



CITY OF MARSHFIELD

MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, SEPTEMBER 16, 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
 - e) Treasury 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. 24-2014, transferring \$70,000 from a State Trust Fund Loan for development incentives per the Development Agreement with JT Marshfield to the Common Council. Presented by Keith Strey, Finance Director.

Recommended Action: Recommend approval of Budget Resolution No. 24-2014 to the Common Council.

7. Request to approve 2015 ambulance contracts with the 13 surrounding towns and villages. The contracts were considered and accepted by the Fire and Police Commission on September 4, 2014. Presented by Brenda Hanson, Assistant Finance Director.

Recommended Action: Approve the contracts as recommended.

FINANCE, BUDGET AND PERSONNEL COMMITTEE
September 16, 2014

8. Request to recommended approval of Resolution No. 2014-53, adopting an ambulance rate schedule to be effective January 1, 2015 to the Common Council. This schedule was considered and accepted by the Fire and Police Commission on September 4, 2014. Presented by Brenda Hanson, Assistant Finance Director.

Recommended Action: Recommended approval of Resolution No. 2014-53 to the Common Council.

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

Recommended Action: Approve filling the Wastewater Operator position.

10. Discussion/direction on which positions need FBP approval to fill and/or how often. Presented Lara Baehr, Human Resources Manager.

Recommended Action: Discretion of the committee.

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

Recommended Action: None, for information only.

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

Recommended Action: None, for information only.

13. Suggested items for future agendas

14. Adjourn

Posted this day, September 12, 2014 at 4:00 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 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.

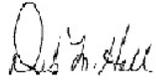
Before these sessions are held there needs to be a plan; work on the big picture. City Administrator Barg recommended asking for 3 volunteers from the Council and having a meeting to discuss how the sessions should be framed and what the Council would like discussed. Need to make the best use of these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

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to N/A and General Expense Bills for AUGUST, 2014 amounting to **\$1,099,757.81** be allowed paid and charged to their proper accounts.

Chairman

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

9/17/2014

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

CK #	CK DATE	VENDOR	AMOUNT
81119	8/29/2014	NATIONAL VISION ADMINISTRATORS, LLC	\$1,429.12
81125	9/5/2014	CHARTER COMMUNICATIONS	\$287.58
81126	9/5/2014	DEPT OF WORKFORCE DEVELOPMENT	\$558.00
81127	9/5/2014	FRONTIER	\$2,020.62
81128	9/5/2014	GANNETT WISCONSIN MEDIA	\$860.78
81129	9/5/2014	E O JOHNSON COMPANY	\$309.00
81130	9/5/2014	MARSHFIELD UTILITIES	\$66,468.76
81131	9/5/2014	REGISTRATION FEE TRUST	\$74.50
81132	9/5/2014	TDS TELECOM	\$346.80
81133	9/5/2014	TELRITE CORPORATION	\$90.10
81134	9/5/2014	US CELLULAR	\$2,001.01
81135	9/5/2014	VERIZON WIRELESS	\$418.94
81136	9/5/2014	WALMART COMMUNITY/GECRB	\$981.51
81137	9/5/2014	WE ENERGIES	\$2,145.65
81138	9/5/2014	WEPAK-N-SHIP	\$37.73
81139	9/5/2014	WVOA	\$405.00
81140	9/10/2014	MINNESOTA LIFE INSURANCE CO	\$5,595.94
81141	9/10/2014	WEA INSURANCE TRUST	\$216,283.10
		TOTAL PREPAID BILLS PAID BY CHECK	\$300,314.14

PREPAID BILLS PAID BY EFT

EFT000000002819	9/8/2014	BALTUS OIL COMPANY INC	\$26,396.83
		TOTAL PREPAID BILLS PAID BY EFT	\$26,396.83

DIRECT WIRE TRANSFERS

8/29/2014	JP MORGAN CHASE BANK	\$12,075.00
8/29/2014	ASSOCIATED TRUST COMPANY	\$77,598.75
8/29/2014	ASSOCIATED TRUST COMPANY	\$131,536.25
8/29/2014	THE DEPOSITORY TRUST COMPANY	\$208,285.00
	TOTAL DIRECT WIRE TRANSFERS	\$429,495.00

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000002820	9/17/2014	5 ALARM FIRE & SAFETY EQUIPMNT	\$22.08
EFT000000002821	9/17/2014	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$34.99
EFT000000002822	9/17/2014	AMERICAN PAVEMENT SOLUTIONS	\$27,668.70
EFT000000002823	9/17/2014	ARAMARK UNIFORM SERVICES	\$83.97
EFT000000002824	9/17/2014	ATHENS VETERINARY SERVICE INC	\$2,622.65
EFT000000002825	9/17/2014	B & B LAWN CARE LLC	\$15,982.32
EFT000000002826	9/17/2014	BAUERNFEIND BUSINESS TECH	\$200.73
EFT000000002827	9/17/2014	BENDLIN FIRE EQUIPMENT CO INC	\$1,532.32
EFT000000002828	9/17/2014	BOUND TREE MEDICAL, LLC	\$48.10
EFT000000002829	9/17/2014	BRODART INC	\$107.01
EFT000000002830	9/17/2014	BRUCE MUNICIPAL EQUIPMENT	\$121.87
EFT000000002831	9/17/2014	CARQUEST AUTO PARTS	\$776.24
EFT000000002832	9/17/2014	CDW GOVERNMENT INC	\$4,699.92
EFT000000002833	9/17/2014	CENTRAL STATE SUPPLY CORP	\$1,740.20
EFT000000002834	9/17/2014	CHILI IMPLEMENT CO INC	\$247.50
EFT000000002835	9/17/2014	DALCO ENTERPRISES, INC.	\$572.25
EFT000000002836	9/17/2014	JAMES WM DORN	\$288.60
EFT000000002837	9/17/2014	AMANDA DUER	\$8.12

