



CITY OF MARSHFIELD
MEETING NOTICE

FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING

TUESDAY, AUGUST 23, 2016

Room 108, City Hall Plaza

6:30 p.m.

1. Call to Order – Alanna Feddick, Chairperson
2. Citizen Comments
3. Consent Agenda
 - a) Approval of Minutes of August 2, 2016 meeting
 - b) Approve Bills and Payroll
 - c) Report of Personnel Actions
 - d) July 2016 Treasury Report

Recommended Action: Approve the Consent Agenda, as presented

4. Consideration of items removed from the consent agenda, if any
5. Request to recommend to Common Council approval of Budget Resolution No. 19-2016, transferring \$25,000 from the General Fund Contingency Budget to the General Fund Law Enforcement Budget, Heroin Prevention Project. Presented by Steve Barg, City Administrator

Recommended Action: Recommend to the Common Council approval of Budget Resolution No. 19-2016

6. Request to recommend to Common Council approval of Budget Resolution No. 20-2016, transferring \$10,000 from the General Fund Contingency Budget to the Taxi Service Budget to purchase a 4th rear-loading ADA minivan for the City's shared-ride taxi service. Presented by Keith Strey, Finance Director

Recommended Action: Recommend to the Common Council approval of Budget Resolution No. 20-2016

7. Request to recommend to Common Council approval of Budget Resolution No. 21-2016, transferring \$5,405 within the Deferred Revenue Law Enforcement Restitution Fund to the Protective Services Contractual Repair and Maintenance Fund for painting the police department's new armored rescue vehicle. Presented by Rick Gramza, Police Chief

Recommended Action: Recommend to the Common Council approval of Budget Resolution No. 21-2016

FINANCE, BUDGET AND PERSONNEL COMMITTEE
AUGUST 23, 2016

8. Request to authorize the Human Resources Manager/Assistant to the City Administrator to fill the position of Classification IV Laborer in the Street Division and any internal subsequent vacancies that may be created. Presented by Mike Winch, Street Division Superintendent

Recommended Action: Authorize Human Resources Manager/Assistant to the City Administrator to fill the position of Classification IV Laborer and any internal subsequent vacancies that may be created

9. Suggested items for future agendas
10. Adjourn

Posted this day, August 18, 2016 at 2:00 p.m. by Amy Krogman, Administrative Assistant III

NOTICE

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Deb M. Hall, City Clerk, at 630 South Central Avenue or by calling (715) 384-3636.

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF AUGUST 2, 2016

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

PRESENT: Alderpersons Alanna Feddick, Rebecca Spiros, Jason Zaleski and Peter Hendler.

ABSENT: None

RESIGNED: Alderperson Rich Reinart

ALSO PRESENT: Alderpersons Earl and Wagner, City Administrator Barg, Gordie Adler and City Personnel (Jennifer Rachu, Joan Spencer, Dan Knoeck, Eng Ng, Amy VanWyhe and Deb M. Hall)

Citizen Comments

None

FBP16-061 Motion by Hendler, second by Spiros to approve the items on the consent agenda:

1. Minutes of the June 21, 2016 meeting.
2. Bills in the amount of \$1,697,885.43, \$1,324,926.90 and \$772,111.40.
3. Report of Personnel Actions of August 2, 2016.
4. Monthly Position Control Report as of July 31, 2016.
5. June 2016 Treasury Report.

Motion carried

No items were removed from the consent agenda.

FBP16-062 Motion by Hendler, second by Spiros to recommend approval of Budget Resolution No. 16-2016 to the Common Council, transferring \$150,000 from the Room Tax Fund to the Wildwood-McMillan Connector Trail project.

Motion carried

FBP16-063 Motion by Zaleski, second by Spiros to recommend approval of Budget Resolution No. 17-2016 to the Common Council, transferring \$4,075 from within the K9 Fund to Protective Services Operating Supplies to purchase 500 stuffed animals to use as a fundraiser for the purchase of a K9 for the next retirement.

Motion carried

FBP16-064 Motion by Zaleski, second by Hendler to authorize staff to enter into an agreement with Assessment Technologies for the purchase, installation and conversion of the City's current assessing software to Market Drive for a total amount not to exceed \$53,962, and to recommend approval of Budget Resolution No. 18-2016 to the Common Council, transferring the necessary fund.

Motion carried

Discussion was held on the "Hold Time" for stray animals. Staff recommended that the current 7-day hold be continued for a period of one year, with re-evaluation sometime next summer.

FBP16-065 Motion by Feddick, second by Spiros to change the 7-day hold period for stray animals to 4-days. Nay – 1 (Hendler)

Motion carried

FBP16-066 Motion by Hendler, second by Zaleski to approve revised Police 3.380 – No Smoking or Tobacco Use.

Motion carried

FBP16-067 Motion by Zaleski, second by Spiros to approve revised Policy 3.525 – Family and Medical Leave.

Motion carried

FBP16-068 Motion by Spiros, second by Zaleski to go into closed session pursuant to Wisconsin Statutes 19.85 (1)(c) “Consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises control”.

- Employee merit compensation awards

Roll call vote, all ayes. (Time: 5:48 p.m.)

Motion carried

Present in closed session: Alderpersons Feddick, Spiros, Zaleski, Hendler, Earll and Wagner, City Administrator Barg and staff (Jennifer Rachu and Deb M. Hall).

FBP16-069 Motion by Spiros, second by Zaleski to return to open session. Roll call vote, all ayes. (Time: 6:21 p.m.)

Motion carried

FBP16-070 Motion by Hendler, second by Zaleski to approve twelve employee merit compensation awards in the amount of \$8,500.

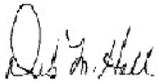
Motion carried

FUTURE AGENDA ITEMS

None

Motion by Spiros, second by Hendler to adjourn at 6:22 p.m.

Motion carried



Deb M. Hall
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **\$852,764.41 for the month of June and \$873,776.32 for the month of July** and General Expense Bills for **JULY, 2016** amounting to **\$2,124,577.27** be allowed paid and charged to their proper accounts.

