



CITY OF MARSHFIELD

MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, JUNE 13, 2023
207 WEST 6TH STREET
6:00 P.M.**

NOTE TO VISITORS AND GUESTS: Welcome to this meeting of the Common Council. Item "D" on the agenda is your opportunity to provide input to the Council. If you wish to make a comment, please write your name/address and state your topic on the form at a table near the entrance to the Council Chambers before the start of the meeting. When you have been recognized by the Mayor at the appropriate time, please address the Council from the podium, first stating your name and address.

- A. Call to Order/Roll Call – Lois TeStrake, Mayor
- B. Pledge of Allegiance
- C. Identify possible conflicts of interest
- D. Public Comment Period/Correspondence
At this time, the Mayor will recognize those members of the public who have indicated a desire to address the Council. Upon recognition by the Mayor, persons may address the Council, first stating their name and address. The Council may act on emergency matters introduced by members of the public.
- E. Approval of Minutes: May 23, 2023 (Regular Meeting)
June 1, 2023 (CIP Meeting)
- F. Staff Updates
- G. Mayor's Comments (*For Informational Purposes Only*)
 - 1. Employee Recognitions
 - Bjorn Gilbertson, Fire Department, 6/16/08, 15 years
- H. Council Comments (*For Informational Purposes Only*)
- I. City Administrator's Update
 - 1. Reminder of joint Council-EDB meeting on Thursday, June 15th at 6:00 p.m. at Second Street Community Center.
- J. Reports from Commissions, Boards, and Committees
- K. Consent Agenda:

COMMON COUNCIL AGENDA
JUNE 13, 2023

1. Meeting minutes/reports
 - a. Communications Committee (January 23, 2023)
 - b. Historic Preservation Commission (May 1, 2023)
 - c. Economic Development Board (May 11, 2023)
 - d. Marshfield Utilities Review Committee (May 22, 2023)
 - e. Communications Committee (May 22, 2023)
 - f. Library Board (May 25, 2023)
 - g. Board of Review (June 1, 2023)
 - h. Board of Public Works (June 5, 2023)
 - i. Judiciary and License Committee (June 6, 2023)
 - j. Finance, Budget and Personnel Committee (June 6, 2023)
 1. Approve Payroll Resolution No. 2023-36 (wage scale)
 2. Approve proposed 2024 budget calendar
 3. Approve refilling vacant Street Superintendent position and authorize appointing Acting Street Superintendent

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

- L. Action on items removed from the consent agenda, if any
- M. Presentation – proposed new residential development. Introduced by Steve Barg, City Administrator; presented by Kathy Meyer, Wisconsin Housing Preservation Corporation.

Recommended Action: None, for information only

- N. Presentation – City’s Emergency preparedness planning (requested by Councilperson Stauber). Presented by Erik Jonas, Deputy Fire Chief.

Recommended Action: None, for information only

- O. Second reading of Ordinance No. 1494, rezone property at 1901 South Central Avenue (parcel #33-03532C) to Community Mixed Use – Planned Unit Development). Presented by Steve Barg, City Administrator.

Recommended Action: Approve Ordinance No. 1494

- P. Second reading of Ordinance No. 1495, General Development plan for mini-golf course on property at 1501 South Central Avenue (#33-03532C). Presented by Steve Barg, City Administrator.

Recommended Action: Approve Ordinance No. 1495

- Q. Request to approve Resolution No. 2023-37, Awarding the sale of \$3,650,000 General Obligation Corporate Purpose Bonds, Series 2023A. Presented by Jennifer Selenske, Finance Director.

Recommended Action: Approve Resolution No. 2023-37

- R. Report and recommendation from the Marshfield Utility Review Committee. Presented by Ed Wagner, Council President.

Recommended Action: Discretion of the Council

COMMON COUNCIL AGENDA
JUNE 13, 2023

- S. Request to schedule special Council meeting on Tuesday, June 27th at 5:15 p.m. (2024 budget development). Presented by Steve Barg, City Administrator.

Recommended Action: Approve scheduling special meeting

- T. Request to approve the appointment of Christopher Hanson, 915 Adler Road, to the Fire and Police Commission for a 5-year term ending in 2028. Presented by Lois TeStrake, Mayor.

Recommended Action: Approve appointment

- U. Request to approve the appointment of John Tracy, 7990 Yellowstone Drive, Hewitt, to the Economic Development Board to complete a 3-year term ending in April 2025.

Recommended Action: None, unless the rules are suspended; final action will be set for the June 27th meeting

- V. Presentation of candidates for election to terms on the Audit Committee (3). Presented by Ed Wagner, Council President.

Recommended Action: None at this time, action set for June 27th meeting

- W. Request to discuss a possible ordinance prohibiting declawing cats. Presented by Brian Giles, Councilperson District #7).

Recommended Action: Discretion of the Council

- X. Report on Communications Department mobile application (requested by Councilperson Varsho). Presented by Tom Loucks, Communications Director.

Recommended Action: None, for information only

- Y. Report on new survey tool used to solicit citizen input on a proposal to allow chickens in the City of Marshfield (requested by Councilperson O'Reilly). Presented by Tom Loucks, Communications Director.

Recommended Action: None, for information only

- Z. Suggested items for future agendas

- AA. Adjourn to closed session under Wisconsin Statutes Chapter 19.85(1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

- Possible purchase of property for future Marshfield Utilities substation
- Update on Wenzel Family Plaza restrooms – possible purchase of property
- Development agreement for project located in TIF District #12
- Development agreement for sale of parcels in Daniel's Addition

AND

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

- Update on insurance claim involving Marshfield Municipal Court

COMMON COUNCIL AGENDA
JUNE 13, 2023

- BB. Reconvene in open session
- CC. Action on matters discussed in closed session, if appropriate
- DD. Adjournment

Posted this day June 9, 2023 at 12:00 p.m. by Jessica Schiferl, 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 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 Jessica A. Schiferl, City Clerk, at 207 West 6th Street or by calling (715) 486-2022.

The filming of this meeting is provided by [Marshfield Broadcasting](#), a division of our [Communications Department](#) that can be viewed streaming "LIVE" on the City's website at [ci.marshfield.wi.us](#), cable tv channel 991, and [marshfieldbroadcasting.com](#) at the time of this meeting in open session. Additionally, this meeting can be viewed live on over-the-top devices, Roku, Amazon Fire TV, and Apple TV, by downloading the Marshfield Broadcasting app. After this meeting is adjourned, the video will be available within 24 hours on the City's website at [www.ci.marshfield.wi.us](#), [marshfieldbroadcasting.com](#), Marshfield Broadcasting app on over-the-top devices, and cable channel 991. If you have questions regarding the filming of this meeting, please get in touch with Communications Director Tom Loucks at 715-486-2070.

May 23, 2023

Common Council meeting was called to order by Council President Wagner at 6:00 p.m., in the Council Chambers, City Hall.

PRESENT: Mike Feirer, Derek Wehrman, Natasha Tompkins, Brian Varsho (via Zoom), Ed Wagner, Russ Stauber, Brian Giles, Rebecca Spiros, Mike O'Reilly, and Andy Reigel.

ABSENT: Mayor TeStrake

The flag was saluted and the pledge given.

IDENTIFY POSSIBLE CONFLICTS OF INTEREST

- None

CITIZEN COMMENTS

- Christopher Hanson, 915 W. Adler Road, Fire and Police Commission appointment

CC23-112 Motion by Tompkins, second by Spiros to approve the minutes of the May 9, 2023 Regular Common Council meeting and May 18, 2023 CIP meeting. Roll call vote, all ayes

Motion carried

STAFF UPDATES

- Sarah Dresel, Human Resources Director introduced Peggy Lyle, Human Resources Generalist.
- Kris Hawley, Street Superintendent, announced his retirement effective September 1, 2023.

COUNCIL PRESIDENT'S COMMENTS

- Employee Recognitions
 - Kayla Wolf, Police Department, 5/29/2018, 5 years
- Mayor TeStrake will be back with us soon.

COUNCIL COMMENTS

- None

CITY ADMINISTRATOR'S UPDATE

- City Administrator Barg thanked Kris Hawley for his time. City staff are working on applications for the Wood County CEED grants. The 2 agenda items Alderperson Stauber requested will be coming forward in June. A joint meeting with EDB and CDA will be in June. There will also be a special meeting in June to prepare for the budget.

REPORTS from COMMISSIONS, BOARDS, and COMMITTEES

- Bill Penker, President Pro Temp of Fire and Police Commission, thank you to those who attended Police Memorial Service. It is National EMS Week.

CONSENT AGENDA

CC23-113 Motion by Stauber, second by Tompkins to receive and place on file, approving all recommended actions for the items listed on the consent agenda: University Commission of February 9, 2023; Central Wisconsin State Fair Board of February 20, 2023; Fire and Police Commission of March 23, 2023; Fire and Police Commission of April 13, 2023; Economic Development Board of April 13, 2023; Central Wisconsin State Fair Board of April 17, 2023; Marshfield Utilities Review Committee of April 24, 2023; Fire and Police Commission of April 27,

2023; Marshfield Utilities Commission of May 15, 2023; Judiciary and License Committee of May 16, 2023; Finance, Budget and Personnel Committee of May 16, 2023 (1. Approve contract extension for EMS billing/collections. 2. Approve contract for compensation market update.); Plan Commission of May 16, 2023 (1. Resolution No. 2023-33, CUP at 1415 E. 20th Street/1500 Green Acres Drive. 2. Resolution No. 2023-34, CUP at 1401 E. Becker Road. 3. Resolution No. 2023-35, CUP at 1011 S. Central Avenue.); Judiciary and License Committee of May 18, 2023.

Motion carried

Darrel Zaleski, agent of Spectrum Insurance Group representing League of Wisconsin Municipalities Mutual Insurance gave a presentation on Municipal Mutual Insurance Partnership.

CC23-114 Motion by Giles, second by O'Reilly to approve Budget Resolution No. 07-2023, Police Station feasibility study. Roll call vote; all ayes

Motion carried

Second Reading of Ordinance No. 1493, prohibiting the dumping of garbage.

CC23-115 Motion by Stauber, second by O'Reilly to approve Ordinance No. 1493. Roll call vote; all ayes

Motion carried

First Reading of Ordinance No. 1494, rezoning property at 1901 South Central Avenue (parcel #33-03532C) to Community Mixed Use – Planned Unit Development.

First Reading of Ordinance No. 1495, General Development plan for mini-golf course on property at 1501 South Central Avenue (333-03532C).

First reading to appoint Christopher Hanson, 915 Adler Road, to the Fire and Police Commission for a 5-year term ending in 2028.

First reading to appoint Bill Penker, 600 Sycamore Avenue, as an alternate to the Board of Review for a 5-year term ending in 2028.

CC23-116 Motion by Varsho, second by Stauber to suspend the rules and vote on appointment of Bill Penker. Roll call vote; all ayes

Motion carried

CC23-117 Motion by Tompkins, second by Giles to appoint Bill Penker, 600 Sycamore Avenue, as an alternate to the Board of Review for a 5-year term ending in 2028. Roll call vote; all ayes

Motion carried

First reading to appoint Ken Bargender, 206 South Hawthorn Avenue, as an alternate to the Board of Review for a 5-year term ending in 2028.

CC23-118 Motion by Stauber, second by O'Reilly to suspend the rules and vote on appointment of Ken Bargender. Roll call vote; Ayes – 9; Nays – 1 (Feirer)

Motion carried

CC23-119 Motion by Stauber, second by O'Reilly to appoint Ken Bargender, 206 South Hawthorn Avenue, as an alternate to the Board of Review for a 5-year term ending in 2028. Roll call vote; Ayes – 9; Nays – 1 (Feirer)
Motion carried

Future Agenda Items

- Alderperson Varsho – presentation from Communication Director Loucks regarding the Marshfield app and on Communications facilities.
- Alderperson Giles – discussion on banning cat declawing.
- Alderperson Wehrman – review traffic on Upham Avenue near Taco Bell before summer school.

CC23-120 Motion by O'Reilly, second by Tompkins to go into closed session under Wisconsin Statutes, Chapter 19.85 (1)(e) “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining treasons require a closed session.”

- Development agreement for project located in TIF District #12

Roll call vote, Ayes – 9; Nays – 1 (Stauber). (Time: 8:06 p.m.)

Motion carried

Present in closed session: Alderpersons Feirer, Wehrman, Tompkins, Varsho (via Zoom), Wagner, Stauber, Giles, Spiros, O'Reilly, and Reigel, City Attorney Wolfgram, City Administrator Barg, and Jessica Schiferl.

Alderperson Varsho lost connection (left meeting) at 8:43

CC23-121 Motion by Stauber, second by O'Reilly to return to open session. Roll call vote, all ayes. (Time: 8:45 p.m.)

Motion carried

There was no action on items discussed in closed session

Motion by Spiros, second by Reigel to adjourned the meeting at 8:46 p.m.

Respectfully submitted,

Jessica Schiferl
City Clerk

June 1, 2023

Common Council meeting was called to order by Chairperson Wagner at 6:00 p.m., in the Council Chambers, City Hall.

PRESENT: Mike Feirer, Derek Wehrman, Natasha Tompkins, Brian Varsho, Ed Wagner, Russ Stauber, Brian Giles, Rebecca Spiros, Mike O'Reilly, and Andy Reigel.

ABSENT: Mayor TeStrake

The flag was saluted and the pledge given.

CITIZEN COMMENTS

- None

Review Changes made to updated request from UWSP-Marshfield

Barg reviewed the changes proposed to account for the UWSP changes.

- Reduce 405-7343 (UWSP 2024 projects) by \$22,500 (to \$97,500)
- Restart 405-7344 (UWSP 2025 projects) at an amount of \$90,000
- Reduce 405-7345 (UWSP 2026 projects) by \$15,000 (to \$87,500)
- Reduce 405-7346 (UWSP 2027 projects) by \$37,500 (to \$87,500)
- Move \$40,000 from 401-2333 (2025 asphalt paving) to 401-2326 (2024 asphalt paving)
- Move \$50,000 from 401-2333 (2025 asphalt paving) to 401-2370 (2028 asphalt paving)

Review proposed CIP projects by function

Council reviewed the proposed CIP projects for Police and Emergency Management, Stormwater, Streets, Technology and Wastewater.

Discuss questions, concerns and suggested changes to proposed CIP

CC23-122 Motion by Spiros, second by Varsho to send the 2024-2028 CIP to the June 27th Council meeting for final review and approval.

CC23-123 Motion by Reigel, second by Wehrman to amend **CC23-122** to move the electrical work at Street Division to the 2024 CIP with staff finding a way to shift projects.

Roll call vote, Ayes – 8, Nays – 2 (Spiros, O'Reilly)

Motion carried

Vote on **CC23-122** as amended. Roll call vote, all ayes.

Motion carried

Motion by Tompkins, second by Wehrman to adjourn the meeting at 7:40 p.m.

Respectfully submitted,

Jessica Schiferl
City Clerk



MINUTES

**COMMUNICATIONS COMMITTEE
CITY OF MARSHFIELD
MONDAY, JAN. 23, 2023
207 WEST 6TH STREET
CITY HALL PUBLIC CONFERENCE ROOM**

- A. Call to Order at 5:30 p.m.
- Loucks, Ballerstein, Lotzer, Feddick, Nystrom & Varsho and TeStrake all present
 - McClean - Absent
- B. No conflicts of interest to report
- C. No comments from citizens
- D. Review the Communications Committee meeting scheduled for 2023 by the Communications Director Tom Loucks. Decision is to hold meetings quarterly.
- E. Discussed office and studio space recommendations. Looking at several options on the table and will review at the next meeting. City Hall, former MCTV space, UWSP and Community Center.
- F. Marketing and communication is ongoing effort using social media, website, tv, radio and news outlets. Will provide additional information as time permits.
- G. Several spring election tv programs are in the works along with election information available on social media sites, website, radio, newsletter and TV.
- H. Marshfield Broadcasting has several new local and state programs for local residents. Use of the channels are growing especially on Roku and Amazon-Fire devices and online.
- I. Adjourned at 7:00 p.m.

HISTORIC PRESERVATION COMMISSION MINUTES

MAY 1, 2023

PRESENT: Ken Bargender, Kris Coleman, Kim Fredrick, Bill Penker, Vickie Schnitzler
ABSENT: Brian Giles, Erin Howard
OTHERS: City Administrator Steve Barg

Chairperson Schnitzler called the meeting to order at 3:30 pm in the City Hall Council Chambers.

HP 23-08 Bargender moved and Fredrick seconded the motion to approve the minutes of the April 3, 2023 regular meeting as presented.

Motion carried

HP 23-09 Coleman moved and Fredrick seconded the motion to approve the minutes of the April 3, 2023 annual meeting as presented.

Motion carried

Citizen comments

Penker referenced Erin Howard's comments from the last Council meeting, citing the success of the recent WAHPC conference held in Marshfield, and thanking everyone who participated. Schnitzler advised that the QR signs are now out, and efforts will be made to distribute this information across the community.

Discussion on proposed 5-year budgets

Members agreed that adequate funding should be provided for the following: registrations/subscriptions; promotion/advertising; signage to be placed at additional locations. Wood County was cited as a possible funding source for this expenditure. (It was requested that this item be on the Commission's June agenda.)

Penker left the meeting at 4:01 p.m.

More discussion on topics from the April 3rd annual meeting

- a. **Central Avenue Historic District**: Possible extensions were discussed. It was agreed to first get approval as a local historic district, then request national approval. Schnitzler is working with Jason Tish on a CLG grant request. Discussion occurred on a possible Columbia Park district. There is archeological significance, and opportunities exist there. It was agreed to table this for more discussion at the next Commission meeting in June.
- b. **Commission's role in façade grant process**: After a brief discussion on the Commission's desire to be more involved in the awarding of façade grants, it was agreed to table this item until the June meeting, and to ask Main Street Executive Director Kaelie Gomez and/or members of the Main Street Design Committee to attend that meeting (possibly an EDB member as well.)
- c. **Marshfield tourism issues**: All agreed that Howard did an excellent job at the recent WAHPC conference. Going forward, the goal will be to work with Visit Marshfield Executive Director Matt McLean and Chairman Al Cheney to include more on historic tourism in their brochures. It was noted that Hub City Times has been cooperative in this area, and the Commission should continue to use them as a resource for promoting historic tourism in Marshfield.
- d. **2023 Historic Stewardship Award**: It was agreed that Ken Wood should be considered for this year's award. Efforts will be made with Communications Director Tom Loucks to advertise on all city platforms for other possible candidates, with the goal to make a presentation of the at the June 27th Council meeting.

Discussion on Historic Preservation Month

- a. Middle School Art awards: Members agreed to allocate \$300 (10 awards at \$30/award)
- b. Yard signs/additional stakes: Bargender agreed to help with this effort; however, it was noted that nothing more is needed at this time.
- c. Coloring booklets for 3rd graders: Coloring booklets will be provided to area 3rd graders. They will be asked to color and submit a picture for a contest. It was suggested that \$20 MACCI gift certificates be given as awards to the winning contestant in each of the 8 elementary schools.

HP 23-10 Bargender moved and Fredrick seconded a motion to approve expenditure of \$160 for MACCI gift certificates as prizes for the winning entrants in each school. It was also agreed to ask the City's Parks and Recreation Department for an annual pass to Vandehey Waters to be given away as the grand prize.
Motion carried

Discussion on honoring former Commission member Ken Wood

Members agreed to name the 3rd grade coloring contest the "Ken Wood Historic Preservation Coloring Contest". In addition, a letter will be sent to the Hub City Times, giving him "150 for 150" recognition.

Discussion/action on prizes for May 2023 Out & About

Members discussed providing Marshfield Memories recipe books as prizes, and also giving the top prize winner an additional amount in cash.

HP 23-11 Bargender moved and Fredrick seconded the motion to approve giving Marshfield Memories recipe books as prizes, and giving the top prize winner \$50 in addition to the book.
Motion carried

Discuss addition to 2023 workplan (raising awareness of historic preservation at local events)

After a brief discussion, it was agreed that no action was required on this item.

Recap of 2023 WAHPC conference

Members agreed that this conference was quite successful, with 50 attendees from across Wisconsin, and much positive feedback resulted. Erin Howard's tour of their four historic properties was well received.

