



CITY OF MARSHFIELD

MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, NOVEMBER 18, 2014
Council Chambers, Lower Level, City Hall Plaza
5:30 p.m.**

1. Call to Order – Alanna Feddick, Chair
2. Citizen Comments
3. Consent Agenda
 - a) Approval of minutes of October 21, 2014 meeting
 - b) Approve Bills and Payroll
 - c) Position Control Report
 - d) Treasurer's Report

Recommended Action: Approve the Consent Agenda, as presented.
4. Consideration of items removed from the consent agenda, if any.
5. Request to increase certain fines/fees for parking tickets and parking permits. Presented by Rick Gramza, Police Chief.

Recommended Action: Approve the requested changes.
6. Request to recommend approval of Budget Resolution No. 26-2014, transferring \$1,446 from the General Fund Fire Donations account to the Fire Protection Budget to purchase four (4) rescue task force plate kits to the Common Council. Presented by Craig DeGrand, Deputy Chief, Fire and Rescue Department.

Recommended Action: Recommend approval of Budget Resolution No. 26-2014 to the Common Council.
7. Request to recommend approval of Budget Resolution No. 27-2014, transferring \$7,322 within the Room Taxi Fund to fund repairs on the Ludwig Building to the Common Council. Presented by Ed. Englehart, Director of Parks and Recreation.

Recommended Action: Recommend approval of Budget Resolution No. 27-2014 to the Common Council.
8. Request to approve revised Policy 4.320, Utility Transfers for General Government Utilization. Presented by Steve Barg, City Administrator.

Recommended Action: Approve revised Policy 4.320.

FINANCE, BUDGET AND PERSONNEL COMMITTEE

November 18, 2014

9. Request to recommend approval of Resolution No. 2014-62, writing off various uncollectible ambulance accounts receivable totaling \$24,999.01. Presented by Brenda Hanson, Assistant Finance Director.

Recommended Action: Recommend approval of Payroll Resolution No. 2014-62 to the Common Council.

10. Request to recommend approval of Payroll Resolution No. 2014-67, adjusting the pay for temporary, seasonal, and part-time positions effective January 1, 2015 to the Common Council. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Recommend approval of Payroll Resolution No. 2014-67 to the Common Council.

11. Request to recommend approval of Payroll Resolution No. 2014-68, adjusting the pay for the City Clerk effective May 1, 2015. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Recommend approval of Payroll Resolution No. 2014-68 to the Common Council.

12. Request to recommend approval of Payroll Resolution No. 2014-69, adjusting the pay for the Municipal Judge effective May 1, 2015. Presented by Lara Baehr, Human Resources Manager.

Recommended Action: Recommend approval of Payroll Resolution No. 2014-69 to the Common Council.

13. Presentation of proposed guidelines for recruitment and hiring practices. Presented by Steve Barg, City Administer.

Recommended Action: Discretion of the Common Council.

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

Recommended Action: None, for information only.

15. Suggested items for future agendas

16. Adjourn

Posted this day, November 14, 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 21, 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, Rebecca Spiros and Char Smith

ABSENT: None

ALSO PRESENT: Alderperson Wagner, Mayor Meyer, City Administrator Barg and City Personnel (Lara Baehr, Brenda Hanson, Joan Spencer, Bob Haight, Keith Strey and Deb Hall)

Citizen Comments

None

FBP14-083 Motion by Hendler, second by Smith to approve the items on the consent agenda:

1. Minutes of the October 7, 2014 meeting.
2. Bills in the amount of \$726,095.47.
3. Report of Personnel Actions of October 21, 2014.
4. September 2014 Treasurer's Report

Motion carried

No items were removed from the consent agenda.

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. Currently they are involved in cross-training for the three positions in the department. They have evolved electronically over the last few years and they are to the point right now where a lot of the work that they are currently doing is hardwired into the system. There isn't as much new construction as there used to be in past years. She feels that they can handle the work load in 2015.

FBP14-084 Motion by Hendler, second by Earll to approve not filling the Deputy Assessor position and to move the .6 FTE Administrative Assistant II position to full-time effective November 3, 2014.

Motion carried

FBP14-085 Motion by Earll, second by Spiros to recommend approval of Budget Resolution No. 25-2014 to the Common Council, transferring \$4,878 from State Grants to the Fire Protection General Fund to pay for training on the PEAC-WMD software.

Motion carried

FBP14-086 Motion by Hendler, second by Earll to recommend approval of Payroll Resolution No. 2014-61 to the Common Council, authorizing the early swim Lifeguard rate to be \$9.75 an hour effective October 28, 2014. Nay – 1 (Smith)

Motion carried

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

- Support Technician Position – Originally this was to be effective July 1, 2015 but they are trying to find some additional funds for other projects so this might be moved to October 1, 2015.

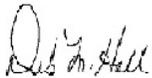
- Strategic Planning Sessions – Looking at doing these sessions possibly in January or February. Two 2 hour sessions will be held. One just for the Council and the second one would include staff.
- The relocation of the Finance Department to the 5th floor has begun. The Assessor's Department has moved to the 2nd floor. The Finance Department will be moving to the 5th floor the 1st week of November.
- The other items that were listed in the staffing study like restructuring departments, etc. he will be working on in 2015.

FUTURE AGENDA ITEMS

None

Motion by Hendler, second by Smith to adjourn at 5:54 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 **\$1,246,093.32** and General Expense Bills for October, 2014 amounting to **\$597,188.26** be allowed paid and charged to their proper accounts.

Chairman

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

11/5/2014

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

CK #	CK DATE	VENDOR	AMOUNT
81579	10/24/2014	ADVANCED DISPOSAL SERVICES LLC	\$71,867.07
81580	10/24/2014	AMERIGAS-RUDOLPH	\$314.67
81581	10/24/2014	CENTRAL WI COOPERATIVE	\$2,521.00
81582	10/24/2014	CHARTER COMMUNICATIONS	\$260.73
81583	10/24/2014	DELTA DENTAL OF WISCONSIN	\$12,963.73
81584	10/24/2014	FRONTIER	\$767.17
81585	10/24/2014	GANNETT WISCONSIN MEDIA	\$785.25
81586	10/24/2014	GUEST SERVICES	\$300.48
81587	10/24/2014	E O JOHNSON COMPANY	\$176.00
81588	10/24/2014	MARSHFIELD UTILITIES	\$28,790.21
81589	10/24/2014	REGISTRATION FEE TRUST	\$2.00
81590	10/24/2014	TELRITE CORPORATION	\$413.82
81591	10/24/2014	UNITED MAILING SERVICE INC	\$591.79
81592	10/24/2014	WALMART COMMUNITY/GECRB	\$1,667.59
81593	10/24/2014	WE ENERGIES	\$413.60
81594	10/24/2014	ZIMMERMAN ARCHITECTURAL STUDIOS	\$2,285.00
81600	10/29/2014	NVA FIDUCIARY TRUST FOR FSLI	\$1,447.10
		TOTAL PREPAID BILLS PAID BY CHECK	\$125,567.21

PREPAID BILLS PAID BY EFT

EFT000000003044	10/27/2014	BALTUS OIL COMPANY INC	\$24,649.51
EFT000000003045	10/29/2014	AMY KROGMAN	\$357.00
EFT000000003046	10/29/2014	KATHLEEN LINDGREN	\$19.99
		TOTAL PREPAID BILLS PAID BY EFT	\$25,026.50

ACH PAYMENTS

	10/31/2014	WI DEPT OF REVENUE - SALES TAX	\$2,447.49
		TOTAL ACH PAYMENTS	\$2,447.49

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000003047	11/5/2014	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$11.42
EFT000000003048	11/5/2014	AIR COMMUNICATIONS OF CENTRAL	\$22.00
EFT000000003049	11/5/2014	AMERICAN WELDING & GAS INC	\$328.38
EFT000000003050	11/5/2014	ARAMARK UNIFORM SERVICES	\$68.42
EFT000000003051	11/5/2014	B & B LAWN CARE LLC	\$24,119.90
EFT000000003052	11/5/2014	LARA BAEHR	\$49.28
EFT000000003053	11/5/2014	BATTERIES PLUS BULBS # 072	\$13.00
EFT000000003054	11/5/2014	BAUERNFEIND BUSINESS TECH	\$2,844.11
EFT000000003055	11/5/2014	JARED BEAUCHAMP	\$89.59
EFT000000003056	11/5/2014	STEVE BINDER	\$750.00
EFT000000003057	11/5/2014	TED BRATTON	\$513.77
EFT000000003058	11/5/2014	DAVID BUEHLER	\$296.40
EFT000000003059	11/5/2014	CARQUEST AUTO PARTS	\$661.64
EFT000000003060	11/5/2014	CAVU LLC	\$5,440.00
EFT000000003061	11/5/2014	CDW GOVERNMENT INC	\$952.33
EFT000000003062	11/5/2014	CENTRAL STATE SUPPLY CORP	\$166.18
EFT000000003063	11/5/2014	DAKOTA ELECTRIC SERVICE INC	\$1,551.57
EFT000000003064	11/5/2014	DALCO ENTERPRISES, INC.	\$220.67
EFT000000003065	11/5/2014	CRAIG DEGRAND	\$103.61

CK #	CK DATE	VENDOR	AMOUNT
EFT000000003066	11/5/2014	DOINE EXCAVATING INC	\$2,750.50
EFT000000003067	11/5/2014	DOINE TRANSPORT INC	\$180.25
EFT000000003068	11/5/2014	GORDON EARLL	\$216.72
EFT000000003069	11/5/2014	EMPLOYEE BENEFITS CORPORATION	\$386.75
EFT000000003070	11/5/2014	KELLY ESKER	\$54.13
EFT000000003071	11/5/2014	FERGUSON WATERWORKS	\$331.12
EFT000000003072	11/5/2014	FIRE & SAFETY EQUIPMENT IV INC	\$84.00
EFT000000003073	11/5/2014	FREMONT INDUSTRIES, INC.	\$5,855.04
EFT000000003074	11/5/2014	GALE/CENGAGE LEARNING	\$38.92
EFT000000003075	11/5/2014	GALLS LLC	\$63.26
EFT000000003076	11/5/2014	JOEL GOHAM	\$155.00
EFT000000003077	11/5/2014	GRAINGER	\$54.95
EFT000000003078	11/5/2014	HEINZEN PRINTING INC	\$433.00
EFT000000003079	11/5/2014	PETER HENDLER	\$320.42
EFT000000003080	11/5/2014	INGRAM LIBRARY SERVICES INC	\$453.11
EFT000000003081	11/5/2014	INNOVATIVE MACHINE SPEC INC	\$22,890.00
EFT000000003082	11/5/2014	JAMIE KIZER	\$80.49
EFT000000003083	11/5/2014	ROBERT LARSEN	\$24.00
EFT000000003084	11/5/2014	PEGGY LINDNER	\$60.50
EFT000000003085	11/5/2014	MARAWOOD REAL ESTATE 200 LLC	\$3,047.92
EFT000000003086	11/5/2014	MCMASTER-CARR	\$503.65
EFT000000003087	11/5/2014	MERKEL COMPANY INC	\$3,595.24
EFT000000003088	11/5/2014	CHRIS MEYER	\$35.84
EFT000000003089	11/5/2014	MIDSTATE TRUCK SERVICE	\$32.91
EFT000000003090	11/5/2014	MIDWEST TAPE	\$465.81
EFT000000003091	11/5/2014	MSA PROFESSIONAL SERVICES INC	\$6,781.90
EFT000000003092	11/5/2014	NELSON JAMESON INC	\$1,217.16
EFT000000003093	11/5/2014	THOMAS OTT	\$100.00
EFT000000003094	11/5/2014	JASON PARKS	\$70.00
EFT000000003095	11/5/2014	POMP'S TIRE SERVICE INC	\$2,926.35
EFT000000003096	11/5/2014	POWER PAC INC	\$203.10
EFT000000003097	11/5/2014	PRO ONE JANITORIAL, INC.	\$479.00
EFT000000003098	11/5/2014	QUILL CORPORATION	\$213.88
EFT000000003099	11/5/2014	RAMAKER & ASSOCIATES INC	\$390.00
EFT000000003100	11/5/2014	TIM RASMUSSEN	\$524.40
EFT000000003101	11/5/2014	REIGEL PLUMBING & HEATING INC	\$317.70
EFT000000003102	11/5/2014	IRWIN SAVERDA	\$6.16
EFT000000003103	11/5/2014	SCOTT SCHLEI	\$145.10
EFT000000003104	11/5/2014	SCHOOL DISTRICT OF MARSHFIELD	\$2,109.06
EFT000000003105	11/5/2014	JOAN SPENCER	\$100.80
EFT000000003106	11/5/2014	STAINLESS AND REPAIR INC	\$75.25
EFT000000003107	11/5/2014	BENJAMIN STEINBACH	\$140.55
EFT000000003108	11/5/2014	TRAFFIC AND PARKING CONTROL INC	\$2,061.22
EFT000000003109	11/5/2014	V & H INC	\$2,819.80
EFT000000003110	11/5/2014	VIDCOM LLC	\$2,748.30
EFT000000003111	11/5/2014	VIDCOM LLC	\$5,955.00
EFT000000003112	11/5/2014	VORPAHL FIRE & SAFETY	\$520.00
EFT000000003113	11/5/2014	SAM WARP JR.	\$492.51
EFT000000003114	11/5/2014	TROY WEILAND	\$215.45
EFT000000003115	11/5/2014	WOOD COUNTY HUMAN SERVICES	\$36.00
EFT000000003116	11/5/2014	XYLEM WATER SOLUTIONS U.S.A., INC.	\$1,747.00
		TOTAL CURRENT BILLS PAID BY EFT	\$112,711.49

