



CITY OF MARSHFIELD

# MEETING NOTICE

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**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
TUESDAY, JANUARY 17, 2017  
Common Council Chambers, City Hall Plaza  
5:30 p.m.**

1. Call to Order – Alanna Feddick, Chairperson

2. Citizen Comments

3. Consent Agenda

- a) Approval of Minutes of January 3, 2017 meeting
- b) Approve Bills and Payroll
- c) Report of Personnel Actions
- d) Treasurer's Reports

Recommended Action: Approve the Consent Agenda, as presented

4. Consideration of items removed from the consent agenda, if any

5. Authorize the Human Resources Manager/Assistant to the City Administrator to submit the Commercial Building Inspector job description to Carlson-Dettmann for consideration of possible compensation adjustment, and to allow the process to fill the position, and any internal subsequent vacancies that may be created, to begin immediately. Presented by Jason Angell, Director of Development Services

Recommended Action: Authorize the Human Resources Manager/Assistant to the City Administrator to take all of the actions noted above

6. Authorize the Human Resources Manager/Assistant to the City Administrator to begin the process to fill the vacant Civil Engineer I position within the Engineering Division. Presented by Tom Turchi, City Engineer

Recommended Action: Authorize the filling of the Civil Engineer I position

7. Request to approve Memorandum of Understanding (MOU) with Wood County for drug court services to be provided in Marshfield. Presented by Steve Barg

Recommended Action: Approve the MOU

8. Discuss opportunities/ideas to improve communication with citizens and increase civic engagement. Presented by Steve Barg, City Administrator

Recommended Action: None, for information only

FINANCE, BUDGET AND PERSONNEL COMMITTEE

January 17, 2017

9. Adjourn to closed session under Wisconsin Statutes Chapter 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session"
  - City Hall Leases
10. Reconvene in Open Session
11. Action on matter discussed in closed session, if appropriate
12. Suggested items for future agendas
13. Adjourn

Posted this day, January 13, 2017 at 11:30 a.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) 384-3636.*

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF JANUARY 3, 2017**

Meeting called to order by Chairperson Feddick at 6:00 p.m., in the Common Council Chambers, City Hall Plaza.

**PRESENT:** Alderpersons Alanna Feddick, Jason Zaleski, Tom Witzel, and Peter Hendler

**ABSENT:** Alderperson Rebecca Spiros

**ALSO PRESENT:** Alderpersons Earll, Buttke, Jockheck and Wagner, City Administrator Barg, media and City Personnel (Jennifer Rachu, Keith Strey, Jason Angell, Tom Turchi and Deb M. Hall)

**Citizen Comments**

None

**FBP17-001** Motion by Witzel, second by Zaleski to approve the items on the consent agenda:

1. Minutes of the December 20, 2016 meeting.
2. Bills in the amount of \$523,226.26
3. Report of Personnel Actions of January 3, 2017.
4. Monthly Position Control Report as of December 31, 2016.

**Motion carried**

No items were removed from the consent agenda.

**FBP17-002** Motion by Hendler, second by Zaleski to recommend approval of Budget Resolution No. 01-2017, transferring \$22,000 from the General Fund Contingency Budget to the General Fund Drug Court Program Budget for extension of Wood County Drug Court to provide services within the City of Marshfield.

**Motion carried**

The discussion regarding the merit pay plan proposal for the Marshfield Police Department was held over until the January 17<sup>th</sup> meeting.

**FBP17-003** Motion by Hendler, second by Zaleski to approve submitting the position description for the Administrative Assistant (.5 FTE) in the City Clerk's office for review, and authorize developing a cost analysis for Committee Review.

**Motion carried**

**FBP17-004** Motion by Zaleski, second by Feddick to approve the amended Joint Municipal Court Agreement.

**Motion carried**

**FBP17-005** Motion by Hendler, second by Zaleski to approve the appointment of Pat Kilty as Acting Building Inspector, effective January 8, 2017, and approve the temporary pay rate adjustment.

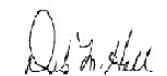
**Motion carried**

**FUTURE AGENDA ITEMS**

Communication Ideas (staff person, internship, etc.)

Motion by Hendler, second by Zaleski to adjourn at 6:14 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 **\$960,516.24** and General Expense Bills for **DECEMBER, 2016** amounting to **\$1,026,154.47** be allowed paid and charged to their proper accounts.

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Chairman

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

**PREPAIDS**

**PREPAID BILLS PAID BY CHECK**

| Check # | Check Date | Vendor Name                              | Amount              |
|---------|------------|--|---------------------|
| 89922   | 12/28/2016 | DELTA DENTAL OF WISCONSIN                | \$12,284.76         |
| 89923   | 12/28/2016 | SECURITY HEALTH PLAN                     | \$239,584.76        |
| 89925   | 12/30/2016 | NVA FIDUCIARY TRUST FOR FSLI             | \$1,448.26          |
| 89926   | 1/4/2017   | AERO INSURANCE                           | \$3,100.00          |
| 89927   | 1/4/2017   | AMERICAN SOCIETY CIVIL ENGRS             | \$265.00            |
| 89928   | 1/4/2017   | ARISTA TEK INC                           | \$1,989.00          |
| 89929   | 1/4/2017   | FIRE ENGINEERING                         | \$21.00             |
| 89930   | 1/4/2017   | FRONTIER                                 | \$67.40             |
| 89931   | 1/4/2017   | GCS SOFTWARE                             | \$620.00            |
| 89932   | 1/4/2017   | INSTITUTE OF TRANSPORTATION ENGINEERS    | \$305.00            |
| 89933   | 1/4/2017   | JONES & BARTLETT LEARNING LLC            | \$2,641.00          |
| 89934   | 1/4/2017   | LEAGUE OF WI MUNICIPALITIES              | \$5,156.07          |
| 89935   | 1/4/2017   | NATIONWIDE TRUST COMPANY, FSB            | \$31,939.20         |
| 89936   | 1/4/2017   | NORTH CENTRAL FIRE CHIEFS ASSN           | \$35.00             |
| 89937   | 1/4/2017   | SIMPLEX GRINNELL LP                      | \$1,916.99          |
| 89938   | 1/4/2017   | TRIPLE R BUSINESS SERVICES, LLC          | \$4,694.61          |
| 89939   | 1/4/2017   | UNITRENDS INC                            | \$17,010.08         |
| 89940   | 1/4/2017   | WI FIRE SERVICE ADMINISTRATIVE           | \$55.00             |
| 89941   | 1/4/2017   | WI SOCIETY OF LAND SURVEYORS             | \$125.00            |
| 89942   | 1/4/2017   | WSFCA                                    | \$190.00            |
| 89943   | 1/4/2017   | WISCONSIN VETERINARY MEDICAL             | \$260.00            |
| 89944   | 1/4/2017   | WOOD COUNTY FIRE CHIEF'S ASSOC           | \$774.00            |
| 89945   | 1/6/2017   | CHARTER COMMUNICATIONS                   | \$106.44            |
| 89946   | 1/6/2017   | FRONTIER                                 | \$487.48            |
| 89947   | 1/6/2017   | MARSHFIELD UTILITIES                     | \$59,082.75         |
| 89948   | 1/6/2017   | TDS TELECOM                              | \$104.94            |
| 89949   | 1/6/2017   | TELRITE CORPORATION                      | \$30.13             |
| 89950   | 1/6/2017   | US CELLULAR                              | \$2,342.20          |
| 89951   | 1/6/2017   | VERIZON WIRELESS                         | \$1,591.12          |
| 89952   | 1/6/2017   | WE ENERGIES                              | \$34.22             |
| 89957   | 1/10/2017  | SECURIAN FINANCIAL GROUP, INC.           | \$5,467.77          |
| 89958   | 1/10/2017  | SECURITY HEALTH PLAN                     | \$236,537.14        |
|         |            | <b>TOTAL PREPAID BILLS PAID BY CHECK</b> | <b>\$630,266.32</b> |

