



CITY OF MARSHFIELD

MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, DECEMBER 16, 2014
Council Chambers, Lower Level, City Hall Plaza
6:00 p.m. – NOTE TIME CHANGE**

1. Call to Order – Alanna Feddick, Chairperson
2. Citizen Comments
3. Consent Agenda
 - a) Approval of minutes of December 2, 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. Request to recommend approval of Budget Resolution No. 30-2014 transferring \$49,006 from various Law Enforcement and Emergency Management budgets to the Public Safety Capital Outlay Fund GPS Emergency Vehicle Preemptive Light project to the Common Council. Presented by Rick Gramza, Police Chief

Recommended Action: Recommend approval of Budget Resolution No. 30-2014 to the Common Council

6. Request to recommend approval of Payroll Resolution No. 2014-65 adopting a salary schedule for non-represented employees of the City of Marshfield effective July 1, 2015 to the Common Council. Presented by Lara Baehr, Human Resources Manager

Recommended Action: Recommend approval of Payroll Resolution No. 2014-65 to the Common Council

7. Request to recommend approval of Payroll Resolution No. 2014-66 authorizing performance-based compensation adjustments for non-represented employees effective July 1, 2015 to the Common Council. Presented by Lara Baehr, Human Resources Manager

Recommended Action: Recommend approval of Payroll Resolution No. 2015-66 to the Common Council

8. Request to approve property insurance coverage for the period January 1, 2015 through December 31, 2015. Presented by Keith Strey, Finance Director

Recommended Action: Approve the coverage as recommended

FINANCE, BUDGET AND PERSONNEL COMMITTEE

December 16, 2014

9. Request to approve airport commercial general liability insurance coverage for the period January 1, 2015 through December 31, 2015. Presented by Keith Strey, Finance Director

Recommended Action: Approve the coverage as recommended

10. Request to approve boiler and machinery insurance coverage for the period January 1, 2015 through December 31, 2015. Presented by Keith Strey, Finance Director

Recommended Action: Approve the coverage as recommended

11. Request to recommend approval of Resolution No. 2014-76, approving Committed Fund Balance classifications per Government Accounting Standards Board Statement No. 54. Presented by Keith Strey, Finance Director

Recommended Action: Recommend approval of Resolution No. 2014-76 to the Common Council

12. Request to approve revised Policy 4.800, Procurement of Goods and Services. Presented by Keith Strey, Finance Director

Recommended Action: Approve Revised Policy 4.800 with changes requested by the Finance, Budget, and Personnel Committee on December 2nd

13. Request to authorize the Human Resources Manager to fill the vacancy in the Engineering Division with a Civil Engineer I position and authorize the banding and grade of this position to be completed by Carlson Dettmann Consulting. Presented by Tom Turchi, City Engineer

Recommended Action: Authorize the filling of the Civil Engineer I position and the banding and grading of this position

14. Suggested items for future agendas

15. Adjourn

Posted this day, December 12, 2014 at 2:00 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 DECEMBER 2, 2014

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

PRESENT: Alderpersons Rebecca Spiros, Gordon Earll, Peter Hendler and Char Smith

ABSENT: Alderperson Alanna Feddick

ALSO PRESENT: Mayor Meyer, Alderperson Wagner, City Administrator Barg and City Personnel (Brenda Hanson, Dan Knoeck, Mike Winch, Keith Strey and Deb Hall)

Citizen Comments

None

FBP14-097 Motion by Spiros, second by Smith to approve the items on the consent agenda:

1. Minutes of the November 18, 2014 meeting
2. Bills in the amount of \$1,491,296.11
3. Monthly Position Control Report as of November 30, 2014

Motion carried

No items were removed from the consent agenda.

FBP14-098 Motion by Smith, second by Earll to recommend approval of Budget Resolution No. 29-2014 to the Common Council, transferring \$225,000 from various budgets to the Snow & Ice Control budget (\$175,000) and 2014 Asphalt Paving budget (\$50,000).

Motion carried

FBP14-099 Motion by Earll, second by Spiros to recommend approval of Resolution No. 2014-71 to the Common Council, writing off various uncollectible accounts receivable totaling \$10,218.63.

Motion carried

FBP14-100 Motion by Earll, second by Smith to recommend approval of Budget Resolution No. 28-2014 to the Common Council, transferring \$2,550 from contingency to various fund budgets to cover the cost of Unemployment Compensation.

Motion carried

FBP14-101 Motion by Spiros, second by Earll to recommend approval of Resolution No. 2014-73 to the Common Council, authorizing the execution of a contract between the City of Marshfield and Running Inc. for the Shared-Ride Taxi Service.

Motion carried

FBP14-102 Motion by Earll, second by Spiros to approve the 2015 combined casualty insurance and workers compensation coverage with the League of Wisconsin Municipalities Mutual Insurance (LWMMI).

Motion carried

FBP14-103 Motion by Smith, second by Spiros to approve Revised Policy 4.150, Fixed Assets.

Motion carried

FBP14-104 Motion by Earll, second by Spiros to approve Revised Policy 4.310, Fund Balance Policy. Nay – 1 (Smith)

Motion carried

FBP14-105 Motion by Spiros, second by Earll to approve Revised Policy 4.370, Continuing Appropriations and Budget Resolutions.

Motion carried

FBP14-106 Motion by Smith, second by Spiros to approve Revised Policy 4.800, Procurement of Goods and Services with the amendment to take out the dollar amount and just refer to the State Statute. Nay – 1 (Earll)

Motion carried

FBP14-107 Motion by Earll, second by Spiros to approve Revised Policy 4.180, Engagement of Professional Services.

Motion carried

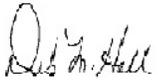
City Administrator Barg updated the committee on the implementation of the staffing study recommendations. There are no significant updates at this time but with the move of the 7th floor Finance Department to the 5th Floor the Board of Public Works discussed the issue of possibly doing some work on 7th floor where the Finance Department used to be located.

FUTURE AGENDA ITEMS

None

There being no further business the meeting adjourned at 6:35 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 **\$866,694.81** and General Expense Bills for November, 2014 amounting to **\$1,475,746.70** be allowed paid and charged to their proper accounts.

Chairman

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

12/17/2014

**PREPAID BILLS
PREPAID BILLS PAID BY CHECK**

CK#	CK DATE	VENDOR	AMOUNT
81960	11/28/2014	DIVERSIFIED COLLECTION SERVICES INC (DCS)	\$47.90
81961	11/28/2014	NATIONWIDE TRUST COMPANY, FSB	\$1,929.99
81962	11/28/2014	MARSHFIELD AREA UNITED WAY	\$395.41
81963	11/28/2014	NATIONWIDE RETIREMENT SOLUTIONS (457)	\$25,342.20
81964	11/28/2014	WI SCTF	\$843.68
81965	11/28/2014	DELTA DENTAL OF WISCONSIN	\$12,868.37
81966	11/28/2014	NVA FIDUCIARY TRUST FOR FSLI	\$1,447.10
81967	12/5/2014	CHARTER COMMUNICATIONS	\$315.72
81968	12/5/2014	CITIZENS STATE BANK OF LOYAL	\$5,000.00
81969	12/5/2014	FRONTIER	\$1,645.24
81970	12/5/2014	HAAS SONS INC	\$217,689.40
81971	12/5/2014	MARSHFIELD UTILITIES	\$50,297.87
81972	12/5/2014	MIDSTATE TECHNICAL COLLEGE	\$355.03
81973	12/5/2014	MONROE TRUCK EQUIPMENT	\$660.00
81974	12/5/2014	SUPERIOR GAS SERVICE INC	\$475.00
81975	12/5/2014	TELRITE CORPORATION	\$87.23
81976	12/12/2014	DIVERSIFIED COLLECTION SERVICES INC (DCS)	\$50.39
81977	12/12/2014	NATIONWIDE TRUST COMPANY, FSB	\$1,929.99
81978	12/12/2014	MARSHFIELD AREA UNITED WAY	\$395.41
81979	12/12/2014	NATIONWIDE RETIREMENT SOLUTIONS (457)	\$25,467.20
81980	12/12/2014	WI SCTF	\$843.68
81981	12/11/2014	MINNESOTA LIFE INSURANCE CO	\$5,430.34
81982	12/11/2014	WEA INSURANCE TRUST	\$227,679.32
		TOTAL PREPAID BILLS PAID BY CHECK	\$581,196.47

PREPAID BILLS PAID BY EFT

EFT000000003268	11/28/2014	LOCAL UNION #1021	\$2,122.38
EFT000000003269	11/28/2014	WPPA - POLICE	\$1,509.75
EFT000000003270	11/28/2014	YMCA-PAYROLL DEDUCTIONS	\$251.55
EFT000000003271	12/9/2014	BALTUS OIL COMPANY INC	\$23,203.67
EFT000000003272	12/9/2014	SCHOOL DISTRICT OF MARSHFIELD	\$1,901.77
EFT000000003273	12/9/2014	WOOD CO TREASURER	\$1,960.85
EFT000000003274	12/12/2014	YMCA-PAYROLL DEDUCTIONS	\$251.55
		TOTAL PREPAID BILLS PAID BY EFT	\$31,201.52

