



## CITY OF MARSHFIELD

# MEETING NOTICE

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**COMMON COUNCIL  
CITY OF MARSHFIELD, WISCONSIN  
TUESDAY, AUGUST 13, 2024  
207 WEST 6<sup>TH</sup> STREET  
6:00 P.M.**

NOTE TO VISITORS AND GUESTS: Welcome to this meeting of the Common Council. Item “E” 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. **PUBLIC HEARING** – 2024 Special Assessment – sanitary sewer project on South Maple Avenue from South Central Avenue to East 16<sup>th</sup> Street
- D. Identify possible conflicts of interest
- E. 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.
- F. Approval of Minutes: July 23, 2024 (Special Meeting)  
July 23, 2024 (Regular Meeting)
- G. Staff Updates
- H. Mayor’s Comments (*For Informational Purposes Only*)
- I. Council Comments (*For Informational Purposes Only*)
- J. City Administrator’s Update
- K. Reports from Commissions, Boards, and Committees
- L. Consent Agenda:  
Meeting minutes/reports
  1. Airport Committee (March 21, 2024)
  2. Historic Preservation Commission, Annual Meeting (April 1, 2024)
  3. Historic Preservation Commission (April 1, 2024)

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4. Central Wisconsin State Fair Board (April 15, 2024)
5. Library Board, Nominations Committee (April 22, 2024)
6. Fire and Police Commission (June 13, 2024)
7. Airport Committee – Regular Meeting (June 20, 2024)
8. Airport Committee – Special Meeting (June 20, 2024)
9. Library Board (June 20, 2024)
10. Community Development Authority - Finance (June 24, 2024)
11. Community Development Authority - Board (June 24, 2024)
12. Historic Preservation Commission (July 8, 2024)
13. Parks, Recreation & Forestry Committee (July 17, 2024)
14. Airport Committee (July 18, 2024)
15. Library Board (July 18, 2024)
16. Board of Public Works (August 5, 2024)
  - a. Authorize RFP – design services for South Vine Avenue reconstruction
  - b. Approve revised City Policy 5.380 (Street Light Installation)
  - c. Approve addition to 2024 asphalt paving program
17. Judiciary and License Committee (August 6, 2024)
18. Finance, Budget & Personnel Committee (August 6, 2024)
  - a. Authorize refilling vacant part-time position (Library)
  - b. Approve revised City Policy 3.540 (Emergency Leave)
  - c. Approve proposed 2025 Council budget calendar

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

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

N. Presentation – Update from the UWSP-Marshfield Campus. Presented by Tom Gibson, Chancellor, and Gretel Stock, Dean of University College.

Recommended Action: None, for information only

O. Presentation – Update on 2024 Hub City Days. Presented by Kaelie Gomez, Executive Director, Main Street Marshfield.

Recommended Action: None, for information only

P. Presentation – City’s 2023 financial audit report. Introduced by Jennifer Selenske, Finance Director; presented by Jon Trautman, CLA.

Recommended Action: Accept and place on file

Q. First reading of Ordinance No. 1517, amending Section 11-06 of Marshfield Municipal Code (Weed Control). Presented by Tom Turchi, Director of Public Works.

Recommended Action: None at this time unless the rules are suspended; set second reading for the August 27<sup>th</sup> meeting

R. Request to approve Budget Resolution No. 11-2024, transferring cash from the CDBG housing program to the Wisconsin Department of Administration. Presented by Jennifer Selenske, Finance Director.

Recommended Action: Approve Budget Resolution No. 11-2024

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- S. Request to approve Budget Resolution No. 12-2024, increasing 2024 adopted budget for façade grant and interior conversion projects by \$30,000. Presented by Steve Barg, City Administrator.

Recommended Action: Approve Budget Resolution No. 12-2024

- T. Request to approve Budget Resolution No. 13-2024, transferring \$206,203 in unanticipated revenue from Marshfield Utilities divided to the Economic Development fund. Presented by Jennifer Selenske, Finance Director.

Recommended Action: Approve Budget Resolution No. 13-2024

- U. Request to approve Resolution No. 2024-30, special assessments for the 2024 sanitary sewer project on South Maple Avenue from South Central Avenue to East 16<sup>th</sup> Street. Presented by Josh Mauritz, City Engineer.

Recommended Action: Approve Resolution No. 2024-30

- V. Request to approve Resolution No. 2024-32, Green Acres Estates South Final Plat. Presented by Tom Turchi, Public Works Director

Recommended Action: Approve Resolution No. 2024-32

- W. Request to consider Petition of Annexation for property located at 111250 West McMillan Street. Presented by Steve Barg, City Administrator.

Recommended Action: Refer to Plan Commission review and recommendation

- X. Suggested items for future agendas

- Y. 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."

- Development agreement for project located in TIF District #15
- Possible intergovernmental agreement with Village of Hewitt

- Z. Reconvene in open session

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

BB. Adjournment

Posted this day August 9, 2024 at 11:00 a.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.*

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*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 6<sup>th</sup> 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](http://ci.marshfield.wi.us), cable tv channel 991, and [marshfieldbroadcasting.com](http://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](http://www.ci.marshfield.wi.us), [marshfieldbroadcasting.com](http://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.*

**JULY 23, 2024**

Special meeting of the Common Council was called to order by Mayor TeStrake at 5:00 p.m., in the Council Chambers, City Hall.

The flag was saluted and the pledge given.

**PRESENT:** Michael Feirer, Derek Wehrman (via Zoom, joined at 5:06 p.m.), Natasha Tompkins, Brian Varsho, Ed Wagner, Russ Stauber, Brian Giles, Rebecca Spiros, Mike O'Reilly and Andrew Reigel.

**EXCUSED:** None

Michael Maas, ADCI, provided a presentation regarding the possible relocation of police department to 2504 South Central Avenue (Buffalo Building).

Council members had the opportunity for questions and comments. Much of the discussion reviewed specifics of the three building options presented and the pros and cons of building a new police station. If a new building option is pursued, should it be built at the Buffalo Building site or should the Buffalo Building be sold? Could this project (renovation or new construction) be completed for the \$10 million dollars that is currently in the CIP? Could the police department be relocated in phases? Council members requested an additional special meeting to discuss the topic further.

Aldersperson Spiros requested information regarding a possible referendum to secure funds for this project. City Clerk Schiferl stated that with changes brought forward in Act 12, municipalities may no longer bring forward an advisory referendum. A referendum would need to be binding, with the specific dollar amount intended to be spent. To be on the November ballot, a referendum would need to be finalized no later than August 27<sup>th</sup>, which does not allow for time now. A referendum could be brought forward for April 2025 but even that may be facing time constraints. City Administrator Barg stated the school board is also still discussing a future referendum.

City Administrator Barg will arrange for a future special meeting date.

Motion by Reigel, second by O'Reilly to adjourn the meeting at 6:18 p.m.

Respectfully submitted,

Jessica Schiferl  
City Clerk

**July 23, 2024**

Common Council meeting was called to order by Mayor TeStrake at 6:26 p.m., in the Council Chambers, City Hall.

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

**ABSENT:** None

The flag was saluted and the pledge given.

#### **IDENTIFY POSSIBLE CONFLICTS OF INTEREST**

- None

#### **CITIZEN COMMENTS**

- Mathew Samson, 608 N. Schmidt, freedom of speech

**CC24-183** Motion by Giles, second by Spiros to approve the minutes of the July 9, 2024 Council meeting. Roll call vote, all ayes

**Motion carried**

#### **STAFF UPDATES**

- None

#### **MAYOR'S COMMENTS**

- None

#### **COUNCIL COMMENTS**

- None

#### **CITY ADMINISTRATOR'S UPDATE**

- Will work on scheduling the requested special meeting to discuss next steps regarding police department relocation.
- Working with Kaelie Gomez on a future economic development session, including representatives from outside organizations at county and state level.

#### **REPORTS from COMMISSIONS, BOARDS, and COMMITTEES**

- None

#### **CONSENT AGENDA**

**CC24-184** Motion by Reigel, second by Varsho to receive and place on file, approving all recommended actions for the items listed on the consent agenda: Central Wisconsin State Fair – Junior Fair Board of April 17, 2024; Central Wisconsin State Fair Board of June 17, 2024; Marshfield Utilities Commission of July 8, 2024 (1. Job Order #18296, HPS to LED City wide change out 2024, \$188,488.); Board of Public Works of July 15, 2024 (1. Approve replacement of air conditioner, Street Division); Judiciary and License Committee of July 16, 2024; Finance, Budget & Personnel Committee of July 16, 2024 (1. Authorize refilling vacant Office Coordinator position, Parks & Recreation. 2. Authorize renewing agreement with BMO Harris Bank & Montreal Bank. 3. Approve Human Resources Business Partner job description and approve promotion of the

current Human Resources Generalist to this position.); Business Improvement District of July 17, 2024. Roll call vote; all ayes

**Motion carried**

Karen Olson, MACCI Business Director, provided a presentation on marketing of City's Certified Site.

Denise Sonnemann, Executive Director of MACCI, provided a presentation on the description and benefits to the City of the Business Development Director role.

Second reading of Ordinance No. 1516, amending Marshfield Municipal Code Section 14-36, Marshfield Utilities Commission.

**CC24-185** Motion by Varsho, second by Giles to approve Ordinance No. 1516.

**CC24-186** Motion by Wagner, second by Spiros to amend Ordinance No. 1516, reducing the spending limit from \$2.5 million to \$1 million. Roll call vote; Ayes – 8, Nays – 2 (Wehrman, Tompkins)

**Motion carried**

Vote on **CC24-185 as amended**. Ayes – 8, Nays – 2 (Wehrman, Tompkins)

**Motion carried**

**CC24-187** Motion by Varsho, second by Spiros to approve Budget Resolution No. 09-2024, increasing adopted 2024 budget for Public Safety Capital Outlay Fund - Law Enforcement Outlay and other equipment – law enforcement account by up to \$14,000 for upgrades to security at the police station; increasing adopted 2024 budget for the Public Safety Outlay Fund - Fire Protection Outlay and other capital equipment fire protection account by \$932,100 to purchase fire engine #4, and increasing 2024 adopted budget for Public Safety Outlay Capital Fund proceeds of long-term debt by \$946,100. Roll call vote; all ayes.

**Motion carried**

**CC24-188** Motion by Stauber, second by Giles to approve 2025-2029 Capital Improvement Plan, as presented at this meeting. Roll call vote; Ayes – 9; Nays – 1 (Wagner)

**Motion carried**

**CC24-189** Motion by O'Reilly, second by Varsho to appoint members of the new Housing Committee as presented in the meeting packet.

**CC24-190** Motion by Stauber, second by Giles to amend **CC24-189** to also include two citizens at large.

Motion **CC24-190** was withdrawn by Alderperson Stauber.

**CC24-191** Motion by Tompkins, second by Wehrman to amend **CC24-189** to appoint the members of the Housing Committee as presented at the meeting tonight; Mayor TeStrake, Alderpersons Wagner, Spiros, Stauber, Tompkins and Meyers from CDA. Roll call vote; all ayes.

**Motion carried**

Vote on **CC24-189 as amended.** Roll call vote; all ayes.

**Motion carried**

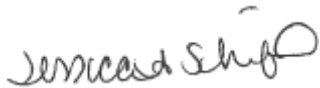
Sarah Dresel, Human Resources Director, provided an update on recruitment for the Community Development Director position.

Future Agenda Items

- Alderperson Wehrman would like a list of pending future agenda items addressed under City Administrator's update.
- Alderperson Reigel wants to revisit the 2025 budget. What is being done to bridge the revenue gap.
- Alderperson Tompkins would like a presentation on the marketing and promotion for Mill Creek.
- Alderperson Tompkins would like an update on Daniel's Addition properties.

Motion by Reigel, second by O'Reilly to adjourn the meeting at 7:55 p.m.

Respectfully submitted,



Jessica Schiferl  
City Clerk

# Marshfield Airport Committee Minutes

March 21st, 2024

Meeting called to Order by Chairman John Berg at 12:00 P.M. (Noon).

Present: John Berg, Ed Wagner, Jeff Veers, Rob Glab and Dan Maurer attended by Zoom

Absent: None

Also Present: Public Works Director Tom Turchi, Walt Embke, Robert Gaier, Aiden Peepers, Dan Hiller, Duffy Gaier, Dakota Tennant and Jeff Gaier.

Citizens Comments: None

AP2024-11 Motion by Veers Second by Glab to approve the airport meeting minutes of February 15th, 2024. All Ayes

Motion Carried

AP2024-12 Motion by Veers Second by Maurer to approve the airport management report for March 2024. All Ayes,

Motion Carried

AP2024-13 Motion by Maurer, Second by Veers to approve the airport activity report of March 2024. All Ayes,

Motion Carried

AP2024-14 Motion by Wagner Second by Glab to approve the final airport bills for March 2024. All Ayes,

Motion Carried

Airport Capital Improvement Plan Discussed, No Action Taken

Runway Lights Flight Check Discussed, No Action Taken

Airport Updates: Discussion, No Action Taken.

Motion by Glab Second by Veers to adjourn, All Ayes, Meeting adjourned at 1:00 P.M.

Respectfully submitted by Jeffrey Gaier

# Marshfield Municipal Airport Roy Shwery Field Airport Management Report March 21st, 2024



Governor Evers flew into Marshfield this past week. He was here to tour Marshfield Utilities and the new temporary PFAS filtration system at Marshfield Utilities. The filtration system has helped the City clean out four of fifteen wells. All fifteen wells are operating fully and the City and State are looking into long-term solutions for the system. The Governor was met at the airplane by State Patrol officers who took the Governor to and from Marshfield Utilities. He was on the ground for about an hour and ½ before he returned. All in all it was just a quick stop. The Governor arrived in one of the State's PC-12 aircraft.



John Berg reached out to ProSticker LLC. They are a company that specializes in all weather decals. John took the files to them for the historical marker by the bike path. He gave them the dimensions needed for the decals. Decals were made to replace the previous decals on the plates. John put the decals on the plates and placed them back on the historical marker. They look good and should last us for a while. The cost of having the decals made for the historical marker is \$211.



We were hoping the warmer weather would stick around longer as it would mean a continuation of the runway patching project. We are anticipating the project will start up again when the temperatures are consistently warm. We still have crack filling that will be completed on the runways and taxiways. We are also anticipating

the runways and taxiways will have their painting touched up. The runways will be closed on when the workers and equipment are on them.

Wisconsin Bureau of Aeronautics is offering a Land Use and Airport Operations Seminar May 1st through May 2nd in Rothschild at the Central Wisconsin Convention and Expo Center. Some of the topics at the seminar are: planning for airport projects, airport compliance, land acquisition, land use changes, temporary airport closures for non aeronautical purposes, security, responding to an aircraft accident, electrifying aviation the future of electric aircraft. Registration is \$115 for both days or \$60 for a single day. Jeff will be driving up both days so if anyone wants to meet at the Marshfield Airport in the morning and ride along they are welcome.

There has been a little bit of an increase this month in business activity into the airport. We have seen some returning businesses that slowed down in the winter increase their use of the airport lately. We have also seen some new aircraft into the airport to do business within the City. Lately we had a helicopter on the field for a day that is doing survey work North of Marshfield for the proposed wind farms between. The warmer temperatures have certainly helped encourage people to come out and go flying again. This is typical as some pilots don't like flying in the colder weather. We have also seen an increase in the use of the rental aircraft at the airport.

On May 15th we are anticipating multiple law enforcement officers at the airport to do a day of training throughout the airport. There may be some canine units doing some practice at the airport as well.

Discovery Education Station will once again be hosting Skybound Adventure Festival at the airport on Aviation Day August 17th, 2024 weather permitting. They are planning on having model rocket launches, RC Aircraft and drone aircraft demonstrations for kids, families and anyone in attendance.

Tyler Stargardt and Kendra Gehm will be having their wedding and reception at the airport on June 22nd, 2024. Tyler is a local pilot that began his flying career at the Marshfield Airport. He is now a captain working for Delta airlines. They are anticipating decorating a day or two ahead of the wedding.

Jeff has been talking with John from the Wausau Downtown Airport. John is unable to start the Flying Hamburger season for 2024. Marshfield will be the kickoff airport for the 2024 Flying Hamburger Season. Being that it is going to be the



first social of the season we anticipate a reasonable turnout of people, weather permitting of course. This year marks the 10th anniversary of the Flying Hamburger Social.

Happy Flying  
Duffy, Alice, Robert and Jeff Gaier



Marshfield Municipal Airport,  
Roy Shwery Field  
Activity Report For The Month  
of March 2024



**Flight Operations at the airport, (a departure or landing), for this month 2024**

Jet	Turbo Prop	Twin	Single	Helicopter	Light Sport	Total
14	24	14	264	120	12	448

**Flight Operations at the airport in 2023\*\* for this month**

Jet	Turbo Prop	Twin	Single	Helicopter	Light Sport	Total
16	14	16	136	120	6	308

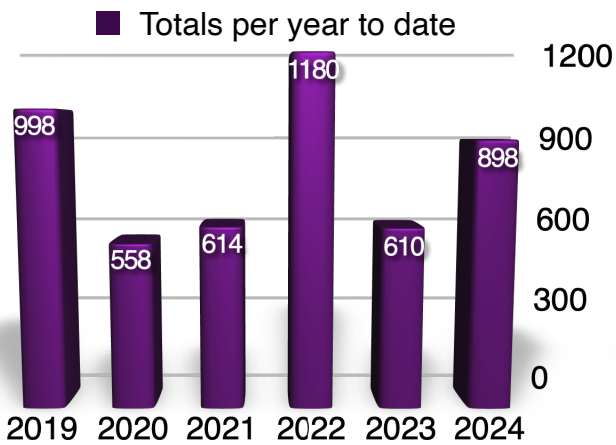
**Six Year Comparison Of Operations**

Year	2019	2020*	2021	2022	2023	2024
Jet	26	26	14	34	40	30
Turbo Prop	44	48	36	52	50	60
Twin	10	20	10	20	48	26
Single	532	222	284	600	278	488
Helicopter	378	242	256	558	348	282
Light Sport	8	0	14	0	18	12
Total	998	558	614	1180	610	898

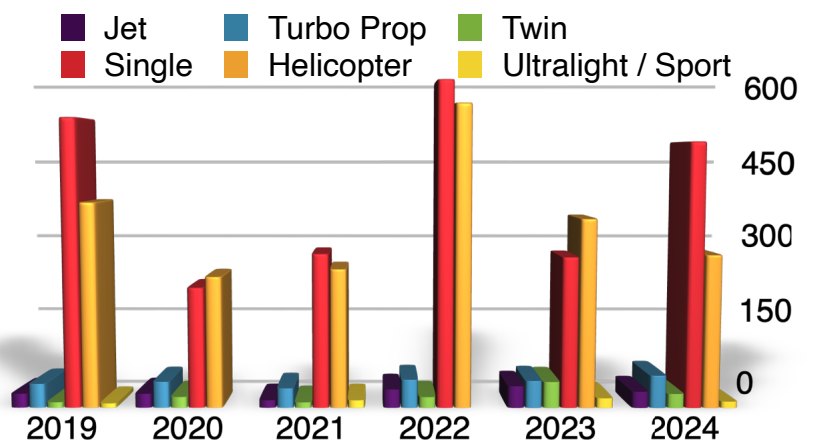
All information in this report is estimated based on the activity at the airport for the month. An Operation is considered a take off or a landing.

**\*2020 Data from March to April data in this report may not be correct due to no meetings in 2020 because of Covid-19 Restrictions and the inability to meet.**

### Operations Totals Over The Past Six Years

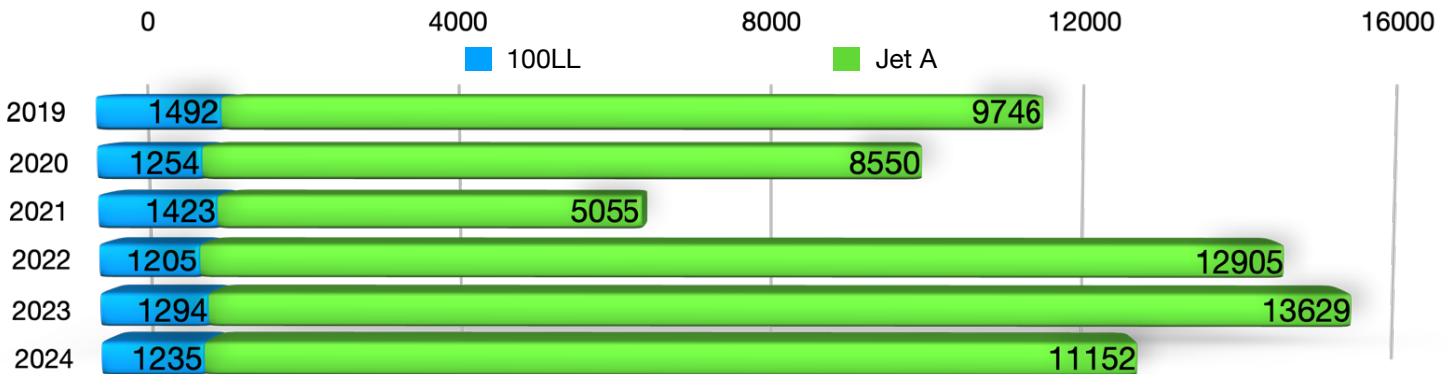


### Types Of Aircraft That Have Visited Marshfield Per Year

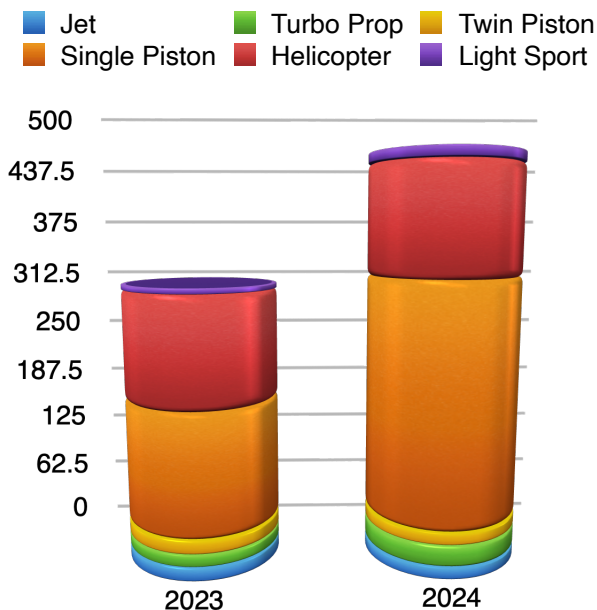


### Fuel Sold (Readings are taken between airport meetings, not at the beginning and ending of the month)

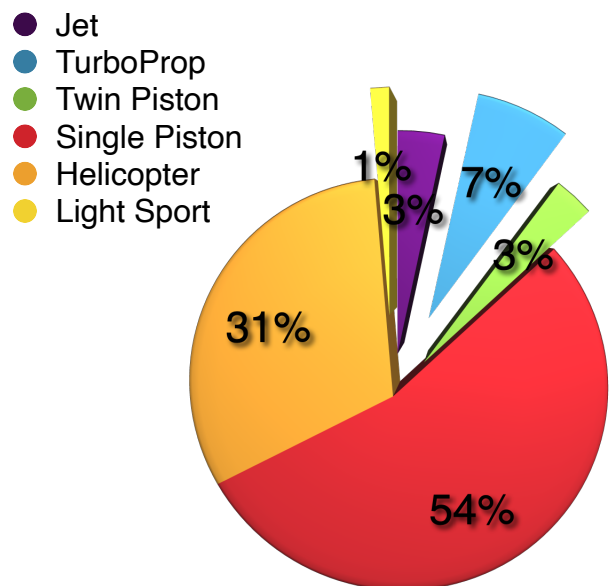
Year	2019	2020	2021	2022	2023	2024	Sold This Month
100LL	1492	1254	1423	1205	1294	1235	863
Jet A	9746	8550	5055	12905	13629	11152	7284



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

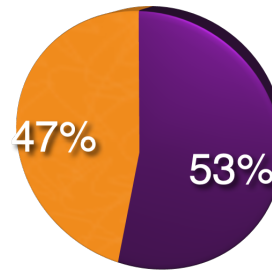


### Percentage Of Operations By Type of Aircraft



### Local Traffic and Transient Traffic

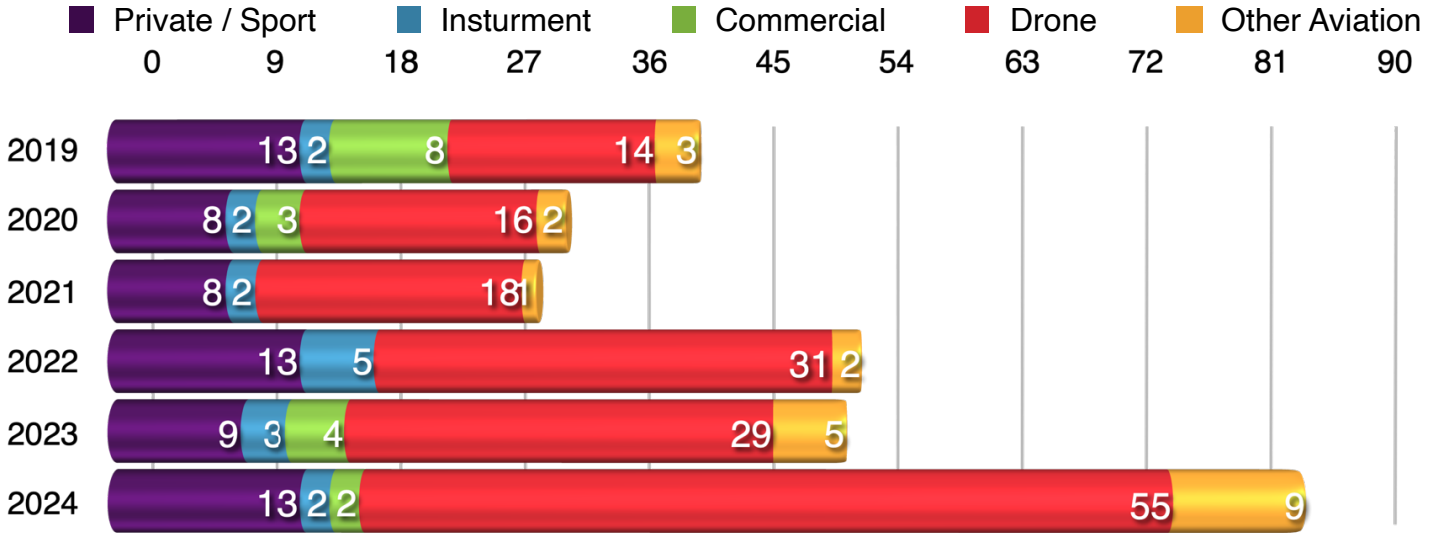
Year	2019	2020	2021	2022	2023	2024
Transient	180	238	160	182	260	422
Local	818	320	354	422	658	476



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

- Local Traffic
- Transient Traffic

### PSI FAA Exams Administered by Duffy's Aircraft



Conference Room Use - The conference room at the airport is free on an appointment basis. People, Groups or Organizations who would like to use the conference room contact Jeff at the airport to schedule the use and time. The room was used this month by:

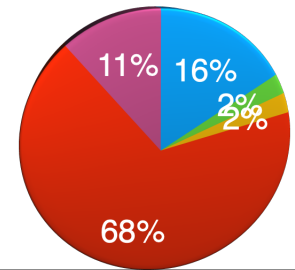
**The Marshfield Airport Committee, Central Wisconsin Apple User Group, Transient Pilots,**

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

- |   |                                |
|---|--------------------------------|
| Marshfield Hotel / Libby McNeal's             | El Mexical                     |
| Holiday Inn / The Rivers                      | Nutz Deep II                   |
| Woodfield Inn / Logjam                        | Crabby Daves                   |
| Baymont Hotel                                 | Daily Grind                    |
| Blue Heron / West 14th                        | Weber's Farm Store             |
| Marshfield Clinic & Marshfield Medical Center | Central Cafe                   |
| Festival Foods                                | Melody Gardens                 |
| The Kitchen Table                             | Casa Amigos                    |
| Target  | McDonalds                      |
| Walmart                                       | Enterprise Rental Car          |
| Menards                                       | Associated Sales and Leasing / |
| Fleet Farm                                    | USAVE Auto Rental              |
| Subway  |                                |
| Chips   |                                |
| Little Casears                                |                                |
| Hardees                                       |                                |
| The Store                                     |                                |
| Nasonville Dairy                              |                                |

### Percentage of Types of Exams Given This Year

- Private & Sport
- Instrument
- Commercial
- Drone
- Other Aviation



### Summary of the month

- ✈ Student - Student training picked up this month.
- ✈ Business Activity - Business traffic increased this month. Traffic consisted mostly of small aircraft and light twins this month. We had some newer business aircraft show up this month.
- ✈ Medical Traffic - Helicopter and PC-12 med flights were normal for this time of year,
- ✈ Single Engine and Sport Activity - Single engine and sport activity were up. The warmer weather helped boost activity.

## Individuals and Businesses That Have Utilized The Airport In Some Form Or Way This Month

Compiled from the regular airport users of the month, PSI Test Takers, Fuel Sales, Retail Sales at the FBO and traffic noticed by FBO  
Note: There may be some duplicates that were missed by Jeff. Not all people put in their full N-Numbers in at the Fuel Pump.

Duffy's Aircraft Sales and Leasing  
Inc.

