



CITY OF MARSHFIELD

MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, AUGUST 5, 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 July 15, 2014 meeting
 - b) Approve Bills and Payroll
 - c) Monthly Position Control Report

Recommended Action: Approve the Consent Agenda, as presented.

4. Consideration of items removed from the consent agenda, if any.
5. Discuss continued implementation of staffing study recommendations. Presented by Steve Barg, City Administrator.

Recommended Action: Discretion of the Committee.

6. Review staff merit award policy. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: None, for information only.

7. Consider transferring \$500 from Committee on Youth budget for a contribution of these funds to the Marshfield Area Coalition for Youth (MACY) in support of similar activities.

Recommended Action: Approve requested transfer, and direct staff to prepare a budget resolution for the August 12th Council meeting.

8. Suggested items for future agendas
9. Adjourn

Posted this day, August 1, 2014 at 1:30 p.m., by Lori Panzer, Deputy City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE

August 5, 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 JULY 15, 2014

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

PRESENT: Alderpersons Alanna Feddick, Rebecca Spiros, Gordon Earll and Char Smith

ABSENT: Alderperson Peter Hendler

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

Citizen Comments

None

FBP14-057 Motion by Spiros, second by Smith to approve the items on the consent agenda:

1. Minutes of the July 1, 2014 meeting.
2. Bills in the amount of \$694,368.62
3. June 2014 Treasury Report

Motion carried

No items were removed from the consent agenda.

FBP14-058 Motion by Earll, second by Smith to recommend approval of Budget Resolution No. 17-2014 to the Common Council, transferring \$30,000 from the Parks and Recreation Department's Room Tax fund balance to the Jack Hackman Field storage building project.

Motion carried

FBP14-059 Motion by Earll, second by Feddick to approve the evaluation committee's recommendation that Citizens State Bank of Loyal be awarded a banking services contract for the period August 1, 2014 through July 31, 2017 and direct the appropriate City officials to sign the contract. Abstained - Smith

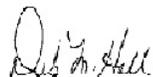
Motion carried

FUTURE AGENDA ITEMS

None

Motion by Smith, second by Spiros to adjourn at 5:43 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 **\$849,866.08** and General Expense Bills for JULY, 2014 amounting to **\$846,359.23** be allowed paid and charged to their proper accounts.

Chairman

CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL
8/6/2014

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

CK#	CK DATE	VENDOR	AMOUNT
80603	7/10/2014	MINNESOTA LIFE INSURANCE CO	\$5,602.83
80604	7/10/2014	WEA INSURANCE TRUST	\$213,266.86
80605	7/14/2014	WHEELERS GM OF MARSHFIELD INC	\$32,619.70
80606	7/22/2014	ADVANCED DISPOSAL SERVICES LLC	\$71,901.77
80607	7/22/2014	CHARTER COMMUNICATIONS	\$473.89
80608	7/22/2014	FRONTIER	\$698.64
80609	7/22/2014	HANCOCK FABRICS	\$303.78
80610	7/22/2014	E O JOHNSON COMPANY	\$180.22
80611	7/22/2014	E O JOHNSON COMPANY	\$160.58
80612	7/22/2014	MARSHFIELD FOOTBALL	\$3,360.75
80613	7/22/2014	MARSHFIELD TENNIS ASSOCIATION	\$1,230.00
80614	7/22/2014	MARSHFIELD UTILITIES	\$28,292.67
80615	7/22/2014	UNITED STATES TREASURY	\$78.00
80616	7/22/2014	WE ENERGIES	\$1,530.40
80617	7/22/2014	WEPAK-N-SHIP	\$31.70
80618	7/22/2014	WISCONSIN CHIEFS OF POLICE ASSOCIATION INC	\$65.00
80619	7/22/2014	WI NARCOTICS OFFICERS ASSN	\$370.00
80620	7/22/2014	WI PARK AND RECREATION ASSN	\$325.00
80626	7/24/2014	DELTA DENTAL OF WISCONSIN	\$13,206.71
80627	7/24/2014	NATIONAL VISION ADMINISTRATORS, LLC	\$1,426.22
80628	7/25/2014	ADVANCED DISPOSAL SERVICES LLC	\$324.88
80629	7/25/2014	CHARTER COMMUNICATIONS	\$50.74
80630	7/25/2014	DEPT OF WORKFORCE DEVELOPMENT	\$558.00
80631	7/25/2014	FRONTIER	\$404.78
80632	7/25/2014	MINNESOTA LIFE INSURANCE CO	\$666.75
80633	7/25/2014	TELRITE CORPORATION	\$345.41
80634	7/25/2014	WALMART COMMUNITY/GECRB	\$147.17
80635	7/25/2014	WE ENERGIES	\$123.99
80636	7/25/2014	WEPAK-N-SHIP	\$111.22
		TOTAL PREPAID BILLS PAID BY CHECK	\$377,857.66

