



CITY OF MARSHFIELD
MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, DECEMBER 20, 2016
Council Chambers, Lower Level, City Hall Plaza
7:00 p.m. (or immediately following Plan Commission)**

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

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Reading of items added to the agenda
- E. Public Comment Period/Correspondence
At this time, the Mayor will recognize members of the public who have indicated a desire to address the Council. Upon recognition by the Mayor, persons may address the Council from the podium, first stating their name and address. The Council may take action on emergency matters introduced by members of the public.
- F. Approval of Minutes: December 13, 2016 regular meeting
- G. Staff updates
 - 1 Update on Community Center project
 - 2 Report on Walk/Bike to School Challenge
- H. Mayor's Comments
 - 1 Employee Recognitions
 - a. Kurt Bornbach, Street Division, December 22, 1986, 30 years
 - b. Matthew Berres, Police Department, December 27, 2016, 10 years
 - c. Caleb Bornbach, Police Department, December 27, 2016, 10 years
 - 2 Committee Openings
 - a. Zoning Board of Appeals, 2nd alternate
- I. Council Comments
- J. Reports from commissions, boards, and committees

COMMON COUNCIL AGENDA
DECEMBER 20, 2016

K. Consent Agenda:

1 Meeting minutes/reports

- a. Central Wisconsin State Fair Board (October 17, 2016)
- b. Parks, Recreation, and Forestry Committee (November 10, 2016)
- c. Joint Municipal Court Advisory Committee (November 29, 2016)
- d. Marshfield Utility Commission (December 12, 2016)
 1. JO 17891, 3 Phase Rebuild Wren Rd. & Marshfield Country Club (\$46,309)
- e. Board of Public Works (December 19, 2016)*
- f. Judiciary & License Committee (December 20, 2016)*
- g. Finance, Budget, and Personnel Committee (December 20, 2016)*
- h. Plan Commission (December 20, 2016)*
 1. Resolution No. 2016-67, CUP by Terry Gotter to allow the construction of a 3-stall attached garage at 3001 West Veterans Parkway
 2. Resolution No. 2016-68 CUP by Peter Schau of Verizon Wireless allowing an amendment to Resolution 2016-15 for a 6-month extension for a temporary communications tower.
 3. Resolution No. 2016-69, CUP by Patricia Truel to allow a conditional home occupation located at 509 East 8th Street

*Minutes not included in packet

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

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

M. Request to approve Budget Resolution No. 30-2016, transferring \$15,383 from the General Fund Contingency budget to the Cemetery Perpetual Fund for the 2017 scheduled payment. Presented by Keith Strey, Finance Director

Recommended Action: Approve Budget Resolution No. 30-2016

N. Request to approve Budget Resolution No. 31-2016, transferring \$15,000 from various General Fund budgets to the City Attorney budget. Presented by Steve Barg, City Administrator

Recommended Action: Approve Budget Resolution No. 31-2016

O. Request to approve Budget Resolution No. 32-2016 transferring \$10,000 from the Sidewalk Maintenance Budget to the Highway & Street Cleaning Budget and \$1,000 from the Sidewalk Maintenance Budget to the Industrial Park Operations Budget. Presented by Dan Knoeck, Director of Public Works

Recommended Action: Approve Budget Resolution No. 32-2016

P. Review draft of proposed agreement proposed by ATTIC Correctional Services, Inc. for City financial contribution toward the Wood County Drug Court Program. Presented by Steve Barg, City Administrator

Recommended Action: None at this time, for information only

COMMON COUNCIL AGENDA
DECEMBER 20, 2016

- Q. Adjourn to closed session pursuant to Wisconsin Statutes 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."
 - Request for financial assistance for development project in downtown area
 - Leases for Community Center space
- R. Reconvene into open session
- S. Action on matters discussed in closed session, if appropriate
- T. Suggested items for future agendas
- U. Adjournment

Posted this day, December 16, 2016 at 12:30 p.m., by Lori A. Panzer, 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 at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Deb M. Hall, City Clerk at 630 South Central Avenue or by calling (715)486-2023.

DECEMBER 13, 2016

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

PRESENT: Michael Feirer, Alanna Feddick, Chris Jockheck, Gordon H. Earll, Ed Wagner, Tom Witzel, Jason Zaleski, Tom Buttke and Peter Hendler.

EXCUSED: Rebecca Spiros

The flag was saluted and the pledge given.

No items were added to the agenda

PUBLIC COMMENT PERIOD

None

CC16-250 Motion by Feirer, second by Hendler to approve the minutes of the Common Council regular meeting of November 22, 2016.

Motion carried

STAFF UPDATES

The Mayor reminded everyone that the next regular Common Council meeting would be held on December 20th at 7:00 p.m.

MAYOR'S COMMENTS

Employee recognition

Lorrie Krokstrom, Police Department	November 14, 1986	30 years
Sam Warm, Wastewater Utility	December 14, 2011	5 years

Committee Openings

There is an opening on the Zoning Board of Appeals for a second alternate position. Anyone interested should contact the Mayor's office.

COUNCIL COMMENTS

None

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC16-251 Motion by Wagner, second by Feirer to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Community Development Authority of September 29, 2016; Community Development Authority of October 18, 2016; Cable TV Committee of October 24, 2016; Main Street Board of November 2, 2016; Community Development Authority of November 15, 2016; Library Board of November 15, 2016; Airport Committee of November 16, 2016; Comprehensive Plan Steering Committee of November 17, 2016; Committee on Aging of December 1, 2016; Economic Development Board of December 1, 2016; Historic Preservation Committee of December 5, 2016; Board of Public Works of December 5, 2016; Judiciary & License Committee of December 6, 2016; and Finance, Budget, and Personnel Committee of December 6, 2016 (1. Resolution No. 2016-65 approve the taxi contract with Running Inc. for 2017; and 2. Resolution No. 2016-66 approving Committed Fund Balance classification related to fiscal year 2016 to be carried over into 2017).

