



## CITY OF MARSHFIELD

# MEETING NOTICE

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**COMMON COUNCIL**  
**CITY OF MARSHFIELD, WISCONSIN**  
**TUESDAY, JUNE 23, 2015**  
**Council Chambers, Lower Level, City Hall Plaza**  
**7:00 p.m.**

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

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Reading of items added to the agenda
- E. Public Comment Period/Correspondence  
At this time, the Mayor will recognize members of the public who have indicated a desire to address the Council. Upon recognition by the Mayor, persons may address the Council from the podium, first stating their name and address. The Council may take action on emergency matters introduced by members of the public.
- F. Approval of Minutes – June 9, 2015 regular meeting
- G. Staff updates
- H. Mayor's Comments
  - a) Employee Recognition
    - William Schroeder, Street Division, June 27, 1995, 20 years
    - Mary Anderson, Public Works, July 1, 1980, 35 years
    - Chelsea Slade, Library, July 5, 2000, 15 years
    - Christopher Hasz, Police Department, July 6, 2010, 5 years
    - David Baker, Library, July 13, 2000, 15 years
- I. Council Comments
- J. Reports from commissions, boards, and committees

COMMON COUNCIL AGENDA  
JUNE 23, 2015

K. Consent Agenda:

- 1) Meeting minutes/reports
  - a. Utility Commission (May 11, 2015)
    - 1) Job Order #5709, Cedar Avenue (Arnold to Blodgett). Cedar Ave reconstruction at a cost of \$43,096.89
    - 2) Job Order #5710, Wildwood Court replace 1035 of 4" cast iron water main with 6" HDPE water main and install 420 feet of new 6" HDPE water main on Wildwood Court at a cost of \$124,835.16
  - b. Central Wisconsin State Fair (May 18, 2015)
  - c. Utility Commission (June 1, 2015)
    - 1) Job Order #5711, 1818 N. Oak replace aeration tower at a cost of \$233,427.
  - d. Main Street Marshfield (June 3, 2015)
  - e. Economic Development Board (June 4, 2015)
  - f. Utility Commission (June 15, 2015 Special Meeting)
  - g. Board of Public Works (June 15, 2015)
    - 1) Approve final concept of 2<sup>nd</sup> Street Green Street Corridor project (one-way traffic with angle parking)
  - h. Judiciary and License Committee (June 16, 2015)
  - i. Finance, Budget, and Personnel Committee (June 16, 2015)
  - j. Plan Commission (June 16, 2015)
    - 1) Resolution No. 2015-29 CUP by Cornerstone Church to reduce the landscape requirements at 1417 W. McMillan Street
    - 2) Resolution No. 2015-30 rescinding Resolution No. 2013-41 CUP parking requirements for Nutz Deep II

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

\*Minutes are not included in the packet.

L. Consideration of items removed from the consent agenda, if any

M. First reading of revised Ordinance No. 1299 amending Section 9-58 of Marshfield Municipal Code (Pawnbrokers, Secondhand Article and Jewelry Dealers). Presented by Rick Gramza, Police Chief

Recommended Action: None at this time; second reading and adoption will be scheduled for the July 14, 2015 Council meeting

N. First Reading of Ordinance No. 1304 Rezoning Request by Jamie Teatz to change the zoning from "SR-6" Single Family Residential to "TR-6" Two Family Residential located at 310 East Cleveland Street to correct the zoning district, allowing the existing duplex property to conform to the Zoning Code. Presented by Josh Miller, City Planner.

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the July 14, 2015 meeting.

COMMON COUNCIL AGENDA  
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- O. First Reading of Ordinance No. 1305 Rezoning Request by Marshfield Clinic to change the zoning from "SR-4" Single Family Residential to "CD" Campus Development located at 913 North Pine Avenue to allow this property to be part of the Marshfield Clinic Campus Development. Presented by Josh Miller, City Planner.

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the July 14, 2015 meeting.

- P. Request to approve Resolution No. 2015-31, adopting the Public Participation Plan for the Comprehensive Plan Update. Presented by Josh Miller, City Planner.

Recommended Action: Approve Resolution No. 2015-31

- Q. Request to approve Budget Resolution 12-2015 transferring \$25,000 within the Economic Development Fund from unassigned Utility Dividends to Economic Development Board for demolition costs for property at 451-453 South Central Avenue. Presented by Jason Angell, Director of Planning and Economic Development

Recommended Action: Approve Budget Resolution 12-2015

- R. Request to approve Budget Resolution 13-2015 transferring \$14,529 from a donation to the Emergency Medical Services Fund #605 for purchase of a LUCAS 2 chest compression system. Presented by Bob Haight, Fire Chief

Recommended Action: Approve Budget Resolution 13-2015

- S. Request to approve Budget Resolution 14-2015 transferring \$25,000 from the General Fund Contingency Budget to the General Fund Law Enforcement Budget, Heroin Prevention Project. Presented by Steve Barg, City Administrator

Recommended Action: Approve Budget Resolution 14-2015

- T. Authorize groundbreaking ceremony for construction of new library – Friday, July 31<sup>st</sup> at 11:00 a.m. Presented by Steve Barg, City Administrator

Recommended Action: Authorize groundbreaking ceremony

- U. Survey of municipal tax rates of surrounding communities. Presented by Keith Strey, Finance Director.

Recommended Action: None, for information only

- V. Items for future agendas

- W. Adjournment

COMMON COUNCIL AGENDA  
JUNE 23, 2015

Posted this day, June 19, 2015 at 12:30 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.*

**JUNE 9, 2015**

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

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

**ABSENT:** Gordon H. Earll

The flag was saluted and the pledge given.

No items were added to the agenda.

### **PUBLIC COMMENT PERIOD**

William Penker, 600 S. Sycamore Avenue. He spoke about the Marshfield Area Pet Shelter (MAPS), 2<sup>nd</sup> Street Corridor and civic discourse. He praised Ms. Rau and her MAPS colleagues. MAPS as an acronym can also stand for Many Active People Sitting; usually sitting in the Council Chambers whenever a pet shelter issue appears on an agenda. MAPS can also stand for Maintaining A Position of Support which is what they do. By their continuing presence MAPS is relevant. On the other hand those that don't support the pet shelter or the actions of the Council have become irrelevant. Like the opponents of the Library project they are irrelevant because of their silence and invisibility. They have become irrelevant because they have not entered into public, civic discourse. This brings him to the 2<sup>nd</sup> Street Corridor. The Department of Economic and Development is worthy of praise because they have started a public discourse. However where is the public discourse promoted and participated in by the public. At what point does silence and invisibility make those who have not participated in open and public discussions irrelevant. It is time to take a lesson from MAPS and engage in public discussion. Don't sit on the sidelines and moan about one-way streets, parking problems or change. Don't sit on the sidelines and fail to promote what you see as a great idea. Make a public statement and too many people have not done so regarding the 2<sup>nd</sup> Street Corridor.

**CC15-121** Motion by Hendler, second by Feirer to approve the minutes of the Common Council meeting of May 26, 2015 regular meeting.

**Motion carried**

**CC15-122** Motion by Cummings, second by Wagner to approve the minutes of the Common Council strategic planning meeting of May 26, 2015.

**Motion carried**

### **STAFF UPDATES**

City Administrator Barg introduced Justin Casperson who is the new Parks and Recreation Director.

Police Chief Gramza showed a demo of the Leads On-Line Program.

### **MAYOR'S COMMENTS**

Employee Recognition

Bob Haight, Fire & Rescue Department	June 10, 1990	25 years
Hugh Nikolai, Street Division	June 10, 1985	30 years

### **COUNCIL COMMENTS**

Aldersperson Jockheck – On Wednesday, June 10<sup>th</sup> he will be holding a Listening Session with Aldersperson Earll beginning at 6:30 p.m. in the Art Gallery at the UW.

## **REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES**

None

### **CONSENT AGENDA**

**CC15-123** Motion by Buttke, second by Jockheck to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Economic Development Board of April 9, 2015; Central Wisconsin State Fair of April 20, 2015; Community Development Authority of April 30, 2015; Community Development Authority of May 11, 2015; Community Development Authority of May 19, 2015; Fairgrounds Committee of May 20, 2015; Airport Committee of May 21, 2015; Historic Preservation Committee of June 1, 2015; Board of Public Works of June 1, 2015; Judiciary and License Committee of June 2, 2015; Finance, Budget and Personnel Committee of June 2, 2015 (1. Amend organizational chart by making change noted on attached memo, effective January 1, 2016); and Board of Public Works of June 9, 2015 as read by Director Knoeck.

**Motion carried**

No items were removed from the consent agenda.

Second reading of Ordinance No. 1302, Rezoning Request by Bernadine Kempf to change the zoning from “SR-2” Single Family Residential to “SR-4” Single Family Residential located at 3024 Popp Avenue to allow this property to be combined with the adjacent property to the west, 3023 West Veterans Parkway, zoned “SR-4” Single Family Residential.

**CC15-124** Motion by Feddick, second by Wagner to approve Ordinance No. 1302. Ayes - 9  
**Motion carried**

Second reading of Ordinance No. 1303, Municipal Code Amendment to amend Chapter 18, General Zoning Ordinance, Section 18-141(2)(b) under Article IX Historical Preservation, to clarify the powers and duties of the Historic Preservation Committee to collect and store historic data and records.

**CC15-125** Motion by Feirer, second by Cummings to approve Ordinance No. 1303. Ayes - 9  
**Motion carried**

**CC15-126** Motion by Feirer, second by Buttke to accept approval of the lease with the Marshfield Area Pet Shelter (MAPS) by the Wisconsin Bureau of Aeronautics (BOA) as acceptance also by the Federal Aviation Administration (FAA). Ayes - 6; Nays – 3 (Feddick, Wagner, Hendler)  
**Motion carried**

**CC15-127** Motion by Jockheck, second by Buttke to direct staff to prepare some possible revisions to the Marshfield Airport’s Campus Master Plan and refer this to the Plan Commission for consideration. Ayes - 7; Nays – 2 (Feddick, Wagner)  
**Motion carried**

**CC15-128** Motion by Spiros, second by Wagner 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.

- Possible development agreement for property located in TID #4 at the northeast corner of South Central Avenue and East 5<sup>th</sup> Street.
- Settlement offer on insurance claim.

Roll call vote, all ayes. (Time: 7:41 p.m.)

**Motion carried**

Present in closed session: Alderpersons Feirer, Feddick, Jockheck, Wagner, Reinart, Cummings, Spiros, Buttke and Hendler, Mayor Meyer, City Administrator Barg, City Attorney Wolfgram, City Clerk Hall, Finance Director Strey, Planning & Economic Development Director Angell, Parks and Recreation Director Casperson, Public Works Director Knoeck and City Engineer Turchi.

**CC15-129** Motion by Cummings, second by Wagner to return to open session. Roll call vote, all ayes. (Time: 8:00 p.m.)

**Motion carried**

**CC15-130** Motion by Feirer, second by Hendler to approve the Development Agreement with Rogers Cinema Inc. for property located at the northeast corner of South Central Avenue and East 5<sup>th</sup> Street, and direct staff to execute the agreement.

**Motion carried**

**CC15-131** Motion by Wagner, second by Reinart to accept the offer of \$25,000.00 from Progressive Insurance and allow the City Engineer to sign any releases necessary upon corporate council review and upon receiving payment in the amount of \$25,000.00. Buttke voted Nay.

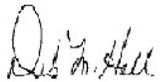
**Motion carried**

There will be a Strategic Planning Session on Tuesday, June 23, 2015 at 5:30 p.m.

Future Agenda Items

A Special Council meeting will be held on Tuesday, July 7, 2015 to approve the final bid package for the Library Project.

Motion by Buttke to adjourn at 8:04 p.m.



Deb M. Hall  
City Clerk

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY  
MARSHFIELD UTILITY COMMISSION**

**May 11, 2015**

**COMMISSION MEETING MINUTES**

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on May 11, 2015 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, Harry Borgman, Kathy Heintz-Dzikowich, and George Holck. Also present were Alderperson Gordon Earll, Alderperson Peter Hendler, Steve Barg, Keith Strey and Utility staff.

**UC/15-41** Motion by Borgman, seconded by Holck, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

**UC/15-42** Motion by Maggitti, seconded by Borgman, to approve payroll for April in the amount of \$135,974.31 and general bills for April in the amount of \$5,703,094.07. All ayes, motion carried.

**UC/15-43** Motion by Holck, seconded by Borgman, to approve the following job orders:

JO #5709	Cedar Avenue (Arnold to Blodgett): Cedar Ave reconstruction	\$43,096.89
JO #5710	Wildwood Court: replace 1035 of 4" cast iron water main with 6" HDPE water main and install 420 feet of new 6" HDPE water main on Wildwood Court	\$124,835.16

All ayes, motion carried.

**March 2015 Financial Statement Notes**

**Electric Utility**

- Net loss was \$24 thousand for the month, with a net income of \$541 thousand year-to-date.
- Net operating income was \$110 thousand for the month. Year-to-date net operating income was \$951 thousand, compared to budgeted net operating income of \$859 thousand.
- After removing the effects of the PCAC timing, March showed a net operating income of \$194 thousand, with a year-to-date net operating income of \$894 thousand.
- Operating expenses for the month included the final WRS refunding bond payment to the City for \$70 thousand.
- March consumption was up 2.81% from March 2014, with Industrial Power consumption up 12.17%. Year-to-date consumption was down 0.39%. Year-to-date energy losses were -0.02%, compared to prior year losses of 0.44%.

**Water Utility**

- Net income was \$27 thousand for March, with a net income of \$151 thousand year-to-date.
- Net operating income was \$55 thousand for the month, compared to budgeted net operating income of \$9 thousand. Year-to-date net operating income was \$237 thousand, compared to budgeted net operating income of \$125 thousand.
- Operating expenses for the month included the final WRS refunding bond payment to the City for \$36 thousand.
- March consumption was up 5.87% from March 2014, with year-to-date consumption up 2.39%. Year-to-date water losses were 14.43%, compared to prior year losses of 13.02%.

**Communication Utility**

- Net income was \$18,940 for the month, compared to budgeted net income of \$18,077. March year-to-date net income was \$53,731, compared to budgeted net income of \$49,959.
- The Department Managers reviewed noteworthy projects including:

- Electric shared information related to the transmission system and discussed the use of cameras for security.
- Office gave an update on the water simplified rate case and explained a possible service limiter option.
- The Water Superintendent presented educational information on well construction and rehabilitations.
- The General Manager discussed the need for a special commission meeting on the potential integration of other city entities in the building project. Consensus was to schedule a special commission meeting.
- The Office Manager presented the final draft of the capital budget.

**UC/15-44** Motion by Borgman, seconded by Holck, to approve the capital budget. All ayes. Motion carried.

- The Office Manager presented information on the deferred payment agreement tariff.

**UC/15-45** Motion by Borgman, seconded by Holck, to approve the deferred payment agreement tariff. Eberl, Borgman, Heintz-Dzikowich and Holck voted aye; Maggitti voted nay. Motion carried.

- The Human Resources Manager presented the Power Systems Supervisor wage for approval.

**UC/15-46** Motion by Maggitti, seconded by Holck, to approve the Power Systems Supervisor wage of \$82,500. All ayes, motion carried.

- Commissioner Eberl presented information on the Governance Excellence program.
- The General Manager presented information on possible changes to the commission agenda. Consensus was to make the changes as presented.
- The General Manager presented information on appointing a member to the Economic Development Board.

**UC/15-47** Motion by Eberl, seconded by Borgman, to appoint the General Manager for a one year term. All ayes. Motion carried.

**UC/15-48** Motion by Holck, seconded by Maggitti, to adjourn. All ayes, motion carried. Meeting adjourned at 5:24 p.m.



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John Maggitti, Secretary

**Department:** Office  
**Manager:** Kent S. Mueller  
**Month:** April 2015

- We have seen an increase in customer contacts as the winter disconnection moratorium ended April 15<sup>th</sup>. Over 1600 payments were made by customers in our office in April. Customer service employees have been working with customers on payment arrangements. In April, 333 payment arrangements were signed by customers, which was the highest number of agreements ever signed in one month, compared to 282 in April 2014. Our past due electric balance is \$65,673 at the end of April, and decreased by over \$82 thousand from the end of March.
- In April, 108 customers were disconnected for non-payment, compared to 112 last April.
- On April 15<sup>th</sup>, the 2014 payment in lieu of tax (PILOT) totaling \$1,769,896 was sent to the City. Last year, the PILOT payment was \$1,840,920.
- On April 15<sup>th</sup>, the 2014 dividend payment totaling \$267,409 was sent to the City. The dividend payment for the previous year was \$281,472.
- With the approval from the Commission to file a Simplified Rate Case (SRC) for the water utility, our next steps were to provide notice to our customers and file the application. A notice was placed in the Marshfield News Herald on April 30<sup>th</sup> informing our customers of the rate increase. We will also notify our customers with a statement message in August, which will be the first month that the rates will be billed. The application to increase the rates was filed with the PSC on May 1<sup>st</sup>.
- MU and the City are working together for the bonding needs for MU for 2015 and future years.
- A claim was filed by a customer that had water backup into their basement through the sanitary line as a result of a main break, resulting in water damage in their basement. Our insurance company is reviewing this claim. We have a no-fault insurance policy for water backup that covers this type of claim.
- The AMI electric meters in cycle 2 were read and billed using the AMI antennas. From now on, all AMI electric meters will be read using the antennas, and will result in a savings of meter reading costs.
- The Local Government Pooled Insurance Fund (LGPIF), which provides our property and contractors equipment insurance, will still exist through 2016. However, the premiums could increase between 45% and 85% for 2016. The League of Wisconsin Municipal Mutual Insurance is looking into forming a company that could provide this coverage.