CK #	CK DATE	VENDOR	AMOUNT
EFT000000002838	9/17/2014	BRIAN ENGEL	\$21.22
EFT000000002839	9/17/2014	FAHRNER ASPHALT SEALERS LLC	\$7,857.00
EFT000000002840	9/17/2014	FREMONT INDUSTRIES, INC.	\$7,401.60
EFT000000002841	9/17/2014	WILLIAM FRUEHBRODT	\$16.24
EFT000000002842	9/17/2014	GALE/CENGAGE LEARNING	\$850.82
EFT000000002843	9/17/2014	RICHARD GRAMZA	\$698.38
EFT000000002844	9/17/2014	GRANICUS INC	\$600.00
EFT000000002845	9/17/2014	CHELSEA GUDEN	\$21.22
EFT000000002846	9/17/2014	HATCH BUILDING SUPPLY	\$2,370.00
EFT000000002847	9/17/2014	KRIS HAWLEY	\$199.00
EFT000000002848	9/17/2014	HEINZEN PRINTING INC	\$584.00
EFT000000002849	9/17/2014	KELBE BROTHERS EQUIPMENT INC	\$22.53
EFT000000002850	9/17/2014	AMY KROGMAN	\$1,380.00
EFT000000002851	9/17/2014	MARSHFIELD BOOK & STATIONERY	\$40.95
EFT000000002852	9/17/2014	CHRISTINE ROESLER	\$1,860.00
EFT000000002853	9/17/2014	JOSH MAURITZ	\$100.00
EFT000000002854	9/17/2014	MCMASTER-CARR	\$703.24
EFT000000002855	9/17/2014	MERKEL COMPANY INC	\$570.81
EFT000000002856	9/17/2014	MIDSTATE TRUCK SERVICE	\$1,027.96
EFT000000002857	9/17/2014	MIDWEST TAPE	\$209.87
EFT000000002858	9/17/2014	MISSISSIPPI WELDERS	\$322.49
EFT000000002859	9/17/2014	ORRIN NINNEMAN	\$1,324.97
EFT000000002860	9/17/2014	SCOTT OWEN	\$34.99
EFT000000002861	9/17/2014	POWER PAC INC	\$14.39
EFT000000002862	9/17/2014	PRO ONE JANITORIAL, INC.	\$479.00
EFT000000002863	9/17/2014	QUILL CORPORATION	\$192.40
EFT000000002864	9/17/2014	REIGEL PLUMBING & HEATING INC	\$275.08
EFT000000002865	9/17/2014	SAFE FAST INC	\$104.64
EFT000000002866	9/17/2014	DAVID F SANDERS	\$1,625.00
EFT000000002867	9/17/2014	ROBERT SCHOOLEY JR	\$197.00
EFT000000002868	9/17/2014	SIRCHIE FINGER PRINT LABORATORIES	\$105.65
EFT000000002869	9/17/2014	JOHN MAGGITT	\$600.00
EFT000000002870	9/17/2014	LESTER SONNEMAN	\$150.00
EFT000000002871	9/17/2014	STAINLESS AND REPAIR INC	\$446.45
EFT000000002872	9/17/2014	TRAFFIC AND PARKING CONTROL INC	\$15,741.20
EFT000000002873	9/17/2014	V & H AUTOMOTIVE MARSHFIELD	\$1,511.50
EFT000000002874	9/17/2014	V & H INC	\$427.24
EFT000000002875	9/17/2014	VIDCOM LLC	\$3,469.50
EFT000000002876	9/17/2014	VORPAHL FIRE & SAFETY	\$433.40
EFT000000002877	9/17/2014	JAMES BENSON	\$150.00
EFT000000002878	9/17/2014	WOOD COUNTY HEALTH DEPARTMENT	\$15.00
EFT000000002879	9/17/2014	POMP'S TIRE SERVICE INC	\$8,564.57
		TOTAL CURRENT BILLS PAID BY EFT	\$119,476.88

CURRENT BILLS PAID BY CHECK

81142	9/17/2014	ABR EMPLOYMENTSERVICES	\$649.80
81143	9/17/2014	AMERICAN ASPHALT OF WI	\$84,056.51
81144	9/17/2014	GORDON ANDERSON	\$84.54
81145	9/17/2014	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$78.13
81146	9/17/2014	ASSOCIATED BAG COMPANY	\$358.36
81147	9/17/2014	ASSOCIATED SERVICE CENTER	\$1,288.17
81148	9/17/2014	B & D LOCK SHOP	\$188.00
81149	9/17/2014	BRUCE TIBBETT JR.	\$83.25
81150	9/17/2014	BAKER AND TAYLOR CO-CONT ACCT	\$21.71
81151	9/17/2014	BAKER AND TAYLOR INC	\$1,162.05
81152	9/17/2014	BAY STEEL & FABRICATION LLC	\$75.05
81153	9/17/2014	I BRANDL INC	\$218.25
81154	9/17/2014	GARY BRAUN	\$100.00

CK #	CK DATE	VENDOR	AMOUNT
81155	9/17/2014	CALIBRE PRESS	\$139.00
81156	9/17/2014	CARROLL PARTS	\$195.92
81157	9/17/2014	CASTLEROCK VETERINARY HOSPITAL	\$794.30
81158	9/17/2014	CCH INCORPORATED	\$313.18
81159	9/17/2014	CENTRAL WI COOPERATIVE	\$469.98
81160	9/17/2014	CENTRAL WI LAWN CARE & SEAL COATING LLC	\$1,845.68
81161	9/17/2014	CHARTER COMMUNICATIONS	\$195.99
81162	9/17/2014	CHIEF'S CHOICE	\$52.00
81163	9/17/2014	CLEVERBRIDGE INC	\$2,336.00
81164	9/17/2014	COLD SPRING GRANITE COMPANY	\$244.00
81165	9/17/2014	CTL COMPANY INC	\$534.38
81166	9/17/2014	W S DARLEY & CO	\$141.00
81167	9/17/2014	EARTH INC	\$9,178.40
81168	9/17/2014	ELLEN EBELING	\$100.00
81169	9/17/2014	FABCO EQUIPMENT INC	\$5,764.87
81170	9/17/2014	FASTENAL COMPANY	\$156.11
81171	9/17/2014	FESTIVAL FOODS	\$87.75
81172	9/17/2014	JAMES M FICO, PH.D.	\$450.00
81173	9/17/2014	FRONTIER	\$13.60
81174	9/17/2014	GANNETT WISCONSIN MEDIA	\$618.68
81175	9/17/2014	GENERAL FARM SUPPLY INC	\$129.75
81176	9/17/2014	GREEN ENERGY HOODS, LLC	\$295.00
81177	9/17/2014	HACH COMPANY	\$9,936.79
81178	9/17/2014	JOHN HARRINGTON	\$100.00
81179	9/17/2014	HD SUPPLY WATERWORKS LTD	\$5,493.81
81180	9/17/2014	HILLER'S HARDWARE INC	\$268.01
81181	9/17/2014	HORST DISTRIBUTING INC	\$240.00
81182	9/17/2014	INNOVATIVE SERVICES, INC	\$2,131.50
81183	9/17/2014	E O JOHNSON COMPANY	\$160.58
81184	9/17/2014	BARB JOHNSON	\$100.00
81185	9/17/2014	KIND PROPERTIES, LLC	\$1,150.00
81186	9/17/2014	MARK KORGER	\$100.00
81187	9/17/2014	CLINT KROENING	\$100.00
81188	9/17/2014	MARSHA KUNASCH	\$100.00
81189	9/17/2014	RYAN KUSAY	\$100.00
81190	9/17/2014	LYNN LAMMAR	\$100.00
81191	9/17/2014	LITTLE CAESARS ALL NATURAL PIZZA INC	\$15.00
81192	9/17/2014	MARATHON COUNTY REGISTER-DEEDS	\$3.00
81193	9/17/2014	MARSHFIELD CITY GARAGE	\$16.29
81194	9/17/2014	MARSHFIELD CLINIC	\$1,736.10
81195	9/17/2014	MARSHFIELD DOOR SYSTEMS INC	\$100.00
81196	9/17/2014	MARSHFIELD PARKS & REC DEPT	\$10.00
81197	9/17/2014	JUDY MCGIVERN	\$2,900.00
81198	9/17/2014	MEDFORD COOPERATIVE INC	\$1,161.67
81199	9/17/2014	MENARDS	\$1,869.93
81200	9/17/2014	MID WISCONSIN SUPPLY, LLC	\$523.50
81201	9/17/2014	MSC INDUSTRIAL SUPPLY CO.	\$48.78
81202	9/17/2014	NAPA AUTO PARTS	\$205.83
81203	9/17/2014	NEWCO SHARPENING & SERVICE LLC	\$20.00
81204	9/17/2014	DON NIKOLAI CONSTRUCTION	\$1,202.00
81205	9/17/2014	DON NIKOLAI CONSTRUCTION	\$175.00
81206	9/17/2014	NIKOLAI INSURANCE	\$30.00
81207	9/17/2014	NITV FEDERAL SERVICES LLC	\$1,047.50
81208	9/17/2014	NORTH SHORE COMPRESSOR INC	\$42.30
81209	9/17/2014	NORTHERN LAKE SERVICE INC	\$76.50
81210	9/17/2014	ODONNELL LOCKSMITHING SERVICE	\$29.50
81211	9/17/2014	OFFICE DEPOT	\$525.08
81212	9/17/2014	OFFICE MAX INCORPORATED	\$88.94