**ACH PAYMENTS**

|          |                               |                |
|----------|-------------------------------|----------------|
| 1/6/2017 | DEPT OF WORKFORCE DEVELOPMENT | \$22.50        |
|          | <b>TOTAL ACH PAYMENTS</b>     | <b>\$22.50</b> |

**CURRENT BILLS**

**CURRENT BILLS PAID BY EFT**

|                 |           |                                       |             |
|-----------------|-----------|---------------------------------------|-------------|
| EFT000000006939 | 1/5/2017  | TRAVIS ESSER                          | \$700.00    |
| EFT000000006940 | 1/5/2017  | MARAWOOD REAL ESTATE 200 LLC          | \$3,072.30  |
| EFT000000006941 | 1/5/2017  | JOSH MAURITZ                          | \$266.00    |
| EFT000000006942 | 1/5/2017  | TRAVIS SHERDEN                        | \$700.00    |
| EFT000000006943 | 1/5/2017  | SVA CONSULTING LLC                    | \$1,800.00  |
| EFT000000006944 | 1/5/2017  | TELVENT DTN LLC                       | \$4,644.00  |
| EFT000000006945 | 1/5/2017  | TRI-MEDIA LLC                         | \$5,961.00  |
| EFT000000006948 | 1/18/2017 | ADVANCE AUTO PARTS FINANCIAL SERVICES | \$18.75     |
| EFT000000006949 | 1/18/2017 | AIR COMMUNICATIONS OF CENTRAL         | \$295.00    |
| EFT000000006950 | 1/18/2017 | ARAMARK UNIFORM SERVICES              | \$115.42    |
| EFT000000006951 | 1/18/2017 | BALTUS OIL COMPANY INC                | \$17,796.55 |
| EFT000000006952 | 1/18/2017 | BEAVER OF WISCONSIN INC               | \$321.25    |
| EFT000000006953 | 1/18/2017 | JEFFREY BECKER                        | \$150.00    |

| Check #         | Check Date | Vendor Name                            | Amount              |
|-----------------|------------|--|---------------------|
| EFT000000006954 | 1/18/2017  | BELCO VEHICLE SOLUTIONS LLC            | \$2,155.99          |
| EFT000000006955 | 1/18/2017  | BENDLIN FIRE EQUIPMENT CO INC          | \$5,514.52          |
| EFT000000006956 | 1/18/2017  | BENTLEY SYSTEMS INC                    | \$19,671.04         |
| EFT000000006957 | 1/18/2017  | BOUND TREE MEDICAL, LLC                | \$424.18            |
| EFT000000006958 | 1/18/2017  | TODD BRUHN                             | \$150.00            |
| EFT000000006959 | 1/18/2017  | CARQUEST AUTO PARTS                    | \$74.19             |
| EFT000000006960 | 1/18/2017  | KELLY CASSIDY                          | \$58.90             |
| EFT000000006961 | 1/18/2017  | CDW GOVERNMENT INC                     | \$335.94            |
| EFT000000006962 | 1/18/2017  | CENTRAL STATE SUPPLY CORP              | \$59.60             |
| EFT000000006963 | 1/18/2017  | CHARRON/JACOB                          | \$74.99             |
| EFT000000006964 | 1/18/2017  | MATT J CHURKEY                         | \$136.05            |
| EFT000000006965 | 1/18/2017  | CTL COMPANY INC                        | \$545.09            |
| EFT000000006966 | 1/18/2017  | DALCO ENTERPRISES, INC.                | \$1,440.77          |
| EFT000000006967 | 1/18/2017  | ROY DOLENS                             | \$30.68             |
| EFT000000006968 | 1/18/2017  | FREMONT INDUSTRIES, INC.               | \$5,805.50          |
| EFT000000006969 | 1/18/2017  | GALE/CENGAGE LEARNING                  | \$274.68            |
| EFT000000006970 | 1/18/2017  | RICHARD GRAMZA                         | \$251.40            |
| EFT000000006971 | 1/18/2017  | WILL GUENSBURG                         | \$12.54             |
| EFT000000006972 | 1/18/2017  | KEVIN HAMILL                           | \$357.52            |
| EFT000000006973 | 1/18/2017  | HD SUPPLY WATERWORKS LTD               | \$101.98            |
| EFT000000006974 | 1/18/2017  | INGRAM LIBRARY SERVICES INC            | \$25.69             |
| EFT000000006975 | 1/18/2017  | JOSH JOHNSON                           | \$50.55             |
| EFT000000006976 | 1/18/2017  | ERIK JONAS                             | \$2,088.90          |
| EFT000000006977 | 1/18/2017  | KAFKA DUSTBUSTER PLUS LLC              | \$5,680.00          |
| EFT000000006978 | 1/18/2017  | LANDON KRAMER                          | \$292.97            |
| EFT000000006979 | 1/18/2017  | DARREN LARSON                          | \$42.64             |
| EFT000000006980 | 1/18/2017  | MARSHFIELD AREA CHAMBER FOUNDATION     | \$16,238.29         |
| EFT000000006981 | 1/18/2017  | MERKEL COMPANY INC                     | \$2,980.48          |
| EFT000000006982 | 1/18/2017  | MIDWEST TAPE                           | \$390.77            |
| EFT000000006983 | 1/18/2017  | JOSH MILLER                            | \$49.84             |
| EFT000000006984 | 1/18/2017  | MISSISSIPPI WELDERS                    | \$122.78            |
| EFT000000006985 | 1/18/2017  | MONROE TRUCK EQUIPMENT                 | \$1,264.96          |
| EFT000000006986 | 1/18/2017  | MSA PROFESSIONAL SERVICES INC          | \$4,966.29          |
| EFT000000006987 | 1/18/2017  | PAUL NEEDHAM                           | \$40.37             |
| EFT000000006988 | 1/18/2017  | NELSON JAMESON INC                     | \$96.54             |
| EFT000000006989 | 1/18/2017  | NORTH CENTRAL LABORATORIES             | \$218.63            |
| EFT000000006990 | 1/18/2017  | RAY OHERRON CO INC                     | \$736.00            |
| EFT000000006991 | 1/18/2017  | SCOTT OWEN                             | \$70.50             |
| EFT000000006992 | 1/18/2017  | POMP'S TIRE SERVICE INC                | \$9,452.65          |
| EFT000000006993 | 1/18/2017  | POWER PAC INC                          | \$135.91            |
| EFT000000006994 | 1/18/2017  | REIGEL PLUMBING & HEATING INC          | \$15.97             |
| EFT000000006995 | 1/18/2017  | RIPP DISTRIBUTING COMPANY INC          | \$48.75             |
| EFT000000006996 | 1/18/2017  | SAFE FAST INC                          | \$350.14            |
| EFT000000006997 | 1/18/2017  | SAM SCHROEDER                          | \$55.62             |
| EFT000000006998 | 1/18/2017  | SOLUTIONZ LLC                          | \$14,649.20         |
| EFT000000006999 | 1/18/2017  | STAINLESS AND REPAIR INC               | \$1,559.39          |
| EFT000000007000 | 1/18/2017  | SUPERIOR CHEMICAL CORP                 | \$346.17            |
| EFT000000007001 | 1/18/2017  | V & H AUTOMOTIVE MARSHFIELD            | \$252.88            |
| EFT000000007002 | 1/18/2017  | JOSEPH VANDEN ELZEN                    | \$567.00            |
| EFT000000007003 | 1/18/2017  | DUANE WANTA                            | \$150.00            |
| EFT000000007004 | 1/18/2017  | JEFF WEINFURTNER                       | \$117.86            |
| EFT000000007005 | 1/18/2017  | ERIK WESTMAN                           | \$20.52             |
| EFT000000007006 | 1/18/2017  | WOOD CO HIGHWAY DEPARTMENT             | \$1,442.28          |
| EFT000000007007 | 1/18/2017  | ZORN COMPRESSOR & EQUIPMENT INC        | \$600.00            |
|                 |            | <b>TOTAL CURRENT BILLS PAID BY EFT</b> | <b>\$138,436.37</b> |

