

Citizen's Service Guide

City of Marshfield 2014



MARSHFIELD

• *The City in the Center* •

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RESPONSIBILITY FOR STREETS

The Public Works Department is responsible for maintenance and repair of streets including traffic signals, signs, snow removal, storm sewer, street sweeping, patching, resurfacing and reconstruction. Maintenance needs can be reported to the Street Division by calling (715) 384-3606 between the hours of 7:00 AM and 4:00 PM, Monday through Friday.

Street lights are maintained by Marshfield Utilities. Street light outages can be reported to Marshfield Utilities by calling (715) 387-1195, extension 331.

General Parking Guidelines

- Parking lot jurisdiction resides with the Board of Public Works.
- Municipal code defines usage and permitting of all municipal parking lots.
- *From May 1st through October 31st* motor vehicles will be allowed to park as follows unless otherwise signed.
 - On ditched or unimproved streets: during odd calendar months (May, July, September), vehicles will be allowed to park on the odd (north and east) sides of the streets.
 - On even calendar months (June, August, October) vehicles will be allowed to park on the even (south and west) sides of the street. Parking on curbed streets and the bulb portion of cul-de-sac streets shall be allowed on both sides unless otherwise signed.
 - Trailers, boats, vehicles, or any vehicle accessory or attachment which is not self-propelled shall not be parked overnight (2:30 AM to 6:00 AM) on any city streets or municipal parking lot. Trailers, boats, vehicle accessories and/or attachments affixed to a motor vehicle, shall be subject to the restrictions within this section and limited to one forty-eight hour time period after which time, the trailer, vehicle, accessory or attachment must be removed.
- *From November 1st through April 30th.* All regulations as stated above shall apply with the following exceptions: No person shall park any vehicle on any street in the city between the hours of 2:30 AM and 6:00 AM except emergency vehicles and physicians on an emergency call.
- Parking is prohibited on all municipal lots between the hours of 1:00 AM and 6:00 AM of any day, and 2:00 AM and 6:00 AM of any daylight savings day, except as follows: Those spaces in each city-owned lot as designated by the board of public works if a permit has been issued for such spaces and those spaces in each city-owned lot as designated by the board of public works.
- No vehicle shall be parked on any public street or highway in the City of Marshfield during any snow emergency condition as declared by the Street Superintendent or his designee.
- Daytime and overnight parking permits are available for most municipal lots and can be purchased from the Police Department.

Handicapped Parking

As according to the City of Marshfield Municipal Code, the time limitations imposed by the City on parking in any street or highway zone or parking lot, whether owned or leased by the City, of one-half hour or more, shall not apply to automobiles or motor homes with handicapped parking license plate issued by the State of Wisconsin or visor identification card issued by the Wisconsin Department of

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Transportation. The Public Works department requires two designated handicapped parking stalls in each municipal parking lot that comply with Americans with Disabilities requirements.

Bus and Taxicab Service

The City of Marshfield receives state and federal assistance to provide low cost shared-ride taxi service. The City provides this service through a contractor, currently Marshfield Public Transit. The taxi system provides service during the hours of 6:00 AM and 12:00 AM, Sunday through Thursday and 6:00 AM and 3:00 AM Friday & Saturday. There are traditional taxis as well as a chair lift van for people in wheel chairs. There is also a shuttle that travels to Tomah, Wisconsin to connect with bus and train service that leaves every Sunday, Monday, Wednesday and Friday at 11:30 AM from the Marshfield Public Transit office located at 551 S Central Ave. Marshfield Public Transit can be reached at (715) 384-6550.

Snowmobile Operations

Operation of a snowmobile upon any public right-of-way, in any public park or on any other public property in the City is prohibited, except on marked routes, trails, or areas authorized and designated in the Administrative Code of Traffic and Parking Regulations, and as provided in §§ 350.02 and 350.03 Wisconsin Statutes. Operation of snowmobiles on public streets is authorized when the operator is proceeding directly to or from an otherwise approved route and that distance does not exceed ten city blocks. Snowmobiles operating on public streets shall operate on the extreme right side of the roadway, to the extent possible. Visit the City's website, www.visitmarshfieldwi.com/attractions/recreation.php, to see a map of approved snowmobile route or call (800)-422-4541 for a free snowmobile map.

Obstruction and Encroachments

In accordance with the Municipal Code, no person shall encroach upon or obstruct or encumber any street, alley, sidewalk, public grounds or land dedicated to public use. Additionally, no person shall prohibit or obstruct the flow of water in any ditch, sewer, gutter or culvert in, along or across any street, alley, lane, sidewalk or natural surface drain in the city. For more information or questions regarding obstructions and encroachments contact the Department of Public Works by calling (715) 387-8424.

