



CITY OF MARSHFIELD

# MEETING NOTICE

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**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING**  
**TUESDAY, AUGUST 19, 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 August 5, 2014 meeting
  - b) Approve Bills and Payroll
  - c) Report of Personnel Actions
  - d) Treasury Report

Recommended Action: Approve the Consent Agenda, as presented.

4. Consideration of items removed from the consent agenda, if any.
5. Request to authorize Human Resources Manager to fill Street Superintendent position in the Street Department. Presented by Dan Knoeck, Director of Public Works.

Recommended Action: Authorize filling the Street Superintendent position.

6. Recommend the approval of Budget Resolution 21-2014 transferring \$21,000 within the Public Facilities Capital Outlay Fund for City Hall Plaza Façade and Water Leak Repairs to Common Council. Presented by Steve Barg, City Administrator.

Recommended Action: Recommend approval of Budget Resolution 21-2014 to the Common Council.

7. Request to approve a Temporary Letter of Agreement with Police Officer Bargaining Unit regarding compensation time maximum for Police Canine Handlers and Drug Officers. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve the Temporary Letter of Agreement.

8. Update – Implementation of staffing study recommendations. Presented by Steve Barg, City Administrator.

Recommended Action: None, for information only.

9. Suggested items for future agendas

FINANCE, BUDGET AND PERSONNEL COMMITTEE  
August 19, 2014

10. Adjourn

Posted this day, August 15, 2014 at 1:30 p.m., by Deb Hall, City Clerk

*NOTICE*

*It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Deb M. Hall, City Clerk, at 630 South Central Avenue or by calling (715) 384-3636.*

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF AUGUST 5, 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, Peter Hendler and Char Smith

**ABSENT:** None

**ALSO PRESENT:** Alderperson Wagner, City Administrator Barg and City Personnel (Keith Strey, Lara Baehr, Brenda Hanson, Lori Belongia, Jason Angell and Deb Hall)

**Citizen Comments**

None

**FBP14-060** Motion by Hendler, second by Spiros to approve the items on the consent agenda:

1. Minutes of the July 15, 2014 meeting.
2. Payroll in the amount of \$849,866.08 and Bills in the amount of \$846,359.23.
3. Monthly Position Control Report as of July 31, 2014.

**Motion carried**

No items were removed from the consent agenda.

Implementation of staffing study recommendations was presented by City Administrator Barg.

This item will be kept on the Finance agendas so the committee will be kept up-to-date on how things are progressing.

Human Resources Manager Baehr reviewed the staff merit award policy.

The committee had the following recommendations:

- Adding one Finance Committee member to the Review Committee.
- The Finance Committee will review/approve the merit recommendations in a closed session.
- Reinstate the \$250 award.
- Add in language as to who would review the City Administrator and Human Resources Manager applications if they would put in for merit.
- Review if an employee should be able to submit their own application for merit.

**FBP14-062** Motion by Hendler, second by Earll to authorize a contribution of \$500 from the 2014 Committee on Youth budget to the Marshfield Area Coalition for Youth (MACY), specifically to support an approved event or events for the youth in our community. Ayes – 3; Nay – 2 (Feddick and Smith)

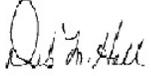
**Motion carried**

**FUTURE AGENDA ITEMS**

1. Staffing Study
2. Merit Policy

Motion by Spiros to adjourn at 6:14 p.m.

**Motion carried**

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

Deb M. Hall  
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to N/A and General Expense Bills for JULY, 2014 amounting to **\$790,292.68** be allowed paid and charged to their proper accounts.

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Chairman

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**CITY OF MARSHFIELD**  
**SCHEDULE OF BILLS FOR APPROVAL**  
8/20/2014

**PREPAID BILLS**

**PREPAID BILLS PAID BY CHECK**

<b>CK#</b>	<b>CK DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
80807	8/8/2014	CHARTER COMMUNICATIONS	\$455.07
80808	8/8/2014	DEPT OF WORKFORCE DEVELOPMENT	\$81.00
80809	8/8/2014	FRONTIER	\$1,300.54
80810	8/8/2014	GANNETT WISCONSIN MEDIA	\$939.79
80811	8/8/2014	HAAS SONS INC	\$157,366.93
80812	8/8/2014	E O JOHNSON COMPANY	\$670.78
80813	8/8/2014	MARSHFIELD UTILITIES	\$63,162.45
80814	8/8/2014	TDS TELECOM	\$346.80
80815	8/8/2014	TELRITE CORPORATION	\$90.46
80816	8/8/2014	US CELLULAR	\$1,262.22
80817	8/8/2014	VERIZON WIRELESS	\$395.02
80818	8/8/2014	MINNESOTA LIFE INSURANCE CO	\$5,609.38
80819	8/8/2014	WEA INSURANCE TRUST	\$213,919.36
<b>TOTAL PREPAID BILLS PAID BY CHECK</b>			<b>\$445,599.80</b>

