



CITY OF MARSHFIELD

MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, NOVEMBER 26, 2024
207 WEST 6TH 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** – On November 11, 2024, the recommended 2025 budget, including all changes made at budget meetings held on October 14th, October 21st, and October 29th, was published in the official City newspaper (Marshfield News Herald). At this time, members of the public are invited to comment on the proposed 2025 budget.
- 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: November 12, 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. University Commission (August 8, 2024)
 2. Central Wisconsin State Fair Board (August 12, 2024)

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3. Central Wisconsin State Fair Board (September 16, 2024)
4. Central Wisconsin State Fair Board – Junior Fair (September 18, 2024)
5. Community Development Authority - Finance (September 23, 2024)
6. Community Development Authority – Board (September 23, 2024)
7. Fire and Police Commission (October 10, 2024)
8. Marshfield Utilities Commission (November 11, 2024)
9. Board of Public Works (November 18, 2024)
 - a. Approve Task Order 24-04, Braem Park wet detention basin design services
10. Judiciary and License Committee (November 19, 2024)
11. Finance, Budget & Personnel Committee (November 19, 2024)
 - a. Approve revised Policy No. 4.900, debt management
 - b. Approve revised Policy No. 3.553, Pregnancy Workers Fairness Act
 - c. Approve new Policy No. 3.895, meals and breaks
 - d. Authorize staff to draft ordinance amending Section 9-51 of the Marshfield Municipal Code (pet license fees)
 - e. Approve revised protocol for filling vacant staff positions
12. City Plan Commission (November 19, 2024)
 - a. Approve Resolution No. 2024-XX, conditional use permit, 306 W. Jefferson St.

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

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

N. Presentation - request to authorize volunteer group from MACCI's Leadership Marshfield class of 2025 to raise funds to construct a new playground at Griese Park. Presented by Justin Casperson, Parks & Recreation Director.

Recommended Action: Authorize fundraising campaign

O. Presentation – report on proposed OSHA rule 1910.156 and its possible implementation; and request to hold referendum to secure funding to hire two new firefighter/paramedics. Presented by Everett Mueller, Fire Chief.

Recommended Action: Discretion of the Council

P. Request to approve Budget Resolution No. 23-2024, Fire Station door and deck gun repairs. Presented by Everett Mueller, Fire Chief

Recommended Action: Approve Resolution No. 23-2024

Q. Request to appoint Josh Mauritz to the position of Acting Public Works Director, and Tim Cassidy to the position of Acting City Engineer, both effective as of December 3, 2024. Presented by Sarah Dresel, Human Resources Director.

Recommended Action: Approve appointment

R. Report on history of the Enterprise Document Management System (EDMS) – requested by Councilmembers Stauber and Reigel. Presented by Eng Ng, IT Director.

Recommended Action: None, for information only

S. Report from staff on updates to proposed 2025 budget since the October 29th meeting. Presented by Steve Barg, City Administrator and Jennifer Selenske, Finance Director.

Recommended Action: None, for information only

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T. Council discussion and decision on any final changes to the recommended 2025 budget.

Recommended Action: Discretion of the Council

U. Request to approve Resolution No. 2024-43, determining and levying the amount to be raised by taxation for city purposes for fiscal year 2025, and approving the City's 2025 budget. Presented by Steve Barg, City Administrator.

Recommended Action: Approve Resolution No. 2024-43

V. Request to change the second meeting in December to Tuesday, December 17th at 7:00 p.m. Presented by Steve Barg, City Administrator.

Recommended Action: Approve change of date/time to December 17th at 7:00 p.m.

W. Appointment of Tanya Woltman, 8712 County Road A, to the Business Improvement District (BID) Board, to fill an unexpired term ending in April 2027.

Recommended Action: Approve appointment

X. Appointment of Joshua Shamrowicz, 800 Heritage Drive, to the Business Improvement District (BID) Board, to fill an unexpired term ending in April 2026.

Recommended Action: Approve appointment

Y. Appointment of Jennifer Koran, 2500 South Oak Avenue, to the Business Improvement District (BID) Board, to fill an unexpired term ending in April 2027.

Recommended Action: None at this time; final action set for the December 10th meeting

Z. Response to request from Councilmember Tompkins - guidelines for public comments at Council meetings. Presented by Steve Barg, City Administrator.

Recommended Action: Discretion of the Council

AA. Response to request from Councilmember Tompkins – Daniel's Addition subdivision update. Presented by Steve Barg, City Administrator.

Recommended Action: None, for information only

BB. Suggested items for future agendas

CC. 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 #12

DD. Reconvene in open session

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

FF. Adjournment

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Posted this day November 22, 2024 at 12:00 p.m. by Ashley Draeger, Deputy City Clerk

NOTICE

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body the above-stated meeting other than the governmental body specifically referred to above in this notice.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Jessica A. Schiferl, City Clerk, at 207 West 6th Street or by calling (715) 486-2022.

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

NOTICE OF PUBLIC HEARING
 FOR THE CITY OF MARSHFIELD
 2025 PROPOSED BUDGET

Notice is hereby given that on Tuesday, November 26, 2024, at 6:00 pm at City Hall a PUBLIC HEARING on the 2025 PROPOSED BUDGET of the City of Marshfield will be held. The proposed budget is available for public inspection at City Hall from 7:30am to 4:30pm, Monday-Thursday. 7:30- noon on Friday. The following is a summary of the proposed budget as approved by the Common Council:

<u>GENERAL FUND</u>	<u>Current</u>	<u>Proposed</u>	<u>Percentage</u>
	<u>Budget</u>	<u>Budget</u>	<u>Change</u>
Expenditures:			
General Government	\$5,166,047	\$5,234,206	
Public Safety	9,939,186	10,356,954	
Public Works	5,164,026	5,011,210	
Health and Human Services	297,609	311,741	
Culture, Recr., and Educ.	4,393,111	4,356,146	
Economic Development	949,738	877,787	
Other Financing Uses	635,129	273,923	
Total Expenditures	<u>\$26,544,846</u>	<u>\$26,421,967</u>	-0.46%
Revenues:			
Taxes:			
General Property	\$10,887,175	\$10,487,882	
Other	1,969,899	1,994,899	
Special Assessments	421,300	421,300	
Intergovernmental	8,699,050	9,360,235	
Licenses and Permits	247,600	264,000	
Fines, Forfeitures and Pen.	188,500	226,500	
Public Charges for Services	1,058,566	840,916	
Intergovernmental Charges	38,813	40,183	
Miscellaneous	741,047	765,047	
Other Financing Sources	<u>2,293,595</u>	<u>2,021,005</u>	
Total Revenues	<u>\$26,545,545</u>	<u>\$26,421,967</u>	
Excess of Revenues			
Over (Under) Expenditures		-	
Fund Balance January 1		<u>6,896,534</u>	
Fund Balance December 31		<u><u>\$6,896,534</u></u>	
<u>SPECIAL REVENUE FUNDS</u>			
Expenditures	<u>\$2,922,434</u>	<u>\$3,151,970</u>	7.85%
Revenues:			
General Property Taxes	-	-	
Other	<u>3,096,523</u>	<u>2,772,688</u>	
Total Revenues	<u>\$3,096,523</u>	<u>\$2,772,688</u>	
Excess of Revenues			
Over (Under) Expenditures		(\$379,282)	
Fund Balances January 1		<u>1,680,249</u>	
Fund Balances December 31		<u><u>\$1,300,967</u></u>	
<u>DEBT SERVICE FUNDS</u>			
Expenditures	<u>\$5,078,178</u>	<u>\$5,222,129</u>	2.83%
Revenues:			
General Property Taxes	4,791,708	4,842,820	

Other	110,000	140,000
Total Revenues	<u>\$4,901,708</u>	<u>\$4,982,820</u>
Excess of Revenues		
Over (Under) Expenditures		(239,309)
Fund Balances January 1		240,119
Adjustments: Fund Balances Applied		<u>176,470</u>
Fund Balances December 31		<u><u>\$177,280</u></u>

CAPITAL PROJECT FUNDS

Expenditures	<u>\$14,256,379</u>	<u>\$13,441,880</u>	-5.71%
Revenues:			
General Property Taxes	-	-	
Other	<u>14,320,780</u>	<u>14,389,775</u>	
Total Revenues	<u>\$14,320,780</u>	<u>\$14,389,775</u>	
Excess of Revenues			
Over (Under) Expenditures		\$947,895	
Fund Balances January 1		<u>5,234,174</u>	
Fund Balances December 31		<u><u>\$6,182,069</u></u>	

PROPRIETARY FUNDS

Expenses	<u>\$9,697,371</u>	<u>\$11,216,885</u>	15.67%
Revenues:			
Other	<u>12,697,461</u>	<u>12,808,093</u>	
Total Revenues	<u>\$12,697,461</u>	<u>\$12,808,093</u>	
Excess of Revenues			
Over (Under) Expenditures	\$2,058,136	\$1,591,208	
Fund Balance January 1		<u>70,587,895</u>	
Fund Balance December 31		<u><u>\$72,179,103</u></u>	

FIDUCIARY FUND

Expenses	<u>\$55,000</u>	<u>\$0</u>	0.00%
Revenues:			
Other	<u>7,700</u>	<u>7,700</u>	
Total Revenues	<u>\$7,700</u>	<u>\$7,700</u>	
Excess of Revenues			
Over (Under) Expenditures		7,700	
Fund Balance January 1		<u>241,639</u>	
Fund Balance December 31		<u><u>\$249,339</u></u>	

COMBINED TOTALS FOR ALL FUNDS

Expenditures/Expenses	<u>\$58,554,208</u>	<u>\$59,454,831</u>	1.54%
Revenues:			
General Property Taxes	<u>\$15,678,883</u>	<u>\$15,330,702</u>	
Other	<u>45,890,834</u>	<u>46,052,341</u>	
Total Revenues	<u>\$61,569,717</u>	<u>\$61,383,043</u>	
Excess of Revenues			
Over (Under) Expenditures/Expenses		\$1,928,212	
Fund Balances January 1		84,880,610	
Adjustments: Fund Balances Applied		<u>176,470</u>	
Fund Balances December 31		<u><u>\$86,632,352</u></u>	

New / Discontinued Functions or Activities

New funds include Affordable Housing (special revenue) and TID 14 (capital projects)

Jennifer Selenske, Finance Director

November 12, 2024

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

PRESENT: Mike Feirer, Natasha Tompkins, Brian Varsho, Russ Stauber, Brian Giles, Rebecca Spiros, and Mike O'Reilly.

ABSENT: Derek Wehrman, Andrew Reigel

The flag was saluted and the pledge given.

IDENTIFY POSSIBLE CONFLICTS OF INTEREST

- None

CITIZEN COMMENTS

- Rob Popowich, 306 W. Jefferson – in support of conditional use permit for fence
- Doris Graham, 304 W. Jefferson – spoke against conditional use permit for fence

Consideration of appointment of successor to complete the unexpired term of Alderperson for the Fifth District. The following person has indicated interest in the position.

Scott Koran, 2500 S. Oak Avenue

CC24-287 Motion by Stauber, second by Giles to nominate Scott Koran for the District 5 Alderperson seat. Roll call vote, all ayes.

Motion carried

The Common Council voted by ballot to elect Scott Koran as the District 5 Alderperson with 7 votes.

City Clerk Schiferl administered the Oath of Office to Scott Koran and Koran took his seat as District 5 Alderperson.

CC24-288 Motion by Giles, second by Tompkins to approve the minutes of the October 21, 2024 Council meeting, October 29, 2024 Council meeting with CDA and October 29, 2024 budget meeting. Roll call vote, all ayes.

Motion carried

STAFF UPDATES

- City Clerk Schiferl provided a recap of the November 5th Election. City of Marshfield had 98% voter turn-out and 1,044 election day registrations. Thank you to all of the election inspectors and City staff who helped this day run smoothly. There was a problem with one of the DS-200 ballot counters jamming and overheating which caused lines at Oak Avenue Community Center.

MAYOR'S COMMENTS

- Item N, request to authorize volunteer group to fundraise for Griese Park playground, has been pulled for further review.
- Thank you to Clerk staff and election workers for work on such a large election.
- Thank you to all veterans who have served our country.

COUNCIL COMMENTS

- Alderperson Tompkins stated she, Alderperson Varsho and Alderperson Giles recently attended the League of Wisconsin Municipalities Fall Conference. They spoke with an individual who offers free strategic planning. They also heard an analogy comparing City government to an orchestra – the Council is the composer, the staff are musicians, department heads are first chair musicians, the City Administrator is the conductor and the Mayor is the producer behind the scenes.

CITY ADMINISTRATOR’S UPDATE

- Thank you to the City Clerk and staff for all of the work that went in to the election.
- Welcome to our new Alderperson, Scott Koran.
- The budget hearing will be held during the regularly scheduled council meeting on November 26, 2024 at 6:00 p.m.
- As discussed at the October 29th meeting with CDA, Vandewalle has released the RFQ for the Weinbrenner building. This is open through December 20th.

REPORTS from COMMISSIONS, BOARDS, and COMMITTEES

- None

CONSENT AGENDA

CC24-289 Motion by Varsho, second by Tompkins to receive and place on file, approving all recommended actions for the items listed on the consent agenda: Historic Preservation Commission of September 9, 2024; Airport Committee of September 19, 2024; Housing Committee of September 30, 2024; Airport Committee of October 1, 2024; Historic Preservation Commission of October 7, 2024; City Plan Commission of October 15, 2024; Airport Committee of October 17, 2024; Library Board of October 17, 2024; Airport Committee of October 24, 2024; Board of Public Works of November 4, 2024 (1. Approve purchase of Grapple safety equipment, Street Division. 2. Approve 2025-2027 asphalt paving program.); Board of Canvassers of November 7, 2024; Approval of transient merchant application for Tree Ripe Fruit Co.

Alderperson Stauber noted a typo in the Board of Canvassers minutes.

Alderperson Stauber noted the Airport Minutes of October 7th highlighted Jeff Gaier was the recipient of a Blue Light Award and asked Mr. Gaier to say a few words about the award.

Roll call vote; all ayes.

Motion carried

CC24-290 Motion by Stauber, second by Feirer to refer conditional use permit back to City Plan Commission for recommendation. Roll call vote; Ayes – 7, Nays – 1 (Koran)

Motion carried

City Administrator Barg provided an update on recent requests made by Council members under “items for future agenda.”

- Downtown parking is being reviewed by BID Board.
- Guidelines for public comment will be brought to 11/26/24 Council meeting.
- Marketing and promotion for Mill Creek Business Park and Update on progress of Daniel’s Addition presentations are being arranged for November or December.
- Review conflict of interest/consequences – Barg will work with Alderperson Reigel for clarification on this request and work with the City Attorney for a future presentation.

- Barg will clarify with Alderperson Wehrman his requests for priority lists, running list of future agenda items and virtual celebration board.
- Third party help brokering energy options – Barg will bring information for review and discussion.
- Alderperson Spiros reminded Barg of her request regarding UW ownership.

First reading to appoint Tanya Woltman, 8712 County Road A, to BID Board to fill an unexpired term ending in April 2027.

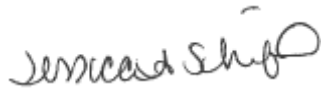
First reading to appoint Joshua Shamrowicz, 800 Heritage Drive, to BID Board to fill an unexpired term ending in April 2026.

Future Agenda Items

- None

Motion by Spiros, second by Varsho to adjourn the meeting at 6:35 p.m.

Respectfully submitted,



Jessica Schiferl
City Clerk

Minutes

University Commission

UWSP-Marshfield/Wood County

DATE	August 8th, 2024
MEETING CALLED TO ORDER BY	Chair Donna Rozar
TIME	5:00 pm

IN ATTENDANCE

Chair Donna Rozar, Alderperson Mike Feirer, Wood County Board Rep. Al Breu, Wood County Board Rep. Jake Hahn, Alderperson Derrek Wehrman, Bookkeeper Ralph Nussbaum, Common Council Member Andrew Reigel, Lead Facilities Supervisor Tom Zink, and UWSP-Marshfield Campus Executive Dr. Anthony Andrews. Others present included Mayor Lois TeStrake, Dean Dr. Gretel Stock, and Jesse Fish. Quorum was established and there were no public comments.

APPROVAL OF MINUTES

The minutes from the prior meeting were read and a motion to approve the minutes was made by Mike Feirer, seconded by Al Breu, and unanimously approved.

REPORTS

The year-to-date Register Report was presented by Donna Rozar. A motion to approve these reports was made by Jake Hahn, seconded by Mike Feirer, and unanimously approved.

The Budget Expense Report was presented by Donna Rozar. A motion to approve this report was made by Al Breu and seconded by Mike Feirer and thus unanimously approved.

The Financial Activity Report was presented by Donna Rozar. The motion to approve Financial Activity from 05/02/24 to 08/01/24 was made by Jake Hahn, seconded by Al Breu, and unanimously approved.

Tom Zink presented the Facilities Manager's Report. The rooftops have been set and finished in Common's Area, but Maurer Roofing will begin working on roof in September working around classes and harsh weather. The landscaping has been progressing very well and is perfectly on track. Dan Umhoefer is willing to pay for the last culvert bridge and will begin work very soon. R&R Flooring will begin working on August 12th, 2024, in The Connector and Upper Commons. Johnson Controls began work on August 8th, 2024, for the fire panel. They are

currently awaiting a few parts, but otherwise the project is underway. Complete Control updated Desigo System as well as the subscription which will now be a yearly bill, so it was added into the budget. The Ahu-4 Server will receive a new bearing and blower shaft, hopefully to be completed in September to avoid harsh weather. Donna Rozar mentioned that there was around \$21,000 allocated by another committee to complete projects like this. Donna Rozar entertained motion to be approved and thus a motion was made by Al Breu to approve and then seconded by Derek Wehrman and unanimously approved

The Operational Expenses Report was presented by Campus Executive Anthony Andrews. Discussion was held about the increase in the budget. Turf Tamers no longer handles our landscaping, but the price has not shifted because of it. Tom Zink then discussed where the budget increased. The Disego System went up from \$5500 to \$7500 due to upgrades and repairs. The HVAC Control System maintenance went from \$750 to \$4000. Those were the two big increases within the budget. Discussion was held on the basis that the budget for this upcoming year is less than the previous year. Motion to approve was made by Jake Hahn and seconded by Mike Feirer and unanimously approved.

The snow and ice removal contract were presented by Tom Zink. Disregard the lawn care portion as Turf Tamer's no longer does landscaping. (Pricing may be different) Estimates were made before portion of company was sold. Discussion was had on the quality of work done by Turf Tamers. It was clarified that this "bill" is just an estimate of what will be charged in the upcoming year. Donna Rozar entertained that motion be approved and thus Derek Wehrman made one. It was then seconded by Al Breu and unanimously approved.

There was a discussion of the 23/24 and onward CIP Projects. It was passed at the county meeting held previously. Tom Zink met with the city in terms of questions to the CIP and worked through all questions they could have.

Anthony Andrews gave the Campus Executive Report. He discussed the success of the soccer team rentals, first-year admissions have increased and stabilized the count from previous years. Will give definitive numbers after the first 10 days of classes with hopes they have increased. The Villas were completely booked for the 24/25 year before the end of July. Tony will be meeting with the city to discuss space utilization for future rentals. The Boys and Girls Club has not been in contact, but there has not been a no regarding renting space. There was a discussion on The Villa's and new management.

Donna Rozar did not have a Chair's Report to present.

