



CITY OF MARSHFIELD

MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, SEPTEMBER 2, 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 19, 2014 meeting
 - b) Approve Bills and Payroll
 - c) Report of Personnel Actions
 - d) Monthly 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 Resources Manager.

Recommended Action: Approve Policy No. 3.800.

6. Request to recommend approval of Budget Resolution No. 22-2014, transferring \$6,700 (total amount) within the TIF District Funds to complete a TIF District strategic plan update to the Common Council. Presented by Jason Angell, Director of Planning and Economic Development.

Recommended Action: Recommend approval of Budget Resolution No. 22-2014 to the Common Council.

7. Request to recommend approval of Budget Resolution No. 23-2014, transferring \$52,000 from the Wastewater Utility Equipment Replacement Fund to the Wastewater Utility General Plant Machinery and Equipment to fund emergency repairs to influent screw pump. Presented by Sam Warp, Wastewater Superintendent.

Recommended Action: Recommend approval of Budget Resolution No. 23-2014 to the Common Council.

FINANCE, BUDGET AND PERSONNEL COMMITTEE

September 2, 2014

8. Discuss request from the Village of Spencer to join the City's Municipal Court. Presented by Steve Barg, City Administrator.

Recommended Action: Discretion of the Committee.

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

Recommended Action: None, for information only.

10. Suggested items for future agendas

11. Adjourn

Posted this day, August 29, 2014 at 11:30 a.m., by Deb Hall, City Clerk

NOTICE

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

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

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF AUGUST 19, 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, Gordon Earll, Peter Hendler and Char Smith

ABSENT: Alderperson Rebecca Spiros

ALSO PRESENT: Alderperson Wagner, City Administrator Barg and City Personnel (Keith Strey, Lara Baehr, Brenda Hanson, Dan Knoeck, Rick Gramza, Mike Winch and Deb Hall)

Citizen Comments

None

FBP14-063 Motion by Smith, second by Hendler to approve the items on the consent agenda:

1. Minutes of the August 5, 2014 meeting.
2. Bills in the amount of \$790,292.68
3. Report of Personnel Actions of August 19, 2014.
4. July 2014 Treasury Report.

Motion carried

No items were removed from the consent agenda.

FBP14-064 Motion by Hendler, second by Earll to authorize the Human Resources Manager to fill the Street Superintendent position in the Street Department.

Motion carried

FBP14-065 Motion by Hendler, second by Smith to recommend approval of Budget Resolution No. 21-2014 to the Common Council, transferring \$21,000 within the Public Facilities Capital Outlay Fund for City Hall Plaza Façade and Water Leak Repairs.

Motion carried

FBP14-066 Motion by Hendler, second by Earll to approve the Temporary Letter of Agreement with the Police Officer Bargaining Unit regarding compensation time maximum for Police Canine Handlers and Drug Officers.

Motion carried

City Administrator Barg updated the committee on the implementation of the staffing study recommendations.

- ✓ Moving forward with the relocation of the 7th Floor Finance Department to the 5th Floor and moving the Assessor's Office to the 2nd floor. The Assessor's office will move first and then the Finance department. Hopefully all of this will occur before the end of Fall.
- ✓ There is a need for a Retreat/Strategic Planning Session. He is proposing having two meetings to be held on October 28th and November 11th. They will be held from 5 p.m. – 7 p.m. before the Common Council meetings.

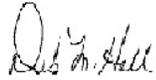
Before these sessions are held there needs to be a plan; work on the big picture. City Administrator Barg recommended asking for 3 volunteers from the Council and having a meeting to discuss how the sessions should be framed and what the Council would like discussed. Need to make the best use of these sessions.

FUTURE AGENDA ITEMS

None

Motion by Smith, second by Earll to adjourn at 6:02 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 **\$853,545.23** and General Expense Bills for AUGUST, 2014 amounting to **\$634,715.63** be allowed paid and charged to their proper accounts.

