



CITY OF MARSHFIELD

MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, MAY 6, 2014**

**Council Chambers, Lower Level, City Hall Plaza
5:30 p.m.**

AGENDA

1. Call to Order – Chris Meyer, Mayor
2. Election of Chair
3. Election of Vice-Chair
4. Citizen Comments
5. Consent Agenda
 - a) Approval of minutes of April 1, 2014 meeting.
 - b) Approve Bills and Payroll.
 - c) Report of Personnel Actions.
 - d) Monthly Position Control Report.
 - e) Treasury Report.

Recommended Action: Approve the Consent Agenda, as presented.

6. Consideration of items removed from the consent agenda, if any.
7. Discuss possible advance of funds to cover future pledged payments for Library & Community Center. Presented by Steve Barg, City Administrator.

Recommended Action: Discretion of the Committee.

8. Request to approve revised Common Council Policy No. 1.320, Title VI Customer Complaint Procedures and Title VI Plan. Presented by Brenda Hanson, Assistant Finance Director.

Recommended Action: Approve Revised Common Council Policy No. 1.320 and Title VI Plan.

9. Request to approve revised Personnel Policy No 3.820, Overtime/Call-in/Captive Time Pay for Non-exempt Personnel. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve revised Personnel Policy No. 3.820.

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MAY 6, 2014

10. Request to approve the classification of the Accountant position. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve the classification of Accountant to pay grade "H" on the Non-Represented Compensation Plan.

11. Request to approve revised Personnel Policy No. 3.875, Reimbursed Expenses and Deletion of Finance Policy No. 4.170, City-Owned Vehicles for Out of City Travel. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve Revised Personnel Policy No. 3.875 and Delete Finance Policy No. 4.170.

12. Request to recommend approval of Budget Resolution No. 09-2014, transferring \$23,555 within the Fire Protection budget for the purchase of UHF portable radios and aerial work platform lift. Presented by Bob Haight, Fire Chief.

Recommended Action: Recommend approval of Budget Resolution No. 09-2014 to the Common Council.

13. Request to approve 2015 Budget calendar. Presented by Steve Barg, City Administrator.

Recommended Action: Approve the 2015 Budget Calendar.

14. Adjourn to closed session pursuant to Wisconsin Statutes 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." Specifically, the City Administrator has requested a closed session to discuss collective bargaining strategy with Firefighters Local 1021, IAFF.

15. Reconvene into open session

16. Actions on matters discussed in closed session, if appropriate.

17. Suggested items for future agendas

18. Adjourn.

Posted this day, May 2, 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 APRIL 1, 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 and Peter Hendler.

ABSENT: Alderperson Robert Workinger

ALSO PRESENT: Alderpersons Wagner and Earll, City Administrator Barg and City Personnel (Keith Strey, Brenda Hanson, Lara Baehr, Mike Baltus and Deb Hall).

Citizen Comments

None

FBP14-023 Motion by Spiros, second by Feddick-Goodwin to approve the items on the consent agenda:

1. Minutes of the March 18, 2014 meeting.
2. Bills in the amount of \$1,439,788.02
3. Report of Personnel Actions of April 1, 2014.
4. Monthly Position Control Report as of March 31, 2014.

Roll call vote; All Ayes

Motion carried

No items were removed from the consent agenda.

FBP14-024 Motion by Feddick-Goodwin, second by Spiros to recommend approval of Resolution No. 2014-23 to the Common Council, authorizing the use of an alternative financing method, transferring \$140,000 from the Cemetery Perpetual Care Fund to fund the Cemetery Mausoleum Construction project.

Motion carried

FBP14-025 Motion by Feddick-Goodwin, second by Spiros to recommend approval of Budget Resolution No. 7-2014 to the Common Council, establishing budgetary authority to transfer \$140,000 from the Cemetery Perpetual Care Fund to the Cemetery Mausoleum Construction project.

Motion carried

FBP14-026 Motion by Spiros, second by Feddick-Goodwin to approve the updated Fund Balance Policy 4.310.

Motion carried

FBP14-027 Motion by Spiros, second by Feddick-Goodwin to approve the classification of Zoning Administrator to pay grade H on the Non-Represented Compensation Plan.

Motion carried

FBP14-028 Motion by Feddick-Goodwin, second by Spiros to approve retitling the position of Planner/Zoning Administrator to Planner.

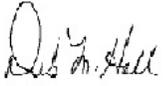
Motion carried

FUTURE AGENDA ITEMS

None

Motion by Feddick-Goodwin, second by Spiros to adjourn at 5:50 p.m.

Motion carried

A handwritten signature in cursive script, appearing to read "Deb M. Hall".

Deb M. Hall
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **\$809,242.13** and General Expense Bills for MARCH, 2014 amounting to **\$540,741.42** be allowed paid and charged to their proper accounts.

Chairman

CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL
4/16/2014

PREPAID BILLS
PREPAID BILLS PAID BY CHECK

CK#	CK DATE	VENDOR	AMOUNT
79596	4/4/2014	CENTRAL STATES WATER ENVIRONMENT	\$445.00
79597	4/4/2014	CHARTER COMMUNICATIONS	\$258.95
79598	4/4/2014	EARTH INC	\$19,460.00
79599	4/4/2014	FRONTIER	\$1,510.58
79600	4/4/2014	GANNETT WISCONSIN MEDIA	\$1,241.74
79601	4/4/2014	E O JOHNSON COMPANY	\$616.00
79602	4/4/2014	TDS TELECOM	\$701.13
79603	4/4/2014	TELRITE CORPORATION	\$34.08
79604	4/4/2014	US CELLULAR	\$875.00
79605	4/4/2014	US CELLULAR	\$1,730.43
79606	4/4/2014	WE ENERGIES	\$33.33
79607	4/4/2014	WI DNR	\$140.00
79608	4/7/2014	MINNESOTA LIFE INSURANCE CO	\$5,225.32
79609	4/7/2014	WEA INSURANCE TRUST	\$213,266.86
TOTAL PREPAID BILLS PAID BY CHECK			\$245,538.42

CURRENT BILLS
CURRENT BILLS PAID BY EFT

EFT000000002079	4/16/2014	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$79.94
EFT000000002080	4/16/2014	AIR COMMUNICATIONS OF CENTRAL	\$2,022.90
EFT000000002081	4/16/2014	GENE ALLAR	\$9,084.89
EFT000000002082	4/16/2014	ARAMARK UNIFORM SERVICES	\$70.74
EFT000000002083	4/16/2014	LORI BELONGIA	\$76.40
EFT000000002084	4/16/2014	BENDLIN FIRE EQUIPMENT CO INC	\$208.38
EFT000000002085	4/16/2014	BRUCE MUNICIPAL EQUIPMENT	\$601.74
EFT000000002086	4/16/2014	CARQUEST AUTO PARTS	\$1,094.17
EFT000000002087	4/16/2014	CDW GOVERNMENT INC	\$427.19
EFT000000002088	4/16/2014	CENTRAL BURNER & BOILER INC	\$112.01
EFT000000002089	4/16/2014	CENTRAL STATE SUPPLY CORP	\$168.30
EFT000000002090	4/16/2014	JODY CLEMENTS	\$650.00
EFT000000002091	4/16/2014	DALCO ENTERPRISES, INC.	\$664.32
EFT000000002092	4/16/2014	ED ERICKSON	\$681.35
EFT000000002093	4/16/2014	WILLIAM FRUEHBRODT	\$15.12
EFT000000002094	4/16/2014	GALLS LLC	\$73.94
EFT000000002095	4/16/2014	GRAINGER	\$18.67
EFT000000002096	4/16/2014	RICHARD GRAMZA	\$219.06
EFT000000002097	4/16/2014	DEB HALL	\$106.20
EFT000000002098	4/16/2014	AMANDA HELKE	\$15.68
EFT000000002099	4/16/2014	HOUSE OF HEATING INC	\$187.80
EFT000000002100	4/16/2014	INGRAM LIBRARY SERVICES INC	\$18.98
EFT000000002101	4/16/2014	INNOVATIVE MACHINE SPEC INC	\$99.00
EFT000000002102	4/16/2014	KELBE BROTHERS EQUIPMENT INC	\$453.42
EFT000000002103	4/16/2014	JAMIE KIZER	\$93.89
EFT000000002104	4/16/2014	LAWSON PRODUCTS INC	\$523.36

EFT000000002105	4/16/2014	MCMASTER-CARR	\$369.60
EFT000000002106	4/16/2014	MERKEL COMPANY INC	\$49.50
EFT000000002107	4/16/2014	MIDSTATE TRUCK SERVICE	\$160.00
EFT000000002108	4/16/2014	MIDWEST TAPE	\$795.63
EFT000000002109	4/16/2014	JOSH MILLER	\$111.51
EFT000000002110	4/16/2014	MISSISSIPPI WELDERS	\$313.49
EFT000000002111	4/16/2014	MSA PROFESSIONAL SERVICES INC	\$4,645.00
EFT000000002112	4/16/2014	ALLAN NIENAST	\$75.00
EFT000000002113	4/16/2014	NELSON JAMESON INC	\$147.02
EFT000000002114	4/16/2014	ENG KWEE NG	\$175.00
EFT000000002115	4/16/2014	ORRIN NINNEMAN	\$1,324.97
EFT000000002116	4/16/2014	NORTHERN SAFETY CO INC	\$125.86
EFT000000002117	4/16/2014	SCOTT OWEN	\$30.00
EFT000000002118	4/16/2014	LORI PANZER	\$50.41
EFT000000002119	4/16/2014	RICHARD POKORNY	\$198.62
EFT000000002120	4/16/2014	POMP'S TIRE SERVICE INC	\$3,321.38
EFT000000002121	4/16/2014	POWER PAC INC	\$479.65
EFT000000002122	4/16/2014	PRO ONE JANITORIAL, INC.	\$479.00
EFT000000002123	4/16/2014	QUILL CORPORATION	\$105.83
EFT000000002124	4/16/2014	REIGEL PLUMBING & HEATING INC	\$31.23
EFT000000002125	4/16/2014	RIPP DISTRIBUTING COMPANY INC	\$22.25
EFT000000002126	4/16/2014	SAFE FAST INC	\$53.55
EFT000000002127	4/16/2014	TRAVIS SHERDEN	\$92.33
EFT000000002128	4/16/2014	SHERWIN WILLIAMS COMPANY	\$19.89
EFT000000002129	4/16/2014	SHI INTERNATIONAL CORPORATION	\$2,108.37
EFT000000002130	4/16/2014	SOUNDWORKS SYSTEMS INC	\$212.41
EFT000000002131	4/16/2014	BENJAMIN STEINBACH	\$323.64
EFT000000002132	4/16/2014	JENNIFER TRELKA	\$79.04
EFT000000002133	4/16/2014	TOM TURCHI	\$100.00
EFT000000002134	4/16/2014	V & H AUTOMOTIVE MARSHFIELD	\$235.89
EFT000000002135	4/16/2014	V & H INC	\$604.46
EFT000000002136	4/16/2014	VIDCOM LLC	\$3,627.00
EFT000000002137	4/16/2014	TROY WEILAND	\$74.43
EFT000000002138	4/16/2014	XYLEM WATER SOLUTIONS U.S.A., INC.	\$1,050.00
		TOTAL CURRENT BILLS PAID BY EFT	\$39,359.41

CURRENT BILLS PAID BY CHECK

CK#	CK DATE	VENDOR	AMOUNT
79610	4/16/2014	5 ALARM FIRE & SAFETY EQUIPMNT	\$385.52
79611	4/16/2014	ABR EMPLOYMENTSERVICES	\$685.90
79612	4/16/2014	DEAN ALTMANN TRUCKING & EXCAVATING, INC.	\$237.50
79613	4/16/2014	AMERICAN AUTO SALES & SERVICE	\$37.95
79614	4/16/2014	AMERIGAS-RUDOLPH	\$744.20
79615	4/16/2014	ASSOCIATED PUBLISHERS NETWORK	\$199.95
79616	4/16/2014	ASSOCIATED SERVICE CENTER	\$312.58
79617	4/16/2014	BRUCE TIBBETT JR.	\$83.00
79618	4/16/2014	BAKER AND TAYLOR INC	\$2,609.77
79619	4/16/2014	REESE BAKKEN	\$250.00
79620	4/16/2014	BAY STEEL & FABRICATION LLC	\$203.38
79621	4/16/2014	BRUCE SCHWIESO	\$600.00
79622	4/16/2014	BECHER HOPPE	\$1,418.40
79623	4/16/2014	KONNY BUSHMAN	\$100.00