**CURRENT BILLS PAID BY CHECK**

|       |           |                  |            |
|-------|-----------|------------------|------------|
| 89959 | 1/18/2017 | A-1 FLOORING LLC | \$7,404.99 |
|-------|-----------|------------------|------------|

| Check # | Check Date | Vendor Name                               | Amount      |
|---------|------------|---|-------------|
| 89960   | 1/18/2017  | ABR EMPLOYMENTSERVICES                    | \$552.00    |
| 89961   | 1/18/2017  | ALTERNATE REGISTRATION PROGRAM            | \$1.00      |
| 89962   | 1/18/2017  | AMERIGAS-RUDOLPH                          | \$1,219.95  |
| 89963   | 1/18/2017  | APEX SOFTWARE                             | \$470.00    |
| 89964   | 1/18/2017  | APPLELAND LAW ENFORCMENT                  | \$3,758.60  |
| 89965   | 1/18/2017  | ARROW TERMINAL.COM VEHICLE & IND SUPPLIES | \$294.00    |
| 89966   | 1/18/2017  | ASSESSMENT TECHNOLOGIES, LLC              | \$553.86    |
| 89967   | 1/18/2017  | ASSOCIATED SERVICE CENTER                 | \$186.60    |
| 89968   | 1/18/2017  | BAKER AND TAYLOR CO-CONT ACCT             | \$93.05     |
| 89969   | 1/18/2017  | BAKER AND TAYLOR INC                      | \$184.14    |
| 89970   | 1/18/2017  | BAY STEEL & FABRICATION LLC               | \$11.52     |
| 89971   | 1/18/2017  | ALVIN A BORNTREGER                        | \$174.00    |
| 89972   | 1/18/2017  | THE BOSON COMPANY INC                     | \$24,879.97 |
| 89973   | 1/18/2017  | BROOKS TRACTOR INC                        | \$1,121.19  |
| 89974   | 1/18/2017  | BURT TROPHY & AWARDS INC                  | \$194.98    |
| 89975   | 1/18/2017  | BRENT & BONNIE CARTER                     | \$125.18    |
| 89976   | 1/18/2017  | CENTER POINT LARGE PRINT                  | \$142.79    |
| 89977   | 1/18/2017  | COMPASS MINERALS AMERICA                  | \$38,176.74 |
| 89978   | 1/18/2017  | COMPLETE CONTROL INC                      | \$1,405.47  |
| 89979   | 1/18/2017  | COMPLETE OFFICE OF WISCONSIN              | \$828.15    |
| 89980   | 1/18/2017  | CREATIVE PAINT & DECORATING               | \$1,192.04  |
| 89981   | 1/18/2017  | CUT-RATE BATTERIES, INC                   | \$369.00    |
| 89982   | 1/18/2017  | W S DARLEY & CO                           | \$139.21    |
| 89983   | 1/18/2017  | NICK DE NARDIS                            | \$638.60    |
| 89984   | 1/18/2017  | DEPT OF WORKFORCE DEVELOPMENT             | \$541.57    |
| 89985   | 1/18/2017  | DESIGN UNLIMITED                          | \$262.50    |
| 89986   | 1/18/2017  | DIRECT NETWORKS INC                       | \$16,533.00 |
| 89987   | 1/18/2017  | DUFFY'S AIRCRAFT SALES                    | \$5,163.55  |
| 89988   | 1/18/2017  | EVENTS ETC LLC                            | \$150.00    |
| 89989   | 1/18/2017  | FESTIVAL FOODS                            | \$121.71    |
| 89990   | 1/18/2017  | FIRE APPARATUS & EQUIP INC                | \$65.33     |
| 89991   | 1/18/2017  | GERARD FISCHER                            | \$99.54     |
| 89992   | 1/18/2017  | FORWARD FINANCIAL BANK                    | \$5,576.57  |
| 89993   | 1/18/2017  | FRONTIER                                  | \$861.82    |
| 89994   | 1/18/2017  | HILCO ROAD SUPPLIES                       | \$1,080.00  |
| 89995   | 1/18/2017  | HILLER'S HARDWARE INC                     | \$357.62    |
| 89996   | 1/18/2017  | ID NETWORKS INC                           | \$4,500.00  |
| 89997   | 1/18/2017  | INTEGRITY FIRE PROTECTION INC             | \$214.00    |
| 89998   | 1/18/2017  | JEFFERSON FIRE AND SAFETY INC             | \$172.00    |
| 89999   | 1/18/2017  | JFTCO, INC                                | \$432.76    |
| 90000   | 1/18/2017  | E O JOHNSON COMPANY                       | \$210.17    |
| 90001   | 1/18/2017  | E O JOHNSON COMPANY                       | \$268.35    |
| 90002   | 1/18/2017  | K & C CLEANING LLC                        | \$350.00    |
| 90003   | 1/18/2017  | DIANE KNOLL                               | \$100.00    |
| 90004   | 1/18/2017  | KOHS MACHINE SHOP                         | \$14.10     |
| 90005   | 1/18/2017  | MACF-CULTURAL FAIR                        | \$30.00     |
| 90006   | 1/18/2017  | CITY OF MADISON                           | \$75.00     |
| 90007   | 1/18/2017  | MAGNET FORENSICS                          | \$999.00    |
| 90008   | 1/18/2017  | MAIN STREET PHOTO & STUDIO                | \$281.38    |
| 90009   | 1/18/2017  | MARATHON COUNTY TREASURER                 | \$205.60    |
| 90010   | 1/18/2017  | MARAWOOD CONSTRUCTION SERVICES, INC.      | \$72.50     |
| 90011   | 1/18/2017  | MARSHFIELD AREA CHAMBER                   | \$30.00     |
| 90012   | 1/18/2017  | MARSHFIELD AREA CHAMBER                   | \$35.00     |
| 90013   | 1/18/2017  | MARSHFIELD AREA CHAMBER FOUNDATION        | \$115.00    |
| 90014   | 1/18/2017  | MARSHFIELD AREA PET SHELTER, INC          | \$574.00    |
| 90015   | 1/18/2017  | MARSHFIELD CLINIC                         | \$209.69    |
| 90016   | 1/18/2017  | MARSHFIELD GLASS LLC                      | \$250.00    |
| 90017   | 1/18/2017  | MARSHFIELD MALL                           | \$3,000.00  |