**Department:** Water  
**Manager:** Dave Wasserburger  
**Month:** April 2015

- Sensus RNI Software shows 3922 water meters installed at this time. This represents a 47.7% completion rate. We have had to put the project on hold due to a reconfiguration of the firmware in the Sensus radio resulting in a compatibility issue with other software. We are working with Sensus to resolve the issue.
- John and Dave met with J&R Underground to plan the water main replacement project on Wildwood Court. The new water main will be installed by directionally boring and pulling in fused HDPE pipe. The water services will then be tied over from the old water main to the new water main by open excavation.
- The water service to Hamus Park was turned on and the Park bathroom facilities were opened up for the summer.
- Nick Kumm and I met with Wonderware representatives. The reporting software for the SCADA system has become obsolete and must be updated. Wonderware has teamed up with Allmax to provide reporting. Madison Water is currently undergoing installation of Allmax and their comments have been positive.
- Hydrocorp has been doing our commercial/industrial cross connection inspections since 2004. On occasion we come across a business which does not respond to appointments or who fail to bring their plumbing into compliance when violations are found. We sent out 13 noncompliance letters in April. These facilities must bring their facilities into compliance by the middle of May or they will be disconnected.
- The Maple Avenue reconstruction project has started. Joe Dierickx will be handling the majority of the Water Department inspection duties on this project.
- Aaron Paun has been attending classed at the Rural Water Training Facility in Plover. He is learning about groundwater, wells, pumps, treatment, distribution repairs and cross connection inspections. Aaron will be taking the DNR Operator Groundwater and Distribution Certification tests in November to become a Certified Water System Operator in Wisconsin.
- John attended a training session held at Chippewa Valley Technical College for iron removal. John will be taking the DNR Iron Removal Certification test in November to become certified in iron removal. This is a requirement of him and will allow him to file required water reports to the State of Wisconsin.

### **Groundwater Guardians**

Pharmaceuticals were sorted at the Police Department in April. After sorting out the products from the containers there was 604 pounds collected. These unused pharmaceuticals will be hauled to St. Louis and will be properly incinerated.

**Department: Electric**

**Manager: Nicolas Kumm**

Contributing: Derrek Caflisch

Month: April 2015

- M-1 ran once for testing purposes during the month of April.
- Electric AMI meters installed: 3,881 out of 13,100 (29.8%). Bruce Ackerman, Al Derge, Cole Eswein, and Dustin Oleson have completed all of the meter change-outs thus far. Ray Burrill has helped with check reads and transfers to allow others to focus on meter change outs.
- Sean Wall with MEUW provided electric department staff training on lockout tagout procedures on April 13<sup>th</sup>.
- April 18<sup>th</sup> was National Lineman Appreciation Day. MU included a press release denoting the special day.
- Disconnects for non-payment resumed after the winter moratorium. Staff disconnected about 100 meters during the month without incident.
- Cole attended the Train the Trainer at Northcentral Technical College in Wausau on April 21<sup>st</sup>.
- The linemen demoed a back yard machine that has the ability to install poles and attached a bucket for linemen to complete aerial work. The machine can fit through a 36" wide opening and can install a 50' pole.
- Randy Ayer, Jeff Irish, and Ryan Steffen attended a CVTC Underground School in Eau Claire April 21<sup>st</sup>-23<sup>rd</sup>.
- Tim Habermeyer, Jeff Holbrook, Mike Vanderwyst, Jeff Irish, Randy Ayer, and Ryan Steffen have been working the CTH E project. The Northerly most mile is nearing completion.
- Dean Bohman and Robert Olwell have been working services and many small projects.

**Department: Technical Services**

**Manager: Cathy Lotzer**

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: April 2015

- Cathy, Bob, Nick, and Kent met with WPS wholesale representatives to discuss rates, transmission, renewables, generation, and equipment ownership.
- Sean from MEUW assisted staff with conducting a Severe Weather Warning drill. Employees were timed as they made their way to the shelter area - 2 minutes and 15 seconds.
- Groundwater Guardians conducted a semi-annual drug sort which collected over 600 pounds of meds in the past six months. This brings our community collection total to nearly 8,000 pounds.
- Cathy and Shawn met with Axis camera and Per Mar representatives to plan the first installation of cameras at the Water Treatment Facility.
- Shawn has been working with Priority Business Systems on our fiber redundancy project.
- Shawn has been working with Cascade software representatives to get our new field laptop to communicate with the remote database.
- Jim provided department managers with comparable pricing for two utility vehicles that were in the budget and also prepared for resale bucket truck 506.
- Jim has resumed weekly retention pond inspections which will continue until new vegetation growth can be confirmed by the DNR and the project can be deemed complete.

## **Central Wisconsin State Fair**

Board Meeting Minutes – May 18, 2015

***Present:*** Bob Ashbeck, Carol Kerper, Jeff Hartman, Jeff Viergutz, Larry Gilbertson, Mike Feirer, Rob Posteluk and Sara Schmitt

***Absent:*** Andy Keogh, John Garbisch, Keith Kay and Marilyn Heiman

***Non Board Members Present:*** Adam Fischer, Executive Director

**Board Training** The Board met at 7:00 PM before the meeting to participate in a board training that was facilitated by Jeff Whitrock, CEO of Pioneer Bank.

**Meeting called to order** by Larry Gilbertson at 9:15 PM following the Board Training.

**Minutes from the April 20, 2015 Meeting:** Rob Posteluk made a motion to accept the minutes. Carol Kerper seconded the motion. The motion carried.

**Minutes from the Special Meeting on May 4, 2015:** A motion was made by Carol Kerper and Rob Posteluk seconded the motion to approve the minutes. The motion carried.

**Financial Report:** Larry Gilbertson gave the financial report in Marilyn's absence. Larry went through the Account Summary.

A discussion followed concerning the funds that have been designated for Capital Improvement and discussion occurred about both the short and long term loans.

A motion was made by Jeff Hartman and seconded by Sara Schmitt to approve the financial report.

**Executive Directors Report:** Adam Fischer passed out the committee listing and went through the placements of each member of the Board and how the committees function.

Adam also passed out a proposed organizational chart that would show the organizational flow and leadership structure. Adam went through the organizational chart. A brief time of discussion followed with Adam answering a few different questions.

Adam also reported some of the staff changes that have occurred in the last month.

A motion was made by Rob Posteluk and seconded by Carol Kerper to approve the organizational chart.

**Building and Grounds Committee Report:** No report.

**Marketing Committee Report:** Rob Posteluk gave a brief update on the Marketing Committee.

**Junior Fair Update:** The Board discussed the status of the Junior Dairy Committee and if the checkbook has been handed over to the Junior Fair Treasurer.

**Fair Commission Update:** Mike Feirer gave a brief update on the Fair Commission.

Larry Gilbertson adjourned the meeting at 9:47PM.

Submitted by Andy Keogh  
Authored by CWSF Staff

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY  
MARSHFIELD UTILITY COMMISSION**

**June 1, 2015**

**COMMISSION MEETING MINUTES**

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on June 1, 2015 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, Harry Borgman, and George Holck. Also present were Alderperson Gordon Earll and Utility staff. Absent were Commissioner Kathy Heintz-Dzikowich and Alderperson Peter Hendler.

- During commissioner, council and staff comments, the General Manager explained that the utility is researching fluoridation as other communities in Wisconsin are beginning to discontinue fluoridating their water supply.
- A 25 year service award was presented to Joe Dierickx and a 35 year service award was presented to Bruce Ackerman.

**UC/15-49** Motion by Holck, seconded by Borgman, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

**UC/15-50** Motion by Maggitti, seconded by Holck, to approve payroll for May in the amount of \$214,748.71 and general bills for May in the amount of \$3,666,005.72. All ayes, motion carried.

**UC/15-51** Motion by Borgman, seconded by Holck, to approve the following job order:

JO #5711	1818 N. Oak: replace aeration tower	\$233,427.00
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All ayes, motion carried.

**April 2015 Financial Statement Notes**

**Electric Utility**

- Net income was \$346 thousand for the month, with a net income of \$887 thousand year-to-date.
- April's net operating income was \$378 thousand, and was \$150 thousand after adjusting for PCAC timing, compared to budgeted net operating income of \$193 thousand. Year-to-date net operating income was \$1.328 million, and \$1.030 million after adjusting for PCAC timing, compared to budgeted net operating income of \$1.052 million.
- The 2014 dividend payment was sent to the City on April 10<sup>th</sup>, and it is shown under the Equity section of the Balance Sheet. The amount allocated to the electric utility was \$179,164, compared to the prior year amount of \$194,216.
- April consumption was down 3.02% from April 2014, with year-to-date consumption down 1.01%. With the exception of Large Power and Industrial Power, all major classes showed a decrease in consumption for the year. Year-to-date energy losses were -0.40%, compared to prior year losses of -0.25%.

**Water Utility**

- Net income was \$54 thousand for April, with a year-to-date net income of \$205 thousand.
- Net operating income was \$83 thousand for the month, compared to budgeted net operating income of \$52 thousand. Year-to-date net operating income was \$320 thousand, compared to budgeted net operating income of \$177 thousand.
- Operating expenses for the month included \$6 thousand for pump repairs at the Upham Booster Station.
- The City dividend payment amount allocated to the water utility was \$88,245, compared to the prior year amount of \$87,256.
- April consumption was up 4.51% from April 2014. Year-to-date consumption was up 2.92% from the prior year. Year-to-date water losses were 14.68%, compared to prior year losses of 12.69%.

Communication Utility

- Net income was \$19,942 for the month, compared to budgeted net income of \$18,077. Year-to-date net income was \$73,673, compared to budget net income of \$68,036.
- The Department Managers reviewed noteworthy projects including:
  - Electric shared that they have begun giving presentations on electric safety to area groups. The first presentation was given to the Hewitt and Cameron volunteer fire departments.
  - Water gave an update on the new water tower, unidirectional flushing, and AMI meter installs.
  - Office stated that the simplified water rate case has been approved and advertised in multiple locations.
- Consensus of the commissioners was to table the discussion on the Governance Excellence program until the next meeting.
- The Technical Services Manager, Water Superintendent, and Human Resources Manager demonstrated edible aquifers for the commission education item.

**UC/15-52** Motion by Holck, seconded by Borgman, to go into closed session per Wisconsin State Statutes 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved for the purpose of discussing meter issues.

All ayes, motion carried. Closed session at 4:24 p.m.

**UC/15-53** Motion by Holck, seconded by Borgman, to resume in open session. All ayes, motion carried. Open session resumed at 6:07 p.m.

**UC/15-54** Motion by Holck, seconded by Borgman, to adjourn. All ayes, motion carried. Meeting adjourned at 6:09 p.m.



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John Maggitti, Secretary

**Department:** Office  
**Manager:** Kent S. Mueller  
**Month:** May 2015

- Customer service activity has been heavy after the winter moratorium was lifted in April. Delinquent electric balances (31 days or older) have dropped dramatically from \$147,897 at the end of March to \$29,872 as of May 26<sup>th</sup>.
- On May 29<sup>th</sup>, bond interest payments totaling \$907,188.51 were wired for the June 1<sup>st</sup> scheduled payment date. Bond principal is only paid with the December 1<sup>st</sup> payment each year.
- Diane attended the MEUW Customer Service Roundtable on May 5<sup>th</sup>. This is an opportunity for office staff to be able to meet with employees from other MEUW municipalities to discuss current and future items of interest in customer service.
- On May 21<sup>st</sup>, the PSC of Wisconsin approved our Simplified Rate Case for our water utility. Rates for Public Fire Protection and General Service will increase by 3%, effective with the August bills.
- Val retired after working in the office for more than 26 years.
- Two new employees started in the office in May. Kelly Pilsner is our new Account Clerk, and Amanda Carriveau is our new Customer Service Representative.
- In May, software demonstrations were given by our current billing/accounting software provider and a prospective software provider. We are looking at ways to have a software package that is fully integrated.

**Department:** Water  
**Manager:** Dave Wasserburger  
**Month:** May 2015

- Water main installation and water service replacement has started on Maple Avenue. New water main has been installed on Maple Avenue from 4<sup>th</sup> Street to 2<sup>nd</sup> Street and on 3<sup>rd</sup> Street from Central Avenue to Maple Avenue. Safe bacteriological samples have been collected and the main has been pressure tested. Crews are currently installing new water services on the new mains. Joe Dierickx has been the primary inspector for the Water Department on this project.
- Erick Boon, Mike Pero, Chad Harycki and Aaron Paun have all been working on the Wildwood Court water main replacement project. Preliminary work on water services and water main cut-ins will be completed in May and the directional boring company will be here in early June to install new water main. Water services will then be tied over to the new water main to complete our portion of the project. The city will then begin resurfacing the street.
- John Richmond, Bob Trussoni and I attended the Regulatory Affairs Seminar held in Madison on May 6<sup>th</sup>. Representatives from the PSC, DNR and League of Municipalities were present to discuss upcoming rules and regulations. A panel discussion was held in the afternoon with the DNR, Process Control Research and the Madison Water Utility. The topic was lead service line replacement. Both the communities of Wausau and Racine recently failed their last round of lead sampling and are dealing with lead service line replacement.
- Kent Mueller, Bob Trussoni and I met with the Public Service Commission in Madison on May 19<sup>th</sup> to discuss water rates and funding for infrastructure replacement. Several hours of good discussion took place. Future communications between Utility and PSC will take place before any final outcome is announced on this topic.
- The water meter installation for the AMI project is still on hold. There has been some movement on the Sensus/HD Supply side to help out with implementing plans and actions to remedy the situation.
- Lock-Out-Tag-Out training and Work Zone Safety Training was held from 8:00 to 9:30 on May 22. Sean Wall of MEUW did the training.
- A SCADA upgrade was initialized on May 6<sup>th</sup>. The main driver for this project is the need for new reporting software for the Water Department.

### **Groundwater Guardians**

The US Supreme Court has decided not to hear the Pharmaceutical Industry Case against pioneering drug disposal law. This means the Alameda County drug disposal ordinance will stand, paving the way for more states and local governments to pass similar drug take-back laws.

The ordinance requires drug manufactures to fund and manage the safe disposal of unwanted medications. The Supreme Court decision means that the Alameda ordinance, as well as similar laws passed in San Francisco and San Mateo, California, and King County, Washington, will stand.

**Department: Electric**

**Manager: Nicolas Kumm**

Contributing: Derrek Caflisch

Month: May 2015

- M-1 didn't run during the month of May.
- Electric AMI meters installed: 4,220 out of 13,100 (32.4%). Bruce Ackerman, Al Derge, Cole Eswein, and Dustin Oleson have completed all of the meter change-outs thus far. Ray Burrill has helped with check reads and transfers to allow others to focus on meter change outs.
- Steve Hedden with MEUW provided staff training on underground distribution on May 12<sup>th</sup>.
- Cole completed Week 4 of year 3 of the Substation Electrical Apprenticeship at Northeast Wisconsin Technical College during the week of May 11th.
- I attended the APPA E&O conference May 17<sup>th</sup> – 20<sup>th</sup>. The conference provided educational opportunities including an overview of new OSHA rules, managing pole attachments, information transfer with contractors, and energy storage technologies along with many networking opportunities.
- ATC (American Transmission Company) provided electric department staff with hold card training on May 27<sup>th</sup>. The training covered the different kind of cards used on equipment and three part communications.
- I presented to the Hewitt Volunteer Fire department along with neighboring townships on our natural gas system on May 28th. The natural gas system outreach is federally required as part of our public awareness plan. The electrical safety presentation discussed topics like touch and step potential, and how to respond to pole fires and accidents involving utility equipment.
- Electric Department purchased a backyard unit that had been demoed the prior month. This tool has greatly increased our abilities in remote locations.
- Tim Habermeyer, Jeff Holbrook, Mike Vanderwyst, Jeff Irish, Randy Ayer, and Ryan Steffen have been working the CTH E project. All of the main line poles are in. They have begun to pull wire from Elm Street South to Birch Lane. Elm Street North is complete.
- Dean Bohman and Robert Olwell have been working services, street lights, and many small projects.

**Department: Technical Services**

**Manager: Cathy Lotzer**

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: May 2015

- Cathy and Shawn participated in informational meetings with two different vendors to learn more about software opportunities for MU.
- Cathy arranged and participating in a meeting with City department managers and MEUW Safety personnel to provide information on the MEUW Regional Safety Coordinator position.
- Cathy attended a Groundwater Foundation Board meeting in NE. Topics included planning for the October Annual Conference which will include their 30<sup>th</sup> anniversary celebration.
- Heather submitted MU's Environmental Audit Report to the DNR. We have since received notice that the audit was reviewed and the DNR concurred with our audit compliance actions.
- Heather has been working on scheduling a utility-wide chemical inventory to update our Hazcomm program.
- Shawn has been working with Priority Business Systems on the installation of our fiber switch project.
- Shawn has been updating our website as a result of feedback from the Website Committee.
- Jim has been working with multiple vendors and customers on Focus On Energy (FOE) projects.
- Jim has also been meeting with our local trade ally electricians on FOE program changes.