CK#	CK DATE	VENDOR	AMOUNT
79624	4/16/2014	CARROLL PARTS	\$64.12
79625	4/16/2014	CHEMSEARCH	\$349.70
79626	4/16/2014	CIMA CORP INS MANAGEMENT	\$778.00
79627	4/16/2014	COMPLETE CONTROL INC	\$12,310.00
79628	4/16/2014	CREATIVE PAINT & DECORATING	\$38.78
79629	4/16/2014	CTL COMPANY INC	\$830.13
79630	4/16/2014	CUMMINS NPOWER LLC	\$2,050.00
79631	4/16/2014	DIAMOND BUSINESS GRAPHICS	\$91.63
79632	4/16/2014	DIRECT NETWORKS INC	\$7,686.62
79633	4/16/2014	ECOLAB PEST ELIMINATION DIV	\$201.68
79634	4/16/2014	FABCO EQUIPMENT INC	\$104.35
79635	4/16/2014	FASTENAL COMPANY	\$143.64
79636	4/16/2014	FESTIVAL FOODS	\$147.72
79637	4/16/2014	FIRE APPARATUS & EQUIP INC	\$4,643.40
79638	4/16/2014	GEMPLER'S INC	\$212.06
79639	4/16/2014	HD SUPPLY WATERWORKS LTD	\$2,810.88
79640	4/16/2014	HILLER'S HARDWARE INC	\$516.36
79641	4/16/2014	JEFFERSON FIRE AND SAFETY INC	\$166.72
79642	4/16/2014	E O JOHNSON COMPANY	\$292.45
79643	4/16/2014	E O JOHNSON COMPANY	\$178.94
79644	4/16/2014	KEEPRS INC	\$329.96
79645	4/16/2014	SCOTT KIRSCHENBAUM	\$53.00
79646	4/16/2014	KOHS MACHINE SHOP	\$353.00
79647	4/16/2014	DARLA KOSHNIK	\$100.00
79648	4/16/2014	LABCONCO CORP	\$128.04
79649	4/16/2014	LAW ENFORCEMENT TARGETS INC	\$27.36
79650	4/16/2014	LIGHTING DESIGN SOLUTIONS LLC	\$100.00
79651	4/16/2014	LIVE OAK MEDIA	\$51.18
79652	4/16/2014	MARATHON COUNTY REGISTER-DEEDS	\$30.00
79653	4/16/2014	MARSHFIELD AREA CHAMBER	\$620.00
79654	4/16/2014	MARSHFIELD CITY GARAGE	\$18.27
79655	4/16/2014	MARSHFIELD CLINIC	\$196.00
79656	4/16/2014	MARSHFIELD GLASS LLC	\$70.00
79657	4/16/2014	MARSHFIELD UTILITIES	\$43,796.40
79658	4/16/2014	MENARDS	\$706.49
79659	4/16/2014	MARK F PAGE	\$285.00
79660	4/16/2014	MILLER BRADFORD AND RISBERG	\$15.85
79661	4/16/2014	MOORE MEDICAL CORP	\$499.43
79662	4/16/2014	MSC INDUSTRIAL SUPPLY CO.	\$23.02
79663	4/16/2014	MUNICIPAL TREAS ASSOC OF WI	\$50.00
79664	4/16/2014	NAPA AUTO PARTS	\$443.47
79665	4/16/2014	NATIONAL GOVERNMENT SERVICES	\$267.43
79666	4/16/2014	NEENAH FOUNDRY COMPANY	\$55,238.00
79667	4/16/2014	JENNIFER NEMEC	\$100.00
79668	4/16/2014	PAM NIKOLAI	\$16.45
79669	4/16/2014	NORTH SHORE COMPRESSOR INC	\$50.38
79670	4/16/2014	NORTHERN LAKE SERVICE INC	\$172.50
79671	4/16/2014	LAURA NORTHWAY	\$100.00
79672	4/16/2014	OFFICE DEPOT	\$64.37
79673	4/16/2014	OFFICE MAX INCORPORATED	\$143.61
79674	4/16/2014	OFFICE SUPPLIES 2 U INC	\$40.63

CK#	CK DATE	VENDOR	AMOUNT
79675	4/16/2014	OK SANITARY SERVICE INC	\$150.00
79676	4/16/2014	MARK A OTT	\$408.00
79677	4/16/2014	PACIFIC CASCADE CORP	\$140.50
79678	4/16/2014	PERSONAL DEVELOPMENT CENTER INC	\$15,107.00
79679	4/16/2014	PREMIER CONSULTING GROUP OF WI LLC	\$1,000.00
79680	4/16/2014	PUBLIC FINANCIAL MGMT INC	\$29,450.00
79681	4/16/2014	SCAFFIDI TRUCK CENTER	\$143.66
79682	4/16/2014	SCHENCK SC	\$10,600.00
79683	4/16/2014	JESSICA SCHIFERL	\$100.00
79684	4/16/2014	SECURITY OVERHEAD DOOR INC	\$624.00
79685	4/16/2014	TOWNSHIP OF SHERRY	\$621.00
79686	4/16/2014	SHERWIN WILLIAMS COMPANY	\$4,072.75
79687	4/16/2014	SILVER LACES ICE SKATING	\$100.00
79688	4/16/2014	SOCIETY FOR HUMAN RESOURCE	\$185.00
79689	4/16/2014	SPAULDING MFG., INC.	\$39.36
79690	4/16/2014	SUPER 8	\$215.56
79691	4/16/2014	TASER INTERNATIONAL	\$35.75
79692	4/16/2014	TEAM SPORTING GOODS INC	\$7,325.00
79693	4/16/2014	TMK ARMS	\$1,814.00
79694	4/16/2014	UNIFIRST CORPORATION	\$324.24
79695	4/16/2014	UNIVERSITY COMMISSION	\$25,702.25
79696	4/16/2014	VERIZON WIRELESS	\$316.06
79697	4/16/2014	VITAL COMMUNICATION	\$17.99
79698	4/16/2014	MANDI WEIGEL	\$100.00
79699	4/16/2014	ERLAN R. WENZEL	\$260.00
79700	4/16/2014	WEPAK-N-SHIP	\$103.71
79701	4/16/2014	WHEELERS GM OF MARSHFIELD INC	\$222.62
79702	4/16/2014	WI CHIEFS OF POLICE ASSOCIATION	\$480.50
79703	4/16/2014	WI DEPARTMENT OF JUSTICE	\$210.00
79704	4/16/2014	WOLFGRAM GAMOKE AND HUTCHINSON	\$10,309.47
79705	4/16/2014	WOOD COUNTY BUYERS' GUIDE	\$90.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$255,843.59
		TOTAL PREPAID BILLS	\$245,538.42
		TOTAL CURRENT BILLS	\$295,203.00
		GRAND TOTAL	<u>\$540,741.42</u>

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **\$790,137.58** and General Expense Bills for APRIL, 2014 amounting to **\$646,661.19** be allowed paid and charged to their proper accounts.

Chairman

CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL

5/7/2014

PREPAIDS BILLS
PREPAIDS BILLS PAID BY CHECK

CK#	CK DATE	VENDOR	AMOUNT
79726	4/18/2014	ADVANCED DISPOSAL SERVICES LLC	\$70,544.24
79727	4/18/2014	ALLIANT ENERGY WP&L	\$123.22
79728	4/18/2014	CHARTER COMMUNICATIONS	\$405.98
79729	4/18/2014	DEPT OF WORKFORCE DEVELOPMENT	\$773.12
79730	4/18/2014	FRONTIER	\$688.98
79731	4/18/2014	E O JOHNSON COMPANY	\$160.58
79732	4/18/2014	MARSHFIELD UTILITIES	\$21,983.70
79733	4/18/2014	MTOA	\$900.00
79734	4/18/2014	PALM SUNDAY CONCERT	\$750.00
79735	4/18/2014	SPEE-DEE DELIVERY SERVICE INC	\$58.68
79736	4/18/2014	TELRITE CORPORATION	\$45.86
79737	4/18/2014	UNITED MAILING SERVICE INC	\$1,255.12
79738	4/18/2014	WACPD	\$80.00
79739	4/18/2014	WE ENERGIES	\$20,893.24
79740	4/18/2014	WI CEMETERY & CREMATION ASSOCIATION	\$145.00
79741	4/22/2014	DELTA DENTAL OF WISCONSIN	\$13,740.35
79742	4/25/2014	ADVANCED DISPOSAL SERVICES LLC	\$91.00
79743	4/25/2014	APWA-WISCONSIN CHAPTER	\$250.00
79744	4/25/2014	CHARTER COMMUNICATIONS	\$50.74
79745	4/25/2014	FRONTIER	\$1,025.85
79746	4/25/2014	E O JOHNSON COMPANY	\$160.00
79747	4/25/2014	MARSHFIELD UTILITIES	\$28,607.65
79748	4/25/2014	POWER MANAGEMENT SOLUTIONS INC	\$595.66
79749	4/25/2014	TELRITE CORPORATION	\$381.87
79750	4/25/2014	WE ENERGIES	\$610.36
79751	4/25/2014	WI CHAPTER IAEI	\$110.00
79752	4/25/2014	NATIONAL VISION ADMINISTRATORS, LLC	\$1,426.22
		TOTAL PREPAID BILLS PAID BY CHECK	\$165,857.42

PREPAIDS BILLS PAID BY EFT

EFT000000002143	4/21/2014	BRENDA HANSON	\$362.52
EFT000000002144	4/21/2014	WOOD CO TREASURER	\$3,409.64
EFT000000002145	4/25/2014	BALTUS OIL COMPANY INC	\$28,794.95
		TOTAL PREPAID BILLS PAID BY EFT	\$32,567.11

ACH PAYMENTS

4/30/2014	WI DEPT OF REVENUE - SALES TAX	\$899.68
5/15/2014	WI DEPT OF REVENUE - TID FEES	\$750.00
	TOTAL ACH PAYMENTS	\$1,649.68

DIRECT WIRE TRANSFERS

4/1/2014	THE DEPOSITORY TRUST COMPANY	\$68,542.50
	TOTAL DIRECT WIRE TRANSFERS	\$68,542.50

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000002147	5/7/2014	MARY ADLER	\$50.00
EFT000000002148	5/7/2014	GENE ALLAR	\$7,505.44
EFT000000002149	5/7/2014	ARAMARK UNIFORM SERVICES	\$106.11

