



CITY OF MARSHFIELD
MEETING NOTICE

MEETING AGENDA
FINANCE, BUDGET AND PERSONNEL COMMITTEE
TUESDAY, APRIL 1, 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 March 18, 2014 meeting.
 - b) Approve Bills and Payroll.
 - c) Report of Personnel Actions.
 - d) Monthly Position Control Report.

Recommended Action: Approve the Consent Agenda, as presented.

4. Consideration of items removed from the consent agenda, if any.
5. Request to recommend approval of Resolution No. 2014-23 authorizing use of an alternative financing method, transferring \$140,000 from the Cemetery Perpetual Care Fund to fund the Cemetery Mausoleum Construction project to the Common Council. Presented by Keith Strey, Finance Director.

Recommended Action: Recommend approval of Resolution No. 2014-23 to the Common Council.

6. Request to recommend approval of Budget Resolution No. 7-2014 to establish budgetary authority to transfer \$140,000 from the Cemetery Perpetual Care Fund to the Cemetery Mausoleum Construction project to the Common Council. Presented by Keith Strey, Finance Director.

Recommended Action: Recommend approval of Budget Resolution No. 7-2014 to the Common Council.

7. Request to approve updated Fund Balance Policy 4.310. Presented by Keith Strey, Finance Director.

Recommended Action: Approve updated Fund Balance Policy 4.310.

FINANCE, BUDGET AND PERSONNEL COMMITTEE
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8. Request to approve the classification of the Zoning Administrator position. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve the classification of Zoning Administrator to H on the Non-Represented Compensation Plan.

9. Request to approve the re-titling of the position of Planner/Zoning Administrator to Planner. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve the revision of title for the position of Planner/Zoning Administrator to Planner.

10. Suggested items for future agendas

11. Adjourn.

Posted this day, March 28, 2014 at 4:00 p.m., by Deb Hall, City Clerk

NOTICE

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Deb M. Hall, City Clerk, at 630 South Central Avenue or by calling (715) 384-3636.

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF MARCH 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, Mayor Meyer (arrived at 5:47 p.m.) and City Personnel (Brenda Hanson, Lara Baehr, Lori Belongia, Jason Angell and Lori Panzer).

Citizen Comments

None

City Administrator Barg addressed a question that was raised at the February 18th meeting regarding the approval of the bills. He distributed Section 4-04 from the Municipal Code, Method of approving financial claims and pointed out item #1. It is pretty clear that the intent has always been that the claims will be referred by the Finance Director to the Finance, Budget and Personnel Committee for their review and authorization.

FBP14-015 Motion by Feddick-Goodwin, second by Spiros to approve the items on the consent agenda:

1. Minutes of the February 18, 2014 meeting.
2. Payroll in the amount of \$796,930.17 (February) and the bills in the amount of \$9,194,914.07 (February) and \$652,704.58 (February).
3. Report of Personnel Actions of March 18, 2014.
4. Treasury Reports of January and February 2014.
5. Monthly Position Control Report as of February 28, 2014.

Roll call vote; All Ayes

Motion carried

No items were removed from the consent agenda.

Library Director Lori Belongia presented information about reducing the hours for the current Library Assistant II position and creating a new .4 FTE Library Assistant II position.

FBP14-016 Motion by Spiros, second by Feddick-Goodwin to approve revised Personnel Policy No. 3.560, Group Insurance Programs and revised Policy No. 3.130, Types of Appointment. Roll call vote; All Ayes.

Motion carried

FBP14-017 Motion by Spiros, second by Feddick-Goodwin to recommend approval of Payroll Resolution No. 2014-17 to the Common Council, authorizing performance-based compensation adjustments for non-represented employees. Roll call vote; All Ayes.

Motion carried

FBP14-018 Motion by Feddick-Goodwin, second by Spiros to recommend approval of Payroll Resolution No. 2014-18 to the Common Council, adopting a salary schedule for non-represented policy classification of the City of Marshfield effective July 1, 2014. Roll call vote; All Ayes.
Motion carried

Mayor Meyer arrived at 5:47 p.m.

FBP14-019 Motion by Feddick-Goodwin, second by Workinger to approve revised Personnel Policy No. 3.800, Compensation Plan Administration. Roll call vote; All Ayes.
Motion carried

FBP14-020 Motion by Feddick-Goodwin, second by Spiros to establish the 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 at 3.75%. Roll call vote; All Ayes.
Motion carried

FBP14-021 Motion by Spiros, second by Feddick-Goodwin to recommend approval of Budget Resolution No. 05-2014 to the Common Council, transferring \$28,000 within the Economic Development Fund to allow for continued expenditures for 3 projects. Roll call vote; All Ayes.
Motion carried

FBP14-022 Motion by Workinger, second by Hendler to recommend approval of Budget Resolution No. 06-2014 to the Common Council, 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.

Aldersperson Feddick-Goodwin agreed with parts of Budget Resolution No. 06-2014, but because it is all lumped together she said she couldn't vote for it. The costs of this building are going to entail over the next couple of years and throwing another \$50,000 into relocating the Finance Department is a waste of money. She believes the Finance Department would be more efficient if they were on one floor, but she can't see spending \$50,000 when there is talk about building a different City Hall, moving City Hall, or doing something different within the next couple of years.

