



CITY OF MARSHFIELD
MEETING NOTICE

ECONOMIC DEVELOPMENT BOARD
Tuesday, September 1, 2015
City Hall Plaza, Room 108
2:30 p.m.

AGENDA

1. Call to order
2. Approve minutes
 - a. August 4th Regular Meeting
 - b. August 12th EDC Subcommittee Meeting
 - c. August 25th 200 Block Subcommittee Meeting
3. Receive citizen comments
4. Identify potential conflicts of interest
5. Quarterly updates on service contracts
 - a. Main Street Marshfield – Angie Eloranta
6. 2016 Budget Adjustment
 - a. Consider adjustment to add \$1500 to Flower Power
7. Discussion and possible action on matters related to 2015-2016 EDB Priorities
 - a. Housing
 - b. Economic Development Corporation
 - c. Downtown Redevelopment
 - i. 200 Block
 1. Consider funding for contractual services provided by Randy Lueth for redevelopment designs
 - ii. 2nd Street Development
 - d. Recreational Opportunities
8. Consider request by St. Vincent DePaul for façade improvement matching grant funds
9. Adjourn to closed session under Wisconsin Statutes 19.81(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.” The purpose of the closed session is to consider the possible financial investment in a façade improvement project.
10. Reconvene to open session
11. Action on matters discussed in closed session, if appropriate.
12. Announce next meeting date and time: Thursday, October 1st @ 3:00 PM
13. Adjourn

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) 384-3636.



City of Marshfield Memorandum

TO: Chair Sennholz & Economic Development Board Members
FROM: Jason Angell, Director of Planning & Economic Development
DATE: September 1, 2015

RE: Staff memo for agenda items listed

#5. Quarterly Report – Main Street

Included within your packet is the 2nd Quarter report prepared by Angie along with the original “service contract” that was approved as part of the 2015 Budget. Angie will present her quarterly report during the meeting and address any questions the Board may have.

Requested action: Receive and place on file

#6(a) Add \$1500 to Flower Power budget for 2016

Last month the Board request staff bring back the recommended 2016 Budget to consider an adjustment to increase the allocation to Flower Power by \$1500. This request is based upon feedback that members have received from those directly involved with the program.

After reviewing the budget, staff feels the adjustment could be accommodated if item #7(c)(i)(1) is approved as requested. Advancing the 200 Block design services from the 2016 Budget to the current 2015 Budget would free up \$5,600 in 2016. Staff’s recommendation would be to spread these funds as follows:

- ADD \$4,100 to the “200 Block” Development. Making the total recommended budget for this line-item \$29,100.
- ADD \$1,500 to Flower Power. Bringing the total recommended budget for this line-item to \$6,500.

Requested action: Approve the adjustments to the 2016 Recommended Budget as outlined above.

#7 (c)(i)(1) Contractual services for 200 Block Redevelopment

As part of their update to the Board, the 200 Block Subcommittee will be asking the Board to approve the attached service contract for Randy Lueth to provide design assistance related to the 200 Block Redevelopment. The contract was originally presented to the EDB and included in their recommended 2016 Budget.

Based upon the discussions that took place at the last subcommittee meeting, members are now asking that this project begin moving forward this fall with hopes that the redevelopment could commence in 2016.

Staff is recommending that funding for the contracted costs come from the \$20,000 that was included in the 2015 Budget for "Downtown Master Plan Implementation".

Requested action: Approve the contract and authorize staff to execute the same.

#8 Façade funding request by St. Vincent DePaul

St. Vincent DePaul has submitted a façade improvement application requesting matching grant funds for the renovations that have recently started at 169 N. Central Ave. Copies of their application and detailed plans have been included in your packet for consideration.

Because the program was discontinued in 2015, and funding was not directly allocated to the program, all requests are being brought before the Board on a case-by-case basis for consideration. Should the Board decide to contribute funds to a project, they will need to identify the source of the funds and request a budget resolution be brought forward for Council consideration.

Representatives from SVD will be present at the meeting to discuss the application and further explain their request. Angie, Steve and I will also be meeting to review this application prior to the meeting and will bring forward a recommendation for Board consideration. Staff is requesting that the applicant be given 5-10 minutes to discuss the project and address any questions the Board may have. After discussing things with the applicant, we will excuse the applicant from the meeting and adjourn to close session to discuss the request further.

Requested action: At the discretion of the EDB.

Economic Development Board meeting August 4, 2015

Present: Buttkke, Dickrell, Meissner, Sennholz, Staab, Trussoni, Wagner. Michalski arrived at 3:05 p.m.
Absent: None
Others: Angell, Barg, Eloranta, Olson

Sennholz called the meeting to order at 3:03 p.m. in Room 108 of the City Hall Plaza.

Approve minutes (3 sets)

Trussoni moved and Buttkke seconded a motion to approve 3 sets of minutes as follows:

- July 2nd – regular EDB meeting
- July 20th – special EDB meeting (budget)
- July 24th – 2nd Street Development Subcommittee meeting

Motion carried unanimously.

Citizen comments

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

Conflicts of interest

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

Quarterly update – Karen Olson, MACFI/Business Development Director

Olson presented and highlighted a quarterly update on activities she has been pursuing in areas of business attraction/retention, entrepreneurial assistance, workforce development, real estate, technology and innovation, and she addressed questions from Board members.

Discussion and possible action on 2015-2016 EDB priorities

- City housing subdivision: After reviewing Angell's draft memo on the city housing subdivision project, Dickrell moved and Meissner seconded the motion to approve releasing it to local media, Marshfield Utilities, and Wood County officials. Motion carried unanimously. This project will be kept on the radar screen going forward.
- ACE Academy Partnership: Angell and Staab recently met with school staff, and it was a good discussion. Their next meeting will include Superintendent Wells. The school seems interested, and students are willing and able to participate. This could occur in early 2016, but it is more likely in the fall semester of 2016.
- EDB Subcommittee: Barg apologized for not getting this team together sooner, but he said that a first meeting is anticipated during the next 2 weeks, and they're likely to meet twice before the next regular EDB meeting in early September.
- 200 block redevelopment: Angell noted that we are waiting for the outcome of the 2nd Street corridor plan. A developer remains interested in building on this site, and Angell has floated other possible locations, too. Wagner suggested that the Board might wish to reconsider giving \$1500 to Main Street for "flower power", and that perhaps the City's Parks & Recreation Department can water plants on that portion of downtown along Central Avenue.

- 2nd Street redevelopment: The team is looking at options to relocate the City garage and redevelop that section of downtown. A TIF district may be needed to finance a project of this size and scope, and this would likely have to be a multi-year plan.
- Recreational opportunities: This team hasn't met since the last EDB meeting. Matt McLean of Convention & Visitors Bureau is working to set up a meeting of various groups in our community who work on recreation issues.
- Local loan program: The team met and doesn't see a need for a local loan program, given what's offered by the existing regional loan fund we have in this area, since it has plenty of funds available, favorable terms, etc. Olson and Angell are looking at an "incubator" concept designed for new start-up businesses.

Announce next Board meeting date/time

After some discussion of schedule conflicts, it was agreed to hold the next Board meeting on Tuesday, September 1st at 2:30 p.m. in Room 108 of the City Hall Plaza.

With no other business before the Board, Buttke moved and Dickrell seconded a motion to adjourn. Motion carried unanimously. Sennholz adjourned the meeting at 4:02 p.m.

Respectfully submitted,
Steve Barg, City Administrator

**Economic Development Board - Subcommittee on Creating an EDC
June 12, 2015**

Present: Barg, Michalski, Sennholz, Wagner
Absent: None
Others: None

The meeting was called to order at 8:00 a.m. in the City Administrator's office on the 7th floor of City Hall.

Sennholz presented some information he had pulled together on creation of an Economic Development Corporation (EDC). He outlined 3 alternatives: Community Development Corporations (quasi-public), private development corporations; Community Development Financial Institutions (CDFI) fund. The following action items were identified:

- There may be a financial institution in Marshfield that is a CDFI, and Sennholz will check on this.
- Sennholz will arrange a time for our subcommittee to meet with an attorney who is familiar with the various options for EDCs, and how to create them.

No specific date was set for the next subcommittee meeting, as it was agreed to wait until the above 2 issues have been addressed.

With no objection, the meeting was adjourned at 9:08 a.m.

Respectfully submitted,
Steve Barg, City Administrator

Economic Development Board
“200 Block Subcommittee” meeting
August 25, 2015

Present: Tammy Meissner, Angie Eloranta, Bill Sennholz, Aaron Staab and Jason Angell

Absent: Bob Trussoni

The meeting was called to order at 8:05 AM in back meeting room of Daily Grind.

Angell updated the group on recent discussions with the developer that has an interested in the property for a possible redevelopment. The developer understands the EDB has interest in exploring possible green space in this location. Based upon the developer not being able to commit to a project at this time, they are ok with the EDB proceeding with exploring other uses in this area. Should the developers plan come together, they are confident another location could be identified within the downtown area.

Randy Lueth introduced himself to the members and provided a brief background and sample projects that he has work to develop in other communities. Subcommittee members engaged in general conversation with Mr. Lueth regarding the types of uses and amount of parking that could be explored in the creation of a “green space”.

Based upon the discussion, members asked Angell to bring forward Mr. Lueth’s proposed contract for services at the next meeting for consideration.

The next subcommittee meeting will take place on Tuesday, September 2nd at 8:00 a.m. in one of the conference rooms of City Hall.

The meeting adjourned at 8:57 AM

Respectfully submitted,

Jason Angell
Director of Planning & Economic Development



2015 2nd Quarter | Economic Development Report

Updates will be given on the following:

Business Retention Visits within BID District

- Common themes during my visits...
 - Façade and Back alley improvement program
 - Parking: Issues with parking and other business owners/employees. Permit issues for employees and tenants.
 - Hiring/Staff Issues
 - Businesses looking to expand
 - Construction Struggles
 - Traffic on Central
 - Side Street Businesses

Business Consultations

- Met with 2 potential businesses
- Met with almost all of the Third Tuesday businesses to talk about promotions and how to engage their customers further
- Leads Online Concerns

Business Recruitment/Community Visits

- Chippewa Falls for our First Impressions Program - Feedback
- Algoma: Workshop on Entrepreneurship and Co-working
- Kept our available properties updated on our website & TV PowerPoint to solicit new businesses. Photos added.