HP 23-12 Fredrick moved and Bargender seconded the motion to approve providing reimbursement of \$33.33 of the \$40 registration fee to Bargender, Coleman, and Schnitzler.
Motion carried

Staff updates

Barg advised that he had nothing new to report at this time.

Announce date/time for next meeting

Schnitzler announced that the Commission's next meeting will be on Monday, June 5th at 3:30 p.m. in the Public Conference Room at City Hall.

Bargender moved and Coleman seconded a motion to adjourn. Motion carried. Schnitzler adjourned the meeting at 5:20 p.m.

Respectfully submitted,

Steve Barg
City Administrator

Economic Development Board Meeting
May 11, 2023

Present: Andrew Reigel, Russ Stauber, Ken Bargender, Gabrielle Falkey, Mary Jo Wheeler-Schueller, and Tom Buttke

Absent: Paul Kapla, Lyle Lang

Others Present: Steve Barg, City Administrator; Lois TeStrake, Mayor; Ed Wagner, Council President; Jeff Burns, Weinbrenner President, Sara Nikolay Weinbrenner HR, Kaelie Gomez, Main Street Marshfield; Natalie Delo, Administrative/Permit Specialist; Josh Miller, Cedar Corp, Nicki Anderson, Parks & Recreation; Denise Sonnemann, MACCI; and others.

City Administrator Barg called the meeting to order at 3:00 p.m.

Barg welcomed Alderman Andrew Reigel and Alderman Russ Stauber to the Economic Development Board.

Nominations & Election of Chairperson

Buttke nominated Bargender for Chairperson.

Wheeler-Schueller nominated herself for Chairperson.

With no further nominations, Barg declared the nominations closed.

Bargender, Buttke, and Falkey voted Bargender

Stauber, Reigel and Wheeler-Schueller voted Wheeler-Schueller

With tied vote for Chairperson. A coin flip by Barg.

EDB23-11 Wheeler-Schueller as Chairperson with coin flip decision.

Roll call vote; all ayes.

Motion carried.

Chairperson Wheeler-Schueller took over the meeting.

Nominations & Election of Vice Chairperson

Stauber nominated Bargender for Vice Chairperson. Bargender declined.

Bargender nominated Falkey for Vice Chairperson.

With no further nominations, Wheeler-Schueller declared the nominations closed.

EDB23-12 Stauber moved and Buttke seconded the motion to close nominations and cast a unanimous ballot for Falkey as Vice Chairperson.

All ayes.

Motion carried.

EDB23-13 Buttke moved and Reigel seconded the motion to approve the April 13, 2023 regular meeting minutes.

All ayes.

Motion carried.

Conflicts of Interest

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

Citizen comments

None

Chairperson's Comments

Wheeler-Schueller thanked the mayor for electing her to the board. She stated that she met with Weinbrenner today at their Merrill facility and gave background of the company to the Board.

Board member's Comments

Bargender stated that he saw the Mall today and was happy to see the development and the potential in that area.

Update on relocation of Weinbrenner Shoes

Jeff Burns gave a presentation with history, reasons why they need to move, maintenance for their current building, a future layout of a new building and their want to hire more people to expand their growth with the relocation tentatively in 2026-2027.

Sara Nikolay, Human Resource for Weinbrenner spoke that their experience with changing the facility in Merrill has seen a decrease of turnover and they are a family driven employer that wants to make sure we can provide for their employee's resources.

Wheeler-Schueller asked if other communities are asking for Weinbrenner to move. Burns stated that some location in the Southern United States has been aggressive.

Wheeler-Schueller asked what we can do to keep them. Burns stated that any assistance at the City level or help with the State level with Grant money helped with offset of the cost for the 150,000 sq. ft facility.

Stauber asked how the Marshfield facility fit with the Merrill operation. Burns stated that they would replicate what they have done in Merrill but with potential of it to be a little larger with more success with our communities that we can pull from.

Stauber asked how the employees feel about the Employee Owned Company. Burns stated in 2000 the employee's ESOP members.

Stauber asked about covenants in the Mill Creek Business park. Barg stated that with the 15-acre site would be a great location and fit with the covenants.

Stauber asked what our next steps would be. Barg stated that he would like to discuss further at the next EDB meeting and asked for close session.

Reigel asked what assistance they are looking for specifically. Burns stated the easiest would be if the land would be TIFF to them. Training funding that would help hire more people. Asking for a package to get them to stay like other communities have done.

EDB23-14 Stauber moved and Buttke seconded the motion to refer Weinbrenner relocation to Common Council to discuss any concerns to continue moving forward the relocation further.

All ayes

Motion Carried.

Update on balance in City's Economic Development (205) Fund

Barg gave an update on the City's Economic Development Fund.

EDB23-15 Stauber moved and Buttke seconded the motion to accept the budget balance.

All ayes

Motion Carried.

Update on lot sales and other issues related to Daniel's Addition.

Barg informed the Board that Lot 40 has just closed and a permit has been applied for and under review. Barg stated that our desire is to see homes built and we can extend the contract to those who want to build.

Buttke asked if there is a deadline. Barg stated we will get a new agreement with new deadline into 2024 to allow for two more construction seasons to development. He stated that the City's goal is to work with them but can include a penalty to have the contractors to abide by.

Barg stated that he will have a status update with a breakdown each month to the Board.

Update on West 2nd Street Redevelopment Plan implementation

Barg stated that he will have a meeting with the CDA if they are ready for their role to move the redevelopment forward. The redevelopment will be brought to the Council agenda on May 23.

Discuss plans for reviewing 2024 budget requests from economic development partners

Barg asked the EDB if they would like the economic development partners to submit written request and at the next meeting, give a presentation followed by the Board discussion like it was done in the past.

Buttke asked if the Business Development position at MACCI a City staff position instead. Barg stated developers preference is to be outside of City Government and this has worked well historically. Buttke suggested we could talk to other communities on how they are doing this.

Stauber asked for coordination between with Visit Marshfield, MACCI, and Main Street and asked what that is like now. Barg stated that our lack of our city staff is an issue more than our Economic Development partners.

EDB23-16 Falkey motioned and Reigel seconded to keep the same process as making funding recommendations with written documentation and a presentation to the Board followed by Board discussion at the next meeting.

All Ayes

Motion Carried.

Discuss plans for review/approval of 2023 façade grant awards

Barg stated that we increased the amount of grant award to \$70,000 this year to upgrade both interior and facades. Historic Preservation Commission has suggested having a more active role before allocations are made.

Stauber stated that reading that has a clause with Historic Preservation Commission, the criteria should be rewritten if we are concerned with the Historic aesthetic instead. Gomez stated that the design updates that are standards by the Wisconsin Main Street Architect. It was suggested to keep with the process we have in place. Gomez also suggests that someone from the Historic Preservation Commission come to the design meeting to review at the same time to not hinder the timeline.

EDB23-17 Bargender motioned and Stauber seconded to extend the first round of applications by 60 days.

All Ayes

Motion Carried.

Discuss possible projects for Wood County funding application

Barg shared the deadline as July 7th for all funding applications.

Wagner stated there is money available but there are a lot of competition.

Wheeler-Schueller asked if there was any funding for a sports complex with a dome but Miller is not familiar.

Falkey suggested help with Workforce Development, Small Business Grants and Employee Training.

Gomez suggested that possibility for something like a CDI to help with the upstairs apartments on Main Street.

Discuss plans for the joint meeting Common Council (housing)

- a. Review/discuss agenda
 - a. Suggestion of CDA to be attending
 - b. Determine the price of starter home
 - c. Expert Guests to attend as well
- b. Confirm date/time/place
 - a. June 12, 14, 15

Economic development activity updates

Steve Barg reported on the following:

- City Org Chart discussion with a main focus on Development Services with no action at Council but moving to Finance and Personal Committee

Denise Sonnemann (MACCI) reported on the following:

- Developers Tour with Commercial and Housing
- Round Table with a main focus on Child Care with Wood County
- SURGE with a Pitch Contest with up to \$10,000 available.

EDB23-18 Motion by Stauber and second by Reigel to adjourn to closed session under Wisconsin Statutes 19.85(1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons are involved."

- Possible sale of land for development in Yellowstone Industrial Park

Roll call vote; all ayes. – (Time 5:20 p.m.)

Motion carried.

Present in closed session: Reigel, Stauber, Falkey, Bargender, Barg, Wheeler-Schueller, Buttke, Wagner, and Delo.

EDB23-19 Buttke motioned and seconded by Bargender to return to open session. Roll call vote, all ayes (Time 5:35 p.m.)

Motion carried.

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

Next meeting date and items for future agendas

More ideas for Grant requests

Daniel's Addition documents to show lots and status

Meeting time changed to mornings

The next meeting will be on Thursday, June 8, 2023 at 3:00 p.m.

With no other business before the Board, Stauber moved and Buttke seconded a motion to adjourn. Without any objection, Wheeler-Schueller adjourned the meeting at 5:39 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Natalie Delo". The signature is written in dark ink and is positioned below the "Respectfully submitted," text.

Natalie Delo
Administrative/Permit Specialist

Marshfield Utilities Review Committee

May 22, 2023

Present: O'Reilly, Wagner, Spiros
Absent: Varsho
Others: City Administrator Steve Barg, City Attorney Harold Wolfgram, Finance Director Jennifer Selenske, Marshfield Utilities General Manager Nicolas Kumm, Marshfield Utilities Financial Manager Patti Sternitzky, City Clerk Jessica Schiferl, Councilmember Natasha Tompkins (District #3), Paul Kapla (Marshfield Utilities Commission member)

Chairman Wagner called the meeting to order at 1:01 p.m. in the public conference room of Marshfield City Hall.

Citizen comments – none

Approve minutes of April 24, 2023 meeting

Spiros moved and O'Reilly seconded a motion to approve minutes from the Committee's April 24th meeting as presented. Motion approved.

Discuss materials provided by Marshfield Utilities

Kumm highlighted the policy adopted by the Marshfield Utilities Commission at its last meeting on May 15th. Under the policy, the Commission established the following 2 parts for its annual dividend payment to the City of Marshfield:

1. Net annual return on MU's investment for the previous calendar year. The net is determined by deducting capital calls from the cash distributions. If the result is negative, an amount of zero will be used. All funds associated with ATC will be accounted for in the electric utility.
2. 20% of the interest and dividend income (less ATV cash distributions and ATC undistributed earnings), account 419 for electric, water, and communications for the previous calendar year.

Kumm referenced a portion of this policy allowing the Utilities Commission to not make a dividend payment in any year in which doing so may be deemed to create concerns with its cash flow, bond covenant requirements, etc.

Barg asked for clarification on a table included with Kumm's memo, which showed what the dividend would have been for 2018-2022 under this policy. He also requested greater definition on the net ATC dividend ("capital call" issue). Kumm provided his response to these issues. Wagner noted that his understanding from the last Committee meeting was that the City would receive 25% of interest and dividend income, not 20%. Kumm replied that he understood the request to be 20-25%, and the Commission acted within this range. Selenske requested clarification on whether the amount referred to as "interest revenue" under their account 419 covers all interest revenue, and this was confirmed by Kumm.

Consider action as deemed appropriate, based upon the previous discussion

After discussion, Spiros moved and O'Reilly seconded the motion to recommend Council approval of a revision to City Policy No. 4.320 (Utility transfers for general government) as follows:

Section III (Policy)

~~Transfer of funds from the utility shall be vested in the Common Council to support City operations. At the time of the creation of the Economic Development Board, the total and exclusive use of the aforementioned funds is vested in the Board. The Common Council may override any line item expenditure approved by the Board only upon a two-thirds (2/3) vote of the entire Council.~~

Section IV (Procedure)

~~The utility shall provide the Finance Director annually with a memorandum showing the approved amounts to be transferred to the City with supporting calculations. The Finance Director shall provide this information to the City Administrator and Common Council during the budget process. The Finance Director shall annually determine the estimated amount of funds that will be transferred from City utilities for utilization by the general government and provide that information to the City Administrator, Common Council, and Economic Development Board during the budget process. The Economic Development Board shall determine the proper utilization of these funds in accordance with this policy during the budget process.~~ The Common Council shall ultimately determine the utilization of utility transfers through the adoption of the City budget.

Upon further discussion, O'Reilly moved and Spiros seconded the motion requesting that the percentage of interest and dividend income provided annually by Marshfield Utilities to the City of Marshfield be increased from 20 to 25%. Motion carried.

Discussion took place regarding changing the composition of the Utilities Commission to include Council representation. Options include: 1) Continue with things as they are now (5 members; none from the Council; 2) Stay with 5 members, but one would be a Council member); or, 3) Increase to 7 members, including 2 Council members. Spiros moved and O'Reilly seconded the motion to refer this issue to the Council for consideration, with the list of alternatives to be presented and highlighted.

With no other business before the committee, Spiros moved and O'Reilly seconded the motion to adjourn. Motion carried. Wagner adjourned the meeting at 2:22 p.m.

Respectfully submitted,

Steve Barg
City Administrator



MINUTES

**COMMUNICATIONS COMMITTEE
CITY OF MARSHFIELD, WISCONSIN
MONDAY, MAY 22, 2023
207 WEST 6TH STREET
CITY HALL PUBLIC CONFERENCE ROOM**

- A. Call to Order at 5:30 p.m.
- Loucks, Ballerstein, Lotzer, Feddick, Dayton present
 - McClean, Varsho - Absent
- B. No conflicts of interest to report
- C. No comments from citizens
- D. Communications Committee elected Pete Lotzer to the chairperson for the 2023-24 Communications Committee.
- E. Communications Committee meeting scheduled for 2023 will be quarterly; February, May, August and November 2023.
- F. TV Franchise Fee report: \$50,158.38 for Jan 1 - March 31, 2023.
- G. Communications Department Strategic Plan for 2023-2024 is on track. Launch of citizen engagement platform and mobile app. Marshfield Broadcasting on track with new programs and channel reorganization. Providing additional live coverage of events.
- H. Reviewed communications workflow processes and department staff involvement. Building relationships with departments. Key players, Fire Department, Council members, Parks and Recreation, City Clerk, Mayor, Administration, and Streets. Need other departments to provide information on a consistent basis.
- I. Update on space. The committee voted to recommend to the Council to get involved on the use of City Hall for space for the Communications Department. Several options were presented which would save the the City over \$85,000 in a five-year window in just rent. Time is a concern due to the lease ending.
- J. Update on addition revenue options. Getting additional funding from the general fund for communications platforms that are intended to be used for all departments. Look at sponsorship for tv programs, grants and economic development videos currently being done for free. Current funding doesn't allow for additional staff or purchasing of video equipment for the public access.
- K. Other items were put on-hold after Feddick left at 6:30 p.m.
- L. Adjourned at 6:40 p.m.

EVERETT ROEHL MARSHFIELD PUBLIC LIBRARY
BOARD MEETING
105 S. Maple Ave, Marshfield, WI 54449
May 25, 2023
4:30 p.m.

Present: Joanne Ampe, Mike Drevlow, Dan Gotto, Kayla Marx, Xin Ruppel, Don Schnitzler, Jean Swenson, Rachel Stankowski, Brian Varsho, Kim Vrana, Library Director Jill Porter

Absent: none

Also present: Kathy Baker

Meeting was called to order by Vrana at 4:30 p.m.

Citizen's comments, correspondence and announcements: none

Changes or additions to the agenda: none

LB23-27 Minutes of the Library Board: Motion by Swenson, second by Varsho to approve and place on file the Library Board Meeting minutes of April 27, 2023. All ayes. Motion carried.

LB23-28 Director's Report: Motion by Schnitzler, second by Marx to receive and place on file the April 2023 Director's Report. All ayes. Motion carried.

LB23-29 2nd April and 1st May 2023 Vendor List: Motion by Ampe, second by Drevlow to approve the Vendor List. All ayes. Motion carried.

LB23-30 April 2023 Financial Reports: Motion by Ruppel, second by Ampe to receive and place on file the March 2023 Financial Control Report. All ayes. Motion carried.

LB23-31 Minutes of Nomination Committee Meeting: Motioned by Swenson, second by Drevlow to approve and place on file the Nomination Committee minutes of April 27, 2023. All ayes. Motion carried.

LB23-32 Election of Officers: The following slate of officers was presented to the board for nomination:

President:	Kim Vrana
Vice-President:	Xin Ruppel
Secretary:	Jean Swenson
Treasurer:	Kayla Marx

Vrana called three times for any other nominations. Hearing none, a motion was made by Schnitzler, second by Stankowski to close nominations and cast a unanimous vote for the officers as presented to the board. All ayes. Motion carried.

- LB23-33 2024 Marathon County subscription Rate: Motioned by Gotto, second by Ampe to accept the 2024 Marathon County subscription rate as presented. All ayes. Motion carried.
- LB23-34 2024 South Central Library System Technology Services Agreement: Motioned by Swenson, second by Varsho to approve the 2024 South Central System Technology Services Agreement as presented. All ayes. Motion carried.
- LB23-35 Minutes of the SCLS Board of Trustee Meeting: Motion by Marx, second by Schnitzler to receive and place on file meeting minutes for the South Central Library System Board of April 27, 2023. All ayes, Motion carried.
- LB23-36 Minutes of the Wood County Library Board Meeting: Motion by Gott, second by Drevlow to receive and place on file meeting minutes for the Wood County Library Board of January 12, 2023. All ayes, Motion carried.
- LB23-37 Minutes of the Friends of the Marshfield Public Library Board: Motion by Swenson, second by Varsho to receive and place on file meeting minutes for the Friends of the Marshfield Public Library Board of April 18, 2023. All ayes, Motion carried.

Meeting adjourned at 5:05 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jean Swenson". The signature is written in dark ink on a light-colored background.

Jean Swenson
Secretary

BOARD OF REVIEW MINUTES OF JUNE 1, 2023

Meeting called to order by City Clerk Schiferl at 8:02 a.m.

PRESENT: Todd Zieglmeier, Steven Okonek, Angela Knauf, Ken Bargender (alternate) and Bill Penker (alternate).

ABSENT: Celia Giannoni and Matt Stahr

ALSO PRESENT: Deputy Assessor Keith Pugh

The City Clerk certified that the Board of Review Notice was published in the Marshfield News Herald on May 2, 2023. The agenda for this meeting was posted on May 2, 2023. All the notices were posted on the city's website, City Hall door, on the door of the meeting room and at the Library.

The City Clerk asked for nominations for Chairperson.

Bargender nominated Zieglmeier for Chairperson.

There being no further nominations the City Clerk declared the nominations closed.

BR23-001 Motion by Penker, second by Okonek to elect Zieglmeier as Chairperson.

Motion carried

Chairperson Zieglmeier asked for nominations for Vice-Chairperson.

Bargender nominated Okonek for Vice-Chairperson.

There being no further nominations the Chairperson declared nominations closed.

BR23-002 Motion by Knauf, second by Penker to elect Okonek as Vice-Chairperson.

Motion carried

Chairperson Zieglmeier asked for nominations for Alt. Vice-Chairperson.

Okonek nominated Knauf for Alt. Vice-Chairperson.

There being no further nominations the Chairperson declared nominations closed.

BR23-003 Motion by Bargender, second by Okonek to elect Knauf as Alt. Vice-Chairperson.

Motion carried

The City Clerk certified that Angela Knauf has met the mandatory training requirements specified in Sec. 70.46 (4) of the Wisconsin Statutes.

The City Clerk verified that the City has an ordinance on file for the confidentiality of income and expense information provided to the assessor under state law and there is also a policy for sworn telephone or sworn written testimony requests and waiver of board hearings.

Deputy Assessor Pugh and Beth Polacek, contract Appraiser with Forward Appraisals, provided an overview on the revaluation process. This is a complete exterior revaluation of the City. Assessment notices will be mailed later this summer.

BR23-004 Motion by Okonek, second by Knauf to adjourn until Thursday, September 7, 2023 at 8:00 a.m.

Motion carried

The meeting adjourned at 8:10 a.m.

Respectfully submitted,

Jessica A. Schiferl
City Clerk

BOARD OF PUBLIC WORKS MINUTES
OF JUNE 5, 2023

Meeting called to order by City Engineer Mauritz at 5:30 PM in the Council Chambers of City Hall.

