



CITY OF MARSHFIELD
MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, JULY 1, 2014
Council Chambers, Lower Level, City Hall Plaza
5:30 p.m.**

AGENDA

1. Call to Order – Alanna Feddick, Chair
2. Citizen Comments
3. Consent Agenda
 - a) Approval of minutes of June 17, 2014 meeting
 - b) Approve Bills and Payroll
 - c) Position Control Report

Recommended Action: Approve the Consent Agenda, as presented.

4. Consideration of items removed from the consent agenda, if any.
5. Request to approve revised Policy No. 3.800 Compensation Plan. Presented by Lara Baehr, Human Resource Manager.

Recommended Action: Approve revised Policy No. 3.800.

6. Request to recommend approval of Budget Resolution No. 16-2014, transferring \$9,427 within the General Fund Airport Budget to fund the city's share of crack filling project and purchase of additional property for the airport to the Common Council. Presented by Jeff Gaier, Marshfield Municipal Airport.

Recommended Action: Recommend approval of Budget Resolution No. 16-2014 to the Common Council.

7. Suggested items for future agendas
8. Adjourn

Posted this day, June 27, 2014 at 11:30 a.m., by Deb Hall, City Clerk

NOTICE

FINANCE, BUDGET AND PERSONNEL COMMITTEE

June 3, 2014

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

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

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF JUNE 17, 2014

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

PRESENT: Alderpersons Rebecca Spiros, Gordon Earll, Peter Hendler and Char Smith

ABSENT: Alderperson Alanna Feddick

ALSO PRESENT: Alderperson Wagner, City Administrator Barg and City Personnel (Keith Strey, Deb Hall and Kent Mueller from the Utility)

Citizen Comments

None

FBP14-052 Motion by Spiros, second by Smith to approve the items on the consent agenda:

1. Minutes of the June 3, 2014 meeting.
2. Bills in the amount of \$506,693.88
3. Report of Personnel Actions of June 17, 2014
4. Treasurer's Report of May 2014

Motion carried

No items were removed from the consent agenda.

FBP14-053 Motion by Earll, second by Smith to approve the Request for Proposals for Banking Services as presented.

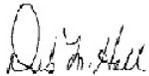
Motion carried

FUTURE AGENDA ITEMS

None

Motion by Spiros, second by Smith to adjourn at 5:38 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 **\$840,509.75** and General Expense Bills for JUNE, 2014 amounting to **\$684,465.04** be allowed paid and charged to their proper accounts.

Chairman

CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL
7/2/2014

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

CK#	CK DATE	VENDOR	AMOUNT
80345	6/13/2014	WEA INSURANCE TRUST	\$211,106.24
80346	6/20/2014	ADVANCED DISPOSAL SERVICES LLC	\$71,217.75
80347	6/20/2014	ALLIANT ENERGY WP&L	\$103.58
80348	6/20/2014	AMERICAN RAMP COMPANY	\$2,059.52
80349	6/20/2014	CHARTER COMMUNICATIONS	\$441.51
80350	6/20/2014	FRONTIER	\$606.83
80351	6/20/2014	E O JOHNSON COMPANY	\$454.00
80352	6/20/2014	MARSHFIELD UTILITIES	\$37,083.34
80353	6/20/2014	NIKOLAY TRANSPORT COMPANY INC	\$14,423.20
80354	6/20/2014	TELRITE CORPORATION	\$407.00
80355	6/20/2014	WE ENERGIES	\$4,149.47
80356	6/20/2014	WEPAK-N-SHIP	\$83.21
80357	6/20/2014	WI DNR	\$177.00
80358	6/20/2014	WI DNR	\$33,987.15
TOTAL PREPAID BILLS PAID BY CHECK			\$376,299.80

PREPAID BILLS PAID BY EFT

EFT000000002442	6/16/2014	GREG KIEFFER	\$145.00
EFT000000002443	6/23/2014	BALTUS OIL COMPANY INC	\$27,147.74
EFT000000002444	6/23/2014	SCHWIND TRUCKING, LLC	\$22,500.00
TOTAL PREPAID BILLS PAID BY EFT			\$49,792.74