Motion carried

No items were removed from the consent agenda.

Second reading of Ordinance No. 1341, amending Section 13-96 of Marshfield Municipal Code regarding special assessments.

CC16-252 Motion by Zaleski, second by Wagner to approve Ordinance No. 1341.
Motion carried

Second reading of Ordinance No. 1342, amending Section 13-66 of Marshfield Municipal Code on “Obstructions and Encroachments”.

CC16-253 Motion by Buttke, second by Zaleski to approve Ordinance No. 1342.
Motion carried

First reading of Ordinance No. 1343, amending Section 8-44 of the Marshfield Municipal Code to modify the exception to the requirement regarding activation of flashing red or amber warning lights by school bus operators under certain circumstances.

CC16-254 Motion by Wagner, second by Witzel to suspend the rules and vote on Ordinance No. 1343. Ayes – 9
Motion carried

CC16-255 Motion by Jockheck, second by Feirer to approve Ordinance No. 1343.
Motion carried

CC16-256 Motion by Earll, second by Zaleski to approve Budget Resolution No. 27-2016, transferring \$1,900 to cover Unemployment Compensation Claims. Ayes – 9
Motion carried

CC16-257 Motion by Witzel, second by Earll to approve Budget Resolution No. 28-2016, transferring \$4,600 from the General Fund, Contingency Budget to the General Fund, Assessor Budget. Ayes - 9
Motion carried

CC16-258 Motion by Buttke, second by Hendler to approve Budget Resolution No. 29-2016, transferring \$70,000 from the Snow and Ice Control Budget to the Forestry Budget. Ayes – 9
Motion carried

CC16-259 Motion by Witzel, second by Jockheck to go into closed session pursuant to Wisconsin Statutes, 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- Service agreement involving Marshfield Fire & Rescue
- Request to amend development agreement with Malls4U, LLC

Roll call vote, all ayes. (Time: 7:21 p.m.)

Motion carried

Present in closed session: Alderpersons Feirer, Feddick, Jockheck, Earll, Wagner, Witzel, Zaleski, Buttke and Hendler, Mayor Meyer, City Administrator Barg, City Attorney Wolfgram and Staff (Jen Rachu, Rick Gramza, Deb M. Hall, Keith Strey, Dan Knoeck, Jason Angell, Tom Turchi, Bob Haight and Scott Owen.

CC16-260 Motion by Feirer, second by Feddick to return to open session. Roll call vote, all ayes.
(Time: 7:54 p.m.)

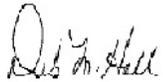
Motion carried

No action was taken on the closed session items.

Future Agenda Items

None

There being no further business the Mayor adjourned the meeting at 7:55 p.m.



Deb M. Hall
City Clerk

CENTRAL WISCONSIN STATE FAIR
BOARD MINUTES
October 17, 2016
7:30 PM

ROLL CALL:

Present: Board Members: Jeff Viergutz, Larry Gilbertson, Sara Schmitt, Ed Wagner, Bob Ashbeck (County), Jeff Hartman, Jason Zaleski (City), Jeremy Carolfi, Carol Kerper,
Absent: Adam Fischer-Executive Director, Kathy Banks, Jr. Fair- No rep., Andy Keogh.
Guests: Neil Potts, Eric Brock, M/M Ken Richardson.

The meeting of the Central Wisconsin State Fair was called to order at 7:30 pm in the MACCI meeting room.

Minutes of the September 19, 2016 Board Meeting It was moved by Jeff Hartmann, seconded by Sara Schmitt to approve the minutes as presented. Minutes were approved.

Financial Report: Larry Gilbertson directed the board to the balance sheet and reviewed all the account balances and budget to actual sheet as of October 13. Following was a time of question and answers, fairest account was reviewed and discussed. Reports stand approved as presented.

Executive Director's Report: In Adam's absence, Larry Gilbertson gave the report. Fair cleanup going well: State reports are being worked on: A new person works at the state level for Wisconsin Fairs: Fair cks have been sent out: starting to book acts for the grandstand: Working on the entertainment tent; Working on sponsorships; receiving positive comments about this last fair; reviewing pricing for vendor space; trappers were here; WI Association of Fairs Convention comes up in January; Changes will happen in the Hocking building during the Fair; Curling Club will do some remodeling and will use some inside space; the Draft Horse show and superintendents. Suggestion is to appoint one. Superintendents meeting was questioned as to notification; a question if a sponsorship meeting is planned.

Jr Fair Update: Sara reported Some suggested improvements were discussed. Other issues and concerns were brought forward. Exhibitors to the State Horse show represented Wood County. Concerns about some of the suggested changes at the fair for next year.

Fair Commission Update: Bob Ashbeck reported. Bob gave a review of the Commission's part in the Fairgrounds for the benefit of the visitors. Will be doing a face lift to the grandstand, (sandblasting and painting). Need for a Campus Master Plan was discussed.

Old Business: The Pad for the multiuse building is in place. The certified Survey is being completed. Awaiting final approval.

Guidelines for soliciting sponsorship. This was presented at the last meeting, and reworked with the suggested changes. New proposal was read and approved as presented with Jason Zaleski moving and Carol Kerper seconding the motion.

Bylaw Change: Language to change elections of officers to the January Meeting, BOD member elections will remain at the December meeting. Ed Wagner moved and Jason Zaleski seconded the motion to adopt the change. Motion carried. To be ratified at the November meeting.

New Business: Fair release times were discussed by Jeff Hartman. After comments and suggestions, it was sent to the Office to propose time changes and bring them back to a BOD meeting. Moving them up is the request. Safety issues were discussed. Jr fair may also wish to change release times.

Nominating Committee appointments. Carol Kerper and Jeff Viergutz were appointed.

The meeting was declared adjourned at 8:29 pm.

