



CITY OF MARSHFIELD  
**MEETING NOTICE**

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**MEETING AGENDA**  
**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**TUESDAY, MARCH 18, 2014**  
**Common Council Chambers, Lower Level, City Hall Plaza**  
**5:30 p.m.**

**AGENDA**

1. Call to Order – Chair Peter O. Hendler
2. Citizen Comments
3. Consent Agenda
  - a) Approval of minutes of February 18, 2014 meeting.
  - b) Approve Bills and Payroll.
  - c) Report of Personnel Actions.
  - d) Treasury Report.
  - e) Monthly Position Control Report.

Recommended Action: Approve the Consent Agenda, as presented.
4. Consideration of items removed from the consent agenda, if any.
5. Presentation – change in hours for Library Assistant II position. Presented by Lori Belongia, Library Director.

Recommended Action: None, for information only.
6. Request to approve clarification of Personnel Policy No. 3.560, Group Insurance Programs and Policy No 3.130, Types of Appointment. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve Personnel Policy No. 3.560, Group Insurance Programs and Policy No. 3.130, Type of Appointment.
7. Request to recommend approval of Payroll Resolution No. 2014-17 authorizing performance-based compensation adjustments for non-represented employees to the Common Council. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Recommend approval of Payroll Resolution No. 2014-17 to the Common Council.

FINANCE, BUDGET AND PERSONNEL COMMITTEE  
MARCH 18, 2014

8. Request to recommend approval of Payroll Resolution No. 2014-18 adopting a salary schedule for non-represented policy classification of the City of Marshfield effective July 2, 2014 to the Common Council. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Recommend approval of Payroll Resolution No. 2014-18 to the Common Council.

9. Request to approve Personnel Policy No. 3.800, Compensation Plan Administration, merit component. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve Personnel Policy No 3.800, Compensation Plan Administration.

10. Request to approve interest rate to be charged to property owners who elect to pay their special assessments on the installment basis for the 2014 assessable construction projects. Presented by Keith Strey, Finance Director.

Recommended Action: Establish the interest rates for 2014 special assessment at 3.75%.

11. Request to recommend approval of Budget Resolution No. 05-2014, transferring \$28,000 within the Economic Development Fund to allow for continued expenditures for 3 projects to the Common Council. Presented by Jason Angell, Director of Planning and Economic Development.

Recommended Action: Recommend approval of Budget Resolution 05-2014 to the Common Council.

12. Request to recommend approval of Budget Resolution No. 06-2014 transferring \$114,220 in funds from Contingency, and assorted amounts of other budgeted funds located within the affected departments, in connection with hiring the positions of Zoning Administrator and Accountant/Financial Analyst, and relocating the Finance Department onto one floor to the Common Council. Presented by Steve Barg, City Administrator.

Recommended Action: Recommend approval of Budget Resolution No. 06-2014 to the Common Council.

13. Suggested items for future agendas

14. Adjourn.

Posted this day, March 14, 2014 at 4:00 p.m., by Deb Hall, City Clerk

NOTICE

FINANCE, BUDGET AND PERSONNEL COMMITTEE  
MARCH 18, 2014

*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 FEBRUARY 18, 2014**

Meeting called to order by Chairperson Hendler at 5:30 p.m., in the Common Council Chambers, City Hall Plaza.

**PRESENT:** Alderpersons Alanna Feddick-Goodwin, Rebecca Spiros, Robert Workinger and Peter Hendler.

**ABSENT:** None

**ALSO PRESENT:** Alderpersons Wagner and Earll, City Administrator Barg and City Personnel (Keith Strey, Brenda Hanson, Lara Baehr, Eng Ng, Bob Haight, Lori Belongia, Jason Angell and Deb Hall).

**Citizen Comments**

None

Report from City Administrator Barg regarding concerns that were raised about recording votes in the minutes when motions are not approved unanimously and approval of invoices for payment.

Staff recommended the following:

- Votes of individual Council/Committee members will only be shown in the minutes when a roll call vote is taken, or the light board is used.
- A list of bills will be presented to the Committee for review and approval, unless this cannot be done on the regularly scheduled meeting date, due to cancellation of a meeting. In this case the Finance Director will seek approval of the Committee chairperson to release the bills for payment.

The committee agreed to use a roll call vote.

**FBP14-009** Motion by Feddick-Goodwin, second by Spiros to approve the items on the consent agenda:

1. Amended Minutes of the December 17, 2013 meeting.
2. Minutes of the February 4, 2014 meeting.
3. Bills in the amount of \$900,622.08.
4. Report of Personnel Actions of February 18, 2014.

Roll call vote: Ayes – 3 (Feddick-Goodwin, Spiros, Hendler); Abstain – 1 (Workinger)

**Motion carried**

No items were removed from the consent agenda.

Fire Chief Haight presented information on refilling a vacant firefighter position following the resignation of Kurt Trunkel.

**FBP14-010** Motion by Spiros, second by Feddick-Goodwin to direct staff to sign plan documents and coordinate the conversion of PEHP accounts for the Clerical/Technical Group, Fire Fighter Unit, Ordinance Enforcement Officers Group and Street/Parks and Recreation/Custodial Groups and to have the administrator of the account be National Insurance Services (NIS) and allow for conversion from PEHP to HRA. Roll call vote; All Ayes.

**Motion carried**

**FBP14-011** Motion by Feddick-Goodwin, second by Spiros to recommend approval of Resolution No. 2014-08 to the Common Council, dissolving TID #3. Roll call vote; All Ayes.

**Motion carried**

**FBP14-012** Motion by Spiros, second by Feddick-Goodwin to recommend approval of Resolution No. 2014-09 to the Common Council, dissolving TID #6. Roll call vote; All Ayes.

**Motion carried**

**FBP14-013** Motion by Workinger, second by Spiros to recommend approval of Budget Resolution No. 02-2014 to the Common Council, transferring \$310,000 from Donor TID No. #2 (Purdy Building) to cover TID #6 deficit and closeout and \$25,000 within TID #3 for closeout. Roll call vote; All Ayes.

**Motion carried**

**FBP14-014** Motion by Feddick-Goodwin, second by Spiros to recommend approval of Resolution No. 2014-12 to the Common Council, authorizing the carry-over of the 2013 appropriations into 2014 for various capital outlay projects and other operation/maintenance projects that were not expended/completed in 2013. Roll call vote; All Ayes.

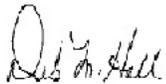
**Motion carried**

**FUTURE AGENDA ITEMS**

What the term "Approve" means when such a motion is made regarding financial bills.

Motion by Feddick-Goodwin to adjourn at 6:01 p.m.

**Motion carried**



Deb M. Hall  
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to \$796,930.17 and General Expense Bills for FEBRUARY, 2014 amounting to \$9,194,914.07 be allowed paid and charged to their proper accounts.

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Chairman

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

3/5/2014

**PREPAID BILLS**

**PREPAID BILLS PAID BY CHECK**

CK #	CK DATE	VENDOR	AMOUNT
79207	2/19/2014	MARATHON COUNTY TREASURER	\$262,886.11
79208	2/19/2014	MIDSTATE TECHNICAL COLLEGE	\$924,696.28
79209	2/19/2014	SCHOOL DISTRICT OF MARSHFIELD	\$5,160,358.11
79210	2/19/2014	WOOD CO TREASURER	\$2,345,548.18
79211	2/21/2014	ADVANCED DISPOSAL SERVICES LLC	\$69,277.93
79212	2/21/2014	BECHER HOPPE	\$1,640.40
79213	2/21/2014	CHARTER COMMUNICATIONS	\$209.99
79214	2/21/2014	CONVENTION & VISITORS BUREAU	\$42,371.17
79215	2/21/2014	FRONTIER	\$644.86
79216	2/21/2014	GANNETT WISCONSIN MEDIA	\$16.00
79217	2/21/2014	E O JOHNSON COMPANY	\$33.00
79218	2/21/2014	LWMMI	\$629.52
79219	2/21/2014	MAIN STREET MARSHFIELD INC	\$65,277.39
79220	2/21/2014	MARSHFIELD UTILITIES	\$29,920.80
79221	2/21/2014	MARSHFIELD UTILITIES-2	\$18,517.75
79222	2/21/2014	RUNNING INC	\$18,532.66
79223	2/21/2014	STAR ENVIRONMENTAL INC	\$1,500.00
79224	2/21/2014	TELRITE CORPORATION	\$436.97
79225	2/21/2014	WE ENERGIES	\$19,769.07
79226	2/21/2014	WORKTECH INC	\$8,731.43
79227	2/21/2014	ZIMMERMAN ARCHITECTURAL STUDIOS	\$9,142.53
79228	2/25/2014	DELTA DENTAL OF WISCONSIN	\$13,642.70
79229	2/25/2014	NATIONAL VISION ADMINISTRATORS, LLC	\$1,439.56
<b>TOTAL PREPAID BILLS PAID BY CHECK</b>			<b>\$8,995,222.41</b>

**PREPAID BILLS PAID BY EFT**

EFT000000001847	2/24/2014	BALTUS OIL COMPANY INC	\$28,492.49
EFT000000001848	2/24/2014	DAVID BUEHLER	\$779.86
<b>TOTAL PREPAID BILLS PAID BY EFT</b>			<b>\$29,272.35</b>

**TOTAL PREPAID BILLS**

**\$9,024,494.76**

**CURRENT BILLS PAID BY EFT**

EFT000000001849	3/5/2014	MARY ADLER	\$20.72
EFT000000001850	3/5/2014	AIR COMMUNICATIONS OF CENTRAL	\$217.00
EFT000000001851	3/5/2014	GENE ALLAR	\$16,468.38
EFT000000001852	3/5/2014	JASON ANGELL	\$579.28
EFT000000001853	3/5/2014	ARAMARK UNIFORM SERVICES	\$70.74
EFT000000001854	3/5/2014	STEVE BARG	\$96.32
EFT000000001855	3/5/2014	BRIAN BARNES	\$19.30
EFT000000001856	3/5/2014	BAUERNFEIND BUSINESS TECH	\$1,779.93
EFT000000001857	3/5/2014	JEFF BARTH	\$150.00
EFT000000001858	3/5/2014	BELCO VEHICLE SOLUTIONS LLC	\$225.00
EFT000000001859	3/5/2014	BRODART INC	\$144.90
EFT000000001860	3/5/2014	BRUCE MUNICIPAL EQUIPMENT	\$1,266.00
EFT000000001861	3/5/2014	CARQUEST AUTO PARTS	\$766.65

EFT000000001862	3/5/2014	CDW GOVERNMENT INC	\$2,611.27
EFT000000001863	3/5/2014	CENTRAL STATE SUPPLY CORP	\$98.70
EFT000000001864	3/5/2014	JODY CLEMENTS	\$632.12
EFT000000001865	3/5/2014	DALCO ENTERPRISES, INC.	\$473.96
EFT000000001866	3/5/2014	RONALD DICKRELL	\$524.37
EFT000000001867	3/5/2014	JAMES WM DORN	\$253.30
EFT000000001868	3/5/2014	EMPLOYEE BENEFITS CORPORATION	\$391.00
EFT000000001869	3/5/2014	ENERGENECS INC	\$241.38
EFT000000001870	3/5/2014	ED ERICKSON	\$18.10
EFT000000001871	3/5/2014	PETER FLETTY	\$31.81
EFT000000001872	3/5/2014	FREMONT INDUSTRIES, INC.	\$5,941.98
EFT000000001873	3/5/2014	GALE/CENGAGE LEARNING	\$143.87
EFT000000001874	3/5/2014	GALLS LLC	\$27.90
EFT000000001875	3/5/2014	GRAINGER	\$391.06
EFT000000001876	3/5/2014	GRANICUS INC	\$600.00
EFT000000001877	3/5/2014	BEN GRIESBACH	\$33.64
EFT000000001878	3/5/2014	ROBERT HAIGHT	\$1,360.70
EFT000000001879	3/5/2014	DEB HALL	\$101.36
EFT000000001880	3/5/2014	KEVIN HAMILL	\$20.11
EFT000000001881	3/5/2014	HATCH BUILDING SUPPLY	\$131.29
EFT000000001882	3/5/2014	HEINZEN PRINTING INC	\$158.00
EFT000000001883	3/5/2014	HOUSE OF HEATING INC	\$17.28
EFT000000001884	3/5/2014	INGRAM LIBRARY SERVICES INC	\$248.30
EFT000000001885	3/5/2014	ERIK JONAS	\$31.20
EFT000000001886	3/5/2014	GREG KIEFFER	\$47.45
EFT000000001887	3/5/2014	LORRIE KROKSTROM	\$40.88
EFT000000001888	3/5/2014	DAN KUMMER	\$113.41
EFT000000001889	3/5/2014	ROBERT LARSEN	\$40.90
EFT000000001890	3/5/2014	LAWSON PRODUCTS INC	\$78.49
EFT000000001891	3/5/2014	PAUL MANCL	\$40.00
EFT000000001892	3/5/2014	MARAWOOD REAL ESTATE 200 LLC	\$3,002.88
EFT000000001893	3/5/2014	MCMASTER-CARR	\$624.71
EFT000000001894	3/5/2014	MERKEL COMPANY INC	\$1,317.69
EFT000000001895	3/5/2014	MIDSTATE TRUCK SERVICE	\$371.58
EFT000000001896	3/5/2014	MISSISSIPPI WELDERS	\$395.31
EFT000000001897	3/5/2014	NORTHERN SAFETY CO INC	\$58.53
EFT000000001898	3/5/2014	OTIS ELEVATOR COMPANY	\$1,322.23
EFT000000001899	3/5/2014	BRIAN PANZER	\$94.49
EFT000000001900	3/5/2014	LORI PANZER	\$45.92
EFT000000001901	3/5/2014	POWER PAC INC	\$138.28
EFT000000001902	3/5/2014	QUILL CORPORATION	\$22.49
EFT000000001903	3/5/2014	VOID	\$0.00
EFT000000001904	3/5/2014	REIGEL PLUMBING & HEATING INC	\$159.48
EFT000000001905	3/5/2014	SAFE FAST INC	\$414.10
EFT000000001906	3/5/2014	KURT SCHEIDER	\$2,045.00
EFT000000001907	3/5/2014	PHIL SCHMIDT	\$79.10
EFT000000001908	3/5/2014	SOUNDWORKS SYSTEMS INC	\$243.25
EFT000000001909	3/5/2014	STAINLESS AND REPAIR INC	\$2,599.00
EFT000000001910	3/5/2014	STRATFORD SIGN COMPANY LLC	\$155.00