Promotional Handouts:

- Downtown Directory
- Shop Downtown Guide
- Event flyers
- Downtown Dollars – Co-operative advertising, referral marketing effort
- Coupon Books evaluated

Coffee with Main Street & Quarterly Educational Functions

- Coffee with Main Street is still being held the 1st and 3rd Thursday of each month.
- Property Owners Meeting
- Business and Bagels set for September

Special Events

1. *Farmers Market (Tues. 9am - 1pm; June 2nd – September 29th) (Pick n' Save Parking Lot)*
Evening Farmers Market (Every Third Tuesday from 2pm-7pm) (Pick n' Save Parking Lot)
2. ***Third Tuesdays – June 16th, July 21st, August 18th, & September 15th***

3. **Summer Block Party - June 19th**
4. **Hub City Days**
5. *Downtown Trick or Treating - October 23rd*
6. *Holiday Parade - November 19th*
7. *Reindeer Day - December 12th*
8. **Hot Chocolate 5k - December 12th**
9. *Wagon & Buggy Rides/Romantic Buggy Rides*

Downtown Master Plan items:

- 2nd Street Corridor worked with Josh Miller in May to visit businesses and collect feedback.
- Social Media Assistance
- Updating Design Guidelines
- Downtown Banners
- Façade Improvement Program/Back Alley Renderings
- Evaluate Activities

Other Items:

- Third Tuesdays
- Flower Power
 - Mill Creek Gardens has contacted me about doing Fall Mums in the planters

2015 Budget Request for EDB/City Funding

Requested by: Main Street Marshfield

	EDB/City Funding	Total Organization Budget	Other Funding
Wages	\$8,500	\$34,000	25,500 (BID) *See 4 point approach & ER Duties*
Marketing			
Update Website	\$500	\$3,000	\$1500 (BID), \$1000 (CVB or other fundraising)
Downtown Directory	\$250	\$750	\$500 (CVB or other fundraising)
Travels & Dues			
New Director Training	\$100	\$200	100 (BID)
WDAC conference	\$300	\$650	\$350 (BID)
*Events & Programs			
Flower Power	\$5,000	\$6,500	1500 (Fundraising)
Hub City Days	\$2,500	\$34,000	\$5,000 (Private Donations) \$22,000 (Fundraising) \$4,500 (CVB or Reserve)
Discover Downtown	\$1,000	\$1,500	\$500 (BID)
(2) Block Parties	\$1,000	\$3,000	\$1000 (Private Donations) \$1000 (BID)
Halloween	\$500	\$1,500	\$250 (BID), \$250 (Private Donations) \$500 (TBD)
Wagon/Buggy Rides	\$0	\$1,500	\$1000 (Private Donations) \$500 (TBD)
Holiday Parade	0	\$2,000	\$500 (Private Donations) \$1500 (TBD)
Hot Chocolate Run	0	\$3,300	\$2000 (Private Donations) \$800 (Fundraising) \$500 (TBD)
Hot Time in the City	\$0	\$1,000	\$500 (Private Donations) \$500 (TBD)
Annual Meeting	0	\$1,000	\$500 (Private Donations) \$500 (TBD)
Reindeer Day	0	\$200	\$200 (Private Donations)
TOTALS	\$19,650	\$94,100	

Main Street Four Point Approach

Organization – Getting everyone working toward the same goal

Promotions – Selling the image and promise of downtown

Design – Getting the downtown into physical shape

Economic Restructuring – Strengthening the downtown economy

25% Organization

Fundraising

Volunteer Development

Promoting the Program

25% Promotions

Image Development

Special Events

Business Events

Tourism Development

25% Design

Building Improvements

Public Improvements

Signage and Awnings

Visual Merchandising

Historic Preservation Planning

25% Economic Restructuring

Studying and understanding the Market

Business Retention and Expansion

Business Recruitment

Real Estate Development

Executive Directors's Role in Economic Restructuring

25% of the ED's Job is dedicated to ER

1. Business Visits within BID District

Do 3 Business Retention Visits a week (a scheduled, sit down meeting to discuss specific concerns with the owner)

**Will submit Retention Log each quarter and give updates at EDB meetings*

**This does not include casual check ins which will be more spontaneous and frequent*

2. Business Consultations

Working with SCORE and referring potential downtown business owners to them as needed.

3. Business Recruitment/Community Visits

Contact a minimum of 10 potential new downtown businesses each quarter when vacancies exist in the downtown

Visit at least 2 other other Communities annually and visit with their Main Street Director

**Will submit Recruitment/Visit Log each quarter and give updates at EDB meetings*

5. Promotional Handouts

Keep the Downtown Directory updated and distributed throughout the area

Develop and distribute promotional materials for all MSM Events and other downtown events

6. Coffee with Main Street & Quarterly Educational Functions

Coffee with Main Street is an opportunity to develop open discussion among business owners, people from the community, and Main Street. To be held the 1st and 3rd Thursday of each month.

Quarterly Educational Functions with the intent to bring the community and downtown business owners together to learn more about a specific organization or topic. Speakers and topics will vary each quarter, but will focus on Economic Development for the down town.

Event location will vary, but will remain in downtown businesses. Topics may include: Business retention and expansion, marketing and business attraction, small business development, workforce development, etc.

7. Special Events

Hold 3-4 Public Events that are widely publicized throughout Central Wisconsin.

Developed to increase foot traffic downtown Marshfield so people will see it as a perspective place to open up business.

8. Implement Downtown Master Plan

Work with City and Consultant on Master Plan. Implementation process is TBD.



JOB DESCRIPTION

JOB TITLE: Executive Director, Main Street Marshfield

JOB DESCRIPTION

Coordinates all project activities within a downtown revitalization program to promote economic development.

JOB RESPONSIBILITIES

- Attend Board of Directors & Committee meetings
- Coordinate the activities of the Main Street program committees. Make sure Committees are meeting on a regular basis and provide support for the committee members.
- Manage all administrative aspects, including maintaining an appropriate data system for record keeping, purchasing, preparing reports, documenting all physical changes and tracking improvements. Retaining information on job creation and business retention, and submitting information to the State Main Street program on a monthly basis.
- Supervise support staff: Administrative Assistant, interns and clerical volunteers.
- Develop strategies for downtown economic development. With the committees and Board of Directors creating an annual action plan focused on the four areas of: design, promotion, organization, and economic restructuring.
- Develop and conduct public awareness and education programs. Through speaking engagements, media interviews and appearances, keeps the program highly visible.
- Provide advice and guidance to individual tenants or property owners regarding property improvements.
- Provide advice and information, assess and encourage joint involvement in the downtown community's promotional events -- marketing, special events, business recruitment, parking management, beautification, etc.
- Help build strong, productive working relationships with appropriate public agencies at the local, regional, state and national levels.
- Coordinate and recruit an active volunteer force.
- Participate in appropriate community organizations.
- Write Main Street Ink monthly newsletter
- Email weekly update to Board of Directors summarizing the weeks activities and meeting "take-aways"
- Make sure all Common Council performance benchmarks are attained and properly reported.
- Be heavily involved with all Main Street special events and activities.
- Administer the City PROW ordinance. Provide PROW advice and guidance to shop operators.
- Attend 3 of the 4 quarterly State Main Street seminars. Report any ideas and discussion items that may be useful or of interest to the Board.
- Monitor the availability of potential grants for Main Street. Apply for grants that could be advantageous.
- Act as the face and voice of Main Street Marshfield.

JOB REQUIREMENTS

- Dynamic self-starter
- Excellent oral and written communication skills
- Marketing or advertising skills highly desirable
- Knowledge of downtown public and private issues
- Good organization skills
- Historic preservation skills desired
- Microsoft Powerpoint Presentation abilities
- Experience in administrative management
- Administrative and general computer proficiency with Microsoft Office, Quickbooks and Downtown Diva programs.
- Grant writing capabilities

ECONOMIC RESTRUCTURING

ECONOMIC RESTRUCTURING GOAL:

To strengthen and broaden the economic base of the downtown.

ECONOMIC RESTRUCTURING OBJECTIVES:

- I. Collect & interpret market data. Work with Wisconsin Main Street Program and MEDA to update and collect data.
- II. Continuous implementation of business retention & recruitment.
- III. Encourage the development of Apartments/Residences in the Downtown
- IV. Work with the City of Marshfield to update the Downtown Master Plan as it is a guide to direct our Main Street future development and growth.

PLAN OF ACTION:

I. Continue to collect & interpret market data.

- A) Analyze available market survey information to determine:
 1. the downtown's current image as perceived by different consumer groups in our market area, and
 2. The reasons why certain groups do and don't find downtown attractive
- B) Continue to inventory downtown's current business mix and track annually by category.
- C) Identify downtown's target markets
- D) Identify services, products, and public amenities which will enhance the downtown's attractiveness to the identified target markets.
- E) Continue to promote business clusters as they become available downtown.

II. Continue to conduct a business retention & recruitment program.

- A) Update retention, expansion, and recruitment plans to fill the gaps identified. Use Downtown Master Plan Market Analysis as guiding document.

- B) Assist business and property owners with any grant opportunities as they become available.
- C) Work with State of Wisconsin Business Specialist and local Realtors for referrals and updates on business needs.
- D) Continue system for referrals to fill vacancies in downtown properties. (Contact with Realtors Association, etc).
- E) Help identify and promote state and city, national and private grant funds to assist with downtown redevelopment.
- F) Review of Retail/Service space needs and how upper floor revitalization can fill our retail, service and housing needs

III. Develop and maintain (Main Street) Downtown Residence Improvements

- A) Share information and concerns of both business and residential sectors in the Main Street district.
- B) Develop a system for referrals to fill vacancies in apartment rentals of downtown commercial properties. (Contact Apartment Association)
- C) Implement changes to accommodate these concerns.

COMMITTEE: Economic Restructuring

OBJECTIVE: To establish and implement a business recruitment and retention program.

PROJECT: Continuous implementation of retention, expansion, and recruitment plan to fill the gaps identified.

TASKS NECESSARY TO COMPLETE PROJECT	PERSONS RESPONSIBLE:	START DATE:	END DATE:	BUDGET
1. Review identified gaps in downtown mix.	Tom, Jason, Karen, Nate, Nick, Angie, Scott	Ongoing	Ongoing	
2. Focus on 2-3 business gaps	Tom, Jason, Karen, Nate, Nick, Angie, Scott	Annually	Annually	
3. Examine current businesses for possible expansions.	Tom, Jason, Karen, Nate, Nick, Angie, Scott	Ongoing	Ongoing	
4. Develop and provide gift bags for new prospects	Joint w/MACCI with Images Magazine	Ongoing	Ongoing	
5. Show new businesses around town. Point out benefits of being downtown.	Angie, Karen, Jason	Ongoing	Ongoing	
6. Talk with other Main Street Directors & Chambers on businesses that are aggressive for growing rapidly.	Karen, Angie	Ongoing	Ongoing	

COMMENTS: Use Downtown Master Plan of the Comprehensive Plan as guiding document.

