



CITY OF MARSHFIELD

# MEETING NOTICE

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**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING**

**TUESDAY, MAY 20, 2014**

**Council Chambers, Lower Level, City Hall Plaza**

**5:30 p.m.**

**AGENDA**

1. Call to Order – Alanna Feddick-Goodwin, Chair
2. Citizen Comments
3. Consent Agenda
  - a) Approval of minutes of May 6, 2014 meeting.
  - b) Approve Bills and Payroll.
  - c) Report of Personnel Actions.
  - d) Treasury Report.

Recommended Action: Approve the Consent Agenda, as presented.

4. Consideration of items removed from the consent agenda, if any.
5. Approve extending the fundraising deadline for the Library & Community Center project to June 1, 2015. Presented by Steve Barg, City Administrator.

Recommended Action: Approve the requested extension.

6. Request to authorize the Human Resources Manager to fill the position of Wastewater Operator in the Wastewater Utility. Presented by Sam Warp, Wastewater Superintendent.

Recommended Action: Approve filling the Wastewater Operator position.

7. Presentation – refilling of vacant Police Officer positions. Presented by Rick Gramza, Police Chief.

Recommended action: None, for information only.

8. Request to approve revised Personnel Policy No. 3.135, Management Personnel, Department Heads and Division Head Definitions. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve revised Personnel Policy No. 3.135.

FINANCE, BUDGET AND PERSONNEL COMMITTEE  
MAY 20, 2014

9. Request to approve revised Personnel Policy No. 3.310, Rules of Conduct. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve revised Personnel Policy No. 3.310.

10. Request to approve revised Personnel Policy No. 3.510, Vacation Policy. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve revised Personnel Policy No. 3.510.

11. Request to approve revised Personnel Policy No. 3.560, Group Insurance Policy. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve revised Personnel Policy No. 3.560.

12. Suggested items for future agendas

13. Adjourn.

Posted this day, May 16, 2014 at 11:30 a.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 MAY 6, 2014**

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

**PRESENT:** Alderpersons Alanna Feddick-Goodwin, Rebecca Spiros, Gordon Earll, Char Smith and Peter Hendler.

**ABSENT:** None

**ALSO PRESENT:** Mayor Meyer, Alderperson Wagner, City Administrator Barg, Members of the Library and Community Center Project Fundraising Committee and City Personnel (Brenda Hanson, Lara Baehr, Bob Haight, Sam Warp, Lori Belongia and Deb Hall).

The Mayor asked for nominations for Chairperson.

Alderperson Hendler nominated Alderperson Feddick-Goodwin.

There being no further nominations the Mayor declared the nominations closed.

**FBP14-029** Motion by Hendler, second by Earll to elect Alderperson Feddick-Goodwin as Chairperson.

**Motion carried**

Alderperson Feddick-Goodwin assumed the chair.

Chairperson Feddick-Goodwin asked for nominations for Vice-Chair.

Alderperson Earll nominated Alderperson Hendler.

There being no further nominations the Chair declared the nominations closed.

**FBP14-030** Motion by Earll, second by Spiros to elect Alderperson Hendler as Vice-Chairperson.

**Motion carried**

**Citizen Comments**

None

**FBP14-031** Motion by Hendler, second by Spiros to approve the items on the consent agenda:

1. Minutes of the April 1, 2014 meeting.
2. Payroll in the amount of \$809,242.13 (March) and \$790,137.58 (April) and the Bills in the amount of \$540,741.42 (March) and \$646,661.19 (April).
3. Report of Personnel Actions of May 6, 2014.
4. Monthly Position Control Report as of April 30, 2014.
5. March 2014 Treasury Report

**Motion carried**

No items were removed from the consent agenda.

Library & Community Center Campaign Co-Chair Bill Hocking updated the committee on the status of the campaign. There are 6 co-chairs for this committee and they became involved in the project because they feel that this is going to be an incredibly positive addition to the City of Marshfield. It will enhance Marshfield's strong, existing, educational and cultural environment. Having a combined library and community center will have many centergies that will be available to everyone in the City of Marshfield at no charge. They also feel that it will be a very important economic development asset for Marshfield. There are over 200 enthusiastic volunteers that are actively working on the fundraising project and they are continuing to recruit more people to help with this. Their goal is to raise \$4 million dollars and that would be added to the City's already committed \$3 million dollars for a \$7 million dollar project. To date they have raised approximately \$1.7 million dollars in pledges and donations. That represents about 42% of the goal. They are still in the initial phases of this campaign. They have not gone out to the public at this point in time. They are still talking with visionary donors. In the next month they are planning to begin moving the campaign to a more visible public phase. A grant was submitted to the National Endowment for the Humanities which they feel they have a reasonably good chance of success with. They have begun to achieve some real momentum in this campaign.

Discussion of possible advancement of funds to cover future pledged payments for the Library & Community Center Project.

**FBP14-032** Motion by Earll, second by Spiros to approve revised Common Council Policy No. 1.320, Title VI Customer Complaint Procedures and Title VI Plan.

**Motion carried**

**FBP14-033** Motion by Hendler, second by Earll to approve revised Personnel Policy No. 3.820, Overtime/Call-in/Captive Time Pay for Non-exempt personnel.

**Motion carried**

**FBP14-034** Motion by Earll, second Spiros to approve the classification of the Accountant position to pay grade H on the Non-Represented Compensation Plan.

**Motion carried**

**FBP14-035** Motion by Hendler, second by Earll to approve revised Personnel Policy No. 3.875, Reimbursed Expenses and the deletion of Finance Policy No. 4.170, City-Owned Vehicles for Out of City Travel.

**Motion carried**

**FBP14-036** Motion by Hendler, second by Earll to recommend approval of Budget Resolution No. 09-2014 to the Common Council, transferring \$23,555 within the Fire Protection budget for the purchase of UHF portable radios and aerial work platform lift.

**Motion carried**

**FBP14-037** Motion by Hendler, second by Smith to approve the 2015 Budget Calendar.

**Motion carried**

**FBP14-038** Motion by Earll, second by Spiros to go into 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 had requested a closed session to discuss collective bargaining strategy with Firefighters Local 1021, IAFF. Roll call vote, all ayes. (Time: 6:40 p.m.)

**Motion carried**

Present in closed session: Alderpersons Feddick-Goodwin, Spiros, Smith, Earll, Hendler and Wagner, City Administrator Barg, Fire Chief Haight, Asst. Finance Director Hanson and City Clerk Hall.

**FBP14-039** Motion by Spiros, second by Smith to return to open session. Roll call vote, all ayes. (Time: 6:56 p.m.)

**Motion carried**

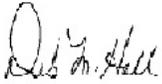
No action was taken in open session regarding the closed session item.

**FUTURE AGENDA ITEMS**

None

Motion by Spiros, second by Smith to adjourn at 6:57 p.m.