EFT000000001911	3/5/2014	KEITH STREY	\$110.28
EFT000000001912	3/5/2014	SVA CONSULTING LLC	\$242.00
EFT000000001913	3/5/2014	TRAFFIC AND PARKING CONTROL INC	\$95.00
EFT000000001914	3/5/2014	V & H INC	\$387.52
EFT000000001915	3/5/2014	VANGUARD COMPUTERS, INC	\$4,193.00
EFT000000001916	3/5/2014	VIDCOM LLC	\$3,079.95
EFT000000001917	3/5/2014	VON BRIESEN AND ROPER, S.C.	\$817.00
EFT000000001918	3/5/2014	VORPAHL FIRE & SAFETY	\$559.00
EFT000000001919	3/5/2014	JAMES BENSON	\$100.00
EFT000000001920	3/5/2014	PETE WINISTORFER	\$32.42
EFT000000001921	3/5/2014	XYLEM WATER SOLUTIONS U.S.A., INC.	\$1,050.00
EFT000000001922	3/5/2014	NATALIE QUINN	\$25.20
<b>TOTAL CURRENT BILLS PAID BY EFT</b>			<b>\$60,428.46</b>

### CURRENT BILLS PAID BY CHECK

CK #	CK DATE	VENDOR	AMOUNT
79230	3/5/2014	ABR EMPLOYMENTSERVICES	\$324.90
79231	3/5/2014	DEAN ALTMANN TRUCKING & EXCAVATING, INC.	\$261.25
79232	3/5/2014	AMAZON	\$689.96
79233	3/5/2014	AMERICAN FAB INC	\$222.00
79234	3/5/2014	AMERICAN PLANNING ASSOCIATION	\$305.00
79235	3/5/2014	AMERICAN WATER WORKS ASSN	\$191.00
79236	3/5/2014	AMERICAN WELDING & GAS INC	\$300.31
79237	3/5/2014	AMERICAN WORKING DOGS INC	\$170.00
79238	3/5/2014	AMERIGAS-RUDOLPH	\$2,252.77
79239	3/5/2014	ARBOR DAY FOUNDATION	\$20.00
79240	3/5/2014	ASSOCIATED SERVICE CENTER	\$162.00
79241	3/5/2014	BRUCE TIBBETT JR.	\$82.50
79242	3/5/2014	BAKER AND TAYLOR INC	\$2,893.81
79243	3/5/2014	BAY STEEL & FABRICATION LLC	\$78.26
79244	3/5/2014	BB COMMUNITY LEASING SERVICES INC	\$1,242.43
79245	3/5/2014	BROOKS TRACTOR INC	\$2,115.26
79246	3/5/2014	CAL'S PLUMBING SERVICE LLC	\$368.75
79247	3/5/2014	CASPER'S TRUCK EQUIPMENT	\$173.00
79248	3/5/2014	CENTRAL WI COOPERATIVE	\$506.29
79249	3/5/2014	CENTRAL WI GLASS CO INC	\$239.96
79250	3/5/2014	CHARTER COMMUNICATIONS	\$35.13
79251	3/5/2014	COFFEE CONCEPTS	\$68.15
79252	3/5/2014	COLD SPRING GRANITE COMPANY	\$80.00
79253	3/5/2014	COMPLETE CONTROL INC	\$523.82
79254	3/5/2014	DIRECT NETWORKS INC	\$9.48
79255	3/5/2014	DON'S AUTOMOTIVE CENTER, LLC	\$490.00
79256	3/5/2014	DUFFY'S AIRCRAFT SALES	\$12,307.34
79257	3/5/2014	FABCO EQUIPMENT INC	\$432.53
79258	3/5/2014	FALCON ALTERNATOR & STARTER	\$307.98
79259	3/5/2014	FASTENAL COMPANY	\$1,641.31
79260	3/5/2014	FESTIVAL FOODS	\$59.40
79261	3/5/2014	JAMES M FICO, PH.D.	\$300.00
79262	3/5/2014	FOUNDATION OF ST JOSEPHS HOSPITAL	\$75.00
79263	3/5/2014	FOX VALLEY TECHNICAL COLLEGE	\$300.00
79264	3/5/2014	FRONTIER	\$545.96
79265	3/5/2014	GANNETT WISCONSIN MEDIA	\$1,248.76
79266	3/5/2014	GLOBAL EQUIPMENT CO	\$368.55
79267	3/5/2014	H & S MANUFACTURING CO INC	\$315.62
79268	3/5/2014	HEFKO FLORAL COMPANY	\$44.95

CK #	CK DATE	VENDOR	AMOUNT
79269	3/5/2014	LYNDA HEINTZ	\$100.00
79270	3/5/2014	TANYA HILGART	\$100.00
79271	3/5/2014	HILLER'S HARDWARE INC	\$475.01
79272	3/5/2014	JILL HILLER	\$100.00
79273	3/5/2014	IGFOA	\$150.00
79274	3/5/2014	INTEGRATED IMAGING INC	\$1,020.00
79275	3/5/2014	INTEGRITY FIRE PROTECTION INC	\$316.00
79276	3/5/2014	JEFFERSON FIRE AND SAFETY INC	\$25,837.26
79277	3/5/2014	MONICA KENNOW	\$88.00
79278	3/5/2014	KOHS MACHINE SHOP	\$218.50
79279	3/5/2014	THE TOWNSHIP OF LINCOLN	\$318.50
79280	3/5/2014	MADISON CONCOURSE HOTEL	\$140.00
79281	3/5/2014	MAID TO ORDER	\$200.00
79282	3/5/2014	MARSHFIELD AREA CHAMBER	\$175.00
79283	3/5/2014	MARSHFIELD CLINIC	\$1,350.79
79284	3/5/2014	MARSHFIELD PUBLIC LIBRARY	\$5.85
79285	3/5/2014	MAVO SYSTEMS	\$639.13
79286	3/5/2014	MENARDS	\$1,133.90
79287	3/5/2014	MERIT ELECTRIC SERVICE	\$200.00
79288	3/5/2014	AL MICHALSKI	\$632.08
79289	3/5/2014	MIDWEST TAPE	\$82.94
79290	3/5/2014	MILLER BRADFORD AND RISBERG	\$438.72
79291	3/5/2014	MINISTRY ST JOSEPH'S HOSPITAL	\$1,563.12
79292	3/5/2014	MINNESOTA LIFE INSURANCE CO	\$876.75
79293	3/5/2014	MPPA LE SUPPLY	\$667.38
79294	3/5/2014	NAPA AUTO PARTS	\$175.36
79295	3/5/2014	NEWCO SHARPENING & SERVICE LLC	\$10.00
79296	3/5/2014	NORTHERN LAKE SERVICE INC	\$558.00
79297	3/5/2014	BLUE TARP FINANCIAL	\$81.46
79298	3/5/2014	NOTARY RECORDS SECTION	\$20.00
79299	3/5/2014	OFFICE DEPOT	\$147.05
79300	3/5/2014	OFFICE MAX INCORPORATED	\$58.48
79301	3/5/2014	OFFICE SUPPLIES 2 U INC	\$908.06
79302	3/5/2014	RAY M POEPEL	\$128.00
79303	3/5/2014	PERSONAL DEVELOPMENT CENTER INC	\$10,818.00
79304	3/5/2014	PROCESS RESEARCH SOLUTIONS LLC	\$613.52
79305	3/5/2014	RASMUSSEN COLLEGE- WAUSAU	\$483.13
79306	3/5/2014	ROTARY CLUB OF MARSHFIELD SUNRISE	\$126.00
79307	3/5/2014	PAMELA RUCINSKI	\$1,423.98
79308	3/5/2014	SCHOOL DISTRICT OF MARSHFIELD	\$2,095.01
79309	3/5/2014	SCOTTY'S PIZZA	\$51.02
79310	3/5/2014	SECURITY OVERHEAD DOOR INC	\$225.00
79311	3/5/2014	SERVICEMASTER	\$4,855.63
79312	3/5/2014	STAPLES ADVANTAGE	\$51.69
79313	3/5/2014	STRAND ASSOCIATES INC	\$751.95
79314	3/5/2014	DEBBIE SUTTON	\$100.00
79315	3/5/2014	TITAN PUBLIC SAFETY SOLUTIONS	\$3,262.00
79316	3/5/2014	THERESA TRACY	\$188.34
79317	3/5/2014	TRANSOFT SOLUTIONS INC	\$770.00
79318	3/5/2014	TRIBUNE RECORD GLEANER	\$36.00
79319	3/5/2014	TRIERWEILER CONSTRUCTION	\$181.01
79320	3/5/2014	UNIFIRST CORPORATION	\$222.54
79321	3/5/2014	THE UNIFORM SHOPPE	\$461.85
79322	3/5/2014	UNITED MAILING SERVICE INC	\$342.42
79323	3/5/2014	UNITED RENTALS (NORTH AMERICA) INC	\$22.83
79324	3/5/2014	UNIVERSAL INC/SUBWAY	\$28.75
79325	3/5/2014	VITAL COMMUNICATION	\$779.70

<b>CK #</b>	<b>CK DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
79326	3/5/2014	WALMART COMMUNITY/GECRB	\$78.46
79327	3/5/2014	WATER ENVIRONMENT FEDERATION	\$126.00
79328	3/5/2014	WCM	\$305.00
79329	3/5/2014	WE ENERGIES	\$33.64
79330	3/5/2014	WEILER ENTERPRISES	\$30.65
79331	3/5/2014	WEILER TRANSPORTATION LLC	\$1,119.94
79332	3/5/2014	WENTECHNOLOGY	\$1,554.14
79333	3/5/2014	ERLAN R. WENZEL	\$200.00
79334	3/5/2014	WISCONSIN CHIEFS OF POLICE ASSOCIATION INC	\$50.00
79335	3/5/2014	WI LIBRARY ASSOCIATION	\$150.00
79336	3/5/2014	WI MUNICIPAL JUDGES ASSOC	\$100.00
79337	3/5/2014	WINTER EQUIPMENT COMPANY INC	\$2,408.88
79338	3/5/2014	WISCONSIN RIVER DISCHARGERS GROUP	\$5,000.00
79339	3/5/2014	WOOD CO FIRE INVESTIGATION	\$35.00
79340	3/5/2014	WSTMA	\$140.00
79341	3/5/2014	SUMMER ZORMAN	\$100.00
		<b>TOTAL CURRENT BILLS PAID BY CHECK</b>	<b>\$109,990.85</b>
		<b>TOTAL CURRENT BILLS</b>	<b>\$170,419.31</b>
		<b>TOTAL PREPAID BILLS</b>	<b>\$9,024,494.76</b>
		<b>TOTAL CURRENT BILLS</b>	<b>\$170,419.31</b>
		<b>GRAND TOTAL BILLS</b>	<b><u>\$9,194,914.07</u></b>

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to N/A and General Expense Bills for FEBRUARY, 2014 amounting to \$652,704.58 be allowed paid and charged to their proper accounts.

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Chairman

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

3/19/2014

**PREPAID BILLS**

**PREPAID BILLS PAID BY CHECK**

CK #	CK DATE	VENDOR	AMOUNT
79347	3/7/2014	ADVANCED DISPOSAL SERVICES LLC	\$91.00
79348	3/7/2014	CHARTER COMMUNICATIONS	\$470.39
79349	3/7/2014	DEPT OF WORKFORCE DEVELOPMENT	\$785.38
79350	3/7/2014	FRONTIER	\$1,199.35
79351	3/7/2014	GOLD STRIPE CONSULTING LLC	\$285.00
79352	3/7/2014	E O JOHNSON COMPANY	\$309.00
79353	3/7/2014	E O JOHNSON COMPANY	\$178.94
79354	3/7/2014	MARSHFIELD UTILITIES	\$58,864.69
79355	3/7/2014	TDS TELECOM	\$348.03
79356	3/7/2014	TELRITE CORPORATION	\$108.31
79357	3/7/2014	US CELLULAR	\$1,667.25
79358	3/7/2014	VERIZON WIRELESS	\$114.23
79359	3/7/2014	WDATCP	\$325.00
79360	3/11/2014	MINNESOTA LIFE INSURANCE CO	\$5,313.79
79361	3/11/2014	WEA INSURANCE TRUST	\$213,266.86
<b>TOTAL PREPAID BILLS PAID BY CHECK</b>			<b>\$283,327.22</b>

**PREPAID BILLS PAID BY EFT**

EFT000000001924	3/10/2014	BALTUS OIL COMPANY INC	\$28,762.85
EFT000000001925	3/14/2014	VIDCOM LLC	\$5,955.00
<b>TOTAL PREPAID BILLS PAID BY EFT</b>			<b>\$34,717.85</b>

**TOTAL PREPAID BILLS**

**\$318,045.07**

**CURRENT BILLS**

**CURRENT BILLS PAID BY EFT**

EFT000000001926	3/19/2014	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$89.37
EFT000000001927	3/19/2014	AIR COMMUNICATIONS OF CENTRAL	\$95.00
EFT000000001928	3/19/2014	GENE ALLAR	\$22,510.70
EFT000000001929	3/19/2014	ARAMARK UNIFORM SERVICES	\$70.74
EFT000000001930	3/19/2014	STEVE BAKOS	\$2,160.00
EFT000000001931	3/19/2014	BALTUS OIL COMPANY INC	\$9.56
EFT000000001932	3/19/2014	BAUERNFEIND BUSINESS TECH	\$182.84
EFT000000001933	3/19/2014	BLAKE BORCHARDT	\$6.73
EFT000000001934	3/19/2014	BOUND TREE MEDICAL, LLC	\$570.28
EFT000000001935	3/19/2014	BRUCE MUNICIPAL EQUIPMENT	\$52.75
EFT000000001936	3/19/2014	CARQUEST AUTO PARTS	\$222.43
EFT000000001937	3/19/2014	TIMOTHY CASSIDY	\$20.00
EFT000000001938	3/19/2014	CDW GOVERNMENT INC	\$1,049.74
EFT000000001939	3/19/2014	CENTRAL STATE SUPPLY CORP	\$216.53
EFT000000001940	3/19/2014	CONSOLIDATED UTILITY SERVICES INC	\$658.00
EFT000000001941	3/19/2014	DAKOTA ELECTRIC SERVICE INC	\$196.00
EFT000000001942	3/19/2014	DALCO ENTERPRISES, INC.	\$394.84
EFT000000001943	3/19/2014	DOINE TRANSPORT INC	\$52.50
EFT000000001944	3/19/2014	ED ERICKSON	\$87.36
EFT000000001945	3/19/2014	BELINDA FECHHELM	\$141.72
EFT000000001946	3/19/2014	WILLIAM FRUEHBRODT	\$25.20
EFT000000001947	3/19/2014	GALE/CENGAGE LEARNING	\$104.95
EFT000000001948	3/19/2014	GALLS LLC	\$25.69
EFT000000001949	3/19/2014	GAYLORD BROTHERS INC	\$5,924.72

