



## CITY OF MARSHFIELD

# MEETING NOTICE

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**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING**  
**TUESDAY, OCTOBER 21, 2014**  
**Council Chambers, Lower Level, City Hall Plaza**  
**5:30 p.m.**

## **AMENDED AGENDA**

1. Call to Order – Alanna Feddick, Chair
2. Citizen Comments
3. Consent Agenda
  - a) Approval of minutes of October 7, 2014 meeting
  - b) Approve Bills and Payroll
  - c) Report of Personnel Actions
  - d) Treasurer's Report

Recommended Action: Approve the Consent Agenda, as presented.

4. Consideration of items removed from the consent agenda, if any.
5. Discussion on staffing in the Assessor's Office. Presented by Steve Barg, City Administrator

Recommended Action: Discretion of the Committee.

6. Request to recommend approval of Budget Resolution No. 25-2014, transferring \$4,878 from State grants to the Fire Protection General Fund to pay for training on the PEAC-WMD software to the Common Council. Presented by Bob Haight, Fire Chief.

Recommended Action: Recommend Approval of Budget Resolution No. 25-2014 to the Common Council.

7. Request to recommend approval of Payroll Resolution No. 2014-61 authorizing the early swim Lifeguard rate to be \$9.75 an hour effective October 28, 2014 to the Common Council. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Recommend approval of Payroll Resolution No. 2014-61 to the Common Council.

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

Recommended Action: None, for information only.

FINANCE, BUDGET AND PERSONNEL COMMITTEE  
October 21, 2014

9. Suggested items for future agendas
10. Adjourn

Posted this day, October 20, 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 OCTOBER 7, 2014**

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

**PRESENT:** Alderpersons Alanna Feddick, Gordon Earll, Peter Hendler and Char Smith

**ABSENT:** Alderperson Rebecca Spiros

**ALSO PRESENT:** Alderperson Wagner, Mayor Meyer, City Administrator Barg, John Preuss from M3 Insurance and City Personnel (Lara Baehr, Brenda Hanson, Dan Knoeck, Mike Winch, Lorrie Krokstrom, Lori Belongia, Rick Gramza, Kevin Hamill, Travis Sherden, Sam Fox, Mike Topness, Joan Spencer, Belinda Fechhelm, Kris Hawley and Deb Hall)

**Citizen Comments**

Kevin Hamill representing the Police Department Bargaining Unit. A number of the employees have had some significant issues with WEA in the recent past. Services not being covered and questions being raised about services that doctors are recommending. They don't feel as though WEA is the best carrier to be going with. In addition to that now they have been notified that there is going to be a significant rate increase for their deductibles as well as benefits being reduced. Why hasn't the city shopped around if they know there is a 7% increase coming? This is being passed on to the employees in 2015.

**FBP14-077** Motion by Hendler, second by Smith to approve the items on the consent agenda:

1. Minutes of the September 16, 2014 meeting.
2. Payroll in the amount of \$830,042.89 and the Bills in the amount of \$894,575.06.
3. Report of Personnel Actions of October 7, 2014.
4. Monthly Position Control Report of September 30, 2014.

**Motion carried**

No items were removed from the consent agenda.

**FBP14-078** Motion by Earll, second by Feddick to 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 currently salary until the position of Street Superintendent is filled.

**Motion carried**

**FBP14-079** Motion by Earll, second by Feddick to authorize filling the position of Assistant Street Superintendent and any other vacancy that occurs during the recruitment process within the Street Division. Smith voted Nay.

**Motion carried**

**FBP14-080** Motion by Hendler, second by Earll to approve the renewal of the contract with Employee Benefits Corporation (EBC) to administer the City's Section 125 (Flexible Spending Account) for calendar year 2015 and authorize applicable staff to execute the same.

**Motion carried**

**FBP14-081** Motion by Earll, second by Hendler to approve renewal of the dental insurance contract with Delta Dental for calendar year 2015 (no rate increase or plan design change) and authorize applicable staff to execute the same.

**Motion carried**

**FBP14-082** Motion by Hendler, second by Smith to approve renewing a contract with Wisconsin Education Association Trust (WEA) for health insurance Options 1 and 2 and renewal with NVA for vision hardware for the calendar year 2015 and authorize staff to execute the same. Ayes – 2 (Feddick and Hendler); Nays – 2 (Earll and Smith)

**Motion failed**

Discussion was held on staffing in the Assessor's office. Deputy Assessor Feig will be retiring on October 31, 2014. City Assessor Spencer has suggested that it may be workable to not refill that position but increase the .6 position of Administrative Assistant II to a full time position. The Assessor's Office would then consist of the City Assessor, Appraiser and Administrative Assistant II. Instead of having 3.6 FTE's it would be changed to 3.0 FTE's which would be a savings in the 2015 budget.

No action was taken on this item. It will be placed on the October 21<sup>st</sup> Finance agenda.

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

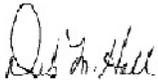
- Support Technician Position – The Technology Director has submitted a request for this position in the 2015 Budget which includes cutting back on the interns for that department. The position would start during the middle of the year.
- Strategic Planning Sessions – Looking at doing these sessions possibly in January or February rather than at the end of October/November. 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 has moved to the 2<sup>nd</sup> floor. The Finance Department is making preparations to move at the end of October to the 5<sup>th</sup> floor.
- Code Enforcement Process – Sam Schroeder is the new Zoning Administrator and is coordinating that all complaints are being handled.