PREPAID BILLS PAID BY EFT

EFT000000002575	7/23/2014	B & B LAWN CARE LLC	\$14,745.00
EFT000000002576	7/23/2014	BALTUS OIL COMPANY INC	\$27,161.41
EFT000000002577	7/23/2014	GRANICUS INC	\$600.00
EFT000000002578	7/23/2014	LEONARD NYEN	\$1,174.03
EFT000000002582	7/28/2014	MSA PROFESSIONAL SERVICES INC	\$2,032.25
		TOTAL PREPAID BILLS PAID BY EFT	\$45,712.69

ACH PAYMENTS

7/31/2014	WI DEPT OF REVENUE - SALES TAX	\$903.72
	TOTAL ACH PAYMENTS	\$903.72

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000002583	8/6/2014	AIR COMMUNICATIONS OF CENTRAL	\$18,646.00
EFT000000002584	8/6/2014	ALLEN PRECISION EQUIPMENT INC	\$91.34

CK#	CK DATE	VENDOR	AMOUNT
EFT000000002585	8/6/2014	AMERICAN WELDING & GAS INC	\$79.97
EFT000000002586	8/6/2014	JASON ANGELL	\$172.48
EFT000000002587	8/6/2014	APPLIED SPECIALTIES INC	\$5,473.60
EFT000000002588	8/6/2014	ARAMARK UNIFORM SERVICES	\$136.02
EFT000000002589	8/6/2014	ATHENS VETERINARY SERVICE INC	\$876.53
EFT000000002590	8/6/2014	AUDIO EDITIONS	\$13.49
EFT000000002591	8/6/2014	B & B LAWN CARE LLC	\$950.00
EFT000000002592	8/6/2014	LARA BAEHR	\$82.88
EFT000000002593	8/6/2014	STEVE BARG	\$134.40
EFT000000002594	8/6/2014	BAUERNFEIND BUSINESS TECH	\$2,555.07
EFT000000002595	8/6/2014	AMY BEAUCHAMP	\$25.00
EFT000000002596	8/6/2014	BEAVER OF WISCONSIN INC	\$321.25
EFT000000002597	8/6/2014	JEFF BARTH	\$9,928.00
EFT000000002598	8/6/2014	BENDLIN FIRE EQUIPMENT CO INC	\$251.76
EFT000000002599	8/6/2014	BILL'S SERVICE CENTER	\$29.95
EFT000000002600	8/6/2014	STEVE BINDER	\$300.00
EFT000000002601	8/6/2014	BOUND TREE MEDICAL, LLC	\$53.98
EFT000000002602	8/6/2014	STEVE BURNS	\$89.66
EFT000000002603	8/6/2014	CARQUEST AUTO PARTS	\$714.60
EFT000000002604	8/6/2014	CDW GOVERNMENT INC	\$144.24
EFT000000002605	8/6/2014	CENTRAL STATE SUPPLY CORP	\$5,215.47
EFT000000002606	8/6/2014	CHILI IMPLEMENT CO INC	\$140.12
EFT000000002607	8/6/2014	CONSOLIDATED UTILITY SERVICES INC	\$4,878.38
EFT000000002608	8/6/2014	CURRENT TECHNOLOGIES INC	\$136.59
EFT000000002609	8/6/2014	DAKOTA ELECTRIC SERVICE INC	\$245.00
EFT000000002610	8/6/2014	DALCO ENTERPRISES, INC.	\$1,605.40
EFT000000002611	8/6/2014	DOINE TRANSPORT INC	\$400.00
EFT000000002612	8/6/2014	EMPLOYEE BENEFITS CORPORATION	\$386.75
EFT000000002613	8/6/2014	ED ENGLEHART	\$175.00
EFT000000002614	8/6/2014	FIRE & SAFETY EQUIPMENT IV INC	\$178.75
EFT000000002615	8/6/2014	SAM FOX	\$184.60
EFT000000002616	8/6/2014	WILLIAM FRUEHBRODT	\$16.24
EFT000000002617	8/6/2014	GALE/CENGAGE LEARNING	\$182.79
EFT000000002618	8/6/2014	GALLS LLC	\$23.15
EFT000000002619	8/6/2014	GAYLORD BROTHERS INC	\$5,055.58
EFT000000002620	8/6/2014	ROBERT HAIGHT	\$762.59
EFT000000002621	8/6/2014	HEINZEN PRINTING INC	\$1,074.00
EFT000000002622	8/6/2014	SANDRA HILL	\$9.86
EFT000000002623	8/6/2014	INGRAM LIBRARY SERVICES INC	\$587.18
EFT000000002624	8/6/2014	INNOVATIVE MACHINE SPEC INC	\$168.00
EFT000000002625	8/6/2014	LORRIE KROKSTROM	\$12.05
EFT000000002626	8/6/2014	JOHN ADAM KRUSE	\$305.00
EFT000000002627	8/6/2014	LAMP RECYCLERS INC	\$17.66
EFT000000002628	8/6/2014	ROBERT LARSEN	\$62.28
EFT000000002629	8/6/2014	LAWSON PRODUCTS INC	\$70.06
EFT000000002630	8/6/2014	DANIEL LEONARD	\$6.96
EFT000000002631	8/6/2014	ROB MADER	\$284.05
EFT000000002632	8/6/2014	MARAWOOD REAL ESTATE 200 LLC	\$3,047.92
EFT000000002633	8/6/2014	MARSHFIELD AREA YMCA	\$3,500.00
EFT000000002634	8/6/2014	MCMASTER-CARR	\$2,824.37
EFT000000002635	8/6/2014	MERKEL COMPANY INC	\$8,169.09
EFT000000002636	8/6/2014	CHRIS MEYER	\$35.84
EFT000000002637	8/6/2014	MIDSTATE TRUCK SERVICE	\$98.37
EFT000000002638	8/6/2014	MIDWEST TAPE	\$1,406.50
EFT000000002639	8/6/2014	MISSISSIPPI WELDERS	\$511.90