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000003275	12/17/2014	5 ALARM FIRE & SAFETY EQUIPMNT	\$165.00
EFT000000003276	12/17/2014	LIBBY ABEL	\$4.74
EFT000000003277	12/17/2014	GENE ALLAR	\$25,645.69
EFT000000003278	12/17/2014	ALLEN PRECISION EQUIPMENT INC	\$354.80
EFT000000003279	12/17/2014	AMERICAN WELDING & GAS INC	\$98.19
EFT000000003280	12/17/2014	APPLIED SPECIALTIES INC	\$8,210.40
EFT000000003281	12/17/2014	ARAMARK UNIFORM SERVICES	\$68.42

CK#	CK DATE	VENDOR	AMOUNT
EFT000000003282	12/17/2014	ATHENS VETERINARY SERVICE INC	\$302.00
EFT000000003283	12/17/2014	B & B LAWN CARE LLC	\$450.00
EFT000000003284	12/17/2014	B & H PHOTO-VIDEO	\$27.90
EFT000000003285	12/17/2014	LARA BAEHR	\$50.40
EFT000000003286	12/17/2014	BAUERNFEIND BUSINESS TECH	\$180.07
EFT000000003287	12/17/2014	ROBERT BEATHARD	\$30.99
EFT000000003288	12/17/2014	LORI BELONGIA	\$665.56
EFT000000003289	12/17/2014	KURT BORNBAACH	\$100.00
EFT000000003290	12/17/2014	BOUND TREE MEDICAL, LLC	\$208.50
EFT000000003291	12/17/2014	BRODART INC	\$862.92
EFT000000003292	12/17/2014	BRUCE MUNICIPAL EQUIPMENT	\$314,755.00
EFT000000003293	12/17/2014	CARQUEST AUTO PARTS	\$275.92
EFT000000003294	12/17/2014	KELLY CASSIDY	\$351.79
EFT000000003295	12/17/2014	CENTRAL STATE SUPPLY CORP	\$106.35
EFT000000003296	12/17/2014	CHEM TECH INTERNATIONAL INC	\$50.00
EFT000000003297	12/17/2014	DAKOTA ELECTRIC SERVICE INC	\$220.50
EFT000000003298	12/17/2014	DALCO ENTERPRISES, INC.	\$968.94
EFT000000003299	12/17/2014	ROY DOLENS	\$99.70
EFT000000003300	12/17/2014	JAMES WM DORN	\$275.95
EFT000000003301	12/17/2014	AMANDA DUER	\$3.92
EFT000000003302	12/17/2014	KELLY ESKER	\$40.84
EFT000000003303	12/17/2014	FIRE & SAFETY EQUIPMENT IV INC	\$225.10
EFT000000003304	12/17/2014	PETER FLETTY	\$37.83
EFT000000003305	12/17/2014	FREMONT INDUSTRIES, INC.	\$5,985.46
EFT000000003306	12/17/2014	CINDY GAETZ	\$45.00
EFT000000003307	12/17/2014	GALE/CENGAGE LEARNING	\$544.56
EFT000000003308	12/17/2014	SARI GOODNESS	\$11.07
EFT000000003309	12/17/2014	GRAINGER	\$76.30
EFT000000003310	12/17/2014	RICHARD GRAMZA	\$3,639.09
EFT000000003311	12/17/2014	HEINZEN PRINTING INC	\$528.97
EFT000000003312	12/17/2014	INGRAM LIBRARY SERVICES INC	\$722.56
EFT000000003313	12/17/2014	KAFKA DUSTBUSTER PLUS LLC	\$3,020.00
EFT000000003314	12/17/2014	MARK KIVELA	\$100.00
EFT000000003315	12/17/2014	DAN KNOECK	\$123.20
EFT000000003316	12/17/2014	TIM LANGFELDT	\$90.00
EFT000000003317	12/17/2014	ROBERT LARSEN	\$37.74
EFT000000003318	12/17/2014	LAWSON PRODUCTS INC	\$83.30
EFT000000003319	12/17/2014	PEGGY LINDNER	\$45.00
EFT000000003320	12/17/2014	MARSHFIELD AREA CHAMBER FOUNDATION	\$16,754.88
EFT000000003321	12/17/2014	MCMASTER-CARR	\$94.49
EFT000000003322	12/17/2014	STEVEN MEEK	\$84.58
EFT000000003323	12/17/2014	MERKEL COMPANY INC	\$4,763.11
EFT000000003324	12/17/2014	CHRIS MEYER	\$218.08
EFT000000003325	12/17/2014	MIDSTATE TRUCK SERVICE	\$64.08
EFT000000003326	12/17/2014	MIDWEST TAPE	\$2,104.89
EFT000000003327	12/17/2014	MISSISSIPPI WELDERS	\$407.84
EFT000000003328	12/17/2014	MSA PROFESSIONAL SERVICES INC	\$19,369.36
EFT000000003329	12/17/2014	ORRIN NINNEMAN	\$625.90
EFT000000003330	12/17/2014	NORTH CENTRAL LABORATORIES	\$1,716.30
EFT000000003331	12/17/2014	OP2MYZ, LLC.	\$90.00
EFT000000003332	12/17/2014	ANDREW OTT	\$100.00
EFT000000003333	12/17/2014	SCOTT OWEN	\$39.20
EFT000000003334	12/17/2014	DOMINIC POESCHEL	\$24.01
EFT000000003335	12/17/2014	POMP'S TIRE SERVICE INC	\$1,904.73

CK#	CK DATE	VENDOR	AMOUNT
EFT000000003336	12/17/2014	POWER PAC INC	\$402.18
EFT000000003337	12/17/2014	PRO ONE JANITORIAL, INC.	\$479.00
EFT000000003338	12/17/2014	QUILL CORPORATION	\$314.07
EFT000000003339	12/17/2014	REIGEL PLUMBING & HEATING INC	\$3,133.44
EFT000000003340	12/17/2014	RIPP DISTRIBUTING COMPANY INC	\$40.25
EFT000000003341	12/17/2014	KURT SCHEIDER	\$1,570.00
EFT000000003342	12/17/2014	JOAN SPENCER	\$347.10
EFT000000003343	12/17/2014	STRATFORD SIGN COMPANY LLC	\$605.00
EFT000000003344	12/17/2014	KEITH STREY	\$312.56
EFT000000003345	12/17/2014	V & H INC	\$2,635.68
EFT000000003346	12/17/2014	VIDCOM LLC	\$3,703.56
EFT000000003347	12/17/2014	VON BRIESEN AND ROPER, S.C.	\$129.00
EFT000000003348	12/17/2014	JAMES BENSON	\$100.00
EFT000000003349	12/17/2014	BRONSON WEYRAUCH	\$15.37
EFT000000003350	12/17/2014	PETE WINISTORFER	\$12.63
EFT000000003351	12/17/2014	WOOD CO PLANNING ZONING OFFICE	\$20.00
EFT000000003352	12/17/2014	ZARNOTH BRUSH WORKS	\$2,089.40
		TOTAL CURRENT BILLS PAID BY EFT	\$434,160.36

CURRENT BILLS PAID BY CHECK

81983	12/17/2014	ABC SEAMLESS	\$189.50
81984	12/17/2014	ABR EMPLOYMENTSERVICES	\$541.50
81985	12/17/2014	ADVANCED DISPOSAL SERVICES LLC	\$564.05
81986	12/17/2014	ALLIANCE COLLECTION AGENCIES	\$90.46
81987	12/17/2014	ALLIANT ENERGY WP&L	\$23.88
81988	12/17/2014	DEAN ALTMANN TRUCKING & EXCAVATING, INC.	\$261.25
81989	12/17/2014	AMERICAN ASPHALT OF WI	\$303,744.14
81990	12/17/2014	AMERIGAS-RUDOLPH	\$57.00
81991	12/17/2014	ARBOR DAY FOUNDATION	\$15.00
81992	12/17/2014	ASSOCIATED SERVICE CENTER	\$937.53
81993	12/17/2014	BRUCE TIBBETT JR.	\$83.25
81994	12/17/2014	BAKER AND TAYLOR INC	\$7,698.12
81995	12/17/2014	WENDY BAKER	\$100.00
81996	12/17/2014	Carol Blattler	\$100.00
81997	12/17/2014	I BRANDL INC	\$15.50
81998	12/17/2014	BURT TROPHY & AWARDS INC	\$16.50
81999	12/17/2014	CAL'S PLUMBING SERVICE LLC	\$475.00
82000	12/17/2014	CENTRAL WI COOPERATIVE	\$575.77
82001	12/17/2014	CITY OF WAUSAU	\$1,352.66
82002	12/17/2014	COLD SPRING GRANITE COMPANY	\$218.00
82003	12/17/2014	J P COOKE CO	\$95.77
82004	12/17/2014	CRACK FILLING SERVICE INC	\$5,000.00
82005	12/17/2014	CTL COMPANY INC	\$486.25
82006	12/17/2014	JOHN DEERE LANDSCAPES, INC	\$1,272.63
82007	12/17/2014	DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES	\$25.00
82008	12/17/2014	DEPT OF WORKFORCE DEVELOPMENT	\$154.37
82009	12/17/2014	SHEILA DIETEL	\$100.00
82010	12/17/2014	DISCOUNT SCHOOL SUPPLY	\$153.48
82011	12/17/2014	DISPLAY SALES	\$206.25
82012	12/17/2014	RANDALL HASTREITER	\$55.00
82013	12/17/2014	EMMONS BUSINESS INTERIORS	\$7,443.80
82014	12/17/2014	FABCO EQUIPMENT INC	\$432.53
82015	12/17/2014	FASTENAL COMPANY	\$91.48
82016	12/17/2014	FESTIVAL FOODS	\$16.29