Chairman

**CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL**

8/17/2016

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

Check #	Check Date	Vendor Name	Amount
88536	8/5/2016	TIM FREECK	\$2,850.00
88537	8/5/2016	ALLIANT ENERGY WP&L	\$35.29
88538	8/5/2016	AUBURNDALE YOUTH BASEBALL & SOFTBALL	\$25.00
88539	8/5/2016	CHARTER COMMUNICATIONS	\$99.11
88540	8/5/2016	EDC EDUCATIONAL SERVICES	\$680.58
88541	8/5/2016	FRONTIER	\$1,717.59
88542	8/5/2016	MARSHFIELD UTILITIES	\$46,588.62
88543	8/5/2016	NORTHEAST WI CHAPTER OF APA	\$450.00
88544	8/5/2016	TDS TELECOM	\$360.00
88545	8/5/2016	TELRITE CORPORATION	\$116.63
88546	8/5/2016	US CELLULAR	\$2,226.38
88547	8/5/2016	VERIZON WIRELESS	\$2,446.96
88548	8/5/2016	VIERBICHER ASSOCIATES	\$110.00
88549	8/5/2016	WE ENERGIES	\$3,222.63
88550	8/5/2016	WI PARK AND RECREATION ASSN	\$621.00
88551	8/5/2016	DONNA ZYGARLICHE	\$478.50
		TOTAL PREPAID BILLS PAID BY CHECK	\$62,028.29

ACH PAYMENTS

8/9/2016	DEPT OF WORKFORCE DEVELOPMENT	\$45.00
	TOTAL ACH PAYMENTS	\$45.00

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000006235	8/17/2016	5 ALARM FIRE & SAFETY EQUIPMNT	\$1,200.00
EFT000000006236	8/17/2016	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$9.18
EFT000000006237	8/17/2016	AIR COMMUNICATIONS OF CENTRAL	\$118.00
EFT000000006238	8/17/2016	ARAMARK UNIFORM SERVICES	\$259.18
EFT000000006239	8/17/2016	ATHENS VETERINARY SERVICE INC	\$693.70
EFT000000006240	8/17/2016	AUDIO EDITIONS	\$8.00
EFT000000006241	8/17/2016	B & B LAWN CARE LLC	\$7,999.20
EFT000000006242	8/17/2016	BAUERNFEIND BUSINESS TECH	\$971.98
EFT000000006243	8/17/2016	BEAVER OF WISCONSIN INC	\$657.50
EFT000000006244	8/17/2016	LORI BELONGIA	\$1,414.36
EFT000000006245	8/17/2016	STEVE BINDER	\$225.00
EFT000000006246	8/17/2016	BOUND TREE MEDICAL, LLC	\$31.40
EFT000000006247	8/17/2016	STEVE BURNS	\$1,124.39
EFT000000006248	8/17/2016	CARQUEST AUTO PARTS	\$451.89
EFT000000006249	8/17/2016	TIMOTHY CASSIDY	\$384.64
EFT000000006250	8/17/2016	CDW GOVERNMENT INC	\$2,175.97
EFT000000006251	8/17/2016	CURRENT TECHNOLOGIES INC	\$480.00
EFT000000006252	8/17/2016	DALCO ENTERPRISES, INC.	\$1,213.64
EFT000000006253	8/17/2016	AMANDA DUER	\$6.21
EFT000000006254	8/17/2016	ELECTION SYSTEMS & SOFTWARE	\$56.43
EFT000000006255	8/17/2016	KELLY ESKER	\$17.63
EFT000000006256	8/17/2016	FIRE & SAFETY EQUIPMENT IV INC	\$225.75

Check #	Check Date	Vendor Name	Amount
EFT000000006257	8/17/2016	GALE/CENGAGE LEARNING	\$147.62
EFT000000006258	8/17/2016	JODY GEURINK	\$298.53
EFT000000006259	8/17/2016	JOEL GOHAM	\$100.00
EFT000000006260	8/17/2016	GRANICUS INC	\$600.00
EFT000000006261	8/17/2016	HATCH BUILDING SUPPLY	\$42.75
EFT000000006262	8/17/2016	HEINZEN PRINTING INC	\$98.00
EFT000000006263	8/17/2016	INGRAM LIBRARY SERVICES INC	\$15.70
EFT000000006264	8/17/2016	DAN KNOECK	\$83.64
EFT000000006265	8/17/2016	LAWSON PRODUCTS INC	\$89.09
EFT000000006266	8/17/2016	DANIEL LEONARD	\$71.21
EFT000000006267	8/17/2016	MCMASTER-CARR	\$296.53
EFT000000006268	8/17/2016	MERKEL COMPANY INC	\$138,572.00
EFT000000006269	8/17/2016	MIDWEST TAPE	\$222.83
EFT000000006270	8/17/2016	JOSH MILLER	\$44.82
EFT000000006271	8/17/2016	MISSISSIPPI WELDERS	\$143.90
EFT000000006272	8/17/2016	MSA PROFESSIONAL SERVICES INC	\$5,208.11
EFT000000006273	8/17/2016	NATIONAL ELEVATOR INSPECTION	\$89.00
EFT000000006274	8/17/2016	NIEHAUS/PATRICK	\$53.80
EFT000000006275	8/17/2016	NORTH CENTRAL LABORATORIES	\$529.95
EFT000000006276	8/17/2016	POMP'S TIRE SERVICE INC	\$656.21
EFT000000006277	8/17/2016	POWER PAC INC	\$1,138.09
EFT000000006278	8/17/2016	PROQUEST LLC	\$154.50
EFT000000006279	8/17/2016	QUALITY DOOR AND HARDWARE	\$451.50
EFT000000006280	8/17/2016	REIGEL PLUMBING & HEATING INC	\$40.42
EFT000000006281	8/17/2016	ROCK OIL REFINING INC	\$50.00
EFT000000006282	8/17/2016	SAMUEL SON & CO INC	\$262.60
EFT000000006283	8/17/2016	PHIL SCHMIDT	\$21.07
EFT000000006284	8/17/2016	SHERWIN WILLIAMS COMPANY	\$224.53
EFT000000006285	8/17/2016	SITEONE LANDSCAPE SUPPLY	\$1,722.94
EFT000000006286	8/17/2016	SOLUTIONZ LLC	\$3,090.00
EFT000000006287	8/17/2016	STRATFORD SIGN COMPANY LLC	\$160.00
EFT000000006288	8/17/2016	TRI-MEDIA LLC	\$3,520.00
EFT000000006289	8/17/2016	TOM TURCHI	\$83.64
EFT000000006290	8/17/2016	LOCATE HOLDINGS INC	\$2,997.50
EFT000000006291	8/17/2016	V & H AUTOMOTIVE MARSHFIELD	\$547.39
EFT000000006292	8/17/2016	V & H INC	\$3,709.28
EFT000000006293	8/17/2016	EMILY VINCENT	\$12.15
EFT000000006294	8/17/2016	JAMES BENSON	\$100.00
EFT000000006295	8/17/2016	TROY WEILAND	\$25.20
EFT000000006296	8/17/2016	ERIK WESTMAN	\$436.20
EFT000000006297	8/17/2016	WOOD CO TREASURER	\$1,500.42
EFT000000006298	8/17/2016	WOOD COUNTY MAINTENANCE DEPARTMENT	\$10.00
EFT000000006299	8/17/2016	BALTUS OIL COMPANY INC	\$15,258.62
EFT000000006300	8/17/2016	CENTRAL STATE SUPPLY CORP	\$6,450.30
EFT000000006301	8/17/2016	POMP'S TIRE SERVICE INC	\$1,401.41
		TOTAL CURRENT BILLS PAID BY EFT	\$210,455.50
CURRENT BILLS PAID BY CHECK			
88552	8/11/2016	SECURIAN FINANCIAL GROUP, INC.	\$5,774.74
88553	8/11/2016	SECURITY HEALTH PLAN	\$223,369.91
88554	8/17/2016	ABLE DISTRIBUTING	\$397.80
88555	8/17/2016	ABR EMPLOYMENTSERVICES	\$552.00
88556	8/17/2016	TIM FREECK	\$1,375.00