CURRENT BILLS PAID BY CHECK

81601	11/5/2014	ABR EMPLOYMENTSERVICES	\$649.80
81602	11/5/2014	TIM FREECK	\$500.00
81603	11/5/2014	AMAZON	\$591.31

CK #	CK DATE	VENDOR	AMOUNT
81604	11/5/2014	AMERICAN ASPHALT OF WI	\$100,945.11
81605	11/5/2014	AMERICAN FENCE COMPANY	\$9,270.00
81606	11/5/2014	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$752.80
81607	11/5/2014	ASSOCIATED SERVICE CENTER	\$681.94
81608	11/5/2014	BRUCE TIBBETT JR.	\$73.75
81609	11/5/2014	BAKER AND TAYLOR CO-CONT ACCT	\$9.71
81610	11/5/2014	BAKER AND TAYLOR INC	\$3,443.05
81611	11/5/2014	BAY STEEL & FABRICATION LLC	\$8.71
81612	11/5/2014	BB COMMUNITY LEASING SERVICES INC	\$1,242.43
81613	11/5/2014	SATYA BHUPATHI	\$100.00
81614	11/5/2014	KRISTINE BIECHLER	\$214.20
81615	11/5/2014	BOARDERS INN & SUITES	\$280.00
81616	11/5/2014	TAMMY BORCHARDT	\$100.00
81617	11/5/2014	I BRANDL INC	\$864.25
81618	11/5/2014	BURT TROPHY & AWARDS INC	\$45.25
81619	11/5/2014	CAREW CONCRETE & SUPPLY CO	\$252.65
81620	11/5/2014	DARREL CASPERSON	\$50.00
81621	11/5/2014	CENTRAL MECHANICAL SYSTEMS INC	\$4,567.00
81622	11/5/2014	CENTRAL WI COOPERATIVE	\$429.00
81623	11/5/2014	CREATIVE PAINT & DECORATING	\$24,127.80
81624	11/5/2014	ANGELA DRAEGER	\$100.00
81625	11/5/2014	DUFFY'S AIRCRAFT SALES	\$5,233.44
81626	11/5/2014	FASTENAL COMPANY	\$470.25
81627	11/5/2014	FEHR GRAHAM & ASSOCIATES, LLC	\$1,470.00
81628	11/5/2014	FESTIVAL FOODS	\$72.25
81629	11/5/2014	GAFFNEY PLUMBING INC	\$450.00
81630	11/5/2014	GLOBAL INDUSTRIAL PROD 11G	\$50.84
81631	11/5/2014	HILLER'S HARDWARE INC	\$291.55
81632	11/5/2014	EMILY HUBER	\$140.02
81633	11/5/2014	ICS HEALY-RUFF	\$1,666.67
81634	11/5/2014	INTERNATL ASSN OF ASSESSING OFFICERS	\$175.00
81635	11/5/2014	JENSEN & SON ASPHALT RESTORATION, LLC	\$1,890.00
81636	11/5/2014	KOHS MACHINE SHOP	\$54.00
81637	11/5/2014	KELLY LINDNER	\$40.00
81638	11/5/2014	MARRIOTT HOTEL WEST	\$1,309.00
81639	11/5/2014	MARSHFIELD AREA CHAMBER	\$25.00
81640	11/5/2014	MARSHFIELD CITY GARAGE	\$6.70
81641	11/5/2014	MARSHFIELD CLINIC	\$2,993.62
81642	11/5/2014	MARSHFIELD POLICE DEPT INVESTIGATIVE FUND	\$1,526.00
81643	11/5/2014	MARSHFIELD POLICE DEPT TIPSTER PROGRAM	\$48.72
81644	11/5/2014	MARSHFIELD YOUTH SOCCER ASSOCIATION	\$880.48
81645	11/5/2014	LAURA MAZZINI	\$163.52
81646	11/5/2014	MED ALLIANCE GROUP INC	\$561.72
81647	11/5/2014	MEDICA	\$765.60
81648	11/5/2014	CONCEPCION MEDINA	\$100.00
81649	11/5/2014	MENARDS	\$1,064.43
81650	11/5/2014	METCO	\$333.00
81651	11/5/2014	MILESTONE MATERIALS	\$7,418.07
81652	11/5/2014	MINNESOTA LIFE INSURANCE CO	\$577.50
81653	11/5/2014	JANICE MOEN	\$12.00
81654	11/5/2014	MONROE TRUCK EQUIPMENT	\$258.05
81655	11/5/2014	NAPA AUTO PARTS	\$311.32
81656	11/5/2014	NATIONAL GOVERNMENT SERVICES	\$282.79
81657	11/5/2014	NEENAH FOUNDRY COMPANY	\$6,203.41
81658	11/5/2014	DORA NELLES	\$150.00
81659	11/5/2014	DON NIKOLAI CONSTRUCTION	\$44,462.50
81660	11/5/2014	NORTHERN LAKE SERVICE INC	\$441.00

CK #	CK DATE	VENDOR	AMOUNT
81661	11/5/2014	NOTARY RECORDS SECTION	\$20.00
81662	11/5/2014	OFFICE DEPOT	\$42.52
81663	11/5/2014	OFFICE MAX INCORPORATED	\$268.76
81664	11/5/2014	OFFICE SUPPLIES 2 U INC	\$129.24
81665	11/5/2014	OK SANITARY SERVICE INC	\$300.00
81666	11/5/2014	OPPORTUNITY DEVELOPMENT CENTER	\$118.00
81667	11/5/2014	RAY M POEPPPEL	\$682.00
81668	11/5/2014	PROCESS RESEARCH SOLUTIONS LLC	\$3,245.92
81669	11/5/2014	JEFFREY NIKOLAI	\$28.00
81670	11/5/2014	MARILYN RHODES	\$29.00
81671	11/5/2014	TOWNSHIP OF RICHFIELD	\$105.47
81672	11/5/2014	SAFE STEP LLC	\$3,784.33
81673	11/5/2014	SCAFFIDI TRUCK CENTER	\$90.88
81674	11/5/2014	SCHALOWS NURSERY, INC.	\$383.50
81675	11/5/2014	PAUL SCHEIBE	\$150.00
81676	11/5/2014	SCHENCK SC	\$135.00
81677	11/5/2014	TAMMY SCHLAGENHAFT	\$100.00
81678	11/5/2014	SCS ENGINEERS	\$3,376.80
81679	11/5/2014	MICHAEL OBRIEN	\$4,450.00
81680	11/5/2014	SHAW PAINTING	\$4,100.00
81681	11/5/2014	SPRING GREEN LAWN	\$1,613.00
81682	11/5/2014	STAAB CONSTRUCTION CORPORATION	\$14,561.66
81683	11/5/2014	ASHLEY STAUBER	\$100.00
81684	11/5/2014	STRAND ASSOCIATES INC	\$11,967.16
81685	11/5/2014	SUCCESS REALTY, INC.	\$100.00
81686	11/5/2014	THERESA TRACY	\$188.34
81687	11/5/2014	TRIERWEILER CONSTRUCTION	\$14,062.78
81688	11/5/2014	TRIPLE R BUSINESS SERVICES, LLC	\$5,169.28
81689	11/5/2014	TRUCK EQUIPMENT INC	\$103.88
81690	11/5/2014	UNIFIRST CORPORATION	\$249.63
81691	11/5/2014	UNIQUE BOOKS INC	\$3,676.52
81692	11/5/2014	UNIQUE MANAGEMENT SERVICES INC	\$98.45
81693	11/5/2014	UNITED RENTALS (NORTH AMERICA) INC	\$55.00
81694	11/5/2014	UW-GREEN BAY-OUTREACH	\$110.00
81695	11/5/2014	VITAL COMMUNICATION	\$259.93
81696	11/5/2014	STEVEN VOTAVA	\$100.00
81697	11/5/2014	WALGREENS	\$174.68
81698	11/5/2014	WATCHGUARD VIDEO	\$375.00
81699	11/5/2014	WEILER ENTERPRISES	\$338.03
81700	11/5/2014	WEPAK-N-SHIP	\$16.48
81701	11/5/2014	WI DEPT OF JUSTICE	\$1,179.50
81702	11/5/2014	WSFCA	\$85.00
81703	11/5/2014	PATTI WILLKOM	\$100.00
81704	11/5/2014	KHRISTINE WINEMILLER	\$100.00
81705	11/5/2014	WINTER EQUIPMENT COMPANY INC	\$23,914.62
		TOTAL CURRENT BILLS PAID BY CHECK	\$331,435.57
		TOTAL PREPAID BILLS	\$150,593.71
		TOTAL ACH PAYMENT	\$2,447.49
		TOTAL CURRENT BILLS	\$444,147.06
		GRAND TOTATL	<u>\$597,188.26</u>

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to N/A and General Expense Bills for October, 2014 amounting to \$639,546.33 be allowed paid and charged to their proper accounts.

