



CITY OF MARSHFIELD
MEETING NOTICE

**COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, DECEMBER 16, 2014
Council Chambers, Lower Level, City Hall Plaza
7:00 p.m. (or immediately following Finance, Budget, and Personnel)**

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

- A. Call to Order by Chris Meyer, Mayor
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Minutes – December 9, 2014
- E. Reading of items added to the agenda
- F. Public Comment Period/Correspondence
At this time, the Mayor will recognize members of the public who have indicated a desire to address the Council. Upon recognition by the Mayor, persons may address the Council from the podium, first stating their name and address. The Council may take action on emergency matters introduced by members of the public.
- G. Reports from commissions, boards, and committees
- H. Consent Agenda:
 - 1) Meeting minutes/reports
 - a. Committee on Aging (December 4, 2014)
 - b. Utility Commission (December 8, 2014)
 - 1. JO #17767, CR "E" Rebuild, Ash St to Turtle Ridge Rd 3 phase reconstruction: rebuild existing 3 Ph overhead primary line due to age and road construction and the requirements to move out to the new right of way. Will remain 3 Ph and use larger conductors for future load at a cost of \$669,973
 - c. Sustainable Marshfield (December 9, 2014)
 - d. Board of Public Works (December 15, 2014)*
 - e. Plan Commission (December 15, 2014)*

COMMON COUNCIL AGENDA
DECEMBER 16, 2014

- f. Judiciary and License (December 16, 2014)*
- g. Finance, Budget, and Personnel (December 16, 2014)*

Recommended Action: Receive and place on file, approving all recommended actions.

*Minutes not included in packet

- I. Consideration of items removed from the consent agenda, if any
- J. Second reading of revised Ordinance No. 1292 amending Section 3-05 of the Marshfield Municipal Code (Order of Business), modifying the agenda format for regular Council meetings. Presented by Steve Barg, City Administrator

Recommended Action: Approve Ordinance No. 1292

- K. First Reading – Ordinance No. 1293 Municipal Code Amendment to Sections 18-12, 18-93, and 18-163 pertaining to the clarification and approval requirements of temporary cranes. Presented by Josh Miller, City Planner

Recommended Action: None at this time unless the rules are suspended; final action will be scheduled for the January 13, 2015 meeting

- L. Request to approve Resolution No. 2014-74 Conditional Use Request by Tim Dupee, representing Midtown Motors, to allow for a reduced pavement setback from the right-of-way and exceptions to the landscape requirements and bufferyard requirements, located at 1400 South Central Avenue, zoned “CMU” Community Mixed Use District. Presented by Josh Miller, City Planner

Recommended Action: Approve Resolution No. 2014-74

- M. Request to approve Resolution No. 2014-75 Conditional Use Amendment Request by Brown’s Living, representing Stoney River Memory II Care facility, to allow for an additional 8 beds, beyond the previously approved 24-bed facility, increasing the exception to the City and Aldermanic District population limitations and modifying the approved site plan, located at 1606 North Saint Joseph Avenue, zoned “SR-2” Single Family Residential District. This request does not increase the number of bedrooms or units in the facility, but would allow 8 of the rooms to have two beds. Presented by Josh Miller, City Planner

Recommended Action: Approve Resolution No. 2014-75

- N. Request to approve Budget Resolution No. 30-2014 transferring \$49,006 from various Law Enforcement and Emergency Management budgets to the Public Safety Capital Outlay Fund GPS Emergency Vehicle Preemptive Light project. Presented by Rick Gramza, Police Chief

Recommended Action: Approve Budget Resolution No. 30-2014

COMMON COUNCIL AGENDA
DECEMBER 16, 2014

- O. Request to approve Payroll Resolution No. 2014-65 adopting a salary schedule for non-represented employees of the City of Marshfield effective July 1, 2015. Presented by Lara Baehr, Human Resources Manager

Recommended Action: Recommend approval of Payroll Resolution No. 2014-65

- P. Request to approve Payroll Resolution No. 2014-66 authorizing performance-based compensation adjustments for non-represented employees effective July 1, 2015. Presented by Lara Baehr, Human Resources Manager

Recommended Action: Recommend approval of Payroll Resolution No. 2014-66

- Q. Request to approve Resolution No. 2014-76, approving Committed Fund Balance classifications per Government Accounting Standards Board Statement No. 54. Presented by Keith Strey, Finance Director

Recommended Action: Approve Resolution No. 2014-76

- R. Items for future agendas

- S. Adjournment

Posted this day, December 12, 2014 at 4:00 p.m., by Deb M. Hall, City Clerk

Notice

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Deb M. Hall, City Clerk at 630 South Central Avenue or by calling (715)486-2023.

DECEMBER 9, 2014

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

PRESENT: Michael Feirer, Alanna Feddick, Chris Jockheck, Gordon H. Earll, Ed Wagner, Char Smith, Gary Cummings, Rebecca Spiros, Tom Buttke and Peter Hendler

ABSENT: None

The flag was saluted and the pledge given.

CC14-263 Motion by Hendler, second by Jockheck to approve the minutes of the Common Council meeting of November 25, 2014.

Motion carried

No items were added to the agenda.

PUBLIC COMMENT PERIOD

Mayor Meyer reminded everyone that the next Common Council meeting would be held on December 16th and not on December 23rd.

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC14-264 Motion by Wagner, second by Feirer to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Library and Community Center Committee of September 3, 2014; Library and Community Center Committee of October 1, 2014; Fairgrounds Commission of October 22, 2014; Community Development Authority of October 23, 2014; Cable TV Committee of October 27, 2014; Main Street Marshfield of November 5, 2014; Community Development Authority Finance Committee of November 18, 2014; Airport Committee of November 20, 2014; Board of Public Works of December 1, 2014; Judiciary and License Committee of December 2, 2014; Finance, Budget, and Personnel Committee of December 2, 2014; and Main Street Marshfield of December 3, 2014.

Motion carried

No items were removed from the Consent Agenda.

Second reading of Ordinance No. 1291, amending Section 9-58 of the Marshfield Municipal Code – Pawnbrokers, Secondhand Articles, and Jewelry Dealers.

CC14-265 Motion by Feddick, second by Cummings to approve Ordinance No. 1291. Ayes - 10

Motion carried

First reading of Ordinance No. 1292, amending Section 3-05 of the Marshfield Municipal Code (Order of Business), modifying the agenda format for regular Council meetings.

Aldersperson Wagner suggested adding a provision that at the discretion of the Common Council presentations can be moved anywhere on the agenda where they would most appropriately fit.

Aldersperson Feddick requested that Invocation (if available) be added back on the agenda.

CC14-266 Motion by Jockheck, second by Buttke to approve Budget Resolution No. 29-2014, transferring \$225,000 from various budgets to the Snow & Ice Control budget (\$175,000) and 2014 Asphalt Paving budget (\$50,000). Ayes - 10

Motion carried

CC14-267 Motion by Feddick, second by Feirer to approve Resolution No. 2014-71, writing off various uncollectible accounts receivable totaling \$10,218.63.

Motion carried

CC14-268 Motion by Cummings, second by Hendler to approve Budget Resolution No. 28-2014, transferring \$2,550 from contingency to various fund budgets to cover the cost of Unemployment Compensation. Ayes - 10

Motion carried

CC14-269 Motion by Feirer, second by Spiros to approve Resolution No. 2014-73, authorizing the execution of a contract between the City of Marshfield and Running, Inc.

Motion carried

Future Agenda Items

None

Motion by Buttke, second by Jockheck to adjourn at 7:17 p.m.

Lori A. Panzer
Deputy City Clerk

**City of Marshfield Committee on Aging
Cedar Rail, 601 S. Cedar Ave.
Meeting Minutes – December 4, 2014**

The monthly meeting of the Committee on Aging was called to order at 10:07 a.m. by Mike Feirer.

MEMBERS PRESENT: Mike Feirer, Patty Ruder, Becky Huebner-Leu, Jean Doty, Dave Marsh, and Elsie Anderson

ABSENT: Kathy Dieck

OTHERS: , Celena Wauco-Netzow, Jennifer Cummings, Kelly Cassidy, Judy Carlson, Amy Krogman and residents from Cedar Rail

Motion by Doty, 2nd by Marsh to approve the minutes from the November 6, 2014 meeting.

Motion Carried

CITIZEN'S COMMENTS:

None

Taxi Concerns: The residents were asked if they had any concerns regarding the taxi service and they said they were happy with the service.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN

UPDATE: Jennifer Cummings updated the committee.