CK#	CK DATE	VENDOR	AMOUNT
82017	12/17/2014	JOYCE FISCHER	\$52.04
82018	12/17/2014	GRANITE STOCK REMOVAL INC	\$1,197.00
82019	12/17/2014	HACH COMPANY	\$819.02
82020	12/17/2014	HGA	\$5,816.39
82021	12/17/2014	HELGERSON/JILL	\$100.00
82022	12/17/2014	HILLER'S HARDWARE INC	\$422.09
82023	12/17/2014	INTEGRATED IMAGING INC	\$1,178.00
82024	12/17/2014	INTEGRITY FIRE PROTECTION INC	\$1,605.00
82025	12/17/2014	E O JOHNSON COMPANY	\$144.00
82026	12/17/2014	LIBERTY TIRE RECYCLING LLC	\$207.08
82027	12/17/2014	MARSHFIELD AREA CHAMBER	\$300.00
82028	12/17/2014	MARSHFIELD CLINIC	\$203.00
82029	12/17/2014	MARSHFIELD CLINIC RESEARCH FOUNDATION	\$290.00
82030	12/17/2014	MARSHFIELD PARKS & REC DEPT	\$9.15
82031	12/17/2014	MARSHFIELD STEEL HOLDING COMPANY, INC.	\$96.98
82032	12/17/2014	MARSHFIELD UTILITIES	\$5,056.00
82033	12/17/2014	MAVO SYSTEMS	\$895.10
82034	12/17/2014	MEDFORD COOPERATIVE INC	\$6,115.45
82035	12/17/2014	MENARDS	\$500.15
82036	12/17/2014	MID WISCONSIN CONCRETE & EXCAVATING	\$1,000.00
82037	12/17/2014	MIDLAND PAPER	\$719.93
82038	12/17/2014	MILLER BRADFORD AND RISBERG	\$684.00
82039	12/17/2014	MONROE TRUCK EQUIPMENT	\$2,199.45
82040	12/17/2014	MUNICIPAL ELECTRIC UTILITIES OF WI	\$750.00
82041	12/17/2014	NAPA AUTO PARTS	\$447.31
82042	12/17/2014	NATIONAL GOVERNMENT SERVICES	\$280.35
82043	12/17/2014	NEX-Z	\$550.00
82044	12/17/2014	NORTHWEST PETROLEUM SERVICE, INC	\$1,722.93
82045	12/17/2014	OFFICE SUPPLIES 2 U INC	\$337.92
82046	12/17/2014	CHRISTOPHER OWENS	\$100.00
82047	12/17/2014	RAY M POEPEL	\$979.00
82048	12/17/2014	DELORES PICHLER	\$100.00
82049	12/17/2014	EUGENE PERLOCK	\$209.20
82050	12/17/2014	TARA PORTER	\$100.00
82051	12/17/2014	PRECISE MRM LLC	\$39.45
82052	12/17/2014	PRINCE CORPORATION	\$531.00
82053	12/17/2014	RADIO SHACK ACCTS RECEIVABLE	\$29.49
82054	12/17/2014	RADISSON HOTEL & CONFERENCE CENTER	\$70.00
82055	12/17/2014	RIESTERER & SCHNELL INC.	\$55.04
82056	12/17/2014	ROCKMOUNT RESEARCH & ALLOYS	\$1,410.53
82057	12/17/2014	RODENTPRO	\$1,967.00
82058	12/17/2014	SAFE STEP LLC	\$375.66
82059	12/17/2014	SCAFFIDI TRUCK CENTER	\$119.52
82060	12/17/2014	SCHALOWS NURSERY, INC.	\$914.50
82061	12/17/2014	SCHIERL TIRE CENTER	\$177.50
82062	12/17/2014	SCOTTY'S PIZZA	\$47.77
82063	12/17/2014	SECURITY OVERHEAD DOOR INC	\$1,413.10
82064	12/17/2014	SANDRA SHAW	\$100.00
82065	12/17/2014	STAPLES ADVANTAGE	\$256.90
82066	12/17/2014	STEIGERWALDT LAND SERVICES, INC	\$1,500.00
82067	12/17/2014	STRAND ASSOCIATES INC	\$2,360.71
82068	12/17/2014	TDS TELECOM	\$347.22
82069	12/17/2014	TEAM SPORTING GOODS INC	\$958.35
82070	12/17/2014	THE POND PEOPLE	\$1,296.00

CK#	CK DATE	VENDOR	AMOUNT
82071	12/17/2014	TOP FORM, INC 2013-14	\$164.80
82072	12/17/2014	TOWN & COUNTRY ENGINEERING INC	\$20,050.51
82073	12/17/2014	TRIERWEILER CONSTRUCTION	\$160.02
82074	12/17/2014	UNIFIRST CORPORATION	\$295.44
82075	12/17/2014	UNIQUE BOOKS INC	\$380.63
82076	12/17/2014	UNITED STATES PLASTIC CORP	\$188.13
82077	12/17/2014	UNIVERSITY COMMISSION	\$8,900.45
82078	12/17/2014	US CELLULAR	\$1,517.91
82079	12/17/2014	DAVE VALLE	\$100.00
82080	12/17/2014	WALT'S PETROLEUM SERVICE INC	\$905.20
82081	12/17/2014	WAUKESHA CTY TECHNICAL COLLEGE	\$750.00
82082	12/17/2014	WEILER TRANSPORTATION LLC	\$736.27
82083	12/17/2014	WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION	\$50.00
82084	12/17/2014	WISCONSIN DEPT OF JUSTICE	\$168.00
82085	12/17/2014	WOLFGRAM GAMOKE AND HUTCHINSON	\$12,842.75
82086	12/17/2014	WOOD COUNTY REGISTER OF DEEDS	\$30.00
82087	12/17/2014	TRACY ZAWISLAN	\$100.00
82088	12/17/2014	ZILLMER/ERINN	\$100.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$429,188.35
		TOTAL PREPAID BILLS	\$612,397.99
		TOTAL CURRENT BILLS	\$863,348.71
		GRAND TOTAL	<u>\$1,475,746.70</u>

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

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

Louis Kuhlka	Wastewater Operator Wastewater Utility	December 15, 2014
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RETIREMENT:

None

Resignation

None

TRANSFER:

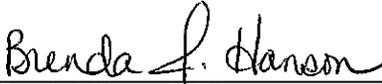
Kris Hawley	Assistant Street Superintendent Street Division	December 15, 2014
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**COMPLETION OF
PROBATIONARY
PERIOD**

None

TREASURY REPORT
November 2014

	November	October
GENERAL CITY		
PREVIOUS BANK BALANCES (CASH):		
Bonds	6,510.00	
Citizens State Bank	558,902.90	
TOTAL PREVIOUS CASH BALANCE:	\$565,412.90	\$449,345.80
RECEIPTS:		
Citizens State Bank	3,099,998.08	
Citizens State Bank Interest	830.64	
L-T Investment Interest Recvt	5,000.00	
Tax collection	0.00	
TOTAL CASH RECEIPTS:	\$3,105,828.72	\$2,999,772.09
DISBURSEMENTS:		
Citizens State Bank	3,049,497.22	
TOTAL CASH DISBURSEMENTS:	\$3,049,497.22	\$2,883,704.99
GENERAL CITY BOOK BALANCE (CASH):	(Previous Balance + Receipt - Disbrsmnts.)	\$621,744.40
GENERAL CITY INVESTMENTS:		
Securities Investments (Long Term)	3,000,000.00	
Securities Investments (Short Term)	0.00	
SIST Int rate/earnings: 0.00%	0.00	
Local Government Investment Pool (LGIP)	9,736,625.02	
LGIP Int rate/earnings: 0.09%	561.12	
	\$12,737,186.14	\$9,245,348.15
TOTAL GENERAL CITY CASH & INVESTMENTS:	\$13,358,930.54	\$9,810,761.05
ELECTRIC & WATER		
Citizens Bank Previous Bal.	829,407.75	
Citizens Bank Utility Receipts	5,766,950.41	
Citizens Bank Utility Disburs.	5,511,331.92	
E/W BOOK BALANCE:	\$1,085,026.24	\$829,407.75
E/W INVESTMENTS:	\$17,842,641.72	\$20,340,719.28
TOTAL E/W CASH & INVESTMENTS:	\$18,927,667.96	\$21,170,127.03
TOTAL BOOK BALANCE (CASH):	(E & W Balance + General Balance)	\$1,706,770.64
RECAPITULATION BANK REPORT		
Bonds	6,510.00	
Citizens Bank E/W Utility	1,206,978.15	
Citizens Bank General City	840,814.78	
TOTAL BANK BALANCE:	2,054,302.93	
(OUTSTANDING CHECKS)	347,532.29	
TOTAL BANK BALANCE (CASH):	\$1,706,770.64	\$1,394,820.65
CASH ON HAND :	\$100.00	\$100.00
TOTAL INVESTMENTS:	\$30,579,827.86	\$29,586,067.43
TOTAL CASH & INVESTMENTS:	\$32,286,598.50	\$30,980,888.08


 Submitted by: Brenda J. Hanson CMTW
 Assistant Finance Director

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

Total \$ 3,000,000

**MARSHFIELD POLICE DEPARTMENT
MEMORANDUM**

DATE: December 8, 2014

TO: Finance, Budget, and Personnel (December 17, 2014 meeting)
Common Council (December 17, 2014 meeting)

FROM: Chief Rick Gramza

SUBJECT: Budget Resolution 30-2014

History

Traffic signal preemption is a type of system that allows the normal operation of traffic lights to be preempted. The most common use of these systems is to manipulate traffic signals in the path of an emergency vehicle, halting conflicting traffic and allowing the emergency vehicle right-of-way, to help reduce response times and enhance traffic safety. In 2010 through a Capital Improvement Project (CIP), the Marshfield Fire and Rescue Department utilized allocated money to enhance both public safety and response time by installing Preemptive Lighting at 18 intersections within the city as well as 6 department vehicles. In 2014 through a CIP, the Marshfield Police Department equipped 8 department vehicles with Preemptive Lighting equipment. Plans to install Preemptive Lighting in the remaining 9 intersections within the City of Marshfield are scheduled as CIP in 2016, 2018, and a non-year.