ACH PAYMENTS

6/30/2014	WI DEPT OF REVENUE - SALES TAX	\$728.23
TOTAL ACH PAYMENTS		\$728.23

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000002449	7/2/2014	MARY ADLER	\$20.72
EFT000000002450	7/2/2014	AMERICAN WELDING & GAS INC	\$81.78
EFT000000002451	7/2/2014	JASON ANGELL	\$508.30
EFT000000002452	7/2/2014	ARAMARK UNIFORM SERVICES	\$114.08
EFT000000002453	7/2/2014	B & B LAWN CARE LLC	\$750.00
EFT000000002454	7/2/2014	B & H PHOTO-VIDEO	\$387.21
EFT000000002455	7/2/2014	LARA BAEHR	\$140.00
EFT000000002456	7/2/2014	STEVE BAKOS	\$1,080.00
EFT000000002457	7/2/2014	STEVE BARG	\$328.10
EFT000000002458	7/2/2014	BENDLIN FIRE EQUIPMENT CO INC	\$872.91
EFT000000002459	7/2/2014	STEVE BINDER	\$1,000.00
EFT000000002460	7/2/2014	BRODART INC	\$738.48
EFT000000002461	7/2/2014	CARQUEST AUTO PARTS	\$642.73
EFT000000002462	7/2/2014	CAVU LLC	\$5,327.00
EFT000000002463	7/2/2014	CDW GOVERNMENT INC	\$1,350.19
EFT000000002464	7/2/2014	CENTRAL STATE SUPPLY CORP	\$367.00
EFT000000002465	7/2/2014	CONSOLIDATED UTILITY SERVICES INC	\$3,760.76
EFT000000002466	7/2/2014	CURRENT TECHNOLOGIES INC	\$36.50
EFT000000002467	7/2/2014	DALCO ENTERPRISES, INC.	\$368.74
EFT000000002468	7/2/2014	DOINE EXCAVATING INC	\$544.00
EFT000000002469	7/2/2014	DOINE TRANSPORT INC	\$392.00
EFT000000002470	7/2/2014	ROY DOLENS	\$76.12
EFT000000002471	7/2/2014	EMERGENCY RESPONSE TRAINING ASSOCIATES	\$1,260.00
EFT000000002472	7/2/2014	EMPLOYEE BENEFITS CORPORATION	\$386.75
EFT000000002473	7/2/2014	ED ERICKSON	\$28.46

CK#	CK DATE	VENDOR	AMOUNT
EFT000000002474	7/2/2014	FIRE & SAFETY EQUIPMENT IV INC	\$37.00
EFT000000002475	7/2/2014	JASON FOEMMEL	\$36.78
EFT000000002476	7/2/2014	FREMONT INDUSTRIES, INC.	\$5,711.14
EFT000000002477	7/2/2014	GRAINGER	\$111.02
EFT000000002478	7/2/2014	RICHARD GRAMZA	\$24.75
EFT000000002479	7/2/2014	TANNER GRUBER	\$84.85
EFT000000002480	7/2/2014	WILL GUENSBURG	\$150.00
EFT000000002481	7/2/2014	BRENDA HANSON	\$463.60
EFT000000002482	7/2/2014	HEAT & POWER PRODUCTS, INC.	\$2,352.30
EFT000000002483	7/2/2014	HEINZEN PRINTING INC	\$178.00
EFT000000002484	7/2/2014	INGRAM LIBRARY SERVICES INC	\$756.44
EFT000000002485	7/2/2014	DEREK IVERSON	\$35.61
EFT000000002486	7/2/2014	JOSH JOHNSON	\$150.00
EFT000000002487	7/2/2014	ERIK JONAS	\$185.52
EFT000000002488	7/2/2014	LAMP RECYCLERS INC	\$166.59
EFT000000002489	7/2/2014	ROBERT LARSEN	\$209.89
EFT000000002490	7/2/2014	DANIEL LEONARD	\$397.15
EFT000000002491	7/2/2014	JON LUCARELI	\$16.99
EFT000000002492	7/2/2014	MARAWOOD REAL ESTATE 200 LLC	\$3,047.92
EFT000000002493	7/2/2014	MCMASTER-CARR	\$3,423.25
EFT000000002494	7/2/2014	CHRIS MEYER	\$35.84
EFT000000002495	7/2/2014	MIDWEST TAPE	\$213.85
EFT000000002496	7/2/2014	JOSH MILLER	\$769.34
EFT000000002497	7/2/2014	MISSISSIPPI WELDERS	\$94.76
EFT000000002498	7/2/2014	MSA PROFESSIONAL SERVICES INC	\$685.00
EFT000000002499	7/2/2014	NORTH CENTRAL LABORATORIES	\$397.58
EFT000000002500	7/2/2014	JOANN OPPMAN	\$78.12
EFT000000002501	7/2/2014	THOMAS OTT	\$320.00
EFT000000002502	7/2/2014	POMP'S TIRE SERVICE INC	\$5.00
EFT000000002503	7/2/2014	POWER PAC INC	\$172.12
EFT000000002504	7/2/2014	QUILL CORPORATION	\$142.11
EFT000000002505	7/2/2014	REIGEL PLUMBING & HEATING INC	\$253.89
EFT000000002506	7/2/2014	RIPP DISTRIBUTING COMPANY INC	\$40.25
EFT000000002507	7/2/2014	SAFE FAST INC	\$31.20
EFT000000002508	7/2/2014	SCHOOL DISTRICT OF MARSHFIELD	\$2,109.38
EFT000000002509	7/2/2014	SHERWIN WILLIAMS COMPANY	\$454.90
EFT000000002510	7/2/2014	JOAN SPENCER	\$103.60
EFT000000002511	7/2/2014	MATTHEW SUTTON	\$1,358.98
EFT000000002512	7/2/2014	SVA CONSULTING LLC	\$482.50
EFT000000002513	7/2/2014	V & H AUTOMOTIVE MARSHFIELD	\$48.45
EFT000000002514	7/2/2014	V & H INC	\$65.24
EFT000000002515	7/2/2014	VIDCOM LLC	\$3,350.00
EFT000000002516	7/2/2014	VIDCOM LLC	\$5,955.00
EFT000000002517	7/2/2014	VON BRIESEN AND ROPER, S.C.	\$1,160.00
		TOTAL CURRENT BILLS PAID BY EFT	\$56,427.74