WOOD COUNTY TRANSPORATION UPDATE: No update

FORUM 55+: Judy Carlson updated the committee.

LIBRARY & COMMUNITY CENTER PROJECT UPDATE: 1st phase of fundraising is complete. The 2nd phase of the fundraising has begun with a goal of \$2,000,000. \$250,000 has been raised so far.

HEALTH FAIR UPDATE: There were several people at the meeting who had attended the health fair. They enjoyed the fair, but said the eating tables were too close together.

UNFINISHED BUSINESS: None

NEW BUSINESS: The American Legion will be holding their friendship dinner on Christmas Day. They will deliver meals if you are unable to leave your home or pick people up if they need a ride.

FUTURE MEETING DATE: The 2015 schedule of meetings is as follows:

Friday, January 9th - Upham Village

Friday, February 6th – Senior Center

Thursday, March 5th – Library

Thursday, April 2nd – Wildwood Regency

Thursday, May 7th – Norris Manor

Thursday, June 25th – Senior Center
July – no meeting
Thursday, August 6th – Parkview
Thursday, September 3rd – Wyndham Senior Villas
Thursday, October 1st – Jr. Fair Expo Building (Fairgrounds)
Thursday, November 5th – Room 108, City Hall
Thursday, December 3rd – Cedar Rail

Motion by Doty, 2nd by Marsh to adjourn at 10:32 a.m.

Motion Carried

Respectfully submitted,
Amy Krogman

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
December 8, 2014**

COMMISSION MEETING MINUTES

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on December 8, 2014 in the downstairs meeting room of the utility office. Present were Commissioners Harry Borgman, Mike Eberl, John Maggitti, and George Holck. Also present were Alderperson Charlotte Smith, Alderperson Gordon Earll and the Utility staff. Absent was Commissioner Aaron Pitzenberger.

UC/14-86 Motion by Borgman, seconded by Holck, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

UC/14-87 Motion by Holck, seconded by Borgman, to approve payroll for November in the amount of \$136,919.70 and general bills for November in the amount of \$5,533,432.32. All ayes, motion carried.

UC/14-88 Motion by Maggitti, seconded by Holck, to approve the following job orders:

JO #17767	CR "E" Rebuild, Ash St to Turtle Ridge Rd 3 phase reconstruction: rebuild existing 3 Ph overhead primary line due to age and road construction and the requirements to move out to the new right of way. Will remain 3 Ph and use larger conductors for future load.	\$669,973
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All ayes, motion carried.

October 2014 Financial Statement Notes

Electric Utility

- Net loss was \$38 thousand for the month, with a net income of \$1.526 million year-to-date.
- Net operating loss was \$52 thousand for the month, compared to budgeted net operating income of \$134 thousand. Year-to-date net operating income was \$2.472 million, compared to budgeted net operating income of \$2.458 million.
- After adjusting for the PCAC timing, net operating income for the month was \$131 thousand.
- Operating expenses for the month included \$10 thousand for maintenance performed at Hume and McMillan Substations.
- October consumption was up 3.70% from October 2013, with year-to-date consumption that was up 1.85%. Year-to-date energy losses were 1.43%, compared to prior year losses of 2.47%.

Water Utility

- Net loss was \$86 thousand for October, with a net income of \$53 thousand year-to-date.
- Net operating income was \$36 thousand for the month, compared to budgeted net operating income of \$74 thousand. Year-to-date net operating income was \$441 thousand, compared to budgeted net operating income of \$660 thousand.
- Operating expenses for the month included \$37 thousand for street repairs from main breaks and service breaks.
- Bond issuance costs totaling \$97 thousand are located in the Other Income (Expense) section of the Income Statement.
- Overall October consumption was down 9.03% from October 2013. Year-to-date consumption was down 2.39% from the prior year. Year-to-date water losses were 15.29%, compared to prior year losses of 10.35%.

Communication Utility

- Net income was \$12,663 for the month, compared to budgeted net income of \$13,931. Year-to-date net income was \$184,966, compared to budget net income of \$133,663.

- The Department Managers reviewed noteworthy projects including:
 - Electric gave an update on the substation project.
 - Water discussed the water tower progress and informed of a retirement for a longtime employee.
- The General Manager discussed information regarding the potential building project including additional evaluations conducted by Birschbach & Associates.
- The Office Manager presented information on the cash flow forecast for 2015-2017 and forecasted income statements and rates of return for 2016 and 2017.
- The Office Manager presented the capital budget for a final review and approval.

UC/14-89 Motion by Maggitti, seconded by Borgman, to approve the final capital budget. All ayes, motion carried.

- The Office Manager presented the operations & maintenance budget for final review and approval.

UC/14-90 Motion by Borgman, seconded by Holck, to approve the final operations & maintenance budget. All ayes, motion carried.

UC/14-91 Motion by Holck, seconded by Maggitti, to go into closed session per Wisconsin State Statutes Section 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of discussing non-exempt wages and employee performance guidelines.

All ayes, motion carried. Closed session at 4:49 p.m.

Open session resumed at 5:58 p.m.

UC/14-92 Motion by Maggitti, seconded by Borgman, to approve the changes to the progression tables for non-exempt employees and to approve the base pay changes to the same group as proposed. All ayes, motion carried.

UC/14-93 Motion by Holck, seconded by Borgman, to adjourn. All ayes, motion carried. Meeting adjourned at 6:00 p.m.



John Maggitti, Secretary

Department: Electric

Manager: Nicolas Kumm

Contributing: Greg Geiger

Month: November 2014

- M-1 didn't run during the month of November.
- The substation construction should be complete by December 5th. During the month of November and early December Energis completed the replacement of the 499 oil circuit breaker with a gas circuit breaker with the assistance of Cole Eswein, Dustin Oleson, & Nicolas Whipple at Wildwood Substation. Energis completed maintenance testing of the 399 OCB, 799 circuit switcher Bank 3 and Bank 4 transformers.
- Electric AMI meters installed: 536 out of 13,100 (4.1%). This month's meter change-outs were slowed by employee resources and updated server meter files. Approximately, 6000 new meters were received from the manufacturer during the month.
- AMI Logic software training (preliminary) was completed on November 12th. Over the next two months the accuracy of the AMI software reads will be validated against actual reads from the field. Staff will also start using the software to make the extended training more valuable. Extended training for staff will be completed in early 2015.
- Dustin completed the second week of the 1st year of Meter Technician Apprenticeship training at Mid-State Technical College November 10th – 14th.
- Derrek Caflisch and Jim Seefluth attended the MEUW Tree Trimming Seminar located in Marshfield November 4th and 5th. MU hosted the second day of the training at our facility which included classroom and field exercises. Faith Schmidt handled coordinating the logistics of the training at our facility.
- Randy Ayer attended his second week of year four of Lineworker Apprenticeship at Chippewa Valley Technical College November 17th-21st. Topics included, testing on the MEUW Safety Manual, testing on the NESC, and regulator training.
- Robert Olwell and Tim Habermeyer attended week two of year two of Lineworker Apprenticeship training also at CVTC. The whole week was spent learning about capacitors including installation, makeup, and sizing.
- Dean Bohman and Tim Habermeyer have been working on Circuit 133/232 rebuild.
- Mike Vanderwyst and Robert Olwell have been working on Day Road and Mill Creek removal.
- Jim Seefluth, Ryan Steffen, and Jeff Holbrook have been working between Highland, Washington, and Bauer Welding.
- Jeff Irish and Randy Ayer have been working on Heritage Drive apartments, and Heiman Holsteins.