CK#	CK DATE	VENDOR	AMOUNT
EFT000000002150	5/7/2014	B & B LAWN CARE LLC	\$1,960.58
EFT000000002151	5/7/2014	LARA BAEHR	\$52.08
EFT000000002152	5/7/2014	BATTERIES PLUS BULBS # 072	\$327.00
EFT000000002153	5/7/2014	LORI BELONGIA	\$100.00
EFT000000002154	5/7/2014	BENDLIN FIRE EQUIPMENT CO INC	\$84.23
EFT000000002155	5/7/2014	BILL'S SERVICE CENTER	\$73.53
EFT000000002156	5/7/2014	CARQUEST AUTO PARTS	\$670.85
EFT000000002157	5/7/2014	CDW GOVERNMENT INC	\$2,884.21
EFT000000002158	5/7/2014	CENTRAL STATE SUPPLY CORP	\$1,154.05
EFT000000002159	5/7/2014	CHEM TECH INTERNATIONAL INC	\$50.00
EFT000000002160	5/7/2014	CONSOLIDATED UTILITY SERVICES INC	\$459.00
EFT000000002161	5/7/2014	DALCO ENTERPRISES, INC.	\$1,106.37
EFT000000002162	5/7/2014	DOINE TRANSPORT INC	\$603.75
EFT000000002163	5/7/2014	ROY DOLENS	\$73.43
EFT000000002164	5/7/2014	JAMES WM DORN	\$754.60
EFT000000002165	5/7/2014	EMPLOYEE BENEFITS CORPORATION	\$391.00
EFT000000002166	5/7/2014	ERO TEX	\$410.00
EFT000000002167	5/7/2014	FIRE & SAFETY EQUIPMENT IV INC	\$103.54
EFT000000002168	5/7/2014	JASON FOEMMEL	\$101.17
EFT000000002169	5/7/2014	FREMONT INDUSTRIES, INC.	\$5,889.41
EFT000000002170	5/7/2014	GALE/CENGAGE LEARNING	\$386.75
EFT000000002171	5/7/2014	JOEL GOHAM	\$40.00
EFT000000002172	5/7/2014	GRAINGER	\$52.20
EFT000000002173	5/7/2014	WILL GUENSBURG	\$44.80
EFT000000002174	5/7/2014	ROBERT HAIGHT	\$1,096.28
EFT000000002175	5/7/2014	KEVIN HAMILL	\$20.00
EFT000000002176	5/7/2014	HATCH BUILDING SUPPLY	\$4,255.00
EFT000000002177	5/7/2014	HEINZEN PRINTING INC	\$272.00
EFT000000002178	5/7/2014	INGRAM LIBRARY SERVICES INC	\$522.78
EFT000000002179	5/7/2014	ERIK JONAS	\$847.29
EFT000000002180	5/7/2014	KELBE BROTHERS EQUIPMENT INC	\$601.58
EFT000000002181	5/7/2014	GREG KIEFFER	\$50.00
EFT000000002182	5/7/2014	LORRIE KROKSTROM	\$42.56
EFT000000002183	5/7/2014	ROBERT LARSEN	\$45.62
EFT000000002184	5/7/2014	DANIEL LEONARD	\$58.09
EFT000000002185	5/7/2014	MARAWOOD REAL ESTATE 200 LLC	\$3,092.96
EFT000000002186	5/7/2014	MARSHFIELD BOOK & STATIONERY	\$32.95
EFT000000002187	5/7/2014	MCMMASTER-CARR	\$61.96
EFT000000002188	5/7/2014	MERKEL COMPANY INC	\$3,351.77
EFT000000002189	5/7/2014	CHRIS MEYER	\$34.72
EFT000000002190	5/7/2014	MIDWEST TAPE	\$2,316.96
EFT000000002191	5/7/2014	MISSISSIPPI WELDERS	\$492.15
EFT000000002192	5/7/2014	MSA PROFESSIONAL SERVICES INC	\$11,080.49
EFT000000002193	5/7/2014	NIEHAUS/PATRICK	\$150.00
EFT000000002194	5/7/2014	ORRIN NINNEMAN	\$1,324.97
EFT000000002195	5/7/2014	SCOTT OWEN	\$160.00
EFT000000002196	5/7/2014	BRIAN PANZER	\$6.05
EFT000000002197	5/7/2014	JASON PARKS	\$498.94
EFT000000002198	5/7/2014	POMP'S TIRE SERVICE INC	\$2,856.73
EFT000000002199	5/7/2014	POWER PAC INC	\$371.86
EFT000000002200	5/7/2014	PRO ONE JANITORIAL, INC.	\$479.00
EFT000000002201	5/7/2014	QUILL CORPORATION	\$306.34
EFT000000002202	5/7/2014	TIM RASMUSSEN	\$150.00
EFT000000002203	5/7/2014	REIGEL PLUMBING & HEATING INC	\$458.89
EFT000000002204	5/7/2014	RIPP DISTRIBUTING COMPANY INC	\$63.50
EFT000000002205	5/7/2014	KIM ROPSON	\$44.80
EFT000000002206	5/7/2014	SAFE FAST INC	\$307.70

CK#	CK DATE	VENDOR	AMOUNT
EFT000000002207	5/7/2014	KURT SCHEIDER	\$2,580.00
EFT000000002208	5/7/2014	PHIL SCHMIDT	\$44.85
EFT000000002209	5/7/2014	SCHOOL DISTRICT OF MARSHFIELD	\$8,370.64
EFT000000002210	5/7/2014	SAM SCHROEDER	\$63.84
EFT000000002211	5/7/2014	SHERWIN WILLIAMS COMPANY	\$10,561.88
EFT000000002212	5/7/2014	SHI INTERNATIONAL CORPORATION	\$2,603.93
EFT000000002213	5/7/2014	MELVIN SMITH	\$52.30
EFT000000002214	5/7/2014	JOAN SPENCER	\$130.90
EFT000000002215	5/7/2014	STRATFORD SIGN COMPANY LLC	\$165.00
EFT000000002216	5/7/2014	KEITH STREY	\$328.68
EFT000000002217	5/7/2014	TRAFFIC AND PARKING CONTROL INC	\$27,693.24
EFT000000002218	5/7/2014	JENNIFER TRELKA	\$177.76
EFT000000002219	5/7/2014	MICHAEL TRUDEAU	\$150.00
EFT000000002220	5/7/2014	V & H INC	\$1,864.23
EFT000000002221	5/7/2014	VANGUARD COMPUTERS, INC	\$3,192.92
EFT000000002222	5/7/2014	VIDACARE CORPORATION	\$560.28
EFT000000002223	5/7/2014	VIDCOM LLC	\$3,417.00
EFT000000002224	5/7/2014	VIDCOM LLC	\$5,955.00
EFT000000002225	5/7/2014	VON BRIESEN AND ROPER, S.C.	\$901.50
EFT000000002226	5/7/2014	VORPAHL FIRE & SAFETY	\$262.00
EFT000000002227	5/7/2014	JAMES BENSON	\$100.00
EFT000000002228	5/7/2014	JEAN WARP	\$6.05
EFT000000002229	5/7/2014	WOOD CO HIGHWAY DEPARTMENT	\$1,050.00
EFT000000002230	5/7/2014	WOOD CO TREASURER	\$250.00
EFT000000002231	5/7/2014	WOOD COUNTY TREASURER	\$1,832.88
EFT000000002232	5/7/2014	WOOD COUNTY MAINTENANCE DEPARTMENT	\$10.00
		TOTAL CURRENT BILLS PAID BY EFT	\$133,212.92

CURRENT BILLS PAID BY CHECK

79758	5/7/2014	5 ALARM FIRE & SAFETY EQUIPMNT	\$1,663.80
79759	5/7/2014	ABR EMPLOYMENTSERVICES	\$324.90
79760	5/7/2014	ADAPTOR INC	\$11,460.00
79761	5/7/2014	ADVANCED PRODUCTS	\$171.83
79762	5/7/2014	AMAZON	\$1,435.05
79763	5/7/2014	AMERICAN AUTO SALES & SERVICE	\$79.95
79764	5/7/2014	AMERICAN FENCE COMPANY	\$63.00
79765	5/7/2014	AMERICAN WELDING & GAS INC	\$129.39
79766	5/7/2014	APPLELAND LAW ENFORCMENT	\$7,297.88
79767	5/7/2014	APPLIED SPECIALTIES INC	\$5,473.60
79768	5/7/2014	ARCMATE MANUFACTURING CORPORATION	\$218.25
79769	5/7/2014	ASSOCIATED SERVICE CENTER	\$1,273.19
79770	5/7/2014	TOWNSHIP OF AUBURNDALE TREAS	\$30.28
79771	5/7/2014	BAKER AND TAYLOR INC	\$3,832.72
79772	5/7/2014	BAY STEEL & FABRICATION LLC	\$356.46
79773	5/7/2014	BB COMMUNITY LEASING SERVICES INC	\$1,242.43
79774	5/7/2014	BECHER HOPPE	\$270.00
79775	5/7/2014	BELSON COMPANY	\$2,440.82
79776	5/7/2014	SCOTT BERG	\$100.00
79777	5/7/2014	BOLTON LILLIE PUBLISHING	\$39.90
79778	5/7/2014	I BRANDL INC	\$18.50
79779	5/7/2014	BRAUN'S AUTOMOTIVE SERVICE INC	\$61.15
79780	5/7/2014	BROOKS TRACTOR INC	\$5,972.92
79781	5/7/2014	NORMAN BROWN	\$74.01
79782	5/7/2014	BROWNELLS, INC	\$431.95
79783	5/7/2014	BURT TROPHY & AWARDS INC	\$133.05
79784	5/7/2014	CENTRAL WI COOPERATIVE	\$897.90
79785	5/7/2014	CHILDREN'S PLUS INC	\$306.95

CK#	CK DATE	VENDOR	AMOUNT
79786	5/7/2014	COFFEE CONCEPTS	\$72.65
79787	5/7/2014	COLD SPRING GRANITE COMPANY	\$654.00
79788	5/7/2014	COMFORT SUITES APPLETON AIRPORT	\$560.00
79789	5/7/2014	CONNIE CONNER	\$100.00
79790	5/7/2014	COUNTY MATERIALS CORPORATION	\$13,481.36
79791	5/7/2014	CREATIVE PAINT & DECORATING	\$44.79
79792	5/7/2014	CTL COMPANY INC	\$404.53
79793	5/7/2014	CUMMINS NPOWER LLC	\$168.54
79794	5/7/2014	DIRECT NETWORKS INC	\$690.00
79795	5/7/2014	JACOB DIX	\$100.00
79796	5/7/2014	DRAXLER'S SERVICE, INC	\$81.00
79797	5/7/2014	DUFFY'S AIRCRAFT SALES	\$3,690.50
79798	5/7/2014	EDGE CONSULTING ENGINEERS, INC.	\$10,200.00
79799	5/7/2014	FABCO EQUIPMENT INC	\$475.60
79800	5/7/2014	FALCON ALTERNATOR & STARTER	\$119.13
79801	5/7/2014	FARRELL EQUIP & SUPPLY CO INC	\$534.33
79802	5/7/2014	FASTENAL COMPANY	\$676.58
79803	5/7/2014	FEDERAL EXPRESS	\$30.53
79804	5/7/2014	FESTIVAL FOODS	\$33.13
79805	5/7/2014	JAMES M FICO, PH.D.	\$2,850.00
79806	5/7/2014	BRADLY A JANECEK	\$45.00
79807	5/7/2014	FRIENDS OF THE MARSHFIELD PUBLIC LIBRARY	\$10.00
79808	5/7/2014	GENERAL FARM SUPPLY INC	\$119.95
79809	5/7/2014	GLEN-RAY RADIATORS INC	\$250.00
79810	5/7/2014	GLOBAL EQUIPMENT CO	\$120.45
79811	5/7/2014	STEVE GORST	\$100.00
79812	5/7/2014	GRANITE STOCK REMOVAL INC	\$1,197.00
79813	5/7/2014	H.C. MILLER COMPANY	\$576.29
79814	5/7/2014	HANCOCK FABRICS	\$44.59
79815	5/7/2014	THE HANOVER INSURANCE COMPANY	\$150.00
79816	5/7/2014	HD SUPPLY WATERWORKS LTD	\$2,732.41
79817	5/7/2014	HILLER'S HARDWARE INC	\$423.81
79818	5/7/2014	BRUCE HOKENSON ESTATE	\$636.08
79819	5/7/2014	HORST DISTRIBUTING INC	\$110.26
79820	5/7/2014	ILLINOIS TOLLWAY	\$6.00
79821	5/7/2014	INTERNATL ASSOC OF FIRE CHIEFS	\$209.00
79822	5/7/2014	WYNN O JONES AND ASSOCIATES INC	\$10,562.17
79823	5/7/2014	JOURNAL SENTINEL INC	\$506.23
79824	5/7/2014	KEEPRS INC	\$204.78
79825	5/7/2014	JESSICA KOHL	\$100.00
79826	5/7/2014	KOHS MACHINE SHOP	\$170.50
79827	5/7/2014	LIGHT HOUSE COOP	\$20.00
79828	5/7/2014	THE TOWNSHIP OF LINCOLN	\$72.15
79829	5/7/2014	MARSHA LINDOW	\$100.00
79830	5/7/2014	LONDERVILLE STEEL ENTERPRISES	\$641.34
79831	5/7/2014	LOU'S GLOVES INC	\$84.00
79832	5/7/2014	KATIE LUTTROPP	\$100.00
79833	5/7/2014	MAID TO ORDER	\$250.00
79834	5/7/2014	JESSICA MANNIGEL	\$62.50
79835	5/7/2014	MARATHON COUNTY TREASURER	\$108.50
79836	5/7/2014	MARSHFIELD BUS SERVICE	\$200.00
79837	5/7/2014	MARSHFIELD CITY GARAGE	\$14.49
79838	5/7/2014	MARSHFIELD CLINIC	\$1,916.81
79839	5/7/2014	MARSHFIELD PARKS & REC DEPT	\$14.73
79840	5/7/2014	MARSHFIELD PUBLIC LIBRARY	\$5.60
79841	5/7/2014	MAVO SYSTEMS	\$760.00
79842	5/7/2014	NANCY NYHAGEN	\$95.00