**Main Street Board of Directors Meeting  
Wednesday, June 3, 2015  
Main Street Office**

**Present:** Lois TeStrake, Tom Henseler, Josh Kilty, Nick Arnoldy, Cindy Cole, Ryan Baer, Jenna Hanson, Scott L., Steve B., Rich, Scott K.

**Excused:** Trisha T., Tony A., Kelly K., CW mitten

**Not Present:**

**Ex-Officio Present:** Steve Barg

**Staff Present:** Angela Dieringer, Executive Director

**Other Present:** Interns; Danielle Krohn, Kelly Bymers

**President Lois TeStrake called the meeting to order at 7:30 am.**

**1. Introduction of Interns-** Started 6/1/15 Welcome

**Kelly-** Main Project: Tracking and Implementation of Hub City Days, Block Party, 3<sup>rd</sup> Tuesday

Kelly- Marketing HR focus

**Danielle-** Work with businesses on Social Media Programs

Danielle – Grad Mid-State in marketing

**2-5. Approval of Board and Executive Communities minutes:**

1<sup>st</sup>. Tom

2<sup>nd</sup> Scott

**6. City Staff Updates:** -Steve

- Maple St. on track – get done 4<sup>th</sup> – North end of July.
- Parking back to normal, enforcing parking regulations.
- Steve thanked Angie for coordinating mtg. with Thimbleberry and Jewelers Palette.
- Senior Center moves to Mall July 1:
- EDB reviewing strategic planning – list of 6 things to relook at – a few are,
  - 200 block review
  - Commercial Dev. by end of year
  - Pipe Dream – Clean-up NW side of downtown
  - 2<sup>nd</sup> St. Corridor- concerns on parking, safety- not sure what to do yet.
- Discussion of trucks using Main Street
  - Roehl Trucks that do training are using MS
  - What is the alternative Route
  - Fuel Cost determines routes used
  - Keep track of truck companies

**7. MACCI Updates- (Scott Larson) -** June 3 – Maximize Your Membership -12-1 pm MACCI; June 24- Business After 5 – Kabinet Konnection; June 26- CVB working with small town baseball state championship- Steve J. Miller Recreation Area; Movies in the park – Dusk Marshfield Fairgrounds Park; June 27- Small Town baseball state championship Steve J. Miller Recreation area ; June 28- Small town baseball state championship Steve J. Miller Recreation Area.

2 awards: Prevention Genetics- Government Achievement Award; Nasonville Dairy – Wi. Family Business of the Year Award.

#### **8. Financial Update (Josh Kilty) – no change**

#### **9. Executive Director's Report:**

- Upcoming Events: Farmers Market, Third Tuesdays – 32 businesses, looking for local artists and musicians, kettle corn in BMO Parking lot, vacant store front window paintings, Block Party
- Vacancies/New Businesses: New business - Central City Vapors, Off the Mat Yoga Closed/Closing - Granny's Attic
- Business Retention/Recruitment Visits: Chippewa Falls Businesses
- Professional Development activities: Director's training in Algoma – June 11<sup>th</sup>
- Main Street accomplishment/special projects: First Impressions, Property Owner Quarterly Gathering
- Parking Concerns in Central Lot: Recommendation: Trial run for opening up the Burlington Lot (approximately 15 spots) to provide parking for the Browns Living employees and to alleviate the stress on the Central Parking Lot.

#### **10. Committee Reports-**

- **Promotion Committee Updates-** Hot Time: Tom cook, Scott cooking, Lois and Angie will be doing the 50/50 raffle. Asking Mike E. to cook, will revisit list of volunteers next year.  
Next meeting on Monday July 6 at 8 am.
- **Organization Committee Updates-** Mo mtg, working on Block Party & Hub City Hoops
- **Design Committee Updates-** Working on the Design Guidelines and back alley renderings.
- **ER Committee Updates-** Back Alley Improvement Program, First Impressions Feedback, Coupon Books, and Property Owners Meeting

**11. Old Business-** Double fencing – Rich- has not discussed it with chief yet. Lois asked about Vox concert in the park not needing fencing where alcohol can be brought in.

Scott L. – Talked about having a mtg with event holders that serve beer or alcohol to see what is working and what is not. Also share concerns.

#### **12. New Business-**

- Downtown Master Plan: Steve Barg made the recommendation that the Main Street Executive Board would oversee the Downtown Master plan implementation. He wants to make sure that the recommendations are being reviewed.
- 2016 WMSA: Next year April, Main Street Awards will be held in Mfld 300 plus people will attend. We are centrally located for convenience.

#### **13. Meeting Adjourned at 8:15 A.M.**

## **Economic Development Board meeting June 4, 2015**

Present: Meissner, Sennholz, Staab, Wagner, Buttke, Dickrell, and Trussoni  
Absent: Michalski  
Others: Gordy Earll, Jason Angell, Karen Olson, Amy Krogman, Adam Hocking,  
and Angie Eloranta

### **Approve minutes – April 9, 2015**

Motion by Wagner, 2<sup>nd</sup> by Dickrell to approve the minutes from May 7, 2015 with the following change. The Quarterly Update on Service Contract should state Main Street Marshfield.

**Motion carried**

### **Conflicts of interest**

No members indicated that they had a conflict of interest with anything on the agenda.

### **Citizen comments**

Sennholz invited comments from citizens, but no one spoke at this time.

The committee discussed the 2015-2016 EDB priorities. The following subcommittees were established:

City Subdivision – Sennholz, Staab, Angell

ACE Academy – Staab and Angell

Create an Economic Development Corporation – Michalski, Wagner, and Barg

200 Block Redevelopment – Angell, Eloranta, Trussoni, Meissner, and Staab

W. 2<sup>nd</sup> St. & City Garage – Eloranta, Trussoni, Dickrell, Buttke, and Staab

Recreational Opportunities – Casperson, McLean, Meissner, Buttke, Angell

Local Loan Program – Michalski, Olson, Angell, and Wagner

Sennholz will be a floating member for all subcommittee's and will attend meetings as his schedule allows.

### **Economic development reports**

There were no updates

### **Closed Session**

Motion by Wagner, 2<sup>nd</sup> by Buttke to adjourn to closed session under Wisconsin Statutes 19.85(1)(3), “deliberating or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” The purpose of this closed session is to consider a possible development agreement for property located in TID #4 at the northeast corner of South Central Avenue and East 5<sup>th</sup> Street. Roll Call vote, all ayes (time 3:19 p.m.) **Motion carried**

Presented in closed session: Elortanta, Olson, Trussoni, Earl, Angell, Staab, Dickrell, Sennholz, Wagner, Buttke, Meissner, Krogman

Motion by Staab, 2<sup>nd</sup> by Dickrell to go into open session. Roll call vote, all ayes (Time 3:26 p.m.) **Motion carried**

Motion by Dickrell, 2<sup>nd</sup> by Staab to recommend to the Common Council the approval of the developer's agreement with Roger's Cinema, Inc.

**Motion carried**

Angell asked the committee to keep in mind that the \$25,000 will come from the EDB budget and also asked the committee to increase Main Street Marshfield's Flower Power budget in 2016 to offset the cost of the upkeep of this park.

**Announce next Board meeting date/time**

Sennholz announced that the next Board meeting will be held on Thursday, July 2nd at 3:00 p.m. in Room 108 of City Hall Plaza. There will be a budget meeting on Monday, July 20<sup>th</sup> at 3:00 p.m.

With no more business before the Board, Buttke moved and Dickrell seconded a motion to adjourn. Motion carried unanimously. Sennholz adjourned the meeting at 3:51 p.m.

Respectfully submitted,  
Amy Krogman  
Administrative Assistant III

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY  
MARSHFIELD UTILITY COMMISSION  
June 15, 2015**

**COMMISSION MEETING MINUTES**

A special meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 3:00 pm on June 15, 2015 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, and George Holck. Also present were Alderperson Gordon Earll, Alderperson Rich Reinart, Mayor Chris Meyer, City staff, and Utility staff. Absent were Commissioner Kathy Heintz-Dzikowich, Commissioner Harry Borgman and Alderperson Peter Hendler.

- The group discussed the possible integration of other city entities into the potential utility building project based on current needs.
- The consensus of the group was to meet again in approximately one month to continue discussing options.

Meeting adjourned at 4:15 p.m.



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John Maggitti, Secretary

**BOARD OF PUBLIC WORKS MINUTES**  
**OF JUNE 15, 2015**

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

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

**EXCUSED:** Mike Feirer

**ALSO PRESENT:** Alderman Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Director of Planning and Economic Development Angell; Street Superintendent Winch; Wastewater Superintendent Warp; Building Services Supervisor Pokorny; Police Chief Gramza; City Planner Miller; Justin Casperson, Parks & Recreation Director; Scott Larson, MACCI; the media; and others.

**PW15-75** Motion by Cummings, second by Jockheck to recommend approval of the minutes of the June 1, 2015 and June 9, 2015 Board of Public Works meetings.

**Motion Carried**

**Citizen Comments** – Alderman Jockheck gave a reminder of his upcoming listening session with Alderman Earll to be held this coming Wednesday at 6:30 PM at the UW in the art gallery by the theater lobby.

City Engineer Turchi presented an Engineering Division construction update. Street Superintendent Winch presented a Street Division construction update.

City Planner Miller reviewed the final concept for 2<sup>nd</sup> Street Green Street Corridor. The Board heard comments from the following individuals:

John Sikora, 9011 Thompson Road, Marshfield, represents the largest retailer in the downtown, Mitten's Appliance. Of the 4 concepts presented, none of them are acceptable because of loss of parking. One parking spot lost is too many. 80% of their business comes through the second Street entrance. Very little traffic comes in off of main street. Taking up parking for benches and bike parking doesn't seem to make much sense. He doesn't see why we need so much green space in the downtown. The bike trail to the north allows people to come downtown if they want. He feels that in the last 25 years, the downtown has improved tremendously. Later in the meeting, Sikora responded to the suggestion of one-way streets with angle parking that the issues are dangerous backing into traffic and impeding traffic flow.

Angie Eloranta, Main Street Marshfield, has heard from many property owners, business owners and Main Street Board members and she has to voice what she is hearing which is that they do not want to eliminate parking. They feel that the corridor could be improved upon without losing parking and would like to those concepts explored further.

Jeff Kleiman, 1112 W. State Street, green additions are welcome and understands the efforts to make downtown more welcoming, however wishes to urge caution with regard to parking. He has operated a business on Central Avenue for the last 18 years. When Central Avenue was reconstructed at Veterans Parkway and they lost 2 parking stalls in front of their store, they noticed a regular decline in foot traffic. Many people refused to come in from the parking lot behind the building. They moved farther south in the block about 10 years ago. They do have a number of parking spaces out front but whenever there has been interruption in those parking spaces, foot traffic has suffered. The issue of parking spaces also becomes more critical in winter and bad weather. His experience has shown that eliminating parking spaces as had a negative impact on their business.

John Minor, 205 Maple Ridge Drive, Stratford, owner of Victory Apparel. His concern is also the loss of parking. He would lose every single spot on his side of the street. Only a loading zone is left and that will not be enough room. The parking lot behind the Charles Apartments is generally full with permit parking, police station and Charles Apartment tenants so there is not much room for customers. The concepts are not unappreciated but we need to figure out something a little bit different.

Pat Baer, 112 West 4<sup>th</sup> Street, owner of Charles Apartments. Losing all of the parking on the north side of Second adjacent to his building is devastating. He has 5 retail shops and 1 service operation in his building. The other side of the street has one service business and a half a block with no buildings. Why was that side not looked at as an option. Two years ago when Chestnut and Second were reconstructed, the focus was on adding parking where possible. Now we want to get rid of parking. What has changed? Businesses have a hard enough time making a go of it today. We don't need to make it tougher on them. Also, the loading zone that is being left in place is actually being moved closer to the alley in front of the consignment shop. That doesn't work. It needs to be in front of the door where tenants are moving in and out. Later in the meeting, Baer stated that if he had a choice, he would rather have a one way street than to lose any parking.

Ron Lemmer, Merrill, WI, owns the building at 201 S Central. He has attended several of the meetings and is torn by the proposal. Has owned the building for about 18 years and has struggled all along with parking. They have invested a lot of money in the building in the last several years but still has the same problem he has had for the last 15 years, parking. He sees Marshfield as a progressive community with a vibrant downtown. He is considering bringing on more employees and that raises the parking question again. He sees the need for an additional parking lot which means a building would need to go and maybe it's his building that is the one. Some of his tenants might be forced to vacate because of the parking issues and the last thing he wants is a vacant building.

Rebecca Gutenberger, 613 North Maple, representing Tower Hall as property manager. They do not have any complaints about concept B1. That works for them as long as they get to keep their parking lot and 2 spaces in front of Tower Hall. However, if Mitten's loses their parking spaces, she is concerned that those people will park in her lot. She sees how much traffic Mittens gets and that they need parking spaces on that side of the street.

John Beck, 1000 Chapel Street. He has been following this for a while and it looks to him like a solution looking for a problem. The main reason that he can determine for this is to bring people from the ball diamonds to the library and from the library to the ball diamonds and that's not likely. He sees no problem here.

**PW15-76** Motion by Wagner second by Jockheck to recommend to the Common Council to proceed with the option of angle parking and one way streets for the 2<sup>nd</sup> Street Green Street Corridor from Maple Avenue to Chestnut Avenue.

**Cummings voted 'No' - Motion Carried**

**PW15-77** Motion by Cummings, second by Wagner to recommend approval of the low quotation submitted by Mavo Systems of Wisconsin for removal of asbestos at the Senior Center at a total cost not to exceed \$23,141 and authorize execution of a contract.

**Motion Carried**

**PW15-78** Motion by Wagner, second by Jockheck to recommend approval of the quotation submitted by Hatch Building Supply for a Bartell BR4600H vibratory plate compactor at a cost of \$6,895 and authorize execution of a purchase order.

**Motion Carried**

**PW15-79** Motion by Cummings, second by Jockheck to recommend that 15 daytime permit parking stalls be allowed in the Burlington Lot on a trial basis, to be reviewed no later than in one year.

**Motion Carried**

**PW15-80** Motion by Wagner, second by Cummings to post and enforce the gravel areas previously occupied by the Professional Building and the News Herald Building as temporary parking lots with 3 hour parking, similar to the Burlington Lot in the same block and that the Director of Public Works make the necessary arrangements.

**Motion Carried**

**PW15-81** Motion by Jockheck, second by Cummings to adjourn to closed session at 6:48 PM pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- Property acquisition for Wildwood/McMillan Connector Trail

**Roll call vote, all 'Ayes' Motion Carried**

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

**PW15-82** Motion by Wagner, second by Jockheck to reconvene in open session at 6:52 PM.

**Roll call vote, all 'Ayes' Motion Carried**

**PW15-83** Motion by Jockheck, second by Cummings to recommend approval of the acquisition of easements from Twomorks Investments LLC for the Wildwood/McMillan Connector Trail project and authorize staff to execute the documents.

**Motion Carried**

**Recommended items for future agendas** – The next Board of Public Works meeting will be held on Tuesday, July 7 at 5:30 PM. The primary agenda item will be the award of bids for the Library Project.

Motion by Wagner, second by Jockheck that the meeting be adjourned at 6:55 PM.

**Motion Carried**

**JUDICIARY AND LICENSE COMMITTEE**  
**MINUTES OF JUNE 16, 2015**

Meeting called to order by Chairperson Wagner at 4:47 p.m., in the Common Council Chambers, City Hall Plaza.

**PRESENT:** Alderpersons Ed Wagner, Gordon Earll and Alanna Feddick (arrived at 4:50 p.m.)

**ABSENT:** None

**ALSO PRESENT:** City Attorney Wolfgram, Chief Gramza and City Clerk Hall

**JLC15-059** Motion by Earll, second by Wagner to approve the minutes of the June 2, 2015 meeting.  
**Motion carried**

**CITIZEN COMMENTS**

None

Alderperson Feddick joined the meeting.

**JLC15-060** Motion by Earll, second by Feddick to approve by unanimous consent the following:

- a) One hundred ten (110) Beverage Operator Licenses for the 2015-2017 license year to: Gary Alfredson, Patricia Amacher, Braiden Anderson, Wanda Axtman, Kristin Blaser, Michelle Bores, Lori Boyer, Amanda Brecht, Kaley Bredemann, Alyssa Brostowitz, Jody Bushman, Ashly Chamberlain, Jeff Cherrier, Joshua Collins, Sharon Cook, Justin Cornwell, LouAnn Ewer-Coulthurst, Tyler Davis, John Duerr, Ralph Ecker, Shawna Ewer, Jessica Faber, William Feirer, David Fisher, Jason Gauger, Beth Geisser, Nikita Gerdes, Marissa Graveen, Cody Hansen, Erin Harriman, Clifford Hirsch, Jennifer Holt, Amy Hookstadt, Diane Jonas, Connie Jozwiak, Cora Ketterhagen, Peggy Kopf, Samantha Kosmicki, Ashley Kowal, George Kubatzki, Jr., Sarah Kuhlrow, Taylor LaBorde, Kayla Ladwig, John LaFlash, Katelynn Landwehr, Mallory Langfeldt, Miles Langfeldt, Pamela Langfeldt, Timothy Langfeldt, Kari Lenz, Jing Nung Lin, Sean Little, Paul Logan, Amy Loos, Donna Manicke, Rachel Martin, Anthony Melchiori, Ashley Messmann, Marisa Miller, Mary Miller, Rachael Misek, Nancy Moeller, Joshua Mohr, Jesse Mrozinski, Andrew Mueller, Kami Nelson, Dallas Oates, Dakota Opelt, Erin Ott, Autumn Packard, Tonya Pfeiffer, Lacy Redig, Davis Reuter, Jennifer Roth, Lucas Ruchti, Travis Salzwedel, Lisa Sanders, Paula Schafer, Donna Schneider, Nancy Schneider, Katie Schultz, Korey Schutz, Jody Seidel, Courtney Shelley, Janalee Shelley, Kyle Skoug, Katelyn Slezniak, Gene Smazal, Kristi Sova, Christine Steckbauer, Casey Sternweis, Lori Stevens, Tami Strack, Julie Strey, Vernon Sugimoto, Denise Sutton, Sarah Tiffany, Chin Wei Tsai, Brandon Vine, Sheila Weber, Bethany Weidman, Michaela Welsh, Julianne Wenzel, Kathleen Werner, Barb Winslow, Joshua Wix, Rhonda Wolf, Angela Young, Dayna Zibrowski and James Zoellner.
- b) Temporary Class "B" Retailer's License (Picnic) to the Friends of the Marshfield Dog Park for September 2 – 7, 2015.
- c) Transient Merchant License to Tree-Ripe Citrus Co.
- d) Transient Merchant License to James's Books.
- e) "Class B" Combination Liquor License (renewal) to Bey's Bar; Jeremiah Henseler – Owner; 305 N. Central Avenue.