Life Link III - Marshfield - Med Flight

Wheeler's Chevy Olds Pontiac  
Cadillac Inc.,

Dan Wheeler & Family

Duffy & Alice Gaier

Bob Gaier

Jeff Gaier

Howard Joling

David Wells

Jackson Swita

Dana Fern

Jeron Hiller

Dan Hiller

Troy Rens

Howard Rand

Dan Reis

Randy Gershman

Custom Fabrication and Repair

Brian Barnett

LJ Aviation

Roehl Transport

Robert Glab

Steve Shiner

Wayne Short

Jim Shires

Justin Smith

Bill John

Linus Snyder

Landis Sensing

Steve Humphrey

Bob Thill

Thomas Pue

Specialty Aero Services LLC

Quality Tank

Spring City Aviation

Matt Hoffman

Aidan Hadlock

Jamie LaSee

Roy Riehle

Dakota Tennant

Nor-Am Cold Storage

Wausau Flying Service

Rhineland Flying Service

Civil Air Patrol - Eau Claire

Civil Air Patrol - Stevens Point

Central Wisconsin Aviation -

Mosinee, WI

Gibson Aviation

Morey Airplane Company -

Middleton, WI

Mayo One (Medflight Helicopter  
from Eau Claire)

Aspirus Medevac (Medflight

Wausau) N611SJ

Life Link III (Medflight Rice Lake -  
Helicopter)

Gunderson Lutheran (La Crosse  
Medical Helicopter)

Life Link III (Medical Helicopter  
Rhineland)

Life Link III (Medflight Minneapolis -  
Fixed Wing)

Guardian Flight LLC (Medflight Iron  
Mountain, MI)

Wings Air Charter LLC

Celestial Kinetics Flight Academy  
LLC (Waupaca, WI Flight School)

R Barhauser (5409L)

Don Hoper (N335V)

Pete Vercooteren (9546Y)

Larry Clark (48VM)

Mike Bloedorn (87MC)

Ben Junker (218LG)

Jeff Jansen (8124Q)

Jeff Chang (988TJ)

Ashlyn Barwick

Evan Bloemers

Harry Dolan

Alex Kersmeir

Jacob Mallmann

Cauy Huntington

Matthew Susa

Ryan Williams

Gary Weltzien

Christopher Colgan

Reilly Dibble

Alex Stank

Justin Evans

Taylor Scheike

William Thatcher

Jake bassuener

Brian Roach

Dallas Bazewicz

Adam Meddaugh

Darwin Martin

Gary Weltzien

Richard Räu

Matthew Oberholtzer

Kevin Huiras

Garett Sell

Vishnu Teja Kommieneni

James Kruger

Jared Anderson

Scott Exner

Shannon Haley

Chad Cornelius

Tyler Gardner

Nicholas Kent

Kelly Foster



City of Marshfield - General Airport Budget 2024

Account #101-53510-33						
Object#	Description	2024 Amount Approved	2024 March	Firm / Expenses Paid	Used To Date	Balance Remaining
52100	Professional Services	57505.00	9586.00	Airport Management Feb & March 2024	14,379	43126.00
52210	Electric	15633.00	1120.51	Marshfield Utilities Jan 2024	2325.37	13307.63
			1204.86	Marshfield Utilities Feb 2024		
52220	Water	678.00	42.03	Marshfield Utilities Jan 2024	84.06	593.94
			42.03	Marshfield Utilities Feb 2024		
52230	Sewer	497.00	23.16	Marshfield Utilities Jan 2024	46.32	450.68
			23.16	Marshfield Utilities Feb 2024		
52240	Fire Protection Charge	4272.00	213.75	Marshfield Utilities Jan 2024	427.50	3844.50
			213.75	Marshfield Utilities Feb 2024		
52260	Heating - Gas	2950.00	352.29	WE Energies Jan. 2024 Invoice	748.33	2201.67
			396.04	WE Energies Feb. 2024 Invoice		
52300	Telephone	2250.00				2250.00
52400	Repair / Maintenance Services Streets	18000.00	325.00	Duffy's Aircraft Snow Removal Invoice 03212024A	3375	14625.00
52500	Repair / Maintenance Services	48000.00	280	K and C Cleaning, LLC Service for Feb. 2024 Cleaning Invoice #14882	665	47335
			25.00	Duffy's Aircraft Invoice 03212024B		
53100	Office Supplies & Exp	800.00				800.00
53200	Publications & Dues	200.00			205.00	(5.00)
53400	Operating Supplies	1900.00	211.00	ProSticker, LLC Invoice 7162 for decals on historical display	211.00	1689.00
53500	Repair / Maintenance Supplies	4800.00			160.55	4639.45
55110	Building & Contents	4232.00				4232.00
55150	Airport Liability	6500.00				6500.00
53510	<b>Airport Grand Totals</b>	168217.00	14058.58		22627.13	145589.87

**HISTORIC PRESERVATION COMMISSION MINUTES**  
**APRIL 1, 2024**  
**(Annual meeting)**

**PRESENT:** Ken Bargender, Kris Coleman, Kim Fredrick, Bill Penker, Vickie Schnitzler, Mike Weigel  
**ABSENT:** Brian Giles  
**OTHERS:** None

Chairperson Schnitzler called the meeting to order at 5:00 p.m. in the City Hall public conference room.

**Discuss multiple items**

- Review 2023 accomplishments
  - Held State HPC conference in Marshfield (April)
  - Evaluated possible National Register candidates
  - Submitted Wood County grant application
  - Participated in Cultural Fair, Middle School Art Show and awards
  - Continued Out & About program
  - Implemented 3<sup>rd</sup> grade Art Show and competition (in honor of Ken Wood)
  - Presented annual Stewardship Award
  - Placed historic signs in districts and on buildings
  - Participated with booth at Maple Fall Fest
  
- Discuss various projects (2024 and beyond)
  - National Register of Historic Places: Reviewed list from 2005; identified #8, #12, and #13 as top candidates, with #2 as a backup. Stierle Bird was also noted as a future possibility.
  - 2024 Wood County grant disbursement: One sign for each of the 3 historic districts, and one brochure holder for each one. Both brochure holders for downtown, total cost about \$5,711.
  - New/better signage: Add or revise wayfinding signs to include the City's historic districts.
  - 2025 budget request: Increase 2025 budget to allow for funding more historic brochures.
  - 2024 Stewardship Award:  
**HP 24-09** Penker moved and Bargender seconded the motion to give the 2024 Stewardship Award to Chris/Erin Howard for their continued work on historic properties in downtown Marshfield. **Motion carried**
  - Historic District Design Guidelines: Reference was made to guidelines used by Stevens Point and La Crosse. Members agreed to review Chapters 8-9 of the HPC Training Program at the next regular meeting in May.
  - Long-range planning ideas: Penker will follow up on a letter on Catholic Church properties maybe being added to the National Register.
  - Task list for the remainder of 2024
    - Work with Communications Department staff on a promotional campaign.
    - Check on City Pages Wausau for adding historic events.
    - Make contact with area radio stations.
    - Identify Out & About businesses for 2025.
    - Maintain accurate count of brochures on hand

Bargender moved and Weigel seconded the motion to adjourn. Motion carried. Schnitzler adjourned the meeting at 6:30 p.m.

Respectfully submitted,

Steve Barg  
City Administrator  
(from notes provided by Kris Coleman)

**HISTORIC PRESERVATION COMMISSION**  
**APRIL 1, 2024**  
**(Regular meeting)**

**PRESENT:** Ken Bargender, Kris Coleman, Kim Fredrick, Bill Penker, Vickie Schnitzler, Mike Weigel  
**ABSENT:** Brian Giles  
**OTHERS:** Tom Loucks, Communications Director; Steve Barg, City Administrator

Chairperson Schnitzler called the meeting to order at 3:35 p.m. in the City Hall Public Conference Room.

**Approve minutes – February 5, 2024**

**HP 24-07** Fredrick moved and Penker seconded the motion to approve the February 5, 2024 minutes as presented.

**Motion carried**

**Approve minutes – March 4, 2024**

**HP 24-08** Weigel moved and Penker seconded the motion to approve the March 4, 2024 minutes as presented.

**Motion carried**

**Citizen comments**

- Penker advised that a beautiful and expensive organ will be displayed at the Last of Gothic Revival on Saturday, April 6<sup>th</sup>.
- Weigel stated that Loucks did an interview honoring the 70<sup>th</sup> anniversary of Faith Lutheran Church.
- Bargender said that North Wood County Historical Society's Easter Egg Hunt held on March 23<sup>rd</sup> went well, with more than 400 people in attendance, and 176 children participating in the event.

**Plan TV program for Historic Preservation Month**

After discussion, it was agreed to do a program highlighting a few of the City's prominent historic assets, (Round Barn, Upham Mansion, Engine 2442, etc.). Bargender, Coleman, Schnitzler, and Weigel agreed to work with Loucks and Communications Specialist David Ballerstein on this project.

**Discussion and future planning for Out & About**

Coleman is working with Recreation Manager Amanda Bruce to get pool passes and other items from the Parks and Recreation Department to serve as prizes. Fredrick will work with MACCI to get a Marshfield Monopoly board game. Themes for the 4-week program during the month of May will be Engine 2442, Wildwood Park/Zoo, Round Barn, and Upham Mansion (possibly Marshfield Municipal Airport, too).

**Staff updates**

Barg mentioned that Carrie Edmondson, Assistant City Administrator/Community Development Director, resigned her position on March 29<sup>th</sup>. Efforts will be made soon to find a replacement for this position.

**Suggested items for future agendas**

Continued discussion of the Out & About program

**Announce next meeting date/time**

Schnitzler announced that the next meeting will be held on Monday, May 6<sup>th</sup> at 3:30 p.m. in the City Hall Public Conference Room.

With no other business before the Commission, Penker moved and Coleman seconded a motion to adjourn. Motion carried. Schnitzler adjourned the meeting at 4:25 p.m.

Respectfully submitted,

Steve Barg  
City Administrator

# **CWSF Board of Directors Meeting Minutes**

April 15<sup>th</sup>, 2024 AT 6:30 PM

Fair Office - 513 East 17<sup>th</sup> Street Marshfield, WI

**ROLL CALL:** Dale Christiansen, Gary Bymers, Kari Schwingle, Sandy Leonhard, Brad Hamilton (virtual), Heather Wellach, Jeff Viergutz, Derek Wehrman, Joyce Karl, Scott Karl

**Not Present:** Kara McManus, Nick Wayerski, Peggy Sue Behselich

The meeting of the Central Wisconsin State Fair Board was called to order at 6:39pm in the Fair Office building at the Central Wisconsin State Fair Grounds in Marshfield, WI.

**Public Comment:** None

**Approval of Minutes:** Minutes from February were presented and reviewed. Heather Wellach made a motion to approve the minutes. Brad Hamilton seconded. All approved.

**Financial Report:** Vendors are coming in a little slower, but entertainment is taking off strongly. Gary Bymers made a motion to approve Financial Reports, Derek Wehrman seconded. All approved.

**Executive Report:** Things are going well in the office. Haley will be interning for the fair this year and next summer's fair. Really impressed with her help!

**Junior Fair:** Coming along well, all fair book changes done and submitted for a one-year book. Pushed back to June 1<sup>st</sup> the Scholarship rubric. July date is set for entries to be due and will open June 1<sup>st</sup>. Not too many big changes at this time.

**Fair Update:** Merch vendors are filling up fast, food vendors are a little slower. Looking at putting merch vendors up Peach Street. We have an ample amount of them and are looking for additional space. Food vendors are quiet but they will be getting a reminder within the next week or so. Entertainment is all booked and ticket sales are doing phenomenally. Met with wood carvers and will be doing demonstrations. Will be coordinated with WOW. Hot Glass Academy will be coming as well. Also, a comedian family show. Got a Polka band scheduled for senior day as well.

**Fair Park Management:** Meeting will be held next week for more updates.

## **Committee Reports**

**Executive:** Did not meet

**Sponsorship:** Has not met, but Dale is working on a few sponsorship packages. More emails will go out shortly and follow up messages.

**Market:** Met and ordered t-shirts for volunteers and fair workers. Sponsored by Century21. Geofencing stats are going well. Looking at doing a few TV Commercials through steaming networks. Have cut back on print advertising. 3 billboards are in process of designing for our entertainment features. We are also putting together donation baskets.

**Fairest of the Fair:** Have not met, looking to restructure the program.

**Volunteer:** Did not meet but are starting to get golf cart drivers and more. Gate volunteers and bartenders are sitting good already. Will be tightening up gate control.

**Livestock:** Met in March, starting to get things squared away. Looking into putting rain gutters on the barn. We already have electric on one end and are looking to extend that as well.

**Draft Horse:** Did not meet.

**Building and Grounds/ Park Management:** We will be making improvements on the wash rack. We will be adding a tie bar in the middle of the wash rack a little higher to offer more space. Black top on the north side has a bid and looking into what that will look like. Have roofers looking at hail damage as there is major damage to the Round Barn, may need to be replaced. City is looking into this and sending insurance adjuster. Garbage company has changed this year.

**WOW Committee:** They have met and are planning an environmental day on Tuesday. Girl/Boy Scouts can earn a badge. Planning a garden day. Mid-State may be coming in to do something as well. Outdoor and nature-talking with the Mead to do crafts. Bees on Friday, cheese, cranberries and Maple syrup. Ag safety on Saturday and Sunday for dairy day.

**New Business:** Looking at a few different parking adjustments to help with volunteer and board participation. Future meetings, construction on 14<sup>th</sup> st.

**Next Agenda:** Will continue with committees and continue to talk about volunteers and sponsorships. Tying to get the fair booklets done asap.

**Next Meeting: May 20, 2024**

**Adjournment:** Derek Wehrman made a motion to adjourn at 7:46pm to adjourn. Heather Wellach seconded. All approved.

Respectfully,

Kari Schwingle

EVERETT ROEHL MARSHFIELD PUBLIC LIBRARY  
105 S. Maple Ave  
Marshfield, Wisconsin 54449

NOMINATIONS COMMITTEE MINUTES  
Monday, April 22, 2024  
4:30 p.m.

Present: Xin Ruppel, Jean Swenson, Kayla Marx, Rachel Stankowski, Kim Vrana, and Library Director, Jill Porter

The meeting was called to order by Porter at 4:30 p.m.

Ruppel nominated Stankowski as chair. Second by Vrana. All ayes. Motion carried.

Discussion concerning possible candidates for office followed.

Vrana moved, second by Marx to present the following slate of officers for nomination at the May 16, 2024 Library Board meeting:

President: Kim Vrana  
Vice-President: Rachel Stankowski  
Secretary: Jean Swenson  
Treasurer: Kayla Marx

All Ayes. Motion carried.

Seeing no further business, Stankowski adjourned the meeting at 5:08 p.m.

Respectfully submitted,

Jill Porter  
Library Director

**FIRE AND POLICE COMMISSION**  
**JUNE 13, 2024**

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

**PRESENT:** Commissioners Penker, Gershman, Hanson, Keogh, and Meek (via Zoom)

**ALSO PRESENT:** Police Chief Geurink, Interim Fire Chief Clements, Deputy Fire Chief Bakos, Deputy Fire Chief Mueller, Deputy Fire Chief Weiland, Deputy Fire Chief Jonas, Deputy Fire Chief Altman, Mayor TeStrake, Police Officer Jacob Maxson, Police Officer Harley Jones, Police Officer Nicole Gruber, Associate IT Analyst Shawn Schroeder, and fire department Administrative Associate Panzer

Roll call was taken.

Public comment period/correspondence: None

**Election of Officers**

Administrative Associate Panzer asked for nominations for President.

Commissioner Hanson nominated Commissioner Keogh for President.

Administrative Associate Panzer asked if there were any other nominations for President. There were no further nominations.

**FP24-038** Motion by Gershman, second by Hanson to close the nominations and cast a unanimous ballot for Andy Keogh for President.

Roll call vote: Ayes - Penker, Gershman, Hanson, and Meek; Abstained - Keogh

**Motion carried**

Commission President Keogh took over chairing the meeting as President at this time.

Commissioner Keogh asked for nominations for Vice President.

Commissioner Gershman nominated Commissioner Hanson for Vice President.

Commissioner Keogh asked if there were any other nominations for Vice President. There were no further nominations.

**FP24-039** Motion by Gershman, second by Penker to close nominations and cast a unanimous ballot for Chris Hanson for Vice President.

Commission voted via paper ballot. Ayes- 3, Nay - 1; Commissioner Meek's verbal vote wasn't needed.

**Motion carried**

Commissioner Keogh asked for nominations for Secretary.

Commissioner Gershman nominated Commissioner Meek for Secretary.

Commissioner Keogh asked if there were any other nominations for Secretary. There were no further nominations.

**FP24-040** Motion by Penker, second by Gershman to close nominations and cast a unanimous ballot for Steve Meek for Secretary.

Roll call vote: Penker, Gershman, Hanson, Keogh, and Meek; all ayes

**Motion carried**

Police Chief Geurink introduced Police Officers Nicole Gruber and Harley Jones.

Police Officers Jacob Maxson, Nicole Gruber, and Harley Jones left the meeting at 7:41 a.m.

**FP24-041** Motion by Penker, second by Hanson to approve the minutes of the May 16, 2024 regular meeting.

**Motion carried**

Commissioner Penker presented several Fire Service and Law Enforcement news updates.

The police department bills were reviewed.

**FP24-042** Motion by Gershman, second by Penker to approve the police department bills dated May 29, 2024 in the amount of \$11,365.27, and the police department bills dated June 12, 2024 in the amount of \$25,918.72.

Roll call vote: Penker, Gershman, Hanson, Keogh, and Meek; all ayes.

**Motion carried**

The fire department bills were reviewed.

**FP24-043** Motion by Hanson, second by Penker to approve the fire department bills dated May 29, 2024 in the amount of \$11,977.89, and the fire department bills dated June 12, 2024 in the amount of \$103,091.55.

Roll call vote: Penker, Gershman, Hanson, Keogh, and Meek; all ayes.

**Motion carried**

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

Police Chief Geurink gave an update on the Wildwood Building. The next step is to put it on the CIP for blueprint and design. If it moves forward, we are hoping to spread the build into two different budget seasons to try and make it fit in the budget. The building is currently being used for training and the Communications Department is temporarily storing some of their equipment there while they are remodeling.

**FP24-044** Motion by Hanson, second by Gershman to approve the promotion of Police Officer Jacob Maxson to the position of Detective.

Roll call vote: Penker, Gershman, Hanson, Keogh, and Meek; all ayes.

**Motion carried**

**FP24-045** Motion by Gershman, second by Penker to approve the promotion of Police Officer Mack Scheppler to the position of Detective.

Roll call vote: Penker, Gershman, Hanson, Keogh, and Meek; all ayes.

**Motion carried**

Police Chief Geurink announced Police Officer Matt Klug was selected for the K9 handler position at the police department. Officer Klug will be going to school in September and will hopefully will be serving by Christmas.

The fire department activities, training reports, and correspondence packet was placed on file. It was noted that EMS Week was May 19<sup>th</sup>-25<sup>th</sup>. Marshfield Fire and Rescue has been celebrating EMS week by highlighting all the employees who had a hand in a confirmed cardiac save in the previous year. There were 11 confirmed saves in 2023.

Deputy Fire Chief Mueller gave an update on the Training Center. The City of Marshfield and Mid-State Technical College entered into an agreement in 2021. We have been able to utilize those funds effectively for the training ground.

Completed projects since 2021:

- Utilized an older garage on the site by adding heat and air conditioning, internet and wi-fi to it to allow for some indoor facility training areas in inclement weather.
- Revamped the training tower by adding some things to allow us to have safer features on it; such as ladders.
- We did some weed control and also took care of all the trees and cleaned it up to make it very presentable. We've also entered into some lawn contracts to take care of that on a long-term basis.
- The training props; Denver Drills, were built by department personnel on all three shifts.

Future plans:

- 3 story training facility, which will allow for active fire training in that building along with search and rescue.

Other things to look at in the future:

- Backdraft convincer props
- Flashover convincers
- Confined space props
- Forcible entry props
- Gas props
- Hazardous materials props

This is a long-term project. He encouraged the commissioners to come down to the training facility for a tour.

Items for future meetings: Invite some of the Police Department's Spanish language experts to a future meeting.

Recessed for 5 minutes at 8:16 a.m.

**FP24-046** Motion by Penker, second by Gershman to go into closed session under Wisconsin Statutes Chapter 19.85(1)(c); “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” Specifically, the Commission will consider the performance, promotion and compensation of multiple specific officer supervisor positions.

Roll call: Penker, Gershman, Keogh, Hanson, and Meek; all ayes. (Time: 8:26 a.m.)

**Motion carried**

Present in closed session: Commissioners Penker, Gershman, Hanson, Keogh, Meek (via Zoom), Interim Fire Chief Clements, Deputy Fire Chief Bakos, Deputy Fire Chief Mueller, Deputy Fire Chief Weiland, Deputy Fire Chief Jonas, and Deputy Fire Chief Altman.

Interim Fire Chief Clements, Deputy Fire Chief Bakos, Deputy Fire Chief Mueller, Deputy Fire Chief Weiland, Deputy Fire Chief Jonas, and Deputy Fire Chief Altman left the meeting at 9:05 a.m.

**FP24-047** Motion by Gershman, second by Penker to return to open session.

Roll call: Penker, Gershman, Hanson, Meek, and Keogh; all ayes. (Time: 9:26 a.m.)

**Motion carried**

**FP24-048** Motion by Gershman, second by Penker to support the Marshfield Fire and Rescue Department Leadership Development Plan.

Roll call vote: Penker, Gershman, Hanson, Keogh, and Meek; all ayes.

**Motion carried**

**FP24-049** Motion by Gershman, second by Penker to appoint Deputy Chief Mueller to Chief of the Marshfield Fire and Rescue Department upon the retirement of Interim Chief Clements.

Roll call vote: Penker, Gershman, Hanson, Keogh, and Meek; all ayes.

**Motion carried**

**FP24-050** Motion by Meek, second by Gershman to remove current applicants from consideration for Fire Chief.

Roll call vote: Penker, Gershman, Hanson, Keogh, and Meek; all ayes.

**Motion carried**

Motion by Gershman, second by Hanson to adjourn the meeting at 9:33 a.m.

**Motion carried**



Marshfield Fire and Police Commission  
Steve Meek, Secretary

lp

# Special Marshfield Airport Committee Meeting Minutes

## June 20th, 2024

Present: John Berg, Ed Wagner, Dan Maurer, and Jeff Veers

Absent: Linda Roehrborn - Rodriguez

Also Present: Andy Trimble from the Wisconsin Bureau of Aeronautics, Karl Kemper from Becher-Hoppe Associates, Sean Sailer from Becher-Hoppe Associates, Members of Fahrner Asphalt and Jeff Gaier

The Primary Contractor American Asphalt did not attend. They were confident with their final product.

There was no action taken during the meeting. Andy Trimble, Karl Kemper, Sean Sailer, the Fahrner Asphalt subcontractors and Jeff Gaier went out on the runway and inspected the patching repair project.

The work was completed within the time frame of the project. Becher and Hoppe will do final paperwork and submit it to the Bureau of Aeronautics to close out the project.

Respectfully Submitted

Jeff Gaier - Airport Management

# Marshfield Airport Committee Minutes

June 20th, 2024

Meeting called to Order by Airport Management Jeff Gaier at 12:02 PM.

Present: John Berg, Ed Wagner, Dan Maurer, and Jeff Veers

Absent: Linda Roehrborn - Rodriguez

Also Present: Public Works Director Tom Turchi, Mayor Lois TeStrake, Walter Embke, Karl Kemper from Becher-Hoppe Associates, Sean Sailer from Becher-Hoppe Associates, and Jeff Gaier

Election of Officers - Jeff Gaier asked the airport committee for nominations of Chairman and Vice Chairman for 2024.

AP2024-18 Motion by Maurer Second by Wagner to Nominate John Berg as Chairman and Jeff Veers as Vice Chairman. No other nominations. All Ayes,

Motion Carried

Chairman John Berg took over the meeting

Citizens Comments: None

Due to an issue with the April meeting, All April items are on this agenda to be approved.

AP2024-19 Motion by Wagner, Second by Maurer to approve the meeting minutes of March 21st, 2024. All Ayes

Motion Carried

AP2024-20 Motion by Veers, Second by Maurer to approve the meeting minutes of May 16th, 2024. All Ayes

Motion Carried

AP2024-21 Motion by Veers Second by Maurer to approve the airport management report for April 2024. All Ayes,.

Motion Carried

AP2024-22 Motion by Maurer Second by Veers to approve the airport management report for June 2024 with the estimate for the 29th Street Sign repair separate. All Ayes,.

Motion Carried

Note: Airport Management received an estimate for the sign repair on 29th Street and Central Avenue. This was presented as part of the airport management report. The storm of May 21st 2024 damaged a small portion of the sign. Airport Management received an estimate for the repair. A request was also made for an estimate to replace the South side airplane portion of the sign as the graphic was cracked and faded from the Sun. The estimate for the repair is \$784.00. The estimate for the South side sign replacement is \$3093.00.

AP2024-23 Motion by Veers, Second by Maurer to direct airport management to have the propeller and South facing sign repaired but not the light replacement based on the estimate from Graphic House. All Ayes,

Motion Carried

AP2024-24 Motion by Veers, Second by Maurer to approve the airport activity report of April 2024. All Ayes,

Motion Carried

AP2024-25 Motion by Maurer, Second by Veers to approve the airport activity report of June 2024. All Ayes,

Motion Carried

AP2024-26 Motion by Veers Second by Maurer to approve the airport bills for April 2024. All Ayes,

Motion Carried

AP2024-27 Motion by Veers Second by Maurer to approve the airport bills for June 2024. All Ayes,

Motion Carried

Airport Updates: Discussion, No Action Taken.

Motion by Maurer Second by Veers to adjourn, All Ayes, Meeting adjourned at 1:00 P.M.

Respectfully submitted by Jeffrey Gaier

# Marshfield Municipal Airport Roy Shwery Field Airport Management Report April 18th, 2024



Weather has greatly impacted activity this month which has caused a airdecline in activity. There has been several days of wet snow the end of March and beginning of April. We have also had multiple days of rain in April followed with high winds. That has limited traffic into and out of the airport.

On Tuesday April 16th the Principal from Washington Elementary school called about a helicopter flying in the high winds. The helicopter was being batted around in the winds and was flying near Washington elementary school conducting inspections of the power lines. Due to the winds and unusual flight pattern the helicopter was using the Principal and play ground teachers called the children inside the school at recess. There were wind gusts over 40 miles an hour that day reported by the Automated Surface Observation System at the airport.



*This was not the inspection helicopter spotted on the 16th of April. This was another survey helicopter that was in this month doing survey work North of Marshfield.*

The FAA sent a notice of height obstruction approval for crack filling at the airport. In one of the more unusual new requirements Becher-Hoppe submitted runway coordinates to the FAA of multiple locations on the runway for the potential of equipment and height of equipment on the runway. The FAA has approved the heights. One of the conditions of the height report is the Airport Sponsor continue to do what it can to keep the airport open. Jeff anticipates that crack filling will be happening soon when the weather is more consistently warm and dry.

The patching on the runway has been holding up well with the snow and rain we have received. There was minimal frost which is now out of the ground.

During the last snow removal activities a panel on the Wheeler hangar was damaged. Duffy's Aircraft has replaced the panel. Thankfully it was done in the small truck so it was easy to repair.



Airport Management would like to thank Rob Glab for his time on the airport committee. Thank you for serving in the National Guard. We wish you the best luck in your aviation career of learning the Blackhawk helicopter with the National Guard. We look forward to having you back around the airport after your training.

Happy Flying

Duffy, Alice, Bob and Jeff Gaier



*Duffy's Aircraft student Aidan H. Returning after his long cross country flight. The long cross country is a training requirement as part of the private pilot training. This was a huge accomplishment.*

# Marshfield Airport Roy Shwery Field Airport Management Report June 20th, 2024



There were some breaks in the weather that the crack fillers could completing the runway patching project. The remaining cracks on the runways and taxiways were all crack filled. The edges of the new patches were also covered with crack fill material. Some of the new patches did show hairline cracking in the center from the winter. Any cracks found in the new patches were covered with crack fill material. The new asphalt patches in the runways held up well over the winter. However we also had a mild winter so that helped also. As part of the runway project the runway markings were also repainted. The painters also graciously touched up the ramp tie-down markings. There is a final inspection meeting on June 20th at 2 PM.

The Automated Surface Observation System (ASOS), lost power around June 6th. The National Weather Service who maintain the system tried diagnosing the problem. The breaker kept popping every time it was reset. It was determined that the line going out to the ASOS had a short in it. Merkel electric came with a line finder to see if they would find the line and the break. It was determined that a temporary above ground line would be spliced in as the ground is saturated and conditions are mucky for trenching. There is an orange cone and open hole out in the grass by the windsock. From that hole a line is run above ground as a patch to keep the ASOS operational.

Merkels Electric digging up the power line going to the ASOS. A splice was put into the line and a new line placed above ground to keep the ASOS operations. The Weather report from the ASOS is used by the aviation community for flights to and from Marshfield.



The Gate on the end of 29th street has stopped working by keypad and will not open. Jeff has tried resetting the system to no avail. The gate continues to operate by the magnetic loop. The airport tenants have been driving through the open gate on the ramp to reach the hangars on the airfield. Merkels has been called to look at the gate when they have the opportunity. Jeff has kept it closed for the time being. It can still be opened by the key and locked open if needed.

Graphic House was contacted about May 21st damage to sign at 29th Street and Central Avenue. A propeller on the North side of the sign dislodged from a mounting point and is just hanging by the remaining mounting point. In addition the South side vinyl has become cracked. Jeff has requested an estimate of a replacement of the South side of the airplane part of the sign. The damage on the South side of the sign is from exposure to the Sun and age, not the storm on May 21st.