Check #	Check Date	Vendor Name	Amount
88557	8/17/2016	ALTMANN CONSTRUCTION CO INC	\$30,000.00
88558	8/17/2016	AMERICAN ASPHALT OF WI	\$420,039.60
88559	8/17/2016	AMERICAN FENCE COMPANY	\$1,000.00
88560	8/17/2016	APA MN ADMINISTRATORS	\$310.00
88561	8/17/2016	APPLELAND LAW ENFORCMENT	\$986.00
88562	8/17/2016	DOROTHY ASCHEBROOK	\$100.00
88563	8/17/2016	ASSOCIATED SERVICE CENTER	\$610.32
88564	8/17/2016	AUSTAD & SON INC.	\$10,564.00
88565	8/17/2016	AYRES ASSOCIATES INC	\$17,109.00
88566	8/17/2016	KERI BADERTSCHER	\$100.00
88567	8/17/2016	BADGER FIRE INSPECTIONS, LLC	\$2,404.80
88568	8/17/2016	BAKER AND TAYLOR INC	\$4,312.83
88569	8/17/2016	BAY STEEL & FABRICATION LLC	\$152.41
88570	8/17/2016	BESTIMATE LLC	\$385.00
88571	8/17/2016	THE BOSON COMPANY INC	\$124,495.59
88572	8/17/2016	I BRANDL INC	\$469.00
88573	8/17/2016	BROOKS TRACTOR INC	\$1,956.28
88574	8/17/2016	CAL'S PLUMBING SERVICE LLC	\$949.50
88575	8/17/2016	CALABRESE ACCOUNTING & MNGT LLC	\$4,437.39
88576	8/17/2016	CELLEBRITE USA, INC.	\$3,850.00
88577	8/17/2016	CENTRAL WI LANDSCAPING LLC	\$38,790.40
88578	8/17/2016	CENTRAL WI LAWN CARE & SEAL COATING LLC	\$1,670.00
88579	8/17/2016	STAN CHARRON	\$100.00
88580	8/17/2016	CHARTER COMMUNICATIONS	\$195.99
88581	8/17/2016	STEVE FUEHRER	\$580.00
88582	8/17/2016	Commercial Interiors	\$40,608.00
88583	8/17/2016	CON COR COMPANY INC	\$43.07
88584	8/17/2016	CONSTRUCTION SUPPLY INC	\$4,046.00
88585	8/17/2016	CORROSION CONTROL CONSULTANTS & LABS	\$54.00
88586	8/17/2016	COUNTY MATERIALS CORPORATION	\$12,303.75
88587	8/17/2016	CTL COMPANY INC	\$375.99
88588	8/17/2016	BETTY DELSARTE	\$100.00
88589	8/17/2016	DEPT OF WORKFORCE DEVELOPMENT	\$417.29
88590	8/17/2016	DIRECT NETWORKS INC	\$176.53
88591	8/17/2016	DISCOUNT SCHOOL SUPPLY	\$166.24
88592	8/17/2016	DISPLAYS2GO	\$1,601.77
88593	8/17/2016	EARTH INC	\$290,755.00
88594	8/17/2016	EAU CLAIRE COUNTY CLERK OF COURTS	\$6.80
88595	8/17/2016	EBE MASONRY LLC	\$6,997.50
88596	8/17/2016	ELECTRIC SCIENTIFIC	\$1,940.00
88597	8/17/2016	ENVIROTECH EQUIPMENT CO INC	\$196.00
88598	8/17/2016	FARRELL EQUIP & SUPPLY CO INC	\$69.99
88599	8/17/2016	FASTENAL COMPANY	\$1,322.75
88600	8/17/2016	FEDERAL EXPRESS	\$177.51
88601	8/17/2016	FESTIVAL FOODS	\$87.51
88602	8/17/2016	DONNA FOLLEN	\$100.00
88603	8/17/2016	NICOLE FORST	\$25.00
88604	8/17/2016	FRONTIER	\$532.34
88605	8/17/2016	GEGARE PURCHASING	\$39,785.00
88606	8/17/2016	GEGARE TILE INC	\$36,439.15
88607	8/17/2016	GENERAL FARM SUPPLY INC	\$134.25
88608	8/17/2016	GLACIER CANYON LODGE	\$574.00
88609	8/17/2016	JIM GOOD	\$32.00

