CITY OF MARSHFIELD

MEETING NOTICE

FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, FEBRUARY 3, 2015
Council Chambers, Lower Level, City Hall Plaza
5:30 P.M. (or after Judiciary & Licensing Committee meeting)

1. Call to Order – Alanna Feddick, Chairperson

2. Citizen Comments

3. Consent Agenda
   a) Approval of Minutes of January 20, 2015 meeting
   b) Approve Bills and Payroll
   c) Monthly Position Control Report

   Recommended Action: Approve the Consent Agenda, as presented

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

5. Request to write off 2014 real estate taxes – Center City Church. Presented by Joan Spencer, City Assessor

   Recommended Action: Write off 2014 real estate taxes

6. Request to approve revised Policy 3.145, Hiring, Promotions, Transfers and Temporary Assignments. Presented by Lara Baehr, Human Resources Manager

   Recommended Action: Approve revised Policy 3.145

7. Discuss proposed creation of TID #5 incentive fund and request to authorize staff to enter into an engagement letter with bond counsel to draft an agreement for this purpose

   Recommended Action: Authorize staff to sign the requested engagement letter

8. Discuss whether leasing space at City Hall should be assigned to Board of Public Works or Finance, Budget & Personnel Committee. Presented by Steve Barg, City Administrator

   Recommended Action: Discretion of the committee

9. Update – Implementation of staffing study recommendations. Presented by Steve Barg, City Administrator

   Recommended Action: None, for information only

10. Suggested items for future agendas

11. Adjourn

FINANCE, BUDGET AND PERSONNEL COMMITTEE
February 3, 2015

Posted this day, January 30, 2015 at 12:30 p.m., by Deb 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) 384-3636.

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF JANUARY 20, 2015

Meeting called to order by Chairperson Feddick at 5:30 p.m., in the Common Council Chambers, City Hall Plaza.
PRESENT: Alderpersons Alanna Feddick, Gordon Earll, Peter Hendler and Char Smith
ABSENT: Alderperson Rebecca Spiros
ALSO PRESENT: Alderperson Wagner, City Administrator Barg, Fair Manager Adam Fischer, Media and City Personnel (Keith Strey, Lara Baehr, Bob Haight, Rick Gramza, Ed Englehart, Sam Warp, Brenda Hanson, Dan Knoeck, Tom Turchi, Ben Steinbach, Eng Ng and Deb Hall)

Citizen Comments
None

FBP15-005 Motion by Earll, second by Hendler to approve the items on the consent agenda:
1. Minutes of the January 6, 2015 meeting
2. Bills in the amount of $7,225,496.54
3. December 2014 Treasury Report

Motion carried

No items were removed from the consent agenda.

FBP15-006 Motion by Hendler, second by Earll to recommend approval of Budget Resolution No. 1-2015 to the Common Council, transferring $49,000 within the Emergency Medical Services Fund for the purchase of a component of the Fire RMS called RescueNet ePCR.
Motion carried

FBP15-007 Motion by Hendler, second by Earll to recommend approval of Budget Resolution No. 2-2015 to the Common Council, transferring $4,719 within the Law Enforcement Budget for the purchase of Public Engines Command Central software.
Motion carried

Police Chief Gramza presented information on replacing one police officer position with another detective.

FBP15-008 Motion by Earll, second by Hendler to approve for payment the invoice from Pat Fellenz Construction in the amount of $5,300.
Motion carried

City Administrator Barg said that the City would like to see more regular invoices instead of waiting for a whole year and then submitting an invoice. They want to get regular invoices in a timelier manner.

FBP15-009 Motion by Smith, second by Earll to authorize the filling of the Wastewater Operator position.
Motion carried

FBP15-010 Motion by Hendler, second by Smith to approve the Classification of the position of Civil Engineer 1 to pay grade I.
Motion carried

FBP15-011 Motion by Earll, second by Smith to approve Revised Policy No. 3.520, Sick Leave.

FBP15-012 Motion by Smith, second by Feddick to amend the motion to include in the policy "in loco parentis".
Motion carried

Vote on motion **FBP15-011 as amended**.
Motion carried

City Administrator Barg updated the committee on the implementation of the staffing study recommendations.

- A Strategic Planning Session has been scheduled for Tuesday, February 10, 2015 at 5:30 p.m. in Room 108.
- He has asked for staff to volunteer to be on a committee to look at some of these other recommendations. He is hoping to have a group pulled together by the end of the month.

FUTURE AGENDA ITEMS
Discussion on Rental Leases

Motion by Hendler, second by Feddick to adjourn at 6:09 p.m.

Deb M. Hall
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **$833,048.87** and General Expense Bills for January, 2015 amounting to **$779,373.94** be allowed paid and charged to their proper accounts.

_____
Chairman

_____

_____

_____

_____

CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL
2/4/2015

PREPAID BILLS
PREPAID BILLS PAID BY CHECK

CK #	CK DATE	VENDOR	AMOUNT
82485	1/23/2015	ADVANCED DISPOSAL SERVICES LLC	$71,695.73
82486	1/23/2015	ALLIANT ENERGY WP&L	$79.54
82487	1/23/2015	BAKER AND TAYLOR INC	$18.88
82488	1/23/2015	BB COMMUNITY LEASING SERVICES INC	$825.48
82489	1/23/2015	WANDA J BOLDON	$106.93
82490	1/23/2015	CHARTER COMMUNICATIONS	$509.65
82491	1/23/2015	CHINA CHEF	$343.37
82492	1/23/2015	PAT FELLENZ CONSTRUCTION	$5,300.00
82493	1/23/2015	FRONTIER	$143.06
82494	1/23/2015	GANNETT WISCONSIN MEDIA	$307.68
82495	1/23/2015	E O JOHNSON COMPANY	$176.00
82496	1/23/2015	ANDREA KAISER	$174.49
82497	1/23/2015	JOHN & JULIE KAPRELIAN	$53.64
82498	1/23/2015	ALEX KOLPANEN	$34.74
82499	1/23/2015	JASON & KIMBERLY KRAUSE	$106.93
82500	1/23/2015	MARSHFIELD FAIRGROUNDS COMM	$3,800.00
82501	1/23/2015	MARSHFIELD UTILITIES	$31,983.18
82502	1/23/2015	JENNIFER MARTIN	$32.93
82503	1/23/2015	RYAN MCGIVERN	$37.92
82504	1/23/2015	RYAN MCGIVERN	$175.00
82505	1/23/2015	NWBIA	$95.00
82506	1/23/2015	RUNNING INC	$21,299.60
82507	1/23/2015	PAUL & STEPHANIE SEIDL	$35.42
82508	1/23/2015	TELRITE CORPORATION	$353.57
82509	1/23/2015	UW-MARSHFIELD/WOOD COUNTY	$23,501.00
82510	1/23/2015	WAHMR	$600.00
82511	1/23/2015	WE ENERGIES	$21,024.64
82512	1/23/2015	WI MUNICIPAL COURT CLERKS ASSC	$40.00
82513	1/28/2015	NVA FIDUCIARY TRUST FOR FSLI	$1,467.98
82514	1/28/2015	DELTA DENTAL OF WISCONSIN	$12,625.39
		TOTAL PREPAID BILLS PAID BY CHECK	**$196,947.75**

PREPAID BILLS PAID BY EFT

EFT000000003533	1/26/2015	LOUIS KUHLKA	$100.00
		TOTAL PREPAID BILLS PAID BY EFT	**$100.00**

ACH PAYMENTS

	1/30/2015	WI DEPT OF REVENUE - SALES TAX	$2,124.07
		TOTAL ACH PAYMENTS	**$2,124.07**

CURRENT BILLS
CURRENT BILLS PAID BY CHECK

EFT000000003534	2/4/2015	ADVANCE AUTO PARTS FINANCIAL SERVICES	$32.99
EFT000000003535	2/4/2015	JASON ANGELL	$233.45
EFT000000003536	2/4/2015	ARAMARK UNIFORM SERVICES	$74.30
EFT000000003537	2/4/2015	LARA BAEHR	$312.01
EFT000000003538	2/4/2015	BALTUS OIL COMPANY INC	$16,867.50
EFT000000003539	2/4/2015	BRIAN BARNES	$1,187.63
EFT000000003540	2/4/2015	BAUERNFEIND BUSINESS TECH	$2,432.58
EFT000000003541	2/4/2015	BEAVER OF WISCONSIN INC	$321.25
EFT000000003542	2/4/2015	JEFF BARTH	$125.00