CURRENT BILLS PAID BY CHECK

80364	7/2/2014	AMAZON	\$1,043.14
80365	7/2/2014	AMERICAN ASPHALT OF WI	\$3,586.52
80366	7/2/2014	AMERICAN AUTO SALES & SERVICE	\$37.95
80367	7/2/2014	APPLIED INDUSTRIAL TECH.	\$372.39
80368	7/2/2014	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$148.71
80369	7/2/2014	ASSOCIATED SERVICE CENTER	\$558.02
80370	7/2/2014	BRUCE TIBBETT JR.	\$118.25
80371	7/2/2014	CAROLYNN BAHM	\$100.00
80372	7/2/2014	BAKER AND TAYLOR INC	\$3,961.31
80373	7/2/2014	BAY STEEL & FABRICATION LLC	\$66.22
80374	7/2/2014	BB COMMUNITY LEASING SERVICES INC	\$1,242.43
80375	7/2/2014	I BRANDL INC	\$720.25
80376	7/2/2014	BROOKS TRACTOR INC	\$106.54

CK#	CK DATE	VENDOR	AMOUNT
80377	7/2/2014	BURT TROPHY & AWARDS INC	\$45.25
80378	7/2/2014	CALIBRE PRESS	\$139.00
80379	7/2/2014	CAREW CONCRETE & SUPPLY CO	\$388.65
80380	7/2/2014	CARRICO AQUATIC RESOURCES INC	\$1,685.25
80381	7/2/2014	CODY CASPERSON	\$800.00
80382	7/2/2014	CENTRAL STATES WATER ENVIRONMENT	\$315.00
80383	7/2/2014	CENTRAL WI COOPERATIVE	\$862.81
80384	7/2/2014	CHARTER COMMUNICATIONS	\$15.21
80385	7/2/2014	CHIPPEWA VALLEY TECHNICAL COLLEGE	\$1,150.02
80386	7/2/2014	COFFEE CONCEPTS	\$79.40
80387	7/2/2014	COMPLETE CONTROL INC	\$489.22
80388	7/2/2014	CON-WAY FREIGHT INC.	\$90.72
80389	7/2/2014	COUNTY MATERIALS CORPORATION	\$5,140.41
80390	7/2/2014	AMY DELANY	\$30.00
80391	7/2/2014	DIRTY DUCTS CLEANING & ENVIRONMENTAL	\$13,625.00
80392	7/2/2014	DRAXLER'S SERVICE, INC	\$95.00
80393	7/2/2014	DUFFY'S AIRCRAFT SALES	\$8,103.00
80394	7/2/2014	EARTH INC	\$40,713.80
80395	7/2/2014	EBSCO INDUSTRIES, INC.	\$10,257.61
80396	7/2/2014	RANDALL HASTREITER	\$82.50
80397	7/2/2014	ANDREW ELMHORST	\$50.00
80398	7/2/2014	FABCO EQUIPMENT INC	\$85.84
80399	7/2/2014	FARRELL EQUIP & SUPPLY CO INC	\$103.74
80400	7/2/2014	FASTENAL COMPANY	\$1,115.75
80401	7/2/2014	FESTIVAL FOODS	\$43.76
80402	7/2/2014	PATRICIA FOLZ	\$100.00
80403	7/2/2014	MELISSA FRANKLAND	\$22.50
80404	7/2/2014	JULIE GARDNER	\$45.00
80405	7/2/2014	GLOCK PROFESSIONAL INC	\$195.00
80406	7/2/2014	CHERYL HARTL	\$25.00
80407	7/2/2014	HILLER'S HARDWARE INC	\$422.01
80408	7/2/2014	HORST DISTRIBUTING INC	\$153.08
80409	7/2/2014	ICOP	\$192.95
80410	7/2/2014	INFORMATION TODAY INC	\$385.53
80411	7/2/2014	INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS	\$102.00
80412	7/2/2014	INTOXIMETERS INC	\$107.90
80413	7/2/2014	K & M MONUMENTS	\$175.00
80414	7/2/2014	PETER A KASTENHOLZ	\$478.40
80415	7/2/2014	JESSICA KILTY	\$100.00
80416	7/2/2014	LOU'S GLOVES INC	\$168.00
80417	7/2/2014	MARATHON COUNTY UWEX	\$1,625.00
80418	7/2/2014	PATRICIA MARION	\$100.00
80419	7/2/2014	MARSHALL & SWIFT/BOECKH, LLC	\$669.20
80420	7/2/2014	MARSHFIELD CLINIC	\$11,088.92
80421	7/2/2014	MARSHFIELD PARKS & REC DEPT	\$50.00
80422	7/2/2014	MARSHFIELD POLICE DEPT TIPSTER PROGRAM	\$40.00
80423	7/2/2014	MARSHFIELD POSTMASTER	\$49.00
80424	7/2/2014	NANCY NYHAGEN	\$45.00
80425	7/2/2014	MED ALLIANCE GROUP INC	\$260.90
80426	7/2/2014	MENARDS	\$1,014.85
80427	7/2/2014	MERIT ELECTRIC SERVICE	\$175.00
80428	7/2/2014	MARK F PAGE	\$180.00
80429	7/2/2014	MINISTRY ST JOSEPH'S HOSPITAL	\$1,673.52
80430	7/2/2014	MONROE TRUCK EQUIPMENT	\$48.56
80431	7/2/2014	MPPA LE SUPPLY	\$96.10
80432	7/2/2014	NAPA AUTO PARTS	\$1,087.25
80433	7/2/2014	KRIS NIEHAUS	\$50.00
80434	7/2/2014	NIEMANS SERVICE, INC.	\$190.00
80435	7/2/2014	NORTH SHORE COMPRESSOR INC	\$138.14
80436	7/2/2014	O'REILLY AUTO PARTS	\$8.49