Alleys

The City is responsible for cleanliness, repair, and maintenance of alleys within the City right-of-way.

RESPONIBILITIES FOR VEHICLES

Vehicle Registration

The Wisconsin Department of Transportation requires a current state registration number for the license plate on the back of each vehicle. Vehicle registration must be renewed annually. Several license plate types as well as personalized license plates are available, but generally cost more than the standard Wisconsin license plates. Emissions tests are not required in Wood or Marathon Counties. All licensing and registration may be completed through the DMV service station in Marshfield at 503 S Cherry Ave. The Marshfield DMV offices are open 7:00 AM through 5:00 PM Monday and Wednesday and can be reached by telephone at (800) 924-3570.

Illegal Standing or Parking

Vehicles on the street must be licensed, registered and in operable condition, except in emergencies. Any vehicle standing upon a highway, street or alley in violation of a restriction on stopping, standing or parking, may be required by the Police Department to be towed or moved by the owner. A penalty will be assessed for illegal standing or parking.

Inoperable Vehicles

Any inoperable vehicles are prohibited from being stored in the open for more than 30 days, unless in compliance with zoning as part of a vehicle sale or repair business.

RESPONSIBILITIES FOR SIDEWALKS AND LAWNS

Sidewalks

Property owners adjacent to public sidewalk are responsible for maintenance and repair of the sidewalk. The City is responsible for maintenance of curb ramps at intersections. Owners must maintain the entire paved width and length of the sidewalk abutting their property that is free from snow and ice within 48 hours of accumulation, and will be responsible for the cost of removal if not completed within this time period.

For new homes the Engineering Division will set the sidewalk grade for the property owner. This will be beneficial to setting the housing elevation. The Engineering Division may be contacted at (715) 486-2034.

Lawn and Terrace Areas

The Street Division will plant and maintain public trees as necessary in the public right-of-way. Owners of private trees or shrubs standing adjacent to any public right-of-way, park, or playground, are responsible for trimming and maintaining a clearance of no less than 13 ½ feet above a right-of-way and no less than 10 feet above any other public property. Property owners are prohibited from allowing the growth of noxious weeds. A list of noxious weeds is available through the Wisconsin Department of Natural Resources. Grass must not exceed four inches in height on developed properties and six inches in height on undeveloped properties.

Storage

Owners are responsible to keep all out-of-door stored materials such as trash, boxes, lumber, scrap metal, or other materials in a reasonably neat manner so as not to pose a fire or health hazard or nuisance issue.

Ditches, Culverts and Curb Cuts

Curb Cuts: A permit is required for individuals or contractors to create curb breaks. This permit may be acquired through the Engineering Division by calling (715) 387-8424. As part of the permit process field checks and inspections will be completed by the Engineering Division.

Ditches: After construction and finishing of ditches on re-ditching projects, the Street Division will come back only one time to re-finish if excessive erosion occurs due to rainstorms. The landowner is responsible for maintaining 2-3 inches of topsoil and grass in any ditches on their property, and the City is not liable for continuous repair of the ditches due to lack of care by the landowners. Ditches are a

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necessary means of storm water removal when curb & gutter and storm sewers are not present. The City will not restore ditches on new development sights. It is expected that ditches will be restored as part of the site landscaping and restoration.

Culverts: Any resident building a new dwelling not on a curb and guttered street must request a culvert from the Engineering Division. The Engineering Division will determine correct size and grade. The resident may install the culvert themselves, however, they will be billed for any costs should the Street Division be required to fix improper installations. Residents will be responsible for furnishing new culverts on streets that require re-ditching or in the case of an undersized or substandard culvert. The Street Division will notify the resident that replacement is necessary in any of these circumstances.

RESPONSIBILITIES FOR BUILDINGS

Maintenance

All buildings must be maintained in good repair. The following is a list of items which should be regularly checked to be in compliance with the Municipal Code. If regular maintenance is not completed properly, the Building Services Division can file charges against the owner. The Building Services Division can be reached for any questions regarding building regulations by calling (715) 387-1344.

Exterior Walls and Foundations: The exterior walls and foundations should be reasonably weather-tight and watertight and kept in good repair. All exterior wood should be protected from the elements with paint and checked regularly to prevent decay.

Exterior Doors and Windows: All exterior doors and windows should be reasonably weather-tight and watertight and kept in good repair. Each window located at or near ground level should be screened and maintained to prevent the entrance of rodents or other pests.