CK#	CK DATE	VENDOR	AMOUNT
EFT000000002640	8/6/2014	MSA PROFESSIONAL SERVICES INC	\$2,192.00
EFT000000002641	8/6/2014	NELSON JAMESON INC	\$90.04
EFT000000002642	8/6/2014	NORTH CENTRAL LABORATORIES	\$469.66
EFT000000002643	8/6/2014	NORTHERN SAFETY CO INC	\$35.91
EFT000000002644	8/6/2014	JASON PARKS	\$17.22
EFT000000002645	8/6/2014	POMP'S TIRE SERVICE INC	\$234.97
EFT000000002646	8/6/2014	POWER PAC INC	\$682.95
EFT000000002647	8/6/2014	PREMIER PRINTING, INC	\$66.82
EFT000000002648	8/6/2014	PRO ONE JANITORIAL, INC.	\$479.00
EFT000000002649	8/6/2014	QUILL CORPORATION	\$46.33
EFT000000002650	8/6/2014	REIGEL PLUMBING & HEATING INC	\$1,124.99
EFT000000002651	8/6/2014	RIPP DISTRIBUTING COMPANY INC	\$40.25
EFT000000002652	8/6/2014	IRWIN SAVERDA	\$3.36
EFT000000002653	8/6/2014	SCHOOL DISTRICT OF MARSHFIELD	\$2,099.54
EFT000000002654	8/6/2014	SHERWIN WILLIAMS COMPANY	\$252.42
EFT000000002655	8/6/2014	JOAN SPENCER	\$100.80
EFT000000002656	8/6/2014	CHRIS STARGARDT	\$60.60
EFT000000002657	8/6/2014	STRATFORD SIGN COMPANY LLC	\$205.00
EFT000000002658	8/6/2014	KEITH STREY	\$103.04
EFT000000002659	8/6/2014	MATTHEW SUTTON	\$149.00
EFT000000002660	8/6/2014	TRAFFIC AND PARKING CONTROL INC	\$2,824.03
EFT000000002661	8/6/2014	V & H AUTOMOTIVE MARSHFIELD	\$107.45
EFT000000002662	8/6/2014	V & H INC	\$307.60
EFT000000002663	8/6/2014	VIDCOM LLC	\$7,419.97
EFT000000002664	8/6/2014	VIDCOM LLC	\$5,955.00
EFT000000002665	8/6/2014	VON BRIESEN AND ROPER, S.C.	\$757.50
EFT000000002666	8/6/2014	JAMES BENSON	\$50.00
EFT000000002667	8/6/2014	TROY WEILAND	\$61.04
EFT000000002668	8/6/2014	ERIK WESTMAN	\$726.76
EFT000000002669	8/6/2014	WOOD COUNTY HEALTH DEPARTMENT	\$30.00
EFT000000002670	8/6/2014	WOOD COUNTY TREASURER	\$12,500.00
		TOTAL CURRENT BILLS PAID BY EFT	\$122,040.97

CURRENT BILLS PAID BY CHECK

80637	8/6/2014	AMAZON	\$246.30
80638	8/6/2014	AMERICAN PAYROLL ASSOCIATION	\$219.00
80639	8/6/2014	DONNA ANDERSON	\$100.00
80640	8/6/2014	AP TECHNOLOGY LLC	\$795.00
80641	8/6/2014	ASSOCIATED SERVICE CENTER	\$610.14
80642	8/6/2014	BRUCE TIBBETT JR.	\$45.50
80643	8/6/2014	BAKER AND TAYLOR INC	\$2,658.50
80644	8/6/2014	THE BANK OF NEW YORK MELLON	\$750.00
80645	8/6/2014	BAY STEEL & FABRICATION LLC	\$42.84
80646	8/6/2014	BB COMMUNITY LEASING SERVICES INC	\$1,242.43
80647	8/6/2014	DAN BEHNKE	\$100.00
80648	8/6/2014	LISA BOERO	\$27.98
80649	8/6/2014	I BRANDL INC	\$442.00
80650	8/6/2014	BROCK WHITE COMPANY	\$2,480.54
80651	8/6/2014	BSN SPORTS	\$409.24
80652	8/6/2014	BURT TROPHY & AWARDS INC	\$26.75
80653	8/6/2014	CARRICO AQUATIC RESOURCES INC	\$1,733.48
80654	8/6/2014	DARREL CASPERSON	\$50.00
80655	8/6/2014	CENTRAL WI COOPERATIVE	\$714.20
80656	8/6/2014	CENTRAL WI GLASS CO INC	\$25.00
80657	8/6/2014	CHEMSEARCH	\$803.27