PRESENT: Mike Feirer, Mike O'Reilly, Brian Giles, Russ Stauber, Derek Wehrman

ABSENT:

ALSO PRESENT: Street Superintendent Hawley, City Engineer Mauritz, Wastewater Superintendent Kivela, Assistant City Engineer Cassidy, Director of Public Works Turchi (via Zoom) and the media.

PW23-40 Motion by Stauber, second by O'Reilly, to recommend approval of the minutes of the May 1, 2023 Board of Public Works meetings.

Motion Carried

Citizen Comments: Tom Witzel is in favor of the parking changes on South Roddis Avenue.

Construction Updates from the Street Division – Presented by Kris Hawley – Street Superintendent.

PW23-41 Motion by O'Reilly, second by Wehrman, to recommend approval parking on South Roddis Avenue be amended as noted: Parking Prohibited 8:00AM to 4:00PM, Monday through Friday on the east side of Roddis Avenue from a point 515' north of the north line of 17th Street to a point 660' north of the north line of 17th Street. Further recommend that the "Administrative Code of Traffic and Parking Regulations" be amended to reflect these changes

Motion Carried.

Recommended items for future agendas

Stauber requested fairgrounds roadway maintenance be on the next agenda.

With no further business, a motion by Stauber, second by Giles to adjourn the meeting at 6:00 PM.



Josh Mauritz, City Engineer
BOARD OF PUBLIC WORKS

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF JUNE 6, 2023

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

PRESENT: Alderpersons Brian Varsho, Ed Wagner, and Rebeca Spiros

EXCUSED: None

ALSO PRESENT: Mayor TeStrake, Chief Geurink and City Clerk Jessica Schiferl

CITIZEN COMMENTS: None

JLC23-025 Motion by Varsho, second by Spiros to approve the minutes of the May 16, 2023 meeting and the May 18, 2023 meeting.

Motion carried

JLC23-026 Motion by Spiros, second by Varsho to approve by unanimous consent the following:

- a. Change of agent request for “Class B” Combination Liquor License of Badger Aerie #624 F.O.E., Inc., dba Marshfield Eagles Club, 1104 S. Oak Avenue
- b. Application for Secondhand Article License for Northside, Inc, 907 S. Central Avenue.
- c. “Class B” Combination Liquor and Fermented Malt Beverage renewal application for 2023-2024 per the attached list (37).
- d. Class “B” Fermented Malt Beverage renewal application for 2023-2024 per the attached list (1).
- e. “Class A” Combination Liquor and Fermented Malt Beverage renewal application for 2023-2024 per the attached list (22).
- f. Class “B” Fermented Malt Beverage and Class “C” Wine renewal application for 2023-2024 per the attached list (2).
- g. Class “A” Fermented Malt Beverage renewal application for 2023-2024 per the attached list (1).

Motion carried

Future Agenda Items

- None

There being no further business, Alderperson Wagner adjourned the meeting at 5:03 p.m.

Respectfully submitted,

Jessica Schiferl
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF JUNE 6, 2023

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

PRESENT: Alderpersons Natasha Tompkins (via phone), Brian Varsho, Ed Wagner, Rebecca Spiros and Andrew Regiel

ABSENT: None

ALSO PRESENT: Mayor TeStrake, City Personnel (Steve Barg, Jennifer Selenske, Josh Mauritz, Eng Ng, Pete Fletty and Jessica Schiferl)

Identify potential conflicts of interest: None

Citizen Comments

- None

FBP23-072 Motion by Wagner, second by Varsho to approve the items on the consent agenda:

1. Minutes of the May 16, 2023 meeting.
2. Bills in the amount of \$844,943.83 and payroll in the amount of \$1,059,507.88
3. Monthly position control report
4. Report of Personnel Actions

Motion carried

FBP23-073 Motion by Varsho, second by Regiel to recommend Council approval of Payroll Resolution No. 2023-36, adopting updated wage scale for all non-represented staff effective July 1, 2023.

Motion carried

FBP23-074 Motion by Regiel, second by Varsho to recommend Council approval of the proposed 2024 budget calendar.

FBP23-075 Motion by Tompkins, second by Wagner to amend the proposed budget calendar to change the 10/30/23 meeting date to 10/26/23.

Motion carried

Vote on **FBP23-074 as amended.**

Motion carried

FBP23-076 Motion by Varsho, second by Regiel to recommend Council approval to refill the vacant position of Street Superintendent, and to authorize the City Administrator to appoint an Acting Street Superintendent for the time period until a Street Superintendent is in place.

Motion carried

Review and discussion on Council request to reduce travel costs.

Presentation and discussion related to budget policy.

Presentation and discussion related to Fund Balance Policy.

FUTURE AGENDA ITEMS

- Alderperson Tompkins asked for a report on how legal bills are budgeted, billed and if there is a procedure for accessing the City Attorney. What is the budget per year and are we over budget?

There being no further business, Alderperson Spiros adjourned the meeting at 6:38 p.m.

Respectfully submitted,

Jessica Schiferl
City Clerk



MEMORANDUM

DATE: June 1, 2023
TO: Finance, Budget and Personnel Committee
FROM: Steve Barg, City Administrator
RE: Payroll Resolution No. 2023-36; updated wage scale for non-represented staff

Background

The City's non-represented employees (excluding Library staff) compensation program is defined in Policy No. 3.800. The current non-represented compensation plan was implemented on July 1, 2018, following a compensation market study that was performed by McGrath. The compensation plan sets a pay range, minimum, control point (market rate), and maximum for each position.

Analysis

Payroll Resolution No. 2023-36 adjusts this plan by 1.0% on July 1, 2023, based on the Council's approval of the 2023 budget on November 30, 2022. The adjustment is applied to the midpoint of each pay grade, and it is then calculated upon step percentages. (Note: The Library Board will be discussing the issue at its June 15th meeting, and the Board is expected to extend the same increases to its staff, subject to approval by the FBP Committee and Council.)

Recommendation

Staff recommends that the FBP Committee recommend Council's approval of Payroll Resolution No. 2023-36, which provides a 1.0% compensation plan increase effective as of July 1, 2023, and the subsequent salary adjustments for all eligible non-represented employees.

RESOLUTION NO. 2023-36
Payroll Resolution

WHEREAS, on May 8, 2018, the Marshfield Common Council adopted a compensation plan for all non-represented staff, except those governed by the Marshfield Library Board; and,

WHEREAS, in adopting this plan effective as of July 1, 2018, the Council's action was based upon a compensation market study conducted by McGrath Human Resources Group; and,

WHEREAS, under Policy 3.800, the Human Resources Director and City Administrator have been directed to maintain the integrity of the plan by adjusting pay ranges based on economic trends; and,

WHEREAS, on June 13, 2023, the Council approved a motion that increases the wage scale by 1% effective on July 1, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Common Council that the compensation scale for all non-represented City employees shall be adjusted by 1.0%, effective July 1, 2023.

ADOPTED: _____
Lois TeStrake, Mayor

APPROVED: _____
Jessica Schiferl, City Clerk

City of Marshfield 2023 Compensation Plan
Effective 7/1/2023 - 6/30/2024

Revised 6/28/2023

GRADE	JOB TITLE	DEPARTMENT	SALARY RANGE														
			1	2	3	4	5 (M)	6	7	8	9	10	11	12	13	14	15
			90.0%	92.5%	95.0%	97.5%	100.0%	102.0%	104.0%	106.0%	108.0%	110.0%	111.5%	113.0%	114.5%	116.0%	117.5%
				1.025	1.025	1.025	1.025	1.020	1.020	1.020	1.020	1.020	1.015	1.015	1.015	1.015	1.015
110			\$ 15.01	\$ 15.42	\$ 15.84	\$ 16.26	\$ 16.68	\$ 17.01	\$ 17.34	\$ 17.68	\$ 18.01	\$ 18.34	\$ 18.59	\$ 18.84	\$ 19.09	\$ 19.34	\$ 19.59
	SENIOR COORDINATOR	PARKS & REC	\$ 31,215.79	\$ 32,082.89	\$ 32,950.00	\$ 33,817.10	\$ 34,684.21	\$ 35,377.89	\$ 36,071.58	\$ 36,765.26	\$ 37,458.94	\$ 38,152.63	\$ 38,672.89	\$ 39,193.16	\$ 39,713.42	\$ 40,233.68	\$ 40,753.94
120			\$ 17.18	\$ 17.66	\$ 18.13	\$ 18.61	\$ 19.09	\$ 19.47	\$ 19.85	\$ 20.23	\$ 20.62	\$ 21.00	\$ 21.28	\$ 21.57	\$ 21.86	\$ 22.14	\$ 22.43
	ACCOUNTING CLERK ADMINISTRATIVE ASSOCIATE I CUSTODIAN CUSTODIAN (PT) PARKS WORKER STREETS MAINTENANCE WORKER	FINANCE VARIOUS POLICE PARKS & REC PARKS & REC PW-STREET	\$ 35,734.61	\$ 36,727.24	\$ 37,719.86	\$ 38,712.49	\$ 39,705.12	\$ 40,499.22	\$ 41,293.32	\$ 42,087.43	\$ 42,881.53	\$ 43,675.63	\$ 44,271.21	\$ 44,866.79	\$ 45,462.36	\$ 46,057.94	\$ 46,653.52
121			\$ 18.47	\$ 18.98	\$ 19.50	\$ 20.01	\$ 20.52	\$ 20.93	\$ 21.34	\$ 21.75	\$ 22.17	\$ 22.58	\$ 22.88	\$ 23.19	\$ 23.50	\$ 23.81	\$ 24.11
	ADMINISTRATIVE ASSOCIATE II	CLERK	\$ 38,419.43	\$ 39,486.64	\$ 40,553.84	\$ 41,621.05	\$ 42,688.26	\$ 43,542.02	\$ 44,395.79	\$ 45,249.55	\$ 46,103.32	\$ 46,957.08	\$ 47,597.41	\$ 48,237.73	\$ 48,878.05	\$ 49,518.38	\$ 50,158.70
122			\$ 19.65	\$ 20.20	\$ 20.74	\$ 21.29	\$ 21.84	\$ 22.27	\$ 22.71	\$ 23.15	\$ 23.58	\$ 24.02	\$ 24.35	\$ 24.67	\$ 25.00	\$ 25.33	\$ 25.66
	ADMINISTRATIVE ASSOCIATE III ADMINISTRATIVE ASSOCIATE III ADMINISTRATIVE ASSOCIATE III ADMINISTRATIVE ASSOCIATE III MUNICIPAL COURT CLERK POLICE RECORDS SPECIALIST	DEV SER PARKS & REC PUBLIC WORKS PW-STREET PW-WASTEWATER MUNICIPAL COURT POLICE	\$ 40,877.37	\$ 42,012.85	\$ 43,148.33	\$ 44,283.81	\$ 45,419.30	\$ 46,327.68	\$ 47,236.07	\$ 48,144.45	\$ 49,052.84	\$ 49,961.23	\$ 50,642.52	\$ 51,323.80	\$ 52,005.09	\$ 52,686.38	\$ 53,367.67
123			\$ 20.64	\$ 21.22	\$ 21.79	\$ 22.36	\$ 22.94	\$ 23.40	\$ 23.85	\$ 24.31	\$ 24.77	\$ 25.23	\$ 25.57	\$ 25.92	\$ 26.26	\$ 26.61	\$ 26.95
	ADMINISTRATIVE ASSOCIATE IV ADMINISTRATIVE ASSOCIATE IV COMMUNICATIONS SPECIALIST DEPUTY CLERK EQUIPMENT OPERATOR I INVENTORY ASSISTANT/OPERATOR	FIRE POLICE COMMUNICATIONS CLERK PW-STREET PW-STREET	\$ 42,938.25	\$ 44,130.98	\$ 45,323.71	\$ 46,516.44	\$ 47,709.17	\$ 48,663.35	\$ 49,617.53	\$ 50,571.72	\$ 51,525.90	\$ 52,480.08	\$ 53,195.72	\$ 53,911.36	\$ 54,627.00	\$ 55,342.63	\$ 56,058.27
124			\$ 21.66	\$ 22.26	\$ 22.86	\$ 23.47	\$ 24.07	\$ 24.55	\$ 25.03	\$ 25.51	\$ 25.99	\$ 26.48	\$ 26.84	\$ 27.20	\$ 27.56	\$ 27.92	\$ 28.28
	ACCOUNTING TECHNICIAN ORDINANCE ENFORCEMENT OFFICER	FINANCE POLICE	\$ 45,055.86	\$ 46,307.41	\$ 47,558.96	\$ 48,810.51	\$ 50,062.06	\$ 51,063.31	\$ 52,064.55	\$ 53,065.79	\$ 54,067.03	\$ 55,068.27	\$ 55,819.20	\$ 56,570.13	\$ 57,321.06	\$ 58,071.99	\$ 58,822.93
125			\$ 22.74	\$ 23.37	\$ 24.01	\$ 24.64	\$ 25.27	\$ 25.78	\$ 26.28	\$ 26.79	\$ 27.29	\$ 27.80	\$ 28.18	\$ 28.56	\$ 28.93	\$ 29.31	\$ 29.69
	EQUIPMENT OPERATOR II* EQUIPMENT TECHNICIAN/OPERATOR PARKS TECHNICIAN	PW-STREET PW-STREET PARKS & REC	\$ 47,305.81	\$ 48,619.86	\$ 49,933.92	\$ 51,247.97	\$ 52,562.02	\$ 53,613.26	\$ 54,664.50	\$ 55,715.74	\$ 56,766.98	\$ 57,818.22	\$ 58,606.65	\$ 59,395.08	\$ 60,183.51	\$ 60,971.94	\$ 61,760.37

City of Marshfield 2023 Compensation Plan
Effective 7/1/2023 - 6/30/2024

Revised 6/28/2023

PAY GRADE	JOB TITLE	DEPARTMENT	SALARY RANGE														
			1	2	3	4	5 (M)	6	7	8	9	10	11	12	13	14	15
			90.0%	92.5%	95.0%	97.5%	100.0%	102.0%	104.0%	106.0%	108.0%	110.0%	111.5%	113.0%	114.5%	116.0%	117.5%
	SIGN TECHNICIAN/OPERATOR*	PW-STREET															
126			\$ 23.89	\$ 24.55	\$ 25.22	\$ 25.88	\$ 26.54	\$ 27.07	\$ 27.60	\$ 28.14	\$ 28.67	\$ 29.20	\$ 29.60	\$ 29.99	\$ 30.39	\$ 30.79	\$ 31.19
	ADMINISTRATIVE SPECIALIST/HR ASST	ADMIN	\$ 49,688.12	\$ 51,068.35	\$ 52,448.57	\$ 53,828.80	\$ 55,209.02	\$ 56,313.20	\$ 57,417.38	\$ 58,521.57	\$ 59,625.75	\$ 60,729.93	\$ 61,558.06	\$ 62,386.20	\$ 63,214.33	\$ 64,042.47	\$ 64,870.60
	DEPUTY CITY ASSESSOR	ADMIN															
	FLEET SUPERVISOR	PW-STREET															
	GROUND'S SPECIALIST	PARKS & REC															
	MECHANIC I	PW-STREET															
	PAYROLL/AP TECHNICIAN	FINANCE															
	POOL TECHNICIAN	PARKS & REC															
	SPECIALIZED EQUIPMENT OPERATOR*	PW-STREET															
127			\$ 25.08	\$ 25.78	\$ 26.47	\$ 27.17	\$ 27.87	\$ 28.42	\$ 28.98	\$ 29.54	\$ 30.10	\$ 30.65	\$ 31.07	\$ 31.49	\$ 31.91	\$ 32.32	\$ 32.74
	ENGINEERING TECHNICIAN	PW-ENG	\$ 52,164.96	\$ 53,613.99	\$ 55,063.02	\$ 56,512.05	\$ 57,961.07	\$ 59,120.29	\$ 60,279.51	\$ 61,438.74	\$ 62,597.96	\$ 63,757.18	\$ 64,626.60	\$ 65,496.01	\$ 66,365.43	\$ 67,234.84	\$ 68,104.26
	MECHANIC II (cert)	PW-STREET															
	WASTEWATER OPERATOR	PW-WASTEWATER															
128			\$ 26.33	\$ 27.07	\$ 27.80	\$ 28.53	\$ 29.26	\$ 29.84	\$ 30.43	\$ 31.02	\$ 31.60	\$ 32.19	\$ 32.62	\$ 33.06	\$ 33.50	\$ 33.94	\$ 34.38
	ACCOUNTANT	FINANCE	\$ 54,774.16	\$ 56,295.66	\$ 57,817.17	\$ 59,338.67	\$ 60,860.18	\$ 62,077.38	\$ 63,294.58	\$ 64,511.79	\$ 65,728.99	\$ 66,946.19	\$ 67,859.10	\$ 68,772.00	\$ 69,684.90	\$ 70,597.80	\$ 71,510.71
	APPRAISER	ADMIN - ASSESSOR															
	ASSOCIATE IT ANALYST	TECHNOLOGY															
	ASSOCIATE PLANNER	DEV SER															
	CITY FORESTER	PARKS & REC															
	ENGINEERING TECHNICIAN II	ENGINEERING															
	FACILITIES MAINTENANCE COORDINATOR	PW															
	HUMAN RESOURCES GENERALIST	HR															
	INSPECTOR I	DEV SER															
	TECHNICAL SERVICES COORDINATOR	PARKS & REC															
	WASTEWATER OPERATOR - LEVEL 4 CERT	PW-WASTEWATER															
129			\$ 27.65	\$ 28.42	\$ 29.19	\$ 29.96	\$ 30.72	\$ 31.34	\$ 31.95	\$ 32.57	\$ 33.18	\$ 33.80	\$ 34.26	\$ 34.72	\$ 35.18	\$ 35.64	\$ 36.10
	ADMINISTRATIVE SERVICES SUPERVISOR	POLICE	\$ 57,515.70	\$ 59,113.36	\$ 60,711.02	\$ 62,308.68	\$ 63,906.34	\$ 65,184.46	\$ 66,462.59	\$ 67,740.72	\$ 69,018.84	\$ 70,296.97	\$ 71,255.56	\$ 72,214.16	\$ 73,172.75	\$ 74,131.35	\$ 75,089.94
	EVENT & PROGRAM COORDINATOR	PARKS & REC															
	ZOO MANAGER	PARKS & REC															
130			\$ 29.02	\$ 29.83	\$ 30.64	\$ 31.44	\$ 32.25	\$ 32.89	\$ 33.54	\$ 34.18	\$ 34.83	\$ 35.47	\$ 35.96	\$ 36.44	\$ 36.93	\$ 37.41	\$ 37.89
	ASSISTANT PARKS SUPERINTENDENT	PARKS & REC	\$ 60,370.69	\$ 62,047.65	\$ 63,724.62	\$ 65,401.58	\$ 67,078.54	\$ 68,420.11	\$ 69,761.69	\$ 71,103.26	\$ 72,444.83	\$ 73,786.40	\$ 74,792.58	\$ 75,798.75	\$ 76,804.93	\$ 77,811.11	\$ 78,817.29
	CIVIL ENGINEER I	PW-ENG															
	GIS COORDINATOR	PW-ENG															
	INSPECTOR II	DEV SER															
131			\$ 31.91	\$ 32.80	\$ 33.69	\$ 34.57	\$ 35.46	\$ 36.17	\$ 36.88	\$ 37.59	\$ 38.30	\$ 39.01	\$ 39.54	\$ 40.07	\$ 40.60	\$ 41.13	\$ 41.67
	CITY CLERK	CLERK	\$ 66,383.18	\$ 68,227.16	\$ 70,071.13	\$ 71,915.11	\$ 73,759.09	\$ 75,234.27	\$ 76,709.45	\$ 78,184.63	\$ 79,659.82	\$ 81,135.00	\$ 82,241.38	\$ 83,347.77	\$ 84,454.16	\$ 85,560.54	\$ 86,666.93