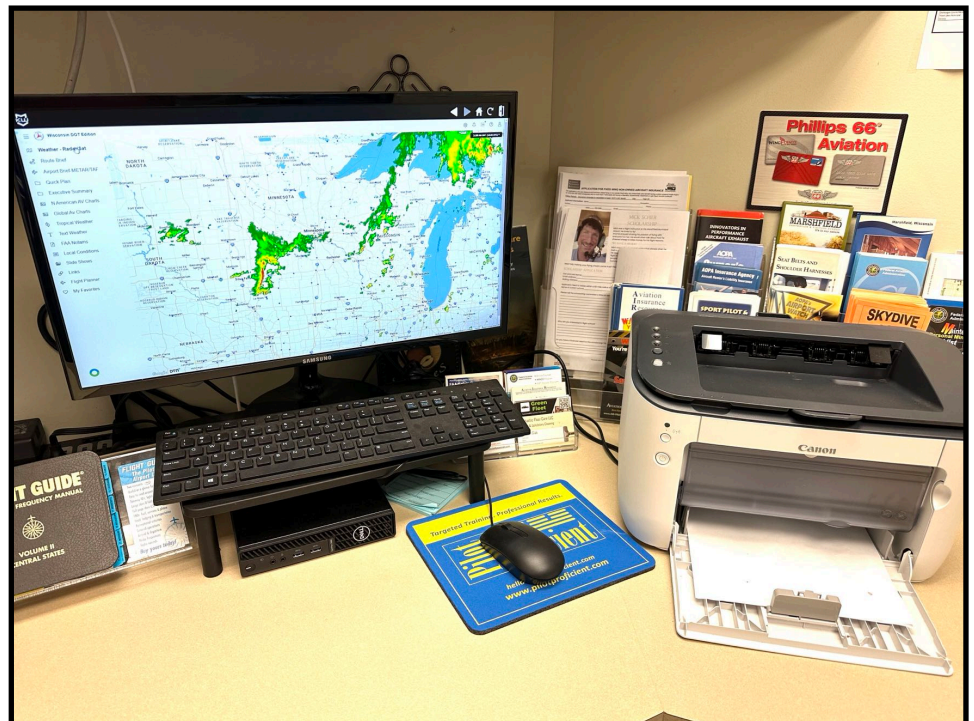


The May 21st storm also showed us that there was a leak in the terminal building. The leak was following an inner brick wall. Water pooled by the weather computer alcove and also by the entryway just outside the bathrooms. Jeff Molter from the City came out and went up on the roof with Jeff Gaier to see if they could find the leak. There was flashing on a leading edge of one of the roofs that had come loose. Jeff M. secured it back to the roof. We are not certain that was the culprit that was causing the leak. It seems to happen when there are East driving rains. So far there has not been another East driving rain and the building has remained dry.

The Wisconsin Bureau of Aeronautics sent a notice to all the airports in the State. The contract for the DTN weather computer will be expiring and not renewed. The Marshfield Airport has a DTN weather computer that is provided with assistance from the BOA. Pilots at the airport can utilize the weather computer for flight planning purposes to plan routes and look up weather. The BOA has provided Marshfield with a weather computer since 1987 when satellite technology allowed use to access weather information. Over the years the program had changed providers and changed services to utilize the internet verses a satellite. DTN was the latest provider of these weather computer services. The reasoning for the discontinuation of the contract is price, as well as pilots are

accessing weather services more through their phones and tablets. DTN has stated that they do not want the computer, monitor, printer and accessories returned. The System does have lockdown software so that it makes it only accessible to DTN services. I do have passwords from previous software upgrades to perhaps access the normal window. If that is the case we could leave the computer there and it would have internet access for anyone needing a computer to check weather from a free service provider.

***Pictured to the Right the DTN Weather computer and printer at the airport.***



Marshfield hosted the first flying hamburger social for the Central Wisconsin Branch of the socials on June 5th. Weather before the event scared away most pilots flying in. The weather was decent for the actual event and many local pilots came out for the event. Life Link III Helicopter from the Hospital flew in for the event. Karl Kemper was on his way back from Park Falls and there as weather at Wausau so he diverted to Marshfield for a hamburger.



Wood County Grant Application has been filled out for 2025. Both the Marshfield Airport and the Wisconsin Rapids Airport apply for \$15,000 grant to Wood County. This is through the Wood County CEED Committee. Both airports have been applying for this grant since the early 2000s.

On Thursday June 6th the Wisconsin Information Land Association (WILA) held a meeting and dinner at the airport. This was the first time the organization was at the airport. They had a seminar on drones and the use of information a drone can acquire for information with land surveying. A great time was had by all.



***Pictured Above and to the right the WILA Organization watching a presentation by Hal Davis from the Wisconsin Bureau of Aeronautics on drone use in land surveys.***

The bus that brought the WILA out to the airport had a little incident when it arrived at the airport. The driver thought they would drive under the car port at the airport and let the people out there. In the process of driving under the carport from the East side, they went over the curb on the North and scraped the right side of the bus against the



North East Pillar. There is no structural integrity damage to the pillar. There is some paint on the pillar. A representative of the bus company did come and speak with Jeff about it. Jeff did not see the bus but can surmise that it was a mess. A different bus and bus driver were brought in to finish the event. The second bus did not drive under the car port.



***Pictured to the left the pillar with paint scrape marks.***

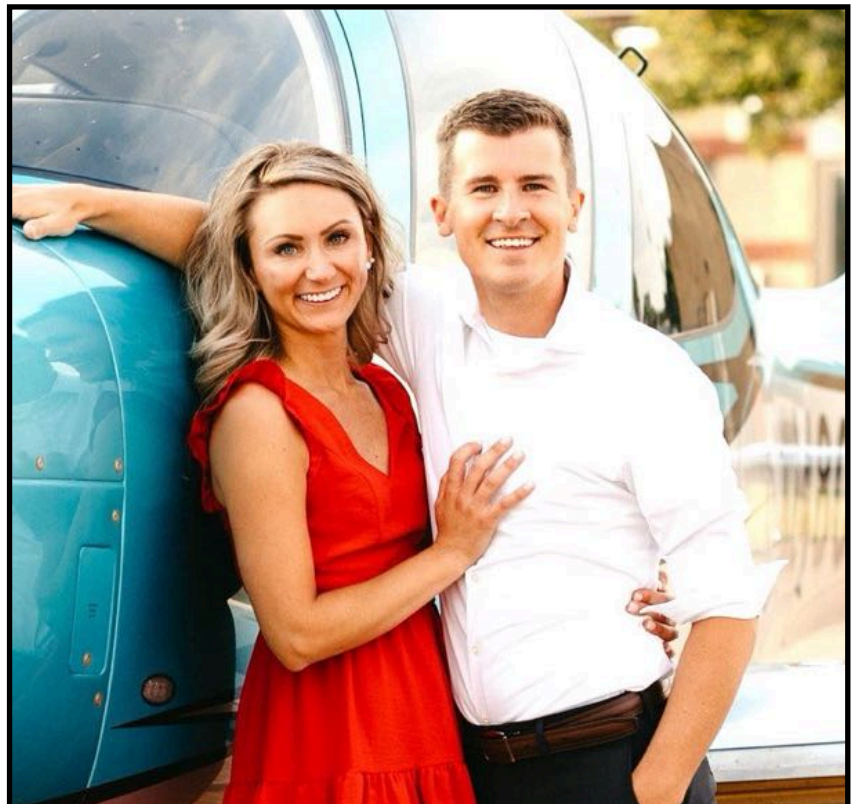
Life Link hosted a meeting of Emergency Medical Professionals at the airport on June 14th in the conference room. The meeting only lasted the morning. They discuss responses to accidents with the helicopter. What is needed for safe landing. Ground safety with the helicopter and people near the helicopter.

Congratulations to Aidan Hadlock on successfully completing his private pilot license. Seen in this picture below is Aiden and his mother Paula, his first official passenger as a new pilot. Picture taken by Paula Hadlock



The weekend of June 22nd there will be a wedding at the airport of Tyler Stargardt and his fiancée Kendra Gehm. Tyler started flying at the airport when he was 16. He is now a Delta Airline Pilot. There will be some activity on Thursday and Friday to start decorating. Jeff will be shuffling some aircraft to different hangars. The gate on 29th Street may be opened during the weekend to allow for wedding activities.

*Happy Flying - Duffy,  
Alice, Robert and Jeff  
Gaier*



There were many different flights into the airport this month. Here are just some of the aircraft that flew in.





Marshfield Municipal Airport,  
Roy Shwery Field  
Activity Report For The Month  
of April 2024



**Flight Operations at the airport, (a departure or landing), for this month 2024**

Jet	Turbo Prop	Twin	Single	Helicopter	Light Sport	Total
10	18	12	184	88	24	336

**Flight Operations at the airport in 2023\*\* for this month**

Jet	Turbo Prop	Twin	Single	Helicopter	Light Sport	Total
18	14	16	280	140	12	474

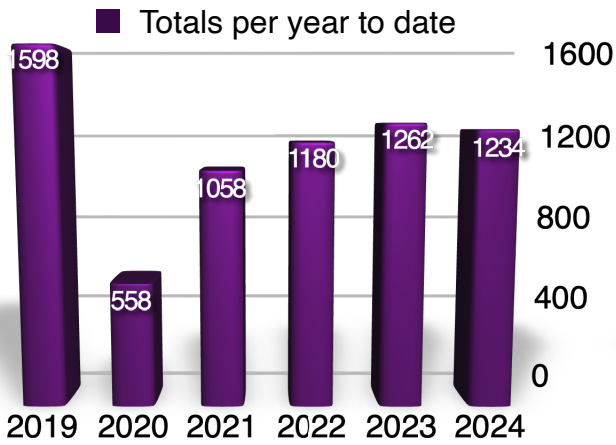
**Six Year Comparison Of Operations**

Year	2019	2020*	2021	2022	2023	2024
Jet	38	26	24	34	58	40
Turbo Prop	54	48	50	52	64	78
Twin	10	20	14	20	64	38
Single	942	222	508	600	558	672
Helicopter	546	242	424	558	488	370
Light Sport	8	0	38	0	30	36
Total	1598	558	1058	1180	1262	1234

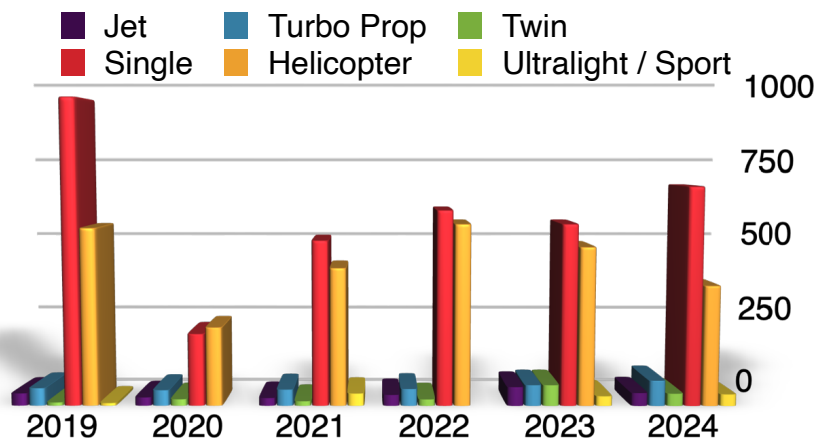
All information in this report is estimated based on the activity at the airport for the month. An Operation is considered a take off or a landing.

**\*2020 Data from March to April data in this report may not be correct due to no meetings in 2020 because of Covid-19 Restrictions and the inability to meet.**

### Operations Totals Over The Past Six Years

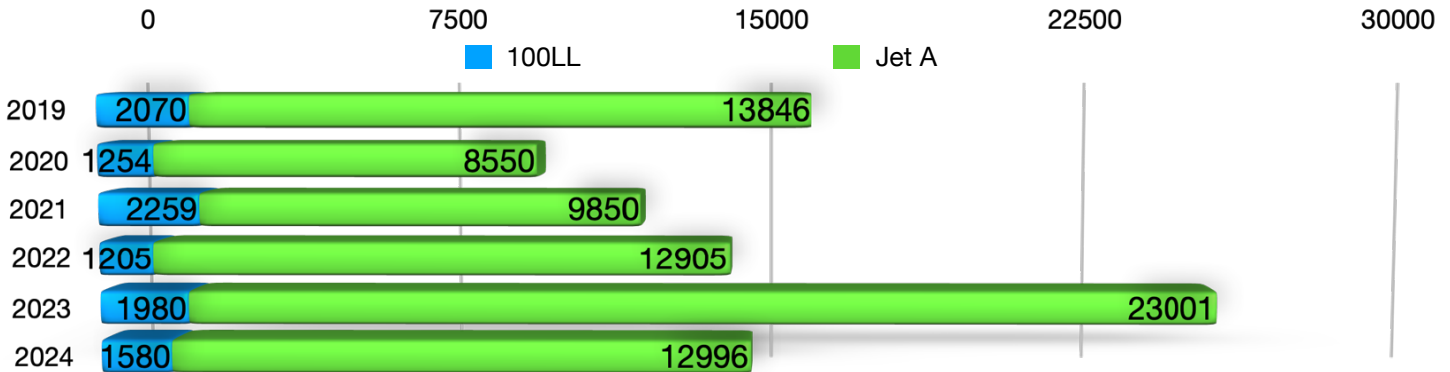


### Types Of Aircraft That Have Visited Marshfield Per Year

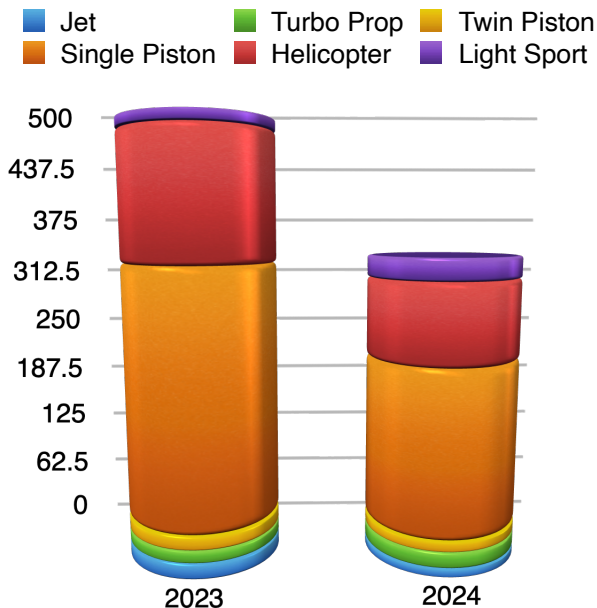


### Fuel Sold (Readings are taken between airport meetings, not at the beginning and ending of the month)

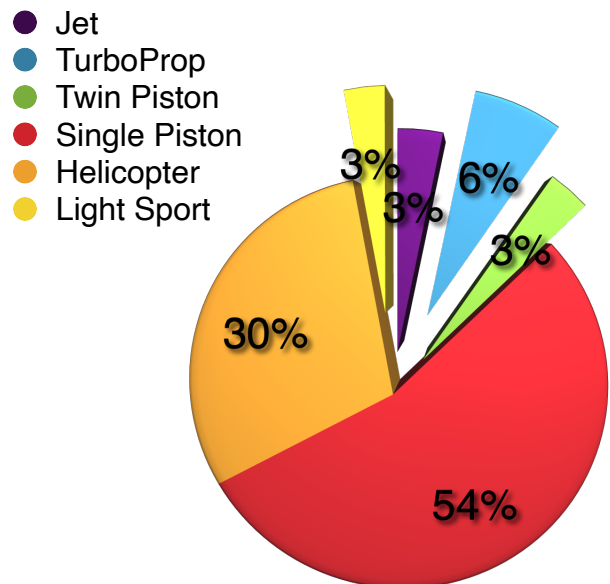
Year	2019	2020	2021	2022	2023	2024	Sold This Month
100LL	2070	1254	2259	1205	1980	1580	345
Jet A	13846	8550	9850	12905	23001	12996	1844



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

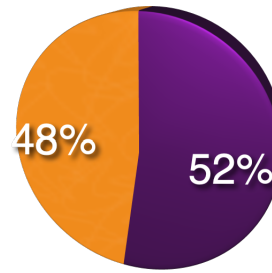


### Percentage Of Operations By Type of Aircraft



### Local Traffic and Transient Traffic

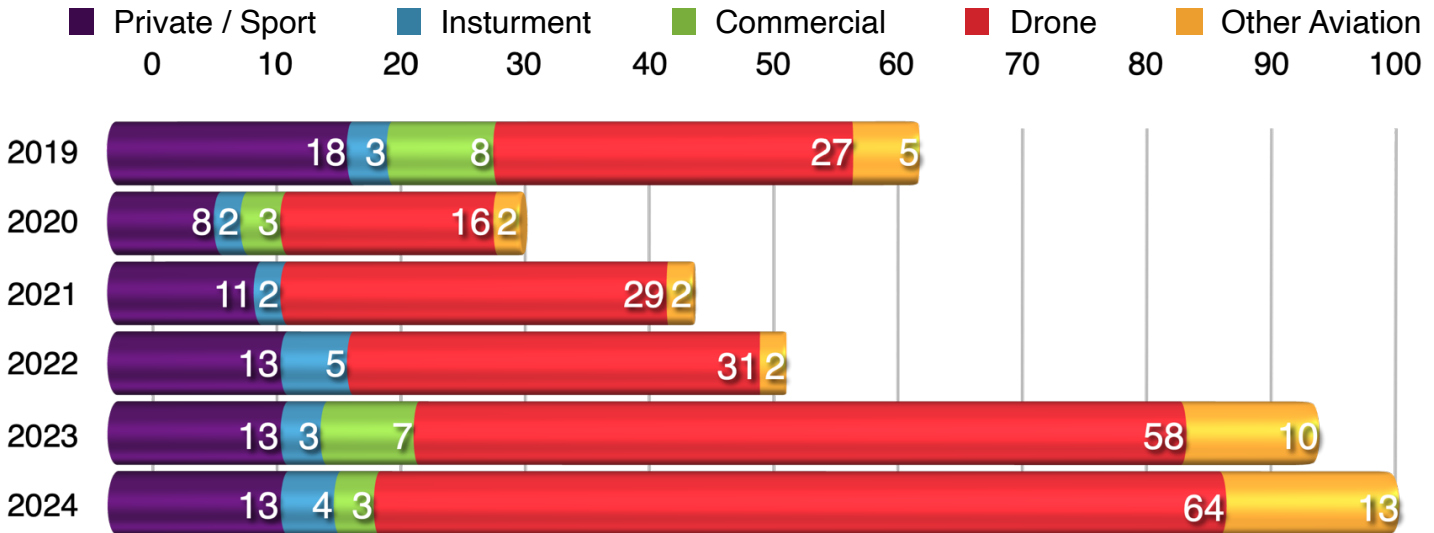
Year	2019	2020	2021	2022	2023	2024
Transient	180	238	160	182	260	590
Local	818	320	354	422	658	644



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

- Local Traffic
- Transient Traffic

### PSI FAA Exams Administered by Duffy's Aircraft



Conference Room Use - The conference room at the airport is free on an appointment basis. People, Groups or Organizations who would like to use the conference room contact Jeff at the airport to schedule the use and time. The room was used this month by:

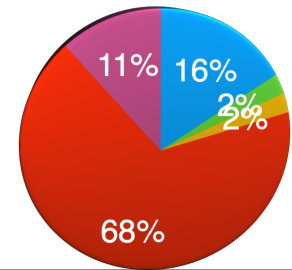
**The Marshfield Airport Committee, Central Wisconsin Apple User Group, Transient Pilots,**

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

- |   |                                |
|---|--------------------------------|
| Marshfield Hotel / Libby McNeal's             | El Mexical                     |
| Holiday Inn / The Rivers                      | Nutz Deep II                   |
| Woodfield Inn / Logjam                        | Crabby Daves                   |
| Baymont Hotel                                 | Daily Grind                    |
| Blue Heron / West 14th                        | Weber's Farm Store             |
| Marshfield Clinic & Marshfield Medical Center | Central Cafe                   |
| Festival Foods                                | Melody Gardens                 |
| The Kitchen Table                             | Casa Amigos                    |
| Target  | McDonalds                      |
| Walmart                                       | Enterprise Rental Car          |
| Menards                                       | Associated Sales and Leasing / |
| Fleet Farm                                    | USAVE Auto Rental              |
| Subway  |                                |
| Chips   |                                |
| Little Casears                                |                                |
| Hardees                                       |                                |
| The Store                                     |                                |
| Nasonville Dairy                              |                                |

### Percentage of Types of Exams Given This Year

- Private & Sport
- Instrument
- Commercial
- Drone
- Other Aviation



### Summary of the month

- ✈ Student - Student training picked up this month.
- ✈ Business Activity - Business traffic increased this month. Traffic consisted mostly of small aircraft and light twins this month. We had some newer business aircraft show up this month.
- ✈ Medical Traffic - Helicopter and PC-12 med flights were normal for this time of year,
- ✈ Single Engine and Sport Activity - Single engine and sport activity were up. The warmer weather helped boost activity.

## Individuals and Businesses That Have Utilized The Airport In Some Form Or Way This Month

Compiled from the regular airport users of the month, PSI Test Takers, Fuel Sales, Retail Sales at the FBO and traffic noticed by FBO  
Note: There may be some duplicates that were missed by Jeff. Not all people put in their full N-Numbers in at the Fuel Pump.

Duffy's Aircraft Sales and Leasing  
Inc.

Life Link III - Marshfield - Med Flight

Wheeler's Chevy Olds Pontiac  
Cadillac Inc.,

Dan Wheeler & Family

Duffy & Alice Gaier

Bob Gaier

Jeff Gaier

Howard Joling

David Wells

Jackson Swita

Dana Fern

Jeron Hiller

Dan Hiller

Troy Rens

Howard Rand

Dan Reis

Randy Gershman

Custom Fabrication and Repair

Brian Barnett

LJ Aviation

Roehl Transport

Robert Glab

Steve Shiner

Wayne Short

Jim Shires

Justin Smith

Bill John

Linus Snyder

Landis Sensing

Steve Humphrey

Bob Thill

Thomas Pue

Specialty Aero Services LLC

Quality Tank

Spring City Aviation

Matt Hoffman

Aidan Hadlock

Jamie LaSee

Roy Riehle

Dakota Tennant

Brad Boon

Nor-Am Cold Storage

Wausau Flying Service

Rhineland Flying Service

Civil Air Patrol - Eau Claire

Civil Air Patrol - Stevens Point

Central Wisconsin Aviation -

Mosinee, WI

Gibson Aviation

Morey Airplane Company -

Middleton, WI

Mayo One (Medflight Helicopter  
from Eau Claire)

Aspirus Medevac (Medflight  
Wausau) N611SJ

Life Link III (Medflight Rice Lake -  
Helicopter)

Gunderson Lutheran (La Crosse  
Medical Helicopter)

Life Link III (Medical Helicopter  
Rhineland)

Life Link III (Medflight Minneapolis -  
Fixed Wing)

Guardian Flight LLC (Medflight Iron  
Mountain, MI)

Wings Air Charter LLC

Celestial Kinetics Flight Academy  
LLC (Waupaca, WI Flight School)

Parker Eberhardt

Patrick Colwell

Matthew Spindler

Henry Uthmeier

Hayden Goodman

John Goodman

Alex Stank

Kelly Longtine

Jon Fuller

James Mueller

Bradley Gilbert

Trevor Ruffled

Jarrett Morgan

Lukes Koerner

Luke Kroneck (44407)

State of Wisconsin N395W  
(Governor Evers)

Corey Furchtenich (2068Y)

Kirk Okan (3361R)

Russ Haas (12689)

Nicholas Malokofsky (345RR)

Chem Air Helicopter

TransCanada Pipelines (GTCX)

Nolan Adsit (505TV)

B LLC (942UB)

Kent Horsager (58AG)

John Sheehy (434SA)

Karl Salmon (272KS)



# Marshfield Municipal Airport, Roy Shwery Field Activity Report For The Month of June



## Flight Operations at the airport, (a departure or landing), for this month 2024

Jet	Turbo Prop	Twin	Single	Helicopter	Light Sport	Total
12	24	12	364	164	60	636

## Flight Operations at the airport in 2023\*\* for this month

Jet	Turbo Prop	Twin	Single	Helicopter	Light Sport	Total
12	14	12	156	86	12	260

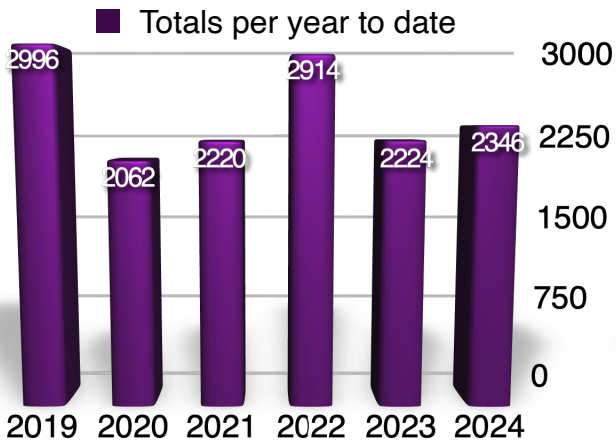
## Six Year Comparison Of Operations

Year	2019	2020*	2021	2022	2023	2024
Jet	56	46	50	72	90	60
Turbo Prop	102	126	90	112	102	126
Twin	24	28	28	48	96	62
Single	1872	1082	1184	1502	1074	1300
Helicopter	912	730	770	1074	784	642
Light Sport	30	50	98	106	78	156
Total	2996	2062	2220	2914	2224	2346

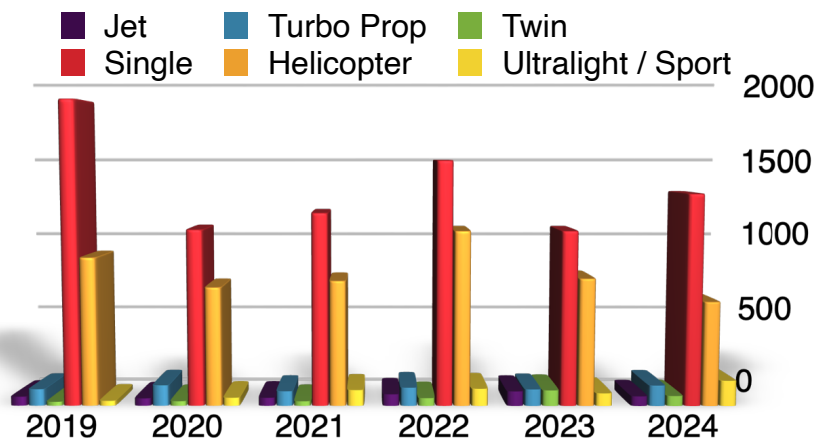
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### Operations Totals Over The Past Six Years

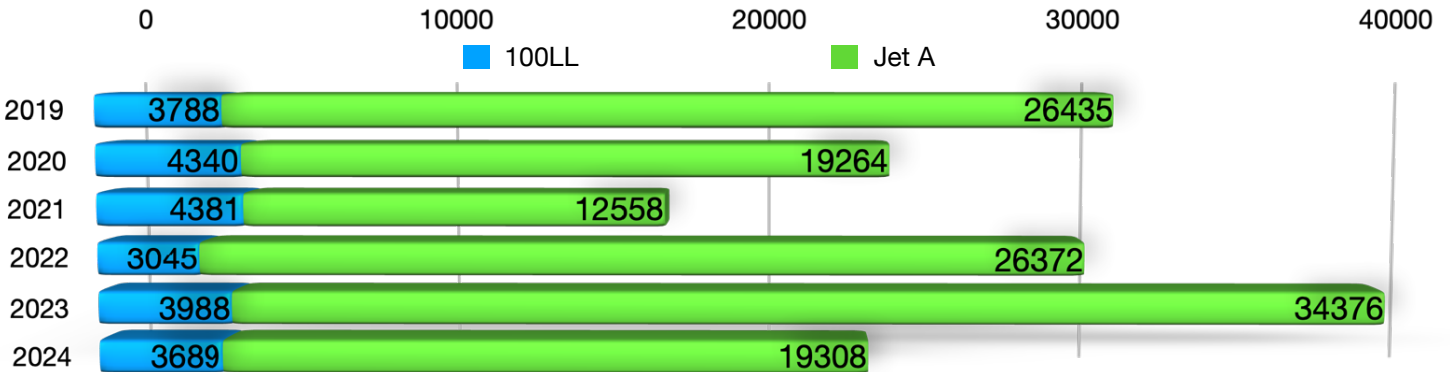


### Types Of Aircraft That Have Visited Marshfield Per Year

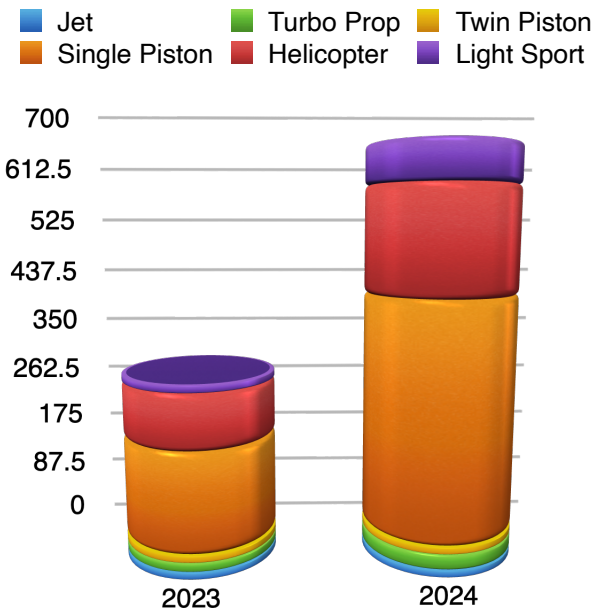


### Fuel Sold (Readings are taken between airport meetings, not at the beginning and ending of the month)

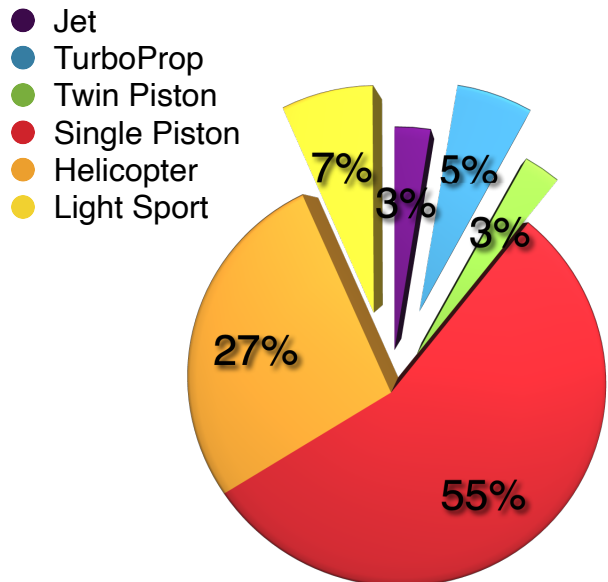
Year	2019	2020	2021	2022	2023	2024	Sold This Month
100LL	3788	4340	4381	3045	3988	3689	1187
Jet A	26435	19264	12558	26372	34376	19308	3178