CK#	CK DATE	VENDOR	AMOUNT
79843	5/7/2014	MED ALLIANCE GROUP INC	\$516.88
79844	5/7/2014	MEDFORD COOPERATIVE INC	\$82.93
79845	5/7/2014	MEDIA DISTRIBUTORS	\$164.83
79846	5/7/2014	MENARDS	\$2,758.40
79847	5/7/2014	MID WISCONSIN SUPPLY, LLC	\$1,327.00
79848	5/7/2014	MIDSTATE TECHNICAL COLLEGE	\$54.83
79849	5/7/2014	MILLER BRADFORD AND RISBERG	\$210.89
79850	5/7/2014	MINISTRY ST JOSEPH'S HOSPITAL	\$3,500.55
79851	5/7/2014	MINNESOTA LIFE INSURANCE CO	\$876.75
79852	5/7/2014	MONROE TRUCK EQUIPMENT	\$43.02
79853	5/7/2014	MOORE MEDICAL CORP	\$333.93
79854	5/7/2014	MTOA	\$100.00
79855	5/7/2014	NAPA AUTO PARTS	\$751.10
79856	5/7/2014	NATIONAL ELEVATOR INSPECTION	\$83.00
79857	5/7/2014	NATIONAL FIRE SPRINKLER ASSOC	\$220.00
79858	5/7/2014	NATIONAL GOVERNMENT SERVICES	\$431.97
79859	5/7/2014	NATIONAL TRUST FOR HISTORIC PRESERVATION	\$20.00
79860	5/7/2014	NEENAH FOUNDRY COMPANY	\$6,156.00
79861	5/7/2014	NETWORK HEALTH INSURANCE CORPORATION	\$364.89
79862	5/7/2014	NEWCO SHARPENING & SERVICE LLC	\$47.00
79863	5/7/2014	NORTH CENTRAL AMBULANCE	\$1,424.27
79864	5/7/2014	NORTHERN LAKE SERVICE INC	\$602.00
79865	5/7/2014	ODONNELL LOCKSMITHING SERVICE	\$31.00
79866	5/7/2014	OFFICE MAX INCORPORATED	\$83.87
79867	5/7/2014	OFFICE SUPPLIES 2 U INC	\$790.92
79868	5/7/2014	OPPORTUNITY DEVELOPMENT CENTER	\$193.00
79869	5/7/2014	JOANN PALMER	\$318.25
79870	5/7/2014	RAY M POEPEL	\$376.00
79871	5/7/2014	PHYSIO CONTROL CORPORATION	\$2,155.44
79872	5/7/2014	EUGENE PERLOCK	\$53.50
79873	5/7/2014	GIS INFORMATION SYSTEMS, INC	\$15,607.65
79874	5/7/2014	PRECISE MRM LLC	\$14.62
79875	5/7/2014	QUALITY BOOKS INC	\$700.57
79876	5/7/2014	QUARLES & BRADY LLP	\$9,250.00
79877	5/7/2014	RADIO SHACK ACCTS RECEIVABLE	\$26.93
79878	5/7/2014	RETTLER CORPORATION	\$3,500.00
79879	5/7/2014	TOWNSHIP OF RICHFIELD	\$493.60
79880	5/7/2014	ROSE CITY LABEL	\$232.00
79881	5/7/2014	ROTARY CLUB OF MARSHFIELD SUNRISE	\$134.00
79882	5/7/2014	RUNNING INC	\$29,123.68
79883	5/7/2014	LISA SCHINDLER	\$100.00
79884	5/7/2014	SCHONSTEDT INSTRUMENT COMPANY	\$904.68
79885	5/7/2014	SCOTTY'S PIZZA	\$111.50
79886	5/7/2014	SECURITY OVERHEAD DOOR INC	\$35.00
79887	5/7/2014	TOWNSHIP OF SHERRY	\$457.00
79888	5/7/2014	SHOPKO STORES OPERATING CO., LLC	\$45.37
79889	5/7/2014	SHOWCASES	\$961.20
79890	5/7/2014	SIMPLEX GRINNELL LP	\$315.00
79891	5/7/2014	SMARTSIGN	\$160.00
79892	5/7/2014	SOUTH CENTRAL LIBRARY SYSTEM	\$462.00
79893	5/7/2014	ST JOSEPH'S HOSPITAL-CHIPPEWA FALLS	\$462.50
79894	5/7/2014	ST VINCENT DE PAUL	\$140.00
79895	5/7/2014	STAAB CONSTRUCTION CORPORATION	\$100.00
79896	5/7/2014	SUPERMARKET LA CENTRAL, LLC	\$9,000.00
79897	5/7/2014	TEAM SPORTING GOODS INC	\$48.00
79898	5/7/2014	TEMPLE DISPLAY LTD	\$2,321.68
79899	5/7/2014	TOTAL ENERGY SYSTEMS LLC	\$1,353.25

CK#	CK DATE	VENDOR	AMOUNT
79900	5/7/2014	TOTAL TOOL SUPPLY INC	\$1,772.86
79901	5/7/2014	THERESA TRACY	\$188.34
79902	5/7/2014	TRIERWEILER CONSTRUCTION	\$295.00
79903	5/7/2014	UNIFIRST CORPORATION	\$370.31
79904	5/7/2014	THE UNIFORM SHOPPE	\$1,252.85
79905	5/7/2014	UNIQUE MANAGEMENT SERVICES INC	\$71.60
79906	5/7/2014	UNITED MAILING SERVICE INC	\$487.38
79907	5/7/2014	UNITED RENTALS (NORTH AMERICA) INC	\$2,884.61
79908	5/7/2014	UNITEL INC	\$851.00
79909	5/7/2014	VIKING ELECTRIC SUPPLY INC	\$838.47
79910	5/7/2014	WALMART COMMUNITY/GECRB	\$174.97
79911	5/7/2014	WATCHGUARD VIDEO	\$20,580.00
79912	5/7/2014	WCMA	\$225.00
79913	5/7/2014	WE ENERGIES	\$32.79
79914	5/7/2014	ERLAN R. WENZEL	\$130.00
79915	5/7/2014	WEPAK-N-SHIP	\$36.38
79916	5/7/2014	WI AGRICULTURIST	\$23.95
79917	5/7/2014	WI DEPARTMENT OF AGRICULTURE	\$8,000.00
79918	5/7/2014	WI DEPT OF JUSTICE-TIME	\$1,179.50
79919	5/7/2014	WI IAAI	\$600.00
79920	5/7/2014	VILAS WIENKE	\$88.91
79921	5/7/2014	WOOD COUNTY FIRE CHIEF'S ASSOC	\$60.00
79922	5/7/2014	WOOD COUNTY REGISTER OF DEEDS	\$163.00
79923	5/7/2014	ZOLL DATA SYSTEMS, INC	\$131.00
79924	5/7/2014	ZOLL SUMMIT 2014	\$775.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$244,831.56

TOTAL PREPAID BILLS	\$198,424.53
TOTAL ACH PAYMENTS	\$1,649.68
TOTAL DIRECT WIRE TRANSFERS	\$68,542.50
TOTAL CURRENT BILLS	\$378,044.48
GRAND TOTAL	<u>\$646,661.19</u>

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF MAY 6, 2014

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

Sam Schroeder	Planning and Economic Development Zoning Administrator	April 14, 2014
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RETIREMENT:

None

Resignation

None

PROMOTION:

Rick Gramza	Police Chief Police Department	May 15, 2014
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**COMPLETION OF
PROBATIONARY
PERIOD**

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF APRIL 30, 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	0.625 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		16.350	
Mayor	Administrative Assistant III	0.50 KROGMAN	AMY
Mayor	Mayor	0.50 MEYER	CHRISTOPHER
Mayor Total		1.00	
Municipal Court	Municipal Court Clerk	0.75 CARLSON	SUSAN
Municipal Court Total		0.75	
Parks & Recreation	Classification II	1.00 ADAMSKI	CHARLES
Parks & Recreation	Classification II	1.00 ROGERS	DANIEL
Parks & Recreation	Classification II	1.00 WEINFURTNER	JEFFREY
Parks & Recreation	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 SCHROEDER	SAMUEL

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			191.000		

TREASURY REPORT
March 2014

		March	February
GENERAL CITY			
PREVIOUS BANK BALANCES (CASH):			
Bonds	-----	6,510.00	
Citizens State Bank	-----	443,751.01	
		TOTAL PREVIOUS CASH BALANCE:	
		\$450,261.01	\$1,650,320.66
RECEIPTS:			
Citizens State Bank	-----	2,288,086.38	
Citizens State Bank Interest	-----	584.71	
L-T Investment Interest Recv	-----	0.00	
Tax collection	-----		
		TOTAL CASH RECEIPTS:	
		\$2,288,671.09	\$15,971,357.54
DISBURSEMENTS:			
Citizens State Bank	-----	1,966,974.93	
		TOTAL CASH DISBURSEMENTS:	
		\$1,966,974.93	\$17,171,417.19
GENERAL CITY BOOK BALANCE (CASH):	(Previous Balance + Receipt - Disbrsmnts.)	\$771,957.17	\$450,261.01
GENERAL CITY INVESTMENTS:			
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)	-----	5,832,323.36	
LGIP Int rate/earnings: 0.10%	-----	501.81	
		\$8,832,825.17	\$9,687,146.75
TOTAL GENERAL CITY CASH & INVESTMENTS:	-----	\$9,604,782.34	\$10,137,407.76
ELECTRIC & WATER			
Citizens Bank Previous Bal.	-----	833,060.49	
Citizens Bank Utility Receipts	-----	5,571,530.25	
Citizens Bank Utility Disburs.	-----	5,413,892.06	
E/W BOOK BALANCE:		\$990,698.68	\$833,060.49
E/W INVESTMENTS:	-----	\$16,151,734.53	\$15,244,465.93
TOTAL E/W CASH & INVESTMENTS:	-----	\$17,142,433.21	\$16,077,526.42
TOTAL BOOK BALANCE (CASH):	(E & W Balance + General Balance)	\$1,762,655.85	\$1,283,321.50
RECAPITULATION BANK REPORT			
Bonds	-----	6,510.00	
Citizens Bank E/W Utility	-----	1,061,668.89	
Citizens Bank General City	-----	912,030.93	
		TOTAL BANK BALANCE:	
		1,980,209.82	
		(OUTSTANDING CHECKS)	
		217,553.97	
TOTAL BANK BALANCE (CASH):		\$1,762,655.85	\$1,283,321.50
CASH ON HAND :		\$100.00	\$100.00
TOTAL INVESTMENTS:		\$24,984,559.70	\$24,931,612.68
TOTAL CASH & INVESTMENTS:		\$26,747,215.55	\$26,214,934.18

Brenda J. Hanson

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

City of Marshfield
 Long - Term Security Investments
 As of March 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	4/22/2014	Continuous	2/22/2018
FANNIE MAE	7 Year	11/21/2012	\$ 1,000,000	1.0% to 6.0%	Y	4/21/2014	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



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH STREY, FINANCE DIRECTOR
SUBJECT: APPROVAL OF REVISED POLICY 1.320 TITLE VI COMPLAINT PROCEDURE AND TITLE VI PLAN
DATE: 5/2/2014

BACKGROUND

Recently WI DOT informed us of the need to update our current policy related to Title VI of the Federal Civil Rights Act. This is required in order remain compliant with these requirements as a condition of receiving Federal and State grant funding for our 5311 Shared-Ride Taxi Service.