EFT000000001950	3/19/2014	GRAINGER	\$27.14
EFT000000001951	3/19/2014	GRANICUS INC	\$600.00
EFT000000001952	3/19/2014	ROBERT HAIGHT	\$85.00
EFT000000001953	3/19/2014	HATCH BUILDING SUPPLY	\$1,065.83
EFT000000001954	3/19/2014	HEINZEN PRINTING INC	\$459.00
EFT000000001955	3/19/2014	AMANDA HELKE	\$6.72
EFT000000001956	3/19/2014	INGRAM LIBRARY SERVICES INC	\$911.23
EFT000000001957	3/19/2014	GARY JEPSEN	\$1,670.99
EFT000000001958	3/19/2014	PATRICK KILTY	\$28.42
EFT000000001959	3/19/2014	ROBERT LARSEN	\$19.32
EFT000000001960	3/19/2014	DARREN LARSON	\$67.05
EFT000000001961	3/19/2014	DANIEL LEONARD	\$15.41
EFT000000001962	3/19/2014	MARKERTEK VIDEO SUPPLY	\$50.38
EFT000000001963	3/19/2014	MARSHFIELD BOOK & STATIONERY	\$14.64
EFT000000001964	3/19/2014	MCMASTER-CARR	\$364.10
EFT000000001965	3/19/2014	STEVEN MEEK	\$7.05
EFT000000001966	3/19/2014	MERKEL COMPANY INC	\$1,484.52
EFT000000001967	3/19/2014	CHRIS MEYER	\$180.00
EFT000000001968	3/19/2014	MIDSTATE TRUCK SERVICE	\$154.38
EFT000000001969	3/19/2014	MISSISSIPPI WELDERS	\$116.39
EFT000000001970	3/19/2014	MSA PROFESSIONAL SERVICES INC	\$20,065.50
EFT000000001971	3/19/2014	ALLAN NIENAST	\$39.63
EFT000000001972	3/19/2014	ORRIN NINNEMAN	\$1,324.97
EFT000000001973	3/19/2014	NORTH CENTRAL LABORATORIES	\$130.50
EFT000000001974	3/19/2014	NORTHERN SAFETY CO INC	\$186.99
EFT000000001975	3/19/2014	SCOTT OWEN	\$1,279.36
EFT000000001976	3/19/2014	JASON PARKS	\$619.00
EFT000000001977	3/19/2014	DOMINIC POESCHEL	\$9.20
EFT000000001978	3/19/2014	POMP'S TIRE SERVICE INC	\$10,375.50
EFT000000001979	3/19/2014	PRO ONE JANITORIAL, INC.	\$479.00
EFT000000001980	3/19/2014	QUILL CORPORATION	\$17.98
EFT000000001981	3/19/2014	RANDOM HOUSE LLC	\$10.00
EFT000000001982	3/19/2014	REIGEL PLUMBING & HEATING INC	\$980.28
EFT000000001983	3/19/2014	RIPP DISTRIBUTING COMPANY INC	\$163.75
EFT000000001984	3/19/2014	ROCK OIL REFINING INC	\$40.00
EFT000000001985	3/19/2014	SAFE FAST INC	\$96.52
EFT000000001986	3/19/2014	SAMUEL SON & CO INC	\$214.06
EFT000000001987	3/19/2014	KURT SCHEIDER	\$2,235.00
EFT000000001988	3/19/2014	SCHILLING SUPPLY COMPANY	\$488.21
EFT000000001989	3/19/2014	JOAN SPENCER	\$124.08
EFT000000001990	3/19/2014	SPRING GREEN FLORAL	\$133.34
EFT000000001991	3/19/2014	STRATFORD SIGN COMPANY LLC	\$70.00
EFT000000001992	3/19/2014	SUPERIOR CHEMICAL CORP	\$176.15
EFT000000001993	3/19/2014	TRAFFIC AND PARKING CONTROL INC	\$110.53
EFT000000001994	3/19/2014	TOM TURCHI	\$39.69
EFT000000001995	3/19/2014	V & H INC	\$266.16
EFT000000001996	3/19/2014	VANGUARD COMPUTERS, INC	\$6,385.84
EFT000000001997	3/19/2014	VIDCOM LLC	\$2,947.00
EFT000000001998	3/19/2014	VORPAHL FIRE & SAFETY	\$177.40
EFT000000001999	3/19/2014	WOOD CO HIGHWAY DEPARTMENT	\$2,450.00
EFT000000002000	3/19/2014	WOOD COUNTY HEALTH DEPARTMENT	\$742.50
<b>TOTAL CURRENT BILLS PAID BY EFT</b>			<b>\$94,573.36</b>

### CURRENT BILLS PAID BY CHECK

CK #	CK DATE	VENDOR	AMOUNT
79362	3/19/2014	5 ALARM FIRE & SAFETY EQUIPMNT	\$43.00
79363	3/19/2014	ABR EMPLOYMENTSERVICES	\$622.73
79364	3/19/2014	ALL LIFT SYSTEMS INC	\$2,538.50
79365	3/19/2014	ALLIANT ENERGY WP&L	\$118.52

CK #	CK DATE	VENDOR	AMOUNT
79366	3/19/2014	AMERICAN PLANNING ASSOCIATION	\$25.00
79367	3/19/2014	AMERICAN WELDING & GAS INC	\$94.19
79368	3/19/2014	ANIMAL CONTROL TRAINING SERVICES	\$420.00
79369	3/19/2014	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$75.79
79370	3/19/2014	EMILY ASCHENBRENNER	\$100.00
79371	3/19/2014	ASSOCIATED SERVICE CENTER	\$1,202.51
79372	3/19/2014	AUTOMATIC ENTRANCES OF WI INC	\$251.00
79373	3/19/2014	BADGER FLEET SOLUTIONS LLC	\$32,237.00
79374	3/19/2014	BAKER AND TAYLOR INC	\$2,110.03
79375	3/19/2014	BLACKSTONE AUDIO INC	\$69.95
79376	3/19/2014	BROOKS TRACTOR INC	\$498.63
79377	3/19/2014	PAUL BUGAR TRUCKING INC	\$101,470.52
79378	3/19/2014	CAL'S PLUMBING SERVICE LLC	\$225.00
79379	3/19/2014	CALIBRE PRESS	\$278.00
79380	3/19/2014	TOWN OF CAMERON	\$452.40
79381	3/19/2014	CASTLEROCK VETERINARY HOSPITAL	\$365.17
79382	3/19/2014	CENTRAL WI COOPERATIVE	\$514.06
79383	3/19/2014	COLUMBUS CATHOLIC SCHOOLS	\$120.00
79384	3/19/2014	COMFORT SUITES APPLETON AIRPORT	\$90.00
79385	3/19/2014	COMPLETE CONTROL INC	\$1,901.35
79386	3/19/2014	CTL COMPANY INC	\$791.81
79387	3/19/2014	DELL COMPUTER CORPORATION	\$534.96
79388	3/19/2014	DETECTION INSTRUMENTS CORPORATION	\$1,780.49
79389	3/19/2014	DIRECT FITNESS SOLUTIONS LLC	\$3,725.00
79390	3/19/2014	DRAXLER'S	\$132.00
79391	3/19/2014	ENVIRONMENTAL PRODUCTS & ACCESSORIES	\$252.23
79392	3/19/2014	FABCO EQUIPMENT INC	\$210.09
79393	3/19/2014	FASTENAL COMPANY	\$448.95
79394	3/19/2014	FESTIVAL FOODS	\$43.35
79395	3/19/2014	FOX VALLEY TECHNICAL COLLEGE	\$225.00
79396	3/19/2014	FRONTIER	\$198.04
79397	3/19/2014	GANNETT WISCONSIN MEDIA	\$671.61
79398	3/19/2014	LOIS GARBISCH	\$100.00
79399	3/19/2014	GLOBAL EQUIPMENT CO	\$19.90
79400	3/19/2014	GRANT ELEMENTARY SCHOOL	\$1,085.00
79401	3/19/2014	HILLER'S HARDWARE INC	\$435.32
79402	3/19/2014	INTERNATL ASSN OF ARSON INVEST	\$225.00
79403	3/19/2014	JEFFERSON FIRE AND SAFETY INC	\$325.76
79404	3/19/2014	E O JOHNSON COMPANY	\$160.58
79405	3/19/2014	KC ENTERPRISES LTD	\$15.00
79406	3/19/2014	KOHS MACHINE SHOP	\$168.00
79407	3/19/2014	LINCOLN ELEMENTARY SCHOOL	\$1,085.00
79408	3/19/2014	LOCAL GOVERNMENT PROP INS FUND	\$32.00
79409	3/19/2014	LOU'S GLOVES INC	\$84.00
79410	3/19/2014	LTC CLEVELAND	\$795.00
79411	3/19/2014	MADISON ELEMENTARY SCHOOL	\$1,085.00
79412	3/19/2014	MARSHFIELD AREA CHAMBER	\$520.00
79413	3/19/2014	MARSHFIELD CITY GARAGE	\$38.47
79414	3/19/2014	MARSHFIELD CLINIC	\$1,552.50
79415	3/19/2014	MARSHFIELD UTILITIES	\$39.20
79416	3/19/2014	MEDFORD COOPERATIVE INC	\$1,476.16
79417	3/19/2014	MENARDS	\$616.92
79418	3/19/2014	MIDSTATE TECHNICAL COLLEGE	\$1,615.40
79419	3/19/2014	MIDWEST TAPE	\$2,281.86
79420	3/19/2014	MILLER BRADFORD AND RISBERG	\$3,058.42
79421	3/19/2014	MITTEN'S HOME APPLIANCES	\$649.00
79422	3/19/2014	NAPA AUTO PARTS	\$319.59
79423	3/19/2014	NIEMUTH IMPLEMENT CO INC	\$198.10

CK #	CK DATE	VENDOR	AMOUNT
79424	3/19/2014	NORTH SHORE COMPRESSOR INC	\$52.30
79425	3/19/2014	NORTH WOOD CTY HISTORICAL SOC	\$7,500.00
79426	3/19/2014	NORTHERN LAKE SERVICE INC	\$312.80
79427	3/19/2014	O'REILLY AUTO PARTS	\$62.08
79428	3/19/2014	OFFICE DEPOT	\$98.01
79429	3/19/2014	OFFICE SUPPLIES 2 U INC	\$33.78
79430	3/19/2014	MARK A OTT	\$408.00
79431	3/19/2014	P3POWER LLC	\$800.00
79432	3/19/2014	RAY M POEPPPEL	\$502.00
79433	3/19/2014	PERSONAL DEVELOPMENT CENTER INC	\$9,391.39
79434	3/19/2014	PRECISE MRM LLC	\$13.96
79435	3/19/2014	FRED PRYOR SEMINARS	\$297.00
79436	3/19/2014	QUALITY COUNTERTOPS	\$1,375.00
79437	3/19/2014	RESEARCH TECHNOLOGY INTERNATIONAL	\$520.00
79438	3/19/2014	SCHREINERS PLUMBING & HEATING, LLC	\$832.45
79439	3/19/2014	SCOTTY'S PIZZA	\$280.75
79440	3/19/2014	SECURITY OVERHEAD DOOR INC	\$273.00
79441	3/19/2014	TOWNSHIP OF SHERRY	\$338.20
79442	3/19/2014	SNAP ON INDUSTRIAL	\$1,072.46
79443	3/19/2014	TIME CLOCK PLUS	\$421.42
79444	3/19/2014	UNIFIRST CORPORATION	\$345.97
79445	3/19/2014	THE UNIFORM SHOPPE	\$257.90
79446	3/19/2014	UNIQUE MANAGEMENT SERVICES INC	\$143.20
79447	3/19/2014	UNITED MAILING SERVICE INC	\$1,381.75
79448	3/19/2014	UNIVERSITY COMMISSION	\$19,000.00
79449	3/19/2014	VITAL COMMUNICATION	\$35.99
79450	3/19/2014	WALT'S PETROLEUM SERVICE INC	\$1,047.24
79451	3/19/2014	WASHINGTON ELEMENTARY SCHOOL	\$1,085.00
79452	3/19/2014	WATCHGUARD VIDEO	\$7,010.00
79453	3/19/2014	WAUSAU STEEL CORP	\$645.57
79454	3/19/2014	WEILER ENTERPRISES	\$62.26
79455	3/19/2014	WENTECHNOLOGY	\$753.77
79456	3/19/2014	WEPAK-N-SHIP	\$81.39
79457	3/19/2014	WEYAUWEGA PUBLIC LIBRARY	\$25.00
79458	3/19/2014	WI DEPARTMENT OF JUSTICE	\$129.00
79459	3/19/2014	WI EMPLOYMENT RELATIONS COMMIS	\$400.00
79460	3/19/2014	WI INDIANHEAD TECH COLLEGE	\$285.00
79461	3/19/2014	WOLFGRAM GAMOKE AND HUTCHINSON	\$9,839.45
79462	3/19/2014	WOOD CO FIRE INVESTIGATION	\$35.00
79463	3/19/2014	WOOD COUNTY BUYERS' GUIDE	\$90.00
79464	3/19/2014	WOOD COUNTY REGISTER OF DEEDS	\$30.00
		<b>TOTAL CURRENT BILLS PAID BY CHECK</b>	<b>\$240,086.15</b>
		<b>TOTAL CURRENT BILLS</b>	<b>\$334,659.51</b>
		<b>TOTAL PREPAID BILLS</b>	<b>\$318,045.07</b>
		<b>TOTAL CURRENT BILLS</b>	<b>\$334,659.51</b>
		<b>GRAND TOTAL BILLS</b>	<b>\$652,704.58</b>

REPORT OF PERSONNEL ACTIONS  
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
OF MARCH 18, 2014

<u>NAME</u>	<u>POSITION/DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
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**HIRED**

Matthew Kamowski	Fire & Rescue Department Firefighter/Paramedic	March 24, 2014
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**RETIREMENT:**