City of Marshfield 2023 Compensation Plan
Effective 7/1/2023 - 6/30/2024

Revised 6/28/2023

PAY GRADE	JOB TITLE	DEPARTMENT	SALARY RANGE														
			1	2	3	4	5 (M)	6	7	8	9	10	11	12	13	14	15
	COMMUNICATIONS DIRECTOR IT ANALYST RECREATION MANAGER SR. GIS COORDINATOR	COMMUNICATIONS TECHNOLOGY PARKS & REC PW-ENG	90.0%	92.5%	95.0%	97.5%	100.0%	102.0%	104.0%	106.0%	108.0%	110.0%	111.5%	113.0%	114.5%	116.0%	117.5%
132			\$ 33.51	\$ 34.45	\$ 35.38	\$ 36.31	\$ 37.24	\$ 37.98	\$ 38.73	\$ 39.47	\$ 40.22	\$ 40.96	\$ 41.52	\$ 42.08	\$ 42.64	\$ 43.20	\$ 43.76
	ASSISTANT STREET SUPERINTENDENT ASSISTANT WASTEWATER SUPERINTENDENT	PW-STREET PW-WASTEWATER	\$ 69,710.85	\$ 71,647.26	\$ 73,583.67	\$ 75,520.08	\$ 77,456.50	\$ 79,005.63	\$ 80,554.76	\$ 82,103.89	\$ 83,653.02	\$ 85,202.15	\$ 86,363.99	\$ 87,525.84	\$ 88,687.69	\$ 89,849.54	\$ 91,011.38
133			\$ 35.20	\$ 36.17	\$ 37.15	\$ 38.13	\$ 39.11	\$ 39.89	\$ 40.67	\$ 41.45	\$ 42.24	\$ 43.02	\$ 43.60	\$ 44.19	\$ 44.78	\$ 45.36	\$ 45.95
	ACCOUNTING MANAGER CITY PLANNER CIVIL ENGINEER II PARKS SUPERINTENDENT	FINANCE DEV SER PW-ENG PARKS & REC	\$ 73,208.68	\$ 75,242.25	\$ 77,275.83	\$ 79,309.40	\$ 81,342.98	\$ 82,969.84	\$ 84,596.70	\$ 86,223.55	\$ 87,850.41	\$ 89,477.27	\$ 90,697.42	\$ 91,917.56	\$ 93,137.71	\$ 94,357.85	\$ 95,578.00
134			\$ 36.95	\$ 37.98	\$ 39.00	\$ 40.03	\$ 41.06	\$ 41.88	\$ 42.70	\$ 43.52	\$ 44.34	\$ 45.16	\$ 45.78	\$ 46.39	\$ 47.01	\$ 47.63	\$ 48.24
	ACCOUNTING MANAGER (CPA) ASSISTANT CITY ENGINEER STREET SUPERINTENDENT SUPERVISOR/INPECTOR III	FINANCE PW-ENG PW-STREET DEV SER	\$ 76,857.77	\$ 78,992.71	\$ 81,127.64	\$ 83,262.58	\$ 85,397.52	\$ 87,105.47	\$ 88,813.42	\$ 90,521.37	\$ 92,229.32	\$ 93,937.27	\$ 95,218.23	\$ 96,499.20	\$ 97,780.16	\$ 99,061.12	\$ 100,342.09
135			\$ 38.81	\$ 39.88	\$ 40.96	\$ 42.04	\$ 43.12	\$ 43.98	\$ 44.84	\$ 45.70	\$ 46.57	\$ 47.43	\$ 48.08	\$ 48.72	\$ 49.37	\$ 50.02	\$ 50.66
	DEPUTY FIRE CHIEF POLICE LIEUTENANT WASTEWATER SUPERINTENDENT	FIRE POLICE PW-WASTEWATER	\$ 80,714.84 \$ 3,104.42	\$ 82,956.92 \$ 3,190.65	\$ 85,198.99 \$ 3,276.88	\$ 87,441.07 \$ 3,363.12	\$ 89,683.15 \$ 3,449.35	\$ 91,476.82 \$ 3,518.34	\$ 93,270.48 \$ 3,587.33	\$ 95,064.14 \$ 3,656.31	\$ 96,857.80 \$ 3,725.30	\$ 98,651.47 \$ 3,794.29	\$ 99,996.71 \$ 3,846.03	\$ 101,341.96 \$ 3,897.77	\$ 102,687.21 \$ 3,949.51	\$ 104,032.46 \$ 4,001.25	\$ 105,377.70 \$ 4,052.99
136			\$ 42.68	\$ 43.86	\$ 45.05	\$ 46.23	\$ 47.42	\$ 48.37	\$ 49.32	\$ 50.26	\$ 51.21	\$ 52.16	\$ 52.87	\$ 53.58	\$ 54.30	\$ 55.01	\$ 55.72
	CITY ENGINEER ASSISTANT POLICE CHIEF	PW-ENG POLICE	\$ 88,769.30	\$ 91,235.12	\$ 93,700.93	\$ 96,166.75	\$ 98,632.56	\$ 100,605.21	\$ 102,577.86	\$ 104,550.51	\$ 106,523.16	\$ 108,495.82	\$ 109,975.30	\$ 111,454.79	\$ 112,934.28	\$ 114,413.77	\$ 115,893.26
137			\$ 44.81	\$ 46.06	\$ 47.30	\$ 48.55	\$ 49.79	\$ 50.79	\$ 51.78	\$ 52.78	\$ 53.78	\$ 54.77	\$ 55.52	\$ 56.27	\$ 57.01	\$ 57.76	\$ 58.51
	DEVELOPMENT SERVICES DIRECTOR HUMAN RESOURCES DIRECTOR IT DIRECTOR PARKS & RECREATION DIRECTOR	DEV SER ADMIN TECHNOLOGY PARKS & REC	\$ 93,212.50	\$ 95,801.73	\$ 98,390.97	\$ 100,980.20	\$ 103,569.44	\$ 105,640.83	\$ 107,712.22	\$ 109,783.61	\$ 111,855.00	\$ 113,926.38	\$ 115,479.93	\$ 117,033.47	\$ 118,587.01	\$ 120,140.55	\$ 121,694.09
138			\$ 47.06	\$ 48.37	\$ 49.67	\$ 50.98	\$ 52.29	\$ 53.33	\$ 54.38	\$ 55.42	\$ 56.47	\$ 57.52	\$ 58.30	\$ 59.09	\$ 59.87	\$ 60.65	\$ 61.44
	FINANCE DIRECTOR FIRE CHIEF POLICE CHIEF PUBLIC WORKS DIRECTOR	FINANCE FIRE POLICE PW	\$ 97,882.57	\$ 100,601.53	\$ 103,320.50	\$ 106,039.46	\$ 108,758.42	\$ 110,933.58	\$ 113,108.75	\$ 115,283.92	\$ 117,459.09	\$ 119,634.26	\$ 121,265.63	\$ 122,897.01	\$ 124,528.39	\$ 126,159.76	\$ 127,791.14
			\$ 51.23	\$ 52.65	\$ 54.07	\$ 55.50	\$ 56.92	\$ 58.06	\$ 59.20	\$ 60.34	\$ 61.47	\$ 62.61	\$ 63.47	\$ 64.32	\$ 65.17	\$ 66.03	\$ 66.88

City of Marshfield 2023 Compensation Plan
Effective 7/1/2023 - 6/30/2024

Revised 6/28/2023

PAY GRADE	JOB TITLE	DEPARTMENT	SALARY RANGE														
			1	2	3	4	5 (M)	6	7	8	9	10	11	12	13	14	15
			90.0%	92.5%	95.0%	97.5%	100.0%	102.0%	104.0%	106.0%	108.0%	110.0%	111.5%	113.0%	114.5%	116.0%	117.5%
			\$ 106,554.24	\$ 109,514.08	\$ 112,473.92	\$ 115,433.76	\$ 118,393.60	\$ 120,761.47	\$ 123,129.34	\$ 125,497.22	\$ 127,865.09	\$ 130,232.96	\$ 132,008.86	\$ 133,784.77	\$ 135,560.67	\$ 137,336.58	\$ 139,112.48
	CITY ADMINISTRATOR	ADMIN															
*Additional \$1.00/hr incentive for Street Division Employees for operation of Arial Truck																	



City of Marshfield Memorandum

DATE: June 1, 2023
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Proposed 2024 budget calendar

Background

I have attached a proposed 2024 budget calendar, and I'm seeking approval of the special meeting schedule. The League of Wisconsin Municipalities conference will take place on October 18-20 in Green Bay, and the proposed 2024 budget calendar avoids those dates.

Recommendation

Staff recommends that the FBP Committee recommend Council approval of the proposed meeting schedule for the 2024 budget process as shown on the attached sheet.

Proposed 2024 budget calendar

Tuesday, June 27 th	Special meeting on budget development process/issues (5:15 pm)
Tuesday, September 12 th	Budget update provided to the Mayor/Council at a regular meeting
Thursday, October 5 th	Proposed budget delivered to the Mayor/Council
Tuesday, October 10 th	Budget meeting #1 at 5:00 p.m. (Prior to regular Council meeting, which will be moved back an hour to 7:00 p.m. that night)
Monday, October 16 th	Budget meeting #2 at 6:00 p.m. (or after Board of Public Works)
Tuesday, October 24 th	Budget meeting #3 at 5:00 p.m. (Prior to regular Council meeting, which will be moved back an hour to 7:00 p.m. that night)
Thursday, October 26 th	Budget meeting #4 at 6:00 p.m.
Saturday, November 4 th	Public hearing notice published in Marshfield News Herald
Tuesday, November 21 st	Public hearing/adoption of 2024 budget/tax levy at special meeting at 6:00 p.m. (or after Finance, Budget & Personnel Committee)



MEMORANDUM

DATE: June 6, 2023
TO: Finance, Budget & Personnel Committee
FROM: Sarah Dresel, Human Resources Director
RE: Request to Refill Street Department Superintendent and Request Appointment of Acting Street Superintendent

BACKGROUND

Kris Hawley officially resigned his position to the Common Council during the meeting of May 23, 2023. His last day of work will be on July 28, 2023.

As a result, I am requesting to refill the Street Department Superintendent position. Additionally, appointing an Acting Street Superintendent to allow time for training.

ANALYSIS

The City's Recruitment Policy (3.145) defines the process for the recruitment of a Department/Division Head:

The Search Committee for department/division Heads shall include the Mayor, City Administrator or his/her designee, the Finance, Budget and Personnel Committee Chairperson or his/her designee, the Board of Public Works Chairperson or his/her designee, Human Resources Manager and others such as City staff, outside agency representatives, and community leaders. The Mayor and Common Council are invited to participate in the process. The Committee's recommendation is subject to approval by the Common Council.

The job description is attached for review. An external posting will be created to seek internal and external candidates for the position as soon as possible, ideally with time for Kris Hawley to provide some training.

Until the position is filled, the duties of the Street Superintendent will need to be trained and performed by filling it temporarily with an acting Street Superintendent. In the Compensation Policy (3.800), temporary assignment (acting duties) include:

Temporary Assignment (Acting Duties):

Upon the vacancy of an executive, administrative, or professional position or an extended leave of absence of such employee, the Human Resources Director will confer with appropriate departmental personnel to determine who, if anyone will assume the additional duties and responsibilities. In the event an employee assumes additional work duties and responsibilities resulting from the vacancy or extended leave of absence for one full day or greater, he/she shall be temporarily reclassified to the supervisor's salary grade. Accordingly, he/she will assume the title of "acting (position

title)” during this period of time. Temporary reclassifications are effective only upon recommendation of the City Administrator and approval of the Common Council.

An employee temporarily reclassified to a higher salary grade based on the circumstances described above will be compensated at the rate of pay corresponding to the minimum of the respective higher pay grade; or five percent above their current salary whichever is greater.

At the time the temporary assumption of additional work duties and responsibilities ceases, the employee will revert to the salary grade and step held at the time of the temporary reclassification occurred.

The minimum rate of pay for the Street Superintendent position is \$36.59 per hour or \$76,107.20 per year. The individual appointed as the Acting Street Superintendent would receive a pay adjustment to the minimum of pay grade or 5% above base pay – whichever is greater.

RECOMMENDATION

Staff recommends the approval for the ability to refill the Street Superintendent position as well as appointment of an Acting Street Superintendent.

JOB DESCRIPTION

Job Title:	Street Superintendent	Department:	Public Works – Street Division
Job Code:	118	Pay Grade:	134
Supervisor:	Public Works Director	Exempt Status:	Exempt

JOB SUMMARY

The purpose of the Street Superintendent position is to direct the operations of the Street Division; these operations include storm sewer, sanitary sewer, street and sidewalk construction and maintenance; refuse and recycling; construction projects; departmental and City policies; and snow removal procedures. The Street Superintendent is also responsible for the Forestry Program as the City Forester and also weed control as the City Weed Commissioner.

ESSENTIAL JOB FUNCTIONS

1. Develops and implements a street maintenance program which is completed by internal and contracted services.
2. Coordinate and direct snow and ice removal.
3. Administers the machinery and equipment fund, purchasing and maintaining of equipment and supplies, and the fueling station.
4. Administers removal, trimming, and planting of trees on City terraces and greenways. Prepares grant application to receive state funding.
5. Refuse and Recycling Coordinator oversees and coordinates the collection of residential refuse and recyclable materials. Develops and implements programs and procedures in compliance with state mandated laws; Works closely with private contractors, state and federal officials to stay abreast with changing rules and regulations; maintains public relations. Prepares grant applications to receive state funding.
6. Develops and implements a storm sewer maintenance schedule. Implements a sanitary sewer maintenance schedule.
7. Plans and maintains all construction site traffic control operations in compliance with state and federal requirements; Supervises installing and maintaining all non-signal traffic control devices (stop signs, speed limit signs, barricades, detours, and painting of all crosswalks and centerlines, and the installation of lane markers and arrows) throughout the city.
8. Oversees City Weed Ordinance; Logs complaints; Bills for services rendered.
9. Handles personnel issues which includes issuing discipline; Administers safety programs; Follows grievance procedures; Interviews candidates
10. Prepares annual budgets for all operations of the Street Division
11. Oversees all buildings and grounds associated with the Street Division.
12. Performs various other duties such as greenways, fairgrounds, and parking lot maintenance; Dairyfest preparation; Christmas decorations; and other related duties as necessary.
13. Reviews and meets ongoing competency requirements of the role to maintain the skills, knowledge and abilities to perform, within scope, role specific functions.
14. Regular attendance is required in order to carry out the essential functions of the position.

ADDITIONAL DUTIES

1. Other duties as assigned.

JOB QUALIFICATIONS

EDUCATION

For positions requiring education beyond a high school diploma or equivalent, educational qualifications must be from an institution whose accreditation is recognized by the Council for Higher Education and Accreditation.

Associate degree in Construction Administration, Civil Engineering or related field required; Bachelor's degree preferred. Equivalent combination of education and experience may be considered in lieu of formal education.

EXPERIENCE

Minimum Required: Minimum of five years' experience in Civil Engineering or related field and five years of middle to upper management experience is required.

Preferred/Optional:

CERTIFICATIONS/LICENSES

The following licensure(s), certification(s), registration(s), etc., are required for this position. Licenses with restrictions are subject to review to determine if restrictions are substantially related to the position.

Minimum Required: WI Class D driver's license required. Public Works Supervisory Academy, Phase I offered through the University of Wisconsin is required to be completed within the first five years and Phase two (Certified Public Managers Program) within seven years. Competent person and CPR/First Aid Certification required or must become certified within one year of hire.

Preferred/Optional:

KNOWLEDGE/SKILLS/ABILITIES

Knowledge base or the ability to learn how to interpret construction plans. Ability to effectively communicate, delegate, follow-up, and evaluate the work of subordinate staff and ability to maintain effective communications and relations with the general public is required.

EXCLUSION FROM FEDERAL PROGRAMS

Certain employees (Fire Department, Administration, and Finance employees) may not at any time have been or be excluded from participation in any federally funded program, including Medicare and Medicaid. This is a condition of employment. Employee must immediately notify his/her manager if he/she is threatened with exclusion or becomes excluded from any federally funded program.

ORGANIZATIONAL CORE VALUES

- Professionalism
- Integrity
- Customer Service
- Respect
- Teamwork
- Accountability

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

More Than Housing: An Intentional Community

ENC, Inc. "Everyone Needs a Community" Is working to build an autism friendly healthy aging community in Marshfield that is modeled after a multi award winning model "Treehouse Community" in Easthampton, MA. The Massachusetts model supports families adopting children who have experienced foster care, while the ENC model will create an autism informed community that creates stable housing and new social opportunities through volunteering.

Helpful facts

The number of people over 80 years of age in America will double between 2015 and 2035. What are we doing that takes this into the vision?

It is estimated that 20% to 40% of homeless people have intellectual disabilities, autism, or both.

When autistic youth leave high school there are not opportunities to engage in community and live independently.

Autism is estimated at at least 2% of the population. Marshfield likely has over 360 autistic people, many who are living with parents over 60 years old.

Benefits

ENC, Inc. has identified a model that creates opportunity to mutually benefit our aging population and our autistic population.

- Create a place appropriate for our more rural citizens to move into
- Address the isolation issues for our older Wisconsinites
- Create opportunities for our autistic community members
- Create neurodiversity understanding through information
- Create relationships through volunteering
- Improve the health of all community members through social opportunities and healthy living information
- Create an affordable housing component
- Work with existing organizations in the area
- Support the greatest degree of independence of all community members.

This will NOT be an assisted living facility. This will be a rental neighborhood. Individuals will arrange their own support.

The community center will have the presence of property management, Aging and Disabilities Resource Center and the ENC, Inc. staff. The Massachusetts model has demonstrated the success of this construct over the past 15 years.

People moving in to the community will know what the goals of the community are. They will also know that they are encouraged to volunteer 6 hours a week.

As much of the financing will be through WHEDA funds fair housing rules will apply. The residents will be primarily chosen by lottery of those who apply.

TO: Mayor Lois TeStrake and the Common Council
FROM: Bryce Hembrook, AICP, Planner
DATE: May 23, 2023

RE: First Reading of Ordinance No. 1494, Rezoning Request by City of Marshfield to rezone the property located at 1901 South Central Avenue (parcel 33-03532C) to “PD Planned Development”. This parcel was recently improperly rezoned to “Community Mixed Use- Planned Unit Development” instead of the intended zoning district.

Background

On August 16, 2022, the Plan Commission reviewed and approved a rezoning request by Benjamin Austin and Andrew Schutz to rezone the subject property from “CMU” Community Mixed Use to “CMU-PD” Community Mixed Use – Planned Development. The issue is that CMU-PD is not a recognized zoning district in the City and the City does not recognize planned developments as an overlay district. Traditionally, an applicant requests a rezoning to “PD” Planned Development and the underlying zoning district is generally established through the Planned Unit Development review process. This rezoning request is intended to properly rezone the property to “PD” Planned Development.

To access the original rezoning request staff report click “packet” from 8/16/22 link on the City’s website (https://www.ci.marshfield.wi.us/government/plan_commission_meetings.php)

Plan Commission Recommendation

A public hearing was held on Tuesday, May 16, 2023 and there were no public comments. Plan Commission asked staff if this rezoning would delay the approval process for the Planned Unit Development and staff responded that the two approvals will run concurrently and will not delay the approval process.

The Plan Commission recommended to APPROVE the rezoning request and directed staff to create an ordinance for Common Council consideration.

Recommendation

None at this time unless the rules are suspended; final action will be requested after the second reading scheduled for the June 13, 2023 Common Council meeting.

Attachments

1. Ordinance No. 1494
2. Location Map
3. Zoning Map

ORDINANCE NO. 1494

AN ORDINANCE REZONING PARCEL NO. 33-03532C TO “PLANNED DEVELOPMENT”. THIS PARCEL WAS RECENTLY IMPROPERLY REZONED TO “CMU-PD” COMMUNITY MIXED USE - PLANNED DEVELOPMENT DISTRICT INSTEAD OF THE INTENDED ZONING 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 Plan Commission approved a rezoning request on the 16th day of August 2022, which was improperly rezoned the property to a mislabeled zoning district;

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 16th day of May 2023 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 to “PD” Planned Development District, as set forth in, and regulated by, the provisions of Chapter 18, Marshfield Municipal Code:

Lot 2 of Wood County CSM # 4696, located in the SE ¼ of the NE ¼, Section 18, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.