CK #	CK DATE	VENDOR	AMOUNT
EFT000000003543	2/4/2015	BOUND TREE MEDICAL, LLC	$1,145.42
EFT000000003544	2/4/2015	CARQUEST AUTO PARTS	$920.78
EFT000000003545	2/4/2015	CDW GOVERNMENT INC	$1,443.25
EFT000000003546	2/4/2015	CENTRAL STATE SUPPLY CORP	$16.15
EFT000000003547	2/4/2015	DALCO ENTERPRISES, INC.	$859.96
EFT000000003548	2/4/2015	DOINE TRANSPORT INC	$107.00
EFT000000003549	2/4/2015	EMPLOYEE BENEFITS CORPORATION	$340.00
EFT000000003550	2/4/2015	INGRID GLURICH	$900.00
EFT000000003551	2/4/2015	GRAINGER	$4,922.58
EFT000000003552	2/4/2015	INGRAM LIBRARY SERVICES INC	$460.10
EFT000000003553	2/4/2015	ERIK JONAS	$971.14
EFT000000003554	2/4/2015	KAFKA DUSTBUSTER PLUS LLC	$1,510.00
EFT000000003555	2/4/2015	PATRICK KILTY	$439.43
EFT000000003556	2/4/2015	MARAWOOD REAL ESTATE 200 LLC	$3,047.92
EFT000000003557	2/4/2015	MCMASTER-CARR	$73.54
EFT000000003558	2/4/2015	MERKEL COMPANY INC	$3,217.71
EFT000000003559	2/4/2015	MIDSTATE TRUCK SERVICE	$6,044.59
EFT000000003560	2/4/2015	MIDWEST TAPE	$27.98
EFT000000003561	2/4/2015	MISSISSIPPI WELDERS	$731.09
EFT000000003562	2/4/2015	MSA PROFESSIONAL SERVICES INC	$3,963.46
EFT000000003563	2/4/2015	POMP'S TIRE SERVICE INC	$2,784.15
EFT000000003564	2/4/2015	POWER PAC INC	$283.98
EFT000000003565	2/4/2015	QUILL CORPORATION	$201.05
EFT000000003566	2/4/2015	TIM RASMUSSEN	$346.50
EFT000000003567	2/4/2015	REIGEL PLUMBING & HEATING INC	$571.08
EFT000000003568	2/4/2015	DAN ROGERS	$121.90
EFT000000003569	2/4/2015	KURT SCHEIDER	$1,180.00
EFT000000003570	2/4/2015	SCHOOL DISTRICT OF MARSHFIELD	$2,163.15
EFT000000003571	2/4/2015	SOLUTIONZ LLC	$772.50
EFT000000003572	2/4/2015	JOAN SPENCER	$103.50
EFT000000003573	2/4/2015	KEITH STREY	$380.00
EFT000000003574	2/4/2015	SVA CONSULTING LLC	$22,723.65
EFT000000003575	2/4/2015	SYMANTEC CORPORATION	$2,916.00
EFT000000003576	2/4/2015	TRAFFIC AND PARKING CONTROL INC	$52,724.65
EFT000000003577	2/4/2015	LOCATE HOLDINGS INC	$5,269.76
EFT000000003578	2/4/2015	V & H AUTOMOTIVE MARSHFIELD	$1,046.16
EFT000000003579	2/4/2015	V & H INC	$262.62
EFT000000003580	2/4/2015	VIDCOM LLC	$2,731.96
EFT000000003581	2/4/2015	VIDCOM LLC	$5,955.00
EFT000000003582	2/4/2015	VON BRIESEN AND ROPER, S.C.	$1,127.00
EFT000000003583	2/4/2015	SAM WARP JR.	$24.56
EFT000000003584	2/4/2015	WOOD CO HIGHWAY DEPARTMENT	$2,275.00
		TOTAL CURRENT BILLS PAID BY EFT	**$158,692.98**
		CURRENT BILLS PAID BY CHECK	
82515	2/4/2015	ABR EMPLOYMENTSERVICES	$662.40
82516	2/4/2015	TIM FREECK	$100.00
82517	2/4/2015	AMAZON	$42.27
82518	2/4/2015	AMERICAN AUTO SALES & SERVICE	$119.94
82519	2/4/2015	AMERIGAS-RUDOLPH	$1,643.19
82520	2/4/2015	EDWARD J ARENDT	$20.00
82521	2/4/2015	ASSOCIATED SALES & LEASING	$1,109.85
82522	2/4/2015	ASSOCIATED SERVICE CENTER	$706.54
82523	2/4/2015	BRUCE TIBBETT JR.	$97.25
82524	2/4/2015	BAKER AND TAYLOR INC	$2,051.15
82525	2/4/2015	BAY STEEL & FABRICATION LLC	$226.25
82526	2/4/2015	BILLER PRESS & MFG INC	$852.63
82527	2/4/2015	BROOKS TRACTOR INC	$112.16

CK #	CK DATE	VENDOR	AMOUNT
82528	2/4/2015	BULLEX INC	$5,733.18
82529	2/4/2015	BUSINESS PUBLISHERS INC	$297.00
82530	2/4/2015	CAP SERVICES INC	$35.00
82531	2/4/2015	CENTRAL WI COOPERATIVE	$115.24
82532	2/4/2015	COFFEE CONCEPTS	$65.90
82533	2/4/2015	COMPASS MINERALS AMERICA	$151,890.42
82534	2/4/2015	COUSINEAU AUTO INC	$45.00
82535	2/4/2015	CRANE ENGINEERING SALES INC	$5,037.85
82536	2/4/2015	CTL COMPANY INC	$361.26
82537	2/4/2015	DIRECT NETWORKS INC	$233.16
82538	2/4/2015	DISCOUNT SCHOOL SUPPLY	$94.42
82539	2/4/2015	DRAXLER'S SERVICE, INC	$6,129.41
82540	2/4/2015	DUFFY'S AIRCRAFT SALES	$8,243.51
82541	2/4/2015	EHLERS	$210.00
82542	2/4/2015	EMBLEM ENTERPRISES INC	$90.00
82543	2/4/2015	EMMONS BUSINESS INTERIORS	$508.32
82544	2/4/2015	FABCO EQUIPMENT INC	$596.83
82545	2/4/2015	FASTENAL COMPANY	$356.52
82546	2/4/2015	FESTIVAL FOODS	$50.33
82547	2/4/2015	GENERAL FARM SUPPLY INC	$8,600.00
82548	2/4/2015	GLOCK INC	$206.00
82549	2/4/2015	GROSS MOTORS OF MARSHFIELD INC	$59.77
82550	2/4/2015	HGA	$2,813.67
82551	2/4/2015	HILLER'S HARDWARE INC	$190.89
82552	2/4/2015	INSTITUTE OF TRANSPORTATION ENGINEERS	$285.00
82553	2/4/2015	AKANKSHA JOSHI	$100.00
82554	2/4/2015	KALAHARI RESORT	$312.00
82555	2/4/2015	LARRY'S AUTO BODY SERVICE	$3,800.00
82556	2/4/2015	LAW ENFORCEMENT TARGETS INC	$146.92
82557	2/4/2015	LINCOLN CONTRACTORS SUPPLY	$788.89
82558	2/4/2015	DANIEL LUTHER	$28.89
82559	2/4/2015	MARSHFIELD AREA CHAMBER	$35.00
82560	2/4/2015	MARSHFIELD AREA CHAMBER	$30.00
82561	2/4/2015	MARSHFIELD CITY GARAGE	$38.80
82562	2/4/2015	MARSHFIELD CLINIC	$1,624.11
82563	2/4/2015	MARSHFIELD PUBLIC LIBRARY	$10.55
82564	2/4/2015	MARSHFIELD STEEL HOLDING COMPANY, INC.	$110.83
82565	2/4/2015	KATHY MEIDL	$100.00
82566	2/4/2015	MENARDS	$875.46
82567	2/4/2015	MIDWAY STEEL INC	$295.00
82568	2/4/2015	MILESTONE MATERIALS	$9,394.45
82569	2/4/2015	MILWAUKEE RUBBER PRODUCTS	$1,291.64
82570	2/4/2015	MINISTRY ST JOSEPH'S HOSPITAL	$2,849.04
82571	2/4/2015	MINNESOTA LIFE INSURANCE CO	$646.80
82572	2/4/2015	MONROE TRUCK EQUIPMENT	$3,984.96
82573	2/4/2015	NAPA AUTO PARTS	$349.62
82574	2/4/2015	NATIONAL SEMINARS TRAINING	$104.30
82575	2/4/2015	NIEMANS SERVICE, INC.	$147.00
82576	2/4/2015	NIEMUTH IMPLEMENT CO INC	$106.75
82577	2/4/2015	NORTH CENTRAL FIRE CHIEFS ASSN	$35.00
82578	2/4/2015	OCLC INC	$7,000.00
82579	2/4/2015	OFFICE MAX INCORPORATED	$31.35
82580	2/4/2015	OFFICE SUPPLIES 2 U INC	$1,627.07
82581	2/4/2015	OPPORTUNITY DEVELOPMENT CENTER	$418.51
82582	2/4/2015	RAY M POEPPEL	$358.00
82583	2/4/2015	PERSONAL DEVELOPMENT CENTER INC	$9,478.00
82584	2/4/2015	EUGENE PERLOCK	$140.40
82585	2/4/2015	JEFFREY NIKOLAI	$140.01

CK #	CK DATE	VENDOR	AMOUNT
82586	2/4/2015	RASMUSSEN COLLEGE- WAUSAU	$99.38
82587	2/4/2015	RECOGNITION SPECIALISTS INC	$912.00
82588	2/4/2015	RENT A FLASH OF WISCONSIN INC	$137.32
82589	2/4/2015	RIVEREDGE GOLF COURSE & BANQUET FACILITY	$435.00
82590	2/4/2015	ROTARY CLUB OF MARSHFIELD SUNRISE	$136.00
82591	2/4/2015	SCAFFIDI TRUCK CENTER	$124.76
82592	2/4/2015	SCHENCK SC	$7,500.00
82593	2/4/2015	SCHIERL TIRE CENTER	$265.00
82594	2/4/2015	ALBERT SCHIFERL	$602.16
82595	2/4/2015	SERWE IMPLEMENT MUNICIPAL SALES CO LLC	$396.38
82596	2/4/2015	SHOPKO STORES OPERATING CO., LLC	$72.96
82597	2/4/2015	SIMPLEX GRINNELL LP	$315.00
82598	2/4/2015	RYAN SOMMER	$31.30
82599	2/4/2015	SOUTH CENTRAL LIBRARY SYSTEM	$14,985.00
82600	2/4/2015	SPEE-DEE DELIVERY SERVICE INC	$67.71
82601	2/4/2015	SPORT AND SPINE	$178.00
82602	2/4/2015	ST VINCENT DE PAUL	$60.00
82603	2/4/2015	STRAND ASSOCIATES INC	$3,500.98
82604	2/4/2015	SUDA PLUMBING INC	$1,975.00
82605	2/4/2015	SUPERIOR GAS SERVICE INC	$30.00
82606	2/4/2015	TEMPLE DISPLAY LTD	$2,088.49
82607	2/4/2015	SUSHMA THAPPETA	$50.00
82608	2/4/2015	THERESA TRACY	$188.34
82609	2/4/2015	TRANSUNION RISK AND ALTERNATIVE	$1.25
82610	2/4/2015	TRIPLE R BUSINESS SERVICES, LLC	$4,466.31
82611	2/4/2015	TSI INCORPORATED	$11,339.78
82612	2/4/2015	CALVIN TYSVER	$175.00
82613	2/4/2015	UNIFIRST CORPORATION	$244.57
82614	2/4/2015	UNIQUE MANAGEMENT SERVICES INC	$152.15
82615	2/4/2015	UNITED MAILING SERVICE INC	$6,100.19
82616	2/4/2015	UNIVERSITY COMMISSION	$7,057.50
82617	2/4/2015	US IDENTIFICATION MANUAL	$82.50
82618	2/4/2015	USA BLUE BOOK	$439.68
82619	2/4/2015	UTILITY SALES AND SERVICE	$98,582.50
82620	2/4/2015	UW-GREEN BAY-OUTREACH	$50.00
82621	2/4/2015	UW-MARSHFIELD/WOOD COUNTY	$109.38
82622	2/4/2015	VITAL COMMUNICATION	$980.00
82623	2/4/2015	WALGREENS	$117.99
82624	2/4/2015	WALT'S PETROLEUM SERVICE INC	$216.50
82625	2/4/2015	WCM	$30.00
82626	2/4/2015	WEINBRENNER SHOE COMPANY	$241.50
82627	2/4/2015	ERLAN R. WENZEL	$120.00
82628	2/4/2015	WEPAK-N-SHIP	$10.19
82629	2/4/2015	STATE OF WISCONSIN	$15.00
82630	2/4/2015	WI EMERGENCY MANAGEMENT	$350.00
82631	2/4/2015	WI PARK AND RECREATION ASSN	$445.00
82632	2/4/2015	WI POLICE LEADERSHIP FOUNDATION	$405.00
82633	2/4/2015	WISCONSIN CONCRETE PAVEMENT ASSOCIATION	$225.00
82634	2/4/2015	WOOD COUNTY REGISTER OF DEEDS	$60.00
82635	2/4/2015	WORKTECH INC	$8,949.71
		TOTAL CURRENT BILLS PAID BY CHECK	**$421,509.14**