None

**Resignation**

Cameron Sanford	Fire & Rescue Department Firefighter	March 16, 2014
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**PROMOTION:**

None

**COMPLETION OF  
PROBATIONARY  
PERIOD**

**TREASURY REPORT**  
January 2014

	January	December
<b>GENERAL CITY</b>		
<b>PREVIOUS BANK BALANCES (CASH):</b>		
Bonds -----	6,510.00	
Citizens State Bank -----	2,105,716.98	
	<b>TOTAL PREVIOUS CASH BALANCE:</b>	<b>\$2,112,226.98</b>
<b>RECEIPTS:</b>		<b>\$567,588.54</b>
Citizens State Bank -----	7,711,984.71	
Citizens State Bank Interest -----	1,805.13	
L-T Investment Interest Recv -----	0.00	
Tax collection -----	12,681,308.83	
	<b>TOTAL CASH RECEIPTS:</b>	<b>\$20,395,098.67</b>
<b>DISBURSEMENTS:</b>		<b>\$10,910,076.60</b>
Citizens State Bank -----	20,857,004.99	
	<b>TOTAL CASH DISBURSEMENTS:</b>	<b>\$20,857,004.99</b>
<b>GENERAL CITY BOOK BALANCE (CASH):</b>	(Previous Balance + Receipt - Disbrsmnts.)	<b>\$1,650,320.66</b>
<b>GENERAL CITY INVESTMENTS:</b>		<b>\$2,112,226.98</b>
Securities Investments (Long Term) -----	3,000,000.00	
Securities Investments (Short Term) -----	0.00	
SIST Int rate/earnings: 0.00% -----	0.00	
Local Government Investment Pool (LGIP) -----	18,485,350.59	
LGIP Int rate/earnings: 0.08% -----	824.72	
		<b>\$21,486,175.31</b>
		<b>\$14,653,382.45</b>
<b>TOTAL GENERAL CITY CASH &amp; INVESTMENTS:</b>		<b>\$23,136,495.97</b>
		<b>\$16,765,609.43</b>
<b>ELECTRIC &amp; WATER</b>		
Citizens Bank Previous Bal. -----	781,649.00	
Citizens Bank Utility Receipts -----	4,554,707.96	
Citizens Bank Utility Disburs. -----	4,012,250.79	
<b>E/W BOOK BALANCE:</b>		<b>\$781,649.00</b>
<b>E/W INVESTMENTS:</b>		<b>\$14,540,390.98</b>
<b>TOTAL E/W CASH &amp; INVESTMENTS:</b>		<b>\$15,322,039.98</b>
<b>TOTAL BOOK BALANCE (CASH):</b>	(E & W Balance + General Balance)	<b>\$2,974,426.83</b>
		<b>\$2,893,875.98</b>
<b>RECAPITULATION BANK REPORT</b>		
Bonds -----	6,510.00	
Citizens Bank E/W Utility -----	1,359,889.52	
Citizens Bank General City -----	1,788,559.79	
	<b>TOTAL BANK BALANCE:</b>	<b>3,154,959.31</b>
	(OUTSTANDING CHECKS)	<b>180,532.48</b>
<b>TOTAL BANK BALANCE (CASH):</b>		<b>\$2,974,426.83</b>
CASH ON HAND :	\$100.00	\$100.00
<b>TOTAL INVESTMENTS:</b>		<b>\$35,828,738.52</b>
		<b>\$29,193,773.43</b>
<b>TOTAL CASH &amp; INVESTMENTS:</b>		<b>\$38,803,165.35</b>
		<b>\$32,087,649.41</b>

  
 Submitted by: **Brenda J. Hanson CMTW**  
 Assistant Finance Director

City of Marshfield  
 Long - Term Security Investments  
 As of January 31, 2014

<u>Issuer</u>	<u>Term</u>	<u>Acquired</u>	<u>Face Value</u>	<u>Interest Rate(s)</u>	<u>Step (Y / N)</u>	<u>Next Call</u>	<u>Call Periodicity</u>	<u>Maturity Date</u>
FANNIE MAE	5.5 Year	8/22/2012	\$ 1,000,000	1.125%	N	2/22/2014	Continuous	2/22/2018
FANNIE MAE	7 Year	11/21/2012	\$ 1,000,000	1.0% to 6.0%	Y	2/21/2014	Continuous	11/21/2019
FHLB	5 Year	6/12/2013	\$ 1,000,000	0.8% to 2.5%	Y	6/12/2014	Continuous	6/12/2018

Total \$ 3,000,000

**TREASURY REPORT**  
February 2014

February                      January

**GENERAL CITY**

<b>PREVIOUS BANK BALANCES (CASH):</b>				
	Bonds	-----	6,510.00	
	Citizens State Bank	-----	1,643,810.66	
	<b>TOTAL PREVIOUS CASH BALANCE:</b>			<b>\$1,650,320.66</b>
<b>RECEIPTS:</b>				
	Citizens State Bank	-----	14,405,389.79	
	Citizens State Bank Interest	-----	1,168.66	
	L-T Investment Interest Recvt	-----	0.00	
	Tax collection	-----	1,564,799.09	
	<b>TOTAL CASH RECEIPTS:</b>			<b>\$15,971,357.54</b>
<b>DISBURSEMENTS:</b>				
	Citizens State Bank	-----	17,171,417.19	
	<b>TOTAL CASH DISBURSEMENTS:</b>			<b>\$17,171,417.19</b>
<b>GENERAL CITY BOOK BALANCE (CASH):</b>	(Previous Balance + Receipt - Disbrsmnts.)			<b>\$450,261.01</b>
<b>GENERAL CITY INVESTMENTS:</b>				
	Securities Investments (Long Term)	-----	3,000,000.00	
	Securities Investments (Short Term)	-----	0.00	
	SIST Int rate/earnings:            0.00%	-----	0.00	
	Local Government Investment Pool (LGIP)	-----	6,686,175.31	
	LGIP Int rate/earnings:            0.08%	-----	971.44	
				<b>\$9,687,146.75</b>
				<b>\$21,486,175.31</b>
<b>TOTAL GENERAL CITY CASH &amp; INVESTMENTS:</b>				<b>\$10,137,407.76</b>

**ELECTRIC & WATER**

	Citizens Bank Previous Bal.	-----	1,324,106.17	
	Citizens Bank Utility Receipts	-----	4,551,129.11	
	Citizens Bank Utility Disburs.	-----	5,042,174.79	
<b>E/W BOOK BALANCE:</b>				<b>\$833,060.49</b>
<b>E/W INVESTMENTS:</b>				<b>\$15,244,465.93</b>
<b>TOTAL E/W CASH &amp; INVESTMENTS:</b>				<b>\$16,077,526.42</b>

<b>TOTAL BOOK BALANCE (CASH):</b>	(E & W Balance + General Balance)			<b>\$1,283,321.50</b>
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**RECAPITULATION BANK REPORT**

Bonds	-----	6,510.00
Citizens Bank E/W Utility	-----	865,521.11
Citizens Bank General City	-----	779,732.87

<b>TOTAL BANK BALANCE:</b>	1,651,763.98
(OUTSTANDING CHECKS)	368,442.48

<b>TOTAL BANK BALANCE (CASH):</b>		<b>\$1,283,321.50</b>	<b>\$2,974,426.83</b>
CASH ON HAND :		\$100.00	\$100.00

<b>TOTAL INVESTMENTS:</b>		<b>\$24,931,612.68</b>	<b>\$35,828,738.52</b>
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<b>TOTAL CASH &amp; INVESTMENTS:</b>		<b>\$26,214,934.18</b>	<b>\$38,803,165.35</b>
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Submitted by: Brenda J. Hanson  
Brenda J. Hanson CMTW  
Assistant Finance Director

City of Marshfield  
 Long - Term Security Investments  
 As of February 28, 2014

<u>Issuer</u>	<u>Term</u>	<u>Acquired</u>	<u>Face Value</u>	<u>Interest Rate(s)</u>	<u>Step (Y / N)</u>	<u>Next Call</u>	<u>Call Periodicity</u>	<u>Maturity Date</u>
FANNIE MAE	5.5 Year	8/22/2012	\$ 1,000,000	1.125%	N	3/22/2014	Continuous	2/22/2018
FANNIE MAE	7 Year	11/21/2012	\$ 1,000,000	1.0% to 6.0%	Y	3/21/2014	Continuous	11/21/2019
FHLB	5 Year	6/12/2013	\$ 1,000,000	0.8% to 2.5%	Y	6/12/2014	Continuous	6/12/2018

Total \$ 3,000,000

MONTHLY POSITION CONTROL REPORT  
 PERMANENT FULL-TIME/PART-TIME  
 POSITIONS AS OF FEBRUARY 28, 2014

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
<b>Administrator Total</b>			<b>2.50</b>		
Assessor		City Assessor	1.00	SPENCER	JOAN
Assessor		Deputy Assessor	1.00	FEIG	BARRY
Assessor		Property Appraiser	1.00	FECHHELM	BELINDA
Assessor		Administrative Assistant II	0.60	PUGH	KEITH
<b>Assessor Total</b>			<b>3.60</b>		
Cemetery		Cemetery Caretaker Assistant	1.00	BRAUNSKY	WILLIAM
Cemetery		Cemetery Coordinator/Caretaker	1.00	BALTUS	MICHAEL
<b>Cemetery Total</b>			<b>2.00</b>		
Clerk		City Clerk	1.00	HALL	DEBORAH
Clerk		Deputy Clerk	1.00	PANZER	LORI
<b>Clerk Total</b>			<b>2.00</b>		
Finance		Accounting Clerk	0.50	OPPMAN	JOANN
Finance		Accounting Clerk	1.00	LINDGREN	KATHLEEN
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
<b>Finance Total</b>			<b>6.30</b>		
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	CLEMENTS	JODY
Fire		Firefighter	1.00	ESKER	KELLY
Fire		Firefighter	1.00	JONAS	DANIEL
Fire		Firefighter	1.00	WEYRAUCH	BRONSON
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	BAKOS	STEVEN
Fire		Firefighter Paramedic	1.00	BARNES	BRIAN
Fire		Firefighter Paramedic	1.00	GRIESBACH	BENJAMIN
Fire		Firefighter Paramedic	1.00	FRYDENLUND	LUCAS
Fire		Firefighter Paramedic	1.00	GILBERTSON	BJORN
Fire		Firefighter Paramedic	1.00	FLETTY	PETER
Fire		Firefighter Paramedic	1.00	FOTH	JASON
Fire		Firefighter Paramedic	1.00	JONAS	ERIK
Fire		Firefighter Paramedic	1.00	LANG	ERIC

Fire	Firefighter Paramedic	1.00	PATTON	DAVID
Fire	Firefighter Paramedic	1.00	SCHAD	JASON
Fire	Firefighter Paramedic	1.00	WEILAND	TROY
Fire	Firefighter Paramedic	1.00	WINISTORFER	PETER
Fire	Firefighter Paramedic	1.00	ALTMAN	JONATHAN
Fire	Firefighter Paramedic	1.00	MCNAMARA	NATHANIEL
Fire	Firefighter Paramedic	1.00		
Fire	Firefighter Paramedic	1.00	SANFORD	CAMERON
Fire	Firefighter Paramedic	1.00	TENNESSEN	SAMUEL
Fire	Administrative Assistant III	1.00	BERGER	SUZANNE
<b>Fire Total</b>		<b>37.00</b>		
Technology	Technology Analyst	1.00	VACANT	
Technology	Technology Analyst	1.00	SUTTON	MATTHEW
Technology	Technology Director	1.00	NG	ENG
<b>Information Technology Total</b>		<b>3.00</b>		
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	1.00	AUSTIN	JANE
Library	Library Assistant II	0.50	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	CALLI	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	HELKE	AMANDA
Library	Library Specialist III	1.00	SCHULTZ	ROBERT
Library	Library Specialist III	1.00	STEELE	PATRICIA
Library	Library Systems Analyst	1.00	MADER	ROBERT
<b>Library Total</b>		<b>16.725</b>		
Mayor	Administrative Assistant III	0.50	KROGMAN	AMY
Mayor	Mayor	0.50	MEYER	CHRISTOPHER
<b>Mayor Total</b>		<b>1.00</b>		
Municipal Court	Municipal Court Clerk	0.75	CARLSON	SUSAN
<b>Municipal Court Total</b>		<b>0.75</b>		
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	classification 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
<b>Parks &amp; Recreation Total</b>		<b>9.00</b>		
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
<b>Planning Total</b>		<b>3.00</b>		
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		PD Staff Services Supervisor	1.00	KROKSTROM	LORRIE
Police		Police Chief	1.00	JEPSEN	GARY
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	GRAMZA	RICHARD
Police		Police Lieutenant	1.00	LARSON	DARREN
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	BORNBACH	CALEB
Police		Police Officer	1.00	CICHANTEK	JEFFREY
Police		Police Officer	1.00	KRAMER	LANDON
Police		Police Officer	1.00	HASZ	CHRISTOPHER
Police		Police Officer	1.00	TRELKA	JENNIFER
Police		Police Officer	1.00	IVERSON	DEREK
Police		Police Officer	1.00	FOEMMEL	JASON
Police		Police Officer	1.00	FOX	SAMUEL
Police		Police Officer	1.00	GEURINK	JODY
Police		Police Officer	1.00	BEATHARD	ROBERT
Police		Police Officer	1.00	LEU	STEVEN
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	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 Officer	1.00	PUNKE	JASON
Police		Police Officer	1.00	ENDRIES	TERRY
Police		Police Officer	1.00	KIZER	JAMIE
Police		Police Officer	1.00	GRUBER	TANNER
Police		Police Officer	1.00	BORCHARDT	BLAKE
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	GIACOMINO	CHRISTINE
Police		Police School Liaison Officer	1.00	GROSS	ROCHLEY
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	ZEPS	PATRICK
Police		Traffic Safety/Crime Prevention	1.00	SALACINSKI	DANIEL
<b>Police Total</b>			<b>48.00</b>		
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	Surveyor	1.00	HAWLEY	KRISTOFER
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	WINCH	MICHAEL
Public Works	Street Services	Classification III	1.00	BABCOCK	MARK
Public Works	Street Services	Classification IV	1.00	CHURKEY	MATTHEW
Public Works	Street Services	Classification IV	1.00	WENDELL	ERIC
Public Works	Street Services	Classification III	1.00	SONNEMANN	LESTER
Public Works	Street Services	Classification III	1.00	RASMUSSEN	TIMOTHY
Public Works	Street Services	Classification II	1.00	WOJCIK	BENJAMIN
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	SCHMIDT	PHILIP
Public Works	Street Services	Classification II	1.00	NIEHAUS	PATRICK
Public Works	Street Services	Classification II	1.00	JOHNSON	JOSH
Public Works	Street Services	Classification II	1.00	GABEL	BRIAN
Public Works	Street Services	Classification III	1.00	TRUDEAU	MICHAEL
Public Works	Street Services	Classification III	1.00	MCCLUNG	BRIAN
Public Works	Street Services	Mechanic/Welder	1.00	BRUHN	TODD
Public Works	Street Services	Mechanic/Welder	1.00	WANTA	DUANE
Public Works	Street Services	Classification IV	1.00	NIKOLAI	HUGH
Public Works	Street Services	Classification IV	1.00	ESSER	JEROLD
Public Works	Street Services	Classification III	1.00	NEEDHAM	PAUL
Public Works	Street Services	Classification IV	1.00	BECKER	JEFFREY
Public Works	Street Services	Classification II	1.00	SMITH	MELVIN
Public Works	Street Services	Street Superintendent	1.00	PANZER	BRIAN
Public Works	Street Services	Classification II	1.00	KIEFFER	GREGORY
Public Works	Street Services	Classification IV	1.00	SCHROEDER	WILLIAM
Public Works	Street Services	Classification III	1.00	LANGFELDT	TIMOTHY
Public Works	Street Services	Classification IV	1.00	SCHERR	MICHAEL
Public Works	Street Services	Classification II	1.00	VACANT	
Public Works	Street Services	Classification II	1.00	BINDER	JOEL
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	GOSSAGE	JAMES
Public Works	Wastewater	Wastewater Operator	1.00	GOHAM	JOEL
Public Works	Wastewater	Wastewater Operator	1.00	FISCHER	BRANDON
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	OTT	ANDREW
Public Works	Wastewater	Wastewater Operator - Level 4	1.00	TAUSCHEK	HAROLD
Public Works	Wastewater	Wastewater Superintendent	1.00	WARP	SAMUEL