**Motion carried**



Deb M. Hall  
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to N/A and General Expense Bills for APRIL, 2014 amounting to \$716,979.51 be allowed paid and charged to their proper accounts.

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Chairman

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

5/21/2014

**PREPAID BILLS**

**PREPAID BILLS PAID BY CHECK**

<b>CK#</b>	<b>CK DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
79925	5/7/2014	MINNESOTA LIFE INSURANCE CO	\$5,220.54
79926	5/7/2014	WEA INSURANCE TRUST	\$213,919.36
79927	5/9/2014	ALLIANT ENERGY WP&L	\$136.52
79928	5/9/2014	AMERIGAS-RUDOLPH	\$395.24
79929	5/9/2014	CHARTER COMMUNICATIONS	\$195.99
79930	5/9/2014	DEPT OF WORKFORCE DEVELOPMENT	\$169.00
79931	5/9/2014	FRONTIER	\$1,417.75
79932	5/9/2014	GANNETT WISCONSIN MEDIA	\$1,609.10
79933	5/9/2014	E O JOHNSON COMPANY	\$295.00
79934	5/9/2014	E O JOHNSON COMPANY	\$339.52
79935	5/9/2014	MARSHFIELD POLICE DEPT INVESTIGATIVE FUND	\$3,030.00
79936	5/9/2014	MARSHFIELD UTILITIES	\$57,515.29
79937	5/9/2014	TDS TELECOM	\$348.12
79938	5/9/2014	TELRITE CORPORATION	\$89.49
79939	5/9/2014	TRIPLE R BUSINESS SERVICES, LLC	\$4,981.41
79940	5/9/2014	US CELLULAR	\$1,213.52
79941	5/9/2014	VERIZON WIRELESS	\$319.29
79942	5/9/2014	WEPAK-N-SHIP	\$24.33
79943	5/9/2014	WVOA	\$75.00
		<b>TOTAL PREPAID BILLS PAID BY CHECK</b>	<b>\$291,294.47</b>

**PREPAID BILLS PAID BY EFT**

EFT000000002233	5/12/2014	KEITH STREY	\$256.27
		<b>TOTAL PREPAID BILLS PAID BY EFT</b>	<b>\$256.27</b>

**CURRENT BILLS**

**CURRENT BILLS PAID BY EFT**

EFT000000002237	5/21/2014	CHARLES ADAMSKI	\$40.00
EFT000000002238	5/21/2014	AIR COMMUNICATIONS OF CENTRAL	\$141.00
EFT000000002239	5/21/2014	GENE ALLAR	\$1,700.03
EFT000000002240	5/21/2014	JONATHON ALTMAN	\$100.00
EFT000000002241	5/21/2014	JASON ANGELL	\$260.00
EFT000000002242	5/21/2014	ARAMARK UNIFORM SERVICES	\$35.37
EFT000000002243	5/21/2014	ATHENS VETERINARY SERVICE INC	\$455.40
EFT000000002244	5/21/2014	LARA BAEHR	\$43.68
EFT000000002245	5/21/2014	BALTUS OIL COMPANY INC	\$2,699.28
EFT000000002246	5/21/2014	BAUERNFEIND BUSINESS TECH	\$3,848.55
EFT000000002247	5/21/2014	BEAVER OF WISCONSIN INC	\$531.25
EFT000000002248	5/21/2014	BELCO VEHICLE SOLUTIONS LLC	\$1,626.35
EFT000000002249	5/21/2014	BOUND TREE MEDICAL, LLC	\$904.00
EFT000000002250	5/21/2014	BRUCE MUNICIPAL EQUIPMENT	\$379.16
EFT000000002251	5/21/2014	STEVE BURNS	\$162.25
EFT000000002252	5/21/2014	CARQUEST AUTO PARTS	\$738.61

CK#	CK DATE	VENDOR	AMOUNT
EFT000000002253	5/21/2014	CDW GOVERNMENT INC	\$842.93
EFT000000002254	5/21/2014	CENTRAL STATE SUPPLY CORP	\$735.85
EFT000000002255	5/21/2014	CONSOLIDATED UTILITY SERVICES INC	\$1,322.88
EFT000000002256	5/21/2014	JAMES CRAMM	\$33.51
EFT000000002257	5/21/2014	DAKOTA ELECTRIC SERVICE INC	\$1,568.15
EFT000000002258	5/21/2014	DALCO ENTERPRISES, INC.	\$1,581.57
EFT000000002259	5/21/2014	DEMCO	\$319.18
EFT000000002260	5/21/2014	DOINE TRANSPORT INC	\$98.00
EFT000000002261	5/21/2014	ENERGENECS INC	\$463.81
EFT000000002262	5/21/2014	ERO TEX	\$770.00
EFT000000002263	5/21/2014	PETER FLETTY	\$280.98
EFT000000002264	5/21/2014	FREMONT INDUSTRIES, INC.	\$5,826.39
EFT000000002265	5/21/2014	WILLIAM FRUEHBRODT	\$8.40
EFT000000002266	5/21/2014	GALE/CENGAGE LEARNING	\$143.87
EFT000000002267	5/21/2014	GALLS LLC	\$47.95
EFT000000002268	5/21/2014	HEINZEN PRINTING INC	\$528.00
EFT000000002269	5/21/2014	HEINZEN PROMOTIONAL PRODUCTS	\$678.02
EFT000000002270	5/21/2014	AMANDA HELKE	\$17.36
EFT000000002271	5/21/2014	INGRAM LIBRARY SERVICES INC	\$181.44
EFT000000002272	5/21/2014	DEREK IVERSON	\$28.78
EFT000000002273	5/21/2014	DENNIS KEFFER	\$97.87
EFT000000002274	5/21/2014	KELBE BROTHERS EQUIPMENT INC	\$960.40
EFT000000002275	5/21/2014	DAN KNOECK	\$304.84
EFT000000002276	5/21/2014	LORRIE KROKSTROM	\$43.62
EFT000000002277	5/21/2014	STEVEN MEEK	\$42.84
EFT000000002278	5/21/2014	MERKEL COMPANY INC	\$2,326.14
EFT000000002279	5/21/2014	MIDSTATE TRUCK SERVICE	\$77.88
EFT000000002280	5/21/2014	MIDWEST TAPE	\$748.65
EFT000000002281	5/21/2014	MISSISSIPPI WELDERS	\$216.00
EFT000000002282	5/21/2014	MSA PROFESSIONAL SERVICES INC	\$8,862.00
EFT000000002283	5/21/2014	NORTH CENTRAL LABORATORIES	\$354.60
EFT000000002284	5/21/2014	POWER PAC INC	\$437.51
EFT000000002285	5/21/2014	PREMIER PRINTING, INC	\$2,050.50
EFT000000002286	5/21/2014	QUILL CORPORATION	\$39.98
EFT000000002287	5/21/2014	REIGEL PLUMBING & HEATING INC	\$1,465.89
EFT000000002288	5/21/2014	SAFE FAST INC	\$423.38
EFT000000002289	5/21/2014	SCHILLING SUPPLY COMPANY	\$497.74
EFT000000002290	5/21/2014	SCHOOL DISTRICT OF MARSHFIELD	\$4,071.00
EFT000000002291	5/21/2014	SHI INTERNATIONAL CORPORATION	\$1,297.00
EFT000000002292	5/21/2014	MELVIN SMITH	\$50.40
EFT000000002293	5/21/2014	SVA CONSULTING LLC	\$3,492.45
EFT000000002294	5/21/2014	TRAFFIC AND PARKING CONTROL INC	\$5,319.16
EFT000000002295	5/21/2014	TOM TURCHI	\$428.80
EFT000000002296	5/21/2014	V & H AUTOMOTIVE MARSHFIELD	\$304.89
EFT000000002297	5/21/2014	V & H INC	\$3,054.06
EFT000000002298	5/21/2014	VIDCOM LLC	\$3,509.50
EFT000000002299	5/21/2014	ERIK WESTMAN	\$160.16
EFT000000002300	5/21/2014	WOOD COUNTY HEALTH DEPARTMENT	\$60.00
EFT000000002301	5/21/2014	WOOD COUNTY TREASURER	\$1,981.00
		<b>TOTAL CURRENT BILLS PAID BY EFT</b>	<b>\$71,820.26</b>