TOTAL PREPAID BILLS	**$197,047.75**
TOTAL ACH PAYMENTS	**$2,124.07**
TOTAL CURRENT BILLS	**$580,202.12**
GRAND TOTAL	**$779,373.94**

MONTHLY POSITION CONTROL REPORT
PERMANENT FULL-TIME/PART-TIME
POSITIONS AS OF JANUARY 31, 2015

Department	Division	Position	FTE	Last Name	First Name
Administrator		City Administrator	1.00	BARG	STEVEN
Administrator		Human Resources Manager	1.00	BAEHR	LARA
Administrator		Administrative Assistant III	0.50	KROGMAN	AMY
Administrator Total			**2.50**		
Assessor		City Assessor	1.00	SPENCER	JOAN
Assessor		Property Appraiser	1.00	FECHHELM	BELINDA
Assessor		Administrative Assistant II	1.00	PUGH	KEITH
Assessor Total			**3.00**		
Cemetery		Cemetery Caretaker Assistant	1.00	BRAUNSKY	WILLIAM
Cemetery		Cemetery Coordinator/Caretaker	1.00	BALTUS	MICHAEL
Cemetery Total			**2.00**		
Clerk		City Clerk	1.00	HALL	DEBORAH
Clerk		Deputy Clerk	1.00	PANZER	LORI
Clerk Total			**2.00**		
Finance		Accounting Clerk	0.50	OPPMAN	JOANN
Finance		Accounting Clerk	1.00	LINDGREN	KATHLEEN
Finance		Accountant	1.00	VAN WYHE	AMY
Finance		Payroll Technician	1.00	MICHALIK	JANETTE
Finance		Accounting Technician	0.80	RINDFLEISCH	MARILYN
Finance		Payroll Technician	1.00	SCHOOLEY	ROBERT
Finance		Assistant Finance Director	1.00	HANSON	BRENDA
Finance		Finance Director	1.00	STREY	KEITH
Finance Total			**7.30**		
Fire		Deputy Fire Chief	1.00	DEGRAND	CRAIG
Fire		Deputy Fire Chief	1.00	DOLENS	ROY
Fire		Deputy Fire Chief	1.00	ERICKSON	EDWIN
Fire		Deputy Fire Chief	1.00	OWEN	SCOTT
Fire		Deputy Fire Chief	1.00	CLEMENTS	JODY
Fire		Fire Chief	1.00	HAIGHT	ROBERT
Fire		Firefighter	1.00	BARTH	JEFFREY
Fire		Firefighter	1.00	BAUER	RODNEY
Fire		Firefighter	1.00	BREUER	BRAD
Fire		Firefighter	1.00	CHRISTOPHER	LANCE
Fire		Firefighter	1.00	ESKER	KELLY
Fire		Firefighter	1.00	JONAS	DANIEL
Fire		Firefighter	1.00	LUCARELI	JON
Fire		Firefighter	1.00	MEYER	JAMES
Fire		Firefighter	1.00	MUELLER	EVERETT
Fire		Firefighter	1.00	VANDEN ELZEN	JOSEPH
Fire		Firefighter Paramedic	1.00	ALTMAN	JONATHAN
Fire		Firefighter Paramedic	1.00	BAKOS	STEVEN
Fire		Firefighter Paramedic	1.00	BARNES	BRIAN
Fire		Firefighter Paramedic	1.00	FLETTY	PETER
Fire		Firefighter Paramedic	1.00	FOTH	JASON
Fire		Firefighter Paramedic	1.00	FRYDENLUND	LUCAS
Fire		Firefighter Paramedic	1.00	GILBERTSON	BJORN
Fire		Firefighter Paramedic	1.00	GRIESBACH	BENJAMIN
Fire		Firefighter Paramedic	1.00	JONAS	ERIK
Fire		Firefighter Paramedic	1.00	KARNOWSKI	MATTHEW
Fire		Firefighter Paramedic	1.00	LANG	ERIC

Fire	Firefighter Paramedic	1.00	MCNAMARA	NATHANIEL
Fire	Firefighter Paramedic	1.00	PATTON	DAVID
Fire	Firefighter Paramedic	1.00	SADAUSKAS	JENI
Fire	Firefighter Paramedic	1.00	SCHAD	JASON
Fire	Firefighter Paramedic	1.00	TENNESSEN	SAMUEL
Fire	Firefighter Paramedic	1.00	THORNBERG	CODY
Fire	Firefighter Paramedic	1.00	WEILAND	TROY
Fire	Firefighter Paramedic	1.00	WEYRAUCH	BRONSON
Fire	Firefighter Paramedic	1.00	WINISTORFER	PETER
Fire	Administrative Assistant III	1.00	BERGER	SUZANNE
Fire Total		**37.00**		
Technology	Technology Analyst	1.00	WESTMAN	ERIK
Technology	Technology Analyst	1.00	SUTTON	MATTHEW
Technology	Technology Director	1.00	NG	ENG
Information Technology Total		**3.00**		
Library	Adult Services Supervisor Lib	1.00	ADLER	MARY LOU
Library	Asst Dir./Tech. Srvs Supervisor	1.00	BAKER	KATHLEEN
Library	Childrens' Services Supervisor	1.00	ROPSON	KIM
Library	Library Assistant II	0.625	AUSTIN	JANE
Library	Library Assistant II	0.5	CERA	JILL
Library	Library Assistant II	1.00	SMITH	PENNY
Library	Library Custodian	1.00	FRUEHBRODT	WILLIAM
Library	Library Director	1.00	BELONGIA	LORI
Library	Library Specialist I	0.50	BAKER	DAVID
Library	Library Specialist I	1.00	SMITH	DEBORAH
Library	Library Specialist I	1.00	DERFUS	MARY
Library	Library Specialist I	1.00	HILL	SANDRA
Library	Library Specialist II	0.725	SLADE	CHELSEA
Library	Library Specialist III	0.50	KRUSE	NATALIE
Library	Library Specialist III	0.5	APFEL	STEVE
Library	Library Specialist III	1.00	DUER	AMANDA
Library	Library Specialst III	1.00	SCHULTZ	ROBERT
Library	Library Specialst III	1.00	STEELE	PATRICIA
Library	Library Systems Analyst	1.00	MADER	ROBERT
Library Total		**16.350**		
Mayor	Administrative Assistant III	0.50	KROGMAN	AMY
Mayor	Mayor	0.50	MEYER	CHRISTOPHER
Mayor Total		**1.00**		
Municipal Court	Municipal Court Clerk	0.75	CARLSON	SUSAN
Municipal Court Total		**0.75**		
Parks & Recreation	Classification II	1.00	ADAMSKI	CHARLES
Parks & Recreation	Classification II	1.00	ROGERS	DANIEL
Parks & Recreation	Classification II	1.00	WEINFURTNER	JEFFREY
Parks & Recreation	classifcation III	1.00	SCHLAGENHAFT	PAUL
Parks & Recreation	Parks & Recreation Director	1.00	ENGLEHART	EDWARD
Parks & Recreation	Parks & Recreation Maint Supv	1.00	STEINBACH	BENJAMIN
Parks & Recreation	Parks & Recreation Supv II	1.00	CASSIDY	KELLY
Parks & Recreation	Administrative Assistant II	1.00	BEAUCHAMP	AMY
Parks & Recreation	Zoo Keeper	1.00	BURNS	STEVEN
Parks & Recreation Total		**9.00**		
Planning	Director of Planning/Econ Dev	1.00	ANGELL	JASON
Planning	Planner/Zoning Administrator	1.00	MILLER	JOSHUA
Planning	GIS Coordinator	1.00	BUEHLER	DAVID
Planning	Zoning Administrator	1.00	SCHROEDER	SAMUEL
Planning Total		**4.00**		