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

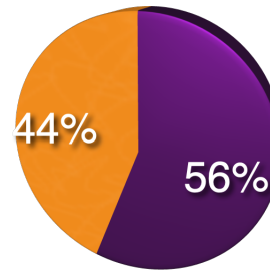


### Percentage Of Operations By Type of Aircraft



### Local Traffic and Transient Traffic

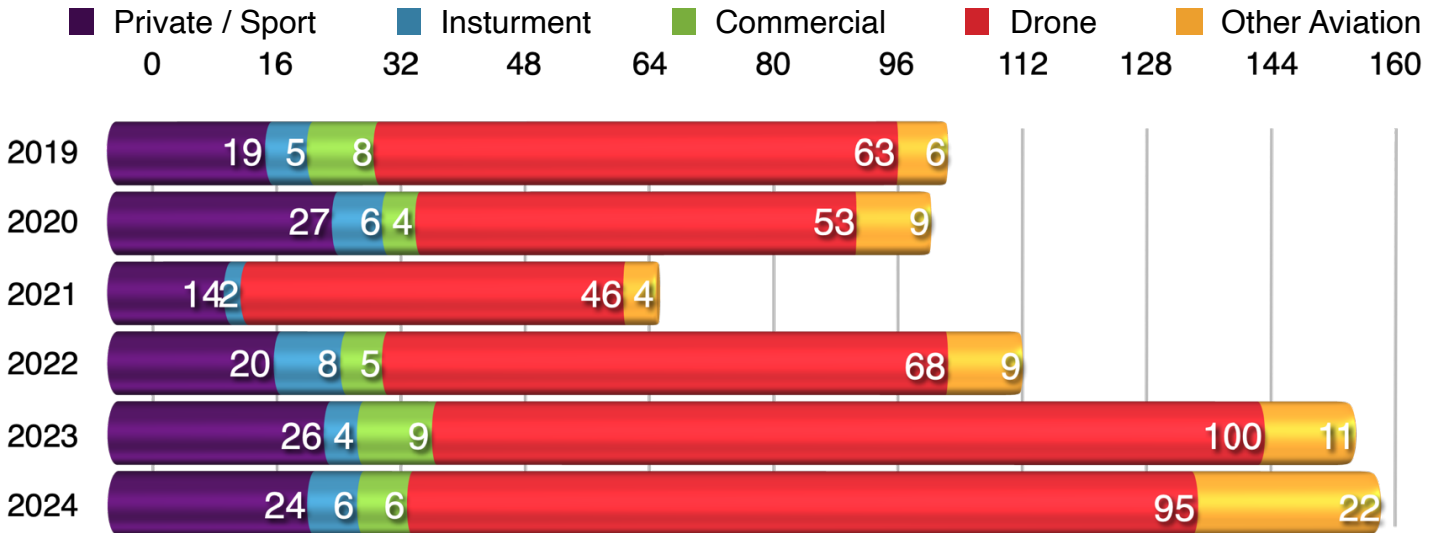
Year	2019	2020	2021	2022	2023	2024
Transient	792	642	818	708	910	1034
Local	2204	1420	1402	2206	2200	1312



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

- Local Traffic
- Transient Traffic

### PSI FAA Exams Administered by Duffy's Aircraft



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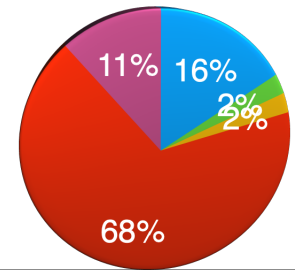
**The Marshfield Airport Committee, Central Wisconsin Apple User Group, Transient Pilots, Life Link & EMS Professionals.**

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- |   |                                |
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| Blue Heron / West 14th                        | Weber's Farm Store             |
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| The Kitchen Table                             | Casa Amigos                    |
| Target  | McDonalds                      |
| Walmart                                       | Enterprise Rental Car          |
| Menards                                       | Associated Sales and Leasing / |
| Fleet Farm                                    | USAVE Auto Rental              |
| Subway  |                                |
| Chips   |                                |
| Little Casears                                |                                |
| Hardees                                       |                                |
| The Store                                     |                                |
| Nasonville Dairy                              |                                |

### Percentage of Types of Exams Given This Year

- Private & Sport
- Instrument
- Commercial
- Drone
- Other Aviation



### Summary of the month

- ✈ Student - was average this month.
- ✈ Business Activity - Business traffic was average this month.
- ✈ Medical Traffic - Helicopter and PC-12 med flights were normal for this time of year,
- ✈ Single Engine and Sport Activity - Single engine and sport activity were up. The warmer weather helped boost activity.

## Individuals and Businesses That Have Utilized The Airport In Some Form Or Way This Month

Compiled from the regular airport users of the month, PSI Test Takers, Fuel Sales, Retail Sales at the FBO and traffic noticed by FBO  
Note: There may be some duplicates that were missed by Jeff. Not all people put in their full N-Numbers in at the Fuel Pump.

Duffy's Aircraft Sales and Leasing Inc.  
Life Link III - Marshfield - Med Flight  
Wheelers Chevy Olds Pontiac Cadillac Inc.,  
Dan Wheeler & Family  
Duffy & Alice Gaier  
Bob Gaier  
Jeff Gaier  
David Wells  
Jackson Swita  
Dana Fern  
Jeron Hiller  
Dan Hiller  
Troy Rens  
Howard Rand  
Dan Reis  
Randy Gershman  
Custom Fabrication and Repair  
Brian Barnett  
LJ Aviation  
Roehl Transport  
Robert Glab  
Steve Shiner  
Wayne Short  
Jim Shires  
Justin Smith  
Bill John  
Linus Snyder  
Landis Sensing  
Steve Humphrey  
Bob Thill  
Thomas Pue  
Specialty Aero Services LLC  
Quality Tank  
Spring City Aviation  
Matt Hoffman  
Aidan Hadlock  
Jamie LaSee  
Roy Riehle  
Brad Boon  
Nor-Am Cold Storage

Wausau Flying Service  
Rhineland Flying Service  
Civil Air Patrol - Eau Claire  
Civil Air Patrol - Stevens Point  
Central Wisconsin Aviation -  
Mosinee, WI  
Gibson Aviation  
Morey Airplane Company -  
Middleton, WI  
Mayo One (Medflight Helicopter  
from Eau Claire)  
Aspirus Medevac (Medflight  
Wausau) N611SJ  
Life Link III (Medflight Rice Lake -  
Helicopter)  
Gunderson Lutheran (La Crosse  
Medical Helicopter)  
Life Link III (Medical Helicopter  
Rhineland)  
Life Link III (Medflight Minneapolis -  
Fixed Wing)  
Guardian Flight LLC (Medflight Iron  
Mountain, MI)  
Wings Air Charter LLC  
Celestial Kinetics Flight Academy  
LLC (Waupaca, WI Flight School)  
Patrick Colwell  
State of Wisconsin N395W  
(Governor Evers)  
Tate Bruckhart  
Kyle Pleet  
Jeffrey Kopacz  
Daniel Toennies  
Peter McKeen  
Noah Fazer  
Lauren Edwards  
Kelly Peak  
Evan Bloemers  
Kristen Lewandowski  
Vicente Camacho Cruz  
Lindsey Skogen  
Arik Rau  
Jonathan Wheeler

Barnes Bunkelman  
Dane Becker  
Jacob Zabinski  
Page Marschke  
Aaron Wehrman  
Five Star Roofing LLC  
PetJet LLC  
CPNS Aviation LLC



City of Marshfield - General Airport Budget 2024

Account #101-53510-33						
Object#	Description	2024 Amount Approved	2024 April	Firm / Expenses Paid	Used To Date	Balance Remaining
52100	Professional Services	57505.00			14,379	43126.00
52210	Electric	15633.00			2325.37	13307.63
52220	Water	678.00			84.06	593.94
52230	Sewer	497.00			46.32	450.68
52240	Fire Protection Charge	4272.00			427.50	3844.50
52260	Heating - Gas	2950.00			748.33	2201.67
52300	Telephone	2250.00				2250.00
52400	Repair / Maintenance Services Streets	18000.00	1550.00	Duffy's Aircraft Snow Removal Invoice 04182024A	4925.00	13075.00
52500	Repair / Maintenance Services	48000.00	350.00	K and C Cleaning, LLC Service for March. 2024 Cleaning Invoice #14903	1065.00	46935.00
			50.00	Duffy's Aircraft Invoice 04182024B - pumping water		
53100	Office Supplies & Exp	800.00				800.00
53200	Publications & Dues	200.00			205.00	(5.00)
53400	Operating Supplies	1900.00			211.00	1689.00
53500	Repair / Maintenance Supplies	4800.00			160.55	4639.45
55110	Building & Contents	4232.00				4232.00
55150	Airport Liability	6500.00				6500.00
53510	<b>Airport Grand Totals</b>	168217.00	1950		24577.13	143639.87

City of Marshfield - General Airport Budget 2024

Account #101-53510-33						
Object#	Description	2024 Amount Approved	2024 June	Firm / Expenses Paid	Used To Date	Balance Remaining
52100	Professional Services	57505.00	4792.00	Management Salary pd June 7th	23963	33542.00
52210	Electric	15633.00	2429.53	843.53 March, 872.07 April, 713.93 May	4754.90	10878.10
52220	Water	678.00	122.17	42.03 March, 38.11 April, 42.03 May	206.23	471.77
52230	Sewer	497.00	65.22	23.16 March, 18.90 April, 23.16 May	111.54	385.46
52240	Fire Protection Charge	4272.00	641.25	213.75 March, 213.75 April, 213.75 May	1068.75	3203.25
52260	Heating - Gas	2950.00	711.42	\$335.89 March, 268.49 April, 107.04 May	1459.75	1490.25
52300	Telephone	2250.00				2250.00
52400	Repair / Maintenance Services Streets	18000.00			4925.00	13075.00
52500	Repair / Maintenance Services	48000.00	350.00	K and C Cleaning, LLC Service for May. 2024 Cleaning Invoice #14945	11768.07	36231.93
			23.07	State of Wisconsin		
			5475.00	Duffy's Aircraft - Mowing, Spraying, Trimming		
53100	Office Supplies & Exp	800.00				800.00
53200	Publications & Dues	200.00			205.00	(5.00)
53400	Operating Supplies	1900.00			211.00	1689.00
53500	Repair / Maintenance Supplies	4800.00			160.55	4639.45
55110	Building & Contents	4232.00				4232.00
55150	Airport Liability	6500.00				6500.00
53510	<b>Airport Grand Totals</b>	168217.00	14609.66		48833.79	119383.21

EVERETT ROEHL MARSHFIELD PUBLIC LIBRARY  
BOARD MEETING  
105 S. Maple Ave, Marshfield, WI 54449  
June 20, 2024  
4:30 p.m.

Present: Joanne Ampe, Rod Bauer, Evan Dayton, Mike Drevlow, Rachel Stankowski, Kim Vrana, Jean Swenson, Don Schnitzler, Brian Varsho and Library Director Jill Porter

Absent: Kayla Marx

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

LB24-39 Minutes of the Library Board: Motion by Schnitzler, second by Swenson to approve and place on file the Library Board Meeting minutes of May 16, 2024. All ayes. Motion carried.

LB24-40 Director's Report: Motion by Ampe, second by Drevlow to receive and place on file the May 2024 Director's Report. All ayes. Motion carried.

LB24-41 2<sup>nd</sup> May, 3<sup>rd</sup> May and 1<sup>st</sup> June 2024 Vendor Lists: Motion by Stankowski, second by Varsho to approve the Vendor Lists. All ayes. Motion carried.

LB24-42 May 2024 Financial Reports: Motion by Swenson second by Dayton to receive and place on file the May 2024 Financial Control Report. All ayes. Motion carried.

Committees were assigned.

LB24-43 1% Cost of Living Adjustment effective 7/1/2024: Motioned by Schnitzler, second by Varsho to approve the budgeted 1% cost of living adjustment effective July 1, 2024. All ayes. Motion carried.

LB24-44 Minutes of other organizations: Motion by Schnitzler, second by Ampe to receive and place on file meeting minutes for the Friends of the Marshfield Public Library Board of May 21, 2024 with change, the South Central Library System Board of May 23, 2024, and the the Marshfield Public Library Foundation of May 7, 2024. All ayes. Motion carried

Meeting adjourned at 4:44 p.m.

Respectfully submitted,



Jean Swenson  
Secretary

COMMUNITY DEVELOPMENT AUTHORITY

*Finance and Strategic Planning Committee*

June 24, 2024

The Finance and Strategic Planning meeting of the Community Development Authority was called to order by Finance Committee Chairperson Dave LaFontaine at 10:30 a.m. in the Executive Conference Room at Cedar Rail Court, 601 S. Cedar Avenue, Marshfield and via Zoom meetings.

Affirmation of Proper Posting of Meeting: Meeting posted June 20, 2024 at 1:35 p.m.

PRESENT: Andy Keogh, Dave LaFontaine, Chris Meyer, Natasha Tompkins, Ashley Winch

ABSENT: Mike Feirer

OTHERS PRESENT: Carol Kerper – Executive Director

Declaration of a Quorum

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

Cedar Rail tenant Karen Johnson arrived at 10:37 a.m.

Review of March, April and May 2024 Month-End Financials:

CDA F24-06-1 Motion by LaFontaine, second by Winch to accept and recommend the March, April and May 2024 month-end financials to the Board of Commissioners. 5 Ayes

**MOTION CARRIED**

The next Finance and Strategic Planning Committee meeting will be held on July 22, 2024.

New Business: None

Meeting declared adjourned by LaFontaine at 10:50 a.m.

Respectfully submitted,

Carol Kerper  
Executive Director

Dave LaFontaine  
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY  
June 24, 2024

Chairperson, Andrew Keogh called the monthly meeting of the Community Development Authority to order at 11:04 a.m.

Affirmation of Proper Posting of Meeting: Meeting Posted June 20, 2024 at 1:35 p.m.

ROLL CALL:

PRESENT: Andrew Keogh, Dave LaFontaine, Ashley Winch, Natasha Tompkins, Chris Meyer, Jack Brunner

ABSENT: Michael Feirer

OTHERS PRESENT: Carol Kerper – Executive Director

CDA TENANT PRESENT: Karen Johnson

Declaration of a Quorum

Identify Conflicts of Interest: None

Invitation for Public Comment: None

Tenant board member Jack Brunner was welcomed to the CDA Board of Commissioners.

CDA 24-06-1 Motion by LaFontaine, second by Meyer to approve the CDA/HUD Compliance Review Kick Off Meeting Minutes. 5 Ayes

MOTION CARRIED

CDA 24-06-2 Motion by LaFontaine, second by Winch to approve the May 20, 2024 CDA Board Meeting Minutes. 5 Ayes

MOTION CARRIED

CDA 24-06-3 Motion by LaFontaine, second by Meyer to approve the May 20, 2024 Finance and Strategic Planning Meeting Minutes. 5 Ayes

MOTION CARRIED

CDA 24-06-4 Motion by LaFontaine, second by Winch to approve the May 20, 2024 Finance and Strategic Planning Committee Report. 5 Ayes

MOTION CARRIED

Personnel Committee Report: No Update

Grievance Committee Report: No Update

Executive Director's Report:

Current Occupancy Report: Current occupancy 99%.

Property and Liability Insurance Update: Property and liability insurance policies have been received from HAI, effective 5/24/2024 for a one-year term.

HUD – Milwaukee Field Office staff arrived on site on June 10 to conduct the remaining portions of the Comprehensive Compliance Review. HUD’s goal to support and assist us in achieving compliance in multiple areas of Public Housing made this a very valuable learning experience for CDA staff. An exit interview was conducted on Wednesday, June 12, with a summary of HUD findings. CDA will receive a formal letter in about 45 days that will provide detailed corrective actions and a timeframe for addressing the findings.

Ansay & Associates will be conducting their annual Workers Compensation Policy audit on June 27. A company representative will be on-site for approximately 30 minutes to review employee job descriptions and quarterly payroll reports.

A phone conversation with Baker Tilly will take place on Wednesday, June 26 to begin next steps in the RAD conversion process.

CDA 24-06-5 Motion by Tompkins, second by LaFontaine to accept and place on file the Executive Director’s report. 5 Ayes

MOTION CARRIED

New Business: For purposes of opening accounts at area financial institutions, Kerper publicly stated that the following Commissioners are authorized to open accounts and are authorized signers for CDA financial accounts: Andrew Keogh – Chair, Chris Meyer – Vice Chair, Dave LaFontaine – Treasurer, and Ashley Winch – Secretary.

Keogh stated that the Board would like to commend CDA staff for their outstanding efforts and commitment to the organization during this time of transition and the recent HUD compliance review.

Next Board Meeting: July 22, 2024

Meeting declared adjourned by Chairman Keogh at 11:35 a.m.

Respectfully Submitted,

Carol Kerper  
Executive Director

Andrew Keogh  
Chair - Board of Commissioners

**HISTORIC PRESERVATION COMMISSION  
JULY 8, 2024**

**PRESENT:** Ken Bargender, Kris Coleman, Kim Fredrick, Brian Giles, Bill Penker, Vickie Schnitzler, Mike Weigel  
**ABSENT:** None  
**OTHERS:** Steve Barg, City Administrator; Lois TeStrake, Mayor; Jordan Munger, Accounting Manager

Chairperson Schnitzler called the meeting to order at 3:37 p.m. in the City Hall Public Conference Room.

**Approve minutes – June 3, 2024 meeting**

**HP 24-15** Coleman moved and Fredrick seconded a motion to approve the June 3, 2024 meeting minutes as presented, with the correction of the date.

**Motion carried**

**Citizen comments**

Coleman advised that Erin Howard thanked the Commission for the Stewardship Award that she and Chris received at the last Council meeting.

**Update on expenditures and reporting for the 2024 Wood County grant**

Schnitzler reported that signs have been ordered for 3 historic districts (West 5<sup>th</sup> Street, Upham, Pleasant Hill), along with 14 brochure holders. The total cost is \$5,581, of which \$5,000 will be reimbursed by the grant; the remaining \$581 will be covered by the Commission's 2024 budget. Barg said that, once he has final paperwork from Schnitzler, he will give an update to Wood County staff and the CEED Committee.

**Discuss ideas for a Certified Local Government (CLG) grant application**

Potential candidates were identified and discussed: Restoration of Stierle bird exhibit; 312 East 9<sup>th</sup> Street; 312 West 3<sup>rd</sup> Street; 108 West 4<sup>th</sup> Street. It was decided to keep exploring grant application options at the Commission's next meeting. An initial letter of intent must be submitted by September 13<sup>th</sup>.

**Review/discuss Chapters 8-9 of the HPC training manual**

Members generally found these chapters acceptable and not in need of changes. Coleman stated that the guidelines are well written, and it would be great if residents followed them. She urged the Commission to remind people of the available funding opportunities (historic tax credits, etc.).

**Review/discuss Commissioner Penker's list of work projects**

Penker's list of work projects (discussed at the annual meeting) was updated as follows:

- **Current list of brochures:** Schnitzler has developed this list, and she will continue to update it.
- **Promotion opportunities:** Will work with Visit Marshfield on multiple ideas related to its annual Visitor's Guide (identify more historic assets; fix map to reflect locations of historic properties; more actively distribute Visitor's Guide beyond Marshfield – example: rest stop near Madison).
- **Biographies of members:** Revise Commission members bios, listing interests, specialties, etc.
- **Letter to Catholic bishops:** Penker senses resistance. Coleman and Schnitzler stated that the State Historic Preservation Commission is encouraging churches to look at the national historic register. Schnitzler agreed to follow up on this issue.

(Commissioner Penker left the meeting at 5:02 p.m.)

**Discuss Commission's request for the 2025 City budget**

It was mentioned that 4 more stakes are needed, in addition to more signs and brochures. Members decided to postpone further discussion of the 2025 budget request until the August meeting.

**Compile inventory of available historic signs**

Schnitzler informed members that this task has now been completed.

**Discuss opportunities for promoting the Hartl Manor property**

Members agreed that Hartl Manor is a significant historic asset, and that efforts should be made to more actively promote this site. It was noted that Nikki Dionne (spelling) might be a great resource in making this happen. It was decided to invite her to the August 5<sup>th</sup> Commission meeting. There might be interest in adding this property to the local and/or state historic register.

**Update on disbanding the EDB, and possible impact on the Commission**

Barg noted that the Council voted to disband the Economic Development Board at its June 25<sup>th</sup> meeting. He said that the impact (if any) on the Commission is not yet known, but the façade grant program is an area in which the Commission may play a greater role in the foreseeable future.

**Staff updates**

Barg gave an update on recruitment for a community development director and senior planner. He advised that 3 candidates interviewed for the community development director position earlier in the day, and that he hopes to have good news to report at the next Commission meeting. With respect to the senior planner, the top candidate declined the position recently, but efforts to find someone continue.

**Suggested items for future agendas**

Members asked that the following items be placed on the August agenda:

- Certified Local Government (CLG) grant application
- Historic Preservation Commission’s 2025 budget request
- Wayfinding signs for four historic preservation districts
- Update on ordering brochures using 2024 budget funds
- Review/discuss Chapter 10 of the HPC training manual
- Further discussion regarding the Hartl Manor property
- Update on reporting for the 2024 Wood County grant

**Announce next meeting date/time**

Schnitzler announced that the next Commission meeting will be held on Monday, August 5<sup>th</sup> at 3:30 p.m. in the City Hall Public Conference Room.

With no further business before the Commission, Bargender moved and Weigel seconded the motion to adjourn. Motion carried. Schnitzler adjourned the meeting at 5:19 p.m.

Respectfully submitted,

Steve Barg  
City Administrator

**CITY OF MARSHFIELD - PARKS, RECREATION AND FORESTRY COMMITTEE**

**July 17, 2024 Meeting Minutes**

1. **CALL TO ORDER:** Meeting called to order by John White, Jr. at 5:30 p.m. at the 2<sup>nd</sup> Street Community Center.

**ROLL CALL:**

Present: John White, Jr.; Natasha Tompkins; Randy Krogman; Chris Michalski; Brett Butler

Excused: Chelsea Willes, Chris Michalski

Also Present: Justin Casperson, Parks & Recreation Director; Amanda Bruce, Recreation Manager; Amy Beauchamp, Technical Services Coordinator; Nicki Anderson, Event & Program Coordinator; Alderperson Mike O'Reilly; Tommy Kirschbaum; Mike Rhea, ADRC Executive Director

2. **APPROVAL OF MINUTES:**

**PR24-15** Motion by Krogman, seconded by Bulter to approve the June 12, 2024 meeting minutes. Motion carried.

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

4. **PUBLIC COMMENTS:** None.

5. **SKATEPARK MURAL WALL:** Alderperson Mike O'Reilly and Tommy Kirschbaum shared with the committee that Kirschbaum would like to practice painting on the mural wall prior to putting his final product on. He is an artist, but has never done art on concrete. Instead of practicing on the actual wall at the skatepark, Lee offered to provide a slab of left-over concrete from Staab Construction for him to practice. Kirschbaum will contact Lee.

6. **ADRC REQUEST TO MOVE MEALS ON WHEELS TO 2SCC:** Michael Rhea, ADRC Executive Director, stated that they need to close their Cedar Rail meal site in September due to costs/inflation and requested use of the Second Street Community Center (2SCC) to package meals. Since 2020, ADRC-CW has been offering senior dining services at 2SCC, Monday through Friday, and has already provided the majority of the necessary equipment to package and distribute Meals on Wheels from 2SCC. Rhea stated that the ongoing partnership between the City and ADRC, along with adding Meals on Wheels, will strengthen service to the older adult population of local communities.

**PR24-16** Motion by Tompkins, seconded by Krogman to approve the ADRC Request to Move Meals on Wheels to 2SCC. Motion carried.

7. **PARKS & RECREATION STRATEGIC PLAN:** Casperson shared the final draft of the plan with incorporated changes from the committee. White suggested an addition under "Trails" to include developing a "safe routes to school" plan.

**PR24-17** Motion by Lee, seconded by Krogman to approve the Parks & Recreation Strategic Plan, with the addition of listing the development of safe route to school under "Trails". Motion carried.

8. **REPORTS:**

**A. Recreation & Aquatics**

1. Senior Center

- a. Hiring for Senior Coordinator. Interview process re-evaluated, re-posted 5/24/24. In the process of scheduling interviews now.
- b. Have been working with Marshfield Senior Citizens Council on programs and marketing.
- c. Senior Health Fair upcoming October 4, 2024. I head this up along with the Committee on Aging and the MSCC. 40+ vendors, 2 speakers, vaccinations, door prizes, lunch provided. Last year we had 218 participants.

2. ADRC Meal Site

- a. Mon-Fri at 2<sup>nd</sup> Street Community Center.

3. Programming

- a. All summer programming commenced 6/10/2024.
- b. Currently in the middle of session II, most programs have 3 sessions available all summer.
- c. Lots of instructors who want to work, opened two more program options than originally planned – volleyball camp and soccer.

4. Vandehey Waters

- a. 38 Lifeguards on staff / 22 attendants on staff.
- b. Weather has played a role in how busy we've been – people don't love swimming when it's in the upper 60s or low 70s.
- c. 36 shelter reservations booked this year so far, and more coming in every day. Last year we had 24, and the year prior was around 18.
- d. Ongoing mid-season report.
- e. This year's weather has been much worse than last year. Last year it was hot and dry all summer, and this year has been rainy and chillier, which will need to be taken into account when reviewing attendance and revenue numbers.
- f. Health inspection scheduled for tomorrow 7/18/24.

5. Certifications

- a. I re-certified as a lifeguard myself; will need to re-certify my Lifeguard Instructor Certificate by this Fall.

6. Fall Brochure

- a. Sending to print very soon; will be ready sometime in early August.

- b. Added Pickleball 101 – 2 sessions. Free to the public.

## **B. Events & Programs**

1. 2<sup>nd</sup> Street Redevelopment Committee - No Updates
2. Events
  - a. Hub City Concert Series
    - i. NEWSKI: 300
    - ii. Tedious & Brief: 30 (Oak Ave)
    - iii. Chris Haise Band: 55 (Oak Ave)
    - iv. Charlieboy: 150
    - v. Wire & Nail: This week
  - b. 17 Events Held in June and MTD in July
  - c. Hub City Days Activities
    - i. Movie in the Plaza: 7/25
    - ii. Bike Cruise: 7/26
    - iii. Hub City Concert Series: 7/26
    - iv. Hub City Days: 7/27

## **C. Parks, Forestry & Zoo**

1. Parks Maintenance Operations
  - a. Athletics
    - i. Daily/weekly baseball/softball and soccer field maintenance.
    - ii. Aeriaded and slit seed Figi Soccer fields.
    - iii. Aeriaded, filled low area and slit seeded McKernian Soccer field.
  - b. Special Events
    - i. Friday concerts at Wenzel Plaza
    - ii. Wednesday concerts at Columbia Park
    - iii. Dairy Fest Softball Tournament 18 teams 5/31 – 6/2
    - iv. Hosted D1 sectional baseball games on Hackman Field – 3 games 6/4
    - v. Cow Pie Classic Softball Tournament 22 teams 6/7 – 6/9
    - vi. Badger State Baseball Tournament 24 teams 6/7 – 6/9
    - vii. Second Badger State Baseball Tournament 24 teams 6/14 – 6/15
    - viii. Independence Day Celebration 7/3 – 7/5
    - ix. Movie in the Park 7/12
    - x. Parish Pull 7/13
  - c. Volunteers
    - i. Simplicity Credit Union preformed landscape maintenance at the Wildwood Station Building.
  - d. Parks
    - i. Mowing operations
    - ii. Restroom cleaning operations
    - iii. Daily refuge collection
    - iv. Daily maintenance at Aquatic Center
    - v. Playground repairs
    - vi. 2SCC custodian retirement/replacement
    - vii. Staff annual reviews were conducted
2. Forestry
  - a. Storm cleanup.
  - b. Conducting Emerald Ash Borer injections on Ash trees in the city terraces and parks.
  - c. Fielding homeowner tree maintenance requests/questions.
  - d. Landscape beds - mulching and weeding.
3. Zoo
  - a. Current zoo hours are 7:30am to 7:30pm every day.
  - b. Bryce (intern) started last week. He will be a junior at Caroll this coming fall and was with us for a month last summer as a seasonal.
  - c. Porcupines and skunks have arrived at the zoo and are in quarantine until end of the month. Training has been started to utilize them as ambassadors. Final touches are being put on the old cougar exhibit to get ready for their debut.
  - d. Bets, the 17-year-old bobcat, was humanely euthanized. The exam showed a large amount of liver tumors that were not removable or treatable. Lexi, his exhibit mate, is doing well.