Aldersperson Workinger asked for general consent to allow Aldersperson Wagner to comment on Budget Resolution No. 06-2014, since it resulted from the motion he made at the last Common Council meeting.

Aldersperson Wagner said he has been on CIP the past few years and has been among those that questioned how much money we want to stick into City Hall, but the truth of the matter is that there is no 5 year plan for dealing with City Hall. There is a need to do something with the staffing. The staffing study recognized two positions for sure and possibly a third coming up in IT and basically the motion that I made at the Council meeting recognized funding of two of those positions and the space needs recommendation of putting Finance on one floor.

Roll call vote on motion **FBP14-022**: Ayes -3 (Hendler, Spiros, Workinger); Nay – 1 (Feddick-Goodwin).

Motion carried

FUTURE AGENDA ITEMS

None

Motion by Hendler to adjourn at 6:17 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to N/A and General Expense Bills for MARCH, 2014 amounting to **\$1,439,788.02** be allowed paid and charged to their proper accounts.

Chairman

CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL
4/2/2014

PREPAID BILLS
PREPAID BILLS PAID BY CHECK

CK #	CK DATE	VENDOR	AMOUNT
79470	3/21/2014	ADVANCED DISPOSAL SERVICES LLC	\$70,495.04
79471	3/21/2014	APWA-WISCONSIN CHAPTER	\$225.00
79472	3/21/2014	CHARTER COMMUNICATIONS	\$245.16
79473	3/21/2014	FRONTIER	\$593.01
79474	3/21/2014	GANNETT WISCONSIN MEDIA	\$192.02
79475	3/21/2014	E O JOHNSON COMPANY	\$119.00
79476	3/21/2014	MARSHFIELD UTILITIES	\$28,535.32
79477	3/21/2014	SPEE-DEE DELIVERY SERVICE INC	\$91.95
79478	3/21/2014	TELRITE CORPORATION	\$374.64
79479	3/21/2014	WALMART COMMUNITY/GECRB	\$344.35
79480	3/21/2014	WE ENERGIES	\$25,575.99
79481	3/21/2014	WI PARK AND RECREATION ASSN	\$80.00
79482	3/24/2014	DELTA DENTAL OF WISCONSIN	\$13,642.70
79483	3/24/2014	NATIONAL VISION ADMINISTRATORS, LLC	\$1,426.22
TOTAL PREPAID BILLS PAID BY CHECK			\$141,940.40

PREPAID BILLS PAID BY EFT

EFT000000002005	3/24/2014	BALTUS OIL COMPANY INC	\$29,459.44
EFT000000002006	3/24/2014	WOOD CO TREASURER	\$2,377.52
TOTAL PREPAID BILLS PAID BY EFT			\$31,836.96

TOTAL PREPAID BILLS

\$173,777.36

ACH PAYMENTS

3/28/2014	WI DEPT OF REVENUE - SALES TAX	\$434.42
TOTAL ACH PAYMENTS		\$434.42

DIRECT WIRE TRANSFERS

2/28/2014	J P MORGAN CHASE BANK	\$230,837.50
2/27/2014	ASSOCIATED TRUST COMPANY	\$77,598.75
2/27/2014	ASSOCIATED TRUST COMPANY	\$131,536.25
2/28/2014	THE DEPOSITORY TRUST COMPANY	\$3,907,846.25
3/14/2014	STATE TRUST FUND LOAN	\$73,660.89
TOTAL DIRECT WIRE TRANSFERS		\$4,421,479.64

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000002007	4/2/2014	VIDCOM LLC	\$5,955.00
EFT000000002008	4/2/2014	MARY ADLER	\$44.80
EFT000000002009	4/2/2014	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$35.52
EFT000000002010	4/2/2014	GENE ALLAR	\$10,181.21
EFT000000002011	4/2/2014	ARAMARK UNIFORM SERVICES	\$70.74
EFT000000002012	4/2/2014	ATHENS VETERINARY SERVICE INC	\$1,006.90
EFT000000002013	4/2/2014	BAUERNFEIND BUSINESS TECH	\$118.50
EFT000000002014	4/2/2014	ROBERT BEATHARD	\$105.43
EFT000000002015	4/2/2014	BEAVER OF WISCONSIN INC	\$494.75
EFT000000002016	4/2/2014	JEFF BARTH	\$175.00
EFT000000002017	4/2/2014	BOUND TREE MEDICAL, LLC	\$202.02
EFT000000002018	4/2/2014	BRAD BREUER	\$31.86
EFT000000002019	4/2/2014	BRUCE MUNICIPAL EQUIPMENT	\$109.46

