CITY OF MARSHFIELD

MEETING NOTICE

FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, APRIL 7, 2015
Council Chambers, Lower Level, City Hall Plaza
5:30 P.M.

1. Call to Order – Alanna Feddick, Chairperson

2. Citizen Comments

3. Consent Agenda
   a) Approval of Minutes of March 17, 2015 meeting
   b) Approve Bills and Payroll
   c) Report of Personnel Actions
   d) 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 approve Classification of Technology Technician position as pay grade "G".

   Recommended Action: Approve the requested pay classification

6. Review and possible action on 3 recommendations regarding suggested tenants from the March 18th Community Center Leasing Committee meeting. Presented by Steve Barg, City Administrator
   a) Marshfield History Museum
   b) Aging & Disability Resource Center (ADRC)
   c) Parks & Recreation Department

   Recommended Action: Discretion of the Committee

7. Request to approve PILOT agreement for the former Norris Manor property. Presented by Keith Strey, Finance Director

   Recommended Action: Approve the PILOT agreement

8. Request to approve the placement of the City Clerk to report to the City Administrator as of May 1, 2015. Presented by Steve Barg, City Administrator

   Recommended Action: Approve the placement of the City Clerk

9. Request to authorize City Administrator to fill the position of Assistant Finance Director within the Finance Division. Presented by Keith Strey, Finance Director

   Recommended Action: Authorize filling the position of Assistant Finance Director

10. Discuss plans to refill the vacant Human Resources Manager position with the new position of Human Resources Coordinator/Assistant to the City Administrator. Presented by Steve Barg, City Administrator

    Recommended Action: Authorize City Administrator to proceed with efforts to create and fill the position as outlined.

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

    Recommended Action: None, for information only

12. Recognition of AmeriCorps members for National Service Day. Presented by Chris Meyer, Mayor

    Recommended Action: None, presentation only

13. Adjourn to closed session under Wisconsin Statutes Chapter 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session
    - Possible renewal of City Hall leases (2 separate items)

14. Reconvene in Open Session

15. Action on matter discussed in closed session, if appropriate

16. Suggested items for future agendas

17. Adjourn

Posted this day, April 3, 2015 at 4:00 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 MARCH 17, 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, Rebecca Spiros, Peter Hendler and Char Smith
ABSENT: None
ALSO PRESENT: Alderperson Wagner, Mayor Meyer, City Administrator Barg and City Personnel (Keith Strey, Bob Haight, Rick Gramza, Ben Steinbach, Brenda Hanson and Deb Hall)

Citizen Comments
None

FBP15-024 Motion by Hendler, second by Smith to approve the items on the consent agenda:
1. Minutes of the March 3, 2015 meeting
2. Bills in the amount of $550,534.29
3. Treasury Report of February 2015

Motion carried

No items were removed from the consent agenda.

Fire Chief Haight presented information regarding the refilling of the vacant firefighter position.

FBP15-025 Motion by Hendler, second by Earll to recommend approval of Budget Resolution No. 6-2015 to the Common Council, transferring $10,420 with the Protective Services Special Revenue Fund from State Shared Proceeds to Other Capital funds.
Motion carried

City Administrator Barg presented 4 options for filling the vacant Human Resources Manager position:
- Hire another Human Resources Manager (Option #1)
- Hire Human Resources Coordinator or Specialist (Option #2)
- Hire Human Resources Coordinator or Specialist and elevate an existing staff person to one of the following in addition to their current job (Option #3):
  - Administrative Services Coordinator
  - Assistant City Administrator
- Hire Human Resources Coordinator/Assistant City Administrator & hire Human Resources Assistant (Option #4)

The committee discussed these options and directed the City Administrator to explore options 3 & 4 and bring information back to them at the next meeting.

City Administrator Barg updated the committee on the implementation of the staffing study recommendations.
- The Staff team met and they talked about the Administrative Services Coordinator position and they covered all the topics of where this function would move from this department to that department (ex. Airport, Cemetery, Building Inspection Services, GIS Coordinator, etc.). At their next meeting they will talk about the process improvements that were recommended. His goal for April 7th is to bring to the committee a proposal on the HR position and recommendations for how they would move forward in the possible reorganization.

FBP15-026 Motion by Spiros, second by Smith to go into Closed Session pursuant to Wisconsin Statute Chapter 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

(1) Memo of Understanding with Police Officer Bargaining Unit.
(2) Settlement Agreement for payment of delinquent holding tank waste fees.
(3) Tentative Agreement with Fire Fighters Local 1021 IAFF.

Roll call vote, all ayes. (Time: 5:53 p.m.)
Motion carried

Present in closed session: Alderpersons Feddick, Earll, Smith, Spiros, Hendler and Wagner, Mayor Meyer, City Administrator Barg, Finance Director Strey, City Clerk Hall, and Police Chief Gramza.

The Mayor and Police Chief left the closed session at 6:10 p.m.

FBP15-027 Motion by Spiros, second by Earll to return to open session. Roll call vote, all ayes. (Time: 6:27 p.m.)
Motion carried

FBP15-028 Motion by Earll, second by Spiros to approve the Memorandum of Understanding with the Police Officers Bargaining Unit.
Motion carried

FBP15-029 Motion by Smith, second by Earll to authorize appropriate City officials to work with the City Attorney to prepare and execute a written agreement with B & D Liquid Wastehauling for payment of delinquent holding tank waste fees.
Motion carried

FBP15-030 Motion by Hendler, second by Earll to approve the Tentative Agreement with the Fire Fighters Local 1021 IAFF.
Motion carried

FUTURE AGENDA ITEMS
None

Motion by Smith, second by Earll to adjourn at 6:30 p.m.

Deb M. Hall
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **$801,619.62** and General Expense Bills for March, 2015 amounting to **$5,770,333.78** be allowed paid and charged to their proper accounts.

_____
Chairman

_____

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CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL
4/8/2015

PREPAIDS BILLS
PREPAID BILLS PAID BY CHECK

CK #	CK DATE	VENDOR	AMOUNT
83057	3/20/2015	ADVANCED DISPOSAL SERVICES LLC	$72,126.17
83058	3/20/2015	ALLIANT ENERGY WP&L	$85.93
83059	3/20/2015	CHARTER COMMUNICATIONS	$405.98
83060	3/20/2015	ELECTROSTATIC SPRAYING SYSTEMS	$3,430.00
83061	3/20/2015	FRONTIER	$863.35
83062	3/20/2015	E O JOHNSON COMPANY	$130.00
83063	3/20/2015	MARSHFIELD POSTMASTER	$46.48
83064	3/20/2015	TELRITE CORPORATION	$360.47
83065	3/20/2015	UNITED MAILING SERVICE INC	$956.32
83066	3/20/2015	VERIZON WIRELESS	$383.94
83067	3/20/2015	WE ENERGIES	$8,648.53
83068	3/23/2015	DELTA DENTAL OF WISCONSIN	$12,482.35
83069	3/23/2015	NVA FIDUCIARY TRUST FOR FSLI	$1,454.64
83070	3/27/2015	ADVANCED DISPOSAL SERVICES LLC	$336.91
83071	3/27/2015	CHARTER COMMUNICATIONS	$50.78
83072	3/27/2015	CONVENTION & VISITORS BUREAU	$580.30
83073	3/27/2015	FRONTIER	$618.47
83074	3/27/2015	MARSHFIELD UTILITIES	$27,654.81
83075	3/27/2015	MINNESOTA LIFE INSURANCE CO	$646.80
83076	3/27/2015	TELRITE CORPORATION	$39.70
83077	3/27/2015	WALMART COMMUNITY/GECRB	$348.21
83078	3/27/2015	WE ENERGIES	$11,493.87
		TOTAL PREPAID BILLS PAID BY CHECK	**$143,144.01**

PREPAID BILLS PAID BY EFT

EFT000000003819	3/23/2015	WOOD COUNTY	$400,000.00
EFT000000003820	3/31/2015	WOOD COUNTY TREASURER	$4,528.19
		TOTAL PREPAID BILLS PAID BY EFT	**$404,528.19**

ACH PAYMENTS

	3/31/2015	**WI DEPT OF REVENUE - SALES TAX**	$484.30
		TOTAL ACH PAYMENTS	**$484.30**

DIRECT WIRE TRANSFERS

	2/27/2015	JP MORGAN CHASE	$232,075.00
	2/27/2015	ASSOCIATED TRUST CO	$131,536.25
	2/27/2015	ASSOCIATED TRUST CO	$77,598.75
	2/27/2015	DEPOSITORY TRUST COMPANY	$4,023,056.67
	3/13/2015	STATE TRUST FUND LOAN	$128,746.79
		TOTAL DIRECT WIRE TRANSFERS	**$4,593,013.46**

CURRENT BILLS
CURRENT BILLS PAID BY EFT

EFT000000003822	4/8/2015	5 ALARM FIRE & SAFETY EQUIPMNT	$1,834.06
EFT000000003823	4/8/2015	GENE ALLAR	$886.00
EFT000000003824	4/8/2015	AMERICAN WELDING & GAS INC	$62.24
EFT000000003825	4/8/2015	JASON ANGELL	$312.80
EFT000000003826	4/8/2015	ARAMARK UNIFORM SERVICES	$111.45
EFT000000003827	4/8/2015	AVI SYSTEMS, INC	$2,988.00