ANALYSIS

Title VI is a federal statute that prohibits discrimination based on race, color and national origin. The purpose of the Title VI plan is to ensure the level and quality of transportation service is provided in a nondiscriminatory manner, promote full and fair participation in transportation decision-making, and ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

A Title VI plan is a written document that affirms your agency's adherence to the Title VI statute and explains how your agency will apply the requirements therein. The plan must contain the following eight elements:

1. Evidence of Policy Approval
2. Notice to the Public
3. Complaint Procedure
4. Complaint Form
5. List of transit related Title VI Investigations, Complaints and Lawsuits
6. Public Participation Plan
7. Language Assistance Plan

8. Minority Representation Table and Description

Like other 5311 grant recipients across the state, WI DOT provided the City of Marshfield and Running, Inc. with an on-line toolkit for Title VI plan development including a Title VI Handbook, templates and other resources. WI DOT also clarified the obligation for completion of a Title VI plan rests with the WisDOT grant sub-recipient using FTA funds (i.e. the City of Marshfield). If a WisDOT grant sub-recipient leases or contracts with a third party (e.g. county, 85.21 recipient, transit provider, etc.) to provide service or administer a program, the lessee or contractor must be familiar and adhere to the sub-recipient's Title VI plan. Posting of the sub-recipient's Title VI Notice to Public in the leased vehicle and/or contractor's vehicle is required.

Running, Inc. prepared the appropriate Title VI plan utilizing the on-line toolkit, US Census data and other resources. However, they were notified by WI DOT that this plan must come from the City of Marshfield directly, not Running, Inc. as contracted service provider which has been historical practice statewide. I reviewed and updated the draft plan prepared by Running, Inc. before submitting it, along with the Revised Policy 1320 to the Finance, Budget & Personnel Committee for consideration. Attached are these documents.

RECOMMENDATION

I recommend approval of Revised Policy 1.320 Title VI Complaint Procedure and Title VI Plan.



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: Customer Service

SUBJECT: Title VI Complaint Procedures

POLICY NUMBER: 1.320

PAGES: 4

EFFECTIVE DATE: April 10, 2012

REVISION DATE: May 13, 2014

DEPARTMENTS OF PRIMARY RESPONSIBILITY: Mayor, City Administrator and Finance

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.

I. Policy Statement

The City of Marshfield as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Wisconsin Department of Transportation (WisDOT) will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

II. Title VI Complaint Procedure

As part of a Title VI plan, the City of Marshfield has established the following complaint procedure.

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the City of Marshfield may file a Title VI complaint by completing and submitting the City's Title VI complaint form.

The City of Marshfield investigates complaints received no more than 180 days after the alleged incident. The City of Marshfield will process complaints that are complete.

Once the complaint is received, the City of Marshfield will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The City of Marshfield has 30 days to investigate the complaint. If more information is needed to resolve the case, the City of Marshfield may contact the complainant. The complainant has 30 business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 30 business days, the City of Marshfield can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Ave., SE, Washington, DC 20590.

If information is needed in another language, then contact (715) 384-2919.

CITY OF MARSHFIELD
TITLE VI COMPLAINT FORM

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form. _____ _____				
Section IV				
Have you previously filed a Title VI complaint with this agency?			Yes	No

Section V	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
Section VI	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature Date

City of Marshfield
 Mayor Chris Meyer
 630 S. Central Ave, 7th Floor
 Marshfield, WI 54449

Title VI Plan
City of Marshfield

Adopted on: May 13, 2014

Adopted by: City of Marshfield Common Council

Revised on: _____

This policy is hereby adopted and signed by:

City of Marshfield

Executive Name/Title: Chris Meyer, Mayor

Executive Signature: _____

Policy Statement

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Title VI Plan Elements

The **City of Marshfield's** Title VI plan includes the following elements:

1. Evidence of Policy Approval
2. Notice to the Public
3. Complaint Procedure
4. Complaint Form
5. List of transit related Title VI Investigations, Complaints and Lawsuits
6. Public Participation Plan
7. Language Assistance Plan
8. Minority Representation Table and Description

Note: Additional materials will be attached, if required.

TITLE VI Notice to the Public

The **City of Marshfield's** Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

THE CITY OF MARSHFIELD

- ✓ The **City of Marshfield** operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **City of Marshfield**.
- ✓ For more information on the **City of Marshfield's** civil rights program, and the procedures to file a complaint, Mayor Chris Meyer (715) 384-2919; email Chris.Meyer@ci.marshfield.wi.us ; or visit the Mayor's office at 630 S. Central Ave, 7th Floor, Marshfield, WI 5449 <http://ci.marshfield.wi.us/>
- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- ✓ If information is needed in another language, contact (715) 384-2919.
Si se necesita informacion en otro idioma de contacto, (715) 384-2919.

The **City of Marshfield's** Notice to the Public is posted in the following locations: (*check all that apply*)

- Agency website [*insert website address here*]
- Public areas of the agency office (common area, public meeting rooms, etc.)
- X Inside vehicles
- Rider Guides/Schedules
- Transit shelters and stations
- Other, _____

Title VI Complaint Procedure

The **City of Marshfield's** Title VI Complaint Procedure is made available in the following locations: *(check all that apply)*

- Agency website, either as a reference in the Notice to Public or in its entirety
 - X Hard copy in the central office
 - Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.
 - Other, _____
-

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the **City of Marshfield** may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

The **City of Marshfield** investigates complaints received no more than 180 days after the alleged incident. The **City of Marshfield** will process complaints that are complete.

Once the complaint is received, the **City of Marshfield** will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The **City of Marshfield** has 30 days to investigate the complaint. If more information is needed to resolve the case, the city may contact the complainant.

The complainant has 30 business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 30 business days, the city can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

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Title VI Complaint Form

The **City of Marshfield's** Title VI Complaint Procedure is made available in the following locations: *(check all that apply)*

- Agency website, either as a reference in the Notice to Public or in its entirety
- X Hard copy in the central office
- Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.
- Other, _____

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form. _____ _____				
Section IV				

List of Transit Related Title VI Investigations, Complaints and Lawsuits

Subrecipient:		
Contact Person:	Signature:	Date:

Check One:

There have been no investigations, complaint and/or lawsuits filed against us during the report period.

There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Public Participation Plan

Subrecipient:		
Contact Person:	Signature:	Date:

Strategies and Desired Outcomes

To promote inclusive public participation, the **City of Marshfield** will use its resources available to employ the following strategies, as appropriate:

- ✓ Provide for early, frequent and continuous engagement by the public.
- ✓ Expand traditional outreach methods. Think outside the box: go to hair salons, barbershops, street fairs, faith-based institutions, libraries, etc.
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Provide childcare and food during meetings, if possible.
- ✓ Use social media in addition to other resources as a way to gain public involvement
- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.

Documented Public Outreach

The direct public outreach and involvement activities conducted by the **City of Marshfield** are summarized in the table below. Efforts include *meetings, surveys, focus groups, etc.*

Information pertinent to each event and/or activity will be provided to WisDOT upon request. Examples include copies of: meeting announcements, agendas, posters, attendee list, etc.

Event Date	City of Marshfield Staffer(s)	Event	Date Publicized and Communication Method (Public Notice, Posters, Social Media)	Outreach Method (Meeting, Focus Group, Survey, etc).	Notes (Meeting size and format, location, Number of Attendees, etc.)
To Be Scheduled					

Language Assistance Plan

Plan Components

As a recipient of federal US DOT funding, the **City of Marshfield** is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

Limited English Proficient (LEP): Refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

Most individuals in Wisconsin read, write, speak and understand English. There are some individuals for whom English is not their primary language. If these individuals have a limited ability to read, write, speak, or understand English, they are considered limited English proficient, or “LEP.”

The **City of Marshfield’s** Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons
6. Additional information deemed necessary

Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, the **City of Marshfield** has conducted a *Four Factor Analysis*¹ of the following areas: 1) Demography, 2) Frequency, 3) Importance and 4) Resources and Costs.

LEP Four Factor Analysis

- **Factor 1: Demography:** What is the number or proportion of LEP persons served and the languages spoken in the service area?

Overview

The first factor of the *Four Factor Analysis* is the basis of the Language Assistance Plan. It requires the **City of Marshfield** to review its US Census data to determine if it meets the *LEP Safe Harbor Threshold*.

¹ DOT LEP guidance <https://www.civilrights.dot.gov/page/dots-lep-guidance>

US Census and American Community Survey (ACS) Data²

The **City of Marshfield** did the following:

1. Inserted a copy of the **City of Marshfield's** county LEP data in the Title VI plan. This data was found at the WisDOT website at:
<http://www.dot.wisconsin.gov/localgov/docs/title6-lep.pdf>
 2. Analyzed the LEP demographic data for the **City of Marshfield's** program and/or service area by calculating the *Safe Harbor Threshold* for two to three of the largest language groups identified other than English.
 - a. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that "Speaks English less than very well" by the total population of the county.
 - i. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less) the **City of Marshfield** must provide translation of vital documents in written format for the non-English users.
 - ii. Examples of written translation of vital documents include the Title VI policy statement and/or Notice to the Public (Appendix 2), Title VI Complaint Procedure (Appendix 3), Title VI Complaint Form (Appendix 4), and ADA paratransit eligibility forms.
 3. Explained the results of the analysis of the county LEP data in the demographic section of the *Four Factor Analysis*.
- ✓ **Factor 2: Frequency:** How often does your staff (and/or contractor/lessee) come into contact with LEP persons?

Overview

LEP persons are persons identified as speaking English less than very well, not well or not at all. Just because a person speaks a language other than English doesn't mean they don't speak English or are identified as LEP. The summary below discusses the frequency with which **City of Marshfield** staff, and/or its contractor/lessee come into contact with LEP persons. It also provides information on the how staff is instructed to meet the needs of LEP persons.

² The ACS publishes data in many forms on the Census Bureau American Fact Finder website
<http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml>

- ✓ **Factor 3: Importance:** How does the program, service or activity affect people's lives?

Overview

The summary below discusses how the **City of Marshfield's** program and services impact the lives of person's within the community. The City of Marshfield will specify the community organizations that serve LEP persons, if available.

- ✓ **Factor 4: Resources and Costs:** What funding and other resources are available for LEP outreach?

Overview

The summary below discusses the low cost methods used by the **City of Marshfield** to provide outreach to LEP persons as well as train staff (and/or its contractor/lessee) on Title VI and LEP principles.

Additional Required Elements

In addition to the *Four Factor Analysis (listed below as item #1)*, the City of Marshfield will address the following elements:

Item #2: A description of how language assistance services are provided by language

Item #3: A description of how LEP persons are informed of the availability of language assistance service

Item #4: A description of how the language assistance plan is monitored and updated

Item #5: A description of how employees are trained to provide language assistance to LEP persons

And, any additional information deemed necessary.

City of Marshfield – Summary of the Language Assistance Plan Components

Item #1 – Results of the Four Factor Analysis (including a description of the LEP population(s) served)

Factor 1 – Demography

The **City of Marshfield** contracts with a transit provider to provide shared-ride taxi (SRT) service. The contractor/transit provider provides service for the **City of Marshfield**. Census 2010 reports a Marathon county population of 134,063. The largest LEP population is Asian and Pacific Islander languages, which represents 4.5% (5660) of the population. Asian and Pacific Islander speakers make up 1.9% (2,434) of the total population. Spanish or Spanish Creole, which represents 1.9% (2,434) of the population. Spanish or Spanish Creole speakers make up 0.7% (881) of the population.