**FUTURE AGENDA ITEMS**

None

Motion by Smith, second by Earll to adjourn at 6:52 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 N/A and General Expense Bills for September, 2014 amounting to \$726,095.47 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**

10/22/2014

**PREPAID BILLS**

**PREPAID BILLS PAID BY CHECK**

<b>CK#</b>	<b>CK DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
81418	10/8/2014	MINNESOTA LIFE INSURANCE CO	\$5,475.49
81419	10/8/2014	WEA INSURANCE TRUST	\$216,283.10
81420	10/13/2014	ALLIANT ENERGY WP&L	\$26.50
81421	10/13/2014	APWA-WISCONSIN CHAPTER	\$225.00
81422	10/13/2014	BAE IK H ET AL	\$100.00
81423	10/13/2014	CHARTER COMMUNICATIONS	\$465.46
81424	10/13/2014	DEPT OF WORKFORCE DEVELOPMENT	\$517.00
81425	10/13/2014	EMMONS BUSINESS INTERIORS	\$1,500.00
81426	10/13/2014	FRONTIER	\$1,447.00
81427	10/13/2014	GANNETT WISCONSIN MEDIA	\$955.10
81428	10/13/2014	E O JOHNSON COMPANY	\$616.00
81429	10/13/2014	MARSHFIELD LODGE #224	\$150.00
81430	10/13/2014	MARSHFIELD UTILITIES	\$72,793.73
81431	10/13/2014	GLENN PERCIVAL	\$100.00
81432	10/13/2014	TDS TELECOM	\$346.80
81433	10/13/2014	TELRITE CORPORATION	\$85.26
81434	10/13/2014	TRIPLE R BUSINESS SERVICES, LLC	\$437.92
81435	10/13/2014	US CELLULAR	\$2,015.65
81436	10/13/2014	VERIZON WIRELESS	\$433.06
81437	10/13/2014	WCM	\$55.00
81438	10/13/2014	WE ENERGIES	\$418.23
81439	10/13/2014	WEPAK-N-SHIP	\$16.21
		<b>TOTAL PREPAID BILLS PAID BY CHECK</b>	<b>\$304,462.51</b>

**PREPAID BILLS PAID BY EFT**

EFT000000002968	10/15/2014	PRO ONE JANITORIAL, INC.	\$479.00
EFT000000002969	10/15/2014	PROQUEST LLC	\$642.60
		<b>TOTAL PREPAID BILLS PAID BY EFT</b>	<b>\$1,121.60</b>

**CURRENT BILLS**

**CURRENT BILLS PAID BY EFT**

EFT000000002973	10/22/2014	CHARLES ADAMSKI	\$121.31
EFT000000002974	10/22/2014	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$24.99
EFT000000002975	10/22/2014	JASON ANGELL	\$439.99
EFT000000002976	10/22/2014	ARAMARK UNIFORM SERVICES	\$68.42
EFT000000002977	10/22/2014	ATHENS VETERINARY SERVICE INC	\$323.50
EFT000000002978	10/22/2014	AUDIO EDITIONS	\$59.99
EFT000000002979	10/22/2014	B & H PHOTO-VIDEO	\$11.29
EFT000000002980	10/22/2014	STEVE BARG	\$218.40
EFT000000002981	10/22/2014	BAUERNFEIND BUSINESS TECH	\$12.16
EFT000000002982	10/22/2014	AMY BEAUCHAMP	\$43.12
EFT000000002983	10/22/2014	BEAVER OF WISCONSIN INC	\$341.25
EFT000000002984	10/22/2014	LORI BELONGIA	\$38.08
EFT000000002985	10/22/2014	BRUCE MUNICIPAL EQUIPMENT	\$130.77
EFT000000002986	10/22/2014	CARQUEST AUTO PARTS	\$448.10
EFT000000002987	10/22/2014	CDW GOVERNMENT INC	\$1,246.53
EFT000000002988	10/22/2014	CENTRAL STATE SUPPLY CORP	\$5,332.90
EFT000000002989	10/22/2014	CHILI IMPLEMENT CO INC	\$101.72
EFT000000002990	10/22/2014	JODY CLEMENTS	\$276.16
EFT000000002991	10/22/2014	CONSOLIDATED UTILITY SERVICES INC	\$3,440.76