COMMITTEE: Economic Restructuring

OBJECTIVE: To establish and implement a business recruitment and retention program.

PROJECT: Actively coach and market the downtown businesses in light of new retail and other development.

TASKS NECESSARY TO COMPLETE PROJECT	PERSONS RESPONSIBLE:	START DATE:	END DATE:	BUDGET
1. Develop working relationships to continually develop new businesses in the community.	Cindy, Tom, Jason, Karen, Nate, Nick, Angie, Scott	Ongoing	Ongoing	-0-
2. Review and update process and outcome of programs through contact with Economic Development groups.	Karen, Angie Main Street Board	Ongoing	Ongoing	

COMMENTS:

Reestablish and continue working with CDA, MACCI, MEDA and all City Departments and local realtors on development issues RE: Downtown Redevelopment Plan.

Actively market

- Coaching
- Success
- Identity
- Image

COMMITTEE: Economic Restructuring

OBJECTIVE: To review goals for the future of the downtown

PROJECT: Update Downtown Master Plan.

TASKS NECESSARY TO COMPLETE PROJECT	PERSONS RESPONSIBLE:	START DATE:	END DATE:	BUDGET
1. Work with City and/or consultant on Master Plan	Angie, Karen, Jason	Ongoing	Ongoing	
2. Work with subcommittee to find out the future needs and wants for the downtown	Angie, Karen, Jason	Ongoing	Ongoing	
3. Present findings to City Council and Main Street Board	Karen, Angie, Jason	Ongoing	Ongoing	

COMMENTS:

COMMITTEE: Economic Restructuring

OBJECTIVE: To obtain new retail

PROJECT: Shark Tank Competition

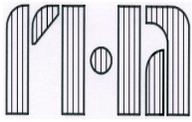
TASKS NECESSARY TO COMPLETE PROJECT	PERSONS RESPONSIBLE:	START DATE:	END DATE:	BUDGET
1. Work with local entrepreneurs who have an idea for a retail or food business in the downtown	Cindy, Tom, Jason, Karen, Nate, Nick, Angie			
2. Host a competition in which entrepreneurs would present their idea to a panel	Sub-committee			
3. Continue to work with winner to help them open their storefront	Karen, Jason, SCORE, Angie			

COMMENTS:

Develop a contest to help entrepreneurs who would like to start a business in the downtown. We are looking for retail or food/restaurant type businesses.

Recommended 2016 Budget for EDB Funding

		EDB Funding	Total Organization Budget	Other Funding
Requesting Organization	Wages & Benefits	\$68,855	\$310,417	
City	Director - 120 hrs; City Planner - 120 hrs.	(\$12,855)	(\$223,417)	City - \$210,562
MACFI	Business Development Director	(\$56,000)	(\$87,000)	MACCI/MACFI - \$31,000
	Office Supplies & Expenses	\$28,000	\$37,900	
City	Printing and advertising costs	(\$1,000)	(\$7,000)	City - \$6,000
MACFI	Marketing/Promotion/Advertising & Materials	(\$2,000)	(\$4,000)	Wood Co. - \$2,000
EDB	Community Marketing Campaign	(\$25,000)	(\$26,900)	Wood Co. - \$1,400; MACCI/MACFI - \$500
	Professional Services & Projects	\$140,100	\$207,000+	
EDB	Graphic design assistance - EDB Logo	(\$3,000)	(\$3,000)	
EDB	"200 Block" Conceptual Design Assistance	(\$5,600)	(\$5,600)	
EDB	"200 Block" Development	(\$25,000)	(\$25,000+)	Others TBD
EDB	Development Corp. Legal Assistance	(\$10,000)	(\$10,000)	
City	Downtown Façade Improvement Program	(\$65,000)	(\$75,000)	\$65K is contingent upon MS contributing an additional \$10K to equal a total of \$75K
EDB	Incubator/Entrepreneurial	(\$30,000)	(\$30,000)	
MACFI	Business & Entrepreneurial Support	(\$500)	(\$7,000)	Wood Co - \$4,000; SCORE/MACCI - \$2,500
MACFI	Workforce Development Initiatives	(\$1,000)	(\$51,400)	Wood Co - \$4,500; MACCI/MACFI - \$45,900
	Travel, Training & Dues	\$12,850	\$31,525	
City	Director - WEDA Conf.	(\$1,650)	(\$6,475)	City - \$4,825
MS	Executive Director	(\$750)	(\$1,500)	BID - \$750
MACFI	Professional Development	(\$4,300)	(\$5,500)	MACCI/MACFI - \$1,200
MACFI	Prospect/Client Visits & Trade Shows	(\$5,600)	(\$12,500)	Wood Co - \$5,000; MACCI/MACFI - \$1,900
MACFI	Regional & County Development	(\$550)	(\$5,550)	Wood Co - \$2,600; MACCI/MACFI - \$2,400
	Misc. or Other	\$17,500	\$17,500	
MS	Flower Power	(\$5,000)	(\$5,000)	
City	Job Service Center	(\$12,500)	(\$12,500)	
	TOTALS	\$267,305	\$604,342+	



RANDY LUETH - LANDSCAPE ARCHITECT, L. L. C.

1826 Pheasant Run Dr. Marshfield, Wisconsin 54449 Rlueth@RL-LA.com Ph: 715-207-0601 Cell: 715-207-2601

June 24, 2015

Mr. Jason Angell
Director of Planning & Economic Development
City of Marshfield
630 South Central Avenue
Marshfield, WI 54449

Re: Proposal for professional consulting services for conceptual design of a downtown park encompassing the half block bordered by Second Street, Third Street and Chestnut Avenue.

Dear Jason,

It was a pleasure to meet with you and Josh Miller to discuss this project and to plan for the improvement of Downtown Marshfield. Thank you for the opportunity to present this proposal for professional design services for the a downtown park/plaza.

The intent of this project is to provide you with several alternative development concepts for this open space in the heart of downtown Marshfield. I will present these concepts to the Board of Public Works, interested citizens and the City's Plan Commission at three separate meetings. I will then compile the results of the these meeting into a development plan that can be integrated into a construction project for the area.

TASK 1: Base Mapping

I will compile digital base mapping data of the project area from the City's existing data base. I will then prepare a base map file for the half block project area.

TASK 2: Project Area Analysis

I will prepare an analysis of physical, environmental and social factors which impact the use and function of this project area. This information will be the basis for use in discussion of the development concepts

TASK 3: Conceptual Alternatives

I will prepare three conceptual development alternatives for the half block project area. These concepts will address desired parking, pedestrian movements, surface treatments, storm water run-off, plant material, lighting and special feature elements. These concept plans will be produced digitally for use in public meetings and in private discussions with smaller groups.

TASK 4: Conceptual Development Plan

Based upon the input from the Board of Public Works, public presentations, the Plan Commission and your meetings with downtown stakeholders I will prepare a final Conceptual Development Plan for the downtown park. This Plan will have sufficient detail to provide a basis for construction design documents.

Project Schedule

I will be available to begin work on this project immediately and will proceed based upon your work schedule.

Professional Fees

The professional fees for the services provided in Task 1, 2 and 3 will be a lump sum of three thousand two hundred dollars, (\$3,200). I will bill for this portion of the project after the public presentation of the conceptual alternatives.

The professional fees for the services provided in Task 4 will be a lump sum of two thousand four hundred dollars, (\$2,400). I will bill for this work after the Conceptual Development Plan has been presented and adopted.

Your payment will be due within 30 days of my invoice. If the scope of the work I am asked to complete changes significantly from what is shown above, I will ask to renegotiate my fees.

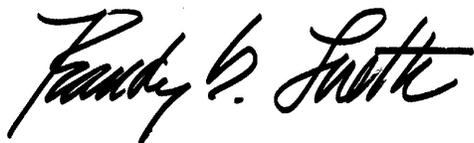
Termination of the Project

If for any reason you wish to terminate my involvement in this project, I will expect full payment for all work completed at the time of termination. Time on the project will be accrued at a rate of \$95/hour.

I truly appreciate this opportunity to work with you and the Department of Planning & Economic Development. Please call if there are any questions about any part of this proposal. If you find the terms of this proposal acceptable, please sign and return one copy.

Thank you for this opportunity to be of service,

Sincerely,



Randy D. Lueth, ASLA
Wisconsin Landscape Architect
534 – 014

This proposal is accepted, _____/_____/_____
(date)

Jason Angell, Director of Planning & Economic Development



Façade Improvement Program Application

Please provide information on your proposed project in as much detail as possible. Your signature below indicates your or your firms' intent to apply for matching grant assistance funding and that you have read and understand the program description.

Applicant(s) Name: St. Vincent De Paul Thrift Store, Inc.

Mailing Address: 169 N. Central Ave. Marshfield

Home Phone: _____ Work Phone: 715-387-4425

Property Owner(s): the board of directors

Project Location: 169 & 149 N. Central Ave. Mfld

Scope of work to be undertaken (can attach contractor estimates, if available):
SEE ATTACHED ARCHITECTURAL PLANS & SPECIFICATIONS

Describe the positive impacts your project will bring to Marshfield:

The positive impact of our project is to beautify our city of Marshfield. Our building has the highest elevation in our town. We can be seen from Upham Ave. all the way to 14th Street when driving on Central Ave. On Channel 9, when they show the downtown of Marshfield, our building is seen every morning by thousands of viewers.

Total cost of project improvements:

Total	Estimated Street Side
\$ 458,800. ⁰⁰	\$ 320,000

Amount of matching grant assistance requested: _____

Number of commercial tenant spaces within the building and square footage of each:
/

Number of residential tenant spaces within the building and the square footage of each:
/

Estimated timeframe for project completion: 6-8 weeks

Should your project exceed your estimated project cost, do you have the working capital to complete the project in its entirety? YES

Additional Information – REQUIRED

The following materials will need to accompany your application in order to be considered for matching grant assistance funding:

- If you are not the property owner, a signed letter from the property owner must accompany this application acknowledging their consent and understanding of the proposed project. *I will get all board members signatures.*
- Complete detailed list of project revenues and expenses.
- Two bids from qualified contractors detailing the cost of the work to be done.
- Drawings detailing all of the work to be completed as part of the project.
- A description/sample of project materials and colors.
- Proof of insurance.
- Must be current on all real estate and personal property taxes.
- No outstanding amounts owed to the City of Marshfield.