SECTION II. Effective Date

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

ADOPTED:_____

Lois TeStrake, Mayor

APPROVED:_____

ATTEST:_____
Jessica Schiferl, City Clerk

PUBLISHED:_____

S CENTRAL AVENUE

1805

1813

1901

1905

N



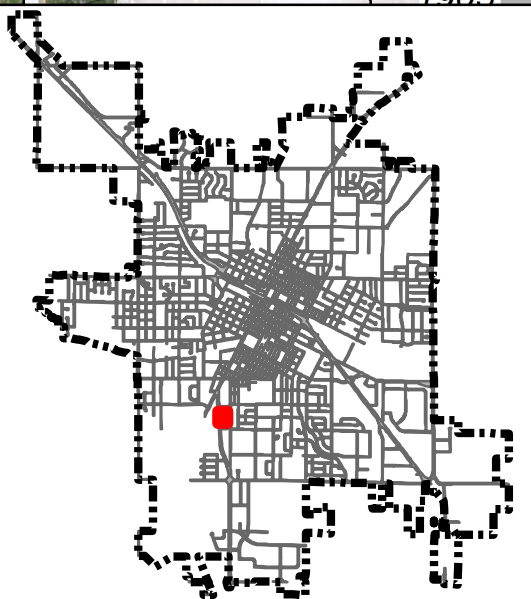
City Limits



Subject Property

0 35 70 140 Feet

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.



Location Map:
1901 S Central Avenue

S CENTRAL AVENUE

Legend

Zoning

Zone

-  SR-6
-  CMU
-  GI

1805

CMU

1813

CMU

1901

1905

CMU

CMU

CMU

N



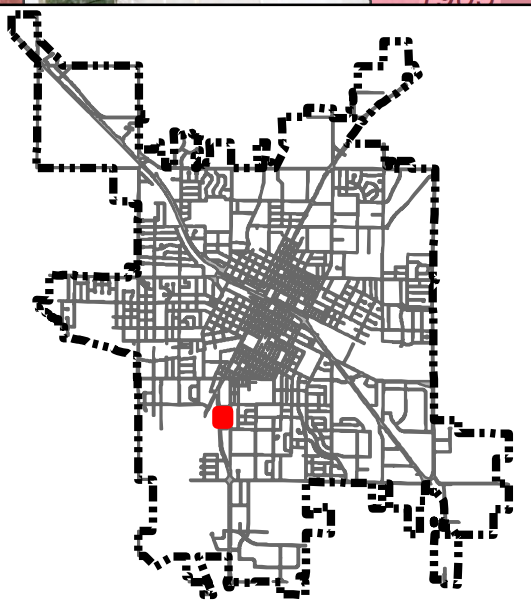
City Limits



Subject Property

0 35 70 140 Feet

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.



**Zoning Map:
1901 S Central Avenue**

TO: Mayor Lois TeStrake and the Common Council
FROM: Bryce Hembrook, AICP
 Planner
DATE: May 23, 2023

RE: First Reading of Ordinance No. 1495, General Development Plan Request by Benjamin Austin, representing Hole in One Mini Golf, to review and approve the proposed mini-golf course for the property located at 1901 South Central Avenue (parcel 33-03532C), improperly zoned Community Mixed-Use-Planned Unit Development, but in the process of being rezoned to “PD Planned Development”.

Background

The subject property is located on South Central Avenue across the street from Vandehey Aquatic Center. The property is currently zoned Community Mixed Use (CMU) and is 50,500 square feet (1.159 acres) in area. It is currently a vacant parcel and has remained vacant since 2015 when the former commercial structure was demolished. The surrounding properties consist of single and two-family residential uses to the north and east, mixed commercial uses to the north and south, and the Vandehey Aquatic Center across Central Avenue to the west. The immediately surrounding parcels are zoned SR-6 Single-Family Residential and CMU Community Mixed Use. The applicants are interested in allowing more flexibility for the lot to allow for reduced setbacks. In August 2022, the applicant requested a rezoning to allow for the property to be a planned unit development. The property was rezoned, incorrectly, to “CMU-PD Community Mixed Use – Planned Development”, which is not technically a zoning district in the City of Marshfield. The item prior to this item on the meeting’s agenda is proposing to rezone the property to the correct zoning district designation, “PD Planned Development.”

<i>Existing Land Use</i>	<i>Zoning</i>
Vacant	Planned Development (PD)*

Adjacent Land Use and Zoning

<i>Existing Uses</i>		<i>Zoning</i>
North	Office, truck parking lot, and single-family residential	Community Mixed Use (CMU) and Single-Family Residential-6 (SR-6)
South	Office and single-family Residential	Community Mixed Use (CMU) and Single-Family Residential-6 (SR-6)
East	Single- and two-family residential	Single-Family Residential-6 (SR-6)
West	City-owned pool	Community Mixed Use (CMU)

Comprehensive Plan

<i>Land Use Recommendation</i>	<i>Land Use</i>
Future Land Use Map Recommendation	Transitional Mixed Use

Analysis

The purpose of a Planned Development (PD) is to provide for the possible relaxation of certain development standards pertaining to the underlying base zoning district (such as setbacks or lot size requirements) or other requirements of the ordinance chapter. In exchange for such flexibility, planned developments must provide a much higher level of site design, architectural control, and other aspects of aesthetic and functional excellence than normally required for other developments.

According to the City of Marshfield 2017-2037 Comprehensive Plan Future Land Use Map, the subject property is located in the Transitional Mixed Use district. The ideal land uses in the Transitional Mixed Use district include a mixture of medium to high density residential uses or mixed use development. The Transitional Mixed Use district is found along Central Avenue along with other nodes that transition from a residential area to a non-residential area. The planned unit development will essentially use CMU Community Mixed Use as the base zoning district, and this zoning district is intended to permit a wide range of large and small scale office, retail, service, and lodging uses that are compatible with the desired community character. Prior to the 2013 citywide rezoning, the subject property was zoned “B4” General Commercial district. Single-family, commercial, and recreational land uses are located immediately adjacent to the subject parcel. The Planned Development designation enables the Plan Commission and Common Council to apply conditions they find appropriate for this property and to allow flexibility in the design.

This Planned Development consists of only one parcel and is approximately 50,500 square feet in size, or 1.159 acres. The proposed use for this site is a mini-golf course, which will include 18 holes, a building for admission and concessions, and a parking lot. The proposed parking lot will be located on the west side of the property and will include 34 parking stalls. The mini-golf course will be located on the east side of the property and will be surrounded by fencing. Due to the size and the L-shaped lot, the applicant was unable to design the mini-golf course and meet zoning code requirements; thus, the applicant is requesting the Planned Development to allow for setback flexibility. The applicant is proposing to have a 10-foot setback for all activity areas (edge of mini-golf holes), building, and parking. The building and parking setbacks meet typical CMU requirements, but the activity area is typically required to be set back 100 feet from any residentially zoned property; thus requiring an exception.

Miniature golf facilities are considered to be an “Intensive Outdoor Recreation” land use, which requires a conditional use permit in the CMU zoning district; however, the Planned Development can allow the use by right. This land use type includes recreational land uses that require intensive lighting and can generate regional traffic and noise beyond property line. Some of the other land uses that are considered to be Intensive Outdoor Recreation include, but are not limited to, race tracks, stadiums, fairgrounds, batting cages, driving ranges, outdoor commercial swimming pools, amusement parks, drive-in theaters, and waterparks. The land use requires the following regulations:

- Facilities using night lighting and abutting a residentially zoned property shall install and continually maintain a bufferyard with a minimum opacity of 1.0. Said bufferyard shall be located at the property line abutting said residentially zoned property.
- Facilities which serve a regional or community-wide function shall provide an off-street passenger loading area if the majority of the users will be children.

- All activity areas shall have a minimum setback of 100 feet from any residentially zoned property.
- Minimum required parking: One space per 4 expected patrons at maximum capacity.

Note – Any of these regulations can be exempted or modified as a part of the Planned Development approval process.

The applicant is requesting remove the 100' minimum setback from any residentially zoned property, which would result in the site being unusable for the intended use. The applicant will still propose providing a buffer with a minimum opacity of 1.0 and there is typically be a 50 foot setback, due to the intensive outdoor recreation land use requirement (bullet point 1) to serve as a bufferyard width, but the applicant is proposing 10'. Ten foot bufferyard width is required in the CMU zoning district, so this exception may be justifiable.

Parking

Intensive outdoor recreation land uses generally require one space per 4 expected patrons at maximum capacity. During the Development Review Team meeting, the applicant stated that the capacity for patrons actively playing mini-golf is 108 (6 people per hole) and 125 for the total site. Thus, approximately 32 parking stalls are required, unless the Plan Commission grants an exception to this requirement. The current proposed parking lot shows approximately 34 parking stalls; however, no landscape islands are proposed in the current plan. Generally, landscape islands are proposed every 12 parking stalls, which could occupy at least two parking stalls. Also, there will be stormwater management requirements and this could potentially alter the parking lot layout. Staff is comfortable with allowing an exception to allow fewer parking stalls, but would recommend requiring 28 parking stalls or more. In return, the applicant should add two landscape islands to the parking lot and provide landscaping near the street and parking area near Central Avenue entrance.

Landscaping

The applicant did not submit a conceptual landscaping plan by the time of this staff report. The applicant intends to add landscaping along the eastern property line along the proposed fenceline to serve as a buffer to the neighboring residential properties. No street frontage or parking area landscaping was shown on the site plan, but should be required during the SIP review. All landscaping requirements can be modified or exempted as a part of this planned development approval. Additionally, there will be landscaping in the mini-golf course area; however, that generally does not count towards the landscaping requirements.

Typical requirements for landscaping in CMU for this site:

Street frontage – 40 landscaping points

Parking area – 102 landscaping points, but would change if parking layout changes

Bufferyard – 133 landscaping points, with 6' solid fence. There is also a 10' minimum bufferyard width measured from the property. The applicant is proposing to meet this requirement.*

Bufferyard requirement for intensive outdoor recreation land use – 668 landscaping points (equivalent to 17 large trees or 34 medium trees), with 6' solid fence and a 50' minimum bufferyard width, which the applicant is requesting an exception for.

The Plan Commission should provide guidance on where they believe landscaping should be a focus on the site. Due to the small lot size, it may be beneficial to focus less on landscaping in the parking area and more on landscaping near the front entrance and along the east property line. The Plan Commission should also provide direction on the desired amount of landscaping points required, particularly for the bufferyard. The applicant shall submit a detailed landscaping plans, that complies to the landscape plan requirements in the zoning code, as a part of their Specific Implementation Plan submittal.

Stormwater Management

The Director of Public Works informed the applicant that there will need to be stormwater management plan submitted because more than an acre of land is going to be affected. The plan has not been submitted at the time of this writing, and this could alter the site plan to accommodate stormwater management features on-site. The final plan and design shall be submitted as a part of the Specific Implementation Plan submittal.

Crosswalk on Central Avenue

Due to the subject property's location across from Vandehey Aquatic Center, a crosswalk may be required to ensure safety of pedestrians trying to use both facilities. The Director of Public Works has provided recommendations to the developer regarding location and type of signage and signals to use. The developer would be responsible for the cost of installation. More information regarding this will be provided during the Specific Implementation Plan submittal.

Zoning Ordinance Requirements

Under Section 18-167(3)(e) of the Municipal Zoning Code, to receive approval for an application for a Planned Development district, the Plan Commission and, subsequently, the Common Council shall make findings with respect to the following criteria:

1. The proposed Planned Development project is consistent with the overall purpose and intent of this Chapter.

The proposed development intends to provide recreational opportunities to residents and visitors which is a recommendation discussed several times in the comprehensive plan. One of the key opportunities mentioned is to promote more family recreational opportunities in the city. The proposed development is located across from the Vandehey Aquatic Center and will likely attract visitors that plan on using both facilities in the spring, summer, and fall months. The Planned Development process allows the applicant some flexibility in setbacks, landscaping, and parking due to the unique lot layout and size.

2. The proposed Planned Development project is consistent with the City's Comprehensive Plan (it is the responsibility of the City to determine such consistency).

The subject property is located in the Transitional Mixed Use district and this proposed use does not appear to be in conflict with the recommended uses for the district. The

Comprehensive Plan does mention that this planning district is provided for areas in which careful consideration should be given to both the form and use of redevelopment projects and potential impact on surrounding residential properties. The surrounding area has recently seen reinvestment due to the construction of the aquatic center and the new Marshfield Utilities building.

3. The proposed Planned Development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site.

This portion of the Central Avenue corridor has consisted of a mix of land uses with some older buildings, vacant lots, and now redevelopment of land on the west side of Central. The one area of concern is the compatibility of the proposed mini-golf course with the residential properties to the east. The applicant is proposing to add a privacy fence and landscaping running along the property line to mitigate concerns; however, the proposed mini-golf holes are located within a ten feet of the property line. Typically, intensive outdoor recreation land uses are required to keep activity areas at least 100 feet from residentially zoned properties. Keep in mind that mini-golf courses are considered to be the same land use (intensive outdoor recreation) as fairgrounds, racetracks, amusement parks etc., so it may not be as necessary to have a 100 foot setback for a mini-golf course compared to a racetrack.

4. Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the Planned Development project, including but not limited to public sewer and water and public roads.

This is a single lot planned development project that does not require additional streets or utilities. The property will connect to existing utilities.

5. The proposed Planned Development project will incorporate appropriate and adequate buffers and transitions between areas of different land uses and development densities/intensities.

The applicant intends to provide adequate buffer landscaping and fencing along the residential properties to the east. A detailed landscaping plan has not been formally submitted, but will need to be for the next step in the process.

6. The proposed Planned Development project design does not detract from areas of natural beauty surrounding the site.

The project incorporates landscaping and is improving a currently vacant lot. The additional landscaping will enhance the property compared to its current state.

7. The proposed architecture and character of the proposed Planned Development project is compatible with adjacent/nearby development.

Only one small building is proposed and this proposed building should be compatible with the surrounding properties.

8. The proposed Planned Development project will positively contribute to the physical appearance and functional arrangement of development in the area.

The development will likely contribute in a positive manner to the aesthetics of the neighborhood because some surrounding properties are currently underdeveloped/vacant or in need of enhancements.

9. The proposed Planned Development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exemption or variation of any normal standard of this Chapter.

The landscaping that will be provided on the site in exchange of the requested exemptions should be sufficient. The new landscaping will be provided to create a buffer between neighboring properties and there will be landscaping incorporated into the design of the course that should enhance aesthetics. There will also need to be stormwater management features on-site which will improve drainage on-site.

10. For Planned Development projects that are proposed to be developed in phases, the applicant can provide a clear timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed.

Not relevant for this project.

Staff finds that the proposed General Development Plan generally meets the Planned Development criteria.

Next Steps

The Council will hear two readings of the proposed ordinance will be held. If the Common Council approves the General Development Plan, the developer will submit their Specific Implementation Plan which provides more in-depth information and plans. The Specific Implementation Plan is reviewed by the Plan Commission and approved/denied by the Common Council.

Plan Commission Recommendation

A public hearing was held on Tuesday, May 16, 2023 and there were no public comments. Plan Commission were generally supportive of the proposed plans.

The Plan Commission recommended to APPROVE the General Development Plan and directed staff to create an ordinance for Common Council consideration.

Recommendation

None at this time unless the rules are suspended; final action will be requested after the second reading scheduled for the June 13, 2023 Common Council meeting.

Attachments

1. Ordinance No. 1495
2. Location Map
3. Future Land Use Map
4. Zoning Map
5. Project Background
6. Proposed Plans

ORDINANCE NO. 1495

AN ORDINANCE APPROVING THE GENERAL DEVELOPMENT PLAN FOR THE PROPOSED MINI-GOLF FACILITY, HOLE IN ONE MINI GOLF, LOCATED AT 1901 SOUTH CENTRAL AVENUE (PARCEL 33-03532C).

WHEREAS, the Common Council of the City of Marshfield, having reviewed the recommendation of the City Plan Commission regarding the proposed General Development Plan Amendment 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 16th day of May, 2023 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. This Ordinance hereby approve the Hole in One Mini-Golf General Development Plan, a copy of which, including a map thereof, is on file in the office of the City Clerk, and shall be available for public inspection at any and all reasonable times. Said plan shall generally be adhered to unless significant revisions require changes by ordinance of the Common Council, which can be adopted during the Specific Implementation Plan or subsequent approval processes.

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 _____

APPROVED _____

PUBLISHED _____

Lois TeStrake, Mayor

ATTEST:

Deb M. Hall, City Clerk

S CENTRAL AVENUE

1805

1813

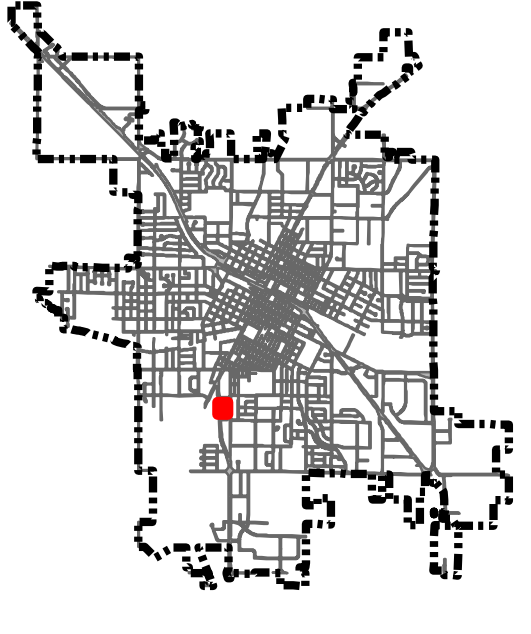
1901

1905

N

 City Limits

 Subject Property



Location Map:
1901 S Central Avenue

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.

S CENTRAL AVENUE

1805

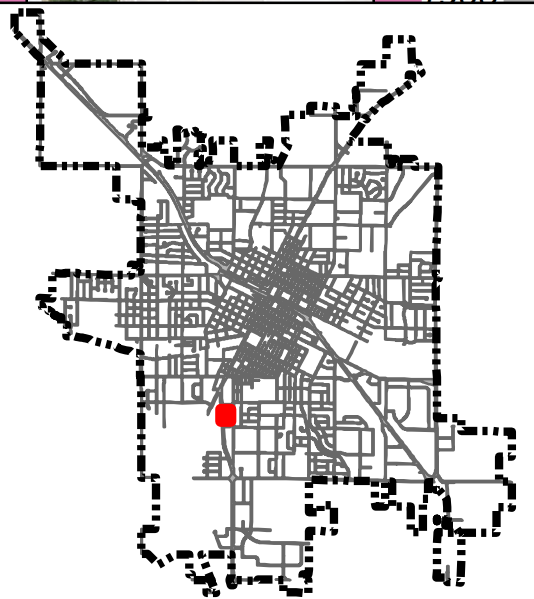
Legend

Transitional Mixed Use

1813

1901

1905



N



City Limits



Subject Property

0 35 70 140 Feet



Future Land Use Map: 1901 S Central Avenue

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.

S CENTRAL AVENUE

Legend

Zoning

Zone

	SR-6
	CMU
	GI

1805

CMU

1813

CMU

1901

1905

CMU

CMU

CMU

N



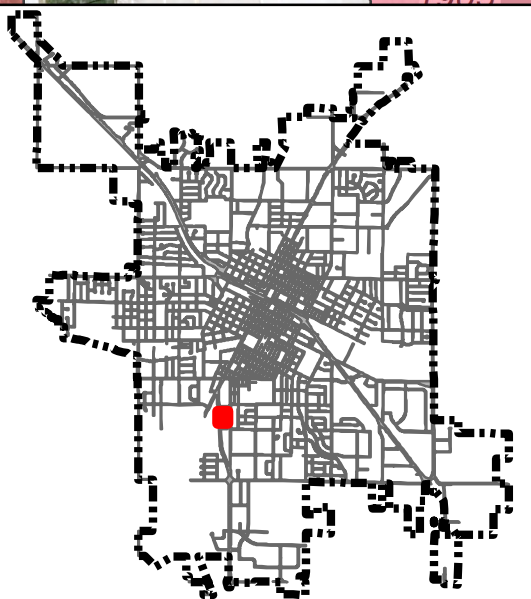
City Limits



Subject Property

0 35 70 140 Feet

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.