Recorded by: Larry Gilbertson

Submitted by Kathy Banks, Secretary

CITY OF MARSHFIELD
PARKS, RECREATION AND FORESTRY COMMITTEE
November 10, 2016 Meeting Minutes

I. CALL TO ORDER:

Meeting called to order by John White at 5:30 p.m. at City Hall Plaza, 630 S. Central Ave., Room 108.

ROLL CALL:

Present: Chairperson John White, Jr.; Vice Chairperson Jane Yaeger; Alderperson Tom Witzel, Zoological Society Representative Tom Buttke; Members Chris Viegut, Ali Luedtke & Nick Faber

Also Present: Justin Casperson, Parks and Recreation Director; Kelly Cassidy, Parks and Recreation Supervisor; and Ben Steinbach, Parks Maintenance Supervisor

II. APPROVAL OF MINUTES:

PR16-21 Motion by Buttke, seconded by Yaeger to approve the September 15, 2016 Parks, Recreation, and Forestry Committee meeting minutes. Motion Carried Unanimously.

III. PUBLIC COMMENT: None

IV. NEW BUSINESS:

A. Sculpture Donation at Zoo:

Justin Casperson explained to the committee that Clyde Wynia from Jurustic Park would like to donate a sculpture of a crane and cattails to the Wildwood Zoo. The sculpture would be located by the south entrance gate of the zoo on a concrete pad.

PR16-24 Motioned by Luedtke seconded by Viegut to approve the donation of the metal sculpture from Clyde Wynia, Jurustic Park to be placed at Wildwood Zoo outside the gate of the south parking lot.

V. OLD BUSINESS:

A. 2016 Pool Study Update:

Justin updated the Parks, Recreation & Forestry Committee on the pool plan of two pool vessels and will hold an open house next month which will be open to the public.

B. CORP Projects

Justin shared with the committee a short, medium, and long-term list of projects for the department. This list will be reviewed at the next meeting.

VI. REPORTS:

A. Zoological Society: Tom reported that the society held their annual meeting and all officers have stayed the same. They will be holding a Wild for Cats fundraiser at the Rosebowl Lanes. The zoo store will be open during Rotary Winter Wonderland in the warming house. Trick-or-Treating had over 2,500 people in attendance.

B. Recreation

1. Library/Community Center Project – The council has agreed to have ADRC as part of the community center.
2. Winter/Spring program brochure – Will go out to the public on Friday, December 2nd. Heinzen Printing will again be helping us to get this published and printed.
3. Programs
 - a. Tennis/Racquetball center usage has been low as the weather has remained summer-like and nets are still up at Boson courts.
 - b. The 2nd session of tennis lessons began Monday, November 7th.
 - c. Adult volleyball league started the week of October 17th.
 - d. Open Gym & Swim at the Sr. High is being held on Monday and Wednesday evenings.
 - e. The 4th grade co-ed basketball program started on Saturday, October 22nd with 31 participants.
 - f. Pickleball is being held on Tuesdays from 6-8 p.m. and Thursdays from 1-3 p.m.
 - g. Gymnastics started on Monday, November 7th at the Sr. High.
 - h. Family Fun with bounce houses was held at OACC on Wednesday, November 9th. This event was sponsored by Forward Financial Bank and Marshfield Parks & Recreation. Hiller's Hardware supplied the bounce houses.

C. Aquatics

1. Early Bird Lap Swim is held from 6 – 7:30 a.m. on Tuesdays & Thursdays, and the 2nd session of Aquacise started and runs from 6:30 – 7:30 a.m. on Tuesdays and Thursdays at the Sr. High pool.

D. Parks & Zoo

1. Parks Maintenance Operations

- a. Park staff assisted with Rotary Winter Wonderland, Trick-or-Treat on 5th Street, and a Fun Run at Braem Park.
- b. Staff is working on winterizing facilities and grounds. All restrooms have been closed for the season; soccer/tennis/baseball/softball equipment has been removed for the season. Swings have been removed at most playgrounds.
- c. Soccer field air-o-vation and rolling has been performed. Staff has started applying winter over-seeding on stress areas.
- d. A Little Free Library, garbage cans and a celebration bench were installed on the Wildwood Station Trail in October.
- e. A donation sign and canister were installed at Hamus Park.
- f. The Weinfurtner field scoreboard at Griese Park is no longer operable. The motherboard is fried and the manufacture no longer makes replacement parts. This is an unexpected cost and we are looking at replacement options.

2. Forestry

- a. Large oak risk tree was removed that was near the west property line of Veterans Park.
- b. Friends of the Trail have been cutting and stacking buckthorn on the Wildwood Station Trail. Staff has been removing piles as needed.

3. Fairgrounds

- a. Staff coordinated and performed winter storage of campers, boats and vehicles at Expo, Knoll, Pat's and Sheep & Swine buildings.

4. Zoo

- a. Zoo winter hours have begun, the zoo is currently open 7:30 a.m. to 2:30 p.m. daily.
- b. Rotary Winter Wonderland began set up on Monday October 10th. The first large volunteer set up day was 10.15.16
- c. Staff began winterizing exhibits and grounds; one of the final things to do is shut down the bear waterfall and pool.
- d. The zoo has welcomed a new animal and species to the zoo on October 27th, Bets the Bobcat. See news release.

E. Director

1. Zoo Maintenance Building – Staff is still working on design, construction documents, cost estimates, utility extensions and a certified survey map. The goal is to move all of the zoo operations into one building to improve overall efficiency of the zoo operations. We anticipate the project planning to be complete in 2016 and built in 2017.
2. Fairgrounds - The long-term strategic planning meetings have been put on hold since July. The Fair Commission wants to sandblast and paint the grandstands steel roof structure and seal the concrete deck.
3. Wildwood-McMillian Trail – The state put a hold on funding until their 2017 fiscal year, which starts July 1, 2017.
4. 8th & Hemlock – The 8th & Hemlock property will be discussed at a closed session on Monday, November 14th Board of Public Works meeting. The Department would like to continue conversations with the School District about their use of the property.
5. Cemetery – The Board of Public Works declined a proposal for design and architectural services and cost estimates for chapel. It is staff's recommendation to remove the chapel because of significant restoration costs, lack of function and future use.
6. Wenzel Family Plaza – The City had its first meeting with SEH, an engineering and architectural company on Tuesday, November 8th. One of the items that came out of the meeting was the question about Plaza's management, operation, programming and maintenance needs.
7. Zoo Signage – New entrance signs were installed at all three pedestrian entrances in October. The signs were generously paid for by Floyd and Patricia Hamus.