CK #	CK DATE	VENDOR	AMOUNT
EFT000000003828	4/8/2015	LARA BAEHR	$275.00
EFT000000003829	4/8/2015	BALTUS OIL COMPANY INC	$17,733.37
EFT000000003830	4/8/2015	STEVE BARG	$453.80
EFT000000003831	4/8/2015	BAUERNFEIND BUSINESS TECH	$17.80
EFT000000003832	4/8/2015	BEAVER OF WISCONSIN INC	$382.50
EFT000000003833	4/8/2015	BLAKE BORCHARDT	$38.86
EFT000000003834	4/8/2015	BOUND TREE MEDICAL, LLC	$557.77
EFT000000003835	4/8/2015	BRUCE MUNICIPAL EQUIPMENT	$671.83
EFT000000003836	4/8/2015	CARQUEST AUTO PARTS	$643.42
EFT000000003837	4/8/2015	CDW GOVERNMENT INC	$2,647.09
EFT000000003838	4/8/2015	CENTRAL BURNER & BOILER INC	$263.00
EFT000000003839	4/8/2015	CENTRAL STATE SUPPLY CORP	$3,224.85
EFT000000003840	4/8/2015	CHILI IMPLEMENT CO INC	$214.76
EFT000000003841	4/8/2015	COY/JEAN	$177.68
EFT000000003842	4/8/2015	CRESCENT ELECTRIC SUPPLY COMPANY	$209.95
EFT000000003843	4/8/2015	DALCO ENTERPRISES, INC.	$1,075.47
EFT000000003844	4/8/2015	CRAIG DEGRAND	$490.36
EFT000000003845	4/8/2015	ROY DOLENS	$202.70
EFT000000003846	4/8/2015	EMERGENCY RESPONSE TRAINING ASSOCIATES	$800.00
EFT000000003847	4/8/2015	EMPLOYEE BENEFITS CORPORATION	$340.00
EFT000000003848	4/8/2015	TERRY ENDRIES	$10.00
EFT000000003849	4/8/2015	JERRY ESSER	$147.69
EFT000000003850	4/8/2015	PETER FLETTY	$567.00
EFT000000003851	4/8/2015	SAM FOX	$41.92
EFT000000003852	4/8/2015	FREMONT INDUSTRIES, INC.	$5,623.18
EFT000000003853	4/8/2015	GALE/CENGAGE LEARNING	$38.92
EFT000000003854	4/8/2015	GALLS LLC	$559.00
EFT000000003855	4/8/2015	JODY GEURINK	$426.62
EFT000000003856	4/8/2015	GRAINGER	$196.73
EFT000000003857	4/8/2015	TANNER GRUBER	$10.00
EFT000000003858	4/8/2015	KRIS HAWLEY	$108.31
EFT000000003859	4/8/2015	HEINZEN PRINTING INC	$313.00
EFT000000003860	4/8/2015	HOUSE OF HEATING INC	$955.00
EFT000000003861	4/8/2015	INGRAM LIBRARY SERVICES INC	$1,596.67
EFT000000003862	4/8/2015	ICS HEALY-RUFF	$1,250.00
EFT000000003863	4/8/2015	DEREK IVERSON	$1,056.52
EFT000000003864	4/8/2015	AMY KROGMAN	$169.00
EFT000000003865	4/8/2015	LORRIE KROKSTROM	$9.06
EFT000000003866	4/8/2015	DANIEL LEONARD	$232.84
EFT000000003867	4/8/2015	M-B COMPANIES INC	$333.09
EFT000000003868	4/8/2015	MARAWOOD REAL ESTATE 200 LLC	$3,072.30
EFT000000003869	4/8/2015	MCMASTER-CARR	$140.58
EFT000000003870	4/8/2015	MERKEL COMPANY INC	$1,047.25
EFT000000003871	4/8/2015	CHRIS MEYER	$227.91
EFT000000003872	4/8/2015	MIDSTATE TRUCK SERVICE	$2,218.86
EFT000000003873	4/8/2015	MIDWEST TAPE	$914.60
EFT000000003874	4/8/2015	MISSISSIPPI WELDERS	$124.60
EFT000000003875	4/8/2015	MONROE TRUCK EQUIPMENT	$14.76
EFT000000003876	4/8/2015	MSA PROFESSIONAL SERVICES INC	$19,151.04
EFT000000003877	4/8/2015	NORTHERN SAFETY CO INC	$2,917.68
EFT000000003878	4/8/2015	THOMAS OTT	$463.37
EFT000000003879	4/8/2015	PLACE DYNAMICS, LLC	$12,904.44
EFT000000003880	4/8/2015	RICHARD POKORNY	$109.25
EFT000000003881	4/8/2015	POMP'S TIRE SERVICE INC	$714.15
EFT000000003882	4/8/2015	POWER PAC INC	$315.28
EFT000000003883	4/8/2015	PRO ONE JANITORIAL, INC.	$479.00
EFT000000003884	4/8/2015	JASON PUNKE	$7.68
EFT000000003885	4/8/2015	QUILL CORPORATION	$125.84
EFT000000003886	4/8/2015	REIGEL PLUMBING & HEATING INC	$109.72

CK #	CK DATE	VENDOR	AMOUNT
EFT000000003887	4/8/2015	RIPP DISTRIBUTING COMPANY INC	$40.25
EFT000000003888	4/8/2015	SAFE FAST INC	$619.51
EFT000000003889	4/8/2015	DANIEL A SALACINSKI	$327.47
EFT000000003890	4/8/2015	KURT SCHEIDER	$590.00
EFT000000003891	4/8/2015	SCHILLING SUPPLY COMPANY	$359.19
EFT000000003892	4/8/2015	PAUL SCHLAGENHAFT	$59.07
EFT000000003893	4/8/2015	SCOTT SCHLEI	$26.67
EFT000000003894	4/8/2015	SCHOOL DISTRICT OF MARSHFIELD	$2,257.14
EFT000000003895	4/8/2015	TRAVIS SHERDEN	$40.00
EFT000000003896	4/8/2015	SHERWIN WILLIAMS COMPANY	$209.56
EFT000000003897	4/8/2015	SHI INTERNATIONAL CORPORATION	$238.53
EFT000000003898	4/8/2015	BENJAMIN STEINBACH	$223.67
EFT000000003899	4/8/2015	SVA CONSULTING LLC	$1,037.50
EFT000000003900	4/8/2015	TRAFFIC AND PARKING CONTROL INC	$7,506.55
EFT000000003901	4/8/2015	LOCATE HOLDINGS INC	$497.78
EFT000000003902	4/8/2015	V & H AUTOMOTIVE MARSHFIELD	$53,868.73
EFT000000003903	4/8/2015	V & H INC	$1,282.38
EFT000000003904	4/8/2015	VALLEY CHEMICAL LLC	$319.95
EFT000000003905	4/8/2015	VIDCOM LLC	$8,675.00
EFT000000003906	4/8/2015	VON BRIESEN AND ROPER, S.C.	$602.45
EFT000000003907	4/8/2015	WISCONSIN LIFTING SPECIALISTS INC	$545.60
EFT000000003908	4/8/2015	WOOD CO HIGHWAY DEPARTMENT	$1,400.00
EFT000000003909	4/8/2015	WOOD COUNTY CLERK	$1,578.00
EFT000000003910	4/8/2015	ZARNOTH BRUSH WORKS	$369.00
		TOTAL CURRENT BILLS PAID BY EFT	**$177,991.62**

CURRENT BILLS PAID BY CHECK

83084	4/8/2015	3M	$3,209.05
83085	4/8/2015	ALBRECHT, CASSIE	$100.00
83086	4/8/2015	ALL TRAFFIC	$8,790.00
83087	4/8/2015	L. W. ALLEN INC	$270,110.00
83088	4/8/2015	AMAZON	$989.59
83089	4/8/2015	AMERICAN WATER WORKS ASSN	$196.00
83090	4/8/2015	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	$361.25
83091	4/8/2015	ASSOCIATED SERVICE CENTER	$760.53
83092	4/8/2015	BAKER AND TAYLOR INC	$3,569.64
83093	4/8/2015	BAY STEEL & FABRICATION LLC	$89.49
83094	4/8/2015	BB COMMUNITY LEASING SERVICES INC	$825.48
83095	4/8/2015	BLUETARP FINANCIAL	$279.99
83096	4/8/2015	BROOKS TRACTOR INC	$3,179.00
83097	4/8/2015	BROWNELLS, INC	$44.18
83098	4/8/2015	CAL'S PLUMBING SERVICE LLC	$209.19
83099	4/8/2015	CENTRAL WI COOPERATIVE	$458.50
83100	4/8/2015	CENTRAL WI GLASS CO INC	$55.00
83101	4/8/2015	CHIPPEWA VALLEY TECHNICAL COLLEGE	$232.56
83102	4/8/2015	CHULA VISTA RESORT	$635.00
83103	4/8/2015	CNA SURETY	$30.00
83104	4/8/2015	COLD SPRING GRANITE COMPANY	$218.00
83105	4/8/2015	COMPLETE CONTROL INC	$12,869.00
83106	4/8/2015	COMPLETE OFFICE OF WISCONSIN	$985.98
83107	4/8/2015	CTL COMPANY INC	$482.58
83108	4/8/2015	DETECTION INSTRUMENTS CORPORATION	$105.30
83109	4/8/2015	DON'S AUTOMOTIVE CENTER, LLC	$130.00
83110	4/8/2015	DUFFY'S AIRCRAFT SALES	$5,110.83
83111	4/8/2015	ECOLAB PEST ELIMINATION DIV	$105.38
83112	4/8/2015	EMMONS BUSINESS INTERIORS	$6,579.20
83113	4/8/2015	FASTENAL COMPANY	$475.62
83114	4/8/2015	FESTIVAL FOODS	$84.77