| Check # | Check Date | Vendor Name                                | Amount      |
|---------|------------|--|-------------|
| 90018   | 1/18/2017  | MARSHFIELD POLICE DEPT PETTY CASH          | \$51.60     |
| 90019   | 1/18/2017  | MAVO SYSTEMS                               | \$1,881.00  |
| 90020   | 1/18/2017  | MEDPRO MIDWEST GROUP                       | \$272.00    |
| 90021   | 1/18/2017  | MENARDS                                    | \$672.36    |
| 90022   | 1/18/2017  | MILESTONE MATERIALS                        | \$29,019.73 |
| 90023   | 1/18/2017  | MILWAUKEE RUBBER PRODUCTS                  | \$2,300.47  |
| 90024   | 1/18/2017  | MINNESOTA LIFE INSURANCE CO                | \$646.80    |
| 90025   | 1/18/2017  | MPPA LE SUPPLY                             | \$1,942.75  |
| 90026   | 1/18/2017  | NAPA AUTO PARTS                            | \$168.86    |
| 90027   | 1/18/2017  | NATIONAL RECREATION & PARK ASN             | \$235.00    |
| 90028   | 1/18/2017  | NORTH STAR ENVIRONMENTAL TESTING LLC       | \$1,680.00  |
| 90029   | 1/18/2017  | OFF THE WALL CUSTOM FRAMING                | \$549.60    |
| 90030   | 1/18/2017  | PIONEER PRODUCTS INC                       | \$322.85    |
| 90031   | 1/18/2017  | POLICE EXECUTIVE RESEARCH FORUM            | \$220.00    |
| 90032   | 1/18/2017  | PRECISE MRM LLC                            | \$32.64     |
| 90033   | 1/18/2017  | PREVEA HEALTH                              | \$342.50    |
| 90034   | 1/18/2017  | PROVISION PARTNERS                         | \$705.86    |
| 90035   | 1/18/2017  | PUBLIC ENGINES INC                         | \$5,899.00  |
| 90036   | 1/18/2017  | QTPOD PETROLEUM ON DEMAND                  | \$958.78    |
| 90037   | 1/18/2017  | TRISTA M REDDY                             | \$170.29    |
| 90038   | 1/18/2017  | JENNIFER ROBIN                             | \$100.00    |
| 90039   | 1/18/2017  | RUNNING INC                                | \$28,639.42 |
| 90040   | 1/18/2017  | SCAFFIDI TRUCK CENTER                      | \$634.10    |
| 90041   | 1/18/2017  | SECURITY HEALTH PLAN                       | \$224.76    |
| 90042   | 1/18/2017  | SECURITY HEALTH PLAN                       | \$166.47    |
| 90043   | 1/18/2017  | SECURITY HEALTH PLAN                       | \$200.00    |
| 90044   | 1/18/2017  | SECURITY OVERHEAD DOOR INC                 | \$3,382.00  |
| 90045   | 1/18/2017  | SEILER INSTRUMENT & MFG CO INC             | \$214.00    |
| 90046   | 1/18/2017  | SHOPKO STORES OPERATING CO., LLC           | \$27.41     |
| 90047   | 1/18/2017  | SIMPLEX GRINNELL LP                        | \$1,401.17  |
| 90048   | 1/18/2017  | SUDA PLUMBING INC                          | \$492.84    |
| 90049   | 1/18/2017  | TASER INTERNATIONAL                        | \$2,427.50  |
| 90050   | 1/18/2017  | TEAM SPORTING GOODS INC                    | \$388.00    |
| 90051   | 1/18/2017  | TECHSOUP                                   | \$1,556.00  |
| 90052   | 1/18/2017  | TOTAL COMMERCIAL FITNESS, LLC              | \$190.00    |
| 90053   | 1/18/2017  | TRITECH SOFTWARE SYSTEMS INC               | \$3,867.55  |
| 90054   | 1/18/2017  | TRAVIS LINDEKUGEL                          | \$40.00     |
| 90055   | 1/18/2017  | UNIFIRST CORPORATION                       | \$190.50    |
| 90056   | 1/18/2017  | UNIFORMS PLUS                              | \$100.90    |
| 90057   | 1/18/2017  | UNIVERSITY COMMISSION                      | \$15,940.00 |
| 90058   | 1/18/2017  | UTILITY SALES AND SERVICE                  | \$2,325.46  |
| 90059   | 1/18/2017  | UW-GREEN BAY-OUTREACH GOVT CL204           | \$25.00     |
| 90060   | 1/18/2017  | JAMES & DEBORAH VARSHO                     | \$167.32    |
| 90061   | 1/18/2017  | FRANK JOSEPH VOGEL                         | \$351.12    |
| 90062   | 1/18/2017  | THE WALL STREET JOURNAL                    | \$395.88    |
| 90063   | 1/18/2017  | WE ENERGIES                                | \$490.25    |
| 90064   | 1/18/2017  | WELLS FARGO FINANCIAL LEASING              | \$165.11    |
| 90065   | 1/18/2017  | ERLAN R. WENZEL                            | \$150.00    |
| 90066   | 1/18/2017  | WEPAK-N-SHIP                               | \$22.29     |
| 90067   | 1/18/2017  | WISCONSIN CHIEFS OF POLICE ASSOCIATION INC | \$416.50    |
| 90068   | 1/18/2017  | WI DEPARTMENT OF JUSTICE                   | \$700.00    |
| 90069   | 1/18/2017  | WI LIBRARY ASSOCIATION                     | \$150.00    |
| 90070   | 1/18/2017  | WI LIBRARY ASSOCIATION                     | \$140.00    |
| 90071   | 1/18/2017  | WMCA                                       | \$130.00    |
| 90072   | 1/18/2017  | WI PARK AND RECREATION ASSN                | \$15,186.85 |
| 90073   | 1/18/2017  | WIRED BLUE LLC                             | \$600.00    |
| 90074   | 1/18/2017  | WISCONSIN ECONOMIC DEVELOPMENT ASSOCIATIC  | \$325.00    |
| 90075   | 1/18/2017  | WOOD COUNTY REGISTER OF DEEDS              | \$90.00     |