CK#	CK DATE	VENDOR	AMOUNT
EFT000000002992	10/22/2014	CURRENT TECHNOLOGIES INC	\$719.58
EFT000000002993	10/22/2014	DALCO ENTERPRISES, INC.	\$379.53
EFT000000002994	10/22/2014	CRAIG DEGRAND	\$447.03
EFT000000002995	10/22/2014	JAMES WM DORN	\$422.20
EFT000000002996	10/22/2014	AMANDA DUER	\$14.28
EFT000000002997	10/22/2014	ELECTION SYSTEMS & SOFTWARE	\$1,715.12
EFT000000002998	10/22/2014	TRAVIS ESSER	\$140.63
EFT000000002999	10/22/2014	BELINDA FECHHELM	\$20.00
EFT000000003000	10/22/2014	BRIAN FOLTZ	\$13.70
EFT000000003001	10/22/2014	FREMONT INDUSTRIES, INC.	\$13,139.20
EFT000000003002	10/22/2014	WILLIAM FRUEHBRODT	\$12.88
EFT000000003003	10/22/2014	FULL COMPASS SYSTEMS LTD	\$549.00
EFT000000003004	10/22/2014	GALE/CENGAGE LEARNING	\$442.45
EFT000000003005	10/22/2014	GRANICUS INC	\$600.00
EFT000000003006	10/22/2014	HEINZEN PRINTING INC	\$64.00
EFT000000003007	10/22/2014	HEINZEN PROMOTIONAL PRODUCTS	\$3,394.73
EFT000000003008	10/22/2014	INGRAM LIBRARY SERVICES INC	\$211.95
EFT000000003009	10/22/2014	DEBRA KARL	\$271.60
EFT000000003010	10/22/2014	DENNIS KEFFER	\$195.56
EFT000000003011	10/22/2014	GREG KIEFFER	\$50.87
EFT000000003012	10/22/2014	MARSHFIELD BOOK & STATIONERY	\$32.00
EFT000000003013	10/22/2014	MCMASTER-CARR	\$363.56
EFT000000003014	10/22/2014	MERKEL COMPANY INC	\$6,074.48
EFT000000003015	10/22/2014	MIDWEST TAPE	\$1,180.51
EFT000000003016	10/22/2014	JOSH MILLER	\$61.17
EFT000000003017	10/22/2014	MISSISSIPPI WELDERS	\$402.40
EFT000000003018	10/22/2014	MSA PROFESSIONAL SERVICES INC	\$4,918.50
EFT000000003019	10/22/2014	NELSON JAMESON INC	\$146.60
EFT000000003020	10/22/2014	ORRIN NINNEMAN	\$1,324.97
EFT000000003021	10/22/2014	NORTH CENTRAL LABORATORIES	\$901.48
EFT000000003022	10/22/2014	NBS CALIBRATIONS	\$164.00
EFT000000003023	10/22/2014	THOMAS OTT	\$587.86
EFT000000003024	10/22/2014	ANDREW OTT	\$30.00
EFT000000003025	10/22/2014	SCOTT OWEN	\$327.38
EFT000000003026	10/22/2014	PLACE DYNAMICS, LLC	\$6,000.00
EFT000000003027	10/22/2014	POMP'S TIRE SERVICE INC	\$613.08
EFT000000003028	10/22/2014	POWER PAC INC	\$190.30
EFT000000003029	10/22/2014	QUILL CORPORATION	\$147.08
EFT000000003030	10/22/2014	REIGEL PLUMBING & HEATING INC	\$40.23
EFT000000003031	10/22/2014	RIPP DISTRIBUTING COMPANY INC	\$55.75
EFT000000003032	10/22/2014	DANIEL A SALACINSKI	\$140.00
EFT000000003033	10/22/2014	SCHILLING SUPPLY COMPANY	\$483.56
EFT000000003034	10/22/2014	SAM SCHROEDER	\$66.64
EFT000000003035	10/22/2014	STAINLESS AND REPAIR INC	\$103.26
EFT000000003036	10/22/2014	TRAFFIC AND PARKING CONTROL INC	\$372.98
EFT000000003037	10/22/2014	V & H AUTOMOTIVE MARSHFIELD	\$4,505.76
EFT000000003038	10/22/2014	V & H INC	\$136.50
EFT000000003039	10/22/2014	VIDCOM LLC	\$2,889.78
EFT000000003040	10/22/2014	VON BRIESEN AND ROPER, S.C.	\$119.40
EFT000000003041	10/22/2014	VORPAHL FIRE & SAFETY	\$883.70
EFT000000003042	10/22/2014	PATRICK ZEPS	\$75.04
		<b>TOTAL CURRENT BILLS PAID BY EFT</b>	<b>\$68,821.72</b>

**CURRENT BILLS PAID BY CHECK**

81445	10/22/2014	ABR EMPLOYMENTSERVICES	\$649.80
81446	10/22/2014	AMERICAN ASPHALT OF WI	\$6,821.00
81447	10/22/2014	AMERICAN FENCE COMPANY	\$1,150.00

