



CITY OF MARSHFIELD

# MEETING NOTICE

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**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
TUESDAY, OCTOBER 7, 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 September 16, 2014 meeting
  - b) Approve Bills and Payroll
  - c) Report of Personnel Actions
  - d) Monthly Position Control Report

Recommended Action: Approve the Consent Agenda, as presented.
4. Consideration of items removed from the consent agenda, if any.
5. Request to approve Mike Winch for temporary reclassification for the role of Acting Street Superintendent. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve Mike Winch for temporary reclassification for the role of Acting Street Superintendent effective September 17, 2014.
6. Request to authorize the Human Resources Manager to fill the position of the Assistant Street Superintendent and any other vacancy as a result of this recruitment process if vacancy occurs within the Street Division. Presented by Mike Winch, Street Superintendent and Lara Baehr, Human Resources Manager.

Recommended Action: Authorize filling the position of Assistant Street Superintendent and any other vacancy that occurs during the recruitment process within the Street Division.
7. Request to approve renewal of Employee Benefits Corporation to administer the City's Flexible Benefit Plan for calendar year 2015. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve the renewal of Flexible Benefit Administration with Employee Benefits Corporation for calendar year 2015.

FINANCE, BUDGET AND PERSONNEL COMMITTEE

October 7, 2014

8. Request to approve the group dental insurance contracts with Delta Dental for the period of January 1, 2015 through December 31, 2015, for all benefit eligible employees, including elected officials. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve the contracts for group dental insurance coverage with Delta Dental for calendar year 2015.

9. Request to approve the group health insurance contracts with Wisconsin Education Association Trust for the period of January 1, 2015 through December 31, 2015 for all benefit eligible employees, including elected officials. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Approve the contracts for group health insurance coverage with Wisconsin Education Association Trust for calendar year 2015.

10. Discussion on staffing in the Assessor's Office. Presented by Chris Meyer, Mayor.

Recommended Action: None, for discussion only.

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

Recommended Action: None, for information only.

12. Suggested items for future agendas

13. Adjourn

Posted this day, October 3, 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 SEPTEMBER 16, 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, Rebecca Spiros, Peter Hendler and Char Smith

**ABSENT:** None

**ALSO PRESENT:** Alderperson Wagner, City Administrator Barg and City Personnel (Keith Strey, Lara Baehr, Brenda Hanson, Bob Haight, Dan Knoeck, Sam Warp, Mike Winch and Deb Hall)

**Citizen Comments**

None

**FBP14-067** Motion by Smith, second by Spiros to approve the items on the consent agenda:

1. Minutes of the August 19, 2014 meeting.
2. Payroll in the amount of \$853,545.23 and the Bills in the amount of \$634,715.63 and \$1,099,757.81.
3. Report of Personnel Actions of September 16, 2014.
4. Monthly Position Control Report of August 31, 2014.
5. August 2014 Treasury Report.

**Motion carried**

No items were removed from the consent agenda.

**FBP14-068** Motion by Hendler, second by Earll to approve revised Personnel Policy No. 3.800, Compensation Plan effective September 9, 2014.

**FBP14-069** Motion by Hendler, second by Earll to change Temporary Assignment (Acting Duties) additional compensation pay to begin right away instead of four (4) weeks).

**Motion carried**

**FBP14-070** Motion by Smith, second by Spiros to remove the language pertaining to the City Assessor and City Clerk until the Charter Ordinances pertaining to these positions are acted on by the Council.

**Motion carried**

**FBP14-071** Motion by Hendler, second by Feddick to amend the Merit Review Committee to include the Chair of the Finance, Budget and Personnel Committee or designee and the Council President or designee.

**Motion carried**

**FBP14-072** Motion by Feddick, second by Hendler to add back in the language regarding employees who are approved for merit will receive a commendation letter from the Mayor of Marshfield with a copy to their personnel file.

**Motion carried**

Vote on motion **FBP14-068 as amended**.

**Motion carried**

**FBP14-073** Motion by Hendler, second by Earll to recommend approval of Budget Resolution No. 24-2014 to the Common Council, transferring \$70,000 from a State Trust Fund Loan for development incentives per the Development Agreement with JT Marshfield.

**Motion carried**

**FBP14-074** Motion by Earll, second by Hendler to approve the 2015 ambulance contracts with the surrounding towns and villages.

**Motion carried**

**FBP14-075** Motion by Earll, second by Feddick to recommend approval of Resolution No. 2014-053 to the Common Council, adopting an ambulance rate schedule to be effective January 1, 2015.

**Motion carried**

**FBP14-076** Motion by Spiros, second by Smith to approve filling the position of Wastewater Operator in the Wastewater Utility.

**Motion carried**

Discussion on which positions need approval by the Finance, Budget and Personnel Committee and/or how often. The Committee directed the City Administrator to bring back a proposal for their consideration.

City Administrator Barg talked about the request from the Village of Spencer to join the City's Municipal Court. Staff is still working through some of the issues. He told the committee if they had any issues or concerns that they would like to bring up they should let him know.

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

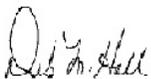
- Support Technician Position – The Technology Director has submitted a request for this position in the 2015 Budget which includes cutting back on the interns for that department.
- Strategic Planning Sessions – Two 2 hour sessions will be held. One just for the Council and the second one would include staff.
- The relocation of the Finance Department to the 5<sup>th</sup> floor has begun. The Assessor's Department is in the process of moving to the 2<sup>nd</sup> floor. Once their current space is open the 7<sup>th</sup> floor Finance Department will start to relocate to the 5<sup>th</sup> floor. By the end of Fall both of those departments should be moved and the Finance department will all be on one floor.

### **FUTURE AGENDA ITEMS**

1. Policy for filling open positions.

Motion by Spiros, second by Smith to adjourn at 6:26 p.m.

**Motion carried**



Deb M. Hall  
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **\$830,042.89** and General Expense Bills for September, 2014 amounting to **\$894,575.06** be allowed paid and charged to their proper accounts.

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Chairman

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**CITY OF MARSHFIELD**  
**SCHEDULE OF BILLS FOR APPROVAL**  
10/8/2014

**PREPAID BILLS**

**PREPAID BILLS PAID BY CHECK**

| <b>CK#</b>                               | <b>CK DATE</b> | <b>VENDOR</b>                            | <b>AMOUNT</b>       |
|--|----------------|--|---------------------|
| 81264                                    | 9/19/2014      | ADVANCED DISPOSAL SERVICES LLC           | \$71,121.12         |
| 81265                                    | 9/19/2014      | ALLIANT ENERGY WP&L                      | \$28.18             |
| 81266                                    | 9/19/2014      | FRONTIER                                 | \$418.90            |
| 81267                                    | 9/19/2014      | GOLD STRIPE CONSULTING LLC               | \$590.00            |
| 81268                                    | 9/19/2014      | HOSPITALITY MARKETERS INTERNATIONAL, INC | \$4,300.00          |
| 81269                                    | 9/19/2014      | E O JOHNSON COMPANY                      | \$130.00            |
| 81270                                    | 9/19/2014      | MARSHFIELD POSTMASTER                    | \$147.00            |
| 81271                                    | 9/19/2014      | MARSHFIELD UTILITIES                     | \$28,532.02         |
| 81272                                    | 9/19/2014      | MARSHFIELD UTILITIES-2                   | \$7,450.84          |
| 81273                                    | 9/19/2014      | RUNNING INC                              | \$31,106.36         |
| 81274                                    | 9/19/2014      | SPEE-DEE DELIVERY SERVICE INC            | \$88.32             |
| 81275                                    | 9/19/2014      | TELEDYNE ISCO, INC.                      | \$205.11            |
| 81276                                    | 9/19/2014      | TELRITE CORPORATION                      | \$332.62            |
| 81277                                    | 9/19/2014      | TRUCK COUNTRY OF WISCONSIN, INC          | \$162,242.00        |
| 81278                                    | 9/19/2014      | UNITED MAILING SERVICE INC               | \$1,242.80          |
| 81279                                    | 9/19/2014      | WE ENERGIES                              | \$1,706.34          |
| 81280                                    | 9/22/2014      | DELTA DENTAL OF WISCONSIN                | \$12,963.73         |
| 81281                                    | 9/23/2014      | NATIONAL VISION ADMINISTRATORS, LLC      | \$1,447.10          |
| 81282                                    | 9/24/2014      | ADVANCED DISPOSAL SERVICES LLC           | \$91.00             |
| 81283                                    | 9/24/2014      | APWA-WISCONSIN CHAPTER                   | \$225.00            |
| 81284                                    | 9/24/2014      | CHARTER COMMUNICATIONS                   | \$260.73            |
| 81285                                    | 9/24/2014      | FRONTIER                                 | \$464.78            |
| 81286                                    | 9/24/2014      | WALMART COMMUNITY/GECRB                  | \$130.03            |
| 81287                                    | 9/24/2014      | WE ENERGIES                              | \$29.89             |
| 81288                                    | 9/24/2014      | WPELRA                                   | \$75.00             |
| <b>TOTAL PREPAID BILLS PAID BY CHECK</b> |                |  | <b>\$325,328.87</b> |