Chairman

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

9/3/2014

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

CK#	CK DATE	VENDOR	AMOUNT
80964	8/21/2014	DELTA DENTAL OF WISCONSIN	\$13,059.09
80965	8/22/2014	ADVANCED DISPOSAL SERVICES LLC	\$71,522.05
80966	8/22/2014	CHARTER COMMUNICATIONS	\$245.52
80967	8/22/2014	CONVENTION & VISITORS BUREAU	\$40,591.39
80968	8/22/2014	FRONTIER	\$178.65
80969	8/22/2014	GANNETT WISCONSIN MEDIA	\$42.67
80970	8/22/2014	HOLLY GROSHEK	\$10.00
80971	8/22/2014	E O JOHNSON COMPANY	\$33.00
80972	8/22/2014	MARSHFIELD UTILITIES	\$29,873.49
80973	8/22/2014	SECURITY HEALTH PLAN	\$151.84
80974	8/22/2014	TELRITE CORPORATION	\$398.89
80975	8/22/2014	UNITED MAILING SERVICE INC	\$1,734.86
80976	8/22/2014	US CELLULAR	\$656.55
80977	8/22/2014	WE ENERGIES	\$1,403.38
80978	8/22/2014	WEPAK-N-SHIP	\$113.12
80979	8/22/2014	WI STATE LABORATORY OF HYGIENE	\$201.00
80980	8/22/2014	GREAT LAKES EMS, INC	\$9,500.00
		TOTAL PREPAID BILLS PAID BY CHECK	\$169,715.50

ACH PAYMENTS

8/31/2014	WI DEPT OF REVENUE - SALES TAX	\$846.75
	TOTAL ACH PAYMENTS	\$846.75

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000002747	9/3/2014	5 ALARM FIRE & SAFETY EQUIPMNT	\$1,634.00
EFT000000002748	9/3/2014	MARY ADLER	\$20.72
EFT000000002749	9/3/2014	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$13.74
EFT000000002750	9/3/2014	AIR COMMUNICATIONS OF CENTRAL	\$103.50
EFT000000002751	9/3/2014	JASON ANGELL	\$89.60
EFT000000002752	9/3/2014	ARAMARK UNIFORM SERVICES	\$81.88
EFT000000002753	9/3/2014	KRIS LEONHARDT	\$175.00
EFT000000002754	9/3/2014	B & B LAWN CARE LLC	\$1,200.00
EFT000000002755	9/3/2014	BALTUS OIL COMPANY INC	\$10.00
EFT000000002756	9/3/2014	STEVE BARG	\$117.60
EFT000000002757	9/3/2014	BRIAN BARNES	\$877.40
EFT000000002758	9/3/2014	JEFF BARTH	\$275.00
EFT000000002759	9/3/2014	STEVE BINDER	\$537.50
EFT000000002760	9/3/2014	BRUCE MUNICIPAL EQUIPMENT	\$2,377.26
EFT000000002761	9/3/2014	CARQUEST AUTO PARTS	\$656.84
EFT000000002762	9/3/2014	CAVU LLC	\$2,040.00
EFT000000002763	9/3/2014	CDW GOVERNMENT INC	\$980.66
EFT000000002764	9/3/2014	CENTRAL STATE SUPPLY CORP	\$1,879.05
EFT000000002765	9/3/2014	JODY CLEMENTS	\$62.00
EFT000000002766	9/3/2014	CONSOLIDATED UTILITY SERVICES INC	\$4,104.00
EFT000000002767	9/3/2014	COY/JEAN	\$247.42
EFT000000002768	9/3/2014	CURRENT TECHNOLOGIES INC	\$59.25
EFT000000002769	9/3/2014	DALCO ENTERPRISES, INC.	\$2,065.13
EFT000000002770	9/3/2014	DOINE TRANSPORT INC	\$100.00
EFT000000002771	9/3/2014	JAMES WM DORN	\$253.30
EFT000000002772	9/3/2014	EMPLOYEE BENEFITS CORPORATION	\$386.75