CK#	CK DATE	VENDOR	AMOUNT
81448	10/22/2014	AMERIGAS-RUDOLPH	\$142.42
81449	10/22/2014	ARISTA TEK INC	\$3,000.00
81450	10/22/2014	ASSOCIATED SERVICE CENTER	\$832.80
81451	10/22/2014	BADGER STATE WASTE, LLC	\$37,968.00
81452	10/22/2014	BAKER AND TAYLOR INC	\$3,289.57
81453	10/22/2014	BAY STEEL & FABRICATION LLC	\$168.60
81454	10/22/2014	BRAUN'S AUTOMOTIVE SERVICE INC	\$61.15
81455	10/22/2014	BREUER METAL CRAFTSMEN INC	\$14,800.00
81456	10/22/2014	BROCK WHITE COMPANY	\$4,475.00
81457	10/22/2014	BROOKS TRACTOR INC	\$3,593.33
81458	10/22/2014	BURT TROPHY & AWARDS INC	\$10.00
81459	10/22/2014	CALIBRE PRESS	\$139.00
81460	10/22/2014	GLORI CALMES	\$100.00
81461	10/22/2014	DARREL CASPERSON	\$125.00
81462	10/22/2014	CASTLEROCK VETERINARY HOSPITAL	\$707.70
81463	10/22/2014	CENTRAL WI LAWN CARE & SEAL COATING LLC	\$2,143.98
81464	10/22/2014	CHESTNUT AVENUE CENTER FOR THE ARTS	\$50.00
81465	10/22/2014	JANICE CHRISTIANSEN	\$100.00
81466	10/22/2014	COFFEE CONCEPTS	\$70.40
81467	10/22/2014	COMPLETE CONTROL INC	\$722.20
81468	10/22/2014	CRANE ENGINEERING SALES INC	\$2,444.00
81469	10/22/2014	CTL COMPANY INC	\$342.55
81470	10/22/2014	D & Z RESCUE EMERGENCY PRODUCTS	\$27.97
81471	10/22/2014	MIKE DAHL	\$600.00
81472	10/22/2014	DETECTION INSTRUMENTS CORPORATION	\$57.01
81473	10/22/2014	DIRTY DUCTS CLEANING & ENVIRONMENTAL	\$28,850.00
81474	10/22/2014	ETCO ELECTRIC SUPPLY INC	\$282.49
81475	10/22/2014	ETI CORP	\$3,295.00
81476	10/22/2014	FARRELL EQUIP & SUPPLY CO INC	\$239.94
81477	10/22/2014	FASTENAL COMPANY	\$220.47
81478	10/22/2014	FESTIVAL FOODS	\$73.39
81479	10/22/2014	RANDY FOLLEN	\$100.00
81480	10/22/2014	FRONTIER	\$210.52
81481	10/22/2014	MICHELLE GLUEGE	\$24.20
81482	10/22/2014	GROSS MOTORS OF MARSHFIELD INC	\$35.63
81483	10/22/2014	HACH COMPANY	\$129.79
81484	10/22/2014	ASHLEY HEIMAN	\$63.00
81485	10/22/2014	HILLER'S HARDWARE INC	\$594.88
81486	10/22/2014	HOLIDAY INN	\$396.00
81487	10/22/2014	HOLIDAY INN HOTEL & SUITES	\$146.00
81488	10/22/2014	INFRATECH	\$27,160.00
81489	10/22/2014	INNOVATIVE SERVICES, INC	\$1,732.50
81490	10/22/2014	JENSEN & SON ASPHALT RESTORATION, LLC	\$3,602.50
81491	10/22/2014	JERRY'S TRANSMISSION SERVICE INC	\$113.10
81492	10/22/2014	E O JOHNSON COMPANY	\$160.58
81493	10/22/2014	JRT PORTABLE TOILETS LLC	\$220.00
81494	10/22/2014	JT MARSHFIELD	\$50,000.00
81495	10/22/2014	K & M MONUMENTS	\$175.00
81496	10/22/2014	KOHS MACHINE SHOP	\$102.50
81497	10/22/2014	BOBBIE LAUERSDORF	\$218.00
81498	10/22/2014	THE TOWNSHIP OF LINCOLN	\$214.50
81499	10/22/2014	DARLENE LLOYD	\$100.00
81500	10/22/2014	CINDY LOONSTRA	\$63.00
81501	10/22/2014	MAID TO ORDER	\$200.00
81502	10/22/2014	MARSHFIELD AREA CHAMBER	\$50.00
81503	10/22/2014	MARSHFIELD BUYERS GUIDE	\$1,500.00
81504	10/22/2014	MARSHFIELD GLASS LLC	\$1,477.00