Police		Administrative Assistant III	1.00	LINDNER	PEGGY
Police		Custodian	1.00	TIBBETT	BRUCE
Police		Ordinance Enforcement Officer	1.00	LARSEN	ROBERT
Police		Ordinance Enforcement Officer	1.00	LEONARD	DANIEL
Police		Patrol Officer	1.00	GROSS	ROCHLEY
Police		PD Staff Services Supervisor	1.00	KROKSTROM	LORRIE
Police		Police Chief	1.00	GRAMZA	RICHARD
Police		Police Detective	1.00	HAMILL	KEVIN
Police		Police Detective	1.00	NEINAST	ALLAN
Police		Police Detective	1.00	PARKS	JASON
Police		Police Detective	1.00	CRAMM	JAMES
Police		Police Lieutenant	1.00	ZEPS	PATRICK
Police		Police Lieutenant	1.00	LARSON	DARREN
Police		Police Officer	1.00	ABEL	LIBBY
Police		Police Officer	1.00	BEATHARD	ROBERT
Police		Police Officer	1.00	BEAUCHAMP	JARED
Police		Police Officer	1.00	BERG	CHRISTOPHER
Police		Police Officer	1.00	BERRES	MATTHEW
Police		Police Officer	1.00	BORCHARDT	BLAKE
Police		Police Officer	1.00	BORNBACH	CALEB
Police		Police Officer	1.00	CHRISTIAN	CORY
Police		Police Officer	1.00	CICHANTEK	JEFFREY
Police		Police Officer	1.00	ENDRIES	TERRY
Police		Police Officer	1.00	FOX	SAMUEL
Police		Police Officer	1.00	GOODNESS	SARI
Police		Police Officer	1.00	GRUBER	TANNER
Police		Police Officer	1.00	HASZ	CHRISTOPHER
Police		Police Officer	1.00	IVERSON	DEREK
Police		Police Officer	1.00	KIZER	JAMIE
Police		Police Officer	1.00	KRAMER	LANDON
Police		Police Officer	1.00	MATTHEISEN	DAVID
Police		Police Officer	1.00	MEEK	STEVEN
Police		Police Officer	1.00	PRICKETT	JASON
Police		Police Officer	1.00	PUNKE	JASON
Police		Police Officer	1.00	SCHLEI	SCOTT
Police		Police Officer	1.00	SHERDEN	TRAVIS
Police		Police Officer	1.00	TOPNESS	MICHAEL
Police		Police Officer	1.00	WARGOWSKY	AARON
Police		Police Records Specialist	1.00	GAETZ	CINDY
Police		Police Records Specialist	1.00	KARL	DEBRA
Police		Police Records Specialist	1.00	STARGARDT	CHRIS
Police		Police School Liaison Officer	1.00	FOEMMEL	JASON
Police		Police School Liaison Officer	1.00	GIACOMINO	CHRISTINE
Police		Police Sergeant	1.00	KEFFER	DENNIS
Police		Police Sergeant	1.00	ESSER	TRAVIS
Police		Police Sergeant	1.00	POESCHEL	DOMINIC
Police		Police Sergeant	1.00	GEURINK	JODY
Police		Traffic Safety/Crime Prevention	1.00	SALACINSKI	DANIEL
Police Total			**48.00**		
Public Works	Administration	Public Works Director	1.00	KNOECK	DANIEL
Public Works	Administration	Administrative Assistant II	1.00	ANDERSON	MARY
Public Works	Building Services	Building Services Supervisor	1.00	POKORNY	RICHARD
Public Works	Building Services	Electrical Inspector	1.00	KILTY	PATRICK
Public Works	Building Services	Maintenance Technician II	1.00	MOLTER	JEFFREY
Public Works	Building Services	Administrative Assistant II	1.00	UTHMEIER	CHERYL

Public Works	Engineering	Assistant City Engineer	1.00	CASSIDY	TIMOTHY
Public Works	Engineering	City Engineer	1.00	TURCHI	THOMAS
Public Works	Engineering	Civil Engineer II	1.00	MAURITZ	JOSH
Public Works	Engineering	Engineering Technician	1.00	OLDHAM	LANCE
Public Works	Engineering	Engineering Technician	1.00	MILLER	SHAWN
Public Works	Engineering	Civil Enginner I	1.00	VACANT	
Public Works	Street Services	Administrative Assistant II	1.00	WARP	JEAN
Public Works	Street Services	Asst Street Superintendent	1.00	BORNBACH	KURT
Public Works	Street Services	Asst Street Superintendent	1.00	HAWLEY	KRISTOFER
Public Works	Street Services	Classification II	1.00	BINDER	JOEL
Public Works	Street Services	Classification II	1.00	GUENSBURG	WILL
Public Works	Street Services	Classification II	1.00	KIEFFER	GREGORY
Public Works	Street Services	Classification II	1.00	SMITH	MELVIN
Public Works	Street Services	Classification II	1.00	GABEL	BRIAN
Public Works	Street Services	Classification II	1.00	JOHNSON	JOSH
Public Works	Street Services	Classification II	1.00	KOZIK	KYLE
Public Works	Street Services	Classification II	1.00	LINZMEIER	BRYAN
Public Works	Street Services	Classification II	1.00	NIEHAUS	PATRICK
Public Works	Street Services	Classification II	1.00	SCHMIDT	PHILIP
Public Works	Street Services	Classification II	1.00	WOJCIK	BENJAMIN
Public Works	Street Services	Classification III	1.00	BABCOCK	MARK
Public Works	Street Services	Classification III	1.00	LANGFELDT	TIMOTHY
Public Works	Street Services	Classification III	1.00	MCCLUNG	BRIAN
Public Works	Street Services	Classification III	1.00	NEEDHAM	PAUL
Public Works	Street Services	Classification III	1.00	RASMUSSEN	TIMOTHY
Public Works	Street Services	Classification III	1.00	SONNEMANN	LESTER
Public Works	Street Services	Classification III	1.00	TRUDEAU	MICHAEL
Public Works	Street Services	Classification IV	1.00	BECKER	JEFFREY
Public Works	Street Services	Classification IV	1.00	CHURKEY	MATTHEW
Public Works	Street Services	Classification IV	1.00	ESSER	JEROLD
Public Works	Street Services	Classification IV	1.00	NIKOLAI	HUGH
Public Works	Street Services	Classification IV	1.00	SCHERR	MICHAEL
Public Works	Street Services	Classification IV	1.00	SCHROEDER	WILLIAM
Public Works	Street Services	Classification IV	1.00	WENDELL	ERIC
Public Works	Street Services	Mechanic	1.00	BRUHN	TODD
Public Works	Street Services	Mechanic	1.00	WANTA	DUANE
Public Works	Street Services	Street Superintendent	1.00	WINCH	MICHAEL
Public Works	Wastewater	Asst Wastewater Superintendent	1.00	KIVELA	MARK
Public Works	Wastewater	Plumbing Insp/Asst Bldg Insp	1.00	OTT	THOMAS
Public Works	Wastewater	Administrative Assistant II	0.50	COY	JEAN
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	BRATTON	TED
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	CHRISTENSEN	TERRY
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	FOLTZ	BRIAN
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	KUHLKA	LOUIS
Public Works	Wastewater	Wasetwater Operator - Level 4	1.00	OTT	ANDREW
Public Works	Wastewater	Wastewater Operator	1.00	GOHAM	JOEL
Public Works	Wastewater	Wastewater Operator	1.00	FISCHER	BRANDON
Public Works	Wastewater	Wastewater Operator	1.00	NOSBISCH	MITCHELL
Public Works	Wastewater	Wastewater Superintendent	1.00	WARP	SAMUEL
Public Works Total			**54.50**		
Grand Total			**190.400**		

City of Marshfield Assessor

Phone: 715-394-3856
Fax: 715-384-7831
Email: joan@ci.marshfield.wi.us

Routing Memo

to: Finance, Budget & Personnel Committee & Common Council
from: Joan Spencer, City Assessor
date: January 22, 2015
re: Rescind Tax For Church Parsonage
1129 W Ives St, Parcel 33-06209 ($4,528.19)

BACKGROUND
We received a deed in December of 2013 transferring property from a private owner to Center City Church Inc. That precipitated a letter from me giving them instructions on how to apply for a property exemption for that specific property. (Attachment 1) since exemptions are not automatic to the owner per 70.11 shown below.

70.11 Property exempted from taxation. *The property described in this section is exempted from general property taxes if the property is exempt under sub. (1), (2), (18), (21), (27) or (30); if it was exempt for the previous year and its use, occupancy or ownership did not change in a way that makes it taxable; if the property was taxable for the previous year, the use, occupancy or ownership of the property changed in a way that makes it exempt and its owner, on or before March 1, files with the assessor of the taxation district where the property is located a form that the department of revenue prescribes or if the property did not exist in the previous year and its owner, on or before March 1, files with the assessor of the taxation district where the property is located a form that the department of revenue prescribes.*

ANALYSIS
I have sent an email to the Supervisor of Assessments in Wausau along with his reply (attachments 2-3). Attachments 3 also shows a copy of the taxes that are to be paid. I spoke with the Finance Director who stated there are specific funds available to address these types of issues. From the information I've gathered, we should be able to write off this tax of $4,528.19 under Wisconsin Statute 74.33, and then apply for a chargeback to the other taxing authorities. Attachment 4 is the exempt determination form which I will mail to the church.

RECOMMENDATION
I would recommend writing off the tax and having the Clerk file the paperwork for rescinded tax.

Concurrence: Steve Barg
Steve Barg, City Administrator

ATTACHMENTS 1-5

CITY OF MARSHFIELD
ASSESSOR'S OFFICE
ci.marshfield.wi.us

630 S Central Ave P O Box 727
Marshfield WI 54449-0727
Phone: (715) 384-3856
Fax: (715) 384-7831

City Assessor – Joan Spencer
Deputy Assessor – Barry Feig
Property Appraiser – Belinda Fechhelm
Administrative Assistant - Keith Pugh

December 9, 2013

Center City Church Inc
2209 Spencer St
Marshfield Wi 54449

RE: 1129 W Ives St – Parcel 3306209

To Whom It May Concern:

We have received a copy of the deed transferring the above parcel over to Central City Church. If the property is going to be used for exempt purposes, it would be exempt for the 2014 assessment roll.

Enclosed is a brochure describing how to apply for property tax exemptions, along with a tax exemption form and a list of information that should accompany the request. The form/s would have to be completed and returned to our office by March 1, 2014 if you intend to request an exemption.

Please feel free to contact me if you have any questions.

Sincerely,

_____
Joan Spencer, City Assessor

INFORMATION TO INCLUDE WITH RELIGIOUS EXEMPTION REQUESTS

1. Copy of documentation proving 501 C-3 Status.
2. Church Charter and/or Articles of Incorporation
3. Tax exempt number for sales tax purposes.
4. A statement answering the following questions:
   - What is the purpose of the organization?
   - How are collections handled and what are they used for?
   - Who obtains beneficial ownership rights upon dissolution?
   - When and where are regular services or meetings held?

ATTACHMENT 1

From: Spencer, Joan [mailto:Joan.Spencer@ci.marshfield.wi.us]
Sent: Thursday, January 22, 2015 9:11 AM
To: Romportl, Albert J - DOR
Cc: Strey, Keith; kkubisiak@co.wood.wi.us; Barg, Steve; Hall, Deb
Subject: Roll Question

RE: Parcel 3306209 Residential Value $203,600
Net Tax Due $4,528.19

Back in 2013 when we received the deed transferring this home to Center City Church –
I mailed our exemption brochure and forms to the church along with a short letter explaining what had to be done If they were requesting an exemption.

I received nothing back by March 1, 2014 – my last note in the file is dated 2/21/14 and says there was no response to my initial mailing - so I left the property on the roll as assessable.

Yesterday I had the pastor in my office with the tax bill – he said it was being used as a parsonage and they mailed the forms back to me In February of 2014.
All the paperwork he gave me was signed about that time and I have no reason not to believe him. They don't have the fiscal resources to pay the bill.