| Check # | Check Date | Vendor Name                              | Amount                       |
|---------|------------|--|------------------------------|
| 90076   | 1/18/2017  | WSFCA                                    | \$235.00                     |
| 90077   | 1/18/2017  | KRISANN ZUELKE                           | \$40.00                      |
|         |            | <b>TOTAL CURRENT BILLS PAID BY CHECK</b> | <b>\$257,429.28</b>          |
|         |            | <b>TOTAL PREPAID BILLS</b>               | <b>\$630,266.32</b>          |
|         |            | <b>TOTAL ACH PAYMENTS</b>                | <b>\$22.50</b>               |
|         |            | <b>TOTAL CURRENT BILLS</b>               | <b>\$395,865.65</b>          |
|         |            | <b>GRAND TOTAL</b>                       | <b><u>\$1,026,154.47</u></b> |

REPORT OF PERSONNEL ACTIONS  
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
OF JANUARY 17, 2017

| <u>NAME</u> | <u>POSITION/DEPARTMENT</u> | <u>EFFECTIVE DATE</u> |
|-------------|----------------------------|-----------------------|
|-------------|----------------------------|-----------------------|

**HIRED**

None

**RETIREMENT:**

|             |                                 |                  |
|-------------|---------------------------------|------------------|
| Jane Austin | Library Assistant II<br>Library | January 13, 2017 |
|-------------|---------------------------------|------------------|

**Resignation**

|               |                                 |                  |
|---------------|---------------------------------|------------------|
| Nathan Ulness | Civil Engineer I<br>Engineering | February 3, 2017 |
|---------------|---------------------------------|------------------|

**Promotion**

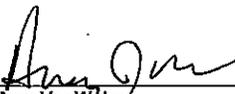
None

**COMPLETION OF  
PROBATIONARY  
PERIOD**

None

**TREASURY REPORT**  
December 2016

|  |  | December               | November               |
|--|--|------------------------|------------------------|
| <b>GENERAL CITY</b>                              |  |                        |                        |
| <b>PREVIOUS BANK BALANCES (CASH):</b>            |  |                        |                        |
| Bonds  | 6,510.00   |                        |                        |
| Citizens State Bank                              | 1,442,254.19                                     |                        |                        |
|  | <b>TOTAL PREVIOUS CASH BALANCE:</b>              | <b>\$1,448,764.19</b>  | <b>\$840,666.53</b>    |
| <b>RECEIPTS:</b>                                 |  |                        |                        |
| Citizens State Bank                              | 1,519,376.16                                     |                        |                        |
| Citizens State Bank Interest                     | 1,690.71   |                        |                        |
| L-T Investment Interest Rec                      |  |                        |                        |
| Tax collection                                   | 10,256,210.31                                    |                        |                        |
|  | <b>TOTAL CASH RECEIPTS:</b>                      | <b>\$11,777,277.17</b> | <b>\$8,515,091.25</b>  |
| <b>DISBURSEMENTS:</b>                            |  |                        |                        |
| Citizens State Bank                              | 9,007,300.06                                     |                        |                        |
|  | <b>TOTAL CASH DISBURSEMENTS:</b>                 | <b>\$9,007,300.06</b>  | <b>\$7,906,993.59</b>  |
| <b>GENERAL CITY BOOK BALANCE (CASH):</b>         | (Previous Balance + Receipt - Disbrsmnts.)       | <b>\$4,218,741.30</b>  | <b>\$1,448,764.19</b>  |
| <b>GENERAL CITY INVESTMENTS:</b>                 |  |                        |                        |
| Securities Investments (Long Term)               | 2,000,000.00                                     |                        |                        |
| Securities Investments (Short Term)              | 0.00   |                        |                        |
| SIST Int rate/earning 0.00%                      | 0.00   |                        |                        |
| Local Government Investment Pool (LGIP)          | 18,771,273.79                                    |                        |                        |
| LGIP Int rate/earning 0.45%                      | 6,152.01   |                        |                        |
|  |  | <b>\$20,777,425.80</b> | <b>\$17,184,230.80</b> |
| <b>TOTAL GENERAL CITY CASH &amp; INVESTMENTS</b> |  | <b>\$24,996,167.10</b> | <b>\$18,632,994.99</b> |
| <b>MARSHFIELD UTILITIES</b>                      |  |                        |                        |
| Citizens Bank Previous Bal.                      | 2,553,502.29                                     |                        |                        |
| Citizens Bank Utility Receipt                    | 4,411,475.55                                     |                        |                        |
| Citizens Bank Utility Disburs                    | 4,218,803.40                                     |                        |                        |
| <b>MU BOOK BALANCE:</b>                          |  | <b>\$2,746,174.44</b>  | <b>\$2,553,502.29</b>  |
| <b>MU INVESTMENTS:</b>                           |  | <b>\$17,129,559.82</b> | <b>\$17,122,812.40</b> |
| <b>TOTAL MU CASH &amp; INVESTMENTS:</b>          |  | <b>\$19,875,734.26</b> | <b>\$19,676,314.69</b> |
| <b>TOTAL BOOK BALANCE (CASH):</b>                | (Marshfield Utilities Balance + General Balance) | <b>\$6,964,915.74</b>  | <b>\$4,002,266.48</b>  |
| <b>RECAPITULATION BANK REPORT</b>                |  |                        |                        |
| Bonds  | 6,510.00   |                        |                        |
| Citizens Bank Mfld Utilities                     | 2,833,412.23                                     |                        |                        |
| Citizens Bank General City                       | 4,770,575.03                                     |                        |                        |
|  | <b>TOTAL BANK BALANCE:</b>                       | <b>7,610,497.26</b>    |                        |
|  | <b>(OUTSTANDING CHECKS)</b>                      | <b>645,581.52</b>      |                        |
| <b>TOTAL BANK BALANCE (CASH):</b>                |  | <b>\$6,964,915.74</b>  | <b>\$4,002,266.48</b>  |
| <b>CASH ON HAND :</b>                            |  | <b>\$100.00</b>        | <b>\$100.00</b>        |
| <b>TOTAL INVESTMENTS:</b>                        |  | <b>\$37,906,985.62</b> | <b>\$34,307,043.20</b> |
| <b>TOTAL CASH &amp; INVESTMENTS:</b>             |  | <b>\$44,871,901.36</b> | <b>\$38,309,309.68</b> |