EFT000000002020	4/2/2014	STEVE BURNS	\$57.46
EFT000000002021	4/2/2014	CARQUEST AUTO PARTS	\$199.45
EFT000000002022	4/2/2014	CDW GOVERNMENT INC	\$381.22
EFT000000002023	4/2/2014	CENTRAL STATE SUPPLY CORP	\$299.25
EFT000000002024	4/2/2014	CHEM TECH INTERNATIONAL INC	\$50.00
EFT000000002025	4/2/2014	JODY CLEMENTS	\$33.08
EFT000000002026	4/2/2014	CURRENT TECHNOLOGIES INC	\$725.00
EFT000000002027	4/2/2014	DALCO ENTERPRISES, INC.	\$78.50
EFT000000002028	4/2/2014	DEMCO	\$2,030.25
EFT000000002029	4/2/2014	ROY DOLENS	\$32.64
EFT000000002030	4/2/2014	EMPLOYEE BENEFITS CORPORATION	\$386.75
EFT000000002031	4/2/2014	ED ERICKSON	\$115.00
EFT000000002032	4/2/2014	FREMONT INDUSTRIES, INC.	\$5,967.60
EFT000000002033	4/2/2014	GALE/CENGAGE LEARNING	\$38.92
EFT000000002034	4/2/2014	GRAINGER	\$50.22
EFT000000002035	4/2/2014	HALRON LUBRICANTS INC	\$1,105.32
EFT000000002036	4/2/2014	KEVIN HAMILL	\$341.29
EFT000000002037	4/2/2014	HATCH BUILDING SUPPLY	\$11,720.00
EFT000000002038	4/2/2014	HEINZEN PRINTING INC	\$267.00
EFT000000002039	4/2/2014	HOUSE OF HEATING INC	\$120.85
EFT000000002040	4/2/2014	INGRAM LIBRARY SERVICES INC	\$461.89
EFT000000002041	4/2/2014	GARY JEPSEN	\$332.00
EFT000000002042	4/2/2014	DORI KNOFF	\$37.24
EFT000000002043	4/2/2014	KYLE KOZIK	\$79.10
EFT000000002044	4/2/2014	MARAWOOD REAL ESTATE 200 LLC	\$3,002.88
EFT000000002045	4/2/2014	MARSHFIELD AREA YMCA	\$6,000.00
EFT000000002046	4/2/2014	MIDWEST TAPE	\$196.91
EFT000000002047	4/2/2014	MISSISSIPPI WELDERS	\$303.75
EFT000000002048	4/2/2014	MOODY'S INVESTORS SERVICE, INC.	\$10,500.00
EFT000000002049	4/2/2014	MSA PROFESSIONAL SERVICES INC	\$11,447.25
EFT000000002050	4/2/2014	NORTH CENTRAL LABORATORIES	\$566.40
EFT000000002051	4/2/2014	THOMAS OTT	\$457.06
EFT000000002052	4/2/2014	POMP'S TIRE SERVICE INC	\$36.00
EFT000000002053	4/2/2014	POWER PAC INC	\$2,450.08
EFT000000002054	4/2/2014	PROQUEST LLC	\$103.00
EFT000000002055	4/2/2014	REIGEL PLUMBING & HEATING INC	\$911.85
EFT000000002056	4/2/2014	SAFE FAST INC	\$359.29
EFT000000002057	4/2/2014	DANIEL A SALACINSKI	\$201.64
EFT000000002058	4/2/2014	DAVID F SANDERS	\$1,775.00
EFT000000002059	4/2/2014	SCHILLING SUPPLY COMPANY	\$333.36
EFT000000002060	4/2/2014	SCHOOL DISTRICT OF MARSHFIELD	\$2,096.43
EFT000000002061	4/2/2014	SHI INTERNATIONAL CORPORATION	\$1,488.25
EFT000000002062	4/2/2014	SIRCHIE FINGER PRINT LABORATORIES	\$606.00
EFT000000002063	4/2/2014	V & H AUTOMOTIVE MARSHFIELD	\$4,082.79
EFT000000002064	4/2/2014	V & H INC	\$2,079.08
EFT000000002065	4/2/2014	JAMES BENSON	\$100.00
EFT000000002066	4/2/2014	JEFF WEINFURTNER	\$34.72
EFT000000002067	4/2/2014	WOOD CO HIGHWAY DEPARTMENT	\$2,100.00
EFT000000002068	4/2/2014	ZARNOTH BRUSH WORKS	\$1,033.95
EFT000000002069	4/2/2014	BRUCE TIBBETT	\$50.38
EFT000000002070	4/2/2014	VIDCOM LLC	\$3,155.25
EFT000000002071	4/2/2014	JASON ANGELL	\$134.40
EFT000000002072	4/2/2014	STEVE BARG	\$235.25
EFT000000002073	4/2/2014	TERRY CHRISTENSEN	\$40.00
EFT000000002074	4/2/2014	MATT J CHURKEY	\$94.08
EFT000000002075	4/2/2014	MERKEL COMPANY INC	\$305.95
EFT000000002076	4/2/2014	MIDSTATE TRUCK SERVICE	\$18.02
EFT000000002077	4/2/2014	ERIC WENDELL	\$94.08
		TOTAL CURRENT BILLS PAID BY EFT	\$99,834.32

