the Zoning Code, the maximum allowable principal building height in the “SR-2”, “SR-4”, and “SR-6” districts is 35 feet, whereas the maximum principal building height is 30 feet in the “SR-3” district. Because the “SR-3” district is between the lower density and a higher density residential districts which both have a 35 feet height allowance, staff is recommending the height allowance for the “SR-3” district to be increased to 35 feet to standardize the height allowance in all single family residential districts.

### **Plan Commission Recommendation**

A public hearing was held on August 19, 2014 where no comments were made. The Plan Commission recommended approving the proposed ordinance as presented.

### **Council Options**

The Common Council can take the following actions:

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

### **Recommendation**

None at this time unless the rules are suspended; final action will be requested after the second reading scheduled for the September 9, 2014 Common Council meeting.

### **Attachments**

1. Draft Ordinance 1285
2. Draft Redline Ordinance 1285

Concurrence:



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Jason Angell  
Planning and Economic Development Director



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Steve Barg  
City Administrator

**ORDINANCE NO. 1285**

An Ordinance amending Section 18-26 and 18-27 of the City of Marshfield Municipal Code pertaining to street setbacks in the SR-2 district and height allowances in the SR3 district.

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

SECTION 1. Section 18-26(7) of the Marshfield Municipal Code is hereby amended to read as follows:

	Residential Uses	Nonresidential Uses
Minimum Lot Area	14,000 square feet	20,000 square feet
Maximum Building Coverage of Lot	30 percent	
Minimum Lot Width	80 feet	100 feet
Minimum Front Setback	30 feet	30 feet
Minimum Street Side Setback	20 feet	30 feet
Minimum Side Setback	10 feet	12 feet
Minimum Rear Setback	25 feet	20 feet
Major Street Setback	Minimum of 50 feet or mean of adjoining lots (see Section 18-12 and 18-72)	
Maximum Principal Building Height	35 feet	35 feet
Minimum Pavement Setback (lot line to pavement; excludes driveway entrances and lots that are 50 feet wide or less)	3 feet from side or rear, or 0 feet for shared driveway; 10 feet from right of way	
Minimum Parking Required	See Article III	
Accessory Building Side Setback	3 feet	
Accessory Building Rear Setback	5 feet	
Maximum Detached Accessory Building Height	Lesser of 25 feet or principal building height	

SECTION 2. Section 18-27(7) of the Marshfield Municipal Code is hereby amended to read as follows:

	Residential Uses	Nonresidential Uses
Minimum Lot Area	10,000 square feet	12,000 square feet
Maximum Building Coverage of Lot	30 percent	
Minimum Lot Width	60 feet	80 feet
Minimum Front Setback	25 feet	35 feet
Minimum Street Side Setback	15 feet	17 feet
Minimum Side Setback	7 ½ feet	15 feet
Minimum Rear Setback	25 feet	20 feet
Major Street Setback	Minimum of 50 feet or mean of adjoining lots (see Section 18-12 and 18-72)	
Maximum Principal Building Height	35 feet	35 feet
Minimum Garage Setback to Alley (if applicable)	20 feet for doors parallel to alley; 8 feet for any other garage; Existing garages may be rebuilt on current footprint	
Minimum Pavement Setback (lot line to pavement; excludes driveway entrances and lots that are 50 feet wide or less)	3 feet from side or rear, or 0 feet for shared driveway; 10 feet from right of way	

	Residential Uses	Nonresidential Uses
Minimum Parking Required	See Article III	
Accessory Building Side Setback	3 feet	
Accessory Building Rear Setback	5 feet	
Maximum Detached Accessory Building Height	Lesser of 20 feet or principal building height	

SECTION 4. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 5. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 6. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED: \_\_\_\_\_

ATTEST: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

Deb M. Hall, City Clerk

**ORDINANCE NO. 1285**

An Ordinance amending Section 18-26 and 18-27 of the City of Marshfield Municipal Code pertaining to street setbacks in the SR-2 district and height allowances in the SR3 district.

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

SECTION 1. Section 18-26(7) of the Marshfield Municipal Code is hereby amended to read as follows:

	Residential Uses	Nonresidential Uses
Minimum Lot Area	14,000 square feet	20,000 square feet
Maximum Building Coverage of Lot	30 percent	
Minimum Lot Width	80 feet	100 feet
Minimum Front Setback	30 feet	30 feet
Minimum Street Side Setback	20 feet	30 feet
<b>Minimum Street Setback</b>	<b>30 feet</b>	<b>35 feet</b>
Minimum Side Setback	10 feet	12 feet
Minimum Rear Setback	25 feet	20 feet
Major Street Setback	Minimum of 50 feet or mean of adjoining lots (see Section 18-12 and 18-72)	
Maximum Principal Building Height	35 feet	35 feet
Minimum Pavement Setback (lot line to pavement; excludes driveway entrances and lots that are 50 feet wide or less)	3 feet from side or rear, or 0 feet for shared driveway; 10 feet from right of way	
Minimum Parking Required	See Article III	
Accessory Building Side Setback	3 feet	
Accessory Building Rear Setback	5 feet	
Maximum Detached Accessory Building Height	Lesser of 25 feet or principal building height	

SECTION 2. Section 18-27(7) of the Marshfield Municipal Code is hereby amended to read as follows:

	Residential Uses	Nonresidential Uses
Minimum Lot Area	10,000 square feet	12,000 square feet
Maximum Building Coverage of Lot	30 percent	
Minimum Lot Width	60 feet	80 feet
Minimum Front Setback	25 feet	35 feet
Minimum Street Side Setback	15 feet	17 feet
Minimum Side Setback	7 ½ feet	15 feet
Minimum Rear Setback	25 feet	20 feet
Major Street Setback	Minimum of 50 feet or mean of adjoining lots (see Section 18-12 and 18-72)	
Maximum Principal Building Height	<b>30 35 feet</b>	<b>30 35 feet</b>
Minimum Garage Setback to Alley (if applicable)	20 feet for doors parallel to alley; 8 feet for any other garage; Existing garages may be rebuilt on current footprint	
Minimum Pavement Setback (lot line to pavement; excludes driveway entrances and	3 feet from side or rear, or 0 feet for shared driveway; 10 feet from right of way	

	Residential Uses	Nonresidential Uses
lots that are 50 feet wide or less)		
Minimum Parking Required	See Article III	
Accessory Building Side Setback	3 feet	
Accessory Building Rear Setback	5 feet	
Maximum Detached Accessory Building Height	Lesser of 20 feet or principal building height	

SECTION 4. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 5. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 6. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED: \_\_\_\_\_

ATTEST: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

Deb M. Hall, City Clerk



# City of Marshfield Memorandum

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TO: Mayor Meyer & Common Council  
FROM: Josh Miller, City Planner  
DATE: August 26, 2014

RE: First Reading – Ordinance No. 1286 Municipal Code Amendment to Sections 18-91, 18-92, and 18-95 of the City of Marshfield Municipal Code, Shoreline Zoning Regulations, adding general provisions to the ordinance per the Department of Natural Resources requirements.

## **Background**

In June, the Plan Commission recommended approval of a new overlay district pertaining to shoreland zoning based on the requirements passed by the Wisconsin Legislature (WI Act 80). The deadline to have the ordinance in place was July 1, 2014. Staff sent the ordinance to the Department of Natural Resources (DNR) for review, but comments were not received until after the Common Council approved the ordinance. Based on the comments received, Finding of Fact and Purpose and General Provisions sections need to be included in the ordinance to meet the requirements of the DNR.