Their request may have gotten lost in the mail or went to someone who didn't know what it was for – but it didn't end up in our office. I will exempt for the 2015 roll – but are there any options for correcting 2014 at this point in time?? Since it's under $5000, the city can't collect rescinded tax

From: Romportl, Albert J - DOR [mailto:Albert.Romportl@revenue.wi.gov]
Sent: Thursday, January 22, 2015 9:45 AM
To: Spencer, Joan
Cc: Strey, Keith; kkubisiak@co.wood.wi.us; Barg, Steve; Hall, Deb
Subject: RE: Roll Question

74.33 can be used for guidance:

74.33 Sharing and charging back of taxes due to palpable errors.

74.33(1)**(1)** GROUNDS. After the tax roll has been delivered to the treasurer of the taxation district under s. 74.03, the governing body of the taxation district may refund or rescind in whole or in part any general property tax shown in the tax roll, including agreed-upon interest, if:

74.33(1)(a) **(a)** A clerical error has been made in the description of the property or in the computation of the tax.

74.33(1)(b) **(b)** The assessment included real property improvements which did not exist on the date under s. 70.10 for making the assessment.

74.33(1)(c) **(c)** The property is exempt by law from taxation, except as provided under sub. (2).

74.33(1)(d) **(d)** The property is not located in the taxation district for which the tax roll was prepared.

74.33(1)(e) **(e)** A double assessment has been made.

74.33(1)(f) **(f)** An arithmetic, transpositional or similar error has occurred.

74.33(2) **(2)** EXCEPTIONS. The governing body of a taxation district may not refund or rescind any tax under this section if the alleged error may be appealed under s. 70.995 (8) (c) or if the alleged error is solely that the assessor placed a valuation on the property that is excessive.

74.33(3) **(3)** CHARGING BACK AND SHARING TAXES. If an error under sub. (1) has been discovered, the governing body of the taxation district shall proceed under s. 74.41.

ATTACHMENT 2

Technically, the exemption form was not filed by March 1, but as you say, every indication was that it had been at least completed, and most likely mailed. Thus, the first line "may refund or rescind" could be applied. Since the tax has not been paid, "rescind" is the better option. Right now, it is in the hands of the council, because you have completed the roll.

If the council rescinds, the clerk can file for refunded tax. The threshold is $500:
(2) AMOUNT REQUIRED FOR SUBMISSION. A tax may be included on a form submitted under sub. (1) only if one of the following applies:

74.41(2)(a) **(a)** The tax and all other taxes under sub. (1) which are levied for the same year and which are listed on the same form total at least $5,000.

74.41(2)(b) **(b)** The tax under sub. (1) for any single description of property in the tax roll for any one year is $500 or more.

We'd most likely approve, because exemptions would normally have been reported on the MAR. Not recommending what to do, but generally, you kind of want to do what's morally, if not technically, right. Hope this helps.

Local Gov't Services wants the SOA to reflect the assessed values that were used to set the tax rate. Since the rate was set a while ago, there is no need to file an amended SOA.

The amended MAR would result in a 70.57 correction applied in 2015. We would adjust the equalized value. But once we do that, we would have to deny the 74.41 chargeback request. Most municipalities would rather see the payment received as a result of the approved chargeback , than only indirectly see the value change buried in with all the rest of the Equalized Value numbers. That one is up to you.

If you choose to file an amended MAR, it should be done before the 31st, because we will be pulling our form off the internet. We can still make corrections after that, but I have to manually input them.

So it's up to you, but not necessary if the clerk files the 74.41 request.

PARCEL INFORMATION

Tax Year: 2014

Parcel ID: 3306209

OWNER INFORMATION

CENTER CITY CHURCH INC

2209 W SPENCER ST

MARSHFIELD WI 54449

PROPERTY DETAIL

Parcel ID :	3306209
Acreage :	0.36
Municipality :	CITY OF MARSHFIELD
School District :	3339 – Marshfield
Property Type :	G1 – residential
Parcel Local :	1129 W IVES STREET

ASSESSMENT INFORMATION

Land Value :	30,400
Improvements Value :	173,200
Total Value :	203,600
Average Assessment Ratio :	100.29%
Estimated Fair Market Value :	$203,000.00

REGISTER OF DEEDS DOCUMENT REFERENCES

For questions on property transactions & recordings, contact the Register of Deeds Office

V/P: 13R1/1546

PROPERTY TAXES

Gross Tax :	$4,698.31
Lottery Credit :	$106.93
Dollar Credit :	$63.19
Net Due :	**$4,528.19**
INSTALLMENT PLAN	
Due by January 31, 2015	$2,210.63
Due by July 31, 2015	$2,317.56

PROPERTY TAX DESCRIPTION

Note: Not a full legal description

C-MFLD NORTH RIDGE SUBD LOT 12 1129 W IVES ST

CITY OF MARSHFIELD
ASSESSOR'S OFFICE
ci.marshfield.wi.us

TAX EXEMPTION REQUEST DETERMINATION	
Requested By	Center City Church Inc 2209 W Spencer St Lawrence Hutchinson, Agent Patrick Bovsum, Pastor (715) 387-8600
Request Date	January 19, 2015
Parcel Number	**33-06209**
Property Address	1129 W Ives St, Marshfield, Wisconsin, Wood County
Legal Description	C – MFLD NORTH RIDGE SUBD LOT 12 (15,600 Land SF .36 Acres)

Exemption Statute: 70.11 (4) EDUCATIONAL, RELIGIOUS AND BENEVOLENT INSTITUTIONS; WOMEN'S CLUBS; HISTORICAL SOCIETIES; FRATERNITIES; LIBRARIES.

(a) Property owned and used exclusively by educational institutions offering regular courses 6 months in the year; or by churches or religious, educational or benevolent associations, or by a nonprofit entity . . . and also including property owned and used for housing for pastors and their ordained assistants, members of religious orders and communities, and ordained teachers, whether or not contiguous to and a part of other property owned and used by such associations or churches, . . . Property owned by churches or religious associations necessary for location and convenience of buildings, used for educational purposes and not for profit, . . . shall be subject to a 30-acre limitation.

Assessors Notes: Ownership was transferred to the Church 11/21/2013. Exemption papers placed in the mail were never delivered to the Assessor's Offices for the 2014 assessment roll. Copies of the paperwork were now hand-delivered 1/19/15 – everything dated appropriately for the exemption to have been applied for the 2014 assessment roll.

After acres and use verification, I am approving the exemption for the 2015 assessment roll.

I am recommending that the tax bill generated for 2014 be written off.

Assessor's Determination	Exemption approved for 2015

Date: February 20,2015

Joan Spencer, City Assessor
630 S Central Ave
5th Floor, Room 206
Marshfield WI 54449
Phone: (715) 384-3856
joan@ci.marshfield.wi.us

ATTACHMENT 5

City of
Marshfield

Memorandum

DATE: February 3, 2015
TO: Finance, Budget and Personnel Committee
FROM: Lara Baehr, Human Resources Manager
RE: Revised Personnel Policy No. 3.145, Hiring, Promotions, Transfers and Temporary Assignments

BACKGROUND

On January 6, 2015, the Finance, Budget and Personnel (FBP) Committee approved the attached guidelines for recruitment. The FBP Committee directed staff to incorporate those guidelines into the attached Personnel Policy No. 3.145, Hiring, Promotions, Transfers and Temporary Assignments.

RECOMMENDATION

I recommend that the FPB approve revised Personnel Policy No. 3.145, Hiring, Promotions, Transfers and Temporary Assignments

Attachments

Concurrence:

Steve Barg, City Administrator

NEW RECRUITMENT AND HIRING GUIDELINES
(as modified by the FBP Committee on 1/6/15)

For City Administrator

- External/internal recruitment, going well beyond the State of Wisconsin
- Professional consultant used to solicit and narrow the field of candidates
- Search team: Mayor, the Finance, Budget & Personnel chairperson (or his/her designee), the Board of Public Works chairperson (or his/her designee), HR manager, and others **(a)**
- Search team: interviews finalists (Council members invited to attend)
- Recommendation by search team, subject to approval by full Council

For department and division heads

- External/internal recruitment, across the State of Wisconsin, more in some cases
- Search team: Mayor, the Finance, Budget & Personnel chairperson (or his/her designee) and/or the Board of Public Works chairperson (or his/her designee), city administrator, HR manager, others **(a)**
- Search team: reviews applications/interviews finalists (Mayor & Council invited)
- Recommendation by search team, subject to approval by full Council

For assistant directors and supervisors

- External/internal recruitment, across the State of Wisconsin, more in some cases
- Search team: city administrator, HR manager, department head, and others **(a)**
- Search team: reviews applications, interviews finalists, makes final hiring decision

For all other general staffing vacancies

- External/internal recruitment (per city administrator, HR Manager, dept./div. head)
- Search team: reviews applications, interviews finalists, makes final hiring decision

ADDITIONAL NOTES:

(a) "Others" might include city staff, outside agency representatives, and community leaders
(b) While external recruiting will occur, we'll seek to develop employees for future promotion
(c) To the extent that filling vacant positions requires FBP approval, this practice will continue
(d) Excludes hiring in police, fire, or library governed by the F&P Commission & Library Board

CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES

1. COMMON COUNCIL	4. FINANCIAL
2. ADMINISTRATIVE	5. PUBLIC WORKS
3. PERSONNEL	6. PARKS AND RECREATION

CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Hiring, Promotions, Transfers and Temporary Assignments

POLICY NUMBER: 3.145

PAGES: 4

REVISION DATES: ~~June 22, 1999; January 6, 2009; January 1, 2012~~January 27, 2015

DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Administrator's Office

APPROVED:

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

All recruitment activities, including advertising, reviewing applications, interviewing, testing, and checking employment references shall be coordinated by Human Resources with input and assistance from the respective hiring Department /Division Head or designee. The Police and Fire Commission is responsible for establishing an eligibility list for entry-level Police Officers and Firefighters, approving department related job appointments, and also for recruiting the Chiefs of Police and Fire. Human resources is responsible for assisting the Police and Fire Commission in their duties.

It is the policy of the City of Marshfield to hire the best-quality and qualified persons for positions who fit the needs and the culture of the City. While external recruiting will occur, the City will seek to develop employees for future promotion when possible. Further, it is the policy of the City of Marshfield to recruit, select, evaluate, promote, compensate, and retain employees on the basis of their ability to perform the duties and responsibilities of the position without regard to age, race, creed or religion, color, disability, marriage, sex, sexual orientation, national

origin, ancestry or political affiliation. The City of Marshfield will ~~also~~ provide reasonable accommodation for disabled applicants and employees.