CK#	CK DATE	VENDOR	AMOUNT
80658	8/6/2014	ANNE CLEMENT	\$100.00
80659	8/6/2014	COMPLETE CONTROL INC	\$4,475.60
80660	8/6/2014	COUNTY MATERIALS CORPORATION	\$4,235.37
80661	8/6/2014	CRANE ENGINEERING SALES INC	\$2,506.65
80662	8/6/2014	CTL COMPANY INC	\$532.58
80663	8/6/2014	DIRECT NETWORKS INC	\$1,134.65
80664	8/6/2014	DORNER COMPANY	\$440.98
80665	8/6/2014	DUFFY'S AIRCRAFT SALES	\$11,113.50
80666	8/6/2014	RANDALL HASTREITER	\$137.50
80667	8/6/2014	ESRI	\$25,500.00
80668	8/6/2014	FALCON ALTERNATOR & STARTER	\$276.97
80669	8/6/2014	FASTENAL COMPANY	\$1,491.86
80670	8/6/2014	FESTIVAL FOODS	\$84.28
80671	8/6/2014	JAMES M FICO, PH.D.	\$300.00
80672	8/6/2014	FLUSHQUIP	\$747.00
80673	8/6/2014	FOX LAMINATING COMPANY INC	\$39.00
80674	8/6/2014	FOX VALLEY TECHNICAL COLLEGE	\$225.00
80675	8/6/2014	FRONTIER	\$302.39
80676	8/6/2014	GAFFNEY PLUMBING INC	\$102.88
80677	8/6/2014	GENERAL FARM SUPPLY INC	\$420.00
80678	8/6/2014	GREATER MADISON AREA CHAPTER OF THE APA	\$390.00
80679	8/6/2014	GREMMER & ASSOCIATES, INC.	\$2,345.80
80680	8/6/2014	HACH COMPANY	\$471.02
80681	8/6/2014	HEFKO FLORAL COMPANY	\$50.00
80682	8/6/2014	SHERLY HEIN	\$100.00
80683	8/6/2014	LAUIRE HENSELER	\$100.00
80684	8/6/2014	HF GROUP LLC	\$436.46
80685	8/6/2014	HILCO ROAD SUPPLIES	\$7,153.15
80686	8/6/2014	HILLER'S HARDWARE INC	\$890.23
80687	8/6/2014	HORST DISTRIBUTING INC	\$132.90
80688	8/6/2014	INNOVATIVE SERVICES, INC	\$2,068.50
80689	8/6/2014	ICS HEALY-RUFF	\$1,111.00
80690	8/6/2014	INVESTOR'S BUSINESS DAILY	\$329.00
80691	8/6/2014	JOHN DEERE LANDSCAPES	\$29.47
80692	8/6/2014	JRT PORTABLE TOILETS LLC	\$220.00
80693	8/6/2014	K & M MONUMENTS	\$175.00
80694	8/6/2014	KANSAS DIVISION OF VEHICLES	\$15.00
80695	8/6/2014	KOHS MACHINE SHOP	\$243.50
80696	8/6/2014	BETH KOLBECK	\$100.00
80697	8/6/2014	LINDA KRETSCHMER	\$100.00
80698	8/6/2014	NATE LANG	\$25.00
80699	8/6/2014	LAW ENFORCEMENT TARGETS INC	\$109.79
80700	8/6/2014	LEADER TELEGRAM	\$218.14
80701	8/6/2014	LEGEND DATA SYSTEMS, INC.	\$16.56
80702	8/6/2014	LWMMI	\$1,616.12
80703	8/6/2014	MADISON PUBLIC LIBRARY	\$14.00
80704	8/6/2014	MAID TO ORDER	\$200.00
80705	8/6/2014	MARAWOOD CONSTRUCTION SERVICES, INC.	\$4,680.47
80706	8/6/2014	MARSHFIELD CITY GARAGE	\$9.80
80707	8/6/2014	MARSHFIELD CIVIC BAND	\$4,800.00
80708	8/6/2014	MARSHFIELD CLINIC	\$36.65
80709	8/6/2014	MARSHFIELD PARKS & REC DEPT	\$10.00
80710	8/6/2014	MARSHFIELD POLICE DEPARTMENT	\$60.00
80711	8/6/2014	MARSHFIELD PUBLIC LIBRARY	\$28.50
80712	8/6/2014	MARSHFIELD UTILITIES	\$2,551.60