## **D. Cemetery**

1. There were 21 burials in June (4 traditional, 14 cremation, 3 niche).
2. Marked out headstones for Marshfield Monument.
3. Mowing operations.
4. Seasonal staff attended safety orientation on June 17<sup>th</sup>.
5. Scheduled new columbarium delivery for July 23<sup>rd</sup>.
6. Currently working on the 2025 budget.

**E. Director**

1. Braem Park Pickleball
2. Fairgrounds Expo Building
3. Wenzel Restrooms
4. Jurustic Park
5. Strohman Park

**F. Parks, Recreation & Forestry Committee (items for future agendas)**

1. Tompkins shared that she will not be able to attend the August meeting.

**9. NEXT MEETING:** Wednesday, August 14, 2024 at 5:30 p.m.

**10. ADJOURNMENT:** White adjourned the meeting at 6:18 p.m.

Respectfully Submitted,

Amy Beauchamp  
Technical Services Coordinator

# Marshfield Airport Committee Minutes

July 18th, 2024

Meeting called to Order by Chairman John Berg at 12:04 PM.

Present: John Berg, Ed Wagner, Dan Maurer, and Jeff Veers in person, Appearing by Zoom Linda Roehrborn - Rodriguez

Absent: None

Also Present: Public Works Director Tom Turchi, Mayor Lois TeStrake, Shennon Richter, Robert Gaier and Jeff Gaier

Citizens Comments: None

Due to an issue with the April meeting, All April items are on this agenda to be approved.

AP2024-28 Motion by Wagner, Second by Maurer to approve the meeting minutes of June 20th, 2024. All Ayes

Motion Carried

AP2024-29 Motion by Maurer Second by Veers to approve the airport management report for July 2024. All Ayes,.

Motion Carried

At This time Linda Roehborn - Rodriguez had to leave the meeting as she had classes at Discovery Educations Station

AP2024-30 Motion by Maurer, Second by Veers to approve the airport activity report of July 2024. All Ayes,

Motion Carried

AP2024-31 Motion by Veers Second by Wagner to approve the airport bills for July 2024. All Ayes,

Motion Carried

2025 Airport Budget Discussed. No Action taken.

- Airport management salary was discussed at an increase of up to but not exceeding 4%
- line items such as snow removal and lawn mowing were discussed at increasing to 3% if possible.

Airport Updates: Discussion, No Action Taken.

The airport committee did ask if Jeff could draft a letter to the Great Lakes Chicago FAA office asking for their assistance keeping the Master Plan moving. It is presently sitting in the FAA Chicago office.

Discovery Education Station will be hosting the Skybound Adventures Festival on August 17th, 2024. We are anticipating rockets being launched at the airport that day as well as remote controlled aircraft and drones.

Motion by Maurer Second by Veers to adjourn, All Ayes, Meeting adjourned at 12:49 P.M.

Respectfully submitted by Jeffrey Gaier

# Marshfield Municipal Airport Roy Shwery Field Airport Management Report July 18th, 2024



This past month we had an event that has never occurred at the airport at least in my time being here. Tyler Stargardt and Kendra Gehm became husband and wife at the airport on June 22nd, 2024. Tyler is a Delta Airline Captain originally from Marshfield where he received his flight training. Kendra is a Nurse. Both Tyler and Kendra reside in Minneapolis. It was an amazing experience. They had the wedding outside on the ramp. The rain held off long enough for the guests to come inside the large hangar for the reception. Tyler and Kendra along with their friends and family cleaned out the big hangar. The wedding decorator put panels along the walls and hung lights throughout the hangar. It truly was a beautiful transformation. Their guests, family and friends had great time. Thank you to Dan Maurer who buzzed the group at the perfect time during their first dance. Tyler was hoping more of his flying friends would fly in, but the weather didn't cooperate.





The ASOS has been repaired temporarily by Merkel with a patch for electricity running across the ground. The conditions in the field have been wet. This has delayed efforts to trench a new underground cable to the ASOS from the patch.



The signed repair estimate along with a tax exemption certificate was sent back to Graphic House for repairs on the 29th Street sign. They did not have a timetable as to when the South facing sign would be ready. They will also replace the North propeller at that time. The propeller was partially torn away in the May 21st storm.

Brad from Merkels was able to get the 29th Street Gate keypad working again. Unfortunately the entire keypad had to be replaced. When Brad took the keypad apart he was able to make a connecting circuit with the keypad disconnected. That was telling him the problem was with the keypad unit. A new unit has been installed.

Merkels was also told when they need a rainy day project to take a look at the Conference Room lights and Operations office / Manager's Office about getting the remainder of those lights LED. There are lights burnt out and instead of replacing them again with typical lighting we will convert them over to LED. We started some LED lighting in 2023 with the main hallway, and over Jeff's desk.

Andy Trimble was at the airport after the last airport committee meeting to do a site inspection on the runway patching project. Andy was satisfied with the work and will be closing the project. There has been no word on the progress of the Master Plan from Andy other than he knows it is still with the FAA in Chicago.



The DTN Weather Computer service has officially ended with the State of Wisconsin. Marshfield has a DTN weather computer which is just a PC, monitor, printer, mouse and keyboard. As DTN does not want the equipment back. Jeff was able to find a password that would allow him to the Admin access. There he deleted the DTN lockdown software and created a kiosk account so Pilots now have access to a web browser to search for weather. The web browser's default page is SkyVector a popular aviation flight planning sight. People using the computer can still go elsewhere on the web if needed.

Howard Rand has sold his hangar and ownership of his Cessna 150 Aerobat at the Marshfield Airport. The aircraft and hangar are now in the hands of Jake Lenz of Marshfield and Tyler

Stargardt of Minneapolis.. Jake and Tyler are in contact with Jeff and they will be on the agenda this year for the transfer of the lease for land the hangar sits on.

Duffy's Aircraft is starting to get a tractor prepped for mowing the center field with the batwing mower. The rain has been a huge deterrent as the ground is too saturated. All we would have been doing is planting the tractor and mower if we mowed. The grass is to the height it does make looking for aircraft on the airport challenging.

The July 3rd Flying Hamburger Social was a success at Marshfield. We had nine aircraft fly in and a little over 100 people attend. It was a great turnout. Thank you to everyone that participated and assisted with set-up and clean-up.





This month we had more business activity at Marshfield. That can mostly be thanked to Sandford Health. They have flown in on several occasions for the merger with Marshfield Clinic Health Systems. We anticipate that they will be in more regularly as the merger progresses.



AirVenture in Oshkosh will be starting on July 22nd. Traffic has already begun as we saw our first AirVenture traveler on Tuesday July 16th. There are many people already going to Oshkosh a week early despite the wet ground conditions in Wisconsin. Many are doing it as they don't want to deal with the mass arrival of aircraft over the weekend prior to AirVenture. Duffy's Aircraft is not offering cheap fuel like they did last year.

Jeff has reached out to Vital Communications to discuss the phone systems at the airport. The system was installed in 2007. There have been phone replacements throughout the years and the hub of the system was replaced once due to electrical damage from a lightning strike. As of late there has been a terrible reverb in the system that is coming across the phones. Jeff also no longer has access to the system. There is no ability to change system settings. Jeff is asking Vital Communications what options are available for the future of the system. Caller ID has never worked with the system even though Frontier says it is being transmitted. If we do anything the phones would still be compatible with the system. It would be replacement of the hub and possibly one new phone.

With all the rain lately, we were able to capture a rainbow at the airport.



Jeff's HHR has been retired at 283,000 miles and three engines later. It is still driving but with another family member. In the meantime Alice's Dodge Journey has been taken out of the garage and Jeff had logos posted on that.



Happy Flying, Duffy, Alice, Robert and Jeff Gaier

# Marshfield Municipal Airport, Roy Shwery Field Activity Report For The Month of June



## Flight Operations at the airport, (a departure or landing), for this month 2024

Jet	Turbo Prop	Twin	Single	Helicopter	Light Sport	Total
16	28	8	306	208	72	638

## Flight Operations at the airport in 2023\*\* for this month

Jet	Turbo Prop	Twin	Single	Helicopter	Light Sport	Total
12	12	18	360	210	88	702

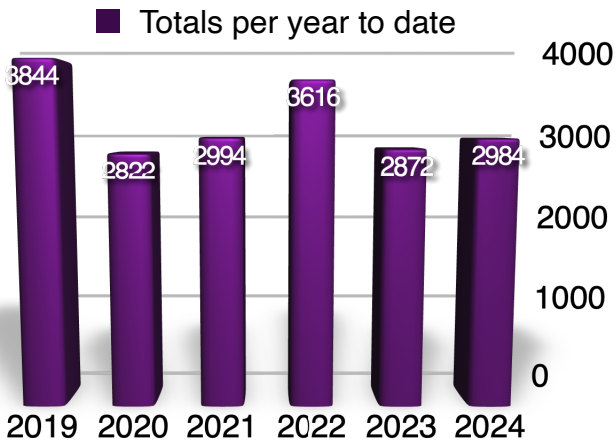
## Six Year Comparison Of Operations

Year	2019	2020*	2021	2022	2023	2024
Jet	76	56	68	84	102	76
Turbo Prop	144	150	118	130	114	154
Twin	40	34	40	56	114	70
Single	2376	1502	1648	1868	1434	1606
Helicopter	1136	1010	980	1284	994	850
Light Sport	72	70	140	194	114	228
Total	3844	2822	2994	3616	2872	2984

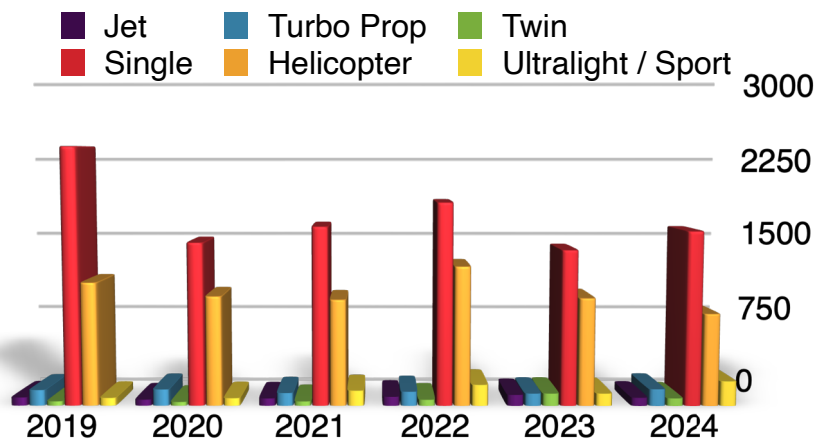
All information in this report is estimated based on the activity at the airport for the month. An Operation is considered a take off or a landing.

**\*2020 Data from March to April data in this report may not be correct due to no meetings in 2020 because of Covid-19 Restrictions and the inability to meet.**

### Operations Totals Over The Past Six Years

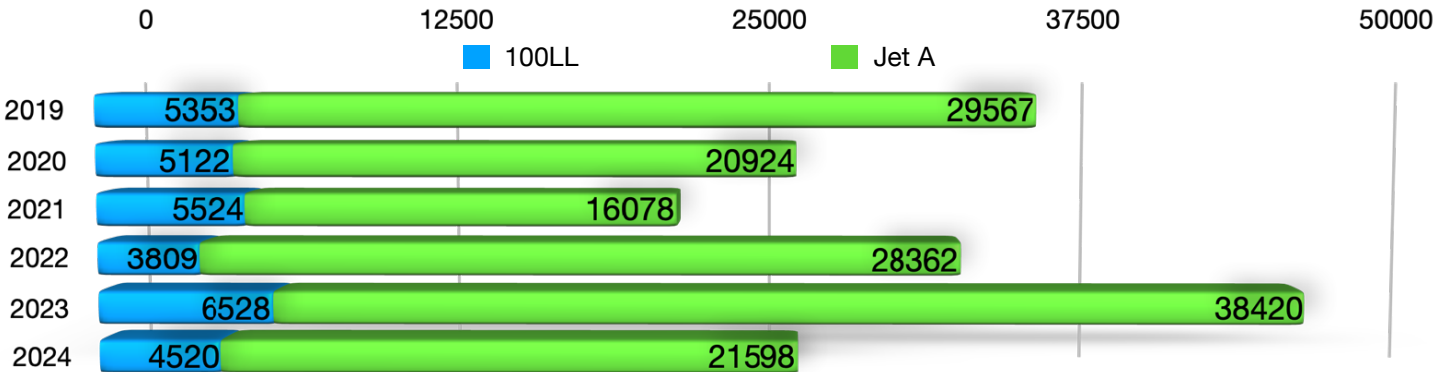


### Types Of Aircraft That Have Visited Marshfield Per Year

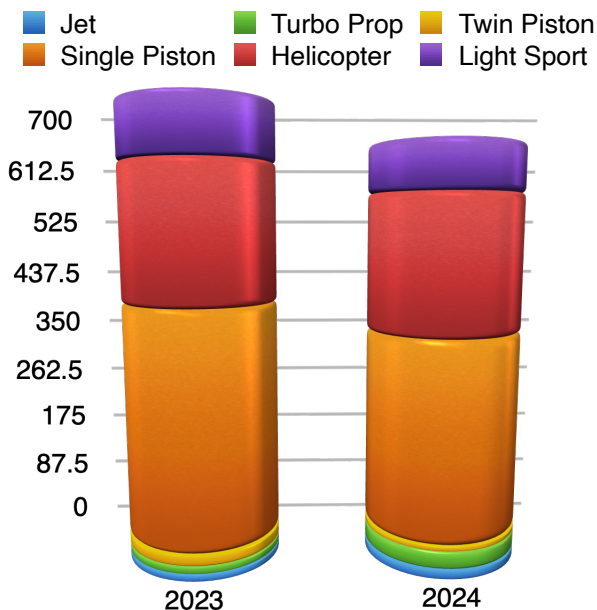


### Fuel Sold (Readings are taken between airport meetings, not at the beginning and ending of the month)

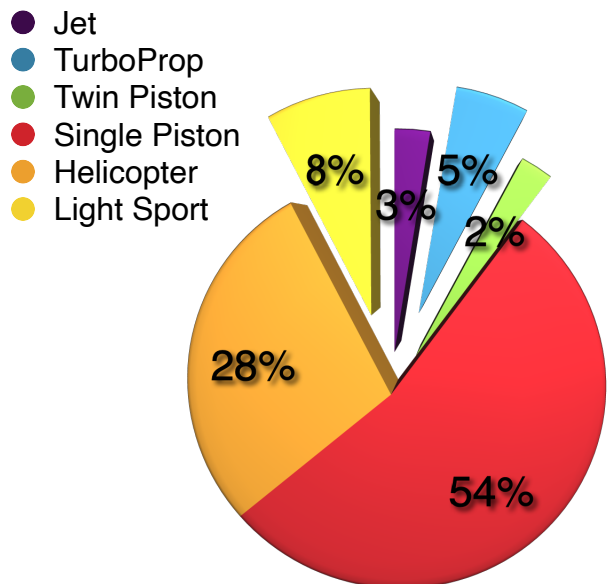
Year	2019	2020	2021	2022	2023	2024	Sold This Month
100LL	5353	5122	5524	3809	6528	4520	831
Jet A	29567	20924	16078	28362	38420	21598	2290



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

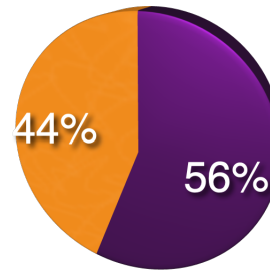


### Percentage Of Operations By Type of Aircraft



### Local Traffic and Transient Traffic

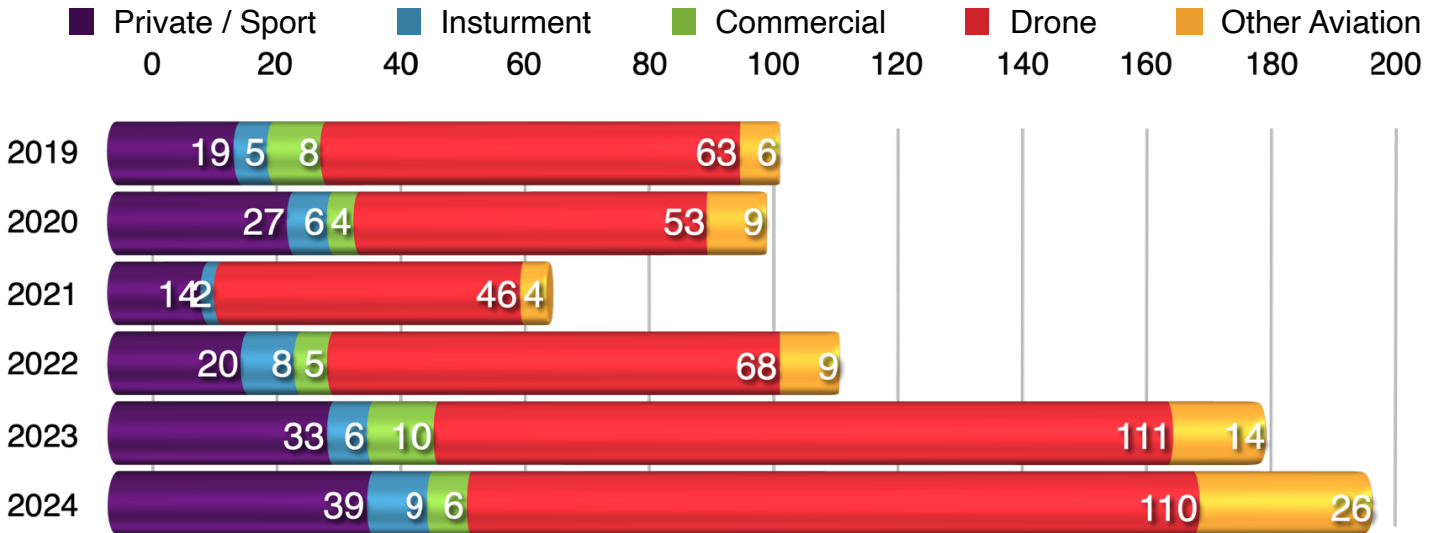
Year	2019	2020	2021	2022	2023	2024
Transient	1220	826	1088	848	1210	1034
Local	3364	1996	1906	2768	2548	1312



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

- Local Traffic
- Transient Traffic

### PSI FAA Exams Administered by Duffy's Aircraft



Conference Room Use - The conference room at the airport is free on an appointment basis. People, Groups or Organizations who would like to use the conference room contact Jeff at the airport to schedule the use and time. The room was used this month by:

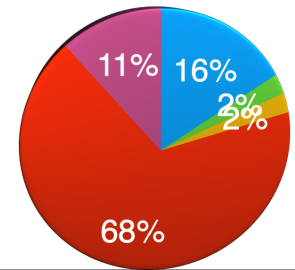
**The Marshfield Airport Committee, The Stargardt Bridal group and Various pilots this month**

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

- |   |                                |
|---|--------------------------------|
| Marshfield Hotel / Libby McNeal's             | El Mexical                     |
| Holiday Inn / The Rivers                      | Nutz Deep II                   |
| Woodfield Inn / Logjam                        | Crabby Daves                   |
| Baymont Hotel                                 | Daily Grind                    |
| Blue Heron / West 14th                        | Weber's Farm Store             |
| Marshfield Clinic & Marshfield Medical Center | Central Cafe                   |
| Festival Foods                                | Melody Gardens                 |
| The Kitchen Table                             | Casa Amigos                    |
| Target  | McDonalds                      |
| Walmart                                       | Enterprise Rental Car          |
| Menards                                       | Associated Sales and Leasing / |
| Fleet Farm                                    | USAVE Auto Rental              |
| Subway  |                                |
| Chips   |                                |
| Little Casears                                |                                |
| Hardees                                       |                                |
| The Store                                     |                                |
| Nasonville Dairy                              |                                |

### Percentage of Types of Exams Given This Year

- Private & Sport
- Instrument
- Commercial
- Drone
- Other Aviation



### Summary of the month

- ✈ Student - Our training was down due to aircraft maintenance, but other local flights schools were using the airport.
- ✈ Business Activity - Business traffic was busy this month. We can thank Sanford Health for that as we as some of our other patrons.
- ✈ Medical Traffic - Helicopter and PC-12 med flights were normal
- ✈ Single Engine and Sport Activity - Single engine and sport activity were up. We expect to see more with AirVenture this upcoming week.

## Individuals and Businesses That Have Utilized The Airport In Some Form Or Way This Month

Compiled from the regular airport users of the month, PSI Test Takers, Fuel Sales, Retail Sales at the FBO and traffic noticed by FBO  
Note: There may be some duplicates that were missed by Jeff. Not all people put in their full N-Numbers in at the Fuel Pump.

Duffy's Aircraft Sales and Leasing  
Inc.

Life Link III - Marshfield - Med Flight

Wheelers Chevy Olds Pontiac  
Cadillac Inc.,

Dan Wheeler & Family

Duffy & Alice Gaier

Bob Gaier

Jeff Gaier

David Wells

Jackson Swita

Dana Fern

Jeron Hiller

Dan Hiller

Troy Rens

Dan Reis

Randy Gershman

Custom Fabrication and Repair

Brian Barnett

LJ Aviation

Roehl Transport

Robert Glab

Steve Shiner

Wayne Short

Jim Shires

Justin Smith

Bill John

Linus Snyder

Landis Sensing

Steve Humphrey

Bob Thill

Thomas Pue

Specialty Aero Services LLC

Quality Tank

Spring City Aviation

Matt Hoffman

Aidan Hadlock

Brad Boon

Nor-Am Cold Storage

Wausau Flying Service

Rhineland Flying Service

Civil Air Patrol - Eau Claire

Civil Air Patrol - Stevens Point

Central Wisconsin Aviation -  
Mosinee, WI

Gibson Aviation

Morey Airplane Company -  
Middleton, WI

Mayo One (Medflight Helicopter  
from Eau Claire)

Aspirus Medevac (Medflight  
Wausau) N611SJ

Life Link III (Medflight Rice Lake -  
Helicopter)

Gunderson Lutheran (La Crosse  
Medical Helicopter)

Life Link III (Medical Helicopter  
Rhineland)

Life Link III (Medflight Minneapolis -  
Fixed Wing)

Guardian Flight LLC (Medflight Iron  
Mountain, MI)

Wings Air Charter LLC

Celestial Kinetics Flight Academy  
LLC (Waupaca, WI Flight School)

Patrick Colwell

Page Marschke

PetJet LLC

Aaron Wehrman

Timothy Husnick

Melvin Plummer

Sabrina Steinhauer

Jesse Coraggio

Matthew Frey

Sean Glynn

Emma Locknane

Russell Simonis

Timmy Fey

Jack Wiedmeyer

John Akan

Benjamin Howard

Erin Brueggen

Jordan Klages

Steven Brilla

Jenna Cords

Landen Gessler

Nathan Jones

Walker Jones

Megan Mickelson

Shane Bingham

Gregory Fatla

Connor La Marche

Lyle Orsch

Acacia

Fischer

Hannah Butkiewicz

Mark Crosby

Landen Gessler

Brady Bydynkowski

Hunter Woodford

Sage White Body

Nathaniel Eichelberger

Elizabeth Crosby

Zoey Eckwright

Chloe Johnson

Trever Meyer

Sanford Health - King Air

Sanford Health - Lear Jet

N64CF - Contains 35 LLC

N5097V - Camm Air

N42NM - North Memorial Health

Care (medical helicopter)

292BH - ABC Helicopters

RC Aviation



City of Marshfield - General Airport Budget 2024

Account #101-53510-33						
Object#	Description	2024 Amount Approved	2024 July	Firm / Expenses Paid	Used To Date	Balance Remaining
52100	Professional Services	57505.00	4792.00	Management Salary pd July 3rd	28755	28750.00
52210	Electric	15633.00			4754.90	10878.10
52220	Water	678.00			206.23	471.77
52230	Sewer	497.00			111.54	385.46
52240	Fire Protection Charge	4272.00			1068.75	3203.25
52260	Heating - Gas	2950.00			1459.75	1490.25
52300	Telephone	2250.00				2250.00
52400	Repair / Maintenance Services Streets	18000.00			4925.00	13075.00
52500	Repair / Maintenance Services	48000.00	280.00	K and C Cleaning, LLC Service for June. 2024 Cleaning Invoice #14965	19503.07	28496.93
			204.00	Fantastic Floor Care LLC invoice 34586		
			4150.00	Duffy's Aircraft - Mowing, Spraying, Trimming invoice 07		
			3101.99	Merkel Company - Temporary patch for the power to the ASOS		
53100	Office Supplies & Exp	800.00				800.00
53200	Publications & Dues	200.00			205.00	(5.00)
53400	Operating Supplies	1900.00			211.00	1689.00
53500	Repair / Maintenance Supplies	4800.00			160.55	4639.45
55110	Building & Contents	4232.00				4232.00
55150	Airport Liability	6500.00				6500.00
53510	<b>Airport Grand Totals</b>	168217.00	12527.99		61360.79	106856.21

EVERETT ROEHL MARSHFIELD PUBLIC LIBRARY  
BOARD MEETING  
105 S. Maple Ave, Marshfield, WI 54449  
July 18, 2024  
4:30 p.m.

Present: Joanne Ampe, Rod Bauer, Evan Dayton, Kayla Marx, Don Schnitzler, Jean Swenson, Kim Vrana, and Library Director Jill Porter

Absent: Mike Drevlow, Rachel Stankowski, and Brian Varsho

Also present: Carey Rucker and Mayor TeStrake

Meeting was called to order by Vrana at 4:33 p.m.

Citizen's comments, correspondence and announcements: none

Changes or additions to the agenda: Add B2 - Staffing Changes

LB24-45 Minutes of the Library Board: Motion by Swenson, second by Dayton to approve and place on file the Library Board Meeting minutes of June 20, 2024. All ayes. Motion carried.

LB24-46 Director's Report: Motion by Ampe, second by Marx to receive and place on file the June 2024 Director's Report. All ayes. Motion carried.

LB24-47 2<sup>nd</sup> June, and 1<sup>st</sup> July 2024 Vendor Lists: Motion by Marx, second by Schnitzler to approve the Vendor Lists. All ayes. Motion carried.

LB24-48 June 2024 Financial Reports: Motion by Swenson second by Bauer to receive and place on file the June 2024 Financial Control Report. All ayes. Motion carried.

Marathon County Cross Boarder meeting: The only change is that we agreed to drop the \$5 administration fee on half-year cards. There are few, so the impact on the budget will be minimal.

The Personnel Committee will be meeting in early August.

LB24-49 Staffing Update– Motioned by Schnitzler, second by Marx to approve re-filling two 20 hour per week positions in Adult Services. All ayes. Motion carried.

Budget Update – The draft budget will be sent to Finance before the Library Board meets in August. Approximately \$30,000 of the carry over fund will be used again for the salary step plan.

LB24- Minutes of other organizations: Motion by Schnitzler, second by Kayla to receive and place on file meeting minutes for the South Central Library System Board of June 27 2024. All ayes. Motion carried

Respectfully submitted,

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

Jean Swenson  
Secretary

**BOARD OF PUBLIC WORKS MINUTES**  
**OF AUGUST 5, 2024**

Meeting called to order by Chairman O'Reilly at 5:30 PM in the Council Chambers of City Hall.

**PRESENT:** Mike Feirer, Mike O'Reilly, Brian Giles, Russ Stauber  
**ABSENT:** Derek Wehrman  
**ALSO PRESENT:** Director of Public Works Turchi (via Zoom), Street Superintendent Rasmussen, City Engineer Mauritz, Assistant City Engineer Cassidy, Wastewater Superintendent Kivela and the media.

**PW24-75** Motion by Feirer, second by Stauber, to recommend approval of the minutes of the July 15, 2024 Board of Public Works meetings.

**Motion Carried**

**Citizen Comments:** None

Construction Updates presented by Tim Rasmussen, Street Superintendent and Josh Mauritz, City Engineer.

**PW24-76** Motion by Feirer, second by Giles, to recommend updates to Municipal Code Chapter 11 Public Nuisance 11-06 Weed Control to Common Council for their consideration.

**Motion Carried.**

**PW24-77** Motion by Stauber, second by Giles, to recommend approval of the Request for Proposals for design engineering services for reconstruction of South Vine Avenue from E 14<sup>th</sup> Street to E 4<sup>th</sup> Street and authorize staff to solicit proposals. Appoint O'Reilly of the Board of Public Works to the selection committee and authorize the Director of Public Works to submit the dt1515 paperwork to DOT personnel confirming the chosen consultant and to negotiate the three-party agreement for design engineering services.

**Motion Carried.**

**PW24-78** Motion by Giles, second by Feirer, to recommend approval of proposed changes to Policy 5.380 Street Light Installation as submitted.

**Motion Carried.**

**PW24-79** Motion by Stauber, second by Feirer, to recommend approval repaving of the alley between Central Avenue and Maple Avenue from 12<sup>th</sup> Street to 14<sup>th</sup> Street be added to the 2024 Asphalt Paving Program.