Analysis

With 18 of the 27 intersections in the City of Marshfield currently equipped with these traffic signal preemption devices, there is a need to finalize the project with completion of the remaining 9 intersections. Currently the plan is to make these purchases over the next 6 years utilizing CIP money. TAPCO, the vendor from whom these traffic signal preemption systems is purchased is offering a discount of \$16,994 if the remaining 9 intersections are purchased in 2014. This equates to a 35% savings compared to the quoted price of \$66,000 to \$49,006. Besides the cost savings, the consistency of traffic signal preemption on every traffic standard throughout the city adds to greater safety and less liability.

Recommended transfers from the General Fund Law Enforcement operations budget include:

Law Enforcement Employee Straight Time/Benefits	101-52100-20-51000 series	\$40,233
Emergency Management Overtime/Benefits	101-52910-20-51000 series	\$ 4,909
Emergency Management Repair/Maintenance	101-52910-20-52500	\$ 2,269
Emergency Management Operating Supplies	101-52910-20-53400	\$ 1,595

Recommendation

I recommend approval of Budget Resolution 30-2014 allowing the transfer of \$49,006 from various Law Enforcement and Emergency Management budget line items to the Public Safety Capital Outlay Fund GPS Emergency Vehicle Preemptive Lighting project.

Concurrence



Steve Barg
City Administrator



Keith Strey
Finance Director

DETAIL OF BUDGET RESOLUTION NO. 30-2014 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund, Taxes, a/c# 1014100008.080000:

1. 41110 – General Property Taxes	\$	49,006
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General Fund, Law Enforcement Budget, a/c# 1015210020.200000:

1. 51000 series – Permanent Employee Wages & Benefits	\$	40,233
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General Fund, Emergency Management Budget, a/c# 1015291020.200001:

1. 51000 series – Overtime Wages & Benefits	\$	4,909
2. 52500 – Repair and Maintenance Supplies		2,269
3. 53400 – Operating Supplies		1,595

TRANSFERRED TO:

Public Safety Capital Outlay Fund, a/c# 4104100008.080000:

1. 41110 General Property Taxes	\$	49,006
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Public Safety Capital Outlay Fund, a/c# 4115721020.205710:

1. 58600 – Other Capital Outlay – Law Enforcement	\$	49,006
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* * * * *



City of Marshfield Memorandum

Date: December 16, 2014
To: Finance, Budget and Personnel Committee
From: Lara Baehr, Human Resources Manager
RE: July 1, 2015 Compensation Non-Represented Compensation Plan

BACKGROUND

The non-represented employees (excluding Library personnel) compensation system is defined in City Personnel Policy No. 3.800. The City of Marshfield Non-Represented Compensation Plan was first implemented on October 27, 2013 after a salary survey was completed to determine the market value of jobs and job groups. The salary plan establishes a range, minimum, control point (market rate), maximum, and a dollar value for each job group. The control point is defined as the value of the job in the market.

It is the policy of the city to compensate its non-represented employees fairly. This will attract and retain highly motivated, productive people in its employ.

ANALYSIS

Payroll Resolution No. 2014-65 establishes new salary ranges for the non-represented employees effective July 1, 2015. The integrity of the salary plan is maintained by adjusting the ranges according to economic trends and comparables with other cities. The range was adjusted by 1.5%.

Payroll Resolution No. 2014-66 will adjust the compensation for the non-represented employees at the control point to maximum by 1.5% on July 1, 2015. Employees above the maximum will per Policy No. 3.800, receive half of any annual adjustments which for July 1, 2014 would be .75%.

Changes outside of the 1.5% range adjustment (discussed above) are highlighted in red. Under grade G the title of Mechanic (which is also a welder) lists the department of Public Works but should also list the department of Parks and Recreation. On the last page of the compensation scale, we have added in language by the Zookeeper Assistant I in case in the future the City were to hire a Parks and Recreation Department employee into Classification I (which is a non-CDL holding position) and that title then is assigned to perform Zookeeping Assistant I work. Next, I have added to the compensation scale the frozen longevity language (Common Council previously approved in 2012) for ease of administration. The Municipal Court Judge Payroll Resolution No. 2014-69 language was added also for ease of administration since the positions salary increases will follow the

non-represented range increases with the same effective date going forward. The area highlighted in yellow is language that will be deleted because it has phased out.

In surveying other comparable non-represented employee group increases, we found the following:

Comparable	2015 Proposed
Marathon County	2% on 1/1/15 reviews due 6/1/15 with retro back to 1/1/15
Wood County	1.7% Range Increase plus movement to next step up to max
Portage County	1.46% 1/1/15 to match contract settlements. Proposing new compensation study/plan.
WI Rapids	Will follow labor contract settlements when settled.
Stevens Point	1/1/15 1.5% Range Increase plus step increases to maximum of 2.5%
Wausau	2% 1-1-15
Superior	2% 1/1/15
Watertown	3% on 1-1-15 No step adjustment above market.
Menomonie	2% 1/1/15 No step adjustments
DePere	1.8% 1/1/15 plus pay for performance to max
Beaver Dam	1.5% 1/1/15
Kaukauna	2% 1/1/15 plus stepping to max of 2.5%
City of Marshfield	1.5% 7/1/14 plus merit possible
Average	1.87% (salary range adjustment only)

This is not a request for additional funding. All staff expenditures will remain within the 2015 budget requests. Attached is proposed Payroll Resolution No. 2014-65 and 2014-66.

RECOMMENDATION

- I recommend that you approve Payroll Resolution No. 2014-65 which increases the salary range by 1.5%.
- I recommend that you approve Payroll Resolution No. 2014-66 providing for a 1.5% increase on July 1, 2015 for employees at the control point or greater (exception: employees over the max are eligible for an increase of .75%).

Attachments



Concurrence:

Steve Barg, City Administrator

RESOLUTION NO. 2014-65
PAYROLL RESOLUTION

WHEREAS, on May 28, 2013, the Common Council of the City of Marshfield adopted a Position Classification and Pay Plan for all non-represented positions in the City's employ, except for positions under the governance of the Marshfield Library Board; and

WHEREAS, the Common Council's action, in adopting the pay plan effective October 27, 2013, was based upon a classification/compensation study conducted by the firm of Carlson Dettmann; and

WHEREAS, Personnel Policy 3.800 directs the Human Resources Manager and City Administrator to maintain the integrity of the salary plan by adjusting the ranges according to economic trends; and

WHEREAS, Personnel Policy 3.800 provides that when salary ranges are adjusted to maintain economic parity for employees who have attained or surpassed the midpoint value, their position in the range will be maintained;

NOW, THEREFORE, BE IT RESOLVED by the Common Council that the salary structure for Non-Represented Position Classifications of the City of Marshfield be adjusted by 1.5% to be effective July 1, 2015.