The **City of Marshfield** is below the safe harbor threshold and is not required to provide written translation of vital document.

In the future, if the **City of Marshfield** meets the Safe Harbor Threshold for written translation of vital documents, it will also consider measures needed for oral interpretation.

Factor 2 – Frequency

The **City of Marshfield** (and its contractor/lessee, if relevant) will be trained on what to do when they encounter a person that speaks English less than well. The **City of Marshfield** and/or its contractor/lessee will track the number of encounters and consider making adjustments as needed to outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the **City of Marshfield's** programs and services.

The **City of Marshfield's** contractor/transit provider provides rides to 79,725 persons per year. While formal data has not been collected, the contractor has indicated it has encountered (0) LEP persons using the service within the last six months. Our contractor/transit provider has an open door policy and will provide rides to any person who requests a ride. If an individual has speech limitations, the dispatcher or driver will work with the Transit Manager and the **City of Marshfield**, if needed to ensure the individual receives access to the transit service.

Factor 3 – Importance

The **City of Marshfield** and our contractor/transit provider understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education or access to employment. A public transit system is a key link to connecting LEP persons to these essential services.

The **City of Marshfield** has identified activities and services which would have serious consequences to individuals if language barriers prevented access to information or the benefits of those programs. The activities and services include providing emergency evacuation instructions in our facilities, stations and vehicles and providing information to the public on security awareness or emergency preparedness.

The **City of Marshfield's** assessment of what programs, activities and services that are most critical included contact with community organization(s) that serve LEP persons, as well as contact with LEP persons themselves to obtain information on the importance of the modes or the types of services that are provided to the LEP populations.

Factor 4 – Resources and Costs

Even though the **City of Marshfield** does not have a separate budget for LEP outreach, the city has worked with our contractor/transit provider to implement low cost methods of reaching LEP person. For example, the **City of Marshfield** and our contractor/transit provider work with local advocacy groups to reach LEP populations.

Item # 2 – Description of how Language Assistance Services are Provided, by Language

The **City of Marshfield** works with our contractor/transit provider to ensure mechanisms are in place to reach LEP persons in the service area. For example, the contractor has a special brochure printed and is available in each vehicle to assist LEP populations in understanding the transportation service.

Item # 3 - Description of how LEP Persons are Informed of the Availability of Language Assistance Service

The **City of Marshfield** and its contractor/transit provider does the following to inform LEP persons of the availability of language assistance services: striving to employ multilingual staff, and creating and posting multi-language announcements, posters and other information.

Item # 4 – Description of how the Language Assistance Plan is Monitored and Updated

The **City of Marshfield** reviews its plan on an annual basis or more frequently as needed. In particular, the **City of Marshfield** will evaluate the information collected on encounters with LEP persons as well as public outreach efforts to determine if adjustments should be made to the delivering of programs and services to ensure meaningful access to minority and LEP persons.

In addition, if relevant, the **City of Marshfield** will meet with its contractor/transit provider on an annual basis to ensure the Title VI requirements are met. The last approval and site-visit of the contractor/transit provider was on 04/30/2014.

Item # 5 - Description of how Employees are Trained to Provide Language Assistance to LEP Persons

City of Marshfield employees are educated on the principles of Title VI and the **City of Marshfield's** Language Assistance Plan. New employees will be provided guidance on the needs of clients served and how best to meet their needs. An important discussion point is that of language assistance. If a driver, dispatcher or employee needs further assistance related to LEP program participants, her/she will work with the **City of Marshfield's** Title VI Coordinator to identify strategies to meet the language needs of the participants of the program or service.

As part of our annual check in meeting, if relevant, the **City of Marshfield** will meet with its contractor/transit provider to discuss updates the **City of Marshfield's** Language Assistance Plan.

Minority Representation Information

A. Minority Representation Table

The table below depicts the **City of Marshfield's** three committees and councils related to transit: the Access Committee, Citizens Advisory Council and the Bicycle Pedestrian Committee. The demographic data in the table below indicates the participation of minorities on committees and councils is reflective of the demographic makeup of the **City of Marshfield**.

Body	Caucasian	Hispanic	African American	Asian American	Native American
Population	94.8%	2.0%	0.7%	2.3%	.2%
Access Committee					
Citizens Advisory Council					
Bicycle Pedestrian Committee					

B. Efforts to Encourage Minority Participation

The **City of Marshfield** understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, the **City of Marshfield** encourages participation of all its citizens. As vacancies on boards, committees and councils become available, the **City of Marshfield** will make efforts to encourage and promote diversity. To encourage participation on its boards, committees and councils, the **City of Marshfield** will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In addition, the **City of Marshfield** will use create ways to make participating realistic and reasonable. Such as, scheduling meetings at times best suited to its members and providing transportation and child care, if needed for its members.

Minority Representation Data Collection Form

Name of board, commission, council, etc.

Date:

Dear Member,

As the **City of Marshfield** is a recipient of federal funds, we are required under Title VI of the Civil Rights statute to ascertain the racial/ethnic make-up of any non-elected boards, commissions, councils, etc.

Data from this section is used for statistical and reporting purposes. The information may be subject to disclosure under federal or state law or rule.

Anti-Discrimination Notice

It is unlawful for the **City of Marshfield** to fail or refuse to provide services, access to services or activities, or otherwise discriminate against an individual because of an individual's race, color, religion, sex, national origin, disability or veteran status.

As a council under the jurisdiction of the **City of Marshfield**, we invite council members to voluntarily self-identify their race/ethnicity in order for us to comply with FTA Title VI regulations. This information will be used according to the provisions of applicable federal and state laws, executive orders and regulations, including those requiring the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Race/Ethnicity

If you choose to self-identify, please mark the **one box** describing the race/ethnicity category with which you primarily identify:

Asian or Pacific Islander: All persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

Black and/or African American (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Caucasian (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.



City of
Marshfield
Memorandum

DATE: May 6, 2014
TO: Finance, Budget and Personnel Committee
FROM: Lara Baehr, Human Resources Manager
RE: Revised Personnel Policy No. 3.820, Overtime/Call-In/Captive Time Pay for Non-exempt Personnel

BACKGROUND

Personnel Policy No. 3.820, Overtime/Call-In/Captive Time Pay for Non-exempt Personnel was most recently updated with an effective date of January 1, 2013. Most personnel policies were updated in early 2012 in response to WI Act 10/Budget Act 32. With this in mind we know that it is likely that some policies will need to be modified as we administer the policies for employees previously covered under labor contracts.

ANALYSIS

The City has received a request to review the call-in section in Policy No. 3.820. If an employee is not currently on captive time and they are called in to work they receive a minimum of one hour compensation. Although fairly rare to call an employee in after hours (when not on call) it does occur on occasion. Some of these calls can take 30 minutes to hours. Feedback from employees has included the desire for compensation when receiving an afterhours (unscheduled) call in when not receiving captive time. Call-ins can be anywhere from 3 p.m. to 7 a.m. Monday through Friday and all 24 hours on Saturday, Sunday and holidays. Staff recently sat down with Department/Division Heads that would potentially be impacted and agreed that between the low frequencies (some of which are calls that last longer than 2 hours) and the desire for fast responses for unscheduled calls, that a 2 hour minimum would be proposed. Clarifications are track changed in the attached Personnel Policy No. 3.820.

RECOMMENDATION

I recommend that the Finance, Budget and Personnel Committee approve revised Personnel Policy No. 3.820, Overtime/Call-In/Captive Time Pay for Non-exempt Personnel.

Concurrence: 

Steve Barg, City Administrator

Attachments



CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES

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CHAPTER: Compensation

SUBJECT: Overtime/Call-In/Captive Time Pay for Non-exempt Personnel

POLICY NUMBER: 3.820

PAGES: 2

EFFECTIVE DATE: July 1, 1985

REVISION DATE: ~~January 1, 2013~~ May 6, 2014

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

All employees determined to be non-exempt under the criteria set forth in the Fair Labor Standards Act will be compensated at a rate of time and one half (1 1/2) for all hours worked in excess of 40 in any one week. Non-represented benefit eligible employees will be paid at a rate of time and one half (1 ½) for all hours worked on a Sunday or approved paid holiday.

Call-In Time

An employee called to return to work ~~outside of the regularly~~ unscheduled hours ~~of work~~ shall receive a minimum of ~~one~~ two (~~1~~ 2) hours pay. The City Department/Division may post, on or about December 1 of each year, a notice requesting the names of employees who are interested in volunteering for call-in-time duties for the succeeding year. Those employees who are interested shall sign said posting. (An employee who is scheduled in advance to work outside of their normal work shift shall receive pay for time worked).

Captive Time

The City Department/Division may post, on or about December 1 of each year, a notice requesting the names of employees who are interested in volunteering for captive time duties for the succeeding year. Those employees who are interested shall sign said posting. The employee who is on call shall receive two (2) hours straight pay for any scheduled workday and four (4) hours straight pay for non-scheduled work days or ten

(10) hours when assigned captive time for a seven (7) day period. Wastewater employees on captive time shall receive one (1) hour straight pay for any scheduled workday and three (3) hours straight pay for non-scheduled work days. When called in to work on captive time the employee shall receive a minimum of one (1) hour pay. The employee on call will be issued a cell phone for which he/she is responsible in the event it should be lost, stolen, or damaged. Employees on captive time shall have the authority to call in another employee without approval of management, when circumstances warrant the need for assistance.

The operating departments have available to them as an option compensatory time off in lieu of overtime pay, captive time and/or call-in time. Those department heads who choose to make this option available to their employees will assume the task and the responsibility for insuring accurate recordkeeping.

Under the Compensatory Time Off Option:

1. Employees who qualify for overtime pay (under section #1 of this policy) have the option of receiving the payment of the time worked either as cash or banked as compensatory time for use as time off during the remainder of the calendar year.
2. To bank hours an employee must notify his/her department head when the time card is submitted for review and approval.
3. Recorded on the time card will be the number of overtime hours actually worked accompanied by the appropriate code (CB=Compensatory Time Banked). Do not multiply the overtime hours times one and half for purposes of the time card.
4. A maximum of 40 hours can be accumulated by any employee. Police Sergeants can accrue a maximum of 72 hours.
5. The Department Head must approve in advance any time off including the use of compensatory time off. Time off should be recorded on the time card accompanied by the appropriate code (CU-compensatory time used).
6. All banked compensatory time not used by December 1 of a year will be paid out in cash at the hourly rate the employee was earning on December 1 of that year.
 - a. In order to process the payout of unused compensatory time, the department/division head will submit to the Finance Department a written summary of all compensatory time hours earned during the calendar year by each employee qualifying for the payout, a listing of hours actually used, and an indication of hours remaining in the bank and eligible for the payout.



City of
Marshfield
Memorandum

DATE: May 6, 2014
TO: Finance, Budget and Personnel Committee
FROM: Lara Baehr, Human Resources Manager
RE: Classification of Accountant

BACKGROUND

The Common Council recently approved and funded a new position titled Accountant. 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 job description for the position of Accountant.

Consultant Katie McCloskey with Carlson Dettmann reviewed the information submitted and recommends that the position of Accountant be classified at pay grade H. 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 Accountant to pay grade H.

Attachments

Concurrence: 

Steve Barg, City Administrator

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
Administrative Assistant I Custodian	Police	C	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
Cemetery Caretaker Assistant Streets/Parks & Rec Classification One	Cemetery Streets/Park & Rec	B	\$15.27	\$15.69	\$16.10	\$16.51	\$16.93	\$17.34	\$17.76	\$18.17	\$18.57
<i>vacant grade</i>		A	\$14.28	\$14.68	\$15.06	\$15.44	\$15.83	\$16.21	\$16.60	\$16.99	\$17.37
			\$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.