Department: Office
Manager: Kent S. Mueller
Month: November 2014

- On November 17th, unpaid water and sewer charges were sent to the City Clerk's office for placement on the tax roll. The total number of water accounts submitted (243) was up from last year's total (230), and the water dollars that went on the taxes this year (\$29,406) was also higher than last year (\$25,969).
- Work continued on finalizing capital and operating budgets, preparing cash flow forecasts, and planning the year-end key events schedule. The electric, water and communications physical inventory is scheduled for 12/16/14.
- On November 28th, bond principal and interest payments totaling \$2,219,091.25 were wired to the Bank of New York Mellon. The breakdown is as follows:
Electric – 2008 bonds: Principal \$425,000 and interest \$85,137.50
Electric - 2010 bonds (M-1): Principal \$720,000 and interest \$693,150
Water – 2006 bonds: Principal \$70,000 and interest \$25,543.75
Water – 2009 bonds: Principal \$140,000 and interest \$60,260.00
- We are currently looking at options to replace Loomis for delivery of our deposits to the bank. Our contract with Loomis expires at the end of January 2015.
- On November 12th, Patti participated in a Sensus data validation session. This session was set up so that Sensus could confirm that the reads from the AMI meters are coming through properly to the RNI and Logic systems. This validation brings us one step closer to being able to use reads from RNI and Logic for billing.
- On November 12th, Kent attended a MEUW seminar on work order and asset management accounting. Baker Tilly Virchow Kraus presented the information.
- The Federal Emergency Management Agency (FEMA) has proposed a policy on insurance requirements for any entity that is eligible to receive FEMA funding following a federally-declared disaster. They would require 1. Self-insurance, with strict rules on equipment, such as poles, conductors, and similar distribution equipment, or 2. Require utilities to purchase insurance on the distribution equipment. Insurance is either not available or is extremely expensive. FEMA is proposing that in order to get assistance from them that the entities self-insure or have insurance on the equipment. APPA is going to be contacting FEMA with concerns from the utilities.

Department: Technical Services

Manager: Cathy Lotzer

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: November 2014

- Cathy and Heather spent a great deal of time preparing for our Environment Audit, which took place November 10-12. Dan from GDS will provide us with a formal report on the audit. This report will then be forwarded to the DNR along with a corrective action plan for any items noted in the report.
- MEUW has selected a new regional Safety Coordinator, Sean Wall, who started November 17th and will be visiting Marshfield in mid-December after several weeks of orientation/training.
- Staff participated in an All Employee Benefits meeting on November 14th.
- Cathy, Shawn, Jim, and Heather participated in the quarterly Website Committee meeting. Shawn and Heather are working on making website changes, including placing a YouTube video on cross connection inspections on our site.
- Cathy and Heather completed the “draft” reconciliation of NOx Ozone Season allowances on November 19th.
- Heather submitted another permit extension agreement to WDNR on November 25th.
- Heather has been working on addressing all action items from the Environmental Audit.
- Shawn and Cathy are working on installing a test camera and integrating the current WTF cameras into our new system. Additional lock and camera training was also received from Per Mar. All managers now have access to Complete View for available cameras.
- Shawn attended day-long training with Sensus on our new AMI system. He also installed SFTP software for Office staff to interact with the Sensus system.
- Shawn has been working with staff on failed computers and also removal of malware which has been causing issues for some users. He is also working with staff on SCADA reporting due to substation changes and testing.
- Shawn continues to work through unresolved issues which resulted from our SAN outage. Cascade synchronization is now working again.
- Jim has been busy with residential energy audits as a result of a customer bill insert provided in October.
- Jim continues to work with Cathy and John on finalizing the parking lot project permit requirements.

Department: Water
Manager: Dave Wasserburger
Month: November 2014

- Randy Eiden has announced his retirement from the Utility. He started working with the Water Department on September 2, 1986 and will retire from the Water Department on January 2, 2015. We will lose over 28 years of experience with his retirement. He claims he will be spending the winter someplace warm for a change.
- Sensus RNI software shows 3249 water meters installed to date. Water meter installation for the AMI project is 39% complete. We continue to read these meters with a rented drive-by unit but we are nearing the day when the reading will be done with the base stations.
- Lab proficiency testing was conducted for all water supply specialists. This testing allows us to keep our lab certified through WDATCP which allows us to do our own microbiology testing of our wells and distribution samples.
- An all-employee meeting was held on November 14th. Annual benefits open enrollments, new clothing policies and insurance changes were presented and discussed.
- The foundation for the new water tower has been completed. The contractor is backfilling the excavation. If weather permits, the water main may be installed yet this year. If the weather does not permit, construction will shut down until spring.
- Well 26 is nearing completion. All of the pumping equipment, electric equipment, back-up generation equipment has been installed. SCADA programming is scheduled for December 18th and formal start-up is scheduled for December 22nd.
- John has been working with the city engineering department on next year's Maple Street reconstruction project. The water main design is about 50% complete. We will be able to complete the design after the city has the storm and sanitary sewers designed.
- The water distribution system has been put into the winter mode of operation. We are not hoping for a repeat of last year's cold weather conditions.

Groundwater Guardians

Marshfield Police Department remains a collection site for unused and unwanted pharmaceuticals and health and beauty aids.

SUSTAINABLE MARSHFIELD COMMITTEE MEETING MINUTES
December 9, 2014

Julie Schafer, Chairperson, called the meeting to order at 5:30 p.m. in Executive Conference Room, City Hall Plaza.

Members Present: Char Smith, Dorothy Schnitzler, Julie Schafer, and Sue Weister

Members Absent: Marty Anderson, Jackie Ruby, and Randy Lueth

Others Present: Amy Krogman, Floreine Kurtzweil, and Ron Schnitzler

SMC14-16 Motion by Schnizler, 2nd by Weister to approve the September 9, 2014 minutes..
Motion Carried

Citizen Comments:

Kurtzweil shared news articles regarding recycling. Krogman will send copies of these articles to the committee members.

Ron and Dorothy Schnitzler shared some recycling ideas with the committee

RECYCLING EDUCATION IDEAS – PUBLIC ACCESS TAPING:

Amy Krogman will contact Marty Anderson to see if anything has been worked on.

2015 EDUCATION IDEAS

This item will be discussed at the next meeting.

NEWS HERALD ARTICLES

January – Randy Lueth
February – Julie Schafer

Future agenda items

Recycling Education
2015 Educational ideas

Motion by Smith, 2nd by Weister to adjourn at 6:07 p.m.

Respectfully submitted,
Amy Krogman
Administrative Assistant III

ORDINANCE NO. 1292

An Ordinance amending Section 3-05 of the City of Marshfield Municipal Code.

The Common Council of the City of Marshfield do hereby ordain as follows:

SECTION 1. Sec. 3-05. Of the Marshfield Municipal Code is hereby amended to read as follows:

The business of the council shall be conducted in the following order:

- (1) Call to order
- (2) Roll call
- (3) Pledge of allegiance
- (4) **Invocation (if available)**
- (5) Citizen comments
- (6) Approval of past Council minutes
- (7) Staff updates
- (8) Mayor's comments
- (9) Council comments
- (10) Reports from commissions, boards, and committees
- (11) Consent agenda (with resolutions not needing separate approval placed under minutes)
- (12) Consideration of any items removed from the consent agenda
- (13) Presentations (for information only, with no action required; **Council may choose to move a presentation to another place on the agenda to accommodate the presenter's schedule**)
- (14) Action items (this includes budget resolutions, resolutions requiring separate approval, ordinances, contracts, etc., but with flexibility on the order in which they are presented)
- (15) Discussion items
- (16) Closed session (if applicable)
- (17) Items for future agendas
- (18) Adjournment

(*Note: "Mayor's comments" and "Council comments" are intended for information purposes only, and must clearly indicate the subject matter in a manner reasonably likely to advise the news media and general public if any discussion or debate is anticipated. **Consent agenda may include communications, minutes and reports of committees, boards, and commissions, and any resolutions not requiring separate approval motions.)

SECTION 2. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 3. Severability. If any provision of this Ordinance is found to be unconstitutional or

otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 4. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, City Planner
DATE: December 16, 2014

RE: First Reading – Ordinance No. 1293 Municipal Code Amendment to Sections 18-12, 18-93, and 18-163 pertaining to the clarification and approval requirements of temporary cranes.

Background

This topic was first discussed at the October Plan Commission meeting with staff looking for some direction as to the proper approach of regulating temporary cranes.

Analysis

The new ordinance would require crane operators to submit their projects to the FAA (when required by the FAA) to obtain a determination of safety to air navigation. Once the operator receives the determination letter from the FAA, he or she must apply for a Land Use Permit. The determination from the FAA must accompany the application. If the determination states the proposed crane is a presumed hazard to air navigation, the Land Use Permit will be denied. If the determination is that there would be no hazard to air navigation, staff will then send the determination letter and application to the Airport Manager for his review and recommendation. The Airport Manager may object to the request, but ultimately, the decision to approve lies with the Zoning Administrator. If the Zoning Administrator decides to deny the request, the applicant may appeal the decision to the Zoning Board of Appeals. There is no fee for the Land Use Permit or review of the application.

Staff has put together draft language and shared that information with the Airport Manager and Bureau of Aeronautics. Both the Airport Manager and Bureau of Aeronautics were fine with the proposed procedures for the use of temporary cranes.

Plan Commission Recommendation

A public hearing will be held on December 15, 2014 and staff will update the Common Council regarding any comments at that time.