CK #	CK DATE	VENDOR	AMOUNT
81213	9/17/2014	OFFICE SUPPLIES 2 U INC	\$533.36
81214	9/17/2014	ELEANOR PANSKE	\$625.00
81215	9/17/2014	RAY M POEPEL	\$812.50
81216	9/17/2014	PRECISE MRM LLC	\$27.26
81217	9/17/2014	PROCESS RESEARCH SOLUTIONS LLC	\$1,533.25
81218	9/17/2014	JEFFREY NIKOLAI	\$134.27
81219	9/17/2014	RODENTPRO	\$2,272.01
81220	9/17/2014	SCHALOWS NURSERY, INC.	\$2,123.02
81221	9/17/2014	HENRY SCHEIN ANIMAL HEALTH	\$67.10
81222	9/17/2014	SCHINDLER ELEVATOR CORPORATION	\$398.52
81223	9/17/2014	PAULETTE SCHMITT	\$325.00
81224	9/17/2014	SECOND CHANCE FOR LIFE SUPPORT GROUP	\$33.57
81225	9/17/2014	SHAW PAINTING	\$3,750.00
81226	9/17/2014	SHOPKO STORES OPERATING CO., LLC	\$16.99
81227	9/17/2014	SPRING GREEN LAWN	\$7,787.00
81228	9/17/2014	ST VINCENT DE PAUL	\$75.00
81229	9/17/2014	STAPLES ADVANTAGE	\$114.86
81230	9/17/2014	STATE EMPLOYMENT RELATIONS	\$175.00
81231	9/17/2014	STEIGERWALDT LAND SERVICES, INC	\$3,750.00
81232	9/17/2014	STERNWEIS & SONS INC	\$48.60
81233	9/17/2014	SUPER 8	\$147.40
81234	9/17/2014	TEAM SPORTING GOODS INC	\$55.98
81235	9/17/2014	SUSHMA THAPPETA	\$100.00
81236	9/17/2014	DONNA THOMPSON	\$100.00
81237	9/17/2014	TOTAL ELECTRIC SERVICE INC	\$974.27
81238	9/17/2014	TOWN & COUNTRY ENGINEERING INC	\$385.00
81239	9/17/2014	TRIERWEILER CONSTRUCTION	\$17,795.65
81240	9/17/2014	TWO REHLINGERS, LLC	\$400.00
81241	9/17/2014	UNIFIRST CORPORATION	\$232.09
81242	9/17/2014	UNIQUE MANAGEMENT SERVICES INC	\$80.55
81243	9/17/2014	UNITED RENTALS (NORTH AMERICA) INC	\$49.80
81244	9/17/2014	UNIVERSITY COMMISSION	\$2,239.00
81245	9/17/2014	UNIVERSITY OF WI	\$597.00
81246	9/17/2014	USA BLUE BOOK	\$400.98
81247	9/17/2014	UNIVERSITY OF WISCONSIN	\$895.00
81248	9/17/2014	V & H PROPERTIES, INC.	\$1,200.00
81249	9/17/2014	GARY VARSHO BASEBALL LEAGUE	\$80.00
81250	9/17/2014	WALT'S PETROLEUM SERVICE INC	\$2,371.75
81251	9/17/2014	JAMIE WATSON	\$100.00
81252	9/17/2014	WAUSAU CHEMICAL CORPORATION	\$736.60
81253	9/17/2014	WEILER TRANSPORTATION LLC	\$429.08
81254	9/17/2014	WEPAK-N-SHIP	\$14.93
81255	9/17/2014	WI DEPARTMENT OF JUSTICE	\$210.00
81256	9/17/2014	WI PARK AND RECREATION ASSN	\$19,798.25
81257	9/17/2014	WOLFGRAM GAMOKE AND HUTCHINSON	\$5,356.30
81258	9/17/2014	DONNA ZYGARLICKE	\$396.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$224,074.96
		TOTAL PREPAID BILLS	\$326,710.97
		TOTAL DIRECT WIRE TRANSFERS	\$429,495.00
		TOTAL CURRENT BILLS	\$343,551.84
		GRAND TOTAL	<u>\$1,099,757.81</u>

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF SEPTEMBER 16, 2014

<u>NAME</u>	<u>POSITION/DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
<u>HIRED</u>		
None		
<u>RETIREMENT:</u>		
None		
<u>Resignation</u>		
James Gossage	Operator Grade IV Wastewater Utility	September 19, 2014
<u>PROMOTION:</u>		
Jody Geurink	Sergeant Police Department	August 25, 2014
<u>COMPLETION OF PROBATIONARY PERIOD</u>		
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		

TREASURY REPORT
August 2014

	August	July
GENERAL CITY		
PREVIOUS BANK BALANCES (CASH):		
Bonds -----	6,510.00	
Citizens State Bank -----	483,983.78	
	TOTAL PREVIOUS CASH BALANCE:	\$490,493.78
RECEIPTS:		
Citizens State Bank -----	6,532,601.57	
Citizens State Bank Interest -----	871.54	
L-T Investment Interest Recv -----	5,625.00	
Tax collection -----	0.00	
	TOTAL CASH RECEIPTS:	\$6,539,098.11
DISBURSEMENTS:		
Citizens State Bank -----	6,313,108.42	
	TOTAL CASH DISBURSEMENTS:	\$6,313,108.42
GENERAL CITY BOOK BALANCE (CASH):	(Previous Balance + Receipt - Disbrsmnts.)	\$716,483.47
GENERAL CITY INVESTMENTS:		
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) -----	9,201,248.52	
LGIP Int rate/earnings: 0.08% -----	430.56	
		\$12,201,679.08
TOTAL GENERAL CITY CASH & INVESTMENTS:		\$10,001,248.52
		\$12,918,162.55
		\$10,491,742.30
ELECTRIC & WATER		
Citizens Bank Previous Bal. -----	1,184,319.12	
Citizens Bank Utility Receipts -----	4,142,556.47	
Citizens Bank Utility Disburs. -----	4,473,423.70	
E/W BOOK BALANCE:		\$853,451.89
E/W INVESTMENTS:		\$15,452,381.02
TOTAL E/W CASH & INVESTMENTS:		\$16,305,832.91
TOTAL BOOK BALANCE (CASH):	(E & W Balance + General Balance)	\$1,569,935.36
RECAPITULATION BANK REPORT		
Bonds -----	6,510.00	
Citizens Bank E/W Utility -----	1,556,376.79	
Citizens Bank General City -----	725,979.44	
	TOTAL BANK BALANCE:	2,288,866.23
	(OUTSTANDING CHECKS)	718,930.87
TOTAL BANK BALANCE (CASH):		\$1,569,935.36
CASH ON HAND :	\$100.00	\$100.00
TOTAL INVESTMENTS:		\$27,654,060.10
TOTAL CASH & INVESTMENTS:		\$29,223,995.46
		\$27,128,518.61


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

City of Marshfield
 Long - Term Security Investments
 As of August 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	9/22/2014	Continuous	2/22/2018
FANNIE MAE	7 Year	11/21/2012	\$ 1,000,000	1.0% to 6.0%	Y	9/21/2014	Continuous	11/21/2019
FHLB	5 Year	6/12/2013	\$ 1,000,000	0.8% to 2.5%	Y	9/12/2014	Continuous	6/12/2018

Total \$ 3,000,000



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: Finance, Budget and Personnel Committee
FROM: Jason Angell, Director of Planning & Economic Development
DATE: September 16, 2014

RE: Budget Resolution 24-2014

Background

On August 26th the Common Council unanimously approved entering into a development agreement with JT Marshfield for the construction of a 3,500+ square foot multi-tenant retail facility in TIF District #9.