Check #	Check Date	Vendor Name	Amount
88610	8/17/2016	H & S PROTECTION SYSTEMS INC	\$138.55
88611	8/17/2016	HILLER'S HARDWARE INC	\$960.59
88612	8/17/2016	HORST DISTRIBUTING INC	\$173.78
88613	8/17/2016	INFORMATION TODAY INC	\$292.03
88614	8/17/2016	JAKE'S QUALITY REPAIR LLC	\$389.36
88615	8/17/2016	JEFFERSON FIRE AND SAFETY INC	\$695.00
88616	8/17/2016	E O JOHNSON COMPANY	\$197.00
88617	8/17/2016	E O JOHNSON COMPANY	\$162.51
88618	8/17/2016	K & C CLEANING LLC	\$350.00
88619	8/17/2016	KNIGHTS OF COLUMBUS	\$100.00
88620	8/17/2016	LEADER TELEGRAM	\$231.42
88621	8/17/2016	LEAGUE OF WI MUNICIPALITIES	\$310.00
88622	8/17/2016	LEGEND DATA SYSTEMS, INC.	\$17.33
88623	8/17/2016	LINDA LINZMEIER	\$100.00
88624	8/17/2016	MAIN STREET PHOTO & STUDIO	\$67.50
88625	8/17/2016	MALLS4U, LLC	\$250,000.00
88626	8/17/2016	MARLING DOORS & HARDWARE	\$1,050.00
88627	8/17/2016	MARSHFIELD BUYERS GUIDE	\$74.00
88628	8/17/2016	MARSHFIELD CLINIC	\$213.30
88629	8/17/2016	MARSHFIELD COUNTRY CLUB	\$3,774.00
88630	8/17/2016	MARSHFIELD UTILITIES	\$21,698.52
88631	8/17/2016	MARSHFIELD VET SERVICE	\$245.58
88632	8/17/2016	MAURER ROOFING INC	\$1,500.00
88633	8/17/2016	MENARDS	\$1,112.14
88634	8/17/2016	RON MEYERS AND SON LLC	\$256.00
88635	8/17/2016	MICHAEL MEYERS	\$88.00
88636	8/17/2016	MID WISCONSIN SUPPLY, LLC	\$1,791.88
88637	8/17/2016	MID-STATE EQUIPMENT	\$69.38
88638	8/17/2016	MIDWEST CONSTRUCTION MATERIALS	\$945.00
88639	8/17/2016	MILESTONE MATERIALS	\$416.75
88640	8/17/2016	MINNESOTA LIFE INSURANCE CO	\$646.80
88641	8/17/2016	MOORE MEDICAL CORP	\$273.19
88642	8/17/2016	ELAINE MORSE	\$100.00
88643	8/17/2016	NAPA AUTO PARTS	\$735.71
88644	8/17/2016	NATIONAL FIRE SPRINKLER ASSOC	\$85.00
88645	8/17/2016	NASRO	\$520.00
88646	8/17/2016	KEN NEUMANN	\$100.00
88647	8/17/2016	LISA PANNHOFF	\$87.34
88648	8/17/2016	NORTHERN LAKE SERVICE INC	\$92.50
88649	8/17/2016	OMNI GLASS & PAINT INC	\$9,500.00
88650	8/17/2016	RANDY PATASKA	\$35.63
88651	8/17/2016	JEAN ZYGARLICHE	\$270.00
88652	8/17/2016	EUGENE PERLOCK	\$190.50
88653	8/17/2016	PRECISE MRM LLC	\$40.00
88654	8/17/2016	PRINCE CORPORATION	\$2,377.92
88655	8/17/2016	PROVISION PARTNERS	\$852.10
88656	8/17/2016	QUALITY ROOFING INC	\$7,671.39
88657	8/17/2016	CHARLES RESS	\$100.00
88658	8/17/2016	RODENTPRO	\$1,510.25
88659	8/17/2016	RUNNING INC	\$37,756.21
88660	8/17/2016	SCHALOWS NURSERY, INC.	\$225.00
88661	8/17/2016	SCOTTY'S PIZZA	\$96.70
88662	8/17/2016	SECURITY OVERHEAD DOOR INC	\$4,900.00

Check #	Check Date	Vendor Name	Amount
88663	8/17/2016	SIMPLEX GRINNELL LP	\$580.00
88664	8/17/2016	SPEE-DEE DELIVERY SERVICE INC	\$55.76
88665	8/17/2016	SPRING GREEN LAWN	\$1,169.00
88666	8/17/2016	ST VINCENT DE PAUL	\$50.00
88667	8/17/2016	STORAGE SYSTEMS MIDWEST INC	\$59,858.00
88668	8/17/2016	TAPCO	\$269.54
88669	8/17/2016	TEAM SPORTING GOODS INC	\$243.00
88670	8/17/2016	TORQMAXX LLC	\$84.00
88671	8/17/2016	TOTAL ENERGY SYSTEMS LLC	\$1,276.62
88672	8/17/2016	TRANSUNION RISK AND ALTERNATIVE	\$25.00
88673	8/17/2016	TRIERWEILER CONSTRUCTION	\$32,675.99
88674	8/17/2016	TRAVIS LINDEKUGEL	\$1,512.50
88675	8/17/2016	UNIFIRST CORPORATION	\$360.94
88676	8/17/2016	THE UNIFORM SHOPPE	\$30.00
88677	8/17/2016	UNITED MAILING SERVICE INC	\$938.05
88678	8/17/2016	UNIVERSITY COMMISSION	\$2,191.50
88679	8/17/2016	US CELLULAR	\$320.50
88680	8/17/2016	US PUBLIC SAFETY GROUP INC.	\$84.95
88681	8/17/2016	USA BLUE BOOK	\$572.35
88682	8/17/2016	CHRIS VIAU	\$54.43
88683	8/17/2016	VIKING ELECTRIC SUPPLY INC	\$26,782.38
88684	8/17/2016	WEBSTER'S ULTIMATE PERFORMANCE	\$249.00
88685	8/17/2016	WEED WARRIOR L.L.C.	\$402.50
88686	8/17/2016	BEVERLY WEIGEL	\$25.00
88687	8/17/2016	WEILER ENTERPRISES	\$63.00
88688	8/17/2016	WEILER TRANSPORTATION LLC	\$496.74
88689	8/17/2016	ERLAN R. WENZEL	\$140.00
88690	8/17/2016	WEPAK-N-SHIP	\$39.56
88691	8/17/2016	WACCI - NORTH	\$20.00
88692	8/17/2016	WI DEPT OF JUSTICE	\$1,179.50
88693	8/17/2016	STATE OF WISCONSIN	\$50.00
88694	8/17/2016	WI HISTORICAL SOCIETY	\$100.00
88695	8/17/2016	WI STATE JOURNAL	\$365.92
88696	8/17/2016	WisDOT	\$95.00
88697	8/17/2016	WOLFGRAM GAMOKE AND HUTCHINSON	\$11,429.39
88698	8/17/2016	WOOD COUNTY REGISTER OF DEEDS	\$270.00
88699	8/17/2016	JOSEPH WORZELLA	\$22.00
88700	8/17/2016	WVOA	\$90.00
88701	8/17/2016	ZIMMERMAN ARCHITECTURAL STUDIOS	\$15,685.00
88702	8/17/2016	DONNA ZYGARLICHE	\$500.50
		TOTAL CURRENT BILLS PAID BY CHECK	\$1,852,048.48
		TOTAL PREPAID BILLS	\$62,028.29
		TOTAL ACH PAYMENTS	\$45.00
		TOTAL CURRENT BILLS	\$2,062,503.98
		GRAND TOTAL	<u>\$2,124,577.27</u>