Council Options

The Common Council can take the following actions:

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

Recommendation

None at this time unless the rules are suspended; final action will be requested after the second reading scheduled for the January 13, 2015 Common Council meeting.

Attachments

1. Redline Ordinance 1293
2. Ordinance 1293

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

REDLINE ORDINANCE NO. 1293

An Ordinance amending Section 18-12, 18-93, and 18-163 of the City of Marshfield Municipal Code pertaining to the use of temporary cranes.

The Common Council of the City of Marshfield do hereby ordain as follows:

SECTION 1. Section 18-12 of the Marshfield Municipal Code is hereby amended to include the following definition:

Temporary crane: Temporary equipment used for the construction or maintenance of a permanent structure or an individual property. Federal Aviation Administration (FAA) may require notification of temporary cranes prior to their use. See Airport Overlay District, Section 18-93, for temporary cranes that encroach into the HLZO district.

SECTION 2. Section 18-93(1) of the Marshfield Municipal Code is hereby amended to read as follows:

- (1) Intent. The intent of this overlay district is to regulate and restrict the height of structures, temporary equipment, and vegetation in the vicinity of the Marshfield Municipal Airport, to promote public safety, welfare and convenience, to increase safety in airport operations, to protect persons and property within the area, and protect the municipal investment in the airport facilities.

SECTION 3. Section 18-93(6) of the Marshfield Municipal Code is hereby amended to read as follows:

- (6) Excepted Exceptions to Height Limitations.
 - (a) Nothing in this Section shall be construed as prohibiting the construction or maintenance of any structure, or growth of any tree to a height up to 50 feet above ground level (AGL). If there is a natural elevation rise on the property, an object on that rise could be 50' AGL without violating the provisions of the Height Limitation Zoning Map, even if it penetrates the 30:1 or 50:1 surface.
 - (b) Temporary Cranes. Any temporary crane or similar temporary equipment that encroaches into the HLZO, used for construction or maintenance, is required to obtain a Land Use Permit (Section 18-163) with the City prior to use of the equipment within the HLZO. Land Use Permit must include the following:
 1. Letter of Determination by the Federal Aviation Administration (FAA) as to the effect of the proposal on the operation of air navigation facilities and the safe, efficient use of navigable airspace. If the FAA finds that the project poses a hazard to air navigation, the permit shall be denied.
 2. Recommendation by the Airport Manager and approval by the Zoning Administrator. Denial by the Zoning Administrator may be appealed to the Zoning Board of Appeals (Section 18-156).

SECTION 4. Section 18-163(2) of the Marshfield Municipal Code is hereby amended to include the following:

- (m) Temporary cranes that encroach into the HLZO district.

SECTION 5. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be

amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 6. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 7. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk

ORDINANCE NO. 1293

An Ordinance amending Section 18-12, 18-93, and 18-163 of the City of Marshfield Municipal Code pertaining to the use of temporary cranes.

The Common Council of the City of Marshfield do hereby ordain as follows:

SECTION 1. Section 18-12 of the Marshfield Municipal Code is hereby amended to include the following definition:

Temporary crane: Temporary equipment used for the construction or maintenance of a permanent structure or an individual property. Federal Aviation Administration (FAA) may require notification of temporary cranes prior to their use. See Airport Overlay District, Section 18-93, for temporary cranes that encroach into the HLZO district.

SECTION 2. Section 18-93(1) of the Marshfield Municipal Code is hereby amended to read as follows:

- (1) Intent. The intent of this overlay district is to regulate and restrict the height of structures, temporary equipment, and vegetation in the vicinity of the Marshfield Municipal Airport, to promote public safety, welfare and convenience, to increase safety in airport operations, to protect persons and property within the area, and protect the municipal investment in the airport facilities.

SECTION 3. Section 18-93(6) of the Marshfield Municipal Code is hereby amended to read as follows:

- (6) Exceptions to Height Limitations.
 - (a) Nothing in this Section shall be construed as prohibiting the construction or maintenance of any structure, or growth of any tree to a height up to 50 feet above ground level (AGL). If there is a natural elevation rise on the property, an object on that rise could be 50' AGL without violating the provisions of the Height Limitation Zoning Map, even if it penetrates the 30:1 or 50:1 surface.
 - (b) Temporary Cranes. Any temporary crane or similar temporary equipment that encroaches into the HLZO, used for construction or maintenance, is required to obtain a Land Use Permit (Section 18-163) with the City prior to use of the equipment within the HLZO. Land Use Permit must include the following:
 1. Letter of Determination by the Federal Aviation Administration (FAA) as to the effect of the proposal on the operation of air navigation facilities and the safe, efficient use of navigable airspace. If the FAA finds that the project poses a hazard to air navigation, the permit shall be denied.
 2. Recommendation by the Airport Manager and approval by the Zoning Administrator. Denial by the Zoning Administrator may be appealed to the Zoning Board of Appeals (Section 18-156).

SECTION 4. Section 18-163(2) of the Marshfield Municipal Code is hereby amended to include the following:

- (m) Temporary cranes that encroach into the HLZO district.

SECTION 5. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be

amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 6. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 7. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

ATTEST: _____

PUBLISHED: _____

Deb M. Hall, City Clerk



City of Marshfield Memorandum

TO: Mayor Meyer & Common Council
FROM: Josh Miller, City Planner
DATE: December 16, 2014

RE: Resolutions 2014-74 and 2014-75 – December Conditional Use Permits.

Background

On December 15th, the Plan Commission will review two Conditional Use Permit requests. The first request is to reduce the pavement setback from the right-of-way and exceptions to the landscape requirements by Midtown Motors. The second is an amendment to a previously approved conditional use permit to increase the exception to the City and Aldermanic District population limitations and modify the approved site plan by Brown's Living, representing Stoney River II Memory Care.

Analysis

Resolution 2014-74

- Conditional Use Request by Tim Dupee, representing Midtown Motors, to allow for a reduced pavement setback from the right-of-way and exceptions to the landscape requirements and bufferyard requirements, located at 1400 South Central Avenue, zoned "CMU" Community Mixed Use District.

A public hearing will be held on Tuesday, December 15, 2014 and staff will update the Common Council regarding any comments.

Staff provided the following recommendation to the Plan Commission:

APPROVE a Conditional Use request by Tim Dupee, representing Midtown Motors, to allow for a reduced parking lot setback and exception to the landscape requirements, located at 1400 South Central Avenue, zoned "CMU" Community Mixed Use District with the following conditions:

1. The parking lot must be hard surfaced a by September 1, 2015.

2. The parking area along the north property line may be paved right up to the street right-of-way line.
3. The parking lot setback must be setback a minimum of 5 feet from the west property line.
4. The required landscaping must be planted between the parking lot and the west lot line by September 1, 2015.

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

Resolution 2014-75

- Conditional Use Amendment Request by Brown's Living, representing Stoney River Memory II Care facility, to allow for an additional 8 beds, beyond the previously approved 24-bed facility, increasing the exception to the City and Aldermanic District population limitations and modifying the approved site plan, located at 1606 North Saint Joseph Avenue, zoned "SR-2" Single Family Residential District. This request does not increase the number of bedrooms or units in the facility, but would allow 8 of the rooms to have two beds.

A public hearing will be held on Tuesday, December 15, 2014 and staff will update the Common Council regarding any comments.

Staff provided the following recommendation to the Plan Commission:

APPROVE the Conditional Use Amendment Request by Brown's Living, representing Stoney River Memory II Care facility, located at 1606 North Saint Joseph Avenue (parcel number 33-04652A), zoned "SR-2" Single Family Residential District with the following conditions:

1. The facility may be allowed up to 32 total beds.
2. The amended site plan is approved as presented.

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

Council Options

The Common Council can take the following actions:

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

Recommendation

Approve Resolution 2014-74 and Resolution 2014-75

Attachments

1. Resolution 2014-74
2. Resolution 2014-75

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

RESOLUTION NO. 2014-74

Document Number

Document Title

A Resolution approving a Conditional Use request by Tim Dupee, representing Midtown Motors, to allow for a reduced pavement setback from the right-of-way and an exception to the street landscape requirements and bufferyard requirements, zoned "CMU" Community Mixed Use District, located at 1400 South Central Avenue and 108 West 14th Street, City of Marshfield, Wood County, Wisconsin.