Zoning Map: 1901 S Central Avenue



Rough & Sand Turf Hazards

Trapezoid Paver Edge

Wooden Sluices

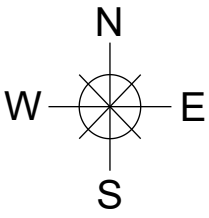
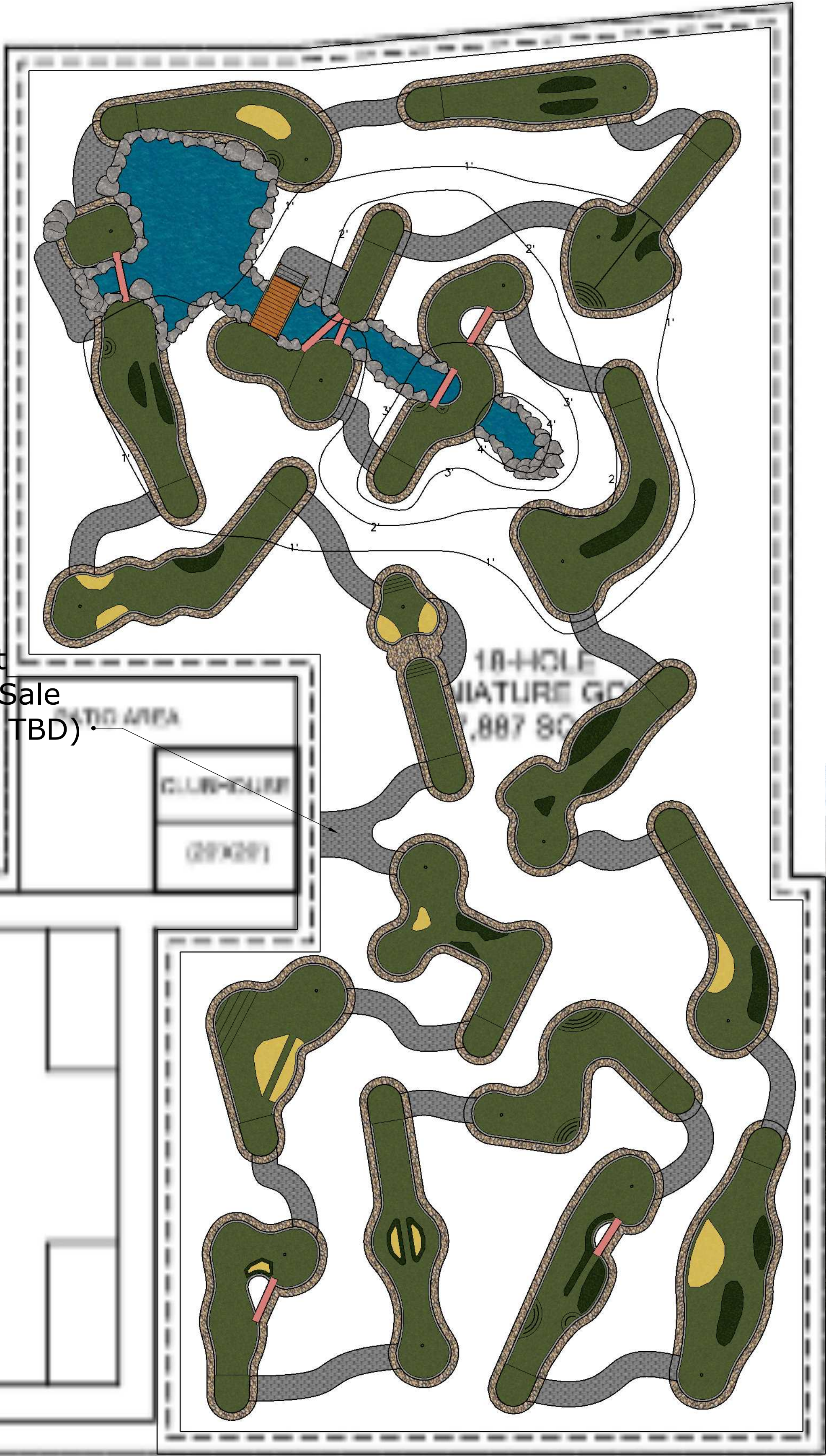


General Project theme and relationship to Comprehensive Plan:

Hole-In-One Mini Golf LLC

Providing the city of Marshfield outdoor entertainment by developing an 18 hole miniature golf with an adventure theme style course. Natural contours with rough and sand features throughout. We will also have a clubhouse and a patio where customers can enjoy a pizza or novelty ice cream afterwards. We hope to provide the people of Marshfield a memorable outdoor experience with their families.

The Hole-In-One Mini Golf project will further improve the southern portion of the city of Marshfield by complementing the already popular Wildwood Zoo as well as Vandehey Waters. This will influence the people of Marshfield to stay in our city and spend their money here. It will also entice visitors from outside communities to come to Marshfield and increase tourism dollars.



Natural Contours



Standard Signs



Rough & Sand Turf Hazards

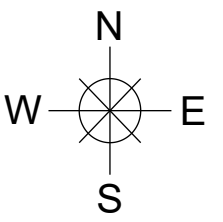


Trapezoid Paver Edge



Wooden Sluices



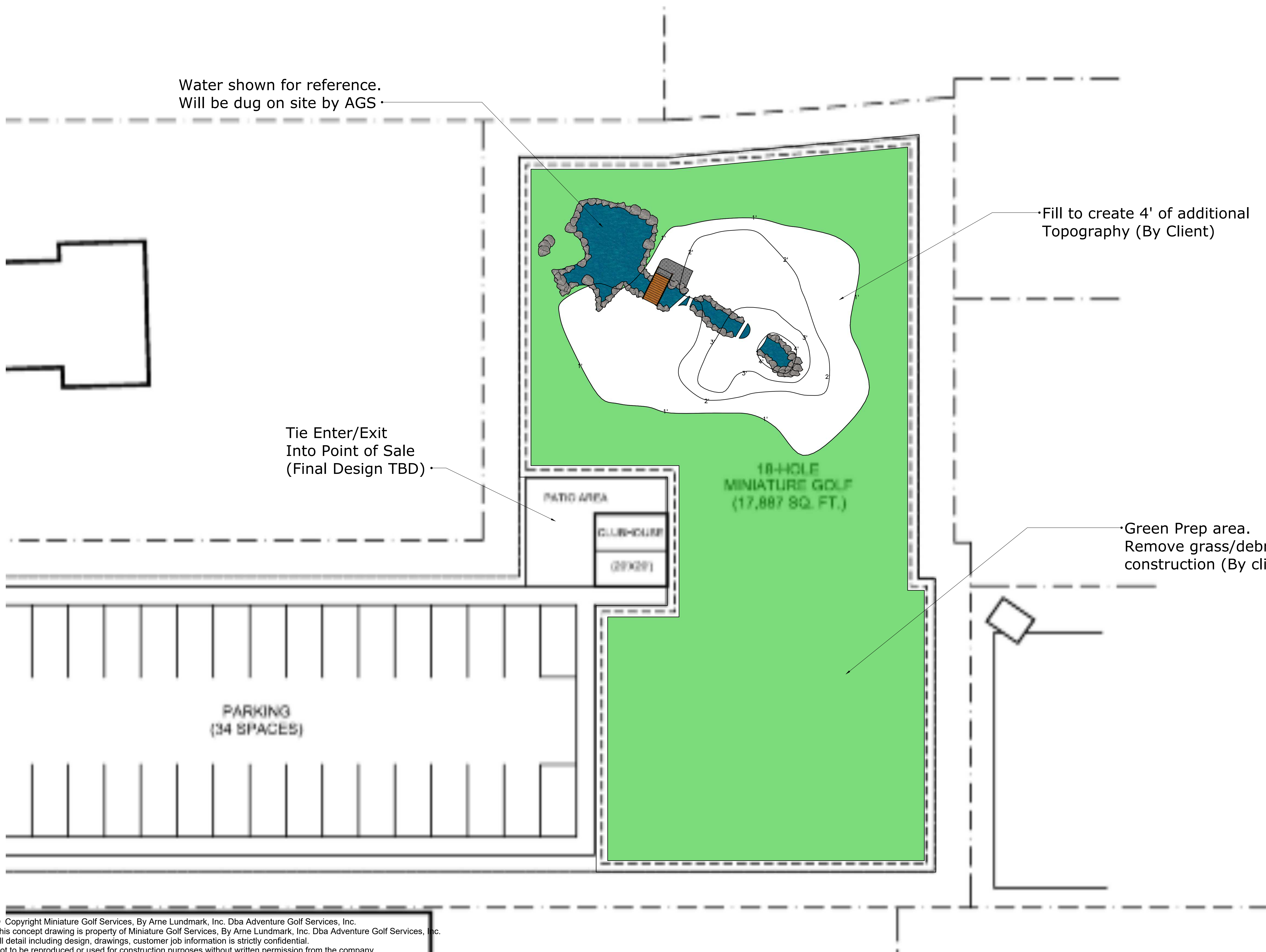


Water shown for reference.
Will be dug on site by AGS

•Fill to create 4' of additional
Topography (By Client)

Tie Enter/Exit
Into Point of Sale
(Final Design TBD)

•Green Prep area.
Remove grass/debris for
construction (By client)





Water shown for reference.
Will be dug on site by AGS

10ft

Fill to create 4' of additional
Topography (By Client)

10ft

10ft

Tie Enter/Exit
Into Point of Sale
(Final Design TBD)

10ft

PATIO AREA

CLUBHOUSE
(20X20)

18-HOLE
MINIATURE GOLF
(17,887 SQ. FT.)

Green Prep area.
Remove grass/debris for
construction (By client)

10ft

10ft

10ft

PARKING
(34 SPACES)









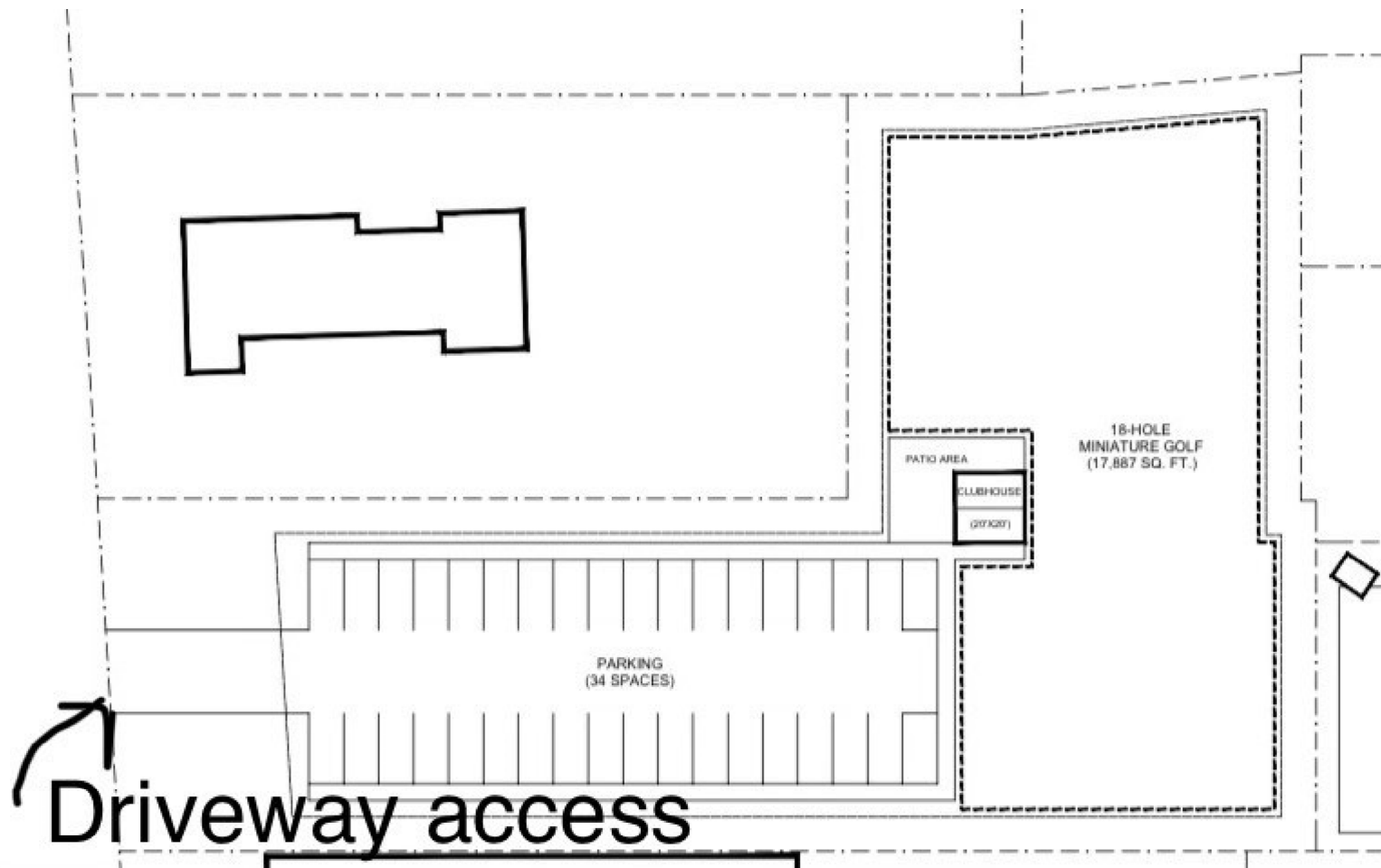


Rough & Sand Turf Hazards

Trapezoid Paver Edge

Wooden Sluices









RESOLUTION NO. 2023-37

RESOLUTION AWARDING THE SALE OF \$3,650,000
GENERAL OBLIGATION CORPORATE PURPOSE BONDS,
SERIES 2023A

WHEREAS, on May 9, 2023, the Common Council of the City of Marshfield, Wood and Marathon Counties, Wisconsin (the "City") adopted initial resolutions (collectively, the "Initial Resolutions") authorizing the issuance of general obligation bonds in the following not to exceed amounts for the following public purposes:

- (i) \$40,000 for paying the cost of constructing police facilities;
- (ii) \$85,000 for paying the cost of acquiring equipment of the fire department;
- (iii) \$40,000 for paying the cost of constructing engine houses;
- (iv) \$3,095,000 for paying the cost of street improvement projects;
- (v) \$55,000 for paying the cost of storm sewer extensions;
- (vi) \$205,000 for paying the cost of parks and public grounds projects;
- (vii) \$110,000 for paying the cost of UW System college campus projects; and
- (viii) \$20,000 for paying the cost of airport projects (collectively, the "Project");

WHEREAS, pursuant to the provisions of Section 67.05, Wisconsin Statutes, within 15 days following the adoption of the Initial Resolutions, the City Clerk caused a notice to electors to be published in the Marshfield News Herald, stating the purpose and maximum principal amount of the bond issues authorized by the Initial Resolutions and describing the opportunity and procedure for submitting a petition requesting a referendum on the bond issues authorized by the Initial Resolutions;

WHEREAS, no petition for referendum was filed with the City Clerk, and the time to file such a petition has expired;

WHEREAS, on May 9, 2023, the Common Council of the City also adopted a resolution (the "Set Sale Resolution"), providing that the general obligation bond issues authorized by the Initial Resolutions be combined, issued and sold as a single issue of bonds designated as "General Obligation Corporate Purpose Bonds, Series 2023A" (the "Bonds") for the purpose of paying the cost of the Project;

WHEREAS, the City is authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation bonds for such public purposes;

WHEREAS, pursuant to the Set Sale Resolution, the City has directed Ehlers & Associates, Inc. ("Ehlers") to take the steps necessary to sell the Bonds to pay the cost of the Project;

WHEREAS, Ehlers, in consultation with the officials of the City, prepared a Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Bonds and indicating that the Bonds would be offered for public sale on June 13, 2023;

WHEREAS, the City Clerk (in consultation with Ehlers) caused a form of notice of the sale to be published and/or announced and caused the Notice of Sale to be distributed to potential bidders offering the Bonds for public sale on June 13, 2023;

WHEREAS, the City has duly received bids for the Bonds as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation");

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Notice of Sale and is deemed to be the most advantageous to the City. Ehlers has recommended that the City accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference; and

WHEREAS, the Common Council now deems it necessary, desirable and in the best interest of the City that the Bonds be issued in the aggregate principal amount of \$_____ for the following purposes and in the following amounts: \$_____ for constructing police facilities; \$_____ for acquiring equipment of the fire department; \$_____ for constructing engine houses; \$_____ for street improvement projects; \$_____ for sewerage projects consisting of storm sewer projects; \$_____ for parks and public grounds projects; \$_____ for UW System college campus projects; and \$_____ for airport projects.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Ratification of the Notice of Sale and Offering Materials. The Common Council hereby ratifies and approves the details of the Bonds set forth in Exhibit A attached hereto as and for the details of the Bonds. The Notice of Sale and any other offering materials prepared and circulated by Ehlers are hereby ratified and approved in all respects. All actions taken by officers of the City and Ehlers in connection with the preparation and distribution of the Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Award of the Bonds. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes and the Initial Resolutions, the principal sum of THREE MILLION SIX HUNDRED FIFTY THOUSAND DOLLARS (\$3,650,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Bonds for the sum set forth on the Proposal, plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted. The Mayor and City Clerk or other appropriate officers of the City are authorized and directed to execute an acceptance of the Proposal on behalf of the

City. The good faith deposit of the Purchaser shall be applied in accordance with the Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Bonds shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Corporate Purpose Bonds, Series 2023A"; shall be issued in the aggregate principal amount of \$3,650,000; shall be dated June 29, 2023; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on March 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2024. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Bonds maturing on March 1, 2033 and thereafter shall be subject to redemption prior to maturity, at the option of the City, on March 1, 2032 or on any date thereafter. Said Bonds shall be redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

【The Proposal specifies that 【some of】 the Bonds shall be subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Bonds subject to mandatory redemption, the principal amount of such Bonds so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Bonds in such manner as the City shall direct.】

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2023 through 2037 for the payments due in the years 2024 through 2038 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the City

and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Corporate Purpose Bonds, Series 2023A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Bonds; (ii) any premium which may be received by the City above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the Common Council directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Bonds and the ownership, management and use of the projects will not cause the Bonds to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Bonds are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by Bond Trust Services Corporation, Roseville, Minnesota, which is hereby appointed as the City's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The City hereby authorizes the Mayor and City Clerk or other appropriate officers of the City to enter into a Fiscal Agency Agreement between the City and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Bonds.

Section 13. Persons Treated as Owners; Transfer of Bonds. The City shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No

registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the City at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 16. Payment of Issuance Expenses. The City authorizes the Purchaser to forward the amount of the proceeds of the Bonds allocable to the payment of issuance expenses to a financial institution selected by Ehlers at Closing for further distribution as directed by Ehlers.

Section 17. Official Statement. The Common Council hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 18. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 19. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 20. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 21. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded June 13, 2023.

Lois TeStrake
Mayor

ATTEST:

Jessica Schiferl
City Clerk

(SEAL)

EXHIBIT A

Notice of Sale

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

【EXHIBIT MRP

Mandatory Redemption Provision

The Bonds due on March 1, ____, ____, and ____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on March 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on March 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on March 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on March 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on March 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)】

EXHIBIT E

(Form of Bond)

REGISTERED UNITED STATES OF AMERICA
STATE OF WISCONSIN DOLLARS
WOOD AND MARATHON COUNTIES
NO. R-____ CITY OF MARSHFIELD \$_____
GENERAL OBLIGATION CORPORATE PURPOSE BOND, SERIES 2023A

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
March 1, _____ June 29, 2023 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$_____)

FOR VALUE RECEIVED, the City of Marshfield, Wood and Marathon Counties, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2024 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by Bond Trust Services Corporation, Roseville, Minnesota (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of \$_____, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the City pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the following public purposes in the following amounts: constructing police facilities (\$_____); acquiring equipment of the fire department (\$_____); constructing engine houses (\$_____); street improvement projects (\$_____); sewerage projects consisting of storm sewer extensions (\$_____); parks and public grounds projects

(\$_____); UW System college campus projects (\$_____); and airport projects (\$_____), as authorized by resolutions adopted on May 9, 2023 and June 13, 2023 (collectively, the "Resolutions"). Said Resolutions are recorded in the official minutes of the Common Council for said dates.