CK#	CK DATE	VENDOR	AMOUNT
80437	7/2/2014	OFFICE DEPOT	\$1,337.63
80438	7/2/2014	OFFICE MAX INCORPORATED	\$42.72
80439	7/2/2014	OFFICE SUPPLIES 2 U INC	\$580.63
80440	7/2/2014	EUGENE PERLOCK	\$90.00
80441	7/2/2014	PORTAGE COUNTY TITLE, LLC	\$32.75
80442	7/2/2014	PRECISE MRM LLC	\$24.84
80443	7/2/2014	PROCESS RESEARCH SOLUTIONS LLC	\$707.00
80444	7/2/2014	JULIE REDMAN	\$100.00
80445	7/2/2014	SCHALOWS NURSERY, INC.	\$80.75
80446	7/2/2014	ALBERT SCHIFERL	\$273.00
80447	7/2/2014	SECURITY OVERHEAD DOOR INC	\$184.00
80448	7/2/2014	SISTER CITIES INTERNATIONAL	\$360.00
80449	7/2/2014	SPEE-DEE DELIVERY SERVICE INC	\$49.15
80450	7/2/2014	ST JOSEPH'S HOSPITAL-CHIPPEWA FALLS	\$322.50
80451	7/2/2014	ST VINCENT DE PAUL	\$75.00
80452	7/2/2014	STRATEGIC INSIGHTS, INC	\$1,100.00
80453	7/2/2014	STREICHER'S POLICE EQUIPMENT	\$4,057.99
80454	7/2/2014	STRUCK & IRWIN PAVING, INC.	\$1,380.00
80455	7/2/2014	TEAM SPORTING GOODS INC	\$419.90
80456	7/2/2014	TIME MARK INC	\$245.86
80457	7/2/2014	TOTAL TOOL SUPPLY INC	\$163.24
80458	7/2/2014	THERESA TRACY	\$188.34
80459	7/2/2014	TRAVELING LANTERN THEATRE CO	\$495.00
80460	7/2/2014	TRIERWEILER CONSTRUCTION	\$26,047.05
80461	7/2/2014	TRIPLE R BUSINESS SERVICES, LLC	\$4,251.78
80462	7/2/2014	U W SOIL TESTING LAB	\$40.00
80463	7/2/2014	UNIFIRST CORPORATION	\$230.64
80464	7/2/2014	THE UNIFORM.SHOPPE	\$44.95
80465	7/2/2014	UNIQUE MANAGEMENT SERVICES INC	\$89.50
80466	7/2/2014	UNITED MAILING SERVICE INC	\$1,647.90
80467	7/2/2014	UNITED RENTALS (NORTH AMERICA) INC	\$465.52
80468	7/2/2014	UNIVERSITY COMMISSION	\$4,750.05
80469	7/2/2014	USA BLUE BOOK	\$808.08
80470	7/2/2014	UW-GREEN BAY-OUTREACH	\$339.00
80471	7/2/2014	UW-MARSHFIELD/WOOD COUNTY	\$23,339.08
80472	7/2/2014	WALGREENS	\$123.79
80473	7/2/2014	WALMART COMMUNITY/GECRB	\$499.19
80474	7/2/2014	WEB COMMERCE PARTNERS INC	\$69.10
80475	7/2/2014	WEILER TRANSPORTATION LLC	\$649.28
80476	7/2/2014	ERLAN R. WENZEL	\$340.00
80477	7/2/2014	WEPAK-N-SHIP	\$16.83
80478	7/2/2014	WI DEPARTMENT OF JUSTICE	\$10.00
80479	7/2/2014	WI DNR	\$130.00
80480	7/2/2014	WOLFGRAM GAMOKE AND HUTCHINSON	\$6,183.52
		TOTAL CURRENT BILLS PAID BY CHECK	\$201,216.53
		TOTAL PREPAID BILLS	\$426,092.54
		TOTAL ACH PAYMENTS	\$728.23
		TOTAL CURRENT BILLS	\$257,644.27
		GRAND TOTAL	<u>\$684,465.04</u>