NEXT MEETING

The next meeting is scheduled for November 14th, 2024. The meeting was adjourned at 5:45pm.

CWSF Board of Directors Meeting Minutes

August 12th, 2024 AT 6:30 PM

Fair Office - 513 East 17th Street Marshfield, WI

ROLL CALL: Dale Christiansen, Gary Bymers, Kari Schwingle, Brad Hamilton, Heather Wellach, Joyce Karl, Scott Karl, Kara McManus, Peggy Sue Behselich, Nick Wayerski, Jeff Viergutz

Not Present: Sandy Leonhard (Excused) and Derek Wehrman (Excused)

The meeting of the Central Wisconsin State Fair Board was called to order at 6:35pm in the Fair Office building at the Central Wisconsin State Fair Grounds in Marshfield, WI.

Public Comment: None

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

Financial Report: Brad Hamilton made a motion to approve Financial Report, Peggy Sue Behselich seconded. All approved.

Executive Report: Grounds crew is coming together. Still have a water leak in campground, plumber is working on a remedy.

Junior Fair: Superintendent meeting went well. Looking at air flow for small animal building. Motion to approve purchase of a 30-inch fan for building by Brad Hamilton. Scott Karl seconded. Not approved by lack of majority.

- Needing to look at where to have a cat show. Will have it in the WOW tent/Lange building.

Fair Assignments & Responsibilities:

Topics to be Discussed:

A. Volunteer Committee - Gates, Grandstand, Etc. Need volunteers for everything.

B. Vendor Updates (Merch & Food) 35 Vendors returning from last year and 25 new! Food vendors were cut back a little bit, bringing in some new vendors, Lions Club will not be selling food this year. Kids playland will be back and renamed this year; Dennis' Place.

C. Pepsi Update: Pepsi is setting products and leaving, Vendors will need to go to Pepsi trailer to get what they need. There will be set times for this. There will be a shavings trailer and an ice trailer as well with the same concept for retrieving products.

D. Livestock Committee - Traffic Flow, Switch Over, Dismissal, and Health Regulations: A meeting will be held to discuss more specifics for spacing and a plan developed for dismissal.

E. Draft Horse Committee: Sponsors are solidified, everything is on it's way.

F. WOW (Wonders of Wisconsin) Update: Everything is coming along.

New Business: Christmas Show November 30th - Looking at some options for catering. We will circle back on this agenda item.

Agenda Item for next meeting: None at this time.

Next Meeting: September 16th at 6:30pm.

Adjournment: Brad Hamilton made a motion to adjourn at 7:48pm to adjourn. Heather Wellach seconded. All approved.

Respectfully,

Kari Schwingle

CWSF Board of Directors Meeting Minutes

Monday, September 16th, 2024 at 6:30pm – Fair Office

513 East 17th Street Marshfield, WI 54449

1. **Roll Call:** Dale Christiansen, Gary Bymers, Kari Schwingle, Brad Hamilton, Heather Wellach, Joyce Karl, Scott Karl, Kara McManus, Peggy Sue Behselich
2. **Not Present:** Derek Wehrman (excused), Nick Wayerski (excused), Jeff Viergutz

The meeting of the Central Wisconsin State Fair Board was called to order at 6:30pm in the Fair Office building at the Central Wisconsin State Fair Grounds in Marshfield, WI.

3. **Public Comment:** Melissa Brown spoke about Fairest of Fair Program.
4. **Approval of Minutes:** Minutes from August were presented and reviewed. Brad Hamilton made a motion to approve the minutes. Kara McManus seconded. All approved.
5. **Financial Report:** Entertainment has been paid for. Bills are coming in and processes are in place to get everything taken care of as it comes in. Gary made a motion to approve the financial report. Brad Hamilton seconded. All approved.
6. **Executive Director's Report – Dale Christiansen:** Had some forklift issues and had added expenses. Looking at getting quotes to fix it. Grounds are cleaned up and looking good. Had very positive feedback from the organization of the fair this year.
7. **Junior Fair Report:** Will meet tomorrow, September 17th.
8. **Fair Recap:** Suggestion to have garbage crew here earlier. Will be discussed at a later time. Increase phones for scanning. Hand out drink tickets at VIP. Handicap parking – need signs: how do we enforce? Need to relook at time and verbiage for our veterans. Discussing low attendance at Business after 5. Discussing Lion's Club involvement in different capacities.
9. **Topics to be discussed:**
 - a. **Occurrence Issues:**
Occurrence #1 – Resolved

Occurrence #2 – Still open
Occurrence #3 – Resolved
Occurrence #4 – Resolved
Occurrence #5 – Postponed
Occurrence #6 – Resolved
Occurrence #7 – Resolved
Occurrence #8 – Resolved

- b. Gates:** Gates went well.
- c. Exhibits:** Numbers were up.
- d. Grandstand:** Things went well, looking at changing up Tuesday evening. We are not doing a demolition derby next year. Looking at other options.
- e. Tickets:** Nothing.
- f. Change Over & Exit:** We believe it was the best exit we've had so far.
- g. Buildings & Grounds Report:** Still working on the campground water leak.
- h. WOW Report:** Went well. Looking at relocating the flag bus.

10. Old Business:

a. Christmas Show

- i. November 30th – Doors 5PM and Dinner 5:30pm** – working on decorations and catering prices. Would like to announce Fairest of the Fair at this event.

11. New Business:

- a.** Dale is on the agenda for October 8th meeting to give a report at City Council meeting.

12. Agenda Items: Fairest of the Fair – Cake Auction

13. Next Meeting: October 21st at 6:30pm.

14. Adjournment: Peggy Sue made a motion to adjourn at 7:52pm. Brad Hamilton seconded. All approved.

Respectfully,
Kari Schwingle

JUNIOR FAIR BOARD MINUTES

September 18, 2024

Hewitt Village Hall, Hewitt WI

September 18th meeting of the Central WI Jr. Fair Board was called to order by President Heather Wellach at 7:00 pm at the Hewitt Village Hall.

MEMBERS PRESENT: Lisa Blanchard, Jodie Budtke, Amanda Budtke, Romelle Bymers, Mallory Cepress, Bob Hartwig, Kurt Hartwig, Laura Huber, Katlyn Kohl, Virginia Krause, Megan Kundinger, Betty Peterson, Josh Sabo, Andrew Seefeldt, Mark Seefeldt, Beth Spindler, Laura Strigel, Heather Wellach, and Dave Urban.

EXCUSED: Brittany Bauer, Dale Christensen, George Gilbertson, Lori Haffenbredl, Tim Heeg, Emma Kundinger, Jessica Lindow, and Steve Redmond

MEMBERS ABSENT: Tracy Benson, Mark Cournoyer, and Kitty Bymers,

GUESTS: Jason Bernick, Tammy Grassel, Calvin Amunson

ADDITIONS TO THE AGENDA: Livestock Show – Jason Bernick and Small Animal Barn fans - Josh

SECRETARY'S MINUTES: Approved as presented

TREASURER'S REPORT: Approved as presented. Megan reported that several groups donated back the money they received from the Farmer's Olympic event. Donating \$50 were Kountry Kids 4-H and High on the Hog. Town & Country donated \$5.00, and Evergreen Farm Cheviots donated all the prize money for the event. \$105 was raised for the Jr. Fair. The event was a success. There are several bugs that need to be worked out for next year. If possible it was suggested to start it earlier in the evening. Everyone enjoyed the evening. Thanks will be sent to those groups.

FAIR BOARD REPORT: Heather reported that an individual from the Colby area has volunteered to work with the Fairest of the Fair program for 2025. On November 30 there will be a special event to kick-off the fundraiser for the 1st phase of the proposed building project. It will be held in the Jr. Fair Building with a Christmas theme starting at 5 pm. More information will be coming. The number of exhibitors in both Junior Fair and Open Class were up.

EXTENSION REPORT: 4-H is in the process of re-enrollment at this time. Members have until November 1. All new members must be enrolled by March 1 in order to exhibit at the 2025 fair. A new person has joined the staff. They are looking for someone to work through Americorp starting in January.

OLD BUSINESS:

- Fair Evaluations – Care to Share forms will be sent to members and will be further reviewed at the October meeting. The Dog Show would like to move to Sunday before the fair in 2025. Members were thanked for their work at the fair. The buildings looked great and everything went smoothly for the most part.
- Fair Issues – Premiums for the meat goat classes was not entered into fairentry, thus when the checks were cut, those exhibitors didn't receive any premium. This involved two exhibitors for a total of \$12.00. Megan moved to pay the premiums to those exhibitors. Laura seconded. MC.
Stipends for the rabbit and poultry judge went over the \$80 allowed by a total of \$70. It was the decision of the Board that the money to pay these two judges should come from the money raised

at the Market Sale from the auction of the rabbit or chicken each year. Josh moved that the Board pay the \$70 extra for those two judges. Beth seconded. MC. Lisa asked that the llama group only pay for half of the over stipend cost of their judge since that judge also judges the other exotic animals. This would amount to \$25 owed by the llama group.

Junior Fair would like to have access to the General Rules for the Market Animal Sale.

Josh purchased 2 fans for the small animal building. The Fair Board did not agree to pay for the second fan. Mark moved to pay Josh for the second fan. Dave seconded. MC. The fans will be stored at Josh's place when not used at the fair.

Steve reported that the old shelving has been taken apart and he has them at his house at this time. Several older units have been discarded.

NEW BUSINESS:

- Ribbons for 2025 – At this time it is not sure if Blue Ribbon Awards will be making our ribbons. Romelle will be taking them the order next Tuesday to see if they can still complete the order. The grand champion and reserve champion rosettes for the different breeds in beef, horse, and sheep will be changed to a straight 2 ½ x 14 inch ribbon because of the number of ribbons they need. There will still be rosettes for the overall grands and reserves.
- Judges – Most judges in the state will be needing to renew their fair licenses by the end of September. A new list of certified judges will be coming out in January. This means that some of the judges we have hired in the past may not be available in 2025.
- Livestock Show - Jason Bernick asked that the Board consider allowing exhibitors in the beef project to who any animal from the immediate family in the showmanship classes. He felt this is a safety issue especially for younger members. It was questioned that with the Market Animal Sale program making showmanship mandatory in sheep, swine and beef what happens when exhibitors have other projects they need to participate in at the same time. What takes priority? Jason also proposed that the Board consider adding a pair of steers lot to the fair book. This would consist of any two steers from an immediate family. He believes this would encourage more exhibitors to participate in this class.

Department Reports:

- Market Sale – Their next meeting will be October 9 at 7:00pm at the Junior Fair building. There will be discussion on change over on Thursday of the fair, animals on the midway, and electrical projects. A committee is working on scanning changes and possibly changing how Google classroom works.
- Dairy – Nothing to report
- Horse – There will be a meeting on September 29 at the Hewitt Village Hall to discuss lessons and projects for 2025.

AGENDA ITEMS FOR THE NEXT MEETING: Ribbons, Care to Share Forms, Budget Items, Membership, 2025 Schedule, Market Animal Showmanship classes

The next meeting will be October 16, 2024 at the Hewitt Village Hall starting at 7:00 pm. Amanda moved to adjourn the meeting. Bob seconded. MC Meeting adjourned at 8:15 pm.

Respectfully submitted,
Romelle Bymers,
Recording Secretary

COMMUNITY DEVELOPMENT AUTHORITY
September 23, 2024

Chairperson Andrew Keogh called the monthly meeting of the Community Development Authority to order at 11:00 a.m.

Affirmation of Proper Posting of Meeting: Meeting Posted September 19, 2024 at 12:30 p.m.

ROLL CALL:

PRESENT: Andrew Keogh, Dave LaFontaine, Ashley Winch, Michael Feirer, Natasha Tompkins

EXCUSED: Chris Meyer, Darwin Frey

OTHERS PRESENT: Carol Kerper – Executive Director

CDA TENANT PRESENT: Karen Johnson

Declaration of a Quorum

Identify Conflicts of Interest: None

Invitation for Public Comment: Tenant Karen Johnson inquired about the additional security cameras being installed at Cedar Rail. It was explained to her that the additional cameras will eliminate the blind spots currently present in some parking lot and outside entry door areas. Johnson also asked if specific areas of Cedar Rail could have carpeting replaced as it is no longer able to be cleaned to an acceptable appearance. This will be looked at.

CDA 24-09-1 Motion by LaFontaine, second by Winch to approve the August 26, 2024 CDA Board Meeting Minutes. 5 Ayes

MOTION CARRIED

CDA 24-09-2 Motion by LaFontaine, second by Tompkins to approve the August 26, 2024 Finance and Strategic Planning Meeting Minutes. 5 Ayes

MOTION CARRIED

Finance and Strategic Planning Committee Report: LaFontaine stated that all finances are in order and that the staff is doing a great job adhering to the annual budget. Revisions to the current operating budget will be done to align it with changes in costs for line items such as property insurance and expense category changes as directed by HUD. Kerper stated that a budget revision will be completed for board approval in October.

CDA 24-09-3 Motion by LaFontaine, second by Tompkins to accept and place on file the Finance & 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 97%. Twelve housing applications are currently being processed.

Jeff Hamilton, a Parkview resident since 2015, has accepted the offer of Parkview caretaker. He will begin his official duties on October 1. Jeff has been an excellent tenant and is excited to take on this role.

Former Parkview caretakers had begun initial steps to pursue monetary compensation for hours that they were on-call (4:00 – 8:00 p.m. on M-F, 24 hours on Sat., Sun. and holidays) during their employment with CDA. Caretakers receive a two-bedroom apartment, garage, utilities, and cell phone as compensation for their duties. CDA has contacted its insurance company and attorney to mediate if necessary. At this time, there has been no communication from the former caretaker's attorney since receiving the initial letter four weeks ago.

A phone call with Baker Tilly will be held on Thursday, October 3 to discuss whether any additional information is needed for them to begin our portfolio review. Representatives with Coats and Rose have reached out to express an interest in working with us on bonding and tax credit financing portions of the RAD transition.

CDA 24-09-4 Motion by Feirer, second by Winch to accept and place on file the Executive Director's report. 5 Ayes

MOTION CARRIED

New Business:

Commissioners chose October 29 at 5:30 p.m. as the date for a joint meeting with Marshfield City Council on the Weinbrenner RFQ plans. Meeting will take place in the Council Chambers.

Next Board Meeting: October 28, 2024

Agenda Items for Next Month: Revised Annual Operating Budget Approval
Resident Board Member Darwin Frey Report on Tenant Meeting

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

Respectfully Submitted,

Carol Kerper
Executive Director

Andrew Keogh
Chair - Board of Commissioners

COMMUNITY DEVELOPMENT AUTHORITY

Finance and Strategic Planning Committee

September 23, 2024

The Finance and Strategic Planning meeting of the Community Development Authority was called to order by Finance Committee Chairperson Dave LaFontaine at 10:34 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 September 19, 2024 at 12:30 p.m.

PRESENT: Dave LaFontaine, Mike Feirer, Ashley Winch, Natasha Tompkins

EXCUSED: Chris Meyer

ABSENT: Andy Keogh

OTHERS PRESENT: Carol Kerper – Executive Director

CEDAR RAIL TENANT PRESENT: Karen Johnson

Declaration of a Quorum

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: Tenant Karen Johnson inquired what is done with the \$.10 per copy that tenants pay to have copies made in the CDA office. It was explained that the money is deposited into the CDA operations account to cover copy machine paper and toner costs.

Review of August 2024 Month-End Financials:

CDA F24-09-1 Motion by Winch, second by Feirer to accept and recommend the August 2024 month-end financials to the Board of Commissioners. 4 Ayes

MOTION CARRIED

The next Finance and Strategic Planning Committee meeting will be held on October 28, 2024.

New Business: LaFontaine stated that he would like to have the operating budget revised to reflect changes in certain expense categories due to increased costs or expense category assignment as directed by HUD. Kerper will have the budget revised and present for approval at the October meeting.

Meeting declared adjourned at 10:48 a.m. by LaFontaine.

Respectfully submitted,

Carol Kerper
Executive Director

Dave LaFontaine
Chairperson

**FIRE AND POLICE COMMISSION
OCTOBER 10, 2024**

The meeting was called to order by Commissioner Hansen 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, Meek, Hanson, and Gershman (via Zoom)

EXCUSED: Commissioner Keogh

ALSO PRESENT: Police Chief Geurink, Assistant Police Chief Esser, Fire Chief Mueller, Deputy Fire Chief Bakos, Deputy Fire Chief Barnes, Mayor TeStrake, and City Clerk Schiferl

Roll call was taken.

Public comment period/correspondence: None

FP24-081 Motion by Penker, second by Meek to approve the minutes of the September 12, 2024 regular meeting.

Motion carried

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

The police department bills were reviewed.

FP24-082 Motion by Meek, second by Penker to approve the police department bills dated September 25, 2024 in the amount of \$41,939.22, and the police department bills dated October 9, 2024 in the amount of \$20,313.84

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

Motion carried

The fire department bills were reviewed.

FP24-083 Motion by Gershman, second by Meek to approve the fire department bills dated September 23, 2024 in the amount of \$7,436.27, and the fire department bills dated October 8, 2024 in the amount of \$72,343.26.

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

Motion carried

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

Police Chief Geurink reported on his findings with Lexipol and requested direction from the commission on how to proceed with moving forward with the police department's policies.

FP24-084 Motion by Meek, second by Penker to authorize Chief Geurink to move forward with Lexipol for the police department's policies.

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

Motion carried

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

Fire Chief Mueller presented the following fire department policies:

- a. 200 – Organizational Structure

- b. 211 – Residency Requirements
- c. 402 – Fire Investigations
- d. 505 – Controlled Substance Accountability
- e. 709 – Photography and Electronic Imaging
- f. 800 – Records Management

Commissioner Penker raised the following concerns:

- 200: insert a separate chart for incident command
- 402.3: is Fire Marshall the correct term?
- 402.4: review fire investigators with arresting authority. Is that the correct terminology?
- 402.6.2: replace “should” with “shall”
- 505.4: confirm PCR is defined in a glossary within the policies
- 800: where is the legal custodian of records prominently posted at the department?

FP24-085 Motion by Gershman, second by Meek to approve with the changes outlined by Commissioner Penker, fire department policies 200 – Organizational Structure, 211 – Residency Requirements, 402 – Fire Investigations, 505 – Controlled Substance Accountability, 709 – Photography and Electronic Imaging, and 800 – Records Management.

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

Motion carried

Fire Chief Mueller presented the following fire department manuals:

- a. 302 – SCBA Operational Use
- b. 306 – Traffic Incident Management System and Roadway Incidents Procedure

Commissioner Penker raised the following concerns:

- 302.4: confirm PAR is defined in a glossary within the policies
- 306: confirm wording to adopt most current Traffic Incident Management Enhancement Manual

FP24-086 Motion by Meek, second by Penker to approve fire department manuals 302 – SCBA Operational Use, and 306 – Traffic Incident Management System and Roadway Incidents Procedure.

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

Motion carried

Items for future meetings: None

There being no further business Commissioner Hanson adjourned the meeting at 8:06 a.m.

Motion carried



Marshfield Fire and Police Commission
Steve Meek, Secretary

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
November 11, 2024**

COMMISSION MEETING MINUTES

A regular meeting of the Marshfield Utility Commission was called to order by President, Mike Eberl at 4:00 p.m. on November 11, 2024, in the W.H. Upham meeting room of the utility office. Present were Commissioners, Paul Kapla, Nick Poeschel, Mike O'Reilly, Natasha Tompkins, Nate Mueller and Marshfield Utility staff. Mike Eberl attended via Zoom.