CK#	CK DATE	VENDOR	AMOUNT
81505	10/22/2014	MARSHFIELD PARKS & REC DEPT	\$2.39
81506	10/22/2014	MARSHFIELD UTILITIES	\$994.72
81507	10/22/2014	MARSHFIELD YOUNG PROFESSIONALS	\$100.00
81508	10/22/2014	MAVO SYSTEMS	\$2,483.00
81509	10/22/2014	MENARDS	\$852.41
81510	10/22/2014	RON MEYERS AND SON PARTNERS	\$3,340.00
81511	10/22/2014	MID WISCONSIN SUPPLY, LLC	\$537.77
81512	10/22/2014	MIDSTATE TECHNICAL COLLEGE	\$223.57
81513	10/22/2014	MILESTONE MATERIALS	\$2,231.88
81514	10/22/2014	MILWAUKEE RUBBER PRODUCTS	\$192.28
81515	10/22/2014	MINISTRY ST JOSEPH'S HOSPITAL	\$2,581.21
81516	10/22/2014	MITTEN'S HOME APPLIANCES	\$70.00
81517	10/22/2014	MONROE TRUCK EQUIPMENT	\$31.08
81518	10/22/2014	MOORE MEDICAL CORP	\$181.37
81519	10/22/2014	MPPA LE SUPPLY	\$1,226.18
81520	10/22/2014	NAPA AUTO PARTS	\$489.56
81521	10/22/2014	NEENAH FOUNDRY COMPANY	\$2,190.65
81522	10/22/2014	NEILLSVILLE BOOSTER CLUB	\$100.00
81523	10/22/2014	NFPA	\$285.25
81524	10/22/2014	NORTHCENTRAL TECHNICAL COLLEGE	\$600.00
81525	10/22/2014	NORTHERN LAKE SERVICE INC	\$331.50
81526	10/22/2014	NORTHSIDE COMPUTERS, LLC	\$119.90
81527	10/22/2014	NUTZ DEEP	\$63.00
81528	10/22/2014	OFFICE MAX INCORPORATED	\$59.99
81529	10/22/2014	OFFICE SUPPLIES 2 U INC	\$2,093.62
81530	10/22/2014	RAY M POEPEL	\$983.50
81531	10/22/2014	PERSONAL DEVELOPMENT CENTER INC	\$17,197.00
81532	10/22/2014	RANDY PETERSON	\$375.00
81533	10/22/2014	EUGENE PERLOCK	\$427.70
81534	10/22/2014	PRECISE MRM LLC	\$729.82
81535	10/22/2014	DAVE RADEMAN	\$7,000.00
81536	10/22/2014	RAY'S ELECTRIC	\$63.00
81537	10/22/2014	CATHY REINHART	\$100.00
81538	10/22/2014	RENT A FLASH OF WISCONSIN INC	\$3,785.00
81539	10/22/2014	RUNNING INC	\$24,942.51
81540	10/22/2014	SCAFFIDI TRUCK CENTER	\$98.74
81541	10/22/2014	SCHOOL DISTRICT OF AUBURNDALE	\$25.00
81542	10/22/2014	NANETTE SCHWANTES	\$63.00
81543	10/22/2014	SCOTTY'S PIZZA	\$38.40
81544	10/22/2014	SECURITY HEALTH PLAN	\$100.00
81545	10/22/2014	SIMPLEX GRINNELL LP	\$456.87
81546	10/22/2014	SPEE-DEE DELIVERY SERVICE INC	\$52.25
81547	10/22/2014	ST JOSEPH'S HOSPITAL-CHIPPEWA FALLS	\$342.50
81548	10/22/2014	STAAB CONSTRUCTION CORPORATION	\$5,495.31
81549	10/22/2014	STAPLES ADVANTAGE	\$114.57
81550	10/22/2014	STATE OF WISCONSIN	\$50.00
81551	10/22/2014	STEIGERWALDT LAND SERVICES, INC	\$21,000.00
81552	10/22/2014	NICK STERNITZKY	\$100.00
81553	10/22/2014	STREICHER'S POLICE EQUIPMENT	\$685.27
81554	10/22/2014	TEAM SPORTING GOODS INC	\$366.80
81555	10/22/2014	TELINJECT USA INC	\$261.45
81556	10/22/2014	TOP FORM, INC 2013-14	\$305.20
81557	10/22/2014	TOWN & COUNTRY ENGINEERING INC	\$6,666.62
81558	10/22/2014	TRANSUNION RISK AND ALTERNATIVE	\$1.50
81559	10/22/2014	TRIERWEILER CONSTRUCTION	\$10,932.20
81560	10/22/2014	UNIFIRST CORPORATION	\$295.44
81561	10/22/2014	UNITED MAILING SERVICE INC	\$1,401.07

<b>CK#</b>	<b>CK DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
81562	10/22/2014	UNITED RENTALS (NORTH AMERICA) INC	\$167.80
81563	10/22/2014	UNIVERSITY COMMISSION	\$970.00
81564	10/22/2014	VITAL COMMUNICATION	\$786.92
81565	10/22/2014	WE ENERGIES	\$676.40
81566	10/22/2014	WE ENERGIES	\$2,036.49
81567	10/22/2014	WEILER ENTERPRISES	\$206.00
81568	10/22/2014	WEILER TRANSPORTATION LLC	\$417.41
81569	10/22/2014	ERLAN R. WENZEL	\$445.00
81570	10/22/2014	WEPAK-N-SHIP	\$21.54
81571	10/22/2014	WI DEPARTMENT OF JUSTICE	\$105.00
81572	10/22/2014	WI PARK AND RECREATION ASSN	\$935.00
81573	10/22/2014	WISCONSIN RURAL WATER ASSOCIATION INC	\$285.00
81574	10/22/2014	WISCONSIN TRAPPERS ASSOCIATION	\$100.00
81575	10/22/2014	WOLFGRAM GAMOKE AND HUTCHINSON	\$11,743.56
81576	10/22/2014	WOOD COUNTY REGISTER OF DEEDS	\$90.00
81577	10/22/2014	WPELRA	\$150.00
81578	10/22/2014	DONNA ZYGARLICKE	\$375.00
		<b>TOTAL CURRENT BILLS PAID BY CHECK</b>	<b>\$351,689.64</b>
		<b>TOTAL PREPAID BILLS</b>	<b>\$305,584.11</b>
		<b>TOTAL CURRENT BILLS</b>	<b>\$420,511.36</b>
		<b>GRAND TOTAL</b>	<b><u>\$726,095.47</u></b>

REPORT OF PERSONNEL ACTIONS  
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
OF OCTOBER 21, 2014

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

**HIRED**

None

**RETIREMENT:**

None

**Resignation**

**PROMOTION:**

Mike Winch	Street Superintendent Street Division	October 2, 2014
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**COMPLETION OF  
PROBATIONARY  
PERIOD**

Bronson Weyrauch	Firefighter/Paramedic Fire & Rescue Department	September 30, 2014
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**TREASURY REPORT**  
September 2014