CK #	CK DATE	VENDOR	AMOUNT
83115	4/8/2015	GEREND, SARA	$100.00
83116	4/8/2015	GLOBAL INDUSTRIAL PROD 11G	$95.95
83117	4/8/2015	GREEN MANUFACTURING INC	$1,032.88
83118	4/8/2015	GREMMER & ASSOCIATES, INC.	$2,345.80
83119	4/8/2015	GROSS MOTORS OF MARSHFIELD INC	$74.35
83120	4/8/2015	HGA	$2,436.42
83121	4/8/2015	CITY OF HARTFORD POLICE DEPARTMENT	$35.00
83122	4/8/2015	HILLER'S HARDWARE INC	$413.77
83123	4/8/2015	JX ENTERPRISES INC	$64.11
83124	4/8/2015	KALAHARI RESORT	$198.00
83125	4/8/2015	KOHS MACHINE SHOP	$425.40
83126	4/8/2015	L & S ELECTRIC INC	$247.49
83127	4/8/2015	THE TOWNSHIP OF LINCOLN	$175.60
83128	4/8/2015	LONDERVILLE STEEL ENTERPRISES	$83.50
83129	4/8/2015	NATIONWIDE TRUST COMPANY, FSB	$39,427.20
83130	4/8/2015	MAGNET FORENSICS	$550.00
83131	4/8/2015	MAID TO ORDER	$200.00
83132	4/8/2015	MARATHON COUNTY CLERK	$84.50
83133	4/8/2015	MARSHFIELD CLINIC	$1,846.54
83134	4/8/2015	MARSHFIELD GLASS LLC	$509.60
83135	4/8/2015	MASANZ, STEPHANIE	$100.00
83136	4/8/2015	MENARDS	$943.03
83137	4/8/2015	MICROMARKETING LLC	$134.21
83138	4/8/2015	MID WISCONSIN SUPPLY, LLC	$4,522.92
83139	4/8/2015	MIDWEST SPECIALTY CHEMICALS	$552.76
83140	4/8/2015	MILLER BRADFORD AND RISBERG	$7,057.31
83141	4/8/2015	MINISTRY ST JOSEPH'S HOSPITAL	$1,972.53
83142	4/8/2015	MPPA LE SUPPLY	$33.50
83143	4/8/2015	NAPA AUTO PARTS	$1,363.96
83144	4/8/2015	NATIONAL ELEVATOR INSPECTION	$83.00
83145	4/8/2015	THE NEW YORK TIMES	$910.00
83146	4/8/2015	NEWCO SHARPENING & SERVICE LLC	$37.00
83147	4/8/2015	NORTHCENTRAL TECHNICAL COLLEGE	$200.00
83148	4/8/2015	NORTHERN LAKE SERVICE INC	$1,597.35
83149	4/8/2015	OFFICE DEPOT	$1,582.66
83150	4/8/2015	PAGE WOLFBERG & WIRTH LLC	$49.00
83151	4/8/2015	RAY M POEPPEL	$259.00
83152	4/8/2015	EUGENE PERLOCK	$104.70
83153	4/8/2015	PROCESS RESEARCH SOLUTIONS LLC	$3,553.75
83154	4/8/2015	PROFESSIONAL AMBULANCE ASSOC OF WI	$15.00
83155	4/8/2015	JEFFREY NIKOLAI	$90.66
83156	4/8/2015	RADUE, ANITA	$175.00
83157	4/8/2015	REGISTRATION FEE TRUST	$4.00
83158	4/8/2015	RESEARCH TECHNOLOGY INTERNATIONAL	$1,744.60
83159	4/8/2015	SCAFFIDI TRUCK CENTER	$337.63
83160	4/8/2015	SCHMIDT, JEROD	$509.00
83161	4/8/2015	SCHREINERS PLUMBING & HEATING, LLC	$88.00
83162	4/8/2015	SECURITY HEALTH PLAN	$367.75
83163	4/8/2015	SILVER LACES ICE SKATING	$100.00
83164	4/8/2015	SKWIERCZYNSKI, MANDY	$100.00
83165	4/8/2015	SOUTH WOOD COUNTY AIRPORT COMMISSION	$616.50
83166	4/8/2015	SPEE-DEE DELIVERY SERVICE INC	$75.00
83167	4/8/2015	STATE OF WISCONSIN	$90.00
83168	4/8/2015	STRAND ASSOCIATES INC	$572.03
83169	4/8/2015	SUPERIOR GAS SERVICE INC	$5.56
83170	4/8/2015	TEAM SPORTING GOODS INC	$48.00
83171	4/8/2015	TOTAL COMMERCIAL FITNESS, LLC	$606.00
83172	4/8/2015	TOWN & COUNTRY ENGINEERING INC	$5,623.01
83173	4/8/2015	THERESA TRACY	$188.34

CK #	CK DATE	VENDOR	AMOUNT
83174	4/8/2015	TRANSUNION RISK AND ALTERNATIVE	$15.75
83175	4/8/2015	TRIPLE R BUSINESS SERVICES, LLC	$4,466.31
83176	4/8/2015	TRIPP, JULIE	$100.00
83177	4/8/2015	UNIFIRST CORPORATION	$317.23
83178	4/8/2015	THE UNIFORM SHOPPE	$102.45
83179	4/8/2015	UNIQUE MANAGEMENT SERVICES INC	$98.45
83180	4/8/2015	UNITED MAILING SERVICE INC	$366.82
83181	4/8/2015	UNITED RENTALS (NORTH AMERICA) INC	$1,153.63
83182	4/8/2015	UNIVERSITY COMMISSION	$5,250.00
83183	4/8/2015	UPSTART	$42.70
83184	4/8/2015	VIDA, CRYSTAL	$100.00
83185	4/8/2015	VOBORA, SUE	$100.00
83186	4/8/2015	WALGREENS	$117.99
83187	4/8/2015	WALLACE, AMY	$100.00
83188	4/8/2015	ERLAN R. WENZEL	$30.00
83189	4/8/2015	WEPAK-N-SHIP	$22.88
83190	4/8/2015	WI DEPARTMENT OF TRANSPORTATN	$5,000.00
83191	4/8/2015	WI IAAI	$200.00
83192	4/8/2015	WISCONSIN DEPT OF JUSTICE	$28.00
83193	4/8/2015	ZIMMERMAN ARCHITECTURAL STUDIOS	$20,281.01
83194	4/8/2015	ZOLL DATA SYSTEMS, INC	$3,628.00
83195	4/8/2015	ZOOPHARM INC	$1,621.00
		TOTAL CURRENT BILLS PAID BY CHECK	**$451,172.20**

TOTAL PREPAID BILLS	**$547,672.20**
TOTAL ACH PAYMENTS	**$484.30**
TOTAL WIRE TRANSFERS	**$4,593,013.46**
TOTAL CURRENT BILLS	**$629,163.82**
GRAND TOTAL	**$5,770,333.78**

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF APRIL 7, 2014

NAME	POSITION/DEPARTMENT	EFFECTIVE DATE
HIRED		
Jacob Charron	Wastewater Operator Wastewater Utility	March 23, 2015
RETIREMENT:		
None		
Resignation		
Brenda Hanson	Assistant Finance Director Finance Department	April 15, 2015
COMPLETION OF PROBATIONARY PERIOD		
None		

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

Department	Division	Position	FTE	Last Name	First Name
Administrator		City Administrator	1.00	BARG	STEVEN
Administrator		Human Resources Manager	1.00	Vacant	
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	Vacant	
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	Cclassifcation III	1.00	SCHLAGENHAFT	PAUL
Parks & Recreation	Parks & Recreation Director	1.00	Vacant	
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	Wastewater Operator - Level 4	1.00	OTT	ANDREW
Public Works	Wastewater	Wastewater Operator	1.00	CHARRON	JACOB
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			**55.50**		
Grand Total			**191.400**		

MEMORANDUM

Date: March 30, 2015
To: Steve Barg, City Administrator
From: Katie McCloskey, Senior Human Resources Consultant
Re: Technology Technician

The City of Marshfield asked Carlson Dettmann Consulting (CDC) to conduct a classification review for the newly created position of Technology Technician. A JDQ date February 19, 2015 was submitted for our review. The request is for a recommendation for a classification evaluation and recommendation for appropriate placement onto the City's non-represented pay scale.

The position will assist the Technology Director in providing technology to the City and providing user support when dealing with computer issues. The position will also assist with planning and coordinating projects. A two year associate degree is required to qualify for the position and a minimum of one year of experience. The position will report to the Technology Director.

A thorough review of the position's responsibilities listed on the JDQ was conducted and our point factor evaluation system was applied. It is our recommendation that the position be placed in a **Grade G** on the non-represented pay scale.

Please do not hesitate to call me at the number listed below if you have any further questions.

Carlson Dettmann Consulting, LLC
6733 Frank Lloyd Wright Avenue
Middleton, WI 53562
608.827.2800
Katie Direct Line: 608.334.5283
charles.carlson@carlsondettmann.com
katie.mccloskey@carlsondettmann.com

CARLSON DETTMANN **CONSULTING**

Job Description Questionnaire (JDQ)

This is an electronic format. The cells will expand as you type.

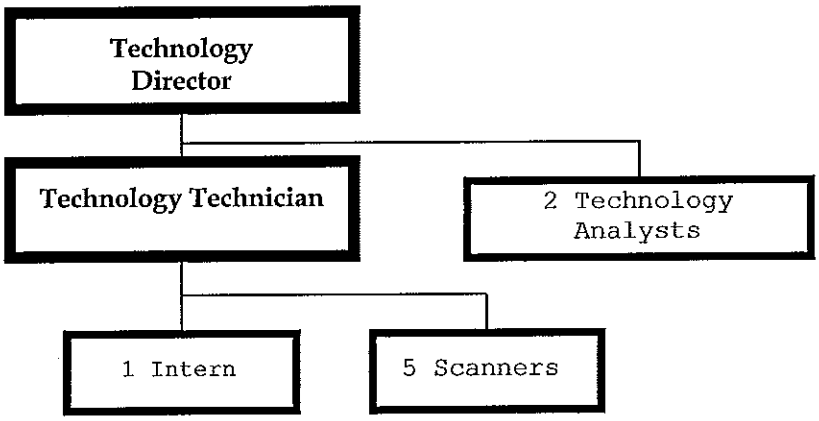
Name: (New Position)	Date: 2/19/2015
Employer: City of Marshfield	
Title: Technology Technician	Department: Technology
Work Location: City Hall	Phone:
Immediate Supervisor: Eng Ng	Supervisor's Title: Technology Director

TIME EMPLOYED IN CURRENT JOB TITLE (in years and months):	
TIME EMPLOYED IN CURRENT DEPARTMENT (in years and months):	
TOTAL EMPLOYMENT WITH YOUR ORGANIZATION (in years and months):	
WORK HOURS (Start/Finish): 8:00am – 5:00pm	
FULL TIME: Yes	REGULAR PART-TIME (%):
OTHER: After hours support or maintenance as necessary.	