CK#	CK DATE	VENDOR	AMOUNT
EFT000000002773	9/3/2014	FIRE & SAFETY EQUIPMENT IV INC	\$18.00
EFT000000002774	9/3/2014	FREMONT INDUSTRIES, INC.	\$5,758.66
EFT000000002775	9/3/2014	FULL COMPASS SYSTEMS LTD	\$549.00
EFT000000002776	9/3/2014	GALE/CENGAGE LEARNING	\$38.92
EFT000000002777	9/3/2014	CHRISTINE GIACOMINO	\$89.00
EFT000000002778	9/3/2014	RICHARD GRAMZA	\$580.21
EFT000000002779	9/3/2014	DEB HALL	\$754.65
EFT000000002780	9/3/2014	HEINZEN PRINTING INC	\$817.00
EFT000000002781	9/3/2014	INGRAM LIBRARY SERVICES INC	\$310.04
EFT000000002782	9/3/2014	ERIK JONAS	\$932.29
EFT000000002783	9/3/2014	AMY KROGMAN	\$140.00
EFT000000002784	9/3/2014	MARAWOOD REAL ESTATE 200 LLC	\$3,047.92
EFT000000002785	9/3/2014	MARSHFIELD AREA CHAMBER FOUNDATION	\$13,830.82
EFT000000002786	9/3/2014	MCMASTER-CARR	\$90.30
EFT000000002787	9/3/2014	MERKEL COMPANY INC	\$2,567.55
EFT000000002788	9/3/2014	MIDWEST TAPE	\$809.62
EFT000000002789	9/3/2014	MISSISSIPPI WELDERS	\$123.00
EFT000000002790	9/3/2014	MSA PROFESSIONAL SERVICES INC	\$6,060.75
EFT000000002791	9/3/2014	ENG KWEE NG	\$24.33
EFT000000002792	9/3/2014	OTIS ELEVATOR COMPANY	\$972.81
EFT000000002793	9/3/2014	LORI PANZER	\$202.57
EFT000000002794	9/3/2014	JASON PARKS	\$10.78
EFT000000002795	9/3/2014	PLACE DYNAMICS, LLC	\$6,620.36
EFT000000002796	9/3/2014	RICHARD POKORNY	\$8.96
EFT000000002797	9/3/2014	POMP'S TIRE SERVICE INC	\$1,917.28
EFT000000002798	9/3/2014	POWER PAC INC	\$486.64
EFT000000002799	9/3/2014	QUILL CORPORATION	\$166.06
EFT000000002800	9/3/2014	RAMAKER & ASSOCIATES INC	\$600.00
EFT000000002801	9/3/2014	REIGEL PLUMBING & HEATING INC	\$166.25
EFT000000002802	9/3/2014	RIPP DISTRIBUTING COMPANY INC	\$64.25
EFT000000002803	9/3/2014	SCHILLING SUPPLY COMPANY	\$967.14
EFT000000002804	9/3/2014	SCHOOL DISTRICT OF MARSHFIELD	\$2,093.04
EFT000000002805	9/3/2014	SHERWIN WILLIAMS COMPANY	\$179.16
EFT000000002806	9/3/2014	STAINLESS AND REPAIR INC	\$1,641.75
EFT000000002807	9/3/2014	KEITH STREY	\$222.92
EFT000000002808	9/3/2014	V & H AUTOMOTIVE MARSHFIELD	\$1,592.72
EFT000000002809	9/3/2014	V & H INC	\$43.49
EFT000000002810	9/3/2014	VALLEY CHEMICAL LLC	\$101.67
EFT000000002811	9/3/2014	VIDCOM LLC	\$3,238.00
EFT000000002812	9/3/2014	VIDCOM LLC	\$5,955.00
EFT000000002813	9/3/2014	TROY WEILAND	\$200.00
EFT000000002814	9/3/2014	ERIK WESTMAN	\$921.83
EFT000000002815	9/3/2014	WOOD COUNTY HEALTH DEPARTMENT	\$15.00
EFT000000002816	9/3/2014	ZARNOTH BRUSH WORKS	\$124.50
EFT000000002817	9/3/2014	PATRICK ZEPS	\$238.51
TOTAL CURRENT BILLS PAID BY EFT			\$85,640.35

CURRENT BILLS PAID BY CHECK

80981	9/3/2014	ABR EMPLOYMENTSERVICES	\$613.70
80982	9/3/2014	AMAZON	\$1,686.60
80983	9/3/2014	AMERICAN ASPHALT OF WI	\$263,620.32
80984	9/3/2014	AMERICAN LIBRARY ASSOCIATION	\$133.00
80985	9/3/2014	ARCTIC GLACIER U.S.A., INC.	\$165.60
80986	9/3/2014	ASSOCIATED SERVICE CENTER	\$290.83
80987	9/3/2014	AUBURNDALE YOUTH BASEBALL & SOFTBALL	\$25.00
80988	9/3/2014	BADGER FIRE INSPECTIONS, LLC	\$2,465.60
80989	9/3/2014	BAKER AND TAYLOR CO-CONT ACCT	\$26.24
80990	9/3/2014	BAKER AND TAYLOR INC	\$1,981.91