ADOPTED: _____
Chris L. Meyer, Mayor

APPROVED: _____
Deb M. Hall, City Clerk

CITY OF MARSHFIELD COMPENSATION SCALE EFFECTIVE JULY 1, 2015

Job Title	Department	Grade	One year apart							Two years apart	
			Control Point							Maximum	
			92.5% Step 1	95.0% Step 2	97.5% Step 3	100.0% Step 4	102.5% Step 5	105.0% Step 6	107.5% Step 7	110.0% Step 8	112.5% Step 9
City Administrator	Administrator	W	\$45.90	\$47.14	\$48.37	\$49.61	\$50.86	\$52.10	\$53.34	\$54.58	\$55.81
<i>vacant grade</i>		V	\$44.30	\$45.49	\$46.70	\$47.90	\$49.10	\$50.29	\$51.48	\$52.68	\$53.89
<i>vacant grade</i>		U	\$42.72	\$43.88	\$45.03	\$46.18	\$47.34	\$48.49	\$49.64	\$50.81	\$51.96
Finance Director Fire Chief Police Chief Public Works Director	Finance Fire Police Public Works	T	\$41.14	\$42.24	\$43.36	\$44.47	\$45.57	\$46.70	\$47.81	\$48.92	\$50.03
Director of Planning/Econ Dev Parks & Recreation Director Technology Director	Planning Parks & Recreation Technology	S	\$39.54	\$40.62	\$41.69	\$42.75	\$43.82	\$44.89	\$45.96	\$47.02	\$48.09
City Engineer Human Resources Manager	Engineering Administrator	R	\$37.96	\$38.99	\$40.01	\$41.04	\$42.06	\$43.09	\$44.11	\$45.14	\$46.16
City Assessor	Assessor	Q	\$36.37	\$37.35	\$38.34	\$39.32	\$40.31	\$41.29	\$42.27	\$43.26	\$44.24
<i>vacant grade</i>		P	\$34.78	\$35.73	\$36.66	\$37.61	\$38.55	\$39.48	\$40.42	\$41.36	\$42.31
Assistant Finance Director Police Lieutenant Street Superintendent Wastewater Superintendent Deputy Fire Chief Fire (M-F) Deputy Fire Chief Fire (Shift)	Finance Police Street Division Wastewater Utility Fire Fire	O	\$33.19	\$34.09	\$34.99	\$35.89	\$36.79	\$37.69	\$38.59	\$39.48	\$40.38
Assistant City Engineer	Engineering	N	\$31.62	\$32.47	\$33.33	\$34.18	\$35.03	\$35.89	\$36.74	\$37.60	\$38.46

Ordinance Enforcement Officer Streets/Parks and Rec Classification Four	Police Streets/Park & Rec	F	\$19.16	\$19.68	\$20.20	\$20.72	\$21.24	\$21.75	\$22.28	\$22.79	\$23.31
Administrative Assistant III Deputy Clerk Streets/Parks & Rec Classification Three Administrative Assistant III Administrative Assistant III	Mayor/City Administrator Clerk Streets/Park & Rec Fire Police	E	\$17.82	\$18.31	\$18.79	\$19.27	\$19.75	\$20.24	\$20.72	\$21.20	\$21.68
Accounting Clerk Administrative Assistant II Municipal Court Clerk Police Records Specialist Streets/Parks & Rec Classification Two Administrative Assistant II Administrative Assistant II Administrative Assistant II Administrative Assistant II Administrative Assistant II	Finance Streets Division Municipal Court Police Streets/Parks & Rec Assessor Building Services Parks & Recreation Public Works Wastewater	D	\$16.67	\$17.12	\$17.57	\$18.03	\$18.47	\$18.92	\$19.38	\$19.82	\$20.28
Administrative Assistant I Custodian	Police	C	\$15.50	\$15.93	\$16.34	\$16.76	\$17.18	\$17.60	\$18.03	\$18.44	\$18.85
Cemetery Caretaker Assistant Streets/Parks & Rec Classification One	Cemetery Streets/Park & Rec	B	\$14.49	\$14.90	\$15.29	\$15.67	\$16.07	\$16.45	\$16.85	\$17.24	\$17.63
<i>vacant grade</i>		A	\$13.48	\$13.85	\$14.21	\$14.58	\$14.95	\$15.31	\$15.67	\$16.04	\$16.40

Streets/Parks & Rec Classification One

No CDL and minimal related experience

Streets/Parks and Rec Classification Two

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

Streets/Parks and Rec Classification Three

Parks Technician II, Tile Layer, Sign Person, Mini Excavator, Equipment Technician, Concrete Helper, Front End Loader, Bulldozer Operator, Grade Person

Streets/Parks & Rec Classification Four

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

Acting Street Supervisor is pay grade H: Effective May 1, 2014

Zookeeper Assistant I: Employees will receive an additional \$1.20 per hour if currently classified as Class I and assigned to perform Zookeeper Assistant I work, \$.90 per hour if currently classified in a Class II and assigned to perform Zookeeper Assistant I work, and \$.60 per hour if currently classified as Class III and assigned to perform Zookeeper Assistant I work.

Out of Class Pay for Employees over the Maximum (Street Division/Parks and Recreation Department): Employees whose compensation is beyond the maximum will receive a minimum of an additional \$.30 per hour in out of class pay if currently classified in a Class II and are assigned and performing work that is classified as a Class III. Likewise there will be a minimum of \$.40 per hour out of class pay from Class III to Class IV and a minimum of \$.20 per hour out of class pay for Class IV to Zookeeper. This language applies as a minimum for those employees above the maximum and will phase out likely on July 1, 2014.

Reclassification into a new Class for Employees Over the Maximum (Street Division and Parks and Recreation Department): When an employee is promoted to a new classification and is currently being compensated above their current maximum, the out of class pay (minimum of \$.30 and/or \$.40) will be permanently added to their base pay as long as the employee's performance remains at a satisfactory level and they continue to perform the work at the higher classification. This language applies as a minimum for those employees above the maximum and will phase out likely on July 1, 2014.

Classification II - Night Shift Sweeper Night Shift Differential: Effective October 27, 2013 - \$.15 per hour. Effective July 1, 2014 - \$.25 per hour.

Longevity is frozen as of 12/31/11 for Street, Parks and Recreation and Clerical/Technical Groups. Ordinance Enforcement Officer and Wastewater Group is frozen as of 12/31/13. Employees earning longevity prior to the dates listed above for their respective group will have their longevity frozen as of the dates listed above. Employees hired both before (and not yet eligible for longevity) and after the frozen dates for their respective group are not eligible for longevity. Frozen longevity is paid in addition to their base wage as follows:

- 5 to 10 years of service \$.07 per hour
- 10-15 years of service \$.13 per hour
- 15-20 years of service \$.19 per hour
- 20-25 years of service \$.26 per hour (OEO Group is \$.25)
- 25 or more years of service is \$.32 per hour

Municipal Court Judge Payroll Resolution No. 2014-69: Municipal Court Judge compensation to follow non-represented range adjustments as they occur (typically on July 1 of a given year)

RESOLUTION NO. 2014-66
PAYROLL RESOLUTION

WHEREAS, the Common Council of the City of Marshfield has adopted a Position Classification and Compensation Plan for all non-represented employees; and

WHEREAS, it is the policy of the Common Council that all compensation adjustments for non-represented employees are contingent upon satisfactory performance as documented in written performance appraisals; and

WHEREAS, the control point of the respective pay range represents the market value of the job, i.e., the economic value that other employers with whom the city competes for employees place on the same or similar job;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MARSHFIELD that if job performance for an incumbent at or above the midpoint value, in one of the job classifications on the attached, meets or exceeds the performance standards for the review period as documented in a written performance appraisal completed by the employee's supervisor and filed in the Human Resources office, he/she shall be entitled to a salary or wage adjustment by 1.5% for non-represented employees between the control point and maximum or .75% for non-represented employees above the maximum effective on July 1, 2015; and

ALSO, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MARSHFIELD that the purpose of this resolution is to authorize the continued implementation of compensation adjustments, as justified, for incumbents in the position descriptions attached, according to the methodology outlined in existing Personnel Policies 3.800 and 3.805 and succeeding sections of this resolution.

ADOPTED: _____
Chris L. Meyer, Mayor

APPROVED: _____
Deb M. Hall, City Clerk

Detail to Payroll Resolution No. 2014-66 Effective July 1, 2015
1.5% for Those Below the Maximum and .75% for Those Above the Maximum

Emp ID	Pay Type	Grade/Step	7/1/14 Rate	7/1/15 Rate	Longevity	Last Name	First Name
001351	Hourly	D4	\$17.76	\$18.03		ANDERSON	MARY
002325	Hourly	E9	\$21.36	\$21.68		BABCOCK	MARK
002638	Hourly	I8	\$27.74	\$28.16		BALTUS	MICHAEL
068268	Hourly	W4	\$48.88	\$49.61		BARG	STEVEN
003007	Hourly	D4	\$17.76	\$18.03		BEAUCHAMP	AMY
003025	Hourly	F6	\$21.43	\$21.75		BECKER	JEFFREY
003087	Hourly	E5	\$19.46	\$19.75		BERGER	SUZANNE
004076	Hourly	M5	\$32.77	\$33.26		BORNBACH	KURT
004251	Hourly	H9	\$26.47	\$26.87		BRATTON	TED
004260	Hourly	B9	\$17.37	\$17.63		BRAUNSKY	WILLIAM
004400	Hourly	G5	\$22.38	\$22.72		BRUHN	TODD
068317	Hourly	G4	\$21.84	\$22.17		BURNS	STEVEN
005235	Hourly	D6	\$18.64	\$18.92		CARLSON	SUSAN
049105	Hourly	M4	\$31.98	\$32.46		CASSIDY	KELLY
005300	Hourly	N4	\$33.67	\$34.18		CASSIDY	TIMOTHY
005967	Hourly	H6	\$24.71	\$25.08		CHRISTENSEN	TERRY
005990	Hourly	F6	\$21.43	\$21.75		CHURKEY	MATTHEW
006445	Hourly	D4	\$17.76	\$18.03		COY	JEAN
012255	Hourly	O5	\$36.25	\$36.79		ERICKSON	EDWIN
012272	Hourly	F7	\$21.95	\$22.28		ESSER	JEROLD
013319	Hourly	H4	\$23.53	\$23.88		FECHHELM	BELINDA
068425	Hourly	G6	\$22.93	\$23.27		FISCHER	BRANDON
014462	Hourly	H6	\$24.71	\$25.08		FOLTZ	BRIAN
016282	Hourly	D4	\$17.76	\$18.03		GAETZ	CINDY
068467	Hourly	G5	\$22.38	\$22.72		GOHAM	JOEL
068424	Hourly	D4	\$17.76	\$18.03		JOHNSON	JOSHUA
026055	Hourly	D4	\$17.76	\$18.03		KARL	DEBRA
068209	Hourly	K4	\$28.60	\$29.03		KILTY	PATRICK
026478	Hourly	M4	\$31.98	\$32.46		KIVELA	MARK
027435	Hourly	T4	\$43.81	\$44.47		KNOECK	DANIEL
027778	Hourly	E6	\$19.94	\$20.24		KROGMAN	AMY
027962	Hourly	M4	\$31.98	\$32.46		KROKSTROM	LORRIE
028655	Hourly	E9	\$21.36	\$21.68		LANGFELDT	TIMOTHY
028672	Hourly	F5	\$20.93	\$21.24		LARSEN	ROBERT
028671	Hourly	O4	\$35.36	\$35.89		LARSON	DARREN
029054	Hourly	F5	\$20.93	\$21.24		LEONARD	DANIEL
049218	Hourly	D4	\$17.76	\$18.03		LINDGREN	KATHLEEN
029465	Hourly	E4	\$18.99	\$19.27		LINDNER	PEGGY
031360	Hourly	M4	\$31.98	\$32.46		MAURITZ	JOSH
031416	Hourly	E9	\$21.39	\$21.68		MCCLUNG	BRIAN
032020	Hourly	G4	\$21.84	\$22.17		MICHALIK	JANETTE
068175	Hourly	M4	\$31.98	\$32.46		MILLER	JOSHUA