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF AUGUST 16, 2016

<u>NAME</u>	<u>POSITION/DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
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HIRED

Tyler Hines	Firefighter/Paramedic Fire & Rescue Department	July 11, 2016
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RETIREMENT:

None

Resignation

Scott Schlei	Police Officer Police Department	July 30, 2016
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Promotion

None

**COMPLETION OF
PROBATIONARY
PERIOD**

Zachary Miller	Firefighter/Paramedic Fire & Rescue Department	July 20, 2016
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TREASURY REPORT

July 2016

	July	June
GENERAL CITY		
PREVIOUS BANK BALANCES (CASH):		
Bonds -----	6,510.00	
Citizens State Bank -----	1,116,413.89	
TOTAL PREVIOUS CASH BALANCE:	\$1,122,923.89	\$816,023.21
RECEIPTS:		
Citizens State Bank -----	3,924,579.69	
Citizens State Bank Interest -----	963.84	
L-T Investment Interest Rec -----		
Tax collection -----		
TOTAL CASH RECEIPTS:	\$3,925,543.53	\$3,882,318.22
DISBURSEMENTS:		
Citizens State Bank -----	399,446.58	
TOTAL CASH DISBURSEMENTS:	\$399,446.58	\$3,575,417.53
GENERAL CITY BOOK BALANCE (CASH): (Previous Balance + Receipt - Disbrsmnts.)	\$4,649,020.84	\$1,122,923.90
GENERAL CITY INVESTMENTS:		
Securities Investments (Long Term) -----	2,000,000.00	
Securities Investments (Short Term) -----	2,991,649.44	
SIST Int rate/earning 0.00% -----	0.00	
Local Government Investment Pool (LGIP) -----	8,966,725.01	
LGIP Int rate/earning 0.42% -----	3,109.38	
	\$13,961,483.83	\$14,991,592.76
TOTAL GENERAL CITY CASH & INVESTMENTS -----	\$18,610,504.67	\$16,114,516.66
MARSHFIELD UTILITIES		
Citizens Bank Previous Bal. -----	2,909,098.04	
Citizens Bank Utility Receipt -----	4,617,640.80	
Citizens Bank Utility Disburs -----	4,842,020.34	
MU BOOK BALANCE:	\$2,684,718.50	\$2,909,098.04
MU INVESTMENTS: -----	\$21,032,901.37	\$21,249,087.09
TOTAL MU CASH & INVESTMENTS: -----	\$23,717,619.87	\$24,158,185.13
TOTAL BOOK BALANCE (CASH): (Marshfield Utilities Balance + General Balance)	\$7,333,739.34	\$4,032,021.94
RECAPITULATION BANK REPORT		
Bonds -----	6,510.00	
Citizens Bank Mfid Utilities -----	2,998,736.76	
Citizens Bank General City -----	1,336,929.82	
TOTAL BANK BALANCE:	4,342,176.58	
(OUTSTANDING CHECKS)	608,437.24	
TOTAL BANK BALANCE (CASH):	\$3,733,739.34	\$4,032,021.94
CASH ON HAND :	\$100.00	\$100.00
TOTAL INVESTMENTS:	\$34,994,385.20	\$36,240,679.85
TOTAL CASH & INVESTMENTS:	\$42,328,124.54	\$40,272,701.79

Submitted by: 
 Amy VanWyke
 Accounting Manager



City of Marshfield Memorandum

DATE: August 10, 2016
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Request to approve Budget Resolution No. 19-2016 (heroin prevention)

Background

For your review and consideration, I have attached the 2016-2017 workplan prepared and now being executed by the Marshfield Clinic Research Foundation and Marshfield Area Coalition for Youth as part of their continuing efforts to fight prescription drug abuse and heroin use in our community. (An update on this effort was given at the June 28th Council meeting.) The City's 2016 budget includes \$25,000 in contingency funds that could be allocated for this purpose, if the Committee and Council find the request to be acceptable. In requesting these monies, staff has been advised that this should carry them through the balance of 2016 and all of 2017, and they won't be requesting 2017 City budget funding.

Recommendation

Staff recommends that the FBP Committee recommend that the Council approve Budget Resolution No. 19-2016, transferring \$25,000 from the contingency budget for this use.

Concurrence:

A handwritten signature in black ink that reads "Keith R. Strey".

Keith Strey, Finance Director

BUDGET RESOLUTION NO. 19-2016

A resolution changing the 2016 budget of the City of Marshfield, Wisconsin.

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

1. That the sum of \$25,000 is hereby transferred from the General Fund, Contingency Budget, a/c # 1015156008.080000 to the General Fund, Law Enforcement Budget, Heroin Prevention Project, a/c # 1015211020.200003.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
Mayor

APPROVED _____
Attest – Deputy City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 19-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency	\$	25,000
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TRANSFERRED TO:

General Fund Law Enforcement, Heroin Prevention Project, a/c# 1015211020.200003:

1. 57250 – Grants/Donations	\$	25,000
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* * * * *



August 21, 2015

Opioid (Prescription Drug Abuse and Heroin Use) Public Awareness campaign

This is a request for continuation funding is being submitted by Marshfield Clinic Center for Community Outreach (CCO) on behalf of Marshfield Area Coalition for Youth (MACY) to sustain efforts related to substance abuse prevention, specifically prescription drug abuse and heroin use in Marshfield.