Porches and Steps: Porches and steps should be checked to determine structural soundness of flooring, steps, handrails, and foundation. All porches or decks two feet above grade or higher should have a guardrail of no less than 36 inches in height with intermittent rails or balusters no less than six inches apart. All new porches or decks required to have a guardrail would be required to have intermittent rails or balusters no less than four inches apart.

Chimneys: All chimneys must be constructed in compliance with the Municipal Code and all Wisconsin building codes. The Marshfield Fire & Rescue Department recommends having all fireplaces and chimneys inspected annually and cleaned and repaired as necessary.

Roofs: The roof should be kept weather-tight and watertight and checked regularly for structural soundness. A permit is not required to reshingle a roof as long as the reshingling process does not change the size, shape, or fire resistant quality of the roof, and new roof decking is not installed.

Smoke Detectors: Each home should have a working smoke detector on each floor, including the basement. Smoke detectors should be checked monthly and maintained in working condition, including functional batteries. Generally, smoke detectors should be replaced every 10 years. The use of smoke detectors in new and existing housing is specified in local ordinance, Comm Chapter 28 of the Wisconsin Administrative Code and 101.645 of the Wisconsin Statutes.

Fences: A permit is required to construct any fence. Requirements for fences are available through the Zoning Administration Office or may be found in the City Zoning Ordinance. Property owners are responsible for maintenance of both sides of the fence, as well as any landscaping materials or grass which grows around the base of the fence. Fences may not enclose a utility meter so as to make it

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inaccessible and may not be located within a utility easement. Meters will be required to be moved at owner's expense if they become inaccessible due to a fence or other obstruction.

Garages: Private garages, either attached or unattached to the dwelling, must be kept in good repair. The footings or foundation must be well maintained and have proper drainage provided. Setback requirements are available through the Zoning Administration Office or may be found in the City Zoning Ordinance.

Vision Triangles: A vision triangle must be maintained 30 ft. from any public streets and 10 ft. from private driveways and alleys unless approved by the City Engineer. This requires no wall, fence, structure, or vegetation be allowed in this area between the height of two and a half and eight feet.

Permits

Before you begin any major project, whether new construction, alterations, new decks, sheds, fences, or repairs, you should be aware that building permits or other permits are required. You should also be aware of the zoning limitations for your property as they apply to construction. Specific information concerning what permits may be required for the type of work you will be doing can be obtained by contacting the Planning and Economic Development Department at (715) 486-2077 or Building Services Department at (715) 387-1344.

Federal law requires that construction sites with one acre or more of land disturbance requires a storm water permit to address erosion control and storm water management. If the project is a transportation construction project, the permit can be obtained through the Wisconsin Department of Transportation. If the project is of a public building or place of employment, the permit can be obtained through the Wisconsin Department of Commerce. Further information regarding storm water runoff can be obtained from the Wisconsin Department of Natural Resources.

Any major work on either plumbing or electrical systems requires a separate permit. The homeowner should be careful to select a qualified, licensed contractor to perform work on these systems in their home. Information about installation or repair can be obtained by calling the Electrical Inspector, Plumbing Inspector or Building Inspector in the Building Services Division at (715) 387-1344.

Municipal Code prohibits the issuance of permits until all outstanding balances due to the City are paid.

Historic Preservation

The Historic Preservation Committee has authority to designate and review historic properties. The purpose of this committee is to safeguard the city's historic and cultural heritage as embodied and reflected in its historic structures, sites and districts. Designation of a historic structure is subject to public hearing with the city planning commission and a subsequent vote by the city council. Any construction, alteration, or demolition of a historical structure on the local register requires permits and

review by the historic preservation committee. Further information including a local preservation plan is available through the Planning and Economic Development Department at (715) 486-9139.

Demolition

Demolition of any structure, including garages or accessory structures, requires a permit. In most circumstances, demolition work can only be done by a certified demolition contractor. Many of the demolition projects that require a permit are also required to comply with Ch. NR 477, Control of Asbestos Emissions, Wisconsin Administrative Code. More information on asbestos removal can be obtained through the Wisconsin Department of Natural Resources. Demolition may also require control of lead emissions as specified in DNR rules Chapter NR 427 of the Wisconsin Administrative Code. Information on demolition permits can be obtained through the Building Services Division at (715) 387-1344.