CK#	CK DATE	VENDOR	AMOUNT
80713	8/6/2014	CONCEPCION MEDINA	\$33.00
80714	8/6/2014	MEDPRO MIDWEST GROUP	\$1,304.82
80715	8/6/2014	MENARDS	\$1,074.65
80716	8/6/2014	MID WISCONSIN SUPPLY, LLC	\$2,070.45
80717	8/6/2014	MIKES FALCONRY SUPPLIES	\$211.75
80718	8/6/2014	MILLER BRADFORD AND RISBERG	\$2,058.10
80719	8/6/2014	MINISTRY ST JOSEPH'S HOSPITAL	\$1,982.52
80720	8/6/2014	JENNIFER MITTEN	\$100.00
80721	8/6/2014	MONROE TRUCK EQUIPMENT	\$99.00
80722	8/6/2014	MPPA LE SUPPLY	\$225.99
80723	8/6/2014	MSC INDUSTRIAL SUPPLY CO.	\$92.26
80724	8/6/2014	MUELLER PUBLISHING INC	\$174.00
80725	8/6/2014	NAPA AUTO PARTS	\$219.60
80726	8/6/2014	NATIONAL ELEVATOR INSPECTION	\$97.90
80727	8/6/2014	NEWCO SHARPENING & SERVICE LLC	\$25.00
80728	8/6/2014	DON NIKOLAI CONSTRUCTION	\$11,642.34
80729	8/6/2014	NIKOLAY COMPANIES	\$3,605.80
80730	8/6/2014	NORTHERN LAKE SERVICE INC	\$92.50
80731	8/6/2014	O'REILLY AUTO PARTS	\$3.29
80732	8/6/2014	OFFICE DEPOT	\$500.78
80733	8/6/2014	OFFICE MAX INCORPORATED	\$104.66
80734	8/6/2014	OFFICE SUPPLIES 2 U INC	\$652.69
80735	8/6/2014	RANDY OPPMAN	\$100.00
80736	8/6/2014	RAY M POEPPPEL	\$457.00
80737	8/6/2014	JEAN ZYGARLICHE	\$111.00
80738	8/6/2014	PICK 'N SAVE	\$50.00
80739	8/6/2014	RICHARD & SARA PICKRELL	\$25.00
80740	8/6/2014	EUGENE PERLOCK	\$45.00
80741	8/6/2014	SHEILA POHLE	\$100.00
80742	8/6/2014	PRINCE CORPORATION	\$120.16
80743	8/6/2014	PROCESS RESEARCH SOLUTIONS LLC	\$605.50
80744	8/6/2014	QUALITY DOOR AND HARDWARE	\$3,858.00
80745	8/6/2014	RADISSON PAPER VALLEY HOTEL	\$140.00
80746	8/6/2014	REVIZE LLC	\$2,600.00
80747	8/6/2014	RODENTPRO	\$659.68
80748	8/6/2014	SCAFFIDI TRUCK CENTER	\$40.45
80749	8/6/2014	SCHALOWS NURSERY, INC.	\$819.95
80750	8/6/2014	ERNESTINE SCHMIDGALL	\$70.92
80751	8/6/2014	SCHOOLSIN	\$130.47
80752	8/6/2014	SCHREINERS PLUMBING & HEATING, LLC	\$20.85
80753	8/6/2014	SEARS COMMERCIAL ONE	\$30.69
80754	8/6/2014	SECURITY OVERHEAD DOOR INC	\$680.00
80755	8/6/2014	SEFAC	\$695.00
80756	8/6/2014	SCET	\$600.00
80757	8/6/2014	SERWE IMPLEMENT MUNICIPAL SALES CO LLC	\$1,016.04
80758	8/6/2014	SIMPLEX GRINNELL LP	\$435.00
80759	8/6/2014	PAUL SMITH	\$92.75
80760	8/6/2014	ALISON SNYDER	\$410.57
80761	8/6/2014	SPECTRUM CONTRACTING CORPORATION	\$4,005.00
80762	8/6/2014	SPEE-DEE DELIVERY SERVICE INC	\$52.57
80763	8/6/2014	ST CLARES HOSPITAL	\$182.50
80764	8/6/2014	STAPLES ADVANTAGE	\$93.92
80765	8/6/2014	STATE OF WISCONSIN	\$250.00
80766	8/6/2014	STERNWEIS & SONS INC	\$181.90
80767	8/6/2014	DAVID STOKES	\$250.00