	September	August
<b>GENERAL CITY</b>		
<b>PREVIOUS BANK BALANCES (CASH):</b>		
Bonds -----	6,510.00	
Citizens State Bank -----	709,973.47	
	<b>TOTAL PREVIOUS CASH BALANCE:</b>	<b>\$716,483.47</b>
<b>RECEIPTS:</b>		
Citizens State Bank -----	2,202,903.22	
Citizens State Bank Interest -----	360.60	
L-T Investment Interest Recvt -----	0.00	
Tax collection -----	0.00	
	<b>TOTAL CASH RECEIPTS:</b>	<b>\$2,203,263.82</b>
<b>DISBURSEMENTS:</b>		
Citizens State Bank -----	2,470,401.49	
	<b>TOTAL CASH DISBURSEMENTS:</b>	<b>\$2,470,401.49</b>
<b>GENERAL CITY BOOK BALANCE (CASH):</b>	(Previous Balance + Receipt - Disbrsmnts.)	<b>\$449,345.80</b>
<b>GENERAL CITY INVESTMENTS:</b>		
Securities Investments (Long Term) -----	3,000,000.00	
Securities Investments (Short Term) -----	0.00	
SIST Int rate/earnings: 0.00% -----	0.00	
Local Government Investment Pool (LGIP) -----	7,943,848.08	
LGIP Int rate/earnings: 0.08% -----	549.92	
		<b>\$10,944,398.00</b>
		<b>\$12,201,679.08</b>
<b>TOTAL GENERAL CITY CASH &amp; INVESTMENTS:</b>		<b>\$11,393,743.80</b>
		<b>\$12,918,162.55</b>
<b>ELECTRIC &amp; WATER</b>		
Citizens Bank Previous Bal. -----	853,451.89	
Citizens Bank Utility Receipts -----	4,578,006.23	
Citizens Bank Utility Disburs. -----	4,057,486.81	
<b>E/W BOOK BALANCE:</b>		<b>\$1,373,971.31</b>
		<b>\$853,451.89</b>
<b>E/W INVESTMENTS:</b>		<b>\$15,993,540.43</b>
		<b>\$15,452,381.02</b>
<b>TOTAL E/W CASH &amp; INVESTMENTS:</b>		<b>\$17,367,511.74</b>
		<b>\$16,305,832.91</b>
<b>TOTAL BOOK BALANCE (CASH):</b>	(E & W Balance + General Balance)	<b>\$1,823,317.11</b>
		<b>\$1,569,935.36</b>
<b>RECAPITULATION BANK REPORT</b>		
Bonds -----	6,510.00	
Citizens Bank E/W Utility -----	1,406,770.63	
Citizens Bank General City -----	468,440.53	
	<b>TOTAL BANK BALANCE:</b>	<b>1,881,721.16</b>
	(OUTSTANDING CHECKS)	<b>58,404.05</b>
<b>TOTAL BANK BALANCE (CASH):</b>		<b>\$1,823,317.11</b>
CASH ON HAND :	\$100.00	<b>\$1,569,935.36</b>
		<b>\$100.00</b>
<b>TOTAL INVESTMENTS:</b>		<b>\$26,937,938.43</b>
		<b>\$27,654,060.10</b>
<b>TOTAL CASH &amp; INVESTMENTS:</b>		<b>\$28,761,255.54</b>
		<b>\$29,223,995.46</b>

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

City of Marshfield  
 Long - Term Security Investments  
 As of September 30, 2014

<u>Issuer</u>	<u>Term</u>	<u>Acquired</u>	<u>Face Value</u>	<u>Interest Rate(s)</u>	<u>Step (Y / N)</u>	<u>Next Call</u>	<u>Call Periodicity</u>	<u>Maturity Date</u>
FANNIE MAE	5.5 Year	8/22/2012	\$ 1,000,000	1.125%	N	10/22/2014	Continuous	2/22/2018
FANNIE MAE	7 Year	11/21/2012	\$ 1,000,000	1.0% to 6.0%	Y	10/21/2014	Continuous	11/21/2019
FHLB	5 Year	6/12/2013	\$ 1,000,000	0.8% to 2.5%	Y	10/12/2014	Continuous	6/12/2018

Total \$ 3,000,000

514 East Fourth Street  
Marshfield, WI 54449  
PHONE (715) 486-2094  
FAX (715) 384-8868  
Email:mfrd@ci.marshfield.wi.us



Robert P. Haight III  
Fire Chief

## FIRE & RESCUE DEPARTMENT

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### MEMORANDUM

**TO:** Finance, Budget, and Personnel Committee Members

**FROM:** Robert P. Haight III, Fire Chief

A handwritten signature in black ink that reads "Robert Haight III".

**DATE:** October 3, 2014

**SUBJECT:** Budget Resolution 25 -2014

### Background

The Marshfield Fire & Rescue entered into a contract with the State of Wisconsin as a Type 3 HazMat team in conjunction with Wisconsin Rapids Fire Department. We had previously purchased PEAC-WMD software and need further training to gain full advantage of all that this program is capable of.

### Analysis

This software is capable of providing information on chemicals, vapor clouds, protective equipment and preplanning of possible hazardous scenarios at locations within our response area. This software is very useful for incidents within the City of Marshfield as well as any incidents we would encounter throughout the state. We currently receive \$8,313.00 per year to provide this service and this expenditure falls within the guidelines for use of this equipment. The cost of supplying this training would be \$3,000.00 for the training itself and an additional \$1,878.32 for the overtime that will be incurred.

### Summary/Recommendation

This training will allow expanded use of our PEAC –WMD software. I would recommend the approval of Budget Resolution 25-2014 in the amount of \$4,878.32.

Concurrence:

A handwritten signature in black ink that reads "Steve Barg".

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Steve Barg, City Administrator

A handwritten signature in black ink that reads "Keith R. Strey".