Condemnation

Property may be condemned for occupancy by the Building Services office for any of the following reasons:

- Bad condition
- Defective construction
- Overloaded floors
- Decay
- Lack of guards against fire
- General dilapidated condition
- Threat to health and safety

If a property is condemned the owner of the property should cease occupation and immediately make the building safe, or remove it. If this is not done the owner will be found in violation of the Municipal Code and be subject to legal action. The Building Inspector can be reached through the Building Services Department at (715) 387-1344.

Water and Electric Service and Fire Hydrants

Water and electric service is provided to all City residents by Marshfield Utilities. You are charged a measured rate based on the amount of water and electricity you use. Questions about water service can be addressed by calling Marshfield Utilities at (715) 387-1195.

You may report any water main break, power outage, or illegally opened fire hydrant by calling (715) 387-1195 during normal business hours or (715) 384-8515 after regular hours.

Sanitary Sewer Services

Sewer and sewage removal are the responsibility of Marshfield Wastewater Utility. Wastewater staff inspects all collection lines and cleans the entire system on a two to three year rotational basis. Questions about your bill or to report sanitary sewer or basement backups, call (715) 591-2022. In an emergency beyond the hours of 7:00 AM to 3:00 PM on Monday through Friday (non-holidays), call the Police Department dispatch non-emergency number, (715) 394-3113 and a wastewater operator will be dispatched.

Landlord-Tenant Duties

Landlords and tenants each have responsibilities for the upkeep of their apartment or property. If there are issues with landlord or tenant responsibilities a lawyer experienced in this subject should be contacted to answer more detailed questions regarding legal responsibilities.

Problem Properties and Nuisance Behavior

Strategies and Solutions

Changing inappropriate, illegal or nuisance type behavior within our neighborhoods is challenging, but important to maintaining good quality of life in our community. The Municipal Code for the City of Marshfield contains laws regulating public peace and good order as well as public nuisances.

By law, a public nuisance is defined as a thing, act, occupation, condition or use of property which continues for such length of time as to become detrimental to public safety or offensive to public morals or decency.

Examples of public nuisances include, but are not limited to:

- Unburied animal carcasses not intended for food consumption
- Accumulation of breeding places for vermin
- Noxious odors
- Noxious weeds
- Water, air, or street pollution
- Maintaining a building for prostitution, lewd and lascivious behavior, or gambling
- Unlicensed sale of alcoholic beverages
- Continued violation of ordinances that endangers public health and safety
- Unlawful display of fireworks, as prohibited by state and municipal laws
- Noisy animals or fowl
- Obstruction of streets

The Chief of Police, the Fire Chief, and the Director of Public Works have the authority to enforce the Municipal Code in matters of public nuisance. A suspected nuisance can be reported to the Police Department by calling the non-emergency number (715) 384-3113.

RESPONSIBILITIES FOR RECYCLING AND TRASH COLLECTION

Residential Refuse Containers and Collection

The City of Marshfield requires that all trash be disposed of in clear plastic bags. The bags of solid waste should contain only relatively dry, non-recyclable solid waste. Garbage cans should be made of metal, fiberglass or plastic with strong handles and covers, with a capacity of 15 to 30 gallons, and kept in good repair so as not to cause harm or inconvenience to the collection staff. The containers should not be set out earlier than 12 hours before collection or left out more than 24 hours after collection. Except in cases of scheduled pickup, trash containers should not be visible from the front of any property.

Advanced Disposal Services collects both the trash as well as the recycling in the City of Marshfield and can be reached at (715) 387-6275 for further questions. The Street Division can be reached at (715) 384-3606 for questions as well.

Recycling

Because of budgetary constraints, the City of Marshfield no longer provides the blue recycling bins to homeowners. These bins can be purchased at many retail stores and should still be used for recyclables collection. Items that can be collected during regular curbside pick-ups include: aluminum, tin cans, glass bottles and jars, #1 and #2 plastic bottles and containers, mixed paper, newspaper, cardboard, and corrugated cardboard.

Other Waste Collection

Advanced Disposal Services periodically collects Christmas trees, brush and branches, and yard waste. Information regarding the special curbside collection for these items can be obtained through Advanced Disposal at (715) 387-3101 or the Street Division at (715) 384-3606. You may also drop off residential yard waste, brush and branches 24 hours a day, seven days a week, at Advanced Disposal, 501 S Hume Ave. For specific information regarding bulk refuse items, such as furniture and building materials, and other special refuse, such as tires, motor oil, and lead acid batteries, contact Advanced Disposal Services.