VII. NEXT MEETING: December 8, 2016 at 5:30 p.m.

VIII. ADJOURNMENT: Meeting adjourned at 6:30 p.m.

Respectfully Submitted: Kelly Cassidy, Parks & Recreation Supervisor

Joint Municipal Court Advisory Committee meeting November 29, 2016

Present: From the City of Marshfield: Councilmembers Earll, Feddick, Wagner;
Police Chief Gramza, City Administrator Barg
From the Village of Spencer: Village Trustees Day and Toufar;
Absent: None
Others: Municipal Court Clark Carlson, Village Clerk/Treasurer Hensch, Village
Police Chief Bauer

Marshfield City Administrator Barg called the meeting to order at 6:01 p.m. in Room 108 of Marshfield City Hall Plaza.

Barg welcomed everyone, and members of the committee introduced themselves.

Elect chairperson and vice-chairperson

Earll nominated Wagner to be chairperson. With no other nominations, members voted to elect Wagner. (Wagner assumed the role of chairperson at this point.)

Feddick nominated Day to be vice-chairperson. With no other nominations, members voted to elect Day.

Review joint municipal court agreement

Barg briefly reviewed the joint municipal court agreement that was approved by the City of Marshfield and Village of Spencer in the fall of 2015, and later amended in the spring of 2016 (added requirements for the position of judge). No specific questions were raised.

Review role of the advisory committee

Members reviewed Section 7 of the agreement, outlining the composition and mission of the advisory committee, which is comprised of 5 City and 2 Village members. Its primary purpose is to meet whenever necessary to address any issues or concerns.

Review joint court's operation to date

Carlson reported (Gramza and Bauer agreed) that the joint municipal court appears to be functioning well in general. Through October, the breakdown of citations issued has been 80% City and 20% Village. No specific problems or concerns were identified.

Receive update on financial arrangements

Barg and Carlson distributed and highlighted a financial report through October, showing that while the City's costs have exceeded the revenue generated by the Village of Spencer to date, they expect there will be a slight excess of revenue over related expenses by the end of the year. Hensch expressed concerns regarding how this was calculated, and it was agreed there was an error that must be revisited. Payment timing was also discussed, and Spencer representatives said they would be fine with quarterly payments, even though the current agreement calls for the City to make monthly payments to the Village.

Identify other issues or concerns

Barg mentioned 3 other items that he wanted members to be aware of going forward:

- The Village of Stratford would like to join our municipal court. Members did not express any concerns with exploring this possibility, with the thought that Stratford might join effective January 1, 2018.
- Marshfield City Hall will move to the Forward Financial building at West 6th Street and Chestnut in the summer of 2018, and as a result, the court will move there, too. Plans are still in process, but this should be a good space for the court operation.
- Barg noted that the current agreement should be revised to give the City the right to increase the amount kept from Spencer citations, if the State or County increases its fees. Members noted this is already addressed under Section 10(a), so no changes are necessary.

Discuss frequency /times for future meetings

It was agreed to hold the next meeting on Thursday, December 15th at 5:00 p.m. in Room 108 of the Marshfield City Hall Plaza. The agenda will include a revised financial report, and a proposed change to the agreement on quarterly payments to the Village. Regarding meetings in 2017 and beyond, members agreed that these can be on an “as needed” basis (anyone can ask the chairman to schedule one), but that it would probably be a good idea to meet at least once each year, just to make sure that everything is going well.

With no more business before the committee, Wagner adjourned the meeting at 6:39 p.m.

Respectfully submitted,
Steve Barg, City Administrator

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
DECEMBER 12, 2016**

COMMISSION MEETING MINUTES

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on December 12, 2016 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, Harry Borgman, Alen Johnson and George Holck. Also present were Alderperson Gordon Earll, Attorney John Adam Kruse, and Utility staff. Absent were Alderperson Peter Hendler and Bob Trussoni.

- During public comment, Dan Mauer of 410 Meadow Lane expressed concern about two subcontractors the utility used to do work behind his house.
- The Financial Manager presented the forecasted income statements and rates of return for 2018 and 2019 and the cash flow forecast for 2017 through 2019.
- The Financial Manager gave an update on the water rate case.

UC/16-68 Motion by Johnson, seconded by Borgman, to approve the following job order:

17891	3 Phase Rebuild Wren Rd & Marshfield Country Club	\$46,309.00
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All ayes, motion carried.

UC/16-69 Motion by Maggitti, seconded by Borgman, to approve payroll for November in the amount of \$250,477.86 and general bills for November in the amount of \$5,327,599.81. All ayes, motion carried.

October 2016 Financial Statement Notes

Electric Utility

- Net loss was \$40 thousand for the month, with a net income of \$1.159 million year-to-date.
- Net operating loss was \$39 thousand for the month, compared to budgeted net operating income of \$1 thousand. Year-to-date net operating income was \$2.052 million, compared to budgeted net operating income of \$1.472 million.
- After adjusting for the PCAC timing, net operating income for the month was \$131 thousand.
- M-1 operating expenses included \$15 thousand for fuel oil tank painting.
- October consumption was down 0.59% from October 2015, with year-to-date consumption down 1.95%. Year-to-date energy losses were 1.73%, compared to prior year losses of 1.92%.