Within the development agreement, the City is to provide \$70,000 in assistance to the project. The allocation of these funds is based upon 3 milestones being met: building foundation, substantial completion of the building and total completion of the project. In return for the assistance being provided by the City, the Developer has agreed to a minimum assessed value of \$600,000 for the project.

Analysis

The Developer of the project is anxious to get started, and expressed an interest in breaking ground yet this year. Thus, to assure the monies are available when the milestones of the development agreement are met, staff has prepared the attached budget resolution for your consideration.

The attached budget resolution, if approved, authorizes the transfer of \$70,000 from a State Trust Fund Loan to fund development incentives the City of Marshfield agreed to provide in this development agreement.

Recommendation

I recommend approval of Budget Resolution 24-2014 authorizing the transfer of \$70,000 from a State Trust Fund Loan for development incentives per the Development Agreement with JT Marshfield as presented.

Concurrence:

Steve Barg, City Administrator

Keith Strey, Finance Director

BUDGET RESOLUTION NO. 24-2014

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 \$70,000 is hereby transferred from State Trust Fund Loan proceeds, a/c #4344900008.080000 to the TID #9 Central Ave & Ives Street Fund Urban Development, a/c #4345662008.080000.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
Mayor

APPROVED _____
Attest – Deputy City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 24-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

1. TID #9 Central Ave & Ives Street Fund, a/c #4344900008.080000:
 - a. 49140 – Proceeds of State Trust Fund Loan \$ 70,000

TRANSFERRED TO:

1. TID #9 Central Ave & Ives Street Fund, a/c #4345662008.080000:
 - a. 57260 – Financial Incentives \$ 70,000

* * * *

City of Marshfield
City Hall Plaza
630 S. Central Avenue
P.O. Box 727
Marshfield, WI 54449



Keith R. Strey, CPA
Finance Director
(715) 387-3033
Fax (715) 384-9310
keith.strey@ci.marshfield.wi.us

DATE: September 16, 2014
TO: Finance, Budget and Personnel Committee
FROM: Brenda Hanson, CMTW
Assistant Finance Director
RE: 2015 Ambulance Service Contracts

SUMMARY

Attached is a copy of information submitted to the Fire and Police Commission regarding renewal of Ambulance Service Contracts with 13 surrounding Towns and Villages for 2015. The Fire and Police Commission was presented the attached information at their September 4, 2014 meeting and the renewals were approved by them at the dollar amounts proposed on the last page of the attached memo.

Please review the attached memo regarding the proposed Ambulance Service Contracts with the 13 Towns and Villages.

RECOMMENDATION

I recommend that the Ambulance Service Contracts with the 13 Towns and Villages are renewed at the proposed rates on the last page of the attached document.

Concurrence – Steve Barg
City Administrator

Keith R. Strey
Finance Director

Attachments

Finance Department
City of Marshfield
City Hall Plaza
630 S. Central Avenue
Marshfield, Wisconsin 54449-0727



Keith R. Strey, CPA
Finance Director
Telephone (715) 387-3033
Fax (715) 384-9310
Email: keiths@ci.marshfield.wi.us

DATE: September 4, 2014
TO: Fire and Police Commission
FROM: Brenda Hanson, CMTW *BH*
Assistant Finance Director
RE: 2015 Ambulance Service Contracts

SUMMARY

The City of Marshfield provides ambulance service to St. Joseph's Hospital for neo-natal and special pediatric runs, to 13 towns and villages, and to the residents of the City itself. The City has a separate contract with St. Joseph's Hospital for backup ambulance service. This memo concerns only the ambulance service contracts with the 13 towns and villages.

BACKGROUND

The City initially entered into these contracts on January 1, 1981 after Wood County discontinued its subsidies to various communities, including Marshfield, that were providing ambulance service to outlying towns and villages that did not have their own ambulances or personnel. The City began servicing the Town of Sherry in 1991. The Town of Rock did not renew their contract for 1995, but did renew their contract with the City beginning in 2009. The Town of Arpin did not renew for 1998 and the Village of Arpin did not renew for 2001.

The contract amounts for 1981 were determined by multiplying the lost subsidy from Wood County by a weighted percentage. Beginning with the 1982 contract year, the cost allocated to the towns and villages was based upon the prorated cost, using mileage, to the City for the entire ambulance service. For the 1996 the cost allocated to the towns and villages was based upon the same percentage increase as the percentage increase of the ambulance service cost (5.7%). For the 1997 through 2013 contracts, the amount of mileage driven within the contract areas was used to determine the total cost allocated to the participating communities.

In 2014, due to sequestration's impact on Medicare as well as minimal increases over the past five years, the contract cost is based upon the amount of mileage driven within the contract areas as a basis, a minimum of the CPI Medical Professional Services inflationary factor as of July 2014 (2.6%), the previous five year contract increase average and the five year revenue percentage average of the Medicare adjustment (26.3%).

The language of the contracts has basically remained the same over time. The towns and villages are responsible for paying their contract amounts and also for paying uncollectible accounts within their boundaries up to \$3,000 per contract year. A sample copy of the contract is attached for your information.

ANALYSIS

Also attached are the following three documents:

- . Summary of additional data pertinent to the determination of the contract amounts;
- . Worksheet showing the calculation of the weighted percentages; and
- . Ambulance contract amount comparisons for the last four years detailed by each town and village.

A brief discussion of each of these three documents follows:

The first document compares the total estimated 2015 ambulance costs, the percentage of miles driven within the contract area to the total miles driven (including actual and recommended), and a comparison of the weighted percentages for the last five years. Historically, except for the 1996 contract year, the total amount to be contracted with the municipalities has been determined as the percentage of miles driven within the contracted areas to the total miles driven multiplied by the total estimated ambulance cost. This percentage is 59.385% for 2013.

The contract amounts based on the average 5-year actual percentage of 59.454% would result in an allocated cost of \$747,561.94. Using the 59.454% figure, the minimum CPI 2.6% and each communities five year average, the overall result is an increase of 5.65% (6.08% to the contract communities).

Inclusion of the Saint Joseph's Hospital projected contract fees was made as they offset costs budgeted for operating the ambulance service and for making capital purchases. These budgeted operating costs and capital purchases are included in the projected 2015 ambulance service costs and therefore any revenue received to subsidize these costs should be included in the calculation of costs to allocate to the contracted communities.

As mentioned above, the cost of providing the ambulance service is allocated to the various towns and villages using a weighted formula. The second document is a worksheet showing the calculation that determines this weighted percentage.

There are three components to the formula: population, square miles, and the number of runs for each town and village. A weighted percentage of 75%, 5% and 20% respectively is given to these factors. The population data is based upon estimates provided by the State; the square miles was obtained from the City of Marshfield Public Works Director, and the number of runs was provided in the 2013 Marshfield Fire and Rescue Annual Report.

The third document is a comparison of the contract amounts for the last four years. It also shows the 2015 recommended contract amounts.

RECOMMENDATION:

I recommend that the Fire and Police Commission approve renewal of the contracts with these 13 towns and villages for the 2015 contract year at the amounts shown in the third document. The Commission should also recommend this to the Finance, Budget and Personnel Committee for their consideration.