RESPONSIBILITIES FOR ANIMALS

Marshfield Area Pet Shelter

The Marshfield Area Pet Shelter (MAPS) is a non-profit volunteer based organization actively seeking funds to build a facility for the Marshfield area. Marshfield has never had a humane society for animals. Formed in 2011 and recognizing the need in the community, MAPS created the Share The Care program which sponsors area stray animals to local humane societies until their facility can get built. They also implemented a Lost & Found program for pet owners and began Microchip Clinics to promote more happy pet reunions. MAPS is dedicated to animal welfare and serves as a community resource for animal advocates. More information can be found at www.MarshfieldPetShelter.org. MAPS can be reached at 715-486-5140 and their mailing address is PO Box 147, Marshfield.

Ordinance Control

The Marshfield Police Department answers complaints involving dogs, cats, or other animals running at large within the City limits. These complaints are referred to the Ordinance Control Officer on duty. In the absence of the Ordinance Control Officer, the complaint is then given to an on-duty police officer. Every attempt to capture the stray animal is made. Injured animals are treated by a veterinarian before impoundment, and uninjured animals are impounded until the owner is identified and reclaims the animal, the animal is put up for adoption after seven days or may be turned over to the South Wood County Humane Society. Ordinance Control can be reached by calling (715) 384-3113.

Rules and Regulations

All cats and dogs over the age of five months must be licensed through the Finance Department Cashier's office located on the fifth floor of City Hall Plaza at 630 S Central Ave. A certificate of proof of rabies shots as well as payment of a small fee is required to obtain the license.

It is the responsibility of the pet owner to assure that their animal is vaccinated against rabies at all times. Animals are required to be leashed or contained to prevent them from running at large onto public property or right-of-ways. It is considered a public nuisance to keep an animal that contributes frequent, habitual, or continuous noise. Animals that are determined to pose a public danger by an Ordinance Control Officer must be leashed, muzzled or restrained at all times. Pet owners must keep their pets in sanitary conditions and providing adequate food and water. Any inhumane treatment of pets may be prosecuted.

RESPONSIBILITIES FOR PUBLIC HEALTH

Health Departments

The Wood County Health Department can be reached by phone at (715) 387-8646 or (715) 421-8911. WIC clinics, Immunization clinics and TB clinics are held at a Marshfield location and at the Wisconsin Rapids office. The main office is located on the 4th Floor of the Riverview Clinic Building, 420 Dewey Street, Wisconsin Rapids. The Marathon County Health Department is located at 1000 Lake View Dr., Wausau and can be reached by telephone at (715) 261-1900.

Immunizations

Immunizations may be scheduled over the phone by calling (715) 387-8646 for the Marshfield location or (715) 421-8911 for the Wisconsin Rapids office of the Wood County Health Department. The Marathon County Health Department holds immunization clinics throughout Marathon County on a bimonthly basis. Contact the Marathon County Health Department for a current immunization schedule (715) 261-1900.

Wisconsin Well Woman Program (WWWP)

The WWWP provides preventive health screening services to women with little or no health insurance coverage. Well Woman pays for mammograms, Pap tests, certain other health screenings, and multiple sclerosis testing for women with high risk signs of multiple sclerosis. To be eligible:

- You must be a woman age 45 through 64, and
- Your income is within the program's guideline limits, and
- You do not have health insurance, or the insurance you have doesn't cover routine check-ups and screening, or you are unable to pay the deductible or co-payment.

Enrollment in the program is available through both the Wood County Health Department and the Marathon County Health Department.

Women, Infant and Children (WIC)

The goal of the WIC program is to help pregnant, breastfeeding and postpartum women, infants, and younger children achieve better health and nutrition. WIC provides:

- Nutrition information.
- Nutritious foods to meet nutritional needs of the participants.
- Breastfeeding information and support services.

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- Breast pumps are available to eligible participants.
- Health screening and information about other community services.
- Fresh fruits, vegetables, and herbs are offered June through October from the Farmer's Market Nutrition Program.

The Marshfield WIC office can be reached by calling (715) 387-8646. The Marathon County WIC office can be reached by calling the Family Planning Health Services, Inc. in Wausau at (715) 675-9858.

Other Health Programs

There are several other health care programs available for low or no cost. Badger Care provides health care coverage based on your family income. The Health Insurance Risk-Sharing Program, Healthy Start, Medicaid, and Senior Care are other programs available to help provide health care. Contact either the Wood or Marathon County Health Department for information on which programs you may be eligible for.

Lead Poisoning

Lead poisoning may cause serious problems in children, and parents should be aware of the dangers as well as prevention measures. Lead paint is often found in homes built prior to 1978. Prevention of lead poisoning can include frequent hand washing, dusting, and maintenance of deteriorating paint. For more information on lead poisoning prevention, testing your child for lead poisoning, or testing your home for lead contact the Wood County Health Department at (715) 387-8646 or the Marathon County Health Department at (715) 261-1900.