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

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 15th day of December, 2014 at 6:30 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

Lot 1 of Wood County Certified Survey Map No. 9702, recorded in Volume 35, Page 2, being part of the NE ¼ of the NE ¼ of Section 18, Township 25, Range 3 East, City of Marshfield, Wood County, Wisconsin.

SECTION 2. The above described property, is allowed a reduced parking lot setback and exception to the landscape requirements, zoned "CMU" Community Mixed Use District, located at 1400 South Central Avenue and 108 West 14th Street.

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

- The parking lot must be hard surfaced a by September 1, 2015.
- The parking area along the north property line may be paved right up to the street right-of-way line.
- The parking lot setback must be setback a minimum of 5 feet from the west property line.
- The required landscaping must be planted between the parking lot and the west lot line by September 1, 2015.

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

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

ADOPTED _____

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED _____

DEB M. HALL, City Clerk

Drafted by: City of Marshfield, Sam Schroeder
Planning and Economic Development Department
630 South Central Avenue
6th Floor, Suite 602
Marshfield, WI 54449-0727

STATE OF WISCONSIN COUNTY OF _____

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

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

Recording Area

Name and Return Address

City of Marshfield
Attn: City Clerk
P. O. Box 727
Marshfield, WI 54449-0727

33-03495

Parcel Identification Number (PIN)

RESOLUTION NO. 2014-75

Document Number

Document Title

A Resolution approving a Conditional Use amendment request by Brown's Living, representing Stoney River II Memory Care facility, to allow for an additional 8 beds, beyond the previously approved 24-bed facility, increasing the exception to the City and Aldermanic District population limitations and modifying the approved site plan, located at 1606 North Saint Joseph Avenue, zoned "SR-2" Single Family Residential District. City of Marshfield, Wood County, Wisconsin.

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

WHEREAS, the City Clerk, having published a Notice of Public Hearing regarding such conditional use application, pursuant thereto, a public hearing having been held on the 15th day of December, 2014 at 6:30 pm, and the Plan Commission having heard all interested parties or their agents and attorneys; and

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

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

Lot One (1), of Certified Survey Map No. 9503 recorded in Volume 34 of Certified Survey Maps, page 3, being part of Block Three (3) of the First Addition to Northern Hills Subdivision, located in the Fractional Northeast Quarter of The Northeast Quarter (Fr'1 NE 1/4-NE 1/4) of Section Six (6), Township Twenty-five (25) North, Range Three (3) East, City of Marshfield, Wood County, Wisconsin.

Together with all of the vacated lands described in Document No. 2013R00683 lying adjacent to and northeasterly of said Lot 1.

SECTION 2. The above described property, is allowed up to a 32-bed CBRF and amended site plan, zoned "SR-2" Single Family Residential, located at 1606 North St. Joseph Avenue.

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

- The facility may be allowed up to 32 total beds.
- The amended site plan is approved as presented.

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

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

ADOPTED _____

CHRIS L. MEYER, Mayor

ATTEST:

APPROVED _____

DEB M. HALL, City Clerk

Drafted by: City of Marshfield, Josh Miller
Planning and Economic Development Department
630 South Central Avenue
6th Floor, Suite 602
Marshfield, WI 54449-0727

STATE OF WISCONSIN COUNTY OF _____

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

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

Recording Area

Name and Return Address

City of Marshfield
Attn: City Clerk
P. O. Box 727
Marshfield, WI 54449-0727

33-04652A

Parcel Identification Number (PIN)

**MARSHFIELD POLICE DEPARTMENT
MEMORANDUM**

DATE: December 8, 2014

TO: Finance, Budget, and Personnel (December 17, 2014 meeting)
Common Council (December 17, 2014 meeting)

FROM: Chief Rick Gramza

SUBJECT: Budget Resolution 30-2014

History

Traffic signal preemption is a type of system that allows the normal operation of traffic lights to be preempted. The most common use of these systems is to manipulate traffic signals in the path of an emergency vehicle, halting conflicting traffic and allowing the emergency vehicle right-of-way, to help reduce response times and enhance traffic safety. In 2010 through a Capital Improvement Project (CIP), the Marshfield Fire and Rescue Department utilized allocated money to enhance both public safety and response time by installing Preemptive Lighting at 18 intersections within the city as well as 6 department vehicles. In 2014 through a CIP, the Marshfield Police Department equipped 8 department vehicles with Preemptive Lighting equipment. Plans to install Preemptive Lighting in the remaining 9 intersections within the City of Marshfield are scheduled as CIP in 2016, 2018, and a non-year.

Analysis

With 18 of the 27 intersections in the City of Marshfield currently equipped with these traffic signal preemption devices, there is a need to finalize the project with completion of the remaining 9 intersections. Currently the plan is to make these purchases over the next 6 years utilizing CIP money. TAPCO, the vendor from whom these traffic signal preemption systems is purchased is offering a discount of \$16,994 if the remaining 9 intersections are purchased in 2014. This equates to a 35% savings compared to the quoted price of \$66,000 to \$49,006. Besides the cost savings, the consistency of traffic signal preemption on every traffic standard throughout the city adds to greater safety and less liability.

Recommended transfers from the General Fund Law Enforcement operations budget include:

Law Enforcement Employee Straight Time/Benefits	101-52100-20-51000 series	\$40,233
Emergency Management Overtime/Benefits	101-52910-20-51000 series	\$ 4,909
Emergency Management Repair/Maintenance	101-52910-20-52500	\$ 2,269
Emergency Management Operating Supplies	101-52910-20-53400	\$ 1,595

Recommendation

I recommend approval of Budget Resolution 30-2014 allowing the transfer of \$49,006 from various Law Enforcement and Emergency Management budget line items to the Public Safety Capital Outlay Fund GPS Emergency Vehicle Preemptive Lighting project.

Concurrence



Steve Barg
City Administrator



Keith Strey
Finance Director

DETAIL OF BUDGET RESOLUTION NO. 30-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund, Taxes, a/c# 1014100008.080000:

1. 41110 – General Property Taxes \$ 49,006

General Fund, Law Enforcement Budget, a/c# 1015210020.200000:

1. 51000 series – Permanent Employee Wages & Benefits \$ 40,233

General Fund, Emergency Management Budget, a/c# 1015291020.200001:

1. 51000 series – Overtime Wages & Benefits \$ 4,909
2. 52500 – Repair and Maintenance Supplies 2,269
3. 53400 – Operating Supplies 1,595

TRANSFERRED TO:

Public Safety Capital Outlay Fund, a/c# 4104100008.080000:

1. 41110 General Property Taxes \$ 49,006

Public Safety Capital Outlay Fund, a/c# 4115721020.205710:

1. 58600 – Other Capital Outlay – Law Enforcement \$ 49,006

* * * * *



City of Marshfield Memorandum

Date: December 16, 2014
To: Finance, Budget and Personnel Committee
From: Lara Baehr, Human Resources Manager
RE: July 1, 2015 Compensation Non-Represented Compensation Plan

BACKGROUND

The non-represented employees (excluding Library personnel) compensation system is defined in City Personnel Policy No. 3.800. The City of Marshfield Non-Represented Compensation Plan was first implemented on October 27, 2013 after a salary survey was completed to determine the market value of jobs and job groups. The salary plan establishes a range, minimum, control point (market rate), maximum, and a dollar value for each job group. The control point is defined as the value of the job in the market.

It is the policy of the city to compensate its non-represented employees fairly. This will attract and retain highly motivated, productive people in its employ.

ANALYSIS

Payroll Resolution No. 2014-65 establishes new salary ranges for the non-represented employees effective July 1, 2015. The integrity of the salary plan is maintained by adjusting the ranges according to economic trends and comparables with other cities. The range was adjusted by 1.5%.

Payroll Resolution No. 2014-66 will adjust the compensation for the non-represented employees at the control point to maximum by 1.5% on July 1, 2015. Employees above the maximum will per Policy No. 3.800, receive half of any annual adjustments which for July 1, 2014 would be .75%.

Changes outside of the 1.5% range adjustment (discussed above) are highlighted in red. Under grade G the title of Mechanic (which is also a welder) lists the department of Public Works but should also list the department of Parks and Recreation. On the last page of the compensation scale, we have added in language by the Zookeeper Assistant I in case in the future the City were to hire a Parks and Recreation Department employee into Classification I (which is a non-CDL holding position) and that title then is assigned to perform Zookeeping Assistant I work. Next, I have added to the compensation scale the frozen longevity language (Common Council previously approved in 2012) for ease of administration. The Municipal Court Judge Payroll Resolution No. 2014-69 language was added also for ease of administration since the positions salary increases will follow the

non-represented range increases with the same effective date going forward. The area highlighted in yellow is language that will be deleted because it has phased out.