**Motion carried**

**JLC15-061** Motion by Earll, second by Wagner to grant a Class "B" Fermented Malt Beverage/Class C Wine License (renewal) to Bamboo Garden Inc.; Young Feng Yu – Agent; 1637 N. Central Avenue with 25 demerit points assessed for selling alcohol to a minor (compliance check on 3/27/15).

**Motion carried**

**JLC15-062** Motion by Feddick, second by Earll to approve the change of agent for Ultra Mart Foods, LLC from Jeron Scheider to Kimberly Verburt.

**Motion carried**

**JLC15-063** Motion by Earll, second by Feddick to grant a Beverage Operator License to Lisa Berg with 25 demerit points assessed for failure to list her violations.

**Motion carried**

**JLC15-064** Motion by Feddick, second by Earll to grant a Beverage Operator License to Stacey Bornbach with 25 demerit points assessed for failure to list her violations.

**Motion carried**

**JLC15-065** Motion by Feddick, second by Earll to deny a Beverage Operator License to Evan Cook based on his outstanding warrant.

**Motion carried**

**JLC15-066** Motion by Feddick, second by Earll to grant a Beverage Operator License to Brent Fosberg.

**Motion carried**

**JLC15-067** Motion by Feddick, second by Earll to grant a Beverage Operator License to Christine Kirsch with 25 demerit points assessed for failure to list her violations.

**Motion carried**

**JLC15-068** Motion by Earll, second by Wagner to grant a Beverage Operator License to Jennifer Kohls with 25 demerit points assessed for failure to list her violations.

**Motion carried**

**JLC15-069** Motion by Wagner, second by Feddick to grant a Beverage Operator License to Noelle Kops with 25 demerit points assessed for the OWI violation.

**Motion carried**

**JLC15-070** Motion by Earll, second by Feddick to grant a Beverage Operator License to Corey Liker with 25 demerit points assessed for the OWI violation.

**Motion carried**

**JLC15-071** Motion by Feddick, second by Earll to grant a Beverage Operator License to Ashley Richardson with 25 demerit points assessed for failure to list her violations.

**Motion carried**

**JLC15-072** Motion by Feddick, second by Earll to grant a Beverage Operator License to Calvin Schultz with 25 demerit points assessed for the underage alcohol violation.

**Motion carried**

**JLC15-073** Motion by Earll, second by Feddick to deny a Beverage Operator License to Armando Velasco based on his OWI violation and outstanding warrant.

**Motion carried**

**JLC15-074** Motion by Feddick, second by Earll to deny a Beverage Operator License to Bailey Waller based on her THC violation, outstanding warrant and failure to list her violations.

**Motion carried**

**JLC15-075** Motion by Earll, second by Feddick to grant a Beverage Operator License to Jennifer Weiland with 25 demerit points assessed for failure to list her violations.

**Motion carried**

**JLC15-076** Motion by Earll, second by Feddick to grant a Beverage Operator License to Elizabeth Willfahrt with 25 demerit points assessed for failure to list her violations.

**Motion carried**

**JLC15-077** Motion by Earll, second by Feddick to grant a Beverage Operator License to Cody Gerlt with 25 demerit points assessed for the possession of THC violation.

**Motion carried**

**JLC15-078** Motion by Feddick, second by Wagner to grant a Beverage Operator License to Skyler Pluger. Nay - Earll

**Motion carried**

**JLC15-079** Motion by Earll, second by Feddick to grant a Beverage Operator License to Ariel Gorst with 25 demerit points assessed for the PAC violation.

**Motion carried**

The committee discussed the recommended changes to Ordinance No. 1299 regarding Pawnbrokers, Secondhand Article and Jewelry Dealers. Recommended changes are:

- Define “Primarily”, “Occasional”, and Personal Property” in Section (1)
- As part of the definition for “Occasional” change not exceeding four occasions to not exceeding four events.
- Add in Section (2)(a)(1) Photography of bulk items.
- Add in Section (3)(b)(1) Books and used clothing need only be entered into the database if the retail value of the item is \$25 or more.
- Add in Section (4) Exemptions. This ordinance does not pertain to businesses solely offering in-store credit or consignment.

**JLC15-080** Motion by Wagner, second by Earll to direct the City Attorney to amend Ordinance No. 1299 incorporating the changes as recommended.

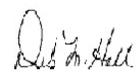
**Motion carried**

**Future Agenda Items**

None

Motion by Feddick, second by Earll to adjourn at 5:37 p.m.

**Motion carried**



Deb M. Hall  
City Clerk

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF JUNE 16, 2015**

Meeting called to order by Vice-Chairperson Feddick at 5:38 p.m., in the Common Council Chambers, City Hall Plaza.

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

**ABSENT:** Alderperson Peter Hendler

**ALSO PRESENT:** Alderperson Wagner, Mayor Meyer, City Administrator Barg, Media, Danielle Luther and City Personnel (Dan Knoeck, Bob Haight, Keith Strey, Amy VanWyhe and Deb Hall)

**Citizen Comments**

None

**FBP15-065** Motion by Spiros, second by Reinart to approve the items on the consent agenda:

1. Minutes of the June 2, 2015 meeting.
2. Bills in the amount of \$1,008,530.83.
3. Treasury Report of May 2015.

**Motion carried**

No items were removed from the consent agenda.

**FBP15-066** Motion by Spiros, second by Earll to approve the request from the Marshfield Area Coalition for Youth (MACY) for \$25,000 to conduct heroin prevention activities; and direct staff to prepare a budget resolution for consideration at the June 23<sup>rd</sup> Council meeting.

**Motion carried**

**FBP15-067** Motion by Earll, second by Reinart to recommend approval of Budget Resolution No. 12-2015 to the Common Council, transferring \$25,000 within the Economic Development Fund from unassigned Utility Dividends to the Economic Development Board for demolition costs for property at 451-453 S. Central Avenue.

**Motion carried**

**FBP15-068** Motion by Earll, second by Spiros to recommend approval of Budget Resolution No. 13-2015 to the Common Council, transferring \$14,529 from a donation to the Emergency Medical Services Fund #605 for purchase of a LUCAS 2 chest compression system.

**Motion carried**

Update on the implementation of the staffing study recommendations.

**Staffing**

- Add Zoning Administrator and Accountant positions (Done)
- Consider Technology Technician position (Hiring in progress)
- Consider Administrative Services Coordinator (Under discussion)
- Add temporary staff for payroll & A/P decentralization (Not needed)

**Structure**

- Planning & Economic Development
  - Change department name (Approved as Development Services)
  - Move GIS Coordinator to Engineering (Approved)
- Public Works & Engineering
  - Move Inspections to Development Services (Approved)

- Administration
  - Reassign oversight of Airport to Public Works (Approved)
  - Reassign oversight of Cemetery to Park/Recreation (Approved)
- General (multiple departments)
  - Create Administrative Services Department (Under discussion)

**Process**

- Coordinate code enforcement in Community Development (Done)
- Review and address the spatial workflow and relationships (Done)
- Review and improve the City's special assessment process (Done)
- Create centralized facility management in Public Works (Approved)
- Establish ongoing strategic planning process with Council (Ongoing)
- Foster professional development and succession planning (Ongoing)
- Make greater use of technology to provide City services (Ongoing)
- Explore partnership options with others (From CC strategic planning)
- Adopt/implement performance measurement system (Budget in 2016)
- Periodically assess outsourcing opportunities (Pursue as appropriate)

**FBP15-069** Motion by Spiros, second by Earll to go into closed session pursuant to Wisconsin Statutes Chapter 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- City Hall Leases

Roll call vote, all ayes. (Time: 5:50 p.m.)

**Motion carried**

Present in closed session: Alderpersons Reinart, Spiros, Earll and Feddick, Mayor Meyer, City Administrator Barg, Public Works Director Knoeck, Finance Director Strey and City Clerk Hall.

**FBP15-070** Motion by Spiros, second by Reinart to return to open session. Roll call vote, all ayes. (Time: 5:53 p.m.)

**Motion carried**

**FBP15-071** Motion by Spiros, second by Earll to approve the lease amendment with Bug Tussel Wireless and authorize staff to execute the same.

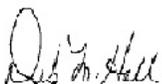
**Motion carried**

**FUTURE AGENDA ITEMS**

None

The next Finance, Budget and Personnel Committee meeting will be held on Tuesday, July 7<sup>th</sup> at 6:30 p.m. instead of 5:30 p.m. A Special Council meeting will be held on July 7<sup>th</sup> at 6:00 p.m.

Motion by Earll to adjourn at 5:55 p.m.



Deb M. Hall  
City Clerk

**CITY PLAN COMMISSION  
MARSHFIELD, WISCONSIN  
MINUTES OF JUNE 16, 2015**

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

**PRESENT:** Mayor Meyer, Ed Wagner, Laura Mazzini, Joe Gustafson; Josh Witt; Bill Penker & Ken Wood

**EXCUSED:** None

**ABSENT:** None

**ALSO PRESENT:** Alderman Earll and Buttke, City Administrator Barg, Director of Public Works Knoeck; Planning & Economic Development Director Angell; City Planner Miller; Zoning Administrator Schroeder; Jeff Gaier, Marshfield Airport; the media; and others.

**PC15-31** Motion by Wood, second by Penker to recommend approval of the minutes of the May 19, 2015 City Plan Commission meeting.

**Motion Carried**

**Citizen Comments: None**

**PUBLIC HEARING** - Rezoning Request by Jamie Teatz to change the zoning from “SR-6” Single Family Residential to “TR-6” Two Family Residential located at 310 East Cleveland Street to correct the zoning district, allowing the existing duplex property to conform to the Zoning Code.

**COMMENTS: None**

**PC15-32** Motion by Wood, second by Penker to recommend approval of the Rezoning Request by Jamie Teatz to change the zoning from “SR-6” Single Family Residential to “TR-6” Two Family Residential located at 310 East Cleveland Street to correct the zoning district, allowing the existing duplex property to conform to the Zoning Code and request an ordinance be drafted for Common Council consideration.

**Motion Carried**

**PUBLIC HEARING** - Rezoning Request by Marshfield Clinic to change the zoning from “SR-4” Single Family Residential to “CD” Campus Development located at 913 North Pine Avenue to allow this property to be part of the Marshfield Clinic Campus Development.

**COMMENTS: None**

**PC15-33** Motion by Wagner, second by Wood to recommend approval of the rezoning request by Marshfield Clinic to change the zoning from “SR-4” Single Family Residential to “CD” Campus Development located at 913 North Pine Avenue to allow this property to be part of the Marshfield Clinic Campus Development and request an ordinance be drafted for Common Council consideration.

**Motion Carried**

**PUBLIC HEARING** - Conditional Use Request by Cornerstone Church to reduce the landscape requirements including landscape islands and the east buffer yard, located at 1417 West McMillan Street, zoned “CMU” Community Mixed Use.

**COMMENTS:** Dave Clouse – member of Cornerstone Community Church, representing the members and the board of the church and a planning committee member. They purchased the property in 2002, and the church has grown about 400% since first moving to this site. In 2007 they purchased the area proposed for parking. They feel that the new parking regulations are a one size fits all. Their parking lot for most of the time does not have cars in it. They are not like a Walmart. Cornerstone is not against landscaping or landscape islands. They did install some landscape islands in their previous parking improvements. They feel they don’t need islands to stop helter skelter movements through the parking lot. Also, snow removal is to the east and north so islands would get in the way of plowing. Appearance and image is important to the church. They have made many improvements prior to zoning requirements being in place. The last issue is the buffer yard. They have a good relationship with their neighbors and they don’t feel there is a need for additional buffer yard plantings. The Hanson’s have signed a written agreement. Cornerstone is not opposed to recording the agreement, they simply need to know how to do it. In summary, they want to be in the City and want to be a good neighbor. They want their property to look nice but don’t feel the buffer yards are necessary and that the parking islands would look out of place.

**PC15-34** Motion by Wagner, second by Gustafson to recommend approval of the Conditional Use Request by Cornerstone Church to grant an exception to the buffer yard requirements along the east property line, located at 1417 West McMillan Street, zoned “CMU” Community Mixed Use, subject to the following conditions:

- For the new parking addition, landscape islands must meet the requirements in Section 18-133(3)(d) that parking spaces must be broken up by a landscape island/peninsula at the rate of one island/peninsula for each linear row of 12 parking spaces for single-row.
- A landscape plan must be submitted that meets the minimum landscape points for the parking area and street frontage.
- Landscaping must be installed by December 12, 2015 (within one year of the original permit dated 12/12/2014).

**Meyer, Wagner, Mazzini, Gustafson, Witt & Penker voted ‘Aye’, Wood Voted ‘No’**

**Motion Carried**

**PC15-35** Motion by Wood, second by Penker to recommend reaffirming the recommendation made at the May 19, 2015 City Plan Commission meeting to rescind the Conditional Use Permit that was granted to allow off-site parking, for Duane Schutz, on behalf of Nutz Deep II, for property located at 809 South Central Avenue, zoned “DMU” Downtown Mixed Use district, to become effective after the lot has been paved and request a resolution be drafted for Common Council consideration.

**Motion Carried**

**PC15-36** Motion by Gustafson, second by Mazzini to recommend approval of Marshfield Airport’s request to petition the Wisconsin Department of Transportation, Bureau of Aeronautics for future projects and request a resolution be drafted for Common Council consideration.

**Motion Carried**

**PC15-37** Motion by Mazzini, second by Wood to recommend approval of the Public Participation Plan of the Comprehensive Plan Update and request a resolution be drafted for Common Council consideration.

**Motion Carried**

**Items for Future Agendas: None**

**Staff Updates:**

- Miller mentioned that Town of Cameron attachment ordinance is being drafted. A public hearing will be held at the July Plan Commission meeting and then the ordinance will go to the Common Council for approval with an effective date of August 24, 2015.
- Miller reported that the Second Street Green Street corridor recommendation from the Board of Public Works is a one way street with angle parking for the blocks from Chestnut to Maple.

There being no objections, Chairman Meyer adjourned the meeting at 8:04 PM.

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



# City of Marshfield Memorandum

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TO: Mayor Meyer & Common Council  
FROM: Sam Schroeder, Zoning Administrator  
DATE: June 23, 2015

RE: Resolutions 2015-29 and 2015-230– June Conditional Use Permits.

## **Background**

On June 16<sup>th</sup>, the Plan Commission recommended approval of two Conditional Use Permit requests. The first request was to allow an exception for the landscaping requirements and the second was to rescind a previously approved Conditional Use Permit.

## **Analysis**

### **Resolution 2015-29**

- Conditional Use Request by Cornerstone Church to allow a reduction to the landscape requirements for a new parking lot expansion, specifically, requesting to not install the landscape islands or the landscaping for the east bufferyard, located at 1417 West McMillan Street, zoned “CMU” Community Mixed Use.

Staff recommended allowing the exception to the landscape requirements for the east bufferyard, but recommended denying the exception to not have to install the landscape islands in the parking lot addition.

A public hearing was held on Tuesday, June 16, 2015 where the Applicant spoke in favor of allowing both exceptions.

The Plan Commission recommended the following action:

“Approve the Conditional Use Amendment Request by Cornerstone Community Church, to grant an exception to the bufferyard landscaping requirements along the east property line, located at 1417 West McMillan Street, zoned “CMU” Community Mixed Use District, with the following conditions:

- For the new parking addition, landscape islands must meet the requirements in Section 18-133(3)(d) that parking spaces must be broken up by a landscape island/peninsula at the rate of one island/peninsula for each linear row of 12 parking spaces for single-row.
- A landscape plan must be submitted that meets the minimum landscape points for the parking area and street frontage.
- Landscaping must be installed by December 12, 2015 (within one year of the original permit dated 12/12/2014)."

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

### **Resolution 2015-30**

- RECONSIDER - Review of Conditional Use Permit request by Duane Schutz, on behalf of Nutz Deep II, to rescind the Conditional Use Permit granted to address off-site parking requirements, located at 809 South Central Avenue, zoned "DMU" Downtown Mixed Use.