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Keith Strey, Finance Director

BUDGET RESOLUTION NO. 25-2014

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

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

1. That the sum of \$4,878 is hereby transferred from State of WI HazMat Contract General Fund Revenues, a/c # 1014300021.210000 to the General Fund Fire Protection Budget, a/c # 1015221021.210000.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED \_\_\_\_\_  
Mayor

APPROVED \_\_\_\_\_  
Attest – City Clerk

PUBLISHED \_\_\_\_\_

DETAIL OF BUDGET RESOLUTION NO. 25-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Intergovernmental Revenues, a/c# 1014300021.210000:

1. 43529 – State Grants, Other Public Safety	\$	4,878
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TRANSFERRED TO:

General Fund, Fire Protection, a/c# 1015221021.210000:

1. 51000 (Series) – Permanent Employee Wages/Benefits	\$	1,878
2. 53330 – Travel / Staff		3,000

\* \* \* \* \*



City of  
Marshfield  
**Memorandum**

---

TO: Finance, Budget and Personnel Committee  
FROM: Lara Baehr, Human Resources Manager  
DATE: October 20, 2014  
RE: Payroll Resolution No. 2014-61

**BACKGROUND**

Payroll Resolution No. 2014-61 Detail lists the proposed pay rates for 2014 with recommended changes shaded (Please note only one change) effective as of October 28, 2014. The position of early morning Lifeguard has always been a challenge to fill due to the limited amount of hours of work each time and the early morning shift work starting at 5:45 a.m. 7:45 a.m. The position works three mornings a week. At this time the City does have a Lifeguard filling this position however they have said that it isn't worth their time unless they would be paid \$9.75 an hour (a \$1 per hour increase). The position of Lifeguard is one that requires annual recertification (two day class). If the Lifeguard were to resign the City would again try to recruit. In the meantime the City would likely need to cancel the early swim program.

This is not a request for additional funding. All staff expenditures will remain within the 2014 budget requests.

The Marshfield Temporary/Seasonal Pay Classification Plan Guidelines lists guidelines for Payroll Resolution No. 2014-61. There are no changes to the guidelines.

**RECOMMENDATION**

I recommend that the Finance, Budget and Personnel Committee approve Payroll Resolution No. 2014-61 which would set the pay range of seasonal early morning Lifeguard effective October 28, 2014 at \$9.75 an hour.

Attachments

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

**RESOLUTION NO. 2014-61  
PAYROLL RESOLUTION**

WHEREAS, the City of Marshfield offers a wide variety of recreational programs and services in the community on a year-long basis; and

WHEREAS, it is necessary to attract qualified employees to ensure that these programs and services can be offered.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Marshfield that the attached pay plan be adopted effective October 28, 2014 as specifically designated.

This resolution is recommended by the Finance, Budget and Personnel Committee.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Deb M. Hall, City Clerk

**Marshfield Seasonal/Casual  
Payroll Resolution No. 2013-37 Detail  
Rates Effective 2/12/13**

	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>LEVEL I</b>	\$7.25	\$7.40	\$7.65	\$7.80	*
Pool Attendant/Cashier					
Special Event Assistant					
<b>LEVEL II</b>	\$7.40	\$7.65	\$7.90	\$8.05	*
Program Instructor					
Ice Rink Supervisor					
Scorekeeper					
<b>LEVEL III</b>	\$7.75	\$8.00	\$8.25	\$8.50	*
Lifeguard/Headguard					
Facility Supervisor					
Youth Baseball Coach					
<b>Early Morning Lifeguard</b>	<b>\$9.75</b>				
<b>LEVEL IV</b>	\$8.75	\$9.25	\$9.75	\$10.25	*
Pool Manager					
Program Director					
<b>LEVEL V</b>	\$10.00	\$10.50	\$11.00	\$11.50	*
Program Coordinator					
<b>LEVEL VI</b>	\$11.00	\$12.00	\$13.00	\$13.50	***
Recreation Program Supervisor					
<b>ADULT OFFICIALS</b>					
Adult Basketball Scorekeeper 1 hour gm.	\$7.25	\$7.75	\$8.25	\$8.75	
Adult Basketball Supervisor 1 hour gm.	\$8.00	\$8.50	\$9.00	\$9.50	*
Adult Volleyball (1/ma) 45 min match	\$10.00	\$10.50	\$11.50	\$12.50	*
<b>YOUTH OFFICIALS</b>					
Baseball (1/gm)	\$8.00	\$8.50	\$9.00	\$9.50	***
Soccer Referee					
Non-Certified	\$8.00	\$8.50	\$9.00	\$9.50	
Certified	\$10.00	\$10.50	\$11.00	\$11.50	
<b>PARKS AND RECREATION OFFICE OPERATIONS</b>					
Parks and Recreation Casual Temp I	\$8.25	\$8.50	\$8.75	\$9.00	\$10.00
<b>ZOO OPERATIONS</b>	<b>0-480 hrs.</b>	<b>481-960 hrs.</b>	<b>961-1441 hrs.</b>	<b>1442 + hrs.</b>	
Zoo Intern	\$7.75	\$8.25	\$8.50		
Zoo Attendant	\$7.50	\$7.75	\$8.00	\$8.25	
Zoo Attendant Weekend	\$7.75	\$8.00	\$8.50	\$8.75	
Zookeeper Assistant	\$8.55	\$9.00	\$9.50	\$10.00	**
Zoo Education Coordinator	\$12.50-\$15.00				
<b>PARK/STREET OPERATIONS</b>	<b>0-480 hrs.</b>	<b>481-960 hrs.</b>	<b>961-1441 hrs.</b>	<b>1442 + hrs.</b>	
Seasonal Parks Maintenance	\$8.00	\$8.50	\$9.00	\$9.50	**
Seasonal Street Maintenance					
Facility Maintenance					
Seasonal CDL Street Maintenance	\$12.50-\$15.00				
<b>CEMETERY OPERATIONS</b>					
Cemetery Laborer	\$7.43-\$9.02				
<b>INTERNS</b>	<b>1st Summer</b>	<b>2nd Summer</b>	<b>3rd Summer</b>		
Engineering Intern Level I (H.S.Student)	\$9.18	\$10.20	\$11.22		