JOB TITLE: Accountant
DEPARTMENT: Finance
SUPERVISOR: Assistant Finance Director
COMPENSATION GRADE: H

JOB SUMMARY

Under the direction of the Assistant Finance Director, the Accountant applies principles of accounting to analyze financial information and prepares financial reports by compiling information, and utilizes appropriate accounting control procedures.

JOB DESCRIPTION

Task No.	Description	Frequency
1.	Performs enhanced financial reporting and analysis.	15%
2.	Prepares various rate studies and cost allocations.	15%
3.	Provides budget process support.	15%
4.	Provides fiscal year-end audit support.	15%
5.	Maintains City's fixed asset records including the General Fund and Enterprise Funds, Depreciation, Additions, and Retirements.	15%
6.	Provides grant administrative support.	10%
7.	Provides insurance (liability, auto, property, etc.) administrative support.	5%
8.	Performs internal control tasks as directed.	5%
9.	Performs misc. financial administrative support.	5%

QUALIFICATIONS

Bachelor's Degree in Accounting required. Work experience in accounting preferred. Must be proficient with the use of computer spreadsheets and their application to accounting and finance. Requires a self-motivated individual with excellent written and oral communication skills; good knowledge of the principles and practices of finance; strong analytical ability; strong customer service and data collection skills; detail orientated; and ability to learn technical report preparation and software applications.



City of Marshfield Memorandum

DATE: May 6, 2014
TO: Finance, Budget and Personnel Committee
FROM: Lara Baehr, Human Resources Manager
RE: Revised Personnel Policy No. 3.875, Reimbursed Expenses and Deletion of Finance Policy No. 4.170, City-Owned Vehicles for Out of City Travel

BACKGROUND

Personnel Policy No. 3.875, Reimbursed Expenses was last revised on September 24, 2002. Policy No. 3.875 needs to be updated with terms, department names, clarifications, and removal of duplications.

ANALYSIS

Employees who have access to a City owned vehicle are expected to use the City owned vehicle most of the time for various reasons, including proper signage of the vehicle, availability and liability purposes. There are times however when a supervisor is called in for an emergency situation after hours and for efficiency it makes sense to have them report directly to the situation to assess what man power and equipment will be needed without stopping first at their base location to pick up a vehicle. Examples of emergencies that occur after normal work hours include snow and ice operations, down trees, vehicle/signage accidents, road related items (quick forming pot holes) etc. In situations where supervisors are called in after hours and need to make an assessment as to what the situation calls for it is appropriate for the City to reimburse for personal mileage while in the City limits and performing work. Ultimately the reimbursements would be uncommon, require supervisor approval and require detail as to the situation that arose to be reported on the reimbursement request form. Revised Policy No. 3.875, Reimbursed Expenses is attached.

While reviewing Policy No. 3.875, Reimbursed Expenses along with Policy No. 3.580, Use of City-Owned Vehicles, we realized that there is a dated version of a policy also titled Use of City-Owned Vehicles (Policy No. 4.170) under Finance, Chapter 4. Policy No. 4.170 was implemented in 1986 and likely forgotten. Policy No. 3.580 was implemented in 1978 and last revised in 2012. The two policies are a duplication with Policy No. 4.170 not up to date.

RECOMMENDATION

I recommend that the FPB approve:

- Revised Personnel Policy No. 3.875, Reimbursed Expenses
- Deletion of Personnel Policy No. 4.170, Use of City-Owned Vehicles (duplication to Policy No. 3.580, Use of City-Owned Vehicles)

Attachments

Concurrence:

Steve Barg, City Administrator



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

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CHAPTER: Compensation

SUBJECT: Reimbursed Expenses

POLICY NUMBER: 3.875

PAGES: 6

EFFECTIVE DATE: December 12, 1995

REVISION DATE: ~~September 24, 2002~~ May 6, 2014

PERMANENT DELETION DATE:

APPROVED BY:

DEPARTMENT OF PRIMARY RESPONSIBILITY: Finance Department

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.

I. POLICY

The City of Marshfield shall reimburse eligible expenses for City employees, City elected officials, and members of appointive commissions and boards who are transacting official public business. Eligible expenses will also be reimbursed when attending an approved professional meeting, conference, or training session, which promotes the overall job knowledge and comprehension of the individual. Eligible expenses shall be reimbursed by the City upon the filing of ~~a~~ vouchers Reimbursement Claim Form ~~developed on forms furnished~~ by the Finance Department. All such ~~vouchers~~ claims shall be accompanied by actual receipts of disbursements. In cases when another agency(s) reimburses for approved travel and such reimbursement is paid to a City official or City employee, such reimbursement shall be deposited in its entirety with the ~~city treasury~~ Finance Department.

II. PROCEDURES

A. Advances

Advances should be kept to a minimum. Registration fees, lodging, and airline expenses should be paid by the City directly, whenever possible. Employees are encouraged to use personal cash or charge cards, in lieu of advances for expenses which are not prepaid, whenever possible. However, the intent is not to place a hardship on the employees travel reimbursement should be made by the City prior to the employee's receipt of his/her credit billing unless there is a delay in presenting the expense detail to the Finance Department.

Requests for advance shall be made to the Finance Department on a "Request for Travel Advance" form available from the office. Such requests shall be made at least fifteen (15) days in advance of departure from the City. No advances will be made for less than \$75.00, and none will be made for miscellaneous expenses. Advance checks will be issued by the Finance Director to the requester no sooner than the business day prior to leaving the city unless prior arrangements have been made.

B. Responsibility

1. Departments will be responsible for the submission of proposed travel during the annual budget development process or during the application period for federal/state grants. Departmental travel requests will be reviewed and discussed at the budget hearing with the City Administrator. Once the appropriations for travel have been approved by the Common Council in the annual budget process, any significant variance in travel requirements must be justified to and approved by the City Administrator (or in the cases of the Library, Fire, and Police Departments, the respective administrative boards or commissions).
2. It shall be the responsibility of each individual traveling as an official representative of the City of Marshfield at City expense to keep sufficient records in order to make a complete and detailed report of all authorized expenses. This shall mean that, when at all practical, actual receipts shall be obtained and attached to the Reimbursement Claim Form. Upon returning to the City, the individual traveling shall complete the Reimbursement Claim Form, attach receipts ~~and approval forms~~, and submit such documentation to the Finance Department within five (5) working days.

C. Allowable Reimbursement Expenses

Expenses for which the City of Marshfield may allow an advance or reimbursement when traveling or conducting business as an official representative of the City shall be provided on the following basis:

1. Transportation

Use of a private automobile to conduct City business shall be reimbursed at the rate that the Internal Revenue Service (IRS) currently allows for income tax purposes. This per mile reimbursement rate shall include all costs related to the use of privately owned vehicles including but not limited to gas, oil, tires, repairs, insurance, license fees, and depreciation costs. No person shall submit a claim for reimbursement for costs incurred to clean and/or repair his/her personal vehicle used in the conduct of City business. Parking costs as well as bridge/ turnpike tolls may be reimbursed as a separate and distinct cost from the mileage rate. Travel mileage begins when the individual leaves the premises of his/her normal place of employment or his/her residence, whichever occurs last, and ends when he/she returns to his/her normal place of employment or his/her residence, whichever occurs first.

An exception to this is when a supervisor is called in to assess an emergency situation, they may go directly to the situation with their own personal vehicle with mileage reimbursement starting from their home or current location if in the city limits or upon entering city limits if they are outside city limits when asked to report to work. If a supervisor claims reimbursement under this exception, the emergency situation must be specifically identified for each claimed expense for review and approval.

Out of Town Travel: A City employee or City elected official may be allowed an amount not more than the coach class round trip airline fare for out-of-state travel. City employees and elected officials are encouraged, but not required, to use City-owned vehicles for all travel within the State of Wisconsin and cities immediately adjacent to the boundaries thereto when at all practical. Except for the cities immediately adjacent to the State of Wisconsin, City-owned vehicles will not be used for out-of-state travel without prior approval of the Department/Division Head or City Administrator.

If a private automobile is permitted for out-of state travel, reimbursable automobile expenses shall be limited to the cost of a coach class airline ticket, or the current IRS rate, whichever is less, and shall not include bridge/turnpike tolls, lodging, meals, and other expenses enroute that would not be paid if commercial transportation was used. If more than one employee is to ride in the same private vehicle, only the cost of one coach class airline ticket will be permitted.

If the rental of a vehicle from a private agency is necessary and justified (when neither City nor private vehicle are used), the City will not pay for personal use (e.g. sightseeing).

~~Use of a city-owned vehicle is voluntary. Employees that elect to use a city-owned vehicle must submit a request to the Mayor's Office. A car will be assigned, if available, with verification. Keys are to be picked up and returned to the mayor's Office. Mileage documentation forms must be completed and returned to the Mayor's Office. These forms are kept in the automobile. If gasoline is needed while out of town, purchase and turn in a receipt for reimbursement with your other expenses. Upon return to the City you must fill the gas tank at the City fueling station. The cost for any gasoline purchased for the city-owned vehicle should be charged to account #701.53240~~

~~.000.5350. City officials may transport non-employee passengers when in a city-owned car when on city business.~~

2. Hotel or Lodging Expenses

Hotel or lodging expenses will be reimbursed at an amount not greater than the cost of a medium priced single room, which will depend upon the particular destination while traveling at the expense of the City. No provision shall be made for the advance or reimbursement for lodging expenses for persons other than City employees, City elected officials, and members of appointive commissions and boards who are required to travel to transact official public business. Employees and elected officials are encouraged to request a quotation for a governmental rate when making their lodging arrangements. Lodging expenses will not be reimbursed for accommodations in Wood, Portage, Marathon, or Clark counties unless advance permission is granted by the City Administrator ~~in Wood, Portage, Marathon, or Clark counties unless advance permission is granted by the City Administrator~~ (or in the case of the Library, Fire Department, or Police Department, the respective administrative board or commission).

3. Meals

Employees and officials traveling for the City will be allowed reimbursement for reasonable meal expenses, including gratuities not to exceed fifteen percent (15%) of the meal expenses. No allowance will be made for alcoholic beverages. Breakfast expenses will be allowed if the employee or City official is required to leave the City of Marshfield prior to 6:30 a.m.; evening meal expenses will be allowed if the employee cannot safely return to the City prior to 7:00 p.m., not including the time spent eating the evening meal.

4. Fees, Registration, Dues, Banquets, etc.

The City of Marshfield shall pay the cost of fees, dues, and conference or meeting registration expenses. Such expenses must be verified, when possible, by a receipt, program or bulletin setting forth such fees or dues. In the event that such fees include the cost of meals, no allowance for the same meals shall be allowed under section 3 above.

When a regional or statewide meeting or conference is hosted by the Mayor, City Administrator, or a department of municipal government, employees and officials shall be reimbursed for actual expenses in accordance with reimbursement procedures.

5. Miscellaneous

Reimbursement for other reasonable miscellaneous expenses such as ground transportation (taxi, bus), baggage handling, and business related telephone charges would be allowed. No reimbursement shall be allowed for any traveler's check issuance fees, parking tickets, traffic violations, or personal telephone charges.

CITY OF MARSHFIELD REQUEST FOR TRAVEL ADVANCE

To: Finance Department

From: _____

Please advance me the sum of \$ _____ for travel to
_____, _____ on _____, for
(City) (State) (Date)

the purpose of _____
(specific meeting, conference, training session, et. al.)

Within five (5) days of the completion of my trip(s), I will submit a detailed request for reimbursement together with supporting evidence for actual expenditures. Upon receiving a check from the City of Marshfield for the actual expenditures, I will pay the City of Marshfield the total advance of \$ _____. The attached sheet is a detailed estimated cost of my expenses.

Signature: _____

Approved: _____

[Requests for advance shall be made at least fifteen (15) days in advance of departure from the City. No advances will be made for less than \$75.00, and none will be made for miscellaneous expenses. Advance checks will be issued by the Finance Department to the requester no sooner than the business day prior to leaving the City unless prior arrangements have been made.]