- Transfer of President duties from Mike Eberl to Paul Kapla for this meeting.
- General Manager confirmed meeting was appropriately noticed.
- During staff comments the Electric, Gas, and Communications Manager provided an update on the LED Street Light Project.
- The Water Manager provided an update on lead & copper rule changes, and Marshfield Utilities funding award for private side lead replacement.
- The Customer Service Manager provided an update regarding email notification issues and steps being taken to resolve the problem.
- The Finance Manager provided an update on the water rate case.
- The General Manager provided notice that the 2024 PILOT payment to the City of Marshfield will increase due to the school referendum.

Gabrielle Falkey arrived at 4:02 p.m.

- The strategic plan initiatives were discussed.

UC/24-71 Motion by O'Reilly, seconded by Tompkins to approve the changes to Commission policy 1315 as presented. All Ayes. Motion canied.

- Marshfield Utilities role in Marshfield economic development was discussed.

UC/24-72 Motion by Mueller, seconded by O'Reilly to approve the 2025 operations and maintenance as presented. All Ayes. Motion carried.

UC/24-73 Motion by Poeschel, seconded by Tompkins to approve the 2025 capital budget as presented. All Ayes. Motion can-ied.

UC/24-74 Motion by Tompkins, seconded by Mueller to approve rescheduling the January commission meeting to January 20, 2025 and the June commission meeting to June 16, 2025.

- Job orders were reviewed. None for approval.

UC/24-75 Motion by O'Reilly, seconded by Poeschel, to approve payroll for October in the amount of \$345,799.20 and general bills for July in the amount of \$3,402,032.23. All ayes. Motion earned.

UC/24-76 Motion by Tompkins, seconded by Falkey, to dispense with reading the minutes of the Commission Meeting held October 14, 2024. All ayes. Motion carried.

- The Financial Manager presented the financial reports.

UC/24-77 Motion by Poeschel, seconded by Mueller, to go into closed session per Wisconsin State Statues 19.85(1)(c) considering employment, promotion, compensation or perfonnance evaluation data of any public employee over which

the governmental body has jurisdiction or exercises responsibility for the pw-posc of discussing commission self-evaluation.

Approval to go into Closed session per Wisconsin State Statutes 19.85(I)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved for the purpose of discussing well #19 and adjacent mining. All Ayes, motion carried.

Closed session at 4:48 p.m.

Laurie Kobza, Boardman & Clark LLP joined the closed session via Zoom at 4:55.

UC/24-78 Motion by Tompkins, seconded by O'Reilly, to resume in open session. All Ayes, motion carried. Open session resumed at 5:54 p.m.

UC/24-79 Motion by Poeschel, seconded by Eberl to adjourn. All ayes, motion carried.

Meeting adjourned at 5:56 p.m.

A handwritten signature in black ink that reads "Nate Mueller". The signature is written in a cursive style and is positioned above a horizontal line.

Nate Mueller, Acting Secretary

BOARD OF PUBLIC WORKS MINUTES
OF NOVEMBER 18, 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, Russ Stauber, Brian Giles, and Derek Wehrman

ABSENT:

ALSO PRESENT: Director of Public Works Turchi, City Engineer Mauritz, Assistant City Engineer Cassidy, Wastewater Superintendent Kivela, Mark Ryskiewicz, City Forester, Philip Severson – Strand Associates (via Zoom), and the media.

PW24-97 Motion by Feirer, second by Wehrman, to recommend approval of the minutes of the November 4, 2024 Board of Public Works meetings.

Motion Carried

Citizen Comments: None

PW24-98 Motion by Feirer, second by Wehrman, to recommend no change in the Wastewater Treatment Plant rates for 2025.

Motion Carried.

PW24-99 Motion by Stauber, second by Giles, to recommend approval of Task Order 24-04 with Strand Associates of Madison, WI for design and bidding-related services for the Braem Park wet detention basin project for a total cost of \$98,500.00

Motion Carried.

Presentation on Forestry Operations by Mark Ryskiewicz, City Forester.

Recommended items for future agendas:

None

With no further business, motion by Stauber, second by Wehrman to adjourn at 6:05 PM.



Thomas Turchi, Secretary
BOARD OF PUBLIC WORKS



City of MARSHFIELD MEMORANDUM

TO: Board of Public Works
FROM: Josh Mauritz, City Engineer
DATE: November 18, 2024
RE: Approval of Task Order 24-04 from Strand Associates for design and bidding-related services for the Braem Park wet detention basin project

BACKGROUND

The City of Marshfield is operating under an MS4 permit for stormwater quality. The permit requires the City to meet the phosphorous reduction limits set forth by our current city-wide Stormwater Management Plan–TMDL (Total Maximum Daily Load). The permit requires the City to reduce its phosphorous release by ten percent over the next five years. One of the most cost-effective ways to do this is by constructing stormwater basins within the municipal limits.

To help achieve this goal, a project to construct a wet detention basin in Braem Park was placed into the CIP (Capital Improvement Program), with \$50,000 budgeted for 2025, and \$940,000 budgeted for 2026.

In February of 2024, the City approved Task Order 24-02 with Strand Associates to assist the city in applying for a Stormwater Construction Grant specifically for the Braem Park wet detention basin project. On Friday, November 8, 2024, we were notified that we were successful in receiving a WDNR Urban Nonpoint Source Construction grant for \$150,000 for the design and construction of the project. This is the maximum grant amount awarded through this program.

Strand also informed us about an unexpected additional potential funding source by utilizing an DNR Clean Water Fund Loan with 25% principal forgiveness, which would amount to a \$195,975 cost savings. Strand provided an Engineer's Opinion of Probable Cost of \$933,900 for design and construction. With the grant funding and the 25% principal forgiveness, the estimated local cost would be \$587,925.

ANALYSIS

To meet the design, bidding, and construction schedule required by the grant, it is now necessary to begin the final design. Strand's grant application included a preliminary design (attached) and estimate; therefore, it is advantageous for the City to have Strand continue with final design and bidding-related services. Strand has prepared a task order (attached) that describes the design services, bidding-related services, clean water fund assistance, and wetland delineation assistance. We anticipate a late 2025 or early 2026 bid letting with construction beginning in the spring of 2026.

RECOMMENDATION

Approve Task Order 24-04 with Strand Associates of Madison, WI for design and bidding-related services for the Braem Park wet detention basin project, for a total cost of \$98,500.

Respectfully submitted,
Josh Mauritz



NFS TO OWNER

Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
(P) 608.251.4843
www.strand.com

Task Order No. 24-04
City of Marshfield, Wisconsin (OWNER)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Agreement for Technical Services dated August 25, 2021

Project Information

Project Name: Braem Park Wet Detention Basin

Services Description: Provide design and bidding-related services for the Braem Park wet detention basin. The project is anticipated to be partially funded by a Wisconsin Department of Natural Resources (WDNR) Urban Nonpoint Source Construction Grant.

Scope of Services

ENGINEER will provide the following services to OWNER.

Design Services

1. Attend one virtual kickoff meeting with OWNER to discuss the WDNR grant, proposed scope of services, and proposed project schedule.
2. Provide a topographic survey for the area of the detention basin (approximately 2.2 acres). Correspond with utility marking companies to locate buried utilities prior to topographic survey.
3. Assist OWNER with procurement of geotechnical engineering services to be performed by others. OWNER shall contract directly with its' selected geotechnical firm.
4. Communicate with OWNER-hired geotechnical firm and incorporate recommendations into drawings and technical specifications, as appropriate.
5. Provide hydrologic and hydraulic modeling of the wet detention basin to review operational dynamics of the wet detention pond and its outlet for up to a 100-year storm event.
6. Provide stormwater quality modeling to estimate pollutant removal reduction of the wet detention basin.
7. Provide the following design drawings.
 - a. Title sheet.
 - b. Existing survey and control sheet.
 - c. Access and erosion control sheet.
 - d. Traffic control sheet.
 - e. Detail sheets.
 - f. Grading sheet.
 - g. Plan and profile sheet.

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- h. Cross section sheet for the wet detention basin.
 - i. Restoration sheet.
8. Submit preliminary design drawings to private utility companies. Communicate with private utility companies regarding work plans for conflicts with OWNER's project identified by the private utilities. Design changes caused by conflict resolution shall be considered additional services.
 9. Prepare Bidding Documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2018 edition, technical specifications, and engineering drawings. Submit electronic preliminary Bidding Documents to OWNER in portable document format for review.
 10. Prepare one preliminary and one final opinion of probable construction cost for the project and submit to OWNER.
 11. Attend a virtual progress meeting with OWNER to discuss preliminary Bidding Documents.
 12. Modify preliminary Bidding Documents to address comments from OWNER, as appropriate.
 13. Prepare an operation and maintenance plan for the wet detention basin.
 14. Prepare and submit a grant technical submittal to WDNR consisting of final technical specifications and engineering drawings, water quality modeling results, and an operation and maintenance plan for the wet detention basin.
 15. Communicate with regulatory agencies to discuss project status and permitting.
 16. Prepare and submit a Water Resources Application for Project Permit seeking construction site stormwater permit coverage from the WDNR for the project.
 17. Prepare a City of Marshfield erosion control permit application.
 18. Prepare and submit a navigability determination request and an ordinary high water mark determination request from WDNR for the ditch adjacent to the proposed wet detention basin.

Bidding-Related Services

1. Distribute Bidding Documents electronically through QuestCDN, available at www.strand.com and www.questcdn.com. Submit Advertisement to Bid to OWNER for publishing.
2. Prepare addenda and answer questions during bidding.
3. Attend virtual bid opening, tabulate and analyze bid results, assist OWNER in the award of the Construction Contract, and prepare Contract Documents for electronic signature via DocuSign.

Clean Water Fund Assistance

Provide up to 40 hours of assistance with Clean Water Fund financing through the WDNR.

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Wetland Delineation Confirmation Time Extension Assistance

Provide up to 12 hours of assistance related to WDNR’s time extension for the WDNR’s confirmation of OWNER’s existing June 2019 wetland delineation that expired in July 2024.

Services Elements Not Included

In addition to those listed in the associated Agreement for Technical Services, the following service elements are not included in this Task Order. If required, they will be provided through an amendment to this Task Order or through a separate task order with OWNER.

1. Construction-Related Services: Any services involved in performing construction-related services.

2. Waterway and Wetland-Related Permitting, if Required by Regulatory Agencies: It is anticipated that a Chapter 30 permit is not required because the wet detention basin is greater than 500 feet from a navigable waterway. It is anticipated that wetland permitting is not required due to the June 14, 2019, wetland delineation report which shows no delineated wetlands within the area of disturbance for this project.

Compensation

OWNER shall compensate ENGINEER for Services under this Task Order a lump sum of \$98,500 allocated as follows:

<u>Service</u>	<u>Fee</u>
Design Service	\$ 80,200
Bidding-Related Services	\$ 7,500
Clean Water Fund Assistance	\$ 7,800
Wetland Delineation Confirmation Time Extension Assistance	\$ 3,000
Total	\$98,500

Schedule

Services will begin upon execution of this Task Order, which is anticipated the week of December 16, 2024. Services are scheduled for completion on June 30, 2026.

OWNER’s Responsibilities

In addition to the items listed in the associated Agreement for Technical Services, OWNER shall be responsible for the following:

1. Retain the services of a soils consultant to provide any necessary geotechnical evaluation.

2. Pay all permit and plan review fees payable to regulatory agencies.

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3. Attend the virtual bid opening.
4. Coordinate WDNR Urban Nonpoint Source and Stormwater grant administration, including reimbursement requests.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

STRAND ASSOCIATES, INC.®

OWNER:

CITY OF MARSHFIELD

Joseph M. Bunker
Corporate Secretary

Date

Lois TeStrake
Mayor

Date

Jessica Schiferl
City Clerk

Date

Jennifer Selenske
Finance Director

Date

Potential Funding Summary

Source of Funding	2026 Dollars		Total Project Cost	Grant Amount As % Of Total Project Cost	Principal Forgiveness Amount As % of Total Project Cost	Loan Amount	Comment
	Grant/PF Amount	Marshfield Local Match					
WDNR UNPS Construction Grant	\$150,000	\$150,000	\$ 300,000	16.1%			up to 50% local match required, max. \$150,000
WDNR Clean Water Fund Loan (25% Principal Forgiveness-PF)	\$195,975		\$ 195,975		21.0%	\$ 783,900	No local match required. PF Amount is 10% of Total Project Cost Minus UNPS Grant=0.25*(\$933,900-\$150,000)
Additional Local Match		\$ 437,925	\$ 437,925				
Subtotal	\$ 345,975	\$ 587,925	\$ 933,900				
Percent	37.0%	63.0%					

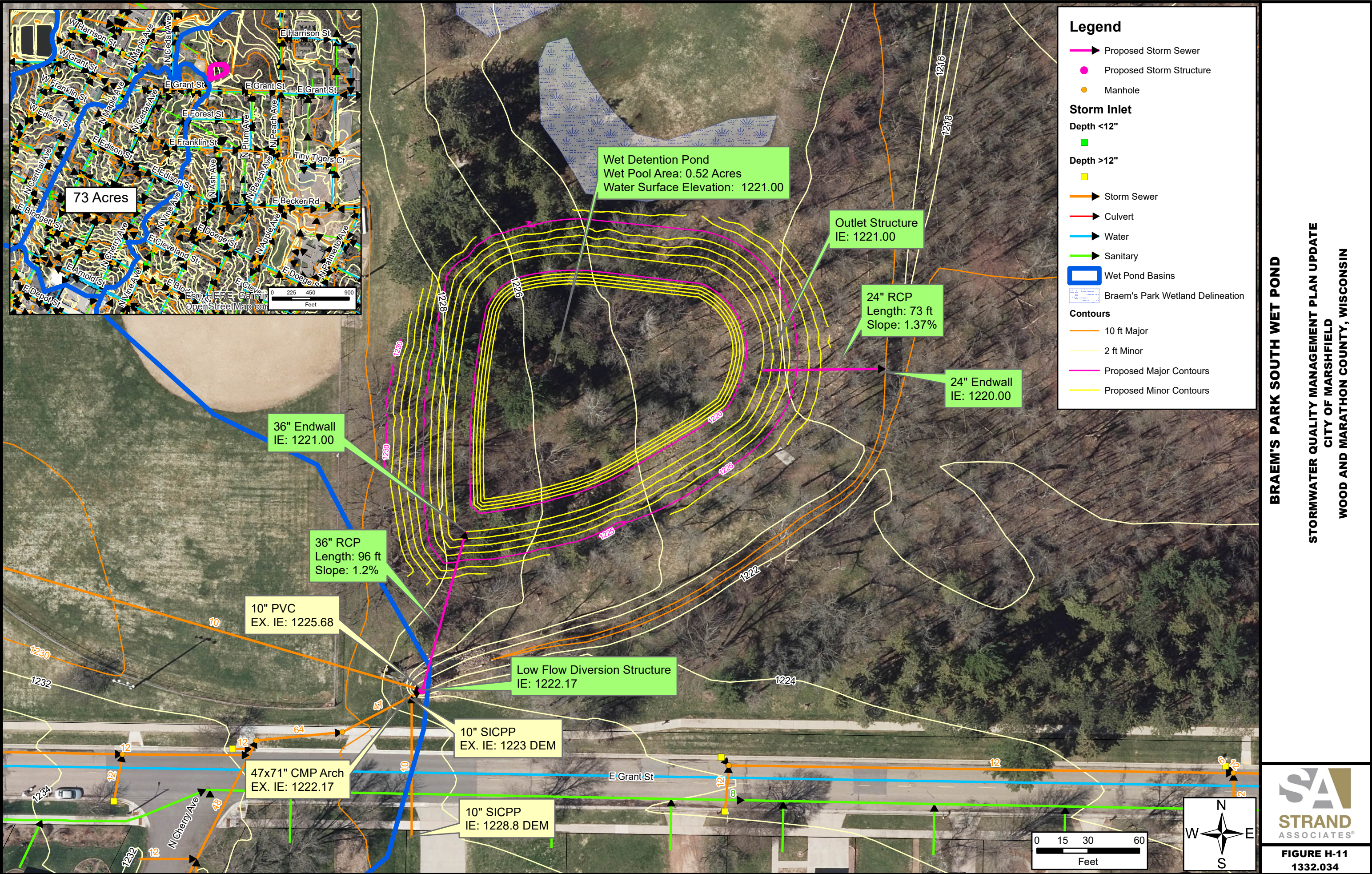
UNPS Construction Scoring by Rank for 2025

Rank	Applicant	Region	Project Name	Score	State Share	Cumulative
1	Bellevue Village	NER	Schmitt Industrial Park Storm Water Pond	121	\$199,900	\$199,900
2	Sheboygan Falls City*	SER	5th St Det Basin	111.6	\$363,300	\$563,200
2	Whitewater City	SER	Starin Park Underground Wet Detention Basin	111.6	\$150,000	\$713,200
3	Waupun City	SCR	Gateway Drive Pond	109.4	\$150,000	\$863,200
4	Howard Village	NER	Valley Brooke Park Pond	108.6	\$80,000	\$943,200
5	Kimberly Village*	NER	Papermaker Pond	107.7	\$463,740	\$1,406,940
6	Milwaukee Metropolitan Sewerage District*	SER	30th Street Corridor Wet Weather Relief Phase 2 Stormwater Basin	105.6	\$447,050	\$1,853,990
7	Marshfield City	WCR	Braem Park Wet Detention Basin	103.2	\$150,000	\$2,003,990
8	Milwaukee Public Schools*	SER	Greener Schools, Stronger Communities - Humboldt Park School	102.3	\$525,724	\$2,529,714
8	Milwaukee Public Schools*	SER	Greener Schools, Stronger Communities - Samuel Clemens School	102.3	\$581,939	\$3,111,653
8	Milwaukee Public Schools*	SER	Green Schools, Stronger Communities - Walt Whitman School	102.3	\$756,248	\$3,867,901
9	Weston Village	WCR	WisDOT Right-of-Way Wet Detention Basin	102.1	\$150,000	\$4,017,901
10	Monona City	SCR	Reach 64 Stormwater Project	101.9	\$150,000	\$4,167,901
11	Schofield City	WCR	Kort Street Wet Detention Basin	98.8	\$150,000	\$4,317,901
12	Fond du Lac City	NER	Arndt Street Wet Detention Basin	94	\$150,000	\$4,467,901
13	Washington County	SER	Washington County Campus Stormwater Improvements	93	\$85,000	\$4,552,901
14	Elkhorn City	SER	Elkhorn Lake Bioretention	91.3	\$111,000	\$4,663,901
15	Ashwaubenon Village	NER	Willard Pond	89.8	\$200,000	\$4,863,901
16	Sheboygan City	SER	North Point Bluff Water Quality Improvement Project	84.2	\$90,000	\$4,953,901
17	De Pere City	NER	26-09 Honey Court Pond Construction	80.3	\$72,970	\$5,026,871
18	Racine City	SER	Uptown Green Infrastructure	79.2	\$73,521	\$5,100,392
19	Platteville City	SCR	2024 Rountree Branch Streambank Protection	77	\$100,000	\$5,200,392
20	Kenosha City	SER	South Creek Restoration & 89th and 39th Basin Green Infrastructure	74.7	\$110,000	\$5,310,392
21	Brookfield City	SER	Rolling Meadows Park Pond Conversion	55	\$107,500	\$5,417,892

Black font = proposed to be fully funded

Red font = funding not available

*= OSG Funding recipient



Legend

- ▶ Proposed Storm Sewer
- Proposed Storm Structure
- Manhole

Storm Inlet

Depth <12"

-

Depth >12"

-

- ▶ Storm Sewer
- ▶ Culvert
- ▶ Water
- ▶ Sanitary
- Wet Pond Basins
- Braem's Park Wetland Delineation

Contours

- 10 ft Major
- 2 ft Minor
- Proposed Major Contours
- Proposed Minor Contours

BRAEM'S PARK SOUTH WET POND
STORMWATER QUALITY MANAGEMENT PLAN UPDATE
CITY OF MARSHFIELD
WOOD AND MARATHON COUNTY, WISCONSIN



FIGURE H-11
1332.034

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF NOVEMBER 19, 2024

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

PRESENT: Alderpersons Brian Varsho, Scott Koran and Rebecca Spiros.