Prenatal Care Coordination

Prenatal care coordination is a program that helps pregnant women get the support and services they need to have a healthy baby. You can contact a prenatal nurse at both the Wood County Health Department and the Marathon County Health Department to receive care.

Inspection and Licensing

Both the Wood and Marathon County Health Department participate in code enforcement, licensing, complaint investigation and inspection of retail food stores, restaurants, mobile home parks, pools, campgrounds, hotels/motels, tattoo and body piercing parlors, as well as investigation of food and/or waterborne illness.

Disease Outbreaks

The County Health Departments participate in surveillance, investigation and education regarding reportable communicable diseases. Contact either the Wood or Marathon County Health Departments to report a possible disease outbreak.

HIV/AIDS

The County Health Departments provide confidential and anonymous HIV/AIDS testing and screening, partner referral, education and risk reduction.

Tobacco Control

The Central Wisconsin Tobacco Free Coalition exists for the prevention of tobacco use, assistance in quitting tobacco use, promotion of clean indoor air in homes and work sites, and education and outreach to community on tobacco related issues. To contact the Central Wisconsin Tobacco Free Coalition visit their website at <http://centralwitobaccofree.org/>.

Aging Services

The Wood County Division of Aging & Disability provides a Nutrition Program for Elderly (lunch together), Jitneys, Craft Shop, Home Delivered Meals, Escort Service and Newsletter. The Division of Aging is located on the third floor of City Hall Plaza. The Aging Resource Center of Wood County has a branch office at 300 S Peach Ave Suite 1 and can be reached by telephone at (715) 348-1905.

Birth and Death Records

Birth and death records for Wood County are available through the Register of Deeds office by calling (715) 421-8450. Birth and death records for Marathon County are available through the Register of Deeds office by calling (715)-261-1470.

Licensing of Child Care, Nursing Homes

The State of Wisconsin Department of Health and Family Services oversees licensing of all child care centers, community based residential facilities (CBRFs), nursing homes, and similar facilities. This includes persons providing care for eight or more children in a day care home. The Office of Quality Assurance licenses and regulates most adult care facilities and can be reached by phone at (608) 266-8481, or a list of regional services is available through their website at http://dhfs.wisconsin.gov/rl_DSL/bqa.htm.

EMERGENCY SERVICES

Marshfield Police Department

The Marshfield Police Department has been in existence since the City's incorporation in 1883. Currently, the Marshfield Police Department has 46 full-time employees, 13 part-time crossing guards, 20 volunteer auxiliary police, one summer park patrol officer, and 5 volunteer chaplains. The Marshfield Police Department is located at 110 W. 1st Street and can be reached in non-emergencies by calling (715) 387-4394 or the business line at (715) 384-3113. Please dial 911 in any emergency situation.

Marshfield Fire and Rescue Department

The Marshfield Fire and Rescue Department provides several programs to the community along with a full service professional department dedicated to responding to the needs of the citizens and those who may frequent the area. The department provides public fire education through school visits and events such as Fire Prevention Week. A Juvenile Fire Safety Program (JFS) is also available to help educate children having trouble understanding the dangers of fire play and fire setting. The JFS Program is a community project headed by the department and involves mental health professionals, law enforcement agencies and human services. For contact information, visit the department website at <http://ci.marshfield.wi.us/firedept/> or call (715) 486-2094.

OTHER LOCAL SERVICES

Human Services

Human Services located in City Hall provides Badgercare, Elderly, Blind and Disabled Medicaid, FoodShare, Wisconsin Shares (Child Care Assistance), foster care licensing, child care certification, child protective services, juveniles in need of protection and services, and delinquency services.

For income maintenance services customers can call 1-888-794-5722 to complete an application by phone or request a mail-in application. An online application can be completed online at www.access.wi.gov. A paper application can also be picked up and dropped at office at 630 South Central Avenue, Suite 404, in Marshfield or faxed to 1-855-293-1822.

The Human Services offices for Wood County are located on the fourth floor of City Hall Plaza and can be reached by calling (715) 387-6374. The Human Services office for Marathon County is located at 400 East Thomas Street in Wausau and can be reached by calling (715) 261-7500.