## **Analysis**

Most of the changes required by the DNR were aspects of the Zoning Code that were included elsewhere in Chapter 18 such as General Provisions, Compliance, and Interpretation. However, because those sections are not specific to shoreland zoning, the DNR wanted them included in this Section to avoid any uncertainties.

In addition to the DNR comments, staff felt the Shoreland Zoning district should be included in previous sections that reference the overlay districts and maps. Attached is a draft ordinance which highlights the changes.

Section 18-159(4) requires that the Zoning Administrator evaluate whether the proposed amendment meets the following:

1. Advances the purposes of this Chapter as outlined in Section 18-03.

The proposed amendment will help protect the surface water resources of

the City and surrounding area.

2. Advances the purposes of the general Article in which the amendment is proposed to be located.

Article VI is an overlay district and is designed to allow the City to address regulations for natural resources, regardless of the underlying zoning regulations.

3. Advances the purposes of the specific Section in which the amendment is proposed to be located.

The proposed amendment is creating a new section to comply with new Statutory requirements.

4. Is in harmony with the recommendations of the Comprehensive Plan.

The Comprehensive Plan recommends avoiding development activity in sensitive “environmental corridors” as directed by the Land Use Plan and applicable statutes. The proposed amendment will make the regulations for the shoreland areas easier to understand and implement rather than following two different county ordinances.

5. Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts.

The proposed amendment will make regulations consistent for all regulated shoreland areas throughout the City.

6. Addresses any of the following factors that may not be addressed in the current zoning text:
  - a. A change in the land market, or other factors which require a new form of development, a new type of land use, or a new procedure to meet said change(s).
  - b. New methods of development or types of infrastructure.
  - c. Changing governmental finances to meet the needs of the government in terms of providing and affording public services.
  - d. Errors, omissions, corrections, and clarification of regulations.

The proposed amendment addresses an omission that is required by State Statute.

### **Plan Commission Recommendation**

A public hearing was held on August 19, 2014 where no comments were made. The Plan Commission recommended approving the proposed ordinance as

presented.

### **Council Options**

The Common Council can take the following actions:

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

### **Recommendation**

None at this time unless the rules are suspended; final action will be requested after the second reading scheduled for the September 9, 2014 Common Council meeting.

### **Attachments**

1. Draft Ordinance 1286
2. Draft Redline Ordinance 1286
3. Shoreland Zoning: Lands Annexed After May 7, 1982

Concurrence:



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Jason Angell  
Planning and Economic Development Director



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Steve Barg  
City Administrator

## **ORDINANCE NO. 1286**

An Ordinance amending Sections 18-91, 18-92, and 18-95 of the City of Marshfield Municipal Code pertaining to shoreline zoning regulations.

SECTION 1. Section 18-91 of the Marshfield Municipal Code is hereby amended read as follows:

### **Section 18-91: Overlay Zoning Districts**

For the purpose of this Chapter, the following overlay zoning districts are hereby established.

- (a) Airport Overlay
- (b) Wellhead Protection Overlay
- (c) Shoreland Zoning Overlay
- (d) See also Chapter 20 Shorelands-Wetland Zoning and Chapter 26 Floodplain Zoning in the City of Marshfield Code of Ordinances.

SECTION 2. Section 18-92 of the Marshfield Municipal Code is hereby amended read as follows:

### **Section 18-92: Map of Overlay Zoning Districts**

Except where otherwise indicated in this Article, the overlay zoning districts are represented on the “Airport Overlay & Height Limitation Zoning Map, Marshfield Municipal Airport, Marshfield, Wisconsin”, “City of Marshfield Well Head Protection Areas Map,” and the “Shoreland Zoning: Lands Annexed After May 7, 1982,” adopted and from time to time amended by the City of Marshfield.

SECTION 3. Section 18-95 of the Marshfield Municipal Code is hereby amended read as follows:

### **Section 18-95: Shoreland Zoning**

- (1) Statutory Authorization. This ordinance is adopted pursuant to the authorization in Wis. Stats. 62.23 and 62.233.
- (2) Shorelands. In addition to any other applicable use, site, or sanitary restrictions and regulations, the following regulations shall apply to all shorelands, as defined in Section 18-95(5)(b) below.
- (3) Finding of Fact and Purpose. Uncontrolled use of shorelands and pollution of the navigable waters of the municipality would adversely affect public health, safety, convenience, and general welfare and impair the tax base. The Legislature of Wisconsin has delegated responsibility to all municipalities to:
  - (a) Promote the public health, safety, convenience and general welfare;
  - (b) Limit certain land use activities detrimental to shorelands; and
  - (c) Preserve shore cover and natural beauty by controlling the location of structures in shoreland areas and restricting the removal of natural shoreland vegetation.
- (4) General Provisions.
  - (a) Compliance. The use of shorelands within the shoreland area of the municipality shall be in full compliance with the terms of this ordinance and other applicable local, state or federal regulations. All permitted development shall require the issuance of a land use permit unless otherwise expressly excluded by a provision of this ordinance.
  - (b) Municipalities and State Agencies Regulated. Unless specifically exempted by law, all cities, villages, towns, and counties are required to comply with this ordinance and obtain all necessary permits. State agencies are required to comply if Wis. Stat. Sec. 13.48(13) applies.
  - (c) Abrogation and Greater Restrictions.

1. This ordinance supersedes all the provisions of any other applicable municipal ordinance except that where another municipal ordinance is more restrictive than this ordinance, that ordinance shall continue in full force and effect to the extent of the greater restrictions, but not otherwise.
  2. This ordinance is not intended to repeal, abrogate or impair any existing deed restrictions, covenants or easements. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail.
- (d) Interpretation. In their interpretation and application, the provisions of this ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the municipality and shall not be deemed a limitation or repeal of any other powers granted by the Wisconsin Statutes or Wisconsin Constitution.
- (5) Definitions. For the purposes of this Chapter the following terms are defined as:
- (a) Principal Building. The main building or structure on a single lot or parcel of land and includes any attached garage or attached porch.
  - (b) Shorelands. The area within the following distances from the ordinary high-water mark of navigable waters, as defined under Wis. Stats. 281.31 (2) (d):
    1. One thousand feet from a lake, pond or flowage. If the navigable water is a glacial pothole lake, this distance shall be measured from the high-water mark of the lake.
    2. Three hundred feet from a river or stream or to the landward side of the floodplain, whichever distance is greater.
  - (c) Shoreland setback area. An area in a shoreland that is within a certain distance of the ordinary high-water mark in which the construction or placement of principal buildings or structures has been limited or prohibited under an ordinance enacted under Wis. Stats 59.692.
  - (d) Vegetative buffer zone. The land that extends from the ordinary high-water mark to 35 feet inland, subject to the standards in Section 18-95(9) below.
- (6) Applicability.
- (a) The lands within the Shoreland District are subject to all applicable provisions of the City of Marshfield Municipal Code. Where the provisions of this Section are more restrictive than other regulations in the Municipal Code, the provisions of this Section shall apply.
  - (b) Any shoreland that was annexed by the City after May 7, 1982, and was subject to the Wood County or Marathon County Shoreland Zoning Ordinances under Wis. Stat. 59.692, prior to annexation, shall be subject to the requirements of this Chapter excluding the following:
    1. Shoreland regulations do not apply to lands adjacent to an artificially constructed drainage ditch, pond, or storm water retention basin if the drainage ditch, pond, or retention basin is not hydrologically connected to a natural navigable water body.
- (7) District Boundaries.
- (a) The Shoreland District areas regulated by this ordinance shall include all the lands (referred to herein as shorelands) in the City that are:
    1. Within 1,000 feet of the ordinary highwater mark of navigable lakes, ponds or flowages. Lakes, ponds or flowages shall be presumed to be navigable if they are listed in the Wisconsin Department of Natural Resources Surface Water Data viewer available on the DNR website, or are shown on United States Geological Survey quadrangle maps or other zoning base maps.
    2. Within 300 feet of the ordinary highwater mark of navigable rivers or streams, or to the landward side of the floodplain, whichever distance is greater. Rivers and streams shall be

presumed to be navigable if they are designated as continuous waterways or intermittent waterways on United States Geological Survey quadrangle maps. Flood hazard boundary maps, flood insurance rate maps, flood boundary-floodway maps, county soil survey maps or other existing county floodplain zoning maps shall be used to delineate floodplain areas.