CK#	CK DATE	VENDOR	AMOUNT
80991	9/3/2014	DENNIS BARGANDER	\$3,200.00
80992	9/3/2014	BATTERYJACK INC	\$203.40
80993	9/3/2014	BB COMMUNITY LEASING SERVICES INC	\$1,242.43
80994	9/3/2014	BEN MEADOWS	\$156.12
80995	9/3/2014	I BRANDL INC	\$916.25
80996	9/3/2014	BRAUN'S AUTOMOTIVE SERVICE INC	\$99.45
80997	9/3/2014	BROOKS TRACTOR INC	\$3,642.10
80998	9/3/2014	BURT TROPHY & AWARDS INC	\$15.80
80999	9/3/2014	CAL'S PLUMBING SERVICE LLC	\$2,083.89
81000	9/3/2014	CAREW CONCRETE & SUPPLY CO	\$175.00
81001	9/3/2014	CCH INCORPORATED	\$439.00
81002	9/3/2014	CENTRAL WI COOPERATIVE	\$541.66
81003	9/3/2014	BILL COKER	\$25.00
81004	9/3/2014	COLUMBUS CATHOLIC HIGH SCHOOL	\$25.00
81005	9/3/2014	COUNTY MATERIALS CORPORATION	\$300.72
81006	9/3/2014	CRESCENT LANDSCAPE SUPPLY, INC	\$2,145.00
81007	9/3/2014	CTL COMPANY INC	\$1,032.94
81008	9/3/2014	CUMMINS NPOWER LLC	\$858.00
81009	9/3/2014	JAMES DAVIS	\$86.00
81010	9/3/2014	DIRECT NETWORKS INC	\$28.18
81011	9/3/2014	DISASTER MANAGEMENT SYSTEMS, INC	\$23.82
81012	9/3/2014	DUFFY'S AIRCRAFT SALES	\$5,855.50
81013	9/3/2014	LISA ENERSON	\$100.00
81014	9/3/2014	MELISSA ERON	\$100.00
81015	9/3/2014	EXCAVISION, INC	\$256.28
81016	9/3/2014	FARRELL EQUIP & SUPPLY CO INC	\$179.95
81017	9/3/2014	FASTENAL COMPANY	\$1,965.56
81018	9/3/2014	FESTIVAL FOODS	\$108.91
81019	9/3/2014	GANNETT WISCONSIN MEDIA	\$828.05
81020	9/3/2014	GENERAL FARM SUPPLY INC	\$374.94
81021	9/3/2014	GETTIN DOWN CENTRAL WI DOWNE	\$100.00
81022	9/3/2014	GLEN-RAY RADIATORS INC	\$250.00
81023	9/3/2014	PEARL GRAF	\$150.00
81024	9/3/2014	GREMMER & ASSOCIATES, INC.	\$938.32
81025	9/3/2014	JIM HALVORSEN	\$25.00
81026	9/3/2014	HILLER'S HARDWARE INC	\$582.35
81027	9/3/2014	TYLER HOFFMAN	\$100.00
81028	9/3/2014	HORST DISTRIBUTING INC	\$1,730.00
81029	9/3/2014	HURCKMAN MECHANICAL INDUSTRIES, INC	\$662.00
81030	9/3/2014	JIM'S GOLF CARS INC	\$64.55
81031	9/3/2014	JRT PORTABLE TOILETS LLC	\$220.00
81032	9/3/2014	JEFF KELLNHOFER	\$25.00
81033	9/3/2014	CONNIE KORAN	\$100.00
81034	9/3/2014	MARK KORGER	\$25.00
81035	9/3/2014	MARATHON COUNTY REGISTER-DEEDS	\$2.00
81036	9/3/2014	MARAWOOD CONSTRUCTION SERVICES, INC.	\$63.40
81037	9/3/2014	MARSHFIELD CITY GARAGE	\$12.98
81038	9/3/2014	MARSHFIELD CLINIC	\$3,932.01
81039	9/3/2014	MARSHFIELD FOOTBALL	\$81.25
81040	9/3/2014	MARSHFIELD GLASS LLC	\$1,254.68
81041	9/3/2014	MARSHFIELD PARKS & REC DEPT	\$70.86
81042	9/3/2014	MARSHFIELD PUBLIC LIBRARY	\$30.00
81043	9/3/2014	MED ALLIANCE GROUP INC	\$260.90
81044	9/3/2014	MEDFORD LITTLE LEAGUE CLUB	\$75.00
81045	9/3/2014	MEDIA DISTRIBUTORS	\$348.74
81046	9/3/2014	MENARDS	\$920.24
81047	9/3/2014	MID WISCONSIN SUPPLY, LLC	\$191.09
81048	9/3/2014	CARISSA MILLER	\$23.00