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF JUNE 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	ESKER	KELLY
Fire		Firefighter	1.00	JONAS	DANIEL
Fire		Firefighter	1.00	LUCARELI	JON
Fire		Firefighter	1.00	MEYER	JAMES
Fire		Firefighter	1.00	MUELLER	EVERETT
Fire		Firefighter	1.00	VANDEN ELZEN	JOSEPH
Fire		Firefighter Paramedic	1.00	THORNBERG	CODY
Fire		Firefighter Paramedic	1.00	WEYRAUCH	BRONSON
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 SADAUSKAS	JENI
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	0.5 CERA	JILL
Library	Library Assistant II	1.00 SMITH	PENNY
Library	Library Custodian	1.00 FRUEHBRODT	WILLIAM
Library	Library Director	1.00 BELONGIA	LORI
Library	Library Specialist I	0.50 BAKER	DAVID
Library	Library Specialist I	1.00 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**4.00**

Police		Administrative Assistant III	1.00	LINDNER	PEGGY
Police		Custodian	1.00	TIBBETT	BRUCE
Police		Ordinance Enforcement Officer	1.00	LARSEN	ROBERT
Police		Ordinance Enforcement Officer	1.00	LEONARD	DANIEL
Police		PD Staff Services Supervisor	1.00	KROKSTROM	LORRIE
Police		Police Chief	1.00	GRAMZA	RICHARD
Police		Police Detective	1.00	HAMILL	KEVIN
Police		Police Detective	1.00	NEINAST	ALLAN
Police		Police Detective	1.00	PARKS	JASON
Police		Police Detective	1.00	CRAMM	JAMES
Police		Police Lieutenant	1.00	VACANT	
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	BERRER	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	ABEL	LIBBY
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	VACANT	
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
Police Total			48.00		
Public Works	Administration	Public Works Director	1.00	KNOECK	DANIEL
Public Works	Administration	Administrative Assistant II	1.00	ANDERSON	MARY
Public Works	Building Services	Building Services Supervisor	1.00	POKORNY	RICHARD
Public Works	Building Services	Electrical Inspector	1.00	KILTY	PATRICK
Public Works	Building Services	Maintenance Technician II	1.00	MOLTER	JEFFREY

Public Works	Building Services	Administrative Assistant II	1.00	UTHMEIER	CHERYL
Public Works	Engineering	Assistant City Engineer	1.00	CASSIDY	TIMOTHY
Public Works	Engineering	City Engineer	1.00	TURCHI	THOMAS
Public Works	Engineering	Civil Engineer II	1.00	MAURITZ	JOSH
Public Works	Engineering	Engineering Technician	1.00	OLDHAM	LANCE
Public Works	Engineering	Engineering Technician	1.00	MILLER	SHAWN
Public Works	Engineering	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	1.00	BRUHN	TODD
Public Works	Street Services	Mechanic	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	VACANT	
Public Works	Wastewater	Wastewater Superintendent	1.00	WARP	SAMUEL
Public Works Total			54.50		
Grand Total			191.000		



City of Marshfield Memorandum

Date: July 8, 2014
To: Finance, Budget and Personnel Committee
From: Lara Baehr, Human Resources Manager
RE: Non-Represented Compensation Plan Clarifications

BACKGROUND

The City of Marshfield Non-Represented Compensation Plan (excluding Library personnel) was first implemented on October 27, 2013 after a salary survey was completed to determine the market value of jobs and job groups. The salary plan establishes a range, minimum, control point (market rate), maximum, and a dollar value for each job group. The control point is defined as the value of the job in the market. On June 10, 2014 the FBP last approved clarifications to the non-represented compensation plan.