Attachments

cc: Fire Chief
City Administrator
Finance Director

AMBULANCE SERVICE CONTRACT

This contract, made this 23rd day of September, 2014 between the City of Marshfield, Wisconsin, a municipal corporation, hereinafter referred to as "City", party of the first part, and the «MUNICIPAL» of «NAME», «COUNTY» County, Wisconsin, hereinafter referred to as the "Municipality", **WITNESSETH:**

WHEREAS, the City is the owner and operator of an ambulance service and the Municipality is desirous of entering into an agreement under the terms of which the City will provide ambulance service to said Municipality; and

WHEREAS, the City is willing to provide such ambulance service to the Municipality on the terms and conditions set forth herein;

THEREFORE, IT IS AGREED AS FOLLOWS:

1. The City shall provide ambulance service to the Municipality, which shall include ambulance equipment, personnel and services that meet required standards. Operating personnel shall be agents and employees of the City, not of the Municipality.

2. The user shall have the option of being transported to St. Joseph's Hospital at Marshfield, Wisconsin; Riverview Hospital at Wisconsin Rapids, Wisconsin; St. Michael's Hospital at Stevens Point, Wisconsin; or Memorial Hospital at Neillsville, Wisconsin, EXCEPT users with cardiac and trauma problems shall be transported to St. Joseph's Hospital, Marshfield, Wisconsin only.

3. The City shall retain all ambulance user fees charged for such service and shall have control of all of the details of such service. The City assumes all responsibility in providing the ambulance service, including the collection of all user fees and other charges for said service. The Municipality shall be responsible for uncollectible accounts for ambulance charges incurred during the term of the contract, after the same have been unpaid for six (6) months, but not to exceed the sum of Three Thousand and no/100 (\$3,000.00) Dollars for said term. The Municipality shall reimburse the City for these uncollectible accounts when any account becomes six (6) months old. If the service is performed on a boundary street or road between two municipalities, they shall share such account equally.

4. Any time that an ambulance is called for a vehicle accident in the undersigned Municipality, the Fire Department providing protection shall respond to provide fire protection and assist in rescue.

AMBULANCE SERVICE CONTRACT

5. The Municipality shall pay to the City for the ambulance service to be performed under the terms hereof the sum of «AMOUNT», «FIGURE» Dollars in two equal installments, due on February 15th and August 15th respectively. If any of these installment payments become delinquent, the total remaining contract outstanding becomes payable immediately.

6. This document constitutes a one-year contract, commencing January 1, 2015 but may be renewed for such period and on such terms and conditions as may mutually be agreed upon between the parties. If renewed, said renewal shall be agreed upon no later than October 15, «YEAR» or the 15th day of October of any subsequent year of a renewal term.

Dated: _____, 20____

CITY OF MARSHFIELD

«MUNICIPAL» of «NAME»

By _____
Mayor

By _____
Chairman

Attest: _____
City Clerk

Attest: _____
Clerk

CITY OF MARSHFIELD
ESTIMATED 2015 AMBULANCE EXPENDITURE
ACCOUNTS RECEIVABLE

ADDITIONAL DATA 00-2

Sheet B

Budget Comparisons	Amount	Dollar Increases	Percentage Increases
2011 Final Revised Budget	1,201,168	106,071	9.69%
2012 Final Revised Budget	1,184,817	(16,351)	-1.36%
2013 Final Revised Budget	1,206,223	21,406	1.81%
2014 July Revised Budget	1,260,879	54,656	4.53%
2015 Department Request Budget	1,280,175	19,296	1.53%

Summary of Miles Driven	Contract Area	Total Miles	Percentage	
			Actual	Used
2013 for the 2015 contract year	7,227	12,170	59.385%	59.454%
2012 for the 2014 contract year	6,723	11,286	59.570%	59.757%
2011 for the 2013 contract year	7,281	12,244	59.466%	59.852%
2010 for the 2012 contract year	7,451	11,856	62.846%	61.243%
2009 for the 2011 contract year	7,534	13,453	56.002%	61.593%
2008 for the 2010 contract year	7,818	12,837	60.902%	63.317%

Allocation of Total Cost to Contract Area

Past Practice:

	Actual	Recommended
Total: Net Budgeted 2015 Ambulance Service Costs	\$1,280,175	\$1,280,175
Less: Budgeted 2015 SJH Service Contract Fees	(15,195)	(15,195)
Budgeted Act 102 Grants Received in 2015 for FY 2015	(7,600)	(7,600)
	<u>\$1,257,380</u>	<u>\$1,257,380</u>

Percentage of Contract Area Miles to Total Miles 59.385% 59.454%

Costs Allocated to Contract Area \$746,699.81 \$747,561.94

Comparison of Weighted Percentages

	2013	2014	2015
Towns: Arpin	0.000%	0.000%	0.000%
Auburndale	2.698%	2.657%	2.760%
Cameron	1.395%	1.508%	1.441%
Lincoln	4.597%	4.646%	4.504%
Marshfield	2.301%	2.344%	2.395%
Milladore	2.336%	2.295%	2.321%
Richfield	5.646%	5.722%	5.970%
Rock	2.650%	2.708%	2.761%
Sherry	2.582%	2.620%	2.601%
McMillan	5.659%	5.499%	5.454%
Fremont	3.794%	3.699%	3.686%
Villages: Arpin	0.000%	0.000%	0.000%
Auburndale	1.913%	1.875%	1.872%
Hewitt	2.140%	2.052%	2.120%
Milladore	0.779%	0.720%	0.707%
City of Marshfield	61.511%	61.655%	61.408%
	<u>100.000%</u>	<u>100.000%</u>	<u>100.000%</u>

CITY OF MARSHFIELD
ESTIMATED 2015 AMBULANCE EXPENDITURES
ACCOUNTS RECEIVABLE

CONTRACT COMPARISONS 00-1

Sheet A

Contract Year: 2015

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Projected	Dollar Difference	2015 Percentage Change	5yr Avg Percentage Change	Weighted Percentage
Towns:									
Auburndale	\$18,735	\$19,559	\$19,559	\$20,218	\$21,547	\$1,329	6.6%	4.8%	2.76%
Cameron	10,998	10,998	10,998	11,473	12,136	663	5.8%	4.0%	1.44%
Lincoln	34,213	34,213	34,213	35,355	37,336	1,981	5.6%	3.8%	4.50%
Marshfield	16,821	16,821	16,821	17,837	18,980	1,143	6.4%	4.7%	2.39%
Milladore	16,805	16,805	16,805	17,462	18,224	762	4.4%	2.3%	2.32%
Richfield	44,564	44,564	44,564	45,544	48,317	2,773	6.1%	4.4%	5.97%
Rock	19,991	19,991	19,991	20,609	21,618	1,009	4.9%	3.0%	2.76%
Sherry	19,149	19,149	19,149	19,935	21,095	1,160	5.8%	4.0%	2.60%
McMillan	38,081	39,337	39,994	41,847	44,704	2,857	6.8%	5.2%	5.45%
Fremont	26,943	26,943	26,943	28,149	29,781	1,632	5.8%	4.0%	3.69%
Villages:									
Auburndale	\$15,485	\$15,485	\$15,485	\$15,826	\$16,802	\$976	6.2%	4.5%	1.87%
Hewitt	14,295	15,467	15,467	15,807	17,178	1,371	8.7%	7.4%	2.12%
Milladore	5,077	5,112	5,504	5,625	5,937	312	5.6%	3.7%	0.71%
Total Contracts	\$281,157	\$284,444	\$285,493	\$295,687	\$313,656	\$17,969	6.1%	4.3%	38.59%
Cities:									
Marshfield	444,424	444,424	444,424	469,188	494,454	25,266	5.4%	3.5%	61.41%
	\$725,581	\$728,868	\$729,917	\$764,875	\$808,110	\$43,235	5.7%	3.8%	100.00%
Contracts Total									
Yearly Percentage Chg	5.31%	1.17%	0.37%	3.57%	6.08%				
5 Year Percentage Chg					11.56%				
Total (including City of Marshfield)									
Yearly Percentage Chg	7.05%	0.45%	0.14%	4.79%	5.65%				
5 Year Percentage Chg					11.37%				