Detail to Payroll Resolution No. 2014-66 Effective July 1, 2015

1.5% for Those Below the Maximum and .75% for Those Above the Maximum

068329	Hourly	G4	\$21.84	\$22.17		MOLTER	JEFFREY
034215	Hourly	E9	\$21.36	\$21.68		NEEDHAM	PAUL
068448	Hourly	D4	\$17.76	\$18.03		NIEHAUS	PATRICK
034700	Hourly	F7	\$21.95	\$22.28		NIKOLAI	HUGH
038260	Hourly	D4	\$17.76	\$18.03		OPPMAN	JOANN
038263	Hourly	K4	\$28.60	\$29.03		OTT	THOMAS
038270	Hourly	H6	\$24.71	\$25.08		OTT	ANDREW
038265	Hourly	O5	\$36.25	\$36.79		OWEN	SCOTT
039049	Hourly	E4	\$18.99	\$19.27		PANZER	LORI
040165	Hourly	N5	\$34.51	\$35.03		POKORNY	RICHARD
047105	Hourly	E9	\$21.36	\$21.68		RASMUSSEN	TIMOTHY
045050	Hourly	G4	\$21.84	\$22.17		RINDFLEISCH	MARILYN
047042	Hourly	F8	\$22.45	\$22.79		SCHERR	MICHAEL
047075	Hourly	E9	\$21.36	\$21.68		SCHLAGENHAF	PAUL
068082	Hourly	G4	\$21.84	\$22.17		SCHOOLEY	ROBERT
047060	Hourly	F7	\$21.95	\$22.28		SCHROEDER	WILLIAM
048301	Hourly	E9	\$21.36	\$21.68		SONNEMANN	LESTER
068104	Hourly	D4	\$17.76	\$18.03		STARGARDT	CHRIS
048750	Hourly	M4	\$31.98	\$32.46		STEINBACH	BENJAMIN
048775	Hourly	T4	\$43.81	\$44.47		STREY	KEITH
068491	Hourly	M4	\$31.98	\$32.46		SUTTON	MATTHEW
050136	Hourly	E9	\$21.39	\$21.68		TRUDEAU	MICHAEL
053961	Hourly	D4	\$17.76	\$18.03		UTHMEIER	CHERYL
057275	Hourly	G5	\$22.38	\$22.72		WANTA	DUANE
068340	Hourly	O4	\$35.36	\$35.89		WARP	SAMUEL
068103	Hourly	F6	\$21.43	\$21.75		WENDELL	ERIC
058045	Hourly	O4	\$35.36	\$35.89		WINCH	MICHAEL

Emp ID	Pay Type		Pay Rate			Last Name	First Name
			Bi-Weekly				
68515	Salary	O2 TO O3	\$69,873	\$72,776		CLEMENTS	JODY
8200	Salary	O5	\$75,398	\$76,529		DEGRAND	CRAIG
9241	Salary	O5	\$75,398	\$76,529		DOLENS	ROY
68443	Salary	M4	\$66,512	\$67,510		ESSER	TRAVIS
68589	Salary	M4	\$66,512	\$67,510		GEURINK	JODY
68396	Salary	M4	\$66,512	\$67,510		KEFFER	DENNIS
40145	Salary	M4	\$66,512	\$67,510		POESCHEL	DOMINIC
Over Max							
000330	Hourly	D OVER	\$20.56	\$20.71		ADAMSKI	CHARLES
003160	Hourly	D OVER	\$20.89	\$21.05		BINDER	JOEL
068307	Hourly	D OVER	\$20.56	\$20.71		GABEL	BRIAN
026452	Hourly	D OVER	\$20.89	\$21.05		KIEFFER	GREGORY

Detail to Payroll Resolution No. 2014-66 Effective July 1, 2015

1.5% for Those Below the Maximum and .75% for Those Above the Maximum

068348	Hourly	D OVER	\$20.56	\$20.71		KOZIK	KYLE
068210	Hourly	D OVER	\$20.56	\$20.71		LINZMEIER	BRYAN
045335	Hourly	D OVER	\$20.56	\$20.71		ROGERS	DANIEL
068196	Hourly	D OVER	\$20.56	\$20.71		SCHMIDT	PHILIP
048021	Hourly	D OVER	\$20.96	\$21.12		SMITH	MELVIN
050271	Hourly	C OVER	\$20.56	\$20.71		TIBBETT	BRUCE
057637	Hourly	D OVER	\$20.56	\$20.71		WEINFURTNER	JEFFREY
068295	Hourly	D OVER	\$20.56	\$20.71		WOJCIK	BENJAMIN

Employees Stepping Below Control Point Effective 7/1/15

Number	Placement	From	To	Last Name	First Name
068203	G3 TO G4	\$21.29	\$22.17	MILLER	SHAWN
068267	G3 TO G4	\$21.29	\$22.17	OLDHAM	LANCE
068519	D2 TO D3	\$16.87	\$17.57	PUGH	KEITH
048310	Q3 TO Q4	\$37.77	\$39.32	SPENCER	JOAN
068044	S3 TO S4	\$41.07	\$42.75	ANGELL	JASON
002600	R3 TO R4	\$39.42	\$41.04	BAEHR	LARA
068389	K3 TO K4	\$27.89	\$29.03	BUEHLER	DAVID
011930	S3 TO S4	\$41.07	\$42.75	ENGLEHART	EDWARD
018278	O3 TO O4	\$34.47	\$35.89	HANSON	BRENDA
034515	S3 TO S4	\$41.07	\$42.75	NG	ENG
051965	R3 TO R4	\$39.42	\$41.04	TURCHI	THOMAS
068531	M3 TO M4	\$31.18	\$32.46	WESTMAN	ERIK
018233	T2 TO T3	\$41.62	\$43.36	HAIGHT	ROBERT
068325	T1 TO T2	\$40.53	\$42.24	GRAMZA	RICHARD
068576	O3 TO O4	\$34.47	\$35.89	ZEPS	PATRICK
068524	H1 TO H2	\$21.77	\$22.70	SCHROEDER	SAMUEL
068570	H3 TO H4	\$22.95	\$23.88	VAN WYHE	AMY
068386	D3 TO D4	\$17.31	\$18.03	WARP	JEAN
068532	D3 TO D4	\$17.31	\$18.03	GUENSBURG	WILL
068471	G1 TO G2	\$20.20	\$21.06	NOSBISCH	MITCHELL
018425	M2 to M3	\$30.38	\$31.65	HAWLEY	KRISTOFER
	G1 to G2	\$20.20	\$21.06	KUHLKA	LOUIS
Effective May 1, 2015					
018255	TO L3	\$28.10	\$29.53	HALL	DEBORAH
Effective July 1, 2015					
18255	L3 RANGE	\$29.53	\$29.97	HALL	DEBORAH
Effective July 1, 2015		\$18,434	\$18,711	Municipal Court Judge	



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH STREY, FINANCE DIRECTOR
SUBJECT: 2015 PROPERTY INSURANCE COVERAGES
DATE: 12/10/2014

BACKGROUND

The city carries its property insurance coverages with the State of WI Local Government Property Insurance Fund (LGF) and has been since 1986. This includes coverage for the University of Wisconsin Center and the Fairgrounds. Marshfield Utilities department has its' own separate policy for property coverage. The Fund has been a viable insurance alternative for local government units since 1908.