**PREPAID BILLS PAID BY EFT**

|  |           |                        |                    |
|--|-----------|------------------------|--------------------|
| EFT000000002884                        | 9/22/2014 | JOHN MAGGITTI          | \$600.00           |
| EFT000000002885                        | 9/26/2014 | BALTUS OIL COMPANY INC | \$27,598.52        |
| <b>TOTAL PREPAID BILLS PAID BY EFT</b> |           |                        | <b>\$28,198.52</b> |

**ACH PAYMENTS**

|                           |                                |                   |
|---------------------------|--------------------------------|-------------------|
| 9/30/2014                 | WI DEPT OF REVENUE - SALES TAX | \$1,008.63        |
| <b>TOTAL ACH PAYMENTS</b> |                                | <b>\$1,008.63</b> |

**CURRENT BILLS**

**CURRENT BILLS PAID BY EFT**

|                 |           |                                       |          |
|-----------------|-----------|---------------------------------------|----------|
| EFT000000002887 | 10/8/2014 | MARY ADLER                            | \$20.72  |
| EFT000000002888 | 10/8/2014 | ADVANCE AUTO PARTS FINANCIAL SERVICES | \$124.55 |
| EFT000000002889 | 10/8/2014 | AIR COMMUNICATIONS OF CENTRAL         | \$144.50 |
| EFT000000002890 | 10/8/2014 | AMERICAN WELDING & GAS INC            | \$40.83  |
| EFT000000002891 | 10/8/2014 | JASON ANGELL                          | \$138.88 |
| EFT000000002892 | 10/8/2014 | ARAMARK UNIFORM SERVICES              | \$124.05 |
| EFT000000002893 | 10/8/2014 | AUDIO EDITIONS                        | \$164.53 |
| EFT000000002894 | 10/8/2014 | B & B LAWN CARE LLC                   | \$700.00 |
| EFT000000002895 | 10/8/2014 | B & H PHOTO-VIDEO                     | \$16.20  |
| EFT000000002896 | 10/8/2014 | BATTERIES PLUS BULBS # 072            | \$134.40 |
| EFT000000002897 | 10/8/2014 | BENDLIN FIRE EQUIPMENT CO INC         | \$252.84 |
| EFT000000002898 | 10/8/2014 | STEVE BINDER                          | \$950.00 |

| CK#             | CK DATE   | VENDOR                            | AMOUNT      |
|-----------------|-----------|-----------------------------------|-------------|
| EFT000000002899 | 10/8/2014 | BRUCE MUNICIPAL EQUIPMENT         | \$125.81    |
| EFT000000002900 | 10/8/2014 | STEVE BURNS                       | \$29.96     |
| EFT000000002901 | 10/8/2014 | CARQUEST AUTO PARTS               | \$1,002.38  |
| EFT000000002902 | 10/8/2014 | CAVU LLC                          | \$6,397.00  |
| EFT000000002903 | 10/8/2014 | CDW GOVERNMENT INC                | \$226.00    |
| EFT000000002904 | 10/8/2014 | CENTRAL STATE SUPPLY CORP         | \$690.15    |
| EFT000000002905 | 10/8/2014 | CONSOLIDATED UTILITY SERVICES INC | \$3,221.26  |
| EFT000000002906 | 10/8/2014 | JAMES CRAMM                       | \$254.76    |
| EFT000000002907 | 10/8/2014 | DALCO ENTERPRISES, INC.           | \$1,071.66  |
| EFT000000002908 | 10/8/2014 | DEMCO                             | \$1,326.18  |
| EFT000000002909 | 10/8/2014 | JAMES WM DORN                     | \$185.75    |
| EFT000000002910 | 10/8/2014 | EMPLOYEE BENEFITS CORPORATION     | \$391.00    |
| EFT000000002911 | 10/8/2014 | ED ERICKSON                       | \$470.88    |
| EFT000000002912 | 10/8/2014 | ERO TEX                           | \$3,956.47  |
| EFT000000002913 | 10/8/2014 | KELLY ESKER                       | \$200.00    |
| EFT000000002914 | 10/8/2014 | BELINDA FECHHELM                  | \$262.00    |
| EFT000000002915 | 10/8/2014 | FIRE & SAFETY EQUIPMENT IV INC    | \$47.25     |
| EFT000000002916 | 10/8/2014 | FREMONT INDUSTRIES, INC.          | \$5,673.40  |
| EFT000000002917 | 10/8/2014 | JODY GEURINK                      | \$246.92    |
| EFT000000002918 | 10/8/2014 | GRAINGER                          | \$275.14    |
| EFT000000002919 | 10/8/2014 | RICHARD GRAMZA                    | \$1,220.74  |
| EFT000000002920 | 10/8/2014 | GRANICUS INC                      | \$600.00    |
| EFT000000002921 | 10/8/2014 | KEVIN HAMILL                      | \$95.44     |
| EFT000000002922 | 10/8/2014 | HEINZEN PRINTING INC              | \$408.67    |
| EFT000000002923 | 10/8/2014 | HEINZEN PROMOTIONAL PRODUCTS      | \$283.93    |
| EFT000000002924 | 10/8/2014 | INGRAM LIBRARY SERVICES INC       | \$459.31    |
| EFT000000002925 | 10/8/2014 | DEREK IVERSON                     | \$22.95     |
| EFT000000002926 | 10/8/2014 | KYLE KOZIK                        | \$65.91     |
| EFT000000002927 | 10/8/2014 | LORRIE KROKSTROM                  | \$41.44     |
| EFT000000002928 | 10/8/2014 | ROBERT LARSEN                     | \$20.03     |
| EFT000000002929 | 10/8/2014 | LAWSON PRODUCTS INC               | \$120.14    |
| EFT000000002930 | 10/8/2014 | PEGGY LINDNER                     | \$46.00     |
| EFT000000002931 | 10/8/2014 | ROB MADER                         | \$25.00     |
| EFT000000002932 | 10/8/2014 | MARAWOOD REAL ESTATE 200 LLC      | \$3,047.92  |
| EFT000000002933 | 10/8/2014 | MARSHFIELD BOOK & STATIONERY      | \$278.00    |
| EFT000000002934 | 10/8/2014 | MCMASTER-CARR                     | \$89.82     |
| EFT000000002935 | 10/8/2014 | MERKEL COMPANY INC                | \$5,011.73  |
| EFT000000002936 | 10/8/2014 | CHRIS MEYER                       | \$180.00    |
| EFT000000002937 | 10/8/2014 | MIDWEST TAPE                      | \$2,453.68  |
| EFT000000002938 | 10/8/2014 | MISSISSIPPI WELDERS               | \$143.95    |
| EFT000000002939 | 10/8/2014 | MSA PROFESSIONAL SERVICES INC     | \$15,253.98 |
| EFT000000002940 | 10/8/2014 | PAUL NEEDHAM                      | \$22.14     |
| EFT000000002941 | 10/8/2014 | ALLAN NIENAST                     | \$161.21    |
| EFT000000002942 | 10/8/2014 | NORTH CENTRAL LABORATORIES        | \$417.79    |
| EFT000000002943 | 10/8/2014 | LORI PANZER                       | \$12.88     |
| EFT000000002944 | 10/8/2014 | POMP'S TIRE SERVICE INC           | \$2,455.02  |
| EFT000000002945 | 10/8/2014 | POWER PAC INC                     | \$355.53    |
| EFT000000002946 | 10/8/2014 | QUILL CORPORATION                 | \$366.36    |
| EFT000000002947 | 10/8/2014 | REIGEL PLUMBING & HEATING INC     | \$764.96    |
| EFT000000002948 | 10/8/2014 | RESCUE RESPONSE GEAR INC          | \$757.95    |
| EFT000000002949 | 10/8/2014 | RIPP DISTRIBUTING COMPANY INC     | \$57.50     |
| EFT000000002950 | 10/8/2014 | ROCK OIL REFINING INC             | \$175.00    |
| EFT000000002951 | 10/8/2014 | SAFE FAST INC                     | \$289.00    |
| EFT000000002952 | 10/8/2014 | SCHOOL DISTRICT OF MARSHFIELD     | \$2,110.18  |
| EFT000000002953 | 10/8/2014 | ROBERT SCHOOLEY JR                | \$3,119.62  |
| EFT000000002954 | 10/8/2014 | SHERWIN WILLIAMS COMPANY          | \$52.42     |
| EFT000000002955 | 10/8/2014 | SHI INTERNATIONAL CORPORATION     | \$6,708.47  |