**CURRENT BILLS**

**CURRENT BILLS PAID BY EFT**

EFT000000002672	8/20/2014	5 ALARM FIRE & SAFETY EQUIPMNT	\$56.61
EFT000000002673	8/20/2014	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$11.97
EFT000000002674	8/20/2014	AIR COMMUNICATIONS OF CENTRAL	\$45.00
EFT000000002675	8/20/2014	ALLEN PRECISION EQUIPMENT INC	\$27.63
EFT000000002676	8/20/2014	AMERICAN WELDING & GAS INC	\$49.42
EFT000000002677	8/20/2014	ARAMARK UNIFORM SERVICES	\$97.98
EFT000000002678	8/20/2014	ATHENS VETERINARY SERVICE INC	\$439.10
EFT000000002679	8/20/2014	B & B LAWN CARE LLC	\$19,616.32
EFT000000002680	8/20/2014	STEVE BAKOS	\$1,080.00
EFT000000002681	8/20/2014	BALTUS OIL COMPANY INC	\$27,327.42
EFT000000002682	8/20/2014	BAUERNFEIND BUSINESS TECH	\$1,608.63
EFT000000002683	8/20/2014	LORI BELONGIA	\$622.84
EFT000000002684	8/20/2014	CHRISTOPHER BERG	\$15.00
EFT000000002685	8/20/2014	STEVE BINDER	\$250.00
EFT000000002686	8/20/2014	BOUND TREE MEDICAL, LLC	\$260.70
EFT000000002687	8/20/2014	CARQUEST AUTO PARTS	\$694.66
EFT000000002688	8/20/2014	TIMOTHY CASSIDY	\$302.00
EFT000000002689	8/20/2014	CAVU LLC	\$3,682.00
EFT000000002690	8/20/2014	CDW GOVERNMENT INC	\$304.51
EFT000000002691	8/20/2014	CENTRAL STATE SUPPLY CORP	\$1,013.10
EFT000000002692	8/20/2014	DALCO ENTERPRISES, INC.	\$615.67
EFT000000002693	8/20/2014	DEMCO	\$224.98
EFT000000002694	8/20/2014	JAMES WM DORN	\$197.75
EFT000000002695	8/20/2014	ED ERICKSON	\$273.59
EFT000000002696	8/20/2014	ERO TEX	\$390.00
EFT000000002697	8/20/2014	TRAVIS ESSER	\$210.00
EFT000000002698	8/20/2014	FAHRNER ASPHALT SEALERS LLC	\$390.00
EFT000000002699	8/20/2014	FIRE & SAFETY EQUIPMENT IV INC	\$260.50
EFT000000002700	8/20/2014	JASON FOEMMEL	\$10.00
EFT000000002701	8/20/2014	FREMONT INDUSTRIES, INC.	\$11,877.23

CK#	CK DATE	VENDOR	AMOUNT
EFT000000002702	8/20/2014	WILLIAM FRUEHBRODT	\$31.92
EFT000000002703	8/20/2014	GALLS LLC	\$37.32
EFT000000002704	8/20/2014	GRAINGER	\$256.02
EFT000000002705	8/20/2014	RICHARD GRAMZA	\$422.56
EFT000000002706	8/20/2014	KEVIN HAMILL	\$86.67
EFT000000002707	8/20/2014	HEINZEN PRINTING INC	\$749.00
EFT000000002708	8/20/2014	AMANDA HELKE	\$14.56
EFT000000002709	8/20/2014	INGRAM LIBRARY SERVICES INC	\$167.48
EFT000000002710	8/20/2014	DENNIS KEFFER	\$53.00
EFT000000002711	8/20/2014	GREG KIEFFER	\$51.68
EFT000000002712	8/20/2014	DAN KNOECK	\$122.00
EFT000000002713	8/20/2014	LORRIE KROKSTROM	\$18.42
EFT000000002714	8/20/2014	LAYTON TECHNOLOGY INC	\$995.00
EFT000000002715	8/20/2014	PEGGY LINDNER	\$7.00
EFT000000002716	8/20/2014	PAUL MANCL	\$100.00
EFT000000002717	8/20/2014	MCMASTER-CARR	\$55.37
EFT000000002718	8/20/2014	MIDSTATE TRUCK SERVICE	\$33.34
EFT000000002719	8/20/2014	MIDWEST TAPE	\$218.91
EFT000000002720	8/20/2014	MISSISSIPPI WELDERS	\$166.73
EFT000000002721	8/20/2014	NELSON JAMESON INC	\$31.98
EFT000000002722	8/20/2014	ORRIN NINNEMAN	\$1,324.97
EFT000000002723	8/20/2014	NORTH CENTRAL LABORATORIES	\$582.70
EFT000000002724	8/20/2014	NORTHERN SAFETY CO INC	\$235.29
EFT000000002725	8/20/2014	MITCH NOSBISCH	\$100.00
EFT000000002726	8/20/2014	JASON PARKS	\$94.41
EFT000000002727	8/20/2014	POMP'S TIRE SERVICE INC	\$1,832.02
EFT000000002728	8/20/2014	POWER PAC INC	\$125.69
EFT000000002729	8/20/2014	PREMIER PRINTING, INC	\$101.05
EFT000000002730	8/20/2014	REIGEL PLUMBING & HEATING INC	\$89.43
EFT000000002731	8/20/2014	SHERWIN WILLIAMS COMPANY	\$268.74
EFT000000002732	8/20/2014	SHI INTERNATIONAL CORPORATION	\$960.00
EFT000000002733	8/20/2014	SVA CONSULTING LLC	\$92.50
EFT000000002734	8/20/2014	TOM TURCHI	\$82.00
EFT000000002735	8/20/2014	V & H AUTOMOTIVE MARSHFIELD	\$106.71
EFT000000002736	8/20/2014	V & H INC	\$7.32
EFT000000002737	8/20/2014	VIDCOM LLC	\$4,225.00
EFT000000002738	8/20/2014	VON BRIESEN AND ROPER, S.C.	\$1,363.52
EFT000000002739	8/20/2014	JAMES BENSON	\$100.00
EFT000000002740	8/20/2014	WOOD COUNTY MAINTENANCE DEPARTMENT	\$10.00
EFT000000002741	8/20/2014	ZARNOTH BRUSH WORKS	\$350.29
EFT000000002742	8/20/2014	PATRICK ZEPS	\$148.14
<b>TOTAL CURRENT BILLS PAID BY EFT</b>			<b>\$87,773.35</b>