CK#	CK DATE	VENDOR	AMOUNT
<b>CURRENT BILLS PAID BY CHECK</b>			
79950	5/21/2014	5 ALARM FIRE & SAFETY EQUIPMNT	\$207.45
79951	5/21/2014	A-1 FLOORING LLC	\$259.40
79952	5/21/2014	ADVANCED DISPOSAL SERVICES LLC	\$70,835.77
79953	5/21/2014	ALTMANN BUILDERS, LLC	\$320.31
79954	5/21/2014	AMERICAN PLANNING ASSOCIATION	\$225.00
79955	5/21/2014	AMERICAN WELDING & GAS INC	\$49.42
79956	5/21/2014	ASSOCIATED SERVICE CENTER	\$144.75
79957	5/21/2014	B & H PHOTO-VIDEO	\$75.70
79958	5/21/2014	BAKER AND TAYLOR CO-CONT ACCT	\$10.46
79959	5/21/2014	BAKER AND TAYLOR INC	\$2,365.08
79960	5/21/2014	BAY STEEL & FABRICATION LLC	\$302.16
79961	5/21/2014	SUSAN BOYLE	\$100.00
79962	5/21/2014	I BRANDL INC	\$126.50
79963	5/21/2014	BROOKS TRACTOR INC	\$1,991.20
79964	5/21/2014	BURT TROPHY & AWARDS INC	\$228.70
79965	5/21/2014	CAREW CONCRETE & SUPPLY CO	\$597.70
79966	5/21/2014	CARRICO-AQUATIC RESOURCES INC	\$1,935.25
79967	5/21/2014	CENTRAL WI COOPERATIVE	\$578.51
79968	5/21/2014	EVELYN CHALTRY	\$100.00
79969	5/21/2014	ASHLEY CHAMBERLAIN	\$100.00
79970	5/21/2014	CHILDREN'S PLUS INC	\$514.43
79971	5/21/2014	CHIPPEWA VALLEY SPORTING GOODS	\$7,440.00
79972	5/21/2014	CITY DIRECTORIES	\$470.00
79973	5/21/2014	COMPLETE CONTROL INC	\$322.34
79974	5/21/2014	COUNTY MATERIALS CORPORATION	\$13,603.28
79975	5/21/2014	CTL COMPANY INC	\$21.50
79976	5/21/2014	DAVID BUILDING SUPPLY	\$29.56
79977	5/21/2014	BRUCE DETHLEFSEN	\$18.00
79978	5/21/2014	DON'S AUTOMOTIVE CENTER, LLC	\$40.00
79979	5/21/2014	DUFFY'S AIRCRAFT SALES	\$1,152.97
79980	5/21/2014	ECONO LODGE INN & SUITES	\$45.89
79981	5/21/2014	EVENTS ETC LLC	\$90.00
79982	5/21/2014	EVERGREEN NURSERY CO.	\$256.00
79983	5/21/2014	FASTENAL COMPANY	\$359.12
79984	5/21/2014	FESTIVAL FOODS	\$43.82
79985	5/21/2014	FLUKE ELECTRONICS	\$515.21
79986	5/21/2014	FRONTIER	\$244.12
79987	5/21/2014	GEMPLER'S INC	\$390.10
79988	5/21/2014	GENE MICHAEL PRODUCTIONS INC	\$300.00
79989	5/21/2014	GOVT FINANCE OFFICERS ASSN	\$150.00
79990	5/21/2014	GOVT FINANCE OFFICERS ASSN	\$505.00
79991	5/21/2014	H & S PROTECTION SYSTEMS INC	\$134.51
79992	5/21/2014	KELSEY HAPPE	\$100.00
79993	5/21/2014	DEB HATALA	\$100.00
79994	5/21/2014	HEFKO FLORAL COMPANY	\$44.95
79995	5/21/2014	HILLER'S HARDWARE INC	\$226.78
79996	5/21/2014	HOWARD JOHNSON PLAZA MADISON	\$70.00
79997	5/21/2014	JEFFERSON FIRE AND SAFETY INC	\$9,247.55
79998	5/21/2014	MARIE JOHANNES	\$100.00
79999	5/21/2014	E O JOHNSON COMPANY	\$376.28