| CK#             | CK DATE   | VENDOR                                 | AMOUNT             |
|-----------------|-----------|--|--------------------|
| EFT000000002956 | 10/8/2014 | JOAN SPENCER                           | \$237.47           |
| EFT000000002957 | 10/8/2014 | KEITH STREY                            | \$378.73           |
| EFT000000002958 | 10/8/2014 | SUPERIOR CHEMICAL CORP                 | \$126.77           |
| EFT000000002959 | 10/8/2014 | SVA CONSULTING LLC                     | \$1,914.25         |
| EFT000000002960 | 10/8/2014 | V & H AUTOMOTIVE MARSHFIELD            | \$1,823.30         |
| EFT000000002961 | 10/8/2014 | V & H INC                              | \$303.89           |
| EFT000000002962 | 10/8/2014 | VIDCOM LLC                             | \$3,128.00         |
| EFT000000002963 | 10/8/2014 | VIDCOM LLC                             | \$5,955.00         |
| EFT000000002964 | 10/8/2014 | VON BRIESEN AND ROPER, S.C.            | \$107.40           |
| EFT000000002965 | 10/8/2014 | VORPAHL FIRE & SAFETY                  | \$715.00           |
| EFT000000002966 | 10/8/2014 | SAM WARP JR.                           | \$50.00            |
| EFT000000002967 | 10/8/2014 | ERIK WESTMAN                           | \$1,016.18         |
|                 |           | <b>TOTAL CURRENT BILLS PAID BY EFT</b> | <b>\$92,316.13</b> |

#### CURRENT BILLS PAID BY CHECK

|       |           |   |              |
|-------|-----------|---|--------------|
| 81294 | 10/8/2014 | A-1 FLOORING LLC                          | \$373.75     |
| 81295 | 10/8/2014 | ABC - CLIO                                | \$9.76       |
| 81296 | 10/8/2014 | ABR EMPLOYMENTSERVICES                    | \$857.38     |
| 81297 | 10/8/2014 | AMAZON                                    | \$1,110.27   |
| 81298 | 10/8/2014 | AMERICAN ASPHALT OF WI                    | \$132,924.97 |
| 81299 | 10/8/2014 | AMERICAN AUTO SALES & SERVICE             | \$37.95      |
| 81300 | 10/8/2014 | AQUATIC BIOLOGISTS INC                    | \$10,491.80  |
| 81301 | 10/8/2014 | ASSOCIATED SERVICE CENTER                 | \$123.80     |
| 81302 | 10/8/2014 | AXIOM SYSTEMS INC                         | \$221.40     |
| 81303 | 10/8/2014 | BAB REAL ESTATE LLC                       | \$20,000.00  |
| 81304 | 10/8/2014 | BADGER STATE WASTE, LLC                   | \$21,672.00  |
| 81305 | 10/8/2014 | BAKER AND TAYLOR CO-CONT ACCT             | \$372.49     |
| 81306 | 10/8/2014 | BAKER AND TAYLOR INC                      | \$3,449.28   |
| 81307 | 10/8/2014 | BAY STEEL & FABRICATION LLC               | \$213.17     |
| 81308 | 10/8/2014 | BB COMMUNITY LEASING SERVICES INC         | \$1,242.43   |
| 81309 | 10/8/2014 | BLACKSTONE AUDIO INC                      | \$77.64      |
| 81310 | 10/8/2014 | BRAUN'S AUTOMOTIVE SERVICE INC            | \$78.03      |
| 81311 | 10/8/2014 | BROOKS TRACTOR INC                        | \$679.66     |
| 81312 | 10/8/2014 | BURT TROPHY & AWARDS INC                  | \$62.25      |
| 81313 | 10/8/2014 | CAREW CONCRETE & SUPPLY CO                | \$1,508.00   |
| 81314 | 10/8/2014 | CASTLEROCK VETERINARY HOSPITAL            | \$236.65     |
| 81315 | 10/8/2014 | CENTRAL WI COOPERATIVE                    | \$714.93     |
| 81316 | 10/8/2014 | CERTIFIED REFRIGERATION & MECHANICAL, INC | \$419.70     |
| 81317 | 10/8/2014 | CNA SURETY                                | \$30.00      |
| 81318 | 10/8/2014 | COLD SPRING GRANITE COMPANY               | \$218.00     |
| 81319 | 10/8/2014 | COMFORT SUITES MILWAUKEE                  | \$400.00     |
| 81320 | 10/8/2014 | COMPLETE CONTROL INC                      | \$428.57     |
| 81321 | 10/8/2014 | COUNTY MATERIALS CORPORATION              | \$2,959.08   |
| 81322 | 10/8/2014 | CREATIVE PAINT & DECORATING               | \$400.00     |
| 81323 | 10/8/2014 | CTL COMPANY INC                           | \$1,982.04   |
| 81324 | 10/8/2014 | DAVE'S SERVICE CENTER INC                 | \$65.00      |
| 81325 | 10/8/2014 | DIAMOND MUNICIPAL SOLUTIONS               | \$15,483.00  |
| 81326 | 10/8/2014 | DIRECT NETWORKS INC                       | \$12,394.71  |
| 81327 | 10/8/2014 | DRAXLER'S SERVICE, INC                    | \$120.00     |
| 81328 | 10/8/2014 | DUFFY'S AIRCRAFT SALES                    | \$6,465.50   |
| 81329 | 10/8/2014 | ECOLAB PEST ELIMINATION DIV               | \$105.38     |
| 81330 | 10/8/2014 | FALCON ALTERNATOR & STARTER               | \$250.38     |
| 81331 | 10/8/2014 | FARRELL EQUIP & SUPPLY CO INC             | \$46.80      |
| 81332 | 10/8/2014 | FASTENAL COMPANY                          | \$118.58     |
| 81333 | 10/8/2014 | FESTIVAL FOODS                            | \$309.81     |
| 81334 | 10/8/2014 | FOSTER COACH SALES INC                    | \$55.88      |
| 81335 | 10/8/2014 | FRONTIER                                  | \$672.29     |