This program is intended to finance high-quality improvements that will improve the appearance and character of downtown Marshfield. The program is not intended to finance routine repairs or maintenance that would be required under existing building codes or that does not contribute to the character of downtown Marshfield.

I certify that the information contained within, and attached hereto, this application is correct and accurate to the best of my knowledge.

(SEE ATTACHED SHEET)
Signature of Applicant

Date

***Complete applications and all supporting documents are to be delivered to the Planning & Economic Development Department (City Hall).**

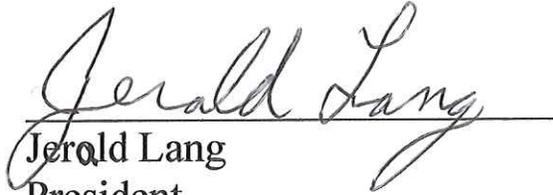
**City of Marshfield
Planning & Economic Development Department
Attn: Jason Angell
630 S. Central Avenue
P.O. Box 727
Marshfield, WI 54449**

Questions

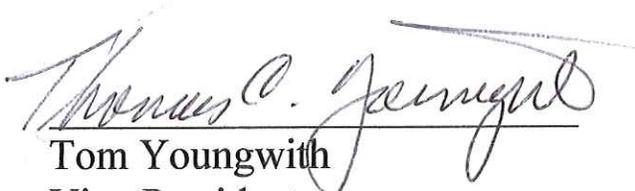
Jason Angell
Director of Planning & Economic Development
Phone: (715) 486-2074
Email: jason.angell@ci.marshfield.wi.us

We, the Board of Directors of St. Vincent De Paul Thrift Store, Inc., do acknowledge and consent to the proposed renovation project at 149 and 169 N. Central Ave. Marshfield, WI.

August 10, 2015


Gerald Lang
President


Judith Shookman
Secretary


Tom Youngwith
Vice-President


Veronica Steines-Machtan


Edward Alyward
Treasurer


Lorraine Netzer



STVINC-01

KLEADER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/7/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marshfield Insurance Agency 208 West 5th Street Marshfield, WI 54449	CONTACT NAME: Stephanie Rasmussen	PHONE (A/C, No, Ext): (715) 387-4443	FAX (A/C, No): (715) 389-2662
	E-MAIL ADDRESS: info@marshfieldinsurance.net		
INSURED St Vincent de Paul 169 N Central Ave Marshfield, WI 54449	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : NSI		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NSU2182677	12/09/2014	12/09/2015	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 200,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			NSU2182677	12/09/2014	12/09/2015	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			NUU2182678	12/09/2014	12/09/2015	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 All conditions and limitations of the insurance contract apply.

CERTIFICATE HOLDER**CANCELLATION**

CITY OF MARSHFIELD
 630 S Central Ave
 P O Box 727
 Marshfield, WI 54449

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

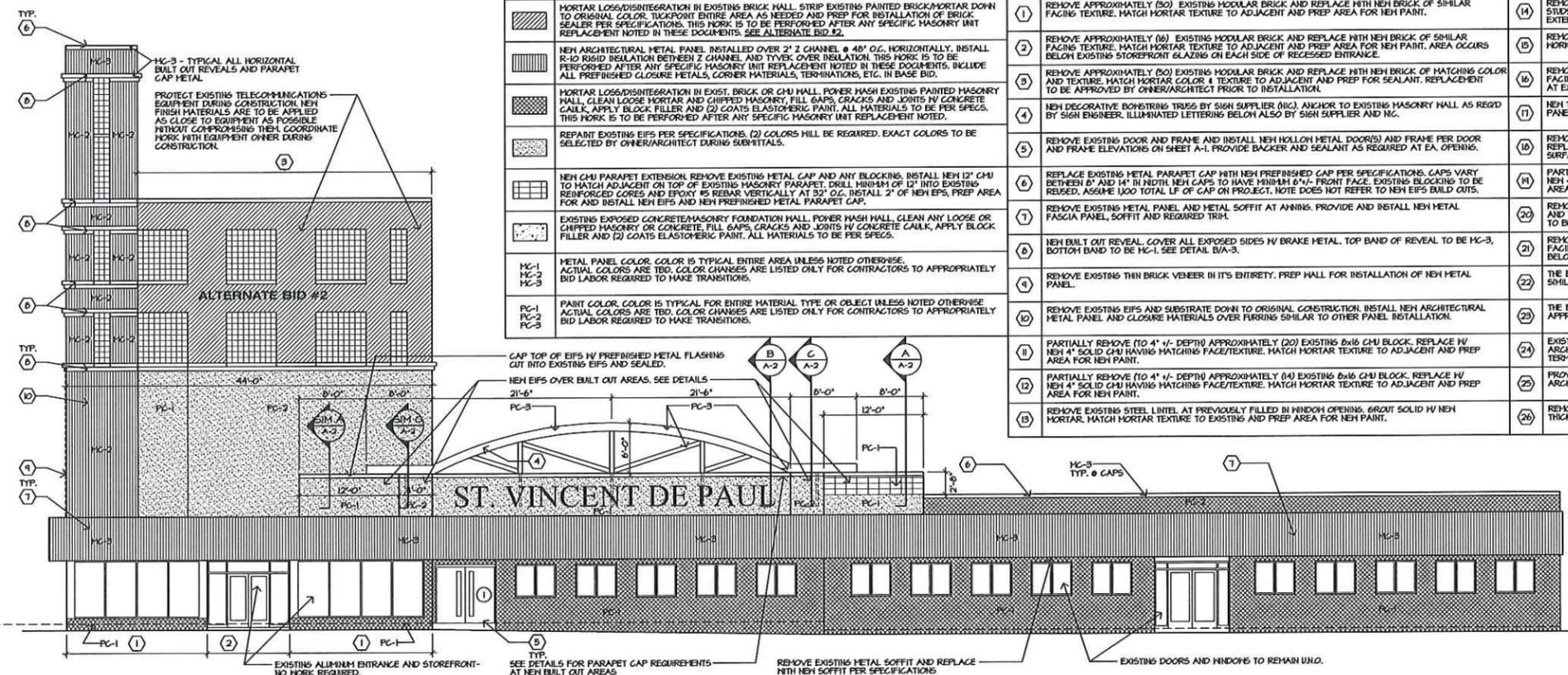
REVISIONS	BY

MATERIAL NOTES BY AREA

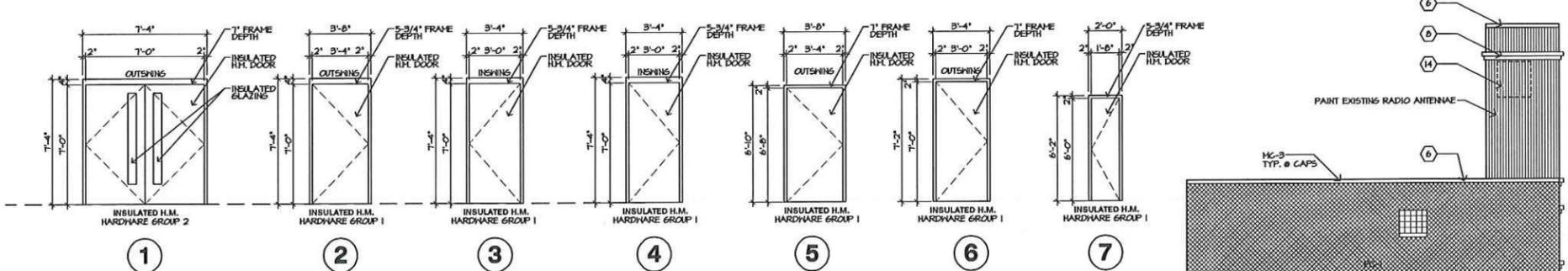
GRAPHIC	NOTE
	MORTAR LOSS/DISINTEGRATION IN EXISTING BRICK WALL. STRIP EXISTING PAINTED BRICK/MORTAR DOWN TO ORIGINAL COLOR. TRUCKPOINT ENTIRE AREA AS NEEDED AND PREP FOR INSTALLATION OF BRICK SEALER PER SPECIFICATIONS. THIS WORK IS TO BE PERFORMED AFTER ANY SPECIFIC MASONRY UNIT REPLACEMENT NOTED IN THESE DOCUMENTS. SEE ALTERNATE BID #2.
	NEW ARCHITECTURAL METAL PANEL INSTALLED OVER 2" Z CHANNEL @ 48" O.C. HORIZONTALLY. INSTALL R-10 RIGID INSULATION BETWEEN Z CHANNEL AND TYPE. OVER INSULATION THIS WORK IS TO BE PERFORMED AFTER ANY SPECIFIC MASONRY UNIT REPLACEMENT NOTED IN THESE DOCUMENTS. INCLUDE ALL PREFINISHED CLOSURE METALS, CORNER MATERIALS, TERMINATIONS, ETC. IN BASE BID.
	MORTAR LOSS/DISINTEGRATION IN EXIST. BRICK OR CMU WALL. POWER WASH EXISTING PAINTED MASONRY WALL. CLEAN LOOSE MORTAR AND CHIPPED MASONRY. FILL GAPS, CRACKS AND JOINTS W/ CONCRETE CAULK. APPLY BLOCK FILLER AND (2) COATS ELASTOMERIC PAINT. ALL MATERIALS TO BE PER SPEC. THIS WORK IS TO BE PERFORMED AFTER ANY SPECIFIC MASONRY UNIT REPLACEMENT NOTED.
	REPAINT EXISTING EIFS PER SPECIFICATIONS. (2) COLORS WILL BE REQUIRED. EXACT COLORS TO BE SELECTED BY OWNER/ARCHITECT DURING SUBMITTALS.
	NEW CMU PARAPET EXTENSION REMOVE EXISTING METAL CAP AND ANY BLOCKING. INSTALL NEW 12" CMU TO MATCH ADJACENT TOP OF EXISTING MASONRY PARAPET. DRILL MINIMUM OF 12" INTO EXISTING REINFORCED CORES AND EPOXY REBAR VERTICALLY AT 32" O.C. INSTALL 2" OF NEW EIFS. PREP AREA FOR AND INSTALL NEW EIFS AND NEW PREFINISHED METAL PARAPET CAP.
	EXISTING EXPOSED CONCRETE/MASONRY FOUNDATION WALL. POWER WASH HALL. CLEAN ANY LOOSE OR CHIPPED MASONRY OR CONCRETE. FILL GAPS, CRACKS AND JOINTS W/ CONCRETE CAULK. APPLY BLOCK FILLER AND (2) COATS ELASTOMERIC PAINT. ALL MATERIALS TO BE PER SPEC.
HC-1 HC-2 HC-3	METAL PANEL COLOR. COLOR IS TYPICAL ENTIRE AREA UNLESS NOTED OTHERWISE. ACTUAL COLORS ARE TBD. COLOR CHANGES ARE LISTED ONLY FOR CONTRACTORS TO APPROPRIATELY BID LABOR REQUIRED TO MAKE TRANSITIONS.
PC-1 PC-2 PC-3	PAINT COLOR. COLOR IS TYPICAL FOR ENTIRE MATERIAL TYPE OR OBJECT UNLESS NOTED OTHERWISE. ACTUAL COLORS ARE TBD. COLOR CHANGES ARE LISTED ONLY FOR CONTRACTORS TO APPROPRIATELY BID LABOR REQUIRED TO MAKE TRANSITIONS.