ANALYSIS

With the first annual update of the compensation plan, I am finding additional clarifying language needed. The clarification is specific to when an employee is newly hired or promoted. Language was added to first clarify that an employee (newly hired or promoted) would maintain their position in the range if the range is adjusted to maintain economic parity. For example if the range is adjusted by 1%, those newly hired or promoted would be adjusted by 1% so that they stay inline on a step. Additional language was added to detail when a newly hired or promoted employee receives step increases and any range adjustments.

Attached is a track changed document showing the changes to Personnel Policy No. 3.800, Compensation Plan Administration.

This is not a request for additional funding. All staff expenditures will remain within the 2014 budget requests.

RECOMMENDATION

I recommend that you approve revised Personnel Policy No. 3.800, Compensation Plan Administration effective July 1, 2014.

Attachment

Concurrence:

Steve Barg, City Administrator



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

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

CHAPTER: Compensation

SUBJECT: Compensation Plan Administration

POLICY NUMBER: 3.800

PAGES: 7

EFFECTIVE DATE: February 8, 1994

REVISION DATE: ~~June 10, 2014~~ [July 1, 2014](#)

PERMANENT DELETION DATE:

APPROVED BY:

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

BACKGROUND:

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

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

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

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

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

Administration of the Pay Plan:

POLICY:

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

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

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

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

PROCEDURES:

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

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

2. Progression to Control Point: The classification and pay study defined the control point value of each range. The control point of the respective pay range represents the estimated market value of the job, i.e. the estimated economic value that other employers with whom the city competes for employees place on the same or similar job. Pay adjustments for non-represented employees below the control point are based on:

a) Salary ranges adjusted to maintain economic parity. When ranges are adjusted an employee's position in the range will be maintained.

a)b) Employees whose wage is below the control point of the range will move through the steps below the control point of the range annually. After six months in the current position, employees are eligible for a step increase on the July 1st following their six month anniversary.

b)c) Movement from one step to the next is contingent upon the employee receiving a satisfactory performance appraisal in the preceding performance review period.

e)d) Progression to control point is not subject to annual approval by the Common Council.

3. Progression to Maximum: The classification and pay study defined the maximum as 112.5% of the range. Pay adjustments for non-represented employees at or above control point are based on:

a) Salary ranges adjusted to maintain economic parity. When ranges are adjusted an employee's position in the range will be maintained;

b) **and** on the basis of satisfactory performance, as documented in a written performance appraisal, based upon cost parameters developed annually by

Formatted: Superscript

the City Administrator and approved by the Common Council through the Finance, Budget, and Personnel Committee. Employees would step annually from control point to step seven and bi-annually for step eight and nine.

4. Merit Performance Recognition: Pay adjustments for merit are on the basis of an employee exceeding the performance standard, as documented in a written performance appraisal. The purpose of the merit plan is to provide an incentive that is related to performance. It is an extension of both the pay plan and appraisal system. Non-represented employees are eligible for “one-time” merit payments of \$500 or \$1,000 (non-base building) regardless of the step that they are at.
 - a) Who is covered? All non-represented employees on the non-represented compensation plan are eligible for merit consideration. Seasonal employees are not eligible.
 - b) What is covered? Performance during the current review period only is covered. The performance must be while in the employ of City of Marshfield and the individual must be an employee at the time of recommendation to qualify for the program. Accomplishments recognized may include any work done by an employee that is directed, authorized or sanctioned by the employee’s supervisor or department. Employees cannot be rewarded twice for the same merit consideration. Merit will be considered based upon:
 - An employee provides exceptional service to internal/external customers that make them more effective and/or efficient. Example: Stream lined process.
 - Through the employee’s initiative, developed a new work method or way of doing business/operations which had a major impact on his or her department.
 - Extraordinary effort during times of critical department need (e.g. meeting critical deadline that could otherwise have an adverse impact on critical operations or major project (this is not for employees that are compensated for additional duties).
 - Significant cost savings or cost avoidance realized beyond normally expected or established standards.
 - Something that furthers public/private cooperation or partnerships with MACCI, Marshfield School District, Marshfield Utilities, Marshfield Public Library, Community Development Authority, Marshfield Main Street, University of Wisconsin – Marshfield, etc.