Veterans' Services Office

The Veterans Services Office provides information and assistance with veterans & dependents claims, G.I. insurance, loans, schooling and training, photo copy of discharge, burial Allowance, grave stones, hospitalization, and federal and state grants. The veteran's services office for Wood County is located at the Wood County Courthouse and can be reached by calling (715) 421-8420. The veteran services office for Marathon County is located at 212 River Drive in Wausau and can be reached by calling (715) 261-1141.

Job Training

The Wisconsin Job Center has an office in Marshfield that serves the communities of Arpin, Auburndale, Blenker, Hewitt, Marshfield, Milladore, Spencer and Unity. The office is located at 156 S Central Ave and can be reached by calling (715) 387-6386.

The Marshfield Area Chamber of Commerce and Industry (MACCI) also provides employment resources to the community including job fairs. MACCI is located at 700 S Central Ave and can be reached by calling (715) 384-3454.

Liquor Licenses

Liquor licenses are administered by the City Clerk. The City Clerk's office is located in the City Hall Plaza and can be reached by calling (715) 486-2023. The Municipal Code prohibits issuance of licenses until all outstanding balances due to the City are paid.

Income and Sales Taxes

The City of Marshfield is not permitted by Wisconsin Statutes to impose a general income tax. Income tax is imposed by the State of Wisconsin. The State of Wisconsin imposes a 5% sales tax on certain types of transactions that business is required to collect. City of Marshfield businesses located in both Wood and Marathon County are required to collect an additional 0.5% sales tax for the county they are located in.

Property Taxes

The City of Marshfield Finance Department Cashier, located on the fifth floor of City Hall Plaza, collect property taxes from mid-December to January 31st of every year. Payments after January 31st are to be made to the Wood or Marathon County Treasurer. The City Assessor may be reached for property assessment information by calling (715) 384-3856. The City Finance Department (Accounts Payable) may be reached by calling (715) 387-3033.

Tax Delinquent Property

When a property owner located within the corporate limits of the City of Marshfield becomes delinquent on paying real estate taxes, the delinquent amounts are collected by the County Treasurer of the County that the property is located in. Interest charges apply to delinquent real estate taxes in accordance with Wisconsin Statutes. These interest charges are due to the County and must be paid in full, along with the outstanding real estate taxes due, to consider the taxes paid in full. Interest continues to accrue on outstanding real estate taxes due until the balance is paid in full or the property is sold by the County at Sheriff's sale in accordance with Wisconsin Statutes.

When a business owner located within the corporate limits of the City of Marshfield becomes delinquent on paying personal property taxes, the delinquent amounts are collected by the City of Marshfield. Interest charges apply to delinquent personal property taxes in accordance with Wisconsin Statutes. These interest charges are due to the City of Marshfield and must be paid in full, along with the outstanding personal property taxes due, to consider the taxes paid in full. Interest continues to accrue on outstanding personal property taxes due until the balance is paid in full or other collection efforts are successfully executed by the City of Marshfield in accordance with Wisconsin Statutes.

Marshfield Parks and Recreation Department

The Marshfield Parks and Recreation Department is responsible for the maintenance and operation of a variety of recreational programs and facilities located within the City of Marshfield. The department office is located on floor 2R in the City Hall Plaza, 715-384-4642. Information is also available at the department website: <http://ci.marshfield.wi.us/parksrec/>.

Contact the Parks and Recreation Department to find out information on the following items. Wildwood Zoo, Tennis/Racquetball Center (indoor courts), softball and baseball field reservations, soccer field reservations, park shelter rentals, Wildwood Station rentals, outdoor tennis courts (city owned), city parks, Hefko outdoor swimming pool, disc golf courses, Senior Community Center activities and rentals, Oak Avenue Community Center rentals, Marshfield Skate Park, Marshfield bicycle and pedestrian trails, Pickle Pond outdoor ice skating rink, adult volleyball, racquetball, and basketball leagues, golf lessons, youth baseball, volleyball, soccer, softball, and gymnastics programs, open gym and swim at Senior High School, Wisconsin Parks and Recreation Association's "Discount Ticket Program" (reduced prices on various popular attractions throughout Wisconsin). The Parks and Recreation Department also maintains and manages the city owned portion of the Marshfield Fairgrounds Park. Contact the Parks and Recreation Department for information regarding the rental of the fairgrounds buildings and facilities and also for winter storage of recreational boats, motor homes, and other vehicles.

2-1-1 United Way's First Call

An Information and Referral program, First Call for Information, serves Wood, Clark and Adams Counties by maintaining a database of community resources and connecting callers with questions to the proper agencies, services or organizations to meet their human, social and information needs. All types of questions are welcome and operators are available 24 hours a day seven days a week. The target population is residents of Wood, Clark, and Adams Counties. The service is cooperatively sponsored by the Marshfield Area United Way and United Way of South Wood County. First Call may be reached by calling (715) 423-0211, (2-1-1) or (877) 384-5565. Their web address is <http://www.getconnected211.org/>.