**Motion Carried.**

**Recommended items for future agendas:**

None.

With no further business, motion by Giles, second by Stauber to adjourn at 5:53 PM.



Josh Mauritz, City Engineer  
BOARD OF PUBLIC WORKS



City of  
**MARSHFIELD**  
**MEMORANDUM**

**TO: Board of Public Works**  
**FROM: Tom Turchi, Director of Public Works**  
**DATE: July 29, 2024**  
**RE: Request for Proposals (RFP) - Design Services, ID 6995-11-03/73**  
**SOUTH VINE AVENUE – EAST 14TH STREET to EAST 4TH STREET**

**BACKGROUND**

In 2023 the City of Marshfield was selected to receive federal funding through the STP Urban Program for the reconstruction of South Vine Avenue from E 14<sup>th</sup> Street to E 4<sup>th</sup> Street. This project will be designed and bid letting through the DOT process which will require the City and DOT to hire a consultant for design services.

**ANALYSIS**

In January 2023 the City entered into a State/Municipal Agreement for the reconstruction of South Vine Avenue from E 14<sup>th</sup> Street to E 4<sup>th</sup> Street (copy enclosed). This project differs from the previous projects as the City applied for an 80% federal and 20% local funding of both design and construction. In the past the City has funded 100% of the design process. Due to the federal funding for the design process the City shall adhere to Wisconsin DOT Facilities Development Manual, Chapter 8-5, Consultant Services / Securing Consultant Selection.

This process requires the City to select a consultant solely based upon Quality Based Selection (QBS) process. The QBS process does not allow for discussions associated with cost and or hours needed for design until the consultant has been selected. The process requires the City to send the RFP to a minimum of 10 qualified consultants based upon the DOT's consultant selection list and also requires that the City receive at least three proposals for said services.

Following submittal of proposal on August 28, 2024 the selection committee will rate and ultimately choose a consultant based upon qualification. The selection committee will make a recommendation to the DOT for approval of the process. The DOT will review and provide approval of the consultant selected then we can begin negotiations for services in conjunction with the City, Consultant and WISDOT officials.

A copy of the Request for Proposals (RFP) is attached. The format is very similar to previous RFPs used for STP Urban projects. Construction is currently programmed for 2027.

A selection committee made up of Engineering Division staff and Board of Public Works Member(s) will evaluate the proposals and bring a recommendation forward to the Wisconsin DOT for their approval.

## **RECOMMENDATION**

I recommend approval of the following actions from the Board of Public Works:

- Approve the Request for Proposals for design engineering services for reconstruction of South Vine Avenue from E 14<sup>th</sup> Street to E 4<sup>th</sup> Street and authorize staff to solicit proposals.
- Appoint a member of the Board of Public Works to the selection committee.
- Authorize the Director of Public Works to submit the dt1515 paperwork to DOT personnel confirming the chosen consultant and to negotiate the three-party agreement for design engineering services.

Respectfully submitted,

Thomas R. Turchi

REQUEST FOR PROPOSALS  
DESIGN ENGINEERING SERVICES  
STP URBAN PROGRAM  
ID 6995-11-03/73  
SOUTH VINE AVENUE – EAST 14<sup>TH</sup> STREET to EAST 4<sup>TH</sup> STREET  
STREET RECONSTRUCTION

CITY OF MARSHFIELD  
July 2024

DATE DUE: August 21, 2024, 12:00 PM  
at the Office of the City Engineer  
207 West 6<sup>th</sup> Street  
Marshfield, Wisconsin 54449

REQUESTING ENTITY:  
City of Marshfield  
Board of Public Works  
Mike O'Reilly, Chairman

CONTACT: Thomas Turchi, P.E.  
Director of Public Works  
207 West 6<sup>th</sup> Street  
Marshfield, WI 54449  
(715) 486-2034

## **I. INTRODUCTION**

The City of Marshfield has secured funding through the STP Urban Program for reconstruction of approximately 0.5 miles of South Vine Avenue – E 14<sup>th</sup> Street to E 4<sup>th</sup> Street as shown on the attached project location map. The existing urban cross section consists of 30-foot-wide asphalt overlay over concrete pavement with 30-inch curb & gutter. The street serves as a primary north south collector on the City's east side with a 2021 ADT of 560. South Vine Avenue is a north south route that extends from the City's Fairgrounds north to Becker Road (CTY Y). Vine Avenue is one of 4 accesses to Veterans Parkway which also includes crossings of CN railroad in our immediate downtown area.

The City is seeking proposals from qualified consultants to undertake the design process, including local municipal utilities, and develop PS&E documents for a state bid letting. The City of Marshfield is funding 20% of the design engineering and 100% of any right of way or easements for this project. The City will enter into a three-party contract with the selected consultant and the Wisconsin DOT.

## **II. PROJECT OVERVIEW**

The proposed improvement is a 0.5-mile reconstruction project replacing the existing urban section that is anticipated to include new concrete pavement with curb & gutter measuring 30 feet face to face, over base aggregate open graded, over screened breaker run stone, with a pavement drainage system and a new storm sewer system. Existing sidewalk will be replaced along both sides of the project. The project limits extend from the north side of 14<sup>th</sup> Street to the south side of 4<sup>th</sup> Street with little or no intersection improvement anticipated on either end of the project. Municipal sanitary sewer and water system replacement, including service laterals, are also anticipated. It is anticipated that the roadway will be closed to through traffic for the duration of construction with driveway access maintained when possible. Construction is currently programmed for state fiscal year 2027 with PS&E scheduled for November 1<sup>st</sup>, 2026 and a programmed letting date of February 9, 2027. A copy of the STP Urban application is attached for reference.

## **III. SCOPE OF WORK BY CONSULTANT**

The consultant will undertake design survey, soils investigation, environmental documentation, agency coordination, utility coordination, plat development, pavement design report, design study report, public involvement, preliminary and final design, final plan development, PS&E documentation and any other tasks required by the WisDOT Facilities Development Manual for a project of this type. The project will be administered by the WisDOT's North Central Region and will require intermittent plan review meetings. Review documents shall be submitted to WisDOT and the City at least three weeks prior to the meetings. Construction administration services are not included in this Request for Proposals (RFP). In addition, municipal sanitary sewer and water main design services are required to allow reconstruction of these facilities to be included in the WisDOT bid package.

## **IV. RESPONSIBILITIES OF THE CITY**

The City of Marshfield will provide the following services as a part of the total project:

- A. Copies of available original plans. (original road plans are not available)
- B. Televising of existing sanitary sewer.
- C. Other services that are mutually agreed upon.

**V. PROPOSAL REQUIREMENTS**

The City of Marshfield requests a proposal from your firm for the provision of the services identified above. The brief proposal shall include the following information:

- A. A statement of consultants understanding that demonstrates knowledge of the project requirements.
- B. Resumes of key staff that will be assigned to the project. Include a statement that key project personnel identified in the proposal will not be substituted during the course of the project without prior approval of the City.
- C. A description of similar project experience involving key staff to be assigned to the project. Relevant experience should be focused around the staff proposed for the project, not of the firm overall.
- D. Client references (names, addresses, phone number) of engineering staff and/or elected officials who can address the quality of the work of the individuals involved in the projects identified in V.C. above.
- E. Designation of the single point of contact for coordination of the project.
- F. Proposed use of City staff, as well as any equipment, materials or additional data that will be expected from the City at the onset of the project.
- G. Proposed services to be subconsulted, anticipated subconsultants and anticipated cost for these services.
- H. Proposed project schedule with key milestone dates identified.

Any additional terms or conditions, which are deemed necessary for entering into a contract with the City, should be attached or incorporated as part of the proposal.

All submitted materials become the property of the City of Marshfield and will not be returned. The City reserves the right to reject any or all proposals, to waive technicalities, or to negotiate further with a responder who appears to most nearly meet the City's desires. All costs associated with responses to this RFP shall be borne by the responding party.

**VI. PROJECT TIMETABLE**

<b><u>Date(s)</u></b>	<b><u>Action(s)</u></b>
August 14, 2024	RFP disseminated to pre-selected firms
August 28, 2024	Proposals Due at Noon
August 29, 2024	Review team evaluation of proposals and recommendation to WISDOT
August 30, 2024	Submittal of dt1515 form to DOT for approval of selection process and signatures from DOT
September 2024	Negotiations with selected consultant/DOT for three party agreement for design services.

October 2024	Governor signs agreement for selection and design process. Notice to proceed is issued
*****	Detailed milestone dates to be provided in the consultant's proposal
November 1, 2026	PS&E Submittal Target Date
February 9, 2027	DOT project bid letting

**VI. PROPOSALS**

Proposals are due in the Office of the Director of Public Works, 207 West 6<sup>th</sup> Street, Marshfield, Wisconsin 54449, no later than noon, Wednesday August 28, 2024. Interested parties should submit, a PDF version of the proposal via email to: [tom.turchi@ci.marshfield.wi.us](mailto:tom.turchi@ci.marshfield.wi.us) . Email shall be clearly labeled "**Proposal for Engineering Services - ID 6995-11-03/73 SOUTH VINE AVENUE – EAST 14TH STREET to EAST 4TH STREET**". All submitted materials will be evaluated by consultant selection committee with a recommendation to the DOT following the selection process.

**VII. SELECTION CRITERIA**

Selection will be based upon the materials submitted and will be ranked primarily based upon the following criteria:

- A. Professional registration of the firm and staff being proposed for this project
- B. General experience and professional expertise
- C. Education of pertinent staff / staff size, availability, current workloads
- D. Familiarity with WisDOT requirements
- E. Specific Relevant Experience with: Public involvement, Right-of-way plat preparation, Soils analysis and materials testing and Utility coordination
- F. Consultant's understanding of the project requirements
- G. Knowledge of project and experience with similar projects
- H. Capacity to handle additional work
- I. Consultant's technical approach to the project.
- J. Consultant's ability to meet the project schedule.
- K. Pertinent experience and qualifications of the project team.

**VIII. EXHIBITS**

- A. Project Location Map
- B. STP Urban Application

	<b>Company Name</b>	<b>Address Location</b>	<b>City State Zip</b>	<b>Phone Number</b>
1	<b>AECOM Technical Services Inc.</b>	1350 Deming Way, Suite 100	Middleton, WI 53562	608-836-9800
2	<b>Ayres Associates Inc</b>	2433 Oakwood Hills Parkway	Eau Claire, WI 54701	715-834-3161
3	<b>Becher-Hoppe Associates, Inc</b>	330 N. 4th Street	Wausau, WI 54403	715-845-8000
4	<b>Cedar Corporation</b>	604 Wilson Avenue	Menomonie, WI 54751	715-235-9081
5	<b>Clark Dietz, Inc</b>	625 57th Street 6th Floor	Kenosha, WI 53140	262-657-1550
6	<b>Cooper Engineering</b>	2600 College Drive PO BOX 230	Rice Lake, WI 54868	715-234-7008
7	<b>DAAR Engineering, Inc.</b>	330 E. Kilbourn Ave Suite 1149	Milwaukee, WI 53202	414-935-4354
8	<b>EMCS, Inc.</b>	1300 West Canal Street Suite 200	Milwaukee, WI 53233	414-347-1607
9	<b>Gremmer &amp; Associates, Inc.</b>	120 Wilshire Boulevard North	Stevens Point, WI 54481	715-341-4363
10	<b>HNTB Corporation</b>	250 E. Wisconsin Avenue Suite 2000	Milwaukee, WI 53202	414-359-2300
11	<b>Jewell Associates Engineers, Inc.</b>	560 Sunrise Drive	Spring Green, WI 53588	608-588-7484
12	<b>JT Engineering, Inc.</b>	1077 Centennial Centre Blvd.	Hobart, WI 54155	920-468-4771
13	<b>KL Engineering, Inc</b>	5400 King James Way, Suite 200	Madison, WI 53719	608-663-1216
14	<b>Kupar &amp; Associates, Inc.</b>	7711 N. Port Washington Road	Milwaukee, WI 53217	414-751-7200
15	<b>M Squared Engineering, LLC</b>	N19W6719 Commerce Ct	Cedarburg, WI 53012	262-376-4246
16	<b>Mead &amp; Hunt Inc</b>	2440 Deming Way	Middleton, WI 53562	608-273-6380
17	<b>MSA Professional Services, Inc.</b>	1230 South Boulevard	Baraboo, WI 53913	608-356-2771
18	<b>Point of Beginning, Inc</b>	4941 Kirschling Court	Stevens Point, WI 54481	715-344-9999
19	<b>Quest Civil Engineers, LLC</b>	320 West Grand Ave. Suite 302	Wisconsin Rapids, WI 54495	715-423-3525
20	<b>R.A. Smith, Inc.</b>	16745 W. Bluemound Road	Brookefield, WI 53005	262-781-1000
21	<b>REI Engineering, Inc.</b>	4080 N 20th Ave	Wausau, WI 54401	715-675-9784
22	<b>Robert E. Lee &amp; Associates, Inc.</b>	1250 Centennial Centre Boulevard	Hobart, WI 54155	920-662-9641
23	<b>S E H</b>	3535 Vadnais Center Drive	St. Paul, MN 55110	651-490-2000
24	<b>Strand Associates, Inc.</b>	910 W Wingra Drive	Madison, WI 53715	608-251-4843

**Review Committee**

- 1 **Director of Public Works**
- 2 **City Engineer**
- 3 **Assistant City Engineer**
- 4 **Civil Engineer II**
- 5 **Member of the Board of Public Works**



**STATE/MUNICIPAL AGREEMENT  
FOR A STATE-LET STP-URBAN  
PROJECT**

**Program Name: STP-URBAN**  
**Population Group: 5,000-20,000**  
**Sub-program #: 206**  
**Cycle: FFY 2023-2026 Bipartisan  
Infrastructure Law (BIL)**

**Date: January 3, 2023**  
**I.D.: 6995-11-03/73**  
**Road Name: C Marshfield, S Vine Avenue**  
**Limits: East 14<sup>th</sup> Street to East 4<sup>th</sup> Street**  
**County: Wood**  
**Roadway Length: 0.5 miles**  
**Functional Classification: Collector**  
**Project Sponsor: City of Marshfield**

The signatory, **City of Marshfield**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

**Existing Facility - Describe and give reason for request: This 0.5-mile stretch of S Vine Avenue from E 4<sup>th</sup> Street to E 14<sup>th</sup> Street in the City of Marshfield has urban cross section and is classified as a collector. The ADT on this section of road is 560 (ADT 2021). This segment of S Vine Avenue has two 11-foot-wide lanes with 4-foot shoulders (curb and gutter). There is a parking lane on the east side of the roadway. The existing pavement structure is asphalt over concrete. The roadway is in poor condition and was last improved (mill and overlay) in 2001 with a pavement rating of 4/5. The roadway is showing cracking, rutting and raveling due to deteriorating concrete under the asphalt overlay. Sidewalk is on both sides of the roadway. There are no existing bicycle accommodations.**

**Vine Avenue is a collector and one of only 5 north-south streets in or near downtown that intersect with Veterans Parkway (STH 13) just north of this project limit and one of only 4 at-grade intersections that cross the Wisconsin Central Ltd (CN) Railroad to the north. While the latest ADT is not large, Vine Avenue sees much higher seasonal traffic volumes as it provides direct access from STH 13 to the Central Wisconsin State Fairgrounds. The main event at the grounds is in August but it also hosts other events throughout the year. Vine Avenue is one of the oldest remaining concrete streets in the City of Marshfield, having been overlaid in 1983 and mill & overlaid in 2001. The underlying concrete pavement is seeing more rapid deterioration resulting in potholes and increased patching to maintain an acceptable surface. The existing storm sewer is vitrified clay and undersized for today's standards. The underground municipal sanitary sewer and water mains are also some of the oldest in the city.**

**Proposed Improvement - Nature of work: Reconstructing approximately 2,650 feet of S Vine Avenue from E 4<sup>th</sup> Street to E 14<sup>th</sup> Street utilizing concrete. The project will be designed to meet current standards as per the WisDOT Facilities Development Manual. Minimal grading is anticipated. Additional work would include replacement of sanitary sewer and water mains as well as lead water services and vitrified clay sanitary sewer laterals is also needed. This segment of E Vine Avenue is not part of a local or regional Bike/Ped plan, but it is proposed to replace 2,650 feet of sidewalk (5-foot width) on both**

sides of the roadway. Road will be closed with detour during construction. Right of way acquisition for temporary interests (TLE) is anticipated.

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable federal requirements: **Items to be 100% locally funded could include, but may not be limited to, maintenance and repair of haul roads, adjustment of water service boxes, gate valves, and manholes; repair/replacement of water main, adjustment of sanitary sewer manholes, placing of new sanitary manhole seals and covers, compensable utility moves and real estate acquisition.**

The Municipality agrees to the following FFY 2023-2026 BIL STP-Urban project funding conditions:

Project ID **6995-11-03** design costs are funded with **80%** federal funding up to a funding limit of **\$299,000**. The Municipality agrees to provide the remaining **20%** and any funds in excess of the **\$299,000** federal funding limit.

**Real Estate, Railroad, and utility costs are locally funded – non-participating.** Non-participating costs are 100% the responsibility of the Municipality.

Project ID **6995-11-73** construction costs are funded with **80%** federal funding up to a funding limit of **\$1,482,000**. The Municipality agrees to provide the remaining **20%** and any funds in excess of the **\$1,482,000** federal funding limit. Non-participating costs are **100%** the responsibility of the Municipality.

Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year **2026**. Sunset date: **June 30, 2031**.

**In accordance with the State's sunset policy for STP-Urban projects, the subject FFY 2023-2026 BIL STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2026, or by June 30, 2031.**

Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary of Costs Table below are estimates. The final Municipal share is dependent on the final federal participation, and actual costs will be used in the final division of cost for billing and reimbursement. In no event shall federal funding exceed the estimate of **\$1,781,000** in the Summary of Costs Table.

PHASE	SUMMARY OF COSTS				
	Total Est. Cost	Federal Funds	%	Municipal Funds	%
<b>ID 6995-11-03</b>					
Design	\$325,000	\$260,000	80%	\$65,000	20% + BAL
State Review	\$48,750	\$39,000	80%	\$9,750	20% + BAL
<i>Project totals</i>	\$373,750	\$299,000		\$74,750	
<b>ID 6995-11-73</b>					
Participating Construction	\$1,625,000	\$1,300,000	80%	\$325,000	20% + BAL
Non-Participating Construction	\$500	\$0	0%	\$500	100%
Construction Engineering	\$188,500	\$150,800	80%	\$37,700	20% + BAL
State Review	\$39,000	\$31,200	80%	\$7,800	20% + BAL
<i>Project totals</i>	\$1,853,000	\$1,482,000		\$371,000	
<b>Total Est. Cost Distribution</b>	<b>\$2,226,750</b>	<b>\$1,781,000</b>	<b>N/A</b>	<b>\$445,750</b>	<b>N/A</b>

\*Design ID# 6995-11-03 federal funding is limited to \$299,000.

\*Construction ID# 6995-11-73 federal funding is limited to \$1,482,000.

This request is subject to the terms and conditions that follow (pages 3 – 8) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of: **City of Marshfield** (please sign in blue ink.)

Name (print) *Lois Testrake* Title *Mayor*

Signature *Lois Testrake* Date *1/31/2023*

Signed for and in behalf of the **State** (please sign in blue ink.)

Name (print) **Shannon Riley** Title **NC Region Planning Section Chief**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**GENERAL TERMS AND CONDITIONS:**

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding.
3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
  - a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)
  - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the

fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition, the Municipality agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.

- c. Prevailing wage requirements, including but not limited to 23 U.S.C 113.
- d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
- e. Competitive bidding and confidentiality requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06. This includes the sharing of financial data prior to the conclusion of the competitive bid period.
- f. All applicable Disadvantaged Business Enterprise (DBE) requirements that the State specifies.
- g. Federal statutes that govern the Surface Transportation Program (STP), including but not limited to 23 U.S.C. 133.
- h. General requirements for administering federal and state aids set forth in Wis. Stat. 84.03.

#### **STATE RESPONSIBILITIES AND REQUIREMENTS:**

- 4. Funding of each project phase is subject to inclusion in Wisconsin's approved FFY 2023-2026 BIL STP-Urban program. Federal funding will be limited to participation in the costs of the following items, as applicable to the project:
  - a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
  - b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.
  - c. Storm sewer mains necessary for the surface water drainage.
  - d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
  - e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
  - f. Signing and pavement marking.
  - g. New installations or alteration of street lighting and traffic signals or devices.
  - h. Landscaping.
  - i. Preliminary engineering and design.
  - j. State review services for design ID **6995-11-03**
  - k. State review services for construction ID **6995-11-73**

5. The work will be administered by the State and may include items not eligible for federal participation.
6. As the work progresses, the State will bill the Municipality for work completed that is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs subject to funding limits in the Summary of Costs Table. If reviews or audits show any of the work to be ineligible for federal/state funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

**MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:**

7. Work necessary to complete the FFY 2023-2026 BIL STP-Urban improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.
  - a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades, or drainage.
  - c. Detour routes and haul roads. The municipality is responsible for determining the detour route.
  - d. Conditioning, if required and maintenance of detour routes.
  - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
  - f. All work related to underground storage tanks and contaminated soils.
  - g. Street and bridge width in excess of standards, in accordance with the current WisDOT Facilities Development Manual (FDM).
  - h. Real estate for the improvement.
  - i. Other 100% Municipality funded items: Repair/replacement of water main
8. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.
9. Work to be performed by the Municipality without federal funding participation necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.
10. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.
11. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. 51.01 (5), sexual orientation as defined in Wis. Stat. 111.32 (13m), or national origin.
12. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed federal/state financing commitments or are ineligible for federal/state financing. To guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.

13. In accordance with the State's sunset policy for STP-Urban projects, the subject FFY 2023-2026 BIL STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year (2026) in which the project is initially scheduled. Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.
14. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred on behalf of the project.
15. The Municipality will at its own cost and expense:
  - a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks, and parking lanes [including snow and ice removal]) for such maintenance in a manner consistent with reasonable industry standards, and will make ample provision for such maintenance each year.
  - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
  - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
  - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
  - e. Provide complete plans, specifications, and estimates to State upon request.
  - f. Provide relocation orders and real estate plats to State upon request.
  - g. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
  - h. Provide maintenance and energy for lighting.
  - i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism, or other cause.
16. It is further agreed by the Municipality that:
  - a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.
  - b. The Municipality assumes full responsibility for the plans and special provisions provided by their designer, or anyone hired, contracted, or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Municipality will reimburse State if State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
  - c. The Municipality will be 100% responsible for all costs associated with utility issues involving the Contractor, including costs related to utility delays.
  - d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Municipality

or by others, will be in conformity with such *Manual of Uniform Traffic Control Devices* as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred in by the Federal Highway Administration.

- e. The right-of-way available or provided for the project will be held and maintained inviolate for public highway or street purposes. Those signs prohibited under federal aid highway regulations, posters, billboards, roadside stands, or other private installations prohibited by federal or state highway regulations will not be permitted within the right-of-way limits of the project. The Municipality, within its jurisdictional limits, will remove or cause to be removed from the right-of-way of the project all private installations of whatever nature which may be or cause an obstruction or interfere with the free flow of traffic, or which may be or cause a hazard to traffic, or which impair the usefulness of the project and all other encroachments which may be required to be removed by the State at its own election or at the request of the Federal Highway Administration, and that no such installations will be permitted to be erected or maintained in the future.
- f. The Municipality is responsible for any damage caused by legally hauled loads, including permitted oversize and overweight loads. The contractor is responsible for any damage caused to haul roads if the contractor does not obey size and weight laws, use properly equipped and maintained vehicles, and does not prevent spilling of materials onto the haul road (*WisDOT Standard Specifications* 618.1, 108.7, 107.8). The local maintaining authority can impose special or seasonal weight limitations as defined in Wis. Stat. 349.16, but this should not be used for the sole purpose of preventing hauling on the road.

The bid item 618.0100 Maintenance and Repair of Haul Roads (project) is ineligible for federal funding on local program projects as per the State/Municipal Agreement. The repair of damages as a result of hauling materials for the project is the responsibility of the Municipality as specified in the State/Municipal Agreement Terms and Conditions under "Municipal Responsibilities and Requirements."

#### LEGAL RELATIONSHIPS:

- 17. The State shall not be liable to the Municipality for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Municipality for damages or delays resulting from injunctions or other restraining orders obtained by third parties.
- 18. The State will not be liable to any third party for injuries or damages resulting from work under or for the Project. The Municipality and the Municipality's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.
- 19. Contract modification: This State/Municipal Agreement can only be modified by written instruments duly executed by both parties. No term or provision of either this State/Municipal Agreement or any of its attachments may be changed, waived, or terminated orally.
- 20. Binding effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors, and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third-party enforcement rights.
- 21. Choice of law and forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and, in any deed, executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

## PROJECT FUNDING CONDITIONS

22. Non-appropriation of funds: With respect to any payment required to be made by the State under this State/Municipal Agreement, the parties acknowledge the State's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Municipality or the State may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.
23. Maintenance of records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Municipality, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the State. The State reserves the right to audit and inspect such records and accounts at any time. The Municipality shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim, or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

24. The Municipality agrees to the following FFY 2023-2026 BIL STP-Urban project funding conditions:
- a. ID 6995-11-03: Design is funded with **80%** federal funding up to a funding limit of **\$299,000**, when the Municipality agrees to provide the remaining **20%** and any funds in excess of the **\$299,000** federal funding limit. This phase includes plan development and state review. The work includes project review, approval of required reports and documents and processing the final Plan, Specification & Estimate (PS&E) document for award of the contract. Costs for this phase include an estimated amount for state review activities, to be funded **80%** with federal funding and **20%** by the Municipality.
  - b. ID 6995-11-73: Construction:
    - i. Costs for participating construction items are funded with **80%** federal funding up to a funding limit of **\$1,482,000**, when the Municipality agrees to provide the remaining **20%**, and any funds in excess of the **\$1,482,000** federal funding limit.
    - ii. Non-participating costs **such as maintenance and repair of haul roads, sanitary sewer lines, water lines, repair/replacement of water main, adjustment of water service boxes, gate valves, adjustment of sanitary sewer manholes** are funded **100%** by the Municipality. Costs include construction delivery.
    - iii. Costs for this phase include an estimated amount for **state review** activities, to be funded **80%** with federal funding and **20%** by the Municipality.

**[End of Document]**



City of  
**MARSHFIELD**  
**MEMORANDUM**

**TO: Board of Public Works**  
**FROM: Tom Turchi, Director of Public Works**  
**DATE: July 30, 2024**  
**RE: Policy 5.380 Street Light Installation.**

**BACKGROUND**

With the advent of Light Emitting Diodes (LED) lighting becoming more available and affordable we need to update the policy for street light installations.

**ANALYSIS**

The city currently covers the costs for a total of 2,099 street lights. To date, we've successfully upgraded 510 fixtures to LED technology, effectively replacing high-wattage High Pressure Sodium (HPS) fixtures. Among these, 290 fixtures originally consumed 100 watts as HPS, but now operate at 38 watts as LED's. Additionally, 220 HPS fixtures, previously at 150 watts, now function at 57 watts as LED's. The reduction in energy consumption is significant.

On average, each fixture costs \$189.00 to purchase and the cost for a line truck and a crew of two, along with an average replacement time of 30 minutes per fixture, the total cost per fixture replacement amounts to \$142.48 for a total cost per fixture of \$331.80. Please note these costs are born by the Marshfield Utilities and have been reduced due to a focus on energy grant.

Over the past two years we have now successfully replaced approximately 1,000 HPS fixtures with LED fixtures.

**RECOMMENDATION**

I recommend approval the proposed changes to Policy 5.380 Street Light Installation as submitted.

Respectfully submitted,

Thomas Turchi



**CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES**

- |                   |                         |
|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL            |
| 2. ADMINISTRATIVE | <b>5. PUBLIC WORKS</b>  |
| 3. PERSONNEL      | 6. PARKS AND RECREATION |

CHAPTER: Street/Sewer Construction and Maintenance

SUBJECT: Street Light Installation

POLICY NUMBER: 5.380

SUPERSEDES POLICY DATED: May 19, 1981, December 6, 1994, October 1, 2002, & December 18, 2012

PAGES: 2

EFFECTIVE DATE: August 13, 2024

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.**

There shall be a policy established regarding the installation of street lights:

**A. NEW STREET LIGHTS ON EXISTING STREETS**

1. A request shall be made in writing to the Director of Public Works.
2. A joint review shall be made by the Director of Public Works and an Electric Utility representative.
3. New street lights shall be installed at locations meeting the following requirements. Approval for requests, which are an exception to the following, may be granted by the Board of Public Works.
  - a. A street light shall be installed at each street intersection and end of each cul de sac.