CK#	CK DATE	VENDOR	AMOUNT
80768	8/6/2014	TEAM SPORTING GOODS INC	\$90.00
80769	8/6/2014	CHERI THOM	\$100.00
80770	8/6/2014	DWAYNE THOMAS	\$41.00
80771	8/6/2014	TOTAL ELECTRIC SERVICE INC	\$430.70
80772	8/6/2014	THERESA TRACY	\$188.34
80773	8/6/2014	TRIERWEILER CONSTRUCTION	\$54,339.72
80774	8/6/2014	TRIPLE R BUSINESS SERVICES, LLC	\$4,251.78
80775	8/6/2014	JULIE TURCHI	\$25.00
80776	8/6/2014	TRAVIS LINDEKUGEL	\$1,300.00
80777	8/6/2014	MICHELLE TUTT	\$100.00
80778	8/6/2014	UNIFIRST CORPORATION	\$420.52
80779	8/6/2014	THE UNIFORM SHOPPE	\$56.75
80780	8/6/2014	UNIQUE BOOKS INC	\$199.65
80781	8/6/2014	UNITED HEALTHCARE	\$185.87
80782	8/6/2014	UNITED RENTALS (NORTH AMERICA) INC	\$247.20
80783	8/6/2014	UTILITY SALES AND SERVICE	\$63,786.00
80784	8/6/2014	DONALD VANRYN	\$100.00
80785	8/6/2014	VITAL COMMUNICATION	\$24.99
80786	8/6/2014	MARY VOSS	\$25.00
80787	8/6/2014	WALGREENS	\$123.79
80788	8/6/2014	WE ENERGIES	\$2,359.60
80789	8/6/2014	WEILER ENTERPRISES	\$5.99
80790	8/6/2014	WEILER TRANSPORTATION LLC	\$1,190.29
80791	8/6/2014	ERLAN R. WENZEL	\$200.00
80792	8/6/2014	WEPAK-N-SHIP	\$47.23
80793	8/6/2014	WHEELERS GM OF MARSHFIELD INC	\$47.15
80794	8/6/2014	WI DEPARTMENT OF JUSTICE	\$294.00
80795	8/6/2014	WI DEPARTMENT OF TRANSPORTATN	\$9,426.98
80796	8/6/2014	WI DEPARTMENT OF TRANSPORTATN	\$13,772.57
80797	8/6/2014	WI DEPT OF JUSTICE	\$1,179.50
80798	8/6/2014	WI POLICE LEADERSHIP FOUNDATION	\$270.00
80799	8/6/2014	WOOD COUNTY CLERK OF COURT	\$100.00
80800	8/6/2014	WOOD COUNTY REGISTER OF DEEDS	\$63.00
80801	8/6/2014	ZOLL DATA SYSTEMS, INC	\$1,024.51
		TOTAL CURRENT BILLS PAID BY CHECK	\$299,844.19
		TOTAL PREPAID BILLS	\$423,570.35
		TOTAL ACH PAYMENNTS	\$903.72
		TOTAL CURRENT BILLS	\$421,885.16
		GRAND TOTAL	<u>\$846,359.23</u>

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF JULY 31, 2014

Department	Division	Position	FTE	Last Name	First Name
Administrator		City Administrator	1.00	BARG	STEVEN
Administrator		Human Resources Manager	1.00	BAEHR	LARA
Administrator		Administrative Assistant III	0.50	KROGMAN	AMY
Administrator Total			2.50		
Assessor		City Assessor	1.00	SPENCER	JOAN
Assessor		Deputy Assessor	1.00	FEIG	BARRY
Assessor		Property Appraiser	1.00	FECHHELM	BELINDA
Assessor		Administrative Assistant II	0.60	PUGH	KEITH
Assessor Total			3.60		
Cemetery		Cemetery Caretaker Assistant	1.00	BRAUNSKY	WILLIAM
Cemetery		Cemetery Coordinator/Caretaker	1.00	BALTUS	MICHAEL
Cemetery Total			2.00		
Clerk		City Clerk	1.00	HALL	DEBORAH
Clerk		Deputy Clerk	1.00	PANZER	LORI
Clerk Total			2.00		
Finance		Accounting Clerk	0.50	OPPMAN	JOANN
Finance		Accounting Clerk	1.00	LINDGREN	KATHLEEN
Finance		Accountant	1.00	VAN WYHE	AMY
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	ALTMAN	JONATHAN
Fire		Firefighter Paramedic	1.00	BAKOS	STEVEN
Fire		Firefighter Paramedic	1.00	BARNES	BRIAN
Fire		Firefighter Paramedic	1.00	FLETTY	PETER
Fire		Firefighter Paramedic	1.00	FOTH	JASON
Fire		Firefighter Paramedic	1.00	FRYDENLUND	LUCAS
Fire		Firefighter Paramedic	1.00	GILBERTSON	BJORN
Fire		Firefighter Paramedic	1.00	GRIESBACH	BENJAMIN
Fire		Firefighter Paramedic	1.00	JONAS	ERIK
Fire		Firefighter Paramedic	1.00	KARNOWSKI	MATTHEW