CK#	CK DATE	VENDOR	AMOUNT
81049	9/3/2014	KALEB MILLER	\$25.00
81050	9/3/2014	MINISTRY ST JOSEPH'S HOSPITAL	\$2,075.65
81051	9/3/2014	MINNESOTA LIFE INSURANCE CO	\$666.75
81052	9/3/2014	RON MORROW	\$25.00
81053	9/3/2014	COREY MUELLER	\$25.00
81054	9/3/2014	NAPA AUTO PARTS	\$143.80
81055	9/3/2014	NATIONAL ELEVATOR INSPECTION	\$182.60
81056	9/3/2014	NATIONAL FIRE SPRINKLER ASSOC	\$85.00
81057	9/3/2014	PHILAN NEUMANN	\$100.00
81058	9/3/2014	NEUTRON INDUSTRIES	\$146.65
81059	9/3/2014	MATT NEVE	\$25.00
81060	9/3/2014	NFPA	\$1,295.00
81061	9/3/2014	NIKOLAY COMPANIES	\$732.00
81062	9/3/2014	NORTH STAR ENVIRONMENTAL TESTING LLC	\$1,810.00
81063	9/3/2014	DAN O'CONNELL	\$50.00
81064	9/3/2014	OCTOBER SEVENTH STUDIO	\$30.90
81065	9/3/2014	ODONNELL LOCKSMITHING SERVICE	\$27.00
81066	9/3/2014	OFFICE SUPPLIES 2 U INC	\$190.15
81067	9/3/2014	OSTHOFF RESORT	\$210.00
81068	9/3/2014	JEAN ZYGARLICHE	\$42.50
81069	9/3/2014	PERSONAL DEVELOPMENT CENTER INC	\$11,362.00
81070	9/3/2014	EUGENE PERLOCK	\$335.00
81071	9/3/2014	MARGARET PRUST	\$100.00
81072	9/3/2014	PSOW	\$190.00
81073	9/3/2014	RASMUSSEN COLLEGE- WAUSAU	\$1,358.13
81074	9/3/2014	REGISTRATION FEE TRUST	\$2.00
81075	9/3/2014	REPUBLICAN PARTY OF WOOD COUNTY	\$100.00
81076	9/3/2014	RETTLER CORPORATION	\$3,589.50
81077	9/3/2014	REVIZE LLC	\$750.00
81078	9/3/2014	DANIEL ROGERS	\$4,000.00
81079	9/3/2014	SCHALOWS NURSERY, INC.	\$90.00
81080	9/3/2014	MARGIE SCHNEIDER	\$150.00
81081	9/3/2014	SCREEN MACHINE INDUSTRIES INC	\$914.34
81082	9/3/2014	LARRY SOYK	\$25.00
81083	9/3/2014	KURT SPAETH	\$25.00
81084	9/3/2014	SPEE-DEE DELIVERY SERVICE INC	\$85.00
81085	9/3/2014	ST JOSEPH'S HOSPITAL-CHIPPEWA FALLS	\$272.00
81086	9/3/2014	STATE EMPLOYMENT RELATIONS	\$380.00
81087	9/3/2014	STATE OF WISCONSIN	\$100.00
81088	9/3/2014	ROBERT STEIN	\$85.65
81089	9/3/2014	STERNWEIS & SONS INC	\$56.70
81090	9/3/2014	STETSONVILLE GIRLS SOFTBALL	\$25.00
81091	9/3/2014	TACTICAL SOLUTIONS	\$1,320.00
81092	9/3/2014	TASER INTERNATIONAL	\$470.17
81093	9/3/2014	TEAM SPORTING GOODS INC	\$29.70
81094	9/3/2014	TOMAHAWK LIVE TRAP COMPANY	\$259.44
81095	9/3/2014	TOTAL ENERGY SYSTEMS LLC	\$860.00
81096	9/3/2014	TOTAL TOOL SUPPLY INC	\$47.76
81097	9/3/2014	THERESA TRACY	\$188.34
81098	9/3/2014	TRI AIR TESTING INC	\$448.75
81099	9/3/2014	TRIERWEILER CONSTRUCTION	\$19,330.41
81100	9/3/2014	TRIPLE R BUSINESS SERVICES, LLC	\$4,261.78
81101	9/3/2014	U W SOIL TESTING LAB	\$78.00
81102	9/3/2014	UNIFIRST CORPORATION	\$316.21
81103	9/3/2014	THE UNIFORM SHOPPE	\$260.00
81104	9/3/2014	UNITED RENTALS (NORTH AMERICA) INC	\$2,415.05
81105	9/3/2014	UNITED STATES PLASTIC CORP	\$188.13
81106	9/3/2014	USA BLUE BOOK	\$3,552.83