A public hearing was held on Tuesday, May 19, 2015 where two members of the public spoke. The neighbor, Phil Hiller stated he was frustrated that the Conditional Use Permit had not been enforced since they don't currently have an agreement. The Applicant, Duane Schutz, said he was spending money to expand his parking lot and that he added some liability insurance to cover damage in the Hiller lot.

In May, Plan Commission recommended approval to rescind the Conditional Use Permit. The following week, the Common Council pulled the item from the minutes and sent it back to the Plan Commission. After the Council redirected this item back to Plan Commission, staff did go back and review various documents and found that the request by the Applicant complies and/or is in-line with the following adopted City documents:

- Municipal Code Section 18-103
- 2013 Marshfield Economic Development Action Plan
- 2006 Downtown Master Plan (in place at the time original CUP was granted)
- 2015 Downtown Master Plan
- 2007 Comprehensive Plan

Furthermore, staff finds that the request not only complies but helps to advance the intent of the Downtown Mixed Use Zoning District (Municipal Code Section 18-37):

“Intent. This district is intended to permit both large and small scale “downtown” commercial development at an intensity which provides significant incentives for infill development, redevelopment, and the continued economic viability of existing development. The district is also intended to retain the existing “Main Street” characteristics of the core blocks on Central Avenue.”

At the June Plan Commission meeting, the Plan Commission reaffirmed their recommendation and provided the following recommendation:

“Reaffirm their recommendation to rescind the original Conditional Use Permit and direct staff to prepare a resolution for Common Council consideration.”

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

### **Council Options**

The Common Council can take the following actions:

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

### **Recommendation**

Approve Resolution 2015-29 and Resolution 2015-30.

### **Attachments**

1. Resolution 2015-29
2. Resolution 2015-30

Concurrence:



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Jason Angell  
Planning and Economic Development Director



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Steve Barg  
City Administrator

**RESOLUTION NO. 2015-29**

Document Title

Document Number

A Resolution approving a Conditional Use request by Cornerstone Community Church allow a reduction to the landscape requirements for a new parking lot expansion, specifically, requesting to not install the landscape islands or the landscaping for the east bufferyard, located at 1417 West McMillan Street, zoned "CMU" Community Mixed Use, Marathon County, Wisconsin.

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

**WHEREAS**, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 16<sup>th</sup> day of June, 2015 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

See Attachment A: Legal Description for Resolution No. 2014-29

**SECTION 2.** The above described property, is allowed an exception to the landscape requirements and does not have to install the required bufferyard along the east property line, zoned "CMU" Community Mixed Use, located at 1417 West McMillan Street.

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

- For the new parking addition, landscape islands must meet the requirements in Section 18-133(3)(d) that parking spaces must be broken up by a landscape island/peninsula at the rate of one island/peninsula for each linear row of 12 parking spaces for single-row.
- A landscape plan must be submitted that meets the minimum landscape points for the parking area and street frontage.
- Landscaping must be installed by December 12, 2015 (within one year of the original permit dated 12/12/2014).

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

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

ADOPTED \_\_\_\_\_

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED \_\_\_\_\_

DEB M. HALL, City Clerk

Drafted by: City of Marshfield, Samuel Schroeder  
Planning and Economic Development Department  
630 South Central Avenue  
6<sup>th</sup> Floor, Suite 602  
Marshfield, WI 54449

STATE OF WISCONSIN COUNTY OF \_\_\_\_\_

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

Notary Public, Marathon County, Wisconsin  
My Commission Expires: \_\_\_\_\_

Recording Area

Name and Return Address

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

**33-0MM073A**

Parcel Identification Number (PIN)

Attachment A: Legal Description for Resolution 2015-29

Part of SE ¼ SW ¼ W 123' of E 923' of N 300' of S 600' TRF Section 31, Township 26N, Range 3E, Town of McMillan, Marathon County, Wisconsin

AND

Lot 1 of Certified Survey Map No. 12106, recorded in the office of the Register of Deeds for Marathon County, Wisconsin, in Volume 51 of Certified Survey Maps on page 194; being a part of the SE1/4 of the SW1/4 of Section 31, Township 26 North, Range 3 East, in the Town of McMillan, Marathon County, Wisconsin and that part of Lot 2 of Certified Survey Map No. 12106, recorded in the office of the Register of Deeds for Marathon County, Wisconsin, in Volume 51 of Certified Survey Maps on page 194; being a part of the SE1/4 of the SW1/4 of Section 31, Township 26 North, Range 3 East, in the Town of McMillan, Marathon County, Wisconsin, described as follows:

Commencing at the SE corner of Lot 1 of Marathon County Certified Survey Map No. 12106, running thence N01°38'32"W along the East line of Lot 1 of Certified Survey Map No. 12106, 24 feet, to the point of beginning of this description; thence continuing N01°38'32"W 527.60 feet; thence S89°42'37"E, 9 feet; thence S01°38'32"E, 527.60 feet; and thence N89°42'37"W, 9 feet, to the point of beginning of this description.

AND

Part of Lot 2 of Marathon County Certified Survey Map. No. 12106, recorded in Volume 51 of Certified Survey Maps, page 194, as Document No. 1253121, located in part of the SE1/4 of the SW1/4 of Section 31, Township 26N, Range 3E, Town of McMillan, Marathon County, Wisconsin, described as follows:

Commencing at the SW corner of Lot 2 of Marathon County Certified Survey Map No. 12106, being the point of beginning; thence N01°38'32"W, 551.60 feet to a iron monument; thence S89°42'37"E 75.04 feet to a iron monument; thence S01°38'32"E 563.95 feet to a iron monument at the Northerly right of way of McMillan Street; thence Northwesterly along the Northerly right of way of McMillan Street to the point of beginning. Excepting that part of Lot 2 of Certified Survey Map No. 12106 described as follows:

Commencing at the SE corner of Lot 1 of Marathon County Certified Survey Map No. 12106, running thence N01°38'32"W along the East line of Lot 1 of Certified Survey Map No. 12106, 24 feet, to the point of beginning of this description; thence continuing N01°38'32"W 527.60 feet; thence S89°42'37"E, 9 feet; thence S01°38'32"E, 527.60 feet; and thence N89°42'37"W, 9 feet, to the point of beginning of this description. (Also Parcel 2 above)

**RESOLUTION NO. 2015-30**

Document Title

Document Number

A Resolution approving a request by Duane Schutz, on behalf of Nutz Deep II, to rescind Resolution 2013-41, a conditional use permit to address off-site parking requirements, zoned "DMU" Downtown Mixed Use, located at 809 South Central Avenue, City of Marshfield, Wood County, Wisconsin.

**WHEREAS**, it is determined by the Plan Commission that the proposed conditional use permit for off-site parking is no longer needed as the subject property can now meet the parking requirements of Section 18-103 of the Marshfield Municipal Code; and

**WHEREAS**, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 19<sup>th</sup> day of May, 2015 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

Lot 7 and the Northerly 25 feet of Lot 6 Block 249 of the Village, now City of Marshfield, located in part of the Northwest corner of the Southwest corner of Section 8, Township 25 North, Range 3 East.

**SECTION 2.** The conditional use permit, approved by Resolution 2013-41, on the above described property, is hereby rescinded because of the following:

- Additional property was purchased and combined with the above described property, to provide enough on-site parking to meet the minimum number of parking stalls required for all current uses on-site.

**SECTION 3.** The City Clerk is hereby directed to record a certified copy of this Resolution as a rescinded Conditional Use Permit in the office of the Register of Deeds of Wood County, Wisconsin, upon approval by the Common Council.

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

ADOPTED \_\_\_\_\_

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED \_\_\_\_\_

DEB M. HALL, City Clerk

Drafted by: City of Marshfield, Josh Miller  
Planning and Economic Development Department  
P. O. Box 727  
Marshfield, WI 54449-0727

STATE OF WISCONSIN COUNTY OF \_\_\_\_\_

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

Recording Area

Name and Return Address

**City of Marshfield**  
**Attn: City Clerk**  
**P. O. Box 727**  
**Marshfield, WI 54449-0727**

**33-01914**

Parcel Identification Number (PIN)

\_\_\_\_\_  
Notary Public, Wood County, Wisconsin  
My Commission Expires: \_\_\_\_\_

## ORDINANCE NO. 1299

An Ordinance amending Section 9-58 of the City of Marshfield Municipal Code.

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

### SECTION 1. Purposes and Findings.

- (a) The City finds inconsistencies with the ordinance as currently written.
- (b) The City finds the provisions of § 134.71 Wis. Stat., to be very restrictive regarding items classified as “articles” and not all encompassing related to personal property and valuables.
- (c) The City recognizes that pawnshops are legitimate businesses authorized by state law. However, the City finds that the services offered by pawnshops and second hand dealers provide an opportunity for individuals to potentially transfer stolen property to those businesses. The City also finds that consumer protection regulation is warranted in transactions involving these businesses. The City further finds that pawnshop transactions have outgrown the City’s current ability to effectively or efficiently identify criminal activity related to them. The purpose of the City’s regulation of pawnshops is to prevent pawnshops from being used to facilitate the commission of crimes and to assure that they comply with basic consumer protection standards, thereby protecting the public health, safety and general welfare of citizens, pursuant to authority granted by Wis. § 134.71.

SECTION 2.: Now therefore, Section 9-58 of the City of Marshfield Municipal Code is hereby amended to read as follows:

### **Sec. 9-58. Pawnbrokers, secondhand article and jewelry dealers.**

**(1) Definitions. The following definitions shall apply in the application of this section:**

- a. “Bulk purchase items” means items of a large quantity of inventory which are purchased for a single sum even though they may be marketed or sold individually. Examples may be CDs, DVDs, clothing, tools or like items that are purchased from an individual for a single price.**
- b. “Occasional” means infrequent or intermittent and not to exceed four events in any twelve month period.**
- c. “Personal property” means any tangible property owned by a person, which may be sold, pawned, gifted or transferred.**

**d. “Primarily” means principally, chiefly, or mainly; requiring that the principle purpose of the business is in the exchange of secondhand goods.**

(2) *License required.* No secondhand article dealer, second hand jewelry dealer or pawnbroker as defined in §134.71, Wis. Stats. shall engage in business for the purchase and resale of used personal property to include lending on such personal property (pawnbrokering) without first obtaining a license to engage in such sales and/or lending.

(3) *Statutes adopted.* The provisions of § 134.71 Wis. Stats., as such section now exists and as hereafter amended, are hereby adopted in full as provided at § 134.71(14) Wis. Stats., and violation of such statute may be enforced as a violation of this section of the Municipal Code.

a. Upon receipt of second hand articles, second hand jewelry, scrap precious metals, used personal property, and pawn items, the licensee shall photograph all such item(s) received and maintain such photographs for a period of one year, or import a digital copy of such photographs into an off-site database maintained by the Marshfield Police Department.

b. The licensee shall enter a digital record of second hand articles, second hand jewelry, scrap precious metals, used personal property, and pawn items into a database maintained by the Marshfield Police Department for purposes of tracking such records. **Entry must be made within 72 hours of receipt.**

**1. Books and used clothing need only be entered into the database if the retail value of the item is \$25 or more.**

**c. The business shall photograph and upload “bulk purchase items” in a manner that will allow any observer to ascertain the nature, size and quantity of the purchase. The narrative description shall contain remarks of any unusual or distinguishing characteristics of the purchase or any individual item that is placed for sale or has a value of \$25 or more.**

**(4) Exemptions. This ordinance does not pertain to businesses solely offering in-store credit or consignment.**

(5) *Bond required.* With respect to the application for a secondhand article dealer's and/or secondhand jewelry dealer's license, pursuant to § 134.71(7)Wis. Stats., the applicant provides to the municipality a surety bond of \$200.00 for the observation of all municipal ordinances relating to secondhand article dealers and secondhand jewelry dealers. Provided, however, that upon application by the licensee after a period of one year, a personal bond may be accepted in lieu of the

foregoing surety bond, if the license committee finds that the licensee has not violated any such ordinances during the previous year.

(Code 1982, § 12.14; ORD 1291 12/9/1

SECTION 3. 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 4. 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 5. Effective Date. 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 Meyer, Mayor

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

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

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

Deb M. Hall, City Clerk



# City of Marshfield Memorandum

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TO: Mayor Meyer & Common Council  
FROM: Sam Schroeder, Zoning Administrator  
DATE: June 23, 2015

RE: First Reading – Ordinance No. 1304 rezoning request by Jamie Teatz to change the zoning from “SR-6” Single Family Residential to “TR-6” Two Family Residential located at 310 East Cleveland Street to correct the zoning district, allowing the existing duplex property to conform to the Zoning Code.

## **Background**

Recently the Applicant inquired about adding additional garage space onto his existing duplex at 310 East Cleveland Street. Mr. Teatz was surprised to find that the City wide rezoning that took place on January 1, 2013 made his duplex a legal nonconforming use. Although grandfathered and legal, the structure could not be enlarged or expanded without an exception being granted because of the new zoning class restrictions adopted in the 2013 Zoning Code.

Previously this property was zoned “R-5” Medium low density single- and two-family residential. This district allowed single family uses as well as all types of two family residential uses. The property was rezoned to “SR-6” Single Family residential, which allows single family uses and limited two family residential uses to a “two flat”. The new zoning district did not permit “duplex” style two family homes like the previous zoning district, which made this property nonconforming.

A “Duplex” is described as a dwelling unit type that consists of two separate residences, each having a private individual access and no shared internal access. Duplexes are attached side-by-side located on one lot, each with a ground floor and roof.

A “Two Flat” is described as a dwelling unit type that consists of a single structure with two separate residences each having a private individual access and no shared internal access other than a common hallway. Two Flats are attached units within a 2 story structure with one unit above the other, possibly with a shared front porch. Most two flats are older homes that were converted into an upstairs/downstairs apartment.

## **Analysis**

According to the 2007 City of Marshfield 20 year Comprehensive Plan, this area is identified as “Existing City Residential” and is primarily zoned “SR-6” with residential uses ranging from single family dwelling units to two family dwelling units.

Because there are similar existing side-by-side duplex uses properly rezoned during the City wide rezoning to “TR-6” which are also surrounded by “SR-6”, it is staff’s belief that this property was improperly zoned and it was not the intent of the rezoning to stop an undesirable land use pattern from spreading.

Based on the neighborhood context, the surrounding land uses, and similar rezoned properties during the City wide rezoning it is reasonable to consider a rezoning of this property to “TR-6.”

## **Plan Commission Recommendation**

A public hearing was held on June 16, 2015 where no comments were made.

The Plan Commission recommends approval of the rezoning request by Jamie Teatz to change the zoning from “SR-6” Single Family Residential to “TR-6” Two Family Residential to correct the zoning district, allowing the existing duplex property to conform to the Zoning Code, located at 310 East Cleveland Street.

## **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 July 14, 2015 Common Council meeting.

## **Attachments**

1. Ordinance 1304
2. Location Map
3. Reference Map – Properly Zoned Properties

Concurrence:

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Jason Angell  
Planning and Economic Development Director

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Steve Barg  
City Administrator

**ORDINANCE NO. 1304**

**AN ORDINANCE REZONING 310 EAST CLEVELAND STREET, PARCEL 33-00522, FROM “SR-6” SINGLE FAMILY RESIDENTIAL DISTRICT TO “TR-6” TWO FAMILY RESIDENTIAL 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 16<sup>th</sup> day of June, 2015 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 “TR-6” Two Family Residential District, as set forth in, and regulated by, the provisions of Chapter 18, Marshfield Municipal Code:

All of Lots 8 and 9 in Block 27 of the Fourth Addition to the Village Plat of Marshfield, being part of the NW ¼ of the NE ¼ of Section 8, Township 25 North, Range 3 East, Wood County, City of Marshfield, 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

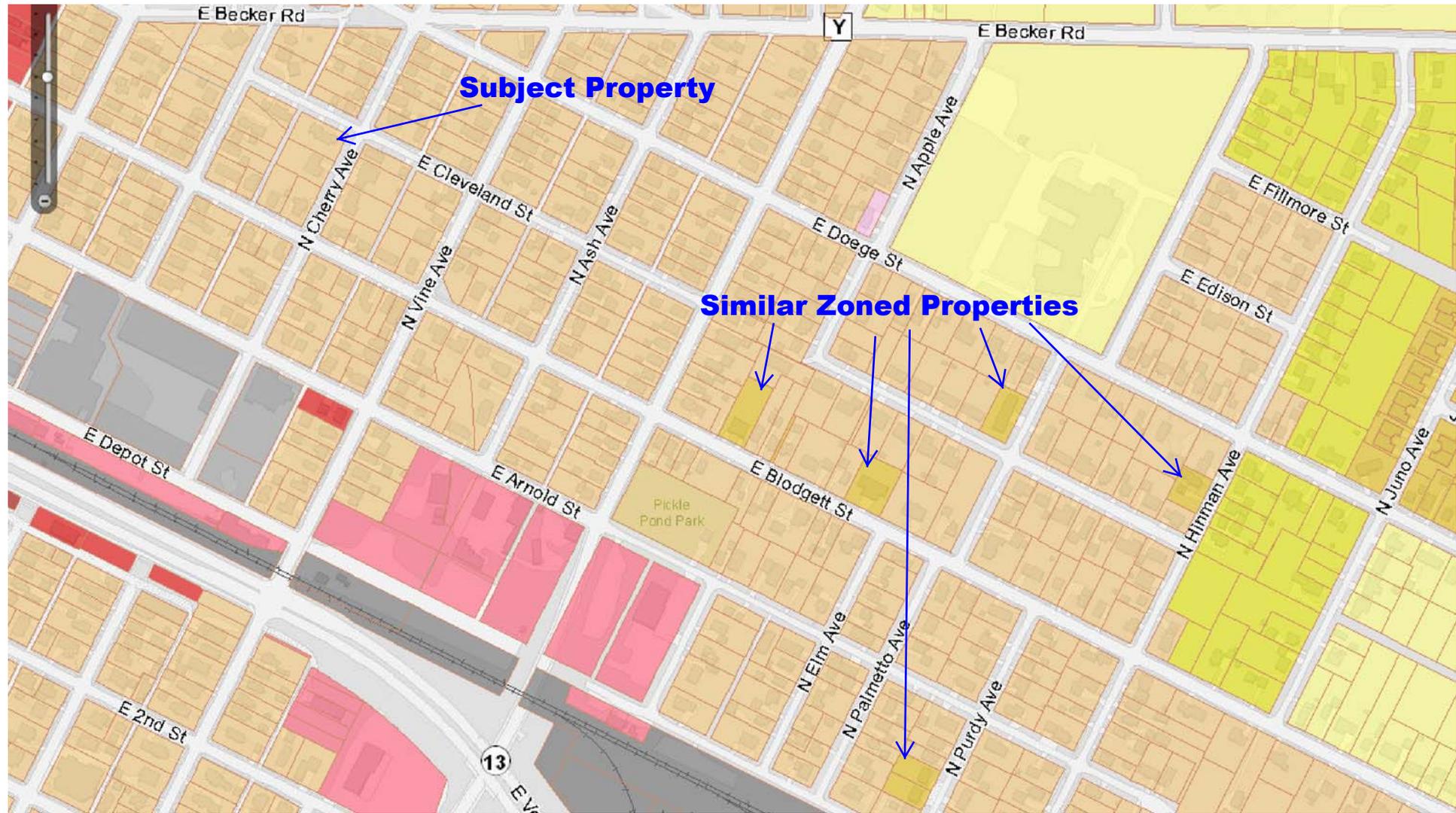
APPROVED: \_\_\_\_\_

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

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

Deb M. Hall, City Clerk





# City of Marshfield GIS Access

## Intranet Mapping Application

Printed: Jun 09, 2015





# City of Marshfield Memorandum

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TO: Mayor Meyer & Common Council  
FROM: Sam Schroeder, Zoning Administrator  
DATE: June 23, 2015

RE: First Reading – Ordinance No. 1305 rezoning request by Marshfield Clinic to change the zoning of 913 North Pine Avenue, Parcel 33-03062A, from “SR-4” Single Family Residential District to “CD” Campus Development District to allow this property to be included as part of the Marshfield Clinic Campus.