OUTLINE OF ORGANIZATION CHART

COMPLETE THE FOLLOWING SECTION BY HAND AFTER FORM IS PRINTED OUT.

Using the chart below, please fill in the job titles of (1) your immediate supervisor, (2) the jobs of employees you work with who also report to your supervisor, and (3) the jobs of any employees you supervise. (If you prefer, attach a printed chart with the information.)



I. POSITION SUMMARY

Briefly state why your position exists and what you consider the most important impact the position has on the organization.

Technology Technician exists to assist the Technology Director in providing the City of Marshfield with the technology needs of our users and citizens while at the same time being mindful of cost to the City. The Technology Technician also exists to support each and every user with not only their everyday computer issues, but also assist with planning and coordinating projects to help users/departments in making their jobs more efficient and effective.

II. ESSENTIAL ACCOUNTABILITIES

Please identify the essential accountabilities of your position, which should be the most important responsibilities of the job. Indicate the approximate percentage of time spent on each accountability annually. Then explain how the outcomes could be measured.

% of Time	ESSENTIAL ACCOUNTABILITIES	HOW OUTCOMES COULD BE MEASURED
60%	**General User support** – The Technology Technician assists 200+ users, 200+ computing devices, and 100+ individual pieces of software and services. Not only that we answer helpdesk tickets logged by the users, we also handle phone calls, walk-ins and emails from users about daily computer/technology issues or questions. The software support may include the following, but not limited to: • Microsoft Dynamics GP • WorkTech • Diamond Municipal • KnowledgeLake Capture, Connect, Search, and Viewer • TiPSS Court Software • GVS • Bentley • GearPlayer • Adobe Reader or Professional • Microsoft Office 2010 Suites • Microsoft SharePoint • Cisco CallManager • ESRI ArcGIS • FireRMS • ICOP/WatchGuard • PipeTech The Technology Technician not only troubleshoots software problems but also hardware issues on user workstations (laptops, desktops, tablets), servers, SAN, networking equipment, computer peripherals such as keyboards, mice, monitors, projectors, and COM devices, protective services equipment such as MDC (Mobile Data Computer), radios, cameras, cellular cards, voice recording devices, cellular phones for City employees and desk phones (Cisco IP Phones).	The success of general user support would be measured on how satisfied the user is with not only the issue(s) they asked about, but how they feel about the work that the Technology Department is doing as a whole based on comments given to us or if they can take what we did for them and fix the issue or help someone else with the same issue in the future.
20%	**Training and Documentation,** duties include training users and writing technical documentation for current software and hardware utilized by the City. The Technology Technician also trains each new employee/user how to use the basic essentials of the equipment along with answering any questions they may have with the current Technology Policy. Examples of training include, but not limited to: • Office 2010 Professional Suite • Adobe Professional	*Training and documentation* is measured on how well the user can follow step-by-step instructions and get the final result with minimal questions to us. If the documentation is written well enough, the user should be able to follow the directions step-by-step and get the final product that they were expecting. Training in person or on video is a part of this section also. These would be measured the same as written documentation. If the user goes to the

	• Dynamics GP • WorkTech • KnowledgeLake suite • SharePoint • Cisco IP Phones • Smart Phones & Tablets • Equipment care and maintenance • Wireless Activation and Utilization • Email	training and can feel confident that they can do the processes outlined in the training, that is considered a successful training session.
10%	**Network Management and Monitoring** – Monitor daily routine tasks to ensure they are operating properly. For example: • Nightly backup jobs • Anti-Virus Console • Anti-Malware Console • Anti-SPAM Status • Email Archiving Status • Overall Equipment and Network Status	The success of Network Management and Monitoring is to proactively monitor for certain conditions that may require special attention to avoid any degraded services or downtime.
5%	**Hardware and Software Tracking** – Keeping the lifecycle of hardware equipment and software licenses properly documented and inventoried, from their acquisition to disposal.	The success of hardware and software tracking is measured on how well hardware equipment and software licenses are being tracked.
2%	**Forms and Report Writing**, duties include creation of forms in PDF format for departments to use and post on the Internet for citizens and businesses to use, assist users in creating reports at their requests to get their jobs done more efficiently and effectively.	Forms and Report Writing success is measured on if the department accepts our form that we create for them and if they come back to us to create more for them. Also on how many people from the community use the forms online. Report writing is measured on if the forms that we create are what the users are looking for and gets the end result they were looking for.
3%	**Assisting Technology Director in managing technology intern and document scanners,** duties include assigning tasks for our intern and document scanners to complete and ensure that they are completing these tasks in a correct and timely fashion.	The success in this area is based on whether the intern and document scanners are doing what they are supposed to be doing and making sure that they stay on task and are focused on the task/project at hand.

III. FORMAL PREPARATION / EXPERIENCE
Please answer the following based on the most representative combination of formal preparation and relevant experience to qualify for the position.
1. Formal preparation (or equivalent) to qualify for the position. Indicate years of previous experience and degree if required, as well as your preparation level. A two-year associate degree in technology-related field is required, and a one-year experience in technology-related field is preferred.
2. Relevant experience required to qualify for the position. (Indicate your relevant experience as well.) (New position)
3. Note any other training that is desirable for the position. (Indicate additional training that you have.)

IV. JUDGMENTS MADE

Please identify what you believe are the most important judgments you make in performing your job.

EXAMPLES OF JUDGMENTS	WHO, IF ANYONE, REVIEWS THESE JUDGMENTS	WHAT IS THE IMPACT OF THESE JUDGMENTS
Troubleshooting and determining the root of a hardware or software problem.	Technology Director	The ability to find a resolution or a hardware replacement solution would minimize the loss of user productivity or downtime.
Prioritizing the workload	Technology Director	The more pertinent higher priority tasks should get done first to minimize any losses.
What techniques or methods to use to provide training to the users according to the user's comfort level with the technology.	Technology Director	The ability to get through to the users would greatly enhance the users' productivity

V. WORK RELATIONSHIPS

Please identify the most typical work relationships of your position with other persons, functions, or organizations inside or outside of your own organization.

Typical Work Relationships	Purpose of the Relationship
Technology Director & Technology Analysts	Supervisor and co-worker respectively
Most City Staff	People who contact Technician and would work with to resolve technology-related issues.
Common Council	The Technology Department issued them laptops and installed a wireless infrastructure for them to use and occasionally they may have issues with the machines.
Wood /Marathon Counties and the State of Wisconsin	We work with these entities as the City of Marshfield resides in both counties and they occasionally communicate with us on Technology matters
Vendors and companies we purchase from	To request quotes and purchase equipment and/or services and assistance
Network and Software consultants	We work closely with these companies/people to make our projects that we are doing run smoother and consult with them if we have any issues in the process

VI. WORK ENVIRONMENT

% Inside (sheltered) 95%	% Noise	% Travel Required 5%
% Outside Work	% Fumes, Odor	% Temperature extremes
% Hazards	% Other (note)	

Are there any unusual physical requirements for your position? (Y/N) Y

If yes, please explain. Be able to lift 40+ pounds.

VII. PROBLEM SOLVING

Please identify the typical types of problems you solve on a regular basis in performing your job. Also, include information on who else may be involved in helping with problem resolution.

Being in the Technology field, our job is to be a problem solver. The user comes to us with a problem, and we are

tasked with finding the solution to that problem. This could range from a simple keyboard malfunctioned to a complex issue involving multiple hardware/software. The Technology Technician must be willing to contact hardware/software technical support, consulting companies utilized by the City and other parties as necessary to diagnose and resolve the problem at hand.

VIII. SUPERVISION / MANAGEMENT

Where it applies answer the following. Otherwise, put "Not Applicable" or "Don't Know."

Responsibility for others:

a. Number of People: 6

b. Their Position Titles: 1 Technology Intern, 5 Document Scanners

c. Which, if any, of the following do you perform?

1. Directly Supervise? N/A (Assist Technology Director in overseeing them)
2. Train / Instruct? Yes
3. Give Work Direction? Yes
4. Do Project Management? Yes
5. Conduct Performance Reviews? No
6. Discipline? No
7. Hire? No

Note assets, facilities, equipment, or funds, if any, for which you have some degree of accountability.

IX. UNUSUAL / UNIQUE MENTAL REQUIREMENTS

Does your position require any unusual or unique mental requirements?

Able to explain technical material to non-technical users. Being able to read between the lines when users explain issues to you.

X. ADDITIONAL DATA/NOTABLE INFORMATION

Please identify any other information that would help someone else understand your position more clearly:

XI. SUPERVISOR'S REMARKS

The Technology Technician will be involved in supporting a diverse group of users, because of the number of departments/divisions involved and the unique requirements/needs per each department/division. The technician must be able to work under pressure, as multiple requests or phone calls may come in at the same time. The technician must also be able to prioritize and to take care of the critical requests first.

COMPLETE THE FOLLOWING SECTION BY HAND AFTER FORM IS PRINTED OUT.

EMPLOYEE SIGNATURE: DATE:

SUPERVISOR SIGNATURE: Eg Ng DATE: 2/19/2015

CITY ADMINISTRATOR SIGNATURE: Steve Berg DATE: 2/19/2015

Minutes of the
Marshfield Community Center Leasing Committee
Wednesday, March 18, 2015 10:00 a.m.
Marshfield City Hall, Room 108

Knoeck called the meeting to order at 10:00 a.m.