**CURRENT BILLS PAID BY CHECK**

80820	8/20/2014	ABR EMPLOYMENTSERVICES	\$563.03
80821	8/20/2014	ALL LIFT SYSTEMS INC	\$99.46
80822	8/20/2014	ALLIANT ENERGY WP&L	\$31.08
80823	8/20/2014	ALTMANN BUILDERS, LLC	\$737.00
80824	8/20/2014	DEAN ALTMANN TRUCKING & EXCAVATING, INC.	\$285.00
80825	8/20/2014	AMERICAN ASPHALT OF WI	\$2,426.56
80826	8/20/2014	AMERICAN AUTO SALES & SERVICE	\$55.94
80827	8/20/2014	AMERICAN FAB INC	\$296.00
80828	8/20/2014	AMERICAN FENCE COMPANY	\$6,830.00
80829	8/20/2014	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$723.24

CK#	CK DATE	VENDOR	AMOUNT
80830	8/20/2014	ADEEL ASLAM	\$100.00
80831	8/20/2014	ASSOCIATED SERVICE CENTER	\$248.69
80832	8/20/2014	B & D LOCK SHOP	\$20.00
80833	8/20/2014	BADGER HEATING & AIR CONDITIONING	\$100.00
80834	8/20/2014	BAKER AND TAYLOR INC	\$4,181.56
80835	8/20/2014	DEBBIE BARTH	\$100.00
80836	8/20/2014	BAY STEEL & FABRICATION LLC	\$108.14
80837	8/20/2014	CHARLOTTE BENZ	\$100.00
80838	8/20/2014	BOOKPAGE	\$300.00
80839	8/20/2014	RICHARD BRAEM	\$100.00
80840	8/20/2014	I BRANDL INC	\$511.00
80841	8/20/2014	BROOKS TRACTOR INC	\$248.25
80842	8/20/2014	BURT TROPHY & AWARDS INC	\$15.50
80843	8/20/2014	CAREW CONCRETE & SUPPLY CO	\$602.65
80844	8/20/2014	CASTLEROCK VETERINARY HOSPITAL	\$88.05
80845	8/20/2014	CCI SYSTEMS INC	\$2,835.00
80846	8/20/2014	CENTRAL WI COOPERATIVE	\$3,444.50
80847	8/20/2014	CENTRAL WI LAWN CARE & SEAL COATING LLC	\$2,219.25
80848	8/20/2014	CENTRAL WI STATE FAIR ASSN	\$150.00
80849	8/20/2014	TRACY CHIPMAN	\$30.00
80850	8/20/2014	CITY RENTAL COMPANY	\$2,000.00
80851	8/20/2014	COFFEE CONCEPTS	\$65.90
80852	8/20/2014	COMPLETE CONTROL INC	\$3,373.91
80853	8/20/2014	CONTRACTORS ROPE, LLC	\$178.00
80854	8/20/2014	CONNIE COROZOLLA	\$44.00
80855	8/20/2014	COUNTY MATERIALS CORPORATION	\$967.50
80856	8/20/2014	CTL COMPANY INC	\$93.15
80857	8/20/2014	DIRECT NETWORKS INC	\$1,133.66
80858	8/20/2014	EMERGENCY MEDICAL PRODUCTS INC	\$521.25
80859	8/20/2014	ENVIROTECH EQUIPMENT CO INC	\$899.86
80860	8/20/2014	EVENTS ETC LLC	\$30.00
80861	8/20/2014	FASTENAL COMPANY	\$5,027.43
80862	8/20/2014	FESTIVAL FOODS	\$68.52
80863	8/20/2014	FIGI'S INC	\$100.00
80864	8/20/2014	FRONTIER	\$707.11
80865	8/20/2014	GEMPLER'S INC	\$233.75
80866	8/20/2014	GENERAL COMMUNICATIONS INC	\$1,821.00
80867	8/20/2014	DEANA GRUNEWALD	\$100.00
80868	8/20/2014	H & S PROTECTION SYSTEMS INC	\$134.51
80869	8/20/2014	WAYNE HEMPEL	\$50.00
80870	8/20/2014	HILLER'S HARDWARE INC	\$564.42
80871	8/20/2014	HORST DISTRIBUTING INC	\$12,695.00
80872	8/20/2014	INNOVATIVE SERVICES, INC	\$2,488.50
80873	8/20/2014	INSULATION PLUS	\$235.75
80874	8/20/2014	E O JOHNSON COMPANY	\$160.58
80875	8/20/2014	JACKIE KOCH	\$100.00
80876	8/20/2014	KOHS MACHINE SHOP	\$88.60
80877	8/20/2014	LANGE ENTERPRISES	\$153.17
80878	8/20/2014	LEAGUE OF WI MUNICIPALITIES	\$25.00
80879	8/20/2014	LEAGUE OF WI MUNICIPALITIES	\$155.00
80880	8/20/2014	LEAGUE OF WI MUNICIPALITIES	\$290.00
80881	8/20/2014	LINDA LINZMEIER	\$100.00
80882	8/20/2014	MAID TO ORDER	\$200.00
80883	8/20/2014	MARATHON COUNTY REGISTER-DEEDS	\$60.00