| CK#   | CK DATE   | VENDOR                              | AMOUNT      |
|-------|-----------|-------------------------------------|-------------|
| 81336 | 10/8/2014 | GANNETT WISCONSIN MEDIA             | \$527.63    |
| 81337 | 10/8/2014 | GROSS MOTORS OF MARSHFIELD INC      | \$196.70    |
| 81338 | 10/8/2014 | HACH COMPANY                        | \$866.00    |
| 81339 | 10/8/2014 | HILCO ROAD SUPPLIES                 | \$4,958.40  |
| 81340 | 10/8/2014 | HILLER'S HARDWARE INC               | \$468.34    |
| 81341 | 10/8/2014 | E O JOHNSON COMPANY                 | \$375.62    |
| 81342 | 10/8/2014 | JRT PORTABLE TOILETS LLC            | \$220.00    |
| 81343 | 10/8/2014 | MONICA KENNOW                       | \$85.00     |
| 81344 | 10/8/2014 | LONDERVILLE STEEL ENTERPRISES       | \$51.25     |
| 81345 | 10/8/2014 | LOU'S GLOVES INC                    | \$168.00    |
| 81346 | 10/8/2014 | NATIONWIDE TRUST COMPANY, FSB       | \$34,330.14 |
| 81347 | 10/8/2014 | MAID TO ORDER                       | \$250.00    |
| 81348 | 10/8/2014 | MARSHFIELD AREA UNITED WAY          | \$100.00    |
| 81349 | 10/8/2014 | MARSHFIELD CLINIC                   | \$1,496.81  |
| 81350 | 10/8/2014 | MARSHFIELD PARKS & REC DEPT         | \$7.55      |
| 81351 | 10/8/2014 | MENARDS                             | \$1,437.71  |
| 81352 | 10/8/2014 | MILESTONE MATERIALS                 | \$120.66    |
| 81353 | 10/8/2014 | MILLER BRADFORD AND RISBERG         | \$1,497.39  |
| 81354 | 10/8/2014 | MILWAUKEE MAP SERVICE INC           | \$60.00     |
| 81355 | 10/8/2014 | MINISTRY ST JOSEPH'S HOSPITAL       | \$1,269.52  |
| 81356 | 10/8/2014 | MINNESOTA LIFE INSURANCE CO         | \$577.50    |
| 81357 | 10/8/2014 | MITTEN'S HOME APPLIANCES            | \$950.00    |
| 81358 | 10/8/2014 | MPPA LE SUPPLY                      | \$901.15    |
| 81359 | 10/8/2014 | NAPA AUTO PARTS                     | \$171.15    |
| 81360 | 10/8/2014 | NATIONAL ELEVATOR INSPECTION        | \$83.00     |
| 81361 | 10/8/2014 | DON NIKOLAI CONSTRUCTION            | \$1,790.00  |
| 81362 | 10/8/2014 | NIKOLAY COMPANIES                   | \$363.00    |
| 81363 | 10/8/2014 | NIKOLAY TRANSPORT COMPANY INC       | \$591.00    |
| 81364 | 10/8/2014 | NORTHEAST WI TECHNICAL COLLEGE      | \$40.00     |
| 81365 | 10/8/2014 | NORTHERN LAKE SERVICE INC           | \$685.00    |
| 81366 | 10/8/2014 | OFFICE MAX INCORPORATED             | \$19.99     |
| 81367 | 10/8/2014 | OFFICE SUPPLIES 2 U INC             | \$565.88    |
| 81368 | 10/8/2014 | PERSONAL DEVELOPMENT CENTER INC     | \$10,684.00 |
| 81369 | 10/8/2014 | ASHLEY POLZIN                       | \$25.00     |
| 81370 | 10/8/2014 | PORTER LEE CORPORATION              | \$919.00    |
| 81371 | 10/8/2014 | FRED PRYOR SEMINARS                 | \$99.00     |
| 81372 | 10/8/2014 | REGISTRATION FEE TRUST              | \$2.00      |
| 81373 | 10/8/2014 | MARICELA VAZQUEZ RODRIGUEZ          | \$100.00    |
| 81374 | 10/8/2014 | SCAFFIDI TRUCK CENTER               | \$102.00    |
| 81375 | 10/8/2014 | SCHALOWS NURSERY, INC.              | \$82.75     |
| 81376 | 10/8/2014 | SCOTT CONSTRUCTION INC              | \$98,243.37 |
| 81377 | 10/8/2014 | SHELLY SEBOLD                       | \$250.00    |
| 81378 | 10/8/2014 | SHOPKO STORES OPERATING CO., LLC    | \$25.98     |
| 81379 | 10/8/2014 | SHOWCASES                           | \$760.32    |
| 81380 | 10/8/2014 | ST JOSEPH'S HOSPITAL-CHIPPEWA FALLS | \$137.00    |
| 81381 | 10/8/2014 | ST VINCENT DE PAUL                  | \$100.00    |
| 81382 | 10/8/2014 | STATE OF WI DEPT OF HEALTH SERVICES | \$150.00    |
| 81383 | 10/8/2014 | DEBRA STAUDENRAUS                   | \$50.00     |
| 81384 | 10/8/2014 | STEVEN BINDER                       | \$375.30    |
| 81385 | 10/8/2014 | STRAND ASSOCIATES INC               | \$1,257.10  |
| 81386 | 10/8/2014 | EVERETT GERMAN                      | \$4,698.00  |
| 81387 | 10/8/2014 | TACTICAL SOLUTIONS                  | \$690.00    |
| 81388 | 10/8/2014 | TOTAL ELECTRIC SERVICE INC          | \$3,328.48  |
| 81389 | 10/8/2014 | THERESA TRACY                       | \$188.34    |
| 81390 | 10/8/2014 | TRANSUNION RISK AND ALTERNATIVE     | \$14.00     |
| 81391 | 10/8/2014 | TRIERWEILER CONSTRUCTION            | \$15,572.93 |
| 81392 | 10/8/2014 | TRIPLE R BUSINESS SERVICES, LLC     | \$4,353.90  |

| <b>CK#</b> | <b>CK DATE</b> | <b>VENDOR</b>                            | <b>AMOUNT</b>              |
|------------|----------------|--|----------------------------|
| 81393      | 10/8/2014      | UNIFIRST CORPORATION                     | \$382.63                   |
| 81394      | 10/8/2014      | UNIQUE MANAGEMENT SERVICES INC           | \$71.60                    |
| 81395      | 10/8/2014      | UNITED MAILING SERVICE INC               | \$413.82                   |
| 81396      | 10/8/2014      | UNITED RENTALS (NORTH AMERICA) INC       | \$408.08                   |
| 81397      | 10/8/2014      | VALLEY VIEW FORESTRY, LLC                | \$2,020.35                 |
| 81398      | 10/8/2014      | VALLEYFAIR                               | \$2,001.00                 |
| 81399      | 10/8/2014      | RENEE VANDEHEY                           | \$200.00                   |
| 81400      | 10/8/2014      | VEOLIA ES TECHNICAL SOLUTIONS, LLC       | \$704.00                   |
| 81401      | 10/8/2014      | VITAL COMMUNICATION                      | \$52.94                    |
| 81402      | 10/8/2014      | WACPD                                    | \$80.00                    |
| 81403      | 10/8/2014      | WALGREENS                                | \$155.48                   |
| 81404      | 10/8/2014      | WALT'S PETROLEUM SERVICE INC             | \$44.69                    |
| 81405      | 10/8/2014      | ALLYSSA WATSON                           | \$100.00                   |
| 81406      | 10/8/2014      | WE ENERGIES                              | \$1,695.44                 |
| 81407      | 10/8/2014      | WEILER ENTERPRISES                       | \$30.14                    |
| 81408      | 10/8/2014      | WEILER TRANSPORTATION LLC                | \$523.86                   |
| 81409      | 10/8/2014      | LORRIE WEINFURTER                        | \$25.00                    |
| 81410      | 10/8/2014      | ERLAN R. WENZEL                          | \$280.00                   |
| 81411      | 10/8/2014      | WEPAK-N-SHIP                             | \$59.96                    |
| 81412      | 10/8/2014      | WI CHAPTER IAEI                          | \$178.00                   |
| 81413      | 10/8/2014      | WI DEPARTMENT OF ADMINISTRATION          | \$14.00                    |
| 81414      | 10/8/2014      | WI FIRE INSPECTORS ASSN                  | \$1,090.00                 |
| 81415      | 10/8/2014      | WI MEDICAID                              | \$186.98                   |
| 81416      | 10/8/2014      | WI PARK AND RECREATION ASSN              | \$114.75                   |
| 81417      | 10/8/2014      | WPELRA                                   | \$75.00                    |
|            |                | <b>TOTAL CURRENT BILLS PAID BY CHECK</b> | <b>\$447,722.91</b>        |
|            |                | <b>TOTAL PREPAID BILLS</b>               | <b>\$353,527.39</b>        |
|            |                | <b>TOTAL ACH PAYMENTS</b>                | <b>\$1,008.63</b>          |
|            |                | <b>TOTAL CURRENT BILLS</b>               | <b>\$540,039.04</b>        |
|            |                | <b>GRAND TOTAL</b>                       | <b><u>\$894,575.06</u></b> |

REPORT OF PERSONNEL ACTIONS  
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
OF OCTOBER 7, 2014

| <u>NAME</u> | <u>POSITION/DEPARTMENT</u> | <u>EFFECTIVE DATE</u> |
|-------------|----------------------------|-----------------------|
|-------------|----------------------------|-----------------------|

**HIRED**

None

**RETIREMENT:**

|            |                                      |                  |
|------------|--------------------------------------|------------------|
| Barry Feig | Deputy Assessor<br>Assessor's Office | October 31, 2014 |
|------------|--------------------------------------|------------------|