In surveying other comparable non-represented employee group increases, we found the following:

Comparable	2015 Proposed
Marathon County	2% on 1/1/15 reviews due 6/1/15 with retro back to 1/1/15
Wood County	1.7% Range Increase plus movement to next step up to max
Portage County	1.46% 1/1/15 to match contract settlements. Proposing new compensation study/plan.
WI Rapids	Will follow labor contract settlements when settled.
Stevens Point	1/1/15 1.5% Range Increase plus step increases to maximum of 2.5%
Wausau	2% 1-1-15
Superior	2% 1/1/15
Watertown	3% on 1-1-15 No step adjustment above market.
Menomonie	2% 1/1/15 No step adjustments
DePere	1.8% 1/1/15 plus pay for performance to max
Beaver Dam	1.5% 1/1/15
Kaukauna	2% 1/1/15 plus stepping to max of 2.5%
City of Marshfield	1.5% 7/1/14 plus merit possible
Average	1.87% (salary range adjustment only)

This is not a request for additional funding. All staff expenditures will remain within the 2015 budget requests. Attached is proposed Payroll Resolution No. 2014-65 and 2014-66.

RECOMMENDATION

- I recommend that you approve Payroll Resolution No. 2014-65 which increases the salary range by 1.5%.
- I recommend that you approve Payroll Resolution No. 2014-66 providing for a 1.5% increase on July 1, 2015 for employees at the control point or greater (exception: employees over the max are eligible for an increase of .75%).

Attachments



Concurrence:

Steve Barg, City Administrator

RESOLUTION NO. 2014-65
PAYROLL RESOLUTION

WHEREAS, on May 28, 2013, the Common Council of the City of Marshfield adopted a Position Classification and Pay Plan for all non-represented positions in the City's employ, except for positions under the governance of the Marshfield Library Board; and

WHEREAS, the Common Council's action, in adopting the pay plan effective October 27, 2013, was based upon a classification/compensation study conducted by the firm of Carlson Dettmann; and

WHEREAS, Personnel Policy 3.800 directs the Human Resources Manager and City Administrator to maintain the integrity of the salary plan by adjusting the ranges according to economic trends; and

WHEREAS, Personnel Policy 3.800 provides that when salary ranges are adjusted to maintain economic parity for employees who have attained or surpassed the midpoint value, their position in the range will be maintained;

NOW, THEREFORE, BE IT RESOLVED by the Common Council that the salary structure for Non-Represented Position Classifications of the City of Marshfield be adjusted by 1.5% to be effective July 1, 2015.

ADOPTED: _____
Chris L. Meyer, Mayor

APPROVED: _____
Deb M. Hall, City Clerk

CITY OF MARSHFIELD COMPENSATION SCALE EFFECTIVE JULY 1, 2015

Job Title	Department	Grade	One year apart							Two years apart	
			Control Point							Maximum	
			92.5% Step 1	95.0% Step 2	97.5% Step 3	100.0% Step 4	102.5% Step 5	105.0% Step 6	107.5% Step 7	110.0% Step 8	112.5% Step 9
City Administrator	Administrator	W	\$45.90	\$47.14	\$48.37	\$49.61	\$50.86	\$52.10	\$53.34	\$54.58	\$55.81
<i>vacant grade</i>		V	\$44.30	\$45.49	\$46.70	\$47.90	\$49.10	\$50.29	\$51.48	\$52.68	\$53.89
<i>vacant grade</i>		U	\$42.72	\$43.88	\$45.03	\$46.18	\$47.34	\$48.49	\$49.64	\$50.81	\$51.96
Finance Director Fire Chief Police Chief Public Works Director	Finance Fire Police Public Works	T	\$41.14	\$42.24	\$43.36	\$44.47	\$45.57	\$46.70	\$47.81	\$48.92	\$50.03
Director of Planning/Econ Dev Parks & Recreation Director Technology Director	Planning Parks & Recreation Technology	S	\$39.54	\$40.62	\$41.69	\$42.75	\$43.82	\$44.89	\$45.96	\$47.02	\$48.09
City Engineer Human Resources Manager	Engineering Administrator	R	\$37.96	\$38.99	\$40.01	\$41.04	\$42.06	\$43.09	\$44.11	\$45.14	\$46.16
City Assessor	Assessor	Q	\$36.37	\$37.35	\$38.34	\$39.32	\$40.31	\$41.29	\$42.27	\$43.26	\$44.24
<i>vacant grade</i>		P	\$34.78	\$35.73	\$36.66	\$37.61	\$38.55	\$39.48	\$40.42	\$41.36	\$42.31
Assistant Finance Director Police Lieutenant Street Superintendent Wastewater Superintendent Deputy Fire Chief Fire (M-F) Deputy Fire Chief Fire (Shift)	Finance Police Street Division Wastewater Utility Fire Fire	O	\$33.19	\$34.09	\$34.99	\$35.89	\$36.79	\$37.69	\$38.59	\$39.48	\$40.38
			\$69,044	\$70,921	\$72,776	\$74,652	\$76,529	\$78,384	\$80,260	\$82,116	\$83,991
Assistant City Engineer	Engineering	N	\$31.62	\$32.47	\$33.33	\$34.18	\$35.03	\$35.89	\$36.74	\$37.60	\$38.46

Ordinance Enforcement Officer Streets/Parks and Rec Classification Four	Police Streets/Park & Rec	F	\$19.16	\$19.68	\$20.20	\$20.72	\$21.24	\$21.75	\$22.28	\$22.79	\$23.31
Administrative Assistant III Deputy Clerk Streets/Parks & Rec Classification Three Administrative Assistant III Administrative Assistant III	Mayor/City Administrator Clerk Streets/Park & Rec Fire Police	E	\$17.82	\$18.31	\$18.79	\$19.27	\$19.75	\$20.24	\$20.72	\$21.20	\$21.68
Accounting Clerk Administrative Assistant II Municipal Court Clerk Police Records Specialist Streets/Parks & Rec Classification Two Administrative Assistant II Administrative Assistant II Administrative Assistant II Administrative Assistant II Administrative Assistant II	Finance Streets Division Municipal Court Police Streets/Parks & Rec Assessor Building Services Parks & Recreation Public Works Wastewater	D	\$16.67	\$17.12	\$17.57	\$18.03	\$18.47	\$18.92	\$19.38	\$19.82	\$20.28
Administrative Assistant I Custodian	Police	C	\$15.50	\$15.93	\$16.34	\$16.76	\$17.18	\$17.60	\$18.03	\$18.44	\$18.85
Cemetery Caretaker Assistant Streets/Parks & Rec Classification One	Cemetery Streets/Park & Rec	B	\$14.49	\$14.90	\$15.29	\$15.67	\$16.07	\$16.45	\$16.85	\$17.24	\$17.63
<i>vacant grade</i>		A	\$13.48	\$13.85	\$14.21	\$14.58	\$14.95	\$15.31	\$15.67	\$16.04	\$16.40

Streets/Parks & Rec Classification One

No CDL and minimal related experience

Streets/Parks and Rec Classification Two

Parks Technician I, Laborer, Truck Operator, Skid Steer Operator, Stock Room Helper, and Sweeper

Streets/Parks and Rec Classification Three

Parks Technician II, Tile Layer, Sign Person, Mini Excavator, Equipment Technician, Concrete Helper, Front End Loader, Bulldozer Operator, Grade Person

Streets/Parks & Rec Classification Four

Parks Technician III, Concrete Specialist, Ariel Truck Operator, Loader/Backhoe, Motor Grader, Rubber Tired Excavator, Tracked Excavator, Stock Clerk

Acting Street Supervisor is pay grade H: Effective May 1, 2014

Zookeeper Assistant I: Employees will receive an additional \$1.20 per hour if currently classified as Class I and assigned to perform Zookeeper Assistant I work, \$.90 per hour if currently classified in a Class II and assigned to perform Zookeeper Assistant I work, and \$.60 per hour if currently classified as Class III and assigned to perform Zookeeper Assistant I work.

Out of Class Pay for Employees over the Maximum (Street Division/Parks and Recreation Department): Employees whose compensation is beyond the maximum will receive a minimum of an additional \$.30 per hour in out of class pay if currently classified in a Class II and are assigned and performing work that is classified as a Class III. Likewise there will be a minimum of \$.40 per hour out of class pay from Class III to Class IV and a minimum of \$.20 per hour out of class pay for Class IV to Zookeeper. This language applies as a minimum for those employees above the maximum and will phase out likely on July 1, 2014.