CCO partners with Clinic centers and community coalitions to support community health improvement processes and plans. This work reflects Marshfield Clinic’s broad concept of health care, which includes looking beyond Clinic walls at medical and non-medical issues that can have a significant effect on quality of life for all residents of a community. CCO supports evidence-based strategies that address health priorities identified by Wisconsin’s health plan, “Healthiest Wisconsin 2010: A Partnership Plan to Improve the Health of the Public.”

Formed in 1990, MACY strives to reduce and prevent underage drinking and prescription drug abuse and eliminate heroin use. MACY consists of seven committees overseen by a Steering Committee. Efforts are supported by Marshfield Clinic Center for Community Outreach staff and over 100 coalition members representing over 30 organizations in Marshfield.

Formed in January 2015, MACY’s Drug Task Force (DTF) is responsible for a comprehensive work plan. Duties include: developing a universal opioid prescriber healthcare policy, supporting the utilization of the Wisconsin Prescription Drug Monitoring Program, coordinating at least four prescription drug take-back events, supporting advertisement and maintenance of the permanent prescription drug drop box, creating a treatment and recovery resource handout, enhancing law enforcement efforts, creating a public awareness campaign, among others.

MACY is seeking support from the City of Marshfield specifically for the Opioid Public Awareness Campaign. Marshfield Clinic Marketing and Communications will work closely with MACY and CCO to ensure proper branding and media coordination with campaign materials.

Progress to date

Since inception, MACY’s DTF continues to meet at least twice a month. Contributing partners include:

Partners	Contribution (January 1 – August 13, 2015)
ATTIC Correctional Services/Wood County Adult Treatment Drug Court	\$250 (staff time)
Central Wisconsin State Fair	\$270 (booth)
Marshfield Area Columbus Catholic Schools	\$354.24 (staff time)
Marshfield Clinic Center for Community Outreach	\$14,985.00 (staff time)
Marshfield Municipal Court	\$7,000 (staff time)
Marshfield School District	\$1,400 (staff time)
Marshfield Police Department	\$1552.19 (staff time)
Wal-Mart Asset Protection	\$198 (staff time)
Wisconsin Department of Corrections/Probation and Parole	\$300 (staff time)
TOTAL	\$26,309.43

From January – June 2015, MACY researched and developed a Prescription Drug and Heroin Survey. The Survey was conducted in July 2015 in an effort to gauge the community's perception of prescription drug abuse and heroin use in Marshfield.

Highlights:

- In 1.5 weeks, 438 people completed the electronic survey.
- The community feels illicit prescription drug and heroin use is a problem in Marshfield with 81.7% responding illicit prescription drug use and 82.4% responding heroin use is a moderate or serious problem in Marshfield.
- 70.5% and 70.0% responded they are moderately or extremely concerned about effects of illicit drug and heroin use respectively (e.g., increase in crime and violence in Marshfield, health effects of using illicit prescription drugs or heroin use, legal implications for individual if they are caught and easy access to illicit prescription drugs or heroin).
- A full report will be available in September 2015.

Future Outcomes

The Survey results also indicate there is a need for continued education regarding prescription drug abuse and heroin use. 77.5% of participants stated additional education on prescription drug and heroin use would have some impact or be useful to them. The most useful communication tools indicated were:

- 1) **Social media** (i.e., Facebook, Twitter)
- 2) **Law enforcement updates**
- 3) **Community events/presentations**
- 4) There were also substantial requests to involve **youth** in the campaign and additional school initiatives

Based on this feedback, MACY will focus efforts on building a work plan to develop more social media, provide regular law enforcement updates, develop a speaker's bureau of DTF/community partners to provide presentations to the community and engage with the private and public schools in development of public awareness materials. The youth project will be modeled after a successful project from Colorado.

In July 2015, several MACY members attended the annual Wisconsin Drug Endangered Children Conference and learned about Adams County Youth Initiative, a group from Colorado, who built a successful prescription drug abuse and heroin use campaign by utilizing classroom projects that included public service announcements, flyers, etc. Youth presented campaign ideas annually to a panel of community members for the last four years. Adams County Youth Initiative saw a significant change in Youth Risk Behavior Survey (YRBS) results, where illicit prescription drug and heroin use was trending in a positive direction. This indicates there is a direct correlation between youth program implementation and decrease in youth illicit prescription drug and heroin use.

Based on these results, the public awareness and education Year 2 work plan is provided below:

Goal: To reduce prescription drug abuse and heroin use in Marshfield through a public awareness campaign (January 1, 2016 - December 31, 2017).

Activity	Who is responsible?	Timeline	Short-Term Outcomes	Long-Term Outcomes	Budget
Collaborate with Marshfield area schools to support Creative Concepts	DTF, MC	Ongoing	At least 2 school representatives and 10 youth collaborate	Decreased past 30 days misuse of painkillers from 5.8% to 3%	-
Conduct Year 2 Prescription Drug and Heroin Survey	DTF, MC	July - August 2016	At least 400 people complete the survey		\$2,280
Develop and maintain digital marketing <ul style="list-style-type: none"> • Radio • Public Service Announcement 	DTF, MC	January 1, 2016 – December, 2017	At least 1 radio ad and Public Service Announcement aired	Increased perception of harm of using prescription drug not prescribed to them from 91.2% to 95%	\$23,657
Develop and maintain social media Campaign <ul style="list-style-type: none"> • Facebook • Twitter 	DTF, MC, Youth	January 1, 2016 – December, 2017	Social media strategy developed, Facebook page and Twitter page maintained		
Update print materials <ul style="list-style-type: none"> • Brochures • Flyers • Yard Signs, etc. 	DTF, MC, Youth	January 1, 2016 – December, 2017	Marketing materials (brochures, flyers, yard signs, etc.) created for public awareness campaign		
Conduct presentations	DTF, MC, Youth, Speakers Bureau Volunteers	Ongoing	At least 10 DTF/community partners trained to give presentation; At least 30 presentations conducted	Decreased past 30 days use of heroin from 1.9% to 0.5%	\$150
Provide law enforcement updates	MPD	January 1, 2016 – December, 2017	At least 12 briefs are provided to community	Increased perception of harm of using illicit drugs from 93% to 96% (Source: Marshfield YRBS)	
Distribute materials	DTF	Ongoing	At least 5,000 public awareness campaign materials distributed	Decreased community perception of 81.7% to 70% responding illicit prescription drug use and 82.4% to 70% responding heroin use is a moderate or serious problem in Marshfield (Source: Prescription Drug and Heroin Survey)	-
TOTAL					\$26,087

The intention of this work plan is to implement the prescription drug abuse and heroin use campaign from May 2015 – April 2020. Based on research and prior campaigns undertaken by MACY, we know that prevention efforts take approximately five to seven years to make change.