## **Background**

The Applicant is proposing to rezone one property located at 913 North Pine Avenue – Parcel 33-03062A from “SR-4” Single Family Residential District to “CD” Campus Development District. The proposed rezoning would allow this vacant piece of property to be included as part of the Marshfield Clinic Campus.

Marshfield Clinic does have preliminary ideas to develop a building on this lot in the near future. The exact use of that facility remains to be finalized, but would have to come back to Plan Commission as a conditional use request to allow new development within the “CD” Campus Development zoning district prior to the adoption of a Campus Master Plan.

## **Analysis**

According to the 2007 City of Marshfield 20 year Comprehensive Plan, this specific area is identified as “Existing City Residential.” Wisconsin State Statute 66.1001 states that an ordinance amendment shall be consistent with the local governmental unit’s comprehensive plan. Although the Comprehensive Plan has identified this specific area as existing city residential, the residential dwelling unit no longer exists and it is abutting land uses identified on the future land use map as institutional. The Comprehensive Plan also states that the proposed planned land use pattern depicted in the future land use map under the land use recommendations should be generalized and should be used by City staff and officials to adjust zoning maps and to guide recommendations and decisions on rezoning and other development request.

Prior to the Plan Commission meeting and the public hearing an attorney representing Ministry Health care, Inc. and Ministry Saint Joseph’s Hospital did

submit a letter to staff formally objecting to the rezoning request by Marshfield Clinic stating that the rezoning request is inconsistent with the future land use map within the Comprehensive Plan. Also as owners of 20% or more of the land immediately adjacent extending 100 feet therefrom, they formally protest the rezoning request pursuant to Wisconsin State Statute 62.23(7). Wisconsin State Statute requires with a formal protest against the zoning map amendment, that such amendment shall not become effective except by the favorable vote of three-fourths of the members of the council voting on the proposed change.

Based on the neighborhood context, the surrounding land uses, similar properties, the goals and recommendations of the Comprehensive Plan, and the future growth patterns of the medical facility it is reasonable to consider a rezoning of this property and adjacent properties surrounding the campus in the future from single family residential to "CD" Campus Development.

### **Plan Commission Recommendation**

A public hearing was held on June 16, 2015 where no comments were made.

The Plan Commission recommends approval of the rezoning request by Marshfield Clinic to change the zoning from "SR-4" Single Family Residential to "CD" Campus Development located at 913 North Pine Avenue to allow this property to be part of the Marshfield Clinic Campus Development.

### **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 June 9, 2015 Common Council meeting.

### **Attachments**

1. Ordinance 1305
2. Location Map
3. Preliminary Certified Survey Map
4. Attorney Letter – Protest Petition

Concurrence:



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Jason Angell  
Planning and Economic Development Director



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Steve Barg  
City Administrator

**ORDINANCE NO. 1305**

**AN ORDINANCE REZONING 913 NORTH PINE AVENUE, PARCEL 33-03062A, FROM “SR-4” SINGLE FAMILY RESIDENTIAL DISTRICT TO “CD” CAMPUS DEVELOPMENT 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 16<sup>th</sup> day of June, 2015 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-4” Single-Family Residential District to “CD” Campus Development District, as set forth in, and regulated by, the provisions of Chapter 18, Marshfield Municipal Code:

That part of Block 3 of Plat No. 1 of the City of Marshfield, Wood County, Wisconsin, otherwise known as Schmidt’s Addition, more particularly described as follows: Commencing at a point on the North boundary, 177.30 feet West of the Northeast corner of Block 3 of Plat No. 1, the point of beginning; thence South parallel with the East boundary 147 feet; thence West across said Block 3; thence North along the West boundary 147 feet; thence East along the North Boundary to the point of the beginning, excepting the right-of-way of the Chicago & Northwestern Railroad Company, and also excepting that part thereof conveyed for street in Volume 345, page 278.

Also part of Block 3, Schmidt’s Addition described as: Commencing at a point on the North boundary line and 100 feet West of the Northeast corner of said Block 3 of Plat No. 1, running thence South parallel with the East boundary line 147 feet; thence West 77.30 feet; thence North parallel with the East line 147 feet; thence East along the North line 77.30 feet to the point of beginning; except that part conveyed for street in Volume 345, page 278, and except that part conveyed by deed recorded in Volume 354, page 133.

**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: \_\_\_\_\_

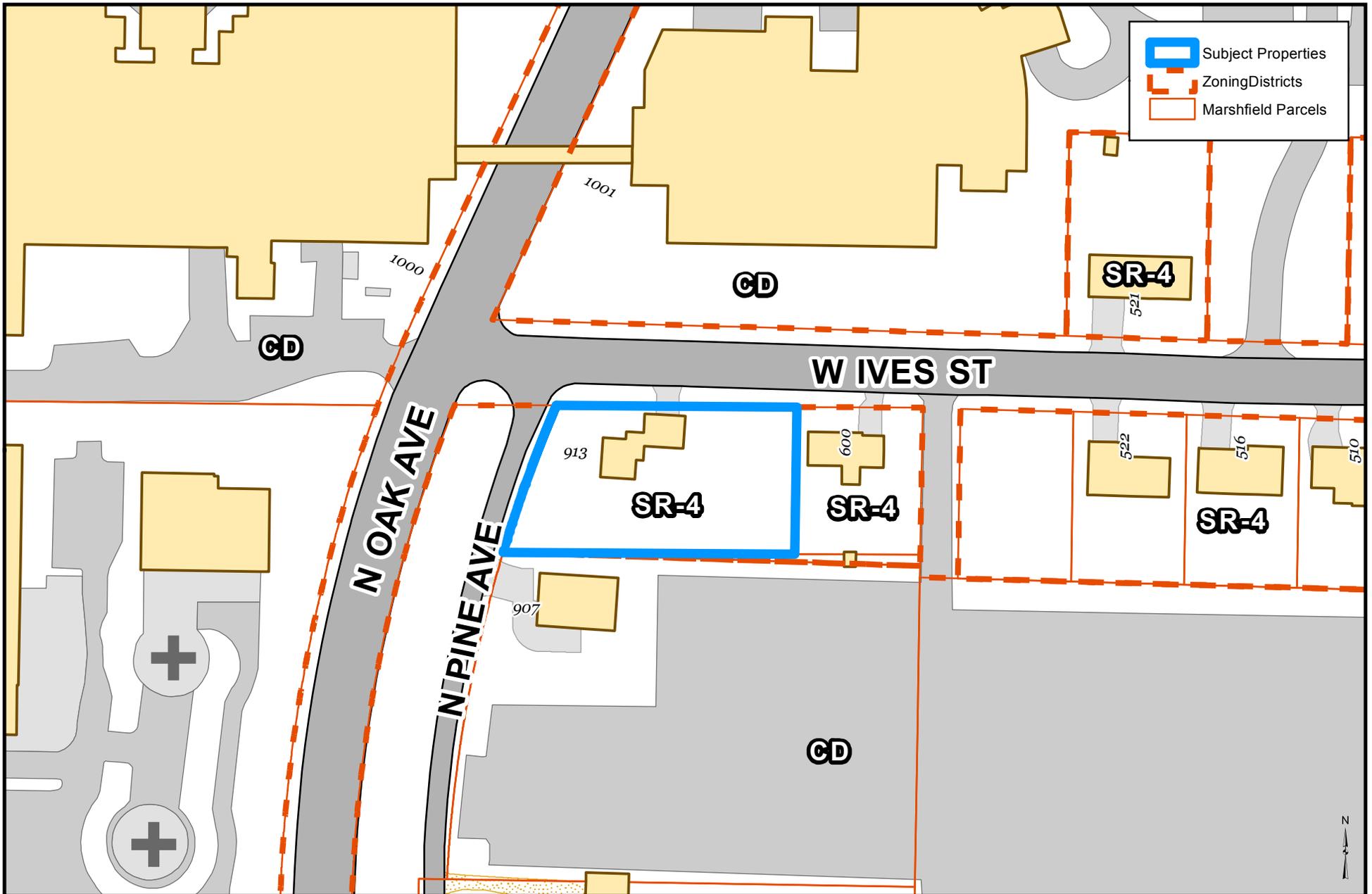
\_\_\_\_\_  
Chris L. Meyer, Mayor

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

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

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

Deb M. Hall, City Clerk



**Rezoning Request: 913 North Pine Avenue**  
**City of Marshfield - Plan Commission**  
**Meeting Date: June 16, 2015**

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.



Preliminary

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**WOOD COUNTY CERTIFIED SURVEY MAP**

I, Donald J. Buza, Professional Land Surveyor, hereby certify:

That I have surveyed, divided and mapped that part of Block 3 of the "City of Marshfield Addition No. 1", being part of the Northwest ¼ of the Southwest ¼ of Section 5, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, described as follows:

Commencing at the West ¼ corner of Section 5, Township 25 North, Range 3 East; thence S 89°50'10"E along the North line of the Northwest ¼ of the Southwest ¼ of said Section 5, 1214.57 feet; thence S 00°52'46"W, 30.00 feet to the South line of Ives Street and the point of beginning (POB) of the parcel to be described; thence S 00°52'46"W, 117.00 feet; thence N 89°50'10"W, 211.63 feet; thence N 88°11'56"W, 19.87 feet; thence Northeasterly 123.71 feet along the arc, concave Southwesterly, having a radius of 1095.92 feet and whose long chord bears N 19°50'46"E, 123.64 feet to the South line of Ives Street; thence S 89°50'10"E along said South line of Ives Street, 191.31 feet to the point of beginning.

Subject to (if any) covenants, conditions, restrictions, right-of-ways and easements of record.

That I have made such survey, land division and plat by the direction of Marshfield Clinic, Inc.

That such plat is a correct representation of all exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Subdivision Ordinances of the City of Marshfield in surveying, dividing and mapping the same.

Dated this 2<sup>nd</sup> day of June, 2015.

Preliminary

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Donald J. Buza  
PLS No. S-2338

**CITY OF MARSHFIELD APPROVAL**

This Certified Survey Map is hereby approved in accordance with Chapter 19-61(3) of the Municipal Code.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

---

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

Prepared by:  
Point Of Beginning, Inc.  
5709 Windy Drive, Suite D  
Stevens Point, WI 54482

Prepared for:  
Marshfield Clinic, Inc.  
1000 N. Oak Avenue  
Marshfield, WI 54449

Job # 15.738



Hall, Render, Killian, Heath & Lyman, P.C.  
111 East Kilbourn Avenue  
Suite 1300  
Milwaukee, Wisconsin 53202  
www.hallrender.com

**Steven C. Hahn**  
(414) 721-0443  
SHahn@hallrender.com

June 16, 2015

**VIA FACSIMILE AND E-MAIL**

debbie.hall@ci.marshfield.wi.us  
Deb Hall, City Clerk  
Marshfield City Hall  
630 South Central Avenue  
Marshfield, WI 54449

Sam.Schroeder@ci.marshfield.wi.us  
Sam Schroeder, Zoning Administrator  
Marshfield City Hall  
630 South Central Avenue  
Marshfield, WI 54449

Chairperson  
City of Marshfield Plan Commission  
Marshfield City Hall  
630 South Central Avenue  
Marshfield, WI 54449

Re: Objection to Rezoning Request for Property at 913 N. Pine Avenue

Dear Ms. Hall, Mr. Schroeder and Chairperson:

I represent Ministry Health Care, Inc., and Ministry Saint Joseph's Hospital (hereafter "Ministry"). I write this letter to formally object on behalf of Ministry to the rezoning request of the Marshfield Clinic to change the zoning from "SR-4" Single Family Residence to "CD" Campus Development for the property located at 913 North Pine Avenue, parcel 33-03062A (hereafter the "Property.") In addition to this letter, I will be present at the Plan Commission meeting this evening to answer any questions that the Plan Commission may have related to these objections.

Specifically, in reviewing the Notice of Public Hearing published by the City related to the rezoning request for the Property, I note that when the City of Marshfield adopted its Comprehensive Plan on July 10, 2007, its vision for this Property for the future was that it would remain residential. The City's Plan, which is a long-range policy document consisting of goals, objectives, and policies to comply with the State of Wisconsin's definition of a comprehensive plan under Wisconsin Statute § 66.1001, is required to be the foundation for zoning and other actions by the City related to future growth and development. The City's Future Land Use Map, adopted as part of the Comprehensive Plan, identifies the Property as remaining residential, and as such the rezoning request is inconsistent with the City's Comprehensive Plan and Wisconsin Statute § 66.1001.

Deb Hall, City Clerk  
Sam Schroeder, Zoning Adm.  
Chairperson, City of Marshfield Plan Commission  
June 16, 2015  
Page 2

Since the City's Comprehensive Plan and Future Land Use Map designate this Property to remain residential, the rezoning of it to "CD" Campus Development absent an amendment to the 2007 Plan in accordance with the procedures of Wisconsin Statute § 66.1001 violates Wisconsin law.

In addition to the foregoing objections, Ministry, as owners of 20% or more of the land directly opposite the Property extending 100 feet from the street frontage, also formally protest the rezoning request pursuant to Wisconsin Statute § 62.23(7). Further, we request that Ministry be placed on the notification list required under Wisconsin Statute § 66.1001(4)(f).

Thank you for your attention to these matters.

Very truly yours,

HALL, RENDER, KILLIAN, HEATH & LYMAN, P.C.

A handwritten signature in black ink, appearing to read "Steven C. Hahn", enclosed in a thin black rectangular border.

Steven C. Hahn

SCH:pco



# City of Marshfield Memorandum

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TO: Mayor Meyer & Common Council  
FROM: Josh Miller, City Planner  
DATE: June 23, 2015

RE: Public Participation Plan for the Comprehensive Plan Update.

## **Background**

In the next few months, the City will begin the process of updating the Comprehensive Plan. The latest plan was adopted in June of 2007 and State Statutes require that the Comprehensive Plan is updated every 10 years. We estimate this process 18-24 months, so to meet that requirement, we are beginning the process now.

State Statutes also require every community to adopt written procedures for foster public participation in the planning process. These procedures outline, at a minimum, what efforts the community will take to engage the public and make materials available for review throughout the Comprehensive Planning process.

## **Analysis**

One of the more challenging aspects of developing any plan is obtaining input from the public. Staff has reviewed the previous plan as well as the plans of other communities to try to develop a comprehensive approach. Below is a list of tasks that staff is proposing as part of the public outreach for the Comprehensive Plan. Additional details for each task can be found in the attached Public Participation Plan.

- On-line Community Survey
- Steering Committee
- Media Involvement
- Press Releases
- City Website and Social Media
- Direct Emails
- Presentations to Professional and Civic Organizations
- Meetings with Government Officials and Stakeholders
- Town Hall Meetings
- Material Dissemination

- Public Hearings
- Plan Adoption

Other ideas that the City may look at completing as part of the public participation process include a Community Planning Team (CPT), Citizen Advisory Committee (CAC), Visual Preference Survey, and S.W.O.T. Analysis. Those items are listed as potential options to explore and implement if feasible. The City may provide additional opportunities for public input, including those that are not listed, but must complete the tasks stated in the Public Participation Plan.