- (b) Determinations of navigability and ordinary highwater mark location shall initially be made by the Zoning Administrator. When questions arise, the Zoning Administrator shall contact the appropriate district office of the Wisconsin Department of Natural Resources for a final determination of navigability or ordinary highwater mark.
- (8) Setbacks. Areas within shorelands as defined by this Chapter shall be subject to the following:
- (a) Principal Building Setbacks.
    - 1. All principal buildings shall be setback at least 50 feet from the ordinary high-water mark, except as provided in subsection (2) below.
    - 2. Construction or placement of a principal building within the shoreland setback area established under subsection (1) above shall be allowed if all of the following apply:
      - a. The principal building is constructed or placed on a lot or parcel of land that is immediately adjacent on each side to a lot or parcel of land containing a principal building.
      - b. The principal building is constructed or placed within a distance equal to the average setback of the principal building on the adjacent lots or 35 feet from the ordinary high-water mark, whichever distance is greater.
  - (b) Accessory Structures.
    - 1. Accessory structures and buildings accessory to permitted and conditional uses may be located within a shoreland, but:
      - a. Shall not be closer than 10 feet to the average annual high water mark; and shall meet the accessory structure requirements in Section 18-65.
      - b. Shall not be used for human habitation or animal shelter.
      - c. Shall not be placed in the vegetative buffer zone required in Section 18-95(9), unless placed in the allowed viewing or access corridor as defined in Section 18-95(9)(a)(2).
    - 2. Accessory structures meeting all applicable requirements of the underlying zoning district and the City Municipal Code may be placed in side and front or street side yards for properties abutting navigable waterways if space is not available in the rear yard between the principal structure and the vegetative buffer zone.
- (9) Vegetative Buffer Zone. Areas within shorelands as defined by this Chapter shall be subject to the following:
- (a) Any person who owns shoreland property that contains vegetation shall maintain that vegetation in a vegetative buffer zone along the entire shoreline of the property and extending 35 feet inland from the ordinary high-water mark of the navigable water, except as provided in subsections (1) and (2) below.
    - 1. If the vegetation in a vegetative buffer zone contains invasive species or dead or diseased vegetation, the owner of the shoreland property may remove such vegetation, except that if the owner removes all of the vegetation as described herein within the vegetative buffer zone, the owner shall reestablish vegetation within the vegetative buffer zone.
    - 2. A person who is required to maintain or establish a vegetative buffer zone under this section shall be allowed to remove all of the vegetation in a part of that zone in order to establish a

viewing or access corridor that is no greater than 30 feet wide for every 100 feet of shoreline frontage and that extends no more than 35 feet inland from the ordinary high-water mark.

SECTION 4. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 5. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 6. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED: \_\_\_\_\_

ATTEST: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

Deb M. Hall, City Clerk

## REDLINE ORDINANCE NO. 1286

An Ordinance amending Sections 18-91, 18-92, and 18-95 of the City of Marshfield Municipal Code pertaining to shoreline zoning regulations.

SECTION 1. Section 18-91 of the Marshfield Municipal Code is hereby amended read as follows:

### Section 18-91: Overlay Zoning Districts

For the purpose of this Chapter, the following overlay zoning districts are hereby established.

- (a) Airport Overlay
- (b) Wellhead Protection Overlay
- (c) Shoreland Zoning Overlay
- (d) See also Chapter 20 Shorelands-Wetland Zoning and Chapter 26 Floodplain Zoning in the City of Marshfield Code of Ordinances.

SECTION 2. Section 18-92 of the Marshfield Municipal Code is hereby amended read as follows:

### Section 18-92: Map of Overlay Zoning Districts

Except where otherwise indicated in this Article, the overlay zoning districts are represented on the “Airport Overlay & Height Limitation Zoning Map, Marshfield Municipal Airport, Marshfield, Wisconsin”, and the “City of Marshfield Well Head Protection Areas Map,” and the “Shoreland Zoning: Lands Annexed After May 7, 1982,” adopted and from time to time amended by the City of Marshfield.

SECTION 3. Section 18-95 of the Marshfield Municipal Code is hereby amended read as follows:

### Section 18-95: Shoreland Zoning

- (1) Statutory Authorization. This ordinance is adopted pursuant to the authorization in Wis. Stats. 62.23 and 62.233.
- (2) Shorelands. In addition to any other applicable use, site, or sanitary restrictions and regulations, the following regulations shall apply to all shorelands, as defined in Section 18-95(35)(b) below.
- (3) Finding of Fact and Purpose. Uncontrolled use of shorelands and pollution of the navigable waters of the municipality would adversely affect public health, safety, convenience, and general welfare and impair the tax base. The Legislature of Wisconsin has delegated responsibility to all municipalities to:
  - (a) Promote the public health, safety, convenience and general welfare;
  - (b) Limit certain land use activities detrimental to shorelands; and
  - (c) Preserve shore cover and natural beauty by controlling the location of structures in shoreland areas and restricting the removal of natural shoreland vegetation.
- (4) General Provisions.
  - (a) Compliance. The use of shorelands within the shoreland area of the municipality shall be in full compliance with the terms of this ordinance and other applicable local, state or federal regulations. All permitted development shall require the issuance of a land use permit unless otherwise expressly excluded by a provision of this ordinance.
  - (b) Municipalities and State Agencies Regulated. Unless specifically exempted by law, all cities, villages, towns, and counties are required to comply with this ordinance and obtain all necessary permits. State agencies are required to comply if Wis. Stat. Sec. 13.48(13) applies.
  - (c) Abrogation and Greater Restrictions.

1. This ordinance supersedes all the provisions of any other applicable municipal ordinance except that where another municipal ordinance is more restrictive than this ordinance, that ordinance shall continue in full force and effect to the extent of the greater restrictions, but not otherwise.

2. This ordinance is not intended to repeal, abrogate or impair any existing deed restrictions, covenants or easements. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail.

(d) Interpretation. In their interpretation and application, the provisions of this ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the municipality and shall not be deemed a limitation or repeal of any other powers granted by the Wisconsin Statutes or Wisconsin Constitution.

(5) Definitions. For the purposes of this Chapter the following terms are defined as:

(a) Principal Building. The main building or structure on a single lot or parcel of land and includes any attached garage or attached porch.

(b) Shorelands. The area within the following distances from the ordinary high-water mark of navigable waters, as defined under Wis. Stats. 281.31 (2) (d):

1. One thousand feet from a lake, pond or flowage. If the navigable water is a glacial pothole lake, this distance shall be measured from the high-water mark of the lake.

2. Three hundred feet from a river or stream or to the landward side of the floodplain, whichever distance is greater.

(c) Shoreland setback area. An area in a shoreland that is within a certain distance of the ordinary high-water mark in which the construction or placement of principal buildings or structures has been limited or prohibited under an ordinance enacted under Wis. Stats 59.692.