CURRENT BILLS PAID BY CHECK

CK #	CK DATE	VENDOR	AMOUNT
79484	4/2/2014	5 ALARM FIRE & SAFETY EQUIPMNT	\$193.14
79485	4/2/2014	ABR EMPLOYMENTSERVICES	\$649.80
79486	4/2/2014	ADVANCED GRAPHIX INC	\$1,094.00
79487	4/2/2014	AMANDA ALCORTA	\$100.00
79488	4/2/2014	AMAZON	\$780.26
79489	4/2/2014	AMERICAN ASPHALT OF WI	\$3,789.45
79490	4/2/2014	AMERICAN PLANNING ASSOCIATION	\$280.00
79491	4/2/2014	AMERIGAS-RUDOLPH	\$1,392.11
79492	4/2/2014	ASSOCIATED SERVICE CENTER	\$425.77
79493	4/2/2014	AUDIO EDITIONS	\$147.69
79494	4/2/2014	B & D LOCK SHOP	\$57.85
79495	4/2/2014	B & M TECHNICAL SERVICES INC	\$760.00
79496	4/2/2014	BRUCE TIBBETT JR.	\$52.00
79497	4/2/2014	BADGER FLEET SOLUTIONS LLC	\$224.55
79498	4/2/2014	BAKER AND TAYLOR INC	\$2,027.88
79499	4/2/2014	BAY STEEL & FABRICATION LLC	\$13.28
79500	4/2/2014	BB COMMUNITY LEASING SERVICES INC	\$1,242.43
79501	4/2/2014	HEATHER BONKOSKI	\$100.00
79502	4/2/2014	BROOKS TRACTOR INC	\$3,993.81
79503	4/2/2014	CENTRAL WI COOPERATIVE	\$466.30
79504	4/2/2014	CHARTER COMMUNICATIONS	\$15.21
79505	4/2/2014	COUNTRY INN & SUITES APPLETON	\$210.00
79506	4/2/2014	CTL COMPANY INC	\$193.90
79507	4/2/2014	CUMMINS NPOWER LLC	\$2,272.43
79508	4/2/2014	DELL COMPUTER CORPORATION	\$2,069.63
79509	4/2/2014	DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES	\$35.00
79510	4/2/2014	DON'S AUTOMOTIVE CENTER, LLC	\$360.00
79511	4/2/2014	DUFFY'S AIRCRAFT SALES	\$6,073.51
79512	4/2/2014	FABCO EQUIPMENT INC	\$6,251.17
79513	4/2/2014	FASTENAL COMPANY	\$297.22
79514	4/2/2014	FESTIVAL FOODS	\$529.05
79515	4/2/2014	FIRE APPARATUS & EQUIP INC	\$47.03
79516	4/2/2014	JAYNE FRAHMANN	\$100.00
79517	4/2/2014	BRADLY A JANECEK	\$45.00
79518	4/2/2014	FRONTIER	\$254.36
79519	4/2/2014	SHIRLEY GELDERNICK	\$100.00
79520	4/2/2014	GROSS MOTORS OF MARSHFIELD INC	\$384.88
79521	4/2/2014	ALYSHA HEERSMA	\$100.00
79522	4/2/2014	HILLER'S HARDWARE INC	\$540.33
79523	4/2/2014	JAMES HILLER	\$89.19
79524	4/2/2014	INTERNATIONAL CODE COUNCIL INC	\$125.00
79525	4/2/2014	JEMS	\$44.00
79526	4/2/2014	JG UNIFORMS INC	\$132.65
79527	4/2/2014	JONES & BARTLETT LEARNING LLC	\$178.00
79528	4/2/2014	ADITYA JOSSI	\$100.00
79529	4/2/2014	KALAHARI RESORT	\$140.00
79530	4/2/2014	PETER A KASTENHOLZ	\$478.40
79531	4/2/2014	KOHS MACHINE SHOP	\$192.00
79532	4/2/2014	JOSH KROENING	\$100.00
79533	4/2/2014	ELMER LAMBERT	\$100.00
79534	4/2/2014	THE TOWNSHIP OF LINCOLN	\$199.00
79535	4/2/2014	LWMMI	\$1,000.00
79536	4/2/2014	MAID TO ORDER	\$200.00
79537	4/2/2014	MARATHON COUNTY REGISTER-DEEDS	\$30.00
79538	4/2/2014	MARSHFIELD CITY GARAGE	\$11.79
79539	4/2/2014	MARSHFIELD CLINIC	\$1,776.81
79540	4/2/2014	MARSHFIELD PUBLIC LIBRARY	\$23.37