Attendance: Dan Knoeck, Mike Feirer, Alanna Feddick, Kelly Cassidy and Lori Belongia

Feddick was asked to Chair the committee and she accepted. All were in assent.

There were no public comments and no changes to the agenda.

Knoeck presented an overview of the recommended leasing guidelines and the committee discussed them.

Knoeck moves and Feirer 2nds a motion to approve the guidelines as presented.

The committee discusses the matter of rate differentials based on the desirability of location and type of organization. They also reviewed the current operating costs for the Library (soon to be Community Center). It was determined that recommendations to the Common Council and more specific direction from the Common Council were needed.

Knoeck moves and Feddick seconds a motion recommending to the Common Council that the Marshfield History Museum be allowed approximately 2,400 square feet of space in basement of the Community Center, that the Common Council consider whether or not to subsidize the lease rate and refer setting the lease rate back to this committee for further work. All ayes, motion carried.

Belongia moves and Cassidy seconds a motion recommending that the Aging & Disability Resource Center be allowed approximately 3,370 square feet of space on the 1st floor of the Community Center, that ADRC be contacted about their expectations for financing build out improvements and refer the setting of the lease rate and term back to this committee. All ayes, motion carried.

Feirer moves and Knoeck 2nds a motion recommending to the Common Council that the Parks and Recreation Department be moved to the 1st floor of

the Community Center and that staff be directed to develop a budget for the departmental build out and move. Cassidy abstains, motion carried.

If the Common Council decides to return any of the above matters to the Community Center Leasing Committee, they will meet at 3:30 p.m. on Wednesday, April 15, 2015

Seeing no other business Feddick adjourned the meeting at 10:38 a.m.

Respectfully submitted,

Lori Belongia

City of Marshfield
Memorandum

DATE: April 7, 2015
TO: Finance, Budget & Personnel Committee
FROM: Keith Strey, Finance Director
RE: Approval of Future Wisconsin Housing Fund PILOT Agreement

Background

In January of this year, the City of Marshfield received the attached letter and proposed PILOT agreement from this organization (former Norris Manner). In this proposal, they increase the amount paid under the agreement with Norris Manner from $10,000 to $12,500. Administrator Barg reviewed this with the City Attorney recently and asked me to present this for approval.

After review by staff including the City Administrator, City Attorney, Assessor and Finance Director, we recommend approval of the proposed PILOT agreement as presented.

Recommendation

Recommend Finance, Budget & Personnel Committee approval of the proposed PILOT Agreement with Future Wisconsin Housing Fund, Inc. and authorize appropriate City officials to sign the agreement as presented.

Steve Barg

Concurrence – Steve Barg, City Administrator

Future Wisconsin Housing Fund, Inc.
PO Box 620800
Middleton, WI 53562-0800

Ph: (608) 836-2920 direct
Fax: (608) 836-8021

January 8, 2015

City of Marshfield
c/o City Finance Department
PO Box 727
Marshfield, WI 54449-0727

RE: PILOT – 1412 S. Adams

Dear Finance Department:

Last October the Norris Manor property located at 1412 S. Adams Avenue was sold. The new owner is WRMSP, LLC. The sole member of the new entity is Future Wisconsin Housing Fund, Inc. a 501(c)(3) non stock, non-profit corporation.

The previous owner had been paying a PILOT. Attached is last year's bill for reference. The new owner, because of its non-profit status is exempt from paying real estate taxes under Wisconsin Statue.

We would like to continue making a PILOT payment. Attached is a draft PILOT Agreement we have used with other municipalities to formalize the PILOT amount. We are proposing a PILOT of $12,500.

Please call with any questions.

Sincerely,

Kurt

Kurt G. Wolff
Treasurer

MARSHFIELD
The City in the Center

STATEMENT FOR PAYMENT IN LIEU OF TAX

Norris Manor Inc 1412 S Adams Ave Marshfield WI 54449 *Property Owner*	***CITY OF MARSHFIELD*** c/o City Finance Department 630 S Central Ave PO Box 727 Marshfield WI 54449-0727 Phone: (715) 384-2992 Fax: (715) 384-7831 *Pay To*

Invoice Number 02061401

Date Mailed February 6, 2014

Description

Parcel #: 33-03534B
Annual Billing For Payment In Lieu Of Tax
2013 Tax Roll - Payable By 2-28-2014

651

AMOUNT DUE: $10,000.00

xc: City Finance Dept

as/pilot

PAYMENT IN LIEU OF TAXES AGREEMENT

This Agreement is entered into this _____ day of _____, 2015, by and between WRMSP, LLC, a Wisconsin limited liability company ("***Owner***"), whose sole member is Future Wisconsin Housing Fund, Inc., a Wisconsin nonstock corporation ("***FWHF***"), and the City of Marshfield (the "City").

In consideration of the mutual covenants hereinafter set forth, the parties hereto do agree as follows:

1. **DEFINITIONS**

a. The term "***Project***," shall mean the apartment project located at 1412 S. Adams Avenue, Marshfield, WI, Wisconsin, more specifically described in Exhibit A, attached hereto.

b. The term "***Taxing Body***" shall mean the State of Wisconsin (the "***State***") or any political subdivision or taxing unit thereof in which the Projects are situated and which would have the authority to assess or levy real or personal property taxes or to certify such taxers to a taxing body or public officer to be levied for its use and benefit with respect to the Projects if they were not exempt from taxation.

2. **EFFECTIVE DATE**

Owner covenants and agrees that it will rent or lease the dwelling units within the Project to persons of low and moderate income. This Agreement is effective as of January 1, 2015.

3. **AGREEMENT TO MAKE PILOT**

The City and Owner recognize the exemption of Owner and the Project from all real and personal property tax under the Constitution and Statutes of the State. However, Owner has agreed to make a Payment in Lieu of Taxes ("***PILOT***") to the City.

4. **CITY SERVICES**

The City agrees to furnish governmental services and benefits to Owner and the Project of the same type and to the same extent as are furnished from time to time, without cost or charge (except by means of property tax), to commercial, multi-unit residential dwellings and inhabitants of the City. Owner understands that it may be subject to special assessments or special charges charged by the City in the same manner that such special assessments and special charges are charged for similar services and or undertakings to commercial, multi-unit residential dwellings in the City.

5. **PILOT PAYMENTS**

a. **PILOT Amount**. In recognition of those services and benefits covered in this Agreement, Owner agrees to pay the City an annual PILOT for the Project for each calendar year during which Owner owns the Project. Owner and the City agree that the PILOT amounts are based upon 2015 rents for the Project, a portion of which rents are subsidies received from the U.S. Department of Housing and Urban Development ("***HUD***"). The PILOT shall be as follows:

	1412 S. Adams
2015 and years following	$12,500

b. **Payment Due Date**. PILOT payments hereunder shall be due and payable (i) in full on or before January 31 of the year following the tax year for which the PILOT was calculated, or (ii) if Owner elects to pay in installments, according to the following schedule: one-half of the PILOT by January 31, and the remaining one-half by July 31, where January and July are in the year following the year for which the PILOT was calculated. Owner shall be deemed to have elected to pay the PILOT in installments as provided in (ii) above by making payments according to the schedule hereunder. Owner shall pay a 1% per month late fee on any delinquent PILOT payment; provided, however no late fee shall be assessed for non-payment or partial payment permitted under Section 5d., hereof.

c. **Use of Payment**. The City may use and expend PILOT payments hereunder in such manner and for such purposes, as the City desires.

d. **Voluntary PILOTs: Waiver**. Owner is bound to make the PILOT payments required hereunder only to the extent that monies are obtainable from HUD for such purposes. Owner has a good faith duty to take affirmative steps to satisfy its PILOT obligations hereunder by making timely and adequate requests to HUD to fund the PILOT. If, despite the Owner's good faith efforts, the Owner is not able to obtain funding from HUD to pay all of a particular PILOT, Owner shall endeavor to obtain funding from HUD to make partial payments of the PILOT to the extent reasonably possible. No lien shall attach to the Projects in the event of non-payment or partial payment. Any unpaid PILOT balance from any year shall not accrue and become due in any subsequent year, but rather shall be forgiven.

If Owner meets its good faith duties under the terms of this Agreement, the City shall not take and hereby waives any enforcement of collection action against Owner. It is the intent of the parties that this Agreement not confer upon Owner special rights not otherwise available to citizens or the public.

6. **TERM**

This Agreement shall terminate on the day before the respective January 1st of the year during which any of the following events occurs:

a. The City determines that the Project no longer legally qualify for property tax exemption.

b. Enactment by the State of a mandatory payment for municipal services by owners of property exempt from the general property tax or similarly situated owners of exempt property.

c. Repeal by the State of the property tax exemption for the Project and other similarly situated property.

d. Upon a determination by Owner that continuation of the Agreement is not in the best interests of Owner and after 30 days written notice to the City of such determination.

7. **INSPECTION AND DOCUMENTS**

Owner agrees to cooperate with the City (including, but not limited to, the City Assessor's Office, the City Attorney's Office, and the City Finance Department) with respect to this Agreement by allowing inspections of the Project, upon reasonable written request of the City, and of such documents that Owner and City may reasonably agree are relevant to an exemption determination.

8. **AMENDMENT**

The City and Owner expressly reserve the right to modify and amend this Agreement from time to time as they shall mutually agree in writing executed by the parties.

9. **SEVERABILITY; GOVERNING LAW**

If any provision hereof is held by a court of competent jurisdiction to be invalid, the remainder of this Agreement and/or the application of this Agreement to any other circumstance, shall not be affected thereby. The parties intend that the laws of the State shall be the governing laws with respect to this Agreement.