TO BE COMPLETED BY THE FINANCE DEPARTMENT:

Advance of \$ _____ issued to _____ on _____.

Check # _____. Reimbursement request of \$ _____ paid on
_____. Check # _____. Advance of \$ _____ repaid on _____.

Receipt # _____.

Check to be picked up on _____.

ESTIMATED COST OF TRIP

1. LODGING:

Hotel: _____ Night(s) @ \$ _____ per night \$ _____

2. MEALS:

_____ Breakfast(s) @ \$ _____ each \$ _____

_____ Noon Meal(s) @ \$ _____ each \$ _____

_____ Evening Meal(s) @ \$ _____ each \$ _____

3. REGISTRATION:

\$ _____

4. OTHER (specify in detail)

\$ _____

TOTAL ESTIMATED COSTS*

\$ _____

* Minimum advance request is \$75.00

**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: Use of City-owned Vehicles

POLICY NUMBER: 3.580

PAGES: 2

APPROVAL DATE: April 11, 1978

REVISION DATE: January 1, 2012

PERMANENT DELETION DATE:

APPROVED BY:

DEPARTMENT OF PRIMARY RESPONSIBILITY: Finance and Public Works

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.

There shall be a policy governing the personal usage of City-owned vehicles by City personnel:

A) Usage

1. City owned vehicles shall not be used to commute to and from work. The commute is defined as the initial trip from home in the morning and the final trip home in the evening. This section of the policy does not apply to police and fire protective service members.
2. All City-owned vehicles shall be stored at the applicable department/division base.
3. Employees may take city owned vehicles to lunch as long as it is within the corporate boundaries of the City. This section of the policy does not apply to police and fire protective service members.
4. Employees approved for out of town travel with a city owned vehicle may take the vehicle home to accommodate early morning or late evening travel plans.

B) Personal Usage of City-owned Vehicles

1. Personal usage of City-owned vehicles is prohibited. This section of the policy does not apply to police and fire protective service members. Detailed reporting of personal usage is required to be submitted to the Finance Director at the end of each month to report the taxable benefit implications to the employee (including police and fire protective service members).

C) Transportation of Passengers in City-owned Vehicles

1. Passengers may be transported for City of Marshfield business.
2. City-owned vehicles may not be used for transporting family members or for any non-City of Marshfield business.



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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

CHAPTER: Accounting and Financial Reporting Systems

SUBJECT: City Owned Vehicles for Out of City Travel

POLICY NUMBER: 4.170

PAGES:

EFFECTIVE DATE: March 5, 1986

REVISION DATE:

PERMANENT DELETION DATE:

APPROVED BY: Mayor Marilyn Hardacre

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.

In accordance with the motion passed by Council on January 14, 1986, that no out of city mileage for all city personnel (Mayor, Council or City Employees) is to be reimbursed if a city owned automobile is available, the following procedures and automobile assignments are to be implemented effective February 24, 1986.

1. Policies and Procedures
 - a. This policy will most generally apply to the following departments:

- Assessor
- Cemetery
- Clerk
- Comptroller
- Community Development Authority
- Fire (Dependent upon action of the Fire & Police Commission)
- Library
- Mayor
- Parks, Recreation & Aging
- Personnel
- Police (Dependent upon action of Fire & Police Commission)
- Public Works
- Treasurer
- Common Council

- b. It is expected that there would be most often be a city car available in the Department of Public Works for an employee in any Public Works Division and in the Police Department for any Police Department employee for out of town travel. If not, a request should be forwarded to the Mayor's Office.
- c. When travel needs are known, submit request for automobile to Mayor's Office. Either the Mayor's car or one from Department of Public Works will be assigned with verification returned to you. (See attached form).
- d. Keys are to be picked up and returned to Mayor's Office. When returning keys, return copy of mileage record with them.
- e. All vehicles will be kept at City Hall and are to be picked up and returned there.
- f. Mileage record forms will be kept in automobile. Be certain to record mileage and turn in forms where indicated. Please note on form any problems you may have had with car or repairs needed. City Garage will keep mileage records and perform routine maintenance as needed. (See attached form).
- g. Gasoline - If gas is needed while out of town, purchase and turn in receipt for reimbursement with other expenses. Upon return to City, fill tank at City Garage. An employee is at the Garage from 7 a.m. til 10 p.m.
- h. The account to which your automobile will be charged will be your account number plus .5331 Central Motor Pool Charges
- i. City officials may transport passengers when traveling outside the city.

Marilyn Hardacre, Mayor
March 5, 1986

CITY OF MARSHFIELD
REQUEST FOR CITY AUTOMOBILE
FOR
OUT-OF-TOWN TRAVEL

TO: Mayor_s Office
FROM:
DATE:

1. Date (or dates) of travel
Leave Marshfield a.m./p.m.
Estimated time of return a.m./p.m. on
2. Destination
3. Any additional passengers No.

TO:
FROM: Mayor_s Office per
DATE:

1. Vehicle assigned
2. City owned vehicle is not available. Permission granted to use personal vehicle
3. Keys may be picked up from Mayor_s Secretary on after_____. Car will be available _____.

MILEAGE RECORD
FOR
CITY AUTOMOBILE

1. Vehicle Number
2. Beginning Mileage
3. Ending Mileage
4. Billing Miles
5. Billing Account:
Name and Number
6. Attention or Repairs Needed for Vehicle:

Signature
Date

VEHICLE TO BE RETURNED WITH FULL TANK OF GAS

White Copy - City Garage
Pink Copy - Return with keys to Mayor's Office
Yellow Copy - Retain for your personal records

DEPARTMENTAL/AGENCY AGENDA REQUEST FORM
CITY OF MARSHFIELD, WISCONSIN

I. REQUESTED AGENDA/DATE: COMMON COUNCIL 05 / 13 / 14
FINACE/BUDGET/
PERSONNEL 05 / 06 / 14
BOARD OF PUBLIC
WORKS / /

II. SUGGESTED WORDING FOR AGENDA PRESENTATION (PHRASE OR SENTENCE NOT TO EXCEED 15 WORDS):

Budget Resolution 09-2014 - Purchase of UHF Portable Radios and 25' Aerial Work Platform Lift

III. DESCRIPTIVE PARAGRAPH (SUMMARY OF PRIOR ACTIONS, REASON FOR REQUEST, ET AL):

Utilizing \$23,555.00 from the \$35,000.00 budgeted amount for the Compressed Air Foam System (CAFS) project which will not take place due to technical problems. This will fund the purchase of another 21 portable UHF radios along with two additional battery charging banks. This will fund the purchase of a refurbished 25" Aerial Work Platform for maintenance work in the station's apparatus bay.

IV. RECOMMENDED ACTION LINE(S):

Approve

V. COST OF ACTION(S), IF ANY:

\$23,555.00

VI. IS A BUDGET TRANSFER OR BUDGET RESOLUTION NECESSARY?

CHECK ONE: YES NO

IF YES, PLEASE INDICATE THE FUNDING SOURCE:

<u>FUND</u>	<u>DEPARTMENT</u>	<u>PROGRAM</u>	<u>LINE ITEM</u>	<u>AMOUNT</u>
101	52210	21	58610	\$ 23,555.00

VII. NAME, POSITION TITLE, AND DEPARTMENT AFFILIATION OF PERSON PRESENTING AGENDA ITEM AT MEETING:

**Robert Haight, Fire Chief
Marshfield Fire and Rescue Department**

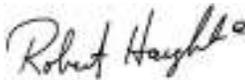
PLEASE NOTE: ALL AGENDA ITEMS MUST BE SUBMITTED BY 9:00 A.M. ON MONDAY OF THE WEEK PRECEDING THE WEEK OF THE MEETING DATE. ALL BACKUP INFORMATION IS DUE IN THE CITY ADMINISTRATORS OFFICE NO LATER THAN 5:00 P.M. ON WEDNESDAY PRECEDING THE MEETING.

FIRE & RESCUE DEPARTMENT

MEMORANDUM

TO: Finance, Budget, and Personnel Committee Members

FROM: Robert P. Haight III, Fire Chief



DATE: May 1, 2014

SUBJECT: Budget Resolution 09 -2014

Background

The Marshfield Fire & Rescue Department's 2014 budget had a Capital Outlay item of a Compressed Air Foam System (CAFS) for Engine 1 which was budgeted at \$35,000.00 . Final design of this system showed that only a limited CAFS could be installed and the installation of the system could lead to potential problems in the future. The decision was then made to not install CAFS into this engine.

The 2014 budget also had 16 UHF portable radios which were purchased early in 2014. These radios were intended to solve a problem with radio communications within structures such as the Marshfield Clinic, St. Joseph's Hospital and most of the big box stores in town. These radios will now be utilized for all fire ground incidents and the decision was made to budget for more in the 2015 budget.

The lights, electrical and air drop cords as well as the windows in the apparatus bay of the fire station run up to 30' above the floor. This requires the use of a lift for maintenance, bulb replacement and cleaning. We are proposing the purchase of a refurbished 25' portable aerial work platform.

Analysis

There are currently not enough UHF portable radios to carry on two incidents at the same time which will require the personnel handling the second incident to have to utilize VHF portable radios which have limited penetration within buildings. We are looking at purchasing another 21 portable UHF radios along with two additional battery charging banks. A second UHF frequency will need to be obtained as well to provide a separate available rescue channel. The cost of this would be \$18,555.00 which would be funded from the budgeted money for the CAFS system project which will not take place.

Maintenance, bulb replacement and cleaning require the use of a lift on our apparatus bay which we have been renting from Northern Rental. Lift rental over the last 3 years has cost us \$953.70. All repairs and maintenance must wait until we have enough to warrant the renting of a lift. We were recently informed, that United Rental currently has a refurbished 2008 Genie AWP25 aerial work platform available for \$5,000.00. A brand new lift has a price tag of \$10,000.00 and other refurbished platforms that we have found have only been available in other states which add additional shipping costs.

Summary/Recommendation

The purchase of the UHF radios and aerial work platform have a total cost a total of \$23,555.00 which will be purchased in place of the CAFS system for Engine 1 which was budgeted for at \$35,000.00 in 2014. I would recommend the approval of Budget Resolution 09-2014 in the amount of \$23,555.00

Concurrence:



Steve Barg, City Administrator



Keith Strey, Finance Director

BUDGET RESOLUTION NO. 09-2014

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 \$18,555 is hereby transferred within the Fire Protection Capital Outlay budget from the Compressed Air Foam System purchase to purchase 21 Portable UHF Radios, a/c #1015221021.210000.
2. That the sum of \$5,000 is hereby transferred within the Fire Protection Capital Outlay budget from the Compressed Air Foam System purchase to purchase a 25' Aerial Work Platform Lift, a/c #1015221021.210000.
3. 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. 09-2014 BY OBJECT NUMBER

TRANSFERRED FROM: **(MEMO ONLY)**

1. General Fund Fire Protection Budget, a/c #1015221021.210000:
 - a. 58610 – Other Fire Protection Capital Outlay
Compressed Air Foam System purchase \$ 23,555

TRANSFERRED TO: **(MEMO ONLY)**

1. Protective Services Fund Law Enforcement, a/c# 2065211020.200000:
 - a. 58610 – Other Fire Protection Capital Outlay
21 UHF Radios purchase \$ 18,555
 - b. 58610 – Other Fire Protection Capital Outlay
25' Aerial Work Platform Lift purchase 5,000

* * * *

Proposed 2015 budget calendar

Tuesday, May 27 th	Council establishes 2015 budget parameters
Tuesday, August 26 th	Presentation of 2015 budget overview and forecast
Monday, October 13 th	Budget meeting #1 at 5:00 p.m., before regular Council meeting (revised date, moved up due to League conference in Middleton)
Monday, October 20 th	Budget meeting #2 at 6:00 p.m., or right after BPW meeting
Tuesday, October 28 th	Budget meeting #3 at 6:00 p.m., before regular Council meeting
Tuesday, November 25 th	Public hearing (6:30) and adoption (7:00) of 2015 budget/tax levy