Chairman

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

11/19/2014

PREPAID BILLS

PREPAID BILLS PAID BY CHECK

CK #	CK DATE	VENDOR	AMOUNT
81706	11/7/2014	CHARTER COMMUNICATIONS	\$459.99
81707	11/7/2014	DEPT OF WORKFORCE DEVELOPMENT	\$55.26
81708	11/7/2014	FRONTIER	\$664.80
81709	11/7/2014	GANNETT WISCONSIN MEDIA	\$1,886.02
81710	11/7/2014	E O JOHNSON COMPANY	\$704.13
81711	11/7/2014	MARSHFIELD UTILITIES	\$49,429.19
81712	11/7/2014	TDS TELECOM	\$347.22
81713	11/7/2014	TELRITE CORPORATION	\$84.61
81714	11/7/2014	US CELLULAR	\$1,403.58
81715	11/7/2014	VERIZON WIRELESS	\$402.89
81716	11/7/2014	WE ENERGIES	\$578.30
81717	11/10/2014	MINNESOTA LIFE INSURANCE CO	\$5,446.31
		TOTAL PREPAID BILLS PAID BY CHECK	\$61,462.30

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000003117	11/19/2014	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$13.06
EFT000000003118	11/19/2014	AIR COMMUNICATIONS OF CENTRAL	\$384.00
EFT000000003119	11/19/2014	JASON ANGELL	\$175.84
EFT000000003120	11/19/2014	APPLIED SPECIALTIES INC	\$8,210.40
EFT000000003121	11/19/2014	ARAMARK UNIFORM SERVICES	\$68.42
EFT000000003122	11/19/2014	ATHENS VETERINARY SERVICE INC	\$621.95
EFT000000003123	11/19/2014	AUDIO EDITIONS	\$231.92
EFT000000003124	11/19/2014	B & H PHOTO-VIDEO	\$87.36
EFT000000003125	11/19/2014	STEVE BARG	\$168.36
EFT000000003126	11/19/2014	JEFFREY BECKER	\$122.33
EFT000000003127	11/19/2014	BOUND TREE MEDICAL, LLC	\$244.11
EFT000000003128	11/19/2014	BRUCE MUNICIPAL EQUIPMENT	\$133,208.00
EFT000000003129	11/19/2014	CARQUEST AUTO PARTS	\$584.43
EFT000000003130	11/19/2014	CDW GOVERNMENT INC	\$4,441.77
EFT000000003131	11/19/2014	CENTRAL STATE SUPPLY CORP	\$1,885.05
EFT000000003132	11/19/2014	CHEM TECH INTERNATIONAL INC	\$74.25
EFT000000003133	11/19/2014	CHILI IMPLEMENT CO INC	\$274.80
EFT000000003134	11/19/2014	DALCO ENTERPRISES, INC.	\$545.34
EFT000000003135	11/19/2014	DEMCO	\$1,087.88
EFT000000003136	11/19/2014	AMANDA DUER	\$16.80
EFT000000003137	11/19/2014	TERRY ENDRIES	\$20.60
EFT000000003138	11/19/2014	ENERGENECS INC	\$861.56
EFT000000003139	11/19/2014	KELLY ESKER	\$29.68
EFT000000003140	11/19/2014	TRAVIS ESSER	\$500.00
EFT000000003141	11/19/2014	FREMONT INDUSTRIES, INC.	\$7,308.80
EFT000000003142	11/19/2014	GALE/CENGAGE LEARNING	\$143.87
EFT000000003143	11/19/2014	GRAINGER	\$269.17
EFT000000003144	11/19/2014	GRANICUS INC	\$600.00
EFT000000003145	11/19/2014	HALRON LUBRICANTS INC	\$932.26
EFT000000003146	11/19/2014	HEINZEN PRINTING INC	\$801.00
EFT000000003147	11/19/2014	HOUSE OF HEATING INC	\$683.11
EFT000000003148	11/19/2014	INGRAM LIBRARY SERVICES INC	\$87.53
EFT000000003149	11/19/2014	DEREK IVERSON	\$10.00

CK #	CK DATE	VENDOR	AMOUNT
EFT000000003150	11/19/2014	CHRIS JOCKHECK	\$166.24
EFT000000003151	11/19/2014	DENNIS KEFFER	\$74.85
EFT000000003152	11/19/2014	LORRIE KROKSTROM	\$41.44
EFT000000003153	11/19/2014	MCMaster-CARR	\$846.00
EFT000000003154	11/19/2014	MERKEL COMPANY INC	\$465.52
EFT000000003155	11/19/2014	MIDSTATE TRUCK SERVICE	\$5.02
EFT000000003156	11/19/2014	MIDWEST TAPE	\$1,331.37
EFT000000003157	11/19/2014	MISSISSIPPI WELDERS	\$152.04
EFT000000003158	11/19/2014	MSA PROFESSIONAL SERVICES INC	\$11,521.68
EFT000000003159	11/19/2014	PAUL NEEDHAM	\$70.66
EFT000000003160	11/19/2014	ORRIN NINNEMAN	\$1,324.97
EFT000000003161	11/19/2014	NORTH CENTRAL LABORATORIES	\$661.67
EFT000000003162	11/19/2014	BRIAN PANZER	\$3.50
EFT000000003163	11/19/2014	LORI PANZER	\$45.36
EFT000000003164	11/19/2014	RICHARD POKORNY	\$61.60
EFT000000003165	11/19/2014	POMP'S TIRE SERVICE INC	\$4,374.19
EFT000000003166	11/19/2014	POWER PAC INC	\$82.39
EFT000000003167	11/19/2014	PREMIER PRINTING, INC	\$561.89
EFT000000003168	11/19/2014	QUILL CORPORATION	\$35.47
EFT000000003169	11/19/2014	RECORDED BOOKS LLC	\$7.95
EFT000000003170	11/19/2014	REIGEL PLUMBING & HEATING INC	\$1,777.21
EFT000000003171	11/19/2014	RIPP DISTRIBUTING COMPANY INC	\$89.00
EFT000000003172	11/19/2014	SAFE FAST INC	\$86.40
EFT000000003173	11/19/2014	DANIEL A SALACINSKI	\$35.00
EFT000000003174	11/19/2014	PHIL SCHMIDT	\$26.05
EFT000000003175	11/19/2014	SCHOOL DISTRICT OF MARSHFIELD	\$8,657.25
EFT000000003176	11/19/2014	WILLIAM SCHROEDER	\$150.00
EFT000000003177	11/19/2014	SHERWIN WILLIAMS COMPANY	\$89.58
EFT000000003178	11/19/2014	SHI INTERNATIONAL CORPORATION	\$518.80
EFT000000003179	11/19/2014	STRATFORD SIGN COMPANY LLC	\$137.00
EFT000000003180	11/19/2014	MICHAEL TOPNESS	\$85.19
EFT000000003181	11/19/2014	TRAFFIC AND PARKING CONTROL INC	\$4,702.28
EFT000000003182	11/19/2014	V & H INC	\$3,701.29
EFT000000003183	11/19/2014	VIDCOM LLC	\$2,720.00
EFT000000003184	11/19/2014	MICHAEL WINCH	\$30.07

TOTAL CURRENT BILLS PAID BY EFT \$209,332.58

CURRENT BILLS PAID BY CHECK

81718	11/19/2014	ABR EMPLOYMENTSERVICES	\$649.80
81719	11/19/2014	ALLIANT ENERGY WP&L	\$28.14
81720	11/19/2014	EMILY ALTMANN	\$75.00
81721	11/19/2014	AMERA CHEM INC	\$157.40
81722	11/19/2014	AQUATIC BIOLOGISTS INC	\$115.00
81723	11/19/2014	ASSOCIATED SERVICE CENTER	\$787.44
81724	11/19/2014	BAKER AND TAYLOR CO-CONT ACCT	\$60.00
81725	11/19/2014	BAKER AND TAYLOR INC	\$3,980.24
81726	11/19/2014	BAY STEEL & FABRICATION LLC	\$42.10
81727	11/19/2014	BROOKS TRACTOR INC	\$2,187.56
81728	11/19/2014	BURT TROPHY & AWARDS INC	\$93.85
81729	11/19/2014	TRACEY BUSHMAN	\$100.00
81730	11/19/2014	CENTRAL WI COOPERATIVE	\$510.78
81731	11/19/2014	CENTRAL WI LAWN CARE & SEAL COATING LLC	\$2,056.88
81732	11/19/2014	J P COOKE CO	\$473.39
81733	11/19/2014	CTL COMPANY INC	\$1,310.49
81734	11/19/2014	EMMONS BUSINESS INTERIORS	\$668.38
81735	11/19/2014	FASTENAL COMPANY	\$272.12

CK #	CK DATE	VENDOR	AMOUNT
81736	11/19/2014	FESTIVAL FOODS	\$177.03
81737	11/19/2014	FIRST SUPPLY LLC	\$386.34
81738	11/19/2014	JOAN FRERICKS	\$75.00
81739	11/19/2014	FRONTIER	\$354.86
81740	11/19/2014	GAFFNEY PLUMBING INC	\$3.78
81741	11/19/2014	LOIS GARBISCH	\$100.00
81742	11/19/2014	GENERAL FARM SUPPLY INC	\$875.00
81743	11/19/2014	H & S PROTECTION SYSTEMS INC	\$134.51
81744	11/19/2014	HACH COMPANY	\$323.39
81745	11/19/2014	HGA	\$3,508.95
81746	11/19/2014	MARK HETZEL	\$100.00
81747	11/19/2014	HILLER'S HARDWARE INC	\$582.13
81748	11/19/2014	HOWARD HOFFMAN	\$100.00
81749	11/19/2014	INNOVATIVE SERVICES, INC	\$1,155.00
81750	11/19/2014	JG UNIFORMS INC	\$132.65
81751	11/19/2014	JRT PORTABLE TOILETS LLC	\$110.00
81752	11/19/2014	KNOLLWOOD TECHNOLOGIES, INC.	\$10,800.00
81753	11/19/2014	KOHS MACHINE SHOP	\$20.50
81754	11/19/2014	JODY KORTUEM	\$100.00
81755	11/19/2014	NATIONWIDE TRUST COMPANY, FSB	\$27,456.00
81756	11/19/2014	MAIN STREET MARSHFIELD INC	\$3,194.08
81757	11/19/2014	MARSHFIELD AREA CHAMBER	\$394.00
81758	11/19/2014	MARSHFIELD ELKS	\$3,000.00
81759	11/19/2014	MARSHFIELD PUBLIC LIBRARY	\$5.32
81760	11/19/2014	SANDY MARTH	\$100.00
81761	11/19/2014	MEDFORD COOPERATIVE INC	\$350.00
81762	11/19/2014	MENARDS	\$3,173.65
81763	11/19/2014	MARK F PAGE	\$30.00
81764	11/19/2014	MID WISCONSIN SUPPLY, LLC	\$259.54
81765	11/19/2014	MITTEN'S HOME APPLIANCES	\$369.00
81766	11/19/2014	MONROE TRUCK EQUIPMENT	\$5.60
81767	11/19/2014	MUSIC QUEST MUSICIANS SUPPLY LLC	\$1,889.00
81768	11/19/2014	NAPA AUTO PARTS	\$245.51
81769	11/19/2014	JENNIFER NEMEC	\$100.00
81770	11/19/2014	NEUVILLE CHRYSLER DODGE JEEP	\$60,304.00
81771	11/19/2014	NEWCO SHARPENING & SERVICE LLC	\$10.00
81772	11/19/2014	DON NIKOLAI CONSTRUCTION	\$20,250.00
81773	11/19/2014	NIKOLAY COMPANIES	\$200.00
81774	11/19/2014	NORTHERN INDUSTRIAL TECHNOLOGY, INC	\$400.00
81775	11/19/2014	NORTHERN LAKE SERVICE INC	\$423.70
81776	11/19/2014	BLUE TARP FINANCIAL	\$96.13
81777	11/19/2014	ODONNELL LOCKSMITHING SERVICE	\$21.00
81778	11/19/2014	OFFICE MAX INCORPORATED	\$68.51
81779	11/19/2014	OFFICE SUPPLIES 2 U INC	\$681.43
81780	11/19/2014	PAYSON PROPERTIES, LLC	\$61,068.80
81781	11/19/2014	JEAN ZYGARLICHE	\$20.00
81782	11/19/2014	PERSONAL DEVELOPMENT CENTER INC	\$10,121.00
81783	11/19/2014	PHYSIO CONTROL CORPORATION	\$2,155.44
81784	11/19/2014	EUGENE PERLOCK	\$704.90
81785	11/19/2014	PRECISE MRM LLC	\$24.62
81786	11/19/2014	PRINTX	\$532.79
81787	11/19/2014	PUBLIC FINANCIAL MGMT INC	\$23,750.00
81788	11/19/2014	QUARLES & BRADY LLP	\$8,750.00
81789	11/19/2014	JEFFREY NIKOLAI	\$27.50
81790	11/19/2014	DAVE RADEMAN	\$7,125.00
81791	11/19/2014	RADISSON PAPER VALLEY HOTEL	\$388.00
81792	11/19/2014	ROCHESTER PUBLIC LIBRARY	\$29.99