10. **AUTHORITY**

Owner represents and warrants to the City that its officers executing this Agreement have been duly authorized to so execute and to cause Owner to enter this Agreement. The City represents and warrants to Owner that the undersigned City officials are duly authorized to execute and to enter into this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by duly authorized officers as of the date and year first written above.

WRMSP, LLC
By: Future Wisconsin Housing Fund, Inc.,
Sole Member

By: _____
Name: _____
Title: _____

CITY OF MARSHFIELD

By: _____
Name: _____
Title: _____

EXHIBIT A

DESCRIPTION OF REAL PROPERTY

Norris Manor

Parcel 2: That part of the NE¼ of the NW¼ of Section 18, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, more particularly described as follows:

Starting at a point on the center line of Fourteenth Street, which is 121.88 feet West of the Northeast corner of said NE¼ of the NW¼ of said Section 18, run thence South 0° 5' West a distance of 152 feet to the place of beginning; run thence South 0° 5' West a distance of 381 feet; thence North 89° 58' 30" East to the East line of the NE¼ of the NW¼ of said Section 18; thence North along the East line of the NE¼ of the NW¼ a distance of 381 feet; thence West parallel with Fourteenth Street to the place of beginning, except that portion conveyed in Volume 451 of Deeds, Page 545, Wood County records.

and

Commencing at the intersection of the centerline of 14th Street and Adams Avenue which said center line is the Northeast corner of the NE¼ of the NW¼ of said Section 18, running thence S 89° 58' 30" W, along the center line of said 14th Street, a distance of 121.88 feet; thence S 0° 05' W 300.00 feet to the point of beginning. thence continuing S 0° 05' W, 233.00 feet; thence S 89° 58' 30" W, 150.00 feet; thence N 0° 05' E, 233.00 feet; thence N 89° 58" E, 150.00 feet to the point of beginning.

and

The South 100 feet of the North 300 feet of the East 200 feet of the following described parcel: Commencing at the intersection of the centerline of 14th Street and Adams Avenue in the City of Marshfield, and running thence S 89° 58' 30" W along the centerline of said 14th Street, a distance of 121.88 feet to the point of beginning; thence S 0° 05' W, 533.00 feet; thence S 89° 58' 30" W, 646.00 feet; thence N 0° 05' E 533.00 feet to the centerline of 14th Street; thence N 89° 58' 30" E, along the said centerline of 14th Street, 646.00 feet to the point of beginning.

Tax Parcel No. 33-03534B

City of Marshfield
Memorandum

DATE: April 3, 2015
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Proposal to relocate City Clerk position on the City's organizational chart

Background

As a result of the approval of Charter Ordinance No. 25 last fall (copy attached), the City Clerk will become an appointed position as of May 1, 2015. As indicated on the current organizational chart (attached, marked 1A), this position has been responsible directly to the citizens, but as an appointed position going forward, it is appropriate to move the City Clerk to another place on the organizational chart. Currently, a staff team is reviewing the staffing recommendations made by Springsted last year, and changes could be proposed which may affect this placement, but for now it makes sense to have the City Clerk report directly to the City Administrator.

Recommendation

I recommend that, effective as of May 1, 2015, the City's organizational chart be changed to put the City Clerk's position on the same line as the other department heads who report directly to the City Administrator.

CHARTER ORDINANCE NO. 25

A CHARTER ORDINANCE REQUIRING THAT THE CITY CLERK BE APPOINTED BY THE COMMON COUNCIL FOR AN INDEFINITE TERM

The Common Council of the City of Marshfield, Wood/Marathon Counties, Wisconsin, do ordain as follows:

1. The City of Marshfield, Wood/Marathon Counties, Wisconsin, pursuant to Wisconsin Statute § 66.0101 elects to amend its charter to require that the City Clerk be appointed by the Common Council for an indefinite term of years.

2. The Municipal Code of the City of Marshfield, Chapter 2, Section 2-02 (1)(c) is hereby deleted.

3. The Municipal Code of the City of Marshfield, Chapter 2, Section 2-03 (1) is hereby amended by the addition of the following:

	Official	*How Appointed*	*Term*
(u)	City Clerk	Council	Indefinite

4. The Municipal Code of the City of Marshfield, Chapter 2, Section 2-37 (1) is hereby amended to read as follows:

   (1) *Term*. The term of office of the City Clerk shall commence on the date of the year appointed by the Common Council and shall continue until a successor is duly appointed and qualified.

5. Any charter provision or any previously enacted ordinance or charter ordinance or part thereof inconsistent or in conflict with this Ordinance is hereby expressly repealed.

6. This is a Charter Ordinance and Notice of this Ordinance shall be published as required by Section 66.0101(3), Wisconsin Statutes. This Ordinance shall be in effect, except as specifically provided herein, upon 60 days after its passage and publication, unless a petition for referendum pursuant to Section 66.0101(5) is filed with the office of the City Clerk within said 60 days, in which event this Ordinance shall not take effect until approved by referendum.