City of Marshfield Memorandum

TO: Finance, Budget & Personnel Committee
FROM: Keith R. Strey, Finance Director
DATE: August 9, 2016
RE: Budget Resolution No. 20-2016

Background

As part of the Common Council adopted 2016 budget, the City planned to purchase 3 Rear-loading ADA Mini-vans to replace 3 Ford Crown Victoria cars in the City's taxi vehicle replacement plan. Staff submitted the annual Section 5311 Capital Assistance Grant with WI DOT to fund 80% of the cost for these budgeted replacement vehicles.

Analysis

Earlier this year, the City was notified that the approved 2016 Capital Assistance Grant award only funded 1 of the three requested vehicles due to limited funding for vehicles system wide. In follow up discussion with WI DOT staff, they identified and confirmed remaining funds are available from prior year capital grants that the City of Marshfield could utilize to purchase all 3 vehicles planned for 2016. Additionally, WI DOT confirmed that funds were also available from prior year grants to substantially fund a 4th vehicle if the City of Marshfield was able to come up with \$7,000 of additional local share to cover the shortfall of available grant funds from the normal 80% capital assistance amount.

Simply stated, to purchase a 4th vehicle in 2016, the City of Marshfield would pay \$13,260 of the \$31,300 cost if the City was able to fund the additional \$7,000. \$6,260 of local share funds are already available as approved in previous budgets for the unused grant awards. If the City chooses to move forward with this purchase, it means the Capital Assistance grant would fund 57.6% (\$18,040) of a 4th vehicle. If the City elected not to do this, the funds would be lost as they are required under the grant program to be committed for use by 9/22/16 as they are primarily from the 2014 grant program.

Staff recommends transferring \$10,000 from General Fund Contingency to cover the \$7,000 grant funding shortfall for a 4th vehicle and \$3,000 for registration fees/installation of a radio systems and other miscellaneous costs to place all 4 new vehicles in service. This recommendation is made for two primary reasons. First, it leverages available grant funds to the maximum extent possible to minimize City cost to purchase this equipment for the shared-ride taxi service. Second, it would allow the City to complete the process of updating the City owned fleet of 13 vehicles for this service to be 100% ADA accessible through replacement of

the last 4 Ford Crown Victoria cars, all with more than 135,000 miles on them as of May 2016.

The attached Budget Resolution No. 20-2016 was prepared with this staff recommendation in mind. If approved by the Common Council, purchase of these vehicles will be made through the State of WI HSV contract to ensure grant procurement requirements are met.

Staff Recommendation

Recommend approval Budget Resolution 20-2016 to the Common Council transferring \$10,000 from General Fund Contingency to the Shared-ride Taxi budget to purchase a 4th Rear-loading ADA Minivan.

Concurrence:



Steve Barg, City Administrator

BUDGET RESOLUTION NO. 20-2016

A resolution changing the 2016 budget of the City of Marshfield, Wisconsin.

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

1. That the net sum of \$10,000 is hereby transferred from the General Fund, Contingency Budget, a/c #1015156008.080000 to the Taxi Service Budget, a/c #2205352234.340000.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
Mayor

APPROVED _____
Attest – Deputy City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 20-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund, a/c# 1015900008.080220:

1. 59220220 – Transfer to Special Revenue Fund \$ 10,000

General Fund, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency 10,000

TRANSFERRED TO:

Taxi System Fund, a/c# 2204900008.080101:

1. 49210 – Transfer from General Fund \$ 10,000

Taxi System Fund, a/c# 2205352234.340000:

1. 58100 – Automotive Equipment 10,000

* * * * *

Marshfield Police Department Memorandum

Date: 08/10/2016

To: Police and Fire Commission, Finance, Budget, and Personnel Committee, & Marshfield Common Council

From: Police Chief Rick Gramza

Ref: Budget Resolution #21 -2016 Painting of Armored Rescue Vehicle

History:

The City of Marshfield was very fortunate to obtain an Armored Rescue Vehicle from the Department of Defense for use in High Risk Situations where safety and security of residents and visitors of the City of Marshfield is in jeopardy. There is a need to professionally paint this vehicle to better blend to the domestic safety operations performed in the City of Marshfield.

Analysis:

Three bids were solicited from various community businesses willing and able to paint this vehicle. Of those bids, V&H Heavy Truck offered the lowest bid, at \$5405. Other bids were from Mid-State Truck for \$5630 and Kuyoth of Stratford at \$6070.

This budget resolution was approved by the Marshfield Police and Fire Commission on 8/11/2016.

Recommendation:

I recommend that the budget resolution be passed allowing for the transfer of \$5405 within the Deferred Revenue Law Enforcement Restitution 206.26680 to Protective Services Contractual Repair and Maintenance 206.52110.20.52500.

Concurrence:



Steven Barg, City Administrator



Keith Strey, City Finance Director

BUDGET RESOLUTION NO. 21-2016

A resolution changing the 2016 budget of the City of Marshfield, Wisconsin.