CK#	CK DATE	VENDOR	AMOUNT
81107	9/3/2014	UW-GREEN BAY-OUTREACH	\$25.00
81108	9/3/2014	WALGREENS	\$123.79
81109	9/3/2014	WEILER ENTERPRISES	\$17.01
81110	9/3/2014	WEILER TRANSPORTATION LLC	\$532.63
81111	9/3/2014	WEPAK-N-SHIP	\$18.05
81112	9/3/2014	THERESA WERSTOZSHEK	\$100.00
81113	9/3/2014	WI DEPARTMENT OF JUSTICE	\$217.00
81114	9/3/2014	WI DEPARTMENT OF TRANSPORTATN	\$338.50
81115	9/3/2014	WI STATE JOURNAL	\$312.00
81116	9/3/2014	WISNET	\$468.04
81117	9/3/2014	WISCONSIN RURAL WATER ASSOCIATION INC	\$95.00
81118	9/3/2014	ZION UNITED METHODIST CHURCH	\$100.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$378,513.03
		TOTAL PREPAID BILLS	\$169,715.50
		TOTAL ACH PAYMENTS	\$846.75
		TOTAL CURRENT BILLS	\$464,153.38
		GRAND TOTAL	<u>\$634,715.63</u>

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF SEPTEMBER 2, 2014

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

None

RETIREMENT:

None

Resignation

None

PROMOTION:

Jody Geurink	Sergeant Police Department	August 25, 2014
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COMPLETION OF
PROBATIONARY
PERIOD

None

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF AUGUST 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	GOODNESS	SARI
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	GEURINK	JODY
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		



City of Marshfield Memorandum

Date: September 2, 2014
To: Finance, Budget and Personnel Committee
From: Lara Baehr, Human Resources Manager
RE: Personnel Policy 3.800, Compensation Plan Administration

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.

ANALYSIS

Personnel Policy No. 3.800, Compensation Plan Administration provides for additional compensation for acting capacity with the vacancy of an executive, administrative, or professional position for six consecutive work weeks or more. With the retirement of Street Superintendent Panzer and the need for an Acting Superintendent (Mike Winch), staff reviewed and discussed the City's Compensation Policy in relation to when a person would be eligible for acting compensation. Staff feels that it is worthwhile to consider offering acting pay at four weeks. The recruitment timeline for the Street Superintendent vacancy is set to hold interviews the day that Brian Panzer retires so we are unsure that acting compensation would occur either way (4 weeks or 6 weeks) however now is a good time to consider what is appropriate for the City of Marshfield moving forward.

On August 6, 2013 the Common Council approved placement and implementation of elected City Assessor and City Clerk onto the non-represented compensation plan with discussion held on elected not being eligible for merit compensation since they do not have performance reviews. Revised Personnel Policy No. 3.800, references elected job titles along with non-represented employees as being covered under the compensation plan. The revised policy would also confirm that the positions of elected City Clerk and City Assessor are not eligible for merit compensation.

On August 5, 2014, the FBP Committee discussed desired changes to the merit component of Personnel Policy No. 3.800. Specifically, discussion was held on having a member of the FBP on the review committee and a separate review/approval process should the City Administrator or Human Resources Manager be considered for merit. City Administrator Barg also mentioned the desire to revisit the Compensation Committee's recommendation to have a merit option of \$250 (currently merit is either \$500 or \$1,000).

Feedback was also received from staff that they would like to see a coworker be able to recommend another for merit consideration. City Administrator Barg and I met to review Personnel Policy No. 3.800 with this feedback in mind. Revised Personnel Policy No. 3.800 would include a Merit Review Committee including the Mayor, City Administrator, member of the FBP Committee, and Human Resources Manager. Should the City Administrator or Human Resources Manager be considered for merit, the Mayor and a member of the FBP would review and approve (if appropriate). A merit payment of \$250 was added to allow appropriate recognition of a team project or a great idea that due to other reasons was not able to be realized. Lastly, a coworker would be able to make a recommendation for merit consideration.

Attached is track changed Personnel Policy No. 3.800, Compensation Plan Administration for your consideration.

RECOMMENDATION

I recommend that you approve revised Personnel Policy No. 3.800, Compensation Plan Administration effective September 9, 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: ~~July 1, 2014~~[September 9, 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), ~~by~~ [elected Assessor and elected City Clerk](#) 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, [elected City Assessor, and City Clerk](#) 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. Positions of elected City Assessor and City Clerk would start at the minimum of their respective range and progress to the max the same as non-represented employees.