ADOPTED: _____ _____
Chris L. Meyer, Mayor

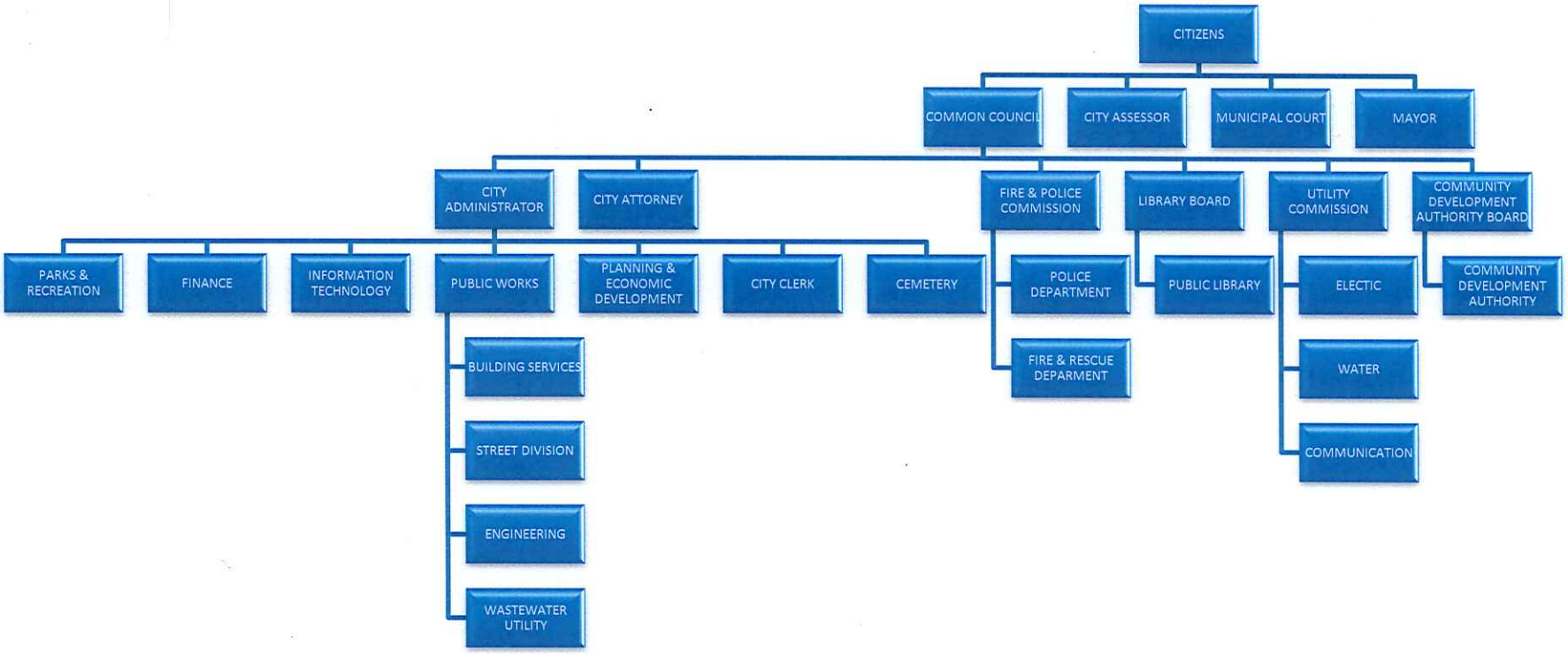
APPROVED: _____

PUBLISHED: _____ ATTEST: _____
Deb M. Hall, City Clerk

Proposed

1B

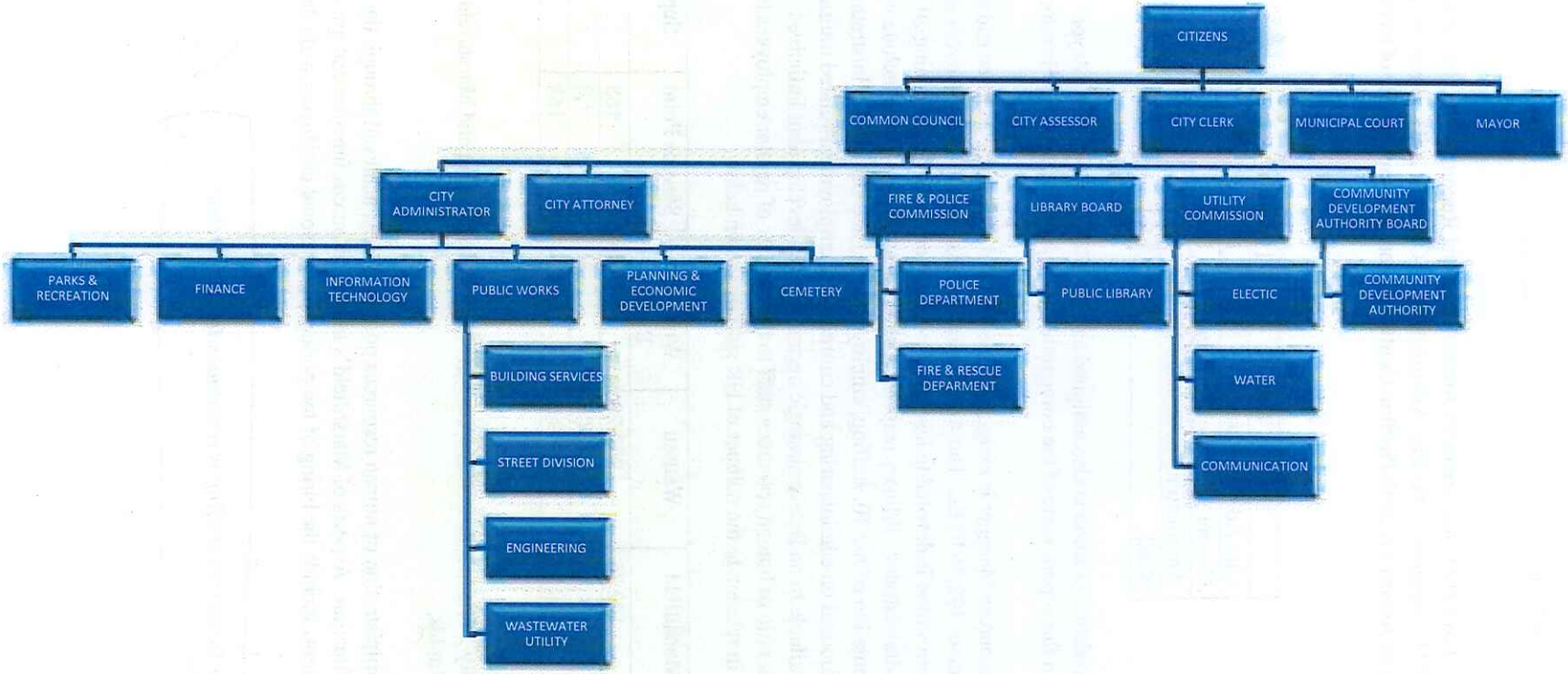
CITY OF MARSHFIELD



Current

1A

CITY OF MARSHFIELD



City of Marshfield

Memorandum

To: Finance, Budget and Personnel Committee

From: Keith Strey, Finance Director

Date: 4/3/2015

Re: Request to retitle the position of Assistant Finance Director to Accounting Manager and refill the vacant position

---

BACKGROUND

Current Assistant Finance Director Brenda Hanson submitted her notice of resignation on March 26, 2015 with an effective date of April 15, 2015. She started employment with the City of Marshfield on March 29, 2004 and is moving on due to her spouse's job relocation. I want to thank Brenda for her 11 years of service to the City of Marshfield. She has been an extremely valuable member of the Finance Department and will be missed.

This position was first filled in April 1994 as a part of the Comptroller Department as Accountant classified at C42. The Common Council approved merging the Comptroller and Treasurer Departments into a Finance Department effective May 1, 2000. As a part of the merger, this position was reclassified and advanced to Assistant Finance Director classified at C44 in recognition of the additional duties and responsibilities resulting from this change. In the most recently approved pay plan update, the position was classified at grade O.

ANALYSIS

The Assistant Finance Director is a vital part of the Finance Department. As supporting information for committee consideration, I've included the position job description along with a position cost projection. The attached job description for Assistant Finance Director summarizes the significant duties and responsibilities of this position. Below is a highlight of significant duties of this position which include:

- Daily oversight of department functions / staff under general direction of the Finance Director
- Coordination of technology improvements related to the department
- Annual tax collections
- Wage / benefit determinations for annual budget development and other purposes
- Daily cash management / debt payments
- Ambulance and Internal Service Fund rate study & contracts coordination
- Various financial compliance tasks such as bill review, pay change review and petty cash spot checks
- Comprehensive Annual Financial Report and other financial report preparation

Staffing studies completed in 2003 & 2014 support the continuing need for this position. The Assistant Finance Director will be required to fill an integral role in any future changes affecting the Finance Department if the recommendations of the last staffing study are accepted and approved by the Common Council. Additionally, significant emphasis on the increased use of technology was recommended in the 2014 study which this position is heavily involved with for the department.

Administrator Barg and I reviewed this position vacancy with both agreeing on the need to refill the position. We also discussed any potential changes related to this position with no significant changes identified to the job duties. As part of this position review, we discussed retitling the positon to Accounting Manager to reflect the expanded role of this position over time which we both agreed with recommending to the committee for consideration.

In past discussions on filling positions by the last Finance, Budget and Personnel Committee meeting, members stated it was not the intent of the Common Council for staff to invest large amounts of time preparing these types of requests. With that in mind, I kept my request submission to a level I felt addressed all significant elements that might be of interest to provide enough information to justify filling this position. If you desire additional information, please contact me before the meeting, if possible, so I can prepare or gather any additional information requested. Two of the last three times the position was vacant, the City experienced an extended hiring process of six months or greater. Based on this history, my goal is to begin the recruitment process as soon as possible.

RECOMMENDATION

I recommend retitling the current position of Assistant Finance Director to Accounting Manager and authorizing the City Administrator to fill this vacant position in the Finance Department.

Steve Barg

Concurrence – Steve Barg, City Administrator

JOB TITLE: Assistant Finance Director
DEPARTMENT: Finance
SUPERVISOR: Finance Director
COMPENSATION GRADE: O

JOB SUMMARY

The Assistant Finance Director performs accounting / financial services for the City under general direction and supervision of the Finance Director. Duties include daily supervision of all finance department functions and staff. Position also performs various duties of the Finance Director in his/her absence including attending meetings, approving purchase orders, and responding to inquiries of the City Administrator, department/division heads, the Common Council or the public.

JOB DESCRIPTION

Task No.	Description	Frequency
1.	Supervises all daily department functions and staff including payroll, accounts payable, financial reporting, invoicing, tax and other cash processing; delinquent account collections and other finance related tasks; responds to staff / customer questions and inquiries.	20%
2.	Coordinates department technology needs in partnership with the Technology Department, other departments and vendors and is the contact for related technology / process issue resolution	15%
3.	Prepares annual Operating Budget Input Sets and Master Staffing Worksheet; assists in preparing budget requests, review budget requests submitted for accuracy / compliance with budget instructions.	15%
4.	Oversees City's fixed asset records including the General Fund and Enterprise Funds, Depreciation, Additions, and Retirements.	10%
5.	Coordinates various rate studies and cost allocations as directed by Finance Director; presents results of studies to various boards, committees and the Common Council.	10%

6.	Performs compliance reviews of vouchers, receipts, and journal entries for proper coding of account numbers; conducts petty cash spot checks; review payroll changes; performs financial analysis and conducts special projects as required.	10%
7.	Collects information for annual insurance renewal and distributes appropriate amounts.	10%
8.	Monitors revolving loan fund payments and assists with filing of state reports.	5%
9.	Prepares Comprehensive Annual Financial Report areas of Enterprise Funds, Special Revenue Funds and the Tax and General Fixed Assets.	5%
10.	Perform other related tasks as assigned.	

REQUIRED QUALIFICATIONS

Bachelor's degree with a major in Accounting, Finance or Business Administration. Three years' experience in governmental finance and supervisory experience preferred. Certified Public Accountant, Certified Public Finance Officer, or certified Government Finance Manager or equivalent governmental finance certification program required. Proficient with use of computer spreadsheets and their application to accounting and finance. Requires a self-motivated individual with excellent written and oral communication skills; good knowledge of the principles and practices of finance; strong analytical ability; strong customer service skills; experience in technical report preparation, data collection, and software applications.

PREFERRED QUALIFICATIONS

Government certification is preferred.

CITY OF MARSHFIELD
POSITION ESTIMATE

	2015 Assitant Finance Director	2015 Hourly Wage
2015 Estimated Base Wage (2088 hrs):	$ 69,300.72	$ 33.19
FICA - 7.65%:	5,301.51	2.54
Retirement (Employer) - 6.8%:	4,712.45	2.26
Workers Compensation - 0.23%:	159.39	0.08
Health Insurance (family):	15,862.08	7.60
Dental Insurance (family):	1,482.36	0.71
Life Insurance:	117.48	0.06
Post Employment Health Plan - 2.0%:	1,386.01	0.66
2015 Estimated Wage & Benefit:	**$ 98,322.00**	$ 47.10

Grade O - Step 1 at rate effective 7/1/2015

City of Marshfield Memorandum

DATE: April 3, 2015
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Proposal to refill the vacant Human Resources Manager position

Background

As you know, Lara Baehr resigned as the City's Human Resources Manager, effective on March 6th. Since then, I've been looking at possible options for refilling this position in a manner that best meets our organizational needs. The attached sheet from the PowerPoint that I presented on March 17th meeting outlines several alternatives, and I've marked with asterisks those options favored by the Committee.

Analysis

After reviewing our needs in human resources and general government, and researching models used by other Wisconsin communities, I've reached the following conclusions:

- With technical support from the Administrative Assistant III in the Administration Department, and assistance from our Finance Department when needed, and after a review of the current HR Manager job description, I believe that we need someone to perform higher level human resources functions averaging 25-30 hours per week. (Obviously this would vary, depending upon the time of year and what our specific needs are at any given time.)
- I feel that the largest need to make my position more effective is having someone to work with on big projects, and to whom I can sometimes delegate special projects. Assuming that my assumption of HR needs is somewhat accurate, this would leave approximately 10-15 hours per week for these types of duties.
- With respect to broader organizational needs, and the very interesting ideas offered by Springsted in last year's staffing study, our staff team has met twice now, and we see opportunities to modify our organizational chart to achieve more effectiveness and efficiency. But I feel that the higher level of human resources work needed and other opportunities would suggest treating the refilling of the HR Manager vacancy as a separate issue.