Water Utility

- Net income was \$68 thousand for October, with a net income of \$982 thousand year-to-date.
- Net operating income was \$103 thousand for the month, compared to budgeted net operating income of \$124 thousand. Year-to-date net operating income was \$1.335 million, compared to budgeted net operating income of \$1.312 million.
- Operating expenses for the month included \$16 thousand for street repairs from main breaks and \$6 thousand for well 23 rehabilitation using chemical (pantonite) treatment.
- Overall October consumption was down 5.26% from October 2015. Year-to-date consumption was down 4.77% from the prior year, with all major customer classes showing decreases. Year-to-date water losses were 15.40%, compared to prior year losses of 15.83%.

Communication Utility

- Net income was \$12,621 for the month, compared to budgeted net income of \$18,631. Year-to-date net income was \$138,006, compared to budget net income of \$179,038.

UC/16-70 Motion by Maggitti, seconded by Holck, to dispense with reading the minutes of the previous meeting and accept them as submitted. All ayes, motion carried.

- The Technical Services Manager reviewed the operations and financial reports.
- The group discussed information on the advantages and experiences with AMI so far.

UC/16-71 Motion by Holck, seconded by Borgman, to adjourn. All ayes, motion carried. Meeting adjourned at 4:43 pm.



John Maggitti, Secretary

Operations Report
December 12 2016

We are nearing the end of 2016 so an AMI update would be good. We had originally planned to be done by the end of 2016, but with manpower limitations and vendor issues with implementation, we have been delayed. This is not unusual for such projects.

On the water side, we have 6,239 AMI water meters installed to date. This represents a completion rate of 78% for the project. Part of the AMI project entails a cross connection survey being conducted in each house which extends the amount of time required at each site. While on site, we are taking advantage of that opportunity to identify the type of material in the customer owned water service. We are entering this information into our GIS mapping system for use later in identifying the number and location of the lead service lines. This will provide a valuable tool for us in planning for and implementing the replacement of lead service lines.

On the electric side, 12,318 out of 13,363 (92.1%) have been installed. The balance of the remaining meters are poly-phase. Due to the software demand reset issue and other system issues, the delivery of poly-phase meters has been delayed. It is likely that the meters will not be ready for installation until the spring of 2017. However, the installation of electric meters is still on track to be complete in less than three years since the project was not actually started until October of 2014.

Ray Burrill has begun assisting the water department AMI installation by completing installations of AMI water meters, radios, and by completing the cross-connection inspections. This is just one of a few cross training efforts to reduce costs.

John and Erick are in the design process for the 2017 construction season. They are working in conjunction with the city on several street projects. Some of the projects are being designed completely in house and SEH is assisting on the McMillan main lining project.

On November 17th, unpaid water and sewer charges were sent to the City Clerk's office for placement on the tax roll. The total amount sent to tax roll was \$34,189, compared to \$44,519 for 2015, which is a decrease of 23%. The water portion of \$12,879 that went on the taxes this year was also lower than last year's \$15,705 (down 18%).



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, City Planner
DATE: December 20, 2016

RE: Resolutions 2016-67, 2016-68, and 2016-69 – December 2016
Conditional Use Permits.

Background

On December 20, 2016, the Plan Commission will be reviewing three Conditional Use Permit requests. The requests include the following:

- Request to allow the construction of a large accessory building to exceed 1,200 square feet and to allow the use of the detached garage as a conditional home occupation.
- Request for a 6 month extension to the time allowance to continue to allow the use of a temporary communications tower.
- Request to a conditional home occupation.

Analysis

For more details on the projects below, please review the application materials in the packet from the December 20, 2016 Plan Commission meeting. The packet is available on the City's website.

Resolution 2016-67

Conditional Use Request by Terry Gotter to exceeding the total maximum allowable accessory building area for a residential property and to allow a conditional home occupation, located at 3001 West Veterans Parkway, zoned "SR-4" Single Family Residential (Parcel 33-0MS038).

A public hearing will be held on Tuesday, December 20, 2016. Staff will share comments made by the public and will provide an update regarding the Plan Commission recommendation through the reading of the minutes at the Common Council meeting.

Staff is recommending the following action:

APPROVE the Conditional Use Request based on the information presented and the conditional use criteria being met, to allow for the construction of an attached 3 stall garage and the home occupation use within the existing detached garage for property zoned "SR-4", located at 3001 West Veterans Parkway with the following conditions:

1. The property is permitted up to 1,872 square feet of accessory space.
2. The home occupation shall not be service oriented or customer driven; except for one vehicle and trailer there shall not be outdoor storage of materials, supplies or equipment related to the home occupation; there shall be no detriments to the residential character of the neighborhood; and the home occupation shall be reviewed and approved by the Building Inspector.
3. Minor site changes may be administratively approved.

Any major changes will trigger a request to pull the item from the consent agenda at the Common Council meeting to explain the changes and allow staff to draft a revised resolution for the Mayor to sign, based on the Plan Commission recommendations.

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

Resolution 2016-68

Conditional Use Request by Peter Schau representing Verizon Wireless, to allow an amendment to Resolution 2016-15 to allow a 6 month extension to the time allowance to continue to allow the use of a temporary communications tower reaching heights of approximately 75' with temporary exceptions to the required setback, located at Grant Mini Park, 704-706 West Doege Street, zoned "SR-6" Single Family Residential (Parcel 33-00357).

A public hearing will be held on Tuesday, December 20, 2016. Staff will share comments made by the public and will provide an update regarding the Plan Commission recommendation through the reading of the minutes at the Common Council meeting.

Staff is recommending the following action:

APPROVE the Conditional Use Request by Request by Peter Schau representing Verizon Wireless, based on the information presented and the conditional use criteria being met, amending Resolution 2016-15 to allow for an additional 6 month use of a temporary communications tower with temporary exceptions to the required setbacks, located at Grant Mini Park, 704-706 West Doege Street, zoned "SR-6" Single Family Residential with the following conditions/exceptions:

1. The temporary mobile service support structure TOW must be removed by July 10, 2017.
2. The site must return to the previous approved state within 3 months of the reinstallation of the antennas on the water tower or by July 10, 2017, whichever occurs sooner, including the following:
 - a. All temporary equipment including the Tower on Wheels, guy wires, and chain link fencing must be removed from the property.
 - b. The existing vinyl fence and landscaping surrounding the existing equipment building must be reinstalled.
 - c. Any disturbed portion of the site must be graded and seeded to its original state including but not limited to any ruts, holes, and grass that may be killed.