CK#	CK DATE	VENDOR	AMOUNT
80000	5/21/2014	AKANKSHA JOSHI	\$100.00
80001	5/21/2014	PETER A KASTENHOLZ	\$478.40
80002	5/21/2014	KOHS MACHINE SHOP	\$111.60
80003	5/21/2014	JANE LAMERMAYER	\$100.00
80004	5/21/2014	THE LIFEGUARD STORE, INC.	\$445.10
80005	5/21/2014	LUSTRE CAL CORP	\$256.00
80006	5/21/2014	LWMMI	\$1,000.00
80007	5/21/2014	MAGNUSON GRAND HOTEL MADISON	\$71.20
80008	5/21/2014	MAID TO ORDER	\$200.00
80009	5/21/2014	MARATHON COUNTY REGISTER-DEEDS	\$90.00
80010	5/21/2014	MARATHON COUNTY TREASURER	\$21.60
80011	5/21/2014	MARSHFIELD AREA CHAMBER	\$15,031.12
80012	5/21/2014	MARSHFIELD AREA GIRL SCOUTS	\$100.00
80013	5/21/2014	MARSHFIELD CITY GARAGE	\$6.49
80014	5/21/2014	MARSHFIELD GLASS LLC	\$145.00
80015	5/21/2014	MARSHFIELD PARKS & REC DEPT	\$27.52
80016	5/21/2014	MARSHFIELD PUBLIC LIBRARY	\$5.95
80017	5/21/2014	MARSHFIELD UTILITIES	\$5,739.88
80018	5/21/2014	NANCY NYHAGEN	\$175.00
80019	5/21/2014	MEDFORD COOPERATIVE INC	\$2,769.61
80020	5/21/2014	MENARDS	\$1,096.60
80021	5/21/2014	MID-STATE EQUIPMENT	\$51,553.48
80022	5/21/2014	MIDSTATE TECHNICAL COLLEGE	\$729.00
80023	5/21/2014	MONEY WISE	\$11,177.00
80024	5/21/2014	MONROE TRUCK EQUIPMENT	\$1,588.49
80025	5/21/2014	MUNICIPAL ENVIRONMENTAL GROUP	\$2,095.17
80026	5/21/2014	NAPA AUTO PARTS	\$227.07
80027	5/21/2014	NEWCO SHARPENING & SERVICE LLC	\$60.00
80028	5/21/2014	NORTH SHORE COMPRESSOR INC	\$129.64
80029	5/21/2014	NORTH STAR ENVIRONMENTAL TESTING LLC	\$710.00
80030	5/21/2014	NORTH STAR FLAGS	\$336.00
80031	5/21/2014	NORTHERN LAKE SERVICE INC	\$535.50
80032	5/21/2014	ODONNELL LOCKSMITHING SERVICE	\$9.00
80033	5/21/2014	OFFICE DEPOT	\$242.57
80034	5/21/2014	OFFICE SUPPLIES 2 U INC	\$106.31
80035	5/21/2014	PERSONAL DEVELOPMENT CENTER INC	\$8,861.00
80036	5/21/2014	EUGENE PERLOCK	\$791.50
80037	5/21/2014	LACY REDIG	\$100.00
80038	5/21/2014	RUNNING INC	\$26,238.69
80039	5/21/2014	SCHENCK SC	\$13,500.00
80040	5/21/2014	SCHOLASTIC INC	\$726.00
80041	5/21/2014	SCOTTY'S PIZZA	\$46.16
80042	5/21/2014	SHOPKO STORES OPERATING CO., LLC	\$25.98
80043	5/21/2014	SMEAL FIRE APPARATUS	\$36.61
80044	5/21/2014	SPEE-DEE DELIVERY SERVICE INC	\$72.37
80045	5/21/2014	BREANNA SPETH	\$166.28
80046	5/21/2014	STAPLES ADVANTAGE	\$69.78
80047	5/21/2014	STATE OF WISCONSIN	\$50.00
80048	5/21/2014	STEVEN BINDER	\$197.55
80049	5/21/2014	LYN STEINMETZ	\$100.00
80050	5/21/2014	STERNWEIS & SONS INC	\$77.70

<b>CK#</b>	<b>CK DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
80051	5/21/2014	STRYKER SALES CORPORATION	\$148.31
80052	5/21/2014	SWIDERSKI EQUIPMENT	\$518.50
80053	5/21/2014	TACTICAL SOLUTIONS	\$2,760.00
80054	5/21/2014	TOTAL ELECTRIC SERVICE INC	\$160.94
80055	5/21/2014	TOTAL TOOL SUPPLY INC	\$65.08
80056	5/21/2014	TOWN & COUNTRY ENGINEERING INC	\$8,310.90
80057	5/21/2014	TRIERWEILER CONSTRUCTION	\$8,623.30
80058	5/21/2014	UNIFIRST CORPORATION	\$267.12
80059	5/21/2014	THE UNIFORM SHOPPE	\$135.40
80060	5/21/2014	UNITED RENTALS (NORTH AMERICA) INC	\$1,167.25
80061	5/21/2014	UNITED STATES PLASTIC CORP	\$188.13
80062	5/21/2014	THE UNIVERSITY BOOK STORE	\$97.95
80063	5/21/2014	UNIVERSITY COMMISSION	\$24,223.58
80064	5/21/2014	VITAL COMMUNICATION	\$937.94
80065	5/21/2014	STEVEN VOTAVA	\$100.00
80066	5/21/2014	WE ENERGIES	\$13,540.97
80067	5/21/2014	WEILER TRANSPORTATION LLC	\$1,409.10
80068	5/21/2014	ERLAN R. WENZEL	\$70.00
80069	5/21/2014	WI DEPARTMENT OF JUSTICE	\$14.00
80070	5/21/2014	WOLFGRAM GAMOKE AND HUTCHINSON	\$9,195.35
80071	5/21/2014	WOOD COUNTY REGISTER OF DEEDS	\$30.00
80072	5/21/2014	WSFCA	\$190.00
80073	5/21/2014	JEFF ZABLER	\$340.00
80074	5/21/2014	ZIMMERMAN ARCHITECTURAL STUDIOS	\$15,120.00
		<b>TOTAL CURRENT BILLS PAID BY CHECK</b>	<b>\$353,608.51</b>
		<b>TOTAL PREPAID BILLS</b>	<b>\$291,550.74</b>
		<b>TOTAL CURRENT BILLS</b>	<b>\$425,428.77</b>
		<b>GRAND TOTAL</b>	<b><u>\$716,979.51</u></b>

REPORT OF PERSONNEL ACTIONS  
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
OF MAY 20, 2014

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

HIRED

None

RETIREMENT:

Harold Tauschek	Wastewater Operator Level 4 Wastewater Utility	May 30, 2014
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Steve Leu	Police Officer Police Department	June 6, 2014
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None

Resignation

Jennifer Trelka	Police Officer Police Department	June 10, 2014
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PROMOTION:

None

COMPLETION OF  
PROBATIONARY  
PERIOD

**TREASURY REPORT**  
April 2014

	April	March
<b>GENERAL CITY</b>		
<b>PREVIOUS BANK BALANCES (CASH):</b>		
Bonds -----	6,510.00	
Citizens State Bank -----	765,447.17	
	<b>TOTAL PREVIOUS CASH BALANCE:</b>	<b>\$771,957.17</b>
<b>RECEIPTS:</b>		<b>\$450,261.01</b>
Citizens State Bank -----	7,239,354.62	
Citizens State Bank Interest -----	938.00	
L-T Investment Interest Recv -----	0.00	
Tax collection -----	0.00	
	<b>TOTAL CASH RECEIPTS:</b>	<b>\$7,240,292.62</b>
<b>DISBURSEMENTS:</b>		<b>\$2,288,671.09</b>
Citizens State Bank -----	7,088,182.78	
	<b>TOTAL CASH DISBURSEMENTS:</b>	<b>\$7,088,182.78</b>
<b>GENERAL CITY BOOK BALANCE (CASH):</b>	(Previous Balance + Receipt - Disbrsmnts.)	<b>\$924,067.01</b>
		<b>\$771,957.17</b>
<b>GENERAL CITY INVESTMENTS:</b>		
Securities Investments (Long Term) -----	3,000,000.00	
Securities Investments (Short Term) -----	0.00	
SIST Int rate/earnings: 0.00% -----	0.00	
Local Government Investment Pool (LGIP) -----	10,664,793.31	
LGIP Int rate/earnings: 0.09% -----	679.72	
		<b>\$13,665,473.03</b>
		<b>\$8,832,825.17</b>
<b>TOTAL GENERAL CITY CASH &amp; INVESTMENTS:</b>		<b>\$14,589,540.04</b>
		<b>\$9,604,782.34</b>
<b>ELECTRIC &amp; WATER</b>		
Citizens Bank Previous Bal. -----	990,698.68	
Citizens Bank Utility Receipts -----	5,559,469.96	
Citizens Bank Utility Disburs. -----	5,443,150.23	
<b>E/W BOOK BALANCE:</b>		<b>\$1,107,018.41</b>
		<b>\$990,698.68</b>
<b>E/W INVESTMENTS:</b>		<b>\$14,650,416.49</b>
		<b>\$16,151,734.53</b>
<b>TOTAL E/W CASH &amp; INVESTMENTS:</b>		<b>\$15,757,434.90</b>
		<b>\$17,142,433.21</b>
<b>TOTAL BOOK BALANCE (CASH):</b>	(E & W Balance + General Balance)	<b>\$2,031,085.42</b>
		<b>\$1,762,655.85</b>
<b>RECAPITULATION BANK REPORT</b>		
Bonds -----	6,510.00	
Citizens Bank E/W Utility -----	1,131,473.74	
Citizens Bank General City -----	1,057,624.95	
	<b>TOTAL BANK BALANCE:</b>	<b>2,195,608.69</b>
	(OUTSTANDING CHECKS)	<b>164,523.27</b>
<b>TOTAL BANK BALANCE (CASH):</b>		<b>\$2,031,085.42</b>
CASH ON HAND :	\$100.00	<b>\$1,762,655.85</b>
		<b>\$100.00</b>
<b>TOTAL INVESTMENTS:</b>		<b>\$28,315,889.52</b>
		<b>\$24,984,559.70</b>
<b>TOTAL CASH &amp; INVESTMENTS:</b>		<b>\$30,346,974.94</b>
		<b>\$26,747,215.55</b>

  
 Submitted by: Brenda J. Hanson CMTW  
 Assistant Finance Director

City of Marshfield  
 Long - Term Security Investments  
 As of April 30, 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	5/22/2014	Continuous	2/22/2018
FANNIE MAE	7 Year	11/21/2012	\$ 1,000,000	1.0% to 6.0%	Y	5/21/2014	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
			<b>Total</b>	<b>\$ 3,000,000</b>				

City of Marshfield  
Wastewater Utility  
2601 E. 34<sup>th</sup> Street  
Marshfield, WI 54449-5363



**MARSHFIELD**  
Wastewater Utility

**Sam Warp Jr.**  
Wastewater Superintendent  
(715) 591-2022  
Fax (715) 591-2027  
sam.warp@ci.marshfield.wi.us

To: Finance, Budget, and Personnel Committee  
From: Sam Warp Jr., Wastewater Utility Superintendent  
Date: May 13, 2014  
Re: Request to fill vacant Wastewater Treatment Operator position

**BACKGROUND**

On June 1, 2014, Wastewater Treatment Plant Operator Harold Tauschek will retire from the City of Marshfield. Mr. Tauschek wants to spend time enjoying the great outdoors and feels he needs to do this before he gets too old. We wish him well and thank him for his more than 24 years of service to the wastewater utility and the surrounding community.

The wastewater plant employs eight staff members to perform the daily operations needed at the plant and throughout the collection system. The duties are divided up with the Lab Technician performing the daily DNR and EPA required lab analyses. Another operator remains on-site to perform the Biosolids thickening operations and assists with plant maintenance. Two (2) operators are assigned full time to perform the collection system jetting, root cutting and vacuuming operations. Two (2) operators are assigned full time to perform the storm sewer televising and sanitary main and lateral televising operations. The remaining two (2) operators are assigned the responsibility of lift station maintenance, collection system flow monitoring, in addition to their responsibilities of plant operations and maintenance.

Staffing efficiencies are optimized as all operators are cross-trained so if one is unavailable, others fill in. This utilization, however, may cause one of the other programs to be discontinued during those occasions. For these reasons it is critical to fill this vacancy to continue to provide for basic wastewater treatment and collection system maintenance services.

**ANALYSIS**

Not replacing this staff position would result in the discontinuance of one or more of the following programs. A missing staff operator from any one of these teams results in one of those programs not to be completed on that day. It takes at least one person to complete the lab work and one to operate the wastewater plant. Then two staff for jetting and two for televising. When two members must leave the plant to check the lift stations, the GBT operator will watch the plant temporarily. If we are missing a person, then we have to either stop jetting or televising to keep enough people involved for the essential plant operations. That's why we have not met our cleaning and televising goals. It's critical that we maintain our collection system to the current level of service through our cleaning and televising programs to attain both the DNR's, and the Public Works objectives for the reduction of clearwater entry into the sanitary sewer system. Currently, our goal is for the sewer cleaning staff to clean 300,000 ft. of mainline per year or about 1/3 of the entire system. Cost savings utilizing our staff versus contracting for this service is about \$83,000 per year. The cleaning program removes debris from the lines that could reduce capacity of the lines and cause a "sewer system overflow" or basement backup.

Our televising staff currently televises about 50,000 ft. of mainlines per year. This program identifies defects in the line that allow clearwater entry so they can be prioritized and corrected. This function also provides critical data needed for collection system engineering design work. Cost savings utilizing our staff versus contracting is about \$50,000 per year. They perform additional duties as requested for other departments such as catch basin monitoring and storm sewer televising ahead of street projects to determine if replacement is necessary.

Our flow-monitoring program identifies high volume clearwater entry within a specified basin area with the use of flow monitors installed within the line itself. When high volume sources are detected, the televising staff is then sent in to pinpoint the exact location of the source. Cost savings versus contracting is about \$30,000 per year.

The biosolids thickening operations are critical to our in-plant treatment processes. The volume of the biosolids is reduced by a 5:1 ratio using this technology, thus, reducing the hauling volumes and costs by 80%. One staff operator is needed to start, monitor, and provide cleanup and maintenance for the process equipment.

Wastewater treatment plant operations are heavily regulated through our wastewater discharge permit and other pertinent DNR codes. DNR Code NR 205.07 states that, "The permittee shall at all times properly operate and maintain all facilities and systems...to achieve compliance with the conditions of the permit. Proper operation and maintenance includes...adequate operator staffing and training as required in Ch. NR 114 and adequate laboratory process and controls." "Adequate operation and maintenance staffing" as determined by the EPA guidance for a plant of our amount of flow and complexity is calculated to be four (4) operators. As noted in the background, we staff our plant with one regular in-plant operator and the Lab Technician. Two (2) other staff normally assigned collection system duties perform additional plant operations and maintenance when needed. We've demonstrated to the EPA and the DNR through operating technologies and efficiencies, and our effluent quality that this provides adequate "minimum" staffing for plant operations and maintenance.