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

1. That the sum of \$5,405 is hereby transferred from the Protective Services Special Revenue Fund Public Charges, a/c#2064600020.200000 to the Protective Services Special Revenue Fund Law Enforcement Budget, a/c#2065211020.200000.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____

Mayor

APPROVED _____

Attest – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 21-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

1. Protective Services Fund Public Charges Revenue, a/c #2064600020.200000:
 - a. 46210 – Law Enforcement Fees \$ 5,405

TRANSFERRED TO:

1. Protective Services Fund Law Enforcement, a/c# 2065211020.200000:
 - a. 52500 – Repair & Maintenance \$ 5,405

* * * * *



To: Alanna Feddick, Chairperson, Finance, Budget and Personnel Committee
Members, Finance, Budget and Personnel Committee
From: Mike Winch, Street Superintendent
R.E.: Request to fill "Classification IV" Street Division position
Date: August 12, 2016

Background

With the upcoming retirement of a street division employee on September 1, 2016, we are looking to fill the position immediately. The position of Classification IV will become open and I strongly feel that through cross training staff when filling in for vacations and sick time the most qualified candidate would be to promote from within. By promoting from within not only does this give employees a chance to better themselves but we have an employee who is familiar with our equipment, Marshfield streets and the work environment. Safety, quality of work and production are all concerns at the Street Division and by promoting current employees that are cross trained in more responsible roles these values are carried on in a more rapid time frame.

Analysis

Employees with the Street Division are required to perform all duties as assigned to them, regardless of their classification. Typically employees with more experience are assigned to operate the more sophisticated and complicated equipment in our fleet, but when we interview and hire new employees we look for and require a higher level of past employment experiences so even new employees can be placed into whatever position or piece of equipment we need them in on any given day or situation. All employees are involved in and are an integral part of all of our construction and maintenance projects and programs as it relates to streets and sewers, snow and ice control and removal, forestry operations, and all other duties as assigned.

Staffing levels within the Street Division had remained constant from 1991 to 2003 at 31 union employees. From May of 2003 to October 2007 this number was reduced to 27 as per Common Council directive which equates to a 13% reduction. To date, the City's maintenance responsibility for streets and alleys has increased from 117 miles in 1991 to 159 miles in 2014 which is a 26% increase. This increase in street mileage has occurred due to the addition of Veteran's Parkway, the related frontage streets, subdivision development, industrial park expansion and the acquisition of additional lane miles from the Township of Cameron and Wood County Highway Department. As noted above staffing levels have been reduced by 13% and maintenance responsibilities have increased by 26%.

Snow and Ice Control

During 1999-2000 winter season, phase one snow and ice removal took approximately five (5) hours to complete. During 2001-2002 it took six (6) hours and the 2002-2003 season took seven (7) hours. With the loss of four (4) Street Division positions from 2003-2007 and the addition of 26% more miles of streets the 2013-2014 phase one snow and ice removal operations, when fully staffed now take

ten(10) to eleven (11) hours to complete depending on the severity of the storm. This does not include any snow or ice removal for city owned sidewalks which have now become phase II operation due to staffing limitations. This shows a substantial reduction in the level of service provided for snow and ice operations due to the past staff reductions and the increasing street infrastructure.

An additional impact on the decrease in service levels as it relates to snow and ice removal is the effect it has on emergency services, specifically fire and rescue and police. When responding to calls any increased plowing and deicing times adversely hamper these two departments from reaching their destinations in a timely manner. Citizens, as well as businesses, are also impacted for the same reason. Also as the time required to complete snow and ice removal operations increases so does the likelihood of additional traffic related accidents.

Street Construction and Maintenance

The primary tasks under this category include the preparation of concrete streets for asphalt overlays, asphalt street reconstructions (mill-in-place) and all general street maintenance activities. Specifically, this position performs concrete removal, concrete placement, street reconstruction and maintenance. This Classification IV position is a necessary component to accomplish the reconstruction of streets within the city.

Storm Sewer and Sanitary Sewer Construction and Maintenance

The primary tasks under this category include storm sewer and sanitary sewer main repairs and replacement, storm water inlet replacement, manhole repairs and replacement, storm water management issues that need to be addressed prior to the application of new asphalt surface and all functions related to the repair and replacement of the storm water system infrastructure and storm sewer cleaning. Also, as part of the City's WI DNR storm water permit, this position is involved in removing debris from storm water inlets.

Forestry Operations

The City's urban forest is an asset to the community and the maintenance of the existing forest, including the Emerald Ash Borer (EAB) plan and program improvements (tree planting) falls upon the Street Division. The annual maintenance that is required is a critical operation due to not only the liability to the city if not completed but also the longevity of the trees planted each year. Time allocated to Street Division staff to complete urban forestry maintenance varies from year to year due to weather conditions. During years when we are required to do more snow and ice removal operation, which reduces our opportunities to fulfill all forestry operations, we must complete at a minimum hazard tree removals, which typically takes all available staff.

Other Duties as Assigned but are not limited to:

- ❖ Landscaping activities
- ❖ Asphalt Patching
- ❖ Building and Grounds Maintenance
- ❖ Special Event Set-up and Removal
- ❖ Traffic accident debris removal

❖ Emergency response

As noted above, the level of service for Phase I snow removal has been eroded due to the increase in the Cities street infrastructure and past reductions to Street Division staff. In past citizen surveys, snow removal received relatively high marks. If this position were to go unfilled, the service levels would continue to decrease, not only in the snow and ice removal operations but also street and sewer construction and maintenance activities and all other related Street Division functions. The refilling of this position is absolutely essential based on past staff reductions and the effect that these reductions have had on service levels to this point. Finally, from a broader perspective, as staffing levels are reduced, our ability to respond is also reduced. Whether it is a minor event like a tree branch in the street or clean up after a vehicle accident or a significant event like a wind storm or localized flooding, the available resources are spread thinner with every position not refilled. This becomes more than just a service level reduction issue it becomes a public safety issue as well.

In Conclusion:

While Street Division maintenance responsibilities have expanded, due to increased street miles, which include snow and ice removal, and general street maintenance, the construction and reconstruction aspect of our asphalt overlay and mill-in-place street program has increased due to Common Council directive, we have not requested additional staffing. We have been able to continue existing service levels as well as complete the additional workloads by using innovative methods and upgrading our fleet of equipment, but we are at a point where we have reached the apex of our operations with the staff that we have. That is why it is absolutely critical that we at least maintain current staffing levels, thus the request to fill the vacant position.

Recommendation

I recommend that the Finance, Budget and Personnel Committee authorize the Street Division to fill the vacancy of Classification IV position through internal process and authorize the Human Resource Manager/Assistant to the City Administrator to fill any internal subsequent vacancies caused by promotions within.

If you have any questions in advance of the meeting, please feel free to contact me.

Thank you.

Concurrence:



Steve Barg, City Administrator



Daniel G Knoeck, Director of Public Works