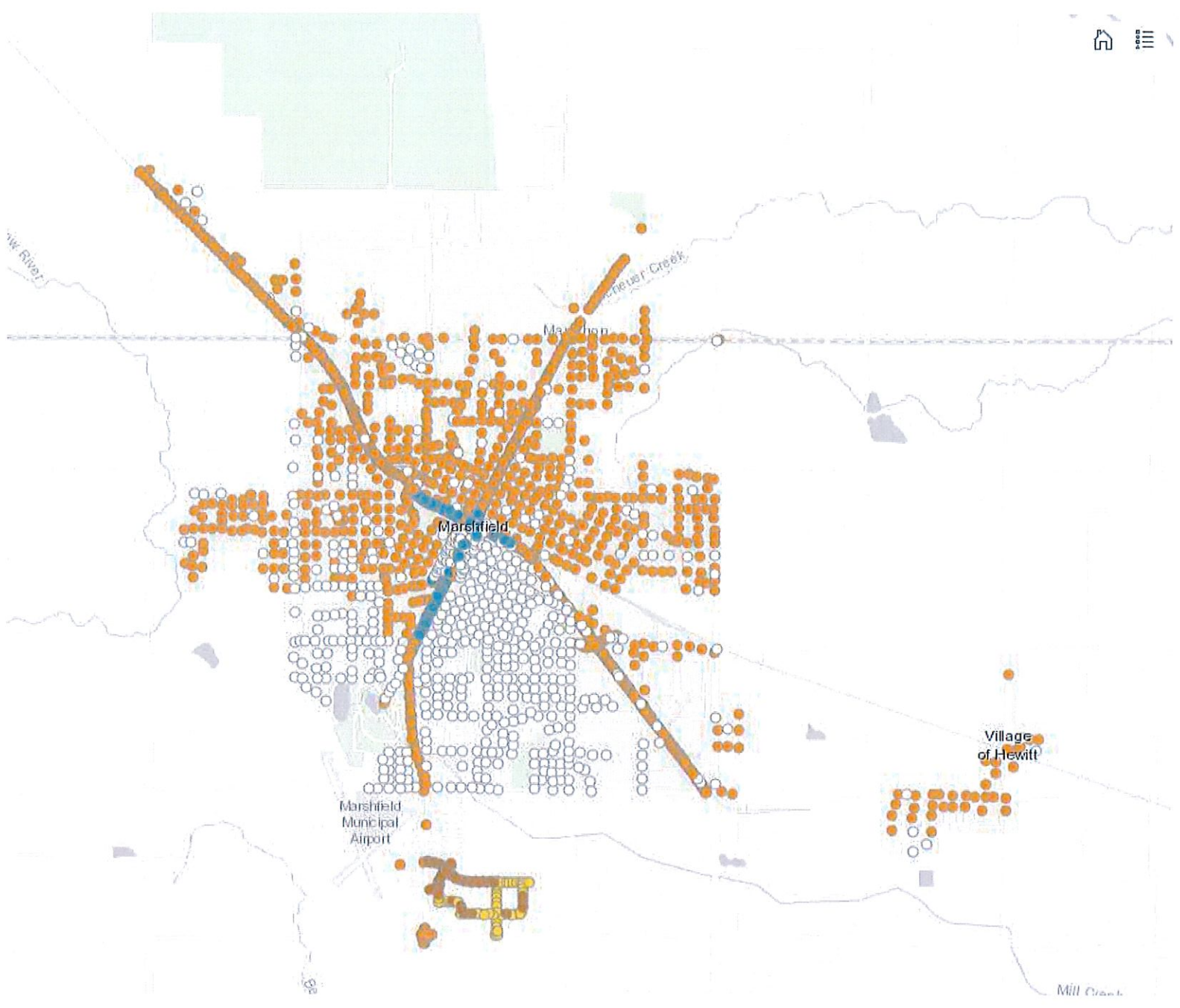
- b. Mid-block installations shall be made on blocks in excess of 500 feet. On extra long runs without crossing streets, lights shall be uniformly spaced at not more than 400-foot intervals. Mid-block installations may be allowed when warranted by geometrics or special hazards, subject to approval by the Board of Public Works.

## **B. NEW STREET LIGHTS ON STREET OPENINGS**

1. Street lights shall be installed at the time the street is opened and should be coordinated with the installation of electric service whenever possible.
2. Street light locations shall be in accordance with Article A.3 above.
3. In accordance with Section 18.05(1)(b) the subdivider or his successors in interest, shall cause street lights to be installed within all subdivisions platted after November 17, 1992. The subdivider shall be responsible for all costs associated with street light installation.
4. For those streets platted prior to November 17, 1992 and not yet opened to traffic, street light installation shall be the responsibility of the party(ies) requesting the street opening. For street openings petitioned by multiple property owners, or where the petitioning party(ies) own less than 50% of the benefited property, street light installation may be constructed as a special assessment project and assessed to benefited properties.
5. The Electric Utility will make recommendations on the location of lights in new areas to be developed.

## **C. STREET LIGHT STANDARDS**

1. The City of Marshfield's desire for sustainability, all fixture replacements and new installations will be Light Emitting Diode (LED) fixtures as follows:
  - 38 watt fixtures on low traffic volume residential streets
  - 57 watt fixtures on high volume collector and arterial streets
  - 96 watt fixtures on Central Avenue and other areas where warranted
2. All existing mercury vapor fixtures and high pressure sodium fixtures will be replaced with and Light Emitting Diode (LED) at the time of failure.
3. Street light poles shall be the standard utility distribution poles.
4. Requests for non-standard street light poles and/or fixtures may be approved by the Board of Public Works. Costs in excess of the standard poles and fixtures shall be borne by the requesting party.





**CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES**

- |                   |                         |
|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL            |
| 2. ADMINISTRATIVE | <b>5. PUBLIC WORKS</b>  |
| 3. PERSONNEL      | 6. PARKS AND RECREATION |

CHAPTER: Street/Sewer Construction and Maintenance

SUBJECT: Street Light Installation

POLICY NUMBER: 5.380

SUPERSEDES POLICY DATED: May 19, 1981, December 6, 1994 & October 1, 2002

PAGES: 2

EFFECTIVE DATE: December 18, 2012

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.**

There shall be a policy established regarding the installation of street lights:

**A. NEW STREET LIGHTS ON EXISTING STREETS**

1. A request shall be made in writing to the Director of Public Works.
2. A joint review shall be made by the Director of Public Works and an Electric Utility representative.
3. New street lights shall be installed at locations meeting the following requirements. Approval for requests, which are an exception to the following, may be granted by the Board of Public Works.
  - a. A street light shall be installed at each street intersection and end of each cul de sac.

- b. Mid-block installations shall be made on blocks in excess of 500 feet. On extra long runs without crossing streets, lights shall be uniformly spaced at not more than 400-foot intervals. Mid-block installations may be allowed when warranted by geometrics or special hazards, subject to approval by the Board of Public Works.

## **B. NEW STREET LIGHTS ON STREET OPENINGS**

1. Street lights shall be installed at the time the street is opened and should be coordinated with the installation of electric service whenever possible.
2. Street light locations shall be in accordance with Article A.3 above.
3. In accordance with Section 18.05(1)(b) the subdivider or his successors in interest, shall cause street lights to be installed within all subdivisions platted after November 17, 1992. The subdivider shall be responsible for all costs associated with street light installation.
4. For those streets platted prior to November 17, 1992 and not yet opened to traffic, street light installation shall be the responsibility of the party(ies) requesting the street opening. For street openings petitioned by multiple property owners, or where the petitioning party(ies) own less than 50% of the benefited property, street light installation may be constructed as a special assessment project and assessed to benefited properties.
5. The Electric Utility will make recommendations on the location of lights in new areas to be developed.

## **C. STREET LIGHT STANDARDS**

1. All fixture replacements and new installations will be high pressure sodium fixtures as follows:
  - 100 watt fixtures on low traffic volume residential streets
  - 150 watt fixtures on high volume collector and arterial streets
  - 250 watt fixtures on Central Avenue and other areas where warranted
2. All existing mercury vapor fixtures will be replaced with high-pressure sodium fixtures at the time of failure.
3. Street light poles shall be the standard utility distribution poles.
4. Requests for non-standard street light poles and/or fixtures may be approved by the Board of Public Works. Costs in excess of the standard poles and fixtures shall be borne by the requesting party.



City of  
**MARSHFIELD**  
**MEMORANDUM**

**TO:** Board of Public Works  
**FROM:** Josh Mauritz, City Engineer  
**DATE:** August 5, 2024  
**RE:** Additional 2024 Asphalt Paving Project

**BACKGROUND**

Alleys are included in the City’s annual pavement evaluation process, but are generally given a lower weight when prioritizing projects in the asphalt paving program. The alley between Central Avenue and Maple Avenue from 12<sup>th</sup> Street to 14<sup>th</sup> Street is in very poor condition and is need of repaving. This alley is not in the current 3-yr asphalt paving program, but we have an opportunity to repave it in 2024.

**ANALYSIS**

The alley between Central Avenue and Maple Avenue from 12<sup>th</sup> Street to 14<sup>th</sup> Street is in very poor condition. Furthermore, portions of the surface have been removed by three utility cuts and also by work related to the E 14<sup>th</sup> Street reconstruction project. It would be more cost-effective to repave the entire alley at one time now rather than work around four utility patches at a later date. WE Energies is willing to contribute to the City what they would have spent on patching their utility cuts.

There is room in the 2024 Asphalt Paving Program budget and in the Street Division’s schedule to complete this work this season. At the May 6, 2024 BPW meeting, \$341,956 of the original funds budgeted for 2024 Asphalt Paving program were transferred to the E 14<sup>th</sup> Street reconstruction project to cover the budget shortfall for that project. Subsequently, a large portion of the overlay planned for S Maple Avenue was delayed until next year, which removes \$403,846 from the overall 2024 Asphalt Paving Program.

The table below shows the budget breakdown. These are only estimated costs due to several projects still being underway.

Original 2024 Asphalt Paving Program Budget (CIP)	\$2,005,000
Transfer to E 14 <sup>th</sup> Street Reconstruction	- \$341,956
Remaining 2024 Asphalt Paving Program Budget	<b>\$1,663,044</b>
Estimated Asphalt Paving Program using as-bid prices and <i>estimated</i> City labor costs	\$1,865,268
S Maple Avenue Overlay Reduction (Central Avenue to 17 <sup>th</sup> Street)	- \$403,846
Alley Addition	+ \$28,833
Revised Budget	<b>\$1,490,255</b>

**RECOMMENDATION**

I recommend that repaving of the alley between Central Avenue and Maple Avenue from 12<sup>th</sup> Street to 14<sup>th</sup> Street be added to the 2024 Asphalt Paving Program.

**ATTACHMENTS**

- A. Map of alley project.

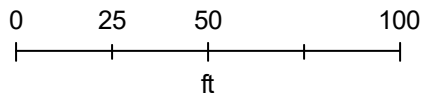
Respectfully submitted,  
 Josh Mauritz



City of Marshfield GIS Map

Author: City of Marshfield

Printed: 7/29/2024



This is not a legal survey document. This map was compiled by the City of Marshfield's Geographic Information System based on interpretation of resources to the date printed herein.  
Sources: City of Marshfield GIS Department

**JUDICIARY AND LICENSE COMMITTEE**  
**MINUTES OF AUGUST 6, 2024**

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

**PRESENT:** Alderpersons Ed Wagner, Brian Varsho and Rebecca Spiros

**EXCUSED:** None

**ALSO PRESENT:** Police Chief Geurink, City Clerk Schiferl

**CITIZEN COMMENTS**

- None

**JLC24-036** Motion by Spiros, second by Varsho to approve the minutes of the July 16, 2024 meeting.

**Motion carried**

**JLC24-037** Motion by Varsho, second by Spiros to disallow the claim of Marshall Lehman pursuant to Wisconsin Statute 893.80.

**Motion carried**

**JLC24-038** Motion by Varsho, second by Spiros to assess 75 demerit points to Mardawjad, LLC, 205 W. Upham Street; Twenty-five points for failed compliance check on December 8, 2023; 50 points for failed compliance check on April 18, 2024.

**Motion carried**

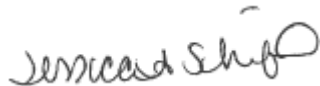
There was preliminary discussion of the 2025 Fee Schedule as it relates to business licensing. City Clerk will bring additional information to the next meeting.

Future Agenda Items

- Fee Schedule

Chairperson Wagner adjourned the meeting at 5:15 p.m.

Respectfully submitted,



Jessica Schiferl  
City Clerk

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF AUGUST 6, 2024**

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

**PRESENT:** Alderpersons Natasha Tompkins, Brian Varsho, Ed Wagner, Rebecca Spiros

**ABSENT:** Andrew Reigel

**ALSO PRESENT:** City Personnel (Steve Barg, Jennifer Selenske, Sarah Dresel, Jessica Schiferl, Everett Mueller, Jill Porter, Tom Loucks)

Identify potential conflicts of interest: None

**Citizen Comments**

- None

**FBP24-069** Motion by Spiros, second by Varsho to approve the items on the consent agenda:

1. Minutes of the July 16, 2024 meeting.
2. Bills in the amount of \$ \$1,460,896.10 and Payroll in the amount of \$1,143,167.71.
3. Monthly Postion Control Report
4. Report of Personnel Actions

**Motion carried**

**FBP24-070** Motion by Spiros, second by Tompkins to recommend Council approval to refill one vacant 20-hour per week part-time position at the Library.

**Motion carried**

**FBP24-071** Motion by Spiros, second by Varsho to recommend Council approval of Budget Resolution No. 11-2024, transferring cash from the CDBG housing program to the Wisconsin Department of Administration.

**Motion carried**

**FBP24-072** Motion by Tompkins, second by Varsho to recommend Council approval of Budget Resolution 12-2024, increasing 2024 adopted budget for façade grant/interior conversion project by \$30,000.

**Motion carried**

Discussion regarding the comprehensive social media policy, as presented by Communications Director Loucks. Loucks will make changes and bring back to a future meeting.

**FBP24-073** Motion by Varsho, second by Tompkins to recommend Council approval of an update to Policy 3.540 (Emergency Leave).

**FBP24-074** Motion by Spiros, second by Varsho to amend **FBP24-073** to include “grandchild” in immediate family, section A instead of section B; to add to section C to include police and fire officers participating in funerals.

**Motion carried**

Vote on **FBP24-073 as amended.**

**Motion carried**

**FBP24-075** Motion by Spiros, second by Tompkins to recommend Council approval of recommended 2025 Council budget calendar.

**Motion carried**

**FBP24-076** Motion by Spiros, second by Varsho to recommend Council approval to transfer \$206,203 received from Marshfield Utilites dividend into the Economic Development Fund for future budget allocation.

**Motion carried**

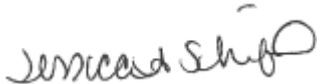
Discussion regarding upcoming presentations of economic development funding requests for consideration in the 2025 City budget.

**FUTURE AGENDA ITEMS**

- None

Motion by Tompkins, second by Varsho to adjourn at 6:47 p.m.

Respectfully submitted,



Jessica Schiferl  
City Clerk



DATE: July 25, 2024

TO: Finance, Budget, and Personnel Committee

FROM: Jill L. Porter, Library Director

RE: Request to refill two part-time Library Specialist positions

**BACKGROUND:**

We have received the resignation notice of one of our part-time Library Specialists effective August 10<sup>th</sup> and are on notice that another will be leaving in early October. These two positions (10 hours/week and 24 hours/week respectively), combined with an unfilled substitute position in Adult Services (4 hours) and unfilled hours in Youth Services (5 hours) total 43 hours.

**BUDGET IMPACT:**

To streamline staffing, we would like to replace all of these positions with two 20-hour/week positions. Neither would receive any benefits, and the expected savings is approximately \$2,000/year as the new staff will likely be hired in at Step 1 and neither will receive WRS as the current 24 hour/week position currently does.

**RECOMMENDATION:**

Because we have encountered difficulty attracting appropriate candidates with past openings, I would like to post both of these positions as soon as possible. These positions are budgeted for this year and are included in next year's budget and have been approved by the Library Board at its July 18<sup>th</sup> meeting. As such, I am recommending that the Finance, Budget, and Personnel Committee authorizes the Everett Roehl Marshfield Public Library to post these positions as soon as possible.



# MEMORANDUM

---

DATE: August 2, 2024  
TO: Finance, Budget & Personnel Committee  
FROM: Sarah Dresel, Human Resources Director  
RE: Request to Approve updated policy: Emergency Leave 3.540

## **BACKGROUND**

Since 1978, the City has had an Emergency Leave policy. This policy included time off for the death of an immediate family member, death of a relative and also for weddings within an immediate family and the birth of an employee's child. The policy has been updated throughout the years, lastly in 2013.

## **ANALYSIS**

When an employee is looking for a policy regarding funeral leave for a loved one, they have run into issues when they look for either funeral or bereavement in the title. Emergency leave isn't often the first place they look for information so the first update would be to change the policy title to Bereavement.

Since weddings and births do not fall under bereavement, those types of leaves will be presented at a different time under a new policy for the Finance, Budget and Personnel Committee to review.

When researching bereavement policies, immediate family member and relative are defined within the policy. Those are covered in letter A and letter B of the policy with only minor changes to be more specific.

Two additional items have been added to the policy. The first is in recognition of service to those employees who perform military honors at funeral services through veteran organizations. In January of 2000, Military Funeral Honors became a statutory benefit to all veterans. With the addition of letter C, employees who volunteer through a veteran service organization, would be allowed 24 hours per year, that they can use in quarter hour increments, to perform military honors at funeral services. Employees would need to communicate to Human Resources that they are part of the volunteer organization. They would then communicate any needs for service to their Supervisor as soon as possible when they are requested to volunteer.

The second addition is the ability for an employee to use their paid time off (vacation, comp time or personal holiday time) to attend the funeral of a deceased employee, alderman or mayor. Some restrictions may be needed, depending on the department, to allow business to continue within the department.

There are times when planning for a funeral or celebration of life for immediate family or relatives takes more time than is allotted within this policy. It is also added that an employee could utilize up to 3 days of sick leave with the approval of the Department Head and Human Resources. This time would be documented within our Timekeeping System which is currently UKG Kronos.

The updated policy also includes more information on bereavement leave being counted as straight time, similar to vacation and other paid time off, and would not create overtime for the employee.

Overall, this policy better reflects bereavement and the needs employees may have if they are faced with the death of a loved one.

### **RECOMMENDATION**

Staff recommends the Finance, Budget and Personnel Committee recommend Council approval of updated Policy 3.540 now named Bereavement Policy.



CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES

- |                   |                         |
|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL            |
| 2. ADMINISTRATIVE | 5. PUBLIC WORKS         |
| 3. PERSONNEL      | 6. PARKS AND RECREATION |

CHAPTER: Employee Benefits

SUBJECT: ~~Emergency Leave~~ Bereavement Leave

POLICY NUMBER: 3.540

PAGES: ~~24~~

APPROVAL DATE: October 6, 1978

REVISED: 4/27/99, 6/14/05, 9/24/13, 8/6/24

DEPARTMENTS OF PRIMARY RESPONSIBILITY: Department Heads, Elected Officials

**POLICY:**

In the event of a death in the immediate family or death of a relative of a regular full-time or regular part-time employee, the employee may request funeral leave from their immediate supervisor. Upon such a request, employees will be granted ~~emergency bereavement~~ leave with pay for the purpose of arranging for and attending the funeral. Days taken as ~~emergency bereavement~~ leave must be ~~noted~~ entered into the timekeeping system as funeral leave and within the comments section of the request, note the relationship to the deceased. ~~on the employee's time card.~~ The City shall allow ~~emergency bereavement~~ leaves, for the amount of time specified in the following situations:

A) Up to three (3) days for a death in the immediate family.  
~~(Immediate family~~ for the purposes of this section shall include: the employee's spouse, child, ~~ren~~, step-child, guardian, parent, mother, father, mother-in-law, father-in-law, stepmother, stepfather, brother, sister, parent-in-law, and son-in-law and-or daughter-in-law).

B) One (1) day at full pay for deaths of relatives.  
~~(Relatives~~ for the purposes of this section shall include: the employee's grandmother, grandfather, parents, grandmothers-in-law, grandfather-in-law, grandchildren, brother-in-law, sister-in-law, uncles, aunts, nephews, and nieces).

~~C) One (1) day for weddings in the immediate family, falling on a work day (immediate family is defined in A).~~

~~D) One (1) day at full pay for a birth of employee's child, falling on a work day.~~

C) An employee who is a volunteer for a veteran service organization that performs military honors at funeral services will be allowed paid bereavement leave to perform their duties for up to 24 hours annually to be taken in increments of a quarter (0.25) of an hour. The employee must inform Human Resources of their volunteer status and the service organization they work with prior to submitting a request to use any time. A request shall be made to the Department Head, verbally or in writing, as soon as the employee is notified of the need to perform military honors.

D) Employees may be allowed to use paid time off (vacation, compensatory time or personal holiday time) to attend the funeral of a deceased employee, alderman or mayor. The Department Head will determine how many employees will be needed to staff the department. The Human Resources Department and Department Head would jointly determine the feasibility of full department attendance.

All the above defined emergency leave shall be granted at full pay, not to be counted as sick leave or holidays. If additional time is needed for travel or funeral arrangements for immediate family members or relatives as defined in A and B above, employees would be allowed to utilize up to 3 sick days over the course of a calendar year with approval from Human Resources and the Department Head.

All the above defined bereavement leaves shall be granted at straight time rate and shall not create overtime based upon the employees regularly scheduled workday between the date of the death and the funeral/celebration of life. Documentation of the event may be requested by the City.

Absences taken for any reason other than the foregoing above shall be without pay fall under the Attendance Policy 3.352.



CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES

- 1. COMMON COUNCIL
- 2. ADMINISTRATIVE
- 3. PERSONNEL
- 4. FINANCIAL
- 5. PUBLIC WORKS
- 6. PARKS AND RECREATION

CHAPTER: Employee Benefits  
 SUBJECT: ~~Emergency Leave~~ Bereavement Leave  
 POLICY NUMBER: 3.540  
 PAGES: 24  
 APPROVAL DATE: October 6, 1978  
 REVISED: 4/27/99, 6/14/05, 9/24/13, 8/6/24

DEPARTMENTS OF PRIMARY RESPONSIBILITY: Department Heads, Elected Officials

**POLICY:**

In the event of a death in the immediate family or death of a relative of a regular full-time or regular part-time employee, the employee may request funeral leave from their immediate supervisor. Upon such a request, employees will be granted ~~emergency bereavement~~ leave with pay for the purpose of arranging for and attending the funeral. Days taken as ~~emergency bereavement~~ leave must be ~~noted~~ entered into the timekeeping system as funeral leave and within the comments section of the request, note the relationship to the deceased. ~~on the employee's time card.~~ The City shall allow ~~emergency bereavement~~ leaves, for the amount of time specified in the following situations:

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- B) One (1) day at full pay for deaths of relatives. ~~(Relatives~~ for the purposes of this section shall include: the employee's grandmother, grandfather, parents, grandmother, parents-in-law, grandfather-in-law, grandchildren, brother-in-law, sister-in-law, uncles, aunts, nephews, and nieces).
- ~~C) One (1) day for weddings in the immediate family, falling on a work day (immediate family is defined in A).~~
- ~~D) One (1) day at full pay for a birth of employee's child, falling on a work day.~~
- C) An employee who is a volunteer for a veteran service organization that performs military honors at funeral services will be allowed paid bereavement leave to perform their duties for up to 24 hours annually to be taken in increments of a quarter (0.25) of an hour. The employee must inform Human Resources of their volunteer status and the service organization they work with prior to submitting a request to use any time. A request shall be made to the Department Head, verbally or in writing, as soon as the employee is notified of the need to perform military honors.

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All the above defined emergency leave shall be granted at full pay, not to be counted as sick leave or holidays. If additional time is needed for travel or funeral arrangements for immediate family members or relatives as defined in A and B above, employees would be allowed to utilize up to 3 sick days over the course of a calendar year with approval from Human Resources and the Department Head.

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Absences taken for any reason other than the foregoing above shall be without pay fall under the Attendance Policy 3.352.



# City of Marshfield Memorandum

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DATE: August 1, 2024  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator  
RE: Proposed 2025 budget calendar

## **Background**

For your review and consideration, I have attached a proposed 2025 budget calendar. The annual League of Wisconsin Municipalities conference will be held on October 23-25 in Middleton. This calendar avoids conflict with that conference by holding the third budget meeting (and the second regular meeting in October) on Monday, October 21<sup>st</sup> rather than Tuesday, October 22<sup>nd</sup>, when some of you will likely be traveling to the conference.

## **Recommendation**

Staff recommends that the Committee recommend Council's approval of the 2025 budget calendar as shown on the attached sheet.

## **Council's 2025 Budget Calendar**

Tuesday, September 10 <sup>th</sup>	Budget update at regular Council meeting
Thursday, October 3 <sup>rd</sup>	Proposed budget delivered to Mayor/Council
Tuesday, October 8 <sup>th</sup>	Budget meeting #1 at 5:00 p.m. (Prior to Council meeting, which will be moved back an hour to 7:00 p.m. for that night)
Monday, October 14 <sup>th</sup>	Budget meeting #2 at 6:00 p.m. or after Board of Public Works
Monday, October 21 <sup>st</sup>	Budget meeting #3 at 5:00 p.m. (Prior to Council meeting at 7:00 p.m. This is being moved from 10/22, due to the annual League of Wisconsin Municipalities conference on 10/23-10/25)
Monday, October 28 <sup>th</sup>	Budget meeting #4 at 6:00 p.m.
Friday, November 8 <sup>th</sup>	Public hearing notice published in Marshfield News Herald
Tuesday, November 26 <sup>th</sup>	Public hearing/adoption of 2025 budget/tax levy at regular Council meeting at 6:00 p.m.



**Tim Rasmussen**  
**Street**  
**Superintendent**

[tim.rasmussen@ci.marshfield.wi.us](mailto:tim.rasmussen@ci.marshfield.wi.us)

715-486-2081

## MEMO

---

**To:** Board of Public Works  
**From:** Tim Rasmussen, Street Superintendent  
**RE:** **Municipal Code Chapter 11 Public Nuisance 11-06 Weed control**

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**BACKGROUND & SUMMARY:** Changes to the weed ordinance were necessary with the recent request and approval to allow pollinator friendly habitat within the City limits. With this update the Street Division worked closely with Wood County's Land & Water Conservation Department to assure the ordinance included weeds on the NR-40 list of restricted & prohibited species, while also taking into account non NR-40 species that can pose a human health hazard. The changes were reviewed and approved by the Wood County's Land & Water Conservation Specialist.

The changes were to Paragraph 2 which specified certain "noxious weeds" or "weeds". The species removed were done because they are neither on the NR-40 list or pose a human health hazard. Species added were added to give example of prominent NR-40 and human health hazardous species for our area:

- (2) Defined. The term "noxious weed" or "weeds" as used in this section shall include the following: Canada thistle; leafy spurge; field bindweed (creeping jenny); ~~Canada goldenrod (oldfield); better ticks;~~ burdocks; ~~cattails;~~ ~~chickweed (common);~~ cocklebur; ~~cockle crows;~~ ~~fan weed;~~ ~~penny-cress;~~ ~~fleabane;~~ ~~daisy;~~ giant ragweed; lamb's quarters; ~~milkweeds;~~ Mullen; garlic mustard; common reed grass; honey suckle; crown vetch; ~~common mustard;~~ ~~ball myrtle;~~ stinging nettles; ~~ox eye daisy;~~ ~~pepper grass;~~ ~~field pigweed;~~ poison ivy; common ragweed; ~~sandburs;~~ ~~shepherd's purse;~~ ~~smartweeds (lady's thumb);~~ ~~annual spurge;~~ ~~sticktight;~~ bull thistle; ~~tumbleweed;~~ ~~witchgrass;~~ ~~yarrow;~~ ~~milfoil;~~ quackgrass; ~~snappedragon;~~ toadflax; ~~sour dock;~~ ~~yellow dock;~~ ~~wild barley;~~ poison sumac; purple loosestrife; spotted knotweed; buckthorn; brush (woody stemmed plant); Giant hogweed; Wild parsnip; Poison hemlock; Poison Oak; all other plants defined as noxious or invasive by the Wisconsin Department of Natural Resources ch. NR 40, Wis. Adm. Code; and all other grasses over four (4) inches in height for developed residential properties and over six (6) inches in height for undeveloped properties as further defined below.

It is important to note that paragraph 2 (a) & (b) remains the same. These sections control the maximum height of residential properties in both developed and undeveloped areas within the City.

Attached is the redlined version and the clean copy of Sec. 11-06.

**STAFF RECOMMENDATION:** Approve Ordinance No. 1517 amending Section 11-06 of the Marshfield Municipal Code regarding Weed Control.

ORDINANCE NO. 1517

An Ordinance amending Section 11-06 of the City of Marshfield Municipal Code.