SPECIFIC PLAN NOTES

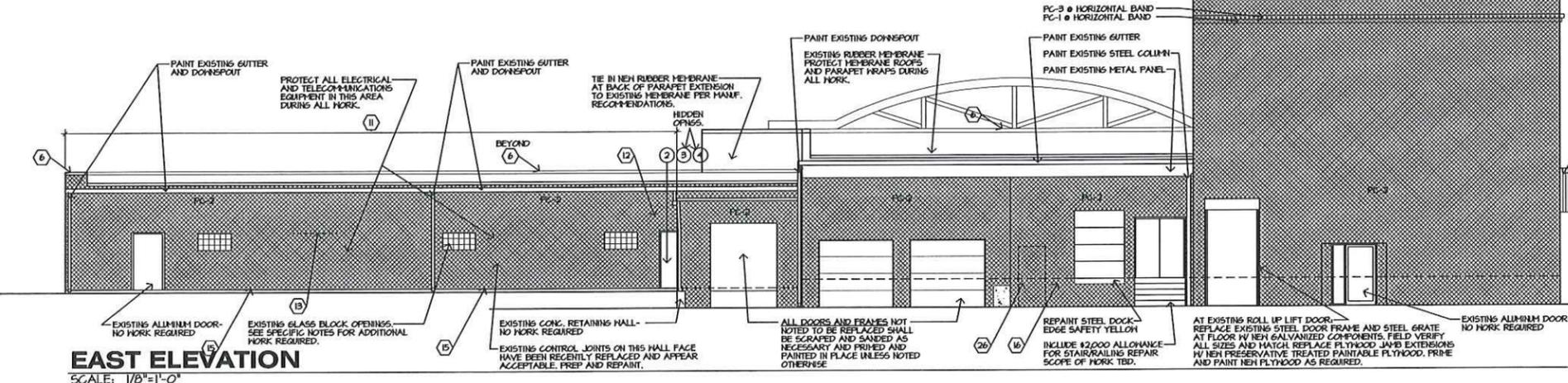
MARK	NOTE
1	REMOVE APPROXIMATELY (60) EXISTING MODULAR BRICK AND REPLACE WITH NEW BRICK OF SIMILAR FACING TEXTURE. MATCH MORTAR TEXTURE TO ADJACENT AND PREP AREA FOR NEW PAINT.
2	REMOVE APPROXIMATELY (60) EXISTING MODULAR BRICK AND REPLACE WITH NEW BRICK OF SIMILAR FACING TEXTURE. MATCH MORTAR TEXTURE TO ADJACENT AND PREP AREA FOR NEW PAINT. AREA OCCURS BELOW EXISTING STOREFRONT GLAZING ON EACH SIDE OF RECESSED ENTRANCE.
3	REMOVE APPROXIMATELY (50) EXISTING MODULAR BRICK AND REPLACE WITH NEW BRICK OF MATCHING COLOR AND TEXTURE. MATCH MORTAR COLOR & TEXTURE TO ADJACENT AND PREP AREA FOR NEW PAINT. REPLACEMENT TO BE APPROVED BY OWNER/ARCHITECT PRIOR TO INSTALLATION.
4	NEW DECORATIVE BOHEMIAN TRUSS BY SIGN SUPPLIER (N.C.) ANCHOR TO EXISTING MASONRY HALL AS REQ'D BY SIGN ENGINEER. ILLUMINATED LETTERING BELOW ALSO BY SIGN SUPPLIER AND INC.
5	REMOVE EXISTING DOOR AND FRAME AND INSTALL NEW HOLLOW METAL DOORS AND FRAME PER DOOR AND FRAME ELEVATIONS ON SHEET A-1. PROVIDE BACKER AND SEALANT AS REQUIRED AT EA. OPENING.
6	REPLACE EXISTING METAL PARAPET CAP WITH NEW PREFINISHED CAP PER SPECIFICATIONS. CAPS VARY BETWEEN 8" AND 14" IN WIDTH. NEW CAPS TO HAVE MINIMUM 6" W/ FRONT FACE. EXISTING BLOCKING TO BE REUSED. ASSUME 1000 TOTAL LF OF CAP ON PROJECT. NOTE DOES NOT REFER TO NEW EIFS BUILD OUTS.
7	REMOVE EXISTING METAL PANEL AND METAL SOFFIT AT AWNINGS. PROVIDE AND INSTALL NEW METAL FASCIA PANEL, SOFFIT AND REGIMED TRIM.
8	NEW BUILT OUT REVEAL COVER ALL EXPOSED SIDES W/ BRASS METAL. TOP BAND OF REVEAL TO BE HC-3. BOTTOM BAND TO BE HC-1. SEE DETAIL B/A-3.
9	REMOVE EXISTING THIN BRICK VENEER IN ITS ENTIRETY. PREP HALL FOR INSTALLATION OF NEW METAL PANEL.
10	REMOVE EXISTING EIFS AND SUBSTRATE DOWN TO ORIGINAL CONSTRUCTION. INSTALL NEW ARCHITECTURAL METAL PANEL AND CLOSURE MATERIALS OVER FURRING SIMILAR TO OTHER PANEL INSTALLATION.
11	PARTIALLY REMOVE (TO 4" +/- DEPTH) APPROXIMATELY (20) EXISTING 8x16 CMU BLOCK. REPLACE W/ NEW 4" SOLID CMU HAVING MATCHING FACE/TEXTURE. MATCH MORTAR TEXTURE TO ADJACENT AND PREP AREA FOR NEW PAINT.
12	PARTIALLY REMOVE (TO 4" +/- DEPTH) APPROXIMATELY (40) EXISTING 8x16 CMU BLOCK. REPLACE W/ NEW 4" SOLID CMU HAVING MATCHING FACE/TEXTURE. MATCH MORTAR TEXTURE TO ADJACENT AND PREP AREA FOR NEW PAINT.
13	REMOVE EXISTING STEEL LITTEL AT PREVIOUSLY FILLED IN WINDOW OPENING. GROUT SOLID W/ NEW MORTAR. MATCH MORTAR TEXTURE TO EXISTING AND PREP AREA FOR NEW PAINT.
14	REMOVE EXISTING DOOR AND FRAME OR WINDOW INFILL OPENING W/ 2x4 STUDS @ 16" O.C. COVER STUDS W/ 1/2" SHEATING EA. SIDE. PAINT INTERIOR SIMILAR COLOR TO ADJACENT WALLS. COVER EXTERIOR FOR INSTALLATION OF NEW ARCHITECTURAL METAL PANEL. OPENING SIZES VARY.
15	REMOVE EXISTING SEALANT AT TERMINATION BAR. RESEAL WITH APPROVED SEALANT. COORDINATE ALL WORK WITH PAINTING CONTRACTOR.
16	REMOVE APPROXIMATELY (50) EXISTING MODULAR BRICK AND REPLACE WITH NEW BRICK OF SIMILAR FACING TEXTURE. MATCH MORTAR TEXTURE TO ADJACENT AND PREP AREA FOR NEW PAINT. AREA OCCURS AT EXISTING FIRE DEPT. CONNECTION.
17	NEW TERMINATION BAR AND SEALANT AT TRANSITION BETWEEN EXIST. BRICK ABOVE AND NEW METAL PANEL BELOW. SEE DETAIL A/A-3.
18	PARTIALLY REMOVE (TO 4" +/- DEPTH) APPROXIMATELY (60) EXISTING 8x16 CMU BLOCK. REPLACE W/ NEW 4" SOLID CMU HAVING MATCHING FACE/TEXTURE. MATCH MORTAR TEXTURE TO ADJACENT AND PREP AREA FOR NEW PAINT.
19	REMOVE APPROXIMATELY 4 SF OF MISCELLANEOUS CMU AND BRICK COMBINATION TO A DEPTH OF 4" +/- . REPLACE WITH NEW BRICK VENEER OR 4" SOLID CMU AT CONTRACTOR'S OPTION TO CREATE NEW FLUSH SURFACE. MATCH MORTAR TEXTURE TO ADJACENT. PREP AND PAINT AREA PER SPECIFIC AREA NOTES.
20	REMOVE APPROXIMATELY (50) EXISTING MODULAR BRICK AND REPLACE WITH NEW BRICK OF MATCHING COLOR AND TEXTURE. MATCH MORTAR COLOR & TEXTURE TO ADJACENT AND PREP FOR SEALANT. REPLACEMENT TO BE APPROVED BY OWNER/ARCHITECT PRIOR TO INSTALLATION.
21	REMOVE APPROXIMATELY (4) EXISTING MODULAR BRICK AND REPLACE WITH NEW BRICK OF SIMILAR FACING TEXTURE. MATCH MORTAR TEXTURE TO ADJACENT AND PREP AREA FOR NEW PAINT. AREA OCCURS BELOW EXISTING STOREFRONT GLAZING AT BUILDING CORNER.
22	THE EXISTING ACCESS DOORS ARE NO LONGER REQUIRED AND ARE TO BE COVERED WITH NEW METAL PANEL SIMILAR TO ADJACENT CONSTRUCTION.
23	THE EXISTING METAL RESCUE PLATFORM IS NO LONGER REQUIRED AND SHALL BE REMOVED AND DISPOSED OF APPROPRIATELY.
24	EXISTING FIRE ESCAPE, RAILING, AND ALL COMPONENTS TO BE REPAINTED IN COLOR PC-2. ARCHITECTURAL METAL PANEL TO BE INSTALLED BEHIND FIRE ESCAPE. PROVIDE ALL NECESSARY CLOSURES, TERMINATIONS, PENETRATIONS AND SEALANT FOR COMPLETE INSTALLATION.
25	PROVIDE ALL REQUIRED PREFINISHED CLOSURE METAL AT WINDOW AND DOOR OPENINGS THAT FALL IN NEW ARCHITECTURAL METAL PANEL LOCATIONS. TYPICAL ENTIRE PROJECT.
26	REMOVE EXISTING DOOR AND FRAME. INSTALL NEW CMU BACKER AND BRICK VENEER TO MATCH EXISTING HALL THICKNESS. MATCH BRICK AND MORTAR TEXTURE TO ADJACENT, PREP AND PAINT.