CK #	CK DATE	VENDOR	AMOUNT
79541	4/2/2014	MENARDS	\$591.20
79543	4/2/2014	MILLER BRADFORD AND RISBERG	\$348.52
79544	4/2/2014	MILWAUKEE RUBBER PRODUCTS	\$622.48
79545	4/2/2014	MINISTRY ST JOSEPH'S HOSPITAL	\$2,348.85
79546	4/2/2014	MINNESOTA LIFE INSURANCE CO	\$876.75
79547	4/2/2014	JANICE MOEN	\$12.92
79548	4/2/2014	NAPA AUTO PARTS	\$169.22
79549	4/2/2014	NATIONAL GOVERNMENT SERVICES	\$277.95
79550	4/2/2014	THE NEW YORK TIMES	\$858.00
79551	4/2/2014	NORTH STAR FLAGS	\$391.00
79552	4/2/2014	ODONNELL LOCKSMITHING SERVICE	\$24.00
79553	4/2/2014	OFFICE SUPPLIES 2 U INC	\$188.53
79554	4/2/2014	RAY M POEPEL	\$279.00
79555	4/2/2014	CHERYL A PETERS	\$100.00
79556	4/2/2014	PAUL KNAUF	\$1,408.60
79557	4/2/2014	EUGENE PERLOCK	\$104.80
79558	4/2/2014	PRIME MEDIA ACQUISITION CORPORATION	\$318.90
79559	4/2/2014	JEFFREY NIKOLAI	\$83.53
79560	4/2/2014	KRISTA REINART	\$100.00
79561	4/2/2014	RETTLER CORPORATION	\$1,800.00
79562	4/2/2014	RHODE ISLAND NOVELTY	\$246.60
79563	4/2/2014	RODENTPRO	\$1,746.15
79564	4/2/2014	RUNNING INC	\$29,619.81
79565	4/2/2014	SALEM PRESS INC	\$361.25
79566	4/2/2014	SCHREINERS PLUMBING & HEATING, LLC	\$126.90
79567	4/2/2014	SCS ENGINEERS	\$1,045.94
79568	4/2/2014	SERVICEMASTER	\$4,855.63
79569	4/2/2014	SOUTH CENTRAL LIBRARY SYSTEM	\$15,000.00
79570	4/2/2014	ST JOSEPH'S HOSPITAL-CHIPPEWA FALLS	\$68.50
79571	4/2/2014	STRAND ASSOCIATES INC	\$378.53
79572	4/2/2014	TEAM SPORTING GOODS INC	\$589.00
79573	4/2/2014	TOTAL TOOL SUPPLY INC	\$18.75
79574	4/2/2014	THERESA TRACY	\$188.34
79575	4/2/2014	UNIFIRST CORPORATION	\$267.09
79576	4/2/2014	THE UNIFORM SHOPPE	\$419.95
79577	4/2/2014	UNIQUE MANAGEMENT SERVICES INC	\$44.75
79578	4/2/2014	UNITED MAILING SERVICE INC	\$580.63
79579	4/2/2014	UNIVERSAL INC/SUBWAY	\$13.75
79580	4/2/2014	USDA APHIS REAC ANIMAL CARE	\$235.00
79581	4/2/2014	VITAL COMMUNICATION	\$30.00
79582	4/2/2014	WALMART COMMUNITY/GEGRB	\$73.32
79583	4/2/2014	WE ENERGIES	\$982.09
79584	4/2/2014	WEPAK-N-SHIP	\$51.36
79585	4/2/2014	WHEELERS GM OF MARSHFIELD INC	\$69.38
79586	4/2/2014	JENNIFER WHITE	\$45.00
79587	4/2/2014	WI IAAI	\$500.00
79588	4/2/2014	CITY OF WISCONSIN RAPIDS	\$60.00
79589	4/2/2014	ZOLL DATA SYSTEMS, INC	\$2,230.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$113,341.22
		TOTAL CURRENT BILLS	\$213,175.54
		TOTAL PREPAID BILLS	\$173,777.36
		TOTAL ACH PAYMENTS	\$434.42
		TOTAL DIRECT WIRE TRANSFERS	\$4,421,479.64
		TOTAL CURRENT BILLS	\$213,175.54
		GRAND TOTAL BILLS	\$4,808,866.96

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF APRIL 1, 2014

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

Will Guensburg	Street Division Classification II - Laborer	March 25, 2014
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RETIREMENT:

None

Resignation

PROMOTION:

None

COMPLETION OF
PROBATIONARY
PERIOD

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF MARCH 31, 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
Administrator Total			2.50		
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
Assessor Total			3.60		
Cemetery		Cemetery Caretaker Assistant	1.00	BRAUNSKY	WILLIAM
Cemetery		Cemetery Coordinator/Caretaker	1.00	BALTUS	MICHAEL
Cemetery Total			2.00		
Clerk		City Clerk	1.00	HALL	DEBORAH
Clerk		Deputy Clerk	1.00	PANZER	LORI
Clerk Total			2.00		
Finance		Accounting Clerk	0.50	OPPMAN	JOANN
Finance		Accounting Clerk	1.00	LINDGREN	KATHLEEN
Finance		Accountant	1.00	VACANT	
Finance		Payroll Technician	1.00	MICHALIK	JANETTE
Finance		Accounting Technician	0.80	RINDFLEISCH	MARILYN
Finance		Payroll Technician	1.00	SCHOOLEY	ROBERT
Finance		Assistant Finance Director	1.00	HANSON	BRENDA
Finance		Finance Director	1.00	STREY	KEITH
Finance Total			7.30		
Fire		Deputy Fire Chief	1.00	DEGRAND	CRAIG
Fire		Deputy Fire Chief	1.00	DOLENS	ROY
Fire		Deputy Fire Chief	1.00	ERICKSON	EDWIN
Fire		Deputy Fire Chief	1.00	OWEN	SCOTT
Fire		Deputy Fire Chief	1.00	CLEMENTS	JODY
Fire		Fire Chief	1.00	HAIGHT	ROBERT
Fire		Firefighter	1.00	BARTH	JEFFREY
Fire		Firefighter	1.00	BAUER	RODNEY
Fire		Firefighter	1.00	BREUER	BRAD
Fire		Firefighter	1.00	CHRISTOPHER	LANCE
Fire		Firefighter	1.00	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 KARNOWSKI	MATTHEW
Fire	Firefighter Paramedic	1.00 VACANT	
Fire	Firefighter Paramedic	1.00 TENNESSEN	SAMUEL
Fire	Administrative Assistant III	1.00 BERGER	SUZANNE
Fire Total		37.00	
Technology	Technology Analyst	1.00 WESTMAN	ERIK
Technology	Technology Analyst	1.00 SUTTON	MATTHEW
Technology	Technology Director	1.00 NG	ENG
Information Technology Total		3.00	
Library	Adult Services Supervisor Lib	1.00 ADLER	MARY LOU
Library	Asst Dir./Tech. Srvs Supervisor	1.00 BAKER	KATHLEEN
Library	Childrens' Services Supervisor	1.00 ROPSON	KIM
Library	Library Assistant II	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 Specialst III	1.00 SCHULTZ	ROBERT
Library	Library Specialst III	1.00 STEELE	PATRICIA
Library	Library Systems Analyst	1.00 MADER	ROBERT
Library Total		16.725	
Mayor	Administrative Assistant III	0.50 KROGMAN	AMY
Mayor	Mayor	0.50 MEYER	CHRISTOPHER
Mayor Total		1.00	
Municipal Court	Municipal Court Clerk	0.75 CARLSON	SUSAN
Municipal Court Total		0.75	
Parks & Recreation	Classification II	1.00 ADAMSKI	CHARLES
Parks & Recreation	Classification II	1.00 ROGERS	DANIEL
Parks & Recreation	Classification II	1.00 WEINFURTNER	JEFFREY
Parks & Recreation	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
Parks & Recreation Total		9.00	
Planning	Director of Planning/Econ Dev	1.00 ANGELL	JASON
Planning	Planner/Zoning Administrator	1.00 MILLER	JOSHUA
Planning	GIS Coordinator	1.00 BUEHLER	DAVID
Planning	Zoning Administrator	1.00 VACANT	

Planning Total

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

4.00**48.00****Police Total**

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	GUENSBURG	WILL
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

191.375



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH STREY, FINANCE DIRECTOR
SUBJECT: ALTERNATE FINANCING FOR CEMETERY MAUSOLEUM CONSTRUCTION; RESOLUTION 2014-23 AND BUDGET RESOLUTION 7-2014
DATE: 3/28/2014

BACKGROUND

The Monday, February 17, 2014 Board of Public Works meeting agenda included an item to discuss construction of a new cemetery mausoleum as recommended by Cemetery Coordinator Mike Baltus. Attached is a copy of the memo included in that meeting packet for discussion. The Board of Public Works passed motion PW14-21 directing staff to draft a resolution to transfer up to \$140,000 for this project.

ANALYSIS

Attached are Resolution 2014-23 and Budget Resolution 7-2014. Resolution 2014-23, if approved, would authorize transfer of \$140,000 from the Cemetery Perpetual Fund to the Cemetery Mausoleum construction project as an alternative financing method. Budget Resolution 7-2014, if approved, would establish budgetary authority for this transfer and related project expenditures. This transfer of funds is intended to be a loan from the Cemetery Perpetual Care Fund and will be repaid like 2014 capital projects using General Obligation debt over a ten year term with an interest rate of 1.75%, matching the interest rate charged to the City of Marshfield for its 2014 debt sale in March. As of December 31, 2013, the Cemetery Perpetual fund had a balance of \$209,026.50 in cash and investments available to use for these purposes. The funding source for the annual payments to the Cemetery Perpetual Care fund over the 10-year repayment period will be cemetery sale revenues.

RECOMMENDATION

I recommend approval of:

1. Resolution 2014-23 authorizing use of an alternative financing method, transferring \$140,000 from the Cemetery Perpetual Care Fund to fund the Cemetery Mausoleum Construction project
2. Budget Resolution 7-2014 to establish budgetary authority to transfer \$140,000 from the Cemetery Perpetual Care Fund to the Cemetery Mausoleum Construction project

Concurrence - Steve Barg
City Administrator

RESOLUTION 2014-23

A resolution authorizing the City Finance Director to transfer \$140,000 from the Cemetery Perpetual Care Fund as an alternate financing method for the Cemetery Mausoleum construction project.

WHEREAS, the Cemetery Coordinator recommends construction of a new Cemetery Mausoleum; and

WHEREAS, the Board of Public Works discussed this during its February 17, 2014 meeting; and

WHEREAS, the Board of Public Works passed motion PW 14-21 directing staff to draft a resolution to transfer up to \$140,000 from the Cemetery Perpetual Care Fund to be paid back through sales of burial spaces; and

WHEREAS, the City Finance Director is recommending repayment terms of 10 years at an interest rate of 1.75% to match the City’s General Obligation debt sale in March 2014 for capital projects;

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

1. That the recommended alternate financing method for the Cemetery Mausoleum construction project and repayment schedule, set forth in Exhibit “A” attached hereto, from sales of burial spaces is authorized; and
2. That the City Finance Director is hereby authorized and directed to transfer \$140,000 from the Cemetery Perpetual Care Fund to the Cemetery Mausoleum construction project.