ANALYSIS

Overall 2015 insured value increased from \$121,489,613 to \$123,257,795. Listed below are comparisons of 2014 premiums to the proposed renewal for 2015 from LGF. The 2015 net total renewal premium maintaining a \$5,000 deductible of \$62,697 is **\$3,731 (-6%) lower than 2014**. During 2013, the City bid out all lines of insurance for 2014. As part of the bid evaluation process, both LWMMI and Johnson Insurance recommended that the City of Marshfield stay with LGF as LGF provides the best coverage written specifically for a municipality at good rates in spite of recent premium increases.

Coverage	2014-\$5,000 Deduct	2015-\$5,000 Deduct
Buildings and Contents	\$68,511	\$64,803
Contractor's Equip	2,036	2,062
Alarm Credit	(4,296)	(4,345)
Special Use Animal-\$500 Deductible	177	177
TOTALS	\$ 66,428	\$ 62,697

When evaluating deductible alternatives for 2014, we analyzed options of \$1,000, \$2,500 and \$5,000. To analyze these deductible options, I reviewed the 10-year loss history with Administrator Barg and Assistant Finance Director Hanson to develop a recommendation. Between 2004 and 2013, the City had 33 claims paid totaling \$133,293.33. Averaging the loss information out over this period in comparison to the premium reduction using a \$5,000 deductible, the payback was estimated to be less than one year. In reviewing proposals from other firms, a consistent comment received was that the City has historically carried a very low deductible on our policies that we should consider increasing. Staff felt that with the strong financial condition of the City, the strategy in other insurances to increase deductibles to offset premium increases and relatively low annual average claims paid on this policy, the City was positioned well to increase the deductible for this policy to \$5,000 for 2014. In reviewing the low amount of year to date activity in 2014 and continued strong financial condition of the City, the 2015 renewal maintains the \$5,000 deductible.

In addition to the proposed \$3,731 decrease in renewal premium, new for 2015, the City of Marshfield has a prepayment discount option available as well for additional savings as described below in a notice received with the 2015 quote that stated in part:

*Per a recent directive from the Office of Commissioner of Insurance, if your renewal premium is paid on or before the effective date of your renewal policy, you are eligible for a 1% discount on your renewal premium. This would then make your renewal premium **\$62,070**.*

If the City of Marshfield was to take advantage of this prepayment opportunity, it will realize an additional premium savings of \$627. Combined, the two would equal a total premium reduction of \$4,358 (-7%) in comparison to 2014.

RECOMMENDATION

I recommend the City of Marshfield renew Buildings & Contents and Contractor's Equipment insurance coverage with the Local Government Property Insurance Fund for 2015 with a \$5,000 deductible and authorize the Finance Director to prepay the 2015 renewal in December 2014 to receive the discounted premium.

Concurrence – Steve Barg, City Administrator



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: 2015 AIRPORT OWNERS AND OPERATORS GENERAL LIABILITY INSURANCE
DATE: 12/9/2014

BACKGROUND

The current airport liability policy is with ACE Property & Casualty and is set to expire on December 31, 2014. Johnson Insurance is the city's insurance agent for obtaining airport commercial general liability insurance.

ANALYSIS

Johnson Insurance solicited a renewal quote for 2015 coverage from ACE. ACE submitted a renewal quote of \$4,350 for 2015. This quote is the same as 2014, \$136 less than the premiums for 2012 & 2013 (-3.1%) and \$635 (-14.6%) less than 2011. The quoted coverage from ACE includes no changes for 2015 from the prior years.

RECOMMENDATION

I recommend approval of airport owners and operators liability insurance for 2015 with ACE Property & Casualty.

Steve Barg

Concurrence – Steve Barg, City Administrator



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: 2015 BOILER & MACHINERY INSURANCE COVERAGE
DATE: 12/9/2014

BACKGROUND

The boiler and machinery policy for the City has traditionally included the University of Wisconsin Marshfield / Wood County, Fairgrounds, and School District of Marshfield. Marshfield Utilities has a separate policy, due in part, to unique coverage requirements.

There have been no major changes in the policy coverage since 2006 when the policy coverage was increased from \$25,000,000 to \$50,000,000. Our agent stated that the purpose of this coverage is essentially to fill the gaps that our policy with the State of WI Local Government Property Insurance Fund leaves uncovered.

ANALYSIS

The City asked Johnson Insurance to solicit a renewal quote for this coverage for 2015 from our current carrier for boiler and machinery coverage through Chubb Group of Insurance Companies. They presented the City group with a total 2015 premium quote of \$34,587. This is \$492 (1.4%) higher than the total premium (\$34,095) paid in 2014. The change in Insurable Values for this group went from \$234,425,398 for 2014 to \$235,287,686 for 2015.

RECOMMENDATION

I recommend renewal of the boiler and machinery insurance group policy with Chubb Group for 2015.

Steve Barg

Concurrence – Steve Barg, City Administrator



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE & COMMON COUNCIL
FROM: KEITH R. STREY, FINANCE DIRECTOR
SUBJECT: RESOLUTION 2014-76 COMMITTED FUND BALANCE CLASSIFICATIONS
DATE: 12/12/2014

BACKGROUND

As a result of Governmental Accounting Standards Board (GASB) 54 requirements, the City of Marshfield recently updated Fund Balance Policy 4.310 and Policy 4.370 Continuing Appropriations & Budget Resolutions. Policy 4.310, in part, establishes a framework for reporting classification of fund balances. Policy 4.370 states, in part, that “appropriations may be made by the Council, to be paid out of income of the current year, in furtherance of improvement or other objects or works which will not be completed within such year, and any such appropriation shall continue in force until the purpose for which it was made has been accomplished or abandoned.”

ANALYSIS

To comply with requirements of GASB 54, the previous one step procedure related to Policy 4.370 Continuing Appropriations was split into two. Now, step one requires the Common Council to take specific action to identify and approve items they “Commit” to funding beyond the current fiscal year. GASB 54 requires approval action to occur before fiscal year end to classify these specific items as committed. Following fiscal year end, the second step requires the Common Council to take separate action to approve amounts for items the Council wishes to commit funding for when determined (historically in February) for financial reporting purposes. These actions are only required for General Fund items as other fund classifications and continuing appropriations are addressed in Policies 4.310 & 4.370.

Several department/division heads have requested that various 2014 appropriations for specific general fund capital outlay, operations and projects be carried over to 2015 so they can be completed. When appropriate, the respective committees/boards have previously approved these items. The attached resolution summarizes the 2014 appropriation items and estimated amounts requested to be carried over into 2015 and classified as Committed Fund Balance.

RECOMMENDATION

I recommend approval of Resolution #2014-76 approving Committed Fund Balance classifications for 2014 continuing appropriations, as presented.

Concurrence- Steve Barg, City Administrator

RESOLUTION NO. 2014-76

A resolution of the Common Council approving Committed Fund Balance classifications for continuing certain appropriations related to fiscal year 2014 to be carried over into 2015.

BE IT RESOLVED by the COMMON COUNCIL of the City of Marshfield, as follows:

- 1. The appropriations and accounts set forth in Exhibit "A" attached hereto are hereby classified as committed and carried forward into 2015; and
- 2. The Finance Director is hereby authorized to make the necessary entries in the ledgers of the City of Marshfield to reflect the foregoing.

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

ADOPTED _____

Mayor

APPROVED _____

Clerk

EXHIBIT "A"

ESTIMATED
12/31/14
AMOUNTS

General Fund #101

Building Services/Inspection: Nuisance Property Abatement	\$ 2,250
Engineering Sidewalk Repair	10,000
Information Systems Enterprise Business System Software Upgrade Electronic Document Management System	87,402 49,759
Library Net Operations & Maintenance per WI Statutes Ch. 43.58(1)	29,230 (5 yr. average)
Parks and Recreation Special Recreation Programs Tennis/Racquetball Center Adult Athletics	4,071 5,637 2,718
Parks Maintenance Park Restroom Automated Locks	3,000
Planning & Economic Development Downtown Master Plan – general fund 50% share	3,750
	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> <u>\$ 197,817</u> **

** Amounts listed are **preliminary estimates** for information only. Final amounts will be presented in February 2015 for approval



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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

CHAPTER: Procurement

SUBJECT: Procurement of Goods and Services

POLICY NUMBER: 4.800

PAGES: 2

EFFECTIVE DATE: January 1, 2015

REVISION DATE: September 15, 1998
November 26, 2002
December 162, 2014

PERMANENT DELETION DATE:

DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Attorney's Office; Finance Department

APPROVED BY: Finance, Budget and Personnel Committee

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

POLICY:

The purposes of this policy are to 1) simplify and clarify the policy governing procurement by the City of Marshfield; 2) permit the continued development of procurement policies and practices; 3) provide for increased public confidence in the procedures used in public procurement; 4) ensure the fair and equitable treatment of all persons who deal with the procurement system of the City; 5) provide increased economy in City procurement activities and to maximize to the fullest extent practicable the purchasing value of public funds of the City; 6) foster effective broad-based competition within the free enterprise system; and 7) provide safeguards for the maintenance of a procurement system of quality and integrity.

The purchase of all materials and services for all activities within City government of which amount totals \$1,000 or more shall be consummated by either 1) a written contract; or 2) a signed purchase order. All procurement agreements or contracts shall be reviewed and approved as to form by the City Attorney, and shall be executed by the Mayor, Finance Director, and City Clerk per WI Statutes Ch. 62.09(10)(f) & 62.09(11)(d). Purchase orders will be considered valid only upon the signatures of the requesting department/division director and the Finance Director or his/her designee. The delivery of goods and services shall not precede the execution of a written contract, agreement or purchase order for purchases of \$1,000 or more, except in the case of an emergency. In the event of an emergency, the Finance Director will be notified on the next working day and the purchase order will be identified as an "emergency purchase."