CK #	CK DATE	VENDOR	AMOUNT
81793	11/19/2014	RUNNING INC	\$29,025.36
81794	11/19/2014	SCHALOWS NURSERY, INC.	\$10,255.60
81795	11/19/2014	ALBERT SCHIFERL	\$95.00
81796	11/19/2014	SCHWAAB INC	\$34.24
81797	11/19/2014	SCOTTY'S PIZZA	\$67.15
81798	11/19/2014	SHELLY SEBOLD	\$10.87
81799	11/19/2014	SECURITY OVERHEAD DOOR INC	\$2,058.00
81800	11/19/2014	SIMPLEX GRINNELL LP	\$628.49
81801	11/19/2014	SPAULDING MFG., INC.	\$231.46
81802	11/19/2014	ST VINCENT DE PAUL	\$75.00
81803	11/19/2014	STAPLES ADVANTAGE	\$84.88
81804	11/19/2014	STERNWEIS & SONS INC	\$64.75
81805	11/19/2014	TED STIEMKE	\$100.00
81806	11/19/2014	STRYKER SALES CORPORATION	\$20.30
81807	11/19/2014	SUDA PLUMBING INC	\$243.04
81808	11/19/2014	SUPERIOR GAS SERVICE INC	\$3.00
81809	11/19/2014	SWIDERSKI EQUIPMENT	\$101.25
81810	11/19/2014	TACTICAL SOLUTIONS	\$840.00
81811	11/19/2014	TOWN & COUNTRY ENGINEERING INC	\$8,875.82
81812	11/19/2014	TRACTOR CENTRAL	\$70.66
81813	11/19/2014	TRIERWEILER CONSTRUCTION	\$17,375.50
81814	11/19/2014	TRUCK EQUIPMENT INC	\$311.64
81815	11/19/2014	UNIFIRST CORPORATION	\$282.96
81816	11/19/2014	UNIQUE BOOKS INC	\$375.33
81817	11/19/2014	UNITED MAILING SERVICE INC	\$1,367.04
81818	11/19/2014	UNITED RENTALS (NORTH AMERICA) INC	\$412.81
81819	11/19/2014	UNIVERSITY COMMISSION	\$6,507.50
81820	11/19/2014	VITAL COMMUNICATION	\$358.95
81821	11/19/2014	WAAO	\$70.00
81822	11/19/2014	WEDA	\$325.00
81823	11/19/2014	WEILER ENTERPRISES	\$28.33
81824	11/19/2014	WEILER TRANSPORTATION LLC	\$192.97
81825	11/19/2014	ERLAN R. WENZEL	\$70.00
81826	11/19/2014	WEPAK-N-SHIP	\$95.74
81827	11/19/2014	WERNER ELECTRIC SUPPLY CO	\$1,283.29
81828	11/19/2014	WI DEPARTMENT OF JUSTICE	\$175.00
81829	11/19/2014	WI DEPT OF TRANSPORTATION	\$500.00
81830	11/19/2014	WI PARK AND RECREATION ASSN	\$80.00
81831	11/19/2014	WOLFGRAM GAMOKE AND HUTCHINSON	\$14,894.00
81832	11/19/2014	WOOD COUNTY LEADERS ASSOCIATION	\$50.00
81833	11/19/2014	JACQUELINE ZIEGLMEIER	\$5.78
81834	11/19/2014	ZORO TOOLS, INC.	\$437.52
81835	11/19/2014	DONNA ZYGARLICHE	\$335.00
TOTAL CURRENT BILLS PAID BY CHECK			\$368,751.45

TOTAL PREPAID BILLS	\$61,462.30
TOTAL CURRENT BILLS	\$578,084.03
GRAND TOTAL	<u>\$639,546.33</u>

MONTHLY POSITION CONTROL REPORT
 PERMANENT FULL-TIME/PART-TIME
 POSITIONS AS OF OCTOBER 31, 2014

Department	Division	Position	FTE	Last Name	First Name
Administrator		City Administrator	1.00	BARG	STEVEN
Administrator		Human Resources Manager	1.00	BAEHR	LARA
Administrator		Administrative Assistant III	0.50	KROGMAN	AMY
Administrator Total			2.50		
Assessor		City Assessor	1.00	SPENCER	JOAN
Assessor		Property Appraiser	1.00	FECHHELM	BELINDA
Assessor		Administrative Assistant II	0.60	PUGH	KEITH
Assessor Total			2.60		
Cemetery		Cemetery Caretaker Assistant	1.00	BRAUNSKY	WILLIAM
Cemetery		Cemetery Coordinator/Caretaker	1.00	BALTUS	MICHAEL
Cemetery Total			2.00		
Clerk		City Clerk	1.00	HALL	DEBORAH
Clerk		Deputy Clerk	1.00	PANZER	LORI
Clerk Total			2.00		
Finance		Accounting Clerk	0.50	OPPMAN	JOANN
Finance		Accounting Clerk	1.00	LINDGREN	KATHLEEN
Finance		Accountant	1.00	VAN WYHE	AMY
Finance		Payroll Technician	1.00	MICHALIK	JANETTE
Finance		Accounting Technician	0.80	RINDFLEISCH	MARILYN
Finance		Payroll Technician	1.00	SCHOOLEY	ROBERT
Finance		Assistant Finance Director	1.00	HANSON	BRENDA
Finance		Finance Director	1.00	STREY	KEITH
Finance Total			7.30		
Fire		Deputy Fire Chief	1.00	DEGRAND	CRAIG
Fire		Deputy Fire Chief	1.00	DOLENS	ROY
Fire		Deputy Fire Chief	1.00	ERICKSON	EDWIN
Fire		Deputy Fire Chief	1.00	OWEN	SCOTT
Fire		Deputy Fire Chief	1.00	CLEMENTS	JODY
Fire		Fire Chief	1.00	HAIGHT	ROBERT
Fire		Firefighter	1.00	BARTH	JEFFREY
Fire		Firefighter	1.00	BAUER	RODNEY
Fire		Firefighter	1.00	BREUER	BRAD
Fire		Firefighter	1.00	CHRISTOPHER	LANCE
Fire		Firefighter	1.00	ESKER	KELLY
Fire		Firefighter	1.00	JONAS	DANIEL
Fire		Firefighter	1.00	LUCARELI	JON
Fire		Firefighter	1.00	MEYER	JAMES
Fire		Firefighter	1.00	MUELLER	EVERETT
Fire		Firefighter	1.00	VANDEN ELZEN	JOSEPH
Fire		Firefighter Paramedic	1.00	ALTMAN	JONATHAN
Fire		Firefighter Paramedic	1.00	BAKOS	STEVEN
Fire		Firefighter Paramedic	1.00	BARNES	BRIAN
Fire		Firefighter Paramedic	1.00	FLETTY	PETER
Fire		Firefighter Paramedic	1.00	FOTH	JASON
Fire		Firefighter Paramedic	1.00	FRYDENLUND	LUCAS
Fire		Firefighter Paramedic	1.00	GILBERTSON	BJORN
Fire		Firefighter Paramedic	1.00	GRIESBACH	BENJAMIN
Fire		Firefighter Paramedic	1.00	JONAS	ERIK
Fire		Firefighter Paramedic	1.00	KARNOWSKI	MATTHEW
Fire		Firefighter Paramedic	1.00	LANG	ERIC

Fire	Firefighter Paramedic	1.00	MCNAMARA	NATHANIEL
Fire	Firefighter Paramedic	1.00	PATTON	DAVID
Fire	Firefighter Paramedic	1.00	SADAUSKAS	JENI
Fire	Firefighter Paramedic	1.00	SCHAD	JASON
Fire	Firefighter Paramedic	1.00	TENNESSEN	SAMUEL
Fire	Firefighter Paramedic	1.00	THORNBERG	CODY
Fire	Firefighter Paramedic	1.00	WEILAND	TROY
Fire	Firefighter Paramedic	1.00	WEYRAUCH	BRONSON
Fire	Firefighter Paramedic	1.00	WINISTORFER	PETER
Fire	Administrative Assistant III	1.00	BERGER	SUZANNE
Fire Total		37.00		
Technology	Technology Analyst	1.00	WESTMAN	ERIK
Technology	Technology Analyst	1.00	SUTTON	MATTHEW
Technology	Technology Director	1.00	NG	ENG
Information Technology Total		3.00		
Library	Adult Services Supervisor Lib	1.00	ADLER	MARY LOU
Library	Asst Dir./Tech. Srvs Supervisor	1.00	BAKER	KATHLEEN
Library	Childrens' Services Supervisor	1.00	ROPSON	KIM
Library	Library Assistant II	0.625	AUSTIN	JANE
Library	Library Assistant II	0.5	CERA	JILL
Library	Library Assistant II	1.00	SMITH	PENNY
Library	Library Custodian	1.00	FRUEHBRODT	WILLIAM
Library	Library Director	1.00	BELONGIA	LORI
Library	Library Specialist I	0.50	BAKER	DAVID
Library	Library Specialist I	1.00	CALLI	DEBORAH
Library	Library Specialist I	1.00	DERFUS	MARY
Library	Library Specialist I	1.00	HILL	SANDRA
Library	Library Specialist II	0.725	SLADE	CHELSEA
Library	Library Specialist III	0.50	KRUSE	NATALIE
Library	Library Specialist III	0.5	APFEL	STEVE
Library	Library Specialist III	1.00	HELKE	AMANDA
Library	Library Specialist III	1.00	SCHULTZ	ROBERT
Library	Library Specialist III	1.00	STEELE	PATRICIA
Library	Library Systems Analyst	1.00	MADER	ROBERT
Library Total		16.350		
Mayor	Administrative Assistant III	0.50	KROGMAN	AMY
Mayor	Mayor	0.50	MEYER	CHRISTOPHER
Mayor Total		1.00		
Municipal Court	Municipal Court Clerk	0.75	CARLSON	SUSAN
Municipal Court Total		0.75		
Parks & Recreation	Classification II	1.00	ADAMSKI	CHARLES
Parks & Recreation	Classification II	1.00	ROGERS	DANIEL
Parks & Recreation	Classification II	1.00	WEINFURTNER	JEFFREY
Parks & Recreation	classification III	1.00	SCHLAGENHAFT	PAUL
Parks & Recreation	Parks & Recreation Director	1.00	ENGLEHART	EDWARD
Parks & Recreation	Parks & Recreation Maint Supv	1.00	STEINBACH	BENJAMIN
Parks & Recreation	Parks & Recreation Supv II	1.00	CASSIDY	KELLY
Parks & Recreation	Administrative Assistant II	1.00	BEAUCHAMP	AMY
Parks & Recreation	Zoo Keeper	1.00	BURNS	STEVEN
Parks & Recreation Total		9.00		
Planning	Director of Planning/Econ Dev	1.00	ANGELL	JASON
Planning	Planner/Zoning Administrator	1.00	MILLER	JOSHUA
Planning	GIS Coordinator	1.00	BUEHLER	DAVID
Planning	Zoning Administrator	1.00	SCHROEDER	SAMUEL
Planning Total		4.00		

Police		Administrative Assistant III	1.00	LINDNER	PEGGY
Police		Custodian	1.00	TIBBETT	BRUCE
Police		Ordinance Enforcement Officer	1.00	LARSEN	ROBERT
Police		Ordinance Enforcement Officer	1.00	LEONARD	DANIEL
Police		Patrol Officer	1.00	GROSS	ROCHLEY
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	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	FOEMMEL	JASON
Police		Police School Liaison Officer	1.00	GIACOMINO	CHRISTINE
Police		Police Sergeant	1.00	KEFFER	DENNIS
Police		Police Sergeant	1.00	ESSER	TRAVIS
Police		Police Sergeant	1.00	POESCHEL	DOMINIC
Police		Police Sergeant	1.00	GEURINK	JODY
Police		Traffic Safety/Crime Prevention	1.00	SALACINSKI	DANIEL
Police Total			48.00		
Public Works	Administration	Public Works Director	1.00	KNOECK	DANIEL
Public Works	Administration	Administrative Assistant II	1.00	ANDERSON	MARY
Public Works	Building Services	Building Services Supervisor	1.00	POKORNY	RICHARD
Public Works	Building Services	Electrical Inspector	1.00	KILTY	PATRICK
Public Works	Building Services	Maintenance Technician II	1.00	MOLTER	JEFFREY
Public Works	Building Services	Administrative Assistant II	1.00	UTHMEIER	CHERYL