(d) Vegetative buffer zone. The land that extends from the ordinary high-water mark to 35 feet inland, subject to the standards in Section 18-95(79) below.

(6) Applicability.

(a) The lands within the Shoreland District are subject to all applicable provisions of the City of Marshfield Municipal Code. Where the provisions of this Section are more restrictive than other regulations in the Municipal Code, the provisions of this Section shall apply.

(b) Any shoreland that was annexed by the City after May 7, 1982, and was subject to the Wood County or Marathon County Shoreland Zoning Ordinances under Wis. Stat. 59.692, prior to annexation, shall be subject to the requirements of this Chapter excluding the following:

1. Shoreland regulations do not apply to lands adjacent to an artificially constructed drainage ditch, pond, or storm water retention basin if the drainage ditch, pond, or retention basin is not hydrologically connected to a natural navigable water body.

(7) District Boundaries.

(a) The Shoreland District areas regulated by this ordinance shall include all the lands (referred to herein as shorelands) in the City that are:

1. Within 1,000 feet of the ordinary highwater mark of navigable lakes, ponds or flowages. Lakes, ponds or flowages shall be presumed to be navigable if they are listed in the Wisconsin Department of Natural Resources Surface Water Data viewer available on the DNR website, or are shown on United States Geological Survey quadrangle maps or other zoning base maps.

2. Within 300 feet of the ordinary highwater mark of navigable rivers or streams, or to the landward side of the floodplain, whichever distance is greater. Rivers and streams shall be

presumed to be navigable if they are designated as continuous waterways or intermittent waterways on United States Geological Survey quadrangle maps. Flood hazard boundary maps, flood insurance rate maps, flood boundary-floodway maps, county soil survey maps or other existing county floodplain zoning maps shall be used to delineate floodplain areas.

- (b) Determinations of navigability and ordinary highwater mark location shall initially be made by the Zoning Administrator. When questions arise, the Zoning Administrator shall contact the appropriate district office of the Wisconsin Department of Natural Resources for a final determination of navigability or ordinary highwater mark.
- (8) Setbacks. Areas within shorelands as defined by this Chapter shall be subject to the following:
- (a) Principal Building Setbacks.
    - 1. All principal buildings shall be setback at least 50 feet from the ordinary high-water mark, except as provided in subsection (2) below.
    - 2. Construction or placement of a principal building within the shoreland setback area established under subsection (1) above shall be allowed if all of the following apply:
      - a. The principal building is constructed or placed on a lot or parcel of land that is immediately adjacent on each side to a lot or parcel of land containing a principal building.
      - b. The principal building is constructed or placed within a distance equal to the average setback of the principal building on the adjacent lots or 35 feet from the ordinary high-water mark, whichever distance is greater.
  - (b) Accessory Structures.
    - 1. Accessory structures and buildings accessory to permitted and conditional uses may be located within a shoreland, but:
      - a. Shall not be closer than 10 feet to the average annual high water mark; and shall meet the accessory structure requirements in Section 18-65.
      - b. Shall not be used for human habitation or animal shelter.
      - c. Shall not be placed in the vegetative buffer zone required in Section 18-95(79), unless placed in the allowed viewing or access corridor as defined in Section 18-95(79)(a)(2).
    - 2. Accessory structures meeting all applicable requirements of the underlying zoning district and the City Municipal Code may be placed in side and street front or street side yards for properties abutting navigable waterways if space is not available in the rear yard between the principal structure and the vegetative buffer zone.
- (9) Vegetative Buffer Zone. Areas within shorelands as defined by this Chapter shall be subject to the following:
- (a) Any person who owns shoreland property that contains vegetation shall maintain that vegetation in a vegetative buffer zone along the entire shoreline of the property and extending 35 feet inland from the ordinary high-water mark of the navigable water, except as provided in subsections (1) and (2) below.
    - 1. If the vegetation in a vegetative buffer zone contains invasive species or dead or diseased vegetation, the owner of the shoreland property may remove such vegetation, except that if the owner removes all of the vegetation as described herein within the vegetative buffer zone, the owner shall reestablish vegetation within the vegetative buffer zone.
    - 2. A person who is required to maintain or establish a vegetative buffer zone under this section shall be allowed to remove all of the vegetation in a part of that zone in order to establish a

viewing or access corridor that is no greater than 30 feet wide for every 100 feet of shoreline frontage and that extends no more than 35 feet inland from the ordinary high-water mark.

SECTION 4. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 5. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 6. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED: \_\_\_\_\_

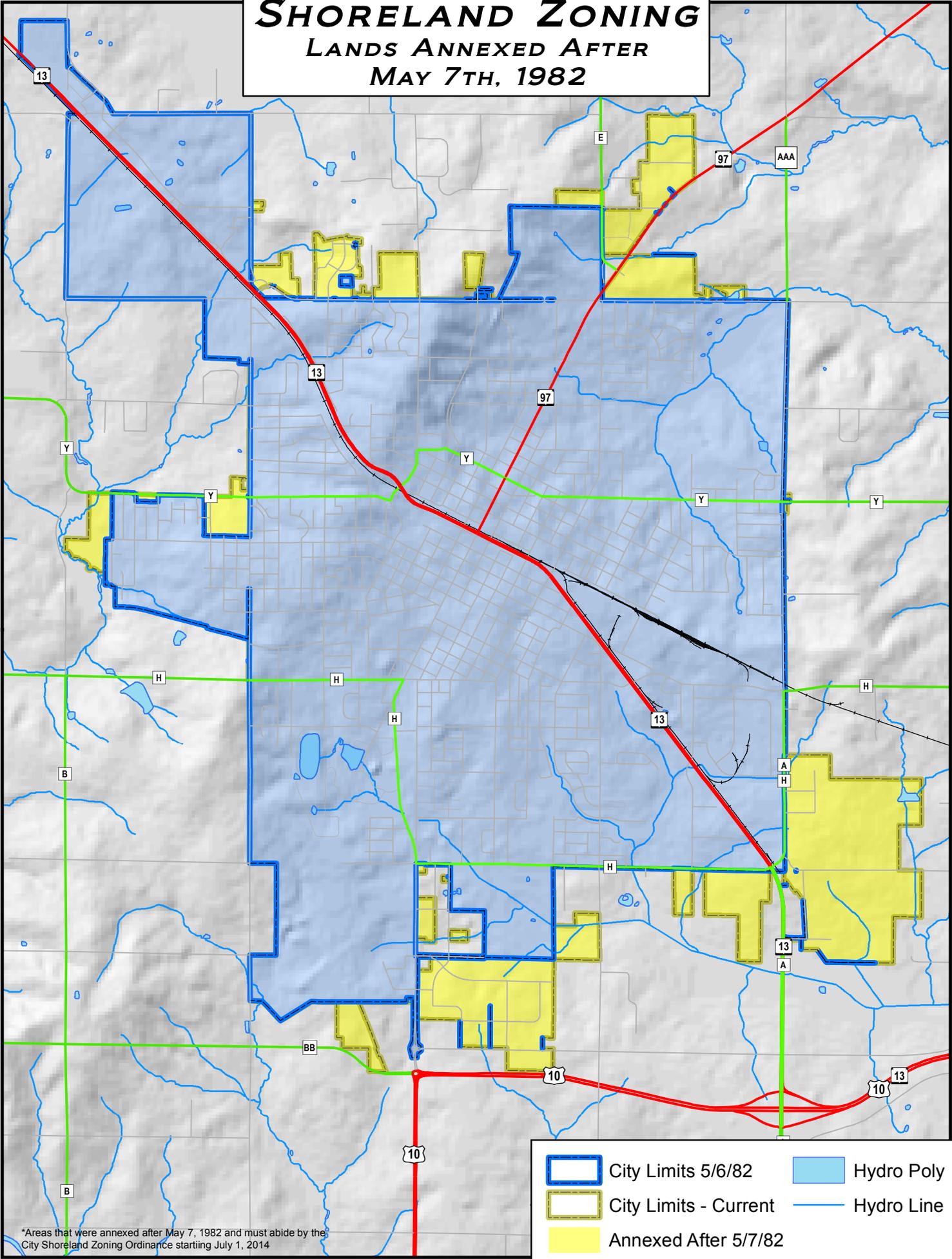
ATTEST: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