Reclassification into a new Class for Employees Over the Maximum (Street Division and Parks and Recreation Department): When an employee is promoted to a new classification and is currently being compensated above their current maximum, the out of class pay (minimum of \$.30 and/or \$.40) will be permanently added to their base pay as long as the employee's performance remains at a satisfactory level and they continue to perform the work at the higher classification. This language applies as a minimum for those employees above the maximum and will phase out likely on July 1, 2014.

Classification II - Night Shift Sweeper Night Shift Differential: Effective October 27, 2013 - \$.15 per hour. Effective July 1, 2014 - \$.25 per hour.

Longevity is frozen as of 12/31/11 for Street, Parks and Recreation and Clerical/Technical Groups. Ordinance Enforcement Officer and Wastewater Group is frozen as of 12/31/13. Employees earning longevity prior to the dates listed above for their respective group will have their longevity frozen as of the dates listed above. Employees hired both before (and not yet eligible for longevity) and after the frozen dates for their respective group are not eligible for longevity. Frozen longevity is paid in addition to their base wage as follows:

- 5 to 10 years of service \$.07 per hour
- 10-15 years of service \$.13 per hour
- 15-20 years of service \$.19 per hour
- 20-25 years of service \$.26 per hour (OEO Group is \$.25)
- 25 or more years of service is \$.32 per hour

Municipal Court Judge Payroll Resolution No. 2014-69: Municipal Court Judge compensation to follow non-represented range adjustments as they occur (typically on July 1 of a given year)

RESOLUTION NO. 2014-66
PAYROLL RESOLUTION

WHEREAS, the Common Council of the City of Marshfield has adopted a Position Classification and Compensation Plan for all non-represented employees; and

WHEREAS, it is the policy of the Common Council that all compensation adjustments for non-represented employees are contingent upon satisfactory performance as documented in written performance appraisals; and

WHEREAS, the control point of the respective pay range represents the market value of the job, i.e., the economic value that other employers with whom the city competes for employees place on the same or similar job;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MARSHFIELD that if job performance for an incumbent at or above the midpoint value, in one of the job classifications on the attached, meets or exceeds the performance standards for the review period as documented in a written performance appraisal completed by the employee's supervisor and filed in the Human Resources office, he/she shall be entitled to a salary or wage adjustment by 1.5% for non-represented employees between the control point and maximum or .75% for non-represented employees above the maximum effective on July 1, 2015; and

ALSO, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MARSHFIELD that the purpose of this resolution is to authorize the continued implementation of compensation adjustments, as justified, for incumbents in the position descriptions attached, according to the methodology outlined in existing Personnel Policies 3.800 and 3.805 and succeeding sections of this resolution.

ADOPTED: _____
Chris L. Meyer, Mayor

APPROVED: _____
Deb M. Hall, City Clerk

Detail to Payroll Resolution No. 2014-66 Effective July 1, 2015
1.5% for Those Below the Maximum and .75% for Those Above the Maximum

Emp ID	Pay Type	Grade/Step	7/1/14 Rate	7/1/15 Rate	Longevity	Last Name	First Name
001351	Hourly	D4	\$17.76	\$18.03		ANDERSON	MARY
002325	Hourly	E9	\$21.36	\$21.68		BABCOCK	MARK
002638	Hourly	I8	\$27.74	\$28.16		BALTUS	MICHAEL
068268	Hourly	W4	\$48.88	\$49.61		BARG	STEVEN
003007	Hourly	D4	\$17.76	\$18.03		BEAUCHAMP	AMY
003025	Hourly	F6	\$21.43	\$21.75		BECKER	JEFFREY
003087	Hourly	E5	\$19.46	\$19.75		BERGER	SUZANNE
004076	Hourly	M5	\$32.77	\$33.26		BORNBACH	KURT
004251	Hourly	H9	\$26.47	\$26.87		BRATTON	TED
004260	Hourly	B9	\$17.37	\$17.63		BRAUNSKY	WILLIAM
004400	Hourly	G5	\$22.38	\$22.72		BRUHN	TODD
068317	Hourly	G4	\$21.84	\$22.17		BURNS	STEVEN
005235	Hourly	D6	\$18.64	\$18.92		CARLSON	SUSAN
049105	Hourly	M4	\$31.98	\$32.46		CASSIDY	KELLY
005300	Hourly	N4	\$33.67	\$34.18		CASSIDY	TIMOTHY
005967	Hourly	H6	\$24.71	\$25.08		CHRISTENSEN	TERRY
005990	Hourly	F6	\$21.43	\$21.75		CHURKEY	MATTHEW
006445	Hourly	D4	\$17.76	\$18.03		COY	JEAN
012255	Hourly	O5	\$36.25	\$36.79		ERICKSON	EDWIN
012272	Hourly	F7	\$21.95	\$22.28		ESSER	JEROLD
013319	Hourly	H4	\$23.53	\$23.88		FECHHELM	BELINDA
068425	Hourly	G6	\$22.93	\$23.27		FISCHER	BRANDON
014462	Hourly	H6	\$24.71	\$25.08		FOLTZ	BRIAN
016282	Hourly	D4	\$17.76	\$18.03		GAETZ	CINDY
068467	Hourly	G5	\$22.38	\$22.72		GOHAM	JOEL
068424	Hourly	D4	\$17.76	\$18.03		JOHNSON	JOSHUA
026055	Hourly	D4	\$17.76	\$18.03		KARL	DEBRA
068209	Hourly	K4	\$28.60	\$29.03		KILTY	PATRICK
026478	Hourly	M4	\$31.98	\$32.46		KIVELA	MARK
027435	Hourly	T4	\$43.81	\$44.47		KNOECK	DANIEL
027778	Hourly	E6	\$19.94	\$20.24		KROGMAN	AMY
027962	Hourly	M4	\$31.98	\$32.46		KROKSTROM	LORRIE
028655	Hourly	E9	\$21.36	\$21.68		LANGFELDT	TIMOTHY
028672	Hourly	F5	\$20.93	\$21.24		LARSEN	ROBERT
028671	Hourly	O4	\$35.36	\$35.89		LARSON	DARREN
029054	Hourly	F5	\$20.93	\$21.24		LEONARD	DANIEL
049218	Hourly	D4	\$17.76	\$18.03		LINDGREN	KATHLEEN
029465	Hourly	E4	\$18.99	\$19.27		LINDNER	PEGGY
031360	Hourly	M4	\$31.98	\$32.46		MAURITZ	JOSH
031416	Hourly	E9	\$21.39	\$21.68		MCCLUNG	BRIAN
032020	Hourly	G4	\$21.84	\$22.17		MICHALIK	JANETTE
068175	Hourly	M4	\$31.98	\$32.46		MILLER	JOSHUA

Detail to Payroll Resolution No. 2014-66 Effective July 1, 2015

1.5% for Those Below the Maximum and .75% for Those Above the Maximum

068329	Hourly	G4	\$21.84	\$22.17		MOLTER	JEFFREY
034215	Hourly	E9	\$21.36	\$21.68		NEEDHAM	PAUL
068448	Hourly	D4	\$17.76	\$18.03		NIEHAUS	PATRICK
034700	Hourly	F7	\$21.95	\$22.28		NIKOLAI	HUGH
038260	Hourly	D4	\$17.76	\$18.03		OPPMAN	JOANN
038263	Hourly	K4	\$28.60	\$29.03		OTT	THOMAS
038270	Hourly	H6	\$24.71	\$25.08		OTT	ANDREW
038265	Hourly	O5	\$36.25	\$36.79		OWEN	SCOTT
039049	Hourly	E4	\$18.99	\$19.27		PANZER	LORI
040165	Hourly	N5	\$34.51	\$35.03		POKORNY	RICHARD
047105	Hourly	E9	\$21.36	\$21.68		RASMUSSEN	TIMOTHY
045050	Hourly	G4	\$21.84	\$22.17		RINDFLEISCH	MARILYN
047042	Hourly	F8	\$22.45	\$22.79		SCHERR	MICHAEL
047075	Hourly	E9	\$21.36	\$21.68		SCHLAGENHAF	PAUL
068082	Hourly	G4	\$21.84	\$22.17		SCHOOLEY	ROBERT
047060	Hourly	F7	\$21.95	\$22.28		SCHROEDER	WILLIAM
048301	Hourly	E9	\$21.36	\$21.68		SONNEMANN	LESTER
068104	Hourly	D4	\$17.76	\$18.03		STARGARDT	CHRIS
048750	Hourly	M4	\$31.98	\$32.46		STEINBACH	BENJAMIN
048775	Hourly	T4	\$43.81	\$44.47		STREY	KEITH
068491	Hourly	M4	\$31.98	\$32.46		SUTTON	MATTHEW
050136	Hourly	E9	\$21.39	\$21.68		TRUDEAU	MICHAEL
053961	Hourly	D4	\$17.76	\$18.03		UTHMEIER	CHERYL
057275	Hourly	G5	\$22.38	\$22.72		WANTA	DUANE
068340	Hourly	O4	\$35.36	\$35.89		WARP	SAMUEL
068103	Hourly	F6	\$21.43	\$21.75		WENDELL	ERIC
058045	Hourly	O4	\$35.36	\$35.89		WINCH	MICHAEL