**Resignation**

None

**PROMOTION:**

None

**COMPLETION OF  
PROBATIONARY  
PERIOD**

None

MONTHLY POSITION CONTROL REPORT  
 PERMANENT FULL-TIME/PART-TIME  
 POSITIONS AS OF SEPTEMBER30, 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        |
| <b>Administrator Total</b> |          |                                | <b>2.50</b> |              |            |
| 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      |
| <b>Assessor Total</b>      |          |                                | <b>3.60</b> |              |            |
| Cemetery                   |          | Cemetery Caretaker Assistant   | 1.00        | BRAUNSKY     | WILLIAM    |
| Cemetery                   |          | Cemetery Coordinator/Caretaker | 1.00        | BALTUS       | MICHAEL    |
| <b>Cemetery Total</b>      |          |                                | <b>2.00</b> |              |            |
| Clerk                      |          | City Clerk                     | 1.00        | HALL         | DEBORAH    |
| Clerk                      |          | Deputy Clerk                   | 1.00        | PANZER       | LORI       |
| <b>Clerk Total</b>         |          |                                | <b>2.00</b> |              |            |
| 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      |
| <b>Finance Total</b>       |          |                                | <b>7.30</b> |              |            |
| 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     |
| <b>Fire Total</b>                   |                                 | <b>37.00</b>      |             |
| Technology                          | Technology Analyst              | 1.00 WESTMAN      | ERIK        |
| Technology                          | Technology Analyst              | 1.00 SUTTON       | MATTHEW     |
| Technology                          | Technology Director             | 1.00 NG           | ENG         |
| <b>Information Technology Total</b> |                                 | <b>3.00</b>       |             |
| 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      |
| <b>Library Total</b>                |                                 | <b>16.350</b>     |             |
| Mayor                               | Administrative Assistant III    | 0.50 KROGMAN      | AMY         |
| Mayor                               | Mayor                           | 0.50 MEYER        | CHRISTOPHER |
| <b>Mayor Total</b>                  |                                 | <b>1.00</b>       |             |
| Municipal Court                     | Municipal Court Clerk           | 0.75 CARLSON      | SUSAN       |
| <b>Municipal Court Total</b>        |                                 | <b>0.75</b>       |             |
| 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      |
| <b>Parks &amp; Recreation Total</b> |                                 | <b>9.00</b>       |             |
| 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**

|                     |                   |                                 |              |            |             |
|---------------------|-------------------|---------------------------------|--------------|------------|-------------|
| 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      |
| <b>Police Total</b> |                   |                                 | <b>48.00</b> |            |             |
| 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           |             |           |
| 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           | VACANT      |           |
| 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    |
| <b>Public Works Total</b> |                   |                                | <b>54.50</b>   |             |           |
| <b>Grand Total</b>        |                   |                                | <b>191.000</b> |             |           |



City of  
Marshfield  
Memorandum

---

**DATE:** October 7, 2014  
**TO:** Finance, Budget and Personnel Committee  
**FROM:** Lara Baehr, Human Resources Manager  
**RE:** Acting Street Superintendent

**BACKGROUND**

On September 16, 2014 the FBP approved revised Personnel Policy No. 3.800, Compensation Plan. One revision included paying an acting rate immediately versus after six weeks.

**ANALYSIS**

Street Superintendent Brian Panzer retired on September 16, 2014. Public Works Director and I spoke to both Assistant Street Superintendents Mike Winch and Kurt Bornbach to see who would be interested in serving in an Acting Street Superintendent role. Mike Winch said that he would be interested. With City Administrator Barg's approval, Mr. Knoeck and I asked Mike Winch to serve in the acting role effective September 17, 2014, until the position is filled.

Per Policy No. 3.800, temporary reclassifications are effective only upon recommendation of the City Administrator and approval of the Common Council. Per Policy No. 3.800, Mr. Winch's acting rate would be five percent above his current salary.

**RECOMMENDATION**

I recommend that the Finance, Budget and Personnel Committee approve Mike Winch for temporary reclassification for the role of Acting Street Superintendent effective September 17, 2014 with a corresponding rate increase of five percent above his current salary until the position of Street Superintendent is filled.

Attachments

Concurrence:   
Steve Barg, City Administrator

CC: Director of Public Works Knoeck  
Assistant Street Superintendent Winch



City of  
Marshfield  
Memorandum

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**Date:** October 7, 2014

**To:** Finance, Budget and Personnel Committee

**From:** Lara Baehr, Human Resources Manager

**RE:** Recruitment Process

**BACKGROUND**

Attached is a memo from Street Superintendent Mike Winch regarding the current vacancy in the Street Division created by Brian Panzer's retirement and subsequent appointment of Mike Winch to Street Superintendent. If the FBP approves filling the vacancy in the Street Division, staff will hold an internal recruitment for all City staff for the position of Assistant Street Superintendent. We believe that there are qualified internal applicants. Should the Assistant Street Superintendent position be filled by another employee of the Street Division, our intent is to then fill that person's vacancy. Likely the end result in this scenario would be to fill a Classification II position. Should the Assistant Street Superintendent position be filled by an employee in another Department/Division, staff would then plan to bring forward to the FBP consideration of filling that vacancy.

Please let me know if there are any questions or concerns.

Attachment

City of Marshfield  
Public Works Department – Street Division  
407 West 2<sup>nd</sup> St  
Marshfield WI 54449



MIKE WINCH  
STREET SUPERINTENDENT  
715-486-2081  
Fax 715-387-8669  
[ike@ci.marshfield.wi.us](mailto:ike@ci.marshfield.wi.us)

---

To: Finance, Budget, and Personnel Committee  
From: Mike Winch, Street Superintendent  
R.E.: Request to fill Assistant Street Superintendent and other vacancies resulting in the process of filling Street Division vacancies.  
Date: October 3, 2014

#### Background

On September 16<sup>th</sup>, 2014 the Street Superintendent retired and I have been selected to fill the Street Superintendent position as of, October 2<sup>nd</sup>, 2014. This creates a vacancy of Assistant Street Superintendent which could possibly be filled within the Street Division. The Assistant Street Superintendent's position supervises, coordinates and over sees operations of the Street Division. This person is directly responsible for up to fifteen (15) personnel at a time. The pay range for this position is \$29.58/hour (minimum), \$31.98/hour (control point), \$35.98/hour (maximum).

Should a Street Division employee be promoted to Assistant Street Superintendent position, I anticipate the need to fill the "Classification II" position. I would like to fill the "Classification II" position as soon as possible so the Street Division is back at full staff before the winter snow and ice removal season begins. The pay range under the new plan is \$16.26/hour (minimum), \$17.58/hour (control point), \$19.78/hour (maximum).

#### Analysis

Employees within the Street Division are required to perform all duties as assigned to them, regardless of their classification. Typically employees with more experience are assigned to operate the more sophisticated and complicated equipment in our fleet, but when we interview and hire new employees we look for and require a higher level of past employment experiences so even new employees can be placed into whatever position or piece of equipment we need them in on any given day or situation. All employees are involved in and are an integral part of all of our construction and maintenance projects and programs as it relates to the streets and sewers, snow and ice control and removal, forestry operations and all other duties as assigned.

Staffing levels within the Street Division had remained constant from 1991 to 2003 at 31 union employees. From May of 2003 to October of 2007 this number was reduced to 27 as per Common Council directive which equates to a 13% reduction. To date, the Cities maintenance responsibility for streets and alleys has increased from 117 miles in 1991 to 159 miles in 2014 which is a 26% increase. This increase in street mileage has occurred due to the addition of Veteran's Parkway, the related frontage streets, subdivision development, industrial park expansion and the acquisition of additional lane miles from the Township of Cameron and Wood County Highway Department. As noted above staffing levels have been reduced by 13% and maintenance responsibilities have increased by 26%.

#### Snow and Ice Control

During the 1999-2000 winter season, phase one snow and ice removal took approximately five (5) hours to complete. During 2001-2002 it took six (6) hours and the 2002-2003 season seven (7) hours. With the loss of four Street Division positions from 2003-2007 and the addition of 26% more miles of streets the 2013-2014 phase one snow and ice removal operations, when fully staffed now take ten (10) to eleven (11) hours to complete, depending on the severity of the storm.

This does not include any snow or ice removal from city owned sidewalks which have now become a phase II operation due to staffing limitations. This shows a substantial reduction in the level of service provided for snow and ice control operations due to the past staff reductions and the increasing street infrastructure.

An additional impact on the decrease in service levels as it relates to snow and ice removal is the effect it has on emergency services, specifically fire and rescue and police. When responding to calls any increased plowing and deicing times adversely hamper these two departments from reaching their destinations in a timely manner. Citizens, as well as,

businesses are also impacted for the same reason. Also as the time required to complete snow and ice removal operations increases so does the likely hood of additional traffic related accidents.