ADOPTED _____

Mayor

APPROVED _____ ATTESTS: _____

City Clerk

BUDGET RESOLUTION NO. 07-2014

A resolution changing the 2014 budget of the City of Marshfield, Wisconsin.

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the sum of \$140,000 is hereby transferred from the Cemetery Perpetual Care Fund Budget, a/c # 8015900008.080405 to the Public Facilities Capital Outlay Fund, Cemetery Mausoleum Project, a/c # 4055751051.514401.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
Mayor

APPROVED _____
Attest – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 07-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

<u>Cemetery Perpetual Care Fund, a/c# 8014900008.080000:</u>		
1. 49300 – Fund Balance Applied	\$	140,000
<u>Cemetery Perpetual Care Fund, a/c# 8015900008.080405:</u>		
1. 59240405 – Transfer to Capital Project Fund	\$	140,000

TRANSFERRED TO:

<u>Public Facilities Capital Outlay Fund, a/c# 4054900008.080801:</u>		
1. 49280 – Transfer from Trust & Agency Fund	\$	140,000
<u>Public Facilities Capital Outlay Fund, a/c# 4055751051.514401:</u>		
1. 58830 – Buildings	\$	140,000

* * * * *

To: Board of Public Works Members

From: Mike Baltus, Cemetery Coordinator

Re: Mausoleum Addition

Last July 15, 2013 Public Works meeting the staff was asked to look into a way to finance a new mausoleum. At this time we are ready to move forward with this project, by borrowing the funds from the Cemetery Perpetual Care fund. After checking with the City Attorney and the City Finance Director, this is an acceptable practice, and is used within the Cemetery Industry. We feel this project will be able to pay back the loan, and be a welcome addition to the cemetery revenues. It will also give the public a complete choice between above or below ground burials.

What I'm asking for today is approval to generate a Resolution outlining our plan to borrow up to \$140,000.00 from the Care fund for this project, and our plan for pay back of these funds to present for full Council approval.

BOARD OF PUBLIC WORKS MINUTES
OF FEBRUARY 17, 2014

Meeting called to order by Chairman Feirer at 5:30 PM in the Council Chambers of City Hall Plaza.

PRESENT: Mike Feirer, Tom Buttke, Gary Cummings, Gordon Earll and Ed Wagner

EXCUSED: None

ALSO PRESENT: City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Cemetery Coordinator Baltus; the media; and others.

PW14-20 Motion by Cummings, second by Earll to recommend approval of the minutes of the February 3, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments – None

* **PW14-21** Motion by Buttke, second by Earll to recommend directing staff to draft a resolution to transfer up to \$140,000 from the Cemetery Perpetual Care Fund to finance construction of a new mausoleum, with proceeds to be paid back through sale of burial spaces and refer to the Common Council for consideration.

Motion Carried

PW14-22 Motion by Buttke, second by Wagner to recommend approval to decommission the Vaughn Hansen Committal Chapel at the Cemetery effective immediately and to consider funding removal of the building in the 2015 budget.

Motion Carried

PW14-23 Motion by Cummings, second by Wagner to recommend revising the draft Special Assessment Hardship Ordinance with the proposed changes as discussed and recommend that this ordinance be brought back to a future Board of Public Works meeting for approval. The Board would also like to review the application at that time.

Motion Carried

PW14-24 Motion by Buttke, second by Cummings to recommend approval of the right-of-way plat and Relocation Order for acquisition of property for Hume Avenue north of McMillan Street as presented and refer the Relocation Order to the Common Council for consideration.

Motion Carried

The Board of Public Works discussed the curb and gutter survey results for various 2014 mill-in-place projects.

PW14-25 Motion by Cummings, second by Earll to recommend proceeding with mill-in-place asphalt paving projects on Cherry Avenue (Cleveland Street to Edison Street), Hardacre Avenue (5th Street to 6th Street), State Avenue (4th Street to Adler Road) and Wisconsin Avenue (6th Street to Adler Road) as originally planned

Motion Carried

City Engineer Turchi updated the Board of Public Works on railroad crossing traffic signal operations. This was an informational item only.

Cemetery Care Perpetual Fund Loan - EXHIBIT A

Compound Period : Annual

Nominal Annual Rate : 1.750 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	07/01/2014	140,000.00	1		
2 Payment	07/01/2015	15,382.55	10	Annual	07/01/2024

AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 07/01/2014				140,000.00
2014 Totals	0.00	0.00	0.00	
1 07/01/2015	15,382.55	2,450.00	12,932.55	127,067.45
2015 Totals	15,382.55	2,450.00	12,932.55	
2 07/01/2016	15,382.55	2,223.68	13,158.87	113,908.58
2016 Totals	15,382.55	2,223.68	13,158.87	
3 07/01/2017	15,382.55	1,993.40	13,389.15	100,519.43
2017 Totals	15,382.55	1,993.40	13,389.15	
4 07/01/2018	15,382.55	1,759.09	13,623.46	86,895.97
2018 Totals	15,382.55	1,759.09	13,623.46	
5 07/01/2019	15,382.55	1,520.68	13,861.87	73,034.10
2019 Totals	15,382.55	1,520.68	13,861.87	
6 07/01/2020	15,382.55	1,278.10	14,104.45	58,929.65
2020 Totals	15,382.55	1,278.10	14,104.45	
7 07/01/2021	15,382.55	1,031.27	14,351.28	44,578.37
2021 Totals	15,382.55	1,031.27	14,351.28	
8 07/01/2022	15,382.55	780.12	14,602.43	29,975.94
2022 Totals	15,382.55	780.12	14,602.43	
9 07/01/2023	15,382.55	524.58	14,857.97	15,117.97
2023 Totals	15,382.55	524.58	14,857.97	
10 07/01/2024	15,382.55	264.58	15,117.97	0.00
2024 Totals	15,382.55	264.58	15,117.97	
Grand Totals	153,825.50	13,825.50	140,000.00	



City of
Marshfield
Memorandum

DATE: April 1, 2014
TO: Finance, Budget and Personnel Committee
FROM: Lara Baehr, Human Resources Manager
RE: Classification of Zoning Administrator and Retitling of Planner/Zoning Administrator

BACKGROUND

The Common Council recently approved and funded a new position titled Zoning Administrator. Once approved, new positions follow Personnel Policy No. 3.800, Compensation Plan for classification in the City non-represented compensation plan. The Job Evaluation System starts with the supervisor completing a Job Description Questionnaire (JDQ).

ANALYSIS

The Job Evaluation System defines five key job-related factors that are measured. The five key factors are: Formal Preparation and Experience, Decision Making (Impact), Thinking Challenges and Problem Solving, Interactions and Communication, and Work Environment. Attached is the Zoning Administrator job description.

Consultant Katie McCloskey with Carlson Dettmann reviewed the information submitted and recommends that the position of Zoning Administrator be classified at pay grade H. With the new position of Zoning Administrator, it is also appropriate to retitle the position of Planner/Zoning Administrator to City Planner. The revised job duties for the position of City Planner will also go through a classification review process over the upcoming weeks with any recommended changes being brought back to the FBP for approval. A revised copy of the City's approved 2014 compensation plan is attached and details positions and levels of compensation for each position at minimum, control point and maximum.

RECOMMENDATION

I recommend that the Finance, Budget and Personnel Committee approve:

- Classification of Zoning Administrator to pay grade H.
- Retitling of Planner/Zoning Administrator to City Planner.

Attachments

Concurrence: 
Steve Barg, City Administrator



JOB TITLE: Zoning Administrator
DEPARTMENT: Planning
SUPERVISOR: Director of Planning and Economic Development
COMPENSATION GRADE: H

JOB SUMMARY

The purpose of the Zoning Administrator position is to administer the city zoning ordinances, as well as to assist the City Planner and Director with planning and economic development related issues. Ordinance administration includes ordinance interpretation, review of requests for zoning changes, variances, conditional use permits, sign permits, and ordinance enforcement activities. Planning-related duties include assisting the City Planner with short and long-range planning and the Director with economic development projects related to the Comprehensive Plan, boundary agreements, business and industrial park development and various special projects.

JOB DESCRIPTION

Task No.	Description	Frequency
1.	Serves as customer service contact for zoning and other related inquiries.	20%
2.	Administers and enforces the City zoning ordinance. Assists with reviews and issuing requests for zoning changes, conditional use permits, variances, and sign permits to ensure conformity with the ordinance. Inspects and Code Enforcement.	20%
3.	Prepares Staff Reports for Historic Preservation Committee, Plan Commission, and Zoning Board of Appeals.	20%
4.	Serves as point of contact in coordinating code enforcement through-out the organization.	15%
5.	Assists City Planner with planning-related projects such as the Comprehensive Plan, boundary agreements and assisting other departments with planning related projects.	10%

6.	Research and prepare studies on planning, economic development and code enforcement issues.	10%
7.	Develop educational materials and update applications.	5%
8.	Perform related duties as required.	

REQUIRED QUALIFICATIONS

Bachelor's degree in Urban or Regional Planning with emphasis in land use planning or related field required. Position requires a self-motivated individual with excellent written and oral communication skills; good knowledge of the principles and practices of planning and zoning; strong analytical ability; strong customer service skills; experience in technical report preparation, data collection, public presentations, and software applications. Experience working in municipal government and GIS is desirable.



Job Title	Department	Grade	1-Jul-14								
			One year apart						Two years apart		
			Step 1	Step 2	Step 3	Control Point Step 4	Step 5	Step 6	Step 7	Step 8	Maximum Step 9
Administrative Assistant I Custodian	Police	C	92.5% \$15.27	95.0% \$15.69	97.5% \$16.10	100.0% \$16.51	102.5% \$16.93	105.0% \$17.34	107.5% \$17.76	110.0% \$18.17	112.5% \$18.57
Cemetery Caretaker Assistant Streets/Parks & Rec Classification One	Cemetery 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.

Job Title	Department	Grade	1-Jul-14								
			One year apart						Two years apart		
			Step 1	Step 2	Step 3	Control Point	Step 4	Step 5	Step 6	Step 7	Step 8
			92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%

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