Marshfield School District

The Marshfield School District offers a variety of services in addition to academic instruction. These services include: Student Assistance Programs (SAPS), services for children with Exceptional Educational Needs (EEN) Ages 3 to 21 years of age, and guidance counseling. Other support services which may be provided through the district include individual and family counseling, support groups and psychological testing. The District Offices are located at 1010 E. 4th Street and can be reached by calling (715) 387-1101.

Literacy Council of Wood County – Marshfield

The Literacy Council of Wood County promotes literacy. The Council uses trained volunteers as tutors for adults with underdeveloped reading skills. Workbooks are available for learners. One-to-one services are available to both English and non-English speaking people. Tutoring is also provided for Math. The Literacy Council can be reached by calling (715) 421-0721 or 1-855-483-7229.

Marshfield Public Library

The Marshfield Public Library serves residents of all ages and abilities in the Marshfield area with a well-rounded collection of books, audiobooks, large print books, magazines, newspapers, music CD's, artwork, and DVD's. In addition, e-books and many online resources are available remotely from home or office. Materials are organized for ready access and qualified staff is provided to encourage and guide in the use of the materials. Our goal is to be an accessible, reliable source of information, reference and recreation.

General Services

General Services include: Information & Referral, Interlibrary Loan, web access to online library catalog and account, Internet access, workstations with Word, Access, Excel & Power Point, WiFi, online databases, tours, public meeting room space, assistive devices for people with visual and hearing impairments, Wisconsin Talking Book and Braille Library Service Center, book deposits and a volunteer program.

Children's Services

Children's Programs include: story hours, craft programs, classroom visits, Summer Library Program and the Young Adult collection.

Adult Services

Adult Services include: Outreach Library Delivery service, Genealogy and Local History collection, Marshfield Online Genealogy Index, Adult Winter Reading Program and adult programming.

Photo identification and proof of your current address are required to obtain a library card. The library is located at 211 E. Second Street and can be reached by calling (715) 387-8494 or emailing the Reference Center at Refdesk@marshfieldlibrary.org. The Marshfield Public Library's website address is <http://www.marshfieldlibrary.org>.

Marriage Licenses

Marriage licenses are available through the Wood or Marathon County Clerk. Applicants must apply for their license at least 5 days before the ceremony and not more than 30 days before the ceremony. Residents of Wisconsin must apply to the County Clerk of the county in which either is a resident. They may be married in any county of the state. The license fee is \$75.00 in Wood County and \$100.00 in

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Marathon County (cash or check) payable upon license application. The Marathon County Clerk's office is located in the Marathon County Courthouse at 500 Forest Street, Wausau and can be reached by calling (715) 261-1500. The Wood County Clerk's office is located in the Wood County Courthouse at 400 Market Street in Wisconsin Rapids and can be reached by calling (715) 421-8460.

CITY OF MARSHFIELD CITIZEN'S SERVICE GUIDE

DIRECTORY

City Office

Administration	(715) 387-6597
Airport	(715) 387-2211
Assessor	(715) 384-3856
Building Services	(715) 387-1344
Cable Channel 10/ Public Access	(715) 387-3648
Cemetery	(715) 486-2098
City Attorney	(715) 387-1155
City Clerk	(715) 486-2023
Community Development Authority	(715) 387-0528
Engineering Division	(715) 486-2034
Finance Department (Accounts Payable)	(715) 387-3033
Finance Department (Cashier)	(715) 384-2992
Finance Department (Ambulance Billing)	(715) 384-4600
Fire and Rescue Department	(715) 486-2094
Information Technology	(715) 384-3499
Library	(715) 387-8494
Marshfield Utilities	(715) 387-1195
Mayor	(715) 384-2919
Municipal Court	(715) 384-6903
Parks & Recreation	(715) 384-4642
Planning and Economic Development	(715) 486-9139
Police Department (Business Line)	(715) 384-3113
Police Department (Non-Emergency)	(715) 387-4394
Public Works	(715) 387-8424
Street Division	(715) 384-3606
Wastewater Utility	(715) 591-2022

Community Associates

Marshfield Area Chamber of Commerce and Industry	(715) 384-3454
Main Street Marshfield Inc.	(715) 387-3299
Convention and Visitors Bureau	(715) 384-4314