**Marshfield Seasonal/Casual  
Payroll Resolution No. 2013-37 Detail  
Rates Effective 2/12/13**

Engineering/WW Intern Level II (Engineering Student - College)	\$11.22	\$12.24	\$13.26		
Engineering Intern Level III (Civil Engineering Student)	\$13.26	\$14.28	\$15.30		
Planning Interns	\$11.00	\$12.00			
Technology Interns	\$7.25-\$16.00				
<b>POLICE DEPARTMENT</b>	<b>1st Step</b>	<b>1040 hrs</b>	<b>2080 hrs</b>		
Park Patrol	\$8.72	\$9.81	\$10.06		
Transport Coordinator	\$15.00				
Transport Officers	\$12.00-\$15.00				
Parking Enforcement I	\$8.00-\$9.25				
	<b>1-4 years</b>	<b>5 + years</b>			
Crossing Guards	\$10.82	\$11.09			
<b>OFFICE OPERATIONS</b>	<b>(1st Step)</b>	<b>1040 hrs</b>	<b>2080 hrs</b>		
Casual Temporary Clerical I	\$9.36	\$10.40	\$10.92		
Casual Temporary Clerical II	\$10.72	\$11.79	\$12.86		
Weed Commissioner	\$1,200/annually				
<b>ELECTION WORKERS</b>					
Election Inspector	\$8.00				
Relief Workers	\$7.50				
Voter Registration Deputy	\$8.50				
Chief Election Inspector	\$18.19				
<b>*Level I, II, III, Adult Official's and Cemetery laborer rates increase by \$.25 each year for no more than a \$1.00 increase.</b>					
<b>**Park/Street Operations rates increase by \$.30 each year for no more than a \$1.50 increase.</b>					
<b>***Level V, VI, and Youth Official's rates increase by \$.50 each year for no more than a \$2.00 increase.</b>					

## **MARSHFIELD TEMPORARY/SEASONAL PAY CLASSIFICATION PLAN GUIDELINES**

1. Positions within the Department will be assigned to the first step within that pay level providing they do not have any previous experience in a like position.
2. An employee may receive an annual step increase above the first step for 1 year previous experience in a like position (beginning rate would be step B); a two-step increase for 3 years previous experience in a like position (beginning rate would be step C); a three step increase for 5 years previous experience in a like position (beginning rate would be step D). Previous experience is not restricted to work with the City of Marshfield.
3. Employees who transfer to positions in a higher pay level will be placed at the step which is closest to their current rate without resulting in a decrease in pay. Employees transferring to different position within the same level or in a lower level will generally be placed at step A if they have less than one full season of employment with the department and in Step B if they have one or more full seasons and have demonstrated the ability to adequately perform the duties of the new position.
4. All employees will receive a job evaluation at the end of each season.
  - a. The rates of pay for employees in Levels I, II, III, IV, V will be reviewed after each season for the addition or expiration of any certifications. All returning employees will be eligible for a step increase the following year given they worked a minimum of 60% of the season and received a positive evaluation.
  - b. Park Maintenance, Zoo Attendant, Fairground Facility Maintenance/Supervisor and Casual Temporary Clerical progression through the pay plan will be based on the number of hours worked and have received a positive evaluation.
5. Temporary/Seasonal employees will not be scheduled to work more than 599 hours in a calendar year. Exceptions to this must be approved by the respective Department Head.
6. Employees appointed on a temporary/seasonal basis shall not be eligible for any fringe benefits offered by the city, except for Social Security and Worker's Compensation.
7. Temporary/Seasonal employees will be subject to all rules and regulations of their respective departments and the general rules governing all city employees.
8. No seasonal employee may work overtime unless approved by their supervisor in advance. Overtime is defined as "time over 40 hours in a pay period from midnight Sunday through midnight Saturday."

9. Any requests to pay an employee at a rate not described herein, must be recommended by the department head and a request will be sent to the Finance, Budget and Personnel Committee and a final decision will be made by the Common Council.

### **Parks and Recreation Temporary/Seasonal Employees Only**

1. Employees working in recreation programs are eligible for a step increase for each current certification held beyond the minimum requirements of the position. Accepted certifications for which an employee will receive a step increase are as follows:
  - a. All employees: First Aid & CPR
  - b. Aquatics: Lifeguard Training, water safety Instructor or Swim America Instructor, Lifeguard Training Instructor, water Safety Instructor Training, and adaptive Aquatics Certificate.
  - c. Officials: WIAA certification in relevant sport or ASA Certification for slow-pitch softball.
  - d. Instructors: N.Y.S.C.A., A.C.E.P. or other recognized certifications through professional associations.

The employee must provide proof of certification through the display of valid certification card. Increases for certification will only be given for those which pertain to the position of hire.

2. Head Lifeguards will be paid a premium of \$.25 more per hour over their current Lifeguard rate.
3. Officials and scorekeepers for adult athletic leagues who work alone will be paid time and a half.

## **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**