### Street Construction and Maintenance

The primary tasks under this category include the preparation of concrete streets for asphalt overlay, asphalt streets reconstructions (mill-in-place) and all general street maintenance activities. Specifically, this position performs concrete removal, concrete placement, street reconstruction and maintenance. The Common Council in 2014 approved a \$2,169,155.00 asphalt program for the Street Division to complete due to the failing condition of the Cities street infrastructure and we are anticipating an aggressive schedule again in 2015. This Classification II position is a necessary component to adhere to the Councils directive.

### Storm Sewer and Sanitary Sewer Construction and Maintenance

The primary tasks under this category include storm sewer and sanitary sewer main repairs and replacement, storm water inlet replacement, M.H. repairs and replacement, storm water management issues that need to be addressed prior to the application of a new asphalt surface and all functions related to the repair and replacement of the storm water system infrastructure and storm sewer cleaning. Also, as part of the Cities WIS DNR storm water permit this position is involved in removing debris from storm water inlets.

### Forestry Operations

They City's urban forest is an asset to the community and the maintenance of the existing forest and program improvements (tree planting) falls upon the Street Division. The annual maintenance that is required is a critical operation due to not only the liability to the city if not completed but also to the longevity of the trees planted each year. Time allocated to Street Division staff to complete urban forestry maintenance varies from year to year due to weather conditions, but even during years when we are required to do more snow and ice removal operations, which reduces our opportunities to fulfill all forestry operations we must complete, at a minimum hazard tree removals which typically is assigned to our Classification II Laborers.

### Other Duties as Assigned include but are not limited to:

- Landscaping activities
- Asphalt Patching
- Building and Grounds Maintenance
- Special event setup and removal
- Traffic accident debris removal
- Emergency response

As noted above, the level of service for Phase I snow removal has been eroded due to the increase in the Cities street infrastructure and past reductions to Street Division staff. In past citizen surveys, snow removal received relatively high marks. If this position were to go unfilled, the service levels would continue to decrease, not only in the snow and ice removal operation but also street and sewer construction and maintenance activities and all other related Street Division functions. The refilling of this position is absolutely essential based on past staff reductions and the effect that these reductions have had on service levels to this point. Finally, from a broader perspective, as staffing levels are reduced, our ability to respond is also reduced. Whether it is a minor event like a tree branch in the street or clean up after a vehicle accident or a significant vent like a wind storm or localized flooding, the available resources are spread thinner with every position not refilled. This becomes more than just a service level reduction issue it becomes a public safety issue as well.

### **In Conclusion:**

Even though Street Division maintenance responsibilities have expanded due to increased street miles, which included snow and ice removal and general street maintenance and the construction and reconstruction aspect of our asphalt overlay and mill-in-place street program has increased due to Common Council directive we have not requested additional staffing. We have been able to continue existing service levels as well as complete the additional workloads by using innovative methods and upgrading our fleet of equipment, but we are at a point where we have reached the apex of our operations with the staff that we have. The operational review completed in January 2014 by Springstead

Consulting recommends no staffing level changes. That is why it is absolutely critical that we at least maintain current staffing levels, thus the request to fill the vacant position.

**RECOMMENDATION**

I recommend that the Finance, Budget, and Personnel Committee authorize the Human Resources Manager to fill the Street Division's vacancies.

If you have any questions in advance of the meeting, please feel free to contact me.

Concurrence:

A handwritten signature in cursive script that reads "Daniel G. Knoeck". The signature is written in dark ink and is positioned above a horizontal line.

---

Daniel G. Knoeck, Director of Public Works



**JOB TITLE:** Assistant Street Superintendent  
**DEPARTMENT:** Public Works; Street Division  
**SUPERVISOR:** Street Superintendent  
**COMPENSATION GRADE:** M

**JOB SUMMARY**

Under the direction of the Street Superintendent, the Assistant Street Superintendent supervises and coordinates all aspects of the Street Division in a safe, efficient, and timely manner.

**JOB DESCRIPTION**

| Task No. | Description   | Frequency |
|----------|---|-----------|
| 1.       | Coordinates and oversees storm water ditching projects, asphalt mill in place and asphalt overlay projects, concrete work, and replacement and maintenance of sanitary and storm sewer systems. | 50%       |
| 2.       | Coordinates and oversees de-icing, plowing, and snow removal from roads, City owned sidewalks, and private sidewalks.   | 20%       |
| 3.       | Coordinates and oversees urban forestry operations.   | 10%       |
| 4.       | Coordinates and oversees training and safety program.   | 2%        |
| 5.       | Coordinates and oversees emergency or urgent situations.  | 2%        |
| 6.       | Communicates with the general public, utilities, within the department and among other departments to answer questions and resolve problems.  | 10%       |
| 7.       | Maintains daily project logs and fills in daily equipment and personnel reports; Prepares daily work schedules.   | 2%        |
| 8.       | Manages contractors   | 3%        |
| 9.       | Performs other related duties as assigned. Examples include Christmas decorations and set up for Dairyfest.   | 1%        |

**REQUIRED QUALIFICATIONS**

Class D Wisconsin Driver's License required. Associate degree in civil engineering, five years' experience in civil engineering field, and middle management experience or any

equivalent combination of education and skills necessary to satisfactorily perform the job. Competent person and CPR/First Aid certified required or able to become certified within one year. Public Works Supervisory Academy, Phase I offered through the University of Wisconsin is required to be completed within the first five years. Knowledge base or the ability to learn how to interpret construction plans and setup grade lasers from information on construction plans. Ability to effectively communicate, delegate, follow-up, and evaluate the work of subordinate personnel required. Must be available to respond to snow events and emergencies. Must also be available to be on call once every three weekends.

2014





**JOB TITLE:** Classification I, II, III, IV  
**DEPARTMENT:** Public Work; Street Division  
**SUPERVISOR:** Street Superintendent  
**COMPENSATION GRADE:** B, D, E, F

**JOB SUMMARY**

Under the general direction and supervision of an Assistant Street Superintendent, Classifications I, II, III and IV perform street and sewer maintenance (including concrete work) and construction activities, snow and ice removal, forestry operations and other duties as assigned.

**JOB DESCRIPTION**

| Task No. | Description  | Frequency |
|----------|--|-----------|
| 1.       | Performs street and sewer maintenance and construction activities. | 40%       |
| 2.       | Performs snow and ice removal functions.                           | 30%       |
| 3.       | Assists in all facets of urban forestry operations.                | 20%       |
| 4.       | Performs other duties as assigned.                                 | 10%       |

**TYPES OF EQUIPMENT BY CLASSIFICATION**

Streets/Parks & Rec Classification One

No CDL and minimal related experience. Must have safe working practices. Ability to understand and carry out oral and written instructions and to establish and maintain effective working relationships with those contacted in the course of work. Ability to learn from observation and demonstration is important.

Streets/Parks and Rec Classification Two

Parks Technician I, Laborer, Truck Operator, Skid Steer Operator, Stock Room Helper, and Sweeper

Streets/Parks and Rec Classification Three

Parks Technician II, Tile Layer, Sign Person, Mini Excavator, Equipment Technician, Concrete Helper,