Submitted by:   
Amy VanWye  
Accounting Manager



# City of Marshfield Memorandum

---

TO: Finance, Budget and Personnel Committee  
FROM: Jason Angell, Director of Development Services  
DATE: January 17, 2017

RE: Commercial Building Inspector

## **Background**

At the January 3, 2017 meeting, the Finance, Budget and Personnel Committee were informed of the recent retirement of our former Building Inspector/Project Manager. It was at this meeting that the Committee appointed Pat Kilty Interim Building Inspector, with the understanding that staff would be taking time to evaluate options on how to fill the position.

## **Analysis**

Since the January 3<sup>rd</sup> meeting, staff has taken the time to evaluate the duties of the position and how the position should be structured in order to meet the needs of the construction industry we serve. After careful consideration, staff has decided to revise the job description and retitle the position as Commercial Building Inspector. The main change that was made to the job description was the removal of all responsibilities related to facilities management.

Attached is a copy of both the redlined and clean copy of the revised job description. Please note that this revised job description has not yet been submitted to Carlson-Dettman for them to consider a possible adjustment in compensation for the position. However, to help expedite the process, staff is asking that the Committee allow staff to begin advertising for the position immediately, while Carlson-Dettman is doing their evaluation. This request is largely based upon the fact that staff is certain that the pay will not be adjusted up from its current compensation grade – M. The other important aspect is timing. Our goal is to be at full staff by the time construction season kicks into high gear.

In relation to the compensation, once Carlson-Dettman has completed their evaluation of the position, staff will come back to the Committee at the February 7<sup>th</sup> meeting to request their approval to slot the position. This will allow the salary range to be set prior to interviews being conducted for the position.

The elimination of the facility management references within the position should not be construed as there isn't a need for someone to handle these duties. The fact is that these duties were included in the previous job description because of the previous

employee had extensive knowledge of City Hall Plaza and the maintenance requirements that went along with it. With the plan to move City Hall in the near future, staff is continuing to look at how best to shape the facilities management requirements so that it is more encompassing of all City owned facilities and not just City Hall. Once staff has finished evaluating how best to handle facilities management, a plan will be brought forward and presented to the Committee for their consideration.

**Staff Recommendation**

Authorize the Human Resources Manager/Assistant to the City Administrator to submit the Commercial Building Inspector job description to Carlson-Dettman for consideration of a possible compensation adjustment. And to allow the process to fill the position, and any internal subsequent vacancies that may be created, to begin immediately.



**JOB TITLE:** Commercial Building Inspector/~~Project Manager~~  
**DEPARTMENT:** Development Services  
**SUPERVISOR:** Development Services Director  
**COMPENSATION GRADE:** M

**JOB SUMMARY**

The Commercial Building Inspector provides building inspection services and all necessary documentation for all buildings in the City; Assures code compliance to provide safe and sanitary buildings; Conducts code enforcement inspections under various municipal codes relating to public peace and good order and miscellaneous nuisances. ~~This position coordinates with the Facilities Coordinator on building maintenance, and assists the Public Works Director with capital project planning for City Hall Plaza.~~—This position requires strong interpersonal skills, customer service mentality, and problem solving ability serving both internal and external customers.

**JOB DESCRIPTION**

| Task No. | Description   | Frequency                 |
|----------|---|---------------------------|
| 1.       | Issues permits, conducts plan reviews and building code inspections based on local and state codes to provide safe and sanitary residential and non-residential property.   | <del>48</del> <u>55</u> % |
| 2.       | Oversees and conducts various nuisance code inspections to ensure public peace and order. Documents complaints; views problem properties; issues orders for correction; follow-up with inspections when the compliance date is due; issues follow-up letters and/or citations as needed; and works with the Municipal Court and the City Attorney for gaining compliance as needed. Provides and implements a systematic approach to identifying nuisance properties and abatement of these issues. | <del>40</del> <u>15</u> % |
| 3.       | Conducts and participates in training seminars and meetings with Fire Department, Department of Commerce, personnel, and local contractors and developers to promote professional development and public awareness of safety and health rules.  | 5%                        |
| 4.       | Provides phone and walk-in coverage for Building Services office when <del>Administrative Assistant II is out of the office or is already</del>   | <del>2</del> <u>10</u> %  |

|     |  |     |
|-----|--|-----|
|     | <del>assisting other customers as needed.</del> Answers customer questions and helps citizens' complete appropriate forms all in an effort to provide outstanding customer service.  |     |
| 5.  | <del>Participates in annual Operation and Maintenance budget and Capital Improvement Budget for City Hall Plaza; Conducts periodic reviews during the budget year to accomplish goals at lowest cost.</del>  | 5%  |
| 6.  | <del>Works with the Facilities Maintenance Coordinator regarding maintenance of City Hall Plaza. Oversees bidding of City Hall Plaza improvement projects and supervision of service contracts. Assists with developing preventive maintenance control programs for City Hall Plaza.</del>                           | 15% |
| 7.  | <del>Assists the Director of Public Works with the development of the a framework for a citywide facilities management function through outreach to various city departments, looking for opportunities to share resources, service contracts, maintenance functions, capital project planning and management.</del> | 10% |
| 5.  | <u>Assists other City Departments as needed with facility assessments and improvements.</u>  | 10% |
| 86. | Performs various other duties as necessary.  | 5%  |

## QUALIFICATIONS

### Education:

Associates degree in Engineering, Construction or related field is required. Equivalent combination of education and experience may be considered in lieu of formal education.