Deb M. Hall, City Clerk

# SHORELAND ZONING

## LANDS ANNEXED AFTER MAY 7TH, 1982



	City Limits 5/6/82		Hydro Poly
	City Limits - Current		Hydro Line
	Annexed After 5/7/82		

\*Areas that were annexed after May 7, 1982 and must abide by the City Shoreland Zoning Ordinance starting July 1, 2014



# City of Marshfield Memorandum

---

TO: Mayor Meyer & Common Council  
FROM: Josh Miller, City Planner  
DATE: August 26, 2014

RE: First Reading – Ordinance No. 1287 Planned Development-Specific Implementation Plan Amendment Request by Prairie Run, to vacate portions of Wildflower Drive and combine 4 lots into a 2 lot CSM, located north of 1920 Wildflower Drive, zoned “PD” Planned Development.

## **Background**

Planned unit development provisions are intended for application to large and/or unique sites where a flexible approach to zoning regulations would facilitate more efficient use of the site and protection of natural resources achieved through clustering development and other innovative site planning and design techniques.

Typically, PUDs enable development of portions of a site at either higher densities or with less restrictive lot provisions in exchange for preserving other portions of the site in open space or providing above-normal site amenities.

The Prairie Run Group is now interested in vacating a portion of Wildflower Drive and creating a cul-de-sac. Along with the cul-de-sac, they would take the four existing lots along the west side of the current Wildflower Drive and combine them into two lots (including portions of the vacated right-of-way). The lot to the south would have access to the Wildflower Drive cul-de-sac and the lot to the north would have access to a future street, currently platted as Sunflower Drive. The north lot would likely be split again at some point during a future amendment to the Planned Development.

## **Analysis**

Last year, the developer applied for and received a variance to install a temporary cul-de-sac at a distance exceeding 500 feet (total length of 542 feet). The cul-de-sac has already been constructed, but was considered temporary until the right-of-way is vacated.

The Comprehensive Plan suggests future development minimize the use of cul-de-sacs as they restrict access for emergency services and create large impervious surface area. However, emergency services would only need to use Wildflower to serve those properties on the cul-de-sac as nearby road network (Prairie Drive and Pheasant Run Drive) would provide a more direct route to future development to the north. In addition, vacating the street will reduce the amount of overall impervious surface of the development, negating any adverse impact of the cul-de-sac. Extending Wildflower Drive any further north would place the east side of the street along the back yards of residential properties in the Town of McMillan. It is unlikely that the east side of a future extension of Wildflower Drive would ever be developed. Because of the cost of extending infrastructure, having development on only one side of a street is not practical.

Vacating the street would also allow the developer to reconfigure the lots to the north. Their future plans will likely require vacating the plat for the north portion of the block. If they were to do that, they would have to amend the General Development Plan and Specific Development plan at a later date. They do have plans to do so, but not at this time. Their primary reason for this minor amendment is to have access to an additional lot on the north side of the cul-de-sac. This would not be feasible without vacating the north portion of Wildflower Drive.

### **Plan Commission Recommendation**

A public hearing was held on August 19, 2014 where no comments were made. The Plan Commission recommended approving the proposed ordinance as presented.

### **Council Options**

The Common Council can take the following actions:

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

### **Recommendation**

None at this time unless the rules are suspended; final action will be requested after the second reading scheduled for the September 9, 2014 Common Council meeting.

### **Attachments**

1. Original PUD SIP
2. Draft Ordinance 1287

3. Proposed CSM (Exhibit A)

Concurrence:



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Jason Angell  
Planning and Economic Development Director

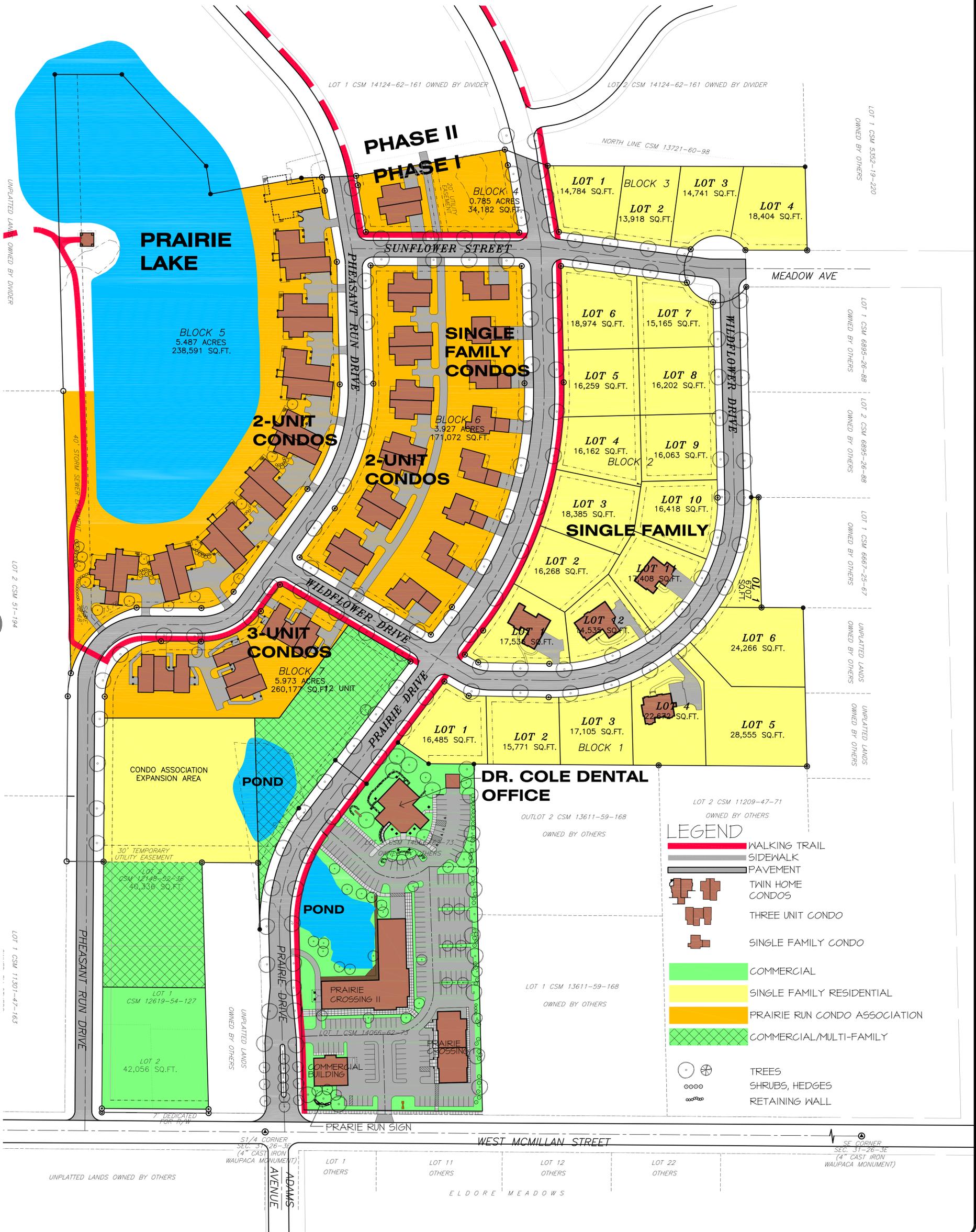


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Steve Barg  
City Administrator