**Public Works Total**

**54.50**

**Grand Total**

**189.375**

To: City of Marshfield Finance, Budget and Personnel Committee

From: Lori Belongia, Marshfield Public Library Director

Re: Information on employee request to reduce hours

February 13, 2014

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At the February 11, 2014, the Marshfield Public Library Board of Trustees voted on a request to reduce hours for a long term Children's Library Assistant II. This full-time employee began her employment at Marshfield Public Library in 1988. She handles a variety of children's activities, including a storytime, book mending, craft preparation, program supervision and other duties as outlined on the attached job description.

She requested a reduction in hours to 25 per week to accommodate physical changes and a desire to spend more time at home. She is an important, efficient and pleasant employee in our Children's department. The duties that she performs are vital to keeping the section running smoothly. It would be unlikely that we could continue to operate at the same level with fewer hours. We also know that in the new Library, having an adequate supply of children's staff will be essential as that section will be more isolated from our traditional way of delivering reference services to children.

A way to honor the employee's request and position ourselves to better meet future needs was found. We are reducing the Library Assistant II position to a .63 FTE or 25 hours per week. The current rate of pay for this employee is \$12.24 per hour for 2080 hours with a total salary of \$25,557 annually. Reducing the number of hours she works each year to 1,310 brings her weekly hours to 25 and her total annual salary to \$16,024, leaving a difference of \$9,523. To assure continuity of service at the present levels, we will fund a .4 FTE Library Assistant II at the entry wage of \$10.59 and an extra 38 hours to cover vacations and sick leave. The total annual salary for the 870 hours at \$10.59 per hour is \$9,213. The new .4 FTE does not qualify for prorated insurance, vacation or sick leave benefits allowing us to accomplish this change without increasing total wage costs while bringing greater depth to the department in times of illness or vacations.

## MARSHFIELD PUBLIC LIBRARY

JOB DESCRIPTION

ESTABLISHED: November 21, 1989

TITLE: Library Assistant II

REVIEWED/REVISED: 2/22/07, 3/6/12, 2/12/14

SECTION: Children's Services

### SUMMARY

Under the supervision of the Children's Services Librarian, assists with a variety of tasks in maintaining ready access to materials and promotion of those materials through programming. Major areas of responsibility include book mending, preliminary materials weeding, conducting story times, and assisting with Section program planning.

### DUTIES/EXAMPLES OF WORK

#### MAINTAINING CHILDRENS COLLECTIONS (20%)

1. Shelves materials and maintains proper arrangements.
2. Mends books, replaces covers and labels.
3. Selects materials for preliminary weeding according to specific criteria.

#### PROVIDING ASSISTANCE WITH PROGRAM ACTIVITIES (70%)

4. Plans, prepares materials for, and conducts some story times. Includes supervising children.
5. Prepares materials for, sets up and assists at other story times and children's programs. Includes supervising children.
6. Participates in planning sessions for Section programs.
7. Aids patrons in the location of materials.
8. Gathers materials and sets up book displays, bulletin boards and posters.
9. Photocopies coloring sheets, fliers and other promotional matter.
10. Sets up and maintains the Summer Library Program cart at the Reference Center. Includes restocking brochures and prizes.
11. Updates Summer Library Program "Reading Hours" database.
12. Some supervision of volunteers.

#### OTHER (5%)

13. Performance of other related and assigned duties as required.

### KNOWLEDGE AND ABILITIES

1. Knowledge of library methods and procedures, and ability to apply them to library operations.
2. Ability to direct the work of others.
3. Ability to work well and communicate effectively with other staff and the public – especially children.
4. Ability to learn and utilize proper operating techniques for library equipment.
5. Ability to use computer, computer software and manage computerized files; utilize

word processing programs, spreadsheets, databases relating to children's programs and Internet searching to complete duties.

6. Working knowledge of English grammar and spelling.
7. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education.

#### PHYSICAL DEMANDS OF POSITION

1. Sitting, standing, walking, climbing and stooping.
2. Bending/twisting and reaching.
3. Climbing: ascending and descending short footstool.
4. Talking and hearing; use of telephone.
5. Far vision at 20 feet or farther, and near vision at 20 inches or less.
6. Lifting and carrying: 50 pounds or less.
7. Pushing and pulling: objects weighing 60 – 80 pounds on wheels.
8. Handling: processing, picking up and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving and processing.
9. Mobility: travel to meetings outside library.

#### MENTAL REQUIREMENTS

1. Analytical Skills: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information, resources available when making decisions.
2. Problem-Solving Skills: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
3. Communication Skills: Effectively communicates ideas and information both in written and oral form.
4. Reading Ability: Effectively read and understand information contained in memorandums, reports and bulletins, etc.
5. Creative Decision-Making: Effectively evaluate or make independent decisions based upon experience, knowledge or training, without supervision.
6. Ability to Comprehend and Follow Instructions: To follow instructions from Supervisor, verbally and in written form.
7. Mathematical Ability: Calculate basic arithmetic problems, (addition, subtraction, multiplication and division) without the aid of a calculator.
8. Time Management: Set priorities in order to meet assignment deadlines.

#### ENVIRONMENTAL/WORKING CONDITIONS

1. Inside work environment.
2. Flexible work hours; frequent evening and weekend hours.
3. Some field trips outside of the library.

#### EQUIPMENT USED

Typewriter, calculator, copy machine, telephone, audiovisual equipment, personal computer, craft material and tools, vacuum cleaner.

EDUCATION AND EXPERIENCE

1. Minimum of high school diploma or GED.
2. Keyboarding and general office experience.
3. Some previous experience with children and library work experience desired.



City of  
Marshfield  
Memorandum

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**DATE:** March 18, 2014  
**TO:** Finance, Budget and Personnel Committee  
**FROM:** Lara Baehr, Human Resources Manager  
**RE:** Clarification of Personnel Policy No. 3.560, Group Insurance Programs and Policy No. 3.130, Types of Appointment

**BACKGROUND**

Personnel Policy No. 3.130, Types of Appointment and 3.560, Group Insurance Programs were both last revised on September 24, 2013 to match up with the 30 hour per week Affordable Care Act requirements versus the historical 20 hour per week benefit eligibility level. The last approved revision also grandfathered in staff who are working .5 FTE and greater to allow them continued medical/dental benefits.

**ANALYSIS**

It has recently come to my attention that the two policies could be worded more clearly to reflect that existing full-time staff wishing to be moved to part-time work will only be offered prorated medical benefits if working at .75 FTE or greater.

Attached are Personnel Policy No. 3.130, Types of Appointment and 3.560, Group Insurance Programs which have been track changed clarifying eligibility for medical benefits going forward for employees moving from full-time to part-time work.

**RECOMMENDATION**

I recommend that the FPB approve:

- Revised Personnel Policy No. 3.130, Types of Appointment
- Revised Personnel Policy No. 3.560, Group Insurance Programs

Attachments

Concurrence:

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Steve Barg, City Administrator



**CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES**

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

CHAPTER: Employee Benefits

SUBJECT: Group Insurance Programs

POLICY NUMBER: 3.560

PAGES: 4

EFFECTIVE DATE:

REVISION DATE: ~~September 24, 2013~~ March 25, 2014

PERMANENT DELETION DATE:

APPROVED BY: Chairman, Finance, Budget and Personnel Committee

DEPARTMENT OF PRIMARY RESPONSIBILITY: Finance Department, City Administrator's Office

**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.**

POLICY:

The group insurance program of the City of Marshfield provides health, dental, life and disability insurance for its employee groups listed in each section, with the employee contributing a portion of the cost of the premiums.

Effective September 1, 2013, newly hired employees and employees going from full-time to part-time will be considered regular part-time employees (benefit eligible) if they regularly work a minimum of thirty (30) hours but less than forty (40) hours per week on a continuous basis and their positions are authorized and budgeted as, minimally, 0.75 full-time equivalent (FTE), or 1,560 work hours annually but less than 1.0 full-time equivalent (FTE), or 2,080 work hours annually. All such, regular part-time employees are eligible for partial employee benefits, including group health/vision and dental insurance, with the employer's contributions for such employee benefit costs pro-rated on the basis of the number of annual hours budgeted divided by 2,080 hours.

When premiums are split between two deductions the employee share shall be an even amount with the employer picking up the extra penny due to rounding.

PROCEDURE FOR ENROLLMENT:

1. Newly-hired employees desiring to enroll in the health, dental, life or disability insurance plans will be provided with the appropriate information and forms at the time of their appointment. New enrollees who elect to participate in the health and/or dental plans have coverage effective on the first day of the month following the completion of thirty (30) days of continuous employment. For life insurance, the coverage is effective on the first day of the month following the completion of six months of employment under the Wisconsin Retirement System.
2. Newly-hired employees will be referred to the Human Resources Manager for the processing of necessary forms.
3. Any employees who have questions about insurance coverage may contact Human Resources for assistance.

PREMIUMS PAID BY CITY:

- 1) HEALTH INSURANCE: The City of Marshfield will pay the following towards the cost of the health insurance premiums for each benefit group (pro-rated for less than 1 FTE):

Elected Aldermen	0%
Mayor, City Clerk, City Assessor and all benefit eligible employees	85%

- 2) DENTAL INSURANCE: The City of Marshfield will pay the following towards the cost of dental insurance for each benefit group below (pro-rated for less than 1 FTE):

Elected Aldermen; Street, Custodial and Parks and Recreation Group; Wastewater Utility Group; Ordinance Enforcement Officers Group; Fire Fighter Group; Police Officers Group	0%
Mayor, City Clerk, City Assessor; Non-Represented; Clerical and Technical Group	85%

- 3) LIFE INSURANCE: The City of Marshfield will offer to its employees a group term life insurance plan offered by the Wisconsin Retirement System (WRS). This plan does not have a cash or loan value, but provides a post-retirement benefit. The plan offers coverage based on an employees' annual earnings reported to the WRS, accidental death and dismemberment coverage, waiver of premiums during periods of disability, and insurance with further contributions for eligible employees who retire at age 65 or later (active employees pay premiums to age 70).

Optional coverages are available to employees which provide basic, supplemental and one, two or three units of additional coverage for eligible employees. Each unit of coverage is equal to one times an employee's prior year's WRS earnings. Employees who have basic life insurance may elect the additional and supplemental units of life insurance. Employees who do not enroll in insurance during the open enrollment period but decide to enroll at a later date will be required to provide evidence of insurability.

- A) The City will pay the following towards the monthly premium on the basic coverage only for each benefit group below (benefit eligibility is set by the WRS at 600 hours in a rolling 12 month period of time for those employees who have previous work history with a WRS employer prior to July 1, 2011 and 1,200 hours for those who do not have previous work history with a WRS employer prior to the July 1, 2011 date:

Mayor, City Clerk, City Assessor; Non-Represented, Clerical and Technical Group; Ordinance Enforcement Officers Group	100%
Street, Custodial and Parks and Recreation Group	First \$5,000
Wastewater Utility Group	First \$10,000

- B) If an employee elects to participate in the optional coverages available to them, (available only if they participate in the basic coverage), the employee will pay 100% of the monthly premiums for the option(s).
- C) The City will continue to provide \$4,000 of life insurance coverage to active Common Council members. The City will underwrite the plan. There will be no premium contributions by Common Council members.

- 4) **DISABILITY INSURANCE:** The City will offer to its employees in the following groups a voluntary short-term disability plan. Employees opting to participate in the plan will pay 100% of the premium:

Groups Offered Disability Insurance on January 1, 2012
Mayor, City Clerk, City Assessor; Non-Represented; Clerical and Technical Group; Street, Custodial and Parks and Recreation Group
Groups Offered Disability Insurance on January 1, 2014 include: Wastewater Utility Group and Ordinance Enforcement Officers Group

**PROCEDURE FOR TERMINATION OF GROUP INSURANCE:**

- 1) When an employee voluntarily terminates from employment, he/she has the option of remaining a participant in the City's group health and/or dental insurance programs for eighteen (18) months from the date of termination of employment with the City. Employees electing to remain in the City's group health and/or dental insurance programs will be responsible for 100% of any premium costs effective the first day of the month following termination.
- 2) Employees terminating employment have an additional option of converting the group coverage to an individual policy. An employee choosing this option must complete a conversion form available in the Human Resource's Office.