Any major changes will trigger a request to pull the item from the consent agenda at the Common Council meeting to explain the changes and allow staff to draft a revised resolution for the Mayor to sign, based on the Plan Commission recommendations.

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

Resolution 2016-69

Conditional Use Request by Patricia Truel to allow a cupcake shop to be occupied as a conditional home occupation, located at 509 East 8th Street, zoned "SR-6" Single Family Residential (Parcel 33-02888).

A public hearing will be held on Tuesday, December 20, 2016. Staff will share comments made by the public and will provide an update regarding the Plan Commission recommendation through the reading of the minutes at the Common Council meeting.

Staff is recommending the following action:

APPROVE the conditional use request based on the information presented and the conditional use criteria being met, to allow the home occupation use of the existing structure located at 509 East 8th Street, zoned "SR-6" Single Family Residential with the following conditions:

1. Except for one vehicle and trailer there shall not be outdoor storage or display of materials, foods, supplies, or equipment related to the operations of the conditional home occupation; there shall be no detriments to the residential character of the neighborhood; and the home occupation shall be reviewed and approved by the Building Inspector.

2. The home occupation shall be limited to hours of operation open to the public, Sunday through Saturday, 8 am to 8 pm.
3. The minimum parking for the property must be met on-site.
4. Provided the land use intensity does not increase, staff may administratively approve a change in use. Any increased intensity or potentially controversial use may be reviewed and approved by City Plan Commission through the conditional use process.
5. Minor site changes may be administratively approved.

Any major changes will trigger a request to pull the item from the consent agenda at the Common Council meeting to explain the changes and allow staff to draft a revised resolution for the Mayor to sign, based on the Plan Commission recommendations.

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

Council Options

The Common Council can take the following actions:

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

Recommendation

Approve Resolution 2016-67, Resolution 2016-68, and Resolution 2016-69.

Attachments

1. Resolution 2016-67
2. Resolution 2016-68
3. Resolution 2016-69

Concurrence:



Jason Angell
Director of Development Services



Steve Barg
City Administrator

RESOLUTION NO. 2016-67

Document Title

Document Number

A Resolution approving a Conditional Use Request by Terry Gotter to allow the construction of a 3 stall attached garage exceeding the total maximum allowable accessory building area for a residential property and to allow the existing 3 stall detached garage to be used for his business related to rental properties as a conditional home occupation, zoned "SR-4" Single Family Residential, located at 3001 West Veterans Parkway, City of Marshfield, Marathon County, Wisconsin.

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

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 20th day of December, 2016 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 One (1) of Marathon County Certified Survey Map #14576, recorded in Volume 65 of Survey Maps, Page 38, as Document #1461842; being part of the NE ¼ of the NW ¼, Section 36, Township 26 North, Range 2 East, City of Marshfield, Marathon County, Wisconsin, Also being part of Lot (38) of Assessor's Plat No. 1.

SECTION 2. The above described property, is allowed to construct an attached 3 stall garage and allowed to occupy the existing 3 stall detached garage as a conditional home occupation, zoned "SR-4" Single Family Residential, located at 3001 West Veterans Parkway.

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

1. *The property is permitted up to 1,872 square feet of accessory space.*
2. *The home occupation shall not be service oriented or customer driven; except for one vehicle and trailer there shall not be outdoor storage of materials, supplies or equipment related to the home occupation; there shall be no detriments to the residential character of the neighborhood; and the home occupation shall be reviewed and approved by the Building Inspector.*
3. *Minor site changes may be administratively approved.*

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

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

ADOPTED _____

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED _____

DEB M. HALL, City Clerk

Drafted by: City of Marshfield, Samuel Schroeder
Development Services Department
630 South Central Avenue
6th Floor, Suite 602
Marshfield, WI 54449

STATE OF WISCONSIN COUNTY OF _____

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

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

Recording Area

Name and Return Address

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

33-OMS038

Parcel Identification Number (PIN)

RESOLUTION NO. 2016-68

Document Title

Document Number

A Resolution approving a Conditional Use Request by Peter Schau representing Verizon Wireless, to allow an amendment to Resolution 2016-15 to allow a 6 month extension to the time allowance to continue to allow the use of a temporary communications tower reaching heights of approximately 75' with temporary exceptions to the required setback, zoned "SR-6" Single Family Residential, located at 704-706 West Doege Street, 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 18-161(6)(c) of the Marshfield Municipal Code; and

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 20th day of December, 2016 at 6:00 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:

A parcel of land in Block Thirteen (13) of the Fourth Addition to the Village (now City) Plat of Marshfield further described as follows: Lots 1, 2, 3, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, Lot 4 except the easterly 23.5 feet thereof and Lot 13 except the easterly 16.5 feet thereof, all located in the SW ¼ of the SW ¼ of Section 5, Town 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin. Except portions dedicated as Oak Avenue right-of-way.

SECTION 2. The above described property is allowed a 6 month extension to the time allowance to continue to allow the use of a temporary communications tower reaching heights of approximately 75' with temporary exceptions to the required setback, zoned "SR-6" Single Family Residential, located at Grant Mini Park, 704-706 West Doege Street.

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

1. The temporary mobile service support structure TOW must be removed by July 10, 2017.
2. The site must return to the previous approved state within 3 months of the reinstallation of the antennas on the water tower or by July 10, 2017, whichever occurs sooner, including the following:
 - a. All temporary equipment including the Tower on Wheels, guy wires, and chain link fencing must be removed from the property.
 - b. The existing vinyl fence and landscaping surrounding the existing equipment building must be reinstalled.
 - c. Any disturbed portion of the site must be graded and seeded to its original state including but not limited to any ruts, holes, and grass that may be killed.