CK#	CK DATE	VENDOR	AMOUNT
80884	8/20/2014	MARSHFIELD CITY GARAGE	\$7.70
80885	8/20/2014	MARSHFIELD CLINIC	\$100.00
80886	8/20/2014	MARSHFIELD COUNTRY CLUB	\$3,527.50
80887	8/20/2014	MARSHFIELD PARKS & REC DEPT	\$14.64
80888	8/20/2014	NANCY NYHAGEN	\$20.00
80889	8/20/2014	MEDFORD COOPERATIVE INC	\$1,332.37
80890	8/20/2014	MENARDS	\$1,601.52
80891	8/20/2014	MERIT ELECTRIC SERVICE	\$280.00
80892	8/20/2014	RON MEYERS AND SON PARTNERS	\$45.00
80893	8/20/2014	MARK F PAGE	\$75.00
80894	8/20/2014	MILLER BRADFORD AND RISBERG	\$292.00
80895	8/20/2014	GLENDA MILLER	\$50.00
80896	8/20/2014	MILWAUKEE POLICE DEPT REGIONAL TRAINING CENTER	\$300.00
80897	8/20/2014	MILWAUKEE RUBBER PRODUCTS	\$726.99
80898	8/20/2014	MINISTRY ST JOSEPH'S HOSPITAL	\$79.59
80899	8/20/2014	MITTEN'S HOME APPLIANCES	\$1,099.90
80900	8/20/2014	MONROE TRUCK EQUIPMENT	\$87.65
80901	8/20/2014	MOORE MEDICAL CORP	\$45.38
80902	8/20/2014	MPPA LE SUPPLY	\$476.94
80903	8/20/2014	NAPA AUTO PARTS	\$471.44
80904	8/20/2014	NATIONAL RECREATION & PARK ASN	\$159.00
80905	8/20/2014	NELSON MANUFACTURING COMPANY	\$1,090.30
80906	8/20/2014	NORTH AMERICAN SALT COMPANY	\$75,989.77
80907	8/20/2014	NORTHERN LAKE SERVICE INC	\$351.90
80908	8/20/2014	OFF THE WALL CUSTOM FRAMING	\$219.08
80909	8/20/2014	OFFICE SUPPLIES 2 U INC	\$106.47
80910	8/20/2014	OLYMPIA RESORT & CONFERENCE CENTER	\$693.00
80911	8/20/2014	OVER THE TOP ROOFING & SIDING, INC	\$6,200.00
80912	8/20/2014	EUGENE PERLOCK	\$1,916.95
80913	8/20/2014	PRECISE MRM LLC	\$37.81
80914	8/20/2014	FRED PRYOR SEMINARS	\$298.00
80915	8/20/2014	RADIODETECTION	\$238.91
80916	8/20/2014	TARA REHBEIN	\$100.00
80917	8/20/2014	RODENTPRO	\$544.23
80918	8/20/2014	RUNNING INC	\$31,346.06
80919	8/20/2014	KRIS SAINDON	\$100.00
80920	8/20/2014	SCHALOWS NURSERY, INC.	\$139.79
80921	8/20/2014	SCHIERL TIRE CENTER	\$75.00
80922	8/20/2014	SCHREINERS PLUMBING & HEATING, LLC	\$87.60
80923	8/20/2014	STATE OF WISCONSIN	\$50.00
80924	8/20/2014	STEIGERWALDT LAND SERVICES, INC	\$10,750.00
80925	8/20/2014	STRAND ASSOCIATES INC	\$300.78
80926	8/20/2014	STREICHER'S POLICE EQUIPMENT	\$1,000.00
80927	8/20/2014	THIMBLEBERRY BOOKS	\$30.00
80928	8/20/2014	TOTAL ELECTRIC SERVICE INC	\$6,241.50
80929	8/20/2014	TOWN & COUNTRY ENGINEERING INC	\$925.00
80930	8/20/2014	TRIANGLE GRAVEL INC	\$150.00
80931	8/20/2014	TRIERWEILER CONSTRUCTION	\$20,813.59
80932	8/20/2014	UNIFIRST CORPORATION	\$227.84
80933	8/20/2014	UNIQUE BOOKS INC	\$19.90
80934	8/20/2014	UNIQUE MANAGEMENT SERVICES INC	\$17.90
80935	8/20/2014	UNITED FCS	\$100.00
80936	8/20/2014	UNITED RENTALS (NORTH AMERICA) INC	\$36.00
80937	8/20/2014	UNIVERSITY COMMISSION	\$11,646.44