### Experience: with s

Six to nine years building inspection or construction experience is required. ~~Equivalent combination of education and experience may be considered in lieu of formal education.~~  
 Valid Wisconsin Class D driver's License required. Supervisory code enforcement experience in a municipality certified by the Department of Commerce for commercial building plan review and inspection preferred.

### Certifications:

State of Wisconsin Certificates are required for the following:

- a) Commercial Building Inspector-Construction
- b) Uniform Dwelling Code Inspector-Construction,
- c) Uniform Dwelling Code Inspector-HVAC,

### Other desired-Additional preferred qualifications/certifications:

- a) Uniform Dwelling Code Inspector-Plumbing (Or ability to obtain within twelve months of hire)
- b) Uniform Dwelling Code Inspector-Electrical (Or ability to obtain within twelve months of hire)

Skills:

~~Supervisory code enforcement experience in a municipality certified by the Department of Commerce for commercial building plan review and inspection preferred.~~ Ability to effectively communicate, delegate, follow-up, ~~and evaluate the work of subordinate personnel~~ and the ability to maintain effective communications and relationships hips with the general public is required.

1/~~2016~~2017





**JOB TITLE:** Commercial Building Inspector  
**DEPARTMENT:** Development Services  
**SUPERVISOR:** Development Services Director  
**COMPENSATION GRADE:** M

**JOB SUMMARY**

The Commercial Building Inspector provides building inspection services and all necessary documentation for all buildings in the City; Assures code compliance to provide safe and sanitary buildings; Conducts code enforcement inspections under various municipal codes relating to public peace and good order and miscellaneous nuisances. This position requires strong interpersonal skills, customer service mentality, and problem solving ability serving both internal and external customers.

**JOB DESCRIPTION**

| <b>Task No.</b> | <b>Description</b>  | <b>Frequency</b> |
|-----------------|---|------------------|
| 1.              | Issues permits, conducts plan reviews and building code inspections based on local and state codes to provide safe and sanitary residential and non-residential property.   | 55%              |
| 2.              | Oversees and conducts various nuisance code inspections to ensure public peace and order. Documents complaints; views problem properties; issues orders for correction; follow-up with inspections when the compliance date is due; issues follow-up letters and/or citations as needed; and works with the Municipal Court and the City Attorney for gaining compliance as needed. Provides and implements a systematic approach to identifying nuisance properties and abatement of these issues. | 15%              |
| 3.              | Conducts and participates in training seminars and meetings with Fire Department, Department of Commerce, personnel, and local contractors and developers to promote professional development and public awareness of safety and health rules.  | 5%               |
| 4.              | Provides phone and walk-in coverage for Building Services office when as needed. Answers customer questions and helps citizens' complete appropriate forms all in an effort to provide outstanding customer service.  | 10%              |

|    |  |     |
|----|--|-----|
| 5. | Assists other City Departments as needed with facility assessments and improvements. | 10% |
| 6. | Performs various other duties as necessary.  | 5%  |

**QUALIFICATIONS**

**Education:**

Associates degree in Engineering, Construction or related field is required. Equivalent combination of education and experience may be considered in lieu of formal education.

**Experience:**

Six to nine years building inspection or construction experience is required. Valid Wisconsin Class D driver's License required. Supervisory code enforcement experience in a municipality certified by the Department of Commerce for commercial building plan review and inspection preferred.

**Certifications:**

State of Wisconsin Certificates are required for the following:

- a) Commercial Building Inspector-Construction
- b) Uniform Dwelling Code Inspector-Construction,
- c) Uniform Dwelling Code Inspector-HVAC,

Additional preferred qualifications/certifications:

- a) Uniform Dwelling Code Inspector-Plumbing (Or ability to obtain within twelve months of hire)
- b) Uniform Dwelling Code Inspector-Electrical (Or ability to obtain within twelve months of hire)

**Skills:**

Ability to effectively communicate, delegate, follow-up and the ability to maintain effective communications and relationships with the general public is required.

**To:** Finance, Budget, and Personnel Committee  
**From:** Thomas Turchi, City Engineer  
**RE:** Request to fill vacancy in the Engineering Division due to a position resignation.  
**Date:** January 12, 2017

### **Background**

The staff of the Engineering Division of the Department of Public Works currently consists of City Engineer, Assistant City Engineer, Civil Engineer II, Civil Engineer I, and Engineering Technicians (2).

On Thursday, January 12<sup>th</sup>, 2017 Nate Ulness (Civil Engineer I) notified me that he has accepted another position and that his last day with the Engineering Division will be Friday, February 3<sup>rd</sup>, 2017. Nate has worked for the Engineering Division since April 20<sup>th</sup>, 2015.

The pay range for the Civil Engineer I is \$24.27/hour (minimum), \$26.24/hour (control point), \$29.52/hour (maximum).

### **Analysis**

Nate Ulness was hired when the position of City Surveyor was vacated by Kris Hawley in December of 2014. At that time I requested that the position be changed from a City Surveyor to a Civil Engineer I as responsibilities, needs and duties have changed within the Engineering Division.

With this recent vacancy within the Engineering Division I feel it would be in the City's best interest continue with an entry level Civil Engineering position thus maintaining the same number of FTE positions within the Engineering Division. One area we regularly struggle with is keeping up with completion of our design work ahead of our Street Division as well as our contracted projects. With the vacancy we are again left with only one Civil Engineer in the division, and while he is highly proficient in the utilization of design software, an entry level Civil Engineer will allow Engineering Division staff to keep pace with the design workload. An entry level Civil Engineer (Civil Engineer I) is expected to do street, storm sewer, water main and sanitary sewer design utilizing GeoPack design software. Re-hiring a Civil Engineer I would allow the Engineering Division the ability to complete design work in a more timely fashion which in many instances allows our larger projects to be bid earlier when competition for summer projects is greatest, thus providing more competitive bids and ultimately lower construction costs. Having multiple users fluent with our GeoPack design software will create safeguards and increase the efficiency of our design team.

This year we will receive new requirements for Storm Water Management which will be imposed upon our City. The city will be required to begin planning and design to meet the specific requirements to reduce the Total Maximum Daily Loads (TMDL) of Phosphorous from our community's stormwater runoff. These requirements of our community will supersede previous constraints put on hold by ACT 10. The new TMDL requirements for the Wisconsin River Watershed are being enacted by the Wisconsin DNR and the Environmental Protection Agency (EPA). Hiring a Civil Engineer I will aid in implementing, planning and design of the necessary physical improvements needed to meet the pending TMDL requirements.