EXCUSED: None

ALSO PRESENT: Police Chief Geurink, City Clerk Schiferl, Mayor TeStrake

Now that former Chairperson Wagner's position has been filled, a new Chairperson and Vice-Chairperson must be selected.

City Clerk Schiferl asked for nominations for Chairperson.

Aldersperson Spiros nominated Aldersperson Varsho.

There being no further nominations, Schiferl declared the nominations closed.

JLC24-051 Motion by Spiros, second by Koran to elect Aldersperson Varsho as Chairperson.
Motion carried

Chairperson Varsho assumed the chair.

Chairperson Varsho asked for nominations for Vice-Chairperson.

Aldersperson Koran nominated Aldersperson Spiros.

There being no further nominations, Chairperson Varsho declared the nominations closed.

JLC24-052 Motion by Koran, second by Varsho to elect Aldersperson Spiros as Vice-Chairperson.
Motion carried

CITIZEN COMMENTS

- None

JLC24-053 Motion by Spiros, second by Koran to approve the minutes of the October 14, 2024 meeting.

Motion carried

JLC24-054 Motion by Spiros, second by Koran to approve by unanimous consent the following:

- a) Application for Temporary Class "B" Retailer's License for Central Wisconsin State Fair, November 30, 2024, CWSF Holiday Tradition.
- b) Application for Temporary Class "B" Retailer's License for Main Street Marshfield, December 7, 2024, Holiday Wine Walk.
- c) Application for Taxicab Operator License, Running, Inc., 318 W. Decker Street, Viroqua, WI.
- d) Applications for Secondhand Article Dealer License for;
 - a. The Basement Dorks, LLC; 203A W. Upham Street
 - b. The Dragon's Roost, LLC; 107 W. 14th Street
 - c. ecoATM, LLC; 641 S. Central Avenue
 - d. Northside, Inc.; 907 S. Central Avenue
 - e. WalMart Stores East, LP; 2001 N. Central Avenue
 - f. What Goes Around Comes Around; 107 W. 2nd Street
- e) Applications for Secondhand Jewelry License for;
 - a. Christensen Jewelers, LLC; 1823 N. Central Avenue
 - b. Wickersham Jewelry; 1921 N. Central Avenue
- f) Application for Auto Salvage Dealer License from Leonhard's Auto Sales; 1306 S. Oak Avenue
- g) Application for Garbage and Refuse Collector License for GFL Sold Waste Midwest, LLC; 204500 State Highway 34, Mosinee, WI

Motion carried

JLC24-055 Motion by Koran, second by Spiros to assess 30 demerit points against the “Class B” combination liquor license of La Taberna Club Nocturno, LLC, 434 S. Central Avenue with 5 points assessed for the first after hours violation June 30, 2024 and 25 points assessed for the second after hours violation on July 21, 2024.

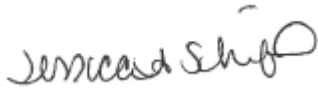
Motion carried

Future Agenda Items

- None

Alderperson Varsho adjourned the meeting at 5:07 p.m.

Respectfully submitted,



Jessica Schiferl
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF NOVEMBER 19, 2024

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

PRESENT: Alderpersons Natasha Tompkins, Brian Varsho, Scott Koran, Rebecca Spiros, Andrew Reigel (via Zoom)

ABSENT: None

ALSO PRESENT: Mayor TeStrake, Alderperson O'Reilly, City Personnel (Steve Barg, Jennifer Selenske, Sarah Dressel, Jessica Schiferl, Everett Mueller.)

Now that former Chairperson Wagner's position has been filled, a new Chairperson and Vice-Chairperson must be selected.

City Clerk Schiferl asked for nominations for Chairperson.

Alderperson Reigel nominated Alderperson Tompkins.

Alderperson Koran nominated Alderperson Spiros.

There being no further nominations, Schiferl declared the nominations closed.

FBP24-119 Motion by Reigel, second by Varsho to nominate both candidates.

Motion carried

Members voted by paper ballot. Alderperson Spiros received 3 votes, Alderperson Tompkins received 2 votes.

Chairperson Spiros assumed the chair.

Chairperson Spiros asked for nominations for Vice-Chairperson.

Alderperson Varsho nominated Alderperson Tompkins.

There being no further nominations, Chairperson Spiros declared the nominations closed.

FBP24-120 Motion by Reigel, second by Koran to elect Alderperson Tompkins as Vice-Chairperson.

Motion carried

Identify potential conflicts of interest: None

Citizen Comments

- City Administrator Barg requested item 14 be moved after item 9 due to a possible scheduling conflict.

FBP24-121 Motion by Koran, second by Reigel to approve the items on the consent agenda:

1. Minutes of the October 1, 2024 meeting.
2. Bills in the amount of \$2,266,032.95.
3. Bills in the amount of 1,986,817.85.
4. Monthly Position Control Report.
5. Report of Personnel Actions.
6. Treasury Report - September

Motion carried

FBP24-122 Motion by Varsho, second by Reigel to recommend Council approval of Budget Resolution No. 23-2024, Fire Station door and deck gun repairs.

Motion carried

FBP24-123 Motion by Tompkins, second by Reigel to recommend Council approval of revised Policy No. 4.900, Debt Management.

Motion carried

Finance Director Selenske provided a report on an advance of funds from the Economic Development Fund to certain TIF districts.

FBP24-124 Motion by Varsho, second by Reigel to recommend Council approval of updated pet license fees and direct staff to draft ordinance amending Section 9-51 of Marshfield Municipal Code.

Motion carried

FBP24-125 Motion by Tompkins, second by Varsho to recommend Council approval of Policy No. 3.554, Pregnancy Workers Fairness Act (PWFA).

Motion carried

FBP24-126 Motion by Reigel, second by Varsho to recommend Council approval of Policy No. 3.895, meals and breaks

Motion carried

FBP24-127 Motion by Tompkins, second by Koran to recommend Council approval that Finance, Budget and Personnel Committee only needs to review vacant positions if one of the following criteria is true; if the position is new or has been vacant for at least 6 months, if a revised job description or pay grade is being proposed, if upon prompt notice of the vacancy a member of FBP requests a review, if the position has been previously identified as one to formally review upon vacancy, or if the position is a Department/Division Head.

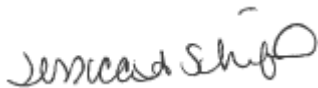
Motion carried

FUTURE AGENDA ITEMS

- Alderperson Tompkins would like to consider inserts in the tax bills with information such as percent of tax bill that funds each tax entity.

Varsho moved and Tompkins seconded to adjourn the meeting at 6:08 p.m.

Respectfully submitted,



Jessica Schiferl
City Clerk



MEMORANDUM

DATE: November 19, 2024
TO: Finance, Budget, & Personnel Committee
FROM: Jennifer Selenske, Finance Director
RE: Debt Management 4.900 Revision

Background

The Debt Management Policy was last revised in February 2021. Since then, new legislation has passed making certain sections of the policy obsolete; namely the length of maturity for notes and loans. Because legislation is changed from time to time, the governing legislation has been included and specific regulations of that legislation is removed from the policy.

The Debt Usages and Length section has been renamed to Debt Structure and Issuance and better explains our current practices.

Related policy 4.910 Post-Issuance Compliance for Tax-Exempt and Tax Advantaged Obligations was recently reviewed by the City's bond counsel and no revisions were recommended.

Recommendation

I recommend the Finance, Budget, and Personnel Committee recommend Common Council Approval of revised Debt Management Policy 4.900.



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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

CHAPTER: Debt Management

SUBJECT: Debt Management

POLICY NUMBER: 4.900

APPROVAL DATE: May 23, 2000

REVISION DATE: March 23, 2010
February 16, 2021
November 26, 2024

APPROVED BY: Alanna Feddick, Chairperson, Finance, Budget and Personnel Committee

DEPARTMENT OF PRIMARY RESPONSIBILITY: Finance Department

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.

I. POLICY STATEMENT

The purpose of this policy is to establish a framework for debt management, rationalize the decision-making process, identify objectives for staff, and demonstrate a commitment to long-term financial planning. The decision-making process to incur debt should be well documented. The long-term capital improvement plan identifies and prioritizes potential capital investments and funding sources for each investment. The City's financial condition and credit rating should always be a primary consideration when debt planning.

Marshfield Utilities shall be responsible for determining its own debt management policy.

II. ALLOWABLE TYPES OF DEBT

A. Chapter 67 - General Obligation Bonds (GO Bonds) and Promissory Notes (GO Notes)

General obligation debt is repaid with an ad valorem tax levied on all taxable property within the municipality at the time the debt is issued. ~~Chapter 67 of Wisconsin statutes (Municipal Borrowing and Municipal Bonds) governs the issuance of these obligations.~~

~~GO Bonds may be issued by a municipality to finance any project undertaken for a public purpose. GO Bonds term is limited to 20 years from issuance.~~

~~GO Notes are not limited to projects and may be issued for any public purpose. GO Note term is limited to 10 years from issuance.~~

B. Chapter 66.0621 - Revenue Obligations (Revenue Bonds)

Revenue Bonds are issued to finance public utilities, are repaid from utility revenues, but have no claim on taxes or other general revenues of the City. Revenue Bonds recover project costs from beneficiaries of the project or users of the facility. ~~Section 66.0621 of Wisconsin Statutes (Revenue Obligations) governs the issuance of revenue obligations. Revenue Bond term is limited to 40 years from issuance.~~

C. Chapter 24 - State Trust Fund Loans (STFL)

The State of Wisconsin Board of Commissioners of Public Lands makes ~~funds available to~~ general obligation loans to Wisconsin municipalities and school districts. ~~The Board may issue a STFL for projects consistent with the purposes allowed for issuance of general obligation bonds. STFL term is limited to 20 years from date of issuance.~~

STFL's offer expedited application and funding, flexible prepayment, and nominal issuance costs, ~~at a historically higher interest rate than GO Bonds and GO Notes.~~

D. Chapter 66.1335 – Housing and Community Development

DE. General Obligation Bank Loans (GO Bank)

GO Bank Loans can be used for shorter-term, smaller debt issues, ~~not to exceed 5 years.~~ GO Bank Loans offer similar advantages to STFL's.

EF. Other Debt Instruments

Other debt instruments may be considered on a case-by-case basis with sufficient analysis and approval.

III. PURPOSE OF DEBT - GENERAL GUIDELINES

1) Long-term financing must comply with federal, state, and legal guidelines.

~~4)2)~~ The City may issue debt for financing capital projects or refund existing debt.

Capital projects include projects to acquire, plan, design, construct, improve, and equip all or any part of its facilities or systems, promote economic development or to secure quality of life.

~~2)3)~~ Long-term debt will not be used to fund current operating costs to prevent future taxpayers from funding current services.

~~3)4)~~ The scheduled maturities of long-term debt should attempt to match the expected useful life of the project being financed.

Debt Usages and Length Structure and Issuance

~~1) GO Bonds / GO Notes: The default debt maturity will be 10 years, including street and sewer projects. Major brick and mortar building projects may have debt maturities of 20 years~~
Maturity Guideline: The term of any debt obligations issued should not be longer than the economic life of the improvements that they finance.

~~2) General Revenue Bonds: The City should limit the use of revenue bonds to capital improvements for its wastewater utility or other enterprise funds. The default debt maturity will be 10 years, including street and sewer projects. Major brick and mortar building projects may have debt maturities of 20 years~~
Debt Service Schedule: Whenever possible, debt will be structured so that annual principal and interest payments are level.

~~3) STFL—GO Bank Loans: The City shall consider STFL's and GO Bank loans when one or more of the following conditions are applicable: the debt issue is less than \$1 million, the term is five years or less, an early pay off option is desired, or minimizing issuance costs is a priority~~
Debt Service Fund: The City will establish debt service funds as required. Funds will be maintained at a level to support principal and interest payable for annual debt services payments. Fund balance will be managed to minimize arbitrage rebate liability.

4) Use of Capitalized Interest: The City may elect to capitalize interest for any debt obligation as deemed necessary.

5) Method of Sale: The City may issue debt through a competitive or negotiated sales process.

~~4)6)~~ Tax Increment Financing (TID) Debt: The City will utilize pay-as-you-go financing whenever possible with TID development. The payment schedule should correlate to anticipated revenue stream throughout the life of the district. When necessary, TID borrowing should utilize the methods above. The debt term should correspond with the shorter of the asset life and the projected TID payoff date.

IV. FINANCIAL, ECONOMIC AND DEBT ANALYSIS

1) Selection and use of Bond counsel, underwriters, financial-municipal advisors, paying agents, and debt rating agencies should be selected as necessary according to state statutes and City policy.

2) Analysis.

Prior to debt issuance, the City and Financial Municipal Advisor should analyze:

- Outstanding debt to determine if savings can be achieved through refunding. The net present value savings for proposed advance refundings should be a minimum of 3% of refunded principal and should not extend the maximum term of the issue. A lower threshold may be justified, such as historically low interest rates or the need to restructure future debt payments.
- Debt service schedule action and cash flow statement.
- Source of future revenues to cover debt service payments.
- Impact on property tax rates and/or user fees.
- Projected future expenditures not related to debt service.
- Economic and demographic variables.
- Total and unassigned fund balance levels, and projected tax levies.
- Debt factors commonly considered in a credit rating analysis

V. Debt Limits / Metrics / Reporting

1) Statutory debt limits are defined in 67.03(1)(a): ...municipalities may borrow money and issue municipal obligations therefor only for the purposes and by the procedure specified in this chapter. The aggregate amount of indebtedness, including existing indebtedness, of any municipality shall not exceed 5 percent of the value of the taxable property located in the municipality as equalized for state purposes...

2) The City shall not exceed 65% of its statutory debt capacity.

~~3) Debt service as a percent of budgeted expenditures should not exceed 15% of total budgeted expenditures for governmental type funds (i.e. general, special revenue, capital project, and debt service funds).~~

~~4)3) _____~~ The Debt Service Fund shall not have a negative fund balance at year-end.

~~5)4) _____~~ On an annual basis, the Finance Director will prepare a report to the Council, detailing the state of City debt. This report shall include:

General Obligation Debt

- Total outstanding principal by issue.
- Total outstanding principal by responsibility (City, TID's, Enterprise Funds, etc).

Total Long-Term Debt

- Total outstanding principal by issue.
- Total outstanding principal by responsibility (City, TID's, Enterprise Funds, etc).

Additional Reporting:

- Compliance with metrics listed in Section V.
- Any General Fund transfers to Debt Service to comply with Section V (4).



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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

CHAPTER: Debt Management

SUBJECT: Debt Management

POLICY NUMBER: 4.900

APPROVAL DATE: May 23, 2000

REVISION DATE: March 23, 2010
 February 16, 2021
 November 26, 2024

APPROVED BY: Alanna Feddick, Chairperson, Finance, Budget and Personnel Committee

DEPARTMENT OF PRIMARY RESPONSIBILITY: Finance Department

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- 3) Long-term debt will not be used to fund current operating costs to prevent future taxpayers from funding current services.
- 4) The scheduled maturities of long-term debt should attempt to match the expected useful life of the project being financed.

Debt Structure and Issuance

- 1) Maturity Guideline: The term of any debt obligations issued should not be longer than the economic life of the improvements that they finance.
- 2) Debt Service Schedule: Whenever possible, debt will be structured so that annual principal and interest payments are level.
- 3) Debt Service Fund: The City will establish debt service funds as required. Funds will be maintained at a level to support principal and interest payable for annual debt services payments. Fund balance will be managed to minimize arbitrage rebate liability.
- 4) Use of Capitalized Interest: The City may elect to capitalize interest for any debt obligation as deemed necessary.
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- 2) The City shall not exceed 65% of its statutory debt capacity.
- 3) The Debt Service Fund shall not have a negative fund balance at year-end.
- 4) On an annual basis, the Finance Director will prepare a report to the Council, detailing the state of City debt. This report shall include:

General Obligation Debt

- Total outstanding principal by issue.
- Total outstanding principal by responsibility (City, TID's, Enterprise Funds, etc).

Total Long-Term Debt

- Total outstanding principal by issue.
- Total outstanding principal by responsibility (City, TID's, Enterprise Funds, etc).

Additional Reporting:

- Compliance with metrics listed in Section V.
- Any General Fund transfers to Debt Service to comply with Section V (4).



MEMORANDUM

DATE: November 15, 2024
TO: Finance, Budget and Personnel Committee
FROM: Sarah Dresel, Human Resources Director
RE: Pregnant Workers Fairness Act Accommodation Policy 3.554

Background:

The Equal Employment Opportunity Commission (EEOC) issued its final regulation to carry out the Pregnant Workers Fairness Act (PWFA) on April 15, 2024. The regulation went into effect on June 18, 2024.

The PWFA requires a covered employer to provide reasonable accommodations to a qualified employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions unless accommodation will cause the employer an undue hardship. This applies only to accommodations. Other laws that the EEOC enforces makes it illegal to fire or otherwise discriminate against an employee or applicant on the basis of pregnancy, childbirth or related medical condition.

This new law does not replace federal, state or local laws that are more protective of employees or job applicants.

Analysis:

With the final ruling from the EEOC, employment lawyers and legal groups have provided recommendations to organizations on next steps to comply. The attached policy outlines the regulations of the law and may see regular updates and changes in the future as additional rulings and recommendations unfold.

The PWFA states that covered employers must not do any of the following:

- Fail to make a reasonable accommodation for the known limitations of an employee or applicant unless it causes an undue hardship.
- Require an employee to accept an accommodation other than a reasonable accommodation through the interactive process.
- Deny a job or other employment opportunity to a qualified employee or applicant based on the person's need for a reasonable accommodation.

- Require an employee to take leave if another reasonable accommodation can be provided that would let the employee keep working.
- Punish or retaliate against an employee or applicant requesting or using a reasonable accommodation under the PWFA, reporting or opposing unlawful discrimination under the PWFA, or participating in a PWFA proceeding (such as litigation).
- Coerce individuals who are exercising their rights or helping others exercise their rights under the PWFA.

Once an employer, either a direct Supervisor/Division/Department Head, Human Resources or other leader is aware of an employee or applicant limitation, the employer is obligated to begin the interactive process to determine accommodations. Responses to requests should be responded to promptly.

Since this law went into effect, the EEOC has reported that it has received more than 2,000 charges alleging violation of the PWFA and several lawsuits have been filed against employers who have allegedly violated this law.

It is critical to move forward with this policy and provide employees and City Leadership with an understanding of the law and what to do moving forward.