<b>CK#</b>	<b>CK DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
80938	8/20/2014	UW-GREEN BAY-OUTREACH	\$85.00
80939	8/20/2014	JULAINA VARSHO	\$100.00
80940	8/20/2014	VIKING ELECTRIC SUPPLY INC	\$98.10
80941	8/20/2014	JOYCE WALLER	\$100.00
80942	8/20/2014	WEB COMMERCE PARTNERS INC	\$123.00
80943	8/20/2014	WEDA	\$200.00
80944	8/20/2014	LAURA WEIGEL	\$100.00
80945	8/20/2014	WEILER ENTERPRISES	\$52.36
80946	8/20/2014	WEILER TRANSPORTATION LLC	\$473.43
80947	8/20/2014	ERLAN R. WENZEL	\$160.00
80948	8/20/2014	WHEELERS GM OF MARSHFIELD INC	\$150.88
80949	8/20/2014	WI ALUMNI ASSOCIATION-MARSHFIELD	\$100.00
80950	8/20/2014	WI DEPARTMENT OF JUSTICE	\$343.00
80951	8/20/2014	WI HISTORICAL SOCIETY	\$210.00
80952	8/20/2014	DEBBIE WILICHOWSKI	\$100.00
80953	8/20/2014	WISNET	\$1,404.13
80954	8/20/2014	WOLFGRAM GAMOKE AND HUTCHINSON	\$7,391.72
80955	8/20/2014	WOOD COUNTY REGISTER OF DEEDS	\$90.00
80956	8/20/2014	AMY ZAHRADKA	\$100.00
80957	8/20/2014	DONNA ZYGARLICHE	\$386.00
80958	8/20/2014	RON ZYGARLICHE	\$100.00
		<b>TOTAL CURRENT BILLS PAID BY CHECK</b>	<b>\$256,919.53</b>
		<b>TOTAL PREPAID BILLS</b>	<b>\$445,599.80</b>
		<b>TOTAL CURRENT BILLS</b>	<b>\$344,692.88</b>
		<b>GRAND TOTAL</b>	<b><u>\$790,292.68</u></b>

REPORT OF PERSONNEL ACTIONS  
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
OF AUGUST 19, 2014

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

Sari Goodness	Police Officer Police Department	August 11, 2014
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**RETIREMENT:**

Brian Panzer	Street Superintendent Street Department	September 16, 2014
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**Resignation**

None

**PROMOTION:**

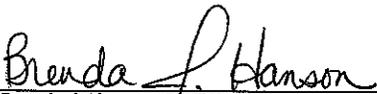
None

**COMPLETION OF  
PROBATIONARY  
PERIOD**

None

**TREASURY REPORT**  
July 2014

	July	June
<b>GENERAL CITY</b>		
<b>PREVIOUS BANK BALANCES (CASH):</b>		
Bonds -----	6,510.00	
Citizens State Bank -----	654,901.62	
	<b>TOTAL PREVIOUS CASH BALANCE:</b>	<b>\$661,411.62</b>
<b>RECEIPTS:</b>		
Citizens State Bank -----	2,187,857.78	
Citizens State Bank Interest -----	428.08	
L-T Investment Interest Recv -----	0.00	
Tax collection -----	0.00	
	<b>TOTAL CASH RECEIPTS:</b>	<b>\$2,188,285.86</b>
<b>DISBURSEMENTS:</b>		
Citizens State Bank -----	2,359,203.70	
	<b>TOTAL CASH DISBURSEMENTS:</b>	<b>\$2,359,203.70</b>
<b>GENERAL CITY BOOK BALANCE (CASH):</b>	(Previous Balance + Receipt - Disbrsmnts.)	
		<b>\$490,493.78</b>
<b>GENERAL CITY INVESTMENTS:</b>		
Securities Investments (Long Term) -----	3,000,000.00	
Securities Investments (Short Term) -----	0.00	
SIST Int rate/earnings: 0.00% -----	0.00	
Local Government Investment Pool (LGIP) -----	7,000,791.30	
LGIP Int rate/earnings: 0.09% -----	457.22	
		<b>\$10,001,248.52</b>
<b>TOTAL GENERAL CITY CASH &amp; INVESTMENTS:</b>		<b>\$9,177,033.87</b>
		<b>\$10,491,742.30</b>
		<b>\$9,838,445.49</b>
<b>ELECTRIC &amp; WATER</b>		
Citizens Bank Previous Bal. -----	807,000.92	
Citizens Bank Utility Receipts -----	4,930,325.44	
Citizens Bank Utility Disburs. -----	4,553,007.24	
<b>EW BOOK BALANCE:</b>		<b>\$1,184,319.12</b>
<b>EW INVESTMENTS:</b>		<b>\$15,452,457.19</b>
<b>TOTAL EW CASH &amp; INVESTMENTS:</b>		<b>\$15,049,841.40</b>
		<b>\$16,636,776.31</b>
<b>TOTAL BOOK BALANCE (CASH):</b>	(E & W Balance + General Balance)	
		<b>\$1,674,812.90</b>
		<b>\$1,468,412.54</b>
<b>RECAPITULATION BANK REPORT</b>		
Bonds -----	6,510.00	
Citizens Bank E/W Utility -----	1,214,413.87	
Citizens Bank General City -----	502,658.01	
	<b>TOTAL BANK BALANCE:</b>	<b>1,723,581.88</b>
	(OUTSTANDING CHECKS)	<b>48,768.98</b>
<b>TOTAL BANK BALANCE (CASH):</b>		<b>\$1,674,812.90</b>
CASH ON HAND:		<b>\$100.00</b>
		<b>\$100.00</b>
<b>TOTAL INVESTMENTS:</b>		<b>\$25,453,705.71</b>
		<b>\$24,226,675.27</b>
<b>TOTAL CASH &amp; INVESTMENTS:</b>		<b>\$27,128,518.61</b>
		<b>\$25,695,087.81</b>