The Collection System section of our DNR required Compliance Maintenance Annual Report requires documented operation and maintenance performance standards. If the elements of these standards are not met, non-compliance points are assessed to the community which may generate mandated compliance actions by the DNR. The staffing organization and objectives met as described above meets these DNR compliance requirements. The ultimate goal of this collection system maintenance program is to prevent sanitary sewer system overflows and basement backups. The EPA and DNR code provision, which took effect on 1/1/2013 is called the Capacity Management Operation and Maintenance (CMOM) program. This code will require: 1) "All parts of the collection system to be properly managed, operated, and maintained at all times."; 2) "All parts of the collection system shall provide adequate capacity to convey base and peak flows."; 3) "All feasible steps shall be taken to stop, and mitigate the impact of sanitary sewer overflows in the collection system.". Televising and monitoring are critical to comply with that provision. Further, the code lists detailed maintenance activities that must be followed including cleaning, monitoring assessments, deficiency identification, training, equipment provision and replacement, and design standards to assure adequate capacity. This program would become a part of our Discharge Permit requirements.

We believe we can comply with these code requirements, but only if we continue to be staffed at our present level of staffing. If we would not already be providing these scopes of services, we would need to seek Council approval to increase staffing levels in order to comply or contract for these services at higher costs and inadequate results.

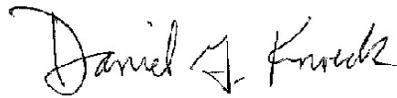
**RECOMMENDATION**

I recommend that the Finance Budget and Personnel Committee approve filling the vacant position of Wastewater Treatment Plant Operator.

Respectfully submitted,

Sam Warp Jr.  
Wastewater Utility Superintendent

CONCURRENCE:



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Daniel G. Knoeck  
Director of Public Works

CONCURRENCE:



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Steve Barg  
City Administrator



City of  
Marshfield  
Memorandum

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**DATE:** May 20, 2014  
**TO:** Finance, Budget and Personnel Committee  
**FROM:** Lara Baehr, Human Resources Manager  
**RE:** Revised Personnel Policy No. 3.135, Management Personnel, Department Heads and Division Head Definitions

**BACKGROUND**

Personnel Policy No. 3.135, Management Personnel, Department Heads and Division Head Definitions was last revised on June 25, 2002.

**ANALYSIS**

Since 2002 there have been title changes, positions eliminated and new positions added. The policy is used as a potential reference as to what position titles fall under management, department and division heads.

Attached is Personnel Policy No. 3.135, Management Personnel, Department Heads and Division Head Definitions which has been track changed with updated titles/positions.

**RECOMMENDATION**

I recommend that the FPB approve revised Personnel Policy No. 3.135, Management Personnel, Department Heads and Division Head Definitions.

Concurrence:

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Steve Barg, City Administrator



CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES

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

CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Management Personnel, Department Heads and Division Head Definitions

POLICY NUMBER: 3.135

PAGES: 2

EFFECTIVE DATE: December 19, 1980

REVISION DATE: ~~June 25, 2002~~ May 27, 2014

PERMANENT DELETION DATE:

DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Administrator's Office

APPROVED BY:

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

POLICY:

~~Management Personnel are under Chapter 3 of our City Code and the policies of this book apply.~~ Management personnel shall include the following:

- City Assessor
- City Clerk
- Assistant Finance Director
- Assistant City Engineer
- Assistant Street Superintendent
- Assistant Wastewater Superintendent
- Building Services Supervisor/~~Building Inspector~~
- City Administrator
- City Engineer
- City Surveyor
- ~~Civil Engineer I~~
- Civil Engineer II
- ~~Community Development Authority Director~~

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- ~~Housing Manager~~
- Street Superintendent
- Wastewater Utility Superintendent



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City of  
Marshfield  
Memorandum

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**DATE:** May 20, 2014  
**TO:** Finance, Budget and Personnel Committee  
**FROM:** Lara Baehr, Human Resources Manager  
**RE:** Revised Personnel Policy No. 3.310, Rules of Conduct

**BACKGROUND**

Personnel Policy No. 3.310, Rules of Conduct was last revised on January 1, 2012. 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.

**ANALYSIS**

The Finance Department is in the process of rolling out electronic payroll data entry of hours worked and use of paid time off to end users and or their supervisors. This will mean that an employee will directly enter their time into the system versus handwriting and signing a paper time card. After reviewing the City's Policy No. 3.310 changes are recommended to ensure clear expectations on accurate electronic reporting.

Attached is Personnel Policy No. 3.310, Rules of Conduct which has been track changed clarifying expectations for accurate electronic reporting of time worked and use of paid time off.

**RECOMMENDATION**

I recommend that the FPB approve revised Personnel Policy No. 3.310, Rules of Conduct.

Concurrence:

---

Steve Barg, City Administrator



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

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

CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Rules of Conduct

POLICY NUMBER: 3.310

PAGES: 4

EFFECTIVE DATE: 1978

REVISION DATE: [January 1, 2012](#) [May 27, 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.**

**PURPOSE:**

City of Marshfield employees are expected to follow established department/division work rules, policies and procedures. In addition, they are expected to make reasonable decisions in performing their job duties in line with the mission of their department/division and City of Marshfield as a whole. High quality performance, honesty, respect, reliability, professionalism and good judgment are fundamentally required of each employee. Other standards of conduct exist in order to maintain an orderly and efficient working environment and for preservation of the public's trust in its public servants. The Rules of Conduct apply to all employees unless elected officials.

Supervisors: Supervisors have the responsibility to insure that the work expectations are clearly understood by our employees and that they have had adequate opportunities to learn the required skills and duties. In the majority of cases City of Marshfield employees meet or exceed these expectations. However, when employees fail to perform to the expected level, their supervisor will be responsible to take corrective action.

**POLICY:**

The primary objectives for each employee are to protect and further the public's trust

and confidence and to perform at a high quality level so that our citizens, businesses, representative of other entities, coworkers, and visitors receive high quality services from each employee. Conduct that is inconsistent with those objectives or in violation of Policy, Department/Division work rules or general expectations of professional conduct is forbidden and will subject the offending employee to discipline up to and including discharge. The City has established these Rules of Conduct, Policies and work rules in furtherance of the effective operation of the City, to further these objectives, and for the employee to have a successful career.