WEST ELEVATION
SCALE: 1/8"=1'-0"



DOOR & FRAME ELEVATIONS
SCALE: 1/4"=1'-0"
NOTE 1: FIELD VERIFY OPENINGS TO BE REPLACED PRIOR TO SHOP DRAWING SUBMITTAL TO ENSURE ACCURATE SIZES, FINISHES, AND HARDWARE ARE SUBMITTED.
NOTE 2: EXISTING DOORS AND FRAMES SHALL REMAIN IN PLACE UNTIL NEW DOOR AND FRAME CAN BE INSTALLED TO ENSURE SECURITY IS MAINTAINED.



EAST ELEVATION
SCALE: 1/8"=1'-0"

GENERAL PLAN NOTES:

- G.C. IS RESPONSIBLE FOR COORDINATION OF ALL NECESSARY STREET LANE CLOSURES AND SIDEWALK CLOSURES. CONTACT TOM TURCHI IV CITY OF MARSHFIELD MINIMUM OF (7) DAYS PRIOR TO NECESSARY CLOSURES.
- EXISTING SEALANTS SHOULD BE ASSUMED TO HAVE ASBESTOS CONTENT. WHERE EXISTING SEALANTS ARE REQUIRED TO BE REMOVED AND REPLACED, CONTRACTOR IS RESPONSIBLE FOR REMOVAL AND DISPOSAL OF THESE SEALANTS PER ALL REQUIREMENTS OF REGULATORY AGENCY. GRINDING OF MATERIALS CONTAINING ASBESTOS WILL NOT BE ALLOWED. USE CAULK CUTTER, FEIN TOOL OR APPROVED EQUAL METHOD.
- QUANTITIES LISTED ON BID DOCUMENTS ARE ESTIMATED BASED ON FIELD OBSERVATIONS. EXACT QUANTITIES OF UNITS TO BE REPLACED SHALL BE AGREED UPON BY MASONRY SUB-CONTRACTOR, OWNER AND ARCHITECT. SEE BID FORM FOR UNIT PRICING REQUIREMENTS.
- THE MASONRY AND PAINTING SUBCONTRACTORS WILL BE REQUIRED TO COORDINATE THEIR WORK AND PROVIDE THE ARCHITECT AND OWNER WITH RECOMMENDATIONS FOR SCOPE CHANGES AS THE PROJECT PROGRESSES. FOR EXAMPLE, IF THE PAINTING SUB CONTRACTOR DISCOVERS AN AREA WHERE FURTHER MASONRY UNIT REPLACEMENT MAY BE REQUIRED, THEY SHALL CONSULT WITH THE MASONRY CONTRACTOR TO DEVELOP A SCOPE CHANGE REQUEST AND SUBMIT THAT REQUEST TO G.C. FOR OWNER/ARCHITECT REVIEW ASAP AS TO NOT DELAY PROJECT.
- WORK WILL BE REQUIRED AROUND TELECOMMUNICATIONS DEVICES AND EQUIPMENT OWNED BY OTHERS. THIS WORK MAY BE SENSITIVE IN NATURE AND ALL NECESSARY PRECAUTIONS SHALL BE COORDINATED BY G.C. TO ENSURE DEVICES AND EQUIPMENT ARE NOT DAMAGED AND ANY WORK PERFORMED DOES NOT POSE SAFETY HAZARDS TO WORKERS OR GENERAL PUBLIC.
- SOME WORK WILL OCCUR ABOVE RUBBER ROOF MEMBRANE CONSTRUCTION. SPECIAL CARE SHALL BE TAKEN TO ENSURE NO DAMAGE OCCURS TO MEMBRANE CONSTRUCTION INCLUDING OVERSPRAY. PROTECT MEMBRANE WITH PLYWOOD OVERLAY PRIOR TO PLACING ANY EQUIPMENT ON MEMBRANE. PROTECTION METHODS FOR HEAVIER LOADED EQUIPMENT SUCH AS SCAFFOLDING, SHALL BE APPROVED IN WRITING BY A CERTIFIED RUBBER ROOFING INSTALLER AS SAFE AND ADEQUATE. ANY DAMAGE TO EXISTING MEMBRANE WILL BE RESPONSIBILITY OF CONTRACTOR AT FAULT TO REPLACE AT NO COST TO OWNER.
- ANY WORK THAT MAY AFFECT THE OWNER'S OPERATIONS SHALL BE COORDINATED WITH OWNER'S REPRESENTATIVE AS SOON AS POSSIBLE TO ENSURE MINIMAL DISRUPTIONS.

HARDWARE GROUPS

GROUP 1	GROUP 2 (REPEAT UNO)
1 EA. STOREROOM	1 EA. PUSH/PULL
1 EA. CLOSER	1 EA. ENTRANCE LOCK
1 EA. KICKPLATE	1 COORDINATOR
1 EA. THRESHOLD	1 ASTRAGAL
1 EA. SHEET METAL DEVICE	1 EA. CLOSER
1 SET WEATHERSTRIPPING	1 EA. KICKPLATE
1 EA. LATCH PROTECTOR	1 EA. THRESHOLD
	1 EA. SHEEP
	1 SET WEATHERSTRIPPING

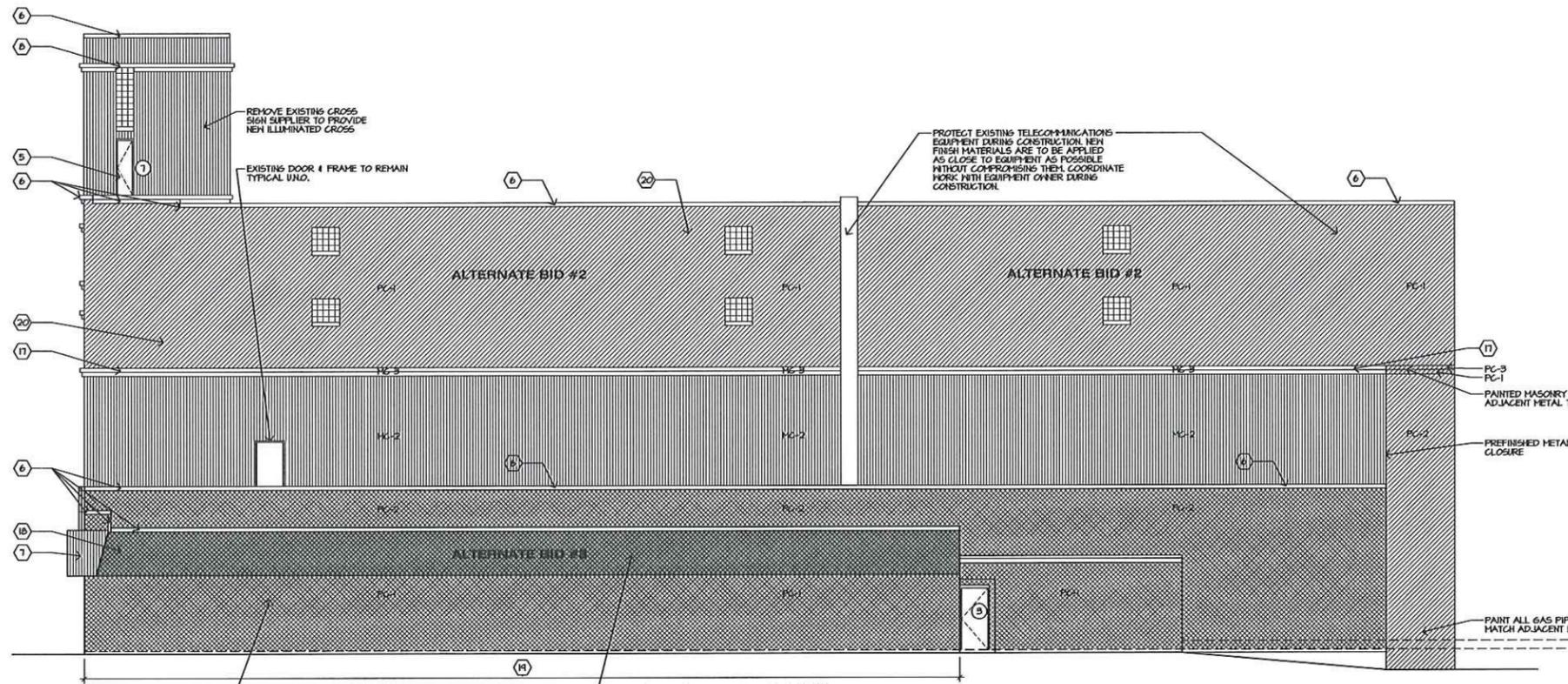
www.designunlimited.com
(715) 364-3207 FAX (715) 364-9922