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 _____

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED _____

DEB M. HALL, City Clerk

Drafted by: City of Marshfield, Joshua Miller
Development Services Department
630 South Central Avenue
6th Floor, Suite 602
Marshfield, WI 54449

STATE OF WISCONSIN COUNTY OF _____

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

Recording Area
Name and Return Address
City of Marshfield
Attn: City Clerk
630 S Central Ave, Suite 502
Marshfield, WI 54449

33-00357

Parcel Identification Number (PIN)

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

RESOLUTION NO. 2016-69

Document Title

Document Number

A Resolution approving a Conditional Use Request by Patricia Truel to allow a conditional home occupation, within property zoned "SR-6" Single Family Residential, located at 509 East 8th Street, 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 18-161(6)(c) of the Marshfield Municipal Code; and

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 20th day of December, 2016 at 7:00 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

See Attachment A – Legal Description for Parcel 33-02888

Recording Area

Name and Return Address

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

33-02888

Parcel Identification Number (PIN)

SECTION 2. The above described property, is allowed to occupy 509 East 8th Street as a conditional home occupation use, within property zoned "SR-6" Single Family Residential.

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

1. *Except for one vehicle and trailer there shall not be outdoor storage or display of materials, foods, supplies, or equipment related to the operations of the conditional home occupation; there shall be no detriments to the residential character of the neighborhood; and the home occupation shall be reviewed and approved by the Building Inspector.*
2. *The home occupation shall be limited to hours of operation open to the public, Sunday through Saturday, 8 am to 8 pm.*
3. *The minimum parking for the property must be met on-site.*
4. *Provided the land use intensity does not increase, staff may administratively approve a change in use. Any increased intensity or potential controversial use may be reviewed and approved by the City Plan Commission through the conditional use process.*
5. *Minor site changes may be administratively approved.*

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 _____

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED _____

DEB M. HALL, City Clerk

Drafted by: City of Marshfield, Samuel Schroeder
Development Services Department
630 South Central Avenue
6th Floor, Suite 602
Marshfield, WI 54449

STATE OF WISCONSIN COUNTY OF _____

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

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

ATTACHMENT A

CITY OF MARSHFIELD, WI

RESOLUTION NO. 2016-69

LEGAL DESCRIPTION FOR PARCEL 33-02888

A Parcel of land being Lot Fourteen (14) of the unrecorded Plat of Block Three (3) of the Omaha Land Company Second Addition, in the City of Marshfield, Wood County, Wisconsin as described as follows: Commencing at the Southeasterly corner of Block Three (3) of the Omaha Land Company's Second Addition to the City of Marshfield, Wood County, Wisconsin, said point being at the intersection of the Northerly line of Eighth Street with the Westerly line of Ash Avenue; thence run Northeasterly, 44 feet along the Westerly line of said Ash Avenue; thence at right angles, run Northwesterly and parallel with the Northerly line of said Eighth Street, 157 feet; thence at right angles, run Southwesterly and parallel with the Westerly line of said Ash Avenue, 44 feet; thence at right angles, run Southeasterly along the Northerly line of said Eighth Street, 157 feet to the point of beginning.



City of Marshfield Memorandum

To: Finance, Budget & Personnel Committee and Common Council
From: Keith Strey, Finance Director
Subject: Budget Resolution No. 30-2016 Cemetery Perpetual Care Fund Repayment
Date: December 13, 2016

SUMMARY:

During the 2016 budget process, staff presented various changes and options to allow the City to meet the Expenditure Restraint Program (ERP) requirements related to the 2016 general operating fund budget. One of those options was to remove this internal payment from the 2016 budget and fund future payments from contingency if enough remains at the end of the year.

As an internal loan to the City, this was a viable option to the Common Council to meet ERP requirements as well as keep on track with repayment of the loan approved to build a Cemetery Mausoleum in 2014. The 2016 payment was made in late 2015 by approved Budget Resolution 36-2015.

The attached budget resolution, if approved, transfers \$15,383 from General Fund Contingency to the Cemetery Perpetual Fund for the 2017 scheduled payment not included in the 2017 General Fund budget due to ERP limitations.

RECOMMENDATION:

I recommend approval of Budget Resolution No. 30-2016.

Concurrence: _____
Steve Barg, City Administrator

DETAIL OF BUDGET RESOLUTION NO. 30 -2016 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Contingency, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency **(Decrease)** \$ 15,383

General Fund Other Financing Uses, a/c# 1015900008.080801:

1. 59280101 – Cemetery Perpetual Fund Transfers **(Increase)** \$ 15,383

TRANSFERRED TO:

Cemetery Perpetual Fund Other Financing Sources, a/c# 8014900008.080101:

1. 49210801- Transfer From General Fund **(Increase)** \$ 15,383

Cemetery Perpetual Fund Assets, a/c# 801 **(MEMO ONLY):**

1. 17110 – Advance to General Fund **(Decrease)** \$ 15,383

* * * *



City of Marshfield Memorandum

DATE: December 15, 2016
TO: Finance, Budget & Personnel Committee
Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Budget Resolution No. 31-2016

Background

Due to a higher than anticipated workload, the 2017 City Attorney budget is expected to be exceeded by approximately \$15,000. As a result, staff has drafted the attached budget resolution transferring monies from 4 other budgets to cover the shortfall. Going forward, the approved 2017 City Attorney budget was increased in an attempt to address this issue.

Recommendation

Staff recommends approval of the attached Budget Resolution No. 31-2016 as presented.

Concurrence:

Handwritten signature of Keith R. Strey.