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, elected City Assessor and City Clerk 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.
 - 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.
 - c) Movement from one step to the next is contingent upon the employee receiving a satisfactory performance appraisal in the preceding performance review period. Exception: Positions of elected City Assessor and City Clerk step automatically and do not have performance appraisals.
 - 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, elected City Assessor, and City Clerk 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. Exception: Positions of elected City Assessor and City Clerk step automatically, based upon cost parameters detailed in 3(b), and do not have performance appraisals.

4. Merit Performance Recognition for non-represented/non-elected employees: 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 \$250, \$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, [coworker](#) 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 [Mayor](#), City Administrator, [member of the Finance Budget and Personnel Committee](#), 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 appropriate Department/Division Head](#) of the decision made by the [City Administrator and Human Resources Manager Review Committee](#). [Merit requests for the positions of City Administrator and Human Resources Manager will be reviewed for approval or non-approval separately by the Mayor and a member of the Finance Budget and Personnel Committee](#). 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 [\\$250, \\$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 [sixfour](#) 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 [sixfour](#) 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 [sixfour](#) 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

TO: Mayor Meyer and Common Council Members
FROM: Jason Angell, Director of Planning & Economic Development
DATE: August 26, 2014

RE: Update Tax Increment Finance (TIF) Strategic Plan

Background

In 2011 the City of Marshfield completed its first TIF Strategic Plan with the help of Dave Pawlisch, SCS Engineers (formerly with Vierbicher Associates) and David Anderson, The PFM Group. The end product provided a clear picture to the City of the current status of each tax increment district and outlined the TIDs ability to transfer funds between TIDs.

As a result of the 2011 TIF Strategic Plan, the City designated 3 TIDs as donor districts – which allow them to transfer excess revenues to other TIDs that are underperforming (distressed TIDs) to help pay down debt obligations. 4 TIDs were designated as distressed districts and 2 TIDs have been closed since 2011 – TID #5 (Figis) and TID #8 (Mall).

Most importantly, the 2011 TIF Strategic Plan provided the City with the resources necessary to plan for and prioritize projects and other infrastructure improvements within each of the districts. Allowing us to better understand and manage the long-term financial obligations of each district.

Analysis

Since the last TIF Strategic Plan was completed, a lot of things have changed in the community. The local economy has struggled to stabilize, with property values continuing to fluctuate. More importantly, as it relates specifically to our TIDs, a number of significant developments and projects have been completed since 2011:

- Chestnut Avenue reconstruction (TID 4 – Downtown)
- Alley and parking lot improvements (TID 4 – Downtown)
- Downtown Façade Improvement Program (TID 4 – Downtown)
- “200 Block Redevelopment” – property acquisition (TID 4 – Downtown)
- TopForm (TID 5 – Mill Creek Business Park)
- PreventionGenetics (TID 5 – Mill Creek Business Park)

Understanding the impact the above list of projects has had on our TIDs will allow us to prepare for upcoming projects, such as Maple Avenue reconstruction (TID 4 – Downtown) which is currently planned for 2015 construction. By updating the TIF

Strategic Plan, the Common Council will also have an opportunity to understand how our newest TID is performing: TID 9 (Old Hartl Manor).

Based upon the reasons outlined above, along with several other benefits that will be afforded to the Common Council and Economic Development Board, staff is asking the Common Council authorize staff to proceed with entering into a contract with SCS Engineers for the purpose of updating our 2011 TIF Strategic Plan.

Council Options

The Common Council may take the following actions:

1. Approval of the request with any exceptions, conditions, or modifications the Council feels are justifiable and applicable to the request.
2. Denial of the request with justification stated by the Council.
3. Table the request for further study.

Staff Recommendation

Approve the attached proposal by SCS Engineers to assist the City in updating the 2011 TIF Strategic Plan and authorize staff to execute the contract.

***NOTE – if approved by the Common Council, a separate budget resolution will be brought before the Finance, Budget and Personnel Committee and Common Council to cover the associated cost of the contract with SCS Engineers. This is a TIF eligible expense, so the cost of the contract would be shared amongst all TIFs.*

Attachments

1. SCS Engineers proposal – scope of services, project timeline and cost.

Concurrence(s):



Steve Barg, City Administrator



Keith Strey, Finance Director



Dan Knoeck, Public Works Director

DETAIL OF BUDGET RESOLUTION NO. 22-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