**SPECIFIC IMPLEMENTATION PLAN**  
SCALE: 1"=80'-0"



**LEGEND**

- WALKING TRAIL
- SIDEWALK
- PAVEMENT
- TWIN HOME CONDOS
- THREE UNIT CONDO
- SINGLE FAMILY CONDO
- COMMERCIAL
- SINGLE FAMILY RESIDENTIAL
- PRAIRIE RUN CONDO ASSOCIATION
- COMMERCIAL/MULTI-FAMILY
- TREES
- SHRUBS, HEDGES
- RETAINING WALL

**SD-1**

DRAWN BY: KSKIN  
 CHECKED BY: DJH  
 DATE: 7/11/2012  
 SCALE: AS NOTED  
 JOB NO.:  
 SHEET:

**PRAIRIE RUN SUBDIVISION**  
**DESIGN UNLIMITED**  
 www.designunlimitedmfd.com  
 DAN HELWIG, ARCHITECT, AIA, 303 WEST UPHAM STREET, SUITE 100, MARSHFIELD, WI 54444 (715) 384-3207 FAX (715) 384-4922

REVISIONS	BY

## **ORDINANCE NO. 1287**

### **AN ORDINANCE AMENDING THE SPECIFIC IMPLEMENTATION PLAN FOR THE NORTHEASTERN PORTION OF THE PRAIRIE RUN SUBDIVISION LOCATED EAST OF PRAIRIE DRIVE.**

WHEREAS, An amendment of the Specific Implementation Plan for Prairie Run, Phase I, affecting the property described hereinafter, has been recommended by the Plan Commission following procedures required by Section 18-167 of the Municipal Code of the City of Marshfield, Wisconsin.

NOW, THEREFORE, the Common Council of the City of Marshfield, Wisconsin, does hereby ordain as follows:

#### **SECTION I. Legal Description**

The following described property is hereby included in the amendment for the Planned Unit Development Specific Implementation Plan as set forth in, and regulated by, the provisions of Chapter 18, Marshfield Municipal Code:

Lots 7, 8, 9, and 10, of Block 2, of the Prairie Run Subdivision Plat, including portions of adjacent rights-of-way of Wildflower Drive, located in the NW $\frac{1}{4}$  of the SE $\frac{1}{4}$ , and SW $\frac{1}{4}$  of the SE $\frac{1}{4}$ , Section 31, Township 26 North, Range 3 East, City of Marshfield, Marathon County, Wisconsin.

**SECTION II.** The Specific Implementation Plan of Prairie Run Planned Unit Development Phase I of the City of Marshfield, Wisconsin, is hereby amended under Section 18-167 of the Municipal Code of the City of Marshfield, to include the above described property.

**SECTION III.** This Ordinance hereby amends the Specific Implementation Plan for northeastern portion of the Prairie Run Planned Unit Development Phase I, a copy of the proposed layout which is attached as Exhibit A and on file in the office of the City Clerk, and shall be available for public inspection at any and all reasonable times. All other related documentation of the Planned Unit Development, required under Section 18-167 of the Municipal Code of the City of Marshfield, shall be kept on file in the office of the Zoning Administrator. The Specific Implementation Plan and map of Prairie Run Subdivision shall be adhered to unless changed by ordinance of the Common Council.

#### **SECTION IV. Severability**

If any provision of this Ordinance is invalid or unconstitutional, or if the application of this Ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or obligations of this Ordinance which shall be given effect without the invalid or unconstitutional provision or application.

#### **SECTION V. Effective Date**

This Ordinance shall be effective upon passage and publication as required by law and the Zoning Administrator is hereby directed to make the necessary changes to the Zoning Maps

forthwith.

ADOPTED \_\_\_\_\_

APPROVED \_\_\_\_\_

PUBLISHED \_\_\_\_\_

\_\_\_\_\_  
Chris L. Meyer, Mayor

ATTEST:

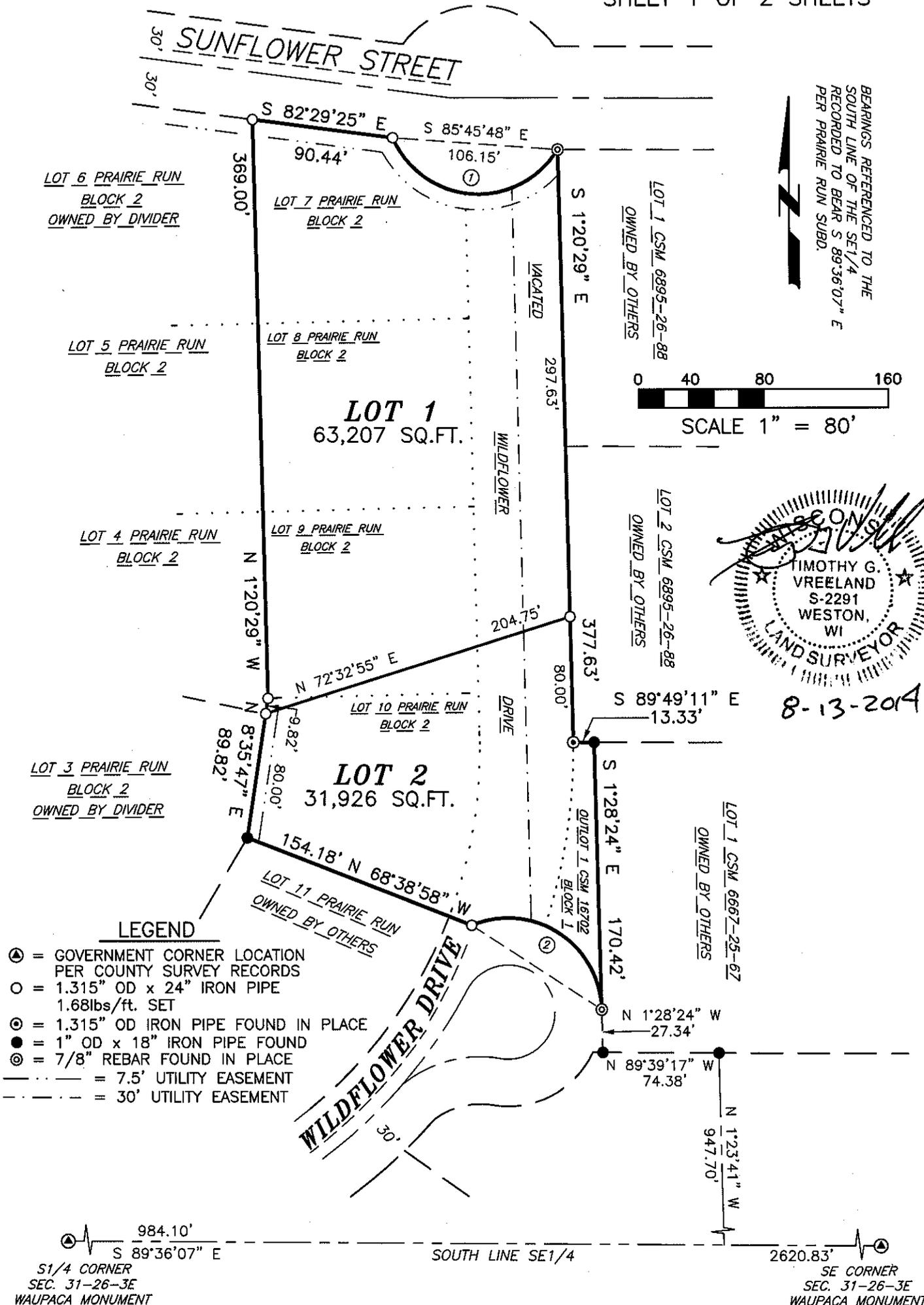
\_\_\_\_\_  
Deb M. Hall, City Clerk

# CERTIFIED SURVEY MAP

MARATHON COUNTY NO. \_\_\_\_\_ VOL. \_\_\_\_\_ PAGE \_\_\_\_\_

ALL OF LOTS 7, 8, 9 AND 10 OF BLOCK 2, OUTLOT 1 OF BLOCK 1 & VACATED WILDFLOWER DRIVE OF PRAIRIE RUN, PART OF LOT 1 OF CSM 13721-60-98, PART OF OUTLOT 1 OF CSM 15972-73-76, ALL OF OUTLOT 1 OF CSM 16702-78-51, LOCATED IN THE SW1/4 SE1/4, SECTION 31, TOWNSHIP 26 NORTH, RANGE 3 EAST, CITY OF MARSHFIELD, MARATHON COUNTY, WISCONSIN.

SHEET 1 OF 2 SHEETS



984.10'  
S 89°36'07" E  
S1/4 CORNER  
SEC. 31-26-3E  
WAUPACA MONUMENT

SOUTH LINE SE1/4

2620.83'  
SE CORNER  
SEC. 31-26-3E  
WAUPACA MONUMENT





# City of Marshfield Memorandum

---

TO: Mayor Meyer and Common Council Members  
FROM: Jason Angell, Director of Planning & Economic Development  
DATE: August 26, 2014

RE: Update Tax Increment Finance (TIF) Strategic Plan

## **Background**

In 2011 the City of Marshfield completed its first TIF Strategic Plan with the help of Dave Pawlisch, SCS Engineers (formerly with Vierbicher Associates) and David Anderson, The PFM Group. The end product provided a clear picture to the City of the current status of each tax increment district and outlined the TIDs ability to transfer funds between TIDs.

As a result of the 2011 TIF Strategic Plan, the City designated 3 TIDs as donor districts – which allow them to transfer excess revenues to other TIDs that are underperforming (distressed TIDs) to help pay down debt obligations. 4 TIDs were designated as distressed districts and 2 TIDs have been closed since 2011 – TID #5 (Figis) and TID #8 (Mall).

Most importantly, the 2011 TIF Strategic Plan provided the City with the resources necessary to plan for and prioritize projects and other infrastructure improvements within each of the districts. Allowing us to better understand and manage the long-term financial obligations of each district.

## **Analysis**

Since the last TIF Strategic Plan was completed, a lot of things have changed in the community. The local economy has struggled to stabilize, with property values continuing to fluctuate. More importantly, as it relates specifically to our TIDs, a number of significant developments and projects have been completed since 2011:

- Chestnut Avenue reconstruction (TID 4 – Downtown)
- Alley and parking lot improvements (TID 4 – Downtown)
- Downtown Façade Improvement Program (TID 4 – Downtown)
- “200 Block Redevelopment” – property acquisition (TID 4 – Downtown)
- TopForm (TID 5 – Mill Creek Business Park)
- PreventionGenetics (TID 5 – Mill Creek Business Park)

Understanding the impact the above list of projects has had on our TIDs will allow us to prepare for upcoming projects, such as Maple Avenue reconstruction (TID 4 – Downtown) which is currently planned for 2015 construction. By updating the TIF

Strategic Plan, the Common Council will also have an opportunity to understand how our newest TID is performing: TID 9 (Old Hartl Manor).

Based upon the reasons outlined above, along with several other benefits that will be afforded to the Common Council and Economic Development Board, staff is asking the Common Council authorize staff to proceed with entering into a contract with SCS Engineers for the purpose of updating our 2011 TIF Strategic Plan.

### **Council Options**

The Common Council may take the following actions:

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

### **Staff Recommendation**

Approve the attached proposal by SCS Engineers to assist the City in updating the 2011 TIF Strategic Plan and authorize staff to execute the contract.

*\*\*NOTE – if approved by the Common Council, a separate budget resolution will be brought before the Finance, Budget and Personnel Committee and Common Council to cover the associated cost of the contract with SCS Engineers. This is a TIF eligible expense, so the cost of the contract would be shared amongst all TIFs.*

### **Attachments**

1. SCS Engineers proposal – scope of services, project timeline and cost.

Concurrence(s):



Steve Barg, City Administrator



Keith Strey, Finance Director



Dan Knoeck, Public Works Director



DETAIL OF BUDGET RESOLUTION NO. 22-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

<u>TID #2 Purdy Project Fund, a/c# 4264900008.080000:</u>	
1. 49300 – Fund Balance Applied	\$ 1,340
<u>TID #4 Downtown Redevelopment Fund, a/c# 4284900008.080000:</u>	
1. 49300 – Fund Balance Applied	\$ 1,340
<u>TID #5 Mill Creek Business Park Fund, a/c# 4304900008.080000:</u>	
1. 49300 – Fund Balance Applied	\$ 1,340
<u>TID #7 Yellowstone Industrial Park Fund, a/c# 4324900008.080000:</u>	
1. 49300 – Fund Balance Applied	\$ 1,340
<u>TID #9 Central Ave &amp; Ives Street Fund, a/c# 4334900008.080000:</u>	
1. 49300 – Fund Balance Applied	\$ 1,340

TRANSFERRED TO:

<u>TID #2 Purdy Project Fund, a/c# 4265662008.080000:</u>	
1. 52100 – Professional Services	\$ 1,340
<u>TID #4 Downtown Redevelopment Fund, a/c# 4285662008.080000:</u>	
1. 52100 – Professional Services	\$ 1,340
<u>TID #5 Mill Creek Business Park Fund, a/c# 4305662008.080000:</u>	
1. 52100 – Professional Services	\$ 1,340
<u>TID #7 Yellowstone Industrial Park Fund, a/c# 4325662008.080000:</u>	
1. 52100 – Professional Services	\$ 1,340
<u>TID #9 Central Ave &amp; Ives Street Fund, a/c# 4345662008.080000:</u>	
1. 52100 – Professional Services	\$ 1,340

\* \* \* \*

City of Marshfield  
Wastewater Utility  
2601 E. 34<sup>th</sup> Street  
Marshfield, WI 54449-5363



**MARSHFIELD**  
Wastewater Utility

**Sam Warp Jr.**  
Wastewater Superintendent  
(715) 591-2022  
Fax (715) 591-2027  
sam.warp@ci.marshfield.wi.us

To: Mayor Meyer and Members of the Common Council  
From: Sam Warp Jr., Wastewater Superintendent  
Subject: Budget Resolution 23-2014 Influent screw pump baffles  
Date: September 2, 2014

**Background**

All the wastewater from the City flows down to a wet well located outside the influent building. There, one of three screw pumps lift the wastewater up to the fine screens and then it gravity flows through the plant. One pump is always in operation and two are used for high flow events.