No list of rules or types of unacceptable conduct can substitute for the sound and reasonable judgment expected of each employee. It is impossible to list every conceivable type of unacceptable conduct contrary to the interests of the City. While it is impossible to list all types of unacceptable conduct, the City believes certain acts of misconduct, standing alone, warrant serious discipline up to and including discharge, such as the following:

- Dishonest, misleading, or deceptive conduct
- Circumventing the chain of command
- Undermining the authority of a supervisor
- Refusing or failing to follow an order or directive
- Theft or misappropriation of City property or the property of others, including theft of work time [or paid time off](#), excessive time at break periods, misuse of sick leave, [paid time off](#) or other designated leave, misrepresenting work time [or paid time off](#), or failing to accurately [record/report](#) work time [or the use of paid time off](#)
- Failing to completely and accurately document relevant information
- Leaving the job without permission
- Causing or working unauthorized overtime
- Failing to cooperate with others
- Engaging in conduct that creates an unsafe work environment
- Fighting, threats, intimidation or harassment of others
- Damage or defacing of City or employee property
- Misuse or unauthorized use of City property
- Possession, use or being under the influence of drugs or alcohol while on duty
- Engaging in immoral conduct
- Engaging in illegal conduct
- Unauthorized possession of weapons or firearms during work time on City premises or property (additional details can be found in Zero Tolerance for Violence and Weapons Policy)
- Absence without notice
- Excessive absenteeism or tardiness
- Failing to promptly report absence or tardiness
- Working another job while absent (unless pre-approved absence and not FMLA related)
- Disclosing confidential information to unauthorized sources
- Loafing or sleeping on the job

- Misuse of licenses while at work or on work time or using work resources
- Unauthorized solicitations or distributions
- Failure to promptly report defective equipment or safety hazard
- Failure to report injury or accident immediately
- Horseplay or violation of safety rules
- Engaging in conduct or activities which serve to lengthen the healing period for a work related injury
- Substandard quality or quantity of work, including deliberate reduction of output
- Failure to complete assignments promptly and accurately
- Smoking in unauthorized areas
- Unprofessional appearance
- Discourteous treatment of others
- Profane or disrespectful conduct
- Conducting personal business on City time or property, including promoting or selling any item or soliciting
- Failing to fully comply with Policies
- Failing to comply with expectations of conduct communicated to an employee
- Failing to report a possible violation of the rules or policy through the chain of command

The City reserves the right to modify this list at any time or determine whether any other conduct in contrary to the interests of the City and warranting of disciplinary action up to and including discharge.

**CORRECTIVE ACTION:**

The City treats all violations of policy, rules of conduct (including Department/Division Work Rules) and general expectations of professional conduct very seriously. Violations of these policies, the rules, and general expectations of conduct can subject an employee to discipline, up to and including discharge.

The City's corrective action program is designed to encourage individuals to be high quality employees and to remove employees from service who cannot or will not meet that high standard of performance. Some discipline is intended to be corrective in nature to allow the employee an opportunity to rehabilitate his or her conduct, and employee misconduct may call for severe forms of discipline such as suspension, transfer, demotion, termination or other action. In some cases, dismissal of an employee is appropriate because of the seriousness or continuation of unacceptable conduct. The appropriate level of discipline is determined by management on a case-by-case basis, and any pre-termination disciplinary measure may be passed over in favor of more severe discipline including termination of the employee. The City's use of any form of progressive discipline does not change any employee's status as an at-will employee or create any additional contractual rights.

## **INVESTIGATION AND ADMINISTRATIVE LEAVE:**

The City will determine the scope, duration, and strategy of internal investigations. The City reserves its right to place an employee on administrative leave, with or without pay. The determination of whether leave will be with pay or without pay is reserved to the City Administrator or Human Resources Manager in his/her absence. The City may place an employee on administrative leave pending an internal investigation, pending disposition of a criminal matter, or for other reasons determined by the City Administrator or Human Resources Manager in his/her absence.



City of  
Marshfield  
Memorandum

---

**DATE:** May 20, 2014  
**TO:** Finance, Budget and Personnel Committee  
**FROM:** Lara Baehr, Human Resources Manager  
**RE:** Revised Personnel Policy No. 3.510, Vacation

**BACKGROUND**

Personnel Policy No. 3.510, Vacation was last revised on January 1, 2012. 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.

**ANALYSIS**

The City has received a request to review the vacation policy for new hires. Employees earn a week of vacation after six months. Our policy reads that the week must be used over the next six months. Vacation is not carried over from year to year. An exception would be if there are unusual circumstances then we will allow an employee to carry over vacation for approximately thirty days. A request was received to allow the first week of vacation earned after six months of employment to be used over the next eighteen months. This would allow the new employee a little more discretion as to how and when to take the first week of vacation without any financial burden to the City. For example, some people would earn the week of vacation over the winter hours but may rather hold those days until the weather is nicer outside.

Attached is Personnel Policy No. 3.510, Vacation which has been track changed allowing new employees eighteen months to use the first week of vacation.

**RECOMMENDATION**

I recommend that the FPB approve revised Personnel Policy No. 3.510, Vacation.

Concurrence:

---

Steve Barg, City Administrator



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

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

CHAPTER: Employee Benefits

SUBJECT: Vacation Policy

POLICY NUMBER: 3.510

PAGES: 3

APPROVAL DATE: December 19, 1980

REVISION DATE: ~~January 1, 2012~~ [May 20, 2014](#)

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

**POLICY:**

General: All vacations shall be based on the employee's anniversary date of hire, and shall be accrued according to the following schedule.

Non-Management Employees

- 6 months ~~to 12 months~~ – 1 week vacation
- 1 year of service - 1 week vacation
- 2 years of service - 2 weeks vacation
- 7 years of service - 3 weeks vacation
- 13 years of service - 4 weeks vacation
- 20 years of service - 5 weeks vacation

Management Employees

- 6 months ~~to 12 months~~ – 1 week
- 1 year of service - 3 weeks of vacation
- 10 years of service - 4 weeks of vacation

17 years of service - 5 weeks of vacation

#### Computation of Vacation Pay.

A weeks vacation pay shall be computed on the basis of a 40 hour week at the employees' normal rate of pay. Any changes in earning levels or length of service will require employees to earn pro-rated vacation benefits based upon actual months worked.

#### Requests for Vacation

All employees who are eligible for vacation shall submit their choices of dates to their immediate supervisor. The supervisor shall use their discretion and department/division specific procedure in approving vacations. The choice and length of the vacation may be changed by mutual agreement between the employee and the immediate supervisor.

#### Termination of Employment.

Non-probationary employees who give at least two weeks prior notice to quitting and employees whose service is being terminated due to discharge, death, or retirement shall receive all earned vacation based upon actual months of service. If an employees service is terminated before the (15th) of the month, he shall not receive credit for such month; however, if the termination occurs on or after the (15th) of the month, credit for a full month shall be credited toward the pro-rated vacation allowance.