Fire	Firefighter Paramedic	1.00 LANG	ERIC
Fire	Firefighter Paramedic	1.00 MCNAMARA	NATHANIEL
Fire	Firefighter Paramedic	1.00 PATTON	DAVID
Fire	Firefighter Paramedic	1.00 SADAUSKAS	JENI
Fire	Firefighter Paramedic	1.00 SCHAD	JASON
Fire	Firefighter Paramedic	1.00 TENNESSEN	SAMUEL
Fire	Firefighter Paramedic	1.00 THORNBERG	CODY
Fire	Firefighter Paramedic	1.00 WEILAND	TROY
Fire	Firefighter Paramedic	1.00 WEYRAUCH	BRONSON
Fire	Firefighter Paramedic	1.00 WINISTORFER	PETER
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	ZEPS	PATRICK
Police		Police Lieutenant	1.00	LARSON	DARREN
Police		Police Officer	1.00	ABEL	LIBBY
Police		Police Officer	1.00	BEATHARD	ROBERT
Police		Police Officer	1.00	BEAUCHAMP	JARED
Police		Police Officer	1.00	BERG	CHRISTOPHER
Police		Police Officer	1.00	BERRES	MATTHEW
Police		Police Officer	1.00	BORCHARDT	BLAKE
Police		Police Officer	1.00	BORNBACH	CALEB
Police		Police Officer	1.00	CHRISTIAN	CORY
Police		Police Officer	1.00	CICHANTEK	JEFFREY
Police		Police Officer	1.00	ENDRIES	TERRY
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	GRUBER	TANNER
Police		Police Officer	1.00	HASZ	CHRISTOPHER
Police		Police Officer	1.00	IVERSON	DEREK
Police		Police Officer	1.00	KIZER	JAMIE
Police		Police Officer	1.00	KRAMER	LANDON
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	PUNKE	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 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	VACANT	
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 II	1.00	BINDER	JOEL
Public Works	Street Services	Classification II	1.00	GUENSBURG	WILL
Public Works	Street Services	Classification II	1.00	KIEFFER	GREGORY
Public Works	Street Services	Classification II	1.00	SMITH	MELVIN
Public Works	Street Services	Classification II	1.00	GABEL	BRIAN
Public Works	Street Services	Classification II	1.00	JOHNSON	JOSH
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	NIEHAUS	PATRICK
Public Works	Street Services	Classification II	1.00	SCHMIDT	PHILIP
Public Works	Street Services	Classification II	1.00	WOJCIK	BENJAMIN
Public Works	Street Services	Classification III	1.00	BABCOCK	MARK
Public Works	Street Services	Classification III	1.00	LANGFELDT	TIMOTHY
Public Works	Street Services	Classification III	1.00	MCCLUNG	BRIAN
Public Works	Street Services	Classification III	1.00	NEEDHAM	PAUL
Public Works	Street Services	Classification III	1.00	RASMUSSEN	TIMOTHY
Public Works	Street Services	Classification III	1.00	SONNEMANN	LESTER
Public Works	Street Services	Classification III	1.00	TRUDEAU	MICHAEL
Public Works	Street Services	Classification IV	1.00	BECKER	JEFFREY
Public Works	Street Services	Classification IV	1.00	CHURKEY	MATTHEW
Public Works	Street Services	Classification IV	1.00	ESSER	JEROLD
Public Works	Street Services	Classification IV	1.00	NIKOLAI	HUGH
Public Works	Street Services	Classification IV	1.00	SCHERR	MICHAEL
Public Works	Street Services	Classification IV	1.00	SCHROEDER	WILLIAM
Public Works	Street Services	Classification IV	1.00	WENDELL	ERIC
Public Works	Street Services	Mechanic	1.00	BRUHN	TODD
Public Works	Street Services	Mechanic	1.00	WANTA	DUANE
Public Works	Street Services	Street Superintendent	1.00	PANZER	BRIAN
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 - Level 4	1.00	OTT	ANDREW
Public Works	Wastewater	Wastewater Operator	1.00	GOHAM	JOEL
Public Works	Wastewater	Wastewater Operator	1.00	FISCHER	BRANDON
Public Works	Wastewater	Wastewater Operator	1.00	NOSBISCH	MITCHELL
Public Works	Wastewater	Wastewater Superintendent	1.00	WARP	SAMUEL
Public Works Total			54.50		
Grand Total			191.000		

Presentation of staffing report and recommendations (March 11, 2014)

1. Introduction

- On January 28th, Springsted presented its staffing study to the CC
- Recommendations in 3 categories: staffing, restructuring, process

2. Staffing

- Add 2 positions (Zoning Administrator, Accountant/Financial Analyst)
- Add temporary staff to help complete payroll and A/P decentralization
- Consider 3rd position (Support Technician), dependent upon workload
- Consider Administrative Services Coordinator, if department is created
- **Recommended actions**
 - **Add Zoning Administrator & Accountant/Financial Analyst**
 - **Study the need for Support Technician (for 2015 or beyond)**