Public Works	Engineering	Assistant City Engineer	1.00	CASSIDY	TIMOTHY
Public Works	Engineering	City Engineer	1.00	TURCHI	THOMAS
Public Works	Engineering	Civil Engineer II	1.00	MAURITZ	JOSH
Public Works	Engineering	Engineering Technician	1.00	OLDHAM	LANCE
Public Works	Engineering	Engineering Technician	1.00	MILLER	SHAWN
Public Works	Engineering	Surveyor	1.00	HAWLEY	KRISTOFER
Public Works	Street Services	Administrative Assistant II	1.00	WARP	JEAN
Public Works	Street Services	Asst Street Superintendent	1.00	BORNBACH	KURT
Public Works	Street Services	Asst Street Superintendent	1.00	VACANT	
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	WINCH	MICHAEL
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
Public Works Total			54.50		
Grand Total			190.000		

TREASURY REPORT
October 2014

	October	September
GENERAL CITY		
PREVIOUS BANK BALANCES (CASH):		
Bonds	6,510.00	
Citizens State Bank	442,835.80	
	TOTAL PREVIOUS CASH BALANCE:	\$449,345.80
RECEIPTS:		
Citizens State Bank	2,999,359.39	
Citizens State Bank Interest	412.70	
L-T Investment Interest Recv	0.00	
Tax collection	0.00	
	TOTAL CASH RECEIPTS:	\$2,999,772.09
DISBURSEMENTS:		
Citizens State Bank	2,883,704.99	
	TOTAL CASH DISBURSEMENTS:	\$2,883,704.99
GENERAL CITY BOOK BALANCE (CASH):	(Previous Balance + Receipt - Disbrsmnts.)	\$565,412.90
GENERAL CITY INVESTMENTS:		
Securities Investments (Long Term)	3,000,000.00	
Securities Investments (Short Term)	0.00	
SIST Int rate/earnings: 0.00%	0.00	
Local Government Investment Pool (LGIP)	6,244,889.75	
LGIP Int rate/earnings: 0.08%	458.40	
	\$9,245,348.15	\$10,944,398.00
TOTAL GENERAL CITY CASH & INVESTMENTS:	\$9,810,761.05	\$11,393,743.80
ELECTRIC & WATER		
Citizens Bank Previous Bal.	1,373,971.31	
Citizens Bank Utility Receipts	7,976,615.16	
Citizens Bank Utility Disburs.	8,521,178.72	
E/W BOOK BALANCE:	\$829,407.75	\$1,373,971.31
E/W INVESTMENTS:	\$20,340,719.28	\$15,993,540.43
TOTAL E/W CASH & INVESTMENTS:	\$21,170,127.03	\$17,367,511.74
TOTAL BOOK BALANCE (CASH):	(E & W Balance + General Balance)	\$1,394,820.65
RECAPITULATION BANK REPORT		
Bonds	6,510.00	
Citizens Bank E/W Utility	1,732,461.42	
Citizens Bank General City	835,552.27	
	TOTAL BANK BALANCE:	2,574,523.69
	(OUTSTANDING CHECKS)	1,179,703.04
TOTAL BANK BALANCE (CASH):	\$1,394,820.65	\$1,823,317.11
CASH ON HAND :	\$100.00	\$100.00
TOTAL INVESTMENTS:	\$29,586,067.43	\$26,937,938.43
TOTAL CASH & INVESTMENTS:	\$30,980,888.08	\$28,761,255.54

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

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

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

Total \$ 3,000,000

Memorandum

Date: 10/21/2014
To: Daniel Knoeck, Public Works Director
From: Lorrie Krokstrom, Staff Services Supervisor 
Through: Rick Gramza, Chief of Police 
Subject: Request increase for parking permits and parking tickets

History

The last increase for parking permits occurred in 2007 and the last increase in the parking ticket fines occurred in 2010.

Analysis

Our department feels it is time to increase the amount we charge for parking permits and we would like to see all of the parking violations (except handicapped) at the same fee. The Chestnut Avenue construction in 2013 saw a reduced number of parking tickets issued as the parking restrictions in certain areas were relaxed for the benefit of the downtown businesses affected by the construction. We anticipate the same situation for the Maple Avenue construction in 2015. The loss of revenue may be somewhat offset by the increase in the fine amounts recommended.

The current and recommended fees for the parking permits and parking tickets are listed at the end of this memorandum.

Recommendation

Our department is recommending the Director of Public Works review and support the below increases.

Parking Ticket Fines

The last increase was in 2010 when we increased the \$12 tickets to \$13 and the handicapped violation from \$75 to \$100. A brief parking fine survey was done and below are the responses received:
Handicapped: Wausau PD = \$30 Eau Claire PD = \$50 Wisconsin Rapids PD = \$73 Stevens Point PD = \$100 Menomonee Falls PD = \$240. We are not recommending an increase for this violation at this time.

Other violations: Wausau PD varies from \$5 to \$100 (snow emergency) Wisconsin Rapids = \$15 Stevens Point PD \$15 for all tickets except handicapped is \$100.

	Our Current fines	Our recommendation
All violations	\$13.00	\$15.00
Handicapped:	\$100	\$100 (no change)

Parking Permits

Type	<u>Current</u> base + tax = total	<u>Recommended</u> base + tax = total
<u>Annual Permits</u>		
Day/Night	\$104.27 + \$5.73 = \$110	\$118.48 + \$6.52 = \$125
Tenant	\$132.70 + \$7.30 = \$140	\$146.92 + \$8.08 = \$155
<u>Monthly Tenant Permits</u>		
1 week	\$4.44 + \$.26 = \$5	\$6.63 + \$.37 = \$7
2 weeks	\$9.48 + \$.52 = \$10	\$13.27 + \$.73 = \$14
3 weeks	\$14.22 + \$.78 = \$15	\$19.90 + \$1.10 = \$21
4 weeks	\$18.96 + \$1.04 = \$20	\$26.54 + \$1.46 = \$28
<u>Day/Night Permits</u>		
1 week	\$3.32 + \$.18 = \$3.50	\$4.44 + \$.26 = \$5
2 weeks	\$6.63 + \$.37 = \$7.00	\$9.48 + \$.52 = \$10
3 weeks	\$9.95 + \$.55 = \$10.50	\$14.22 + \$.78 = \$15
4 weeks	\$13.27 + \$.73 = \$14.00	\$18.96 + \$1.04 = \$20



Steve Barg
City Administrator Concurrence

Search

Live	Work	Visit	Government

Parking

- Parking Enforcement and Tickets
- Overnight Parking
- Parking Meters
- Dispute a Ticket
- Frequently Asked Questions

Parking Enforcement

Parking Violations and Fines

City of Wausau parking rules and regulations are contained in Chapter 10 Vehicles and Traffic of the Wausau, Wisconsin Municipal Code, a codification of the General Ordinances of the City of Wausau, Wisconsin.

The following table outlines the violation number, description and fine amount as displayed on City issued parking citations.

Violation		
Number	Description	Fine
1	Expired Meter	\$5.00
2	Overtime Parking	\$5.00
3	Parking 2:30-6AM	\$25.00
4	No Permit (City Owned Property)	\$5.00
5	Less Than 15' from Crosswalk	\$10.00
6	Less Than 4' from Driveway	\$10.00
7	Less Than 10' from Hydrant	\$10.00
8	More Than 12" from Curb	\$10.00
9	Parking on Boulevard, Sidewalk or Double Parking	\$10.00
10	Parked on Left Side of the Roadway	\$10.00
11	Parked in/Blocking Alley	\$10.00
12	Posted NO PARKING Area	\$10.00
13	Parked on Private Property	\$20.00
14	Other Violations described in <u>Wausau Municipal Code</u>	\$10.00
15	Abandoned Vehicle	\$25.00
16	Handicapped Parking Violation	\$30.00
17	Snow Emergency Violation	\$100.00
18	Fire Lane Violation	\$30.00
19	Unauthorized Parking	\$10.00

Citation payments are due within 7 days including the date of issue. Late payments are subject to additional fees:

1. \$10.00 to the original fee if paid after 7 days but by the 28th day.
2. \$35.00 to original fee if paid after 28 days.

This fee schedule does not include municipal court costs, administrative charges or Wisconsin Department of Transportation costs. Timeliness of mailed payments will be determined by the postmark date.

Failure to Pay Parking Citations

1. Late fees will be imposed as described above.
2. If payment is not received after 28 days the City will request a vehicle registration suspension or refusal be placed on the vehicle receiving the citation. It is unlawful to operate any vehicle displaying the suspended registration on any highway in the State of Wisconsin. See <http://www.dot.wisconsin.gov/drivers/vehicles/tvvp.htm> for additional information.
3. If payment is not received the City participates in the State of Wisconsin Tax Intercept Program and will request that sufficient income tax refunds be directed to the City to offset the outstanding debt.

Reinstatement of Suspended Vehicle Registration

Upon payment in full of all outstanding parking citations the City of Wausau will notify the Wisconsin Department of Transportation Motor Vehicles of the satisfaction. The DMV will reinstate your registration if all outstanding parking tickets along with any court judgments for which your registration is suspended or refused are paid in full. Allow 10 days. You may check on the status of your registration by contacting the Department of Transportation's Division of Motor Vehicles at the number listed in your local telephone directory or refer to <http://www.dot.wisconsin.gov/drivers/vehicles/reg-reinstate.htm> for additional information regarding this process.

Marshfield Fire and Rescue Department Memorandum

Date: October 21, 2014

To: Finance, Budget, and Personnel Committee (11-04-2014) Marshfield Common Council (11-11-2014)

Through: Chief Haight



From: Deputy Fire Chief Craig De Grand

Ref: Budget Resolution # 26-2014 (Purchase of Rescue Task Force Equipment)

History:

The Marshfield Fire and Rescue Department has never had to worry about entering into a potentially deadly situation. Over the past 5 years world events have caused this thought process to evolve.

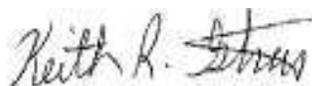
Analysis:

Active threats are alarmingly becoming more of a common place in today's society. In the past the Marshfield Fire and Rescue Department would wait for the Police department to make the scene safe before we would enter. As we have found out this practice could prove to be fatal to victims who could have possibly been saved by quicker medical triage and treatment. In order for us to be successful in this area we need to have the equipment for us to enter these situations. Enbridge Corporation has a Community Grant program where they give to local departments who request funds from them. We applied to Enbridge for a grant of \$1,396.00 to purchase four (4) Plate Rack Carriers (Bullet Proof Vests). We were successful in the grant process and have been awarded the amount of \$1,000.00. We have received a private donation earlier to cover the remaining \$446.00.

Recommendation:

I recommend that the budget resolution be passed allowing for the transfer of \$1,446.00 from FD Donation/Contribution from Private Organization/Individual account 101-48000-21-48500 to FD Fire Protection Operating Supplies 101-52210-21-53400 for the purchase of four (4) sets of Rescue task Force Plate Rack Kits at the cost of \$1,446.00.