City of Marshfield
City Hall Plaza
630 S. Central Avenue
P.O. Box 727
Marshfield, WI 54449



Keith R. Strey, CPA
Finance Director
(715) 387-3033
Fax (715) 384-9310
keith.strey@ci.marshfield.wi.us

Date: September 16, 2014

To: Finance, Budget and Personnel Committee

From: Brenda Hanson, CMTW
Assistant Finance Director

Re: 2015 Ambulance Service Rate Study

SUMMARY

Attached is a copy of information that was submitted to the Fire and Police Commission regarding the Ambulance Rate Study. The commission discussed this topic at their September 4, 2014 meeting, and the recommended rates were approved at the dollar amounts proposed.

Please review the attachments. If you have any questions, please don't hesitate to call me.

RECOMMENDATION

I recommend approving Resolution 2014-53 to the Common Council at the proposed rates listed on the resolution attachment.



Concurrence – Steve Barg
City Administrator



Keith R. Strey
Finance Director

Attachments

Cc: Fire Chief (w/o attachment)

CITY OF MARSHFIELD, WISCONSIN

AMBULANCE SERVICE RATE STUDY

September 4, 2014

Compiled & Submitted by:
Finance Department
Brenda Hanson
Assistant Finance Director

CITY OF MARSHFIELD, WISCONSIN
AMBULANCE SERVICE RATE STUDY
September 4, 2014

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Rate Schedule to be Effective January 1, 2015	9

Finance Department
City of Marshfield
City Hall Plaza
630 S. Central Avenue
Marshfield, Wisconsin 54449-0727



Keith R. Strey, CPA
Finance Director
Telephone (715) 387-3033
Fax (715) 384-9310
Email: keiths@ci.marshfield.wi.us

DATE: September 4, 2014
TO: Fire and Police Commission
FROM: Brenda Hanson, CMTW
Assistant Finance Director *BHX*
RE: 2015 Ambulance Service Rate Study

Goals

To perform an analysis of ambulance usage, current rates, Medicare/Medicaid reimbursements and 2015 proposed budget costs and recommend new rates to be effective January 1, 2015. The recommended new rates will maximize Medicare reimbursement, provide an estimated 13.2% return on investment (ROI) and accumulate funds for future capital purchases.

Applicable Ambulance Costs

The costs intended to be covered by user fees are the 2015 proposed budget expenditures for Fund 605 EMS. Using 2015 proposed budget costs to determine contracts and rates provides the revenue to cover 2015 projected costs.

Comparison of Rates with Surrounding Communities

Rate schedules were obtained and included from 13 other Wisconsin communities including Wisconsin Rapids, Stevens Point, Wausau and Eau Claire. In comparing the ALS1, ALS2 and BLS rates, the recommended rates for the City of Marshfield are comparable to the Mean (Average) and the Median (Mid-point).

Effect of Rate Adjustment on Medicare Reimbursement

Medicare will reimburse 80% of the approved charges. **Approved charges** are the lowest of the following:

1. The customary charge (the amounts we bill for the services)
2. The prevailing charge (average billed amounts within the applicable Medicare region) or
3. The Inflationary Index Charge (increase limitation percentage allowed within any single year)

The charges for Medicare have amounted to 68.1% of 2013 calls, 65.1% of 2012 calls and 63.6% of 2011 calls.

The City of Marshfield has been recouping most, if not all, of the charges not paid by Medicare (i.e. 20% of the approved charges) from secondary payers such as Medicaid, Security Health, the patient and other sources. We would expect to continue recouping that portion of the new rates not approved by Medicare from secondary payment sources. We may, however, incur a modest increase in the amount of write-offs as a result of the increased rates due to the usual uncollectability associated with any account receivable.

Findings

An increase in the base rate (BLS), the advance life support 1 (ALS1) and the advance life support 2 (ALS2) is needed to adjust Marshfield's rates.

Various assumptions (except volume) and rate adjustments were reviewed with projected revenues and net subsidies computed.

It would be appropriate to raise the BLS rates by 6.3% for resident, 6.3% for non-resident users and 0% for Calls for Assistance. These charges would equate to increases of \$30 for resident and \$40 for non-resident users. The new recommended BLS rates are \$500 for resident users (currently \$470) and \$670 for non-resident users (currently \$630).

It would also be appropriate to raise the ALS1 rates by 3.4% for resident, 4.0% for non-resident users and 0% for Calls for Assistance. These charges would equate to increases of \$20 for resident and \$30 for non-resident users for the ALS1 rate. The new recommended ALS1 rates are \$600 for resident users (currently \$580) and \$780 for non-resident users (currently \$750).

It would also be appropriate to raise the ALS2 rates by 1.4% for resident and 2.2% for non-resident users. These charges would equate to increases of \$10 for resident and \$20 for non-resident users for the ALS2 rate. The new recommended ALS2 rates are \$750 for resident users (currently \$740) and \$930 for non-resident users (currently \$910).

Finally, the addition of a Resident and Non-Resident Intergovernmental Agency Call of \$175 and \$250 respectively and mileage for that call as the current IRS business mileage rate have been added as there is the potential for these types of calls and this would establish a rate for when needed.

The projected rate increases will provide an estimated ROI of 13.2% for 2015. The projected increase in fund balance of \$230,894 as of December 31, 2017 is warranted as this rate study maximizes Medicare reimbursable amounts and continues to establish a cash flow reserve for future capital purchases. The overall recommended rate increase in comparison with the 2014 rate study is 6.5%.

Projections

With the following assumptions:

- 1. Increase BLS (base) rate for residents \$30 (6.3%) to \$500
- 2. Increase BLS (base) rate for non-residents \$40 (6.3%) to \$670
- 3. No change in BLS (base) Calls for Assistance
- 4. No change in Loaded mileage
- 5. NEW Resident Intergovernmental Agency Call \$175
- 6. NEW Non-Resident Intergovernmental Agency Call \$250
- 7. NEW Intergovernmental Agency Mileage equal to current IRS business mileage rate
- 8. Increase ALS1 (advance life support 1) rate for residents \$20 (3.4%) to \$600
- 9. Increase ALS1 (advance life support 1) rate for non-residents \$30 (4.0%) to \$780
- 10. No change in ALS1 (advance life support 1) Calls for Assistance
- 11. Increase ALS2 (advance life support 2) rate for residents \$10 (1.4%) to \$750
- 12. Increase ALS2 (advance life support 2) rate for non-residents \$20 (2.2%) to \$930

The following projection is presented:

Expenditures:	
Total 2015 Proposed Budget	<u>\$1,228,275</u>
Revenue and Other Sources:	
Projected fees using the new rates	\$1,259,673
Medicare//Medicaid Adjustment	(221,100)
Proposed contracts with contract communities	313,656
Contract with St. Joseph's for backup service	15,195
State Medical Transportation Supplement	50,000
Act 102 Grant	<u>7,600</u>
Subtotal	1,425,024
Excess revenues over expenditures	<u>(196,749)</u>
Total Revenues and Other Sources	<u>\$1,228,275</u>

cc Fire Chief
City Administrator
Finance Director

CITY OF MARSHFIELD AMBULANCE SERVICE
PROJECTION OF COSTS, REVENUES AND NET TAX LEVY SUBSIDY

BUDGET YEAR 2015

3 YEAR AVG ALLOCATION OF RUNS

ALS1	40.2%
ALS2	1.0%
BLS	58.8%

PROPOSED INCREASES

ALS1 Rate - Resident	3.4%
ALS1 - Non-Resident	4.0%
ALS2 Rate - Resident	1.4%
ALS2 - Non-Resident	2.2%
BLS Rate - Resident	6.3%
BLS - Non-Resident	6.3%
Calls for Assistance (BLS)	0.0%
Calls for Assistance (ALS)	0.0%
Mileage	0.0%
Other	0.0%
Supplies-Cost plus	0.0%

ADVANCED LIFE SUPPORT 1 (ALS1)

Resident/Contract area	580.00	20.00	600.00	769	461,400.00
Non-Resident/Out of contract area	780.00	30.00	780.00	40	31,200.00
Neonatal & Special Peds	430.00	0.00	430.00	24	10,320.00
Calls for Assistance	250.00	0.00	250.00	0	0.00
No pick-up	0.00	0.00	0.00	206	0.00
Intercept Service Contract - SJH	410.00	0.00	410.00	64	26,240.00

ADVANCED LIFE SUPPORT 2 (ALS2)

Resident/Contract area	740.00	10.00	750.00	19	14,250.00
Non-Resident/Out of contract area	910.00	20.00	930.00	1	930.00
No pick-up	0.00	0.00	0.00	5	0.00

STANDARD BASE RATE #1 (BLS)

Resident/Contract area	470.00	30.00	500.00	1,125	562,500.00
Non-Resident/Out of contract area	630.00	40.00	670.00	58	38,860.00
Calls for Assistance	175.00	0.00	175.00	81	14,175.00
No pick-up	0.00	0.00	0.00	0	0.00
Resident Intergovernmental Agency Call	0.00	175.00	175.00	0	0.00
Non-Resident Intergovernmental Agency Call	0.00	250.00	250.00	0	0.00

MILEAGE CHARGES PER LOADED MILE

Resident/Contract area	10.40	0.00	10.40	7,076	73,590.00
Non-Resident/Out of contract area	10.40	0.00	10.40	1,482	15,416.00
Neonatal & Special Peds	7.50	0.00	7.50	1,439	10,792.00
Resident/Non-Resident Intergovernmental Agency Call	0.00	0.00	0.00	0	0.00

GRAND TOTALS

0.00	1,259,673.00	775,469.29	48,789.00	3,974.00	4,720.00	832,952.29	269,459.71	1,102,412.00	(57,463.00)	185,350.86	(222,813.86)
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PROJECTED 2015 FEE REVENUE	3 Yr Avg Trips/Miles	Proposed Increase	Proposed Rates	Billed Supplies	DIRECT COSTS					TOTAL COST	Fee (Revenue)/Shortfall	2015 Grant / Contract Revenue	Net Fee (Revenue)/ Shortfall	
					Personnel	Supplies	Vehicles	Defibrillator	Other Equip					Total Direct
461,400.00	769	20.00	600.00	769	775,469.29	48,789.00	3,974.00	4,720.00	832,952.29	269,459.71	1,102,412.00	(57,463.00)	185,350.86	(222,813.86)
31,200.00	40	30.00	780.00	40									50,000.00	
10,320.00	24	0.00	430.00	24									(221,100.00)	
0.00	0	0.00	250.00	0									7,600.00	
0.00	206	0.00	0.00	206									313,655.86	
26,240.00	64	0.00	410.00	64									15,195.00	
14,250.00	19	10.00	750.00	19										
930.00	1	20.00	930.00	1										
0.00	5	0.00	0.00	5										
562,500.00	1,125	30.00	500.00	1,125										
38,860.00	58	40.00	670.00	58										
14,175.00	81	0.00	175.00	81										
0.00	0	0.00	0.00	0										
0.00	0	175.00	175.00	0										
0.00	0	250.00	250.00	0										
1,159,875.00	2,392			2,392	775,469.29	48,789.00	3,974.00	4,720.00	832,952.29	269,459.71	1,102,412.00	(57,463.00)	185,350.86	(222,813.86)
73,590.00	7,076	0.00	10.40	7,076									0.00	
15,416.00	1,482	0.00	10.40	1,482										
10,792.00	1,439	0.00	7.50	1,439										
0.00	0	0.00	0.00	0										
99,798.00	9,997			9,997					125,863.00		125,863.00	28,065.00		
0.00					775,469.29	48,789.00	3,974.00	4,720.00	958,815.29	269,459.71	1,228,275.00	(31,398.00)	185,350.86	(196,748.86)

Projected Return on Investment (ROI) (net income/total assets)

2013 Total Assets	1,614,014
2014 Asset Additions	60,847
2014 Asset Deletions	0
2014 Asset Depreciation	(101,000)
2015 Asset Additions	76,034
2015 Asset Deletions	0
2015 Asset Depreciation	(110,400)
2015 Projected Total Assets	1,539,495
2015 Projected Net Fee Revenue (Shortfall)	196,749
2015 Projected ROI	12.8%

Utilizing Ambulance Contract & Rate Study

Account Number	Account Title	Balance 12/31/2013	
605.11100	Treasurer's Working Cash	\$111,102	
605.13810	Other Accounts Receivable	1,690	
605.13820	Ambulance Accounts Receivable	189,939	
605.16200	Prepaid Expenses	0	
605.21100	Accounts Payable	(168,424)	
605.21420	GO Notes Payable	(33,703)	
605.21538	PEHP Payable	(8,953)	
605.21700	Accrued Wages Payable	(26,604)	
605.21900	Other Accounts Payable	0	
605.23500	Ambulance Contracts Deposit	(17,076)	
Net Cash 12/31/13			\$47,971

2014 Operation (From 2015 Department Estimated Budget)

Revenues

605.43000	Intergovernmental	\$55,600	
605.46000	Public Charges for Service	826,797	
605.47000	Intergovernmental Charges (Contracts)	295,687	
605.48000	Miscellaneous	7,180	1,185,264

Expenses

605.51510	Finance	(\$111,583)	
605.52310	Ambulance	(996,901)	
605.53665	Depreciation	(101,000)	
605.58291	Debt Interest Expense	(18,680)	(1,228,164)

Add-back Depreciation (noncash expense)	101,000
Less cash used for debt principal payments	(33,703)
Less cash used for capital additions	(60,847)

Projected Net Cash 12/31/14 11,521

2015 Operations (From 2015 Department Proposed Budget)

Revenues

605.43000	Intergovernmental	\$57,600	
605.46000	Public Charges for Service (includes rate study)	1,053,768	
605.47000	Intergovernmental Charges (incl proposed contracts)	313,656	
605.48000	Miscellaneous	150	1,425,174

Expenses

605.51510	Finance	(\$116,311)	
605.52310	Ambulance	(983,583)	
605.53665	Depreciation	(110,400)	
605.58291	Debt Interest Expense	(17,980)	(1,228,274)

Add-back Depreciation (noncash expense)	110,400
Less cash used for debt principal payments (estimated)	(29,219)
Less cash used for capital additions (2015 Dept Request Budget)	(76,034)