ST. VINCENT DE PAUL
DESIGN UNLIMITED
DAN HELMIG, ARCHITECT, AIA, 1029 WEST McMILLAN STREET, MARSHFIELD, WI 54449



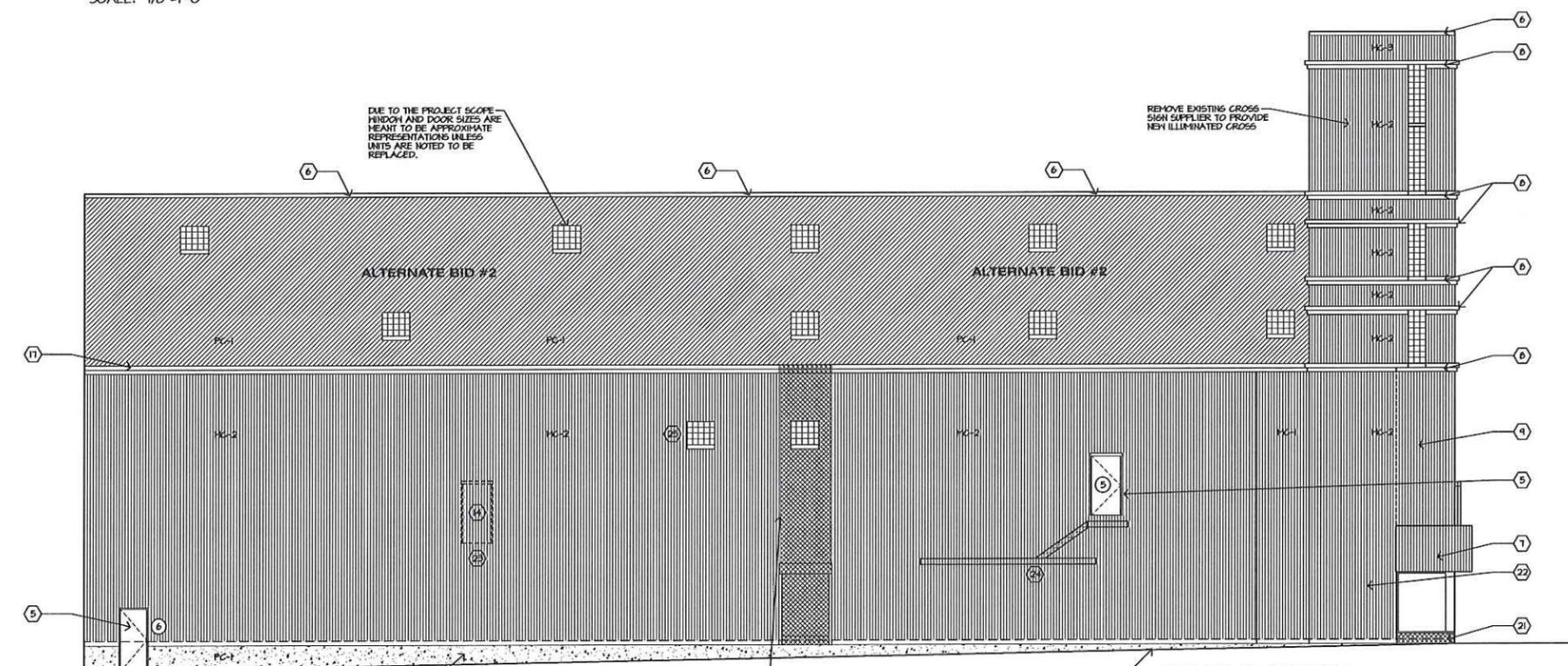
DRAWN BY
C.H.
CHECKED BY
D.H.
DATE
7/17/15
SCALE
AS NOTED
JOB NO.

SHEET
A-1



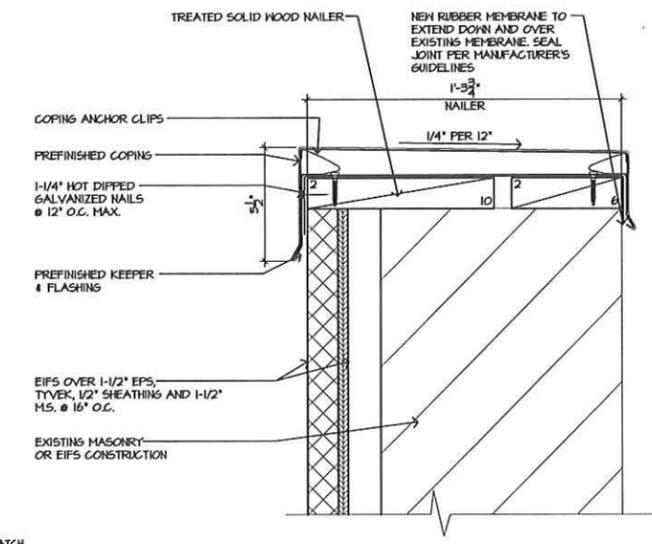
SOUTH ELEVATION

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

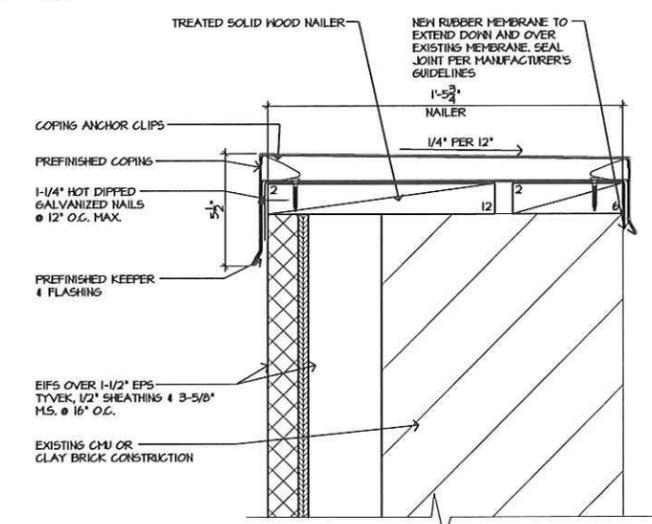


NORTH ELEVATION

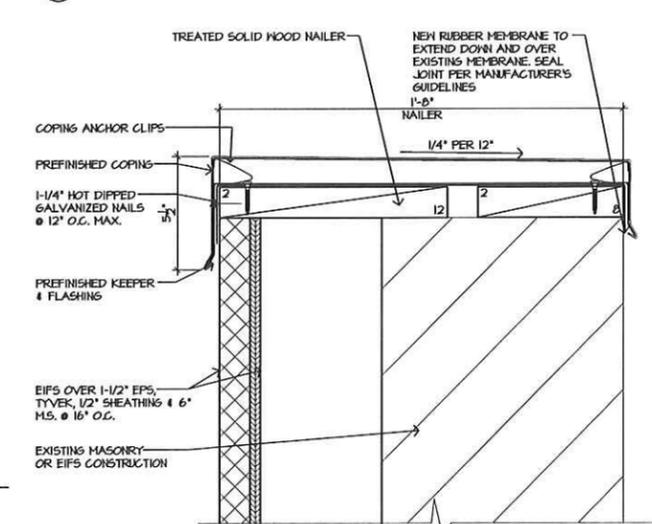
SCALE: 1/8"=1'-0"



A EIFS BUILD OUT DETAIL
SCALE: 3/4"=1'-0"



B EIFS BUILD OUT DETAIL
SCALE: 3/4"=1'-0"



C EIFS BUILD OUT DETAIL
SCALE: 3/4"=1'-0"

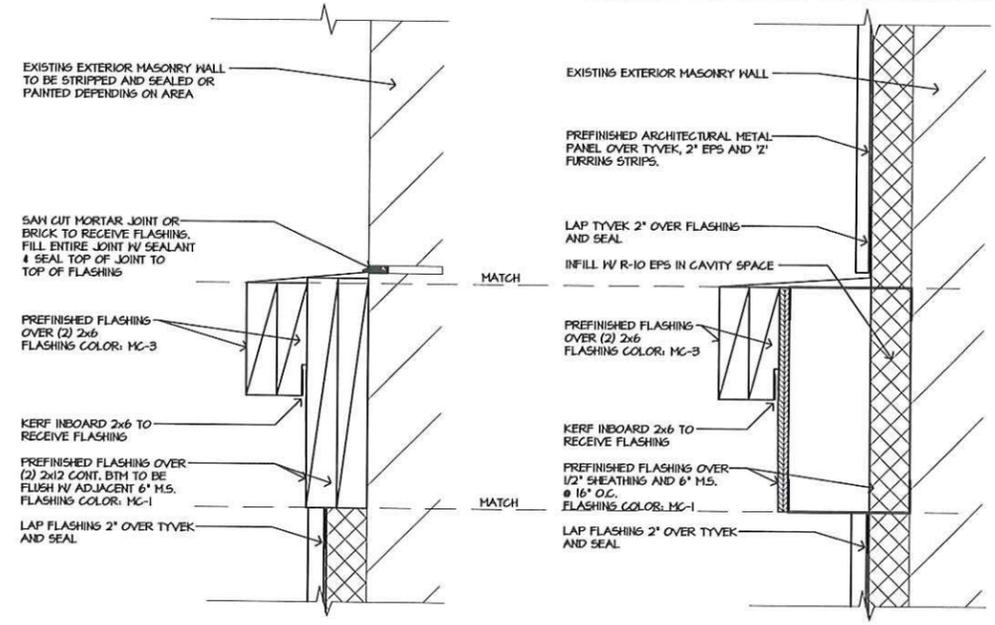
REVISIONS	BY

ST. VINCENT DE PAUL
DESIGN UNLIMITED
 DAN HELMS, ARCHITECT, AIA, 1029 WEST McMILLAN STREET, MARGHFIELD, NJ 04449
 www.designunlimited.com
 (715) 304-3207 FAX (715) 304-9922