Concurrence:



Steven Barg, City Administrator

Keith Strey, City Finance Director

BUDGET RESOLUTION NO. 26-2014

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 \$1,446 is hereby transferred from the General Fund Fire Donations account, a/c#1014800021.210000 to the 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. 26-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

1. General Fund, a/c #1014800021.210000:
 - a. 48500 – Fire Donations/Contributions \$ 1,446

TRANSFERRED TO:

1. General Fund Fire Protection Budget, a/c# 1015221021.210000:
 - a. 53400 – Operating Supplies \$ 1,446

* * * *

Memo

To: Finance, Budget and Personnel Committee

From: Ed Englehart, Parks and Recreation Director

Date: November 12, 2014

Re: Budget Resolution 27- 2014 Rotary Donation - Ludwig Building Renovation

Background

Earlier this year the Board of Public Works approved the plans for the renovation of the Ludwig Building at the Wildwood Zoo and recommended approval of a budget resolution for funding assistance from the Marshfield Rotary Clubs. The primary improvements have now been completed and the City has received a donation in the amount of \$7,321.50 to assist with the project. The re-shingling of the roof remains to be completed and is scheduled for spring 2015.

Analysis

Budget Resolution 27-2014 will transfer the \$7,321.50 donation amount from the miscellaneous revenue account 202-48000-63-48500 to the Parks and Recreation Department's Ludwig Building Renovation Project expenditure account 632862 202-55410-63-58830.

Recommendation

I recommend approval of Budget Resolution 27-2014.

Concurrence:



Steve Barg, City Administrator



Keith Strey, Finance Director

BUDGET RESOLUTION NO. 27-2014

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 \$7,322 is hereby transferred within the Room Tax Fund, from Rotary Clubs Donation, a/c# 2024800063.630000 to the Ludwig Building Renovation Project budget, a/c# 2025541063.632862.
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. 27-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

Room Tax Fund, a/c# 2024800063.630000:

1. 48500 – Donations \$ 7,322

TRANSFERRED TO:

Room Tax Fund Ludwig Building Renovation, a/c# 2025541063.632862:

1. 58830 – Building \$ 7,322

* * * * *



City of Marshfield Memorandum

DATE: November 12, 2014
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Proposal to revise Policy No. 4.320 (use of funds from utility transfers)

Background

In the last couple of years, Marshfield Utilities has resumed providing an annual dividend to the City, which is designated for purposes related to economic development. At about that same time, the Council created the Economic Development Board (EDB), charging this group with overseeing the use of city funds for economic development activities.

Proposal

In 2001, Policy No. 4.320 was adopted to provide guidance and direction on use of utility transfer funds. Now with the EDB in place, it would appear to make sense for the Board to have more authority in deciding how to allocate the funds for economic development. On November 6th, the EDB unanimously approved the attached policy revision, making it clear that oversight rests with the EDB, and requiring a 75% vote of the entire Council to override an EDB decision on the expenditure of any utility dividend monies.

Recommendation

Staff and the EDB recommend approval of revised City Policy 4.320 as attached.



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL
2. ADMINISTRATIVE
3. PERSONNEL
4. **FINANCIAL**
5. PUBLIC WORKS
6. PARKS AND RECREATION

CHAPTER: Budgets
SUBJECT: Utility Transfers for General Government Utilization
POLICY NUMBER: 4.320
PAGES: 2
APPROVAL DATE:
APPROVED BY: Alanna Feddick
Chairman, Finance, Budget and Personnel Committee

DEPARTMENT OF PRIMARY RESPONSIBILITY: Finance Department, City Administration

I. POLICY STATEMENT

The purpose of this policy is to establish a framework for utilization of funds that may be transferred from City utilities to be utilized by the general government. These guidelines will provide direction during the budget process and demonstrate a commitment to long-term financial planning.

II. PURPOSE OF UTILITY TRANSFERS

State Statute 66.0811(2) states that “the income of a municipal public utility shall first be used to make payments to meet operation, maintenance, depreciation, interest and debt service fund requirements, local and state tax equivalents, additions and improvements, and other necessary disbursements or indebtedness.” Income in excess of these requirements may be paid into the general fund. As such, City utilities may approve transfers for general government utilization if they deem it is in the best interest of the utility and the City. Such transfers are justified since the utilities are part of the City, and the City may have previously contributed to the utilities directly or indirectly through construction or other assistance.

III. POLICY

~~The City may allocate utility transfers for specific non-recurring expenditures (e.g. a capital project or special program) if possible, while maintaining a minimum of~~

~~\$1,000,000 in funds designated for economic development. Special programs may include economic development activities that encourage the creation and retention of permanent jobs, retention and expansion of existing businesses, and investment in new businesses. Other expenditures that would have a positive impact on the City's economic vitality include parks and recreation projects, downtown revitalization projects, as well as unique projects that will support the growth and development of the City.~~

~~This will have the effect of reducing the required tax levy to fund these types of purchases. If specific non-recurring expenditures cannot be identified to utilize the utility transfer, the funds may be retained for utilization in a subsequent year or the funds may be utilized to reduce the tax levy at the discretion of the City Administrator and Common Council.~~

~~At the time of the creation of the Economic Development Board, the total and exclusive use of the aforementioned funds is vested in the Board. The Common Council may override any line item expenditure approved by the Board only upon a three-fourths (3/4) vote of the entire Council.~~

IV. PROCEDURE

The Finance Director shall annually determine the estimated amount of funds that will be transferred from City utilities for utilization by the general government and provide that information to the City Administrator, ~~and~~ Common Council, and Economic Development Board during the budget process. The ~~City Administrator~~ Economic Development Board shall determine the proper utilization of these funds in accordance with this policy during the budget process. The Common Council shall ultimately determine the utilization of utility transfers through the adoption of the City budget.



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: BRENDA HANSON, ASSISTANT FINANCE DIRECTOR
SUBJECT: AMBULANCE ACCOUNTS RECEIVABLE WRITE-OFFS; RESOLUTION 2014-62
DATE: 11/18/2014

BACKGROUND

The outstanding ambulance accounts receivable are analyzed on an annual basis to ascertain their collectability. Those charges outstanding that are deemed uncollectible are written off so the ambulance accounts receivable balance reflects a realistic number as required by Generally Accepted Accounting Principles (GAAP).

The City began providing an ambulance service in 1964. This service has grown today to a point where there are four ambulances and the necessary personnel to staff them when needed. In addition to serving the residents of the City of Marshfield, the City currently has thirteen (13) separate agreements with various surrounding towns and villages to provide this same service. The City charges each governmental unit a fee for this service; in 2014, the total fees charged were \$295,687. In addition, individuals that utilize this service are charged a user fee.

The City had 2,581 ambulance runs in 2013 with total charges, exclusive of contractual amounts, being \$1,098,923. The base ambulance rates were last changed to take effect January 1, 2015.

ANALYSIS

Attached is Resolution 2014-62. This resolution, if approved, would authorize the write-off of \$24,999.01 of outstanding ambulance accounts receivable as uncollectible. The 2014 budget reflects a \$25,000 allowance for these write-offs. These write-offs are for patients that typically are hard to contact, from out of the area or do not have medical insurance. These accounts, where appropriate, have been turned over to a local collection agency and/or entered into the WI Tax Return Intercept Program with minimal success in collection.

In 2006, the city implemented the process of entering eligible accounts into the TRIP program as an additional collection method. Collection efforts will continue until the outstanding amounts due are paid or legal restrictions impact the City's ability to collect.

RECOMMENDATION

I recommend the write-off of the ambulance accounts receivable be approved as submitted on Resolution 2014-62.

Concurrence - Steve Barg
City Administrator

Concurrence - Keith R Strey
Finance Director

RESOLUTION 2014-62

A resolution authorizing the City Finance Director to charge off certain unpaid ambulance accounts receivable invoices.

WHEREAS, certain ambulance accounts receivable invoices are being carried on the books of the City of Marshfield as outstanding; and

WHEREAS, these ambulance accounts receivable remain unpaid for the reasons set forth in Exhibit "A"; and

WHEREAS, all reasonable means of collecting the same have been exhausted; and

WHEREAS, the City Finance Director is desirous of charging off said invoices so they do not appear in the ambulance accounts receivable balance to comply with Generally Accepted Accounting Principles (GAAP);

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Marshfield, Wisconsin, as follows:

1. That the unpaid ambulance accounts receivable invoices, set forth in Exhibit "A" attached hereto, are hereby declared to be uncollectible;
2. That the City Finance Director is hereby authorized and directed to charge off such unpaid ambulance accounts receivable invoices and to remove them from the records of the City of Marshfield.

Note: This resolution is recommended by the Fire and Police Commission.

ADOPTED _____

Mayor

APPROVED _____ ATTESTS: _____

City Clerk

EXHIBIT (A)

2011 Alliance, deceased & trip	\$ 11,388.59
2012 Alliance, deceased & trip	<u>13,610.42</u>
TOTAL write offs for the year 2014	\$ 24,999.01