Projected Net Cash 12/31/15 213,568

Less three months cash flow reserve (25% of expenditures) (307,069)

Net Available for Future Capital Purchases (\$93,501)

2016 Operations (From 2015 Department Proposed Budget)

Revenues

605.43000	Intergovernmental	\$57,600	
605.46000	Public Charges for Service (includes rate study)	1,053,768	
605.47000	Intergovernmental Charges (incl proposed contracts)	313,656	
605.48000	Miscellaneous	150	1,425,174
			<hr/>

Expenses

605.51510	Finance	(\$116,311)	
605.52310	Ambulance	(\$983,583)	
605.53665	Depreciation	(\$110,400)	
605.58291	Debt Interest Expense	(17,980)	(1,228,274)
			<hr/>

Add-back Depreciation (noncash expense)	110,400
Less cash used for debt principal payments (estimated)	(29,219)
Less cash used for capital additions (2015 Dept Request Budget)	<hr/> (185,000)

Projected Net Cash 12/31/16 306,649

Less three months cash flow reserve (25% of expenditures)

(307,069)

Net Available for Future Capital Purchases

(\$420)

2017 Operations (From 2015 Department Proposed Budget)

Revenues

605.43000	Intergovernmental	\$57,600	
605.46000	Public Charges for Service (includes rate study)	1,053,768	
605.47000	Intergovernmental Charges (incl proposed contracts)	313,656	
605.48000	Miscellaneous	150	1,425,174
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Expenses

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605.53665	Depreciation	(110,400)	
605.58291	Debt Interest Expense	(17,980)	(1,228,274)
			<hr/>

Add-back Depreciation (noncash expense)	110,400
Less cash used for debt principal payments (estimated)	(29,219)
Less cash used for capital additions (2015 Dept Request Budget)	<hr/> (46,767)

Projected Net Cash 12/31/17 537,963

Less three months cash flow reserve (25% of expenditures)

(307,069)

Net Available for Future Capital Purchases

\$230,894

CITY OF MARSHFIELD AMBULANCE SERVICE
COMPARATIVE RATES OF AREA COMMUNITIES

COMMUNITY/SERVICE	BLS RATE		ALS1 RATE		ALS2 RATE	
	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT
Chippewa Falls Fire & Emergency	725	800	825	900	925	1000
Eau Claire Fire & Rescue	800	1,050	900	1,150	1000	1250
Chippewa Fire Protection District	825	950	950	1,050	1050	1125
Stevens Point	625	700	775	850	775	850
Wausau Fire Department	575	750	650	850	725	950
Wisconsin Rapids	472	585.50	613	726.50	782.50	896
Allouez	500	600	625	700	725	825
Ashwaubenon	525	650	625	750	650	800
DePere	575	780	625	824	655	900
Fond du Lac	600	600	700	700	750	750
Kaukauna	550	600	650	700	700	750
Manitowoc	625	725	750	850	770	870
Two Rivers	660	715	715	770	770	825
Marshfield (Current)	440	565	530	660	695	820
Mean (Average)	\$607	\$719	\$710	\$820	\$784	\$901
Median (Mid-point)	\$588	\$708	\$675	\$797	\$760	\$860
Marshfield (Proposed)	\$500	\$670	\$600	\$780	\$750	\$930
Estimated 2014 Marshfield Medicare emergency		344		408		591
Estimated 2014 Marshfield Medicare non-emergency		215		408		591
Current Marshfield Medicare emergency		343.67		408.11		590.69
Current Marshfield Medicare non-emergency		214.80		408.11		590.69

(Medicare pays 80% of these allowable amounts)

RESOLUTION NO. 2014-53

WHEREAS, the ambulance rates are set with the goal to recover costs of providing ambulance service; and

WHEREAS, the justification for setting service rates is to spread the costs of the ambulance service primarily to the user as opposed to the general taxpayer; and

WHEREAS, a periodic analysis of the rate structure for the ambulance service is essential to ensure that appropriate costs are captured in the ambulance rates; and

WHEREAS, the Finance Department has examined the rate structure of the Ambulance Service to recommend changes, as appropriate; and

WHEREAS, the Assistant Finance Director presented the findings and study conclusions to the Fire and Police Commission and the Finance, Budget and Personnel Committee on September 4, 2014 and September 16, 2014 respectively; and

WHEREAS, the Finance Department computed new rates by comparing the Ambulance Service's current rates with those of surrounding communities; reviewed the costs to be recovered by the new rates (2015 EMS Fund Proposed Budget) and taking into account the rules, regulations and laws determining Medicare and Medical Assistance reimbursements; and

WHEREAS, it is highly appropriate for the users to be charged for the cost of operating an ambulance service; and

WHEREAS, the proposed 2015 budget assumes the implementation of new ambulance rates.

NOW, THEREFORE, BE IT RESOLVED, that the attached ambulance service rate schedule as recommended by the Assistant Finance Director be implemented effective January 1, 2015 and that management be authorized to charge these rates to users of the ambulance service.

ADOPTED _____

Chris L. Meyer, Mayor

APPROVED _____

Deb M. Hall, City Clerk

CITY OF MARSHFIELD AMBULANCE SERVICE
RATE SCHEDULE EFFECTIVE JANUARY 1, 2015

	<u>Current Rates</u>	<u>Proposed Increase</u>	<u>Proposed Rates</u>
<u>ADVANCED LIFE SUPPORT 1 (ALS1)</u>			
Resident/Contract Area	580.00	20.00	600.00
Non-Resident/Out of contract area	750.00	30.00	780.00
Neonatal & Special Peds	430.00	0.00	430.00
Calls for Assistance	250.00	0.00	250.00
No pick-up	0.00	0.00	0.00
Intercept Service Contract - SJH	410.00	0.00	410.00

ADVANCED LIFE SUPPORT 2 (ALS2)

Resident/Contract Area	740.00	10.00	750.00
Non-Resident/Out of contract area	910.00	20.00	930.00
No pick-up	0.00	0.00	0.00

STANDARD BASE RATE #1 (BLS)

Resident/Contract Area	470.00	30.00	500.00
Non-Resident/Out of contract area	630.00	40.00	670.00
Calls for Assistance	175.00	0.00	175.00
No pick-up	0.00	0.00	0.00
Resident Intergovernmental Agency Call	0.00	175.00	175.00
Non-Resident Intergovernmental Agency Call	0.00	250.00	250.00

MILEAGE CHARGES PER LOADED MILE

Resident/Contract Area	10.40	0.00	10.40
Non-Resident/Out of contract area	10.40	0.00	10.40
Neonatal & Special Peds	7.50	0.00	7.50
Resident/Non-Resident Intergovt Agency Call	Current IRS Business Mileage Rate		

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
From: Sam Warp Jr., Wastewater Utility Superintendent
Date: September 16, 2014
Re: Request to fill vacant Wastewater Treatment Operator position

BACKGROUND

On September 19, 2014, Wastewater Treatment Plant Operator Jim Gossage will be ending his employment with the City of Marshfield. Mr Gossage has wanted to retire up north and a job opportunity came up in that area that he thought would fit his long range goals. We wish him well and thank him for his more than 10 years of service to the wastewater utility.

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

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

ANALYSIS

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

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

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

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

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

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

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

RECOMMENDATION

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

Respectfully submitted,

Sam Warp Jr.
Wastewater Utility Superintendent

CONCURRENCE:



Daniel G. Knoeck
Director of Public Works

CONCURRENCE:



Steve Barg
City Administrator



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**