Recommendation:

Staff recommends the Finance, Budget and Personnel Committee recommend Common Council approval of the new Pregnant Workers Fairness Act Accommodation Policy number 3.554



**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: Pregnancy Workers Fairness Act (PWFA) Accommodations

POLICY NUMBER: 3.554

PAGES: 2

EFFECTIVE DATE: November 27, 2024

IMPLEMENTED: November 27, 2024

REVISION DATES:

DEPARTMENTS OF PRIMARY RESPONSIBILITY: Administration, Finance Department

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. This policy/procedure applies to all employees.

PURPOSE:

The purpose of this policy is to ensure compliance with the Pregnancy Workers Fairness Act (PWFA) and to promote a fair and supportive workplace for all employees and applicants affected by pregnancy, childbirth or related medical conditions.

POLICY:

As required by the Federal Pregnant Workers Fairness Act (PWFA), the City of Marshfield will provide reasonable accommodations to employees and applicants for known limitations related to pregnancy (including termination of pregnancy), childbirth, or other related medical conditions or medical appointments (including fertility treatments), provided that such accommodations would not create an undue hardship.

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by contacting Human Resources (HR) or a supervisor/manager/department or division head. If the need for a particular accommodation is not obvious, the person making the request may be asked to provide additional information, such as how the accommodation(s) will address limitations caused by pregnancy, childbirth, or related medical conditions. If additional discussion is necessary, Human Resources will engage with the person in the interactive process to accurately understand the limitations and find reasonable accommodations. Documentation to support a request for accommodation may be required, but only when reasonable under the circumstances.

The following are some examples of reasonable accommodations that will generally be granted as soon as possible and without documentation:

- Ability to receive closer parking.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat and rest.
- The ability to alternate between sitting and standing as needed.
- Light duty or help with lifting or other manual labor.

An employee may request paid (based on their paid accruals) or unpaid leave as a reasonable accommodation under this policy. If leave is provided as a reasonable accommodation, it will run concurrently with other leaves provided by federal, state or local law. The City of Marshfield will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

The City of Marshfield prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.



MEMORANDUM

DATE: November 15, 2024
TO: Finance, Budget and Personnel Committee
FROM: Sarah Dresel, Human Resources Director
RE: Meal & Break Policy – New Policy Number 3.895

Background:

In alignment with both State and Federal regulations, and in recognition of our commitment to employee well-being, we have drafted a comprehensive policy concerning meal and break periods. The policy aims to provide clear guidelines for meal and rest breaks during work hours, while also maintaining compliance with applicable laws.

Analysis:

At the federal level, the Fair Labor Standards Act does not mandate meal or rest breaks for employees. Wisconsin State Law also does not require adult employees to take meal or rest breaks but does encourage them. The state does require minors (under 18) be provided with a 30-minute duty-free meal break when working 6 or more hours in a day.

The WI Department of Workforce Development (DWD) does specify requirements for meal breaks. According to the DWD, meal breaks under 30 minutes are considered paid work time and cannot be deducted from an employee's hours worked.

Given these parameters, we are proposing the attached policy be added to our City Policies within Chapter 3 within the Compensation Section. Training will be provided to employees and Supervisors for full understanding and compliance with this new policy by the end of November if approved. Our Human Resources Information System (HRIS) is UKG and updates will be made to make sure compliance to the policy is followed. Employees and their Supervisors will be responsible for reviewing their bi-weekly timecards for accuracy and adherence to the new policy.

Recommendation:

Staff recommends the Finance, Budget and Personnel Committee recommend Common Council approval of the new Meal & Break Policy number 3.895.



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

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

CHAPTER: Compensation

SUBJECT: Meal and Rest Break Policy

POLICY NUMBER: 3.895

PAGES: 2

EFFECTIVE DATE: November 26, 2024

IMPLEMENTED: November 26, 2024

REVISION DATES:

DEPARTMENTS OF PRIMARY RESPONSIBILITY: Administration, Finance Department

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. This policy/procedure applies to non-represented employees.

PURPOSE:

To establish guidelines for meal and break periods for employees in compliance with State and Federal laws regarding meal and rest breaks during working hours. We highly value the health and well-being of our employees and want to provide them with the opportunity to take care of their needs during their workday. The following is information on State and Federal Laws.

1. Fair Labor and Standards Act (FLSA):
 - a. The Federal law known as the Fair Labor and Standards Act (FLSA) does not require employers to provide meal or rest breaks for workers.
2. Wisconsin State Law:
 - a. Wisconsin State law states that meal and rest breaks are not required for adults but are encouraged.
 - b. Wisconsin State law states that one 30-minute duty-free meal break must be provided to minors under the age of 18 for every 6 hours they work and those breaks should occur near usual meal times. Other breaks for minors are not required.
3. Department of Workforce Development:
 - a. Department of Workforce Development states that meal and rest breaks that are less than 30 consecutive minutes are considered work time, and time can not be deducted from the employees' wages.

POLICY:

Meal Breaks

- Employees who work for 6 or more hours in a workday are entitled, but not required, to take a meal break of a minimum of 30 consecutive minutes.
- The meal break should be taken approximately midway through the work shift.
- A 30-minute meal break for all employees is unpaid and will not count towards hours worked.
- Hourly employees who are leaving the premises for a meal break must punch out for a minimum of 30 consecutive minutes before returning to their work location.
- Employees that remain on premises and work during their meal break will be paid.

Rest Breaks

- All employees are permitted up to a total of 15 minutes of paid rest break time for each four-hour work period in a day.
- Two rest breaks cannot be combined within one day.
- Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times.
- Employees who voluntarily work through their rest breaks will not be paid additional compensation.
- Hourly employees do not need to punch out for their rest breaks but they must remain on premises during their rest break.
- Under the FLSA, nursing employees have the right to reasonable break times throughout the day to express milk for their nursing child.

Enforcement

- Supervisors/Department Head/Division Head are responsible for coordinating and monitoring meal/rest periods including the length of time for a meal break.
- Employees who fail to follow this policy will be subject to disciplinary action.



City of Marshfield Memorandum

DATE: November 19, 2024
TO: Finance, Budget & Personnel Committee
FROM: Jordan Munger, Accounting Manager
RE: Updating Ordinance 9-51

Background

Per ordinance 9-51 the City of Marshfield has an adopted fee schedule for dog and cat licenses. From what staff can tell, the last time this schedule has been updated was in 2012 (at least for dogs). Staff is proposing to change the language in 9-51 for these license fees in order to update for increases in costs.

Analysis

From January 2012 to September 2024 using the CPI Inflation Calculator, prices are shown to have increased by 39.1%. Link below:

<https://data.bls.gov/cgi-bin/cpicalc.pl?cost1=100&year1=201201&year2=202409>

Staff has performed a comparison of prices which are attached to this memo. The results of the comparison show that many Municipalities within Wisconsin are charging far higher rates than our City. Staff is proposing:

- Rates for pet licenses are kept in the fee schedule.
- Rates in the fee schedule are close to average of communities across WI.

Also, per WI statute 174.05 "...The additional tax may not exceed the total cost of all dog licensing, regulating and impounding activities for the previous year, less any refunds..." The City of Marshfield's cost for these services reside in function 52130 Ordinance Enforcement which had a total cost of \$154,742.17 as of 12/31/2023. The expected increase in fees would be \$4,000 or less for a total of roughly \$12,500. This is well below the total cost of the activities described above.

Recommendation

Staff recommends that the FBP Committee recommend the Council's approval of the revisions to Ordinance 9-51.

§ 9-51 **Dog and cat licensing and regulation.**

[Added 5-14-2024 by Ord. No. 1510^{ca}]

(1)

Individual animal licenses. Every owner of a dog, cat or other animal, except livestock, more than five months of age on January 1 of any year shall annually, at the time and in the manner prescribed by law for the payment of personal property taxes, pay his dog, cat or animal license tax and obtain the license therefor. Any dog, cat or other animal who becomes five months of age after January 1 but before October 1 shall require a license for that year. No such license shall be issued without proof of compliance with the rabies control provisions in Subsection **(3)** of this section. The word "owner" when used in this section includes every person who owns, harbors or keeps a dog, cat or other animal.

(2) Fees. The license fees are as follows:

(a) Neutered male dog: \$8.

(b) Neutered male cat: \$6.

(c) Un-neutered male dog: \$16.

(d) Un-neutered cat: \$12.

(e) Spayed female dog: \$8.

(f) Spayed female cat: \$6.

(g) Un-spayed female dog: \$16.

(h) Un-spayed female cat: \$12.

(i) Late fee: \$5.

§ 9-51 **Dog and cat licensing and regulation.**

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(2) Fees shall be as stated in the City of Marshfield Fee Schedule, as established by the Common Council and shall be on file in the office of the City Clerk. The license fees are as follows:

~~**(a)** Neutered male dog: \$8.~~

~~**(b)** Neutered male cat: \$6.~~

~~**(c)** Un-neutered male dog: \$16.~~

~~**(d)** Un-neutered cat: \$12.~~

~~**(e)** Spayed female dog: \$8.~~

~~**(f)** Spayed female cat: \$6.~~

~~**(g)** Un-spayed female dog: \$16.~~

~~**(h)** Un-spayed female cat: \$12.~~

~~**(i)** Late fee: \$5.~~

PET LICENSE DATA BY CITY

As of 9-16-24

CITY	UN-DOG	US-DOG	NEU-DOG	SPAY-DOG	UN-CAT	US-CAT	NEU-CAT	SPAY-CAT
WAUSAU	62.00	62.00	20.00	20.00	62.00	62.00	20.00	20.00
WI RAPIDS	8.00	8.00	3.00	3.00	5.00	5.00	2.00	2.00
STEVENS POINT	24.00	24.00	14.00	14.00	4.00	4.00	2.50	2.50
MENOMONIE	11.00	11.00	6.00	6.00	11.00	11.00	6.00	6.00
MADISON	25.00	25.00	20.00	20.00	25.00	25.00	20.00	20.00
SHEBOYGAN	15.00	15.00	10.00	10.00	12.25	12.25	5.25	5.25
OSHKOSH	12.00	12.00	5.00	5.00	12.00	12.00	5.00	5.00
LACROSSE	23.00	23.00	12.00	12.00	23.00	23.00	12.00	12.00
MIDDLETON	25.00	25.00	25.00	25.00				
JANESVILLE	25.00	25.00	15.00	15.00	25.00	25.00	15.00	15.00
APPLETON	11.00	11.00	6.00	6.00	11.00	11.00	6.00	6.00
TWO RIVERS	15.00	15.00	10.00	10.00				
BELOIT	20.00	20.00	10.00	10.00				
FITCHBURG	26.00	26.00	21.00	21.00	8.00	8.00	6.00	6.00
WATERTOWN	15.00	15.00	10.00	10.00				
WEST BEND	13.00	13.00	8.00	8.00	13.00	13.00	8.00	8.00
EAU CLAIRE	40.00	40.00	20.00	20.00	27.00	27.00	15.00	15.00
WESTON	25.00	25.00	15.00	15.00	25.00	25.00	15.00	15.00
SCHOFIELD	20.00	20.00	10.00	10.00	5.00	5.00	5.00	5.00
MERRILL	30.00	30.00	10.00	10.00				
GREEN BAY	30.00	30.00	15.00	15.00	30.00	30.00	15.00	15.00
FRANKLIN	24.00	24.00	12.00	12.00	24.00	24.00	12.00	12.00
SHAWANO	15.00	15.00	10.00	10.00	15.00	15.00	10.00	10.00
CROSS PLAINS	20.00	20.00	15.00	15.00				
Average	22.25	22.25	12.58	12.58	18.74	18.74	9.99	9.99
Average (Rounded)	22.00	22.00	13.00	13.00	19.00	19.00	10.00	10.00
Average (Rounded w/Out Wausau)	21.00	21.00	12.00	12.00	16.00	16.00	9.00	9.00
Marshfield Current	16.00	16.00	8.00	8.00	12.00	12.00	6.00	6.00
Marshfield Staff Suggested	20.00	20.00	12.00	12.00	16.00	16.00	8.00	8.00
Change	4.00	4.00	4.00	4.00	4.00	4.00	2.00	2.00
% Increase	25.0%	25.0%	50.0%	50.0%	33.3%	33.3%	33.3%	33.3%

	UN-DOG	US-DOG	NEU-DOG	SPAY-DOG	UN-CAT	US-CAT	NEU-CAT	SPAY-CAT	Totals
Licenses 2024 (as of 9-16-24)	54	57	303	328	3	9	118	116	
OUR PRICE	\$ 864	\$ 912	\$ 2,424	\$ 2,624	\$ 36	\$ 108	\$ 708	\$ 696	\$ 8,372
SUGGESTED PRICE	\$ 1,080	\$ 1,140	\$ 3,636	\$ 3,936	\$ 48	\$ 144	\$ 944	\$ 928	\$ 11,856
	\$ 216	\$ 228	\$ 1,212	\$ 1,312	\$ 12	\$ 36	\$ 236	\$ 232	\$ 3,484
Licenses 2023 (as of 12/31/24)	52	48	341	355	2	4	137	124	
OUR PRICE	\$ 832	\$ 768	\$ 2,728	\$ 2,840	\$ 24	\$ 48	\$ 822	\$ 744	\$ 8,806
SUGGESTED PRICE	\$ 1,040	\$ 960	\$ 4,092	\$ 4,260	\$ 32	\$ 64	\$ 1,096	\$ 992	\$ 12,536
	\$ 208	\$ 192	\$ 1,364	\$ 1,420	\$ 8	\$ 16	\$ 274	\$ 248	\$ 3,730



Expenditure Report

Current Year is 2023

Selected Period is 13



7/23/2024 9:52:37 AM

ran by: tq

Fund	Account	Object	Object Description	Budget	Current Month	Year to Date	Variance
101	101 -52110-20-51930 -	51930	EMPLOYE EDUCATION & TRAINING	25,000.00	0.00	2,053.25	22,946.75
	101 -52110-20-52100 -	52100	PROFESSIONAL SERVICES	45,318.09	5,853.55	40,129.78	5,188.31
	101 -52110-20-52210 -	52210	ELECTRICITY	26,353.00	1,697.05	23,302.16	3,050.84
	101 -52110-20-52220 -	52220	WATER	1,285.00	96.68	1,244.50	40.50
	101 -52110-20-52230 -	52230	SEWER	1,071.00	84.66	1,105.48	-34.48
	101 -52110-20-52240 -	52240	FIRE PROTECTION CHARGE	2,113.00	172.63	2,071.56	41.44
	101 -52110-20-52260 -	52260	HEATING-GAS	17,426.00	1,142.84	11,695.52	5,730.48
	101 -52110-20-52300 -	52300	TELECOMMUNICATIONS	24,500.00	2,322.09	25,283.78	-783.78
	101 -52110-20-52500 -	52500	REPAIR & MAINT SERVICE-OTHER	78,447.00	1,931.94	84,909.16	-6,462.16
	101 -52110-20-52900 -	52900	OTHER CONTRACTUAL SERVICES	5,413.00	114.83	4,387.41	1,025.59
	101 -52110-20-53100 -	53100	OFFICE SUPPLIES AND EXPENSES	14,750.00	485.51	14,887.79	-137.79
	101 -52110-20-53150 -	53150	OTHER TRANS & CC FEES	0.00	0.00	7,393.17	-7,393.17
	101 -52110-20-53200 -	53200	PUBLICITNS, SUBSCRIPTNS, DUES	32,927.00	320.64	30,423.05	2,503.95
	101 -52110-20-53320 -	53320	TRAVEL-DEPARTMENT HEAD	2,153.00	0.00	50.00	2,103.00
	101 -52110-20-53330 -	53330	TRAVEL-STAFF	42,430.00	175.00	47,430.11	-5,000.11
	101 -52110-20-53340 -	53340	TRAVEL-VOLUNTEER/VIS PERSONS	1,000.00	0.00	811.59	188.41
	101 -52110-20-53400 -	53400	OPERATING SUPPLIES	188,362.00	927.80	184,037.29	4,324.71
	101 -52110-20-53500 -	53500	REPAIR & MAINTENANCE SUPPL	109,350.00	5,799.58	93,327.10	16,022.90
	101 -52110-20-55180 -	55180	POLICE PROFESSIONAL LIABILIT	28,554.00	0.00	28,554.00	0.00
	101 -52110-20-55200 -	55200	PREMIUMS ON SURETY BONDS	250.00	-0.83	940.99	-690.99
	101 -52110-20-55330 -	55330	RENTS & LEASES, EQUIPMENT	6,240.00	0.00	5,189.00	1,051.00
	TOTAL FUNCTION		52110 LAW ENFORCEMENT	5,702,780.09	100,372.87	5,598,182.98	104,597.11
	101 -52130-20-51110 -	51110	PERMANENT EMPL-STRAIGHT TIME	106,233.00	2,431.62	96,371.68	9,861.32
	101 -52130-20-51120 -	51120	PERMANENT EMPLOYES-OVERTIME	1,018.00	0.00	104.73	913.27
	101 -52130-20-51170 -	51170	TEMPORARY EMPL-STRAIGHT TIME	4,212.00	0.00	3,598.13	613.87
	101 -52130-20-51310 -	51310	COMPENSATORY TIME PAY	509.00	0.00	4.95	504.05
	101 -52130-20-51510 -	51510	RETIREMENT (EMPLOYERS SHARE)	7,223.00	0.00	6,549.04	673.96
	101 -52130-20-51530 -	51530	SOCIAL SECURITY	8,127.00	0.00	7,529.24	597.76
	101 -52130-20-51540 -	51540	HEALTH INSURANCE	9,644.00	0.00	7,977.80	1,666.20
	101 -52130-20-51550 -	51550	DENTAL INSURANCE	2,013.00	0.00	1,770.98	242.02
	101 -52130-20-51560 -	51560	LIFE INSURANCE	245.00	0.00	249.25	-4.25