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

SECTION 1. Sec. 11-06. Of the Marshfield Municipal Code is hereby amended to read as follows:

**§ 11-06. Weed control. [Code 1982, § 10.06; Ord. No. 1023, 6-8-2004; Ord. No. 1247, 4-23-2013]**

- (1) Required. The owner of any land within the city shall destroy all noxious weeds and keep mowed all grasses, as defined in subsection (2) of this section, which grow on owner's property and on any terraces and ditches abutting such property.
- (2) Defined. The term "noxious weed" or "weeds" as used in this section shall include the following: Canada thistle; leafy spurge; field bindweed (creeping jenny); ~~Canada goldenrod (oldfield); better-ticks;~~ burdocks; ~~cattails; chickweed (common);~~ cockleburrs; ~~cockle-cows; fan-weed; penny-cress; fleabane; daisy;~~ giant ragweed; lamb's quarters; ~~milkweeds;~~ Mullen; garlic mustard; common reed grass; honey suckle; crown vetch; ~~common-mustard; ball myrtle;~~ stinging nettles; ~~ox-eye daisy; pepper-grass; field-pigweed;~~ poison ivy; common ragweed; ~~sandburs; shepherd's-purse; smartweeds (lady's-thumb); annual-spurges; sticktight;~~ bull thistle; ~~tumbleweed; witchgrass; yarrow; milfoil;~~ quackgrass; ~~snaptail;~~ toadflax; ~~sour dock; yellow dock; wild-barley;~~ poison sumac; purple loosestrife; spotted knotweed; buckthorn; brush (woody stemmed plant); ~~Giant hogweed; Wild parsnip; Poison hemlock; Poison Oak;~~ all other plants defined as noxious or invasive by the Wisconsin Department of Natural Resources ch. NR 40, Wis. Adm. Code; and all other grasses over four (4) inches in height for developed residential properties and over six (6) inches in height for undeveloped properties as further defined below.
  - (a) Vacant or undeveloped properties which abut developed residential properties on more than one side shall be kept mowed to a maximum of six (6) inches in height.
  - (b) Vacant or undeveloped properties which abut developed residential properties on only one side and undeveloped properties abutting non-residential developed properties shall be kept mowed to a maximum height of six (6) inches for no less than the first 50 feet along the side of the property abutting the developed property and along any opened street right-of-way. The grasses on the remaining undeveloped property may be allowed to grow to a maximum of twelve (12) inches, but all noxious weeds as defined above, must be kept destroyed at all times.
- (3) Posting of notice. The weed commissioner shall annually, on or before May 15, publish at least once a week for two consecutive weeks, as a class II notice in the official newspaper, a notice that every person shall destroy noxious weeds as described in subsection (2) of this section.
- (4) Powers and duties of weed commissioner. Powers and duties of the weed commissioner shall be as follows:
  - (a) Destruction of weeds on public lands. The weed commissioner and deputy weed

commissioners shall have authority to destroy all noxious weeds on public lands.

- (b) Destruction of weeds on private land. The weed commissioner and his deputies shall see that weeds which are not destroyed by the property owner on private lands are destroyed, by the most economical method. The weed commissioner shall present to the finance director his account therefor for billing. The costs of destroying such weeds shall be entered on the tax roll of the property owner for destroying the weeds, and such tax shall be collected as other taxes are if the account is not paid. In case of railroads or other lands not taxed in the usual way, the amount chargeable against the railroads or other lands shall be certified by the city clerk to the state treasurer.
  - (c) Entry. The weed commissioner and his deputies may enter upon any lands within the city for the purpose of cutting or otherwise destroying weeds without being liable to an action for trespass or damage resulting from such entry and destruction, if reasonable care is exercised in the performance of the duty.
- (5) Weed control penalty. Penalties for violation of this section shall be as follows:
- (a) If any property owner fails to destroy noxious weeds as required, after three days' written notice from the weed commissioner, the property owner, in addition to being charged with the cost of such destruction, shall also pay a forfeiture of an additional \$75.00 for the first offense, and a forfeiture of \$90.00 for a second or each subsequent offense. An administrative charge established by the Board of Public Works, adjusted not more often than annually, shall also be charged to the property owner.
  - (b) Property owners will receive a three-day written notice prior to being charged with a first offense under this section. No notice shall be required prior to charging additional offenses in the same calendar year.
- (6) Native Wisconsin prairie areas. Prairie areas will be allowed and shall not be subject to section 11-06 of the Municipal Code if the areas meet and are maintained as per the following criteria:
- (a) Native prairie seeding. All seed mixes shall comply with all Wisconsin law. All native seeds shall be certified to be of Wisconsin origin or of an origin within a two hundred fifty (250) mile radius of the seeding site. All seeds shall be guaranteed by the supplier to be true to name and species and (except for ReGreen) shall not be cultivated varieties.
  - (b) These prairie areas are to be kept free of all "noxious weed" or "weeds" as defined in section 11-06(2) at all times.
  - (c) If at anytime these prairie areas do not meet section 11-06(6)(b) they shall be subject to destruction by the weed commissioner as per section 11-06(4) and weed control penalty 11-06(5).

**SECTION 2. 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 3. 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 4. 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: \_\_\_\_\_

ORDINANCE NO. 1517

An Ordinance amending Section 11-06 of the City of Marshfield Municipal Code.

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

SECTION 1. Sec. 11-06. Of the Marshfield Municipal Code is hereby amended to read as follows:

**§ 11-06. Weed control. [Code 1982, § 10.06; Ord. No. 1023, 6-8-2004; Ord. No. 1247, 4-23-2013]**

- (1) Required. The owner of any land within the city shall destroy all noxious weeds and keep mowed all grasses, as defined in subsection (2) of this section, which grow on owner's property and on any terraces and ditches abutting such property.
- (2) Defined. The term "noxious weed" or "weeds" as used in this section shall include the following: Canada thistle; leafy spurge; field bindweed (creeping jenny); burdocks; cockleburs; giant ragweed; lamb's quarters; Mullen; garlic mustard; common reed grass; honey suckle; crown vetch; stinging nettles; poison ivy; common ragweed; bull thistle; quackgrass; toadflax; poison sumac; purple loosestrife; spotted knotweed; buckthorn; brush (woody stemmed plant); Giant hogweed; Wild parsnip; Poison hemlock; Poison Oak; all other plants defined as noxious or invasive by the Wisconsin Department of Natural Resources ch. NR 40, Wis. Adm. Code; and all other grasses over four (4) inches in height for developed residential properties and over six (6) inches in height for undeveloped properties as further defined below.
  - (a) Vacant or undeveloped properties which abut developed residential properties on more than one side shall be kept mowed to a maximum of six (6) inches in height.
  - (b) Vacant or undeveloped properties which abut developed residential properties on only one side and undeveloped properties abutting non-residential developed properties shall be kept mowed to a maximum height of six (6) inches for no less than the first 50 feet along the side of the property abutting the developed property and along any opened street right-of-way. The grasses on the remaining undeveloped property may be allowed to grow to a maximum of twelve (12) inches, but all noxious weeds as defined above, must be kept destroyed at all times.
- (3) Posting of notice. The weed commissioner shall annually, on or before May 15, publish at least once a week for two consecutive weeks, as a class II notice in the official newspaper, a notice that every person shall destroy noxious weeds as described in subsection (2) of this section.
- (4) Powers and duties of weed commissioner. Powers and duties of the weed commissioner shall be as follows:
  - (a) Destruction of weeds on public lands. The weed commissioner and deputy weed commissioners shall have authority to destroy all noxious weeds on public lands.
  - (b) Destruction of weeds on private land. The weed commissioner and his deputies shall see that weeds which are not destroyed by the property owner on private lands are destroyed, by the most economical method. The weed commissioner shall present to the finance

director his account therefor for billing. The costs of destroying such weeds shall be entered on the tax roll of the property owner for destroying the weeds, and such tax shall be collected as other taxes are if the account is not paid. In case of railroads or other lands not taxed in the usual way, the amount chargeable against the railroads or other lands shall be certified by the city clerk to the state treasurer.

- (c) Entry. The weed commissioner and his deputies may enter upon any lands within the city for the purpose of cutting or otherwise destroying weeds without being liable to an action for trespass or damage resulting from such entry and destruction, if reasonable care is exercised in the performance of the duty.
- (5) Weed control penalty. Penalties for violation of this section shall be as follows:
- (a) If any property owner fails to destroy noxious weeds as required, after three days' written notice from the weed commissioner, the property owner, in addition to being charged with the cost of such destruction, shall also pay a forfeiture of an additional \$75.00 for the first offense, and a forfeiture of \$90.00 for a second or each subsequent offense. An administrative charge established by the Board of Public Works, adjusted not more often than annually, shall also be charged to the property owner.
  - (b) Property owners will receive a three-day written notice prior to being charged with a first offense under this section. No notice shall be required prior to charging additional offenses in the same calendar year.
- (6) Native Wisconsin prairie areas. Prairie areas will be allowed and shall not be subject to section 11-06 of the Municipal Code if the areas meet and are maintained as per the following criteria:
- (a) Native prairie seeding. All seed mixes shall comply with all Wisconsin law. All native seeds shall be certified to be of Wisconsin origin or of an origin within a two hundred fifty (250) mile radius of the seeding site. All seeds shall be guaranteed by the supplier to be true to name and species and (except for ReGreen) shall not be cultivated varieties.
  - (b) These prairie areas are to be kept free of all "noxious weed" or "weeds" as defined in section 11-06(2) at all times.
  - (c) If at anytime these prairie areas do not meet section 11-06(6)(b) they shall be subject to destruction by the weed commissioner as per section 11-06(4) and weed control penalty 11-06(5).

**SECTION 2. 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 3. 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 4.** 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: \_\_\_\_\_



# MEMORANDUM

---

DATE: August 6, 2024  
TO: Finance, Budget, & Personnel Committee  
FROM: Jennifer Selenske, Finance Director  
RE: Budget Resolution 11-2024 Remit Cash in Community Development Block Grant Revolving Loan Fund (CDBG-RLF) account to the State of WI

## **Background**

For many years, the City of Marshfield has operated a successful CDBG-RLF. This program is available to low-to-moderate (LMI) residents, and allows them to make improvements to residential properties that they rent or own. The City has contracted with Juneau County for administration of this program since 2019; however, earlier this year, they advised that they would be ending their contract with the City of Marshfield this spring and that many other smaller programs had consolidated their programs at the regional level.

While the City would lose control of where the funds go (regionally), there would be many positive effects from turning the funds back to the State, including the following:

- Marshfield could still participate in the program through the regional office.
- The City would not need to find new funding sources to maintain the program.
- Additional certification costs for inspection services would be avoided.
- There would be a reduction in the administrative burden on the City.
- This “centralization” would reduce the cost of the overall CDBG process.

## **Analysis**

On June 11, 2024, the Common Council authorized the return of the CDBG-RLF housing rehabilitation program to the State.

A budget resolution is needed to increase the budget in the Housing Grant fund to accommodate the transfer of the remaining cash to the State of Wisconsin, Department of Administration, Division of Energy, Housing, and Community Resources.

## **Recommendation**

I recommend the Finance, Budget, and Personnel Committee recommend Common Council approval of Budget Resolution 11-2024 to increase the budget of the Housing Grant Fund for the transfer of its cash to the State of Wisconsin’s Department of Administration.





# City of Marshfield Memorandum

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DATE: August 1, 2024  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator  
RE: Budget Resolution No. 12-2024, funds for building revitalization grants

## **Background**

The approved 2023 budget included \$70,000 for what was then called the “Façade Grant and Interior Conversion Program”. EDB awarded \$40,000 for a project on June 15, 2023, and approved a grant of \$18,055.06 for a second project on September 7, 2023; however, no payment has been made yet on that second grant. Also, as shown on the September 7, 2023 minutes (attached), EDB voted to carry forward the remaining balance (\$11,944.94) for use in the 2024 Façade Grant & Interior Conversion Program, which didn’t occur. As a result, I’m requesting that the funds (\$30,000 total) be carried forward into 2024. (This program incentivizes property owners to improve their buildings, increasing the tax base, upgrading their appearance, and enhancing economic vitality in downtown Marshfield.)

## **Recommendation**

Staff recommends that the FBP Committee recommend the Council’s approval of Budget Resolution No. 12-2024 increasing the 2024 budget for Façade Grant/Interior Conversion projects by \$30,000.

**BUDGET RESOLUTION NO. 12-2024**

A resolution changing to 2024 budget of the City of Marshfield, Wisconsin.

**Budget Amendment**

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

1. That the 2024 adopted budget for the Economic Development Fund Urban Development land account be increased \$30,000 for the specific purpose of Building Revitalization Grant Program grants.
  
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the Common Council, and within ten (10) days Thereafter, the City Clerk publishes notice of this change in the official newspaper.

ADOPTED \_\_\_\_\_  
Mayor

APPROVED \_\_\_\_\_  
Attest – City Clerk

PUBLISHED \_\_\_\_\_

Accounting Note: Budgetary Only -  
205-56620-70-58810 \$30,000

**Economic Development Board Meeting**  
**September 7, 2023**

**Present:** Mary Jo Wheeler-Schueller, Tom Buttke, Lyle Lang, John Tracy, Andrew Reigel (via Zoom),  
**Absent:** Paul Kapla, Ken Bargender (due to Board of Review), Russ Stauber  
**Others Present:** Mike O'Reilly, Councilmember; Steve Barg, City Administrator; Natalie Delo, Administrative/Permit Specialist; Chris Howard, Howard Properties; Erin Howard, Howard Properties; Tom Witzel, Hub City Ice Cream; Karen Mueller, Mueller Properties; Joshua Shamrowicz, GrayDog, Josh Miller, Cedar Corp; Nikki Anderson, Parks & Recreation; Karen Olson, MACCI; Denise Sonnemann, MACCI; Matt McLean, Visit Marshfield; Al Chaney, Visit Marshfield; Kaelie Gomez, Main Street Marshfield; and others.

Chairperson Wheeler-Schueller called the meeting to order at 7:30 a.m.

**EDB23-37** Buttke moved and Tracy seconded the motion to approve the August 3, 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. Tracy stated that he did not receive any funding on the interior renovations.

**Citizen comments**

Chris Howard stated that he is here to support Hub City Ice Cream and suggests that both would be funded for the requested amounts. Support of the tenant with the impact on the city. Howard Properties hoping to fund the \$18,000.

**Chairperson's Comments**

Shared a statement to embrace the spirit in the teamwork and collaboration and feels this has been lost in past meetings.

**Board member's Comments**

No comments

**205 Fund balance sheet update**

Nothing new to report at this time.

**Requests for funding under the City's interior conversion program**

Barg shared the two application requests with the board. Both applicants presented. Karen Mueller is requesting \$20,000.00 for 113 East 4<sup>th</sup> Street.

Jennifer and Tom Witzel are requesting \$18,055.06 for 111A West 2<sup>nd</sup> Street.

**EDB23-38** Buttke moved, Schueller-Wheeler seconded the motion to fund both projects at \$38,055.06.

Lang stated we already extended the deadline but now we are asked to exceed our budgeted amount which is concerning. Reigel stated if we have a rule in place we need to stick with it. He also had a concern on our budget restraints.

Buttke stated that we have the money in Economic Development Fund 205. Barg stated that only \$70,000 was budgeted for 2023, and a budget resolution by the Council would be required before any more funds could be allocated.

Schueller-Wheeler amending the motion **EDB23-38**.

**EDB23-39** Schueller-Wheeler moved Lang and seconded a motion to approve the funding of \$18,055.06 for 111A West 2<sup>nd</sup> Street.

All ayes.

**Motion carried.**

Reigel asked what is considered a fixture for the funding application. Gomez stated that this has been determined by the Economic Development Board in the past. Reigel also asked why they chose a company from Stratford for cabinetry work, and not one from Marshfield. Discussion occurred on what is considered “local”.

Barg asked what the Board wants to do with the remaining \$12,000 budgeted for the Façade program.

**EDB 23-40** Schueller -Wheeler moved and Buttke seconded the motion that the remaining balance for the Façade program go to the 113 East 4<sup>th</sup> Street project.

Buttke, Schueller – Aye

Lang, Reigel, and Tracy - Nay

**Motion failed.**

**EDB 23-41** Tracy moved and Lang seconded the motion to carry forward the remaining balance for the Façade program for use in 2024.

All ayes

**Motion carried.**

### **Review/consider proposed 2024 Economic Development Budget (Fund 205)**

Barg stated that what he prepared is essentially the same budget as last year.

**EDB 23- 42** Buttke moved and Tracy seconded the motion to hold on the budget review for the line item information.

All ayes

**Motion carried.**

This document will be emailed out by Steve Barg to ask for any concerns. He requested that anyone with questions, concerns, or suggestions contact him as soon as possible.

### **Project Updates**

- TIF District #13 – Area of 21<sup>st</sup> and Washington; pending plan for mixed use, single-family, twin homes and 4-plexes.
- TIF District #14 – Area between Marawood and Fleet Farm, east of Veteran’s Parkway; September meetings are scheduled.
- Housing committee – looking to schedule a meeting yet due to vacations for committee members
- Weinbrenner Shoes – Jeff Burns is working on dates to meet with City representative
- West 2<sup>nd</sup> Street Plan – Looking to see if the CDA can take on the role suggested by the consultant
- Certified Sites process – Olson advised that completion of the application is in the final stretch.

- Marshfield Towne Center – Ross Dress for Less is opening in October. Hoping for Hobby Lobby in early 2024.

### **Economic development activity updates**

Olson from MACCI:

- 5 Ribbon cuttings in August, 2 scheduled for September
- Childcare task force will meet in September
- WEDA conference in Wausau end of September

Gomez from MainStreet:

- Board met with CESA 8 and CESA 5
- ReadyGroup tour
- CEED tour with Grant
- Halloweek planning
- Holiday planning as well

Al Cheney from Visit Marshfield:

- Fairgrounds utilization discussion has been started

McLean from Visit Marshfield:

- Maple Fall Fest

### **Suggested items for upcoming agendas**

Buttke asked that Wood County to come to the next meeting for housing.

Schueller-Wheeler will represent the EDB at the Council Budget meeting if any questions will be asked.

Next meeting for Economic Development Board will be on Thursday, October 5<sup>th</sup> at 7:30 a.m.

With no other business before the Board, Wheeler-Schueller moved and Tracy seconded a motion to adjourn. Without any objection, Wheeler-Schueller adjourned the meeting at 8:43 a.m.

Respectfully submitted,



Natalie Delo  
Administrative/Permit Specialist



# MEMORANDUM

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DATE: August 6, 2024  
TO: Finance, Budget, & Personnel Committee  
FROM: Jennifer Selenske, Finance Director  
RE: Budget Resolution 13-2024 transfer unanticipated revenue from the General Fund to the Economic Development

## **Background**

For many years, the City of Marshfield has received a dividend from Marshfield Utilities. The dividend has been used by the City to fund various projects including street openings and reconstructions, the economic development revolving loan program, park improvements, financial and GIS software, grant programs, contributions MACCI, Main Street, the CDA, operating expenditures of the economic development fund and more.

## **Analysis**

On July 11, 2023, the Common Council revised Policy 4.320 Utility Transfers for General Government Utilization. The revised policy states “Transfer of funds from the Utility shall be vested in the Common Council to support City operations.” As a result, the 2024 dividend was recorded in the General Fund. The General Fund transferred funds to the Economic Development fund as approved by the Common Council in the 2024 budgets for each fund. In the previous version, those funds were deposited directly in the Economic Development Fund.

- 2024 Dividend \$492,723
- 2024 General Fund budget \$286,700 to be allocated as follows:
  - Transfer to the Economic Development Fund \$214,197
  - Support General Fund operations \$72,503
- 2024 unanticipated revenue \$206,203

The Common Council has discretion for how the unanticipated revenue is spent. Options include:

- Leave in the General fund as unassigned fund balance to offset current year unanticipated revenue shortfall or expenses or future year budget challenges.
- Leave in the General fund as committed fund balance for a designated purpose.
- Transfer to the Economic Development fund for future budget allocation.
- Any purpose approved by the Common Council.

At its August 6, 2024 meeting, the Finance, Budget, and Personnel Committee unanimously passed a motion to transfer the unanticipated revenue to the Economic Development fund.

**Recommendation**

I recommend Common Council approval of Budget Resolution 13-2024 transferring the unanticipated revenue received to the Economic Development fund.



**RESOLUTION NO. 2024-30**

Final Resolution in the matter of the following improvement projects:

2024 – Sanitary Sewer Projects

**PROJECT NOS.**

312326K            Maple Avenue – Central Avenue to 16th Street

**WHEREAS**, the Common Council of the City of Marshfield, having held a Public Hearing in the Council Chambers of City Hall at 6:00 PM on Tuesday, August 13<sup>th</sup>, 2024 in the matter of reconstruction of the following: Sanitary sewer service laterals, storm service laterals, water service laterals, driveway aprons/entrances, and concrete sidewalk, the estimate has been made from a view by myself, the Department of Public Works, and members of the Common Council, of each parcel of property, and it has been determined that the benefits are in proportion to the front footage, after notice thereof having been duly published in the official newspaper according to law, and all parties desiring to be heard having been heard.

**All property fronting or abutting:**

- Maple Avenue from and including its intersection with Central Avenue to and including its intersection with 16th Street

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

**SECTION 1.** That the report of the City Engineer, Josh A. Mauritz, as prepared pursuant to Preliminary Resolution No. 2024-07, adopted February 13, 2024 be and the same is adopted, and that the Plans and Specifications included in said report are hereby adopted and approved.

**SECTION 2.** It is further directed that the work or improvements be carried out in accordance with the report as finally approved, and that payments be made therefore as therein provided, and by assessing the cost of said improvement to the abutting property owners, that no part of the cost need be paid in cash, but at the option of the property owners may be paid in cash or in annual installments as described by the installment assessment notice attached herein; that the assessments shown on said report are reasonable and correct, and are hereby determined to be proportional to the front footage, do not exceed the benefits accruing to the property and are hereby confirmed.

**SECTION 3.** In accordance with Section 13-96 of the Municipal Code of the City of Marshfield, the following shall apply to the number of annual installments for special assessments if a property owner chooses to utilize annual installments:

- \$ 0.00 - \$ 500.00            One (1) annual installment
- \$ 501.00 to \$5,000.00      Ten (10) annual installments
- Over \$5,000                    Twenty (20) annual installments

**SECTION 4.** That in the event the property affected by the final assessments of the project are sold in part, the unpaid assessment for the original parcel of the property shall be paid in full.

**SECTION 5.** That the interest to be charged on the special assessments provided for herein is six and

zero tenths percent (6.00%) per annum.

**SECTION 6.** The City Clerk is directed to publish this Resolution as a Class 1 notice in the official newspaper. The Clerk is further directed to mail a copy of this Resolution to every property owner whose name appears on the assessment roll whose post address is known or can be ascertained with reasonable diligence.

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

\_\_\_\_\_  
Lois TeStrake, Mayor

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

\_\_\_\_\_  
Jessica Schiferl, City Clerk

**RESOLUTION NO. 2024-32**

Resolved, by the Common Council of the City of Marshfield, Wood County, Wisconsin, that the Final Plat entitled Green Acres Estates South, Denyon Homes, Inc., owner, as approved by the City Plan Commission at their meeting of September 19, 2023, be and the same is hereby approved with the following conditions: a fee in lieu of dedicated parkland of per potential dwelling unit (\$14,600 total) is acceptable as part of the parkland dedication requirement, and should be submitted to the City at the time of Common Council approval of the final plat; exceptions to the maximum block length (exceeding 1,500 feet) for 21st Street and minimum block length (less than 600 feet) for the proposed Ironwood, Cottonwood, and Basswood Avenues are approved as presented; driveway access is prohibited along the south side of East 21st Street; and recording of the final plat will not occur until a development agreement is signed by both parties.

\_\_\_\_\_  
Lois TeStrake, Mayor  
City of Marshfield

\_\_\_\_\_  
Date

I, Jessica Schiferl, City Clerk, City of Marshfield, do hereby certify that the above Resolution was adopted by the Common Council of the City of Marshfield, Wood County, Wisconsin.

\_\_\_\_\_  
Jessica Schiferl, City Clerk  
City of Marshfield

\_\_\_\_\_  
Date

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

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

**TO:** Common Council  
**FROM:** Bryce Hembrook, AICP  
Planner  
**DATE:** August 13, 2024

**RE:** Request to consider Petition of Annexation of territory owned by Nancy Rakovec. The territory in question is located within the Town of McMillan, at 111250 West McMillan Street. The Council is also asked to refer this request to Plan Commission.

### **Background**

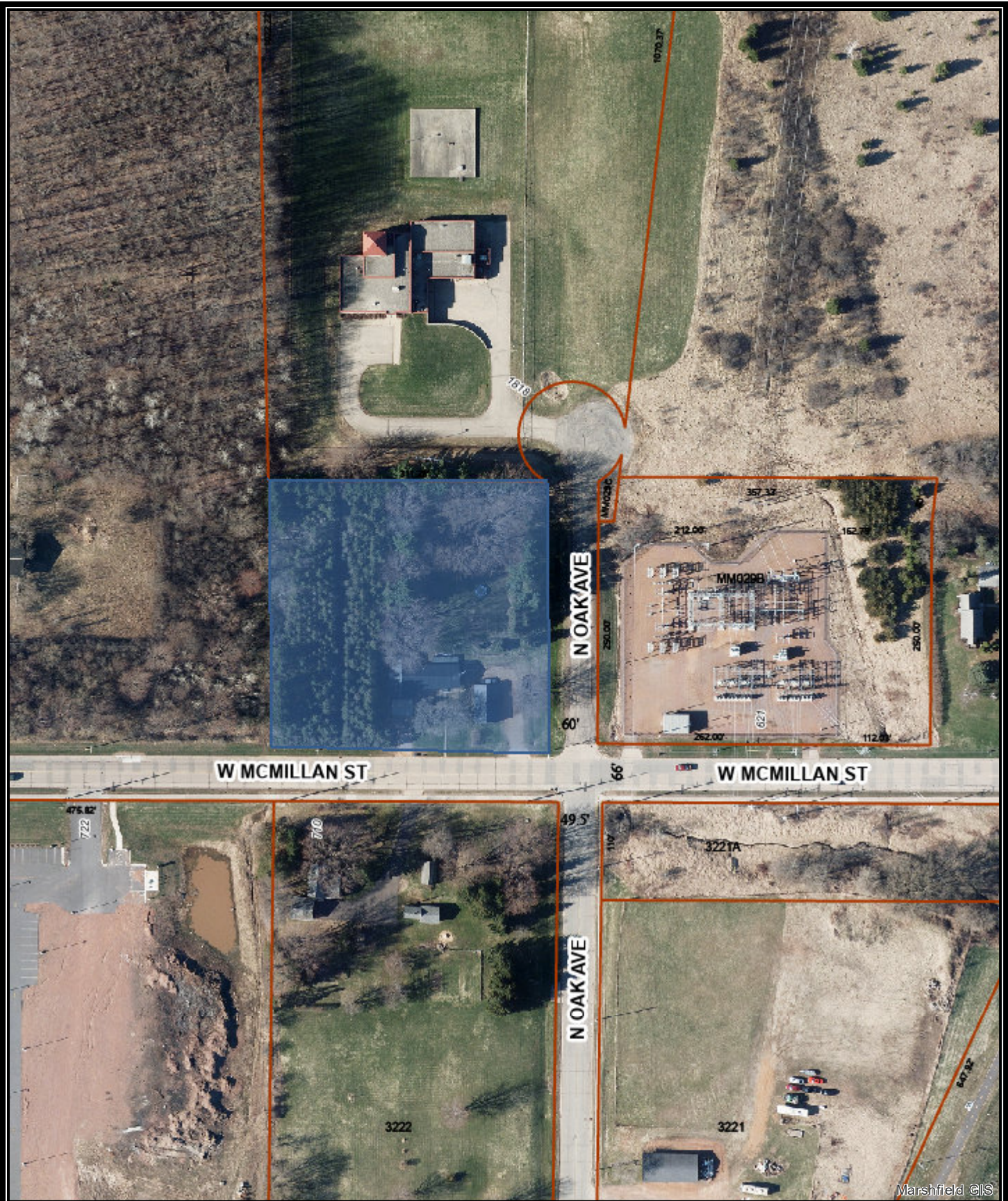
City staff has received a petition for annexation of territory owned by Nancy Rakovec for one parcel totaling 1.96 acres more or less to be detached from the Town of McMillan and annexed to the City of Marshfield. The applicant is Wendy Eron, the property owner's daughter. The property is located in the Town of McMillan, Marathon County, Wisconsin, on the northwest corner of the Oak Avenue and McMillan Street intersection. The applicant forwarded the petition to the Department of Administration and Town of McMillan. The applicant is also requesting to zone the property "SR-2" Single-Family Residential, since there is a single-family residence on the subject property. Generally, the Common Council refers this matter to the Plan Commission to make a recommendation on the annexation request and permanent zoning.

### **Recommendation**

Refer to Plan Commission for review and recommendation on this annexation request and permanent zoning.

### **Attachments**

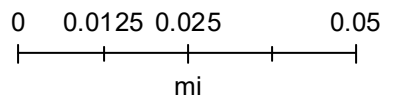
1. Location Map
2. Petition Request



# City of Marshfield GIS Map

Author: City of Marshfield

Printed: 7/24/2024



This is not a legal survey document. This map was compiled by the City of Marshfield's Geographic Information System based on interpretation of resources to the date printed herein.  
Sources: City of Marshfield GIS Department

Marshfield GIS

July 19, 2024

Bryce Hembrook, AICP  
Planner - City of Marshfield Development Services  
207 W. 6<sup>th</sup> Street  
Marshfield, WI 54449

Dear Mr. Hembrook,

This letter is a request to petition the City of Marshfield for annexation of 1.96 acres, currently in the Town of McMillan.

The property's street address is:

111250 W. McMillan Street  
Marshfield, WI 54449

The legal description is:

Sec. 32, T26N, R3E  
SEC 32-26-03 PT OF SE ¼ SW ¼ -  
CSM VOL 14 PG 284  
(#3986) (DOC# 845381)

The parcel number is: 05626033230980; currently a residential property, with a population of two. We request direct annexation by unanimous approval.

Also submitted with this document:

- Certified Scale Map,
- Copy of WI Department of Administration request for annexation review,
- Application fee = \$2238.40 (447.68 Net Tax 2023 paid to Town of McMillan x 5).

We have submitted the WI Annexation review online and paid the filing and review fees online, as well.

We have mailed copies of the Wisconsin document and this petition to:

Town of McMillan  
Donna Siltala – Treasurer  
113904 Elm Tree Rd  
Marshfield, WI 54449-5275.

This request is on behalf of my mother, Nancy L. Rakovec, and her signature is below.

Sincerely,




Wendy L. Eron

[jweron@wctc.net](mailto:jweron@wctc.net)

715-570-7076

3121 North Avenue

Wisconsin Rapids, WI 54495



Nancy L. Rakovec

Property Owner

715-387-2622