LEAVE OF ABSENCE/LAYOFF:

1) Employees granted leaves of absence or are temporarily laid off may remain covered by any of the City's group insurance plans. The City will contribute the City's share of the group insurance premium(s) through the end of the calendar month in which the leave of absence or temporary layoff begins. For any subsequent months and through the end of the calendar month in which the employee is removed from leave status, the employee will be responsible for 100% of the insurance premium(s).

2) Employees placed on permanent layoff status will follow the procedures outlined in section (1) above of the Procedure for Termination of Group Insurance.

PROCEDURE FOR CONTINUATION OF GROUP HEALTH INSURANCE UPON RETIREMENT:

Effective January 1, 2012 retiree health and dental insurance option will no longer be offered going forward. Any retirees currently on the plan as of December 31, 2011 will be grandfathered in and allowed to remain on the City's health and/or dental insurance coverage, with the individual paying 100% of the premium.

1. Those electing this option must pay the full premium to the Finance Department and such payment must be timely according to the payment schedule set by the Finance Director.
2. The option is contingent upon approval by the City's health insurer, and the City will be held harmless for any changes made beyond its control.



## CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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

CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Types of Appointment

POLICY NUMBER: 3.130

PAGES: [23](#)

EFFECTIVE DATE: September 10, 1991

REVISION DATE: ~~September 24, 2013~~ [March 25, 2014](#)

PERMANENT DELETION DATE:

DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Administrator's Office, Finance Department .

APPROVED BY:

**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.**

### **PURPOSE:**

The purposes of this policy are to 1) categorize the status of employees of the City of Marshfield by the type of appointment; and 2) thereby establish criteria by which distinctions in the level of employee benefits and the conditions of employment are based. Refer to Personnel Policies and Procedures for benefit information.

### **POLICY**

As all employees are hired conditionally on the basis of continuing need, the employment status categories stated above or anything contained in these policies or procedures do not guarantee employment for any specified length of time. Rather, employment is at the mutual consent of the employee and the City of Marshfield, and can be terminated at will by the employee or the City of Marshfield.

Based on the needs of the employer, employees are classified within the following categories:  
Probationary Employees

Regular Full-Time Employees  
Regular Part-Time Employees  
Casual Employees  
Contractors

Employment begins with a probationary period of one (1) year for new employees and six (6) months for promotions or internal transfers. A former employee who has been rehired after a separation from the City of Marshfield is considered a new probationary employee upon rehire. This probationary period is a try-out time for the employee, during which time they will be required to demonstrate fitness for the position prior to receiving an at will appointment. Completion of the probationary period does not guarantee continued employment for any specified period, nor does it modify or change the employee's at will status.

A probationary employee may be removed from his/her position at any time during the probationary period at the discretion of the department/division head, with the approval of the City Administrator or Police and Fire Commission for protective service employees. Probationary employees shall not have recourse to appeal.

**Regular Full-Time Employees:** A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty or more hours per workweek. Exempt employees are generally classified as regular full-time employees. A regular full-time employee may be exempt or non-exempt. Only regular full-time and regular part-time employees receive benefits of the City of Marshfield unless specifically identified in the City of Marshfield policies or as required by law.

**Regular Part-time Employees:** A regular part-time employee is an employee who works a regular schedule and is expected to normally work more than twenty but less than forty hours per workweek. A regular part-time employee may be exempt or non-exempt. Only regular full-time and regular part-time employees receive benefits of the City of Marshfield unless specifically identified in the City of Marshfield's policies or as required by law. Employees will be considered eligible for benefits if they regularly work a minimum of twenty (20) hours but less than forty (40) hours per week on a continuous basis and their positions are authorized and budgeted as, minimally, 0.5 full-time equivalent (FTE), or 1,040 work hours annually but less than 1.0 (FTE), or 2,080 work hours annually. Employees budgeted to work .5 FTE to .74 FTE are eligible for pro-rated vacation, sick leave, emergency leave and paid holidays. Employees budgeted to work .75 FTE and above are eligible for pro-rated vacation, sick leave, paid holidays, emergency leave, health/vision insurance, dental insurance, disability insurance, life insurance and PEHP. Employees hired [to work part-time](#) at .5 full-time equivalent or greater prior to September 1, 2013 are grandfathered for pro-rated benefits (health, vision, dental, life, disability and PEHP). [Employees hired to work full-time and going to part-time work at .74 FTE or lower are not eligible for pro-rated benefits \(health, vision, dental, and disability\) for any changes in their FTE status as of March 25, 2014 or later.](#) All such, regular part-time employees are eligible for partial employee benefits, including group health, dental and life insurance, with the employer's contributions for such employee benefit costs pro-rated on the basis of the number of annual hours budgeted (FTE status) divided by 2,080 hours.

**Casual Employees:** Employees will be considered a casual employee if they are hired for a specified project or time frame or other reasons established by the City of Marshfield and may work an irregular schedule or a regular schedule. A casual employee may be exempt or non-exempt. Casual employees do not received any additional compensation or benefits provided by the City of Marshfield unless required by law (Exception are those employees who meet the

qualifications for WRS and life insurance.) Casual positions shall not be assigned a band/grade/subgrade in the classification system. Casual employees will be subject to all rules and regulations governing other City employees, unless otherwise excepted by specific action of the Common Council.

A contractor is retained on a per project basis with a defined scope at the project outset. A contractor may perform services on a regular or an irregular schedule. Contractors do not receive any additional compensation or benefits provided by the City of Marshfield.



# City of Marshfield Memorandum

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Date: March 18, 2014  
To: Finance, Budget and Personnel Committee  
From: Lara Baehr, Human Resources Manager  
RE: July 1, 2014 Compensation Non-Represented Compensation Plan

## **BACKGROUND**

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

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

## **ANALYSIS**

Payroll Resolution No. 2014-17 will adjust the compensation for the non-represented employees at the control point to maximum by 1% on July 1, 2014, but only if those employees have a satisfactory annual performance review. Employees above the maximum will per Policy No. 3.800, receive half of any annual adjustments which for July 1, 2014 would be .5%.

Payroll Resolution No. 2014-18 establishes new salary ranges for the non-represented employees effective July 1, 2014. The integrity of the salary plan is maintained by adjusting the ranges according to economic trends and comparables with other cities. The range was adjusted by 1%.

Payroll Resolution No. 2014-18 reflects an increase in the night shift differential from \$.15 to \$.25 per hour for the position of Classification II – Night Sweeper who works a shift of 10 p.m. to 6 a.m. An increase is recommended so that we continue to offer a meaningful incentive to work those hours. Additionally, the shift differential has not increased in a minimum of sixteen years. The night shift differential for the Classification II – Night Sweeper is listed at the bottom of Payroll Resolution No. 2014-18. Lastly, Payroll Resolution No. 2014-18 lists the addition of a temporary position titled Acting Supervisor in the Street Division to be used only during absences of supervisory staff. The Acting Supervisor title would allow for temporary additional compensation when performing supervisory level duties (such as running a work crew) in the Street Superintendents or Assistant Street Superintendents absence. In Springsted's executive summary of the Operational Review (Staffing Study), page 46, 3J recommends that the City implement

strategies for on-going professional development and succession planning. This temporary position would allow interested employees to gain supervisory experience while at the same time adding efficiency in a supervisor's absence. Efficiencies would be realized when a supervisor can provide consistent guidance and leadership with their work crew and therefore not run between the two crews. Time worked in the temporary position of Acting Supervisor would fall into pay grade H.

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

<b>Comparable</b>	<b>2014 Proposed</b>
Marathon County	Implementing new compensation plan
Wood County	Movement to next step up to max
Portage County	1.25% 1/1/14
WI Rapids	2% 1/1/14
Stevens Point	Implementing new compensation plan
Wausau	2.06% 1-1-14
Superior	2% 1/1/14
Watertown	New compensation plan effective 1/1/14
Menomonie	2% 2/16/14
DePere	2% 1/1/14
Beaver Dam	1.5% 1/1/14
Kaukauna	2% 1/1/14
Marshfield Library	1.8% 1/1/14
Marshfield Utilities	2% on anniversary date
UW- MFLD Non-Rep	1% 7/1/14
Large Employer in Marshfield <sup>1</sup>	2% 4/1/14 or later?
City of Marshfield	1% 7/1/14 merit possible
Average	1.88% (does not include merit)

1 If employee is maxed on pay scale then they receive the cost of living plus 1% cash bonus at end of year.

This is not a request for additional funding. All staff expenditures will remain within the 2014 budget requests. Attached is proposed Payroll Resolution No. 2014-17 and 2014-18.

**RECOMMENDATION**

I recommend that you approve Payroll Resolutions No. 2014-17 and 2014-18 providing for a 1% increase on July 1, 2014 and the temporary (out of class) title of Acting Supervisory in the Street Division.

Attachment



Concurrence: \_\_\_\_\_  
Steve Barg, City Administrator

**RESOLUTION NO. 2014-17**  
**PAYROLL RESOLUTION**

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council that the salary structure for Non-Represented Position Classifications of the City of Marshfield be adjusted by 1.0% to be effective July 1, 2014.

ADOPTED: \_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED: \_\_\_\_\_  
Deb M. Hall, City Clerk

Detail to Payroll Resolution No. 2014-17 Effective July 1, 2014

1% for those below the maximum and .5% for those above the maximum

Employee ID	Last Name	First Name	Current Pay Rate	New Pay Rate	Department	Start Date
001351	ANDERSON	MARY	\$17.58	\$17.76	CLER	7/1/1980
003007	BEAUCHAMP	AMY	\$17.58	\$17.76	CLER	8/28/2000
068519	FECHHELM	BELINDA	\$23.30	\$23.53	CLER	3/22/2004
038260	GAETZ	CINDY	\$17.58	\$17.76	CLER	12/19/2005
068267	KARL	DEBRA	\$17.58	\$17.76	CLER	2/25/1982
068203	LINDGREN	KATHLEEN	\$17.58	\$17.76	CLER	4/1/1999
049218	OPPMAN	JOANN	\$17.58	\$17.76	CLER	9/5/1986
068082	STARGARDT	CHRIS	\$17.58	\$17.76	CLER	1/2/2009
068104	UTHMEIER	CHERYL	\$17.58	\$17.76	CLER	6/15/1987
049105	BARG	STEVEN	\$48.40	\$48.88	MGMT	1/17/2011
048750	BORNBACH	KURT	\$32.45	\$32.77	MGMT	12/22/1986
068491	CASSIDY	KELLY	\$31.66	\$31.98	MGMT	2/19/1990
068268	CASSIDY	TIMOTHY	\$33.34	\$33.67	MGMT	6/16/1999
068044	FEIG	BARRY	\$28.32	\$28.60	MGMT	7/18/1994
018278	HAWLEY	KRISTOFER	\$31.49	\$31.80	MGMT	7/27/1998
018425	KNOECK	DANIEL	\$43.38	\$43.81	MGMT	3/9/1998
027435	KROKSTROM	LORRIE	\$31.66	\$31.98	MGMT	2/17/1997
027962	MAURITZ	JOSH	\$31.66	\$31.98	MGMT	11/17/1997
031360	MILLER	JOSHUA	\$29.99	\$30.29	MGMT	10/5/2009
039045	PANZER	BRIAN	\$39.42	\$39.78	MGMT	9/4/1984
040165	POKORNY	RICHARD	\$34.17	\$34.52	MGMT	7/2/2001
051965	STREY	KEITH	\$43.38	\$43.81	MGMT	10/12/1998
068156	WINCH	MICHAEL	\$33.24	\$33.57	MGMT	5/14/1980
012255	ERICKSON	EDWIN	\$35.89	\$36.24	MGMTF	1/14/1990
018233	OWEN	SCOTT	\$35.89	\$36.24	MGMTF	7/8/1996
008200	DEGRAND	CRAIG	\$74,651	\$75,398	MGMTF	2/25/1986
009241	DOLENS	ROY	\$74,651	\$75,398	MGMTF	1/2/1988
068325	GRAMZA	RICHARD	\$35.01	\$35.36	MGMTTP	3/17/1997
028671	LARSON	DARREN	\$35.01	\$35.36	MGMTTP	11/28/1989
040145	POESCHEL	DOMINIC	\$65,853	\$66,512	MGMTTP	2/1/1989
068194	ZEPS	PATRICK	\$65,853	\$66,512	MGMTTP	10/27/1997
002638	BALTUS	MICHAEL	\$27.47	\$27.74	NREP	11/2/1998
003087	BERGER	SUZANNE	\$19.27	\$19.46	NREP	1/28/1997
005235	BRAUNSKY	WILLIAM	\$17.20	\$17.37	NREP	3/6/1995
006328	CARLSON	SUSAN	\$18.46	\$18.64	NREP	5/14/1997
068454	KROGMAN	AMY	\$19.74	\$19.94	NREP	8/21/1991
068209	LINDNER	PEGGY	\$18.80	\$18.99	NREP	7/30/1997
068386	OTT	THOMAS	\$28.32	\$28.60	NREP	5/19/1997
028672	LARSEN	ROBERT	\$20.72	\$20.92	PSUN	10/4/1993
029054	LEONARD	DANIEL	\$20.72	\$20.92	PSUN	1/29/1990
068317	BURNS	STEVEN	\$21.62	\$21.84	STRC	8/23/2011
047075	SCHLAGENHAFT	PAUL	\$21.15	\$21.36	STRC	2/20/1975
003160	BECKER	JEFFREY	\$21.22	\$21.43	STRT	6/3/1981
005990	BRUHN	TODD	\$22.16	\$22.38	STRT	8/12/1985

068424	CHURKEY	MATTHEW	\$21.22	\$21.43	STRT	3/24/2003
068448	ESSER	JEROLD	\$21.73	\$21.95	STRT	8/12/1975
012272	LANGFELDT	TIMOTHY	\$21.18	\$21.36	STRT	5/31/1983
026452	MCCLUNG	BRIAN	\$21.28	\$21.36	STRT	8/8/1994
031250	NEEDHAM	PAUL	\$21.15	\$21.36	STRT	7/3/1979
034215	NIKOLAI	HUGH	\$21.73	\$21.95	STRT	6/10/1985
034700	RASMUSSEN	TIMOTHY	\$21.15	\$21.36	STRT	5/28/2002
047105	SCHERR	MICHAEL	\$22.23	\$22.45	STRT	11/26/1980
047060	SCHROEDER	WILLIAM	\$21.73	\$21.95	STRT	6/27/1995
048301	SONNEMANN	LESTER	\$21.15	\$21.36	STRT	6/24/1996
050136	TRUDEAU	MICHAEL	\$21.28	\$21.36	STRT	9/12/1989
057275	WANTA	DUANE	\$22.16	\$22.38	STRT	12/28/1992
068103	WENDELL	ERIC	\$21.22	\$21.43	STRT	12/16/2008