Expenditure Report

Current Year is 2023

7/23/2024 9:52:37 AM

Selected Period is 13

ran by: tq

Fund	Account	Object	Object Description	Budget	Current Month	Year to Date	Variance
101	101 -52130-20-51570 -	51570	WORKERS' COMPENSATION	3,962.00	0.00	3,636.00	326.00
	101 -52130-20-52100 -	52100	PROFESSIONAL SERVICES	750.00	0.00	561.00	189.00
	101 -52130-20-52300 -	52300	TELECOMMUNICATIONS	1,944.00	156.91	1,892.79	51.21
	101 -52130-20-52500 -	52500	REPAIR & MAINT SERVICE-OTHER	3,132.00	0.00	131.40	3,000.60
	101 -52130-20-52900 -	52900	OTHER CONTRACTUAL SERVICES	17,200.00	620.00	18,230.00	-1,030.00
	101 -52130-20-53100 -	53100	OFFICE SUPPLIES AND EXPENSES	500.00	0.00	381.85	118.15
	101 -52130-20-53200 -	53200	PUBLICITNS, SUBSCRIPTNS, DUES	150.00	0.00	50.00	100.00
	101 -52130-20-53330 -	53330	TRAVEL-STAFF	1,270.00	0.00	197.00	1,073.00
	101 -52130-20-53400 -	53400	OPERATING SUPPLIES	6,177.00	116.99	2,395.23	3,781.77
	101 -52130-20-53500 -	53500	REPAIR & MAINTENANCE SUPPL	7,053.00	107.96	3,111.10	3,941.90
TOTAL FUNCTION			52130 ORDINANCE ENFORCEMENT	181,362.00	3,433.48	154,742.17	26,619.83
	101 -52140-20-51170 -	51170	TEMPORARY EMPL-STRAIGHT TIME	71,244.00	573.63	66,723.06	4,520.94
	101 -52140-20-51510 -	51510	RETIREMENT (EMPLOYERS SHARE)	0.00	0.00	419.90	-419.90
	101 -52140-20-51530 -	51530	SOCIAL SECURITY	5,450.00	0.00	5,142.17	307.83
	101 -52140-20-51570 -	51570	WORKERS' COMPENSATION	1,865.00	0.00	1,566.00	299.00
	101 -52140-20-53340 -	53340	TRAVEL-VOLUNTEER/VIS PERSONS	60.00	0.00	34.46	25.54
	101 -52140-20-53400 -	53400	OPERATING SUPPLIES	1,130.00	0.00	1,459.96	-329.96
TOTAL FUNCTION			52140 SCHOOL CROSSING GUARDS	79,749.00	573.63	75,345.55	4,403.45
	101 -52210-21-51110 -	51110	PERMANENT EMPL-STRAIGHT TIME	1,622,271.00	36,318.00	1,566,257.88	56,013.12
	101 -52210-21-51120 -	51120	PERMANENT EMPLOYES-OVERTIME	40,400.00	2,614.39	54,132.92	-13,732.92
	101 -52210-21-51140 -	51140	PERMANENT EMPL-OVERTIME-FLSA	8,220.00	316.31	9,797.37	-1,577.37
	101 -52210-21-51210 -	51210	LONGEVITY PAY	2,212.00	0.00	2,057.00	155.00
	101 -52210-21-51220 -	51220	HOLIDAY PAY	30,800.00	0.00	23,483.44	7,316.56
	101 -52210-21-51230 -	51230	SCHOOL CREDITS	980.00	0.00	720.00	260.00
	101 -52210-21-51240 -	51240	MOTOR PUMP OPERATOR (M.P.O.)	10,950.00	248.20	15,205.00	-4,255.00
	101 -52210-21-51250 -	51250	ACTING OFFICER PAY	3,890.00	218.76	5,532.04	-1,642.04
	101 -52210-21-51260 -	51260	FIRST ENGINEER PAY	0.00	100.57	475.57	-475.57
	101 -52210-21-51290 -	51290	VACATION LUMP SUM PAY	10,000.00	0.00	0.00	10,000.00
	101 -52210-21-51300 -	51300	AERIAL TRUCK OPERATOR	5,475.00	0.00	0.00	5,475.00
	101 -52210-21-51310 -	51310	COMPENSATORY TIME PAY	20,000.00	0.00	13,074.13	6,925.87



City of Marshfield Memorandum

DATE: November 21, 2024
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: FBP approval to fill vacant positions (Councilmember Tompkins request)

Background

In 2019, the FBP Committee directed that its approval is required for refilling any vacant positions. The idea was to give the opportunity to evaluate a vacant position to determine if refilling is necessary, or if it might be appropriate to examine other alternatives, such as combining positions, restructuring, etc. This has remained our practice since that time. On October 1st, under “Items for future agendas”, Councilmember Tompkins asked that this issue be revisited at an upcoming FBP meeting.

Another option

When the Committee took another look at this issue in January 2022, I advised that FBP had not denied a single request to fill a vacant position during that 3-year period (this still remains true), and the time required for Committee/Council approval can delay the hiring process by 2-3 weeks. As a compromise, I offered the following option for consideration:

FBP/Council approval wouldn't be needed, except in one of the following circumstances:

- The position is either new or has been vacant for at least 6 months
- A revised job description (and perhaps pay grade review) is being proposed
- Upon prompt notice of the vacancy by the City Administrator/HR Director, an FBP member requests a review at the next regular Committee meeting
- The position has been previously identified as one to be formally reviewed upon becoming vacant

After reviewing this approach and other ideas, the Committee chose to make no changes at that time, preferring to keep the present practice in place.

FBP action – November 19th

After discussion, the FBP Committee recommended Council approval of revised protocol on the filling of vacant staff position as follows:

- Filling vacancies in all manager-level positions (department/division head) must be approved by the FBP Committee and Council

- FBP/Council approval is also needed in the cases noted under the “Another option” portion of this memo.

Recommendation

Staff recommends Council approval of the revised protocol to fill vacant staff positions.

CITY PLAN COMMISSION
November 19, 2024

PRESENT: Mayor Lois TeStrake, Councilmember Mike O'Reilly, Kim Fredrick, Jake Bernarde, Franklin Pyles, John Kaprelian, Rita Meier

ABSENT: None

OTHERS: Steve Barg, City Administrator; Bryce Hembrook, City Planner (via Zoom)

Mayor TeStrake called the meeting to order at 7:00 p.m. in the City Hall Council Chambers.

New Plan Commission member Rita Meier was introduced and welcomed to the Commission.

PC24-47 Fredrick moved and Kaprelian seconded the motion to approve the meeting agenda.
Motion carried

PC24-48 O'Reilly moved and Kaprelian seconded the motion to approve minutes of the October 15, 2024 Plan Commission meeting as presented.

Motion carried

Conflicts of interest: None

Citizen comments: None

PUBLIC HEARING – Conditional Use Permit request by Krista Popowich for an exception to the fence height requirements for a proposed fence located at 306 West Jefferson Street (parcel 33-03838), zoned “SR-6” Single-Family Residential.

Public Comments: Rob and Krista Popowich, 306 West Jefferson Street, explained the purpose for the request. Their intention is to provide more privacy by constructing a section of 8-foot high vinyl fence for a distance of 24 feet along the east side of their property.

Discussion: Pyles questioned allowing an 8-foot high fence just 7 feet from the east property line, citing the possibility of damage to the neighbor’s property if the fence were to fall in that direction. He also questioned whether there is justification to allow exceeding the 6-foot height requirement. Meier expressed concern on blocking the neighbor’s view and sunlight, and added that this is also an aesthetic issue. O'Reilly stated that denying the permit would be a government overreach, since no significant reason to reject the request has been demonstrated.

PC24-49 O'Reilly moved and Kaprelian seconded the motion to approve a conditional use permit request from Krista Popowich for an exception to the height requirements for a proposed fence located at 306 West Jefferson Street, zoned “SR-6” Single-Family Residential. O'Reilly stated that his motion is based on this being a reasonable request for more privacy, due to proximity of the applicant’s house to the neighbor’s home.

Motion carried

Staff updates: Barg stated that the second Council meeting in December will be held on Tuesday, December 17th (one week earlier than usual), due to the Christmas holiday. He asked if the Plan Commission would be willing to meet at 6:00 p.m. that night, so that any items recommended for approval could be considered by the Council at its 7:00 p.m. meeting that evening. All Commission members advised that the revised time would work for them.

Items for future agendas: None

With no further business before the Commission, Mayor TeStrake adjourned meeting at 7:38 p.m.

Respectfully submitted,

Steve Barg
City Administrator

TO: Mayor TeStrake & Common Council
FROM: Bryce Hembrook, AICP
Planner
DATE: November 26, 2024
RE: Resolution No.2024-45 – November 2024 Conditional Use Permit

Background

This item was presented to the Plan Commission on October 15, 2024 and a public hearing was held on the matter. There was one member of the public that spoke in opposition of the item and the applicant was not present at the meeting. The Plan Commission made a motion to table and a motion to deny with both motions failing. Thus, the Plan Commission did not provide a recommended action as they typically do for conditional use permit requests. This application was forwarded to the Common Council and the Council referred the application back to the Plan Commission for review and recommendation.

On November 19, 2024 the Plan Commission recommended to approve the conditional use permit request Krista Popowich for an exception to the fence height requirements for a proposed fence located at 306 West Jefferson Street (parcel 33-03838), zoned “SR-6” Single-Family Residential.

For the full staff report for the request, please review the materials in the packet from the November 19, 2024 Plan Commission meeting. This packet is available on the City’s website.

Analysis

Resolution 2024-45

Conditional Use Permit Request by Krista Popowich for an exception to the fence height requirements for a proposed fence located at 306 West Jefferson Street (parcel 33-03838), zoned “SR-6” Single-Family Residential.

A public hearing was held on Tuesday, October 15, 2024. There was one neighbor that spoke in opposition citing concern regarding maintenance, aesthetics, and fear that fence will hit her house if it is knocked over.

The **Plan Commission recommended approval** of the Conditional Use Permit Request by Krista Popowich for an exception to the fence height requirements for a proposed fence located at 306 West Jefferson Street (parcel 33-03838), zoned “SR-6” Single-Family Residential with the following conditions/exceptions:

1. The applicant is permitted to have an 8-foot privacy fence located in the rear yard as presented on the site plan.
2. The extension/installation of 8-foot fencing beyond what is shown in the site plan or with materials other than what was submitted by the applicant will require additional Plan Commission and Council review.
3. Minor adjustments to the site plan may be approved administratively provided no other

exceptions are required.

2017 Wisconsin Act 67 notes that decisions to approve or deny a conditional use permit, and to attach conditions to said permit, must be supported by substantial evidence. Substantial evidence includes facts and information, and does not include personal preferences or speculation. The Clerk will submit the resolutions to the County Register of Deeds upon approval by the Common Council.

Council Options

The Common Council can take the following actions:

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

Recommendation

Approve Resolution 2024-45

Attachments

1. Resolution 2024-45

RESOLUTION NO. 2024-45

Document Title

Document Number

A Resolution approving a Conditional Use Request by Krista Popowich for an exception to the fence height requirements for a proposed fence located at 306 West Jefferson Street (parcel 33-03838), zoned "SR-6" Single-Family Residential, City of Marshfield, Wood County Wisconsin.

WHEREAS, it is determined by the Plan Commission that the proposed conditional use and amendment meets the criteria listed in Section 18-65(8)(h) of the Marshfield Municipal Code; and

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 15th day of October, 2024 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

Lot 4 of Block 4 of the Northside Subdivision, located in the SW ¼ NE ¼ of Section 5, Township 25 North, Range 3 East, City of Marshfield, Wood County Wisconsin.

Recording Area

Name and Return Address

**City of Marshfield
Attn: City Clerk
207 West 6th Street
Marshfield, WI 54449**

33-03838

Parcel Identification Number (PIN)

SECTION 2. The above described property's conditional use permit is hereby approved to allow a fence height exception for parcel 33-03838.

SECTION 3. The conditional use permit has the following conditions/exceptions:

1. The applicant is permitted to have an 8-foot privacy fence located in the rear yard as presented on the site plan.
2. The extension/installation of 8-foot fencing beyond what is shown in the site plan or with materials other than what was submitted by the applicant will require additional Plan Commission and Council review.
3. Minor adjustments to the site plan may be approved administratively provided no other exceptions are required.

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

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

ADOPTED _____

LOIS TESTRAKE, Mayor

ATTEST:

APPROVED _____

JESSICA SCHIFERL, City Clerk

Drafted by: City of Marshfield, Bryce Hembrook
Development Services Department
207 West 6th Street
Marshfield, WI 54449

STATE OF WISCONSIN COUNTY OF _____

Personally came before me, this _____ day of _____, 20 ____ the above named **LOIS TESTRAKE & JESSICA SCHIFERL** to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Wood County, Wisconsin
My Commission Expires: _____



City of Marshfield Memorandum

TO: Mayor TeStrake and Common Council
FROM: Justin Casperson, Parks and Recreation Director
RE: Griese Park Playground Fundraising Project
DATE: November 26, 2024

Summary:

A Marshfield Area Chamber of Commerce & Industry (MACCI) Leadership group has expressed interest in raising funds for a new playground at Griese Park. The current wooden playground, constructed in 2000, has exceeded its expected lifespan and is scheduled for replacement in the Capital Improvement Plan (CIP) in 2027.

The MACCI Leadership Group proposes to establish a fund at the Marshfield Area Community Foundation to help facilitate their fundraising efforts. On Tuesday, November 18, the Foundation granted approval for them to establish a fund. They aim to raise approximately \$500,000 to complete the project, potentially allowing for installation as early as 2025.

The Parks, Recreation, and Forestry Committee has reviewed and approved the group's request to undertake this project, recommending it to the Common Council. MACCI Leadership members will be on hand to discuss their request: Abby Meyer, Lindsey Safford, Connie Michalski, Bill Thomas.

The Parks and Recreation Department recommends that the Common Council grant permission to the MACCI Leadership group to fundraise for the Griese Park playground project. This initiative aligns with the City's commitment to providing quality recreational facilities for our community. By partnering with the group, we can enhance Griese Park's playground, expedite the replacement, and save tax dollars.

Recommendation:

To approve the MACCI Leadership group request to fundraise for a new Playground at Griese Park.

Attachment(s):


None.



MEMORANDUM

Everett G. Mueller, Fire Chief

TO: Police and Fire Commission – November 14, 2024
Finance, Budget & Personnel Committee – November 19, 2024
Common Council – November 26, 2024

FROM: Everett G. Mueller, Fire Chief 

THROUGH: Jennifer Selenske, Finance Director

DATE: October 30, 2024

SUBJECT: Budget Resolution 23-2024 Fire Station Door and Deck Gun Repairs

BACKGROUND

The Marshfield Fire & Rescue Department sustained damage to an apparatus bay door that occurred on September 18, 2023 during a fire response. An insurance claim was completed and the rest of the partial payment is expected to finish the repair.

In April 2024, it was discovered that Truck 1's Deck Gun needed repairs due to damage. An insurance claim was filed and funds were received to cover a majority of the repair.

ANALYSIS

Apparatus Bay Door

The apparatus bay door was damaged due to an accident that happened while personnel were responding to a fire. At the time of the 2024 budget adoption, amounts for and timeline of the repair were unknown. Final billing details have come in recently from Marawood and Merkel Electric which total \$38,925. Not all of this amount is needed to cover the repair because Finance accrued the deductible expense of \$5,000 in 2023. Only \$33,925 is required to cover the costs of the repair to the apparatus bay door. We will also be submitting the final paperwork to our insurance company and are expecting the payment of \$33,925 to follow shortly.

Truck 1 Deck Gun

Truck 1 Deck Gun was damaged due to water freezing in the base which led to cracking. This was turned into insurance due to the nature of the problem. The League of WI Municipalities Mutual Insurance Company covered the expense minus the \$500 deductible. The City of Marshfield received a check for \$3,628.32 from the League of WI Municipalities Mutual Insurance which covers the repair costs minus our \$500.00 deductible. The repair was performed later in the year due to the supply chain problems and repair facility scheduling.

The requested budget resolution is necessary because the department did not anticipate the need for these equipment/station repairs during the 2024 budget adoption. However, the expenses will be offset by insurance recoveries, ensuring there is no additional strain on city funds.

RECOMMENDATION

The department respectfully requests permission:

- From the Police and Fire Commission for approval of the Budget Resolution 23-2024 which will move onto the November 19, 2024 Finance, Budget and Personnel Committee Meeting.
- From the Finance, Budget, and Personnel Committee to recommend approval of Budget Resolution 23-2024 at the November 26, 2024 Common Council Meeting.
- From the Common Council for approval of Budget Resolution 23-2024

BUDGET RESOLUTION NO. 23-2024

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 General Fund, Fire Protection & Fire Prevention functions, Repair & Maintenance Service-Other account be increased up to \$11,405 and 11,260 respectively for the purpose of repairing the fire station door.
2. That the 2024 adopted budget for the Emergency Medical Service Fund Repair & Maintenance Service-Other account be increased up to 11,260 respectively for the purpose of repairing the fire station door.
3. That the 2024 adopted budget for the General Fund Repair & Maintenance Service-Other account be increased up to \$3,628 for the purpose of repairing the Truck 1’s deck gun.
4. That the 2024 adopted budget for the General Fund Contingency account is decreased \$26,293 for the purpose of repairs to the fire station door and equipment.
5. 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

101 -52210-21-52500 - \$11,405

101 -52250-21-52500 - \$11,260

101 -51412-05-57350 – (26,293)

605 -52310-22-52500 - \$11,260

101 -52210-21-52500 - \$ 3,628

Marawood Construction Services, Inc.
2025 West Veterans Parkway
Marshfield, WI 54449

INVOICE

To : Marshfield Fire Department
 514 East 4th Street
 Marshfield, WI 54449

Invoice #: 24436
 Date: 10/08/24
 Application #: 2

Contract: 23.139- Marsfield Fire Dept-Dual Panel Door Replacement-Marshf
 Invoice Due Date: 10/23/24
 Payment Terms: Net 15 days

In Full Upon Completion

Bill Group / Contract Item	Contract Amount	Total To Date
Contract	74,500.00	73,781.30
	<hr/> 73,781.30	<hr/> 73,781.30
101-23150-00-23150 - 3,333.34 (Deductible)		
605-23150-00-23150 - 3,333.34 1,666.66 (Deductible)		
101-52210-21-52500 - 11,260.44		
101-52250-21-52500 - 11,260.43		
605-52310-22-52500 - 11,260.43		
	Total To Date : 73,781.30 Less Holdback : 0.00 Plus GST : 0.00 Less Previous Applications : 35,000.00 Total Due This Invoice : 38,781.30	

MERKEL COMPANY, INC.

Phone: (715) 384-8717 * Fax: (715) 384-4764

1111 West Veterans Parkway, P.O. Box 246, Marshfield, WI 54449

BILL TO:
 MARSHFIELD FIRE DEPARTMENT
 514 E 4TH ST
 MARSHFIELD, WI 54449

DATE	INVOICE #
8/9/2024	41836
P.O. #	TERMS
	DOR

PROJECT
 GARAGE DOOR REPLACEMENT

Tax exempt ID # ES42701

QTY	UNIT	DESCRIPTION	UNIT COST	MATERIALS
4		#14 RING TERMINALS	1.11	\$4.44

LABOR SUMMARY				MATERIALS	\$4.44
DATE	HOURS	Rate	Total Labor Cost	Labor	\$140.00
7/12/2024	2	70.00	140.00	Amount Taxable	
			0.00	5% State Tax	
			0.00	.5% County Tax	

Invoice Due on Receipt. Thank you for your business.