~~When in the interests of the City, the City may attempt to fill a job vacancy by promotion from within the organization. The City may consider both internal and external applicants.~~

From time to time and in the interests of the City, the City may transfer employees from assignment to assignment, position to position or Department/Division to Department/Division. When employees are temporarily assigned to a higher paid classification than their regular job, such employees shall receive the higher rate of pay for such time while performing these duties. When employees are temporarily assigned to lower paid classifications than their regular job, such employees shall receive their normal rate of pay for such time while performing these duties.

Employees may request to be transferred from one position or Department/Division to another. Such a request may be given consideration when a suitable opportunity exists and such request can be fulfilled in the interests of the City. Requests for transfer by an employee must be in writing, must include a resume of qualifications from the employee and the reasons for the transfer, and must be directed to the person in charge of the Department/Division to which they wish to transfer, with notice to their current Department/Division Head of the request.

Notification

The Human Resources office shall be notified immediately when a need to fill a new or existing position is planned or occurs. All job openings must be announced through the Human Resources office to ensure compliance with labor agreement requirements, Personnel Policies, and affirmative action goals.

Advertising

Recruitment will be advertised in the most appropriate places likely to serve qualified candidates for the position. Individuals shall be recruited from, as wide a geographic area as is necessary to secure well-qualified candidates for a position. City Administrator recruitment will be advertised at a minimum throughout the State of Wisconsin, State of Minnesota, State of Illinois, State of Iowa, and beyond as deemed appropriate. Department/division heads, assistant directors and supervisory positions will be at a minimum advertised throughout the State of Wisconsin and greater if appropriate.

Job Announcements

Job announcements shall include the classification title, compensation, sample of duties and responsibilities, deadline and filing procedures and any other pertinent information. Additional information may be requested for some positions. The City may inform employees of available positions through job posting on the

City's web page, social media, job posting board outside of Human Resources Office and either email or employee boards where appropriate.

Applications

Employees or applicants seeking employment, transfer, promotion, or assignment may be required to complete the City of Marshfield Application Form which includes a signed document that constitutes the employee's full waiver, release and indemnification of any liability related to the background investigation. Employees or applicants who refuse to sign the waiver, release and indemnification form will not be considered for employment, transfer, promotion or assignment. All applications for employment shall be submitted to the Human Resources office. The City of Marshfield accepts applications for current openings only. An applicant or employee who has made a false statement of material facts or who has practiced any deception, fraud, or misconduct in connection with the application may be subject to rejection, discharge or other disciplinary action.

The names of applicants for employment shall not be made public except as requested in accordance with State Statute 19.36 (7).

Each person who files an application will be notified by human resources of the action taken on that application.

Rejection of Applications:

An applicant may be rejected from further consideration for appointment for reasons including, but not limited to, the following:

1. Does not possess the qualifications for the position applied for;
2. Has established an unsatisfactory employment record as evidenced by reference checks of such nature as to demonstrate job-related unsuitability for employment;
3. Has made a false statement of any material fact, or practiced deception in his/her application;
4. Has any disability that would prevent satisfactory performance of the job duties, absent reasonable accommodation on the part of the City;
5. Does not reply to email, mail or telephone inquiry within two (2) working days after receiving;
6. Fails to accept appointment within two (2) working days or to report for duty within the time prescribed in the offer; or
7. Does not properly complete the application.

Applicant Screening and Ranking

Human Resources shall conduct or authorize all appropriate screening and ranking (testing) procedures based on job analysis and professional personnel management principles to determine the candidates most qualified for the position.

Screening and ranking procedures may include, but are not limited to the following:

1. Review of applications to determine compliance with qualifications;
2. Review of prior education, training and/or experience;
3. Personal interview;
4. Performance tests;
5. Reference check of past employers, personal references, criminal background check and ~~drivers~~driver's license check;
6. Work simulations
7. All post-offer physicals.
8. ~~Physical/psychological examination: Medical/psychological examinations may be required of a candidate after the candidate has been offered a position. Such examinations shall measure the individual's physical/psychological capabilities in terms of the job to be performed. When medical/psychological examinations are required, they shall be conducted by a licensed physician/psychologist at the City's expense.~~

~~Interview~~ Search Committee and Appointment

This section excludes hiring and promotions in police, fire and library governed by the Fire and Police Commission and the Library Board respectively.

City Administrator Search:

The City will use a professional consultant to solicit and help the Search Committee narrow the field of candidates. The ~~Interview Committee~~ Committee ~~for the City Administrator~~ shall be appointed by the ~~Finance, Budget and Personnel Committee or its designee~~Common Council. The Committee shall include the Mayor, the Finance, Budget and Personnel Committee Chairperson or his/her designee, the Board of Public Works Chairperson or his/her designee, Human Resources Manager and others such as City staff, outside agency representatives, and community leaders. Names of potential committee members may be suggested by the Human Resources Manager and/or the operating departments for consideration by ~~such designee of the Finance, Budget and Personnel Committee~~the Common Council. Common Council members are invited to participate in the process. The Committee's recommendation is subject to approval by the Common Council.

Department/Division Head:

The Search Committee for department/division Heads shall include the Mayor, City Administrator or his/her designee, the Finance, Budget and Personnel Committee Chairperson or his/her designee, the Board of Public Works Chairperson or his/her designee, Human Resources Manager and others such as City staff, outside agency representatives, and community leaders. The Mayor

Formatted: Normal

Formatted: Font: (Default) Arial, 12 pt, No underline

and Common Council are invited to participate in the process. The Committee's recommendation is subject to approval by the Common Council.

Assistant Directors and Supervisors:
The Search Committee for assistant directors and supervisors shall include the City Administrator or his/her designee, department/division head, Human Resources Manager, and others such as City staff, outside agency representatives, and community leaders. The Committee's recommendation is subject to approval by the City Administrator.

All Other General Staff:
Informal ~~Interview~~Search -Committees will be formed ~~by~~per the City Administrator or his/her designee for all other general staffing vacancies ~~interviews~~. ~~(Exception: police, fire and library staff).~~ The Committee's recommendation is subject to approval by the City Administrator.

~~Police Chief and Fire Chief will be interviewed by the Police and Fire Commission.~~

~~Appointment~~
~~Interview Committee makes a recommendation to the City Administrator. The City Administrator makes the appointment unless the position is elected or governed by the Police and Fire Commission or Library Board.~~

Offers of Employment
The Human Resources Manager will make all offers of employment subject to approval by the City Administrator or his/her designee.

Formatted: Body Text

Formatted: Normal

Formatted: Font: (Default) Arial, 12 pt

Compensation
Compensation shall be determined per Personnel Policies and payroll resolutions.

Personnel File
The Human Resources Manager shall maintain in his/her office a Personnel file for each employee. Information pertaining to such employee, during the course of his or her employment, shall be forwarded by the Department/Division Head to Human Resources and shall be kept in said file. Such information shall be confidential, and shall be released by Human Resources only under the following instances:

1. On the written authority of the employee;
2. In response to a subpoena issued by a competent court or an attorney at law under the provisions of the Wisconsin law; or
3. For use by Department/Division Heads in reviewing application for employment in other department within the City of Marshfield.

CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES

1. COMMON COUNCIL	4. FINANCIAL
2. ADMINISTRATIVE	5. PUBLIC WORKS
3. PERSONNEL	6. PARKS AND RECREATION

CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Hiring, Promotions, Transfers and Temporary Assignments

POLICY NUMBER: 3.145

PAGES: 5

REVISION DATES: January 27, 2015

DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Administrator's Office

APPROVED:

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

All recruitment activities, including advertising, reviewing applications, interviewing, testing, and checking employment references shall be coordinated by Human Resources with input and assistance from the respective hiring Department /Division Head or designee. The Police and Fire Commission is responsible for establishing an eligibility list for entry-level Police Officers and Firefighters, approving department related job appointments, and also for recruiting the Chiefs of Police and Fire. Human resources is responsible for assisting the Police and Fire Commission in their duties.

It is the policy of the City of Marshfield to hire the best-quality and qualified persons for positions who fit the needs and the culture of the City. While external recruiting will occur, the City will seek to develop employees for future promotion when possible. Further, it is the policy of the City of Marshfield to recruit, select, evaluate, promote, compensate, and retain employees on the basis of their ability to perform the duties and responsibilities of the position without regard to age, race, creed or religion, color, disability, marriage, sex, sexual orientation, national

origin, ancestry or political affiliation. The City of Marshfield will provide reasonable accommodation for disabled applicants and employees.

From time to time and in the interests of the City, the City may transfer employees from assignment to assignment, position to position or Department/Division to Department/Division. When employees are temporarily assigned to a higher paid classification than their regular job, such employees shall receive the higher rate of pay for such time while performing these duties. When employees are temporarily assigned to lower paid classifications than their regular job, such employees shall receive their normal rate of pay for such time while performing these duties.

Employees may request to be transferred from one position or Department/Division to another. Such a request may be given consideration when a suitable opportunity exists and such request can be fulfilled in the interests of the City. Requests for transfer by an employee must be in writing, must include a resume of qualifications from the employee and the reasons for the transfer, and must be directed to the person in charge of the Department/Division to which they wish to transfer, with notice to their current Department/Division Head of the request.

Notification

The Human Resources office shall be notified immediately when a need to fill a new or existing position is planned or occurs. All job openings must be announced through the Human Resources office to ensure compliance with labor agreement requirements, Personnel Policies, and affirmative action goals.

Advertising

Recruitment will be advertised in the most appropriate places likely to serve qualified candidates for the position. Individuals shall be recruited from, as wide a geographic area as is necessary to secure well-qualified candidates for a position. City Administrator recruitment will be advertised at a minimum throughout the State of Wisconsin, State of Minnesota, State of Illinois, State of Iowa, and beyond as deemed appropriate. Department/division heads, assistant directors and supervisory positions will be at a minimum advertised throughout the State of Wisconsin and greater if appropriate.

Job Announcements

Job announcements shall include the classification title, compensation, sample of duties and responsibilities, deadline and filing procedures and any other pertinent information. Additional information may be requested for some positions. The City may inform employees of available positions through job posting on the City's web page, social media, job posting board outside of Human Resources Office and either email or employee boards where appropriate.