All City departments shall comply with Section 62.15 of the Wisconsin statutes for all public construction projects, following the estimated cost thresholds provided in this statute to give the appropriate Class 1 or Class 2 Notice under chapter 985. ~~which provides, in part, that "all public construction, the estimated cost of which exceeds \$25,000, shall be let by contract to the lowest responsible bidder;" and further, that "after the plans, specifications and form of contract have been prepared, the Board of Public Works shall advertise for proposals for doing such work by publishing a Class 2 notice, under chapter 985."~~

~~All City departments are further directed that "if the estimated cost of any public construction exceeds \$5,000 but is not greater than \$25,000, the Board of Public Works shall give a Class 1 notice, under chapter 985, of the proposed construction before the contract for the construction is executed."~~

All public improvements constructed with municipal funds shall be carried out through a contract awarded to the lowest responsible bid, in conformance with Wisconsin statutes. Major equipment purchases shall be made according to the lowest responsible bid following public advertisement and the distribution of specifications.

When the City Attorney determines that the competitive sealed bidding process is not required by law and is either not practicable or not advantageous to the City, a contract may be entered into through receipt of competitive sealed proposals. Adequate public notice shall be given when competitive sealed proposals are sought.

STANDARD OF CONDUCT:

Public employment is a public trust. City of Marshfield employees engaged in the procurement process must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City procurement process.

To: Finance, Budget, and Personnel Committee
From: Thomas Turchi, City Engineer
RE: Request to fill vacancy in the Engineering Division due to a position resignation.
Date: December 9, 2014

Background

The staff of the Engineering Division of the Department of Public Works currently consists of 1 City Engineer, 1 Assistant City Engineer, 1 Civil Engineer II, 1 City Surveyor and 2 Engineering Technicians.

On Monday December 1st, 2014, Kris Hawley the City Surveyor accepted the Assistant Street Superintendent position, and will begin his duties on Monday December 15th, 2014. Kris has worked in the Engineering Division for more than 16 years before moving to the Street Division. This transfer creates a vacancy of the City Surveyor position within the Engineering Division.

The pay range for the City Surveyor position is \$28.02/hour (minimum), \$30.29/hour (control point), \$34.08/hour (maximum).

Analysis

The position of City Surveyor was created in 1998 by the previous City Engineer, Brian Martin upon the retirement of one of the City's Engineering Technicians. When this position was created the overall goal was to shift the responsibilities of surveying from Civil Engineers to the City Surveyor. Kris Hawley has spent a great deal of his time automating the surveying procedures and cross training the engineering technicians (and interns) to complete surveys, stake out construction projects and collect other data as needed for the City's GIS system. Operations within the Engineering Division have greatly improved over time by the cross training of staff, updating of equipment and the automation of surveying practices. During this time the City's benchmarks have been brought up to date, the utility maps (sanitary and storm sewers) have been surveyed and have been fully implemented into GIS and our City's boundary description has been brought into compliance and is now completed annually through a fully automated process. Kris has implemented a program to update our surveying equipment on a regular basis and has trained staff to utilize this equipment in the most cost effective manner. Kris has also streamlined the review of plats and certified survey maps submitted to the City by developers.

Where does this leave the Engineering Division with the loss of a City Surveyor? The City Surveyor position is required to be a licensed Professional Land Surveyor (PLS) which allows staff to prepare certified survey maps for the Mill Creek Business Park, Yellowstone Industrial Park and for other sites as needed. Will this leave us without the ability to create certified

survey maps? No, Kris has agreed to maintain his PLS license to assist the Engineering Division as needed. Our current Engineering Technician is advancing towards his Licensure as a Professional Land Surveyor, and since Kris is only moving to our Street Division, he would be available to provide direction for PLS matters. It is legal and allowable for the Engineering Technician to continue to do many of the tasks performed by a Professional Land Surveyor under the direction of a PLS. Considering this utilization of staff, I anticipate that we would only require less than 5% of Kris's time for the specific items that require a PLS. The non PLS tasks that are done by the Engineering Division include but are not limited to data collection, construction staking, construction inspection, preliminary drafting, setting control points, reviewing certified survey maps & plats, determining right of way and reestablishing property corners after a project has been completed.

With this vacancy within the Engineering Division I felt it would be in the City's best interest to re-evaluate where we are currently and where we could continue to make improvements to the efficiency and level of service within the Engineering Division, without increasing the number of FTE positions. One area we regularly struggle with is keeping up with completion of our design work. There is currently only one Civil Engineer in the division, and while he is highly proficient in the utilization of design software, I feel it would be in the City's best interest to hire another engineer to keep pace with the design workload. An entry level civil engineer (Civil Engineer I) would be able to do street, storm sewer, water main and sanitary sewer design utilizing GeoPack design software. A 'Civil Engineer I' would allow the Engineering Division to complete design work in a more timely fashion which in many instances would allow our larger projects to be bid earlier when there is greater competition, more competitive bids and lower construction costs. Having multiple users fluent with GeoPack design software will create safeguards and increase the efficiency of our design team. Just to provide clarification between a Civil Engineer I versus a Civil Engineer II position is work experience and licensure as a Professional Engineer (PE).

In the near future, new requirements for Storm Water Management will be imposed upon our City. The city will be assigned specific requirements such as monitoring of Total Maximum Daily Loads (TMDL). These requirements of our community will supersede previous constraints put on hold by ACT 10. The new TMDL requirements for the Wisconsin River Watershed are being enacted by the Wisconsin DNR and the Environmental Protection Agency (EPA). Hiring a 'Civil Engineer I' versus a City Surveyor will aid in implementing, planning and design of the necessary physical improvements needed to meet the new TMDL requirements.

Succession planning: A new buzzword in the operation of many successful organizations is 'succession planning'. This is the training, mentoring and growth of personnel within your own organization to become leaders as current staff progress towards retirement. Even though current Engineering Division staff may be a decade away from retirement it is in the City's best interest to continue planning for the future replacement of staff by mentoring and coaching new or existing employees.

The City of Marshfield and our infrastructure is growing and our existing infrastructure is aging. Since the position of City Surveyor was created in 1998 the city's infrastructure has grown as shown in the comparisons noted below:

	<u>1998</u>	<u>2014</u>	
• Street Miles	116.88 MI	142.27 MI	22% Increase
• Sanitary Sewer	125.13 MI	137.77 MI	10% Increase
• Storm Sewer	62.69 MI	103.74 MI	Increase
○ The specific percentage increase is not shown because in 2010 catch basin leads were added to the overall length of the storm sewer system.			
• Storm water ponds	5 ponds	83 ponds	1560% Increase.
○ Note these include public and private ponds within the municipal limits.			
• CIP Public Works	\$ 3,685,000	\$ 5,286,000	43% Increase

Even though infrastructure has been growing and there continues to be an increase in CIP projects we have been able to hold and maintain operations within the Engineering Division without the addition of full time staff by use of consultants to fill the gap in staffing when needed. As we look forward, technology will continue to expand, projects will require more complex designs, the City will continue to grow in size and population and more restrictive environmental requirements will be placed upon communities. All of these items will require innovative ways to meet these increased demands with limited funding and resources, therefore, it will be even more important for the City to require higher levels of education as we look into the future and hire new employees.

There have been numerous discussions in the past about the utilization of consultants versus having staff on hand for the completion of projects within the Engineering Division. It has been demonstrated how communities such as Marshfield are more cost-effective by having engineering staff on hand. When comparisons are done for identical entry level Civil Engineer position of a consultant versus City staff you will find that it is typically 43% more costly to hire a consultant. City staff does not work for a profit, they have intimate knowledge of our community and take ownership in the projects they design and build because they themselves have to live with the final results.

Even though the Engineering Division is faced with the need for increasing infrastructure improvements and environmental requirements, it is important to maintain 6 FTE employees. Over the past two decades the Engineering Division has experienced fluctuation in FTE employees. In 1998 the 'City Surveyor' position was created to replace a retiring 'Engineering Technician', in 2008 the Common Council eliminated a Civil Engineer position thus reducing staff to 5 FTE and through the budget process in 2011 staffing levels were returned to 6 FTE. The operational review completed in January 2014 by Springstead Consulting recommends no staffing level changes within the Engineering Division. That is why it is absolutely critical that we at least maintain our current staffing levels, thus we are requesting to fill the vacancy.

It is estimated that a Civil Engineer I position will be at or about the same pay range as the current City Surveyor position. There may be a minor initial cost savings of hiring an entry level 'Civil Engineer I' at the minimum salary versus the current salary of the City Surveyor.

Recommendation

I recommend that the Finance, Budget, and Personnel Committee authorize the filling of the Engineering Division vacancy with a 'Civil Engineer I' position and authorize the banding and grade of this position to be completed by the City's consultant Carlson Dettmann Consulting.

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

Respectfully Submitted,



Thomas R. Turchi, P.E., City Engineer

Concurrence:



Daniel G. Knoeck, Director of Public Works



Steve Barg, City Administrator