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

- c) How does the selection process work? Employee's overall performance review has to be a satisfactory review. An employee or their supervisor may complete the Recommendation for Merit Performance Recognition Form. The employee's supervisor and department head will sign the form showing that it was received by them and detail any concerns or comments below their signature area. The signed form should be sent to the Human Resources Manager. The City Administrator and Human Resources Manager will review all merit recommendations and make a decision to approve or not approve the merit request. The Human Resources Manager will notify the requester of the decision made by the City Administrator and Human Resources Manager. If the merit request is denied, an employee may appeal to the Finance, Budget and Personnel Committee for final decision.
- d) What will finalists receive? Employees who are approved for merit will receive a commendation letter from the Mayor of Marshfield with a copy to their personnel file and one-time (non-base building) merit compensation of \$500 or \$1,000.
- e) Funding: If more employees qualify than there is funding for the Human Resources Manager will ask the Finance, Budget and Personnel Committee for consideration of contingency funds, departmental budget funds, and/or additional vacation hours in lieu of dollars. If contingency funds, departmental budget funds, or additional vacation hours are not approved then the City Administrator and Human Resources Manager will prioritize merit recipients with the top recipients' only receiving merit.

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

5. Employees Above the Maximum: Employees above the maximum of the salary range are available for merit compensation if earned. Additionally, employees above the maximum will receive half of any annual adjustments made to the range. Example: If the range is adjusted by two percent a year, employees above the maximum would be eligible for a one percent one-time payment (non-base building) assuming a successful performance appraisal.
6. Internal Promotions: An employee promoted to a position in the non-represented pay plan will be brought to the minimum of that range on the date of promotion.

At the discretion of management:

- a) The employee may be placed at a salary within the pay grade established for their specific position classification per Paragraph 1;
 - b) or upon documentation of satisfactory performance in the new position, the employee may progress to midpoint of the new range as defined in Paragraph
 - c) or be placed at midpoint of the new range upon successful completion of the probationary period. This discretion is based on an assessment of the skills and experience required for the position and those possessed by the employee prior to promotion.
7. Temporary Assignment (Acting Duties): The temporary assumption of additional work duties and responsibilities by an executive, administrative, or professional employee for six consecutive work weeks or less represents an opportunity for professional development, job enrichment, and preparation for possible future promotional opportunities. As such, it is the intent of this policy for no employee to be granted additional compensation for any temporary extension of work duties of six consecutive work weeks or less duration.

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

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

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

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

8. Out of Class Compensation: Employees in the Street Division and Parks and Recreation Department (Park employees) who work out of class will receive compensation according to the pay grade they are performing work when performing a higher level or more skilled level of work. The work performed in

each classification is summarized on the non-represented compensation plan (detail). When working out of class an employee would be placed at the same step but in the appropriate pay grade for the time worked.

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



MEMO

TO: Finance, Budget & Personnel Committee

FROM: Jeffrey Gaier – Marshfield Municipal Airport

DATE: June 20, 2014

RE: Budget Resolution 16-2014 Transfers for Airport Land Purchase

«Address»
«Address», «Address»
«Address»
T «Phone»
F 715-384-5251
«Email»
www.duffysaircraft.com

Background

The Wisconsin Bureau of Aeronautics sent us a bill for the City's Share of a crack filling project and purchase of additional property for the airport. Both projects are cost share projects with the Bureau of Aeronautics.

The Airport Committee on June 19th, 2014 approved a line item transfer of \$5,000 from line item 52900 "Other Contractual Services" to partially pay for the bill.

The airport budgets \$5,000 each year in 52500 for crack filling. The remainder of the monies would come from that account to pay the bill.

The reason we would use the contractual services is because Verlyn Swantes one of our technicians on the Simplified Directional Frequency, (SDF), approach retired in Dec 2013. Nick DeNardis, our other technician is not certified on the SDF, but our other approaches.

We are confident that we will be able to maintain a positive account in the airport budget for the remainder of 2014.

Recommendation

Recommend approval of Budget Resolution 16-2014 to the Common Council.