Applications

Employees or applicants seeking employment, transfer, promotion, or assignment may be required to complete the City of Marshfield Application Form which includes a signed document that constitutes the employee's full waiver, release and indemnification of any liability related to the background investigation. Employees or applicants who refuse to sign the waiver, release and indemnification form will not be considered for employment, transfer, promotion or assignment. All applications for employment shall be submitted to the Human Resources office. The City of Marshfield accepts applications for current openings only. An applicant or employee who has made a false statement of material facts or who has practiced any deception, fraud, or misconduct in connection with the application may be subject to rejection, discharge or other disciplinary action.

The names of applicants for employment shall not be made public except as requested in accordance with State Statute 19.36 (7).

Each person who files an application will be notified by human resources of the action taken on that application.

Rejection of Applications:

An applicant may be rejected from further consideration for appointment for reasons including, but not limited to, the following:

1. Does not possess the qualifications for the position applied for;
2. Has established an unsatisfactory employment record as evidenced by reference checks of such nature as to demonstrate job-related unsuitability for employment;
3. Has made a false statement of any material fact, or practiced deception in his/her application;
4. Has any disability that would prevent satisfactory performance of the job duties, absent reasonable accommodation on the part of the City;
5. Does not reply to email, mail or telephone inquiry within two (2) working days after receiving;
6. Fails to accept appointment within two (2) working days or to report for duty within the time prescribed in the offer; or
7. Does not properly complete the application.

Applicant Screening and Ranking

Human Resources shall conduct or authorize all appropriate screening and ranking (testing) procedures based on job analysis and professional personnel management principles to determine the candidates most qualified for the position.

Screening and ranking procedures may include, but are not limited to the following:

1. Review of applications to determine compliance with qualifications;
2. Review of prior education, training and/or experience;
3. Personal interview;
4. Performance tests;
5. Reference check of past employers, personal references, criminal background check and driver's license check;
6. Work simulations
7. All post-offer physicals.

Search Committee and Appointment

This section excludes hiring and promotions in police, fire and library governed by the Fire and Police Commission and the Library Board respectively.

City Administrator Search:

The City will use a professional consultant to solicit and help the Search Committee narrow the field of candidates. The Committee shall be appointed by the Common Council. The Committee shall include the Mayor, the Finance, Budget and Personnel Committee Chairperson or his/her designee, the Board of Public Works Chairperson or his/her designee, Human Resources Manager and others such as City staff, outside agency representatives, and community leaders. Names of potential committee members may be suggested by the Human Resources Manager and/or the operating departments for consideration by the Common Council. Common Council members are invited to participate in the process. The Committee's recommendation is subject to approval by the Common Council.

Department/Division Head:

The Search Committee for department/division Heads shall include the Mayor, City Administrator or his/her designee, the Finance, Budget and Personnel Committee Chairperson or his/her designee, the Board of Public Works Chairperson or his/her designee, Human Resources Manager and others such as City staff, outside agency representatives, and community leaders. The Mayor and Common Council are invited to participate in the process. The Committee's recommendation is subject to approval by the Common Council.

Assistant Directors and Supervisors:

The Search Committee for assistant directors and supervisors shall include the City Administrator or his/her designee, department/division head, Human Resources Manager, and others such as City staff, outside agency representatives, and community leaders. The Committee's recommendation is subject to approval by the City Administrator.

All Other General Staff:

Informal Search Committees will be formed per the City Administrator or his/her designee for all other general staffing vacancies. The Committee's recommendation is subject to approval by the City Administrator.

Offers of Employment

The Human Resources Manager will make all offers of employment subject to approval by the City Administrator or his/her designee.

Compensation

Compensation shall be determined per Personnel Policies and payroll resolutions.

Personnel File

The Human Resources Manager shall maintain in his/her office a Personnel file for each employee. Information pertaining to such employee, during the course of his or her employment, shall be forwarded by the Department/Division Head to Human Resources and shall be kept in said file. Such information shall be confidential, and shall be released by Human Resources only under the following instances:

1. On the written authority of the employee;
2. In response to a subpoena issued by a competent court or an attorney at law under the provisions of the Wisconsin law; or
3. For use by Department/Division Heads in reviewing application for employment in other department within the City of Marshfield.

City of Marshfield Memorandum

MEMO

DATE: January 30, 2015
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator SB
RE: Proposal to create business incentive fund for Mill Creek Business Park (TID #5)

Background

On March 25, 2015, the expenditure period of TIF District #5 (Mill Creek Business Park) expires, meaning that no more funds may be spent and later recovered through the collection of future tax increments. When this TIF district was created, the project plan included more than $1 million in developer incentives, and over $400,000 of that remains unused as of now. City staff has been in contact with its bond counsel, financial advisor, and others, seeking a way in which we can carry this opportunity forward, given the expenditure period deadline, and it now appears there may be one avenue. Effectively, what we have to do is escrow funds to another entity, separate from the City of Marshfield, and authorize this agency to spend the funds to assist economic development projects within TID #5, subject to some broad direction and guidelines from the City through an agreement. Staff has had preliminary discussions with Wood County officials, and it appears they may be willing to do this, if appropriate terms and conditions can be worked out. (Staff will give more information and address your questions at Tuesday night's Council meeting.)

January 27th Council meeting

On January 27th, City staff made a presentation to the Council, and the response seemed generally favorable, with the Council directing this item to the Finance, Budget & Personnel Committee for further review and possible action.

Recommendation

Should the Committee wish to pursue this opportunity to set aside funds for incentives in TID #5 before that district's expenditure deadline on March 25th, staff requests Committee authorization to sign an engagement letter for services with our bond counsel (Quarles & Brady) in an amount not to exceed $2,500, and direction to continue working with Wood County and others in order to move this project forward.

c. Additional projects to serve TID No. 4 have been identified totaling $4,580,000; of which $3,460,000 are projects currently listed in Capital Improvement Plan (CIP) (see **Appendix C** for project list)

6. Transfer of Funds

   a. Transfer funds to TID Nos. 5 and 7 for eligible project costs or debt service

3.3 TID NO. 5 (MILL CREEK BUSINESS PARK)

1. Creation Date: March 25, 1997
2. Latest Termination Date: March 25, 2030
3. End of Expenditure Period: March 25, 2015
4. TID No. 5 has been designated a distressed TID
5. Valuation and Revenue Summary

   a. Base Value = $299,500
   b. January 1, 2014 Increment Value = $17,975,600

6. Current Status

   a. Recent development has increased annual revenue significantly
   b. Distressed TID designation does not allow TID No. 5 to transfer funds or pay for projects outside its boundary, and the TID boundary cannot be amended

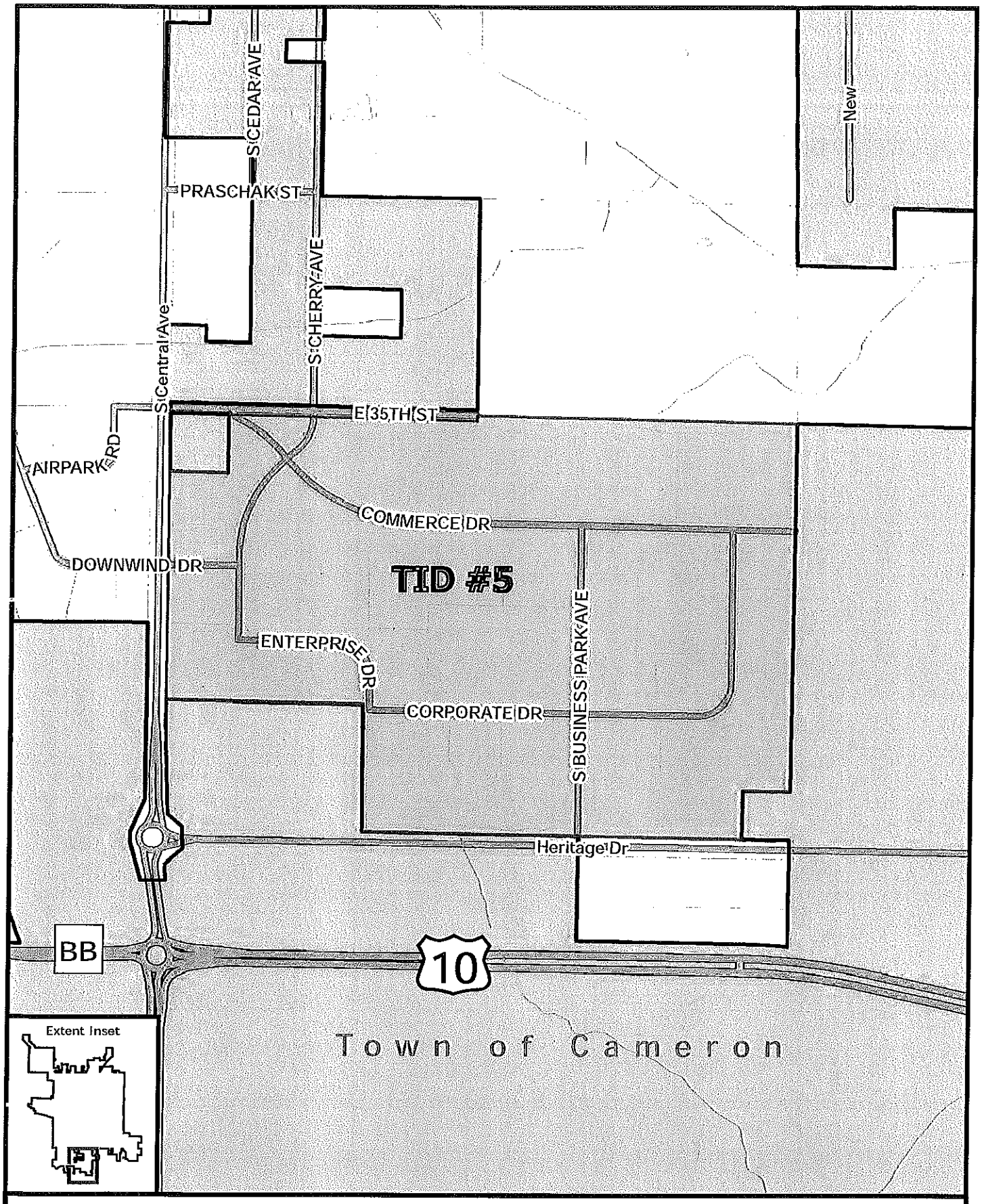
3.4 TID NO. 7 (YELLOWSTONE INDUSTRIAL PARK)

1. Creation Date: May 22, 2001
2. Latest Termination Date: May 22, 2034
3. End of Expenditure Period: May 22, 2019
4. TID No. 7 has been designated a distressed TID
5. Valuation and Revenue Summary

   a. Base Value = $2,411,300
   b. January 1, 2014 Increment Value = $9,100,200

6. Current Status

   a. Continue to promote TID No. 7 for development of new industry



Tax Increment District #5

City of Marshfield

9/5/2014

TID District
Tax Parcel
Park
City Limits
US Highway
State Highway
County Highway
Local Road
Private Road

N

0 375 750

Feet

This is not a legal survey document. This map was compiled by the City of Marshfield's Geographic Information System based on interpretation of resources to the date printed herein, duplication without consent is prohibited.