The Bonds maturing on March 1, 2033 and thereafter are subject to redemption prior to maturity, at the option of the City, on March 1, 2032 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

【The Bonds maturing in the years _____ are subject to mandatory redemption by lot as provided in the Resolutions referred to above, at the redemption price of par plus accrued interest to the date of redemption and without premium.】

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond has been designated by the Common Council as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Bond is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the City appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together

with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and City may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Bond shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Marshfield, Wood and Marathon Counties, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF MARSHFIELD
WOOD AND MARATHON COUNTIES,
WISCONSIN

By: _____
Lois TeStrake
Mayor

(SEAL)

By: _____
Jessica Schiferl
City Clerk

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds of the issue authorized by the within-mentioned Resolutions of the City of Marshfield, Wood and Marathon Counties, Wisconsin.

BOND TRUST SERVICES
CORPORATION,
ROSEVILLE, MINNESOTA

By _____
Authorized Signatory

DRAFT

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

To: Marshfield Common Council
From: Ed Wagner, Chair, Ad Hoc Committee on future of Marshfield Utilities.
Date: June 5, 2023
Subject: Final Report of Committee

Ladies and Gentlemen:

This committee was authorized by council action on the motion by then Alderman Fischer to discuss what role Marshfield Utilities should serve in the future as it pertains to revenues shared with the general fund as well as addressing council membership on the utility commission itself.

The Committee met several times with the management of the utility and allowed for discussions to include the opinions or positions of sitting members of the Utility Commission. Some of the topics were detailed and technical in the sense that the utility has dual responsibilities to the Common Council and the Public Service Commission (hereinafter PSC).

Among the issues was the line item in the utility's financial statements that indicated the utility had over \$33 million in cash and investments without any obvious ear-markings for the use of those funds. The Commission and Utility leadership suggested that those funds were "obligated" and could not be eligible for transferred to the city's general fund. However, it was acknowledged that investment assets held in certificates of deposit could not be held in the name of the utility but had to be held in the name of the City of Marshfield¹. Utility manager Kumm indicated that they would address the issue by renaming the holder of those instruments to include the City of Marshfield by stating they are being held in the name of the City by Marshfield Utilities.

A great deal of time was expended on understanding what funds or accounts are subject to review or regulation by the PSC and which were not. Eventually we agreed with the utility's definition of "above/below the line" revenues. Broadly explained, "below the line" refers to revenues received by the utility which are not a direct result of the tariff². As a result, the utility was presented with a summary of sources for funds which are or could be identified as additional funds for the city. Those sources are listed below.

ATC Dividend (*greater percentage*)
Interest on other investments (*our suggested rate was 25% of the total interest*)
Sale of Oak Avenue property³
Street lighting on utility bills

The Utility did not deny the ability of the city to lay claim to funds that are undesignated and "below the line" funds held by them but suggested a limit of 20% but the committee preferred to keep that number at 25%. In one sample provided by the utility, the 20% calculation would have yielded approximately \$98,000 additional revenue for the city. The utility commission will have to amend their policies to conform to this.

¹ See minutes of 2/21/23 Issue of CDs raised.

² "tariff" as used here are funds directly generated from granted rate structure from the PSC.

³ Utility disagrees that proceeds from the sale are "below the line".

On May 17th Utility Director Kumm responded with three versions of a change in policy for which the City would have to amend into City Policy 4.320.

Version 1 would maintain the current practice of designating the transfer of funds from the dividend from American Transmission Corporation (ATC) exclusively to the Economic Development Board (Section III of the Policy).

Version 2 would eliminate the EDB exclusive use of the ATC dividend and vest utilization of any other funds at the discretion of the Common Council.

Version 3 vested discretion in the Common Council of all funds including the ATC dividend in the Common Council.

All three policies utilize the same procedure for *“the utility to provide the Finance Director annually with a memorandum showing the approved amounts to be transferred to the city with supporting calculations. The Finance Director shall provide this information to the City Administrator and Common Council during the budget process.”*⁴

The Committee preferred option #3.

Regarding the composition of the Utility Commission, there was a great deal of discussion. It was a surprise to some of the committee members that the statutes provide for a term of office of commissioners would be equal to the numbers of commissions on the board. Therefore, if the commission consisted of 3 members, the term of office would be 3 years; for five commissioners, the term of office would be 5 years and, therefore, a commission of seven members would require terms of office of 7 years. Of course, this conflicts with the term of office of alderpersons in the City of Marshfield. The committee was advised by both the City Attorney and Utility leadership of the desirability of long tenures on the Utility Commission. However, the committee decided to present the options to the Common Council and allow the Council to express their opinions and vote on the structure as a body.

For the most part, the discussion between the City and the utility were productive and interactive. It is my belief that we adequately addressed and changed some of the major points of dissention between the Common Council and the Utility Commission. I suspect that there will be some disagreements on interpretation in the future but feel that they can be solved by continued good-will between the two bodies.⁵

Respectfully Submitted,

Ed Wagner
Chairman

⁴ This procedure will need to be amended into the City Policy 4.320. My emphasis added.

⁵ <https://youtu.be/7dbY6WWy7eo> Actual video is available.



City of Marshfield Memorandum

DATE: June 8, 2023
TO: Mayor TeStrake & City Council
FROM: Steve Barg, City Administrator
RE: Special Council meeting – Tuesday, June 27th at 5:15 p.m. (2024 budget)

Background

To help Council and staff get on the same page early in development of the 2024 budget development, especially given the financial challenges we are facing, staff is requesting a special Council meeting focused completely on this subject. The intent will be to end the meeting at 6:45 p.m., which will provide a 15-minute break before the start of the regular Council meeting, which we are asking to move back to 7:00 p.m. that night.

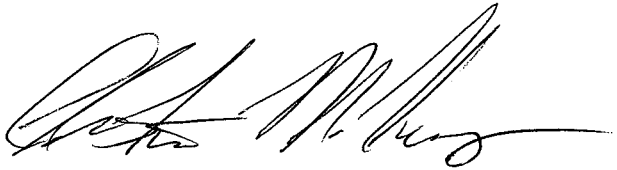
Recommendation

Staff recommends approval to schedule the requested special meeting for Tuesday, June 27th at 5:15 p.m., and to move the regular Council meeting that night back to 7:00 p.m.

To the Honorable Lois TeStrake,

I am asking for consideration to be appointed to the City of Marshfield, Police and Fire Commission. I believe that I bring a vast and diversified background to the position. I am a long time resident and a business owner for over 5 years as well. Continuing a consistent level of public safety is important to me, and I feel I can help in that effort. I very much appreciate your consideration for the position.

Yours for a better Marshfield,

A handwritten signature in black ink, appearing to read "Chris M. Hanson", with a long horizontal flourish extending to the right.

Christopher M. Hanson



City of Marshfield Memorandum

DATE: June 8, 2023
TO: Mayor TeStrake & City Council
FROM: Steve Barg, City Administrator
RE: Mayor's appointment to Economic Development Board

Background

As noted in the attached letter, John Tracy has expressed interest in serving on the City's Economic Development Board, and Mayor TeStrake is appointing him to fill the vacancy caused by the resignation of Gabrielle Falkey. The appointment would be to complete the remainder of Ms. Falkey's term, which runs through April 2025.

Analysis

As shown in his letter, Mr. Tracy owns Uptown Coffee located in downtown Marshfield. He currently lives in the Village of Hewitt. The intent of Section 2-88 of the Marshfield Municipal Code is that members of committees/boards/commissions should generally be City residents; however, there are some exceptions, as outlined in attached Ordinance No. 1483 approved by Council last fall, which relaxed the residency requirements under some circumstances. In this case, as an owner of a business located within the Marshfield city limits, and as he resides within 10 miles of the city limits, he is eligible to be considered for this appointment.

Recommendation

None at this time, unless the rules are suspended; final action will be set for the June 27th Council meeting.

My bio:

My wife, Vicki, and I moved from Stevens Point to Marshfield in 1997. My career in Digital Marketing began at Roehl Transport where I specialized in communications for a diverse population. That experience helped motivate me to seek out a degree in Web and Digital Media Development, a program I started at what is now UWSP - Marshfield. Upon completing my education I went to Marshfield Clinic as a Web Developer where I spent nearly 10 years growing my skills and ultimately leaving the Clinic in 2017 as the User Experience Manager. I am currently employed at Delta Dental of WI as the Manager, Digital Marketing and have been in that role since May of 2017.

Vicki and I raised our two girls in Marshfield, sending both to Columbus Catholic School. Our oldest is now teaching art in the Auburndale Schools while our youngest is preparing to start her Freshman year this fall at UW - LaCrosse.

We decided to move to Hewitt in 2020 to stay close to the Marshfield community but make the commute to Stevens Point a little less burdensome.

Prior to our move, Vicki and I decided to invest in downtown Marshfield and opened Uptown Coffee Company. Knowing that a lot of Marshfield community members enjoy traveling to metro areas like Minneapolis, Chicago, and Madison, we felt that bringing a small slice of those experiences would compliment Marshfield's existing businesses. Through this experience we've learned a lot. Some of our assumptions going into this venture were dead on, several were completely unexpected.

My experiences growing my career professionally at some of Marshfield's top employers and institutions, while also being acutely aware of the challenges being faced by small businesses in our downtown are why I think I would provide value to the Economic Development Board.

Thanks for your considration,

John Tracy

ORDINANCE NO. 1483

An Ordinance amending section 2-88 of the City Code relating to appointments to boards and committees so as to expand the eligibility requirements for appointees.

The Common Council of the City of Marshfield desires to expand the eligibility requirements for appointments to boards and committees allowing nonresidents to be appointed to some boards, commissions and committees.

Now therefore, the Common Council of the City of Marshfield do hereby ordain as follows:

SECTION 1. Section 2-88 of the Marshfield Municipal Code is hereby amended so as to read as follows:

Sec. 2-88. Appointments.

All board and committee appointments by the mayor shall be subject to confirmation by the council at the next regular meeting of the council after such appointments have been announced by the mayor, but such appointments may, at the discretion of the council, be confirmed immediately following appointment. All board and committee members must be city residents, except for the following:

- 1) Residents of any participating municipality are eligible for appointment to the library board.
- 2) Any person residing within the area served by Marshfield Utilities is eligible for appointment to the utilities commission, however, the majority of the members of the utility commission must be city residents.
- 3) A downtown property owner, business owner or business manager is eligible for appointment to the business improvement district board .
- 4) Any owner of a business within the city limits and who has a home residence within 10 miles of the city limits is eligible for the mayoral appointment to the economic development board.
- 5) The appointment of the member to the economic development board by the utility commission shall be at the discretion of the utility commission.

Notwithstanding the residency and eligibility requirements set forth herein, an exception to these eligibility requirements may be made if at the time the council confirms an appointment, it finds by a 2/3 vote that qualified candidates meeting the eligibility requirements including the residency requirements were not available, or by a 2/3 vote that a proposed candidate not meeting the specified eligibility requirements possesses certain knowledge, education, or background desired for the appointment in question.

SECTION 2. Section 14-36(2) of the Marshfield Municipal Code is hereby amended so as to read as follows:

(2) *Membership.* The commission shall be composed of five members of the public within the area served by the electric and water utility, however, a majority of the commission must be residents of the city. None of the members shall also be a member of the council or a city officer. If a member is appointed at the time he or she is a resident of the city, he or she will be deemed to have vacated the appointed office in the event he or she loses resident status. The commissioners

shall be elected by the council for a term of five years and until their successors are elected and qualify, beginning on October 1 of each year, except that the terms of the commissioners first elected shall expire successively one each year on each succeeding October 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. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Lois TeStrake, Mayor

APPROVED: _____

ATTEST: _____
Jessica Schiferl, City Clerk

PUBLISHED: _____

May 13, 2023

To: Marshfield Common Council

From: Victoria Burt *VB*

This letter is to indicate my interest in serving on the Audit Committee. While not formally educated in accounting beyond several basic courses on the subject, I have some work experience in the field. As a Director of Nursing, I was responsible for budget development, oversight and review for the nursing department. Among other things which made a lasting impact was learning to pay attention to the small items as well as the larger ones.

There is a powerful old adage which tells us to keep in mind from whence we come. That adage is "Mighty oaks from tiny acorns grow". That mighty oak, the United States of America, is facing challenges which are trying to destroy everything we hold dear. As one of those tiny acorns, Marshfield, Wisconsin, can effect change.

We are told that noxious consequences of bad decisions run downhill. We are almost never told that nutrients from the root system of the tiny acorn flow upward and outward, providing life and sustenance to the tree above. As we strive for accountability and transparency, doing the best possible job for the citizens of Marshfield, the effects for our work will spread up and out, causing local changes and, ultimately, affecting the entire oak. I would like to be a part of that process.

Victoria Burt

2405 Monique Ln #4

..

Dear Mayor TeStrake,

I am writing to express my strong interest in serving as a volunteer on several committees for the City of Marshfield. With my background in General Management and experience in supervising large projects and teams of over 200 people, I believe I can bring valuable skills and insights to these committees.

Growing up in Marshfield and living in various cities throughout my career has provided me with a unique perspective and understanding of the challenges and opportunities that the city faces. I have a deep love and appreciation for the community and am eager to give back by serving on these committees.

Throughout my career, I have managed multiple projects simultaneously and have successfully overseen large teams of individuals. I am skilled in problem-solving, strategic planning, and communication, all of which I believe will be assets to the committees.

I am committed to being an active and engaged volunteer and look forward to working collaboratively with other committee members to make a positive impact on the City of Marshfield. Thank you for considering my application.

Sincerely,

Josh Janssen
2501 Meadowbrook Dr

715.333.1000

May 1, 2023

Marshfield Clerk

This memo shall serve as my letter of interest to apply for the newly formed Audit Committee.

I have a Bachelor of Science degree in Business Administration (accounting) and forty years experience. I have worked in the manufacturing and service sectors, profit and not for profit. Recently, I have worked as the Treasurer in the Town of McMillan for five years.

My resume is attached.

Sincerely,

A handwritten signature in black ink, appearing to read "SK Katona", with a stylized flourish at the end.

Steve Katona
1614 Katherine Court
Marshfield, WI. 54449

TOWN OF MCMILLAN	Treasurer	2015 - 2017
RANSTANDWORKS	Accountant	2015
INSURANCE AUDIT SERVICES, INC	Auditor	2014 - 2015
DONATECH CORPORATION	Analyst	2014
KELLY SERVICES Marshfield, WI	Payroll and Human Resources Mgr	2013 - 2014
MIDWEST HARDWARE ASSOCIATION Stevens Point, WI	Accountant	2013
BUFFETS INCORPORATED Marshfield, WI		2008 - 2011

Construction Accountant

Accounts payable, contract administration, staff training, budgeting, cost system implementation using Oracle Project reports, and management reporting.

LEMKE INDUSTRIAL MACHINE, INC. Marathon, WI	2005 - 2008
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Controller

Responsible for all accounting and financial operations. This included General Ledger, month and year end closings to the financial statements, cash management, CPA firm and banking relations, accounts payable and receivable, collections, payrolls, tax returns for payroll, property and sales tax, fixed assets ledger, and benefits. Peachtree software.

WESTPHAL STAFFING Wausau, WI	2004 - 2005
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Woods Equipment Company (Central Fabricators) – Accounting Manager

Employed by a temporary staffing agency, I supervised accounts payable and accounts receivable staff and operations in the absence of on site permanent staff during a software conversion.

ABR EMPLOYMENT SERVICES Schofield, WI	2003 - 2004
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Northern Technical College – Grants / Projects Accountant

Employed by a temporary staffing agency, I also worked as a cashier handling cash.

BANK OF WAUSAU Wausau, WI	2002 - 2003
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Accountant

MERRILL MANUFACTURING CORP Merrill, WI	1998 - 2002
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Accountant

Accounts payable, payroll, cash receipts, cash management, and employee benefits.

WISCONSIN POTATO & VEGETABLE GROWERS ASSOCIATION Antigo, WI	1995 - 1997
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Manager – Economic Analysis and Processing Committees

Staffed several committees, produced a profile of state crop.

HIGHLIGHTS

ACCOUNTING SKILLS

- Preparation and analysis of financial statements and management reports, with narrative text.
- Direction of internal staff during annual financial and insurance audits by external auditors.
- Coordination of all budgeting activities in a complex non-profit environment for operations, cash flows, and capital purchasing.
- Sales, property tax, and payroll tax returns in a multi-state environment. Also, 1099 processing.
- Every facet of payroll planning, preparation, and implementation..
- At Foth & Van Dyke, Engineers, the audit costs decreased every year (12% overall) because we focused on the annual audit during the year. Subsequently, the corporate tax return was completed on time for the first time in corporate memory.
- Software used includes ADP Payroll, Soloman, MS Office, MAS90, EMS, Jack Henry, People Soft, Oracle Projects, and Peachtree.
- Over four years experience working in a standard cost environment.
- System documentation.
- Accruals and amortization schedules.

FINANCIAL AND ADMINISTRATIVE LEADERSHIP SKILLS

- All facets of general ledger and payroll operations.
- Banking and CPA firm relations.
- Collections and credit approval.
- Development of human resource policies and procedures.
- Benefits administration, insurance management.
- Cash management, financial statement analysis, and account analysis.
- Contract analysis and negotiation support.
- Developed and taught a chart of accounts used in agriculture though out Wisconsin.

MANAGEMENT SKILLS

- Direction of fiscal and other staff in daily operations.
- Supervision of Accounts Payable and Receivable in a Standard Cost environment.
- Management and budgeting of cash flow in both profit and non-profit organizations.
- Relocated business operations twice during a remodeling project. This entailed dealing with all vendors, moving the computer system, and the staff.

SYSTEM IMPROVEMENT SKILLS

- Enhanced financial statement production to allow management timely review of financial performance and position.
- Worked with and directed consultants and volunteers to identify critical areas in need of improvement.
- Greatly improved the process for graphing, measuring, and reporting to users of the data a statistical crop profile on the Wisconsin potato crop – published state wide.

TRAINING SKILLS

- Taught clerical staff basic concepts of accounting and data entry to enhance accounting functions.
- Worked with volunteers and business owners to develop a series of accounting classes dedicated to a specific industry. These classes focused on a chart of accounts, record keeping, and classifications.
- Developed the agenda, arranged speakers, and provided overall direction and management for the 1997 National Potato Council Chipping Potato Seminar, an international event held in Hilton Head, South Carolina. Netted over \$100,000.00

EDUCATION AND MEMBERSHIPS

BS in Business Administration, major in Accounting, Northern Michigan University
Eight month Total Quality Management workshop
Past President, Institute of Management Accountants, Heart of Wisconsin Chapter
Treasurer, Central Wisconsin Sportsman's Club

PRETTY GOOD MODEL LANGUAGE FOR ANTI-DECLAW BILL

The people of the State of XXXXXX do enact as follows:

SECTION 1. Section XXXX is added to the XXXX Code, to read:

(a) For purposes of this section, the following definitions apply:

(1) “Cat” means an animal of the taxonomic family Felidae.

(2) “Declawing” means an onychectomy or any other surgical procedure to amputate or modify a portion of a cat’s paw in order to remove the cat’s claws. “Declawing” does not include the trimming of nonviable claw husk or placing nonpermanent nail caps.

(3) “Tendonectomy” means a procedure in which the tendons to a cat’s limbs, paws, or toes are cut or modified so that the normal functioning of the claws is impaired.

(4) “Therapeutic purpose” means a medically necessary procedure to address an existing or recurring infection, disease, injury, or abnormal condition in the claws, nail bed, or toe bone, that jeopardizes the cat’s health. “Therapeutic purpose” does not include a procedure performed for a cosmetic or aesthetic purpose or to make the cat more convenient to keep or handle.

(b) (1) A person shall not perform surgical claw removal, declawing, or a tendonectomy on any cat or otherwise alter a cat’s toes, claws, or paws to prevent or impair the normal function of the cat’s toes, claws, or paws.