Call Detail
2011 OUTSTANDING REPORT

<u>Call No</u>	<u>Lg Rk Pat No</u>	<u>Patient Account Name</u>	<u>Call Date</u>	<u>Current Payor</u>	<u>Charges</u>	<u>Credits</u>	<u>Balance</u>
110990	1 A 23580	FLEISCHMAN, ASHLEY N	05/27/2011	PRIVATE (SELF P/	449.80	0.00	449.80
111025	1 A 23651	BURDICK, DALE J	05/31/2011	PRIVATE (SELF P/	376.80	256.80	120.00
111039	1 A 19156	KRAUSE, SCOTT	06/02/2011	PRIVATE (SELF P/	450.84	366.45	84.39
111106	1 A 23699	RANGEL ESCOVAR, VANES	06/14/2011	PRIVATE (SELF P/	447.80	0.00	447.80
111124	1 A 23580	FLEISCHMAN, ASHLEY N	06/17/2011	PRIVATE (SELF P/	562.20	0.00	562.20
111219	1 A 23741	TRACY, ANTHONY R	07/01/2011	PRIVATE (SELF P/	447.80	0.00	447.80
111231	1 A 23748	TAGGART, MURIEL E	07/02/2011	PRIVATE (SELF P/	386.16	312.74	73.42
111273	1 A 16762	ULMAN, DAVID	07/08/2011	PRIVATE (SELF P/	250.00	0.00	250.00
111289	1 A 23772	HARDRATH, JASON R	07/11/2011	PRIVATE (SELF P/	500.40	0.00	500.40
111300	1 A 23598	CONRAD, DAVID A	07/12/2011	PRIVATE (SELF P/	450.84	366.45	84.39
111377	1 A 23811	PRYGA, MICHAEL J	07/22/2011	PRIVATE (SELF P/	531.60	397.93	133.67
111407	1 A 23817	LOEFFLER, RUPERT J	07/27/2011	ANTHEM BLUE CF	506.80	434.52	72.28
111418	1 A 23822	NEUBERGER, JUSTIN L	07/27/2011	PRIVATE (SELF P/	439.40	0.00	439.40
111472	1 A 23341	MILLER, JAMES B	08/06/2011	PRIVATE (SELF P/	437.32	355.64	81.68
111485	1 A 23626	VERKILEN, GARY P	08/07/2011	PRIVATE (SELF P/	439.40	357.30	82.10
111511	1 A 23859	PIONTEK, SCOTT D	08/11/2011	PRIVATE (SELF P/	449.80	0.00	449.80
111524	1 A 23129	BERG, JAN	08/12/2011	PRIVATE (SELF P/	460.20	0.00	460.20
111532	1 A 23871	CIESIELCZYK, MARK	08/13/2011	PRIVATE (SELF P/	366.40	362.69	3.71
111554	1 A 23882	DUDMAN, JERI S	08/16/2011	PRIVATE (SELF P/	437.40	0.00	437.40
111564	1 A 23887	RITTER, RYANA	08/17/2011	PRIVATE (SELF P/	447.80	0.00	447.80
111574	1 A 20927	CHAMBERLAIN, RICKY C	08/19/2011	PRIVATE (SELF P/	449.80	0.00	449.80
111621	1 A 22971	SMITH, JACK C	08/27/2011	PRIVATE (SELF P/	449.80	0.00	449.80
111711	1 A 23934	FISCHER, GINA M	09/12/2011	PRIVATE (SELF P/	439.40	0.00	439.40
111715	1 A 23341	MILLER, JAMES B	09/12/2011	PRIVATE (SELF P/	440.44	358.13	82.31
111862	1 A 23998	LANGRECK, KENNETH J	10/05/2011	PRIVATE (SELF P/	387.20	80.86	306.34
111880	1 A 17021	SCHUELLER, GARY	10/07/2011	PRIVATE (SELF P/	632.40	0.00	632.40
111892	1 A 23341	MILLER, JAMES B	10/09/2011	PRIVATE (SELF P/	437.32	355.64	81.68
111931	1 A 24029	BANTZ, LUCILLE M	10/16/2011	PRIVATE (SELF P/	503.52	420.80	82.72
111964	1 A 24038	WEGNER, JAMES P	10/20/2011	PRIVATE (SELF P/	439.40	351.52	87.88
111997	1 A 24058	CASE, DONNA L	10/25/2011	PRIVATE (SELF P/	376.80	305.25	71.55
112012	1 A 23341	MILLER, JAMES B	10/27/2011	PRIVATE (SELF P/	366.40	296.93	69.47
112016	1 A 23341	MILLER, JAMES B	10/27/2011	PRIVATE (SELF P/	366.40	322.20	44.20
112059	1 A 24078	PERLOCK, DIANE M	11/03/2011	PRIVATE (SELF P/	449.80	403.00	46.80
112074	1 A 22751	WINKER, TORREY L	11/04/2011	PRIVATE (SELF P/	376.80	0.00	376.80
112097	1 A 24095	KINTOP, PETER M	11/07/2011	PRIVATE (SELF P/	455.00	369.78	85.22
112112	1 A 24058	CASE, DONNA L	11/11/2011	PRIVATE (SELF P/	376.80	305.25	71.55
112121	1 A 23341	MILLER, JAMES B	11/12/2011	PRIVATE (SELF P/	437.32	355.64	81.68
112145	1 A 23341	MILLER, JAMES B	11/15/2011	PRIVATE (SELF P/	437.32	355.64	81.68
112168	1 A 24115	PETERSON, DANIEL R	11/19/2011	PRIVATE (SELF P/	366.40	0.00	366.40
112199	1 A 24129	JENKINS, SHARI	11/24/2011	PRIVATE (SELF P/	447.80	0.00	447.80
112211	1 A 23341	MILLER, JAMES B	11/26/2011	PRIVATE (SELF P/	367.44	297.76	69.68
112241	1 A 24095	KINTOP, PETER M	12/02/2011	PRIVATE (SELF P/	455.00	369.78	85.22
112249	1 A 23341	MILLER, JAMES B	12/03/2011	PRIVATE (SELF P/	437.32	355.64	81.68
112296	1 A 24165	MOORE, JOHN F	12/12/2011	PRIVATE (SELF P/	397.60	0.00	397.60
112307	1 A 14695	WENTA, STEVEN J	12/13/2011	PRIVATE (SELF P/	811.00	683.66	127.34
112324	1 A 24095	KINTOP, PETER M	12/15/2011	PRIVATE (SELF P/	455.00	369.78	85.22
112344	1 A 23258	HASTREITER, ALMA J	12/17/2011	PRIVATE (SELF P/	440.44	358.13	82.31

Call Detail
2011 OUTSTANDING REPORT

<u>Call No</u>	<u>Lg Rk Pat No</u>	<u>Patient Account Name</u>	<u>Call Date</u>	<u>Current Payor</u>	<u>Charges</u>	<u>Credits</u>	<u>Balance</u>
112349	1 A 23341	MILLER, JAMES B	12/18/2011	PRIVATE (SELF P/	364.32	295.27	69.05
112359	1 A 23341	MILLER, JAMES B	12/19/2011	PRIVATE (SELF P/	437.32	355.64	81.68
112383	1 A 24191	KULKE, JACOB N	12/23/2011	PRIVATE (SELF P/	460.20	368.16	92.04
112410	1 A 23341	MILLER, JAMES B	12/27/2011	PRIVATE (SELF P/	436.28	354.80	81.48
112424	1 A 23341	MILLER, JAMES B	12/29/2011	PRIVATE (SELF P/	439.40	357.30	82.10
112427	1 A 23341	MILLER, JAMES B	12/30/2011	PRIVATE (SELF P/	366.40	296.93	69.47
Total For All				54	23557.10	\$11,388.59	

Call Detail

2012 OUTSTANDING REPORT

Call No	Lg Rk Pat No	Patient Account Name	Call Date	Current Payor	Charges	Credits	Balance
120010	1 A 23341	MILLER, JAMES B	01/03/2012	PRIVATE (SELF P/	410.40	339.61	70.79
120037	1 A 18721	GAULKE, CHRIS W	01/05/2012	PRIVATE (SELF P/	410.40	0.00	410.40
120093	1 A 22751	WINKER, TORREY L	01/12/2012	PRIVATE (SELF P/	420.80	0.00	420.80
120213	1 A 24260	HARWOOD, JAMES T	02/05/2012	PRIVATE (SELF P/	650.80	0.00	650.80
120222	1 A 24265	OSTROWSKI, PAMELA R	02/06/2012	PRIVATE (SELF P/	580.40	525.40	55.00
120221	1 A 24264	SALTER, JEFFREY S	02/06/2012	PRIVATE (SELF P/	500.80	0.00	500.80
120278	1 A 21853	GULDAN, DARREN W	02/16/2012	PRIVATE (SELF P/	420.80	0.00	420.80
120313	1 A 24302	MCKEE, DAVID M	02/22/2012	PRIVATE (SELF P/	420.80	0.00	420.80
120332	1 A 23341	MILLER, JAMES B	02/25/2012	PRIVATE (SELF P/	408.32	337.95	70.37
120361	1 A 24321	PETERSON, GARETT J	02/29/2012	PRIVATE (SELF P/	510.80	0.00	510.80
120440	1 A 23341	MILLER, JAMES B	03/12/2012	PRIVATE (SELF P/	488.32	405.07	83.25
120485	1 A 24358	ARNESON, JOSEPH C	03/17/2012	PRIVATE (SELF P/	500.80	0.00	500.80
120492	1 A 18895	COULTHURST, DENNIS R	03/18/2012	PRIVATE (SELF P/	521.60	401.11	120.49
120510	1 A 24366	ZILLMER, RANDY A	03/21/2012	PRIVATE (SELF P/	500.80	0.00	500.80
120515	1 A 23129	BERG, JAN	03/22/2012	PRIVATE (SELF P/	500.80	0.00	500.80
120533	1 A 23129	BERG, JAN	03/24/2012	PRIVATE (SELF P/	420.80	0.00	420.80
120548	1 A 11598	SZAFLARSKI, KENNETH D	03/26/2012	PRIVATE (SELF P/	511.20	0.00	511.20
120586	1 A 24395	DUPEE, MEGAN R	04/02/2012	PRIVATE (SELF P/	524.80	279.96	244.84
120602	1 A 23505	CUSICK, HARMON E	04/05/2012	PRIVATE (SELF P/	498.72	423.39	75.33
120611	1 A 22971	SMITH, JACK C	04/07/2012	PRIVATE (SELF P/	420.80	0.00	420.80
120636	1 A 23341	MILLER, JAMES B	04/12/2012	PRIVATE (SELF P/	408.32	337.95	70.37
120719	1 A 22845	DUCHOW, PAUL F	04/26/2012	PRIVATE (SELF P/	410.40	0.00	410.40
120771	1 A 24454	GARDNER, MARK E	05/02/2012	PRIVATE (SELF P/	531.60	0.00	531.60
120784	1 A 23505	CUSICK, HARMON E	05/04/2012	PRIVATE (SELF P/	417.68	355.43	62.25
120803	1 A 16717	BERG, JAN	05/06/2012	PRIVATE (SELF P/	500.80	0.00	500.80
120822	1 A 21844	SPATZ, DARLA J	05/09/2012	PRIVATE (SELF P/	414.56	342.94	71.62
120830	1 A 24471	CRUZ MONTEJO, JULIO	05/10/2012	PRIVATE (SELF P/	590.80	0.00	590.80
120837	1 A 23505	CUSICK, HARMON E	05/11/2012	PRIVATE (SELF P/	418.72	371.27	47.45
120884	1 A 23223	THIEL, JANET E	05/16/2012	PRIVATE (SELF P/	372.50	305.16	67.34
120948	1 A 24358	ARNESON, JOSEPH C	05/26/2012	PRIVATE (SELF P/	410.40	0.00	410.40
120970	1 A 23341	MILLER, JAMES B	05/29/2012	PRIVATE (SELF P/	408.32	337.95	70.37
120973	1 A 23341	MILLER, JAMES B	05/29/2012	PRIVATE (SELF P/	409.36	0.00	409.36
120984	1 A 24530	PACETTI, CAROL L	05/31/2012	PRIVATE (SELF P/	409.36	338.78	70.58
120985	1 A 22643	PHELPS, JACK	05/31/2012	PRIVATE (SELF P/	411.44	228.44	183.00
121003	1 A 24539	BERENDES, SHARI L	06/03/2012	PRIVATE (SELF P/	431.20	0.00	431.20
121002	1 A 24538	JOLES, JAMES	06/03/2012	PRIVATE (SELF P/	500.40	0.00	500.40
121033	1 A 19897	BLUEMER, RANDALL J	06/08/2012	PRIVATE (SELF P/	409.36	338.78	70.58
121062	1 A 23389	HUSCHLE, MELISSA A	06/11/2012	PRIVATE (SELF P/	420.80	0.00	420.80
121081	1 A 23341	MILLER, JAMES B	06/14/2012	PRIVATE (SELF P/	408.32	337.95	70.37
121087	1 A 24194	FRITZ, DUSTIN J	06/15/2012	PRIVATE (SELF P/	420.80	0.00	420.80
121158	1 A 21853	GULDAN, DARREN W	06/22/2012	PRIVATE (SELF P/	410.40	0.00	410.40
121161	1 A 24593	BIRGE, DANIEL R	06/23/2012	PRIVATE (SELF P/	420.80	0.00	420.80
121200	1 A 22104	ALLESHASKI, BENJAMIN J	06/28/2012	PRIVATE (SELF P/	410.40	0.00	410.40
122097		Wittman, Nathan	11/09/2012	Priv	500.80	452.94	47.86

TOTAL

\$ 13,610.42



City of Marshfield Memorandum

TO: Finance, Budget and Personnel Committee
FROM: Lara Baehr, Human Resources Manager
DATE: November 11, 2014
RE: Payroll Resolution No. 2014-67

BACKGROUND

Payroll Resolution No. 2014-67 Detail lists the proposed pay rates for Seasonal/Casual positions effective January 1, 2015 with recommended changes shaded.

ANALYSIS

Changes in Payroll Resolution No. 2014-67 include wage increases to remain competitive and to be able to attract applicants. Payroll Resolution Detail adds the title of Scanner in the Technology Department and eliminates the titles for Planning Intern and Weed Commissioner. The Planning Intern is no longer needed since the creation of the Zoning Administrator position. Weed Commissioner oversight was incorporated into the Street Superintendent's job duties with the new non-represented compensation plan. Historically the Weed Commissioner was paid \$1,200 per year as a separate position. My understanding is that the City originally set up the position hoping to attract a part-time person. The Street Superintendent is assisted in the role of Weed Commissioner with seasonal office help. With the retirement of the current Street Superintendent position along with incorporating the job duty into the Street Superintendent job description with the new compensation plan, the time is right to eliminate the additional compensation.

Wage comparables were gathered where practical. Those include the position of Poll Workers, Crossing Guards, Parks and Recreation Department seasonals and Street Division/Parks and Recreation Department seasonal help. Additionally, a city, county, village and township survey for Wisconsin shows the average Poll Worker rate to be \$8.96 for 2013. Surveys are incorporated into Payroll Resolution 2014-67 Detail attached.