**Analysis**

Strand Associates specified the influent screw pumps because of their low operating and life cycle costs. In 14 years of daily operation the only repair has been one lower bearing that was defective on install. The crew inspects the complete pump setup every year, per the maintenance manual. Last year they noted that edges of the metal was rusting badly, but the face of the baffles was fine. This year, the bolts that support the baffles are rusted through, and the turn buckles are completely gone. The faces of the baffles are rusting and probably will be completely through by next year. The baffles are really just resting in place with no support at this time. The original spec was for painted/coated steel baffles and standard steel hardware.

Innovative machine gave us a quote of \$22,890 to fabricate the baffles, \$12,426 less expensive than the original supplier and these will be 316 stainless steel. Staab Construction issued a quote not to exceed \$29,100 to use only stainless steel hardware and to install the three baffles.

These repairs need to be finished before winter, but it was not budgeted. These would qualify for use of the equipment replacement fund.

**Summary/Recommendations**

I recommend approval of Budget Resolution 23-2014 transferring \$52,000 from the equipment replacement fund to the Wastewater Utility Fixed Assets Account.

Thank You.  
Concurrence:

Dan Knoeck  
Director of Public Works

Keith Strey  
Finance Director

Steve Barg  
City Administrator

BUDGET RESOLUTION NO. 23-2014

A resolution changing the 2014 budget of the Wastewater Utility 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 \$52,000 is hereby added to the Fixed Asset Accounts of the Wastewater Utility, a/c #601.18000 series with proceeds from a/c #601.11520, Equipment Replacement Fund.
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. 23-2014 BY OBJECT NUMBER

**TRANSFERRED FROM:**

1. Wastewater Utility Equipment Replacement Fund, a/c #601: **(MEMO ONLY)**
  - a. 11520 – Equipment Replacement Fund Investments      \$ 52,000

**TRANSFERRED TO:**

1. Wastewater Utility Fixed Asset Accounts, a/c #601: **(MEMO ONLY)**
  - a. 18550 – General Plant Machinery & Equipment      \$ 52,000

\* \* \* \*

**RESOLUTION NO. 2014-54**

**ADOPTING THE WOOD COUNTY ALL HAZARDS MITIGATION PLAN**

**FISCAL IMPACT:** None

**WHEREAS**, the City of Marshfield recognizes the threat that natural hazards pose to people and property; and

**WHEREAS**, under taking hazard mitigation actions before disasters occur will reduce the potential for harm to people and property and save tax payer dollars; and

**WHEREAS**, an adopted all hazards mitigation plan is required as a condition of future grant funding for mitigation projects; and

**WHEREAS**, the City of Marshfield participated jointly in the planning process with Wood County and the other local units of government within the County to prepare an All Hazards Mitigation Plan;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Marshfield, hereby adopts the Wood County All Hazards Mitigation Plan as an official plan; and

**BE IT FURTHER RESOLVED**, that the Wood County Emergency Management Department will submit, on behalf of the City, the adopted All Hazards Mitigation Plan to Wisconsin Emergency Management and Federal Emergency Management Agency officials for final review and approval. Minor changes been made upon advice from Wisconsin Emergency Management and Federal Emergency Management Agency will not require re-adopting this resolution.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Deb Hall, City Clerk

To: Marshfield Common Council  
From: Lori Belongia, Library Director  
Re: Marshfield Exemption from Wood County Library Tax  
Sept. 2, 2014

---

Marshfield is able to exempt itself from the Wood County Library Tax because the financial support provided to the Marshfield Public Library exceeds the amount that would be due to the county for Library Tax based on assessed value.

The county has requested that a resolution be passed by the Library Board and the Common Council to obtain this exemption. To remain consistent with this request, the attached resolution is what was recommended by Cindy Cypress, the Wood County Clerk. The Library Board (assuming a positive vote at their Sept. 9, 2014 meeting) and I recommend that you approve this resolution and forward it to the Marshfield Common Council for consideration and action at their next meeting.

This resolution exercises the City's right to an exemption from the Wood County library tax. The City is entitled to this exemption according to WI Statute 43.64(2)(b) because the \$1,216,381 amount that the City appropriated to support the Marshfield Public Library results in a rate that exceeds the Wood County library tax rate. I recommend passage of Resolution No. 2014-55.

Below are the Wisconsin Statutes that apply to this situation.

**43.64(2)**

**(2)**

**43.64(2)(a)**

(a) In this subsection, "library fund" means the funds raised by the city, village, town or school district by tax levy or appropriation under [s. 43.52 \(1\)](#).

**43.64(2)(b)**

(b) Except as provided in [sub. \(2m\)](#), any city, town, village or school district in a county levying a tax for public library service under [sub. \(1\)](#) shall, upon written application to the county board of the county, be exempted from the tax levy, if the city, town, village or school district making the application levies a tax for public library service and appropriates and expends for a library fund during the year for which the county tax levy is made a sum at least equal to an amount calculated as follows:

**43.64(2)(b)1.**

1. Divide the amount of tax levied by the county for public library service under [sub. \(1\)](#) in the prior year, less the amount levied for public library capital expenditures, by the equalized valuation of property in that area of the county that was subject to the county property tax levy for public library services in the prior year.

**43.64(2)(b)2.**

2. Multiply the amount determined under [subd. 1](#) by the equalized valuation of property in the city, village, town or school district for the current year.

**43.64(2m)**

**(2m)** No city, village, town or school district is exempt from the tax levy under [sub. \(2\)](#) for any

year if, by September 1 of the year preceding the year for which the tax is levied, the county board determines that the public library of the city, village, town or school district that is a member of the public library system has not complied with standards approved under [s. 43.11 \(3\) \(d\)](#).

**43.64(3)**

**(3)** Each city, town, village or school district participating in a joint library under [s. 43.53](#) shall be treated individually in determining its eligibility for tax exemption under [sub. \(2\)](#).

**43.64 - ANNOT.**

**History:** 1971 c. [152](#) s. 16; 1977 c. [418](#); 1981 c. [20](#); 1983 a. [27](#); 1985 a. [177](#); 1997 a. [150](#); 2005 a. [226](#).

**43.64 - ANNOT.**

*Facilities necessary to exempt a municipality from the county tax are discussed. 60 Atty. Gen. 389.*

*Wisconsin Statutes s.43.64 (2)(b)*

**RESOLUTION NO. 2014-55**

WHEREAS, The Wood County Board levies a county library tax.

WHEREAS, Section 43.64(2)(b) of the Wisconsin Statutes provides that such units of government which expend an amount equal to that which would be levied by the County Board for library purposes may apply for exemption for this tax; and

WHEREAS, The City of Marshfield, Wisconsin does levy a library tax in excess of that proposed to be levied by Wood County.

NOW, THEREFORE BE IT RESOLVED that the City of Marshfield hereby requests the Wood County Board that the City of Marshfield be exempted from the payment of any county library tax as provided in Section 43.64(2)(b) inasmuch as it appropriated \$1,216,381 and will expend for its own library fund during 2014. This amount is in excess of that proposed to be levied by the County of Wood. Exemption from the payment of said county library tax shall not preclude the City of Marshfield participation in county library service in all other respects.

BE IT FURTHER RESOLVED, that confirmed copies of the Resolution be forwarded by the City Clerk to the Wood County Library Board and to the Wood County Clerk

Passed by the Common Council of the City of Marshfield this \_\_\_ day of \_\_\_, 2014.

ADOPTED \_\_\_\_\_

\_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Deb M. Hall, City Clerk