City of Marshfield, Wisconsin
TID No. 5 - Stand Alone Cash Flows

Origination:	3/25/1997
Original Max Life:	3/25/2020
Expenditure Period:	3/25/2015
Donor / Distressed:	**Distressed**
NEW Max Life:	3/25/2030

Const. Year	Jan. 1 Valuation	Revenue Collection	Change in Increment Value	Total Increment Value	Effective Tax Rate	TID No. 5 Revenues	TID No. 5 Debt Service Principal	TID No. 5 Debt Service Interest	Annual Surplus / (Deficit)	TID No. 5 Revenue Balance*	TID No. 5 Debt Balance
										(3,665,897)	
2012	2013	2014	--	11,596,600	25.25	292,868	129,209	31,317	132,342	(3,533,555)	1,362,262
2013	2014	2015	6,379,000	17,975,600	25.25	453,968	98,545	29,841	325,581	(3,207,974)	1,263,717
2014	2015	2016	--	17,975,600	25.25	453,968	144,788	43,959	265,221	(2,942,753)	1,118,929
2015	2016	2017	--	17,975,600	25.25	453,968	202,973	34,433	216,561	(2,726,192)	915,956
2016	2017	2018	--	17,975,600	25.25	453,968	209,638	28,068	216,262	(2,509,931)	706,318
2017	2018	2019	--	17,975,600	25.25	453,968	173,168	21,972	258,828	(2,251,103)	533,150
2018	2019	2020	--	17,975,600	25.25	453,968	81,955	17,919	354,094	(1,897,009)	451,196
2019	2020	2021	--	17,975,600	25.25	453,968	83,011	15,435	355,522	(1,541,487)	368,185
2020	2021	2022	--	17,975,600	25.25	453,968	83,770	12,890	357,307	(1,184,180)	284,415
2021	2022	2023	--	17,975,600	25.25	453,968	69,998	10,405	373,565	(810,615)	214,417
2022	2023	2024	--	17,975,600	25.25	453,968	70,460	7,987	375,521	(435,094)	143,956
2023	2024	2025	--	17,975,600	25.25	453,968	67,346	5,548	381,074	(54,020)	76,610
2024	2025	2026	--	17,975,600	25.25	453,968	18,069	3,835	432,064	378,043	58,542
2025	2026	2027	--	17,975,600	25.25	453,968	18,791	2,812	432,364	810,408	39,751
2026	2027	2028	--	17,975,600	25.25	453,968	19,514	1,730	432,724	1,243,131	20,237
2027	2028	2029	--	17,975,600	25.25	453,968	20,237	587	433,144	1,676,275	--
2028	2029	2030	--	17,975,600	25.25	453,968	--	--	453,968	2,130,243	--
2029	2030	2031	--	--	--	--	--	--	--	--	--
2030	2031	2032	--	--	--	--	--	--	--	--	--
2031	2032	2033	--	--	--	--	--	--	--	--	--
2032	2033	2034	--	--	--	--	--	--	--	--	--

* Revenue Balance is aggregate TID Increment Revenues less aggregate TID Expenses to date, it is not a cash balance.

City of Marshfield Memorandum

MEMO

DATE: January 30, 2015
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator SB
RE: Leasing of space in City Hall – BPW vs. FBP

Background

On August 12, 2014, the Council reviewed and discussed how agenda items are assigned between to the Board of Public Works and the Finance, Budget & Personnel Committee. At that time, I presented the attached list of issues identified through discussions with the Mayor, representatives from both Council committees, and affected city staff. After much Council discussion, I suggested that we refer budget resolutions to the FBP Committee, except when circumstances would make this impractical. Beyond that, we agreed Council members would watch future agendas, and flag items they feel are wrongly assigned. On January 20th, under "items for future agendas", staff was asked to place the issue of who handles the leasing of space in City Hall on a future FBP agenda.

Recommendation

Please be prepared to review and discuss the issue at Tuesday's FBP Committee meeting. (To help you prepare, it may be useful to watch the extensive discussion of the issue from the August 12, 2014 Council meeting, which can be accessed through the City's website.)

BPW vs. FBP agenda items

- Background

- Examples
  - BPW projects that request budget resolutions
  - Item has both DPW and financial components
  - Fee adjustments for permits, inspections, etc.
  - Agreements for consultant/contractor services
  - Sale or disposition of city-owned land or assets
  - Naming rights for city projects (from donations)

- Staff recommendation
  - Budget resolutions to FBP, unless closely bundled with project review and approval
  - Any other changes desired by the Council should not unreasonably delay projects or create situations where items are referred to both committees in subsequent nights

Council meeting 8/12/14

AUGUST 12, 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, Tom Buttke and Peter Hendler
ABSENT: Rebecca Spiros

The flag was saluted and the pledge given.

CC14-169 Motion by Feirer, second by Hendler to approve the minutes of the Common Council meeting of July 22, 2014.
Motion carried

Employee Recognition

Ted Bratton, Wastewater Utility	August 20, 1979	35 years

No items were added to the agenda.

PUBLIC COMMENT PERIOD
Karen Rau, 316 S. Linden Ave., President of Marshfield Area Pet Shelter. She thanked the Council for the donation of the land for their building and hoped they would consider a financial contribution as well.

CC14-170 Motion by Cummings, second by Buttke to grant the request from the Blue Heron Brewpub and West 14th Restaurant for a variance of noise levels as permitted by Chapter 19-33(7) for a Oktoberfest celebration to be held on September 13th from the house of 11:00 a.m. to 11:00 p.m. subject to approval from the Police Chief.
Motion carried

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES
None

CONSENT AGENDA
CC14-171 Motion by Hendler, second by Cummings to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Cable TV Committee of June 23, 2014; Airport Committee of July 24, 2014; Board of Public Works of August 4, 2014; Historic Preservation Committee of August 4, 2014; Judiciary and License Committee of August 5, 2014; Finance, Budget, and Personnel Committee of August 5, 2014.
Motion carried

CC14-172 Motion by Feirer, second by Buttke to approve Budget Resolution No. 20-2014; transferring $142,900 from various sources to the Hume Ave. and W. 26th Street projects.
Motion carried

CC14-173 Motion by Wagner, second by Earll to refer Resolution 2014-45, vacating a portion of Wildflower Dr. in the Prairie Run subdivision to the Plan Commission.
Motion carried

CC14-174 Motion by Jockheck, second by Cummings to approve Ordinance No. 1283, Rezoning request by NFF LLC., to change the zoning from "SR-2" Single-Family Residential to "CMU"

Community Mixed Use District, located on the west side of the street, on vacant land, including portions of the unopened right-of-way, within the 2100 and 2200 Block of North Peach Avenue (across from Aldi and the Menard's parking lot). A CSM is required for the southernmost lot if the plat and right-of-way are not vacated.
Motion carried

A discussion was held regarding a possible financial contribution to the Marshfield Area Pet Shelter. Alderperson Hendler asked the City Administrator to look into what the current cost for the care of the animals is. Alderperson Buttke suggested $25,000 or $50,000 a year and asked staff to look for ways to fund this in the 2015 budget.

City Administrator Barg gave an overview of the assignment of agenda items between the Board of Public Works and the Finance, Budget, and Personnel Committee. After discussing the issue, Barg asked the Council to watch their agendas and let him know if they see an item that they feel went to the wrong committee.

CC14-175 Motion by Feirer, second by Buttke to approve the appointment of Richard Reinart, 906 S. Ash Ave. to the City Plan Commission for a term expiring in 2017. Nay: Wagner and Smith
Motion carried

Future Agenda Items
None

Motion by Feirer, second by Buttke to adjourn at 8:06 p.m.
Motion carried

Amy Krogman
Administrative Assistant III

Presentation of staffing report and recommendations (March 11, 2014)

1. **Introduction**
   - On January 28th, Springsted presented its staffing study to the CC
   - Recommendations in 3 categories: staffing, restructuring, process

2. **Staffing**
   - Add 2 positions (Zoning Administrator, Accountant/Financial Analyst)
   - Add temporary staff to help complete payroll and A/P decentralization
   - Consider 3rd position (Support Technician), dependent upon workload
   - Consider Administrative Services Coordinator, if department is created
   - **Recommended actions**
     - **Add Zoning Administrator & Accountant/Financial Analyst**
     - **Study the need for Support Technician (for 2015 or beyond)**

3. **Restructuring**
   - Planning & Economic Development
     - Change name to Community Development Department
     - Move GIS Coordinator to Public Works & Engineering
   - Public Works & Engineering
     - Move Inspection Services to Planning & Economic Development
   - Administration
     - Reassign oversight of Airport to Public Works Department
     - Reassign oversight of Cemetery to Parks/Recreation Department
   - General (multiple departments)
     - Create Administrative Services Department to oversee multiple departments serving internal customers (Finance, HR, IT, etc.)
   - **Recommended actions**
     - **Create team to study and report to the Council by June 24th**

4. **Process**
   - Establish ongoing strategic planning process (Council/staff)
   - Coordinate code enforcement in Community Development
   - Review and address the spatial workflow and relationships
   - Create centralized facility management within Public Works
   - Foster professional development and succession planning
   - Adopt and implement performance measurement system
   - Explore opportunities to partner with other organizations
   - Make greater use of technology to provide City services
   - Periodically assess opportunities for outsourcing services
   - Review and improve the City's special assessment process
   - **Recommended actions**
     - **Soon after spring election, begin strategic planning process**
     - **Designate Zoning Administrator to coordinate CE activities**
     - **Begin work to relocate the Finance Department to one floor**
     - **Create team to study and report to Council by end of 2014**