Succession planning: A new buzzword in the operation of many successful organizations is 'succession planning'. This is the training, mentoring and growth of personnel within your own organization to become leaders as current staff progress towards retirement. Even though current Engineering Division staff may be a decade away from retirement it is in the City's best interest to continue planning for the future replacement of staff by mentoring and coaching new and existing employees.

The City of Marshfield and our infrastructure is growing and our existing infrastructure is aging. Since the position of City Surveyor was created in 1998 the city's infrastructure has grown as shown in the comparisons noted below:

|                     | <u>1998</u>   | <u>2014</u>  |                 |
|---------------------|---|--------------|-----------------|
| • Street Miles      | 116.88 MI   | 142.27 MI    | 22% Increase    |
| • Sanitary Sewer    | 125.13 MI   | 137.77 MI    | 10% Increase    |
| • Storm Sewer       | 62.69 MI  | 103.74 MI    | Increase        |
| ○                   | The specific percentage increase is not shown because in 2010 catch basin leads were added to the overall length of the storm sewer system.   |              |                 |
| • Storm water ponds | 5 ponds   | 83 ponds     | 1560% Increase. |
| ○                   | Note these include public and private ponds within the municipal limits. Since the implementation of MS4 stormwater permits issued by the DNR for Phase II communities stormwater ponds are required to not only contain the increased flows to predevelopment flows but are now required to clean the stormwater by reducing Total Suspended Solids (TSS). |              |                 |
| • CIP Public Works  | \$ 3,685,000  | \$ 5,286,000 | 43% Increase    |

Even though infrastructure has been growing and there continues to be an increase in CIP projects we have been able to hold and maintain operations within the Engineering Division without the addition of full time staff by use of consultants to fill the gap in staffing when needed. As we look forward, technology will continue to expand, projects will require more complex designs, the City will continue to grow in size and population and more restrictive environmental requirements will be placed upon communities. All of these items will require innovative ways to meet these increased demands with limited funding and resources, therefore, it will be even more important for the City to require higher levels of education as we look into the future and hire new employees.

There have been numerous discussions in the past about the utilization of consultants versus having staff on hand for the completion of projects within the Engineering Division. It has been demonstrated how communities such as Marshfield are more cost-effective by having

engineering staff on hand. When comparisons are done for an identical entry level Civil Engineer position of a consultant versus City staff you will find that it is typically 43% more costly to hire a consultant as 'in-house' engineering staff does not work for a profit. City staff has an intimate knowledge of our community and takes ownership in the projects they design and build because they themselves have to live with the final results. Please note that hiring a Civil Engineer I position will not completely eliminate the need for engineering consultants for specialty projects or to fill the gaps where numbers of projects exceed the quantity that can be completed by in-house staff.

Since Nate was approaching the mid-point of the salary there will be a minor saving by hiring another entry level Civil Engineer.

**Recommendation**

I recommend that the Finance, Budget, and Personnel Committee authorize the filling of a 'Civil Engineer I' position within the Engineering Division.

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Thomas R. Turchi', written in a cursive style.

Thomas R. Turchi, P.E., City Engineer

CITY OF MARSHFIELD  
 Position Cost Estimate

|  | <b>Civil<br/>Engineer 1</b> |                  |
|--|-----------------------------|------------------|
| 2017 Estimated Annual Base Wage:                 | \$                          | 51,168.00        |
| FICA - 7.65%:                                    |                             | 3,914.35         |
| Retirement (Employer) - 6.8%:                    |                             | 3,479.42         |
| Workers Compensation - 4.34%:                    |                             | 2,220.69         |
| Health Insurance (Family):                       |                             | 17,309.52        |
| Dental Insurance (Family):                       |                             | 1,482.36         |
| Life Insurance:                                  |                             | 37.00            |
| Post Employment Health Plan:                     |                             | 1,279.20         |
| <b>2017 Estimated Annual Wage &amp; Benefit:</b> | <b>\$</b>                   | <b>80,890.55</b> |
| <br>   |                             |                  |
| <b>Hourly Rate with Wage and Benefit</b>         | <b>\$</b>                   | <b>38.89</b>     |



# City of Marshfield Memorandum

---

DATE: January 13, 2017  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator  
RE: Memorandum of Understanding (MOU) – Wood County Drug Court

## **Background**

On January 10<sup>th</sup>, the Council approved Budget Resolution No. 01-2017 which transferred \$22,000 from the City's 2017 contingency budget to the drug court program budget. The next step in this process is now to enter into an MOU with Wood County for provision of these services (outlined in the attached document) by ATTIC Correctional Services, Inc. On January 17<sup>th</sup>, the Wood County Board is expected to authorize the appropriate county officials to execute the necessary agreements with ATTIC and the City of Marshfield.

## **Recommendation**

Staff recommends that the Committee recommend that the Council approve the attached MOU with Wood County to provide the outlined drug court services in Marshfield.

## Memorandum of Understanding

ATTIC Correctional Services, Inc. has an agreement with Wood County for provision of services related to Wood County's drug court program. A summary of services to be provided, including case management and drug testing, are detailed below:

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.

By signing this Memorandum of Understanding, the City of Marshfield hereby agrees to pay for the full cost of the services provided, as set forth above, for calendar year 2017. The maximum monthly payment is \$1,833.33. Wood County is responsible for overseeing the services provided by ATTIC Correctional Services, Inc., and for ensuring that ATTIC Correctional Services, Inc. fully complies with all program requirements and industry standards. This agreement may only be terminated for cause and upon notice such that Wood County is not responsible for paying for the above-described services of ATTIC Correctional Services, Inc. without reimbursement from the City of Marshfield therefore. This agreement expires on December 31, 2017; however, it may be extended by mutual agreement in writing of the parties.

\_\_\_\_\_  
Todd Wolf, Wood County Circuit Court Judge

\_\_\_\_\_  
Chris Meyer, Mayor, City of Marshfield

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# City of Marshfield Memorandum

---

DATE: January 13, 2017  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator  
RE: Improved 2-way communication with our citizens

## **Background**

This item is on the FBP Committee agenda at the request of Councilmember Zaleski, but the topic has been discussed at several meetings and in private discussions for some time. The concern is that the City isn't doing enough to communicate effectively with citizens, and as a result, the public is not as informed/educated as it could be, nor are our residents as engaged in their city government as we'd like to see. I agree with this assessment, but the challenge is to identify where we are falling short, and to develop/implement a plan of attack to address this issue.

## **Recommendation**

Staff recommends that the Committee provide input and ideas at Tuesday's meeting, after which we'll return with a proposed approach for review at the February 7<sup>th</sup> FBP meeting.