Emp ID	Pay Type		Pay Rate			Last Name	First Name
			Bi-Weekly				
68515	Salary	O2 TO O3	\$69,873	\$72,776		CLEMENTS	JODY
8200	Salary	O5	\$75,398	\$76,529		DEGRAND	CRAIG
9241	Salary	O5	\$75,398	\$76,529		DOLENS	ROY
68443	Salary	M4	\$66,512	\$67,510		ESSER	TRAVIS
68589	Salary	M4	\$66,512	\$67,510		GEURINK	JODY
68396	Salary	M4	\$66,512	\$67,510		KEFFER	DENNIS
40145	Salary	M4	\$66,512	\$67,510		POESCHEL	DOMINIC
Over Max							
000330	Hourly	D OVER	\$20.56	\$20.71		ADAMSKI	CHARLES
003160	Hourly	D OVER	\$20.89	\$21.05		BINDER	JOEL
068307	Hourly	D OVER	\$20.56	\$20.71		GABEL	BRIAN
026452	Hourly	D OVER	\$20.89	\$21.05		KIEFFER	GREGORY

Detail to Payroll Resolution No. 2014-66 Effective July 1, 2015

1.5% for Those Below the Maximum and .75% for Those Above the Maximum

068348	Hourly	D OVER	\$20.56	\$20.71		KOZIK	KYLE
068210	Hourly	D OVER	\$20.56	\$20.71		LINZMEIER	BRYAN
045335	Hourly	D OVER	\$20.56	\$20.71		ROGERS	DANIEL
068196	Hourly	D OVER	\$20.56	\$20.71		SCHMIDT	PHILIP
048021	Hourly	D OVER	\$20.96	\$21.12		SMITH	MELVIN
050271	Hourly	C OVER	\$20.56	\$20.71		TIBBETT	BRUCE
057637	Hourly	D OVER	\$20.56	\$20.71		WEINFURTNER	JEFFREY
068295	Hourly	D OVER	\$20.56	\$20.71		WOJCIK	BENJAMIN

Employees Stepping Below Control Point Effective 7/1/15

Number	Placement	From	To	Last Name	First Name
068203	G3 TO G4	\$21.29	\$22.17	MILLER	SHAWN
068267	G3 TO G4	\$21.29	\$22.17	OLDHAM	LANCE
068519	D2 TO D3	\$16.87	\$17.57	PUGH	KEITH
048310	Q3 TO Q4	\$37.77	\$39.32	SPENCER	JOAN
068044	S3 TO S4	\$41.07	\$42.75	ANGELL	JASON
002600	R3 TO R4	\$39.42	\$41.04	BAEHR	LARA
068389	K3 TO K4	\$27.89	\$29.03	BUEHLER	DAVID
011930	S3 TO S4	\$41.07	\$42.75	ENGLEHART	EDWARD
018278	O3 TO O4	\$34.47	\$35.89	HANSON	BRENDA
034515	S3 TO S4	\$41.07	\$42.75	NG	ENG
051965	R3 TO R4	\$39.42	\$41.04	TURCHI	THOMAS
068531	M3 TO M4	\$31.18	\$32.46	WESTMAN	ERIK
018233	T2 TO T3	\$41.62	\$43.36	HAIGHT	ROBERT
068325	T1 TO T2	\$40.53	\$42.24	GRAMZA	RICHARD
068576	O3 TO O4	\$34.47	\$35.89	ZEPS	PATRICK
068524	H1 TO H2	\$21.77	\$22.70	SCHROEDER	SAMUEL
068570	H3 TO H4	\$22.95	\$23.88	VAN WYHE	AMY
068386	D3 TO D4	\$17.31	\$18.03	WARP	JEAN
068532	D3 TO D4	\$17.31	\$18.03	GUENSBURG	WILL
068471	G1 TO G2	\$20.20	\$21.06	NOSBISCH	MITCHELL
018425	M2 to M3	\$30.38	\$31.65	HAWLEY	KRISTOFER
	G1 to G2	\$20.20	\$21.06	KUHLKA	LOUIS
Effective May 1, 2015					
018255	TO L3	\$28.10	\$29.53	HALL	DEBORAH
Effective July 1, 2015					
18255	L3 RANGE	\$29.53	\$29.97	HALL	DEBORAH
Effective July 1, 2015		\$18,434	\$18,711	Municipal Court Judge	



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE & COMMON COUNCIL
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: RESOLUTION 2014-76 COMMITTED FUND BALANCE CLASSIFICATIONS
DATE: 12/12/2014

BACKGROUND

As a result of Governmental Accounting Standards Board (GASB) 54 requirements, the City of Marshfield recently updated Fund Balance Policy 4.310 and Policy 4.370 Continuing Appropriations & Budget Resolutions. Policy 4.310, in part, establishes a framework for reporting classification of fund balances. Policy 4.370 states, in part, that “appropriations may be made by the Council, to be paid out of income of the current year, in furtherance of improvement or other objects or works which will not be completed within such year, and any such appropriation shall continue in force until the purpose for which it was made has been accomplished or abandoned.”

ANALYSIS

To comply with requirements of GASB 54, the previous one step procedure related to Policy 4.370 Continuing Appropriations was split into two. Now, step one requires the Common Council to take specific action to identify and approve items they “Commit” to funding beyond the current fiscal year. GASB 54 requires approval action to occur before fiscal year end to classify these specific items as committed. Following fiscal year end, the second step requires the Common Council to take separate action to approve amounts for items the Council wishes to commit funding for when determined (historically in February) for financial reporting purposes. These actions are only required for General Fund items as other fund classifications and continuing appropriations are addressed in Policies 4.310 & 4.370.

Several department/division heads have requested that various 2014 appropriations for specific general fund capital outlay, operations and projects be carried over to 2015 so they can be completed. When appropriate, the respective committees/boards have previously approved these items. The attached resolution summarizes the 2014 appropriation items and estimated amounts requested to be carried over into 2015 and classified as Committed Fund Balance.

RECOMMENDATION

I recommend approval of Resolution #2014-76 approving Committed Fund Balance classifications for 2014 continuing appropriations, as presented.

Concurrence- Steve Barg, City Administrator

RESOLUTION NO. 2014-76

A resolution of the Common Council approving Committed Fund Balance classifications for continuing certain appropriations related to fiscal year 2014 to be carried over into 2015.

BE IT RESOLVED by the COMMON COUNCIL of the City of Marshfield, as follows:

- 1. The appropriations and accounts set forth in Exhibit "A" attached hereto are hereby classified as committed and carried forward into 2015; and
- 2. The Finance Director is hereby authorized to make the necessary entries in the ledgers of the City of Marshfield to reflect the foregoing.

This resolution is recommended by the Finance, Budget and Personnel Committee.

ADOPTED _____

Mayor

APPROVED _____

Clerk

EXHIBIT "A"

ESTIMATED
12/31/14
AMOUNTS

General Fund #101

Building Services/Inspection: Nuisance Property Abatement	\$ 2,250
Engineering Sidewalk Repair	10,000
Information Systems Enterprise Business System Software Upgrade Electronic Document Management System	87,402 49,759
Library Net Operations & Maintenance per WI Statutes Ch. 43.58(1)	29,230 (5 yr. average)
Parks and Recreation Special Recreation Programs Tennis/Racquetball Center Adult Athletics	4,071 5,637 2,718
Parks Maintenance Park Restroom Automated Locks	3,000
Planning & Economic Development Downtown Master Plan – general fund 50% share	3,750
	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> <u>\$ 197,817</u> **

** Amounts listed are **preliminary estimates** for information only. Final amounts will be presented in February 2015 for approval