Framework

Although not exactly what I'm seeking to create, the model that comes closest is found in Mequon, a city of similar size in southeastern Wisconsin. I've attached the description for their position of "Human Resources Coordinator/Assistant City Administrator". (At the top of this job description, it just says "Assistant City Administrator", but the correct title is what I've cited, with "Human Resources Coordinator" in front.) The first 2 items under "Essential Duties and Responsibilities" are 35% of the overall position, which is close to what I'm suggesting. They have a part-time HR Assistant who handles many of the duties that we cover in other ways. One key difference between their model and my proposal, while it may appear subtle, is the issue of "Assistant City Administrator" vs. "Assistant to the City Administrator". The new position would work very closely with me on various projects/activities, but it wouldn't make a new level of management on the organizational chart where department heads would report to the new position instead of mine, and it doesn't suggest this person would be in charge in my absence. Although the salary for the position is unknown, and this would have to be set in consultation with our compensation plan consultant (Carlson Dettmann), my assumption is that it would be very close to what is now in place for the HR Manager position.

Recommendation

I recommend that the Committee give conceptual approval to creating the new position of Human Resources Coordinator/Assistant to the City Administrator, and authorize work to further develop this proposal, including preparing a job description, setting the pay grade, etc.) for presentation and final approval later this spring.

What are possible options?

- #1: Hire another HR Manager
- #2: Hire an HR Coordinator or Specialist
- #3: Hire HR Coordinator or Specialist, and elevate an existing staff person to one of the following, in addition to their current job:
    - Administrative Services Coordinator
    - Assistant City Administrator
- #4: Hire HR Coordinator/Assistant City Administrator and hire an HR Assistant

Job Description
City of Mequon

Title: Assistant City Administrator	**FLSA:** Exempt
Date: March 2011	**Present Incumbent:**
Department: Administration	**Division:**
Work Location: City Hall	
General Schedule: 8:00 a.m. – 4:30 p.m., M-F and evening meetings as needed	
Pay Range: 15	
Represented: No	**Bargaining Unit:** N/A

Position's Purpose: Direct the City's human resources programs including policy development and implementation, recruitment and selection, compensation, employee benefits, labor relations, worker's compensation, and employee safety. Complete special projects for the Administrator and assist in managing various contracts

Description of the Job

A. Essential Duties and Responsibilities:

20% Perform special projects for the Administrator and members of the management team; develop collaborative relationships with community leaders, elected officials, residents and coworkers; serve on committees as requested; serve as Acting City Administrator in the absence of the City Administrator

15% Assist in managing contracts with information technology, water utility, legal, and assessing services; conduct management studies of various department programs and activities; make recommendations to City Administrator regarding long and short-term staffing needs and the annual budget

15% Manage the operations of the Human Resources department including preparation of the annual department budget; authorize, oversee and monitor expenditures; plan, coordinate, assign and review work; supervise department staff and evaluate performance; manage the Human Resource data in MUNIS; prepare EEO and other reports; develop and implement policies and procedures with applicable rules and regulations; coordinate City-wide employee training and development

10% Administer compensation programs employees; conduct salary surveys, prepare compensation reports and make recommendations for salary adjustments; coordinate the performance appraisal process; create and update job descriptions and conduct classification studies as needed

10% Administer all employee benefits programs (health, dental, life, long-term disability, retirement) including overseeing enrollment, reporting, record keeping and preparation of monthly billing reports; serve as primary liaison to Employee Assistance Program provider

10% Direct and oversee the labor and employee relations programs program; assist outside legal counsel with contract negotiations; advise department heads on contract interpretation; administer all union contracts; advise management on employee discipline matters and response to

grievances; work with outside legal counsel on grievance arbitration; advise department heads on other employee matters relating to work performance

10% Direct the recruitment and selection process including posting and advertising vacancies, test selection and administration, initial screening of candidates, and oversight of the interview process; oversee maintenance of vacancy files and applicant tracking; manage the pre-employment screening process and new employee orientation

5% Oversee the Workers Compensation program including claims reporting and investigation, claims processing, record keeping, loss control and alternative work assignments for Return to Work and administer the City's Safety Compliance programs

5% Develop and implement personnel policies; train and advise management on policies and policy interpretation; ensure compliance with applicable federal and state employment rules and regulations; investigate complaints relative to City policies on discrimination, conflict of interest, harassment, etc.; prepare formal recommendations for the Finance-Personnel Committee on employee matters

B. Job Specifications

Required Knowledge: Knowledge of City government and Personnel Management principles and practices; knowledge of labor laws and regulations; knowledge of City government operations and jobs

Required Skills/Abilities:

Technical:

- Demonstrated ability to apply the principles and practices of personnel administration, position classification, performance evaluation, and compensation administration
- Knowledge of applicable laws and ordinances related to municipal government operations
- Knowledge of the principles, practices and laws as applied to labor contract negotiations, contract administration, and arbitration procedures
- Knowledge of legal recruitment and hiring policies, affirmative action, and equal opportunity laws
- Knowledge of the principles of management and organizational practices
- Ability to develop appropriate performance evaluation plans, job evaluation and position classification plans
- Ability to assemble data, prepare documentation, and present information for arbitration cases, negotiation and grievance proceedings
- Ability to use Windows, MUNIS, and ADP
- Ability to perform basic mathematical functions (x,/,+,-)
- Ability to read, understand and process routine and complex information in written form
- Ability to conduct studies, analyze facts, and exercise sound judgment in arriving at conclusions
- Ability to prepare and analyze comprehensive reports
- Ability to supervise and direct the work of staff

Communication/Interpersonal:

- Ability to maintain confidentiality
- Skills in diplomacy and interpersonal skills
- Skill in written and verbal communication adequate to prepare documents for and make presentations to audiences ranging from staff members to the community at large
- Ability to maintain effective working relationships with individuals at all levels of the organization
- Ability to display initiative

C. Qualifications Required: Bachelor's degree in Public Administration, Human Resources Management or a closely related field and seven or more years of Public Administration or Human Resources Management experience, preferably in the public sector; OR any equivalent combination of education and experience that provides equivalent knowledge, skills and abilities. Master's degree is preferred.

D. Supervision Received: Employee works under general supervision of the City Administrator

E. Supervision Exercised: Exercises supervision over Human Resources Assistant

F. Working Conditions:

While performing the duties of this position, the employee is routinely required to walk, stand, and sit as needed. The employee is routinely required to give verbal instructions, speak on the phone, hear and understand conversation in an office environment, and perform work at a computer terminal. The employee is required to operate a variety of office equipment and to operate a motor vehicle.

The employee has contact with the public. The employee is routinely required to work with others to accomplish joint projects and to work alone on his/her own tasks. The incumbent must maintain a level of alertness commensurate with being responsible for the health and welfare of others.

The work environment is generally favorable. Lighting and temperature are adequate and there are rarely hazardous or unpleasant conditions caused by noise, dust, etc. The employee is sometimes required to perform work at a computer terminal. The office working conditions are generally favorable, and lighting and temperature are adequate.

G. Supplemental Information:

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Approvals:

City Administrator

_____ Date: _____

Department Head or Designated Representative

_____ Date: _____

Incumbent

_____ Date: _____

JOB TITLE: Human Resources Manager
DEPARTMENT: City Administration
SUPERVISOR: City Administrator
COMPENSATION GRADE: R

JOB SUMMARY

The position plans, directs, and coordinates the human resource management activities of the City to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance under the direction of the City Administrator.

JOB DESCRIPTION

Task No.	Description	Frequency
1.	Advises and counsels Department/Division Heads on employment policies, discipline and other employment matters. Acts as investigator/mediator to prevent liable actions and resolve concerns. Represents and testifies on behalf of the City for all employment related grievances and complaints or legal actions.	25%
2.	Formulates strategy for and represents the City in negotiations as spokesperson with bargaining units. Review, investigate and negotiate represented and non-represented grievances. Prepares and testifies for the City on grievance, interest arbitration, and EEOC complaints.	10%
3.	Conducts/oversees recruiting activities including preparation of advertisements and employment bulletins; screens applications; selects and/or designs and administers employment or promotion tests and selection procedures; prepares/conducts interviews; conducts reference and background checks; performs additional follow-up as needed. Coordinates onboarding of new staff.	15%
4.	Interprets and administers the City's personnel policies and procedures as well as the contract provisions of various labor agreements; recommends changes in personnel policies to the City Administrator and Common Council in accordance with federal or state laws or regulations as well as emerging personnel practices.	10%
5.	Administers benefit related insurance policies and plans.	10%

	Prepares specifications for Request for Proposal for benefit related insurance coverage. Reviews and prepares recommendations concerning coverage, scope and adequacy of City's benefit related insurance policies and plans.	
6.	Develops, administers and maintains City's performance appraisal and classification/compensation plans. Coaches' supervisory staff.	10%
7.	Oversees and represents the City in workers compensation and unemployment. Develops and administers the City's employee assistance program. Serves as City's compliance officer for the American's with Disabilities Act, HIPPA Officer (Health Insurance Portability Protection Act) (EAP benefit), Equal Employment Opportunity/Affirmative Action Officer and Discrimination/Harassment Officer.	5%
8.	Oversees human resources work of Administrative Assistant III. Maintains personnel files. Processes open records requests and personnel file review requests.	5%
9.	Prepares and makes recommendations on human resources related budget. Develops human resources strategic direction with input from stakeholders.	5%
10.	Wellness Coordination	5%
11.	Performs other related tasks.	

REQUIRED QUALIFICATIONS

Bachelor's Degree in Human Resources, Business Administration, or related field. Five to seven years' experience in a human resources/personnel environment with both represented and non-represented employees required or any combination of education and experience that provides equivalent knowledge, skills and abilities. Ability to effectively communicate through oral presentation or in written form required. Master's Degree in Business Administration/ Human Resources Management preferred. Experience in negotiating and administering labor agreements preferred.

1/2015

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**