Total \$144.44



S&R Truck

8765 E 29th Street
Marshfield, WI
54449

Phone #715-591-4933
Fax #715-591-4240

Invoice

Date	Invoice #
7/17/2024	69780

Bill To
Marshfield Fire & Rescue 514 East Fourth Street Marshfield, WI 54449

Ship To
Marshfield Fire & Rescue 514 East Fourth Street Marshfield, WI 54449

Tracking #:

S.O. No.	P.O. No.	Terms
219123		Net 30

Item	Description	Qty	Rate	Amount
Install	<p>Replace seats in both valves on the tower, and replace non working door switch</p> <p>Removed and replaced valve assembly between deck gun and piping, assembly contains deck gun valve and two 2 1/2" hand line valves.</p>	1	4,128.32	4,128.32

		Subtotal	\$4,128.32
Payments/Credits	\$0.00	Sales Tax (5.5%)	\$0.00
		Balance Due	\$4,128.32

League of Wisconsin Municipalities Mutual Insurance
 c/o Statewide Services, Inc.
 1241 John Q. Hammons, Dr
 P.O. Box 555
 Madison, WI 53705-0555

May 1, 2024

C046175

MARSHFIELD, CITY OF
 207 W. 6TH STREET
 MARSHFIELD WI 54449

CHECK NUMBER	CHECK AMOUNT
C046175	\$3628.32
REPAIR 2017 ROSENBAUER FIRE TRUCK	

RETAIN THIS STUB. IT IS YOUR RECORD OF PAYMENT PLEASE CASH PROMPTLY

CLAIM NUMBER	SUBCLAIM NUMBER	REFERENCE	PAYMENT AMOUNT
WM000372500575	00101	REPAIR 2017 ROSENBAU 101- 48000-21-48400 -	\$3628.32

FOR CLAIM: WM00037250 WM000372500575 04/30/2024 MARSHFIELD, CITY OF
POLICY NUMBER CLAIM NUMBER DATE OF LOSS NAME OF INSURED 79-578
759

League of Wisconsin Municipalities Mutual Insurance
 c/o Statewide Services, Inc.
 1241 John Q. Hammons, Dr.
 P O. Box 55555
 Madison, WI 53705-0555

MO DAY YR AMOUNT
05/01/2024 \$\$\$3628.32

PAY EXACTLY THREE-THOUSAND-SIX-HUNDRED-TWENTY-EIGHT-DOLLARS-AND-32-CENTS *****

REASONS. REPAIR 2017 ROSENBAUER FIRE TRUCK

PAY MARSHFIELD, CITY OF
 TO THE 207 W. 6TH STREET
 ORDER MARSHFIELD WI 54449
 OF



Louis H. Krebs
 AUTHORIZED SIGNATURE



MEMORANDUM

DATE: November 20, 2024
TO: Mayor TeStrake and Common Council
FROM: Sarah Dresel, Human Resources Director
RE: Acting Public Works Director and Acting City Engineer

BACKGROUND

Tom Turchi has submitted his resignation from the position of Public Works Director, with his final day of employment scheduled for December 2, 2024. The Public Works Director position has been approved for posting and recruitment. In light of Mr. Turchi's upcoming retirement, we are seeking to move forward with the appointment of an Acting Public Works Director and an Acting City Engineer.

ANALYSIS

The Engineering Department currently has an open Civil Engineer position, and the department is operating with a reduced workforce. The individuals appointed to these interim roles will be expected to oversee the active projects managed by the City Engineer and the Public Works Director. New projects and initiatives will be evaluated in collaboration with the City Administrator to determine their priority and timeline, and alternative resources may be explored as needed.

We propose the following appointments:

- **Josh Mauritz**, the current City Engineer, be appointed as Acting Public Works Director until the position is filled.
- **Tim Cassidy**, the current Assistant City Engineer, be appointed as Acting City Engineer.

In accordance with the City's Compensation Policy (Section 3.800), temporary assignments involving acting duties are defined as follows:

Temporary Assignment (Acting Duties):

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

supervisor's salary grade. Accordingly, he/she will assume the title of "acting (position title)" during this period of time. Temporary reclassifications are effective only upon recommendation of the City Administrator and approval of the Common Council.

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

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

The minimum salary for the Public Works Director position is \$50.77 per hour (\$110,884.80 annually), and the minimum salary for the City Engineer position is \$46.05 per hour (\$95,784.00 annually). We will adhere to the compensation policy and apply either the minimum rate or a temporary 5% increase, whichever is greater.

RECOMMENDATION

Staff recommends the approval of appointing Josh Mauritz to Acting Public Works Director and Tim Cassidy to Acting City Engineer.



City of Marshfield Memorandum

DATE: November 22, 2024
TO: Mayor TeStrake & City Council
FROM: Steve Barg, City Administrator
RE: Consideration of final 2025 budget

Background

On October 29th, the Council approved moving the recommended 2025 budget, revised to incorporate changes made during 3 budget meetings, to public hearing on November 26th. (The public hearing notice can be found near the top of this agenda packet.) However, in doing so, it was acknowledged that changes may be necessary or appropriate, based upon new information regarding anticipated revenues and/or expenses. That is the case, and the next paragraph addresses these issues.

Additional revenue (net)

With all relevant information now confirmed, Finance Director Selenske has advised that our expected PILOT (Payment in lieu of taxes) from Marshfield Utilities will increase by \$198,933 in 2025. In addition, it appears that we may experience a reduction in insurance expenses of around \$19,000. However, the decrease in our net tax collections due to the Marshfield Clinic settlement agreement is \$60,929 higher than we had anticipated. When combined with a few other very minor adjustments, the net impact of these changes is an increase of approximately \$160,000 in available funding for the 2025 budget.

Remaining issues

Please be aware that there are still a few minor uncertainties that could impact the budget, including final insurance renewals, employee health insurance decisions, etc. Also, there are often unforeseen expenses, like excessive snow removal costs, unexpected equipment repairs, etc., which should be kept in mind when approving the final budget.

Available options

Based on the above information, staff increased contingency by approximately \$160,000. There are essentially 2 main alternatives for the Council to consider:

1. Make no other changes, leaving the contingency budget at a total of approximately \$200,000. There is significant merit to this idea, because our current contingency (\$42,425) represents only .2% of our 2025 budgeted expenses.

2. Use contingency funds to restore cuts that were made either: 1) prior to submission of the recommend budget; and/or, 2) by the Council during past budget meetings. (A list of reductions and supporting documents is included in the agenda packet.)

Recommendation

Discretion of the Council; however, the Finance Director and I recommend maintaining a prudent contingency balance to cover any unexpected expenses we may incur in 2025.

**ITEMS REMOVED FROM DEPARTMENT BUDGETS
(by City Administrator for recommended budget)**

<u>Department/area</u>	<u>Description</u>	<u>Amount</u>
Multiple	Hold multiple positions vacant	291,600
Fire	2 firefighter/paramedic positions	211,800
Library	Service adjustments (hours/staffing)	88,000
Multiple	Temporary employee hours	80,500
Public Works	Snow/street maintenance motor pool	75,000
All non-represented	Pay scale change (2.8% to 1%)	60,000
Public Works	Stormwater maintenance	53,100
All non-represented	HSA contribution (to \$1000/\$500)	19,500
Parks & Recreation	Aquatic supplies, travel/training	11,500
Communications	Website redesign	10,800
Parks & Recreation	Asphalt repairs	10,000
Parks & Recreation	Ash tree treatments	7,500
Public Works	Contingency for street light installs	5,000
Parks & Recreation	Use and care of UWSP sports fields	5,000
Parks & Recreation	Special events at Wildwood Zoo	5,000
Parks & Recreation	Swim lesson agreement	5,000
Fire	Assorted reductions per Chief	4,700
Parks & Recreation	Wenzel Family Plaza fountain hours	3,500
Parks & Recreation	Assorted small reductions (various)	3,325
Parks & Recreation	Weekend baseball tourney labor costs	2,800
Parks & Recreation	Pickle Pond ice skating warming house	<u>2,181</u>
TOTAL		\$955,776

NEW REQUESTS NOT INCLUDED IN BUDGET

<u>Department/area</u>	<u>Description</u>	<u>Amount</u>
Police	Forensic Intel workstation	9,418
Police	Forensic network switch	6,864
Assessing	Cradlepoint for Assessor vehicle	4,267
Technology	Mobile device management	3,600
Fire	TVs for various station locations	2,000
Public Works	Wireless Access Point for office area	1,654
Library	2 cameras to cover 2SCC parking lot	1,504
Cemetery	iPod device	750
Public Works	Handheld GPS motion measurement	499
Parks & Recreation	Desktop printer	<u>300</u>
TOTAL		\$30,856

CHANGES TO 2025 CITY BUDGET
(made by the Council on October 29th)

Reductions

- Remove Business Development Director (MACCI) 53,000
- Reduce use of 205 Fund (pickleball lights project) 30,000
- Leave Public Works Director open through 3/1/25 24,000
- Reduce Main Street Marshfield (to \$10,000) 20,000
- Reduce conferences and training 11,750
 - Reduce LWM conference – Council 6,700
 - Remove LWM conference – Mayor 1,300
 - Reduce APA conference – Planner 1,000
 - Reduce P&R conference – Director 1,000
 - Reduce CA conference – WCMA (1) 800
 - Reduce HR conference – PELRA 500
 - Reduce IT conference – WI Gov 450

Additions

- Increase wage scale adjustment from 1% to 2.5% 53,000 (a)
- Restore one document processor 14,300
- Increase HSA back to \$1100/\$550 5,700

(a) Estimated amount; not exact

NOTE: Contingency set at \$1,500,000

Expense Reductions from Technology Budget 2025

2 Temporary Part-Time Positions from Technology were removed from Budget 2025 due to our budget constraint:

- 1) **Document Processor I Position (\$11,760)** – this position primarily converts paper documents into electronic documents by scanning and indexing documents as necessary, and the disposal of documents no longer needed by shredding. When we started implementing the EDMS (Enterprise Document Management System) project in 2013, one of the key goals is to get up to seven most recent years of paper documents (mainly City Clerk, AP, Payroll, property, permits and inspections related documents) into the EDMS (a.k.a. SharePoint), which we have mostly accomplished by now. The Document Processors that we hired at the time were meant to do back filing (from that date and back for historical documents), while the pertaining department/division staff would handle any new documents from that date and on. With the new EBS (Enterprise Business Software) system that we started implementation in 2020, we have embarked on employing as much paper-less processes as possible. For example, more and more vendors (either on their own or by us asking) are sending invoices to us in digital format (such as PDFs), and paper invoices that we received would get scanned in right away into PDFs. We would then upload these PDF files into our Tyler ERP and initiate a workflow for the pertaining department/division to code and approve. We no longer print checks and having to scan them back into EDMS. With Tyler ERP, we do “print to archive,” so an equivalent electronic version of the checks or pay stubs is immediately stored in Tyler Content Manager (the Tyler’s EDMS). So, the needs to scan and index the higher priority historical documents (especially for the 7-year period goals) are diminishing. Hence, the consideration for eliminating this position was submitted at the Department Request level during the budget process.

Because the individual in this position is rather unique, so I will provide some details. The individual in this position is a person we hired since 1/29/2013 through ODC. He worked for Wood County scanning and indexing documents prior to working for the City. He is very focus and pay attention to details when it comes to scanning and indexing. It was a very difficult decision to consider letting him go after knowing him and his good work ethic for closed to 11 years.

If there’s enough funding to keep this position, do we still have works for him to do? There are still boxes and boxes of paper documents in our storage room area, even though they might be considered “lower priority” historical documents. If we (perhaps involving the pertaining departments/divisions) could find time to decide what to do with these paper documents, there might be the potential needs to scan, index or dispose of these paper documents. However, it’s also a possibility that we don’t want to do anything with these paper documents and are simply hanging on to these paper documents for just in case.

The Document Processor I position is 20 hours a week. The annual estimated wage for this position is \$11,760.00 for 2025. **Impact:** This position is not public facing, so the elimination of this position may not impact the public at all. However, our abilities to scan, index or

dispose historical documents would be reduced. While not directly impacts the public, someone else would have to perform the task, taking them away from their normal duties.

- 2) **Document Processor II/HelpDesk Assistant Position (\$14,300)** - this position does Document Processing or basic IT tasks based on our needs. The Document Processor II portion of the job does what Document Processor I position does and then some, such as error checking the uploaded documents and other more complex data entry tasks as necessary. For example, this position is instrumental in getting all the historical property, permits and inspection related documents uploaded and attached to the new Evolve Planning software recently. Having many IT Interns over the years, we learned that an interested individual may be able to learn and handle many of the basic IT tasks by simply having hands-on work experience over a period of time. The individual on this position was hired since 7/19/2021. After having more than 3 years of experience, even though it's only part-time and roughly half of that part-time is dealing with HelpDesk, this individual has learned to handle some HelpDesk calls/tickets, replace defective computer hardware, deploy new machines, apply software updates/patches and other IT tasks as necessary. This position is being eliminated at the City Administrator's recommended budget level.

The Document Processor II/HelpDesk Assistance position is 16 hours a week. The annual estimated wage for this position is \$14,300.00 for 2025. **Impact:** This position is not public facing, so the elimination of this position may not impact the public directly. However, our ability to support the users who're public facing would reduce slightly.

NEW REQUESTS NOT INCLUDED IN BUDGET

The entire list under the "NEW REQUESTS NOT INCLUDED IN BUDGET" are items channeled through the Technology Budget, either by the pertaining department/division submitting Technology Request Form(s) or request(s) gathered during our annual department visit by IT staff. Information provided below may come from the submitted Technology Request Forms.

Forensic Intel Workstation (\$9,418) – The purchase of a new digital forensic workstation is crucial for effectively handling and investigating electronic evidence. Our current system is going on six years old and lacks the necessary processing power, throughput speeds, and data storage capacity to perform complex forensic analyses. A new forensic workstation will provide a secure environment to acquire, analyze, and store digital evidence, minimizing the risk of data contamination and ensuring the admissibility of findings in legal proceedings. This investment will significantly enhance our ability to investigate Internet crimes against children, other cybercrimes, and protect sensitive information. As the number of criminal cases continues to rise where digital data is needed to be collected and reviewed, it is important that we keep up with having the latest technology in a forensic workstation that can effectively ingest and process the very large data sets. This will allow us to continue to provide the highest level of service we can to the citizens of Marshfield that find themselves the victim of a crime and provide them with the

greatest chances of the individual responsible for the crime to be identified and held accountable for their actions. **Impact:** Will have to continue to use the existing old Forensic Workstation, and investigations may take longer to complete.

Forensic Network Switch (6,864) – The Marshfield Police Department has a digital forensics lab that is comprised of multiple workstations and other network attached devices, such as a network attached storage device (NAS), network printer, and data acquisition tools. A 10GB network switch is a crucial component for our forensic computer lab due to the ever-increasing volume of data encountered during investigations. Here's why:

- **Faster data acquisition and analysis:** 10GB ethernet provides significantly faster transfer speeds compared to our current 1GB network switch that is 14 years old. This translates to quicker acquisition of forensic images from devices and streamlining the overall investigation process.
- **Efficient handling of large datasets:** Forensic investigations often involve analyzing large amounts of data, including disk images, network logs, and multimedia files. A 10GB network ensures smooth handling of these datasets without bottlenecks, allowing for faster analysis and turnaround times.
- **Futureproofing the lab:** As technology evolves and data sizes continue to grow, a 10GB network switch prepares your lab for future demands. It ensures our infrastructure can accommodate the ever-increasing bandwidth requirements of digital forensics.
- **Improved multitasking capabilities:** With a 10GB network, multiple workstations can work simultaneously on data acquisition and analysis tasks without experiencing slowdowns. This would foster improved lab productivity and faster case resolution.

Impact: Will have to continue to use the existing old Forensic Network Switch, and investigations may take longer to complete.

Cradlepoint for Assessor vehicle (\$4,267) – Cradlepoint is a device that provides high speed internet connectivity to a vehicle and its vicinity, up to roughly a 300ft radius if unobscured. This request will equip the Assessor vehicle with Cradlepoint and an external antenna, similar to what we have done for Police Squad Cars and other City's vehicles that need strong and robust internet signals. The goal is to allow network access out in the field for the Assessor, and the ability to go more and more paperless. **Impact:** Will continue to utilize the smart phone's "mobile hotspot" feature for internet access, with lesser coverage area and signal strength.

Mobile Device Management (\$3,600) – MDM (Mobile Device Management) allows monitoring and managing of the non-Windows mobile devices that we have, such as smart phones and certain tablets. MDM allows us to remotely lock or wipe the device (if it is lost or stolen), remotely manage which apps are installed, monitor device activity, enforce policies such as forcing automatic updates and security rules, and ensuring full device encryption is enabled etc. **Impact:** Without MDM, there are security concerns with the non-Windows mobile devices that we use.

TVs for various station locations (\$2,000) – During the Department visit for Fire Department, it was requested/identified that 5 locations could use a TV: A 70" TV for FD Conference Room (to make it virtual meeting ready), a 50"-60" TV for the Chief's Office (to read electronic Plans like

Development Services do now), a 50" TV for the Alerting workstation, a 40" TV for Reach Digital Signage and the Workout Room. **Impact:** Without the TVs as noted, it may not be as efficient in certain situations.

Wireless Access Point for office area (Street Division) (\$1,654) – This request will provide WiFi coverage for the Street Division office area and their conference room. While there is a Wireless Access Point in the Street Garage area, it does not provide WiFi coverage for the office area because of the concrete walls involved. **Impact:** Without WiFi, users in Street Office area and conference room must use one of the available Ethernet jacks for network connection.

2 cameras to cover 2SCC parking lot (\$1504) – The Library's System Analyst has requested 2 security cameras to cover the Second Street Community Center parking lot. The justification submitted: "Tough to measure the exact impact of a couple of cameras in the lot would be but the EV charger had to be removed after it was hit for the second time and broken. Also, there are always people getting on to the roof of the Community Center that can be damaging it. There is lastly the matter of accidents in the lot that can be reviewed by PD." **Impact:** While adding 2 security cameras won't provide coverage for the entire parking lot, we will remain blindsided on areas that these 2 security cameras could otherwise cover.

iPad Device for Cemetery (\$750) - An iPad tablet is important for staff who are out in the field accessing data with customers and funeral home staff. There is a lot of details when viewing burial sites. An iPad makes their jobs much more efficient. **Impact:** Less efficient.

Handheld GPS motion measurement (\$499) – This request is asking for a GPS based measuring device, called Moasure, to be purchased, and the device could be shared by Street Division, Development Services, Engineering, GIS and others as necessary. The device could measure & draw irregular job sites, calculate area, volume & elevation, export to PDF, CAD or CSV, and locate & mark points with Layout Mode. **Impact:** Less efficient and one less tool that we could utilize and share.

Desktop printer for Parks & Recreation (\$300) – The printer issue has since been resolved. You may ignore this request now. Thanks.



Tim Rasmussen
Street
Superintendent

tim.rasmussen@ci.marshfield.wi.us
715-486-2081

To: Board of Public Works
From: Tim Rasmussen, Street Superintendent
Date: 10/15/2024
RE: **Service Level Reductions Due to Street Division budget adjustments.**

BACKGROUND & SUMMARY: At the October 14th Budget Meeting, Council requested among other items, an explanation of how service levels will be affected due to staffing shortages and budget cuts in the Street Division.

Hold filling one vacant Equipment Operator I: \$80,000 reduction

Street Division staffing levels have stayed consistent at 26 since the transfer of 1 full time position to Parks in 2019 to add the City Forester. The temporary hold on hiring a vacant EO1 position in 2025 has already been felt internally through an average of two EO1 vacancies for much of 2024.

At the beginning of the 2024 construction season we were required to not staff the support role involved in the production and maintenance of our pits and quarry materials used in our construction projects. The materials managed by this role are recycled concrete, asphalt, and black dirt. These products are removed from construction projects and repurposed at a fraction of the cost versus purchasing earthen materials.

The current result of this is it requires us to purchase screened black dirt to place back on our construction site from a local contractor. This comes at a relatively cost neutral budgeting position until a project(s) come in over budget. If projects are overbudget the funds received through the sale of recycled products have been able to help offset these overages. Allowing these dollars to be in the form of a check to a local contractor will force us to reduce project lists to minimize the potential for overage.

Other responsibility staffing this position allowed us to do is supply residents with compost produced with the leaves and grass dropped off by citizens. In 2024 we have not been able to make timely or many drop offs of compost residents request from materials dropped off at our leaf/grass site. Many of the citizens understand the situation once informed of our temporary short staffing situation but now would be permanent.

The street division receives many notifications from citizens that expect immediate attention. These request if it be pot hole repair, branch in the road way, glass in a parking lot, weed ordinance complaint. etc. will take more time to respond to if we don't have support staff. Again, citizens have understood our temporary staffing situation in 2024 but now would be permanent.