Front End Loader, Bulldozer Operator, Grade Person

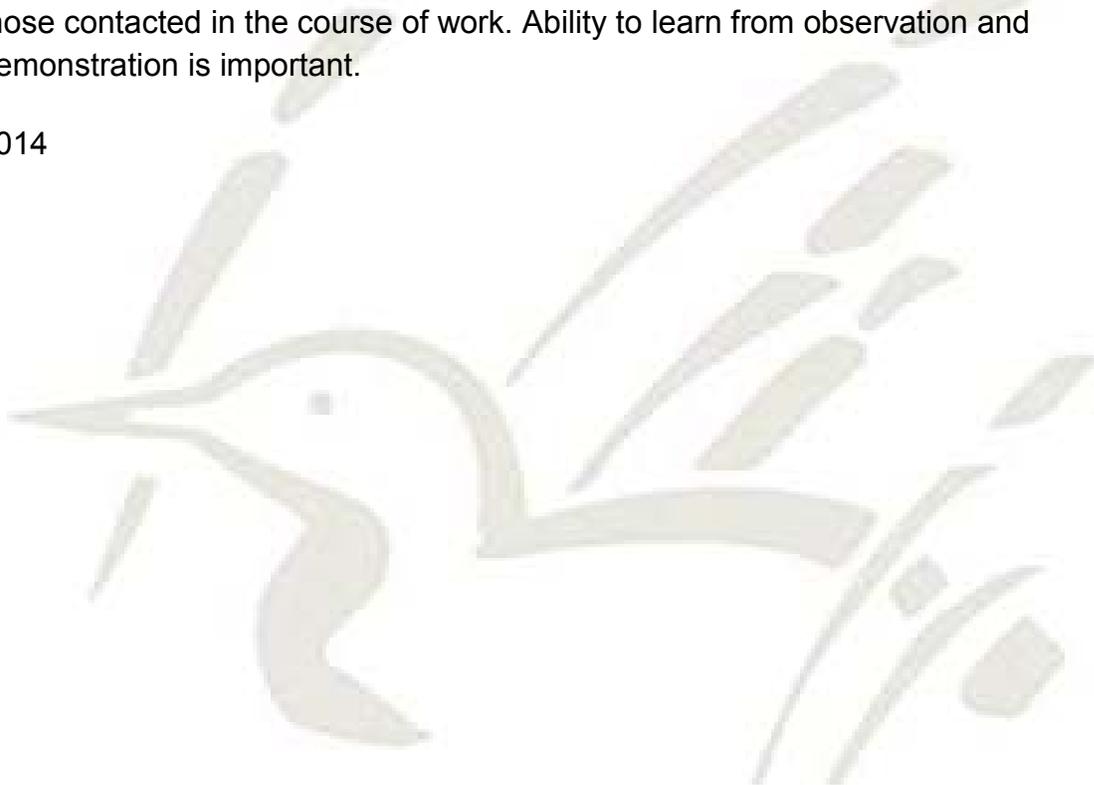
Streets/Parks & Rec Classification Four

Parks Technician III, Concrete Specialist, Ariel Truck Operator, Loader/Backhoe, Motor Grader, Rubber Tired Excavator, Tracked Excavator, Stock Clerk

**REQUIRED QUALIFICATIONS FOR CLASSIFICATION II, III, IV**

High school diploma or equivalent. Valid Wisconsin commercial driver's license, Class "A" with tanker endorsement required. Three to five years related work experience desired. Must have safe working practices. Ability to understand and carry out oral and written instructions and to establish and maintain effective working relationships with those contacted in the course of work. Ability to learn from observation and demonstration is important.

2014



CITY OF MARSHFIELD  
POSITION ESTIMATE

|   | <b>2014<br/>Street<br/>Classification Two<br/>Step 1</b> | <b>2014<br/>Hourly<br/>Wage</b> | <b>2014<br/>Asst Street<br/>Superintendent<br/>Step 1</b> | <b>2014<br/>Hourly<br/>Wage</b> |
|---|--|---------------------------------|---|---------------------------------|
| 2014 Estimated Base Wage (2080 hrs):      | \$ 34,153.60   | \$ 16.42                        | \$ 61,526.40  | \$ 29.58                        |
| FICA - 7.65%:                             | 2,612.75   | 1.26                            | 4,706.77  | 2.26                            |
| Retirement (Employer) - 7.0%:             | 2,390.75   | 1.15                            | 4,306.85  | 2.07                            |
| Workers Compensation - 3.29%:             | 1,123.65   | 0.54                            | 2,024.22  | 0.97                            |
| Health Insurance (family):                | 15,489.36  | 7.45                            | 15,489.36   | 7.45                            |
| Dental Insurance (family):                | -  | -                               | 1,482.36  | 0.71                            |
| Life Insurance:                           | 15.00  | 0.01                            | 100.00  | 0.05                            |
| Post Employment Health Plan - 2.0%:       | -  | -                               | 1,230.53  | 0.59                            |
| <b>2014 Estimated Wage &amp; Benefit:</b> | <b>\$ 55,785.11</b>                                      | <b>\$ 26.83</b>                 | <b>\$ 90,866.49</b>                                       | <b>\$ 43.68</b>                 |



City of  
Marshfield  
Memorandum

---

**DATE:** October 7, 2014  
**TO:** Finance, Budget and Personnel Committee  
**FROM:** Lara Baehr, Human Resources Manager  
**RE:** 2015 Flexible Benefit

**BACKGROUND**

Proposals were last solicited in 2007 for the City's 125 (Flexible Spending Account) plan. On October 16, 2007, the Common Council most recently approved the Employee Benefits Corporation (EBC) proposal on Flexible Benefits administration for 2008. The rates have not changed since implementation.

**ANALYSIS**

EBC's proposed 2015 rates reflect a nominal increase in fees of \$.10 per participant per month or an approximate total of \$108 per year. If you have questions that might require detailed research; please give me advance notice so that I can prepare an answer for you for the public meeting. This will facilitate discussion at the public meeting, staff will not be caught by surprise and the public, as well as Committee members, will receive a prompt response.

**RECOMMENDATION**

I recommend the renewal of contract with EBC to administer the City's Section 125 (Flexible Spending Account) for calendar year 2015 and that you authorize applicable staff to execute the same.

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

CC: Keith Strey, Finance Director



# City of Marshfield Memorandum

---

**DATE:** October 7, 2014  
**TO:** Finance, Budget and Personnel Committee  
**FROM:** Lara Baehr, Human Resources Manager  
**RE:** 2015 Dental Insurance Renewal

## **BACKGROUND**

On August 13, 2013 the Common Council approved a Request for Proposals (RFP) for dental insurance effective January 1, 2014. RFP's were sent to Delta Dental, WEA Trust, Ameritas, MetLife and Central States (Humana Dental) with all five responding with a proposal.

Central States (Humana Dental) was unable to offer stand-alone dental. Their proposal included a vision plan and came in at a 28% increase. Ameritas' proposal was a 4.6% increase. WEA Trust's proposal was a 2.9% decrease and MetLife's proposal was a 4.1% decrease however neither administrator has Dental Clinic of Marshfield as a provider at this time. Delta Dental's 2014 proposal maintained the 2013 premiums without any plan design changes.

The City of Marshfield has offered a dental insurance plan through Delta Dental since 2008. Renewals since 2008 have included stable rates with modest increases. In 2012 the City made a plan design change to hold the premiums at status quo in 2013. The plan is currently available to all employees at various contribution levels listed in the analysis section. Historically, the City's contribution for both the non-represented (grandfathered group) and Clerical/Technical group was 90% however in 2012 that was moved to 85%.

Delta Dental has submitted a renewal with no increases or changes in plan design for 2015.

## **ANALYSIS**

The current dental contract the City has with Delta Dental expires on December 31, 2014 with premiums of \$47.68/single and \$145.33/family.

The chart below shows the 2015 employer premium share for each group:

|   |     |
|---|-----|
| Elected Aldermen  | 0%  |
| Elected Full-Time; non-represented; Library Group; Clerical and | 85% |

|   |    |
|---|----|
| Technical Group   |    |
| Street, Parks, Recreation and Custodial Group, Wastewater Utility Unit, Ordinance Enforcement Officer Group, Police and Fire Unit | 0% |

A representative from Delta Dental is not scheduled to attend the meeting. If you have questions that might require detailed research, please give me advance notice so that I can prepare an answer for you for the public meeting. This will facilitate discussion at the public meeting, staff will not be caught by surprise and the public, as well as Committee members, will receive a prompt response.

**RECOMMENDATION**

I recommend renewal of the dental insurance contract with Delta Dental for calendar year 2015 (no rate increase or plan design change) and that you authorize applicable staff to execute the same.



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

CC: Keith Strey, Finance Director



# City of Marshfield Memorandum

---

**DATE:** October 7, 2014  
**TO:** Finance, Budget and Personnel Committee  
**FROM:** Lara Baehr, Human Resources Manager  
**RE:** 2015 Health/Vision Insurance

## **BACKGROUND**

On August 13, 2013 the Common Council approved a Request for Proposals (RFP) for health insurance effective for January 1, 2014. RFP's were sent to Security Health Plan (SHP), WI Physician Services (WPS), Anthem, Group Health Trust (WCA), Central States Trust and Wisconsin Education Association (WEA) Trust. Two of the six health insurance carriers (Anthem and WCA) declined to bid due to their concerns over the City's ongoing medical risk and concern over lack of competitive rates due to location, provider use and SHP's discounts. Four of the six carriers submitted a bid for consideration (SHP, WPS, Central States Trust and WEA).

Wisconsin Act 10 and Budget Act 32 changed how the City handles the health insurance benefit specifically from bargaining over the health benefit to unilaterally making changes as to carrier and plan design. Previously between WI Act 10 and the tight 2012 budget in mind, the City moved the non-represented employees to a 15% employee share of premiums and moved all employee groups to the non-represented plan design with an additional change (\$20,000 savings) in vision carrier to National Vision Administrators (NVA). The change to NVA included a four year rate freeze through 2016. The City had no increase in health insurance premiums for 2012 and an overall increase of .31% - .38% in 2013. The Common Council approved a new health plan design with WEA Trust which included a decrease of health insurance premiums by 13.9% in 2014. As part of their proposal WEA Trust agreed to a second year rate cap maximum increase of 7% for 2015.