Since the Public Participation Plan was presented to the Plan Commission, staff did add language to address where the public should send comments in writing on the plan once the public hearing notice is published, how the plan will be distributed upon adoption, and that staff will provide updates to the Plan Commission at most of their regular monthly meetings throughout the planning process.

### **Plan Commission Recommendation**

The Plan Commission reviewed the attached Public Participation Plan and directed staff to prepare a resolution for Common Council consideration.

### **Council Options**

The Common Council can take the following actions:

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

### **Recommendation**

Approve Resolution No. 2015-31, adopting the Public Participation Plan for the Comprehensive Plan Update.

### **Attachments**

1. Public Participation Plan for the Comprehensive Plan Update.

Concurrence:



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Jason Angell  
Planning and Economic Development Director

**RESOLUTION NO. 2015-31**

**ADOPTING A PUBLIC PARTICIPATION FOR THE  
COMPREHENSIVE PLAN UPDATE FOR THE CITY OF MARSHFIELD**

WHEREAS, pursuant to Section 66.1001 of the Wisconsin Statutes, all unites of government which enact or amend zoning, subdivision, shorelands or wetland in shorelands zoning or official mapping ordinances on or after January 1, 2010, must adopt a comprehensive plan; and

WHEREAS, the City of Marshfield adopted a comprehensive plan under the authority of and procedures established by Section 66.1001(4) of the Wisconsin Statutes on July 10, 2007; and

WHEREAS, Section 66.1001(2)(i) of the Wisconsin Statutes requires that a comprehensive plan, that was adopted under Section 66.1001 of the Wisconsin Statutes, shall be updated no less than once every 10 years; and

WHEREAS, Section 66.1001(4)(a) of the Wisconsin Statutes requires that the City Council adopt written procedures designed to foster public participation throughout the preparation to amend and update the comprehensive plan; and

WHEREAS, the City of Marshfield believes that regular, meaningful public involvement in the process to amend and update the comprehensive plan, is important to assure that the resulting Plan meets the wishes and expectations of the public; and

WHEREAS, public participation procedures have been developed to foster public participation in the process to update and amend the comprehensive plan.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Marshfield hereby ordains and resolves to approve the written procedures included in the Participation Plan for the Comprehensive Plan Update, attached hereto as Exhibit, A to fulfill the requirements of Section 66.1001(4)(a) of the Wisconsin Statutes.

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

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

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

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

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

Deb M. Hall, City Clerk

## **PUBLIC PARTICIPATION PLAN FOR THE COMPREHENSIVE PLAN UPDATE**

### **I. Introduction**

The City of Marshfield is in the early stages of updating their 2007 Comprehensive plan pursuant to the State's Comprehensive Planning Law, Section 66.1001 of the Wisconsin Statutes 66.1001. The previous public participation plan was adopted in June of 2005.

Section 66.1001(4)(a) of Wisconsin Statutes specifically requires the governing body of the local governmental unit to adopt written procedures designed to foster public participation, including open discussions, communication programs, information services, and public meetings for which advance notice has been provided, in every stage in the preparation of the comprehensive plan. These written procedures contained within this public participation plan satisfy this requirement. This plan will guide public participation throughout the City of Marshfield's comprehensive planning process.

This public participation plan offers all citizens, businesses, interest groups, and other parties a range of opportunities to participate throughout the planning process in a meaningful way to shape the future of the City and surrounding area. Effective public input is critical for the success of this planning process because it is our citizens, businesses, and groups that will experience the plan's costs and benefits on a daily basis for many years. The majority of public participation activities will focus on public information, education, and input.

Our participation program uses a variety of innovative, unique, and thoughtful ways to encourage people to participate in the process and to maximize the effectiveness of their contributions. The opportunities are open to everyone with a stake in the outcome of the comprehensive plan.

Our public participation process will:

- Ensure all planning decisions are open to public comment;
- Produce better planning decisions;
- Support and add credibility to all City decision making processes;
- Provide opportunities to disseminate information about the plan and process to all segments of the City;
- Strengthen the relationship between our decision makers and citizens; and,
- Develop a shared vision for the future of Marshfield.

The public participation plan has been created by the City of Marshfield Planning & Economic Development Department.

This plan was adopted by the City of Marshfield, Common Council on June 23, 2015.

## II. Public Participation Opportunities

The City of Marshfield has established the following list of public participation opportunities because these techniques are designed to maximize public participation in every stage of our planning process. Actively engaging the public during the planning process will provide support for the final plan document. To gather public input, as well as build support for the final document, a rigorous public process is needed. This collection of opportunities will meet both the letter and spirit of Wisconsin's Comprehensive Planning Legislation and will include the following:

- a. Community Survey: An on-line survey will be formulated and implemented early in the process to help identify key community issues and concerns. The survey will be designed to obtain public opinions and preferences on key subjects addressed in each of the nine comprehensive plan elements, as well as other elements identified to be included in the comprehensive plan. More than one survey may be developed to address specific questions/concerns that arise during the planning process.
- b. Steering Committee: The Steering Committee will be composed of Planning Commission members, City Staff, and community representatives. The Steering Committee will provide technical support to the planning process, as well as reviewing results from the multiple grass roots level committees. The Steering Committee will be responsible for overseeing the development of draft Goals, Objectives, Policy recommendations, and the Action Plan.
- c. Media Involvement: It is anticipated that the media will play an active role in the public awareness process. This may occur in the form of newspaper articles, interviews, or taped programs. The media will be notified of meetings held throughout the process.
- d. Press Releases: Staff will prepare and distribute press releases to the local media to provide publicity and promote awareness of the ongoing planning effort.
- e. City Website and Social Media: The Planning & Economic Development department will maintain the comprehensive plan and planning process information on the City's website. This information may include the project schedule, meeting minutes and agendas, draft plan elements and reports, maps, photographs, and survey results. The website will also provide an opportunity for residents to submit questions and comments on the plan and planning process to the Planning and Economic Development Department. Staff will also provide updates on the City's social media accounts such as Facebook.
- f. Direct Emails: Throughout the planning process, staff will send updates on materials or meeting notices via email to those that provide their email address and request the email updates.

## Exhibit A – Comprehensive Plan Update Public Participation Plan

- g. Presentations to Professional and Civic Organizations: City staff will look for opportunities to present updates and promote public participation throughout the development of the comprehensive plan to various civic and business groups.
- h. Meetings with Government Officials and Stakeholders: City staff will be meeting with various public officials and stakeholders in the community on an individual or small group basis to identify specific concerns or recommendations they may have.
- i. Town Hall Meetings: To provide the public with a wider format to view the process, a series of three Town Hall Meetings will be held to provide a wider context to the planning process, as well as to provide a formal setting for review and comment on the proposed plan document. At all of these meetings, participants will be able to submit written comments regarding the plan.
  - Kick-Off: The first meeting will be a general “Kickoff” meeting where the planning process will be introduced, planning requirements explained, and preliminary issues identified. This meeting will be widely publicized, open to all members of the public, and may be recorded/televised on local access television. The meeting will also be used to recruit potential members to Citizen Planning Team or Community Advisory Committee (see below) if those efforts are implemented.
  - Mid-Term Report: This “checkpoint” meeting will provide the public with an opportunity to view efforts to date and completed background data about the City. The results of the survey may be available for review as well. Any draft Goals and Objectives that have been completed will also be presented to the public for their review and comment.
  - Community-Wide Open House: The Community-Wide Open House will be held at the end of the process to present the results of the planning effort. A completed draft plan will be presented for public review, as well as a formal presentation made by the planning team and City staff. This Open House will also be widely publicized and may also be recorded/televised on local access television.
- j. Material Dissemination: Throughout the planning process, various materials such as narratives, draft elements, goals, maps, and other information will be made available to the public for review. Staff will upload materials on the City website as they become available and will notify the public via press release of the available information and send direct emails to those that provide their email address. Additionally, the draft plan will be made available on the City website and paper copies of the proposed plan will be available at the Marshfield Public Library and City Hall at the time the public hearing notice is published. Staff will mail out copies of the draft materials and final plan to those that submit a request in writing for copies of the materials.

## Exhibit A – Comprehensive Plan Update Public Participation Plan

- k. Regular Plan Commission Meetings: Staff will provide updates to the Plan Commission at most regularly scheduled meetings throughout the planning process. These meetings are open to the public.
- l. Public Hearings: According to statutes, at least one public hearing must be held, at which the proposed ordinance is discussed. At least one public hearing will be held by the Common Council regarding the adoption of the plan. It is anticipated that at least one additional public hearing may also be held by the Plan Commission. All public hearings will be open to the public and written and oral testimony will be taken. In accordance with Chapter 985 of the Wisconsin State Statutes, a class 1 notice will be published at least 30 days before the hearing with the Common Council. The notice shall contain the following information:
  - i. The date, time, and place of the hearing.
  - ii. A summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan.
  - iii. The name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance.
  - iv. Information relating to where and when the proposed comprehensive plan or amendment to such a plan may be inspected before the hearing, and how a copy of the plan or amendment may be obtained.

At least 30 days before the hearing before the Common Council is held, the City shall provide written notice per the requirements of Wis. Stat. 66-1001(4)(e) and (f) (related to metallic mining operations and those who submit a request in writing for a copy of the plan). The comprehensive plan, or an amendment of a comprehensive plan, may take effect even if the City fails to provide the notice that is required under Wis. Stat. 66.1001(4) (e) or (f), unless the City intentionally fails to provide the notice. The draft plan will also be made available to the public at the time the Common Council public hearing notice is published.

After the notice of this hearing has been published, written comments by members of the public, regarding the plan, may be forwarded to the City of Marshfield, Planning and Economic Development Department. Written comments will be accepted up to one week prior to the public hearing and will be addressed at the hearing.

- m. Plan Adoption: It is anticipated that the Plan Commission will hold the first public hearing. The Plan Commission may recommend the adoption or amendment of the comprehensive plan only by adopting a resolution by the majority vote of the entire Commission. Their vote will be recorded in their official minutes. The plan does not take effect until an ordinance adopting the plan is enacted by majority vote of the entire Common Council.

Any proposed revisions after the plan has been presented to the Plan Commission hearing will be noted in the meeting minutes prior to the final public hearing. After enactment of the ordinance for adoption of the plan, or of an amendment to such a plan, a copy shall be sent to the following:

## Exhibit A – Comprehensive Plan Update Public Participation Plan

- i. Every governmental body that is located in whole or in part within the boundaries of the City.
- ii. The clerk of every local governmental unit that is adjacent to the City.
- iii. The Wisconsin Department of Administration.
- iv. The North Central Regional Planning Commission.
- v. The Marshfield Public Library.

Additionally, the following are options that may be explored as possible opportunities for more community input. These items may not necessarily be implemented or may only be partially implemented as part of the planning process; however, we wanted to provide a list of additional ideas to explore if they are feasible.

- n. Community Planning Teams: Under this proposed effort, the City of Marshfield could be divided up into neighborhoods or wards for planning purposes. Each of these areas would then have a Community Planning Team (CPT) to provide local level input and insight to the planning process. The CPTs can be used to identify local-level issues and will assist in the development of goals and objectives. They can also provide a vital link between the planning process and the citizenry at large. Members of the CPT may be asked to play a proactive role in the community outreach process through the planning process. Approximately five to seven persons would likely be needed (appointed by the Mayor with input from appropriate City Council members) to serve on each CPT.
- o. Citizen Advisory Committee: This proposal would have the Citizen Advisory Committee (CAC) be composed of the members of the CPT's. The CAC could meet on a consistent basis (likely monthly) and would act in an advisory role to the Steering Committee. Its primary role is to assist in obtaining broad community input. The CAC could potentially act as an intermediary between the Steering Committee and the citizenry at large.
- p. A Visual Preference Survey: A Visual Preference Survey (VPS) is a planning tool that provides the public with the opportunity to offer its opinions about the visual quality of various types of development (i.e. single family residential, apartments, retail establishments, industrial buildings, offices, etc.). The results of the VPS can be used by the City to create specific plan recommendations and implementation ordinances to facilitate the types and styles of development the public prefers.
- q. S.W.O.T. Analysis: A Strengths, Weaknesses, Opportunities, and Threats (S.W.O.T.) Analysis is a simple but useful tool to help evaluate the strengths, weaknesses, opportunities, and threats that either promote or inhibit the growth of the community and have an effect on the implementation of desired policies. This activity is usually done in a workshop setting and can be completed on a one time basis, looking at the community as a whole, or considered for each element individually.

The City of Marshfield is not limited to the public participation methods listed above and may engage in other methods not identified here as the planning process moves forward.



# City of Marshfield Memorandum

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TO: Finance, Budget and Personnel Committee  
FROM: Jason Angell, Director of Planning & Economic Development  
DATE: June 16, 2015

RE: Budget Resolution No. 12-2015

## **Background**

The attached budget resolution allows the Economic Development Board to continuing moving forward with efforts related to the implementation of the 2013 Marshfield Economic Development Action Plan and 2015 Downtown Master Plan. The requested funding will contribute to the ongoing efforts to improve our downtown.

## **Analysis**

The funding request by the EDB will allow them to satisfy the recently approved development agreement to partner with Rogers Cinema, Inc. to establish an active greenspace/park in the downtown on property currently addressed as 451-453 S. Central Avenue. The proposed development is estimated to cost \$250,000 and will be funded largely by private donations (in-kind and cash contributions). The project is slated to commence on or around June 15<sup>th</sup> and will be completed and transferred to the City on or before October 15, 2015.

After reviewing the funding request, the EDB welcomed the opportunity to partner with Rogers Cinema, Inc. as the Board feels this project allows us to continue to make the improvements within the downtown that have been identified and adopted in recent planning efforts. On June 9<sup>th</sup>, the Council agreed with the EDB and approved the development agreement and directed staff to execute the agreement.

## **Committee Recommendation**

Both the EDB and Council approved the development agreement with the understanding the \$25,000 city contribution would be coming from the Economic Development Board's "205 account", which contains funding from the City's former revolving loan fund.

## **Staff Recommendation**

APPROVE Budget Resolution No. 12-2015

Concurrence:

Steve Barg, City Administrator

Keith Strey, Finance Director





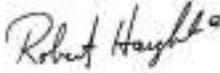
## FIRE & RESCUE DEPARTMENT

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### MEMORANDUM

**TO:** Finance and Personnel Committee Members

**FROM:** Robert Haight, Fire Chief



**DATE:** June 6, 2015

**SUBJECT:** Budget Resolution 13-2015

### Background

The Marshfield Fire and Rescue Department received a call from a couple who reside in the City of Marshfield and they would like to make a monetary donation towards the purchase of a new LUCAS 2 Chest Compression System for use on patients in cardiac arrest where cardiopulmonary resuscitation (CPR) is warranted. The donation of \$14,528.79 shall solely be used for the purpose of placing the LUCAS 2 device in service on the second ambulance. This money will be receipted into the Emergency Medical Services Fund and will need to be transferred to the Emergency Medical Services budget to allow for the purchase of this device.

### Analysis

The purchase of this second life-saving device was not a budgeted item and is being requested as a result of the receipt of this generous donation. This budget resolution will allow for the transfer of this money from this donation to the Emergency Medical Services budget to finalize the purchase of this device.

### Recommendation

I recommend that this budget resolution (13-2015) be approved as presented.

Concurrence:



Steve Barg, City Administrator



Keith Strey, Finance Director



**Physio-Control, Inc.**  
 11811 Willows Road NE  
 P.O. Box 97006  
 Redmond, WA 98073-9706 U.S.A  
 www.physio-control.com  
 tel 800.442.1142  
 fax 800.732.0956

## Thank you for considering Physio-Control

**To:** Scott Owen Deputy Chief EMS  
 City of Marshfield Fire Department  
 514 East Fourth Street  
 Marshfield WI 54449  
 715-436-2093  
 scott.owen@ci.marshfield.wi.us

Quote # 42152.54504  
 Quote Date: 5/28/2015  
 Sales Consultant: Jeff Preston  
 Contact Information: 920-342-3339  
 E-mail Address: jeff.preston@physio-control.com  
 FOB: Destination  
 Terms: Net 30

Contract: <b>NASPO #SW300</b>		Expiration: <b>8/26/2015</b>					
Cat Number	Description	Qty	List Price	Contract Disc	Cash Disc	Unit Net	Ext Total
99576-000024	LUCAS 2.2 Chest Compression System INCLUDES BASE UNIT WITH BACK PLATE, CARRYING BAG, TWO (2) PATIENT STRAPS, STABILIZATION STRAP, 3 SUCTION CUPS, 1 RECHARGEABLE BATTERY, AND INSTRUCTIONS FOR USE WITH EACH DEVICE.	1	\$ 14,495.00	\$ 1,804.63		\$ 12,690.37	\$ 12,690.37
11576-000060	LUCAS 2 Stand-alone Battery Charger	1	\$ 1,085.00	\$ 190.78		\$ 894.22	\$ 894.22
11576-000039	LUCAS 2 Battery - Rechargeable Lithium Polymer (LiPo)	1	\$ 685.00	\$ 121.66		\$ 563.34	\$ 563.34
11576-000055	LUCAS 2 Power Supply Cord	1	\$ 345.00	\$ 75.60		\$ 269.40	\$ 269.40
11576-000046	LUCAS 2 Disposable Suction Cup (3 pack)	1	\$ 132.00	\$ 20.54		\$ 111.46	\$ 111.46
Shipping and Handling						\$	-
<b>List Price</b>						\$	16,742.00
<b>Total Discounts</b>						\$	2,213.21
<b>Grand Total</b>						\$	<b>14,528.79</b>

### Version FY16Q1 v1

#### Notes:

This quote is a budgetary quote used to communicate contracted pricing. Final pricing will be per the active pricing on the contract at the time of order. Contract eligibility will be reviewed at the time of order and is required to receive contracted pricing. Terms of Sale are listed below. The terms of the contract listed above supersede any terms listed on this quote or any customer documents. Provided the above terms are met, an order may be placed by submitting this budgetary quote along with a purchase order. Orders may be subject to taxes, shipping and handling fees. Trade-in values are a function of the market value and the condition of the device at the time of trade in, thus values may be subject to change. Please note that device serial numbers are required at time of order.