006445	COY	JEAN	\$17.58	\$17.76	WWCL	11/3/2005
068340	KIVELA	MARK	\$31.66	\$31.98	WWMG	11/30/1999
004251	BRATTON	TED	\$26.21	\$26.47	WWUN	8/20/1979
005967	CHRISTENSEN	TERRY	\$24.47	\$24.71	WWUN	10/9/1979
068425	FISCHER	BRANDON	\$22.70	\$22.93	WWUN	9/17/2012
068467	FOLTZ	BRIAN	\$24.47	\$24.71	WWUN	7/24/1981
014462	GOHAM	JOEL	\$22.16	\$22.38	WWUN	5/20/2013
016900	GOSSAGE	JAMES	\$24.47	\$24.71	WWUN	6/14/2004
038270	OTT	ANDREW	\$24.47	\$24.71	WWUN	8/27/2007
049484	TAUSCHEK	HAROLD	\$24.47	\$24.71	WWUN	4/19/1990

**Over maximum - per Policy 3.800 would receive half a percent**

000330	ADAMSKI	CHARLES	\$20.46	\$20.56	STRC	3/13/1995	\$	19.98
045335	ROGERS	DANIEL	\$20.46	\$20.56	STRC	3/18/2003	\$	19.98
057637	WEINFURTNER	JEFFREY	\$20.46	\$20.56	STRC	2/17/1986	\$	19.98
003025	BABCOCK	MARK	\$21.25	\$21.36	STRT	5/1/2008	\$	21.36
004400	BINDER	JOEL	\$20.79	\$20.89	STRT	4/21/1986	\$	19.98
068295	GABEL	BRIAN	\$20.46	\$20.56	STRT	6/7/2011	\$	19.98
068348	KIEFFER	GREGORY	\$20.79	\$20.89	STRT	10/8/1990	\$	19.98
068210	KOZIK	KYLE	\$20.46	\$20.56	STRT	3/7/2012	\$	19.98
002325	LINZMEIER	BRYAN	\$20.46	\$20.56	STRT	5/17/2010	\$	19.98
047042	SCHMIDT	PHILIP	\$20.46	\$20.56	STRT	4/5/2010	\$	19.98
048021	SMITH	MELVIN	\$20.86	\$20.96	STRT	11/11/1991	\$	19.98
050271	TIBBETT	BRUCE	\$20.46	\$20.56	STRT	3/31/2006	\$	18.57
068307	WOJCIK	BENJAMIN	\$20.46	\$20.56	STRT	6/6/2011	\$	19.98

**New Max**

**RESOLUTION NO. 2014-18**  
**PAYROLL RESOLUTION**

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council that the salary structure for Non-Represented Position Classifications of the City of Marshfield be adjusted by 1.0% to be effective July 1, 2014.

ADOPTED: \_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED: \_\_\_\_\_  
Deb M. Hall, City Clerk







			1-Jul-14								
			One year apart						Two years apart		
			Control Point								
Job Title	Department	Grade	92.5% Step 1	95.0% Step 2	97.5% Step 3	100.0% Step 4	102.5% Step 5	105.0% Step 6	107.5% Step 7	110.0% Step 8	112.5% Maximum Step 9
Administrative Assistant I Custodian	Police	C	\$15.27	\$15.69	\$16.10	\$16.51	\$16.93	\$17.34	\$17.76	\$18.17	\$18.57
Cemetery Caretaker Assistant	Cemetery										
Streets/Parks & Rec Classification One	Streets/Park & Rec	B	\$14.28	\$14.68	\$15.06	\$15.44	\$15.83	\$16.21	\$16.60	\$16.99	\$17.37
<i>vacant grade</i>		A	\$13.28	\$13.65	\$14.00	\$14.36	\$14.73	\$15.08	\$15.44	\$15.80	\$16.16

Streets/Parks & Rec Classification One

No CDL and minimal related experience

Streets/Parks and Rec Classification Two

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

Streets/Parks and Rec Classification Three

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

Streets/Parks & Rec Classification Four

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

Acting Street Supervisor is pay grade H

Out of Class Pay for Employees over the Control Point (Street Division/Parks and Recreation Department): Employees whose compensation is beyond the Control Point will receive an additional \$.30 per hour in out of class pay if currently classified in a Class II and are assigned and performing work that is classified as a Class III. Likewise there will be a \$.40 per hour out of class pay from Class III to Class IV and \$.20 per hour out of class pay for Class IV to Zookeeper.

Reclassification into a new Class for Employees Over the Control Point (Street Division and Parks and Recreation Department): When an employee is promoted to a new classification and is currently being compensated above their current control point, the out of class pay (\$.30 and/or \$.40) will be permanently added to their base pay as long as the employee's performance remains at a satisfactory level and they continue to perform the work at the higher classification.

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



City of  
Marshfield  
Memorandum

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**DATE:** March 18, 2014  
**TO:** Finance, Budget and Personnel Committee  
**FROM:** Lara Baehr, Human Resources Manager  
**RE:** Personnel Policy No. 3.800, Compensation Plan Administration

**BACKGROUND**

Personnel Policy No. 3.800, Compensation Plan Administration was revised on May 28, 2013 to reflect the new non-represented compensation plan. The intent was to bring the merit component back at a later date. \$10,000 was budgeted in 2014 for merit. Since that time a Merit Committee was comprised of City Administrator Steve Barg, Street Superintendent Brian Panzer, Classification II (Street Division) Tim Rassmussen, Assistant Finance Director Brenda Hanson, Assistant Wastewater Utility Superintendent Mark Kivela, Wastewater Operators Brandon Fischer and Andy Ott, Police Lieutenant Rick Gramza, and me.

**ANALYSIS**

The Merit Committee's goals were to define who is covered, what type of performance is covered, how the selection process works, what approved recipients will receive, and funding. Additionally, the Ad Hoc Committee on Employee Compensation provided direction on what the recipients would receive (\$250/\$500/\$1,000) and how merit would be funded (recommended 1% of payroll).

Attached is a copy of the proposed form titled City of Marshfield Recommendation for Merit Performance Recognition and track changed Personnel Policy No. 3.800, Compensation Plan Administration which incorporates the proposed merit details.

**RECOMMENDATION**

I recommend that the FPB approve revised Personnel Policy No. 3.800, Compensation Plan Administration.

Attachments

Concurrence:

Steve Barg, City Administrator



CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES

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

CHAPTER: Compensation

SUBJECT: Compensation Plan Administration

POLICY NUMBER: 3.800

| PAGES: [57](#)

EFFECTIVE DATE: February 8, 1994

| REVISION DATE: [March 25, 2014](#)~~December 17, 2013~~

PERMANENT DELETION DATE:

APPROVED BY:

**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.**

**BACKGROUND:**

The City of Marshfield conducted a comprehensive compensation study which included both internal and external analysis of positions and resulted in a formal classification system and salary structure for all non-represented positions (excluding Library personnel) in March 2012 and incorporated on May 28, 2013. A point factor evaluation system was used to determine where a position is classified on the non-represented pay schedule.

The study was completed in the following steps: project orientation, job analysis and evaluation, market analysis, base pay plan design, and interaction with City leadership. Employee communication and participation were accomplished in the project through employee preparation of detailed job description questionnaires (JDQ), department head review of the questionnaires and follow up questions posed to department heads as needed.

Project orientation was accomplished by (1) conducting strategic meetings with City administration leaders to refine the purpose and goals of the study, (2) group meetings with all affected employees to explain the study and how to fill out the Job Description Questionnaire (JDQ), and (3) gathering documentation on the City's current classification and compensation plan and practices.

The Job Evaluation System defines five key job-related factors that were objectively measured by the Compensation Consultant. The five key factors are: Formal Preparation and Experience, Decision Making (Impact), Thinking Challenges and Problem Solving, Interactions and Communication, and Work Environment. Each factor includes definitions of various levels that can be applied to job content to determine an appropriate "score" on that factor. The evaluation factors and the defined levels for each factor correspond to sections of the JDQ, so the evaluation is verifiable in the sense that one could actually observe work being performed that corresponds to the written description. The validity of the rating system is achieved through use of the proper job evaluation factors as well as the consistent application of the system.

The integrity of the salary structure is maintained by adjusting the ranges according to economic trends. The need for range adjustments will be assessed annually by the Human Resources Manager and City Administrator. The City will conduct a salary survey on benchmark positions through an independent consultant approximately every five years. When adjustments are necessary, recommendations will be made through the Finance, Budget and Personnel Committee to the Common Council. If there are budget constraints the City will prioritize budgeting as 1) steps to the control point, 2) merit compensation, 3) annual wage adjustments, and 4) steps above the control point.

Administration of the Pay Plan:

**POLICY:**

The City of Marshfield considers its staff to be key assets. The salary and benefits program provided to the non-represented employees of the City is intended to attract, retain, and motivate highly qualified, enthusiastic, productive, and committed employees. The program is designed to assist the City in providing high quality services to the public. This objective is attained by providing compensation based on internal equity and external competitiveness within the City's fiscal capabilities and awarding employees based on performance on the job.

**The objectives of the City of Marshfield's compensation program are to:**

- Attract and retain highly qualified, enthusiastic, productive, and committed employees;
- Maintain and motivate and reward employees to help the City achieve its short- and long-term goals;
- Communicate expectations regarding different rates of pay;

- Maintain appropriate controls for payroll costs;
- Recognize the internal worth of jobs and pay accordingly;
- Meet competitive pay levels within chosen market and within our available resources; and
- Ensure consistent administration and application of pay policies.
- Ensure that pay plan administration decisions are not based upon or influenced by an employee's sex, race, color, age, religion, or any other legally protected personal characteristic.

**PROCEDURES:**

1. New Employees will be placed at a salary within the pay grade established for their specific position classification. Most entry-level employees will be placed at the minimum value of the range.

A salary above the minimum but below the control point may be granted in consideration of skills and experience. Newly appointed employees may be placed above the midpoint value of their respective range only upon the approval of the Finance, Budget, and Personnel Committee.

2. Progression to Control Point: The classification and pay study defined the control point value of each range. The control point of the respective pay range represents the estimated market value of the job, i.e. the estimated economic value that other employers with whom the city competes for employees place on the same or similar job. Pay adjustments for non-represented employees below the control point are based on:
  - a) Employees whose wage is below the control point of the range will move through the steps below the control point of the range annually.
  - b) Movement from one step to the next is contingent upon the employee receiving a satisfactory performance appraisal in the preceding performance review period.
  - c) Progression to control point is not subject to annual approval by the Common Council.
3. Progression to Maximum: The classification and pay study defined the maximum as 112.5% of the range. Pay adjustments for non-represented employees at or above control point are based on:
  - a) Salary ranges adjusted to maintain economic parity. When ranges are adjusted an employee's position in the range will be maintained;
  - b) and on the basis of satisfactory performance, as documented in a written performance appraisal, based upon cost parameters developed annually by the City Administrator and approved by the Common Council through the Finance, Budget, and Personnel Committee. Employees would step annually from control point to step seven and bi-annually for step eight and nine.

4. Merit Performance Recognition: Pay adjustments for merit: Pay adjustments for merit are on the basis of an employee exceeding the performance standard, as documented in a written performance appraisal. The purpose of the merit plan is to provide an incentive that is related to performance. It is an extension of both the pay plan and appraisal system. Non-represented employees are eligible for "one-time" merit payments of ~~\$250,~~ \$500 or \$1,000 (non-base building) based upon outstanding performance rating regardless of the step that they are at.

Guidelines

~~The following general guidelines shall apply to the consideration of the merit status of all non-represented employees:~~

- ~~a) Merit compensation will be considered through an employee's annual performance appraisal.~~
- ~~b) The employee's performance appraisal should provide as much documentation and detail as possible. General statements are not sufficient. A poorly documented recommendation will not be approved, and greatest weight will be given to those, which rely most on specific evidence.~~
- ~~c) Merit will be reviewed and approved by the Human Resources Manager and City Administrator.~~
- ~~d) Funding of merit is based upon annual budgeting approval.~~
- ~~e) Employees who are denied merit can appeal to the Finance, Budget and Personnel Committee. Appeals should be submitted to the City Administrator's Office in writing to be placed on the agenda. Copies of all appeals will be sent the respective supervisor and the Human Resources Office. All appeals will be heard by the Finance, Budget, and Personnel Committee in closed session.~~

a) Who is covered? All non-represented employees on the non-represented compensation plan are eligible for merit consideration. Seasonal employees are not eligible.

b) What is covered? Performance during the current review period only is covered. The performance must be while in the employ of City of Marshfield and the individual must be an employee at the time of recommendation to qualify for the program. Accomplishments recognized may include any work done by an employee that is directed, authorized or sanctioned by the employee's supervisor or department. Employees cannot be rewarded twice for the same merit consideration. Merit will be considered based upon:

- An employee provides exceptional service to internal/external customers that make them more effective and/or efficient. Example: Stream lined process.

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• Through the employee's initiative, developed a new work method or way of doing business/operations which had a major impact on his or her department.

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• Extraordinary effort during times of critical department need (e.g. meeting critical deadline that could otherwise have an adverse impact on critical operations or major project (this is not for employees that are compensated for additional duties).

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• Significant cost savings or cost avoidance realized beyond normally expected or established standards.

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• Something that furthers public/private cooperation or partnerships with MACCI, Marshfield School District, Marshfield Utilities, Marshfield Public Library, Community Development Authority, Marshfield Main Street, University of Wisconsin – Marshfield, etc.

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• Contribution on major or special projects that clearly and significantly impact the accomplishment of important and critical business operational goals, deliverables and/or time line or other merit worthy considerations that are over and above regular work duties.

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c) How does the selection process work? Employee's overall performance review has to be a satisfactory review. An employee or their supervisor may complete the Recommendation for Merit Performance Recognition Form. The employee's supervisor and department head will sign the form showing that it was received by them and detail any concerns or comments below their signature area. The signed form should be sent to the Human Resources Manager. The City Administrator and Human Resources Manager will review all merit recommendations and make a decision to approve or not approve the merit request. The Human Resources Manager will notify the requester of the decision made by the City Administrator and Human Resources Manager. If the merit request is denied, an employee may appeal to the Finance, Budget and Personnel Committee for final decision.