3. Restructuring

- Planning & Economic Development
 - Change name to Community Development Department
 - Move GIS Coordinator to Public Works & Engineering
- Public Works & Engineering
 - Move Inspection Services to Planning & Economic Development
- Administration
 - Reassign oversight of Airport to Public Works Department
 - Reassign oversight of Cemetery to Parks/Recreation Department
- General (multiple departments)
 - Create Administrative Services Department to oversee multiple departments serving internal customers (Finance, HR, IT, etc.)
- **Recommended actions**
 - **Create team to study and report to the Council by June 24th**

4. Process

- Establish ongoing strategic planning process (Council/staff)
- Coordinate code enforcement in Community Development
- Review and address the spatial workflow and relationships
- Create centralized facility management within Public Works
- Foster professional development and succession planning
- Adopt and implement performance measurement system
- Explore opportunities to partner with other organizations
- Make greater use of technology to provide City services
- Periodically assess opportunities for outsourcing services
- Review and improve the City's special assessment process
- **Recommended actions**
 - **Soon after spring election, begin strategic planning process**
 - **Designate Zoning Administrator to coordinate CE activities**
 - **Begin work to relocate the Finance Department to one floor**
 - **Create team to study and report to Council by end of 2014**



**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

PERMANENT DELETION DATE:

APPROVED BY:

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

BACKGROUND:

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

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

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

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

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

Administration of the Pay Plan:

POLICY:

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

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

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

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

PROCEDURES:

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

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

2. Progression to Control Point: The classification and pay study defined the control point value of each range. The control point of the respective pay range represents the estimated market value of the job, i.e. the estimated economic value that other employers with whom the city competes for employees place on the same or similar job. Pay adjustments for non-represented employees below the control point are based on:
 - a) Employees whose wage is below the control point of the range will move through the steps below the control point of the range annually.
 - b) Movement from one step to the next is contingent upon the employee receiving a satisfactory performance appraisal in the preceding performance review period.
 - c) Progression to control point is not subject to annual approval by the Common Council.

3. Progression to Maximum: The classification and pay study defined the maximum as 112.5% of the range. Pay adjustments for non-represented employees at or above control point are based on:
 - a) Salary ranges adjusted to maintain economic parity. When ranges are adjusted an employee's position in the range will be maintained;
 - b) **and** on the basis of satisfactory performance, as documented in a written performance appraisal, based upon cost parameters developed annually by the City Administrator and approved by the Common Council through the Finance, Budget, and Personnel Committee. Employees would step annually from control point to step seven and bi-annually for step eight and nine.

4. Merit Performance Recognition: Pay adjustments for merit 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.



City of Marshfield Memorandum

DATE: August 1, 2014
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Discuss continued implementation of staffing study recommendations

Background

In March, the Council approved the attached proposal to implement recommendations of the recent staffing study conducted by Springsted. At the last Council meeting, I provided a brief update on the status of this process, outlining what has been completed, and what still remains to be addressed. The Council then directed this item to the FBP Committee for more review and discussion.

Recommendation

On Tuesday night, I will provide a further update, and I'll seek the Committee's direction on continued implementation of these recommendations.

SB:sb



City of Marshfield Memorandum

DATE: August 1, 2014
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Review staff merit award policy

Background

As part of the City's 2014 budget, the Council approved \$10,000 for use in offering merit awards to city staff, subject to guidelines contained in the attached policy, approved by the Finance, Budget & Personnel Committee and City Council earlier this year. At our last Council meeting, Lara provided a brief report, highlighting some of the year's award winners and their accomplishments. Lara and I will soon be reviewing the experience of the past year, and whether slight modifications to this program are warranted, and it's our understanding that members of the Council might wish to give some feedback, too. (The policy is attached for your review.)

Recommendation

At our meeting on Tuesday night, Lara will offer a brief overview of the program, and we will seek your questions, comments, and suggestions for possible improvements.

SB:sb



City of Marshfield Memorandum

DATE: August 1, 2014
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Request to contribute funds from Committee on Youth budget to MACY
for use in support of youth-related activities

Background

Because of problems getting consistent youth participation and other reasons, the City's Committee on Youth hasn't met for 2 years, and budget funds intended to support youth activities hasn't been used. It has come to our attention that, as part of its overall mission, the Marshfield Area Coalition for Youth (MACY) is involved in providing some of these same types of youth events (movie night, bowling/pizza, etc.). As a result, it would seem appropriate to consider contributing the Committee on Youth's 2014 budget funds (\$500) to MACY, under the condition that these monies are specifically used for such events, as opposed to other MACY projects and activities.

Recommendation

Staff recommends authorizing a contribution of \$500 from the 2014 Committee on Youth budget to MACY, specifically to support an approved event or events for the youth in our community, and that the Committee direct staff to prepare the required budget resolution for approval at the August 12th Council meeting.

SB:sb