## **ANALYSIS**

The City's 2015 health insurance renewal with WEA Trust came in with an increase of 15.3% however the City has a 7% maximum rate increase agreement with WEA Trust. With the levy freeze and tight budget in mind, the City asked for potential plan design changes which would bring the renewal down to a 0% renewal (or as close as possible). Attached is a summary of plan design options and pricing.

An option is for the City to offer a second plan design (labeled Option 2), that closely matches the 2014 plan design while charging the difference in cost to the employee.

Below is detailed information on premium pricing and a break down of premium increases for all employees. If you have questions that might require detailed research please give me advance notice so that I can prepare an answer for you for the public meeting. This will facilitate discussion at the public meeting, staff will not be caught by surprise and the public, as well as Committee members, will receive a prompt response.

**Health w/Vision Plan**

| Family                | 2014<br>WEA | 2015<br>WEA<br>Option 1 | 2015<br>WEA<br>Option 2 |
|-----------------------|-------------|-------------------------|-------------------------|
| Employer Contribution | \$1,281.90  | \$1,291.46              | \$1,291.46              |
| Employee Contribution | \$ 226.22   | \$ 227.90               | \$ 324.62               |
| Totals                | \$1,508.12  | \$1,519.36              | \$1,616.08              |
|                       |             |                         |                         |
| Single                |             |                         |                         |
| Employer Contribution | \$554.62    | \$577.38                | \$557.38                |
| Employee Contribution | \$097.88    | \$ 98.36                | \$140.20                |
| Totals                | \$652.50    | \$655.74                | \$697.58                |

**RECOMMENDATION**

City Administrator Barg, Finance Director Strey and I recommend renewing a contract with WEA Trust for health insurance option 1 and 2 and renewal with NVA for vision hardware for the calendar year 2015 with an overall increase of .1% at the rates above and plan designs attached and that you authorize applicable staff to execute the same.

Attachments

Concurrence:



Steve Barg, City Administrator

CC: Keith Strey, Finance Director



# City of Marshfield Health Insurance Benefit Comparison

Effective Date: 1/1/2015

Medical & Vision Rates Combined

| Health Carrier                  | WEA Trust                        |                | WEA Trust                        |                | WEA Trust   |               |
|---------------------------------|----------------------------------|----------------|----------------------------------|----------------|---|---------------|
|                                 | Current                          |                | Option 2                         |                | Option 1  |               |
| Insurance Type                  | Essential PPO                    |                | Essential PPO                    |                | Essential PPO   |               |
| Provider Network:               | WEA                              |                | WEA                              |                | WEA   |               |
| Deductible                      | Single                           | Family         | Single                           | Family         | Single  | Family        |
| In Network                      | \$500                            | \$1,000        | \$500                            | \$1,000        | \$1,000   | \$2,000       |
| Out of Network                  | \$1,000                          | \$2,000        | \$1,000                          | \$2,000        | \$2,000   | \$4,000       |
| Co-Insurance                    |                                  |                |                                  |                |   |               |
| In Network                      | 90% after Deductible             |                | 90% after Deductible             |                | 90% after Deductible  |               |
| Out of Network                  | 70% after Deductible             |                | 70% after Deductible             |                | 70% after Deductible  |               |
| Maximum Out-of-Pocket           | Single                           | Family         | Single                           | Family         | Single  | Family        |
| In Network                      | \$1,125                          | \$2,250        | \$2,500                          | \$5,000        | \$3,000   | \$6,000       |
| Out of Network                  | \$2,875                          | \$5,750        | \$5,000                          | \$10,000       | \$6,000   | \$12,000      |
| Office Visits                   | PCP                              | Specialist     | PCP                              | Specialist     | PCP   | Specialist    |
| In Network                      | \$10                             | \$25           | \$10                             | \$25           | \$25  | \$50          |
|                                 | then Deductible & Coinsurance    |                | then Deductible & Coinsurance    |                | then Deductible & Coinsurance   |               |
| Out of Network                  | \$25                             | \$50           | \$25                             | \$50           | \$50  | \$100         |
|                                 | then Deductible & Coinsurance    |                | then Deductible & Coinsurance    |                | then Deductible & Coinsurance   |               |
| Routine/Preventive Care         |                                  |                |                                  |                |   |               |
| In Network                      | Select Services Covered in Full  |                | Select Services Covered in Full  |                | Select Services Covered in Full   |               |
| Out of Network                  | \$25 Copay, then Deduct & Coins  |                | \$25 Copay, then Deduct & Coins  |                | \$25 Copay, then Deduct & Coins   |               |
| Urgent Care                     |                                  |                |                                  |                |   |               |
| In Network                      | \$25 Copay, then Deduct & Coins  |                | \$25 Copay, then Deduct & Coins  |                | \$75 Copay, then Deduct & Coins   |               |
| Out of Network                  | \$25 Copay, then Deduct & Coins  |                | \$25 Copay, then Deduct & Coins  |                | \$75 Copay, then Deduct & Coins   |               |
| Emergency Room                  |                                  |                |                                  |                |   |               |
|                                 | \$100 Copay, then Deduct & Coins |                | \$100 Copay, then Deduct & Coins |                | \$150 Copay, then Deduct & Coins  |               |
| Hospital Services               |                                  |                |                                  |                |   |               |
| In Network                      | 90% after Deductible             |                | 90% after Deductible             |                | 90% after Deductible  |               |
| Out of Network                  | 70% after Deductible             |                | 70% after Deductible             |                | 70% after Deductible  |               |
| Options Benefits                |                                  |                |                                  |                |   |               |
| Vision Benefit                  | Enhanced Vision No Cost Sharing  |                | Enhanced Vision No Cost Sharing  |                | Enhanced Vision No Cost Sharing   |               |
| Extraction/Replacement of Teeth | No Extraction Coverage           |                | No Extraction Coverage           |                | No Extraction Coverage  |               |
| Waiver of Premium               | No                               |                | No                               |                | No  |               |
| Enhanced DME                    | Yes                              |                | Yes                              |                | No  |               |
|                                 |                                  |                |                                  |                | Excluded: foot orthotics, compression stockings, cranial banding, blood pressure cuffs, ultrasonic nebulizers, non-wearable external defibrillators |               |
| Prescription Drugs              | Value / Tier 1 / Tier 2 / Tier 3 |                | Value / Tier 1 / Tier 2 / Tier 3 |                | Value / Tier 1 / Tier 2 / Tier 3  |               |
| In Network                      | \$0 / \$5 / \$20 / \$40          |                | \$0 / \$5 / \$20 / \$40          |                | \$0 / \$10 / \$30 / \$60  |               |
|                                 |                                  |                | \$2,000/\$4,000 Pharmacy Max OOP |                | \$2,000/\$4,000 Pharmacy Max OOP  |               |
| Vision Hardware                 | Yes                              |                | Yes                              |                | Yes   |               |
| Rates                           | Current                          | Renewal        |                                  |                |   |               |
| Employee                        | 32                               | \$655.40       | \$701.08                         | \$697.58       | \$655.74  |               |
| Family                          | 128                              | \$1,518.56     | \$1,624.14                       | \$1,616.08     | \$1,519.36  |               |
|                                 |                                  | 7.0% Increase  |                                  | 6.5% Increase  |   | 0.1% Increase |
| Monthly Totals                  |                                  | \$215,348.48   | \$230,324.48                     | \$229,180.80   | \$215,461.76  |               |
| Annual Totals                   |                                  | \$2,584,181.76 | \$2,763,893.76                   | \$2,750,169.60 | \$2,585,541.12  |               |
|                                 | Annual Δ\$ from Current          |                | \$179,712                        | \$165,988      | \$1,359   |               |

While every effort is made to illustrate the carriers' various benefits, discrepancies or errors are possible. In the event of an error, the actual product brochure furnished by the insurance carrier and approved by the Commissioner of Insurance will prevail. The master contract and policyholder certificates are more detailed and should be used for the determination of benefits. All plans will comply with state and/or federal requirements with regard to nervous and mental benefits.

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

### **1. Introduction**

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

### **2. Staffing**

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

### **3. Restructuring**

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

### **4. Process**

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