Keith R. Strey, Finance Director

DETAIL OF BUDGET RESOLUTION NO. 31-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund City Administrator, a/c# 1015141205.050000:

1. 5100 Series – Wages & Benefits \$ 7,500

General Fund Contingency, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency \$ 3,026

General Fund Mayor, a/c# 1015141104.040000:

1. 51400 – Per Diem \$ 2,500

General Fund Non-Departmental Insurance & Bonds, a/c# 1015193008.080000:

1. 55130 – Public Liability \$ 1,974

TRANSFERRED TO:

General Fund City Attorney, a/c# 1015131003.030000:

1. 52100 – Professional Services \$ 15,000

* * * * *



**City of
Marshfield**
Memorandum

December 13, 2016

TO: Mayor Meyer and Members of the Common Council

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Budget Resolution 32-2016 – Highway & Street Cleaning and Industrial Park Operations

BACKGROUND

Upon a year end budget review, it was determined that the 2 budgets above will finish the year over budget. A budget resolution is necessary to balance these budgets.

ANALYSIS

The Highway & Street Cleaning budget is estimated to be short by \$10,000 and the Industrial Park Operations budget will be short by \$1,000. Both are over budget for the same reason. With the early spring and late fall, the street sweeping and lawn mowing seasons were much longer than normal.

The recommendation is to transfer funds from the Sidewalk budget. This budget covers repairs to sidewalks during the construction season and snow removal on City maintained sidewalks. With the mild winter, there is a surplus in this budget. The attached Budget Resolution 32-2016 shows the details of the proposed transfer.

RECOMMENDATION

Approve Budget Resolution 32-2016.

Concurrence: 
Steve Barg, City Administrator


Keith Strey, Finance Director

DETAIL OF BUDGET RESOLUTION NO. 32-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund, Sidewalk Maintenance Budget, a/c# 1015343132.320000:

1. 53310 – Motor Pool	\$	11,000
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TRANSFERRED TO:

General Fund, Highway & Street Cleaning Budget, a/c# 1015331332.32000:

1. 51000 Series – Permanent Employee – Wages & Benefits	\$	6,000
2. 53310 – Motor Pool	\$	4,000

General Fund, Industrial Park Operations Budget, a/c# 1015672030.301823:

1. 52000 – Repair & Maintenance Services	\$	1,000
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* * * *



City of Marshfield Memorandum

DATE: December 15, 2016
TO: Mayor Meyer & City Council
FROM: Steve Barg, City Administrator
RE: Proposed agreement – funding for the Wood County Drug Court Program

Background

During the 2017 budget process, Councilmember Wagner introduced a pending request for \$22,000 in support of the Wood County Drug Court Program for the upcoming year. The Council didn't specifically include funds for this purpose in the approved budget, but instead agreed to consider this item from the 2017 contingency budget. A draft agreement between the City and ATTIC Correctional Services, Inc. is attached for review. Staff has identified a few minor changes (nothing substantive) that should be made, if the Council ultimately wishes to enter into this contract. Since a budget resolution would be needed to transfer funds from contingency, and as this cannot occur until after January 1st, it would be premature to take action on the proposed agreement at this point.

Recommendation

Staff recommends that the Council review and provide feedback on the attached contract. If Council desires, I'll then schedule review and consideration of the proposed agreement and related budget resolution for the January 3rd Finance, Budget & Personnel Committee meeting. A favorable recommendation could then go to the full Council on January 10th.

Marshfield, WI City Council
ATTIC Correctional Services, Inc.
Drug Court Case Management Services
Contract Agreement

This contract to provide Case Management Services, in Marshfield, in conjunction with the Wood County Drug Court Program is made and entered into by the Marshfield City Council and the contractor, ATTIC Correctional Services, Inc. at 601 Atlas Avenue, Madison, WI.

Services provided will be staff time only (including managerial and Case Manager travel expenses to Wisconsin Rapids for Drug Court attendance once a month), space, supplies (both office and Drug testing), computer, and use of office equipment shall be provided by Wood County.

Case Management time of 18 hours per week will be provided and include case management and drug testing for offenders admitted to the Wood County Drug Court Program. This person will be a Team member of the Wood County Drug Court Team and is accountable to the Team and is required to adhere to all agency and program policies and procedures related to agency, program and client information confidentiality. Duties will include, but may not be limited to: maintain data on all referrals, accepted or denied; disseminate/distribute by verbal communication and written correspondence case information on a regular and timely basis keeping Team members up to date on progress or lack of; complete intake and orientation; prepare service/treatment plan with input from Team members/treatment providers and client; maintain up to date case plan on each case; ensure that all required data is collected and tracked on client activity and program activity and entered in the Drug Court database; collect and send urine samples to be tested according to policy & procedures (maintain data on results); monitor program fees; establish the payment plan with the client; perform case collateral contacts on a regular basis and document findings; conduct and document face to face sessions with the client to address issues pertinent to AODA, health, leisure, family, parenting, anger management, transportation, child care, mental health, housing, criminality, education, employment, personal issues; prepare progress notes/discharge summaries as required; link participants to needed community resources.

In consideration of these premises the Marshfield City Council agrees to pay contractor the approximate sum of Twenty Two Thousand Dollars and No Cents (\$22,000.00). The actual sum to be paid however, will be One Thousand Eight Hundred Thirty-three Dollars and Thirty-three Cents (\$1833.33) per month of full programming. If less than one full month of programming is provided, the monthly rate will be pro-rated accordingly. This contract agreement will commence on January 1, 2017 and terminate on December 31, 2017.

ATTIC Correctional Services will submit billing to Marshfield City Council, Attn: City Clerk at 630 S Central Ave, Marshfield WI 54449, by the fifteenth (15th) of each month for services provided in the previous month. Marshfield City Council will may properly submitted contractor invoices within forty-five (45) days of receipt, providing services have been delivered and accepted as specified.

IN WITNESS WHEREOFF, the parties hereto have set their hands on the date herein named.

ATTIC Correctional Services, Inc.

Marshfield City Council

Date: _____

Date: _____

By: _____

By: _____

Karla Campion, West Central Area Supervisor