A probationary employee who is terminated or resigns during the probationary period is not eligible for pro-rated vacation/holiday payout. In instances where an employee has used more than the pro-rated amount of personal holidays, the City will deduct this amount from the employee's last payroll check.

#### Minimum Vacation Length.

Employees minimum vacation period shall be one-half day. Street Division (hourly) and Wastewater Utility (hourly) minimum vacation period shall be one full day (excludes management and clerical employees in these divisions).

#### Length of Time to Use Vacation.

Vacation earned at six months of employment must be used within eighteen months of earning it (before the second anniversary date). If a new employee has not used their vacation earned at six months by their twelve month anniversary date, they will need to notify through their supervisor, the Administrative Assistant III in City Administration. Additionally, each day of vacation earned at six months and being taken beyond twelve months will need to be reported to the Administrative Assistant III in City Administration for a manual override. The employee should note that until the vacation earned at six

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F:\Home\Ad\Policies\Chapter 3 Personnel\Revised Policies\3.510 Vacation Redlined 2014.doc

months is used, their paystub showing vacation availability will be inaccurate. Vacation credits earned at twelve months and beyond~~Vacation credits~~ must be used each year and shall not accumulate. In unusual circumstances the employee may make a written request through the immediate supervisor to the City Administrator for a limited extension.

#### Unused Vacation.

Unused vacation time shall be considered as time worked, and shall not be compensated. In rare occurrences, the city administrator has the sole discretion to approve vacation carry overs.

#### Records.

All employees will be required to maintain records of all absences on time cards or through department/division specific procedures. Employees are responsible to track their vacation balance which will be listed on their pay stub. If an employee has a question about the accuracy of the balance they should contact their supervisor.



# City of Marshfield Memorandum

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**DATE:** May 20, 2014  
**TO:** Finance, Budget and Personnel Committee  
**FROM:** Lara Baehr, Human Resources Manager  
**RE:** Revision of Personnel Policy No. 3.560, Group Insurance Programs

## **BACKGROUND**

Personnel Policy No. 3.560, Group Insurance Programs was last revised in September 2013 and March 2014 to match up with the 30 hour per week Affordable Care Act requirements versus the historical 20 hour per week benefit eligibility level and to clarify that existing part-time employees working 20+ hours per week would be grandfathered.

## **ANALYSIS**

The City currently offers health and dental benefits to Alderpersons (if interested) with the Alderperson paying 100% of the cost of the premiums. The position of Elected Mayor is also offered health and dental benefits (if interested) with the position paying 15% of the cost of the premium which is the same cost share as a full-time employee. The position of Alderperson is less than half-time and the position of Mayor is .5 (FTE) full-time equivalent. (Elected City Clerk and City Assessor are both 1 FTE and therefore meet the 30 hour per week eligibility). The benefit eligibility is currently different for elected officials than for appointed employees. The City's insurance broker Vickie Thoreson with M3 believes that the Alderpersons are not eligible for health and dental benefits because they do not work 30+ hours per week and because under a group plan, an employee cannot pay 100% of a premium due to the risk of adverse selection.

The City of WI Rapids, City of Stevens Point and City of Wausau do not offer health or dental benefits to their Alderpersons. At this time no Alderpersons are participating in the City's health insurance plan. Alderperson Hendler is enrolled in the City's dental plan. The criteria for benefit eligibility of 30 hours per week or .75 FTE would ideally be consistent between elected and appointed employees but can legally be different at this time if approved by the health and dental insurance carriers. One option would be to discontinue eligibility of health and dental insurance for Alderpersons (grandfathering in Alderperson Hendler until his term expires).

Comparables that the City of Marshfield uses for comparison of Cities that have City Administrators and part-time Mayors includes City of DePere, City of Middleton, City of Fitchburg, City of Franklin, City of Mequon, City of Sun Prairie and City of West Bend. Five of the seven cities do not offer health or dental benefits. One City offers either a family dental plan or 50% of a single health plan and another City offers both health and dental if the Mayor pays 100% of the premium. Our current Mayor is not participating in the City's health insurance or disability insurance plan but does participate in the City's dental plan. In the past sixteen years I can only recall one Mayor taking the health

insurance for a short period of time. The City can offer varying eligibility and employer/employee contributions versus what they offer to appointed staff.

The Mayor suggests that the City consider continuing eligibility of health and dental to the position of Mayor in an effort to attract those interested however increasing the employee contribution share. Part of the problem is deciding what premium share the position should be responsible for. If any changes are made, I recommend that they go into effect when the current term expires. We would like the Finance, Budget and Personnel Committees guidance. Benefits Attorney Tim McDonald of Von Briesen has suggested that it may be a disservice to offer prorated health benefits because the position may qualify for a better option under the Affordable Care Act.

Attached is Personnel Policy No. 3.560, Group Insurance Programs which has been track changed and discontinues health and dental eligibility for Alderpersons (grandfathers in Alderperson Hendler until his term expires).

**RECOMMENDATION**

I recommend that the FPB approve revised Personnel Policy No. 3.560, Group Insurance Programs which would discontinue health and dental benefit eligibility for Alderpersons (grandfathers in Alderperson Hendler until his term of office expires) and make any other eligibility/contribution changes for the Mayor's position that the Finance, Budget and Personnel Committee desires.

Attachments

Concurrence:



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Steve Barg, City Administrator



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

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

CHAPTER: Employee Benefits

SUBJECT: Group Insurance Programs

POLICY NUMBER: 3.560

PAGES: 4

EFFECTIVE DATE:

REVISION DATE: ~~March 25~~ May 27, 2014

PERMANENT DELETION DATE:

APPROVED BY: Chairman, Finance, Budget and Personnel Committee

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

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

POLICY:

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

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

When premiums are split between two deductions the employee share shall be an even amount

with the employer picking up the extra penny due to rounding.

PROCEDURE FOR ENROLLMENT:

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

PREMIUMS PAID BY CITY:

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

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

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

Elected Aldermen <del>person</del> <u>(if enrolled as of May 1, 2014 eligible until April 21, 2015)</u> ; Street, Custodial and Parks and Recreation Group; Wastewater Utility Group; Ordinance Enforcement Officers Group; Fire Fighter Group; Police Officers Group	0%
Mayor, City Clerk, City Assessor; Non-Represented; Clerical and Technical Group	85%

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

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

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

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

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

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

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

PROCEDURE FOR TERMINATION OF GROUP INSURANCE:

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

LEAVE OF ABSENCE/LAYOFF:

- 1) Employees granted leaves of absence or are temporarily laid off may remain covered by any of the City's group insurance plans. The City will contribute the City's share of the group insurance premium(s) through the end of the calendar month in which the leave of absence or

temporary layoff begins. For any subsequent months and through the end of the calendar month in which the employee is removed from leave status, the employee will be responsible for 100% of the insurance premium(s).

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

PROCEDURE FOR CONTINUATION OF GROUP HEALTH INSURANCE UPON RETIREMENT:

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

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