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

City of Marshfield  
 Long - Term Security Investments  
 As of July 31, 2014

<u>Issuer</u>	<u>Term</u>	<u>Acquired</u>	<u>Face Value</u>	<u>Interest Rate(s)</u>	<u>Step (Y / N)</u>	<u>Next Call</u>	<u>Call Periodicity</u>	<u>Maturity Date</u>
FANNIE MAE	5.5 Year	8/22/2012	\$ 1,000,000	1.125%	N	8/22/2014	Continuous	2/22/2018
FANNIE MAE	7 Year	11/21/2012	\$ 1,000,000	1.0% to 6.0%	Y	8/21/2014	Continuous	11/21/2019
FHLB	5 Year	6/12/2013	\$ 1,000,000	0.8% to 2.5%	Y	8/12/2014	Continuous	6/12/2018
			<b>Total</b>	<b>\$ 3,000,000</b>				



City of  
Marshfield  
Memorandum

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August 12, 2014

TO: Finance, Budget and Personnel Committee

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Approval to fill the position of Street Superintendent

**BACKGROUND**

Brian Panzer has announced that he is retiring from the position of Street Superintendent effective September 16, 2014. Brian has served in that position for nearly 25 years and has been with the city for 30 years. As the Street Superintendent position is a critical component of Public Works Department operations it will be necessary to fill that position.

**ANALYSIS**

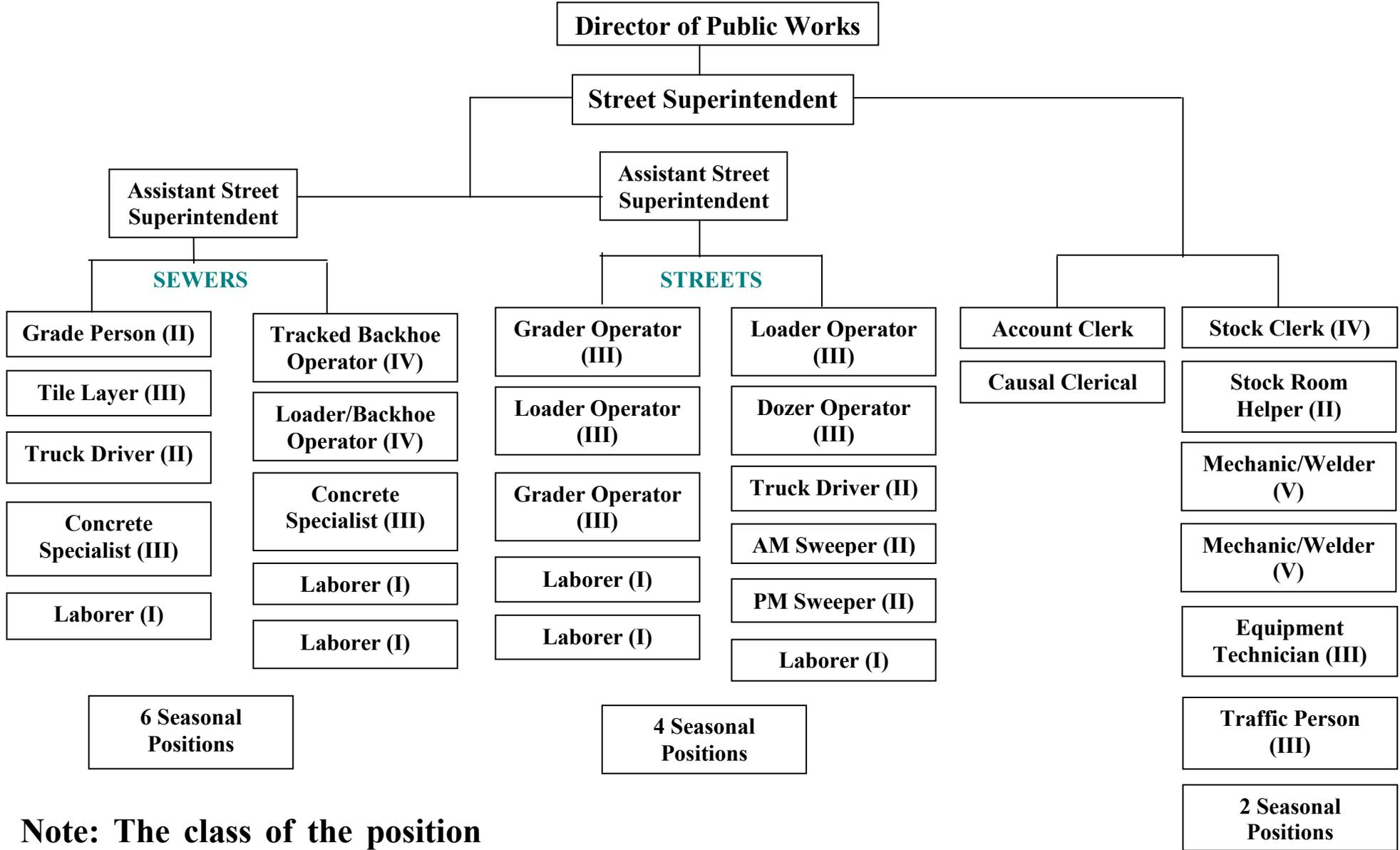
The Street Division currently has 31 FTEs and an additional 12 seasonal employees during the construction season as shown on the attached organization chart. The job description and position cost analysis for the Street Superintendent are also attached. The position covers a wide range of responsibilities under the general direction of the Director of Public Works, including street maintenance, snow & ice removal, forestry management, fleet management, refuse and recycling coordinator, storm sewer maintenance, traffic control maintenance, weed control, and building and grounds maintenance for the Street Division. In addition, the position serves as a main point of contact for customers, elected officials and the media. The recently completed staffing study recommended no changes to the staffing levels in the Street Division.