### TERMS OF SALE

#### General Terms

Physio-Control, Inc.'s acceptance of the buyer's order is expressly conditioned on product availability and the buyer's assent to the terms set forth in this document and its attachments. Physio-Control, Inc. agrees to furnish the goods and services ordered by the Buyer only on these terms, and the Buyer's acceptance of any portion of the goods and services covered by this document shall confirm their acceptance by the Buyer. These terms constitute the complete agreement between the parties and they shall govern any conflicting or ambiguous terms on the Buyer's purchase order or other documents submitted to Physio-Control, Inc. by the Buyer. These terms may only be revised or amended by a written agreement signed by an authorized representative of both parties.

#### Pricing

Unless otherwise indicated in this document, prices of goods and services covered by this document shall be Physio-Control, Inc. standard prices in effect at the time of delivery. Prices do not include freight insurance, freight forwarding fees, taxes, duties, import or export permit fees, or any other similar charge of any kind applicable to the goods and services covered by this document. Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services covered by this document unless Physio-Control, Inc. receives a copy of a valid an exemption certificate prior to delivery. Please forward your tax exemption certificate to the Physio-Control, Inc. Tax Department P.O. Box 97006, Redmond, Washington 98073-9706.

#### Payment

Unless otherwise indicated in this document or otherwise confirmed by Physio-Control, Inc. in writing, payment for goods and services supplied by Physio-Control, Inc. shall be subject to the following terms:

- Domestic (USA) Sales - Upon approval of credit by Physio-Control, Inc., 100% of invoice due thirty (30) days after invoice date.
- International Sales - Sight draft or acceptable (confirmed) irrevocable letter of credit. Physio-Control, Inc. may change the terms of payment at any time prior to delivery by providing written notice to the Buyer.

#### Delivery

Unless otherwise indicated in this document, delivery shall be FOB Physio-Control, Inc. point of shipment and title and risk of loss shall pass to the Buyer at that point. Partial deliveries may be made and partial invoices shall be permitted and shall become due in accordance with the payment terms. In the absence of shipping instructions from the Buyer, Physio-Control, Inc. will obtain transportation on the Buyer's behalf and for the Buyer's account.

#### Delays

Delivery dates are approximate. Physio-Control, Inc. will not be liable for any loss or damage or any kind due to delays in delivery or non-delivery resulting from any cause beyond its reasonable control, including but not limited to, acts of God, labor disputes, the requirements of any governmental authority, war, civil unrest, terrorist acts, delays in manufacture, obtaining any required license or permit, and Physio-Control, Inc. inability to obtain goods from its usual sources. Any such delay shall not be considered a breach of Physio-Control, Inc. and the Buyer's agreement and the delivery dates shall be extended for the length of such delay.

#### Inspections and Returns

Claims by the Buyer for damage to or shortages of goods delivered shall be made within thirty (30) days after shipment by providing Physio-Control, Inc. with written notice of any deficiency. Payment is not contingent upon immediate correction of any deficiencies and Physio-Control, Inc. prior approval is required before the return of any goods to Physio-Control, Inc. Physio-Control, Inc. reserves the right to charge a 15% restocking fee for returns. The Physio-Control Returned Product Policy is located at [http://www.physio-control.com/uploadedFiles/support/ReturnPolicy\\_3308529\\_A.pdf](http://www.physio-control.com/uploadedFiles/support/ReturnPolicy_3308529_A.pdf).

**Service Terms**

All device service will be governed by the Physio-Control, Inc. Technical Services Support Agreement which is available from your sales representative or <http://www.physio-control.com/uploadedFiles/products/service-plans/TechnicalServiceAgreement.pdf>. All devices that are not under Physio-Control Limited Warranty or a current Technical Service Support Agreement must be inspected and repaired (if necessary) to meet original specifications at then-current list prices prior to being covered under a Technical Service Support Agreement. If Buyer is ordering service, Buyer affirms reading and accepts the terms of the Technical Service Support Agreement.

**Warranty**

Physio-Control, Inc. warrants its products in accordance with the terms of the standard Physio-Control, Inc. product warranty applicable to the product to be supplied. Physio-Control, Inc. warrants services and replacement parts provided in performing such services against defects in accordance with the terms of the Physio-Control, Inc. service warranty set forth in the Technical Service Support Agreement. The remedies provided under such warranties shall be the Buyer's sole and exclusive remedies. Physio-Control, Inc. makes no other warranties, express or implied, including, without limitation, NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND IN NO EVENT SHALL PHYSIO-CONTROL, INC. BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR OTHER DAMAGES.

**Patent & Indemnity**

Upon receipt of prompt notice from the Buyer and with the Buyer's authority and assistance, Physio-Control, Inc. agrees to defend, indemnify and hold the Buyer harmless against any claim that the Physio-Control, Inc. products covered by this document directly infringe any United States of America patent.

**Miscellaneous**

a) The Buyer agrees that products purchased hereunder will not be reshipped or resold to any persons or places prohibited by the laws of the United States of America. b) Through the purchase of Physio-Control, Inc. products, the Buyer does not acquire any interest in any tooling, drawings, design information, computer programming, patents or copyrighted or confidential information related to said products, and the Buyer expressly agrees not to reverse engineer or decompile such products or related software and information. c) The rights and obligations of Physio-Control, Inc. and the Buyer related to the purchase and sale of products and services described in this document shall be governed by the laws of the State of Washington, United States of America. All costs and expenses incurred by the prevailing party related to enforcement of its rights under this document, including reasonable attorneys fees, shall be reimbursed by the other party.

BUDGET RESOLUTION NO. 13-2015

A resolution changing the 2015 budget of the City of Marshfield, Wisconsin.

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

1. That the sum of \$14,529 is hereby transferred from a donation to the Emergency Medical Services Fund #605 to purchase a Lucas 2 Chest Compression System.
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. 13-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

- 1. Emergency Medical Services Fund, a/c #6054800022.220000:
  - a. 48190 – Miscellaneous Revenue \$ 14,529

TRANSFERRED TO: **(MEMO ONLY)**

- 1. Emergency Medical Services Fund, a/c #605:
  - a. 18500 – Fixed Assets/Machinery & Equipment \$ 14,529

\* \* \* \*



# City of Marshfield Memorandum

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DATE: June 17, 2015  
TO: Mayor Meyer & City Council  
FROM: Steve Barg, City Administrator  
RE: Request from Marshfield Area Coalition for Youth – heroin prevention

## **Background**

For your consideration, I have attached a request from the Marshfield Area Coalition for Youth (MACY) for \$25,000 from the City for heroin prevention activities. The approved 2015 City budget included \$25,000 in contingency funds that could be allocated for this purpose, should the Council receive and wish to accept a proposal for these services. The attached workplan is designed to make an impact in combating this growing problem.

## **Finance, Budget & Personnel Committee action**

On June 16<sup>th</sup>, the Finance, Budget & Personnel Committee reviewed the attached request, and unanimously recommended approval. Since that time, the Finance Director prepared the attached budget resolution, which would transfer the necessary funds.

## **Recommendation**

Staff recommends that Council approve the funding request and adopt Budget Resolution 14-2015.



May 18, 2015

**RE: Opioid (Prescription Drug Abuse and Heroin Use) Public Awareness campaign**

This workplan is being submitted by Marshfield Clinic Center for Community Outreach (CCO) on behalf of Marshfield Area Coalition for Youth (MACY) to address needs related to substance abuse prevention, specifically prescription drug abuse and heroin use in Marshfield. MACY is supported by over 50 members representing 30 organizations, and seven committees that are overseen by a Steering Committee and staff from CCO. Through a needs assessment, MACY has determined that prescription drug abuse and heroin use is a major public health issue.

Easy access to prescription drugs contributes to misuse. In 2010, Wisconsin sold 13.1 million pounds of prescriptions, ranging from aspirin to narcotics. Of the 4.4 million pounds that went unused, only 2.1% (93,500 pounds) were properly disposed (*UW-Extension and Product Stewardship Institute. (2013)*).

Heroin is often referred to as the cheaper counterpart to prescription Opioids making it accessible to the community. In 2014, Wood County had 36 heroin cases analyzed by the Wisconsin State Crime Lab, which places Wood in the top 10 counties requesting analysis. Prior to 2009, Wood County had no reported cases of heroin (*WI DOJ, 2014*).

The Central Wisconsin Drug Task Force is comprised of 15 law enforcement agencies covering Wood and seven other counties. Since 2010, Marshfield Police Department seized 347.8 grams of heroin, which accounts for over of half the amount seized from the other 14 agencies. Arrests in Marshfield included 143 people for prescription drug related criminal offenses and 55 people for heroin related criminal offenses. Five of these arrests were minors. From July 2012 - February 2014, six residents died due to alcohol, prescription drugs or heroin use; five from overdose and one from homicide (*Marshfield Police Department (March 30, 2015). Wisconsin ACISS database*).

Some of the most compelling data comes from the Wisconsin Youth Risk Behavior Survey (YRBS), which has been administered by MACY to 8<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup> grade students in Marshfield since 2006. In January 2015, 567 high school students reported:

- 5.8% used prescription drugs not prescribed to them
- 8.8% did not perceive risk in using prescription drugs not prescribed to them
- 2.7% of parents and 13.5% of peers would not feel it is wrong or very wrong to misuse prescription drugs
- 2.6% used heroin one or more times in their life and 1.9% used heroin in the past 30 days

In response to the alarming data, a Heroin Ad-hoc committee of the Marshfield Area Coalition for Youth (MACY) was formed in August 2013. The Ad-hoc committee was chaired by Marshfield Municipal Court Judge John Adam Kruse and consisted of prominent Marshfield community members and was supported by Marshfield Clinic Center for Community Outreach (CCO) staff. The Ad-hoc committee met for four months and was charged with measuring the scope of the problem with heroin and prescription drug abuse in the Marshfield area. The committee was asked to identify local drug trends and recommended strategies that would help to reduce the overall demand for Opioid drugs. The Ad-hoc committee prioritized the need to develop and implement a public education and awareness campaign aimed at decreasing heroin and prescription drug abuse. A well designed campaign is essential for the Marshfield community, supports ongoing law enforcement efforts, promotes harm reduction and builds support for treatment options. Without immediate action, Opioid drug abuse is likely to escalate exponentially.

In October 2014, the City of Marshfield agreed to contribute \$25,000 to support efforts of MACY. The MACY Drug Task Force (DTF) has met two times a month since January 2015 and determined the following opioid public awareness and education work plan:

**Goal: To reduce prescription drug abuse and heroin use in Marshfield through a public awareness campaign (May 1, 2015 – April 30, 2016).**

**Objective 1: By July 10, 2015, develop and conduct a Community Perception Survey on prescription drug abuse and heroin use.**

Activity	Who is responsible?	Timeline	Outcomes	Budget
Develop, create and maintain electronic survey	CCO, DTF, MCRF Epi Dept	May 1-July 10, 2015	At least 500 people complete the survey	\$3,045
Market and Advertise Survey <ul style="list-style-type: none"> <li>• Billboards</li> <li>• Fact Cards</li> <li>• Flyers</li> </ul>	MACY, DTF, CCO	June 10-July 10, 2015	At least 1 billboard created, At least 5,000 materials (fact cards, flyers, etc.) created and distributed, At least 2 media articles printed in the local newspapers	\$2,000
Review and Analyze Results of Survey	DTF, CCO	By July 15, 2015	Survey results published and on file	
<b>Objective 2: By September 2, 2015, develop a public awareness campaign on prescription drug abuse and heroin use based on results of community perception survey.</b>				
Determine Focus of Campaign	DTF	By July 15	Public awareness campaign created focused around prescription drug abuse and heroin use in Marshfield	
Provide creative development, marketing and distribution plan	Idea People	May 2015 – April 2016	Marketing strategy for public awareness campaign identified	\$5,000 (\$400/month for 12 months)
Develop Creative Concepts and Draft a Marketing and Distribution Plan	CCO	July-August 2015	At least 2 media articles published in the local newspaper	\$3,623
Create and Print Materials <ul style="list-style-type: none"> <li>• Brochures</li> <li>• Flyers</li> <li>• Yard Signs</li> <li>• Etc.</li> </ul>	CCO	August-September 7, 2015	Marketing materials (brochures, flyers, yard signs, etc.) created for public awareness campaign	\$11,332
Plan and Host Kickoff	DTF	August-September 7, 2015	Kickoff hosted at 2015 Central Wisconsin State Fair	
Distribute Materials	DTF	September 2015-April 2016	At least 5,000 public awareness campaign materials distributed	
Review and Analyze Results of Public Awareness campaign	DTF, CCO	April 2016	Results published and on file	
<b>TOTAL</b>				<b>\$25,000</b>

The intention is to kick-off the Opioid Public Awareness campaign in September 2015.



## Marshfield Area Coalition for Youth Drug Task Force

The Drug Task Force meets monthly or as needed. Duties include:

- Develop/implement an annual prescription drug and heroin abuse plan
- Develop and administer online Community Perception Survey
- Update and distribute opioid report
- Create treatment/ recovery resources handout
- Dispose of at least 1,200 pounds of unwanted or expired medication
  - Assist in maintaining the permanent prescription drug drop-off site at Marshfield Police Department
  - Coordinate at least 4 prescription drug take-back events
  - Collect unwanted and expired medication from assisted living centers (MPD)
  - Distribute materials advertising permanent prescription drug drop site and take-back events
- Opioid prescriber policy
  - Develop educational materials for patients who deal with chronic pain
  - Train physicians, healthcare staff, pharmacists, etc. on prescription drug abuse, community resources for patients that deal with chronic pain and Wisconsin's Prescription Drug Monitoring Program (PDMP)
  - Determine the number of physicians and pharmacists who are registered with PDMP
  - Recruit key clinic and hospital stakeholders to develop the joint prescribing policy (i.e. physicians, healthcare staff, pharmacists, etc.)
  - Document adoption/ implementation of the joint Marshfield Clinic and Ministry Saint Joseph's Hospital Prescribing Policy
- Enhanced enforcement
  - Compliance Checks
  - Party Patrols/ Saturation Patrols
  - Drug Dog School Locker Searches
  - Expanded Park Patrol Hours
  - Targeted hot spots using GIS mapping

**Current members:** Jim Hoese, John Kruse, Becky Lee, Jim Cramm, Derek Iverson, Rick Gramza, Josh Larsen, Melissa Niedfeldt, Christine Van de Yacht, Ashley Normington, Nikki Podevels, Danielle Luther



# CITY OF MARSHFIELD

## MEMORANDUM

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**TO:** MAYOR MEYER AND COMMON COUNCIL  
**FROM:** KEITH STREY, FINANCE DIRECTOR  
**SUBJECT:** 2014 TAX RATE COMPARISONS  
**DATE:** 6/19/2015

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### **BACKGROUND**

During the May 26, 2015 Common Council meeting, discussion was held and action taken to establish a 2016 budget parameter to provide staff direction in preparing a recommended 2016 budget for Common Council consideration later this year. During this discussion, the Mayor requested that staff research and report back on tax rates from other Cities for comparison.

### **ANALYSIS**

Staff followed up on the Mayor's request by contacting the City Clerk offices in six communities routinely used for comparison information for other purposes. The information gathered for this comparison included the City and total net tax rate for each community. Below is the most recent tax rate information (2014 for 2015) gathered by staff for your review.

<b><u>Community</u></b>	<b><u>City</u></b>	<b><u>Total Net Rate</u></b>
Menominee	\$7.21	\$24.79
Superior	\$7.60	\$21.84
Chippewa Falls	\$8.59	\$21.23
Wausau	\$8.77	\$24.34
Marshfield (Wood)	\$9.02	\$23.08
Marshfield (Marathon)	\$9.02	\$23.24
Stevens Point	\$9.84	\$24.40
Wisconsin Rapids	\$11.72	\$26.35

When comparing tax rate and other financial information for communities, it is important to keep in mind that significant variances can exist between communities based on expected services provided and / or the level at which they are provided. Many times that is what separates communities for each other for a unique identity. For example, Marshfield is unique in comparison to most as we have a large City owned Zoo with a General Fund operations budget impact of approximately \$260,000 based on the adopted 2015 budget. Some Cities having the County Seat within their boundaries have historically been able to combine services such as Technology, Sherriff / Police and Parks / Recreation. So, similar to what the City's financial advisor, PFM, has stated in comparing debt levels, these comparisons should be made with the awareness that significant variances do exist as a result of unique decisions made by each community that differ from many others.

### **RECOMMENDATION**

None required, for information only.

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Concurrence – Steve Barg, City Administrator