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d) What will finalists receive? Employees who are approved for merit will receive a commendation letter from the Mayor of Marshfield with a copy to their personnel file and one-time (non-base building) merit compensation of \$500 or \$1,000.

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e) Funding: If more employees qualify than there is funding for the Human Resources Manager will ask the Finance, Budget and Personnel Committee for consideration of contingency funds, departmental budget funds, and/or additional vacation hours in lieu of dollars. If contingency funds, departmental budget funds, or additional vacation hours are not approved

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then the City Administrator and Human Resources Manager will prioritize merit recipients with the top recipients' only receiving merit.

The City of Marshfield reserves the right to modify any portion or all of the program on an annual basis as determined by the needs of the City and cost of the program.

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5. Employees Above the Maximum: Employees above the maximum of the salary range are available for merit compensation if earned. Additionally, employees above the maximum will receive half of any annual adjustments made to the range. Example: If the range is adjusted by two percent a year, employees above the maximum would be eligible for a one percent one-time payment (non-base building) assuming a successful performance appraisal.
6. Internal Promotions: An employee promoted to a position in the non-represented pay plan will be brought to the minimum of that range on the date of promotion. At the discretion of management:
  - a) The employee may be placed at a salary within the pay grade established for their specific position classification per Paragraph 1;
  - b) **or** upon documentation of satisfactory performance in the new position, the employee may progress to midpoint of the new range as defined in Paragraph
  - c) **or** be placed at midpoint of the new range upon successful completion of the probationary period. This discretion is based on an assessment of the skills and experience required for the position and those possessed by the employee prior to promotion.
7. Temporary Assignment (Acting Duties): The temporary assumption of additional work duties and responsibilities by an executive, administrative, or professional employee for six consecutive work weeks or less represents an opportunity for professional development, job enrichment, and preparation for possible future promotional opportunities. As such, it is the intent of this policy for no employee to be granted additional compensation for any temporary extension of work duties of six consecutive work weeks or less duration.

In the event an employee assumes additional work duties and responsibilities resulting from the resignation, extended medical leave of absence, or other approved leave of absence of a direct supervisor for more than six consecutive work weeks, he/she shall be temporarily reclassified to the direct supervisor's salary grade. Accordingly, he/she will assume the title of "acting (position title)" during this period of time.

An employee temporarily reclassified to a higher salary grade based on the circumstances described above will be compensated at the rate of pay corresponding to the minimum of the respective higher pay grade; or five percent above their current salary whichever is greater.

At the time the temporary assumption of additional work duties and responsibilities ceases, the employee will revert to the salary grade and step held at the time of the temporary reclassification occurred.

Upon the vacancy of an executive, administrative, or professional position or an extended leave of absence of such employee, the Human Resources Manager will confer with appropriate departmental personnel to determine who, if anyone, will assume the additional duties and responsibilities. Temporary reclassifications are effective only upon the recommendation of the City Administrator and approval by the Common Council.

8. Classification Process of New Positions and Current Positions: The City will retain a compensation firm to classify newly approved positions and positions where a significant change is made in the duties and responsibilities of a position to the extent that the level of decision-making in the position is appreciably changed. A department/division head may request that the classification of the position be reviewed. A Job Description Questionnaire should be completed by the employee with department/division head review and concurrence prior to forwarding the questionnaire to the Human Resources Manager. The Human Resources Manager will review the questionnaire and coordinate the classification process with a compensation consultant if appropriate. The Human Resources Manager will bring recommendations from the compensation consultant to the City Administrator and Finance, Budget and Personnel Committee for their review and approval.
9. Appeal Process of Merit and Classification: If merit or a classification request is denied, an employee may appeal to the Finance, Budget and Personnel Committee for final decision.



**City of Marshfield  
Recommendation for Merit Performance Recognition**

Name of Employee:		Review Year:	
Job Title:		Department:	

Describe, in detail, a particular accomplishment or accomplishments of the employee during the current appraisal period that is/are deserving of recognition (include dates, names and places in your description). What did the employee do above and beyond what he or she was hired to do that justifies the amount of the merit requested? What makes these accomplishments stand out *above and beyond* the work of other employees? How significant were the accomplishments with respect to the employee's position within the City?

Recommended Merit Level (Circle One): \$500 or \$1,000
--

Supervisor	Date
Department Head	Date

Supervisor/Department Head Comments:

## **WHO IS COVERED?**

All non-represented employees on the non-represented compensation plan are eligible for merit consideration. Seasonal employees are not eligible.

## **WHAT IS COVERED?**

Performance during the current review period only is covered. The performance must be while in the employ of City of Marshfield and the individual must be an employee at the time of recommendation to qualify for the program. Accomplishments recognized may include any work done by an employee that is directed, authorized or sanctioned by the employee's supervisor or department. Employees cannot be rewarded twice for the same merit consideration. Merit will be considered based upon:

- An employee provides exceptional service to internal/external customers that make them more effective and/or efficient. Example: Stream lined process.
- Through the employee's initiative, developed a new work method or way of doing business/operations which had a major impact on his or her department.
- Extraordinary effort during times of critical department need (e.g. meeting critical deadline that could otherwise have an adverse impact on critical operations or major project (this is not for employees that are compensated for additional duties).
- Significant cost savings or cost avoidance realized beyond normally expected or established standards.
- Something that furthers public/private cooperation or partnerships with MACCI, Marshfield School District, Marshfield Utilities, Marshfield Public Library, Community Development Authority, Marshfield Main Street, University of Wisconsin – Marshfield, etc.
- Contribution on major or special projects that clearly and significantly impact the accomplishment of important and critical business operational goals, deliverables and/or time line or other merit worthy considerations that are over and above regular work duties.

**HOW DOES THE SELECTION PROCESS WORK?** Employee's overall performance review has to be a satisfactory review. An employee or their supervisor may complete the Recommendation for Merit Performance Recognition Form. The employee's supervisor and department head will sign the form showing that it was received by them and detail any concerns or comments below their signature area. The signed form should be sent to the Human Resources Manager. The City Administrator and Human Resources Manager will review all merit recommendations and make a decision to approve or not approve the merit request. The Human Resources Manager will notify the requester of the decision made by the City Administrator and Human Resources

Manager. If the merit request is denied, an employee may appeal to the Finance, Budget and Personnel Committee for final decision.

**WHAT WILL FINALISTS RECEIVE?**

Employees who are approved for merit will receive a commendation letter from the Mayor of Marshfield with a copy to their personnel file and one-time (non-base building) merit compensation of \$500 or \$1,000.

**FUNDING:** If more employees qualify than there is funding for the Human Resources Manager will ask the Finance, Budget and Personnel Committee for consideration of contingency funds, departmental budget funds, and/or additional vacation hours in lieu of dollars. If contingency funds, departmental budget funds, or additional vacation hours are not approved then the City Administrator and Human Resources Manager will prioritize merit recipients with the top recipients' only receiving merit.

The City of Marshfield reserves the right to modify any portion or all of the program on an annual basis as determined by the needs of the City and cost of the program.

City of Marshfield  
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Keith R. Strey, CPA  
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Keith.Strey@ci.marshfield.wi.us

**TO:** FINANCE, BUDGET AND PERSONNEL COMMITTEE  
**FROM:** KEITH STREY, FINANCE DIRECTOR  
**SUBJECT:** INSTALLMENT PAYMENT PLAN INTEREST RATES FOR 2014 SPECIAL ASSESSMENTS  
**DATE:** 3/13/2014

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### **BACKGROUND**

Section 13.96(1) of the City's Municipal Code deals with special assessments and states, in part, that special assessments are "levied and collected in accordance with 66.0701, Wisconsin Statutes." Section 66.0701 of the Statutes permits the City to charge interest on any special assessments when the property owner elects to pay the special assessment charge on an installment basis.

### **ANALYSIS**

The Common Council, annually, acts on final resolutions concerning specific special assessment projects. These resolutions, in part, include the interest rate to be charged to those persons who have elected to pay their special assessment charges on an installment basis. In 2013, the Common Council approved this Committee's motion that established the interest rate at 3.28% for Non-TIF and 4.16% for TIF assessable projects. Below is a summary of various interest rates charged in the past as compared to the City's actual cost of borrowing.

<b><u>Year</u></b>	<b><u>Interest Charged</u></b>	<b><u>Cost of Borrowing</u></b>
2003	4.60	3.02
2004	4.90	3.35
2005	5.10	3.54
2006	5.10	3.60
2007	5.20	3.70
2008	5.50	3.50
2009	4.90	2.90
2010	5.40	3.40
2011	4.24	2.24
2012	3.54	1.54
2013 - Non-TIF	3.28	1.28
2013 – TIF	4.16	2.16
2014 (Recommended)	3.75	1.75

For 2014, the City issued \$4,010,000 to finance various TIF and Non-TIF projects including streets & storm sewer projects. The balance of the cost of these projects will be financed from general property tax levy, special assessment and/or other revenues per the Common Council Adopted budget.

The recommended interest rate of 3.75% presented for your approval is 2.0% more than the City's cost of borrowing for these projects in 2014. Prior to 2003, the City charged 1.0% over its borrowing rate for property owners electing to repay special assessment charges under an installment plan due to the administrative costs associated with providing this financing option through the City. Starting in 2003, the Common Council approved an increase to 1.5% over the City's borrowing rate and another increase in 2008 to 2.0%. The recommended rate of 3.75% for 2014 is a 0.47% increase from the 2013 Non-TIF rate of 3.28% due to the historic low interest rate bid received for City debt issued in March 26, 2013.

**RECOMMENDATION**

I recommend the interest rate be set at 3.75% for 2014 special assessments using an installment plan for repayment.



Concurrence: \_\_\_\_\_  
Steve Barg, City Administrator



# City of Marshfield Memorandum

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TO: Finance, Budget and Personnel Committee  
FROM: Jason Angell, Director of Planning & Economic Development  
DATE: March 18, 2014  
RE: Budget Resolution No. 05 – 2014

## **Background**

The attached budget resolution allows the Economic Development Board to continue moving forward with efforts related to the implementation of the Marshfield Economic Development Action Plan.

## **Analysis**

The following funding requests are to allow the EDB to continue efforts in which they had started in previous years:

\$20,000 in additional funding for the Downtown Façade Improvement program. The EDB has committed all funds that had been included in the 2014 budget, but would like to continue this program to help support the continued interest we receive through the remainder of 2014.

\$6,000 to continue our efforts in partnering with the YMCA to explore expanded recreational opportunities for area residents. Specifically this funding will help to cover the cost of a feasibility study (estimated at \$45,000) that will help determine the future growth/expansion options of the existing facility.

\$2,000 volunteer/board member travels. As part of our efforts to support the members of our EDB, we want to provide them with opportunities in training as it relates to economic development.

The \$28,000 in total requests are funded by unassigned budgeted 2014 Utility Dividend Revenues.

## **Committee Recommendation**

The EDB discussed these funding requests above at their March 6, 2014 meeting and directed staff to prepare a budget resolution for Council consideration.

**Staff Recommendation**

Staff recommends approval of Budget Resolution No. 05 – 2014.

Concurrence:



Steve Barg, City Administrator



Keith Strey, Finance Director







# City of Marshfield Memorandum

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DATE: March 14, 2014  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator  
RE: Budget resolution – staffing additions and Finance Department relocation

## **Background**

On March 11<sup>th</sup>, the Council authorized staff to move forward with certain items related to the recent staffing study, specifically adding the 2 positions of Zoning Administrator and Accountant/Financial Analyst, and relocating the Finance Department onto a single floor.

## **Analysis**

Relocation of the Finance Department has been on our radar screen for years, and in fact, staff's proposed 2014 budget included \$50,000 for this use. While it is possible this may be completed for a lesser amount, some minor additional costs have been identified, and as a result, staff recommends transferring \$50,000 from contingency, as initially planned.

With both positions, there are some offsetting cost savings. On the Zoning Administrator position, we propose transferring \$25,000 from the Planning & Economic Development budget: 1) Cut professional services by \$15,000 (consultants), and, 2) Cut intern position by \$10,000. (Note: The amount used for this calculation is based upon an expected start date of May 1, 2014, and it requires a transfer of \$31,410 from contingency.)

On the Accountant/Financial Analyst, we expect offsetting cost savings as well, but likely not until the second year. But as noted on the budget resolution, there are funds (\$12,550) in Finance's 2014 budget that can be transferred to help cover some costs associated with this position. (Note: The amount used for this calculation is based upon an expected start date of July 1, 2014, and it requires a transfer of \$28,810 from contingency.)

## **Recommendation**

Staff recommends approval of this budget resolution transferring funds from contingency and other locations to add the staff positions, and relocate the Finance Department to one floor. It requires \$114,220 from contingency, but Council allocated an abnormally high amount (\$225,000) in contingency, anticipating this possibility. If approved, contingency fund balance would be \$100,780, consistent with the typical amount at this time of year.

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Steve Barg, City Administrator

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Keith Strey, Finance Director



DETAIL OF BUDGET RESOLUTION NO. 06-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund, a/c# 1014100008.080000:

1. 41110 – General Property Taxes \$ 50,000

General Fund, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency \$ 50,000

General Fund Planning/Economic Development, a/c# 1015690170.700000:

1. 51000 (Series) – Temporary Employee Wages/Benefits \$ 10,000  
2. 52100 – Professional Services 15,000

General Fund, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency \$ 31,410

General Fund Finance, a/c# 1015151008.080000:

1. 51000 (Series) – Temporary Employee Wages/Benefits \$ 10,800  
2. 53100 – Office Supplies & Expenses 1,000  
3. 53320 – Travel – Department Head 500  
4. 53330 – Travel – Staff 250

General Fund, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency \$ 28,810

General Fund, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency \$ 4,000

TRANSFERRED TO:

Public Facilities Capital Outlay Fund, a/c# 4054100008.080000:

1. 41110 – General Property Taxes \$ 50,000

Public Facilities Capital Outlay Fund, a/c# 4055741023.233957:

1. 58830 – Buildings \$ 50,000

General Fund Planning/Economic Development, a/c# 1015690170.700000:

1. 51000 (Series) – Permanent Employee Wages/Benefits	\$	53,380
2. 52300 – Telecommunications		30
3. 53100 – Office Supplies & Expenses		2,000
4. 53300 – Travel – Staff		1,000

General Fund Finance, a/c# 1015151008.080000:

1. 51000 (Series) – Permanent Employee Wages/Benefits	\$	41,360
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General Fund Information Technology, a/c# 1015145007.070000:

1. 53950 – Computer Equipment	\$	4,000
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