**RECOMMENDATION**

I recommend that staff be authorized to fill the position of Street Superintendent immediately.

Concurrence:   
Steve Barg, City Administrator

**City of Marshfield Street Division  
Organizational Chart**



**Note: The class of the position is listed in parentheses next to the job title.**



**JOB TITLE:** Street Superintendent  
**DEPARTMENT:** Public Works; Street Division  
**SUPERVISOR:** Director of Public Works  
**COMPENSATION GRADE:** O

**JOB SUMMARY**

The purpose of the Street Superintendent position is to direct the operations of the Street Division; these operations include storm sewer, sanitary sewer, street and sidewalk construction and maintenance; refuse and recycling; construction projects; departmental and City policies; and snow removal procedures. The Street Superintendent is also responsible for the Forestry Program as City Forester and also weed control as City Weed Commissioner.

**JOB DESCRIPTION**

<b>Task No.</b>	<b>Description</b>	<b>Frequency</b>
1.	Develops and implements a street maintenance program which is completed by internal and contracted services.	23%
2.	Coordinate and direct snow and ice removal.	20%
3.	Administers the machinery and equipment fund, purchasing and maintaining of equipment and supplies, and the fueling station.	19%
4.	Administers removal, trimming, and planting of trees on City terraces and greenways. Prepares grant application to receive state funding.	9%
5.	Refuse and Recycling Coordinator oversees and coordinates the collection of residential refuse and recyclable materials. Develops and implements programs and procedures in compliance with state mandated laws; Works closely with private contractors, state and federal officials to stay abreast with changing rules and regulations; Maintains public relations. Prepares grant applications to receive state funding.	8%
6.	Develops and implements a storm sewer maintenance schedule. Implements a sanitary sewer maintenance schedule.	4%
7.	Plans and maintains all construction site traffic control operations in compliance with state and federal	4%

	requirements; Supervises installing and maintaining all non-signal traffic control devices (stop signs, speed limit signs, barricades, detours, and painting of all crosswalks and centerlines, and the installation of lane markers and arrows) throughout the city.	
8.	Enforces City Weed Ordinance; Logs complaints; Bills for services rendered.	4%
9.	Handles personnel issues which includes issuing discipline; Administers safety programs; Follows grievance procedures; Interviews candidates	2%
10.	Prepares annual budgets for all operations of the Street Division	2%
11.	Supervises all buildings and grounds associated with the Street Division.	2%
12.	Performs various other duties such as greenways, fairgrounds, and parking lot maintenance; Dairyfest preparation; Christmas decorations; and other related duties as necessary.	3%

### REQUIRED QUALIFICATIONS

Associate degree in Construction Administration, Civil Engineering or related field required; Bachelor's degree preferred. Minimum of five years' experience in the civil engineering or related field is required. Five years middle to upper management experience is required. Ability to effectively communicate, delegate, follow-up, and evaluate the work of subordinate personnel and ability to maintain effective communications and relations with the general public.



# City of Marshfield Memorandum

TO: Finance, Budget and Personnel Committee  
FROM: Dick Pokorny, Building Services Supervisor  
DATE: August 13, 2014

RE: Approval of Budget Resolution 21-2014 for City Hall Plaza façade work and water leak analysis.

**BACKGROUND** City Hall Plaza has had a long history of water leakage. The building has been made fairly water tight when the exterior had brick repairs, window caulking, and a water proofing compound installed back in 2011. The vast majority of the leaks were eliminated during the work under that project. However, long torrential east rains still cause water to leak in at the 4<sup>th</sup> story ceiling line/5<sup>th</sup> story floor line. This is especially true after many days of rain in a row.

**ANALYSIS** We have gathered as much data as possible in trying to pinpoint where the water is exactly coming in and how many places it is affecting. There appears to be one area between fourth and fifth floor where water shows up first. The leaking water appears to move horizontal as the duration of the rain extends. In other words, a few other areas show signs of water after a day or so. During this spring's rain event we experienced 7 days of continuous rain. Not every room along this horizontal line showed signs of water leakage, but most did. Our research has indicated that this line was the original tower's roof when it was built in 1957. The vertical addition of 3 more stories and a mechanical penthouse in 1964 changed this from a roof to the present day ceiling/floor system. We have an excellent set of drawings showing the detail of how this area was changed during construction in an effort to keep water out. The original plan appears to be sound. This year, staff also noted a number of concrete portions that were severely cracked especially compared to last year. We felt that we needed to get some estimates for all of these repairs.