<u>TID #2 Purdy Project Fund, a/c# 4264900008.080000:</u>	
1. 49300 – Fund Balance Applied	\$ 1,340
<u>TID #4 Downtown Redevelopment Fund, a/c# 4284900008.080000:</u>	
1. 49300 – Fund Balance Applied	\$ 1,340
<u>TID #5 Mill Creek Business Park Fund, a/c# 4304900008.080000:</u>	
1. 49300 – Fund Balance Applied	\$ 1,340
<u>TID #7 Yellowstone Industrial Park Fund, a/c# 4324900008.080000:</u>	
1. 49300 – Fund Balance Applied	\$ 1,340
<u>TID #9 Central Ave & Ives Street Fund, a/c# 4334900008.080000:</u>	
1. 49300 – Fund Balance Applied	\$ 1,340

TRANSFERRED TO:

<u>TID #2 Purdy Project Fund, a/c# 4265662008.080000:</u>	
1. 52100 – Professional Services	\$ 1,340
<u>TID #4 Downtown Redevelopment Fund, a/c# 4285662008.080000:</u>	
1. 52100 – Professional Services	\$ 1,340
<u>TID #5 Mill Creek Business Park Fund, a/c# 4305662008.080000:</u>	
1. 52100 – Professional Services	\$ 1,340
<u>TID #7 Yellowstone Industrial Park Fund, a/c# 4325662008.080000:</u>	
1. 52100 – Professional Services	\$ 1,340
<u>TID #9 Central Ave & Ives Street Fund, a/c# 4345662008.080000:</u>	
1. 52100 – Professional Services	\$ 1,340

* * * *

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



MARSHFIELD
Wastewater Utility

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

To: Finance, Budget and Personnel Committee
Chairperson – Alanna Feddick
Members – Gordon Earll, Char Smith, Rebecca Spiros, and Peter Hendler
From: Sam Warp Jr., Wastewater Superintendent
Subject: Budget Resolution 23-2014 Influent screw pump baffles
Date: September 2, 2014

Background

All the wastewater from the City flows down to a wet well located outside the influent building. There, one of three screw pumps lift the wastewater up to the fine screens and then it gravity flows through the plant. One pump is always in operation and two are used for high flow events.

Analysis

Strand Associates specified the influent screw pumps because of their low operating and life cycle costs. In 14 years of daily operation the only repair has been one lower bearing that was defective on install. The crew inspects the complete pump setup every year, per the maintenance manual. Last year they noted that edges of the metal was rusting badly, but the face of the baffles was fine. This year, the bolts that support the baffles are rusted through, and the turn buckles are completely gone. The faces of the baffles are rusting and probably will be completely through by next year. The baffles are really just resting in place with no support at this time. The original spec was for painted/coated steel baffles and standard steel hardware. Innovative machine gave us a quote of \$22,890 to fabricate the baffles, \$12,426 less expensive than the original supplier and these will be 316 stainless steel. Staab Construction issued a quote not to exceed \$29,100 to use only stainless steel hardware and to install the three baffles. These repairs need to be finished before winter, but it was not budgeted. These would qualify for use of the equipment replacement fund.

Summary/Recommendations

I recommend approval of Budget Resolution 23-2014 transferring \$52,000 from the equipment replacement fund to the Wastewater Utility Fixed Assets Account and refer to the Common Council for consideration.

Thank You.
Concurrence:

Dan Knoeck
Director of Public Works

Keith Strey
Finance Director

Steve Barg
City Administrator

BUDGET RESOLUTION NO. 23-2014

A resolution changing the 2014 budget of the Wastewater Utility 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 \$52,000 is hereby added to the Fixed Asset Accounts of the Wastewater Utility, a/c #601.18000 series with proceeds from a/c #601.11520, Equipment Replacement Fund.
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. 23-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

1. Wastewater Utility Equipment Replacement Fund, a/c #601: **(MEMO ONLY)**
 - a. 11520 – Equipment Replacement Fund Investments \$ 52,000

TRANSFERRED TO:

1. Wastewater Utility Fixed Asset Accounts, a/c #601: **(MEMO ONLY)**
 - a. 18550 – General Plant Machinery & Equipment \$ 52,000

* * * *



City of Marshfield Memorandum

DATE: August 28, 2014
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Request from the Village of Spencer to join the City's municipal court

Background

Earlier this year, Village of Spencer officials approached city staff about the possibility of joining our municipal court for several reasons, including cutting the cost of citations set by Marathon County, and greatly reducing the distance their police officers and residents must drive for court. Our current discussion is focused on forming a joint municipal court between the 2 municipalities, which would include executing an agreement that addresses all of the necessary issues (financial, administrative, legal, etc.)

Recommendation

On Tuesday night, staff will provide further information and seek your input on this idea, including any concerns or suggestions that you may have.

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**