This is not a request for additional funding. All staff expenditures will remain within the 2015 budget requests.

The Marshfield Temporary/Seasonal Pay Classification Plan Guidelines lists guidelines for Payroll Resolution No. 2014-67. The guidelines are track changed to show a change to allow staff to adjust seasonal/casual compensation as

needed within the Common Council approved salary range listed in the Seasonal/Casual payroll resolution detail.

If there are any questions or other information you would like to see, please contact me prior to the meeting so that I can prepare the information for you.

RECOMMENDATION

I recommend that the Finance, Budget and Personnel Committee approve Payroll Resolution No. 2014-67 which would set the Seasonal/Casual pay rates effective January 1, 2015.

Attachments

A handwritten signature in cursive script that reads "Steve Barg".

Concurrence: _____

Steve Barg, City Administrator

**Marshfield Seasonal/Casual
Payroll Resolution No. 2014-67 Detail
Rates Effective 1/1/15**

		STEP A	STEP B	STEP C	STEP D	STEP E
LEVEL I	From	\$7.25	\$7.40	\$7.65	\$7.80	*
Ice Rink Supervisor from Level II to Level I	Same Rate	\$7.40	\$7.65	\$7.90	\$8.15	
Pool Attendant/Cashier	From					
Scorekeeper from Level II to Level I	Same Rate					
Special Event Assistant	From					
	Pool Attendant/Cashier					
	Wis. Rapids	\$7.25	\$7.40	\$7.65	\$7.80	
	Wausau	\$7.55	\$8.05	\$8.55		
	Stevens Point	\$8.50	\$8.70	\$8.90		
	Total	\$7.64	\$7.89	\$8.19	\$7.80	
LEVEL II	From	\$7.40	\$7.65	\$7.90	\$8.05	*
Facility Supervisor from Level III to Level II	Same Rate	\$7.75	\$8.00	\$8.25	\$8.50	
Youth Baseball Coach from Level III to Level II	Same Rate					
Program Instructor	From					
LEVEL III		\$7.75	\$8.00	\$8.25	\$8.50	*
Lifeguard		\$8.25	\$8.50	\$8.75	\$9.00	
	Life Guard Survey					
	WI Rapids	\$8.25	\$8.50	\$8.75	\$9.00	
	Wausau	\$9.20	\$9.70	\$10.20	\$10.20	
	Stevens Point	\$8.80	\$9.00	\$9.20	\$9.30	\$0.10
	Neillsville	\$9.00	\$9.25	\$9.50	\$9.75	
	Mfld YMCA	\$7.50	\$7.75	\$8.00	\$9.00	
	Average w/o MFLD	\$8.55	\$8.84	\$9.13	\$9.45	
LEVEL IV		\$8.75	\$9.25	\$9.75	\$10.25	*
Program Director						
LEVEL V		\$10.00	\$10.50	\$11.00	\$11.50	*
Pool Manager from Level IV to Level V	From \$8.75 - \$11.25					
Early Bird Lap Swim Guard (From \$9.75 to Level V)						
Program Coordinator						
	Early Bird Lifeguard Swim					
	Neillsville	\$12.00				
	MFLD YMCA	\$15.00				
	Pool Manager					
	Wis. Rapids	\$9.95	\$10.20	\$10.45	\$10.70	
	Wausau	\$10.05	\$10.55	\$11.05		
	Average with MFLD	\$10.00	\$10.42	\$10.83	\$11.10	
LEVEL VI		\$11.00	\$12.00	\$13.00	\$13.50	***
Recreation Program Supervisor						
ADULT OFFICIALS						
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	*
YOUTH OFFICIALS						
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	

**Marshfield Seasonal/Casual
Payroll Resolution No. 2014-67 Detail
Rates Effective 1/1/15**

PARKS AND RECREATION OFFICE OPERATIONS					
Parks and Recreation Casual Temp I	\$8.25	\$8.50	\$8.75	\$9.00	\$10.00
ZOO OPERATIONS					
	0-480 hrs.	481-960 hrs.	961-1441 hrs.	1442 + hrs.	
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				
PARK/STREET OPERATIONS					
	0-480 hrs.	481-960 hrs.	961-1441 hrs.	1442 + hrs.	
Seasonal Parks Maintenance	\$8.00 to \$8.50	\$8.50 to \$9.00	\$9.00 to \$9.50	\$9.50 to \$10.00	**
Seasonal Street Maintenance					
Facility Maintenance					
	WI Rapids	\$10.00			
	Wausau	\$11.84	\$12.54	\$13.23	\$13.93
Seasonal CDL Street Maintenance	\$12.50-\$15.00				
CEMETERY OPERATIONS					
	From	To			
Cemetery Laborer	\$7.43-\$9.02	\$7.43-\$10.00			*
INTERNS					
	1st Summer	2nd Summer	3rd Summer		
Engineering Intern Level I (H.S.Student)	\$9.18	\$10.20	\$11.22		
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 DELETE	\$11.00	\$12.00			
	From	To			
Technology Interns	\$7.25-\$16.00	\$9.00 - \$16.00			
Scanner	\$8.00 - \$11.00				
POLICE DEPARTMENT					
	1st Step	1040 hrs	2080 hrs		
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				
		From	To		
	1-4 years	5 + years	5 + years		
Crossing Guards	\$10.82	\$11.09	\$11.22		
	Stevens Point	\$9.14	\$9.14		
	WI Rapids (non-hazard)	\$10.15	\$10.46		
	WI Rapids (hazard)	\$11.17	\$11.48		
	Wausau	\$11.84	\$13.93		
	Average with MFLD	\$10.62	\$11.22		
OFFICE OPERATIONS					
	(1st Step)	1040 hrs	2080 hrs		
Casual Temporary Clerical I	\$9.36	\$10.40	\$10.92		
Casual Temporary Clerical II	\$10.72	\$11.79	\$12.86		
Weed Commissioner DELETE	\$1,200/annually				
ELECTION WORKERS					
Election Inspector	\$8 to \$8.50				

**Marshfield Seasonal/Casual
Payroll Resolution No. 2014-67 Detail
Rates Effective 1/1/15**

Voter Registration Deputy	\$8.50 to \$9.00			
Chief Election Inspector	\$18.19			
*Level I, II, III, Adult Official's and Cemetery laborer rates increase by \$.25 each year for no more than a \$1.00 increase.				
**Park/Street Operations rates increase by \$.30 each year for no more than a \$1.50 increase.				
***Level V, VI, and Youth Official's rates increase by \$.50 each year for no more than a \$2.00 increase.				
Home/ad/resolutions/2015 Seasonal and Casual Resolution				

**RESOLUTION NO. 2014-67
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; and

WHEREAS, the City of Marshfield's pay plan for seasonal/casual employees of the City has not been adjusted since February 12, 2013.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Marshfield that the attached pay plan be adopted effective January 1, 2015 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 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 [outside of the salary range described in the Seasonal/Casual resolution detail 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.



City of Marshfield Memorandum

DATE: November 18, 2014
TO: Finance, Budget and Personnel Committee
FROM: Lara Baehr, Human Resources Manager
RE: City Clerk and Municipal Court Judge Salary

BACKGROUND

An election is currently scheduled in the City of Marshfield on April 7, 2015, for the positions of City Clerk and Municipal Court Judge. Per City policy a salary level for the positions must be established by December 1, 2014. The position of Municipal Court Judge would take office on May 1, 2015. On August 13, 2013, the Common Council approved placement and implementation of both the City Assessor and City Clerk onto the Non-Represented Compensation plan either in accordance to their title specific payroll resolution or as their current term expired (City Assessor transitioned on October 27, 2013 and the City Clerk's term expires on May 1, 2015). In addition, the Common Council recently approved the positions of City Clerk and City Assessor to become appointed as their current terms expire (City Clerk's expires on May 1, 2015 and the City Assessor's expires on June 1, 2016). Due to the fact that there is a sixty day period of time that the change to appointments can be contested, the City should set a payroll resolution for compensation of the City Clerk as a backup plan. The resolution would become void if the position is appointed.

ANALYSIS

I have conducted a salary survey for the Finance, Budget and Personnel Committee's consideration for the position of Municipal Court Judge. The survey results are as follows:

Municipal Court Judge

Comparable	2014 Salary
City of Marshfield	\$18,434
City of Wausau	\$19.45/hr, roughly 4 hours a day \$20,228
City of WI Rapids	\$16,099
City of DePere	\$19,646
Average (w/MFLD)	\$18,602
Average w/o MFLD)	\$18,658

The survey shows that the Municipal Court Judge's salary is approximately average with comparable cities (\$224 below the average salary in 2014). The term of the Municipal Court Judge is for a period of four years (May 1, 2015 to May 1, 2019). It is hard to set compensation for a period of time beyond twelve months. An option is to have the Municipal Court Judge's compensation increases follow the range increases of the non-represented employees as set by the Common Council on an annual basis.

RECOMMENDATION

- I recommend that you approve Resolution No. 2014-69 setting the compensation for the elected Municipal Court Judge to follow the non-represented range increases as set by the Common Council on an annual basis.
- I recommend that you approve Resolution No. 2014-68 setting the compensation for the elected City Clerk to follow the Non-Represented Compensation Plan as set annually by the Common Council. Resolution No. 2014-68 would become void if the position is appointed.

Concurrence: 

Steve Barg, City Administrator

CC: Mayor Meyer
Common Council

**RESOLUTION NO. 2014-68
PAYROLL RESOLUTION**

WHEREAS, an election will be held in the City of Marshfield on April 7, 2015; and

WHEREAS, the position of City Clerk will be filled pursuant to such election for a term beginning on May 1, 2015;

WHEREAS, it is appropriate for a salary level for the position to be established prior to the end of the filing period for candidates interested in such position; and

WHEREAS, Section 4-03 (1)(c) of the municipal code provides that compensation for the above-named office be established by resolution adopted by the Common Council.

NOW, THEREFORE, BE IT RESOLVED that the schedule below for the position of City Clerk is hereby adopted. This resolution will be used only in the event the position is elected. If the position is appointed this payroll resolution becomes void.

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

ADOPTED: _____

Mayor

APPROVED: _____

City Clerk

Schedule of Compensation

Effective May 1, 2015: \$58,448

Effective July 1, 2015: City Clerk compensation will follow the City Policy No. 3.800, Compensation Plan with annual increases to follow the Non-Represented Compensation Plan as set annually by the Common Council.

**RESOLUTION NO. 2014-69
PAYROLL RESOLUTION**

WHEREAS, on June 25, 1996 the Common Council passed Ordinance No. 757, establishing a Municipal Court; and

WHEREAS, an election will be held in the City of Marshfield on April 7, 2015; and

WHEREAS, the position of Municipal Court Judge will be filled pursuant to such election for a term beginning on May 1, 2015;

WHEREAS, it is appropriate for a salary level for the position to be established prior to the end of the filing period for candidates and interested in such positions; and

NOW, THEREFORE, BE IT RESOLVED that the schedule below for the position of Municipal Judge is hereby adopted.

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

ADOPTED: _____

Chris L. Meyer, Mayor

APPROVED: _____

Deb M. Hall, City Clerk

Schedule of Compensation

Effective May 1, 2015: \$18,434

Effective July 1, 2015: Municipal Court Judge compensation will follow the Non-Represented Compensation salary range adjustments as set annually by the Common Council.



City of Marshfield Memorandum

DATE: November 14, 2014
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Recruitment and hiring guidelines

Last month, as part of authorizing staff to begin the process to replace Mike Winch as the Assistant Street Superintendent, the Committee expressed concerns about our recruitment and hiring practices, specifically the degree to which we recruit external candidates, and who takes part in reviewing applications and conducting interviews. At Tuesday night's meeting, I will offer some proposed guidelines for your review and consideration.

SB:sb

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

1. Introduction

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

2. Staffing

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

3. Restructuring

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

4. Process

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