(2) This subdivision does not apply to a procedure performed solely for a therapeutic purpose.

(c) A violation of this section shall be subject to a civil penalty of five hundred dollars (\$500) for the first violation, one thousand dollars (\$1,000) for the second violation, and two thousand five hundred dollars (\$2,500) for the third and any subsequent violation.

~~(d) This section does not preempt any local ordinance adopted before January 1, 2022, prohibiting surgical claw removal, declawing, or a tendonectomy on any cat, or otherwise prohibiting the altering of a cat’s toes, claws, or paws to prevent the normal function of the cat’s toes, claws, or paws, or imposing a more severe penalty for performing such an action.~~



3500 Downwind Drive
Marshfield, WI 54449
(715) 486-5140

www.marshfieldpetshelter.org
info@marshfieldpetshelter.org

Declawing Position Statement

Marshfield Area Pet Shelter strongly opposes the declawing of domestic cats and supports veterinarians' efforts to educate cat owners and provide them with effective alternatives.

Scratching is a normal feline behavior. Cats scratch to (1) condition their claws by removing old nail sheaths, (2) scent mark objects with the glands on their paws, (3) visually mark objects by leaving shredded matter as evidence, (4) stretch and exercise their forelegs, and (5) enjoy a pleasant sensation. Veterinarians must help cat owners to promote appropriate scratching behaviors by advising them to:

- Provide suitable implements for normal scratching behavior. Examples include scratching posts, cardboard boxes, lumber or logs, and carpet or fabric remnants affixed to stationary objects. Implements should be tall or long enough to allow full stretching, and be firmly anchored to provide necessary resistance to scratching.
- Place appropriate scratching objects near scratched furniture and make them more attractive than the furniture. Additionally, place scratching objects near resting areas so the cat can stretch and scratch after resting.
- Train cats through positive reinforcement (e.g., treats, use of catnip, verbal praise, etc.) to use the above implements.
- Trim cats' nails every one to two weeks.
- Consider artificial nail caps.
- Avoid harm to themselves or cats by avoiding engaging in rough play.

Animal shelters are obliged to provide cat owners with complete education about declawing. The following points are the foundation for full understanding and disclosure regarding declawing:

- 🐾 Declawing is not just removal of the claw; it is a major surgery involving amputation.
- 🐾 Declawing is rarely a medically necessary procedure. There are inherent risks and complications with any surgical procedure, including, but not limited to, anesthetic complications, side effects associated with analgesics, hemorrhage, infection, and pain.
- 🐾 The U.S. Centers for Disease Control and Prevention does not list declawing as a means of preventing disease in either healthy or immunocompromised individuals.
- 🐾 Declawing may warrant consideration as an alternative to relinquishment or euthanasia, but only after extensive education and presentation of other strategies to manage scratching behavior. Many declawed cats are still relinquished to shelters - declawing does not guarantee that cats will remain in households.
- 🐾 This statement does not apply to claw removal when medically necessary to treat conditions such as tumors or chronic infections. If declawing is performed, the procedure must follow current best practices for amputation including multi-modal pain control before, during, and for an appropriate length of time after the surgery.



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Support for Declaw Ban in the City of Marshfield

Marshfield Area Pet Shelter (MAPS) strongly opposes declawing cats for non-medical purposes. The individual amputation of the third phalanx of each digit can, and often does, lead to chronic neurologic pain, litterbox avoidance, and an increase in aggressive behaviors due to the stress of long term pain. As an animal welfare organization, MAPS has firsthand knowledge of the medical and behavioral issues that can result from the practice of declawing, even declaw procedures that are performed with adequate sterilization, sound surgical technique, and conscientious post-operative pain management. Often, in an attempt to prevent possibly destructive scratching behaviors, declawing leads to a host of other behaviors that ultimately lead to surrender to an animal shelter. Efforts must be made by veterinary and shelter professionals to educate cat owners on alternatives to this harmful practice. MAPS joins many other organizations, such as the American Animal Hospital Association (AAHA), the American Association of Feline Practitioners (AAFP), and the Humane Society Veterinary Medical Association in its opposition of non-medical declawing and offer our support to a ban on the procedure in the City of Marshfield.

Prohibition on non-therapeutic declaw procedures

- Prohibits the declawing of cats unless deemed medically necessary for the health of the cat
- Provides for a civil penalty

Ten Reasons to Support This Ordinance



1. Declawing is elective amputation of a cat's toes.

This procedure is not performed for the cat's health or wellbeing.

2. Declawing is painful, often for life.

Declawing required amputation of the last portion of a cat's toes. Nerves, tendons and bone are severed. Some cats never fully recover and experience nerve damage, phantom pain, pain from retained bone fragments, infection or tissue necrosis.

3. Cats need to scratch.

Scratching is normal cat behavior; it helps cats stretch, remove dead husks from their claws and adds their scent to their surroundings. Scratching is important for a cat's physical and mental wellbeing.

4. Declawing is like wearing ill-fitting shoes, forever.

Toe amputations shift how cats walk which can lead to lameness and chronic issues with joints and arthritis.

5. Declawing can put people at harm.

Declawed cats are more likely to bite, and cat bites carry a dangerously high infection risk to healthy and immunocompromised people alike, often requiring hospitalization. Declawing is not recommended by any human health agency.

6. Declawing doesn't guarantee a cat will remain in the home.

Declawing can lead to pain-related behavior issues like biting and avoiding the litter box. These behaviors increase the risk of the cat being evicted from the home.

7. Declawing is not performed in most countries of the world.

It's prohibited or considered unethical practice in most countries, including Sweden, Brazil, Germany, Switzerland, the United Kingdom and much of the European Union and Canada.

8. A growing number of U.S. vets agree and oppose nontherapeutic declawing.

The American Association of Feline Practitioners and the Humane Society Veterinary Medical Association are opposed. The largest veterinary hospital systems in the U.S.—VCA, Banfield, and Blue Pearl—will not perform elective declawing.

9. Declawing is still too commonly practiced and not only as a last resort.

An estimated 20-24% of pet cats in the U.S. have been declawed. Declawing is not a justifiable alternative to rehoming.

10. There are alternatives!

Scratching posts, regular nail trims, behavior training, nail caps and double-sided tape applied to furniture are all viable and humane alternatives to declawing.



MEMORANDUM

Date: June 8, 2023

To: Common Council

From: Tom Loucks, Communications Director

Re Mobile App (Connect Marshfield IOS and Android)

BACKGROUND: The City of Marshfield has a mobile app, "Connect Marshfield." This mobile citizen engagement application puts the power of our City Hall in the palm of a hand. It's "Government Made Simple" - for citizens, staff, and elected officials.

The intention is to direct residents to important City news, events, and alerts. The platform allows users to choose the notifications they want and when they need to find information without waiting for a phone call or searching through a laundry list of website pages.

Additionally, several additional applets are being tested that allow for specific buttons/functions available to the citizen inside the app. Below are just a few examples that are now available on the App.

- **Connect with Elected Officials** - Citizens no longer need to search through the website to find the names and information of their elected officials.
- **Connect with Police Department** - Find items such as paying a citation, donating, searching a local active warrant list, PD activities, and more.
- **FAQ's** - Search a knowledge base of frequently requested items by the public
- **Non-native Apps** - Search mobile-friendly content such as our permitting and licensing software, Evolve, Marshfield Broadcasting video streaming site, and the online public survey portal
- **Places** - Highlight parks, hospitals, administrative and court buildings, and any other vital locations or group them in various categories
- **Key Contacts** - One list or group multiple lists of important phone numbers and their related names

ANALYSIS: The app has endless opportunities for the public to engage with the City of Marshfield. The app has the power to provide additional communication opportunities for the people. Those other items all in one app are:

- **Citizen Reporting** - Citizens can easily report and check the status of their issues at their convenience and get direct feedback.

- **Code Enforcement**

- **Inspection Notes & Actions** - Work your case from start to finish in one convenient location. Inspections, phone calls, notices, letters, and every interaction can be easily logged and tracked. Plus, upload unlimited attachments, photos & videos.
- **Automatic Property & Owner Lookup** - Automatically look up parcel and owner information along with any previous case history for the address, including essential safety alerts.
- **Generate Letters & Printouts** - Create letters, notices & citations from templates in a single click and choose to copy any contact listed on the case. Print letters in the field or leave them in a queue for batch printing later in the office.
- **Prioritize & Plan**- Visualize cases on a map for spotting trends and planning your day. Equip your staff with tablets or laptops & watch production rise as officers add photos, voice dictate inspection notes & generate letters in the field. Stay on track using reminders & follow-up dates for re-inspection.
- **Fees & Payments** - Fees & payments can be tracked on each case and then reported on to see how much money is being collected for a specified period. Collection reports give a clear picture of balances due.

- **Permitting & licensing software** - Apply for any Permit, License, or Registration offered by your town or city and quickly get approved and pay online.

The goal for 2023 and 2024 is to get additional City staff and elected officials involved in using this app, along with marketing and communicating this platform out to our residents can begin to use it.

Thank you,

Tom Loucks

TIMELINE/GUIDELINES FOR MARKETING AND COMMUNICATIONS

Week 1

- Social media post - *Did you know we have a mobile app "Connect Marshfield" to receive push notifications on your iPhone or Android? Scan our QR code to be in the loop!*
- Send a news release and contact news outlets and ask to announce the new app and its functions
- Announcement on website
- Introduce QR code
- Post in Facebook Community groups
- Place in the City newsletter

Week 2

- Social media post - *The City of Marshfield has teamed up with "GOGov" to create an app that makes citizen communication simple! Download "Connect Marshfield" to receive push notifications about significant weather and road conditions in Marshfield on your mobile device.*
- Print out postcards as flyers
- Distribute postcards as flyers in City-owned buildings and facilities and local outlets
- Place posters on City-owned digital displays
- Get other departments and elected officials to share the news on their Facebook pages

Week 3

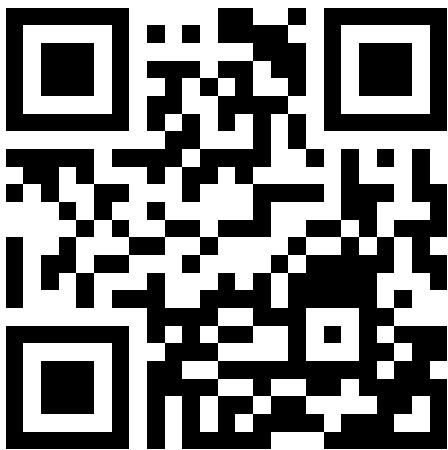
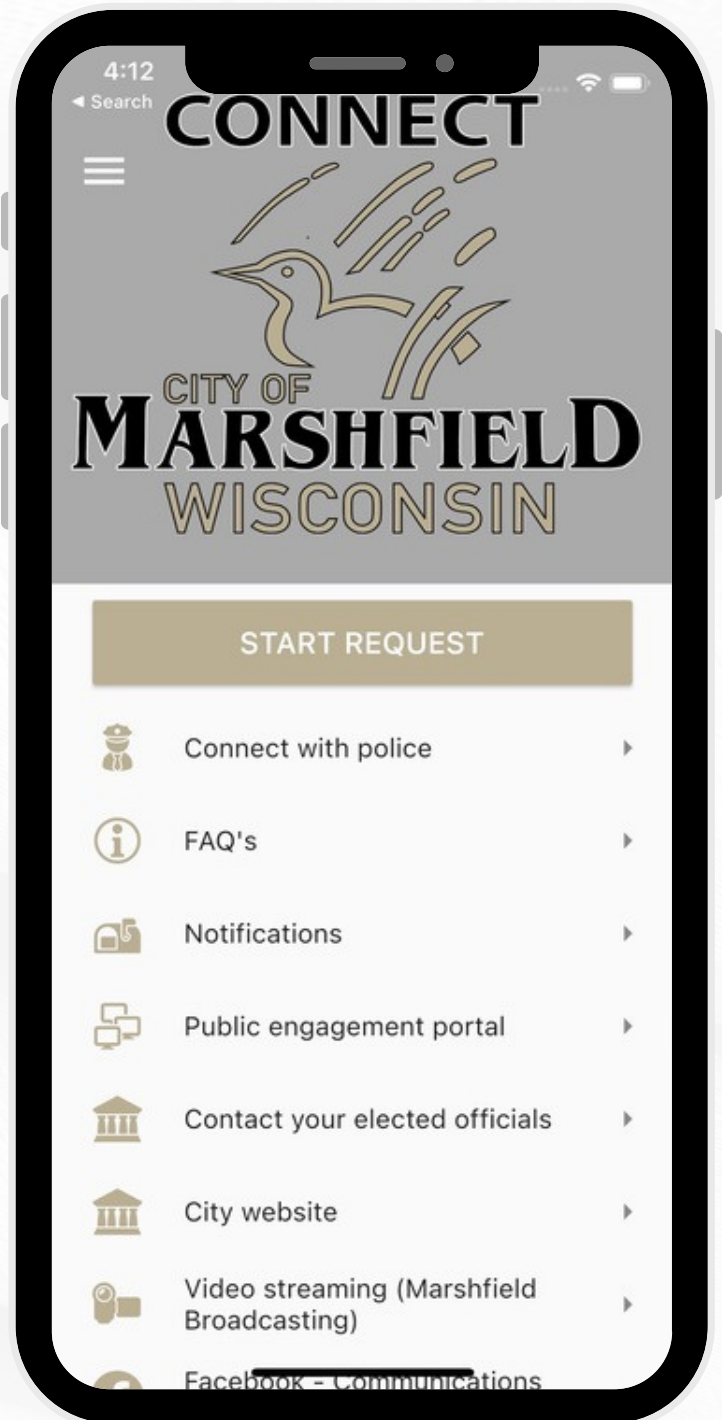
- Social media post: *Want to be aware of road closings, weather updates, and events in **Marshfield**? We have an app for that! Download "Connect Marshfield" now! (QR Code)*
- Contact local media outlets as a follow-up
- Do a TV program with Marshfield Broadcasting
- Find a City Influencer on social media to help promote the app
- Create a video explaining the easy and convenient use of the app

Week 4:

- Post in Facebook Community Groups
- Incorporate mail inserts to promote the app with a QR code
- Create signs/ banners/posters & place them in popular spots in the town
- Facebook Ads
- Promote at any town events or meetings
- Social media post: *Don't miss out on real-time notifications from **Connect Marshfield***

Download Connect Marshfield

- Access Information
- Submit Service Requests
- Receive Notifications
- And more...



Download Connect Marshfield



ACCESS INFORMATION - SUBMIT SERVICE REQUESTS - REPORT ISSUES





MEMORANDUM

Date: June 9, 2023

To: Common Council

From: Tom Loucks, Communications Director

Re: Public Input Engagement platform

BACKGROUND: PublicInput is a powerful community engagement platform that fosters meaningful civic engagement. The platform allows for being efficient, building public trust, and defending decisions, which is designed to make engagement simple and accessible for everyone.

Community members expect government access to feel like that of their engagements with consumer brands like Apple, Amazon, and Google. They expect to communicate through the channels they're most comfortable with — online, email, text, and social — in a consistent, accessible, and predictable way.

Providing this option for community engagement is key to our city's growth. The software provides the City to the options:

- Reach and engage representative voices.
- Capture resident comments and inputs in one place for efficiency and easier public availability.
- Become multilingual.
- Increases access to lower barriers to public participation.
- Closes the feedback loop with residents.
- Provides the big picture and aligns decision-making with community needs and priorities.
- Understand residents' perspectives without assuming.

ANALYSIS: With this tool, we can hear directly from our constituents so the Common Council and staff can make better-informed decisions. This platform helps close the feedback loop, keeps residents updated on projects, and allows staff to share automatically-generated reports with elected officials, residents, consultants, and even entrepreneurs.

What can we do with this software?

- Survey our constituents:
 - Quantitative questions
 - Qualitative questions
 - Participant information questions
 - Geospatial questions
 - Demographic questions
 - Compiles data with social media platforms, texting, phone messages, and email
 - Equity mapping

- Track projects all in one place for valuable public input

Examples:

- Second Street Corridor project
 - Park projects
 - Road projects and updates to specific residents
 - Needs for housing
 - Public Town Halls and meetings for those who can't attend
 - Engage in the meetings via phone, voice mail, email, text, video, and audio options
- Get notified when governments publish new RFP's
 - Allows for consultants to use the platform
 - Streamline management by keeping all your data and community relationships in one place
 - Enable Accessibility & Equity
 - Allows for subscribers to get instant information attached to a project
 - Allows for both anonymous and registered users

This platform/tool aligns with our communications section of the City's Strategic Plan for 2022-24. Which is to use this as effective listening tool and increase the volume of information to residents, and enhance citizen involvement and public outreach out into our community.

The goal for 2023 and 2024 is to get additional City staff and elected officials involved in using the platform.

Thank you,

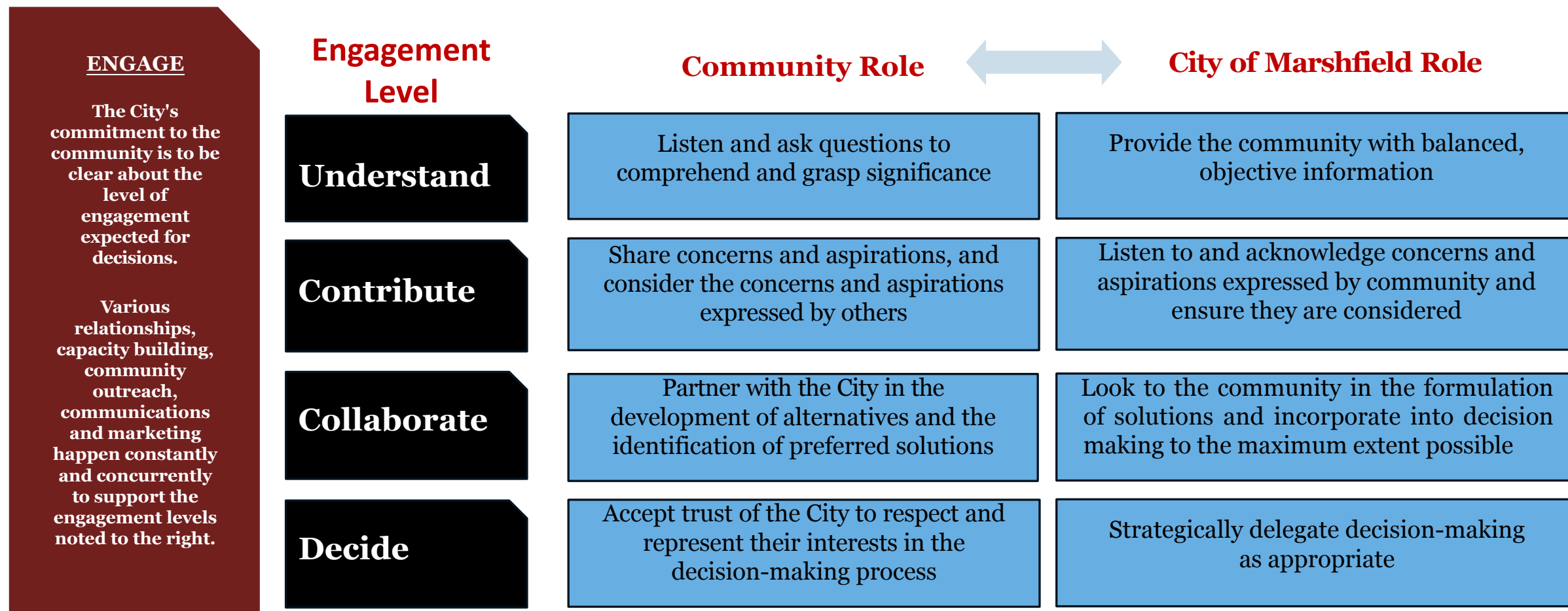
Tom Loucks

City of Marshfield Communications Director



City of Marshfield Community Engagement Spectrum

CORE PRINCIPLES: Equitable Trusted Data-Driven Meaningful Transparent Accessible



City Staffing for Public Input



Communications Director – Citywide Engagement Coordination

Admins

City Public
Input Leads

Department
and Elected
Officials use

Administration
Support
with
Public Input

Engagement
Strategy

Public Input
Support