Persons at the hospital recommended Holton Brothers, Inc. from Grafton, WI as their preferred brick and masonry contractor who specialize in very large buildings. Working with them, we detailed a number of areas of concrete that are coming apart. Unless these areas are repaired, concrete may fracture off the building. They also looked at our plan details where the water entry areas are, and decided that a consulting engineering firm should be involved when Holton would tear open the suspect areas. This specialized firm would be able to come up with a correction plan that Holton Brothers could be hired to complete. Brander Construction Technology, Inc. was chosen due to recommendations and they also are in Green Bay, instead of from out of state or in SE Wisconsin. In conjunction with the leak detection work of this two company team, Holton Brothers could better view the fracturing visible from the ground, and come up with a budget price to make all repairs on both issues. The estimated cost of this first phase of the project is \$21,000. The Board of Public Works will consider this project at their meeting on August 18, 2014

**RECOMMENDATION** I recommend approval of Budget Resolution 21-2014, transferring \$21,000 from BS-K-3943 Penthouse Guardrail Project, to a new CIP project BS-K-3966, City Hall Plaza Façade and Water Leak Repair Project and refer to the Common Council for consideration, subject to project approval by the Board of Public Works.

dp

Concurrence:

Daniel G. Knoeck  
Director of Public Works

Concurrence:

Steve Barg  
City Administrator

Concurrence:

Keith Strey  
Finance Director

BUDGET RESOLUTION NO. 21-2014

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

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

1. That the sum of \$21,000 is hereby transferred within the Public Facilities Capital Outlay Fund, from the City Hall Penthouse Roof Guardrail Project a/c #4055574023.233943 to the City Hall Plaza Façade and Water Leak Repair Project, a/c #4055574023.233966.
2. That upon the adoption of this resolution by a two thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED \_\_\_\_\_

\_\_\_\_\_  
Mayor

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Attest – City Clerk

PUBLISHED \_\_\_\_\_

DETAIL OF BUDGET RESOLUTION NO. 21-2014 BY OBJECT NUMBER

**TRANSFERRED FROM:**

<u>Public Facilities Capitol Outlay Fund, a/c# 4055574023.233943:</u>	
1 58830 – Buildings	\$21,000

**TRANSFERRED TO:**

<u>Public Facilities Capitol Outlay Fund, a/c# 4055574023.233966:</u>	
1 58830 – Buildings	\$ 21,000

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City of  
Marshfield  
Memorandum

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**DATE:** August 19, 2014  
**TO:** Finance, Budget and Personnel Committee  
**FROM:** Lara Baehr, Human Resources Manager  
**RE:** Temporary Letter of Agreement with Police Officer Bargaining Unit  
Regarding Compensation Time Maximums for Police Canine Handlers and  
Drug Officers

**BACKGROUND**

The Police Officer contract allows for a maximum of 72 hours of compensation time to be accrued for all except the Police School Liaison Officers and the Traffic Safety/Crime Prevention Officer which have a maximum of 120 hours accrual.

**ANALYSIS**

Police Chief Gramza and the Police Unit brought to the City's attention an opportunity to possibly reduce overtime payouts for the Canine Handlers and Drug Officers. The work load for these two titles fluctuates. When they are working a case they incur compensation time or overtime and when the case is wrapped up they typically have a little down time that they could take time off before another case begins.

The attached Temporary Letter of Agreement allows the City and Union an opportunity to work together in an effort to reduce overtime costs for the positions of Canine Handlers and Drug Officers. The Temporary Letter of Agreement can be made null and void by either party at any time and therefore revert back to a maximum accrual of 72 hours of compensation time.

**RECOMMENDATION**

I recommend that the Finance, Budget and Personnel Committee approve the Temporary Letter of Agreement by and between the City of Marshfield and the City of Marshfield Police Officer Bargaining Unit and recommend the agreement to the Common Council for their approval.

Attachment

Concurrence: \_\_\_\_\_  
Steve Barg, City Administrator

Temporary Letter of Agreement

The Marshfield Professional Police Association (MPPA) and the City of Marshfield (City), hereby agree as follows:

The Police Canine Handlers and Drug Officers compensatory time will be allowed to accumulate from 72 to 120 hours maximum. They will be allowed to regenerate these hours if their compensatory bank has been reduced below the 120 hour limit either through the use of time off or cash payout per Article 6, Overtime, Compensatory Time.

These positions have inherently been known to accumulate above average overtime hours with a work load that fluctuates resulting in the maximum limitations frequently met and/or exceeded. The officer therefore does not have the opportunity to request additional compensatory time instead of overtime pay. By increasing this banked compensatory time the agreement will allow for additional flexibility within the Marshfield Police Department budget.

This letter of agreement will be considered temporary and will be attached as an addendum to the Marshfield Police Officers 2014-2016 contract and at that time will become the subject of renewal or termination. This agreement may be made null and void by either party at any time.

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Mayor Chris Meyer

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Deborah Hall, City Clerk

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Marshfield Bargaining Unit Representative Gary Wisbrocker

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Bargaining Unit President Jason Parks

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Bargaining Unit Vice-President Kevin Hamill

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

### **1. Introduction**

- On January 28<sup>th</sup>, 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 3<sup>rd</sup> 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 24<sup>th</sup>**

### **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**