DRAWN BY	C.H.
CHECKED BY	D.H.
DATE	7/17/15
SCALE	AS NOTED
JOB NO.	
SHEET	A-2

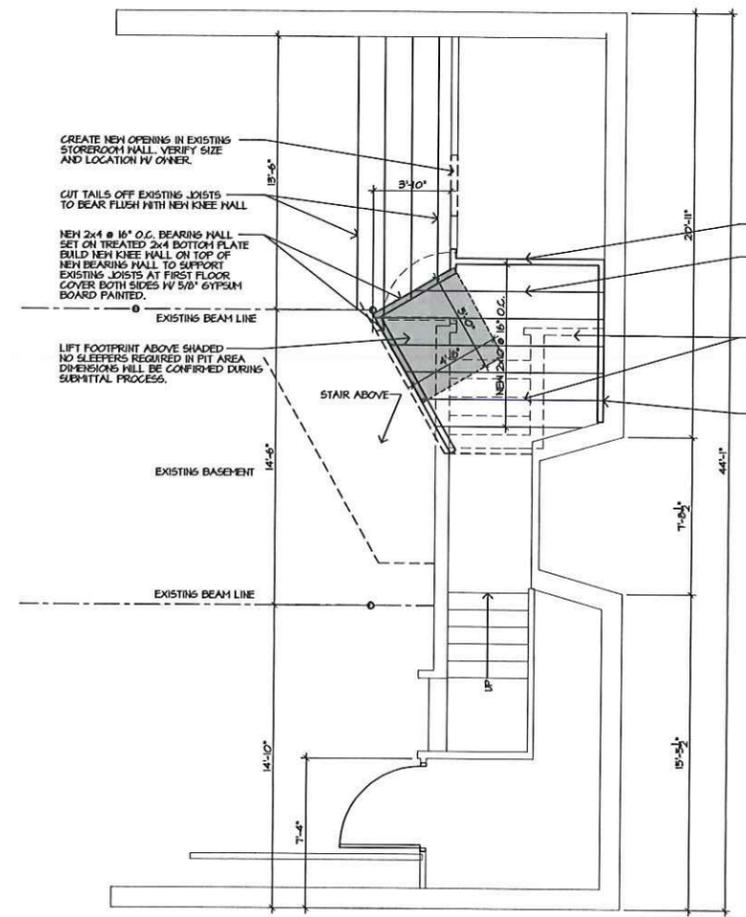
Jul 25, 2015 - 11:00am

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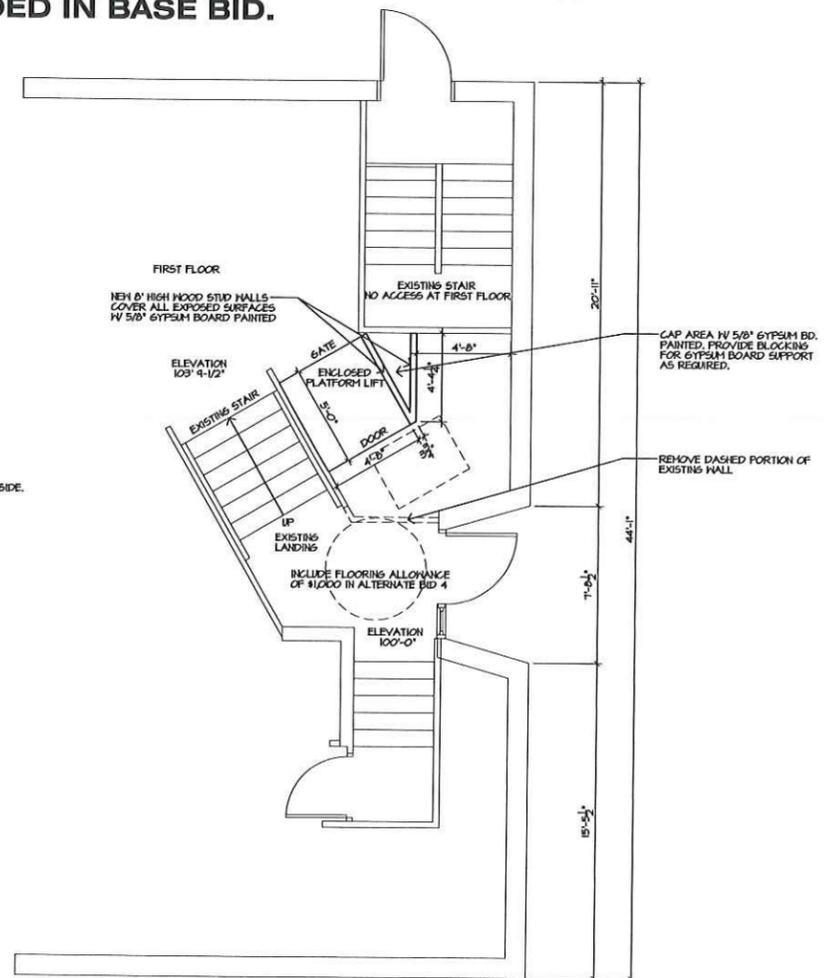


A METAL PANEL TERMINATION SCALE: 3"=1'-0"
B HORIZONTAL BAND DETAIL SCALE: 3"=1'-0"

NOTE: LIFT INSTALLATION AND ALL ASSOCIATED WORK BELOW IS TO BE INCLUDED IN ALTERNATE BID 4. NO PORTIONS SHALL BE INCLUDED IN BASE BID.



BASEMENT PLAN
SCALE: 1/4"=1'-0"



LANDING PLAN
SCALE: 1/4"=1'-0"

JUL 23, 2015 - 12:01pm

ST. VINCENT DE PAUL DESIGN UNLIMITED
 DAN HELMIG, ARCHITECT, AIA, 1029 WEST McMILLAN STREET, MARSHFIELD, WI 54449
 www.designunlimitedcmf.com
 (715) 384-5207 FAX (715) 384-4922

DRAWN BY	KMN
CHECKED BY	D.J.H.
DATE	7/17/15
SCALE	AS NOTED
JOB NO.	
SHEET	

A-3



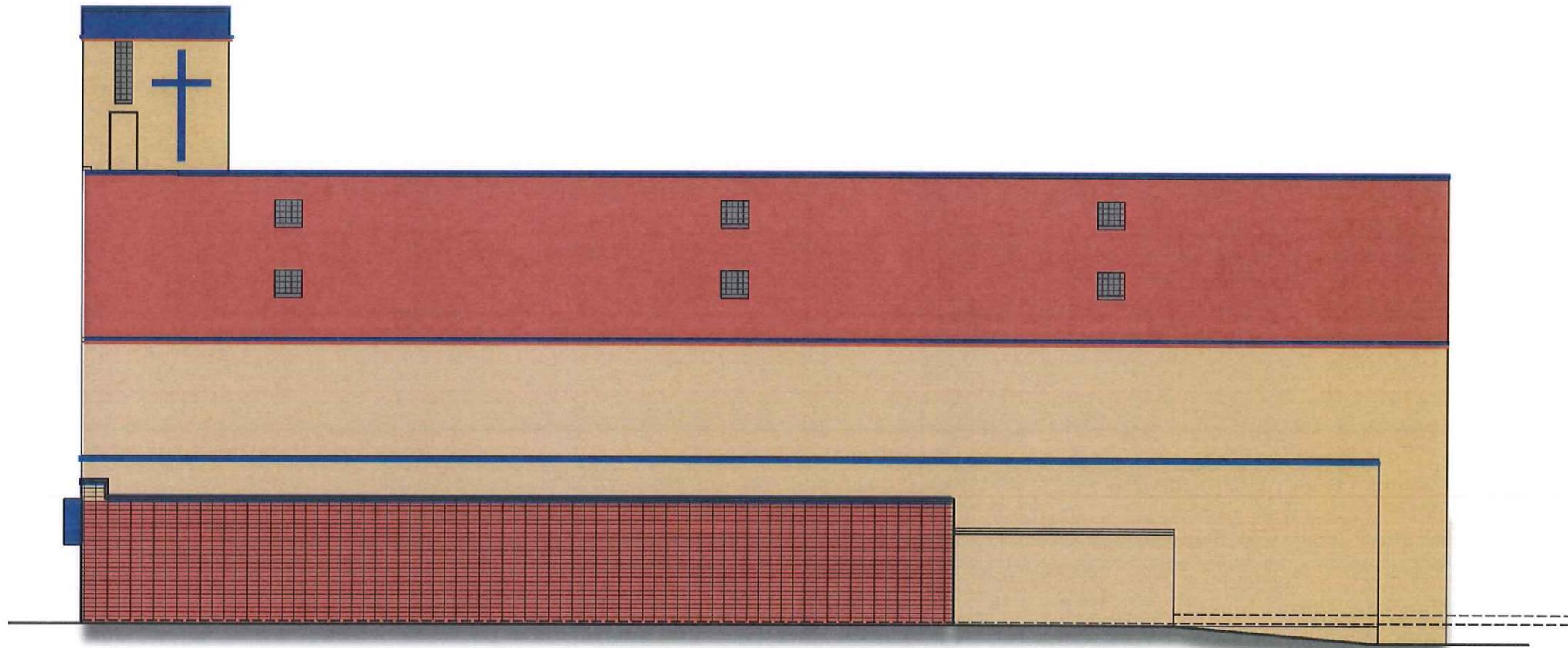
WEST ELEVATION

SCALE: 1/16"=1'-0"



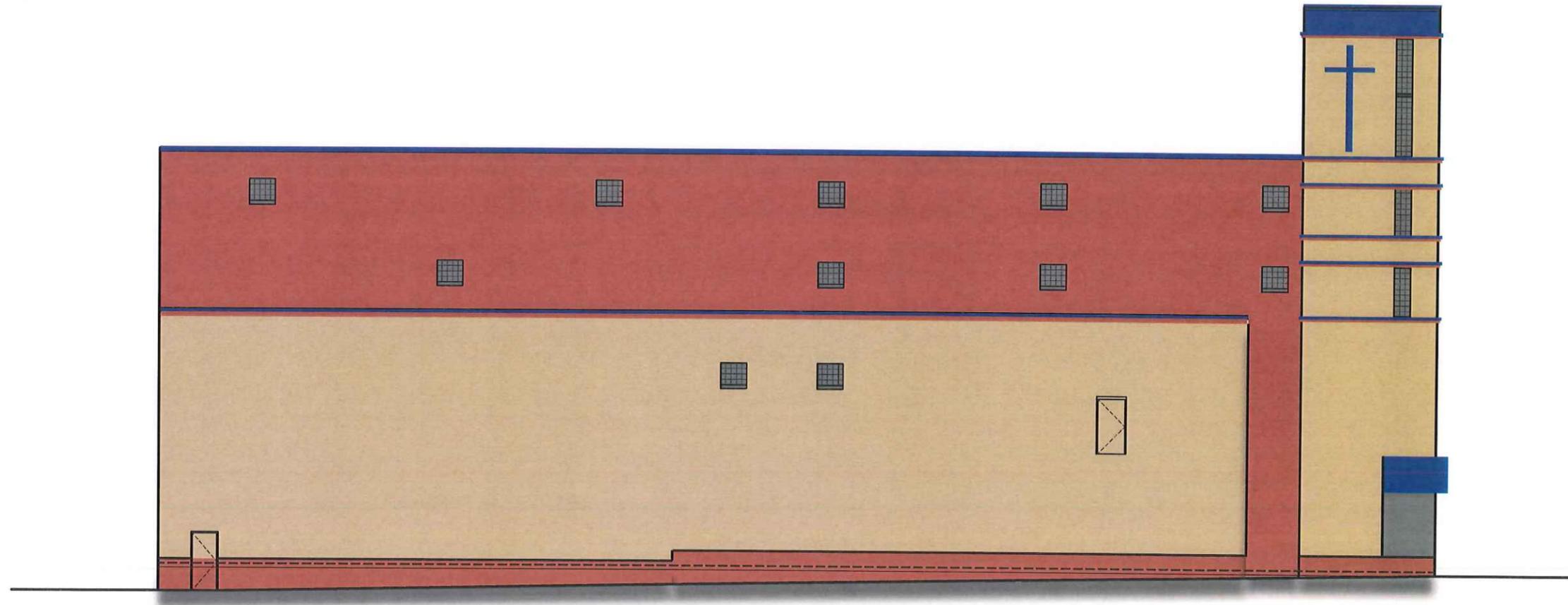
EAST ELEVATION

SCALE: 1/16"=1'-0"



SOUTH ELEVATION

SCALE: 1/16"=1'-0"



NORTH ELEVATION

SCALE: 1/16"=1'-0"