Concurrence:

Steve Barg, City Administrator

Keith Strey, Finance Director

Marshfield Airport Committee Minutes
June 19th, 2014

Meeting called to Order at 6:10 p.m. by Duffy Gaier

Present: Jack Bremer, Dan Maurer, Chris Jockheck, Paul Knauf and John Berg

Absent:None

Also Present: Duffy Gaier, and Jeffrey Gaier

AP14-27 Motion by Bremer, Second by Maurer nominate John Berg as Airport Chairman, Jack Bremer as Vice Chairman, with Airport meetings at 6:00 PM on the Third Thursday of the Month, All Ayes

Motion Carried

Chairman Berg Took over the meeting at 6:12 PM

Citizens Comments: None

AP14-28 Motion by Maurer Second by Bremer to approve the Airport Minutes for May 22nd, 2014 All Ayes,

Motion Carried

AP14-29 Motion by Maurer Second by Knauf to approve the Airport Manager's June 2014 Report, All Ayes

Motion Carried

AP14-30 Motion by Jockheck, Second by Bremer to approve the June 2014 Activity Report, All Ayes

Motion Carried

AP14-31 Motion by Bremer, Second by Knauf to approve the Airport Bills for June 2014, All Ayes

Motion Carried

Height Limitation Zoning Variance Requests - No Requests this month, No Action Taken

 AP14-32 Motion by Bremer, Second by Maurer to transfer \$5,000 in a line item transfer from Airport budget line item 52900 "Other Contractual Services" to Airport budget line 52500 Repair/Maintenance Service. The \$5,000 from 52900 and \$4,426.98 from 52500 will be used to pay the \$9,426.98 bill from the Bureau of Aeronautics. All Ayes 

Motion Carried

Project Updates - Discussed, no action taken

No Additional Citizens Comments.

Motion by Bremer, second by Maurer to adjourn at 7:35 p.m. All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier



Division of Transportation
Investment Management
PO Box 7914
Madison, WI 53707-7914

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: www.dot.wisconsin.gov

Telephone: 608-266-3351
Facsimile (FAX): 608-267-6748

May 15, 2014

HAROLD GAIER-MANAGER
MARSHFIELD MUNICIPAL
400 W 29TH STREET
MARSHFIELD, WI 54449

Marshfield Municipal

Federal Airport Project 3-55-0039-08

Land acquisition for runway approach protection; airport
planning study; crackseal airfield pavements; and necessary,
related work.

Dear Mr. Gaier:

Please send us a check in the amount of \$ 9426.98 to pay for your share of this project, as indicated in the State Finding signed May 5, 2014.

This amount represents your estimated share of project costs. If project costs differ from original estimates, we may request additional funds or return funds to you at a later date.

Please follow the instructions on the attached invoice when sending your check. If you have questions regarding this billing, contact us.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Lee".

Jenny Lee
(608) 266-2109
Jenny2lee@dot.wi.gov

JL
800dev.dot/r.12/20/13

Cc: Julie Snyder



Division of Business Management
 Bureau of Business Services
 PO Box 7366
 Madison, WI 53707-7366
 (608) 261-0259

INVOICE 67870

Invoice Date: 5/20/2014

MR. HAROLD GAIER, MANAGER
 MARSHFIELD MUNICIPAL AIRPORT
 210 W. 29TH STREET
 MARSHFIELD, WI 54449

Account #: MARS1
 Customer P.O.#:

<i>Description</i>	<i>Qty</i>	<i>Unit Price</i>	<i>Amount</i>
PLEASE SEE ENCLOSED	1	\$9,426.980	\$9,426.98

Total:	\$9,426.98
State Sales Tax:	\$0.00
Local Sales Tax:	\$0.00
Stadium Tax:	\$0.00
Invoice Total:	\$9,426.98
Paid:	
Balance Due:	\$9,426.98

(Please refer to the above invoice number for all inquires) - Retain this part for your records

Invoice Number: 67870 Balance Due: \$9,426.98 AMOUNT PAID: _____

Date: 5/20/2014

Make checks payable to:
 Wisconsin Dept. of Transportation

Mail To:
 Wisconsin Dept. of Transportation
 Bureau of Business Services
 P.O. Box 7366
 Madison, WI 53707-7366

**** For proper credit, return this part with your remittance ****

BUDGET RESOLUTION NO. 16-2014

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 net sum of \$9,427 is hereby transferred within the General Fund Airport Budget from:
 - a. \$4,427 - Repair & Maintenance, a/c #1015351033.330000
 - b. \$5,000 - Other Contractual Services, a/c #1015351033.330000to the Airport Budget Land, a/c #1015351033.330000.

2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
Mayor

APPROVED _____
Attest – Deputy City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 16-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Airport Budget, a/c# 1015351033.330000:

1. 52500 – Repairs & Maintenance	\$ 4,427
2. 52900 – Other Contractual Services	5,000

TRANSFERRED TO:

General Fund Airport Budget, a/c# 1015351033.330000:

1. 58810 – Land	\$ 9,427
-----------------	----------

* * * *