I believe it is important to note that the changes in 2024 were done to limit the citizen facing services. The staff needed to complete yearly projects and services were intentionally not considered for the short staffing in 2024 and would be carried forward as a temporary solution to budgeting constraints in

2025. Many of the changes made to manage our existing workflow were done so as a temporary short-term solution until hiring can be reestablished. The community offered leaf/grass drop off site is not going away anytime soon. Managing the waste brought to the site will need to be managed internally or externally to some capacity.

The street division will not only be affected by the reduction of 1 EO1 but also the additional work load from vacancy in the Civil Engineer position. The process of plan design due to the shortage in Engineering has caused many of our MIP plans to be extremely limited in detail. This detail requires us to be making changes while the work is being done and additional steps for project layout. Driveway culvert sizing, limiting ditch slope extremes, and road placement have all had to be managed in the field instead of through the planning process.

Reduction in temporary hours: \$20,000 reduction

These employees assist full time staff in street construction, traffic painting, and summer mowing tasks. The responsibilities will need to be completed with full time staff reducing available staff to respond to examples above.

Snow motor pool: \$75,000 reduction

Will reduce the revenue for 701. Managing an aging fleet and the price of new equipment require the 701 to be adequately funded to allow the purpose of the 701 to remain in good health. We have been fortunate with mild winters in recent years. While history may support a reduction in the current budget, it will be important to remember overages will occur when winters are not as mild.

Stormwater maintenance: \$53,100 reduction

The regular maintenance needed to repair our Stormwater System is relevant to the needs to fund road repairs. Often the condition of systems you can't see under the road mirrors the condition of the road. Managing replacement of aging corrugated metal pipe systems have been difficult in the past through 101 budgets. Removal of funding from this budget will make matters worse by require the prioritization of projects outside of sufficient funding levels to be put on the back of the 401 account which will reduce the number of street projects that can be completed.

Department 32 Total Reduction \$228,100

Ash Tree treatments: \$7,500 reduction will increase Forestry budget short term work load/expense

Street Department staff will need to complete the removal and restoration of the Ash trees that won't be treated. This will put additional pressure on staff outside of normal removals and pruning. This work will likely need to be done soon prior to EAB outbreak.

None of this is sustainable to continue year after year

From Parks & Recreation Director Justin Casperson

Below are the details related to the proposed cuts in Parks and Recreation.

Please note that the Department is not in favor of these cuts. We greatly want to see these services and monies stay in place. City budget challenges are forcing us to cut services that are meaningful to the Community, but considered to be least impactful. We are hoping some of these can survive the budget process.

Aquatic supplies, travel/training \$11,500

This cut will reduce supplies for concessions, staff training and office supplies at Vandehey Waters Aquatic Center. With three full years under our belts, reducing these numbers will get us more in line with budget actuals.

Asphalt repairs \$10,000

This cut will be a reduction in our asphalt repairs to various trails, parking lots, roads, etc.... This money is used to address significant failures in the park and trail system. This reduction will push off repairs, increase failures in the system and drive up complaints.

Ash tree treatments \$7,500

This cut will eliminate the treatment of ash trees in the boulevard and parks. We treat 300 ash trees against Emerald Ash Borer (EAB). The reduction will increase these ash trees likelihood to succumb to EAB. Our forestry operations will systematically remove these trees where and when necessary. We are hoping with successful grant applications we can focus on increase plantings to replace these ash trees.

Use & care of UWSP sports field \$5,000

This cut will eliminate our contribution toward the mowing of the UW fields and one portable toilet. We have been paying for half of the UW mowing costs for the past 5 years. We will shift the use of soccer practices to other park areas. Either the UW or other user groups may have to pay for the costs mowing or the portable toilet. We will stop maintenance operations at this location. This will affect our youth soccer and softball programs mostly. In addition, we will not coordinate reservations for the fields for the community.

Special events at Wildwood Zoo \$5,000

This cut will eliminate 'Howl-ween, Be the Bunny, Zoo Keeper In Training' type programs and special events. These programs and events are popular, but adds stress to staff who are spread thin with animal care and exhibit maintenance. Previous, cuts to staffing has reduced the ability to run these events and programs. We are hoping the Zoological Society or others may step-up to run them.

Swim lesson agreement \$5,000

This cut will eliminate the swim lesson agreement between the YMCA and City. The City pays the YMCA \$10 per participate for City residents who are not YMCA members. The YMCA was made aware of the recommendation and they figure that it equates to approximately 500 discounts for roughly 83 city residents' families. The

agreement has been in place since 2011 and at that time, the cost was \$3,300/year. The YMCA is not excited about it, but understand our situation.

Wenzel Family fountain hours \$3,500

The cut will reduce the fountain hours from 11:00am to 7:00pm to 12:00pm to 6:00pm. The recommended cut is to the water use expense. The water is not treated, heated or supervised by staff. The fountain hours were reduced in 2023 from 10:00am to 8:0pm to 11:00 to 7:00pm.

Assorted small reductions (various) \$3,325

These assorted small cuts are the following: Eliminate the portable toilet at Forest Ridge \$1,500; Remove the video cameras in parks called 'stealth cams' \$825; Do not mow Prashak Wayside \$500; Cut training in Parks Maintenance Operations \$500,

Weekend baseball tourney labor costs \$2,800

This cut is the removal of overtime costs related to weekend baseball tournaments. Tournament organizers will have to either hire outside staff or get volunteers to prep fields, clean restrooms and pick-up the grounds during their tournaments. The tournament organizers have been made aware of this recommendation. They are not excited about it, but understand our situation.

Pickle Pond ice skating warming house \$2,181

This cut will eliminate the use of the warming house at Pickle Pond entirely. The warming house historically operated 7-days per week, but in 2023, as a result of budget cuts, it was reduced to weekend operations only. This elimination would reduce seasonal staff, operating supplies and heat (gas). In the community, there are 3 areas for ice skating: Pickle Pond, Wenzel Family Plaza and Jer Lang Show Palace; none of which will have a warming house.

From Fire Chief Everett Mueller

Regarding refilling of the 2 vacant firefighter/paramedics:

Not having two firefighters affects how the Marshfield Fire & Rescue Department operates in many ways. During normal operations, it puts more pressure on the rest of the team, leading to fatigue and slower responses. At fire scenes, fewer personnel mean it takes longer to perform tasks like search and rescue or setting up water hoses, which can make a dangerous situation worse. On EMS calls, fewer responders can delay medical care, especially if someone needs urgent help. In hazmat situations, it's harder to manage safety and decontamination procedures without enough people. Confined space rescues also become more dangerous, as it takes extra hands to safely move equipment and rescue victims. During training exercises, having fewer team members means less realistic practice, which affects overall preparedness. In general, being short-staffed slows everything down, increases risks, and makes it harder to protect both the community and firefighters themselves.”

Regarding the line item of proposed cuts totaling \$4,700:

1. 101-52250-21-53400 – Maxx Air 18 inch speed misting fan with 10 gallon tank.
 - a. We currently have \$1,398.00 budgeted for 2 units in 2025.
 - b. We were able to obtain one (1) through a Wood County Emergency Management Grant for Hazmat through the State of WI.
 - c. We can reduce this line item by \$699.00.
 - d. We should keep the second unit in the budget at \$699.00.

2. 101-52250-21-53400 – Citizens Fire Academy
 - a. We currently have \$2,000.00 budgeted for 2025.
 - b. This is a public outreach event and something we need to do so that we can educate the public on the items we utilize in the fire service.
 - c. We can reduce this line item by \$1,000.
 - d. We recommend keeping \$1,000.00 in this line item.

3. 101-52210-21-53400 -Thermal Imaging Camera
 - a. We currently have \$6,000.00 budgeted for the replacement of 2 cameras.
 - b. We do need these as I have 1 unit that has failed on my desk. I am looking at sending this in for repairs and hope that they are able to repair it.
 - c. We can reduce this line item by 1 unit which would be \$3,000.00
 - d. We recommend keeping \$3,000.00 in this line item.

From Communications Director Tom Loucks

The impact of cutting \$10,800 in the 2025 general fund to redesign a new City website will not allow us to reach constituents as effectively as we could. The other main issue is that our current website has some ADA coding challenges, and we have until January 2027 to be fully ADA-compliant by a new federal law that goes into effect for populations under 20,000. We have a focus group looking at new vendors but have paused due to future funding issues.

With a new website we would have the following functions to better serve the residents, visitors, and businesses.

- Public Service Request Portal
- Curated search system
- AI Chat – finds the info in our website by keywords.
- WCAG 2.1 AA ADA Compliant Design
- One to two-click navigation
- New layout and navigation
- Easier use of the interface for the novice users who add content on their specific department pages.
- Increase user efficiency

If we go with our current website vendor, the add-ons above would be a \$3,250 a one-time expense. In addition, there is a recurring annual expense of \$6,350. The current website's cost is \$5350.00, which is budgeted in the Information Technology budget annually.

If we keep the same provider and have the following above list, the cost would be \$9,600 instead of \$10,800. But, each year the cost would be an additional \$6,350, so keep that in mind.

Our city website needs to focus on the public facing side more than an internal file cabinet for staff.

From City Engineer Josh Mauritz

With the ongoing Civil Engineer vacancy, major projects such as the reconstruction of E 14th St have required, and will continue to require, hiring engineering consultants for both design and construction services, which come with a significantly higher cost than can be provided by in-house staff.

With only one Civil Engineering position, the Division will need to prioritize project design at the expense of other Engineering Division services, or continue to hire consultants for design. Some of the work done by this position includes:

- Designing and managing projects for both the Street Division and private contractors, including street reconstruction, sanitary sewer, storm sewer, and water main installation.
- Administering our annual Sidewalk Inspection Program to address ADA compliance issues.
- Reviewing all culvert and driveway permits and designing the necessary improvements.
- Sampling of storm sewer outfalls, performing construction site erosion control inspections, and other stormwater management requirements to ensure compliance with our MS4 Stormwater permit.
- Managing traffic signal repairs and upgrades.
- Coordinating work ordered by the Office of the Commissioner of Railroads.

The Street Division and Wastewater Division are highly dependent on plans developed by the Engineering Division, and there is simply far more work than can be done with only one staff Civil Engineer. Over the past 18 months, much of this work has simply not been done, and many of the design tasks have been performed by engineering consulting firms at a much higher cost. Consultants are not available for the other work performed by our Civil Engineers throughout the rest of the year. Having two Civil Engineers on staff allows year-round timely responses to unique public requests and smaller City projects that consultants aren't able to provide cost-effectively.

Library Director Jill Porter

In order to meet 2025 budget constraints, the Library Board elected to meet its original budget deficit of \$129,000 by:

- Utilizing \$41,000 of its restricted fund balance (\$11,000 more than last year's \$30,000 which was suggested by Finance as a sustainable amount)
- Eliminating Sunday hours. The library is currently open on Sunday from 1-5pm during the school year (37 weeks). The employee-related costs to be open on Sundays is approximately \$22,000 per year.
- Eliminating one full-time position. Out of its 33 staff members, only 16 employees work enough hours to be eligible for the full benefits package. In order to cut the remaining \$66,000 from our deficit, the Library either had to either eliminate multiple non-benefitted part-time positions (leaving us unable to operate even six days per week) or one full-time benefitted position. Our only real choice was the latter.

I believe it is worth mentioning that in 2021 the Library secured a \$92,000 multi-year sliding grant to replace its integrated library system and fully participate in the 52-library South Central Library System interlibrary loan program. In 2022, we were only required to pay 25% of the actual cost, 50% in 2023, and 75% this year. Budget year 2025 will be the first year we are paying full price for the software package; leaving us in a position of trying to figure out how to not only to negate inflation in our budget but also negate something desirable, a large grant, in order to meet budget constraints.

From City Clerk Jessica Schiferl

Impact of reduction of Clerk Staff:

The direct public impact of this loss will be minimal. Customers may be required to wait longer than expected due to limited staff availability. Staff will make every effort to provide the best coverage possible. The frequency of the Clerk providing coverage for the customer service desk will increase, taking the Clerk from other projects and commitments.

The larger impact of this loss will be internal. With fewer team members, less work can be delegated from the Clerk. Through other staffing changes in recent years, the Clerk's Office has already taken additional responsibilities from other departments including providing administrative assistance to the Mayor, BID Board (developing agendas, attending meetings, taking minutes), and managing the municipal code. We also lose a WisVote user which is critical function during election time. While we can try to provide additional election coverage needed with poll workers, many tasks may only be completed by a WisVote user. WisVote certification is not permitted for temporary staff. Again, staff will make every effort to limit customer impact but wait time will increase and this adds significant stress to existing staff.

IMPACT OF NOT FILLING COMMUNITY DEVELOPMENT DIRECTOR POSITION

From City Administrator Steve Barg

It may seem somewhat concerning to propose a budget that does not include funds for a department head position, but I believe this makes sense right now for a few reasons. First, we've been unable to fill this position since March 2022, except for a short period of time period early this year, when the position was revised to be "Assistant City Administrator/Community Development Director". Second, a key portion of the job is economic development, and it appears that with some consulting help in this area, the Business Development Director position at MACCI, and the new Economic Development Specialist position that Marshfield Utilities is working to create, that function might well be covered. Although this leaves the general department oversight role unfilled, department staff and I feel that the more important role to fill at this time is the Senior Planner position. Third, with EDB disbanded and other changes occurring, I believe this is a great time for us to reevaluate our economic/community development structure. Upcoming strategic planning discussions should help formulate this strategy. Finally, as evidenced by the long list of proposed budget cuts, we are in a challenging place, and funding is limited. Therefore, as I mentioned in my presentation at our October 14th meeting, my top priority is protecting and providing fair compensation/benefits for our current full-time staff, making holding vacant positions open the best approach in my opinion.

IMPACT OF PROPOSED REDUCTIONS IN STAFF COMPENSATION AND BENEFITS

From City Administrator Steve Barg

As noted in a previous attachment, my priority is to protect and provide fair compensation/benefits for current full-time staff. Therefore, my desire was to include the wage increase called for under our updated compensation plan, and to maintain the City contribution of \$1200 family/\$600 single into employee HSA accounts. However, despite leaving several positions vacant and making many other budget cuts on the list that you have reviewed, our expenses still exceeded revenues by nearly \$100,000. As a result, my proposed budget included reducing the wage scale adjustment from the current CPI (2.5%) to 1.0%, along with a 1-year reduction in the City's HSA contribution to \$1000 family/\$500 single. It's hard to quantify the impact of the changes; however, attracting/retaining a quality workforce is quite difficult, especially in the current environment. Not fully implementing our compensation plan or reducing benefit levels could make this even more challenging.

RESOLUTION NO. 2024-43

A Resolution establishing the 2024 budget, and determining and levying the amount to be raised by taxation for City purposes for the City of Marshfield, for the 2025 fiscal year.

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Marshfield, Wisconsin, and after a public hearing, held November 26, 2024, pursuant to notice published by law on November 8, 2024.

1. That the 2025 adopted budget (excluding Marshfield Utilities) be established in the amount of \$51,916,684; and
2. That the sum of \$15,588,901 (excludes estimated TID levy) be and hereby determined to be the amount to be raised by taxation for City purposes for the City of Marshfield, for the 2025 fiscal year; and
3. That a tax rate of \$8.0556166 per One Thousand Dollars of assessed valuation be established to realize the above levy amount.

ADOPTED _____

MAYOR

APPROVED _____

CITY CLERK



City of Marshfield Memorandum

DATE: November 21, 2024
TO: Mayor TeStrake & City Council
FROM: Steve Barg, City Administrator
RE: Change of date and time for the second Council meeting in December

Background

The second Council meeting in December would normally occur on Tuesday, December 24th. In past years, we have often moved the meeting up one week to avoid conflicts with holiday activities, and staff feels that it would make sense to do that again this year. Our proposal is to hold the second Council meeting in December on Tuesday, December 17th. The schedule for that evening would be as shown below:

- Judiciary & License Committee 5:00 p.m.
- Finance, Budget & Personnel Committee 5:30 p.m.
- Plan Commission 6:00 p.m.
- Council 7:00 p.m. **

NOTE: The Plan Commission meeting will be held before the Council meeting this year, so that any Commission items requiring Council approval can be considered that night.

Recommendation

Staff recommends moving the second Council meeting in December to Tues, Dec 17th at 7:00 p.m.

Hello

My Name is Tanya Woltmann. I was born and raised in the City of Marshfield. I have been married for 13 years and have 2 beautiful daughters. I currently work for Data-Axle, formerly known as Infogroup or Donnelly Marketing and have worked there full time for 13 years. In 2002, my husband and I decided to open a small business in Marshfield known as Board & Brush Creative Studios. The summer of 2024, my husband and I purchased the building that our Business is established in. Currently, we both work full time jobs, own and operate our small business, raise our beautiful girls and keep them involved in multiple sports and activities, and continually involve ourselves within our community and their events to give back what this community has given us.

Over my years of growing up in Marshfield and living in Marshfield, I have watched this beautiful city turn with the times and build on it's community. I have been involved in many community events and activities over the years, volunteering my time to help in any way. Our family strives to not only better ourselves and our lives, but to better the future of the place we call home.

Joining the BID board would be a great honor. It would allow me to be a part of the behind the scenes of our beautiful down town and give the small business world a voice as well as an advocated. Both on the personal level and on the business level. I believe I am a strong communicator and can easily ask the questions that need to be asked, relay the clarity that others may need, and advocate for the greater good. I also believe I am great at coming to compromise for the good of all sides and I have a fresh new set of eyes that is always looking at the details and seeking options.

I look forward to meeting others and speaking more about my abilities for being part of this board. Thank you for your consideration.

Sincerely

Tanya M Woltmann

Barg, Steve

Subject: FW: BID Board

From: The Grey Dog [REDACTED]
Sent: Thursday, October 10, 2024 7:20 PM
To: TeStrake, Lois
Subject: BID Board

To Whom it concerns,

I would like to show my interest in the position on the BID. A quick intro of myself. I am the owner of The Grey Dog axe throwing, I am the Wood County Tavern League President, I hold a Masters Degree in Business Administration and was a former board member of the United Way of Taylor County. I firmly believe in community participation and building of the community while making it a destination place for others. I am looking to be a part of a growing community organization, while also making a difference in my local community. Thank you for your time and consideration.

--

Joshua Shamrowicz

The Grey Dog LLC
113 E 4th Street
Marshfield WI 54449

[REDACTED]
[REDACTED]

Jennifer Koran
2500 S. Oak Ave
Marshfield, WI 54449

November 21, 2024

Mayor TeStrake
City of Marshfield
207 W. 6th St.
Marshfield, WI 54449

Dear Mayor TeStrake,

I am writing to express my interest in serving on the Marshfield Business Improvement District (BID) Board. As an engaged community member with a deep appreciation for our city's vibrant business landscape, I believe I could bring valuable insight and dedication to this important role.

As someone who is passionate about Marshfield and supporting local businesses, I understand the BID's critical role in enhancing the downtown. As an owner of Rogers Cinema, I know the importance of the downtown on my business and having a robust and thriving downtown is key to all of our successes.

Serving on the BID Board would allow me to collaborate with fellow board members, city officials, and business owners to develop and implement initiatives that promote economic development, enhance downtown's appeal, and ensure Marshfield continues to thrive as a hub for residents and visitors alike.

Thank you for considering my application. I would be honored to contribute my skills and enthusiasm to the BID Board, and I am happy to provide any additional information or references if needed. I look forward to the opportunity to serve Marshfield in this capacity.

Sincerely,



Jennifer Koran
Rogers Cinema